



DEPARTMENT OF THE NAVY  
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ASB

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From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS AVIATION SUPPLY DESK-TOP PROCEDURES

Ref: (a) MCO 4400.177H

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

1. Situation. Reference (a) listed above is the authority and guidance used in the development of this Manual, and as such, sanctions the policies outlined herein. This Manual revises the standardized supply procedures for use by aviation supply personnel within a Marine Aviation Logistics Squadron (MALS), Aviation Supply Department (ASD), and Marine Aircraft Wing (MAW) Aviation Logistics Department (ALD) per references (a) through (cf) listed below.

2. Cancellation. NAVMC 4400.177

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The ASDs and ALDs will be standardized across the Marine Corps in how to conduct aviation supply operations. This will improve the department's ability to provide aviation logistics support and increase aircraft readiness across the fleet. By way of Marine Aviation Logistics Support Program Modernization (MALSP MOD), all ASDs throughout the Marine Corps will implement the tools provided, to effectively support the customer.

(2) Concept of Operations. 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). Additionally, it standardizes the allowancing and auditing procedures across all MAWs.

b. Summary of Revision. This Manual contains numerous revisions, updates and additions, and should be reviewed in its entirety.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

c. Subordinate and Element Missions

(1) Headquarters Marine Corps (ASB-31) shall be responsible for the accuracy, currency, modification, and distribution of this Manual.

(2) MALS Commanders and AvnSupO's shall be responsible for the timely entry of changes and the physical maintenance of copies of this Manual.


d. Coordinating Instructions. Recommendations concerning the contents of this Manual will be forwarded to the Commandant of the Marine Corps (ASB-31) via the appropriate chain of command in accordance with reference (a), appendix F. Records created as a result of this directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1, Ch-1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

5. Administration and Logistics. This Manual is published electronically and accessed online via the Marine Corps home page at <http://www.marines.mil/news/publications/electroniclibrary.aspx>

6. Command and Signal

a. Command. This Manual is applicable to the Marine Corps Total Force.

b. Signal. This Manual is effective the date signed.



R. A. PETERSEN  
By direction



## List of Effective Changes

1. Introduction, Table of Contents, and multiple Chapters/Appendices
  - a. Page i thru v, created
  - b. All instances of ASL to ASB
  - c. All instances of AIR Card to AIR Card®
  - d. All instances of NAVMC 4400.177\_ to NAVMC 4400.177A
2. Chapter 1: Supply Personnel and Administrative Division (SPAD)
  - a. Page 1-1, paragraph 1, and paragraph 3g
3. Chapter 2: Warehouse Management Division (WMD)
  - a. Page 2-TOC-1 thru 2-TOC-2, page numbers
  - b. Page 2-2, paragraph 8, and 9
  - c. Page 2-3, paragraph 10, 11, and 14
  - d. Page 2-5, paragraph 3a
  - e. Page 2-6, subparagraph (3)
  - f. Page 2-7, subparagraph (3)
  - g. Page 2-8, subparagraphs (4), and (5)
  - h. Page 2-25, paragraph 9
  - i. Page 2-29, paragraph 15c, and paragraph 17
  - j. Page 2-33, subparagraph b(1)
  - k. Page 2-40, paragraph 9
  - l. Page 2-42, paragraph 11a, and paragraph 13a
  - m. Page 2-43, subparagraph b thru d
  - n. Page 2-44, paragraph e
  - o. Page 2-53, paragraph d
  - p. Page 2-59, paragraph 24
  - q. Page 2-66, report #6
  - r. Page 2-67, report #15, and #19
  - s. Page 2-68, report #46
  - t. Page 2-79, subparagraph b
  - u. Page 2-81, paragraph 9, and NOTE
  - v. Page 2-82, figure 2-11
  - w. Page 2-95 thru 2-96, subparagraph 1b(1), and (1)b(2)

4. Chapter 3: Operations Management Division (OMD)
  - a. Page 3-TOC-1, updated page numbers
  - b. Page 3-TOC-2, updated page numbers, and added figures 3-21 thru 3-27
  - c. Page 3-19 thru 3-20, paragraph 8a
  - d. Page 3-22, report #2
  - e. Page 3-30, paragraph 2
  - f. Page 3-31 thru 3-36, figure 3-6
  - g. Page 3-47, paragraph 8b
  - h. Page 3-58, paragraph 2a(10)
  - i. Page 3-72, paragraph 10
  - j. Page 3-82 thru 3-87, paragraph 10 (complete re-write, includes all subparagraphs, and figures)
  - k. Page 3-87 thru 3-97, paragraph 11 (complete re-write, includes all subparagraphs)
    - l. Page 3-83 thru Page 3-95, (complete re-write)
  - m. Page 3-101, report #11
5. Chapter 4: Supply Management Division (SMD)
  - a. Page 4-TOC-1 thru 4-TOC-2
  - b. Page 4-1 thru 4-69, (complete re-write)
6. Chapter 5: Aviation Logistics Department, Supply (ALD-C)
  - a. Page 5-6, subparagraph (3) (a)
  - b. Page 5-10, paragraph 11b
  - c. Page 5-11, report #12
  - d. Page 5-15, subparagraph b, and paragraph 2a(1)
  - e. Page 5-16, paragraph b(1), and b(4)
  - f. Page 5-20, paragraph 7
  - g. Page 5-22, subparagraph (3), and paragraph 11
  - h. Page 5-25, subparagraph (11), paragraph 4, and paragraph 6
  - i. Page 5-26, paragraph 8
  - j. Page 5-28, report #4, and report #12
7. Chapter 6: Joint Strike Fighter Division (JSD)
  - a. Page 6-17, paragraph 8

- b. Page 6-22, paragraph 3a
  - c. Page 6-31, paragraph 2
- 8. Appendix B: Change Notice
  - a. Page B-11 thru B-26, (complete re-write)
- 9. Appendix C: Stock Control Review Listing
  - a. Page C-1, paragraph 3
- 10. Appendix E: External Material Obligation Validation
  - a. Page E-1, paragraph b(2)
- 11. Appendix F: Deviation and Change Requests to NAVMC 4400.177A
  - a. Page F-1, paragraph 4, (complete re-write)
  - b. Page F-4, figure F-1
  - c. Page F-5, figure F-2
- 12. Appendix G: Internal Audits
  - a. Page G-1 thru G-52, entire appendix updated to align with NAVSUP P-723, Rev 5
- 13. Appendix H: Inspection Checklist
  - a. Page H-28, #28
  - b. Page H-24, #12
  - c. Page H-61, #14
  - d. Page H-63, #19
  - e. Page H-67 thru H-84, updated all questions
  - f. Page H-91, #10
- 14. Appendix I: Technical Training Program
  - a. Page I-1, paragraph 1, paragraph 3e thru 3f
  - b. Page I-4, figure I-2 thru figure I-3
- 15. Appendix J: Suspense and Unprocessed Interface Processing Procedures
  - a. Page J-5 thru J-7, figure J-1
- 16. Appendix K: Reconciliation Aids and Expediting Process
  - a. Page K-15, paragraph 10a(1)
  - b. Page K-18, NOTE

17. Appendix L: Relational Supply/Optimized NALCOMIS Reconciliation
  - a. Page L-27, Table L-3
18. Appendix M: Location Audit Program
  - a. Page M-2, paragraph 5, and subparagraph c(4)
  - b. Page M-3, subparagraph (8)
19. Appendix N: Inventory/Reconciliation Procedures
  - a. Page N-1 thru N-56, (complete re-write)
20. Appendix O: Cost Analysis Procedures
  - a. Page O-1 thru O-28, (complete re-write)
21. Appendix P: Quality Deficiency Reporting Procedures
  - a. Page P-11 thru P-16, (complete re-write)
  - b. Page P-20 thru P-21, figure P-16
  - c. Page P-22 thru P-24, figure P-17, and figure P-18
22. Appendix S: Carcass Tracking/Stock in Transit Sit Procedures
  - a. Page S-3, paragraph 3
  - b. Page S-4 thru S-17, paragraphs 4 thru 8, (complete re-write)
  - c. Page S-8, NOTE
23. Appendix U: AIR Card®/Wide Area Workflow Procedures
  - a. Page U-1, paragraph 2
  - b. Page U-2, paragraph 4
  - c. Page U-9, thru U-10, paragraphs 15a, and 15b
24. Appendix X: Budget OPTAR Report (BOR) Format Instructions
  - a. Page X-4, subparagraphs (g), and (h)
25. Appendix Z: Preparation of Financial Liability Investigation of Property Loss, DD Form 200
  - a. Page Z-1 thru Z-19, (complete re-write)
26. Appendix AA: Deployed Operations
  - a. Page AA-3, subparagraph (4)
27. Appendix AC: Aviation Consolidated Allowance List (AVCAL)/Coordinated Shipboard Allowance List (COSAL) Allowance Procedures



- a. Page AC-2, subparagraph (2)(a)1. thru (2)(a)5.
  - b. Page AC-3, subparagraph 1., (deleted h., and i.)
- 28. Appendix AF: References
  - a. Page AF-1 thru AF-9, multiple updates
- 29. Appendix AG: Standard Terms, Abbreviations, Acronyms
  - a. Page AG-2, updated AME
  - b. Page AG-6, added EOC, and EOQ
  - c. Page AG-13, added PIB
  - d. Page AG-70, updated Supply Assist
- 30. Appendix AH: ADHOC/SQL
  - a. Page AH-1 thru AH-22, created
- 31. Appendix AI: General Equipment (GE) Inventory Management and the Defense Property Accountability System (DPAS)
  - a. Page AI-1 thru AI-15, created
- 32. Appendix AJ: IMPR
  - a. Page AJ-1 thru AJ-15, created

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Appendix AJ	IMPR	AJ-1

## INTRODUCTION

- Ref: (a) MCO 5215.1\_, Marine Corps Directives Management Program, May 10, 2007
- (b) SECNAV M-5210.1, Records Management Manual, November 16, 2007
- (c) SECNAV M-5210.2, Standard Subject Identification Code Manual, August 2018
- (d) SECNAV M-5216.5 Ch 1, Department of the Navy Correspondence Manual, May 16, 2018
- (e) SECNAVINST 5211.5\_, Department of the Navy Privacy Program, May 20, 2019
- (f) MCO 4400.177\_, Marine Corps Aviation Supply Desk-Top Procedures, February 2, 2021
- (g) NAVAIR 00-35QH-2, Aviation Life Support System and Airborne Operational Equipment for Aircraft Squadrons Navy and Marine Corps, February 1, 2020
- (h) NAVSO P-3013-2, Financial Management of Resources Operating Procedures (Operating Forces), October 1990
- (i) ASKIT User's Manual (NOTAL), June 2017
- (j) NAVSUPINST 4200.99\_, Department of the Navy Government-Wide Commercial Purchase Card Program Policy, November 23, 2015
- (k) 18 U.S.C. 287, False, Fictitious or Fraudulent Claims, January 3, 2012
- (l) 10 U.S.C 932, Frauds Against the United States, January 3, 2016
- (m) COMNAVAIRFORINST 4440.2, Supply Operations Manual (SOM), February 27, 2017
- (n) NAVSUPWSSINST 4441.1\_, Marine Aviation Logistics Support Program Modernization, June 26, 2017
- (o) MARFORPACO P3120.10\_, Unit Deployment Program, October 19, 2012
- (p) OPNAVINST 5239.1\_, U.S. Navy Cybersecurity Program, July 18, 2018
- (q) MCO 13670.1\_, Management and Administration of United States Marine Corps Mobile Facility (MF) Program and Related Equipment, May 21, 2018
- (r) NALCOMIS Security Plan (NOTAL)
- (s) MCO 2020.1, Marine Corps Aviation Logistics Information Management and Support Department Standard Operating Procedures (Short Title: ALIMS-SOP), September 18, 2012
- (t) NAVSUP P-485, Operational Forces Supply Procedures, Vol I, Vol II Rev 6, April 14, 2020
- (u) SECNAVINST 5510.36\_, Department of the Navy Information Security Program, July 12, 2019
- (v) NAVSUPWSSINST 4440.450, Establishment of Authorized Fixed Allowances for all Depot Level Repairables Contained in NAVSUP Weapon Systems Support Generated Allowance Lists, August 20, 2018
- (w) NAVSUP P-723, NAVSUP Inventory Integrity Standards, February 12, 2021
- (x) DTR 4500.9-R, "Defense Transportation Regulation Part II Cargo Movement," May 2014
- (y) COMNAVAIRFORINST 4790.2\_, Naval Aviation Maintenance Program (NAMP) and Guide to the NAMP Instruction, February 1, 2021
- (z) NAVSUP P-700, Common Naval Packaging, October 26, 2004
- (aa) MIL-HDBK-263\_, Electrostatic Discharge Control Handbook for Protection of Electrical and Electronic Parts, Assemblies and Equipment, July 31, 1994
- (ab) MIL-STD-1686\_, Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies and Equipment, October 25, 1995



- (ac) MARADMIN 331/15 Offline and Internet-Based Ordering Policy, July 9, 2015
- (ad) MCO 3125.1\_, Marine Corps Flying Hour Program (FHP) Management, April 27, 2009
- (ae) DOD FMR 7000.14-R, Department of Defense Financial Management Regulation, June 2017
- (af) NAVAIR 17-600-193-6-2, Technical Manual, Periodic Maintenance Requirements Manual PRC-200-2M System Electronic Rework Power Unit GHV3, February 15, 2018
- (ag) MIL-HDBK-773, Department of Defense Handbook, Electrostatic Discharge Protective Packaging, June 30, 2005
- (ah) NAVAIR 00-25-100, Naval Air Systems Command Technical Publications Library Management Program, April 1, 2019
- (ai) NAVSUPINST 4423.29\_ (NOTAL), Navy Uniform Source, Maintenance, and Recoverability Codes, March 20, 2017
- (aj) MCO 1510.74\_, Individual Training Standards (ITS) System for Aviation Supply (OCCFLD) 66, December 6, 1996
- (ak) COMNAVAIRLANTINST/COMNAVAIRPACINST 7310.2, Administrative and Accounting Procedures for Flight Administrative Funds (OFC-01-7F), March 9, 2015
- (al) OPNAVINST 4790.15\_, The Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP), July 29, 2011
- (am) SECNAVINST 4855.3\_, Product Data Reporting and Evaluation Program, December 21, 2018
- (an) DOD 4140.27-M, "Shelf-Life Management Manual," June 6, 2016
- (ao) DLAR (JP) 4155.37, Department of Defense Shelf Life Material Quality Control Storage Standards, July 28, 2015
- (ap) DLM 4000.25-1, "MILSTRIP Routing Identifier and Distribution Codes," May 4, 2018
- (aq) DOD 4100.39-M, "Federal Logistics Information System (FLIS) Procedures Manual," March 2017
- (ar) TM 3125-OI/1 TBA Manual
- (as) DoD 5400.11-R, Department of Defense Privacy Program, May 14, 2007
- (at) MCO 3710.7, Marine Corps Aviation Current Readiness Program, April 9, 2018
- (au) NAVSUP P-409, MILSTRIP/MILSTRAP Desk Guide, September 15, 2007
- (av) FIAR Guidance, January 2019
- (aw) R-Supply System Access and Segregation of Duties (SOD) Policies and Procedures, March 5, 2021
- (ax) NTCSS Technical Advisory 96, FY 2021
- (ay) NAVSUPINST 4400.93\_, Interim Supply Support for Aviation Weapon Systems and Support Equipment, February 29, 2016
- (az) NAVSUP P-488, Coordinated Shipboard Allowance List use and Maintenance Manual, July 15, 2014
- (ba) MCO 5040.6, Inspector General of the Marine Corps Instructions Program, July 11, 2019
- (bb) NAVMC 4790.1\_, Aviation Maintenance and Supply Training and Readiness Program, May 24, 2021
- (bc) F-35 Sustainment Supply User Guide (SSUG), October 9, 2019
- (bd) NAVSUP P722, Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Manual, July 7, 1999
- (be) NAVAIRINST 5104.2, Naval Air Systems Command Radiological Affairs Support Program and Naval Aircraft Radioactive Materials Permit Requirements, September 14, 2015
- (bf) Drill Manager User Module (NOTAL), January 10, 2019

- (bg) NAVAIR NOTICE 5200 Program Planning Document for the Marine Aviation Logistics Support Program 27 March 2017
- (bh) MCTP 3-20A, Aviation Logistics, October 20, 2020
- (bi) COMNAVAIRPACINST/COMNAVAIRLANTINST 4423.13, Aircraft Equipment Configuration List Validation and Review Procedures for Afloat and Ashore Activities, April 9, 2014
- (bj) NAVSUPWSSINST 4790.4\_, Maintenance Assist Modules and Test Bench Installations, May 31, 2017
- (bk) MIL-STD-2073-1E, Department of Defense Standard Practice for Military Packaging, April 22, 2019
- (bl) NAVSUPINST 4200.97\_, Navy Policies and Procedures for the Operation and Management of the Aviation Into-Plane Reimbursement (AIR) Card® Program, November 14, 2016
- (bm) SECNAVINST 5430.7\_, Ch 2, Assignment of Responsibilities and Authorities in the Office of the Secretary of the Navy, December 17, 2019
- (bn) DOD Manual 4140.25, Ch 2, Vol 1-12, DoD Management of Energy Commodities, April 3, 2019
- (bo) DLA Energy P-8, Fuel Card Program, July 5, 2017
- (bp) DLA Energy I-26, Procurement of Imprinters, Forms, and Station Plates used for Fuel Sale/Credit Transactions, April 24, 2019
- (bq) OMB Circular A-123, Appendix B, Memorandum for the Heads of Executive Departments and Agencies, August 27, 2019
- (br) OPNAVINST 5442.2\_, Aircraft Inventory Reporting System (AIRS), July 6, 1992
- (bs) Federal Acquisition Regulation (FAR) Subpart 32.9, Prompt Payment, Fiscal Year 2019
- (bt) Office of Management and Budget 5 CFR 1315, Prompt Payment; Final Rule, September 29, 1999
- (bu) USD Memo, Government Charge Card Disciplinary Guide for Civilian Employees, April 21, 2003
- (bv) ASD Memo, Suspension of Access to Classified Information Due to Abuse or Misuse of Government Charge Cards November 4, 2002.
- (bw) SECNAVINST 5200.45 General Equipment-Accountability and Management Procedures Manual, February 2019
- (bx) COMUSFLTFORCOMINST 5200.45 US Fleet Forces Command General Equipment, July 16, 2020
- (by) COMPACFLT M-5200.1 General Equipment Policies and Procedures, May 2020
- (bz) DODI 5000.64, Ch 3, Accountability and Management of DOD Equipment and Other Accountable Property, June 10, 2019
- (ca) SECNAV M-5200.45 General Equipment-Accountability and Management Procedures Manual, February 2019
- (cb) Department of the Navy Audit Documentation Retention Guidance for Inventory and Related Property, March 31, 2021
- (cc) Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits, June 30, 2020
- (cd) NAVAIRNOTE 1300, Weapons System Planning Document
- (ce) NAVAIRNOTE 5200, Program Planning Document for the Marine Aviation Logistics Support Program, March 27, 2017
- (cf) NAVSUPWSSINST 4441.15\_, Aviation Consolidated Allowance List, June 26, 2017

0001. PURPOSE. The purpose of this Manual is to set forth policies and procedures for aviation supply activities within Marine Aviation Logistics Squadrons and Marine Aircraft Wings executing the duties and functions associated with the performance of those aviation unique functions necessary to provide logistical support to aviation activities. Their prime objective is to satisfy valid customer requirements and perform all functions related to providing aviation peculiar supply support, to include financial management, inventory management, material management, facilities and storage management, personnel staffing, and requisitioning procedures. Duties also include validation of customer requirements, processing requisitions, submitting requisitions, initiating appropriate follow-up actions, and processing and delivering material in accordance with all government regulations and procedures. This includes the operation of a variety of ashore and afloat automated systems such as relational supply (R-Supply), the Naval Aviation Logistics Command Management Information Systems (NALCOMIS), and others. Marines are trained to effectively use information extracted from these systems. Other functions include repairable and financial management, budgeting and accounting functions, aviation inventory management systems and functions, warehousing operations, allowancing and audit procedures. This Manual also ensures the knowledge of all applicable navy supply documents, forms, and publications to ensure Marines remain proficient in working with navy supply afloat procedures, to include the support of deployed aviation operations.

0002. COMPOSITION. This Manual is organized into chapters and appendices identified by an Arabic numeral as listed in the overall contents. 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 [i.e., 3101.3a (2), refers to chapter 3, section 1, general major paragraph number 01, subparagraph 3a (2)]. Pages are numbered in separate series by chapter number, with the chapter number preceding each page number, (i.e., the fourth page of chapter 2 is shown as 2-4 and the fourth page of appendix A is shown as A-4).

0003. APPLICATION. The policies and procedures in this Manual apply to all MALS Commanders, to all Aviation Supply Officers (AvnSupOs), Officers in Charge (OIC) in an ASD, ALD and to Marine Helicopter Squadron One (HMX-1).

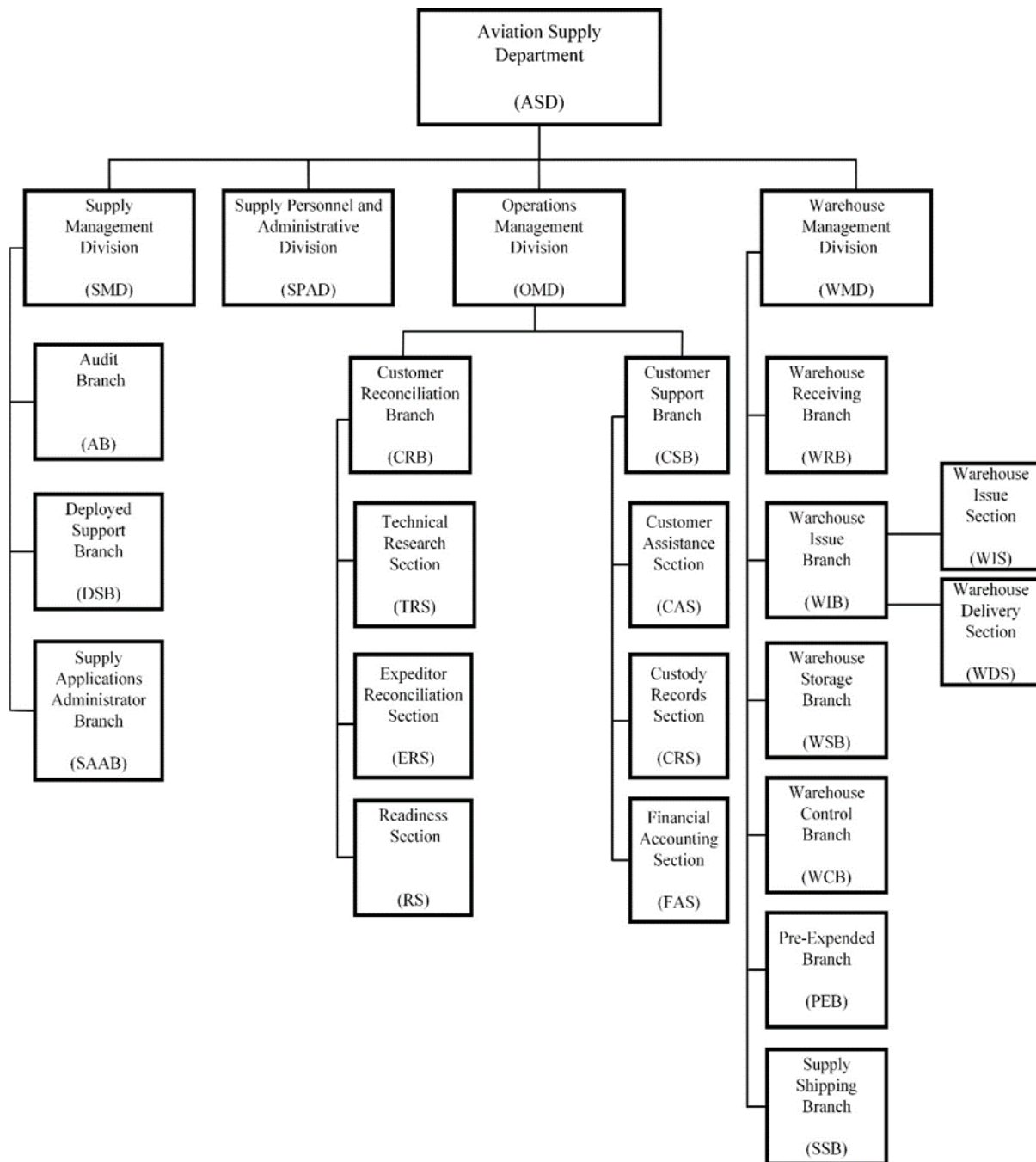
0004. MAINTENANCE OF THE MANUAL. This Manual will be updated periodically to keep it current and viable; however, deviations may be requested for unique local situations when they occur.

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

2. Any change from the instructions in this Manual must be authorized by Headquarters, United States Marine Corps Aviation Sustainment Branch (ASB).

3. Changes to this Manual will follow instructions in MCO 5215.1\_, Marine Corps Directives System. Changes will be recorded on the Record of Changes page provided for that purpose.

4. All references pertaining to listings/reports/files may be maintained as either electronic or hard copy files.





CHAPTER 1: SUPPLY PERSONNEL AND ADMINISTRATIVE DIVISION (SPAD)

	<u>PARAGRAPH</u>	<u>PAGE</u>
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FIGURE

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## CHAPTER 1

## SUPPLY PERSONNEL AND ADMINISTRATIVE DIVISION (SPAD)

1000. Functions

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

2. The Aviation Supply Officer (AvnSupO)/Assistant Aviation Supply Officer (AAvnSupO) is responsible to the MALS CO for the financial and administration performance of all the ASD functions. Additionally, he/she will maintain liaison with external supporting supply activities and higher headquarters staff. The AvnSupO will coordinate with the Aviation Maintenance Officer (AMO) for material planning procedures to support aircraft maintenance. The AvnSupO is assigned with the management of the following duties/tasks:

- a. Marine Air Group (MAG) Accountable Officer.
- b. Navy Working Capital Funds (NWCF) inventories.
- c. Operations & Maintenance, Navy (O&MN) OPTAR funds (accounting).
- d. Certify all Transmittal Letters (TLs).
- e. Approve Non-Standard Procurement requests/purchases via Purchase Request(PR) Builder in excess of \$3,500.

3. Aviation Supply Chief (AvnSupChf)

- a. Serve as the senior enlisted advisor to the AvnSupO.
- b. Provide input and experience on personnel and matters of policy within the department.
- c. Facilitate the professional and technical development of all Marines assigned to the ASD.
- d. Monitor/mentor all enlisted Marines mental, physical and spiritual operational health.
- e. Supervise the ASD to ensure personnel are accounted for and properly trained.
- f. Communicate with HQMC and MMEA to build and sustain the Table of Organization (T/O), for the ASD with the experience capable of meeting all established and emerging mission requirements.
- g. Ensure SPAD personnel attend other Divisions' Technical Training at least three times per month. (OMD, SMD, WMD, JSD). Ensure to coordinate monthly technical training (i.e., Plan of the week, Memorandum to supported squadrons, etc.)
- h. Maintain an active Automated Message Handling System (AMHS) account.

4. The ASD's AvnSupO/AvnSupChf will maintain a current turnover jacket which outlines current HQMC, MAW and MAG policies and initiatives that are site specific. The AvnSupO/AvnSupChf will also ensure specific guidelines for duties/responsibilities are addressed. Additionally, copies of the following letters will be filed in the AvnSupO/AvnSupChf turnover jackets to ensure remote accountability can be established and normal business operations can be performed:

a. Current Letter of Acceptance. Letter from the Commanding Officer (CO) assigning the AvnSupO to his or her current position.

b. Delegation of Authority to Obligate/Deobligate funds (AvnSupO). Letter from the CO delegating the authority to the AvnSupO to Obligate/Deobligate funds not to exceed \$15 million.

c. Designation as Accountable Officer for Supply System Stock Surveys. Letter from the CO designating the AvnSupO to approve supply system stock surveys.

d. Authorization to Review/Approve ServMart Requests. Letter from the AvnSupO delegating authority to assigned OIC/SNCOIC within the ASD to review/approve ServMart requests.

e. Authorization to Approve Open Purchase Requests. Letter from the AvnSupO delegating authority to assigned OIC/SNCOIC within the Aviation Supply Department to review/approve Open Purchase requests \$3,500 or less.

f. Authorization to Sign Official Correspondence "By Direction" (AvnSupO). Letter from the CO designating the AvnSupO to sign official correspondence "By Direction".

g. Delegation of Authority for User Role and Change Notice report review and approval. Letter from the AvnSupO delegating authority to assigned OIC/SNCOIC within the Aviation Supply Department to review/approve the User Role assignment and Change Notice Report in accordance with references (av) and (aw).

h. Printed Current Rosters. Printed rosters will include the ASR, T/O, Morning Report and Recall Rosters. Other rosters may be required depending on local policy.

#### 1100. General

##### 1. Duties

a. SPAD will perform the following duties:

- (1) Maintain the ASD Personnel Board.
- (2) Maintain the ASD Personnel File.
- (3) Maintain and publish the ASD Recall Roster.
- (4) Maintain the ASD Correspondence File.
- (5) Review and publish the Morning Report via Marine Online (MOL).

(6) Maintain an active Continuous Process Improvement Management System (CPIMS) account.

(7) Manage the division assignment of incoming personnel as directed by the AvnSupO and AvnSupChf.

(8) Maintain and distribute copies of correspondence, directives, instructions, notices and applicable changes to the appropriate division.

(9) Maintain and submit training reports/schedules to MALS HQ as required.

#### 1101. Procedures

1. Maintain the ASD Personnel Board. The ASD Personnel Board will be displayed as depicted in the current ASD Organization Chart shown on page V. Current T/O and Billet identification Code (BIC) Information can be retrieved from Total Force Structure Management System (TFSMS) for the Marine Aviation Logistics Squadron (MALS) and squadrons assigned to the Marine Air Group (MAG) at the following link: <https://tfsms.mceits.usmc.mil>. The T/O will need to be on hand for each supported UIC. The master copy of the current MALS and applicable squadron T/O will be maintained on file in SPAD for current and prior reporting period. The three consisting elements are listed below.

a. Authorized Strength Report (ASR) breakout. The ASR contains a recapitulation by grade and primary military occupational specialty (PMOS) of the manpower authorized to each monitored command code (MCC). The ASR will be drawn down in the months of March and September, by the AvnSupChf, from the "Command Profile" website, and will be provided to the SPAD. The AvnSupChf will ensure that report is dated and signed by him/her. The current and prior reports will be maintained on file in SPAD.

b. Personnel assignment per division with the rank/grade/last name, initials, MOS, and Billet Identification Code (BIC) of each individual

c. Daily status (TAD, UA, Due Out, Details, Leave, etc.). Numbers will be calculated by subtracting the O/H from the ASR.

Summary (6602)	MAJOR	CAPT	LT	CWO/WO	TOTAL
MOS	6602	6602	6602	6604	
ASR					
O/H					
+/-					
Core T/O					
O/H					
+/-					

Figure 1-1.--Table of Organization--Officers.



Summary (6672)	MGYSGT	MSGT	GYSGT	SSGT	SGT	CPL	LCPL/ PFC/PVT	TOTAL
MOS	6672	6672	6672	6672	6672	6672	6672	
ASR								
O/H								
+/-								
Core T/O								
O/H								
+/-								
Augment T/O								
O/H								
+/-								

Figure 1-1.--Table of Organization--6672 Enlisted, Continued.

Summary (3052)	SGT	CPL	LCPL	TOTAL
MOS	3052	3052	3052	
ASR				
O/H				
+/-				
Core T/O				
O/H				
+/-				

Figure 1-1.--Table of Organization--3052 Enlisted, Continued.

## 2. Maintain the ASD Personnel File

a. ASD Personnel File. 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 Current Contract (ECC) \*
- (8) End of Active Service (EAS) \*
- (9) Data of Rank (DOR) \*
- (10) Date of Birth (DOB) \*
- (11) Over Seas Control Date (OCD) \*
- (12) Security Clearance
- (13) Security Clearance Adjudication Date
- (14) Recall Address
- (15) Recall Phone
- (16) Duty Section
- (17) Training and Readiness (T&R) Qualification
- (18) CPIMS Qualifications
- (19) Service Component (AD, AR, SCMR)

b. Personal information with an asterisk can be obtained from MOL. Security information can be obtained from S-2. Recall number and address will be obtained from the Marine. Personally Identifiable Information (PII) pertaining to the maintenance of the Personnel File needs to be in accordance with reference (as).

c. Ensure files containing PII data stored on a network shared drive, removable storage device, laptop are encrypted and password protected. Manual records and printed documents will be marked "For Official Use Only" and maintained in secure location when not in use. SPAD will ensure the ASD Personnel File is current with assigned personnel to the ASD, on the morning report. In accordance with reference (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.

3. Maintain and Publish the ASD Recall Roster. SPAD will publish an updated recall roster for the ASD on a monthly basis. This roster will contain the rank/grade, name, address, phone number, and duty section of all ASD personnel.

a. Ensure proper protocol is followed when distributing either via manual or mechanized process.

b. Ensure PII information is protected per reference (as).

4. Maintain the ASD Correspondence File. 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 and can be retained electronically.

a. Internal Guidance. Local MALS guidance/policy that pertains to any Marine that belongs to the ASD. (Examples listed below)

(1) Commanding Officer Policy letter(s)

(2) AvnSupO Policy letter(s)

b. External Guidance. Any guidance/policy that comes from an external command/entity other than MALS. Examples listed below:

(1) MEF Policy letter(s)

(2) MAW Policy letter(s)

(3) BASE Policy letter(s)

(4) MAG Policy letter(s)

5. Maintain an active CPIMS account. SPAD and the AvnSupChf will maintain an active account for CPIMS, which will be utilized to validate Marines' Airspeed Certifications. To obtain access to CPIMS, contact your Airspeed Office in order to an account is created account. Once your account is created, access can be gained by logging into the following URL:

<https://cpims.navair.navy.mil/CPIMS>. SPAD will maintain direct liaison with the MALS AirSpeed Office and coordinate on such functions as:

a. Coordination of assignments to Continuous Process Improvement (CPI) events.

b. Assignment to CPI-related school seats.

6. Review and publish the Morning Report via Marine Online (MOL). SPAD will review the morning report each morning via MOL to ensure all personnel are accounted for. Additionally, SPAD will ensure that light duty, limited duty, leave and liberty dates are properly reflected. Before publishing the morning report, the SPAD will provide the morning report to the AvnSupChf for verification and signature. If MOL is not available, coordinate with S-1 for local reporting procedures. This report will be submitted to the MALS S-1 in the format/time required. Retention for the morning report will be one week from the publishing date.

7. Manage the Division assignment of incoming personnel 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 on the personnel board, as well as BIC update in MOL.

8. Maintain and distribute copies of correspondence, directives, instructions, notices and applicable changes to the appropriate division. 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's Officer In Charge (OIC), Staff Noncommissioned Officer In Charge (SNCOIC), and/or the individual receiving the correspondence.

9. Maintain and Submit training reports/schedules to MALS as required. SPAD will maintain and submit any/all ASD required administrative reports/schedules, Calendar year, Fiscal year, and any local command

requirement (e.g., green side training, DTS annual training, GOVCC requirements, and those designated by the AvnSupO/AAvnSupO/AvnSupChf).

## CHAPTER 2: WAREHOUSE MANAGEMENT DIVISION (WMD)

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## CHAPTER 2

## WAREHOUSE MANAGEMENT DIVISION (WMD)

2000. Organization. WMD is organized as follows:

1. Warehouse Receiving Branch (WRB)
2. Warehouse Issue Branch (WIB)
  - a. Warehouse Issue Section (WIS)
  - b. Warehouse Delivery Section (WDS)
3. Warehouse Storage Branch (WSB)
4. Warehouse Control Branch (WCB)
5. Pre-Expended Branch (PEB)
6. Supply Shipping Branch (SSB)

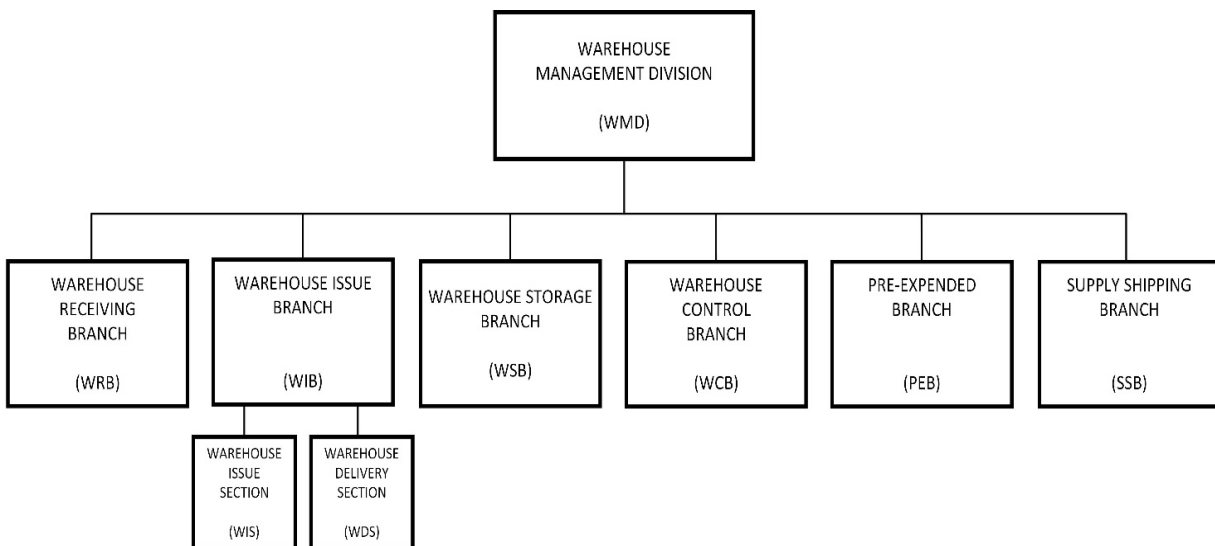


Figure 2-1.--WMD Organization Chart.

2001. Functions

1. The WMD is responsible for the management and control of all repairable and consumable material to include:
  - a. Receipt Processing.
  - b. Storage.
  - c. Issue.
  - d. Delivery.

e. Induction and recovery of repairables into/from the Intermediate Maintenance Activity (IMA).

f. Shipment and Tracking of Material to include Beyond Capability of Maintenance (BCM) components to the appropriate activity.

g. Shelf Life Program.

h. Classified and Fleet Controlled material. Correction and return of financial discrepancies to OMD.

2. The Division OIC/SNCOIC will maintain a current turnover jacket which outlines duties and responsibilities which are site specific. They will also ensure each branch has a current turnover jacket which outlines specific duties/responsibilities and provides step-by-step procedures. Additionally, copies of the following letters, documents and instructions will be filed in the OIC/SNCOIC and applicable turnover jackets:

a. Electrostatic Discharge (ESD) Program/Coordinator Designation Assignment Letter.

b. Hazardous Material/Waste (HM/W) Coordinator Appointment Letters.

c. Classified Standard Operating Procedures (SOP) and Access Roster.

d. Appendix AD Contingency Ops.

e. Current and prior Internal/External Audit/Assist with corrective actions.

3. The Division OIC/SNCOIC is responsible to ensure all personnel assigned to the division are technically proficient. The Division OIC/SNCOIC will use appendix I in order to accomplish this.

4. The Division OIC/SNCOIC will ensure corrective actions are completed and submitted to the SMD Audit Branch (AB) following any internal/external audits of their division.

5. The Division OIC/SNCOIC will ensure reports from all respective branches and sections are reviewed and monitored for accuracy and completeness.

6. The Division OIC/SNCOIC will ensure the division conducts contingency operations, for system non-availability, in accordance with appendix AD.

7. The Division OIC/SNCOIC will ensure all WMD Personnel have access to necessary sites in order to perform duties specific to WMD (e.g., One Touch, Joint Deficiency Reporting System (JDRS), FedMall, ERP, etc.).

8. The WMD/WCB OIC or SNCOIC will review and sign the Stock Control Review Listing (SCRL) on a daily basis. Detailed procedures for required SCRL actions are contained in appendix C.

9. The Division OIC/SNCOIC will review the annotated IOU report with a Warehouse SNCO or WIB NCOIC on a daily basis to ensure all IOU material is accounted for. The Division OIC/SNCOIC will sign the IOU report and the



listing will be maintained in WIB. For detailed procedures refer to paragraph 2211.9.

10. The WMD/WCB OIC or SNCOIC will review the annotated Trial and Live R-Supply Automatic reorders prior to requisitions being released by WCB. Once reviewed, the WMD/WCB OIC or SNCOIC will sign the reports granting approval/disapproval for WCB to release/cancel the stock requisitions. The automatic reorders will be maintained by WCB. For detailed procedures, refer to paragraph 2401.7.d

11. The Division OIC/SNCOIC will maintain a Survey File. Upon receipt of a survey, the WMD will verify the DD Form 200 is prepared in accordance with reference (t) volume I, chapter 5 and appendix Z.

a. Pending Survey File. This file contains all Reports of Survey, 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. This file will be screened across the Inventory Adjustment Report monthly. This file will be segregated by Supply Officer Stores and Non-Supply Officer Stores then maintained in NIIN sequence. Detailed procedures processing surveys are contained in appendix Z.

b. Completed Survey File (Supply Officer Stores). This file contains the original approved DD Form 200 to include all supporting documentation (causative research) to substantiate the survey directly impacting the stock inventory. This file will be maintained in NIIN sequence separated by fiscal year and will be retained for 10 years in accordance with reference (ae).

c. Completed Survey File (Non-Supply Officer Stores). This file contains the original approved DD Form 200 and any supporting documentation received from supported units 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 NIIN sequence separated by fiscal year and will be retained for 10 years in accordance with reference (ae).

12. The Division OIC/SNCOIC will be responsible for oversight of Advanced Skills Management (ASM) to include signoff of Marines within their division.

13. The OIC/SNCOIC will ensure all memorandums for the record pertaining to WMD are routed through SMD for notification of the AvnSupO. All approved memorandums for the record will be filed in the OIC/SNCOIC turn over binder.

14. On a quarterly basis, the WMD SNCOIC/OIC or designated representative will review (20) documents from the current quarter disposal transactions. Files to review include Expired Shelf Life 1348s, 1149s, Product Quality Deficiency Report assets (BQDs), DLADS (ETID and DD Form 1348-1/1A), etc. Review will be conducted to ensure the completeness and accuracy of the files, as well as timely entry into Electronic Retrograde Management System, as applicable. Once the appropriate KSD supporting the transaction is reviewed, the WMD SNCOIC/OIC shall legibly print/stamp his/her name, sign and notate the date the review was accomplished. The corresponding KSDs shall be

retained in their corresponding file (i.e., CTF) and the annotated and signed Stock Control Review Listing as evidence to verify internal control procedures are performed must be retained for ten (10) years, as required by the source cited in reference (c).

## CHAPTER 2

## SECTION 1: WAREHOUSE RECEIVING BRANCH (WRB)

2100. General

1. Responsibilities. WRB is responsible for receiving and distributing all material shipped to the Marine Aircraft Group (MAG)/Marine Aviation Logistics Squadron (MALS) from external sources.

2. Duties

a. WRB will perform the following duties:

- (1) Maintain the Pending Data Entry File (PDEF).
- (2) Maintain the Document Serial Number assignment letter.
- (3) Screen incoming material for type, condition, and quantity.
- (4) Process all Receipts on Board (ROB)/Receipts in Process (RIP).

2101. Procedures1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a clearly identified (i.e., labeled) holding file for source documents of transactions processed during temporary system non-availability. For WRB, the documents in this file will be receipt documents (DD Form 1149 or DD Form 1348-1/1A).

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. Maintain a Document Serial Number Assignment Letter. This letter is provided by SMD at the beginning of each fiscal year. It will contain the block of document serial numbers assigned to each requisitioner within the MAG/MALS and directly supported units. WRB personnel will utilize it to identify whom/where to distribute material within the MAG/MALS or supported unit.

3. Screen incoming material for type, condition, and quantity. The document number of all receipt documents will be compared to those on the Document Serial Number Assignment Letter 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. Screen and segregate all incoming material. WRB will screen incoming material to ensure the NIIN, and quantity is correct and there is no obvious damage. The material will be segregated by the following categories: stock, Direct Turn Over (DTO), classified, and all other material.

(1) Incoming Stock Material. All incoming stock material RIP will be scanned (see paragraph 2101.4). Incoming stock material will then be subdivided by location and forwarded with all corresponding paperwork to WSB.

(2) Direct Turn Over (DTO) Material. DTO material will be forwarded to the Warehouse Delivery Section (WDS) after the ROB has been processed (see paragraph 2101.4a) or WDS respectively.

(3) Classified /Cryptographic Material. All classified /cryptographic (COMSEC) material will be forwarded to the WMD OIC/SNCOIC. Cryptographic material should be delivered directly to the MAG (Key Management Infrastructure (KMI) Manager. This will include non-aeronautical classified items (e.g., 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. If cryptographic material comes through WRB, it will be identified with a small label on outside of box "attn.: MAG KMI/KMI Manager". The box will not be opened and will be provided to WMD OIC/SNCOIC and the KMI manager will be notified.

(4) All Other Material. Any material not categorized in the above paragraphs will be staged to be reviewed by WCB. WCB will provide further direction on the disposition of this material.

b. Inspect material received for condition, quantity, or expired shelf-life. WRB will inspect all material received for physical condition and match the quantity to the DD Form 1149/DD Form 1348-1/1A receipt document for shortages, damaged material, improperly marked hazardous material, expired shelf-life (DTO and stock), and misdirected material receipts. All packages will be opened, with the exception of manufactured sealed material (e.g., vacuum, air tight, or heat sealed) and a RIP will be accomplished for each individual document therein. Appropriate annotations will be made on the receipt document to reflect quantities of any damaged material received as described in reference (t), volume I, chapter 4. For shortages, overages, damaged or expired shelf-life material, WRB will forward material to WCB for preparation of a Supply Discrepancy Report (SDR).

4. Process all repairable and consumable Receipts On Board (ROB)/Receipts In Process (RIP). Ensure a copy of the DD Form 1348-1/1A has been removed from the material, and all information has been validated, the receipt document information will be entered into NALCOMIS or R-Supply. DTO ROBs will be processed utilizing one of the following systems: NALCOMIS and/or the Integrated Barcode System (IBS). If the IBS is not available to process RIPs (stock), they will be manually processed into R-Supply. Once the RIPs have been performed, forward the stock material and receipt to WSB 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 WDS for delivery.

(2) DTO Material no longer required. Whenever DTO material is received and the requirement has been canceled or filled from another source. This material will be sent, with a copy of the receipt, to WCB.

(3) DTO material with no DDSN on file in NALCOMIS. Whenever a DDSN is not on file in NALCOMIS, WRB will print the screen with the error and attempt to process the ROB through R-Supply within five (5) business days of physical receipt of an asset. If the ROB successfully processes through R-Supply, WRB will print the R-Supply screen and attach it to the NALCOMIS screen print out, then forward the paperwork and the material to WCB for causative research. If the ROB will not process through R-Supply, both the NALCOMIS and R-Supply printed error screens along with the material will be forwarded to WCB for further action.

(4) Pre-Expended Bin (PEB) DTOs. All PEB replenishment material will be ROB'd and forwarded to WDS, with the exception of Phase Kit requisitions which will be forwarded to PEB for processing.

b. Processing Stock RIPs. All Stock RIPs will be processed in R-Supply. The following paragraphs describe the two options on processing stock receipts:

(1) RIPs using IBS. Upon receipt of stock material, WRB will scan all DD Form 1348-1/1As utilizing the IBS scanner. Once WRB personnel are finished scanning, 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 WSB for stowage. Accessing the IBS, RIP Processing Program is detailed in the IBS User Manual.

(2) RIPs using R-Supply. 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 DD Form 1348-1/1A/ DD Form 1149 if it differs from the ordered NIIN.

(d) Enter the Routing Identification Code (RIC).

(e) Enter the actual quantity received.

(f) Enter cog, if it differs from the ordered cog.

(g) Upon completion, all material will be forwarded to WSB for stowing.

c. Special Receipt Processing Notes

(1) If receipt overages or shortages are noted during the inspection conducted in paragraph 2101.3 WRB will ensure:

(a) Ensure the ROB or RIP receipt quantity processed 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, WRB will forward all paperwork and material to WCB for processing.

(2) WRB must be observant of suffix-coded requisitions. Suffix-coded requisitions reflect those receipts for which only a partial quantity was shipped. 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 Form 1348-1/1A 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. It is categorized as frustrated material. WRB will stage all frustrated material and any paperwork for further research, to be completed within five (5) business days. WRB should not slow the receipt processing effort by immediately researching frustrated material. Set it aside and research it after all other material has been forwarded to the appropriate branches. WRB 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) WRB can also utilize FEDMALL, WEBLINK, One Touch, ERP or other WebTools to identify the document number.

(c) Unresolved frustrated material will be forwarded to WCB for further action and processed daily.

(5) Frustrated Material is defined as material unable to be receipted due to damage or lack of documentation. Conduct causative research within five (5) business days. If necessary, create an administrative receipt. Maintain all research documentation and record the receipt date. Unresolved frustrated material along with research documentation will be forwarded to WCB for further action.

(a) An administrative receipt is necessary when materiel is received without a receipt document, if the receipt is damaged or illegible, or when processing over-aged shipments in accordance with reference (t).

1. At a minimum, the administrative receipt must clearly define the purpose of the receipt (e.g., missing, damaged, lost in shipment), must contain the document number, NSN, quantity of the NIIN, and the date received. The administrative receipt must contain acknowledgement of the quantity of the NIIN received, annotation (i.e., circle, square, check mark, etc.) that the quantity of the NIIN was verified, a wet signature, a written date, and the printed or stamped name on the shipping documentation.

2. When a screen image from NALCOMIS or R-Supply is used to create the administrative receipt, the screen image must contain the system date, acknowledgement of the quantity of the NIIN, annotation (i.e., circle, square, check mark, etc.) that the quantity of the NIIN was verified with evidence of legible signature/name, written date by the designated personnel receiving the materiel, and a reason for use. If there is no digital signature or NALCOMIS/R-Supply system date on the screen image, then the administrative receipt must be signed by an E5 or above, or civilian supervisor level equivalent. This second-line signature must be made within 72 hours after the administrative receipt has been created. For activities that do not have an E5 or above, (or civilian supervisor equivalent) the senior member of the team shall be responsible for performing the second-line signature.

(6) 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 (t) and appendix R. When HAZMAT is received, WRB personnel will ensure the procedures for receipt of HAZMAT described in reference (t), 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 WCB 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 2

## SECTION 2: WAREHOUSE ISSUE BRANCH (WIB)

2200. General

1. Responsibilities. WIB is responsible for the issue and delivery of warehouse issues, DTOs, and receipt processing for related transactions. WIB will also retrieve all Not Ready for Issue (NRFI) repairable components from the customer ensuring accuracy of all documents (e.g., Log Book, Scheduled Removal Component Card, VIDS/Maintenance Action Form, etc.).

## Part A: Warehouse Issue Section (WIS)

2210. General

1. Responsibilities. WIS is responsible for the issue of all material in the AvnSupO's Stores, and the transactions required to manage those issues.

2. Duties

a. WIS will perform the following duties. A list of reports required to perform these duties is contained in table 2-1:

- (1) Maintain a Pending Data Entry File (PDEF).
- (2) Maintain the Document Serial Number Assignment Letter.
- (3) Receive, validate and process request documents for material.
- (4) Maintain the NALCOMIS INPRO Mailbox.
- (5) Maintain the NALCOMIS ISSIP DDSN Mailbox.
- (6) Maintain a Not In Stock Research File (NISRF).
- (7) Maintain the NALCOMIS DTO ROB Mailbox.
- (8) Maintain the pending EXREP file.
- (9) Maintain the NALCOMIS IOU Report.
- (10) Assist WCB with Issues Listing.
- (11) Assist WCB in the Excess Programs.

2211. Procedures1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a holding file for source documents of transactions processed during temporary system non-availability. For WIS, the documents in this file will be copies of request documents and Proof of Delivery (POD)s pending processing.



b. Whenever the system becomes available, all transactions represented by the source documents in the PDEF will be entered into the appropriate system.

2. Maintain a Document Serial Number Assignment Letter. This letter contains the block of document serial numbers assigned to each requisitioner within the MAG/MALS. WIS personnel will utilize this letter to ensure material is for the MALS or a supported unit and is distributed properly.

3. Receive, validate and process request documents for material. Requests for 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.

a. Validation of requests for 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 WIS NCOIC or designated personnel. In addition to the above screening and validation, WIS personnel will challenge any requests for material which they consider invalid.

b. Processing requests documents for Repairable material. With some exceptions, when a customer orders repairable material and the NALCOMIS Ready for Issue (RFI) quantity is greater than zero, the requisition is assigned a Local Status Code (LSC) of ISSIP and a picking ticket is generated. WIS will pull the material from stock and forward it to WDS for delivery.

(1) There may be occasions when incorrectly identified repairable material is delivered to a requisitioner, and the material subsequently refused and returned to WSB by WDS. In this situation, WSB will first check any remaining material on the shelf.

(2) If the correct repairable material is available, it will be provided to WDS for delivery and the incorrect material will be given to WCB for further research.

(3) If the correct material is not available for issue, process a Warehouse Refusal. This will change the LSC to EXREP.

(4) 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 WCB for disposition.

(5) Processing Components for Expeditious Repair. When any exchange advice-coded requisition (5G, 5R, 5V) except 5S, 52 (remain in place certification) is entered into NALCOMIS and there is no RFI quantity, NALCOMIS will assign an LSC of EXREP, create an ER IOU Quantity and a DD Form 1348-1/1A document. The top portion of the EXREP DD Form 1348-1/1A document will be forwarded to WDS for recovery and induction of the component. The bottom portion of the EXREP DD Form 1348-1/1A will be held in the pending EXREP induction file. When the induction is recorded in NALCOMIS by the Aeronautical Material Screening Unit (AMSU), the quantity is moved from ER IOU to DIFM (ER DIFM Management Code), at this time, the DD Form 1348-1/1A can be removed from the pending EXREP induction file.

c. Processing 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 (e.g., 'ISS', 'ISSIP', quantity issued will be circled and the picking ticket initialed by the individual performing the process and one copy will remain with WIS to update the LSC in NALCOMIS to ISSIP. The material and the remaining copies will be forwarded to the WDS for delivery. The input copy will be disposed. 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 WDS for delivery. The copy pulled for NALCOMIS processing will be used to update the LSC to ISSIP using the LSC Update. Ensure the ISSIP quantity 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.

(3) Total Quantity NIS. WIS 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 and outstanding stock requisitions with DRA/X72 are checked. Also, a query of all local pre-built phase kits will be conducted in NALCOMIS > phase kits> Inventory> Search> Inventory NIIN. 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.

d. Shelf Life Material. Screen all Shelf Life Material to ensure expired material is not being issued to supported units. Oldest material will be issued first. If shelf life material is found to be expired, material will be forwarded to WSB for proper research and validation.

4. Maintain the INPRO Mailbox. WIS 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 in the mailbox 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. Both

off going and oncoming shifts will sign the listings. Current and prior listings of all shifts must be retained.

5. Maintain the NALCOMIS ISSIP DDSN Mailbox. The ISSIP DDSN Mailbox is requested by selecting the Mailbox Tab on the NALCOMIS Toolbar. Upon completion of delivery, and upon receiving PODs from the WDS, WIS will clear those transactions, having just been delivered, from the NALCOMIS ISSIP mailbox. DDSNs appearing on this mailbox reflect those issues which have available on hand quantity. WIS will ensure the material has been delivered and update the LSC of the requisition, ensuring the date and time from the signed POD is being entered into the database prior to filing it in the Completed Transaction File (CTF) (paragraph 2301.5) and that document has legible printed name, signature, date, time, and circle qty. All transactions within the mailbox will be researched and accounted for at the end of each shift. Both off going and oncoming shifts will sign the listings. Current and prior listings for all shifts will be retained.

6. Maintain a Not In Stock Research File (NISRF)

a. The NISRF will consist of requisition documents for which material was reflected as available for issue, but could not be found.

b. The WIS NCOIC or designated personnel will conduct a physical stock check for all documents in the NISRF by verifying gear is not in the warehouse location(s) or surrounding locations. Issue Priority Group I requirements will be screened within one hour of 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. The R-Supply Stock Item Query Location Quantity for this record will be checked at this point. For items that are unable to be located, if there is an on-hand quantity in R-Supply, an inventory discrepancy exists; causative research must be undertaken to resolve the inventory discrepancy. If the material is verified NIS the WIS NCOIC or designated personnel will sign the document and update the LSC in NALCOMIS to NIS using the LSC update. Once verification has been conducted, the WIS NCOIC or designated personnel will sign all NIS picking tickets. Once verified NIS, the following procedures apply:

(1) Repairables. A warehouse refusal will be processed via NALCOMIS, Repairables, Warehouse Refusal and the picking ticket forwarded to WCB for immediate action.

(2) Consumables. Picking ticket will be forwarded to WCB for action.

c. All NIS picking tickets will be cleared from the NISRF before the close of each shift.

d. All requisitions found to be NIS will be placed in the NISRF for further review by the Warehouse Chief. The Warehouse Chief will sign off on all NIS requirements and forward them to WCB after processing Warehouse Refusal(s).

7. Maintain the NALCOMIS DTO ROB Mailbox. The DTO ROB Mailbox is requested using the Mailbox Tab in NALCOMIS. The NALCOMIS Mailbox reflects those receipts from the supply system having been received on board, but not yet delivered to the customer and completed. Upon completion of delivery, and upon

receiving PODs from the WDS, WIS will clear those transactions, having just been delivered, from the NALCOMIS DTO ROB Mailbox. WIS will ensure the material has been delivered and update the LSC of the requisition, ensuring the date and time from the signed POD is being entered into the database prior to filing it in the Completed Transaction File (CTF) (paragraph 2301.5) and that document has legible printed name, signature, date, time, and circle qty. All transactions within the mailbox will be researched and accounted for at the end of each shift. Current and prior listings for all shifts will be retained.

**NOTE:** Ensure all PODs are in compliance with the Office of Financial Operations (FMO) standards as outlined in appendix D.

8. Maintain the pending EXREP file. WIS will provide all EXREP DD Form 1348-1/1As to WDS for retrieval of EXREP components. One copy will be held in the Pending EXREP Induction File and the other copy will be used to recover the NRFI asset. The WDS will pick-up all assets for which the requisition is EXREP utilizing the DD Form 1348-1/1A 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 to ensure timely induction of EXREP components.

9. Maintain the NALCOMIS O/I Level IOU 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. WIS will request the report by selecting the IOU Option within the Reports Module, and provide to WDS for recovery of NRFI assets.

b. WIS will utilize the report to monitor all NRFI components owed 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. WDS will have the Organizational Maintenance Activity (OMA) Maintenance Control Supervisor or the IMA Work Center Supervisor legible printed name, signature, date, and time on 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, WIS will notify the WMD OIC/SNCOIC concerning difficulties recovering retrogrades from supported squadrons. Current and prior reports will be retained.

10. Assist WCB with the Issues Listing. WIS will assist WCB with the R-Supply Pending Issues Listing and the R-Supply Referrals Issues Listing. WIS will physically validate the associated reports by taking storeroom action on pending transactions. WIS will receive both Issue Listings daily from WCB and conduct a stock check on all outstanding documents. If the physical on hand quantity does not match the R-Supply on hand count then WIS will seek out the DD Form 1348-1/1A. If the DD Form 1348-1/1A exists for the associated document(s) then WIS will annotate accordingly for those records ensuring the physical count in the location is annotated showing WCB the remainder quantity. If the physical on hand count does not match the R-supply on hand count, and no DD Form 1348-1/1A exists then WIS will annotate "Reprint Picking

Ticket", WIS will then ensure WCB re-prints the picking ticket and the issue can be made accordingly. Lastly, if the physical on hand quantity matched the R-Supply on hand quantity, and no DD Form 1348-1/1A exists then WIS will annotate the physical count, and "Picking Ticket not on file" on the associated listing (s). In this case if there is no material to make the issue then WCB should complete the outstanding requisitions for a quantity of zero as there is no proof the actual transaction physically happened. Once all transactions have been properly validated then WIS will print, sign, date the report, and return to WCB for database action (s).

11. Assist WCB in the Excess Program. WIS will assist WCB in the offload of excess material. WIS will receive DD Form 1348-1/1A offload documents from WCB for each component to be offloaded. The quantity to be offloaded is shown in CC 25-29 of the DD Form 1348-1/1A. WIS personnel will go to the location(s) of the material and pull the appropriate material.

**NOTE:** Ensure the DD Form 1348-1/1A is in compliance with FMO standards as outlined in appendix D.

a. In the event the offload is AT code 6 through 7 (Pure Excess) the quantity in CC 25-29 will be either circled (match) or a single slash through the quantity, write the actual quantity, circle and initial. Forward the excess material and related paperwork to SSB. Retain a legible copy and forward it to WCB for data entry and corrective actions pertaining to quantity changes in CC 25-29.

b. An offload with a retain quantity (AT Code 1 through 5), the quantity in CC 25-29 is the offload quantity and the retain quantity is located on the bottom of the DD Form 1348-1/1A. If the location quantity is greater than the offload quantity, put a single slash through CC 25-29 and write in the new offload quantity, circle and initial. If the location quantity is less than the offload quantity but more than the retain quantity, change the offload quantity, circle and initial. If the location quantity is less than the retain quantity, change the offload quantity in CC 25-29 to zero, change the retain quantity to the actual quantity, circle and initial. Retain a legible copy and forward it to WCB for data entry and corrective actions pertaining to quantity changes in CC 25-29 and retention in the CTF.

Reports and Files Required for Performance of Duties, WIS			
Report name	Frequency	Retention	Reference
1. Document Serial Number Assignment Letter	Each Fiscal Year	Current	2211.2
2. NALCOMIS INPRO Mailbox	End of Shift	Current & Prior Days	2211.4
3. NALCOMIS ISSIP Mailbox	End of Shift	Current & Prior Days	2211.5
4. Not in Stock Research File	As Required	As Required	2211.6
5. NALCOMIS DTO ROB Mailbox	End of Shift	Current & Prior Days	2211.7
6. Pending EXREP File	End of Shift	As Required	2211.8
7. NALCOMIS IOU Report	Daily	Current & Prior	2211.9

Table 2-1.--Reports Required for Performance of Duties, WIS.

## CHAPTER 2

## SECTION 2: WAREHOUSE ISSUE BRANCH (WIB)

## PART B: WAREHOUSE DELIVERY SECTION (WDS)

2220. General

1. Responsibilities. WDS is responsible for the delivery of warehouse issues and DTOs. WDS will also retrieve all Not Ready for Issue (NRFI) repairable components from the customer ensuring accuracy of all documents (e.g., Log Book, Scheduled Removal Component Card, VIDS/Maintenance Action Form, etc.).

2. Duties

a. WDS will perform the following duties.

(1) Maintain a Pending Data Entry File (PDEF).

(2) Retrieve NRFI Material.

(3) Deliver warehouse issues.

(4) Deliver DTO material.

(5) Identify Customer Refusals.

(6) Recover from the customer and deliver to Aeronautical Material Screening Unit (AMSU) all NRFI components.

2221. Procedures1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a holding file for source documents of transactions processed during temporary system non-availability. For WDS, the documents in this file will be POD copies of requisitions for material having been delivered, handwritten requisitions and DTO receipts pending POD input. Although no specific sequence is required, transactions will be grouped by like categories.

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. Retrieve NRFI Material

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. WDS will utilize the report, provided by WIS.

b. WDS will utilize the report to 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. WDS will have the Organizational Maintenance Activity (OMA) Maintenance Control Supervisor or the IMA Work Center Supervisor legible printed name, signature, date, and time on 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.).

3. Deliver Warehouse Issues. WDS will perform delivery of all issues. When material is pulled by WIS and forwarded to WDS with the requested document, WDS will deliver the material to the customer and obtain a legible printed name, signature, date, time, and circled quantity, on the POD from the customer. POD will be retained and provided to WIS upon return to the warehouse. All repairables will either be in a shipping container or bubble-wrapped and placed on padding (foam or similar material) within the vehicle.

**NOTE:** Ensure all PODs are in compliance with FMO standards as outlined in appendix D.

a. Repairable Issues. Deliver all repairable issues received from WIS. The following steps will be used:

(1) WDS will verify the RFI component part number matches the customer's OMA/IMA Turn In Notice or 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 2401.20d.

**NOTE:** Ensure all PODs are in compliance with FMO standards as outlined in appendix D.

b. WDS will ensure all PODs with legible print, signature, date, time and circle quantity, are turned over to WIS for receipt processing and inclusion into the CTF.

#### 4. Perform delivery of Direct Turn-Over (DTO) Material

a. When DTO material is received from WRB, WDS will deliver the material to the customer and obtain a POD with legible printed name, signature, date, time, and circle qty.

b. WDS will ensure all PODs with legible print, signature, date, time and circle quantity, are turned over to WIS for receipt processing and inclusion into the CTF.

5. Identify Customer Refusals. Whenever material is delivered to a customer and it is refused, the WDS must annotate the reason why the material is being refused on the picking ticket and forward to WCB for processing.

6. Recover from the Customer and Deliver to the AMSU All NRFI Components. WDS will perform the following actions for recovery and induction of NRFI components:

a. WDS will receive all EXREP DD Form 1348-1/1A from WIS. One copy will be held in the Pending EXREP Induction File and the other copy will be used to recover the NRFI asset. WDS will pick-up assets which the requisition is marked "EXREP" utilizing the DD Form 1348-1/1A 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 to ensure timely induction of EXREP components.

b. WDS will retrieve all NRFI components from the customer when RFI components are issued, with the exception of material designated as RIP, 5S/52 advice coded items. WDS will provide the customer with a signature for the retrograde material.

c. When WDS retrieves NRFI components, they will ensure the material is properly packaged or bubble-wrapped (e.g., drained and purged, plugs, ESD tape etc.) and screen the OMA/IMA Turn In Notice (figure 2-2) or MAF (figure 2-3), to ensure the appropriate blocks are filled out.

d. WDS will retrieve the log books and EHR/SRC Cards for components requiring them. The part number and serial number on the component will be verified to ensure the turn in matches the EHR/SRC Card and/or the logbook.

e. WDS will deliver all NRFI components to the AMSU for induction.

f. If WCB and AMSU/Production Control are not co-located, WDS will retrieve components from AMSU/Production Control and deliver to WCB once processed through the repair cycle.

<b>OMA/IOU TURN-IN NOTICE</b>						
Activity <b>VMFA-XXX</b>				ORG CODE <b>XXX</b>		
TURN-IN MCN <b>22AAA2A</b>			WUC/UNS <b>411700</b>			
TEC <b>ACMJ</b>	BUNO/Serno <b>165735</b>		WD <b>H</b>	TM <b>B</b>	POSIT	EI
<b>REMOVED ITEM</b>						
CAGE <b>72429</b>			PART NUMBER <b>149R1050-110</b>			
Serno <b>1046</b>			DATE REMOVED <b>11-Dec-18</b>			
TIME/CYCLES <b>C00147</b>		TIME/CYCLES		TIME/CYCLES		
SRC	INITIATED BY <b>SGT I MARINE</b>					
JCN <b>XXX335200</b>			INSP JCN		TI DDSN <b>8353G136</b>	
DISCREPANCY <b>Actuator does not flucuate the correct PSI when folding the blades inward.</b>						

Figure 2-2.--OMA/IMA Turn-In Notice Form Example.



- Figure 2-3.--Maintenance Action Form Example.

## CHAPTER 2

## SECTION 3: WAREHOUSE STORAGE BRANCH (WSB)

2300. General. WSB is responsible for the receipt, storage, and inventory of all material in the Supply Officer's Stores.

1. Responsibilities. WSB is responsible for the receipt (stock), inventory and storage of all material in the Supply Officer's Stores.

2. Duties

a. WSB will perform the following duties. A list of reports required to perform these duties is contained in table 2-2:

- (1) Maintain a Pending Data Entry File (PDEF).
- (2) Maintain the R-Supply Delayed Receipt Report.
- (3) Maintain the Stock ROB Mailbox (NALCOMIS).
- (4) Maintain the Batch Receipt Processing Report (JSS205)/ Integrated Barcode System (IBS) Management Reports.
- (5) Maintain a Completed Transaction File (CTF).
- (6) Maintain the R-Supply Master Stock Status Locator Listing (MSSL)/ FEDLOG.
- (7) Receive and stow material; process stock receipts daily.
- (8) Process Spot Inventory Requests.
- (9) Conduct the Location Audit Program (LAP).
- (10) Prepare and input location additions, deletions and changes.
- (11) Process Storeroom Action Listings.
- (12) Establish and Maintain a Shelf Life Program.
- (13) Assist in the management and coordination of the ASD Hazardous Material/Waste (HM/W) Program.
- (14) Maintain an effective Electrostatic Discharge Program.
- (15) Process Defective Material Summaries.
- (16) Pull and stage all pack-ups.

2301. 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 non-availability. For WSB, the documents in this file will normally be receipts or hand written location changes.

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 RIP. Only RIPs manually entered into R-Supply will appear on the report. WSB will request and review the Delayed Receipt Report daily. Current and prior reports will be maintained. 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 will be set to no more than 3 days; this will reflect 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 Delayed Receipt Report. 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 if no receipt is processed the RIP indicator will be deleted from the Stock Item Record (SIR) when the clear date is reached. The 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. The RIP indicator in the 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.

(b) Pre-posted Receipt In Process (RIP) without processed receipts (Storeroom Action List). 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. WSB personnel will locate, process and stow the material. This will clear the DDSN from the Storeroom Action List.

(c) Deleted Pre-posted Receipts (Stock Control Action List). 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. WSB will screen these transactions and determine the action to be taken.

### 3. Maintain the Stock ROB Mailbox in NALCOMIS

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. WSB will review the Stock ROB Mailbox at the end of each shift to ensure all material is stowed in location. WSB will also update the LSC of the requisition to COMPL by using the NALCOMIS receipt POD function. WSB will then verify requisition is complete in R-Supply. Retention is current and prior shift.

### 4. Maintain the Batch Receipt Processing Report (JSS205)/IBS Management Reports

a. The IBS Management Reports contain a list of receipts which have not been completed within a specified number of days after RIP processing. WSB will review the 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 transactions 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 receipts 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 IBS 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 taken 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 WCB for research and processing.

5. Maintain a Completed Transaction File (CTF). The CTF is maintained to substantiate proof of delivery of material to customers, excess stock turn-in and proof of material received for stock. The CTF can be maintained via Hard Copy or scanned into the IBS database. Financial records posted to the Operating Target (OPTAR) must have a traceable audit trail with supporting documentation. This file will contain signed receipts for DTOs, 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 IBS is used. A requisition POD will have the customer's legible printed name, signature, date and time received and quantity circled. Offload DD Form 1348-1/1As will be filed for any material transferred to the supply system with the Proof of Custody Transfer containing a legible signature and date received as Proof of Shipment (POS) or POD. The CTF is maintained for ten years, in accordance with FIAR guidance found in appendix D.

a. Consumables. Consumables will be maintained by completed Julian date sequence.

b. Repairables. Repairables will be maintained in NIIN sequence within fiscal year of completion date.

6. Maintain the R-Supply Master Stock Status Locator Listing (MSSLL)/FEDLOG

a. The MSSLL provides NIIN/location cross reference for use during periods of system non-availability. The MSSLL will be requested and distributed monthly by the Supply Applications Administrator (SAA) and can be printed or stored electronically. Only the current month's electronic listing must be retained.

b. FEDLOG, downloaded and maintained by the SAA, will be used as the means to cross part numbers to stock numbers when processing requisitions during periods of system non-availability.

7. Receive and stow material; Process stock receipts. When available, IBS (i.e., IBS) will be used for 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 WRB, inspect material received for condition, quantity or expired shelf-life. WSB will inspect all material received for physical condition and match the quantity to the DD Form 1149/DD Form 1348-1/1A receipt document for shortages, damaged material, improperly marked hazardous material, expired shelf-life and misdirected material receipts. Appropriate annotations will be made on the receipt document to reflect quantities of any damaged material received as described in reference (t), volume I, chapter 4. For shortages, overages, damaged or expired shelf-life material, WSB will forward material to WCB for preparation of a SDR.

b. Prior to stocking any material, the WSB will verify the NSN, QTY, UI, DOC NBR and UIC on the DD Form 1348-1A against the gear prior to stowing the material in the location(s) listed on the DD Form 1348-1/1A. If there is no location on the DD Form 1348-1/1A, a Stock Item Query will be done to see

if a new location has already been assigned. If no location exists in R-Supply, a new location will be established and annotated on the receipt DD Form 1348-1/1A. When using the IBS, ensure receipts are downloaded daily and all files are maintained (e.g., Batch Receipt Processing Report, RIPS without STOWs and STOWs without RIPS). When R-Supply is not available, the MSSLL will be used to verify the NSN/UI and obtain the location(s) for the requested material. Upon completion of this task, WSB will go to the location and attempt to stow the material in the primary location listed on the DD Form 1348-1/1A/RIP Screen Print. If the location is full, alternate locations listed on the RIP Screen Print will be used.

(1) For consumables, the packaged material will have the NIIN and Unit of Issue. Material will be marked legibly to aid in the issue, stowage and inventory process. Material not properly packaged will be repackaged prior to placement in stock. Material must be stowed with manufacturer's contract or specification number in case a Defective Material Summary requires action.

**NOTE:** All consumable cabinet/FPU/VIDMAR style storage locations will display the NIIN and UI stocked in that location.

(2) For repairables, the container or bubble-wrapped component will have a stow tag attached which will be annotated with the NIIN, Unit of Issue, location, document number (and MCN if applicable), date stocked, serial number (if applicable) and initials of the Marine stowing the material. Material will be marked legibly to aid in the issue, stowage and inventory process. Material not properly protected will be repackaged prior to placement in stock in accordance with ref (z). Material received from the IMA for stock must have all applicable paperwork attached (e.g., SRC, EHR, RFI, etc.).

(3) Classified material will be stowed in accordance with reference (t), volume I, chapter 4, part E, section IV, paragraph 4656, and reference (u). Material received from the IMA for stock must have an RFI Tag attached.

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 date and time on the DD Form 1348-1/1A 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 (i.e., IBS). After all material has been stowed and scanned, the scanner and all DD Form 1348-1/1A processed will be turned over to the IBS Coordinator for uploading into the IBS mainframe.

e. Manual receipt processing using R-Supply

(1) WSB will process manual receipts in R-Supply>Log>Receipt>Receipt Processing. All receipt documents successfully processed will be annotated with the legible print, signature, date and time of the processed transaction. The receipt documents will be maintained in the CTF or scanned into the IBS 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 receipt is correct (e.g., NIIN, document number, suffix, qty, UI, and substitutes). If it is determined the data was incorrectly entered into R-Supply, correct the incorrect data field to match the receipt and attempt to reprocess. If unable to process, forward to WCB.

(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 receipt. The "YES" option will be selected after the statement, Cannot Correct Error - Suspended for Stock Control Action. This will suspend the transaction. The receipt and Error Suspense Screen prints will be forwarded to WCB.

f. Receipt processing using IBS. Receipts will be processed using the IBS scanner. Procedures for accessing the IBS Stow Processing Program are 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 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 reports for five days.

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. WCB will forward all spot inventories to WSB as required. WSB will complete the inventory immediately and return it to WCB for updating R-Supply/NALCOMIS.

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 M. This process results in improved inventory accuracy, reduced issue processing time and increased Supply Net Effectiveness. A LAP of all consumable storeroom locations will be conducted annually and in conjunction with all inventories. WSB will assist WCB with the execution of the LAP at least quarterly for repairables and prior to all scheduled inventories. A LAP will be completed no more than five days prior to the physical count. The required location validity of all material categories is located in references (m) and (w). For the Validation/Storeroom Process, refer to reference (m).

10. Prepare and input location additions, deletions and changes

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 Maintain Stock Items Screens.

c. When system(s) are not available, the source documentation with location changes will be placed in the PDEF. Once the system(s) become available, all transactions represented by the source documents in the PDEF will be entered into the appropriate system.

11. Process Storeroom Action Listings (SAL). Upon receipt of a SAL from WCB, the WSB will perform the required actions. The SAL is broken into five parts:

a. NIIN Changes. WSB will completely mark through the old NIIN and clearly mark the new NIIN and date of the SAL on the stock material. For repairables, a new stow tag will be created with correct NIIN and date. All boxes will be opened to verify they are not a multi-pack and the new NIIN is on all of the material.

b. Unit of Issue Changes. WSB will repackage stock material to conform to the new Unit of Issue (UI). The new package will be clearly marked with the NIIN, UI and quantity per package (if applicable). The PDEF must be screened to ensure any material stowed in a location, which is not yet recorded in R-Supply, is updated. The new on hand quantity will be annotated on the listing and the completed listing returned to the WCB.

c. Security Code Changes. WSB is responsible for coordinating the relocation of material with a change in security classification and will ensure the location change is completed in R-Supply/NALCOMIS.

d. Shelf Life Code/Shelf Life Action Code Changes (SLC/SLAC). WSB must check the manufactured/cure 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 (t) and appendix Q.

e. Exhaust, delete, superseded or condemned stock

(1) Exhaust. WSB will mark the material "Use Until Exhausted."

(2) Delete. When an NSN is to be deleted, WSB will screen all locations assigned, remove the material and place the material in the Pending Off-load Area. When the SAL is returned to WCB, a DD Form 1348-1/1A will be prepared and forwarded to WSB for the material to be offloaded. The material will be delivered to SSB for shipment.

(3) Superseded. WSB will update the NIIN on the material and location, consolidate the material into one location (if possible) and provide an inventory to WCB.

(4) Condemned Stock. When a NIIN is to be condemned, WSB will screen all locations assigned, remove the material and place the material in the Pending Off-load Area. When the SAL is returned to WCB, a DD Form 1348-1/1A will be prepared and forwarded to WSB for the material to be off-loaded. The material will be delivered to SSB for shipment.



**NOTE:** After processing, legibly print, sign, date/time the SAL and return to WCB.

12. Establish and maintain a Shelf Life Program. WSB will conduct a Quarterly Shelf-Life Review based on calendar year basis to ensure material has not exceeded its life expectancy. Ensure material with the oldest RFI date is issued first (stock new material behind older stock). 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. For detailed procedures refer to appendix Q, and reference (m).

a. Shelf Life Inspection Listing. A Shelf Life Listing will be requested for the purpose of screening shelf life material in stock, which has expired. Repairable and consumable shelf life material (except SLAC 00) will be inspected on a quarterly basis. This will be done to ensure no expired material is maintained in stock and inadvertently issued to a customer. The Shelf Life Inspection Listing will be obtained by utilizing procedures outlined in appendix Q.

(1) Expired Shelf Life Material. WSB will then utilize the Shelf Life Inspection listing to ensure all expired material and a copy of the annotated listing is forwarded to WCB. WCB will ensure expired material is processed for offload to Defense Logistics Agency Disposition Services (DLADS), 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. Only the current month's listing must be retained.

b. Blank SLC/SLAC. These items will be produced by Utility Program/ADHOC and will be tailored to select only those NSNs with a blank SLC/SLAC. WSB will ensure all Stock Item Records with a blank SLC and/or SLAC are identified. WSB will conduct research to determine the appropriate SLC and SLAC. After the SLC and SLAC have been identified, they will be loaded to R-Supply by selecting Inventory>Stock Item>Maintain Stock Item and NALCOMIS by selecting MRF>Search>NIIN. These records will be reviewed on a monthly basis and a current and prior annotated/worked Listing will be maintained.

c. Shelf Life Location Validation. WSB will produce a tailored ADHOC to ensure all Shelf Life Material is stored in a segregated/designated location. WSB will establish a new location for any Shelf Life material identified from this ADHOC located in a non-Shelf Life location. The new location that is established will be integrated with existing Shelf Life material. Utilizing the same ADHOC, WSB will relocate and establish a new location for any material that is no longer Shelf Life. These records will be reviewed on a monthly basis and a current and prior annotated/worked Listing will be maintained.

13. Assist in the management and coordination of the ASD Hazardous Material/Waste (HM/W) Program. The AvnSupO will appoint in writing, a HM/W Coordinator and an alternate. This individual will be responsible for the management and coordination of the ASD Hazardous Material/Waste (HM/W) Program. Copies of these appointment letters will be retained in the OIC/SNCOIC turnover binder for current and prior appointees.

a. Material Safety Data Sheet (MSDS) Files, manual or electronic, will be maintained for every type of HAZMAT recorded on the R-Supply SIT for all on-hand AvnSupO assets. Information required to complete the MSDS file is located in appendix R. Additional information such as HAZMAT definitions, sample MSDS, and a list of Federal Supply Classifications (FSC) considered HAZMAT can be found in reference (t).

b. For information concerning management and coordination of the ASD Hazardous Material/Waste (HM/W) Program, refer to appendix R and reference (bc).

#### 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. ESD induced failures require 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 AvnSupO will: Designate an ESD Program Coordinator and Alternate ESD Program Coordinator from WMD using an ESD Program/Coordinator Designation Assignment Letter.

(2) The Program Coordinator will:

(a) Be responsible to the AvnSupO for implementing the ESD Program and enforcing compliance within WMD.

(b) Retain ESD items in protective packaging while in storage areas.

(c) Ensure ESD items are properly packaged per reference (z) prior to shipment.

(d) Ensure this Manual and references (n) thru (ai) are readily available and complied with.

(e) Provide initial and refresher training to all personnel who handle, inspect, package or transport ESD items. Reference (n) contains information to aid in developing appropriate lessons.

(f) Establish and maintain an ESD work station as identified in reference (y), chapter 10, paragraph 10.21.3.

(g) Conduct periodic work area reviews ensuring sufficient ESD protective materials are available and being used.

(h) 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.
5. ESD Program Coordinator/Assistant Coordinator assignment letters (filed in WMD OIC/SNCOIC turnover binder).

(i) Coordinate/assist the Quality Assurance (QA) Division with annual audits.

(j) Ensure all discrepancies identified during annual QA audits are corrected and results forwarded back to QA via the SMD OIC.

(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.

15. Process Defective Material Summaries. There are two types of Defective Material Summaries:

a. Category I Deficiency Report. 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. Category II Deficiency Report. 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. NAVSUP WSS-M conducts monthly updates of the Defective Material Summaries, which are located on the NAVSUP WSS Extranet website at: [https://my.navsups.navy.mil/webcenter/portal/navsupwss\\_extranet](https://my.navsups.navy.mil/webcenter/portal/navsupwss_extranet). These summaries include a list of NSNs which should be inspected, suspended or reported. They direct activities to suspend and report on hand quantities of defective items. WSB will take action and process the summary, WSB will dispose of defective material in accordance with the defective material summary. Maintain all completed Defective Material Summaries, annotated with action taken, for current and prior fiscal year.

16. Pull and stage pack-ups. These procedures are contained in appendix AA, Deployed Operations.

17. Records Dropped from Stock (Part 10). Perform action upon receipt of Part 10 report from the WAS (quarterly). This part of the report shows records that have dropped from the (Active) Item Table due to no allowance

established with having zero on-hand and zero on order. A physical inventory of these records will be taken to ensure that there is no material actually on-hand. If there is no material on-hand, then it is acceptable that the record has dropped from the (Active) Item Table and location label(s) physically removed from location. 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 spot inventory initiated.

**NOTE:** Upon completion of Part 10 report ensure clean up in NALCOMIS is completed by deleting records dropped from stock locations in the MRF record.

Reports and files Required for Performance of Duties, WSB			
Report name	Frequency	Retention	Reference
1. Delayed Receipt Listing, R-Supply	Daily	Current & Prior	2301.2
2. Stock ROB Mailbox, NALCOMIS	End of Shift	Current & Prior	2301.3
3. Batch Receipt Processing Report	Daily	Current & Prior	2301.4
4. Completed Transaction File	As Required	10 years	2301.5
5. R-Supply Master Stock Status Locator Listing (MSSL)	Monthly	Current	2301.6
6. Processing the IBS Reports	Daily	5 Days	2301.7.f.1
7. Shelf Life Inspection Listing	Quarterly	Current & Prior	2301.12.a
8. SLC Mismatch Reconciliation	Quarterly	Current & Prior	2301.12.a, appendix Q
9. Expired Shelf Life Material Listing	Monthly	Current	2301.12.a.1
10. Blank SLC/SLAC Listing	Monthly	Current & Prior	2301.12.b
11. Shelf Life Location Validation Listing	Monthly	Current & Prior	2301.12.c
12. Hazardous Material Safety Data Sheets	As Required	As Required	2301.13
13. Hazardous Material/Waste (HM/W) Coordinator Appointment Letters	As Required	Current	2301.13
14. Electrostatic Discharge (ESD) Program File	As Required	As Required	2301.14.a.2.h
15. Defective Material Summaries	Monthly	Current & Prior Fiscal Year	2301.15
16. Records Dropped from Stock (Part 10, received from WAS)	Quarterly	Current & Prior	2301.17

Table 2-2.--Reports Required for Performance of Duties, WSB.

## CHAPTER 2

## SECTION 4: WAREHOUSE CONTROL BRANCH (WCB)

2400. General

1. Responsibilities. WCB is responsible for all functions related to inventory, management, accountability, and storage of classified material. WCB is also responsible for processing receipts with exceptions, processing all repairables returned from the IMA and for the screening/tracking of BCM components. The WCB OIC/SNCOIC will review and validate the reports required for the performance of duties, listed in table 2-3.

2. Duties

a. WCB will perform the following duties. A list of reports required to perform these duties is contained in table 2-3:

- (1) Maintain a Pending Data Entry File (PDEF).
- (2) Maintain accountability of material issued for pack-ups/subcustody.
- (3) Maintain the Master Stock Status Locator Listing (MSSL).
- (4) Maintain access to FEDLOG.
- (5) Review and maintain the Local Management Code (LMC) and the Automatic Reorder Restriction Code (ARRC) Letter.
- (6) Maintain Security Control Documents for Classified Material Storage Area.
- (7) Initiate and Monitor Stock Requisitions.
- (8) Monitor and conduct follow-up action on requisitions for stock
- (9) Review and Correct Stock Requisitions with Overage Shipment Status.
- (10) External Material Obligation Validations (MOVs).
- (11) Maintain Supply Discrepancy Reports.
- (12) Maintain the Engineering Investigation (EI)/Product Quality Deficiency Report (PQDR)/Hazardous Material Report Files.
- (13) Maintain established goals for inventory/location validity and O/H stock levels for all material.
- (14) Conduct SMART Offload Processing (as required).
- (15) Maintain a Frustrated Material Area.
- (16) Processing requisitions for Lateral Support.

- (17) Maintain and Monitor Issues Listings.
- (18) Initiate corrective action on all unprocessed transactions, which affect the inventory.
- (19) Monitor and Maintain the NALCOMIS Critical Items Report.
- (20) Process requisitions and receipts with exceptions.
- (21) Ensure the identification and management data of all records are accurately maintained.
- (22) Conduct R-Supply/NALCOMIS Reconciliation.
- (23) Review Technical Directives Compliance (TDC) for storeroom availability.
- (24) Review and Maintain the NAVSUP WSS Stock In Transit (SIT) Discrepancies Listing.
- (25) Maintain accountability of all repairables during the local issue, recovery, induction and repair process.
- (26) Process all repairable returns from the IMA and ensure proper screening and carcass tracking of BCM components.
- (27) Process Components for Repair and Return.
- (28) Carcass Tracking.

#### 2401. Procedures

##### 1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a clearly identified (i.e., labeled) holding file for source documents of transactions processed during temporary system non-availability.

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. Maintain accountability of material pulled for pack-up/subcustody

a. General. Any time material is issued for pack-up or subcustody, a Pack-up Inventory Listing or Subcustody Notice will be prepared. WSB will pull and stage the requested material and annotate the pulled quantity on the listing. The annotated listing will be forwarded to WCB for input into R-Supply. Once complete, WCB will then request a NALCOMIS Pack-up Status and R-Supply Support Package Reports in order to ensure all quantities match. Procedures can be found in the R-Supply User's Guide, keywords "Processing Pack-ups". Subcustody notices will be reconciled using the NALCOMIS Subcustody Listing. 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 the date signed 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.

b. Processing Pack-ups. WCB personnel will ensure the following:

(1) A joint inventory is conducted by WCB, DSB and the Detachment's Responsible Officer.

(2) Support Package transaction listing must be signed and dated by WCB, DSB and Detachment's Responsible Officer.

(3) The original listing is forwarded to DSB, a copy will be retained in WCB 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 AA, Deployed Operations.

d. Processing Pack-up Returns. When pack-ups are returned, a joint inventory will be conducted by WCB, DSB and the Detachment's Responsible Officer using the pack-up listing, DD Form 1348-1/1A shipping documents representing pack-up replenishment and issue documents representing issues made during deployment. After the joint inventory, WCB will input the Support Package Processing to return all material from pack-up. RFI components will be forwarded to WSB for storage. NRFI components will have the requisition back-fitted into NALCOMIS and inducted into the IMA. Surveys for unresolved discrepancies that meet the criteria outlined in NAVSUP P-485 will be prepared by the pack-up Responsible Officer and processed in R-Supply/NALCOMIS by WCB. For unresolved consumable overages or shortages, WCB will process O/H Quantity Inventory Adjustments as described in the R-Supply Online User's Guide, keywords "Inventory Adjustments". WCB 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 IBS database. After all processing is completed, WCB will request an R-Supply Pack-up Listing and a NALCOMIS Pack-up listing to ensure there are no discrepancies and both databases match.

**NOTE:** Ensure there are no quantities left on R-Supply Pack-up Listing.

e. Processing Components for Subcustody. Repairables will not be issued for subcustody without the authorization of the WMD 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. WCB will review all subcustody material quarterly. To do this, the Subcustody List Function in NALCOMIS will be utilized. Only the current report will be retained. WCB 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 WCB 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 WMD.

**NOTE:** Per appendix N, WCB will physically inventory all Subcustody material prior to the quarterly scheduled repairable inventory.

3. Maintain an R-Supply MSSLL. The MSSLL provides NIIN/location cross reference for use during periods of system non-availability. The MSSLL will be requested monthly by SMD/SAA and stored electronically on the sharedrive or removable media, for each division to access. WCB will ensure access to the current month's electronic MSSLL listing via sharedrive/removable media.
4. Maintain access to FEDLOG. FEDLOG, downloaded and maintained by the SAA, will be used as the means to cross part numbers to stock numbers when processing requisitions during periods of system non-availability.
5. Review and maintain the Local Management Code (LMC) and the Automatic Reorder Restriction Code (ARRC) Letter and Listing. WCB will review and maintain the LMC and the ARRC letter as well as a listing, which identifies LMCs and ARRCs assigned to each Stock Item Record.
  - a. Quarterly, SMD will initiate, coordinate and be responsible for dispersing a copy of the LMC/ARRC lists and LMC/ARRC letter for review.
  - b. Utilizing the LMC/ARRC list from SMD WCB will produce an ADHOC/SQL of all Stock Item Records pertaining to WMD as follows:
    - (1) LMC. Utilized for any items on the stock item table managed by WMD [e.g., V2 (V22), HZ (HAZMAT), C8 (Minimum order quantity), DR (DRMO)].
    - (2) ARRC. Utilized for any items on the stock item table managed by WMD [e.g., DN (Item Deleted), CJ (Item coded Obsolete or inactivated), NS (Never Stock), RZ (Discontinued Item)]. Issue old stock until exhausted.
  - c. WCB will review the listing to determine the following:
    - (1) Is the current LMC assigned still required?
    - (2) Is the current ARRC assigned still valid? Validation is conducted in both R-Supply and the external system to ensure accuracy of information. For NIINs with RO greater than zero, WCB will coordinate with the WAS to remove the allowance and support package(s).



d. WCB will update any required information as applicable and delete any LMC/ARRC that is no longer required or valid. Only the current letter and listing will be retained.

**NOTE:** WCB will exclude all WAS LMCs (e.g., M1-4, CS, etc.) from their listing.

e. Once review is complete, WCB will return the LMC/ARRC list to SMD with updates annotated as necessary. Only the current letter and NIIN listing will be retained.

#### 6. Maintain Security Control Documents for the Classified Material Storage Area

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 KMI 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. KMI 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 WMD will ensure the KMI Manager receives a copy of the requisition (DD Form 1348-1/1A). The KMI Manager will then be responsible for providing the DD Form 1348-1/1A to the WMD with the customer's legible printed name, signature and date/time received for entry into the CTF. In order to receive stock replenishments, the WMD will provide the Stock Requisition Number and NIIN to the KMI Manager to be annotated on their disposition message to NCMS and NAVSUP WSS.

**NOTE:** The KMI Manager will annotate the Issue Requisition Number(s) on the SF 153 for the NRFI material being shipped. KMI manager will provide tracking information when NRFI material is shipped for WMD to post a POS in eRetrograde management System (eRMS). When the KMI Manager receives a copy of the SF 153 from the repair facility stating they have custody, the KMI Manager shall provide a copy of the SF 153 to the WMD to post the POD in eRMS and close carcass tracking. For more detailed information see NCMS Message 071329Z MAR 12 and KMI 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 (t), volume I, chapter 4, part E, section IV, paragraph 4656 and

chapter 6, part A, Section III, paragraph 6062 and reference (u). Local procedures signed by the AvnSupO will be drafted.

7. Initiate and Monitor Stock Requisitions. Stock replenishments are necessary to ensure on-hand stock is adequate to meet demand. The goal of requisition monitoring 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. Requisitions for stock may be generated one of the four ways: NALCOMIS One-for-one reorder, R-Supply Initiate Requisitions Function, NALCOMIS Requisition Contingency Function with a "BV" Contingency Code, or R-Supply Automatic Reorder.

a. NALCOMIS One-for-one reorder (Repairables only). Normally, repairables will be requisitioned for stock on a one-for-one basis after one part is BCM'd. The processing of SO BCM assets from the CRA will generate an Issue (X31) causing NALCOMIS to automatically generate a stock replenishment requisition if DEF to FAQ.

b. R-Supply Initiate Requisitions Function. This function is utilized to build stock requisitions manually in R-Supply. Requisitions can be auto generated by R-Supply or manually inputted. If a requisitions is manually inputted then the Post Post must be checked, see below. Once the initiate requisition is complete, an AT\_ must be processed to ensure the requisition is released into the external supply system by the SAA. See the below example of a manually inputted requisition via R-Supply Initiate Requisitions Function:

**Initiate Requisition**

UIC: 09136 Dept: 3 Div: WC:

Enter NIIN/Part Number or select MVO: MVO Process: ☐

NSN: 4710 - SMIC: 011298298 Part Number: Stores Type: General Stores

Doc Nbr: R 09136 9108 0123

☒ **Post Post**

☐ **Bearer Pickup**

**Serial Number Type**

☒ Standard True Srl Nbr

☐ CASREP

☐ NAVSEA TOB

☐ CRASP (Overhaul)

☐ APN6

☐ Push

**Funded Requisition**

OK Cancel Help

Figure 2-4.--Initiate and Build Requisition.

Build Requisition				Stores Type		COSAL	
NSN	SMIC	Part Number		General Stores		HME	
4710	- 011298298						
NIIN Data						Allowance	
Cog: 9B		MCC:		UI: EA		Quantity	
UP: 87.09		NUP: .00		Nomenclature: TUBE		Total: 0	
Document Nbr: R-09136-9108-0123				Dept: 3		Div: WC:	
Enter as required							
DI: A01	RI: NRP	M&S: S	Qty: 1	DC: R	Delvry Pt:	Sig Cd: A	Eff Excl Cd:
FC: KZ	Dist:	Prj Cd: AE0	Pri: 12	RDD: 777	Adv Cd:	Supp Add:	
True Sri Nbr:						EMV: \$ 87.09	
Remarks: MANUAL REORDER - LCPL NOBLES							

Figure 2-4.--Initiate and Build Requisition, Continued.

c. NALCOMIS Requisition Contingency Function (Repairables only). This function is utilized to build repairable stock requisitions in NALCOMIS. When building the requisition ensure to utilize the "BV" Contingency Code. This function is usually used to reorder FLR to ensure they have a Repairable Stock Doc series of 1800-1999. Do not utilize 1700 series, it's reserved for NALCOMIS auto reorders.

d. R-Supply Automatic Reorder. Daily, consumables and repairables will be requisitioned for stock via automatic reorder in R-Supply. Prior to running a "Live" reorder, a "Trial" reorder will be generated and reviewed with corrective actions annotated. WCB will also verify the availability of BP-28 funds for 9\_ and 3\_ Cogs prior to going "Live". Reorder interval is as follows:

(1) Non-Repairable. Selection of this function identifies records where the O/H plus STKDUE is less than the RP, a situation defined as Deficient to Reorder Point (DEF to RP) and creates requisitions for the deficient quantity. The following outlines how to conduct a daily non-repairable DEF to RP reorder.

DAILY REORDER FOR ALL NON-REPAIRABLE DEF-TO-RP:

- (a) Type: Routine
- (b) Computation: RP to (Total OH+Stk Dues+Subs O/H+Subs Due QTY)
- (c) Routine: Change to 05(OCONUS) /06 (CONUS)
- (d) RDD: 777
- (e) Designate Material: Non-Repairables

Figure 2-5.--Non-Repairable Daily RP Buy.

(2) Repairables. This function identifies records where the O/H plus STKDUE is less than the RO, a situation defined as Deficient to Requisition Objective (DEF to RO) and creates requisitions for the deficient quantity. Normally, all repairables should be automatically reordered on a one-for-one basis via NALCOMIS BCM process. The following outlines how to conduct a daily repairable DEF to RO reorder.

#### DAILY REPAIRABLE DEF TO RO BUY

- (a) Type: Routine
- (b) Computation: RO to (Total OH+Stk Dues+Subs O/H+Subs Due QTY)
- (c) Routine: Change to 05 (OCONUS) /06 (CONUS)
- (d) RDD: 777
- (e) Designate Material: Repairables & Field Level Repairables
- (f) Advice Code: 5X

**Reorder**

Type: Routine

Domestic ☐ Overseas ☒

Computation: RO to (Total O/H Qty + Stk Dues + Subs O/H Qty + Subs Due Qty) Trial Run ☒

**Priorities**

Routine: 05 NIS: 05 Repairable: 05

Advice Code: 5X Julian Date: 18242 RDD: 777

RI To: NRP Distribution Code:

**Designate Material**

☐ Non-Repairables

☒ Repairables

☒ Field Level Repairables

☐ Stores Type... ☐ COSALs...

Load Percentage: 100

**Specify**

☐ DBIs

☐ HAZMAT

**Optional**

☐ Locations...

☐ Location Range..

☐ ATCs...

☐ LMCs...

☐ Cogs...

☐ ARRCs...

☐ SMCCs ...

☐ SMCCs (HAZMAT)...

☐ Budget Projects...

☐ MICs...

☐ ERCs...

☐ BP28 Override

☐ Zero Balance

**Exclude**

☐ LMCs...

☐ ARRCs...

☐ Cogs...

☐ Budget Projects...

Figure 2-6.--Repairable Daily RO Buy.

e. Reviewing Requisitions Created by LIVE Automatic Reorder. Whenever a live automatic reorder is processed, the system will identify deficient records and create requisitions. Repairable requisitions will have an Advice Code of 5X, unless it is an initial issue then refer to appendix AC or reference (n). A review listing will be produced and held in the Release Outgoing Requisition file pending release processing. WCB will review the listing in accordance with reference (t), volume I, chapter III prior to releasing the requisitions.

f. Releasing Requisitions Created by Live Automatic Reorder. The WCB will follow R-Supply menu path LOG >> Release Outgoing Transaction >> Requisition >> From Automatic Reorder option. The WCB will then select which requisitions to release or cancel from the Requisition Review screen. This procedure creates a batch job which when processed by the SAA, will update the database files and allow the requisitions to be extracted for submission by the SAA into the supply system.

8. Monitor and conduct follow-up action on requisitions for stock. WCB will review the status of outstanding stock requisitions and, if necessary, send the appropriate follow-up in accordance with appendix K. The following are the required requisition listings.

a. Requisitions with no Estimated Ship Date (ESD). Weekly, run a listing or ADHOC equivalent showing all outstanding requisitions with no ESD. For the process of ordering this requisition listing in R-Supply, see appendix K, paragraph 5a. Annotations are only required for those items requiring action. Current and prior reports will be maintained.

b. Requisitions with expired ESD. Weekly, run a listing or ADHOC equivalent showing all outstanding requisitions with an ESD that has expired. For the process of ordering this requisition listing in R-Supply, see appendix K, paragraph 5b. Current and prior reports will be maintained.

c. Request for Cancellation/Cancellation Follow-up (AC/AK). Weekly, WCB will run a Requisition Listing (JSL311) in R-Supply or ADHOC equivalent to produce a listing of all stock requisitions with cancellation requests (AC\_/AK\_) pending. WCB will review all records on this report and initiate the action described in appendix K. Current and prior reports will be maintained.

d. Correct requisitions with No Status. Daily, WCB will run a No Status Requisition Listing (JSL311) in R-Supply to produce a listing of all stock requisitions with no status, days plus will be set to 5. WCB will review all records on this report and initiate the action described in appendix K. Current and prior reports will be maintained.

e. Correct requisitions with Exception DRB. Daily, WCB will review and process stock and DTO requisitions in R-Supply with Exception DRBs (excluding Tools, IMRL, FE and TBA). Procedures for processing requisitions with Exception DRBs are described in appendix K.

9. Review and Correct Stock Requisitions with Overage Shipment Status. Requisitions are considered to have overage shipment status if the material has not been received within 15 days (for CONUS shipments) or 30 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. Stock requisitions meeting the criteria for having overage shipment status will be identified, researched and worked twice a month. Current and prior reports will be retained. These requisitions can be identified when reviewing R-Supply Stock Requisition Listing or ADHOC Tools tailored to select only stock requisitions with overage shipment status (this includes items with AS/AU/AB status). When requisitions in this category have been identified, the following actions will be taken to research and correct them:

a. 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, NAVSUP WSS In-Transit Accountability (NITA)/SIT, FedEx, TrackerLite, etc.) to verify if the material actually made it to your activity. Then physically check all material on the shelf (as well as within the family group for repairables) to determine if the requisition number in question is written on any of the material. Next, check the CTF or any other receipt archives for a DD Form 1348-1/1A 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. If material was not located, an inventory loss will be processed in accordance with paragraph 2401.13f.

b. 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 (e.g., Suspense, Delayed Receipt, etc.), then the assumption can be made the material was received and the receipt for the requisition with overage shipment status will be processed. If the inventory is accurate because of erroneously processed transactions (e.g., erroneous Gain by Inventory, Material Turn-in, etc.), then the assumption can be made the material ordered 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.

c. For stock, if proof of receipt on station 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, WCB will utilize appendix P to process a Supply Discrepancy Report and appendix Z to process a survey DD Form 200 as required. A DI YE1 stating "LOST IN SHIPMENT, SURVEY AND SDR (REPORT #) SUBMITTED" will be entered in to the R-Supply requisition file on each requisition.

d. ERS will provide WCB with a listing of all DTO requisitions identified as lost in shipment and all research conducted for the processing of an SDR and survey as required. In this situation, WCB will utilize appendix P to process an SDR and appendix Z to process a survey DD Form 200 as required.

e. When the signed individual survey(s) is returned, WCB will process the requisition(s) 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. ERS will notify the customer to reorder lost in shipment consumable DTO requisitions. WCB will assist ERS with the reorder process for lost in shipment repairable DTO requisitions.

10. External Material Obligation Validations (MOVs). 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. ANIs are received through One Touch and batched by UIC. Quarterly, WCB 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. WCB will respond to all stock requisitions with the exception of those with a ZB9 project code. WCB is also required to work the post MOV and take action on stock requisitions that appear on this report. Records appearing on the post MOV will be worked in accordance appendix K. MOV will be conducted in accordance with appendix E. WCB is required to retain current and prior quarterly reports for the MOV and post MOV.

11. Maintain Supply Discrepancy Report (SDR)/Transportation Discrepancy Report (TDR) Files. The SDR/TDR File will contain request documents, for stock material, disposition instructions, shipping data messages and related correspondence for each SDR submitted. All related documentation will be attached and filed together in the file. All documentation will be filed and maintained in NIIN sequence and retained for ten years. Procedures for processing an SDR are outlined in appendix P and reference (t) and (w). SDRs will be submitted using the Web SDR on the NAVSEA Product Data Reporting and Evaluation Program website at, <https://www.pdrep.csd.disa.mil/>, when the discrepancy is attributed to a shipper's error. WCB will ensure there is an SDR staging area with a clearly marked location, for those items pending disposition.

a. WCB will reconcile all open SDRs in PDREP on a weekly basis per appendix P. Retention is current and prior.

**NOTE:** WCB will assist the ERS with the SDR and reorder process for lost in shipment repairable DTO requisitions.

12. Maintain an Engineering Investigation (EI)/Product Quality Deficiency Report (PQDR) Report Files

a. The EI and PQDR File will contain request documents, disposition instructions, shipping data messages and related correspondence for each request submitted. All related documentation will be attached and filed. The file will be maintained separated by pending and completed then NIIN sequence. Retention is current and prior fiscal years. Detailed procedures are contained in appendix P.

b. WCB will ensure there is an EI/PQDR staging area with a clearly marked location, for those items pending disposition.

c. WCB will reconcile all open EI/PQDRs in JDRS on a weekly basis per appendix P. Retention is current and prior.

13. Maintain established goals for inventory/location validity and O/H stock levels for all material

a. The required inventory validity of all material categories is located in reference (w). To ensure these levels of validity are maintained, SMD will conduct inventory and location validity samples at least quarterly as described in appendix G and reference (w). Whenever either sample results in validity less than required, a complete Location Audit Program (LAP) or a Schedule Inventory will be conducted within 30 days. 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. Location Audit Program (LAP). A LAP is the process of reconciling actual locations of material with those reflected in R-Supply/NALCOMIS. WCB is responsible for coordinating all LAPs of all material. Procedures for conducting a LAP are contained in appendix M (refer to paragraph 2301.11.b(1) for additional repairable requirements). In the event a scheduled inventory is conducted (wall-to-wall or selected locations), a LAP will be completed no more than five days prior to the physical count. The completed LAP will be retained for 10 years, WSB will input any location changes resulting from a LAP. R-Supply users will input location changes through Maintain Storeroom Locations.

c. Scheduled Inventories. Scheduled inventory requirements for all material categories are described in reference (w). In addition to these requirements, WCB will inventory repairables on a quarterly basis. WCB will run an adhoc prior to end of the fiscal year closeout. To ensure inventories on material with a location has been conducted on an annual basis (quarterly for repairables). Pre-adjustment/Adjustment research must be completed for all potential inventory discrepancies that fall within the criteria outlined in reference (w). Adjustments will be made to the inventory and financial records to bring those records into balance after appropriate research has been conducted and the inventory adjustments has been approved via appendix G of reference (w), Form 4550/5 Pre-Adjustment/Adjustment Authorization Form, by the appropriate position prior to completion. NAVSUP Form 4550/6 Inventory Adjustment Authorization > \$500,000 is required when conducting an inventory adjustment for transactions greater than 500,000 dollars to provide relief from property accountability or responsibility. The completed form will be routed via the Wing AvnSupO to MARFOR who then will submit to NAVSUP Inventory Operations. These actions must be completed within five business days of the discovery of an inventory variance. Upon completion, scheduled inventories (pre-inventory requirements and inventory aids) will be retained for ten years, in accordance with FIAR guidance.

d. Spot Inventories. A spot inventory is an unscheduled physical inventory performed to verify the actual quantity of material O/H for a specific stock item. Upon completion of the Spot Inventory, WCB must determine if the physical count quantity matches the quantity reflected in the Stock Item Location quantity. If the physical count quantity does not match the Stock Item Location quantity, then a pre-adjustment/Adjustment research must be completed for all potential inventory discrepancies that fall within the criteria outlined in reference (w). Adjustments will be made to the inventory and financial records to bring those records into balance after appropriate research has been conducted and the inventory adjustments have been approved via appendix G of reference (w), Form 4550/5 Pre-Adjustment/Adjustment Authorization Form, by the appropriate position prior to completion. These actions must be completed within five business days of the discovery of an inventory variance. Records in R-Supply may be set for spot inventory in one of two ways:

(1) Spot Inventory input by user. A spot inventory will be conducted anytime a quantity discrepancy between the actual location O/H quantity is different than R-Supply/NALCOMIS. The record(s) will be set for spot inventory in R-Supply and a physical count conducted. When setting the Spot Inventory Flag, WCB will print the Spot Inventory Screen and conduct the physical count.

(2) Spot Inventory created automatically. Whenever an issue transaction suspends for insufficient on hand quantity, R-Supply will automatically set the Spot Inventory Flag on the record(s). Conduct a physical count anytime records appear on the report.

e. Inventory Adjustments. 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 a pre-adjustment/adjustment research. Physical inventory results, including count sheets, and completed NAVSUP Form 4550/5 Pre-Adjustment/Adjustment Authorization Form must be routed to the appropriate position for approval and signature prior to posting any inventory adjustments. These actions must be completed within five business days of the discovery of an inventory variance. 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 for repairables will not be processed. R-Supply contains a Stock Survey Update file for Inventory Adjustments requiring a DD Form 200. The Stock Survey Update file, will be updated by WCB upon receipt of the signed DD Form 200 (when required), the file path for the Stock Survey Update is: Inv> Inventory Control> Stock Survey Update. Once in this module, WCB will be provided a list of potential Surveys by document number. This listing should be reconciled against the Pending Survey File. The documents requiring a DD Form 200 will remain in the module until the DD Form 200 is received. If a document does not require a DD Form 200 then simply click the Survey Created box and click 'Save' in order to clear the record from the module. By doing this you are posting an X43 Completed Survey to the CTL. Ensure the documents that are cleared from this module either have a DD from 200 or do not meet the requirements for a DD Form 200. Refer to appendix Z of this Manual for survey criteria, this module will be worked monthly and filed current and prior.

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. A DD Form 200 is required for Depot Level Repairables (DLR) regardless of money value; for other items that require a survey, refer to reference (w) appendix E. Per reference (m), paragraph 307.5c, 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 during a fiscal month is equal to or greater than \$500,000.00 TYCOM approval is required prior to EOM closeout. Contact the Wing Operations Section (WOS) if this occurs.

(1) Processing Inventory Adjustments in R-Supply. A gain/loss Inventory Adjustment must be documented in accordance with reference (t) volume I, chapter 5, part A, section III, paragraph 6070. Ensure supporting documentation is attached and submitted with the DD Form 200 for appropriate signatures.

**NOTE:** Repairable Inventory Adjustments will be for a quantity of one.

(2) Processing Inventory Adjustments in NALCOMIS. Immediately after processing inventory adjustments in R-Supply, they will be processed in NALCOMIS since inventory adjustments do not interface between systems.

(a) Inventory Adjustments. To process a gain/ loss adjustment in NALCOMIS, users will utilize the RFI Update Function to increase or decrease the RFI quantity to the correct quantity.

(b) IOU and DIFM Survey Adjustments. 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 DD Form 200 for IOU losses and the IMA must provide a DD Form 200 for a DIFM loss for all repairables. These transactions will not be processed without the appropriate 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 DD Form 200 and forwarded to the OMD.

f. Reversal of Erroneous Inventory Adjustments. 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 reporting month as the Inventory Adjustment.

(1) Processing Reversal of Erroneous Inventory Adjustments in R-Supply

(a) Reversal of Erroneous Gain Inventory Adjustments. A Gain Inventory Adjustments Reversal will be entered using the path Inventory>Inventory Control > Inventory Adjustments > Enter the NIIN, Select 'Gain' then 'reversal', choose the survey document number to reverse, then enter the reversal quantity.

(b) Reversal of Erroneous Loss Inventory Adjustments. A Loss Inventory Adjustments Reversal will be entered using the path Inventory>Inventory Control> Inventory Adjustments>Enter the NIIN, Select 'Loss' then 'reversal', choose the survey document number to reverse, then enter the reversal quantity.

(c) Reversal of Erroneous Lost in Shipment Adjustments. 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.

(2) Processing Reversal of Erroneous Inventory Adjustments in NALCOMIS. 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) Correction of Erroneous Gain or Survey of RFI Quantity. In NALCOMIS use the RFI/POH Update Function to correct the RFI quantity.

(b) Correction of Erroneous Gain of NRFI Quantity. 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) Correction of Erroneous Survey of NRFI Quantity. Increase the RFI quantity using RFI update in NALCOMIS. Backfit a new requisition and coordinate with Production Control to process the induction. Adjustments resulting from a scheduled inventory will be processed as described in appendix N. 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 N.

g. Supply Effectiveness Report. The R-Supply performance report provides, by COG the number of demands received, issued, not-carried (NC) and Not In Stock (NIS), which reflects the ability of each MALS ASD to meet customer demands for material. Percentages are computed for Net and Gross Supply Effectiveness. This report will identify any missed sales and give an indication of which COG(s) require further analysis, to initiate corrective action (if necessary). Monthly, the report will be reviewed to ensure performance standards are being met and to initiate corrective action (if necessary). Current and prior months will be retained.

(1) Consumable Sizing (via ADHOC utility tool). Upon completion of weekly sizing, the WAS will provide a "WMD Action" report of missed sales requiring WMD corrective action. WCB will conduct root cause analysis utilizing the "WMD Action" report and correct any deficiencies in WMD's procedures to mitigate future miss sales. Some common missed sales caused by WMD are inventory discrepancies, slow or no automatic reorders, and overage stock requisitions. Current and prior will be retained.

14. Conduct SMART Offload Processing (as required). Material considered excess will vary depending on the ATC of the material. Material records with excess O/H will be identified and corrected using the Smart Offload Processing Program or manually. The WAS will submit an offload listing to the WCB quarterly for review/execution, as required. Prior to distribution, the WAS will ensure offload criteria IAW appendix AC is followed. Consumable offload candidates will be identified utilizing an Adhoc utility tool (Consumable Sizing Tool). Repairable offload candidates will be identified by the WCB utilizing an Adhoc and RAB report. The WCB will review/finalize the listing and forward to the fleet offload coordinator and NAVSUP-WSS N413. The final listing of approved/disapproved material will be returned for processing. 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 ten years.

15. Maintain a Frustrated Material Area. Daily, WCB will process and take appropriate action on any frustrated material. To ensure

accountability of this frustrated material, WCB will maintain a Frustrated Material Area with any and all pertinent paperwork. Documentation for frustrated material will be maintained in the area until resolved.

16. Processing requisitions for Lateral Support. Whenever a requisition is received from a non-supported unit, the material is available and the decision has been made to issue it, a lateral support requisition will be processed. 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. Lateral support requirements will be processed as follows:

a. Other Supply Officer (OSO) Transfer. This will be processed for lateral support requests for stock. A Post-Post MRE will be processed in R-Supply. WCB will maintain DD Form 1348-1/1A for inclusion in the CTF.

b. End Use Requisition. This will be processed for lateral support requests for DTO requirements. A Post-Post MRE will be processed in R-Supply. WCB will maintain DD Form 1348-1/1A for inclusion in the CTF.

c. A4 referral. 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. WCB will maintain DD Form 1348-1/1A for inclusion in the CTF.

17. Maintain and Monitor Issues Listing. Daily, WCB will produce, maintain, and monitor the R-Supply Referrals Issues Listing, and Pending Issues Listing. These reports are pending issues in which could be lateral supports from unit to unit or DTO rescreens awaiting completion which have no corresponding entries for storeroom action processing. It is important that WCB ensures the reports are physically validated by WIS, and complete the associated requisitions, that way R-Supply can generate the next response out to the external supply system of systems. WIS will assist in researching and validating the listing. The annotated report will be forwarded to WCB for action. Current and prior report will be retained.

**NOTE:** Instructions for WIS assisting with these reports is detailed in paragraph 2211.10.

a. Pending Issues Listing. This report can be ordered by selecting the following file path: Log>Management>Logistics Reports>Issues Listings. Once in the report menu specify by 'All', then click 'Issues Pending', click 'Save', this will generate a batch job number which requires approval from the SAA. This report will specifically show rescreen documents from outstanding DTOS, these requisitions will have an 'R' as the first character of the DSN. When rescreens get completed in R-Supply the quantity will then decrement from the shelf, and simultaneously send an AC1 to the requisition release module in R-Supply for the SAA to release to the external supply system. The report will also show Material Request Externals which could be either manual offloads to shore, OSO Transfers, End-Use Requisitions, etc.

It is imperative that these requisitions be completed in order to properly issue the material to the appropriate source, and to accurately decrement the quantity in R-Supply. The file path for completing a pending issue is Logistics>Issuing>Storeroom Issues.

b. Referral Issue Listing. This report can be ordered by selecting the following file path: Log>Management>Logistics Reports>Referrals Issue Listing. Once in the report menu ensure 'Pending' is selected. Under Type click, A0, A2, A4, A5, and A5J; the date range parameters should be at a minimum 30 days prior to the current day. After all appropriate fields are selected click 'Save', this will generate a batch job number which requires approval from the SAA. This report will specifically show A2 - Redistribution Order, A4 - Referral Order, A5 - Material Release Order, and A5J - Disposal Release Order. It is imperative that these requisitions be completed in order to properly issue the material to the appropriate source, and to accurately decrement the quantity in R-Supply. The file path for completing Referral Issue is as follows: Logistics>Referrals>Issues, once in the referral issues module click 'All'

18. Initiate corrective action on all unprocessed transactions which affect the inventory

a. General. Transactions that fail to process to R-Supply will populate on the R-Supply Suspense Report and NALCOMIS Outgoing Internal Interface Report. Transactions that fail to process to NALCOMIS will populate on the NALCOMIS Unprocessed Incoming Interface Report. The below reports will be annotated with action taken if required. The reports will be signed and dated by the individual conducting the review as well as the OIC/SNCOIC. Retain for current and four prior days.

(1) R-Supply Suspended Transaction Report. Daily, WCB is responsible for correcting and processing all suspended transactions, which affect the inventory, as well as all incoming status for stock requisitions suspended in R-Supply. Detailed procedures for working the Suspended Transaction Report are contained in appendix J.

(2) NALCOMIS Unprocessed Incoming Interface Records. Daily, WCB is responsible for reviewing and taking corrective action on transactions which affect their inventory and requisitions. Detailed procedures for working the Suspended Transaction Report are contained in appendix J.

(3) NALCOMIS Outgoing Internal Interface Report. Daily, WCB is responsible for reviewing and taking corrective action on all transactions which affect their inventory and requisitions. Detailed procedures for working the Suspended Transaction Report are contained in appendix J. Reports requiring corrective action and relevant procedures are contained in appendix J.

(4) Stock Control Review Listing. The SCRL is provided daily by the SAA. The SCRL records transactions processed and deleted from Suspense in R-Supply and warrant managerial attention. The SCRL will only record transactions from the date of the last report. WCB will determine if corrective action is necessary for all WMD transactions to include PEB records cancelled in suspense and incoming status. Current and 4 prior reports will be retained. Detailed procedures for required actions are contained in appendix C.

19. Monitor and Maintain the NALCOMIS Critical Items Report. 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 or less 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. See figure 2-7 below for parameters when ordering the report via NALCOMIS. If the asset posture is at a critical level because the majority of its FAQ is awaiting material from the supply system, WCB will take appropriate action such as aggressive follow-up actions and Supply Assist Request. 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, WCB will coordinate with OMD to ensure aggressive follow-up actions and Supply Assist Requests are pursued for all bit and piece requirements. WCB will work the report monthly and retain current and prior copies. WCB can utilize the Component Overage Report (FGC Sequence) to conduct Transpose/Cannibalization for components in the repair cycle in order to increase asset availability on the shelf. ADHOC tools may also be utilized to extract critical items. WCB will work the critical item report monthly and retain current and prior copies.

NALCOMIS IMA - [Critical Item Status Report - Type]

Maintenance Supply System Ad hoc Queue Help

Type Purpose Cds Pool Cds Format

**Selection**

- ☒ Critical Level Status
  - RFI % of FAQ %: 25
- ☐ FGC Critical Level Quantity
- ☐ RFI On Hand Status
  - RFI Value:
- ☐ Validation Status
- ☐ Out of Balance Indicator

**Packup Deployed**

- ☒ Include Packup Deployed
- ☐ Exclude Packup Deployed
- ☐ Packup Deployed Only

Save Close

Figure 2-7--Critical Item Status Report.

a. Transpose. 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 WCB using the NALCOMIS AWP Transpose Function.

b. Cannibalization. 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. Since cannibalization requires much more work than transposition, WCB will conduct all possible transpositions prior to recommending potential cannibalization to Production Control.

d. After the repair parts are transposed and there are no more outstanding requisitions, the MCN will appear in the Pending Release Mailbox. WCB will release the component via the Component Release Function in NALCOMIS.

e. After all transpositions are accomplished and the components returned to the work center, WCB 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.

20. Process requisitions and receipts with exceptions. Customer requirements are initiated in NALCOMIS. Action by WCB will be necessary any time there are exceptions to this process. WCB will process any problem stock or DTO receipts as well as Material Turn-in for any DTO material No Longer Required (NLR) by the requisitioner. Exception requisitions/receipts are as follows:

a. 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 or a DTO requisition has been referred to the Supply System. There are four primary ways WCB will become aware a rescreen issue is possible:

(1) OMD notifies WCB of Rescreen Issue situations as a result of DTO Dues with Stock O/H Processing. A copy of this reconciled report will be provided to WCB. Utilizing the DTO Dues with Stock on Hand Report and/or Buffer Management Tool (BMT), WCB will conduct a physical inventory of the material. Any requisitions that can be rescreened will be annotated on the report(s) and returned to OMD.

(2) NALCOMIS issue select. This 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.

(a) Rescreen Issue, Turn-in Still EXREP. 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.

(b) Rescreen Issue, DTO Requisition Outstanding. Once it has been determined material is available for issue on an outstanding DTO requisition, sites will take the following action:

1. Advice Code "5G" and "5V". ERS will notify WCB of a potential rescreen candidate. WCB 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. WCB will obtain confirmed cancellation from the external supply system and post AE1/BQ via NALCOMIS.

2. Advice Code "5S" and "52". WCB will submit an AC1 in NALCOMIS and obtain confirmed cancellation. Once cancellation has been confirmed, WCB will process AE1/BQ in R-Supply. WCB will then notify the customer to reorder.

b. Processing Requisitions with Offline for Manual Processing (OFFMP) Status. 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) OFFMP for "5A" or "53" Advice Code. When the customer enters a "5A" or "53" Advice Code indicating the turn-in for the material ordered has been surveyed, a LSC of OFFMP will be assigned automatically. WCB will notify the customer (OMA/IMA) a 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, WCB 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 WIS 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, WCB will use LSC Update to REFER.

(2) OFFMP for "5D" Advice Code. 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, WCB 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, WCB will verify 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 CRB and WCB. 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, WCB 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 WDS. Both will be filed in the CTF. When the material is not available and the requisition is REFER, the documentation justifying the issue with the annotated requisition will be maintained in a centrally located file. On a monthly basis the file will be validated to ensure material has not been received. Once the requisitioned material is received the supporting documentation will be filed in the CTF with the signed POD. This file will be maintained in NIIN sequence.

(3) OFFMP for "5S" and "52" Advice Code with no RFI Quantity. 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 WCB. WCB 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, the requisitioner will be contacted and informed 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 turn in the component, update the Advice Code to "5G" using NALCOMIS Requisition Maintenance. The LSC is automatically updated to EXREP. 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 ERS 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.

c. 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.

d. Processing Spot inventories/Warehouse Refusals. Spot inventories are due to specific situations that arise resulting in a need to conduct an inventory of NIIN quantities that exist at a given date which will be supported by appropriate physical inventory and reconciled to the inventory on-hand balance in R-Supply. A Warehouse Refusal (Spot Inventory) request occurs when the on-hand balance and physical inventory in designated location cannot be located to satisfy a customer requirement. Processing of a warehouse refusal could result in referral of the requisition or an adjustment of stock record on-hand balance to zero. The spot inventory will be completed within fifteen (15) calendar days of the warehouse refusal.

(1) R-Supply Warehouse refusal input by user (Consumables). A spot inventory will be conducted anytime a quantity discrepancy exists between the actual location on-hand and R-Supply on-hand quantity. The record(s) will be set for spot inventory (X11) in R-Supply and a physical count initiated.

(2) R-Supply Warehouse refusal Inventory created automatically. Whenever an issue transaction (X31) suspends for insufficient on hand quantity, R-Supply will automatically set the Spot Inventory Flag (X11) on the record(s). Physical count will be initiated.

(3) NALCOMIS Warehouse Refusal (Repairables). A spot inventory will be conducted anytime a quantity discrepancy exists between the actual location on-hand and the NALCOMIS RFI Qty. Upon processing of a Warehouse Refusal in NALCOMIS, the LSC on the requirement will change to EXREP and the NIIN record(s) will automatically transfer the entire RFI quantity plus the SO IOU quantity, generated by the requisition, for the NIIN ordered, to NALCOMIS Suspense (X 40) with Management Code of "WR". The X40s will also interface to R-Supply and quantity suspended will reflect under the Sub-custody on-hand quantity with a spot inventory flag via Pic Tic B. Physical count will be initiated. 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, determine whether to EXREP the material or pass the requisition. After the requisition has been processed, WCB will investigate the inventory discrepancy. If the variance still exists at the conclusion of physical count procedures, Pre-adjustment / Adjustment Authorizations Form(s) (NAVSUP FORM 4550/5) cited in reference (w), must be initiated within 24 hours of the warehouse refusal. 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.

**NOTE:** AVDLRs are managed under the Family Group and may have a number of different National Stock Numbers (NSNs) under the same Family Group Code (FGC). This requires spot inventory of the Head as well as all member NIINs prior to processing any loss or gain inventory adjustment transactions.

e. Processing Reorder DTO Requisitions for Repairables. Occasionally, DTO requisitions may be canceled erroneously (by the system or your own activity) and require reorder. The WCB will notify the requisitioner to submit a new requisition. If a turn-in was made, the WCB 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. WCB will tie-in the carcass of the original DDSN via NITA Module in eRMS.

f. Processing Requisitions for Fleet Controlled Repairables. These requisitions will be processed in accordance with TYCOM and NAVSUP WSS directives.

g. Processing Requisitions From Non-NALCOMIS Supported Units. All requirements must be submitted through NALCOMIS. Non-NALCOMIS supported units will utilize their resident ASD to input requirements.

h. 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 introduced into NALCOMIS using the Contingency Direct Support Material Requirement Function. Before input, the status of the transaction must be known (e.g., EXREP, BCM, RFI, RIP, etc.) in order to determine the appropriate Contingency Processing Code to use. NALCOMIS will automatically update the transaction based on the Contingency Code selected.

i. Processing Receipts with Exception

(1) Stock Receipts. WCB will receive documentation and material from WSB for stock which could not be processed. WCB must determine why the receipt would not process, make necessary corrections and process the receipt. If a duplicate shipment has been received verify the shipping activity and post a receipt with exceptions via the stock control option in the receipts menu in R-Supply. If the document is sent under a suffix document and it is not loaded into R-Supply the WCB will load the suffix and process the receipt function. If a substitute is received but is not loaded into the database, WCB will verify the relationship and load the NIIN then process the receipt.

(2) DTO. The most common reason for problem receipts is the receipt document does not match an outstanding record in the R-Supply Requisition File. 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 Form 1348-1/1A and forward the remaining copies to WSB 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 WSB will then forward the paperwork and material to WDS 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.

(3) Carcass Processing. Repairable assets will be processed as follows:

(a) Outstanding Carcass and Outstanding Requirement. 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 (MTI) as described in the above paragraph. The MTI will interface to NALCOMIS and increase the RFI quantity. If an outstanding DTO requirement exists as a potential rescreen candidate, then ERS and WCB will coordinate to process the Rescreen Issue or Issue Select. The DD Form 1348-1/1A 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 CTF.

(b) Outstanding Carcass - No Outstanding Requirement. After receipt processing has been completed and determination that a Carcass Charge exists, the DD Form 1348-1/1A original receipt document will be annotated RFI Turn-in, signed and dated by the person processing the transaction. WCB will then process a MTI in eRMS using the Other RFI Turn-in Option and file the original DD Form 1348-1/1A in the CTF. The RFI material will be forwarded with a copy of the DD Form 1348-1/1A to SSB for shipment.

(c) No Outstanding Carcass - Outstanding Requirement. After receipt processing has been completed, process a MTI. The MTI will interface to NALCOMIS increasing the RFI quantity. WCB will then process the 'Issue Select' in NALCOMIS.

(d) No Outstanding Carcass - No Outstanding Requirement. 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 WSB for storing the material.

j. Processing Classified and KMI Material. WCB will perform all duties concerning classified and KMI material. This includes receipt, storage, issue, packaging and shipment (classified only, KMI manager will ship KMI assets). Procedures for handling classified material are contained in reference (u) and local ASD procedures. Documentation filing requirements (i.e., POD, DD Form 1348-1/1A) are the same as for other aeronautical material.

21. Ensure the identification and management data of all records is accurately maintained. Material managed by WMD, 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 Files. A SAMMA/SAL will be run before and after every major evolution affecting database records. WCB will ensure the records in R-Supply/NALCOMIS 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 2-3.

a. 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 monthly and maintained for current and prior to ensure TYCOM goals for RAO, and Def to RO are maintained. Additionally, it will be run before and after major evolutions affecting the Stock Item Query

or inventory, to ensure changes are captured, (i.e., Inventory Processing and Offloads).

(1) The RAO Detail Report identifies stock items on order above the established total on-hand authorized levels. When this condition results, stock items are subjected to cancellation. Identify causes in excessive RAO values and conduct further actions as required.

**NOTE:** Ensure to follow appropriate guidance as it pertains to current goals as depicted in fiscal year guidance published by Aviation Sustainment Branch-31.

(2) The Def to RO Detail Report identifies stock items, where the sum of the on-hand quantity (including substitutes and interchangeable material), plus the on-order quantity (stock due) is less than the Requisitioning Objective for authorized levels. When this condition yields stock item records, identify causes and process a stock reorder as required.

b. Change Notice

(1) R-Supply. 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, four listings are produced:

(a) Storeroom Action Listing (SAL). The SAL lists records which have had any of the following changes: NSN, 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 WSB.

1. National Stock Number (NSN) Changes. WSB personnel will physically change the NSN on all material in stock.

2. Unit of Issue (UI) Changes. WSB personnel will physically change the packaging of all material in stock to conform to the new UI and notify WCB of the new physical O/H quantity.

3. Security Code Changes. These may require movement of material either to or from a security location. If physical locations are changed, the WSB will input the location change in R-Supply.

4. Shelf Life Code (SLC)/Shelf Life Action Code (SLAC) Changes. These changes require WSB 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 Q.

5. Exhaust, Delete, Supersede, or Condemn Stock (EDSCS). 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.

(b) Stock Control Decision Listing (SCDL). The SCDL will be produced whenever a Change Notice Reversal takes place. During Change Notice Reversal Processing, data elements are not updated; therefore, the record will appear in the SCDL to alert WCB the records must be corrected using Local Change Notice. WCB will annotate appropriate corrective action on records listed in the SCDL. For detailed procedures, please refer to appendix B.

(c) Repairable MCC Decision Listing (RMDL). 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, or repairable to consumable, WCB will have WSB pull the material and correct all necessary data elements.

(d) Change Notice Error Report. 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.

(2) NALCOMIS. 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 LISTING FOR DELETION	STOREROOM ACTION
CHANGE NOTICE REPORT NIIN CHANGE REPORT DECISION LISTING	STOCK CONTROL

(3) WCB 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 WCB. The current and prior NALCOMIS Change Notice Reports will be signed, dated, filed and retained with the corresponding R-Supply reports.

c. Stock Item Record (SIR) Maintenance. 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 change notice is processed, run the ADHOC listings and the DBAG14 as described below. The current report for the following will be maintained.

(1) Repairables with no Material Control Code (MCC). Determine the correct MCC by checking the appropriate references (e.g., NAVY ERP, One-Touch, etc.).

(2) Repairable Records with No Net Unit Price (NUP) or NUP Greater than Unit Price. Determine and update the correct pricing information by checking the appropriate references (e.g., NAVY ERP, One touch, etc.).

(3) DBAG14 - Cognizance Symbol (COG)/Material Control Code (MCC) Error Report. 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. NALCOMIS Out of Balance Records. WCB will request the DBAG 21 to determine why each record is out of balance. This report will be ran daily and retained for current and prior. The reason for the out of balance condition will be annotated for each record (i.e., erroneous Job Complete (JC) Qty in DIFM). WCB will correct the discrepancy by running the appropriate DBAG to re-compute the fields for those erroneous quantities and annotate corrective action on the report. Spot inventories will be conducted to ensure the DBAG makes the appropriate change to the database. Out of Balance Records are those records whose summary line total(s) does not equal the Account Balance (ACBAL).

(1) 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. The DBAG17 will be run daily and retained for current and prior. The ACBAL is computed as  $ACBAL = RFI + (DIFM-ER-OW) + (SUSPENSE - EI-OW) + SUBCUSTODY + PACK-UP\ O/H + PACK-UP\ DEP + SO\ IOU$ . WCB will run DBAG 17 after DBAG 21 is completed. Refer to appendix L for procedures.

e. Providing Assistance in Maintaining the Individual Component Repair List (ICRL). Occasionally, the IMA ICRL Manager will require a CAGE/PN to be loaded to NALCOMIS, so that they can in load the ICRL Record. Utilizing the Master Record File (MRF) New function in NALCOMIS, WCB will load the CAGE/PN/SM&R Code.

22. Conduct 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. Management of consumable and repairables is accomplished using both the R-Supply and NALCOMIS Systems. The majority of 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. 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, information on item records contained in both databases must be the same. To accomplish this, the SAA will 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 WCB. WCB will also assist ERS in correcting Repairable DTO requisitions that appear on supply DTO requisitions not on NALCOMIS report. Procedures for running the data base reconciliation and working the reports produced are contained in appendix L. The reports will be signed and dated by the person conducting the review and retained for current and prior.

23. Review Technical Directives Compliance (TDCs) for storeroom availability. Upon receipt of a TDC, WCB will coordinate with the TD Coordinator in order to take the appropriate action. For consumables, screen the stock item table to determine if the established RO is adequate to support projected usage. For material which is NC, the record will be established on the stock item table by TRS and forward to the WAS to establish an allowance. ROs for carried material will be adjusted via WAS as required and requisitioned via normal stock buy processes.



a. Processing Repairable Components for Technical Directive Change (TDC) Compliance

(1) WCB 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, FSA 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) WCB will induct SO Assets via NALCOMIS suspense for TD compliance upon IMA notification. Upon completion of upgrade, ensure PN and/or NSN changes have been updated accordingly in the operating systems.

24. Review and Maintain the NAVSUP WSS Stock In Transit (SIT) Discrepancies Listing. WCB personnel are responsible for ensuring proper follow up actions are executed in eRMS/NITA module, <https://applications.navsup.navy.mil/erms/> and correct receipt transactions are inputted into R-Supply when applicable. Weekly, WCB personnel are required to pull SIT Report/Workload Document Listing from NITA and resolve SIT following the guidance listed in reference (w). The SIT Report/Workload Document Listing provides the full listing of all open SIT documents requiring action. NAVSUP's metric for identifying aged SIT is when SIT is open for greater than (30) calendar days. If the loss is not processed within (30) calendar days, a standard price bill will be issued to the Action UIC. The Document Listing must be annotated with follow up actions, reviewed and signed by WCB SNCOIC/OIC to ensure appropriate actions have been taken. Responses must be provided via NITA for all documents requiring POS/POD/POR/OHA within (5) business days of the issue transaction being posted in R-Supply. Also, WCB Personnel must respond to inquiries received via phone calls or emails from Navy representatives researching the status of open SIT. The signed Document Listing will be retained for two (2) calendar years. For further instructions refer to appendix S.

**NOTE:** Every reconciliation imbalance/discrepancy shall be documented with corrective action taken or assigned. The designated representative, shall sign and date the report, and all Key Supporting Documents (KSDs) shall be physically or electronically retained for ten (10) years. If no inventory adjustment is required, all Key Supporting Documents (KSDs) shall be physically or electronically retained for two (2) years as cited in reference (w).

25. Maintain Accountability of All Repairables during the Local Issue, Recovery, Induction and Repair Process. The flow of repairables is as follows: assets 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. WCB is responsible for maintaining accountability of all repairables during this entire process.

a. DIFM Reconciliation. All Repairables in the IMA for repair will be reconciled prior to the scheduled quarterly repairable inventory. 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. WCB will separate the report by Work Center and coordinate with Production Control in order to reconcile the material populated on the report with each work center. WCB personnel will go to each work center to conduct a physical reconciliation to identify any potential discrepancies and upon completion the work center supervisor will sign the report indicating the reconciliation is accurate. WCB will ensure all discrepancies are corrected within 48 hours. There will be two types of discrepancies found during DIFM reconciliation:

(1) Record on the DIFM Status Report, but no material in the Work Center. WCB personnel will screen all areas where in-transit assets are routinely staged and screen the CTF in an attempt to locate either the material or proof of shipment. If the discrepancy is resolved, IMA and WCB 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 WCB will process a DIFM Survey.

(2) Material in the Work Center but, no record on the DIFM Status Report. WCB will ensure the appropriate transactions are input into NALCOMIS.

b. Processing Aeronautical Material Screening Unit (AMSU) Induction Discrepancies. 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. WCB 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) NALCOMIS AMSU Approval List. 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) MAF Contingency. This will create an AMSU induction discrepancy whenever it is processed on an MCN and there is no corresponding turn-in DDSN.

(3) DIFM Return. This will create an AMSU induction discrepancy whenever the corresponding turn-in DDSN has been cancelled on an MCN.

c. Processing Components in Suspended Stock Status. Repairables are generated into NALCOMIS Suspense 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. WCB will review all NALCOMIS Suspense Records

daily and retain for current and four prior days. 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) CR - Customer Refusal. When a repairable is delivered and the customer refuses it, WDS will annotate the reason why the material is being refused on the picking ticket and forward the repairable and picking ticket to WCB for processing. WCB 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. WCB must determine why the material was refused and take action as described below:

(a) Requisitioner Ordered Incorrect Material. 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 (i.e., INCORRECT MATERIAL ORDERED) on the DD Form 1348-1/1A. Forward the material and paperwork to the WDS SNCOIC for immediate processing and return to the shelf. The customer must reorder the material actually needed.

(b) Incorrect Material Delivered. If incorrect material was delivered, WCB will return the incorrectly identified material to WIS and ask for the correct material. If correct material is provided, WIS will forward to WBD for delivery. If the correct material is not available, WIS forward to WCB for Customer Refusal processing.

**NOTE:** Ensure all PODs are in compliance with FMO standards as outlined in App D.

(c) Requisitioner Has No Required Turn-in. When a requisitioner does not have a required turn-in, WDS will return the material to WIS 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 CTF.

(d) Material Missing Required Documentation. If the component requires documentation (e.g., Logbook, SRC Card, EHR Card, etc.) and it is missing, the component is considered NRFI. WDS will forward to WCB to process a Customer Refusal to suspend the asset and coordinate with WCB to locate all missing paperwork.

**NOTE:** Reference (y) provides instructions for material received new from a manufacturer and does not have a Scheduled Removal Component (SRC)/Equipment History Record (EHR) card.

(e) Material is NON-RFI. If there is sufficient RFI stock on the shelf to satisfy the issue, WDS forward to WCB 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 WCB for induction on a Test and Check MAF. If there are no RFI assets in stock to complete the issue, WDS will process a customer refusal to suspend the quantity creating an Expeditious Repair (EXREP) condition.

**NOTE:** WCB requires the appropriate maintenance SMQs in order to accomplish Test and Checks.

(2) MA - Maintenance Action. Quantities in Suspense with this management code were transferred there by a user if the record does not contain an 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.

(3) RB - Receipt on Board (ROB). 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) SO - Supply Officer's Asset. 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 WIS. If the component cannot be found, WIS 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 N.

d. Processing Components for Test and Check

(1) On occasion, 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. WCB will provide a supply JCN for the induction 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 and the Turn-in DDSN must be left blank. 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 Form 1348-1/1A Offload Shipping Document with an "F" condition code will print off for the NRFI.

(2) The DSB has the ability to process their own inductions for test and check but there will be occasions when the DSB brings WCB a Fly-in Support Allowance (FSA) asset needing to be inducted for Test and Check on a Discrepancy MAF. WCB 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 proper procedures. The MAF must state "FSA ASSET RETURN TO FSA" and request a Work Priority of one. If the component is RFI'd, WCB will process a DIFM Return in NALCOMIS and Pack-up Return (X24) in R-Supply. The component will be returned to DSB for placement back into the FSA. If the component is BCM, WCB will process a DIFM Return and notify DSB of the action taken and provide the stock requisition number generated by NALCOMIS.

26. Process all Repairables Returned from the IMA and Ensure Proper Screening and Carcass Tracking of BCM Components. All repairables that complete the IMA repair cycle will be returned to the WCB. A staging area will be established for these components and will be segregated at least into the following categories: EXREP, RFI, BCM, EI/PQDR, 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. 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. WCB will forward all material requiring shipment to SSB with required shipment documentation (DD Form 1348-1/1A, BC2, BMD, BEI, D6A etc.). WCB will review the Completed Repair Action Mailbox at the beginning of each shift to ensure DIFM Returns on Completed Repair Actions are accounted for and being processed promptly. Current and Prior reports will be maintained. Procedures for processing each type of return are described in the following paragraphs.

a. Ready For Issue (RFI) Returns. An RFI return will be an RFI EXREP, Supply Officer's Asset, component owed to another activity, or FSA 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) RFI EXREP. 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 WDS for delivery. When WDS delivers the material and processes the Receipt POD, a signed hard copy will be filed in the CTF.

(2) Ready For Issue (RFI) Supply Officer's Asset. 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. 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 WSB for storage.

(3) RFI Owed Asset. 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). Create shipping document in eRMS prior to forwarding to SSB.

(4) Fly-in Support Allowance (FSA) Asset. WCB will process a DIFM Return in NALCOMIS and pack-up return (X24) in R-Supply. The component will be returned to DSB for placement back in the FSA.

b. Beyond Capable Maintenance (BCM) Returns. A BCM Return will be either a BCM EXREP, Supply Officer's Asset, component owed to another activity or FSA 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. Create shipping document in eRMS prior to forwarding to SSB.

(1) Beyond Capable Maintenance (BCM) EXREP. BCM EXREPs will be processed immediately once 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 OMD a repairable high priority requisition has been referred. Create shipping document in eRMS prior to forwarding to SSB.

(2) Beyond Capable Maintenance (BCM) Supply Officer's Asset. 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. Create shipping document in eRMS prior to forwarding to SSB.

(3) Closeout Returns. 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.

(4) Beyond Capable Maintenance (BCM) Fly-in Support Allowance (FSA) Asset. 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. WCB will notify DSB of the action taken. Create shipping document in eRMS prior to forwarding to SSB.

27. Processing Components for Repair and Return. There are two categories of Repair and Return components, components received by WMD to be repaired for another activity (Incoming Repair and Return) or components WMD sends to another activity to repair (Outgoing Repair and Return).

**NOTE:** The movement of incoming/outgoing repair and return components will be accomplished via eRMS. When the activity requesting repair and return uses eRMS for processing, the receiving activity must also utilize eRMS. Refer to eRMS User's Manual for processing procedures.

a. Incoming Repair and Return. WCB will utilize the following procedures to process Incoming Repair and Returns.

(1) Check eRMS daily for Incoming Repair and Returns. If a component is received, process a receipt within eRMS.

(2) 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, WCB will contact the SAA to add the ORG Code and the MRIL Address.

(3) 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, WCB will process a DIFM Return which will create a DD Form 1348-1/1A 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).

b. Outgoing Repair and Return. WCB will utilize the following procedures to process Outgoing Repair and Returns:

(1) Verify in eRMS that the perspective repair site has the required ICRL capability. If repair capability is available, coordinate with Production Control and proceed with entering the Repair and Return Transaction into eRMS.

(2) 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". 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 Form 1348-1/1A Repairable Retrograde Shipping Document will be generated to ship the component to the repair site. The component will remain in DIFM until returned. The WCB will reconcile all records in the Inter/IMA-Customer Service Mailbox in eRMS daily to determine repair site action taken. EXREP and Inbound Repair and Returns 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.

28. Carcass Tracking. There are two types of carcass tracking for repairables, Internal Carcass Tracking and External Carcass Tracking. Initiation of carcass tracking depends on the Advice Code of the requisition.

a. Internal Carcass Tracking. Whenever a customer is issued a repairable, the customer's turn-in will be tracked locally by the NALCOMIS System until it is processed from the CRA.

b. 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.

c. 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. The eRMS generates BC2 DD Form 1348-1/1A shipping documents, once the POS 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 Difference Listing (DL) and NAVSUP WSS carcass tracking reports (NITA module in eRMS) are the primary tasks in controlling system carcass tracking. Each is described in detail in the following paragraphs.

d. R-Supply Carcass Tracking Module. WCB utilizes the eRMS to post the POS 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 WCB will use one of two options to post the POS:

(1) Manually load a POS date to each record in R-Supply.

(2) Use a Structured Query Language (SQL) to automatically load a POS to all outstanding records.

e. External Carcass Tracking. WCB is responsible for accessing and working Carcass Tracking in the NITA Module within eRMS. For detailed information on Carcass Tracking see appendix S.

Reports and files Required for Performance of Duties, WCB			
Report name	Frequency	Retention	Reference
1. Pack-up Listing	As Required	Until material or survey returned	2401.2
2. Subcustody Listing	Quarterly	Until material or survey returned	2401.2
3. R-Supply Master Stock Status Locator Listing (MSSLL)	Monthly	Current only	2401.3
4. Local Management Code (LMC) and the Automatic/Reorder Restriction Code (ARRC) Letter and listing	Quarterly	Current Only	2401.5
5. Automatic Reorder Review Report, R-Supply (non-repairable)	Daily	Current & Four Prior Days	2401.7
6. Automatic Reorder Review Report, R-Supply (Repairable)	Daily	Current & Four Prior Days	2401.7
7. Requisition Listing with no ESD	Weekly	Current & Prior	2401.8.a
8. Requisition Listing with expired ESD	Weekly	Current & Prior	2401.8.b
9. Requisition Listing AC/AK Status	Weekly	Current & Prior	2401.8.c
10. No Status Stock Requisition Reconciliation Listing, R-Supply	Daily	Current & Prior	2401.8.d
11. Processing exception DRBs	Daily	Current	2401.8.e, appendix K
12. Stock Requisitions With Overage Shipment Status	Twice per month	Current & Prior	2401.9



13. Material Obligation Validation (JSL311), R-Supply	Quarterly	Current & Prior	2401.10
14. Post Material Obligation Validation.	Quarterly	Current & Prior	2401.10
15. Supply Discrepancy Report/Transportation Discrepancy Report (SDR/TDR) File	As Required	10 years	2401.11
16. Open SDR Reconciliation	Weekly	Current & Prior	2401.11.a
17. Engineering Investigation (EI)/ Quality Deficiency Report (PQDR) Report File/Hazardous Material Report File	As Required	Per reference (c) SSIC 4400.1b	2401.12
18. Open EI/PQDR Reconciliation	Weekly	Current & Prior	2401.12.c
19. Location Audit, R-Supply	Fiscal Year	10 Years	2401.13.b appendix M
20. Inventory Processing, R-Supply	Fiscal Year	10 Years	2401.13.c appendix N
21. Stock Survey File Update	Monthly	Current & Prior	2401.13.e
22. Supply Effectiveness	Monthly	Current & Prior Month	2401.13.g
23. Root Cause Analysis (CST Summary Change Report)	Weekly	Current & Prior	2401.13.g.1
24. Offload Processing, Regular, R-Supply (JSI209)	As Required	10 Years	2401.14
25. Offload Processing or SAMMA-SAL RAB Extract, R-Supply	As Required	10 Years	2401.14
26. Issue Listing, R-Supply (JSL314)	Daily	Current & Prior	2401.17
27. Suspended Transaction Report, R-Supply	Daily	Current & four prior days	2401.18.a.1 appendix J
28. Unprocessed Interface Report, NALCOMIS	Daily	Current & four prior days	2401.18.a.2 appendix J
29. Outgoing Internal Interface Report, NALCOMIS	Daily	Current & four prior days	2401.18.a.3 appendix J
30. Stock Control Review Listing, R-Supply	Daily	Current & four prior days	2401.18.a.4 appendix C
31. NALCOMIS Critical Items Report	Monthly	Current & Prior	2401.19

32. DTOs with On-hand Qtys	Daily	Current & Prior	2401.20.a.1
33. SAMMA/SAL, R-Supply	Monthly	Current & Prior	2401.21.a
34. Storeroom Action Listing, R-Supply (change notice)	Monthly	Current & Prior	2401.21.b.1.a
35. Stock Control Decision Listing, R-Supply (change notice)	Monthly	Current & Prior	2401.21.b.1.b
36. Repairable MCC Decision Listing, R-Supply (change notice)	Monthly	Current & Prior	2401.21.b.1.c
37. Change Notice Error Report, R-Supply (change notice)	Monthly	Current & Prior	2401.21.b.1.d
38. Change Notice List, Consumable/Repairable List, NALCOMIS (change notice)	Monthly	Current & Prior	2401.21.b.2
39. Change Notice Report, Candidates for Deletion, NALCOMIS (change notice)	Monthly	Current & Prior	2401.21.b.2
40. Change Notice Report NIIN Change Report, NALCOMIS (change notice)	Monthly	Current & Prior	2401.21.b.2
41. Repairable COGs with no MCC, R-Supply ADHOC	Monthly	Current Only	2401.21.c.1
42. Repairable COGs with no NUP or NUP greater than Unit Price, R-Supply ADHOC	Monthly	Current Only	2401.21.c.2
43. DBAG14 NALCOMIS	Monthly	Current Only	2401.21.c.3
44. DBAG17 and DBAG21 NALCOMIS.	Daily	Current & Prior	2401.21.d
45. NALCOMIS/R-Supply Reconciliation Report	Monthly	Current & Prior	2401.22
46. NAVSUP WSS Stock In Transit (SIT) Discrepancies Listing	Weekly	2 Calendar Years	2401.24 appendix S
47. DIFM Status Report, NALCOMIS (J62300) / ADHOC Tools	Quarterly	Current & Prior	2401.25.a
48. NALCOMIS Repairable Suspense Records	Daily	Current & four prior days	2401.25.c
49. CRA Mailbox	Daily	Current & Prior	2401.26
50. Inter/IMA-Customer Service Mailbox	Daily	Current	2401.27.b.2
51. Carcass Reports, NITA Carcass Tracking Reports	Daily	Current & Prior	2401.28 appendix S

Table 2-3.--Reports required for performance of duties, WCB.

## CHAPTER 2

## SECTION 5: PRE-EXPENDED BRANCH (PEB)

2500. General

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 (t) and reference (y).

2. Duties

a. PEB will perform the following duties. A list of reports required to perform these duties is contained in table 2-4:

- (1) Establish PEB sites.
- (2) Maintain the NALCOMIS ISPEB Mailbox.
- (3) Maintain the NALCOMIS PBROB/PHROB Mailbox.
- (4) Inventory and Replenish PEB sites.
- (5) Review and process PEB change requests.
- (6) Ensure Pre-Expended Bin (PEB) flags are set for all NSNs in any PEB site.
- (7) Monitor and Reconcile Pre-Expended Bin (PEB) Requisitions.
- (8) Conduct Rescreens on Outstanding Pre-Expended Bin (PEB) Requisitions.
- (9) Maintain the PEB High Dollar Value Letter File.
- (10) Request and Review from the Automated Pre-Expended Bin (PEB) Demand Frequency Process.
- (11) Coordinate the assembly of all Maintenance Kits.

2501. Procedures

1. Establish Pre-Expended Bin (PEB) Sites. 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 will be entered into NALCOMIS (see figure 2-8) when establishing the PEB site:

- 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)

**PEB/Packup Site**

Org: A13 WC: 050 Pk Id:

Site Loc: TEST05

Site Name: HUNTER

Dep UIC:  ☐ Dep PEB/Pk ☐ Sharing

Req Org: A13 Req WC: 050 Sup Add: YTESTR

Sig: A Prj: 774 Iss Priority: 13

TEC: ASBE

Figure 2-8.--Establishing a PEB Site.

**NOTE:** If the Force Activity Designator (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.

1. 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 (figure 2-7). 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. Even if a work center does not physically have a PEB, they will be assigned

one so the automated PEB demand process captures the demand data for providing recommended additions.

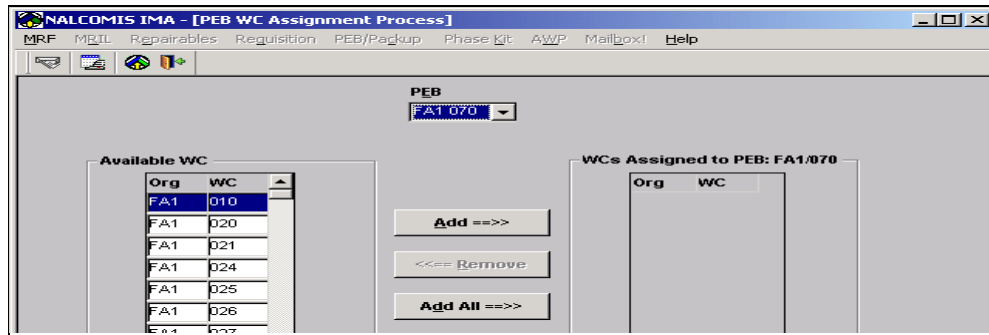


Figure 2-8.--Establishing a PEB Site, Continued.

m. 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.

n. Once the NSN has been established in a NALCOMIS PEB, R-Supply needs to have the PEB flag set using the Inventory Module.

2. Maintain the NALCOMIS ISPEB MAILBOX. When a customer orders material showing an on hand quantity 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. The ISPEB mailbox will be cleared daily, and the reports will be retained as specified in table 2-4.

a. Maintain PEB Sites

(1) Full Quantity Available in the Pre-Expended Bin (PEB). This occurs when a customer orders a part showing the full on hand quantity from the requisition 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 full 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).

**NOTE:** The PEB Manager in the IMA work centers can clear the requisitions from the ISPEB Mailbox if given the authorization from SMD and WMD. This capability is not available to the O-Level PEB managers unless they have access to the I-Level system.

(2) Partial Quantity Available in the Pre-Expended Bin (PEB). 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. PEB will click the 'Reprocess' button in the ISPEB Mailbox module which will set the document 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) Material NIS in the Pre-Expended Bin (PEB). If the material is no longer available in the PEB, the PEB on hand will need to be adjusted if necessary 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.

3. 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 2-4.

#### 4. Inventory and Replenish Pre-Expended Bin (PEB) Sites

a. Inventory PEB Sites. 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 returned from/to WMD at this time. Material returned should be reviewed to determine if any of the material can be used for other PEB deficiencies.

#### b. Pre-Expended Bin (PEB) Replenishment Review

(1) 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.

(2) 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 CANCL. If a replenishment is cancelled it will need to be regenerated manually in order to replenish deficient PEB items. If you want to process the replenishment documents:

(a) Highlight the documents and select the Release Button. This will update the local status to INPRO. The documents will then print to the designated WMD printer.

(b) Pull material from location.

(c) Update the local status to ISSIP.

(d) Turn over PEB material to the WDS for delivery to the customer.

(e) After WDS delivers the material, process the POD in NALCOMIS. Forward the DD Form 1348-1/1A for inclusion into the CTF or scanned into the applicable IBS database.

(f) 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.

(g) If the total quantity is NIS, all NIS material will be verified by WIS designated personnel. PEB will update the local status to NIS/REFER. This will generate a DTO requisition to be passed off station.

(3) Documents appearing in the PEB Replenishment Review will be cleared daily.

c. For complete details of the stocking policy of PEB items refer to reference (t) and reference (y).

d. Pre-Expend Bin (PEB) site manager assignment and responsibilities. For each site having a PEB, the PEB supply site manager will ensure site manager and assistant site manager are assigned in writing and held accountable for the following:

- (1) Site PEB will be organized and gear properly accounted for.
- (2) Maintain in a secure location which can be secured during non-working hours.
- (3) Ensure the receipt and proper storage of all PEB items.
- (4) Act as sole managers of all issues from PEB.
- (5) Ensure the proper submission of addition, deletion, and modification requests.
- (6) Ensure limits are being properly maintained.

The PEB letter will be maintained with PEB site screening file, and will be updated anytime there is a change in site manager. Current letter will be retained.

From: Warehouse Management Division Officer in Charge, Marine Aviation Logistics Squadron XX	
To: Maintenance Material Control Officer	
Via: Aviation Supply Officer, Marine Aviation Logistics Squadron XX	
Subj: PRE EXPENDED BIN (PEB) SITE MANAGER ASSIGNMENT DUTIES AND RESPONSIBILITIES	
1. The listed personnel are appointed as the Pre Expended Bin site managers:	
PRIMARY	
PEB CUSTODIAN	DATE
ALTERNATE	
PEB CUSTODIAN	DATE
2. The PEB site managers are responsible for the following requirements:	
a. Site PEB will appear neat and orderly, and be secured during non-working hours.	
b. Site PEB manager and alternate will ensure the receipt and proper storage of all PEB items.	

Figure 2-9.--PEB Site Manager Assignment Duties and Responsibilities Letter.



<p>c. Site PEB manager and alternate will be the sole controllers of all issues from PEB.</p> <p>d. Site PEB managers will ensure the proper submission of addition, deletion, and modification requests.</p> <p>e. Site PEB managers will ensure limits are being properly maintained.</p> <p>3. In the event that the above requirements are not met, site PEB will be subject to re-inspection within 7 working days. In the event that the standards are still not met, actions will be taken to remove the PEB site and return all assets to the Aviation Supply Department.</p> <p>4. Point of contact for this matter is the WMD OIC/SNCOIC at 858-577-1234.</p> <p style="text-align: center;">I. M. MARINE</p>	
Squadron/WC SNCOIC/OIC	DATE

Figure 2-9.--PEB Site Manager Assignment Duties and Responsibilities Letter, Continued.

5. Review and Process Pre-Expended Bin (PEB) Change Requests. Figure 2-10 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 WMD 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 WMD OIC.

b. Upon return of an approved or disapproved request by the WMD OIC, PEB will provide a copy to the requestor and file the original in date sequence. Requests will be retained on file for ten years.

c. Upon return of an approved addition 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), 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.

(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 MTIS X75, 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. The PEB flags will be removed from the NIIN in both NALCOMIS and R-Supply if not in any other PEB.

<p>From: PEB Site OIC</p> <p>To: WMD OIC</p> <p>Subj: REQUEST FOR PEB ADDITION/DELETION/CHANGE</p> <p>1. It is requested the below listed item be added, deleted or changed for PEB site number .</p> <p>NOMENCLATURE:</p> <p>NSN:</p> <p>CAGE:</p> <p>P/N:</p> <p>REF:</p> <p>REQUESTED HIGH:</p> <p>LOW:</p> <p>JUSTIFICATION:</p> <p>OIC PEB SITE SIGNATURE</p>
--

Figure 2-10.--Pre-Expended Bin Addition/Deletion/Modification Request.

<p>-----</p> <p>ENDORSEMENT</p> <p>From: WMD OIC</p> <p>To: PEB Site Officer in Charge</p> <p>1. The following information is provided:</p> <p>AMD:</p> <p>U/P:</p> <p>COG:</p> <p>MCC:</p> <p>R-Supply U/I:</p> <p>CONTAINER UI:</p> <p>CONTAINER QTY:</p> <p>CURRENTLY ON MASTER PEB: YES:</p> <p>NO:</p> <p>PEB SITE:</p> <p>PEB NBR:</p> <p>CURRENT HIGH:</p> <p>LOW:</p> <p>RECOMMENDED HIGH:</p> <p>LOW:</p> <p>2. Your request is: APPROVED:</p> <p>DISAPPROVED:</p> <p>3. Reason for disapproval:</p> <p>WMD OIC SIGNATURE</p>
--

Figure 2-10.--Pre-Expended Bin Addition/Deletion/Modification Request, Continued.

6. Ensure Pre-Expended Bin (PEB) flags are set for all NSNs in any PEB site

a. General. Monthly PEB will ensure all PEB NSNs have the PEB Flag set in R-Supply and NALCOMIS. This can be accomplished by utilizing ADHOC utility in both R-Supply and NALCOMIS databases. Once identified that the output queries do not match, PEB will run a batch process in order to reconcile the mismatches between the databases as follows.

(1) Clearing PEB Flags in R-Supply. This should be the first step as this process will clear all current PEB flags set in R-Supply, that way they can be re-added after the NALCOMIS X08 process. The file path to access this module in R-Supply is Inventory> Management> Inventory Actions> Stock Item Maintenance. Once in the module, click Store Types then General Stores, Add, Ok. Ensure under the Clear Flags/Indicators field that the PEB tab is clicked, once done then click Save. This will generate a batch job number in which needs to be released by the SAA, after the batch job is done running the PEB flags in R-Supply will be successfully cleared.

(2) Generating The X08 File Process (NALCOMIS). This file extract process will generate a list of consumable NIINs in NALCOMIS that have a PEB flag indicator of 'Y'. This also checks that an actual PEB inventory exists within the respective PEB sites, if there is not a corresponding inventory then the process clears the PEB flag from the NALCOMIS NIIN record. This process is exclusively done in NALCOMIS, once in NALCOMIS> BATCH>PEB Demand> PEB R-Supply Activities> X08 File. Click 'Yes' when asked do you want to create the X08 file. This is going to generate an electronic file in which needs to be released in NALCOMIS via the Batch Reports Request Queue.

(3) Releasing the X08 File Process (NALCOMIS). The next phase is releasing the above stated electronic file in NALCOMIS. Once in NALCOMIS enter the batch menu by clicking the following. Batch> Queue> Job Requests. Once in the Batch Reports Request Queue find the respective PEB X08/X09 Extract, click View. Click under the status tab drop down and change 'HOLD' to 'RELEASE', then click Apply. It will then prompt a sub window N9085- Submit batch process for PEB X08/X09 extract, click Yes. By clicking yes a batch job number will be generated and the job will run in NALCOMIS which will conduct the batch change. It will also create an 80 card column X08 file in which needs to be extracted from NALCOMIS and input into R-Supply.

(4) Batch File Transfer NALCOMIS. In order to upload the X08 files into R-Supply, the X08 file needs to be extracted from NALCOMIS. PEB will utilize the NALCOMIS. System> Utility> File Transfer to complete this task. Once in the file transfer module the PEB user will click Receive from Server at the top right of the screen. In the Drive section it is imperative that the PEB user inputs the correct file path for the file to write to (file location to save to). Under the second Receive From Server towards the middle left of the screen ensure File is selected. Input the batch job number in which was generated from releasing the X08 file, ensure that \_X08 is added at the end of the batch job number or the file will not write properly. After all the appropriate information is inputted to the required fields click OK, the module will then prompt asking to continue, click yes. By clicking yes NALCOMIS will write an 80 card column mentioned earlier for upload to R-Supply.

(5) Transfer To Server Via Relational Supply. The X08 file will now be uploaded to R-Supply. In R-Supply the module can be accessed by the following, File> Utilities> File Transfer> Batch File Transfer. In the

module click Transfer to Server, in the process section select Establish/Change Stock Records. Click Browse, go to the file path in which the NALCOMIS file transfer was written to and select the correct file. Then click the save disk, this will save the file into R-Supply for further action.

(6) Predefined Parameters. The final step is going into the Predefined Parameters module in order to prompt the X08 file to be ran into R-Supply. The module can be enabled by clicking Site> Management> Site Internal> Batch Job Scheduling> Predefined Parameters. In the module select the JSS305 Establish/Change Stock Records then click the save disk. Once saved R-Supply will generate a batch job number which will require the SAA to release, after the SAA releases the job R-Supply will then be updated with all the PEB flags from the NALCOMIS X08 file.

**NOTE:** It is recommended to re-run the above mentioned ADHOCs to ensure the entire process was ran successfully.

b. 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. PEB will take corrective action on any NIIN appearing on the report, which will be labeled 'NALCOMI/SUPPLY Exception Report' with a heading 'PEB DISCREPANCY REPORT'.

c. The reports will be signed and dated by the person conducting the review and current and prior copies will be retained. Refer to appendix L for additional guidance.

## 7. Monitor and Reconcile Pre-Expended Bin (PEB) Requisitions

a. General. PEB requisitions will be monitored and reconciled through the use of various requisition reconciliation aids. Requisition listings will be generated via R-Supply (utilizing 774 project code) and a reconciliation of all outstanding PEB DTO Requisitions will be conducted at least monthly. 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 for current and prior.

(1) Reviewing Pre-Expended Bin (PEB) DTO Requisitions with No Status. A requisition listing for all PEB DTO requisitions with "no status" will be requested and worked daily. Each individual requisition must be reviewed and annotated with the appropriate action taken (i.e., ATA). The methods to determine appropriate requisition follow-up submission will be accomplished in accordance with reference (t) and appendix K.

(2) Reviewing Pre-Expended Bin (PEB) Direct Turnover (DTO) Requisitions for Follow-up. 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 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. Determining which requisitions require a follow-up and the type of follow-up to submit will be accomplished in

accordance with appendix K and reference (t), volume I, chapter 3, part D, section II. Each requisition on the listing will be annotated with the action taken.

(3) Pre-Expended Bin (PEB) Direct Turnover (DTO) Requisitions with Overage Shipment Status. PEB DTO Requisitions are considered to have Overage Shipment Status if the material has not been received within 15 days (for CONUS shipments) or 30 days (for overseas shipments) from the shipment date. These time frames are based on SDR submission time frames established by NAVSUP, which are 60 days (for CONUS shipments) or 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 twice 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 WCB for review. For detailed procedures, please refer to appendix K.

(4) Pre-Expended Bin (PEB) Direct Turnover (DTO) Cancellations (AC1/AK1). The PEB manager will only submit cancellation requests on PEB items which will exceed the requested high limit in order to avoid any potential excess material. PEB will coordinate with SMD prior to running this report. PEB will refer to appendix K for further action.

(5) 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 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. Additionally, PEB will work any items generated on the Post MOV. For instructions on reviewing the MOV refer to appendix E.

(6) Suspended Transaction Report. 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 which PEB is responsible for will be corrected on a daily basis and retained for current and four prior days. Detailed procedures for working the Suspended Transaction Report are contained in appendix J.

(7) Interface Reports. 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 J. 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 and retained for current and four prior days. Detailed procedures for correcting these records are contained in appendix J.

8. Conduct Rescreens on Outstanding Pre-Expended Bin (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 and retain for current and prior.

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 DD Form 1348-1/1A 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 rescreen DDSN.

f. PEB will manually adjust the PEB sites on hand quantity and turn over the material to the WDS for delivery to the appropriate PEB site.

g. The signed copy of the DD Form 1348-1/1A will be maintained for inclusion in the CTF or scanned into the IBS Database.

h. PEB will initiate the Spot Inventory Process for NSNs which are NIS. Spot inventories will be conducted by the WCB and any necessary adjustments processed.

9. Maintain a Pre-Expended Bin (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 2-11. The subject of the letter will be "AUTHORIZATION TO STOCK PRE-EXPENDED ITEMS WITH A UNIT PRICE IN EXCESS OF \$250.00". Enclosure (1) will be a listing of all PEB items with a unit price greater than \$250.00. 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 have a unit price that exceeds \$250.00". Authorization letters and enclosures will be maintained for ten years per reference (c) SSIC 5000.2. A copy of the letter will also be provided to the appropriate PEB site manager.

**NOTE:** MALS Commanders may increase the PEB unit price limit to \$500.

<p>From: Aviation Supply Officer</p> <p>To: Warehouse Management Division Officer in Charge</p> <p>Subj: AUTHORIZATION TO STOCK PRE-EXPENDED ITEMS WITH A UNIT PRICE IN EXCESS OF \$250.00</p> <p>Encl: (1) Stock pre-expended items with a unit price in excess of \$250.00</p> <p>1. Authorization is hereby granted to pre-expend the items listed in the enclosure, which has a unit price that exceeds \$250.00.</p> <p style="text-align: center;">AVNSUPO SIGNATURE</p>
--

Figure 2-11.--Authorization Format to Stock Pre-Expended Items With a Unit Price in Excess of \$250.00.

10. Request and Review from the Automated Pre-Expended Bin (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 > Automated PEB Demand Frequency (Figure 2-12). The below reports will be signed and dated by the person conducting the review. These reports will be retained as specified in table 2-4. The following automated PEB demand frequency batch jobs are available for activities having the Automated PEB Flag set on the ASD Site Record:

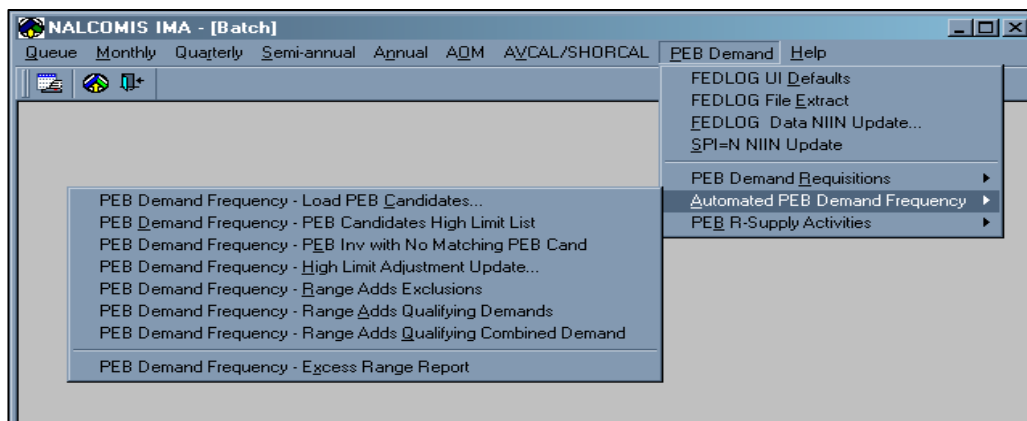


Figure 2-12.--PEB Demand Frequency Process.

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.



**Date Selection**

Select	Year	Month	Demand Cnt
<input checked="" type="checkbox"/>	2020	7	5123
<input checked="" type="checkbox"/>	2020	3	5107
<input checked="" type="checkbox"/>	2020	8	5786
<input checked="" type="checkbox"/>	2020	10	6068
<input checked="" type="checkbox"/>	2020	11	4712
<input checked="" type="checkbox"/>	2019	12	5679
<input checked="" type="checkbox"/>	2020	4	6563
<input checked="" type="checkbox"/>	2019	11	3928
<input checked="" type="checkbox"/>	2020	1	5623
<input type="checkbox"/>	2020	2	4720
<input checked="" type="checkbox"/>	2020	6	6991
<input checked="" type="checkbox"/>	2020	9	4469

**PEB Values**

Months of Stk 1: 01.0

Unit Price 1: From: 0000.00 To: 0250.00

Months of Stk 2: 01.0

Unit Price 2: From: 0251.00 To: 9999.00

**Demand Frequency**

Avg Dmd: 3.00 x No. of Months Data: 12 = Dmd Freq: 36

☒ Exclude Hazmat Items

☐ Schedule

Save Close

Figure 2-12.--PEB Demand Frequency Process, Continued. (Load PEB candidates).

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. All recommended limit changes will be screened against ROs and other PEB sites to control excess material.

**High Limit List Options**

☒ Both Increases And Decreases

☐ High Limit Increases Only

☐ High Limit Decreases Only

**PEB NIIN/Org/WC Options**

☐ PEB NIIN

☒ PEB Org/WC

**PEB Org/WC Selection**

**Available**

PEB Org Cd	PEB WC Cd
FAB	312
FE1	51E
FE1	71A
FE1	810
FE1	900
FE6	251
FE8	122

**Selected**

PEB Org Cd	PEB WC Cd
FA3	224

Add==>

<==Remove

Add All==>

<==Remove All

View... Close

Figure 2-12.--PEB Demand Frequency Process, Continued. (PEB Candidates High Limit).

PEB Org Cd	PEB WC Cd	Cog	MCC	FSC	PEB NIIN	SMIC	Nomen	Unit Price	Container Qty
PSA	B01	9L		\$320	000060806		RIVET,BLIND	0.51	EA
PSA	B01	BZ		\$310	000083696		NUT,SELF-LO	2.30	EA
PSA	B01	9L		\$340	000103090		CLIP,RETAIN	0.14	DZ
PSA	B01	9L		\$120	000180575		INST & REMO	0.76	EA
PSA	B01	BZ		\$331	001651956		PACKING,PRE		
PSA	B01	BZ		\$305	009259679		SCREW,MACHI		
PSA	B01	BZ		\$305	009259680		SCREW,MACHI		
PSA	B01	9G		2995	011208715		DETECTOR,CH		
PSA	B01	9G		\$905	011644145		TRANSDUCER,		

Sorted by PEB Org Cd

High Limit Increase Totals

Total Items: 9      Total Dollar Value: \$656.20

Print...      Close

**Number Of Items With High Limit Increases.**

**The current, calculated, and high limit change is included as well as the dollar amount for the calculated high limit.**

**Total Value Of Calculated Adjustments.**

Ready      NBPAD8745      (05249) 06 Sep 05 12:30:01      User KUTCHKO

Figure 2-12.--PEB Demand Frequency Process, Continued. (PEB Candidates High Limit).

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. The PEB manager will retrieve all material on this listing and screen for other deficient PEB sites or divert to stock.

PEB NIIN/Org/WC Options

☐ PEB NIIN

☒ PEB Org/WC

PEB Org/WC Selection

Available

PEB Org Cd	PEB WC Cd
AE5	086
FA3	224
FA7	533
FAB	312
FE1	71A
FE1	810
FE1	900

Selected

PEB Org Cd	PEB WC Cd
------------	-----------

Add==>      <==Remove

Add All==>      <==Remove All

View...      Close

Ready      NBP AE8749      (08336) 01 Dec 08 09:09:50      User HUNTER

Figure 2-12.--PEB Demand Frequency Process, Continued. (PEB Inventory with No Matching PEB Candidates).

NALCOMIS IMA - [PEB Demand Frequency - PEB Inv With No Matching PEB Cand List]

UNCLASSIFIED

Queue

Monthly

Quarterly

Semi-annual

Annual

AOM

AVCAL/SHORCAL

PEB Demand

Help

Org	WC	NIIN	Nomen	Unit Price	UI	Qty	NSO Limit	On Hand	Qty/line	Qty	Value	Prim NIIN	DIE Dt
P8A	B01	000590491	PIN,COTTER	3.95	HD	100	0	1	1	0	0.000590491	03349	
P8A	B01	000664289	NUT,SELF-LO	0.58	LL	50	0	3	1	50	0.000664289	03349	
P8A	B01	000742072	STRAP,TIEDO	0.91	HD	100	0	5	1	0	0.000742072	03349	
P8A	B01	000826780	SCREW,MACHI	5.98	HD	100	0	1	1	0	0.000826780	03349	
P8A	B01	001131622	NUT,SPECIAL	5.65	FV	5	0	20	0	15	22.60	001131622	03349
P8A	B01	001156358	STUD,TURNLO	15.82	EA	1	0	1	1	0	15.82	001156358	03349
P8A	B01	001334598	WASHER,FLAT	0.03	EA	1	0	2	1	0	0.06	001334598	03349
P8A	B01	001411795	WASHER,FLAT	0.01	GR	144	0	3	1	2	0.001411795	03349	
P8A	B01	001436558	LAMP,INCAND	37.29	PG	100	0	20	14	0	0.001436558	03349	
P8A	B01	001499146	WASHER,RECE	4.09	HD	100	0	1	1	0	0.001499146	03349	
P8A	B01	001511426	BOLT,MACHIN	0.13	EA	1	0	1	1	0	0.13	001511426	03349

Sorted by Org Cd

Total Dollar Value: \$535,197.28

364 Records Retrieved

Print... Close

When Reviewing These NIIN'S With No Demand  
Ensure The DIE (Date Item Established) Is Checked To  
Ensure This NIIN Was Not Just Added To The PEB.

Ready

NBPAE8750

(05244) 01 Sep 05 13:37:51

User KUTCHKO

Figure 2-12.--PEB Demand Frequency Process, Continued. (PEB Inventory with No Matching PEB Candidate).

d. Range Adds Exclusions. Used to enter FSC and COG/MCC for item to be excluded from the PEB process.

**NALCOMIS IMA - [PEB Demand Frequency - Range Adds FSC Exclusion Add]**

Queue Monthly Quarterly Semi-annual Annual AOM AVCAL/SHORCAL PEB Demand Help

Cog/MCC

**PEB Demand Frequency - Range Adds FSC Exclusion Add**

FSC

8415

8430

9130

1

Save Close Help

**Add the FSCs to be excluded from the Range Add Process.**

**Note: Review the Range Add Qualifying Demand Process to determine what FSCs you want to exclude.**

Ready NBPAE8756 (05244) 01 Sep 05 14:07:56 User KUTCHKO

Figure 2-12.--PEB Demand Frequency Process, Continued. (Range Adds Exclusions).

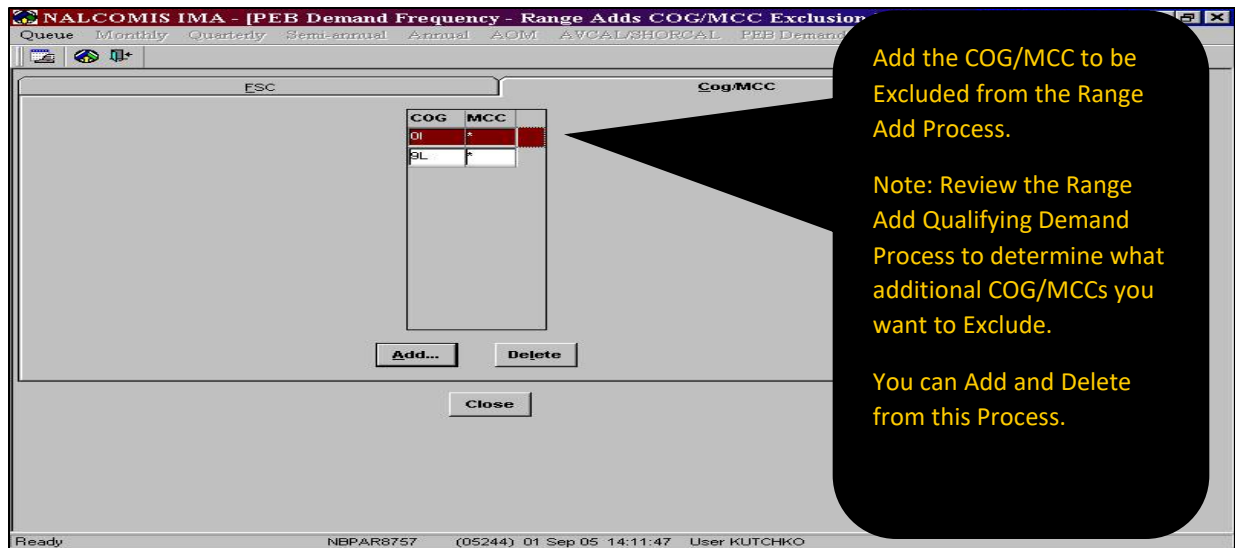


Figure 2-12.--PEB Demand Frequency Process, Continued. (Range Adds Exclusions).

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. It is recommended that this listing is highly scrutinized to ensure it does not exceed the established RO.

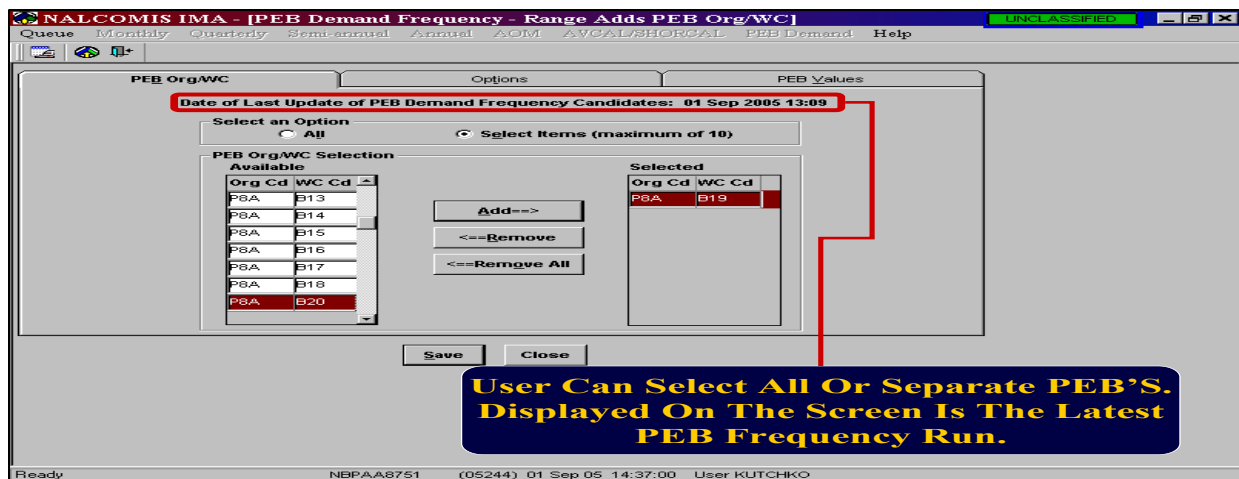


Figure 2-12.--PEB Demand Frequency Process, Continued. (Range Adds Org/WC).

Selected PEB candidates with qualifying demand and no matching PEB inventory records.

PEB Org/WC	Req	Reqr	Cog	FSC	Prime	NIIN	Nomen	Unit Price	UI	Container Qty	Demand	High	Shortage	M
P8A/B19 P8A 050 9G 6150 010031054							CABLE ASSEMBLY	49.83	EA	1	10		498.30	
P8A/B19 P8A 050 9N 5935 013777619							ADAPTER, CAB	20.69	EA	1	10	35	724.15	

Sorted by "PEB Org/WC"

Total Demand Freq: 20  
Total Shortage Value: \$1,222.45

Report / Batch Job Selection  
☐ Range Adds Report  
☐ Range Adds Update Only  
☐ Range Adds Update and Report

2 Records Retrieved

Print Delete

Save Close

**Displays The Total Demand Frequency And Shortage Dollar Value.**

Figure 2-12.--PEB Demand Frequency Process, Continued. (Range Adds Qualifying Demands).

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. It is recommended to only add these items if there are shared PEBs across the MAG.

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 low demand. This material is close to becoming PEB Inventory with No Matching PEB Candidate and will be reviewed with the customer to identify if the material is still applicable to their PEB.

PEB Org/WC

Select Options  
☐ All PEB Org/WC  
☒ Specific PEB Org/WC (Maximum of 10)

Specific PEB Org/WC

Org Cd	WC Cd
P8A	MH9
P8A	PMK
P8A	PX2
P8A	PX3
P8A	PX4
QZ0	050
ZZ0	050

Add==>  
 <==Remove  
 Add All==>  
 <==Remove All

Org Cd	WC Cd
P8A	PX1

OK Close

Figure 2-12.--PEB Demand Frequency Process, Continued. (Excess Range Report).

**NALCOMIS IMA - [PEB Demand Frequency - PEB Excess Range Report - Options]**

Queue Monthly Quarterly Semi-annual Annual AQM AYCAL/SHORCAL PEB Demand Help

PEB Org/WC Options

**Date Selection**

Select	Ord Yr	Ord Month	Demand Cnt
<input type="checkbox"/>	2007	11	3132
<input type="checkbox"/>	2007	12	3183
<input type="checkbox"/>	2008	1	4511
<input type="checkbox"/>	2008	2	4758
<input type="checkbox"/>	2008	3	3362
<input type="checkbox"/>	2008	4	3753
<input type="checkbox"/>	2008	5	3510

**List Options**

☐ PEB Demands that are at or below Demand Frequency:

☐ PEB Inventories with No Demand for Specified PEB Org/WC and Dates

OK Close

Ready NBPA8747 (08336) 01 Dec 08 14:29:45 User HUNTER

Figure 2-12.--PEB Demand Frequency Process, Continued. (Excess Range Report).

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, without taking R-Supply demand into consideration and may exceed the established RO. When a high limit is adjusted, the low limit is automatically adjusted accordingly. If high/low limits need to be adjusted, process manually.

11. 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.dla.mil/Aviation/Business/IndustryResources/PartsKittingOpportunities.aspx>. It is recommended to pre-build Local Item Control Number (LICN) based phase kits and maintain a shelf quantity via NALCOMIS for increased customer support and completeness of LICN phase kits. This process will allow for delinquent phase kit quantities to arrive from off station resulting in a complete phase kit. PEB will not establish a 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 LICN will be established by TRS 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 (figure 12):

- (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)

Figure 2-13.--Assembly of Maintenance Kits.

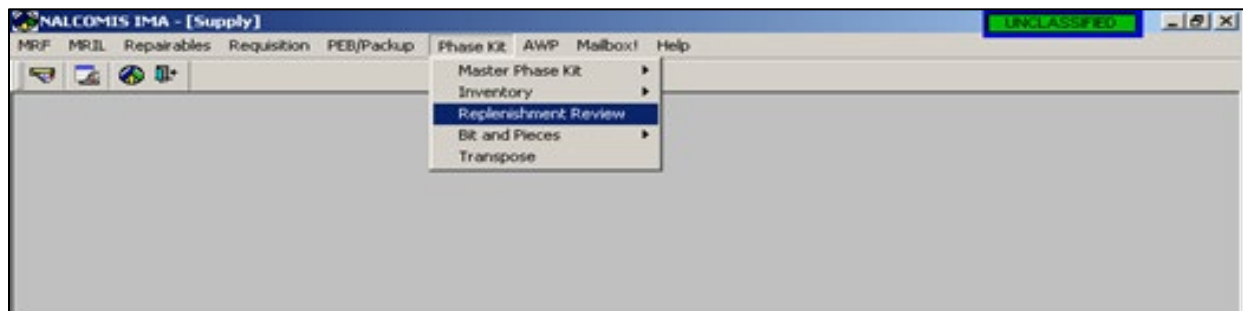
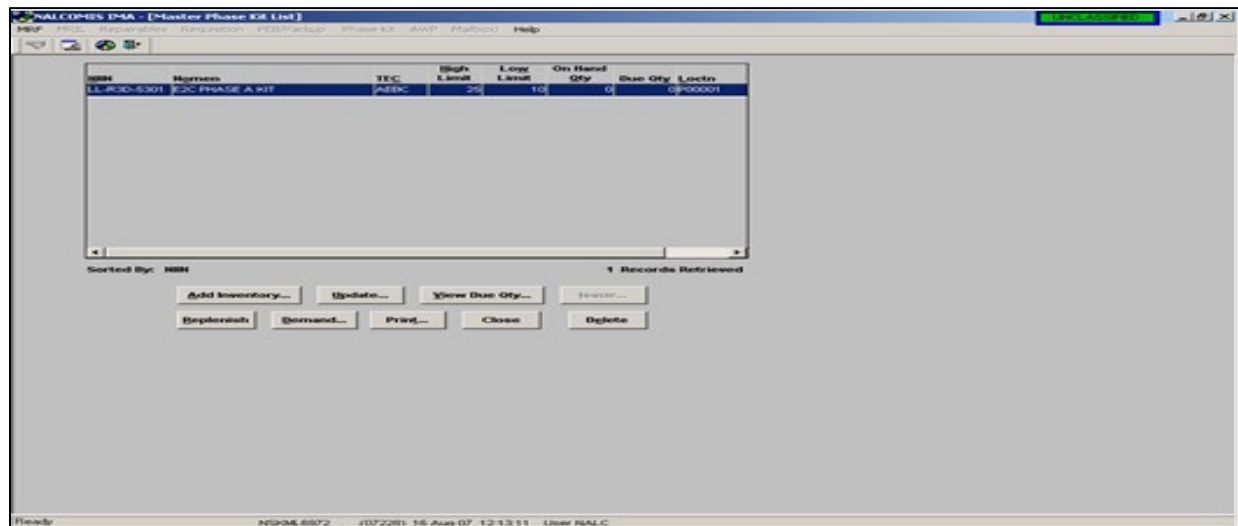
**NOTE:** If the FAD for the squadron changes at any time, the priority set for the phase kit documents must be updated to reflect the appropriate priority or NALCOMIS will provide an error message indicating there is not a document series assigned.

(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. Maintenance Kit Replenishment. 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. Ensure to check the OFVAL mailbox, requisitions may populate due to preset parameters in NALCOMIS.

- (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 (if cancelled the entire LICN will suspend) on the next screen which comes up.





**NALCOMIS IMA - [Phase Kit Replenishment/Review Selection]** UNCLASSIFIED

MRF MRIL Repairs Requisition PEB/Padup Phase Kit AWP Mailbox Help

Master NIIN	Master TEC
LL-PDZ-0043	APWA
LL-PDZ-0044	APWA
LL-PDZ-0068	AMAA
LL-PDZ-0069	AMAA

Add==>  
<==Remove  
Add All==>  
<==Remove All

Master NIIN	Master TEC
LL-PH9-0001	APBO

View... Close

Start NTCSS T... NALCOM Microsoft... 10:41 AM

---

**NALCOMIS IMA - [Phase Kit Replenishment Release/Cancel/Defer]** UNCLASSIFIED

MRF MRIL Repairs Requisition PEB/Padup Phase Kit AWP Mailbox Help

Master NIIN	Master TEC	DDSN	Cog	AAC	MCC	FSC	NIIN R/C/S	UI	Container UI	Req Qty	Req
LL-R3D-5301	AEBC	72288104	9B			5310	00-001-9029	EA	EA	1	
LL-R3D-5301	AEBC	72288105	9B			5310	00-011-6124	HD	EA	1	
LL-R3D-5301	AEBC	72288107	9B			5310	00-001-9029	EA	EA	1	
LL-R3D-5301	AEBC	72288108	9B			5310	00-011-6124	HD	EA	1	
LL-R3D-5301	AEBC	72288110	9B			5310	00-001-9029	EA	EA	1	
LL-R3D-5301	AEBC	72288111	9B			5310	00-011-6124	HD	EA	1	
LL-R3D-5301	AEBC	72288113	9B			5310	00-001-9029	EA	EA	1	
LL-R3D-5301	AEBC	72288114	9B			5310	00-011-6124	HD	EA	1	
LL-R3D-5301	AEBC	72288116	9B			5310	00-001-9029	EA	EA	1	
LL-R3D-5301	AEBC	72288117	9B			5310	00-011-6124	HD	EA	1	
LL-R3D-5301	AEBC	72288119	9B			5310	00-001-9029	EA	EA	1	

Sorted By Master NIIN and TEC 32 Records Retrieved

Total Extended Money Value for Selected Records: 0.48

Select All Deselect All Release Defer Print Cancel Reqn Close

Ready NSKR6970 r072281 16 Aug 07 11:52:27 User NALC

Figure 2-13.--Assembly of Maintenance Kits, Continued. (Replenishment).

**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. If the partial quantity is filled then the entire LICN will suspend in the Phase Kit Bits and Pieces Mailbox and will require a manual input for a due quantity outlined below. The material will be assembled into the appropriate maintenance kit.

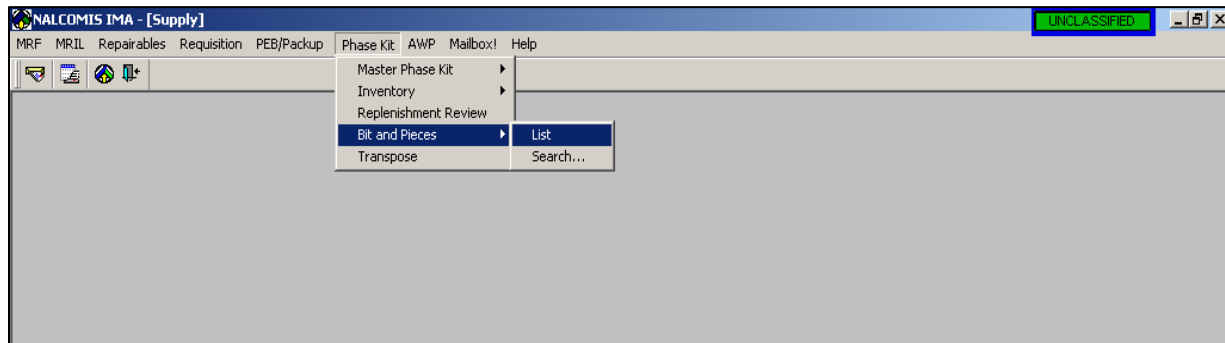
(6) If the material is NIS in the warehouse, the LSC of the requisition will be updated to NIS and REFER. This will generate a DTO requisition to be processed.

(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.



NALCOMIS IMA - [Phase Kit Bit and Pieces]

MRF MRIL Repairs Requisition PEB/Backup Phase Kit AWP Mailbox Help

Master NIIN	Master TEC	Master DDSN	NIIN	Reqd Qty	OH Qty	Due Qty	Prime NIIN
LL-R3D-5301	AEBG	72288100	00-001-9029	1	0	1	00-001-9029
LL-R3D-5301	AEBG	72288100	00-011-6124	1	0	1	00-011-6124
LL-R3D-5301	AEBG	72288103	00-001-9029	1	0	1	00-001-9029
LL-R3D-5301	AEBG	72288103	00-011-6124	1	0	1	00-011-6124
LL-R3D-5301	AEBG	72288106	00-001-9029	1	0	1	00-001-9029
LL-R3D-5301	AEBG	72288106	00-011-6124	1	0	1	00-011-6124
LL-R3D-5301	AEBG	72288109	00-001-9029	1	0	1	00-001-9029
LL-R3D-5301	AEBG	72288109	00-011-6124	1	0	1	00-011-6124
LL-R3D-5301	AEBG	72288112	00-001-9029	1	0	1	00-001-9029
LL-R3D-5301	AEBG	72288112	00-011-6124	1	0	1	00-011-6124
LL-R3D-5301	AEBG	72288115	00-001-9029	1	0	1	00-001-9029

Sorted By: Master NIIN 34 Records Retrieved

Update... Close

Every NIIN ordered for a kit will appear until all items in the phase kit reflect the required on hand quantity.

Ready NSKBL6980 (07228) 16 Aug 07 12:35:36 User NALC

Figure 2-13.--Assembly of Maintenance Kits, Continued. (Phase Kit Bit and Pieces Mailbox).

(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, this will populate a DUE QTY for that NIIN in the Phase Kit Replenishment Review. From there the only options are to issue the quantity from the shelf or NIS/REFER the requisition.

**NOTE:** After Clicking 'Save' a new document number will be generated for the delinquent requirement. The new document will either be in the Phase Kit > Replenishment Review which will require to be released to INPRO, or the OFVAL mailbox requiring it to be processed.

Reports and files Required for Performance of Duties, PEB			
Report name	Frequency	Retention	Reference
1. NALCOMIS ISPEB Mailbox	Daily	Current & Prior	2501.2
2. NALCOMIS PBROB/PHROB Mailbox	Daily	Current & Prior	2501.3
3. PEB Site Screening File	Quarterly	Current & Prior	2501.4.a
4. PEB Replenishment Review	Daily	Current & Prior	2501.4.b
5. PEB Site Manager Letter	As Required	Current	2501.4.d
6. PEB Change Request File	As Required	Current & Prior	2501.5
7. PEB Flag Report and PEB Discrepancy Report (NIIN Indicative Report)	Monthly	Current & Prior	2501.6
8. NALCOMIS/R-Supply Reconciliation Reports	Monthly	Current & Prior	2501.6.b appendix L
9. Requisition No Status Listing, R-Supply	Daily	Current & Prior	2501.7.a.1 appendix K
10. Requisition Reconciliation Listing, R-Supply	Monthly	Current & Prior	2501.7.a.2 appendix K
11. PEB DTO Requisitions With Overage Shipment Status, R-Supply	Twice per Month	Current & Prior Months	2501.7.a.3 appendix K
12. PEB DTO AC1/AK1, R-Supply	Monthly	Current & Prior	2501.7.a.4 appendix K
13. Material Obligation Validation (MOV) Report	Quarterly	Current & Prior	2501.7.a.5 appendix E
14. Suspended Transaction Report	Daily	Current & Four Prior Days	2501.7.a.6 appendix J
15. Interface Summary Report	Daily	Current & Four Prior Days	2501.7.a.7 appendix J
16. DTOs With On Hand Qty	Weekly	Current & Prior	2501.8
17. PEB High Dollar Value Letter	Quarterly	10 Years	2501.9
18. PEB Demand Frequency Report	Quarterly	Current & Prior	2501.10
19. Phase Kit Replenishment Review	Daily	Current & Prior	2501.11.b

Table 2-4.--Reports Required for Performance of Duties, PEB.

## CHAPTER 2

## SECTION 6: SUPPLY SHIPPING BRANCH (SSB)

2600. General

1. Responsibilities. SSB is responsible for packaging and shipping all aviation related components and equipment.

2. Duties

a. SSB will perform the following duties:

(1) Receive and prepare material for shipment.

(2) Obtain signatures on all shipment paperwork.

2601. Procedures

1. Receive and Prepare Material for Shipment. SSB will receive aviation related material and equipment from all sections of the ASD.

a. SSB will ensure appropriate shipment paperwork is properly prepared.

(1) eRMS. SSB will screen the DD Form 1348-1/1A shipping document to ensure the component part number and serial number match. Verify all components which require special paper work (e.g., SRC/EHR records), and process in appropriate eRMS module according to the DOC ID (e.g., 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. Once properly packed, manifest all material processed in eRMS.

**NOTE:** For eRMS procedures reference eRMS Desk Guide via eRMS website and appendix S.

(2) DD Form 1149. SSB will screen the DD Form 1149 shipping document to ensure it is properly filled out in accordance with local Distribution Management Office (DMO) policy.

(3) Electronic Turn-in Document (ETID). Customer Support Branch (CSB) will forward non-aeronautical material (i.e., TBA, IMRL, Tools, etc.) with Turn-In Request form(s) and correlating ETID(s) to SSB. SSB will screen the ETID(s) and Turn-In Request Form(s) to ensure the component part number and serial number match (if applicable). Once screened, SSB will sign the Turn-In Request Form in the SSB Marine block as material is turned over from CSB for disposal. A copy of the signed Turn-In Request Form will be made for SSB.

b. SSB will ensure all material is properly packaged for shipment in accordance with reference (z).

(1) Certain repairable components have special containers which provide tailored protection for the components. Components will be shipped in their designated container. SSB will screen the eRMS website

<https://applications.navsup.navy.mil/erms/> for the container NIIN and/or specific packaging instructions for all components.

(2) SSB will ensure all material being shipped for EI or PQDR is properly packaged and preserved in accordance with information listed on <https://applications.navsup.navy.mil/erms/> and other guidance as may be directed by the EI/PQDR authority providing disposition instructions. A copy of the EI/PQDR Request Document (message/e-mail), dispositions instructions and the DD Form 1348-1/1A shipping document will be provided by WCB and securely attached to the outside of the container for shipment. If possible, provide additional copies of all applicable paperwork inside the container. Containers for all EI/PQDR exhibits will be clearly marked with the following information:

- (a) EI/PQDR Control Number
- (b) NSN of Material
- (c) Document Number (UIC/Julian Date/Serial Number)
- (d) Serial Number of Component (if available)

(3) SSB will coordinate and/or assist WCB with the shipment of classified aeronautical components. Reference (u) and (o) contains procedures for shipment of classified aeronautical components. Refer to appendix S for further shipment guidance.

(4) In order to turn in non-aeronautical material to DLADS, SSB will set up an appointment with their regional DLADS. DLA Disposition Services sites are located around the world. For specific regional information or requests, visit the applicable link below:

Eastern U.S.:

[www.dla.mil/DispositionServices/Contact/FindLocation/dsdeast.aspx](http://www.dla.mil/DispositionServices/Contact/FindLocation/dsdeast.aspx)

Pacific:

[www.dla.mil/DispositionServices/Contact/FindLocation/dsdapacific.aspx](http://www.dla.mil/DispositionServices/Contact/FindLocation/dsdapacific.aspx)

Western U.S.:

[www.dla.mil/DispositionServices/Contact/FindLocation/dsdwest.aspx](http://www.dla.mil/DispositionServices/Contact/FindLocation/dsdwest.aspx)

**NOTE:** Contact the local DLADS site for specific policies and procedures.

2. Obtain Signatures on all Shipment Paperwork. After components are properly packaged and marked, SSB will forward them to the appropriate destination (e.g., DLADS, Advanced Traceability and Control (ATAC), DMO, or Depot).

a. SSB will have the receiving agent sign the DD Form 1348-1/1A, eRMS shipping manifest, or DD Form 1149.

b. For all eRMS shipments, SSB will post the Proof of Shipment in eRMS within five (5) business days.

**NOTE:** For eRMS procedures reference eRMS Desk Guide via eRMS website and appendix S.

3. Maintain a Proof of Shipment File (POSF) and eRMS Open Proof of Shipment (OPOS) report

a. 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 be segregated by signed and dated eRMS Manifest, DD Form 1149, and DLADS (ETID and DD Form 1348-1/1A) and maintained in date shipped sequence and will be retained per reference (av) for 10 Fiscal Years.

b. Daily, SSB will utilize the eRMS Open Proof of Shipment report to account for all eRMS material awaiting shipment. SSB will research all records where the material cannot be located. If the material was shipped, post the POS in eRMS to clear the record. If the record was created erroneously reverse the record to clear it from the report.

Reports and files Required for Performance of Duties, SSB			
Report name	Frequency	Retention	Reference
1. Proof of Shipment File	As Required	10 Fiscal Years	2601.3.b
2. Open Proof of Shipment (eRMS)	Daily	Current and Prior	2601.3.b

Table 2-5.--Reports Required for Performance of Duties, SSB.

## CHAPTER 3: OPERATIONS MANAGEMENT DIVISION (OMD)

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## CHAPTER 3

## OPERATIONS MANAGEMENT DIVISION (OMD)

3000. Organization. OMD is organized as follows and as illustrated in figure 3-1:

1. Customer Reconciliation Branch (CRB)
  - a. Technical Research Section (TRS)
  - b. Expeditor Reconciliation Section (ERS)
  - c. Readiness Section (RS)
2. Customer Support Branch (CSB)
  - a. Customer Assistance Section (CAS)
  - b. Custody Records Section (CRS)
  - c. Financial Accounting Section (FAS)

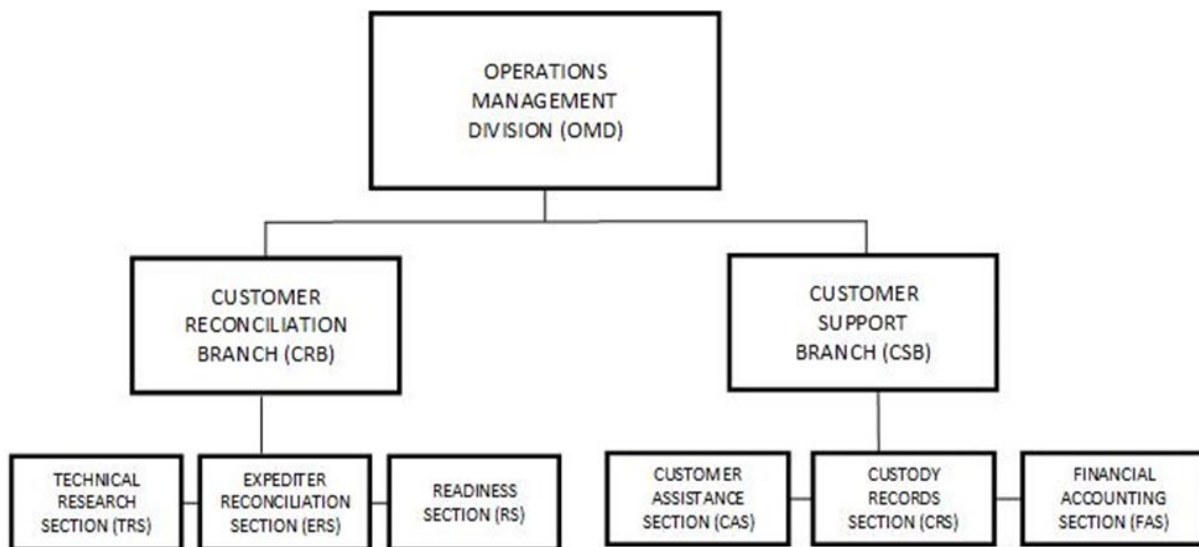


Figure 3-1.--OMD Organization Chart.

3001. Functions

1. The Operations Management Division (OMD) is responsible for the internal and external expediting, reconciliation and monitoring of customer requirements. Additional functions include the technical research, as well as receiving, processing and monitoring all requirements for non-aeronautical related controlled equipage. The OMD will maintain Custody Records for all organizational allowances (excluding IMRL items) and monitor all financial accounts granted to the Aviation Supply Department (ASD).
2. The Division OIC/SNCOIC will maintain a current turnover jacket which outlines specific duties and responsibilities. The Division OIC/SNCOIC will ensure each branch has a current turnover jacket which outlines specific

duties/responsibilities and provides step-by-step procedures. The Division OIC/SNCOIC will ensure the following letters are on file:

- a. AvnSupO's Designation as Accountable Officer for supply system stock surveys.
  - b. AvnSupO's Delegation of Authority to approve obligation and de-obligation of funds.
  - c. Appendix AD Contingency Ops.
  - d. Current and prior Internal/External Audit/Assist with corrective actions.
3. The Division OIC/SNCOIC is responsible to ensure all personnel assigned to the division are technically proficient. The Division OIC/SNCOIC will utilize appendix I in order accomplish this task.
  4. The Division OIC/SNCOIC will ensure corrective actions are completed and submitted to the Supply Management Division Audit Branch following any internal/external audits of their division.
  5. The Division OIC/SNCOIC will ensure reports from all respective branches and sections are reviewed and monitored for the performance of duties, listed in tables 3-1, 3-2, 3-4, 3-5, 3-6, and 3-7 to ensure accuracy and completeness.
  6. The Division OIC/SNCOIC will ensure the division conducts contingency operations, for system non-availability, in accordance with appendix AD.
  7. The Division OIC/SNCOIC will ensure all OMD Marines have access to necessary sites in order to perform duties specific to OMD (e.g., One Touch, Naval Air Technical Data and Engineering Command (NATEC), FedMall, Wide Area Work Flow (WAWF), Navy-Standard, Accounting, Budgeting and Reporting System (N-SABRS), etc.).

**NOTE:** In order to receive access to ASKITWEB, each requesting user must request the correct role within Aviation Storekeeper Information Tracking (ASKIT). The roles within ASKIT are as follows:

- a. New Primary OPTAR Manager. The Primary OPTAR Manager is simply the primary point-of-contact for ASKIT related issues raised at the TYCOM level, and considered the senior person routinely committing transactions in ASKIT as per TYCOM guidance. This role should be reserved for the OMD OIC or OMD SNCOIC, as it allows users to appropriate funds, run/extract TLs, run/extract BORs, manage fuel, load incoming requisition status, and manage flight equipment requisitions. Once a user requests the New Primary OPTAR Manager role, the existing Primary OPTAR manager will then have their rights and functions deactivated and revoked.
- b. Alternate OPTAR Manager. The Alternate OPTAR Manager Role has the same permissions as the New Primary OPTAR Manager Role, and should be the one requested by the SAAB, OMD personnel, and Wing G-8. Specifically, this role enables a user to appropriate funds, run/extract TLs, run/extract BORs, manage fuel, load incoming requisition status, and manage flight equipment requisitions.

c. Supervisor Role (Read-Only access). The supervisor role resembles the query role in R-Supply, as it only allows users to query for information purposes, and not process any transactional actions. In order to facilitate divisional and Wing audits/inspections, the WASMAT and AB should fill this role.

d. SAAR Instructions. Ensure personnel correctly detail the justification on the SAAR Form (Block 13). If the user is requesting Alternate OPTAR Manager (Block 27), then the justification should state that user needs "read-write" capability in order to process transactions in ASKIT. Furthermore, the justification for the Alternate OPTAR Manager cannot state that the role needed is for any audit purposes.

8. The Division OIC/SNCOIC will be responsible for oversight of ASM to include signoff of Marines within their division.

9. The Division OIC/SNCOIC will review and sign the Stock Control Review Listing daily, and retain for five working days.

10. The Division OIC/SNCOIC will monitor the Government Commercial Purchase Card (GCPC) Program by ensuring the GCPC Approving Official/Assistant Approving Official (AO/AAO) maintains an accurate AO/AAO binder in accordance with the GCPC publications. The OIC/SNCOIC will also ensure that the same individual authorized to obligate/de-obligate is not assigned as the AO/AAO. Additionally, the OIC/SNCOIC will ensure OMD has an adequate number of GCPC holders for mission success (minimum of Primary and Alternate).

11. The Division OIC/SNCOIC will maintain a Survey File. Upon receipt of a survey, the OMD will verify the DD Form 200 is prepared in accordance with reference (t) volume I, chapter 5 and appendix Z.

a. Pending Survey File. This file contains all Reports of Survey, 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. This file will be maintained in NIIN sequence.

b. Completed Survey File (Non-Supply Officer Stores). This file contains the original approved DD Form 200 and any supporting documentation received from supported units having no direct impact against the stock inventory (e.g., IMRL, TBA, AIR Card®, Flight Equipment, and other Custodial Material). Additionally, these surveys will be approved and signed by the appropriate squadron Commanding Officer. This will include those DTO requisitions lost in shipment and approved by the AvnSupO. This file will be maintained in NIIN sequence separated by fiscal year and will be kept per FIAR requirements (10 years).

12. The Division 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 AvnSupO. 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.

13. 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.
14. The Division OIC/SNCOIC will review and annotate listings containing all estimated fuel documents and defuel transactions.
15. The Division OIC/SNCOIC will perform a Completed Money Value Only (MVO) Verification. The Division OIC/SNCOIC will audit completed MVO requisitions on a monthly basis. This audit will be performed by utilizing the reconciliation worksheet located in appendix G and validating all receipts against either R-Supply or ASKIT ensuring all obligations match the actual cost listed on the source document. If any discrepancies are found, FAS will be notified and be given 1 week to rectify any discrepancies and provide the corrective action to the AvnSupO via SMD. This audit along with the corrective actions will be filed in the MVO Verification File for 12 months.
16. The Division OIC/SNCOIC will ensure an official notice (schedule) to all Responsible Officers is prepared, at least one month prior to the inventories being conducted. The notice will outline procedural details to be followed in conducting their scheduled inventories of Custodial Allowance Material. The notice will be signed by the AvnSupO.
17. The Division OIC/SNCOIC will ensure the Budget Request Input Letter is distributed to the supported squadrons/work centers at the end of August and February for Budget Review preparation. The Letter will be signed by the AvnSupO prior to distribution.
18. The OIC/SNCOIC will ensure all memorandums for the record pertaining to OMD are routed through SMD for notification of the AvnSupO. All approved memorandums for the record will be filed in the OIC/SNCOIC Turn-over binder.

## CHAPTER 3

## SECTION 1: CUSTOMER RECONCILIATION BRANCH (CRB)

3100. General

1. Responsibilities. Customer Reconciliation Branch (CRB) is responsible for the technical research, expediting and reconciliation of customer requirements.

## Part A: Technical Research Section (TRS)

3110. General

1. Responsibilities. TRS is responsible for the technical research of all requisitions assigned an OFFTR, OFVAL, NIS and NC LSCs. TRS is the first line of defense in managing customer demand.

2. Duties

a. TRS will perform the following duties:

- (1) Maintain a Pending Data Entry File (PDEF).
- (2) Obtain access to Technical Publications and Technical references.
- (3) Perform Technical Research.
- (4) Load NSN/Navy Item Control Number (NICN)/Local Item Control Number (LICN) to R-Supply and NALCOMIS.
- (5) Maintain a Logbook of locally assigned Family Groups Codes (FGC).
- (6) Review and process requisitions in NALCOMIS which fall into exception categories.
- (7) Review and refer all DTO requisitions.
- (8) Process Database Reconciliation.
- (9) Process the Stock Control Review Listing.
- (10) Contingency Operations.
- (11) Maintain an R-Supply Master Stock Status and Locator Listing (MSSLL) and access to FEDLOG.
- (12) Review and Maintain the Local Management Code (LMC) and the Automatic Reorder Restriction Code (ARRC) Letter and Listing

3111. 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 non-availability. For TRS, 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.

## 2. Obtain access to Technical Publications and Technical references

a. TRS will obtain access to NATEC publications  
<https://mynatec.navair.navy.mil>.

b. Most publications give detailed information on their purpose, content, sequencing and applicability in the forward 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 Centralized Technical Publication Library (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 (ah) provides guidance for electronic authoritative sources, creation/storage of digital NAVAIR technical data and guidance on deployed operations.

(2) Technical references. Used to identify applicable airframes, equipage list and supported systems.

(a) Federal Logistics (FED-LOG). (current month)

(b) Navy Logistics Library (NLL) of Publications and Forms (CDROM/WEB).

(c) Access to the following web sites: ERP, One Touch, and FedMall.

3. Perform Technical Research. When requisitions fail the NALCOMIS validation process, and/or meets one of the five exceptions, it is assigned an LSC of OFFTR or OFVAL. If WMD is unable to fill a requisition, it is assigned an LSC of NIS/NC.

a. Figure 3-2 provides a detailed list of what to review when performing technical research prior to the referral of any IPG I NMCS/PMCS and AWP requisition (appearing on the Aviation Maintenance Supply Readiness Report (AMSRR). Only NMCS requisitions require a Tech Edit Sheet to be filled out.

b. Once a Technical Edit Sheet is filled out, it will be maintained until the requisition is complete.



NMCS TECH EDIT FORM			
1. STATUS:	2. DDSN:	3. NSN:	4. P/N:
5. PRO/PRI:	6. BUNO:	7. ADVICE CODE:	8. NOMEN:
9. COG:	10. MCC:	11. TEC:	12. ORG CD/SQD: /
13. REFERENCE:		14. REQ/ORD QTY: /	15. WUC
16. MCN:	17. JCN:	18. CONT QTY/QUP:	19. CONT UI:
20. Are there any DUP DOCS?:	21a. PEB SITE/ PH KT	21b. INVENTORY	22. LOC O/H QTY:
23. Is this a first time demand?		24a. SUPPORT PACKAGE(S)	24b. LOC / OH QTY
25a. Are there any incoming STOCK/DTO to rescreen?			
25b. If Yes, STOCK/DTO REQ QTY/STATUS/ESD			
26. Valid NMCS per MESM?:	27. Has REF been validated?:	28. UPA:	29. UOC:
30. SM&R:	31. Additional P/N's or NHA:		
Validate External Availability and Critical Information (OTS, FEDMALL, OR FEDLOG)			
32. MOE/SAC:	33. SOS:	34. AAC:	35. Asset Availability:
***36. Attach or add to comments any significant item notes or characteristics from all external sites***			
37. ALL SUBS/ALT/NHA ENTERED BELOW			
NIIN/PART NUMBER	SOURCE/LOCATION	INTERNAL QTY	EXTERNAL QTY
Additional Notes:			
***Please ensure you call the customer in regards to any questions before cancelling***			
*38. Refer Requisition			
Referred By: OMD Marine Print / Sign / Date / Time		X	
SNCOIC/OIC Print / Sign / Date / Time		X	
*Retain until doc in Compl or Canx			

Figure 3-2.--Technical Edit Sheet.

c. NMCS TECH EDIT FORM PROCEDURES

(1) Blocks 1-17. Critical information needed to properly complete technical research on a requisition (Fill out or attach DDSN Inquiry Screenshot).

(2) Blocks 18-19. NALCOMIS MRF Search, input Cont UI and Cont QTY. Verify with squadron that quantity and UI are valid (i.e., Requested 100 screws, but UI is HD). ORD QTY only needs to be 1 versus 100.

(3) Block 20. NALCOMIS NIIN listing, check for duplicate requisitions with similar MCN, JCN and BuNos.

(4) Block 21. Under the PEB Inventory and Ph Kit Inventory Searches, look for OH QTY's and input applicable sites or kits.

(5) Block 22. R-Supply Stock Item tab, input the appropriate fields. If greater than 0, validate QTY is available for issue. If not, continue.

(6) Blocks 23. If yes, validate requirement or prompt squadron for possible work arounds and/or replacements. If no, continue. Possibly contact the Fleet Support Team to validate the requirement.

(7) Block 24. Under the R-Supply Support Package listing, verify if package and QTY's are available for issue. If the item is single downer, consider FSA pull.

(8) Block 25. Under the R-Supply Stock/DTO tabs, verify incoming stock or DTO's to rescreen or forward to appropriate activity have upcoming ESD's, BA or Shipping status and/or Receipt Acknowledgments (e.g., X72, DRF or DRB).

(9) Block 26. Validate that block 15 is applicable to its appropriate MESM. If it is, continue. If not, verify with squadron for appropriate WUC or CANX.

(10) Block 27. Take block 4, and match it with appropriate reference source (NATEC, JK Search or IETMS). If it does not match, verify with SQDN before cancellation. If new reference provided, validate it. Once it has been matched, continue.

(11) Block 28. Ensure it is equal to or less than UPA in reference. If not, verify with SQDN before cancellation or downgrade.

(12) Block 29. If there is a Useable On Code in the reference, Verify it has been ordered on the appropriate platform. If it has not, verify with SQDN before cancellation.

(13) Block 30. (AO, AH, AG, MO, MG, XA, XC, XD, all get canx) SM&R Codes to look for: XA/XC/XD-Requisition NHA, AO/AH/AG/AD-Assemble at Org, IMA, Ashore, Depot, MD-Check for manuf.

(14) Block 31. Verify if there is more than one part number under the index number or NHA in the reference. If there is call the squadron, and verify the part number is a valid ALT. If there is a next higher assembly and the attaching part is not available, check to BCM/issue assembly if availability outweighs the attaching part.

(15) Block 32-35

(a) FEDLOG: All information can be found under the FEDLOG TIR tab utilizing the part number. Validate that part number crosses to same NIIN in R-Supply to FEDLOG. Verify there is a valid MOE and SOS (e.g., MOE: DN, DM, DS and SOS: SMS).

(b) FEDMALL: Under FedMall NIIN Inquiry, Acquisition Advice Code (AAC): L= Local Purchase and Y=Terminal, Cancel. V=Terminal but can be issued if assets available. Under FedMall NIIN

Inquiry. Availability will aid in the determination of what NIIN is the easiest to procure.

(c) ONE TOUCH: Under the Technical Details Acquisition Advice Code (AAC): L= Local Purchase and Y=Terminal, Cancel. V=Terminal but can be issued if assets available. Verify there is a valid SAC and SOS (e.g., MOE: DN, DM, DS and SOS: SMS). Check the inventory tab for assets availability.

(16) Block 36

(a) FEDLOG: The FEDLOG TIR tab will give you the characteristics of the gear (i.e., sheet metal may be able to be cut into another size). Management data may also give you the platforms utilized and/or Subs/Alts.

(b) FEDMALL: Search NIIN Inquiry, prompt the item notes tab and include any significant information.

(c) ONE TOUCH: Search via part number and check for significant Item Notes under Inventory Manager tab.

(17) Blocks 37. Input all Subs/Alts/NHA here. Always attempt to make an internal issue before an external one.

(18) Block 38. Under LSC update, change the LSC to REFER

d. 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 3111.4f.

e. 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 (One Touch or FedMall).
- (3) Source of Supply (SOS).
- (4) Major Organizational Entity (MOE).

(5) Federal Logistics Information System (FLIS) Management Data found in FEDLOG.

f. 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 3111.4f.

- (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 One Touch.

g. 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 paragraph 3111.4.

h. The following scenarios outline when a requisition could be cancelled during technical research. It is recommended a second look of the technical research is completed to ensure requisitions are not cancelled for an invalid reason. Cancellations are not limited to the below reasons, rather they are examples of cancellations during technical research.

- (1) A valid reference could not be provided by customer.
- (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.

(5) Requests for stock numbered material assigned an AAC of L with no unit price will be ordered via a Part Number Message. Upon receiving a cancellation status, that requirement with substantiating cancellation paperwork will be forwarded to CAS.

(6) Requests for Flight Equipment stock numbered material assigned an LMC/ARRC of "FE" will be cancelled and reordered through CAS.

**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.

#### 4. Load NSN, NICN or LICN to R-Supply and NALCOMIS

a. Ensure the following fields are entered in R-Supply and NALCOMIS:

- (1) FSC.
- (2) FGC (Only applicable to repairables).
- (3) FRC (Only applicable to repairables).
- (4) SMIC (applicable to some consumables and all repairables).
- (5) COG.
- (6) MCC (applicable to some consumables and all repairables).
- (7) UI.
- (8) Nomenclature.
- (9) Unit Price.

- (10) Net Unit Price (Only applicable to depot level repairables).
- (11) SMCC (Only applicable to repairables).
- (12) RIP (Only applicable to repairables).
- (13) DMIL.
- (14) SLC.
- (15) SLAC.

b. Ensure the following NALCOMIS specific data fields are entered:

- (1) Sec CL.
- (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 with the exception of Mission Impact Codes).

- (a) MIC 1: Pri: 02/03 (AK0/AK7/706/707/730/756/757/9GF)
- (b) MIC 2: Pri: 03 (BK0/ZC8/ZQ9)
- (c) MIC 3: Pri: 05/06 (AK1)
- (d) MIC 4: Pri: 12/13 (Non-JCN requirements)

- (2) ERC.
- (3) TSC.
- (4) CIIC.
- (5) PMIC.
- (6) Limit Flag.
- (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 Control Code (MCC) of D, E, G, H, Q, or X. Repairable NIIN/NICNs must have a FGC loaded (i.e., LTCB) and also have all other NSNs in the FGC tied to each other with a FRC (i.e., M), an alternate

NIIN Cognizant Code (i.e., 1) and an alternate NIIN Relationship Code (i.e., 21). These codes are critical for proper NALCOMIS processing.

**NOTE:** The FGC information can be found utilizing One Touch or ERP.

e. After the NIIN/NICN has been saved to NALCOMIS, TRS 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. TRS 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) RTC. 3

(7) DMIL CD. A

(8) PMIC. A

(9) SLC. 0

(10) SLAC. 00

(11) RIC. This field will be left blank for consumables and a Y will be entered for repairables.

5. Maintain a log of locally assigned Family Group Codes (FGC). When adding a repairable NSN or Navy Item Control Number (NICN) into NALCOMIS and R-Supply with no FGC information available in One Touch and/or Navy ERP websites, it is necessary for TRS to establish a locally assigned FGC. TRS will coordinate with WCB in order to prevent the use of established FGCs, when creating a repairable NSN, NICN or LICN. The following entries are mandatory when establishing a FGC Log.

a. Family Group Code.

b. Part Number.

c. NSN/NICN/LICN.

d. Last Name.

6. Review and process requisitions in NALCOMIS which fall into exception categories

a. NALCOMIS OFFTR Requisitions. All direct and indirect Requisitions will be processed through NALCOMIS and CAGEs/PNs not crossing to an NSN, NICN

or LICN will be assigned an LSC of OFFTR. TRS will conduct technical research on OFFTR requisitions as outlined in paragraph 3111.3.

(1) NALCOMIS OFFTR Requisitions having a valid NSN or NICN.

If a valid system NSN or NICN is found after performing technical research outlined in 3111.3, TRS 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, TRS will utilize procedures outlined the paragraph 3111.4.

(2) NALCOMIS OFFTR Requisitions not having a valid NSN or NICN. 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) Generating a MALS specific LICN utilizing NALCOMIS. TRS 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, TRS will enter the following information:

1. Federal Supply Classification (FSC). TRS will enter the last four of the MALS UIC for the FSC.

2. Allowance Type Code (ATC). ATC will always be set to eight (8) and should not be changed.

3. Cognizant Symbol (COG). TRS will enter 9P for the COG.

4. Security Classification Indicator (Sec CI). TRS will enter a U for the Sec CI.

5. Unit of Issue (UI). TRS will enter EA for the UI.

6. Unit Price (UP). TRS will enter 100.00 for the UP.

7. Nomenclature (Nomen). TRS will enter the nomenclature from the publication.

8. Record Type Code (RTC). TRS will enter 3 for the RTC.

9. Demilitarization Code (Demil CD). TRS will enter an A for the Demil CD.

**NOTE:** When the above information has been entered, TRS will click on Apply to complete the addition of the LICN into NALCOMIS. TRS must also add the CAGE and PN to the newly established LICN. To establish the CAGE and PN to the LICN, TRS 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) Generating a MALS specific LICN utilizing R-Supply. To establish a MALS specific LICN in R-Supply, TRS 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, TRS will ensure the following information is entered:

1. FSC. TRS will enter the last four of the MALS UIC for the FSC.

2. COG. TRS will enter 9P for the COG.

3. UI. TRS will enter EA for the UI.

4. Nomen. TRS will enter the nomenclature from the publication.

5. UP. TRS will enter 100.00 for the Unit Price. TRS will now click on the Management Data Tab to continue the data entry for the newly established LICN. On the Management Data Tab, TRS will ensure the following information is entered:

a. Equipage Repairable/Consumable (ERC) Code. TRS will enter a 'C' for the ERC.

b. Demil. TRS will enter an A for the Demilitarization Code.

c. Controlled Inventory Item Codes (CIIC). TRS will enter a U for the CIIC.

d. Shelf Life Code (SLC). TRS will enter 0 for the SLC.

e. Shelf Life Action Code (SLAC). TRS will enter 00 for the SLAC.

f. Limit. TRS will check the Limit Flag Indicator.

**NOTE:** When the above information has been entered, TRS will click on the Apply button to complete the addition of the LICN to R-Supply. TRS will view all requisitions in an OFFTR status by utilizing the Supply Subsystem Mailbox Screens in NALCOMIS. TRS will view all requisitions in an OFFTR status and ensure corrective action is taken immediately. Once the requisition is updated or cancelled, the OFFTR notice may be discarded.

b. NALCOMIS Offline for Validation (OFVAL) Requisitions. All direct and indirect 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) Automatic Reorder Restriction Codes.



**NOTE:** TRS 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. NALCOMIS NIS and NC Requisitions. When WIS determines a requisition for consumable material cannot be filled from stock, the LSC will be updated to either NIS or NC. Utilizing the Technical Edit Sheet, (figure 3-2), TRS will research all NIS and NC requisitions. All requisitions will be validated against the Technical Edit Sheet before being referred off station, only those Technical Edit Sheets that pertain to IPG I NMCS/PMCS requirements will be annotated/retained. When all means of research have been exhausted, and a part or alternate cannot be found within the ASD, TRS will refer the requisition in NALCOMIS.

d. Cancelling a requisition in NALCOMIS. When cancelling a requisition in NALCOMIS, ensure a clearly stated reason for the cancellation is placed in the Reference/Local Use Field. TRS will only cancel requisitions with an LSC of OFFTR, OFVAL, NIS or NC. TRS will contact (coordinate with Readiness Section) the customer for all High Priority requisitions prior to cancellation.

e. Loading P/N Cage Support Equipment Requirements. When maintenance loads a requirement / Serial number for support equipment with a P/N that has no NSN assigned, these items will appear in this mailbox. Daily, TRS will review this mailbox and utilize the procedures in paragraph 3111.4 to load the NSN to MRF. Once the NSN has been loaded TRS will then be able to clear the item from the mailbox.

7. Review and Refer DTO Requisitions. TRS will review and refer all DTO requisitions which cannot be filled from the Supply Officer's Stock. Referral of DTO requisitions falls into two categories:

a. NALCOMIS NIS and NC Requisitions. These requisitions are reviewed and referred as outlined in paragraph 3111.6c.

b. NALCOMIS Requisitions for Non-standard Items. As with any system, there are exceptions which must be processed manually. All direct and indirect requirements will be received via NALCOMIS. The following are examples of Non-standard Requisitions:

(1) PN Requisitions. All PN Requisitions will be submitted to NAVSUP-WSS utilizing the One Touch Part Number Requisitioning System. Before requirements are submitted, ensure the following:

- (a) Verify BuNo to ensure correct configuration orders.
- (b) Verify SM&R code and review for appropriate action.
- (c) Verify UPA.

**NOTE:** If alternate part numbers are identified, check for NSNs and availability.

(2) Source Codes. Source code is the first two positions of the SM&R code. See common source codes below for action to be take:

(a) KD, KF, KB: Cancel, should be ordering the maintenance kits.

(b) MO, MF, MH, ML, MG: NAVSUP will inquire why it is not being locally manufactured. Cancel and locally manufacture the item.

**NOTE:** On MG source coded Hydraulic lines check the Hydraulic tube guide in Interactive Electronic Technical Manual System (IETMS), to determine capability to manufacture.

(c) AO, AF, AH, AL, AG: Cancel, should be assembled locally.

(d) XA: Cancel, order Next Higher Assembly (NHA).

(e) XC: Installation, cancel should be ordering piece parts or subassemblies.

NAVY SM&R CODING REFERENCE CHART		NAVSUP INSTR 4423.29		PUB719 (NSN 0530-LP-011-2960)	
SOURCE		MAINTENANCE		RECOVERABILITY	SERVICE OPTION CODE
1ST POS	2ND POSITION	3RD POSITION	4TH POSITION	5TH POSITION	6TH POSITION
<b>P</b>	A ITEM: STOCKED	USE: LOWEST LEVEL AUTHORIZED TO REMOVE/REPLACE THE ITEM.	REPAIR: LOWEST LEVEL WITH CAPABILITY AND RESOURCES TO PERFORM COMPLETE REPAIR ACTION.	DISPOSITION: WHEN UNSERVICABLE OR UNECONOMICALLY REPAIRABLE, CONDEMN OR DISPOSE.	ASSIGNED TO SUPPORT ITEMS TO CONVEY SPECIFIC INFORMATION TO THE SERVICE'S LOGISTICS COMMUNITY/OPERATING FORCES.
	B ITEM: STOCKED, INSURANCE				
	C ITEM: STOCKED, DETERIORATIVE				
	D ITEM: SUPPORT, INITIAL ISSUE OF OUTFITTING & STOCKED ONLY FOR ADDITIONAL INITIAL ISSUE				
	E EQUIPMENT: SUPPORT, STOCKED FOR INITIAL ISSUE OR OUTFITTING OF SPECIFIED MAINTENANCE ACTIVITIES				
	F EQUIPMENT: SUPPORT, NONSTOCKED, CENTRALLY PROCURED ON DEMAND				
	G ITEM: STOCKED FOR SUSTAINED SUPPORT. UNECONOMICAL TO PRODUCE AT A LATER TIME				
	H ITEM: STOCKED, CONTAINS HAZMAT. HMIS/MSDS REPORTING REQUIRED				
	R TERMINAL OR OBSOLETE, REPLACED				
	Z TERMINAL OR OBSOLETE, NOT REPLACED				
<b>K</b>	D ITEM: DEPOT O/H & MAINTENANCE KITS	G ASHORE AND AFLOAT	G ASHORE AND AFLOAT	H I/ASHORE	8 NON-CONSUMABLE; 2ND DEGREE ENGINE I-LEVEL
	F ITEM: MAINTENANCE KIT, PLACE AT O.F.H.L				
	B ITEM: IN BOTH DEPOT REPAIR & MAINT. KITS				
<b>M</b>	O MFR OR FAB AT UNIT LEVEL	H I/ASHORE	H I/ASHORE	K DLR; CONTRACTOR FACILITY	9 NON-CONSUMABLE; 3RD DEGREE ENGINE I-LEVEL
	F MFR OR FAB AT INTERMEDIATE/DS LEVEL				
	H MFR OR FAB AT INTERMEDIATE/GS LEVEL				
	L MFR OR FAB AT SPECIALIZED REPAIR ACTIVITY (SRA)				
	G MFR OR FAB AT BOTH AFLOAT AND ASHORE				
	D MFR OR FAB AT DEPOT MAINTENANCE LEVEL				
<b>A</b>	O ITEM: ASSEMBLED AT ORG/UNIT	L INTERMEDIATE SRA	D DEPOT	D DLR; CONDEMN OR DISPOSE AT DEPOT	P PROGRESSIVE MAINTENANCE
	F ITEM: ASSEMBLED AT INTERMEDIATE LEVEL - AFLOAT				
	H ITEM: ASSEMBLED AT INTERMEDIATE LEVEL - ASHORE				
	L ITEM: ASSEMBLED AT SRA				
	G ITEM: ASSEMBLED AFLOAT OR ASHORE				
	D ITEM: ASSEMBLED AT DEPOT MAINTENANCE LEVEL				
<b>X</b>	A ITEM: REQUISITION NEXT HIGHER ASSEMBLY	D DEPOT	Z NON-REPAIRABLE	Z NON-REPAIRABLE	R GOLD DISC REPAIR
	B ITEM: NOT PROCURED OR STOCKED. AVAILABLE THRU SALVAGE. REQ. BY CAGE/PART NUMBER				
	C INSTALLATION DRAWING, DIAGRAM, INSTRUCTION SHEET. IDENTIFY BY CAGE/PART NUMBER				
	D NON-STOCKED. OBTAIN VIA LOCAL PURCHASE				
		Z REF ONLY	B RECONDITION	A NON-REPAIRABLE BUT REQUIRES SPECIAL HANDLING	T TRAINING DEVICES

Figure 3-3.--SM&R Coding reference Chart.

(3) After the requisition has been submitted, a YE1 will be entered in R-Supply with the Batch Identification Number from One Touch.

(a) Requests for stock numbered material assigned an AAC of L with no unit price will be ordered via a Part Number Message. Upon receiving

a cancellation status, that requirement with substantiating cancellation paperwork will be forwarded to CAS.

(4) Part Number Requisition input. Part number requisitions will not be released on the outgoing external, instead, they will be directly input into One Touch. This function integrates standard MILSTRIP (A0A/1) and exception MILSTRIP (A0E/5) requisitions for direct requisitioning line to specific Point of Entry (POE) and from different source of supply such as NRP, GSA and SMS.

(a) On the requisition input screen, enter either the NSN or NIIN. If the NSN or NIIN is not available, enter the Part number and corresponding CAGE code. After hitting the enter key or clicking the submit button, if your criteria matches any DLIS and NRP technical information, it will take you to the MILSTRIP template screen. Populate all mandatory 80 card column MILSTRIP data fields. Certify the financial obligation block and click on submit.

**NOTE:** OTS does not reroute any MILSTRIP documents to the RIC To/Supply Source. All requisitions are sent directly to the Defense Logistics Agency Transaction Services (DLATS). Once at DLATS, the requisitions fall totally under DLA's rules and validation criteria. All Service Code N, R or V must use NRP as the RI-To unless otherwise justified and documented.

ONE TOUCH SUPPORT  
a U.S. government web site

Welcome MALIS, TITO C Home View Profile Help Feedback Sign Out

ADMINISTRATION | ASSET VISIBILITY | REQUISITION TRACKING | **(1) MILSTRIP FUNCTIONS** | BATCH TRANSACTIONS | ALL TRANSACTIONS

Enter a NIIN, NSN, or Requisition Number to search for: Enter search text SEARCH

**Requisition Input** \*\*\*

Requisition Input (2)  
MILSTRIP Template  
MILSTRIP Upload  
Requisition Audit

requisition input instructions

1. Click on "MILSTRIP FUNCTIONS"  
2. Select "Requisition Input"  
3. Enter Part Number  
4. Type in the CAGE code if there's any. Otherwise, leave it blank.

NSN/NIIN

Part #

CAGE

**\*\*\* For the aviation aircraft peculiar items and support equipment, NEVER use nor enter the NICN in the NSN/NIIN field.**

Submit

Figure 3-4.--One Touch Requisition Input.

ONE TOUCH SUPPORT  
a U.S. government web site

(1) Welcome MALIG, TITO C Home View Profile Help Feedback Sign Out

(2)

ADMINISTRATION | ASSET TRACKING | REQUISITION TRACKING | MILSTRIP FUNCTIONS | BATCH TRANSACTIONS | ALL TRANSACTIONS

Enter a NIIN, NSN, or Requisition Number: \*\*\* Enter search text SEARCH

return to [Requisition Input](#)

### Intermediate Search Results

FSC	NIIN	COG	UI	CAGE	Description	STD
<input checked="" type="radio"/>	None of the below - use CAGE/Part #: 901-083-583-101	(1)				
<input type="radio"/>	0000	LLHPQZ996	1R	EA	TUBE ASSY,METALLIC	\$0.99

1. Click on "MILSTRIP FUNCTIONS"

2. Select "Requisition Input"

3. Enter Part Number

4. Type in the CAGE code if there's any. Otherwise, leave it blank.

\*\*\* For the aviation aircraft peculiar items and support equipment, NEVER use nor the NICN in the NSN/NIIN field.

\*\*\*Never select or click on the "LL" or NICN radio button!

1. Select or click on radio button "None of the below- use CAGE/Part #..."

2. Click on "Requisition Item"

Conduct Asset Search Requisition Item Export Results

(2)

Figure 3-4.--One Touch Requisition Input, Continued.

### Complete Requisition Input

requisition input instructions

(4) Submit

(3) ☒ I certify that an obligation has been properly recorded in the appropriate financial system of record commands specified by the MILSTRIP record(s).

hide detail mode

(1) Document ID \* A0E [\[magnifying glass\]](#) [\[Tip: Select the magnifying glass lookup icon next to a corresponding data row to see a list of valid codes for that field. From there you'll be presented with the details of each code, and you simply need to select one to continue.\]](#)

Routing ID \* NRP [\[magnifying glass\]](#) NAVSUP WEAPON SYSTEMS SUPPORT 700 ROBBINS AVENUE PHILADELPHIA

Media & Status \* S [\[magnifying glass\]](#) 100% Supply and Shipment Status to Requisitioner by AUTODIN

Reference # \* 901-083-583-101 [\[magnifying glass\]](#) NOMEN: 901-083-583-101

Unit of Issue \* EA [\[magnifying glass\]](#) Each

Quantity \* 00001 [\[magnifying glass\]](#)

UIC \* V09167 [\[magnifying glass\]](#)

Julian \* 6146 [\[magnifying glass\]](#)

Serial \* TEST [\[magnifying glass\]](#)

Demand/Suffix \* R [\[magnifying glass\]](#) Recurring Demand

Supp Address \* Y1234 [\[magnifying glass\]](#)

Signal \* A [\[magnifying glass\]](#) Material is to be Shipped to Requisitioner, and Billed to Requisitioner

Fund \* 7L [\[magnifying glass\]](#)

Distribution \* [\[magnifying glass\]](#)

COG \* 1R [\[magnifying glass\]](#) Naval Inventory Control Point Philadelphia (NAVICP PHIL) - Aeronautical,

Project \* AK7 [\[magnifying glass\]](#) A: Aircraft/ground support equipment when the support equipment readiness

Priority \* 03 [\[magnifying glass\]](#) Unable to Perform Mission - Currently IN-Conus, Deploying prior to D+30

RDD \* 99 [\[magnifying glass\]](#)

Advice \* 2A [\[magnifying glass\]](#) Item is not locally obtainable through manufacture, fabrication or procurement.

DRR \* [\[magnifying glass\]](#)

Other \* [\[magnifying glass\]](#)

A05= For Overseas Shipment with exception Data.

A0E= For Domestic Shipment with Exception data

Complete the MILSTRIP TEMPLATE by filling in all mandatory data fields with (\*). (1) A0E and A05 are the only two DOCIDs to choose from by clicking on the magnifying glass for this type of requirement. The values contained in COG dropdown list will be (2) 1R (WSS-PHIL) for aviation and 1H (NAVICP-MECH) for maritime requirements. Certify the (3) financial obligation block and click (4) "Submit" to take you to the next screen to enter additional exception data.

Figure 3-4.--One Touch Requisition Input, Continued.

YRZ Part Number Aviation Exception Data — (Requisition Document #V09167-6146-TEST)

submit cancel

(1)

Part Number 901-083-583-101 (max 64 characters)

CAGE 77272 (max 5 characters) (verify cage)

Nomen TUBE ASSY,METALLIC (max 40 characters)

SM&R MGOZZ (max 6 characters)

Type Aircraft/SE End Item V-22 (max 55 characters)

BUNO or Serial Number 123456 (length: 6-10 characters)

Tech Pub NAVAIR-123-12C (max 51 characters)

Page 11 (max 10 characters)

Figure 7A (max 10 characters)

Est Cost 100 (max 10 characters; No dollar signs, commas, or periods. Example: 35=\$35)

Remarks TEST ONLY. (max 160 characters)

Secondary POC E-mail john.doe@usmc.mil (max 40 characters)

Next Higher Assembly NSN or Part Number 5810-01-123-4567 (max 64 characters)

Ensure all fields are filled in appropriately by providing as much detailed information as necessary. Click (1) "Submit" to send this transaction to NRP via DLATS.

Figure 3-4.--One Touch Requisition Input, Continued.

(b) After the requisition has been submitted, BD status will be loaded and a YE1 will be entered in R-Supply with the Batch Identification Number from One Touch.

1. Requests for stock numbered material assigned an AAC of L with no unit price will be ordered via a Part Number Message.

2. If a cancellation status, that requirement with substantiating cancellation paperwork, will be forwarded to CAS.

c. Technical Directive (TD) Kit Requisitions. 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 <https://www.navair.navy.mil/logistics/deckplate/index.html> website. After the requisition has been submitted, BD status will be loaded and a YE1 will be entered in R-Supply.

8. Process Database Reconciliation. 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. Current and prior reports will be retained. Detailed procedures are outlined in appendix L.

a. Reconciliation Reports. The following reports will be completed and maintained by TRS as a result of the NSN analysis portion of the R-Supply/ NALCOMIS reconciliation.

(1) N6R60655 - COG/MCC not on NALCOMIS.

- (2) N6R60670 - Supply NIINs not on NALCOMIS repairables/consumables.
- (3) N6R60676 - Supply NIINs added to NALCOMIS.
- (4) N6R606050 - NSN Records with no COG symbol.
- (5) N6R60651 - NSN Records assigned repairable COG with blank MCC.
- (6) N6R60652 - NSN Records with repairable COG/MCC but no FGC assigned.

b. Reconciliation ADHOC. 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 utility tool.

9. Process Stock Control Review Listing. 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 transactions on the report which are applicable to the MRF and SIR, will be reviewed daily and appropriate action will be taken. The report will be annotated with action taken if required and signed and dated by the individual conducting the review. The report will be reviewed and signed by the OIC/SNCOIC to ensure accuracy and completeness. The report will be retained for the current and four prior days. Detailed procedures for required actions are contained in appendix C.

**NOTE:** Only one report is required to be maintained for OMD.

10. Contingency operations. During times of system non-availability, TRS will be the Point of Entry (POE) for all requisitions. TRS will perform technical research as prescribed above. Upon completion of technical research TRS will forward the requisition to the appropriate division for issue. Upon system restoration, the TRS will back-fit any consumable requisitions that were NIS/NC.

a. Repairable requisitions will be forwarded to WCB after technical research is conducted by TRS.

b. Detailed procedures can be found in appendix AD.

11. Maintain an R-Supply Master Stock Status and Locator Listing (MSSLL) and access to FEDLOG

a. The MSSLL provides NIIN/location cross reference for use during periods of system non-availability. The MSSLL will be requested monthly by SMD/SAA and stored electronically on the sharedrive or removable media for each division to access. A MSSLL will also be printed quarterly by TRS, in the event of system non-availability. TRS will ensure access to the current month's electronic MSSLL listing via sharedrive/removable media.

b. FEDLOG, downloaded and maintained by the SAA, will be used as the means to cross part numbers to stock numbers when processing requisitions during periods of system non-availability.

12. Review and Maintain the Local Management Code (LMC) and the Automatic Reorder Restriction Code (ARRC) Letter and Listing. TRS will review and maintain the LMC and the ARRC letter as well as a listing, which identifies

LMCs and ARRCs assigned to each Stock Item Record applicable to OMD, to ensure LMCs and ARRCs are accurately assigned.

a. Quarterly, SMD will initiate, coordinate and be responsible for dispersing a copy of the LMC/ARRC lists and LMC/ARRC letter for review. Once review is complete, TRS will return the LMC/ARRC list to SMD with updates annotated as necessary.

b. TRS will produce an ADHOC/SQL of all Stock Item Records pertaining to OMD as follows:

(1) LMC: Utilized for any items on the stock item table managed by OMD [e.g., TL (Tools), IM (IMRL), FE (Flight Equipment)].

(2) ARRC: Only required for OMDs that have stock item records in R-Supply (e.g., Safety Boots and Coveralls).

c. TRS will review the listing to determine the following:

(1) Is the current LMC/ARRC assigned still required?

(2) Is the current LMC/ARRC assigned still valid? Validation is conducted in both R-Supply and the external system to ensure accuracy of information.

d. TRS will update any required information as applicable and delete any LMC/ARRC that is no longer valid/necessary. Only the current letter and listing will be retained.

Reports and files Required for Performance of Duties, TRS			
Report name	Frequency	Retention	Reference
1. Tech Edit Sheets	Reconciled Weekly	Current	3111.3.b
N6R60655 - COG/MCC not on NALCOMIS.  N6R60670 - Supply NIINs not on NALCOMIS repairables/consumables.  N6R60676 - Supply NIINs added to NALCOMIS.  2. N6R606050 - NSN Records with no COG symbol.  N6R60651 - NSN Records assigned repairable COG with blank MCC.  N6R60652 - NSN Records with repairable COG/MCC but no FGC.  Reconciliation ADHOC	Monthly	Current	3111.8
3. Stock Control Review Listing, R-Supply	Daily	One Week (Current & Four Prior)	3111.9 appendix C
4. Maintain a Master Stock Status and Locator Listing (JSL322)	Monthly (electronic) Quarterly (printed)	Current	3111.11
5. LMC/ARRC Listing and Letter	Quarterly	Current	3111.12

Table 3-1.--Reports required for performance of duties, TRS.



## CHAPTER 3

## SECTION 1: CUSTOMER RECONCILIATION BRANCH (CRB)

## PART B: EXPEDITOR RECONCILIATION SECTION (ERS)

3120. General

1. Responsibilities. ERS is responsible for the internal and external reconciliation, monitoring and expediting of all IPG I (non-critical), IPG II & III DTO Requisitions (with the exception of PEB).

2. Duties

a. ERS will perform the following duties:

- (1) Maintain a Pending Data Entry File (PDEF).
- (2) Generate a Monthly Reconciliation Schedule.
- (3) Maintain a R-Supply Suspended Transaction Report.
- (4) Maintain a Stock Control Review Listing.
- (5) Maintain a NALCOMIS Interface Report.
- (6) Coordinate and perform DTO Requisition Reconciliations with the customer.
- (7) Initiate and monitor requisition actions resulting from DTO requisition reconciliation with the customer.
- (8) Maintain Reconciliation Files.
- (9) Conduct External Material Obligation Validations (MOVs).
- (10) Perform R-Supply/NALCOMIS Reconciliation (DRAWDOWN).

3121. Procedures

1. Maintain a Pending Data Entry File (PDEF). 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. Generate a Monthly Reconciliation Schedule. ERS will coordinate with all customers to generate a monthly reconciliation schedule. The schedule should be in the form of a calendar and visibly show which customer will be reconciling and at what time. An example of this is found in figure 3-5.

January 2018						
						NAVMC 4400.177
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
*SQUADRONS WILL RECONCILE THE IPG1 NMCS/PMCS, THE AMSR AND OOMA DAILY*	1  400s, 500s	2  600s	3  700s	4  800s	5  900s	6
7	8  400s, 500s	9  600s	10  700s	11  800s	12  900s	13
14	15  400s, 500s	16  600s	17  700s	18  800s	19  900s	20
21	22  400s, 500s	23  600s	24  700s	25  800s	26  900s	27
28	29  400s, 500s	30  600s	31  700s	1  800s	2  900s	*SQUADRON MONTHLY REPORTS WILL BE RECONCILED ON THE LAST WORK DAY OF EACH MONTH*
	400s 0700 - 1100 500s 1300 - 1500	600s 0700 - 1100	700s 0700 - 1100	800s 0700 - 1100	900s 0700 - 1100	

Figure 3-5.--Monthly Reconciliation Schedule.

3. Maintain an R-Supply Suspended Transaction Report. ERS will be required to correct requisition and status related transactions for DTO's on the R-Supply Suspended Transaction Report. The Suspended Transaction Report is generated daily as a result of routine processing by the SAA. The current and four prior reports will be retained. Detailed procedures for correcting these records are contained in appendix J.

4. Maintain a Stock Control Review Listing. The Stock Control Review Listing is produced daily for review of transactions posting to R-Supply. ERS will review DTO records cancelled in suspense and incoming status. 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. The current and four prior reports will be retained. Only one report is required to be maintained by OMD. For detailed procedures on how to work the SCRL, see appendix C.

5. Maintain a NALCOMIS Interface Report. There are two types of unprocessed interface records:

a. NALCOMIS to R-Supply (Outgoing Records): Outgoing Records are those created in NALCOMIS 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.

b. R-Supply to NALCOMIS (Incoming Error Records): Incoming error records are those created in R-Supply sent to NALCOMIS and they could not be processed. These records appear on the Online Incoming/Outgoing Interface Reports of NALCOMIS.

c. These records will be reviewed and corrected daily. Current and four prior reports will be retained. Detailed procedures for correcting these records are contained in appendix J.

6. Coordinate and perform DTO Requisition Reconciliations with the customer

a. ERS is responsible for the internal reconciliation, monitoring and expediting of all IPG I (non-critical), IPG II and III DTO requisitions (with the exception of PEB). ERS will monitor and conduct requisition reconciliations for all customers.

b. Reconciliation Aids. ERS has several programs available to produce reconciliation listings:

- (1) ADHOC - Utility program against NALCOMIS and R-Supply tables.
- (2) JSL311 - R-Supply Material Obligation Validation.
- (3) J62500 - NALCOMIS Outstanding Material Requirements Report.

**NOTE:** Due to the almost limitless selection and sequencing capabilities of the above programs, ERS must experiment with each program's options and determine which program will provide the most useful tool for conducting reconciliations. The NALCOMIS Outstanding Material Requirements Report (OMRR) is generally the most user friendly to run; however, the R-Supply requisition aid is the best report for reconciling with customers when validating requirements and ensuring items that are no longer required are researched. No matter which program is used to generate reconciliation listings, ERS will ensure at least two copies of the listing are printed so both ERS and the customer have a copy of the listing.

c. Timeframe for reconciliation. ERS will schedule, monitor and conduct requisition reconciliations with all customers external to the ASD monthly.

(1) Monthly - IPG I (non-critical), IPG II & III, Priorities 4-15, Routine Requisition

(a) ERS will coordinate with all customers and create a reconciliation schedule to reconcile all IPG I (non-critical) and IPG II & III outstanding DTO requisitions. This will include but not limited to Flight Equipment requisitions in ASKIT (UFO With/Without Status), IMRL, TBA, EAF, Weather, MACS, ADP, as well as organization and intermediate requisitions. ERS will utilize the OMRR, R-Supply reconciliation aids, or

alternate database/ADHOC as the standard requisition aid to conduct reconciliations. The UFO printout will include proper annotations and the squadron's Flight Equipment Manager signature showing the reconciliation was completed.

(b) Reconciliations will be conducted jointly by a member of ERS and a representative of the unit being reconciled. Each requisition on the listing will be validated to ensure the requirement is still valid and has not yet been received. If the customer shows an outstanding requirement, which is not on the listing, the ERS 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 ERS representative will take appropriate measures to establish the record in R-Supply.

(c) If the requisition is not in NALCOMIS, but outstanding in R-Supply; ERS 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, ERS and the customer will sign the listing certifying all the outstanding requisitions are valid and all other annotations are accurate.

7. Initiate and monitor requisition actions resulting from DTO Requisition Reconciliation with the customer. After ERS has conducted the reconciliation, they are responsible for ensuring the appropriate requisition action is taken (e.g., receipt, cancellation, follow-up, etc.). This is accomplished based upon whether the user has received the material, no longer require the material or still requires the material.

a. Follow Up Action

(1) Material received in R-Supply/NALCOMIS/ASKIT. If the customer indicated the material was received, ERS must verify if the material was received from the supply system.

(a) Material received from the Supply System. ERS will process the receipt in NALCOMIS/ASKIT. ERS will print the Requisition Screen in NALCOMIS/ASKIT and annotate as complete during the reconciliation and forward the print screen to the appropriate division/section for scanning into the Image Retrieval System (IRS) database or filing into the CTF.

(b) 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. A message will be loaded in the remarks box as to why the cancellation request is being submitted.

(2) Material no longer required in R-Supply/NALCOMIS/ASKIT. When the customer no longer requires material (consumables), ERS will request cancellation of the requisition. All repairable material no longer required will be forwarded to WCB for cancellation. Document Identifier AC1 is used to request cancellation. An information message will be entered into the remarks box stating why the material is no longer required in accordance with appendix K.

(3) Material still required. When the customer still requires the material, ERS will review the status of the requisition and, if necessary, send the appropriate follow-up in accordance with appendix K.

b. Incoming Status. Incoming status is processed in two forms, Batch and Interactive.

(1) Batch Processing. When status is received via One Touch, the SAA will schedule an R-Supply Batch Job to load the incoming status.

(2) Interactive processing for R-Supply/NALCOMIS/ASKIT. Status received via online systems (e.g., One Touch, FedMall, etc.) or telephone will be processed via the appropriate system (e.g., ASKIT, R-Supply or NALCOMIS). If R-Supply is unavailable, ERS 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. ERS will input any updated Flight Equipment status directly into ASKIT.

8. Maintain Reconciliation Files. ERS will maintain a Completed Reconciliation File. Reports included in this file are as follows:

a. Customer Reconciliation File. This file will contain the signed original reconciliation listing used to reconcile customer requisitions by IPG in accordance with appendix K. A representative from ERS and the customer will sign the annotated report. During periods of non-availability (e.g., local and OCONUS deployments), correspondence from the customer is also accepted, stating the reason why the reconciliation was not conducted face-to-face. All requisition actions taken as a result of the reconciliation will be annotated on this listing. ERS will reconcile monthly, current and prior reports will be retained. A separate file will be maintained for each customer, refer to table 3-2 for retention.

b. Requisitions with no Estimated Ship Date (ESD). Weekly, run a listing or ADHOC equivalent showing all outstanding requisitions with no ESD. For the process of ordering this requisition listing in R-Supply, see appendix K, paragraph 5a. Annotations are only required for those items requiring action. Current and prior reports will be maintained.

c. Requisitions with expired ESD. Weekly, run a listing or ADHOC equivalent showing all outstanding requisitions with an ESD that has expired. For the process of ordering this requisition listing in R-Supply, see appendix K, paragraph 5b. Current and prior reports will be maintained.

d. Request for Cancellation / Cancellation Follow-up (AC/AK). Weekly, ERS 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. ERS will review all records on this report and initiate the action described in appendix K.

e. Process requisitions with Overage Shipment Status (AS/AU/AB1). Twice a month, ERS will identify and process requisitions with Overage Shipment Status. The current and prior reports will be maintained. ERS will review all records on this report and initiate action as described in appendix K, paragraph 10g(3). ERS will forward overage DTO requisitions identified as Lost in Shipment (LIS) along with all research conducted to WCB for the processing of an SDR. ERS will notify the customer to reorder LIS consumable DTO requisitions. WCB will assist ERS with the reorder process for LIS repairable DTO requisitions.

f. Weekly, ERS will run a listing in ASKIT of UFOs with status. ERS will work outstanding requirements with an expired or No ESD greater than 3 days, as well as items with overage shipping status and items pending cancellation. ERS will review all records on this report and initiate action as described in appendix K. Current and prior reports will be maintained.

g. Correct requisitions with No Status. Daily, ERS will run a No Status Requisition Listing (JSL311) in R-Supply to produce a listing of all DTO requisitions with no status, with days plus set to 5, as well as a Un-Filled Orders (UFO) without status in ASKIT. ERS will review all records on this report and initiate the action described in appendix K. The current and prior reports will be maintained.

**NOTE:** Any Tools procured via NALCOMIS will be reconciled by ERS.

h. Correct requisitions with Exception DRB. Daily, ERS will review and process Tool, IMRL, FE, TBA and Non-Standard Procurement requisitions in R-Supply with Exception DRBs. Procedures for processing requisitions with Exception DRBs are described in appendix K.

9. Conduct External Material Obligation Validations (MOVs). 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. ANIs are received through One Touch and batched by UIC. Quarterly, ERS 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.

a. Post MOV. ERS will respond to all DTO requisitions (to include, IMRL, Tool, Flight Equipment, Custodial (TBA), and PEB). ERS is also required to work the post MOV and take action on requisitions that appear on this report. Records appearing on the post MOV will be worked in accordance appendix K. MOV will be conducted in accordance with appendix E. ERS is required to retain current and prior quarterly MOV and post MOV reports.

10. Perform R-Supply/NALCOMIS Reconciliation (DRAWDOWNS). 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 L of this Manual. As a result of the DTO Reconciliation portion of this reconciliation, ERS will take the action prescribed in appendix L to correct DTO requisitions on these reports. Repairable DTO requisitions, which appear on the Supply DTO Requisitions not on NALCOMIS Report, will be corrected via coordination with WMD. The current and prior report will be maintained.

Reports and files Required for Performance of Duties, ERS			
Report name	Frequency	Retention	Reference
1. Reconciliation Schedule	Monthly	Current & Prior	3121.2
2. Suspended Transaction Listing	Daily	One Week (current & four prior)	3121.3
3. Stock Control Review Listing	Daily	One Week (current & four prior)	3121.4
4. NALCOMIS Interface Listing	Daily	One Week (current & four prior)	3121.5
5. Customer Reconciliation File (IPG-I Non Critical and IPG-II and IPG-III)	Monthly	Current & Prior	3121.8.a
6. Requisition Listing with no ESD	Weekly	Current & Prior	3121.8.b
7. Requisition Listing with Expired ESD	Weekly	Current & Prior	3121.8.c
8. Requisition Listing AC/AK Status	Weekly	Current & Prior	3121.8.d
9. Requisition Listing with Overage Shipping	Twice Monthly	Current & Prior	3121.8.e
10. ASKIT Report	Weekly	Current & Prior	3121.8.f
11. No Status Report	Daily	Current & Prior	3121.8.g
12. External MOV	Quarterly	Current & Prior	3121.9
13. Post MOV	Quarterly	Current & Prior	3121.9.a
14. R-Supply/NALCOMIS Reconciliation	Monthly	Current & Prior	3121.10

Table 3-2.--Reports required for performance of duties, ERS.

## CHAPTER 3

## SECTION 1: CUSTOMER RECONCILIATION BRANCH (CRB)

## PART C: READINESS SECTION (RS)

3130. General

1. Responsibilities. RS is responsible for the internal and external reconciliation, monitoring, and expediting of all IPG I (Critical) DTO Requisitions.

2. Duties

a. RS will perform the following duties.

- (1) Maintain a Pending Data Entry File (PDEF).
- (2) Upload Supply Status and Remarks AMSRR.
- (3) Coordinate and Perform IPG I, Priorities 1-3, Critical Requisitions Reconciliation and Follow up Actions.
- (4) Review and Expedite, Expeditious Repair (EXREP) Broad Arrow/Test Bench Out of Service (TBOS) Components associated with IPG I, Priorities 1-3, Critical Requisitions.
- (5) Requisition Expediting.
- (6) Process, Review and Reconcile Offline Requisitions.
- (7) Conduct Requisition Rescreens for High Priority Material.
- (8) Maintain a Supply Assist Request file.

3131. Procedures

1. Maintain a Pending Data Entry File (PDEF). 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. Upload Supply Status and remarks on the AMSRR

a. Daily, RS will update supply status and remarks on the AMSRR. The purpose of the AMSRR is to report up-line the material readiness of aircraft currently under the cognizance of the Marine Corps. RS will utilize the web based program, AMSRR Web (<https://amsrrashore.csd.disa.mil/main>), to upload the NMCS/PMCS High Priority Requisition Report (J72400). RS will update all remarks on requisitions as required. Once supply status is updated, the current and 4 prior (daily) reports will be filed/maintained with the NMCS/PMCS High Priority Requisition Report.

**NOTE:** Requisitions with project code ZC8 will require a manual upload. Procedures for loading data from notepad to AMSRR are found in appendix K.



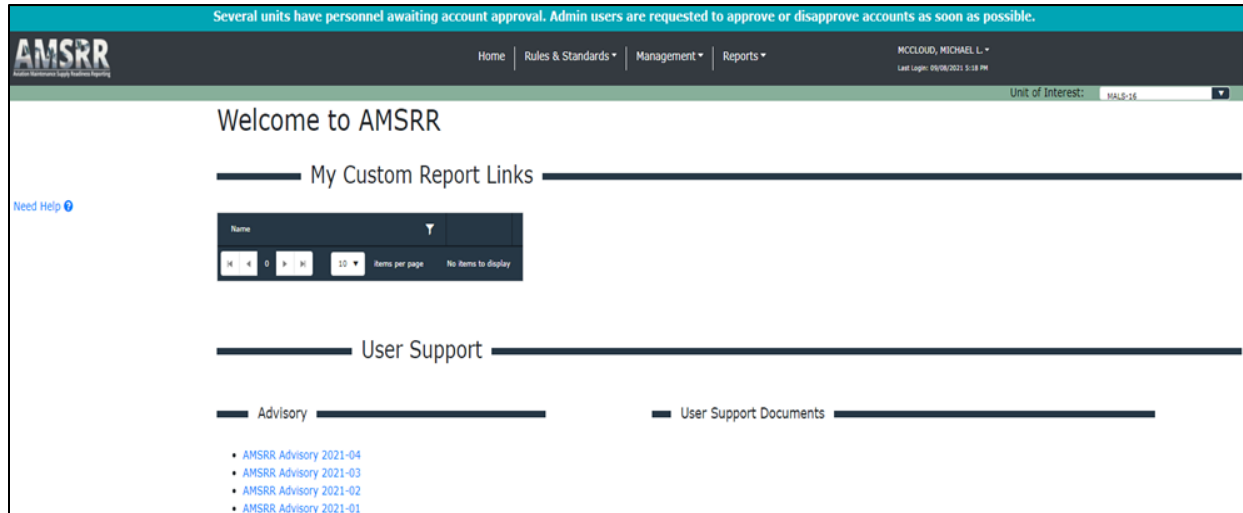


Figure 3-6.--NMCS/PMCS High Priority Report Upload.

(1) Requesting the NMCS/PMCS High Priority Report. Requisitions appearing on the AMSRR will be pulled from NALCOMIS. The following procedures will be followed to obtain this report:

- (a) In NALCOMIS: Reports > Supply > High Priority NMCS/PMCS
- (b) Select "ALL" Org Codes.
- (c) Select "706,707,730,756,757,AK0,AK7,Z9L,ZA9" Project Codes.

**NOTE:** Ensure to include site specific project codes that may apply.

- (d) Select "ORG, BuNo, DDSN" (in that order) for the Layout.

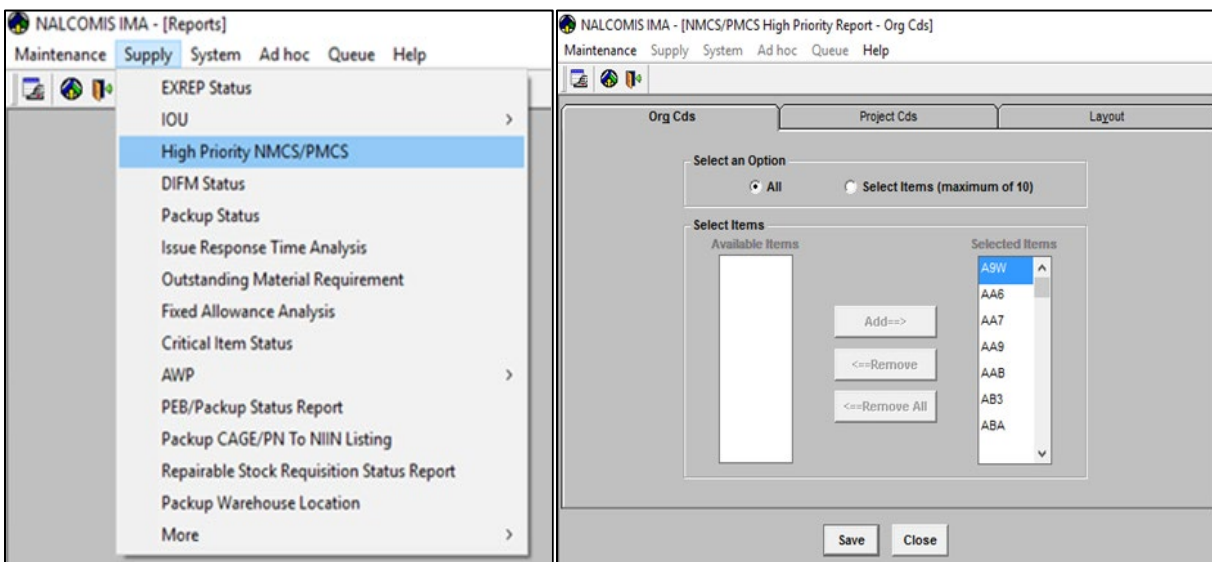


Figure 3-6.--NMCS/PMCS High Priority Report Upload, Continued.

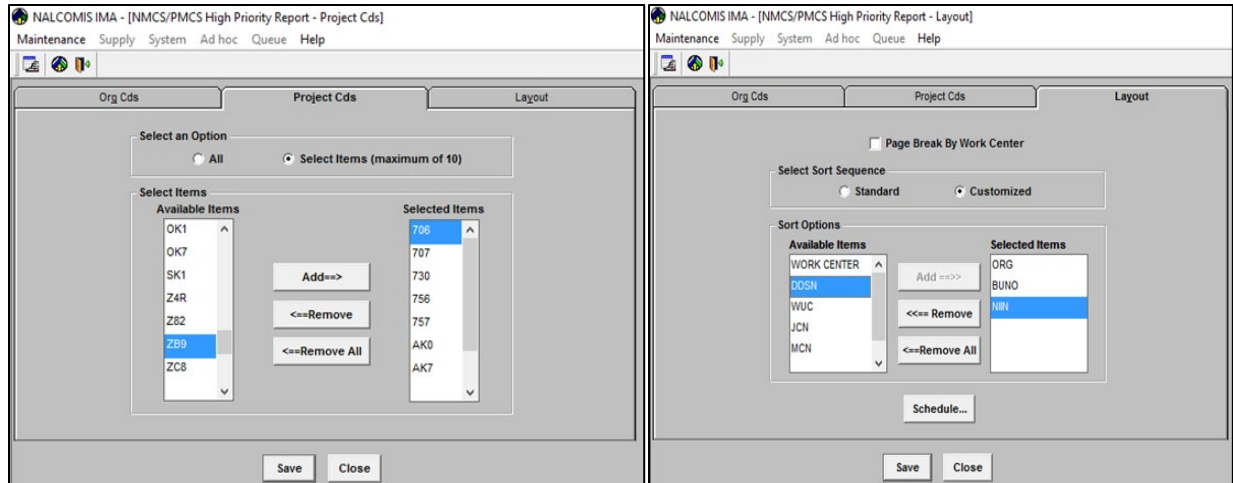


Figure 3-6.--NMCS/PMCS High Priority Report Upload, Continued.

(2) Exporting NMCS/PMCS Report. The NMCS/PMCS report will be exported from NALCOMIS daily for upload to the AMSRR website as follows:

- (a) In NALCOMIS: Reports > Queue > Job Requests
- (b) Double click on report requested.
- (c) Set status to 'Release' and click 'Apply'.
- (d) Click 'Yes' to submit batch process request.
- (e) Select any printer and set the copies to '0' then click 'OK.'
- (f) Take note of the BATCH REQUEST ID NUMBER and click 'No.'

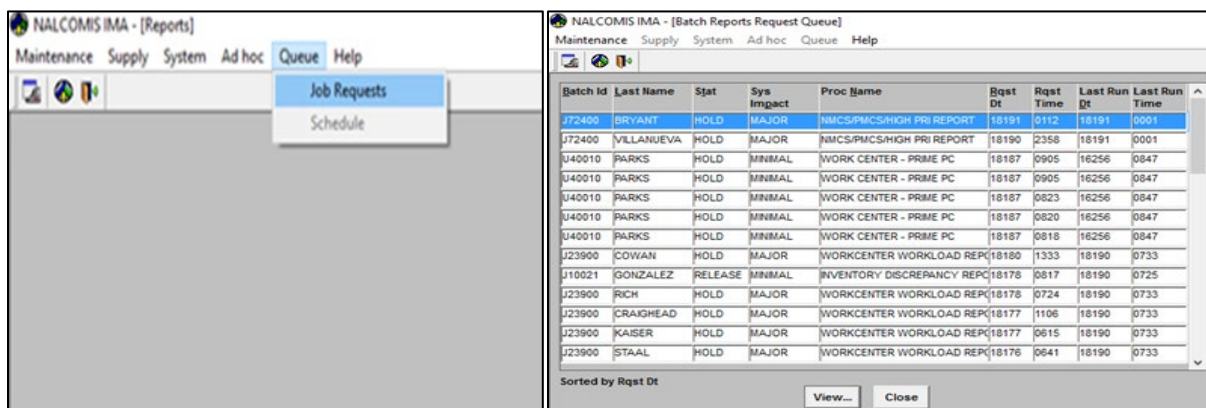


Figure 3-6.--NMCS/PMCS High Priority Report Upload, Continued.

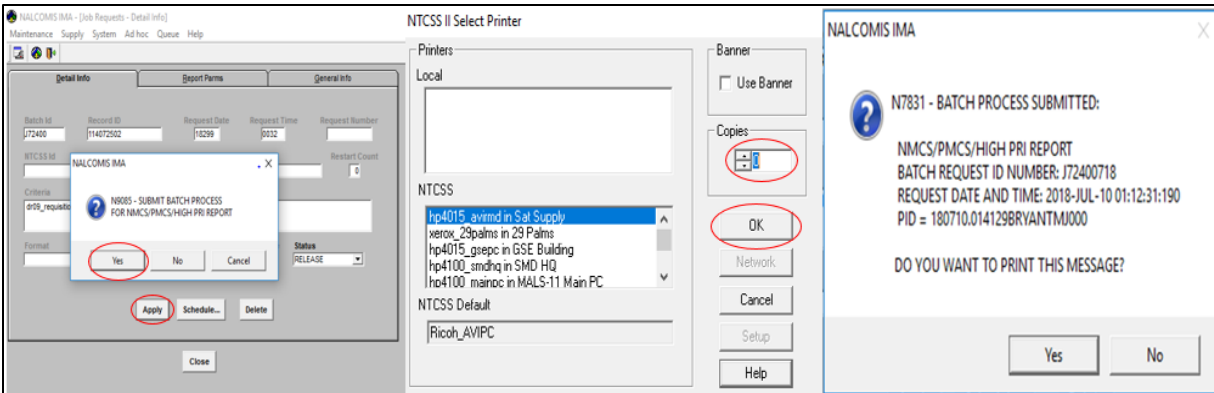


Figure 3-6.--NMCS/PMCS High Priority Report Upload, Continued.

(3) File transfer of NMCS/PMCS Report. The NMCS/PMCS report will be transferred from NALCOMIS to notepad daily for upload to the AMSRR website as follows:

- (a) In NALCOMIS: System > Utility > File Transfer.
- (b) Select 'Receive From Server'.
- (c) Ensure Drive is set to 'C:\Users\first.last\Desktop\'. .
- (d) Select 'Report' under Receive From Server.
- (e) Input Batch Job Number and click 'OK'.
- (f) Take note of the BATCH REQUEST ID NUMBER and click 'No'.

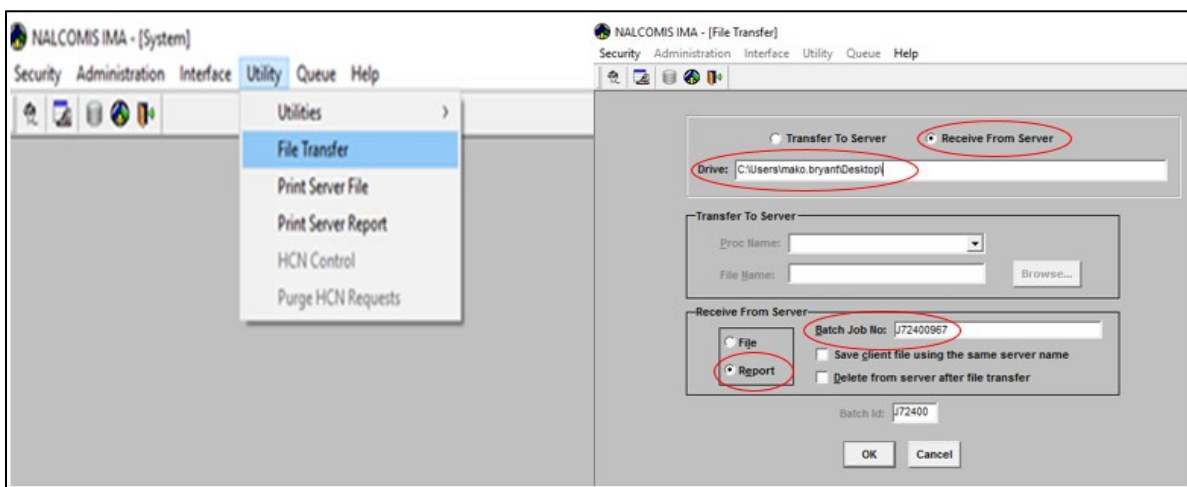


Figure 3-6.--NMCS/PMCS High Priority Report Upload, Continued.

(4) Format for upload to AMSRR website. Once the NMCS/PMCS report file is transferred, from NALCOMIS to notepad, the file will need to be formatted as follows:

- (a) Open file using Notepad.
- (b) Remove the following data from the report: suffixes (leave head doc only), ISSIP, INPRO, ISPEB, OSPEB, and the supply Org code section (e.g., GFZ, GHZ).
- (c) The report format must be maintained exactly (if not, it will not take once you attempt to input to the AMSRR).

829 UPLOAD - Notepad

File Edit Format View Help

SORT CRITERIA : ORG, BUND, SERNO, ALLN, P, Q, Y																		
P O																		

Figure 3-6.--NMCS/PMCS High Priority Report Upload, Continued.

- (d) In the AMSRR website: Select "Unit of Interest" Management> Discrepancies and Documents> Import NALCOMIS.
- (e) Click Select File and select the report you wish to upload.
- (f) Click 'Open' and then 'Submit'.
- (g) 'Upload History' should update indicating that the report was successfully uploaded.

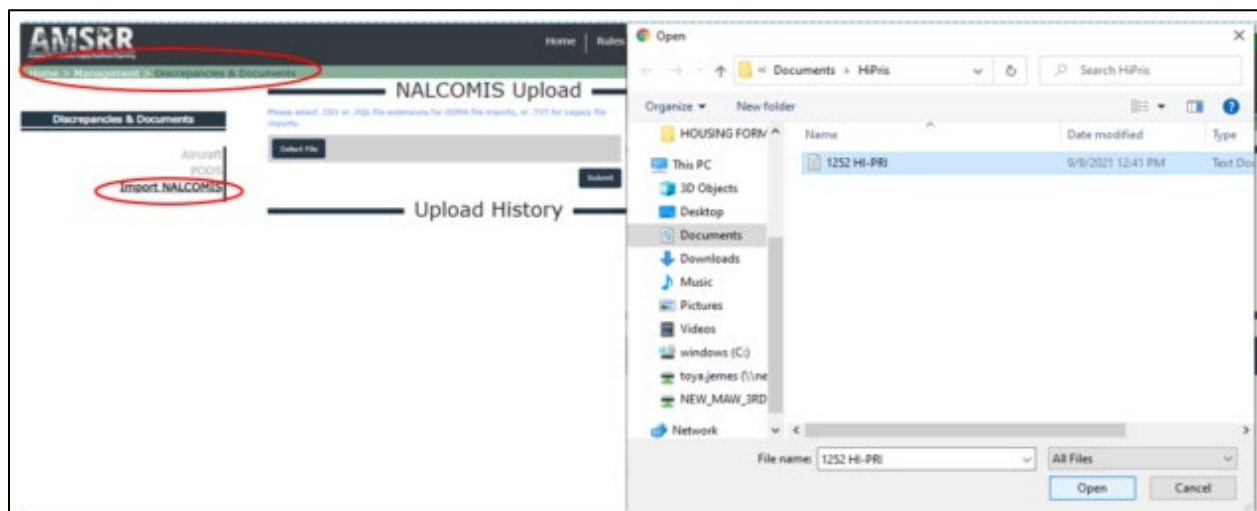


Figure 3-6.--NMCS/PMCS High Priority Report Upload, Continued.

## (5) Working the AMSRR

(a) Squadron discrepancies. Click 'Aircraft', then click on 'edit' for the requisition you want to update. Ensure that Estimated Shipping Dates (ESDs) are not expired. Update any notes that were changed or added when working the High Pri Report. Be aware that the screen will time out (ex.15 Minutes Remaining). To save changes, click the 'Save' button.

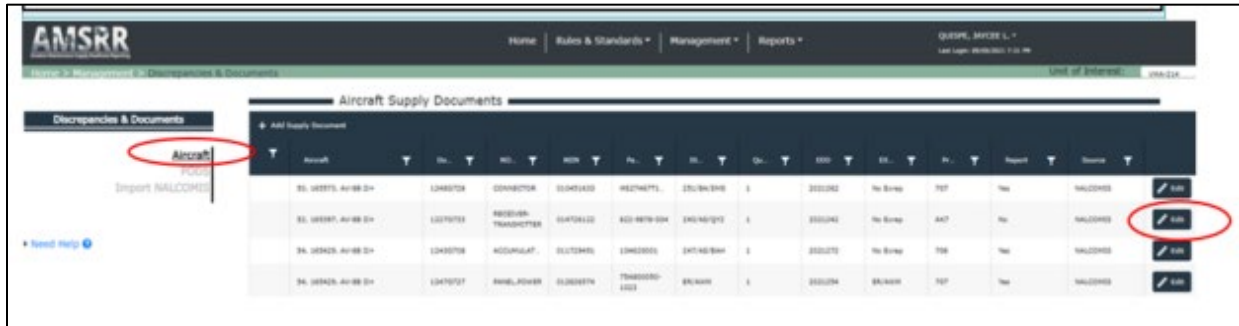


Figure 3-6 .--NMCS/PMCS High Priority Report Upload, Continued.

(b) Aircraft discrepancies. Input remarks and check each aircraft for COMPL/CANX statuses.

1. Adding Supply Discrepancies to Aircraft. Click the plus (+) under Aircraft Supply Documents and add the required information and click 'Save'.

2. BuNo Swap. Click the plus 'Edit' button next to the Supply Discrepancy, then click on the 'Aircraft' drop down box, select the Aircraft you wish to transfer the discrepancy to, and click 'Save'.

**Edit Supply Document**

Aircraft: NO. 145073, AV-8B D+  
 Parent Document: Select a Document  
 DocNum: 12480728  
 NOMEN: CONNECTOR  
 NIIN: 010451633  
 Exrep: No Exrep  
 JCN: GB6238287  
 WUC: 65X1100  
 MCN: 1G1ENLB

New Off Ship/Station Doc: Yes  
 Proj Code: 767  
 COG: 96  
 Part #: MS27467T19B115  
 Status: 251/BA/SMS  
 Tech Data: Tech Data  
 Remarks: (1252) AWAITING TRACKING  
 NALCOMIS Remarks: NALCOMIS Remarks...

Integrated Mission Systems Affected?

READY AV-8B MISSILE AND ROCKET SYSTEMS (S)	NO
READY AV-8B EXTERNAL FUEL SYSTEMS (C)	NO
READY AV-8B GUN SYSTEMS (F)	NO
READY AV-8B HIGH THREAT SURFACE TO AIR MISSILE (E)	NO
READY AV-8B DMC FLIGHT MISSION SYSTEMS (L)	NO
READY AV-8B SHIPBOARD AND EXPEDITIONARY SYSTEMS (D)	NO
READY AV-8B TACTICAL MISSION SITES (K)	NO
READY AV-8B TARGETING POD SYSTEMS (B)	NO
READY AV-8B WEAPONS SUSPENSION SYSTEMS (H)	NO

Quantity: 1  
 EDD: 2021382  
 Regn Status: No change code  
 Quantity Recv: 0  
 Recv/Comp Date: [Calendar Icon]

Save Cancel

Figure 3-6.--NMCS/PMCS High Priority Report Upload, Continued.

(6) Request the AMSRR Report. Once the NMCS/PMCS report has been properly formatted, upload will be executed as follows:

(a) In AMSRR website: Reports > Preformatted Reports > AMCR Reports > Unit(s) Selected for Report > Select your unit(s) > >Report Name > Select Daily Status/ NMC/PMC Report > Run/Save> Save.

(b) Save the AMSRR report (excel file).

**AMSRR**

Home | Rules & Standards | Management | **Reports**

Unit of Interest: VMFA-214

**Preformatted Reports**

AMCR Reports

Unit(s) Selected for Report

VMFA-1	VMFA-214	VMFA-122
VMFA-211		

Run / Save

Figure 3-6.--NMCS/PMCS High Priority Report Upload, Continued.

### 3. Coordinate and Perform IPG I, Priorities 1-3, Critical Requisitions Reconciliation and Follow Up Actions

a. RS is responsible for the internal reconciliation, monitoring and expediting of NMCS/PMCS DTO IPG I, Priorities 1-3, Critical Requisitions as well as Awaiting Parts (AWP) requirements appearing on the AMSRR. RS will schedule and conduct customer reconciliations for IPG I, Priorities 1-3, critical requisitions daily.

b. Reconciliation Aids. RS will utilize programs available to produce reconciliation listing.

- (1) ADHOC - Utility program against NALCOMIS/R-Supply tables
- (2) JSL311 - R-Supply Material Obligation Validation
- (3) J62500 - NALCOMIS Outstanding Material Requirements Report
- (4) High Priority Requisition Report
- (5) EXREP Status, Test Bench Out of Service (TBOS)/ Broad Arrow Report.

#### c. Time frame for Reconciliation

(1) RS will schedule and conduct IPG I, Priorities 1-3, Critical Requisitions: NMCS/PMCS, Anticipated NMCS, TBOS/Casualty Report (CASREP).

(2) Daily, RS will utilize the NALCOMIS NMCS/PMCS/High Priority Requisition Report and AMSRR to conduct reconciliation with each customer, ensuring items appearing on the high priority requisition report match those reported on the AMSRR. RS will make available one copy of the NMCS/PMCS High Priority Requisition Report for validation of requirements to all customers. RS will annotate the report, make appropriate NTCSS adjustments, and file the signed original High Priority Requisition report and AMSRR in the NMCS/PMCS High Priority Requisition Report File. Current and 4 prior annotated reports will be retained.

(3) Daily, RS will utilize the EXREP Status, Test Bench Out of Service (TBOS)/ Broad Arrow Report to conduct IPG I, Priorities 1-3, Critical Requisitions reconciliation with I-Level customer. RS will reconcile with the customer utilizing the applicable report produced by the customer. RS will annotate the report, make appropriate NTCSS adjustments, and file the signed original EXREP Status, Test Bench Out of Service (TBOS)/Broad Arrow Report in the NMCS/PMCS High Priority Requisition Report file. Current and prior annotated reports will be retained.

d. Post Reconciliation. Once RS has conducted the reconciliation, they are responsible for ensuring the appropriate requisition action (e.g., cancellation, follow-up, etc.) is accomplished based upon whether the customer has received the material or still requires the material. RS will coordinate with WCB for all requisitions identified by the customer as delivered. Refer to appendix K for proper follow-up procedures.

### 4. Review and Expedite, Expeditious Repair (EXREP) Broad Arrow/Test Bench Out of Service (TBOS) Components associated with IPG I, Priorities 1-3, Critical Requisitions



a. Daily, RS will use the NALCOMIS Reports Subsystem to request the Squadron EXREP Status Report. The report reflects Supply Officer Assets for the same FGC currently in the DIFM, all outstanding bit/piece parts for which a requisition was submitted/with no asset 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. Current and 4 prior annotated reports will be retained. 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) Contact Item Manager for Bit/Piece Parts as well as Components.
- (9) Local Technical Representatives (Boeing, Lockheed, Sikorsky, etc.).
- (10) Contact the Naval Depot (NADEP) Overhaul Activity for repair cycle of the Component.

5. Escalation of Requisition Expediting. Upon referral of a high priority requisitions, the following spreadsheet should be used to expedite off station requirements. The purpose of the following procedures are to ensure all supply and maintenance actions have been performed for NMCS requisitions that have no ESD or an extended ESD greater than 60 days.

**NOTE:** The 706/AK0 Tracker is only a tool that can be used and not a requirement for expediting.

- a. Enter all applicable information.
- b. Validate all supply actions (SA) have been taken (these steps are not required to be completed in sequential order), as follows:



[illegible]

Figure 3-7.--706/AK0 Tracker.

(1) Valid and Working (SA-1)

(a) Valid. Match appropriate part number to publication.

(b) Working. Validate the requisition is visible with valid supply status in all appropriate internal and external systems (NALCOMIS, R-Supply, One Touch & FedMall).

(2) Correct Quantity (SA-2). Verify the quantity on order does not exceed the UPA.

(3) Supply Status (SA-3). External system supply status (e.g., BB/BZ/BV/BD/etc.). Ensure internal and external system status match).

(4) EDD (Estimated Delivery Date) (SA-4). Input the system generated or externally given Estimated Shipping/Delivery Date (Retain E-mail's with improved ESD or EDD).

(5) Planner/Customer Account Specialist (CAS) Contacted (SA-5)

(a) Consumable

1. 1st level of correspondence, submit Supply Assist Request (SAR) IAW paragraph 3131.4g (2). Disposition from DLA should be received within 24 hours for initial response and each situation will dictate before following up with the site or weapon system specific CAS (If no correspondence has been received within 2 working days then follow up with appropriate personnel). See below process on how to initiate a SAR.

2. Next level- Deputy Weapons System Program Managers (T/M/S Specific).

(b) Repairable

1. 1st level of correspondence, contact Supply Planner/Item Manager (found via OTS) for assistance.

2. Next level- contact the Integrated Weapon Systems Team (T/M/S Specific).

(6) Search all substitutes (SA-6). Verify all substitutes and alternates have been checked (part number and NIIN), verified through internal/external systems, and deemed non-procurable.

**NOTE:** Sources for Subs/Alts are as follows: NALCOMIS, R-Supply, One Touch, FedMall, FEDLOG and Haystack GOLD.

(7) PEB/Phase & Other Kits (SA-7)

(a) Validate the requirement isn't stocked in any PEB or Phase Kit within the MAG.

(b) Validate this item is not part of another procurable TD or Maintenance Kit that it could be extracted from.

(8) Local Support Package (SA-8). Validate this is not stocked in any Local Packages.

(9) LatSup MALS (SA-9). Verify there are no assets available at any other MALS site.

(10) Restricted/Protected Stock (TYCOM) (SA-10)

(a) Consumable. Verify there is no protected stock through a FedMall Supportability Analysis Stock Out Report (SASOR). (These assets are requested through a DLA SAR).

(b) Repairable. Requested through Supply Planner/Item Manager.

(c) TYCOM Controlled Assets. Validate from appropriate TYCOM Representative that item is not available.

(11) NHA (SA-11). Verify if there is a Next Higher Assembly, and validate whether or not it is procurable.

(12) LatSup (Ship) (SA-12). Validate there are no assets aboard ship, through One Touch (OTS) and CNAL representatives.

(13) FSA (local & global) (SA-13). Validate the item isn't stocked in any Protected Packages.

(14) Salvage (SA-14)

(a) Validate this item is not available through any means of Salvage.

(b) Bone Yards or Stricken Aircraft.

(15) Production (SA-15). Validate this item is not available to be pulled from the production line.

(16) Open Purchase (SA-16). Validate whether part is available through open purchase.

**NOTE:** Used only for nonstandard items without an NSN assigned.

(17) Offline Inventory (SA-17)

(a) Validate whether this item is available through offline inventory means.

(b) Verify the last activity or end user to receive this item has installed the asset.

(c) Validate whether excess from FRC or NADEP is available.

(d) Check availability at Smart Offload Facility (Norfolk).

c. Verify all Maintenance Actions (MA) have been deemed as nonviable options (these items are not required to be completed in sequential order).

**NOTE:** This may require coordination from appropriate squadrons or work centers.

(1) Local Repair (MA-1). Can this be locally repaired?

(2) Depot Repair (MA-2). Can this be repaired at the depot?

(3) Local Manufacture (MA-3). Can this be locally manufactured, or manufactured by example?

(4) Depot Manufacture (MA-4). Can this be manufactured at the depot?

(5) Purchase and Modify (MA-5)

(a) If there were something relatively close to this item, could it be purchased and modified (e.g., sheet metal or cutting bolts to length)?

(b) What specifications/dimensions does this item need to meet?

(6) Low Cann Risk (MA-6)

(a) Can this be Canned?

(b) If yes, is it low risk or high risk?

(7) Cann Options Identified (MA-7)

(a) If there is an option for cannibalization, does the unit have appropriate aircraft to cannibalize from?

(b) Is a fleet cannibalization request possible?

(8) Reusable (MA-8)

(a) Can this item go back on the aircraft safely?

(b) If yes, is the asset still available (i.e., bolts and screws that usually last for a specific amount of time, but were changed for ease but didn't necessarily "NEED" to be changed)?

(9) Engineering Extension (MA-9)

(a) Can engineering extend the life of this item on the aircraft?

(b) Are there possibly new damage limits to the item?

(c) Can additional troubleshooting be done to keep the item on the aircraft?

d. Ensure all supply and maintenance actions have been annotated appropriately on the AK0/706 action tracker in accordance with the following legend:

(1) C=Checked (Not a viable option)

(2) S=Success (Option was utilized and worked)

(3) P=Pending (Option is awaiting correspondence)

(4) A=Available (Viable option, but not being utilized)

e. After all means of expediting have been exhausted, perform and incorporate Leadership Actions (LA) and elevate to your respective MAW ALD as needed. If requirement needs further elevation, Wing ALD will engage higher.

**NOTE:** All E-mail correspondence will be retained. After an attempt to contact, allow a maximum of 2 days before sending a follow up with same source. After 2nd attempt to source, send E-Mail traffic to an alternate POC or elevate to next level, with appropriate permission from chain of command.

f. When a follow-up action does not suffice, the following steps will be utilized, in conjunction with the 706/AK0 tracker, to expedite an urgent requirement:

(1) Requesting Lateral Support (LatSup). If a document with BB status is identified as being available for issue, OMD will contact the Item Manager/CASREP to BM the requisition to the supporting activity. Failure to follow proper procedure may result in the original document remaining outstanding at the original ICP and in future DL charges.

(2) Requesting DLA supply assistance/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. For DLA managed material (e.g., 9B, 3B cognizance), each MALS is assigned a Customer Account Specialist (CAS). The CAS is responsible for expediting material for their designated MALS.

(a) Supply Assist Requests will be submitted via the DLA Call Center or FedMall SAR Automated Process and a ticket will be assigned and

forwarded to the CAS for action. A YE1 will be loaded into R-Supply to show that a SAR was submitted and will include the following information:  
'SAR #8675309 submitted via FedMall 8/6/2018 by Sgt Marine'.

(b) 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. Priority Designator.
2. RDD.
3. Project Code.
4. Requisition status with unacceptable ESD.
5. Material/Component availability via surplus.

(c) 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).

(d) Supply Assist Request can be submitted at the following website: <https://www.fedmall.mil> utilizing the following menu path: Tools>DLA Orders> Requisition Customer Return Inquiry. Input steps are as follows:

1. Input requisition number and click submit.
2. Click on the requisition hyperlink.
3. Fill out required information and click submit.
4. Load a YE1 with pertinent information including the SAR number.
5. File SAR.

(e) CAS priorities are as follows:

1. Emergency: PD 01- Resolution within 2 days.
2. High: PD 02- Resolution within 4 days.
3. Medium: PD03- Resolution within 6 days.

(f) Supply Assist Requests can be submitted via FedMall, phone call to the Customer Information Center (CIC), or email to the CIC. SARs will have an interim response provided from DLA within 24 hours of receiving the ticket.

1. Example 1: 8/6/18: A request has been escalated to post awards to obtain status of the delinquent contract and provide an updated CDD. Updates to follow pending post award response from vendor.

2. Example 2: 9/1/18: Tracking information has been requested from the vendor, updates to follow pending response.

(g) Interim responses will be detailed information of what actions are being taken (from DLA). When follow up information is received from touch points (post awards, vendors, product specialist etc.), this information will be forwarded to the customer (MALS) within 24 hours.

(h) The following steps should be taken prior to submitting a SAR:

1. Check WEBVLIPS for the latest status of the requisition and which activity (NAVSUP or DLA) is the holding activity for your requisition.

2. Check FedMall Item Notes. If the note is less than 30 days old and delivery date is firm, recommend to continue to monitor FedMall for updates.

3. Submit only one SAR per NSN. List multiple requisitions (to include stock requisitions) in the text and clearly state what you are asking for (e.g., request for expedite, request updated item notes, request for tracking, etc.).

4. Keep track of which NSNs have already had SARs submitted recently to avoid submitting redundant SARs for the same item.

5. All SAR submissions regardless of priority need to have a mission impact statement to justify an expedite request. It is difficult to request and expedite without proper justification.

6. For urgent requirements such as AOG, Broad Arrow or Work Stoppage, include a thorough mission impact statement with aircraft tail/BuNo and the actual need no later than dates if possible.

a. Example 3: SINGLE DOWNER: THIS ITEM IS THE LAST REMAINING PART NEEDED FOR T/M/S CH-53E AOG BuNo # 456789. THIS AIRCRAFT IS SCHEDULED FOR UPCOMING DEPLOYMENT WITH 31ST MEU.

(i) Supply Assist Request file will be maintained manually or electronically, sorted in NIIN sequence and maintained for one year from the date of SAR closure.


(3) Requesting NAVSUP-WSS assistance. For NAVSUP-WSS managed material, (e.g., 1R, 7R cognizance) each NIIN is assigned a Supply Planner (SP)/Item Manager (IM). Each TMS is also assigned an Inventory Weapons Systems Team (IWST). The SP/IM and IWST are responsible for expediting material for their designated NIIN and/or TMS. The SP/IM name and telephone number can be obtained via One Touch along with item notes and stock posture.

(4) Requesting NAVSUP-WSS part number assistance. For non-stocked (e.g., 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 TMS, 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).

(5) Requesting COMNAVAIRLANT (CNAL) assistance. If all of the above means have been exhausted, CNAL will provide assistance on NMCS requirements. CNAL will validate all requisitions against the units most

recent AMCR found on the AMSRR website. CNAL will provide support for non-mission capable requirements that will result in RBA aircraft. CNAL will source assets from available retail sites; CV/CVN class ships will require the approval of the Carrier Supply Officer at CNAL. All lateral support options from other MALs, NAS, or other retail activities should be exhausted before submitting a request to CNAL. CNAL SharePoint can be accessed at the following URL:

<https://usff.portal.navy.mil/sites/cnal/n41/N416%20Reports/Forms/AllItems.aspx>

 **COMNAVAIRLANT (CNAL) will validate all requisitions against the unit's most recent AMCR as found on the AMSRR website. CNAL will provide support for non-mission capable requirements that will result in RBA aircraft. CNAL will source assets from available retail sites; CV/CVN class ships will require the approval of the carrier supply officer at CNAL. All lateral support options from other MALs, NAS, or other retail activities should be exhausted BEFORE submitting a request to CNAL.**

**Unit:** HX-21 TEST SQUADRON (N00421)  
**Requestor's Name:** NATHANIEL EXUME  
**Phone Number:** 301-767-1197  
**Ship To:** HX-21 TEST SQUADRON (N00421) 22795 SAUFLEY RD. HGR III BLDG 2103 NAS PATUXENT RIVER, MD 20670

DocID	BIC	M&S	FSC	NIIN	UJ	Qty	UIC	DDSN	DIC	SuppAdd	S/C	F/C	COG	Proj	Pri	BDD	Advice	Current Status
A41	NRP	S	1680	015413692	EA	1	N00421	7194GS26	R		A	AO	TR	AKO	03	999	5G	BB/NRP/7198

**Generated MILSTRIP**  
A41NRP51680015413692EA1N004217194GS26RAAO7RAK0039995G

Nomenclature		Local Stock Summary	
<b>Part Number</b>	COMPUTER, DIGITAL	<b>RFI</b>	<b>DIFM</b>
<b>BuNo</b>	30279-0105	<b>DUE</b>	<b>SPKG</b>
<b>Reference</b>	166772	<b>SUBC</b>	<b>SUSP</b>
<b>SM&amp;R Code</b>	A1H60RA110400F21S IVRMU	<b>PEB</b>	<b>DTO</b>
<b>WUC</b>	PAOZZ	<b>Stock</b>	<b>DTOs</b>
<b>MALS/AMD Repair Capability</b>	582Q100		<b>Alt NIINs</b>
<b>NIS/NC</b>	N/A		
<b>EOC</b>	NC		
<b>TMS</b>	AHXD		
<b>AAC</b>	D		

**Local Validation (Y/N)**

Y Is this a valid NMCS requirement according to the Mission Essential Subsystem Matrix (MESM)  
Y Did you check all Part Numbers in FEDLOG for substitute NIINs?  
N Is the NIIN in a pre-built phase kit?  
N/A If the quantity on the requisition is higher than the units per assembly (UPA) in the IPB, was 2L advice code used?  
Y Did you stock check all NIINs locally with physical stock checks?  
Y For repairables, did you verify the status of DIFM/CRA assets?  
N/A If assets in DIFM are AWP, does the AWP requisitions have BA or AS1 status?  
N/A For consumables, did you verify if this NIIN was carried in a squadron or W/C's PEB?  
Y Did you check One Touch and ERP for any units that might possibly have the item?  
N Did you submit a Supply Assist Request (SAR)?  
N/A Have you requested an Emergency Buy from DLA?  
Y Did you call the item manager for verification of estimated shipping date (ESD)?  
N/A Is the NIIN available in a pickup that is currently deployed?  
N/A Is the NIIN available in a protected pickup (FSA)?  
N/A If the NIIN is available in FSA, have you requested from your WING ALD to pull it?  
N/A If the NIIN is a consumable, can the squadron use a different size?  
N Does any stock requisition have BA or AS1 status?  
Y Did you check all NADEPs and FRCs for excess material?  
N Did you check excess lots? (SARDIP, BAT CAVE, AAR(GR-9) and AMARG)  
N Can NADEP or FRC manufacture, repair, or perform a SARDIP removal for the part?  
N Is the next higher assembly available?  
N Is cannibalizing an option?

**\*\*\*PLEASE PROVIDE ALL EMAIL RESPONSES FROM ITEM MANAGER AND OR SAR\*\*\***

Mission Impact Statement /Amplifying Remarks FROM REQUESTER: HX-21 is requesting support in procuring the subject item. This item is backordered and preventing forward progress on BUONO 166516.

WILL BE UPLOADED WITH NEW STATUS BY 1500 EST. STATUS PROVIDED IS THE MOST CURRENT, THEREFORE PLEASE LIMIT CALLS TO CNAL TO ALLOW FOCUS ON THE FORWARD DEPLOYED ELEMENT. PLEASE GO TO THE CNAL SHAREPOINT WEBSITE FOR POC'S AND UPDATES

**CNAL REQUEST** ... + : 4

Figure 3-8.--CNAL Request Form.

(6) Documentation of expediting actions. The most effective measures of expediting material is via phone, email or expeditors conducting

aggressive and detailed research. When the Marine has effectively expedited the material, the individual working the RECAID will ensure a YE1 is loaded with details explaining action taken. A YE1 is not a follow up; it is an internal and administrative message documenting actions taken and responses received. The YE1 will consist of the following information:

- (a) The rank and name of the Marine who initiated the contact.
- (b) The action that was requested and/or taken.
- (c) The contact information for who contact was made and/or attempted (name/email address/phone number).
- (d) Applicable date if additional action is required.

#### 6. Process, Review and Reconcile Offline Requisitions

a. In special cases, RS will have to offline a requisition. Requisitions will only be moved offline, or removed from the High Priority Requisition Report, if approved by the CRB OIC/SNCOIC. The Offline report will be requested weekly, by utilizing the NMCS/PMCS High priority report with the local supply org code and specific offline BuNo. Follow-ups will be processed the same as an online requisition, in accordance with appendix K. To ensure the requisition is not misdirected, a YE1 will be entered into R-Supply stating the reason why the requisition is offline to include, original ORG and BuNo. Current and prior annotated reports will be retained.

b. The following is a list of reasons for a NMCS/PMCS document to be placed offline:

(1) A payback is required to replenish the FSA. The AvnSupO will approve issues from the FSA when the DTO has an ESD of less than 7 days. When the DTO does not have a shipping status, the Wing Operations Section (WOS) will approve issues from the FSA; the DTO will be modified/updated to a ZB9 project code (stock replenishment) as the valid payback.

(2) A payback is required to replenish stock material. This will only be required when the DTO Requisition(s) have shipping status or BA status on file and the WMD 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) Payback to NADEP, this includes Fleet Readiness Center (FRC), Planned Maintenance Interval (PMI), RESET. Payback requirement will be based on action taken and situation dependent.

(5) A document is No Longer Required (NLR) by the customer, with shipping status or BA status on file.

c. The following table is a list of BuNo designated for requisitions taken Offline:



BuNo LISTING
111111 Payback to the FSA
222222 Payback to Stock Material
333333 Payback to Lateral Support Requirement
444444 NADEP Requirement
555555 Requisition NLR, Shipping Status on File

Table 3-3.--BuNos Designated for Offline Requisitions.

#### 7. Conduct Requisition Rescreens for High Priority Material

a. Daily, the outstanding DTO due with material on hand report (JSL305) will be requested to identify High Priority requisitions for potential rescreen. A rescreen is the issue of newly available material, to fill a requisition for which material was previously unavailable, and a DTO requisition has been referred. Information concerning the Outstanding DTOs with Stock On-hand Report (JSL305) for R-Supply is contained in the R-Supply User's Manual. RS will coordinate with WCB to determine if an issue can be made. The current and prior report (with WCB annotations) will be maintained.

(1) Exception Records. These Records will print on the DTO Due with Material On-hand Report with the following notations in the Remarks Column:

<u>Remarks</u>	<u>Condition</u>
Inventory in process.	Inventory Code is set.
Shipping status on file.	Shipment-Prepared-Date is set.
DTO receipt in process.	Receipt-Onboard-Date is set.
Suffixed doc on file.	Suffix-Indicator is set.
REQN not released.	Non-Released-A0-Ind is set.
Dupe REQN Flag set.	Duplicate-Requisition-Flag is set.
Partial Qty Available.	Insufficient On-hand Qty for DTO.

(a) RS will validate and coordinate with WCB, the availability of stock for rescreen, to support the customer's requirement. For suffixed documents, RS will request cancellation of each suffixed requirement and have the customer reorder the remaining quantity.

#### 8. Maintain a Supply Assist Request (SAR) File

a. This file will contain all SAR initiated by RS.

b. See paragraph 3131.5f.2 for procedures on how to initiate SARs. The file will be manual or electronic and will contain all correspondence pertaining to the SAR. The SAR File will be sorted in NIIN sequence. Maintain SAR for one year of the SAR being closed.

Reports and Files Required for Performance of Duties, RS			
Report name	Frequency	Retention	Reference
1. Aviation Maintenance and Supply Readiness Reporting (AMSRR)	Daily	Current & Four Prior	3131.2
2. NMCS/PMCS High Priority Report	Daily	Current & Four Prior	3131.3.c(2)
3. AWP/Broad Arrow/TBOS associated with critical requisitions	Daily	Current & Four Prior	3131.4
4. Offline Requisitions	Weekly	Current & Prior	3131.6
5. Outstanding DTO with On-hand Quantity (JSL305)	Daily	Current & Prior	3131.7
6. Supply Assist Request File	As Required	One Year	3131.8

Table 3-4.--Reports required for performance of duties, RS.

## CHAPTER 3

## SECTION 2: CUSTOMER SUPPORT BRANCH (CSB)

3200. General

1. Responsibilities. CSB is responsible for receiving, processing and monitoring all requirements for non-aeronautical related controlled equipment and for maintaining Custody Records for all organizational allowances (excluding IMRL items). CSB will also monitor all financial accounts granted to the ASD.

## Part A: Customer Assistance Section (CAS)

3210. General

1. Responsibilities. CAS is responsible for receiving, processing and monitoring all non-aeronautical related custodial material Non-Standard Procurement (NSP) requests.

2. Duties

a. CAS will maintain the following files and reports as well as perform the following duties:

- (1) Maintain a Pending Data Entry File (PDEF).
- (2) Maintain Authorized Signature File.
- (3) Assist Supported Units with Turn-in of Non-Aeronautical Material.
- (4) Initiate Flight Equipment Requisitions.
- (5) Review, Process and File Non-Standard Procurement Requests for Non-Aeronautical Related Material.
- (6) Manage a Tool Purchasing Process (TPP).
- (7) Process All ServMart / MILSTRIP Requests.
- (8) Process All Open Purchase Requests.
- (9) Certify GCPC statements and Insights On Demand (IOD) via U.S. Bank.
- (10) Reconcile all Non-Standard Procurement Requisitions.

3211. Procedures

1. Maintain a Pending Data Entry File (PDEF). 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 an Authorized Signature File

a. CAS will maintain an Authorized Signature File containing authorization letters which identify personnel designated to act on behalf of

another person or persons of higher authority. These authorization letters assign responsibility and authority for designated personnel to sign for requests and receipts of material (see figure 3-9). These letters will authorize the Marines to procure the specified type of material regardless of the means of procurement utilized by CAS. CAS will use authorization letters as long as they are accurate with the correct personnel. If they are not, CAS will require updated letters when personnel changes occur at the squadron/unit. Letters will be updated no less than annually, and will be maintained for 10 years in accordance with the FIAR retention requirements. Authorization letters will be "from" the head of the unit (e.g., squadron MMCO, division OIC) to the Customer Assistance Section. Each individual on the Authorization Letter may have "request" and/or "pick-up" capabilities; however, the same individual cannot request and pick up the same order. The following programs will have letters of authorization for purchases, receipt of material and turn-in of material (request/pickup):

- (1) Open Purchase (GCPC).
- (2) Tool Control Purchasing Program.
- (3) ServMart (Office Supplies).
- (4) Table of Basic Allowance (TBA).
- (5) Flight Equipment.


	<b>UNITED STATES MARINE CORPS</b> MARINE FIGHTER ATTACK SQUADRON XX MARINE AIRCRAFT GROUP XX XD MARINE AIRCRAFT WING MCAS MARINE F.O. BOX 123456 TUN TAVERN, PHILADELPHIA 19106			IN REPLY REFER TO: 4400 OMD DD Mon YY
	From: Marine Aviation Logistics Squadron XX, Applicable Division To: Marine Aviation Logistics Squadron XX, Operations Management Division Subj: AUTHORIZED TO REQUEST OR PICKUP OPEN PURCHASE/GCPC Ref: (a) NAVMC 4400.177_			
1. The following personnel are authorized to request or pickup Open Purchase material:				
Name	Rank	Signature	Actions	
Marine, I.M.	Sgt	_____	Request	
Motivator, I.M.	SSgt	_____	Pickup	
2. All other letters are hereby cancelled.				
3. Point of contact is GySgt Marine, I.M. at XXX-XXXX				
I. M. MARINE				

Figure 3-9.--Authorization Letter.

### 3. Assist Supported Units with Turn in of Non-Aeronautical Material

a. Turn-in of Non-Aeronautical Material. Customer will fill out a Turn-in Request Form (figure 3-10) and create an Electronic Turn-In Document (ETID) DD Form 1348-1/1A in the DLADS website for all no longer required Non-Aeronautical Controlled Equipage or material turned in for disposal. If asset is TBA or FE; upon receipt, CAS will coordinate with CRS to verify all data to ensure the item is properly identified and is currently under that supported unit's charge. CAS will print six copies of the approved DD Form 1348-1/1A, in accordance with the procedures described in reference (t), volume I, chapter 5, part A, section II, subsection 5, paragraph 5024.

b. Turn-in of Material for Disposal. Material to be turned in to DLADS will fall into one of three categories: (1) material requiring an approval message from MAW IMRL Manager, (2) Controlled Equipage material (e.g., TBA/FE) or (3) scrap/waste. In order to turn in material to DLADS, material will be forwarded to the SSB. CAS will pull the Turn-In Request Form and correlating ETID from the Pending Section of the DLADS Material Turn-in File and have SSB sign the Turn-In Request Form in the SSB Marine block as material is turned over to SSB for disposal. A copy of the signed Turn-In Request Form will be made for SSB.

c. DLADS Material Turn-in File. This file will contain a copy of all original Turn-in Request Forms attached to the correlating DD Form 1348-1/1A ETID. The file will be maintained in Julian date sequence, and retained per reference (av). Required documents will be retained in one of the following:

(1) Pending: ETIDs awaiting DLADS approval

(2) Transferred: Material transferred to SSB.

**NOTE:** At no time will CAS accept garrison property (e.g., desks, chairs, etc.) from supported units. Garrison property is the responsibility of the supported units S-4.

TURN-IN REQUEST	
**This form must be entirely filled out in order to be accepted**	
UIC: _____	
UNIT/WC: _____	DATE: _____
ETID NUMBER: _____ (FROM APPROVED ETID/DD Form 1348-1/1A ON DLADS WEBSITE)	
BTR/WTR/MTR: _____	
IF WTR, REMAIN IN PLACE? YES / NO	
NOMENCLATURE: _____ QTY: _____	
U/I: _____	PART NUMBER: _____
NSN/LSN: _____ 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: _____	
PRINTED NAME: _____ SIGNATURE: _____	
CSB MARINE: Print: _____  Sign: _____  Date/Time: _____	SSB MARINE: Print: _____  Sign: _____  Date/Time: _____
Remarks: _____	

Figure 3-10.--Turn-in Request Form.

4. Initiate Flight Equipment Requisitions. Personnel designated as Naval Aviators, Flight Officers, Flight Surgeons (while in a flying status), 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). CAS will receive requests from customers of supported squadrons ensuring only authorized personnel are issued flight clothing and flight operational equipment. Specific procedures for processing flight equipment can be found in the ASKIT System Manual or Help Option. There are two types of flight equipment requirements the customer may have:

a. Personal Issue. 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. CAS will review the flight orders to determine if the customer is permanent issue or temporary issue. CAS will also validate the NATOPS to ensure item was not previously issued. CAS will ensure that the FE division makes entries in the Record of Flight Equipment Issues (OPNAV 3760/32BB) for all initial and replacement personal issues.

b. Pool Issue. 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 Section (CRS). CRS 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 CRS, CAS will place the requisition on order.

c. All OPNAV 4790/11s (flight equipment request) request ordered through ASKIT that have not been received will be filed in the Outstanding Flight Equipment File (OFEF) in document number sequence.

d. Once gear is received on board, CAS will process a ROB via ASKIT. CAS will ensure the FE division makes entries in the Record of Flight Equipment Issues (OPNAV 3760/32BB) for all initial and replacement personal issues. The completion will be posted in ASKIT (post receipts) following customer pick-up. The CAS Marine will obtain a legible annotated receipt (DD Form 1348-1/1A) with the following: Print, Sign, Date and circle qty, which will be filed in the Completed Transaction File (CTF). Daily, CAS will ensure all signed DD Form 1348-1/1As and OPNAV 4790/11s for flight equipment completed requisitions are filed.

##### 5. Review Process and File Non-Standard Procurement Request for Non-Aeronautical Related Material

a. CAS will receive and review all requests for Non-Aeronautical Material. Requests for custodial material (e.g., TBA, Aviation Life Support Systems (ALSS) or NAVAIR Allowance List QH-2) will be forwarded to CRS for appropriate action. CRS will ensure the custodial material is authorized and the requesting unit is not over their prescribed allowance. CRS will then forward the request to CAS for purchase.

b. CAS will process requests for Non-NSN items (Open Purchase, ServMart, or MILSTRIP) which cannot be processed via NALCOMIS with a Money Value Only (MVO) Document loaded into R-Supply by FAS. Material requested with valid NSNs (excluding AAC L) will be rejected and the customer will be directed to order through NALCOMIS. Requests for stock numbered material assigned an AAC of L with no unit price will be ordered via a Part Number Message by TRS. Upon receiving a cancellation status, TRS will forward the requirement with substantiating cancellation paperwork to CAS for procurement.

c. All outstanding NSP documents will be filed in the NSP Pending File and will be arranged by squadron and category (e.g., GCPC, ServMart, Tools). Receipt/invoice will be signed by the customer upon material receipt. The customer who signs must be identified as a "pick-up" Marine on the authorization list, and cannot be the original requestor. This signed receipt will be attached to the request and filed in the Completed

Transaction File (CTF) after FAS processing. All completed NSP requisitions will be maintained for 10 years in accordance with reference (av).

#### 6. Manage a Tool Purchasing Process

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 will have a TCP established and maintained according to reference (al). Broken tools, excessive quantities or missing tools should be disposed of IAW reference (al). All tools will be procured through the normal supply system or other means authorized by respective MAW policy (e.g., SAIC, ServMart, Open Purchase). All Outstanding request will be filed in the Non-Standard Procurement Pending File.

#### b. Tool Purchasing Process

(1) CAS will purchase tools on behalf of supported units. When purchasing tools, these tools/tool boxes will be treated as a one for one exchange, an initial issue purchase or remain in place. Refer to appendix V for detailed Tool Purchasing procedures.

(2) Listed below are circumstances in which a customer will require the purchase of tools:

(a) Exchange Purchase. Squadrons will bring broken tools to CAS for purchase along with a Broken/Missing/Worn Tool Report (BTR/MTR/WTR). To place a tool on order, a BTR/MTR/WTR with a signature from the work center's Quality Assurance (QA) will be required. The CAS 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. Broken and/or worn tools will be processed in DLADS per paragraph 3211.3b. Once all information has been verified, it is at that time the tool can be placed on order per local procedures.

(b) Initial Issue Purchase. When initial issue tools or tool boxes are to be purchased, a justification letter signed by either the AMO, MMCO, or PCO stating the tools/toolboxes are approved for purchase needs to be brought to CAS with the request. If a valid reference is available it must be submitted along with the justification letter. CAS will then place the tool/toolboxes on order using local tool purchasing procedures.

(c) Remain in place. When a WTR is submitted to CAS and the tool is still required for maintenance, justification must be provided by the customer, in the remarks section, explaining why the tool is remaining in place. Upon receipt of the new tool, the worn tool must be turned in to CAS in exchange for the new tool. If the remain in place tool is lost or broken a BTR/MTR will be provided to CAS and filed with the initial order.

(3) CAS will reconcile monthly all tools that have been procured (Open Purchase, ServMart, or SAIC), and the ERS will reconcile all tools procured via NALCOMIS. Current and prior monthly reconciliations will be maintained.



(4) 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 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.

#### 7. Process All ServMart / MILSTRIP Requests

a. Supported units will submit their request to CAS. Each request will cite only items authorized for procurement and CAS will review/verify each request for signature approval against the Authorized Signature File. Requests will be screened for excessive quantities, duplicate items, unauthorized purchases, etc. After review the list will be forwarded to the OIC/SNCOIC for review and approval. Any purchase request greater than \$3,500 will require AvnSupO approval and signature. Once approved, the ServMart request will be forwarded to FAS in order to obligate funds. After funds are obligated, FAS will authorize CAS to place the request on order. All outstanding requests will be filed in the Non-Standard Procurement Pending File.

b. MILSTRIP procurement will be utilized depending on the capability of the vendor chosen (e.g., GSA Advantage, DLA SOE/TLSP).

(1) GSA Advantage. This Program will be utilized only if the material is in the GSA Advantage catalog. You will need to register for an account with GSA Advantage (<http://www.gsaadvantage.gov>) prior to placing an initial order.

##### (a) GSA Stocked Items

1. The Customer will screen GSA Advantage for the items required and forward the cart to CAS.

2. CAS will review the cart and submit a copy to FAS for funding.

3. Once funding is approved and obligated the CAS clerk will place the order.

4. A confirmation will be provided from GSA Advantage once the request is placed on order, and status updates may be acquired in the GSA Advantage website.

(b) Special Order Program. This program will be utilized when the items in the GSA catalog are not stocked by a GSA warehouse.

1. The Customer will screen GSA Advantage for the items required and forward the cart to CAS.

2. The CAS clerk will review the cart provided and utilize it to complete the DD Form 1348-6 for each line item requested.

3. CAS will submit an electronic copy of the product detail page in GSA Advantage along with the completed DD Form 1348-6 via email to [SpecialOrderProgram@gsa.gov](mailto:SpecialOrderProgram@gsa.gov).

4. A confirmation will be provided from GSA Advantage once the request is placed on order, and status updates may be acquired in the GSA Advantage website

(2) Defense Logistics Agency Troop Support. The Tailored Logistics Support Program (TLSP) will have six vendors compete on price and delivery to fulfill each customer order.

(a) You will need to register with DLA TLSP in order to register the CAS clerk as a customer and the FAS clerk as a Finance Office Point of Contact (FOPOC) prior to placing an initial order. Visit the DLA TLSP website (<https://www.dla.mil/TroopSupport/ConstructionandEquipment/SpecOpsmarinelivesaving/>) in order to download the Customer Registration/FOPOC Designation form.

(b) The Customer Order Request Template will be filled out and submitted to [SOEorders@dlamail](mailto:SOEorders@dlamail) in order to obtain pricing and delivery for requested items. This excel document will be used only for non-NSN items that have manufacturer part numbers.

(c) A series of email notifications will be generated and sent to the registered customer and FOPOC.

1. The first email confirms that the request has been received and loaded.

2. The second email is the Price Acknowledgement Spreadsheet. This email requires a response from the FOPOC in order to continue with the process.

3. The third email notification informs of the award, and includes the vendor information, pricing, and delivery information.

4. The fourth email notification will occur once DLA has obligated the funds and authorizes the vendor to proceed.

5. The final email notification will be sent once the vendor has shipped the material.

**NOTE:** A rejection email will be received following the initial confirmation response (if applicable).

c. Upon receipt of the material CAS will notify the customer. CAS will refer to the Authorized Signature File to ensure adherence to the Separation of Functions requirements. A receipt signed by the customer will be forwarded to FAS for completion. The entire order will be filed in the CTF, and maintained for 10 years in accordance with the FIAR retention requirements.

8. Process All Open Purchase Requests. The GCPC is used to procure items that are not available through the normal supply system, and are unable to be manufactured through a government contract. This method of procurement assists the Aviation Supply Department in providing support to the squadrons and work centers to ensure the mission is accomplished. An AO will be nominated by their units AvnSupO and appointed in writing by the APC. The Card Holder (CH) will be nominated by the AO and appointed by the APC. The

CH uses the GCPC to acquire authorized material or services per their delegated authority. Detailed procedures for processing Open Purchase Requests can be found in appendix T.

9. Certify GCPC statements and Insights On Demand (IOD) via U.S. Bank

a. GCPC Statements. GCPC billing cycles begin on the 20th of the month, and end on the 19th of the following month. Five business days after the billing statement is available for certification, the AO/AAO must certify the statement for payment. The reconciliation will be accomplished by the CH via verification of the following files: Purchase Log, U.S. Bank Statement, transaction file(s) and GCPC Checklist.

b. GCPC Insights On Demand (IOD). The Approving Official is required to complete an assessment of transactions flagged by the IOD filters at the close of each billing cycle. Actual due dates are set forth by respective GCPC RCO.

c. For detailed procedures on certification, contact your unit APC.

10. Reconcile all Non-Standard Procurement Requisitions. CAS will reconcile all outstanding Non Standard procurements with the customer to ensure all requests are placed on order and are still required. Reconciliation will be conducted monthly, retention is current and prior months. The following will be reconciled:

a. Tools (MVO)

b. Open Purchase/GCPC

c. ServMart/MILSTRIP

Upon completion of reconciliation, take necessary action and update/annotate required information as applicable. CAS will also reconcile weekly with FAS to ensure all orders are obligated in R-Supply.

Reports and files Required for Performance of Duties, CAS			
Report name	Frequency	Retention	Reference
1. Authorized Signature File	As Required	10 Years	3211.2
2. DLADS File	As Required	10 Years	3211.3.c
3. Outstanding Flight Equipment File (OFEF)	As Required	Current	3211.4
4. Non-Standard Procurement Pending File	As Required	Current	3211.5
5. Certify GCPC Statements	Monthly	10 Years	3211.9.a
6. Certify GCPC Insights on Demand (IOD)	Monthly	10 Years	3211.9.b
7. Reconcile Non-Standard Procurement Requests	As prescribed	Current & Prior Months	3211.10

Table 3-5.--Reports required for performance of duties, CAS.

## CHAPTER 3

## SECTION 2: CUSTOMER SUPPORT BRANCH (CSB)

## PART B: CUSTODY RECORDS SECTION (CRS)

3220. General

1. Responsibilities. CRS is responsible for maintaining the Custody Records for all Custodial Allowance Material (e.g., Table of Basic Allowances (TBA), Flight Equipment Pool listed in reference (g), and Maintenance Assist Modules (MAM)/Test Bench Installations (TBI), (excluding IMRL items).

2. Duties

a. CRS will maintain the following files, reports, publications /instructions, and perform the following duties:

- (1) Maintain Appointment Letters.
- (2) Prepare Custody Records.
- (3) Conduct Inventories of All Custodial Allowance Material.
- (4) Maintain a Custody Record File.
- (5) Maintain a Deficiency and Not Mission Essential File.
- (6) Maintain an Allowance Revision File.
- (7) Coordinate, Prepare, Submit and Monitor the Budget for Custodial Allowance Material.
- (8) Maintain a Budget File.
- (9) Review and Process Requisitions for Custodial Allowance Material.
- (10) Conduct General Equipment (GE) Inventories

3221. Procedures1. Maintain Appointment Letters

a. CRS will maintain Appointment letters of all personnel designated as a Responsible Officer (RO) and Responsible Individual (RI) for all Custodial Allowance Materials. These letters of authority/appointment assign responsibility to Officers or Staff Non-Commissioned Officers to exercise proper custody, care and protection of allowed materials. The individuals on the Appointment Letter for a unit are the only individuals authorized to sign for inventories. Upon appointment of a new Commanding Officer, whether the RO remains the same or a new RO is assigned, a new Appointment Letter will be produced.

b. CRS will provide assistance as necessary to Squadron ROs during turnover periods. Figure 3-11 provides a sample of the Custodial Allowance

Material RO Assignment Letter. Each RO will provide CRS a copy of the Acceptance of Inventory Letter following the inventory with the off-going RO ensuring all material is accounted for. If material is missing, the off-going RO will generate a survey.

c. ROs may assign (in writing) a Responsible Individual (RI) who is authorized to act in place of the RO in the event that the RO is not available for inventories or any administrative actions relating to their custodial account. The RO will ultimately be responsible for all assets within that custodial account.

**NOTE:** Assignment of an RI will be at the discretion of the RO utilizing figure 3-12.

d. All letters will be filed in the Custody Records File.


	<p align="center"><b>UNITED STATES MARINE CORPS</b>          MARINE FIGHTER ATTACK SQUADRON XX          MARINE AIRCRAFT GROUP XX          XD MARINE AIRCRAFT WING          MCAS MARINE F.O. BOX 123456          TUN TAVERN, PHILADELPHIA 19106</p>	<p>IN REPLY REFER TO:          4400          OMD          DD Mon YY</p>
<p>From: Commanding Officer, Marine Fighter Attack Squadron XX          To: Captain U.S. Marine, XXXXXXXXXX/1775 USMC</p> <p>Subj: APPOINTMENT AS RESPONSIBLE OFFICER FOR TABLE OF BASIC ALLOWANCE (TBA) MATERIAL</p> <p>Ref: (a) TN3125-OI          (b) NAVSUP P485 Vol I          (c) NAVMC 4400.177_</p>		
<p>1. You are hereby appointed as the Responsible Officer (RO) for all Table of Basic Allowance (TBA) material for this squadron in relief of Captain U.S. America. 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.</p> <p>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 XX (MALs-XX) 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-XX.</p> <p>3. You will be guided in the performance of your duties by references (a) through (c). Additionally, the Operations Management Division Officer is available for assistance with issues/questions regarding your assignment and can be reached at extension XXXX.</p> <p>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>		
<p align="center">C. O. NAME</p>		

Figure 3-11.--Appointment as Responsible Officer for TBA.


	<p align="center"><b>UNITED STATES MARINE CORPS</b>  MARINE FIGHTER ATTACK SQUADRON XX  MARINE AIRCRAFT GROUP XX  XD MARINE AIRCRAFT WING  MCAS MARINE P.O. BOX 123456  TUN TAVERN, PHILADELPHIA 19106</p>	<p>IN REPLY REFER TO:  4400  OMD  DD Mon YY</p>
	<p>From: Responsible Officer, Marine Aviation Logistics Squadron XX  To: Staff Sergeant U.S. Marine, XXXXXXXXX/MOS USMC</p> <p>Subj: APPOINTMENT AS RESPONSIBLE INDIVIDUAL FOR TABLE OF BASIC ALLOWANCE  (TBA) MATERIAL</p> <p>Ref: (a) NAVMC 4400.177_</p> <p>1. In accordance with the references, you are hereby appointed as the Responsible Individual for Table of Basic Allowance (TBA) material for Marine Aviation Logistics Squadron XX.</p> <p>2. You are authorized to act in place of the RO in the event that the RO is not available for inventories or any administrative actions relating to their custodial account.</p> <p>3. You will indicate by endorsement hereby, your acceptance of this appointment. Your appointment will remain in effect until you are transferred from this unit.</p> <p align="right">U. R. RESPONSIBLE</p> <hr/> <p align="right">USA  DD Mon YY</p> <p>FIRST ENDORSEMENT</p> <p>From: Staff Sergeant U.S. Marine, XXXXXXXXX/MOS USMC  To: Responsible Officer, Marine Aviation Logistics Squadron XX</p> <p>Subj: APPOINTMENT AS RESPONSIBLE INDIVIDUAL FOR TABLE OF BASIC ALLOWANCE  (TBA) MATERIAL</p> <p>1. I have read and understand the contents of the references and hereby assume the duties as the responsible individual for Table of Basic Allowance (TBA) Material.</p> <p align="right">U. S. MARINE</p>	

Figure 3-12.--Responsible Individual Assignment and Acceptance Letter.

2. Prepare Custody Records

a. CRS is responsible for preparing Custody Records for all custodial allowance types. Custody Records will be prepared electronically. Figure 3-13 provides an example of a Custody Record. Any database or spreadsheet program authorized by the AvnSupO may be used.

b. Custody Records will only contain items which have an on hand balance. These will be separated by squadron or work center and listed in item number sequence. The Custody Record will reflect at a minimum the following information:

- (1) Item Number
- (2) Nomenclature
- (3) Manufacturer
- (4) Model
- (5) Serial Number
- (6) Squadron/Account
- (7) Remarks/Comments
- (8) Inventory Occasion (semi-annual, quarterly etc.)
- (9) Type of Custody Record (TBA, Flight Equipment Pool, TBI/MAMs)

c. Additions/deletions will be identified on the 'Remarks' section of the Custody Record by DDSN (additions) and ETID Number or Survey Inquiry Number (deletions). The Custody Record, signed by the RO and OMD OIC/SNCOIC, will be maintained upon completion of each record adjustment in the Custody Records File.

**NOTE:** All TBA assets will be assigned a TBA Serial Number to be identified with a TBA label on each item.

SQUADRON/ACCOUNT					
TYPE OF CUSTODY RECORD					
INVENTORY OCCASION					
ITEM NUMBER	NOMENCLATURE	MANUFACTURER	MODEL	SERIAL NUMBER	REMARKS

RO PRINT: \_\_\_\_\_  
SIGN: \_\_\_\_\_  
DATE: \_\_\_\_\_

OMD OIC/SNCOIC PRINT: \_\_\_\_\_  
SIGN: \_\_\_\_\_  
DATE: \_\_\_\_\_

Figure 3-13.--Custody Record.

d. Types of Custodial Allowance Material Accounts.

- (1) TBA for Fleet Marine Forces (FMF), Aviation Units.

(a) The TBA for Fleet Marine Forces, Aviation Units is issued to provide initial outfitting allowances of authorized material as in-use organizational property for supported units.

(b) The TBA Manual reference (ar) lists special equipment, tools and unique maintenance materials required for performance of specific missions. These allowances have been specifically established for different types of units (e.g., MALS, VMA, VMFA, etc.). The designated allowances for all activities fall into one of three categories:

1. CATEGORY I: Items required (the bare minimum) to execute the mission.

2. CATEGORY II: Items provide substantial work related benefits (increase overall effectiveness of the unit).

3. CATEGORY III: Items considered nice to have and will be procured after outfitting the unit with most of Category I and II items.

(c) Requests for Initial Issue and Replacement TBA items will be routed through CRS and forwarded to CAS for requisitioning.

(d) Authorized allowances indicated in reference (ar) may be adjusted via approval from the WOS OIC, as required to support independent squadron operations. Requests for excess will be routed to the WOS OIC using figure 3-14, and an approval endorsement must be received, prior to requisitioning the item(s).


 <div style="text-align: center;"> <b>UNITED STATES MARINE CORPS</b>  <small>MARINE FIGHTER ATTACK SQUADRON XX  MARINE AIRCRAFT GROUP XX  XD MARINE AIRCRAFT WING  MCAS MARINE P.O. BOX 123456  TUN TAVERN, PHILADELPHIA 19106</small> </div> <div style="text-align: right;"> <small>IN REPLY REFER TO:</small>  <b>4400</b>  <b>OMD</b>  <b>DD Mon YY</b> </div>					
<b>From:</b> Operations Management Division, Officer in Charge, Marine Aviation Logistics Squadron XX <b>To:</b> Wing Operations Section, Officer in Charge, Xd Marine Aircraft Wing <b>Via:</b> Aviation Supply Officer, Marine Aviation Logistics Squadron XX <b>Subj:</b> TABLE OF BASIC ALLOWANCE (TBA) EXCESS MATERIAL REQUEST <b>Ref:</b> (a) NAVMC 4400.177 (b) TM 3125-OI/1 TBA Manual					
1. In accordance with references (a) and (b), the following material is requested to be requisitioned as excess to the authorized allowance, for the following squadrons.					
LINE NO.	ITEM	UNIT	TOTAL A/A	TOTAL O/H QTY	EXCESS QTY REQUESTED
2. Excess material facilitates MALS XX operations. If approved for requisitioning, material will be tracked on custody records and will be properly disposed of once material is no longer in a serviceable condition. If disapproved for requisitioning, material will not be ordered.					
3. Point of contact is 1stLt Marine at (XXX)XXX-XXXX.					
U. S. MARINE					

Figure 3-14.--Excess Material Request.



(2) Flight Equipment Pool. The NAVAIR 00-35QH-2 lists flight operational material such as flight clothing, cold weather clothing and compasses, and authorized allowances. The Flight Equipment Pool will be maintained at the O-level activity within the Flight Equipment Division.

**NOTE:** CRS is not responsible for ALSS material stored by I-level as listed in reference (y).

(a) Initial issue Flight Equipment Pool items, CRS will ensure the Custodial Record and a roster of personnel in flight status are utilized to validate the initial issue outfitting request.

(b) Replacement issues for Flight Equipment Pool requires the turn-in, which will be documented on the Custody Record, and disposed of via SSB (DLADS).

(c) Requests for Initial Issue and Replacement Flight Equipment Pool items will be routed through CRS and forwarded to CAS for requisitioning.

(3) 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 Aviation Consolidated Allowance List (AVCAL) 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 subcustody to the IMA. The AvnSupO will establish electronic or manual records for each MAM/TBI authorized. MAMs/TBIs will be inventoried semi-annual and as necessary, surveys will be processed for missing or damaged items in accordance with reference (t) volume I, chapter 5, part A, section III and appendix Z. CRS will contact WAS to receive a complete list of their rated TBIs/MAMs for validation. All rated TBIs/MAMs must be supported by a Maintenance Plan.

### 3. Conduct Inventories of All Custodial Allowance Material

a. CRS is required to conduct inventories of TBA material, Flight Equipment Pool, and TBI/MAMs. The inventory occasions are as follows:

(1) Semi-annual (Fiscal Year). This inventory will be conducted for TBA material and TBI/MAMs. Inventories will be conducted at a minimum of 90 days apart (e.g., February 2019 and May 2019).

(2) Quarterly (Fiscal Year). This inventory will be conducted for Flight Equipment Pool. Inventories will be conducted at a minimum of 30 days apart (e.g., March 2019 and May 2019).

(3) Upon deactivation of a unit. This inventory will be conducted when a unit is closing a Custodial Allowance Material Account.

(4) Responsible Officer Change. This inventory will be conducted with the off-going and oncoming Responsible Officers.

(5) Upon change of command. This inventory will be conducted at the discretion of the oncoming Commanding Officer.

(6) Pre-deployment and post deployment. This inventory will be conducted no more than 90 days prior to deployment, and no later than 30 days post deployment.

**NOTE:** Inventories conducted within 30 days of the required semi-annual or quarterly inventory may be used to fulfill that requirement.

b. Preparation for Inventory

(1) At least one month prior to conducting the quarterly/semi-annual inventory, the CRS will prepare an official notice to all ROs containing the schedule, and outlining procedural details to be followed in conducting their scheduled inventories of Custodial Allowance Material (figure 3-15 and figure 3-16). The notice will be signed by the AvnSupO via the OMD OIC. Current notice will be maintained by CRS until the next required inventory notice.



## UNITED STATES MARINE CORPS

MARINE FIGHTER ATTACK SQUADRON XX  
MARINE AIRCRAFT GROUP XX  
XD MARINE AIRCRAFT WING  
MCAS MARINE P.O. BOX 123456  
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:

4400

ASO

DD Mon YY

From: Aviation Supply Officer, Marine Aviation Logistics Squadron XX  
To: Flight Equipment Pool Responsible Officers, Marine Aviation  
Logistics Squadron XX

Subj: NOTICE FOR FLIGHT EQUIPMENT POOL QUARTERLY INVENTORIES

Ref: (a) NAVMC 4400.177\_

1. In accordance with the reference, the following schedule and procedures will be adhered to.

<u>UNIT</u>	<u>INVENTORY DATE</u>
VMFA XXX	DD Mon YY

2. One week prior to the Flight Equipment Pool inventory, CRS will obtain a roster of personnel in a flight status from your unit's S-3; this will assist them in the calculation of pool allowancing.

3. During the Flight Equipment Pool inventory, each item will be verified by the NSN, and visually inspected for serviceability by CRS, in conjunction with the assigned Responsible Officer or Responsible Individual. In the event that discrepancies (e.g., missing or damaged items) are identified during the inventory, specific annotations will be made by CRS.

4. Upon completion of the inventory, the date of the inventory, quantity inventoried, printed name, and signature of the RO or RI will be entered in pen on the hard copy of the completed inventory.

5. The point of contact for this matter is 1stLt Marine and can be reached at (XXX)XXX-XXXX.

A. S. ASO

Figure 3-15.--Notice For Flight Equipment Pool Quarterly Inventory.



## UNITED STATES MARINE CORPS

MARINE FIGHTER ATTACK SQUADRON XX  
 MARINE AIRCRAFT GROUP XX  
 XD MARINE AIRCRAFT WING  
 MCAS MARINE P.O. BOX 123456  
 TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:

4400

ASO

DD Mon YY

From: Aviation Supply Officer, Marine Aviation Logistics Squadron XX  
 To: Flight Equipment Pool Responsible Officers, Marine Aviation  
 Logistics Squadron XX

Subj: NOTICE FOR TABLE OF BASIC ALLOWANCE AND TBI/MAMS SEMI-ANNUAL  
 INVENTORIES

Ref: (a) NAVMC 4400.177\_

1. In accordance with the reference, the following schedule and procedures  
 will be adhered to.

<u>UNIT</u>	<u>INVENTORY DATE</u>
VMFA XXX	DD Mon YY

2. During the TBA/TBI/MAMS inventory, each item will be verified by the TBA  
 Serial Number label, NSN, o MFG Serial Number, and visually inspected for  
 serviceability by CRS, in conjunction with the assigned Responsible Officer  
 or Responsible Individual. In the event that discrepancies (e.g., missing or  
 damaged items) are identified during the inventory, specific annotations will  
 be made by CRS.

3. Upon completion of the inventory, the date of the inventory, quantity  
 inventoried, printed name, and signature of the RO or RI will be entered in  
 pen on the hard copy of the completed inventory.

4. The point of contact for this matter is 1stLt Marine and can be reached  
 at (XXX)XXX-XXXX.

A. S. ASO

Figure 3-16.--Notice for TBA and TBI/MAMS Semi-Annual Inventory.

(2) One week prior to the Flight Equipment Pool inventory, CRS will  
 obtain a roster of personnel in a flight status from the unit's S-3; this will  
 assist in calculation of pool allowancing.

(3) A hard copy of the inventory (figure 3-13) will be produced in  
 order to conduct the physical inventory with the Responsible Officer or  
 Responsible Individual.

c. Conducting the Inventory

(1) The hard copy will be used by CRS to conduct and record physical  
 inventories of Custodial Allowance Material.

(2) Each item will be verified by the TBA Serial Number label, NSN, or MFG Serial Number, and visually inspected for serviceability by CRS, in conjunction with the assigned RO. Any discrepancies or changes will be annotated in the remarks column.

(3) The date of the inventory, quantity inventoried, printed name and signature of the RO or RI will be entered in pen on the hard copy of the completed inventory.

d. Post-Inventory Actions. After the inventory has been completed, additional actions are required as follows:

(1) Shortages and unserviceable items discovered in result of an inventory will be surveyed in accordance with reference (t) volume I, chapter 5, part A, section III and appendix Z.

(2) Inventory adjustments will be posted to the Custody Record.

(3) An Inventory Results Letter (figure 3-17) will be submitted to the respective squadron/unit Commanding Officer when a Change of Commanding Officer takes place, Change of RO and completion of physical inventory. The RO (or RI for physical inventory completion) is required to sign the letter, and the corresponding CO is required to initial. The letter will include the following information:


	<b>UNITED STATES MARINE CORPS</b> MARINE FIGHTER ATTACK SQUADRON XX MARINE AIRCRAFT GROUP XX XD MARINE AIRCRAFT WING MCAS MARINE P.O. BOX 123456 TUN TAVERN, PHILADELPHIA 19106	IN REPLY REFER TO: 1000 RO DD Mon YY
	From: Responsible Officer, Marine Aviation Logistics Squadron XX To: Commanding Officer, Marine Aviation Logistics Squadron XX Subj: INVENTORY RESULTS LETTER Ref: (a) NAVMC 4400.177_	
1. In accordance with the reference, an inventory was conducted for MALS XX. 2. The findings during the inventory are as follows. Shredder, Serial No. XYZ-321 is no longer functional. The RO will complete Turn-In Request Form for item to be turned into DLADs, and will submit an Open Purchase Request to replace the item.		
<p style="text-align: right;">A. S. ASO</p>		

Figure 3-17.--Inventory Results Letter.

(a) A Custodial Allowance Material inventory has been completed.

(b) The findings during the inventory (e.g., missing items).

(c) Surveys applicable to shortages and unserviceable items have been submitted (or reasons why they have not been submitted).

(d) If excess material is identified during the inventory, other than that material which has previously been approved by the WOS OIC, corrective action will be taken.

(4) All inventories will be placed in the Custody Record File.

#### 4. Maintain a Custody Record File

a. CRS will maintain a Custody Record File. The records will be filed separately for each squadron, subdivided into categories by the Custodial Allowance Material type, and further divided in the order listed below:

(1) Appointment Letters of all personnel designated as a Responsible Officer (RO), and Responsible Individual (RI) if appointed.

(2) Custody Records which includes initial outfitting, additions, and deletions (with supporting documentation).

(3) Hard copy of the completed inventories signed by the RO or RI, to include the Inventory Notice signed by the AvnSupO.

(4) Completed Inventory Results Letters.

(5) Excess Request Letters (figure 3-14) with corresponding approval or disapproval endorsements from the WOS OIC.

b. These records will be maintained for 10 years in accordance with reference (av).

5. Maintain a Deficiency and Not Mission Essential File. CRS will maintain a Deficiency and Not Mission Essential listing designed to identify items below the authorized allowance or not required by the supported unit. This listing will be utilized for budgeting and/or requisitioning.

a. Deficiency Listing. CRS will establish a Deficiency listing for all custodial allowance material. Deficiency Listings will be done in conjunction with all inventories for all squadron/units which maintain custodial allowance material from the ASD.

(1) The Deficiency quantities will be calculated using the formula below:

$$\text{Authorized Allowance} - \text{On Hand Quantity} = \text{Deficiency Quantity}$$

b. Not Mission Essential Listing. CRS will establish a Not Mission Essential listing for all custodial allowance material deemed Not Mission Essential by the RO or RI. If any items with a Deficient quantity are deemed Not Mission Essential by the RO or RI, the quantity will be listed in the Not Mission Essential listing.

(1) TBA. When TBA material has an authorized allowance, but is not required by the supported unit.

(2) Flight Equipment Pool. When deficient Flight Equipment material is deemed Not Mission Essential by the RO or RI.

(3) TBI/MAMS. When TBI or MAMS material has an authorized allowance, but is not required by the supported unit.

c. The file will be divided by the Custodial Allowance Material type and further subdivided by squadron. The file will be maintained for current and prior fiscal year per reference (c).

d. The printed name and signature of the RO or RI, and the date, will be entered in pen on the Deficiency and Not Mission Essential Listing.

e. Deficiencies and Not Mission Essential Listings will assist CRS with budget submissions. Items approved on budgets will be requisitioned once funds are available.

#### 6. Maintain an Allowance Revision File

a. An Allowance Revision File maintains records for squadrons/units that request additions, deletions and changes to authorized allowances of custodial materials.

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 ASB) for approval/disapproval via the (Wing Operation Section) WOS. The NAVSUP 1220-2 form will be utilized in requesting an allowance change, addition or deletion. A paper copy will be retained in the Allowance Revision File.

c. The file will be arranged into three categories: Additions, Deletions and Changes and subdivided into categories by the type of allowance and further divided into pending, approved, and disapproved categories. Requests will be maintained until incorporated into reference (ar).

7. Coordinate, prepare, submit, and monitor the budget for Custodial Allowance Material. CRS will initiate semi-annual fiscal year budgets at the end of August and February. In addition to the semi-annual budget, CRS will provide budgets to Wing G-8 when requested.

a. Semi-annually, a review will be conducted in accordance with cognizant TYCOM/WING instructions. The OMD OIC will prepare the Budget Request Input Letter (figure 3-18), route to the AvnSupO for signature, and distribute to the supported squadrons/work centers at the end of August and February for Budget Review preparation. The Budget Review input (including negative responses if applicable), will be returned to CRS by mid-September and March. The OMD OIC and AvnSupO will review overall input and sign the finalized budget for September and March.



## UNITED STATES MARINE CORPS

MARINE FIGHTER ATTACK SQUADRON XX  
MARINE AIRCRAFT GROUP XX  
XD MARINE AIRCRAFT WING  
MCAS MARINE P.O. BOX 123456  
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:

4400

OMD

DD Mon YY

From: Operations Management Division Officer in Charge, Marine Aviation  
Logistics Squadron XX  
To: Distribution List

Subj: FISCAL YEAR XX BUDGET REQUEST INPUT LETTER

Ref: (a) NAVMC 4400.177\_

1. The purpose of this Budget Request Input is to identify projected requirements which are considered mission essential.
2. The following tasks must be accomplished to accurately project each Squadron's budget requirement. The due date for completion is close of business DD Mon YY. Any items that are being requested that are not authorized on your TBA, IMRL, or QH-2 listings will required detailed justification along with mission impact.
  - a. Identify any Flight Equipment (7F) shortfalls from the Flight Equipment Manual (NAVAIR 00-35QH-2) and submit them to the MALS XX Operations Management Division.
  - b. Using the most recent Table of Basic Allowance (TBA) Inventory, Deficiency and Not Mission Essential Listing, submit TBA requirements to the MALS XX Operations Management Division.
  - c. Submit all IMRL requirements to the MALS XX IMRL Manager. The IMRL Manager will submit all requirements for the MAG to the Wing IMRL Manager for approval.
3. For additional information please contact 1stLt Lieutenant Marine at the MALS XX Operations Management Division at (XXX)XXX-XXXX.

I. M. MARINE

Distribution:  
LIST SQUADRONS

Figure 3-18.--Budget Request Input Letter.

b. All deficiencies for controlled equipage (e.g., TBA, IMRL and ALSS) will be submitted on a Budget Request. The budget submission is a coordinated effort of supported squadrons, CRS, CAS, FAS, and IMRL's input. All budgets and requisitions will be submitted in accordance with cognizant TYCOM/Wing instructions.

c. Items approved on budgets will be requisitioned once funds are available. The document number will be recorded on the Custody Record to indicate the material has been requisitioned.



d. The finalized budget, submitted in September, will contain projections for the following fiscal year. The finalized budget for March, will contain updates to the budget provided in September, and projections for the remainder of the fiscal year.

8. Maintain a Budget File. CRS will establish and maintain a Budget File. The file will be arranged by fiscal year and subdivided by squadron and appropriate allowance list (e.g., IMRL, TBA, ALSS, and NAVAIR Allowance list). CRS will utilize a database/spreadsheet to manage deficiencies and budgets. Each unit's Deficiencies and Not Mission Essential Listing will assist CRS in building a budget for each allowance list. All semi-annual budgets, along with budget submission email, will be retained for current and prior fiscal years.

9. Review and Process Requisitions for Custodial Allowance Material

a. CRS will review and submit all requisitions for custodial material (e.g., IMRL, TBA, ALSS, and NAVAIR Allowance List). CRS will ensure all open purchase requests for IT (with IT waiver) equipment (Non-NMCI assets) will be routed through ALIMIS 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).

c. CRS will review and forward all NSP and FE requirements to CAS.

d. Upon receipt of TBA/FE, the respective RO must be present in order to sign the inventory identifying the addition. Anyone identified as a "pick-up" Marine on the authorization list can pick-up material and sign the supporting documentation. The "pick-up" Marine cannot be the original requestor. ROs will not be authorized to request or pick-up material. All receipts will be filed in the CTF.

10. CRS will conduct General Equipment (GE) Inventories in accordance with appendix AH.

Reports and files Required for Performance of Duties, CRS			
Report name	Frequency	Retention	Reference
1. Maintain a Custody Record File	As Required	10 Years	3221.4
2. Maintain a Deficiency and Not Mission Essential File	Per Inventory	Current and Prior Fiscal Years	3221.5
3. Maintain an Allowance Revision File	As Required	Current and Prior Fiscal Years	3221.6
4. Maintain a Budget File	Fiscal Year	Current and Prior Fiscal Years	3221.8
5. DPAS Inventory File	As Required	10 Years	3221.10

Table 3-6.--Reports required for performance of duties, CRS.

## CHAPTER 3

## SECTION 2: CUSTOMER SUPPORT BRANCH (CSB)

## PART C: FINANCIAL ACCOUNTING SECTION (FAS)

3230. General

1. Responsibilities. FAS is responsible for verifying the financial processing of all transactions as well as maintaining related financial files, reports, and listings used to support posted financial transactions. Additionally, FAS will utilize electronic accounting procedures using the appropriate systems to support Flight Operations (FLTOPS) requirements.

2. Duties

a. FAS will maintain the following files and reports as well as perform the following duties:

- (1) Maintain a Pending Data Entry File (PDEF).
- (2) Review and Process Non-Standard Procurement Requests.
- (3) Receive and Process AIR Card® Charges.
- (4) Receive, Validate, and Process Fuel Charges.
- (5) Estimate Fuel Obligations.
- (6) Process In-Flight Refueling Transactions.
- (7) Prepare, Manage, and Inventory Flight Packets.
- (8) Maintain Flight Packet File.
- (9) Process Financial Support Listings.
- (10) Prepare, Review, and Submit a Status of Funds (SOF).
- (11) Prepare, Review, and Submit Transmittal Letters (TL).
- (12) Review and Post Flight Hours.
- (13) Receive, Post, and Report Operating Target (OPTAR) Grants.
- (14) Prepare, Review, and Submit Budget OPTAR Reports (BOR).
- (15) Perform Outstanding Money Value Only Verification.
- (16) Review the Stock Control Review Listing.
- (17) Maintain Financial Files.

3231. Procedures

1. Maintain a Pending Data Entry File (PDEF). 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. Review and Process Non-Standard Procurements (NSP) Request. FAS will receive NSP requests via CAS. FAS will determine the proper fund code based on the material/services being requested. FAS will validate the requested amount and ensure funds are available utilizing the Status of Funds (SOF). FAS will also verify the appropriate purchase threshold is adhered to.

a. After screening the request to ensure items/services are authorized, CAS will forward the request to FAS. FAS will assign a document number and LOA. It is paramount to ensure the exact document number and LOA of the obligation document is assigned to the request. FAS will then forward the request to the individual assigned in the Delegation of Authority letter for signature. Once signed FAS will create an MVO document and return the request to CAS.

b. Establish Money Value Only Documents. FAS will only create a DD Form 1149 for MVOs utilized to obtain materials or services from repair programs (i.e., FRC). The DD Form 1149 will be approved and signed by the individual assigned in the Delegation of Authority letter and in accordance with separation of functions requirements. Obligation adjustments in ASKIT and R-Supply must have corresponding DD Form 1149s (if applicable) signed by the individual assigned in the Delegation of Authority letter.

(1) ASKIT. FAS personnel will obligate funds in ASKIT using a single document number established under C9999 Transaction. There will be one document per request (no bulk funding); these documents will be used for the billing of NSPs. See the ASKIT Manual for specific C9999 processing procedures. Enter in the Original Price Field a value, which will be the exact price quoted. Select the appropriate RIC for the transaction. Additionally, enter remarks, which will assist you in identifying the purpose of the MVO document.

(2) R-Supply

(a) FAS personnel will obligate funds in R-Supply using a single document number established as a Money Value Only (MVO) transaction. These MVO documents will be used for the billing of NSPs. Refer to the R-Supply system manual for specific MVO processing procedures. In the Original Price Field, enter the exact value quoted. Select the appropriate RIC for the transaction. There will be one MVO document per request. Additionally, enter remarks assisting you in identifying the purpose of the MVO document.

(b) The following measures will be taken by FAS in order to gain better controls of MVO requisitions and to aid in the detection of any fraudulent transactions. MVO requisitions will be entered by FAS personnel only. Prior to processing the X73 receipt, FAS will ensure the proper dollar amount was obligated and post X78 adjustments as necessary.

(3) Routing Identifier Code (RIC). The RIC will tell the Command Financial Management System (CFMS) and SABRS how to post by FIAR Segment. The following RICs will be utilized when using MVO documents.

(a) FDM. NAVSUP FLC Funding Document Manager DD Form 1149; payment via IRAPT.

(b) MOP. NAVSUP FLC Funding Document Manager DD Form 1149; payment via Credit Card (MOP).

(c) PWC. NAVFAC Public Works DD Form 1149 for non-transportation (cranes, JLGs, etc.).

(d) VEH. NAVFAC Public Works DD Form 1149 for transportation (cars and trucks).

(e) USB. Credit cards (MVO) for US Bank.

(f) DAP. Government document and printing services (DLA Document Services Online) LOA when not using the credit card for payment.

**NOTE:** Use PWC as the default if none of the 6 apply.

c. Once the material is received by CAS, they will begin verification. After the receipt has been verified and signed by the customer, FAS will process the receipt for the amount on the receipt documentation. If receipt does not match the approved material, FAS will return receipt to CAS for corrections. FAS will place the receipt documentation with the original request in the CTF.

**NOTE:** When using the GCPC to make NSP requests, ensure that strict compliance of reference (j), appendix T, TYCOM, and local instructions/directives are adhered to. To prevent a conflict of interest, GCPC cardholders and approving/certifying officials should not work in FAS.

3. Receive and Process Aviation Into-Plane Reimbursement Card (AIR Card®) Non-Fuel Charges. The AIR Card® is the preferred method of payment for aviation fuel purchases and flight line services.

a. FAS personnel will be appointed as the AIR Card® Approving Officer/Certifying Officer (ACO). This appointee will complete an Accountable Official Nomination Form and DD Form 577; these forms will assign them as the ACO in the AIR Card® Program. The FAS clerk (Accepting Official) using Wide Area Work Flow (WAWF) certifies AIR Card® Non-Fuel Purchases (flight line services). The OMD OIC/SNCOIC will process the payment in WAWF as the Local Process Office (LPO). FAS will obligate funds in ASKIT on a 7F C9999 document for each separate AIR Card® invoice using the document series assigned.

b. Certify Non-Fuel AIR Card® Invoices and File. The AIR Card® invoices are available on the AIR Card® 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. The ACO will ensure the receipt, invoice, WAWF certification and all other supporting documentation are filed in the AIR Card® Certification File and maintained for 10 years in accordance with reference (av). Refer to appendix U for detailed instructions on certifying AIR Card® invoices.

4. Receive, Validate and Process Fuel Charges. FAS will be responsible for processing of Aircraft fuel into ASKIT daily along with ground fuel into R-Supply weekly. FAS will obtain as many fuel receipts as possible from the Squadrons.

a. Aircraft Fuel. 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. FAS will reconcile with the RO at least weekly and obtain fuel receipts. FAS will identify In-Flight Refueling transactions from the Enterprise External Business Portal (EEBP) Customer Sales Detail Report (transaction type 3) and reconcile with the appropriate Fuel Seller. All fuel receipts will be reconciled and matched to their corresponding financial transactions found in EEBP. After validation, EEBP charges will be processed in ASKIT.

b. Ground Fuel. FAS will coordinate with the local fuel farm to arrange collection of ground fuel receipts or logs. These transactions will be validated in EEBP by reviewing data such as the fuel type, vehicle ID, vehicle type, quantity, document number and Fund Code. After validation, each EEBP document will be entered in R-Supply separately as an MVO document. These fuel receipts will be reconciled and matched to their corresponding financial transactions found in EEBP. FAS will then post the receipts (X73) in R-Supply.

c. Any record considered invalid should be challenged by contacting the DLA Energy Helpdesk. If the record is not corrected by the time the DL is released it will be challenged on the DL report. Refer to appendix Y for detailed instructions for processing EEBP fuel charges.

d. Once all receipts are collected and reconciled they will be filed in the appropriate fuel file. Fuel receipts are matched to specific data elements in EEBP. Match transactions in EEBP to paper or electronic copy receipts by Date, Quantity, UIC/Unit Name, Bureau Number (BuNo) and Location. The successful reconciliation of source documentation to financial transaction represents the foundation of a supportable, auditable process. Unsuccessful reconciliation of source documents to EEBP transactions requires further action. Fuel Files will be maintained for 10 years in accordance with reference (av).

(1) Pending Fuel File (PFF). FAS will make every effort to receive maximum daily fuel data (physical receipts, in-flight logs, daily reports or other transmissions) to support fueling events. The PFF will contain the paper or electronic copy fuel receipts which were collected from the squadron RO. Once reconciled, the financial document number found in EEBP should be written on the source document and moved to the EEBP Matched File. This file will be maintained until all transactions are matched and moved to the EEBP Matched File.

(2) EEBP Matched File (EMF). The EMF will contain all matched fuel receipts to EEBP fuel transactions.

(3) Challenge Fuel File (CFF). The Challenge Fuel File will contain fuel transactions, which were challenged during validation in EEBP or challenged during DL processing. This file will contain correspondence between DLA Energy Help desk and challenging unit along with supporting documentation.

(4) Missing Fuel Receipt File (MFRF). This file will contain missing fuel receipt transactions not provided by the Squadron RO. Utilize a local form including the following:

- (a) Requisition number
- (b) Quantity
- (c) Location
- (d) BuNo
- (e) Fuel Type
- (f) TEC

5. Estimate Fuel Obligations. 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 utilizes during an hour of flight. The OP-20 budgeting process uses the 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.

a. Research. 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. If a particular aircraft type is above or below the Burn Rate established by TYCOM, determine what may have contributed to the spike in fuel variance. It is possible fuel is misaligned due to aircraft transfers.

(1) Example: If squadron A transfers aircraft to squadron B, but the transfer is not done with the AIR Card® Program then squadron A will continue to be billed for fuel while squadron B reports the flight hours. Squadron A will be over obligated for fuel and squadron B will be under obligated for fuel.

(2) Additional possibilities contributing to fuel discrepancies are due to multi TEC squadrons, delayed EEBP processing or billing to the wrong UIC/DODAAC. FAS must take necessary corrective action to account for further fuel discrepancies.

b. Estimate. The OMD OIC/SNCOIC will monitor, control, and sign all estimated documents to ensure no abuse of its usage occurs. The OMD OIC/SNCOIC will approve the creation of the estimated document before the transaction is posted in ASKIT. A locally devised form will be used to record all estimated fuel documents for each squadron account. Forms will be kept in the Estimated Fuel File for review and validation. This form will contain the following information:

- (1) Date
- (2) Fuel Type
- (3) Quantity (number of gallons)
- (4) Estimated Document Number

(5) Remarks (Enter Location)

(6) Defuel date

c. Defuel. FAS will conduct the research necessary to determine if an estimated document requires to be defueled. Once the defuel amount is identified, FAS will submit the defuel transaction to the OMD OIC/SNCOIC for review and signature. The OMD OIC/SNCOIC will approve the defuel before the transaction is posted in ASKIT.

d. Estimated Fuel File. This file contains the local form used to estimate fuel requisitions that have been entered into ASKIT. The OIC/SNCOIC approval/signature is required for both the estimated fuel input and the defuel process. Files will be maintained for 10 years in accordance with reference (av).

6. Process In-flight Refueling (IR) Transactions. In order to ensure accurate accounting, the Aircraft Commander, Squadron Operations Officer, Fuel Farm Coordinator, and MALS OMD OIC each have specific responsibilities. Optimum cooperation must exist between these individuals.

a. Obtain required information to complete the IR log

(1) The squadron's Operations Officer will ensure Aircraft Commanders are aware and knowledgeable of the IR procedures. The squadron Operations Officer will provide each Aircraft Commander with sufficient copies of the IR Log (figure 3-19) to accommodate the projected IR prior to each mission.

[illegible]

Figure 3-19.--In-flight Refueling Log.

(2) The Aircraft Commander will complete the IR Log for each aircraft refueled. Gallons dispensed will be recorded by BuNo.

(3) Upon completion of the mission, the Aircraft Commander will turn-in all fuel receipts and IR Logs to the Operations Officer who will review them for completeness before delivering them to the Fuel RO. FAS will obtain all IR logs from the Fuel RO.

b. Weekly, FAS will submit all IR Logs to the station Fuel Farm for processing, and a copy will be retained by the FAS. Once the IR transactions are processed by the Fuel Farm, FAS will email the IR Logs to the supporting FAS of that receiving USMC squadron. The receiving units IR transactions and the credits issued to the tanker squadron will be visible in EEBP. IR transactions will be reviewed and reconciled for validity and loaded to ASKIT to avoid receiving them as first time charges on the N-SABRS Difference Listing (DL).



c. Perform reconciliation of issues and credits. FAS will reconcile the EEBP Customer Sales Detail Report with the corresponding IR Log. A credit will post for each issue processed. Once all credits are accounted for, attach the IR Log to the EEBP Customer Sales Detail Report (Transaction Type 3 Credits) or ASKIT 1348.

d. Maintain In-Flight Refueling Files. IR Logs and corresponding supporting documentation will be filed in the appropriate In-Flight Refueling File.

(1) In-Flight Refueling Pending File. This file contains the IR LOG (DD Form 791; figure 3-14), of which a copy has been forwarded to the Fuel Farm and is awaiting posting of Transaction Type 3 Credits in EEBP. This file will be in date sequence. This file will be maintained until all transactions are complete and moved to the In-Flight Refueling Completed File.

(2) In-Flight Refueling Completed File. The In-flight Refueling completed 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 LOG (DD Form 791), which a copy is forwarded to the Fuel Farm, and the EEBP Customer Sales Detail Report (Transaction Type 3 Credits). This file will be in date sequence and maintained for 10 years in accordance with reference (av).

7. Prepare, Manage, and Inventory Flight Packets. FAS will issue the flight packets to the squadron Commanders, who have ultimate responsibility for their proper utilization. The squadron Commander will assign an officer as the Flight Packet Responsible Officer (RO). FAS will maintain the letter designating the RO. The OMD OIC/SNCOIC must stress to the Flight Packet RO the importance of turning in 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 appendix U.

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 (GTCC) in accordance with the Travel and Transportation Reform Act (TTRA).

c. Accountability. Flight packets will be inventoried by FAS quarterly, and when a new RO is appointed. Strict accountability will be established for control of flight packets and their documents. The FAS will ensure to maintain a 100% accountability of flight packets assigned to each squadron as reflected on the latest AMSRR. FAS will also validate all AIR Cards® on hand to the cards registered in the Kropp Holdings Inc. (KHI) website to ensure AIR Card®s are assigned to the appropriate account. Any discrepancies found during the validation will be identified (e.g., incorrect card numbers, wrong account assignment) and corrected immediately. Also, ensure all necessary documents identified in reference (t), are contained in each flight packet by using the Flight Packet Inventory Sheet, see figure 3-20. FAS will document the inventory by having the Flight Packet RO sign the Flight Packet Inventory Sheet and will then file it in the Flight Packet File. The ROs will maintain security of the flight packets by keeping them locked in a secure location.

d. Items included. Each aircraft will be provided with a flight packet containing the requirements identified in reference (t), volume I, chapter 3.

Flight Packet Inventory Checklist												
ITEMS	162877		162442		163153		162451		162466		Discrepancy	Remarks
DD Form 1348	B100	✓	B102	✓	B104	✓	B106	✓	B108	✓		
Standard Form 44 (7B)	B101	✓	B103	✓	B105	✓	B107	✓	B109	✓		
Instructions for safeguarding and shipping damaged aircraft	N/A	✓	N/A	✓	N/A	✓	N/A	✓	N/A	✓		
Instructions for procuring services and supplies	N/A	✓	N/A	✓	N/A	✓	N/A	✓	N/A	✓		
Statement of Witness (SF 94)	N/A	✓	N/A	✓	N/A	✓	N/A	✓	N/A	✓		
Claim for Damage or Injury (SF 95)	N/A	✓	N/A	✓	N/A	✓	N/A	✓	N/A	✓		
Indelible pencil or ball-point pen, and carbon paper	N/A	✓	N/A	✓	N/A	✓	N/A	✓	N/A	✓		
Engineering Investigation Reports	N/A	✓	N/A	✓	N/A	✓	N/A	✓	N/A	✓		
Visual Information Display System/Maintenance Action Form (VIDS/MAF)	N/A	✓	N/A	✓	N/A	✓	N/A	✓	N/A	✓		
Fuel Sample Log Sheet	N/A	✓	N/A	✓	N/A	✓	N/A	✓	N/A	✓		
AIR Card	2686-3489	✓	2686-3490	✓	2686-3491	✓	2686-3492	✓	2686-3493	✓		
Oil Sample Kits (3)	N/A	✓	N/A	✓	N/A	✓	N/A	✓	N/A	✓		

ITEMS	164070		Any AIR Card		Any AIR Card		Any AIR Card				Discrepancy	Remarks
DD Form 1348	B110	✓	N/A	✓	N/A	✓	N/A	✓				
Standard Form 44 (7B)	B111	✓	N/A	✓	N/A	✓	N/A	✓				
Instructions for safeguarding and shipping damaged aircraft	N/A	✓	N/A	✓	N/A	✓	N/A	✓				
Instructions for procuring services and supplies	N/A	✓	N/A	✓	N/A	✓	N/A	✓				
Statement of Witness (SF 94)	N/A	✓	N/A	✓	N/A	✓	N/A	✓				
Claim for Damage or Injury (SF 95)	N/A	✓	N/A	✓	N/A	✓	N/A	✓				
Indelible pencil or ball-point pen, and carbon paper	N/A	✓	N/A	✓	N/A	✓	N/A	✓				
Engineering Investigation Reports	N/A	✓	N/A	✓	N/A	✓	N/A	✓				
Visual Information Display System/Maintenance Action Form (VIDS/MAF)	N/A	✓	N/A	✓	N/A	✓	N/A	✓				
Fuel Sample Log Sheet	N/A	✓	N/A	✓	N/A	✓	N/A	✓				
AIR Card	2686-3500	✓	2686-3501	✓	2686-3502	✓	2686-3503	✓				
Oil Sample Kits (3)	N/A	✓	N/A	✓	N/A	✓	N/A	✓				

FAS CLERK: \_\_\_\_\_ RO: \_\_\_\_\_ OMD OIC/INCOIC: \_\_\_\_\_ Date: \_\_\_\_\_

Figure 3-20.--Flight Packet Inventory.

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

f. FAS will provide training in handling of flight packets at a minimum of every six months to each squadron RO. Training must be documented with a signed roster and kept in the Flight Packet File.

8. Maintain Flight Packet File. A flight packet file will be created for each squadron supported by the MALS. This file will be maintained for 12 months. The Flight Packet File will contain the following:

- a. Flight Packet RO Letters.
- b. Accountable Official Nomination Form.
- c. Certifying Official Card (DD FORM 577).
- d. Prompt Payment Certification Form/WAWF training certificate.
- e. Certificates of training:
  - (1) APC Certification (Agency Program Coordinator) for each Squadron.

(2) Accountable Official Certification Course (Approving Official and Certifying Official).

- f. Semi-annual Flight Packet Training.
- g. The AMSRR showing the current squadron aircraft inventory.
- h. Last twelve months of quarterly flight packet inventories (signed by the Flight Packet RO and OMD OIC/SNCOIC) and KHI account printout (identifies all BuNos/Card numbers assigned).
- i. Applicable references.

9. Process Financial Support Listings. Every month DFAS produces two financial support listings, Obligation Validation Review (OVR), and Difference Listing (DL), for each OPTAR holder to process. These listings are a result of Standard Accounting and Reporting System - Fleet Level (STARS-FL)/Navy - Standard Accounting Budgeting and Reporting System (N-SABRS) reconciliation between obligations from the Fleet OPTAR holders and expenditures from vendors. The financial listings will be provided when available from the respective TYCOMs and must be promptly processed. Proper management and processing of these listings is necessary to identify erroneous charges and invalid unfilled orders.

a. Obligation Validation Review (OVR). This listing contains all unfilled orders (obligations) held in STARS-FL/N-SABRS that have not matched with related expenditure documents and have not been cancelled. It also contains those records with only a partial receipt of material or material which has been received but not matched to a corresponding expenditure. The OVR represents the portion of the obligation still outstanding from the originally submitted ZOA record. Refer to appendix W for OVR processing procedures.

b. Unmatched Disbursements. This listing is produced monthly, typically before the DL or OVR, and provided to each OPTAR holder for appropriate action. The listing shows expenditures that do not have a matching obligating document in N-SABRS. Why UMD's occur vary, therefore each TYCOM provides guidance on frequency and appropriate corrective action.

c. Difference Listing (DL). This listing displays variances between obligations and expenditures. Differences will appear for each fiscal year in which they occur. Regardless of the situation, all DL differences with your UIC will be posted to R-Supply/ASKIT. Account solvency will not be the deciding factor. Refer to appendix W for DL processing procedures.

d. Financial support listings will be filed in month sequence separated by fiscal year. This file will be maintained for 10 years in accordance with appendix (av). Listings will be signed by the OIC/SNCOIC.

10. 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 (AGSAG) and reimbursable funding. The format will be established by higher headquarters.

a. Accounting Systems. Accounting and financial management system is required to control and report how the various types of funds are used. The accounting system must provide accounts, records, and procedures for

recording transactions and must summarize accounting data into a prescribed reporting format. This data is used by management for controlling current operations (remaining within budget), and it is used as a basis for future operations (collecting information for future budget estimates).

b. Accounting Appropriation System. Congress passes legislation known as appropriation acts to provide funds for various military programs. DOD has set up the future Year's Defense Plan (FYDP) to establish planned force structure and financial levels for the military departments that covers a five-year period. In order to permit meaningful accumulation and control of information, categories called Budget Activity Programs (BA) were established and are reflected below:

<u>Program</u>	<u>Title</u>
I	Operating Forces
II	Mobilization
III	Training and Recruiting
IV	Administration and Service Wide Activities

The BA structure is further broken down into four major Activity Groups (AG). Appropriation data will include a one-digit field in the third position of the subhead that identifies the AG for which funds are being obligated or expended.

<u>Major AG</u>	<u>Title</u>
1A	Air Operations
1B	Ship Operations
1C	Combat Operations/Support
1D	Weapons Support
<u>Minor AG</u>	<u>Title</u>
2A	Maritime Prepositioning Support
4A	Public Affairs, External

Activity Groups will be broken down into Sub-Activity Groups (SAGs), Special Interest Codes (SICs), Program Elements (PEs), and other smaller categories.

AG	SAG	SIC	FUND CODE	DESCRIPTION
1A	1A TACAIR	FA	9S	Depot Aviation Repairs
		FF	7B	Fuel
		FM	7F/7L	Maintenance Consumables -7F-Flight equipment -7L-Aircraft Maintenance Consumables
		FO	8X/2F (TOT/TOP)	TBA/IMRL/Other Support
		FW	* FC ID on Contract	Contracts
	2A Fleet Readiness Squadron	FA	9S	Depot Aviation Repairs
		FF	7B	Fuel
		FM	7F/7L	Other TAD/Transportation of Things/ Other Support
		FW	* FC ID on Contract	Contracts

Figure 3-21.--Funding Categories.

c. Operating Target (OPTAR) Funds. OPTARs are issued to activities for a particular FY. New obligations can only be incurred during the first 12 months of the accounting cycle. Expenditures, (i.e., payment for obligations), can be made throughout the entire 72 month or six-year period. The six-year period includes the current FY and next five years to where expenditures can be incurred or previous obligations may be adjusted or canceled.

(1) OPTARs are identified by OPTAR Funds Categories (OFCs)

(a) OFC-50. Aviation Operations Maintenance (AOM). This OPTAR is provided to fund the procurement of material and services necessary to support the Aircraft Maintenance Department at aviation activities. AOM funds are properly chargeable for repairs to aircraft and supporting maintenance equipment.

(b) OFC-01. Flight Operations (FLTOPS). Provided to aviation squadrons, this OPTAR is used to procure fuel consumed in flight, flight crew clothing and administrative material for support of the squadron.

(c) OFC-09. OPTAR used for fleet Initial Outfitting for Individual Material Readiness List (IMRL) and Marine Table of Basic Allowance (TBA).

(d) OFC-10. OPTAR used for aircraft support, other (includes support for automated data processing equipment, and drones and targets).

(e) OFC-21. OPTAR used for travel of personnel in connection with aviation-related travel. (Primarily managed at Comptroller/Fiscal Office).

d. Fleet Aviation Fund Codes

(1) OFC-01

(a) 7B - Aviation fuels, (JP/AVGAS) which is consumed in flight operations.

(b) 7F - NWCF Material, other (includes shock lubricants and bearing greases). Used for requisitioning flight equipment, admin. Supplies for aviation squadrons, Oxygen/LOX/NOX consumed during flight by either pilot or aircraft systems, ground services performed at Fixed Based Operators such as ramp fees, de-icing etc.

(2) OFC-50

(a) 7L/2N/2P - Material used in aircraft maintenance including Petroleum, Oils and Lubricants (POL), aircraft oil/lubricants/ fuel additives used in flight operations, packing, preparation and presentation, and IMRL repair, (Non-AVDLR). Field Level Repairable, Consumable Repair Parts.

(b) 9S/9R - NWCF Aviation Depot Level Repairable, Cog 7R material.

(3) OFC-10

(a) 2F/2E - Flight Training Support Cost including maintenance of drones and targets. TBA Repair, Van maintenance, INMARSAT, Range Fees.

(b) 9E - Non-AVDLRs for repair of TBA assets (predominantly) and TBA maintenance and repair. (Used by COMNAVAIRPAC)

(4) OFC-09

(a) 8X - NWCF Material, Individual Material Readiness List (IMRL) and Marine Table of Basic Allowance Outfitting/Re-outfitting.

e. Line of Accounting (LOA). A data structure representing a DoD account that may be used to track funding associated with an organization's budget and to ensure accurate accounting transactions. The following is an example of an AIRLANT Operations and Maintenance, Navy (O&MN line of account:

(1) AA/1761804/60AE/000/57012/F/060951/2D/V52847/005274F0017F

(a) AA - Accounting Classification Reference Number

(b) 17 - Treasury Symbol (Dept. of Navy)

(c) 6 - Fiscal Year (2016)

(d) 1804 - Appropriation (O&M,N)

(e) 60 - Major Claimant (COMNAVAIRLANT)

(f) A - Activity Group (AIROPS)

(g) E - Serial Number (Assigned by Major Claimant)

(h) 000 - Object Class

(i) 57012 - Bureau Control Number (UIC of Operating Budget Holder, COMNAVAIRLANT)

(j) F - Sub-allotment Group

(k) 060951 - UIC of Authority Accounting Activity (DFAS Cleveland-Norfolk)

(l) 2D - Transaction Type (Payment)

(m) V52847 - Property Accounting Activity (UIC of the OPTAR Holder)

(n) 005274F0017F - Cost Code (Two Zeroes, the Julian Date and Serial number of the requisition and the fund code).

f. Navy Working Capital Fund. DEPARTMENT OF DEFENSE WORKING CAPITAL FUND (DWCf). The DWCf is a revolving fund for a large number of defense support functions. It utilizes business-like cost accounting to determine total cost of the business activity. The DWCf is made up of the Army Working Capital Fund, the NWCF, the Air Force Working Capital Fund, the Transportation Working Fund and the Defense-Wide Working Capital Fund.

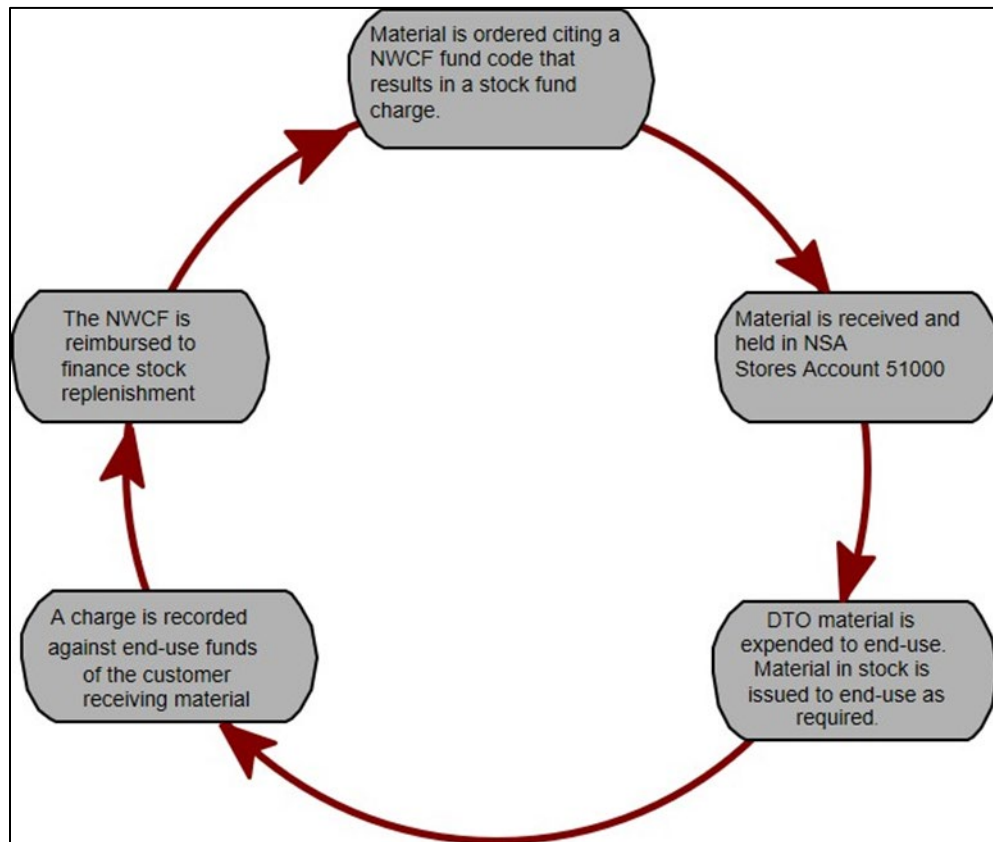


Figure 3-22.--DWCf flow.

The Navy Working Capital Fund-Supply Management (NWCF-SM) finances the procurement of material carried at designated naval activities ashore and afloat. As a revolving fund, the NWCF-SM is reimbursed when material is issued/billed. NWCF-SM is reimbursed based on the sale of the material and the working capital is made available to replenish the activity's stock. The NWCF charter provides that, under the direction of SECNAV and the CNO, NAVSUP

will manage the NWCF-SM. NAVSUP delegates to NAVSUP WSS and other project managers, control and management responsibilities for assigned categories of NWCF-SM material. The Navy Working Capital Fund is used to buy procurement lead time, therefore not tying up appropriated funds until material availability, it also absorbs market and cost risks for the Fleet. Each category of NWCF-SM material is assigned a BP manager. Each BP manager is responsible for maintaining adequate stocks of material, determining budget requirements, and administering NWCF-SM funds.

g. Prepare the Status of Funds (SOF)

(1) ASKIT. Ensure all daily processing, Flight Equipment requirements, NSP requests, and Fuel Downloads have been completed prior to preparing the SOF. FAS will prepare the SOF by using the totals displayed in the Fuel and Non-Fuel OPTAR Summaries from ASKIT.

(2) R-Supply. FAS 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 AGSAG 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.

h. Review the SOF. The OIC/SNCOIC will perform a thorough review of the SOF to ensure accuracy. The SOF review shall include verifying grant authorizations, obligations, and reimbursable data against source documentation; comparing the current SOF against the previous SOF to identify cost spikes; and ensure current guidance from higher headquarters is being adhered to for financial management.

i. Submit the SOF. After reviewing the SOF, it will be submitted in accordance with guidance and local procedures conducted at each MAW G-8. File the prepared SOF either as a hard copy or electronically for 12 months.

11. Prepare, Review, and Submit Transmittal Letters (TL). The TL is an official listing of obligations (DI Z0A) and cancellations (X0A) which requires weekly submission to the TYCOM's official accounting system N-SABRS via CFMS. The TL is required for all Operating Target Functional Categories, (OFC's) for current and prior fiscal years. The TYCOM will publish a TL reporting schedule at the beginning of every fiscal year, normally 4 per month totaling 48 per unit/DoDAAC. OFC-09 is the only exception, this OFC does not generate zero TLs therefore the number sequence will be different.

**NOTE:** 7B obligations for aviation fuel are not reported on a TL.

a. Preparing the TL. FAS will prepare the TL electronically in ASKIT or R-Supply accordingly. The Aviation Storekeeper Information Tracking (ASKIT) system generates the OFC-01 TLs. R-Supply generates the TLs for OFC-10, OFC-50, and OFC-09. OFC-10 and OFC-50 will generate under the same UIC (the MALS UIC) and have the same TL sequence number. OFC-09 will generate under a different UIC (the MAG UIC) on the same TL as OFC-10 and OFC-50, however the sequence number will be different. Refer to the ASKIT 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.

(1) Non-Pure Milstrip. A Non-Pure MILSTRIP is an item that does not



have a NSN. Some examples are; ServMart, tools, AIR Card® payments, open purchases, and GCPC purchases. Non-Pure MILSTRIPs require a specific RIC in order for CFMS and SABRS-N to transmit financial data appropriately. Without the proper RIC financial data will error causing delinquencies in billing and invoicing. Below are the categorized/designated RICs the MALS must manually input into R-Supply and ASKIT prior to producing a TL.

(a) FDM - Marine Corps Base Contracting; payments via iRAPT/WAWF (AIR Card® / PR Builder submissions).

(b) MOP - Marine Corps Base Contracting; payment via credit card above threshold (mostly applies to green dollar or exceptions when prior authorization is given to produce above threshold).

(c) PWC - NAVFAC Public Works; such as Camp Lejeune MSC ServMart, tools, and work orders (1149) to FRC.

(d) USB - Credit card purchases under threshold.

b. Reviewing TLs

(1) OFC-01 TLs are Flight Equipment, ServMart, and AIR Card® obligations and cancellations generated in ASKIT. Prior to uploading/submitting a TL it must be reviewed by the OIC/SNCOIC. Both the .txt file and the 2156 data should be reviewed for accuracy.

(a) TL number should be in sequence.

(b) Validate excessive ZOA/XOA's, excessive quantities, excessive prices.

(c) Ensure fund code is 7F.

(d) Ensure proper RIC is used for non-standard MILSTRIP.

(e) Validate unit of issue, quantity, cog, and priority. Non-pure MILSTRIPs COG MUST be 99.

(f) Ensure no new obligations for prior year, only amendments to already existing obligations.

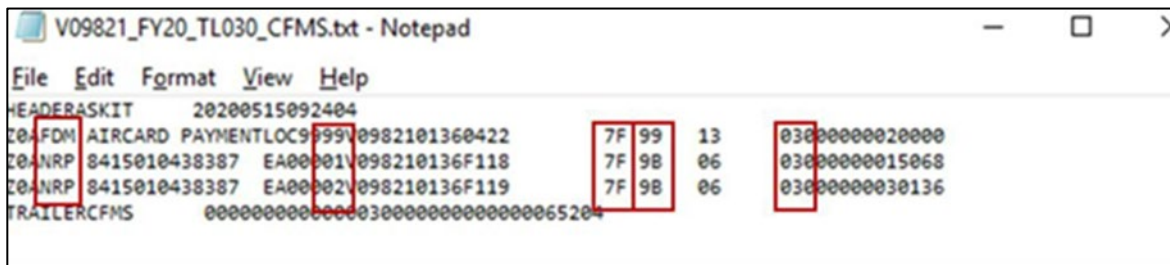


Figure 3-23.--TL Example.

V09821\_FY20\_TL030.txt - Notepad

File Edit Format View Help

SUBHEAD/OFC/RCC - 60AE/01/ Page 1

REQUISITIONS FROM 5/9/2020 TO 5/15/2020

V09821 VMAT 203  
MAG-14 MALS-14 BLDG 1016 BAY J

Number of Transactions		Total Funds
3	Obligations	652.04
0	Cancellations	0.00
3	TL 030/0 Total	652.04

Remarks

CROCKETT, ROY B. MAJ, AVIATION SUPPLY OFFICER

\* SUBHEAD/OFC/RCC - 60AE/01/ Page 2

DOC ID	STOCK NUMBER	UI	QTY	DOC NUMBER	F C DIS	PR	F TL Y	Amount
HEADERASKIT 20200515092404								
Z0AFDM	AIRCARD	PAYMENTLOC	9999	V0982101360422	7F 99	13	03000000020000	
Z0ANRP	8415010438387	EA00001	V098210136F118		7F 9B	06	03000000015068	
Z0ANRP	8415010438387	EA00002	V098210136F119		7F 9B	06	03000000030136	
TRAILERCFSM 000000000000030000000000000065204								
TOTAL FUNDS OBLIGATED FOR TL 030/0 \$								652.04

Figure 3-23.-- TL Example, Continued.

(2) OFC-50 TLs are obligations and cancelations generated in R-Supply. Prior to uploading/submitting a TL it must be reviewed by the OIC/SNCOIC. Both the .txt file and the 2156 data should be reviewed for accuracy.

- (a) TL number should be in sequence.
- (b) Validate excessive ZOA/XOA's, excessive quantities, excessive prices.
- (c) Ensure fund code is 7F.
- (d) Ensure proper RIC is used for non-standard MILSTRIP.
- (e) Validate unit of issue, quantity, cog, and priority. Non-pure MILSTRIPs COG MUST be 99.
- (f) Ensure no new obligations for prior year, only amendments to already existing obligations.

V09114\_FY20\_OFC-50\_TL18.txt - Notepad

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HEADERSUPPLY 20200214132814

X0ANRPS9114LLQ444601	EA00000V091148130G404	AD40A2F 9PAK702	09830000010000
X0ANRPS9114LLQ444601	EA00000V091148130G405	AD40A2F 9PAK702	09830000010000
X0ANRPS5995016716475	EA00000V091148242G417	AD40A2F 9BAK702	09830000007646
X0ANRPS1680016547403	EA00000V091148254G461	AD40A9S 7RAK702	5G098300006738000
X0ANRPS1680016452049	EA00000V091148278G434	AD40A7L 1RAK702	06490000028500
X0ANRPS1680016458305	EA00000V091148278G448	AD40A7L 1RAK702	06490000025400
X0ANRPS5895016707410	EA00000V091148302G447	AD40A9S 7R73002	5G06490000451700
X0ANRPS1680LLPYGA375	EA00000V0911490243016	AD40A7L 9BAK105	06490000002500
X0APWCSTOOL REQUEST FOEA00000V091149078FU50	YAAAA7L 99AP513		06490000005840
X0ANRPS1650012196642	EA00000V0911491286L03	AYLFA7L 9BZ8103	2B06490000684888
X0ANRPS5340016757616	EA00000V091149193G424	AD40A7L 9BAK002	06490000007588
X0ANRPS1095011872153	EA00000V0911492256L06	AYLFA7L 9BZ8103	2B06490000044060
X0ANRPS5315997207050	EA00000V0911492894801	AYLCA7L 9BZC803	01800000007130
X0ANRPS5315997207050	EA00000V0911492894803	AYLCA7L 9BZC803	01800000007130
X0ANRPS5315015300944	EA00000V0911492956L03	AYLFA7L 9BZ8103	2B0180000001630
X0ANRPS5300010209533	EA00000V0911493475J11	AYLFA7L 9BZC803	0180000002904
X0ANRPS9114LLQ442765	EA00000V0911400142502	GAAA7L 9PBK003	2C0180000020000
X0ANRPS4920015079169	EA00000V091140017GC37	AYLFA7L 9BAK703	2B01800000207040
X0APWCSTOOLS VMA-223	EA00000V091140017T600	AYLFA7L 99BP513	01800000090065
X0ANRPS1680LLCR5Y384	EA00000V0911400244272	AYLFA7L 1RAK106	0180000600000
X0ANRPS5325991090481	PG00000V091140034GZ50	AYLCA7L 9BAK003	01800000003975
X0ANRPS5340012720333	EA00000V0911400354K02	AYLFA7L 9BBK003	01800000069820
X0ANRPS1680LLCR5Z243	EA00000V091140035GZ72	AYLCA7L 9PAK003	01800000010000
X0ANRPS9114LLQ444891	EA00000V091140036GE77	AYLFA7L 9PAK003	01800000020000
X0ANRPS5355005430789	EA00000V0911400372435	ACMJA7L 9BAK105	01800000000360
X0ANRPS5365016796178	EA00000V0911400373V00	SAAA7L 9BBK106	01800000000227
X0ANRPS9114LLQ444910	EA00000V0911400374P10	SAAA7L 9PZC803	2B01800000010000
X0ANRPS9114LLQ444911	EA00000V0911400374P23	SAAA7L 9PZC803	2B01800000010000
X0ANRPS9114LLQ440186	EA00000V091140037GC30	AYLFA7L 9PNSU03	018000000100000
X0ANRPS3110015611440	EA00000V091140037GC38	AYLFA7L 9BAK003	01800000038266
Z0ANRPS9114LLQ444769	EA00000V091149277G231	ACMJA7L 9PAK002	01800000010000
Z0A S1660011529696	EA00001V091149284GP00	AYLF 9S 7RAK002	5G01800000747000
Z0A S5985013730232	EA00001V091149322GD08	AYLF 9S 7RAK703	5G018000003167400
Z0A S1660015101166	EA00001V091140013G289	ACMJ 9S 7RAK702	5G018000001307000
Z0A S4810012182643	EA00001V0911400162486	ACMJ 9S 7RAK105	5G01800000822287
Z0A S4810015447492	EA00001V0911400262489	ACMJ 9S 7RAK105	5S01800000952600
Z0A S6115014650834	EA00001V091140031GZ13	AYLG 9S 7RAK003	5G018000006687500
Z0A S5310008826479	EA00002V091140031GZ52	AYLF 7L 9BAK003	01800000000196

Figure 3-23.-- TL Example, Continued.

NAVCOMPT 2156

FISCAL YEAR: 2020

FROM: COMMANDING OFFICER, MALS FOURTEEN V09114  
TO: COMMANDING OFFICER, MSGID/ GENAMINS/MALS/AVNSUPD

TRANSMITTAL NUMBER 018/2020	JULIAN DATE(FROM) 2020038	JULIAN DATE (TO) 2020045
CAPTION	NUMBER OF DOCUMENTS	MONEY VALUE
OBLIGATION(CHARGEABLE) DOCUMENTS(FILE 1)	1495	2711377.47
CONFIRMED CANCELLATIONS (FILE 2)	18	-11985.47
TOTAL NET VALUE OF (1 MINUS 2)		2699392.00
R. B. CROCKETT		
ASO signature here		
SUMMARY OF OBLIGATIONS BY FUND CODE		
FC 9S OBLIGATIONS 1954876.46	FC 2F OBLIGATIONS 22595.53	FC 7L OBLIGATIONS 721920.01

Figure 3-24.--2156 TL Summary.

c. Preparing the OFC-09/10/50 TL (Financial Trial and Appendix G Audit)

(1) FAS will perform an appendix G audit on the R-Supply Trial Financial Report prior to processing the weekly TL. The OIC/SNCOIC will review and sign the audit prior to filing it in the Monthly Financial report File.

A Trial Financial Audit requires you to compare obligation and authorization data between the NAVCOMPT 2156 and NAVCOMPT 2157 of the Trial you produced from R-Supply. The NC 2156 is what the TL will look like when you run the actual LIVE and the NC 2157 is the data that feeds the BOR in R-Supply. Below are the items that will be reviewed:

(a) Transmittal Letter (TL) obligations. If there is a difference between the NC 2156 and NC 2157, you will need to conduct research to determine why. There should be NO difference.

(b) Current total Obligations

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

Figure 3-25.--Financial Trial and Appendix G Audit.

B. The value of Chargeable Obligations FYTD (Column 22) must equal the total of the Current Months Transmittals plus the value of Chargeable Obligations			
OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156 (SIMULATED)			
	CURRENT FY	1 <sup>ST</sup> PRIOR FY	2 <sup>ND</sup> PRIOR FY
A. PREV. MONTH COL. 22			
B. CUR. MONTH TL TOT.			
C. TOTAL			
D. CUR. MONTH COL. 22			
DIFFERENCE (C-D)			
This box is equal to last month's final Col 22 from your prior month BOR. This number will <b>NOT</b> change throughout your current month.			

Figure 3-25.--Financial Trial and Appendix G Audit, Continued.



B. The value of Chargeable Obligations FYTD (Column 22) must equal the total of the Current Months Transmittals plus the value of Chargeable Obligations

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156 (SIMULATED)			
	CURRENT FY	1 <sup>ST</sup> PRIOR FY	2 <sup>ND</sup> PRIOR FY
A. PREV. MONTH COL. 22			
B. CUR. MONTH TL TOT.			
C. TOTAL			
D. CUR. MONTH COL. 22			
DIFFERENCE (C-D)			

This box is equal to the total sum of your current month's TLs stated up in 1.A

Figure 3-25.-- Financial Trial and Appendix G Audit, Continued.

B. The value of Chargeable Obligations FYTD (Column 22) must equal the total of the Current Months Transmittals plus the value of Chargeable Obligations

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156 (SIMULATED)			
	CURRENT FY	1 <sup>ST</sup> PRIOR FY	2 <sup>ND</sup> PRIOR FY
A. PREV. MONTH COL. 22			
B. CUR. MONTH TL TOT.			
C. TOTAL			
D. CUR. MONTH COL. 22			
DIFFERENCE (C-D)			

Your total will be box A + box B = your current total obligation amount

Figure 3-25.-- Financial Trial and Appendix G Audit, Continued.

B. The value of Chargeable Obligations FYTD (Column 22) must equal the total of the Current Months Transmittals plus the value of Chargeable Obligations

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156 (SIMULATED)			
	CURRENT FY	1 <sup>ST</sup> PRIOR FY	2 <sup>ND</sup> PRIOR FY
A. PREV. MONTH COL. 22			
B. CUR. MONTH TL TOT.			
C. TOTAL			
D. CUR. MONTH COL. 22			
DIFFERENCE (C-D)			

Box D will be your total month Column 22 and you will find this number in your **NAVCOMPT 2157 part II** under "Chargeable Obligations FY to date"  
This box should be equal to what you spent last month (box A) plus what you spent this month so far (box B)

Figure 3-25.-- Financial Trial and Appendix G Audit, Continued.

B. The value of Chargeable Obligations FYTD (Column 22) must equal the total of the Current Months Transmittals plus the value of Chargeable Obligations

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156 (SIMULATED)			
	CURRENT FY	1 <sup>ST</sup> PRIOR FY	2 <sup>ND</sup> PRIOR FY
A. PREV. MONTH COL. 22			
B. CUR. MONTH TL TOT.			
C. TOTAL			
D. CUR. MONTH COL. 22			
DIFFERENCE (C-D)			


 There will be a difference if Box C and Box D do **NOT** match. If there is a difference, you will need to absolutely research and find out why.

Figure 3-25.-- Financial Trial and Appendix G Audit, Continued.

(c) Random audits on the NC 2156 enables you to identify discrepancies. Review for valid fund codes and that the cog fund code relationship is valid. Ensure FLTOPS OPTAR only uses 8X fund code. Check high dollar value requisitions to include quantity. Review the total DI: Z0As with 5A Advice Code and ensure a DD Form 200 is on file for each. Validate only authorized obligations for prior fiscal years are obligation adjustments to previous existing requisitions or an obligation generated for a repairable inducted during the prior year but BCM'd during the current year.

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156 (SIMULATED)			
	CURRENT FY	1 <sup>ST</sup> PRIOR FY	2 <sup>ND</sup> 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		


 Use FORCES to find any new 5A documents that will require surveys prior to executing TL

Figure 3-25.-- Financial Trial and Appendix G Audit, Continued.

(d) Review NC 2157 for miscellaneous TEC %, ensuring it does not exceed 5% and if it does why. You will find the TEC cost breakdown in the NC 2157 Part II OPTAR information of the Trial. The easiest method is to copy and paste data into EXCEL and sort by Fund Code.

NAVCOMPT 2157 (SIMULATED)					
FROM: COMMANDING OFFICER, MALS 26 V09167					
TO: COMMANDING OFFICER, COMNAVAIRLANT NORFOLK VA					
PART II OPTAR INFORMATION	FISCAL YEAR: 2020	UIC: 09167	SERVICE DESIGNATOR: V	APPROPRIATION SUBHEAD: 60AE	OPERATING BUDGET: 57012
FUND CODE	CHARGEABLE	COMMITMENTS	CUMULATIVE	CUMULATIVE	
7L Material Used on Aircraft Maintenance	676.23	TO DATE	DIFFERENCE	GROSS ADJUSTED	OBLIGATIONS
7L Material Used on Aircraft Maintenance	47.65		0.00	676.23	
7L Material Used on Aircraft Maintenance	6930.85		0.00	47.65	
2F Flight Training Support Costs	196.93		0.00	6930.85	
7L Material Used on Aircraft Maintenance	44865.48		0.00	196.93	
95 NSA AVDLR 7R COG	56791424.72	AYNE	165733.42	24510598.90	
7L Material Used on Aircraft Maintenance	30973.84	DAAA	466817.40	57258242.12	
95 NSA AVDLR 7R COG	8340.00	DAAA	0.00	30973.84	
7L Material Used on Aircraft Maintenance	0.00	DAAA	0.00	8340.00	
2F Flight Training Support Costs	60327.29	GAAA	785.22	785.22	
7L Material Used on Aircraft Maintenance	501118.70	GAAA	0.00	60327.29	
95 NSA AVDLR 7R COG	133292.00	GAAA	3236.82	504355.52	
7L Material Used on Aircraft Maintenance	0.00	GAFP	0.00	133292.00	
7L Material Used on Aircraft Maintenance	0.00	GAFU	206.83	206.83	
7L Material Used on Aircraft Maintenance	0.00	GAHB	78.88	78.88	
7L Material Used on Aircraft Maintenance	0.00	GCB8	338.18	338.18	
7L Material Used on Aircraft Maintenance	0.00	GDCD	73126.78	73126.78	
7L Material Used on Aircraft Maintenance	0.00	GEBP	101.94	101.94	
7L Material Used on Aircraft Maintenance	0.00	GEDJ	120.62	120.62	
7L Material Used on Aircraft Maintenance	0.00	GFBJ	2.46	2.46	
7L Material Used on Aircraft Maintenance	0.00	GGGW	13.40	13.40	
7L Material Used on Aircraft Maintenance	0.00	GGJ2	20.72	20.72	
7L Material Used on Aircraft Maintenance	0.00	GGJ5	0.03	0.03	
95 NSA AVDLR 7R COG	0.00	GGLH	801.36	801.36	
7L Material Used on Aircraft Maintenance	0.00	GGPS	5911.00	5911.00	
			43.04	43.04	

Figure 3-26.--2157 Summary.

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	(1)	(2)	(3)
B. Fund Code 9S			
Divide (2) by (1) to get your MISC TEC % (3)			

Figure 3-27.--Financial Trial and Appendix G Audit.

(e) Analyze NC 2157 for negative monthly values for each TEC. Compare current month TEC cost to prior month TEC cost. Analyze for negative value which will reflect negative obligations acquired current month for that specific TEC.

BUDGET OPTAR REPORT, PART ____ NAVCOMPT 2157 (SIMULATED)					
Fund Code	TEC	Prior Month Total	Current Month Total	Diff	Negative Value Verified?
		↑	↑	↑	
		These values will not change throughout the month and will remain the same	Update from each Trial from NC 2157	This is the difference between prior month and current month. If value is negative, research why	

Figure 3-27.--Financial Trial and Appendix G Audit, Continued.

(f) Analyze NC 2157 for cost spikes for each TEC. You are comparing the TEC data collected from above and determining the % increase from last month compared to this month.

BUDGET OPTAR REPORT, PART ____					
NAVCOMPT 2157 (SIMULATED)					
Fund Code	TEC	Prior Month Total	Current Month Total	% Increase	15% Verified?

Figure 3-27.--Financial Trial and Appendix G Audit, Continued.

(g) Compare OPTAR grants to current authorization from Wing.



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			

Is there a difference? Yes? **Research and fix it...**

Total amount of Authorization from Wing Compt

**"GRANT FYTD" from NC 2157 Part III**

Figure 3-27.-- Financial Trial and Appendix G Audit, Continued.

(h) Compare Difference Listings (DL) totals to NC 2157.

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

	CURRENT FY	1ST PRIOR FY	2ND PRIOR FY
DL Rpt FYTD 7L	\$ -	\$ -	\$ -
DL Rpt FYTD 9S	\$ -	\$ -	\$ -
DL Rpt FYTD 2F	\$ -	\$ -	\$ -
DL Sub Total:	\$ -	\$ -	\$ -
BOR (Trial)	\$ -	\$ -	\$ -
DIFFERENCE:	\$ -	\$ -	\$ -

Is there a difference? Yes? **Research and fix it....**

**"Cumulative Difference" from NC 2157 Part II**

**Total from DL report from TYCOM**

Figure 3-27.-- Financial Trial and Appendix G Audit, Continued.

(i) Screen the NC 2157 for erroneous errors or mistakes.

(2) If FAS determines a correction is required for a transaction appearing on the financial reports, FAS will notify the appropriate division, branch, squadron, or work center. The only transactions FAS will correct are financial transactions within R-Supply (grants, difference listing adjustments and obligation adjustments). If there are no issues found during the audit, FAS will proceed with the processing TL, or go "Live". Prior to submitting the TL, it must be reviewed and signed by the AvnSupO.

d. Submitting TLs. After reviewing the TL, it will be officially submitted using the Command Financial Management System (CFMS); however, TYCOMs may prescribe other methods of submission when appropriate. CFMS will transmit to SABRS-N and SABRS-N will pay out via DFAS. The electronic or

manually signed and submitted TL will then be placed in the TL File. If the TL cannot be submitted on the scheduled due date, FAS will follow one of the following procedures:

(1) If either system 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 electronic means that the TL will be forthcoming. Prepare and submit the next TL in accordance with TYCOM instructions.

(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. Prior to executing advance TLs, FAS shall request and receive permission from the TYCOM.

e. TL File Maintenance. FAS will maintain a file of signed copies of TL reports. In addition, electronic copies of the stars.txt TL file will be maintained. FAS will maintain a TL Control Log, separated by OPTAR and fiscal year to show the net dollar value and cumulative value of TLs for the year. The log will be retained in the TL File. This file will also contain all supporting documentation and appendix G audit sheets used to verify the accuracy of the reports. The reports will be filed in month sequence within fiscal year and will be maintained for 10 years in accordance with reference (av).

f. Prior Years TLs. A fiscal year is considered a prior fiscal year after the 12th month of execution (i.e., FY 2018 is a current year from Oct 1 2017 - Sep 30 2018 and a prior year beginning on Oct 1 2018). 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 be automatically generated if any Z0A and/or X0A records exist for the reporting period. In ASKIT a Prior Year TL will be prepared, reviewed, and submitted once monthly (during the third monthly TL submission for the current fiscal year), if no obligations or cancellations occurred for the prior fiscal year then 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.

12. Review 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. M-SHARP users shall maintain the integrity of their hour's data for budgeting and accounting purposes per reference (ad).

a. FAS will download and review flight hours reported in M-SHARP Sortie Based Training Plan (SBTP) Execution Summary File for proper management, preparation, and reporting of executed flight hours on 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 T/M/S will utilize during an hour of flight. Due to this dependency on flight hours, it is essential that FAS inputs

squadron executed hours into ASKIT at the end of each month. Flight hours will be filed in the Flight Hours File.

c. Late/Rollover Hours

(1) 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). FAS will reconcile Fiscal Year To Date (FYTD) flight hours in ASKIT 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 ASKIT and make note that late/rollover hours will be annotated on the next BOR for hour adjustments made to previous months.

(2) 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/Rollover Hours followed by the number of hours adjusted, month of adjustment, Type Equipment Code (TEC) and hours category. Ensure to follow the appropriate TYCOM guidance as it pertains to updated BOR verbiage/requirements

(3) 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 (i.e., if the current month flight hours are adjusted by 15 hours or more, a corrected BOR must be submitted as depicted in the fiscal year guidance message). If it meets the criteria, then enter the adjustment for the current month in ASKIT 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/Rollover Hours on the following month's BOR.

d. FAS will maintain a file of flight hours received from the M-SHARP SBTP Execution Summary File which was reported on the BOR. The filed paper copy flight hours should match those which were reported on the BOR. The file will be maintained for current and prior fiscal years.

13. Receive, Post, and Report Operating Target (OPTAR) Grants. A grant is an authorization of funding passed down to subordinate commands by OFC, Fund Code, AGSAG, and reimbursable. These funds are for specific budgeted or programmed requirements. 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. Receive. Upon receipt of the OPTAR grant, FAS will review and validate the grant message. Ensure the amendment number and amount reflects continuity with the previous grant message. File the grant message in the Allocation File.

b. Post. After receiving and validating the grant, FAS will properly distribute the funding across all supported units. It is the duty of FAS to determine how to break this grant down to the squadron level. Fuel (7B) 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 (7F) will be budgeted based on needs identified by each squadron. Using this local criteria, grants will be posted to each individual squadron's ASKIT account. All other fund codes will be promptly posted in R-Supply. The

cumulative grant amount of all squadrons shall not exceed the grant authorization total for each fund code provided from higher headquarters.

c. Allocation File. 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 ASKIT or R-Supply. This file provides supporting documentation for the OPTAR Grant FYTD Caption of the BOR. The Allocation File will be maintained by correspondence date within fiscal year per reference (c). This file will be maintained for the current and prior fiscal year.

14. Prepare, Review and Submit the Budget Operating Target (OPTAR) Report (BOR)

a. Prepare. The BOR (NAVCOMPT 2157) reports official fiscal year to date financial totals to the TYCOM. Prior to processing the BOR, FAS will ensure the systems are ready and that no additional transactions will be processed. BORs will be produced for each OPTAR by OFC. There are two systems in which a BOR is created and the preparation steps are as follows:

(1) ASKIT

(a) FAS will ensure grants or authorization of funds are entered into ASKIT as received from higher headquarters.

(b) FAS will ensure the monthly DL report has been processed into ASKIT in order to capture differences between obligations and expenditures to the OPTAR.

(c) FAS will ensure prior to conducting monthly close out processes, flight hours are received from M-SHARP and entered into ASKIT.

(2) R-Supply

(a) FAS will ensure grants or authorization of funds are entered into R-Supply as received from higher headquarters prior to executing the Monthly Live Financial Report.

(b) FAS will ensure the monthly DL report has been processed into R-Supply in order to capture differences between obligations and expenditures to the OPTAR.

(c) FAS will process and audit trial Financial Reports until there are at least two matching financial reports. During the audit process, FAS will ensure total obligations do not exceed the grant authorization and obligation goals have been met. Make any necessary adjustments in R-Supply at this time for issues discovered during the audit, and process additional Trial Financial Reports to ensure adjustments have been processed. Once FAS has two confirmed matching trial Financial Reports, the Monthly Live Financial Report can be executed.

(d) Each respective SMD will release their Monthly Live Financial Report and the SAA will monitor it to ensure it does not abort. Once the Live has completed, FAS will review and perform an audit to ensure correctness. FAS will notify SMD when the Live passes the audit before SMD continues with EOM procedures.

b. Review. The OIC/SNCOIC will conduct an audit of the BOR using appendix X before submitting it to TYCOM. Refer to appendix X for BOR Format Instructions and appropriate OFC checklist.

c. Submit. Once all BORs have been reviewed and approved (ASKIT BORs must be approved in ASKIT prior to submitting), they will be officially submitted via the method prescribed by TYCOM. This must be accomplished prior to beginning the next financial reporting period. Each FAS will not begin processing OFC-01 transactions for the new financial reporting period 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 ASKIT. Submit the BOR with "Corrected" in the Subject Line and the reason for the corrected BOR in the Remarks Block.

d. 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.

e. Prior Years. 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.

f. Budget Operating Target (OPTAR) Report (BOR) File. FAS will maintain a file of BORs submitted. The file will be maintained in month sequence within fiscal year. This file will be maintained for 10 years in accordance with the appendix (av).

15. Perform Outstanding Money Value Only (MVO) Verification. FAS will audit all outstanding MVO requisitions on a monthly basis to ensure no erroneous obligations have posted in STARS-FL/N-SABRS.

a. This audit will be performed by utilizing a local reconciliation worksheet that will contain at a minimum the following:

- (1) Document Number
- (2) Fund Code
- (3) Obligation amount (R-Supply/ASKIT)
- (4) Expenditure amount (N-SABRS)
- (5) Still outstanding? (Y/N POD On File)
- (6) Discrepancies/Corrective Action

b. If an obligation was posted and the receipt has not been received, FAS will coordinate with CAS to ensure the material has not been delivered or services have not been completed. The audit results along with corrective actions for discrepancies found will be submitted to the OMD OIC/SNCOIC for review and signature.

c. Money Value Only Verification File. A ledger will be maintained for the MVO audit detailing which documents were selected for the review. This audit along with the corrective actions will be filed for 12 months.

16. Review the Stock Control Review Listing. Transactions which process in R-Supply will be printed for review on the Stock Control Review Listing. The listing will be provided daily by the SAA. FAS will review the transactions on the High Money Value section on 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, the Incoming status records of "Unit Price Change" will be reviewed to prevent future DL/OVR charges. The report will be annotated with action taken if required. The report will be signed and dated by the individual conducting the review as well as the OMD OIC/SNCOIC. The Stock Control Review Listing will be reviewed daily and retained for current and 4 prior. Detailed procedures for required actions are contained in appendix C.

17. Completed Transaction File (CTF). The CTF is maintained as a historical record file of all OMD completed transactions. FAS will contribute non-fuel source documents having processed against ASKIT financial reports, signed DD Form 1348-1/1As and documentation for NSPs. All PODs will have the customer's legible printed name, signature, date and time received, and quantity circled. This file will be arranged by squadron, category (e.g., GCPC, ServMart, Tools), and in DDSN sequence, for 10 years in accordance with reference (av).

Reports and files Required for Performance of Duties, FAS			
Report name	Frequency	Retention	Reference
1. AIR Card® Certification File	Weekly	10 Years	3231.3
2. Fuel Files	As Applicable	10 Years	3231.4-6
3. Flight Packet File	Quarterly	12 Months	3231.8
4. Financial Support Listing File	Monthly	10 Years	3231.9
5. Status of Funds (SOF) File	Per MAW G-8	12 Months	3231.10
6. Transmittal Letters (TL) File	Weekly	10 Years	3231.11
7. Flight Hours File	Monthly	Current & Prior Fiscal Year	3231.12
8. Allocation File	Monthly	Current & Prior Fiscal Year	3231.13c
9. Budget OPTAR Report (BOR) File	Monthly	10 Years	3231.14
10. MVO Verification File	Monthly	12 Months	3231.15
11. Stock Control Review Listing	Daily	Current & 4 Prior Days	3231.16
12. Completed Transaction File	Daily	10 Years	3231.17

Table 3-7.--Reports required for performance of duties, FAS

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## CHAPTER 4

## SUPPLY MANAGEMENT DIVISION (SMD)

4000. Organization. SMD is composed of the following branches (as illustrated in figure 4-1):

1. Audit Branch (AB).
2. Deployed Support Branch (DSB).
3. Supply Applications Administration Branch (SAAB).

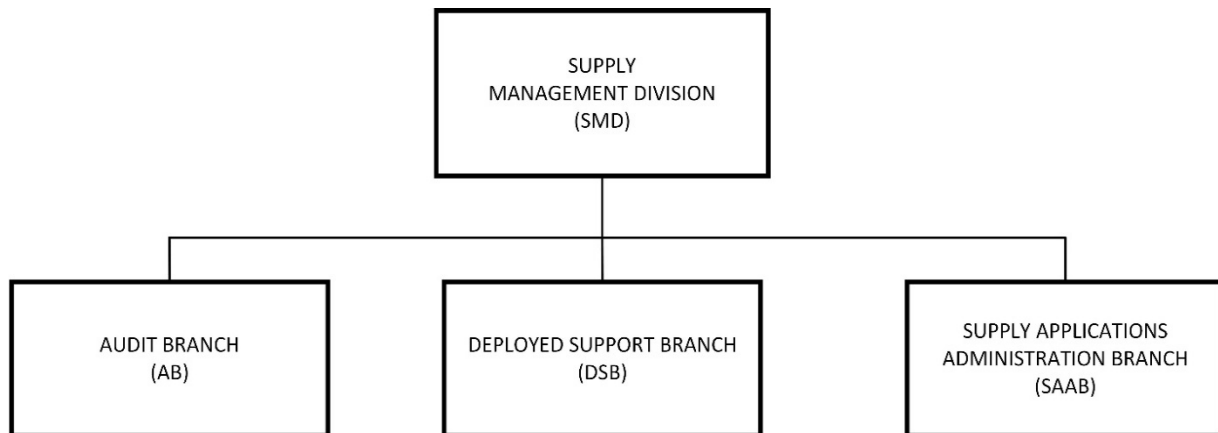


Figure 4-1.--SMD Organization Chart.

4001. Functions

1. SMD will be composed of the most knowledgeable and experienced aviation supply personnel, as they are responsible for:

- a. Monitoring overall ASD operations.
- b. End of the Month (EOM)/End of the Fiscal Year (EOFY) processing.
- c. Supply applications administration.
- d. ASD Technical Training Program.
- e. MALSP allowance validation.
- f. Local Support Package development.

2. The Division OIC/SNCOIC will maintain a current turnover jacket which outlines duties and responsibilities which are site specific. They will also ensure each branch has a current turnover jacket which outlines specific duties/responsibilities, and step-by-step procedures. Additionally, copies of the following letters will be filed in the OIC/SNCOIC and applicable turnover jackets:

- a. Supply Grams.

- b. Wing Orders.
  - c. Deployed Operations SOP.
  - d. Document Serial Number Assignment Letter.
  - e. Appendix AD Contingency Ops.
3. The Division OIC/SNCOIC is responsible to ensure all personnel assigned to the division are technically proficient. The Division OIC/SNCOIC will use appendix I in order to accomplish this.
4. The Division OIC/SNCOIC will ensure all applicable departmental references per appendix AF are current and on file.
5. The SMD OIC/SNCOIC will be responsible for oversight of Advanced Skills Management (ASM) to include signoff of Marines within their division and the department.
6. The Division OIC/SNCOIC will ensure corrective actions are completed and submitted to the Audit Branch following any internal/external audits of their division.
7. The Division OIC/SNCOIC will review and sign the Stock Control Review Listing (SCRL) on a daily basis. One listing will be maintained for the division, for five working days. Detailed procedures for required SCRL actions are contained in appendix C.
8. The Division OIC/SNCOIC will ensure the Division conducts contingency operations, for system non-availability, in accordance with appendix AD.
9. The Division OIC/SNCOIC will ensure all SMD Marines have access to necessary sites in order to perform duties specific to SMD (e.g., One Touch, NATEC, FedMall, etc.).
10. The Division OIC/SNCOIC will obtain access to AMHS with proper permissions for their respective MALS mailbox. The Division OIC/SNCOIC will review all messages/correspondence pertaining to aviation supply operations on a daily basis, distribute to respective division and ensure appropriate action is taken. Messages will be filed for one year or as required.
11. The Division OIC/SNCOIC will review all Aviation Consolidated Allowance List (AVCAL), Coordinated Shipboard Allowance List (COSAL) received from the Wing Allowancing Section (WAS).
- a. Maintain a current Commander, Naval Air Force, Pacific (CNAP) allowancing working schedule, which identifies specific milestones in the allowancing process. The SMD OIC/SNCOIC will identify each milestone and what action needs to be taken. Current milestone schedule will be maintained.
  - b. During the AVCAL process, the SMD OIC/SNCOIC will review preliminary allowance products received from WAS and forward appropriate recommendations to the WAS within the time frame prescribed. For COSAL review, preliminary allowances are not provided, but COSAL products will be worked in conjunction with the WAS. All reviewed Recommended Allowance Change (RAC) listings will be maintained until the next AVCAL and COSAL allowancing cycle.

12. The Division OIC/SNCOIC will coordinate with the Deployment OIC/SNCOIC 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 to MALS Operations.

a. The OIC/SNCOIC will consolidate data for all reports required and ensure all supply milestones are met and input is provided to the MALS' Milestone Manager in MALS Operations for submission.

b. The OIC/SNCOIC will maintain milestones for current and prior reporting cycle.

13. The OIC/SNCOIC will ensure all memorandums for the record pertaining to SMD are routed through SMD for notification of the AvnSupO. All approved memorandums for the record will be filed in the OIC/SNCOIC Turn-over binder.

## CHAPTER 4

## SECTION 1: AUDIT BRANCH (AB)

4100. General

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

2. Duties

a. AB will perform the following duties. A list of reports required to perform these duties is contained in table 4-1:

(1) Review and respond to Wing Functional Area Inspection/Assist Reports.

(2) Conduct Internal Audits/Assists and publish Internal Audit/Assists schedule.

(3) Publish and maintain Internal Audit/Assist Reports.

(4) Publish Inventory Schedule.

(5) Conduct Post LAP/Inventory Audits.

(6) Submit Inventory Accuracy Reports.

(7) Monitor Supply Management Goals.

(8) Maintain all External Audit Reports.

(9) Review all Change/Correction/Deviation Proposals to the ASDTP and Automated Systems.

(10) Establish and maintain the ASD Technical Training Program.

(11) Monitor ASM Accounts for All ASD personnel.

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

(13) Conduct Financial Liability Survey Audits.

(14) Maintain access to Master Directive File.

4101. Procedures

1. Review and Respond to Wing Functional Area Inspection/Assist Reports. The AB will maintain Wing Functional Area Inspection/Assist reports from external commands (e.g., Wing, TYCOM, etc.). This file will contain the External Inspection/Assist 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. AB will review all Wing Functional Area Inspections/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 corrective action letter is 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 AvnSupO for comment and or action.

(1) Once corrective action plans are approved by the AvnSupO, the letter of corrective action will be submitted to the command that conducted the inspection/assist via the Commanding Officer. The inspecting command will set a submission date for these reports. A copy of this letter will be retained with the corresponding inspection/assist report.

(2) 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.

c. Divisions will have 30 days to implement their corrective action plans upon approval from the AvnSupO. If the actions to correct discrepancies take more than 30 days to accomplish, AB will provide a written synopsis of their progression on a monthly basis to the AvnSupO until all corrective actions are complete.

d. The Functional Area Inspection/Assist reports with the letter of corrective actions and monthly synopsis (as required per para. 4101.1c) will be maintained in date sequence for three fiscal years per reference (c) SSIC 3501.2.

2. Conduct Internal Audits/Assists and publish a schedule. Quarterly, AB will alternate between internal audits/assists, at a minimum all corrective actions from prior quarter discrepancies will be validated. An internal audit/assist of SMD will also be included on this schedule. Retention for this schedule will be current and prior fiscal year. SMDs will ensure their audits/assists are aligned with the WASMAT FAI/FAA schedule. Qualified personnel, other than Audit Branch personnel, will conduct the SMD internal audit/assist.

a. Internal Audits. AB will use appendix G and H to perform all internal audits. The purpose of the internal audit is to verify division compliance with authorized procedures and achievement of established goals.

(1) Corrective Actions. A corrective action letter is required for all noted findings. The Division OIC/SNCOIC will create a consolidated letter and submitted to AB NLT 10 days from the conclusion of the audit/debrief, for review and approval by the AvnSupO.

(2) Once the corrective action plan is approved by the AvnSupO, the signed letter will be submitted to AB and a copy of this letter will be retained with the corresponding inspection report.

(3) Divisions will have 30 days to implement their corrective action plans upon approval from the AvnSupO.

(4) The Audit report will be maintained in date sequence for three fiscal years per reference (c) SSIC 7540.

b. Internal Assists. AB will use at a minimum, appendix G to perform internal assists. The purpose of the assist is to provide training and amplified guidance on discrepancies identified from previous quarterly audits along with historical trends. Additionally, AB will validate corrective actions from the prior quarter audit.

c. Additional Wing specific checklists are also authorized to be used in conjunction with appendix G and H for internal audits/assists.

d. ASDs are authorized to utilize WASMAT FAIs/FAAs as fulfillment of an internal audit/assist scheduled for that quarter, with prior approval from WASMAT.

e. Prior to the beginning of each quarter, AB will publish the internal audit/assist schedule.

(1) After coordinating with each division, AB will develop and route the quarterly internal audit/assist schedule to the AvnSupO for approval.

(2) Once approved by the AvnSupO, AB will publish the schedule of upcoming internal audits/assists.

**NOTE:** An FAI can be used to supplement an internal inspection and an FAA can be utilized to supplement an internal assist. A FAI will not take the place of an internal assist, nor will an FAA take the place of an internal inspection.

3. Publish and Maintain Internal Audit/Assist Files. Upon completion of each internal audit/assist, AB will submit an internal report to the AvnSupO. See figures 4-2 and 4-3 for sample internal audit/assist reports.

a. Internal audit reports will cite positive and negative findings of the audit performed, repeated discrepancies from the previous division Internal Audit, general trends and copies of appendix G and H results. Divisions with discrepancies will submit corrective actions plans to SMD following an internal audit within 10 days, to include corrective action for "G" Audit failures.

b. Internal assist reports will cite positive and negative findings as well as a summary of training provided to the division.

c. The internal audit/assist reports will be maintained with internal audit results within division and date audit/assist performed sequence, for the current and prior fiscal year.

<p>From: Supply Management Division Officer          To: Aviation Supply Officer          Via: _____ Division Officer          Subj: _____ DIVISION AUDIT RESULTS FOR FIRST QUARTER FY _____          Ref (a) NAVMC 4400.177A_ appendix G          (b) NAVMC 4400.177A_ appendix H          Encl: (1) Division Grade Breakdown Matrix          (2) Appendix H audits          (3) Appendix G audits</p> <p>1. In accordance with the reference, the Supply Management Division Audit Branch performed an internal audit of the _____ Division, on day/month/year, utilizing NAVMC 4400.177A. The _____ Division received a grade of xx.xx% 'Mission/Non-Mission Capable'. The discrepancies are identified in enclosure (x).</p> <p>2. Positive trends noted for the division were as follows:</p> <p>3. Negative trends noted for the division were as follows:</p> <p>4. Repeat discrepancies noted for the division were as follows:</p> <p>5. General trends noted for the division (as a whole) were as follows:</p> <p>6. The Point of Contact for this audit is _____ at xxx-xxxx.</p> <p style="text-align: right;">I.M. MARINE</p> <p>AvnSupChf:</p>	<p>IN REPLY REFER TO:</p> <p>7510          SMD          DD Mth YY</p>
---	---

Figure 4-2.--Sample Internal Audit Report.

<p>From: Supply Management Division Officer          To: Aviation Supply Officer          Via: _____ Division Officer</p> <p>Subj: _____ DIVISION ASSIST RESULTS FOR FIRST QUARTER FY _____</p> <p>Ref: (a) NAVMC 4400.177A, appendix G</p> <p>Encl: (1) Prior Audit's Corrective Actions Validation          (2) As Required</p> <p>1. In accordance with the reference, the Supply Management Division Audit Branch performed an internal assist of the _____ Division, utilizing NAVMC 4400.177A on day/month/year.</p> <p>2. The Audit Branch provided training and assistance to the _____ Division in the following areas:              a.              b.              c.</p> <p>3. Positive trends noted for the division were as follows:</p> <p>4. Negative trends noted for the division were as follows:</p> <p>5. The Point of Contact for this assist is _____ at XXX-XXXX.</p> <p style="text-align: right; margin-right: 100px;">I.M. OFFICER</p> <p>AvnSupChf:</p>	<p>IN REPLY REFER TO:          7510          SMD          DD Mth YY</p>
---	---

Figure 4-3.--Sample Internal Assist Report.

4. Publish and Submit Inventory Schedule. Per references (t) and (w), the AB will submit an inventory schedule to the Wing Regional Inventory Accuracy Officer (RIO) via the AvnSupO, who is designated as the Inventory Accuracy Officer (IAO).

a. Prior to the beginning of each fiscal year, the AB will publish the annual Inventory schedule NLT 31 August.

(1) Refer to reference (w) for inventory categories and accuracy requirements.

(2) After coordinating with WMD and DSB, AB will prepare and route the annual Inventory schedule to the AvnSupO (figure 4-4) for approval.

(3) Once approved by the AvnSupO, AB will publish the annual inventory schedule and submit to the Wing RIO. The annual Inventory schedule will be maintained for current and prior fiscal year.



From: Aviation Supply Officer, Marine Aviation Logistics Squadron XX

To: Aviation Supply Officer, Aviation Logistics Department,  
XXX Marine Aircraft Wing

Subj: AVIATION SUPPLY DEPARTMENT FY-XX INVENTORY SCHEDULE

Ref: (a) NAVSUP P-723  
(b) NAVSUP P-485  
(c) NAVMC 4400.177A

1. IAW references (a), (b), and (c) the following inventory schedule is provided for the following categories:

a. Unit Price greater than \$1,000

WMD Date: Month Day Year  
DSB Date: Month Day Year

b. Depot Level Repairables, Material Control Code (MCCs): H, E, X, G, and Q.

WMD 1st Qtr: Month Day Year  
WMD 2nd Qtr: Month Day Year  
WMD 3rd Qtr: Month Day Year  
WMD 4th Qtr: Month Day Year

DSB 1st Qtr: Month Day Year  
DSB 2nd Qtr: Month Day Year  
DSB 3rd Qtr: Month Day Year  
DSB 4th Qtr: Month Day Year

c. Classified Inventory, Controlled Inventory (CIICs): A, B, C, D, E, F, G, H, K, L, S, T, 6, 8, and 9.

WMD 1st Qtr: Month Day Year  
WMD 2nd Qtr: Month Day Year  
WMD 3rd Qtr: Month Day Year  
WMD 4th Qtr: Month Day Year

DSB 1st Qtr: Month Day Year  
DSB 2nd Qtr: Month Day Year  
DSB 3rd Qtr: Month Day Year  
DSB 4th Qtr: Month Day Year

d. Controlled Inventory (CIICs): I, J, M, N, O, P, V, W, X, Y, Z, 1, 2, 3, 4, and 5.

WMD 1st Qtr: Month Day Year  
WMD 2nd Qtr: Month Day Year  
WMD 3rd Qtr: Month Day Year  
WMD 4th Qtr: Month Day Year

DSB 1st Qtr: Month Day Year  
DSB 2nd Qtr: Month Day Year  
DSB 3rd Qtr: Month Day Year  
DSB 4th Qtr: Month Day Year

e. Precious metals (CIIC R)

WMD 1st Qtr: Month Day Year  
WMD 2nd Qtr: Month Day Year  
WMD 3rd Qtr: Month Day Year  
WMD 4th Qtr: Month Day Year

DSB 1st Qtr: Month Day Year  
DSB 2nd Qtr: Month Day Year  
DSB 3rd Qtr: Month Day Year  
DSB 4th Qtr: Month Day Year

f. Radioactive (SMCC R)

WMD 1st Half: Month Day Year  
WMD 2nd Half: Month Day Year

DSB 1st Half: Month Day Year DSB 2nd Half: Month Day Year  g. Radioactive (SMCC L)  WMD 1st Half: Month Day Year WMD 2nd Half: Month Day Year DSB 1st Half: Month Day Year DSB 2nd Half: Month Day Year  h. Flight Clothing Items (QH-2)  1st Qtr: Month Day Year 2nd Qtr: Month Day Year 3rd Qtr: Month Day Year 4th Qtr: Month Day Year  i. All other material Controlled Inventory (CIICs): 7, U  WMD Date: Month Day Year DSB Date: Month Day Year  2. Residual NIINs must be inventoried by 30 Sep 20XX.  WMD Date: Month Day Year DSB Date: Month Day Year  3. Point of contact at this command is I. M. Marine at Commercial: (XXX) XXX-XXXX or DSN: XXX-XXXX  Aviation Supply Officer  Copy to: XX MAW (ALD-C) Files
---

Figure 4-4.--Aviation Supply Department FY-XX Inventory Schedule.

5. Conduct Post LAP/Inventory Audits. Per references (t) and (w), the AB will submit post inventory audit results.

a. After completion of a schedule inventory, the AB will publish the post inventory audit results letter.

(1) Refer to reference (w) for inventory categories and accuracy requirements.

(2) After coordinating with WMD and DSB, AB will conduct the post inventory audit utilizing appendix G to verify inventory accuracy, once the audit is complete AB will prepare and route the post inventory results to the AvnSupO.

(3) Once reviewed by the AvnSupO, AB will distribute a signed copy to WMD and DSB for filing purposes.

(4) The post inventory audit will be maintained by date inventory completed for the current and prior fiscal year.

6. Submit Inventory Accuracy Reports. Per references (t) and (w), the AB will prepare and submit Inventory Accuracy Reports to the Wing Regional Inventory Accuracy Officer (RIAO) via the AvnSupO who is designated as the Inventory Accuracy Officer (IAO).

a. After completion of inventory accuracy reports, the AB will publish the inventory accuracy reporting documents.

(1) Refer to reference (w) for inventory categories and accuracy requirements.

(2) Upon completion of inventory accuracy verification per reference (w), the AB will consolidate the WMD and DSB (appendix N, figure N-18, N-29) inventory results with corrective action plan (as required). AB will utilize ADHOC utility to validate the number of records inventoried for the quarter, generate appendix A and appendix B, and submit to the AvnSupO for approval (figures 4-5 and 4-6).

(3) Once the AvnSupO approves the consolidated inventory accuracy reports, the AB will submit to the Wing RIAO within 10 business days after the end of the fiscal quarter (Oct, Jan, Apr, Jul).

(4) The Inventory Accuracy reports will be maintained by completed inventory date, for the current and prior fiscal year.

(5) Items which can be included in more than one category will be inventoried and reported in accordance with the criteria that requires the greater inventory frequency as outlined in reference (w).

NAVSUP P-723  
December 2021

APPENDIX A  
NAVSUP FORM 4550/1 (REV. 12-21)  
Inventory Accuracy Reporting Form

COMNAVSUPSYSCOM Attn:

NAVSUP Task Force 66.5

Building 310

5450 Carlisle Pike

Mechanicsburg, PA 17050

Inventory Accuracy

Command:

Quarter Ending: \_\_\_\_\_

Use additional pages as necessary.

Total number of pages: \_\_\_\_\_

ERP Plant Codes	Overall # Samples	Overall # Exceptions	Category A or B (see Table 4.1)	Combined Accuracy Rate %

Corrective Action Plan

Per the NAVSUP P-723 and NAVSUP guidelines, we assert that the inventory accuracy assessment herein is complete and fairly presented.

Printed Name, IAO: \_\_\_\_\_

Signature, IAO: \_\_\_\_\_

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

Figure 4-5.--Quarterly Controlled Inventory Reporting Form.

[illegible]

Figure 4-5.--Quarterly Inventory Accuracy Reporting Form, Continued.

NAVSUP P-723

APPENDIX B

NAVSUP FORM 4550/2 (REV. 12-21)

Quarterly Controlled/Classified Inventory Accuracy Form

COMNAVSUPSYSCOM Attn:

NAVSUP Task Force 66.5

Building 310

5450 Carlisle Pike

Mechanicsburg, PA 17050

Inventory Accuracy

Command:

Quarter Ending:

Use additional pages as necessary.

Total number of pages:

ERP Plant Code	Controlled Materiel Inventoried	# Line Materiel	# Overall Exceptions	Controlled Inv. Accuracy Rate %

Corrective Action Plan:

Per the NAVSUP P-723 and NAVSUP guidelines, we assert that the inventory accuracy assessment herein is complete and fairly presented.

Printed Name, IAO:

Signature, IAO:

Date:

Figure 4-6.--Quarterly Controlled Classified Inventory Accuracy Form.

[illegible]

Figure 4-6.--Quarterly Controlled Classified Inventory Accuracy Form,  
Continued.

7. Monitor Supply Management Goals. The AB will act as the central collection and submission point for all external reports as outlined in appendix AB and other TYCOM/WING orders.

a. Collect and submit the following external reports to the Wing Operations Section (WOS):

(1) External reports outlined in appendix AB.

(2) Other TYCOM/WING directed reports (e.g., Special Purpose Marine Air Ground Task Force (SPMAGTF) charts, Metrics data, AMHS Message(s) etc.).

b. Utilizing the reports collected and submitted to higher, SMD will review, monitor and advise the AvnSupO on external supply management goals as established by higher authority, and any internal goals directed by the AvnSupO. Reference (m) identifies performance areas to be charted. AB will also provide IMPR justifications, to the Wing Operations Section (WOS), for those performance areas that fall below established goals.

c. All external reports, to include Inventory Management Performance Report (IMPR) and justifications, will be maintained in date submitted sequence for the current and prior fiscal year. External reports may be maintained via an electronic copy on share point/share drive with a backup on removable media (CD/DVD/External Hard drive) or hard copy. The creation of back-ups for electronic files is critical to ensuring the continuity of historical data.

8. Maintain all External Audit reports. The AB will act as the central collection point for all External Audit reports and corrective action responses as required. This may include such things such as a Government Accounting Office (GAO) audit, Naval Audit Service, Financial Improvement, and Audit Readiness (FIAR), GCPC Audits, or Commander, Naval Air Forces (CNAF) Aviation Logistics Management Advisory Team (ALMAT) Audit. This file will contain the External Audit results and a copy of the letter(s) of corrective action submitted via WASMAT, to the auditing activity as a result of their findings as required by higher headquarters.

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

b. If corrective action letter is required by the auditing activity, the 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 AvnSupO for comment and or action.

(1) Once corrective action plans are approved by the AvnSupO, the letter of corrective action will be submitted via WASMAT to the external auditing activity. The external auditing activity will set a submission date for these reports. A copy of this letter will be retained with the corresponding External Audit report.

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

c. The External Audit reports with the letter of corrective actions (as required) will be maintained by type of External Audit in date performed sequence for three fiscal years per reference (c) SSIC 3501.2.

9. Review All Change/Deviation Proposals to the ASDTP. AB will review all change recommendations and requests for deviation from the ASDTP and automated systems.

a. All proposed changes for the ASDTP, will be forwarded to the AvnSupO with a cause and effect statement.

(1) If endorsed by the AvnSupO, change requests will be submitted to the Wing, via the chain of command for approval, as outlined in appendix F.

(2) Change recommendations will be maintained in division sequence by date submitted sequence until the corrections or changes have been incorporated into to ASDTP.



b. All proposed deviations to the ASDTP, will be forwarded to the AvnSupO with cause and effect statement.

(1) If endorsed by the AvnSupO, deviations will be submitted to the appropriate MAW for approval as outlined in appendix F.

(2) Deviations will be maintained in division sequence by date submitted. The deviation will remain on file until no longer applicable.

10. Establish and Maintain the ASD Technical Training Program. The AB will coordinate all technical training to be conducted at a minimum of one time per month. The quarterly technical training schedule and quarterly technical training report will be retained for 12 months by the AB. The AB will publish a quarterly technical training schedule based on division input. The AB will coordinate with Division OIC/SNCOIC to ensure only Officers/SNCOs conduct the training. The SMD OIC will approve the schedule and it is the Division OIC's/SNCOIC's responsibility to ensure the technical training period complies with the guidelines in appendix I.

a. Division. Division technical training will be conducted one time per month by an Officer/SNCO, on aviation logistic topics relating to the division, to include negative trends identified by internal audits/assists.

(1) Lesson Plans, teaching aids, attendance rosters and graded tests will be retained for one year by the division.

(2) Attendance rosters with individual test scores will be submitted on a monthly basis to the AB in order to produce the quarterly technical training report.

b. Monitoring of Technical Training. The AB will monitor at least one technical training class per month and provide a written critique (figure 4-7) to the AvnSupChf, AvnSupO, and Division Leadership via the SMD OIC.

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:		
	<u>YES</u>	<u>NO</u>
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 the instructor involve the class in the presentation of subject matter?	_____	_____
Comments: _____		
_____		
_____		
_____		
(SIGNATURE)		
Copy to:		
Appropriate Division		

Figure 4-7.--Sample Technical Training Critique Sheet.

c. Attendance Roster. The AB will receive an attendance roster with individual test scores of personnel attending the classes, (appendix I, figure I-3). The attendance rosters will be validated against the morning report (which will also be provided with the attendance roster) to identify personnel who did not attend and stipulate the reason why. All hands are required to receive technical training to include night and mid-crew.

d. Quarterly Technical Training Report. The AB will submit a Quarterly Technical Training Report (figure 4-8) to the AvnSupChf and AvnSupO via the SMD OIC. This report is compiled from the monthly attendance rosters and is used to identify individuals who are not attending technical training on a regular basis.

From: Supply Management Division				
To: Aviation Supply Officer				
Subj: QUARTERLY TECHNICAL TRAINING REPORT				
Ref: (a) NAVMC 4400.177A				
1. In accordance with the reference, the following personnel missed the technical training class:				
Personnel Missing Training:				
RANK	NAME	DIVISION	SUBJECT	DATE
<div style="border-top: 1px solid black; width: 200px; margin: 0 auto; margin-top: 20px;"></div> (SIGNATURE)				

Figure 4-8.--Sample Quarterly Technical Training Report.

11. Monitor Advanced Skills Management (ASM) accounts for all ASD personnel. The AB SNCOIC will be assigned as the Primary Fleet Administrator (FA). For FA roles and responsibilities refer to reference (y).

- a. The FA will assist ASD personnel with ASM related functions.
- b. The FA will ensure Marines have accounts and are transferred to their respective MALS upon check in/check out.
- c. The AB will submit a monthly report (figure 4-9) to the AvnSupO/AvnSupChf. The report will be maintained in division sequence for current and prior month and will contain the following:
  - (1) ASD personnel without ASM accounts or inactive accounts.
  - (2) ASD personnel without T&R progression for 30 days or more.

**NOTE:** After forwarded to the AvnSupO/AvnSupChf for review, report will be forwarded to the Wing.

From: Supply Management Division		
To: Aviation Supply Officer		
Subj: MONTHLY ADVANCED SKILLS MANAGEMENT REPORT		
Ref: (a) NAVMC 4400.177A		
1. In accordance with the reference, the following Advanced Skills Management Report is submitted:		
Personnel without ASM accounts or with inactive accounts:		
RANK	NAME	DIVISION
2. Personnel without T&R progression for 30 days or more:		
RANK	NAME	DIVISION
<div style="text-align: center;">_____ (SIGNATURE)</div>		

Figure 4-9.--Sample Monthly Advanced Skills Management Report.

12. Produce the LMC and the ARRC Letter. Quarterly, AB will initiate, coordinate and be responsible for dispersing a copy of the LMC and ARRC letter of authorization with corresponding list from R-Supply to be reviewed for accuracy by WCB and TRS and updated as necessary.

a. The source for obtaining LMC/ARRCs will be the SAAB via the Validation Tables in R-Supply, R-Supply>Site>Validation Tables>LMC/ARRC.

b. The AB will forward the LMC/ARRC list and SAMMA/SAL Part 5, to WCB and TRS to validate the LMC/ARRCs are still required.

c. The AB will review inputs and forward the letter to the AvnSupO for approval and signature.

d. Once authorized, the AB will coordinate with the SAAB for any applicable changes.

13. Financial Liability Survey Audit (FLSA). Prior to EOM closeout, the AB will conduct the FLSA, utilizing appendix G of this Manual, Gain/Loss/Survey Listing, and SQL (on figure 4-10). For monthly validation purposes, AB will use the current month's transactions. If a transaction which meets the criteria for survey is discovered, without a survey on file, the appropriate division will be contacted for correction prior to EOM closeout. FLSA retention is 12 months.

a. Refer to appendix N, figure N-22 (Research Requirements for Pre-Adjustment and Causative Research) Risk Categories.

b. Refer to figure 4-10 for Lost in Shipments expenditure/transaction codes.

**NOTE:** Change your date criteria (Quarterly Internal Audit vs EOM).

```

*****
THIS SQL RUNS ALL INVENTORY ADJUSTMENTS BASED ON EXPENDITURE CODES
SEE BELOW SQL FOR FURTHER EXPLANATION v.1
*****
SELECT
  CASE
    WHEN inv_expenditure.xpndtr_cd = 'A' THEN 'LBI Inv Adj'
    WHEN inv_expenditure.xpndtr_cd = 'D' THEN 'LBS Inv Adj (Lost, Damaged, Stolen)'
    WHEN inv_expenditure.xpndtr_cd = 'H' THEN 'LBI Unfit for Issue (Unit)'
    WHEN inv_expenditure.xpndtr_cd = 'K' THEN 'LBS Nalc Survey (Major Disaster)'
    WHEN inv_expenditure.xpndtr_cd = 'N' THEN 'GBI Inv Adj'
    WHEN inv_expenditure.xpndtr_cd = 'O' THEN 'Offload'
    WHEN inv_expenditure.xpndtr_cd = 'P' THEN 'LBS Nalc Survey (Lost, Damaged, Stolen)'
    WHEN inv_expenditure.xpndtr_cd = 'X' THEN 'LBS Inv Adj (Major Accident)'
    WHEN inv_expenditure.xpndtr_cd = 'Y' THEN 'LBS Receipt (LIS)'
    WHEN inv_expenditure.xpndtr_cd = 'Z' THEN 'GBS Receipt (GIS)'
    ELSE NULL
  END 'Adjustments',
  inv_expenditure.trans_dt,
  inv_expenditure.doc_id,
  inv_expenditure.xpndtr_cd,
  inv_expenditure.rvrsl_ind,
  CONVERT(char(10),inv_expenditure.rvrsl_dt,101) as rvrsl_date,
  RIGHT(DATENAME(YY,
inv_expenditure.doc_dt),1)+RIGHT(STR(1000+DATEPART(DY,inv_expenditure.doc_dt),3) +
inv_expenditure.dsn as ddsn,
  inv_expenditure.cog,
  inv_expenditure.fsc,
  inv_expenditure.niin,
  item.security_code as ciic,
  inv_expenditure.adv_cd,
  inv_expenditure.ui,
  inv_expenditure.qty,
  inv_expenditure.up,
  inv_expenditure.mony_val,
  inv_expenditure.suprt_pkg_serno,
  inv_expenditure.loc,
  inv_expenditure.fc,
  inv_expenditure.org_cd,
  inv_expenditure.expndtr_org_cd,
  inv_expenditure.expndtr_doc_dt,
  inv_expenditure.expndtr_dsn
FROM
  inv_expenditure LEFT JOIN item
    ON inv_expenditure.niin = item.niin
WHERE
  inv_expenditure.xpndtr_cd in ('A','D','H','K','N','P','X','Y','Z')
  AND inv_expenditure.trans_dt >= '05/01/2021'
  AND inv_expenditure.trans_dt <= '10/19/2021'

*****
*EXPENDITURE INDICATORS*
*****
Exp Ind DI Type Origin
A X13 LBI Inv Adj (LBI)
D X43 LBS Inv Adj (Lost, Damaged, Stolen)
H X13 LBI Unfit for issue (Unit)
K X43 LBS NALC Survey (Major Disaster)
N X13 GBI Inv Adj (GBI)
O OFF N/A Offload
P X43 LBS NALC Survey (Lost, Damaged, Stolen)
X X43 LBS Inv Adj (Major Disaster)
Y X13 LBS Receipt (Loss in shipment)
Z X13 GBS Receipt (Gain in shipment)
*****
*TRANSACTION LEDGER CODES*
*****
Code Process Action

```

SHG Inventory Adjustments Loss by Inventory
SHH Inventory Adjustments Loss by Inventory (Reversal)
SHI Inventory Adjustments Gain by Inventory
SHJ Inventory Adjustments Gain by Inventory (Reversal)
SQA Inventory Adjustments Survey - Location Change
SQB Inventory Adjustments Survey - Loss
SQC Inventory Adjustments Survey - Loss (Reversal)
SQF Inventory Adjustments Survey - Major Disaster
SQE Inventory Adjustments Survey - Major Disaster (Reversal)
SZU Inventory Adjustments Location Add
SZV Inventory Adjustments Location Delete
SZW Inventory Adjustments Location O/H Change
SAD Inventory Posting Loss by Inventory
SAR Inventory Posting Internal Audit - Loss
SAS Inventory Posting Internal Audit - Gain
SHE Inventory Posting Gain by Inventory
SHP Inventory Posting Location O/H Change
SHQ Inventory Posting Location Delete
SHR Inventory Posting Location Add
SZC Maintain Strm Location O/H Change
SZD Maintain Strm Location Delete
SZE Maintain Strm Location Add

Figure 4-10.--FLSA Inventory Adjustments (based on Expenditure Codes).

14. Maintain a Master Directive File. The AB will distribute copies of correspondence, directives, manuals and applicable changes to appropriate divisions.

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

b. AB will maintain an active DOD SharePoint account to the Marine Aviation Supply DOD SharePoint website:

<https://intelshare.intelink.gov/sites/marineaviationsupply/SitePages/Home.aspx>. This website contains the following items for retrieval (as required):

- (1) Aviation Supply Publications
- (2) Aviation Supply Deviations
- (3) Aviation Supply Corrections
- (4) Aviation Supply Changes

Reports and files Required for Performance of Duties, AB			
Report name	Frequency	Retention	Reference
1. Wing Functional Area Inspection/Assist Reports	As Required	3 Fiscal Years	4101.1
2. Internal Audit/Assist Schedule	Quarterly	Current & Two Prior Fiscal Years	4101.2
3. Internal Audit/Assist Reports	Quarterly	Current & Prior Fiscal Year	4101.3
4. Publish Inventory Schedule	Annually	Current & Prior Fiscal Year	4101.4
5. Post LAP/Inventory Audits	As Required	3 Fiscal Years	4101.5
6. Inventory Accuracy Reports	Quarterly	Current & Prior Fiscal Year	4101.6
7. External Reports	As Required	Current & Prior Fiscal Year	4101.7 & appendix AB
8. External Audit Reports	As Required	Current & Two Prior Fiscal Years	4101.8
9. Desktop Change Recommendation/Deviation Requests	As Required	Until Incorporated into ASDTP	4101.9 & appendix F
10. Monthly Technical Training Report	Monthly	12 Months	4101.10
11. ASM Reports	Monthly	Current & Prior	4101.11
12. LMC/ARRC Letter	Quarterly	Current & Prior	4101.12
13. Financial Liability Survey Audit (FLSA)	Monthly	12 Months	4101.13

Table 4-1.--Reports Required For Performance of Duties, AB.

## CHAPTER 4

## SECTION 2: DEPLOYED SUPPORT BRANCH (DSB)

4200. General

1. Responsibilities. DSB is responsible for validating and managing Marine Aviation Logistics Support Package (MALSP) allowance and monitoring local support packages. Refer to reference (n) for general MALSP information. DSB will coordinate with the (WAS) in regards to the incorporation and loading of allowance increases.

2. Duties

a. DSB will perform the following duties. A list of reports required to perform these duties is contained in table 4-2:

(1) Ensure Fly-In Support Allowances (FSA) are properly identified/managed in R-Supply/NALCOMIS.

(2) Ensure FSA is maintained in a ready-to-deploy, RFI condition.

(3) Identify and validate FSA deficiencies.

(4) Maintain established goals for FSA Inventory/Location validity.

(5) Receive and review Logistics Support Requests (LSRs).

(6) Maintain Deployed/Exercise Support Package Files.

(7) Coordinate Allowance Change Requests (ACR).

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

(9) Establish and implement a management program for Global Communication System (GCS) testing and reporting.

(10) Review the Stock Control Review Listing (SCRL).

4201. Procedures

1. Ensure Support Package Allowances are properly identified in R-Supply/NALCOMIS. Utilizing reference (n), the DSB will:

a. Identify proper MALSP building blocks.

b. Ensure all packages resident in R-Supply/NALCOMIS adhere to the Building block criteria. Validation tables (R-Supply: Support Package Serials and NALCOMIS: Support Packages) will be retrieved by the SAA. The validation will be considered complete when the support package serial numbers match between both systems.

c. The MALS SMD will coordinate with the WAS on any MALSP transfers to ensure allowances are properly loaded. Procedures on how to conduct a MALSP transfer can be found in the Aviation Supply SharePoint.



2. Ensure FSA is maintained in a Ready-to-deploy, RFI condition

a. FSA Management Requirement. DSB is responsible for managing and maintaining each FSA in a deployment ready condition. Until activated in support of a contingency operation, an FSA is protected stock material under the cognizance of the MALS AvnSupO and assets will only be removed to rotate stock. Additionally, FSAs will not be used as "pack-ups" to support garrison squadron deployments, training exercises, or Weapon Tactics Instructor classes without the approval of appropriate Marine Forces Command.

(1) FSA assets will not be removed to fill material requirements in support of garrison operations without the written approval of the appropriate Wing Commander. FSA assets will require Wing approval when term payback is greater than seven days. FSA assets may be approved for removal by the AvnSupO when a near term payback (less than 7 days) has been identified. Appropriate approval paper work (either from the Wing ALD-C or Wing AvnSupO) will be maintained until there is no longer a deficiency in the FSA. Requests must meet the following criteria:

(a) Single NMCS or PMCS requirement that impedes mission requirements.

(b) Squadron must be below established T/M/S readiness goal or in direct support of a high priority mission. Refer to perspective MAW's established goals.

(c) Cannibalization is NOT an option. Cannibalization options must be exhausted (not merely 'not recommended').

(2) DSB will establish a secured and controlled access area for storage of material separate from storage areas used for normal Supply Officer's stock. Each asset will be stowed in accordance with paragraph 2301.7b and segregated by their standard support package serial number for ease of deployment. Regardless of storage location a FSA must be deployable within 48 hours.

(3) DSB will ensure all repairable assets are maintained in a RFI condition. This will be accomplished as follows:

(a) On a monthly basis, all repairable assets must be screened for an RFI date older than 36 Months. Prior to the 36th month, DSB will coordinate with WCB and AMSU for the induction of the FSA asset(s) into the local IMA in accordance with procedures in paragraph 2401.25d (2) or obtain the next available RFI asset.

1. DSB will verify the Source Maintenance and Recoverability (SM&R) Code (See appendix A). 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 and no available shelf stock; then DSB will perform a visual inspection of the material based on the following conditions:

a. If no damage to the material and/or manufacture packaging is evident, the material has a serviceable RFI tag/paperwork, and SRC/EHR cards (as required); the material will be deemed RFI and the material will be annotated with the inspector's name, date reviewed and the phrase "Not available for rotation." These items will remain in the FSA and a

visual inspection will be performed monthly. This process will remain in place until a replacement asset becomes available.

b. If the material is missing an RFI tag or the component appears damaged, the material will be removed from the FSA and inducted into the IMA for BCM-1 disposition in accordance with paragraph 2401.25d(2).

c. Items having exceeded or will exceed the 36 month rotation cycle, where WMD 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 FSA and a visual inspection will be performed monthly. This process will remain in place until a replacement asset becomes available.

2. In the event a FSA asset has a RFI date older than 36 months, Supply Officer's stock is not available to be rotated, and the asset has C1 or C3 repair capability it will be inducted into the IMA on a discrepancy MAF to be tested, repaired, or BCM'd.

a. DSB will process a pack-up return (X24) in R-Supply to move the quantity from the FSA to location O/H quantity. In NALCOMIS, the 'Suspense New' function will be used to move the component from RFI to Suspense; ensuring 'XFER to Susp for Work Request' is selected. The actual serial number of the component must be used. This will move the component to Suspense with an "MA" management code. Ensure asset is turned over to DIFM for AMSU induction and transfer of accountability is documented as applicable. 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 (verify ICRL TEC exists or is added by the IMA ICRL Manager); the serial number must match the Suspense Summary Screen provided by DSB and the Turn-in DDSN must be left blank. The MAF must state "FSA ASSET RETURN TO FSA" and request a Work Priority of one. All other information will be filled in by AMSU. Once the item has been inducted, it will move from the suspense to DIFM in NALCOMIS.

b. All FSA repairable assets that complete the IMA repair cycle will be returned to DSB. Returns from the IMA are processed in NALCOMIS through the Completed Repair Action Mailbox using the Repair MCN of the returned component. DSB will coordinate with WCB for the clearing of FSA assets from the Completed Repair Action Mailbox. 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.

c. If the component is RFI, DSB will process a Pack-up Return (X24) in R-Supply, and the component will be placed back into the FSA.

d. If the component is BCM, DSB will coordinate with WCB to process the NRFI from the Completed Repair Action Mailbox. When processed from 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 BCM component along with the BC1 DD Form 1348-1/1A shipping document will be forwarded to SSB pending eRMS processing. DSB will ensure to assign a 'ZB9' project code to the requisition to fill the deficiency.

e. In the event that a Supply Officer asset becomes available before the repair cycle has been completed; DSB will coordinate with WCB to pull the asset from the shelf to fill the deficiency and ensure to return the DIFM component to WCB once the repair process is completed.

(b) DSB will inspect all shipping containers to ensure the integrity of the container is maintained. Any shipping container which is damaged or fails to meet the required packaging standards per reference (z) will be repaired or replaced.

(4) DSB will ensure that all Shelf Life material is screened quarterly utilizing the Shelf Life Review Program (appendix Q). 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 and in coordination with WCB. If this cannot be accomplished for any reason, DSB will remove the expired shelf life material from the FSA and turn the material over to WCB. If WMD has no stock available, DSB will submit an AM\_ document identifier to modify a stock replenishment with a ZB9 Project Code. Additionally, DSB will screen the monthly Change Notice Storeroom Action Listing for any changes and ensure that appropriate action is taken in accordance with appendix B as applicable.

(5) FSA 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 FSA. If the FSA total allowance quantity cannot be filled due to lack of shelf stock within WMD, DSB will ensure a stock requisition is identified to track the FSA deficiency, utilizing ZB9 project code.

(6) When material is relocated from Supply Officer's Stock and placed in the FSA, DSB 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, DSB will verify and ensure repairable FSA support package quantities interface and update NALCOMIS table(s) accordingly by working the R-Supply/NALCOMIS Recon in accordance with appendix L. Report will be worked monthly, retention is current and prior.

3. Identify and validate FSA deficiencies. At a minimum weekly, but recommended daily, DSB will identify and validate all FSA deficiencies IAW appendix G. Each record on the report will be annotated with assigned requisitions, MCN or action taken. DSB will use R-Supply>Inv>Management>Inventory Reports>Support Package Reports>Specify: Parent Serial and Deficiencies. DSB will coordinate action being taken with WCB before the removal of any material from stock. Retention of the report is current and prior.

a. If no stock material is available to fill FSA deficiencies, DSB will ensure available stock requisitions are modified citing Project Code ZB9. If no stock requisitions are currently on order for the FSA deficiency, DSB will coordinate with WCB to ensure a stock buy is initiated in order to submit AM\_ document identifier and modify the stock requisition with a ZB9 Project Code.

b. The following circumstances are possible causes of deficiencies without dues, requiring corrective action:

(1) 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 Inventory Control Point's (ICP) records. Additionally, users sometimes erroneously cancel requisitions internally as a result of the local requisition validation process. These conditions require different courses of action for correction refer to appendix K for proper follow up and/or corrective action.

(2) 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 FSA. If the new NSN is carried in the FSA, ensure a prime/substitute relationship or 'supersede' action is processed on the R-Supply Stock Item Table by WCB and/or TRS. If the relationship has been established, determine if a deficiency still exists and coordinate with WCB to reorder for stock. An ACR (for a repairable asset) or email request (for consumable assets) will be submitted (via the WAS) to delete the allowance for the obsolete NSN.

(3) 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 (see appendix K for common rejection codes). In this instance, review local records to ensure the local allowance corresponds with the NAVSUP WSS Database (via the WAS). 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, coordinate with WCB for further action. In the event the allowances are not the same, review the AVCAL/COSAL Product received from WAS to identify the negotiated allowance. Coordinate with WAS 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, coordinate with WAS to correct. If it is the same as the negotiated allowance, coordinate with WAS to contact the inventory manager and determine the reason for the change and initiate the appropriate action required as a result of this contact. For minimum order material cancellations (C8) coordinate with WCB to ensure stock reorder is submitted with appropriate quantity.

c. Initial Issue. In case of an approved allowance increase by NAVSUP WSS, an initial-issue requisition will be generated by WAS.

d. Issue from FSA Stock. Upon receiving approval of FSA pull request or when directed by COMNAVAIRFOR (N416), DSB will issue the asset as detailed below.

(1) Locally Supported Unit. DSB will either:

(a) DTO Off-station. OMD or DSB will ensure the BuNo number is updated against the outstanding DTO NMCS/PMCS requirement to reflect offline Payback to DSB BuNo 111111 per table 3-3) and update to Supply's Organization (ORG) Code.

1. DSB will run the offline report weekly and ensure appropriate action is taken and report is annotated in accordance with Appendix K. Retention of the offline report will be current and prior.

2. Upon receipt of the material, WRB will conduct change of custody with DSB. DSB will ensure the asset is expeditiously returned to the FSA. It's highly recommended that DSB keep a log of associated FSA paybacks and track them as they are received by WRB.

(b) EXREP. Return the support package quantity to the shelf and coordinate with WMD to ensure the Issue Select is processed in NALCOMIS. Upon receipt of the RFI asset in WMD, the quantity will be returned from a Due In From Maintenance (DIFM) status and the material will be delivered to DSB. DSB will ensure the asset is expeditiously returned to the FSA.

**NOTE:** If an EXREP action exists, do not change the BuNo and ORG code, attempting to clear out of the CRA will cause a processing error. The above action will have to be accomplished manually.

(c) Non-supported Unit [excluding COMNAVAIRFOR (N416)]. When COMNAVAIRFOR (N416) directs the appropriate MAW AC/S ALD to issue an asset from the FSA, DSB will issue the asset against the non-supported unit's outstanding DTO requirement (via A4A Referral process) and coordinate with SSB to ensure the asset is packaged in accordance with reference (z) and shipped via fastest traceable means. DSB will coordinate with WCB to initiate a FSA stock replenishment citing Project Code ZB9 or DSB will submit an AM\_ document identifier to modify a stock replenishment with a ZB9 Project Code. Upon receipt of the material, WRB will conduct change of custody with DSB. DSB will ensure the asset is expeditiously returned to the FSA.

e. BCM of FSA Stock. When a FSA asset has been inducted and subsequently BCM'd by the IMA, DSB will coordinate with WCB of action taken, and the document number generated for the FSA stock replenishment or perform query validation.

(1) Referred Documents. DSB 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. DSB will notify the SAA to change the Project Code to ZB9 prior to transmittal into the system. DSB 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. The AM\_ should be removed from the outgoing status file by the SAA.

f. Follow-up on Deficiencies. Weekly, DSB will monitor and submit proper follow-ups per appendix K. The listing will be legibly print, signed, and dated by the person conducting the review.

g. Deploying the FSA. DSB will act as the ASD Coordinator when the need arises to deploy an FSA. Permission from respective MARFOR, via Wing ALD-C, must be granted prior to FSA deployment.

(1) DSB will assist the Responsible Officer/designated representative (E5 and above) with inventorying the FSA to ensure all assets are provided, in accordance with reference (w).

(2) Deploying FSA. The Support Package Listing (with 'Deficiencies' specified, will be used to screen all Supply Officer's Assets in an effort to fully stock the FSA. If assets are not available to fully stock the FSA, DSB will coordinate with appropriate activities (e.g., DLA/NAVSUP, MARFOR, CNAL, etc.) to expedite.

(3) DSB will ensure R-Supply/NALCOMIS Support Package Records reflect the actual quantities deployed. After obtaining a custody signature from the Responsible Officer/designated representative (E5 or above), DSB will retain the original print, signed, and dated copy on file for 10 years in accordance with reference (cc).

#### 4. Maintain established goals for FSA Inventory/Location Validity

a. General. The required inventory/location validity category A is 99%, category B 95%, category C 100%, and classified 100%. To ensure these levels of validity are maintained, AB will conduct FSA inventory and location validity samples at least quarterly as described in appendix G. Whenever either sample results in validity less than required, a complete FSA Location Reconciliation and Physical Inventory will be conducted within 30 days.

b. Location Audit Program (LAP). A LAP is the process of reconciling actual locations of material with those reflected in R-Supply. LAPs for material will be conducted at least quarterly and in conjunction with an inventory. DSB is responsible for coordinating all LAPs of material in the FSA. Procedures for conducting a LAP are contained in appendix M. A LAP will be completed no more than five days prior to the physical count in accordance with reference (w).

#### c. Scheduled Inventories

(1) Scheduled inventory requirements for all material categories are described in reference (w). In addition, DSB will inventory all FSA packages on a quarterly basis, utilizing criteria set forth in appendix N and G audit for inventories.

(2) Inventory results will be generated and submitted to the AvnSupO via OIC/SNCOIC in accordance with appendix N upon review from AvnSupO ensure a copy of the Inventory Status Reporting Letter is provided to AB.

(3) Inventory files will be retained for 10 years in accordance with reference (cc).

5. Receive Logistics Support Requests (LSRs). Upon the receipt of an LSR, DSB will validate material requirements, develop local support packages, and coordinate the staging of material with WCB. For detailed procedures, refer to appendix AA.

a. Receive LSRs. DSB will be the entry point of all LSRs and pack-up requests. They will receive pack-up requests detailing dates of deployment and numbers of aircraft from the MALS Operations and/or S-4 Office. Communication will be maintained for improved deployment support.

b. Develop Local Support Packages and coordinate the staging of material with WMD

(1) DSB is responsible for maintaining allowances of new or existing local support package allowances based upon the T/M/S, number of aircraft involved, location, duration, etc.

(a) When establishing new local support packages, DSB will assign a six position Local Support Package (LSP) serial number per reference (n). The first position of the LSP serial number must begin with letter "L" (i.e., LWTI01).

(b) DSB will establish LSP allowances for each applicable NIIN in R-Supply.

(2) DSB will produce R-Supply consumable and repairable support package listings and forward to WSB to have the material pulled from stock. After support package material has been staged, WCB will update the support package on-hand quantities in R-Supply. WCB will request a support package listing in NALCOMIS to ensure all repairable support package quantities entered interface to NALCOMIS.

(3) When WCB completes the data entry process, DSB will produce new R-Supply Support Package Listings with on-hand quantities. DSB will conduct a 100% repairable inventory validation and a 30% consumable inventory validation with WCB. If a discrepancy is found in the 30% inventory, 100% inventory will be conducted.

(4) Once inventory validation is complete, DSB will produce the R-Supply Support Package Listings. The listing will be signed by the deployment Responsible Officer (RO) or designated representative (E5 and above), and a designated representative from DSB and WCB. Three copies will be produced; the original signed copy will be retained by DSB. The second copy will be provided to the deployment RO or designated representative (E5 and above), and the third copy will be provided to WCB in accordance with appendix AA and reference (w).

6. Maintain Deployed/Exercise Support Package Files. DSB will maintain Local Support Package Files:

a. Current Support Package File. The DSB will maintain a file of support package listings for all support packages currently in process of being pulled, already on deployment, or with an on-hand quantity (due to further causative research post deployment).

b. Completed Support Package File. The DB will maintain a file of Support Package Listings for returned support packages. X24s will be processed and materiel physically returned to location within five days. Once all X24Rs have been processed, a completed Support Package Listing with zero on had quantities will be generated and filed. Deployed database files (e.g., material control registers or Expeditionary Pack-Up Kit (EPUK) database files), and the demand history analysis used to determine possible adjustments will be maintained with the completed Support Package Listing for 10 Years from the support package's return date in accordance with reference (w).

c. DSB will conduct a demand history analysis for each T/M/S prior to and after all exercises. DSB will use the Material Control Register/EPUK data as well as demand analysis tools [i.e., Support Package Establishment Analysis Database (SPEAD)] to review all NIS/NC demands received during the deployment to determine possible adjustments to package allowances for future deployments. This analysis will also be conducted monthly for those operational deployments that last more than 30 days, (i.e., SPMAGTF). DSB will identify any Pack-up adds/deletes and coordinate with the det site to ensure the inventory is refreshed. For enduring requirements (over 30 days), package effectiveness and other data points will be collected and provided to the WOS via the AvnSupO/AvnSupChf as requested.

d. For those operational deployments lasting more than 30 days, DSB will conduct a support package inventory reconciliation with the deployed site once a month.

(1) DSB will produce the R-Supply Support Package Listing and provide it to the deployed site. The deployed site will conduct an inventory of the deployed support package and return it to the DSB. Once received, DSB will validate the inventory, conduct causative research, and correct any inventory discrepancies as required per reference (w). All hard or soft copies of completed and signed count sheets, including annotation of correct counts and gain/loss updates shall be physically or electronically filed by DSB and retained for ten (10) years as cited in reference (cc).

(2) Upon completion of paragraph 4201.6.d.1, DSB will produce a new R-Supply Support Package Listing, provide copies to the deployed site and WCB. DSB will ensure they receive a signature or electronic receipt acknowledgement from the deployed site and WCB.

7. Coordinate Repairable FSA Allowance Change Requests (ACR). The WAS will submit all ACRs and provide the SMD info copy of both the ACR and any responses received. The DSB will coordinate with respective WAS for recommended repairable FSA allowance changes as well as validating ACR responses and interim allowance changes are received and processed.

8. Maintain up-to-date publications for use during deployed operation(s). Appendix AA delineates publications required on deployment. DSB will maintain sufficient copies of all publications (electronic or hard copy) listed in appendix AA. These publications will be kept current and provided to the Responsible Officer/designated representative (E5 and above) prior to every deployment.

9. Establish and implement a management program for GCS testing reporting. DSB will establish and implement a quarterly management program for GCS testing and reporting the condition of all GCS equipment to include the GCS in the EPUK suites.

a. Quarterly Testing of each asset

(1) Set up the GCS properly.

(2) Conduct voice test and check.

(3) Conduct data test by connecting a deployable computer to validate internet connectivity.



b. Reporting. Submit a quarterly GCS Status/Subscriber Identification Module (SIM) Card Inventory Report (figure 4-11) to the WOS by E-Mail, providing the condition (e.g., Active, inactive, RFI, NON-RFI, IW, and AWP) of all GCS equipment maintained by the ASD. For GCS equipment deemed NRFI, submit a brief status update on the Quarterly GCS Status/SIM Card Inventory Report on when the asset will be RFI.

From: Supply Management Division, Marine Aviation Logistics Squadron XX  
 To: Xd Marine Aircraft Wing, Aviation Logistics Department Supply  
 Subj: FY-XX XX QUARTER GLOBAL COMMUNICATION SYSTEM (GCS) AND SIM CARD INVENTORY/STATUS REPORT

Ref: (a) NAVMC 4400.177A, PARA 4201.09

1. In accordance with reference (a), the following is provided concerning the condition of all GCS gear on hand:

NOMENCLATURE	S/N	CONDITION	TEST DATE	LOCATION
INMARSAT	80386403	RFI	YYYYMMDD	DEPLOYED
EPUK GCS	351785-00-104114-5	NRFI	YYYYMMDD	SMD

2. In accordance with reference (a), the following is provided concerning the condition of all SIM cards on hand:

NOMENCLATURE	S/N	CONDITION	TEST DATE	LOCATION
SIM CARD	1234567891	ACTIVE	YYYYMMDD	DEPLOYED
SIM CARD	1234567891	INACTIVE	YYYYMMDD	SMD

3. The following actions are being taken on the NFRI GCS gear annotated above:

NOMENCLATURE	S/N	ACTIONS TAKEN
SIM CARD	1234567891	Inactive returned to ALD-C, awaiting replacement
EPUK GCS	351785-00-104114-5	NRFI-AWP, ALIMs ordered document number 8275XXXX to replace flux capacitor.

4. Point of contact is I. M. Marine at (XXX) XXX-XXXX.

I. M. MARINE

Figure 4-11.--Sample Global Communications System (GCS) Report.

10. Stock Control Review Listing (SCRL). Daily, DSB will review and validate the SCRL for transaction that pertain to the FSA. DSB will screen

all changes in R-Supply and NALCOMIS. Changes will be made in the FSA as applicable. The report will be annotated with action taken in accordance with appendix C. The report will be signed, printed, and dated by the individual conducting the review.

Reports and files Required for Performance of Duties, DSB			
Report name	Frequency	Retention	Reference
1. FSA Pull Request (and approval)	As Required	Until filled	4201.2
2. FSA Rotation Report	Monthly	12 Months	4201.2
3. Shelf Life Inspection Listing	Quarterly	Current & Prior	4201.2.a.4 appendix Q
4. Expired Shelf Life Inspection Listing	Quarterly	Current & Prior	4201.2.a.4 appendix Q
5. Storeroom Action Listing (change notice)	Monthly	Current & Prior	4201.2.a.4 appendix B
6. R-Supply/NALCOMIS Database Reconciliation Report	Monthly	Current & Prior	4201.2.a.6
7. FSA Deficiency Report	Weekly	Current & Prior	4201.3
8. Offline Requisition Report	Weekly	Current & Prior	4201.3.d.1.a
9. ZB9 Requisition Listing	Weekly	Current & Prior	4201.3
10. FSA Location Audit	As required per appendix M	12 Months	4201.4.b appendix M
11. FSA Inventory Processing	As required per appendix M	10 Years	4201.4.c appendix N
12. Consolidated Support Package Listings, R-Supply	As changes occur	10 Years	4201.6.a appendix AA
13. Global Communication System Status Report/SIM Card Inventory	Quarterly	Current & Prior	4201.9
14. Stock Control Review Listing	Daily	Current & Four Prior	4201.10

Table 4-2.--Reports Required For Performance of Duties, DSB.

## CHAPTER 4

## SECTION 3: SUPPLY APPLICATIONS ADMINISTRATOR BRANCH (SAAB)

4300. General

1. Responsibilities. 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.

2. Duties

a. SAAB will perform the following duties. A list of reports required to perform these duties is contained in table 4-3:

- (1) Maintain a Software Update File.
- (2) Maintain NTCSS system security and access.
- (3) Maintain User Registration for all Aviation Supply applicable NTCSS applications.
- (4) Assist supply users on proper use of NTCSS applications.
- (5) Assist supply users on proper use of all stand-alone applications as applicable.
- (6) Maintain direct liaison with the ALIMS Network Support Division (NSD).
- (7) Troubleshoot functional software problems and submit application Trouble Calls (TCs) as required.
- (8) Schedule, approve and prioritize online and offline processing for R-Supply/NALCOMIS.
- (9) Maintain Configurations and Validation Table Reports for all supply related NTCSS applications.
- (10) Direct and coordinate all End of Month (EOM)/End of Fiscal Year (EOFY) processing for R-Supply/NALCOMIS.
- (11) SAA Processes and Procedures; daily, weekly, and monthly requirements.
- (12) Create a Squadron Roster of authorized MILSTRIP users.
- (13) Coordinate and process R-Supply MFCS Inventory Reconciliation.
- (14) Receive, coordinate and respond to external Material Obligation Validations (MOV).
- (15) Produce the Document Serial Number Assignment Letter.

4301. Procedures1. Maintain a Software Update File

a. All R-Supply/NALCOMIS incoming blocks, patches, data alignment programs (DAPS) 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. A list of current software updates can be obtained from the following website: (<https://sailor.navy.mil>).

b. Maintain copies of all stand-alone systems application software (e.g., IBS or FIMS).

2. Maintain NTCSS system security and access. The SA 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) The SAA in conjunction with ALIMS is responsible for maintaining user registration, system security, and access to all NTCSS applications.

(a) In order to maintain strict adherence to Financial Improvement and Audit Readiness (FIAR) requirements, on the first month of every quarter, the SAA will utilize appendix G and reference (aw) to conduct a system access and Segregation of Duties (SOD) validation.

1. The SAA will ensure all personnel with multiple R-Supply SOD roles are being tracked utilizing figure 4-12 and 4-13. This waiver can only be authorized and signed by the AvnSupO, and should include Marines that have multiple roles (approver, receiver, requestor).

From: Aviation Supply Officer, Marine Aviation Logistics Squadron XX  
 To: R-Supply Functional Area Supervisor

Subj: SYSTEM ACCESS AND SEGREGATION OF DUTIES MULTIPLE ROLE WAIVER

Ref: (a) R-Supply System Access and Segregation of Duties (SOD) Policy and Procedures

1. Activity name and UIC. MALS XX UIC: XXXXXX
2. Statement of the problem. Reason why personnel must have multiple SOD roles to conduct daily tasks.
3. The following steps per reference (a) are in place to ensure adequate program oversight to mitigate risk:
  - a. Monthly system access validation
  - b. Monthly user role validation
  - c. Monthly SOD role validation
  - d. Monthly user role menu level validation
4. The following personnel are authorized to maintain more than one SOD role:
 

<u>Rank and Name</u>	<u>Assigned Roles</u>
GySgt Marine, I. M.	Requestor, Receiver, Approver
Sgt Chesty, P. J.	Requestor, Receiver
5. This waiver is effective dd mm yyyy.
6. Point of contact for this waiver is F Name MI L Name, MALS XX, Aviation Supply Officer at COMM: XXX-XXX-XXXX.

FI. MI. LNAME

Figure 4-12.--System Access and Segregation of Duties Multiple Role Waiver.

<b>R-SUPPLY USER ROLE WORKSHEET</b> <b>INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/></b>			
Date:	UIC:	Unit/Activity:	
User Name:		Rank/Rate:	Dept/Div:
Work Center/Branch/Section:	Tel No:	Login ID:	NTCSS ID:
User Business Justification and Custom Role Business Justification: SOD Waiver Required <input type="checkbox"/> Yes <input type="checkbox"/> No    Waiver attached <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A USER ROLE: You are hereby assigned the following R-Supply User Roles: (Select appropriate Access Roles)			
<b>R-Supply Template Roles (Cannot be Deleted or Modified)</b>			
<input type="checkbox"/> Commanding Officer (CO) *	<input type="checkbox"/> Department Head*		
<input type="checkbox"/> Division Officer*	<input type="checkbox"/> WC Supervisor*		
<input type="checkbox"/> WC Worker*	<input type="checkbox"/> Financial Audit (FinAudit)		
<input type="checkbox"/> Administrator**	<input type="checkbox"/>		
<b>Custom Segregation of Duty (SOD) Roles</b>			
<input type="checkbox"/> Requestor***	<input type="checkbox"/>		
<input type="checkbox"/> Approver***	<input type="checkbox"/>		
<input type="checkbox"/> Receiver***	<input type="checkbox"/>		
<b>Unit Defined Custom Roles</b>			
<input type="checkbox"/> SUPPO	<input type="checkbox"/> Supply Supervisor		
<input type="checkbox"/> Supply Office Worker	<input type="checkbox"/> Functional Area Supervisor (FAS) **Authorized Privilege User**		
<input type="checkbox"/> Storeroom Worker	<input type="checkbox"/> IBS Coordinator		
<input type="checkbox"/> Financial Clerk	<input type="checkbox"/>		
Note: Segregation of Duties policy prohibits the use of the Template R-Supply "Supply Officer" and "Supply User" roles. <u>No user will be assigned either of these roles.</u> * Role includes REQUESTOR capability. Users assigned these roles WILL NOT be assigned APPROVER or RECEIVER roles without a waiver approved by the Supply Officer/ASO. ** Administrator template role will be available when R-Supply version 3.40 is released. *** Segregation of Duty (SOD) policy requires that an individual user be limited to one of the following roles: REQUESTOR, APPROVER, or RECEIVER. Exceptions require a waiver approved by the Supply Officer/ASO. Attach copy of waiver memo to this form.			
Supervisor Legible Printed Name:		Signature:	Date:
SUPPO/ASO Legible Printed Name (Approval):		Signature:	Date:
FAS Legible Printed Name Admin Entry:		Signature:	Date:

Figure 4-13.--R-Supply User Role Worksheet.

(b) In conjunction with the system access and SOD validation, the SAA will validate all personnel (supply, expeditors, NAVWARSYSCOM Naval Information Warfare Center (NIWC) Atlantic/Pacific, etc.) managed by the SAA with access to optimized NALCOMIS.

1. Quarterly the SAA will utilize the Optimized NALCOMIS DU05 and DU10 tables to validate the tasks assigned in Optimized NALCOMIS.

2. All assigned tasks within Optimized NALCOMIS must be accurately annotated on the Optimized NALCOMIS User Request form (figure 4-14) and approved by the SMD OIC.

3. All assigned tasks within Optimized NALCOMIS not authorized on the Optimized NALCOMIS User request forms or assigned tasks to personnel no longer at the command will be deleted.

MARINE AVIATION LOGISTICS SQUADRON XX		
OPTIMIZED NALCOMIS USER REQUEST FORM		
First Name: _____ MI: _____ Last Name: _____		
USMC NAVY CIVILIAN Rank: _____ MOS: _____		
Duty Sect: _____ Assign Org: _____ Assign W/C: _____ Shift: _____		
<u>AIMD Material Requirements</u> Indirect Mat Aprv/Update Mat Receipt Mat Rqmt Aprv/Update <u>AOM Processing</u> AOM <u>ASD Material Requirements</u> Dir/Ind Spt Matl Rqmt Contingency Direct Support Material Requirements Indirect Support Material Requirements Material Requirement Contingency <u>Aviation Material Screening Unit</u> AMSU Turn-in Rcpt Auto AMSU Rcpt <u>AWP Management</u> AWP Component Receipt AWP component Release/Update AWP Reorder AWP Transpose <u>Batch Processes</u> Allowance Change Report Enable the Batch Menu Execute Batch Processes HCN Control Interface Control SHML <u>Configuration</u> Engine Engine/Component/TD Baseline SE Actual Inspections SE Baseline Inspections SE Inventory Gain SE Inventory Loss SE Subcustody Support Equipment Technical Directives <u>Consumable PEB/Packup</u> <u>Management</u> ASD PEB Manager PEB Issue PEB Replenishment PEB/Packup On Hand Adjustment PEB/Packup Record Add/Update/Delete PEB/Packup Record Establish/Transfer PEB/Packup Record Reorder PEB/Packup Site Add/Update/Delete <u>Consumable Phase Kit Management</u> Master Phase Kit Add/Update/Delete Master Phase Kit Reorder Phase Kit Inventory	<u>Contingency</u> MAF Contingency <u>Data Analyst</u> Data Analyst Review <u>Database Administration</u> AIMD Site Record Update ASD Site Record Update Batch Process Table Add Batch Process Table Update Bureau/Serial/Number/Table Add/Update/Delete Data Alignment Processes DB Error Delete Fund Code Add/Update/Delete JON Table Add/Update/Delete OMA Material Turn In (Menu) OMA Material Turn In (Detail) Organization Code Add/Update/Delete Project Code Add/Update/Delete R-Supply Logon Add/Update/Delete System Table Add/Update/Delete TEC Add/Update/Delete Validation Tables Add/Update/Delete Work Center Add/Update/Delete WUC Add/Update/Delete <u>ICRL</u> Maintain ICRL <u>Interface Processing</u> Exclude Supply Effectiveness Ind Update Recreate Interface Records SPI Update Stock Replenishment <u>Inventory Control</u> DIFM Survey Generate Inventory Inventory Status Monitoring IOU Survey Last in Shipment Survey Packup Record Update (UADPS) RFI Inventory Posting RFI Quantity Update Subcustody Record Update Supply Officers Survey Suspense Record Update <u>Logs and Records</u> LR MAF Sign Off	<u>Maintenance Reports</u> Engine Cost Accounting Equipment Discrepancy Equipment Operation Capability ICRL Report Maintenance Extract Production Report Test Bench Status Report Turn Around Time Workload Report <u>Manage OOMA Server Certificates</u> Load OOMA Server Certificate Unlock/Lock/Del OOMA Server Certificate <u>PEB Demand</u> PEB Demand <u>Production Control</u> Change Work Center Change Work Pri Equip Status Change I LVL To O LVL Cannibalization MAF Approval MAF Cancellation Off-Equip Cannibalization ON-Equip Cannibalization PC Review Update TD Info <u>Quality Assurance</u> In Process Insp. Sign Off MAF Sign Off (CDI) MAF Sign Off (QAR) <u>Repairable Management Division</u> Alternate NIIN Review Clearing AMSU Induction Discrepancy Customer Refusal Delete/Update Pool Code DIFM Return FGC Management Inter-IMA/Customer Service Return Issue Select Matched Set Requisition Clearing Material Turn In Repairable NIIN Data Update Repairable Packup Add/Update Repairable Packup Copy/Transfer Repairable Packup Deploy Return From Suspense/ Subcustody/ Packup Stock Replenishment Management Technical Directive MAF Initiation Transfer to Suspense/Subcustody Warehouse Refusal Work Request Initiation

Figure 4-14.--Optimized NALCOMIS User Request Form.

<u>Reports/ADHOC</u> ADHOC Expert ADHOC Normal Canned Reports Enable the Reports Menu Report Details <u>Requisition Processing</u> Back-to-Back ROB/POD Processing BuNo Swap Generate Dup DD1348-1 A/Picking Ticket Local Status Code Update LSC Update Quantity Override LSC Update Reversal Processing Material Requirements Update Material Stow (Repairable Stock Requisition) Proof of Delivery (DTO Requisitions) Receipt On Board Requisition Action Initiation Rescreen Issue (Consumable) Rescreen Issue (Repairable) Reversal Processing Supply System Status Update <u>Secure Books</u> System Administration Guide <u>Security/Administration</u> All Orgs Personnel Add/Update/Delete Personnel SQ Task Group/Task Add/Update/Delete Reset Password Screen Access Control <u>Supervisor</u> Analyst Resubmit Delete In Process Inspection Delete Notes Direct Material Delete/Resubmit Indirect Material Delete/Resubmit MAF Sign Off (Super) QA REQ Field Change from Q to C Tool Box Initials	<u>Supply Reports</u> AWP Overage Component AWP Repair Parts AWP Summary Report AWP Transpose Report Critical Item Status Report DIFM Status Report EXREP Status Report Fixed Allowance Analysis High Priority NMCS PMCS Interface Records IOU Report IOU Summary Issue Response Time Analysis Money Value Summary Report Outstanding Material Requirements Pickup CAGE/PN to NIIN Listing Pickup Status Report PACKUP WAREHOUSE LOCATION REPORT PEB Effectiveness/Issue Response PEB Rescreen Report PEB TEC Cost Report PEB/PACKUP REQUISITION LISTING PEB/Packup Status Report Repairable Stock Requisition Status Rpt Transaction Ledger Purge <u>Technical Research</u> Alt NIIN Add/Upd/Delete Consumables Alt NIIN Add/Upd/Delete Repairables CAGE/Part Number Add/Upd/Delete MRIL Address Add/Upd/Delete NSN Add/Update/Delete Consumables NSN Add/Update/Delete Repairables <u>Worker</u> Basic MAF Update	
User Legible Printed Name: FAS Legible Printed Name: Supply Officer Legible Printed Name:	Signature: Signature: Signature:	Date: Date: Date:

Figure 4-14.--Optimized NALCOMIS User Request Form, Continued.

(c) Monthly the SAA will ensure all personnel with access to critical menu items have been approved via letter (figure 4-15) signed by the AvnSupO.



From:	Aviation Supply Officer		
To:	Systems Applications Administrator		
Subj:	CRITICAL MENU ITEM TABLE ACCESS		
Ref:	(a) NAVMC 4400.177A		
Encl:	(1) R-Supply critical menu item list (2) NALCOMIS critical menu item list		
1. The following personnel are authorized access to the R-Supply critical menu items identified in enclosure (1):			
Rank	Last Name	First Name	MI
2. The following personnel are authorized access to the NALCOMIS critical menu items identified in enclosure (2):			
Rank	Last Name	First Name	MI
3. Point of contact for this waiver is F Name MI L Name MALS XX Supply Management Division Officer at COMM: XXX-XXX-XXXX.			
FI. MI. LNAME			

Figure 4-15.--Critical Menu Items Authorization Letter.

Menu_Level	Menu Name
01.07.06.00	Inventory Audit
01.07.07.00	Stock/DTO Dues Reconciliation
01.07.08.00	Issue Pending Qty Reconciliation
01.07.09.00	Financial Audit
02.00.00.00	Site
02.01.00.00	Activity Controls
02.01.01.00	Activity Control Info
02.01.02.00	Constants
02.01.02.01	Allowance/Loads
02.01.02.02	Requisition/Offload Values
02.01.02.03	Printer Identification
02.01.02.04	Miscellaneous Values
02.01.03.00	Activity Serials
02.01.04.00	Activity Organisation Info
02.01.05.00	Material Delivery Point
02.01.06.00	Users Access
02.01.07.00	Other Activities
02.01.08.00	Support Package Serials
02.02.00.00	Validation Tables
02.03.00.00	Maintenance Controls
02.03.01.00	Aircraft Data
02.03.02.00	Engine Technical Data
02.04.00.00	Financial Controls
02.04.01.00	Appropriations
02.04.02.00	Fund Codes
02.04.03.00	Job Orders
06.00.00.00	Fin
06.01.00.00	Grants Management
06.02.00.00	Budgets Management
06.03.00.00	Reconciliations
20.00.00.00	Site Management
20.01.00.00	Site Internal
20.01.01.00	Batch Job Scheduling
20.01.01.01	Control Parameter Updates
20.01.01.02	Approvals
20.01.02.00	NALCOMIS Drawdown
22.00.00.00	Fin Management
22.01.00.00	Financial Actions
22.01.01.00	Financial Update

Figure 4-15.--Critical Menu Items Authorization Letter, Continued.

Task ID	Task Group ID	Task_Name
ALLORGS	PERSSCRTYAll	Orgs
ASDSITE	DBAMN	ASD Site Record Update
BTCHPRCADD	DBAMN	Batch Process Table Add
BTCHPRCUPD	DBAMN	Batch Process Table Update
BuNo	DBAMN	Bureau/Serial Number Table Add/Update/Delete
DAP	DBAMN	Data Alignment Processes
DBERROR	DBAMN	DB Error Delete
FUNDCODE	DBAMN	Fund Code Add/Update/Delete
HCNCONTROL	BTCHPROC	HCN Control
IMASITE	DBAMN	AIMD Site Record Update
INTFCNTRL	BTCHPROC	Interface Control
JONTBL	DBAMN	JON Table Add/Update/Delete (UADPS)
LOADCERT	MANAGECERT	Load OOMA Server Certificate
OMAP3	DBAMN	OMA Material Turn In (Menu)
ORGCODE	DBAMN	Organization Code Add/Update/Delete
ORGW/C	DBAMN	Work Center Add/Update/Delete
PASSWRD	PERSSCRTY	Reset Password
PERSNL	PERSSCRTY	Personnel Add/Update/Delete
PHSE3	DBAMN	OMA Material Turn In (Detail)
PRJCODE	DBAMN	Project Code Add/Update/Delete
RSUPLOGON	DBAMN	R-Supply Logon Add/Update/Delete
SAGUIDE	SECUREBOOK	System Administration Guide
SCRNACCESS	PERSSCRTY	Screen Access Control
SITEVALTBL	DBAMN	Validation Tables Add/Update/Delete
SQGRPTASK	PERSSCRTY	Personnel SQ Task Group/Task Add/Update/Delete
SYSTBL	DBAMN	System Table Add/Update/Delete
TEC	DBAMN	TEC Add/Update/Delete
UNLOCKCERT	MANAGECERT	Unlock/lock/Del OOMA Server Certificate
WUC	DBAMN WUC	Add/Update/Delete

Figure 4-15.--Critical Menu Items Authorization Letter, Continued.

(d) Additional information on system security can be obtained from reference (p) thru (r).

b. The SAA will be responsible for coordinating with the Division OIC/SNCOIC to identify the needs and allowing access for each Aviation Supply User.

c. Retention of forms (figures 4-11 thru 4-15) will be in accordance with reference (w).

### 3. Maintain user registration for all Aviation Supply applicable NTCSS applications

a. The SAA will maintain 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. It is important to note that the Maintenance DBA also has access to modify access to supply user roles. The SAA must coordinate with the Maintenance DBA to ensure that the SAA is the only person authorized to make changes, updates or deletions to Aviation Supply user registrations within NTCSS applications. ALIMIS is responsible for maintaining NTCSS registrations.

b. The SAA will maintain R-Supply User Access and Menu Roles. These processes, accessed via R-Supply Menu Options SITE>ACTIVITY CONTROLS>USERS ACCESS, identify people or groups and their authority levels within the R-Supply application. The SAA will only provide User Access and Menu roles after receipt of an R-Supply User Role Worksheet per reference (aw) approved by the SMD OIC (when delegated by the AvnSupO in writing). The file will be maintained in accordance with reference (av).

c. 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. The SAA will only provide User Access and Menu Tasks after receipt of an Optimized NALCOMIS User Request form (figure 4-14).

d. The SAA will ensure the R-Supply User Role Worksheets and Optimized NALCOMIS User Request forms are annotated with the remarks "For Official Use Only" and do not contain any Personally Identifiable Information (PII) (e.g., Social Security Numbers, telephone numbers, etc.). For amplified guidance on PII refer to current MARADMIN. R-Supply User Role Worksheets will be retained per FIAR requirement. The SAA will destroy all R-Supply User Role Worksheets after 10 years and Optimized NALCOMIS User Request forms when the users access is removed.

e. 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.

f. The SAA will utilize appendix G to conduct a validation of User/Menu Roles.

4. Assist supply users with proper use of NTCSS applications (R-Supply/NALCOMIS). 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. A log will be kept (hard copy or electronic) of assistance provided, detailing the following information: Date/Name/Rank (of Marine assistance provided to), Error and Resolution. The SAA can also review system diagnostics: System->Utility->Utilities->diagnostic, to review user and system errors.

5. Assist supply users with proper use of all stand-alone applications. 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.

**NOTE:** In order to receive access to ASKITWEB, each requesting user must request the correct role within ASKIT. The roles within ASKIT are as follows:

a. New Primary OPTAR Manager. The Primary OPTAR Manager is simply the primary point-of-contact for ASKIT related issues raised at the TYCOM level, and considered the senior person routinely committing transactions in ASKIT as per TYCOM guidance. This role should be reserved for the OMD OIC or OMD SNCOIC, as it allows users to appropriate funds, run/extract TLs, run/extract BORs, manage fuel, load incoming requisition status, and manage flight equipment requisitions. Once a user requests the New Primary OPTAR Manager role, the existing Primary OPTAR manager will then have their rights and functions deactivated and revoked.

b. Alternate OPTAR Manager. The Alternate OPTAR Manager Role has the same permissions as the New Primary OPTAR Manager Role, and should be the one requested by the SAAB, OMD personnel, and Wing G-8. Specifically, this role enables a user to appropriate funds, run/extract TLs, run/extract BORs, manage fuel, load incoming requisition status, and manage flight equipment requisitions.

c. Supervisor Role (Read-Only access). The supervisor role resembles the query role in R-Supply, as it only allows users to query for information purposes, and not process any transactional actions. In order to facilitate divisional and Wing audits/inspections, the WASMAT and AB should fill this role.

d. SAAR Instructions. Ensure personnel correctly detail the justification on the SAAR Form (Block 13). If the user is requesting Alternate OPTAR Manager (Block 27), then the justification should state that user needs "read-write" capability in order to process transactions in ASKIT. Furthermore, the justification for the Alternate OPTAR Manager cannot state that the role needed is for any audit purposes.

6. Maintain direct liaison with the ALIMs Network Support Division (NSD). 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.

7. Troubleshoot functional software problems and submit application Trouble Calls (TCs) as required. 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 NAVWARSYSCOM as appropriate to the sites geographic location. Reports will be in the form of a TC, TR or CP and will be generated via the web based NAVWAR NIWC Atlantic/Pacific NTCSS/OOMA help desk located at URL <https://seitsm.sscno.nmci.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 NAVWAR NIWC Atlantic/Pacific help desk submissions and solicit recommendations/concurrences if warranted. Reports will be sent from the SMD OIC/SNCOIC or the AMO as appropriate, with an information copy provided to ALIMs. Reports must contain enough information for NAVWARSYSCOM to resolve the problem in a timely manner. The appropriate Wing ALD will be an info addressee regarding all problems reported, which require system non-availability for more than 24 hours.

a. Report descriptions

(1) Fleet Trouble Calls (TCs). Fleet TCs will be used to report errors via NAVWAR NIWC Atlantic/Pacific help desk when a NTCSS application does not function as designed. NAVWARSYSCOM 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) Critical - Cannot continue operations and no work around exist. Critical TCs must be forwarded to NAVWARSYSCOM via NAVWAR NIWC Atlantic/Pacific help desk immediately upon identification of the problem (inform appropriate Wing).

(b) Essential, Work Around Does Not Exist - Resolution is urgently required. Urgent TCs will be submitted using NAVWAR NIWC Atlantic/Pacific help desk via the appropriate Wing.

(c) Essential, Work Around Exists - Resolution is urgently required. Urgent TCs will be submitted using NAVWAR NIWC Atlantic/Pacific help desk via the appropriate Wing.

(d) Non-Essential - Problem not deemed as urgent, but creates an inconvenience to the users. TCs will be submitted using NAVWAR NIWC Atlantic/Pacific help desk via the appropriate Wing.

(e) Other - Any TC not deemed critical, urgent or as a user inconvenience. Routine TCs will be submitted using NAVWAR NIWC Atlantic/Pacific help desk via the appropriate Wing.

b. Maintain TC/TR/CP Files. The SAA will maintain TC/TR/CP files for TCs/TRs/CPs submitted by the respective MALS for onsite NTCSS/Stand Alone 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 4301.7 of this chapter.

(1) TC/TR/CP File Organization. The SAA will maintain a separate TC/TR/CP File for TCs/TRs/CPs submitted by the respective MALS's applicable

NTCSS/Stand Alone application. Each file will be subdivided by pending, escalated and completed. TCs will be moved from pending to escalated when NAVWARSYSCOM assigns a TR or CP tracking number. Retention for completed TCs/TRs/CPs will be current and prior Fiscal Year.

(2) Ensure latest status. The SAA will update status monthly for TCs/TRs/CPs submitted by the respective MALS. Status sources are NAVWARSYSCOM response naval messages or the web based NAVWAR NIWC Atlantic/Pacific help desk. If a response or NAVWAR NIWC Atlantic/Pacific help desk record is not provided in a timely manner, the SAA will contact NAVWARSYSCOM 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, WAS and FAS to identify system requirements to accomplish major evolutions (e.g., EOM/Inventory/MOV/MALSP transfers/AVCAL/COSAL loads), and create a schedule.

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) R-Supply/NALCOMIS. Refer to reference (ax).

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

b. Quarterly, the SAA will generate and maintain a copy of the following application configurations and/or tables identified in table 4-8. This information is vital when situations arise (e.g., hardware failure, sabotage or catastrophic events) requiring reloading of System Configuration and/or Validation Tables.

c. Additionally, a new report will be generated/required when major changes occur.

10. Direct and coordinate all EOM/EOY processing for R-Supply/NALCOMIS. The SAA assumes responsibility for coordination of the EOM/EOY processes. An adhoc will be ran a month prior to EOFY closeout to ensure all NIINs with locations have been inventoried in the current FY. NIINs identified that did

not have an inventory completed during the current FY will be forwarded to WCB to ensure an inventory is completed prior to the EOFY. Once inventory is complete, another adhoc will continue to be produced to ensure all NIINs with locations have been inventoried during the FY. The original and updated NIIN inventory listing will be maintained for the current and prior fiscal year. 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 with FAS for EOFY EOM/EOY schedules and provide a copy of the EOM/EOY schedule to ALIMS and FAS.

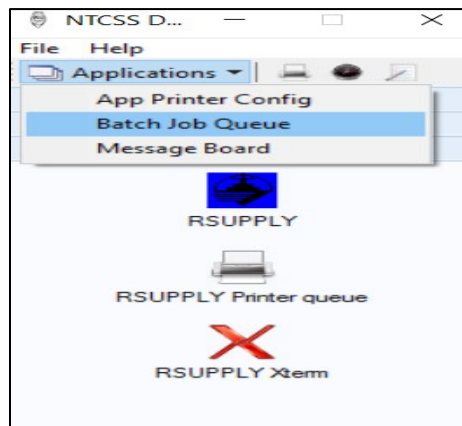
a. The SAA will ensure ALIMS accomplishes two saves of the database before the DI 100 Live and the Change Notice are run. R-Supply EOM/EOY closeout procedures will be accomplished as directed by local TYCOM/WING directives.

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 the FAS and 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.

#### 11. SAA Processes and Procedures

a. Daily Verification. Prior to starting the daily reports, the SAA should ensure that ALIMS has performed their daily requirements. To validate ALIMS' daily requirements, the SAA should review via the NTCSS Applications Batch Job Queue that the required two jobs in NALCOMIS and the required three jobs in R-Supply are running and that the dates are current. If required jobs are not running or the date is not current, contact ALIMS for corrections before moving to daily reports, reference figure 4-16.



**Batch Job Queue**

Batch Job Manager    Predefined Jobs    NTCSS Predefined Job Manager

Select Application: **NALCOMIS**

Status	Priority	User	Description	ID
Running	Low	imabtusr	NALCOMIS ...	181130.071...
Running	Low	imabtusr	NALCOMIS ...	181130.071...

Job Status  
☒ Approved  
☐ Scheduled  
☐ Suspended  
☐ Completed

Refresh

Approved Jobs  
 Soft Kill    Hard Kill    Run Next    Remove    Priority

---

**Batch Job Queue**

Batch Job Manager    Predefined Jobs    NTCSS Predefined Job Manager

Select Application: **RSUPPLY**

Status	Priority	User	Description	ID
Running	Low	supbtusr	CTL_QUEUE	181130.045...
Running	Low	supbtusr	Picking Tick...	181130.045...
Running	Low	supbtusr	Outgoing Int...	181130.045...

Job Status  
☒ Approved  
☐ Scheduled  
☐ Suspended  
☐ Completed

Refresh

Approved Jobs  
 Soft Kill    Hard Kill    Run Next    Remove    Priority

Figure 4-16.--NTCSS Batch Job Queue.

b. Daily Processes and Procedures. The following is a list of SAA daily processes, tasks, and procedures (figure 4-17 and figure 4-18). It is recommended that the AM reports are run first thing in the morning and uploads to One Touch occur at 1000. PM's should be run at 1400-1500 and Upload to One Touch at 1600.

DAILY REPORTS CHECKLIST					
Julian date: _____					
Daily Reports	Send To	Job Number	AM	PM	
Stock Control Review (RSUP)	Distro List	JSS225			
External Records (NALC)	Distro List/OTS	E60450			
Reorder (RSUP)	OTS	JSI208			
Suspense Report (RSUP)	Distro List	JSL325			
No Status report (RSUP)	Distro List	JSL311			
Outgoing Status (RSUP)	OTS	JSL319			
Incoming Status(RSUP/NALC)	Distro	JSS220			
MFCS TIR	SALTS	JSS292			

Figure 4-17--Daily Reports Checklist.



Daily Tasks	Compl
Check Interface	
Daily Metrics/Mismatches	
BP28 Budget to Wing	
FAS Incoming Status	
External Review	
OTS Nalcomis Outgoing	
OTS Rsupply Outgoing	
Salts TIR	
WMD Daily Buys	

Figure 4-18.--Daily Tasks Checklist.

(1) Stock Control Review Listing (SCRL). To run the SCRL (in the morning), utilize the following path: R-Supply> Site>Management> Site internal> Batch Job Scheduling> Predefined Parameters> Click drop down box> Select Stock Control Review (JSS225)> Click Save button> Record job number on daily report sheet, Click ok. Next, you will release the report by going to the following path: Site>management> Site internal> Batch job scheduling> Approval. Put an 'R' next stock control report, click off of report and select save. For the printer selection, select appropriate printer and select print 0 copies, next click print. You will now have the ability to batch file transfer.

(2) Externals (NALCOMIS). The NALCOMIS extract will be run twice daily. The report can be run more often as local policy dictates. To run the External reports (NALCOMIS), utilize the following path: NALCOMIS> Click PC Icon on toolbar> Interface>external record extract>milstrip pop up box click yes. Select the appropriate printer and print 0 copies. Annotate job number on your daily report sheet. Click no to print message.

(a) Batch File Transfer (external). Go to the following path: NALCOMIS> PC Icon> Utility File transfer> Receive from server. Copy and paste daily and monthly path from the C: drive into the drive box. Next add a \ (backslash) behind the path. Enter in the job number, click ok and then click yes. Click Ok and rename file as shown above.

(3) Reorder. To run the Reorder report, utilize the following path: R-Supply> Site>Management> Site internal> Batch Job Scheduling> Approval. Release the job that WMD submitted and send out via One Touch (JSL319 Release Rqn Status).

(4) Suspense Report. To run the suspense report, utilize the following path: R-Supply>LOG> Management> Logistics Reports > Suspense Listing > Select "ALL"> Click Save Button on toolbar> Record job # on daily report sheet.

(5) No Status Report. To run the No Status report, utilize the following path: R-Supply>LOG> Management> Logistics Reports >Requisition monitoring > Requisition listing > Select: outstanding / non-repairables / repairables / days plus "3" / no incoming status / all status > Click Save Button on toolbar> Record job # on daily report sheet.

(6) Coordinate and Process 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.

(a) Execution. To run the TIR, utilize the following path in R-Supply: R-Supply> Utilities>file transfer> MFCS Build transfer file.

1. Click save button and write job number on daily report sheet. Click ok and wait five seconds for R-Supply to process. Next go to the following path: file> utilities> File transfer> Batch file transfer> Receive from server> Click MFCS Download box. Next, click on date in drop down box and save to 'C' drive (C:\Daily Reports\TIRS) and create a folder for that day. Click save button.

2. 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.

(b) There will be 14 files total to email to the appropriate distribution list and upload to NAVSUP TIR Uploader.

**NOTE:** Ensure your MALS UIC is selected before clicking the "submit files".

(c) If there is a problem with the output, the Afloat/MALS Logistics liaison will notify the unit.

(d) 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.

(e) MALS activities will transmit the MFCS Build Transfer Files to NAVSUP Support Contractor Afloat/MALS Logistics Liaison Office Personnel. 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.

(7) Outgoing Status Report. To run the outgoing status report, utilize the following path: R-Supply>LOG> Release Outgoing transactions> Status> (don't fill in anything). Click Ok> Click red check on toolbar> Click Save Button on toolbar> Record job # on daily report sheet.

(a) Process Material Receipt Acknowledgement

1. General. The external supply system tracks how long it takes for material to be received by an activity after it is ordered. This is done through process called 'Material Receipt Acknowledgement' (MRA). This applies to both stock and direct turn-over (DTO) requisitions. Figure 4-19 and figure 4-20 displays Receipt acknowledgement screens from R-Supply and ASKIT.

2. Document Identifiers

a. The DRA is a 'material receipt acknowledgement' from activity notifying the system that the document was received.

b. DRF is a 'delayed receipt follow-up' from the ICP to activity due to over-aged shipping status and no receipt of DRA.

c. DRB is the response to the incoming DRF.

3. Activities are required to submit the DRA on a document within 5 calendar days from date material received. This is normally done through the receipt posting in R-Supply.

4. If a document shows being shipped and no DRA was sent by an activity, the ICPs will send out a delayed receipt follow-up (DRF) within the following time frames:

a. 30 calendar days from the DI AB\_/AS\_/AU\_ date shipped field entry for non-receipt (CONUS destination), and

b. 90 calendar days from the DI AB\_/AS\_/AU\_ date shipped field entry for non-receipt (Overseas destination).

(b) R-Supply provides for automated MRA processing. R-Supply provides for automated MRA processing. Receipts and Receipts in Process (RIP) scanned into the Integrated Barcode System (IBS) will automatically generate the Document Identifier (DI) "DRA" transaction when downloaded to R-Supply. An "MRA" flag will be set in the requisition file and the DI DRA transaction will automatically go to the Status Output File for transmission to DLATS. Receipts entered manually will also automatically create a DI DRA transaction when the MRA flag is not set, and the transaction will be sent to the Status Output File. In ASKIT the DI DRA has to be enabled in order to automatically generate the DI DRA transaction.

1. Non-Standard Tool documents are loaded into R-Supply as a money value only document for quantity of 1 each. When the receipt is posted in R-Supply, no DRA is created because the document was a MVO transaction. SMS however will send out DRFs for each item ordered on the document that has been shipped. Each individual shipment must have a DRA submitted when received. To prevent the incoming DRF, OMD should submit the DRA through FEDMALL when received.

(c) Delinquent Material Receipt Acknowledgements

1. When material shipment is confirmed, the issuing

activity will monitor for receipt of a DRA. If the DRA is not received, the issuing activity will send a delayed receipt follow-up (DI DRF).

2. The DRFs will come in with normal MILSTRIP transactions from One Touch.

3. If an activity is using the RSMS program, the document ID "DRF" needs to be added to the DOC ID settings or the DRFs will write to the exception file and will need to be added to status file that gets loaded to R-Supply.

4. Below are examples of incoming DRFs:

```
DRFSMSS5310014443242 EA00001RXXXXX82650828 A V9B264RXXXXX82650828XXXJ310
DRFSMSS5330012571705 EA00002RXXXXX82650136 A V9B265RXXXXX82650136XXXJ310
DRFSMSS5330014444775 EA00009RXXXXX82650853 A V9B265RXXXXX82650853XXXJ310
DRFSMSS5331009359150 EA00004RXXXXX82641335 A V9B265RXXXXX82641335XXXJ310
DRFSMSS5331013771499 EA00004RXXXXX8264XW29 MXXXXXJ9B265RXXXXX8264XW29XXXJ310
DRFSMSS5340014719400 EA00002RXXXXX82651481F A V9B265RXXXXX82651481FXXJ310
DRFSMSS5365014719201 EA00001RXXXXX82651459F A V9B264RXXXXX82651459FXXJ310
DRFSMSS5865014366123 EA00002RXXXXX82650762 A V9B265RXXXXX82650762XXXJ310
```

5. When DRFs are loaded into R-Supply, the following actions occur automatically:

a. If a receipt or DRA is on file that matches the DRF on the document number (including suffix code) and quantity, a DRB is created with no discrepancy code, duplicating data from the DRF.

b. If no receipt or DRA is on file, a DRB is created, duplicating data from the DRF. In addition, a Discrepancy Indicator Code "F" is written in CC 63 of the DRB.

c. If the document is completed, but the quantity or suffix code does not match the DRF, the DRF is written to the "rqn\_status\_in" table, and the user will have to manually review and process the DRB through the incoming status/supple (DRA/DRB) window.

d. If an incoming DRF suspends in R-Supply for no requisition on file, the document needs to be researched to see why it did not get loaded.

(1) If it is possible to load the document, back-fit into NALCOMIS and load appropriate status and receipt. If the document cannot be loaded for some reason, a manual DRB needs to be loaded to either the outgoing file from R-Supply or manually into FEDMALL.

(2) The system will continue to send out DRFs until they receive a DRA/DRB indicating receipt.

(d) Releasing outgoing DRA/DRA transactions

1. To release all pending DRAs/DRBs, from the R-Supply menu, choose Logistics, Release Outgoing Transactions, and select Status and then select "Receipt Acknowledgment (DRA/DRB)" and select Click ok (figure-19)

2. If you select 'Release All Records' the DRAs/DRBs will also be pulled but will not come up for review.

3. There is no review of the records before release. All DRAs / DRBs are selected for output.

4. An output file will be created with batch number JSL319XXXXXXX. Write down this number on your daily report sheet.

5. The output file will need to be transferred from R-Supply to local computer for uploading into One Touch as normal outgoing MILSTRIP transactions by the SAA.

6. If any of the records do not pass the One Touch validation, they will need to be edited on line or saved to file for later editing and resubmission.

7. After uploading the file into One Touch, it is recommended that the SAA provide any DRB with an 'F' response to divisions for research for overage ship status. The 'F' response tells the system that the document has not been received based on what is loaded into R-Supply.

8. The output file of DRAs/DRBs are created by selecting the 'Receipt Acknowledgment (DRA/DRB) option. There is no review of individual records. The output (JSL319XXXXXXX) file will need to be transferred from R-Supply and sent out in One Touch. The output records will look like the below transactions:

```
DRAAN5J4010016061104AHEA00001RXXXXX81157K00 YSE940 AN5BK1310 310 8310
DRASDHJ3010005274093 EA00001RXXXXX81421149GYCY01E SDHAE1310 310 8310
DRAZK3 6510012211495 PG00001RXXXXX81512423 ZK3ZK3310 310 8310
DRABA4J5995015297402BLEA00001RXXXXX81576L00LY09808 BA4Z82310 310 8310
DRAAQ5S6685015830212YREA00001RXXXXX8171G306 AQ5AK0310 310 8310
DRASTGA8315002622578 PR00001RXXXXX81739071 STGZK3310 310 8310
DRAAQ5S5340005980146 EA00001RXXXXX81983035 AQ5AK1310 310 8310
DRAAQ5S5340005980146 EA00001RXXXXX81983043 AQ5AK1310 310 8310
```

9. The DRAs are created from normal receipt processing and the DRBs are created from incoming DRFs. The last DRB has an 'F' in CC63 which is notifying the system that the requisitions has not been completed. The two DRBs with no NSN are from tool documents and will not pass validation in One Touch. The records will need to have the NSN put in before sending out.

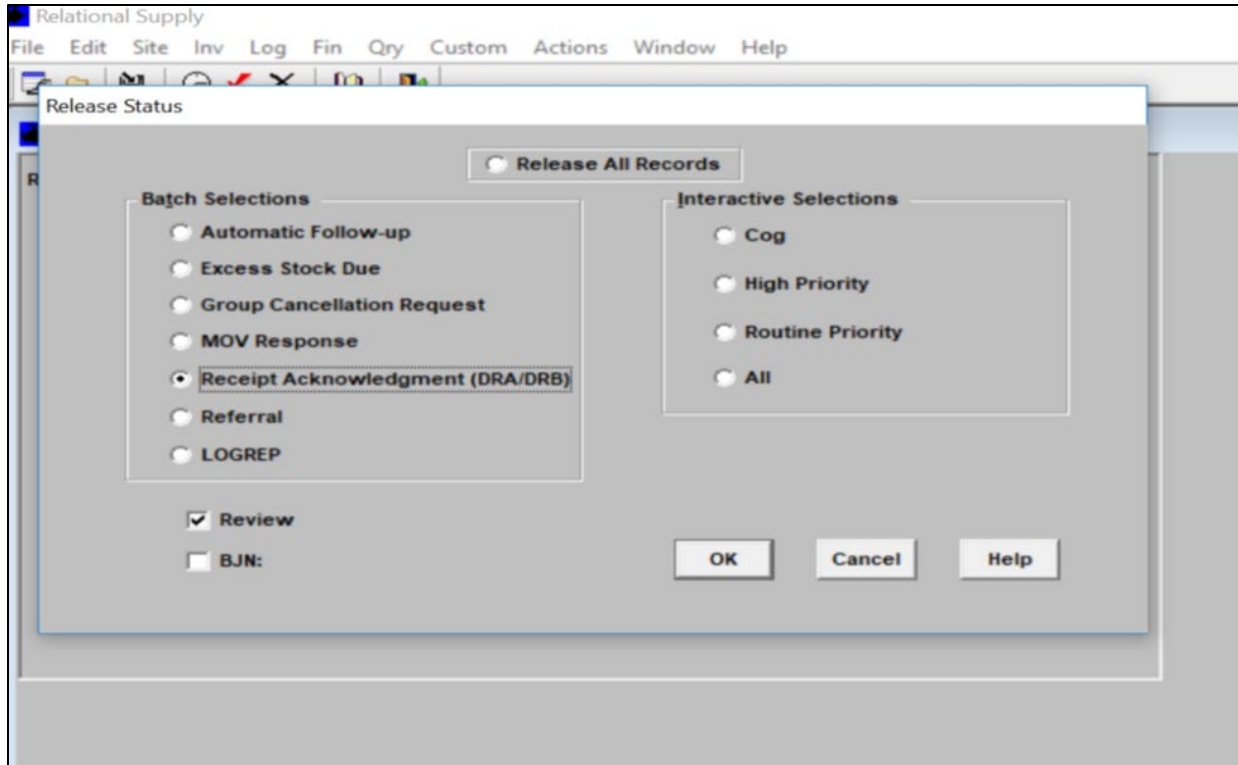


Figure 4-19.--Receipt Acknowledgement Screen.

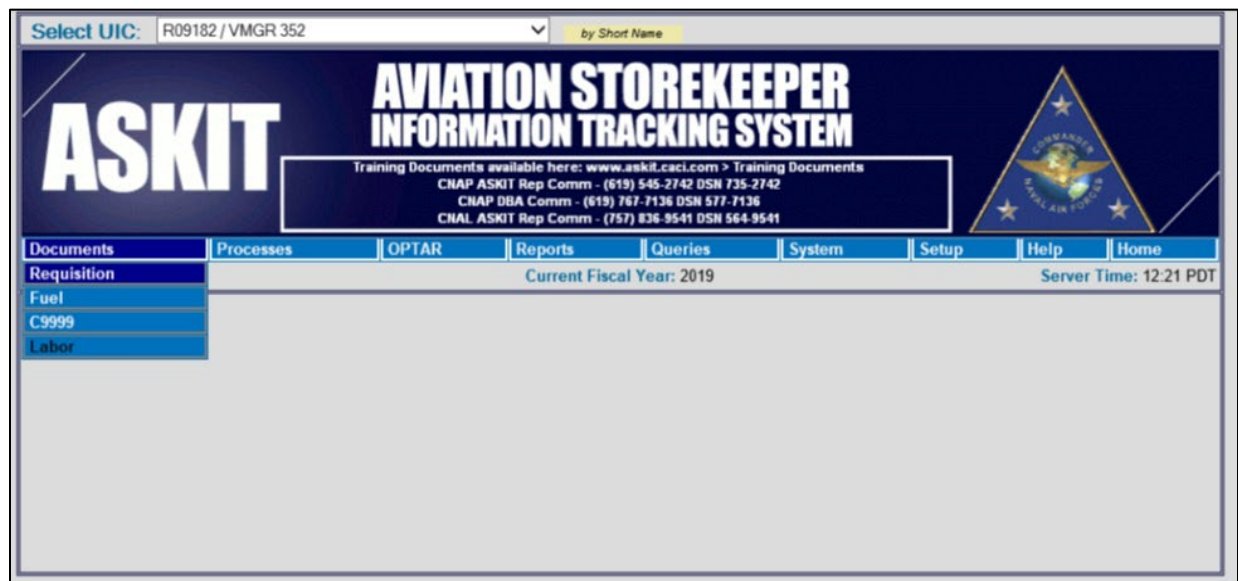


Figure 4-20.--ASKIT DI DRA.

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Documents Processes OPTAR Reports Queries System Setup Help Home

Current Fiscal Year: 2019 Server Time: 12:21 PDT

UIC: R09182 / Editor Requisition List

Fiscal Year: 2019 Place cursor over below codes to show messages. Find: in Doc Number Go

Doc Number	Suffix(es)	Stock Number	Quantity	Quantity Outstanding	Total Price	TL Num	Status	LineAcct - Fund Code - Detachment
9043H336		8415015582977	1	1	\$173.44	18	AS	70AE01-7F-SQDRN
9043H335		8415014614940	1	1	\$26.33	18	AS	70AE01-7F-SQDRN
9043H334		8415015582161	1	1	\$173.44	18	AS	70AE01-7F-SQDRN
9043H333		8415015578415	1	1	\$266.96	18	AS	70AE01-7F-SQDRN
9043H332		8415014614924	1	1	\$26.33	18	AS	70AE01-7F-SQDRN
9043H331		8415015583016	1	1	\$168.61	18	AS	70AE01-7F-SQDRN
9043H330		8415014614940	1	1	\$26.33	18	AS	70AE01-7F-SQDRN
9043H329		8415015584421	1	1	\$173.44	18	AS	70AE01-7F-SQDRN
9043H328		8415014614934	2	2	\$50.84	18	AS	70AE01-7F-SQDRN
9043H327		8415015582977	1	1	\$173.44	18	AS	70AE01-7F-SQDRN

1 2 3 4

Add Edit View Delete Refresh

View/Print Code Legend History Print 1348 Suffix List Defaults -Actions-

Figure 4-20.--ASKIT DI DRA, Continued.

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Documents Processes OPTAR Reports Queries System Setup Help Home

Current Fiscal Year: 2019 Server Time: 12:22 PDT

UIC: R09182 / Editor Requisition Defaults FY: 2019

LineAcct - Fund Code - Detachment: 70AE01 - 7F - SQDRN TEC: ACMJ

Doc Ident: A0A - REQUISITION DOMESTIC STOCK Routing Id: SMS M&S: S - 100% sup/ship stat to req by de Stock Number:

Unit Of Issue: Quantity: Doc Number: 9095

Demand: R - RECURRING DEMAND Supplementary Addr: R09111 Signal: J - POSITIONS 30-35

Distribution: Cog: Project: ZK3 Priority: 06 Req Del Date:

Advice: Org Code: GD3 Unit Price: Total Price:

Form 1348 Data

Send To: R09111 MCAS MIRAMAR SAN DIEGO, CA

☒ ROB Enabled ☒ MILSTRIP ☐ 1348

Refresh Return to List

Figure 4-20.--ASKIT DI DRA, Continued.



(e) Exception DRBs. The documents appearing in this window (figure 4-21) have a receipt posted, but the receipt quantity is different than the quantity on the incoming DRF. OMD / WMD will review this window daily and process all transactions. The DRBs have to be manually processed. Each record has to be processed, there is no deleting of records.

**Status Supply - Search**

Search by: ☒ Document Number ☐ PIIN Number

Doc Nbr: R 09808      Suffix:

Transaction: ☒ Supply ☐ Referral ☐ LOGREP

Type: ☐ Outgoing Status ☐ Incoming Status ☐ Push DW / DU ☐ MOV ☒ DRF / DRB

Document Identifier: DRB

Document Nbr	NSN	Doc Id
R 09808 7303 TB15	5680-GM-502-4305	DRF
R 09808 8064 T903	5680-GM-502-4305	DRF
R 09808 8157 T504	5680-GM-502-4305	DRF
R 09808 8158 T000	5680-GM-502-4305	DRF

OK Cancel Help Unsuspend

Figure 4-21.--Exception DRBs.

**Relational Supply**

File Edit Site Inv Log Fin Qry Custom Actions Window Help

Status Supply

Doc Nbr: R 09808 7275 T206 Suffix: Basic PIIN: Exhibit Lines: Call Nbr: JCN: Qty Outstanding: 0

Nomenclature: 70028A-05463-2500B/HMLA-267/ TOC EMV: 1,049.64 Dept: 7 Div: 20 WC:

Status Entry: Dt: DRB RI: M&S: 5 NSN: - - - UE: EA Qty: 3

SuppAdd: YSSD Sig Cd: A FC: 7L Cog: 99 Dist: Prj Cd: AP5 Prk: 13

Adv Cd: Trans Dt: Cmp Dt: 18093 Shpmt Descrpn: MOS:

Remarks:

Latest Status as of Transaction Date: 03 OCT 2018

DI	Stx	RI	NSN	UI	Qty	Trans Date	Status Code	RI To	EAD/ RDD	Rvrsd	Status Code Interpreted
DRF		SMS	5680-GM-502-4305	EA	3	18276			18083		Delinquent MRA Follow-up
DRF		SMS	5680-GM-502-4305	EA	3	18276			18083		Delinquent MRA Follow-up
DRB		SMS	- - -	EA	14	18275			18276		MRA Reply to Follow-up
DRB		SMS	- - -	EA	2	18270			18276		MRA Reply to Follow-up
DRF		SMS	5680-GM-502-4305	EA	14	18270			18083		Delinquent MRA Follow-up
DRF		SMS	5680-GM-502-4305	EA	2	18240			18083		Delinquent MRA Follow-up
DRB		SMS	- - -	EA	2	18239			18276		MRA Reply to Follow-up
DRF		SMS	5680-GM-502-4305	EA	2	18224			18083		Delinquent MRA Follow-up
DRB		SMS	5680-GM-502-4305	EA	1	18221			18276		MRA Reply to Follow-up
DRF		SMS	5680-GM-502-4305	EA	1	18220			18083		Delinquent MRA Follow-up
DRB		SMS	- - -	EA	2	18219			18276		MRA Reply to Follow-up
DRF		SMS	5680-GM-502-4305	EA	2	18218			18083		Delinquent MRA Follow-up
DRB		SMS	- - -	EA	14	18215			18276		MRA Reply to Follow-up
DRF		SMS	5680-GM-502-4305	EA	14	18128			18083		Delinquent MRA Follow-up
K73		R65	- - -	EA	1	18093					MVO Receipt
AE1		R65	- - -	EA	1	18066	BV	R65	18073		Procured
AE1		R65	- - -	EA	1	18043	BD	R65			Delayed

Figure 4-21.--Exception DRBs, Continued.

1. Double click the first record.
2. Enter the RI of ICP and the trans Dt: (current 5 digit Julian date) and then save the transaction. R-Supply will automatically bring up the next record. Continue to review all documents until completed.



3. If there was a problem with the original receipt, go to the next record. Reverse the original receipt and process correctly. Then go back and process the DRB.

(f) DRA/DRB exception record examples

NSN/NIIN	Quantity	Requisition Number	SFX	Demand Code	Supp Addr	Signal Code	Fund Code	Distribution Code	Project Code	Advice Code	Status Code
5680GM5024305	1	R098088206T306				A	7L				SS
5680GM5024305	1	R098088206T306				A	7L				SS
5680GM5024305	3	R098088206T306				A	7L				SS
5680GM5024305	1	R098088206T306				A	7L				SS
5680GM5024305	1	R098088206T306				A	7L				SS
5680GM5024305	2	R098088206T306				A	7L				SS
5680GM5024305	1	R098088206T306				A	7L				SS

**FedMall Self-Help Reference Page**  
 Use of the FedMall requires Internet Explorer 8.0+, Mozilla Firefox 3.8 or Google Chrome with cookies, pop-ups, and JavaScript enabled. This is a government web site that is subject to monitoring. Viewing documents on the FedMall requires Adobe Acrobat Reader.  
 Unclassified//For Official Use Only | Version FM.1.021

Figure 4-22.--Exception DRA.

1. The above document (figure 4-22) was a tool document that was loaded in R-Supply as an MVO transaction for 1 EA. There were 7 different items ordered for total quantity of 10. The system will expect 7 different incoming DRAs. One for each shipment. The best way to prevent the incoming DRFs is to manually load a DRA into FEDMALL when each one is received.

2. Partial Shipments. In the case where a document is shipped in partial shipments, a DRF will be submitted for each shipment. The incoming receipt document should indicate 'partial shipment' at the bottom center of the DD Form 1348-1/1A. The below document is an example of a partial shipment. The total quantity ordered on the document was for 140. All 140 were shipped but under 4 different shipment TCNs. The system actually expects that 4 different receipts be processed and 4 different DRAs submitted. If gear all came in together and 1 receipt for 140 got processed, the system will send out 4 different DRFs, 1 for each shipment. The DRFs will write to the pending DRBs for review.

(8) Batch File Transfer (reports/status). For DRA, Outgoing Status, Stock Control Review, and Incoming status follow steps below:

(a) Go to the following path: R-Supply>File>Utilities>File Transfer>Batch File Transfer. Click the "receive from server" option. Enter in Job number for the report you want to transfer.

(b) Next, Go to C: drive and copy Daily and Monthly Path. Paste in drive option in R-Supply. Click the save button. Go to Daily and Monthly folder and name Julian Date AM REPORT NAME.TXT.

**NOTE:** Select File option for DRA, Outgoing Status and Report option for stock Control Review, and Incoming Status.

(9) Batch File Transfer (external). Go to the following path: NALCOMIS> PC Icon> Utility File transfer> Receive from server. Copy and paste daily and monthly path from the C: drive into the drive box. Next add a \ (backslash) behind the path. Enter in the job number, click ok and then click yes. Click Ok and rename file as shown above.

(10) Manage and Process all outgoing/incoming MILSTRIP transactions

(a) Prior to release of NALCOMIS External Record data and pending R-Supply Release Outgoing Transactions, divisions will provide input to the SAA in regards to updates to files before release (i.e., strip from external, etc.). The SAA will edit the pending files as required prior to being uploaded in One Touch. The SAA will maintain 30 days of all external released files.

(11) The SAA will screen all incoming MILSTRIP files received and process them in the system

(a) Utilizing One Touch, the SAA will download status daily, from the point at which status was last retrieved. The SAA will import the status files from One Touch and input into the Requisitions Status Management System (RSMS) Host Status Output File to eliminate known erroneous incoming status prior to processing into R-Supply. SAA will also need to review exception records (e.g., flight equipment, Ord, referrals etc.) and pass to appropriate division as applicable. Status transactions processed into R-Supply will interface with NALCOMIS.

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

(12) Incoming status will be processed before performing any other tasks or running any other reports in the morning. This will ensure latest status is reflected on any reports requested after that point. Incoming Status will be processed as follows:

(a) Open One Touch. Select all Transactions TAB> select Recent Status>. Next, check the box with yesterday's date and download the file.

(b) System Upload

1. R-Supply. Select file> utilities>file transfer>Batch file transfer>transfer to server>process drop down box. Find your incoming status job number (will be JSS220). Click browse> select RMS and find file. Next click save button then ok and close box. Next select: site management>site internal>Batch Job Scheduling>predefined parameters. In drop down box find JSS220 and select save. Record the job# on daily report checklist (see daily report example in figure 4-17). Select SMD printer, print 0 pages, then select ok.

2. ASKIT. Select the UIC. Next, select 'Processes' and 'Status from Disk'. Select 'New Status File' and upload the file, see figure 4-23.

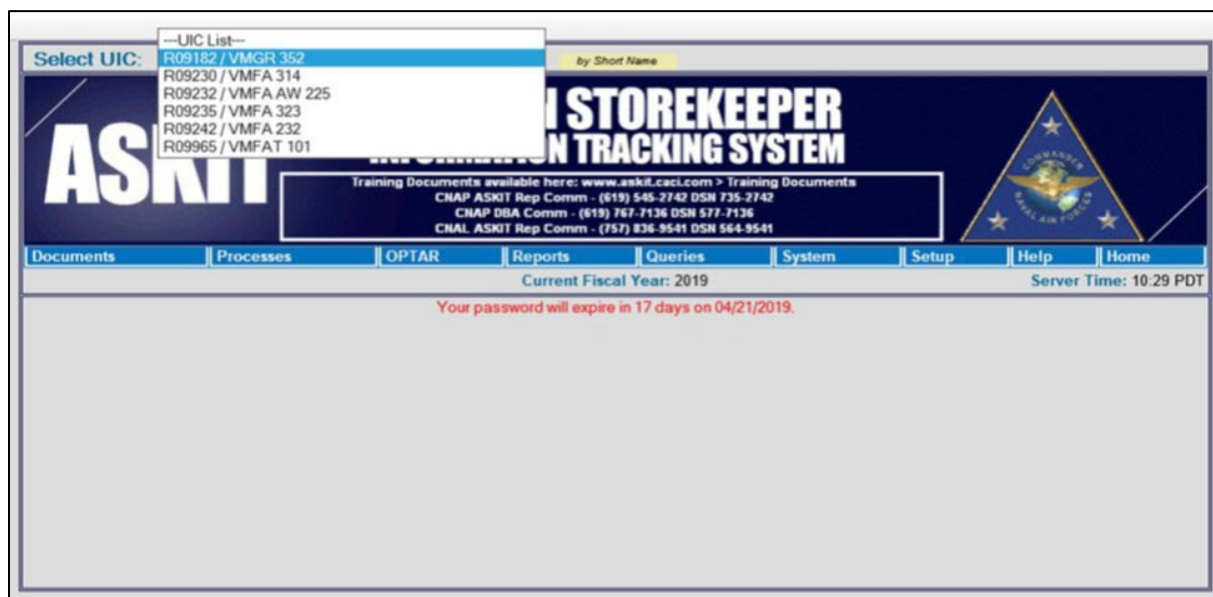


Figure 4-23.--ASKIT Status Upload.

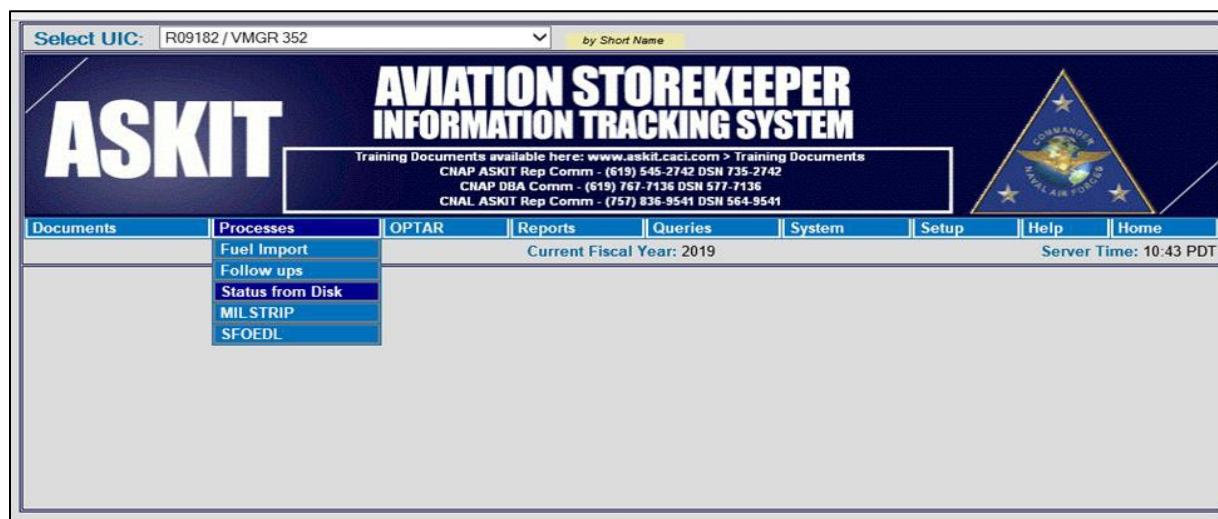


Figure 4-23.--ASKIT Status Upload, Continued.

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 CNAP DBA Comm - (619) 767-7136 DSN 577-7136  
 CHAL ASKIT Rep Comm - (757) 836-9541 DSN 564-9541

Documents | Processes | OPTAR | Reports | Queries | System | Setup | Help | Home

Current Fiscal Year: 2019 Server Time: 10:45 PDT

UIC: R09182 / Editor

Disk File Name	Date Processed -
R09182_9086.TXT	27-Mar-2019 11:21:45 AM
R09182_9085.TXT	26-Mar-2019 09:34:43 AM
R09182_9079.TXT	25-Mar-2019 04:08:48 PM
R09182_9067.TXT	08-Mar-2019 09:50:46 AM
R09182_9032.TXT	01-Feb-2019 11:20:13 AM
R09182_9030.TXT	30-Jan-2019 01:36:30 PM
R09182_9029.TXT	30-Jan-2019 01:35:45 PM
R09182_9025.TXT	25-Jan-2019 09:54:21 AM
R09182_9023.TXT	25-Jan-2019 08:38:14 AM
R09182_9022.TXT	22-Jan-2019 08:30:33 AM

1 2 3 4 5 6 7 8 9 10 ...

View Selected File Backout New Status File

Figure 4-23.--ASKIT Status Upload, Continued.

(13) Uploading status to One Touch. Ensure all NICN/LICNs are removed. Log into One Touch > Batch Transactions Tab> Milstrip Upload. Drag the DRA, OUT GOING EXTERNALS, and OUTGOING STATUS one at a time, to the Load File box. Click standard MILSTRIP records and select submit (format will be check at this point). Click next (if any files are incorrect you will need to change and validate them or remove them from your file). Then click submit and annotate the batch job number (you will not be able to see the files you sent). Additionally, the SAA will download all MILSTRIPS from the ASKIT MILSTRIP mailbox (figure 4-24) and upload the file into One Touch. The ASKIT MILSTRIP mailbox will include all Follow ups processed in ASKIT (e.g., AF1, AP1, DRA, etc.) and initial orders processed by CAS.

Select UIC: R09182 / VMGR 352 by Short Name

# ASKIT

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 CNAP DBA Comm - (619) 767-7136 DSN 577-7136  
 CNAL ASKIT Rep Comm - (757) 836-9541 DSN 564-9541

Documents | **Processes** | OPTAR | Reports | Queries | System | Setup | Help | Home

Fuel Import  
 Follow ups  
 Status from Disk  
**MILSTRIP**  
 SFOEDL

Current Fiscal Year: 2019 Server Time: 10:29 PDT

Your password will expire in 17 days on 04/21/2019.

Figure 4-24.--ASKIT MILSTRIP Download.

UIC: R09182 / Editor Followups

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31 outstanding documents listed below have not had any actions within the last 99 days. Find

Select	Doc Number	Doc Ident	RIC	Advice
<input checked="" type="checkbox"/>	0025N168	AF1 - FOLLOWUP	SMS	5D - INITIAL REQUIREMENT
<input checked="" type="checkbox"/>	0189N127	AF1 - FOLLOWUP	SMS	
<input checked="" type="checkbox"/>	0189N145	AF1 - FOLLOWUP	SMS	
<input checked="" type="checkbox"/>	0189N146	AF1 - FOLLOWUP	SMS	
<input checked="" type="checkbox"/>	0189N151	AF1 - FOLLOWUP	SMS	
<input checked="" type="checkbox"/>	0189N162	AF1 - FOLLOWUP	SMS	
<input checked="" type="checkbox"/>	0216N105	AF1 - FOLLOWUP	SMS	
<input checked="" type="checkbox"/>	0221N104	AF1 - FOLLOWUP	SMS	
<input checked="" type="checkbox"/>	0221N177	AF1 - FOLLOWUP	SMS	
<input checked="" type="checkbox"/>	0221N179	AF1 - FOLLOWUP	SMS	

1 2 3 4

Figure 4-24.--ASKIT MILSTRIP Download, Continued.



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# ASKIT

## AVIATION STOREKEEPER INFORMATION TRACKING SYSTEM

Training Documents available here: [www.askit.caci.com](http://www.askit.caci.com) > Training Documents  
 CNAP ASKIT Rep Comm - (619) 545-2742 DSN 735-2742  
 CNAP DBA Comm - (619) 767-7136 DSN 577-7136  
 CNAL ASKIT Rep Comm - (757) 836-9541 DSN 564-9541

Documents | Processes | OPTAR | Reports | Queries | System | Setup | Help | Home

Fuel Import  
Follow ups  
Status from Disk  
**MIL STRIP**  
SFOEDL

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Figure 4-24.--ASKIT MILSTRIP Download, Continued.

# ASKIT

## AVIATION STOREKEEPER INFORMATION TRACKING SYSTEM

Training Documents available here: [www.askit.caci.com](http://www.askit.caci.com) > Training Documents  
 CNAP ASKIT Rep Comm - (619) 545-2742 DSN 735-2742  
 CNAP DBA Comm - (619) 767-7136 DSN 577-7136  
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Current Fiscal Year: 2019 Server Time: 10:37 PDT

UIC: R09182 / Editor MILSTRIP

2 documents pending in MILSTRIP

Selected	MILSTRIP Data	Originated Date
<input checked="" type="checkbox"/>	ATASHSS8415015583016 EA00001R091829043H323RR09111J7F 9BZK306001	03/12/2019
<input checked="" type="checkbox"/>	AF1SMSS8415010290113 PR00001R091828100H319AR09111A7F 9BZK306	03/12/2019

View Pending View Previous **Save to Disk** Send to Printer **Select All** Deselect All ☐

Delete highlighted record

Delete records created on selected Originated Date

Delete records created on and prior to selected Originated Date

Figure 4-24.--ASKIT MILSTRIP Download, Continued.

c. Weekly Processes and Procedures

(1) Flight Equipment Status. Flight Equipment files can be located via RSMS in the 'C' drive at the following path: C: drive> file> export> exception status> flight equipment> select uic.

**NOTE:** Select each UIC and send files to the OMD.

(2) TL Processing. Weekly, TL processing for OMD (FAS) occurs. The SAA working with FAS will notify the Supply Department that interface will be down for TL processing. After interface has been taken offline, the SAA will notify FAS that they can begin their "Trial" processing. The FAS should run two trial (JSF403) jobs to ensure the file size is the same. This is done to ensure the Stars file and the NC2156 match. File sizes can be reviewed through Batch Review/Reports (figure 4-25).

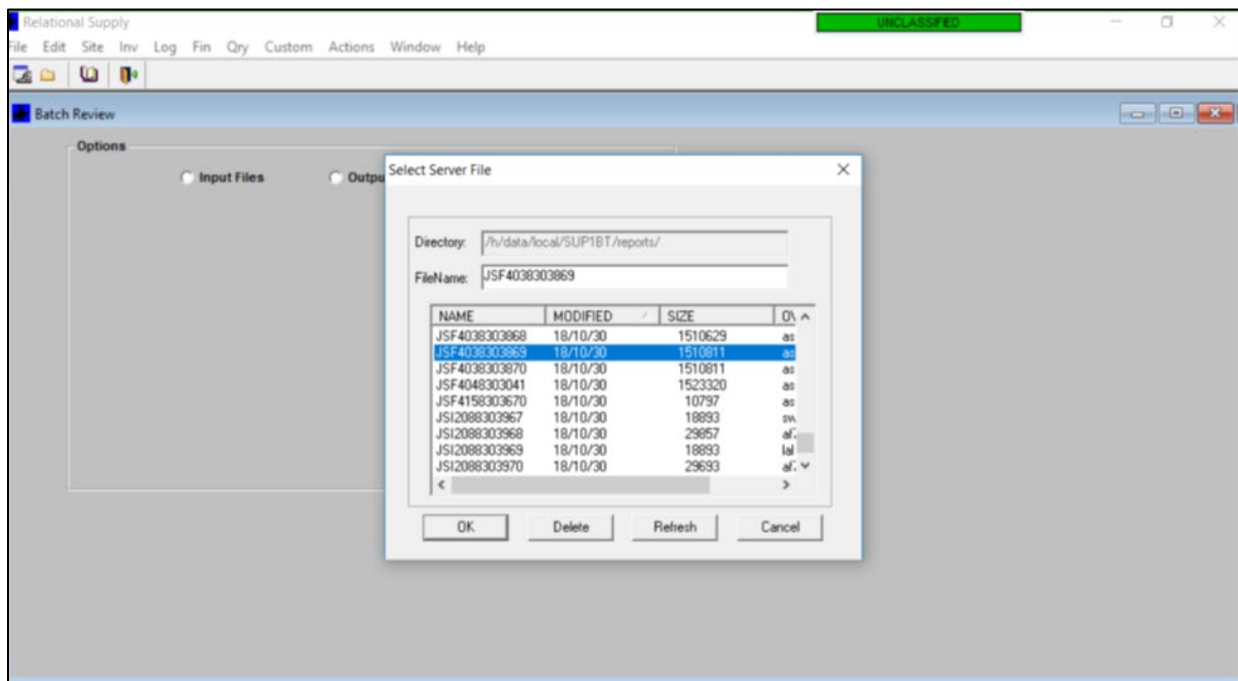


Figure 4-25.--Trial Batch Review.

d. Monthly Processes and Procedures

(1) Coordinate and process R-Supply/NALCOMIS Database Reconciliation. The SAA will schedule and process Database Reconciliations monthly. The SAA will provide OMD, WMD, DSB, and WAS copies of database discrepancy reports for further action. Refer to appendix L of this Manual for detailed procedures. Reports will be produced monthly with a retention of current and prior.

(2) Coordinate and Process the monthly change notice. The SAA will be responsible for producing and distributing the monthly change notice as well as the annual price change. Each record appearing on the listing requires annotation of action taken. The SAA will retain the signed and annotated copy of the reports. Change Notice Reports will be produced monthly and Annual Price Change Reports and log will be produced annually,

retention is 10 years in accordance with reference (av). Refer to appendix B for detailed procedures.

(3) Maintain the R-Supply Master Stock Status Locator Listing (MSSLL). The MSSLL provides NIIN/location cross reference for use during periods of system non-availability. The MSSLL will be requested monthly by the SAA and stored electronically on the sharedrive or removable media, for each division to access. A MSSLL will also be printed quarterly by TRS, in the event of system non-availability. The SAA will ensure divisions have access to the current month's electronic MSSLL listing via sharedrive/removable media.

(4) Stock/DTO Due Reconciliation. Prior to starting processing for the new month, the SAA should first process the Stock and DTO Due Reconciliation. This report can be found in R-Supply utilizing the following path: R-Supply> Utilities>Stock/DTO Dues Reconciliation, Unclick "report only" and process. A report of all update records will be provided. Retention will be current and prior. See figure 4-26 for an example.

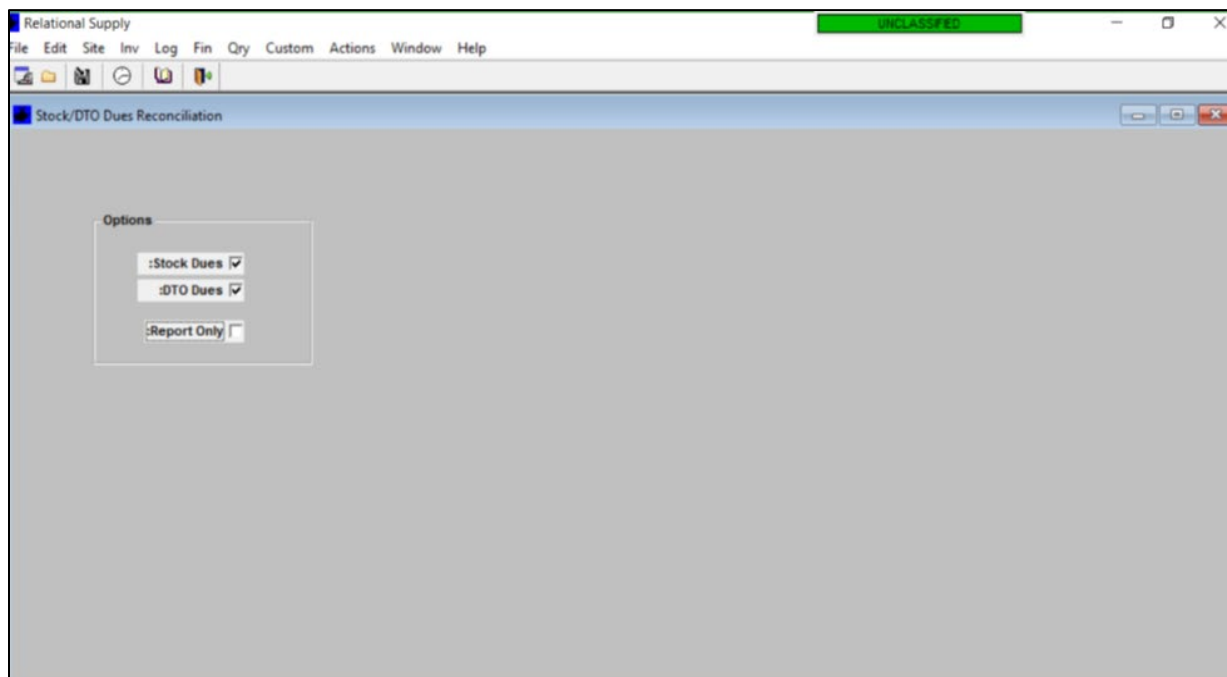


Figure 4-26.--Stock/DTO Due Recon.

(5) Issue Pending Quantity Reconciliation. Additionally, the Issue Pending Quantity Reconciliation (per Figure 4-27) should be produced utilizing the same process as above except selecting "Issue Pending Qty Reconciliation". A report will be generated for all updated records. Retention will be current and prior.

**NOTE:** The Monthly Change Notice and Reconciliation process can be conducted after running these reports.



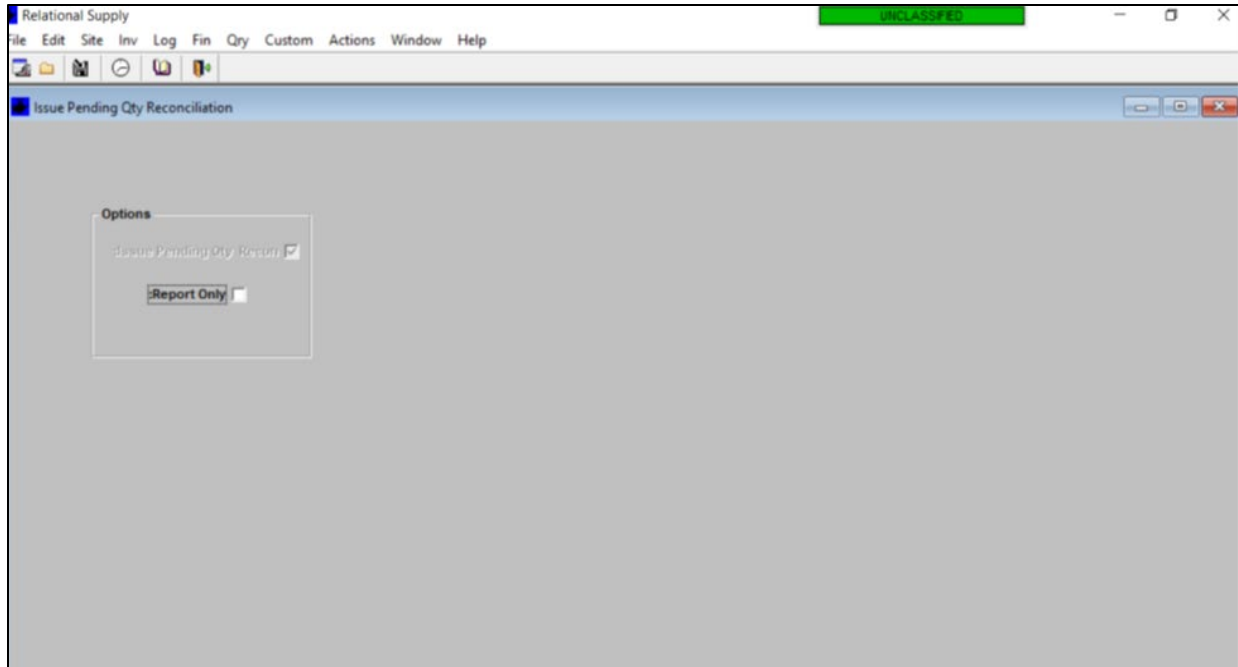


Figure 4-27.--Issue Pending Qty Recon.

12. Create a Squadron Roster. IAW FIAR requirements within reference (av), the SAA will maintain monthly rosters of users with MILSTRIP capabilities, for their UIC, within the supply department. The Division OIC/SNCOIC will ensure users check in with the SAA for inclusion into the supply squadron roster prior to registering for MILSTRIP type websites.

- a. Monthly, the SAA will collect all current users and build the squadron roster per example in figure 4-28.
- b. SAA will ensure individual users have their capabilities revoked upon checking out of the unit.
- c. Any user identified as not being in that unit will be deleted.
- d. To obtain a user roster for your UIC in One Touch, go to MILSTRIP Functions > MILSTRIP User Report.
- e. To obtain a user roster for FedMall submit a trouble ticket via DLA contact center at [fedmallreports@dla.mil](mailto:fedmallreports@dla.mil) and specify the requested users and MILSTRIP data for the unit UIC.

**NOTE:** This process is not always successful. Maintain correspondence with DLA contact center identifying either personnel with MISTRIP access or DLA inability to provide requested information.

RANK	NAME	DIV	ROTATION DATE	One Touch	FEDMALL	SAIC	GSA	Oth	Oth
Sgt	Doe, John	OMD	190411	X		X	X		
LCpl	Smith, Jane	WMD	190401	X	X	X			

Figure 4-28.--MILSTRIP Account Roster Example Template.

### 13. Coordinate and process R-Supply MFCS Inventory Reconciliation

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 (e.g., 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 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.

14. Receive, coordinate and respond to external Material Obligation Validations (MOV). The SAA will be responsible for coordinating and responding to the external MOV. Both current and prior quarters will be retained. Refer to appendix E of this Manual for detailed procedures.

15. Produce the Document Serial Number Assignment Letter. Prior to the beginning of each FY, SAA will coordinate with OMD 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. SAA will generate a letter to the AvnSupO for the MALS CO's signature. Detailed example of the Document Serial Number Assignment letter can be found in appendix AE. Only the current listing is required to be maintained.

Reports and Files Required for Performance of Duties, SAAB			
Report name	Frequency	Retention	Reference
1. Software Update File	As Required	Life Cycle of Current Baseline	4301.1
2. Segregation of Duties Validation	Quarterly	10 Years	4301.2
3. R-Supply Critical Menu Items Validation	Monthly	10 Years	4301.2
4. Optimized NALCOMIS Critical Menu Items Validation	Monthly	Current & Prior	4301.2
5. R-Supply User Role Worksheet File	As Required	10 Years	4301.3
6. Optimized NALCOMIS User Access Tasks Validation	Quarterly	Current	4301.3
7. Optimized NALCOMIS User Request Form File	As Required	Until user access removed	4301.3
8. SAA Log	As Required	Current	4301.4
9. Standalone Access	As Required	10 Years	4301.5
10. TC/TR/CP Files	As Required	Current & Prior Fiscal Year	4301.7
11. R-Supply/NALCOMIS Processing Schedule	Monthly	Current	4301.8
Configuration and Validation Reports (R-Supply)  a. Aircraft Table (ADHOC)  b. Unit/Ship/Organization Tables (ADHOC)  c. Engine TEC Table (ADHOC)  d. Fund Code Table (ADHOC)  12.e. Master Validation Report (JSS200)  f. Printer Location Table (ADHOC)  g. Supply User/Menu Structure/Job Role/User Role Tables (ADHOC)  h. Activity Control Information (screen dump all three tables)	Quarterly/As Major Changes Occur	Current	4301.9

i. Customer Serial File Listing (list print option available on screen)  Configuration and Validation Reports (NALCOMIS)  a. DA01_Organization (ADHOC) b. DA02 Project_Code (ADHOC) c. DA03_Site (ADHOC) d. DA05_Workcenter (ADHOC) e. DA06 Fund_Code (ADHOC) f. DF01_DDSN_Asgn (ADHOC) g. DF05 CDA_Validation (ADHOC) h. DF07_BUNOTABLE (ADHOC) i. DF08 Stock Auto assign (ADHOC) j. DF09_Broadarrow_Autoassign (ADHOC) k. DF15_Suadps_Intf_Logon (ADHOC) l. DF22_Cog_Mcc_Rep (ADHOC) m. DF34_External_Fundcode (ADHOC) n. DU05_Personnel (ADHOC) o. DU10_Personnel_Tasks (ADHOC) p. DV08_TEC (ADHOC) q. Standalone Application Configuration			
13.EOFY NIIN Inventory Listing	Fiscal Year	Current & Prior	4301.10
14.Daily TIR	Daily	12 Months	4301.11.b.6
15.MILSTRIP Outgoing External Release Files	Daily	30 Days	4301.11.b.7
16.Incoming Milstrip Files	Daily	30 Days	4301.11.b.11

17. R-Supply/NALCOMIS Database Reconciliation	Monthly	Current & Prior	4301.11.d.1
18. Change Notice	Monthly	10 Years	4301.11.d.2 appendix B
19. Annual Price Change Reports/Log	Annual	10 Years	4301.11.d.2
20. Master Stock Status Locator Listing	Monthly (electronic)	Current	4301.11.d.3
21. Stock/DTO Due Reconciliation	Monthly	Current & Prior	4301.11.d.4
22. Issue Pending Quantity Reconciliation	Monthly	Current & Prior	4301.11.d.5
23. MILSTIP Account Roster	Monthly	10 Years IAW ref (av)	4301.12
24. MFCS Inventory Reconciliation	Annual	Current & Prior	4301.13
25. Material Obligation Validation File	Quarterly	Current & Prior	4301.14 appendix E
26. Document Serial Number Assignment Letter	Annual	Current	4301.15

Table 4-3--Reports Required For Performance of Duties, SAAB.

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## CHAPTER 5

## AVIATION LOGISTICS DEPARTMENT, SUPPLY (ALD-C)

5000. Organization. ALD-C is composed of the following sections (as illustrated in figure 5-1):

1. Wing Aviation Supply Management Advisory Team (WASMAT).
2. Wing Allowancing Section (WAS).
3. Wing Operations Section (WOS).

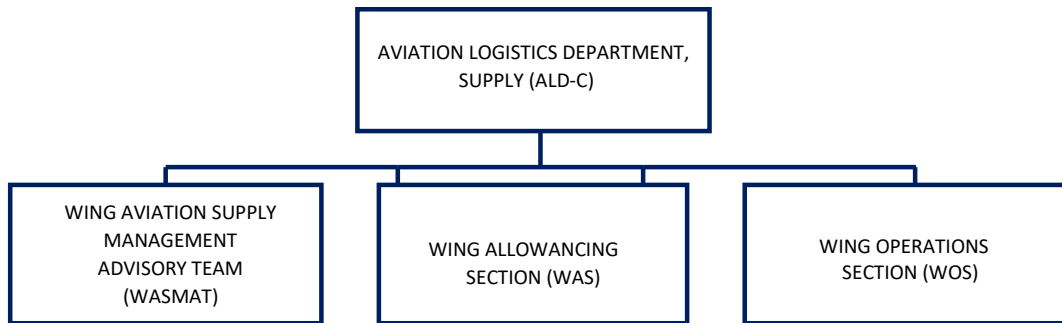


Figure 5-1.--ALD-C Organization Chart.

5001. Functions

1. ALD-C's primary responsibilities include coordinating aviation material (such as inventory management, distribution, storage, and transportation), financial matters, training, and related programs in support of squadrons assigned within subordinate MAGs. The Aviation Supply Officer and staff are the principal points of contact for coordinating aviation supply matters between the aircraft TYCOM, the MAW commander and the assigned MAGs.
2. Conduct a monthly Wing level telecon with subordinate MALS to discuss IMPR goals and justification. Once per quarter, IMPR goals and justifications will be discussed via telecon with MARFOR and ASB. Reference (m) and ASB IMPR message identify performance areas to be tracked and discussed.
3. The Wing AvnSupO/Department Chief is responsible to ensure all personnel assigned to ALD-C are technically proficient by using ASM and the available tools provided in appendix I. The Wing AvnSupO/Department Chief will:
  - a. Ensure personnel attend technical training at a minimum of one time per month.
  - b. Monitor personnel MOS technical skills and progression through ASM.
  - c. Provide results from audits and assists, conducted by the WASMAT, to the ALD AC/S.
4. The Wing AvnSupO/Department Chief will maintain a current turnover jacket which outlines specific duties and responsibilities.

5. The Wing AvnSupO/Department Chief will ensure each section has a current turnover jacket which outlines specific duties and responsibilities and provides step-by-step procedures.

6. The Wing AvnSupO/Department Chief will review all messages and correspondence pertaining to Aviation Supply operations on a daily basis and ensure appropriate action is taken. This includes those messages residing in AMHS. Each section OIC/SNCOIC is responsible for reviewing messages and correspondence distributed (as required) and ensuring appropriate action is taken. Annotations denoting action taken can be made in the message distribution processing system. Retention is one year.

7. Additional functions include:

- a. Implement and coordinate Aviation Supply policy within the MAW.
- b. Coordinate with the MAW comptroller on all matters concerning Operations, Maintenance, and Navy expenditures.
- c. Conduct liaison with external agencies in support of aircraft readiness within supported MALS.
- d. Coordinate aviation material support for ship and unit deployments.
- e. Coordinate the assignment of personnel in the 6602, 6604, and 6672 MOS's.
- f. Analyze aviation supply and financial management performance.
- g. Monitor weapons system material support transitioning from commercial supply to Navy supply.
- h. Coordinate with the ALIMs branch on policy development input to HHQ for changes/updates to NTCSS and other aviation logistic information systems.



## CHAPTER 5

## SECTION 1: WING AVIATION SUPPLY MANAGEMENT ADVISORY TEAM (WASMAT)

5100. General

1. Responsibilities. WASMAT serves as the management and advisory team for Aviation Supply Departments for all MALS within the MAW. WASMAT should be comprised of Marines from each division within the MALS ASD. WASMAT monitors all supply functions within the Wing Supply Departments to ensure compliance with authorized procedures and achievement of established goals.

2. The Section OIC/SNCOIC is responsible for the following:

a. Ensure all personnel assigned to the section are technically proficient by using the available tools provided in appendix I. The section OIC/SNCOIC will:

(1) Ensure personnel attend section technical training once per month.

(2) Validate and sign technical training lesson plans for ALD-C prior to conducting training in accordance with appendix I.

(3) Ensure Lesson Plans are signed by the section OIC/SNCOIC, and attendance rosters and tests are retained by the WASMAT.

b. Maintain a current turnover jacket which outlines specific duties and responsibilities and provides step-by-step procedures. Ensure the following correspondence is on file:

(1) All ASB-31 messages pertaining to the MALS/MAW Operations.

(2) Supply Grams/Wing messages (as applicable).

(3) Internal MAW SOP/MOA/MOU (as applicable).

(4) Appointment Letters.

c. Review messages and correspondence distributed as required (via AMHS) and ensure appropriate action is taken.

d. Consolidate and provide to the Wing AvnSupO corrective actions for ALD-C internal audits.

e. Review and monitor the reports required for the performance of duties, listed in table 5-1 to ensure accuracy and completeness.

3. Duties

a. WASMAT will perform the following duties. A list of reports required to perform these duties are contained in table 5-1.

(1) Publish and maintain an annual Functional Area Inspection (FAI)/Functional Area Assist (FAA) schedule for subordinate units.

(2) Conduct annual FAI/FAA for subordinate units.

- (3) Publish and Maintain FAI/FAA Reports for subordinate units.
- (4) Publish an Internal Audit/Assists schedule.
- (5) Conduct Internal Audits/Assists.
- (6) Publish and Maintain Internal Audit/Assist Reports.
- (7) Conduct Commanding General Inspections and Assists.
- (8) Establish and maintain the ALD-C Technical Training Program.
- (9) Coordinate, consolidate, review, and respond to all external inspections and audit visits.
- (10) Monitor Wing Advanced Skills Management accounts for Occupational Fields: 6602, 6604, and 6672.
- (11) Monitor, review, and respond to the submission of all changes to the Aviation Supply Desk-Top Procedures (ASDTP)
- (12) Assist in Monitoring EOM reports and Supply Management Goals (IMPR).

5101. Procedures

1. Publish and maintain a Functional Area Inspection (FAI)/Functional Area Assist (FAA) schedule for subordinate units. WASMAT will coordinate with subordinate unit Supply Management Division in order to schedule and publish the Fiscal Year inspection/assist visit schedule prior to 1 October of the FY in which the FAA/FAI is conducted.

a. The inspection/assist visit schedule should be de-conflicted with unit Training Exercise Employment Plan (TEEP) events when possible. After unit coordination and approval from ALD AC/S. The schedule will be released via naval message to subordinate units.

b. The FAI/FAA will alternate every fiscal year.

c. The FAA/FAI schedule will be maintained for current and 3 prior FYs.

**NOTE:** 2d MAW will include HMX-1 in their FAA/FAI schedule.

2. Conduct FAI/FAA for subordinate units

a. WASMAT will alternate between FAIs and FAAs every fiscal year.

(1) The purpose of the FAI is to conduct an in-depth, graded inspection and evaluation of the Supply Department programs and practices. The primary focus of the FAI is to evaluate their ability to effectively support operational requirements.

(2) The FAA is a non-graded event. No scores will be provided. The purpose of the FAA is to assess the ASD's functions to identify areas of concern and conduct training.

b. An FAI will be conducted over a period of ten working days. On the first day of the evaluation, the WASMAT Officer in Charge (OIC) shall conduct an in-brief with the Squadron CO, AvnSupO, AvnSupChf and key billet holders within the Aviation Supply Department. Out-briefs shall be scheduled for the last day of the evaluation with the personnel mentioned above.

(1) Grading of the FAI shall be accomplished using the FAI Standardized grading database (matrix) from the DOD SharePoint, (<https://intelshare.intelink.gov/sites/marineaviationsupply>). Key concepts of the grading system database for FAIs are as follows:

(a) Appendix G and H audits will each account for 50 percent of the total grade.

(b) Each appendix H question has been weighted by subject matter experts from throughout the fleet. A value of one is assigned to a low mission impact question. These questions are usually administrative type questions. A value of two is assigned to questions which have a moderate impact on mission readiness. These questions jeopardize supply effectiveness and flight line support, but still allow for mission accomplishment. A value of three is assigned to questions which substantially impact mission readiness and could be the difference between a mission capable or non- mission capable aircraft. A value of 3 is also assigned to those items having an adverse impact to financial and/or inventory integrity.

(c) A one point value question is generally a yes or no type answer. If the function is being performed correctly then the full value will be given. If the function is not being performed correctly then no points are given.

(d) A two point value question can be awarded a value from zero through two. If the function is being performed correctly then the full value will be given. If the function is being performed with minor mistakes/errors then a value of one is given. If the function is not being performed or is being performed with major mistakes/errors then no points are given.

(e) A three point value question can be awarded a value from zero through three. If the function is being performed correctly then the full value is given. If the function is being performed with minor mistakes/errors then a value of two is given. If the function is being performed with major mistakes/errors then a value of one is given and if the function is not performed then no points are given.

(2) FAIs will receive one of the following grades:

(a) On Track. Departments/divisions receiving a percentage of 90 to 100 percent shall be graded On-Track. These departments/divisions demonstrated proper performance/procedures of a majority of the required tasks and/or stated goals in accordance with this Manual.

(b) Needs More Attention. Departments/divisions receiving a percentage of 80 to 89 percent shall be graded as on track with major discrepancies. These departments/divisions did not achieve a majority of the stated goal(s); however, unit personnel showcased both the ability and knowledge to rectify and correct any noted discrepancy and demonstrated general knowledge and adherence to this Manual.

(c) Off Track. Department/divisions receiving a percentage of 79 percent and below shall be graded as Off-Track. These departments/divisions incorrectly demonstrated procedures. Neither task nor stated goals were achieved in accordance with this Manual. Additional assistance and re-inspection is required.

(3) Rules of engagement (ROE) will be published to all concerned (ALCON) no later than two weeks prior to each inspection/assist.

(a) Verify previous assists results, corrective actions, deviations, and other issues that may affect the inspected unit's outcome. Review memorandums of record provided by each ASD and tie to the corresponding portion of this Manual. The look back period for the conduct of G and H audits/assists will start from end date of previous FAI/FAA to date.

(b) Reiterate ROE during In-Brief with the ASD.

(c) Inspectors will provide a daily brief to the Supply Management Division (SMD)/inspected Division OIC/SNCOIC and a brief synopsis of potential discrepancies or concerns at the completion of each day.

(d) Upon completion of each appendix G and H audit, all disputed discrepancies will be validated via the respective Aviation Supply Department's Audit Branch.

(e) Each potential appendix G and H discrepancy will be discussed amongst the inspection team for validation prior to becoming an official discrepancy.

(f) Final scores for the respective branches and divisions will be provided during the end of inspection out-brief.

(g) When applicable, monitor and report the unit's excellence; appraise leadership, organization, efficiency, and overall effectiveness during the Commanding Officer's out brief.

(h) Ensure all ASDs or divisions that receive a grade of off-track, are scheduled for re-inspection. Re-inspections will normally be conducted between 60 and 90 days after completion of the initial inspection. WASMAT will coordinate this effort via the unit SMD to schedule and publish the re-inspections. This will include any 'G' audit failures. If, during the re-inspection, the corrective actions have not been accomplished, the inspection team will forward the results to the Wing AvnSupO (ALD-C) for further action.

c. FAAs will be conducted in accordance with paragraph b, with the exception of the grading criteria. The following scale will be used to determine the state of the department, identifying areas that may need further assistance or training, to be provided by the WASMAT.

(1) Green = On track.

(2) Yellow = Needs More Attention.

(3) Red = Off Track.

**NOTE:** 2d MAW will also conduct FAA/FAIs for HMX-1.

### 3. Publish and Maintain FAI/FAA Reports for subordinate units

a. Upon completion of each FAI, WASMAT will submit an inspection report to the MALS Commander via the MALS AvnSupO. This report will also be provided to the Wing ALD AC/S via the Wing AvnSupO. At a minimum, inspection reports will cite positive and negative findings of the inspection performed, repeat discrepancies from the previous inspections, general trends and copies of appendix G and H results.

b. Upon completion of each FAA, WASMAT will submit an after action report, to the MALS Commander via the MALS AvnSupO. This report will also be provided to the Wing ALD AC/S via the Wing AvnSupO. The FAA after action report shall detail FAA objectives, WASMAT and MALS participants, types of training/assistance provided, and the degree to which objectives were met.

c. The FAI/FAA briefs, appendix G/H products, inspection/assist reports and corrective actions/responses will be maintained for each MALS, in date inspection/assist performed sequence, for the current and three prior fiscal years.

### 4. Publish an Internal Audit/Assist schedule. Prior to the beginning of each Fiscal Year, WASMAT will publish the Internal Audit/Assist schedule for ALD-C (WASMAT, WOS and WAS).

a. After coordinating with each section, WASMAT will develop and route the Internal Audit/Assist schedule to the AvnSupO for approval. An Internal Audit/Assist of WASMAT will also be included on this schedule.

b. Once approved by the AvnSupO, WASMAT will publish the schedule of upcoming Internal Audits/Assists.

c. The Internal Audit/Assist schedule will be maintained for current and 3 prior FYs.

### 5. Conduct Internal Audits/Assists. Semi-annually, WASMAT will conduct Internal Audits/Assists of all sections on an alternating schedule (i.e., 1st Half Internal Audit, 2nd Half Assist, etc.) for ALD-C (WASMAT, WOS and WAS). Qualified personnel will conduct the WASMAT Internal Audit/Assist.

a. WASMAT will use appendix H to perform all Internal Audits/Assists. Additional Wing specific checklists are also authorized to be used in conjunction with appendix H for internal audits.

(1) The purpose of the Internal Audit is to verify compliance with authorized procedures and achievement of established goals.

(2) The purpose of the Assist is to provide training to personnel to ensure compliance with authorized procedures and achievement of established goals.

### 6. Publish and Maintain Internal Audit/Assist Reports. Upon completion of each Internal Audit/Assist, WASMAT will submit an Internal Audit/Assist report to the AvnSupO for ALD-C (WASMAT, WOS and WAS).

a. At a minimum, Internal Audit Reports will cite positive and negative findings of the audit performed, repeat discrepancies from the previous section Internal Audit, general trends and a copy of the appendix H checklist.

b. At a minimum, Internal Assist Reports will cite training provided to the sections and copies of the appendix H checklists.

c. The Internal Audit/Assist briefs, appendix H products, inspection/assist reports and corrective actions/responses will be maintained by section, in date Audit/Assist performed sequence, for the current and three prior fiscal years.

7. Conduct Commanding General Inspections and Assists (as required). The WASMAT will Conduct Commanding General Inspections on subordinate units in accordance with reference (ba).

a. Support the CGI mission as required.

b. Utilize the functional area checklists with the CGI, to conduct inspections/assists as required. CGI checklist can be found at the following URL: <https://www.hqmc.marines.mil/igmc/Resources/Functional-Area-Checklists/>

c. File Maintenance. CGI appointment letter will be maintained.

8. Establish and maintain the ALD-C Technical Training Program. The WASMAT will coordinate all technical training to be conducted. The quarterly technical training schedule and technical training report will be retained for one Calendar year by the WASMAT. The WASMAT will publish a Quarterly Technical Training Schedule (see appendix I, figure I-2) based on section input and negative trends identified by audits/assists. WASMAT will coordinate with section OICs/SNCOICs to ensure only Officers and SNCOs conduct the training.

a. Technical training will be conducted once per month by an Officer or SNCO on topics relating to aviation logistics.

b. Technical training schedule, lesson Plans, attendance rosters and graded tests will be retained for one year by the WASMAT.

c. Attendance rosters with individual test scores will be submitted to the WASMAT in order to produce the quarterly Technical Training Report.

(1) Attendance Roster. The WASMAT will file an attendance roster (refer to appendix I, figure I-3) with individual test scores of personnel attending the classes. The attendance rosters will be validated against the morning report to identify personnel who did not attend and specify the reason why. All hands are required to receive technical training.

(2) Technical Training Report. The WASMAT will submit the Technical Training Report (refer to chapter 4, figure 4-10), to the AvnSupO, on a quarterly basis. This report will identify individuals who are not attending technical training on a regular basis. Retention is one year.

(3) Technical Training Lesson Plans. WASMAT will maintain an electronic library on share point/share drive with a backup on removable media (CD/DVD/External Hard drive) of all lesson plans (refer to appendix I, figure I-1) presented to the ALD-C. The library will also include any lesson plans from outside training sources (e.g., MARDET CNATT Det Whiting Field, TYCOM, etc.). Appendix I, Technical Training Program, provides guidance for developing lesson plans written locally.

9. Coordinate, consolidate, review, and respond to all external inspections/audit visits. WASMAT will act as the central collection and submission point for all external inspection/audit visits and inquiries. This may include such audits from the following agencies; Government Accounting Office (GAO), Naval Audit Service, Financial Management Office, Fleet Financial Improvement and Audit Readiness (FIAR) team, NAVSUP, and Independent Public Accountant (IPA) firms.

a. WASMAT will coordinate external inspection/audit inquiries with MALS ASDs upon notification from higher headquarters.

(1) WASMAT will consolidate and review responses received from MALS ASDs prior to submitting to higher headquarters.

(2) Provide and maintain results (as applicable).

(3) The WASMAT will review all external audit results with applicable MALS ASDs, and assist them in formulating plans of corrective action (as required) on all noted discrepancies and/or recommendations.

(4) If a corrective action letter is required by the auditing activity, WASMAT will compile all corrective actions from the applicable MALS ASDs and create a consolidated letter of corrective action to be submitted to the Wing AvnSupO for comment and/or action.

(5) Once corrective action plans are approved by the Wing AvnSupO, the corrective action letter will be submitted to the external auditing activity, and appropriate MALS ASDs. The external auditing activity will set a submission date for these reports. The WASMAT will provide any assistance required to implement the corrective actions. A copy of this letter will be retained with the corresponding External Audit report.

b. The WASMAT will maintain an External Audit File.

(1) At a minimum, this file will contain the external audit results and a copy of the corrective action letter(s) submitted to the auditing activity.

(2) The external audit reports with the corrective action letter(s) (as required) will be maintained by type of external audit in date performed sequence for three Fiscal years per reference (c).

10. Monitor Wing Advanced Skills Management accounts for Occupational Fields: 6602, 6604, and 6672

a. Change Requests. The WASMAT is responsible for validating all content related to ASM change requests (references, procedures, and tests) to determine the impact on established Wing policies, inspection checklists, and to ensure changes are in accordance with higher headquarters policies. Changes that are administrative in nature do not require Wing ALD approval. Collaboration between each Wing ALD is required to provide standardization and judgment on change recommendations that cannot be agreed upon within the community. The WASMAT OIC and SNCOIC will be assigned as the ALD-C Primary Fleet Administrators (FA). For FA roles and responsibilities refer to reference (bb).

b. ASM Reporting. The MALS ASM reports will be generated and provided by the respective MALS Supply Department, along with a copy of the morning report. Utilizing the below reports, WASMAT will monitor ASM accounts and T&R progression for 6602, 6604, and 6672 Marines. The following is a list of reports that will be submitted monthly to the Wing AvnSupO/AvnSupChf. Retention is current and prior.

- (1) MALS personnel without ASM accounts.
- (2) MALS personnel without T&R progression for 30 days or more.
- (3) ALD/G-8 personnel without ASM accounts.
- (4) ALD/G-8 personnel without T&R progression for 30 days or more.

11. Monitor, review, and respond to the submission of all changes to the Aviation Supply Desk-Top Procedures (ASDTP). WASMAT will review and maintain all change recommendations and requests for deviation to this Manual from the MALS ASDs.

a. Deviation

(1) After WASMAT review, deviations to this Manual will be forwarded to the Wing AvnSupO, with a cause and effect statement. If endorsed by the Wing AvnSupO, deviations will be incorporated and submitted via DON Tracker to the respective MAWs (for information purposes) in accordance with appendix F.

(2) Deviation requests (approved and disapproved) will be maintained in division sequence by date submitted until the deviation has been incorporated into to this Manual, or as long as it remains in effect. Disapproved requests will be maintained until the next revision of this Manual. If a deviation is incorporated as a change, the deviation will be discarded.

b. Change. WASMAT will review and coordinate all requested changes in accordance with appendix F.

12. Assist in Monitoring EOM reports and Supply Management Goals (IMPR). WASMAT will assist the WOS in monitoring and reviewing end of month reports and external supply management goals as established by higher authority and internal goals directed by the ALD AC/S. The WASMAT will provide input and action items, as required, in preparation for the monthly/quarterly teleconference/correspondence. The WASMAT, in conjunction with the WOS, will establish and maintain the monthly IMPR teleconference.



Reports and files Required for Performance of Duties, WASMAT			
Report name	Frequency	Retention	Reference
1. FAI/FAA Schedule	Annual	Current & 3 Prior Fiscal Years	5101.1
2. FAI/FAA Reports	Annual	Current & 3 Prior Fiscal Years	5101.3
3. Internal Audit/Assist Schedule	Annual	Current & 3 Prior Fiscal Years	5101.4
4. Internal Audit/Assist Reports	Annual	Current & 3 Prior Fiscal Years	5101.6
5. CGI Appointment Letter	Current	Current	5101.7
6. Tech Training Schedule	Quarterly	One Year	5101.8
7. Tech Training File	Once per Month	One Year	5101.8
8. Tech Training Library	Monthly	One Year	5101.8
9. Tech Training Report	Quarterly	One Year	5108.8
10. External Audit Results	As Required	3 Fiscal Years	5101.9
11. ASM Reports	Monthly	Current & Prior	5101.10
12. Change/Deviation	As Required	Per appendix F	5101.11 appendix F

Table 5-1.--Reports Required for Performance of Duties, WASMAT.

## CHAPTER 5

## SECTION 2: WING ALLOWANCING SECTION (WAS)

5200. General

1. Responsibilities. WAS serves as a regional control point for the management of allowances and stock levels, for all MALS within the MAW.

2. OIC/SNCOIC

a. The Section OIC/SNCOIC will maintain a current turnover jacket which outlines duties and responsibilities and provides step-by-step procedures on the performance of duties, which are site specific. Additionally, copies of the following letters will be filed in the OIC/SNCOIC turnover jackets or electronically:

(1) CNAP Schedule.

(2) Weapons System Planning Document (NAVAIRNOTE 1300)

**NOTE:** To access the NAVAIRNOTE 1300, utilize the following URL:  
<https://myteam.navair.navy.mil/km/10>

(3) Program Planning Document for the Marine Aviation Logistics Support Program (NAVAIRNOTE 5200)

(4) Aviation Consolidated Allowance List (NAVSUPWSSINST 4441.15L)

(5) COSAL Manual (NAVSUP P-488)

b. The Section Officer In Charge (OIC)/Staff Non Commissioned Officer In Charge (SNCOIC) is responsible to ensure all personnel assigned to the section are technically proficient. The section OIC/SNCOIC will use appendix I in order to accomplish this.

(1) Ensure personnel attend technical training once per month.

(2) Validate and sign technical training lesson plans given by WAS personnel, prior to conducting training in accordance with appendix I.

(3) Ensure Lesson Plans are signed by the WAS OIC/SNCOIC, and attendance rosters and tests are forwarded to the WASMAT.

c. The Section OIC/SNCOIC will ensure corrective actions are completed and submitted to the Wing Aviation Supply Management Advisory Team (WASMAT) following any internal/external audit of their section.

d. The Section OIC/SNCOIC will ensure reports listed in table 5-2 are reviewed and monitored for accuracy and completeness.

e. The Section OIC/SNCOIC will ensure all WAS Marines have access to necessary sites in order to perform duties specific to WAS (e.g., NALCOMIS, R-Supply, One Touch, ERP, etc.).

f. The Section OIC/SNCOIC will review and sign the Consumable Sizing Tool (CST) Summary Change Report provided to each MALS monthly, identifying any

deficiencies and/or opportunities for training. Current and prior listings will be retained.

g. The Section OIC/SNCOIC will be responsible for oversight of Advance Skills Management (ASM) to include signoff of Marines within their section.

h. The Section OIC/SNCOIC will Review messages/correspondence distributed as required (via AMHS) and ensure appropriate action is taken.

i. The Section OIC/SNCOIC will work with DLA and NAVSUP on any and all allowancing initiatives.

### 3. Duties

a. WAS will perform the following duties. A list of computer generated reports required to perform these duties are contained in table 5-2.

- (1) Maintain Stock Levels for all material.
- (2) Review and request modifications of allowances.
- (3) Coordinate and Validate all AVCAL aids and milestone process.
- (4) Coordinate and monitor the MEU AVCAL allowancing milestone process.
- (5) Coordinate and monitor COSAL review process.
- (6) Ensure all MALSP support package building block allowances are properly identified in R-Supply/NALCOMIS.
- (7) Submit Offload recommendations to the MALS.
- (8) Review and Manage Applicable Allowancing Local Management Codes/Flags.
- (9) Conduct Database Maintenance
- (10) Assist in Monitoring Supply Management Goals (IMPR).
- (11) Assist the MALS ASD with Creating and Reviewing Local Support Packages.

### 5201. Procedures

1. Maintain Stock Levels for all Material. 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 be reviewed and may be adjusted according to historical or forecasted demand. Level adjustments may also come by naval message directed by the TYCOM due to weapon systems configuration changes passed through the Integrated Weapon Systems Team (IWST). For detailed allowancing procedures, see appendix AC.

a. Execute Level Setting (JSI205). The Level Setting (JSI205) will be processed on a quarterly basis in order to adjust allowance type codes and update

average monthly demand. Level Setting parameters will be in accordance with reference (m).

(1) Prior to running the Level Setting, WAS will ensure limit flags are set on all stock item records and No Drop flags on all repairable stock item records.

(2) On the trial level set, any changes other than report 10 will be validated/corrected prior to running a live Level Set.

(3) WAS is also responsible for reviewing the output reports. Upon completion of the review, the report will be signed and dated by the person conducting the review. Report 10 of the live will be forwarded to WCB/WSB for action with the verbiage "Please ensure all NIINs without a location have no physical on-hand quantity, identifiable location marking, and remove the location in NALCOMIS". A Level Set can be requested as follows:

Open R-SUPPLY Menu path Inv >> Management >> Inventory Actions >> Level Setting

Date Range:

Surface: 2 years (use a complete 24 month date range, not the current month)

Aviation: 2 years (use a complete 24 month date range, not the current month)

DBI:

DBI Qualification Period 12 Months

DBI Qualification Frequency 4 Freq

DBI Retention Period 24 Months

DBI Retention 1 Demand

Computation:

Current Month/Year: Autofill: The month/year the report is processed

Demand Trend Test % 100%

Economic Retention Value \$100.00

Recomputation Test % 0%

Percentage RO Factor 75%

Designate Material: Select all fields:

Non-Repairables

Repairables

Field Level Repairables

Optional: N/A

Trial Run: Uncheck to run Live (Save Mandatory Parameters)

Exclude Demands Records:

Allowance Parameters:

Order/Shipping Time Non-Fill (OST) 1

Order/Shipping Time Fill (OST) 1

Safety Level Factor (SL) 1

Operating Level Multiplier (OLM) 6

Max Months in Operating Level 3

Basic Parameters		Exclude Demand Records		Allowance Parameters													
<b>Date Range</b> <table border="1"> <thead> <tr> <th>Surface</th> <th>Aviation</th> </tr> </thead> <tbody> <tr> <td>From: <input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>To: <input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>		Surface	Aviation	From: <input type="text"/>	<input type="text"/>	To: <input type="text"/>	<input type="text"/>	<b>DBI</b> <table border="1"> <thead> <tr> <th>Qualification</th> <th>Retention</th> </tr> </thead> <tbody> <tr> <td>Period: <input type="text" value="12"/></td> <td>Period: <input type="text" value="24"/></td> </tr> <tr> <td>Frequency: <input type="text" value="4"/></td> <td>Frequency: <input type="text" value="1"/></td> </tr> </tbody> </table>		Qualification	Retention	Period: <input type="text" value="12"/>	Period: <input type="text" value="24"/>	Frequency: <input type="text" value="4"/>	Frequency: <input type="text" value="1"/>		
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<b>Designate Material</b> <input checked="" type="checkbox"/> Non-Repairables <input checked="" type="checkbox"/> Repairables <input checked="" type="checkbox"/> Field Level Repairables <input checked="" type="checkbox"/> Trial Run <input type="checkbox"/> Save Mandatory Parameters		<b>Optional</b> <table border="1"> <thead> <tr> <th>Include</th> <th>Exclude</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> ATCs...</td> <td><input type="checkbox"/> COGs...</td> </tr> <tr> <td><input type="checkbox"/> COGs...</td> <td><input type="checkbox"/> PEB</td> </tr> <tr> <td><input type="checkbox"/> LMCs...</td> <td><input type="checkbox"/> LMCs...</td> </tr> <tr> <td><input type="checkbox"/> ERCs...</td> <td></td> </tr> </tbody> </table>				Include	Exclude	<input type="checkbox"/> ATCs...	<input type="checkbox"/> COGs...	<input type="checkbox"/> COGs...	<input type="checkbox"/> PEB	<input type="checkbox"/> LMCs...	<input type="checkbox"/> LMCs...	<input type="checkbox"/> ERCs...			
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Figure 5-2.--Level Set Parameters Screen.

b. Stores Account Material Management Afloat/Ship Authorized Levels (SAMMA/SAL). The SAMMA/SAL is an important tool in the management of stock levels. It identifies the inventory by 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 (e.g., COSAL/ AVCAL loads). The following are common discrepancies that may occur and will be reviewed/rectified: 1. AT\_4 2. Changes in SAL value. Current and prior will be retained.

## 2. Review and Request Modifications of Allowances

a. Consumable Allowancing. Consumable allowances shall be established/reviewed by the following means:

(1) Consumable Sizing (via ADHOC utility tool). Allowances and LMCs shall be established/modified in accordance with appendix ac. At least weekly, the WAS will utilize the approved Adhoc utility tool (CST) to review and adjust consumable not-carried demands and overall trends. The WAS will ensure the most up to date software is being utilized prior to allowancing. Upon completion of the CST, the WAS will provide analysis to the MALS SMD, utilizing the summary change report. Any invalid NC will be forwarded to OMD for cancelation. These trends will be reviewed by the WAS OIC/SNCOIC weekly. A monthly summary change report will also be provided to the respective ASD NLT the 5th working day of the month.

(2) Quarterly Update. The WAS will receive allowance products from the contracted logistics service provider, review allowance products and load

the products in accordance with appendix AC. The WAS will also provide the opportunity to the respective MALS SMD, to review final products prior to them being loaded. If the MALS SMD requests to review final products, they will have 5 working days to conduct the review and provide any recommendations to the WAS. All products will be retained electronically for the current and prior year.

**NOTE:** Field level repairables will be reviewed and allowed semi-annually.

(3) TMS AVCAL Consumable Review (FSA/SASS). In conjunction with the NAVSUP-WSS AVCAL review, the WAS will develop and review consumable demand data utilizing the Support Package Establishment and Analysis Database (SPEAD). Lead TMS WAS will coordinate consumable review with other Wing Allowancing Sections as well as the respective MALS. Consumable products will be developed NAVSUP-WSS AVCAL milestone guidance. For detailed instructions, refer to appendix AC.

b. Repairable Allowancing

(1) Aviation Repairables are identified as either Aviation Depot Level Repairables (AVDLRs) or Field Level Repairables (FLR). AVDLRs are identified by COG symbols 7R, 6R, 0R, 8R and 4Z. DLRs are identified by Material Control Code (MCC) of E, G, H, Q, X. FLRs are identified by MCC of D. Non-Aviation repairables 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).

(2) 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 WAS 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 AVCAL. Fixed allowance quantities for repairables will be reflected in R-Supply as AVCAL COSAL/HME (Hull, Mechanical and Electrical) or both. AVCAL records will have an ATC of two. Whenever material is authorized under both AVCAL and COSAL, the record will have an ATC of three. The use of ATC four has been rendered obsolete.

(3) In addition, the sum of all pack-up allowances (excluding those with a pack-up ID of 'L'), must equal the AVCAL/COSAL allowance and ultimately the RO. For repairables, the 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.

(4) Repairable Analysis of Missed Sales (RAMS). The WAS will also conduct an analysis of those repairables that are identified as EXREP, utilizing the utility adhoc tool RAMS. Weekly, the WAS will review allowances for potential ACRs. The WAS will ensure the most up to date Software is being utilized prior to review. Upon completion of the review, WAS will provide a list of those missed sales, to the MALS SMD, utilizing the summary change report. A monthly summary change report will also be provided to the respective ASD NLT the 5th working day of the month

c. Allowance Change Request

(1) 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 sufficiently support an activity's present and continuing maintenance mission (increase or decrease). ACRs affecting FSA/SASS packages will require concurrence from all affected MAWs prior to submission IAW reference (n).

(2) Submitting Allowance Change Requests (ACR). Whenever records requiring new allowances are identified and the appropriate quantity determined, an ACR will be prepared and submitted in accordance with TYCOM Instructions. Procedures for requesting an addition, increase, decrease or deletion of current allowances are provided below. Allowance adjustments are not authorized until approved by NAVSUP-WSS M/P. NAVSUP WSS-P will process site specific ACRs for MSA/ICA/SSA allowances within 15 days from receipt or will provide interim status. For ACRs affecting FSA/SASS, concurrence from all affected MAWS (WAS) are required. Once concurrence from all affected activities are 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 to appropriate support package. If authorized, the allowance increase will be requisitioned with a QZ/QU Fund Code. If the ACR is requesting a decrease in allowance, and is approved, delete from appropriate support package and the excess quantity will be reduced through attrition. The MAL SMD can also request modifications of allowances via the WAS.

(3) AVDLR AVCAL Allowance Change Request (ACR). AVDLR ACRs are submitted through the NAVSUP WSS website (<https://www.navsup.navy.mil/public/navsup/gateways/>). It is imperative activities submitting ACRs via the website "CC" or fill-in the Unit email one and TYCOM email one blocks (CNAP); failure to do so will result in the ACR not being processed. WAS will submit all fixed ACRs and provide SMD with an info copy in accordance with paragraph 4201.9. Pending and completed ACRs will be maintained in the ACR File (see below).

(4) NAVSUP WSS Website ACR Submission. Mandatory entries are highlighted in red and marked with an asterisk. Further explanation of key fields are as follows:

(a) Justification. Clear and concise remarks to support a change in current allowance. Ensure specific support package is identified for the NIIN you are requesting be adjusted.

(b) 3M Time Frame. Enter the time period used to justify the request for change. Minimum acceptable time period is 90 days. NAVSUP allowancing uses a maximum of 24 months of 3M data.

(c) 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.

(d) Allowance Request. New computed allowance.

**Allowance Change Request (ACR) Standard Aviation 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 Standard Aviation to NAVSUP WSS, 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:   
 \* Justification:

	Item 1		Item 2
* NIIN (dashes optional)	<input type="text"/>	* NIIN (dashes optional)	<input type="text"/>
* P/N	<input type="text"/>	* P/N	<input type="text"/>
* FSCM	<input type="text"/>	* FSCM	<input type="text"/>
Nomen	<input type="text"/>	Nomen	<input type="text"/>
Aircraft T/M/S	<input type="text"/>	Aircraft T/M/S	<input type="text"/>
SM&R Code	<input type="text"/>	SM&R Code	<input type="text"/>
** 3-M Timeframe (MM/YY)	<input type="text"/> / <input type="text"/> to <input type="text"/> / <input type="text"/>	** 3-M Timeframe (MM/YY)	<input type="text"/> / <input type="text"/> to <input type="text"/> / <input type="text"/>
** BCMs	<input type="text"/>	** BCMs	<input type="text"/>
** Repairs	<input type="text"/>	** Repairs	<input type="text"/>
** TAT	<input type="text"/>	** TAT	<input type="text"/>
*** AirSpeed Design TRR	<input type="text"/>	*** AirSpeed Design TRR	<input type="text"/>
* Allowance Request	<input type="text"/>	* Allowance Request	<input type="text"/>
* Current Allowance	<input type="text"/>	* Current Allowance	<input type="text"/>

Figure 5-3.--NAVSUP WSS Website ACR Screen.

(5) Non-Aviation DLR Allowance Change Request-Fixed. Non-Aviation DLR ACRs will be submitted through the NAVSUP WSS website listed in the paragraph above. WAS will submit all fixed ACRs and provide WCB with an info copy via the SMD. Pending and completed ACRs will be maintained in the ACR File (see paragraph 7).

(6) Maintain an Allowance Change Request (ACR) File. This file will contain pending, completed and disapproved ACRs. 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 ACR file will be segregated by TMS, then pending, approved and disapproved and will be further segregated by fiscal year in NIIN sequence. The completed file will be retained until the next Allowance Review Conference.

(7) Allowance Review. The review of the repairable FSA/SASS/MSA/ICA/SSA normally occur every two years during the Allowance Review Conference. Rotary wing reviews occur even years and fixed wing odd



years. Each T/M/S will be reviewed in accordance with schedules developed jointly by the Type Commanders (TYCOMs) and NAVSUP. See paragraph 5201.3 for detailed AVCAL milestone process.

(8) Newly provisioned items. Allowances for aircraft or systems, which have been under Navy support for less than 2 years will be determined using contractor, estimated removal/failure rates including a 5-day Turn Around Time for WRAs and 7 day Turn Around Time for SRAs. Until fleet demand has been experienced, these allowances may, however, be negotiated via ACR-F based on actual site usage or at the MSA/ICA/SSA Allowance Review Conference in accordance with reference (ay).

3. Coordinate and Validate all AVCAL aids and milestone process. The WAS will coordinate and monitor the NAVSUP WSS-P milestone message to ensure the MALS meet all milestones in the AVCAL Review Process. The AVCAL process begins with the review and validation of the Weapon System Planning Document (WSPD). A Naval Message is published by CNAP Allowancing and contains information relative to the planned material requirements and configuration of aircraft to the supported Marine Aircraft Group (MAG). The Aircraft Equipment Configuration List (AECL) is then verified for completeness and accuracy and becomes the foundation of the Re-Outfitting Directive. NAVSUP/CNAP then provide the preliminary products to the fleet. The lead TMS WAS will coordinate the review of RACs with other Wing Allowancing Sections as well as the respective MALS. Once the Recommended Allowance Changes (RAC) have been reviewed and submitted back to NAVSUP via CNAP, NAVSUP then conducts an Allowance Review Conference with the T/M/S fleet representatives. The final products are provided to CNAP for validation and then sent to the fleet to load and requisition deficiencies. Detailed procedures on how to conduct and AVCAL review and milestone actions can be found in appendix AC.

**NOTE:** Review of MAMs/TBI should also be conducted during the Allowance Review Conference as applicable, for the MSA and ICA, in accordance with appendix AC. WAS will provide the current BPR 301 file to the OMD and coordinate the review with the OMD via the SMD.

4. Coordinate and monitor the MEU AVCAL allowancing milestone process. WAS will coordinate and monitor the CNAP milestone message to ensure all milestones in the MEU AVCAL allowancing process are met. Refer to the outfitting directive and milestone message provided by CNAP for details on the AVCAL procedures, as well as appendix AC.

5. Coordinate and Monitor the COSAL review process. NAVSUP WSS-M, will conduct a review which validates each MAGs COSAL. NAVSUP WSS-M will initiate this process by forwarding the validation packages to the appropriate WAS. WAS is responsible for coordinating the validation of the MAG's COSAL assets with the affected units SMD, in accordance with the reference (az). WAS will ensure the results of this validation are returned to NAVSUP WSS-M by the due date. Refer to appendix AC for detailed allowance processing procedures.

6. Ensure all MALSP support package building block allowances are properly identified in R-Supply/NALCOMIS. Standard naming convention gives Marine aviation logisticians a means to identify all support package building block allowances under MALSP Modernization and link those allowances to specific supported unit/units. Understanding the composition of the naming convention and the meaning of the various data elements will aid in the ready recognition of the codes. A detailed explanation can be found in reference (n). The WAS

will ensure the naming conventions are properly loaded in R-Supply and NALCOMIS in accordance with reference (n) when AVCAL and COSAL products are received from NAVSUP-WSS P/M.

a. The MALS SMD will coordinate with the WAS on any MALSP transfers to ensure allowances are properly loaded.

b. Procedures on how to conduct a MALSP transfer can be found in the Aviation Supply SharePoint.

7. Screen and Submit Offload recommendations to the MALS. WAS will review potential consumable excess and submit an offload candidate listing comprised of AT code 6 and 7, to the MALS quarterly, for review/execution, as required. Prior to submission to the MALS, the WAS will review and consider the following:

- AAC Y, V, J, H
- Any AAC with limited or no quantities on hand at DLA (SA-SOR)
- Monthly Consumption Rate, ALT/PLT, DLA SOH (SA-SOR)
- Items identified by the FST as still being usable on MALS specific TMS'
- Sundown schedule if applicable.
- Cost - Low cost that will go directly to DRMO, and high cost that would be expensive to buy back.

NIIN's identified to be excluded from offload, will be allowanced and placed in a IEXF excess package, and transferred to the lead MALS for inclusion into an excess package (IEXF##, where ## represents the MALS) and reviewed annually.

a. Consumables. The Consumable Listing will be generated from the adhoc utility tool (CST) "offload candidates" button. Ensure AFAST data is imported prior to generating this list.

b. The MALS will review/finalize the listing and forward to the fleet offload coordinator and NAVSUP-WSS N413. The final listing of approved/disapproved material will be returned to the appropriate MALS for processing. The WAS will retain Offload candidate listings, provided to the other MAWs and the MALS, for current and prior quarters.

#### 8. Review and Manage Local Management Codes/Flags

a. Local Management Code. A code assigned to NIIN records to identify a specific category of material for special attention. In conjunction with the COLT/PDL quarterly update, WAS will ensure that the following LMCs are appropriately utilized in accordance with their mission impact code (MIC):

M1: Priority 02/03, Project Codes AK0, AK7, 706, 707, 756, and 757.

M2: Priority 02/03, Project Codes ZC8, BK0 and all other priority 02/03 requirements.

M3: Priority 05/06, Project Code AK1 and all other priority 05/06.

M4: Priority 12/13, Non-JCN requirements.

**NOTE:** An LMC of WO ( Do not change allowance) will be used for NIIN's the MALS/WAS want to remain static due to local constraints, i.e., warehouse space. These NIINs will be reviewed prior to COLT/PDL quarterly install.

WAS will ensure NIINs only have one MIC LMC assigned. Upon completion of quarterly updates, WAS will validate all NIINs with multiple MIC LMCs, via adhoc and ensure the correct MIC LMC is assigned.

b. Limit Flags. Flags designed to maintain a predetermined level of stock, independent of demand, by establishing a static RO on a stock item record. Prior to processing a level set, the WAS will identify and correct all NIINs without a limit flag in R-Supply. These NIINs will be identified during daily sizing and the CST will create an X09 file for batch processing.

c. The WAS will keep on file the current and prior quarters validated listing (via electronic means).

9. Conduct Database Maintenance. Will be conducted monthly and prior to any quarterly, AVCAL or COSAL allowance update. The following steps or adhoc utility tool will be utilized.

a. Phase I

(1) Phase I Step 1 Identify \$\$ LMC.sql. Review all management codes (Limit Flags, No Drop Flags and LMCs). Identify and correct all \$\$ LMCs (RO not equal to sum of cosal\_list).

(2) Phase I Step 2 suprt pkg itm not on suprt pkg allow.txt. Identify all records on the suprt\_pkg\_itm table not on the suprt\_pkg\_allow table. Delete these records from the suprt\_pkg\_itm table by removing them from the reported support package (batch X24 or interactively).

(3) Phase I Step 3 Cosal type code compare.sql. Identify NIINs having suprt\_pkg\_allow.cosal\_ty\_cd not equal cosal\_list.cosal\_type\_code. Correct stock item allowances or support package allowance as required.

**NOTE:** Legitimate ATC-3 NIINs should be the only items remaining.

(4) Phase I Step 4a suprt pkg allow with no cosal list.txt and step 4b suprt pkg item with no cosal list.txt. Identify and correct all records on the suprt\_pkg\_allow/ suprt\_pkg\_itm tables but not on the cosal\_list table. An adhoc /sql can be used in junction with Excel to identify and delete.

(5) Phase I Step 5 bad item.nomen.sql. Review the item table for all NOMENs containing special characters, correct as required.

(6) Run ADHOC/Microsoft Access comparison to identify and fix all SPKG allowances not equal to Cosal\_List allowances.

(7) Run adhoc to identify multiple MIC LMC's loaded to a single NIIN

b. Phase II

(1) Phase II Step 3 stk itm pu qty no match.sql. Identify any NIIN having stock\_item.pack\_up\_quantity not equal the sum of suprt\_pkg\_loctn.oh\_qty. Use the inventory audit password/option to correct any records identified.

(2) Phase II step 9 MALSP packup other than FISP with OH qty.ah.  
Utilize below ADHOC to validate no other Legacy MALSP packages have quantities. Correct as required.

(3) Run Stock Item Maintenance job (JSI204) within R-Supply to delete the Non-Recurring Quantities.

(4) Correct all Prime/Substitute/Interchangeable errors identified via SAMMA-SAL Report.

(5) Phase II Step 12 inv flag pic tic B.ah. Identity all inventory flags on the stock\_item and physical\_inventory tables (PicTic B/Spot Inv). Clear via spot inventory.

(6) Phase II Step 13 9 COG with ERC equal R.txt. Run ADHOC to identify all ERC's incorrectly assigned to both Repairables and Consumables. Correct using SQL Script.

(7) Phase II Step 14a set stk item limit flag.txt and phase II Step 14b set item limit flag.txt. Set Limits on all Consumable NIINS on the database. Utilize X09's or SQL script to set both the Item and Stock\_item tables.

c. Checklist and output produced for records needing action will be filed monthly. The current and prior report will be retained.

10. Assist in Monitoring Supply Management Goals. WAS will assist in monitoring and reviewing external supply management goals as established by higher authority and internal goals directed by the ALD AC/S. The WAS will provide input and action items, as required, in preparation for the monthly/quarterly telecon/correspondence. Additionally, the WAS will conduct trend analysis on those items published on the monthly IMPR, specifically relating to supply effectiveness and allowancing. WAS will also identify and correct any disparity in the BPRs by reviewing the FSA and SASS count.

11. Assist in Creating and Monitoring the Performance of Local Support Packages. WAS will assist the MALS with building local support packages upon request. The WAS will utilize SPEAD and build support packages per T/M/S based upon expected storage space and expected net effectiveness required. This will allow the WAS to complete the final block of the allowancing process and permit for immediate action as needed when a NIIN's suggested range or depth in a local support package is not consistent with the overall allowance. Upon return of each package, the SMD will provide the WAS with an electronic copy of all requirements for validation and review.

Reports and files Required for Performance of Duties, WAS			
Report name	Frequency	Retention	Reference
1. Level Setting	Quarterly	Current & Prior	5201.1.a
2. SAMMA/SAL, R-Supply	As Required	Current & Prior	5201.1.b
3. Consumable Allowancing Adhoc Utility Tool Monthly Changes	Monthly	Current & Prior	5201.2.a.1
4. COLT/PDL	Quarterly	Current & Prior Years	5201.2.a.2
5. Repairable Analysis of Missed Sales (RAMS) Allowancing Adhoc Utility Tool Summary	Monthly	Current & Prior	5201.2.b.4
6. Allowance Change Request File	As Required	Current & Prior	5201.2.c
7. NAVSUP WSS-P Milestone Message	As Published	Current	5201.3
8. AVCAL Products	Current	Until next review	5201.3
9. MEU Milestone	Current	Until next review	5201.4
10. COSAL Files	Current	Until next review	5201.5
11. Offload Recommendations	Quarterly	Current & Prior	5201.7
12. Special Management Codes, LMC, ARRC, Limit Flag, No Drop	Quarterly	Current & Prior	5201.8
13. Database Maintenance	Monthly	Current & Prior	5201.9
14. FSA/SASS count review	Monthly	Current and prior	5201.10

Table 5-2.--Reports required for Performance of Duties, WAS.

## CHAPTER 5

## SECTION 3: WING OPERATIONS SECTION (WOS)

5300. General

1. Responsibilities. WOS monitors all supply functions within the Wing to ensure compliance with authorized procedures and achievement of established goals. WOS OIC/SNCOIC will be responsible for accountable property inventories as they apply to ALD (to include TBA items).

2. The section OIC/SNCOIC is responsible for the following:

a. Ensure all personnel assigned to the section are technically proficient by using the available tools provided in appendix I. The section OIC/SNCOIC will:

(1) Ensure personnel attend section technical training once per month.

(2) Validate and sign technical training lesson plans given by WOS personnel, prior to conducting training in accordance with appendix I.

(3) Ensure Lesson Plans are signed by the WOS OIC/SNCOIC, and attendance rosters and tests are forwarded to the WASMAT.

b. The section OIC/SNCOIC will maintain a current turnover jacket which outlines specific duties/responsibilities and provides step-by-step procedures. Ensure the following are on file:

(1) RIAO Appointment Letter

(2) ALD-C Battle Rhythm (daily/weekly/monthly meetings/deliverables)

(3) Det/MEU/UDP Deployment Milestone Tracker

c. Review messages/correspondence distributed (via AMHS) as required and ensure appropriate action is taken.

d. Review and monitor the reports required for the performance of duties, listed in table 5-3 to ensure accuracy and completeness.

3. Duties

a. WOS will perform the following duties. A list of computer generated reports required to perform these duties are contained in table 5-3.

(1) Monitor EOM reports and Supply Management Goals (IMPR).

(2) Review the Aviation Maintenance Supply and Readiness Report (AMSRR) daily.

(3) Partner with the Wing Comptroller and assist in resolving flight hour budget issues.

(4) Conduct General Equipment (GE) Inventories.

(5) Receive and consolidate NWCF Annual Inventory Schedule.

(6) Consolidate, review, and submit all NAVSUP inventory accuracy reports to the respective MARFOR.

(7) Review and respond to Det/MEU/UDP Deployment Milestones.

(8) Approve requests to issue Fly-In-Support Allowance Assets.

(9) Global Communication Systems (GCS) reporting.

(10) Table of Basic Allowance (TBA) Excess and Change Request approval.

(11) Act as the MAW Agency Program Coordinator (APC) and liaison for DON AIR Card® Program Hierarchy Level 4.

#### 5301. Procedures

1. Monitor EOM reports and Supply Management Goals. Monthly, the WOS will submit EOM reports, identified in appendix AB, to their respective MARFOR. The WOS will identify potential problem areas and advise the Wing AvnSupO/Chief of their findings. Additionally, WOS will review external supply management goals as established by higher authority and internal goals directed by the ALD AC/S. The WOS will provide input and action items, as required, in preparation for the monthly (MAW)/quarterly (MARFOR/ASB) telecon/correspondence. The WOS, in conjunction with the WASMAT, will establish and maintain the monthly IMPR telecon. Additionally, the WOS will conduct trend analysis on those items published on the monthly IMPR.

2. Review the Aviation Maintenance Supply and Readiness Report (AMSRR) daily. WOS shall review the AMSRR, taking appropriate action with subordinate units, higher headquarters, and external agencies to validate readiness degraders. The current and 4 prior reports shall be retained.

3. Partner with the Wing Comptroller and assist in resolving flight hour budget issues. See appendix O for detailed instructions.

4. Conduct General Equipment (GE) Inventories. WOS OIC/SNCOIC will be responsible for GE inventories as applicable, in accordance with Appendix AH as they apply to ALD (to include TBA items). This also includes GE reporting requirements of the MALS IAW appendix AH.

5. Receive and consolidate NWCF Annual Inventory Schedule. Each Fiscal Year, provide a consolidated annual inventory schedule, broken out by MALS, IAW with reference (w). The current and prior fiscal year reports shall be retained.

6. Consolidate, review, and submit all NAVSUP inventory accuracy reports to the respective MARFOR. The Wing Assistant AvnSupO will act as the Wing Regional Inventory Accuracy Officer (RIAO), and be responsible for consolidating, validating (via SQL) and forwarding the combined results of all statistical sampling inventories to the appropriate MARFOR using the inventory accuracy reporting memo in appendices A and B of the NAVSUP P-723. In addition, provide a corrective action plan for activities which fall below the goals established in NAVSUP P-723, chapter 3. For detailed procedures, see reference (w). Retention is current and prior fiscal year.

7. Review and respond to Det/Meu/UDP Deployment Milestones. Review all 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. Milestones and reports required for UDP/MEU/CV-N deployments are outlined in reference (o). Retention is current and prior fiscal year.

8. Approve requests to issue Fly-In-Support Allowance Assets. On occasion, the MALS will request an FSA pull in support of garrison operations. The WOS will be the approving authority of FSA pulls that meet the following criteria:

a. The squadron must be below the Wing established T/M/S RBA goal or in direct support of high priority missions (e.g., Contingency, Unit Deployed Program (UDP), Transpac, etc.).

b. The requested part must be a single awaiting parts (AWP) or mission degrader (AK0) keeping the aircraft down.

c. Cannibalization is not a viable option given the item in question.

d. A rescreen issue cannot fill the requirement

e. Payback plan will be provided.

Any requests not meeting this requirement may be denied. WOS will validate all requests against the current AMSRR to ensure request is accurate. WOS may approve/disapprove requests for scenarios not covered above. All requests with approval/disapproval will be retained for current and prior Fiscal year and can be retained electronically.

9. Global Communication Systems (GCS) reporting. The WOS will receive and review the MALS quarterly GCS Status/Subscriber Identification Module (SIM) Card Inventory Report (figure 4-10) to ensure 100 percent accountability of assets within the MALS. Retention is current and prior quarter.

10. Table of Basic Allowance (TBA) Excess and Change Request approval. The WOS will review requests received from the MALS for authorized allowance adjustments and additions, as indicated in reference (ar) required to support independent squadron operations.

a. Excess Request. Approved requests for excess will be endorsed forwarded to the respective MALS prior to requisitioning the item(s). Approved excess request will be retained as long as the item is in excess. Denied requests will be retained for a year.

b. Change Request. Approved change requests will be forwarded to ASB-31 for determination. Endorsement must be received and forwarded to the respective MALS prior to requisitioning the item(s). Approved change request will be retained until incorporated into reference (ar). Denied requests will be retained for a year.

11. Act as the MAW Agency Program Coordinator (APC) and liaison for DON AIR Card® Program Hierarchy Level 4. The purpose of a hierarchy structure is to provide program oversight, training and communication at all levels of the organization. The WOS will provide oversight of each MALS AIR Card® program in accordance with appendix U and reference (bl). The APC will be assigned in writing. An example letter can be found in figure 5-4. The following is a list of the HL4 APC's responsibilities.





*Command Letterhead*

IN REPLY REFER  
Date

From: MAW ASO  
To: WOS OFFICER

Subj: APPOINTMENT OF AIRCARD PROGRAM COORDINATOR

Ref: (a) NAVSUPINST 4200.97(series)  
(b) Local Internal Operating Procedures

1. Per references (a) through (b), you are hereby appointed as the Agency Program Coordinator (APC) Hierarchy Level 4 (HL4) for XX Marine Aircraft Wing.

2. As an AIR Card® program APC, you are responsible for the implementation and execution of the AIR Card® program in accordance with established DOD and DON regulations, policies and procedures. Your role as an APC is the primary command liaison responsible for establishing, administering, maintaining, and reporting to the Component Program Manager (CPM), Consolidated Card Program Management Division (CCPMD), through your chain of command on AIR Card® related items.

3. In addition, you must become thoroughly familiar with your responsibilities and accountability. The AIR Card® instruction NAVSUPINST 4200.97A and DoDM 4140.25-M provides a description of your responsibilities as an APC. Additional procedural guidance is available in the APC Desk Guide and AIR Card Periodic Notices located on the AIR Card® program web page available on the CCPMD web site at <https://www.navsup.navy.mil/ccpmd>. All DON AIR Card® APCs must complete APC training, be aware of the website and become thoroughly familiar with their responsibilities.

4. This appointment will remain in effect until you are transferred, separated, or retire from service.

\_\_\_\_\_  
(Delegator's Signature)

**ACKNOWLEDGMENT**

"I acknowledge my appointment as an APC for the DON AIR Card® program. I have read and understand my responsibilities as described in the DOD and DON AIR Card® instructions. I understand that this appointment will remain in effect until I am transferred, separated, or retire from service and that I am required to notify my subordinate Command and CCPMD prior to my departure."

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Agency Program Coordinator's Signature)

Figure 5-4.--AIR Card® Appointment Letter Template.

- a. Communicate policy and administrative notices to the next lower level APC.
- b. Ensure detailed knowledge and understanding of all policies and procedures for the program.
- c. 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://my.navsup.navy.mil/webcenter/portal/ioc/pages\\_policy](https://my.navsup.navy.mil/webcenter/portal/ioc/pages_policy)).

d. Document any action taken which reveals non-compliance, misuse and/or abuse and report up the hierarchy chain and to the CPM (this can be done via the WASMAT FAA/FAI).

e. Maintain communication throughout the chain including with the CPM as required.

f. Sign up for the DON CCPMD Email Subscription Service in order to receive policy and administrative notices.

g. Respond appropriately to monthly AIR Card® delinquency report (via DON tracker), ensuring delinquencies listed are paid and communicated in a timely matter.

Reports and files Required for Performance of Duties, WOS			
Report name	Frequency	Retention	Reference
1. EOM Reports	Monthly	12 Months	5301.1
2. Supply Management Goals	Monthly	12 Months	5301.1
3. Aviation Maintenance and Supply Readiness Report (AMSRR)	Daily	Current & Four Prior	5301.2
4. DPAS Inventory File	As Required	10 Years	5301.4
5. Annual Inventory Schedule	Annual (FY)	Current & Prior	5301.5
6. Inventory Accuracy Reports	Quarterly	Current & Prior Fiscal Years	5301.6
7. Det/MEU/UDP Deployment Milestones	As Required	Current & Prior Fiscal Year	5301.7
8. FSA Requests	As Required	Current & Prior Fiscal Year	5301.8
9. GCS Reports	Quarterly	Current & Prior	5301.9
10. TBA Excess Request	As Required	Until no longer Excess	5301.10.a
11. TBA Change Request	As Required	Until incorporated	5301.10.b
12. HL4 APC Letter and Training Certificate	As Required	Until PCS/EAS/Retirement	5301.11

Table 5-3.--Reports Required for Performance of Duties, WOS.

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## CHAPTER 6

## JOINT STRIKE FIGHTER DIVISION (JSD)

6000. Organization. F-35 Operations are organized as follows:

1. Joint Strike Fighter Receiving Branch (JRB).
2. Joint Strike Fighter Issue Branch (JIB).
3. Joint Strike Fighter Storage Branch (JSB).
4. Joint Strike Fighter Control Branch (JCB).
5. Joint Strike Fighter Supply Shipping Branch (JSSB).
6. Joint Strike Fighter Operations Branch (JOB).
7. Supply Management Division (SMD).

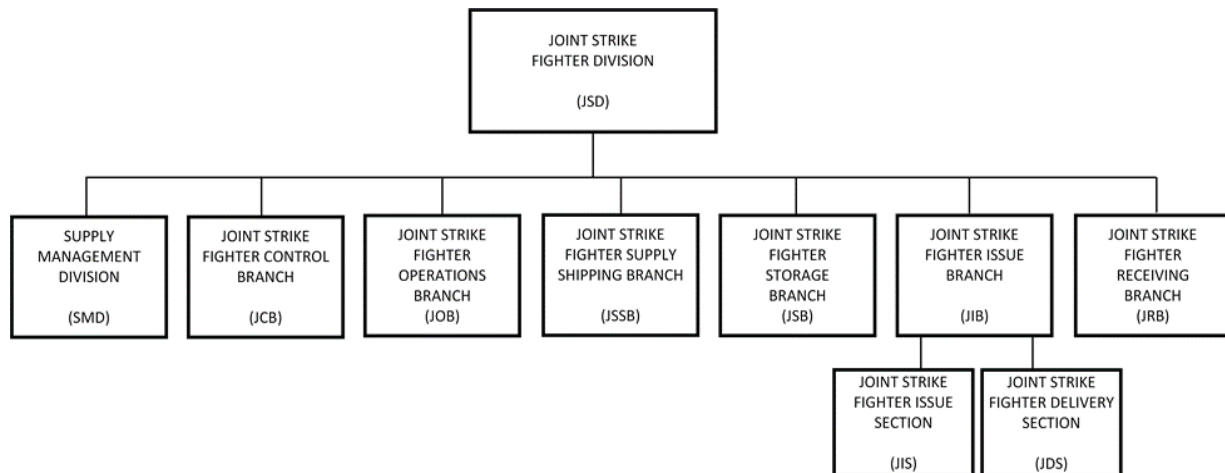


Figure 6-1.--JSD Organization Chart.

6001. Introduction

1. F-35 Operations are unique to each fixed wing MALS, dependent upon each unit's progress in transition and other supported T/M/S. For detailed instructions on processes within the Autonomic Logistics Information System (ALIS) Supply Chain Management (SCM) application, refer to reference (bc) and the British Aerospace (BAE) user guides within ALIS. User guides, Target Stock Levels (TSL), the daily Mission Impaired Capability Awaiting Parts (MICAP) report, and other pertinent information can be found on the Joint Data Library (JDL) or within ALIS SCM. JDL is a Lockheed Martin (LM) managed SharePoint. Similar to NAVSUP and DLA, technical support for supply related issues is available through the F-35 Sustainment Supply Operations Center (Ops Center) in Fort Worth, Texas. The Sustainment Supply Ops Center can be reached at: jsf-item-management.fcaerofw@lmco.com 1-817-935-3246, or 1-817-565-6964.

The F-35 is supported through the Joint Spares Pool (JSP), which is a single global spares pool that includes consumable and repairable assets. The JSP is made up of the Global Spares Package (GSP), Base Spares Package (BSP), Afloat Spares Package (ASP), and Deployment Spares Package (DSP). Unlike legacy platforms, the GSP and BSP are not owned by the Navy/Marine Corps and the Target Stock Levels (TSL) are managed and adjusted by Lockheed Martin (LM) Item Analysts (IA). The ASP and DSP are owned by the Marine Corps and are equivalent to the ships' AVCAL and the FSA. Local support packages are referred to as Pack-Up Kits (PUK) and are also modeled by LM.

F-35 requisitions do not utilize legacy project codes or priorities. Priority 1 requisitions are NMCS, priority 2 are PMCS or a parts requirement in support of a maintenance work order, and priority 3 are general replenishments not tied to a maintenance work order. Also, BuNos are referred to as Unique Aircraft Identifiers (UAI). Squadrons and IMA work centers utilize the Computerized Maintenance Management System (CMMS) module in ALIS instead of legacy OOMA and OIMA NALCOMIS.

#### 6002. Functions

1. The JSD supports all F-35 operations and is responsible for all local supply functions associated with the support of F-35 operational units. The JSD is responsible for the management and control of all repairable and consumable material to include:

- a. Reconciliation.
- b. Inventory.
- c. Delivery.
- d. Receipt Processing.
- e. Storage.
- f. Issue.
- g. Monitoring and recovery of F-35 material into/from the Intermediate Maintenance Activity (IMA).
- h. Return Material Authorizations (RMA).
- i. Shipment and Tracking of Source of Repair (SOR) components, to the appropriate activity.
- j. Shelf Life Program.
- k. Management and control of special handling material.

2. The Division OIC/SNCOIC will maintain a current turnover jacket, which outlines site specific duties and responsibilities, with step-by-step procedures. They will also ensure each branch has a current turnover jacket, which outlines specific duties/responsibilities and provides step-by-step procedures. Copies of the following will be filed in the OIC/SNCOIC and applicable turnover jackets:

- a. Local SOPs (i.e., DLADS).

- b. F-35 specific POCs.
  - c. Local Alternate Mission Equipment (AME) procedures.
  - d. Classified SOP and Access Roster.
  - e. Local SOP as required for SCM exception procedures, IAW reference (bc), appendix B.
  - f. Local SOP as required for special handling IAW reference (bc) (refer to volume 2).
  - g. Current copy of the Sustainment Operation Instructions (SOI's):  
<https://cpf.navy.deps.mil/sites/cnap/N42/N422/n422b/n422b4/Shared%20Documents/Forms/AllItems.aspx>
3. The Division Officer In Charge (OIC)/Staff Non Commissioned Officer In Charge (SNCOIC) is responsible to ensure all personnel assigned to the division are technically proficient. The Division OIC/SNCOIC will use appendix I in order to accomplish this.
  4. The Division OIC/SNCOIC will ensure corrective actions are completed and submitted to the Supply Management Division Audit Branch following any internal/external audits of their division.
  5. The Division OIC/SNCOIC will ensure reports from all respective branches and sections are reviewed and monitored for accuracy and completeness.
  6. The Division OIC/SNCOIC will be responsible for oversight of ASM to include signoff of Marines within their division.
  7. The Division OIC/SNCOIC will comply with reference (bc) and metrics contained within, to ensure the F-35 program's ability to meet the supply objectives and guidance set by Joint Program Office (JPO).
  8. The Division OIC/SNCOIC will have access to Joint Data Library (JDL) in order to review and monitor the daily Mission Impaired Capability Awaiting Parts (MICAP) report to ensure accuracy and completeness.
  9. The Division OIC/SNCOIC will ensure all JSD Marines have access to necessary sites in order to perform duties specific to JSD (e.g., ALIS, JDL, FedMall, AMSRR, DLADS).
  10. The Division OIC/SNCOIC will obtain access to Customer Relationship Management (CRM). The Division OIC/SNCOIC will review all messages/correspondence pertaining to Aviation Supply operations on a daily basis and ensure appropriate action is taken.
  11. The Division OIC/SNCOIC will maintain a Survey File. Upon receipt of a survey, the JSD will verify the DD Form 200 is prepared in accordance with references (t) volume I, (bc), chapter 5 and appendix Z.
    - a. Pending Survey File. This file contains all Reports of Survey, 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. This file will be screened across the Inventory Adjustment Report monthly. This file will be segregated

by Supply Officer Stores and Non-Supply Officer Stores then maintained in Vendor Part Number sequence.

b. Completed Survey File (Supply Officer Stores). This file contains the original approved DD Form 200 to include all supporting documentation (causative research) to substantiate the survey directly impacting the stock inventory. This file will be maintained in Vendor Part Number sequence separated by fiscal year and will be kept for 10 years in accordance with reference (av).

c. Completed Survey File (Non-Supply Officer Stores). This file contains the original approved DD Form 200 and any supporting documentation received from supported units 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 Vendor Part Number sequence separated by fiscal year and will be kept for 10 years in accordance with reference (av).



## CHAPTER 6

## SECTION 1: JOINT STRIKE FIGHTER RECEIVING BRANCH (JRB)

6100. General

1. Responsibilities. JRB is responsible for receiving all F-35 material shipped from external sources. In a fully integrated MALS, JRB will be the responsibility of WMD (WRB).

2. Duties

a. JRB is responsible for the following:

- (1) Maintain a Pending Data Entry File (PDEF).
- (2) Screen, inspect and segregate incoming material for condition, quantity, and type.
- (3) Process all material receipts.
- (4) Receive and identify Mission Impaired Capability Awaiting Parts.

6101. Procedures

1. Maintain a Pending Data Entry File (PDEF). The PDEF is a holding file for source documents of transactions processed during contingency operations. For JRB, the documents in this file will be for Purchase Order (PO) receipt documents. Whenever the system becomes available, all transactions represented by the source documents in the PDEF will be entered into the ALIS.

2. Screen, inspect and segregate incoming material for condition, quantity and type. JRB will screen incoming material to ensure the quantity that is received matches the quantity on the Purchase Order (PO) and that the material is not damaged. Additionally, JRB will screen any other documentation such as the Certificate of Conformance (COC) (if applicable) and the Electronic Equipment Logbook (EEL) (if applicable), serial number (if applicable), and shelf life.

a. Material will be segregated by the following categories/type:

(1) Purchase Order (PO) Material (DTO). Priority 1 Purchase Orders and asset transfers will be processed first, followed by subsequent priority material. The segregated PO material will be received into Supply Chain Management (SCM) Arrival Location One (ARR01) for priority one or Arrival Location two (ARR02) for priority two. JRB will create a demand pick list number within 'process demands', to generate a picking ticket and forward the material and its associated paperwork to JDB for delivery. Refer to reference (bc), volume 2 for more details.

(2) Replenishment Stock (RS) Material (repairable and consumable). The JRB will segregate stock material and receive in SCM under Arrival Location three (ARR03).

(3) Time Compliance Technical Directive (TCTD) Kits. Receipt and forward to Joint Strike Fighter Control Branch (JCB) for processing.

b. JRB will ensure the condition code on the EEL is set to serviceable along with the condition code being set to A-SERV within SCM when receiving the material.

c. Any material with discrepancies will require an Action Request (AR) be created to address the discrepancy. All discrepant and/or damaged material will be forwarded to JCB, with all related paperwork, for appropriate action. If the material arrives without the appropriate documentation, place it in a quarantine location and notify the control branch for possible submission of AR.

### 3. Process all F-35 Receipts

a. ALIS SCM Replenishments, ASNs to process, and parts to receive will be utilized to process all inbound material with a Purchase Order. All F-35 receipts will be processed using the replenishments page in SCM. The order is as follows:

(1) Advanced Shipment Notices (ASN) to process. If unable to process the receipt via ASN, attempt to process via 'Parts to Receive'.

(2) Part to Receive. If unable to process the receipt via 'Parts to receive', attempt to process via 'receive inventory part'.

(3) Receive inventory part. When the Purchase Order is not in the 'parts to receive' mailbox, use the 'receive inventory part' function for processing.

b. Ensure that the part number, serial number, cage, and quantity match the physical part when processing the receipt. When processing the ASN, ensure the EEL matches the physical part.

(1) If the Customer Order is cancelled when receiving the ASN, JRB must cancel the ASN through the Incoming Dispatch Advice Page.

c. If the material is EEL required but not available, the following steps are required.

(1) Move material to EEL/Quarantine location.

(2) Request assistance from the Field Service Representative (FSR).

(3) If not resolved, email Data Quality Integration Management (DQIM) and notify the Control Branch to start the AR process.

**NOTE:** If the site is receiving multiple purchase orders without an ASN. Contact JCB for processing of an AR.

4. Receive a daily copy of the Mission Impaired Capability Awaiting Parts (MICAP). Daily, the JRB will utilize the MICAP report to identify and track high priority material. This report will be obtained from the JOB/OMD or can be accessed from the Joint Data Library. Current and prior reports will be retained.

Reports and files Required for Performance of Duties, JRB/WRB			
Report name	Frequency	Retention	Reference
1. Mission Impaired Capability Awaiting Parts (MICAP)	Daily	Current & Prior	6101.4

Table 6-1.--Reports Required For Performance of Duties, JRB/WRB.

## CHAPTER 6

## SECTION 2: JOINT STRIKE FIGHTER ISSUE BRANCH (JIB)

6200. General

1. Responsibilities. JIB is responsible for the issue and delivery of warehouse issues, DTOs, and receipt processing for related transactions. JIB will also retrieve all Not Ready for Issue (NRFI) repairable components from the customer ensuring accuracy of all documents (e.g., Log Book, Unserviceable Part Tag, Electronic Equipment Log (EEL), etc.). In a fully integrated MALs, Joint Strike Fighter Issue Branch will fall under WMD (WIB).

## Part A: Joint Strike Fighter Issue Section (JIS)

6210. General

1. Responsibilities. The Joint Strike Fighter Issue Section is responsible for the issue of all F-35 material. In a fully integrated JSF MALs, Joint Strike Fighter Issue Section will be the responsibility of WMD (WIS).

2. Duties

a. Issue Section will perform the following duties. A list of reports required to perform these duties is contained in table 6-2.

- (1) Pending Data Entry File.
- (2) Maintain a Not in stock Research File (NISRF).
- (3) Maintain the Arrival Location Report (ARR01 and ARR02).
- (4) Process Customer Demands.
- (5) Maintain the ALIS O/I Level RMA Summary Report.

6211. Procedures

1. Maintain a Pending Data Entry File (PDEF). The PDEF is a clearly identified (i.e., labeled) holding file for source documents of transactions processed during temporary system non-availability. Whenever the system(s) become available, all transactions represented by the source documents in the PDEF will be entered into the appropriate system.

2. Maintain a Not in Stock Research File (NISRF). The NISRF will consist of requisition documents for which material was reflected as available for issue, but could not be found. Any warehouse inventory discrepancies will be verified by a section NCO prior to providing the information to JCB for further research and inventory adjustment.

a. The JIS NCOIC or designated personnel will conduct a physical stock check for all documents in the NISRF by verifying gear is not in the warehouse location(s) or surrounding locations. Priority 1 requirements will be screened within one hour of 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.

b. In the instance that the part is discrepant and/or inventory discrepancy is identified, forward to JCB for action.

c. All NIS picking tickets will be cleared from the NISRF before the close of each shift.

d. All requisitions found to be NIS will be placed in the NISRF for further review by the Warehouse Chief. The Warehouse Chief will sign off on all NIS requirements and forward them to JCB after processing Warehouse Refusal(s).

3. Maintain the Arrival Location Report (ARR01 and ARR02). This report identifies customer requirements and asset transfers from off station, which need to be processed and delivered to the respective customer. JIS will run the arrival location reports as follows: Inventory part in stock> Location>type ARR01; ARR02>qty great than 0. This report will be produced and annotated by the end of each shift. Current and Prior will be retained.

4. Process Customer Demands. The Issue Section will electronically and physically process demands for issue and ensure material is staged in the appropriate delivery location. JIS will ensure material is properly marked and corresponding documentation is attached to material. For more details refer to reference (bc), volume 2.

a. Process Demand Links. JIS will work the following links:

(1) Reserved Demands to be Picked. This link shows information for parts that are pending to be reported picked. JIS will use the pick list number to print the pick list and validate the customer order. The pick list will be validated for the following: Quantity, serial number (if applicable), serviceability, and COC/EEL (if applicable), prior to issuing the gear to the customer.

(2) Demands to Report Pick. The part has been physically pulled from the Location, staged for delivery. These demands will be in 'reserve' status until action is taken.

(a) Report Pick. If all applicable information is correct and quantity available, asset will be reported 'picked'.

(b) Pick with Differences. The process will allow the change of quantity, choosing a different serial number or referring the material. Any inventory discrepancies will require causative research.

(3) Demands to deliver. Assets that are currently in a 'Picked' status awaiting delivery. Once action is taken, status will be 'delivered'.

(4) No longer required (while in Pick Status). If for any reason a part that has been picked must be returned to inventory, JIS will perform the 'return parts to inventory process'. For detailed procedures on 'return parts to inventory,' refer to reference (bc).

**NOTE:** Once asset is in a delivered status, it can no longer be returned to the shelf automatically.

b. Monitor the Delivery Report. JIS will ensure all electronic processes are completed within ALIS CMMS and SCM on all delivery

requirements. The Delivery Report is a listing of all parts that were delivered to the customer but are still pending a receipt in CMMS. When the customer updates CMMS to receive the part, SCM receives a receipt confirmation message and automatically changes the customer order status to "Invoiced/Closed".

During each shift, JIS will run a delivery report utilizing the following criteria: customer order lines> status will be delivered> Customer NO> Export to an Excel document. JIS will reconcile with the customer to ensure customer orders are being closed and that the customer signs for the gear electronically in CMMS at the end of every shift.

5. Maintain the ALIS O/I Level RMA Summary Report. When Maintenance receives a part that was issued on a customer order, SCM creates a Return Material Authorization (RMA), also known as a Due-in from Maintenance (DIFM), for the retrograde part. After removing the part from the aircraft, Maintenance creates a turn-in in CMMS, which SCM links to the customer order and the RMA. Warehouse personnel will monitor planned RMAs in SCM and follow up with Maintenance on the status of any overdue turn-ins.

a. JIS will utilize the Manage Retrograde links to process the following:

(1) Retrograde to be returned (IOU). JIS will generate this report and forward it to the squadron for status. JIS will utilize the report to monitor all UNSERV components still held by the customer. All assets are retained by the customer until the SERV component is delivered. The customer will have 24 hours to turn in the UNSERV component after delivery of the SERV replacement. For detailed procedures on Retrogrades to be returned, refer to reference (bc). Retention is current and prior.

(2) Notifications Received. This report is a listing of all SERV/UNSERV spares that have been identified by the customer, as ready to be recovered. JIS will provide this report to JDS for recovery of UNSERV components and ensure all Retrogrades are turned-in under the same customer order number.

(a) Any items appearing on this report without a customer order number will be rejected and reprocessed by the squadron to include the customer order number.

(b) JDS will provide a signed copy of this report to JIS upon retrieval of UNSERV assets from the customer. Retention is current and prior.

**NOTE:** Once retrieved, these assets will be processed by JCB via the 'perform turn-in' function.

Reports and files Required for Performance of Duties, JIS/WIS			
Report name	Frequency	Retention	Reference
1. Not in Stock Research File (NISRF)	As Required	As Required	6211.2
2. Arrival Report (ARR01 & ARR02)	End of each shift	Current & Prior	6211.3
3. Process Demands Mailbox	End of each shift	Current & Prior	6211.4
4. Delivery Report	Daily	Current & Prior	6211.4b
5. RMA Summary Report (IOU)	Weekly	Current & Prior	6211.5

Table 6-2.--Reports Required for Performance of Duties, JIS/WIS.

## CHAPTER 6

## SECTION 2: JOINT STRIKE FIGHTER ISSUE BRANCH (JIB)

## PART B: JOINT STRIKE FIGHTER DELIVERY SECTION (JDS)

6220. General

1. Responsibilities. Joint Strike Fighter Delivery Section (JDS) is responsible for delivering all material (Inventory Orders and Purchase Orders) to the customer. JDS will pick-up all unserviceable (UNSERV)/serviceable (SERV) components from the customer, ensuring accuracy of all documents (e.g., Log Book, SERV/UNSERV tag). In a fully integrated MALS, JDS will be the responsibility of WMD (WDS).

2. Duties

a. JDS will maintain the following files and reports:

- (1) Maintain a Pending Data Entry File (PDEF).
- (2) Recover SERV/UNSERV components from the customer.
- (3) Conduct Delivery of all Material.
- (4) Identify Customer Refusals.

6221. Procedures

1. Maintain a PDEF. The PDEF is a holding file for source documents of transactions processed during system(s) non-availability. Once the system becomes available, JDS will process any Pending and material awaiting to be delivered both physically and electronically.

2. Recover UNSERV components from the customer

a. JDS will utilize the ALIS O/I Level RMA Summary Report to conduct retrieval of UNSERV material as follows:

(1) Notifications Received. This report is a listing of all SERV/UNSERV spares that have been identified by the customer, as ready to be recovered. JDS will receive this report from JIS and utilize this report to recover all UNSERV components.

(2) Prior to transporting UNSERV components from the customer, WDS will ensure an unserviceable part tag is present. The unserviceable part tag will have the required information filled in that is outlined in reference (bc), volume 2.

(3) WDS will not pick up a turn-in without a part tag and will ensure the part tag matches the physical part. If there is no work order/JCN on the part tag due to a system anomaly, ensure there are notes annotated on the part tag with a signature from the CDI/QA explaining in detail any and all discrepancies. Required data fields on the part tag are as follows:

(a) Part Nomenclature



(b) Part Number

(c) Serial Number

(d) Remove Date/Time

(e) JCN, LCN and EIUI

(f) Removal Maintenance Action

(g) Corrective Action (enter any additional details that lead to the replacement of the LCN)

(h) HRC (required if electronic component; 13 digit code)

(i) Work Order (WO) Comments (required if HRC code ends in 980004; specific details describing fault details)

(j) Inventory Remarks (required if the part did not fix the fault)

3. Conduct Delivery of all Material. All material will be properly packaged and placed on padding (foam or similar texture) within a government vehicle. JDS will ensure the following:

a. Material is properly packaged and/or protected (e.g., drained and purged, ESD plugs, etc.)

b. Prior to transporting UNSERV components from the customer, JDS will ensure an unserviceable part tag is present. The unserviceable part tag will have the required information filled in that is outlined in reference (bc), volume 2.

(1) If there is no work order due to a system anomaly, ensure there are notes on the tag with a signature from the CDI/QA explaining in detail any and all discrepancies.

(2) JDS will verify the part by ensuring the tag matches the part. JDS will not pick up a turn-in with a part tag.

c. JDS will ensure that document (POD) has legible printed name, signature, date, time, and circled quantity.

d. During system non-availability, 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 ALIS.

4. Identify Customer Refusal. Whenever material is delivered to a customer and it is refused, JDS must annotate the reason why the material is being refused on the picking ticket and forward to JCB for processing.

## CHAPTER 6

## SECTION 3: JOINT STRIKE FIGHTER STORAGE BRANCH (JSB)

6300. General

1. Responsibilities. The JSB is responsible for the storage and inventory of all JSF and PEB material. In a fully integrated MALS, JSB functions will be the responsibility of WMD (WSB/PEB).

2. Duties

a. JSB will maintain the following files and reports:

- (1) Maintain a Pending Data Entry File (PDEF).
- (2) Maintain an Inventory Parts in Stock Listing (IPSL).
- (3) Process Spot Inventory Requests.
- (4) Conduct a Shelf Life Review.
- (5) Maintain a Completed Transaction File (CTF).
- (6) Maintain the Arrival (ARR03) Report.
- (7) Stow all material received for stock.
- (8) Conduct the Location Audit Program (LAP).
- (9) Pull and stage Pack-up Kits (PUK) for shipment.
- (10) Maintain an effective Electrostatic Discharge (ESD) Program.
- (11) Prepare and input location additions, deletions and changes.
- (12) Assist in the management and coordination of the ASD Hazardous Material/Waste (HM/W) Program.
- (13) Manage Pre-Expended Bin (PEB) requirements.

6301. Procedures

1. Maintain a Pending Data Entry File (PDEF). The PDEF is a holding file for source documents of transactions processed during system(s) non-availability. For JSB, the documents in this file will normally be unprocessed picking tickets, DD Form 1348-1/1A Receipts or hand written location changes. Transactions will be grouped by like category: issues, receipts, etc. When the system becomes available, all source documents will be entered in ALIS.

2. Maintain an Inventory Parts in Stock Listing (IPSL). The IPSL provides pertinent information on material carried in stock and will be used to issue and store material during periods of system non-availability (interruption in ALIS operations). The IPSL will be requested and distributed monthly by the SAA and can be printed or stored electronically on removable media. Only the current month's electronic listing must be retained.

3. 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. JCB will forward all spot inventories to JSB as required. JSB will complete the inventory immediately and return it to JCB for updating ALIS SCM.

a. Conduct Unserviceable Assets in Inventory Validation. In the case where Repairable UNSERV assets are found on hand in a ready for issue picking location, JSB Personnel will need to verify the physical part for a COC or equivalent documentation that will indicate serviceability. This validation will be conducted daily and can be retrieved at the following: report/query Manage Retrograde> Unserviceable assets inventory or IPIS>Selecting all picking location> and serviceability will be UNSERV. Current and prior reports will be retained.

(1) When the component is found to be SERV due to the COC or equivalent documentation, the condition code of the component will be updated to 'A\_SERV' and the report will include updated notes explaining the change.

(2) If documentation cannot be provided, the component needs to be moved to a Quarantine location. JSB will then coordinate with Data Quality Integration management (DQIM) to provide the EEL or the COC.

4. Conduct a Shelf-Life Review. JSB will conduct a Quarterly Shelf-Life Review (based on calendar year) to ensure material has the proper SLC/SLAC code and 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. Ensure all Type I and Type II Shelf-Life Material is stored in segregated locations from other Non\_Shelf Life Material. In addition, Type I will be stored separately from Type II. All shelf life material will be marked with an expiration date. For detailed procedures refer to appendix Q, and references (m) and (bc).

a. ALIS Shelf-Life Expiry Listing Report. A Shelf-Life Listing will be requested monthly, for the purpose of screening shelf life material in stock, which has expired. This will be done to ensure no expired material is maintained in stock and inadvertently issued to a customer. The Shelf Life Inspection Listing will be obtained by utilizing procedures outlined in appendix Q and reference (bc). Retention is current.

(1) Expired Shelf-Life Material. JSB will utilize the ALIS Shelf-Life Expiry Report to identify expired material. A copy of the annotated listing will be forwarded to JCB for processing.

b. ALIS Shelf-Life Manage Parts Without Expiration Date. These items will be produced by Info Service> Quick Reports/Query and will be tailored to select only those part numbers with a blank SLC/SLAC or no expiration date. JSB will ensure all Stock Item Records with a blank SLC and/or SLAC are identified, as well as those items with no expiration date. JSB will conduct research to determine the appropriate SLC, SLAC and expiration date. Once identified, they will be loaded to ALIS. These records will be reviewed on a monthly basis and a current and prior annotated/worked listing will be maintained.

**NOTE:** If a SLC/SLAC is not loaded in ALIS, contact JCB for submission of AR.

c. Shelf-Life Location Validation. JSB will produce a tailored query to ensure all Shelf-Life Material is stored in a segregated/designated location. JSB will establish a new location for any Shelf-Life material identified in a non-designated Shelf-Life location. The new location that is established will be integrated with existing Shelf Life material. Utilizing the same query, JSB will relocate and establish a new location for any material that is no longer Shelf Life. These records will be reviewed on a monthly basis and a current and prior annotated/worked listing will be maintained.

5. Maintain a Completed Transaction File (CTF). The CTF is maintained to substantiate proof of delivery of material to customers, DLADS material turn-in, and proof of material received for stock. The CTF can be maintained via Hard Copy. This file will contain signed pick lists for Customer Orders, stock replenishments, and warehouse issue transactions to show proof of delivery, receipt, and to support the financial transaction. A pick list will have the customer's legible printed name, signature, date and time received, and quantity circled. DD Form 1348-1/1As will be filed for any material scrapped and turned into DLADS containing a legible signature and date received. The CTF will be maintained in completed Julian or calendar date sequence for 10 years in accordance with reference (av).

6. Maintain the Arrival (ARR03) Report. JSB will run an ARR03 report at the end of each shift to validate the material that is stored electronically in that location. Any items appearing on this report will be researched, annotated and processed at the end of each shift. Current and prior shift will be retained.

7. Stow all material received for stock. All material will be stocked under the Vendor Part Number (VPN) with the appropriate stow tag (see figure 6-2).

a. All repairable assets will have a stow tag attached, which will be annotated with the following information: serial number, vendor part number, spec drawing number, cage code, item unique identifier, nomenclature, COC (if applicable), date, and initials of the individual stowing the material.

b. For consumable material, JSB will ensure all material is appropriately marked and identified with the asset part number. 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. Shelf-life material will be segregated to shelf-life locations.

c. Consumable and repairable material will be stored in segregated locations. To verify if material has a repairable flag, refer to Part Characteristics in reference (bc), volume 1.

d. Once parts are stored, JSB will annotate the location on the receipt and electronically move the part to that annotated location in ALIS.

Loc:	<u>IWKN-RSHELF-13-A</u>
JSF #:	<u>26HH41025-0003</u>
OEM #:	<u>1211546-004</u>
Ser #:	<u>0095</u>
Desc:	<u>ACTUATOR</u>
CoC (Y/N):	<u>Y</u>
EEL/IUID	<u>D9839126HH41025-00030095</u>
Int:	<u>HTN</u> Date: <u>20190530</u>

Figure 6-2.--F-35 Material Stow Tag.

8. Conduct Location Reconciliation. The Location Audit Program (LAP) is designed to validate and update physical and electronic (system) location data. This process results in improved inventory accuracy, reduced issue processing time and increased Supply Net Effectiveness. JSB will conduct a LAP prior to all scheduled inventories. A LAP will be completed no more than five days prior to the physical count. The required location validity and storeroom process of all material categories is located in references (bc), volume 1, chapter 8.

9. Pull and stage Pack-up Kits (PUKs) for shipment. JSB will pull all items on the provided pack-up listing. The material will be staged in the proper container that allows for ease of transportation and security. All items will be labeled with the part number, serial number, and cage. Repairable components will have the IUID clearly identified.

JSB will annotate deployment locations on the listing and forward to JCB for to prepare for processing. JSB will conduct a joint inventory with SMD. Upon completion, SMD, JSB, and the detachment OIC/SNCOIC will sign, print and date the pack-up inventory sheet. The annotated and signed listing will be forwarded to JCB for retention. Refer to reference (bc), volume 1, appendix C (DSP-ASP CONOPS) for detailed instructions.

10. Maintain an effective Electrostatic Discharge (ESD) Program. 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. ESD induced failures require 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.

a. The AvnSupO will: Designate an ESD Program Coordinator and Alternate ESD Program Coordinator from JSD using an ESD Program/Coordinator Designation Assignment Letter.

b. The Program Coordinator will:

(1) Be responsible to the AvnSupO for implementing the ESD Program and enforcing compliance within JSD.

(2) Retain ESD items in protective packaging while in storage areas.

(3) Ensure ESD items are properly packaged per reference (z) prior to shipment.

(4) ESD tape will not be used as a replacement for ESD Caps. Refer to reference (bc), volume 1 for more details on ESD handling and packaging.

(5) Provide initial and refresher training to all personnel who handle, inspect, package or transport ESD items. Reference (n) contains information to aid in developing appropriate lessons.

(6) Establish and maintain an ESD work station as identified in reference (y), chapter 10, paragraph 10.21.3.

(7) Conduct periodic work area reviews ensuring sufficient ESD protective materials are available and being used.

(8) Maintain a Program File to include:

(a) Applicable POCs.

(b) List of personnel who completed training.

(c) Program related correspondence and message traffic.

(d) Applicable references and cross reference locator.

(e) ESD Program Coordinator/Assistant Coordinator assignment letters (filed in JSD OIC/SNCOIC turnover binder).

(9) Coordinate/assist the Quality Assurance (QA) Division with annual audits.

(10) Ensure all discrepancies identified during annual QA audits are corrected and results forwarded back to QA via the SMD OIC.

c. The ESD Assistant Program Coordinators for the ASD shall:

(1) Assist the ASD ESD Program Coordinator with implementing and maintaining this program within their divisions.

11. Prepare and input location additions, deletions and changes. Location changes and deletions are accomplished to consolidate and protect material in

the storeroom and also as a result of material being relocated due to a location audit being conducted.

a. Establish Storage Locations. F-35 locations are created using ALIS SCM storage location designators: warehouse/building, bay/row, tier, and bin i.e., BFRT(Warehouse)-REP01(Bay)- A(Row)-01(Bin), IWKN-RSHELF-15-A. For more information, refer to reference (bc).

**NOTE:** Tier is not required.

(1) Multiple storage locations for the same vendor part number is acceptable.

(2) For best inventory practices, name and freeze locations based on the structure of the warehouse and bay. For detailed procedures refer to reference (bc).

12. Assist in the management and coordination of the ASD Hazardous Material/Waste (HM/W) Program. The AvnSupO will appoint in writing, a HM/W Coordinator and an alternate. This individual will be responsible for the management and coordination of the ASD Hazardous Material/Waste (HM/W) Program. Copies of these appointment letters will be retained in the OIC/SNCOIC turnover binder for current and prior appointees.

a. MSDS Files, manual or electronic, will be maintained for every type of HAZMAT recorded on the ALIS for all on-hand assets. Information required to complete the MSDS file is located in appendix R. Additional information such as HAZMAT definitions, sample MSDS, and a list of Federal Supply Classifications (FSC) considered HAZMAT can be found in reference (t).

b. For information concerning management and coordination of the ASD Hazardous Material/Waste (HM/W) Program, refer to appendix R and reference (bc).

13. Manage Pre-Expended Bin (PEB)/Kit Management requirements. JSB will expedite and work all PEB replenishments. JSB will email an excel spreadsheet of all PEB purchase orders to the operation center for status monthly.

a. JSB will view the PEB report to ensure validity for all PEB orders.

b. To run the PEB report, select customer orders lines, select search, your field will be Order type and the condition will be PEB. After you select your parameters, you can search for the results.

c. Conduct Kit Management/Quick Engine Change (QEC) Kit. Refer to reference (bc), volume 2, Kit Management for further instructions.

Reports and files Required for Performance of Duties, JSB/WSB			
Report name	Frequency	Retention	Reference
1. Inventory Part in Stock Listing (IPSL)	Monthly	Current	6301.2
2. Shelf Life Report	Monthly	Current & Prior	6301.4
3. Completed Transaction File	As Required	FIAR Retention Requirements	6301.5
4. Pending Move to Stock Report (ARR03)	End of each shift	Current & Prior	6301.6
5. Lap Audit Procedures (LAP)	Annual	FIAR Retention Requirements	6301.8 appendix M
6. PEB Report	Monthly	Current	6301.13

Table 6-3.--Reports Required for Performance of Duties, JSB/WSB.



## CHAPTER 6

## SECTION 4: JOINT STRIKE FIGHTER CONTROL BRANCH (JCB)

6400. General

1. Responsibilities. JCB is responsible for maintaining the inventory accuracy of the Base Spares Package (BSP) for the F-35. JCB is also responsible for communicating system interface and logistic issues, concerns, and supporting requests with Lockheed Martin, Pratt & Whitney and higher headquarters. JCB will communicate and coordinate all Action Request (AR) issues and prioritize and process all shipment notifications which includes the Source Of Repair (SOR) and Asset transfer. In a fully integrated MALS, JCB functions will be the responsibility of WMD (WCB).

2. Duties

a. JCB will perform the following duties. A list of reports required to perform these duties is contained in table 6-4:

- (1) Maintain a Pending Data Entry File (PDEF).
- (2) Submit Action Requests (AR).
- (3) Maintain Established Goals for Inventory/Location Validity.
- (4) Maintain ALIS Re-Screen Report.
- (5) Process Asset Transfers.
- (6) Process Frustrated Material.
- (7) Maintain Accountability of Material Pulled for Pack-Up Kit (PUK).
- (8) Process Propulsion Assets.
- (9) Review and take appropriate action on the Pending Replenishment Orders Report.
- (10) Maintain Accountability of All assets during the Local Issue and Recovery Process.

6401. Procedures

1. Maintain a Pending Data Entry File (PDEF). The PDEF is a clearly identified (i.e., labeled) holding file for source documents of transactions processed during temporary system non-availability. Whenever the system becomes available, all transactions contained in the PDEF will be entered/processed into the ALIS system.

2. Submit Action Requests (AR). An AR is a formal action request submitted by a site via the ALIS CRM tool assigned to a designee to analyze and correct a reported problem. An AR includes a unique AR number for tracking. The AR number is formatted with the ALIS node name with a sequence number appended to it. JCB will communicate issues and supply needs as they pertain to JSD via Action Request (AR) to JPO HPSI, Lockheed Martin, Pratt & Whitney and Data Quality Integration Management. Action Requests will be reviewed by the JSD OIC/SNCOIC prior to submission.

Daily, JCB will review CRM for updated information on action items. The JCB will generate an AR tracker from CRM to identify open action requests specific to their MALS supply department, requiring response from the action point (AP), and ensure information is up to date. Current tracker will be retained either manually or electronically. For detailed instructions on how to create an AR as well a detailed list of scenarios/examples that may require an AR, refer to reference (bc), volume 2.

3. Maintain Established Goals for Inventory/Location Validity. The required inventory validity of all material categories is located in reference (bc). To ensure these levels of validity are maintained, SMD will conduct inventory and location validity samples at least quarterly as described reference (bc). Whenever either sample results in validity less than required, a complete Location Audit Program (LAP) or a Schedule Inventory will be conducted within 30 days. 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 ALIS SCM location quantity.

a. Location Audit Program (LAP). A LAP is the process of reconciling actual locations of material with those reflected in ALIS SCM. JCB is responsible for coordinating all LAPs of all material. Procedures for conducting a LAP are contained in appendix M. In the event a scheduled inventory is conducted (wall-to-wall or selected locations), a LAP will be completed no more than five days prior to the physical count. The completed LAP will be retained for 12 months. JSB will input any location changes resulting from a LAP.

b. Conduct Scheduled Inventories. Scheduled inventory requirements for all material categories are described in reference (bc). In addition to these requirements, JCB will inventory repairables on a quarterly basis.

(1) JCB will maintain inventory oversight of base-level spares and conduct inventory audits. A formal inventory audit is performed on a scheduled basis for each active bin and storage location in the warehouse and applicable storage facilities. JCB will conduct and document causative research on discrepancies, input corrective transactions for resolving discrepancies and process inventory adjustments on unresolved discrepancies.

(2) After completion of a formal inventory, JCB will complete the part audit inventory and post results in ALIS SCM. Within 2 days of the inventory completion, JCB will submit the inventory reporting information to SMD for post inventory audit sampling. JCB will run a query in ALIS SCM prior to end of the fiscal year closeout, to ensure inventories on material with a location has been conducted on an annual basis (quarterly for repairables). Procedures for conducting scheduled inventories are contained in reference (bc).

(a) Conduct Inventories on Special Interest Location. Special Interest locations are those that need special attention due to inventory discrepancies and shipping disposition. These inventories will be done quarterly in conjunction with scheduled inventories.

1. Source of Repair (SOR) location. JCB will conduct quarterly inventories for all material in the Source of Repair (SOR) location. JCB will ensure that all material has an unserviceable part tag.

2. Quality Assurance/EEL location. JCB will conduct quarterly inventories for all material in quality assurance/EEL locations. JCB will ensure all material in location has email correspondence or an action request against it.

3. Disposition/DLADS material. JCB will coordinate with JSSB to conduct the Disposition/DLADS material inventory.

4. Inventory results will be posted and results submitted to SMD by JCB.

c. Conduct Spot Inventories. A spot inventory is an unscheduled physical inventory performed to verify the actual quantity of material O/H for a specific stock item. A spot inventory will be conducted anytime a quantity discrepancy between the actual location O/H quantity is different than ALIS.

(1) Spot Inventory Review. Upon completion of the Spot Inventory, JCB must determine if the physical count quantity matches the quantity reflected in the system location quantity. If the physical count quantity does not match the system location quantity, then an inventory adjustment must be processed. Refer to reference (bc) for details on processing inventory adjustments.

**NOTE:** A part audit will be conducted if there are any discrepancies.

4. Maintain ALIS Rescreen Report. JOB notifies JCB of Rescreen Issue situations as a result of the ALIS SCM Rescreen Report. A copy of this report will be provided to JCB. Utilizing the report, JCB will conduct a physical inventory of the material. Any requisitions that can be rescreened will be annotated on the report(s) and returned to JOB. Current and Prior Reports will be retained

5. Process Asset Transfers. JCB will ensure all outbound Asset transfer and Pilot flight equipment (PFE) requests, from the Hybrid Product Support Integrator are processed. JCB will coordinate with the shipping branch for shipping of these assets. For more details refer to reference (bc).

**NOTE:** If a shipping label has not been received within 24 hours, JCB will coordinate with the FSR and HPSI for resolution.

6. Process Frustrated Material. Daily, JCB will process and take appropriate action on any frustrated material (e.g., parts not loaded to ALIS, material coming in without a PO) in a quality assurance location. JCB will ensure the appropriate actions are taken with quarantined material (e.g., submit an AR, coordinate with DQIM, AeroPort LDM, and Lockheed Martin support teams). To ensure accountability of this frustrated material, JCB will maintain a Frustrated Material File with any and all pertinent paperwork, in Part Number sequence. Documentation for frustrated material will be maintained in the file until resolved. For procedures on processing frustrated material, refer to reference (bc).

7. Maintain Accountability of Material Pulled for Pack-Up Kit (PUK). Any time material is issued for pack-up, a Pack-up Inventory Listing will be forwarded to JCB from DSB. JSB will pull and stage the requested material and

annotate the pulled quantity on the listing. The annotated listing will be returned to JCB.

a. JCB will input inventories in ALIS SCM. Once complete, JCB will then verify the IPSL (for that PUK listing). Procedures can be found in the R-Supply User's Guide, keywords "Processing Pack-ups" or reference (bc).

b. Processing Pack-Ups. JCB personnel will ensure the following:

(1) A joint inventory is conducted by JCB, DSB and the Detachment's Responsible Officer.

(2) Support Package transaction listing must be signed and dated by JCB, DSB and Detachment's Responsible Officer.

(3) The original listing is forwarded to DSB, a copy will be retained in JCB 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. The listing will be signed by the Responsible Officer prior to relinquishing physical custody of the material.

c. Processing Pack-up Returns. When pack-ups are returned, a joint inventory will be conducted by JCB, DSB and the Detachment's Responsible Officer utilizing the pack-up listing, DD Form 1348-1/1A shipping documents representing pack-up replenishment and issue documents representing issues made during deployment. After the joint inventory, JCB will input the Support Package Processing to return all material from pack-up. RFI components will be forwarded to JSB for storage. UNSERV components will be moved to DISPOSITION/SOR location.

Surveys for unresolved discrepancies that meet the criteria outlined in NAVSUP P-485 will be prepared by the pack-up Responsible Officer and processed by JCB. Issue/POD copies will be maintained in the CTF or scanned into the IBIS database. After all processing is completed, JCB will request an IPSL to ensure there are no discrepancies and databases match.

8. Process Propulsion Assets. JCB will coordinate with Pratt & Whitney (P/W) HPSI, [dlpwf35pratt@whitneyapsic@pw.utc.com](mailto:dlpwf35pratt@whitneyapsic@pw.utc.com), [dlpwf135fortworthopc@pw.utc.com](mailto:dlpwf135fortworthopc@pw.utc.com), and Consolidated Engine Repair Facility, to facilitate and process all propulsion parts that are in a planned status. For details on processing propulsion assets, refer to reference (bc), volume 2.

9. Review and Take Appropriate Action on Pending Replenishment Orders. Weekly, JCB will request the Wholesale Parts Due-in Report and review for appropriate action. Assets without an estimated shipping date or a shipping date that is expired will require follow up action. JCB will communicate with the Operations center for updated status via email. JCB will show proof of validation of action taken. Validation can be maintained physically or electronically. Current and prior reports will be maintained.

For all replenishment stock orders that have not arrived 24 hours after the promised delivery date listed in the ASN, verify the causes for delayed

delivery and conduct causative research. If causative research yields negative results, submit an AR.

10. Maintain Accountability of All assets during the Local Issue and Recovery Process. The flow of repairables is as follows: assets are issued to the customer, a turn-in is recovered and returned to the supply system for repair. JCB is responsible for maintaining accountability of all repairables during this entire process.

a. Process Customer Refusals. When an asset is delivered and the customer refuses it, JDS will annotate the reason why the material is being refused on the picking ticket and forward the asset and picking ticket to JCB for processing. The customer must accept the inventory. The customer will have to sign for the part and then turn the part in electronically or physically.

(1) Consumables. Customer is required to receive the material in CMMS to close out the outstanding Customer Order.

(2) Repairables. Customer is required to receive the material in CMMS to close out the outstanding Customer Order and then process the serviceable part as a retrograde return in SCM.

b. Process Return Material Authorizations. When the customer receives a part that was issued on a customer order, SCM creates a Return Material Authorization (RMA), also known as a Due-in from Maintenance (DIFM), for the retrograde part. After removing the part from the aircraft, the customer creates a turn-in to CMMS, which SCM links to the customer order and the RMA. JCB will utilize the Manage Retrograde links to process the following:

(1) Notifications Received. All SERV/UNSERV spares needing to be processed will appear in this mailbox. Upon receipt of SERV/UNSERV spares from JDS, JCB will ensure the EEL has been properly transferred and will process the asset from this mailbox.

(2) Retrograde Returns to Process. Items appear in this mailbox if the RMA was released within the notifications received mailbox vice the 'perform turn-in' function. An electronic turn-in will need to be performed.

(3) Missing Notification. Retrograde returns with inaccurate information or missing data fields will appear in the Missing Notification link. There are two ways to correct items appearing in the Missing Notifications link:

(a) Contact the MALS ALIS administrator to cancel the RMA in SCM. Once the RMA is cancelled, contact the Squadron ALIS administrator to update the status to 'pending' in CMMS. Once the status is updated to reflect 'pending', the expeditor will re-process the retrograde return.

(b) Fill in the missing data fields in the document text within SCM and then process. Contact the Squadron to change the turn-in status to 'sent' in CMMS. If applicable, ensure the EEL is on the base kit.

(4) If the retrograde is linked to a customer order, JCB will ensure the retrograde is processed with or under the same customer order number.

**NOTE:** If a shipping label has not been received within 24 hours, JCB will coordinate with the FSR and HPSI for resolution.

Reports and files Required for Performance of Duties, JCB			
Report name	Frequency	Retention	Reference
1. Action Request Report	Daily	Current	6401.2
2. Inventory Processing	As Required (annual/quarterly)	10 Years	6401.3
3. Location Audit	As Required (annual/quarterly)	12 Months	6401.3 appendix M
4. Inventory Reporting Information (to SMD)	2 days following an inventory	10 Years	6401.3 appendix N
5. ALIS Re-Screen Report	Daily	Current & Prior	6401.4
6. Pack-up Inventory Listing File	As Required	Until all material is returned	6401.7
7. Pending Replenishment Orders	Weekly	Current & Prior	6401.9
8. RMA Summary Report	Weekly	Current & Prior	6401.10

Table 6-4.--Reports Required for Performance of Duties, JCB/WCB.

## CHAPTER 6

## SECTION 5: JOINT STRIKE FIGHTER SUPPLY SHIPMENT BRANCH (JSSB)

6500. General

1. Responsibilities. JSSB is responsible for proper packaging (in compliance with MIL-STD-2073-1E) and shipment of all aeronautical related components and equipment. JSSB will verify and ensure unserviceable part tags are available when shipping to the Source of Repair (SOR) facility and ensure transfer of ownership documentation (such as DD Form 1149, DD Form 1348-1/1A, generated shipping labels in ALIS) follows asset movement. In a fully integrated MALS, JSSB functions will be the responsibility of WMD (SSB).

2. Duties

a. JSSB will maintain the following files and reports:

(1) Maintain a Pending Data Entry File (PDEF).

(2) Obtain Signatures on All Shipment Paperwork and validate Unserviceable Part Data (as applicable).

(3) Process and Package all Lockheed Martin and Pratt & Whitney materials.

(4) Conduct an informal and formal inventory for all items in the Source of repair (SOR) location.

(5) Process Disposition/DLADS material

6501. Procedures

1. Maintain a PDEF. The PDEF is a holding file for source documents of transactions processed during temporary system non-availability. When the system becomes available, all transactions contained in the PDEF will be entered into the ALIS.

2. Obtain Signatures on All Shipment Paperwork and validate Unserviceable Part Data (as applicable). After components are properly packaged and marked, JSSB will forward them to the appropriate destination (e.g., HUB or Depot).

a. JSSB will have the receiving agent sign the DD Form 1348-1/1A, DD Form 1149 or shipping manifest.

b. Unserviceable Part Required Data. JSSB will ensure appropriate data on the unserviceable tag is filled out prior to receiving the material from the delivery branch or shipping out the material. Required information is as follows:

(1) Part Nomenclature

(2) Part Number

(3) Serial Number

- (4) Remove Date/Time
- (5) JCN, LCN and EIUI
- (6) Removal Maintenance Action
- (7) Work Order Description (typically the HRC description)
- (8) Corrective Action (enter any additional details that lead to the replacement of the LCN)
- (9) HRC (required if electronic component; 13 digit code)
- (10) Work Order (WO) Comments (required if HRC code ends in 980004; specific details describing fault details)
- (11) Inventory Remarks (required if the part did not fix the fault)

c. Maintain a Proof of Shipment Files (POSF). 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 Form 1348-1/1A, DD Form 1149, or Manifest 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 (10 Fiscal Years).

- (1) All shipping electronical records will be maintained in ALIS.
- (2) All manual travelers and shipping documents will be retained for 48 months.

3. Package and Process all Lockheed Martin and Pratt & Whitney materials. JSSB will use MIL-STD-2073-1E for packaging instructions.

a. Ship unserviceable or serviceable materials and equipment when directed from the notifications in ALIS or HSPI to support deployments. This will also include aircraft spares, alternate mission equipment (AME), support equipment (SE), and SE spares.

b. Affix required documentation appropriately inside and outside the container, as directed by F-35 Sustainment.

(1) Part tag Required Data. JSSB will ensure all part tags match the physical part and the parts tag is filled out prior to receiving the material from the control branch for shipment. Once disposition is received, JSSB will process material for shipment in SCM.

c. Verify proper drain and purge procedures.

(1) Ensure Maintenance has completed all procedures for hydraulic system or items containing petroleum, oil and lubricant (POL) prior to acceptance of parts and shipment processing. Required data fields on the part tag are as follows:

- (a) Part Nomenclature
- (b) Part Number



- (c) Serial Number
- (d) Remove Date/Time
- (e) JCN, LCN and EIUI
- (f) Removal Maintenance Action
- (g) Work Order Description (typically the HRC description)
- (h) Corrective Action (enter any additional details that lead to the replacement of the LCN)
- (i) HRC (required if electronic component; 13 digit code)
- (j) Work Order (WO) Comments (required if HRC code ends in 980004; specific details describing fault details)
- (k) Inventory Remarks (required if the part did not fix the fault)

d. Utilize Shipment Links to process Shipments. JSSB will process shipment through shipment links in SCM. For more details refer to reference (bc), volume 2.

(1) Manual Traveler. Authorized shipping documentation required for special handling material is provided by the FSR/Operations Center. SSB will ensure the inventory is issued from SCM and must include notes such as the invoice or tracking number. Example: Manual Traveler 5252656265 by Rank SNM. If the part is EEL required, JSSB will release the EEL and annotate on the Manual Traveler that EEL has been released.

**NOTE:** To manually issue a part out of ALIS, go to part handing and issue inventory part or type in Issue inventory part on the Navigator filter. For details, refer to reference (bc), volume 1.

4. Maintain Accountability and Process Source of Repair (SOR) Material (F35 specific). JSSB will maintain accountability for all SOR material.

5. Disposition/DLADS material. In order to turn in non-aeronautical material to DLADS, the material along with the Turn-In Request form(s) and correlating ETID(s), will be forwarded to JSSB. JSSB will sign the Turn-In Request Form in the JSSB Marine block as material is turned over for disposal. A copy of the signed Turn-In Request Form will be made for JSSB. JSSB will set up an appointment with the DLADS Site Manager to have them inspect the material. Following the appointment, JSSB will deliver the material to the DLADS site for turn-in.

a. ALIS (F35 specific). JSSB will maintain accountability for all disposition/DLADS material. JSSB will ensure the material in the DISPO location has an NSN and send the material to DLADS.

(1) If the part has an NSN and is in the Master Part Catalog, schedule a property turn-in with Defense Logistics Agency (DLA) Disposition Services.

(2) If the material does not have an NSN, contact the FSR or Operations Center. For more information on this process, see B.4.2 Scrap Nonconforming Parts reference (bc), volume 1.

(3) Provide a completed copy of DD Form 1348-1/1A (including the IUID and S/N, if required) and file a copy for audit purposes.

(4) If the part has an NSN but is not in the Master Part Catalog, put the physical part in a holding area and wait for disposition instructions from the HPSI Items Analyst.

(5) If the part is EEL required, JSSB will transfer the EEL back to LDM.

Reports and files Required for Performance of Duties, JSSB/SSB			
Report name	Frequency	Retention	Reference
1. Proof of Shipment File (POSF)	As Required	FIAR Retention Requirements	6501.2
2. Disposition/DLAD Material (informal)	Weekly	FIAR Retention Requirements	6501.5

Table 6-5.--Reports Required For Performance of Duties, JSSB/SSB.

## CHAPTER 6

## SECTION 6: JOINT STRIKE FIGHTER OPERATIONS BRANCH (JOB)

6600. General

1. Responsibilities. The JOB is responsible for internal and external reconciliation, monitoring and expediting all F-35 purchase orders in ALIS SCM that are not available in the F-35 Base Spare Package (BSP)/local stock. JOB is also responsible for reconciling with the squadron and work centers to ensure the validity of the Supply Status Reports, Time Compliance Technical Directives (TCTD), Mission Impaired Capability Awaiting Parts (MICAP), Rotary Mission System (RMS), and the Aviation Maintenance Support Readiness Report (AMSRR). In a fully integrated MALS, JOB functions will be the responsibility of OMD (TRS/ERS/RS).

2. Duties

a. JOB will perform the following duties. A list of reports required to perform these duties is contained in table 6-6:

- (1) Maintain a Pending Data Entry File (PDEF).
- (2) Upload Supply Status and Remarks on the AMSRR.
- (3) Coordinate and perform reconciliation on the Mission Impaired Capability Awaiting Parts (MICAP) Report.
- (4) Review and Reconcile the Rotary Mission Report (RMS).
- (5) Coordinate and Reconcile the Time Compliance Technical Directives (TCTD).
- (6) Maintain an Inventory Part in Stock Listing (IPSL).
- (7) Expedite, Monitor and Conduct Customer Reconciliation of Customer and Purchase Orders.
- (8) Obtain Access to Joint Data Library (JDL).
- (9) Work the Administer Demands Links.
- (10) Process the ALIS Rescreen Report.

6601. Procedures

1. Maintain a PDEF. The PDEF is a holding file for source documents of transactions processed during temporary system non-availability. Whenever the system becomes available, all transactions contained in the PDEF will be entered into the ALIS.

2. Upload Supply Status and Remarks on the AMSRR. The purpose of the AMSRR is to report up-line the material readiness of aircraft currently under the cognizance of the Marine Corps. JOB will utilize the AMSRR web site, (<https://amsrrashore.csd.disa.mil>) to update status.

a. JOB will utilize the MICAP to update remarks on the AMSRR. The JOB is responsible to update the following:

(1) Status BM/BA/BB/AS.

(2) Non-Mission Capable Supply (NMCS) and Partial Mission Capable Supply (PMCS).

(a) If the part is down for data issues, the customer needs to add in the notes that the part has arrived with data issues, e.g., purchase order, EDD, tracking number and any additional remarks.

b. The AMSRR will be worked daily and retention will be current and 4 prior.

### 3. Coordinate and perform reconciliation on the Mission Impaired Capability Awaiting Parts (MICAP) report

a. JOB is responsible for the internal reconciliation, monitoring and expediting of Priority 1 and Priority 2 (critical) purchase orders appearing on the AMSRR. JOB will schedule and conduct customer reconciliations for Priority 1 and Priority 2 (critical) requisitions daily.

**NOTE:** Critical items are those that are on the MICAP report.

b. JOB will schedule and conduct Reconciliation of Priority 1 and Priority 2 (critical) purchase orders daily. JOB will utilize the MICAP and AMSRR to conduct reconciliation with each customer, ensuring items appearing on the MICAP report match those reported on the AMSRR. JOB will make available one copy of the MICAP Report for validation of requirements to all customers. JOB will annotate the report, make appropriate adjustments, and file the signed original MICAP report and AMSRR in the Report File. Current and four prior annotated reports will be retained.

c. JOB will ensure that all Priority 1 and Priority 2 requirements with a Unique Aircraft Identifier (UAI) assigned are captured on the MICAP. After JOB has conducted the reconciliation, they are responsible for ensuring the appropriate requisition action (e.g., cancellation, follow-up, etc.) is accomplished based upon whether the customer has received the material or still requires the material. JOB will coordinate with Lockheed Martin Sustainment Operations Center and Pratt & Whitney (PW) Operation Center to communicate issues for requirements on the MICAP. JOB will coordinate with JCB for all requisitions identified by the customer as delivered.

4. Review and reconcile the Rotary Mission Report. Following customer reconciliation, JOB will also validate outstanding purchase orders utilizing the Rotary and Mission Systems Report (RMS), provided by LM. The RMS report manages, tracks, and delivers a range of non-Air Vehicle materials. The RMS report can be requested by email from jsf-se-ops-center.helpdesk@lmco.com or by query in the Joint Data Library. The Rotary and Mission Systems Report will be filed with the customer reconciliation.

### 5. Coordinate and Reconcile the Time Compliance Technical Data

a. To run a TCTD report in ALIS, you need to ensure the squadron adds in the ordering notes. JOB will go to customer orders in SCM and query the following:

(1) Status: Not equal to Cancelled.

(2) Customer NO: Choose your squadron organizational code.

**NOTE:** %TCTD%. Once the query is complete, hit search.

b. JOB will access the TCTD report, Wkly\_Mod\_Kit\_Delivery\_Rpt, from JDL and coordinate with the Squadron TCTD coordinator and reconcile for validity.

c. JOB will ensure SCM TCTD record match the TCTD report which is known as the Wkly\_Mod\_Kit\_Delivery\_Rpt in JDL. This report will be worked monthly and retention will be current and three prior.

6. Maintain an Inventory Parts in Stock Listing (IPSL). The IPSL provides pertinent information on material carried in stock and will be used to issue and store material during periods of system non-availability (interruption in ALIS operations). The IPSL will be requested and distributed monthly by the SAA and can be printed or stored electronically on removable media. Only the current month's electronic listing and quarterly printed listing must be retained.

7. Expedite, Monitor and Conduct Customer Reconciliation of Customer and Purchase Orders. RECAIDS are tools utilized to validate outstanding stock and purchase order requisitions to ensure they are active in the Supply System. Purchase order 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 the JOB with a complete requisition status history. Based on this information, the JOB representative can determine the appropriate follow-up action. This reconciliation ensures the AMSRR, RMS, and Local Statuses match with the internal system (ALIS) and External (operation system/IM).

a. Customer Order Lines Report (COLR). This report will be worked in accordance with the available customers in the SOU. JOB will filter the report by Customer Number (Org Code) and priority. Additionally, JOB will establish a schedule to reconcile with F-35 customers.

**NOTE:** Work centers do not have an ORG code, only the MALS and Squadron. An AR can be submitted to have ALIS ADMIN create a Division Customer Name in SCM for the work centers.

(1) The JOB will ensure that the Customer Order Lines Report matches all available external reports, (e.g., AMSRR, MICAP, RMS).

(2) Customer Order Lines (Released) Priority 1 (NMCS) and Priority 2 (PMCS) will be worked daily. JOB will exhaust all means via email, teleconference, and Action Request to ensure all Priority 1 and 2 requirements are being worked and expedited with the appropriate status. JOB will communicate with the Operations center for update status via email and MICAP daily teleconference. This procedure can be monitored via the AMSRR. Retention will be current and 4 prior.

(3) Customer Order Lines (Released) Priority 2, Non-UAI requirements will be worked weekly. JOB will ensure reports are being worked and annotated with the appropriate status. This procedure can only be monitored via the Local Status Report for Non-AV requirements. Retention will be current and prior.

(4) JOB will maintain a monthly reconciliation schedule in accordance with paragraph 3121.2. Non-availability will be annotated on the specific customers COLR stating the reason for non-availability. A separate file will be maintained for each and filed in the frequency/retention stated above.

b. Purchase Order Report Validation. This report will be retrieved from ALIS to ensure the Customer Order (CO) is linked to a valid Purchase Order (PO).

(1) If the CO is cancelled and the PO is still outstanding, JOB will cancel the PO. This report will be worked monthly and retention will be current and prior.

8. Obtain Access to Joint Data Library (JDL). JOB will obtain access to JDL by requesting access to Exostar. Once access to Exostar is granted, access will be requested through OARS. JDL access will be required to access the MICAP, TCTD, and any related reconciliation reports to support the customer with status.

9. Work Administer Demands Links. During the material demand process, the maintenance department can submit a demand adjustment in CMMS to change or cancel an SCM customer order. Utilize the Administer Demands query options in the ALIS SCM to process demand adjustments and resolve demand errors.

a. Demand Adjustments. At any time during the material demand, Maintenance can submit a demand adjustment in CMMS to change or cancel an SCM customer order. JCB must monitor and process incoming change requests within 24 hours; after seven days, purchase changes cannot be processed. A list of Demand Adjustment scenarios and detailed procedures are listed in reference (bc). These scenarios consist of change request that include:

- (1) Cancellations.
- (2) BuNo swaps.
- (3) Priority upgrades.
- (4) Quantity decrease for non-serialized parts.
- (5) Note changes.

b. Demand Errors. When Maintenance submits a requisition in CMMS, SCM creates a corresponding customer order. When SCM detects an error in a CMMS requisition, it updates the status of the customer order and sends an exception message to CMMS. A list of Demand Error scenarios and detailed procedures are contained in reference (bc). These scenarios consist of demand errors that include:

- (1) Part does not exist in the SCM Part Catalog.
- (2) Quantity for a serialized part is greater than 1.
- (3) Demand already exists on a replenishment order.
- (4) Requested serial number has an availability control ID set and is not available for issue.

(5) Requested serial number does not exist.

(6) Order has an incorrect or invalid part data.

(7) Order has an incorrect address ID.

(8) Asset transfer demand has incorrect data (for example, inventory could have a different CAGE code or vendor part number).

c. JOB will coordinate with JCB for all internal administer demands that cannot be resolved within JOB. It is JOBs responsibility to cancel Purchase Orders that are no longer valid or required.

**NOTE:** This is a separate step as canceling the customer order line will not automatically cross over and cancel the Purchase Order due to a SCM system issue.

10. Conduct Requisition Rescreens for High Priority Material. The ALIS rescreen Report identifies on-hand quantities that can be utilized to perform rescreen issues for outstanding purchase orders. JOB will run a daily query of available quantity on hand for all outstanding purchase orders utilizing the following link: manage demands>demands to be satisfied by wholesale supply-available locally.

a. JOB will provide this report, with identified candidates for rescreen to JCB for review. JCB will utilize this report to determine if any outstanding purchase orders can be filled from available inventory, by conducting a physical inventory of the material. Any requisitions that can be rescreened will be processed and annotated on the report(s). JOB will retain the current copy of this report and provide a copy to JCB.

**NOTE:** Rescreen is only for BSP material and not the DSP.

b. After identifying available on-hand quantities for all outstanding purchases, JCB will pull the material and stage it for issue. Refer to reference (bc) for detailed manual reservation procedures.

c. Partial Delivery. The Partial Delivery Report will identify the partial quantity of parts for a customer order that are available in local inventory. After reviewing this report, JOB will contact the customer to validate that the remaining quantities are still required. If the partial quantities are still required, JOB will fill the requisitions from stock on hand. Refer to reference (bc) for detailed partial quantity rescreen issue procedures.

d. If partial quantity is no longer required, the customer will submit a pending cancellation notice, that will ensure that a customer order and related purchase order was cancelled. Refer to reference (bc), volume 2.

**NOTE:** Verify if the customer can cancel a partial delivery). Notify ALIS ADMIN to cancel partial delivery status.

e. JOB will file the ALIS re-screen report with a signature from JCB. Retention is current and prior.

Reports and files Required for Performance of Duties, JOB/OMD			
Report name	Frequency	Retention	Reference
1. AMSRR	Daily	Current & 4 Prior	6601.2
2. Mission Impaired Capability Awaiting Parts	Daily	Current & 4 Prior	6601.3
3. Rotary Mission Report	Daily	Current	6601.4
4. Time Compliance Technical Data	Twice-weekly	Current & 3 Prior	6601.5
5. Inventory Part In Stock Listing	Monthly	Current	6601.6
6. Customer Order Lines (Released) Priority 1 (NMCS) and Priority 2 (PMCS)	Daily	Current & 4 Prior	6601.7
7. Customer Order Lines (Released) Priority 2, Non- UAI Requirements	Weekly	Current & Prior	6601.7
8. Purchase Order Validation	Monthly	Current & Prior	6601.7
9. Customer Reconciliation Schedule	Monthly	Current & Prior	6601.7
10. Administer Demands	Daily	N/A	6601.9
11. ALIS Re-Screen Report	Daily	Current & 4 Prior	6601.10

Table 6-6.--Reports Required for Performance of Duties, JOB/OMD.



## CHAPTER 6

## SECTION 7: SUPPLY MANAGEMENT DIVISION (SMD)

6700. Organization. SMD is composed of the following branches (as illustrated in figure 6-1):

1. Audit Branch (AB).
2. Deployed Support Branch (DSB).
3. Supply Applications Administration Branch (SAAB).

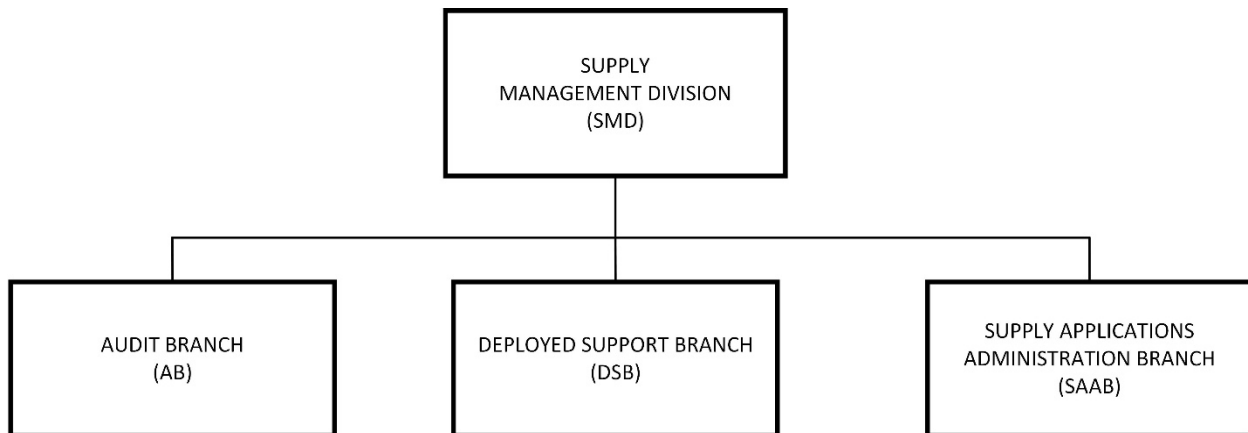


Figure 6-3.--SMD Organization Chart.

6701. Functions

1. SMD will be composed of the most knowledgeable and experienced aviation supply personnel, as they are responsible for:

- a. Monitoring overall ASD operations.
- b. End of the Month (EOM)/End of the Fiscal Year (EOFY) processing.
- c. Supply applications administration.
- d. ASD Technical Training Program.
- e. MALSP allowance validation.
- f. Local Support Package development.

2. In addition to the functions required to be performed by the OIC/SNCOIC in chapter 4 of this reference, SMD OICs/SNCOICs that support the F-35 will be required to perform the below functions.

3. Current Turnover Jacket: copies of the following letters/information will be filed in the OIC/SNCOIC and applicable turnover jackets:

- a. F-35 specific POCs.
- b. Current copy of the Sustainment Operation Instructions (SOI's):

<https://cpf.navy.deps.mil/sites/cnap/N42/N422/n422b/n422b4/Shared%20Documents/Forms/AllItems.aspx>

4. The Division OIC/SNCOIC will ensure the Division conducts ALIS contingency operations, for system non-availability, in accordance with reference (bc).

5. The Division OIC/SNCOIC will ensure all SMD Marines have access to necessary sites in order to perform duties specific to SMD (e.g., JDL, ALIS etc.).

6. The Division OIC/SNCOIC will obtain access to CRM. The Division OIC/SNCOIC will review all messages/correspondence pertaining to Aviation Supply operations on a daily basis and ensure appropriate action is taken. Messages related to that division will be filed for one year or as required.

a. ALIS

(1) Review and Take Action On Urgent Field Notification (UFN). The OIC/SNCOIC will review all Urgent Field Notices (UFNs) and ensure appropriate action is taken. UFNs are available in the CRM application module or received from the ALIS Administrator. Retention of UNFs applicable to Supply is one year

7. The Division OIC/SNCOIC will comply with reference (bc) and metrics contained within, to ensure the divisions ability to meet the supply goals, objectives and guidance set by TYCOM and Joint Program Office (JPO).

6702. General

1. Responsibilities. In addition to the functions required to be performed in Chapter 4 of this reference, SMD's that support the F-35 will all be required to perform the following functions set forth in this section.

2. Duties

a. SMD will perform the following duties. A list of reports required to perform these duties is contained in table 6-7:

(1) Conduct post Inventory audits, and submit Inventory Accuracy reports (Audit Branch).

(2) Maintain all External Audit reports (Audit Branch).

(3) Receive Logistics Support Requests (LSRs) (DSB).

(4) Maintain Deployed/Exercise Support Package Files (DSB).

(5) Submit Action Requests (AR) as required (SAAB).

(6) Maintain an Inventory Part in Stock Listing (IPSL) (SAAB).

6703. Procedures

1. Conduct post Inventory audits, and submit Inventory Accuracy reports (Audit Branch). The AB will conduct a post inventory audit to verify inventory accuracy and submit results to the AvnSupO. Additionally, for F-35 MALS, SMD will submit the inventory results via email to the Supply Property

Management Team within 10 days, IAW with reference (bc). The post-inventory audit will be maintained by date inventory completed, for the current and prior fiscal year.

2. Maintain all External Audit reports. The AB will act as the central collection point for all External Audit reports and corrective action responses as required. This will include F-35 sustainment contractor property management assessment. This file will contain the External Audit results and a copy of the letter(s) of corrective action submitted to the auditing activity as a result of their findings as required by higher headquarters.

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

b. If corrective action letter is required by the auditing activity, the 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 AvnSupO for comment and or action.

(1) Once corrective action plans are approved by the AvnSupO, the letter of corrective action will be submitted to the external auditing activity. The external auditing activity will set a submission date for these reports. A copy of this letter will be retained with the corresponding External Audit report.

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

c. The External Audit reports with the letter of corrective actions (as required) will be maintained by type of External Audit in date performed sequence for three Fiscal years per reference (c) SSIC 3501.2.

3. Receive Logistics Support Requests (LSRs). Upon the receipt of an LSR, DSB will validate material requirements, develop local support packages and coordinate the staging of material with JCB.

a. Receive LSRs. DSB will be the entry point of all LSRs and Pack-Up requests. They will receive pack-up requests detailing dates of deployment and numbers of aircraft. Upon the receipt of an LSR, SMD will submit a PUK request to LM and Pratt & Whitney.

b. Validate material requirements. Upon receipt of PUK listing, DSB will coordinate with the Squadron to validate material requirements (if applicable).

c. Develop Local Support Packages and coordinate the staging of material with WMD

(1) DSB is responsible for maintaining allowances of new or existing local support package allowances based upon the T/M/S and number of aircraft involved.

(a) ALIS. DSB will coordinate the processing and staging of material with JCB.

**NOTE:** A Spare Package will only be created if the Squadron is taken their deployment SOU. For more details, refer to the ALIS SCM User Guide for Release 3.5.x Spares Pack, available on JDL at URL: <https://edcs-jsf.lmaeronautics.com/jsf/livelink?func=ll&objId=105383933&objAction=browse&viewType=1>

(2) DSB will produce the support package listings and forward to JCB to have the material pulled from stock. After support package material has been staged, JCB will update the support package on-hand quantities.

(3) When JCB completes the data entry process, DSB will produce a new Support Package Listing with on-hand quantities. DSB will conduct a 100% repairable inventory validation and a 30% consumable inventory validation with JCB. If a discrepancy is found in the 30% inventory, 100% inventory will be conducted.

(4) Once inventory validation is complete, DSB will produce the Support Package Listings. The listing will be signed by the deployment Responsible Officer (RO) or designated representative, and a designated representative from DSB and JCB. Three copies will be produced; the original signed copy will be retained by DSB. The second copy will be provided to the deployment RO or designated representative and the third copy will be provided to JCB.

4. Maintain Deployed/Exercise Support Package Files. DSB will maintain Local Support Package Files:

a. Current Support Package File. The DSB will maintain a file of support package listings for all support packages currently in process of being pulled, already on deployment, or with an on-hand quantity.

b. Completed Support Package File. The DSB will maintain a file of Support Package Listings for returned support packages. Pack-up returns will be processed electronically and parts returned to location within five days. The completed Support Package Listing will only be filed if the Support Package on hand quantities reflect zero in R-Supply. Deployed database files and the demand history analysis used to determine possible adjustments will be maintained with the completed Support Package Listing for 12 months from the support package's return date.

c. DSB will conduct a demand history analysis for each T/M/S prior to and after all exercises. DSB will use the Material Control Register as well as demand analysis tools (i.e., SPEAD) to review all NIS/NC demands received during the deployment to determine possible adjustments to package allowances for future deployments. This analysis will also be conducted monthly for those operational deployments that last more than 30 days, (i.e., SPMAGTF). DSB will identify any Pack-up adds/deletes and coordinate with the det site to ensure the inventory is refreshed. For enduring requirements (over 30 days), package effectiveness and other data points will be collected and provided to Wing Operations Section via the AvnSupO as applicable.

d. For those operational deployments lasting more than 30 days, DSB will conduct a support package inventory reconciliation with the deployed site every 30 days.

(1) DSB will produce the Support Package Listing and provide it to

the deployed site. The deployed site will conduct an inventory of the deployed support package and return it to the DSB. Once received, DSB will validate the inventory, conduct causative research, and correct any inventory discrepancies as required.

(2) DSB will produce and sign the new Support Package Listing, then DSB will provide copies to the deployed site and JCB. DSB will ensure they receive a signature or electronic receipt acknowledgement from the deployed site and JCB.

(3) DSB will maintain the original listing with the respective Support Package file as well as all inventory listings from the deployed site and causative research (as required). Retention will be current and prior.

5. Submit Action Requests (AR) as required. The SAA will assist ALIMs in identifying, researching, troubleshooting and reporting ALIS related application problems.

a. Action Requests (AR). An AR is a formal action request submitted by a site via the ALIS CRM tool assigned to a designee to analyze and correct a reported problem. An AR includes a unique AR number for tracking. The AR number is formatted with the ALIS node name with a sequence number appended to it. SAA will communicate issues and supply needs as they pertain to SAA via Action Request (AR) to JPO HPSI, Lockheed Martin, Pratt & Whitney and Data Quality Integration Management. Action Request will be reviewed by the SMD OIC/SNCOIC prior to submission.

b. Daily, SAA will review CRM for updated information on action items. The SAA will generate an AR tracker from CRM to identify open action requests specific to their MALS supply department, requiring response from the action point (AP), and ensure information is up-to-date. A current tracker will be retained either manually or electronically. For detailed instructions on how to create an AR as well a detailed list of scenarios/examples that may require an AR, refer to reference (bc), volume 2.

c. Maintain AR files. The SAA will maintain AR Files for ARs submitted by the respective MALS for onsite ALIS applications. Files will contain a copy of all ARs sent out with the status attached. It is the SAA's responsibility to ensure current and accurate status. The SAA will be familiar with AR procedures as outlined in reference (bc).

6. Maintain the Inventory Parts in Stock Listing (IPSL). The IPSL provides pertinent information on material carried in stock and will be used to issue and store material during periods of system non-availability (interruption in ALIS operations). The SAA will ensure access to the current month's electronic IPSL via share drive/removable media.

Reports and files Required for Performance of Duties, SMD			
Report name	Frequency	Retention	Reference
1. Urgent Field Notification	As Required	1 Year	6701.6(a) (1)
1. Inventory Results	As Required	Current & Prior Fiscal Year	6703.1
2. External Audit Reports	As Required	3 Fiscal Years	6703.2
3. Support Package File	As Required	12 Months	6703.4
4. Action Requests	Monthly	Current	6703.5
5. Inventory Part In Stock Listing	Monthly	Current	6703.6

Table 6-7.--Reports Required for Performance of Duties, SMD

## CHAPTER 7: 4th MARINE AIRCRAFT WING (MAW)

Preface:

Due to the unique operating environments of 4th MAW units, this chapter was developed to address the differences between Active Duty and Reserve Component Aviation Supply Procedures. The Wing Allowancing Section (WAS) and Wing Operations Section (WOS) will not be established within 4th MAW Aviation Logistics Department, Aviation Supply Department ALD-C. The functions allocated for these sections will be performed by Supply Management Division (SMD-R), Warehouse Management Division (WMD-R), and Financial Accounting Section (FAS-R) respectively. The appendix H checklists for all sites within 4th MAW will be managed by 4th MAW Aviation Logistics Department, Aviation Supply Department (ALD-C). The below sections outline those functions and responsibilities which will differ from the standardized operating procedures described in chapters 1 through 5 of this Manual.

## STANDARD OPERATING PROCEDURES (SOP)

## AVIATION SUPPLY DEPARTMENT/SITE SUPPORT STRUCTURE

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## CHAPTER 7

## AVIATION SUPPLY DEPARTMENTS/SITE SUPPORT STRUCTURE

7000. Organization

1. The Aviation Supply Departments/Site Supports will be structured as follows:

- a. Supply Personnel and Administrative Division (SPAD-R)
- b. Financial Accounting Section (FAS-R)
- c. Customer Support Branch (CSB-R)
- d. Customer Reconciliation Branch (CRB-R)
- e. Warehouse Management Division (WMD-R)
- f. Supply Management Division (SMD-R)

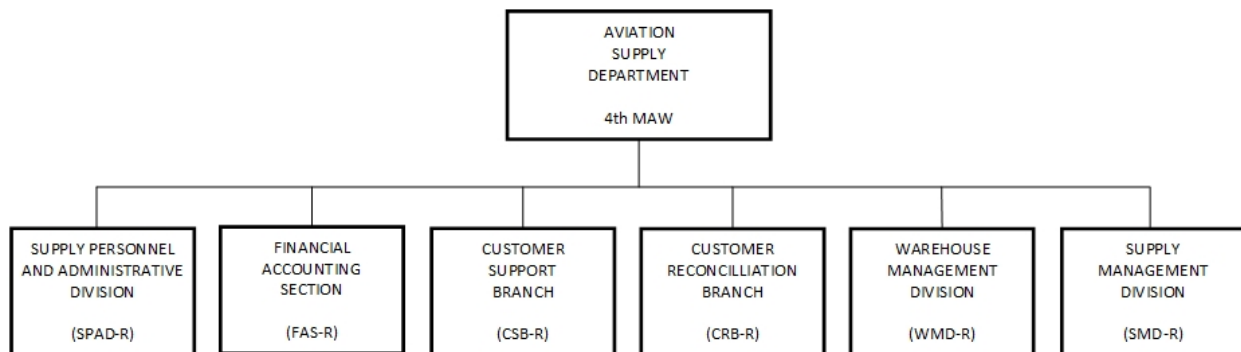


Figure 7-1.--Reserve Supply Department Structure.

## CHAPTER 7

## SECTION 1: SUPPLY PERSONNEL AND ADMINISTRATIVE DIVISION (SPAD-R)

7100. General. SPAD-R 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).

7101. Procedures

1. Reference chapter 1 for all duties and responsibilities associated with SPAD-R.

**NOTE 1:** The AvnSupO/AvnSupChf will be responsible for ensuring all Aviation Supply Marines have access to all the required databases to perform their duties. (e.g., One Touch, NATEC, FedMall, FASTDATA, etc.)

**NOTE 2:** The AvnSupO/AvnSupChf will be responsible for managing their Marine's account within ASM.

**NOTE 3:** The SPAD-R OIC/SNCOIC will obtain access to the AMHS with proper permissions for their respective ASD. SPAD-R will review all messages/correspondence pertaining to Aviation Supply operations on a daily basis and ensure appropriate action is taken. Messages related to the supply department will be filed for one year or as required.

**NOTE 4:** Per para 1101.1 ASD board will be displayed as depicted in the current ASD organization chart. SPAD-R will utilize figure 7-1.

**NOTE 5:** Per para 1101.1.a, the ASR breakout will be constructed per figure 1-1. SPAD-R will construct one (1) ASR breakout for Active Duty (AD) and Active Reserve (AR) Marines, and one (1) ASR breakout for SMCR Marines.

**NOTE 6:** Per para 1101.3, SPAD-R will maintain and publish a recall roster. SPAD-R, will maintain and publish one (1) recall roster for AD and AR Marines, and one (1) for Selected Marine Corps Reserve (SMCR) Marines.

**NOTE 7:** Per para 1101.7, Morning Reports are required to be printed and signed by the AvnSupChf. The Drill Management Module (DMM) is the official muster database for SMCR Marines; therefore, muster reports will be printed and signed by the AvnSupChf when SMCR Marines report for duty, and the ASD board will be updated accordingly. Files will be maintained for current and prior month for all SMCR personnel. Refer to appendix (bf) for DMM functions.

## CHAPTER 7

## SECTION 2: FINANCIAL ACCOUNTING SECTION (FAS-R)

7200. General

1. Responsibilities. FAS-R is responsible for maintaining and reporting all funds allocated to the ASD. FAS-R will utilize mechanized accounting procedures using the prescribed financial accounting system to maintain and report expenditures, authorizations, and flight hours as promulgated in this section. Funds allocated are for the support of Flight Operations (FLTOPS). Authorized use of funds is outlined in reference (ae) in conjunction with Type Commander (TYCOM) directives.

7201. Functions

1. The section OIC/SNCOIC is responsible to ensure all personnel assigned to the section are technically proficient by using the available tools provided in appendix I and ensuring personnel attend SMD departmental technical training.

2. The section OIC/SNCOIC will maintain a current turnover jacket which outlines specific duties and responsibilities and provides step- by-step procedures, to include, but not limited to the following publications:

- a. FASTDATA Site Users Guide.
- b. CNRF Reconciliation Process SOP.
- c. CNRF Obligation Process Type Indicator Contracts (OPTI-C) SOP.
- d. B1 Fuel Tool Squadron User Guide.
- e. Enterprise External Business Portal (EEBP) Desktop Guide.
- f. Command Financial Management System (CFMS) User Guide.

3. The section 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 sign all financial reports and listings for submission to the chain of command.

4. The section OIC/SNCOIC will ensure FAS-R clerks have access to all required financial websites to include, but not limited to: Enterprise External Business Portal (EEBP), Funds Administration and Standardized Document Automation (FASTDATA) System, Command Financial Management System (CFMS), NALCOMIS, Wide Area Work Flow (WAWF), Marine Sierra Hotel Readiness Program (M-SHARP), Purchase (PR) Builder, Aircraft Inventory and Readiness Reporting System (AIRRS), One Touch, FedMall, and Aviation Into-Plane Reimbursement (AIR) Card Website.

5. The section OIC/SNCOIC will ensure the AIR Card® Training Certificates and appointment letters for the Agency Program Coordinator (APC) and Accountable Official/Certifying Official (AO/CO) are properly maintained.

6. The section OIC/SNCOIC will validate the current Status of Funds (SOF)/Checkbook Summary (CBS) and will ensure no authorization has a negative balance.

7202. Duties

1. FAS-R will perform the following duties and maintain the following files:

- a. Review and process Non-Standard Procurement requests.
- b. Review the Stock Control Review Listing.
- c. Review and follow-up on requisitions in the Pending Data Entry File (PDEF).
- d. Receive, validate, and process fuel charges.
- e. Process In-Flight Refueling Transactions.
- f. Receive and Process AIR Card® charges.
- g. Prepare, review, and submit a Status of Funds (SOF)/Checkbook Summary (CBS).
- h. Receive and submit flight hours.
- i. Prepare, review, and submit Flight Hour Cost Reports (FHCR).
- j. Prepare, manage, and inventory flight packets.
- k. Process Financial Support Listings.
- l. Perform Money Value Only Verification.
- m. Review and maintain Resource Authorizations.
- n. Maintain Survey Files.
- o. Maintain Financial Files.
- p. Flight Packet File.
- q. Fuel File.

7203. Procedures

1. Review and Process Non-Standard Procurements. FAS-R will receive squadron requests from CSB-R for administrative supplies and applicable procurements. The purchase card shall be used to buy and/or pay for all authorized requirements under the micro-purchase threshold. Other amounts may be authorized as determined by the local Agency Program Coordinator (APC). Requirements exceeding the micro-purchase threshold will need to be routed through the local contracting office. CSB-R will determine the method of procurement for all requests. Refer to CFMS User Guide for obligation procedures for different document types (e.g., MILSTRIP, GCPC).

a. Receive, Review, and Process Requests. FAS-R will receive Non-Standard Procurement requests from CSB-R and ensure funding is available. FAS-R will approve the purchase request document, create an obligation in prescribed financial system, and submit to FAS-R Approving Official (AO) for approval. After AO approval, FAS-R will provide the assigned document number and signed purchase request to CSB-R.

(1) Upon receipt of materials/services, CSB-R 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. CSB-R will forward the receipt to FAS-R for completion in prescribed financial system.

(2) If the total of the purchase exceeds the original obligation amount, FAS-R will process an amendment adding sufficient funds (contingent upon availability of funds). Once amendment has been processed, and approved by the AO, FAS-R will process the receipt.

b. Establish Block Funding Documents. FAS-R 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 or fiscal year. Personnel will obligate funds in the appropriate financial system using a single document number established as a Military Interdepartmental Purchase Request (DD448), or Order for Work and Services (NC2275). In the Original Price Field, enter 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.

(1) To ensure sufficient funds are being maintained on block funding documents, FAS-R will reconcile charges against receipts, the office providing supplies/services, and the regional comptrollers' office. An amendment will be created if it discovered that there are insufficient funds.

(2) FAS-R will establish an individual Request for Contractual Procurement (NC2276) or Order for Work and Services/Direct Citation (NC2276A) for each purchase made through contracting.

(3) Signed copies of accepted block funding documents, supporting documentation, and any subsequent amendments will be printed, filed in document number sequence, and retained per FIAR requirements.

2. 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 FAS-R 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, and may be screened for possible fund recoupment. 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 to ensure the record was not cancelled erroneously. Cancellation entries will be screened to ensure the appropriate cancellation has been processed in the prescribed financial system.

3. Review and follow-up on requisitions in the Pending Data Entry File. 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. 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 payment processing.

4. Receive, Validate and Process Fuel Charges. Accuracy in reporting fuel charges is essential for the management of the Flying Hour Program (FHP). FAS-R will make the effort to collect all fuel receipts.

a. Aircraft Fuel. Flight packet training will be provided to the squadrons every six months, at which point the importance of pilots and aircrew 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. FAS-R will reconcile with the RO weekly and pick up all fuel receipts. Twice a week FAS-R will pick up all fuel receipts, reconcile, and match them to their corresponding financial transactions found on EEBP. After validation, EEBP charges will be processed in the prescribed database. Detailed instructions for processing EEBP fuel charges are contained in the EEBP STARS-FL/WCOS/FAST DATA Report Job Aid and the B1 Fuel Tool Squadron User Guide.

b. Ground Fuel. Fuel used in support of maintenance is paid from the Organizational Maintenance Activity (OMA) Job Order Number (JON). FAS-R will access the EEBP and review ground fuel transactions at a minimum of two times a week. FAS-R will coordinate with the local fuel farm to arrange pick-up of ground fuel receipts or logs. These transactions will be validated against the EEBP Customer Service Detail Report by reviewing data such as the fuel type, vehicle ID, vehicle type, quantity, and document number. This data in EEBP will be reconciled with the receipts or logs received from the fuel farm. Weekly, obligations will be entered into the prescribed financial systems via the B1 "Create Transaction" Tool utilizing the EEBP document number.

c. Any record considered invalid should be challenged by contacting the DLA Energy Help Desk; [energy.helpdesk@dla.mil](mailto:energy.helpdesk@dla.mil). Challenged transactions must be obligated in prescribed financial system pending resolution from DLA Energy.

5. Process In-Flight Refueling Transactions. Refer to procedures outlined in chapter 3, paragraph 3231.6 "Process In-Flight Refueling (IR) Transactions". Utilize fund code "KB" in lieu of "7B" for SF-44s and AIR Card®s.

6. Receive and Process Aviation Into-Plane Reimbursement Card (AIR Card®) Non-Fuel Charges. The AIR Card® is the preferred method of payment for aviation fuel purchases and flight line services.

a. FAS-R personnel will be appointed as the AIR Card® Approving Officer/Certifying Officer (ACO). This appointee will complete an Accountable Official Nomination Form, a DD Form 577, Accountable Official Certification Course, and forward them to [AIR\\_card@navy.mil](mailto:AIR_card@navy.mil) for assignment as the ACO in the AIR Card® Program. The FAS-R clerk (Accepting Official) using Wide Area Work Flow (WAWF) certifies AIR Card® Non-Fuel Purchases (flight line services). The FAS-R OIC/SNCOIC will process the payment in WAWF as the Local Process Office (LPO). FAS-R will obligate funds in CFMS using an MD document for each separate AIR Card® invoice using the document series assigned.

b. Certify Non-Fuel AIR Card® Invoices. The AIR Card® invoices are available on the AIR Card® 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. The ACO will ensure the receipt, invoice, WAWF certification and all other supporting documentation are filed in the AIR Card® Certification File and maintained for 10 years in accordance with the FIAR retention requirements. Refer to appendix U for detailed instructions on certifying AIR Card® invoices.

7. Review and submit a Status of Funds (SOF)/Checkbook Summary (CBS). FAS-R will print a SOF/CBS to provide higher headquarters with an up to date Operating Target (OPTAR) balance.

a. Review the SOF/CBS. Weekly, the FAS-R OIC/SNCOIC will perform a thorough review of the current fiscal year's SOF/CBS. Validate the allocation with the last resource authorization, ensure the obligations do not exceed the allocation, and compare the current SOF/CBS 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/CBS.

b. Submit the SOF/CBS. Signed reports for current and two prior fiscal years will be submitted to comptrollers' office monthly and maintained on file for 10 years.

8. Receive and submit 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 (ad), M-SHARP users shall maintain the integrity of their hours' data for budgeting and accounting purposes.

a. FAS-R will review flight hours reported in M-SHARP Sortie Based Training Plan (SBTP) Extract File for proper management of authorization and preparation of the FHCR. The FHCR 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 FAS-R enter squadron executed hours onto monthly FHCR.

c. Late/Rollover Hours. It is common for flight hours to change in M-SHARP from what was originally reported on the FHCR due date (this could happen for all previous months). FAS-R will assist Wing/Regional Comptrollers in reconciling Fiscal Year to Date (FYTD) flight hours in FHCR with those reported in M-SHARP. If the FYTD hours do not match, Wing/Regional Comptrollers then will reconcile each month to determine where the adjustment took place.

d. Variance. FAS-R will provide justification on variances of +/- 10% on flight hours or fuel consumption and annotate on the monthly FHCR prior to submission to Higher Headquarters.

9. Prepare, review, and submit the Flight Hour Cost Report (FHCR)

a. Prepare. The FHCR reports official fiscal year to date financial totals to the higher headquarters. FAS-R will obligate all suspended transactions and correct variances on Reconciliation Report. Once reports have been cleared, FAS-R will prepare the FHCR utilizing data obtained from the Document Status Log/Document Ledger and Status of Funds. Final flight hours received from M-SHARP are entered into section (c) of the FHCR.

b. Review. The FAS-R OIC and SNCOIC will conduct an audit of the FHCR before submitting it to the higher headquarters.

c. Submit. Once the FHCR has been reviewed and approved by signature, it will be officially submitted to higher headquarters. This must be accomplished prior to the 5th working day of each month.

d. File. Once the FHCR is submitted, it must be filed in month sequence for the prescribed FIAR timeline.

10. Prepare, manage, and inventory flight packets. The issue and recovery of flight packets is the responsibility of the FAS-R. 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). FAS-R 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 and AIR Card® Procedures in appendix U.

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 FAS-R monthly, and when a new RO is appointed. Strict accountability will be established for control of flight packets and their documents. The FAS-R will ensure to maintain a 100% accountability of flight packets assigned to each squadron as reflected on the latest AMSRR. To ensure AIR Cards® are assigned to the



appropriate account, no more than 5 working days prior to conducting a flight packet inventory, FAS-R will obtain a listing of assigned AIR Cards® from the AIR Card® website (e.g., Kropp Holdings Inc. (KHI)) and validate it against all AIR Cards® on hand. Any discrepancies found during the validation will be identified (e.g., incorrect card numbers, wrong account assignment, incorrect fund code) and submitted to APC for correction. Also, ensure all necessary documents identified in reference (t), are contained in each flight packet by using the Flight Packet Inventory Sheet found in chapter 3, figure 3-20. FAS-R will document the inventory by having the Marine conducting the inventory, along with the Flight Packet RO sign the Inventory Sheet and file it in the Flight Packet File. The 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 with a flight packet containing the requirements identified in reference (t), volume I, chapter 3.

e. Accounting system input will not be performed until a document is used from the flight packet. Any documents used will be immediately replaced. Once the document(s) are obligated, 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 (t).

g. FAS-R will provide training in handling of flight packets semi-annually. Training will be provided to ALL personnel that are authorized to handle a flight packet (e.g., Pilots, Aircrew, APC, etc.). Training must be documented and kept in the Flight Packet File.

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

- (1) Flight Packet RO Appointment Letters.
- (2) Accountable Official Nomination Form.
- (3) Certifying Official Card (DD FORM 577).
- (4) Agency Program Coordinator Appointment/Acknowledgment Letter.
- (5) Certificates of training:
  - (a) APC Certification (Agency Program Coordinator).
  - (b) Accountable Official Certification Course (Approving Official/Certifying Official).
  - (c) Ethics Training.
- (6) Semi-annual Flight Packet Training.
- (7) Last twelve months of monthly flight packet inventories (signed by the Flight Packet RO and Marine conducting inventory) and KHI account printout (identifying all BuNos/Card numbers assigned).
- (8) The latest AMSRR showing the current squadron aircraft inventory.

## (9) Applicable references.

11. Process Financial Support Listings. FAS-R will process financial listings provided by the Regional comptrollers.

a. Tri-Annual Review (TAR). This listing contains financially outstanding documents for the unit which may or may not have a matching expenditure. Causative research must be conducted to determine validity of requisition. FAS-R will provide feedback to Regional Comptroller on action taken within 5 days of receipt of TAR. Annotated and signed report will be maintained on file for 10 years. Possible scenarios are not limited to the below:

- (1) Requisition has been cancelled but still outstanding.
- (2) Requisition has been shipped but not received.
- (3) Requisition has been shipped and received but no expenditure has occurred.
- (4) A partial shipment has occurred and remaining quantity has valid status.
- (5) Requisition has expended for an amount less than original obligation.

b. Suspense Report. This report contains a listing of requisitions for which no obligation exists in prescribed financial system but a payment has been processed by DFAS. FAS-R will process daily suspense report provided by Regional Comptrollers. Annotated and signed report will be maintained on file for current and prior fiscal year.

c. Outstanding Requisition Report. This report contains a listing of all documents where no Final Receipt has posted. Within the reconciliation process, the status of all outstanding obligations will be verified for timely identification of cancellations, price increases or decreases resulting from procurement or receipt, documents received but not completed in financial system. FAS-R will annotate status for all documents and appropriate action taken on any documents that have been cancelled, received, or require further research. Annotated and signed reports for current and two prior fiscal years will be submitted to comptrollers' office monthly and maintained on file for 10 years.

d. Financial Database Reconciliation Report. This report displays variances between the site's financial database and the official accounting system. FAS-R will be able to make changes and fixes to correct reconciliation issues. Refer to the CNFR Reconciliation Process SOP for detailed instructions on variances and resolution procedures. Reports will be annotated with corrective action taken to resolve variance. Annotated and signed reports for current and two prior fiscal years will be submitted to comptrollers' office monthly and maintained on file for 10 years.

e. Miscellaneous Financial Reports. As required, Regional Comptroller's office will task FAS-R to validate financial transactions. FAS-R will provide response within the prescribed timeframe. Possible reports are not limited to the below:

- (1) Unliquidated Obligations (ULOs).

(2) Undelivered Orders (UDOs).

(3) Work Lists.

12. Perform Money Value Only Verification. MVO requisitions will be validated on a monthly basis by checking all receipts against the appropriate financial database, and ensuring all obligations match the actual cost. The FAS-R MVO reconciliation worksheet is listed in appendix G. Results will be submitted monthly to the FAS-R OIC/SNCOIC for review and signature. MVO reconciliation worksheet (audit) will be retained for 12 months. Detailed procedures on how to conduct the MVO audit can be found in appendix G.

13. Review and file Resource Authorizations (RAs). A Resource Authorization is funding distributed down to subordinate commands through the Regional Comptroller's office. These funds are for specifically budgeted or programmed requirements. Obligations will not exceed authorizations for the duration of the appropriation (current plus five years). Requirements for additional funding will be identified as far in advance as possible and directed to Regional Comptroller's office for action. Quarterly and Fiscal Year obligation rates will meet percentages established by higher headquarters. Upon receipt of the Resource Authorization, FAS-R will review and validate the message. For FY18 and prior years, RA's will be distributed from the Regional Comptroller's office. For FY19 and on, RA's will be obtained through the CFMS database. Ensure the amendment number and amount reflects continuity with the previous grant message. File the RA in the Resource Authorization File (RAF).

14. Maintain Survey Files. Accounting will be the central repository for all pending and completed surveys for the ASD. Surveys will be completed in accordance with reference (t) volume I, chapter 5 and appendix Z.

a. Pending Survey File. This file contains all Reports of Survey, 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. This file will be maintained in NIIN sequence.

b. Completed Survey File (Non-Supply Officer Stores). This file contains the original approved DD Form 200 and any supporting documentation received from supported units having no direct impact against the stock inventory (e.g., IMRL, TBA, AIR Card®, Flight Equipment, and other Custodial Material). Additionally, these surveys will be approved and signed by the appropriate squadron Commanding Officer. This will include those DTO requisitions lost in shipment and approved by the AvnSupO. This file will be maintained in NIIN sequence separated by fiscal year and will be kept per FIAR requirements (10 years).

c. Completed Survey File (Supply Officer Stores). This file contains the original approved DD Form 200 to include all supporting documentation (causative research) to substantiate the survey directly impacting the stock inventory. This file will be maintained in NIIN sequence separated by fiscal year and will be kept per FIAR requirements (10 years).

15. Maintain Financial Files. These files contain all source documents having a direct effect on the OPTAR. Financial files will be retained per FIAR guidelines with the exception of the AIR Card® Certification File which will be retained for six years and three months.

a. Maintain a Completed Transaction File. The CTF is maintained as an historical record file of all source documents having processed against financial reports. This file will contain signed DD Form 1348-1/1As for DTO transactions to show proof of delivery and to support the financial transaction. Additionally, this file will contain documentation for Non-Standard Procurements.

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

(2) CTF will be maintained per FIAR retention requirements.

b. Resource Authorization File (RAF)

(1) The Resource Authorization 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 increase or decrease of funds entered into prescribed financial system.

(2) The Resource Authorization File will be maintained by OPTAR then amendment number within fiscal year for the prescribed FIAR timeline.

c. Status of Funds (SOF)/Checkbook Summary (CBS) File. FAS-R 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 prescribed FIAR timeline.

d. Flight Hour Cost Report (FHCR) File. FAS-R will maintain a file of copies of the FHCR. The file will be maintained in month sequence within fiscal year. This file will be maintained for 10 years in accordance with the FIAR retention requirements.

e. Flight Hours File. FAS-R will maintain a file of flight hours received from the M-SHARP SBTP Extract File which was reported on the FHCR. The file will be maintained in accordance with the FHCR file requirement.

f. AIR Card® Certification File. This file will maintain the AIR Card® receipt, invoice, WAWF certification and all supporting documentation. This file will be maintained per FIAR retention requirements.

16. 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 7203.10.h, should be maintained for 12 months.

17. Fuel Files. There are five fuel files containing a copy of all hard/soft copy fuel documents. Fuel receipts are matched to specific data elements in EEBP. Match transactions in EEBP 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 EEBP transactions requires further action. If a source document is not on file for a transaction found in EEBP, then contact the seller to obtain a copy of the fuel receipt. Invalid fuel charges are

challenged by contacting the DLA Energy Help Desk at: [energy.helpdesk@dla.mil](mailto:energy.helpdesk@dla.mil) or COMM: 1-800-446-4950. Maintaining documentation of potential invalid charges is equally as important as maintaining documentation for valid charges. FAS-R will generate an EEBP Data File twice a week for upload and processing through prescribed financial system. Fuel Files will be maintained for 10 years in accordance with the FIAR retention requirements.

a. Pending Fuel File (PFF)

(1) FAS-R 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. EEBP will be the starting point for fuel receipt validation and recordation (primary method of inputting fuel charges into prescribed financial system). The PFF will contain the hard/soft copy fuel receipts which were collected from the squadron and used during EEBP reconciliation. Once reconciled, the financial document number found in EEBP will be written on the source document and moved to the EEBP Matched File.

b. EEBP Matched File (EMF)

(1) The EMF will contain all matched fuel receipts to EEBP fuel transactions. The EMF may be maintained as a manual or via an authorized electronic system.

(2) If a manual system is used then all source documents will be filed in Julian date, document number sequence. If an electronic system is used, hard copy (paper copy) documents may be discarded once an error free copy has been made. It is recommended a back-up copy be made as well.

c. Challenge Fuel File (CFF). The challenged Fuel File will contain fuel documents which were challenged during validation in EEBP or challenged during processing. This file will contain the document number, date of challenge, type of action requested, DLA Energy Help Desk Ticket Number, follow-up/completion dates and any appropriate remarks.

(1) The Challenged Fuel File will contain fuel documents which have appeared in EEBP and are being challenged. FAS-R will validate requisitions which have completed challenge actions (DFAS response) by verifying EEBP and the Transaction History for that specific document.

(2) Invalid EEBP fuel charges are challenged by contacting the DLA Energy Help Desk. Provide all necessary information to facilitate corrective action on the invalid fuel charge. A copy of the challenged transactions must be printed and filed. Help Desk Tickets will not be closed until final resolution is achieved.

d. Missing Fuel Receipt File (MFRF). This file will contain missing fuel receipt transactions not provided by the Squadron RO. Weekly, all fuel charges in the Missing Fuel Receipt will be reconciled with the Squadron RO to obtain source documentation to validate fuel transactions. Per appendix Y, 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 an acknowledgement referencing the fuel documents which were unable to be obtained. FAS-R will establish local command procedures (e.g, logbook, e-mail, message) in order to document the formal notification of missing fuel transaction(s) documentation. For fuel documents which were acknowledged by Squadron RO as missing, FAS-R will provide a FIAR approved administrative receipt to the RO for signature.

e. In-Flight Refueling File

(1) In-Flight Refueling Pending File. This file will be in date sequence. This file will be maintained until all transactions are complete and moved to the In-Flight Refueling Completed File.

(2) In-Flight Refueling Completed File. This file will be in date sequence. It will contain the IR Log (DD Form 791) with the corresponding EBBP Customer Sales Detail Report (Transaction Type 3 Credits) showing that all credits are accounted for. This file will be maintained per FIAR.

Duty	Frequency	Reference
1. Review and Process Non-Standard Procurement Requests	Daily	7203.1
2. Review the Stock Control Review Listing	Daily	7203.2
3. Review and follow-up on requisitions in the Pending Data Entry	Daily	7203.3
4. Receive, Validate, and Process Fuel Charges	Twice a Week	7203.4
5. Receive, Validate, and Process In-Flight Refueling	Weekly	7203.5
6. Receive and Process AIR Card® charges	Weekly	7203.6
7. Prepare, review, and submit a Status of Funds (SOF)/Checkbook Summary (CBS)	Weekly/ Monthly	7203.7
8. Receive and submit flight hours	Monthly	7203.8
9. Prepare, review, and submit Flight Hour Cost Reports	Monthly	7203.9
10. Prepare, manage, and inventory flight packets	Monthly	7203.10
11. Process Financial Support Listings	Monthly	7203.11
12. Perform Money Value Only Verification	Monthly	7203.12
13. Review and maintain Resource Authorizations	As required	7203.13

Figure 7-2.--FAS-R Duty Schedule.

## CHAPTER 7

## SECTION 3: CUSTOMER SUPPORT BRANCH (CSB-R)

7300. General. CSB-R 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).

7301. Functions

1. The branch OIC/SNCOIC will maintain a current turnover jacket which outlines specific duties and responsibilities and provides step-by-step procedures.

2. The branch OIC/SNCOIC will ensure that all pertinent letters are current and on file.

7302. Duties

1. CSB-R will perform the following duties and maintain the following files and reports:

- a. Maintain an Authorized Signature File.
- b. Maintain a Non-Standard Procurement Program (excluding GCPC).
- c. Process all Open Purchase Requests.
- d. Maintain a Contract/Government Wide Commercial Purchase Card (GCPC) Program.
- e. Review and Process requisitions for Custodial Material.
- f. Maintain a Flight Equipment Program.
- g. Maintain a Tool Control Program.
- h. Coordinate and perform Internal Requisition Reconciliations.
- i. Initiate and monitor requisition actions resulting from internal requisition reconciliations.
- j. Maintain custody and control of all organizational allowance material.
- k. Maintain Custody Records.
- l. Conduct inventories of organizational allowance material and unit deployment readiness evaluations.
- m. Assist supported units with the turn-in of Non-aeronautical Controlled Equipage.
- n. Maintain Appointment Letters.
- o. Maintain Custody Records File.

- p. Maintain Allowance Revision File.
- q. Maintain a Reconciliation File.
- r. Maintain Defense Logistics Agency Disposition Services (DLADS) Material Turn-in File.
- s. Maintain a Completed Transaction File.
- t. Maintain applicable publications and instructions per appendix AF.

Duty	Frequency	Reference
1. Review and Process Non-Standard Procurement Requests	Daily	7303.2
2. Review and Process GCPC requests	Daily	7303.3
3. Review and Process requisitions for Custodial Material	Daily	7303.5
4. Perform Internal Requisition Reconciliations	Monthly	7303.8
5. Initiate and monitor requisition actions resulting from internal requisition reconciliations	Monthly	7303.9
6. Conduct inventories of organizational allowance material	Quarterly/ Semi-Annual	7303.12
7. Assist supported units with the turn-in of Non-aeronautical Controlled Equipment	As Required	7303.13

Figure 7-3.--CSB-R Duty Schedule.

7303. Procedures1. Maintain an Authorized Signature File

a. CSB-R will maintain an Authorized Signature File of personnel designated to act on behalf of another person or persons of higher authority. These letters assign responsibility and authority for designated personnel to sign for requests and for receipt of material (see figure 7-4). These letters will authorize the Marines to procure the specified type of material regardless of the means of procurement utilized by CSB-R. These letters will be maintained as long as they are accurate. Updated letters are required when personnel changes occur at the squadron/unit. Letters will be updated annually, and will be maintained for 10 years in accordance with the FIAR retention requirements. Authorization letters will be "from" the head of the unit (e.g., squadron MMCO, division OIC) "to" the CSB-R. Each individual on the Authorization Letter may have "request" or "pick-up" capabilities, however the same individual cannot request and pick up the same order. The following programs will have letters of authorization for purchases, receipt of material and turn-in of material (request/pickup):

- (1) Open Purchase (GCPC).
- (2) Tool Control Purchasing Program.
- (3) ServMart/MILSTRIP.



(4) Table of Basic Allowance.

(5) Flight Equipment.

(6) DLADS - Defense Logistics Agency Disposition Services.

2. Maintain a Non-Standard Procurement Program (excluding GCPC). Non-Standard procurement can be utilized to purchase non-custodial material (e.g., office supplies, hand tools, logbooks, etc.) or Custodial Material. This file will be split between pending and outstanding non-standard procurement requests (e.g., ServMart, FedMall). Any non-standard procurement request over \$3,500 must be approved by the AvnSupO in PR Builder. The pending file will contain purchase requests which are being screened by CSB-R or awaiting FAS-R obligation. Once the requests are placed on order, they will be moved to the outstanding file. Once material has been received, the completed original with the receipt and PR Builder approval (if applicable) will be filed in the CTF and maintained within CSB-R per FIAR requirement. This file may be maintained manually or electronically if available.

**NOTE:** Ensure receipts meet the criteria outlined in reference (t), volume I, chapter 4, part B: Receipt Documentation. For administrative receipts, see reference (t) paragraph 4124. All receipt documents will be annotated with the legible print, signature, circled quantity, date, and time.

a. Before CSB-R processes any requests, strict adherence of separation of functions must be exhibited on the purchase request document (PRD). Separation of duties and functions exist when the requestor, funds approver, approving official, requisitioner, and signed receipt are all different individuals. Figure 7-5 shows the Non-Standard Procurement PRD to be used.

b. CSB-R will review and requisition Non-Standard Procurement Requests. Supported units/divisions will submit their Purchase Request Document (PRD) to CSB-R with supporting documentation. Each list will cite only items authorized for procurement. Requests will be screened by CSB-R for authorized signature, excessive quantities, duplicate items, unauthorized purchases, TCP items, etc. Any Non-Standard Procurement request over \$3,500 must be approved by the AvnSupO in PR Builder prior to funds obligation. For procurement of replacement Custodial Material, ensure the purchase request document is annotated with the corresponding DLADS ETID number. CSB-R will route the request to FAS-R for review of appropriate charges, funds approval, and obligation. FAS-R will then forward the request back to CSB-R for procurement.

c. Upon receiving the order, CSB-R will contact the appropriate individual to pick up the order. CSB-R will get a signature from personnel authorized to sign for the receipt of order. The purchase order will then be removed from the outstanding file and filed in the Completed Transaction File (CTF).

### 3. Process All Open Purchase Requests

a. The Government Wide Commercial Purchase Card (GCPC) is used to procure items that are not available through the normal supply system, are unable to be manufactured through a government contract, and are under the micro-purchase threshold. This method of procurement assists the Aviation Supply Department in providing support to the squadrons and work centers to

ensure the mission is accomplished. The GCPC program is further explained in paragraph 7303.4 below.

b. Requirements exceeding the micro-purchase threshold will be submitted to Marine Forces Reserve (MFR) Regional Contracting Office (RCO) for contractual procurement. Requests will adhere to the prescribed MFR RCO guidelines and 4th MAW guidance. These requests will be maintained separately from GCPC purchases, separated between pending and completed, filed in Julian date sequence, and retained per FIAR requirement.

#### 4. Maintain a Government Wide Commercial Purchase Card (GCPC) Program

a. The GCPC File will be maintained to record the procurement of nonstandard material or services from commercial activities. Documents placed in this file will be in compliance with Marine Forces Reserve (MFR) Regional Contracting Office (RCO) requirements and 4th MAW guidance. If amendments are done to the original requisition, ensure they are also filed. An Approving Official (AO) will be nominated by their unit's AvnSupO and appointed in writing by the Agency Program Coordinator (APC). The Cardholder (CH) will be nominated by the AO and appointed by the APC. The CH uses the GCPC to acquire authorized material or services per their delegated authority.

##### b. GCPC Usage/Maintenance

(1) The GCPC Program will be maintained in accordance with reference (j), TYCOM/Wing Instructions, and MARFORRES Level IV APC. GCPC Program Participants will maintain the following letters:

(a) Nomination Letter - Accountable Official (AO) & Cardholder (CH)

(b) Appointment Letter - AO & CH

(c) DD Form 577 - AO

(d) PR Builder DD Form 577 - AvnSupO & CH

(e) Set-up Form - AO & CH

(f) Training certificates as required by MARFORRES Level IV APC

(2) The purchase card shall be used to purchase supplies and services under the current micro-purchase threshold. APCs may increase a single purchase spending limit in strict accordance with reference (j).

(3) The purchase card shall only be used for authorized U.S. Government purchases. Intentional misuse 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.

c. This file will be arranged by cardholder, statement closing date, document number, and split between pending, outstanding, and completed requests. The pending file will contain purchase requests which are being screened by CSB-R, awaiting FAS-R obligation, or awaiting purchase. Once the requests are placed on order, they will be moved to the outstanding file. Once material has been received/receipted by one of the customers identified

on the authorization letter, the outstanding request will be pulled from the file, attached to the receipt document and filed in the Completed Transaction File (CTF) within CSB-R per FIAR compliance.

d. File and maintain all substantiating documentation in accordance with reference (j), MFR RCO guidance, and per FIAR retention requirement.

#### 5. Review and Process requisitions for Custodial Material

a. CSB-R will receive, review, and determine the method of procurement for all requests for Custodial Material (e.g., Table of Basic Allowance (TBA), Aviation Life Support Systems (ALSS), IMRL, or NAVAIR Allowance List (QH-2)). CSB-R will ensure the custodial material is authorized and the requesting unit is not over their prescribed allowance. The respective account's Responsible Officer is the only person authorized to request new or replacement assets. CSB-R will ensure all open purchase requests for IT (w/IT waiver) equipment (Non-NMCI assets) are routed through ALIMIS 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 is provided then the requisition can be submitted (based on the acquisition advice code).

c. When requisitions are submitted manually, CSB-R will use NALCOMIS under the parent MALS' UIC. This will build the requisition to the Active Requisitions Table and establish the financial obligation.

d. Upon receipt of TBA/FE, the respective RO must sign the inventory identifying the addition; however, anyone on the TBA/FE Authorization Letter with "pick-up" next to their name must pick-up and sign the supporting documentation.

e. For procurement of replacement assets, ensure the purchase request documentation is annotated with the corresponding DLADS ETID number. This will provide an audit trail to substantiate the disposal of NRFI/procurement of replenishment asset.

#### 6. Maintain a Flight Equipment Program

a. 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). CSB-R will receive requests from customers of supported squadrons, MAGs and MAWs ensuring only authorized personnel are issued flight clothing and flight operational equipment. Source documents will be maintained per reference (c) as appropriate. There are two types of flight equipment requirements the customer may have:

(1) Personal Issue. 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. CSB-R will review the flight orders to determine if the customer is permanent issue or temporary issue. CSB-R will

ensure that the FE division makes entries in the Record of Flight Equipment Issues (OPNAV 3760/32BB) for all initial and replacement personal issues.

(2) Pool Issue. 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. Validate the authorized allowances according to reference (g) and whether ample on hand quantities exist as cited by current inventories. Once approved, route to FAS-R for funding of the requisition.

b. File Signed DD Form 1348-1/1As in the Completed Transaction File (CTF). Following customer pick-up, CSB-R will coordinate with FAS-R to post receipt in prescribed financial system. Daily, CSB-R will ensure all signed DD Form 1348-1/1As and OPNAV 4790/11s for flight equipment completed requisitions are filed in document number sequence with PRD and any other supporting documentation. All receipt documents will be annotated with the legible print, signature, circled quantity, date, and time.

## 7. Maintain a Tool Control Program

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 (a1). Broken tools, excessive quantities or missing tools should be disposed of IAW reference (a1). All tools will be procured through the normal supply system or through local procurement procedures.

b. CSB-R 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, an initial issue purchase, or remain in place.

(1) Exchange Purchase. Squadrons/units will bring broken or worn tools/toolboxes to CSB-R for purchase along with a signed Broken/Worn Tool Report (BTR/WTR) and DLADS Turn-in Request Form. In the case of a lost or missing tool, a signed Missing Tool Report (MTR) will be brought to CSB-R with the PRD request. The CSB-R clerk will verify the signature and applicable information pertaining to the tool/toolboxes on the BTR/WTR/MTR and ensure the tool/toolboxes are present for turn-in (if applicable). Once all information has been verified, it is at that time the tool can be placed on order as per local procedures.

(2) Initial Issue Purchase. When initial issue tools or toolboxes are to be purchased, justification letter from the AMO, MMCO, or PCO needs to be brought to CSB-R with the request. If a valid reference is available it must be submitted along with the justification letter. CSB-R will then verify all information on the request and that it matches the information on the justification letter. Once verified, the CSB-R clerk will 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. CSB-R will reconcile monthly with each squadron/unit to ensure all orders are still active and required by the squadron/unit. Current and prior monthly reconciliations will be maintained.

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 paragraph 7303.13 below.

f. File Signed DD Form 1348-1/1As in the Completed Transaction File (CTF). Daily, CSB-R will ensure all signed DD Form 1348-1/1As for completed tool requisitions are filed in document number sequence with PRD and any other supporting documentation. All receipt documents will be annotated with the legible print, signature, circled quantity, date, and time.

#### 8. Coordinate and perform Internal Requisition Reconciliations

a. CSB-R is responsible for the internal reconciliation, monitoring, and expediting of requisitions for all CSB-R customers.

b. Reconciliation Aids. CSB-R has several programs available to produce reconciliation listings:

- (1) ADHOC - Utility program against R-Supply tables
- (2) JSL311 - R-Supply Material Obligation Validation (MOV)
- (3) J62500 - NALCOMIS Outstanding Material Requirements Report
- (4) BMT - Buffer Management Tool
- (5) Financial database Outstanding Reconciliation Report (ORR)

Due to the almost limitless selection and sequencing capabilities of the above programs, CSB-R 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 center's requisitions. No matter which program is used to generate reconciliation listings, CSB-R will ensure at least two copies of the listing are printed so both the CSB-R and the customer will have a copy of the listing from which to reconcile.

c. Timeframe for reconciliations. CSB-R will monitor and conduct requisition reconciliations for all other customers external to the ASD as prescribed by the following time-frames:

d. 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 CRB-R.

e. Perform Database reconciliation (Mismatch Reports) 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 L. As a result of the DTO Reconciliation portion of this reconciliation, CSB-R will take action prescribed in appendix L to correct DTO requisitions on these reports. The current and prior report will be maintained.

9. Initiate and monitor requisition actions resulting from internal requisition reconciliations. After CSB-R has conducted a reconciliation, they are responsible for ensuring the appropriate requisition action (e.g., 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.

**NOTE:** Reference procedures outlined in chapter 3, Expeditor Reconciliation Section, paragraph 3121.7.

10. Maintain custody and control of all organizational allowance material. CSB-R will maintain custody and control of material contained in the following allowance lists:

**NOTE:** A TBA and Flight Equipment pool Inventory will be treated as an appendix G Audit during an FAI/FAA. This will be in place of the appendix G Custody Records Audit. The inventory validity must be 100%.

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 supported units.

(2) The TBA Manual, reference (ar), lists special equipment, tools and unique maintenance materials required for performance of specific missions. These allowances have been specifically established for different types of units (e.g., MALS, VMA, VMFA, etc.). The designated allowances for all activities fall into one of three categories:

(a) CATEGORY I: Items required (the bare minimum) to execute the mission.

(b) CATEGORY II: Items provide substantial work related benefits (increase overall effectiveness of the unit).

(c) CATEGORY III: Items considered nice to have and should normally be procured after outfitting the unit with most of Category I and II items.

(3) Authorized allowances indicated in reference (ar) may be adjusted via approval from the ALD WASMAT OIC, as required to support independent squadron operations. Requests for excess will be routed to the ALD WASMAT OIC using figure 7-6, and an approval endorsement must be received, prior to requisitioning the item(s).

**NOTE:** Allowances indicated in reference (ar) may be approved for excess by the ALD WASMAT OIC as required to support independent squadron operations.

b. NAVAIR 00-35QH Series. This allowance list provides flight operational material such as flight clothing, cold weather clothing and compasses, and authorized allowances. CSB-R will ensure strict accountability of all squadron pool assets.

**NOTE:** CSB-R is not responsible for ALSS material stored by I-level as listed in reference (y).

(1) For initial issue Flight Equipment Pool requests, CSB-R will utilize the Custodial Record and a roster of personnel in flight status to validate authorized allowances.

(2) Replacement issues for Flight Pool require a turn-in. The turn-in will be given to CSB-R and disposed of via DLADS.

(3) CSB-R will ensure Custodial Records are properly updated for all balance changes to the Flight Equipment Pool as outlined in paragraph 7303.11.

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 Aviation Consolidated Allowance List (AVCAL) 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 subcustody to the IMA. The AvnSupO will establish electronic or manual records for each MAM/TBI authorized. MAMs/TBIs will be inventoried semi-annually and, as necessary, surveys will be processed for missing or damaged items in accordance with reference (t), volume I, chapter 5, part A, section III and appendix Z. The ASD CSB-R/SMD-R/IMA will do a complete validation of all TBIs/MAMs rated in conjunction with their FOSP review. CSB-R/SMD-R will contact the Fleet Requirement Division at NAVSUP WSS-P (215-697-2047) to receive a complete list of their rated TBIs/MAMs for validation. All rated TBIs/MAMs must be supported by a Maintenance Plan.

#### 11. Maintain Custody Records

a. Maintaining Mechanized Custody Records. CSB-R is responsible for maintaining custody records for all custodial allowances. Custody Records will be prepared electronically. Any database or spreadsheet program authorized by the AvnSupO may be used. Figure 7-7 illustrates a sample Custody Record.

b. Custody Records. Custody Records will reflect the O/H balance for all material, separated by Squadron or Work Center, and in item number sequence. The Custody Record will reflect at a minimum the following information:

- (1) Item Number
- (2) Nomenclature
- (3) Manufacturer

- (4) Model
- (5) Serial Number
- (6) Squadron/Account
- (7) Remarks/Comments
- (8) Inventory Occasion (semi-annual, quarterly, etc.)
- (9) Type of Custody Record (TBA, Flight Equipment Pool, TBI/MAMs)

c. Additions/deletions will be identified on the 'Remarks' section of the Custody Record by DDSN (additions) and ETID Number or Survey Inquiry Number (deletions). The Custody Record, signed by the RO and CSB-R OIC/SNCOIC, will be maintained upon completion of each record adjustment in the Custody Records File.

d. Custody Records will be filed in the Custody Records File and maintained for 10 years in accordance with the FIAR retention requirements.

## 12. Conduct inventories of organizational allowance material

a. CSB-R is required to conduct inventories of TBA material, Flight Equipment Pool, and TBI/MAMs. The inventory occasions are as follows:

(1) Semi-annual (Fiscal Year). This inventory will be conducted for TBA material and TBI/MAMs. Inventories will be conducted at a minimum of 90 days apart (e.g., February 2019 and May 2019).

(2) Quarterly (Fiscal Year). This inventory will be conducted for Flight Equipment Pool. Inventories will be conducted at a minimum of 30 days apart (e.g., March 2019 and May 2019).

(3) Upon deactivation of a unit. This inventory will be conducted when a unit is closing a Custodial Allowance Material Account.

(4) Responsible Officer Change. This inventory will be conducted with the off-going and oncoming Responsible Officers.

(5) Upon change of command. This inventory will be conducted within 30 days of change of Commanding Officer.

(6) Pre-deployment and post deployment. This inventory will be conducted no more than 90 days prior to deployment, and no later than 30 days post deployment.

**NOTE:** Inventories conducted within 30 days of the required semi-annual or quarterly inventory may be used to fulfill that requirement.

## b. Preparation for inventory

(1) 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. Identify records that may be missing pertinent data (e.g., serial number, model, etc.) to ensure proper annotations are made during the prospective inventory.

(2) At least one month prior to conducting the quarterly/semi-annual inventory, CSB-R will prepare an official notice (schedule) to all ROs of procedural details to be followed in conducting their scheduled inventories of Custodial Allowance Material (figure 7-8 and 7-9). The notice will be signed by the AvnSupO. Current notice will be maintained by CSB-R until the next required inventory notice.

(3) One week prior to the Flight Equipment Pool inventory, CSB-R will obtain a roster of personnel in flight status from the unit's S-3. This will assist in calculation of pool allowancing.

(4) A hard copy of the inventory (figure 7-7) will be produced in order to conduct the physical inventory with the Responsible Officer or Responsible Individual.

c. Conducting the inventory

(1) The hard copy will be used by CSB-R to conduct and record physical inventories of Custodial Allowance Material.

(2) Each item will be visually inspected for serviceability by the person conducting the inventory. Articles requiring identification by serial number will be checked for such numbers. Any discrepancies or changes will be annotated in the remarks column. When the inventoried quantity of an item differs from the verified custody record balance, recounts or causative research or both are required.

(3) The date of the inventory, quantity inventoried, printed name and signature of the RO or RI and CSB-R OIC/SNCOIC will be entered in pen on the hard copy of the completed inventory.

d. Post-inventory actions. Within 15 working days of the inventory being completed, additional actions are required as follows:

(1) Shortages and unserviceable items discovered incident to inventory will be surveyed (if applicable) in accordance with reference (t), volume I, chapter 5, part A, section III and appendix Z.

(2) Inventory adjustments or record corrections will be posted to the Custody Record.

(3) An Inventory Results Letter (figure 7-10) will be submitted to the respective squadron/unit Commanding Officer upon completion of a Change of Commanding Officer or Change of RO inventory. The RO is required to sign the letter, and the corresponding CO is required to initial. The letter will include the following information:

(a) A Custodial Allowance Material inventory has been completed.

(b) The findings during the inventory (i.e., missing items).

(c) Surveys applicable to shortages and unserviceable items have been submitted (or reasons why they have not been submitted).

(d) A list of excess Custodial Allowance Material, including justification or authority for excess items desired to be retained.

(4) All inventories will be placed in the Custody Record File.

e. Provide custodial deficiencies to SMD. CSB-R 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 CSB-R for current and two prior years.

### 13. Assist supported units with the turn-in of Non-aeronautical Controlled Equipage

a. General. Supported units will fill out a Turn-in Request Form (figure 7-11) for all no longer required Non-Aeronautical Controlled Equipage or material turned in for disposal. Upon receipt of the Turn-in Request Form, CSB-R will verify all data to ensure the item is properly identified.

b. Turn-in of Non-Aeronautical Controlled Equipage. CSB-R will create an Electronic Turn-In Document (ETID) DD Form 1348-1/1A in the DLADS website using the 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. Instructions on obtaining access and how to create ETIDs can be found on <http://www.dla.mil/DispositionServices/>. Upon turn-in, the supported unit will be given a signed copy of the DD Form 1348-1/1A as proof of turn-in. CSB-R will remove the custodial material (TBA, Flight Equipment, etc.) from the respective Responsible Officer Account. For controlled equipage items requiring a replacement, ensure the DLADS documentation is annotated with the corresponding requisition number used to procure replacement asset. This will provide an audit trail to substantiate the disposal of NRFI/procurement of replenishment asset.

c. Turn-in of Material for Disposal. Material to be turned in to DLADS will fall into one of three categories:

- (1) Material requiring an approval message (i.e., from MAW IMRL Manager).
- (2) Controlled Equipage material (e.g., TBA/FE).
- (3) Scrap/waste.

CSB-R will create an Electronic Turn-In Document (ETID) DD Form 1348-1/1A in the DLADS website using the 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. CSB-R will retain a signed copy of DD Form 1348-1/1A from DLADS or receiving entity (establishing chain of custody) and file it in the DLADS Material Turn-in File.

### 14. Maintain an Appointment Letter File

a. CSB-R will maintain a file of all personnel designated as a Responsible Officer (RO) with assistance of appointed Responsible Individual (RI) for all Custodial Allowance Material. These letters of

authority/appointment assign responsibility to Officers or Staff Non-Commissioned Officers to exercise proper custody, care, and protection of allowance materials. The individuals on the Appointment Letter for a unit are the only individuals authorized to sign for inventories.

b. CSB-R will provide assistance as necessary to squadron ROs during turnover periods. Figure 7-12 provides a sample Custodial Allowance Material RO Assignment Letter. CSB-R will prepare a handout listing instructions and orders pertaining to the management of their account as shown in figure 7-13. Each RO will provide to CSB-R an Acceptance of Inventory Letter of the account after they do an inventory with the off-going RO and all material is accounted for. If material is missing, the off-going RO will generate a survey.

c. ROs may assign (in writing) a separate RI within each custodial account. RIs are authorized to act in place of the RO in the event that the RO is not available for inventories or any administrative actions relating to their custodial account. The RO will ultimately be responsible for the overall accountability of all custodial material received from CSB-R.

**NOTE:** Assignment of an RI will be at the discretion of the RO utilizing figure 7-14.

d. All letters will be filed in the Custody Records File and retained for ten years.

#### 15. Maintain a Custody Record File

a. CSB-R will maintain a Custody Record File which will account for the following information:

(1) Appointment Letters of all personnel designated as a Responsible Officer (RO), and Responsible Individual (RI) if appointed.

(2) Custody Records which includes initial outfitting, additions, and deletions (with supporting documentation).

(3) Hard copy of the completed inventories signed by the Responsible Officer (RO) and CSB-R Personnel, along with Official Notice, and Inventory Results Letter (if applicable).

(4) Excess Request Letters with corresponding approval or disapproval endorsements from the WASMAT OIC.

b. The file will be separated by squadron then category (i.e., TBA, Flight Pool, TBI), and subdivided into Custody Cards and Completed Inventories, then filed in date sequence and maintained for 10 years in accordance with the FIAR retention requirements.

#### 16. Maintain an Allowance Revision File

a. An Allowance Revision File maintains records for squadrons/units that request additions, deletions and changes to authorized allowances of custodial materials.

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 ASB) for approval/disapproval via the WASMAT. The NAVSUP 1220-2 form will be utilized in requesting an allowance change, addition or deletion. A paper copy will be retained in the Allowance Revision File.

c. The file will be arranged into three categories: Additions, Deletions and Changes and subdivided into categories by the type of allowance and further divided into pending, approved, and disapproved categories. Requests will be maintained until incorporated into reference (ar).

#### 17. 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 CSB-R 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. External MOV File

(1) This file will contain MOV products received from the Supply Applications Administrator (SAA). Refer to appendix E for detailed procedures.

(2) The current and previous quarterly reports will be retained.

18. Maintain Defense Logistics Agency Disposition Services (DLADS) Material Turn-in File. This file will contain a copy of the authorized Removal and Submission of property to/from DLADS letter, all stamped/signed DD Form 1348-1/1A shipping documents for material turned in to DLADS or appropriate entity, along with the corresponding Turn-in Request Form. The file will be maintained in Julian date sequence, (the Julian date being part of the document number). Documents in this file will be retained per FIAR requirements.

**NOTE:** At no time will CSB-R 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.

19. Maintain a Completed Transaction File. The CTF is maintained as an historical record file of all source documents.

a. Government Wide Commercial Purchase Card (GCPC) CTF will be maintained in accordance with MFR RCO and 4th MAW guidelines. File will be separated by cardholder, in statement date sequence, and maintained for 10 years per FIAR retention requirements.

b. Non-Standard Procurement Program (excluding GCPC) CTF will contain the Non-Standard Procurement PRD, substantiating documentation (e.g., PR Builder, BTR, OPNAV 4790/11, justification letter, etc.), and FIAR compliant

receipt. These documents will be filed in document number sequence and maintained for 10 years per FIAR retention requirements.

c. Contract CTF will contain those requirements which were procured through MFR RCO. This file will include the Purchase Request (PR) Checklist, WAWF certificates, Salient Characteristics, pricing from three vendors, funding document, and receipt. It will be maintained in document number sequence for 10 years per FIAR requirements.

d. Ensure receipts meet the criteria outlined in NAVSUP P-485, chapter 4, part B, Receipt Documentation. For administrative receipts, reference NAVSUP P-485 paragraph 4124. All receipt documents will be annotated with the legible print, signature, circled quantity, date and time.

20. Maintain applicable publications and instructions. Refer to appendix AF for a list of publications/instructions pertinent to the operation of CSB-R and instructions for downloading from the various websites.


	<b>UNITED STATES MARINE CORPS</b> MARINE FIGHTER ATTACK SQUADRON XX MARINE AIRCRAFT GROUP XX XD MARINE AIRCRAFT WING MCAS MARINE P.O. BOX 123456 TUN TAVERN, PHILADELPHIA 19106			IN REPLY REFER TO: 4400 M/C DD Mon YY
	From: Maintenance Control, Officer in Charge To: Marine Aviation Logistics Squadron XX, Operations Management Division Subj: AUTHORIZED TO REQUEST OR PICKUP OPEN PURCHASE/GCPC Ref: (a) NAVMC 4400.177_, paragraph 2311.2			
1. The following personnel are authorized to request or pickup Open Purchase material:				
Name	Rank	Signature	Actions	
Marine, R.R.	SSgt	_____	Request	
Marine, S.S.	Sgt	_____	Pickup	
2. All other letters are hereby cancelled.				
3. Point of contact is GySgt Marine, I.M. at XXX-XXXX.				
<p style="text-align: center;">I. M. MARINE</p>				

Figure 7-4.--Sample Authorized Signature Letter.

**NON-STANDARD PURCHASE REQUEST DOCUMENT (PRD)**

**REQUESTOR NAME** (Print name, title and sign): \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SECTION, DEPT, UNIT:** \_\_\_\_\_ **PURCHASE LOG DOCUMENT #:** \_\_\_\_\_

	<u>Item</u>	<u>DOCUMENT #</u>	<u>SKU/Part/NSN</u>	<u>U/I</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Price</u>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
<b>GRAND TOTAL: \$</b>							

**Justification for request:** (Attach additional sheets as needed)

**DLADS Document Number** (If Applicable, if more than five document use page 3)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

**REQUIRED SIGNATURES PRIOR TO PURCHASE:**

CSB-R Approval (Print name, title and sign): \_\_\_\_\_ Date: \_\_\_\_\_

PR Builder Approval (for purchases over \$3500): Date: \_\_\_\_\_

FAS-R Approval (Print name, title and sign): \_\_\_\_\_ Date: \_\_\_\_\_

Funds Entered into CFMS: Y \_\_\_\_\_ N \_\_\_\_\_ Date Funds were entered in CFMS: \_\_\_\_\_

Approving Official Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print name, title and sign)

**ORDER INFORMATION:**


Date ordered: \_\_\_\_\_ Estimated Delivery Date: \_\_\_\_\_ Date Received: \_\_\_\_\_ Actual Cost: \$ \_\_\_\_\_

**REQUIRED SIGNATURES AFTER PURCHASE:**

Merchandise was received/verified by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print name, title and sign)

CSB-R Verification that Merchandise was received: \_\_\_\_\_ Date: \_\_\_\_\_

Figure 7-5.--Non-Standard Procurement PRD.



**UNITED STATES MARINE CORPS**  
MARINE FIGHTER ATTACK SQUADRON XX  
MARINE AIRCRAFT GROUP XX  
XD MARINE AIRCRAFT WING  
MCAS MARINE P.O. BOX 123456  
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:  
4400  
OMD  
DD Mon YY

From: Operations Management Division, Officer in Charge,  
Marine Aviation Logistics Squadron XX  
To: Wing Operations Section, Officer in Charge,  
Xd Marine Aircraft Wing  
Via: Aviation Supply Officer, Marine Aviation Logistics Squadron XX  
Subj: TABLE OF BASIC ALLOWANCE (TBA) EXCESS MATERIAL REQUEST  
Ref: (a) NAVMC 4400.177  
(b) TM 3125-OI/1 TBA Manual

1. In accordance with references (a) and (b), the following material is requested to be requisitioned as excess to the authorized allowance, for the following squadrons.

LINE NO.	ITEM	UNIT	TOTAL A/A	TOTAL O/H QTY	EXCESS QTY REQUESTED

2. Excess material facilitates MALS XX operations. If approved for requisitioning, material will be tracked on custody records and will be properly disposed of once material is no longer in a serviceable condition. If disapproved for requisitioning, material will not be ordered.

3. Point of contact is 1stLt Marine at (XXX)XXX-XXXX.

U. S. MARINE

Figure 7-6.--Sample Excess Material Request.

**VMGR-XXX**  
**TBA**  
**FY19 1st Half Semi-Annual**

LINE #	NOMENCLATURE	MANUFACTURER	MODEL	SERIAL NUMBER	REMARKS
1013	Vacuum	Bissell	8784	110063115	
1036	Fax Machine	Brother	2820	U61325123500	
1039	Laminator	Fellowes	Saturn	CRC521	
1040	Shredder	Fellowes	125CI	3125	
1042	Laserjet	Hewlett Packard	CP4025	JPBS00P	
1043	VAIO	Sony	PCG-31113L	54095000819	
1060	Digital Camera	KODAK	DC290	EKT06027	
1062	Infocus Machine	Nec	NP41	93001E	

1. I hereby acknowledge that before any TBA item may be moved or transferred to any other account, I must notify the SSD TBA representative.

2. 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 PRINT: \_\_\_\_\_

SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

CSB OIC/SNCOIC PRINT: \_\_\_\_\_

SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

Figure 7-7.--Sample Custody Card.



# UNITED STATES MARINE CORPS

MARINE FIGHTER ATTACK SQUADRON XX  
MARINE AIRCRAFT GROUP XX  
XD MARINE AIRCRAFT WING  
MCAS MARINE P.O. BOX 123456  
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:

4400

ASO

DD Mon YY

From: Aviation Supply Officer, Marine Aviation Logistics Squadron XX  
To: Flight Equipment Pool Responsible Officers, Marine Aviation  
Logistics Squadron XX

Subj: NOTICE FOR FLIGHT EQUIPMENT POOL QUARTERLY INVENTORIES

Ref: (a) NAVMC 4400.177\_

1. In accordance with the reference, the following schedule and procedures will be adhered to.

<u>UNIT</u>	<u>INVENTORY DATE</u>
VMFA XXX	DD Mon YY

2. One week prior to the Flight Equipment Pool inventory, CRS will obtain a roster of personnel in a flight status from your unit's S-3; this will assist them in the calculation of pool allowancing.

3. During the Flight Equipment Pool inventory, each item will be verified by the NSN, and visually inspected for serviceability by CRS, in conjunction with the assigned Responsible Officer or Responsible Individual. In the event that discrepancies (e.g., missing or damaged items) are identified during the inventory, specific annotations will be made by CRS.

4. Upon completion of the inventory, the date of the inventory, quantity inventoried, printed name, and signature of the RO or RI will be entered in pen on the hard copy of the completed inventory.

5. The point of contact for this matter is 1stLt Marine and can be reached at (XXX) XXX-XXXX.

A. S. ASO

Figure 7-8.--Sample Flight Equipment Pool Inventory Notice.





# UNITED STATES MARINE CORPS

MARINE FIGHTER ATTACK SQUADRON XX  
MARINE AIRCRAFT GROUP XX  
XD MARINE AIRCRAFT WING  
MCAS MARINE P.O. BOX 123456  
TUN TAVERN, PHILADELPHIA 19108

IN REPLY REFER TO:

4400

ASO

DD Mon YY

From: Aviation Supply Officer, Marine Aviation Logistics Squadron XX  
To: Flight Equipment Pool Responsible Officers, Marine Aviation  
Logistics Squadron XX

Subj: NOTICE FOR TABLE OF BASIC ALLOWANCE AND TBI/MAMS SEMI-ANNUAL  
INVENTORIES

Ref: (a) NAVMC 4400.177

1. In accordance with the references, the following schedule and procedures  
will be adhered to.

<u>UNIT</u>	<u>INVENTORY DATE</u>
VMFA XXX	DD Mon YY

2. During the TBA/TBI/MAMs inventory, each item will be verified by the TBA  
Serial Number label, NSN, MFG Serial Number, and visually inspected for  
serviceability by CRS, in conjunction with the assigned Responsible Officer  
or Responsible Individual. In the event that discrepancies (e.g., missing or  
damaged items) are identified during the inventory, specific annotations will  
be made by CRS.

3. Upon completion of the inventory, the date of the inventory, quantity  
inventoried, printed name, and signature of the RO or RI will be entered in  
pen on the hard copy of the completed inventory.

4. The point of contact for this matter is 1stLt Marine and can be reached  
at (XXX)XXX-XXXX.

A. S. ASO

Figure 7-9.--Sample TBA and TBI/MAMs Inventory Notice.


	<b>UNITED STATES MARINE CORPS</b> MARINE FIGHTER ATTACK SQUADRON XX MARINE AIRCRAFT GROUP XX XD MARINE AIRCRAFT WING MCAS MARINE P.O. BOX 123456 TUN TAVERN, PHILADELPHIA 19106	IN REPLY REFER TO: 1000 RO DD Mon YY
	From: Responsible Officer, Marine Aviation Logistics Squadron XX To: Commanding Officer, Marine Aviation Logistics Squadron XX Subj: INVENTORY RESULTS LETTER Ref: (a) NAVMC 4400.177_	
1. In accordance with the reference, an inventory was conducted for MALS XX. 2. The findings during the inventory are as follows. Shredder, Serial No. XYZ-321 is no longer functional. The RO will complete Turn-In Request Form for item to be turned into DLADs, and will submit an Open Purchase Request to replace the item.		
A. S. ASO		
CO: _____		

Figure 7-10.--Sample Inventory Results Letter.

TURN-IN REQUEST	
**This form must be entirely filled out in order to be accepted**	
UIC: _____	
UNIT/WC: _____	DATE: _____
ETID NUMBER: _____ (FROM PENDING ETID/DD 1348-1/1A ON DLADS SITE)	
BTR/WTR/MTR: _____	
NOMENCLATURE: _____	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: _____	
PRINTED NAME: _____	SIGNATURE: _____
Remarks:	
* ANNOTATE PROCUREMENT REQUISITION NUMBER IN REMARKS SECTION	

Figure 7-11.--Turn-In Request Form.



## UNITED STATES MARINE CORPS

MARINE FIGHTER ATTACK SQUADRON XX  
 MARINE AIRCRAFT GROUP XX  
 XD MARINE AIRCRAFT WING  
 MCAS MARINE P.O. BOX 123456  
 TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:

4400

OMD

DD Mon YY

From: Commanding Officer, Marine Fighter Attack Squadron XX  
 To: Captain U.S. Marine, XXXXXXXXX/1775 USMC

Subj: APPOINTMENT AS RESPONSIBLE OFFICER FOR TABLE OF BASIC ALLOWANCE (TBA) MATERIAL

Ref: (a) TN3125-OI  
 (b) NAVSUP P485 Vol I  
 (c) NAVMC 4400.177\_

1. You are hereby appointed as the Responsible Officer (RO) for all Table of Basic Allowance (TBA) material for this squadron in relief of Captain U.S. America. 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 XX (MALS-XX) 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-XX.

3. You will be guided in the performance of your duties by references (a) through (c). Additionally, the Operations Management Division Officer is available for assistance with issues/questions regarding your assignment and can be reached at extension XXXX.

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.

C. O. NAME

Figure 7-12.--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 damage 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 Supply Department for viewing. Additionally, the Aviation Supply Department's Customer Support Branch is available to assist with any questions you may have concerning TBA material.

Maintaining Custody Records - NAVMC 4400.177\_, paragraph 7303.11

Inventory Requirements - NAVMC 4400.177\_, paragraph 7303.12

Surveys - NAVSUP P485, Volume I, Chapter 5, Part A, Section III

Figure 7-13.--Sample Responsible Officer Handout.



UNITED STATES MARINE CORPS

MARINE FIGHTER ATTACK SQUADRON XX  
MARINE AIRCRAFT GROUP XX  
XD MARINE AIRCRAFT WING  
MCAS MARINE P.O. BOX 123456  
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:  
4400  
OMD  
DD Mon YY

From: Responsible Officer, Marine Aviation Logistics Squadron XX  
To: Staff Sergeant U.S. Marine, XXXXXXXXX/MOS USMC  
Subj: APPOINTMENT AS RESPONSIBLE INDIVIDUAL FOR TABLE OF BASIC ALLOWANCE  
(TBA) MATERIAL  
Ref: (a) NAVMC 4400.177\_

1. In accordance with the references, you are hereby appointed as the Responsible Individual for Table of Basic Allowance (TBA) material for Marine Aviation Logistics Squadron XX.
2. You are authorized to act in place of the RO in the event that the RO is not available for inventories or any administrative actions relating to their custodial account.
3. You will indicate by endorsement hereby, your acceptance of this appointment. Your appointment will remain in effect until you are transferred from this unit.

U. R. RESPONSIBLE

USA  
DD Mon YY

FIRST ENDORSEMENT

From: Staff Sergeant U.S. Marine, XXXXXXXXX/MOS USMC  
To: Responsible Officer, Marine Aviation Logistics Squadron XX  
Subj: APPOINTMENT AS RESPONSIBLE INDIVIDUAL FOR TABLE OF BASIC ALLOWANCE  
(TBA) MATERIAL

1. I have read and understand the contents of the references and hereby assume the duties as the responsible individual for Table of Basic Allowance (TBA) Material.

U. S. MARINE

Figure 7-14.--Sample Responsible Individual Assignment and Acceptance Letter.

## CHAPTER 7

## SECTION 4: CUSTOMER RECONCILIATION BRANCH (CRB-R)

7400. General

1. CRB-R is responsible for the initial screening and technical research of all requisitions assigned an OFFTR or OFVAL Local Status Code (LSC). CRB-R is responsible for the internal and external reconciliation, monitoring, and expediting of High Priority requisitions and all outstanding Direct Turnover (DTO) requisitions (except IMRL, Tool, Open Purchase, Flight Equipment, Custodial Material, ServMart, and Pre-Expended Bin).

7401. Procedures

1. Reference chapter 3, section 1, for duties and responsibilities.

**NOTE:** Reconciliation of requisitions for Flight Equipment, IMRL, TBA, EAF, etc. will be the responsibility of CSB-R as outlined in paragraphs 7303.8 and 7303.9.

## CHAPTER 7

## SECTION 5: WAREHOUSE MANAGEMENT DIVISION (WMD-R)

7500. General

1. The Warehouse Management Division (WMD-R) is responsible for the receipt, storage, issue, delivery and inventory of all repairables and Navy Working Capital Fund (NWCF) consumables. WMD-R is also responsible for the induction, monitoring and recovery of repairables into/from the Intermediate Maintenance Activity (IMA) and for the shipment and tracking of Beyond Capability of Maintenance (BCM) components to the appropriate activity. The establishment and maintenance of a viable Shelf Life Program is the responsibility of WMD-R. Management and control of all classified and fleet controlled material (repairable and consumable) is also the responsibility of WMD-R. In addition to the responsibilities identified above, WMD-R will ensure all financial discrepancies for repairable transactions, which are identified by the Financial Accounting Section (FAS-R), are corrected and returned to FAS-R in a timely manner.

7501. Procedures

1. Reference chapter 2 for all duties and responsibilities associated with WMD-R. Due to the unique operating environment of 4th MAW, WMD-R will also carry out the duties and responsibilities of the Wing Allowancing Section (WAS), as outlined below and further detailed in chapter 5, section 2.

- a. Maintain Stock Levels for all material.
- b. Execute a Level Set.

**NOTE:** WMD-R shall file their consumable POD's in Julian Date/Serial Number sequence.

**NOTE 2:** CSB-R will conduct all DLADS functions as it relates to the turn in of non-aeronautical material as stated in paragraph 7303.13.

## CHAPTER 7

## SECTION 6: SUPPLY MANAGEMENT DIVISION (SMD-R)

7600. General

1. SMD-R 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 Fiscal Year (EOFY) processing, supply applications administration, technical training and MALSP allowance validation/local support package development.

**NOTE:** 4th MAW does not have a Wing Allowancing Section (WAS), therefore, all allowance reviews will flow from NAVSUP directly to the Supply Departments for action. Due to the unique operating environment of 4th MAW, SMD-R will also carry out the duties and responsibilities of the Wing Allowancing Section (WAS), as outlined below and further detailed in chapter 5, section 2.

- a. Review and request modifications of allowances.
- b. Coordinate and Validate all AVCAL aids and milestone process.
- c. Coordinate and monitor the MEU AVCAL allowancing milestone process.
- d. Coordinate and monitor COSAL review process.
- e. Ensure all MALSP support package building block allowances are properly identified in R-Supply/NALCOMIS.
- f. Maintain an Allowance Change Request (ACR) File.
- g. Submit Offload recommendations to the MALS.
- h. Review of Local Management Codes/Flags used in the Stock Item Query.
- i. Conduct Database Maintenance.
- j. Monitor Supply Management Goals (IMPR).

**NOTE 1:** MALS-49 shall track their SMCR's NTCSS access, but their SMCR personnel will not be included in the appendix G User Role Audit.

**NOTE 2:** MALS-49 Audit Branch is not required to conduct the End of the Month FLSA.

7601. Procedures

1. Reference chapter 4 for SMD duties and responsibilities with the exception of the Technical Training Program (chapter 4, paragraphs 4100.1 & 2), which is outlined below in paragraph 7601.2.

2. Establish and Maintain the ASD Technical Training Program. The AB will coordinate all technical training to be conducted at a minimum of three times per month. All training periods will be at least one hour in length. Appendix I, Technical Training Program, provides detailed guidance for the

development of a lesson plan and communication techniques. The Quarterly Technical Training Schedule and Quarterly Technical Training Report will be retained for one Calendar year by the AB. The AB will publish a Quarterly Technical Training Schedule (appendix I, figure I-2) based on input from divisions and approval from the AvnSupChf, AAvnSupO, or 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 I.

a. Technical Training

(1) Will be conducted at a minimum of three times per month on any topic deemed relevant by the AvnSupChf, AAvnSupO or AvnSupO (not restricted to aviation logistics, and can include continuous process improvement initiatives, tools, and techniques). At a minimum of once per quarter, technical training will be conducted during drill weekend in order to garner participation from reserve Marines. Throughout the quarter, each division will provide at least one relevant technical training specific to their division. Lesson plans, critique sheets, attendance rosters, and graded tests will be retained for one year by the AB. Attendance rosters with individual test scores will be used to produce the Quarterly Technical Training Report.

**NOTE:** All Site Supports are required to conduct only one Departmental Technical training per month. All Marine Transport Squadrons (VMR) and Marine Fighter Training Squadron (VMFT) 401 are exempt from the technical training program.

b. Monitoring of Technical Training. The AB will monitor the technical training period and provide a written critique (figure 4-7) to the AvnSupO via the SMD OIC/SNCOIC after the completion of the class.

c. Attendance Roster. The AB will maintain an attendance roster with individual test scores of personnel attending the classes, (appendix I, figure I-3). The attendance rosters will be validated against the morning report (which will also be provided with the attendance roster) to identify personnel who did not attend and stipulate the reason why. Any rosters of outside contractors/civilian provided training for the ASD can be submitted to the AB in lieu of the ASDTP formatted rosters to document the training. AB will obtain a department roster and ensure personnel assigned to night crew and mid crew are included.

d. Quarterly Technical Training Report. The AB will submit a report of the technical training attendance (figure 4-8) to the AvnSupO via the SMD OIC/SNCOIC on a quarterly 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.

e. Technical Training Lesson Plans. AB will maintain an electronic/manual library of all lesson plans presented to the ASD. The library will also include any lesson plans from outside training sources (e.g., CNATT Det Whiting Field, TYCOM, etc.). Appendix I, provides guidance for developing lesson plans written locally.



## APPENDIX A

## SUPPLY/MAINTENANCE CODES

1. General

a. Background. This appendix provides Supply and Maintenance codes used in the daily performance of duties. It contains codes that are most often used but is not all inclusive.

2. Table of Contents:	Page:
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**3. R-Supply Daily Transaction Codes:**

X01 Deletion of Due Records

X05 Allowance/Load List Update Tape Processing

X06 Establish, Delete, Locate Part Number File Records

X07 Storeroom Location Process

X08 Add/Change/Delete SIR Data Elements

X09 Establish/Change SIR Data Elements

X10 Add/Delete APL/RIC Records

X11 Spot Inventory

X13 On-hand Gain or Loss Adjustment

X13R On-hand Gain/Loss Reversal

X21 Demand Recording

X22 SO BCM - BC1 Carcass Turn-in Data (DIFM Return)

X22 SO EXREP/RIP BCM - BC1 Carcass Turn-in Data (DIFM Return)

X22 SO RFI Return - NRFI to RFI (DIFM Return)

X24 Establish/Change Pack-up Data

X30 NRFI Update (LSC Compl)

X31 Material Issue Internal (MRI)

X32 MTIS by Ship's Department or Supported Unit

X33 NRFI Sub Update (Substitute Induction)

X34 Material Issue External, Transfer to Non-supported End-Use Ships or Units

X35 Material Issue External, Cash Sales

X37 Material Issue External, OSO Transfer Ashore

X38 Material Issue External, Transfer to End-Use Ashore

X39 OSO Transfer Adjustment (Not Authorized with MFCS)

X40 Sub-Custody Update

X43 Survey Adjustment

X49 Maintaining Currency of Appropriation Data

X50 Process OPTAR Grant/Withdrawal

X52 Adjust Financial Data

X70 Receipt Processing, Aviation Fuel

X71 Receipt Processing  
 X71R Receipt Reversal  
 X72 Receipt in Process  
 X73 Receipt Processing, Money Value Only (MVO)  
 X76 OPTAR Adjustment  
 X77 Unmatched Stock Fund Transaction Adjustment (Not Authorized with MFCS)  
 X78 Obligation Adjustment  
 X84 Scheduled Inventory Process  
 X91 Maintenance Data System Input  
 X92 Aviation Maintenance Data System Input  
 YE1 Internal Information Message

**4. Allowance Type Codes:**

1 COSAL/BCOSAL/QCOSAL  
 2 AVCAL  
 3 DUAL (AVCAL/COSAL)  
 4 DEMAND BASED ITEM (DBI)  
 5 TYCOM CONTROLLED  
 6 EXCESS  
 7 ECONOMIC RETENTION  
 8 DEMAND RECORDING ONLY  
 9 SUBSTITUTE

**5. Repair Capability Codes:**

A1 TEST AND CHECK ONLY  
 C1 FULL REPAIR  
 C3 LIMITED REPAIR  
 D1 FULL DEPOT CAPABILITY  
 D3 PARTIAL DEPOT CAPABILITY  
 M1 ASSEMBLE/MANUFACTURE  
 R1 REPAIR & RETURN TO SITE #1  
 X1 REPAIR NOT AUTHORIZED  
 X2 LACK OF AUTH EQUIP/TOOLS/FACIL  
 X3 LACK OF REQUIRED TECH SKILLS  
 X6 LACK OF TECH DATA  
 Z1 CONSUMABLE MATERIAL

**6. Action Taken Codes:**

0 INSPECTION CONTROL, LOOK PHASE  
1 REPAIR NOT AUTHORIZED  
2 LACK OF EQUIP, TOOLS, FACILITIES  
3 LACK OF TECHNICAL SKILLS  
4 LACK OF PARTS  
5 FAILS CHECK AND TEST  
6 LACK OF TECHNICAL DATA  
7 BEYOND AUTHORIZED REPAIR DEPTH  
8 ADMINISTRATIVE  
9 CONDEMNED  
A NO REPAIR REQUIRED  
B REPAIR (NON-WUC ITEM)  
C REPAIR (WUC ITEM)  
D CLOSEOUT - NOT REPAIRED  
F FAILED TEST AND CHECK (WORK REQUEST)  
J CALIBRATED - NO ADJUST REQUIRED  
K CALIBRATED - ADJUST REQUIRED  
L WORK STOPPAGE - AWP  
N WORK IN PROCESS - CLOSEOUT  
P REMOVED  
Q INSTALLED  
R REMOVE AND REPLACE  
S REMOVE AND REINSTALL  
T REMOVE AND REPLACE FOR CANNIBALIZATION  
Y TROUBLESHOOTING  
Z CORROSION TREATMENT

**7. Job Status Codes:**

A1 PRE-INDUCTION SCREENING  
CC MAF CANCELED (SYS ASSIGN)  
CM CONTRACTOR MAINTENANCE  
CP CONTRACTOR PARTS  
DD ANALYST DELETE (SYS ASSIGN)  
IW IN WORK  
JC JOB COMPLETE  
M1 AWM DEPOT  
M2 AWM SE/HANGAR  
M3 AWM BACKLOG  
M4 AWM OFF SHIFT  
M5 AWM OTHER  
M6 AWM AWAITING AIMD

M7 AWM FLIGHT/OPERATIONAL  
M8 AWM AWAITING OTHER SHOPS  
M9 AWM FUNDING  
WB IN TRANSIT FROM AWP LOCKER  
WP AWP IN SHOP  
WQ AWP IN AWP UNIT  
WS AWP WORK STOPPAGE  
WT IN TRANSIT TO AWP LOCKER

**8. NALCOMIS Suspense Management Codes:**

CR CUSTOMER REFUSAL  
EI ENGINEERING INVEST.  
FC FLEET CTRL BCM CANDIDATE  
IN SUSPENDED FROM INVENTORY  
MA AWAITING MAINT INDUCT  
RB RECEIPT ONBOARD  
SS SUPPLY, UNSPECIFIED  
WR WAREHOUSE REFUSAL

**9. DIFM/Completed Repair Action Mailbox Management Codes:**

CX DDSN CANCELLED  
ER EXREP  
OW OWED TO SYSTEM  
SO SUPPLY OFFICER ASSET

**10. Type Equipment Codes:**

AAED EA-6B PROWLER  
ACMJ KC-130J SUPER HERCULES  
ACMY KC-130T HERCULES  
AFBA F-35 JOINT STRIKE FIGHTER  
AHAA UH-1Y SUPER-HUEY  
AHAB AH-1Z SUPER COBRA  
AHAP UH-1N HUEY  
AHAX AH-1W COBRA  
AHCS VH-3D SEA KING

AHRH CH-46E SEA KNIGHT  
 AHXC CH-53D STALLION  
 AHXD CH-53E SUPER STALLION  
 AHXK CH-53K SUPER STALLION  
 AHZG VH-60N WHITE HAWK  
 AMAA FA-18A HORNET (ONE SEAT)  
 AMAE FA-18B HORNET (TWO SEAT)  
 AMAF FA-18C HORNET ALL WEATHER (ONE SEAT)  
 AMAG FA-18D HORNET ALL WEATHER (TWO SEAT)  
 AMAH FA-18E SUPER HORNET (ONE SEAT)  
 AMAJ FA-18F SUPER HORNET (TWO SEAT)  
 ATFE T34C BEECHCRAFT MENTOR  
 AYLK AV-8B HARRIER  
 AYLK TAV-8B HARRIER TRAINER  
 AYNE MV-22B OSPREY

**11. Acquisition Advice Codes:**

A SERVICE/AGENCY REGULATED  
 B ICP REGULATED  
 C SERVICE/AGENCY REGULATED  
 D DOD INTEGRATED MATERIAL MGR STK AND ISS  
 E OTH SRVICE MNGD STKED AND ISS  
 F FABRICATE OR ASSEMBLE NON-STK-ITM  
 G GSA INTEGRATED MATERIAL MGR STK IS  
 H DIR DLV UNDR CEN CNTR NON-STK  
 I DIR ORD CEN CNTR/SCHL NON-STK  
 J NOT STK CEN PROCURED NON-STK-IT  
 K CEN STK OVERSEAS NON-STK-ITM  
 L LOCAL PURCHASE NON-STK-ITMS  
 M RESTRICTED REQN MAJ OVERHAUL  
 N RESTRICTED REQN DISPOSAL  
 O PACKAGED FUELS NON-STOCK  
 P RESTRICTED REQN SEC ASSIST PRG (SAP)  
 Q BULK PETROLEUM PRODUCTS  
 R RESTRICTED REQN GOV FURND MATERIAL (GFM)  
 S RESTRICTED REQN OTH SERVICE FUNDED  
 T CONDEMNED NON-STOCKED ITEMS

U LEAD SERVICE MANAGED  
 V TERMINAL ITEM  
 W RESTRICTED REQN SPECIAL INSTRUCTIONS APPLY NSI  
 X SEMI-ACTIVE ITEM NO REPLACEMENT  
 Y TERMINAL ITEM (NONSTOCKED ITEMS)  
 Z INSURANCE/NUMERIC STOCK OBJECTIVE ITEM

## 12. NALCOMIS Transaction Ledger Codes:

AE1REV	Reversal of cancellation status stock DDSN (R-Supply)
AEINFC	AE1 cancellation status
AEIREV	AEI reversal of cancellation status previously posted on a stock requisition (R-Supply)
AMDCUP	AMSU discrepancy update
AWDUE	Create AWDUE requisition (UADPS-U2 sites)
AWPREC	AWP component receipt
AWPREL	AWP component release
CANCEL	Requisition LSC set to CANCEL
CMSUF	Total Qty on suffixes is complete
CNXRFI	RFI action on a cancelled EXREP requisition
COMPL	Total Qty Orders has been received
CSRBCM	Inter-IMA/customer service return BCM
CSRDEL	Inter-IMA/customer service return deleted
CSRRFI	Inter-IMA/customer service return RFI
CSRSHF	Inter-IMA/customer service return asset shipped to DOP by repair site
CSTRFS	Customer refusal
CTGRQN	Requisition backfitted via contingency
CTGWRA	Backfit of a WRA via MAF contingency
CXCMP	Partial Qty Received on Suffix
CXSUF	Partial Qty Received, Qty remain
DBAG17	ACBAL update program
DBAG1R	Subcustody update program
DBAG75	DIFM update program
DBAG76	Stock due update program
DBAG79	IOU update program
DBAG80	Pack-up on-hand update
DBAG81	RFI update
DBAG83	Suspense update program
DBAG84	Pack-up deployed update program
DELNIN	Delete NIIN
DELSTK	Stock requisition has been deleted
DFESUR	DIFM EXREP survey

DFOSUR	DIFM OW survey
DFSSUR	DIFM SO survey
DLSSUR	DTO lost in shipment survey
DTOEMR	DTO receipt erroneous material received
DTOLIS	DTO receipt lost in shipment
DTOMLT	DTO receipt multiple shipment
DTOREC	DTO due reconciliation
DTOSUB	DTO receipt substitute received
DVTSTK	DTO diverted to stock
EIEBCM	EI EXREP BCM return
EIESPS	EI EXREP asset return to suspense
EIOSUR	EXREP IOU survey
EIOWPS	EI owed asset return to suspense
EISBCM	EI SO asset BCM return
EISSPS	EI SO asset return to suspense
EOFFAR	EXREP awaiting alternate NIIN review
EXEIND	EXREP EI induction
EXRBCM	EXREP BCM return
EXRDCD	EXREP D-coded MAF return
EXREP	Item EXREP
EXRIND	EXREP induction
EXRIOU	EXREP IOU
EXRRFI	EXREP RFI return
FAQADJ	FAQ adjustment
FGCCHG	FGC change
FRCCHG	FRC change
IGNOR	MATL RQMT Rejected by PC
INPRO	MATL RQMT being processed by Supply
ISCSEX	Issue select CX asset to an EXREP requisition
ISESEX	Issue select EXREP to an EXREP requisition
ISORAR	Issue select to an outstanding repair and return requisition
ISOWEX	Issue select OW asset to an EXREP requisition
ISSER	Issue in Process for SERNO
ISSIP	Issue In Process
ISSEXR	Issue select for EXREP with no cross issue
ISSMA	Issue from DIFM return
ISSNEX	Issue non-exchange advice code
ISSOEX	Issue select for SO asset to EXREP requisition
LIS	Lost in Shipment
LSCREV	Requisition LSC is being reversed
MAFCNX	MAF cancellation
MAFDEL	MAF deletion
MAFKILL	MAF kill program



MAFPOD	Material receipt
MATLTI	Material turn-in
MATRUP	Material requirement update
MCEADD	MAF contingency E record add
MCECHG	MAF contingency E record change
MCEDEL	MAF contingency E record delete
MCRCHG	MAF correction E record change
MODREC	Modify requisition (used internally by PGM)
MODSTK	Stock requisition has been modified
MTSIND	MTIS induction
NC	Item Not Carried
NIS	Item Not In Stock
NQTYCI	No quantity change from inventory
NSNREC	NSN reconciliation
OFFAR	Off-line for ALT NIIN Review
OFFMA	Off-line for LSC update by ASD
OFFMP	Off-line for manual processing
OFFTR	Off-line for technical research
OFVAL	Off-line for validation
OFTRUP	OFFTR DDSN updated via material requirement update
OMPIOU	OFFMP non-RIP exchange advice code
OMPRIP	OFFMP RIP exchange advice code
OSSUF	Outstanding req with suffix status
OWEBCM	OW asset BCM return
OWEDCD	OW asset D-coded return
OWERFI	OW asset RFI return
OWISUR	OW IOU survey
OWRIND	OW induction
PARTC	Partial Qty Canx
PARTI	Partial Qty Issued
PARTR	Partial Qty Received
PKDPKP	Transfer from pack-up deployed to pack-up on-hand
PKDRFI	Transfer from pack-up deployed to RFI
PKPAPC	Transfer pack-up on-hand to P/C A
PKPPKD	Transfer from pack-up on-hand to pack-up deployed
PKPREC	Pack-up reconciliation
PKPRFI	Transfer from pack-up on-hand to RFI
RARBCM	Repair and return MAF BCM return
RARDCD	Repair and return MAF D-coded return
RARIND	Repair and return induction
RARRFI	Repair and return MAF RFI return
RCANC	Cancellation requested
RCSUF	Request cancel, suffixed req.

REFER	Requisition referred to another supply activity
REFNEX	Referred non-exchange advice code
REFRIP	Referral of a RIP DTO
REORDR	Reorder of a lost in shipment DDSN
REQKIL	Requisition kill program
REQUPD	Requisition update (used internally by PGM)
RFIGBA	RFI gain by accounting
RFIGBI	RFI gain by inventory
RFILBA	RFI loss by accounting
RFILBI	RFI loss by inventory
RFINSN	Repairable issue to an OFFTR requirement
RFIPKD	SO pack-up asset RFI return
RFIPKD	SO pack-up asset return
RFIPKD	Transfer from RFI to pack-up deployed
RFIPKP	Transfer from RFI to pack-up on-hand
RFISPS	Transfer from RFI to suspense
RFISUB	Transfer from RFI to subcustody
RISOEX	Rescreen issue SO asset to an EXREP requisition
RISORR	Rescreen issue SO asset to a Referred requisition
ROBN	Received on Board NALCOMIS
ROBS	Received on Board R-Supply
RSDIOU	Rescreen issue delete of IOU record (contingency codes BX and BY)
SDAIND	Special discrepancy requirement issue and induction
SDEIND	Special discrepancy requirement EXREP and induction
SDREQN	Special discrepancy MAF
SLSSUR	SO lost in shipment survey
SOABCM	SO asset BCM return
SOADCD	SO asset D-coded MAF return
SOAIND	SO asset induction
SOAIOU	SO IOU
SOARFI	SO asset RFI return
SOASUR	SO survey
SOEIND	SO EI induction
SOFCDC	SO asset F-coded return
SOISUR	SO IOU survey
SOREID	SO RFI return NSN re-identification
SPINO	Supply product indicator (SPI) turned off on MRF record
SPSEIS	Transfer from suspense EI shipped to DOP UIC
SPSRFI	Transfer from suspense to RFI
SPSRNR	Transfer from suspense to RFI NSN reidentified
SPSRTD	Transfer from RFI to suspense for TD process
SPSWRK	Transfer from RFI to suspense for work request
SROFF	Stock replenishment check box cleared

SROFF	Stock replenishment check box cleared
SROFF	Stock replenishment check box cleared
SRSBCM	Secondary repair site BCM return
SRSDCD	Secondary repair site D-coded return
SRSIND	Secondary repair site induction
SRSRFI	Secondary repair site RFI return
SSABCM	SO shelf stock BCM return
SSADCD	SO shelf stock D-coded return
SSARFI	SO shelf stock RFI return
SSSIND	SO shelf stock work request/TD induction
STKCNX	Stock requisition cancel request (UADPS-U2 DBOF sites)
STKEMR	SO stock receipt erroneous material
STKLIS	SO stock receipt lost in shipment
STKMLT	SO stock multiple shipment receipt
STKNFD	SO stock not from due stock receipt
STKREC	SO stock receipt
STKREC	Stock due reconciliation
STKRPL	Stock replenishment
STKSTW	Stock replenishment stow of material
STKSUB	SO stock receipt substitute received
SUBRFI	Transfer from subcustody to RFI
SUBSPS	Transfer from subcustody from to suspense
TIRISS	Issue of 7R COG FSC 2620 (tires). No IOU created
VALIOU	OFVAL exchange advice code
WHSRFS	Warehouse refusal
WPCAPC	Transfer P/C W to P/C A (UADPS-U2 DBOF sites)
XMSUF	Combination of CANCL and COMPL

## 13. NALCOMIS Contingency Codes

CODE	ADVICE CODE	RSUP INTERFACE	LSC	OH BALANCE	IOU QTY	MILSTRIP	STOCK REPLEN
AA	CONSUMABLE	A0_/X92 COMBO	INPRO-NC-REFER	N/A	N/A	YES	N/A
AB	CONSUMABLE	A0_/X92 COMBO	INPRO-NIS-REFER	N/A	N/A	YES	N/A
AC	CONSUMABLE	X31/X92 COMBO	INPRO-ISSIP	N/A	N/A	N/A	N/A
AD	CONSUMABLE	NO	INPRO-ISSIP	N/A	N/A	N/A	N/A
AE	CONSUMABLE	NO	INPRO-NC-REFER	N/A	N/A	N/A	N/A
AF	CONSUMABLE	NO	INPRO-NIS-REFER	N/A	N/A	N/A	N/A
AG	CONSUMABLE	X31/X92 COMBO	INPRO-ISSIP-COMPL	N/A	N/A	N/A	N/A
AH	CONSUMABLE	NO	INPRO-ISSIP-COMPL	N/A	N/A	N/A	N/A
AI	CONSUMABLE	A0_/X92 COMBO	INPRO-NC-REFER	N/A	N/A	N/A	N/A
AJ	CONSUMABLE	A0_/X92 COMBO	INPRO-NIS-REFER	N/A	N/A	N/A	N/A
BA	NON-EXCHANGE	NO	NC, REFER	NO	NO	NO	NO
BB	EXCHANGE	NO	NC, REFER	NO	NO	NO	NO
BC	NON-EXCHANGE	NO	NIS, REFER	NO	NO	NO	NO
BD	EXCHANGE	NO	NIS, REFER	NO	NO	NO	NO
BE	NON-EXCHANGE	X31/X92 COMBO,	OFFMP, ISSIP	RFI (-)	NO	NO	R-SUPPLY
BF	NON-EXCHANGE	A0_STK REPLEN	OFFMP, ISSIP	RFI (-)	NO	NO	R-SUPPLY
BG	NON-EXCHANGE	X31/X92 COMBO, A0_STK REPLEN	OFFMP, ISSIP, COMPL	RFI (-)	NO	NO	R-SUPPLY
BH	NON-EXCHANGE	A0_STK REPLEN	OFFMP, ISSIP, COMPL	RFI (-)	NO	NO	R-SUPPLY
BI	EXCHANGE	NO	NC, EXREP	NO	ERIOU (+)	NO	N/A
BJ	EXCHANGE	NO	NIS, EXREP	NO	ERIOU (+)	NO	N/A
BK	EXCHANGE	NO	NC, EXREP	NO	ERIOU (+) IF MAF IS NOT ON FILE	NO	N/A
BL	EXCHANGE	NO	NIS, EXREP	NO	ERIOU (+) IF MAF IS NOT ON FILE	NO	N/A
BM	EXCHANGE	X30	ISSIP, COMPL	RFI (-)	SOIOU (+) IF MAF IS NOT ON FILE	NO	N/A
BN	EXCHANGE	NONE	ISSIP	RFI (-)	SOIOU (+) IF MAF IS NOT ON FILE (FSC 2620 DOES NOT SET IOU)	NO	N/A
BO	NON-EXCHANGE	A0_/X92	OFFMP, NIS, REFER	NO	NO	NO	N/A
BP	NON-EXCHANGE	A0_/X92	OFFMP, NC, REFER	NO	NO	NO	N/A
BQ	EXCHANGE	NO	ISSIP, COMPL	NO	NO	NO	N/A
BR	EXCHANGE	NO	NC, REFER	NO	NO	NO	N/A
BS	STOCK REPLEN	NO	REFER	STK DUE	NO	NO	N/A
BT	EXCHANGE	A0_/X92	NIS, REFER	NO	NO	NO	N/A
BU	STK RPLN, FAQ INCREASE	A0_	REFER	STK DUE (+)	NO	R-SUPPLY	R-SUPPLY
BV	STOCK REPLEN	A0_	REFER	STK DUE	NO	R-SUPPLY	R-SUPPLY
BW	A4_REFERRAL	NO	ISSIP, COMPL	ACBAL (-)	NO	NO	NO
BX	EXCHANGE	X30/X31/X22	ISSIP	RFI (-)	NO	NO	YES
BY	EXCHANGE	A0_/X22	REFER	NO	NO	R-SUPPLY	NO
BZ	EXCHANGE	NO	COMPL	NO	NO	NO	NO
PA	EXCHANGE	X24C/X30	ISSIP, COMPL	DEP PK (-)	SOIOU (+)	NO	N/A
RA	RIP	A0_	REFER	NO	ERIOU (+)	YES	N/A
RB	RIP	NO	REFER	NO	ERIOU (+)	NO	N/A
RC	RIP	A0_	REFER	NO	ERIOU (+)	NO	N/A
RD	RIP	NO	REFER, ROBN, COMPL	NO	ERIOU (+)	NO	N/A

14. **Unit of Issue:**

AM	AMPOULE
AT	ASSORTMENT
AY	ASSEMBLY
BA	BALL
BD	BUNDLE
BE	BALE
BF	BOARD FOOT
BG	BAG
BK	BOOK
BL	BARREL
BO	BOLT
BR	BAR
BT	BOTTLE
BX	BOX
CA	CARTRIDGE
CB	CARBOY
CD	CUBIC YARD
CE	CONE
CF	CUBIC FOOT
CK	CAKE
CL	COIL
CN	CAN
CO	CONTAINER
CT	CARTON
CS	CASE
CY	CYLINDER
CZ	CUBIC METER
DR	DRUM
DZ	DOZEN
EA	EACH
FT	FOOT
FV	FIVE
FY	FIFTY
GL	GALLON
GP	GROUP
GR	GROSS
HD	HUNDRED
HK	HANK
IN	INCH
JR	JAR
KT	KIT

LB	POUND
LG	LENGTH
LI	LITER
MC	THOUSAND CUBIC FEET
ME	MEAL
MR	METER
MX	THOUSAND
OT	OUTFIT
OZ	OUNCE
PD	PAD
PG	PACKAGE
PM	PLATE
PR	PAIR
PT	PINT
PZ	PACKET
QT	QUART
RA	RATION
RL	REEL
RM	REAM
RO	ROLL
SD	SKID
SE	SET
SF	SQUARE FOOT
SH	SHEET
SK	SKEIN
SL	SPOOL
SO	SHOT
SP	STRIP
SX	STICK
SY	SQUARE YARD
TD	TWENTY-FOUR
TE	TEN
TF	TWENTY FIVE
TN	TON
TO	TROY OUNCE
TU	TUBE
VI	VIAL
YD	YARD

15. **Precious Metal Indicator Codes:**

2 GOLD-PLATINUM HAVING LESS THAN 10 GRAMS  
 3 UNECONOMICAL TO DETERMINE  
 A NO KNOWN PRECIOUS METALS  
 B PRECIOUS METALS BUT AMOUNT UNK  
 C PRECIOUS METALS VARIES BETWEEN ITEMS OF PRODUCTION  
 D SILVER HAVING 15 GRAMS OR MORE  
 E SILVER HAVING LESS THAN 15 GRAMS  
 F GOLD HAVING 10 GRAMS OR MORE  
 G GOLD HAVING LESS THAN 10 GRAMS  
 H PLATINUM HAVING 10 GRAMS OR MORE  
 I PLATINUM HAVING LESS THAN 10 GRAMS  
 J PALLADIUM HAVING 5 GRAMS OR MORE  
 K PALLADIUM HAVING LESS THAN 5 GRAMS  
 L IRIDIUM HAVING 20 GRAMS OR MORE  
 M IRIDIUM HAVING LESS THAN 20 GRAMS  
 N RHODIUM HAVING 15 GRAMS OR MORE  
 O RHODIUM HAVING LESS THAN 15 GRAMS  
 P OSMIUM HAVING 10 GRAMS OR MORE  
 Q OSMIUM HAVING LESS THAN 10 GRAMS  
 R RUTHENIUM HAVING 10 GRAMS OR MORE  
 S RUTHENIUM HAVING LESS THAN 10 GRAMS  
 T SILVER-GOLD HAVING 15 GRAMS OR MORE  
 U SILVER-GOLD HAVING LESS THAN 15 GRAMS  
 V SILVER-PLATINUM HAVING 15 GRAMS OR MORE  
 W SILVER-PLATINUM HAVING LESS THAN 15 GRAMS  
 X SILVER-GOLD-PLATINUM HAVING 15 GRAMS OR MORE  
 Y SILVER-GOLD-PLATINUM HAVING LESS THAN 15 GRAMS  
 Z GOLD-PLATINUM HAVING 10 GRAMS OR MORE

16. **Fund Codes:**

26 NSA Material NWCF Stock  
 26 APA Material NWCF Stock  
 27 Shore Site Requisitions  
 2F Flight Training Support Costs  
 3W Fleet Exercise Log Suprt - Other Prchs Srvc  
 6U Other Purchased Services  
 7B Aviation Fuels  
 7F NWCF Material, Other (Includes Lubricants/Bearing Greases)  
 7L Material Used For Aircraft Maintenance (NON-AVDLR)  
 8X NWCF Material (IMRL)  
 9E NON-AVDLR Repair TBA  
 9S NSA AVDLR 7R COG  
 A1 NSA Non AVDLR ROV

CO NAVAIR NAWC Point Mugu  
CZ NWCF - SPCC Repair Part  
D2 Hull & Structural (Facilities) Maintenance Preservation  
D3 NSA AVDLR Material  
D6 Hazardous Waste Disposal  
D7 Medical/Dental  
D9 Petroleum, Oil, and Lubricants - Other  
DA Reimbursable Work  
DB NSA Non/AVDLR  
DC Consumable NSA Type Material  
DD Passenger Vehicle Rental  
DE NSA Type Equipment/Equipage  
DJ ADP and AIS Equipment  
DK Charter and Hire  
DR EM RM/NSA Type Repair Parts  
DS Communications  
DU Other Purchased Services  
DV Printing and Publications  
DW Purchased Utilities  
DY Audio Visual  
DZ NWCF - Forms  
GW NSA Material NWCF Stock  
J3 MATERIAL USED FOR AIRCRAFT MAINTENANCE  
JE NSA MATERIAL  
JZ NWCF - Non AVDLR  
KB NSA Non/AVDLR  
KZ NWCF - Consumable Material Stock  
LX Maintenance of Real Property and Minor Construction  
QT NSA Material NWCF Stock  
QU NAVAIR Funded  
QZ NAVAIR Funded  
RZ NWCF - AvnSupO Material (Consumable, Repair Parts)  
S2 Hull & Structural (Facilities) Maintenance Preservation  
S9 Petroleum, Oil, and Lubricants - Other  
SB NSA Non/AVDLR  
SC Consumable NSA Type Material  
SR EM RM/NSA Type Repair Parts  
UB NSA MATERIAL USED FOR REPAIR  
UZ NWCF - Fuel (Petroleum Products)  
V7 New Construction  
VO NAVSEA  
VZ NWCF - AVDLR  
XP Cash Sales  
Y6 APA Material DTO



**17. Shelf Life Codes:**

0	NON DETERIORATIVE
1	3 MONTHS
2	6 MONTHS
3	9 MONTHS
4	12 MONTHS
5	18 MONTHS
6	24 MONTHS
7	36 MONTHS
8	48 MONTHS
9	60 MONTHS
A	1 MONTH
B	2 MONTHS
C	3 MONTHS
D	4 MONTHS
E	5 MONTHS
F	6 MONTHS
G	9 MONTHS
H	12 MONTHS
I	72 MONTHS
J	15 MONTHS
K	18 MONTHS
L	21 MONTHS
M	24 MONTHS
N	27 MONTHS
P	30 MONTHS
Q	36 MONTHS
R	48 MONTHS
S	60 MONTHS
T	84 MONTHS
U	96 MONTHS
V	108 MONTHS
W	120 MONTHS
X	MEDICAL/CHEM CLOTHING/PARACHUTES > 60 MONTHS
Y	144 MONTHS
Z	240 MONTHS

**18. Shelf Life Action Codes:**

00	NOT DETERIORATIVE
C0	INSPECT IAW IM INST
C1	MAKE CHNGS-EXT BY 3 MNTHS
C2	MAKE CHNGS-EXT BY 6 MNTHS

C3 MAKE CHNGS-EXT BY 9 MONTHS  
 C4 MAKE CHNGS-EXT BY 12 MONTHS  
 C5 MAKE CHNGS-EXT BY 18 MONTHS  
 C6 MAKE CHNGS-EXT BY 24 MONTHS  
 C7 MAKE CHNGS-EXT BY 36 MONTHS  
 C8 MAKE CHNGS-EXT BY 48 MONTHS  
 C9 MAKE CHNGS-EXT BY 60 MONTHS  
 CA CAN NOT BE EXTENDED  
 CB CAN NOT BE EXTENDED  
 CC CAN NOT BE EXTENDED  
 CD CAN NOT BE EXTENDED  
 CE CAN NOT BE EXTENDED  
 CF CAN NOT BE EXTENDED  
 CG CAN NOT BE EXTENDED  
 CH CAN NOT BE EXTENDED  
 CI CAN NOT BE EXTENDED  
 CJ CAN NOT BE EXTENDED  
 CK CAN NOT BE EXTENDED  
 CL CAN NOT BE EXTENDED  
 CM CAN NOT BE EXTENDED  
 CN CAN NOT BE EXTENDED  
 CP CAN NOT BE EXTENDED  
 CQ CAN NOT BE EXTENDED  
 CR CAN NOT BE EXTENDED  
 CS CAN NOT BE EXTENDED  
 CT INCORPORATE ALL MAND CHNGS  
 CU CAN NOT BE EXTENDED  
 CV CAN NOT BE EXTENDED  
 CW CAN NOT BE EXTENDED  
 CX TEST-EXTEND BY>60 MONTHS  
 CY CAN NOT BE EXTENDED  
 CZ CAN NOT BE EXTENDED  
 L0 TEST - NON-DETERIORATIVE  
 L1 TEST - EXTEND BY 3 MONTHS  
 L2 TEST-EXTEND BY 6 MONTHS  
 L3 TEST - EXTEND BY 9 MONTHS  
 L4 TEST - EXTEND BY 12 MONTHS  
 L5 TEST - EXTEND BY 18 MONTHS  
 L6 TEST - EXTEND BY 24 MONTHS  
 L7 TEST - EXTEND BY 36 MONTHS  
 L8 TEST - EXTEND BY 48 MONTHS  
 L9 TEST - EXTEND BY 60 MONTHS  
 LA CAN NOT BE EXTENDED

LB	CAN NOT BE EXTENDED
LC	CAN NOT BE EXTENDED
LD	CAN NOT BE EXTENDED
LE	CAN NOT BE EXTENDED
LF	CAN NOT BE EXTENDED
LG	CAN NOT BE EXTENDED
LH	CAN NOT BE EXTENDED
LI	CAN NOT BE EXTENDED
LJ	CAN NOT BE EXTENDED
LK	CAN NOT BE EXTENDED
LL	CAN NOT BE EXTENDED
LM	CAN NOT BE EXTENDED
LN	CAN NOT BE EXTENDED
LP	CAN NOT BE EXTENDED
LQ	CAN NOT BE EXTENDED
LR	CAN NOT BE EXTENDED
LS	CAN NOT BE EXTENDED
LU	CAN NOT BE EXTENDED
LV	CAN NOT BE EXTENDED
LW	CAN NOT BE EXTENDED
LX	TEST - EXTEND BY 60 > MONTHS
LY	CAN NOT BE EXTENDED
LZ	CAN NOT BE EXTENDED
RD	REPLACE DETERIORATED PART
RJ	ASSIGN TO FUEL METER EQMT
RN	PROVIDE FOR FLUID TESTS
S9	SAFETY ITEMS
SA	SALVAGE
SB	REQUEST INST FROM IM
T0	TEST - NON-DETERIORATIVE
T1	TEST - EXTEND BY 3 MONTHS
T2	TEST - EXTEND BY 6 MONTHS
T3	TEST - EXTEND BY 9 MONTHS
T4	TEST - EXTEND BY 12 MONTHS
T5	TEST - EXTEND BY 18 MONTHS
T6	TEST - EXTEND BY 24 MONTHS
T7	TEST - EXTEND BY 36 MONTHS
T8	TEST - EXTEND BY 48 MONTHS
T9	TEST - EXTEND BY 60 MONTHS
TA	CAN NOT BE EXTENDED
TB	CAN NOT BE EXTENDED
TC	CAN NOT BE EXTENDED
TD	CAN NOT BE EXTENDED

TE	CAN NOT BE EXTENDED
TF	CAN NOT BE EXTENDED
TG	CAN NOT BE EXTENDED
TH	CAN NOT BE EXTENDED
TI	CAN NOT BE EXTENDED
TJ	CAN NOT BE EXTENDED
TK	CAN NOT BE EXTENDED
TL	CAN NOT BE EXTENDED
TM	CAN NOT BE EXTENDED
TN	CAN NOT BE EXTENDED
TP	CAN NOT BE EXTENDED
TQ	CAN NOT BE EXTENDED
TR	CAN NOT BE EXTENDED
TS	CAN NOT BE EXTENDED
TU	CAN NOT BE EXTENDED
TV	CAN NOT BE EXTENDED
TW	CAN NOT BE EXTENDED
TX	TEST - EXTEND BY > 60 MONTHS
TY	CAN NOT BE EXTENDED
TZ	CAN NOT BE EXTENDED
UU	UNSUITABLE FOR RESTORATION
X0	TEST - EXTEND BY 60 MONTHS
X1	TEST - EXTEND BY 3 MONTHS
X2	TEST - EXTEND BY 6 MONTHS
X3	TEST - EXTEND BY 9 MONTHS
X4	TEST - EXTEND BY 12 MONTHS
X5	TEST - EXTEND BY 18 MONTHS
X6	TEST - EXTEND BY 24 MONTHS
X7	TEST - EXTEND BY 36 MONTHS
X8	TEST - EXTEND BY 148 MONTHS
X9	TEST - EXTEND BY 60 MONTHS
XA	CAN NOT BE EXTENDED
XB	CAN NOT BE EXTENDED
XC	CAN NOT BE EXTENDED
XD	CAN NOT BE EXTENDED
XE	CAN NOT BE EXTENDED
XF	CAN NOT BE EXTENDED
XG	CAN NOT BE EXTENDED
XH	CAN NOT BE EXTENDED
XI	CAN NOT BE EXTENDED
XJ	CAN NOT BE EXTENDED
XK	CAN NOT BE EXTENDED
XL	CAN NOT BE EXTENDED

XM CAN NOT BE EXTENDED  
 XN CAN NOT BE EXTENDED  
 XP CAN NOT BE EXTENDED  
 XQ CAN NOT BE EXTENDED  
 XR CAN NOT BE EXTENDED  
 XS CAN NOT BE EXTENDED  
 XU CAN NOT BE EXTENDED  
 XV CAN NOT BE EXTENDED  
 XW CAN NOT BE EXTENDED  
 XX TEST - EXTEND BY > 60 MONTHS  
 XY CAN NOT BE EXTENDED  
 XZ CAN NOT BE EXTENDED

**19. Advice Codes:**

- 2A Item is not locally obtainable through manufacture, fabrication, or procurement.
- 2B Requested item only will suffice. Do not substitute/interchange. Also applies to "obsolete/inactivated" items previously rejected with Status CJ. When used in response to Status Code CJ, the submission of a new requisition will be on DD Form 1348-6 with all appropriate technical data; for example, end item usage, component, make, model, series, serial number, drawing piece and/or part number, manual reference, or applicable publication.
- 2C Do not backorder. Reject any unfilled quantity not available to meet Standard Delivery Date (SDD)/Required Delivery Date (RDD). Suitable substitute acceptable.
- 2D Furnish exact quantity requested (i.e., do not adjust to quantity unit pack unless adjustment is upward and the dollar value increase is not more than \$5.00 over the requisition's extended money value).
- 2F Item known to be coded "obsolete" but still required for immediate consumption. Service coordinated/approved substitute is acceptable. If unable to procure, reject requisition with Status CJ.
- 2G Multi-use: Ship new stocks or stocks having new appearance, strategic mission requires latest model and configuration (for electronic items), or strategic mission requires newest stock only (for photographic film or for aerial requirements for ammunition devices or cartridges).
- 2J Do not substitute or backorder any unfilled quantities.
- 2L Quantity reflected in quantity field exceeds normal demands; however, this is confirmed valid requirements.

- 2N Item required in one continuous length.
- 2P Item required in one continuous length, but multiple packs are acceptable.
- 21 Combination of Advice Codes 2L and 2T.
- 22 Combination of Advice Codes 2C and 2L.
- 23 Combination of Advice Codes 2L and 2G.
- 24 Combination of Advice Codes 2B and 2G.
- 25 Combination of Advice Codes 2A and 2F.
- 26 Combination of Advice Codes 2B and 2L.
- 27 Combination of Advice Codes 2D and 2L.
- 28 Combination of Advice Codes 2N and 2L.
- 29 Combination of Advice Codes 2D and 2G.
- 5A Item is in receipt of a survey (Do not process without a completed DD-200 survey form).
- 5D Initial Issue of item.
- 5G Required one-for-one exchange of material.
- 5S Required one-for-one exchange of material, but only after receipt and installation of RFI material.
- 5V Combination of Advice Codes 2B and 5G.
- 5X One-for-one exchange of material not expected (stock material).
- 52 Combination of Advice Codes 2B and 5S.
- 53 Combination of Advice Codes 2B and 5A.
- 58 Combination of Advice Codes 2B and 5D.
- 59 Combination of Advice Codes 2B and 5X.

**20. Document Identifier Code:**

- A01 Requisition - For overseas shipment with NSN/NATO stock number.
- A02 Requisition - For overseas shipment with part number.
- A05 Requisition - For overseas shipment with exception data.
- A0A Requisition - For domestic shipment with NSN/NATO stock number.
- A0B Requisition - For domestic shipment with part number.
- A0E Requisition - For domestic shipment with exception data.
- A41 Referral Order/Lateral Redistribution Order for Retail Assets - For overseas shipment with NSN/NATO stock number.
- A4A Referral Order/Lateral Redistribution Order for Retail Assets - For domestic shipment with NSN/NATO stock number.
- A51 Materiel Release Order - For overseas shipment with NSN/NATO stock number.

A5A Materiel Release Order - For domestic shipment with NSN/NATO stock number.

A61 Materiel Release Denial - For overseas shipment with NSN/NATO stock number.

A6A Materiel Release Denial - For domestic shipment with NSN/NATO stock number.

AB1 Direct Delivery Notice - To requisitioner (rp 30-35).

AC1 Cancellation - By requisitioner (rp 30-35).

AE1 Supply Status - To requisitioner (rp 30-35) in U.S. requisition or to Grant Aid country status recipient from ILCO/Monitoring activity.

AF1 Follow-up - By requisitioner (rp 30-35).

AFC Follow-up - Request for improved ESD - Furnished by requisitioning activities to supply sources.

AK1 Follow-up on Cancellation Request (Process as cancellation if original cancel request not recvd) - By requisitioner (rp 30-35).

AM1 Document Modifier (Process as requisition if original document not recvd) - For overseas shipment with NSN/NATO Stock Number.

AMA Document Modifier (Process as requisition if original document not recvd) - For domestic shipment with NSN/NATO Stock Number.

AN1 Materiel Obligation Validation Request - To requisitioner (rp 30-35).

AP1 Materiel Obligation Validation Response - From requisitioner (rp 30-35).

AR0 Materiel Release Confirmation - To ICP from storage.

AS1 Shipment Status.

AT1 Follow-up (process as requisition if original requisition not received) - For overseas shipment with NSN/NATO stock number.

ATA Follow-up (process as requisition if original requisition not received) - For domestic shipment with NSN/NATO stock number.

AU1 Reply to Cancellation Request - Shipment Status - To requisitioner (rp 30-35).

D6A Materiel Receipt (Other than Procurement Instrument Source) (Own Service/Agency).

D6B Materiel Receipt (Other than Procurement Instrument Source) (DOD Activities).

D6K Materiel Receipt (Other than Procurement Instrument Source) (Relocation).

DRA Materiel Receipt Acknowledgement - From reporting activity to supply source to acknowledge materiel receipt.

- DRB Materiel Receipt Acknowledgment Reply to Follow-Up - From reporting activity to supply source to acknowledge materiel receipt in reply to follow-up.
- DRF Follow-Up for Delinquent Materiel Receipt Acknowledgement - From supply source to reporting activity to follow-up when materiel receipt has not been acknowledged on time.

## 21. Supply Status Codes:

- B2 Status of supply/procurement action precludes requested modification.
- B5 Follow-up request recd. Current status or improved ESD pending.
- B8 Qty requested for cancellation or diversion not accomplished.
- B9 Cancellation request recd. Attempting to cancel or divert shipment.
- BA In process of release
- BB Item back ordered against due-in to stock
- BD Request is delayed for manager review
- BF No record of requisition for which AF\_ or AC\_ was submitted.
- BG One or more of following fields changed: Stock Number, UI, req part number.
- BH Substituted/Interchangeable item identified in stock number field will be supplied
- BJ Quantity changed to conform to unit pack or because of contract variance.
- BK Requisition data elements modified as requested.
- BM Document fwd to activity. Forward future transactions to that activity.
- BN Requisition being processed as a free issue. Signal & FC corrected.
- BP Requisition deferred per customer instructions
- BQ Cancelled. Cancellation request received (AC\_).
- BR Req activity auth cancellation in response to MOV req furnished by processing point
- BS Canceled. Requesting activity failed to respond to MOV request from processing point.
- BV Item procured and on contract for dir shipment to consignee
- BZ Item being procured for direct shipment to requestor
- CD Rejected. Error in quantity, date, serial number, or signal code.
- CE Rejected. Error in unit of issue.
- CG Rejected. Unable to identify requested item. NSN or part number may be incorrect.
- CH Rejected. Error in Source of Supply.
- CJ Rejected. Item obsolete or inactive.
- CK Rejected. Unable to procure. No interchangeable/substitute item available.
- CP Rejected. Source Of Supply is local manufacturer, fabrication or procurement.
- CS Rejected. Qty err/excessive amnt; partial qty suppl; use AC 2L for new req if reqd.
- CU Rejected. Unable to procure item requested. No known source.
- CV Rejected. Item prematurely requisitioned



CX Rejected. Unable to ID bill to/ship to address as per signal code  
 CY Rejected. Item no longer produced by any known source, attempts to  
 obtain item failed.  
 RF Rejected. Stock item ordered is in excess of approved allowance

**22. Special Material Content Code:**

2 ELECTROSTATIC DISCHARGE/ELECTR  
 3 ELECTROSTATIC DISCHARGE SENSIT  
 4 ELECTROMAGNETIC SENSITIVE  
 5 HAZARDOUS MATERIAL (NON-SPECIFIC)  
 6 EXPLOSIVE ORDNANCE  
 7 DANGEROUS WHEN WET  
 8 SPONTANEOUSLY COMBUSTIBLE MATE  
 9 NON-HAZARDOUS/NON-SENSITIVE  
 A MEDICAL ITEM (DRUGS/MEDICAL KI  
 B FLAMMABLE COMPRESSED GAS  
 C CORE SOLID/CORE LIQ (NOT ACID)  
 D ALCOHOL (ETHOL, ETHYL, GRN ALC)  
 E PRECIOUS METALS  
 F FLAMMABLE LIQ 60 DGS C/140 DGS  
 G COMBUSTIBLE LIQ 60 DGS C TO 93  
 H PCB ITEMS CNT POLYCHLOR BIPHEN  
 I MERCURY NOT FOR SUBMARINES USE  
 J OXIDIZING MATERIAL  
 K ORGANIC PEROXIDES  
 L O.R.M. OR CLASS 9 MISC HAZ MTR  
 M MAGNETIC  
 N ASBESTOS EMITS ASBST DUST FIBS  
 O MERCURY NOT FOR SHIPBOARD USE  
 P POISON  
 Q EXPLOSIVE NON-ORDNANCE ITEMS  
 R RADIOACTIVE MATERIAL  
 S OILS/PETROLEUM PRODUCTS  
 T TOXIC SUBSTANCE  
 U MERCURY (ATHRZD GENERAL USE)  
 V ACID  
 W NON-FLAMMABLE COMPRESSED GAS  
 X RADIOACTIVE AND MAGNETIC MATERIAL  
 Y NON-MAGNETIC (SPECIAL STORAGE)  
 Z FLAMMABLE SOLIDS

## 23. ERP Movement Codes:

CODE	ERP DESCRIPTION	DOC ID	DEFINITION
101	GR Goods receipt	D6K	Perfect SIT receipt
102	GR for PO reversal	D6K (-1)	101 reversal
301	TF trfr plnt to plnt		Redistribution order issue or Change of Receipt Plant
302	TR trfr plnt to plnt reversal		301 reversal
309	TF tfr ps.mat.to mat		Change NIIN or cond. code of redistrib order issue
310	TR tfr ps.mat.to mat reversal		309 reversal
343	TF blocked to unre.		Transfer "blocked" stock to "unrestricted" stock
344	TR blocked to unre.		343 reversal
501	Receipt without PO	D6K	Unmatched SIT receipt
502	Receipt without PO reversal	D6K (-1)	501 reversal
541	Goods Issue		Issue from warehouse to subcontractor stock
542	Receipt		Receipt from subcontractor stock to warehouse
551	GI Scrapping		Used to scrap material
552	RE Scrapping		551 reversal
561	Initial Entry of Inventory		Move stock qty from legacy system to ERP
601	GD Goods issue:delvy	D7A	Carcass Tracking issue
602	RE Goods delvy reversal	D7A (-1)	601 reversal
641	Transfer to SIT	D7K	SIT issue
642	Transfer to SIT reversal	D7K (-1)	641 reversal
653	GD returns unrestr	D6A	Carcass Tracking receipt
654	GD returns unrestr reversal	D6A (-1)	653 reversal
902	Inventory Loss	D9	
903	Inventory Gain	D8	
904	Shipping Loss	D9	
905	Shipping Gain	D8	
906	Inv Loss (other)	D9	
907	Inv Gain (other)	D8	
908	Negative URB		
909	Positive URB		
910	Negative URB Write-Off		
911	Postive URB Write-Off		
913	Unmtch Carcass Receipt	D6A	
914	Unmtch Carcass Receipt Reversal	D6A (-1)	
917	Discrete Gain		
918	Discrete Gain Reversal		
951	PBL Receipt Reversal		
952	PBL Receipt		
953	MTIS Receipt	D6A	
954	MTIS receipt Reversal	D6A (-1)	
955	SIT Write-Off		
956	SIT Write-Off Reversal		
961	Rcpt Donated Matl		
962	Rcpt Donated Matl reversal		
991	Freight Agent Loss		
992	Freight Loss reversal		

24. **Federal Supply Group (FSG):** Code Description first two digits of a stock number

10	Weapons
11	Nuclear Ordinance
12	Fire Control Equipment
13	Ammunition and Explosives
14	Guided Missiles
15	Aircraft and Airframe Structural Components
16	Aircraft Components and Accessories
17	Aircraft Launching, Landing, and Ground Handling Equip.
18	Space Vehicles
19	Ships, Small Craft, Pontoons, and Floating Docks
20	Ship and Marine Equipment
22	Railway Equipment
23	Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles
24	Tractors
25	Vehicular Equipment Components
26	Tires and Tubes
28	Engines, Turbines, and Components
29	Engine Accessories
30	Mechanical Power Transmission Equipment
31	Bearings
32	Woodworking Machinery and Equipment
34	Metalworking Machinery
35	Service and Trade Equipment
36	Special Industry Machinery
37	Agricultural Machinery and Equipment
38	Construction, Mining, Excavating, and Highway Maint. Equip.
39	Materials Handling Equipment
40	Rope, Cable, Chain, and Fittings
41	Refrigeration, Air Conditioning and Air Circulating Equip.
42	Fire Fighting, Rescue, and Safety Equipment
43	Pumps and Compressors
44	Furnace, Steam Plant, and Drying Equip, Nuclear Reactors
45	Plumbing, Heating and Sanitation Equipment
46	Water Purification and Sewage Treatment Equipment
47	Pipe, Tubing, Hose, and Fittings
48	Valves
49	Maintenance and Repair Shop Equipment
51	Hand Tools
52	Measuring Tools
53	Hardware and Abrasives
54	Prefabricated Structures and Scaffolding
55	Lumber, Millwork, Plywood, and Veneer
56	Construction and Building Materials
58	Communications, Detection and Coherent Radiation Equipment
59	Electrical and Electronic Equipment Components
60	Fiber Optics Materials and Components, Assemblies and Access.
61	Electric Wire, and Power and Distribution Equipment
62	Lighting Fixtures and Lamps
63	Alarm, Signal and Security Detection Systems

65 Medical, Dental, and Veterinary Equipment and Supplies  
 66 Instruments and Laboratory Equipment  
 67 Photographic Equipment  
 68 Chemicals and Chemical Products  
 69 Training Aids and Devices  
 70 ADP Equipment Software, Supplies and Support Equip  
 71 Furniture  
 72 Household and Commercial Furnishings and Appliances  
 73 Food Preparation and Serving Equipment  
 74 Office Machines  
 75 Office Supplies and Devices  
 76 Books, Maps, and Other Publications  
 77 Musical Instruments, Phonographs, and Home-Type Radios  
 78 Recreational and Athletic Equipment  
 79 Cleaning Equipment and Supplies  
 80 Brushes, Paints, Sealers, and Adhesives  
 81 Containers, Packaging, and Packing Supplies  
 83 Textiles, Leather, Furs, Apparel and Shoes, Tents, Flags  
 84 Clothing, Individual Equipment, and Insignia  
 85 Toiletries  
 87 Agricultural Supplies  
 88 Live Animals  
 89 Subsistence (Food)  
 91 Fuels, Lubricants, Oils, and Waxes  
 93 Nonmetallic Fabricated Materials  
 94 Nonmetallic Crude Materials  
 95 Metal Bars, Sheets, and Shapes  
 96 Ores, Minerals, and Their Primary Products

25. **Federal Supply Code (FSC):** Description, first 4 digits of a stock number.

1005 Guns through 30 mm  
 1010 Guns over 30 mm Up to 75 mm  
 1015 Guns 75 mm through 125 mm  
 1020 Guns over 125 mm through 150 mm  
 1025 Guns over 150 mm through 200 mm  
 1030 Guns over 200 mm through 300 mm  
 1035 Guns over 300 mm  
 1040 Chemical Weapons and Equipment  
 1045 Launchers, Torpedo and Depth Charge  
 1055 Launchers, Grenade, Rocket and Pyrote  
 1070 Nets and Booms Ordnance  
 1075 Degaussing and Mine Sweeping Equipment  
 1080 Camouflage and Deception Equipment  
 1090 Assemblies Interchangeable between Two or More Classes  
 1095 Misc Weapons

**FSC 11 - Nuclear Ordnance**

FSC Description

1105 Nuclear Bombs  
 1110 Nuclear Projectiles  
 1115 Nuclear Warheads and Warhead Sections  
 1120 Nuclear Depth Charges

1125 Nuclear Demolition Charges  
 1127 Nuclear Rockets  
 1130 Conversion Kits, Nuclear Ordnance  
 1135 Fusing and Firing Devices, Nuclear Ordnance  
 1140 Nuclear Components  
 1145 Explosive and Pyrotechnic Comps, Nuclear  
 1190 Special Test and Handling Equipment, Nuclear Equipment  
 1195 Misc Nuclear Ordnance

**FSC 12 - Fire Control Equipment**

FSC Description

1210 Fire Control Directors  
 1220 Fire Control Computing Sights and Device  
 1230 Fire Control Systems, Complete  
 1240 Optical Sighting and Ranging Equipment  
 1250 Fire Control Stabilizing Mechanisms  
 1260 Fire Control Designating-Indicating Equipment  
 1265 Fire Control Equipment Except Airborne  
 1270 Aircraft Gunnery Fire Control Comps  
 1280 Aircraft Bombing Fire Control Comps  
 1285 Fire Control Radar Equipment Except Airborne  
 1287 Fire Control Sonar Equipment  
 1290 Misc Fire Control Equipment

**FSC 13 - Ammunition and Explosives**

FSC Description

1305 Ammunition through 30mm  
 1310 Ammunition over 30 mm Up to 75 mm  
 1315 Ammunition 75 mm through 125 mm  
 1320 Ammunition over 125 mm  
 1325 Bombs  
 1330 Grenades  
 1336 Guided Missile Warheads-Explosive Components  
 1337 Missile and Space Vehicle Explosive Propulsion Units, Solid Fuel  
 1338 Missile and Space Vehicle Inert Propulsion Units, Solid Fuel  
 1340 Rockets and Rocket Ammunition  
 1345 Land Mines  
 1350 Underwater Mine Inert Components  
 1351 Underwater Mine Explosive Components  
 1355 Torpedo Inert Components  
 1356 Torpedo Explosive Components  
 1360 Depth Charge Inert Components  
 1361 Depth Charge Explosive Components  
 1365 Military Chemical Agents  
 1370 Pyrotechnics  
 1375 Demolition Materials  
 1376 Bulk Explosives  
 1377 Cartridge and Propellant Devices  
 1380 Military Biological Agents  
 1385 Surface Explosive Ord Disposal Tool  
 1386 Underwater Explosive Ord Disposal  
 1390 Fuse and Primers  
 1395 Miscellaneous Ammunition  
 1398 Ammunition Handling and Servicing Equipment

**FSC 14 - Guided Missiles**

FSC Description

- 1410 Guided Missiles
- 1420 Guided Missile Components
- 1425 Guided Missile Systems, Complete
- 1427 Guided Missile Subsystems
- 1430 Guided Missile Remote Control Systems
- 1440 Launchers, Guided Missile
- 1450 Guided Missile Handling Service Equipment

**FSC 15 - Aircraft and Airframe Structural Components**

FSC Description

- 1510 Aircraft, Fixed Wing
- 1520 Aircraft, Rotary Wing
- 1540 Gliders
- 1550 Drones
- 1560 Airframe Structural Components

**FSC 16 - Aircraft Components and Accessories**

FSC Description

- 1610 Aircraft Propellers
- 1615 Helicopter Rotor Blades-Drive Mech
- 1620 Aircraft Landing Gear Components
- 1630 Aircraft Wheel and Brake systems
- 1650 Aircraft Hydraulic Vacuum De-Icing
- 1660 Aircraft Air Condition Heating Equipment
- 1670 Parachutes, Aerial Pick-Up, Delivery and Recovery Systems and Tie Down Equipment
- 1680 Miscellaneous Aircraft Accessories Components

**FSC 17 - Aircraft Launching, Landing, and Ground Handling Equip**

FSC Description

- 1710 Aircraft Arresting Barrier and Equipment
- 1720 Aircraft Launching Equipment
- 1730 Aircraft Ground Servicing Equipment
- 1740 Airfield Special Trucks and Trailers

**FSC 18 - Space Vehicles**

FSC Description

- 1810 Space Vehicles
- 1820 Space Vehicle Components
- 1830 Space Vehicle Remote Control Systems
- 1840 Space Vehicle Launchers
- 1850 Space Vehicle Handling and Service Equipment
- 1860 Space Survival Equipment

**FSC 19 - Ships, Small Craft, Pontoons, and Floating Docks**

FSC Description

- 1900 Frigates and Corvettes
- 1901 Aircraft Carriers
- 1902 Cruisers
- 1903 Destroyers
- 1904 Submarines
- 1905 Subchasers
- 1906 Minelayers and Minesweepers
- 1907 Landing Craft
- 1908 Torpedo Boats and Gun Boats
- 1909 Hydrofoils
- 1910 Transport Vessels-Passenger and Troop

- 1911 Amphibious Assault Ships
- 1915 Cargo and Tanker Vessels
- 1920 Fishing Vessels
- 1921 Tugs and Towboats
- 1922 Fire Boats
- 1923 Ice Breakers
- 1924 Repair Ships
- 1925 Tender Vessels
- 1926 Lightships
- 1927 Cable Ships
- 1928 Salvage Vessels
- 1929 Rescue Vessels
- 1930 Barges and lighters Cargo
- 1935 Barges and lighters Special Purpose
- 1940 Small Craft
- 1945 Pontoons and Floating Docks
- 1950 Floating Dry-docks
- 1955 Dredges
- 1990 Miscellaneous Vessels

**FSC 20 - Ship and Marine Equipment**

FSC Description

- 2010 Ship and Boat Propulsion Components
- 2020 Rigging and Rigging Gear
- 2030 Deck Machine
- 2040 Marine Hardware and Hull Items
- 2050 Buoys
- 2060 Commercial Fishing Equipment
- 2090 Miscellaneous ship and Marine equipment

**FSC 22 - Railway Equipment**

FSC Description

- 2210 Locomotives
- 2220 Rail Cars
- 2230 Railroad Right of Way Constr Equipment
- 2240 Locomotive and Rail Car Accessories
- 2250 Track Materials Railroad

**FSC 23 - Motor Vehicles, Trailers, and Cycles**

FSC Description

- 2305 Ground Effect Vehicles
- 2310 Passenger Motor Vehicles
- 2320 Trucks and Truck Tractors Wheeled
- 2330 Trailers
- 2340 Motorcycle, Motor Scooters and Bikes
- 2350 Combat Assault and Tactical Veh

**FSC 24 - Tractors**

FSC Description

- 2410 Tractors Full Track Low Speed
- 2420 Tractors Wheeled
- 2430 Tractors Track Laying High Speed

**FSC 25 - Vehicular Equipment Components**

FSC Description

- 2510 Vehicle Cab Body Frame Structural Components
- 2520 Vehicle Power Transmission Components

2530 Vehicle Brake Steering Axle Wheel Components  
 2540 Vehicle Furniture and Accessories  
 2590 Miscellaneous Vehicular Components

**FSC 26 - Tires and Tubes**

FSC Description

2610 Tires and Tubes Pneumatic Except Aircraft  
 2620 Tires and Tubes Pneumatic Aircraft  
 2630 Tires Solid and Cushion  
 2640 Tires and Tubes Rebuilding-Repair Material

**FSC 28 - Engines, Turbines, and Components**

FSC Description

2805 Gas Reciprocating Engine - Except Aircraft  
 2810 Gas Reciprocating Engine - Aircraft  
 2815 Diesel Engines and Components  
 2820 Steam Engines Reciprocating and Components  
 2825 Steam Turbines and Components  
 2830 Water Turbines, Water Wheels and Components  
 2835 Gas Turbines and Jet Engines Except Aircraft  
 2840 Gas Turbines and Jet Engines Aircraft  
 2845 Rocket Engines and Components  
 2850 Gasoline Rotary Engines and Components  
 2895 Miscellaneous Engines and Components

**FSC 29 - Engine Accessories**

FSC Description

2910 Engine Fuel Sys Components Nonaircraft  
 2915 Engine Fuel System Components Aircraft  
 2920 Engine Electrical Sys Comps Nonaircraft  
 2925 Engine Electrical Sys Comps - Aircraft  
 2930 Engine Cooling Sys Comps - Nonaircraft  
 2935 Engine Cooling Sys Components - Aircraft  
 2940 Engine Air and Oil Filters - Nonaircraft  
 2945 Engine Air and Oil Filters - Aircraft  
 2950 Turbosuperchargers  
 2990 Miscellaneous Engine Accessories - Nonaircraft  
 2995 Miscellaneous Engine Accessories - Aircraft

**FSC 30 - Mechanical Power Transmission Equipment**

FSC Description

3010 Torque Converters and Speed Changers  
 3020 Gear Pulley Sprocket and Transmission Chain  
 3030 Belting Drive Belts Fan Belts and Accessories  
 3040 Miscellaneous Power Transmission Equipment

**FSC 31 - Bearings**

FSC Description

3110 Bearings Antifriction Unmounted  
 3120 Bearings Plain Unmounted  
 3130 Bearings Mounted

**FSC 32 - Woodworking**

FSC Description

3210 Sawmill and Planning Mill Machine  
 3220 Woodworking Machines  
 3230 Tools - Attachments for Woodwork Machinery



**FSC 34 - Metalworking Machinery**

## FSC Description

3405 Saws and Filing Machines  
 3408 Machining Centers and Way-Type Machines  
 3410 Electrical and Ultrasonic Erosion Machines  
 3411 Boring Machines  
 3412 Broaching Machines  
 3413 Drilling and Tapping Machines  
 3414 Gear Cutting and Finishing Machines  
 3415 Grinding Machines  
 3416 Lathes  
 3417 Milling Machines  
 3418 Planers and Shapers  
 3419 Miscellaneous Machine Tools  
 3422 Rolling Mills and Drawing Machines  
 3424 Metal Heat Treating Equipment  
 3426 Metal Finishing Equipment  
 3431 Electric Arc Welding Equipment  
 3432 Electric Resistance Welding Equipment  
 3433 Gas Weld Heat Cut - Metalizing Equipment  
 3436 Welding Positioners and Manipulators  
 3438 Miscellaneous Welding Equipment  
 3439 Miscellaneous Weld Solder and Brazing Supply  
 3441 Bending and Forming Machines  
 3442 Hydraulic/Pneumatic Power Press Dr  
 3443 Mechanical Presses Power Driven  
 3444 Manual Presses  
 3445 Punching and Shearing Machines  
 3446 Forging Machine and Hammers  
 3447 Wire and Metal Ribbon Forming Machs  
 3448 Riveting Machines  
 3449 Miscellaneous Secondary Metal Form-Cut Mach  
 3450 Machine Tools Portable  
 3455 Cutting Tools for Machine Tools  
 3456 Secondary Metal Mach-Cutting Tools  
 3460 Machine Tool Accessories  
 3461 Secondary Metalworking Mach-Access  
 3465 Production Jigs Fixtures and Template  
 3470 Machine Shop Sets Kits and Outfits

**FSC 35 - Service and Trade Equipment**

## FSC Description

3510 Laundry and Dry Cleaning Equipment  
 3520 Shoe Repairing Equipment  
 3530 Ind Sew Mach and Mobile Textile Shops  
 3540 Wrapping and Packaging Machine  
 3550 Vending and Coin Operated Machines  
 3590 Miscellaneous Service and Trade Equipment

**FSC 36 - Special Industry Machinery**

## FSC Description

3605 Food Products Machine and Equipment  
 3610 Printing, Duplicating and Bookbind Equipment  
 3611 Industrial Marking Machines  
 3615 Pulp and Paper Industries Machine  
 3620 Rubber and Plastic Working Machine

3625 Textile Industries Machine  
 3630 Clay-Concrete Products Mach  
 3635 Crystal and Glass Industries Machine  
 3640 Tobacco Manufacturing Machine  
 3645 Leather Tanning and Working Machine  
 3650 Chemical and Pharmaceutical Machine  
 3655 Gas Generating and Dispensing System  
 3660 Industrial Size Reduction Machine  
 3670 Printed Circuit Board Mfg Mach  
 3680 Foundry Machine - Related Equipment and Supplies  
 3685 Special Metal Container Mfg Mach  
 3690 Special Ammunition and Ordnance Mach  
 3693 Industrial Assembly Machines  
 3694 Clean Work Stations Environment Equipment  
 3695 Miscellaneous Special Industry Machine

**FSC 37 - Agricultural Machinery and Equipment**

FSC Description

3710 Soil Preparation Equipment  
 3720 Harvesting Equipment  
 3730 Dairy Poultry and Livestock Equipment  
 3740 Pest Disease and Frost Control Equipment  
 3750 Gardening Implements and Tools  
 3760 Animal Drawn Vehicle and Farm Trailer  
 3770 Saddlery, Harness, Whips and Furnishing

**FSC 38 - Construction, Mining, Excavating, and Highway Maint Equip**

FSC Description

3805 Earth Moving and Excavating Equipment  
 3810 Cranes and Crane-Shovels  
 3815 Crane and Crane-Shovel Attachments  
 3820 Mining, Rock Drilling, Earth Bore Equipment  
 3825 Road Clearing and Cleaning Equipment  
 3830 Truck and Tractor Attachments  
 3835 Petroleum Production-Distrib Equipment  
 3895 Miscellaneous Construct Equipment

**FSC 39 - Materials Handling Equipment**

FSC Description

3910 Conveyors  
 3915 Materials Feeders  
 3920 Mat Handling Equipment - Nonself-Propelled  
 3930 Warehouse Trks and Tractors Self-Prop  
 3940 Blocks Tackle Rigging and Slings  
 3950 Winches Hoists Cranes and Derricks  
 3960 Elevators and Escalators  
 3990 Miscellaneous Materials Handling Equipment

**FSC 40 - Rope, Cable, Chain, and Fittings**

FSC Description

4010 Chain and Wire Rope  
 4020 Fiber Rope Cordage and Twine  
 4030 Fittings for Rope Cable and Chain

**FSC 41 - Refrigeration and Air Conditioning Equipment**

FSC Description

- 4110 Refrigeration Equipment
- 4120 Air Conditioning Equipment
- 4130 Refrigeration and Air Condition Components
- 4140 Fans Air Circulators and Blower Equipment

**FSC 42 - Fire Fighting, Rescue, and Safety Equipment**

FSC Description

- 4210 Fire Fighting Equipment
- 4220 Marine Lifesaving and Diving Equipment
- 4230 Decontaminating and Impregnating Equipment
- 4240 Safety and Rescue Equipment

**FSC 43 - Pumps and Compressors**

FSC Description

- 4310 Compressors and Vacuum Pumps
- 4320 Power and Hand Pumps
- 4330 Centrifugals Separators and Filters

**FSC 44 - Furnace, Steam Plant, and Drying Equip, Nuclear Reactors**

FSC Description

- 4410 Industrial Boilers
- 4420 Heat Exchangers and Steam Condensers
- 4430 Industrial Furnaces, Kilns and Ovens
- 4440 Dryers Dehydrators and Anhydrators
- 4460 Air Purification Equipment
- 4470 Nuclear Reactors

**FSC 45 - Plumbing, Heating and Sanitation Equipment**

FSC Description

- 4510 Plumbing Fixtures and Accessories
- 4520 Space Heating Equipment and Water Heaters
- 4530 Fuel Burning Equipment Units
- 4540 Miscellaneous Plumbing, Heat and Sanitation Equipment

**FSC 46 - Water Purification and Sewage Treatment Equipment**

FSC Description

- 4610 Water Purification Equipment
- 4620 Water Distill Equipment-Marine and Indust
- 4630 Sewage Treatment Equipment

**FSC 47 - Pipe, Tubing, Hose, and Fittings**

FSC Description

- 4710 Pipe and Tube
- 4720 Hose and Tubing Flexible
- 4730 Fittings - Hose Pipe and Tube

**FSC 48 - Valves**

FSC Description

- 4810 Valves Powered
- 4820 Valves Nonpowered

**FSC 49 - Maintenance and Repair Shop Equipment**

FSC Description

4910 Motor Vehicle Maint Equipment  
 4920 Aircraft Maint and Rep Shop Equipment  
 4921 Torpedo Maint Rep and Checkout Equipment  
 4923 Depth Charges-Mines Maint and Rep Equipment  
 4925 Ammunition Maint - Checkout Equipment  
 4927 Rocket Maint and Rep Equipment  
 4930 Lubrication and Fuel Dispensing Equipment  
 4931 Fire Control Maint Equipment  
 4933 Weapons Maint Equipment  
 4935 Guided Missile Maint Equipment  
 4940 Miscellaneous Maint Equipment  
 4960 Space Vehicle Maint Equipment

**FSC 51 - Hand Tools**

FSC Description

5110 Hand Tools Edged Nonpowered  
 5120 Hand Tools Nonedged Nonpowered  
 5130 Hand Tools Power Driven  
 5133 Drill Bits, Counterbores and Sinks  
 5136 Taps, Dies and Collets-Hand and Machine  
 5140 Tool and Hardware Boxes  
 5180 Sets Kits and Outfits of Hand Tools

**FSC 52 - Measuring Tools**

FSC Description

5210 Measuring Tools Craftsmens  
 5220 Gages and Precision Layout Tool  
 5280 Sets, Kits and Outfits of Measuring Tools

**FSC 53 - Hardware and Abrasives**

FSC Description

5305 Screws  
 5306 Bolts  
 5307 Studs  
 5310 Nuts and Washers  
 5315 Nails Keys and Pins  
 5320 Rivets  
 5325 Fastening Devices  
 5330 Packing and Gasket Materials  
 5335 Metal Screening  
 5340 Miscellaneous Hardware  
 5345 Disks and Stones Abrasive  
 5350 Abrasive Materials  
 5355 Knobs and Pointers  
 5360 Coil, Flat and Wire Springs  
 5365 Rings Shims and Spacers

**FSC 54 - Prefabricated Structures and Scaffolding**

FSC Description

5410 Prefabricated and Portable Buildings

5411 Rigid Wall Shelters  
 5420 Bridges Fixed and Floating  
 5430 Storage Tanks  
 5440 Scaffolding Equipment and Concrete Forms  
 5445 Prefabricated Tower Structures  
 5450 Miscellaneous Prefabricated Structures

**FSC 55 - Lumber, Millwork, Plywood, and Veneer**

FSC Description

5510 Lumber and Related Wood Materials  
 5520 Millwork  
 5530 Plywood and Veneer

**FSC 56 - Construction and Building Materials**

FSC Description

5610 Mineral Construct Materials Bulk  
 5620 Building Glass Tile Brick and Block  
 5630 Pipe and Conduit Nonmetallic  
 5640 Wallboard Building and Thermal Insulation  
 5650 Roofing and Siding Materials  
 5660 Fencing, Fences and Gates  
 5670 Building Components Prefabricated  
 5680 Miscellaneous Construction Materials

**FSC 58 - Communications Equipment**

FSC Description

5805 Telephone and Telegraph Equipment  
 5810 Communications Security Equipment and Components  
 5811 Other Cryptologic Equipment and Components  
 5815 Teletype and Facsimile Equipment  
 5820 Radio and TV Equipment - Except Airborne  
 5821 Radio and TV Equipment - Airborne  
 5825 Radio Navigation Equipment - Except Airborne  
 5826 Radio Navigation Equipment - Airborne  
 5830 Intercom Public Address Sys - Except Airborne  
 5831 Intercom Public Address Sys - Airborne  
 5835 Sound Recording and Reproducing Equipment  
 5836 Video Recording and Reproducing Equipment  
 5840 Radar Equipment - Except Airborne  
 5941 Radar Equipment - Airborne  
 5845 Underwater Sound Equipment  
 5850 Visible Invisible Light Communications Equipment  
 5855 Night Vision Equipment  
 5860 Stimulated Coherent Radiation Devices  
 5865 Electronic Countermeasure and Quick Reaction Equipment  
 5895 Miscellaneous Communications Equipment

**FSC 59 - Electrical and Electronic Equipment Components**

FSC Description

5905 Resistors  
 5910 Capacitors  
 5915 Filters and Networks  
 5920 Fuses Arresters Absorbers and Protector

5925 Circuit Breakers  
 5930 Switches  
 5935 Connectors, Electrical  
 5940 Lugs Terminals and Terminal Strips  
 5945 Relays and Solenoids  
 5950 Coils and Transformers  
 5955 Oscillators Piezoelectric Crystals  
 5960 Electron Tubes and Assoc Hardware  
 5961 Semi-Conductor Devices  
 5962 Microcircuits - Electronic  
 5963 Electronic Modules  
 5965 Headset, Handset, Microphone and Speak  
 5970 Electrical Insulators and Insulating Materials  
 5975 Electrical Hardware and Supplies  
 5977 Electrical Contact Brushes and Electrodes  
 5980 Optoelectrical Devices and Associated Hardware  
 5985 Antennas Waveguides and Related Equipment  
 5990 Synchros and Resolvers  
 5995 Cable Cord Wire Assembly - Communications Equipment  
 5998 Electrical Assemb-Bds Cards-Assoc Hardware  
 5999 Miscellaneous Electrical and Electronic Components

**FSC 60 - Fiber Optics Materials**

FSC Description

6004 Rotary Joints  
 6005 Couplers, Splitters, and Mixers  
 6006 Attenuators  
 6007 Filters  
 6008 Optical Multiplexers/Demultiplexers  
 6010 Fiber Optic Conductors  
 6015 Fiber Optic Cables  
 6020 Fiber Optic Cable Assembly and Harness  
 6021 Fiber Optic Switches  
 6025 Fiber Optic Transmitters  
 6026 Fiber Optic Receivers  
 6029 Fiber Optic Repeaters  
 6030 Fiber Optic Devices  
 6031 Integrated Optical Circuits  
 6032 Fiber Optic light Sources  
 6033 Fiber Optic Photo Detectors  
 6034 Fiber Optic Mod/Demodulators  
 6035 Fiber Optic Light/Image Transfer  
 6040 Fiber Optic Sensors  
 6050 Fiber Optic Passive Devices  
 6060 Fiber Optic Interconnectors  
 6070 Fiber Optic Accessories and Supplies  
 6080 Fiber Optic Kits and Sets  
 6099 Miscellaneous Fiber Optic Components

**FSC 61 - Electric Wire, and Power and Distribution Equipment**

FSC Description

6105 Motors Electrical  
 6110 Electrical Control Equipment

- 6115 Generators and Generator Sets Elect
- 6116 Fuel Cell Power Units, Comp, Acc
- 6117 Solar Elec Power Systems
- 6120 Transformers - Distrib and Power Sta
- 6125 Converters Electrical Rotating
- 6130 Converters Electrical Non Rotating
- 6135 Batteries Nonrechargeable
- 6140 Batteries Rechargeable
- 6145 Wire and Cable, Electrical
- 6150 Miscellaneous Electric Power and Distribution Equipment

**FSC 62 - Lighting Fixtures and Lamps**

FSC Description

- 6210 Indoor and Outdoor Electrical lighting Fixtures
- 6220 Electric Vehicular lights and Fixtures
- 6230 Electric Portable and Hand lighting Equipment
- 6240 Electric Lamps
- 6250 Ballasts Lampholders and Starters
- 6260 Nonelect lighting Fixtures

**FSC 63 - Alarm and Signal Systems**

FSC Description

- 6310 Traffic and Transit Signal Systems
- 6320 Shipboard Alarm and Signal Systems
- 6330 Railroad Signal and Warning Devices
- 6340 Aircraft Alarm and Signal Systems
- 6350 Miscellaneous Alarm, Signal, Sec Systems

**FSC 65 - Medical, Dental, and Veterinary Equipment and Supplies**

FSC Description

- 6505 Drugs, Biologicals and Official Reagents
- 6506 Blood
- 6507 Blood Derivatives
- 6508 Medicated Cosmetics and Toiletries
- 6510 Surgical Dressing Materials
- 6515 Medical and Surgical Instruments, Equipment and Supplies
- 6520 Dental Instruments Equipment and Supplies
- 6525 X-Ray Equipment Supplies - Medical, Dental and Veterinary
- 6530 Hosp Furniture, Eq, Utensils and Supplies
- 6532 Hospital and Surgical Clothing
- 6540 Ophthalmic Instruments Equipment and Supplies
- 6545 Medical Sets Kits and Outfits
- 6550 In vitro Diagnostic Substances, Reagents

**FSC 66 - Instruments and Laboratory Equipment**

FSC Description

- 6605 Navigational Instruments
- 6610 Flight Instruments
- 6615 Auto Pilot Mechanisms Airborne Gyro
- 6620 Engine Instruments
- 6625 Electrical and Electronic Measuring Instruments
- 6630 Chemical Analysis Instruments
- 6635 Physical Properties Test Equipment

6636 Environmental Chambers and Related Equipment  
 6640 Laboratory Equipment and Supplies  
 6645 Time Measuring Instruments  
 6650 Optical Instruments  
 6655 Geophysical Instruments  
 6660 Meteorological Instruments and Apparatus  
 6665 Hazard-Detecting Instru and Apparatus  
 6670 Scales and Balances  
 6675 Drafting Surveying and Mapping Instruments  
 6680 Liquid-Gas-Motion Measuring Instruments  
 6685 Pressure Temp Humidity Instruments  
 6695 Combination and Miscellaneous Instruments

**FSC 67 - Photographic Equipment**

FSC Description

6710 Cameras, Motion Picture  
 6720 Cameras, Still Picture  
 6730 Photographic Projection Equipment  
 6740 Photo Developing and Finishing Equipment  
 6750 Photographic Supplies  
 6760 Photographic Equipment and Accessories  
 6770 Film Processed  
 6780 Photographic Sets Kits and Outfits

**FSC 68 - Chemicals and Chemical Products**

FSC Description

6810 Chemicals  
 6820 Dyes  
 6830 Gases Compressed and Liquefied  
 6840 Pest Control Agents and Disinfectants  
 6850 Miscellaneous Chemical Specialties

**FSC 69 - Training Aids and Devices**

FSC Description

6910 Training Aids  
 6920 Armament Training Devices  
 6930 Operational Training Devices  
 6940 Communication Training Devices

**FSC 70 - ADP Equipment Software, Supplies and Support Equip**

FSC Description

7010 ADPE System Configuration  
 7020 ADP Central Processing Unit-Analog  
 7021 ADP Central Processing Unit-Digital  
 7022 ADP Central Processing Unit-Hybrid  
 7025 ADP Input/Output and Storage Devices  
 7030 ADP Software  
 7035 ADP Support Equipment  
 7040 Punched Card Equipment  
 7042 Mini and Micro Computer Control Devices  
 7045 ADP Supplies  
 7050 ADP Components



**FSC 71 - Furniture**

FSC Description

7105 Household Furniture  
 7110 Office Furniture  
 7125 Cabinets Lockers Bins and Shelving  
 7195 Miscellaneous Furniture and Fixtures

**FSC 72 - Household and Commercial Furnishings and Appliances**

FSC Description

7210 Household Furnishings  
 7220 Floor Coverings  
 7230 Draperies Awnings and Shades  
 7240 Household and Common Utility Containers  
 7290 Misc. Household Furnishings Appliance

**FSC 73 - Food Preparation and Serving Equipment**

FSC Description

7310 Food Cooking Baking Serving Equipment  
 7320 Kitchen Equipment and Appliances  
 7330 Kitchen Hand Tools and Utensils  
 7340 Cutlery and Flatware  
 7350 Tableware  
 7360 Set Kit and Outfit Food Preparation and Service

**FSC 74 - Office Machines**

FSC Description

7420 Accounting and Calculating Machines  
 7430 Typewriter and Office Composing Machines  
 7435 Office Information System Equipment  
 7450 Office Sound Recording Reproduction Machines  
 7460 Visible Record Equipment  
 7490 Miscellaneous Office Machines

**FSC 75 - Office Supplies and Devices**

FSC Description

7510 Office Supplies  
 7520 Office Devices and Accessories  
 7530 Stationery and Record Forms  
 7540 Standard Forms

**FSC 76 - Books, Maps, and Other Publications**

FSC Description

7610 Books and Pamphlets  
 7630 Newspapers and Periodicals  
 7640 Maps Atlases Charts and Globes  
 7650 Drawings and Specifications  
 7660 Sheet and Book Music  
 7670 Microfilm Processed  
 7690 Miscellaneous Printed Matter

**FSC 77 - Musical Instruments, Phonographs, and Home-Type Radios**

FSC Description

7710 Musical Instruments  
 7720 Musical Instrument Parts and Acc  
 7730 Phonograph, Radio and TV-Home Type  
 7740 Phonograph Records

**FSC 78 - Recreational and Athletic Equipment**

FSC Description

7810 Athletic and Sporting Equipment  
 7820 Games Toys and Wheeled Goods  
 7830 Recreational and Gymnastic Equipment

**FSC 79 - Cleaning Equipment and Supplies**

FSC Description

7910 Floor Polishers and Vacuum Cleaners  
 7920 Brooms Brushes Mops and Sponges  
 7930 Cleaning polishing Compounds and Prep

**FSC 80 - Brushes, Paints, Sealers, and Adhesives**

FSC Description

8010 Paint, Dope, Varnish, and Related Prod  
 8020 Paint and Artists Brushes  
 8030 Preservative and Sealing Compounds  
 8040 Adhesives

**FSC 81 - Containers, Packaging, and Packing Supplies**

FSC Description

8105 Bags and Sacks  
 8110 Drums and Cans  
 8115 Boxes Cartons and Crates  
 8120 Gas Cylinders  
 8125 Bottles and Jars  
 8130 Reels and Spools  
 8135 Packaging and Packing Bulk Materials  
 8140 Ammunition and Nuclear Ordnance Boxes  
 8145 Special Shipping and Storage Contain

**FSC 83 - Textiles, Leather, Furs, Apparel and Shoe Findings, Tents and Flags**

FSC Description

8305 Textile Fabrics  
 8310 Yarn and Thread  
 8315 Notions and Apparel Findings  
 8320 Padding and Sewing Materials  
 8325 Fur Materials  
 8330 Leather  
 8335 Shoe Findings and Soling Materials  
 8340 Tents and Tarpaulins  
 8345 Flags and Pennants

**FSC 84 - Clothing, Individual Equipment, and Insignia**

FSC Description

8405 Outerwear Men's  
 8410 Outerwear Women's  
 8415 Clothing Special Purpose

8420 Underwear and Nightwear, Men's  
 8425 Underwear and Nightwear, Women's  
 8430 Footwear Mens  
 8435 Footwear Womens  
 8440 Hosiery Handwear and Clothing Acc-Men  
 8445 Hosiery Handwear Clothing Acc-Women  
 8450 Children and Infants Apparel and Acc  
 8455 Badges and Insignia  
 8460 Luggage  
 8465 Individual Equipment  
 8470 Armor Personal  
 8475 Spec Flight Clothing and Accessories

**FSC 85 - Toiletries**

FSC Description

8510 Perfume, Toilet Preparation and Powder  
 8520 Toilet Soap, Shave Prep and Dentifrice  
 8530 Personal Toiletry Articles  
 8540 Toiletry Paper Products

**FSC 87 - Agricultural Supplies**

FSC Description

8710 Forage and Feed  
 8720 Fertilizers  
 8730 Seeds and Nursery Stock

**FSC 88 - Live Animals**

8810 Live Animals Raised for Food  
 8820 Live Animals Not Raised for Food

**FSC 89 - Subsistence (Food)**

FSC Description

8900 Perishable Subsistence \$10K - 25K  
 8905 Meat Poultry and Fish  
 8910 Dairy Foods and Eggs  
 8915 Fruits and Vegetables  
 8920 Bakery and Cereal Products  
 8925 Sugar Confectionery and Nuts  
 8930 Jams Jellies and Preserves  
 8935 Soups and Bouillons  
 8940 Special Dietary Food and Special Prep  
 8945 Food Oils and Fats  
 8950 Condiments and Related Products  
 8955 Coffee Tea and Cocoa  
 8960 Beverages Nonalcoholic  
 8965 Beverages Alcoholic  
 8970 Composite Food Packages  
 8975 Tobacco Products  
 8999 Food Items for Resale

**FSC 91 - Fuels, Lubricants, Oils, and Waxes**

FSC Description

9110 Fuels Solid

9130 Liquid Propellants - Petroleum Base  
 9135 Liquid Propellants - Chemical Base  
 9140 Fuel Oils  
 9150 Oil and Grease - Cutting, Lubricants, and Hydraulic  
 9160 Miscellaneous Waxes Oils and Fats

**FSC 93 - Nonmetallic Fabricated Materials**

FSC Description

9310 Paper and Paperboard  
 9320 Rubber Fabricated Materials  
 9330 Plastics Fabricated Materials  
 9340 Glass Fabricated Materials  
 9350 Refractories and Fire Surfacing Materials  
 9390 Miscellaneous Fabricated Nonmetal Materials

**FSC 94 - Nonmetallic Crude Materials**

FSC Description

9410 Crude Grades of Plant Materials  
 9420 Fibers Vegetable Animal and Synthetic  
 9430 Miscellaneous Crude Animal Prods - Inedible  
 9440 Miscellaneous Crude Agricultural and Forestry Prod  
 9450 Nonmetallic Scrap Except Textile

**FSC 95 - Metal Bars, Sheets, and Shapes**

FSC Description

9505 Wire Nonelect Iron and Steel  
 9510 Bars and Rods Iron and Steel  
 9515 Plate Sheet and Strip Iron and Steel  
 9520 Structural Shapes Iron and Steel  
 9525 Wire Nonelect Nonferrous Base Metal  
 9530 Bars and Rods Nonferrous Base Metal  
 9535 Plate Sheet Strip-Nonferrous Metal  
 9540 Structural Shapes Nonferrous Metal  
 9545 Plate, Sheet, Strip, and Wire-Prec Metal

**FSC 96 - Ores, Minerals, and Their Primary Products**

FSC Description

9610 Ores  
 9620 Minerals Natural and Synthetic  
 9630 Additive Metal Materials and Master Alloys  
 9640 Iron and Steel Primary and Semifinished  
 9650 Nonferrous Base Metal Refinery  
 9660 Precious Metals Primary Forms  
 9670 Iron and Steel Scrap  
 9680 Nonferrous Metal Scrap

**FSC 99 - Miscellaneous**

FSC Description

9905 Signs, Advertisement Displays and Identification Plates  
 9910 Jewelry  
 9915 Collectors/Historical Items  
 9920 Smokers Articles and Matches  
 9925 Ecclesiastical Equipment Furnishing and Supplies

9930 Memorials-Cemetery and Mortuary Equipment  
9998 Nonfood Items for Resale  
9999 Miscellaneous Unclassifiable Items

## APPENDIX B

## CHANGE NOTICE REPORT/ANNUAL PRICE CHANGE

1. General. Stock records must be periodically updated with the latest management data and pricing information to ensure accuracy in requisitioning and reduce financial differences. Various methods exist for updating stock records based on the Automated Information System (AIS) in use. R-Supply activities will process Monthly Change Notice and Annual Price Changes. Monthly Change Notice updates are distributed by NAVSUP BSC and are downloaded from NAVY ERP at the beginning of each month. The Annual Price Change is distributed by NAVSUP WSS and is available to be downloaded and processed annually at the beginning of each fiscal year. Both the Annual Price Change and Monthly Change Notice files are downloaded from NAVY ERP at: [https://ep.erp.navy.mil/navy/Z\\_Frameset/PkgFrameset.jsp?dest=MATERIALUPDATES](https://ep.erp.navy.mil/navy/Z_Frameset/PkgFrameset.jsp?dest=MATERIALUPDATES). Each month, the SAA runs the monthly change notice file in both NALCOMIS and R-Supply. Once processed, reports are produced to identify further action that should be taken or errors that may have occurred and require corrective action. Change notice will be processed IAW reference (t), reference (m) and the R-Supply Procedures User's Manual.

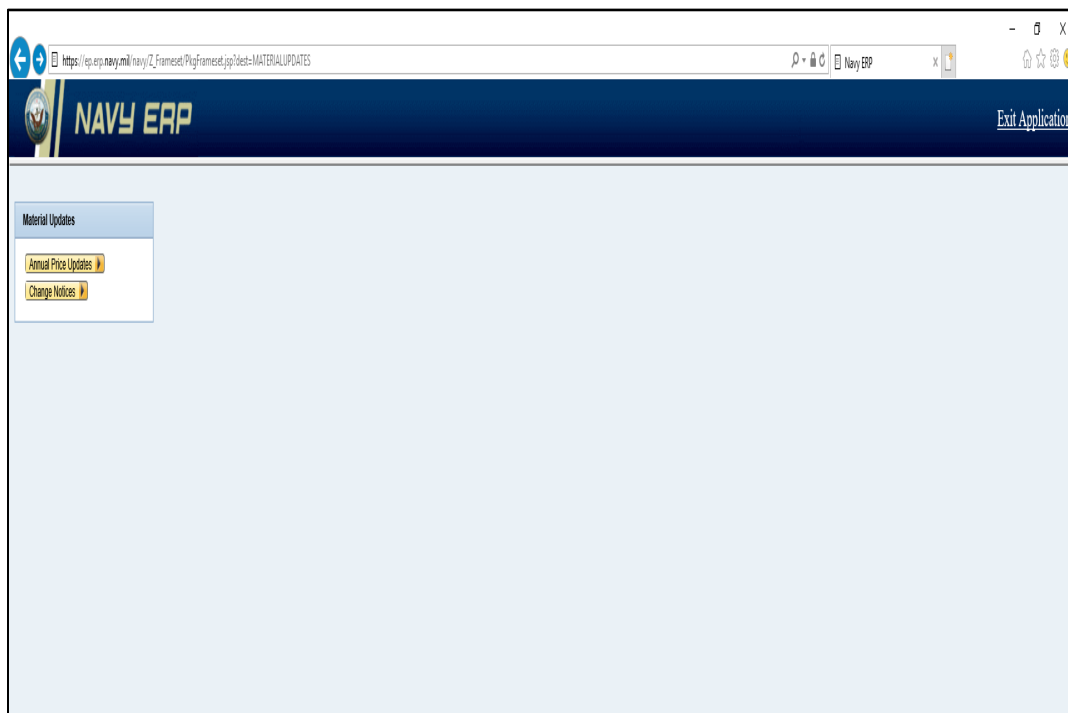







Figure B-1.--Navy ERP Material Updates.



[https://ep.erp.navy.mil/navy/Z\\_Frameset/PkgFrameset.jsp?dest=MATERIALUPDATES](https://ep.erp.navy.mil/navy/Z_Frameset/PkgFrameset.jsp?dest=MATERIALUPDATES)


**NAVY ERP**

**Change Notices**

 Back
  Refresh


	File Name	Size (bytes)	Modified Date
	<a href="#">U13VY1_20181102131735.zip</a>	2,743,109	2018-11-02 18:13:46.0
	<a href="#">U13VY2_20181102131735.zip</a>	3,182,141	2018-11-02 18:13:46.0
	<a href="#">U13UZ1_20181102131735.zip</a>	3,219,693	2018-11-02 18:13:46.0
	<a href="#">U13UZ1_20181002001043.zip</a>	879,909	2018-10-02 00:51:29.0
	<a href="#">U13VY2_20181002001043.zip</a>	817,284	2018-10-02 00:51:29.0
	<a href="#">U13VY1_20181002001043.zip</a>	814,236	2018-10-02 00:51:29.0
	<a href="#">U13UZ1_20180902065419.zip</a>	559,747	2018-09-02 08:50:13.0
	<a href="#">U13VY2_20180902065419.zip</a>	529,433	2018-09-02 08:50:13.0
	<a href="#">U13VY1_20180902065419.zip</a>	504,854	2018-09-02 08:50:13.0
	<a href="#">U13VY2_20180802053857.zip</a>	564,509	2018-08-02 06:59:58.0
	<a href="#">U13VY1_20180802053857.zip</a>	523,274	2018-08-02 06:59:58.0
	<a href="#">U13UZ1_20180802053857.zip</a>	579,311	2018-08-02 06:59:58.0
	<a href="#">U13UZ1_20180702031300.zip</a>	484,559	2018-07-02 04:28:46.0
	<a href="#">U13VY1_20180702031300.zip</a>	441,874	2018-07-02 04:28:46.0
	<a href="#">U13VY2_20180702031300.zip</a>	465,803	2018-07-02 04:28:46.0
	<a href="#">U13VY2_20180601132823.zip</a>	377,821	2018-06-01 14:50:19.0
	<a href="#">U13UZ1_20180601132823.zip</a>	395,505	2018-06-01 14:50:19.0
	<a href="#">U13VY1_20180601132823.zip</a>	357,850	2018-06-01 14:50:19.0
	<a href="#">U13UZ1_20180501135239.zip</a>	548,265	2018-05-01 14:38:34.0
	<a href="#">U13VY2_20180501135239.zip</a>	518,943	2018-05-01 14:38:34.0
	<a href="#">U13VY1_20180501135239.zip</a>	485,489	2018-05-01 14:38:34.0
	<a href="#">U13UZ1_20180402012104.zip</a>	730,654	2018-04-02 03:12:14.0
	<a href="#">U13VY1_20180402012104.zip</a>	647,715	2018-04-02 03:12:14.0
	<a href="#">U13VY2_20180402012104.zip</a>	707,850	2018-04-02 03:12:14.0
	<a href="#">U13VY2_20180302233142.zip</a>	439,884	2018-03-03 00:42:54.0

Figure B-2.--Change Notice File.

## 2. Overview

a. FIAR requirements. Annual Price Change (APC)/JSS130 and Monthly Change Notice (MCN)/JSS140 Processing in R-Supply database. Per FIAR MR-2 MCN R-Supply Guidebook, the Monthly Change Notice (MCN) report must be downloaded and processed NLT the 5th day of each month. The Annual Price Change (APC) should be downloaded and processed after closing the fiscal year and no later than 1 October. If APC or MCN are not run on time, commands must document the reason on the first page of the MCN Report, just above the signature and date. Review the APC output report to ensure total records read by R-Supply is approximately 2.5 to 3 million records. If less records are read, resolve within 24 hours or contact TYCOM for assistance. Action taken to correct transactions or resolve discrepancies listed on any error or exceptions must be annotated next to each line item. No annotation is required on "Negative Report".

(1) SMD will annotate the corrective action taken to resolve processing discrepancy next to each APC and MCN report line item. If no errors/action exists, annotate "NEGATIVE REPORT" on the listing. Ensure that the Division OIC/SNCOIC print their names, sign and date the APC and MCN reports to confirm the process has been completed. Retain hard or electronic annotated, signed, and dated APC and MCN reports that are ready for audit under the Financial Improvement and Audit Readiness (FIAR) guidelines.

(2) The Supply Officer (AvnSupO) or designated representative will sign, legibly print name, and date the MCN reports to confirm processing completion. SMD will physically or electronically retain a current and prior MCN report, and the APC report for 10 years. All reports will be signed, with legible printed name/date.

## 3. Procedures

a. Output. The change notice is available and produced at the beginning of each month. The SAA will ensure ALIMS accomplishes two saves of the database before the Change Notice is produced. The reports are distributed to the respective divisions no later than the 5th day of the month. Execution of the Change Notice process will produce one report from R-Supply and two from NALCOMIS. In accordance with FIAR, corrective actions must be completed by the 5th of the month. Divisions are required to correct and annotate the CN Info/Action output listings. After these reports are worked, ensure the individual taking corrective action has provided a legible signature (also printed if not legible), and has provided the date and time action was complete. In addition, these signed reports are required to be maintained by SMD for 10 years. All other divisions will retain current and prior files.

(1) Divisions must ensure they compare the data on the R-Supply and NALCOMIS Change Notice Listings. The individual NSNs affected by both NALCOMIS and R-Supply change notice should be the same. If not, then there is a discrepancy between the databases that must be corrected unless levels are run in R-Supply which makes a NIIN inactive. Those inactive NIINs will remain in NALCOMIS until manually deleted. Change notice processing will only process against active NIINs. WCB will forward the Storeroom Action Listing and the Repairable MCC Decision Listings to WSB for action on stock records. WCB will retain and work all records on the Stock Control Decision Listing. Each record on all listings will be annotated (legibly) with the action taken. Each listing will be signed and dated by the person who worked



it. WSB will return their completed reports to WCB. All listings will be filed by WCB. Ensure that both systems reflect any changes.

(2) Change Notice Reports are broken down into the following sections, which consist of 10 total reports.

b. NALCOMIS Change Notice Load Process. Change notice processing in NALCOMIS is done in two steps (load and update). The change notice load process reads the input file for NIINs in NALCOMIS and writes matching NIINs to the ds11\_chg\_ntc table for use in the change notice update process. The load process produces the CANDIDATES FOR DELETION report and the exception report. The output report from NALCOMIS (J03310XXX) will contain the following reports:

(1) NORO3300 - Change Notice Report Candidates for Deletion. This report shows all records in NALCOMIS that are eligible for deletion with a change notice code of DN or D0. These records will be deleted in NALCOMIS and R-Supply. Prior to deleting a record, causative research will be performed to validate the recommended change. If a replacement NIIN is found, ensure that the NIIN is superseded.

(a) To work this report, you will locate the Change Notice code at the top of the report and match with the codes below as well appendix 13 of reference (t). These codes will identify necessary action to be taken.

<u>Action Code</u>	<u>Phrase Code</u>	<u>Type of change</u>
D	T	Item in rp 8-20 is condemned. Dispose of stock in accordance with disposition instructions. Replacement item, if applicable, is contained in rp 33-45.
D	O	Item deleted. Attrite retail item stocks. If Navy centrally managed item, contact inventory manager for instructions if item is received in the future.
M	A	Management activity (cognizance symbol) change. Consolidate material under the new stock number.
M	L	Management activity (cognizance symbol) change. Future receipts under the new NSN in rp 33-45 will be reported to the acquiring inventory manager.
M	O	Management activity (cognizance symbol) change. Material transferred to new inventory manager under the same NSN.
M	4	Cognizance symbol change within the same inventory manager under the same stock number.
N	O	Establishment of an item of supply under the inventory management of the activity indicated by the cognizance symbol.
N	X	Reinstate an item of supply which was previously deleted, canceled, or cross referenced to another number.
R	A	Deletion of a NICN or NSN (rp 8-20) and transfer of material to new NSN (rp 33-45) within the same inventory manager.
R	B	Change to FSC of item within same inventory manager.
R	C	Item in rp 8-20 is canceled and replaced by NSNs in rp 33-45 (multiple transactions).
R	D	Change to NIIN of item or replacement of a NICN with a NSN within the same FSC and inventory manager.
R	E	Old NSN in rp 8-20 replaced by new NSN in rp 33-45. Exhaust old stock before issuing new NSN material. Used with change code RG.
R	F	When stocks of old item (rp 8-20) are exhausted, use new item in rp 33-45.
R	G	Use item in rp 33-45 until exhausted. Replacement item is contained in rp 8-20. Used with change code RE.
R	L	Old NSN in rp 8-20 superseded by new NSN in rp 33-45. Fill future requirements/requests with the new NSN.
R	P	Replacement of item by next higher assembly. Stocks of item in rp 8-20 will be used until exhausted.
R	Y	NSN in rp 8-20 and 33-45 are completely interchangeable except for unit of issue or quantity per unit pack.

Figure B-3.--Change Notice Codes.

rp 3 Action Code	rp 32 Phrase Code	Type of change
R	Z	NSN in rp 8-20 is to be discontinued, use NSN in rp 33-45 when old NSN is exhausted. Distributed as code RF.
R	0	Change to Navy Special Material Identification Code (SMIC).
R	1	Change to DODIC (Department Of Defense Identification Code)/NALC (Navy Ammunition Logistics Code). Applicable only to conventional Ammunition/Expendable Ordnance Items.
R	3	Physical Item for NSN in rp 33-45 (reversal of phrase code S – NAVSUP Business Systems Center (BSC))
R	7	Use old NIIN in rp 33-45 until exhausted (NAVSUP BSC)
Z	1	Change to material control code.
Z	3	Change to the repair net price.
Z	5	Change to authorization/restriction code.
Z	6	Change to special material content code.
Z	7	Change to storage code
9	0	Change to Ammunition Nomenclature. May be in one or more cards. Applicable only to conventional Ammunition/Expendable Ordnance Items.
9	2	Change to Ammunition Class and Index Number. Applicable only to conventional Ammunition/Expendable Ordnance Items.
9	3	Change to Index Number within Ammunition Class. Applicable only to conventional Ammunition/Expendable Ordnance Items.

Figure B-3.--Change Notice Codes, Continued.

CHANGE NOTICE REPORT											
CANDIDATES FOR DELETION											
CHANGE NOTICE : ON											
COG	MCC	FSC	NIIN	UI	UNIT PRICE	DEMIL CD	METAL CD	IND	LOCATION 1	LOCATION 2	LOCATION 3
6R	X	4920	005900164	EA	18010.00	A	A				
7R	E	6620	010610339	EA	5708.00	B	A				
3H	D	6625	010972246	EA	671.98	A					
7R	H	5855	011384748	EA	13650.00	F	A				
3H	D	6130	011449495	EA	4556.84	B	A				
6R	X	4920	013130164	EA	84810.00	A	A				
6R	X	4920	014242848	EA	21170.00						
OR	H	1680	015238105	EA	18848.00	D					
OR	H	1680	015238106	EA	47120.00		A				
7R	E	6620	004098506	EA	5708.00	B	P		RCB009		

Figure B-4.--Change Notice Report, Candidates for Deletion.

(2) NORO3310 - Change Notice Tape Download Exception Report. This report lists exception messages encountered during the downloading of the Monthly Change Notice file. This report indicates COGs on the input file that are not in the database. COGs must be loaded and corrective action taken to correct exception message.

CHANGE NOTICE TAPE DOWNLOAD EXCEPTION REPORT															PAGE	1	
NORO3310																	
RUN DATE 03/05/18																	
DI	RI	PMIC	FSC	OLD- NIIN	OLD SMIC	OLD COG	OLD UI	C/N PHRASE	NEW FSC	NEW- NIIN	NEW SMIC	NEW COG	NEW SCC	NEW UI	MCC DEMIL	ISSUE UP RESTR	UNIT PRICE
BND			5340	012044339		9B	EA	T	5340	012044339		9B					0.00
EXCEPTION: 2 DIFFERENT NIINS ARE REQUIRED FOR THIS DI																	

Figure B-5.--Change Notice Tape Download Exception Report.

(3) NORO3301 - Change Notice Error Report. The NALCOMIS Change Notice Error Report shows changes that could not be processed. The process is the same on this report as it is for the R-Supply report, with the exception that there is no error code given. Instead, under the record line, a description of the error is provided.

**NOTE:** There will be situations where a NIIN is superseded by another. If the old NIIN is not loaded in the database, an actual supersede does not need to be processed.

c. NALCOMIS change notice update process. The update process reads the NIINs in the ds11\_chg\_ntc table and updates the ds05\_niin table with applicable data. Not all data is automatically updated during the process and must be manually corrected. For example, if the UI is changed, the container\_qty and container\_UI must be manually corrected. Additionally, Shelf Life Codes and Shelf Life Action Codes are not updated.

NORO3301										CHANGE NOTICE ERROR REPORT										PAGE 1			
RUN DATE 05/02/18																							
DI	RI	PMIC	FSC	OLD- NIIN	OLD SMIC	OLD COG	OLD UI	C/N PHRASE	NEW FSC	NEW- NIIN	NEW SMIC	NEW COG	NEW SCC	NEW UI	MCC	DEMIL	ISSUE UP RESTR	UNIT PRICE					
BNC			5305	009146130		9B		H 5305 008718480		9B								0.00					
ERROR: USE MRF ADD TO ADD NEW-NIIN TO DATABASE																							
BNC			1560	011252825		3B		H 1560 013038427		3B								0.00					
ERROR: NEW-NIIN IS REPRBLE, NO INTERCHGBLE RELATION MADE																							
BNC			5995	011258004		3B		H 6150 013037685		3B								0.00					
ERROR: NEW-NIIN IS REPRBLE, NO INTERCHGBLE RELATION MADE																							
BNC			6680	011367884		3B		H 6680 012132614		3B								0.00					
ERROR: NEW-NIIN IS REPRBLE, NO INTERCHGBLE RELATION MADE																							
BNC			1680	011403386		3B		H 1680 014453858		3B								0.00					
ERROR: NEW-NIIN IS REPRBLE, NO INTERCHGBLE RELATION MADE																							
BNR	A		1560	011403548		GF	7R EA	E 1560 012866709	GF	7R	7	EA	H	D			AR	0.00					
ERROR: NO LINK DONE, NIINS ARE NOT WITHIN SAME FGC																							
BNC			1560	011403838		3B		H 1560 013655603		3B								0.00					
ERROR: NEW-NIIN IS REPRBLE, NO INTERCHGBLE RELATION MADE																							
BNR	A		5895	011407634		SF	7R EA	F 5895 014932057	QF	7R	7	EA	H	D			AR	0.00					
ERROR: NO LINK DONE, NIINS ARE NOT WITHIN SAME FGC																							
BNC			1560	011440038		3B		H 1680 013786273		3B								0.00					
ERROR: NEW-NIIN IS REPRBLE, NO INTERCHGBLE RELATION MADE																							
BNC			1560	011440038		3B		H 1560 012364658		3B								0.00					
ERROR: NEW-NIIN IS REPRBLE, NO INTERCHGBLE RELATION MADE																							
BNC			1560	011440038		3B		H 1560 012328814		3B								0.00					
ERROR: NEW-NIIN IS REPRBLE, NO INTERCHGBLE RELATION MADE																							
BNC			1560	011440038		3B		H 1680 014453856		3B								0.00					
ERROR: NEW-NIIN IS REPRBLE, NO INTERCHGBLE RELATION MADE																							
BNC			1680	011440066		9B		H 1680 011258629		9B								0.00					
ERROR: USE MRF ADD TO ADD NEW-NIIN TO DATABASE																							

Figure B-6.--Change Notice Error Report.

(1) NORO3302 - Change Notice Report. This report is broken down by individual change notice codes. These are for NIINs that are replaced by or substitutes for another NIIN and have the message, "USE MRF ADD TO ADD NIIN-1 TO DATABASE". If during research, NIIN-1 shows with AAC of "V", the item should be adjusted to reflect the continued use of item until exhaustion from wholesale system. If the item has an AAC of "Y", there is no reason to load the terminal NIIN to the database.

N0R03302		CHANGE NOTICE REPORT										PAGE 1			
RUN DATE 05/02/18															
CHANGE NOTICE : CH															
<----- NIIN-1 INFORMATION ----->						<----- NIIN-2 INFORMATION ----->									
PMIC	FSC	NIIN-1	SMIC	COG	UI	FSC	NIIN-2	SMIC	COG	SCC	UI	MCC	DEMIL	AUTH/RESTR	UNIT-PRICE
	5305	008718480		9B		5305	009146130		9B	U	EA		A	C	0.52
REMARK: USE MRF ADD TO ADD NIIN-1 TO DATABASE															
	5306	002696980		9B		5306	002066540		9B	U	EA		A		1.54
REMARK: USE MRF ADD TO ADD NIIN-1 TO DATABASE															
	1560	011252935		9B		1560	013049697		9B	U	EA		B		6.58
REMARK: USE MRF ADD TO ADD NIIN-1 TO DATABASE															
	4730	008051404		9B		4730	002784998		9B		EA		A		13.40
REMARK: USE MRF ADD TO ADD NIIN-1 TO DATABASE															
	1560	013123110		9B		1560	013527866	GF	9B	7	EA		D		270.10
REMARK: USE MRF ADD TO ADD NIIN-1 TO DATABASE															
	2840	011310563		9B		2840	013892506		9B	I	EA		D		299.47

Figure B-7.--Change Notice Report.

(2) NORO3400 - NIIN Change Report. If a NIIN is replaced by a new NIIN, it will be listed on this report. Part number and locations will be verified in NALCOMIS and R-Supply. If there is material on hand, the material will be physically changed to reflect the new information.

N0R03400										CHANGE NOTICE REPORT										PAGE 1			
RUN DATE 05/02/18										NIIN CHANGE REPORT													
CHANGE NOTICE :																							
- OLD -					- NEW -																		
FSC		NIIN		FSC		NIIN		COG		MCC		UI		UNIT PRICE		LOCATION 1		LOCATION 2		LOCATION 3		LOCATION 4	

Figure B-8.--NIIN Change Report.

(3) NORO3500 - Change Notice List Consumable/Repairable. This report shows NIINs that have migrated from consumable to repairable or repairable to consumable. If the new status is repairable, NALCOMIS automatically assigns a family group code to the NIIN. The FGC/FRC will be validated against the ALTNIINS database from CNAP and changed if necessary. The ALTNIINS database can be downloaded from the AFAST website.

(a) The FGC/FRC will need to be added to R-Supply manually. If the COG is a DLR, 1R, or 0Q, then check ERP for the correct family group code and correct NALCOMIS and R-Supply.

d. R-Supply Batch Change Notice process (pre-defined jobJSS140). The change notice file is loaded in R-Supply using the pre-defined job\_ (JSS140) and produces the following output report.

(1) Batch Change Notice Storeroom Action Listing (SAL). The SAL is a five part report which lists records that 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). If a quantity exists in a support package, separate listings

will be generated. Action required on the SAL will be accomplished by WSB and DSB within five working days per reference (m).

(2) The storeroom action listing shows changes to the following data elements:

(a) National Stock Number (NSN) Changes. Requires the physical change to the NSN on all material in stock.

(b) Unit of Issue (UI) Changes. Requires the physical change to the packaging of all material in stock to conform to the new unit of issue.

(c) Security Code Changes. These may require movement of material either to or from a security location. If physical locations are changed, input the location change in R-Supply and NALCOMIS. Procedures on the handling of classified material can be found in reference (t).

(d) Shelf Life Code (SLC)/Shelf Life Action Code (SLAC) Changes. These changes may require personnel to relocate material from either a designated shelf life location to a standard general population location. Also, from a general population location to a designated shelf life location with paying close attention to the shelf life type. Furthermore, personnel may also have to relocate material from a Type II location to a Type I location based upon the SLC, for further shelf life stocking policy refer to appendix Q of this Manual and reference (t). If physical locations are changed, input the location change in R-Supply and NALCOMIS.

(e) Exhaust, Delete, Supersede, or Condemn Stock (EDSCS). 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.

Batch Change Notice Storeroom Action Listing									
Report I. D.: S11040MR					UIC: 09111		2 May 2018		
User I. D.: cooperr1					Receiving Officer		10:56:58		
							Page: 1		
Location(s)	COSAL	Cond Cd	Old NSN	New NSN	Old UI	New UI	New CIIC	New SLC/SLAC	Remarks
STORES TYPE: General Stores									
CHW31			6240-012660930	-			U		
MHP001			5365-011537683	-			U		
MS1401			3120-011450841	-			U		
MS1771			3040-013705524	-			U		
MS47A1			2840-011314731	-			U		
MS52B1			5975-014577941	-			U		
MS53B1			4710-012247463	-			7		
MS56G1			1270-013015846	-			7		
PP01H2			5342-012364545	-			U		
PP0X04			2840-014501982	-			U		
PP0X08			2915-013428417	-			U		
RF00B0			1560-011395550	-			U		
RMD560			1560-012265102	-			U		
RMD567			1600-012854647	-			7		
SL0100			6515-015150197	-				0 00	
T1SLN1			7510-002666709	-				4 C0	

Figure B-9.--Batch Change Notice Storeroom Action Listing (SAL).

(3) Batch Change Notice Error Report. This report contains all updates that did not successfully process into R-Supply/NALCOMIS. Each record is assigned an error code, a detailed list of the codes can be found at the bottom of the Change Notice Report. Corrective actions must be taken to successfully process the records and updates must be made in NALCOMIS and R-Supply.

Batch Change Notice Error Report														
08110(s12.00H (s16.66HBatch Rqst Nbr: J551408122514 Report I. D.: S11040MR User I. D.: cooperr1														
UIC: 09111 Receiving Officer										2 May 2018 10:56:58 Page: 1				
Doc Id	Old NSN Data FSC NIIN SMIC COG UT	New NSN Data FSC NIIN SMIC COG UT	CONV FACR	DCML LOCR	A C	S C	P CIIC	M I	H C	T SMCC	D C	DEML	SLAC	A P
PRICE	Error Codes													
NCH	1730000334208	98	1730012328936	98										0 066
NCH	5305007195238	98	5305002267768	98										0 066
NCH	5306008335394	98	5306008991464	98										0 066
NCH	5306008991464	98	5306008335394	98										0 066
NCH	5305009146130	98	5305008718480	98										0 066
NCH	1670010831397	38	1670012359581	38										0 066
NCH	5315011161420	98	5315011377357	98										0 066
NCH	5315011204767	98	5315011479163	98										0 066
NCH	1560011252754	38	1560011506445	38										0 066
NCH	1560011252755	38	1560011435365	38										0 066
NCH	4730011252777	38	4730011460201	38										0 066
NCH	1560011252820	38	1560012997152	38										0 066
NCH	1560011252822	38	1560013004514	38										0 066
NCH	5995011258001	38	5995013123132	38										0 066
NCH	5340011258311	38	5340011560115	38										0 066
NCH	6150011298189	38	6150013001557	38										0 066
NCH	5930011303199	98	5930013024450	98										0 066
NCH	1680011364365	38	1680011506738	38										0 066
NCH	5315011377357	98	5315011161420	98										0 066
NCH	1680011403321	38	1680011531657	38										0 066
NCH	1680011403541	38	1680011520869	38										0 066
NCH	2995011403991	38	2995011477887	38										0 066
NCH	1560011404073	38	1560012809900	38										0 066
NCH	1560011404074	38	1560011560127	38										0 066
NCH	1560011435365	38	1560011252755	38										0 066
NCH	1680011440066	98	1680011258629	98										0 066
NCH	5990011452721	38	5990011515807	38										0 066
NCH	4730011460201	38	4730011252777	38										0 066
NCH	1560011460307	38	1560012809894	38										0 066
NCH	1560011468353	38	1560011404074	38										0 066
NCH	1560011468353	38	1560011560127	38										0 066
NCH	2995011477887	38	2995011403991	38										0 066
NCH	5315011479163	98	5315011204767	98										0 066

Figure B-10.--Batch Change Notice Error Report.

(4) Batch Change Notice Stock Control Decision Listing (SCDL). The Stock Control Decision Listing will be produced whenever a change notice reversal is processed. 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 identify records needing manual corrections. There are times when the change notice process will delete limit flags, Family Group Codes and substitute NIINS on the Stock Control Decision Listing. All NIINS will be reviewed in R-Supply and NALCOMIS, and if necessary load missing data elements. Procedures for processing Local Change Notice (interactive) are described in the R-Supply User Guide (PDF) file from NIWC Atlantic/Pacific, or reference (t). Annotate appropriate corrective action on records listed in the SCDL.

Batch Change Notice Stock Control Decision Listing														
08110(s12.00H (s16.66HBatch Rqst Nbr: J551408122514 Report I. D.: S11040MR User I. D.: cooperr1														
UIC: 09111 Receiving Officer										2 May 2018 10:56:58 Page: 1				
DI	Old NSN DATA COG UT	NSN	New NSN DATA NSN	PMI	COG	SLC	CIIC	MCC	TSC	SMCC	DEML	SLAC	ADP	UNIT PRICE
NRF	7R EA	4810-01-1164605	4810-01-1942474	A	7R		U	E		9	A	00	0	
NRF	7R EA	5895-01-1407634	5895-01-4932057	A	7R		7	H		2	D	00	0	
NRF	7R EA	1560-01-1520846	1560-01-6639888	A	7R		U	H		9	Q	00	0	
NRF	7R EA	4810-01-1942474	4810-01-2489170	A	7R		U	E		9	A	00	0	
NRF	7R EA	5895-01-3243924	5895-01-4932057	A	7R		7	H		2	D	00	0	
NRF	7R EA	5865-01-3813278	5865-01-5919809	A	7R		C	H		2	P	00	0	

Figure B-11.--Batch Change Notice Stock Control Decision Listing (SCDL).

(4) Batch Change Notice Repair Parts MCC Decision Listing (RMDL). The Repair Parts MCC Decision Listing contains records whose MCC has migrated from consumable to repairable or repairable to consumable. When a MCC changes the record will be verified and material will be remarked.

Batch Change Notice Repair Parts MCC Decision Listing						
Batch Rqst Nbr: JSS1408122514			UIC: 09111		2 May 2018	
Report I. D.: SI1040MR			Receiving Officer		10:56:58	
User I. D.: cooperr1					Page: 1	
NSN	MCC Old	MCC New	Stores Type	Location	COSAL	Cond Cd
4810-01-2489170			0	RMD559		

Figure B-12.--Batch Change Notice Repair Parts MCC Decision Listing (RMDL) .

e. Annual Price Change. The Annual Price Change (APC) is distributed by NAVSUP WSS and is available for download and processing annually in conjunction with the end of year closeout (EOY) procedures. The APC file must be loaded following EOY closeout and in accordance with current FIAR guidance. The APC file is processed in R-Supply using pre-defined job (JSS130) and NALCOMIS using batch process (J01000 NIIN Annual Price UPD RPTS) .

(1) NALCOMIS APC Processing

(a) Initiating File Transfer in NALCOMIS

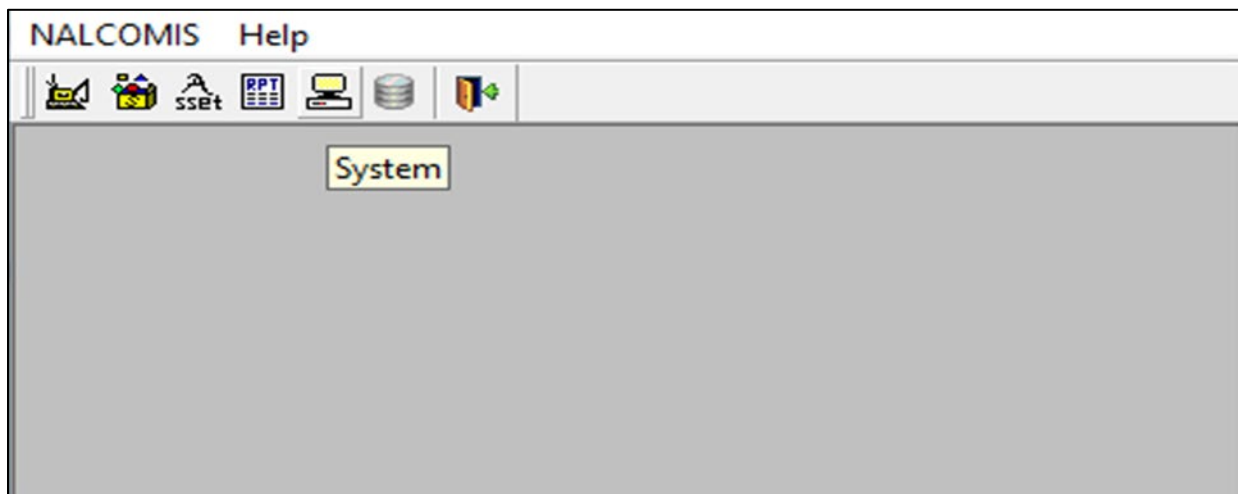


Figure B-13.--Initiating File Transfer in NALCOMIS.



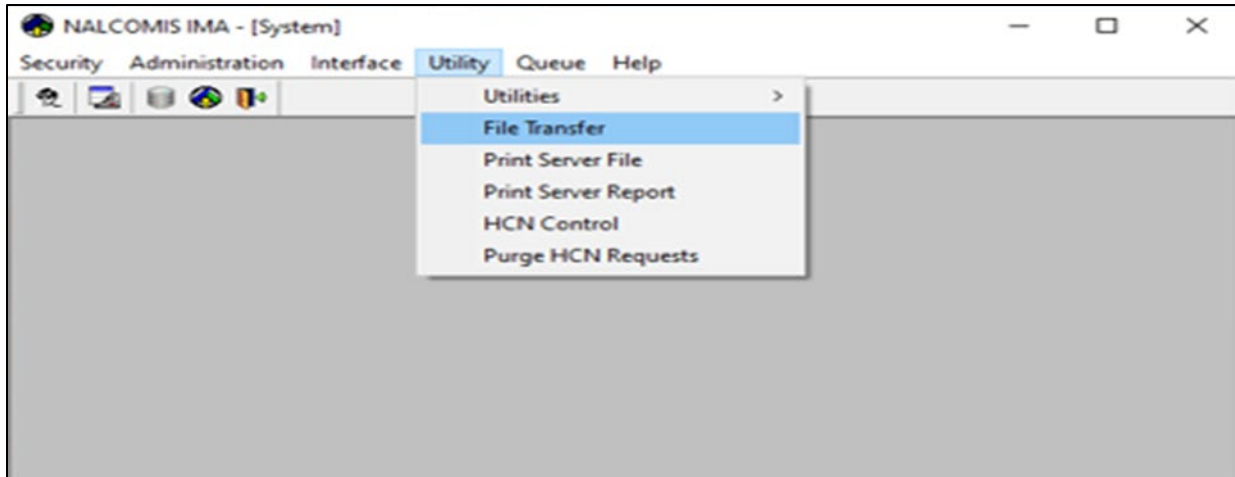


Figure B-13.--Initiating File Transfer in NALCOMIS, Continued.

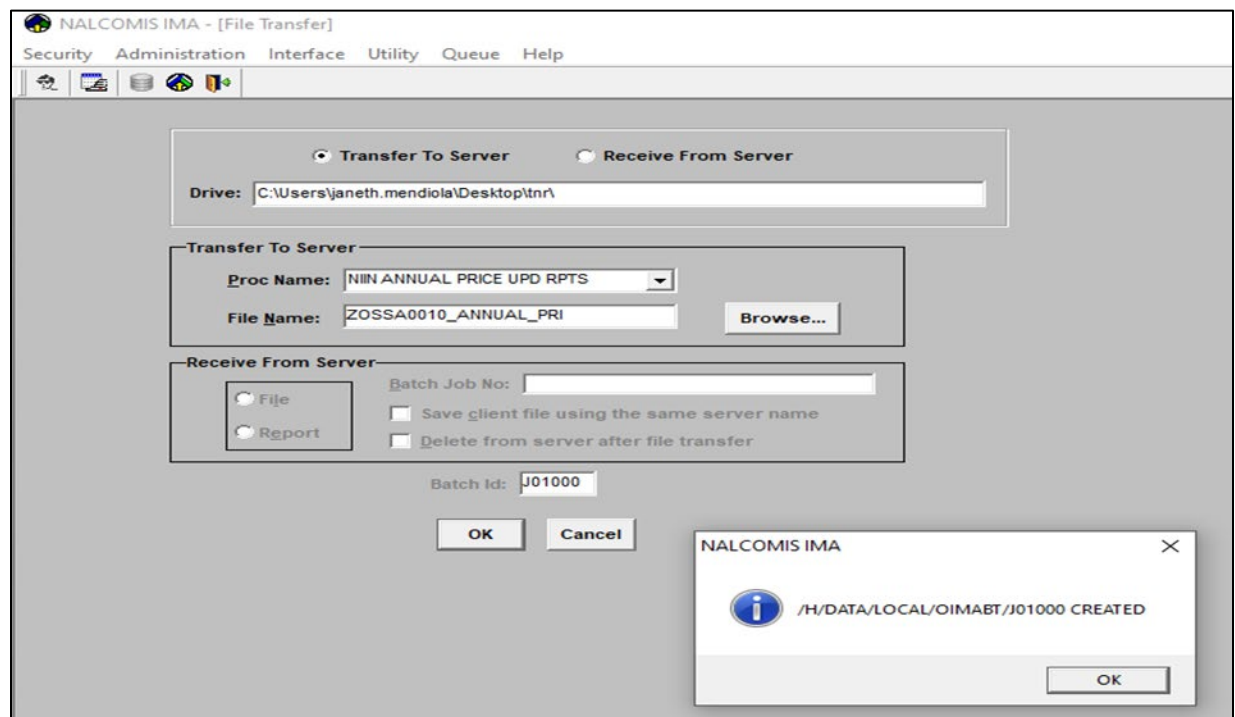


Figure B-13.--Initiating File Transfer in NALCOMIS, Continued.

(b) Initiating Job in NALCOMIS

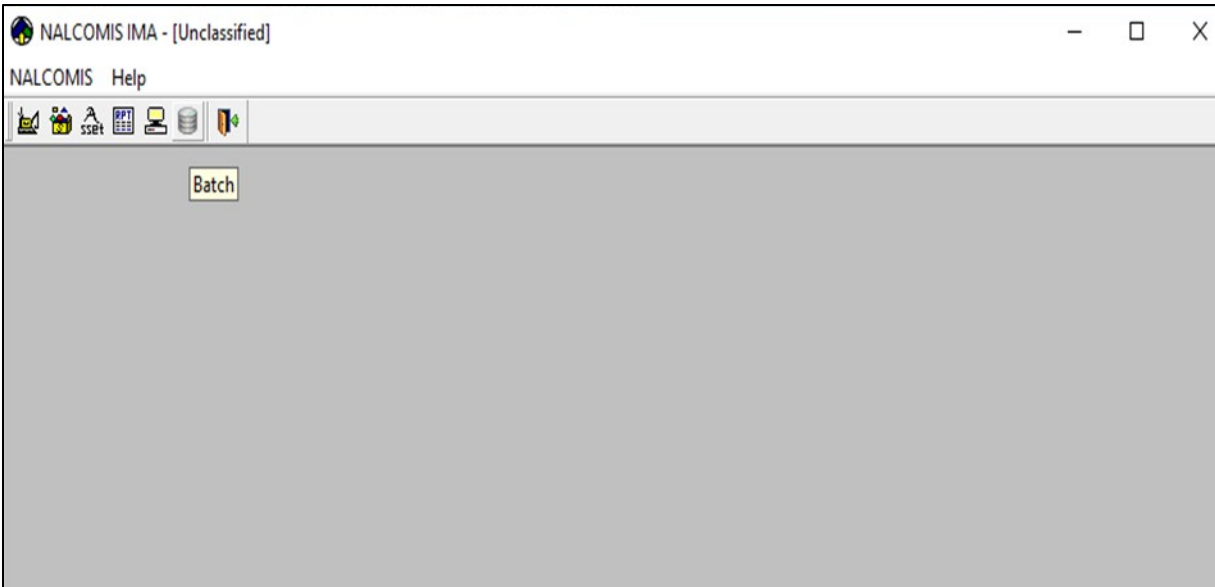


Figure B-14.--Initiating Job in NALCOMIS.

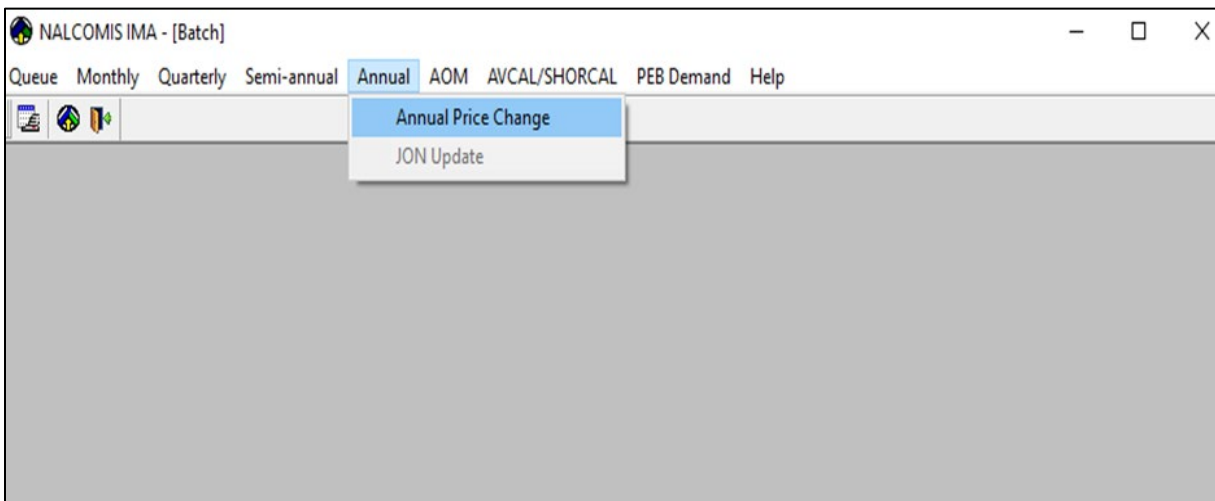


Figure B-14.--Initiating Job in NALCOMIS, Continued.

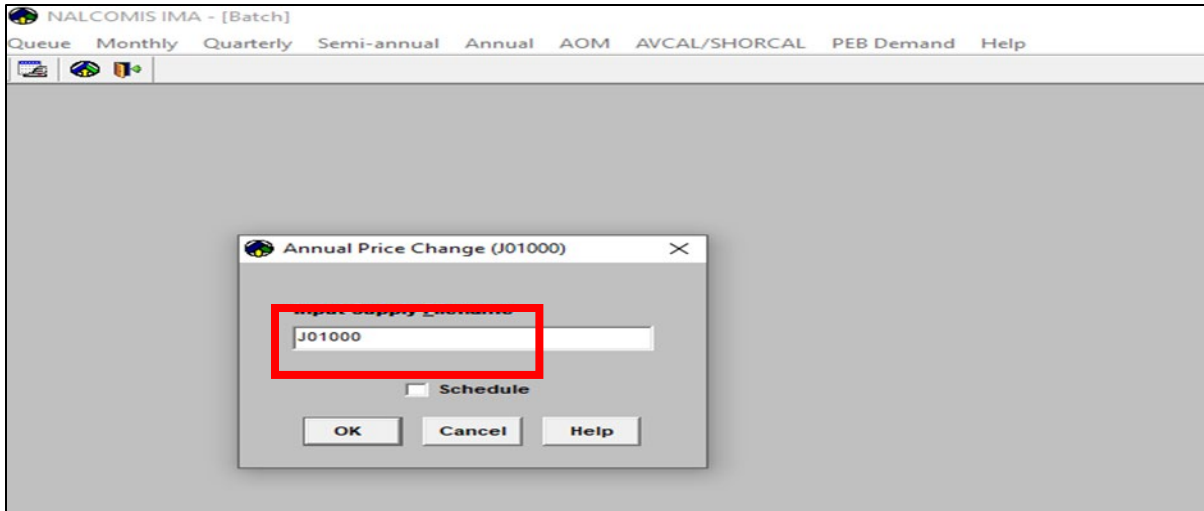


Figure B-14.--Initiating Job in NALCOMIS, Continued.

(c) Releasing Job in NALCOMIS

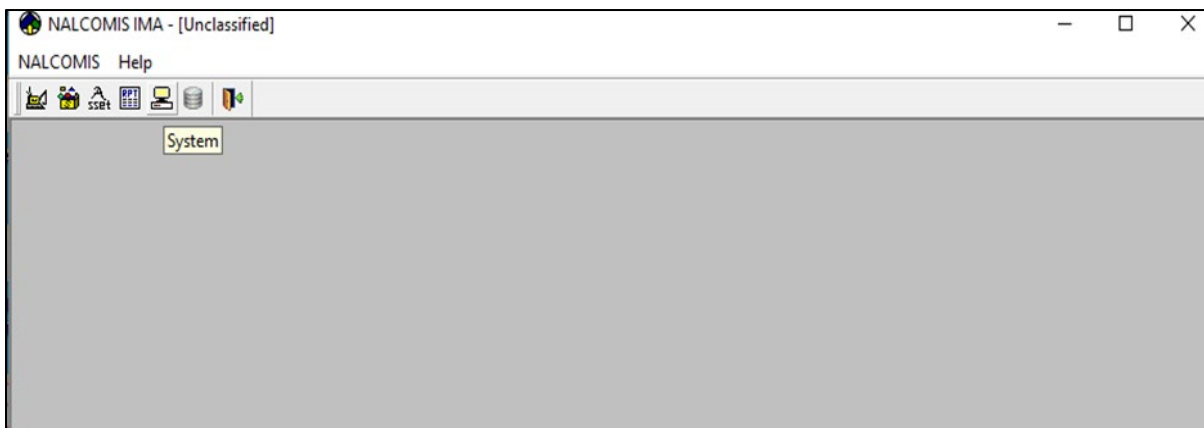


Figure B-15.--Releasing Job NALCOMIS.

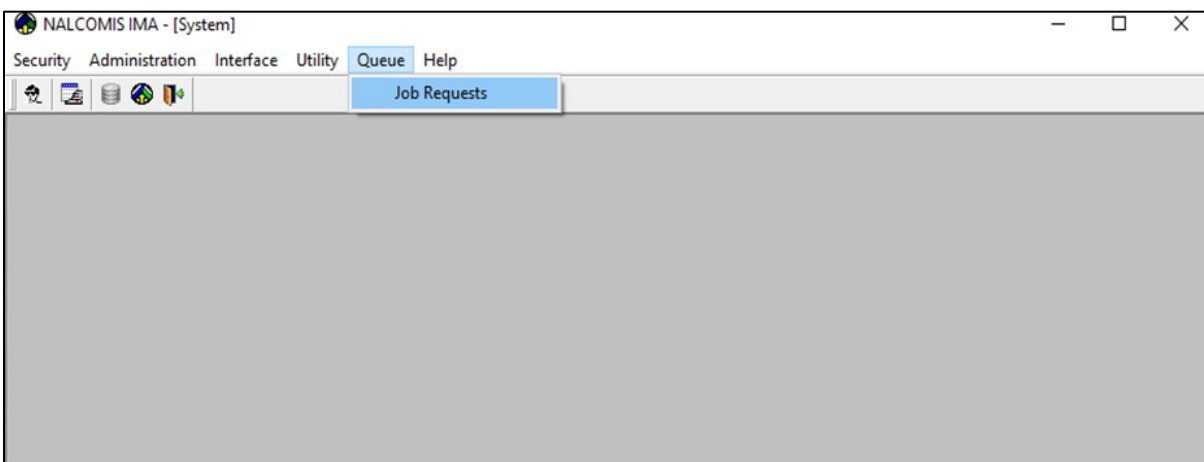


Figure B-15.--Releasing Job NALCOMIS, Continued.

NALCOMIS IMA - [Batch Reports Request Queue]

Security Administration Interface Utility Queue Help

Batch Id	Last Name	Stat	Sys Impact	Proc Name	Rqst Dt	Rqst Time	Last Run Dt	Last Run Time
J01000	MENDIOLA	HOLD	MODERATE	NIN ANNUAL PRICE UPD RPTS	21273	2256	20275	0456
J23801	PINEDAESCOBA	HOLD	MODERATE	EQUIPMENT DISCREPANCY SUPP	21267	1034	20049	1207
J62500	SANCHEZ	HOLD	MAJOR	OUTSTANDING MTL REQMENT RF	21264	1228	21270	0800

Sorted by Rqst Dt

View... Close

Figure B-15.--Releasing Job NALCOMIS, Continued.

NALCOMIS IMA - [Job Requests - Detail Info]

Security Administration Interface Utility Queue Help

Detail Info Report Params General Info

Batch Id: J01000 Record ID: 115450571 Request Date: 21273 Request Time: 2256 Request Number:

NTCSS Id: NTCSS Run Sta: Restart Count: 0

Criteria: J01000

Format: Extn File In: Queue: 1 Status: RELEASE

Apply Schedule... Delete

Close

Figure B-15.--Releasing Job NALCOMIS, Continued.

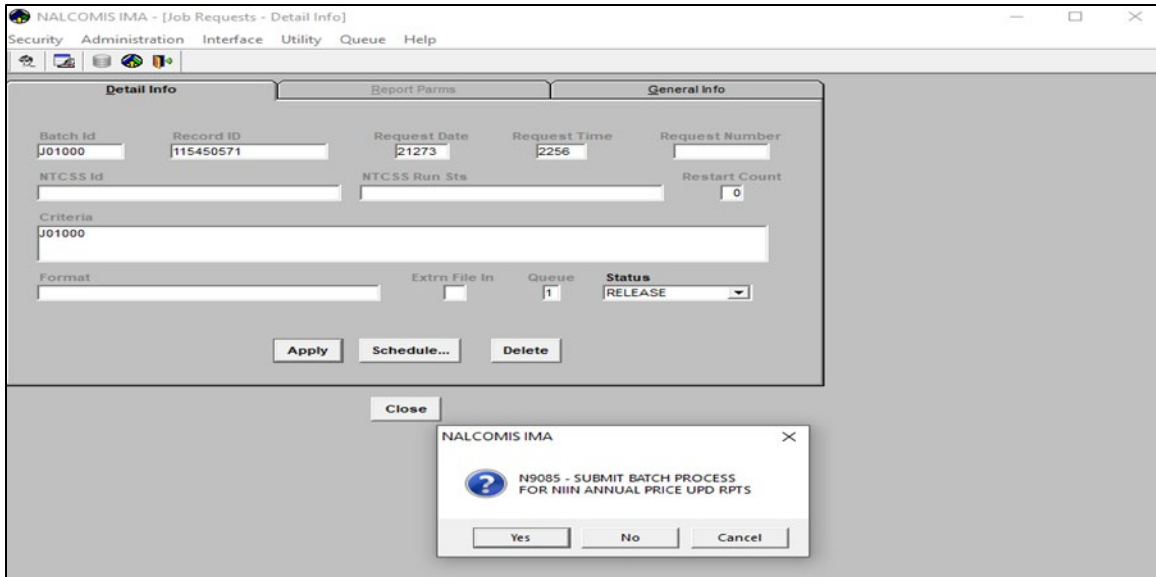


Figure B-15.--Releasing Job NALCOMIS, Continued.

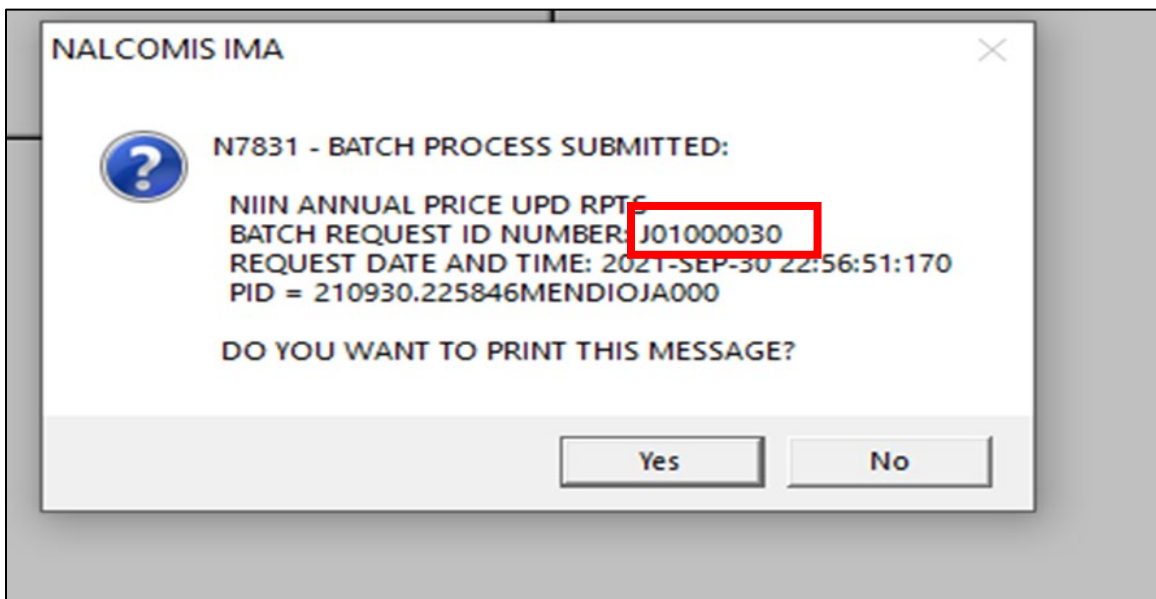


Figure B-15.--Releasing Job NALCOMIS, Continued.

(d) File Transfer (AUD File) Job in NALCOMIS

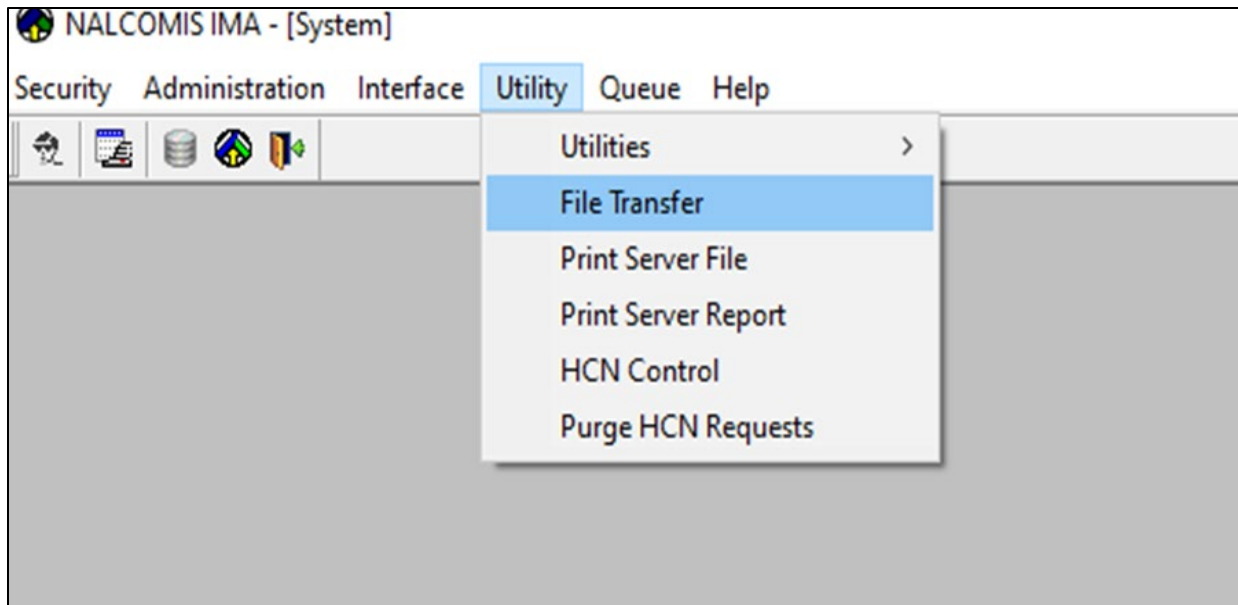


Figure B-16.--File Transfer (AUD File) Job in NALCOMIS.

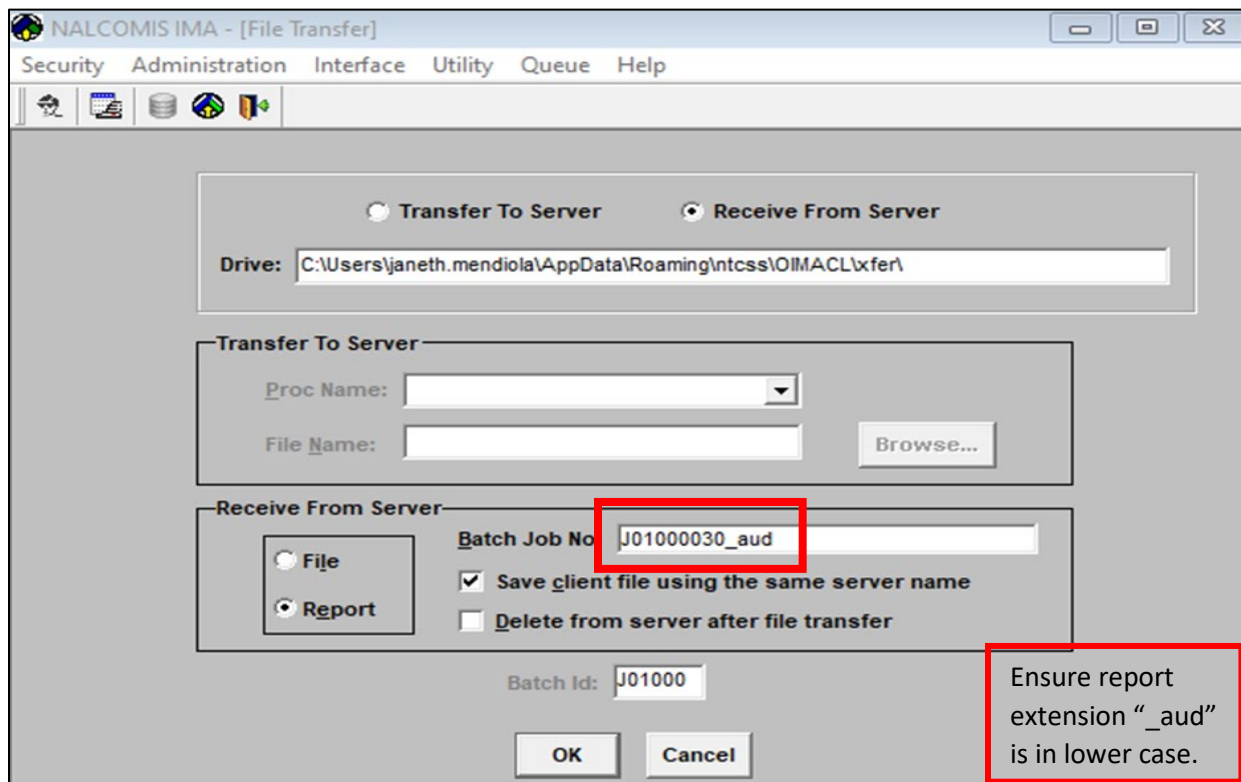


Figure B-16.--File Transfer (AUD File) Job in NALCOMIS, Continued.

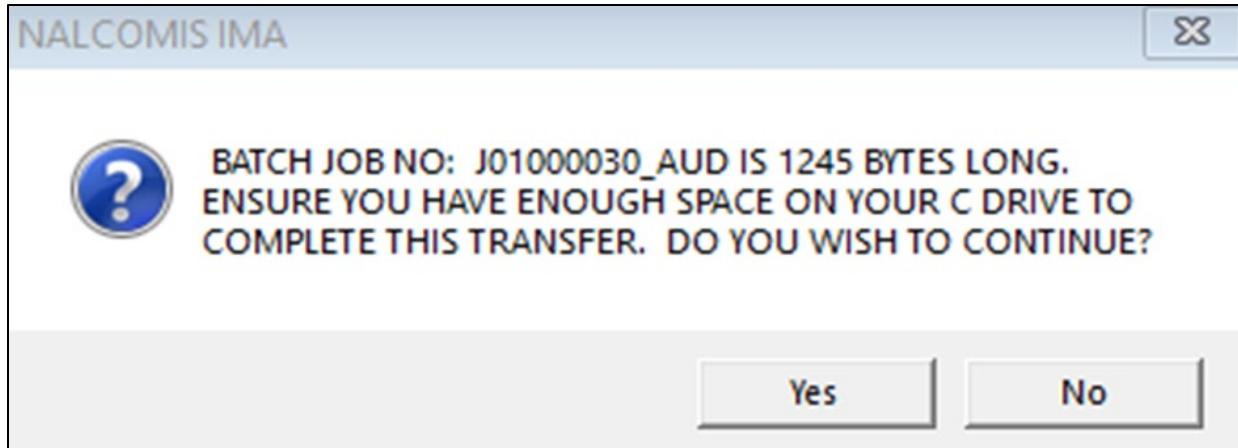


Figure B-16.--File Transfer (AUD File) Job in NALCOMIS, Continued.

(e) File Transfer (LOG File) Job in NALCOMIS

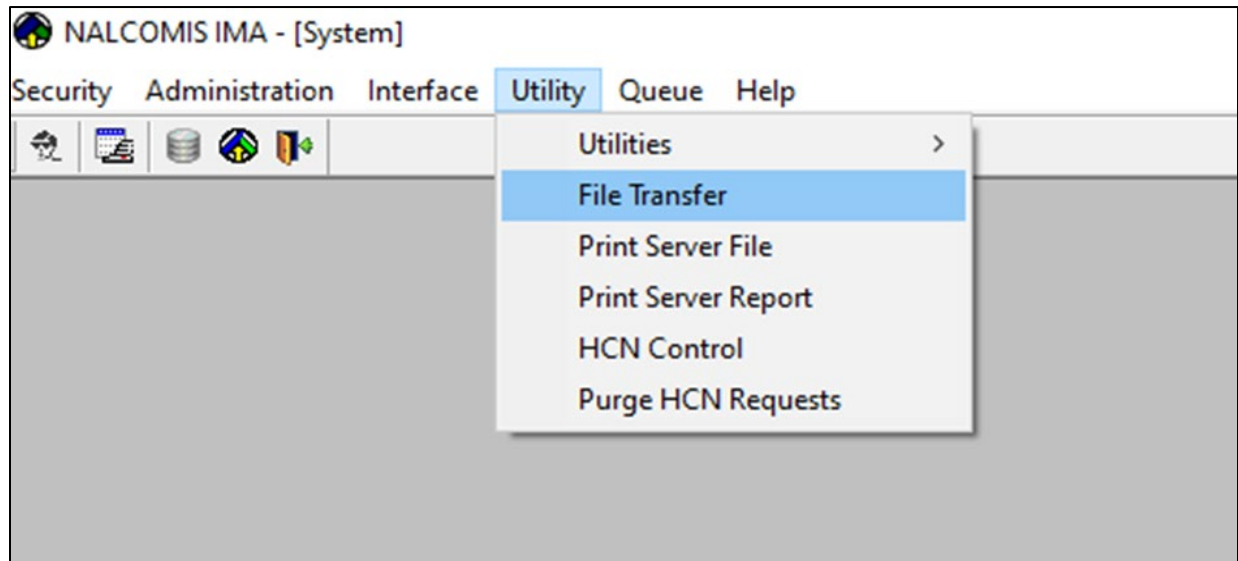


Figure B-17.--File Transfer (LOG File) Job in NALCOMIS.

NALCOMIS IMA - [File Transfer]

Security Administration Interface Utility Queue Help

☐ Transfer To Server ☒ Receive From Server

Drive: C:\Users\janeth.mendiola\AppData\Roaming\ntcss\OIMACL\xfer\

**Transfer To Server**

Proc Name:

File Name:  Browse...

**Receive From Server**

☐ File ☒ Report

Batch Job No: J01000030\_log

☒ Save client file using the same server name

☐ Delete from server after file transfer

Batch Id: J01000

OK Cancel

Validation in Progress

Ensure report extension "\_log" is in lower case.

Figure B-17.--File Transfer (LOG File) Job in NALCOMIS, Continued.

NALCOMIS IMA

? BATCH JOB NO: J01000030\_LOG IS 262 BYTES LONG. ENSURE YOU HAVE ENOUGH SPACE ON YOUR C DRIVE TO COMPLETE THIS TRANSFER. DO YOU WISH TO CONTINUE?

Yes No

Figure B-17.--File Transfer (LOG File) Job in NALCOMIS, Continued.

(f) NALCOMIS AUD Output. Review for accuracy prior to submitting for EOFY compliance via WASMAT to MARFOR, in accordance with Reference (av) and Appendix D of this reference.



J01000-031\_aud

R09116

```

Number of Input Arguments: 4
Input File Name:
Batch ID: J01000031
Print Date: 2021-Oct-01
Print Time: 00:19:55:820
Input Date/Time: 2021-Oct-01 00:19:55:820
Start of DBIIB1 connection
-----> Server = "WDC00_NALCOM"
End of DBIIB1 connection
This is the start of J01000
Input: J01000
Date: 2021-Oct-01 00:19:55:820
Pct:
Schedule:
Criteria: J01000
Ctrl File Ind:
Batch Proc Stat: B
Dataset: 1
IP Addr: nms0101018
Input File Name: /r/data/local/JOIMARV/J01000
Supply System Name: R-SUPPLY
Supply System Type: R
Ctrl File Name: /r/data/local/JOIMARV/J01000
Opened file successfully
Header record is 000000031 000000031
File is Supply
Input Records: 3302960
Output Records Processed: 3302960
Output Records Matched: 3302960
Total Records Applied: 0
J01000 completed successfully
CPU time in seconds: 243

```

APC FY22			
TITLE	PRINT	SIGN	DATE
SAA	Supp Specialist A	[Signature]	1 OCT 21
SMD	MSgt Mendiola, Janeth	[Signature]	1 OCT 21
ASO	MSgt Garza, Carlos	[Signature]	1 OCT 21

Figure B-18.--NALCOMIS AUD Output.

(g) NALCOMIS LOG Output. Review for accuracy prior to submitting for EOFY compliance via WASMAT to MARFOR, in accordance with Reference (av) and Appendix D of this reference.

```

ASD Org = GFZ
AIMD Org = GF1
ASD RT ID = Q41
RT ID FISC = NDZ
CLST INAS = N00244
FISC UIC =
NSN INTG FG = Y
AIMD MATL FG = Y
HIGH MONEY VALUE = 5000.00
EXCESS QTY ORD = 5
SUP SYS NM = R-SUPPLY
PEB CONV FG = Y
ERP STK REPLEN FG = N
REPL 60 SER FG = Y

```

Figure B-19.--NALCOMIS Log Output.

(2) R-Supply APC Processing

(a) Initiating File Transfer in R-Supply

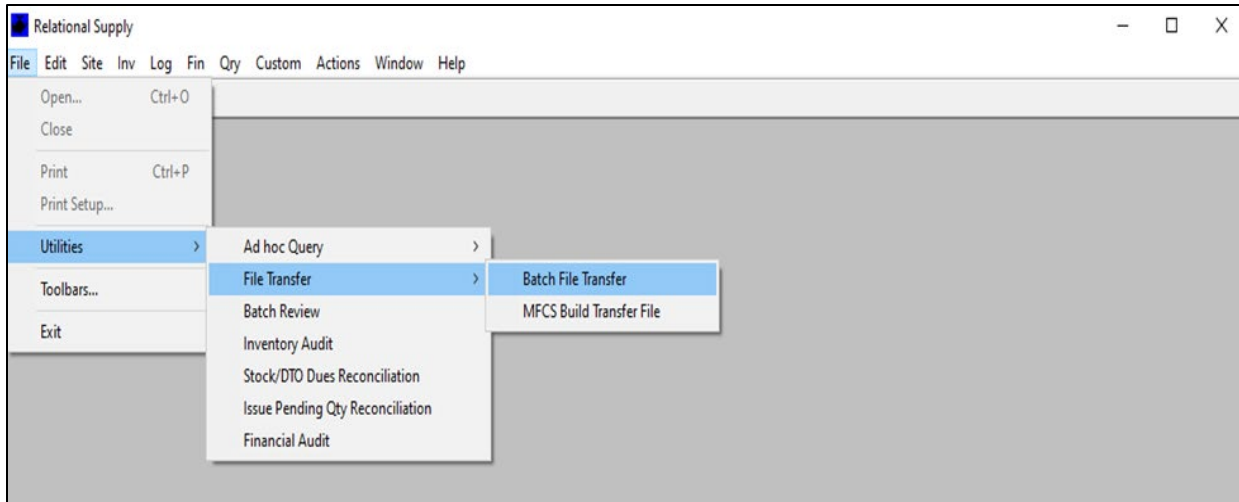


Figure B-20.--Initiating File Transfer in R-Supply.

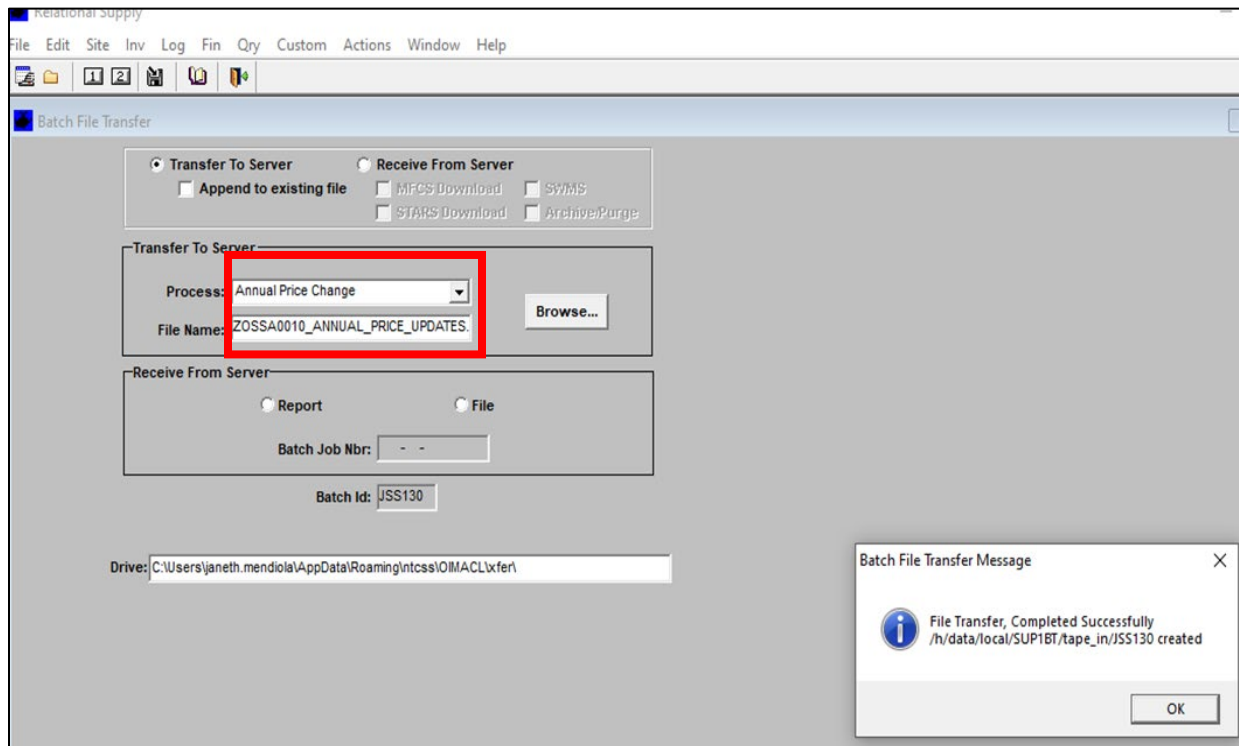


Figure B-20.--Initiating File Transfer in R-Supply, Continued.

(b) Scheduling APC in R-Supply

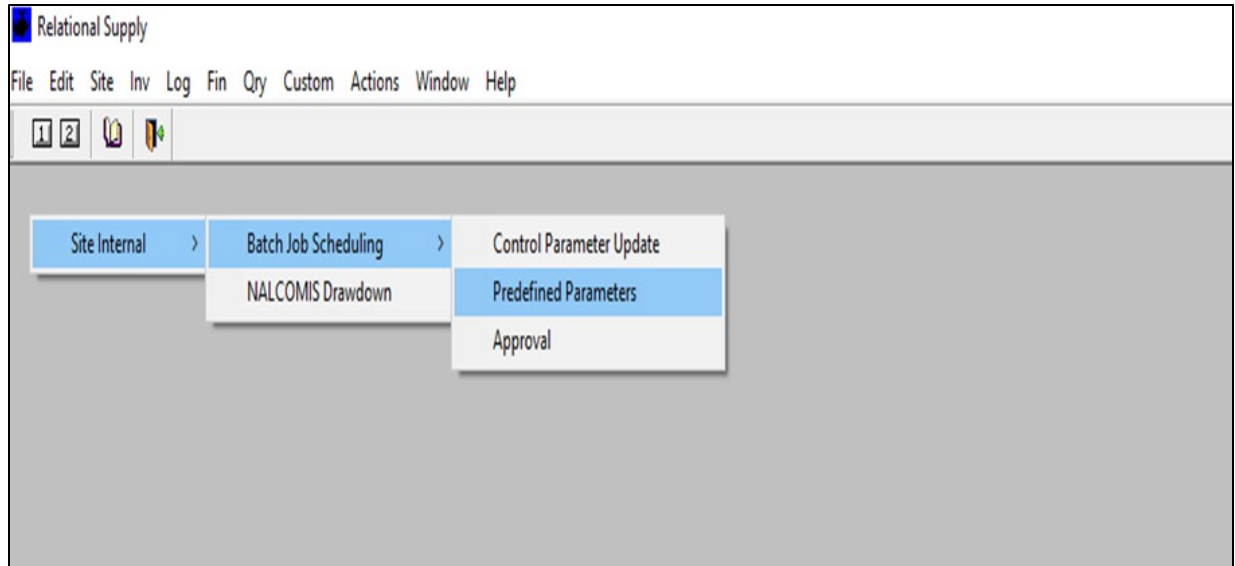


Figure B-21.--Scheduling APC in R-Supply.

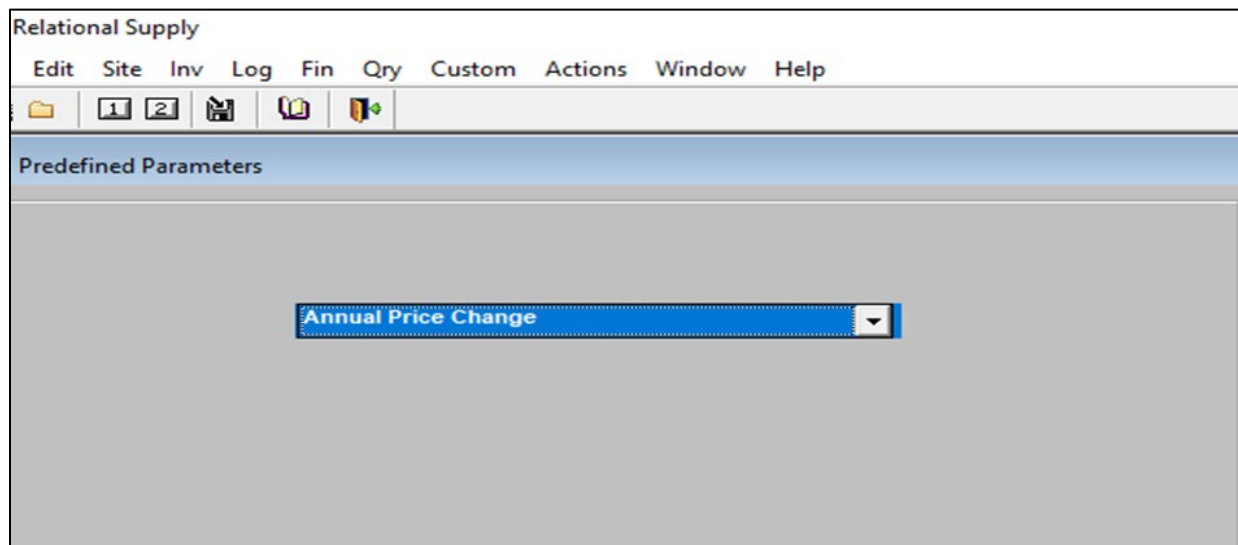


Figure B-21.--Scheduling APC in R-Supply, Continued.

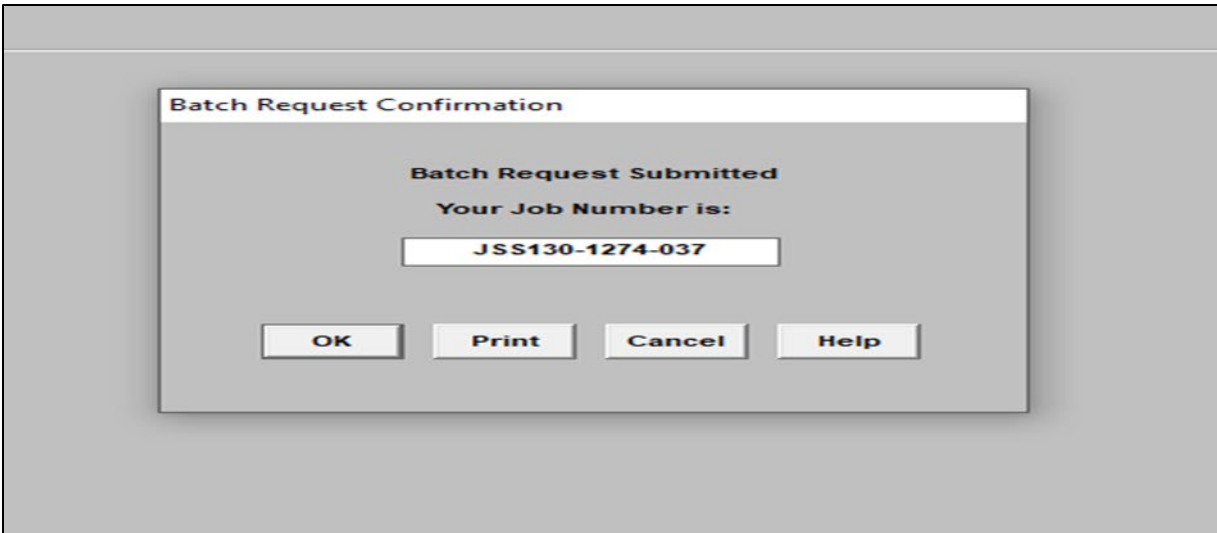


Figure B-21.--Scheduling APC in R-Supply, Continued.

(c) Releasing APC in R-Supply

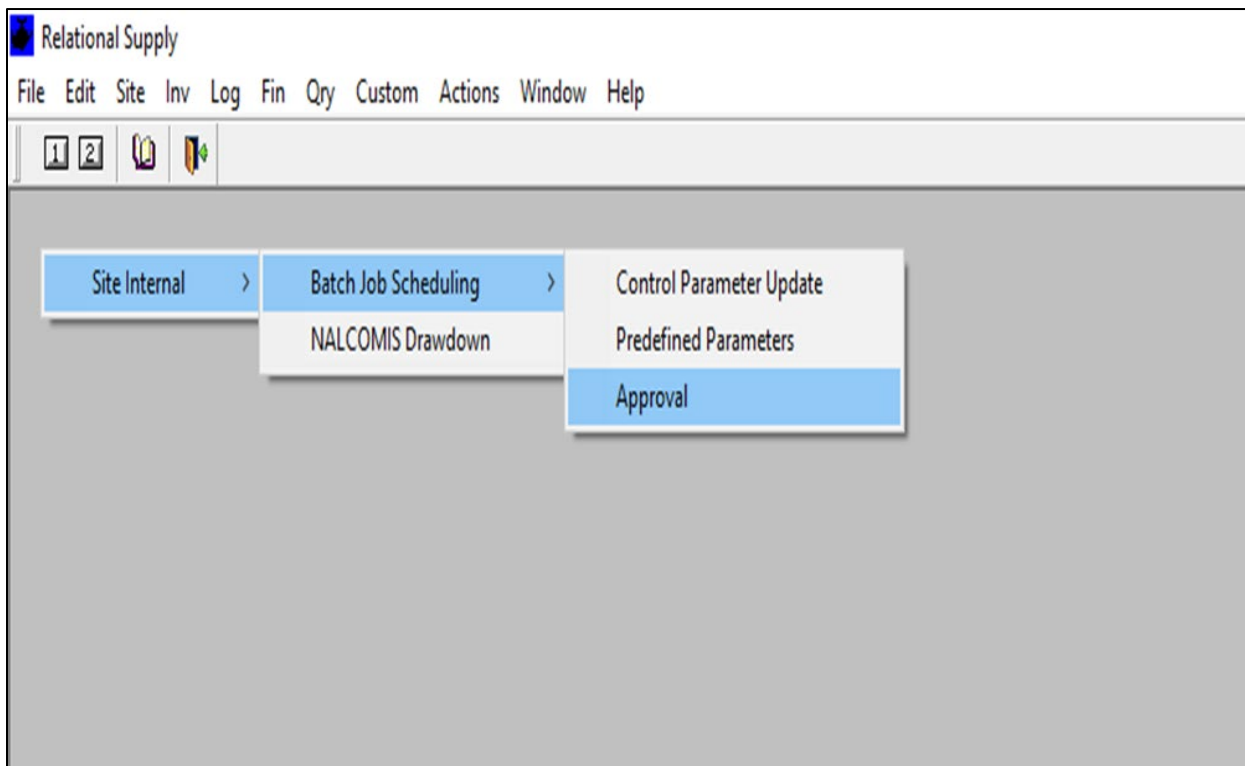


Figure B-22.--Releasing APC in R-Supply.

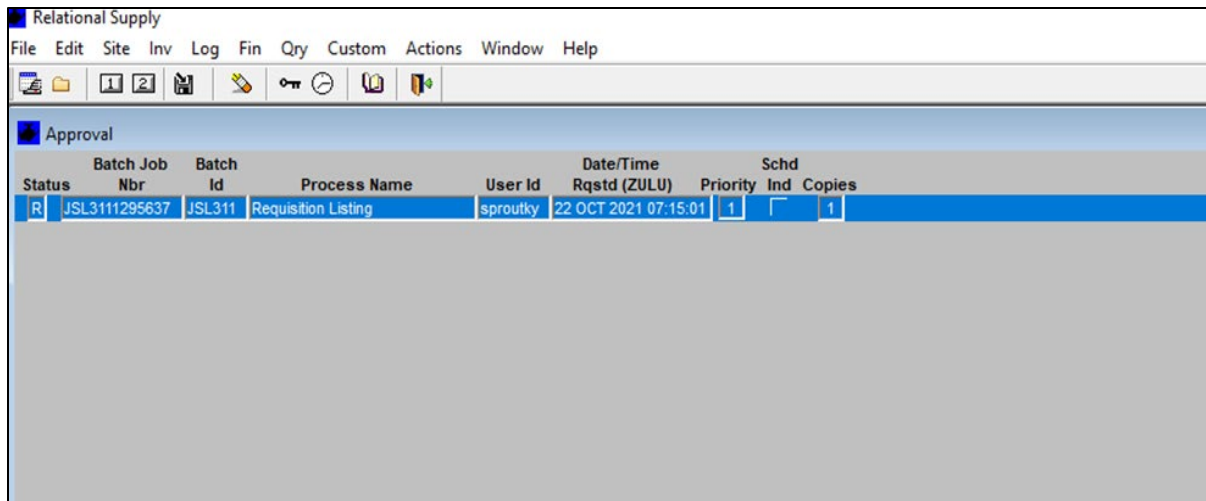


Figure B-22.--Releasing APC in R-Supply, Continued.

(d) File Transfer in R-Supply

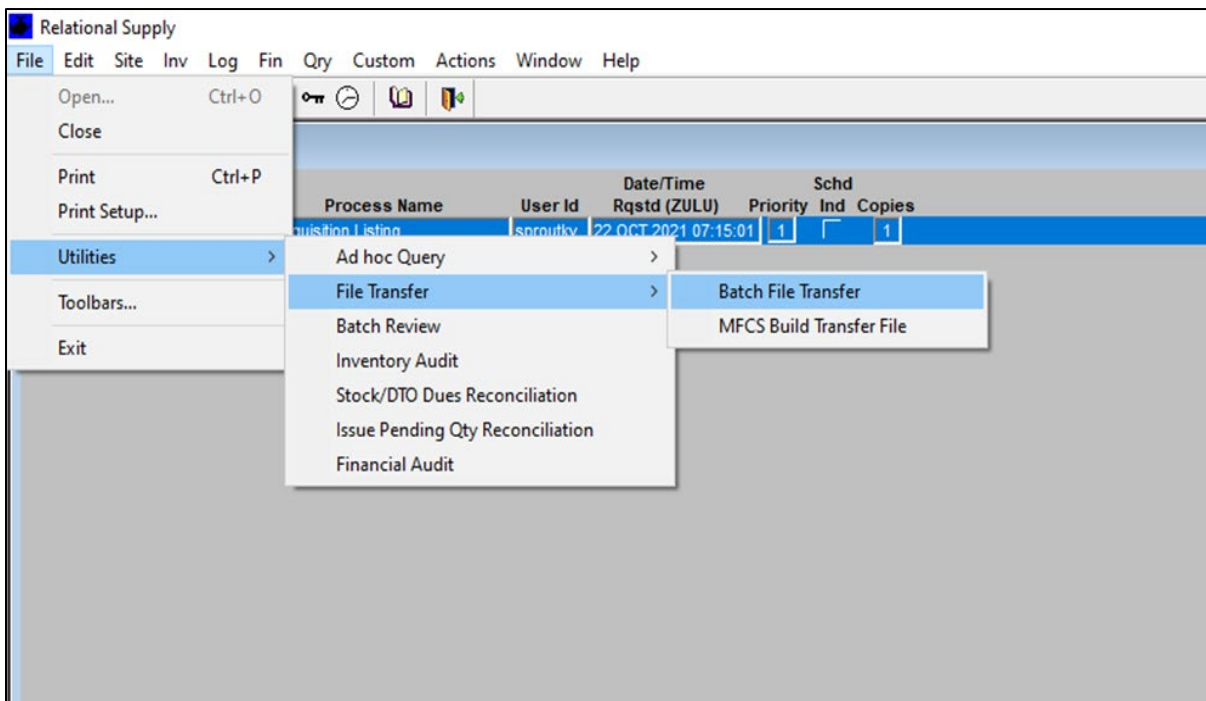


Figure B-23.--File Transfer in R-Supply.

The screenshot shows the 'Batch File Transfer' dialog box within the 'Relational Supply' application. The 'Receive From Server' radio button is selected. Under this section, the 'Batch Job Nbr' field is highlighted with a red rectangle and contains the text 'JSS130-1274-037'. The 'Batch Id' field contains 'JSS130'. The 'Transfer to Hard Drive' radio button is also selected, and the 'Drive' field shows the path 'C:\Users\janeth.mendiola\AppData\Roaming\NTCSS\SUP1CL\fer\'. Other options like 'Transfer To Server', 'MFCs Download', 'STARS Download', 'SWMS', and 'Archive/Purge' are visible but not selected.

Figure B-23.--File Transfer in R-Supply, Continued.

This screenshot shows the same 'Batch File Transfer' dialog box as the previous one, but with a 'Batch File Transfer Message' dialog box overlaid in the foreground. The message box contains an information icon and the text: 'File Transfer, Completed Successfully', 'C:\Users\janeth.mendiola\AppData\Roaming\NTCSS\SUP1CL\fer\JSS130.037 created'. The 'OK' button is at the bottom right of the message box. The background dialog box remains the same, with 'JSS130-1274-037' in the 'Batch Job Nbr' field.

Figure B-23.--File Transfer in R-Supply, Continued.

(e) R-Supply Output. Review for accuracy prior to submitting for EOFY compliance via WASMAT to MARFOR, in accordance with Reference (av) and Appendix D of this reference.

Report I. D.: J55130MR User I. D.: hernande	Receiving Officer	15:42:02 Page: 1
--	-------------------	---------------------

DECIMAL INDICATOR LEGEND

Blank = Unit Price (Dollars and Cents)

0 = Unit Price (Dollars Only)

2 = Net Unit Price (Dollars and Cents)

5 = Net Unit Price (Dollars Only)

Figure B-24.--APC Report.

ANNUAL PRICE CHANGE TRANSACTION ERROR REPORT			
(s)16.66HBatch Rqst Nbr: J551302275025		UIC: 09111	01 Oct 2012
Report I. D.: J55130MR		Receiving Officer	15:42:02
User I. D.: hernande			Page: 2
TRANSACTION ERROR(S)			
NIIN	DECIMAL INDICATOR	PRICE	EXCEPTION
011257999		3927800	Net Unit Price must be less than Unit Price.
011257999	2	7654500	Net Unit Price must be less than Unit Price.
011258000		3927800	Net Unit Price must be less than Unit Price.
011258000	2	7581100	Net Unit Price must be less than Unit Price.
011431953		3927800	Net Unit Price must be less than Unit Price.
011431953	2	7654500	Net Unit Price must be less than Unit Price.
011435746		3927800	Net Unit Price must be less than Unit Price.
011435746	2	7654500	Net Unit Price must be less than Unit Price.
011468357		3927800	Net Unit Price must be less than Unit Price.
011468357	2	7654500	Net Unit Price must be less than Unit Price.
011520746		3383300	Net Unit Price must be less than Unit Price.
011520746	2	6638100	Net Unit Price must be less than Unit Price.
011520840		3927800	Net Unit Price must be less than Unit Price.
011520840	2	7654500	Net Unit Price must be less than Unit Price.
011520841		3927800	Net Unit Price must be less than Unit Price.
011520841	2	7581100	Net Unit Price must be less than Unit Price.
011561137		3927800	Net Unit Price must be less than Unit Price.
011561137	2	7581100	Net Unit Price must be less than Unit Price.
011569296		3927800	Net Unit Price must be less than Unit Price.
011569296	2	7581100	Net Unit Price must be less than Unit Price.
011581771		3927800	Net Unit Price must be less than Unit Price.
011581771	2	7581100	Net Unit Price must be less than Unit Price.
011636069		3927800	Net Unit Price must be less than Unit Price.

Figure B-24.--APC Report, Continued.

## APPENDIX C

## STOCK CONTROL REVIEW LISTING

1. General

a. Background. This appendix provides information concerning the Stock Control Review Listing (SCRL) and should be utilized as a reference guide when working and reviewing the daily report. Furthermore, this report is a managerial report, which is used as a check and balance, ensuring all personnel are adhering to policies/procedures outlined in this Manual.

b. Overview. The SCRL is provided daily as a result of routine SAA processing, which records transactions processed in R-Supply and warrants managerial attention. The SCRL will only record transactions from the date of the last report. Supply managers and supervisors determine if corrective action is necessary. Some example transactions include, but are not limited to cancelled requisitions, deleted suspense records, and exceptions records.

**NOTE:** Personnel working the NALCOMIS interface and R-Supply Suspense will not work the SCRL.

c. Purpose. This report provides notification of transactions that may require corrective action. In addition, it identifies transactions with high financial impact that may require managerial attention.

d. Frequency. The SCRL is a report which the SAA will produce and provide daily.

2. Required Annotations. Each record on the report will be annotated with the action taken, SCRL must be signed and dated by the individual working the report. OIC/SNCOIC's will sign and date after reviewing and validating the report.

3. The Stock Control Review Listing consists of the following six sections:

a. Maintain Stock Item Information/Action. This section will reflect changes, such as COG, SLC/SLAC, requisition quantity, etc. All items in this section need to be validated with accurate supply information from WebFLIS, One Touch, FedMall, or ERP. In addition, ensure correct information is processed in both NALCOMIS and R-Supply, as required. Below are some common messages that appear on this section and possible actions:

(1) Change. Via supply status "BG" (NSN replaced or consolidated). Customer or Locations need to be validated to ensure change is appropriate based on initial requirement.

(2) Cog has been changed. Locations/on-hand quantities need to be annotated with correct information. Repairable to Consumable or vice versa may require a location change.

(3) Quantity Change. Via supply status "BJ" (quantity change). Customer or Location (space) needs to be validated to ensure change, due to unit pack, is appropriate based on initial requirement.

(4) SLAC/SLC Change. Store Room Actions Required. Locations/on-hand quantities need to be annotated with correct information, screened for expiration, and possible location change.



(5) Substitute. Via supply status "BH" (substitute/interchangeable item). Validate with the customer if item is a suitable substitute and update NALCOMIS and R-Supply appropriately. Ensure appropriate Allowance Type (AT) Code and Primary-Substitute Indicator (PSIND) is loaded in R-Supply.

(6) Unit price has changed. Via supply status "B7" (unit price change) or manual via Maintain Stock Item. Make note and review for future DL/OVR charges.

(7) Security code change. Store Room Action Required. If changed to classified/unclassified, coordinate with WMD OIC/SNCOIC to ensure the material is properly stowed.

(8) Stock number change. Store Room Action Required. Locations/on-hand quantities need to be annotated with correct information.

(9) Repairable MCC has been changed. Repairable to Consumable or vice versa may require a location change.

(10) Establish cross reference data. Part number from current NIIN has been added to new NIIN.

b. Stock Control Information/Action. This section reflects requisitions that were deleted during R-Supply Suspense processing. The report will post the transactions as "Cancelled". Requisitions cancelled in suspense and incoming interface portions must be reviewed and action taken as failure to rectify the transaction can prevent requisitions from being financially obligated in R-Supply. All items in this section need to be validated with accurate supply information from WebFLIS, One Touch, FedMall, or ERP. In addition, ensure correct information is processed in both NALCOMIS and R-Supply, as required. Below are some common messages that appear in this section and recommended actions to be taken:

(1) Cancelled in requisition release. Records populate in this section when they are cancelled from the requisition release module in R-Supply when executing an Automatic Reorder.

(a) Review for deficiency or appropriate change to Requisitioning Objective (RO).

(b) May be due to lack of BP-28 funds.

(c) Did not meet minimum order requirement.

(2) Cancelled in suspense. Transaction was deleted from R-Supply Suspense without properly processing the transaction. In some cases, cancelling transactions in suspense is warranted, if the information is posted in R-Supply. Research as indicated below:

(a) Validate transactions to ensure correct action was taken in both NALCOMIS and R-Supply.

(b) Review of suspense listing for action taken and identify personnel deleting transactions.

(c) Validate for duplicate shipments/issues.

(d) Can be caused by reprocessing NALCOMIS interface.

(3) Cancelled in incoming interface. A transaction was deleted on the NALCOMIS Internal Outgoing interface.

(a) Validate to ensure correct action was taken in both NALCOMIS and R-Supply.

(b) May require review of NALCOMIS Internal Outgoing Interface listings for action taken and identify personnel processing transactions.

(4) Receipt reversal. Check for Supply Discrepancy Report (SDR) credit, receipt was reprocessed, suffix correction, or erroneous receipt posted.

(5) Requisition completed/Status not processed. Requisition is completed or cancelled and status cannot load.

(a) Validate to ensure it was not cancelled locally but still working in the system.

(b) Validate for duplicate shipments.

(c) Ensure an erroneous receipt was not processed.

(6) Cancelled in status release. Follow-ups that were determined not to be released in the outgoing requisition and release batch process.

(7) Cancelled in carcass suspense. A repairable inventory or carcass information transaction was deleted, (e.g., X30, X33, and X22). This is a common contributing factor of repairable inventory discrepancies.

(a) Validate to ensure correct action was taken in both NALCOMIS and R-Supply.

(8) Reversal of cancellation. Stock/DTO requisition cancellation was reversed and is now outstanding in NALCOMIS/R-Supply.

(a) Validate requisition is not cancelled externally.

(9) Cancelled in status processing. A cancellation status has posted via incoming status by the SAA or manually loaded by a user. Below are some common statuses and possible actions:

(a) RF. Excessive stock ordering (above set allowance by NAVSUP).

1. Verify authorized allowance matches Fixed Allowance Quantity (FAQ) in NALCOMIS and RO in R-Supply.

2. Verify current stock dues with NAVSUP stock dues. NAVSUP may reflect the requisition outstanding but R-Supply/NALCOMIS reflects complete or cancelled.

3. Validate how the allowance reflects in external system (ERP/BPR) and/or contact item manager for further validation.

(b) BF. No record.

1. Verify follow-up submitted to correct activity.

2. Verify if an invalid AF1 was sent vice an AT\_.

(c) CJ. Rejected (obsolete or inactive).

1. Verify if valid substitutes exist.

2. Verify if NIIN in status record is different than NIIN ordered, it may be a suitable substitute.

3. If, after deep technical research, the original NIIN is still required, reorder with "2B" advice code and load appropriate Automatic Reorder Restriction Code (ARRC)/limit flag.

(d) BQ. System response to AC1.

1. Ensure it is reflected in the external system and not manually loaded.

(e) RX. Internal cancellation (manual).

1. Ensure requisition is canceled or inactive in the external system.

2. Ensure YE1 is loaded stating reason for cancellation.

(f) CG. Unable to identify.

1. Validate NSN data in local system against external supply source. Federal Supply Class (FSC) is usually wrong, e.g., 6270 vice correct 6207.

(g) C8. Vendor will not accept order less than the quantity indicated in 80 cc 76-80, or in requisition query status in R-Supply.

**Requisition Query**

Doc Nbr: R 09136 8009 T600 Suffix: Stores: General Stores

DI: A01 RI: NRP M&S: S UI: EA Qty: 1 DC: R Supp Add: Sig: A

FC: 7L Dist: Cog: 9Q Prj Cd: APS Pri: 12 RDD: Adv Cd: UP: \$ 7.77

NSN SMIC Part Number COSAL

5120 - 013673454 AVC

**Requisition Info** **Status**

Latest Status as of Transaction Date: 10 JAN 2018

DI	Sfx	RI	NSN	UI	Qty	Trans Date	Status Code	RI To	ESD/ RDD	Rvrsl	Status Code Interpreted
AE1		GSA	5120-01-367-3454	EA	1	18010	C8				Rejected

**Status Supply Details**

DI: AE1 RI: GSA M&S: S NSN: 5120-01-367-3454 UI: EA Qty: 1

SuppAdd: YSSD Sig Cd: A FC: 7L Cog: 9Q Dist: Prj Cd: APS Pri: 12 ESD:

Status Cd: C8 RI: Min Ord Qty: 00004 Trans Dt: 18010 UP: 7.77

Remarks:

Doc Nbr: R 09136 8009 T600

c. Inventory adjustments. Reflects Depot Level Repairable Gains, Losses, Surveys, and Inventory Reversals. If necessary, ensure survey paperwork is on file with appropriate division or accounted for if being routed for signature.

d. Transactions from NALCOMIS interface. This portion has transactions coming from NALCOMIS into R-Supply from the date of the last report. Below are some common messages and possible actions.

(1) Issue does not exist - Cannot reverse. Spot inventory is required. Ensure proof of delivery (POD) is on file.

(2) Support package serial number does not match material request

(a) WCB may need to work with DSB/SAA in order to correct errors via pack-up recon (DRAWDOWN) in both NALCOMIS and R-Supply.

(3) NIIN does not exist - Could not update demand. The NIIN was never loaded in R-Supply or was "inactive". R-Supply could not activate the NIIN to process the X92 from NALCOMIS Outgoing Internal Interface.

(a) Coordinate with TRS to have NIIN loaded.

(4) DSN does not match serial table. Document Serial Number (DSN) needs to be established/validated in R-Supply tables by SAA.

(5) Not repairable - Cannot be a sub custody. Validate correct COG/MCC information is loaded via NALCOMIS MRF and R-Supply Maintain Stock Item and process the X40.

(6) Transaction in deadlock situation. Contact SAA to correct situation.

e. Transactions with High Money Value. This portion is information only and contains transactions that exceed the default threshold and should be reviewed for excessive quantity and Extended Money Value (EMV). Items reflected on this portion may have been reflected in earlier portions of this report.

f. Requested HAZMAT not authorized for Shipboard Use. This section of the SCRL will identify HAZMAT requisitioning. Refer to local command procedures or coordinate with the Hazardous Material/Hazardous Waste coordinator to verify the requirement and/or storage capabilities for these items.

Maintain Stock Item Information/Action:	SEE BELOW:
CHANGE	DSB/WCB/ERS/RS
COG HAS BEEN CHANGED	DSB/ERS/PEB/WCB
QUANTITY CHANGE	DSB/ERS/PEB/WCB
SLAC/SLC CHANGE	DSB/ERS/PEB/WCB
SUBSTITUTE	DSB/ERS/PEB/TRS/WCB
UNIT PRICE HAS CHANGED	FAS
SECURITY CODE CHANGE	DSB/WCB
STOCK NUMBER CHANGE	DSB/WCB
REPAIRABLE MCC HAS BEEN CHANGED	DSB/WCB
ESTABLISH CROSS REFERENCE DATA	TRS
Stock Control Information/Action:	SEE BELOW:
CANCELLED IN REQUISITION RELEASE	WCB
CANCELLED IN SUSPENSE	DSB/ERS/PEB/WCB
CANCELLED IN INCOMING INTERFACE	ERS/PEB/WCB
RECEIPT REVERSAL	WCB
REQUISITION COMPLETED. STATUS NOT PROCESSED	DSB/ERS/PEB
CANCELLED IN STATUS RELEASE	ERS/WCB
CANCELLED IN CARCASS SUSPENSE	WCB
REVERSAL OF CANCELLATION	ERS/WCB/RS
CANCELLED IN STATUS PROCESSING	ERS/WCB
INVENTORY ADJUSTMENTS:	WCB
TRANSACTIONS FROM NALCOMIS INTERFACE:	ERS/TRS/WCB
Transactions with High Money Value:	FAS/WCB
Requested HAZMAT not authorized for Shipboard Use:	ERS/WCB

## APPENDIX D

## FINANCIAL IMPROVEMENT AND AUDIT READINESS (FIAR)

1. General

a. Information. The Office of the Under Secretary of Defense (Comptroller) [OUSD(C)] priorities require reporting entities and service providers to focus on improving controls and processes supporting information that is most often used to manage the Department of Defense (DOD), while continuing to work toward financial, information technology, and supporting documentation improvements that facilitate the achievement of unmodified audit opinions on their financial statements. To support these overarching objectives, the FIAR strategy was developed to define focus areas, set priorities and ultimately serve as the DOD's roadmap for becoming audit ready.

(1) The FIAR guidance serves as a standard reference guide for existing and new users involved in all audit readiness initiatives across the DOD. It provides instructions for implementing a consistent, DOD-wide plan for achieving the Department's financial improvement and audit readiness objectives. In addition to defining the Department's goals, priorities, strategy, and methodology for becoming audit ready, the guidance details the roles and responsibilities of reporting entities and service providers, as well as the processes they should follow to achieve audit readiness.

(2) The FIAR methodology defines the key tasks, underlying detailed activities and resulting work products that all reporting entities should follow to become audit ready. The FIAR methodology maximizes the potential for successful financial statement audits by considering the methods financial statement auditors use to assess financial statement accuracy in accordance with auditing standards. This guidance draws on the definitions, criteria and requirements that financial statement auditors use to help reporting entities adequately prepare for their first-time financial statement audits.

(3) To succeed in an audit, reporting entities need to demonstrate they have achieved all Financial Reporting Objectives (FRO) relevant to an assessable unit. Reporting entities demonstrate achievement of a FRO through internal control and Key Supporting Documentation (KSD) testing. Reporting entities, in accordance with the FIAR methodology, are required to perform both internal control testing and KSD testing. It is through the combination of internal controls testing and key supporting document testing that reporting entities will be able to demonstrate achievement of relevant FROs. Reporting entity management must decide how it will demonstrate audit readiness. The reporting entity must rely on internal controls to some extent, but has flexibility with regard to the extent to which it relies on internal controls to achieve FROs.

b. Goal. The Financial Improvement and Audit Readiness goal is to improve the Department's financial management operations, by helping provide America's Service men and women with the resources they need to carry out their mission and improving our stewardship of the resources entrusted to us by the taxpayers. Success will be demonstrated through a financial statement audit performed by independent auditors resulting in an unmodified audit opinion on the Department's financial statements.

c. Overview. As required, the DON will request Key Supporting Documents (KSDs) for the below listed audits:

(1) MILSTRIP Control Activity MR-2: Annual Price Change. Supply officer (or designee) confirms execution of the Annual Price Change (APC) update and resolves any exceptions notated on the report as evidenced by legible signature (or legible printed name under illegible signature) on Annual Price Change Report.

(2) MILSTRIP Control Activity MR-2: Change Notice (NALCOMIS and R-Supply). Supply officer (or designee) confirms execution of the monthly Change Notice update and resolves any exceptions notated on the report as evidenced by legible signature (or legible printed name under illegible signature) on Change Notice Report.

(3) MILSTRIP Control Activity MR-4: NALCOMIS (Evidence of requirements approval in Business Logistics Applications [BLA]). Department Accountable Officer (DAO) reviews material requirements prior to release of order for time, purpose, and amount as evidenced by approval of the order in BLA (requisitioning system).

(4) MILSTRIP Control Activity MR4: R-Supply (evidence of requirements approval in BLA). DAO reviews material requirements prior to release of order for time, purpose, and amount as evidenced by approval of the order in BLA (requisitioning system).

(5) MILSTRIP Control Activity MR5: NALCOMIS (receipt standardization and hard copy receipt retention). DAO physically receives all material via manual or electronic entry into the BLA as evidenced by circle, sign, and date on the hard-copy receipt; the hard copy receipt must be physically or electronically retained for 10 years.

(6) MILSTRIP Control Activity MR5: R-Supply (receipt standardization and hard copy receipt retention). DAO physically receives all material via manual or electronic entry into the BLA as evidenced by circle, sign, and date on the hard-copy receipt; the hard copy receipt must be physically or electronically retained for 10 years.

(7) MILSTRIP Control Activity FL-13/14: Surface Combatant and Aviation Fuel. Monthly, all surface combatant and aviation fueling events are reported in the Units BLA as evidenced by circle, sign, and date on the hard-copy receipt; the hard copy receipt must be physically or electronically retained for 10 years.

(8) Receipt and Acceptance Verification for Stock Transport Orders (STO) CP-6: R-Supply. DAO physically receives all material via manual or electronic entry into the BLA (R-Supply) as evidenced by circle, sign, and date on the Hardcopy Receipt. The Hardcopy Receipt must be physically or electronically retained for 10 years. DAO must ensure the receipt transaction is reported to the Accountable Property System of Record (APSR), (Navy ERP), within 10 calendar days of physical receipt. The R-Supply operator must be authorized to input information into the BLA.

(9) Administrative/Dummy Receipts for Stock Transport Orders (STO) CP-6: R-Supply. DAO physically receives all material via manual or electronic entry into the BLA (R-Supply) as evidenced by circle, sign, and date on the Hardcopy Receipt; the Hardcopy Receipt must be physically or

electronically retained for 10 years. The DAO must ensure the receipt transaction is reported to the APSR, (Navy ERP), within 10 calendar days of physical receipt. The R-Supply operator must be authorized to input information into the BLA. If an Administrative/Dummy Receipt was provided in lieu of a Hardcopy Receipt, confirm the attributes depending upon the type of Administrative/Dummy receipt used.

Marine Aviation Logistics Squadron 11 (R09111)			
Administrative Receipt			
_____ Document Number	_____ Suffix	_____ Date Received	_____ UIC (fuel recpt)
_____ NSN/Part Number	_____ Unit of Issue	_____ Quantity Received (circled)	_____ Fuel Type (if applicable)
_____ COG	_____ Stow Location	_____ Unit Price	_____ Buno (fuel recpt)
_____ Received From	_____ Received by (Print/Rank)	_____ Received by (Signature)	_____ Date/Time
	_____ Supply Print/Rank (E-7 or above)	_____ Supply Signature (E-7 or above)	_____ Date/Time
Reason for Dummy Receipt:			
___ No Receipt with Material	___ Overage administratively completed	___ Other (explain) _____	
___ DTO MOV	___ Required data elements missing	___ Inventory Adjustment	
___ Stock MOV	___ Receipt document illegible	<b>*Attach substantiating records.</b>	

Figure D-1.--Administrative Receipt Example.

(10) Book-to-Floor Inventory CP-7A: R-Supply. The substantive test provides assurance of the existence and completeness (E&C) of the Department of the Navy's Working Capital Fund - Supply Management (NWCF-SM) Inventory.

(a) A physical inventory for a random number of samples will be performed on site by an independent observer. Discrepancies between the APSR (Navy ERP) to physical count must be reconciled.

(b) Pack-up, Sub-custody and NRFI assets will also be physically counted at this time as they will be included in the sum or all assets in the APSR.

(11) Book-to-Floor Inventory CP-7B: Pack-Up Kits. Pack-up Kits (PUK) On-Hand (staged)/PUK Deployed: Spare parts and consumables (NWCF-SM inventory) most commonly needed by deployed air detachment(s) for rapid



maintenance repairs. Inventories are sufficient for short and long-term deployment.

(12) Disposal Inventory CP-10A: Inventory sent to Disposal. Inventory disposition includes material disposition due to excess inventory.

(a) Local disposal/scrap of inventory with a unit price of \$100 or less or expired shelf life does not require NAVSUP approval. Field Level Repairables (FLR) identified with a Material Control Code (MCC) of "D", are authorized for disposal when determined to be "Beyond Repair". All other disposal transactions require NAVSUP authorization. Authorization for material disposition due to excess is provided via the NAVSUP approval and documented at the field locations using an authorized disposal document. When a file is used for the NAVSUP Authorization, it will be provided to the field activities signed, dated and in a file which cannot be manipulated (PDF file). The field activities must maintain the NAVSUP Authorization with the disposal document(s). Upon receipt of the NAVSUP Authorization, the activity has up to one (1) year to dispose of the inventory.

(b) Disposal Reversals must be made within the same accounting period (i.e., within the same fiscal year (FY) quarter). The R-Supply operator must be authorized to input disposal transactions into the BLA.

(13) Disposition Inventory CP-10B: Inventory losses. Inventory Disposition includes material disposition due to missing/lost/stolen material or physical inventory loss above and below threshold (missing). Missing material, below the NAVSUP P-485 established threshold requires preliminary research documentation and the necessary entry into the BLA. Missing/Lost/Stolen material, above the established threshold, requires preliminary research, causative research, and a completed Financial Liability Investigation of Property Loss (FLIPL) DD Form 200 in accordance with the reference (t), volume I, chapter 5.

(a) Upon completion of preliminary research, recognize the loss by posting an inventory adjustment in the APSR/BLA. If item is above threshold, causative research will also be conducted after the physical inventory adjustments have been posted to the APSR/BLA. Causative research must be completed within 45 calendar days from the date the adjustment is posted to the APSR/BLA.

(b) Loss Reversals should be made within the same accounting period (i.e., within the same FY quarter). The R-Supply operator must be authorized to input Disposition loss transactions into the BLA.

(14) R-Supply System Access and Segregation of Duty (SOD) Controls. To avoid conflicts of interest there must be a distinct SOD, which will be controlled via R-Supply roles assigned. Unless an approved waiver is on file, an R-Supply user may only have one of the following roles assigned:

(a) Requestor - Personnel who submit requests for material.

(b) Approver - Supply Department personnel who approve requisitions or issues from stock.

(c) Receiver - Supply Department personnel who process stock and Direct Turn-Over (DTO) receipts.

**NOTE:** The R-Supply role control requirements provides reasonable assurance that requestor, approver and receiver duties are effectively separated and can be audited to ensure compliance, (see appendix G for conducting SOD audit). Refer to the R-Supply System Access and Segregation of Duties (SOD) Policy and Procedures for further guidance in regards to proper utilization of user roles. See below for an Example SOD waiver letter.

DATE																																									
<p><b>MEMORANDUM</b></p> <p>From: Supply Applications Administrator, Marine Aviation Logistics Squadron XX</p> <p>To: Aviation Supply Officer, Marine Aviation Logistics Squadron XX</p> <p>Subj: MEMORANDUM FOR THE RECORD</p> <p>Ref: (a) R-Supply System Access and Segregation of Duties (SOD) Policy (b) NAVMC 4400.177_</p> <p>1. In accordance with reference (a), Marines in the Warehouse Management Division are required to maintain SOD. SOD cannot be maintained due to daily tasks outlined in reference (b). The Marines listed below must have multiple SOD roles for the purpose of:</p> <p style="margin-left: 40px;">a. Releasing requisitions for automatic reorders. The below Marines also require access to perform issue reversals on erroneous issues.</p> <p style="margin-left: 40px;">b. Reversing any erroneous receipts, working the overage report and posting X71's for any gear found to be on hand but a receipt was not previously posted.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th>SUPPLY DEPARTMENT UIC: XXXXXX</th> <th>SHOP</th> <th>ROLE</th> <th></th> <th></th> <th></th> </tr> <tr> <th>RANK</th> <th>NAME</th> <th></th> <th>REQUESTOR</th> <th>RECEIVER</th> <th>APPROVER</th> <th>FAS</th> </tr> </thead> <tbody> <tr> <td>SSgt</td> <td>Marine, I.M.</td> <td>WMD</td> <td></td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Sgt</td> <td>Marine, I.B.</td> <td>WMD</td> <td></td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Cpl</td> <td>Marine, I.C.</td> <td>WMD</td> <td></td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td></td> </tr> </tbody> </table> <p>2. If there are any questions or concerns, please contact the Supply Applications Administrator at XXX-XXXX.</p> <p style="text-align: right; margin-top: 20px;">I. I. MARINE</p>								SUPPLY DEPARTMENT UIC: XXXXXX	SHOP	ROLE				RANK	NAME		REQUESTOR	RECEIVER	APPROVER	FAS	SSgt	Marine, I.M.	WMD		X	X		Sgt	Marine, I.B.	WMD		X	X		Cpl	Marine, I.C.	WMD		X	X	
	SUPPLY DEPARTMENT UIC: XXXXXX	SHOP	ROLE																																						
RANK	NAME		REQUESTOR	RECEIVER	APPROVER	FAS																																			
SSgt	Marine, I.M.	WMD		X	X																																				
Sgt	Marine, I.B.	WMD		X	X																																				
Cpl	Marine, I.C.	WMD		X	X																																				

Figure D-2.--Approved SOD Waiver.

## APPENDIX E

## EXTERNAL MATERIAL OBLIGATION VALIDATION

1. General

a. Purpose. A material obligation represents that unfilled quantity of a requisition that is not immediately available for issue to the requisitioner, but is recorded as a commitment against existing or prospective stock dues or direct deliveries from vendors. 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.

(1) Frequent comparisons ("Internal" MOV) should be made of the material obligation file and the Work Center reports to ensure that requisitions on file are valid requirements. The "Internal" MOV and reconciliation will enable the division to initiate cancellation of invalid or excess requirements prior to the quarterly scheduled NAVSUP WSS-generated MOV cycle. Continuous "Internal" MOVs will result in better requisition file maintenance and will also provide a good start on the quarterly MOV cycle. The purposes of MOV requests are to:

(a) Ensure that overaged material obligations reflected in the supply planners records agree with the material outstanding records of the requisitioning activity.

(b) Determine whether requirements for the material still exist and, if so, whether the total quantity requested is still required; and whether the priorities assigned in the requisition are still valid.

b. Frequency. Material obligation validations will be conducted quarterly in accordance with the following schedule:

<u>MOV cycle</u>	<u>Supply source cutoff date for MOV requests</u>	<u>Supply source must receive MOV responses by</u>
1	20 January	5 March
2	20 April	5 June
3	20 July	5 September
4	20 October	5 December

(1) Sources of Supply (Inventory Control Points) are required to transmit MOV requests to the Defense Automatic Addressing System (DAAS) within five days of the cutoff date of each MOV cycle. Refer to reference (t), chapter 3, part D, section III for specific procedures on validation of outstanding requisitions and for MOV response procedures.

(2) All Inventory Control Points (ICPs) will transmit the MOV products to DAAS. The products will be captured by One Touch and can be viewed by selecting the "MILSTRIP FUNCTIONS" from the menu and then selecting the "Material Obligation Validation" function.

c. MOV Processing. The Supply Applications Administrator (SAA) is responsible for receipt acknowledgment, overall coordination and response to the System MOV for the ASD. Starting at the beginning of the MOV cycle, the SAA will check the MOV function in One Touch to see if products are available. The SAA will need to have access to One Touch for the MALS UIC and all the squadron UICs that they support. Once products are available, the SAA will download them from One Touch and place them in a MOV folder. Follow the One Touch procedures for downloading the products.

(1) The SAA needs to screen all incoming status files from One Touch to make sure that any incoming ANIs are deleted from the file before loading into RSMS or R-Supply. The ANIs will be downloaded from One Touch by batch.

(2) After all MOV products have been downloaded from One Touch, the ANIs/AN9s will need to be extracted from the CSV file into text files.

(3) If using the Requisition Status Management System (RSMS) program, copy the extracted MOV files into the default status in directory and change the extension to .STA so RSMS will read and import them.

(4) If not using RSMS, then the MOV records for the MALS UIC will be loaded into R-SUPPLY and the flight equipment records into ASKITWEB.

(5) It is important that the MOV records be processed as soon as possible. This will cut down the number of APIs that will need to be reviewed.

d. SAA responsibilities

(1) The SAA is the external MOV coordinator for the Supply Department and will work with each division on the MOV validation process and will be responsible for the following:

- (a) Receiving all MOV products from One Touch.
- (b) Monitoring the MOV process from beginning to end.
- (c) Validating and loading of MOV records into R-Supply.
- (d) Validating and loading flight equipment MOV records into ASKITWEB.
- (e) Distribute the APIs that need validating to appropriate division.
- (f) Distributing the exception AN\_ (ordnance and TPL) to appropriate division for validation.
- (g) Releasing the AP9s from RSMS.
- (h) Releasing the AP1 MOV responses from One Touch.
- (i) Releasing the BMV certification record from RSMS.
- (j) Executing the post MOV process and distributing to divisions for research.

(k) Maintain MOV file for the current and first prior quarter. The file will contain all correspondence/listings/MOV incoming and outgoing records and post MOV report.

(l) If not using RSMS, process all outgoing MOV products through One Touch MOV process.

(2) An MOV response is a reply by a requisitioner to an MOV request advising the supplier to:

(a) Hold a materiel obligation until supplied, or

(b) Cancel all or a portion of materiel obligation.

(3) A source of supply is defined as any component activity that maintains materiel obligation records and includes, but is not limited to, those activities commonly referred to as Integrated Materiel Managers (IMM), Inventory Control Points (ICP), requisition processing points, stock points, and Stock Control Activity (SCA).

(a) NAVY-NRP/NCB/ERP

(b) DLA-SMS

(c) GSA

(d) Air Force. RI starting with "F" (e.g., FHZ, FGZ, FLZ)

(e) Army. RI starting with "A", "B", or "M"

(4) The following incoming MILSTRIP records are processed during each MOV cycle.

(a) AN9 - MOV Control Card. Provides a summary of AN1 records sent to an activity.

AN9SMS0104493	RXXXXX6111	6158
AN9SMS0204493	RXXXXX6111	6158
AN9SMS0304493	RXXXXX6111	6158
AN9SMS0404058	RXXXXX6111	6158

1. 1-3 Document Identifier AN9.

2. 4-6 Routing Identifier code of the supply source that initiated the request.

3. 7-10 Batch control number assigned each batch of AN\_ records forwarded to an activity for validation. CC 7-8 will include the batch number and CC 9-10 will indicate the total number of batches being forwarded.

4. 11-13 Number of AN1/2 record(s) in batch

5. 14-29 Blank

6. 30-35 Address to UIC of recipient of the MOV requests

7. 36-39 Cutoff date: Julian date prescribed as the cut-off date for the validation cycle.

8. 40 Blank

9. 41-44 Date Received When used in responding (DI AP9), enter date MOV requests were received.

10. 45 Blank

11. 46-49 Response due date - Julian date on which validated MOV requests are due at the supply source.

12. 50-53 Blank

13. 54-56 Distribution code when applicable; otherwise, blank.

(b) AN1/AN2/AN3-Individual MOV request records

AN1SMS 5930012401895	EA00001RXXXXX60540086	YDP67CAKZV9BAE106142BB	111 158
AN1SMS 5315014613816	EA00001RXXXXX60540165	YDP83FAKZV9BAE406022BB	111 158
AN1SMS 1560014816895	EA00001RXXXXX60540181	YCHMV1AKZV9BAE506346BB	111 158

1. 1-3 Document Identifier Appropriate code to indicate the recipient of the MOV request; AN1 for requisitioner, AN2 for supplementary addressee, AN3 for CC 54.

2. 4-6 Routing Identifier Appropriate code to indicate the supply source initiating the request.

3. 7 Blank

4. 8-22 Stock Number NSN, NICN, or part number of the item for which MOV is required (the item identification number should agree with that in the most recent status card).

5. 23-24 Unit of issue applicable to the identification number in CC 8-22.

6. 25-29 The unfilled quantity of the material obligation, which is being validated.

7. 30-43 Document number is the same as the requisition.

8. 44 Suffix code assigned to the requisition at the time the material obligation was established if applicable.

9. 45-61 Various fields are the same as those in the requisition.

10. 62-64 Estimated Shipping Date. When known, the last three digits of the Julian date on which it is estimated that material will be released by the supply source. The ESD can be blank, but cannot be "000," or they will error in R-Supply processing.

11. 65-66 Status code is the appropriate status code to indicate the current status of the requisition.

12. 67-70 Blank

13. 71-73 Cutoff date is the last three digits of the Julian date prescribed as the cutoff date for the MOV cycle (e.g., 020 for 20 Jan 1980 cycle).

14. 74 Blank

15. 75-77 Reply due date is the last three digits of the Julian date on which the MOV response must be received by the supply source.

(5) The following outgoing MILSTRIP records are processed during each MOV cycle.

(a) AP9-MOV Receipt Confirmation record. Notifies the ICP that the batch was received.

AP9NRP0101002	RXXXXX5110 5121 5156
AP9NRP0101335	RXXXXX5110 5121 5156
AP9SMS0104493	RXXXXX5110 5121 5157
AP9SMS0101002	RXXXXX5110 5121 5157
AP9SMS0101002	RXXXXX5110 5121 5157

1. 1-3 Document Identifier AP9 or AN9

2. 4-40 Duplicated from AN9 record received

3. 41-44 Julian Date AN9 were received by validating activity.

4. 45-80 Duplicate from DI AN9 record received.

**NOTE:** The most AN1 records that can be sent in one batch file are 493 records. If the total of AN1 records from a single RIC and a single UIC exceeds 493 AN1s, then multiple batches will be sent.

(b) AP1/2/3-Material Obligation Validation Response. One for each AN\_ record received that is no longer required or is partially required.

AP1GSA 7290006160109	EA00000RXXXXX52752389	J7L 9QAP512	131
AP1GSA 7920016217910	EA00000RXXXXX53223190	A7L 9QAP513	131
AP1GSA 7920016178008	EA00000RXXXXX53233138	A7L 9QAP513	131
AP1GSA 7920016178009	EA00000RXXXXX53233140	A7L 9QAP513	131

(c) BMV. Certification Response: One for each UIC that received AN9. The BMV record tells DAAS that the MOV cycle is complete for the UIC. OTS will automatically submit the BMVSGA by response due date as long as you have submitted at least one package from the OTS in the cycle.

BMVSGA	RXXXXX
BMVSGA	RXXXXX1
BMVSGA	RXXXXX2
BMVSGA	RXXXXX3
BMVSGA	RXXXXX4
BMVSGA	RXXXXX5
BMVSGA	RXXXXX6

1. 1-3 Document Identifier - Enter BMV
2. 4-6 Routing Identifier - Enter DLATS RIC "SGA". Do not use ICP RIC.
3. 7-29 Blank
4. 30-35-Service code and UIC of each one that received an incoming AN9.
5. 36-80 Blank

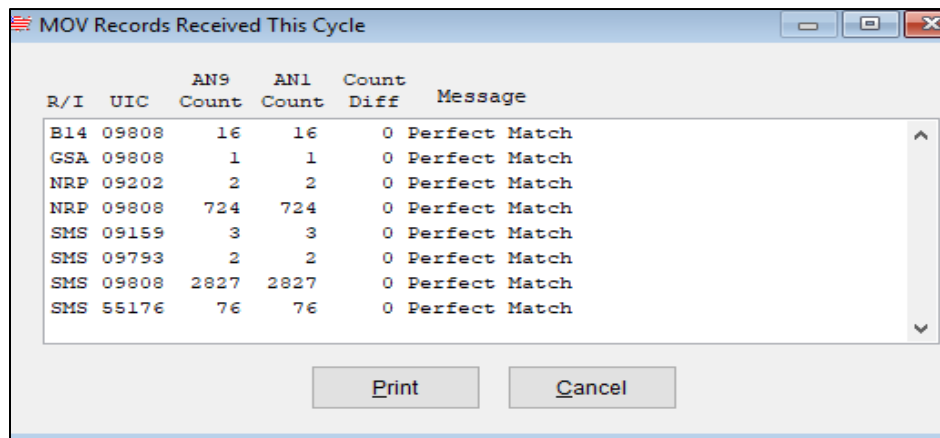
(6) MOV products will be loaded in One Touch and can be accessed by selecting the MILSTRIP FUNCTIONS and then "Material Obligation Validation". Step by step procedures from One Touch are provided at the end of this appendix.

(7) Once all files are received, the SAA will download them from One Touch and place in a unique folder to identify the current MOV cycle (i.e., 1STQTRMOV\_3016) referred to as the MOV request file.

(8) The SAA will maintain all correspondence and files for current quarter MOV and previous quarter MOV cycles.

(9) Validation of MOV records

(a) The SAA will validate that the record in One Touch matches the count in RSMS. Example below:

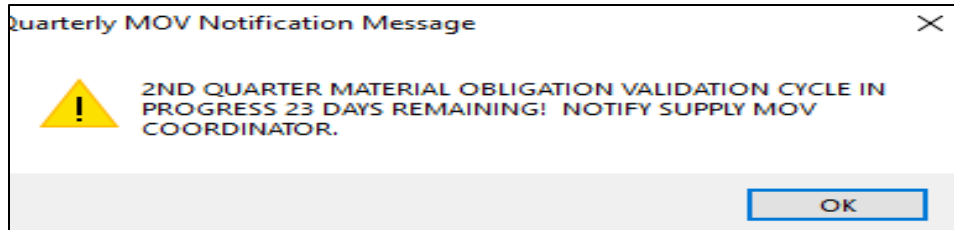


R/I	UIC	AN9 Count	AN1 Count	Count Diff	Message
B14	09808	16	16	0	Perfect Match
GSA	09808	1	1	0	Perfect Match
NRP	09202	2	2	0	Perfect Match
NRP	09808	724	724	0	Perfect Match
SMS	09159	3	3	0	Perfect Match
SMS	09793	2	2	0	Perfect Match
SMS	09808	2827	2827	0	Perfect Match
SMS	55176	76	76	0	Perfect Match

(10) The RSMS program is used to manage the quarterly MOV process.

(a) At the start of each MOV cycle, RSMS displays a message stating that the MOV cycle has begun and how many days are remaining in the cycle.





(b) The MOV products from the ICPs are sent to One Touch by DAAS.

### Material Obligation Validation

[MOV instructions](#)

#### MOV Search

Search for specific MOV packages below. Simply provide a cycle and a specific requisition number.

Search by Cycle:  Search by Requisition:

R09808 -- MARINE AVIATION LOGISTICS SQ 39

Status: RECEIVED displaying results 1-14 of 14

ID <input type="checkbox"/>	Cycle <input type="checkbox"/>	Received <input type="checkbox"/>	Response Due <input type="checkbox"/>	RID <input type="checkbox"/>	Batch # <input type="checkbox"/>	Batch Quantity <input type="checkbox"/>
Submitted By			Submission Date		Total Price	Requested Reductions
<input type="radio"/> 97356	20192	05/21/2019	06/08/2019	SMS	<a href="#">0105</a> \$2,642,836.75	493 of 493
<input type="radio"/> 97221	20192	05/21/2019	06/08/2019	SMS	<a href="#">0205</a> \$2,381,357.00	493 of 493
<input type="radio"/> 97220	20192	05/21/2019	06/08/2019	SMS	<a href="#">0405</a> \$1,723,206.25	493 of 493
<input type="radio"/> 97206	20192	05/21/2019	06/08/2019	SMS	<a href="#">0505</a> \$841,430.12	168 of 168
<input type="radio"/> 97205	20192	05/21/2019	06/08/2019	SMS	<a href="#">0205</a> \$1,200,458.75	493 of 493
<input type="radio"/> 97032	20192	05/20/2019	06/05/2019	B14	<a href="#">0101</a> \$33,796.75	16 of 16
<input type="radio"/> 95340	20192	04/20/2019	06/08/2019	SMS	<a href="#">0506</a> \$1,749,511.38	493 of 493
<input type="radio"/> 95333	20192	04/20/2019	06/08/2019	SMS	<a href="#">0306</a> \$1,226,804.62	493 of 493
<input type="radio"/> 95264	20192	04/20/2019	06/08/2019	SMS	<a href="#">0406</a> \$2,383,892.75	493 of 493
<input type="radio"/> 95254	20192	04/20/2019	06/08/2019	SMS	<a href="#">0106</a> \$3,742,576.25	493 of 493
<input type="radio"/> 95221	20192	04/20/2019	06/08/2019	SMS	<a href="#">0206</a> \$1,194,260.38	493 of 493
<input type="radio"/> 95215	20192	04/20/2019	06/08/2019	SMS	<a href="#">0606</a> \$1,687,955.62	362 of 362
<input type="radio"/> 94739	20192	04/20/2019	06/05/2019	NRP	<a href="#">0202</a> \$60,648,816.00	350 of 350
<input type="radio"/> 94705	20192	04/20/2019	06/05/2019	NRP	<a href="#">0102</a> \$77,266,104.00	374 of 374

(c) Once all MOV products are available in One Touch, the SAA will download all files to folder on the computer to identify current MOV cycle (i.e., 3RDQTRCY2016).

(d) SAA will download CSV files via One Touch to extract the AN1s and AN9s.

(e) After all AN1 records have been received, the SAA will use the MOV > Export AN1s option in RSMS to create a file of AN1s to get loaded to R-Supply. Do not load at this point as the file will need to be screened for errors.

(f) In RSMS, use the MOV > Export Exception ANIs option to export ANIs for tech publications (NCB is LP) and ordnance (COG is 2E). The files will be forwarded to OMD. OMD will validate the requirements with TPL or ordnance to see if documents are still required. If the documents are no longer required, OMD will notify the SAA so APIs with zero quantity can be added to outgoing file of the documents edited in One Touch. The flight equipment ANIs will need to be exported and processed into ASKITWEB by the SAA. These documents are not loaded to R-Supply and need to be manually validated.

**NOTE:** OMD will be provided the tech publications and ordnance APIs (if applicable). They will need to validate with CTPL on the publications and Ordnance Division on Ordnance requisitions.

(g) Recommend separating the file of AN\_s created from RSMS into different files based on routing identifier (RIC). This will make it easier to correct any errors and reprocess if necessary.

(h) Once each file has been created they will need to be screened for any possible errors that would prevent processing in R-Supply.

(i) Verify that the total number of AN1 records match the total on the AP9 records. If necessary adjust the count on the AP9. If multiple batches are received from a single RIC, edit the record count on the last batch.

(j) Correct any missing FSC, COGs or fund codes. If a COG or fund code is missing, the records will error in R-Supply and will need to be reprocessed.

(k) Make sure that the estimated shipping date (ESD) in CC 62-64 is not "000". If it is, it must be changed to 3 spaces.

(l) Verify that CC 44 (suffix code) of the AN1 does not have the 'R' demand code instead of a suffix code. If there is an 'R', then delete it. If not deleted, the AN1 goes to the error report with message 'No requisition on file' because the 'R' is not a valid suffix code.

(m) Export the AP9s from RSMS and send out as normal MILSTRIP in One Touch. This notifies DAAS that products were received.

(11) The MOV process should take no more than five working days to complete after loading into R-Supply.

(a) After reviewing and correcting any errors, the files will need to be loaded into R-Supply using predefined job JSS220 (Incoming status). Either print the batch job or FTP the report in order to review for errors and maintain in MOV folder.

(b) Review the output job for any errors. If there is an error stating a record mismatch between the AN9 header records and AN1 records, then the entire file will need to be reloaded into R-Supply after correcting the header record.

(c) If there are any other errors other than "Requisition not on file", then a new batch job will need to be created with just the error

record(s) and a new header record showing count of AN1 records. The AN1s that error may also be manually loaded via incoming status.

(d) Any AN1 that errors for no requisition on file will need to be researched to determine why. A common problem is that the document has a suffix code that was never loaded into R-Supply and the requisition.

(12) R-Supply processing

(a) Total Quantity Outstanding. R-Supply will not generate any AP1 responses for requisitions where the total outstanding quantity matches the incoming AN1 quantity unless there is an AC1 loaded to the document.

(b) Completion date set in R-Supply. If the completion date is set in R-Supply on a document, an AP1 is created with all zeros in the quantity field to notify the ICP that the document is no longer required.

(c) Quantity outstanding and AC1 loaded. If a document is outstanding and there is an AC1 loaded, R-Supply creates an AP1 with all zeros in the quantity field to inform the ICP that it is no longer required.

(d) Partial quantity outstanding. If the requisition quantity outstanding in R-Supply is less than the quantity on the AN\_ or the requisition quantity outstanding minus any cancellation quantity is less than the AN\_ quantity, R-Supply will write an AP\_ to status output file for excess quantity. If the outstanding quantity in R-Supply is greater than the AP\_ quantity, no AP\_ is created.

(13) Once all the AN1s have been loaded in R-Supply, the SAA will need to run the following SQL to pull a listing of AP1s that are pending release in R-Supply for total or partial quantity no longer required and pass to divisions for validation.

R-Supply AP1 Pending Release.SQL

```
SELECT
    rqn_status_out.doc_id 'Di',
    rqn_status_out.ri_to 'Ri',
    rqn_status_out.fsc 'Fsc',
    rqn_status_out.niin 'Niin',
    rqn_status_out.qty 'Qty',
    active_rqn_tbl.fc_svc_dsg + active_rqn_tbl.org_cd 'Uic',
    RIGHT (DATENAME (YY, active_rqn_tbl.doc_dt), 1) +
    RIGHT (STR (1000+DATEPART (DY, active_rqn_tbl.doc_dt)), 3) 'Jdate',
    active_rqn_tbl.dsn 'Dsn',
    active_rqn_tbl.doc_suf_cd 'SufCd',
    active_rqn_tbl.fc 'Fc',
    active_rqn_tbl.cog 'Cog',
    active_rqn_tbl.proj_cd 'Proj',
    active_rqn_tbl.pri 'Pri',
    active_rqn_tbl.adv_cd 'Adv',
    active_rqn_tbl.qty_ord,
    active_rqn_tbl.qty_rcvd,
    active_rqn_tbl.qty_cncl,
    active_rqn_tbl.cmp_dt 'CompDate'
FROM
    active_rqn_tbl,
    rqn_status_out
```

## WHERE

```

active_rqn_tbl.org_cd = rqn_status_out.org_cd
AND active_rqn_tbl.doc_dt = rqn_status_out.doc_dt
AND active_rqn_tbl.dsn = rqn_status_out.dsn
AND active_rqn_tbl.doc_suf_cd = rqn_status_out.doc_suf_cd
AND rqn_status_out.doc_id like 'AP%'
AND (rqn_status_out.sts_rels_dt is NULL)
AND (rqn_status_out.rqst_no is NULL or rqn_status_out.rqst_no = ' ')

```

(14) The SAA will notify the divisions that the MOV cycle has begun and that the MOV records have been loaded to R-Supply and that the AP1s pending release need to be reviewed and returned to the SAA by date specified.

(15) The output file should be saved as EXCEL/CSV with headers. The documents will be separated by the division that works the documents.

Stock	WMD
Pre Expended BIN (PEB)	WMD
FSA Replenishment	SMD
IMRL/TBA	OMD
AWP	OMD
DTO (All others)	OMD
Flight Equipment	OMD

(16) Each document on the listing must be researched to determine if the AP1 should be sent or deleted and the annotated listing returned to the SAA.

(a) Receipt posted to R-Supply after the start of the MOV cycle and there is BA/AS\_status loaded. Annotate listing, "no longer required".

(b) Cancellation status loaded to R-Supply after the start of the MOV cycle. Annotate listing, "Send, no longer required".

(c) Receipt posted in R-Supply before start of the MOV cycle.

1. If there is receipt paper work on file, annotate listing "Send AP1, no longer required".

2. If receipt paper work is not on file and there is no BA/AS status, reverse receipt and load YE1 why receipt was reversed. If document is no longer required, annotate listing "Send AP1, receipt reversed". If the document is still required, annotate listing as follows: "Delete, still required, receipt reversed".

3. If receipt paper work is not on file but there is BA/AS status on file, annotate listing "Send AP1, no longer required".

(d) Cancellation status loaded to R-Supply with date prior to the start of the MOV cycle.

1. Check external systems to see if the cancellation status is valid.

2. If valid, annotate listing "Send, cancellation status loaded".

3. If not valid, reverse the cancellation status and if document is still required, annotate listing "Delete AP1, cancellation status reversed.

4. If not valid, reverse the cancellation status and annotate listing, "Delete AP1, cancellation status reversed". Load YE1 in R-Supply as to why the status was reversed.

(e) R-Supply listing shows a document not on file.

1. If the document has a suffix code, is the basic requisition on file, but the status on the suffix code never loaded?

2. Research the document on external systems and if necessary, reverse transaction that completed the document in R-Supply and then load the suffix code status in R-Supply to include the AN1.

3. If a receipt was posted, but should have been input with suffix code, reverse the receipt and reprocess with the correct suffix code.

4. Take appropriate action on remaining suffix codes.

5. Load a YE1 to indicate why the receipt was reversed.

(17) SAA will provide an electronic listing of AP1s to each divisions for review. The division will delete any records where material is still required.

(18) All pending MOV records will be processed and the SAA will release outgoing AP1s in R-Supply using the MOV Response option.

(a) The JSL319 job will be released in R-Supply and upon completion, the file will be transferred over to MOV File. This process will also process all remaining AN1 records in R-Supply.

(b) The file will be edited to delete the BMV record. If there are any other MILSTRIP transactions other than AP1s, delete and place into another file.

(c) Send out the AP1 file through One Touch and do a screen capture showing successful transmission of the file and place in MOV file.

(d) Send out any other transactions that were put into a separate file.

(e) If any of the exception AN1s are returned as no longer required, they will need to have an AP1 with "00000" quantity manually added to the output file from R-Supply before sending out in One Touch.

(19) BMV is automatically generated and sent via OTS once the AP1 responses are validated as long as at least one batch is processed through One Touch.

(20) If using RSMS, export the BMV records and send out in One Touch as normal MILSTRIP transaction.

(21) If not using RSMS and only R-Supply and ASKITWEB, then the AP9s, AP1s and BMVs will be processed through One Touch.

(a) Flight equipment. Select the UIC from drop down and review each record in accordance with the One Touch help file. You must ensure that the MOV records for each UIC are processed or documents will be cancelled with BS status.

(b) R-Supply AP1s. You will need to sort the AP1s from R-Supply by routing identifier as this is how they are in One Touch. If there is only one batch, then open the batch and edit the quantity for each record no longer required. If there are multiple batches for a routing identifier, then you need to find out what batch the document is in and edit the quantity and continue until each AP1 has been processed. Once a batch has been processed the AP1s and AP9s are transmitted to DAAS.

(c) Once the AP1s have all been processed and batches submitted, One Touch will automatically create the BMV for each UIC by end of the cycle.

(22) Post MOV Process. The post MOV process is a review of documents outstanding in R-Supply that should have had an incoming AN1 by age criteria, but did not, and need to be researched to determine validity.

(a) If using RSMS, the SAA will run the activerqn.ah (Viking-Patriot) ADHOC in the RSMS folder and save the output as Excel with headers called ACTIVERQN in the RSMS folder. This ADHOC pulls a listing of all outstanding documents in R-Supply.

(b) Open RSMS and select the MOV > Post MOV process. The program reads the ACTIVERQN file and compares it to the AN1s on file. If the date of the document is before the start of the MOV cycle, and there is no matching AN1 record, then the document is written to a postmov.xlsx file.

(c) The file will be sent to each division for research.

(d) These documents need to be researched to determine if they are still valid working documents in the system.

(e) The following is a partial list of problems that may arise.

1. Contract/Shipping Status on file. Research for over-aged status and take actions to close out requisition.

2. Part Number requisitions. Currently not being included in AN1s from NRP.

3. Suffix Code Requisitions. There may be multiple Suffix Codes on one document that have been changed to additional Suffix Codes. Research for correct suffix being worked by ICP.

4. Multiple documents from same ICP. If there are multiple documents with valid status from the same ICP, contact the ICP to determine why documents were not included.

5. Document outstanding with pending AC1/AK1. Contact ICP to see what is happening with the document.

6. Any document that has status from the supply system indicating that the document is still open will have appropriate follow-up action submitted.

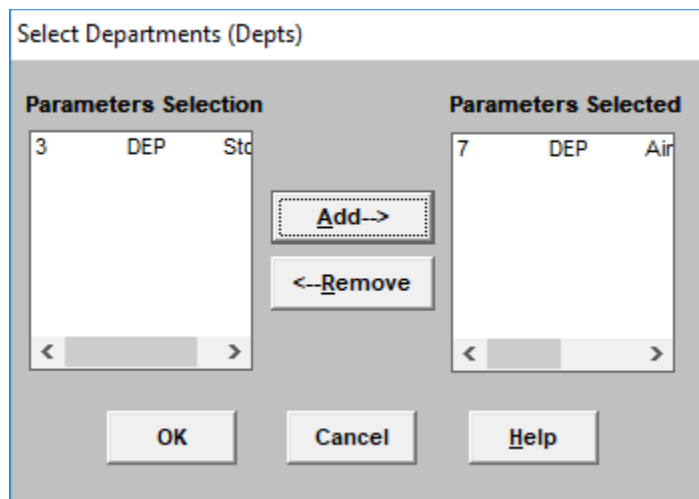
7. TD kit requisitions do not have incoming ANIs.

8. Money Value Only (MVO) requisitions.

9. The post MOV report will be annotated by divisions with action taken on the document and maintained in the external MOV file.

(f) If not using RSMS, then you will need to run a requisition listing in R-Supply using the 'department' and 'date' serial range options. First you would need to run an ADHOC for all outstanding documents in R-Supply to get the date for the oldest one. Following screen shots show selections for stock and DTO with end date of 20 April CY 2019 second quarter MOV.

(g) Each document on the listing will need to be reviewed for any that did not have an incoming AN1 for current cycle and appropriate action taken.



Stock Selection with MOV start date of 20 April

Select Departments (Depts)

Parameters Selection	Parameters Selected
7 DEP Air	3 DEP Std

Buttons: Add-->, <--Remove, OK, Cancel, Help

Selection for DTO with MOV Start date of April 20 end date and oldest document on system from 2014



**Relational Supply**

File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Requisitions Listing**

**Options**

☐ Stores Type... ☐ COSALs...

**Type**

☒ Outstanding  
☐ Completed  
☐ MOV

**Designate Material**

☒ Non-Repairables  
☒ Repairables

**Specify**

☐ DTOs  
☐ NAVSEA  
☐ TYCOM  
☐ MVOs  
☐ UICs...

**Optional**

☐ JCNs  
☒ Date Serial Range ...  
☐ NIIN Range....  
☐ Priority Range...  
☒ Departments...  
☐ Divisions...  
☐ Work Centers...  
☐ Fund Codes...  
☐ Cogs...  
☐ Project Codes...  
☐ Days Plus  
☐ ATCs..

**Status**

☐ No Incoming Status  
☐ Shipping Status (AS,AB,AU)  
☐ Cancellation Status (AC,AK)  
☐ Supply Status (AE)...  
☐ Expired ESD

**Display**

☐ Latest Status  
☒ All Status

**Sort By**

☒ Doc Nbr  
☐ NIIN

**Date/Serial Number Range**

**From:** 40012000  
**To:** 9079ZZZZ

Ready

(23) The SAA will maintain an External MOV file that contains all correspondence and files relating to External MOV. This file should include the following:

- (a) Copy of all incoming AN1s, AN9s and MOV files from One Touch.
- (b) Print out of MOV records received from RSMS.
- (c) Copy of all outgoing MOV files, AP9s, AP1s, BMV records were successfully transmitted.
- (d) Annotated file of AP1s validated by the divisions.
- (e) File sent in OTS showing that the AP9s, AP1s and BMV records were successfully transmitted with batch number indicated, (i.e., Your file(s) have been submitted - Batch Number #1558644345956).

(24) Post MOV file will be maintained by each division. Each division will maintain a copy of the APIs that were validated with annotations, and the post MOV file annotated with corrective actions.

e. SAA will download the Flight Equipment MOV products from OTS and process in ASKITWEB utilizing the below steps.

**NOTE:** Each UIC must be processed separately.

(1) Login to ASKITWEB and select the required squadron.

(2) Select Processes > Status from Disk. The text file downloaded from One Touch will then be uploaded.

(3) Click on the New Status File.

**ASKIT**  
**AVIATION STOREKEEPER INFORMATION TRACKING SYSTEM**

Training Documents available here: [www.askit.cacel.com](http://www.askit.cacel.com) > Training Documents  
 CNAP ASKIT Rep Comm - (619) 545-2742 DSN 735-2742  
 CNAP DBA Comm - (619) 767-7136 DSN 577-7136  
 CNAL ASKIT Rep Comm - (757) 836-9541 DSN 564-9541

Documents | Processes | OPTAR | Reports | Queries | System | Setup | Help | Home

Current Fiscal Year: 2018 Server Time: 15:27 PDT

UIC: R09182 / Editor Disk Status List

Disk File Name	Date Processed
R09182_8164.TXT	13-Jun-2018 07:41:15 AM
R09182_8163.TXT	12-Jun-2018 02:14:16 PM
R09182_8157.TXT	12-Jun-2018 02:12:05 PM
R09182_8156.TXT	12-Jun-2018 02:05:39 PM
R09182_8155.TXT	05-Jun-2018 08:13:16 AM
R09182_8152.TXT	01-Jun-2018 11:28:26 AM
R09182_8150.TXT	01-Jun-2018 11:27:54 AM
R09182 2ND QTR MOV.TXT	31-May-2018 07:49:05 AM
R09182_8145.TXT	30-May-2018 07:31:20 AM
R09182_8144.TXT	30-May-2018 07:30:33 AM

1 2 3 4 5 6 7 8 9 10 ...

View Selected File Backout New Status File ?

(4) Browse the saved One Touch file, then Select open.

Choose File to Upload

This PC > Desktop > MOV

Organize New folder

Name	Date modified	Type	Size
R09182 2ND QTR MOV	6/14/2018 3:30 PM	Text Document	0 KB

File name: File type: All Files (\*.\*)

Open Cancel

View Selected File Backout New Status File ?

(5) Once the report is uploaded the below page will appear showing all the documents loaded into ASKITWEB. File this report in the MOV file.

**ASKIT** AVIATION STOREKEEPER INFORMATION TRACKING SYSTEM

Training Documents available here: [www.askit.caci.com](http://www.askit.caci.com) > Training Documents  
 CNAP ASKIT Rep Comm - (619) 545-2742 DSN 735-2742  
 CNAP DBA Comm - (619) 767-7136 DSN 577-7136  
 CNAL ASKIT Rep Comm - (757) 836-9541 DSN 564-9541

Find... 1 of 1 100% SAP CRYSTAL REPORTS\*

**Main Report**

**STATUS FROM DISK**  
**R09182** R09182 2ND QTR MOV.TXT 5/31/2018 07:49:05 6/14/2018

* AN9SMS0101013	00000R091828110	8157						
AN1SMS 8415016080083	EA00001R091827333H310	R09111J7F9BZK306	049BB	110	15	7		
AN1SMS 8415016080083	EA00001R091827333H312	R09111J7F9BZK306	049BB	110	15	7		
AN1SMS 8415016080083	EA00001R091828019H337	R09111J7F9BZK306	049BB	110	15	7		
AN1SMS 8415016080089	EA00001R091828051H353	R09111J7F9BZK306	050BB	110	15	7		
AN1SMS 8415015481475	EA00001R091828051H363	R09111J7F9BZK306	019BB	110	15	7		
AN1SMS 8415015481181	EA00001R091828051H364	R09111J7F9BZK306	026BB	110	15	7		
AN1SMS 8415016080089	EA00001R091828052H371	R09111J7F9BZK306	050BB	110	15	7		
AN1SMS 8415016080089	EA00001R091828052H377	R09111J7F9BZK306	050BB	110	15	7		
AN1SMS 8415016080083	EA00001R091828052H382	R09111J7F9BZK306	049BB	110	15	7		
AN1SMS 8415016080083	EA00001R091828052H391	R09111J7F9BZK306	049BB	110	15	7		
AN1SMS 8415016080083	EA00001R091828052H398	R09111J7F9BZK306	049BB	110	15	7		
AN1SMS 8415016080089	EA00001R091828058H335	R09111J7F9BZK306	050BB	110	15	7		
AN1SMS 8415016080089	EA00001R091828058H337	R09111J7F9BZK306	050BB	110	15	7		

**USER Action Required:**  
 \* Record doesn't exist in ASKIT  
 # Different NSN or Unit of Issue  
 = Total cancellation quantity for document exceeds outstanding quantity  
 A Status is for supplementary addressee  
 0 Quantity is zero or not numeric  
 ! Voided ASKIT document  
 S Document in ASKIT but not as a requisition  
 % Difference on previously processed SFOEDL  
 ^ Status previously read into ASKIT  
 X User chose not to read in cancellation record  
 ? Invalid status code  
 \ Cancellation dollar amount exceeds total requisition amount

(6) Now that the MOV report is in ASKITWEB research will be conducted with appropriate follow-ups sent. If a document is no longer required, select Documents > Requisition.

**ASKIT** AVIATION STOREKEEPER INFORMATION TRACKING SYSTEM

Training Documents available here: [www.askit.caci.com](http://www.askit.caci.com) > Training Documents  
 CNAP ASKIT Rep Comm - (619) 545-2742 DSN 735-2742  
 CNAP DBA Comm - (619) 767-7136 DSN 577-7136  
 CNAL ASKIT Rep Comm - (757) 836-9541 DSN 564-9541

Select UIC: R09182 / VMGR 352 by Short Name

**Documents** | **Processes** | **OPTAR** | **Reports** | **Queries** | **System** | **Setup** | **Help** | **Home**

**Requisition** | **Fuel** | **C9999** | **Labor**

Current Fiscal Year: 2018 Server Time: 07:43 PDT

Your password will expire in 25 days on 07/10/2018.

(7) Find the requisition. Select Actions > Follow-up/Referrals.

**ASKIT AVIATION STOREKEEPER INFORMATION TRACKING SYSTEM**

Training Documents available here: [www.askit.caci.com](http://www.askit.caci.com) > Training Documents  
 CNAP ASKIT Rep Comm - (619) 545-2742 DSN 735-2742  
 CNAP DBA Comm - (619) 767-7136 DSN 577-7136  
 CNAL ASKIT Rep Comm - (757) 836-9541 DSN 564-9541

Documents Processes OPTAR Reports Queries System Setup Help Home

Current Fiscal Year: 2018 Server Time: 15:52 PDT

UIC: R09182 / Editor Requisition List

Fiscal Year: 2018 Place cursor over below codes to show messages. Find: in Doc Number Go

Doc Number	Suffix(es)	Stock Number	Quantity	Quantity Outstanding	Total Price	TL Num	Status	LineAcct - Fund Code - Detachment
8164H399		8415015650725	1	1	\$386.55	0		70AE01-7F-SQDRN
8164H398		8415015652030	1	1	\$452.51	0		70AE01-7F-SQDRN
8164H397		8415010290116	1	1	\$25.42	0		70AE01-7F-SQDRN
8164H396		8415016008972	3	3	\$419.97	0		70AE01-7F-SQDRN
8164H395		8415014614942	2	2	\$50.84	0		70AE01-7F-SQDRN
8164H394		8415007822989	1	1	\$16.91	0		70AE01-7F-SQDRN
8164H393		8415016082485	1	1	\$299.22	0		70AE01-7F-SQDRN
8164H392		8415016080096	1	1	\$325.98	0		70AE01-7F-SQDRN
8164H391		8415015650013	1	1	\$386.55	0		70AE01-7F-SQDRN
8164H390		8415015651905	1	1	\$452.51	0		70AE01-7F-SQDRN

1 2 3 4 5 6 7 8 9 10 ...

Add Edit View Delete Refresh

View/Print Code Legend History Print 1348 Suffix List Defaults

- Actions -  
 Post/Reverse Receipts  
 Cancellations  
 Update Status  
 Followup/Referrals  
 Void

(8) Fill in the information required below and select the save button.

**ASKIT AVIATION STOREKEEPER INFORMATION TRACKING SYSTEM**

Training Documents available here: [www.askit.caci.com](http://www.askit.caci.com) > Training Documents  
 CNAP ASKIT Rep Comm - (619) 545-2742 DSN 735-2742  
 CNAP DBA Comm - (619) 767-7136 DSN 577-7136  
 CNAL ASKIT Rep Comm - (757) 836-9541 DSN 564-9541

Documents Processes OPTAR Reports Queries System Setup Help Home

Current Fiscal Year: 2018 Server Time: 15:59 PDT

UIC: R09182 / Editor Requisition Followup/Referrals

Doc Ident: AP1 - MOV RESPONSE FROM REQUISITIONER Routing Id: SMS

M&S: S - 100% sup/ship stat to req by data Stock Number: 8415015494567

Unit of Issue: PR Quantity: 0 Doc Number: 8138H324

Demand/Suffix: R Supplementary Addr: R09111 Signal: J - POSITIONS 30-35

Distribution: COG: 9B Project: ZK3 Priority: 06 Req Del Date: 777

Advice: Org Code: GD3 Unit Price: \$37.10 Total Price: \$0.00

Quantity Shipped Was Not Received: ☐

Remarks:

☒ MILSTRIP  
☐ 1348

Refresh Return to List



(9) Once all required follow ups are processed they will be moved to a file within ASKITWEB. In the ASKITWEB home page, select Processes > Follow.

(10) Select all the AP1 follow ups and then select the Send to MILSTRIP button.

Select	Doc Number	Doc Ident	RIC	Advice
<input checked="" type="checkbox"/>	0025N168	AF1 - FOLLOWUP	SMS	5D - INITIAL REQUIREMENT
<input checked="" type="checkbox"/>	0189N127	AF1 - FOLLOWUP	SMS	
<input checked="" type="checkbox"/>	0189N145	AF1 - FOLLOWUP	SMS	
<input checked="" type="checkbox"/>	0189N146	AF1 - FOLLOWUP	SMS	
<input checked="" type="checkbox"/>	0189N151	AF1 - FOLLOWUP	SMS	
<input checked="" type="checkbox"/>	0189N162	AF1 - FOLLOWUP	SMS	
<input checked="" type="checkbox"/>	0216N105	AF1 - FOLLOWUP	SMS	
<input checked="" type="checkbox"/>	0221N104	AF1 - FOLLOWUP	SMS	
<input checked="" type="checkbox"/>	0221N177	AF1 - FOLLOWUP	SMS	
<input checked="" type="checkbox"/>	0221N179	AF1 - FOLLOWUP	SMS	

(11) Select Processes > MILSTRIP.

Select UIC: R09182 / VMGR 352 by Short Name

# ASKIT

## AVIATION STOREKEEPER INFORMATION TRACKING SYSTEM

Training Documents available here: [www.askit.caci.com](http://www.askit.caci.com) > Training Documents  
 CNAP ASKIT Rep Comm - (619) 545-2742 DSN 735-2742  
 CNAP DBA Comm - (619) 767-7136 DSN 577-7136  
 CNAL ASKIT Rep Comm - (757) 836-9541 DSN 564-9541

Documents | Processes | OPTAR | Reports | Queries | System | Setup | Help | Home

Fuel Import  
Follow ups  
Status from Disk  
MILSTRIP  
SFOEDL

Current Fiscal Year: 2018 Server Time: 16:03 PDT

(12) Select > Select All > Save to Disk button. This will move all the follow ups into a text file in MILSTRIP format. The text file will be uploaded into One Touch.

ASKIT

## AVIATION STOREKEEPER INFORMATION TRACKING SYSTEM

Training Documents available here: [www.askit.caci.com](http://www.askit.caci.com) > Training Documents  
 CNAP ASKIT Rep Comm - (619) 545-2742 DSN 735-2742  
 CNAP DBA Comm - (619) 767-7136 DSN 577-7136  
 CNAL ASKIT Rep Comm - (757) 836-9541 DSN 564-9541

Documents | Processes | OPTAR | Reports | Queries | System | Setup | Help | Home

Current Fiscal Year: 2018 Server Time: 16:04 PDT

UIC: R09182 / Editor MILSTRIP

149 documents pending in MILSTRIP

Selected	MILSTRIP Data	Originated Date
<input checked="" type="checkbox"/>	AOASMSS8415007822989 EA00001R091828164H331RR09111J7F 9BZK306001	06/13/2018
<input checked="" type="checkbox"/>	AOASMSS8415015652030 EA00001R091828164H332RR09111J7F 9BZK306001	06/13/2018
<input checked="" type="checkbox"/>	AOASMSS8415015650725 PR00001R091828164H333RR09111J7F 9BZK306001	06/13/2018
<input checked="" type="checkbox"/>	AOASMSS8415015578444 EA00001R091828164H334RR09111J7F 9BZK306001	06/13/2018
<input checked="" type="checkbox"/>	AOASMSS8415016079189 EA00001R091828164H335RR09111J7F 9BZK306001	06/13/2018
<input checked="" type="checkbox"/>	AOASMSS8415015650725 PR00001R091828164H336RR09111J7F 9BZK306001	06/13/2018
<input checked="" type="checkbox"/>	AOASMSS8415015578444 EA00001R091828164H337RR09111J7F 9BZK306001	06/13/2018
<input checked="" type="checkbox"/>	AOASMSS8415015582977 EA00001R091828164H338RR09111J7F 9BZK306001	06/13/2018
<input checked="" type="checkbox"/>	AOASMSS8415015582977 EA00001R091828164H339RR09111J7F 9BZK306001	06/13/2018
<input checked="" type="checkbox"/>	AOASMSS8415015578466 EA00001R091828164H340RR09111J7F 9BZK306001	06/13/2018

1 2 3 4 5 6 7 8 9 10 ...

View Pending View Previous Save to Disk Send to Printer Select All Deselect All ?

Delete highlighted record

Delete records created on selected Originated Date

Delete records created on and prior to selected Originated Date

f. The following screenshots are MOV instructions in OTS:

## External Material Obligation Validation (MOV) In OTS System

### MOV Instructions

The OTS Material Validation Obligation (MOV) process allows on-line reviewing, processing and management of over-aged requisitions on Back Order status (BB, BD, BV, and BZ) held at various Inventory Control Points (ICPs) such as SMS, GSA and NRP. Your command can ask to be subscribed to MOV processing and OTS will also receive a copy of the MOV files sent by DLATS. OTS receives MOV (AN1s) requests and lets you review and submit (AP1s) responses to source of supply via DLATS. Additionally, the OTS MOV utility will provide a method for units to collaboratively assemble their responses so that OTS may accurately transmit them back to respective ICPs via DLATS. This process eliminates erroneously cancelled requisitions due to non-receipt of MOV requests and greatly reduces the labor involved in gathering and assembling the pieces of the request, researching the individual requisitions, and formatting the appropriate MILSTRIP records in response (AP...).

You can select the cycle you want to review, if it is the current cycle and the cycle has not closed you will have current cycle data displayed on your screen (packages). If you have multiple DoDAACs you are a Proxy user and the Select a DoDAAC/UIC to View drop down will appear on your screen to view other DoDAACs.


Initially the "Status" will appear as: **RECEIVED** meaning there are packages to be worked that have been received from DLATS for processing. If the Status appears as: **MODIFIED** this means you are working a package. After every change before exiting the MOV function you should save your changes (Save Progress). Once you have saved your work and if your review is finished the package contents have to marked as reviewed, saved and submitted. Once submitted the Status will change to: **SUBMITTED**.

To select a package to begin working/modifying select the Batch # (number). You'll note you can work the packages by ICP or RID. Each package has an ID, Cycle, when OTS Received the package, the expected Response Date, the Batch #, the size of each batch (number of requisitions). The secondary row will show who Submitted By, the Submission Date, the Total Price of the package and the Requested Reduction Cost within the package overall.

At the bottom of the MOV Function page you will see two Selection Options: **Export Original MOV** - this will export your package to a .CSV file the .CSV file will contain information regarding the contents of the package with headers and a MILSTRIP image of the requisition for creating or modifying the MOV response for input to other systems; and **Remove From View**. The remove from view only removes it from your view and not the system.

To manage specific MOV packages, simply select the hyperlinked number in the batch # column. The batch # you have selected is displayed. Items that have been changed in quantity are highlighted with a changed icon at the far left. To generate an MOV response (AP1), simply update the quantity amount for each item and select "Submit". Submitting the response will automatically generate an MOV confirmation (AP9) and MOV responses (AP1) for every line item sent to DLATS. At any time, you may save your progress or export your work items by clicking on "Export In-Work MOV".

**NOTE:** The OTS system will submit "BMV SGA" automatically by response due date as long as you have submitted at least one package from the OTS system in the cycle. Important to note!!!


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[ADMINISTRATION](#) | 
 [ASSET VISIBILITY](#) | 
 [REQUISITION TRACKING](#) | 
 [MILSTRIP FUNCTIONS](#) | 
 [BATCH TRANSACTIONS](#) | 
 [ALL TRANSACTIONS](#)

Enter a NIIN, NSN, or Requisition Number to search for:

### Welcome to One Touch Support

**System Messages & Announcements** [collapse \(-\)](#)

[Welcome to One Touch Support!](#) ★ OTS Alert

Dated 16 Jan 2018

[Asset Search FIMARS Data Source Pseudo UIC Table](#) ★ Urgent News

Dated 12 Jan 2018

[Improving the OTS User Experience](#) ★ Urgent News

Dated 22 Dec 2017

[Informational Note: If You See "Account Locked or Disabled"](#) ★ Urgent News

Dated 10 Mar 2017

[OTS Functional Training @ MCAS Yuma, Arizona On 31 Jan and 01 Feb 2018](#)

Dated 09 Jan 2018

[view more at System Messages & Announcements](#)

**My Log Dashboard – My UICs Summary** [collapse \(-\)](#)

DoDAAC	Urgency of Need A	Processed	Backordered	Shipped	Supplementary Address	Watched
NC0367	0	0	0	0	0	0

[view more at My Log Dashboard](#)

**Data Source Status** [collapse \(-\)](#)

Support Sources	
GDSC	Operational

[show all Data Sources](#)

**Batch Query Status** [collapse \(-\)](#)

Completed	In Process	Pending
5	0	0

[view more at Batch Queries](#)

Go to (1) "MILSTRIP FUNCTIONS">>>(2) "Material Obligation Validation"



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Last Login Date: 01/23/2018 17:21 EST

ADMINISTRATION | ASSET VISIBILITY | REQUISITION TRACKING | MILSTRIP FUNCTIONS | BATCH TRANSACTIONS | ALL TRANSACTIONS

Enter a NIIN, NSN, or Requisition Number to search for:  Enter search text

## Material Obligation Validation

[MOV instructions](#) [Manage MOV](#)

**MOV Search** [collapse \(-\)](#)

Search for specific MOV packages below. Simply provide a cycle and a specific requisition number.

Search by Cycle:  Search by Requisition:

**R21950 -- DDG 76 HIGGINS**  
Select a DoDAAC/UIC to View:

**Status: RECEIVED** displaying results 1-3 of

ID <input type="checkbox"/>	Cycle <input type="checkbox"/>	Received <input type="checkbox"/>	Response Due <input type="checkbox"/>	RID <input type="checkbox"/>	Batch # <input type="checkbox"/>	Batch Quantity Requested Reductions
Submitted By			Submission Date		Total Price	
<input type="radio"/> 78479	20181	01/21/2018	03/06/2018	SMS	0101 \$212,325.73	160 of 160
<input type="radio"/> 77450	20181	01/20/2018	03/05/2018	NRP	0101 \$142,812.00	5 of 5
<input type="radio"/> 76741	20181	01/17/2018	03/03/2018	CSA	0101 \$14.89	1 of 1

Click on this batch (3) (0101) to download these (5) AN1 documents.

Note: Click on Dropdown menu if you have more than one registered DODAACs in your profile.

[return to Material Obligation Validation](#)

## Manage MOVs

[Manage MOV instructions](#)

**MOV Search** [collapse \(-\)](#)

You may filter your results by entering a specific serial number.

Filter by Serial:

**(4)**

**RIC: NRP -- NAVSUP WEAPON SYSTEMS SUPPORT 700 ROBBINS AVENUE PHILADELPHIA PA 19111-5098 (Batch #: 0101)**

Subtotal: \$142,812.00 | Requested Reductions: \$0.00 Displaying Results 1-5 of 5

<input type="checkbox"/> Requisition #	<input type="checkbox"/> Suffix	<input type="checkbox"/> NIIN	<input type="checkbox"/> Status	<input type="checkbox"/> ESD	<input type="checkbox"/> Value	<input type="checkbox"/> Original Quantity	<input type="checkbox"/> Modified Quantity	<input type="checkbox"/> Notes
Reviewer/Modifier			Reviewed/Modified Date		Requested Reductions		Type	
<input type="checkbox"/> R219502135D152		013622973	BB		\$18,346.00	00001	00001	<a href="#">Create Notes</a>
<input type="checkbox"/> R219502165W030		015196616	BB		\$25,190.00	00001	00001	<a href="#">Create Notes</a>
<input type="checkbox"/> R219503170W154		015196616	BB		\$25,190.00	00001	00001	<a href="#">Create Notes</a>
<input type="checkbox"/> R2195071511952		012302605	BB		\$71,019.00	00001	00001	<a href="#">Create Notes</a>
<input type="checkbox"/> R219508001CC62		016136054	BB		\$3,067.00	00001	00001	<a href="#">Create Notes</a>

Subtotal: \$142,812.00 | Requested Reductions: \$0.00

Click on (4) "Export In-Work MOV". System will download in (.csv file) and save in Excel.

1	Original MILSTRIP	DocID	RID	FSC	NIIN	Unit of Iss	Quantity	DoDAAC
2	AN9NRP0101005 R219508020 8064							
3	AN1NRPS4320013622973 EA00001R219502135D152 YD0017ANB 7H 09 BB 020 064	AN1	NRP	4320	013622973	EA	1	R21950
4	AN1NRPS7025015196616 EA00001R219502165W030 YNCE03ANBP7H72901 BB 020 064	AN1	NRP	7025	015196616	EA	1	R21950
5	AN1NRPS7025015196616 EA00001R219503170W154 YNCE03ANBR7H70201 BB 020 064	AN1	NRP	7025	015196616	EA	1	R21950
6	AN1NRPS6150012307605 EA00001R2195071511957 YSTOCKANB 7H 09 BB 020 064	AN1	NRP	6150	012307605	EA	1	R21950
7	AN1NRPS7025016136054 EA00001R219508001CC62 YNCC02ANR 1H 09 BB 020 064	AN1	NRP	7025	016136054	EA	1	R21950

(5)

(5). Copy the entire 80-CC MILSTRIP. Start from the header (AN9), line item #2 and all the way down to line item #7. Save file in text (.txt) or NOTEPAD

1	Original MILSTRIP	DocID	RID	FSC	NIIN	Unit of Iss	Quantity	DoDAAC
2	AN9NRP0101005 R219508020 8064							
3	AN1NRPS4320013622973 EA00001R219502135D152 YD0017ANB 7H 09 BB 020 064	AN1	NRP	4320	013622973	EA	1	R21950
4	AN1NRPS7025015196616 EA00001R219502165W030 YNCE03ANBP7H72901 BB 020 064	AN1	NRP	7025	015196616	EA	1	R21950
5	AN1NRPS7025015196616 EA00001R219503170W154 YNCE03ANBR7H70201 BB 020 064	AN1	NRP	7025	015196616	EA	1	R21950
6	AN1NRPS6150012307605 EA00001R2195071511957 YSTOCKANB 7H 09 BB 020 064	AN1	NRP	6150	012307605	EA	1	R21950
7	AN1NRPS7025016136054 EA00001R219508001CC62 YNCC02ANR 1H 09 BB 020 064	AN1	NRP	7025	016136054	EA	1	R21950

(6)

(6). Switch over to your host supply or financial system (R-Supply, ASKIT, SABERS). Run a batch job to post these AN1s as your incoming supply status.

**Note 1:** If applicable, forward copy of this list to the customers or work centers to review and validate their own serial numbers and to determine which documents have been received, no longer required or still outstanding.

**Note 2:** Switch over to the OTS system to review/validate these documents.

Enclosure (3)

## APPENDIX F

## DEVIATION AND CHANGE REQUESTS TO NAVMC 4400.177A

1. General. All HQMC directives, changes, and revisions shall be fully coordinated with the appropriate HQMC staff agencies/offices and, when applicable, Marine Corps field commands and other external government agencies that the sponsor deems necessary. When directives require signature by the CMC or ACMC, the Director of the Marine Corps Staff (DMCS) will determine any additional coordination that may be required.

a. Upon completion of initial staffing and resolution of comments, the sponsor shall send the original unsigned copy of the directive, the verbatim digitized version of the directive, and all background material for signature.

b. If any changes are required, the complete package will be sent back to the sponsor for correction. Upon signature, the final package will be sent to CMC (ARDB) for publishing.

2. Definitions

a. Deviation. A departure from policies, procedures and/or responsibilities contained in the ASDTP. Deviations are granted by the appropriate Marine Aircraft Wing (ALD) for a specific situation or set of circumstances which does not require a revision, addition or deletion to the order.

b. Administrative Change. Amends non-substantive portions of a directive, such as date of references and organizational symbols. These changes need not be coordinated between ALDs. They will be reviewed for administrative accuracy and nature by the Marine Forces Commands (MARFOR).

c. Substantive Change. This type of change amends an essential portion of a directive; such as, policy, applicability, responsibilities, purpose, procedures, reports, and implementation. These changes must be coordinated with organizations who have mutually-related responsibilities for review and concurrence or comments.

3. Submission of a Deviation. Requests for deviation will be submitted to the appropriate ALD via the chain of command as shown in figure F-1, with a cause and effect statement. An information notification will be submitted via DON Tracker to all ALDs, MARFORs, and ASB-31 for all approved deviation requests.

4. Submission of an Administrative Change. Requests for change will be submitted via the Aviation Supply Share Point at URL: <https://intelshare.intelink.gov/sites/marineaviationsupply/SitePages/NAVMC%204400.177.aspx>. The changes will be reviewed by the SMDO/ AvnSupO (when applicable) prior to MAW level review. Each MAW will review these changes and concur/non-concur on the Share Point according to the schedule in appendix F, paragraph 6. Changes will replace applicable pages in the current order.

a. Submission of an Administrative Change. Administrative changes are those that correct basic errors, i.e. grammar, punctuation, style, etc.

Requests for administrative change will be submitted via the Aviation Supply Share Point. Administrative changes will include the following criteria:

- (1) Date: Date of original submission.
- (2) Source: Choose the appropriate activity for the submitting author.
- (3) Submitted by: Input originator's email as it appears in the GAL.
- (4) Type of Change: Admin
- (5) Chapter/ Appendix(s): Enter all applicable chapters/appendices.
- (6) Page: Enter the appropriate NAVMC page number.
- (7) Paragraph: Enter the applicable paragraph(s)
- (8) Current state: Input the exact text as currently stated in the NAVMC that is recommended for change.
- (9) Change Summary: Input corrected text/format.
- (10) Rationale: Input type of error/update, (i.e., grammar, typo, inconsistency).
- (11) App G Update Required: Check Yes or No
- (12) App H Update Required: Check Yes or No
- (13) Conflict with higher publication: Originator should ensure submission change submission does not conflict with a higher publication but leaves this block blank. It is to be verified and check yes or no by audit branch or WASMAT as applicable.
- (14) SMD Concurrence: When applicable, the SMDO/ AvnSupO will check yes, no, or N/A.
- (15) The remaining items will be validated by the applicable Wing/MARFOR for concurrence/non-concurrence, amplifying reasoning, and tracking.

b. Submission of a Substantive Change. Substantive changes are those that will impact the process or requirement within the NAVMC. Requests for substantive change will be submitted via the aviation supply Share Point and include the following criteria:

- (1) Date: Date of original submission.
- (2) Source: Choose the appropriate activity for the submitting author.
- (3) Submitted by: Input originator's email as it appears in the GAL.
- (4) Type of Change: Admin
- (5) Chapter/ Appendix(s): Enter all applicable chapters/appendices.

(6) Page: Enter the appropriate NAVMC page number.

(7) Paragraph: Enter the applicable paragraph(s)

(8) Current state: Input the exact text as currently stated in the NAVMC that is recommended for change.

(9) Change Summary: Input corrected text/format.

(10) Rationale: Input type of error/update, (i.e., grammar, typo, inconsistency).

(11) App G Update Required: Check Yes or No

(12) App H Update Required: Check Yes or No

(13) Conflict with higher publication: Originator should ensure submission change submission does not conflict with a higher publication but leaves this block blank. It is to be verified and check yes or no by audit branch or WASMAT as applicable.

(14) SMD Concurrence: When applicable, the SMDO/ AvnSupO will check yes, no, or N/A.

(15) The remaining items will be validated by the applicable Wing/MARFOR for concurrence/non-concurrence, amplifying reasoning, and tracking.

5. Change Submission Schedule. All NAVMC changes will be submitted and reconciled annually per the following schedule.

a. Initiated to Share Point and reviewed by respective SMD/ AvnSupO (if applicable) NLT 31 May.

b. Changes will be marked with concurrence or non-concurrence by ALL WASMATs NLT 30 June. Color code for items awaiting WASMAT review is Orange.

c. Virtual meeting for all changes not receiving unanimous approval or rejection NLT 3rd week of July.

(1) Originator Rep, MAWs

(2) Results updated in the SharePoint to reflect current status and close denied changes.

(3) Approved changes submitted to respective WASMAT in final format NLT 15 August.

d. Final submissions submitted to MARFOR NLT 31 August and will be approved or disapproved with SharePoint updates made by MARFORs NLT 15 Sept. Color code for items awaiting MARFOR review is Purple.

e. Final review of ASDTP NLT 30 September. This review will include discussion and finalization of recommended changes as well as proposed changes carried over from prior year. Any items requiring ASB decision will also be discussed at this time. Attendance is for MAW, MARFOR, ASB, CACI NAVMC Coordinator, and SMEs by invitation.

f. Changes will be marked with concurrence or non-concurrence and all required documentation submitted to the CACI NAVMC coordinator NLT 15 October for Share Point update.

g. The final NAVMC will be submitted by the CACI NAVMC Coordinator via the MARFORs to ASB NLT 15 November.

h. Projected NAVMC approval 30 December.


	<b>UNITED STATES MARINE CORPS</b> <small>MARINE FIGHTER ATTACK SQUADRON XX  MARINE AIRCRAFT GROUP XX  XD MARINE AIRCRAFT WING  MCAS MARINE F.O. BOX 123456  TUN TAVERN, PHILADELPHIA 19106</small>	IN REPLY REFER TO: <b>4400</b> <b>CO</b> <b>DD Mon YY</b>
	<p>From: (Activity Submitting Deviation Request)  To: Commanding General, Marine Aircraft Wing (ALD)  Via: Chain of Command  Subj: SUBMISSION OF DEVIATION REQUEST TO NAVMC 4400.177_  Ref: (a) NAVMC 4400.177_</p> <p>1. Request authorization to deviate from the reference as described below:</p> <p>a. <u>Situation</u>. Describe the situation driving the need for deviation.</p> <p>b. <u>Mission</u>. Define the plan for deviation incorporation, to include start and end dates, chapter, page, figure, paragraph, line, etc., to be deviated from.</p> <p>(1) Use this line to identify how the text to be changed currently reads. Information paragraphs may be included when needed.</p> <p>c. <u>Execution</u>. This paragraph should contain the revised text as it should read.</p> <p>(1) Be detailed and include required deviations to the applicable appendices and or references. Please not to include App H and its tasks.</p> <p>(2) MALS Commanders and AvnSupO's shall be responsible for the timely entry of changes and the physical maintenance of copies of this Manual.</p> <p>d. <u>Summary of Deviation</u>. If needed, include this paragraph to clarify the complexity of the deviation or to call attention to important changes.</p> <p>2. Name, Grade and Telephone Number (DSN and commercial) of point of contact at submitting activity.</p> <p style="text-align: right;">I. M. MARINE By Direction</p> <p>Copy to: (as applicable)</p>	

Figure F-1.--Sample ASDTP Deviation Request.

Type of Change	Concurrence	Non Concurrence	Date	Chapt/ App (s)	Page	Paragraph	Current State	Change Summary	Rationale	App G Update Required	App H Update Required	SMD Concurrence	Conflict with higher Pub	1st MAW Concurrence	2nd MAW Concurrence	3rd MAW Concurrence	4th MAW Concurrence	MARFORCOM Concurrence	MARFORPAC Concurrence	Status
<div> <div>Not Started</div> <div>Wing Concurrence</div> <div>Discussion Required</div> <div>MARFOR Decision</div> <div>Update in Progress</div> <div>Completed</div> </div>																				

Figure F-2.--SharePoint Template/Color Codes.



## 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:

<u>AUDIT</u>	<u>FIGURE</u>	<u>PAGE</u>
Location Audit.....		G-3
FSA Location Audit Worksheet (SIR/MRF to LOC).....	G-1	G-4
FSA Location Audit Worksheet (LOC to SIR/MRF) .....	G-2	G-4
WMD Location Audit Worksheet (SIR/MRF to LOC).....	G-3	G-4
WMD Location Audit Worksheet (LOC to SIR/MRF).....	G-4	G-4
Category A/B/C Inventory Audit (excluding classified)		G-6
Consumable Inventory Audit Worksheet.....	G-5	G-9
Repairable Inventory Audit Worksheet.....	G-6	G-9
FSA Inventory Audit Worksheet.....	G-7	G-9
Classified Inventory Audit.....	G-8	G-12
Shelf Life Audit.....		G-14
Shelf Life SIR Audit Worksheet (Step 2).....	G-9	G-16
Shelf Life Location Audit Worksheet (Step 3).....	G-10	G-16
Completed Transaction File (CTF) Audit.....	G-11	G-18
Requisition Audit.....	G-12	G-21
Financial Report Audit.....		G-23
OPTAR Document Transmittal Report NAVCOMPT 2156 Audit Worksheet.....	G-13	G-23

OPTAR Document Transmittal Report NAVCOMPT 2156/2157 Audit Worksheet.....	G-13.1	G-24
OPTAR Document Transmittal Current & Prior FY Report NAVCOMPT 2156 Audit Worksheet.....	G-13.2	G-24
OPTAR Grants/Authorization Difference Audit Worksheet	G-13.3	G-25
Part II difference and FYTD difference comparison Audit Worksheet.....	G-13.4	G-25
Erroneous Budget OPTAR Reports Audit Worksheet.....	G-13.5	G-25
Money Value Only (MVO) Requisition Audit.....	G-14	G-28
Fuel Audit.....	G-15	G-31
Custody Record Audit.....	G-16	G-34
AIR Card® Audit.....	G-17	G-36
User Role Audit.....		G-38
Fly-in Support Allowance (FSA) Deficiency Audit.....	G-18	G-43
Financial Liability Survey Audit.....		G-45
Post LAP/Inventory Audit.....		G-49
Post LAP/Inventory Audit Worksheet (repairable material)	G-19	G-50
Post LAP/Inventory Audit Worksheet (consumable material)	G-20	G-50
Post LAP/Inventory Audit Worksheet (classified material)	G-21	G-50
Post LAP/Inventory Audit Worksheet (FSA material)	G-22	G-50

## Location Audit

Reference: NAVMC 4400.177A, chapter 2, paragraph 2401.13, and appendix M

Frequency: Quarterly

Acceptable: WMD material: 97%  
FSA material: 99%

Sample: 100 items SIR to Location  
100 items Location to SIR

Action: Perform Location Audit Program Validation. If sample falls below the acceptable percentage, it constitutes a failure. A second sample will be conducted. If the second sample results in validity less than required, a complete Location Audit Program (LAP) will be conducted within 30 days.

Formula: 
$$\text{Validity \%} = \frac{\# \text{ NIINs audited} - \# \text{ NIINs in error} \times 100}{\# \text{ NIINs audited}}$$

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 and MRF 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 and MRF to Location Validation.

(1) If the NIIN on the material and location does not match the SIR and MRF, it is considered an error. (BULK locations will only be on the material).

(2) The validation is conducted by taking the SIR and MRF 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 and MRF does not match the physical location and location on stow tag (repairables, this is considered an error.

(3) If the Unit of Issue on the material does not match the SIR and MRF it is considered an error.

(4) Prior to computing the validation percentage, AB will research all the errors to see if transactions are pending which would eliminate the error. The Pending Data Entry File in WSB/DSB 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 and MRF:

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 and MRF Validation.

(1) The validation is conducted by randomly selecting a NIIN in a location to see if the NIIN on the material/location does match the SIR and MRF. If the NIIN does not match the SIR (i.e., inactive or superseded NIIN) and MRF (Not on File), it is considered an error.

(2) The validation is conducted to see if where the material is physically located and location on stow tag (repairables) matches the SIR and MRF location. If the NIIN's physical location does not match the SIR and MRF, it is considered an error.

(3) If the Unit of Issue on the material does not match the SIR and MRF it is considered an error.

(4) Prior to computing the validation percentage, AB will research all the errors to see if transactions are pending which would eliminate the error. The Pending Data Entry File in WSB/DSB will be screened for pending location add/delete transactions and the Suspense Listing will be checked for the same type of transactions.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
SIR FSA ID	SIR FSA LOC	SIR NIIN	SIR U/I	Physical Location	Actual U/I	Actual NIIN on Stow Tag/Label	Actual NIIN on Location (If applicable)	Stow Tag Location	MRF NIIN MATCH Y/N	MRF (PUK) LOC MATCH Y/N	MRF U/I MATCH Y/N	PDEF Y/N	DISCREPANCY Y/N	ROTATION DATE* (Used for H Question)	REMARKS

Figure G-1.--FSA Location Audit Worksheet (SIR/MRF to Loc).

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Physical Location	Actual U/I	Actual NIIN on Stow Tag/Label	Actual NIIN on Location (If applicable)	Stow Tag Location	Actual FSA ID	SIR FSA ID	SIR FSA LOC	SIR NIIN	SIR U/I	MRF NIIN MATCH Y/N	MRF (PUK) LOC MATCH Y/N	MRF U/I MATCH Y/N	PDEF Y/N	DISCREPANCY Y/N	ROTATION DATE* (Used for H Question)	REMARKS

Figure G-2.--FSA Location Audit Worksheet (Loc to SIR/MRF).

1	2	3	4	5	6	7	8	9	10	11	12	13	14
SIR LOC	SIR NIIN	SIR U/I	Physical Location	Actual U/I	Actual NIIN on Stow Tag/Label	Actual NIIN on Location (If applicable)	Stow Tag Location	MRF NIIN MATCH Y/N	MRF (PUK) LOC MATCH Y/N	MRF U/I MATCH Y/N	PDEF Y/N	DISCREPANCY Y/N	REMARKS

Figure G-3.--WMD Location Audit Worksheet (SIR/MRF to LOC).

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Physical Location	Actual U/I	Actual NIIN on Stow Tag/Label	Actual NIIN on Location (If applicable)	Stow Tag Location	SIR NIIN	SIR U/I	SIR Location	MRF NIIN MATCH Y/N	MRF (PUK) LOC MATCH Y/N	MRF U/I MATCH Y/N	PDEF	DISCREPANCY Y/N	REMARKS

Figure G-4.--WMD Location Audit Worksheet (LOC to SIR/MRF).

Location Audit Results

1. Location Range: \_\_\_\_\_
2. Number SIR to Location: \_\_\_\_\_
3. Number Location to SIR: \_\_\_\_\_
4. Total Number Audited: \_\_\_\_\_ (#2+#3)
5. Number Incorrect: \_\_\_\_\_
6. Number Correct: \_\_\_\_\_ (#4-#5)
7. Validity Percentage: \_\_\_\_\_ (#6 divided by #4)x100

Date:

\_\_\_\_\_

Auditor:

\_\_\_\_\_

Location Audit Results.

## Category A/B/C Inventory Audit (excluding classified)

Reference: NAVSUP P-723 and NAVMC 4400.177A, chapter 2, paragraph 2401.13, and appendix N

Frequency: Quarterly

Acceptable: WMD Material: Category A: 99% Depth  
 Category B: 95% Depth  
 Category C: 100% Depth(excluding classified)

FSA Material: Category A: 99% Depth  
 Category B: 97% Depth  
 Category C: 100% Depth (excluding classified)

Sample:

WMD Material: 100 NIINs for category A, 40 NIINs for category B and 20 NIINs for category C.

FSA Material: 100 NIINs for category A, 40 NIINs for category B and 20 NIINs for category C.

**NOTE:** For FSA, sample will be drawn from the sum of all FSA allowances at the site.

Action: Perform Physical Inventory Validation. (If sample falls below the acceptable percentage; it constitutes a failure. A second sample will be conducted. If the second sample results in validity less than required, a complete (Category) Inventory will be conducted within 30 days.

Formula: Depth is defined as the total number of unique materiel (eaches) within a population or a sample. Depth is calculated as:

$$\text{Depth} = \frac{(\text{Total number of items in the sample}) - (\text{Number of items that require an adjustment})}{(\text{Total number of items in the sample})}$$

Procedure: The Inventory Audit consists of validating 100 NIINs for category A, 40 NIINs for category B, and 20 NIINs for category C (160), from SIR to location.

1. Conduct the Inventory Audit:

a. Produce a listing via the standardized R-Supply SQL (excluding Classified. Filter the listing in the following order: Category C, then B, then and A, then remove duplicates. Separate Categories and then randomize to produce your samples in accordance with sample size listed above. This selection process is known as SIR to Location Audit.

(1) Consumable

(a) The validation is conducted by taking the SIR to location items and physically counting all material in all locations recorded in R-Supply.

Column Definitions/Procedures for Inventory Worksheet:

<u>Column</u>	<u>Definition</u>
1. NIIN	National Item Identification Number (SIR)
2. UI	Unit of Issue (SIR)
3. LOC	Location: (SIR)
4. SHELF	Shelf Count: (record physical count)
5. RSUP O/H	Location On Hand Qty (SIR)
6. Diff (#4-#5)	Difference between Shelf Count and RSUP O/H
7. Pending Iss/Tran	Any pending issue/transactions affecting inventory validity
8. Pending Receipts	Any pending receipts not affecting inventory validity
9. RSup SPkg Qty	Total support package qty (SIR).
10. Adjusted Shelf Count	(Shelf Count + Pending Iss/Trans + RSup SPkg Qty - Pending Receipts) Annotate the difference
11. RSup Total OH QTY	Total OH Qty from R-Supply. (SIR)
12. Category A/B/C	Circle category IAW NAVSUP P-723
13. Discrepancy	NIIN is discrepant if there is a mismatch between column 10 and 11 or if column 10 remains unresolved. If so, circle yes, if not, circle no.
14. Remarks	Any additional Comments

If there are any items which are not matched, AB will conduct causative research. Annotate pending issues or transaction in the remarks column. Unresolved causative research could result in an inventory discrepancy.

Transcribe the information to inventory audit results worksheet and compute the Validity Percentage.

(2) Repairables

(a) The validation is conducted by taking the SIR to location items and physically counting all material in all locations recorded in R-Supply.

Column Definitions/Procedures for Inventory Worksheet:

<u>Column</u>	<u>Definition</u>
1. NIIN	National Item Identification Number (SIR)
2. LOC	Location: (SIR)
3. SHELF	Shelf Count: (record physical count)
4. RSUP O/H	Location On Hand Qty (SIR)
5. NALC RFI	NALCOMIS Location RFI Qty (Record stock summary RFI qty)
6. #3 through #5 Match	Column 3, 4, and 5 must match, if so mark column yes, if not, mark no.
7. RSUP NRFI	Physical Supply Officer (SO) DIFM count (at work center) and validate SOIOU.
8. NRFI Valid	RSUP NRFI qty (SIR)
9. RSUP Sub	NALC subcustody and NALC suspense make up the RSUP Sub (record from SIR)
10. NALC SUS/SUBC	Validation of Subcustody notice and all items in NALCOMIS suspense.
11. RSUP TOTAL OH QTY	R-Supply total on hand qty (SIR).
12. NALC ACBAL	NALCOMIS ACBAL (record from stock summary).
13. #11 and #12 Match	Column 11 and 12 must match, if so mark column yes, if not, mark no.
14. CATEGORY A/B/C	Annotate Category IAW NAVSUP P-723
15. Depth Calculation	(RSUP LOC O/H - Shelf Count). The balance (in eaches) will aid in the calculation of Depth Validity.
16. DISCREPANCY YES or NO	NIIN is discrepant if any column marked 'no' remains unresolved. If so, circle yes, if not, circle no.
17. REMARKS	Any additional Comments

## (3) FSA

(a) The validation is conducted by taking the SIR to location items and physically counting all material in all locations recorded in R-Supply.

## Column Definitions/Procedures for Inventory Worksheet:

<u>Column</u>	<u>Definition</u>
1. FSA ID	Pack-up ID for FSA being audited



2. FSA LOC Location (SIR)
3. NIIN National Item Identification Number (SIR)
4. UI Unit of Issue (SIR)
5. SHELF COUNT Shelf Count: (record physical count)
6. FSA O/H QTY (SIR) R-Supply FSA Support Package On Hand Qty
7. FSA OH Qty NALC (Stock Sum) Rep Only NALCOMIS FSA Deployed pack up On Hand Qty
8. #5-7 or #5-6 Match Columns must match, if so mark column yes, if not, mark no.
9. CATEGORY A/B/C Circle category IAW NAVSUP P-723
10. Depth Calculation (FSA RSUP O/H QTY - FSA Shelf Count). The balance (in eaches) will aid in the calculation of Depth Validity.
11. DISCREPANCY YES or NO NIIN is discrepant if mismatch in column 8 remains unresolved. If so, circle yes, if not, circle no.
12. REMARKS Any additional comments.

If there are any items which are not matched, AB will conduct causative research. Annotate pending issues or transaction in the remarks column. Unresolved causative research could result in an inventory discrepancy.

Transcribe the information to inventory audit results worksheet and compute the Validity Percentage.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
NIIN	UI	LOC	Shelf Count	RSUP LOC O/H	Diff (D-E)	Pending Iss/Tran QTY	Pending Receipts QTY	RSUP SPKG QTY	Adjusted Shelf Count (D+G+I)-H* <small>*Annotate the Difference</small>	RSUP TOTAL OH QTY	Category A,B,C	Actual Eaches (Depth) Exceptions (K-J)	DISCREP YES/NO	Remarks
012345678	EA	KARDEX24	100	101	-1	0	0	0	100	101	A	1	YES	

Figure G-5.--Consumable Inventory Audit Worksheet.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
NIIN	LOC	Shelf Count	RSUP LOC O/H	NALC RFI	(C) - (F) MATCH YES/NO	RSUP NRFI	NRFI VALID(DIFM WC/IOU REPORT) YES/NO	RSUP SUBCUS	NALC SUS/SUBC VALID YES/NO	RSUP TOTAL OH QTY	NALC ACBAL	K & L MATCH YES/NO	CAT A/B/C	Actual Eaches (Depth) Exceptions (D-C)	DISCREP YES/NO	REMARKS
		1	2	2	Y	0	Y	0	Y	2	2	N	C	1	Y	

Figure G-6.--Repairable Inventory Audit Worksheet.

1	2	3	4	5	6	7	8	9	10	11	12
FSA ID	FSA LOC	NIIN	U/I	FSA Shelf Count	FSA RSUP O/H QTY	FSA NALC (REP ONLY) O/H QTY	REP #5-#7 CON #5-#6 Match YES/NO	CAT A/B/C	Actual Eaches (Depth) Exceptions (F-E)	DISCREP YES/NO	REMARKS

Figure G-7.--FSA Inventory Audit Worksheet.

## Category A/B/C (excluding classifieds) Inventory Audit Results

Formula:

$$\text{Depth} = \frac{(\text{Total number of items in the sample}) - (\text{Number of items that require an adjustment})}{(\text{Total number of items in the sample})}$$

Procedures:

Consumables Depth Calculation by Category:

1. Total number of items in the sample is defined as the sum of column 5, 'RSUP LOC O/H.'
2. Number of items that require an adjustment is defined as the sum of column 13, 'Actual Eaches (Depth) Exceptions.'

Repairables Depth calculation by Category:

1. Total number of items in the sample is defined as the sum of column 4, 'RSUP LOC O/H.'
2. Number of items that require an adjustment is defined as the sum of column 15, 'Actual Eaches (Depth) Exceptions.'

FSA Depth Calculation by Category:

1. Total number of items in the sample is defined as the sum of column 6, 'FSA RSUP O/H QTY.'
2. Number of items that require an adjustment is defined as the sum of column 10, 'Actual Eaches (Depth) Exceptions.'

**NOTE:** A positive or negative delta constitutes a depth exception. All other discrepancies will be annotated under remarks.

1. Category A:
 

a. Total Number of Eaches Audited:		
b. Total Number of Eaches Incorrect:		
c. Total Number of Eaches Correct:		(a-b)
d. Depth Validity:		(a-b)*100/a = %
2. Category B:
 

a. Total Number of Eaches Audited:		
b. Total Number of Eaches Incorrect:		
c. Total Number of Eaches Correct:		(a-b)
d. Depth Validity:		(a-b)*100/a = %
3. Category C:
 

a. Total Number of Eaches Audited:		
b. Total Number of Eaches Incorrect:		
c. Total Number of Eaches Correct:		(a-b)

Acceptable Percentage Depth:

WMD Material: Category A: 99%  
Category B: 95%  
Category C: 100% (excluding classified)

FSA Material: Category A: 99%  
Category B: 97%  
Category C: 100% (excluding classified)

**NOTE:** Total Audit is worth 12% of the overall division grade with each category being 4%

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

Auditor: \_\_\_\_\_

Category A/B/C (excluding classifieds).

## Classified Inventory Audit

Reference: NAVMC 4400.177A

Frequency: Quarterly

Acceptable: 100%

Sample: 100%, inventory of all (classified) Controlled Item Identification Codes (CIIC).

Action: Perform Physical Inventory Validation. If sample falls below the acceptable percentage; it constitutes a failure.

Formula: Any errors constitute less than 100% validity

Procedure: Produce a listing via the standardized R-Supply SQL (by CIIC).

Classified material (CIIC 6, 8, 9, A, B, C, D, E, F, G, H, K, L, O, S, T). Per reference (w).

Column Definitions/Procedures for Inventory Worksheet: See WMD Repairable Inventory. Column 18 will list the controlled item identification code (CIIC) (SIR). Repairable and consumable classified items will appear on one worksheet. For those columns that are not applicable to consumables, mark N/A and annotate the remarks column with "consumable".

If there are any items which are not matched, AB will conduct causative research. Annotate pending issues or transaction in the remarks column. Unresolved causative research could result in an inventory discrepancy.

A discrepancy appearing in the WMD Discrepancy column will affect the WMD score and corrective action will be executed by that division. A discrepancy appearing in the FSA Discrepancy column will affect the SMD score and corrective action will be executed by that division.

Transcribe the information to the classified inventory audit results worksheet and compute the validity Percentage.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
NIIN	LOC	Shelf Count	RSUP LOC O/H	NALC RFI	(C) - (E) MATCH YES/NO	RSUP NRFI	NRFI VALID(DIF M WC/IOU REPORT) YES/NO	RSUP SUBCUS	NALC SUS/SUBC VALID YES/NO	RSUP TOTAL OH QTY	NALC ACBAL	K & L MATCH YES/NO	CIIC	WMD Actual Eaches (Depth) Exceptions (D-C)	WMD DISCREP YES/NO	SMD DISCREP YES/NO	FSA ID	FSA LOC QTY	FSA Shelf Count	SMD Actual Eaches (Depth) Exceptions (S-T)	REMARKS

Figure G-8.--Classified Inventory Audit Worksheet.

## Classified Inventory Audit Results

Formula:

$$\text{Depth} = \frac{(\text{Total number of items in the sample}) - (\text{Number of items that require an adjustment})}{(\text{Total number of items in the sample})}$$

Procedures:

Consumables and Repairables Depth calculation by CIIC:

1. Total number of items in the sample is defined as the sum of column 4, 'RSUP LOC O/H.'
2. Number of items that require an adjustment is defined as the sum of column 15, 'WMD Actual Eaches (Depth) Exceptions.'

FSA Depth Calculation by CIIC:

1. Total number of items in the sample is defined as the sum of column 19, 'FSA LOC QTY.'
2. Number of items that require an adjustment is defined as the sum of column 21, 'SMD Actual Eaches (Depth) Exceptions.'

**NOTE:** A positive or negative delta constitutes a depth exception. All other discrepancies will be annotated under remarks.

- |                                      |       |                    |
|--------------------------------------|-------|--------------------|
| 1. Total Number of Eaches Audited:   | _____ |                    |
| 2. Total Number of Eaches Incorrect: | _____ |                    |
| 3. Total Number of Eaches Correct:   | _____ | (#1-#2)            |
| 4. Depth Validity:                   | _____ | (#1-#2)*100/#1 = % |

Acceptable Percentage 100%

**NOTE:** Audit Results should be calculated separately for WMD and SMD (FSA).

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

Auditor: \_\_\_\_\_

Classified Inventory Audit Results.

## Shelf Life Audit Procedures

Reference: NAVMC 4400.177A, chapter 2, paragraph 2301.12, and appendix Q

Frequency: Quarterly

Acceptable: 90%

Sample: See Below

Action: Any step that falls below 90% validity constitutes Shelf Life Audit failure. If the validity is below the acceptable percentage a physical review of all records and/or material on-hand will be required to correct any discrepancies found.

Formula: 
$$\frac{\# \text{ NIINs audited} - \# \text{ NIINs in error} \times 100}{\# \text{ NIINs audited}}$$

Procedures: Shelf-Life audit process consists of a four 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.

(4) Validating the SIR to ensure NIINs identified as Shelf Life are stowed in Shelf Life locations and those that are not shelf life are not stowed in Shelf Life locations.

Step 1: Validate all SIR records appearing on the database, have a 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 a SLC and/or SLAC loaded will be recorded as a discrepancy.

Step 2: Validate correct SLC/SLACs on the SIR

1. Select 5% of NIINs from the SIR.

2. Annotate the NIIN and the SLC/SLAC, obtained from the SIR 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 recorded as a discrepancy.

Step 3: Validation of Shelf Life Material

1. Run an ADHOC for all NIINs with a SLC/SLAC loaded to the SIR, excluding SLC 0, with on hand > 0. Sort the listing in location sequence and include the following fields:

- a. NIIN
  - b. Location
  - c. SIR O/H quantity > 0
  - d. SLC
2. Select 10% for audit.
3. Transcribe the fields listed above from the selected 10% sample, 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.
    - (4) Any material not separated by Type I/II.
5. A copy of the audit worksheet will be provided to the WMD to correct any errors discovered by the Audit Branch.

Step 4: Validate Segregation of Material.

1. Utilizing adhoc above from step 3, (Run an ADHOC for all NIINs with a SLC/SLAC loaded to the SIR, excluding SLC 0, with on hand > 0). Sort the listing in location sequence and include the following Fields.
  - a. NIIN
  - b. Location
  - c. SIR O/H quantity > 0
  - d. SLC
2. Since the data is already sorted in location sequence, filter the data to show only NIIN's with a SLC of 0 or blank. Next filter the original output data to exclude NIINs with a SLC of 0 or blank to see all NIINs stored in non-shelf life locations.
3. The validation is conducted ensuring the Shelf life NIINs are in the proper location and non-shelf life NIINs are not contained in Shelf Life location. Any NIINs that fall into this category are discrepant.
4. A copy of the audit worksheet will be provided to the WMD to correct any errors discovered by the AB.

NIIN	SIR SLC	SIR SLAC	FEDLOG SLC	FEDLOG SLAC	DISCREPANCY YES / NO

Figure G-9.--Shelf Life SIR Audit Worksheet (Step 2).

1	2	3	4	5	6	7	8
NIIN	LOCATION	SLC	EXPIRED YES/NO	MISLABELED/ NOT LABELED YES/NO	SEPERATED BY TYPE I/II YES/NO	DISCREPANCY YES/NO	REMARKS

Figure G-10.--Shelf Life Location Audit Worksheet (Step 3).



## Shelf Life Audit Results

Step 1

1. Number of NIINs on SIR with no SLC/SLAC loaded: \_\_\_\_\_
2. Number of SIR records: \_\_\_\_\_
3. Validity Percentage: (#2 minus #1 divided by #2) x 100 \_\_\_\_\_

Step 2

4. Number of NIINs validated (Fedlog): \_\_\_\_\_
5. Number of SIR records with incorrect SLC/SLAC: \_\_\_\_\_
6. Validity Percentage: (#4 minus #5 divided by #4) x 100 \_\_\_\_\_

Step 3

7. Number of NIINs audited (SL Loc): \_\_\_\_\_
8. Number of NIINs with expired/mislabeled/not labeled material on hand/separated (Type I/II): \_\_\_\_\_
9. Validity Percentage: (#7 minus #8 divided by #7) x 100 \_\_\_\_\_

Step 4

10. Total NIINs audited (segregation Validation) \_\_\_\_\_
11. Number of discrepancies: \_\_\_\_\_
12. Validity Percentage: (#11 minus #10 divided by #11) x 100 \_\_\_\_\_

Acceptable Percentage is 90%

Step 1 percentage (line 3): \_\_\_\_\_

Step 2 percentage (line 6): \_\_\_\_\_

Step 3 percentage (line 9): \_\_\_\_\_

Step 4 percentage (line 12): \_\_\_\_\_

**NOTE:** any steps falling below 90% will constitute a failure of the entire Shelf Life Audit.

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

Auditor: \_\_\_\_\_

Shelf Life Audit Results.

## Completed Transaction File (CTF) Audit

Reference: NAVMC 4400.177A, chapter 2, paragraph 2301.5, chapter 3, paragraph 3211.4d, 3211.5c, 3211.7c and reference (ae)

Frequency: Quarterly

Acceptable: 100%

Sample: WMD 25 Random completed transactions  
OMD 25 or All (if less than 25)

Action: Any step that falls below 100% validity constitutes audit failure. If the validity is below the acceptable percentage, discrepant records will be fixed and corrective action plan executed.

Formula: 
$$\frac{\# \text{ NIINs audited} - \# \text{ NIINs in error} \times 100}{\# \text{ NIINs audited}}$$

Column Definitions/Procedures for CTF Audit Worksheet: The CTF audit process for WMD consists of producing an R-Supply adhoc of completed stock/DTO transactions and for OMD producing an R-Supply adhoc of completed DTO transactions (Tools, IMRL, or TBA) as well as transactions retrieved from ASKIT completed Unfilled Orders (Flight Equipment). Records will be retrieved from the previous quarter and by selecting a random sampling of 25 transactions. Auditor will validate that a legible printed name, signature, and date are annotated on the receipt document. Additionally, ensure the quantity is circled. Failure to meet the above criteria constitutes audit failure.

Column	Definitions/Procedures
--------	------------------------

1 through 7	Will be produced via ADHOC (SIR) and those transactions retrieved from the ASKIT completed Unfilled Orders (Flight Equipment).
-------------	--

**NOTE:** MCC will be N/A for Flight Equipment and some consumables.

- |     |   |
|-----|---|
| 8.  | Was a legible print, sign, and date annotated on the receipt? If so mark yes, if not mark no. |
| 9.  | Was the quantity circled? If so mark yes, if not mark no.                                     |
| 10. | Were there any discrepancies identified? If so mark yes, if not, mark no.                     |
| 11. | Remarks (if any)  |

Once all requisitions are annotated and the worksheet is complete, utilize the CTF Audit Results worksheet on the next page, and calculate the CTF validity.

1	2	3	4	5	6	7	8	9	10	11
DOC NUM	NIIN	QTY ORD	QTY RECD	COG	MCC	COMPLETION DATE	LEGIBLE PRINT/SIGN DATE/TIME	QTY CIRCLED	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	

Figure G-11.--CTF Audit.

Completed Transaction File (CTF) Audit Results

1. Number of Records: \_\_\_\_\_  
2. Number Incorrect: \_\_\_\_\_  
3. Number Correct: \_\_\_\_\_ (#1-#2)  
4. Validity Percentage: \_\_\_\_\_ (#3 divided by #1) x100  
Acceptable Percentage 100%

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

Auditor: \_\_\_\_\_

CTF Audit Results.

## Requisition Audit

Reference: NAVMC 4400.177A, appendix K

Frequency: Quarterly

Acceptable: IPG-I, Priorities 1-3, NMCS/PMCS: 98%  
 IPG-I, Priorities 1-3, non-NMCS/PMCS: 96%  
 IPG-II & III, Priorities 4-15, Routine: 90%

Sample: IPG-I, Priorities 1-3, NMCS/PMCS:  
 OMD: 50 or all if total requisition count is less than 50.

IPG-I, Priorities 1-3, non-NMCS/PMCS  
 OMD: 50 or all if total requisition count is less than 50.

IPG-II & III, Priorities 4-15, Routine

WMD Stock: 50 or all if total requisition count is less than 50  
 PEB: 50 or all if total requisition count is less than 50  
 OMD: 50 or all if total requisition count is less than 50 (10 records will come from ASKIT or all if less than 10).  
 SMD FSA: 50 or all if total requisition count is less than 50.

Action: Complete reconciliation (if less than above acceptable percentages)

Formula: 
$$\text{Validity \%} = \frac{\# \text{ regns audited} - \# \text{ regns in error}}{\# \text{ requisitions audited}} \times 100$$

Column Definitions/Procedures for Requisition Audit Worksheet: Obtain a list of the outstanding document numbers from R-Supply and/or ASKIT, utilizing the Requisition Listing, ADHOC or UFO report (ASKIT).

<u>Column</u>	<u>Definitions/Procedures</u>
1. and 2.	Select the appropriate number of records from the sample above and record the appropriate data (DDSN and Pri), in column 1 and 2 respectively, on the Requisition Audit Worksheet.
3. thru 6.	Query the requisition in R-Supply and record the appropriate entries. For ASKIT records, this information will already be included on the UFO report, record this information on the Requisition Audit Worksheet.
7.	If the current status is valid, such as ESD is not expired (See appendix K for details), the question "Is Status Valid" will be answered "Yes". If column 7 is marked yes, column 16 will be marked no. No other columns will need annotations. If the current status is not valid (see appendix K for details) then the question "Is Status Valid" will be answered "No" and audit will be continued utilizing the remaining columns.
8. thru 12.	Annotate last follow up sent, date sent, what RI sent to, status code and ESD (if applicable).

13. If the last follow-up sent is correct in accordance with appendix K, the question "Correct Follow-up" will be answered "Yes" if not it will be answered "No" and column 16 will be marked yes, noting this as a discrepancy.
14. If the document exists in both NALCOMIS and R-Supply (as applicable) mark yes, if not, mark no. If the Requisition Audit is for consumable stock or ASKIT requirement, this column will be marked N/A. 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 or if a record is on file in one system but not the other (as applicable), it will constitute a discrepancy.
15. If invalid status is marked for column 7, status validation can be conducted via the internal/external system (e.g., one touch, transledger etc.), to determine current status and corrective action required for requisition. Note any findings in this column and/or remarks column.
16. If either Step 7, 13 or 14 is answered "No" then column 16 "Discrepancy" will be answered "Yes". If there are no discrepancies, this column will be answered "No".
17. Annotate any additional remarks.

Once all requisitions are annotated and the worksheet is complete, utilize the Requisition Audit Results worksheet on the next page, and calculate the requisition validity.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
DDSN	Pri	Current Status				Is Status Valid	Date From Last Follow-up						Outstanding In NALCOMIS & R-Supply	Status Validation	Discrepancy	Remarks
		Sts Date	Sts Cd	RI From	ESD		Follow-up	Date Sent	Sent To	Sts Cd	ESD	Correct Follow-up				
						Yes / No						Yes / No / NR	Yes / No / NA		Yes / No	
						Yes / No						Yes / No / NR	Yes / No / NA		Yes / No	
						Yes / No						Yes / No / NR	Yes / No / NA		Yes / No	
						Yes / No						Yes / No / NR	Yes / No / NA		Yes / No	
						Yes / No						Yes / No / NR	Yes / No / NA		Yes / No	
						Yes / No						Yes / No / NR	Yes / No / NA		Yes / No	
						Yes / No						Yes / No / NR	Yes / No / NA		Yes / No	
						Yes / No						Yes / No / NR	Yes / No / NA		Yes / No	
						Yes / No						Yes / No / NR	Yes / No / NA		Yes / No	
						Yes / No						Yes / No / NR	Yes / No / NA		Yes / No	
						Yes / No						Yes / No / NR	Yes / No / NA		Yes / No	
						Yes / No						Yes / No / NR	Yes / No / NA		Yes / No	
						Yes / No						Yes / No / NR	Yes / No / NA		Yes / No	
						Yes / No						Yes / No / NR	Yes / No / NA		Yes / No	
						Yes / No						Yes / No / NR	Yes / No / NA		Yes / No	
						Yes / No						Yes / No / NR	Yes / No / NA		Yes / No	

Figure G-12.--Requisition Audit Worksheet.

Requisition Audit Results

1. Number Requisitions Audited: \_\_\_\_\_
2. Number of Discrepancies: \_\_\_\_\_
3. Number Correct: \_\_\_\_\_ (1-2)
4. Validity Percent: \_\_\_\_\_ (3 divided by 1) x100

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

Auditor: \_\_\_\_\_

Requisition Audit Results.

## Financial Report Audit

Reference: NAVMC 4400.177A, chapter 3, paragraph 3231.11

Frequency: Prior to and following every Live Financial Report

Acceptable: 100%

Sample: 100%

Action: Report validity (if less than 100% validity)

Formula: Any errors not corrected will constitute less than 100% validity

Procedure: The following R-Supply Financial Report Audit will be performed for each Pre-Live Financial Report, (Monthly Trial) conducted prior to processing the Live Financial Report (TL), to ensure all financial tables are accurate. All necessary corrective action will be completed prior to processing the Live Financial Report. Ensure an audit is performed for each OPTAR managed by the OPTAR holder.

1. R-Supply Financial Reports.

a. Match all Transmittal Numbers (TL#) and total dollar amounts on each OPTAR Document Transmittal Report NAVCOMPT 2156 to its corresponding Part III of the Budget OPTAR Report NAVCOMPT 2157. All amounts must be equal and TLs must be in the correct consecutive order.

OPTAR (UIC):

CURRENT FY:

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156		BUDGET OPTAR REPORT, PART III NAVCOMPT 2157		
TL#	AMOUNT	TL#	AMOUNT	DIFF
Total		Total		

1st PRIOR FY:

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156		BUDGET OPTAR REPORT, PART III NAVCOMPT 2157		
TL#	AMOUNT	TL#	AMOUNT	DIFF
Total		Total		

Figure G-13.--OPTAR Document Transmittal Report NAVCOMPT 2156 Audit Worksheet.

b. The value of the previous month Chargeable Obligations FYTD (Column 22 of the previous month NAVCOMPT 2157), plus the total of the Current Month

Transmittals (NAVCOMPT 2156) will equal the value of the current month Chargeable Obligations (Column 22 of the current month NAVCOMPT 2157).

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156/2157		
	CURRENT FY	1 <sup>ST</sup> PRIOR FY
1. PREV. MONTH COL. 22		
2. CUR. MONTH TL TOTAL		
3. TOTAL (1+2)		
4. CUR. MONTH COL. 22		
5. DIFFERENCE (3-4)		

Figure G-13.1--OPTAR Document Transmittal Report NAVCOMPT 2156/2157 Audit Worksheet.

c. Prior to running the Daily Live TL, it must be audited and discrepancies reviewed by the OIC/SNCOIC by performing the following:

(1) Review for valid fund codes (SUMMARY OF BOR BY FUND CODE from the NAVCOMPT 2157).

(2) Review all transactions with 5A/53 Advice Code and ensure a DD Form 200 is on file in OMD/WMD. If the DD Form 200 is not on file notify SMD for appropriate follow up. Annotate the amount of documents with a 5A/53 Advice Code and the total dollar amount.

(3) 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 with prior approval from HHQ.

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156		
	CURRENT FY	1ST PRIOR FY
1. Are Fund Codes Valid?	Y/N	Y/N
2. Identify 5A/53 advice code transactions. (Count/EMV)		
3. Are prior year obligations valid?	N/A	Y/N

Figure G-13.2--OPTAR Document Transmittal Report NAVCOMPT 2156 Audit Worksheet.

d. The total of OPTAR GRANTS Fiscal Year to Date must match authorizations received from the latest grant message.



	CURRENT FY	1ST PRIOR FY
1. NAVCOMPT 2157		
2. AUTHORIZATION (Grants received from G-8)		
3. DIFFERENCES (1-2)		

Figure G-13.3--OPTAR Grants/Authorization Difference Audit Worksheet.

e. 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 DL.

	CURRENT FY	1ST PRIOR FY
1. NAVCOMPT 2157 Col 23 Total		
2. DL Report FYTD DIFF		
3. DIFFERENCES (1-2)		

Figure G-13.4--Part II difference and FYTD difference comparison Audit Worksheet.

f. Check for erroneous Budget OPTAR Reports (NAVCOMPT 2157) (blank subheads, erroneous fiscal years, N/A BORS that should be negative reports, erroneous service identifier code, etc.). Enter the information on the table for each error found.

LIST OF ERRONEOUS BUDGET OPTAR REPORTS			
	ERROR 1	ERROR 2	ERROR 3
FISCAL YEAR			
UIC			
SUBHEAD			
BUDGET OPTAR CODE			
FUND CODE & DOLLAR AMOUNT			
TYPE EQUIP CODE			
OBLIGATIONS FYTD (22)			
CUMULATIVE DIFFERENCES (23)			
EXPENDITURES FYTD (24)			
OTHER/COMMENTS:			

Figure G-13.5--Erroneous Budget OPTAR Reports Audit Worksheet.

Financial Report Audit Results

Reference: NAVMC 4400.177A, chapter 3, paragraph 3001.11

OPTAR (UIC) Audited: \_\_\_\_\_ Month and FY: \_\_\_\_\_

1. Transmittal Numbers Match: Y / N
2. NAVCOMPT 2157 (Column 22) Validation: Y / N
3. NAVCOMPT 2156 (Transactions) Validation: Y / N
4. FYTD Grants Validation: Y / N
5. FYTD DL Validation: Y / N

Acceptable: No Errors

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

Auditor: \_\_\_\_\_

Financial Report Audit Results.

## Money Value Only (MVO) Requisition Audit

- Reference: NAVMC 4400.177A, chapter 3, paragraph 3001.15
- Frequency: Monthly (OMD OIC/SNCOIC)  
Quarterly (Audit/Assist)
- Acceptable: 98%
- Sample: 50 random requisitions from external websites and the internal database (e.g., R-Supply/ASKIT) or all if total requisition count is less than 50.
- Action: R-Supply/ASKIT validation and physical search for proof of delivery for all completed requisitions.
- Formula: 
$$\frac{\# \text{ reqns audited} - \# \text{ reqns in error} \times 100}{\# \text{ reqns audited}}$$
- Procedure: The following steps will be used for the MVO Audit:
- STEP 1. Obtain a list of completed document numbers within the last quarter from all external websites (e.g., SAIC, FedMall, GCPC, ServMart, PRBuilder, WAWF, and EEBP).
- STEP 2. Select 50 requisitions at random to create your sample. At least one requisition from each website/database must be audited. Input the selected requisitions into column 1.
- STEP 3. Query each document number to ensure it has been loaded into R-Supply or ASKIT. In column 2 annotate 'Yes' if document is in the internal database (R-Supply/ASKIT), if not mark 'No'.
- STEP 4. Validate the fund code used for each requisition and enter it into column 3 on the worksheet. In column 4 annotate 'Yes' if fund code is valid or 'No' if an invalid fund code was utilized.
- NOTE:** The AIR Card® Invoice will show 7B as the fund code. If the transaction is for ground services ensure the document in ASKIT reflects a 7F fund code.
- STEP 5. Validate if request was approved by the appropriate authority (e.g., AO, personnel appointed in the Delegation of Authority Letter, Card holder). The signatures and dates on the request should follow the proper workflow (e.g., requestor, CH, delegation of authority, AO). If request was approved by the appropriate authority annotate 'Yes', if not annotate 'No'.
- STEP 6. Query all documents in R-Supply/ASKIT to determine if an adjustment was processed via a DL. If an obligation difference was processed via DL annotate whether the charge was accepted (A) or challenged (C) in column 6.
- Step 7: Locate the Proof of Delivery (POD) for each requisition being audited in the Completed Transaction File and annotate 'Yes' or 'No' in column 7.

- Step 8: Validate that the dollar value on the receipt matches the expenditure within R-Supply/ASKIT. If receipt matches annotate 'Yes' in column 8, if it does not annotate 'No'.
- Step 9: Validate that the obligation matches the expenditure processed in R-Supply/ASKIT. If obligation and expenditure match annotate 'Yes' in column 9, if it does not annotate 'No'.
- Step 10: Ensure the requestor and the receiver are assigned in the Authorized Signature letter. If the signatures are authorized annotate 'Yes' in column 10, if they are not annotate 'No'.
- STEP 11. If item is controlled material (e.g., TBA or Flight Equipment) annotate Yes in column 11, if not annotate No. If column 11 is Yes, verify material is documented in the custody record. If custody record is on file annotate 'Yes' in column 12, if it is not annotate 'No'.
- STEP 12. If any column was annotated 'No' this will constitute a discrepancy; annotate 'Yes' in Column 13. Annotate any other Remarks in column 14.

Document Number	Loaded into R-Supply or Askit	Fund Code	Valid Fund Code	Appropriate Authority Approved Request	DL Accepted or Challenge	POD on File	POD Dollar Value Match R-Supply and Askit	Obligation and Expenditure Match	Requester and Reciever Authorized Signature	Controlled Material	Custody Record on File	Discrepancy	Remarks
	YES / NO		YES / NO	YES / NO	A / C / NA	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	
	YES / NO		YES / NO	YES / NO	A / C / NA	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	

Figure G-14.--MVO Requisition Audit Results.

MVO Requisition Audit Results

1. Number of Document Numbers: \_\_\_\_\_
2. Number Incorrect: \_\_\_\_\_
3. Number Correct: \_\_\_\_\_
4. Validity Percentage: \_\_\_\_\_

Acceptable Percentage 98%

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

Auditor: \_\_\_\_\_

MVO Requisition Audit Results.

## Fuel Audit

Reference: NAVMC 4400.177A, chapter 3, paragraph 3231.4-6, and appendix Y

Frequency: Quarterly

Acceptable: 100%

Sample: 25 Current FY Fuel Documents  
25 Prior FY Fuel Documents

Action: Complete Reconciliation

Formula: 
$$\text{Validity \%} = \frac{\# \text{ docs audited} - \# \text{ docs in error} \times 100}{\# \text{ docs audited}}$$

Procedure: The following steps will be used for the Fuel Audit:

- STEP 1. Obtain a list of fuel documents from EEBP for the previous quarter of the current FY and the entire previous FY.
- STEP 2. Randomly select 25 records from each list above and record the appropriate data (Column 1, 6, 8, 10, 12 and 14) on the Fuel Audit Worksheet.
- STEP 3. Go into the appropriate Fuel File and retrieve authorized receipt (e.g., DD form 1898, ASKIT 1348, or Admin Receipt) for each fuel document. If authorized receipt is on file annotate 'Yes' in Column 2, if not annotate 'No' and skip to step 5.
- STEP 4. Validate that the receipt on file is in accordance with ref (t) and the FIAR FL-14 guidebook (e.g., Circle quantity, UIC, Fuel Type, Legible printed name and date, Signature). If receipt is complaint with the above references annotate 'Yes' in column 3, if not annotate 'No'.
- STEP 5. Validate the correct UIC is annotated on the receipt and ensure ASKIT and EEBP reflect the appropriate UIC. If UIC is valid annotate 'Yes' in column 4, if not annotate 'No'.
- Step 6. Validate the correct Fund Code reflects in ASKIT and EEBP. If Fund Code is valid annotate 'Yes' in column 5, if not annotate 'No'.
- Step 7. Validate the TEC in column 6 matches the TEC processed in ASKIT (not Receipt). If TEC is valid annotate 'Yes' in column 7, if not annotate 'No'.
- Step 8. Validate the BuNo in column 8 matches the BuNo annotated on the receipt and processed in ASKIT. If BuNo is valid annotate 'Yes' in column 9, if not annotate 'No'.
- Step 9. Validate the fuel quantity in column 10 matches the quantity annotated on the receipt and processed in ASKIT. If quantity is valid annotate 'Yes' in column 11, if not annotate 'No'.

- Step 10. Validate the transaction date in column 12 matches the transaction date annotated on the receipt and processed in ASKIT. If transaction date is valid annotate 'Yes' in column 13, if not annotate 'No'.
- Step 11. Validate the Fuel Type in column 14 matches the fuel type annotated on the receipt and processed in ASKIT. If fuel type is valid annotate 'Yes' in column 15, if not annotate 'No'.
- STEP 12. If receipt was not found verify if the transaction was challenged in the DL or thru the DLA Energy Helpdesk. If it is a valid challenged annotate 'Yes' in column 16, this will not be considered a discrepancy. If not challenged or an invalid challenge was processed annotate 'No' and Skip to step 13.
- Step 13. If any column was annotated 'No' this will be considered a discrepancy; annotate 'Yes' in column 17. If there were no discrepancies annotate 'No' annotate any other remarks in column 18.

DDSN	Fuel Receipt	Compliant Receipt	Correct Uic	Correct Fund Code	TEC	Correct TEC	BuNo	Correct BuNo	Quantity	Quantity Match	Transaction Date	Transaction Date Match	Fuel Type	Correct Fuel Type	Challenged	Discrepancy	Remarks
	Yes / No	Yes / No	Yes / No	Yes / No		Yes / No		Yes / No		Yes / No		Yes / No		Yes / No	Yes / No / NR	Yes / No	
	Yes / No	Yes / No	Yes / No	Yes / No		Yes / No		Yes / No		Yes / No		Yes / No		Yes / No	Yes / No / NR	Yes / No	

Figure G-15.--Fuel Audit Worksheet.

Fuel Audit Results

1. Number of Document Numbers: \_\_\_\_\_
2. Number Incorrect: \_\_\_\_\_
3. Number Correct: \_\_\_\_\_
4. Validity Percentage: \_\_\_\_\_

Acceptable Percentage 100%

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

Auditor: \_\_\_\_\_

Fuel Audit Results.



## Custody Records Audit

Reference: NAVMC 4400.177A, chapter 3, paragraph 3221.4

Frequency: Quarterly

Acceptable: 100%

Sample: 100% of TBA, TBI/MAMS and F/E accounts

Action: Validate accounts

Formula: 
$$\text{Validity \%} = \frac{\# \text{ records audited} - \# \text{ records in error}}{\# \text{ records audited}} \times 100$$

Procedure: The following steps will be used for the Custody Records Audit:

STEP 1. Obtain all Custody Records and annotate the unit and account (e.g., TBA, TBI/MAMS, F/E) in column 1.

STEP 2. Validate the appropriate RO Appointment Letter is filed and annotate 'Yes' in column 2, if not filed annotate 'No'.

STEP 3. Validate the signature on the Acceptance Letter matches the name on the RO Appointment Letter. Ensure the date on the Acceptance Letter is on or after the date on the RO Appointment Letter. If the Acceptance Letter is valid annotate 'Yes', if not annotate 'No'.

STEP 4. Validate an inventory was conducted and filed with the off going and on coming RO. If the Change of RO inventory is filed and valid annotate 'Yes', if not annotate 'No'.

STEP 5. Validate the current quarterly/semi-annual inventory is complete and filed or an official schedule is submitted to the RO for notice of the upcoming quarterly/semi-annual inventory. If the inventory/notice is on file annotate 'Yes', if not annotate 'No'.

STEP 6. Validate the Inventory Results Letter to ensure all discrepancies were justified. Ensure the date on the Inventory Results Letter is on or after the date on the inventory. If Inventory Results Letter is valid annotate 'Yes', if not annotate 'No'.

STEP 7. Validate all previous required inventories are on file and accurate. Review all inventories conducted since the last audit/assist. If inventories are on file annotate 'Yes', if not annotate 'No'.

STEP 8. Validate the Inventory Results Letter for previous inventories and ensure all discrepancies were justified. If Inventory Results Letters are valid annotate 'Yes', if not annotate 'No'.

STEP 9. If any column was annotated No this will be considered a discrepancy; annotate 'Yes' in column 9. If there were no discrepancies annotate 'No'. Annotate any other remarks in column 10.

Unit/Account	RO Appointment Letter	Acceptance Letter	Change of RO Inventory	Current Inventory	Inventory Results Letter	Previous Inventories	Inventory Results Letter	Discrepancy	Remarks
	Yes / No	Yes / No	Yes / No	Date: Yes / No / NA	Yes / No	Date: Yes / No / NA	Yes / No	Yes / No	
	Yes / No	Yes / No	Yes / No	Date: Yes / No / NA	Yes / No	Date: Yes / No / NA	Yes / No	Yes / No	

Figure G-16.--Custody Records Audit Worksheet.

Custody Record Audit Results

1. Number of accounts Audited: \_\_\_\_\_
2. Number Incorrect: \_\_\_\_\_
3. Number Correct: \_\_\_\_\_
4. Validity Percentage: \_\_\_\_\_

Acceptable Percentage 100%

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

Auditor: \_\_\_\_\_

Custody Records Audit Results.

## AIR Card® Audit

Reference: NAVMC 4400.177A, chapter 3, paragraph 3231.3, and appendix U

Frequency: Quarterly

Acceptable: 100%

Sample: 100% of AIR Card® accounts

Action: Validate accounts

Formula: 
$$\text{Validity \%} = \frac{\# \text{ accounts audited} - \# \text{ accounts in error}}{\# \text{ accounts audited}} \times 100$$

Procedure: The following steps will be used for the AIR Card® Audit:

STEP 1. Obtain the previous quarter Flight Packet Inventories and annotate the unit and KHI Account (i.e., VMGR-152 945) in column 1.

STEP 2. Validate the previous quarter inventory matches the date on the KHI printout filed (No more than 5 working days prior to inventory). If the dates are within the acceptable timeframe annotate 'Yes' in column 2, if not annotate 'No'.

STEP 3. Validate the aircraft listed in the inventory matches the aircrafts (e.g., BuNo, Card number) listed in the KHI printout filed. If all aircrafts match annotate 'Yes' in column 3, if not annotate 'No'.

STEP 4. Verify if any discrepancies were identified during the Flight Packet Inventory. If discrepancies were identified annotate 'Yes' in column 4, if not annotate 'No'.

STEP 5. Validate if all discrepancies in column 4 were resolved by retrieving a new KHI printout of all aircraft assigned to the appropriate account. If all were resolved annotate 'Yes' in column 5, if not annotate 'No'.

STEP 6. If any column was annotated 'No' this will be considered a discrepancy; annotate 'Yes' in column 6. If there were no errors or if discrepancies were resolved annotate 'No'. Annotate any other remarks in column 7.

Squadron Account	Inventory Date Match	AIR Card Match	Discrepancy Identified	Discrepancy Resolved	Discrepancy	Remarks
	Yes / No	Yes / No	Yes / No	Yes / No / NA	Yes / No	
	Yes / No	Yes / No	Yes / No	Yes / No / NA	Yes / No	

Figure G-17.--AIR Card® Audit Worksheet.

AIR Card® Audit Results

1. Number of accounts Audited: \_\_\_\_\_
2. Number Incorrect: \_\_\_\_\_
3. Number Correct: \_\_\_\_\_
4. Validity Percentage: \_\_\_\_\_

Acceptable Percentage 100%

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

Auditor: \_\_\_\_\_

AIR Card® Audit Results.

## User Role Audit

Reference: NAVMC 4400.177A, chapter 4, paragraph 4301.2, and reference (aw)

Frequency: Quarterly

Acceptable: 100%

Sample: 100%

Action: Access/Menu role validation  
Critical menu item role validation  
User role validation  
R-Supply Segregation of Duties Validation  
R-Supply User role menu level validation

Procedures: Utilize R-Supply/NALCOMIS User Role/Menu Tables to review applicable databases. The SAA will utilize standardized ADHOC queries to conduct all validations. AB will provide the SAA a list of all discrepancies to be corrected. These errors must be corrected and verified by the AB prior to the completion of this audit. The User Role Audit consists of a five step approach.

Step 1:

1. Run an ADHOC for all user Access/Menu Roles assigned in R-Supply and only NALCOMIS user Access/Menu Roles assigned to the supply organizational code.
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 validated by reviewing their authorized R-Supply/NALCOMIS user access forms. All users with unauthorized access will result in a failure of the appendix G Audit.

Step 2:

1. Utilizing ADHOC from Step 1, filter for all users with R-Supply/NALCOMIS (Supply ORG code) critical menu item roles listed in chapter 4, table 4-6 and 4-7.
2. Validate users with assigned critical menu item roles against the Critical Menu Items Authorization Letter.
3. Any users found having critical menu items, without being identified on the signed Critical Menu Items Authorization Letter, will result in a failure of the appendix G Audit.

Step 3:

1. Utilizing reference (aw) run standardized User Roles/Menu Role ADHOCS to conduct user role validation.
  - (a) Validate that the assigned user roles in R-Supply match

authorized roles on the assigned user's authorized R-Supply user roles worksheet.

- (b) Ensure that no user is assigned R-Supply template roles: "Supply Officer" or "Supply User".

- 2. Any users found having user roles assigned in R-Supply without being identified on the authorized R-Supply user roles worksheet or R-Supply template roles: "Supply Officer" or "Supply User" assigned in R-Supply will result in a failure of the appendix G audit.

Step 4:

- 1. Utilizing reference (aw) run standardized User Roles/Menu Role ADHOCS to conduct SOD role validation.
  - (a) Validate users assigned roles: "CO", "Department Head", "Division Officer", "WC Supervisor", "WC Worker" are not assigned the "Approver" or "Receiver" without a signed approved multiple roles waiver.
  - (b) Validate users assigned multiple SOD roles (APPROVER, RECEIVER, REQUESTOR) have a signed approved multiple roles waiver.
- 2. Any users assigned roles: "CO", "Department Head", "Division Officer", "WC Supervisor", "WC Worker" and assigned the "Approver" or "Receiver" without a signed approved multiple roles waiver constitutes a failure of the appendix G audit. Any users assigned multiple SOD roles (APPROVER, RECEIVER, REQUESTOR) without a signed approved multiple roles waiver constitutes a failure of the appendix G audit.

Step 5:

- 1. Utilizing reference (aw) run standardized Menu Role ADHOCS to conduct user role menu level validation.
  - (a) Validate the menu levels for APPROVER, RECEIVER, REQUESTOR user roles only contain the menu levels listed in reference (aw) figures 2 through 4.
  - (b) Validate unit defined customs roles in R-Supply do not contain any of the menu item numbers for APPROVER, RECEIVER, REQUESTOR listed in reference (aw) figures 2 through 4.
- 2. If any APPROVER, RECEIVER, REQUESTOR user roles contain menu levels are not listed in reference (aw) figures 2 through 4, this will constitute a failure of the appendix G audit. If any unit defined custom roles contain menu items listed in reference (aw) figures 2 through 4, this will constitute a failure of the appendix G audit.

## User Role Audit Results

Step 1:

1. Number of R-Supply Users: \_\_\_\_\_
2. Number of NALCOMIS (Supply ORG code) Users: \_\_\_\_\_
3. Total Users (#1 + #2): \_\_\_\_\_
4. Number of R-Supply Users with unauthorized access: \_\_\_\_\_
5. Number of NALCOMIS (Supply ORG code) Users with  
Unauthorized access: \_\_\_\_\_

If line 4 or 5 are greater than 0, this constitutes a failure of the entire User Role audit.

Step 2:

6. Number of R-Supply Users with unauthorized Critical  
Menu Item Roles: \_\_\_\_\_
7. Number of NALCOMIS (Supply ORG code) Users with  
unauthorized Critical Menu Item Roles: \_\_\_\_\_

If line 6 or 7 are greater than 0, this constitutes a failure of the entire User Role audit.

Step 3:

8. Number of R-Supply User Roles Worksheet that do not  
match user roles assigned in R-Supply: \_\_\_\_\_
9. Number of users assigned the R-Supply Template roles  
of "Supply Officer" and/or "Supply User": \_\_\_\_\_

If line 8 or 9 is greater than 0, this constitutes a failure of the entire User Role audit.

Step 4:

10. Number of Users assigned the user roles of "CO",  
"Department Head", "Division Officer", "WC Supervisor",  
"WC Worker without signed approved multiple roles  
waiver: \_\_\_\_\_
11. Number of Users assigned SOD user roles (Requestor,  
Approver, Receiver) without signed approved multiple  
roles waiver: \_\_\_\_\_

If line 10 or 11 are greater than 0, this constitutes a failure of the entire User Role audit.



Step 5:

12. Number SOD user roles (Requestor, Approver, and Receiver)  
That contain menu levels not listed in reference (aw)  
figures 2-4? \_\_\_\_\_
13. Number of Unit Defined Custom Roles that contain any  
menu item listed in reference (aw) figures 2-4? \_\_\_\_\_

If line 12 or 13 are > 0, this constitutes a failure of the entire User Role  
audit.

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

Auditor: \_\_\_\_\_

User Role Audit Results.

## Fly-In Support Allowance Deficiencies Audit

Reference: NAVMC 4400.177A, chapter 4, paragraph 4201.3

Frequency: Quarterly

Acceptable: 100% Validity

Sample: 100% of all non-deployed FSAs

Action: Verify that each noted FSA deficiency is sufficiently addressed.

Formula: 
$$\frac{\# \text{NIINs audited} - \# \text{NIINs in error} \times 100}{\# \text{NIINs audited}}$$

Procedures: Produce listing via R-Supply Support Package Listing with 'deficiencies' selected. You will have to batch file transfer the file, convert text to columns, and filter items with a deficiency quantity < or > than zero. This will ensure that substitutes and dual locations are identified during the validation. Excluding deployed FSA packages from this validation. Complete the FSA Deficiency audit worksheet as described below:

## Column Definitions/Procedures for Deficiency Worksheet:

Column	Definition
1. FSA ID	Alphanumeric Code Specific to Each FSA.
2. NIIN	National Item Identification Number.
3. COG	Cognizant symbol
4. MCC	Material Control Code
5. UI	Unit of Issue
6. SP Allowance	Support Package Allowance
7. SP OH	Support Package On-Hand
8. DEF QTY	Deficiency Quantity (SP Allowance - SP OH)
9. STORE ROOM QTY	WMD Location On Hand Qty
10. ZB9 RECORD	If there is a ZB9 record on file, circle yes, if not, circle no.
<b>NOTE:</b> If an RFI qty is not available, any FSA deficiency without a corresponding ZB9 will be identified as a potential discrepancy	
11. SUSPENSE	If there is a suspense record on file, (specific to that FSA), circle yes, if not, circle no.
12. SUB OH	If there is a SUB OH record on file, (specific to that FSA), circle yes, if not, circle no.

## 13. DISCREPANCY

NIIN is discrepant if any item marked 'no' remains unresolved. If so, circle yes, if not, circle no.

## 14. REMARKS

Any additional Comments.

If there is an RFI Qty on hand in WMD and the FSA is deficient, this constitutes a potential discrepancy, regardless of whether a ZB9 requirement exists.

If there are any items which are identified as potential discrepancies, AB will conduct causative research. Unresolved causative research will result in an FSA deficiency audit discrepancy.

**NOTE:** Verify receipt on board date. If the receipt on board date is older than the current week's deficiencies, this would constitute as an exception.

Transcribe the information to FSA deficiency audit results worksheet and compute the validity percentage.

1	2	3	4	5	6	7	8	9	10	11	12	13	14
FSA ID	NIIN	COG	MCC	UI	SP ALLOWANCE	SP OH	DEF QTY	STORE ROOM QTY	ZB9 RECORD Yes/No	SUSPENSE Yes/No	SUB O/H Yes/No	DISCREPANCY Yes/No	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	

Figure G-18.--FSA Deficiency Audit Worksheet.

Fly-In Support Allowance Deficiency Audit Results

1. Total Number of FSA Deficiencies : \_\_\_\_\_

2. Number of Actual Discrepancies : \_\_\_\_\_

3. Number Correct : \_\_\_\_\_ (#1-#2)

4. Validity Percentage : \_\_\_\_\_ (#3/#1) x 100

Overall Grade : \_\_\_\_\_

Acceptable: 100%

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

Auditor: \_\_\_\_\_

FSA Deficiency Audit Results.

## Financial Liability Survey Audit

Reference: NAVMC 4400.177A, chapter 2, paragraph 2001.11 and 2401.13(e) thru (f), chapter 3, paragraph 3001.11, chapter 4, paragraph 4101.11, chapter 6, paragraph 6002.11, and appendix Z

Frequency: Monthly (AB): Prior to End of Month/End of Year processing for current month transactions and/or  
Audit/Assist: All transactions since last audit/assist.

Acceptable: 100%

Sample: 100% of the Gains/Losses/Surveys with SPkgs, expenditure codes, and 5A/53 Advice Codes.

Action: Validation of Inventory Adjustments  
Validation of all pending and completed surveys

Procedures: Financial Liability Survey Audit process consists of a three-pronged approach.

1. The Gains/Losses Report is a listing of all transactions of gains/losses by inventory and gains/losses in shipment processed against the Inventory Expenditure Table. Use the following parameters to produce the Gains/Losses report:

**NOTE:** A Survey, 'Pending' and 'Completed' aren't needed, due to populating on the Gains and Losses Option.

**Gains/Losses/Surveys**

**Options**

☐ Stores Type... ☐ SPkg

☒ Gains ☒ Gain by Inventory Receipt

☒ Losses ☒ Loss by Inventory Receipt

☐ Surveys

☐ Pending ☐ Completed

**Date Range**

From: 01 OCT 2018 To: 15 APR 2019

**Sort By**

☒ Doc Nbr

☐ RHH

☐ FSC

☐ Ccg

Step 1: Gross Inventory Adjustment - Use the Gains and Losses Total EMV to fill out the below:

<u>ADJUSTMENT</u>	<u>AMOUNT (Total EMV)</u>
1. Total Gain by inventory:	\$ _____
2. Total Loss by inventory:	\$ _____
3. Total Inventory Adjustment: (1+2)	\$ _____

Are Pre-Adjustment/Adjustment Authorization Forms or NAVSUP Form 4550/6 Inventory Adjustment Authorization > \$500,000 completed and on file?

**NOTE:** Utilize Reference (w) to validate items requiring Pre-Adjustment / Authorization Forms. EMV, CIIC, and/or risk category will affect your Pre-Adjustment /Authorization Form validation(s).

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**NOTE:** Step 1 will not be conducted during the internal/external audit.

Step 2: Supply Officer Stores Survey (NWCF) - Utilize the Gains/Losses/Surveys report to determine all transactions that require a Supply Officer Stores Survey IAW with reference (t), volume I, Chapter 5. Annotate the amount of discrepant surveys found in the appropriate section.

**NOTE:** The auditor will need to retrieve the CIIC and, if applicable, the AvnSupO's Pilferable list utilizing an ADHOC utility tool to aid in this step.

**NOTE:** A DD form 200 is not needed for any gain or loss reversals.

a. If 30 business days have passed since the adjustment was processed, are all transactions requiring a DD form 200 completed survey file with causative research attached?

WMD \_\_\_\_\_ SMD \_\_\_\_\_

**NOTE:** For FSA DD Form 200s, SMD will provide completed files/KSDs to WMD OIC/SNCOIC as the repository for all Supply Officer Stores DD Form 200s.

b. Are all LIS DD form 200s in the pending or completed survey file?

**NOTE:** The auditor will need to retrieve the LIS surveys utilizing an ADHOC utility tool. Refer to Chapter 4, Audit Branch for SQL use (Expenditure Codes/Transaction Codes).

c. Are all DD form 200(s) free of financial error and signed by the appropriate Accountable Officer? Reconcile the DD form 200's Inquiry/Investigation number, NSN, Unit Price/Total Cost, and Quantity with R-Supply.

Step 3: Non-Supply Officer Stores Survey (FHP) - Utilize the 5A/53 Issue/Refer SQLs in R-Supply to produce a listing of transactions requiring a Non-Supply Officer Stores Survey. For all other Non-Supply Officer Stores Survey(s) not processed in the R-Supply (e.g., TBA, AIR Card®, and Flight Equipment) verify financial data with the appropriate source. Annotate the amount of discrepant surveys found in the appropriate section.

a. Are all transactions requiring a DD form 200 in the pending or completed survey file with causative research attached (if applicable)?

WMD \_\_\_\_\_

OMD \_\_\_\_\_

**NOTE:** A DD form 200, signed by the Commanding Officer, must be received prior to processing the requisition. Only one DD form 200 should be routed for each item with a Unit Price of \$5,000 or more, or categorized as a Controlled item in accordance with reference (w).

b. Are all LIS DD form 200s in the pending or completed survey file?

WMD \_\_\_\_\_

OMD \_\_\_\_\_

c. Are all DD form 200(s) free of financial error and signed by the appropriate authority?

(1) Reconcile the DD form 200's Inquiry/Investigation number (original document if available, if not 'N/A', Document Number Used to Adjust Property Record (Block 17a.), NSN, Unit Price/Total Cost, and quantity with R-Supply.

WMD \_\_\_\_\_

(2) Reconcile the DD form 200's Inquiry/Investigation number (see note), Document Number Used to Adjust Property Record (Block 17a.), NSN, Unit Price/Total Cost, and quantity with the appropriate source.

OMD \_\_\_\_\_

**NOTE:** The first six digits will be the UIC of the squadron initiating the survey, followed by the Julian date and then assigned serial number (i.e., V09389-8100-TBA1).

Grading Criteria: The following errors constitute failure of this audit:

a. If any of the items above marked "No" are unresolved.

b. Appropriate signatures are not received on the DD form 200 in accordance with appendix Z and reference (t).

Financial Liability Survey Audit.

## Financial Liability Survey Audit Results

## WMD Surveys

1. Total Number of Surveys : \_\_\_\_\_
2. Number of Incorrect : \_\_\_\_\_
3. Number Correct : \_\_\_\_\_ (#1-#2)
4. Validity Percentage : \_\_\_\_\_ (#3/#1) x 100

## OMD Surveys

1. Total Number of Surveys : \_\_\_\_\_
2. Number of Incorrect : \_\_\_\_\_
3. Number Correct : \_\_\_\_\_ (#1-#2)
4. Validity Percentage : \_\_\_\_\_ (#3/#1) x 100

Overall WMD Grade : \_\_\_\_\_

Overall OMD Grade : \_\_\_\_\_

Acceptable: 100%

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

Auditor: \_\_\_\_\_

Financial Liability Survey Audit Results.



## Post LAP/Inventory Audit

Reference: NAVSUP P-723 and NAVMC 4400.177A, chapter 2, paragraph 2401.13, chapter 4, paragraph 4201.4, and appendix N

Frequency: Upon completion of the LAP/Inventory

Acceptable: WMD Material: Category A: 99%  
 Category B: 98%  
 Category C: 100% (excluding classified)  
 Classified: 100%  
 LAP: 99%

FSA Material: Category A: 99%  
 Category B: 98%  
 Category C: 100% (excluding classified)  
 Classified: 100%  
 LAP : 99%

Sample: 5% of all NIINs inventoried, and all for Classified inventory.

Action: If the first 5% sampling of the post inventory audit accuracy is less than acceptable accuracy listed above, another 5% sampling will be conducted. If this sampling also reveals less than acceptable accuracy listed above, the original inventory will be considered invalid and another complete inventory must be conducted.

Formula:

$$\text{Depth} = \frac{(\text{Total number of items in the sample}) - (\text{Number of items that require an adjustment})}{(\text{Total number of items in the sample})}$$

Procedure: Upon completion of the scheduled LAP/inventory, AB will select 5% of the total NIINs LAP/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, as well as noting any LAP discrepancies for selected sample. For procedures on how to conduct post inventory sample counts, utilize the Category A/B/C Inventory Audit and Classified Inventory Audit, from this appendix. Additionally, each audit will require the addition of the UI and UI Validation as applicable (see columns below). UI validation will be conducted ensuring the MRF, SIR and actual UI match. If this validation is marked 'no', it will constitute a LAP discrepancy.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
NIIN	LOC	Shelf Count	RSUP LOC O/H	NALC RFI	(C) - (E) MATCH YES/NO	RSUP NRFI	NRFI VAUD(DIFM WC/IOU REPORT) YES/NO	RSUP SUBCUS	NALC SUS/SUBC VAUD YES/NO	RSUP TOTAL OH QTY	NALC ACBAL	K & L MATCH YES/NO	CAT A/B/C	Actual Eaches (Depth) Exceptions (D-C)	DISCREP YES/NO	UI MRF/SIR/ACTUAL Valid YES/NO* (used for Post Inv)	REMARKS

Figure G-19.--Post LAP/Inventory Audit Worksheet (repairable material).

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
NIIN	UI	LOC	Shelf Count	RSUP LOC O/H	Diff (D-E)	Pending Iss/Tran QTY	Pending Receipts QTY	RSUP SPKG QTY	Adjusted Shelf Count (D+G+I)-H* <small>*Annotate the Difference</small>	RSUP TOTAL OH QTY	Category A,B,C	Actual Eaches (Depth) Exceptions (K-J)	DISCREP YES/NO	UI MRF/SIR/ACTUAL Valid YES/NO* (used for Post Inv)	Remarks

Figure G-20.--Post LAP/Inventory Audit Worksheet (consumable material).

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
NIIN	LOC	Shelf Count	RSUP LOC O/H	NALC RFI	(C) - (E) MATCH YES/NO	RSUP NRFI	NRFI VAUD(DIF M WC/IOU REPORT) YES/NO	RSUP SUBCUS	NALC SUS/SUBC VAUD YES/NO	RSUP TOTAL OH QTY	NALC ACBAL	K & L MATCH YES/NO	CIIC	WMD Actual Eaches (Depth) Exceptions (D-C)	WMD DISCREP YES/NO	SMD DISCREP YES/NO	FSA ID	FSA LOC QTY	FSA Shelf Count	SMD Actual Eaches (Depth) Exceptions (S-T)	UI MRF/SIR/ACTUAL Valid YES/NO* (used for Post Inv)	REMARKS

Figure G-21.--Post LAP/Inventory Audit Worksheet (classified material).

1	2	3	4	5	6	7	8	9	10	11	12	13
FSA ID	FSA LOC	NIIN	U/I	FSA Shelf Count	FSA RSUP O/H QTY	FSA NALC (REP ONLY) O/H QTY	REP #5-#7 CON #5-#6 Match YES/NO	CAT A/B/C	Actual Eaches (Depth) Exceptions (F-E)	DISCREP YES/NO	UI MRF/SIR/ACTUAL Valid YES/NO* (used for Post Inv)	REMARKS

Figure G-22.--Post LAP/Inventory Audit Worksheet (FSA material).

## Post LAP/Inventory Audit Results

## Procedures:

Consumables Depth Calculation by Category:

1. Total number of items in the sample is defined as the sum of column 5, 'RSUP LOC O/H.'
2. Number of items that require an adjustment is defined as the sum of column 13, 'Actual Eaches (Depth) Exceptions.'

Repairables Depth calculation by Category:

1. Total number of items in the sample is defined as the sum of column 4, 'RSUP LOC O/H.'
2. Number of items that require an adjustment is defined as the sum of column 15, 'Actual Eaches (Depth) Exceptions.'

FSA Depth Calculation by Category:

1. Total number of items in the sample is defined as the sum of column 6, 'FSA RSUP O/H QTY.'
2. Number of items that require an adjustment is defined as the sum of column 10, 'Actual Eaches (Depth) Exceptions.'

**NOTE:** A positive or negative delta constitutes a depth exception. All other discrepancies will be annotated under remarks.

## 1. Location Range:

## 2. Category A Inventory:

- |                                      |       |                 |
|--------------------------------------|-------|-----------------|
| a. Total Number of Eaches Audited:   | _____ |                 |
| b. Total Number of Eaches Incorrect: | _____ |                 |
| c. Total Number of Eaches Correct:   | _____ | (a-b)           |
| d. Depth Validity:                   | _____ | (a-b)*100/a = % |

## 3. Category A LAP:

- |                                  |       |                 |
|----------------------------------|-------|-----------------|
| a. Total Number (Range) Audited: | _____ |                 |
| b. Number (Range) Incorrect:     | _____ |                 |
| c. Number (Range) Correct:       | _____ | (a-b)           |
| d. Validity (Range) Percentage:  | _____ | (a-b)*100/a = % |

## 4. Category B:

- |                                      |       |                 |
|--------------------------------------|-------|-----------------|
| a. Total Number of Eaches Audited:   | _____ |                 |
| b. Total Number of Eaches Incorrect: | _____ |                 |
| c. Total Number of Eaches Correct:   | _____ | (a-b)           |
| d. Depth Validity:                   | _____ | (a-b)*100/a = % |

## 5. Category B LAP:

- |                                  |       |                 |
|----------------------------------|-------|-----------------|
| a. Total Number (Range) Audited: | _____ |                 |
| b. Number (Range) Incorrect:     | _____ |                 |
| c. Number (Range) Correct:       | _____ | (a-b)           |
| d. Validity (Range) Percentage:  | _____ | (a-b)*100/a = % |

6. Category C:
- a. Total Number of Eaches Audited: \_\_\_\_\_
  - b. Total Number of Eaches Incorrect: \_\_\_\_\_
  - c. Total Number of Eaches Correct: \_\_\_\_\_ (a-b)
  - d. Depth Validity: \_\_\_\_\_  $(a-b) * 100 / a = \%$
7. Category C LAP:
- a. Total Number (Range) Audited: \_\_\_\_\_
  - b. Number (Range) Incorrect: \_\_\_\_\_
  - c. Number (Range) Correct: \_\_\_\_\_ (a-b)
  - d. Validity (Range) Percentage: \_\_\_\_\_  $(a-b) * 100 / a = \%$
8. Classified (CIIC):
- a. Total Number of Eaches Audited: \_\_\_\_\_
  - b. Total Number of Eaches Incorrect: \_\_\_\_\_
  - c. Total Number of Eaches Correct: \_\_\_\_\_ (a-b)
  - d. Depth Validity: \_\_\_\_\_  $(a-b) * 100 / a = \%$
9. Classified (CIIC) LAP:
- a. Total Number (Range) Audited: \_\_\_\_\_
  - b. Number (Range) Incorrect: \_\_\_\_\_
  - c. Number (Range) Correct: \_\_\_\_\_ (a-b)
  - d. Validity (Range) Percentage: \_\_\_\_\_  $(a-b) * 100 / a = \%$

## Acceptable Percentage:

WMD Material: Category A: 99%  
 Category B: 98%  
 Category C: 100% (excluding classified)  
 Classified: 100%  
 LAP: 99%

FSA Material: Category A: 99%  
 Category B: 98%  
 Category C: 100% (excluding classified)  
 Classified: 100%  
 LAP: 99%

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

Auditor: \_\_\_\_\_

Post LAP/Inventory Audit Results.

APPENDIX H  
INSPECTION CHECKLIST

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FUNCTIONAL ASSESSMENT (FA) OBJECTIVES

A. General. 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. Appendix H and G audits will each account for 50 percent of the total grade.

b. Each appendix H question has been weighted by subject matter experts from throughout the fleet. A value of one is assigned to a low mission impact question. These questions are usually administrative type questions. A value of two is assigned to questions which have a moderate impact on mission readiness. These questions jeopardize supply effectiveness and flight line support, but still allow for mission accomplishment. A value of three is assigned to questions which substantially impact mission readiness and could be the difference between a mission capable or non-mission capable aircraft. A value of 3 is also assigned to those items having an adverse impact to financial and/or inventory integrity.

c. A one point value question is generally a yes or no type answer. If the function is being performed correctly then the full value of one is given. If the function is not being performed correctly then no points are given. Point values are as follows:

- 0 - The assigned task was not accomplished.
- 1 - The assigned task was accomplished.

d. A two point value question can be awarded a value from zero through two. If the function is being performed correctly then the full value of two is given. If the function is being performed with minor mistakes/errors then a value of one is given. If the function is not being performed or is being performed with major mistakes/errors then no points are given. Point values are as follows:

- 0 - The assigned task was not accomplished.
- 1 - The assigned task was accomplished with errors.
- 2 - The assigned task was accomplished.

e. A three point value question can be awarded a value from zero through three. If the function is being performed correctly then the full value of three is given. If the function is being performed with minor mistakes/errors

then a value of two is given. If the function is being performed with major mistakes/errors then a value of one is given and if the function is not performed then no points are given. Point values are as follows:

- 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. Departments/divisions receiving a percentage of 90 to 100 percent shall be graded On-Track. These departments/divisions demonstrated proper performance/procedures of a majority of the required tasks and/or stated goals in accordance with this Manual.

(2) Needs More Attention. Departments/divisions receiving a percentage of 80 to 89 percent shall be graded as on track with major discrepancies. These departments/divisions did not achieve a majority of the stated goal(s); however, unit personnel showcased both the ability and knowledge to rectify and correct any noted discrepancy and demonstrated general knowledge and adherence to this Manual.

(3) Off Track. Department/divisions receiving a percentage of 79 percent and below shall be graded as Off-Track. These departments/divisions incorrectly demonstrated procedures. Neither task nor stated goals were achieved in accordance with this Manual. Additional assistance and re-inspection is required.

SUPPLY PERSONNEL AND ADMINISTRATIVE DIVISION (SPAD)

MALS \_\_\_\_\_

Date \_\_\_\_\_

AvnSupO \_\_\_\_\_

AAvnSupO \_\_\_\_\_

AvnSupChf \_\_\_\_\_

Inspector \_\_\_\_\_

SPAD Grade \_\_\_\_\_



## APPENDIX H

## SUPPLY PERSONNEL ADMINISTRATION DIVISION (SPAD)

AvnSupO/AvnSupChf

1. Does the AvnSupO approve all Non-Standard Procurement requests/purchases greater than \$3,500? (paragraph 1000.2) 0 1
2. Does the AvnSupChf ensure SPAD personnel attend technical training at least three times per month? (paragraph 1000.3g) 0 1
3. Does the AvnSupChf maintain an active AMHS account? (paragraph 1000.3h) 0 1
4. Does the AvnSupO/AvnSupChf have a current and accurate turnover jacket, which outlines specific duties and responsibilities? (paragraph 1000.4) 0 1 3
  - a. Tasks. N/A
  - b. Validation. Internal/External Correspondence. (3 points)
    - (1) Current Letter of Acceptance (AvnSupO) \_\_\_\_\_
    - (2) Delegation of Authority to obligate/deobligate funds (AvnSupO) \_\_\_\_\_
    - (3) Designation as Accountable Officer for Supply System Stock Survey \_\_\_\_\_
    - (4) Authorization to Approve ServMart Requests \_\_\_\_\_
    - (5) Authorization to Approve Open Purchase Requests \_\_\_\_\_
    - (6) Authorization to Sign Official Correspondence By Direction (AvnSupO) \_\_\_\_\_
    - (7) Collateral Duty Assignment Letters (e.g., Range Coaches, Safety Rep, EO etc.) \_\_\_\_\_
    - (8) Delegation of Authority for User Role and Change Notice Report review and approval \_\_\_\_\_

## SUPPLY PERSONNEL AND ADMINISTRATIVE DIVISION (SPAD)

1. Does SPAD have on hand a current copy of the MALS' and applicable squadron's Tables of Organization (T/O) and is the Personnel Board properly maintained? (paragraph 1100.1a(1) & 1101.1) 0 1 2
  - a. Task. Populate current MALS supply personnel numbers on the Personnel Board. Figure 1-1. (1 point) \_\_\_\_\_
  - b. Validation. (1 point)
    - (1) T/O on hand numbers reflected? \_\_\_\_\_
    - (2) ASR Breakout \_\_\_\_\_
    - (3) Personnel Assignment \_\_\_\_\_
    - (4) Daily Status \_\_\_\_\_
    - (5) File Maintenance N/A \_\_\_\_\_
2. Is an ASD Personnel File (manual or electronic) being properly maintained? (paragraph 1101.2) 0 1
  - a. Task. Generate ASD personnel file. \_\_\_\_\_
  - b. Validation.
    - (1) Storage \_\_\_\_\_
    - (2) Current (Morning Report) \_\_\_\_\_
    - (3) Personnel Assignment \_\_\_\_\_
    - (4) Recall information \_\_\_\_\_
    - (5) File Maintenance \_\_\_\_\_
3. Is an ASD Recall Roster published and properly maintained? (paragraph 1101.3) 0 1 2
  - a. Task. Generate and publish a recall roster. (1 point) \_\_\_\_\_
  - b. Validation. (1 point)
    - (1) Current on file \_\_\_\_\_
    - (2) Match morning report \_\_\_\_\_
    - (3) File maintenance \_\_\_\_\_
4. Does SPAD properly maintain Correspondence Files? (paragraph 1101.4) 0 1 2
  - a. Task. Perform task associated with maintaining the correspondence file. (1 point)

- (1) Properly file correspondence
  - (2) Disposal Process \_\_\_\_\_
- b. Validation. Correctly file Internal/External Correspondence. (1 point)
  - (1) SSIC Sequence \_\_\_\_\_
  - (2) File Maintenance \_\_\_\_\_
- 5. Does the SPAD (or the AvnSupChf) have access to CPIMS? (paragraph 1101.5) 0 1
  - a. Task. N/A
  - b. Validation. Show proof of active account and ability to view supply personnel. (1 point) \_\_\_\_\_
- 6. Does SPAD review and publish the morning Report via Marine On Line (MOL) in the format/time required? (paragraph 1101.6) 0 1 2
  - a. Task. Review/Publish the morning report. (1 point) \_\_\_\_\_
  - b. Validation. Are the following being conducted?. (1 point)
    - (1) Reviewed/Updated \_\_\_\_\_
    - (2) Submitted on time \_\_\_\_\_
    - (3) File maintenance \_\_\_\_\_
- 7. Does SPAD ensure all incoming personnel records reflect up-to-date division assignment? (paragraph 1101.7) 0 1
- 8. Is SPAD the central processing and distribution point for incoming correspondence, directives and associated directive changes? (paragraph 1101.8) 0 1
- 9. Does SPAD submit Training Reports/Schedules to the MALS as required? (paragraph 1101.9) 0 1

WAREHOUSE MANAGEMENT DIVISION (WMD)

MALS \_\_\_\_\_

Date \_\_\_\_\_

OIC \_\_\_\_\_

SNCOIC \_\_\_\_\_

Inspector \_\_\_\_\_

WMD Grade \_\_\_\_\_

OIC/SNCOIC Grade \_\_\_\_\_

WRB Grade \_\_\_\_\_

WIB Grade \_\_\_\_\_

WDS Grade \_\_\_\_\_

WIS \_\_\_\_\_

WCB Grade \_\_\_\_\_

PEB Grade \_\_\_\_\_

SSB Grade \_\_\_\_\_

WSB Grade \_\_\_\_\_

## WAREHOUSE MANAGEMENT DIVISION

1. Does the OIC/SNCOIC have on hand a current and accurate Turnover Jacket, which outlines specific duties and responsibilities?  
(paragraph 2001.2) 0 1 2
  - a. Task. N/A
  - b. Validation. Does each turnover jacket outline OIC/SNCOIC or branch duties/responsibilities? (2 points)
    - (1) File Maintenance. \_\_\_\_\_
2. Does the OIC/SNCOIC support the Long Term Divisional Technical Training Plan of the AvnSupO? (paragraph 2001.3, and appendix I)  
0 1 2 3
  - a. Task. Demonstrate a period of instruction IAW appendix I paragraphs 4 through 6. (1 point). \_\_\_\_\_
  - b. Validation. Are the following being conducted? (2 points)
    - (1) Tasks associated with conducting Technical Training. \_\_\_\_\_
    - (2) Technical Training documents completed IAW appendix I. \_\_\_\_\_
    - (3) File Maintenance. \_\_\_\_\_
3. Does the OIC/SNCOIC ensure all WMD Marines have access to necessary sites in order to perform duties specific to WMD? (paragraph 2001.7)  
0 1
4. Does the OIC/SNCOIC review the Stock Control Review Listing (SCRL) and identify potential discrepancies on a daily basis?  
(paragraph 2001.8) 0 1 2
  - a. Task. Perform tasks associated with review of the SCRL.  
(1 point) \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Review/discrepancies identified. \_\_\_\_\_
    - (2) File Maintenance. \_\_\_\_\_
5. Does the OIC/SNCOIC review the NALCOMIS O/I Level IOU Report? (paragraph 2001.9) 0 1 2
  - a. Task. Review an IOU Report with a Warehouse SNCO or WIB NCOIC  
(1 point) \_\_\_\_\_
  - b. Validation. Are the IOU reports being signed? (1 point) \_\_\_\_\_
6. Does the OIC/SNCOIC review the R-Supply Automatic Reorders?  
(paragraph 2001.10) 0 1 2

- a. Task. Review an annotated Trial and Live Automatic Reorder.  
(1 point) \_\_\_\_\_
  - b. Validation. Are the Automatic reorders being signed? (1 point) \_\_\_\_\_
- 7. Does the OIC/SNCOIC maintain a survey file for items in the process of being surveyed? (paragraph 2001.11) 0 1
  - a. Task. N/A
  - b. Validation. Is the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_
- 8. The Division OIC/SNCOIC will be responsible for oversight of ASM to include signoff of Marines within their division.  
(paragraph 2001.12) 0 1
  - a. Task. Perform tasks associated with the review of ASM.  
(1 point) \_\_\_\_\_
  - b. Validation. N/A

## WAREHOUSE RECEIVING BRANCH (WRB)

1. Does WRB maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 2101.1) 0 1
  - a. Task. Identify and process source documents maintained in the PDEF. (1 point) \_\_\_\_\_
  - b. Validation. N/A
2. Does WRB personnel utilize the Document Serial Number Assignment Letter? (paragraph 2101.2) 0 1 2
  - a. Task. Identify who/where to distribute material? (1 point) \_\_\_\_\_
  - b. Validation. Is the following being conducted? (1 point)
    - (1) Maintain current Document Serial Number Assignment Letter \_\_\_\_\_
    - (2) File Maintenance N/A \_\_\_\_\_
3. Does WRB screen material received from external sources to ensure it is marked for the MALS or a supported unit? (paragraph 2101.3) 0 1 2
  - a. Task. Screen the manifest/material to identify material has been received. (2 points)
    - (1) Incoming stock material \_\_\_\_\_
    - (2) DTO material \_\_\_\_\_
    - (3) Classified material/Cryptographic material \_\_\_\_\_
    - (4) All other material \_\_\_\_\_
    - (5) Identify material requiring an SDR \_\_\_\_\_
    - (6) Identify incoming repairable items \_\_\_\_\_
    - (7) Inspect/process multi packs \_\_\_\_\_
  - b. Validation. N/A
4. Does WRB adhere to procedures for the receipt of material? (paragraph 2101.4) 0 1 2 3
  - a. Task. Process DTO/Stock material. (3 points)
    - (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 \_\_\_\_\_

(5) Stock receipts using IBS \_\_\_\_\_

(6) Stock receipts using R-Supply \_\_\_\_\_

b. Validation. N/A

5. Does WRB personnel take appropriate action and process Other Special Receipt Material as outlined within the ASDTP? (paragraph 2101.4c)  
0 1 2

a. Task. Identify material requiring Special Circumstances Receipt Processing? (2 points)

(1) Receipt quantity versus actual ready for use quantity \_\_\_\_\_

(2) Suffix coded requisitions \_\_\_\_\_

(3) Non availability of IBS \_\_\_\_\_

(4) Frustrated material \_\_\_\_\_

(5) Handling Hazardous material \_\_\_\_\_

b. Validation. N/A



## WAREHOUSE ISSUE BRANCH (WIB)

## PART A: WAREHOUSE ISSUE SECTION (WIS)

1. Does WIS maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 2211.1) 0 1
  - a. Task. Identify and process source documents maintained in the PDEF. (1 point) \_\_\_\_\_
  - b. Validation. N/A
2. Does WIS personnel utilize the Document Serial Number Assignment Letter? (paragraph (2211.2) 0 1 2
  - a. Task. Identify who/where to distribute material? (1 point) \_\_\_\_\_
  - b. Validation. Is the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_
3. Does WIS personnel perform tasks associated with the issuing of material? (paragraph 2211.3) 0 1 2 3
  - a. Task. Process a material requirement for issue. (3 points)
    - (1) Not In Stock \_\_\_\_\_
    - (2) In-Stock \_\_\_\_\_
    - (3) Partial quantity available \_\_\_\_\_
    - (4) Shelf Life Material \_\_\_\_\_
  - b. Validation. N/A
4. Does WIS personnel properly maintain NALCOMIS Mailboxes? (paragraph 2211.4, 2211.5, and 2211.7) 0 1 2 3
  - a. Task. Process the following material requirements. (2 points)
    - (1) INPRO \_\_\_\_\_
    - (2) ISSIP \_\_\_\_\_
    - (3) DTO Material \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Reconcile INPRO Mailbox \_\_\_\_\_
    - (2) Reconcile ISSIP Mailbox \_\_\_\_\_
    - (3) Reconcile DTO/ROB Mailbox \_\_\_\_\_
    - (4) File Maintenance \_\_\_\_\_

5. Does WIS maintain a Not In Stock research file? (paragraph 2211.6)  
0 1 2

a. Task. Perform physical stock check and LSC update. (2 points)

(1) Physical stock check \_\_\_\_\_

(2) LSC Update \_\_\_\_\_

b. Validation. N/A

6. Does WIS maintain a Pending EXREP File? (paragraph 2211.8) 0 1

a. Task. Screen Pending EXREP. (1 point) \_\_\_\_\_

b. Validation. N/A

7. Does WIS maintain the NALCOMIS O/I Level IOU Report?  
(paragraph 2211.9) 0 1 2 3

a. Task. Request and reconcile an IOU Report. (2 points)

(1) Request an IOU Report \_\_\_\_\_

(2) Reconcile an IOU Report with customers \_\_\_\_\_

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations \_\_\_\_\_

(2) File Maintenance \_\_\_\_\_

8. Does WIS personnel assist in the Excess Program? (paragraph 2211.11)  
0 1

a. Task. Show DD Form 1348-1/1A preparation for Off-Load.  
(1 point) \_\_\_\_\_

(1) Locate off-load quantity \_\_\_\_\_

(2) DD Form 1348-1/1A quantity annotations \_\_\_\_\_

b. Validation. N/A

## WAREHOUSE ISSUE BRANCH (WIB)

## PART B: WAREHOUSE DELIVERY SECTION (WDS)

1. Does WDS maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 2221.1) 0 1
  - a. Task. Identify and process source documents maintained in the PDEF. (1 point) \_\_\_\_\_
  - b. Validation. N/A
2. Can WDS personnel perform task associated with the delivery of all components? (paragraph 2221.3, and 2221.4) 0 1 2 3
  - a. Task. Deliver RFI components to the customer. (3 points)
    - (1) Repairable components in original shipping containers or bubble-wrapped \_\_\_\_\_
    - (2) Vehicle properly cushioned \_\_\_\_\_
    - (3) FIAR compliant DD Form 1348-1/1A \_\_\_\_\_
  - b. Validation. N/A
3. Can WDS personnel perform tasks associated with identifying Customer Refusals? (paragraph 2221.5) 0 1
  - a. Task. Annotate reason for Customer Refusal on POD. (1 point) \_\_\_\_\_
  - b. Validation. N/A
4. Can WDS personnel perform tasks associated with the recovery of NRFI Retrograde components utilizing the IOU Report? (paragraph 2221.2, and 2221.6) 0 1 2 3
  - a. Task. Recover NRFI repairable components from customer? (3 points)
    - (1) Properly packaged or bubble-wrapped \_\_\_\_\_
    - (2) OMA/IMA Turn In Notice screened for accuracy \_\_\_\_\_
    - (3) Recover and verify EHR/SRC Card and/or logbook (If applicable) \_\_\_\_\_
    - (4) Deliver NRFI components to AMSU \_\_\_\_\_
  - b. Validation. N/A

## WAREHOUSE STORAGE BRANCH (WSB)

1. Does WSB maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 2301.1) 0 1
  - a. Task. Identify and process source documents maintained in the PDEF. (1 point) \_\_\_\_\_
  - b. Validation. N/A
2. Can WSB personnel process and annotate the Delayed Receipt report? (paragraph 2301.2) 0 1 2
  - a. Task. Request and process the Delayed Receipt Report. (1 point) \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Report Annotations \_\_\_\_\_
    - (2) File Maintenance \_\_\_\_\_
3. Does WSB personnel properly review/maintain the Stock ROB mailbox? (paragraph 2301.3) 0 1 2
  - a. Task. Conduct review of the Stock ROB mailbox. (1 point) \_\_\_\_\_
  - b. Validation. Is the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_
4. Does WSB personnel process IBS Management Reports? (paragraph 2301.4) 0 1 2 3
  - a. Task. When applicable, review and process IBS Management Reports and demonstrate the ability to operate IBS. (2 points)
    - (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) \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Report Annotations \_\_\_\_\_
    - (2) File Maintenance \_\_\_\_\_

5. Does WSB maintain a CTF in Julian date sequence for consumables and NIIN sequence for repairables or can they retrieve documents from electronic CTF storage? (paragraph 2301.5) 0 1 2
- a. Task. Retrieve documents from CTF storage. (1 point) \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance. \_\_\_\_\_
6. Does the WSB maintain the required copies of the R-Supply 'Master Stock Status and Locator Listing' (MSSLL) and access to FEDLOG? (paragraph 2301.6) 0 1
- a. Task. Locate the MSSLL and demonstrate access to FEDLOG. \_\_\_\_\_
- b. Validation. Is the following being conducted?
- (1) File Maintenance \_\_\_\_\_
7. Can WSB personnel perform tasks associated with the receipt and storage of all components? (paragraph 2301.7, and 2301.10) 0 1 2 3
- a. Task. Have WSB personnel process stock receipts. (3 points)
- (1) Screen incoming receipts \_\_\_\_\_
- (a) Screen for damaged material \_\_\_\_\_
- (b) Screen for shelf life material \_\_\_\_\_
- (c) Screen for classified material \_\_\_\_\_
- (2) Process a stock receipt \_\_\_\_\_
- (3) Process a stock receipt with exceptions \_\_\_\_\_
- (4) Prepare stow tag \_\_\_\_\_
- (5) Stow material in proper location \_\_\_\_\_
- (6) Perform location additions, changes, and deletions as required \_\_\_\_\_
- b. Validation. N/A
8. Can WSB personnel demonstrate the ability to conduct a Spot Inventory Request? (paragraph 2301.8) 0 1
- a. Task. Conduct a spot inventory. (1 point) \_\_\_\_\_
- b. Validation. N/A
9. Does WSB conduct Location Audit Program (LAP) as required? (paragraph 2301.9, appendix M) 0 1 2 3

- a. Task. Conduct a LAP. (3 points)
- (1) Verify NIIN \_\_\_\_\_
  - (2) Verify Location \_\_\_\_\_
  - (3) Verify Unit of Issue \_\_\_\_\_
  - (4) Verify Shelf Life expiration date (as applicable) \_\_\_\_\_
  - (5) Verify Serviceable Label-Material Tag, DD Form 1574-1 \_\_\_\_\_
- b. Validation. N/A
10. Can WSB personnel process and annotate the Storeroom Action Listing (SAL)? (paragraph 2301.11) 0 1 2 3
- a. Task. Process a Storeroom Action Listing. (2 points)
- (1) NSN changes \_\_\_\_\_
  - (2) Unit of Issue change \_\_\_\_\_
  - (3) Security code change \_\_\_\_\_
  - (4) Shelf Life Codes/Shelf Life Action Codes \_\_\_\_\_
  - (5) Exhausted, Deleted, Superseded or Condemned Stock \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
11. Does WSB conduct a Shelf Life Review on a quarterly basis? (paragraph 2301.12) 0 1 2 3
- a. Task. Conduct a Shelf Life Review. (2 points)
- (1) Produce Shelf Life Listing/Reports
    - (a) Shelf Life Inspections Listing \_\_\_\_\_
    - (b) Blank SLC/SLAC \_\_\_\_\_
    - (c) Shelf Life Location Validation \_\_\_\_\_
  - (2) Validate expiration date \_\_\_\_\_
  - (3) Validate SLC \_\_\_\_\_
  - (4) Validate SLAC \_\_\_\_\_
  - (5) Rotation of material \_\_\_\_\_
  - (6) Segregation of Type I and Type II \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)

- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
12. Does WSB maintain all files, publications, and appointment letters pertaining to the handling of Hazardous Material in accordance with appendix R? (paragraph 2301.13) 0 1 2
- a. Task. N/A
- b. Validation. Are the following being conducted? (2 points)
- (1) Maintain MSDS Sheets for all processed HAZMAT \_\_\_\_\_
- (2) Maintain publications identified within the ASDTP \_\_\_\_\_
- (3) HM/W Appointment Letters \_\_\_\_\_
- (4) File Maintenance \_\_\_\_\_
13. Can WSB personnel perform all tasks associated with the management of the ESD Program? (paragraph 2301.14) 0 1 2
- a. Task. Demonstrate Electrostatic Discharge (ESD) Procedures. (1 point)
- (1) Conduct a functionality check of the ESD station \_\_\_\_\_
- (2) Is protective material readily available for the handling of all ESD sensitive material? \_\_\_\_\_
- (3) Are ESD work areas properly tested, certified and maintained? \_\_\_\_\_
- (4) Are signs posted to identify ESD work station area? \_\_\_\_\_
- (5) Indoctrination and refresher training conducted \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
14. Does WSB personnel process Defective Material Summaries (DMS)? (paragraph 2301.15) 0 1 2
- a. Task. Conduct a Defective Material Summaries review. (1 point)
- (1) Download Defective Material Summaries \_\_\_\_\_
- (2) Dispose of defective material \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_

15. Does WSB personnel pull and stage pack-ups as required?  
(paragraph 2301.16, and appendix AA) 0 1

a. Task. Assist WCB in pack-up preparation. (1 point)

(1) Pull requested material \_\_\_\_\_

(2) Annotate pack-up listing \_\_\_\_\_

b. Validation. N/A



## WAREHOUSE CONTROL BRANCH (WCB)

1. Does WCB maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 2401.1) 0 1 2
  - a. Task. Identify and process source documents maintained in the PDEF. (1 point) \_\_\_\_\_
  - b. Validation. N/A
2. Can WCB personnel perform tasks associated with Pack-Up/Sub-Custody procedures? (paragraph 2401.2, and appendix AA) 0 1 2 3
  - a. Task. Process Pack-up/Subcustody material. (2 points)
    - (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) Input a sub-custody quantity to NALCOMIS \_\_\_\_\_
    - (5) Compare sub-custody listing in NALCOMIS \_\_\_\_\_
    - (6) Return a sub-custody quantity in NALCOMIS \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Report Annotations \_\_\_\_\_
    - (2) File Maintenance \_\_\_\_\_
3. Does WCB process pack-up replenishment requisitions from deployed units? (appendix AA) 0 1
  - a. Task. Conduct pack-up replenishment. (1 point) \_\_\_\_\_
  - b. Validation. N/A
4. Does the WCB maintain a copy of the current month's R-Supply 'Master Stock Status and Locator Listing' (MSSLL) and access to FEDLOG? (paragraph 2401.3, and 2401.4) 0 1
  - a. Task. Demonstrate access to MSSLL and FEDLOG. \_\_\_\_\_
  - b. Validation. Are the following being conducted?
    - (1) File Maintenance \_\_\_\_\_
5. Does WCB personnel properly maintain a Listing and Letter of Authorization of Special Management Codes/Flags used in the Stock Item Query? (paragraph 2401.5) 0 1 2 3
  - a. Task. Review LMC and ARRC listings for accuracy and completeness. (2 points)

- (1) Utilize ADHOC to retrieve and review all stock items records on the stock item table, which have LMCs and ARRCs assigned. \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Authorization Letter \_\_\_\_\_
- (2) LMC Listing \_\_\_\_\_
- (3) ARRC Listing \_\_\_\_\_
- (4) File Maintenance \_\_\_\_\_
6. Does WCB maintain the Classified Storage files? (paragraph 2401.6)  
0 1 2
- a. Task. N/A
- b. Validation. Are the following being conducted? (2 points)
- (1) Access list of persons authorized to access classified materials locker \_\_\_\_\_
- (2) Standard Operating Procedures for classified materials signed by the AvnSupO \_\_\_\_\_
- (3) File Maintenance \_\_\_\_\_
7. Can WCB personnel with authorized clearance perform tasks associated with the receipt, issue, storage, shipment and inventory of classified material? [ paragraph 2401.6e, reference (t), volume I, chapter 4, part E, section IV, paragraph 4656, and chapter 6, part A, section III, paragraph 6062 and reference (u)] 0 1 2 3
- a. Task. Perform following tasks for classified material. (3 points)
- (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 \_\_\_\_\_
- (6) Log entries into classified storage area \_\_\_\_\_
- b. Validation. N/A
8. Does WCB perform tasks associated with stock replenishment? (paragraph 2401.7) 0 1 2 3
- a. Task. Process a stock replenishment. (2 points)
- (1) Request a Trial Automatic re-order \_\_\_\_\_
- (2) Review requisitions created by Live Automatic Re-order \_\_\_\_\_

- (3) Demonstrate how to release requisitions created by Live Automatic Re-order \_\_\_\_\_
- (4) Perform a manual re-order \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
9. Does WCB personnel properly review the status of outstanding requisitions and initiate appropriate follow-up action? (paragraph 2401.8,10, and appendix K) 0 1 2 3
- a. Task. Request and review the reports for stock requisitions. (2 points)
- (1) Requisition with no ESD \_\_\_\_\_
- (2) Requisition with expired ESD \_\_\_\_\_
- (3) Requisition with cancellation status (AC/AK) \_\_\_\_\_
- (4) Requisition with no status \_\_\_\_\_
- (5) External Material Obligation Validation (MOVs) \_\_\_\_\_
- (6) Post MOV \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
10. Can WCB personnel properly demonstrate procedures for requisitions with Exception DRB status? (2401.8.e, and appendix K) 0 1
- a. Task. Process requisitions with Exception DRB. (1 point) \_\_\_\_\_
- b. Validation. N/A
11. Are stock requisitions with overage shipping status identified, researched and have appropriate corrective actions (e.g., SDR'S/Survey's/Lost in Shipment) taken. (paragraph 2401.9, and appendix K) 0 1 2 3
- a. Task. Process requisitions with overage shipping status. (2 points)
- (1) CTF/IBIS \_\_\_\_\_
- (2) Location validation \_\_\_\_\_
- (3) System validation \_\_\_\_\_
- (4) Receipt process \_\_\_\_\_

- (5) DD Form 200 \_\_\_\_\_
- (6) Supply Discrepancy Report \_\_\_\_\_
- (7) YE1 submission \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
12. Does WCB personnel properly maintain a Supply Discrepancy Report (SDR) File? [paragraph 2401.11, appendix P, and reference (t), and (w)]  
0 1 2 3
- a. Task. Conduct Reconciliation. (1 point)
- (1) Reconcile open SDRs \_\_\_\_\_
- (2) Submit Message to Action Point or Other (as applicable) \_\_\_\_\_
- (3) Submit Notes or Reference Briefs (as applicable) \_\_\_\_\_
- b. Validation. Are the following being conducted? (2 points)
- (1) Original request \_\_\_\_\_
- (2) Staging area \_\_\_\_\_
- (3) Disposition instructions \_\_\_\_\_
- (4) Shipping documentation \_\_\_\_\_
- (5) File Maintenance \_\_\_\_\_
13. Does the WCB properly maintain and reconcile 'Engineering Investigations' (EIs) and 'Product Quality Deficiency Reports' (PQDRs)? [paragraph 2401.12, appendix P, and reference (y)] 0 1 2 3
- a. Task. Conduct Reconciliation. (1 point)
- (1) Reconcile open EI/QDRs. \_\_\_\_\_
- (2) Submit Technical Dialogues (as applicable) \_\_\_\_\_
- b. Validation. Are the following being conducted? (2 points)
- (1) Original request \_\_\_\_\_
- (2) Staging Area \_\_\_\_\_
- (3) Disposition instructions \_\_\_\_\_
- (4) Shipping documentation \_\_\_\_\_
- (5) File Maintenance \_\_\_\_\_

14. Can WCB personnel demonstrate the Location Audit Program (LAP) for all material on annual basis (repairables quarterly)?  
(paragraph 2401.13b, and appendix M) 0 1 2 3
- a. Task. Conduct a LAP (2 points)
- (1) Produce a LAP listing \_\_\_\_\_
  - (2) Verify NIIN \_\_\_\_\_
  - (3) Verify Location \_\_\_\_\_
  - (4) Verify Unit of Issue \_\_\_\_\_
  - (5) Verify Shelf life expiration date (as applicable) \_\_\_\_\_
  - (6) Verify Serviceable Label-Material Tag, DD Form 1574-1 \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) NALCOMIS/R-Supply Comparison Report \_\_\_\_\_
  - (2) NALCOMIS/R-Supply Dual Location Listing \_\_\_\_\_
  - (3) File Maintenance \_\_\_\_\_
15. Does WCB personnel conduct scheduled inventories for all material?  
(paragraph 2401.13, and appendix N) 0 1 2 3
- a. Task. Perform inventory procedures. (2 points)
- (1) Schedule an inventory \_\_\_\_\_
  - (2) Input inventory counts \_\_\_\_\_
  - (3) Causative research \_\_\_\_\_
  - (4) Inventory Adjustment \_\_\_\_\_
  - (5) Inventory status and reporting \_\_\_\_\_
  - (6) Demonstrate a DBAG17/DBAG21 \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
  - (2) File Maintenance \_\_\_\_\_
16. Does WCB personnel initiate and make inventory adjustments resulting from Spot Inventories? (paragraph 2401.13d, and appendix N) 0 1 2 3
- a. Task. Conduct a Spot Inventory. (3 points)
- (1) Initiate spot inventory \_\_\_\_\_
  - (2) Location validation \_\_\_\_\_

- (3) Conduct causative research \_\_\_\_\_
- b. Validation. N/A
17. Does WCB review and conduct analysis of NC and NIS issues?  
(paragraph 2401.13g) 0 1 2
- a. Task. Conduct analysis of missed sales and identify the root cause of NC and NIS issues. (1 point) \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Supply Effectiveness Report \_\_\_\_\_
- (2) CST WMD Action Root Cause Analysis \_\_\_\_\_
- (3) File Maintenance \_\_\_\_\_
18. Does WCB review and process Excess Offloads as required?  
(paragraph 2401.14) 0 1 2 3
- a. Task. Conduct Excess Offload processing. (2 points)
- (1) Review offload listing \_\_\_\_\_
- (2) Process approved offload material \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
19. Does WCB personnel process frustrated material? (paragraph 2401.15)  
0 1
- a. Task. Process frustrated material. (1 point) \_\_\_\_\_
- b. Validation. N/A
20. Can WCB personnel process requisitions for Lateral support?  
(paragraph 2401.16) 0 1 2
- a. Task. Process requisitions for Lateral support. (2 points)
- (1) Other Supply Officer (OSO)
- (2) End Use Requisitions
- (3) A4\_ referral
- b. Validation. N/A
21. Does WCB personnel process and maintain the Issues Listing (JSL314)?  
(paragraph 2401.17) 0 1 2
- a. Task. Process Pending Issues. (1 point)

- (1) Material Request Internal \_\_\_\_\_
- (2) Material Request External \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
22. Are R-Supply and NALCOMIS unprocessed Interface records properly reviewed and corrected daily? (paragraph 2401.18a(1)(2)(3), and appendix J) 0 1 2 3
- a. Task. Correct Interface Records. (2 points)
- (1) R-Supply Suspended transactions \_\_\_\_\_
- (2) NALCOMIS Incoming Interface \_\_\_\_\_
- (3) NALCOMIS Outgoing Interface \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
23. Does WCB personnel review and maintain the Stock Control Review Listing? (paragraph 2401.18a(4), and appendix C) 0 1 2
- a. Task. Identify transactions appearing on the Stock Control Review Listing. (1 point) \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
24. Does WCB personnel monitor and maintain reports associated with NALCOMIS Critical Items? (paragraph 2401.19) 0 1 2
- a. Task. Identify action to be taken on critical items. (1 point) \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) NALCOMIS Critical Items Report \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
25. Does WCB personnel perform tasks associated with the rescreen of requisitions? (paragraph 2401.20a) 0 1 2 3
- a. Task. Process requisitions requiring rescreen. (2 points)

- (1) Rescreen issue, turn in still EXREP (NALCOMIS issue select) \_\_\_\_\_
  - (2) Rescreen issue, DTO outstanding (Consumable) \_\_\_\_\_
  - (3) Rescreen issue, DTO outstanding (Repairable) \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
  - (1) Report Annotations \_\_\_\_\_
  - (2) File Maintenance \_\_\_\_\_
- 26. Does WCB personnel perform tasks associated with manual processing? (paragraph 2401.20b thru 2401.20d) 0 1 2
  - a. Task. Process requisitions requiring manual processing. (2 points)
    - (1) Process requisition with OFFMP status \_\_\_\_\_
      - (a) Process requisition with 5A/53 advice code \_\_\_\_\_
      - (b) Process requisition with 5D advice code \_\_\_\_\_
      - (c) Process requisition with 5S/52 advice code \_\_\_\_\_
    - (2) Process requisition with OFFAR status \_\_\_\_\_
    - (3) Process a Warehouse Refusal \_\_\_\_\_
  - b. Validation. N/A
- 27. Does WCB personnel perform tasks associated with the receipt of requisitions with exceptions? (paragraph 2401.20i) 0 1 2
  - a. Task. Perform functions associated with receipt of requisitions with exception. (2 points)
    - (1) Process a stock receipt with exceptions \_\_\_\_\_
    - (2) Process a DTO receipt with exceptions \_\_\_\_\_
    - (3) Carcass processing \_\_\_\_\_
  - b. Validation. N/A
- 28. Does WCB personnel review RAO, Def to RO records and maintain the SAMMA/SAL? (paragraph 2401.21a) 0 1 2
  - a. Task. Request and review sections of the SAMMA/SAL to ensue adherence to TYCOM goals. (1 point)
    - (1) RAO \_\_\_\_\_
    - (2) Def to RO \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)



- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
29. Does WCB personnel execute Change Notice Processing in accordance with established procedures? (paragraph 2401.21b, and appendix B) 0 1 2 3
- a. Task. Perform task associated with Change Notice Processing. (1 point)
- (1) Store Room Action Listing (SAL)/Candidates for Deletion \_\_\_\_\_
- (2) Stock Control Decision Listing (SCDL)/NIIN Change Report Listing \_\_\_\_\_
- (3) Repairable MCC Decision Listing (RMDL/Consumable/Repairable List) \_\_\_\_\_
- (4) Change Notice Error Report \_\_\_\_\_
- b. Validation. Are the following being conducted? (2 points)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
30. Does WCB personnel conduct database maintenance following the Change Notice Process? (paragraph 2401.21c) 0 1 2
- a. Task. Conduct database maintenance. (1 point)
- (1) Repairables with no MCC (R-Supply) \_\_\_\_\_
- (2) Repairable Records with no NUP or NUP Greater than UP (R-Supply) \_\_\_\_\_
- (3) DBAG14 (NALCOMIS) \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
31. Does WCB personnel monitor the NALCOMIS Out of Balance Records? (paragraph 2401.21d, and appendix L) 0 1 2
- a. Task. Conduct NALCOMIS Out of Balance Record review. (1 point)
- (1) DBAG17 \_\_\_\_\_
- (2) DBAG21 \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_

- (2) File Maintenance \_\_\_\_\_
32. Does WCB personnel correct, process and annotate corrective actions on transactions contained within the R-Supply/NALCOMIS Reconciliation Reports? (paragraph 2401.22, and appendix L) 0 1 2
- a. Task. Take appropriate action on the R-Supply/NALCOMIS Reconciliation Reports. (1 point) \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
33. Can WCB personnel perform tasks associated with reviewing Technical Directives Compliance (TDC)? (paragraph 2401.23) 0 1
- a. Task. Review a TDC for required action. \_\_\_\_\_
- b. Validation. Are the following being conducted?
- (1) File Maintenance \_\_\_\_\_
34. Does WCB research and correct the NAVSUP Stock in Transit (SIT) discrepancies within NITA? (paragraph 2401.24, and appendix S) 0 1 2 3
- a. Task. Correct SIT discrepancies. (2 points)
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
35. Can WCB personnel perform tasks associated with maintaining accountability of all repairables? (paragraph 2401.25) 0 1 2 3
- a. Task. Conduct procedures required for local IMA repairable accountability. (2 points)
- (1) Conduct a DIFM Reconciliation \_\_\_\_\_
- (2) Process AMSU Induction Discrepancies \_\_\_\_\_
- (3) Process components in Suspended Stock Status \_\_\_\_\_
- (4) Process components for Test and Check \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
36. Does the WCB properly review all NALCOMIS Suspense Records daily? (paragraph 2401.25c, and appendix J) 0 1 2

- a. Task. Review NALCOMIS Suspense records. (1 point) \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
37. Can WCB personnel perform tasks associated with the return of repairable components from the IMA? (paragraph 2401.26 thru 2401.27)  
0 1 2 3
- a. Task. Process repairable components returned from the IMA. (2 points)
- (1) Review the Completed Repair Action Mailbox \_\_\_\_\_
- (2) Process a RFI DIFM return \_\_\_\_\_
- (3) Process a BCM DIFM return \_\_\_\_\_
- (4) Process Incoming Repair and Return \_\_\_\_\_
- (5) Process Outgoing Repair and Return \_\_\_\_\_
- (6) Reconcile Inter/IMA-Customer Service Mailbox \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) Is WCB reconciling the Inter/IMA-Customer Mailbox against eRMS? \_\_\_\_\_
38. Can WCB personnel perform tasks associated with Carcass Tracking? (paragraph 2401.28, and appendix S) 0 1 2 3
- a. Task. Conduct research to resolve Carcass Charges. (2 points)
- (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 validation of proof of shipment in eRMS \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_

## PRE-EXPENDED BRANCH (PEB)

1. Does PEB personnel establish sites in accordance with ASDTP Guidelines? (paragraph 2501.1) 0 1 2 3
  - a. Task. Conduct PEB site establishment. (3 points)
    - (1) Verify PEB site manager letter \_\_\_\_\_
    - (2) SMD/SAA coordination \_\_\_\_\_
    - (3) Input NALCOMIS Data Sets \_\_\_\_\_
    - (4) NSN establishment \_\_\_\_\_
    - (5) High/Low Limit \_\_\_\_\_
    - (6) Set PEB flag \_\_\_\_\_
  - b. Validation. N/A
2. Does PEB personnel maintain the NALCOMIS ISPEB and PBROB/PHROB Mailboxes? (paragraph 2501.2, and 2501.3) 0 1 2 3
  - a. Task. Process ISPEB and PBROB/PHROB Mailbox Actions. (2 points)
    - (1) Full Quantity Issues \_\_\_\_\_
    - (2) Partial Quantity Issues \_\_\_\_\_
    - (3) Not In Stock (NIS) Actions \_\_\_\_\_
    - (4) DTO requisition \_\_\_\_\_
    - (5) Phase Kit Requisition \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Report Annotations \_\_\_\_\_
    - (2) File Maintenance \_\_\_\_\_
3. Does PEB personnel visit each Authorized OMA/IMA PEB Site on a quarterly basis to inspect/inventory locations? (paragraph 2501.4a-d) 0 1 2 3
  - a. Task. Screen PEB sites. (2 points)
    - (1) Conduct Inspection/Inventory \_\_\_\_\_
    - (2) Process excess material \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Report Annotations \_\_\_\_\_
    - (2) File Maintenance \_\_\_\_\_

4. Does PEB personnel replenish sites? (paragraph 2501.4b) 0 1 2
- a. Task. Process PEB Replenishment. (2 points)
- (1) AWREL action \_\_\_\_\_
- (2) CXPEB action \_\_\_\_\_
- (3) Not In Stock (NIS) actions \_\_\_\_\_
- b. Validation. N/A
5. Does PEB personnel review and process PEB Change Requests? (paragraph 2501.5) 0 1 2 3
- a. Task. Process PEB Change Request. (2 points)
- (1) Review Change Request \_\_\_\_\_
- (2) Additions \_\_\_\_\_
- (3) Deletions \_\_\_\_\_
- (4) Changes \_\_\_\_\_
- (5) Approve/Disapprove Letter \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
6. Are PEB Flags set for all Authorized PEB Items? (paragraph 2501.6) 0 1 2 3
- a. Task. Conduct a review of PEB Flags. (2 points)
- (1) NALCOMIS \_\_\_\_\_
- (2) R-Supply \_\_\_\_\_
- (3) NALCOMIS/SUPPLY Exception report \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
7. Does PEB personnel maintain, review and reconcile all Outstanding PEB DTO Requisitions? (paragraph 2501.7a(1)(2)(3)(4)(5), and table 2-5) 0 1 2 3
- a. Task. Can PEB personnel produce the following reports? (2 points)
- (1) PEB DTO No Status \_\_\_\_\_
- (2) PEB DTO Monthly Reconciliation \_\_\_\_\_

- (3) PEB DTO Overage \_\_\_\_\_
- (4) PEB DTO AC1/AK1 Cancellation \_\_\_\_\_
- (5) PEB DTO MOV \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
- 8. Does PEB personnel correct database errors for DTO requisitions?  
(paragraph 2501.7a(6)(7), and table 2-5) 0 1 2
- a. Task. Process database errors. (1 point)
- (1) Suspended Transaction Report \_\_\_\_\_
- (2) Interface Report \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
- 9. Does PEB personnel review all PEB DTO rescreens? (paragraph 2501.8)  
0 1 2
- a. Task. Produce the PEB DTO Dues with Material On Hand Report.  
(1 point)
- (1) Process R-Supply rescreen \_\_\_\_\_
- (2) Update PEB site \_\_\_\_\_
- (3) Initiate Spot Inventory \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
- 10. Does PEB personnel maintain and review the High Dollar Value Letter?  
(paragraph 2501.9) 0 1 2
- a. Task. Produce the PEB High Dollar Value Letter (1 point) \_\_\_\_\_
- (1) Obtain listing of PEB high dollar value items \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_

11. Does PEB personnel request and review Automated Demand Frequency Report quarterly? (paragraph 2501.10) 0 1 2 3

a. Task. Process Demand Frequency Reports. (2 points)

(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 (manually processed) \_\_\_\_\_

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations \_\_\_\_\_

(2) File Maintenance \_\_\_\_\_

12. Does PEB personnel establish, assemble and maintain all Phase Maintenance Kits? (paragraph 2501.11) 0 1 2

a. Task. Conduct the assembly of Phase Maintenance Kits (1 point)

(1) DLA coordination \_\_\_\_\_

(2) Establish Phase Maintenance Kit \_\_\_\_\_

(3) Review NALCOMIS Phase Kit Mailbox \_\_\_\_\_

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations \_\_\_\_\_

(2) File Maintenance \_\_\_\_\_

## SUPPLY SHIPPING BRANCH (SSB)

1. Can SSB personnel perform tasks associated with the packaging and shipment of aeronautical related components and equipment?  
(paragraph 2601.1, and appendix S) 0 1 2 3
  - a. Task. Process material for shipment. (3 points)
    - (1) Screen and verify material for shipment \_\_\_\_\_
      - (a) Material processed in eRMS \_\_\_\_\_
      - (b) Material processed by CSB for DLADS \_\_\_\_\_
    - (2) Prepare/package material for shipment \_\_\_\_\_
      - (a) Access the P700 \_\_\_\_\_
      - (b) Prepare an EI/QDR for shipment \_\_\_\_\_
      - (c) Process a manifest in eRMS \_\_\_\_\_
      - (d) Classified material \_\_\_\_\_
    - (3) Schedule an appointment for DLADS material \_\_\_\_\_
  - b. Validation. N/A
2. Are all eRMS Manifest, DD Form 1149, and DLADS (ETID and DD Form 1348-1/1A) shipping documents signed by the Receiving Agent and maintained on file in the POSF? (paragraph 2601.3a) 0 1
  - a. Task. N/A
  - b. Validation. Are the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_
3. Are all proof of shipment entries posted in eRMS in a timely manner?  
(paragraph 2601.3b, eRMS Desk Guide, and appendix S) 0 1 2
  - a. Task. Screen Open Proof of Shipment file to ensure timely shipment of material. (1 point) \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_



OPERATIONS MANAGEMENT DIVISION (OMD)

MALS _____	Date _____
OIC _____	SNCOIC _____
Inspector _____	
OMD Grade _____	OIC/SNCOIC Grade _____
RS Grade _____	TRS Grade _____
ERS Grade _____	CAS Grade _____
CRS Grade _____	FAS Grade _____

## OPERATIONS MANAGEMENT DIVISION (OMD)

## OIC/SNCOIC

1. Does the OIC/SNCOIC have on hand a current and accurate Turnover Jacket, which outlines specific duties and responsibilities? (paragraph 3001.2) 0 1 2
  - a. Task. N/A
  - b. Validation. Does each turnover jacket outline OIC/SNCOIC or branch duties/responsibilities? (2 points)
    - (1) File Maintenance. \_\_\_\_\_
2. Does the OIC/SNCOIC support the Long Term Divisional Technical Training Plan of the AvnSupO? (paragraph 3001.3, and appendix I) 0 1 2 3
  - a. Task. Demonstrate a period of instruction IAW appendix I paragraphs 4 through 6. (1 point). \_\_\_\_\_
  - b. Validation. Are the following being conducted? (2 points)
    - (1) Tasks associated with conducting Technical Training. \_\_\_\_\_
    - (2) Technical Training documents completed IAW appendix I. \_\_\_\_\_
    - (3) File Maintenance. \_\_\_\_\_
3. Does the OIC/SNCOIC ensure all OMD Marines have access to necessary sites in order to perform duties specific to OMD? (paragraph 3001.7) 0 1
4. Does the OIC/SNCOIC have oversight of ASM to include signoff of Marines within their division? (paragraph 3001.8) 0 1
  - a. Task. Perform tasks associated with review of ASM. (1 point) \_\_\_\_\_
  - b. Validation. N/A
5. Does the OIC/SNCOIC Review the Stock Control Review Listing (SCRL) and identify potential discrepancies on a daily basis? (paragraph 3001.9) 0 1 2
  - a. Task. Perform tasks associated with review of the SCRL. (1 point) \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Review/discrepancies identified. \_\_\_\_\_
    - (2) File Maintenance. \_\_\_\_\_

6. Does the OIC/SNCOIC monitor the GCPC program? (paragraph 3001.10)  
0 1 2 3
- a. Task. N/A
- b. Validation. Is the following being conducted? (3 points)
- (1) GCPC AO/AAO maintains an accurate AO/AAO binder \_\_\_\_\_
- (2) AO/AAO is not authorized to obligate/de-obligate \_\_\_\_\_
- (3) Adequate number of Government Commercial Purchase Card holders \_\_\_\_\_
7. Does the OIC/SNCOIC maintain a survey file for items in the process of being surveyed? (paragraph 3001.11) 0 1
- a. Tasks. N/A
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
8. Does the OIC/SNCOIC ensure the accurate and timely submission of financial report/listings to the chain of command? (paragraph 3001.12)  
0 1
9. Can the OIC/SNCOIC audit and update the local form used to report the Status of Funds? (paragraph 3001.13) 0 1
10. Does the OIC/SNCOIC review estimated and defueled transactions? (paragraph 3001.14) 0 1
11. Can the OIC/SNCOIC perform the MVO Verification? (paragraph 3001.15)  
0 1 2
- a. Task. Perform the Completed MVO Verification. (1 point) \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
12. Does the Division OIC/SNCOIC ensure an official notice (schedule) for custodial allowance inventories is prepared, and signed by the AvnSupO prior to distribution? (paragraph 3001.16) 0 1
13. Does the Division OIC/SNCOIC ensure the Budget Request Input Letter is prepared, and signed by the AvnSupO prior to distribution? (paragraph 3001.17) 0 1

## CUSTOMER RECONCILIATION BRANCH

## PART A: TECHNICAL RESEARCH SECTION (TRS)

1. Does TRS utilize the PDEF to hold source documents during temporary system non-availability? (paragraph 3111.1) 0 1
  - a. Task. Process source documents maintained in the PDEF.  
(1 point) \_\_\_\_\_
  - b. Validation. N/A
2. Does TRS have access to Technical Publications and Technical references? (paragraph 3111.2, and appendix AF) 0 1
  - a. Task. Access the Technical Publications and Technical References.  
(1 point)
    - (1) Technical Publications \_\_\_\_\_
    - (2) Technical References \_\_\_\_\_
      - (a) FEDLOG (current month) \_\_\_\_\_
      - (b) Navy Logistics Library (NLL) of Publications and Forms (CDROM/WEB) \_\_\_\_\_
      - (c) ERP \_\_\_\_\_
      - (d) NAVSUP One Touch \_\_\_\_\_
      - (e) FEDMALL \_\_\_\_\_
  - b. Validation. N/A
3. Can TRS personnel conduct technical research utilizing the Tech Edit Sheet? (paragraph 3111.3a) 0 1 2 3
  - a. Task. Conduct technical research utilizing the Tech Edit Sheet.  
(1 point) \_\_\_\_\_
  - b. Validation. Are the following being conducted? (2 points)
    - (1) Proper research/Annotate Tech Edit Sheet \_\_\_\_\_
    - (2) File Maintenance \_\_\_\_\_
4. Can TRS personnel load NSN/NICN/LICN to R-Supply and NALCOMIS? (paragraph 3111.4) 0 1 2 3
  - a. Task. Load an NSN, NICN, and LICN to R-Supply and NALCOMIS.  
(3 points)
    - (1) Load common data fields in R-Supply and NALCOMIS \_\_\_\_\_
    - (2) Load NALCOMIS specific data fields \_\_\_\_\_

- (3) Load R-Supply specific data fields \_\_\_\_\_
- b. Validation. N/A
5. Does TRS personnel assign Local FGCs when establishing repairable NSNs and no FGC information is available? (paragraph 3111.5)  
0 1 2 3
- a. Task. Research and assign a Local FGC. (2 points)
- (1) Utilize One Touch or other applicable system \_\_\_\_\_
- (2) Enter required entries into NALCOMIS/R-Supply \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Required entries entered into the FGC Log \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
- (a) FGC Log \_\_\_\_\_
6. Can TRS personnel conduct technical research on requisitions which fall into the following exception categories? (paragraph 3111.6) 0 1 2 3
- a. Task. Conduct technical research. (3 points)
- (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 \_\_\_\_\_
- (5) Research a P/N Cage Support Equipment requisition \_\_\_\_\_
- b. Validation. N/A
7. Can TRS review and refer DTO Requisitions? (paragraph 3111.7) 0 1 2
- a. Task. Review and refer DTO requisitions. (2 points)
- (1) NIS/NC requisitions \_\_\_\_\_
- (2) Requisitions for non-standard items
- (a) Part Number Requisitions \_\_\_\_\_
- (b) Technical Directive Compliance Requisitions \_\_\_\_\_
- b. Validation. N/A
8. Can TRS personnel research and take action to correct discrepancies in both R-Supply and NALCOMIS identified in the Monthly Reconciliation Report? (paragraph 3111.8, and appendix L) 0 1 2

- a. Task. Take appropriate action as a result of the NSN analysis portion of the R-Supply/NALCOMIS Reconciliation Report for the below categories. (1 point)
- (1) COG/MCC not on NALCOMIS \_\_\_\_\_
  - (2) Supply NIINs not on NALCOMIS Repairable/Consumables \_\_\_\_\_
  - (3) Supply NIINs added to NALCOMIS \_\_\_\_\_
  - (4) NSN Records with no COG symbol \_\_\_\_\_
  - (5) NSN Records assigned repairable COG with blank MCC \_\_\_\_\_
  - (6) NSN Records with repairable COG/MCC but no FGC assigned \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
  - (2) File Maintenance \_\_\_\_\_
9. Does TRS review and maintain the Stock Control Review Listing? (paragraph 3111.9, and appendix C) 0 1 2
- a. Task. Review the Stock Control Review Listing. (1 point)
- (1) Substitute \_\_\_\_\_
  - (2) Establish Cross Reference Data \_\_\_\_\_
  - (3) Transaction from NALCOMIS Interface \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
  - (2) File Maintenance \_\_\_\_\_
10. Does TRS utilize a current MSSLL and access to FEDLOG during temporary system non-availability? (paragraph 3111.11)  
0 1
- a. Task. Locate the MSSLL and demonstrate access to FEDLOG \_\_\_\_\_
- b. Validation. Is the following being conducted?
- (1) File Maintenance \_\_\_\_\_
11. Does TRS review and maintain the Local Management Code (LMC) and the Automatic Reorder Restriction Code (ARRC) Letter and Listing? (paragraph 3111.12) 0 1 2
- a. Task. Review the LMC/ARRC. (1 point)
- (1) Produce Listings \_\_\_\_\_

(2) Conduct validation

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations

(2) File Maintenance

## CUSTOMER RECONCILIATION BRANCH

## PART B: EXPEDITOR RECONCILIATION SECTION (ERS)

1. Does ERS utilize the PDEF to hold source documents during temporary system non-availability? (paragraph 3121.1) 0 1  
  - a. Task. Process source documents maintained in the PDEF. (1 point) \_\_\_\_\_
  - b. Validation. N/A
2. Does ERS coordinate with all customers to generate a monthly reconciliation schedule? (paragraph 3121.2) 0 1  
  - a. Task. N/A
  - b. Validation. Is the following being conducted? (1 point)  
    - (1) File Maintenance \_\_\_\_\_
3. Can ERS personnel correct DTO Records appearing on the R-Supply Suspended Transaction Report? (paragraph 3121.3, and appendix J) 0 1 2  
  - a. Task. Process Suspended Transactions appearing on the Suspense Report. (1 point)  
    - (1) Process DTO requisitions \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)  
    - (1) Report Annotations \_\_\_\_\_
    - (2) File Maintenance \_\_\_\_\_
4. Does ERS review and maintain the Stock Control Review Listing? (paragraph 3121.4, and appendix C) 0 1 2  
  - a. Task. Review the Stock Control Review Listing. (1 point)  
    - (1) DTO Records \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)  
    - (1) Report Annotations \_\_\_\_\_
    - (2) File Maintenance \_\_\_\_\_
5. Can ERS personnel review the NALCOMIS Interface Report Listing? (paragraph 3121.5, and appendix J) 0 1 2 3  
  - a. Task. Review and take action on all transactions from the NALCOMIS Interface Report Listing. (2 points)  
    - (1) NALCOMIS to R-Supply (Outgoing Records) \_\_\_\_\_



- (2) R-Supply to NALCOMIS (Incoming Error Records) \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
6. Can ERS personnel properly conduct Requisition Reconciliations? (paragraph 3121.6) 0 1 2 3
- a. Task. Conduct a Reconciliation. (2 points)
- (1) Request appropriate Reconciliation Aid \_\_\_\_\_
- (2) Conduct a reconciliation with a customer \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
7. Can ERS personnel properly initiate requisition actions resulting from the Customer reconciliation? (paragraph 3121.7, and appendix K) 0 1 2
- a. Task. Initiate appropriate requisition action. (2 points)
- (1) Follow-up action \_\_\_\_\_
- (2) Incoming Status \_\_\_\_\_
- b. Validation. N/A
8. Can ERS personnel review and take actions on all DTO Requisitions with no ESD? (paragraph 3121.8b, and appendix K) 0 1 2
- a. Task. Review requisitions with no ESD. (1 point)
- (1) Request appropriate requisition listing
- (a) R-Supply \_\_\_\_\_
- (b) ASKIT \_\_\_\_\_
- (2) Submit appropriate follow-up \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
9. Can ERS personnel review and take actions on all DTO Requisitions with an expired ESD? (paragraph 3121.8c, and appendix K) 0 1 2

- a. Task. Review requisitions with an expired ESD. (1 point)
    - (1) Request appropriate requisition listing
      - (a) R-Supply \_\_\_\_\_
      - (b) ASKIT \_\_\_\_\_
    - (2) Submit appropriate follow-up \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Report Annotations \_\_\_\_\_
    - (2) File Maintenance \_\_\_\_\_
10. Can ERS personnel review and take actions on all DTO Requisitions with a cancellation request (AC/AK)? (paragraph 3121.8d, and appendix K)  
0 1 2
- a. Task. Review requisitions with a cancellation request. (1 point)
    - (1) Request appropriate requisition listing \_\_\_\_\_
    - (2) Proper procedure for AC\_ follow-up \_\_\_\_\_
    - (3) Proper procedure for AK\_ follow-up \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Report Annotations \_\_\_\_\_
    - (2) File Maintenance \_\_\_\_\_
11. Can ERS personnel identify, research and process requisitions with Overaged Shipping Status? (paragraph 3121.8e, and appendix K)  
0 1 2
- a. Task. Identify requisitions with Overaged Shipping Status and take appropriate action. (1 point)
    - (1) Conduct research to determine whether or not material has been received \_\_\_\_\_
    - (2) WMD Coordination \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Report Annotations \_\_\_\_\_
    - (2) File Maintenance \_\_\_\_\_
12. Can ERS personnel identify and process requisitions with no Status in R-Supply? (paragraph 3121.8g, and appendix K) 0 1 2
- a. Task. Identify requisitions with no Status and take appropriate action. (1 point)

- (1) Request appropriate requisition listing \_\_\_\_\_
- (a) R-Supply \_\_\_\_\_
- (b) ASKIT \_\_\_\_\_
- (2) Submit appropriate follow-up \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
- 13. Can ERS personnel process requisitions with Exception DRB status? (paragraph 3121.8h, and appendix K) 0 1
- a. Task. Process requisitions with Exception DRB status. (1 point) \_\_\_\_\_
- b. Validation. N/A
- 14. Does ERS conduct the Quarterly External MOV? (paragraph 3121.9, and appendix E) 0 1 2
- a. Task. Validate AP\_ and Post MOV records from the Quarterly External MOV. (1 point)
- (a) R-Supply \_\_\_\_\_
- (b) ASKIT \_\_\_\_\_
- (c) Post MOV \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) AP\_ Responses \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
- 15. Can ERS personnel research and take action to correct discrepancies in both R-Supply and NALCOMIS identified in the Monthly Reconciliation report? (paragraph 3121.10, and appendix L) 0 1 2
- a. Task. Research and take action to correct discrepancies identified in the Monthly Reconciliation Report. (1 point)
- (1) Consumable DTOs \_\_\_\_\_
- (2) Repairable DTOs \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_

## CUSTOMER RECONCILIATION BRANCH (CRB)

## PART C: READINESS SECTION (RS)

1. Does RS utilize the PDEF to hold source documents during temporary System non-availability? (paragraph 3131.1) 0 1
  - a. Task. Process source documents maintained in the PDEF.  
(1 point) \_\_\_\_\_
  - b. Validation. N/A
2. Does RS update the supply information on the daily AMSRR? (paragraph 3131.2) 0 1 2
  - a. Task. Update the supply information on the daily AMSRR. (1 point)
    - (1) NMCS/PMCS High Priority Report upload \_\_\_\_\_
    - (2) Edit requisition status and remarks on the AMSRR \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Correct information from NALCOMIS \_\_\_\_\_
    - (2) Valid requisition and status reported on the AMSRR \_\_\_\_\_
    - (3) File Maintenance \_\_\_\_\_
3. Can RS personnel properly conduct Reconciliations on IPG I, Critical Requisitions? (paragraph 3131.3) 0 1 2
  - a. Task. Conduct a Reconciliation. (1 point)
    - (1) Request appropriate Reconciliation Aid \_\_\_\_\_
    - (2) Conduct a reconciliation with a customer \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Is the Reconciliation Aid annotated as required \_\_\_\_\_
    - (2) File Maintenance \_\_\_\_\_
4. Can RS personnel properly review the status of outstanding requisitions and initiate appropriate follow-up action? (paragraph 3131.3d, and appendix K) 0 1 2
  - a. Task. Review the status of outstanding requisitions and initiate proper follow-up based on current status and customer response.  
(1 point)
    - (1) Material has been received \_\_\_\_\_
    - (2) Material is NLR \_\_\_\_\_
    - (3) Material is still required \_\_\_\_\_

- b. Validation. Are the following being conducted? (1 point)
- (1) Are the proper follow-ups annotated on the Reconciliation Aid \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
5. Can RS personnel properly conduct Reconciliation on AWP/Broad Arrow/TBOS associated with critical requisitions? (paragraph 3131.4)  
0 1 2
- a. Task. Conduct a Reconciliation. (1 point)
- (1) Request appropriate Reconciliation Aid \_\_\_\_\_
- (2) Conduct a reconciliation with a customer \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Is the Reconciliation Aid annotated as required? \_\_\_\_\_
- (2) File maintenance \_\_\_\_\_
6. Does RS properly process and review Offline Requisitions? (paragraph 3131.6) 0 1 2
- a. Task. Request and review the Offline Report. (1 point)
- (1) ORG Code/Offline BuNo utilized \_\_\_\_\_
- (2) YE1 loaded in R-Supply \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Follow-ups annotated on the Offline Report \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
7. Can RS personnel identify and process requisition rescreens for high priority material? (paragraph 3131.7) 0 1 2
- a. Task. Request and review the Outstanding DTO due with material on hand report. (1 point)
- (1) Request appropriate listing \_\_\_\_\_
- (2) Take appropriate action \_\_\_\_\_
- (3) WMD coordination \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_

8. Can RS initiate a Supply Assist Request? [paragraph 3131.5f(2)]

0 1 2

a. Task. Initiate a Supply Assist Request. (1 point)

\_\_\_\_\_

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance

\_\_\_\_\_

## CUSTOMER SUPPORT BRANCH

## PART A: CUSTOMER ASSISTANCE SECTION (CAS)

1. Does CAS utilize the PDEF to hold source documents during temporary System non-availability? (paragraph 3211.1) 0 1
  - a. Task. Process source documents maintained in the PDEF.  
(1 point) \_\_\_\_\_
  - b. Validation. N/A
2. Does CAS maintain an Authorized Signature File? (paragraph 3211.2) 0 1
  - a. Task. N/A
  - b. Validation. Are the following letters maintained? (1 point)
    - (1) Open Purchase/GCPC \_\_\_\_\_
    - (2) Tool Purchasing Process \_\_\_\_\_
    - (3) ServMart/MILSTRIP \_\_\_\_\_
    - (4) Table of Basic Allowance \_\_\_\_\_
    - (5) Flight Equipment \_\_\_\_\_
3. Does CAS assist supported units with turn-in of Non-Aeronautical material? (paragraph 3211.3) 0 1 2
  - a. Task. Assist supported units with turn-in of Non-Aeronautical material. (1 point)
    - (1) Material requiring an approval message from MAW IMRL Manager \_\_\_\_\_
    - (2) Controlled Equipage material \_\_\_\_\_
    - (3) Scrap and Waste \_\_\_\_\_
    - (4) Transfer material to SSB \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) DD Form 1348-1/1A is attached to (original) Turn-in Request Form \_\_\_\_\_
    - (2) File Maintenance \_\_\_\_\_
4. Does CAS process Flight Equipment requisitions via ASKIT? (paragraph 3211.4) 0 1 2
  - a. Task. Process Flight Equipment requisitions. (1 point)
    - (1) Validate NATOPS Jacket (personal) \_\_\_\_\_

- (2) Verify OPNAV 4790/11 \_\_\_\_\_
- (3) CRS Approval (pool) \_\_\_\_\_
- (4) ASKIT input \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
5. Does CAS properly receipt for Flight Equipment requisitions via ASKIT? (paragraph 3211.4d) 0 1
- a. Task. Receipt for Flight Equipment requisitions. (1 point)
- (1) ASKIT input \_\_\_\_\_
- (2) Validate NATOPS Jacket entry (personal) \_\_\_\_\_
- (2) Validate Flight Equipment Inventory entry (pool) \_\_\_\_\_
- b. Validation. N/A
6. Does CAS review, process and file Non-Standard Procurement Request for Non-Aeronautical Related Material? (paragraph 3211.5) 0 1 2
- a. Task. Review Non-Standard Procurement Request for Non-Aeronautical related material. (1 point)
- (1) Authorized material \_\_\_\_\_
- (2) Authorized quantity \_\_\_\_\_
- (3) Valid NSP \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
7. Does CAS properly manage a Tool Purchasing Process? (paragraph 3211.6, and appendix V) 0 1 2
- a. Task. Process a Tool Purchase. (1 point)
- (1) Verify the BTR/MTR/WTR is with the tool turned-in \_\_\_\_\_
- (2) Is formal correspondence attached with Initial Issue Requests? \_\_\_\_\_
- (3) Purchase requirement \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Reconciliation/Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_



8. Does CAS review and process ServMart/MILSTRIP requests?  
(paragraph 3211.7) 0 1 2
- a. Task. Review and process a ServMart/MILSTRIP request. (1 point)
- (1) Required documentation \_\_\_\_\_
- (2) Approval Signatures \_\_\_\_\_
- (3) Separation of functions \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
9. Does CAS review and process Open Purchase requests?  
(paragraph 3211.8, and appendix T) 0 1 2 3
- a. Task. Review and process an Open Purchase request. (2 points)
- (1) MCI Form \_\_\_\_\_
- (2) Justification Letter \_\_\_\_\_
- (3) Mandatory Sources of Supply \_\_\_\_\_
- (4) Quote \_\_\_\_\_
- (5) Reference/Publication \_\_\_\_\_
- (6) Authorized Signatures \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
10. Can CAS reconcile and submit to the AO/AAO the required documentation for the monthly GCPC Statement certification?  
(paragraph 3211.9a) 0 1 2 3
- a. Task. Reconcile and submit the proper documentation to the AO/AAO. (1 point)
- (1) Purchase Log \_\_\_\_\_
- (2) U.S. Bank Statement \_\_\_\_\_
- (3) Transaction File(s) \_\_\_\_\_
- b. Validation. Are the following being conducted? (2 points)
- (1) AO/AAO Certification \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_

11. Does CAS review and submit the GCPC Insight on Demand (IOD) to the AO/AAO for certification via U.S. Bank? (paragraph 3211.9b)  
0 1 2 3

a. Task. Review and submit a GCPC Insight on Demand (IOD) to the AO/AAO. (1 point)

(1) Purchase Log \_\_\_\_\_

(2) U.S. Bank Statement \_\_\_\_\_

(3) Transaction File(s) \_\_\_\_\_

(4) GCPC Checklist \_\_\_\_\_

b. Validation. Are the following being conducted? (2 points)

(1) AO/AAO Certification \_\_\_\_\_

(2) APC Submission \_\_\_\_\_

(3) File Maintenance \_\_\_\_\_

12. Does CAS reconcile all Non-Standard Procurement Requisitions? (paragraph 3211.10) 0 1 2

a. Task. Reconcile Non-Standard Procurement Requisitions. (1 point)

(1) Tools (MVO) \_\_\_\_\_

(2) Open Purchase/GCPC \_\_\_\_\_

(3) ServMart/MILSTRIP \_\_\_\_\_

b. Validation. Are the following being conducted? (1 point)

(1) Annotations \_\_\_\_\_

(2) File Maintenance \_\_\_\_\_

## CUSTOMER SUPPORT BRANCH

## PART B: CUSTODY RECORDS SECTION (CRS)

1. Does CRS prepare Custody Records in accordance with NAVMC 4400.177A?  
(paragraph 3221.2) 0 1 2

- a. Task. Prepare a Custody Record. (2 points)

- (1) Item Number \_\_\_\_\_
- (2) Nomenclature \_\_\_\_\_
- (3) Manufacturer \_\_\_\_\_
- (4) Model \_\_\_\_\_
- (5) Serial Number \_\_\_\_\_
- (6) Squadron/Account \_\_\_\_\_
- (7) Remarks/Comments \_\_\_\_\_
- (8) Inventory Occasion (semi-annual, quarterly etc.) \_\_\_\_\_

- b. Validation. N/A

2. Can CRS identify all Custodial Allowance Material Accounts?  
(paragraph 3221.2d) 0 1 2

- a. Task. Explain the different types of Custodial Allowance Material Accounts. (2 points)

- (1) Table of Basic Allowance \_\_\_\_\_
- (2) NAVAIR 00-35QH Series \_\_\_\_\_
- (3) Maintenance Assist Modules (MAM) \_\_\_\_\_
- (4) Test Bench Installations (TBI) \_\_\_\_\_

- b. Validation. N/A

3. Does CRS conduct inventories of all Custodial Allowance Material in accordance with the NAVMC 4400.177A? (paragraph 3221.3) 0 1 2 3

- a. Task. Conduct Inventory. (3 points)

- (1) Preparation for Inventory \_\_\_\_\_
- (2) Quarterly Inventory of Flight Equipment Pool \_\_\_\_\_
- (3) Semi-Annual Inventory of TBI, MAM, and TBA accounts \_\_\_\_\_
- (4) Pre/Post Deployment Inventory \_\_\_\_\_
- (5) Post Inventory Actions \_\_\_\_\_

- b. Validation. N/A
4. Does CRS maintain a Custody Record File? (paragraph 3221.4) 0 1 2 3
- a. Task. N/A
- b. Validation. Is the following being conducted? (3 points)
- (1) Appointment Letters \_\_\_\_\_
  - (2) Additions/Deletions \_\_\_\_\_
  - (3) Completed Inventories \_\_\_\_\_
  - (4) Completed Inventory Results Letters \_\_\_\_\_
  - (5) Excess Request Letter (if applicable) \_\_\_\_\_
  - (6) File Maintenance \_\_\_\_\_
5. Does CRS maintain a Deficiency and Not Mission Essential File? (paragraph 3221.5) 0 1 2
- a. Task. Establish a Deficiency and Not Mission Essential Listing. (1 point)
- b. Validation. Is the following being conducted? (1 point)
- (1) RO/RI Signature \_\_\_\_\_
  - (2) File Maintenance \_\_\_\_\_
6. Does CRS request and submit Additions/Deletions/Changes for TBA material? (paragraph 3221.6) 0 1 2
- a. Task. Request and submit Additions/Deletions/Changes for TBA using the NAVSUP 1220-2. (1 point)
- (1) TBA Addition \_\_\_\_\_
  - (2) TBA Deletion \_\_\_\_\_
  - (3) TBA Change \_\_\_\_\_
  - (4) Submission to WASMAT \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
7. Does CRS prepare and submit a budget for Custodial Allowance Material? (paragraph 3221.7, and 3221.8) 0 1 2
- a. Task. Prepare and submit a budget. (1 point)
- (1) Budget Request Letter/ Customer responses \_\_\_\_\_

- (2) Identify deficiencies \_\_\_\_\_
  - (3) Submit budget \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
  - (1) File Maintenance \_\_\_\_\_
- 8. Are all requisitions for custodial allowance material properly reviewed and/or processed in accordance with the NAVMC 4400.177A? (paragraph 3221.9) 0 1 2
- a. Task. Review and/or process requisitions. (2 points)
  - (1) IT equipment \_\_\_\_\_
  - (2) IMRL material \_\_\_\_\_
  - (3) NSP and FE \_\_\_\_\_
  - (1) Funding available \_\_\_\_\_
- b. Validation. N/A

## CUSTOMER SUPPORT BRANCH

## PART C: FINANCIAL ACCOUNTING SECTION (FAS)

1. Does FAS maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 3231.1) 0 1
  - a. Task. Identify and process source documents maintained in the PDEF. (1 point) \_\_\_\_\_
  - b. Validation. N/A
2. Does FAS review and process a Non-Standard Procurement requests? (paragraph 3231.2, and appendix T) 0 1 2
  - a. Task. Review and process a Non-Standard Procurement request. (2 points)
    - (1) Valid Fund Code \_\_\_\_\_
    - (2) Funding available \_\_\_\_\_
    - (3) Funds approval signature \_\_\_\_\_
    - (4) DD 1149 prepared and filed (if applicable) \_\_\_\_\_
    - (5) MVO document \_\_\_\_\_
      - (a) ASKIT \_\_\_\_\_
      - (b) R-Supply \_\_\_\_\_
  - b. Validation. N/A
3. Does FAS have access to the AIR Card® website/publications/instructions and are the appropriate letters/certificates on file? (paragraph 3231.3a, and appendix U) 0 1
  - a. Task. Access website/publications/instructions. (1 point)
    - (1) DESC AIR Card® Homepage \_\_\_\_\_
    - (2) DOD 4140.25\_M Fuel Management Regulations \_\_\_\_\_
    - (3) DOD Financial Management Regulations 7000.14-R volume 5, Chapter 5 \_\_\_\_\_
    - (4) AIR Card® Policy Notes (ACPNs) \_\_\_\_\_
    - (5) AIR Card® Administrative Notices (ACANs) \_\_\_\_\_
  - b. Validation. N/A
4. Can FAS process AIR Card® Non-Fuel payments through WAWF? (paragraph 3231.3b, and appendix U) 0 1 2
  - a. Task. Process an AIR Card® payment through WAWF. (1 point)

- (1) Receipt/invoice reconciliation \_\_\_\_\_
- (2) Certify invoice \_\_\_\_\_
- (3) Submit invoice \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
- 5. Can FAS process disputes on AIR Card® charges and AIR Card® transfers.  
(appendix U) 0 1 2
- a. Task. Process disputes on AIR Card® charges and AIR Card® transfers.  
(2 points)
- (1) Disputes \_\_\_\_\_
  - (a) ACO Notification on Discrepancies \_\_\_\_\_
  - (b) Duplicate billing \_\_\_\_\_
  - (c) Undisclosed aircraft transfers \_\_\_\_\_
  - (d) Other erroneous billings \_\_\_\_\_
  - (e) Ensure tax exemption \_\_\_\_\_
- (2) AIR Card® transfer \_\_\_\_\_
  - (a) Receipt of Aircraft Transfer Letter of Aircraft  
Transfer Order \_\_\_\_\_
  - (b) Losing and/or receiving squadron to provide details to  
the (CCPMD) \_\_\_\_\_
- b. Validation. N/A
- 6. Can FAS review and process fuel charges? (paragraph 3231.4, and appendix Y)  
0 1 2 3
- a. Task. Review and process fuel charges? (1 point)
- (1) Log into the EEBP System \_\_\_\_\_
- (2) Create Download File \_\_\_\_\_
- (3) R-Supply/ASKIT input \_\_\_\_\_
- (4) Collect fuel receipts \_\_\_\_\_
- b. Validation. Is the following being conducted? (2 points)
- (1) Frequency (Download/Reconciliation) \_\_\_\_\_
- (2) Match fuel receipts to EEBP documents \_\_\_\_\_

- (3) File Maintenance \_\_\_\_\_
7. Can FAS process "Estimated" fuel documents? (paragraph 3231.5)  
0 1 2
- a. Task. Process an "Estimated" Fuel document. (1 point)
- (1) Determine amount of fuel \_\_\_\_\_
- (2) Local Control Form \_\_\_\_\_
- (3) ASKIT input \_\_\_\_\_
- (4) Defuel \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
8. Can FAS process In-flight Refueling (IR) transactions?  
(paragraph 3231.6, and appendix Y) 0 1 2 3
- a. Task. Process an IR transaction. (2 points)
- (1) Obtain IR Log \_\_\_\_\_
- (2) Notify receiving activity (USMC) \_\_\_\_\_
- (3) ASKIT Input \_\_\_\_\_
- (4) IR Log/EEBP reconciliation \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
9. Does FAS manage and inventory Flight Packet requirements?  
(paragraph 3231.7) 0 1 2 3
- a. Task. Conduct a Flight Packet Inventory. (1 point) \_\_\_\_\_
- b. Validation. Is the following being conducted? (2 points)
- (1) File Maintenance \_\_\_\_\_
10. Does FAS manage the Flight Packet File? (paragraph 3231.8) 0 1
- a. Task. N/A
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
11. Can FAS Process the Obligation Validation Review (OVR)? (paragraph 3231.9, and appendix W) 0 1 2 3
- a. Task. Process the OVR. (1 point)



- (1) Validate listing \_\_\_\_\_
- (2) Process Recoupment \_\_\_\_\_
- (3) Submit OVR to TYCOM \_\_\_\_\_
- b. Validation. Are the following being conducted? (2 points)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
12. Can FAS process the DL? (paragraph 3231.9, and appendix W) 0 1 2 3
- a. Task. Process the DL. (1 point)
- (1) R-Supply/ASKIT import \_\_\_\_\_
- (2) Un-Matched Expenditures \_\_\_\_\_
- (3) Carcass difference \_\_\_\_\_
- (4) FYTD difference \_\_\_\_\_
- (5) Correct Challenge codes \_\_\_\_\_
- (6) Submit Challenges \_\_\_\_\_
- b. Validation. Are the following being conducted? (2 points)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
13. Can FAS prepare, review, and submit a Status of Funds (SOF) in accordance with local procedures? (paragraph 3231.10) 0 1 2 3
- a. Task. Prepare, review and submit a Status of Funds (SOF). (2 points)
- (1) Prepare the SOF \_\_\_\_\_
- (2) Review the SOF \_\_\_\_\_
- (3) Submit to the OIC/SNCOIC \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
14. Can FAS prepare and submit the Transmittal Letter (TL)? (paragraph 3231.11, and appendix G) 0 1 2 3
- a. Task. Prepare, review and submit the TL. (1 point)
- (1) Prepare TL \_\_\_\_\_
- (2) Review TL \_\_\_\_\_

- (3) Submit TL \_\_\_\_\_
- b. Validation. Is the following being conducted? (2 points)
- (1) File Maintenance \_\_\_\_\_
15. Can FAS review and post flight hours? (paragraph 3231.12) 0 1 2
- a. Task. Review and post flight hours. (1 point)
- (1) Download Hours \_\_\_\_\_
- (2) ASKIT input \_\_\_\_\_
- (3) Capture Late/Rollover hours \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
16. Does FAS receive and properly post OPTAR grants? (paragraph 3231.13)  
0 1 2
- a. Task. Post OPTAR grants. (1 point)
- (1) Review OPTAR grant message \_\_\_\_\_
- (2) Funding allocated to the squadron level \_\_\_\_\_
- (3) ASKIT/R-Supply Grant input \_\_\_\_\_
- (4) Verify allocations match \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
17. Can FAS prepare, review, and submit the Budget OPTAR Report?  
(paragraph 3231.14, and appendix X) 0 1 2 3
- a. Task. Prepare, Review, and submit a BOR. (2 points)
- (1) ASKIT
- (a) Process "For Approval" BOR \_\_\_\_\_
- (b) Audit "For Approval" BOR \_\_\_\_\_
- (c) Submit BOR to OIC/SNCOIC \_\_\_\_\_
- (d) Approve BOR \_\_\_\_\_
- (2) R-Supply
- (a) Create BOR \_\_\_\_\_

- (b) Audit BOR \_\_\_\_\_
    - (c) Submit BOR to OIC/SNCOIC \_\_\_\_\_
  - b. Validation. Is the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_
- 18. Can FAS perform the MVO Verification? (paragraph 3231.15) 0 1 2
  - a. Task. Perform the MVO verification. (1 point)
    - (1) Outstanding MVO requisition audit \_\_\_\_\_
    - (2) Corrective actions \_\_\_\_\_
    - (3) Submit results \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Report Annotations \_\_\_\_\_
    - (2) File Maintenance \_\_\_\_\_
- 19. Does FAS review the Stock Control Review Listing? (paragraph 3231.16, and appendix C) 0 1 2
  - a. Task. Review the Stock Control Review Listing. (1 point)
    - (1) High Money Value \_\_\_\_\_
    - (2) Unit Price Change \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Report Annotations \_\_\_\_\_
    - (2) File Maintenance \_\_\_\_\_
- 20. Does the FAS maintain a Completed Transaction File? (paragraph 3231.17) 0 1 2
  - a. Task. N/A
  - b. Validation. Is the following being conducted? (2 points)
    - (1) File Maintenance \_\_\_\_\_

SUPPLY MANAGEMENT DIVISION (SMD)

MALS \_\_\_\_\_

Date \_\_\_\_\_

OIC \_\_\_\_\_

SNCOIC \_\_\_\_\_

Inspector \_\_\_\_\_

SMD Grade \_\_\_\_\_

OIC/SNCOIC Grade \_\_\_\_\_

AB Grade \_\_\_\_\_

DSB Grade \_\_\_\_\_

SAAB Grade \_\_\_\_\_

## SUPPLY MANAGEMENT DIVISION (SMD)

## OIC/SNCOIC

1. Does the OIC/SNCOIC have on hand a current and accurate Turnover Jacket, which outlines specific duties and responsibilities? (paragraph 4001.2) 0 1 2
  - a. Task. N/A
  - b. Validation. Does each turnover jacket outline OIC/SNCOIC or branch duties/responsibilities? (paragraph 4001.2) (1 point)
    - (1) File Maintenance. \_\_\_\_\_
2. Does the OIC/SNCOIC support the Long Term Divisional Technical Training Plan of the AvnSupO? (paragraph 4001.3, and appendix I) 0 1 2 3
  - a. Task. Demonstrate a period of instruction IAW appendix I paragraphs 4 through 6. (1 point). \_\_\_\_\_
  - b. Validation. Are the following being conducted? (2 points)
    - (1) Tasks associated with conducting Technical Training. \_\_\_\_\_
    - (2) Technical Training documents completed IAW appendix I. \_\_\_\_\_
    - (3) File Maintenance. \_\_\_\_\_
3. The Division OIC/SNCOIC will be responsible for oversight of ASM to include signoff of Marines within their division. (paragraph 4001.5) 0 1
4. Does the OIC/SNCOIC submit corrective actions to the Audit Branch following any internal/external audits of their division? (paragraph 4001.6) 0 1
5. Does the OIC/SNCOIC Review the Stock Control Review Listing (SCRL) and identify potential discrepancies on a daily basis? (paragraph 4001.7) 0 1 2
  - a. Task. Perform tasks associated with review of the SCRL. (1 point) \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Report Annotations. \_\_\_\_\_
    - (2) File Maintenance. \_\_\_\_\_
6. Does the OIC/SNCOIC ensure all Marines have access to necessary sites in order to perform duties specific to SMD? (paragraph 4001.9) 0 1
7. Does the OIC/SNCOIC Review Aviation Supply Operations related messages/correspondence on a daily basis? (paragraph 4001.10) 0 1 2

- a. Task. Perform tasks associated with accessing AMHS. (1 point)
  - (1) Review messages/correspondence.
- b. Validation. Are the following being conducted? (1 point)
  - (1) Distribution. \_\_\_\_\_
  - (2) Corrective actions (applicable) \_\_\_\_\_
  - (3) File Maintenance \_\_\_\_\_
- 8. Can the OIC/SNCOIC identify and discuss MALSP Milestones?  
(paragraph 4001.11) 0 1 2
  - a. Task. Demonstrate the following (1 point)
    - (1) CNAP Schedule (milestone identification) \_\_\_\_\_
    - (2) Review RACs received from WAS \_\_\_\_\_
  - b. Validation. Is the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_
- 9. Does the OIC/SNCOIC ensure action is taken on UDP/MEU Milestones?  
(paragraph 4001.13) 0 1 \_\_\_\_\_
  - a. Task. N/A
  - b. Validation. Is the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_

## AUDIT BRANCH (AB)

1. Does AB maintain a file of Wing Functional Area 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 4101.1)

0 1 2 3

a. Task. N/A

b. Validation. Are the following being conducted? (3 points)

(1) Corrective Action Plan \_\_\_\_\_

(2) Monthly Synopsis of Corrective Actions \_\_\_\_\_

(3) File Maintenance \_\_\_\_\_

2. Does AB conduct Internal Audits of all divisions on a quarterly basis? (paragraph 4101.2a, 4101.3a, and 4101.3c, appendix H, and appendix G)

0 1 2 3

a. Task. Demonstrate how to conduct an Internal Audit. (1 point)

(1) Generate Audit Schedule \_\_\_\_\_

(2) Conduct Internal Audit \_\_\_\_\_

(3) Prepare appendix G Audit worksheets \_\_\_\_\_

(4) Prepare appendix H Audit Checklist \_\_\_\_\_

(5) Perform appendix G/H Results Calculation \_\_\_\_\_

b. Validation. Are the following being conducted? (2 points)

(1) File Maintenance.

(a) Internal Audit schedule \_\_\_\_\_

(b) Positive/Negative findings noted \_\_\_\_\_

(c) Repeat Discrepancies noted (audit only) \_\_\_\_\_

(d) General Trends noted (audit only) \_\_\_\_\_

(e) 'G' Audit \_\_\_\_\_

(f) 'H' Audit \_\_\_\_\_

(g) Audit report \_\_\_\_\_

(h) Corrective Actions (audit only) \_\_\_\_\_

3. Does AB conduct Internal Assists of all divisions on a quarterly basis? (paragraph 4101.2b, 4101.3b, 4101.3c, appendix H, and appendix G) 0 1 2 3
- a. Task. Demonstrate how to conduct an Internal Assist. (1 point)
- (1) Generate Assist Schedule \_\_\_\_\_
  - (2) Conduct Internal Assist \_\_\_\_\_
  - (3) Prepare appendix G Audit worksheets \_\_\_\_\_
  - (4) Prepare appendix H Audit Checklist (as required) \_\_\_\_\_
  - (5) Perform appendix G \_\_\_\_\_
  - (6) Conduct Validation of Corrective Actions \_\_\_\_\_
- b. Validation. Are the following being conducted? (2 points)
- (1) File Maintenance
    - (a) Internal Assist schedule \_\_\_\_\_
    - (b) Positive/Negative findings noted \_\_\_\_\_
    - (c) 'G' Audit \_\_\_\_\_
    - (d) 'H' Audit (As Required) \_\_\_\_\_
    - (e) Assist report \_\_\_\_\_
    - (f) Corrective Actions for prior qtr Validation(assist only) \_\_\_\_\_
    - (g) Training provided (assist only) \_\_\_\_\_
4. Does the AB Publish Inventory Schedules, and submit Inventory accuracy reports to the Wing Regional Inventory Accuracy Officer (RIAO) (paragraph 4101.4, and 4101.6)? 0 1 2 3
- a. Task. Perform tasks associated with Inventory Accuracy Reporting. (1 point)
- (1) Generate an Annual Inventory schedule \_\_\_\_\_
  - (2) Consolidate and Submit results \_\_\_\_\_
- b. Validation. Are the following being conducted? (2 points)
- (1) Annual Inventory Schedule \_\_\_\_\_
  - (2) Inventory Accuracy Report \_\_\_\_\_
  - (3) File Maintenance \_\_\_\_\_
5. Does the AB conduct Post LAP/Inventory Audits and submit to the AvnSupO? (paragraph 4101.5) 0 1 2



- a. Task. Perform tasks associated with Post LAP/Inventory Audit. (1 point)
- (1) Conduct Post LAP/Inventory Audit \_\_\_\_\_
- (2) Submit results \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 points)
- (1) Post Inventory Audits \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
6. 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 4101.7, and appendix AB) 0 1 2 3
- a. Task. Perform tasks associated with producing the Inventory Management Performance Report. (2 points)
- (1) Generate EOM Reports \_\_\_\_\_
- (2) Identify potential problem areas \_\_\_\_\_
- (3) Generate IMPR Justifications \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Back up removable media or hard copy \_\_\_\_\_
- (2) File Maintenance. \_\_\_\_\_
7. 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 4101.8) 0 1 2 3
- a. Task. N/A
- b. Validation. Is the following being conducted? (3 points)
- (1) File Maintenance. \_\_\_\_\_
8. Does AB maintain a file for all ASDTP changes/deviations until the next ASDTP revision? (paragraph 4101.9, and appendix F) 0 1 2
- a. Task. Perform tasks associated with reviewing Changes/Deviations. (1 point)
- (1) Demonstrate the ability to review Changes \_\_\_\_\_
- (2) Demonstrate the ability to review Deviations \_\_\_\_\_
- b. Validation. Is the following conducted? (1 point)

- (1) Cause and Effect statement \_\_\_\_\_
- (1) File Maintenance \_\_\_\_\_
9. How effective is the Technical Training Program?  
(paragraph 4101.10, and appendix I) 0 1 2 3
- a. Departmental Technical Training Program.
- (1) Task. Review the ASDs Technical Training Program to ensure completeness and accuracy for the requirements listed below:  
(1 point)
- (a) Published Quarterly Training Schedule \_\_\_\_\_
- (b) Critique Sheet \_\_\_\_\_
- (c) Produce Quarterly Technical Training Report \_\_\_\_\_
- (2) Validation. Is the following conducted? (2 points)
- (a) File Maintenance \_\_\_\_\_
10. Does AB monitor all accounts within ASM for the ASD?  
(paragraph 4101.11) 0 1
- a. Task. Monitor ASM accounts.
- (1) Conduct Check in/Check out \_\_\_\_\_
- (2) Draw down/submit required ASM reports. \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
11. Can AB personnel produce the LMC/ARRC Letter? (paragraph 4101.12)  
0 1 2 3
- a. Task. Perform tasks associated with producing the LMC/ARRC Letter.  
(1 point)
- (1) Obtain current LMC/ARRC \_\_\_\_\_
- (2) Produce SAMMA/SAL Part 5 \_\_\_\_\_
- (3) Divisional validation \_\_\_\_\_
- (4) Produce the LMC/ARRC letter \_\_\_\_\_
- b. Validation. Is the following conducted? (2 points)
- (1) File Maintenance \_\_\_\_\_
12. Does AB conduct the Financial Liability Survey Audit monthly and retain a FLSA file for 12 months? (paragraph 4101.13, and appendix G)  
0 1 2 3

- a. Task. Demonstrate the following: (2 point)
    - (1) Produce Gain/loss/survey listing \_\_\_\_\_
    - (2) Produce 5A/53 ADHOC \_\_\_\_\_
    - (3) Run Inventory Adjustments SQL by Expenditure Code \_\_\_\_\_
    - (4) Run Inventory Adjustments SQL by Transaction Code \_\_\_\_\_
    - (5) Demonstrate WMD Audit \_\_\_\_\_
    - (6) Demonstrate OMD Audit \_\_\_\_\_
  - b. Validation. Is the following conducted? (1 point)
    - (1) Report Annotations \_\_\_\_\_
    - (2) SQL Annotations \_\_\_\_\_
    - (3) File Maintenance \_\_\_\_\_
13. Does AB maintain access to the Master Directive File?  
(paragraph 4101.14) 0 1
- a. Task. Access the DOD SharePoint. (1 point) \_\_\_\_\_
  - b. Validation. N/A

## DEPLOYED SUPPORT BRANCH (DSB)

1. Are MALSP FSA/SASS/SSA/MSA/ICA/Non-Aeronautical Material Allowances properly loaded using the standard naming convention on R-Supply and NALCOMIS? (paragraph 4201.1, and appendix N) 0 1 2

a. Task. Perform tasks associated with loading Allowances (1 point)

(1) Identify proper FSA building blocks \_\_\_\_\_

b. Validation. Is the following conducted? (1 point)

(1) R-Supply/NALCOMIS validations \_\_\_\_\_

2. Does DSB maintain the FSA in a deployment ready condition? [paragraph 4201.2.a(1) thru 4201.2.a(4), appendix A, appendix L, and appendix Q, and reference (z)] 0 1 2 3

a. Task. Perform tasks associated with FSA deployment readiness. (1 point)

(1) FSA Pull Request \_\_\_\_\_

(2) Controlled Access Area \_\_\_\_\_

(3) Segregated by Standard Pack-up Serial Numbers \_\_\_\_\_

(4) 36 months RFI FSA screening in coordination with WMD \_\_\_\_\_

(5) Manufacturer Hermetically Gear screening \_\_\_\_\_

(6) Repairable IMA inductions on assets exceeding 36 months \_\_\_\_\_

(7) Monthly Visual inspections on applicable SM&R codes with X1 repair capability \_\_\_\_\_

(8) Shipping Containers Inspections \_\_\_\_\_

(9) Conduct a Quarterly Shelf Life Review \_\_\_\_\_

b. Validation. Are the following conducted? (2 points)

(1) Open FSA Requests \_\_\_\_\_

(2) FSA Rotation Program \_\_\_\_\_

(3) Shelf Life Review \_\_\_\_\_

(4) Visual Inspections \_\_\_\_\_

(5) File Maintenance \_\_\_\_\_

3. On a monthly basis, does DSB review the Change Notice Storeroom Action Listing (SAL) and take appropriate action? (paragraph 4101.2a(4), and appendix B) 0 1 2

a. Task. Perform tasks associated with reviewing Change Notice Storeroom Action Listing (1 point)

- (1) NSN changes \_\_\_\_\_
- (2) Unit of Issue change \_\_\_\_\_
- (3) Security Code change \_\_\_\_\_
- (4) Shelf Life Codes/Shelf Life Action Codes \_\_\_\_\_
- (5) Exhausted, Deleted, Superseded or Condemned Stock \_\_\_\_\_
- b. Validation. Are the following conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
- 4. On a monthly basis, does DSB review the R-Supply/NALCOMIS Recon and take appropriate action? (paragraph 4101.2.a(6), and appendix L) 0 1 2
- a. Task. Perform tasks associated with reviewing R-Supply/NALCOMIS Recon (1 point)
- (1) NALCOMIS Pack-up Discrepancy Report \_\_\_\_\_
- (2) Supply/NALCOMIS Pack-up Quantity Discrepancy Report \_\_\_\_\_
- (3) Supply Pack-up Addition Report \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
- 5. Does the DSB ensure FSA deficiencies are properly ordered and tracked citing ZB9 as the Project Code? (paragraph 4201.3a thru 4201.3b, and appendix K) 0 1 2 3
- a. Task. Perform tasks associated with FSA ZB9 deficiencies. (1 point)
- (1) Perform review of FSA deficiencies \_\_\_\_\_
- (2) Conduct requisition follow up action \_\_\_\_\_
- (3) Causes of deficiencies without dues \_\_\_\_\_
- b. Validation. Is the following conducted? (2 points)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
- 6. Are outstanding offline FSA requisitions with a BuNo of 111111 identified as pay back to the FSA? (paragraph 4201.3.d) 0 1 2
- a. Task. Perform tasks associated with outstanding offline

FSA requisitions. (1 point)

- (1) Run offline FSA requisitions \_\_\_\_\_
- (2) Conduct review of offline FSA requisitions \_\_\_\_\_
- (3) Conduct change of custody with WRB \_\_\_\_\_

b. Validation. Are the following conducted? (1 point)

- (1) Report/log Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_

7. Does DSB conduct a LAP prior to all FSA inventories?  
(paragraph 4201.4b, and appendix M) 0 1 2

a. Task. Perform tasks associated with conducting a LAP. (1 point)

- (1) Produce Repairable FSA LAP Listing \_\_\_\_\_
- (2) Produce Consumable FSA LAP Listing \_\_\_\_\_
- (3) Verify NIIN \_\_\_\_\_
- (4) Verify Location \_\_\_\_\_
- (5) Verify Unit of Issue \_\_\_\_\_
- (6) Verify Shelf Life Expiration date (as applicable) \_\_\_\_\_
- (7) Verify Service Label-Material Tag, DD Form 1574-1  
(if applicable) \_\_\_\_\_
- (8) Equipment History Record (EHR), Scheduled Removal Card  
(SRC) or equivalent (if applicable) \_\_\_\_\_

b. Validation. Are the following being conducted? (1 point)

- (1) NALCOMIS/R-Supply Comparison Report \_\_\_\_\_
- (2) R-Supply Dual Location Listing \_\_\_\_\_
- (3) File Maintenance \_\_\_\_\_

8. Does DSB personnel conduct quarterly scheduled inventories for all  
material? (paragraph 4201.4c, and appendix N) 0 1 2

a. Task. Perform inventory procedures. (2 points)

- (1) Schedule an inventory \_\_\_\_\_
- (2) Input inventory counts \_\_\_\_\_
- (3) Pre-Adjustment Research \_\_\_\_\_
- (4) Process Inventory Adjustment \_\_\_\_\_

- (5) Causative Research \_\_\_\_\_
- (6) Inventory status and reporting \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) POA&Ms \_\_\_\_\_
- (3) File Maintenance \_\_\_\_\_
9. Does DSB properly receive, distribute, monitor, and review all Logistics Support Requests? (paragraph 4201.5.a, and appendix AA)  
0 1 2 3
- a. Task. Perform tasks associated with processing a Local Support Request (LSR). (2 points)
- (1) Validate Material Requirements \_\_\_\_\_
- (2) Establish a Local Pack-up Serial Number \_\_\_\_\_
- (3) Load an NSN to the newly established Pack-up \_\_\_\_\_
- (4) Delete the NSN from the newly established Pack-up \_\_\_\_\_
- (5) Delete the newly established Pack-up \_\_\_\_\_
- b. Validation. Are LSRs being filed? (1 point)
- (1) File Maintenance \_\_\_\_\_
10. Does DSB conduct a 100% Repairable Inventory Validation and 30% Consumable Inventory Validation with WCB once the deployment pack-up data entry process has been completed? [paragraph 4201.5.b(3)]  
0 1 2 3
- a. Task. Perform tasks associated with deployment pack up inventory validation. (1 point)
- (1) Produce deployed support package listing \_\_\_\_\_
- (2) Conduct repairable and consumable inventory validation \_\_\_\_\_
- (3) Conduct 100% Repairable and 30% Consumable \_\_\_\_\_
- b. Validation. Is the following being conducted? (2 point)
- (1) Appropriate signatures \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
11. Does DSB maintain a listing of all Pack-ups (FSA/LOCAL) currently in process of being pulled/already deployed. (paragraph 4201.6.a, and 4201.6.b) 0 1 2

- a. Task. N/A
  - b. Validation. Is the following conducted? (2 points)
    - (1) File Maintenance \_\_\_\_\_
12. Does DSB review Material Control Registers for all NIS/NC demands generated during a deployment to determine possible adjustments to package allowances for future deployments? (paragraph 4201.6c)  
0 1 2 3
- a. Task. Perform tasks associated with reviewing a Material Control Register for NIS and NC. (1 point)
    - (1) Material Control Register Review \_\_\_\_\_
  - b. Validation. Is the following conducted? (2 points)
    - (1) Demand Analysis conducted Post Deployment. \_\_\_\_\_
    - (2) Demand Analysis (dets> 30 days) \_\_\_\_\_
    - (3) Pack-up Add Deletes (dets> 30 days) \_\_\_\_\_
    - (4) Report Annotations \_\_\_\_\_
    - (5) File Maintenance \_\_\_\_\_
13. Does the DSB conduct Monthly reconciliation inventories for those deployments lasting more than 30 days and perform inventory adjustments as necessary? (paragraph 4201.6d, and appendix N)  
0 1 2 3
- a. Task. Perform tasks associated with Monthly Inventory Reconciliation (1 point)
    - (1) Produce a Monthly Inventory Listing \_\_\_\_\_
    - (2) Perform Inventory Reconciliation \_\_\_\_\_
  - b. Validation. Is the following conducted? (2 points)
    - (1) Inventory Reconciliation \_\_\_\_\_
    - (2) Pre-Adjustment Research \_\_\_\_\_
    - (3) Process Inventory Adjustment \_\_\_\_\_
    - (4) Causative Research \_\_\_\_\_
    - (5) File Maintenance \_\_\_\_\_
14. Does DSB provide a CD ROM/copies of up-to-date publications listed in appendix AA of the ASDTP to the Responsible Officer for use during deployed operations? (paragraph 4201.8, and appendix AA) 0 1
- a. Task. Produce listings associated with deployed operation support.



- (1) Complete MSSLL \_\_\_\_\_
- (2) Part Number File \_\_\_\_\_
- (3) FEDLOG or equivalent (e.g., WebFLIS, One Touch, Navy ERP) \_\_\_\_\_
- (4) NAVSUP P700 \_\_\_\_\_
- (5) ICRL (Individual Component Repair List) \_\_\_\_\_
- (6) CRIPL (Consolidated Remain-In-Place List) \_\_\_\_\_
- b. Validation. Is the following conducted?
- (1) File Maintenance \_\_\_\_\_
- 15. Does DSB have a viable Global Communication System (GCS) Management Program? (paragraph 4201.9) 0 1 2 3
- a. Task. Perform tasks associated with GCS Management. (2 points)
- (1) Testing \_\_\_\_\_
- (2) GCS Status Reports Submission \_\_\_\_\_
- b. Validation. Is the following conducted? (1 points)
- (1) File Maintenance \_\_\_\_\_

SUPPLY APPLICATIONS ADMINISTRATOR BRANCH (SAAB)

1. Does the SAA maintain a software update file? (paragraph 4301.1)  
0 1
  - a. Task. N/A
  - b. Validation. Is the following conducted?
    - (1) File Maintenance \_\_\_\_\_
2. Does the SAA maintain R-Supply/NALCOMIS system security and access? (paragraph 4301.2, and appendix G) 0 1 2 3
  - a. Task. (1 point)
    - (1) Conduct SOD validation. \_\_\_\_\_
    - (2) Conduct NALCOMIS validation. \_\_\_\_\_
  - b. Validation. Are the following conducted? (2 points)
    - (1) SOD Waiver. \_\_\_\_\_
    - (2) Critical Menu Letter. \_\_\_\_\_
    - (3) File Maintenance. \_\_\_\_\_
3. Does the SAA maintain User Registration for R-Supply and NALCOMIS? (paragraph 4301.3, and appendix G) 0 1 2 3
  - a. Task. Conduct a User/Menu role validation. (1 point)
    - (1) Run R-Supply ADHOC User\_Role and review for additions or deletions \_\_\_\_\_
    - (2) Run NALCOMIS ADHOC DU05\_PERSONNELL/DU10\_TASK TABLES and review for additions or deletions. \_\_\_\_\_
  - b. Validation. Are the following conducted? (2 points)
    - (1) Delegation Letter \_\_\_\_\_
    - (2) File Maintenance \_\_\_\_\_
4. Does the SAA assist supply users on the proper use of R-Supply, NALCOMIS and Stand Alone Applications? (paragraph 4301.4, and 4301.5)  
0 1
  - a. Task. Perform functions associated with assisting supply users.
    - (1) Applicable Systems \_\_\_\_\_
  - b. Validation. Is the following conducted?
    - (1) File Maintenance (Log) \_\_\_\_\_

5. Does the SAA trouble shoot functional software problems and submit approved (by the SMD OIC/SNCOIC) TCs as required? (paragraph 4301.7)  
0 1 2 3

- a. Task. Perform functions associated with trouble shooting and submission of TC. (2 points)

(1) Conduct trouble shooting. \_\_\_\_\_

(2) Conduct submission of TC. \_\_\_\_\_

(3) Conduct TCs/TRs/CPs Review. \_\_\_\_\_

- b. Validation. Is the following conducted? (1 point)

(1) File Maintenance \_\_\_\_\_

6. Does the SAA approve, prioritize and schedule all processing for R-Supply/NALCOMIS? (paragraph 4301.8) 0 1 2

- a. Task. Perform functions associated with requesting, scheduling and approving Job Requests. (1 point)

(1) Discuss scheduling, prioritization and approval of reoccurring report requirements. \_\_\_\_\_

(2) Request a Trial Financial in R-Supply \_\_\_\_\_

(3) Approve the Trial Financial in R-Supply \_\_\_\_\_

(4) Request an IMA IOU Report in NALCOMIS \_\_\_\_\_

(5) Approve the IOU Report in NALCOMIS \_\_\_\_\_

- b. Validation. Is the following conducted? (1 point)

(1) File Maintenance (schedule) \_\_\_\_\_

7. Can the SAA maintain NALCOMIS and R-Supply Validation Tables? (paragraph 4301.9) 0 1 2 3

- a. Task. The SAA will perform the following task involved with the Validation Tables in R-Supply/NALCOMIS. (1 point)

(1) Demonstrate the ability to transfer a BuNo from one squadron to another squadron in NALCOMIS \_\_\_\_\_

(2) Demonstrate the ability to add a new ORG Code in NALCOMIS \_\_\_\_\_

(3) Demonstrate the ability to load an Other Activity in R-Supply \_\_\_\_\_

(4) Demonstrate the ability to add a Fund Code in R-Supply \_\_\_\_\_

(5) Demonstrate the ability to add a BuNo in R-Supply \_\_\_\_\_

- b. Validation. Are the following conducted? (2 points)

## (1) R-Supply

- (a) Aircraft Table (ADHOC) \_\_\_\_\_
- (b) Unit/Ship/Org Tables (ADHOC) \_\_\_\_\_
- (c) Engine TEC Table (ADHOC) \_\_\_\_\_
- (d) Fund Code Table (ADHOC) \_\_\_\_\_
- (e) Master Validation Report (JSS200) \_\_\_\_\_
- (f) Printer Location Table (ADHOC) \_\_\_\_\_
- (g) Supply User/Job Role/Menu Role/User Role (ADHOC) \_\_\_\_\_
- (h) Activity Control Info (Screen Dump 3 Tabs) \_\_\_\_\_
- (i) Customer Serial File Listing \_\_\_\_\_

## (2) NALCOMIS

- (a) DA01\_Organization (ADHOC) \_\_\_\_\_
- (b) DA02 Project\_Code (ADHOC) \_\_\_\_\_
- (c) DA03\_Site (ADHOC) \_\_\_\_\_
- (d) DA05\_Workcenter (ADHOC) \_\_\_\_\_
- (e) DA06 Fund\_Code (ADHOC) \_\_\_\_\_
- (f) DF01\_DDSN\_Asgn (ADHOC) \_\_\_\_\_
- (g) DF05 CDA\_Validation (ADHOC) \_\_\_\_\_
- (h) DF07\_BUNOTABLE (ADHOC) \_\_\_\_\_
- (i) DF08 Stock Auto assign (ADHOC) \_\_\_\_\_
- (j) DF09\_Broadarrow\_Autoassign (ADHOC) \_\_\_\_\_
- (k) DF15\_Suadps\_Intf\_Logon (ADHOC) \_\_\_\_\_
- (l) DF22\_Cog\_Mcc\_Rep (ADHOC) \_\_\_\_\_
- (m) DF34\_External\_Fundcode (ADHOC) \_\_\_\_\_
- (n) DU05\_Personnel (ADHOC) \_\_\_\_\_
- (o) DU10\_Personnel\_Tasks (ADHOC) \_\_\_\_\_
- (p) DV08\_TEC (ADHOC) \_\_\_\_\_

## (3) Standalone Applications (IBS/EPUK)

- (a) Setup Configuration \_\_\_\_\_

8. Does the SAA direct and coordinate all ASD End of the Month/Fiscal Year Processing for R-Supply/NALCOMIS? (paragraph 4301.10) 0 1 2 3
- a. Task. Demonstrate the ability to coordinate all ASD End of the Month/Fiscal Year Processes. (2 points)
- (1) Conduct Procedures/Scheduling for EOM/EOFY Closeout \_\_\_\_\_
- (2) Conduct ADHOC prior to EOFY closeout, identifying all NIINS with locations that have not inventoried for the current year. \_\_\_\_\_
- (3) Conduct Stock/DTO Recon \_\_\_\_\_
- (4) Conduct Issue Pending Qty Reconciliation \_\_\_\_\_
- b. Validation. Is the following conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
9. Does the SAA effectively manage daily processes, and MILSTRIP transactions? [paragraph 4301.11b(1) thru 4301.11b(5)] 0 1 2 3
- a. Tasks. Process Daily Reports and Tasks. (1 point)
- (1) Generate and distribute Stock Control Review listing Review, edit, and process all MILSTRIP Transactions utilizing RSMS NALCOMIS external records \_\_\_\_\_
- (2) Review, edit, and release Reorder Report \_\_\_\_\_
- (3) Generate and distribute the R-Supply Suspense \_\_\_\_\_
- (4) Generate and distribute the R-Supply No Status \_\_\_\_\_
- (5) Generate ASKIT Records \_\_\_\_\_
- b. Validation. Is the following conducted? (2 points)
- (1) SCRL \_\_\_\_\_
- (2) NALCOMIS external records \_\_\_\_\_
- (3) Reorder \_\_\_\_\_
- (4) Suspense \_\_\_\_\_
- (5) No Status \_\_\_\_\_
- (6) ASKIT Records \_\_\_\_\_
- (7) File Maintenance \_\_\_\_\_
10. Does the SAA properly execute and submit the daily Transaction Item Reporting (TIR)? [paragraph 4301.11b(6)] 0 1 2

- a. Task. Submit the daily TIR. (1 point)
- (1) Outgoing MILSTRIP Transaction Status \_\_\_\_\_
- b. Validation. Is the following conducted? (1 points)
- (1) Outgoing MILSTRIP Transaction Status \_\_\_\_\_
11. Does the SAA properly execute and process R-Supply outgoing transactions? [paragraph 4301.11b(7)] 0 1 2
- a. Task. Review outgoing status report. (1 point)
- (1) Process Outgoing status report \_\_\_\_\_
- b. Validation. Is the following conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
12. Does the SAA effectively manage and process all Incoming MILSTRIP Transactions utilizing RSMS? [paragraph 4301.11b(10) thru 4301.11b(12)] 0 1 2
- a. Task. Incoming MILSTRIP Transactions. (1 point)
- (1) Review, edit, and process all Incoming MILSTRIP Transactions \_\_\_\_\_
- b. Validation. Is the following conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
13. Does the SAA effectively manage and process all Outgoing MILSTRIP Transactions? [paragraph 4301.11b(13)] 0 1 2
- a. Task. Outgoing MILSTRIP Transactions. (1 point)
- (1) Review, edit, and process all Outgoing MILSTRIP Transactions via OTS \_\_\_\_\_
- b. Validation. Is the following conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
14. Does the SAA effectively manage weekly processes? (paragraph 4301.11c) 0 1 2
- a. Tasks. Process Weekly Processes. (1 point)
- (1) Flight Equipment Status \_\_\_\_\_
- (2) Trial Processing \_\_\_\_\_
- b. Validation. Is the following conducted? (1 points)
- (1) File Maintenance \_\_\_\_\_

15. Does the SAA coordinate and process the R-Supply/NALCOMIS Database Reconciliation on a monthly basis? (paragraph 4301.11d(1), and appendix L 0 1 2
- a. Task. R-Supply/NALCOMIS Database Reconciliation. (1 point)
- (1) Process R-Supply/NALCOMIS Database Reconciliation \_\_\_\_\_
- b. Validation. Is the following conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
16. Does the SAA produce and distribute the Monthly Change Notice Report and Annual Price Change? (4301.11d(2), and appendix B) 0 1 2 3
- a. Task. Conduct Change Notice Processing. (1 point)
- (1) Drawdown Change Notice \_\_\_\_\_
- (2) Drawdown APC \_\_\_\_\_
- (3) Produce Change Notice \_\_\_\_\_
- (4) Produce APC \_\_\_\_\_
- (5) Produce APC Run Log \_\_\_\_\_
- b. Validation. Is the following conducted? (2 points)
- (1) Processed by the 5th of the Month (Change Notice), and 1st of October (APC) \_\_\_\_\_
- (2) Legible Sign/Print/Date (AvnSup0 or designated Representative). \_\_\_\_\_
- (3) File Maintenance \_\_\_\_\_
17. Does the SAA request and maintain the required copies of the R-Supply Master Stock Status and Locator Listing? [paragraph 4301.11d(3)] 0 1 2
- a. Task. Request a MSSLL. (1 point) \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
18. Does the SAA process the monthly Stock/DTO Recon and Issue Pending Qty Reconciliation? [paragraph 4301.11b(4) and 4301.11b(5)] 0 1 2
- a. Task. Demonstrate the ability to process the below. (2 points)
- (1) Conduct Stock/DTO Recon \_\_\_\_\_
- (2) Conduct Issue Pending Qty Reconciliation \_\_\_\_\_

- b. Validation. Is the following conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
19. Does the SAA maintain a squadron roster of users with MILSTRIP capabilities? (paragraph 4301.12) 0 1 2 3
- a. Task. Create the Squadron Roster. (1 point) \_\_\_\_\_
- b. Validation. Is the following conducted? (2 points) \_\_\_\_\_
- (1) File Maintenance \_\_\_\_\_
20. Does the SAA coordinate and process the R-Supply MFCS Inventory Reconciliation on an annual basis? (paragraph 4301.13) 0 1 2
- a. Task. Process R-Supply MFCS Inventory Reconciliation (1 point) \_\_\_\_\_
- b. Validation. Is the following conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
21. Does the SAA receive, coordinate and respond to Quarterly MOV Files? (paragraph 4301.14, and appendix E) 0 1 2 3
- a. Task. Conduct Quarterly MOV Review. (1 point)
- (1) MOV Drawdown and Loading process \_\_\_\_\_
- (2) MOV Drawdown (Flight Equipment) \_\_\_\_\_
- (3) MOV Consolidation and Validation procedures \_\_\_\_\_
- (4) MOV Upload/Processing (ASKIT) \_\_\_\_\_
- (5) MOV Releasing Process (R-Supply and ASKIT) \_\_\_\_\_
- (6) Post MOV \_\_\_\_\_
- b. Validation. Is the following conducted? (2 points)
- (1) File Maintenance \_\_\_\_\_
22. Does the SAA produce the Document Serial Number Assignment Letter? (paragraph 4301.15) 0 1
- a. Task. N/A
- b. Validation. Is the following conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_



AVIATION LOGISTICS DIVISION, SUPPLY (ALD-C)

Wing\_\_\_\_\_ Date\_\_\_\_\_

AvnSupO\_\_\_\_\_ Supply Chief\_\_\_\_\_

Inspector\_\_\_\_\_ WASMAT Grade\_\_\_\_\_

WAS Grade\_\_\_\_\_ WOS Grade\_\_\_\_\_

	Assigned	Remarks
Asst. Supply Chief (6672): GySgt	_____	_____
Wing Aviation Supply Management Advisory Team		
OIC (6604): CW04	_____	_____
SNCOIC (6672): GySgt	_____	_____
Avn Supply Spec (6672): GySgt	_____	_____
Avn Supply Spec (6672): GySgt	_____	_____
Avn Supply Spec (6672): SSgt	_____	_____
Avn Supply Spec (6672): Sgt	_____	_____
Wing Operations Section		
OIC (6602): Capt		
SNCOIC (6672): SSgt	_____	_____
Avn Supply Spec (6672): Sgt	_____	_____
Avn Supply Spec (6672): Cpl	_____	_____
Wing Allowancing Section		
OIC (6604): CW03		
SNCOIC (6672): SSgt	_____	_____
Avn Supply Spec (6672): Sgt	_____	_____
Avn Supply Spec (6672): Cpl	_____	_____
Avn Supply Spec (6672): Cpl	_____	_____

Additional personnel assigned in excess of T/O (Augments):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

1. Is the AvnSupO/Department Chief responsible for oversight of ASM to include signoff of Marines within department.  
(paragraph 5001.3b) 0 1

2. Does the AvnSupO/Department Chief have on hand a current and accurate Turnover Jacket, which outlines specific duties and responsibilities?  
(paragraph 5001.4) 0 1 2

a. Task. N/A

b. Validation. Does each turnover jacket outline AvnSupO/Department Chief or section duties/responsibilities? (paragraph 5001.4)

(1) File Maintenance

3. Does the AvnSupO/Department Chief review Aviation Supply Operations related messages/correspondence on a daily basis? (paragraph 5001.6)  
0 1 2

a. Task. Perform tasks associated with accessing AMHS. (1 point)

b. Validation. Are the following being conducted? (1 point)

(1) Review messages/correspondence.

(2) File Maintenance.

## SECTION 1: WING AVIATION SUPPLY MANAGEMENT ADVISORY AND TRAINING (WASMAT)

1. Does WASMAT publish and maintain an annual Functional Area Inspection (FAI)/Functional Area Assist (FAA) schedule for subordinate units, alternating between FAIs and FAAs every year? (paragraph 5101.1) 0 1

a. Task. N/A

b. Validation. Are the following being conducted? (1 point)

(1) File Maintenance \_\_\_\_\_

2. Does WASMAT OIC/Chief evaluate FAIs using the FAI matrix and grading scale? [paragraph 5101.2b(1)] 0 1 2

a. Task. Demonstrate how to conduct an FAI. (2 points)

(1) Produce appendix H \_\_\_\_\_

(2) Prepare appendix G Audit worksheets \_\_\_\_\_

(3) Perform appendix G/H Results Calculation \_\_\_\_\_

b. Validation. N/A

3. Does WASMAT publish and maintain an FAI/FAA file for each unit, containing the current and three prior fiscal years in date audit performed sequence for all FAIs/FAAs, with corrective actions and responses as required? (paragraph 5101.3) 0 1 2 3

a. Task. N/A

b. Validation. Are the following being conducted? (3 points)

(1) FAI/ FAA briefs \_\_\_\_\_

(2) FAI appendix G and H products \_\_\_\_\_

(3) FAI inspection reports \_\_\_\_\_

(4) FAA after action reports \_\_\_\_\_

(5) Corrective actions and responses \_\_\_\_\_

4. Does WASMAT coordinate, publish and route a quarterly internal audit schedule through ALD's sections prior to submitting it to the AvnSupO for approval? (paragraph 5101.4) 0 1 2

a. Task. Publish an internal audit schedule. (1 point) \_\_\_\_\_

b. Validation. Are the following being conducted? (1 point)

(1) File Maintenance \_\_\_\_\_

5. Does WASMAT publish and maintain an internal audit/assist file containing the current and three prior fiscal years in date audit performed within section sequence for all internal audits/assists,

with corrective actions and responses as required? (paragraph 5101.5, and 5101.6) 0 1 2 3

a. Task. Demonstrate how to conduct an Internal Audit/Assist. (1 point)

(1) Produce appendix H \_\_\_\_\_

(2) Perform appendix H Calculation \_\_\_\_\_

b. Validation. Are the following being conducted? (2 points)

(1) Audit appendix H products \_\_\_\_\_

(2) Audit inspection reports \_\_\_\_\_

(3) Assist after action reports \_\_\_\_\_

(4) Corrective actions and responses \_\_\_\_\_

(5) File Maintenance \_\_\_\_\_

6. Does WASMAT conduct Commanding General Inspections and Assists (as required)? (paragraph 5101.7) 0 1 2

a. Task. Access and review CGI checklist for accuracy. (1 point) \_\_\_\_\_

b. Validation. Are the following being conducted?

(1) File Maintenance (1 point) \_\_\_\_\_

7. How effective is the Department Technical Training Program? (paragraph 5101.8, and appendix I) 0 1 2 3

a. Task. Validate the ALDs technical training program for completeness of the following: (2 points)

(1) Published Quarterly Training Schedule \_\_\_\_\_

(2) Written Lesson Plan In Accordance With appendix I \_\_\_\_\_

(3) 10 Test Question (minimum) \_\_\_\_\_

(4) Maintain Departmental Attendance Roster \_\_\_\_\_

(5) Subject Matter Experts Provide Training \_\_\_\_\_

(6) Produce Quarterly Technical Training Report \_\_\_\_\_

(7) Maintain Electronic Technical Training Library \_\_\_\_\_

b. Validation. Are the following being conducted? (1 point)

(1) File Maintenance \_\_\_\_\_

8. Does WASMAT serve as a central collection and submission point for all external inspection/audit visit requests and inquiries? (paragraph 5101.9) 0 1 2

- a. Task. Perform tasks associated with external inspection/audit. (1 point)
- (1) Review consolidated responses received from MALS ASD. \_\_\_\_\_
- (2) Review external audit results. \_\_\_\_\_
- (3) Distribute results to applicable MALS ASDs. \_\_\_\_\_
- (4) Distribute corrective action plans to appropriate MALS ASD. \_\_\_\_\_
- b. Validation. File Maintenance. (1 point) \_\_\_\_\_
9. Does WASMAT monitor Wing Advanced Skill Management accounts for Occupational Fields: 6602, 6604, and 6672? (paragraph 5101.10) 0 1 2
- a. Task. Demonstrate the following. (1 point)
- (1) Validate ASM change requests \_\_\_\_\_
- (2) Review required reports from MALS ASD \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
10. Does WASMAT monitor, review and respond to the submission of changes to NAVMC 4400.177A by means of change/deviation requests? (paragraph 5101.11) 0 1 2
- a. Task. Take appropriate action(s) of submissions of change/deviation requests. (1 point) \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
11. Does WASMAT monitor Supply Management goals, End of the Month Reports, and internal goals directed by the ALD AC/S, to identify potential problem areas? (paragraph 5101.12) 0 1 2
- a. Task.
- (1) Review EOM Reports identified in appendix AB. (1 point) \_\_\_\_\_
- (2) Review the IMPR for missed Supply Management Goals. (1 point) \_\_\_\_\_
- b. Validation. N/A

## WING ALLOWANCING SECTION (WAS)

1. Does the OIC/SNCOIC have on hand current and accurate turnover jacket, which outlines specific duties and responsibilities? (paragraph 5200.2a)  
0 1 2

a. Task. N/A

b. Validation. Does the turnover jacket outline OIC/SNCOIC and branch duties/responsibilities? (2 points)

(1) File Maintenance \_\_\_\_\_

2. Does WAS screen applicable reports to generate and maintain stock levels for MALS ASD? (paragraph 5201.1) 0 1 2 3

a. Task. Demonstrate the ability to maintain stock levels for all material. (2 points)

(1) Level Setting parameters and review output \_\_\_\_\_

(1) SAMMA/SAL \_\_\_\_\_

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance \_\_\_\_\_

3. Does WAS utilize approved tools to review and request modifications to allowance? (paragraph 5201.2) 0 1 2 3

a. Task. Demonstrate the ability to produce and review the following reports. (2 points)

(1) Daily Consumable Sizing \_\_\_\_\_

(2) CST Monthly Summary Change Report \_\_\_\_\_

(3) COLT/PDL Quarterly Update \_\_\_\_\_

(4) TMS AVCAL Consumable Review \_\_\_\_\_

(5) Repairable Analysis of Missed Sales \_\_\_\_\_

(6) Allowance Change Report \_\_\_\_\_

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance \_\_\_\_\_

4. Does WAS submit Allowance Change Requests (ACR) for fixed allowance material? (paragraph 5201.2c) 0 1 2

a. Task. Demonstrate ability to submit and ACR. \_\_\_\_\_

b. Validation. Is the following being conducted?

(1) File Maintenance \_\_\_\_\_

5. Does WAS coordinate and validate all AVCAL aid and milestone processes to ensure allowances are properly loaded? (paragraph 5201.3, appendix AC) 0 1 2
- a. Task. Demonstrate the steps in AVCAL Review Process. (1 point) \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
6. Does WAS coordinate and monitor the MEU AVCAL allowancing process and ensure all milestones are met? (paragraph 5201.4, and appendix AC) 0 1 2
- a. Task. Demonstrate the steps in MEU AVCAL allowancing Process. (1 point) \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
7. Does WAS coordinate and monitor the COSAL review process and ensure all milestones are met? (paragraph 5201.5, and appendix AC) 0 1 2
- a. Task. Demonstrate the steps in COSAL Review Process. (1 point) \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
8. Does WAS ensure all MALSP support package building block allowances are properly identified in R-Supply/NALCOMIS? (paragraph 5201.6) 0 1
- a. Task. Identify support package building blocks. (1 point) \_\_\_\_\_
- b. Validation. N/A
9. Does WAS review and submit offload recommendations to the MALS ASD? (paragraph 5201.7) 0 1 2 3
- a. Task. Generate and review potential offload candidates. (2 points)
- (1) Consumable material \_\_\_\_\_
- (2) Repairable material \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
10. Does WAS review and manage applicable LMC/Flags? (paragraph 5201.8) 0 1 2
- a. Task. Conduct review. (1 point)
- (1) LMC \_\_\_\_\_

- (2) Limit Flags \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
11. Does WAS conduct Database Maintenance monthly and prior to any quarterly, AVCAL or COSAL allowance update? (paragraph 5201.9)  
0 1 2
- a. Task. Demonstrate the proper steps to conduct Database Maintenance. (1 point)
- (1) Execute appropriate Adhoc/SQLs \_\_\_\_\_
- (2) Correct Database discrepancies \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
12. Does WAS monitor Supply Management goals established by higher authority and internal goal directed by ALD AC/S? (paragraph 5201.10) 0 1
- a. Task. Review the IMPR for missed Supply Management Goals. \_\_\_\_\_
- b. Validation. Are the following being conducted?
- (1) FSA/SASS count \_\_\_\_\_



## WING OPERATIONS SECTION (WOS)

1. Does the OIC/SNCOIC have on hand a current and accurate Turnover Jacket, which outlines specific duties and responsibilities?  
(paragraph 5300.2b) 0 1 2
  - a. Task. N/A
  - b. Validation. Does each turnover jacket outline OIC/SNCOIC or branch duties/responsibilities? (2 points)
    - (1) File Maintenance. \_\_\_\_\_
2. Does the WOS submit EOM Report and monitor Supply Management Goals?  
(paragraph 5301.1) 0 1 2
  - a. Task. Perform tasks associated monitoring supply management goals.  
(1 point)
    - (1) Conduct Trend Analysis \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Trend Analysis \_\_\_\_\_
    - (2) Monthly/Quarterly Telecon/Correspondence \_\_\_\_\_
    - (3) File Maintenance \_\_\_\_\_
3. Does the WOS review the AMSRR and take appropriate action to expedite readiness degraders? (paragraph 5301.2) 0 1 2
  - a. Task. Perform tasks associated with expediting. (1 point)
    - (1) Identify requisitions on the AMSRR requiring action \_\_\_\_\_
  - b. Validation. Is the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_
4. Does the WOS receive, consolidate and submit the Annual Inventory Schedule? (paragraph 5301.5) 0 1 2
  - a. Task. Perform tasks associated Annual Inventory Schedule Reporting.  
(1 point)
    - (1) Consolidate and produce an Inventory Schedule \_\_\_\_\_
  - b. Validation. Is the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_
5. Does the WOS review and submit all NAVSUP inventory accuracy reports?  
(paragraph 5301.6) 0 1 2
  - a. Task. Perform tasks associated with review and submission of reports. (1 point)

- (1) Validate MALS submission \_\_\_\_\_
- (2) Consolidate and produce memo \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) ADHOC Output \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
6. Does WOS review Det/MEU/UDP Deployment milestones? (paragraph 5301.7)  
0 1 2
- a. Task. Review Det/MEU/UDP Deployment milestones for timely completeness. (1 point) \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
7. Does WOS approve requests to issue Fly-In-Support Allowance Assets? (paragraph 5301.8) 0 1 2
- a. Task. Review requests to issue Fly-In-Support Allowance Assets. (1 point)
- (1) Criteria Review \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
8. Does WOS review the MALS quarterly GCS Reports? (paragraph 5301.9)  
0 1 2
- a. Task. Review the MALS quarterly GCS Reports. (1 point) \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
9. Does WOS review and approve TBA excess/change request? (paragraph 5301.10) 0 1 2
- a. Task. Review and approve TBA excess/change request. (1 point) \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
10. Is the WOS assigned in writing as the HL4 APC? (paragraph 5301.11)  
0 1
- a. Task. N/A
- b. Validation. Is the following being conducted? (1 point)

(1) APC Letter

\_\_\_\_\_

(2) Training Certificate

\_\_\_\_\_

JOINT STRIKE FIGHTER DIVISION

MALS \_\_\_\_\_

Date \_\_\_\_\_

OIC \_\_\_\_\_

SNCOIC \_\_\_\_\_

Inspector \_\_\_\_\_

## JOINT STRIKE FIGHTER DIVISION

## OIC/SNCOIC

1. Does the OIC/SNCOIC have on hand a current and accurate turnover jacket, which outlines specific duties and responsibilities? (paragraph 6002.2) 0 1 2
  - a. Task. N/A
  - b. Validation. Does each turnover jacket outline OIC/SNCOIC or branch duties/responsibilities? (2 points)
    - (1) File Maintenance \_\_\_\_\_
2. Does the OIC/SNCOIC support the Long Term Divisional Technical Training Plan of the AvnSupO? (paragraph 6002.3, and appendix I) 0 1 2 3
  - a. Task. Demonstrate a period of instruction IAW appendix I paragraphs 4 thru 6. (1 point) \_\_\_\_\_
  - b. Validation. Are the following being conducted? (2 points)
    - (1) Tasks associated with conducting Technical Training \_\_\_\_\_
    - (2) Technical Training documents completed IAW appendix I. \_\_\_\_\_
    - (3) File Maintenance \_\_\_\_\_
3. Does the OIC/SNCOIC submit corrective actions to the Supply Management Division Audit Branch following any internal/external audits of their division? (paragraph 6002.4) 0 1
4. Does the OIC/SNCOIC have oversight of Advanced Skills Management (ASM) to include signoff of Marines within their division? (paragraph 6002.6) 0 1
  - a. Task. Perform tasks associated with review of ASM. (1 point) \_\_\_\_\_
  - b. Validation. N/A
5. Does the OIC/SNCOIC comply with reference (bc) and metrics contained within, to ensure the F-35 program's ability to meet the supply objectives and guidance set by Joint Program Office (JPO)? (paragraph 6002.7) 0 1 2
  - a. Task. Identify metrics applicable to warehouse operations. (1 point) \_\_\_\_\_
  - b. Validation. N/A
6. Does the OIC/SNCOIC have access to Joint Data Library (JDL) in order to review and monitor the daily Mission Impaired Capability Awaiting Parts (MICAP) report to ensure accuracy and completeness? (paragraph 6002.8) 0 1

7. Does the OIC/SNCOIC ensure all JSD Marines have access to necessary sites in order to perform duties specific to JSD? (paragraph 6002.9)  
0 1

8. Does the OIC/SNCOIC Review Aviation Supply Operations related messages/correspondence on a daily basis? (paragraph 6002.10) 0 1

a. Task. Perform tasks associated with accessing CRM.  
(1 point) \_\_\_\_\_

b. Validation. N/A

9. Does the OIC/SNCOIC maintain a pending and completed survey file for items in the process of being or already surveyed?  
(paragraph 6002.11) 0 1

a. Task. N/A

b. Validation. Is the following conducted?

(1) File Maintenance \_\_\_\_\_

## JOINT STRIKE FIGHTER RECEIVING BRANCH (JRB)

1. Does JRB maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 6101.1) 0 1  
  - a. Task. Identify and process source documents maintained in the PDEF. (1 point) \_\_\_\_\_
  - b. Validation. N/A
2. Does JRB personnel screen and segregate incoming material for condition, quantity, and type? (paragraph 6101.2) 0 1 2 3  
  - a. Task. Demonstrate how to screen and segregate. (3 points)  
    - (1) Quantity \_\_\_\_\_
    - (2) Type \_\_\_\_\_
    - (3) Priority \_\_\_\_\_
    - (4) Serviceability \_\_\_\_\_
    - (5) Segregation (PO/RS/TCTD) \_\_\_\_\_
  - b. Validation. N/A
3. Does JRB Process all F-35 receipts? (paragraph 6101.3) 0 1 2 3  
  - a. Task. Process F-35 receipts. (3 points)  
    - (1) ASN to process \_\_\_\_\_
    - (2) Part to receive \_\_\_\_\_
    - (3) Receive inventory part \_\_\_\_\_
    - (4) EEL Required \_\_\_\_\_
  - b. Validation. N/A
4. Does JRB personnel obtain a daily copy of the MICAP to track and monitor High Priority material. (paragraph 6101.4) 0 1 2  
  - a. Task. Identify High Priority Material. (1 point) \_\_\_\_\_
  - b. Validation.  
    - (1) File Maintenance. (1 point) \_\_\_\_\_

## JOINT STRIKE FIGHTER ISSUE BRANCH (JIB)

## PART A: JOINT STRIKE FIGHTER ISSUE SECTION (JIS)

1. Does JIS maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 6211.1) 0 1
  - a. Task. Identify and process source documents maintained in the PDEF. (1 point) \_\_\_\_\_
  - b. Validation. N/A
2. Does JIS maintain a Not In Stock research file? (paragraph 6211.2)  
0 1 2 3
  - a. Task. Perform physical stock check and ALIS update. (2 points)
    - (1) Physical stock check \_\_\_\_\_
    - (2) ALIS SCM Update \_\_\_\_\_
  - b. Validation. Is the following being conducted? (1 point)
    - (1) JCB coordination \_\_\_\_\_
3. Does JIS maintain the Arrival Location Reports? (paragraph 6211.3)  
0 1 2 3
  - a. Task. Request and reconcile Arrival Reports. (2 points)
    - (1) Request an Arrival Reports \_\_\_\_\_
    - (2) Reconcile Arrival Reports \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Report Annotations \_\_\_\_\_
    - (2) File Maintenance \_\_\_\_\_
4. Can JIS personnel properly process Demands Links? (paragraph 6211.4)  
0 1 2 3
  - a. Task. Process the Demands Links. (2 points)
    - (1) Reserved Demands to be Picked \_\_\_\_\_
    - (2) Demands to Report Pick \_\_\_\_\_
    - (3) Demands to Deliver \_\_\_\_\_
    - (4) No Longer Required \_\_\_\_\_
  - b. Validation. Is the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_



5. Do JIS personnel produce and reconcile with the customer for material in delivered status for more than 24 hours? (paragraph 6211.4b)  
0 1 2 3

a. Task. Produce the Delivery Report (2 points)

(1) Reconcile report with the Customer \_\_\_\_\_

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance \_\_\_\_\_

6. Does JIS work the RMA Summary Reports? (paragraph 6211.5) 0 1 2 3

a. Task. Demonstrate how to process the Manage Retrograde Link.  
(2 points)

(1) Retrograde to be returned \_\_\_\_\_

(2) Notifications Received \_\_\_\_\_

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance \_\_\_\_\_

JOINT STRIKE FIGHTER ISSUE BRANCH (JIB)

PART B: JOINT STRIKE FIGHTER DELIVERY SECTION (JDS)

1. Does JDS maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 6221.1) 0 1
  - a. Task. Identify and process source documents maintained in the PDEF. (1 point) \_\_\_\_\_
  - b. Validation. N/A
2. Can JDS personnel perform task associated with the recovery of UNSERV Components from the customer? (paragraph 6221.2) 0 1 2
  - a. Task. Pick up an NRFI material utilizing the notifications received Report (1 point) \_\_\_\_\_
  - b. Validation. Is the following being conducted? (1 point)
    - (1) Part Tag verification (annotations as applicable). \_\_\_\_\_
3. Can JDS personnel perform task associated with the delivery of all components? (paragraph 6221.3) 0 1 2
  - a. Task. Deliver RFI components to the customer? (2 points)
    - (1) Deliver properly packaged Material to the Customer \_\_\_\_\_
    - (2) Legible printed name, signature, date, time and circled Qty. \_\_\_\_\_
  - b. Validation. N/A
4. Can JDS personnel perform tasks associated with identifying of a Customer Refusal? (paragraph 6221.4) 0 1
  - a. Task. Annotate reason for Customer Refusal. (1 point) \_\_\_\_\_
  - b. Validation. N/A

## JOINT STRIKE FIGHTER STORAGE BRANCH (JSB)

1. Does JSB maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 6301.1) 0 1
  - a. Task. Identify and process source documents maintained in the PDEF. (1 point) \_\_\_\_\_
  - b. Validation. N/A
2. Does the JSB maintain the 'Inventory Parts in Stock Listing' (IPSL)? (paragraph 6301.2) 0 1
  - a. Task. Obtain the IPSL. \_\_\_\_\_
  - b. Validation. Is the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_
3. Can JSB personnel demonstrate the ability to conduct a Spot Inventory Request? (paragraph 6301.3) 0 1 2
  - a. Task. Conduct the following. (1 point)
    - (1) Process a spot inventory \_\_\_\_\_
    - (2) Unserviceable Assets in Inventory Validation \_\_\_\_\_
  - b. Validation. Is the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_
4. Does JSB conduct a Shelf Life Review on a quarterly basis? (paragraph 6301.4) 0 1 2 3
  - a. Task. Conduct a Shelf Life Review. (2 points)
    - (1) Produce Shelf Life Listing/Reports \_\_\_\_\_
      - (a) Shelf Life Inspections Listing \_\_\_\_\_
      - (b) Blank SLC/SLAC \_\_\_\_\_
      - (c) Shelf Life Location Validation \_\_\_\_\_
    - (2) Shelf Life Expiry Report \_\_\_\_\_
    - (3) Parts Without Expiration Date \_\_\_\_\_
    - (4) SLC \_\_\_\_\_
    - (5) SLAC \_\_\_\_\_
    - (6) Rotation of material \_\_\_\_\_
    - (7) Segregation of Type I and Type II \_\_\_\_\_

- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
5. Does JSB maintain a CTF in Completed Julian or calendar date sequence? (paragraph 6301.5)  
0 1 2
- a. Task. Retrieve documents from CTF storage. (1 point) \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
6. Does JSB personnel review and process part pending move to stock ARR03? (paragraph 6301.6) 0 1 2
- a. Task. Demonstrate how to work the ARR03 report/pending move to stock. (1 point)
- (1) Process AAR03 report \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
7. Can JSB personnel properly stow all JSF material and properly annotate stow tags? (paragraph 6301.7) 0 1 2
- a. Task. Properly process material for stock. (1 point)
- (1) Stock material \_\_\_\_\_
- b. Validation. Annotating stow stags (1 point)
- (1) Are stow tags properly filled out? \_\_\_\_\_
8. Does JSB conduct Location Audit Program (LAP) as required? (paragraph 6301.8, and appendix M) 0 1 2 3
- a. Task. Conduct a LAP. (2 points)
- (1) Produce a LAP Listing \_\_\_\_\_
- (2) Verify Part Number \_\_\_\_\_
- (3) Verify Location \_\_\_\_\_
- (4) Verify Unit of Issue \_\_\_\_\_
- (5) Verify Serviceable Label-Material Tag, DD Form 1574-1 \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_

9. Does JSB personnel prepare the Pack-Up Kit (PUK) and stage for shipment? (paragraph 6301.9, and appendix AA) 0 1 2
- a. Task. Assist JCB with pack-up preparation. (2 points)
- (1) Pull requested material/annotate listing \_\_\_\_\_
- (2) Location creation \_\_\_\_\_
- b. Validation. N/A
10. Can JSB personnel perform all tasks associated with the management of the ESD Program? (paragraph 6301.10) 0 1 2
- a. Task. Demonstrate Electrostatic Discharge (ESD) Procedures. (1 point)
- (1) Conduct a functionality check of the ESD station \_\_\_\_\_
- (2) Is protective material readily available for the handling of all ESD sensitive material? \_\_\_\_\_
- (3) Are ESD work areas properly tested, certified and maintained? \_\_\_\_\_
- (4) Are signs posted to identify ESD work station area? \_\_\_\_\_
- (5) Indoctrination and refresher training conducted \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
11. Does JSB perform location additions, changes, and deletions as required? (paragraph 6301.11) 0 1 2
- a. Task. Perform location additions, changes, and deletions (2 points) \_\_\_\_\_
- b. Validation. N/A
12. Does JSB maintain all files, publications, and appointment letters pertaining to the handling of Hazardous Material in accordance with appendix R, and reference (bc)? (paragraph 6301.12, and appendix R) 0 1 2
- a. Task. N/A
- b. Validation. Are the following being conducted? (2 points)
- (1) Maintain MSDS Sheets for all processed HAZMAT \_\_\_\_\_
- (2) Maintain publications identified within the ASDTP \_\_\_\_\_
- (3) HM/W Appointment Letters \_\_\_\_\_
- (4) File Maintenance \_\_\_\_\_

13. Does JSB manage PEB requirements? (paragraph 6301.13) 0 1 2

a. Task. Demonstrate the ability to manage PEB replenishments.  
(1 point)

(1) PEB report

\_\_\_\_\_

(2) Kit Management/Quick Engine Change Kit

\_\_\_\_\_

b. Validation. Are the following being conducted? (1 point)

(1) File Maintenance

\_\_\_\_\_

## JOINT STRIKE FIGHTER CONTROL BRANCH (JCB)

1. Does JCB maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 6401.1) 0 1
  - a. Task. Identify and process source documents maintained in the PDEF. \_\_\_\_\_
  - b. Validation. N/A
2. Does JCB personnel Communicate and coordinate all supply issues via Action Request? (paragraph 6401.2) 0 1 2
  - a. Task. Ensure JCB personnel know how to utilize the CRM application. (1 point)
    - (1) Demonstrate how to submit an Action Request \_\_\_\_\_
    - (2) Demonstrate how to monitor the outstanding AR in CRM \_\_\_\_\_
  - b. Validation. Is the following being conducted? (1 point) \_\_\_\_\_
    - (1) File Maintenance \_\_\_\_\_
3. Can JCB personnel maintain established goals for inventory/location validity? (paragraph 6401.3) 0 1 2
  - a. Task. Conduct a LAP. (1 point)
    - (1) Conduct an Inventory \_\_\_\_\_
    - (2) Conduct a Spot Inventory \_\_\_\_\_
    - (3) Causative research \_\_\_\_\_
    - (4) Survey \_\_\_\_\_
    - (5) Conduct a LAP \_\_\_\_\_
    - (6) Shelf Life Material \_\_\_\_\_
    - (7) Serviceable Label/Tag \_\_\_\_\_
  - b. Validation. Are the following being conducted (1 point)
    - (1) Report Annotations \_\_\_\_\_
    - (2) Final Inventory result submission \_\_\_\_\_
    - (3) File Maintenance \_\_\_\_\_
4. Does JCB personnel provide a working and signed ALIS rescreen report to JOB? (paragraph 6401.4) 0 1
  - a. Task. Ensure JCB personnel take action on rescreens. (1 point)

- (1) Determine if Outstanding Purchase orders can be filled \_\_\_\_\_
  - (2) Demonstrate ability to take action on outstanding orders \_\_\_\_\_
- b. Validation. Are the following being conducted (1 point)
  - (1) Report Annotations \_\_\_\_\_
  - (2) File Maintenance \_\_\_\_\_
- 5. Do JCB personnel respond to Hybrid Production Support Integrator requests for F-35 assets redistribution? (paragraph 6401.5) 0 1
  - a. Task. Demonstrate ability to process asset redistribution. (1 point)
    - (1) Perform tasks associated with asset transfer. \_\_\_\_\_
  - b. Validation. N/A
- 6. Does JCB personnel work frustrated materials accordingly? (paragraph 6401.6) 0 1 2
  - a. Task. Demonstrate how to work quality assurance material. (2 points)
    - (1) Identify all material in Quality Assurance Locations \_\_\_\_\_
    - (2) Take appropriate action on quarantine material \_\_\_\_\_
  - b. Validation. N/A
- 7. Does JCB prepare and inventory Deployment Spare Package and Pack-Up Kits. (paragraph 6401.7) 0 1 2 3
  - a. Task. Demonstrate how to create a Spare Package (2 points)
    - (1) Build a Spare Package in SCM and transfer the PUK to another SOU, if applicable \_\_\_\_\_
  - b. Validation. Is the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_
- 8. Does JCB personnel process Propulsion Assets? (paragraph 6401.8) 0 1
- 9. Does JCB coordinate with the Operations Center to work all outstanding Replenishment orders? (paragraph 6401.9) 0 1 2 3
  - a. Task. Demonstrate the ability to review and take action on Wholesale Parts due in. (2 points)
    - (1) Demonstrate ability to request report \_\_\_\_\_
    - (2) Demonstrate required action \_\_\_\_\_
  - b. Validation. Is the following being conducted? (1 point)



- (1) File Maintenance \_\_\_\_\_
10. Does JCB maintain accountability of all assets during the local  
issue and recovery process? (paragraph 6101.10) 0 1 2 3
- a. Task. Demonstrate the ability to maintain and process repairable  
material. (2 points)
- (1) Demonstrate ability to process customer refusals \_\_\_\_\_
- (2) Demonstrate return material authorization processing \_\_\_\_\_
- (3) Notification Received (EEL transfer) \_\_\_\_\_
- (4) Retrograde return process \_\_\_\_\_
- (5) Missing Notification \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_

## JOINT STRIKE FIGHTER SUPPLY SHIPMENT BRANCH (JSSB)

1. Does JSSB personnel utilize the PDEF to hold source documents during temporary system non-availability? (paragraph 6501.1) 0 1
2. Does JSSB obtain signatures on all shipment paperwork and validate unserviceable Part data? (paragraph 6501.2) 0 1 2
3. Are all manifests, DD Form 1149 or DD Form 1348-1/1A shipping documents signed by the Receiving Agent and maintained on file in the POSF? (paragraph 6501.2a thru 6501.2c) 0 1
  - a. Task. N/A
  - b. Validation. Is the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_
4. Does JSSB package and process all Shipping Records. (paragraph 6501.3) 0 1 2 3
  - a. Task. Demonstrate how to use the shipment links in SCM. (1 point)
    - (1) Verify Part Tag required data \_\_\_\_\_
    - (2) Manual Travelers documentation in ALIS \_\_\_\_\_
  - b. Validation. Is the following being conducted? (2 points)
    - (1) File Maintenance \_\_\_\_\_
5. Does JSSB maintain accountability of items in the SOR? (paragraph 6501.4) 0 1
  - a. Task. Conduct Inventory. (1 point) \_\_\_\_\_
  - b. Validation. N/A
6. Does JSSB process all material in the DISP Location? (paragraph 6301.5) 0 1 2 3
  - a. Task Demonstrate how to process in the DISP in ALIS (2 points)
    - (1) Obtain NSN for the material in the DISP \_\_\_\_\_
    - (2) Process the material through local DLA Disposition \_\_\_\_\_
    - (3) Process the material in SCM \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) Report Annotation \_\_\_\_\_
    - (2) File Maintenance \_\_\_\_\_

## JOINT STRIKE FIGHTER OPERATIONS BRANCH (JOB)

1. Does JOB maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 6601.1) 0 1
  - a. Task. Identify and process source documents maintained in the PDEF. (1 point) \_\_\_\_\_
  - b. Validation. N/A
2. Do JOB personnel upload status and remarks on the AMRSS daily? (paragraph 6601.2) 0 1 2 3
  - a. Task. Update the AMSRR. (2 points)
    - (1) Utilize the MICAP report to update AMSRR status \_\_\_\_\_
    - (2) Discuss and update data issues \_\_\_\_\_
  - b. Validation. Is the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_
3. Does JOB perform reconciliation of the MICAP? (paragraph 6601.3) 0 1 2 3
  - a. Task. Extract report and perform reconciliation. (2 points)
    - (1) Extract the MICAP report \_\_\_\_\_
    - (2) Reconcile discrepancies \_\_\_\_\_
  - b. Validation. Is the following being conducted?
    - (1) File Maintenance (1 point) \_\_\_\_\_
4. Does JOB review and reconcile the Rotary Mission Report? (paragraph 6601.4) 0 1 2
  - a. Task. Request report and perform reconciliation. (1 point)
    - (1) Request the Rotary Mission Report \_\_\_\_\_
    - (2) Conduct Reconciliation \_\_\_\_\_
  - b. Validation. Is the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_
5. Does JOB coordinate and reconcile the Time Compliance Technical Data? (paragraph 6601.5) 0 1 2
  - a. Task. Request report and perform reconciliation. (1 point)
    - (1) Request the Time Compliance Technical Data Report \_\_\_\_\_
    - (2) Conduct Reconciliation \_\_\_\_\_

- b. Validation. Is the following being conducted? (1 point)
- (1) File Maintenance \_\_\_\_\_
6. Does JOB utilize a current IPSL during temporary system non-availability?  
(paragraph 6601.6) 0 1
- a. Task. Obtain the IPSL \_\_\_\_\_
- b. Validation. Is the following being conducted?
- (1) File Maintenance \_\_\_\_\_
7. Does JOB Expedite, Monitor and Conduct Customer Reconciliation of  
Customer and Purchase Orders? (paragraph 6601.7) 0 1 2 3
- a. Task. Request report and perform reconciliation. (1 point)
- (1) Request the Customer Order Lines Report \_\_\_\_\_
- (2) Request the Purchase Order Report \_\_\_\_\_
- (3) Conduct Reconciliation \_\_\_\_\_
- b. Validation. Is the following being conducted? (2 points)
- (1) File Maintenance \_\_\_\_\_
8. Does JOB personnel have access to Joint Data Library (JDL)?  
(paragraph 6201.8) 0 1
- a. Task. Demonstrate access to JDL (1 point) \_\_\_\_\_
- b. Validation. N/A
9. Can JOB personnel work the Administer Demand Links?  
(paragraph 6201.9) 0 1 2
- a. Task. Demonstrate how to work the demand adjustments (2 points)
- (1) Demand Adjustments \_\_\_\_\_
- (2) Demands Errors \_\_\_\_\_
- b. Validation. N/A
10. Does JOB Identify requisition rescreens for High Priority Material?  
(paragraph 6201.10) 0 1 2
- a. Task. Demonstrate how to work and print the ALIS Rescreen  
Report. (1 point)
- (1) Work the Manual Reservation \_\_\_\_\_
- b. Validation. Are the following being conducted? (1 point)
- (1) Report Annotations \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_

## SUPPLY MANAGEMENT DIVISION (SMD)

1. Does the OIC/SNCOIC review Urgent Field Notifications when published by the ALIS Administrator? (paragraph 6701.6a) 0 1 2 3
  - a. Task. Perform tasks associated with accessing and reviewing UFNs. (2 points)
    - (1) Obtain and Review UFNs \_\_\_\_\_
    - (2) Take appropriate action \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 points)
    - (1) File Maintenance \_\_\_\_\_
2. Does the OIC/SNCOIC comply with reference (bc) and metrics contained within, to ensure the F-35 program's ability to meet the supply objectives and guidance set by Joint Program Office (JPO)? (paragraph 6701.7) 0 1 2
  - a. Task. Perform tasks associated with obtaining metrics. (1 point) \_\_\_\_\_
  - b. Validation. Are the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_
3. Does the AB conduct Post Inventory Audits and submit results to the Supply Property Management Team? (paragraph 6703.1) 0 1 2 3
  - a. Task. Perform tasks associated with Inventory Reporting. (1 point)
    - (1) Conduct Post Inventory Audit \_\_\_\_\_
    - (2) Consolidate and Submit results \_\_\_\_\_
  - b. Validation. Are the following being conducted? (2 points)
    - (1) Post Inventory Audits \_\_\_\_\_
    - (2) Inventory Results submitted \_\_\_\_\_
    - (3) File Maintenance \_\_\_\_\_
4. 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 6703.2) 0 1 2
  - a. Task. N/A
  - b. Validation. File Maintenance (2 points)
    - (1) F-35 sustainment contractor property management assessment \_\_\_\_\_

- (2) Corrective Actions \_\_\_\_\_
5. Does DSB properly receive, distribute, monitor and review all local pack-up requests? (paragraph 6703.3a) 0 1 2
- a. Task. Perform tasks associated with processing a Local Support Request (LSR). (1 point)
- (1) Validate Material Requirements \_\_\_\_\_
- (2) JCB Coordination \_\_\_\_\_
- b. Validation. Is the following being conducted? (1 points)
- (1) File Maintenance \_\_\_\_\_
6. Does DSB conduct a 100% Repairable Inventory Validation and 30% Consumable Inventory Validation with JCB once the deployment pack-up data entry process has been completed the Data Entry Process? [paragraph 6703.3c(3)] 0 1 2 3
- a. Task. Perform tasks associated with deployment pack up inventory validation. (1 point)
- (1) Produce deployed support package listing \_\_\_\_\_
- (2) Conduct repairable and consumable inventory validation \_\_\_\_\_
- b. Validation. Are the following being conducted? (2 points)
- (1) Appropriate signatures \_\_\_\_\_
- (2) File Maintenance \_\_\_\_\_
7. Does DSB maintain a listing of all Pack-ups (DSP/LOCAL) currently in process of being pulled/already deployed. (paragraph 6703.4) 0 1 2
- a. Task. N/A
- b. Validation. Is the following being conducted? (2 points)
- (1) File Maintenance \_\_\_\_\_
8. Does the DSB conduct Monthly reconciliation inventories for those deployments lasting more than 30 days and perform inventory adjustments as necessary? (paragraph 6703.4d) 0 1 2 3
- a. Task. Perform tasks associated with Monthly Inventory Reconciliation (1 point)
- (1) Produce a Monthly Inventory Listing \_\_\_\_\_
- (2) Perform Inventory Reconciliation \_\_\_\_\_
- b. Validation. Are the following conducted? (2 points)
- (1) Inventory Reconciliation \_\_\_\_\_

- (2) Inventory adjustments \_\_\_\_\_
- (3) Signatures/Acknowledgement \_\_\_\_\_
- (4) File Maintenance \_\_\_\_\_
- 9. Does the SAA Communicate and coordinate all supply issues via Action Request? (Paragraph 6703.5) 0 1 2
  - a. Task. Ensure SAA personnel know how to utilize the CRM application. (1 point)
    - (1) Demonstrate how to submit an Action Request \_\_\_\_\_
    - (2) Demonstrate how to monitor the outstanding AR in CRM \_\_\_\_\_
  - b. Validation. Is the following being conducted (1 point) \_\_\_\_\_
    - (1) File Maintenance \_\_\_\_\_
- 10. Does the SAA distribute and maintain the 'Inventory Parts in Stock Listing' (IPSL)? (paragraph 6703.6) 0 1
  - a. Task. Obtain the IPSL. \_\_\_\_\_
  - b. Validation. Is the following being conducted? (1 point)
    - (1) File Maintenance \_\_\_\_\_

## APPENDIX I

## TECHNICAL TRAINING PROGRAM

1. Purpose. This appendix provides guidance for developing a lesson plan and techniques for conducting Division Technical Training within the ASD and ALD.

2. Background. Technical Training is critical to the ability to conduct supply operations both in garrison and while deployed. The instructor must use the best available instructional method to enhance the technical training.

3. Division OIC/SNCOIC Responsibilities

a. Review, sign, and date the lesson plan. Prior to training being presented. The purpose is to ensure the material covered is accurate and presented in a suitable fashion for the intended audience.

b. Morning Report. The published MOL morning report (PDF Only with date stamp), from the day of the period of instruction, will be provided by the OIC/SNCOIC or the Supply Personnel and Administrative Division.

c. Submit Attendance rosters. A roster will be generated for Marines that are present for training. Individual test scores will be annotated to include signatures. This roster will be provided to Audit Branch upon completion of training.

d. File Retention. The following files will be retained for one year:

- (1) Lesson Plans
- (2) Teaching Aids
- (3) Morning Report
- (4) Attendance rosters
- (5) Answer Key
- (6) Graded tests

e. Attendance. Ensure all Marines, to include night crew, mid crew, and swing shift attend Scheduled Division Technical Training one time per month.

f. Technical Training Nominations. Submit nominations (instructor/subject/date) to Audit Branch (or WASMAT for ALD) based on deficiencies identified within their division, to be included into the Technical Training Schedule. Audit Branch/WASMAT will ensure that SNCOs or Officers are conducting Technical Trainings. See table I-2 for an example.

**NOTE:** Technical Training will only be given on Aviation Supply related material.

4. Instructional Methods. 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 with the available resources.

a. Lecture. 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. The instructor can get some visual feedback (if he/she 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. Demonstration. 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. Seminar/Guided Discussion. 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. Practical Application. 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. 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.

5. Teaching Aids. 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 (e.g., PowerPoint, instructional aids, and charts). 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 consideration for information presented visually should be developed using standard guidelines, principles or conventions. Regardless of the type of media, the following considerations apply:

a. Necessary. Use only the media needed to enhance or support instruction. Too many or unnecessary methods of media can be distracting.

b. Appropriate. Media must be relevant to the learning objectives and the student target population.

6. Lesson Plan. The lesson plan consists of a subject, references, learning objectives, and test questions. A sample lesson plan format is shown in figure I-1.

a. Subject. The instructor shall properly annotate the subject on the lesson plan.

b. References. The instructor shall properly annotate all references used to develop the classroom material on the lesson plan.

c. Learning Objectives. 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).

(1) Terminal Learning Objectives (TLO). Statement of the teachers' expectations of students' performance at the end a specific lesson or unit. The TLO is written from the perspective of what the student will do, not what the teacher will do. TLOs are precise, observable, measurable and are stated in active terms.

(2) Enabling Learning Objectives (ELO). Concise statements of the instructors expectations of student performance and might be considered STEPS in accomplishing the TLO.

d. Test Questions. 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% (**NOTE:** Those who fail to achieve 70% or above will require remediation. The original test and remediation will both be filed in the technical training binder.). 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.

e. Technical Training and questions can also be drawn down from a centralized technical training repository if applicable.

LESSON PLAN		
SUBJECT:		
REFERENCES	(a)	(b)
	(c)	(d)
LEARNING OBJECTIVES	(1)	
	(2)	
	(3)	
	(4)	
	(5)	
TEACHING AIDS REQUIRED	(1)	(2)
	(3)	(4)
	(5)	(6)
CLASSROOM INFORMATION		
TEST QUESTIONS		
(1)What is the purpose of processing DTOs and what impact does the process have on supporting the mission of the Supply Department?		
(2)Explain the difference between a DTO ROB and a RIP.		
(3)How do you identify material that needs to be diverted to stock?		
(4)Explain what a Routing Identifier is, where to locate it, and what the importance is.		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		

Figure I-1.--Sample Lesson Plan Format.

From: Supply Management Division				
To: Aviation Supply Department				
Subj: QUARTERLY TECHNICAL TRAINING SCHEDULE 4TH QUARTER FY21.				
DATE	DIVISION	SUBJECT	LENGTH	INSTRUCTOR
07-02-21	SMD	ASM PROCEDURES	1 HR	MSGT J.M.
07-02-21	WMD	RECEIVING & CAUSATIVE RESEARCH	1 HR	MSGT B.S.
07-02-21	OMD	WORKING THE AMSRR	1 HR	CAPT A.G.
08-06-21	SMD	EOM CLOSEOUT	1 HR	GYSGT R.S.
08-06-21	WMD	ISSUING REPAIRABLE ASSETS	1 HR	GYSGT D.W.
08-06-21	OMD	RECAID RECONCILIATION	1 HR	GYSGT E.N.
09-03-21	SMD	EPUK GATEWAY	1 HR	CWO3 C.D.
09-03-21	WMD	INVENTORY PROCEDURES	1 HR	GYSGT L.R.
09-03-21	OMD	FUEL RECONCILIATION	1 HR	MSGT C.M.
<hr/> (SIGNATURE)				

Figure I-2.--Sample Quarterly Technical Training Schedule.

Subject: <u>How to Navigate the ASDTP</u> Date: <u>20190220</u>			
Instructor: <u>GySgt I.M.</u>			
RANK	LAST NAME	SIGNATURE	SCORE
GySgt	M.A.		100%
GySgt	M.I.		100%
SSgt	I.M.		100%
Sgt	I.M.		100%
CWO4	M.A.		100%
<hr/> (SIGNATURE OF INSTRUCTOR)			

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

## APPENDIX J

## SUSPENSE AND UNPROCESSED INTERFACE PROCESSING PROCEDURES

1. Purpose. This appendix provides procedural guidance for processing records from the R-Supply Suspense Report and NALCOMIS unprocessed Incoming/Outgoing Interface Reports.

2. Background. Transactions that fail to process to R-Supply will populate on the R-Supply Suspense Report and NALCOMIS Outgoing internal Interface Report. Transactions that fail to process in NALCOMIS will populate on the NALCOMIS Unprocessed Incoming Interface Report. The appropriate action will be conducted on a daily basis to process the transaction to the appropriate database or delete from the report(s). A suspended record originates from a transaction being successfully processed in NALCOMIS and transmitted via the interface to R-Supply Suspense File. Actions will be conducted on a daily basis to either correct the suspended record or delete the record from suspense. The Suspense File is a cumulative report and if corrections are not processed in a timely manner, the report may become unmanageable. Failure to do so will result in reduced inventory validity, lost assets, poor requisition reconciliation validity, database mismatches, and an increased workload on all divisions. Additionally, these conditions have a negative impact on the effective financial management of the unit's OPTAR. Additional references for working the Suspense Report are the R-Supply User Guide and NALCOMIS IMA User Guide.

a. Each branch/section will work only the records applying to their respective division/department.

(1) WMD. All internal/external material records (e.g., X31, X37, X30, X22, X40, X71) and PEB records with 774 Project Code.

(2) OMD. All Tools, TBA, IMRL records, all A0\_'s and AWP (ZC8, ZQ9, BK1) and all other applicable Project Codes.

(3) WAS. Coordinate with WMD for stock records, in conjunction with allowance loads.

### 3. R-Supply Suspense Processing

#### a. Reports Used to Identify Suspended R-Supply Transactions

(1) R-Supply Suspense Report (JSL325). The Suspense Report is a useful listing for identifying transactions not posted in R-Supply. The appropriate action will be conducted on a daily basis to process failed transactions to the appropriate database or deleted from the report. Establishing an effective research program allows the divisions to maintain this report at a manageable level. All avenues of corrective action should be exhausted prior to deletion of suspense records. When a user deletes a record from the suspense file, the transaction is cleared and will not reappear on any other Suspense Reports. The only other opportunity to capture the deleted transaction is when it appears on the Stock Control Review Listing or NALCOMIS Outgoing Internal Interface report.

**NOTE:** A list of common transaction codes is listed in figure J-1.

(2) This report is requested by selecting: Logistics>Management>Logistic Reports> Suspense Listing). There are two options that are available for sorting the Suspense Report: select "ALL" suspended transactions or individual suspense categories (e.g., Status, Receipts, Issues, etc.). Suspense Report Layout consists of the following portions:

(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 categories. 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 transactions listed 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.

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.

b. Processing Frequency. Each division with the exception of SPAD is required to review and correct suspended transactions on a daily basis. Additionally, SMD is tasked with monitoring and auditing the corrective action taken by the applicable divisions. Each division will request a copy of the report or have the SAA schedule and distribute copies to each division. Reports will be annotated with the action taken to correct the errors and retention will be current and four prior days.

c. Common Causes and Corrective Action for Suspended Transactions

(1) Inventory Discrepancies. Occurs when the On-Hand Quantity reflects zero and the user attempts to process an issue, carcass data, transfer, subcustody, stock survey or receipt reversal. Perform a spot inventory and input the appropriate adjustment(s) to process the suspended record. Research should include reviewing the Suspense Report (suspended stock receipts or turn-in), overaged stock dues (stock receipts with shipping status over thirty 30 days) and the Pending Data Entry File for unprocessed receipts or turn-ins (e.g., material turn-ins, non-RFI updates, divert to stock, customer refusal).

(2) Data Base Mismatches. Records will suspend if an issue is processed in NALCOMIS for a NIIN not loaded in R-Supply or if the NIIN is inactive on the Stock\_Item\_Table. Conduct research to identify the discrepant database and correct the discrepancy. 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 L of the of this Manual.

(a) Tables File Mismatches. Frequently encountered when table 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. Update appropriate tables and process suspended records.

(b) Receipt Mismatches. 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\_. 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 back-fitting of an A0\_ if the requisition number was used (e.g., issue or material turn-in). Coordinate with respective division to process suspended transaction (e.g., back-fit new requisition, tie-in carcass for repairable records).

1. If research determines a duplicate shipment has been received, process the receipt utilizing the "Stock Control" module (Receiver Role>Log>Receipts>Stock Control).

2. If a requisition was administratively/batch canceled, reverse the administrative or batch cancellation and process the receipt.

3. Ensure the material received matches the material requested. Correct any data element on the receipt to match the original A0\_.

(3) Material Under Inventory. Occurs when attempts are made to process transactions against an NSN under inventory. 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.

(4) Requisition Not on File. Encountered when requisitions are processed to the supply system via telephone, GDSC, FEDMALL and One-Touch. The stock point provides status prior to the requisition being released via "Logistics/Release Outgoing Requisitions". Releasing the requisition will allow the user to process records from the Suspense.

(5) Stock Item Record Mismatches. Occurs when transactions produced by NALCOMIS cite a different Unit of Issue (UI), Cognizance Symbol or location residing in R-Supply. The transaction will be processed from the suspense once the database has been updated with the correct information.

(6) Incorrect Maintenance Data. Occurs when requisitions are processed citing erroneous maintenance data, (e.g., Type Equipment Code (TEC), Bureau Number (BuNo), Work Unit Code (WUC), Job Control Number (JCN), etc.). Conduct research to determine if the error is a result of user input or Tables File errors. Correct the discrepant transaction or update the appropriate Tables File to allow processing of record from the suspense report.

**NOTE:** For any table adjustments in NTCSS, contact SMD for assistance.

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 will be worked daily by WMD, OMD, and WAS. These reports will be produced, annotated and retained by each respective division. The retention is current and 4 prior.

a. Incoming Interface Reports. The incoming interface lists all processed R-Supply transactions not interfacing to NALCOMIS due to data integrity and/or database/system errors. Causative research will be performed to determine the reasoning for the unprocessed interface record not posting in NALCOMIS. The unprocessed incoming report is worked interactively in NALCOMIS by either reprocessing or deleting the record. 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. The major cause for unprocessed records is due to interface non-availability between R-Supply and NALCOMIS. The reports listed below are generated interactively through the NALCOMIS interface process.

(1) Processed Interface Records Report. This report lists incoming interface records successfully processed in NALCOMIS and no action is required on these transactions.

(2) Unprocessed Interface Records Report. This report lists records not processed successfully under a batch/interactive process by NALCOMIS because of a database or validation error. Review and/or correct all records on the Unprocessed Incoming Interface Reports daily. The only time a transaction should be deleted off the unprocessed listing is if the record already exists on NALCOMIS or the transaction is not valid. Failure to review, validate, and/or process the records on the report may cause financial and inventory discrepancies.

(a) Status Exception Report 1. This report displays a list of incoming interface records with document identifier codes of AB\_, AE\_, AS\_, AU\_ not having a corresponding requisitions in NALCOMIS. These interface records also appear on the Unprocessed Tab.

(b) Status Exception Report 2. 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.

(c) Status Exception Report 3. 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.

(d) Status Exception Report 4. 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.

(e) Status Exception Report 5. 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. Outgoing Interface. 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 are due to validation errors, system errors or R-Supply suspense deletions. Causative Research will be performed to determine the reasoning for the outgoing interface record not posting in R-Supply. The internal records are worked interactively by either reprocessing or deleting the record in NALCOMIS. The reports listed below are generated interactively through the NALCOMIS interface process.

(1) Outgoing External Interface Report. 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 ICP or POE) are prepared to be sent out via OneTouch. When activated, the process extracts all external outgoing records from the application database and places them in one file on the NALCOMIS server.

(2) Outgoing Internal Interface Report. Whenever NALCOMIS creates transactions to interface with R-Supply, a mirror image of that transaction is retained on the Outgoing Internal Interface awaiting the return of the successfully processed transaction (Echo Record) in R-Supply. When the transactions are successfully processed in R-Supply the mirror transactions in NALCOMIS Outgoing Internal Interface are automatically deleted. Transactions created by NALCOMIS, which are not successfully processed in R-Supply, are returned to NALCOMIS Outgoing Internal Interface. Each record will be researched in both NALCOMIS and R-Supply to determine if it requires further processing. When working the Outgoing Internal Interface, the end state is to ensure the record has been processed and is on file in R-Supply.

02005	User ChoseTo Suspend This Transaction
	Normally due to Inventory Flag set, Duplicate Transaction, or Insufficient on hand Qty. Validate transaction clear inventory flag and process transaction if valid. Spot check inventory if necessary.
02013	NIIN Invalid
	Normally Due to NIIN not loaded in R-Supply, or NIIN does not match previous transactions for document number. Load NIIN or correct transaction to match SIR.
02019	Unit of Issue Invalid
	Normally due to UI on transaction not matching SIR in R-Supply. Update SIR or transaction to match correct UI verify external sources.
02026	ROB Invalid
	Normally due to Document previously ROB and or completed. Possible Duplicate shipment or erroneous ROB/X72.
02028	Location Number Invalid
	Location on transaction does not match SIR. Data bases are mismatched. Check both systems and validate location then correct the data base.
02030	Requisition Completed Already
	Research if duplicate shipment is valid. If duplicate shipment is valid then receipt must be processed LOG>Receipt>Stock Control module. If duplicate shipment is invalid delete transaction.
02031	Requisition Match Not Found
	Research external system to validate document and backfit A0_ in "initiate requisition" or using NALCOMIS Contingency Process. If invalid delete from suspense.

Figure J-1.--Suspense Transaction Codes Example.

02037	Cannot Process During Inventory
	The inventory flag must be cleared prior to processing transaction.
02078	Insufficient Quantity Onhand To Send Transaction Quantity To Sub-custody
	X40 generated from NALCOMIS. R-Supply and NALCOMIS RFI and Location quantity is mismatched. Research any transactions that have processed in NALCOMIS but not R-Supply that update location oh qty such as: X22 SO RFI, X71 Stock Receipt, Customer Refusals, Divert to Stock, Material Turn-ins.
02091	Insufficient Item Location onhand qty. Unable to transfer Item location onhand <u>qty</u> to Support package location.
	R-Supply and NALCOMIS RFI and Location quantity is mismatched. Research any transactions that have processed in NALCOMIS but not R-Supply that update location oh qty such as: X22 SO RFI, X71 Stock Receipt, Customer Refusals, Divert to Stock, Material Turn-ins.
02092	The Increase or decrease in Support Package onhand quantity must equal the quantity removed from the Item Location.
	X24 generated in NALCOMIS suspends due to NALCOMIS RFI and R-Supply Location Quantity being mismatched. Research any transactions that have processed in NALCOMIS but not R-Supply that update location oh qty such as: X22 SO RFI, X71 Stock Receipt, Customer Refusals, Divert to Stock, Material Turn-ins.
02105	Supplementary Address Invalid
	R-Supply does not recognize the Supplementary address. Delete the supplementary address and process the transaction.
02203	NIIN Is Under Inventory.
	Similar to the error "Cannot Process During Inventory." The inventory flag must be cleared prior to processing transaction.

Figure J-1.--Suspense Transaction Codes Example, Cont.

02240	Insufficient <u>Onhand Qty</u> to Subtract Issue
	X31 Consumable or X30 Repairable generated in NALCOMIS. R-Supply and NALCOMIS RFI and Location quantity is mismatched. Research any transactions that have processed in NALCOMIS but not R-Supply that update location oh qty such as: X22 SO RFI, X71 Stock Receipt, Customer Refusals, Divert to Stock, Material Turn-ins.
02241	NRFI Quantity Is Insufficient.
	X30 must be processed prior to processing transaction. Normally an error for X22 transaction.
02243	Item Location Quantity Onhand Insufficient.
	R-Supply and NALCOMIS RFI and Location quantity is mismatched. Research any transactions that have processed in NALCOMIS but not R-Supply that update location oh qty such as: X22 SO RFI, X71 Stock Receipt, Customer Refusals, Divert to Stock, Material Turn-ins.
02259	X30 must be processed for this document.
	X30 Must be processed this error is normally found on suspended X33 transactions. X33 is processed when members are issued instead of head NIINs.
02261	No Matching Document Found To Reverse
	Document X31 or X30 must be processed in suspense prior to processing reversal.
02265	Item Not In Sub-custody
	Failed X40 transaction.
02287	Document NumberAlready Exists In Material Request Table
	X31 duplicate once a document number has been written to the Material Request Table it cannot be process again. An X31 and an A0_ cannot be written to the Material Request Table for the same document.

Figure J-1.--Suspense Transaction Codes Example, Cont.

02288	Duplicate Document received from Nalcomis Interface.
	Document was reprocessed on the Outgoing Internal Interface and has already posted to R-Supply's transactions ledger. Research transaction has posted and delete from suspense and interface.
02290	Document Number Previously Processed
	Document was reprocessed on the Outgoing Internal Interface and has already posted to R-Supply's transactions ledger. Research transaction has posted and delete from suspense and interface.
02295	NIIN does not exist for Support Package Serial Number.
	NIIN and Allowance must be loaded to the support package prior to processing X24. Validate X24 prior to loading and clearing transaction with spot inventory coordinate the correction with SMD.
03005	Process X30/X31 prior to X22 being processed.
	X30 and X31 are both on the suspense and have to be processed prior to processing the X22 SO BCM.
03027	Issue must be reversed prior to processing this requisition.
	This error normally appears in Requisition Suspense on A0_ transactions. Verify the A0_ has posted to R-Supply you can do this by looking at the transaction ledger or by an Stock/DTO Query if the A0_ is not of file save the transaction. If the A0_ transaction is found then delete the transaction from suspense.
03030	Issue cannot be processed. NRFI Update was not processed or was reversed.
	X30 must be process prior to processing the X31 found on the MRI suspense. X30 is found in Carcass Suspense.

Figure J-1.--Suspense Transaction Codes Example, Cont.

## APPENDIX K

## RECONCILIATION AIDS AND EXPEDITING PROCESS

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 the 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. Automated Reports

(1) R-Supply 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 the release with the SAA if the report release option is restricted.

(2) NALCOMIS Outstanding Material Requirement Report (J62500). The user can access this report in NALCOMIS from the Reports Submenu>Supply>Outstanding Material Requirement Dropdown 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.

b. ADHOC Query. ADHOC/SQLs, in combination with excel and/or access database, can be used to retrieve requisition data from NALCOMIS/R-Supply. Ensure all fields that appear on the R-Supply/NALCOMIS requisition listings listed above are present in the output.

3. Reconciliation Frequency. All outstanding DTO and stock requisitions will be reviewed, and appropriate action taken as outlined throughout this appendix:

a. Issue Priority Group I Critical (priorities 01-03) - daily. Requisitions include NMCS, PMCS, ANMCS, TBOS, CASREPS and any other categories as directed by the AvnSupO. Requisitions will be reconciled with the customer daily. Any changes will be updated in the system immediately following the reconciliation. Annotated report signed by the customer will be filed. Report will be retained for current and 4 prior days.

b. Issue Priority Group I Non-Critical (priorities 01-03) and Issue Priority Group II & III (priorities 04-15) - monthly. Requisitions will be reconciled with the customer monthly. Any changes will be updated in the system immediately following the reconciliation. A detailed schedule including the date of reconciliation, name and signature of customer and Marine conducting reconciliation will be generated and maintained reflecting that the reconciliations are being conducted with the customer. Report and schedule will be retained for current and prior.

c. Stock. Reconciliation of stock records will be conducted during the external Material Obligation Validation (MOV). See appendix E for details outlining the external MOV process.

4. Reconciliation. Reconciliation with the customer identifies whether the user has already received the material, no longer requires the material, or still requires the material.

a. Material Received. If the customer indicated the material was received, verify if the material was received from the supply system (receipt posted).

(1) Material was received from the Supply System. Process the receipt in NALCOMIS. Print the Requisition Screen in NALCOMIS and annotate as complete during the reconciliation and forward the "print screen" to the appropriate division for scanning into the Image Retrieval System (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. A message will be loaded in the remarks box as to why the cancellation request is being submitted.

b. Material no longer required. When the customer no longer requires material, request cancellation of the requisition using document identifier AC1. An information message will be entered into the remarks box, stating why the material is no longer required.

**NOTE:** If the requisition has been confirmed by the OIC/SNCOIC 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 (YE1) will be entered stating the document has no status in the Supply System. For critical requisitions no longer required or where payback is required, and requirement cannot be cancelled, refer to OFFLINE processing in chapter 2. Part number requisitions will be canceled via NAVSUP OneTouch along with an AC1 submitted in R-Supply.

(1) Material still required. When the customer still requires the material, review the status of the requisition and send the appropriate follow-up (if applicable).

(a) Deployments. Squadrons participating in the Unit Deployment Program (UDP), a deployed MEU, or other prolonged deployment may have outstanding requisitions for material still required, despite not being present for reconciliation. Prior to a squadron's deployment, all JCN requirements should be reviewed to determine validity and whether they should be cancelled or remain outstanding. Follow-up action will be executed during their absence for documents that remain outstanding. The shipment of these items, upon their receipt to the deployed squadron, will be based upon the discretion of the OIC/SNCOIC and squadron MMCO's.

1. All Non-Job Control Number (JCN) Requisitions are recommended for cancellation.

2. 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, 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) Modifications. Documents requiring modification will be annotated as such. The only fields that can be modified are: Required Delivery Date (RDD), Project Code, Media and Status Code, Supplementary Address, Distribution Code, Signal Code, Fund Code, Advice Code and Priority.

(2) Annotations for customer reconciliation. Annotate each requisition with the following:

(a) Required: Check Mark ☒

(b) No longer required (canx): NLR

(c) Complete (Received): Comp

(d) Modify: AM\_ and field to be modified (ex: for modification of Project code: annotate AM\_/ZB9)

**NOTE:** If customer is a no show for reconciliation, recaid will be annotated as 'no show' and proof (i.e., email traffic) of additional attempts to reconcile will be obtained. Current and prior months are to be retained with the schedule.

5. Requisition Listings (all priorities). To request reconciliations for DTOs, utilize department code 7, for stock, use Department code 3. Utilize paragraph 7 of this appendix to assist in identifying statuses and correct follow-ups. Requisitions will be expedited for records falling into the following categories:

a. Requisitions with No Estimated Ship Date (ESD). Weekly, run a listing or ADHOC equivalent showing all outstanding requisitions with no ESD. To order the requisition listing in R-Supply, utilize the figure below. Do not select the "supply status AE" option. If selected, it will not capture all requirements needing follow up. Annotations are only required for those items requiring action. Current and prior reports will be maintained.

(1) Submit an AF1 if the latest status is greater than 3 days. In instances when an AF1 has already been sent and an ESD cannot be established, attempt to contact GDSC, IM, CASREP, ICP, etc. via phone-con or email to obtain the estimated ship date or utilize contract information available via FedMall, One Touch (IM Notes), ERP, etc. to establish an ESD. If an ESD is unavailable, based on research and information received, load an ESD of 30 days out as well as an information YE1. Continue to follow-up on the record prior to expiration.

(2) If a valid/updated status is retrieved from the external system (e.g., OneTouch, FedMall, ERP, etc.) and the status does not exist in R-Supply, then load via R-Supply>Log>Status>Supply>Incoming Status.

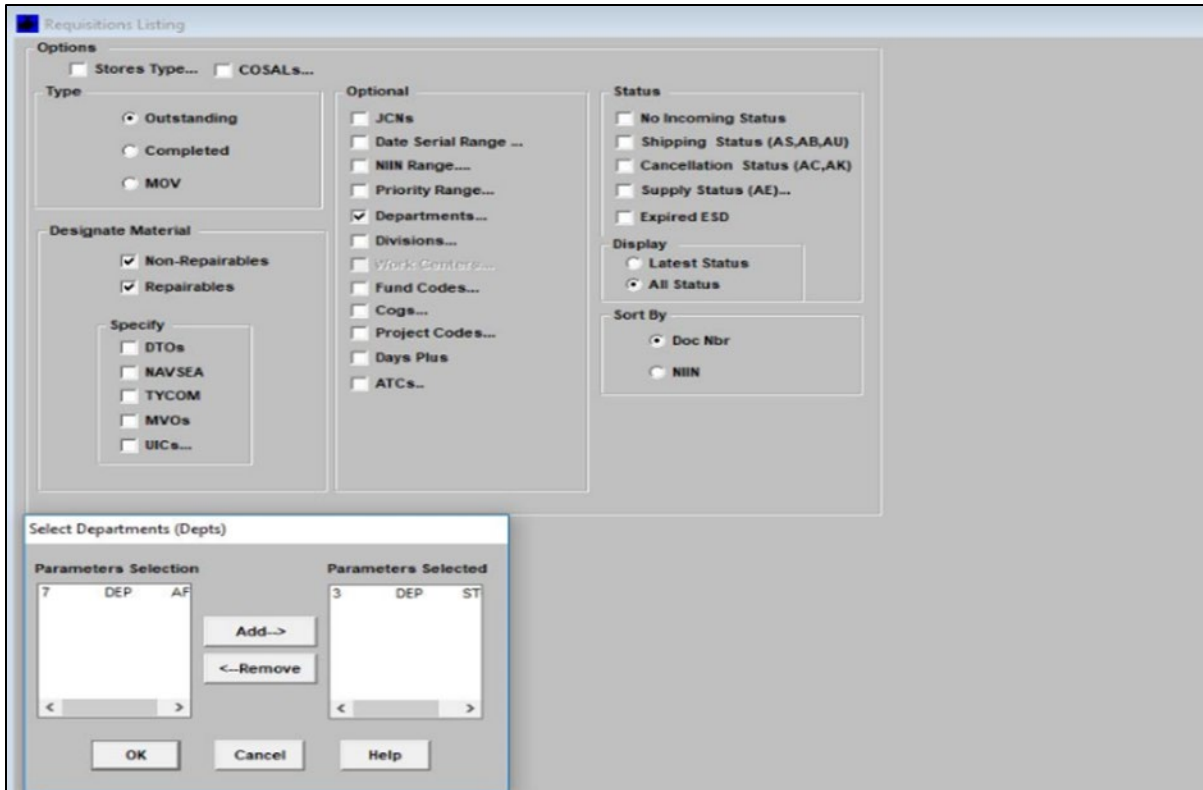


Figure K-1.--Requisition Listings No Estimated Ship Date.

b. Requisitions with expired ESD. Weekly, run a listing or ADHOC equivalent showing all outstanding requisitions with an ESD that has expired. To order the requisition listing in R-Supply, utilize the figure below. Annotations are only required for those items requiring action. Current and prior reports will be maintained.

(1) Submit an AF1. In instances when an AF1 has already been sent and an ESD cannot be established, attempt to contact GDSC, IM, CASREP, ICP, etc. via phone-con or email to obtain the estimated ship date or utilize contract information available via FedMall, One Touch (IM Notes), ERP, etc. to establish an ESD. If an ESD is unavailable, based on research and information received, load an ESD of 30 days out as well as an information YE1. Continue to follow up on the record prior to expiration.

(2) If a valid/updated status is retrieved from the external system (e.g., One Touch, FedMall, ERP, etc.) and the status does not exist in R-Supply, then load via R-Supply>Log>Status>Supply>Incoming Status.

The screenshot shows the 'Requisitions Listing' window. The 'Options' section includes 'Stores Type...' and 'COSALs...'. Under 'Type', 'Outstanding' is selected. Under 'Designate Material', 'Non-Repairables' and 'Repairables' are checked. The 'Specify' section has 'DTOs', 'NAVSEA', 'TYCOM', 'MVOs', and 'UICs...' listed. The 'Optional' section has 'Departments...' checked. The 'Status' section has 'Expired ESD' checked. The 'Display' section has 'All Status' selected. The 'Sort By' section has 'Doc Nbr' selected. The 'Select Departments (Depts)' dialog box is open, showing 'Parameters Selection' with '7 DEP AF' and 'Parameters Selected' with '3 DEP ST'. The 'Add-->' and '<--Remove' buttons are visible, along with 'OK', 'Cancel', and 'Help' buttons.

Figure K-2.--Requisition Listings with Expired ESD.

c. Request for Cancellation/Cancellation Follow-up (AC/AK). Weekly, run a Requisition Listing (JSL311) in R-Supply or ADHOC equivalent to produce a listing of all requisitions with cancellation requests (AC\_/AK\_) pending. Submit follow-up or take appropriate action for cancellation. Retention is current and prior.

The screenshot shows the 'Requisitions Listing' window with the 'AC/AK' status selected in the 'Status' section. The 'Optional' section has 'Days Plus' selected. A blue callout box in the bottom right corner contains the text: 'Dept 7: DTO' and 'Dept 3: Stock'.

Figure K-3.--Requisition Listings AC/AK.

d. Overage Shipment Status (AS/AU/AB1). Twice a month, at a minimum 10 business days apart, identify and process requisitions with Overage Shipment Status. "Days plus" will be set to 15 for CONUS activities and 30 for OCONUS



activities. There are three status document identifiers which provide shipment status (ex.: AS\_, AU and AB1). If there is a current ESD loaded, 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.

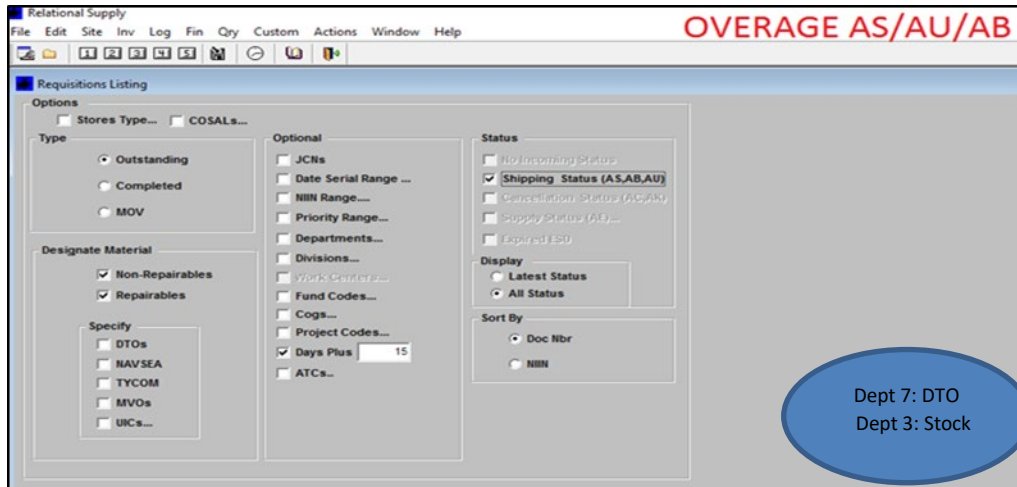


Figure K-4.--Requisition Listings AS/AU/AB1.

e. No Status in R-Supply and UFO without Status

(1) No Status in R-Supply. Daily, run a No Status Requisition Listing (JSL311) in R-Supply, parameters for "days plus" is 5. This report will produce a listing of all requisitions with no status. Review all records on the report and verify whether incoming and outgoing status has been released by the SAA. It is recommended that if a current status does not exist in NALCOMIS/R-Supply, the external system be validated (e.g., One Touch or ERP). If valid/updated status is retrieved, update R-Supply to reflect. If the requisition has been verified as not appearing in the external system, submit an AT requisition status follow up. For requisitions that are required to be submitted manually (Part Number Requisitions and TDC Kit Requisitions), conduct follow-up action as applicable. Retention is current and prior.

(2) UFO without Status in ASKIT. Daily, run a UFO without status report via ASKIT. This report will produce a listing of all requisitions with no status. Review all records on the report and verify whether incoming and outgoing status has been released by the SAA. Once requisition has been verified as not appearing in the external system, submit an AT\_ requisition status follow-up. Retention is current and prior.

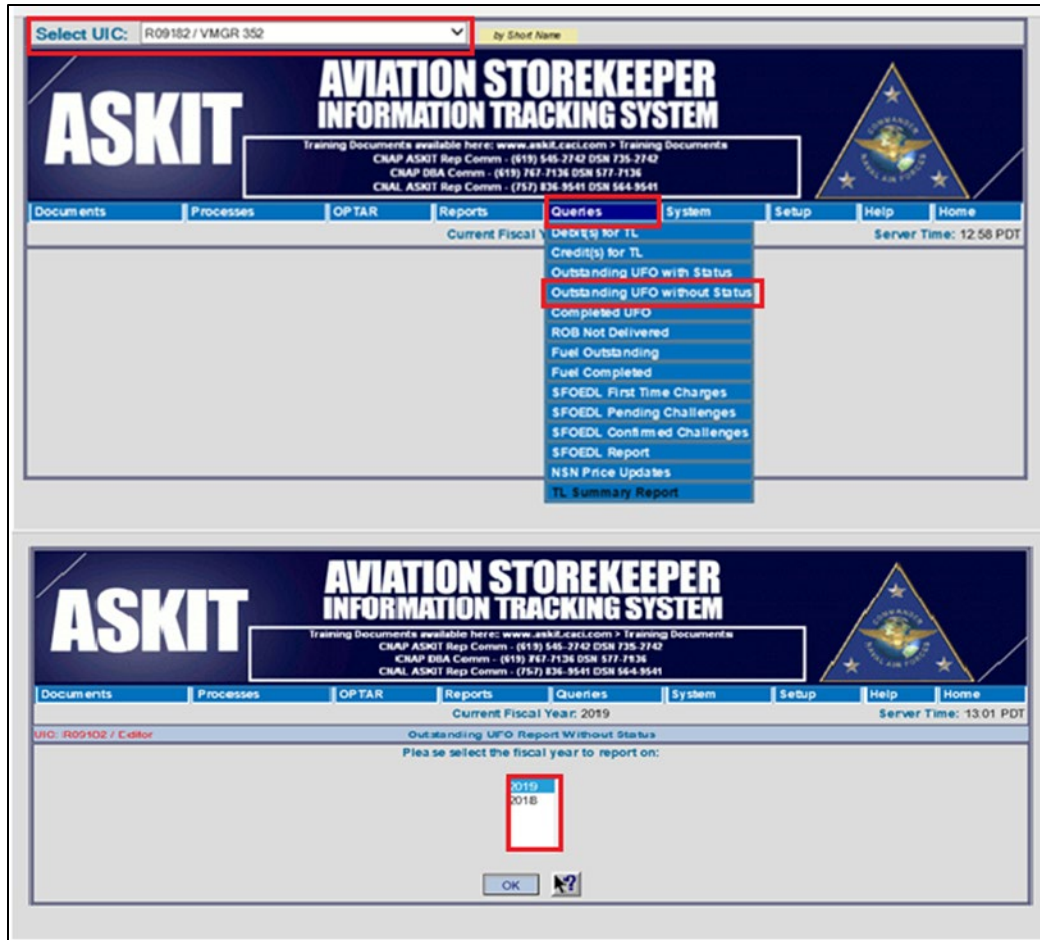


Figure K-5.--UFO without Status.

f. Requisition Listing IPG-I Critical. Daily, a report will be produced for review and validation of all records. Retention is current and 4 prior. Report will be requested as follows:

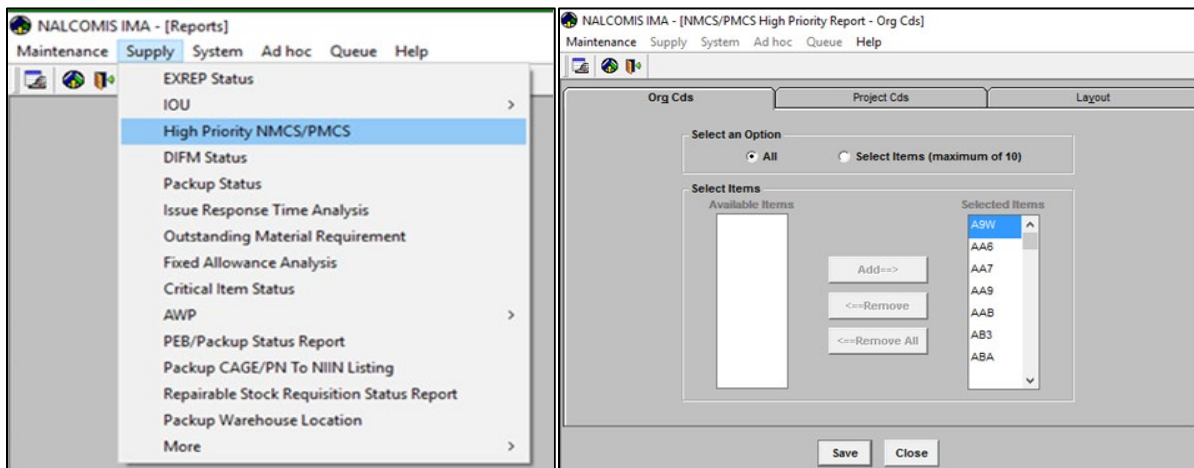


Figure K-6.--Requisition Listings IPG-I Critical.

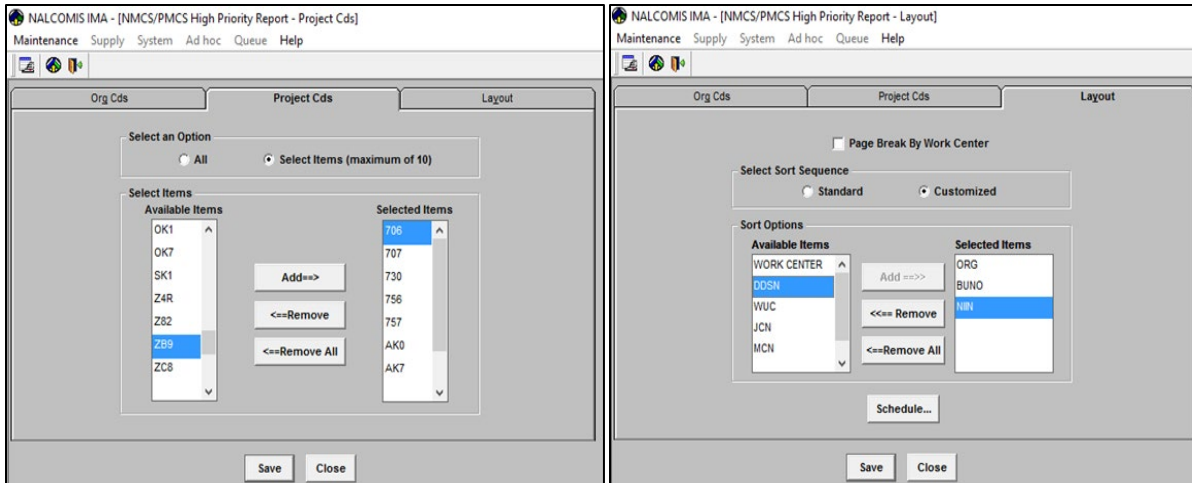


Figure K-6.--Requisition Listings IPG-I Critical, Continued.

g. Material Obligation Validation (MOV). Quarterly, the SAA will provide the MOV and Post MOV for review and validation of all records. This will act as your "catch all" to ensure all requisitions are valid and working in the external supply system. For detailed procedures on how to work the MOV, see appendix E. Retention is current and prior.

#### 6. Review of requisition and status records

a. Incoming Status. Incoming status is processed in two forms, Batch and Manual.

(1) Batch Processing of status for R-Supply. When status is received via One Touch, the SAA will schedule an R-Supply Batch Job to load the incoming status.

(2) Manual processing of status for R-Supply/NALCOMIS. Status received via online systems (e.g., NAVSUP One Touch, FEDMALL, etc.) or telephone will be processed via R-Supply. Since R-Supply Status Processing Function does interface and update NALCOMIS records, it will be the primary method for manual processing. This may be required if status in R-Supply/NALCOMIS differs from that in any of the above listed online systems.

(a) R-Supply. Action is initiated in R-Supply using menu option: LOG>Status>Supply. Enter the document number and suffix (if applicable). Choose incoming status, then select the appropriate document identifier from the list; 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, click apply. Select the New Request Option to process another record or the Close Screen Option to exit from this process.

(b) NALCOMIS. If R-Supply is unavailable, input status directly into NALCOMIS; however, the requisition must be placed in the PDEF as status loaded directly to NALCOMIS does not generate an interface record to update R-Supply. Once system becomes available, load status of the PDEF requisition into R-Supply.

b. Review. All status and previous follow-up records will be reviewed to ensure appropriate follow-up action is taken. The four key elements that comprise an AE\_ status are as follows:

AE1SMSS6650016333968EA00001RXXXXX61373054GA7LBAK106211BBSMS62450025979

(1) Status Date. '211' Position 62-64, is the date the status was prepared by the activity who's RIC appears in position 4-6.

(2) Status Code. 'BB' Position 65-66, informs the requestor what is happening to the requisition.

(3) Routing Identifier Code (RIC). 'SMS' Position 67-69. In most cases, this RIC is the last 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). '6245' 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) provide 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 NAVSUP WSS-P (NRP). NRP passes it to an Inventory Control Point (ICP), or other holding activity, who fills the requirement and/or gives the requisition an updated Status. The status would be recorded as follows:

AE1/NRP/239/BM/SMS	Status from POE
AE1/SMS/239/BD/SMS	Status from LHA
AE1/SMS/239/BB/SMS/6277	Status from LHA

**NOTE:** In the example above 239/BB/SMS/6277 is the most current status.

(7) When reviewing requisition status records, ensure follow-up action is submitted to the correct 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 (e.g., 100/BM/NRP, 100/BM/SMS and 100/BD/SMS). The submission of follow-up action to the wrong activity could result in the receipt of BF Status (no record of requisition), which will cause unnecessary delays in the shipment of required material.

c. MILSTRIP Breakdown

A0A/Q39/S/1680/015763902/**/EA/00001/V52841/2276GV78/R/*****/A/**/ 9N/AK0/03/999/**/*																
^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Figure K-7.--MILSTRIP.

(1) (DIC) Document Identifier Code: A0A is for domestic shipments with NSN and A01 is for overseas shipment with NSN.

(2) (RI) Routing Identifier: Requisitioning from.

(3) (MS) Media Status: determine to where supply status will be received, (i.e., M&S code of S: 100% of supply and shipment status to requisitioner).

(4) (FSC) Federal Supply Classification: First 4 numbers of the NSN.

(5) (NIIN) National Item Identification Number

(6) (UI) Unit of issue

(7) (QTY) Quantity

(8) (DODAAC) Department Of Defense Activity Address Code (activity)

(9) Document Number

(10) (DC) Demand Code: "R" is Recurring Demand and "N" is Non-Recurring Demand (Most likely will always be "R")

(11) Supp Address: Y and last four of document number.  
\*When using signal code J, the DODAAC for the ship to will be used.

(12) (SC) Signal Code: Signal code "A" primarily used for ship to the "UIC". If using "signal code "J," then you will have to enter the "UIC" that you want to ship the part to.

(13) (FC) Fund Code///It's the billing method.

(14) COG

(15) (PC) Project Code

(16) Priority Code

(17) (RDD) Required Delivery Date: "777" is used for Stock gear and "999" is used for priorities 1 through 3.

**NOTE:** For more detailed information on MILSTRIP see reference (au).

7. Identifying action for follow-up. The type of follow-up action depends on the status received from the external Supply System. Requisitions with a Status Code of BZ/BB/BV/NM/NA or a status of AB1, with valid ESDs, are not

required to have an AFC follow-up submitted but expediting via other means is sometimes necessary.

a. All IPG I critical requisitions with a valid status of BB/BZ/BV, or any other status with a valid ESD greater than 30 days, will require a document identifier "YE1" to be loaded into R-Supply every 60 days to document all expediting actions that have been taken.

b. Unlike IPG I critical requisitions, IPG I (non-critical), II & III documents do not require the same level of expediting action. Therefore, required YE1 guidance for IPG I records does not apply. If after two generic follow ups (e.g., AF1/AFC) have been submitted, and no response is received, and the external system does not reflect an updated status, a follow up via phone or email will be required. Results of the phone-con/email will be documented via YE1 and will reflect action taken/follow up results.

(1) Follow-up document identifiers are as follows:

DI        Definitions

AC\_        Cancellation request by requisitioner.

AK\_        Follow up to cancellation request.

AF\_        This DI is used only to request current status of requisitions from a LHA.

For PD 01-08 demands - after the latest status has been expired for at least three days, an AF\_ may be sent.

For PD 09-15 demands - after the latest status has been expired for at least seven days, an AF\_ may be sent.

AFC        Does not apply, may be submitted; however, unlikely to receive a response from LHA.

AFT        Request for shipment tracer action for material shipped via Registered, Insured, Certified Parcel Post, and/or TCN or GBL assigned. Research requisition on all external systems prior to submitting AFT.

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. Additionally, if the supply source has no record of the submitted requisition, this follow-up will be processed as the requisition. AT\_ should be submitted only after researching external systems for status. AT\_ will not be submitted on part number or TD kit requisitions. Part number requisitions will be inputted into OneTouch and TD kit requisitions will be emailed to kit manager. AT\_'s cannot be submitted through R-Supply if there is incoming status loaded to the document. If a regular DTO or repairable stock document has BM status only, submit an AT\_ on the documents through NALCOMIS. The AT\_ will interface over and process in R-Supply. If the document is

for consumable stock, process an AT\_ using OneTouch and load YE1 with batch number.

(2) Requisition Transaction Status Codes are as follows:

<u>Status Code</u>	<u>Definition/Follow-up DI</u>
BA	Item being processed for release and shipment.  AF1 - If BA status is greater than 3 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 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 cancelation for the original requisition.  AC1 - If substitute offered is acceptable.
BD	Requisition is delayed due to the need to verify requirements pertaining to Authorized Application, Item identification or Technical Data.  AF1 - If status is greater than 3 days.
BF	No record of your document on which a follow-up or cancelation request was submitted.  If received in response to a cancelation request, subsequently received requisitions or other documents (AM_, AT_) 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. If R-Supply is showing cancelled from the BF status, load AE1-RX status in NALCOMIS to close out the document.  If received in response to an erroneous follow-up request, and still required, submit AT_ follow-up to the appropriate activity.
BG	One or more of the following fields in the stock number have been changed (as the result of a formal catalog change):  The requisitioned NSN has been replaced by or consolidated with the NSN in the Stock Number Field.  The NSN is assigned to a part number that was requisitioned.  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 the Source of Supply (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.

AF1 - If ESD is not established or ESD has passed.

BJ Quantity changes to conform to unit pack, adjust the Due in Records accordingly. Unit of issue is not changed.

AF1 - If ESD is not established or ESD has passed.

BK Requisition data elements have been modified as requested by AM\_ transaction. Examine data fields in this status document for current requisition data.

AF1 - If ESD is not established.

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 status is greater than 3 days.

**NOTE:** R-Supply does not allow an AT\_ after status has been received. If the document is a DTO or repairable stock, submit AT\_ in NALCOMIS. If for consumable stock, load AT\_ manually in OneTouch or FedMall.

BN Requisition being processed as a free issue. Signal and Fund Code field corrected as noted. Adjust local fund obligated records.

BP AF1 - If ESD is not established.  
Requisition has been deferred per customer instructions. The ESD is contained in CC 70-73.

AF1 - If the ESD is past the current Julian date.

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 phone or email to ICP. Upon completion of contract negotiation, the requisitioner will be furnished supply status (DI AB\_), which will indicate the Procurement Instrument Identification Number (PIIN) and the scheduled ESD. If the scheduled ESD is adjusted, BP status will be provided indicating the new ESD.

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 phone 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.
- B8 Quantity requested for cancelation or diversion not accomplished. No follow-up action to be performed. Expedite cancelation via phone or email to ICP. Do not de-obligate funds.
- B9 The activity identified by the code in CC 4-6 is in receipt of submitted cancelation 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. DI AK1 can be submitted after 30 days have passed.
- C8 Rejected. Vendor will not accept order for quantity less than the quantity indicated in CC 76-80. If requirement still exists, submit a new requisition for a quantity that is not less than what is reflected in CC 76-80.
- PD The item has been physically delivered to the artisan by the local industrial activity worksite. Applies to DLA/Navy industrial activity support procedures. No follow-up action to be performed. Track via phone or email to ICP.

**NOTE:** For a complete list of status codes, refer to reference (w).

(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
NA	Requirement has been validated and outfitting funds are available for obligation, but requisition is being held by the NAVSEA OPN Outfitting Account Allotment Holder (NAVSUP FLCPS) pending availability of system assets. Additional status will be provided when release action is initiated. No follow-up action is required.
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 is required. Expedite via phone or email to NAVSUP-WSS IWST. Additional status will be provided when funding is available.
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.

8. Annotating RECAIDS. Annotate each requisition with the Document Identifier (DI) submitted, receiving activity Routing Identifier Code (RIC), and date submitted.

-AF1/SMS/8175

a. A system follow up or annotation is not required if the document has a valid status with a valid ESD (with the exception of IPG I critical).

b. The individual conducting the review and submitting follow-up actions will annotate printed name, signature and date of completion, on the parameters listing page of the RECAID.

9. Input of Follow-up Action and YE1

a. Follow-up. Action is initiated in R-Supply using menu option: LOG > Status > Supply. Enter the document number and suffix (if applicable). Choose outgoing status, then 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, click apply. Select the New Request Option to process another record or the Close Screen Option to exit from this process.

b. YE1. If additional comments are necessary, submit a YE1. Action is initiated in R-Supply using menu option: LOG>Status>Supply. Enter the document number and suffix (if applicable). Choose incoming status, then select 'YE1' from the list and select OK to continue. Enter comments as applicable and click apply. Select the New Request Option to process another record or the Close Screen Option to exit from this process.

10. Processing requisitions with exception

a. 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 if there is no shipment status or in process status on file (e.g., BA, AS\_). Requesting cancellation of a requisition is a two-step process.

(1) Submit a cancellation request (AC1). An information message will be entered into the remarks box, stating why the material is no longer required.

(2) If no response is received confirming cancellation after 10 days from date of transmittal of the AC1, submit a follow-up on cancellation request (AK1).

(3) If the holding activity responds, stating the cancellation of the requisition cannot be carried through for any reason, no further attempts will be made to cancel the requisition. If B9 status is received acknowledging receipt of the cancellation request, no further follow-up may be submitted until 30 days after receipt of B9 status.

(a) AC1 Sent within the last 10 Days. No action required.

(b) AC1 Sent More than 10 Days ago (i.e., on the 11th day).  
Submit AK1 to RI-LHA.

(c) AK1 Sent within Last 10 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, check external system for cancellation status. If there is no external cancellation status, a phone-con or email will be sent requesting cancelation. A YE1 information message will be entered stating the cancelation is being transmitted or the requisition will not be canceled.

(e) If 30 days has elapsed from the time of the initial AK1, and it has been confirmed by the section NCOIC and/or the External Supply System the requisition is inactive or considered dead, an internal cancelation (AE1/RX) can be processed in R-Supply.

(f) Follow-up action on requisitions which have been subjected to a Request for Cancelation (AC/AK) should not contradict the cancelation request (i.e., do not submit AF\_ or AT\_ follow-ups on requisitions when cancelation has been requested). A careful review of status records to identify suffixed requisitions, partial cancelations, etc., should prevent this from happening.

**NOTE:** Loading an RX without ensuring the requisition is dead may cause future SIT/MIT/DL problems.

b. Demand History Adjustment. There will be times when there are requisitions identified by the customer during the validation process as No Longer Required, due to being received by other means (open purchase, goody locker etc.). Submission of DHA (for consumables) will ensure that all customer demands are included in the Defense Logistics Agencies (DLA) demand planning process. DHAs shall be submitted through DOD FedMall for all material obtained by the customer through other sources that are normally supplied by DLA. DHAs shall be submitted for all locally repaired consumables and any additive manufactured parts that are managed by DLA.

(1) Submit DHA (manual). Submit a DHA on a transactional basis if the requisition was cancelled and acquired through other means. Below are some scenarios and reasons to help determine when to submit a DHA.

(a) You cannibalize a part and transfer the existing requisition to another aircraft/end item. In this instance, DLA already has the demand signal and you would not need to do a DHA.

(b) You cannibalize a part and cancel the existing requisition. In this instance, you would submit a DHA because you cancelled the demand signal.

(c) You manufactured the part and cancel the existing requisition. In this instance, you would submit a DHA because you cancelled the demand signal.

(2) Submit DHAs (bulk upload). MILSTRIP transactions should only pertain to those that occurred during that month. Example: The I-Level locally repaired 100 consumables during the month of November. During the

month of December, upload only those requisitions that were locally repaired during the month of November.

c. Customer has no record. If a requisition is outstanding in R-Supply/NALCOMIS, but the customer has no record of the requirement, validate whether the items in "No Longer Required (NLR)," or "Required" by the customer. Take appropriate action based on need of customer.

d. 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. Careful attention must be paid to the suffix codes to ensure that the correct suffix code is being viewed. It is not uncommon for a document to have multiple suffix codes assigned. Reversal and re-processing of suffixed records may need to occur in order to fix a record in some scenarios. Utilize the external supply system to validate appropriate status and update accordingly (as applicable).

e. No Outstanding Record NALCOMIS/R-Supply, but required by customer. 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 (e.g., canceled, received, etc.). If the requirement is not in NALCOMIS or R-Supply, validate existence in external supply systems. The customer will have to reorder the requisition if still required and not in any system.

f. Processing follow-up action on requisitions with no status. If status is not received within five days from date of initial transmittal of the requisition, send a requisition follow-up (AT\_) to the POE. If status is not received within five days after transmission of the requisition follow-up (AT\_), the requisition will be passed via electronic means (i.e., OneTouch). R-Supply does not allow an AT\_ after status has been received.

(1) If the document is a DTO or repairable stock, submit AT\_ in NALCOMIS. If for consumable stock, load AT\_ manually in OneTouch or FedMall. If the document is a part number requisition, check OneTouch to see if the document was ever processed. If not, input as normal part number requisition. If the document is a TD kit requisition, do not submit AT\_, instead email the kit manager for status. Kit Manager Information can be obtained from: <https://www.navair.navy.mil/logistics/deckplate/index.html>

(2) For requisitions processed in ASKIT, once requisition has been verified as not appearing in the external system, submit an AT\_ requisition status follow up and conduct extraction. Upon completion of follow up action, extract the file from ASKIT and send to the SAA for release.

g. Processing follow-up action for requisitions with shipping status

(1) Follow-up action via R-Supply will not be processed on a requisition receiving shipment (AS, AU, etc.) status or direct delivery (AB1) status. Traceable shipments will be tracked via web based tracking tools (e.g., DLA MRO Tracker, GTN, FedEx, DHL, UPS, OneTouch, WEBVLIPS, etc.).

(2) Shipment Status Format. For AS, AU status, 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.

(a) For AB status the Procurement Instrument Identifier Number (PIIN) is recorded in position 60-72 and the ESD is recorded in position 77-80.

(3) Requisitions are considered to have Overage Shipment Status if the material has not been received within 15 days for CONUS shipments or 30 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, 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, check for a Proof of Delivery (POD) in the appropriate division's Completed Transaction File (CTF). If a POD is not on file, check with the customer. If the customer has received the material, follow procedures outlined in paragraph 4a (1) of this appendix, to complete the requisition.

(b) If the customer has not received the material, coordinate with WMD to determine if material was received at the ASD. If material was delivered, WMD will process the receipt. If the customer has not received the material and the material has not been delivered to the ASD, initiate an SDR in accordance with appendix P. WMD will submit SDRs to the issuing activity per appendix P. A YE1 Information Message identifying the Report Control Number (RCN) and expounding information will be entered into R-Supply.

(c) The customer will be notified for the reorder of lost in shipment consumable DTO requisitions. WCB will assist ERS with the reorder process for lost in shipment repairable DTO requisitions. ERS will reconcile as required with WCB for updates on lost in shipment DTO SDRs. For detailed procedures on how to process an SDR, refer to appendix P.

**NOTE:** All Depot Level Repairables (DLRs) will have a survey processed. Material with a dollar threshold over \$5,000.00 will have a survey processed.

h. 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:

- (1) Required Delivery Date (RDD)
- (2) Project Code
- (3) Media and Status Code
- (4) Supplementary Address
- (5) Distribution Code
- (6) Signal Code

(7) Fund Code

(8) Priority

(9) Advice Code

i. Processing requisitions with total or partial quantity cancelation status. When cancelation status is received from the Supply System, determine the reason for the cancelation (i.e., CJ-Rejected, item coded obsolete or inactive). Notify the customer of the cancelation 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 cancelation. For partial quantity cancelations, after determining the reasoning for it, inform the customer of the cancelation. 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.

j. Delinquent Material Receipt Acknowledgements (DRF). When material shipment is confirmed, the issuing activity will monitor for receipt of a DRA. If the DRA is not received, the issuing activity will send a delayed receipt follow-up (DI DRF). The DRFs will come in with normal MILSTRIP transactions from One Touch.

(1) DRF load. When DRFs are loaded into R-Supply, the following actions occur automatically:

(a) If a receipt or DRA is on file that matches the DRF on the document number (including suffix code) and quantity, a DRB is created with no discrepancy code, duplicating data from the DRF.

(b) If no receipt or DRA is on file, a DRB is created, duplicating data from the DRF. In addition, a Discrepancy Indicator Code "F" is written in CC 63 of the DRB.

(c) If the document is completed, but the quantity or suffix code does not match the DRF, the DRF is written to the "rqn\_status\_in" table, and the user will have to manually review and process the DRB through the incoming status/supply (DRA/DRB) window.

(d) If an incoming DRF suspends in R-Supply for no requisition on file, the document needs to be researched to see why it did not get loaded.

1. If it is possible to load the document, back-fit into NALCOMIS and load appropriate status and receipt. If the document cannot be loaded for some reason, a manual DRB needs to be loaded to either the outgoing file from R-Supply or manually into FedMall.

2. The system will continue to send out DRFs until they receive a DRA/DRB indicating receipt.

(2) Processing exception DRBs. The documents appearing in this window (figure 4-20) have a receipt posted, but the receipt quantity is different than the quantity on the incoming DRF. OMD/WMD will review this window daily and process all transactions. The DRBs have to be manually processed, there is no deleting of records.

Status Supply - Search

Search by: ☒ Document Number ☐ PIIN Number

Doc Nbr: R 09808      Suffix:

Transaction: ☒ Supply ☐ Referral ☐ LOGREP

Type: ☐ Outgoing Status ☐ Incoming Status ☐ Push DW / DU ☐ MOV ☒ DRF / DRB

Document Identifier: DRB

Document Nbr	NSN	Doc Id
R 09808 7303 TB15	5680-GM-502-4305	DRF
R 09808 8064 T903	5680-GM-502-4305	DRF
R 09808 8157 T504	5680-GM-502-4305	DRF
R 09808 8158 T000	5680-GM-502-4305	DRF

OK Cancel Help Unsuspend

Figure K-8.--Exception DRB.

**Relational Supply**

File Edit Site Inv Log Fin Qry Custom Actions Window Help

---

**Status Supply**

Doc Nbr: R 09808 7275 T206 Suffix: Basic PIIN: Exhibit Line: - Call Nbr:

JCN: Qty Outstanding: 0

Nomenclature: 70028A-05463-25008/ HMLA-267/ TOC EMV: 1,049.64 Dept: 7 Div: 20 WC:

**Status Entry:**

DI: DRB RI: M&S: S NSN: - - - UI: EA Qty: 3

SuppAdd: YSSD Sig Cd: A FC: 7L Cog: 99 Dist: Prj Cd: AP5 Pri: 13

Adv Cd: Trans Dt: Cmp Dt: 18093 Shpmt Dscrpn: MOS:

Remarks:

---

Latest Status as of Transaction Date: 03 OCT 2018

DI	Sfx	RI	NSN	UI	Qty	Trans Date	Status Code	RI To	ESD/ RDD	Rvrs	Status Code Interpreted
DRF		SMS	5680-GM-502-4305	EA	3	18276			18083		Delinquent MRA Follow-up
DRF		SMS	5680-GM-502-4305	EA	3	18276			18083		Delinquent MRA Follow-up
DRB		SMS	- - -	EA	14	18275			18276		MRA Reply to Follow-up
DRB		SMS	- - -	EA	2	18270			18276		MRA Reply to Follow-up
DRF		SMS	5680-GM-502-4305	EA	14	18270			18083		Delinquent MRA Follow-up
DRF		SMS	5680-GM-502-4305	EA	2	18240			18083		Delinquent MRA Follow-up
DRB		SMS	- - -	EA	2	18239			18276		MRA Reply to Follow-up
DRF		SMS	5680-GM-502-4305	EA	2	18224			18083		Delinquent MRA Follow-up
DRB		SMS	5680-GM-502-4305	EA	1	18221			18276		MRA Reply to Follow-up
DRF		SMS	5680-GM-502-4305	EA	1	18220			18083		Delinquent MRA Follow-up
DRB		SMS	- - -	EA	2	18219			18276		MRA Reply to Follow-up
DRF		SMS	5680-GM-502-4305	EA	2	18218			18083		Delinquent MRA Follow-up
DRB		SMS	- - -	EA	14	18215			18276		MRA Reply to Follow-up
DRF		SMS	5680-GM-502-4305	EA	14	18128			18083		Delinquent MRA Follow-up
X73		R65	- - -	EA	1	18093					MVO Receipt
AE1		R65	- - -	EA	1	18066	BV	R65	18073		Procured
AE1		R65	- - -	EA	1	18043	BD	R65			Delayed

Ready

Figure K-8.--Exception DRBs, Continued.

(a) Double click the first record.

(b) Enter the RI of ICP and the trans Dt: (current 5 digit Julian date) and then save the transaction. R-Supply will automatically bring up the next record. Continue to review all documents until completed.

(c) If there was a problem with the original receipt, go to the next record. Reverse the original receipt and process correctly. Then go back and process the DRB.



on/Customer Return Inquiry

ords: 7

to Excel

NSN/NIIN	Quantity	Requisition Number	SFX	Demand Code	Supp Addr	Signal Code	Fund Code	Distribution Code	Project Code	Advice Code	Status Code
5680GM5024305	1	R098088206T306				A	7L				SS
5680GM5024305	1	R098088206T306				A	7L				SS
5680GM5024305	3	R098088206T306				A	7L				SS
5680GM5024305	1	R098088206T306				A	7L				SS
5680GM5024305	1	R098088206T306				A	7L				SS
5680GM5024305	2	R098088206T306				A	7L				SS
5680GM5024305	1	R098088206T306				A	7L				SS

**FedMall Self-Help Reference Page**

Use of the FedMall requires [Internet Explorer 8.0+](#), [Mozilla Firefox 38](#) or [Google Chrome](#) with cookies, pop-ups, and JavaScript enabled. This is a government web site that is subject to [monitoring](#). Viewing documents on the FedMall requires [Adobe Acrobat Reader](#).

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DODAAC Verifier

Figure K-9.--Exception DRA.

(3) DRA/DRB exception record examples (FedMall). The above document was a tool document that was loaded in R-Supply as an MVO transaction for one EA. There were seven different items ordered for total quantity of 10. The system will expect seven different incoming DRAs, (one for each shipment). The best way to prevent the incoming DRFs is to manually load a DRA into FEDMALL when each one is received.

(a) Partial Shipments. In the case where a document is shipped in partial shipments, a DRF will be submitted for each shipment. The incoming receipt document should indicate 'partial shipment' at the bottom center of the DD Form 1348-1.

(b) The below document is an example of a partial shipment. The total quantity ordered on the document was for 140. All 140 were shipped but under four different shipment TCNs. The system actually expects that four different receipts be processed and four different DRAs submitted. If all gear came in together and one receipt for 140 were processed, the system will

send out four different DRFs, one for each shipment. The DRFs will write to the pending DRBs for review.

AS8SMSS8960011244543 EA00020RXXXXX82220871 YSLBK0 KZV9B233R0980882220871XDXJ  
AS8SMSS8960011244543 EA00040RXXXXX82220871 YSLBK0 KZV9B233R0980882220871XCXJ  
AS8SMSS8960011244543 EA00040RXXXXX82220871 YSLBK0 KZV9B233R0980882220871XBXJ  
AS8SMSS8960011244543 EA00040RXXXXX82220871 YSLBK0 KZV9B233R0980882220871XAXJ

## APPENDIX L

## RELATIONAL SUPPLY/OPTIMIZED NALCOMIS RECONCILIATION

1. Purpose. The purpose of this appendix is to outline procedures for conducting NALCOMIS and R-Supply reconciliation.
2. Background. An automated matching process was developed to compare stock number and requisition data to maintain the integrity of NALCOMIS/R-Supply databases. Reports are generated when discrepancies exist between both databases. Stock number and requisition data can be loaded in 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 run monthly, but can be run more frequently. The most efficient method is to schedule all the reports consecutively. Deviations from the order shown in paragraphs 3c through 3e will create excess or duplicate corrections for the Marines working the reports. The Supply Applications Administrator (SAA) is the coordinator of the reconciliation process. This entails working with WMD, and OMD. The SAA will provide SMD, WMD and OMD a copy of all reports. Divisions will legibly print, sign, date, time the reports. Divisions will retain current and prior reports. The reconciliation process is broken down into five basic steps.
  - a. Step 1. Databases will be maintained using a combination of manual corrections and database alignment programs (DBAGs). Maintenance procedures are detailed in paragraph 4 of this appendix.
  - b. Step 2. Extract the Stock Item, DTO Due, Sub-Custody, Non-RFI, Support Packages (MALSP) and Stock Due drawdowns from R-Supply.
  - c. Step 3. Run the reconciliation process for NIIN, DTO Due, Sub-Custody, Non-RFI, Support Packages (MALSP), and Stock Due.
  - d. Step 4. Run the Report Generator Options.
  - e. Step 5. Work, annotate, and retain the reconciliation reports.
4. NALCOMIS Database Maintenance. 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. Inaccuracies need to be corrected first, failure to correct will result in duplicate work and larger discrepancy reports.
  - a. Error Identification. WMD 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. It specifically 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 generated by DBAG 21 will be corrected by manual research or the following DBAGs:

Error Category	DBAG Program
RFI	DBAG 81
SUSPENSE	DBAG 83
DIFM	DBAG 75
SUBCUSTODY	DBAG 1R
PACK-UP	DBAG 80 and 84
DUES	DBAG 76
IOUs	DBAG 79

c. Recalculation. WMD will run DBAG 17 after each DBAG listed in paragraph 4b above to recalculate ACBAL and Family Group Code Data.

5. Extract R-Supply data. When NALCOMIS Database Maintenance has been performed, information will be extracted from R-Supply [NIIN, Stock Due, DTO Due, NRFI, Subcustody and Support Packages (MALSP)] via the drawdown process.

a. Stock Item Drawdown. SAA will ensure the NIIN drawdown is requested properly using the following steps.

- (1) Log on to R-Supply.
- (2) Select SITE>Management.
- (3) Select Site Internal>NALCOMIS Drawdown (figure L-1).
- (4) In the NALCOMIS Drawdown screen select "Stock Item" (figure L-2).

(5) In the Select Allowance Type Codes (ATCs) Screen (figure L-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 L-4) for approval.

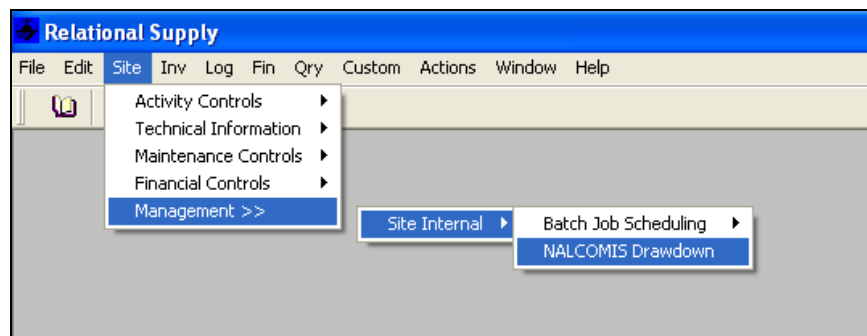


Figure L-1.--Stock Item Drawdown.

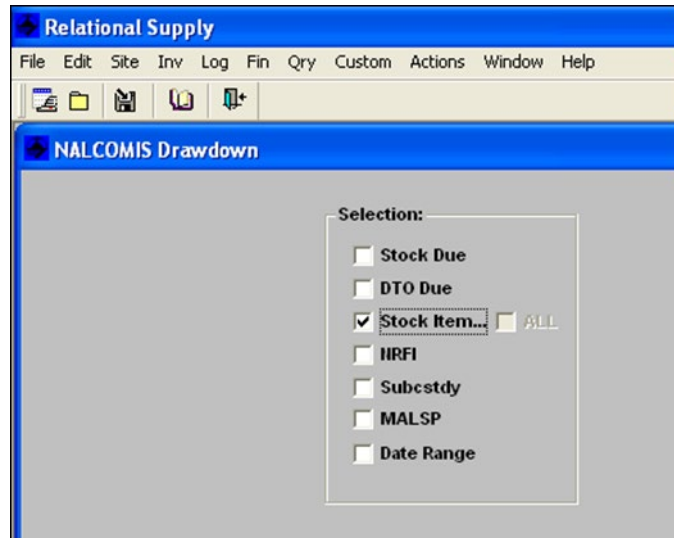


Figure L-2.--Select Allowance Type Codes (ATCs).

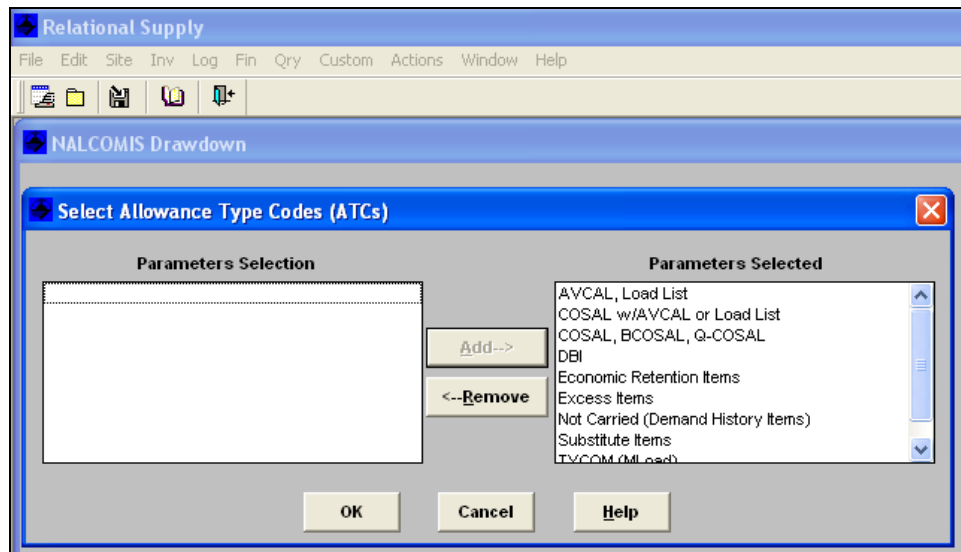


Figure L-3.--Allowance Type Codes Parameters.

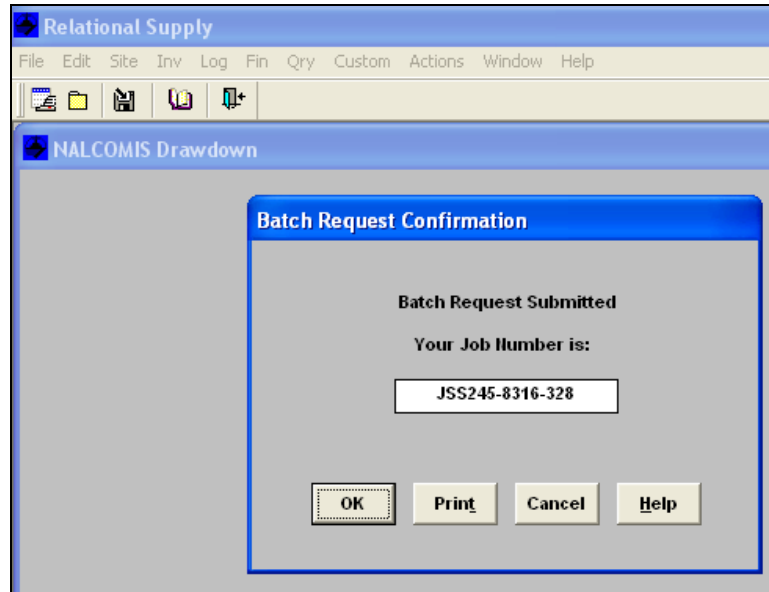


Figure L-4.--Batch Job Number.

- (6) Select SITE>Management.
- (7) Select Site Internal>Batch Job Scheduling>Approval (figure L-5).
- (8) Locate Batch Job Number from list and enter an R in Status Window (figure L-6).
- (9) Select the Apply Icon to release the job.

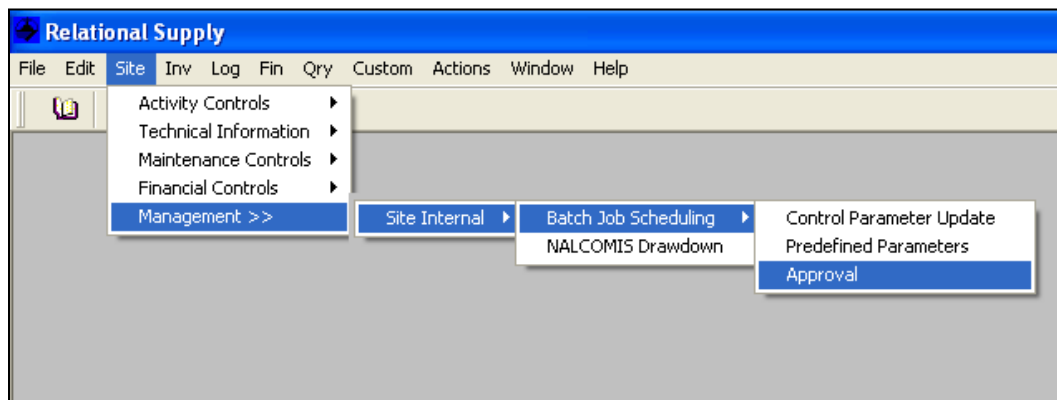


Figure L-5.--Batch Job Approval.


Relational Supply									
File Edit Site Inv Log Fin Qry Custom Actions Window Help									
									
Approval									
Status	Batch Job Hbr	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	<input checked="" type="checkbox"/>	1	
R	JSL3118294728	JSL311	Requisition Listing	marine11	20 OCT 2008 10:25:53	1	<input type="checkbox"/>	1	
R	JSL3118294729	JSL311	Requisition Listing	marine09	20 OCT 2008 10:26:27	1	<input type="checkbox"/>	1	
R	JSS2928309463	JSS292	MFCS File Transfer	marine15	04 NOV 2008 09:48:03	1	<input type="checkbox"/>	1	
R	JSS2928309464	JSS292	MFCS File Transfer	marine11	04 NOV 2008 09:49:08	1	<input type="checkbox"/>	1	
	JSS2458316328	JSS245	NALCOMIS Stock/DTO Drawdown	thomas	11 NOV 2008 11:27:54	2	<input type="checkbox"/>	1	

Figure L-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) Log on to R-Supply.
- (2) Select SITE>Management.
- (3) Select Site Internal>NALCOMIS Drawdown (figure L-1).

(4) In the NALCOMIS Drawdown Screen, select Stock Due and then select the Apply Icon (figure L-2).

(5) The pop-up 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 L-5).

(8) Locate Batch Job Number from list and enter an R in the Status Window (figure L-6).

- (9) Select the Apply Icon to release the job.

(10) The NALCOMIS Drawdown files 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) Log on to R-Supply.
- (2) Select SITE>Management.

(3) Select Site Internal>NALCOMIS Drawdown (figure L-1).

(4) On the NALCOMIS Drawdown Screen (figure L-2), select DTO Due and select the Apply Icon.

(5) The pop-up 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 L-5).

(8) Locate the Batch Job Number from the list and enter an R in the Status Window (figure L-6).

(9) Select the Apply Icon to release the job.

(10) The NALCOMIS Drawdown file will now be produced. The Batch Request Number will be required to run the reconciliation process. This process is detailed in paragraph 7.

d. NRFI Drawdown for R-Supply. The SAA will ensure the NRFI Drawdown is requested properly using the following steps.

(1) Log on to R-Supply.

(2) Select Site>Management.

(3) Select Site Internal>NALCOMIS Drawdown (figure L-1).

(4) On the NALCOMIS Drawdown Screen (figure L-2), select NRFI and then select the Apply Icon.

(5) The pop-up 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 L-5).

(8) Locate the Batch Job Number from the list and enter an R in the Status Window (figure L-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. Subcustody Drawdown for R-Supply. The SAA will ensure the Subcustody Drawdown is requested properly using the following steps.

(1) Log on to R-Supply.

(2) Select Site>Management.



(3) Select Site Internal>NALCOMIS Drawdown (figure L-1).

(4) On the NALCOMIS Drawdown Screen (figure L-2), select Subcustody 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 L-5).

(8) Locate the Batch Job Number from the list and enter an R in the Status Window (figure L-6).

(9) Select the Apply Icon to release the job.

(10) The NALCOMIS Drawdown File will now be produced. The Batch Request Number will be required to run the reconciliation process. This process is detailed in paragraph 7.

f. Support Package (MALSP) Drawdown for R-Supply. The SAA will ensure the Support Packages (MALSP) Drawdown is requested properly using the following steps.

(1) Log on to R-Supply.

(2) Select Site>Management.

(3) Select Site Internal>NALCOMIS Drawdown (figure L-1).

(4) On the NALCOMIS Drawdown Screen (figure L-2), select MALSP and select the Apply Icon.

(5) The pop-up 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 L-5).

(8) Locate the Batch Job Number from the list and enter an R in the Status Window (figure L-6).

(9) Select the Apply Icon to release the job.

(10) The NALCOMIS Drawdown File will now be produced. The Batch Request Number will be required to run the reconciliation process. This process is detailed in paragraph 7.

6. NALCOMIS Update Options. The SAA can begin the NALCOMIS reconciliation process with the Batch Request Number provided from the NALCOMIS Drawdown Files.

a. NIIN Reconciliation. Steps 1 - 24 must be run in the order below. These specific steps 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) Log on to NALCOMIS and select the Batch Subsystem.

(2) In the Batch Subsystem select Monthly>Reconciliation>NIIN (figure L-7) .

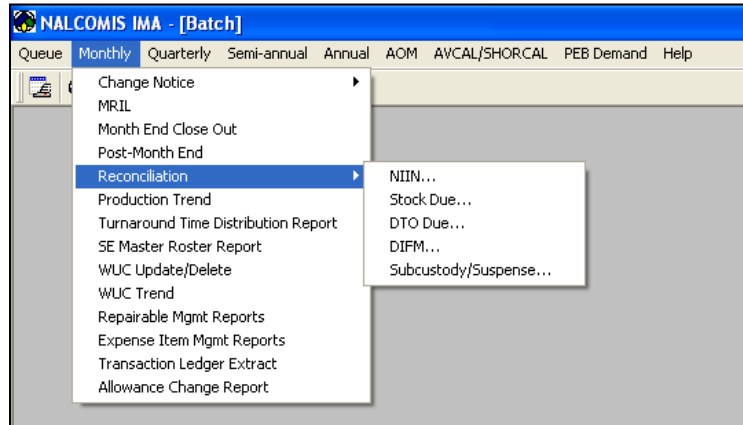


Figure L-7.--NALCOMIS Reconciliation Prompt.

(3) On the NIIN Reconciliation Prompt (figure L-8), select Delete Supply NSN File (J60670) and select OK.

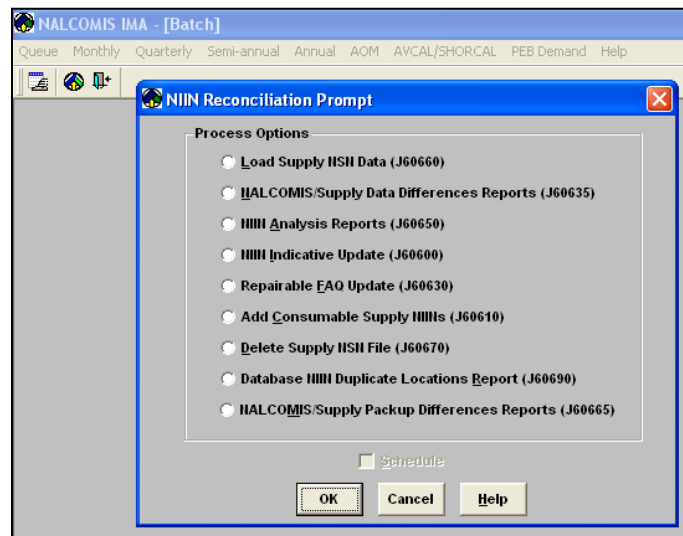


Figure L-8.--NALCOMIS NIIN Reconciliation Prompt.

(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 L-9 and L-10) Reports>Queue>Job Request.

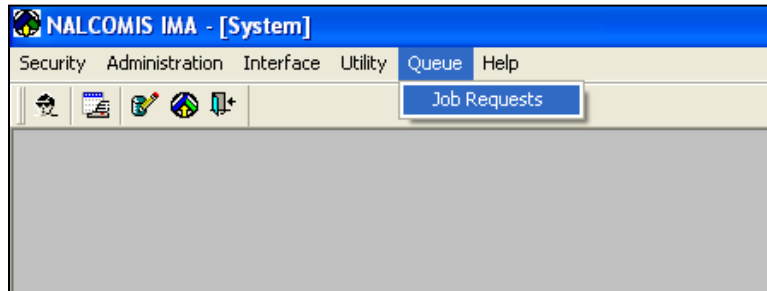


Figure L-9.--NALCOMIS Job Request.

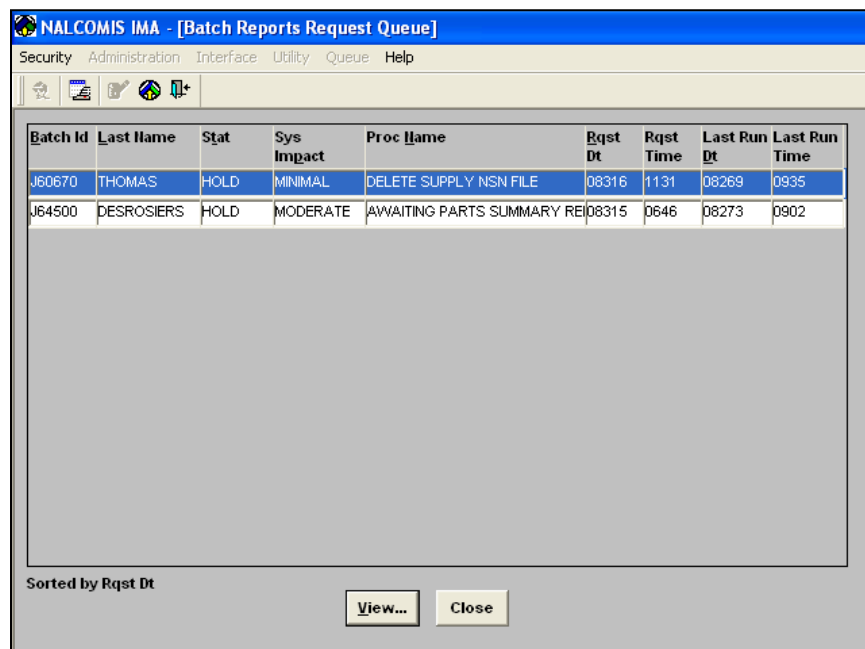


Figure L-10.--NALCOMIS Batch Reports Request Queue.

(6) For the NALCOMIS IMA Submit Batch Process for Delete Supply NSN File (J60670) (figure L-11) select YES.

(7) On the NIIN Reconciliation Prompt, select Load Supply Data (J60660) (figure L-8) and select 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 NALCOMIS) and select OK.

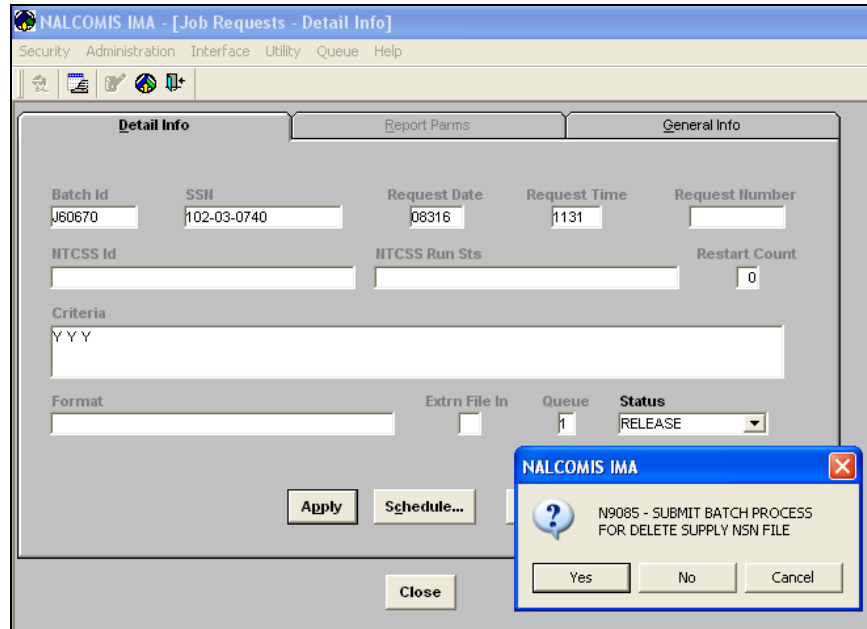


Figure L-11.--NALCOMIS IMA Submit Batch Process.

(9) Release the Load Supply NSN File (J60660) Batch Process from the Job Request Queue Reports>Queue>Job Request (figure L-9 and L-10).

(10) On the NALCOMIS IMA Submit Batch Process for Load Supply NSN File (figure L-11) select YES.

(11) Now select the printer you want the output to go to and select OK.

(12) Next, there will be a message generated asking the user "Do you want to print this Report"; Select 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 L-8) and select 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 select 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 select OK. Ensure the NIIN Indicative Update Job has completed otherwise this job will not provide correct information.

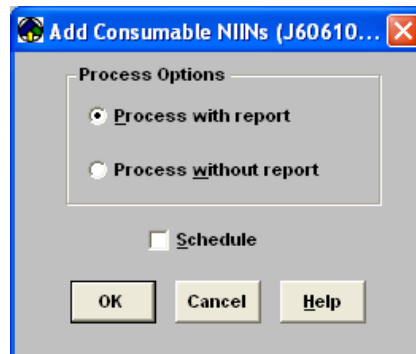


Figure L-12.--Add Consumable NIINS.

**NOTE:** Both Process with Report and Process without Report on figure L-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) select YES. The Supply NIINS Added to NALCOMIS Report is automatically produced.

(20) On the NIIN Reconciliation Prompt, select the Repairable FAQ Update (J60630) and select OK.

**NOTE:** 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 L-13, the report will not be printed. Just select OK.

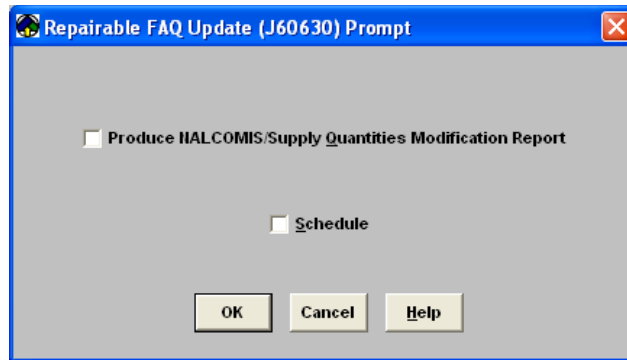


Figure L-13.--Repairable FAQ Update (J60630) Prompt.

(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 executed 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 below. 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) Log on 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 select OK.

(5) On the Load Supply Stock Due (J60641) Prompt, enter the Input Supply Filename (filename of the file transferred to NALCOMIS). 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 select 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 select 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 executed 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 executed in the order shown. This will ensure NALCOMIS has the most current information and produce the most accurate discrepancy reports.

(1) Log on 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 select OK.

(5) On the Load Supply DTO Due (J60681) Prompt, enter the Input Supply Filename (filename of the file transferred to NALCOMIS) and select 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 executed at the same time, step 8 can be conducted at the end of the NALCOMIS Update Options.

d. Support Package (MALSP) Reconciliation. Steps 1 - 6 must be run in the order below. This will ensure NALCOMIS has the most current information and produce the most accurate discrepancy reports.

(1) Log on 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 select OK.

(5) On the NALCOMIS/Supply Pack-up Differences (J60665) Prompt, enter the Input Supply Filename (filename of the file transferred to NALCOMIS) 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 L-11), select Yes.

(8) Now select the printer you want the output to go to and select 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 below. This will ensure NALCOMIS has the most current information and produces the most accurate discrepancy reports.

(1) Log on 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 select 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 L-11), select Yes.

(7) Select the printer you want the output to go to and select 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) R-Supply not on NALCOMIS.

(b) NALCOMIS not on R-Supply.

(c) DDSN Matched - Different NIIN.

f. Subcustody/Suspense Reconciliation. The following steps must be executed in order. This will ensure NALCOMIS has the most current information and produces the most accurate discrepancy reports.

(1) Log on 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 NALCOMIS) and select 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 L-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) R-Supply Not on NALCOMIS.

(b) NALCOMIS Not on R-Supply.

(c) Unmatched Quantities.

(d) DDSN Matched - Different NIIN.

8. Report Generator Options. 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. Log on 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) NIIN Reconciliation Reports. On the NALCOMIS IMA Batch Subsystem Menu, select Monthly>Reconciliation>NIIN and select one or all of the below listed options.

(a) Option 2 NALCOMIS/Supply Data Differences Reports (J60635). This option will produce the following reports:

1. NALCOMIS/Supply Exception Report
  - a. COG Exception Report.
  - b. PEB Discrepancy Report.
2. Supply NIINs not on NALCOMIS Report
  - a. Repairables.
  - b. Consumables.
3. NALCOMIS/Supply Comparison Report
  - a. Repairables.
  - b. Consumables.
  - c. NALCOMIS/Supply Head of Family Discrepancy Report.
  - d. ONHAND/Fixed Allowance Qty Mismatch (Repairables).

(b) Option 3 NIIN Analysis Report (J60650). This option will produce the following reports:

1. NSN Record Exception Report.
2. NSN Records with no COG Symbol.
3. NSN Records Assigned Repairable COG with Blank MCC.
4. NSN Records with Repairable COG/MCC but no FGC Assigned.
5. Repairable NSN Records with no Head of Family NSN.

6. Supply Products Indicator Listing.

7. COG/MCC not on NALCOMIS.

(c) Option 8 Database NIIN Duplicate Location Report (J60690).

This option will produce the following report:

1. NIIN Duplicate Location Report.

(2) Stock Due Reconciliation Reports

(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:

1. NALCOMIS Requisitions not on Supply Files, (Repairable).

2. Supply Requisitions not in NALCOMIS Requisitions, (Repairable).

(2) DTO Due Reconciliation Reports

(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:

1. Supply DTO Requisitions not on NALCOMIS.

2. NALCOMIS DTO Requisitions not on Tape.

9. Working the reconciliation reports. Reconciliation reports will be worked immediately and corrective transactions processed. Instructions for working the reports are contained in subsequent paragraphs. Reports that are executed via R-Supply are broken down by category (NIIN, Stock Due, DTO Due, Support Packages (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 they are worked once. Duplicate reports are identified by an asterisk (\*).

a. R-Supply NIIN Reconciliation Reports

(1) Load Supply NSN File (J60660)

(a) Reconciliation Load Exception Report (N6R60660)

1. COG/MCC not on NALCOMIS. This report lists all COG/MCC combinations from R-Supply Item Table not listed on the NALCOMIS Site Validation Table.

a. Valid COG/MCC. If the COG/MCC combination is valid, OMD 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.

b. Invalid COG/MCC. If the COG/MCC combination is invalid, OMD will identify the NIIN via R-Supply ADHOC - Item Table and input the correct COG/MCC in R-Supply and NALCOMIS OMD will use the Supply Submenu MRF>Search Screen to annotate and file the listing. The SAA will then ensure the R-Supply Validation Tables match or make changes as appropriate.

(2) NIIN Indicative Update (J60600)

(a) Location Exception Report (N6R60607)

1. MSIR Errors/Duplicate locations. This report shows records in NALCOMIS and R-Supply with duplicate locations. Prior to removing erroneous locations from the database, verify physical duplicate locations in storeroom for correct NIIN and continue with consolidation procedures. WCB will use the NALCOMIS Supply Submenu MRF>Search>Locations and R-Supply Inventory>Stock Item>Storeroom Locations to delete erroneous duplicate location. The report will be annotated and filed by WCB.

2. No BMF/MSIR Record - 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 WCB. WCB will conduct a spot inventory on the FGC and verify O/H quantity. When the quantity is verified, WCB 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) Supply NIINS not on NALCOMIS Report (N6R60670)

1. Repairables. This report will show repairable NIINs in R-Supply and not in NALCOMIS. It is worked and filed by OMD. OMD will determine if the NIIN is valid, load it to NALCOMIS using the Supply Submenu MRF>New (New Master Record Prompt).

2. Consumables. This report will show consumable NIINs in R-Supply and not in NALCOMIS. It is worked and filed by the OMD. This report can be automatically worked utilizing the Add Consumable Supply NIINs (J60610). If the NIIN Reconciliation is executed in the correct order, this report will produce a negative output.

**NOTE:** This option will not add CAGE/Part Number information. This information must be manually loaded to NALCOMIS.

(c) NALCOMIS/Supply Modified NIIN Report (N6R60675)

1. Repairables. This report lists information that has been modified on a repairable stock record. If the modification is erroneous take the appropriate action to correct the stock record.

2. Consumables. This report lists information that has been modified on a repairable stock record. If the modification is erroneous take the appropriate action to correct the stock record.

(d) NALCOMIS/Supply Exception Report (N6R60677)

1. COG Exception: Repairable to Consumable. This report will list items having a consumable or repairable COG in R-Supply and vice versa in NALCOMIS. WCB will need to check FEDLOG and NAVY ERP to obtain the correct material information for the NIIN(s) on this report. WCB will use the Supply Submenu MRF>Search screen to update NALCOMIS and R-Supply Maintain Stock Item to make appropriate changes. The listing will be annotated and filed.

2. COG Exception: Consumable to Repairable. This report will list items having a consumable or repairable COG in R-Supply and vice versa in NALCOMIS. WCB will need to check FEDLOG and NAVY ERP to obtain the correct material information for the NIIN(s) on this report. WCB will use the Supply Submenu MRF>Search screen to update NALCOMIS and R-Supply Maintain Stock Item to make appropriate changes. The listing will be annotated and filed.

3. PEB Discrepancy Report. This report will list 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. WCB will forward this report to the PEB. PEB will make corrections, annotate, legibly print, sign, date, and time the report, and return it to WCB for filing.

(3) NALCOMIS/Supply Data Differences Reports (J60635)

(a) Supply NIINS not on NALCOMIS Report (N6R60670)

1. Repairables. This report will show repairable NIINS in R-Supply and not in NALCOMIS. It is worked and filed by OMD. OMD will determine if the NIIN is valid, load it to NALCOMIS using the Supply Submenu MRF>New (New Master Record Prompt).

2. Consumables. This report will show consumable NIINS in R-Supply and not in NALCOMIS. It is worked and filed by the OMD. This report can be automatically worked utilizing the Add Consumable Supply NIINS (J60610). If the NIIN Reconciliation is executed in the correct order, this report will produce a negative output.

**NOTE:** This report, Supply NIINS not on NALCOMIS Report (N6R60670), is also on the NIIN Indicative but may have different records that require action.

(b) NALCOMIS/Supply Comparison Report (N6R60671). Every NIIN on this report will have a difference between NALCOMIS and R-Supply in at least one of the columns displayed. Most differences are easily identified (e.g., 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 may not have a numeric zero as part of a location and NALCOMIS has an alpha character O in the corresponding position. Some printers do not differentiate 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. WCB will

correct invalid data using the NALCOMIS Supply Submenu MRF>Search (Master Record Prompt), annotate the report and file it.

(c) Head of Family Discrepancy Report (N6R60672). This report is worked and filed by WCB. The NIINs on this report have different Prime/Sub Relationship Data on R-Supply and NALCOMIS. The NIINs 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). WCB will research the Family Relationship Code in the NAVY ERP database and load the correct family relationships in NALCOMIS. After NALCOMIS is correct, WCB will verify and correct R-Supply data to match NALCOMIS. The HOF NIIN must not be recorded in R-Supply as an ATC 9. In the event an allowance is authorized for both the HOF NIIN and the member NIIN(s), WCB will combine the allowances and load the combined allowance to the HOF NIIN. Documentation of this process will be provided to SMD 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, WCB will load the HOF NIIN to R-Supply as an ATC 8. These records will be displayed on this report, but require no corrective action. WCB will annotate "Valid ATC 8" next to these records. Once all records are corrected/annotated, WCB will file this report.

(d) Quantities Discrepancy Report (N6R60673)

1. On Hand/Fixed Allowance Qty Mismatch - Repairable. This report lists repairable NIINs which have either a discrepancy between the NALCOMIS ACBAL and the R-Supply O/H quantities or the NALCOMIS FAQ and the R-Supply requisition objective or both. WCB will research each NIIN on this report and correct all discrepancies between the NALCOMIS ACBAL/FAQ and the R-Supply O/H and RO quantities.

2. On Hand/Fixed Allowance Qty Mismatch - Consumables. This report should be negative due to consumables not having an ACBAL or FAQ in NALCOMIS.

(e) NALCOMIS/Supply Exception Report (N6R60677)

1. COG Exception: Repairable to Consumable. This report will list items having a consumable or repairable COG in R-Supply and vice versa in NALCOMIS. WCB will need to check FEDLOG and NAVY ERP to obtain the correct material information for the NIIN(s) on this report. WCB will use the Supply Submenu MRF>Search screen to update NALCOMIS and R-Supply Maintain Stock Item to make appropriate changes. The listing will be annotated and filed.

2. COG Exception: Consumable to Repairable. This report will list items having a consumable or repairable COG in R-Supply and vice versa in NALCOMIS. WCB will need to check FEDLOG and NAVY ERP to obtain the correct material information for the NIIN(s) on this report. WCB will use the Supply Submenu MRF>Search screen to update NALCOMIS and R-Supply Maintain Stock Item to make appropriate changes. The listing will be annotated and filed.

3. PEB Discrepancy Report. This report will list 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. WCB will forward this

report to the PEB. PEB will make corrections, annotate, legibly print, sign, date, and time the report, and return it to WCB for filing.

**NOTE:** This report, NALCOMIS/Supply Exception Report (N6R60677), is also on the NIIN Indicative but may have different records that require action.

(4) NIIN Analysis Report (J60650)

(a) NSN Records with no COG Symbol (N6R60650). OMD will research the NIINs and determine the correct COG/MCC and load 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, OMD 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) NSN Records assigned Repairable COG with blank MCC (N6R60651). OMD will research the NIINs, 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, OMD 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 OMD 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.

(c) NSN Records with Repairable COG/MCC but no FGC Assigned (N6R60652). OMD will research these NIINs to determine the correct FGC and load to NALCOMIS using the Supply Submenu MRF>Search (Master Record Search Prompt).

(d) Repairable NSN records with no head of family NSN (n6r60653). Refer to paragraph 9.a.(3)(c).

(e) Supply Products Indicator (SPI) Listing (N6R60654). This report lists all NIINs in NALCOMIS with the SPI set to 'N'. When the SPI is set to 'N', no interface records will be sent to R-Supply. WCB will monitor these NIINs and change the SPI using the NALCOMIS Supply Submenu MRF>Search (Master Record Search Prompt).

(f) COG/MCC not on NALCOMIS Report (N6R60655). Refer to paragraph 9.a(1)(a)1.

(5) Add Consumable Supply NIINs (J60610)

(a) Supply NIINS Added To NALCOMIS Report (N6R60676). This report lists every NIIN added to NALCOMIS. OMD will add CAGE/Part Number

information to the NIINs on this report via the Supply Submenu MRF>Search (Master Record Search Prompt).

(6) Database NIIN Duplicate Locations Report (J60690)

(a) NIIN Duplicate Location Report (N6R60690). This report shows records in NALCOMIS with duplicate locations. Prior to removing erroneous locations from the database, verify physical duplicate locations in storeroom for correct NIIN and continue with consolidation procedures. WCB will use the NALCOMIS Supply Submenu MRF>Search>Locations to delete erroneous duplicate location. The report will be annotated and filed by WCB.

b. R-Supply Stock Due Reconciliation Reports

(1) NALCOMIS/Supply Stock Due Load Exception Report (N6R60642). 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) Repairable Stock Dues. Records on this report have the following error.

1. COG/MCC not in NALCOMIS. This error means the requisition has a COG/MCC combination not listed on the NALCOMIS COG/MCC Validation Table. OMD will determine if the COG/MCC combination is valid and 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 Table>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 OMD for action.

(2) NALCOMIS Requisitions not on Supply Files (N6R6040)

(a) Repairable Stock Dues. WMD will research all records on this report by referring to table L-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 L Paragraph
YES	-	-	YES	9c(2)(b) <u>1</u>
NO	-	-	-	9c(2)(b) <u>2</u>
NO	YES	-	-	9c(2)(b) <u>3</u>
NO	NO	YES	YES	9c(2)(b) <u>4</u>
NO	NO	YES	NO	9c(2)(b) <u>5</u>

Table L-1.--Stock Due not on R-Supply Decision Table.

1. This condition occurs when the Stock Due Reconciliation was executed 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.

2. This condition occurs when a requisition was completed or canceled in R-Supply, but the interface transaction did not process correctly in NALCOMIS. WCB 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). WCB will delete the suspended transaction since it has already processed in R-Supply.

3. This condition occurs when the NALCOMIS Interface Record could not process in R-Supply. WCB will correct the suspense condition, process the A0\_ from R-Supply Suspense and annotate the report "Suspended A0\_ Corrected".

4. This condition occurs when the Requisition Interface Record was generated by NALCOMIS, but did not process in R-Supply. WCB will manually load the requisition to R-Supply via regenerating the requisition from the outgoing interface. Once the requisition has been processed into R-Supply, WCB will annotate the report with the proper corrective action.

5. This condition occurs when NALCOMIS does not generate an Interface Record or the "Echo" Record held by NALCOMIS was deleted. WCB will manually load the requisition to R-Supply using the Requisition Maintenance Function in NALCOMIS. Once the requisition has processed, WCB will annotate the report with the proper corrective action.

(3) Supply Requisitions not in NALCOMIS (N6R60641). WMD will research all records on this report and back-fit the requisitions into NALCOMIS if required.

c. DTO Reconciliation Reports

(1) NALCOMIS/Supply DTO Dues Differences Reports (J60680)

(a) Supply DTO Requisitions not on NALCOMIS (N6R60680). This report lists all Department Code 7 (DTO) requisitions that are outstanding in the R-Supply Requisition File, but are not listed in NALCOMIS for one of the below reasons. Identify the reason and take the appropriate corrective action.

1. Requisitions Cancelled in NALCOMIS. OMD will load the cancellation status (AC1) into R-Supply using Logistics\Status\Supply\Incoming.

2. Requisitions Completed in NALCOMIS. OMD will process the receipt in R-Supply.

3. IMA Requisitions. These requisitions must be linked to the correct MAF. The work center has to load the requisition in NALCOMIS. WCB will back-fit all requisitions in accordance with chapter 2, using the NALCOMIS Supply Submenu Requisition>Contingency>Direct.

4. Consumable OMA Requisitions. WCB will back-fit these requisitions using the NALCOMIS Supply Submenu Requisition>Contingency>Direct for JCN Requisitions or Requisition>Contingency>Indirect for Non-JCN Requisitions.

5. Repairable OMA Requisitions. WCB will validate all these requisitions, reconcile with the OMA and annotate the report. If the requisitions are not valid, WCB will research them for completion by receipt or cancellation. If the requisition was canceled, WCB will ensure it is also

canceled in R-Supply and the Supply System. If the requisitions are valid and still required by the OMA, WCB will back-fit them in accordance with chapter 2. If the requisition was received, WCB will back-fit and complete the document in accordance with chapter 2.

(b) NALCOMIS DTO Requisition not on Supply (N6R60681). OMD will research all records on this report by referring to table L-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 L 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 L-2.--DTO Due not on R-Supply Decision Table.

1. This condition occurs when the DTO Reconciliation was executed before all Interface Records processed in NALCOMIS and R-Supply. No action is required except to annotate "PENDING INTERFACE" and verify NALCOMIS and R-Supply have the most recent status.

2. This condition occurs when a requisition was completed or canceled in R-Supply, but the interface transaction did not process correctly in NALCOMIS. OMD will process the completion transaction in NALCOMIS and annotate "Comp" or "Canx in NALCOMIS". If the completion transaction is a receipt (DI X71), NALCOMIS will generate an Interface Record that will suspend because the A0\_ was completed or cancelled previously. OMD will delete the outgoing internal interface record the following day (must be over 24 hours to delete).

3. This condition occurs when the NALCOMIS Interface Record could not process in R-Supply. OMD will correct the suspense condition, process the A0\_, and annotate "Suspended A0\_ Corrected".

4. This condition occurs when the Requisition Interface Record was generated by NALCOMIS, but did not process in R-Supply. OMD will reprocess the Outgoing Internal Interface Record. Once the requisition has processed, OMD will annotate the report "Loaded".

5. 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, OMD will annotate the report with the proper corrective actions.

d. Pack-Up Reconciliation Reports (N7R60665)

(1) NALCOMIS Pack-up Discrepancy Report. This report shows NIINs that have a pack-up allowance in NALCOMIS, but no allowance exists in R-

Supply. The SAA will correct the mismatch by deleting the record via Utility> Utilities> Database> Update> DBAG84.

(2) Supply/NALCOMIS Pack-up Quantity Discrepancy Report. This report shows NIINs that have mismatched pack-up quantities in NALCOMIS and R-Supply. DSB will research and correct the quantities in R-Supply to ensure that they match with NALCOMIS.

(3) Supply Pack-up Addition Report. This report is for information only. This report shows R-Supply pack-up records that were added to NALCOMIS.

e. DIFM Reconciliation Reports (N6R60710)

(1) Part I - 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 NAVWARSYSCOM for remedial action.

(2) Part II - 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) PART III - DDSN MATCHED - DIFFERENT NIIN. This condition occurs when the X33 does not interface to R-Supply. The corrective action for this discrepancy is to reprocess the X33 via the Requisition Maintenance>Regenerate Interface Menu Path.

f. Subcustody/Suspense Reconciliation Report (N6R60720)

(1) Part I - 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. There is no action required if the X40 is located. If not located, contact NAVWARSYSCOM for remedial action.

(2) Part II - 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) Part III - 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 NAVWARSYSCOM for remedial action.

(b) NALCOMIS Quantity > R-Supply. Return all subcustody/suspense items and reprocess required records.

(4) Part IV - DDSN Matched - Different NIIN. This condition occurs due to database anomalies. The corrective action for this discrepancy is to contact NAVWARSYSCOM for remedial action.

10. Report Annotations and Retention. Each branch is responsible for correcting errors/differences and will annotate the report with action taken, legibly print, sign, date and time the report. Report retention is current and prior. Negative reports will also be filed.

11. Report Distribution. Table L-3 is a distribution chart for all reconciliation reports.

12. Corrective Action Review. SMD/AB will review the NALCOMIS/R-Supply Reconciliation Reports during their quarterly division audits and report discrepancies in accordance with chapter 4 of this Manual.

REPORT DISTRIBUTION	
REPORT DESCRIPTION	DIVISION
<b>a. R-SUPPLY NIIN RECONCILIATION REPORTS</b>	
<b>(1) LOAD SUPPLY NSN FILE</b>	
(a) RECONCILIATION LOAD EXCEPTION REPORT (N6R60660)	OMD/SAA
<b>(2) NIIN INDICATIVE REPORT</b>	
(a) LOCATION EXCEPTION REPORT (N6R60607)	WMD
(b) SUPPLY NIINS NOT ON NALCOMIS REPORT (N6R60670)	OMD
(c) NALCOMIS/SUPPLY MODIFIED NIIN REPORT (N6R60675)	OMD/WMD
(d) NALCOMIS/SUPPLY EXCEPTION REPORT (N6R60677)	WMD
<b>(3) NALCOMIS/SUPPLY DATA DIFFERENCES REPORTS</b>	
(a) SUPPLY NIINS NOT ON NALCOMIS REPORT (N6R60670)	OMD
(b) NALCOMIS/SUPPLY COMPARISON REPORT (N6R60671)	WMD
(c) HEAD OF FAMILY DISCREPANCY REPORT (N6R60672)	WMD
(d) QUANTITIES DISCREPANCIES REPORT (N6R60673)	WMD
(e) NALCOMIS/SUPPLY EXCEPTION REPORT (N6R60677)	WMD
<b>(4) NIIN ANALYSIS REPORT</b>	
(a) NSN RECORDS WITH NO COGS SYMBOL (N6R60650)	OMD/SAA
(b) NSN RECORDS ASSIGNED REPAIRABLE COG WITH BLANK MCC (N6R60651)	OMD/SAA
(c) NSN RECORDS WITH REPAIRABLE COG/MCC BUTH WITH NO FGC ASSIGNED (N6R606525)	OMD
(d) REPAIRABLE NSN RECORDS WITH NO HEAD OF FAMILY NSN (N6R60653)	WMD
(e) SUPPLY PRODUCTS INDICATOR LISTING (N6R60654)	WMD
(f) COG/MCC NOT ON NALCOMIS (N6R60655)	OMD
<b>(5) ADD CONSUMABLE SUPPLY NIINS</b>	
(a) SUPPLY NIINS ADDED TO NALCOMIS REPORT (N6R60676)	OMD
<b>(6) DATABASE NIIN DUPLICATE LOCATIONS REPORT</b>	
(a) NIIN DUPLICATE LOCATION REPORT (N6R60690)	WMD
<b>b. R-SUPPLY STOCK DUE RECONCILIATION REPORT</b>	
(1) NALCOMIS/SUPPLY STOCK DUE LOAD EXCEPTION REPORT (N6R60642)	OMD
(2) SUPPLY REQUISITION NOT ON NALCOMIS REPORT (N6R60401)	WMD
(3) SUPPLY REQUISITION NON IN NALCOMIS (N6R60641)	WMD
<b>c. DTO RECONCILIATION REPORTS</b>	
<b>(1) NALCOMIS/SUPPLY DTO DUES DIFFERENCES REPORT</b>	
(a) SUPPLY DTO REQUISITIONS NOT ON NALCOMIS (N6R60680)	OMD/WMD
(b) NALCOMIS DTO REQUISITION NOT ON SUPPLY (N6R60681)	OMD
<b>d. PACKUP RECONCILIATION REPORTS (N7R60665)</b>	SAA/DSB
<b>e. DIFM RECONCILIATION REPORTS (N6R60710)</b>	WMD

Table L-3.--Report Distribution Table.

## APPENDIX M

## LOCATION AUDIT PROGRAM

1. Purpose. This appendix covers procedures used for the Location Audit Program (LAP).

2. Background. The LAP is designed to validate and update 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. Overview. The LAP will be conducted in two phases:

a. Location Consolidation.

b. Location Reconciliation phase.

4. Location Consolidation

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 NIIN. All SIRs with multiple locations assigned will be searched, regardless of the on-hand quantity. ADHOC utility will be utilized to identify any SIR record with multiple locations for consolidation as applicable.

b. Procedures

(1) The following reports can be requested to aid in conducting the locations consolidation:

(a) NALCOMIS/R-Supply Comparison report. 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 User Manual, key phrase Maintain Storeroom Locations) and NALCOMIS > Master Record Form (MRF) (NALCOMIS User Manual, key phrase Master Record Form). This report will be requested through the SAA or produced via ADHOC utility tool.

(b) R-Supply/NALCOMIS Duplicate Location Report. 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 User Manual key phrase Maintain Storeroom Locations) and NALCOMIS > Master Record Form (MRF) (NALCOMIS User Manual, key phrase Master Record Form). This report will be requested through the SAA or produced via ADHOC utility tool.

(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 Multiple Location File (MLF) must be reviewed along with the locations on the SIR. When possible consolidate material down to one location. After material consolidation make appropriate changes in NALCOMIS and R-Supply.

**NOTE:** Material should be inventoried before and after relocation to ensure the quantity in each location in R-Supply/NALCOMIS and the location matches. This can reduce future discrepancies when making issues.

## 5. Location Reconciliation

a. The purpose of a Location Reconciliation is to physically verify material in storage locations matches 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 five days prior to the scheduled inventory of a particular storage area. A Location Reconciliation will also be conducted when the random sampling by SMD falls below the required material category location validity of 97 percent, located in appendix G. All storage areas will be reconciled on an annual basis. Specifically, the following data will be verified during the Location Reconciliation:

- (1) National Item Identification Number. (All Locations)
- (2) Location. (All Locations)
- (3) Unit of Issue. (All Locations)
- (4) Shelf Life Expiration Date, if applicable. (Shelf Life Locations)
- (5) Serviceable Label-Material Tag, DD Form 1574-1 (RFI TAG) or equivalent, if applicable. (Repairable Locations)
- (6) Equipment History Record (EHR), Scheduled Removal Card (SRC) or equivalent, if applicable. (Repairable Locations)

b. The Location Reconciliation will be requested via ADHOC utility or alternate means.

c. Procedures. 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.

(1) Verify NIIN and actual location matches the SIR. If the NIIN on the material and location does not match the SIR and MRF, it is considered an error (BULK locations will only be on the material).

(2) Verify unit of issue on the material/location, matches the SIR. If the unit of issue is different, change the unit of issue on the material/location to match the SIR unit of issue and repackage the material if necessary.

(3) Verify physical location matches the SIR.

(4) Shelf-Life Material will be rotated in location so the oldest material will be the next to issue and the newest is in the back.

(5) Verify the part number and serial number on the actual material matches the Serviceable Label-Material Tag, DD Form 1574-1 or equivalent (if applicable), EHR/SRC or equivalent (if applicable), and the stow tag.

**NOTE:** Do not open manufacturer sealed parts, if applicable.

(6) The Reconciliation Team will also check different sizes of material with the same NIIN for the possibility the material may be misidentified.

(7) 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 NIIN/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.

(8) All discrepant material that cannot be corrected immediately will be taken to the Reconciliation Control Desk staging area for further review. Reconciliation Control Desk personnel will determine the correct NIIN 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 N) to determine from where the material was received and process corrective action to establish on-hand quantity. If applicable, an X75 Material Turn In to Stock will be processed to establish an on-hand quantity. After the reconciliation has been completed, delete all invalid locations from both R-Supply/NALCOMIS.

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 control branch. The 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 control branch.

e. An annual LAP will be established for the fiscal year to satisfy minimum requirements per reference (t) and (w), and will be maintained for 10 years.

f. ALIS Location Audit Program. WCB will initiate LAP Procedures IAW this appendix, with the exception of the following:

(1) Information retrieved from ALIS.

(2) Utilize Lockheed Martin Standard stow tags.

(3) Information Validated (LAP sheet): Vendor part number (also known as OEM), JSF Specification number (applies to repairables), Lot/Batch number, serial number (if applicable), location and Item Unique Identifier (IUID), Certificate of Conformance (COC if applicable), date and initial of individual stowing gear.

g. WSB will input any location changes resulting from a LAP. LAP data sheets will be retained for 10 years in accordance with references (t) and (w).



## APPENDIX N

## INVENTORY/RECONCILIATION PROCEDURES

1. General. ASDs are required to complete a 100 percent wall-to-wall inventory annually with the following depth validity goals: Category A-99 percent, Category B-95 percent, and Category C-100 percent. When material falls under more than one category, the material will be counted under the most stringent category.

Category C is the most stringent of all three categories. Category C is defined as controlled inventory items with six sub-populations. Although each sub-population has a different inventory frequency, the inventory goal is 100 percent. Category C is subdivided into the following six sub-population:

a. Flight clothing items listed on NAVAIR 00-35-QH. These items will be inventoried quarterly.

b. Precious metals, drugs, or substances schedule symbol I or II of Controlled Substance Act of 1970 (CIIC R). These items will be inventoried quarterly.

c. Classified material (CIIC 6, 8, 9, A, B, C, D, E, F, G, H, K, L, O, S, T). Per reference (a), a more stringent reference, classified material will be inventoried quarterly.

d. Radioactive (SMCC L). These items will be inventoried semiannually (at least six months apart).

e. Drugs and substances schedule symbol III, IV, or V of Controlled Substance Act of 1970 (CIIC Q). These items will be inventoried semiannually (at least six months apart).

f. Remaining Controlled Items (CIIC I, J, M, N, P, V, W, X, Y, Z, 1, 2, 3, 4, 5, 7). The remaining controlled items will be inventoried annually. Category A is divided into two sub-populations: the first is when the unit price is greater than \$1,000 and the second is all Depot Level Repairable (DLR).

Category A is divided into two sub-populations: the first is when the unit price is greater than \$1,000 and the second is all Depot Level Repairable (DLR). Category A DLR items will be inventoried quarterly however, items that fall under sub-population greater when the unit price is greater than \$1,000 will be inventoried annually.

Category B is defined as all other material that does not meet Category C or A criteria. These items will be inventoried annually (CIIC U).

**NOTE:** Per inventory accuracy reporting requirements found in reference (w), the required inventory validity for repairable is based on the categories listed in figure N-1.

Category	Sub-Population	Goal Depth
A	Unit price > \$1,000 and all DLRs	99%
B	All other material	95%
C	Controlled inventory items	100%

Figure N-1.--Inventory Accuracy Reporting Requirements.

## 2. Information

a. Refer to reference (w) for detailed information concerning inventory categories. Due to the severe implications of lost DLRs and classified material, inventory frequency set forth in this publication are more stringent and require compliance.

b. Anytime the post inventory audit, prescribed in paragraph 4101.4b of this Manual, results in a validity percentage less than the requirements found in reference (w) and figure N-1, a complete inventory reconciliation is required within 30 days of said sample audit.

c. When scheduling inventory reconciliation, 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.

3. Overview. The WMD OIC/SNCOIC or WCB OIC/SNCOIC will coordinate with SMD for system availability and support requirements during the inventory process. The inventory reconciliation will be conducted in three phases. They are (1) Preparatory Phase, (2) Count Phase and (3) Audit and Reconciliation Phase. Each is described in succeeding paragraphs of this section.

4. Preparatory Phase. During this phase, a Plan of Action and Milestones (POA&M) will be established and include file/database clean-up and reconciliation, R-Supply Location Audit, count, pre-adjustment research, causative research, and corrective actions checklist. To download a copy of the POA&M, go to URL <https://intelshare.intelink.gov/sites/marineaviationsupply/layouts/15/start.aspx#/>. Personnel requirements will be established at this point. The IBS coordinator and an alternate will be designated to operate IBS.

a. Preparation and Database Clean-up. The purpose of this step is to minimize research for records that should have initially been reconciled if proper file/record clean-up was accomplished.

NALCOMIS is the system used to monitor the stock status and perform local tracking of DLRs and FLRs. In order to conduct an inventory reconciliation for DLRs and FLRs regardless of category, 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:

- (1) Database Records Validation and Reconciliation.
- (2) Validation of non-RFI stock categories.
- (3) Validation of Mailbox, Inquiry, and Reports Information.

(a) Database Records Validation and Reconciliation. The purpose of this process is to identify and correct discrepancies between INVDATA, 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 processed and reviewed prior to conducting inventory reconciliation.

1. DBAG 21 (Inv Disc Rpt)
2. DBAG 17 (Calculate Accountable Balance)

**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 L of this Manual.

(b) Validation of non-RFI Stock Categories. All categories of accountable material must be validated prior to the inventory reconciliation. The following paragraphs describe 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 or ADHOC will be produced. The printed report will be used to perform a physical inventory of all IMA Work Centers. 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 2401.25a of this Manual 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 officer 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 material. IOU records with no material that are determined to be the result of record keeping errors (i.e., material not actually missing) will be corrected by Supply. For actual shortages, the responsible party (maintenance or supply) will be determined and will survey the

material. To clear the quantity from NALCOMIS, WCB will process an IOU Survey as described in paragraph 2401.13e(2)(b).

3. Subcustody Reconciliation. A Subcustody Status Report will be obtained utilizing Subcustody, list, all, and 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 subcustody notice 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 deployed Fly-in-Support Allowance (FSA)) will be validated. All pack-up quantities (including deployed FSA) will be substantiated by signed pack-up listings as described in paragraph 2401.2 of this Manual. All discrepancies will be resolved and NALCOMIS/R-Supply records corrected prior to proceeding.

b. Validation of Inquiries, Mailboxes and Reports Information. 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 and report, providing procedures for validation and correction. All actions described for each inquiry, mailbox and report will be accomplished prior to proceeding.

(1) Suspense. All records in the suspense will be reviewed for accuracy and discrepancies corrected. Paragraph 2401.25c of this Manual provides procedures.

(2) OFFMP DDSN Mailbox. This mailbox, unique to repairables, shows any requisitions off-line for manual processing. Paragraph 2401.20b of this Manual describes each OFFMP condition and how to process them.

(3) OFFAR DDSN Mailbox. This mailbox shows requisitions offline for alternate NIIN review. All records in the inquiry will be processed in accordance with paragraph 2401.20c of this Manual.

(4) Completed Repair Action Mailbox. 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 2401.26 of this Manual provides more information.

(5) AMSU Induction Discrepancy Mailbox. All AMSU induction discrepancies will be reviewed and corrected as described in paragraph 2401.25b of this Manual.

(6) Material Contingency Mailbox. This type of mailbox message is created whenever a material requirement is placed on a Maintenance Action Form (MAF) created by MAF contingency processing and there is no corresponding requisition. WCB 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) ISSIP DDSN Mailbox. 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 2211.5 of this Manual.

(8) INPRO DDSN Mailbox. The In-Process mailbox contains a list of requisition entered into NALCOMIS and no action taken. The INPRO requisitions will be researched, processed for issue, NIS, or cancelled.

(9) DTOROB Mailbox. 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 (i.e., 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 in accordance with paragraph 2211.7 of this Manual before proceeding.

(10) STKROB Mailbox. This report shows stock requisitions having a Receipt-on-Board (ROB) accomplished with no corresponding POD. Records on the report for repairables will be researched and cleared in accordance with paragraph 2301.3 of this Manual before proceeding.

c. R-Supply Preparation and Clean-up. R-Supply maintains the official inventory and financial records for a MALS ASD. 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.

(1) Overage Stock Dues. All stock requisitions with overage shipping status will be processed in accordance with paragraph 2401.9 and appendix K of this Manual. All overage stock requisitions will be corrected before proceeding.

(2) Suspended Transaction Report. The Suspended Transaction Report contains a list of transactions not posted to R-Supply. All transactions on the report will be corrected prior to inventory. The inventory process will not proceed until all suspended transactions are corrected.

(3) Delayed Receipt Report/IBS Management Reports

(a) Delayed Receipt Report. 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. All transactions on the report will be cleared prior to inventory.

(b) IBS Management Reports. The IBS management reports contain a list of receipts having not been completed within a specified number of days after RIP processing. These transactions will be processed and corrected. The report will be obtained via IBS. Refer to the IBS help file for detailed instructions.

(4) Issue Pending Listing. The Issue Pending Listing shows material requirement transactions having been entered in R-Supply (e.g., MRI, MRE, Rescreens) and have no corresponding warehouse action processed. It is

an Issue Control Report within R-Supply. Transactions will be researched and cleared from this report.

d. NALCOMIS/R-Supply Reconciliation. Prior to an inventory reconciliation, the data in R-Supply, and NALCOMIS will be reconciled. Appendix L of this Manual provides procedures for conducting this reconciliation.

e. Location Consolidation/Reconciliation. Appendix M of this Manual provides procedures for conducting the Location Consolidation/Reconciliation. Ensure all inventory flags (spot) have been cleared for the locations designated to be inventoried prior to setting the inventory flags.

f. Final Preparation and Count/ Aids Production. During this stage of the preparatory phase, actions must be taken to delay transactions from posting to the databases. Ensure the required areas of NALCOMIS and R-Supply are clean, prepare for the physical count, and produce count aids.

g. Final Preparation. Immediately prior to the planned physical count, ensure all transactions for material has been delayed (inventory flags set). 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 return notices in the PDEF 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.

#### h. Final Check of Mailboxes, Inquiries and Reports

##### (1) NALCOMIS

- (a) ISSIP DDSN Mailbox
- (b) DTOROB Mailbox
- (c) STKROB Mailbox
- (d) Suspense Report
- (e) OFFTR Mailbox
- (f) OFFMP Mailbox
- (g) OFFAR Mailbox
- (h) Completed Repair Action Mailbox
- (i) AMSU Induction Discrepancy Mailbox
- (j) Inter/IMA-Customer Mailbox
- (k) Not in Stock Research File

(l) Incoming Unprocessed Interface

(m) Outgoing Internal Interface

(n) DBAG 17 and DBAG 21

(2) R-Supply

(a) Suspended Transaction Report

(b) Stock Survey Update File

(b) Delayed Receipt Listing

(c) Issue Pending Listing and/or Referrals Reconciliation

(d) Clear any records with a set inventory flag (spot/PIC-TIC)

(e) NALCOMIS Re-Transmittals

i. Preparation for Count. 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.

(3) A 'pre-inventory' SAMMA/SAL will be produced prior to commencing the inventory. This SAMMA/SAL will be used to produce the Inventory Status Report.

j. High Priority Material Requirements Processing. Upon completion of preparation and clean-up, the following issue procedures will be implemented:

(1) Organizational Level Requests. Only valid NMCS/PMCS requirements will be accepted. WCB will issue, process EXREPs, or refer the requisition as appropriate.

(2) The IMA personnel may continue to process only IPG-1 critical requirements; however, only those required to perform work on a valid Organizational NMCS/PMCS EXREP will be accepted. All others will not be processed by WCB until the completion of the inventory. The same control desk notification criteria described in the preceding paragraph apply.

k. Production of Count/Reconciliation Aids. The WCB OIC/SNCOIC and IBS coordinator or designated personnel 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 WCB OIC/SNCOIC or designated personnel will enter the Inventory Job via R-Supply menu, choose Inventory, Management, Inventory Actions, and select Inventory Processing. Select desired Parameter Options (SPKG, or IBS) and/or Specify Material Category (e.g. LMC, SMIC, etc.). Write down the job number assigned and notify SAA to release the job.

(2) IBS. From the R-Supply menu, choose Inventory, Management, Inventory Actions, and select Inventory Processing. Select desired Parameter Option - IBS and/or Specify Material Category (e.g., LMC, SMIC, etc.). Write down the job number assigned and notify SAA to release the job. The batch number will be used to transfer the R-Supply data to the IBS database. Refer to the IBS help file for detailed instructions.

**NOTE:** Storeroom listing and supervisor listing are the default reports. Additional management reports are available to monitor the inventory once the initial inventory is executed.

5. Count Phase. The physical count is conducted by using the R-Supply generated "Storeroom Listing" created during processing the inventory job or equivalent listing. "Storeroom listing" produces an itemized report of material under inventory meeting the selected criteria. The Storeroom Listing does not display the on-hand quantity total for each line item, but provides space to enter the quantities counted. The Supervisor listing produces an itemized report of material under inventory meeting the selected criteria. This report is used by storeroom supervisors to monitor current inventory workload, reconcile inventory discrepancies, and identify missing inventory records. The Supervisor listing displays the on-hand quantity total for each line item. The physical count of material will be conducted using the storeroom listing and the supervisor listing, which shall be kept from the counters and maintained by the inventory control desk for count validation. Personnel running the inventory control desk are responsible for ensuring all material in locations are counted, verified, and all counts are recorded in R-Supply via Inventory Posting. Under this count method, a control register/board is recommended to control the count and count sheets, which should be separated by location. These tasks will be accomplished by inventory controllers well in advance of the scheduled count time. Furthermore, the inventory control desk will ensure count teams are composed of two people, and in instances where second (or subsequent) counts are required, someone other than the first counters must perform the secondary count (and subsequently). The inventory report used is annotated for the count, follow up and review conducted, and retained as evidence of physical inventory for ten (10) years. There are four basic parts to the count: controlling the count, conducting the count, verifying the count and recording the count.

a. Controlling the Count. 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 control register/board (if utilized) are the primary tools used to accomplish this. Ensure that the inventory sheets are issued and retrieved in a controlled manner. Other methods of control are acceptable as long as the desired results are the same. If using IBS, the inventory control desk must maintain strict accountability of all scanners during the conduct of scheduled inventories.

b. Performing the First Count

(1) R-Supply Count Sheets. 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. To perform the first count, one person will remove all material (bulk excepted) from the location, segregate it by NIIN, and count the quantity of each NIIN while returning it



to location. The other person will record the count quantity on the inventory sheet. Any material on floor with no corresponding NIIN on the count sheet will be taken to the control desk for research. Any NIIN on the sheet with no material in location will be annotated with a zero.

(2) IBS. The count teams 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 (e.g. stickers, 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.

(a) Issue Control during the Count Phase. 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.

(b) Mislocated/Misidentified/Unidentified Material. 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 (NIIN, 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 NIIN 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.

c. Verifying the count. First count team will conduct the counts in location upon receipt of Storeroom Listing from the inventory control desk as aforementioned. Once completed, both team members will sign and date each count sheet and return them to the control desk. The inventory control desk will physically reconcile the first counts against the Supervisor Listing and identify any inventory variances.

d. Recording the First count in R-Supply. 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.

When the IBS inventory is requested via R-Supply, a Batch Control Number (BCN) is assigned to the records selected. The BCN will be used to transfer

R-Supply data to the IBS database. The IBS program conducts the reconciliation automatically and matches the counts to the stock item table information preloaded to the program. If any mismatches exist, a second count will be loaded to the scanners and conducted.

(1) Initial Match/Discrepancy Processing

(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". When prompted "Is inventory complete?" select "Yes". 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 records remaining in the inventory file are discrepant.

e. Second Count. All records with inventory discrepancies will be recounted. Another Inventory Processing Job will be inputted using the path Schedule Inventory > Management Reports > sort by "LOC" > Potential Gains/Losses > Supervisor Listing > Storeroom Listing > Pending Recount > and select Batch Job Number.

Officers and SNCOs will conduct second counts providing they did not conduct the locations first counts. First counts, quantity on hand, or amounts of variances will not be disclosed to those verifying the counts. To conduct second counts, count teams will be provided count sheets from the control desk. The count team's name will be printed legibly at on each sheet. Count teams will count all material on each sheet given to them.

Once second counts are complete, the count sheet(s) are signed and dated by the count teams and returned to the inventory control desk who will physically reconcile against the Supervisor Listing and identify any inventory variances. If the reconciled second count quantity of the NIIN matches the Supervisor Listing, the item will be considered reconciled.

f. Third Count. Third counts must be conducted when the first and second counts do not match the on hand quantity. If the potential adjustment exceeds \$5,000 per transaction, or if the item under inventory is category C and/or DLR, third counts shall be performed by the person conducting the Pre-Adjustment/Adjustment research (to include but not limited to the inventory control desk or the control branch). Ensure count team signs and dates each count sheet used. If the reconciled third count quantity of the NIIN matches the R-Supply on hand quantity, the item will be considered reconciled, and the inventory posted in R-Supply. If the variance still exists, Pre-Adjustment/Adjustment Authorization Form(s) NAVSUP Form 4550/5 must be initiated. To download the forms, go to URL: <https://intelshare.intelink.gov/sites/marineaviationsupply/Inventory%20Management/Forms/AllItems.aspx>

(1) Final Match/Discrepancy Processing

(a) The Inventory Reconciliation/Audit Aids produced by R-

Supply provide some of the data needed to perform pre-adjustment research. WCB will request another Inventory Processing Job using the path Schedule Inventory> Management Reports> sorted by "LOC"> Potential Gains/Losses> Inv RECON Report> Not Counted> Pending Recount> and select "Batch Job Number".

(b) A management report "Potential Gain/Loss Report from Inventory schedule" will be produced showing each NIIN with an inventory discrepancy, the discrepant quantity, dollar value and the totals are summarized at the end of the report.

6. Research and Audit Phase. Paragraph 2401.13c of this Manual requires pre-adjustment research be conducted and documented on inventory discrepancies prior to posting any adjustment. A description and procedures are described in the following paragraphs. The forms can be downloaded from URL:  
<https://intelshare.intelink.gov/sites/marineaviationsupply/Inventory%20Management/Forms/AllItems.aspx>

a. R-Supply Reconciliation aids. Reconciliation aids can be produced via R-Supply to aid the process of potential discrepant material. The reconciliation aids will also produce a Potential Gain/Loss Report from Inventory Schedule "GIA Report" in NIIN Sequence. The reconciliation aid sheets will print out in descending EMV order beginning with the gains and then the losses. The reconciliation aids can be electronic or printed. The reconciliation aids will be the start of the Pending Research file leading into the Pre-Adjustment research. At least (90) calendar days of transaction history will be reviewed to determine the possible cause of a discrepancy. The Reconciliation Aid and Potential Gain/Loss Report from Inventory Schedule will be retained for 10 years.

(1) Pending Research File. Initially, all research sheets/packages will be placed in this file separated by gains and losses. Pre-Adjustment Research must be completed for all potential inventory discrepancies that fall within the criteria. The purpose of Pre-Adjustment Research is to determine a correct balance or count. As the sheets are pulled from the Pending Research file, the variances for losses and potential gains will be done in accordance with reference (w) the Pre-Adjustment/Authorization Form. To download a form go to URL:  
<https://intelshare.intelink.gov/sites/marineaviationsupply/Inventory%20Management/Forms/AllItems.aspx>

b. Pre-Adjustment/Authorization Research. The WMD OIC/SNCOIC and/or their designated representatives are responsible for conducting pre-adjustment research on all inventory discrepancies (both potential gains and losses) and reconciling inventory balances. Pre-Adjustment Research is defined as an investigation of potential discrepancies or preliminary research which involves the consideration of recent transactions, unprocessed or rejected documentation, search of adjacent or temporary storage location areas, and certification of catalog data. The purpose of Pre-Adjustment Research is to determine a correct balance or count. Pre-Adjustment Research ends when the physical balance has been verified and the inventory adjustment quantity of the NIIN is determined. 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 review of transactions within the look back period. All pre-adjustment research for each discrepancy will be documented on the pre-adjustment/adjustment authorization

Before any adjustment is made, Pre-Adjustment Research is defined as an investigation of potential discrepancies or preliminary research which involves the consideration of recent transactions, unprocessed or rejected documentation, and search of adjacent or temporary storage location areas. The purpose of Pre-Adjustment Research is to determine a correct balance or count. Pre-Adjustment Research ends when the physical balance has been verified, and the inventory adjustment quantity of the NIIN is determined. Physical inventory results, including count sheets, and completed initiated NAVSUP Form 4550/5 Pre-Adjustment/Adjustment Authorization Form must be routed to the appropriate position (refer to Accountability Framework) for approval and signature prior to posting any inventory adjustments. These actions must be completed within five (5) business days of the discovery of an inventory variance.

(1) Potential Losses

- (a) Storage Locations that were deleted or changed
- (b) Duplicate receipts
- (c) Gains during/since the last inventory
- (d) Customer cancellations/under issues
- (e) Transactions not yet recorded on the transaction history
- (f) Condition or purpose code transfers and logistics transfers

(2) Potential Gains

- (a) In-Process receipts or issues for the same quantity of the NIIN as the potential gain.
- (b) Losses during/since the last inventory
- (c) Incomplete disposal actions
- (d) Condition or purpose code transfers and logistics transfers
- (e) Supply record discrepancies

c. 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 Pending Research files will be established for the reconciliation aid and pre-adjustment sheets. These files are listed and described below.

(1) Gains and Losses Pending Approval File. This file will be maintained in NIIN sequence. These records are pending inventory adjustment processing. They require additional review and documentation as described in the audit procedures. Gains and losses require review and approval from the AvnSupO.

- (a) Pending R-Supply Input. This file will be maintained in

NIIN sequence and contain records requiring a gain or loss to be processed in R-Supply (e.g., X13 or reversal), which have received approval by the AvnSupO.

(2) Audit and Reconciliation Complete File. This file will be maintained in gains and losses NIIN sequence. It is for records having all corrective transactions and adjustments processed. Completed reconciliation sheets will be retained for 10 years per reference (w) and (ae).

(a) Resolved Discrepancies. If, it is determined that a discrepancy is due to an administrative or transaction discrepancy, the proper accounting adjustment will be made to correct the stock or custody records. For example, a part issued and later determined not to be required when given back to Supply, the issued transaction should be reversed vice posting an inventory gain. Reversals and similar transactional corrections are referred to as resolved discrepancies.

(b) Unresolved Discrepancies. An unresolved discrepancy exists when after Pre-Adjustment Research, no Key Supporting Documentation (KSD) or erroneous bookkeeping/database entries are not found, and a discrepancy still exists between R-Supply and the physical status of material. Causative research (see below for further details) and completion of FLIPL/DD Form 200, may be required to be completed to substantiate adjusting the inventory in accordance with reference (w) and (z) of this Manual.

**NOTE:** All gains and losses of controlled items must be reported to the Security Officer.

e. Causative Research. Causative research must be completed within forty-five (45) business days after the date the adjustment occurs. Causative research must be completed for all inventory discrepancies that fall within the criteria outlined in reference (w), appendix D. Activities shall use the Causative Research Checklist (NAVSUP FORM 4550/3) provided in reference (w), appendix C or equivalent.

Causative research is defined as an in-depth investigation of specific physical inventory discrepancies to determine why they occurred so that corrective action can be taken. The purpose of causative research is to identify, analyze, and evaluate the causes of inventory adjustments to eliminate the contributing errors and, therefore, diminishing the future need for adjustments. This consists of a complete review of all transactions (to include receipts, issues, catalog change actions, etc.) back to the last physical inventory or within 12 months, whichever occurs first. This review begins with the analysis and validation of source or supporting documentation processing. Causative research ends when the discrepancy has been discovered or when, after review of paperwork and bookkeeping/database entries, an unresolved discrepancy still exists.

Conducting inventories without taking corrective action to eliminate causes of errors merely brings the records back into balance at a specific point in time. The likelihood that the contributing error will occur again is high unless proper corrective actions are accomplished. Furthermore, shortcuts to resolve inventory discrepancies can have a negative impact to warehouse allowances (e.g., improper backfit issues to resolve a loss creates a false demand that will affect depth).

(1) Resolved Causative Research. If through causative research, it is determined that a discrepancy is due to an administrative or transaction discrepancy, the proper accounting adjustment will be made to correct the stock or custody records. For example, a part issued and later determined not to be required when given back to Supply, the issued transaction should be reversed vice posting an inventory gain. Reversals and similar transactional corrections are referred to as resolved discrepancies and do not require a FLIPL/DD Form 200, regardless of dollar value.

(2) Unresolved Causative Research. An unresolved discrepancy occurs when no KSD or erroneous bookkeeping/database entries are found, and the inventory discrepancy stills exists. Causative research ends when completion of FLIPL/DD Form 200 with supporting KSDs, are completed to substantiate adjusting the inventory in accordance with reference (w).

f. Audit Steps. The following are the steps taken in performing causative research for both gains and losses.

(1) Ensure all member NIINs and the Family Group Code (FGC) are known.

(2) Determine if the NIIN being researched has superseded one or more previous ones. All NIINs in the family must be checked in all audit steps.

(3) 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.

(4) 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 (e.g., 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.

(5) 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. 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.

(6) 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 CTF 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 concern, if not received then reverse the DI X37/X34.

(7) 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 may require a DD Form 200 survey to be completed prior to the actual reversal transaction unless the loss was posted during the current month. Refer to appendix Z, paragraph two for survey criteria.

(8) 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 NIWC Atlantic/Pacific.

(9) 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 manual intervention in both R-Supply and NALCOMIS. 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.

(c) Match issues posted in NALCOMIS to the R-Supply MTL to ensure all have posted.

(10) 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 CTF for OSO transfers have the corresponding and appropriate OSO Transfer DI (e.g., 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.

(11) Erroneously Processed Gain By Inventory. Gains from a previous situation may be reversed if found to be in error. A gain reversal may require a DD Form 200 survey to be completed prior to the actual reversal

transaction, unless the gain was posted during the current month. Refer to appendix Z, paragraph 2 for survey criteria.

(12) 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.

(13) 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 re-input as a lost-in-shipment receipt as described in the R-Supply user's guide 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. On occasion, the wholesale supply system erroneously issues duplicate material on a single requisition. Therefore, the requisition in question must be researched to ensure it was not an actual duplicate shipment.

g. Corrective Transaction Processing. All approved corrective transactions will be processed in R-Supply. Ensure the interface between R-Supply and NALCOMIS is operational so that the transactions for DLRs will also be recorded in NALCOMIS.

h. Post Inventory Reconciliation Actions. The WMD/WCB OIC/SNCOIC will ensure a 'post inventory' SAMMA/SAL is produced, coordinate the validity sample with SMD, report the results of the inventory to the AvnSupO.

7. Post LAP/Inventory Audit. The SMD will perform a post LAP/Inventory Audit, immediately after the completion of the inventory. The post audit will be conducted in accordance with the procedures described in appendix G of this Manual. Anytime the post inventory audit, prescribed in paragraph 4101.4b of this Manual reflects a validity percentage less than the requirement found in reference (w) and figure N-1, a complete inventory reconciliation is required within 30 days.

8. Inventory Status and Reporting. The WMD/WCB OIC will submit the "Inventory Results Letter" to the Aviation Supply Officer (AvnSupO) via the Supply Management Division Officer containing the "Inventory Statistical Results", the Supply Management Division "Audit Branch Post Location Audit Program/Inventory Results", and the annotated POA&M. To compile the inventory statistical results, the data must be extracted after the completion of each count phase, immediately following the conclusion of pre-adjustment research and once all inventory adjustments have been posted. Additionally, WMD/WCB OIC will identify the root cause of the inventory discrepancies and formulate a corrective action plan to diminish future need for adjustments. All forms can be downloaded from the Supply Share Point, under the Inventory Management folder. URL:  
<https://intelshare.intelink.gov/sites/marineaviationsupply/Inventory%20Management/Forms/AllItems.aspx>

**NOTE:** On a quarterly basis, the Supply Management Division will submit the NWCF-SM Inventory accuracy forms and a relevant mitigation plan for underperforming categories using the forms found in appendix A and B of reference (w). These forms must be submitted to the Wing Operations Section within ten (10) calendar days after the end of each quarter.



## Appendix N

## INVENTORY RECONCILIATION PROCEDURES

SECTION II: INVENTORY RECONCILIATION FLY-IN SUPPORT ALLOWANCE (FSA) -  
REPAIRABLESA. General1. Information

a. FSA inventories are intended to ensure accurate inventory exists at a given date in order to properly record and reconcile the inventory balance(s) in R-Supply (and NALCOMIS for Repairable material). Strict control and accountability of materiel must be readily available to support future contingency operations. An FSA Pack-Up Kit (PUK) is considered a staged PUK and inventory accuracy reporting requirements found in reference (w) are applicable. Due to the severe implications of lost DLRs and classified material, inventory frequency set forth in this publication are more stringent and require compliance.

b. Quarterly scheduled inventory reconciliations are to be conducted from 01 October to 31 August. When scheduling an inventory reconciliation, five days is ideal for preparation of an FSA inventory. Ensure not to process a scheduled inventory at the end of the month or end of the fiscal year, this will allow a smooth execution and minimal interference with any financial closing and financial report productions.

NOTE: Fiscal Year Inventory Schedules must be submitted to NAVSUP IOC via WOS by 31 August of each year for the upcoming fiscal year in accordance with reference (w).

c. Anytime the quarterly post inventory audit, prescribed in paragraph 4101.4b of this Manual reflects a validity percentage less than the requirement found in reference (w) and figure N-2, a complete inventory reconciliation is required within 30 days.

Category	Sub-Population	Goal Depth
A	Unit Price > \$1,000 and all DLRs	99%
B	All other material	95%
C	Controlled inventory items	100%

Figure N-2.--Inventory Accuracy Goals for Operation Units.

d. The inventory reconciliation of repairables presents a special challenge. There are two primary reasons for this. First, is that 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 FSA repairables for which Deployed Support Branch (DSB) is accountable for are physically located on the FSA shelf.

e. 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 process of repairables will be performed using the R-Supply Inventory Reconciliation sheets and ADHOC utilities, or other external tools accomplishing the same results.

2. Overview. The POA&M will be utilized to conduct the repairable FSA inventory in three phases. At this time, you must print the Plan of Action and Milestones (POA&M) from [\(https://intelshare.intelink.gov/sites/marineaviationsupply/layouts/15/start.aspx#/\)](https://intelshare.intelink.gov/sites/marineaviationsupply/layouts/15/start.aspx#/). The phases are (a) Preparatory Phase, (b) Count Phase, and (c) Research and Audit Phase. Each is described in succeeding paragraphs of this section.

a. Preparatory Phase. During this phase, milestones will be established for file/database clean-up and reconciliation, location consolidation/reconciliation, final preparation, and count aids production. Personnel requirements will be determined and assigned at this point. The IBS coordinator and an alternate will be designated to operate IBS.

(1) The DSB SNCOIC/NCOIC will coordinate with SAA for system availability and support requirements during the inventory process.

(2) Figure N-3 shows the required repairable POA&M (D-0 being the day of the physical count) with tasks to be completed in each phase, the number of days, and personnel as required for a successful inventory. The POA&M, reports, and files (as required) in figure N-9 will be filed with the completed inventory (electronically or manually for 10 year retention).

FSA Repairable Inventory Checklist				
The POA&M, reports, and files listed as required will be filed with the completed inventory (10 year retention)				
Preparatory Phase				
Task	Produced From	Required to File	Due Date	Remarks
<b>1</b> Establish, Plan, and Publish Inventory Milestones/Memorandum	Best practice is to begin preparation at the end of the month, immediately after completion of the monthly financial report production. This allows for a full month to prepare and execute the inventory.			
Create Inventory Folder in ShareDrive	NA	X	D-	Subfolders = IBS Rpts, RSupply Rpts, LAP or Maintain hard copy files.
Print/Utilize POA&M	ASDTP	X	D-	Work Reports/Mailboxes as usual (Daily's, Weekly's, etc.)
Coordinate with Audit Branch / SAA	NA		D-	DSB SNCOIC coordinates, ensure system availability
<b>2</b> R-Supply/NALCOMIS Preparation and Clean-up	Work reports as usual (daily's, weekly's, etc.).			
NALCOMIS Suspense/ Offline Report	NALCOMIS		D-	Validate all FSA paybacks/ test and checks and return all inventory discrepancies to Shelf
NALCOMIS Interface/ RSupply Suspense Listing	NALCOMIS/ RSUPPLY		D-	Validate any unprocessed FSA X24s or FSA X40
Reconcile all PUK deficiencies/ZB9' reconciliation	RSUPPLY		D-	Ensure all deficiency transactions have been recorded in RSUPPLY/NALCOMIS (ZB9 stock due, test and checks, paybacks, deficiencies, etc)
Change Notice	SAA		D-	Ensure current change notice has been worked (e.g Storeroom Action Listing) If required for supporting documentation (P723, Appendix C) ensure applicable report of the change notice is filed.
NALC/RSUP Reconciliation	APPENDIX L	X	D-	PACKUP RECONCILIATION REPORTS (NTR60665)
RANDMAT or Daily Mismatch	NALCOMIS/RSUPPLY,ADHOC		D-	External reconciliation tools are authorized / optional. Validate repairable PUK Allowances and repairable PUK quantities in RSUPPLY/NALCOMIS.
<b>3</b> Location Consolidation/Reconciliation	Remove ALL material from location, validate location to sheet. Repackage, relabel, "beautify." Discrepant material brought to staging area. Team annotates findings, sign/print/date. DSB reviews/updates, sign/print/date.			
Cons in Rep Loc/Rep in Cons Loc	ADHOC		D-	Correct inaccurate consumable/repairable locations. If not stowed by category.
Establish Staging Area/Control Desk	Appendix N, Appendix M		D-	
Generate location reconciliation (Location Audit Program)	Appendix M/ADHOC/SQL	X	D-5	LAP must be accomplished no more than 5 days prior to scheduled inventory
Conduct LAP Brief	Appendix M		D-5	
Conduct location reconciliation	Appendix M	X	D-5	Physically verify material (NIIN, Loc, UI, SLC/SLAC, RFI Tag, EHR/SRC)
<b>4</b> Final Preparation and Count Aids Production				
NALCOMIS Suspense/ Offline	NALCOMIS	X	D-0	Validate all FSA paybacks/ test and checks and return all inventory discrepancies to Shelf
NALCOMIS Interface/ RSupply Suspense	NALCOMIS/ RSUPPLY	X	D-0	Validate any unprocessed FSA X24s or FSA X40
Inventory Flags	RSUPPLY	X	D-0	Ensure all inventory flags cleared (e.g WMD: D scheduled and C spot, DSB: R scheduled and M IBS, etc)
Generate pre-inventory Support Package Matrix	RSUPPLY	X	D-0	
Generate 1st count aids and Supervisor listing	RSUPPLY/IBS	X	D-0	Maintain control of IBS/RSupply count sheets and RSupply schedule (IBS JSI243) storeroom listing.
Capture data required for Inventory Results Letter	RSUPPLY/SQL		D-0	Run/save SQL as soon as inventory flags are posted, captures all items flagged for inventory.
Count Phase				
Task	Produced From		Due Date	Remarks
Conduct Inventory Brief / Control the Count	Appendix N		D-0	Teams of two will receive count sheets/IBS scanner from Control Desk
Conduct 1st Counts	NA		D-0	Pull ALL material from Loc (Except Bulk), Team = 2 Marines
Supervisor Listing Validation	RSUPPLY/IBS		D-0	Control Desk will reconcile counts and identify variances.
Recount variances	NA		D-0	Officers/SNCOs. Ensure that no member of the validation originally counted the location.
Upload/Post 1st Counts	RSUPPLY/IBS		D-0	
Capture 1st Count Discrepancies for inventory results letter	RSUPPLY SQL		D-0	Run/Save SQL as soon as 1st counts are posted, captures all items still flagged for inventory
Generate 2nd Counts and Supervisor listing	RSUPPLY/IBS	X	D-0	
Conduct 2nd Counts	RSUPPLY/IBS		D-0	Teams of two. Ensure that no member of the original count, count the same location. Pull ALL material from Loc (Except Bulk), Team = 2 Marines
Supervisor Listing Validation	RSUPPLY/IBS		D-0	Control Desk will reconcile counts and identify variances.
Upload/Post 2nd Counts	RSUPPLY/IBS		D-0	
Capture 2nd Count Discrepancies for inventory results letter	RSUPPLY SQL		D-0	Run/Save SQL as soon as 2nd counts are posted, captures all items still flagged for inventory
Generate 3rd Counts and Supervisor listing	RSUPPLY/IBS	X	D-0	
Conduct 3rd Counts	RSUPPLY/IBS		D-0	Shall be performed by NCOIC/SNCOIC personnel
Upload/Input 3rd Counts	RSUPPLY/IBS		D-0	Only on items that match, discrepancies will follow next step.
Capture 3rd Count Discrepancies for inventory letter	RSUPPLY SQL		D-0	Run/Save SQL as soon as 3rd counts are posted, captures all items still flagged for inventory
Initiate pre-adjustments research sheet	Appendix N		D-0	Utilize Appendix G in P-723
IBS Rpt- PDF Inventory Summary Report	IBS	X	D-0	Print for file maintenance due to RSUPPLY scheduled inventory management reports differences.
IBS Rpt- PDF Counts Equal	IBS	X	D-0	Print for file maintenance due to RSUPPLY scheduled inventory management reports differences.
IBS Rpt- PDF Gains	IBS	X	D-0	Print for file maintenance due to RSUPPLY scheduled inventory management reports differences.
IBS Rpt- PDF Losses	IBS	X	D-0	Print for file maintenance due to RSUPPLY scheduled inventory management reports differences.
IBS Rpt- PDF Surveys	IBS	X	D-0	Print for file maintenance due to RSUPPLY scheduled inventory management reports differences.
IBS Rpt- Count Discrepancies	IBS	X	D-0	Print for file maintenance due to RSUPPLY scheduled inventory management reports differences.
Research and Audit Phase				
Task	Produced From		Due Date	Remarks
Conduct pre-adjustment research	P-723/ Appendix G Form	X	D+5	See Appendix D, P-723 for Research Requirements (Controlled Inventory Items).
Post approved inventory adjustments	NA		D+5	Must have the signed pre-adjustment sheet prior to posting any adjustments. HARD DEADLINE: Within (5) business days of completion of post-count validation per P-723.
Ensure all Inventory Flags Cleared	ADHOC		D+5	Support package schedule inventory flags not Stock Item Table inventory flags.
Generate post-inventory Support Package Matrix	RSUPPLY	X	D+5	
SMD 5% Post Inventory Validity	FILE / Inventory Status Report Letter	X		Post inventory must occur upon completion of the inventory.
Conduct causative research	P-723/ Appendix C Form	X	D+15	See Appendix D for Research Requirements (Controlled Inventory Items) and Appendix C, P-723
Submit Inventory Letter	Word/PDF	X	D+15	Within 15 days from completion of inventory reconciliation
Inventory files checklist	Word/PDF		D+15	Ensure all "Required to File" items are consolidated and turned in to SNCOIC/OIC for review.
FSA Repairable Inventory Checklist				
The POA&M, reports, and files listed as required will be filed with the completed inventory (10 year retention)				

Figure N-3.--FSA Repairable Inventory Checklist POA&amp;M (Example).

(3) NALCOMIS/R-Supply Preparation and Clean-up. In order to conduct an FSA inventory reconciliation of repairables, the information in NALCOMIS/R-Supply must be validated, and necessary corrective actions taken. The preparation and clean-up of NALCOMIS and R-Supply can be segregated as follows:

- (a) NALCOMIS Suspense and Offline Report
- (b) NALCOMIS Interface / R-Supply Suspense Listing
- (c) PUK deficiencies / 'ZB9' reconciliation
- (d) Change Notice
- (e) NALCOMIS / R-Supply Reconciliation
- (f) RANDMAT or Daily Mismatch\*
- (g) Location Consolidation / Reconciliation

**NOTE (\*)**: Optional, but recommended.

1. NALCOMIS Suspense. Suspense will be reviewed and corrective action taken on all transactions which affect the FSA repairable inventory (X40) and corrected IAW with appendix J.

2. NALCOMIS Offline Report. The NMCS/PMCS High Priority Report with local supply org code and BuNo of 111111 will be reconciled for accuracy and discrepancies corrected IAW appendix K.

3. NALCOMIS Interface Reports. The Unprocessed/Outgoing Interface Reports will be reviewed and corrective action taken on all transactions which affect the FSA repairable inventory (X24) IAW appendix J.

4. R-Supply Suspense Listing. The listing contains transactions not posted to R-Supply. All transactions on the listing will be reviewed and corrected IAW with appendix J.

5. PUK Deficiencies. Ensure all deficiency transactions reviewed have been recorded in NALCOMIS/R-Supply (X24/X40) for accuracy and discrepancies corrected.

6. ZB9 Reconciliation. All stock requisitions for repairable material with overage shipping status will be processed IAW appendix K. DSB will coordinate with WMD to process these records.

7. Change Notice. The Storeroom Action Listing lists records may have 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). If a quantity exists in a support package review and correct IAW appendix B.

8. NALCOMIS/R-Supply Reconciliation. Pack-Up Reconciliation Reports (N7R60665) contains the NALCOMIS Pack-up Discrepancy Report, the R-Supply/NALCOMIS Pack-up Quantity Discrepancy Report, and the Supply Pack-up

Addition Reports. All transactions on the listing will be reviewed and corrected IAW with appendix L.

9. Location Consolidation/Reconciliation. Appendix M of this Manual provides procedures for conducting the Location Consolidation/Reconciliation. Ensure all inventory flags have been cleared for the locations designated to be inventoried prior to setting the inventory flags.

10. Final Preparation and Count Aids Production. During this stage of the preparatory phase, actions must be taken to delay (X24/X40) transactions from posting to the databases. Ensure the required areas of NALCOMIS and R-Supply are clean, prepare for the physical count, and produce count aids. The DSB SNCOIC/OIC or designated personnel will generate the Support Package Matrix prior to executing the Inventory Count Aids. The DSB SNCOIC/OIC and IBS coordinator or designated personnel will generate the count aids selecting the following path R-Supply->Inv->Inventory Management->Inventory Reports->Support Package Reports, figure N-4.

**Relational Supply**  
File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Support Package Reports**

**Options**

☐ Support Package Listing  
☐ Current Status  
☐ EMV  
☒ Matrix

**Designate Material**

☒ Non-Repairables ☒ Repairables ☒ Field Level Repairables

**Specify**

☒ Parent/Serial  
☐ All SPkgs  
☐ Part Number Cross Reference  
☐ Deficiencies

**Sort By**

☒ NIIN ☐ Storeroom Location ☐ SPkg Location

**Select Marine Aviation Logistics Support Package (MALSP)**

Parameters Selection			Parameters Selected		
09116	3SV204	Onboard	09116	F2V212	Onboard
09116	4S5308	Onboard			
09116	F1V212	Onboard			
09116	F45316	Onboard			
09116	I0AC14	Onboard			
09116	I0AC49	Onboard			
09116	I0GH31	Onboard			
09116	IDB116	Onboard			
09116	I22161	Onboard			

Buttons: Add--> <--Remove OK Cancel Help

Figure N-4.--FSA Support Package Matrix.

The DSB SNCOIC and IBS coordinator or designated personnel will generate the count aids selecting the following path R-Supply->Inv->Management->Inventory actions->Inventory processing, figure N-5. Write down the job number assigned and notify SAA to release the job. The batch number will be used to transfer the R-Supply data to the IBS database. Refer to the IBS help file for detailed instructions.

**NOTE:** Storeroom listing and supervisor listing are the default reports. Additional management reports are available to monitor the inventory once the initial inventory is executed.

Inventory Processing

**Type**

☐ Spot Selection  
☒ Schedule Inventory  
☐ ILO

☒ Parameters  
☐ Management Reports

**Sort By**

☐ NIIN  
☒ Location

**Options**

**Selection**

☐ Stores Type... ☒ SPkg  
☐ COSALS... ☐ IBS

**Count Method**

☒ Count/Re-count  
☐ Count Only

**Random Sampling**

☐ Random  
 Percent   
 Maximum

**Specify**

☐ All  
☐ Locations...  
☐ Location Range...  
☐ NIINs...  
☐ NIIN Range...  
☒ Material Category...  
☐ Batch Job Numbers...

**Reports**

☐ Potential Gains/Losses  
☒ Storeroom Listing  
☒ Supervisor Listing  
☐ Progress Report  
☐ Inv Recon Report

Section by Material Category

**Options**

**Location Range**

From:  To:

**Designate Material**

☒ Non-Repairables  
☒ Repairables  
☒ Field Level Repairables

**SPkg Options**

☒ Parent/Serials...  
☐ NIINs...  
☐ NIIN Range...

OK  
 Cancel  
 Help

Select Marine Aviation Logistics Support Package (MALSP)

**Parameters Selection**

09116	F1V212	Onboard
09116	F45316	Onboard
09116	I0AC14	Onboard
09116	I0AC49	Onboard
09116	I0GH31	Onboard
09116	IDB116	Onboard
09116	L22161	Onboard
09116	L53361	Onboard
09116	L53466	Onboard

**Parameters Selected**

09116	F2V212	Onboard
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Add-->  
 <--Remove

OK  
 Cancel  
 Help

Figure N-5.--FSA Scheduled Inventory.

## B. Count Phase

1. General. The physical count is conducted by using the R-Supply generated "Storeroom Listing" created during processing the inventory job or equivalent listing. "Storeroom listing" produces an itemized report of material under inventory meeting the selected criteria. The Storeroom Listing does not display the on-hand quantity total for each line item, but provides space to enter the quantities counted. The Supervisor listing produces an itemized report of material under inventory meeting the selected criteria. This report is used by storeroom supervisors to monitor current inventory workload, reconcile inventory discrepancies, and identify missing inventory records. The Supervisor listing displays the on-hand quantity total for each line item. The physical count of material will be conducted using the storeroom listing and the supervisor listing, which shall be kept from the counters and maintained by the inventory control desk for count validation. Personnel running the inventory control desk are responsible for ensuring all material in locations are counted, verified, and all counts are recorded in R-Supply via Inventory Posting. Under this count method, a control register/board is recommended to control the count and count sheets, which should be separated by location. These tasks will be accomplished by inventory controllers well in advance of the scheduled count time. Furthermore, the inventory control desk will ensure count teams are composed of two people, and in instances where second (or subsequent) counts are required, someone other than the first counters must perform the secondary count (and subsequently). The inventory report used is annotated for the count, follow up and review conducted, and retained as evidence of physical inventory for ten (10) years. There are four basic parts to the count: controlling the count, conducting the count, verifying the count and recording the count.

a. Controlling the Count. 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 control register/board (if utilized) are the primary tools used to accomplish this. Ensure that the inventory sheets are issued and retrieved in a controlled manner. Figure N-6 shows a sample control register/board and how it is utilized to control the count phase. Other methods of control are acceptable as long as the desired results are the same. If using IBS, the inventory control desk must maintain strict accountability of all scanners during the conduct of scheduled inventories.



1. Being Counted.	2. Count complete. Pending Verification.	3. Being verified	4. Verification Complete Pending Data Entry.																																																				
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5. Data Entry Being Performed.	6. Count, Verification, Data Entry Complete.																																																						

Figure N-6.--Example of Inventory Control Board.

b. Performing the Count

(1) R-Supply Count Sheets. 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. To perform the count, one person will remove all material (except bulk) from the location, segregate it by NIIN, and count the quantity of each NIIN while returning it to location. The other person will record the count quantity on the inventory sheet. Any material on floor with no corresponding NIIN on the count sheet will be taken to the control desk for research. Any NIIN on the sheet with no material in location will be annotated with a zero.

(a) Issue Control during the Count Phase. 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 (FSA Requests) are made have already been inventoried, then a copy of the FSA Request 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.

(b) Mislocated/Misidentified/Unidentified Material. 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 (NIIN, location(s), etc.) 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 NIIN 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.

(2) IBS. The count teams 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). 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:** Refer to paragraph b.1.a and b.1.b for IBS as applicable.

c. Verifying the Count. First count team will conduct the counts in location upon receipt of Storeroom Listing from the inventory control desk as aforementioned. Once completed, both team members will sign and date each count sheet and return them to the control desk. The inventory control desk will physically reconcile the first counts against the Supervisor Listing and identify any inventory variances. If the reconciled first count quantity of the NIIN matches the Supervisor Listing, the item will be considered reconciled.

d. Recording the First count in R-Supply. 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 Support Package Record Location Quantity, then the record is cleared from the Physical Inventory Table.

When the IBS inventory is requested via R-Supply, a Batch Control Number (BCN) is assigned to the records selected. The BCN will be used to transfer R-Supply data to the IBS database. The IBS program conducts the reconciliation automatically and matches the counts to the support package information preloaded to the program. If any mismatches exist, a second count will be loaded to the scanners and conducted.

#### (1) Initial Match/Discrepancy Processing

(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". When prompted "Is inventory complete?" select "Yes". Processing will not be continued until all records have an initial count quantity.

(b) If the actual on-hand does not match the Support Package Location quantity, then the record remains in the Physical Inventory table.

(c) All records remaining in the inventory file are discrepant.

**NOTE:** WMDs scheduled and spot inventory flags will populate on the Physical Inventory table, review via batch number and/or FSA PUK ID/location.

e. Second Count. All records with inventory discrepancies will be recounted. Another Inventory Processing Job will be inputted using the path Schedule Inventory > Management Reports > sort by "LOC" > Potential Gains/Losses > Supervisor Listing > Storeroom Listing > Pending Recount > and select Batch Job Number.

Officers and SNCOs will conduct second counts providing they did not conduct said location's first counts. First counts, quantity on hand, or amounts of variances will not be disclosed to those verifying the counts. To conduct second counts, count teams will be provided count sheets from the control desk. The count team's name will be printed legibly on each sheet. Count teams will count all material on each sheet given to them.

Once second counts are complete, the count sheet(s) are signed and dated by the count teams, and returned to the inventory control desk who will physically reconcile against the Supervisor Listing and identify any inventory variances. If the reconciled second count quantity of the NIIN matches the Supervisor Listing, the item will be considered reconciled. If the asset is not Category C or a DLRs, go to step (g) below (i.e., Field Level Repairables).

**NOTE:** Category C and DLRs will require third count per reference (w).

f. Third Count. Third counts must be conducted when the first and second counts do not match the on hand quantity. If the potential adjustment exceeds \$5,000 per transaction or if the item under inventory is category C and/or DLR, third counts shall be performed by the person conducting the Pre-Adjustment/Adjustment research (to include but not limited to the inventory control desk or the control branch). Ensure count team signs and dates each count sheet used. If the reconciled third count quantity of the NIIN matches the R-Supply on hand quantity, the item will be considered reconciled, and the inventory posted in R-Supply. If the variance still exists, Pre-Adjustment/Adjustment Authorization Form(s) per figure N-7 must be initiated.

**NOTE:** Download Pre-Adjustment / Authorization Form(s) from SHAREPOINT address:  
<https://intelshare.intelink.gov/sites/marineaviationsupply/Inventory%20Management/Forms/AllItems.aspx>

NAVSUP FORM 4550/5 (REV 2-21) Pre-Adjustment / Adjustment Authorization Form			
Date		Plant Code	
NIIN		Nomen	
COG		Sec Code/CIIC	
Physical Count		BLA Count	
Quantity		Standard Price	

Complete the checklist below to classify the variance for losses:

Issue transactions, disposals, SIT receipt reversals) not yet recorded in BLA	Yes ___ No ___
Gains during/since the last inventory	Yes ___ No ___
Storage locations that were deleted or changed o If any are found, handwritten count cards shall be made for those storage locations.	Yes ___ No ___
Duplicate receipts o In past 90 days of transaction history, check for multiple records for the same document identifier, document number, transaction quantity of the NIIN, or supplemental address may be a duplicate receipt.	Yes ___ No ___
Customer cancellations/under issues o In past 90 days of transaction history, check if potential loss quantity of the NIIN is equal to the transaction quantity of the NIIN, the organizational component that processes customer cancellations/under issues shall be consulted to determine if the issue was processed correctly.	Yes ___ No ___
Change Notice NIIN or Unit of Issue not posted/improperly updated	Yes ___ No ___
When unit of issue is other than EA, check the recent issues for improper counts/unit of issue	Yes ___ No ___
SIT administrative receipt posted without associated loss posting	Yes ___ No ___

Complete the checklist below to classify the variance for potential gains:

Open overaged SIT due in without regard to eRMS Follow Up Action	Yes ___ No ___
Receipt Transactions (SIT receipt transactions, disposal and issue reversals, offloads reported but not physically executed) not yet recorded in BLA	Yes ___ No ___
Losses during/since the last inventory	Yes ___ No ___
Incomplete disposal actions	Yes ___ No ___
Change Notice NIIN or Unit of Issue not posted/improperly updated	Yes ___ No ___
Customer Issue posted to BLA but not delivered to customer o In past 90 days of transaction history, check for issues that customer never picked up.	Yes ___ No ___

Pre-Adjustment Researcher:

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Adjustment Approval:

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Figure N-7.--Example Pre-Adjustment/Adjustment Authorization Form.

g. Final Match/Discrepancy Processing

(1) The Inventory Reconciliation/Audit Aids produced by R-Supply provide some of the data needed to perform pre-adjustment research. DSB will request management reports using the path Schedule Inventory> Management Reports> sorted by "LOC"> Potential Gains/Losses> Inv RECON Report> Not Counted> Pending Recount> and select "Batch Job Number".

(2) The "Potential Gain/Loss Report from Inventory Schedule" will be produced showing each NIIN with an inventory discrepancy, the discrepant quantity, dollar value and the totals are summarized at the end of the report.

**NOTE:** The reconciliation aids will produce a "Potential Gain/Loss Report from Inventory Schedule" in NIIN Sequence. The research sheets will print out in descending EMV order beginning with the gains and then the losses. Figures N-8 and N-9 show examples of the "Potential Gain/Loss Report from Inventory Schedule" and a "Non-Repairable Gains Report."

Potential Gain/Loss Report from Inventory Schedule																			
Batch Job Nbr JSI2005167620										UIC: 55616				16 Jun 2005					
Report I D SI2300HR														13:55:34					
User I D eh6363														Page 1					
NIIN Sequence																			
NSN		Nonenclature		Cog	MCC	UI	UP	Location		-----+-----		Quantities					Total		
								ENV	Loc	Onhand	Count	Gain/Loss	ROB	StkDue	NREI	Subcstdy	Depot	Spkg	On-hand
5365	000688036		SPACER SLEEVE	9B		EA	1.08	1.08	R001B2	0	1	GAIN 1	0	0	0	0	0	0	0
5310	001671284		NUT, PLAIN, CAST	9B		HD	15.10	15.10	R001B3	1	0	LOSS 1	0	0	0	0	0	0	1
5310	001848966		WASHER, FLAT	9B		HD	22.13	44.26	R001B5	4	6	GAIN 2	0	0	0	0	0	0	4
5315	009044789		PIN	9B		EA	5.65	28.25	R001B5	8	3	LOSS 5	0	0	0	0	0	0	8
Total Record Count for Losses:						2		Total ENV for Losses:						43.35					
Total Record Count for Gains:						2		Total ENV for Gains:						45.34					

Figure N-8.--Example Potential Gain/Loss Report.

Batch Request Nbr JSI2005167620																	UIC 55616			16 Jun 2005																				
Report I D SI2300HR																	HCC 000			13:55:34																				
User I D eh6363																	NONREPAIRABLE GAINS			Page 1																				
NIIN 000688036 ENV																	1.07																							
ATTN CCG MCC SHEG UI SLC SLAC AMD																	UP		MUP		NONENCLATURE		RO		RF		ROB		CARCASE		STK DUE		DTG DUE							
0 9B																	EA 0 08		0.1		1.07		0.00		SPACER SLEEVE				0		0		0		0					
AVC CCG MCC TOY O/R NREI																	SUBCSTDY		DFT QTY		INV CD		INV QTY		STEM LOC		STEM QTY		CNT RFX		FIRST		CNT		INV DATE		DIR		DLP	
0 0																																								

Figure N-9.--Example of Non-DLR Repairable Gain.

C. Research and Audit Phase1. General. Conduct Pre-Adjustment / Authorization Form(s) action.

a. Pre-adjustment Research Procedures. The DSB SNCOIC and/or their designated representatives are responsible for conducting pre-adjustment research on all inventory discrepancies (both potential gains and losses) and reconciling inventory balances. Pre-adjustment research requires review of all transactions within the designated look back period. The look back period will be to the last 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 review of transactions within the look back period. All pre-adjustment research for each discrepancy will be documented on the research sheet produced.

(1) Pre-adjustment Research for Both Gains and Losses. Before any

adjustment is made, Pre-Adjustment Research is defined as an investigation of potential discrepancies or preliminary research which involves the consideration of recent transactions, unprocessed or rejected documentation, and search of adjacent or temporary storage location areas. The purpose of Pre-Adjustment Research is to determine a correct balance or count. Pre-Adjustment Research ends when the physical balance has been verified, and the inventory adjustment quantity of the NIIN is determined. Physical inventory results, count sheets, and initiated Pre-Adjustment/Adjustment Authorization Form(s) must be routed to the appropriate position (refer to Accountability Framework) for approval prior to posting any inventory adjustments. These actions must be completed within five (5) business days of the discovery of an inventory variance.

(2) Pre-Adjustment Research. Research must be completed for all potential inventory discrepancies will be determined by the Extended Money Value and the Risk Category criteria outlined in Figure N-10 and per reference (w). Adjustments will be made to the inventory and financial records to bring those records into balance after appropriate research has been conducted and the inventory adjustments have been approved via Pre-Adjustment/Adjustment Authorization Form(s), by the appropriate Accountably Framework position prior to completion. Inventory Adjustment Authorization > \$500,000, outlined in reference (w) appendix E, is required when conducting an inventory adjustment for transactions greater than \$500,000 to provide relief from property accountability or responsibility. The completed form will be routed via the Wing AvnSupO to MARFOR who then will submit to NAVSUP Inventory Operations Center.

<b>CONDITION OF DISCREPANCY</b>	<b>Required Research</b>		<b>Post Adjustment</b>	
	<b>Pre-adjustment Research</b>	<b>Causative Research</b>	<b>Scheduled Number of days</b>	<b>UnScheduled Number of days</b>
NOTE: Value is extended value.				
<b>Risk Category I</b>				
≤ \$1,000, Non DLR, CIIC U or 7, and No Suspected Fraud, Waste, or Abuse	No	No	≤ 5 Business Days	≤ 5 Business Days
<b>Risk Category II</b>				
≥ \$1000 and ≤ \$5,000	Yes	No	≤ 5 Business Days	≤ 5 Business Days
<b>Risk Category III</b>				
> \$5,000 or lines below	No	Yes	≤ 30 Calendar Days	≤ 15 Calendar Days
All DLRs regardless of dollar value	No	Yes	≤ 30 Calendar Days	≤ 15 Calendar Days
All CIIC except U and 7 regardless of dollar value	No	Yes	≤ 30 Calendar Days	≤ 15 Calendar Days

Figure N-10.--Research Requirements for Pre-Adjustment and Causative Research.

(3) Resolved Discrepancies. If, through pre-adjustment, it is determined that a discrepancy is due to an administrative or transaction discrepancy, the proper accounting adjustment will be made to correct the stock or custody records. Issued transaction should be reversed vice posting an inventory gain. Reversals and similar transactional corrections are referred to as resolved discrepancies and do not require a FLIPL, DD Form 200, regardless of dollar value.

(4) Unresolved Discrepancies. An unresolved discrepancy exists when

after Pre-Adjustment Research, no Key Supporting Documentation (KSD) or erroneous bookkeeping/database entries are not found, and a discrepancy still exists between R-Supply and the physical status of material. Causative research (see below for further details) and completion of FLIPL, DD Form 200, may be required to be completed to substantiate adjusting the inventory in accordance with reference (w).

**NOTE:** All gains and losses of controlled items must be reported to the Security Officer.

b. Causative Research. Causative research must be completed within fifteen (15) business days after the date the adjustment occurs. Causative research completed for all potential inventory discrepancies will be determined by the Extended Money Value and the Risk Category criteria outlined in figure N-10. Activities shall use the Causative Research Checklist provided in reference (w), appendix C or equivalent.

Causative research is defined as an in-depth investigation of specific physical inventory discrepancies to determine why they occurred so that corrective action can be taken. The purpose of causative research is to identify, analyze, and evaluate the causes of inventory adjustments to eliminate the contributing errors and, therefore, diminishing the future need for adjustments. This consists of a complete review of all transactions (to include catalog change actions, rotations, test and check, etc.) back to the last physical inventory or within 12 months, whichever occurs first. This review begins with the analysis and validation of source or supporting documentation processing. Causative research ends when the discrepancy has been discovered or when, after review of paperwork and bookkeeping/database entries, an unresolved discrepancy still exists.

Conducting inventories without taking corrective action to eliminate causes of errors merely brings the records back into balance at a specific point in time. The likelihood that the contributing error will occur again is high unless proper corrective actions are accomplished. Furthermore, shortcuts to resolve inventory discrepancies can have a negative impact to financial records and material availability.

c. Conducting Causative Research. Causative Research Checklist Form will be utilized to conduct Causative research per Figure N-11 or appendix C of reference (w).

**NOTE:** Download Causative Research Form(s) from SHAREPOINT address:  
<https://intelshare.intelink.gov/sites/marineaviationsupply/Inventory%20Management/Forms/AllItems.aspx>

(1) Resolved Causative Research. If, through causative research, it is determined that a discrepancy is due to an administrative or transaction discrepancy, the proper accounting adjustment will be made to correct the stock or custody records. Reversals and similar transactional corrections are referred to as resolved discrepancies and do not require a FLIPL, DD Form 200, regardless of dollar value.

(2) Unresolved Causative Research. An unresolved discrepancy occurs when no Key Supporting Documentation (KSD) or erroneous bookkeeping/database entries are found, and the discrepancy stills exists. Causative research ends when completion of FLIPL, DD Form 200, is completed to substantiate

adjusting the inventory in accordance with reference (w).

**NOTE:** DI X43 will not interface to NALCOMIS, the quantity adjustment must be manually input into NALCOMIS.

NAVSUP FORM 4550/3 (REV 8-20) Causative Research Checklist Form			
<b>DOCUMENTATION TRANSACTION MINIMUM 1 full year</b>			
Adj Date		Plant Code	
NIIN		Nomen	
COG		Sec Code/CIIC	
Physical Count		BLA Count	
Quantity		Standard Price	
Adj Qty		UoM	
Extended Monetary Value (EMV) of Adj			
<b>Documentation:</b>			
Transaction history		Change notice actions	
Supply Discrepancy Reports (SDRs)		Product Quality Deficiency Reports (PQDRs)	
Receipt and issue documentation		Exception reports/failed IDOC listing	
Count sheets, if available			
Other research listings			
<b>Research areas:</b>			
Erroneous/missing/duplicate receipt/issue posting(s)		Erroneous/previous inventory adjustments	
Location adds and deletes		Change notice actions	
Receipt shortages (SDR completed)		Condition code/batch transfers	
After-Hours Issues/Issues on Request (HORs) not posted		Transfers (cog-to-cog, bin-to-bin, Plant-to-Plant, etc.)	
Exceptions/Failed IDOCs deleted/closed			
On-hand balance prior adjustment / UoM:			
Physical count qty / UoM:			
On-hand balance after adjustment / UoM:			
Document number of adj.:			
Inv Cat (Spot/Warehouse Refusal/Scheduled Sampling):			
Resolved discrepancy? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, complete DD Form 200 where required in NAVSUP P-723)			
Explanation/description of the nature of the discrepancy, including special circumstances:			
<b>Causative Research POC:</b>			
		Print Name _____	
		Signature _____ Date _____	
<b>*Causative Research Approval:</b>			
(In accordance with Figure 5-4)		Print Name _____	
		Signature _____ Date _____	

Figure N-11.--Example Causative Research Checklist Form.

d. Post Inventory Reconciliation Actions. The DSB SNCOIC or designated personnel will generate the post inventory Support Package Matrix selecting the following path R-Supply->Inv->Inventory Management->Inventory Reports->Support Package Reports, figure N-4.


e. Post Inventory Validity. The SMD will perform a post LAP/Inventory Audit, immediately after the completion of the inventory. The audit will be conducted in accordance with the procedures described in appendix G of this Manual. Anytime the quarterly post inventory audit, prescribed in paragraph 4101.4b of this Manual reflects a validity percentage less than the requirement found in reference (w) and figure N-2, a complete inventory reconciliation is required within 30 days.



f. Inventory Status and Reporting. The DSB SNCOIC will submit the "Inventory Results Letter" (per figure N-12) to the Aviation Supply Officer (AvnSupO) via the Supply Management Division OIC/SNCOIC containing the "FSA Inventory Statistical Results" (per figure N-13), the Supply Management Division "Audit Branch Post Location Audit Program/Inventory Results" validity sampling (per figure N-14), and the annotated POA&M (per figure N-3). To compile the inventory statistical results, the data must be extracted after the completion of each count phase, immediately following the conclusion of pre-adjustment research, and once all inventory adjustments have been posted. Additionally, DSB SNCOIC will identify the root cause of the inventory discrepancies and formulate a corrective action plan to diminish future need for adjustments.

**NOTE:** For total potential/actual inventory adjustments ensure you report Range (NIINs) and Depth (eaches) with corresponding gross inventory adjustments.

**NOTE:** Download "Inventory Results Letter", "FSA Inventory Statistical Results", and "Audit Branch Post Location Audit Program/Inventory Results" from SHAREPOINT address:  
<https://intelshare.intelink.gov/sites/marineaviationsupply/Inventory%20Management/Forms/AllItems.aspx>



**UNITED STATES MARINE CORPS**  
 MARINE AVIATION LOGISTICS SQUADRON 12 ▾  
 MARINE AIRCRAFT GROUP 13 ▾  
 MARINE AIRCRAFT WING  
 POSTAL SERVICE CENTER BOX

IN REPLY REFER TO:  
 4400  
 SMD

From: Deployed Support Branch Staff Noncommissioned Officer in Charge,  
 Marine Aviation Logistics Squadron 15 ▾

To: Aviation Supply Officer, Marine Aviation Logistics Squadron 12 ▾

Via: Supply Management Division Officer in Charge, Marine Aviation  
 Logistics Squadron 12 ▾

Subj: INVENTORY RESULTS LETTER

Ref: (a) NAVMC 4400.177  
 (b) NAVSUP P-723 Rev 5 Change 1

Encl: (1) FSA Inventory Statistical Results  
 (2) Audit Branch Post Location Audit Program/Inventory Results  
 (3) FSA Plan of Action and Milestones

1. The inventory was conducted on [REDACTED] to [REDACTED].
2. The total number of inventory locations are [REDACTED] and included the following locations: [REDACTED]
3. In accordance with reference (b), all proper approvals were obtained before conducting any inventory adjustment. The total number of Pre-Adjustments Authorization Forms are [REDACTED] and yielded [REDACTED] Causative Research Checklists.
4. Audit Branch conducted a five percent post-inventory audit yielding results of [REDACTED].
5. The security manager was notified of all losses of controlled items via email. ▾
6. After conducting causative research, the following trends were identified:  
 [REDACTED]
7. The following corrective measures have been put in place to reduce further inventory discrepancies:  
 [REDACTED]
8. I certify that the inventory have been completed and key supporting documents have been filed.
9. The point of contact in this matter is [REDACTED].

Copy To:  
 WMD \_\_\_\_\_  
 ASO \_\_\_\_\_

RESET FORM

Figure N-12.--Example FSA Inventory Results Letter.

FSA Inventory Statistical Results						
	# of NIINs Inventory	# of NIINs w/ discrepancies	Range %	# of Items Inventory	# of Items w/discrepancies	Depth %
Category A Unit Price >\$1000						
Category A All DLR's						
Category B All other material						
Category C Controlled Material						
Flight clothing items listed on NAVAIR 00-35-QH						
Precious metals/drugs/controlled substance IsII(CIIC R)						
Classified Material						
Radioactive (SMCC L)						
Drugs and controlled Substance III, IV, or V (CIIC Q)						
Remaining Controlled Items						
Total:						

Inventory Statistics (Post 2nd Count):						
	# of NIINs Inventory	# of NIINs w/ discrepancies	Range %	# of Items Inventory	# of Items w/discrepancies	Depth %
Category A Unit Price >\$1000						
Category A All DLR's						
Category B All other material						
Category C Controlled Material						
Flight clothing items listed on NAVAIR 00-35-QH						
Precious metals/drugs/controlled substance IsII(CIIC R)						
Classified Material						
Radioactive (SMCC L)						
Drugs and controlled Substance III, IV, or V (CIIC Q)						
Remaining Controlled Items						
Total:						

Inventory Statistics (Post 3rd Count):						
	# of NIINs Inventory	# of NIINs w/ discrepancies	Range %	# of Items Inventory	# of Items w/discrepancies	Depth %
Category A Unit Price >\$1000						
Category A All DLR's						
Category B All other material						
Category C Controlled Material						
Flight clothing items listed on NAVAIR 00-35-QH						
Precious metals/drugs/controlled substance IsII(CIIC R)						
Classified Material						
Radioactive (SMCC L)						
Drugs and controlled Substance III, IV, or V (CIIC Q)						
Remaining Controlled Items						
Total:						

Figure N-13.--Example FSA Inventory Statistical Result.

FSA Inventory Statistical Results		
Potential Inventory Adjustments:	Potential Gains / \$ Value	Potential Losses / \$ Value
Category A Unit Price >\$1000		
Category A All DLR's Category B		
All other material Category C		
Controlled Material		
Flight clothing items listed on NAVAIR 00-35-QH		
Precious metals/drugs/controlled substance IsII(CIIC R)		
Classified Material		
Radioactive (SMCC L)		
Drugs and controlled Substance III, IV, or V (CIIC Q)		
Remaining Controlled Items		
Total potential inventory adjustments:		

Figure N-14.--Example FSA Inventory Statistical Result, Continued.

Audit Branch Post Location Audit Program/Inventory Results		
<u>Location Audit Program Validity Percent</u>	Inventory Validity %	Acceptable Validity %
Category A Unit Price >\$1000		
Category A All DLR's		
Category B All other material		
Category C Controlled Material		
Flight clothing items listed on NAVAIR 00-35-QH		
Precious metals/drugs/controlled substance I&II (CIIC R)		
Classified Material		
Radioactive (SMCC L)		
Drugs and controlled Substance III, IV, or V (CIIC Q)		
Remaining Controlled Items		
 <u>Final Inventory Validity Percent</u>	 Inventory Validity %	 Acceptable Validity %
Category A Unit Price >\$1000		
Category A All DLR's		
Category B All other material		
Category C Controlled Material		
Flight clothing items listed on NAVAIR 00-35-QH		
Precious metals/drugs/controlled substance I&II (CIIC R)		
Classified Material		
Radioactive (SMCC L)		
Drugs and controlled Substance III, IV, or V (CIIC Q)		
Remaining Controlled Items		

Figure N-15.--Example Audit Branch Post Location Audit Program/Inventory Results.

**NOTE:** On a quarterly basis, the Supply Management Division will submit the NWCF-SM Inventory accuracy forms and a relevant mitigation plan for underperforming categories using the forms found in appendix A and B of reference (w). These forms must be submitted to the Wing Operations Section within ten (10) calendar days after the end of each quarter.

## Appendix N

## INVENTORY RECONCILIATION PROCEDURES

SECTION III: INVENTORY RECONCILIATION FLY-IN SUPPORT  
ALLOWANCE (FSA) - CONSUMABLEA. General1. Information

a. FSA inventories are intended to ensure accurate inventory exists at a given date in order to properly record and reconcile the inventory balance(s) in R-Supply. Strict control and accountability of materiel must be readily available to support future contingency operations. An FSA Pack-Up Kit (PUK) is considered a staged PUK and inventory accuracy reporting requirements found in reference (w) are applicable. Due to the severe implications of lost materiel and classified material, inventory frequency set forth in this publication are more stringent and require compliance.

b. Quarterly scheduled inventory reconciliations are to be conducted from 01 October to 31 August. When scheduling an inventory reconciliation, five days is ideal for preparation of an FSA inventory. Ensure not to process a scheduled inventory at the end of the month or end of the fiscal year, this will allow a smooth execution and minimal interference with any financial closing and financial report productions.

Note: Fiscal Year Inventory Schedules must be submitted to NAVSUP IOC via WOS by 31 August of each year for the upcoming fiscal year in accordance with reference (w).

c. Anytime the quarterly post inventory audit, prescribed in paragraph 4101.4b of this Manual reflects a validity percentage less than the requirement found in reference (w) and figure N-16, a complete inventory reconciliation is required within 30 days.

Category	Sub-Population	Goal Depth
A	Unit Price > \$1,000 and all DLRs	99%
B	All other material	95%
C	Controlled inventory items	100%

Figure N-16.--Inventory Accuracy Goals for Operation Units.

d. 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 process of consumables will be performed using the R-Supply Inventory Reconciliation sheets and ADHOC utilities, or other external tools accomplishing the same results.

2. Overview. The POA&M will be utilized to conduct the consumable FSA inventory in three phases. At this time, you must print the Plan of Action and Milestones (POA&M) from (<https://intelshare.intelink.gov/sites/marineaviationsupply/layouts/15/start.aspx#/>). The phases are (a) Preparatory Phase, (b) Count Phase, and (c) Research and Audit Phase. Each is described in succeeding paragraphs of this section.

a. Preparatory Phase. During this phase, milestones will be established for file/database clean-up and reconciliation, location consolidation/reconciliation, final preparation, and count aids production. Personnel requirements will be determined and assigned at this point. The IBS coordinator and an alternate will be designated to operate IBS.

(1) The DSB SNCOIC/NCOIC will coordinate with SAA for system availability and support requirements during the inventory process.

(2) Figure N-17 shows the required consumable POA&M (D-0 being the day of the physical count) with tasks to be completed in each phase, the number of days, and personnel as required for a successful inventory. The POA&M, reports, and files (as required) in figure N-17 will be filed with the completed inventory (electronically or manually for 10 year retention).

FSA Consumable Inventory Checklist				
The POA&M, reports, and files listed as required will be filed with the completed inventory (10 year retention)				
Preparatory Phase				
Task	Produced From	Required to file	Due Date	Remarks
<b>1</b> Establish, Plan, and Publish Inventory Milestones/Memorandum	Best practice is to begin preparation at the end of the month, immediately after completion of the monthly financial report production. This allows for a full month to prepare and execute the inventory.			
Create Inventory Folder in Shardrive	NA	X	D-	Subfolders = IBS Rpts, RSupply Rpts, LAP or Maintain hard copy files.
Print/Utilize POA&M	ASDTP	X	D-	Work Reports/Mailboxes as usual (Daily's, Weekly's, etc.)
Coordinate with Audit Branch / SAA	NA		D-	DSB SNCOIC coordinates, ensure system availability
<b>2</b> R-Supply/NALCOMIS Preparation and Clean-up	Work reports as usual (daily's, weekly's, etc.)			
NALCOMIS Offline	NALCOMIS/ADHOC		D-	Validate all FSA paybacks
Reconcile all PUK deficiencies/ZB9 reconciliation	RSUPPLY		D-	Ensure all deficiency transactions have been recorded in RSUPPLY (ZB9 stock due, deficiencies, etc)
NALC/RSUP Reconciliation	APPENDIX L		D-	Packup reconciliation reports (N7R60665)
Daily Mismatch	SAA / ADHOC		D-	Sum of allowances do not equal RO
Change Notice	SAA		D-	Ensure current change notice has been worked (Storeroom Action Listing) If required for supporting documentation (P723, Appendix C) ensure applicable report of the change notice is filed.
<b>3</b> Location Consolidation/Reconciliation	Remove ALL material from location, validate location to sheet. Repackage, relabel, "beautify." Discrepant material brought to staging area. Team annotates findings, sign/print/date. DSB reviews/updates, sign/print/date.			
Cons in Rep Loc/Rep in Cons Loc	ADHOC		D-	Correct inaccurate consumable/repairable locations. If not stowed by category.
Establish Staging Area/Control Desk	Appendix N, Appendix M		D-	
Generate location reconciliation (Location Audit Program)	Appendix M/ADHOC/SQL	X	D-5	LAP must be accomplished no more than 5 days prior to scheduled inventory
Conduct LAP Brief	Appendix M		D-5	
Conduct location reconciliation	Appendix M	X	D-5	Physically verify material (NIIN, Loc, UI, SLC/SLAC, EHR/SRC)
<b>4</b> Final Preparation and Count Aids Production				
NALCOMIS Offline	NALOMIS/ADHOC	X	D-0	Validate all FSA paybacks and return all inventory discrepancies to Shelf
Inventory Flags	RSUPPLY	X	D-0	Ensure all inventory flags cleared (e.g WMD: D scheduled and C spot, DSB: R scheduled and M IBS, etc)
Generate pre-inventory Support Package Matrix	RSUPPLY	X	D-0	
Generate 1st count aids and Supervisor listing	RSUPPLY/IBS	X	D-0	Maintain control of IBS/RSupply count sheets and RSupply schedule (IBS JS1243) storeroom listing.
Capture data required for Inventory Results Letter	RSUPPLY/SQL		D-0	Run/save SQL as soon as inventory flags are posted, captures all items flagged for inventory.
Count Phase				
Task	Produced From		Date	Remarks
Conduct Inventory Brief / Control the Count	Appendix N		D-0	Teams of two will receive count sheets/IBS scanner from Control Desk
Conduct 1st Counts	NA		D-0	Pull ALL material from Loc (Except Bulk), Team = 2 Marines
Supervisor Listing Validation	RSUPPLY/IBS		D-0	Control Desk will reconcile counts and identify variances.
Recount variances	NA		D-0	Officers/SNCOs. Ensure that no member of the validation originally counted the location.
Upload/Post 1st Counts	RSUPPLY/IBS		D-0	
Capture 1st Count Discrepancies for inventory results letter	RSUPPLY SQL		D-0	Run/Save SQL as soon as 1st counts are posted, captures all items still flagged for inventory
Generate 2nd Counts and Supervisor listing	RSUPPLY/IBS	X	D-0	
Conduct 2nd Counts	RSUPPLY/IBS		D-0	Teams of two. Ensure that no member of the original count, count the same location. Pull ALL material from Loc (Except Bulk), Team = 2 Marines
Supervisor Listing Validation	RSUPPLY/IBS		D-0	Control Desk will reconcile counts and identify variances.
Upload/Post 2nd Counts	RSUPPLY/IBS		D-0	
Capture 2nd Count Discrepancies for inventory results letter	RSUPPLY SQL		D-0	Run/Save SQL as soon as 2nd counts are posted, captures all items still flagged for inventory
NOTE: Category C and DLRs will require third count per Appendix D of reference (w).				
Generate 3rd Counts and Supervisor listing	RSUPPLY/IBS	X	D-0	
Conduct 3rd Counts	RSUPPLY/IBS		D-0	Shall be performed by NCOIC/SNCOIC personnel
Upload/Input 3rd Counts	RSUPPLY/IBS		D-0	Only on items that match, discrepancies will follow next step.
Capture 3rd Count Discrepancies for inventory letter	RSUPPLY SQL		D-0	Run/Save SQL as soon as 3rd counts are posted, captures all items still flagged for inventory
Initiate pre-adjustments research sheet	Appendix N		D-0	Utilize Appendix G in P-723
IBS Rpt- PDF Inventory Summary Report	IBS	X	D-0	Print for file maintenance due to RSUPPLY scheduled inventory management reports differences.
IBS Rpt- PDF Counts Equal	IBS	X	D-0	Print for file maintenance due to RSUPPLY scheduled inventory management reports differences.
IBS Rpt- PDF Gains	IBS	X	D-0	Print for file maintenance due to RSUPPLY scheduled inventory management reports differences.
IBS Rpt- PDF Losses	IBS	X	D-0	Print for file maintenance due to RSUPPLY scheduled inventory management reports differences.
IBS Rpt- PDF Surveys	IBS	X	D-0	Print for file maintenance due to RSUPPLY scheduled inventory management reports differences.
IBS Rpt- Count Discrepancies	IBS	X	D-0	Print for file maintenance due to RSUPPLY scheduled inventory management reports differences.
Research and Audit Phase				
Task	Produced From		Date	Remarks
Conduct pre-adjustment research	P-723/ Appendix G Form	X	D+5	See Appendix D, P-723 for Research Requirements (Controlled Inventory Items).
Post approved inventory adjustments	NA		D+5	Must have the signed pre-adjustment sheet prior to posting any adjustments. HARD DEADLINE: Within (5) business days of completion of post-count validation per P-723.
Ensure all Inventory Flags Cleared	ADHOC		D+5	Support package schedule inventory flags not Stock Item Table inventory flags.
Generate post-inventory Support Package Matrix	RSUPPLY	X	D+5	
SMD 5% Post Inventory Validity	FILE / Inventory Status Report Letter	X		Post inventory must occur upon completion of the inventory.
Conduct causative research	P-723/ Appendix C Form	X	D+15	see Appendix D for Research Requirements (Controlled Inventory Items) and Appendix C, P-723
Submit inventory letter	Word/PDF	X	D+15	Within 15 days from completion of inventory reconciliation
Inventory files checklist	Word/PDF		D+15	Ensure all "Required to File" items are consolidated and turned in to SNCOIC/OIC for review.
FSA Consumable Inventory Checklist				
The POA&M, reports, and files listed as required will be filed with the completed inventory (10 year retention)				

Figure N-17.--Example FSA Consumable Inventory Checklist POA&amp;M.

(3) R-Supply Preparation and Clean-up. In order to conduct an FSA inventory reconciliation of consumables, the information in R-Supply must be validated, and necessary corrective actions taken. The preparation and clean-up of R-Supply can be segregated as follows:

- (a) Offline Report
- (b) R-Supply Suspense Listing
- (c) PUK deficiencies / 'ZB9' reconciliation
- (d) Change Notice
- (e) NALCOMIS / R-Supply Reconciliation
- (f) RANDMAT or Daily Mismatch\*
- (g) Location Consolidation / Reconciliation

**NOTE (\*)**: Optional, but recommended.

1. NALCOMIS Offline Report. The NMCS/PMCS High Priority Report with local supply org code and BuNo of 111111 will be reconciled for accuracy and discrepancies corrected IAW appendix K.

2. R-Supply Suspense Listing. The listing contains transactions not posted to R-Supply. All transactions on the listing will be reviewed and corrected IAW with appendix J.

3. PUK Deficiencies. Ensure all deficiency transactions reviewed have been recorded in R-Supply (X24) for accuracy and discrepancies corrected.

4. ZB9 Reconciliation. All stock requisitions for consumable material with overage shipping status will be processed IAW appendix K. DSB will coordinate with WMD to process these records.

5. Change Notice. The Storeroom Action Listing lists records may have 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). If a quantity exists in a support package review and correct IAW Appendix B.

6. NALCOMIS/R-Supply Reconciliation. Pack-Up Reconciliation Reports (N7R60665) contains the NALCOMIS Pack-up Discrepancy Report, the R-Supply/NALCOMIS Pack-up Quantity Discrepancy Report, and the Supply Pack-up Addition Reports. All transactions on the listing will be reviewed and corrected IAW with appendix L.

7. Location Consolidation/Reconciliation. Appendix M of this Manual provides procedures for conducting the Location Consolidation/Reconciliation. Ensure all inventory flags have been cleared for the locations designated to be inventoried prior to setting the inventory flags.



### 8. Final Preparation and Count Aids Production.

During this stage of the preparatory phase, actions must be taken to delay (X24) transactions from posting to the databases. Ensure the required areas of R-Supply are clean, prepare for the physical count, and produce count aids. The DSB SNCOIC or designated personnel will generate the Support Package Matrix prior to executing the Inventory Count Aids. The DSB SNCOIC and IBS coordinator, or designated personnel will generate the count aids selecting the following path R-Supply->Inv->Inventory Management->Inventory Reports->Support Package Reports, figure N-18.

**Relational Supply**

File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Support Package Reports**

**Options**

- ☐ Support Package Listing
- ☐ Current Status
- ☐ EMV
- ☒ Matrix

**Designate Material**

- ☒ Non-Repairables
- ☒ Repairables
- ☒ Field Level Repairables

**Specify**

- ☒ Parent/Serial
- ☐ All SPkgs
- ☐ Part Number Cross Reference
- ☐ Deficiencies

**Sort By**

☒ NIIN ☐ Storeroom Location ☐ SPkg Location

**Select Marine Aviation Logistics Support Package (MALSP)**

Parameters Selection			Parameters Selected		
09116	3SV204	Onboard	09116	F2V212	Onboard
09116	4S5308	Onboard			
09116	F1V212	Onboard			
09116	F45316	Onboard			
09116	IOAC14	Onboard			
09116	IOAC49	Onboard			
09116	IOGH31	Onboard			
09116	IDBI16	Onboard			
09116	L22161	Onboard			

Buttons: Add--> <--Remove OK Cancel Help

Figure N-18.--FSA Support Package Matrix.

The DSB SNCOIC and IBS coordinator or designated personnel will generate the count aids selecting the following path R-Supply->Inv->Management->Inventory actions->Inventory processing, figure N-19. Write down the job number assigned and notify SAA to release the job. The batch number will be used to transfer the R-Supply data to the IBS database. Refer to the IBS help file for detailed instructions.

**NOTE:** Storeroom listing and supervisor listing are the default reports. Additional management reports are available to monitor the inventory once the initial inventory is executed.

Inventory Processing

**Type**

☐ Spot Selection

☒ Schedule Inventory

☐ ILO

**Parameters**

☒ Parameters

☐ Management Reports

**Sort By**

☐ NIIN

☒ Location

**Options**

**Selection**

☐ Stores Type... ☒ SPkg

☐ COSALS... ☐ IBS

**Count Method**

☒ Count/Re-count

☐ Count Only

**Random Sampling**

☐ Random

Percent

Maximum

**Specify**

☐ All

☐ Locations...

☐ Location Range...

☐ NIINs...

☐ NIIN Range...

☒ Material Category...

☐ Batch/Job Numbers...

**Reports**

☐ Potential Gains/Losses

☒ Storeroom Listing

☒ Supervisor Listing

☐ Progress Report

☐ Inv Recon Report

ection by Material Category

**Options**

**Location Range**

From:  To:

**Designate Material**

☒ Non-Repairables

☒ Repairables

☒ Field Level Repairables

**SPkg Options**

☒ Parent/Serials...

☐ NIINs...

☐ NIIN Range...

OK

Cancel

Help

Select Marine Aviation Logistics Support Package (MALSP)

**Parameters Selection**

09116	F1V212	Onboard
09116	F45316	Onboard
09116	I0AC14	Onboard
09116	I0AC49	Onboard
09116	I0GH31	Onboard
09116	IDB116	Onboard
09116	L22161	Onboard
09116	L53361	Onboard
09116	L53466	Onboard

**Parameters Selected**

09116	F2V212	Onboard
-------	--------	---------

Add-->

--Remove

OK

Cancel

Help

Figure N-19.--FSA Scheduled Inventory.

## B. Count Phase

1. General. The physical count is conducted by using the R-Supply generated "Storeroom Listing" created during processing the inventory job or equivalent listing. "Storeroom listing" produces an itemized report of material under inventory meeting the selected criteria. The Storeroom Listing does not display the on-hand quantity total for each line item, but provides space to enter the quantities counted. The Supervisor listing produces an itemized report of material under inventory meeting the selected criteria. This report is used by storeroom supervisors to monitor current inventory workload, reconcile inventory discrepancies, and identify missing inventory records. The Supervisor listing displays the on-hand quantity total for each line item. The physical count of material will be conducted using the storeroom listing and the supervisor listing, which shall be kept from the counters and maintained by the inventory control desk for count validation. Personnel running the inventory control desk are responsible for ensuring all material in locations are counted, verified, and all counts are recorded in R-Supply via Inventory Posting. Under this count method, a control register/board is recommended to control the count and count sheets, which should be separated by location. These tasks will be accomplished by inventory controllers well in advance of the scheduled count time. Furthermore, the inventory control desk will ensure count teams are composed of two people, and in instances where second (or subsequent) counts are required, someone other than the first counters must perform the secondary count (and subsequently). The inventory report used is annotated for the count, follow up and review conducted, and retained as evidence of physical inventory for ten (10) years. There are four basic parts to the count: controlling the count, conducting the count, verifying the count and recording the count.

a. Controlling the Count. 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 control register/board (if utilized) are the primary tools used to accomplish this. Ensure that the inventory sheets are issued and retrieved in a controlled manner. Figure N-20 shows a sample control register/board and how it is utilized to control the count phase. Other methods of control are acceptable as long as the desired results are the same. If using IBS, the inventory control desk must maintain strict accountability of all scanners during the conduct of scheduled inventories.

1. Being Counted.	2. Count complete. Pending Verification.	3. Being verified	4. Verification Complete. Pending Data Entry.																																																				
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5. Data Entry Being Performed.	6. Count, Verification, Data Entry Complete.																																																						

Figure N-20.--Example of Inventory Control Board.

## b. Performing the Count

(1) R-Supply Count Sheets. 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. To perform the count, one person will remove all material (except bulk) from the location, segregate it by NIIN, and count the quantity of each NIIN while returning it to location. The other person will record the count quantity on the inventory sheet. Any material on floor with no corresponding NIIN on the count sheet will be taken to the control desk for research. Any NIIN on the sheet with no material in location will be annotated with a zero.

(a) Issue Control during the Count Phase. 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 (FSA Requests) are made have already been inventoried, then a copy of the FSA Request 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.

(b) Mislocated/Misidentified/Unidentified Material.

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 (NIIN, location(s), etc.) 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 NIIN 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.

(2) IBS. The count teams 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). 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:** Refer to paragraph b.1.a and b.1.b for IBS as applicable.

c. Verifying the Count. First count team will conduct the counts in location upon receipt of Storeroom Listing from the inventory control desk as aforementioned. Once completed, both team members will sign and date each count sheet and return them to the control desk. The inventory control desk will physically reconcile the first counts against the Supervisor Listing and identify any inventory variances. If the reconciled first count quantity of the NIIN matches the Supervisor Listing, the item will be considered reconciled.

d. Recording the First count in R-Supply. 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 Support Package Record Location Quantity, then the record is cleared from the Physical Inventory Table.

When the IBS inventory is requested via R-Supply, a Batch Control Number (BCN) is assigned to the records selected. The BCN will be used to transfer R-Supply data to the IBS database. The IBS program conducts the reconciliation automatically and matches the counts to the support package information preloaded to the program. If any mismatches exist, a second count will be loaded to the scanners and conducted.

(1) Initial Match/Discrepancy Processing

(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". When prompted "Is inventory complete?" select "Yes". Processing will not be continued until all records have an initial count quantity.

(b) If the actual on-hand does not match the Support Package Location quantity, then the record remains in the Physical Inventory table.

(c) All records remaining in the inventory file are discrepant.

**NOTE:** WMDs scheduled and spot inventory flags will populate on the Physical Inventory table, review via batch number and/or FSA PUK ID/location.

e. Second Count. All records with inventory discrepancies will be recounted. Another Inventory Processing Job will be inputted using the path Schedule Inventory > Management Reports > sort by "LOC" > Potential Gains/Losses > Supervisor Listing > Storeroom Listing > Pending Recount > and select Batch Job Number.

Officers and SNCOs will conduct second counts providing they did not conduct said location's first counts. First counts, quantity on hand, or amounts of variances will not be disclosed to those verifying the counts. To conduct second counts, count teams will be provided count sheets from the control desk. The count team's name will be printed legibly on each sheet. Count teams will count all material on each sheet given to them.

Once second counts are complete, the count sheet(s) are signed and dated by the count teams, and returned to the inventory control desk who will physically reconcile against the Supervisor Listing and identify any inventory variances. If the reconciled second count quantity of the NIIN matches the R-Supply on hand quantity, the item will be considered reconciled, and the inventory posted in R-Supply. If the variance still exists, Pre-Adjustment/Adjustment Authorization Form(s) per figure N-21 must be initiated. If the asset is not Category C or a DLRs, go to step (g) below.

**NOTE:** Category C and DLRs will require third count per reference (w).

NAVSUP FORM 4550/5 (REV 2-21)

Pre-Adjustment / Adjustment Authorization Form

Date		Plant Code	
NIIN		Nomen	
COG		Sec Code/CIIC	
Physical Count		BLA Count	
Quantity		Standard Price	

Complete the checklist below to classify the variance for losses:

Issue transactions, disposals, SIT receipt reversals) not yet recorded in BLA	Yes ___ No ___
Gains during/since the last inventory	Yes ___ No ___
Storage locations that were deleted or changed	Yes ___ No ___
o If any are found, handwritten count cards shall be made for those storage locations.	
Duplicate receipts	Yes ___ No ___
o In past 90 days of transaction history, check for multiple records for the same document identifier, document number, transaction quantity of the NIIN, or supplemental address may be a duplicate receipt.	
Customer cancellations/under issues	Yes ___ No ___
o In past 90 days of transaction history, check if potential loss quantity of the NIIN is equal to the transaction quantity of the NIIN, the organizational component that processes customer cancellations/under issues shall be consulted to determine if the issue was processed correctly.	
Change Notice NIIN or Unit of Issue not posted/improperly updated	Yes ___ No ___
When unit of issue is other than EA, check the recent issues for improper counts/unit of issue	Yes ___ No ___
SIT administrative receipt posted without associated loss posting	Yes ___ No ___

Complete the checklist below to classify the variance for potential gains:

Open overaged SIT due in without regard to eRMS Follow Up Action	Yes ___ No ___
Receipt Transactions (SIT receipt transactions, disposal and issue reversals, offloads reported but not physically executed) not yet recorded in BLA	Yes ___ No ___
Losses during/since the last inventory	Yes ___ No ___
Incomplete disposal actions	Yes ___ No ___
Change Notice NIIN or Unit of Issue not posted/improperly updated	Yes ___ No ___
Customer Issue posted to BLA but not delivered to customer	Yes ___ No ___
o In past 90 days of transaction history, check for issues that customer never picked up.	

Pre-Adjustment Researcher: \_\_\_\_\_

Print Name

\_\_\_\_\_  
Signature Date

\* Adjustment Approval: \_\_\_\_\_

(In accordance with Figure 5-1) Print Name

\_\_\_\_\_  
Signature Date

Figure N-21.--Example Pre-Adjustment/Adjustment Authorization Form.

f. Third Count. Third counts must be conducted when the first and second counts do not match the on hand quantity. If the potential adjustment exceeds \$5,000 per transaction or if the item under inventory is category C and/or DLR, third counts shall be performed by the person conducting the Pre-Adjustment/Adjustment research (to include but not limited to the inventory control desk or the control branch). Ensure count team signs and dates each count sheet used. If the reconciled third count quantity of the NIIN matches the R-Supply on hand quantity, the item will be considered reconciled, and the inventory posted in R-Supply. If the variance still exists, Pre-Adjustment/Adjustment Authorization Form(s) per figure N-21 must be initiated.

#### g. Final Match/Discrepancy Processing

(1) The Inventory Reconciliation/Audit Aids produced by R-Supply provide some of the data needed to perform pre-adjustment research. DSB will request management reports using the path Schedule Inventory> Management Reports> sorted by "LOC"> Potential Gains/Losses> Inv RECON Report> Not Counted> Pending Reconc> and select "Batch Job Number".



(2) The "Potential Gain/Loss Report from Inventory Schedule" will be produced showing each NIIN with an inventory discrepancy, the discrepant quantity, dollar value and the totals are summarized at the end of the report.

**NOTE:** The reconciliation aids will produce a "Potential Gain/Loss Report from Inventory Schedule" in NIIN Sequence. The research sheets will print out in descending EMV order beginning with the gains and then the losses. Figures N-22 and N-23 show examples of the "Potential Gain/Loss Report from Inventory Schedule" and a "Non-Repairable Gains Report."

Potential Gain/Loss Report from Inventory Schedule																	
Batch Job Nbr JSI2005167620										VIC: 55616				16 Jun 2005			
Report I D SI2300HR														13:55:34			
User I D eh6363														Page 1			
NIIN Sequence																	
NSN	Nomenclature	Cog	MCC	UI	UP	EMV	Locli	Onhand	Count	Gain/Loss	ROB	StkDue	NREI	Subcstdy	Depot	Spkg	Total On-hand
5365 000688036	SPACER SLEEVE	9B		EA	1.08	1.08	A001B2	0	1	GAIN 1	0	0	0	0	0	0	0
5310 001671284	NUT, PLAIN, CAST	9B		HD	15.10	15.10	A001B3	1	0	LOSS 1	0	0	0	0	0	0	1
5310 001848966	WASHER, FLAT	9B		HD	22.13	44.26	A001B5	4	6	GAIN 2	0	0	0	0	0	0	4
5315 009044789	PIN	9B		EA	5.65	28.25	A001B5	8	3	LOSS 5	0	0	0	0	0	0	8
Total Record Count for Losses:				2		Total EMV for Losses:				43.35							
Total Record Count for Gains:				2		Total EMV for Gains:				45.34							

Figure N-22.--Example Potential Gain/Loss Report.

NON-REPAIRABLE GAINS																	16 Jun 2005	
Batch Job# NEW JSI2005167620																	VIC# 55616	
Report I D# SI2300HR																	HGX ONE	
User I D# eh6363																	13:55:34	
NIIN# 000688036																	EMV# 1.07	
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Figure N-23.--Example of Non-DLR Repairable Gain.

### C. Research and Audit Phase

#### 1. General. Conduct Pre-Adjustment / Authorization Form(s) action.

a. Pre-adjustment Research Procedures. The DSB SNCOIC and/or their designated representatives are responsible for conducting pre-adjustment research on all inventory discrepancies (both potential gains and losses) and reconciling inventory balances. Pre-adjustment research requires review of all transactions within the designated look back period. The look back period will be to the last 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 review of transactions within the look back period. All pre-adjustment research for each discrepancy will be documented on the research sheet produced.

(1) Pre-adjustment Research for Both Gains and Losses. Before any adjustment is made, Pre-Adjustment Research is defined as an investigation of potential discrepancies or preliminary research which involves the consideration of recent transactions, unprocessed or rejected documentation, and search of adjacent or temporary storage location areas. The purpose of Pre-Adjustment Research is to determine a correct balance or count. Pre-Adjustment Research ends when the physical balance has been verified, and the inventory adjustment quantity of the NIIN is determined. Physical inventory results, count sheets, and initiated Pre-Adjustment/Adjustment Authorization Form(s) must be routed to the appropriate position (refer to Accountability Framework) for approval prior to posting any inventory adjustments. These actions must be completed within five (5) business days of the discovery of an inventory variance.

(2) Pre-Adjustment Research. Research completed for all potential inventory discrepancies will be determined by the Extended Money Value and the Risk Category criteria outlined in figure N-10. Adjustments will be made to the inventory and financial records to bring those records into balance after appropriate research has been conducted and the inventory adjustments have been approved via Pre-Adjustment/Adjustment Authorization Form(s), by the appropriate Accountably Framework position prior to completion. Inventory Adjustment Authorization > \$500,000, outlined in reference (w) appendix E, is required when conducting an inventory adjustment for transactions greater than \$500,000 to provide relief from property accountability or responsibility. The completed form will be routed via the Wing AvnSupO to MARFOR who then will submit to NAVSUP Inventory Operations Center.

**NOTE:** Download Pre-Adjustment / Authorization Form(s) from SHAREPOINT address:  
<https://intelshare.intelink.gov/sites/marineaviationsupply/Inventory%20Management/Forms/AllItems.aspx>

(3) Resolved Discrepancies. If, through pre-adjustment, it is determined that a discrepancy is due to an administrative or transaction discrepancy, the proper accounting adjustment will be made to correct the stock or custody records. Issued transaction should be reversed vice posting an inventory gain. Reversals and similar transactional corrections are

referred to as resolved discrepancies and do not require a FLIPL, DD Form 200, regardless of dollar value.

(4) Unresolved Discrepancies. An unresolved discrepancy exists when after Pre-Adjustment Research, no Key Supporting Documentation (KSD) or erroneous bookkeeping/database entries are not found, and a discrepancy still exists between R-Supply and the physical status of material. Causative research (see below for further details) and completion of FLIPL, DD Form 200, may be required to be completed to substantiate adjusting the inventory in accordance with reference (w).

**NOTE:** All gains and losses of controlled items must be reported to the Security Officer.

b. Causative Research. Causative research must be completed within fifteen (15) business days after the date the adjustment occurs. Causative research completed for all potential inventory discrepancies will be determined by the Extended Money Value and the Risk Category criteria outlined in figure N-10. Activities shall use the Causative Research Checklist provided in reference (w), appendix C or equivalent.

**NOTE:** Download Causative Research Form(s) from SHAREPOINT address:  
<https://intelshare.intelink.gov/sites/marineaviationsupply/Inventory%20Management/Forms/AllItems.aspx>

Causative research is defined as an in-depth investigation of specific physical inventory discrepancies to determine why they occurred so that corrective action can be taken. The purpose of causative research is to identify, analyze, and evaluate the causes of inventory adjustments to eliminate the contributing errors and, therefore, diminishing the future need for adjustments. This consists of a complete review of all transactions (to include catalog change actions, rotations, test and check, etc.) back to the last physical inventory or within 12 months, whichever occurs first. This review begins with the analysis and validation of source or supporting documentation processing. Causative research ends when the discrepancy has been discovered or when, after review of paperwork and bookkeeping/database entries, an unresolved discrepancy still exists.

Conducting inventories without taking corrective action to eliminate causes of errors merely brings the records back into balance at a specific point in time. The likelihood that the contributing error will occur again is high unless proper corrective actions are accomplished. Furthermore, shortcuts to resolve inventory discrepancies can have a negative impact to financial records and material availability.

c. Conducting Causative Research. Causative Research Checklist Form will be utilized to conduct Causative research per figure N-24.

(1) Resolved Causative Research. If, through causative research, it is determined that a discrepancy is due to an administrative or transaction discrepancy, the proper accounting adjustment will be made to correct the stock or custody records. Reversals and similar transactional corrections are referred to as resolved discrepancies and do not require a FLIPL, DD Form 200, regardless of dollar value.

(2) Unresolved Causative Research. An unresolved discrepancy occurs when no Key Supporting Documentation (KSD) or erroneous bookkeeping/database

entries are found, and the discrepancy stills exists. Causative research ends when completion of FLIPL, DD Form 200, is completed to substantiate adjusting the inventory in accordance with reference (w).

NAVSUP FORM 4550/3 (REV 8-20) Causative Research Checklist Form			
<b>DOCUMENTATION TRANSACTION MINIMUM 1 full year</b>			
Adj Date		Plant Code	
NIEN		Nomen	
COG		Sec Code/CHC	
Physical Count		BLA Count	
Quantity		Standard Price	
Adj Qty		UoM	
Extended Monetary Value (EMV) of Adj			
<b>Documentation:</b>			
Transaction history		Change notice actions	
Supply Discrepancy Reports (SDRs)		Product Quality Deficiency Reports (PQDRs)	
Receipt and issue documentation		Exception reports/failed IDOC listing	
Count sheets, if available			
Other research listings			
<b>Research areas:</b>			
Erroneous/missing/duplicate receipt/issue posting(s)		Erroneous/previous inventory adjustments	
Location adds and deletes		Change notice actions	
Receipt shortages (SDR completed)		Condition code/batch transfers	
After-Hours Issues/Issues on Request (IORs) not posted		Transfers (cog-to-cog, bin-to-bin, Plant-to-Plant, etc.)	
Exceptions/Failed IDOCs deleted/closed			
On-hand balance prior adjustment / UoM:			
Physical count qty / UoM:			
On-hand balance after adjustment / UoM:			
Document number of adj.:			
Inv Cat (Spot/Warehouse Refusal/Scheduled Sampling):			
Resolved discrepancy? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, complete DD Form 200 where required in NAVSUP P-723)			
Explanation/description of the nature of the discrepancy, including special circumstances:			
<b>Causative Research POC:</b>			
		Print Name _____	
		Signature _____ Date _____	
<b>*Causative Research Approval:</b>			
<small>(In accordance with Figure 5-3)</small>			
		Print Name _____	
		Signature _____ Date _____	

Figure N-24.--Example Causative Research Checklist Form


d. Post Inventory Reconciliation Actions. The DSB SNCOIC or designated personnel will generate the post inventory Support Package Matrix selecting the following path R-Supply->Inv->Inventory Management->Inventory Reports->Support Package Reports, figure N-18.

e. Post Inventory Validity. The SMD will perform a post LAP/Inventory Audit, immediately after the completion of the inventory. The audit will be conducted in accordance with the procedures described in appendix G of this Manual. Anytime the quarterly post inventory audit, prescribed in paragraph 4101.4b of this Manual reflects a validity percentage less than the requirement found in reference (w) and figure N-15, a complete inventory reconciliation is required within 30 days.

f. Inventory Status and Reporting. The DSB SNCOIC will submit the "Inventory Results Letter" (per figure N-25) to the Aviation Supply Officer (AvnSupO) via the Supply Management Division OIC/SNCOIC containing the "FSA Inventory Statistical Results" (per figure N-26), the Supply Management Division "Audit Branch Post Location Audit Program/Inventory Results" validity sampling (per figure N-27), and the annotated POA&M (per figure N-17). To compile the inventory statistical results, the data must be extracted after the completion of each count phase, immediately following the conclusion of pre-adjustment research, and once all inventory adjustments have been posted. Additionally, DSB SNCOIC will identify the root cause of the inventory discrepancies and formulate a corrective action plan to diminish future need for adjustments.

**NOTE:** For total potential/actual inventory adjustments ensure you report Range (NIINs) and Depth (eaches) with corresponding gross inventory adjustments.

**NOTE:** Download "Inventory Results Letter", "FSA Inventory Statistical Results", and "Audit Branch Post Location Audit Program/Inventory Results" from SHAREPOINT address:  
<https://intelshare.intelink.gov/sites/marineaviationsupply/Inventory%20Management/Forms/AllItems.aspx>



**UNITED STATES MARINE CORPS**  
MARINE AVIATION LOGISTICS SQUADRON 12 ▾  
MARINE AIRCRAFT GROUP 13 ▾  
MARINE AIRCRAFT WING  
POSTAL SERVICE CENTER BOX

IN REPLY REFER TO:  
4400  
SMD

From: Deployed Support Branch Staff Noncommissioned Officer in Charge,  
Marine Aviation Logistics Squadron 15 ▾

To: Aviation Supply Officer, Marine Aviation Logistics Squadron 12 ▾

Via: Supply Management Division Officer in Charge, Marine Aviation  
Logistics Squadron 12 ▾

Subj: INVENTORY RESULTS LETTER

Ref: (a) NAVMC 4400.177  
(b) NAVSUP P-723 Rev 5 Change 1

Encl: (1) FSA Inventory Statistical Results  
(2) Audit Branch Post Location Audit Program/Inventory Results  
(3) FSA Plan of Action and Milestones

1. The inventory was conducted on  to .
2. The total number of inventory locations are  and included the following locations:
3. In accordance with reference (b), all proper approvals were obtained before conducting any inventory adjustment. The total number of Pre-Adjustments Authorization Forms are  and yielded  Causative Research Checklists.
4. Audit Branch conducted a five percent post-inventory audit yielding results of .
5. The security manager was notified of all losses of controlled items via email. ▾
6. After conducting causative research, the following trends were identified:
7. The following corrective measures have been put in place to reduce further inventory discrepancies:
8. I certify that the inventory have been completed and key supporting documents have been filed.
9. The point of contact in this matter is .

Copy To:  
WMD   
ASO

RESET FORM

Figure N-25.--Example FSA Inventory Results Letter.

FSA Inventory Statistical Results						
	# of NIINs Inventory	# of NIINs w/ discrepancies	Range %	# of Items Inventory	# of Items w/discrepancies	Depth %
Category A Unit Price >\$1000						
Category A All DLR's						
Category B All other material						
Category C Controlled Material						
Flight clothing items listed on NAVAIR 00-35-QH						
Precious metals/drugs/controlled substance IsII(CIIC R)						
Classified Material						
Radioactive (SMCC L)						
Drugs and controlled Substance III, IV, or V (CIIC Q)						
Remaining Controlled Items						
Total:						

Inventory Statistics (Post 2nd Count):						
	# of NIINs Inventory	# of NIINs w/ discrepancies	Range %	# of Items Inventory	# of Items w/discrepancies	Depth %
Category A Unit Price >\$1000						
Category A All DLR's						
Category B All other material						
Category C Controlled Material						
Flight clothing items listed on NAVAIR 00-35-QH						
Precious metals/drugs/controlled substance IsII(CIIC R)						
Classified Material						
Radioactive (SMCC L)						
Drugs and controlled Substance III, IV, or V (CIIC Q)						
Remaining Controlled Items						
Total:						

Inventory Statistics (Post 3rd Count):						
	# of NIINs Inventory	# of NIINs w/ discrepancies	Range %	# of Items Inventory	# of Items w/discrepancies	Depth %
Category A Unit Price >\$1000						
Category A All DLR's						
Category B All other material						
Category C Controlled Material						
Flight clothing items listed on NAVAIR 00-35-QH						
Precious metals/drugs/controlled substance IsII(CIIC R)						
Classified Material						
Radioactive (SMCC L)						
Drugs and controlled Substance III, IV, or V (CIIC Q)						
Remaining Controlled Items						
Total:						

Figure N-26.--Example FSA Inventory Statistical Result.

FSA Inventory Statistical Results		
Potential Inventory Adjustments:	Potential Gains / \$ Value	Potential Losses / \$ Value
Category A Unit Price >\$1000		
Category A All DLR's Category B		
All other material Category C		
Controlled Material		
Flight clothing items listed on NAVAIR 00-35-QH		
Precious metals/drugs/controlled substance IsII(CIIC R)		
Classified Material		
Radioactive (SMCC L)		
Drugs and controlled Substance III, IV, or V (CIIC Q)		
Remaining Controlled Items		
Total potential inventory adjustments:		

Figure N-26.--Example FSA Inventory Statistical Result, Continued.

Audit Branch Post Location Audit Program/Inventory Results		
<u>Location Audit Program Validity Percent</u>	Inventory Validity %	Acceptable Validity %
Category A Unit Price >\$1000		
Category A All DLR's		
Category B All other material		
Category C Controlled Material		
Flight clothing items listed on NAVAIR 00-35-QH		
Precious metals/drugs/controlled substance I&II (CIIC R)		
Classified Material		
Radioactive (SMCC L)		
Drugs and controlled Substance III, IV, or V (CIIC Q)		
Remaining Controlled Items		
 <u>Final Inventory Validity Percent</u>	 Inventory Validity %	 Acceptable Validity %
Category A Unit Price >\$1000		
Category A All DLR's		
Category B All other material		
Category C Controlled Material		
Flight clothing items listed on NAVAIR 00-35-QH		
Precious metals/drugs/controlled substance I&II (CIIC R)		
Classified Material		
Radioactive (SMCC L)		
Drugs and controlled Substance III, IV, or V (CIIC Q)		
Remaining Controlled Items		

Figure N-27.--Example Audit Branch Post Location Audit Program/Inventory Results.

**NOTE:** On a quarterly basis, the Supply Management Division will submit the NWCF-SM Inventory accuracy forms and a relevant mitigation plan for underperforming categories using the forms found in appendix A and B of reference (w). These forms must be submitted to the Wing Operations Section within ten (10) calendar days after the end of each quarter.



## APPENDIX O

## COST ANALYSIS PROCEDURES

1. General. Cost performance is central to the understanding of the Marine Corps Aviation Current Readiness (CR) program, as cost becomes an impact to readiness. Marine Aviation commanders and leaders plan, manage, and execute the CR process to maximize equipment and personnel readiness. The CR process is essential to the generation of effective combat readiness and the effort of preserving the quality of aviation equipment and improving readiness through integration with the Naval Aviation Enterprise (NAE).

a. Marine Corps Aviation commanders and leaders, in conjunction with the NAE, will plan, execute, and manage the CR process to maximize the availability of aviation equipment and personnel. Reference (at) states that the MALS Commander, as the senior aviation logistician within the Marine Aircraft Group, is the principal aviation logistics advisor to the MAG Commander. Additionally, MALS Commanders are ultimately responsible for financial management within their commands. The MAW Comptroller is available to advise commanders on all financial management issues. While Operations & Maintenance, Marine Corps (O&M, MC) funding is managed at the Group level, the following types of funding are executed at the MALS level:

b. Operations & Maintenance, Navy (O&M, N) Flying Hour Program (FHP) funding in support of Tactical Air (TACAIR) and Fleet Air Training (FAT)/Fleet Replacement Squadrons (FRS) funding is accounted for by the Operations Management Division (OMD) and the MALS Commander should be aware of the following four cost drivers of the FHP:

- (1) Aviation Depot Level Repairables (AVDLRs).
- (2) Aviation Fleet Maintenance (AFM).
- (3) Contract Maintenance Support (CMS).
- (4) Fuel/Flight Equipment.

c. Operations & Maintenance, Navy (O&M,N) Non-Flying Hour Program (NFHP) funding is managed by the OMD, with the exception of NFHP TAD/TOT funding, which is managed at the Group level.

2. Cost War Room (CWR). The purpose of the CWR is to periodically examine aircraft support cost, utilizing performance indices while drilling down to components and documents. It's also used to develop an understanding of unique Type Model Series (TMS) cost issues by:

- a. Identifying cost and demand variances
- b. Identifying a way forward to reduce support costs

The CWR is also used to assist TMS Leads Wings in preparing for NAE brief cycles, to obtain information for the MAERB VTC and ultimately the Air Board Current Readiness Cross Functional Team (CR CFT). One of the primary support providers is the Aviation Financial Analysis Tool (AFAST) throughout Naval Aviation.

MALS Commanders should receive weekly status of funds briefs by the Operations Management Division Officer. MALS Commanders should brief the Group Commander monthly on status of FHP funding and cost drivers. A key responsibility of the MALS Commander is the Cost War Room (CWR).

### 3. Financial Data Source and Tools

a. ACE Reporter. ACE Reporter is designed to be an Internet landing zone for retrieval of Flight Program information relevant to Comptroller, Air Operations, Aviation Maintenance and Logistics personnel. Authorized users can log onto ACE Reporter to access reports generated by the Aviation Cost Evaluation System (ACES). In addition to report distribution, ACE Reporter provides a directory of key players involved in the Flying Hour Program and links to other Navy and Non-Navy Information resources on the web. ACE Reporter can be accessed by utilizing the following URL:  
<https://www.aces.caci.com/acer/Login.aspx>.

b. Aviation Cost Evaluation System (ACES). ACES is the joint flying hour cost collection system used by Commander, Naval Air Forces, U. S. Pacific Fleet (COMNAVAIRPAC) and the Commander, Naval Air Forces, U. S. Atlantic Fleet (COMNAVAIRLANT). The ACES application is essential for the effective management of the FHP and for all up-line reporting requirements for the type commander staff, subordinate commands, and higher authority. ACES functionality covers three major areas:

- (1) Planning
- (2) Budgeting
- (3) Flight Hour Execution

(a) The ACES program captures all costs incurred in support of the FHP from various sources. This includes all Pacific (PAC) and Atlantic (LANT) aviation squadrons (tactical, training, support and strategic), aircraft carriers, MALS, Naval Air Stations (Continental United States (CONUS) and overseas) and the Type Commander's (TYCOM) headquarters.

(b) Aviation Cost Evaluation System (ACES) is the certified financial reporting system and data provider of the Big Four/Five Cost KPI. ACES does not provide users with the necessary level of granularity to investigate incurred costs. Drill-down capability is provided via the Aviation Financial Analyst Tool (AFAST).

c. Aviation Financial Analysis Tool (AFAST). The AFAST was developed in an effort to apply cost management to the FHP. AFAST cost data represents approximately 92% of direct FHP costs but does not track Contract (FW) costs. Though AFAST is not a certified financial reporting system for FHP it does provide important analysis tools for T/M/S teams to identify maintenance cost drivers affecting Aircraft Readiness. AFAST pulls its Aviation Operation Maintenance (AOM) data from NALCOMIS (AVDLR & AFM) and ACES (Fuel & Flight Hours). AFAST allows users to drill down to see what was actually purchased by each unit. The cost in AFAST will not match the cost in ACES, because the inputs are slightly different. AFAST can be accessed by utilizing the following URL:  
<https://cpf.navy.deps.mil/sites/cnap-afast/SitePages/Home.aspx>.  
Additionally, AFAST has several tools available to help units manage

cost associated with the Flying Hour Program (FHP) and explain CPH deviations as required. The tools enable detailed analysis (NIIN level) and identification of incurred costs for Aviation Depot Level Repairables (FA), Aviation Fleet Maintenance (FM), and Fuel (FF). These tools include:

(1) Cockpit Charts. The FHP Cockpit Chart provides the WING/Staff with an Executive Summary of the FHP cost status for the applicable TMS and is updated monthly. The purpose of this EXCEL chart is to give the WING a graphic representation of the status of the FHP for their respective TMS. It presents an overall picture of costs for the fiscal year to date as well as trends in AVDLR and AFM expenditures. The AFM cost are broken out into squadron direct costs as well as Aviation Intermediate Maintenance Department (AIMD) generated costs. Fuel and Overhead costs are broken out as well. Overhead costs are peculiar to AFAST and describes all aviation requisitions that DO NOT utilize the ORG Code of a flying squadron in the JCN. They instead use the ORG Code of either the MAG or MALS (IMA and ASD). A monthly CPH is displayed together with a year to date average and the target CPH.

(2) AFAST User Tool. A Microsoft Access database application that provides summary CPH information at many levels including Squadron, Type Model, and TMS. This summary data is displayed in various time slices such as Fiscal Year (FY) to date, monthly, quarterly, previous FY or selected period. The basic screen displays the hours flown for the selected period along with the executed costs in three categories. These categories are Fuel, AVDLR and AFM costs. These executed costs are compared with expected "Should Cost" based on the hours flown. The "should cost" is calculated using the hours flown multiplied by the target CPH for the TMS that flew the hours. The AFAST User Guide, which provides detailed discussion of AFAST Tools and utilization, can be found on the Commander Naval Air Forces Pacific website at <https://cpf.navy.deps.mil/sites/cnap-afast/SitePages/Home.aspx>.

(3) TWING Tool. A Microsoft Access database application that provides detailed transaction data, cost drivers, item research capability, custom adhoc reports, and can be utilized to analyze CPH information. When deviations are identified on the WING Cockpit Charts or AFAST User, the TWING tool is used to answer the question of what specifically contributed to that deviation. Detailed requisition and the Maintenance Action Form (MAF) data for the current and previous fiscal year are provided in the monthly updates that are posted on the CNAP Extranet WEB site. The updates start the FY with 13 months of data and build to 24 months of data at the end of the FY. These updated files are unique to each Type Wing and are imported into the basic TWING Tool to form a WING specific TWING Tool. The following is a basic flow chart of the data flow for AFAST:

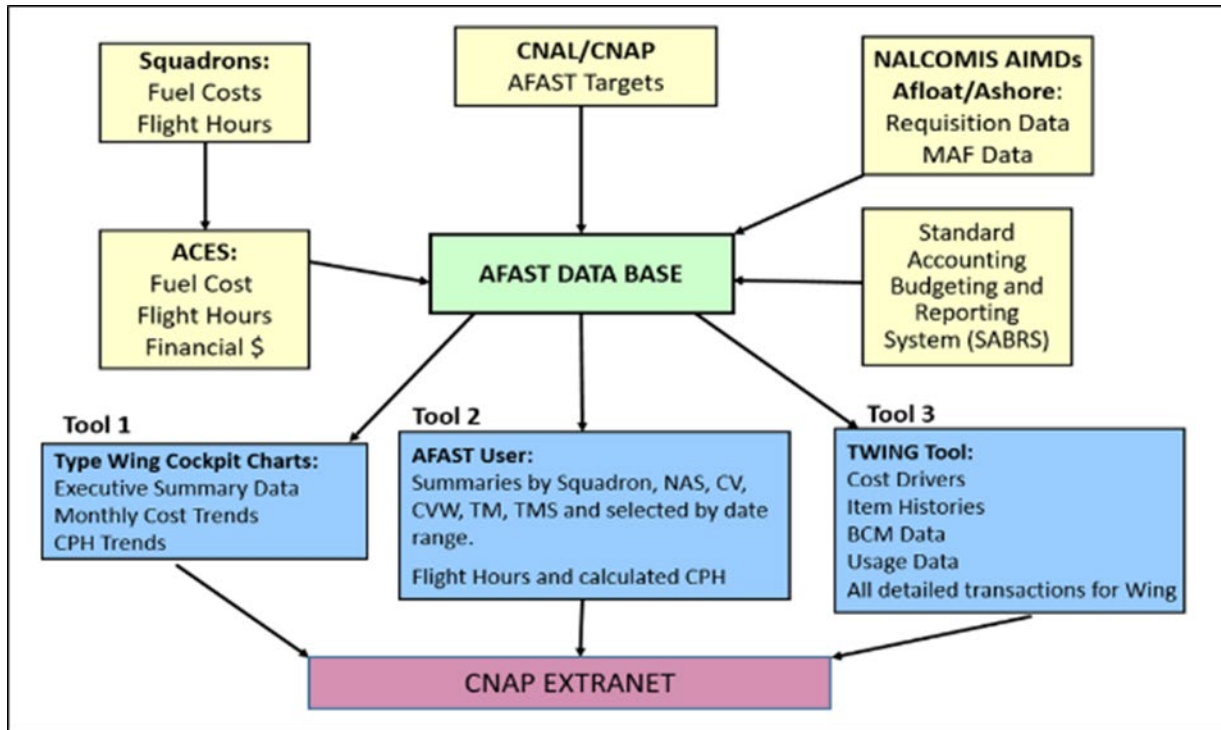


Figure O-1.--AFAST Data Flow.

d. Aviation Storekeeper Information Tracking System (ASKIT). ASKIT is a program used by Navy and Marine Aviation units to report fuel and squadron flight equipment, flight hours, gallons expenditures, and aircraft counts. The ASKIT program generates the monthly Budget OPTAR Report (BOR), which provides number of aircraft, monthly and Fiscal Year to Date (FYTD) hours flown, fuel obligation values, flight administrative funds obligation values, type of aviation fuel consumed, gallons consumed by fuel type, reimbursable hours flown, contingency hours flown, and any other data deemed necessary for import into the Aviation Cost Evaluation System to generate the monthly Official Flying Hour Cost Report (FHCR).

**NOTE:** ASKIT can be accessed by utilizing the following URL:  
[https://cnaфcs.dc3n.navy.mil/cnaфcs\\_1/askit/Login/Login.aspx](https://cnaфcs.dc3n.navy.mil/cnaфcs_1/askit/Login/Login.aspx)

#### 4. Cost War Room schedule

a. Semi-Annual CWR. The Annual CWR schedule is approved and released via Naval Message on the AFAST SharePoint 2-3 months prior to the start of a new calendar year. The schedule will also include dial in instructions, as well as the agenda. MALS will be required to participate in the semi-annual CNAP/CNAF hosted Cost War Rooms. The CNAP/CNAF CWR is design to supplement the MALS hosted monthly CWR and facilitate the TMS briefing cycle. Figure O-2 contains an excerpt of a CWR message.

3. Schedule for CY 2021 is as follows (dates are subject to change only to compliment changes in NAE events):			
DATE	SERVICE	T/M/S	ASD METRICS
27JAN2021	USMC	AV-8	MALS-14 CHERRY POINT
17FEB2021	USN/USMC	SE/CVN	ALL SITES/SHIPS
			W/ACTION ITEMS
24FEB2021	USMC	C-130	MALS-41 FORT WORTH
17MAR2021	USN	P-3/EP-3/P-8	WHIDBEY ISLAND
24MAR2021	USMC	MV-22	MALS-26 NEW RIVER
14APR2021	USN	E-2/C-2	NORFOLK
28APR2021	USMC/USN	CH/MH-53	MALS-29 NEW RIVER/ FRC NORFOLK
19MAY2021	USN	MH-60	NORTH ISLAND
26MAY2021	USMC	H-1	MALS-39 PENDLETON
16JUN2021	USN	FA-18E-F/EA-18G	LEMOORE
23JUN2021	USMC	FA-18 A-D	MALS-11 MIRAMAR
14JUL2021	USN	P-3/EP-3/P-8	JACKSONVILLE
21JUL2021	USMC	AV-8	MALS-14 CHERRY POINT
28JUL2021	USN	E-2/C-2	PT MUGU
11AUG2021	USMC	C-130	MALS-41 FORT WORTH
18AUG2021	USN/USMC	SE/CVN	ALL SITES/SHIPS
			W/ACTION ITEMS
25AUG2021	USMC/USN	CH/MH-53	MALS-29 NEW RIVER/ FRC NORFOLK
15SEP2021	USN	MH-60	NORFOLK
22SEP2021	USMC	MV-22	MALS-26 NEW RIVER
13OCT2021	USN	FA-18E-F/EA-18G	OCEANA
20OCT2021	USMC	FA-18 A-D	MALS-11 MIRAMAR
10NOV2021	USN/	P-3/EP-3/P-8	WHIDBEY ISLAND
17NOV2021	USMC	H-1	MALS-39 PENDLETON
10DEC2021	USN	E-2/C-2	NORFOLK
17DEC2021	USMC	AV-8	MALS-14 CHERRY POINT
4. The CWR review will start at 1000 Pacific time for both USN and USMC. Dial in number is (877)972-5797, passcode is 343287.			
5. MS CVR Teams will be used as a visual means to follow the CWR review. Link will be provided in separate emails by the CWR Chairmen.			

Figure O-2.--Sample Cost War Room Schedule.

b. Monthly Cost Analysis Procedures. Conduct and participate in a monthly CWR to facilitate RBA/RFT gap discussions with supporting MALS Commanders prior to the CR Action Officer (CR AO) meetings and CNAP/CNAF hosted CWR to properly identify root causes of gaps and develop Actions Items (AIs) to mitigate gaps. The monthly CWR will complement the AO Telecon and build towards the TMS VTC.

There are three primary cost charts that are required to be submitted to the Cost Analysis Team Leads on a monthly basis. The charts are downloaded and populated by the CAT Tier I personnel, all members of Tier I should provide necessary information to justify the variances in the indices. The ACES charts are taken from the AFAST website and are part of each TMS'ACES spreadsheet.

(1) Cost Performance Chart). Provides Key Performance Indicators (KPI) of cost performance for a TMS; Cost Per Hour (CPH), Schedule Performance Index (SPI), Cost Performance Index (CPI), and Execution Index (EI). Cost information is derived from the ACES cost tool.

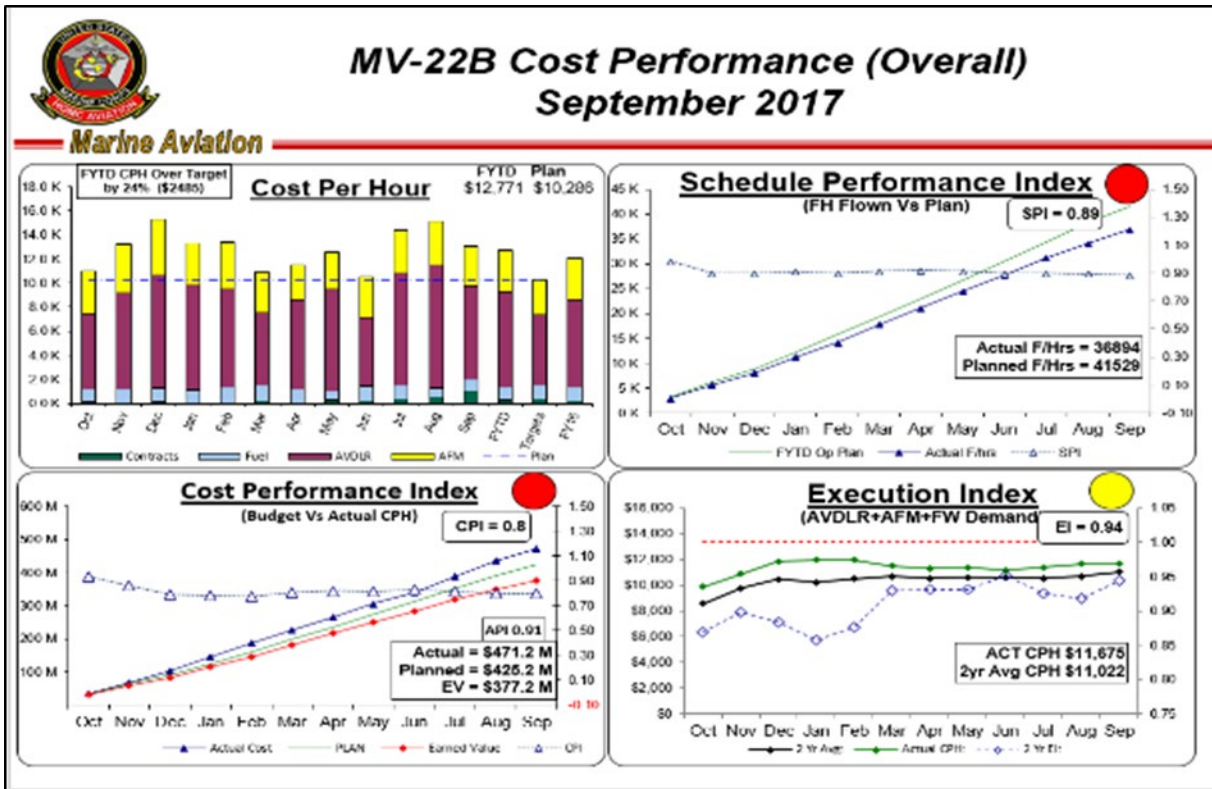


Figure O-3.--Cost Performance Chart.

(2) Cost Performance Chart with root causes/behavior driving the indices and cost initiatives. Provides root causes or behaviors that are driving the indices. Additionally, units should identify cost avoidance initiatives as per reference (at).

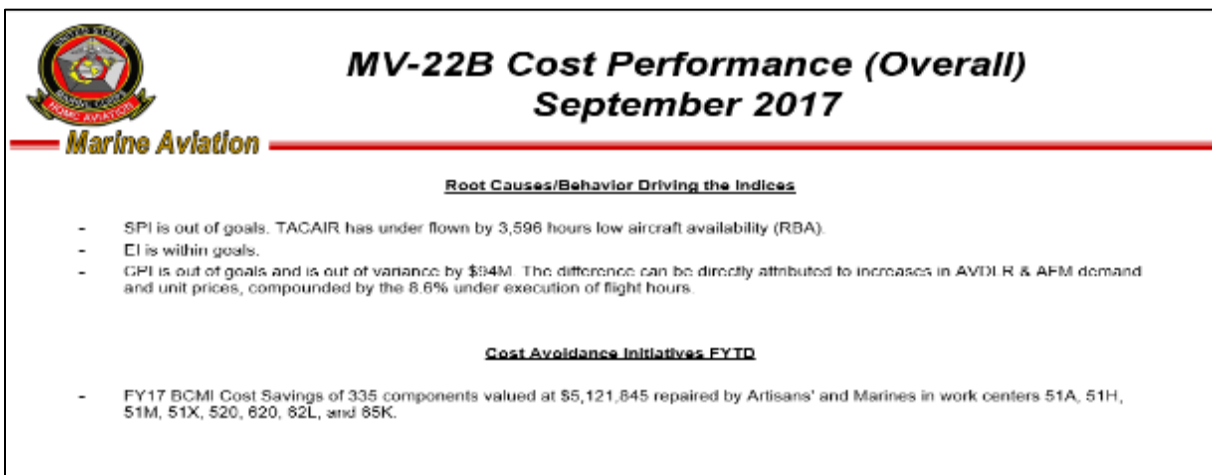


Figure O-4.--Cost Performance Chart--Part 2.

(3) Cost and Trend Analysis. When conducting analysis on what is driving the TMS cost, it is important to consider that there may be a single factor or multiple factors that contribute to cost increases. The top degrader prior year comparison report (FYCompare) from the applicable TMS

AFAST TWING tool can be utilized for root cause analysis of your top cost drivers. Additionally, it's important to note that just because an item is a "high" cost driver, it may not be the obvious reason that your TMS cost has increased. There are high cost drivers that are consistent year to year.

(a) Demand Variation. Below are potential reasons for demand variation:

1. Increase/decrease in demand over the previous period.
2. Reliability factors.
3. Maintenance capability changes.
4. Supply processes (carcass bills, surveys).
5. Change in the number of hours flown.
6. Environmental factors.

(b) Cost Variation. Below are potential reasons for cost variation:

1. Increase/decrease in cost over the previous period.
2. Price Change.
3. Demand Change.
4. SM&R/COG change.
5. Changes in Maintenance Contracts.

5. Cost War Room Review Process. Two cost workbooks (AFM & AVDLR) are built by CNAP prior to the review. These workbooks make up about 85% of the workload. Activities will review and work their specified action items prior to the review. All research results will either be emailed in advance or briefed during the CWR teleconference. Attendees will click through the workbooks and/or follow the brief utilizing the Defense Connect Online. All inputs will be consolidated, workbooks will be updated with discussion/action items, and reposted to the AFAST SharePoint. AFAST software pulls all notes into a NIIN level database, which are used in future Cost Work Books. All action items will remain open, until closed by CNAP. The following are reviewed at the CWR:

- a. Cockpit Charts

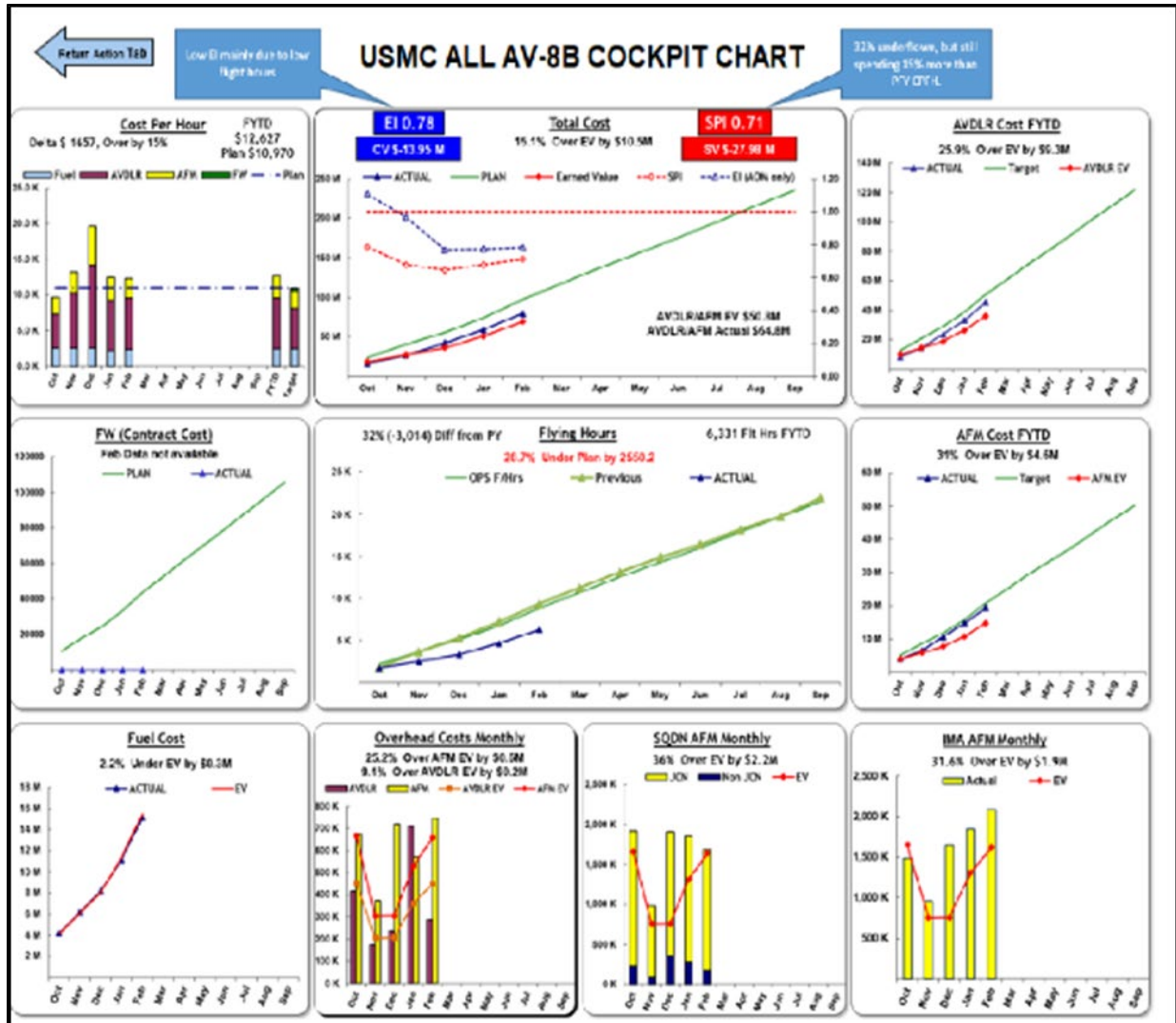


Figure O-5.--Cockpit Charts.

b. AFAST EI Summary



<div> <div> <div>OPNAV N83 Execution Budget AKA: OP-20</div> <div>AV-8B</div> </div> <div>Oct - Feb 2020 data</div> <div> <div>Data Sources</div> <div> <div>ACES</div> <div>ACES</div> <div>A/C INV</div> <div>AFAST</div> <div>Formula</div> </div> </div> </div>									
Cost Index Summary Sheet									
OP20	AVDLR	AFM	FW	AOM Total	EL	CPI	SPI	APC Applied	AFM Inflation
FY18	\$5,391	\$2,410	\$322	\$7,800	0.97	0.90	0.86	5.6%	0.0%
FY19	\$5,805	\$2,324	\$322	\$8,451	0.00	0.00	0.00	0.4%	-0.1%
FY20	\$6,584	\$2,807	\$322	\$9,713	0.00	0.00	0.00	1.6%	-0.2%
1 YR DF	\$778	\$483	\$50	\$1,311	API	AFAST Inflation Rate (AIR)		2.6%	3.2%
	13%	21%	25%		0.97	Planning Delta		1.0%	3.4%
2 YR AVG	\$5,598	\$2,367	\$353	\$7,965	YI # A Status	OP-20	AIRRS	Plan Delta	% Delta
	18%	19%	36%	18%	FY18	106	116	10	9%
					FY19	106	114	8	8%
					FY20-87	106	114	8	7%
ACES					AFAST				
ACPH	AVDLR	AFM	FW	AOM Total	ACPH	AVDLR	AFM	Fuel	AOM Total
FY18	\$6,311	\$2,898	\$348	\$9,209	FYTD Y18	\$5,303	\$2,253	\$1,617	\$7,556
FY19					FYTD Y19	\$5,375	\$2,164	\$2,457	\$7,996
FY20					FYTD Y20	\$7,162	\$3,072	\$2,392	\$10,254
1 YR DF					1 YR DF	\$1,787	\$908	-\$65	\$2,746
						33%	42%	-3%	37%
2 YR AVG					2 YR AVG	\$5,339	\$2,209	\$2,037	\$7,522
						34%	39%	17%	36%
FY19 & OP-20					EV Var %	-7.6%	33.1%	-33.2%	
Variance					AFAST	EL	SPI		
F/Hrs	FYTD	Plan	Delta		FY18	0.92	0.86		
FY18	8,553				FY19	1.25	0.95		
FY19	9,345				FYTD Y20	0.78	0.71		
FY20	6,331	6,835	-2,193	End FYHrs	FHCR	FOCR	AFAST	Delta	AFAST Delta
1 YR DF	-3,014	-1,125	-1,498	FY17:	19,158	19,158	19,158	0	0
	-32%			FY18:	0	21,935	21,935	21,935	0
2 YR AVG	8,949			FYTD Y20	0	6,331	6,331	6,331	0
	-29%								

OPNAV N83 Execution Budget AKA: OP-20

AV-8B

Oct - Feb 2020 data

Data Sources

ACES

ACES

A/C INV

AFAST

Formula

OPNAV N83 Execution Budget AKA: OP-20

AV-8B

Oct - Feb 2020 data

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OPNAV N83 Execution Budget AKA: OP-20

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AV-8B

Oct - Feb 2020 data

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OPNAV N83 Execution Budget AKA: OP-20

AV-8B

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Oct - Feb 2020 data

Data Sources

ACES

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A/C INV

AFAST

Formula

OPNAV N83 Execution Budget AKA: OP-20

AV-8B

Oct - Feb 2020 data

Data Sources

Figure O-6.--AFAST EI Summary.

Reasons/Explanations			Root Causes/Behavior Driving the Reasons		
<u>AFAST DATA</u> <u>CURRENT</u>			32% less executed F/Hrs main driver for low EI		
EI	Gosal 1.00	0.78    (..22)	29% AVDLR CPH Increase, with 2.6% materiel inflation		
	FRS	1.23	41% AFM CPH Increase, with a 3.2% materiel inflation		
	PAC	.65	<b>AVDLR Demand Change / Cost Drivers</b>		
	LANT	.70			
CPI	Goal 1.00				
	Not Available				
SPI	Goal 1.00	0.71    (..29)	<b>AFM Demand Change / Cost Drivers</b>		
	FRS	.74			
	PAC	.64			
	LANT	.68			

Figure O-6.--AFAST EI Summary, Cont.

c. Integrated Logistics Support (ILS) & Support Equipment (SE)

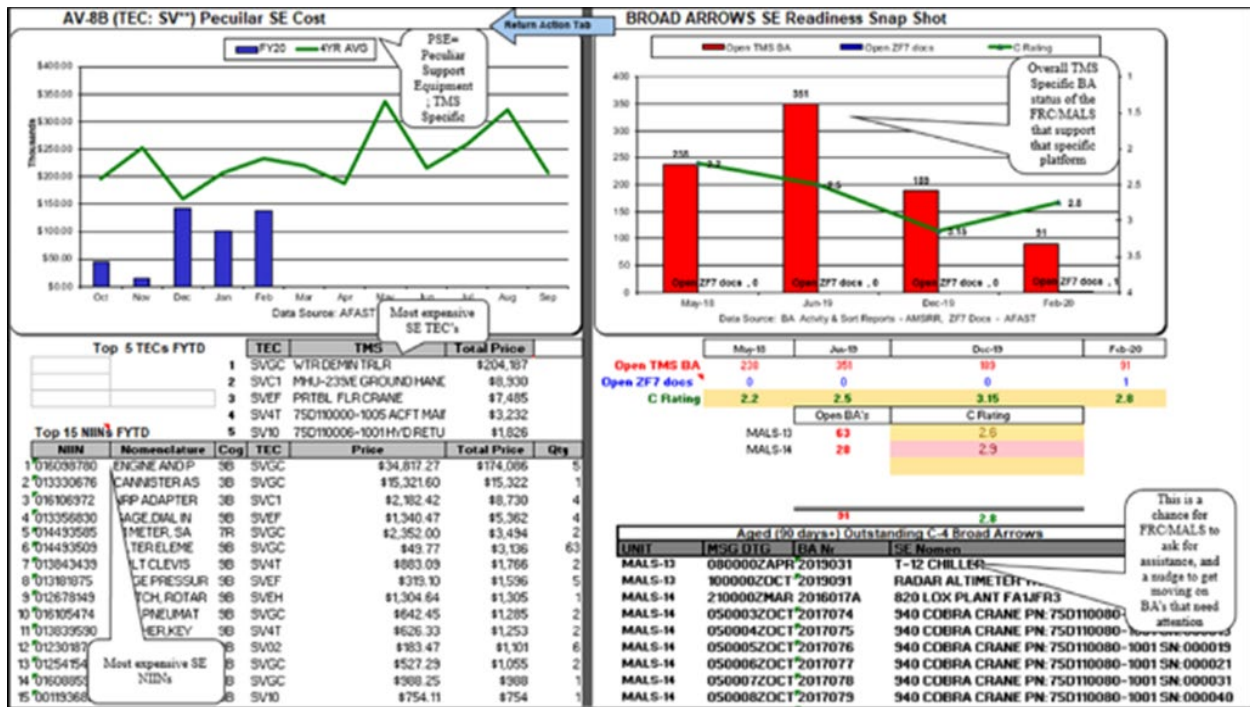


Figure O-7.--ILS &amp; SE Charts.

#### d. Squadron Rack and Stack

FHP Squadron Breakdown for MARPAC-AV-8 (User Query)										
YTD for FY2020 up to Jan 31 2019										
IMA	PAC/LANT	Sqdn Name	Sqdn UIC	Total Cost	Cost Per Hour	Should Cost	Execution Delta	Delta %	Flown FHs	NOTES
MALS-14	LANT	MAG-14 AC DET	R00014	\$0.00	\$0	\$0	\$0			
MALS-14	LANT	VMM-162	V09492	\$20.89	\$0	\$0	(\$21)			
MALS-14	LANT	VMM-264	V05264	\$31,896.65	\$0	\$0	(\$31,897)			
MALS-13	PAC	VMM-163	M09405	\$747,214.19	\$4,985	\$1,392,029	\$644,815	46.32	149.9	
MALS-14	LANT	VMM-365	M53923	\$4,161,990.00	\$9,425	\$4,193,160	\$31,170	0.74	441.6	
MALS-14	LANT	<b>VMA-203</b>	V09821	\$14,258,336.77	\$10,662	\$20,465,431	\$6,207,094	30.33	1337.3	
MALS-14	LANT	VMA-223	V09438	\$11,646,465.62	\$11,941	\$9,260,844	(\$2,385,621)	(25.76)	975.3	
MALS-13	PAC	VMA-311	R09416	\$13,540,954.74	\$12,256	\$10,259,593	(\$3,281,362)	(31.98)	1104.8	
MALS-14	LANT	VMA-542	V52847	\$7,957,121.58	\$13,412	\$5,633,609	(\$2,323,512)	(41.24)	593.3	Low FHs, CPH ok
MALS-14	LANT	VMA-231	V52948	\$12,479,352.20	\$14,563	\$8,136,591	(\$4,342,761)	(53.37)	856.9	Why the high CPH?
MALS-13	PAC	VMA-214	R09436	\$15,115,045.66	\$17,340	\$8,094,937	(\$7,020,108)	(86.72)	871.7	Why the high CPH?
				<b>Total Cost</b>	<b>Cost Per Hour</b>	<b>Flown FHs</b>	<b>Average FH</b>			
<b>Program Total</b>				<b>\$79,938,398</b>	<b>\$12,827</b>	<b>6,331</b>	<b>713</b>			
<b>LANT</b>				<b>\$50,535,184</b>	<b>\$12,020</b>	<b>4,204</b>	<b>717</b>			
<b>PAC</b>				<b>\$29,403,215</b>	<b>\$13,828</b>	<b>2,126</b>	<b>709</b>			

Figure O-8.--Squadron Rack and Stack.

#### e. Squadron Overhead

Overhead Cost Allocations		PAC/LANT		Grand Total
IMA Generating OVH	Sqdrn Receiving OVH	LANT	PAC	
MALS-14 (Cherry Point)	VMAT-203	\$ 742,757.72		\$ 742,757.72
	VMA-223	\$ 632,238.73		\$ 632,238.73
	VMA-231	\$ 533,924.33		\$ 533,924.33
	VMA-542	\$ 376,294.27		\$ 376,294.27
	VMM-365	\$ 95,519.00		\$ 95,519.00
MALS-13 (Yuma)	VMA-311		\$ 900,348.29	\$ 900,348.29
	VMA-214		\$ 817,187.37	\$ 817,187.37
USS BATAAN	VMM-365	\$ 659,357.84		\$ 659,357.84
USS MAKIN ISLAND	VMM-163		\$ 73,236.62	\$ 73,236.62
USS BOXER	VMM-163		\$ 48,925.74	\$ 48,925.74
USS KEARSARGE	VMM-264	\$ 31,896.65		\$ 31,896.65
MALS-12 (Iwakuni)	VMAT-203	\$ 64.29		\$ 64.29
	VMA-223	\$ 38.76		\$ 38.76
	VMA-231	\$ 38.62		\$ 38.62
	VMA-542	\$ 18.05		\$ 18.05
NAS WHIDBEY ISLAND	VMA-231	\$ 28.78		\$ 28.78
	VMA-223	\$ 23.54		\$ 23.54
	VMA-542	\$ 18.46		\$ 18.46
	VMAT-203	\$ 17.64		\$ 17.64
	VMM-365	\$ 11.87		\$ 11.87
USS IWO JIMA	VMM-162	\$ 20.89		\$ 20.89
Grand Total		\$ 3,072,269.42	\$ 1,839,698.03	\$ 4,911,967.45

	MARFORCOM	MARFORPAC	USMC AV-8B
3Y Average	\$502	\$605	\$535
FY-19	\$550	\$729	\$616
FY-18	\$529	\$497	\$517
FY-17	\$426	\$590	\$471

- Transaction driven when we know who to bill in SABRS-N, but Overhead billed to FRC/MALS ORG Codes has to be proportionally billed to customer squadrons based on hours flown
- FRC/AIMD/MALS do not own aircraft to support, FRC/AIMD/MALS do not have appropriations to support aircraft, that is for the squadrons to pay
- Lesson to learn is to bill appropriately (JCN/ORG), or the costs are going to be skewed

Figure O-9.--Squadron Overhead.

f. MALS

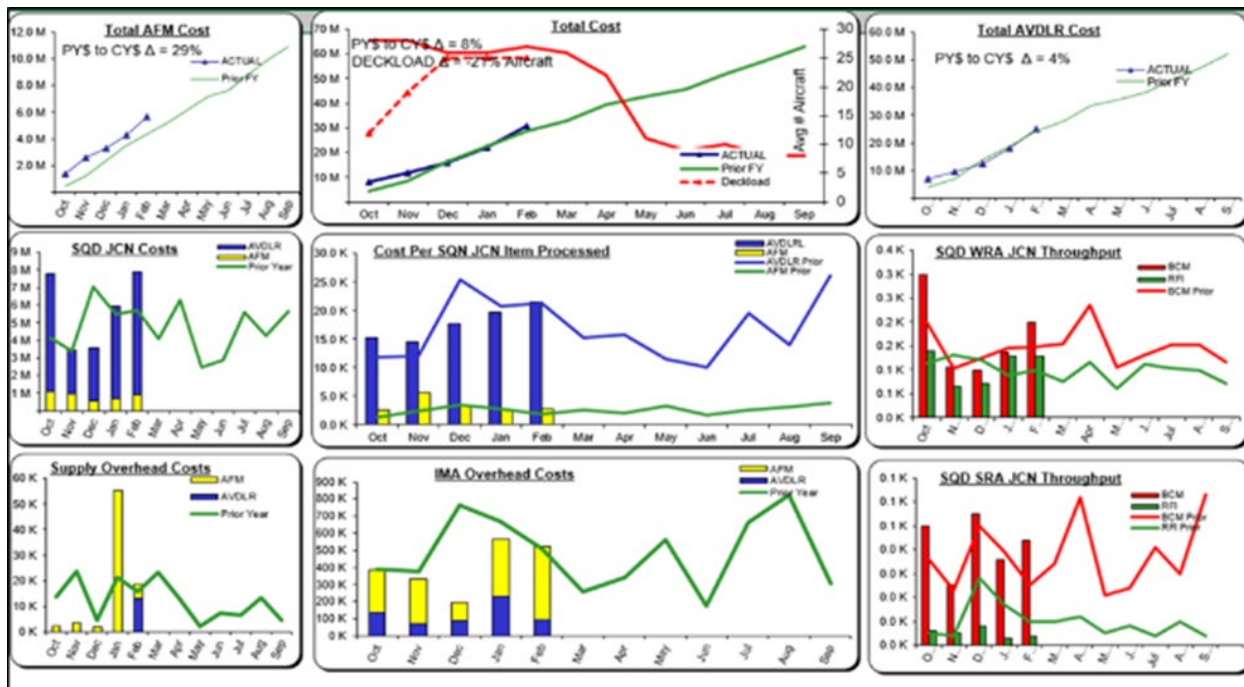


Figure O-10.--MALS Costs.



Top 15 IMA [Overhead] from 01 Oct 2019 to 29 Feb 2020							Top 15 TECs [Overhead]			
Rank	HOF-NIIN	Nomenclature	Qty	Unit Price	Total Price	TEC	Rank	TEC	Total TEC Cost	TEC Description
1	99-660-2082	CASUALTY DELIVE	1	\$102,998	\$102,998	TUTA	1	AYLF	\$555,252	AV-8B/AV-8B/AV-8B
2	00-167-6764	STARTER MOTOR	1	\$110,549	\$88,438	AYLF	2	YZAA	\$119,200	NON SPECIFIC EQUI
3	01-609-8780	ENGINE AND	1	\$68,166	\$68,983	SVGC	3	TUTA	\$112,759	F402-RR-4088
4	01-183-8082	BARREL, G	1	\$51,629	\$51,629	BG25	4	BR36	\$92,094	BRU-36ABRU-36A
5	01-598-3573	PURE AIR	1	\$44,765	\$44,765	AYLF	5	SVGC	\$79,553	WTR DEMIN TRLR
6	01-551-0446	MECHANIS	1	\$41,328	\$41,328	BLAA	6	BLAA	\$78,449	LAU-7LAU-7LAU-7
7	99-410-2573	EXTRACTO	1	\$41,297	\$41,297	AYLF	7	DHAA	\$62,340	PHE-GENERAL ELEC
8	01-204-8700	CONTROL	1	\$39,450	\$39,450	BG12	8	BG25	\$56,557	ORDN GEAR
9	01-569-1221	DOWNCONVERTER	2	\$216,930	\$39,150	GAFR	9	GMFE	\$56,126	A/532K-1E - AIR
10	01-386-7200	INITIATOR, AN	3	\$16,095	\$38,619	EJV1	10	GAFF	\$55,354	AN/USM-702 - AN/I
11	99-984-6956	PROTECTION U	1	\$47,133	\$37,704	AYLF	11	BG12	\$31,111	ORDN GEAR
12	01-550-2063	ENVIROMENTAL	5	\$6,241	\$31,203	GAAA	12	GMFF	\$	SE
13	00-167-6758	GEN 6KV T	2	\$18,581	\$29,728	GGC1	13	EJV1	\$	EJEC
14	01-257-0276	X1 SWITCH	2	\$17,993	\$28,784	AYLF	14	GAAA	\$	
15	99-399-8202	GUAGE ASSY	3	\$9,356	\$28,067	AYLF	15	SVYB	\$	

Top 5 ASD [Overhead] from 01 Oct 2019 to 29 Feb 2020						
Rank	HOF-NIIN	Nomenclature	Qty	Unit Price	Total Price	TEC
1	01-465-4187	SPRING ASSY	1	\$953	\$953	YZAA
2	01-278-3688	X1 CIRCUIT	1	\$542	\$542	AYL9
3	01-185-4930	A6 CCA FCC	1	\$474	\$474	AYL9
4	00-291-4214	PADLOCK SET	1	\$637	\$637	AYLF

Figure O-11.--Top Overhead Cost MALs (IMA/ASD/TEC).

g. CWR Action Item List

AV-8 CWR AVDLR Action Item List					
AIP Activity	Code	Item follow-up NLT next review		Tab	Date
		Description of Action		Hyper Link	Identified
CNAF	N41 N42 AFAST				
CNAF-COMFRC				<a href="#">Top 10 AVDLR</a>	
<b>MALS-13</b>	<b>MAINT/SUPPLY</b>	ICRL to Part Number mismatches		<a href="#">ICRL-PH</a>	3/16/2020
PAC	<b>MAINT/SUPPLY</b>	Why does DDSN 00272281 have a 3X Net Price Charge?		<a href="#">30-AVDLR</a>	3/16/2020
Yuma (GE1)	<b>MAINT/SUPPLY</b>	JCN GE13128001C (DDSN 93466R06) Overhead charge, charge squadron.		<a href="#">71-AVDLR</a>	3/16/2020
	<b>MAINT/SUPPLY</b>	Why JCNs GB6007347/GB6298143 have Net Charge on Action CD "D"?		<a href="#">73-AVDLR</a>	3/16/2020
	<b>MAINT/SUPPLY</b>	Why is MATSS ordering aircraft parts? Are the requisitions legitimate?		<a href="#">93-AVDLR</a>	3/16/2020
<b>MALS-14</b>	<b>MAINT/SUPPLY</b>	ICRL to Part Number mismatches		<a href="#">ICRL-PH</a>	3/16/2020
LANT	<b>MAINT/SUPPLY</b>	Why is MATSS ordering aircraft parts? Are the requisitions legitimate?		<a href="#">43-AVDLR</a>	3/16/2020
Cherry Point (FA1)	<b>SUPPLY</b>	MALS-14: Which bit and piece parts caused three BCM-4s?		<a href="#">61-AVDLR</a>	3/16/2020
	<b>MAINT/SUPPLY</b>	JCN FA13382341A (DDSN 93396S01) Overhead charge, charge squadron.		<a href="#">71-AVDLR</a>	3/16/2020
	<b>MAINT/SUPPLY</b>	MALS-14 charged for JCN FA5234856, can you charge the squadron?		<a href="#">90-AVDLR</a>	3/16/2020
<b>APML</b>	<b>FST</b>				
<b>NAVSUP</b>	<b>IWS</b>	IWS: Sudden price growth of 673% on 01-557-4190, request price challenge		<a href="#">37-AVDLR</a>	3/16/2020
	<b>IWS</b>	IWS: Sudden price growth of 404% on 99-125-4638, request price challenge		<a href="#">43-AVDLR</a>	3/16/2020

Figure O-12.--CWR Action Item List.

h. AFM Action List

AV-8 CWR INTRO & AFM Action Item List					TOP-100	
AIP Activity	Code	Item follow-up NLT next review			Tab	Date
		Description of Action			Hyper Link	Identified
CNAF	N415 N422 AFAST					
Top 100 AFM						
MALS-13	MAINT/SUPPLY	Review Maintenance/Supply Overhead charges highlighted for TEC and billing.		MALS-13 TAB	3/13/2020	
PAC	MAINT/PCO	Should items be BCM 8 due to current total cost being greater than Net Price?		MALS-13 TAB	3/13/2020	
Yuma	MAINT/SUPPLY	Review Broad Arrows for accuracy and current status - are any C-4's BA stopping any maintenance?		ILS-SE	3/13/2020	
	MAINT/SUPPLY	Why the 250% demand spike? Why were 2 ordered for the same BUNO (DDSN.93023V04)?		18-AFM	3/13/2020	
	MAINT/SUPPLY	MALS-13: What is going on with the breechplates at MAG-13?		28-AFM	3/13/2020	
	MAINT/SUPPLY	Why the 1780% demand increase? All for VMA-214		47-AFM	3/13/2020	
	MAINTENANCE	Why did you BCM-1 four assets with a C1 ICRL (PAOGG)?		77-AFM	3/13/2020	
MALS-14	MAINT/SUPPLY	Review Maintenance/Supply Overhead charges highlighted for TEC and billing.		MALS-14 TAB	3/13/2020	
LANT	MAINT/PCO	Should items be BCM 8 due to current total cost being greater than Net Price?		MALS-14 TAB	3/13/2020	
Cherry Point	MAINTENANCE	Review Broad Arrows for accuracy and current status - are any C-4's BA stopping any maintenance?		ILS-SE	3/13/2020	
	MAINTENANCE	What was the Broad arrow that caused four BCM2s?		8-AFM	3/13/2020	
	MAINT/SUPPLY	Why the 250% demand spike? Are the Horizontal Stab Tip failing?		18-AFM	3/13/2020	
	MAINT/SUPPLY	Why the 300% demand spike?		25-AFM	3/13/2020	
	MAINT/SUPPLY	Why the 500% demand spike? (2 for the same BUNO)		27-AFM	3/13/2020	
	MAINT/SUPPLY	238% increase, why did VMA-223 have 52% (14) of all requirements?		43-AFM	3/13/2020	
DLA	DLA	DLA&WSS: from \$14K to \$28.7K ea (95%) requesting a price challenge on 00-467-6487 before this g		3-AFM	3/13/2020	
	DLA	DLA&WSS: from \$8K to \$21K ea (159%) requesting a price challenge on 00-101-8818 before this gel		60-AFM	3/13/2020	
		DLA&WSS: from \$3K to \$10.7K ea (236%) requesting a price challenge on 01-157-4685 before this g		92-AFM	3/13/2020	
FST/PMA	FST/PMA	No specific AFM or AVDLR requests this cycle, please take a look to see if there is anything we missed				

Figure O-13.--AFM Action Item List.

i. AFM Top 100

CNAF										Template Ver 2.8a		
Highlighted NEN is CWR discussion item										Actions Items > 50% Δ		
FYTD	Rank	SIIN HOF	Nomenclature	TMS TEC	Unit Price	Total Cost FYTD	Cost Diff	Demand	FLR?	PriceΔ	MAINT	DemandΔ
	1	99-462-9209	WHEEL LANDING GEAR	AYLF, AYLG	\$10,876	\$435,044	\$40,248	87	FLR			
	2	99-724-2152	HEAT PACK ASSEMBLY	AYLF, AYLG	\$13,888	\$374,967	-\$60,545	27				
	3	99-467-6487	NOZZLE AND RING	PHBA	\$28,754	\$373,790	\$182,588	13		95%		
	4	00-094-8582	FLAME TUBE ASSEMBLY	PHBA	\$49,350	\$296,102	-\$37,277	6				
	5	99-125-4976	VANE COMPRESSOR AIRCRAFT GAS TUR	TUTA, YEAA	\$7,184	\$287,375	\$109,440	40				54%
	6	01-192-7988	RELAY ELECTROMAGNETIC	AYLF, BOOH	\$9,205	\$257,726	\$52,817	28				
	7	01-267-7147	SWITCH ROTARY	AYLF, AYLG	\$13,482	\$202,229	\$125,920	15				150%
	8	01-172-9431	ACCUMULATOR HYDRAULIC	AYLF, AYLG	\$21,497	\$150,481	-\$119,217	21	FLR			
	9	01-460-5521	ANTENNA	AYLF	\$28,816	\$144,081	-\$200,957	6	FLR			
	10	99-589-2249	SHAFT ASSEMBLY SHOULDERED	PHBA	\$14,415	\$129,734	\$88,001	9				200%
	11	01-182-0533	SENSING ELEMENT FIRE DETECTOR SY	AYLF	\$7,275	\$123,670	\$75,089	17		35%		89%
	12	01-278-3541	WINDSHIELD PANEL AIRCRAFT	AYLF	\$17,538	\$122,766	-\$80,334	7				
	13	01-360-3761	HOUSING LIGHT	AYLF, AYLG	\$4,929	\$113,362	\$32,673	23				
	14	01-191-5051	TRANSMITTER LIQUID QUANTITY	BYT3, AYLF	\$3,038	\$109,356	\$52,187	36				71%
	15	99-460-2082	CASE DELIVERY	TUTA	\$106,728	\$106,728	\$106,728	1	FLR			NO PT INVENTORY
	16	00-512-3638	MOUNTING PLATE	PHBA	\$25,823	\$103,292	\$28,531	4				
	17	99-789-1807	VALVE SOLENOID	AYLF	\$32,217	\$96,650	\$58,988	3				200%
	18	01-310-7548	TIP HORIZONTAL STAB	AYLF	\$13,639	\$95,473	\$73,563	7				250%
	19	01-072-6479	HOSE DUAL WALL	AYLF	\$32,651	\$84,949	-\$62,801	3				
	20	00-307-7618	TERMINAL BOX	AYLF	\$18,963	\$84,817	\$58,215	5				150%
	21	99-783-3900	TIRE PNEUMATIC AIRCRAFT	AYLF, AYLG	\$666	\$86,149	-\$33,485	120				
	22	01-250-2951	COVER AIRCRAFT GROUND SERVICING	YZAA	\$17,040	\$85,199	\$68,755	5				400%
	23	01-653-4794	COVER ACCESS	YZAA, BYLF	\$36	\$77,682	\$77,650	4				300%
	24	99-545-4487	FILTER FLUID	AYLF	\$23,754	\$71,261	\$28,656	3				50%
	25	01-578-4257	CONNECTOR SET ELECTRICAL	BOOH, AYLF	\$4,368	\$69,886	\$53,025	16				300%
	26	01-183-0002	SENSING ELEMENT FIRE DETECTOR SY	AYLF	\$5,762	\$69,142	\$3,859	12		41%		
	27	01-486-4932	CANOPY EJECTION SEAT	YPLC, YPCM	\$11,392	\$68,353	\$57,359	6				500%

Figure O-14.--AFM Top 100.

j. AFM Cost Quad Chart





Figure O-17.--AVDLR Cost and Quad Charts.

(7) Puts the right Marines in the right place at the right time.

(8) Provides for a more comprehensive and integrated cost management process.

(9) Establishes a requirement for MARFOR and MAW ALD/Comptroller involvement within the NAE processes.

b. Membership. All tiers will assist the Type Model Series (TMS) Lead and Team in briefing cost-related data and trends at all Naval Aviation Enterprise (NAE) Air Board venues (TMS Team meetings, TMS Readiness Workshop (TRW), Current Readiness Cross Functional Team (CR CFT), Marine Aviation Executive Readiness Board (MAERB), and Air Board). Ancillary members to this process shall engage at the request of the TMS Team when unusual cost circumstances or conditions warrant.

(1) Tier 1: The TMS Logistics Lead (Lead MALS CO) will chair their respective TMS Tier 1 Cost Analysis Team. Other participants will include MALS Supply and Maintenance Officers; Supporting MALS; operational squadrons (AMO, AAMO, MMCO, S-3), MAG Current Readiness Action Officer and TMS Analyst.

(2) Tier 2: Include Wing ALD/G-3/Compt.

(3) Tier 3: Include MARFOR ALD/G-3/G-8.

(4) Tier 4: Include HQMC ASL/APP and Commander Naval Air Forces (CNAF).

(5) Ancillary support members: Include NAVAIR, NAVSUP WSS and DLA.

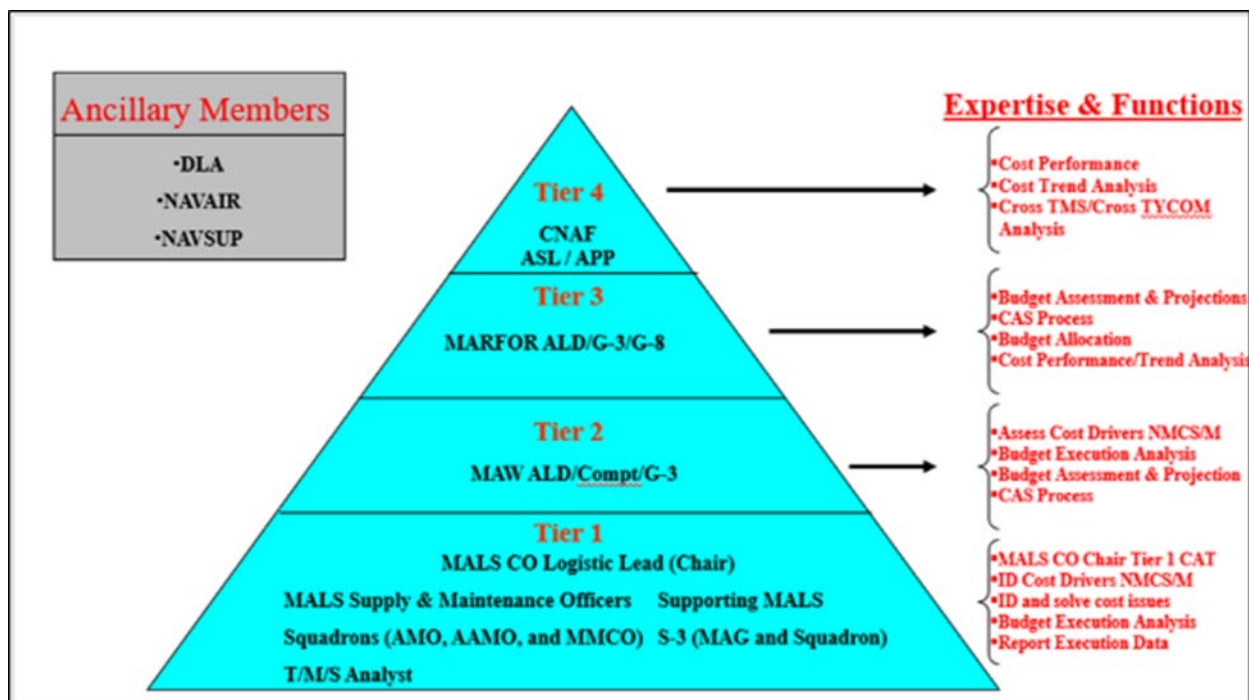


Figure O-18.--CAT Team Membership.

c. CAT Responsibilities

(1) Tier 1



(a) Chaired by the MALS Commander (TMS Logistics Lead); functions as a monthly CWR to TMS Leads and Teams.

(b) Utilize ACES/AFAST/NALCOMIS/R-Supply data for identifying trends and explaining root causes for top cost drivers for TMS teams.

(c) Identify and justify cost variances and explore ways to reduce costs through best business practices.

(d) Function as a TMS specific monthly Cost War Room.

(e) Provide a monthly out brief to TMS Leads and operational squadron commanders on Cost War Room findings.

(f) Provide a Cost Performance/Cost Gap Analysis Chart to their respective TMS Lead and Tiers 2-4 for all NAE briefing venues.

(2) Tier 2-4

(a) Provide the TMS Lead with an increased level of effort, participation, scope and expertise related to cost.

(b) Provide cost expertise to TMS Teams in the following areas:

(1) Cost Drivers (NMCS/NMCM).

(2) Contract Maintenance Support.

(3) Budget Execution Analysis.

(c) Assist the TMS Team with cost data as required for inclusion in briefing cost-related data and trends at NAE venues.

(d) Participate in all NAE briefing venues.

d. Headquarters Marine Corps (HQMC) Cost Guidance. The following is HQMC's guidance on focus areas with regards to cost:

e. At the TMS level, the focus of effort is on the EI and SPI. (See reference (at) for additional information and guidance).

f. While the TMS Team cannot directly impact the OP-20 budget process, they need to understand the process and its drivers, to understand and articulate the impact to the TMS. The MAW/MARFOR should facilitate this process and is responsible for CPI justifications.

g. The Cost Performance/Cost Gap Analysis charts detailed in appendix B of reference (at) will be used to explain why cost and schedule performance (EI and SPI) at the TMS level, API at the NAVSUP level, and CPI at the MARFOR and Wing level, is green, yellow or red, and shall be developed as part of each TMS Team's monthly battle rhythm reporting. Each TMS will submit their Cost Gap Analysis chart per the schedule in effect, which is promulgated separately.

7. Cost Drivers of the Flying Hour Program

a. AVDLRs. AVDLRs are Navy managed items that have been selected for special inventory control based on unit cost, annual demand, difficulty of repair, and other economic considerations. AVDLRs must be returned to the Designated Overhaul Point (DOP) when they are Beyond Capable Maintenance (BCM) at the authorized maintenance activity.

(1) NAVSUP Weapon Systems Support (NAVSUP WSS) manages 7R Cog repairable material that must return to depot for repair if they are beyond the intermediate maintenance level capability or declared beyond economic repair.

(2) AVDLRs are allowance items appropriated by NAVSUP WSS using Navy Working Capital Fund (NWCF) approximately two years before the anticipated need of fleet activities to accommodate for long production lead times. Requisitioning of AVDLRs by squadrons using current FY O&M, N or, in some cases APN-6 funds for initial outfitting or changes in allowances, reimburses the NWCF and allows NAVSUP WSS to replenish material.

(3) Squadron expenses are reported on the monthly Operating Target Functional Category (OFC-50) BOR under fund code 9S. The OP-20 reflects AVDLRs under Special Interest Category (SIC) "FA" and is part of the Cost per Hour calculations.

b. AFM. Organizational and intermediate level maintenance funds granted to procure consumable parts, materials, tools, lubricants and services to repair aircraft, support equipment, aeronautical components or ground fuel (SE and test cells). Squadron expenses are reported on the BOR under fund code 7L. The OP-20 reflects AFM under Special Interest Category (SIC) "FM" and is part of the Cost per Hour calculations.

c. FW. Aircraft maintenance and support services outsourced to civilian or NWCF activities to support squadron operations when military personnel and/or equipment are not available or as economical as a Contract Field Teams (CFT). Contracts are written and approved at either the fleet command level or Naval Air Systems Command, Washington, DC (NAVAIRSYSCOM) and are financially managed at the TYCOM level. The costs are calculated based on fixed and variable estimates. Fixed cost obligate funds regardless of hours flown, while variable costs are determined by planned squadron hours. Contract Maintenance is seen as SIC "FW" on the OP-20 and is part of the CPH calculations.

d. Fuel/Flight Equipment

(1) OFC-01 BOR is the squadron commander's official financial record of obligations and the execution of flight hours for assigned aircraft reported to MAW, MARFOR, and TYCOM. 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. OFC-01 7F fund code obligations are funded from OP20, OFC-50, Aviation Fleet Maintenance (AFM-7L).

(2) Weekly transmittals summaries of flight equipment charges (7F) and monthly detailed summary fuel reports of aviation fuel (7B) combine to create a BOR that provides the TYCOM with account balances and execution information. The TYCOM summarizes all financial accounting records and provides obligations to the Defense Finance and Accounting Service.

8. Cost Per Hour. The CPH represents the historical as well as the expected maintenance costs to train aircrews to fly one flight hour. It is a summation of fuel, AVDLR, AFM (consumables), and contract maintenance CPH. The historical CPH represents the actual cost reported by squadrons from BORs, while budgeted CPH signifies a 01-20 calculated estimate based on planned hours for each T/M/S. The budgeted CPH uses the last completed year of execution data as the baseline for Op-20 programming and then escalates the CPR by adjustment sheets, Center for Naval Analysis aircraft aging factor, NAVSUP WSS Logistic Engineering Change Proposals and NAVAIR contract estimates.

9. Basis For Measurements (BFM). The Marine CR Program established three indices for the BFM for the TMS Leads. The BFM for the ACES TMS Cockpit Charts (CpC) and Earned Value Management (EVM) acronyms are defined in the ACES CpC BFM. For those TMS's costs not reported in ACES, the data will be extracted from AFAST. The ACES cost charts are updated monthly and posted in the NAE SharePoint and will be used to explain and justify the reasons the indices are "yellow" or "red" during NAE Briefings. The Green/Yellow/Red criteria may differ between TMS and is listed in the ACES CpC BFM. Analysts use AFAST/ACES/LCWR tools to identify root causes, determine the underlying factors, and provide quantitative insight on drivers and their effects on schedule, cost, and execution performance metrics (SPI, CPI, EI).

a. Cost Performance Index. The CPI compares Earned Value (EV) against Actual Cost, otherwise known as "should cost" to actual cost (FUEL, AVDLR, AFM & FW). It also displays visually if a TMS is within goals or not. Please note the following:

- (1) A CPI greater than 1.00 = cost less than budget (under budget)
- (2) A CPI less than 1.00 = cost more than budget (over budget)
- (3)  $(BCPH \times \text{Executed FHrs}) / (ACPH \times \text{Executed FHrs}) = CPI$
- (4) CPI values comply with the following parameters:
  - (a) +/- .05 = Green
  - (b) +/- .06 to .10 = Yellow
  - (c) +/- .11 and below = Red

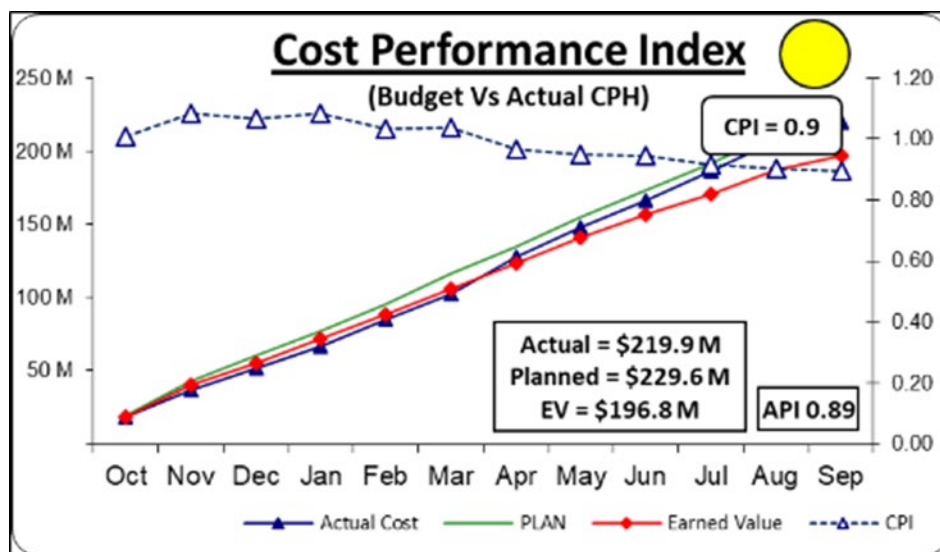


Figure O-19.--Cost Performance Index.

(5) Root Causes/Behavior Driving the Indices (Example). CPI is out of goals primarily due to flight hour under-execution driving higher costs per hour. A spike in engine repair costs also contributed to the higher CPH.

Additional information can be found in appendix B of reference (at) and on the AFAST website at <https://cpf.navy.deps.mil/sites/cnap-afast/sitePages/home.aspx>.

CPI & SPI	
1.11 & Above	Red
1.06 to 1.10	Yellow
0.94 to 0.90	Yellow
0.89 & Below	Red

Figure O-20.--CPI/SPI goals.

b. Execution Index (EI). The ACES EI Panel compares the previous 2 FY average CPH (AVDLR, AFM, & FW) and current FY CPH. It also displays visually if the TMS is within goals or not. Please note the following:

- (1) A EI greater than 1.00 = spending less than previous FY
- (2) A EI less than 1.00 = spending more than previous FY
- (3) Fuel is not included in the calculation
- (4) The Average of 2 previous FY CPH / Current FY CPH = EI
- (5) EI values comply with the following parameters:
  - (a) Within .05 or above Strategic Goal = Green

(b) .06 to .10 below Strategic Goal = Yellow

(c) Within .11 below NAE Strategic Goal = Red

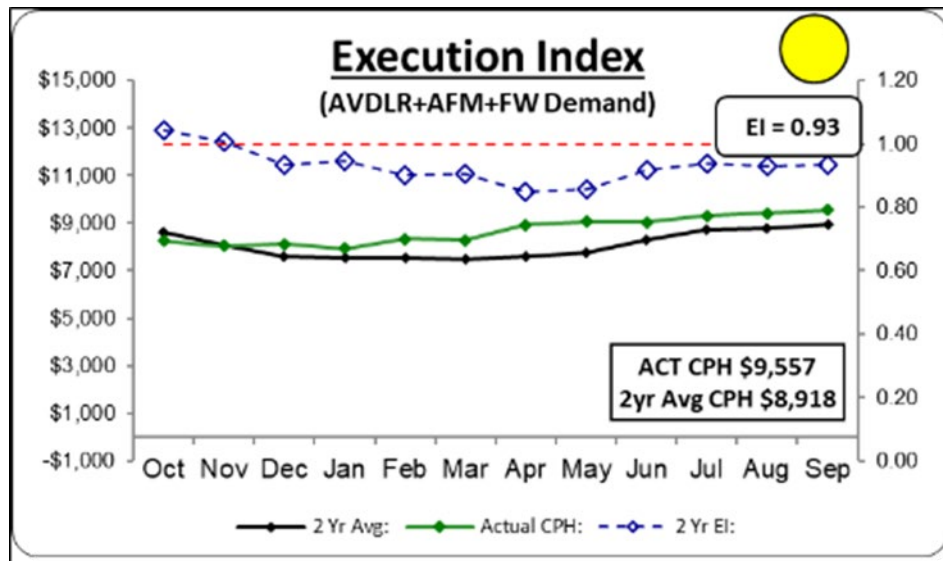


Figure O-21.--Execution Index Example.

c. Schedule Performance Index (SPI). The SPI panel compares EV against the planned flight hours, otherwise known as should cost against planned cost (Fuel, AVDLR, AFM & FW). It also displays visually if a TMS is within goals or not. Please note the following:

- (1) A SPI greater than 1.00 = flying more than planned
- (2) A SPI less than 1.00 = flying less than planned
- (3) AVDLR, AFM, Fuel, and FW are utilized in the computations
- (4)  $(BCPH \times Executed\ FHrs) / (BCPH \times Planned\ FHrs) = SPI$
- (5) The primary variable in the SPI calculation is flight hours
- (6) SPI values comply with the following parameters:
  - (a) +/- .05 = Green
  - (b) +/- .06 to .10 = Yellow
  - (c) +/- .11 and below = Red

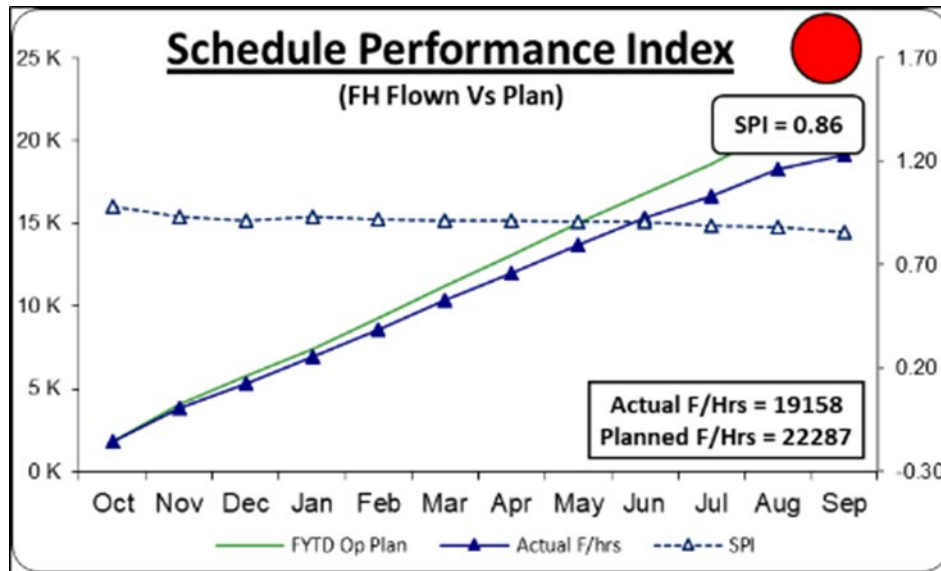


Figure O-22.--Schedule Performance Index.

(7) Root Causes/Behavior Driving the Indices (Example). SPI is in the red due to under execution of flight hours by 13%. LANT under executed 6% of their planned flight hours (Planned: 2,036 / Actual: 1921). PAC under executed 22% of their planned flight hours (Planned: 3,767 / Actual: 2937). FRS executed 100% of their planned flight hours.

Additional information can be found in appendix B of reference (at) and on the AFAST website at <https://cpf.navy.deps.mil/sites/cnap-afast/SitePages/Home.aspx>.

d. Cost Gap Analysis Charts. Provides the monthly and FY to date total cost per flight hour, breaking out each of the cost components, AFM, AVDLR, Fuel and Contracts, as a per flight hour cost. Cost information is derived from the ACES cost tool.

(1) Cost Gap Quad to Budget charts are used as a budget cost drill down for CPI issues.

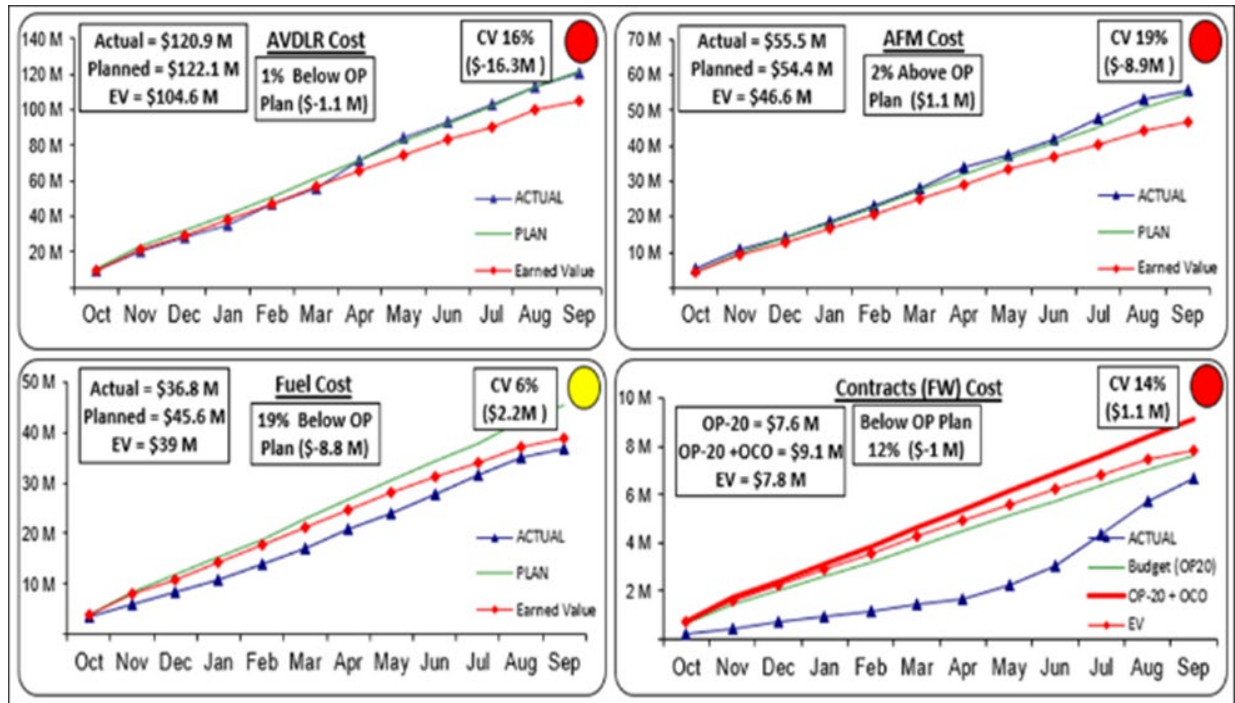


Figure O-23.--GAP Cost Analysis Quads.

## (a) Reasons / Explanations (Examples)

1. AVDLR in the red due to an increase in components reaching their life span for the month of September.
2. AFM in the red due to high AFM costs for the month of September.
3. Fuel above plan due to receipt of late fuel charges from VMAQ-1 (WTI) and VMAQ-4 (Iwakuni).
4. Contracts in the red due to higher contract costs for the month of September.

## (b) Root Causes / Behavior Driving the Reasons (Examples)

1. AVDLR. The top AVDLR driver for April was the Governor, Ram (01-409-1557). The (5) BCMS were caused by the component reaching its 500 hour operating limit and required a complete replacement to a new Governor. VMAQT-1 had the highest usage of this driver.

2. AFM. The top AFM driver in April was the Stinger, Assembly (01-138-8596). The (4) components were NRFI due to VMAQ-4 crashing an aircraft at MALS-13 after the landing gear failed to deploy.

3. Fuel. FYTD Fuel costs are in the red due to being \$900 thousand over EV. VMMT- 204 has been over executing by 3% above the OP Plan due to erroneous fuel charges. Actual hours flown 2,461 hrs instead of the planned 2,864 hrs. VMM-204 under executed by 14%.

4. Contracts. Contracts in the red due to higher contract costs for the month of August.

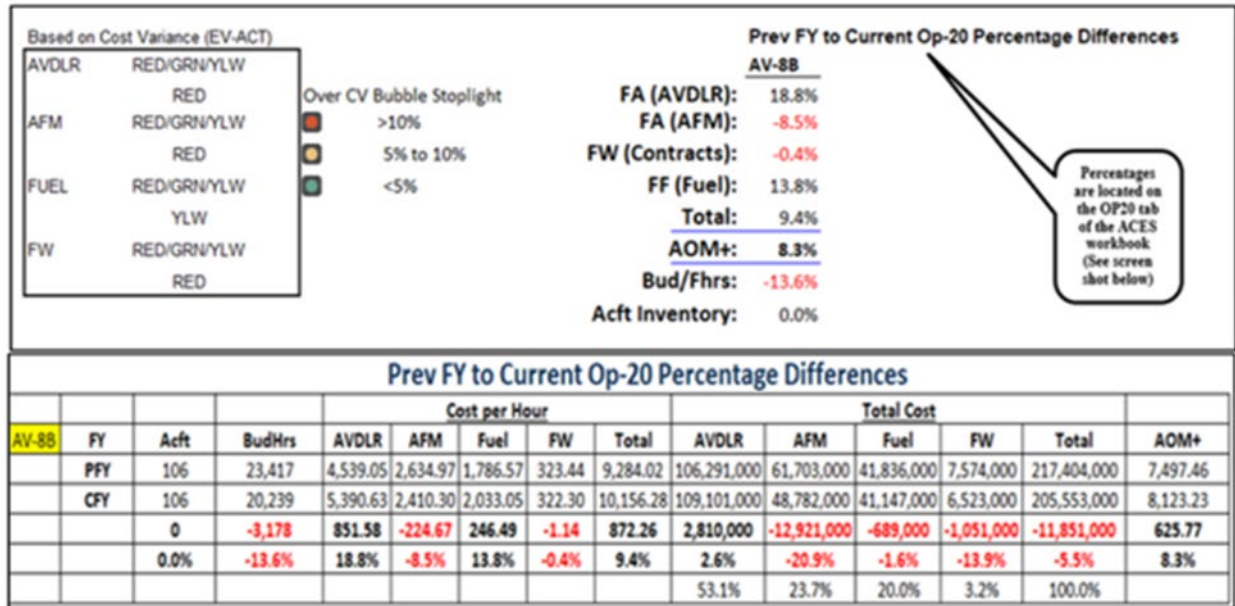


Figure O-24.--Root Causes / Behavior Driving the Reasons (Examples).

(2) Cost Gap Quad to Historical. These charts are used to compare current and historical cost elements for EI issues, and FH trends for SPI comparison. Please note the following:

(a) Historical Value (HV): (Historical average CPH x Executed FHs)

(b) Cost Variance label: Depicts the difference from HV (should cost) and actual cost (HV-Actual = CV)

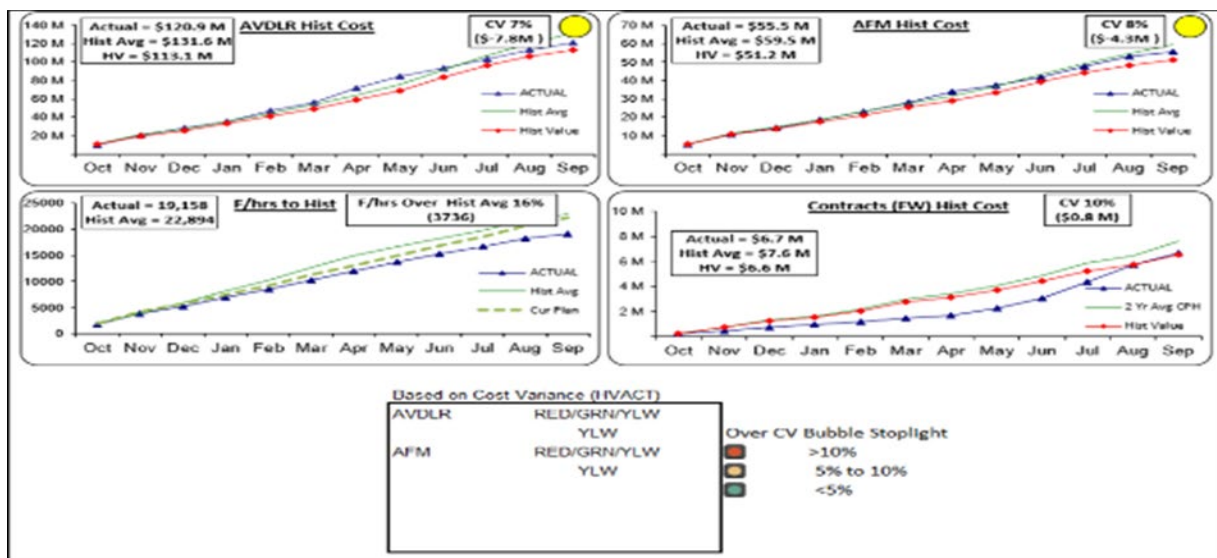


Figure O-25.--GAP Cost Analysis Historical.



(3) Cost Gap Quad Merge. These charts are the Quad to Budget and Quad to Historical combined.

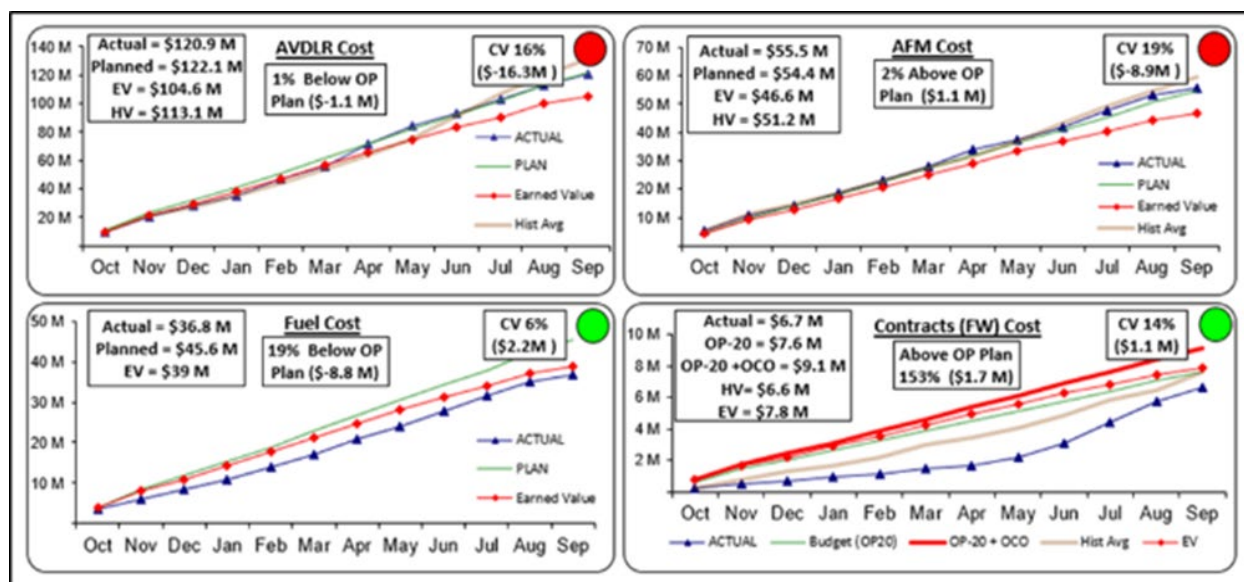


Figure O-26.--Cost GAP Quad Merge.

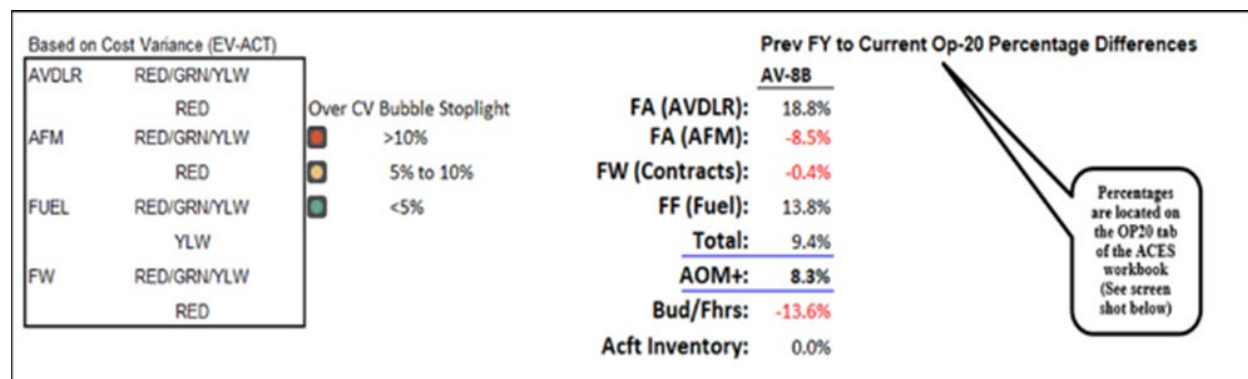


Figure O-26.--Cost GAP Quad Merge, Cont.

Prev FY to Current Op-20 Percentage Differences														
AV-8B	FY	Acft	BudHrs	Cost per Hour					Total Cost					AOM+
				AVDLR	AFM	Fuel	FW	Total	AVDLR	AFM	Fuel	FW	Total	
	PFY	106	23,417	4,539.05	2,634.97	1,786.57	323.44	9,284.02	106,291,000	61,703,000	41,836,000	7,574,000	217,404,000	7,497.46
	CFY	106	20,239	5,390.63	2,410.30	2,033.05	322.30	10,156.28	109,101,000	48,782,000	41,147,000	6,523,000	205,553,000	8,123.23
		0	-3,178	851.58	-224.67	246.49	-1.14	872.26	2,810,000	-12,921,000	-689,000	-1,051,000	-11,851,000	625.77
		0.0%	-13.6%	18.8%	-8.5%	13.8%	-0.4%	9.4%	2.6%	-20.9%	-1.6%	-13.9%	-5.5%	8.3%
									53.1%	23.7%	20.0%	3.2%	100.0%	

Figure O-26.--Cost GAP Quad Merge, Cont.

e. Areas of Concern during Analysis

(1) SPI or EI value .89 and below.

(2) Difference between flight hours reported in the Flying Hour Other Cost Reporting (FOCR) and the Flying Hour Cost Reporting (FHCR).

(3) Differences >10% in actual flight hours (Current to previous year).

(4) Current flight hours compared to the Sortie Based Training Program (SBTP).

(5) Significant differences in CPH among a TMS elements (MARFORCOM/PAC).

(6) Significant differences in NIIN demand (Current to previous years).

(7) Significant differences in repair/BCM rates (FLRs and AVDLRs).

(8) Significant differences in Net Prices (Current to previous years).

(9) Significant amount of overhead.

10. Coast to Coast Year to Year. In the first quarter of the Fiscal Year, both MARFORs compile EOY execution to include the previous FY execution and compare East & West coast EI (Execution Index) for each T/M/S. AVDLR and CFM (Maintenance) Variances greater than (+ or -) 15% have to be explained. Depending on the T/M/S an individual MALS will be responsible to address any issues concerning a specific type model. For example, MALS-14 is required to provide input to explain why their FY20 EI is out of variance for the AV-8 community. Examples are listed below:

Coast to Coast (FY17)**F/A-18A (TACAIR-AFM)**

After a detailed analysis of the T/M/S in AFAST, it was determined the contributing factors to MARFORCOM's higher overall T/M/S CPH are due to the application of miscellaneous cost distribution in ACES. The FA-18A miscellaneous overall AFM cost at MALS-31 (\$2.16M) was significantly higher than the overall AFM cost at MALS-11 (\$900K). The MALS direct AFM costs varied less than \$42,000 between the two MALS.

**F/A-18A (TACAIR-AVDLR)**

After a detailed analysis of the T/M/S in AFAST, it was determined the contributing factors to MARFORCOM's higher overall T/M/S CPH are due to incurred costs from MALS 12 deployment tempo. The MALS 12 costs for MARFORCOM were ~\$3.17M compared to MARFORPAC costs of ~\$137,000. As noted in the FY comparison below some of the top cost drivers were repaired at MALS 12 while VMFA-115 was on deployment directly attributing to the ~\$3.17M. Actual costs incurred at the respective MALS had less than a 1% variance.

**MV-22B (AVDLR & AFM)**

MARFORCOM's MV-22 total CPH was \$14,736. When compared to MARFORPAC's MV-22 total CPH of \$11,666, this represents a 21% cost difference for the same TMS. After the detailed analysis of the TMS, it was determined that a contributing factor to MARFORCOM's higher CPH is due to maintaining older Block A models; they were not replaced with solely B/C models until the end of the year. The BCM rate of high dollar material was significantly higher for multiple NIINs, contributing to BCM cost increase of \$22,666,633. MARFORCOM also conducted multiple IMA repair and returns for HMX-1 and conducted Hub Assembly repairs for VMM-774 during their deployment to SPMAGTF-CR-AF.

HOF	Nomenclature	COG	Net Price	Total Price	LANT- BCMs	PAC-BCMs	BCM DIF	INC Cost
016669507	LH PRGB TYCO	7R	\$897,396	\$19,742,712	14	8	6	\$5,384,376
016668517	RH PRGB TYCO	7R	\$874,886	\$22,747,036	16	10	6	\$5,249,316
015353463	FLIR, AIRCRAF	7R	\$65,882	\$922,348	8	6	2	\$131,764
015283353	POWER UNIT A	7R	\$267,588	\$10,703,520	24	16	8	2,140,704
015988197	PYLON CONVERS	7R	\$106,362	\$2,552,688	24	0	24	\$2,552,688
015486318	COMPUTER, FLI	7R	\$19,572	\$19,572	1	0	1	\$19,572
014749949	SWASHPLATE A	7R	\$84,703	\$14,399,510	87	83	4	\$338,812
016003206	GENERATOR, DIR	7R	\$74,677	\$20,386,821	163	110	53	\$3,957,881
014606256	LEFT HUB GRIP	7R	\$36,711	\$550,665	15	0	15	\$550,665
014744638	PRIMARY HPDU	7R	\$52,019	\$2,340,855	45	0	45	\$2,340,855
								\$22,666,633

Figure O-27.--Coast to Coast Example.

Year to Year FY17 (TACAIR)**EA-6B (AVDLR & AFM)**

In FY17, MARFORCOM's EA-68Bs experienced a 38.4% decrease in AVDLR CPH from \$3,731.00 (FY16) to \$ 2,297.13 (FY17). The AFM CPH decreased by 26.5% from \$ 1,949.49 (FY16) to \$ 1,433.73 (FY17). The total CPH decreased by 27% from \$8,082.36 (FY16) to \$ 5,906.07 (FY17). The key driving factor for the lower CPH was the significant decrease in demand for both AVDLR and AFM as VMAQ-4 phased out however, flight hours increased 15% over the previous year. Overall, there was a decrease of \$7.13M, 45% less than FY16.

The following items represent the greatest AVDLR cost increases from the previous year:

HOF	Nomenclature	COG	Cost Chg	Unit Price	Net Price	Qty	FY16 Qty	FY17 Qty	FY16 BCMs	FY17 BCMs
015283339	PROCESSOR UN	7R	-\$718,992	\$108,137	\$86,507	6	14	-8	14	-8
015283332	AUXILIARY RE	7R	-\$509,623	\$149,644	\$119,713	5	9	-4	9	-4
014289999	INERTIAL NAVI	7R	-\$175,140	\$151,892	\$21,164	16	29	-13	24	-9
015697772	CONTROL PANE	7R	-\$162,132	\$357,640	\$24,349	15	24	-9	24	-9
013786421	STARTER, ENGI	7R	-\$113,901	\$47,104	\$37,483	12	15	-3	15	-3
014997085	CANOPY, FORMA	7R	-\$7,247	\$211,941	\$99,892	3	3	0	3	0
001034452	LANDING GEAR	7R	\$1,361	\$513,918	\$249,950	1	1	0	1	0
001034450	L/H LANDING	7R	\$1,854	\$361,235	\$288,987	2	2	0	2	0
004091557	GOVERNOR, RAM	7R	\$103,335	\$36,502	\$21,591	15	10	5	10	5
015780940	MODULE HIGH	7R	\$213,525	\$42,840	\$42,839	10	5	5	5	5

The following items represent the greatest AFM cost increases from the previous year:

HOF	Nomenclature	COG	Cost Chg	Unit Price	Net Price	Qty	FY16 Qty	FY17 Qty	FY16 BCMs	FY17 BCMs
009712699	SHROUD, ENGIN	3B	-\$79,587	\$14,331	\$14,331	11	14	-3	13	-5
009712698	SHROUD, ENGIN	3B	-\$13,609	\$9,314	\$9,314	11	15	-4	10	-1
001868700	DISC, BRAKE	9B	-\$6,139	\$741	\$741	125	154	-29	0	0
001868701	DISC, BRAKE	9B	\$13,799	\$1,049	\$1,049	103	108	-5	0	0
001868702	PLATE ASSY, B	9B	\$29,501	\$5,907	\$5,907	27	28	-1	0	0
009712703	SHROUD, ENGIN	3B	\$30,335	\$11,850	\$11,850	7	5	2	5	2
011409014	HOUSING, SUB	9B	\$32,367	\$7,199	\$7,199	25	22	3	0	0
014996703	CRU-103A/P O	3B	\$67,074	\$3,125	\$3,125	28	7	21	7	21
012426165	DUCT ASSEMBL	9B	\$85,219	\$85,219		1		1		0
015549254	BACKSHELL EL	9B	\$95,185	\$2,025		47		47		0

Figure O-28.--Year to Year Example.

## APPENDIX P

PRODUCT QUALITY DEFICIENCY/ENGINEERING INVESTIGATIONS/SUPPLY DISCREPANCY  
REPORTA. General

1. Engineering Investigations (EI). The purpose for an EI is to provide an investigation process to determine cause and depth of fleet-reported material failures. An EI will also support investigations of material associated with aircraft mishaps, lightning strikes, electromagnetic interference and stray voltage problems.

a. Identifying an EI. Reference (y) identifies criteria for the 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 when unsafe conditions exist.

(2) Additional technical or engineering information is required to complete an aircraft mishap investigation.

(3) Aircraft readiness to include Support Equipment (SE) is seriously impaired due to poor material reliability.

(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 Technical Directives (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 nonconformance with contractual or specification requirements or substandard workmanship.

a. Identifying a PQDR. Reference (y) identifies criteria for the submission of a PQDR. Additionally, one or more of the following conditions must occur:

(1) PQDRs are targeted toward reporting possible deficiencies in Quality Assurance (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 an EI as appropriate.

b. The goal is to improve the quality of work done by Fleet Readiness Centers (FRC), contractors, and subcontractors. Reference (y) provides the 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. Supply Discrepancy Report (SDR). 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. 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 (w).

a. 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 Logistics Agency Disposition Services (DLADS) and discrepancies involving shipments to or from Security Assistance, Grant Aid, and Military Assistance Program customers.

b. Shipping (Item) discrepancies are variations in the quantity or condition of goods from that shown on the shipping document (e.g., 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.
- (10) Technical data missing or erroneous.
- (11) Total non-receipt of material.

(12) U.S. Postal Service shipment not received or damaged.

(13) Unauthorized customer returns.

(14) No advance record of shipment.

(15) Lumber discrepancies.

(16) Repetitive shipping discrepancies.

(17) 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.

(10) Personal property packaging discrepancies.

(11) Discrepancies causing delay or additional cost.

(12) Latent packaging discrepancies.

(13) 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 Logistics Center (FLC)/DLA 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 reference (x), Defense Transportation Regulation, Part II, Cargo Movement, except as specifically permitted under Security Assistance procedures

(5) 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/PQDR:

a. Component will be identified as an EI/PQDR by the maintenance activity.

b. Squadron will order material.

c. Maintenance Control will process the required paperwork, Maintenance Action Form (MAF), Quality Assurance (QA) will enter the report into the Joint Deficiency Reporting System (JDRS) website <http://www.jdrs.mil> (figure P-1).



Figure P-1.--Joint Deficiency Reporting System (JDRS) Website.

d. Material and paperwork will be clearly marked in three inch red letters EI/PQDR.

e. The Warehouse Delivery Section (WDS) will deliver RFI material to the squadron and ensure all the paperwork is correct.

f. NRFI component (EI/PQDR exhibit) will be inducted into Production Control (PC).



g. PC will annotate the Report Control Number (RCN) in the MAF. Discrepancy block and BCM 8 (Administrative) the induction MAF indicating EI/PQDR. Consumables will be processed in the same manner as a DLR.

h. Once the material is returned to the Warehouse Management Division (WMD) for processing, the Warehouse Control Branch (WCB) personnel need to ensure all of the appropriate paperwork is attached to the EI/PQDR exhibit.

(1) Once all accompanying paperwork has been verified, WCB will process the DIFM return through the Completed Repair Action Mailbox.

(a) WCB 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.

(b) The WCB clerk needs to make copies of all paperwork and create a folder in the "Pending" section of the EI/PQDR file.

(c) WCB personnel will then place the EI/PQDR exhibit in the EI/PQDR storage location awaiting disposition.

(2) Once shipping disposition is received from the JDRS website via email notification, the EI/PQDR exhibit will be pulled from the EI/PQDR staging area and shipped to the appropriate destination utilizing the premium shipping tool on the JDRS website. All shipments will be documented on the JDRS website, regardless of the method of shipment. WCB will first return the suspense quantity by indicating the UIC the material is going to be shipped to. Next, WCB personnel will process the shipment information via the JDRS website. Once the EI/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 PQDR module of eRMS.

(3) JDRS is a CAC Card login website and requires a SAAR form. Instructions for log on and procedures are described below:

Welcome to the Joint Deficiency Reporting System (JDRS) web site. This web site allows submission and complete processing of various Deficiency Reports for US Army, Air Force, Coast Guard, and Navy/Marines users.

Air Force Non-Registered Users click on the "Initiate DR" button below or select "TOOLKIT" then "Initiate DR" located on menu bar above to Submit Deficiency Reports.

**THE JDRS WEB SITE CONTAINS UNCLASSIFIED INFORMATION ONLY. DISCREPANCY REPORTS MAY BE SUBMITTED ON CLASSIFIED EQUIPMENT ONLY WHEN ALL INFORMATION IN THE REPORT IS UNCLASSIFIED. IT IS THE RESPONSIBILITY OF THE DISCREPANCY REPORT ORIGINATOR AND INVESTIGATOR TO ENSURE ONLY UNCLASSIFIED INFORMATION IS DOCUMENTED. ALL CLASSIFIED DISCREPANCY REPORTS WILL BE SUBMITTED IN ACCORDANCE WITH SECNAVINST 5090.36.**

**CAC Login**

Login

Recreate Account

**No Login Users (AF Only)**

Initiate DR

**Process Assistance:**

Air Force Army Coast Guard Navy/Marines

**Announcements**

Next JDRS Production Release - 25 Jul 18

**DOD Warning:** "This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government users. DoD computer systems may be monitored for all lawful purposes, including ensuring that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes." (COMPLIES WITH MEMORANDUM FROM GENERAL COUNSEL DATED 07 DEC 1998) Revised October 17, 2000

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10-2-2 For Official Use Only v6.02.01 15 June 2018

Figure P-2.--Joint Deficiency Reporting System (JDRS) Log In page.

Open DRs

Process Timelines: EI / PQDR / ADR / TPOB / BTR | Open CIM Actions | Open Action Items

DR Type: Units: Last Step: Open/Closed: TMS/MDS: Service:

ADR: MAL-29 Supply: ADR Closed Approval: ADR Closed Submission: Show Open Diffs Only: Show Closed Diffs Only: N/A: 02 SERIES: Air Force: Army

Retrieve Display Prefix: [Login: JDRS] [go] Default filter selections apply for this Display Preference.

BCN	ICN	Nomenclature	Report Type	Days Open	Screening PI POC	Last Step	Last Step Date
MAL-29 Supply							
MAL-29 Supply / Ship DR Exhibit per Preliminary Disposition Instructions							
No DRs Found.							
MAL-29 Supply / Quarantine-Hold for Shipping Instructions							
V56202-17-0063		NVG Quick Don Mount	EI	338	Hock, Thomas W	Go / No Go Decision	23-APR-18
V09582-17-0054		Probe Assy	EI	233	Hassil, Steven R	Screening PI Acknowledge Receipt	06-NOV-17
M09035-18-0035		ANVIAQ 24 PROCESSOR	EI	35	Howard, Johnny R	Screening PI Acknowledge Receipt	20-JUN-18
M09035-18-0038		Bearing Support Assy	EI	10	Myers, Andrew H	Screening PI Data Review Submitted	22-JUN-18
M09035-18-0036		Bearing Support Assy	EI	10	Myers, Andrew H	Screening PI Data Review Submitted	22-JUN-18
V56203-18-0028		FITTING, DOOR	PQDR	128	Frossard, Andrew	Interim Report Approval	06-JUN-18
V53935-18-0017		Track	PQDR	106	Frossard, Andrew	Interim Report Approval	13-JUN-18
V53935-18-0019		Track, Installation	PQDR	106	Frossard, Andrew	Interim Report Approval	19-JUN-18
V52841-18-0009		CABLE ASSEMBLY	PQDR	102	Doran, Kelly A	Screening PI Data Review Approved	15-MAR-18
V53935-18-0021		Track, Installation	PQDR	95	Frossard, Andrew	Interim Report Approval	13-JUN-18
V52841-18-0014		PANEL, INDICATOR	PQDR	53	Frossard, Andrew	Interim Report Approval	19-JUN-18
V52841-18-0020		A11 COA	PQDR	28	Frossard, Andrew	Screening PI Data Review Approved	25-MAY-18
V52841-18-0021		BASE UNIT, SWITCH MODULE	PQDR	28	Frossard, Andrew	Screening PI Data Review Approved	29-MAY-18
V08999-18-0058		OIL COOLER FAN ASSY	PQDR	14	Frossard, Andrew	Screening PI Data Review Approved	11-JUN-18
V08999-18-0059		Gearbox Assembly, Intermediate	PQDR	14	Frossard, Andrew	Screening PI Data Review Approved	11-JUN-18
V53935-18-0034		track, installation	PQDR	14	Frossard, Andrew	Screening PI Data Review Approved	08-JUN-18
V52841-18-0024		SLING ASSY/SLEEVE SPINDLE	PQDR	4		PQDR Submitted	18-JUN-18

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Figure P-3.--EI/PQDR Query Page.

Once logged in all open EI and PQDRs will be displayed reflecting the RCN and current status. Once you see that dispositions instructions have been provided, the NRFI asset will be removed and shipped to appropriate activity as indicated in the JDRS website.

<b>Category: CAT II</b>			
<b>RCN: V01366-18-0011</b>		<b>Nomenclature: Cargo Winch Assy</b>	
<b>Investigation Control Nr: WC2PQDR-H53-0053-18R</b>			
<b>F-35 AR Nbr: N/A</b>			
<b>Originator: Sgt Dylan J McQueen</b>		<b>Originator's Unit: HMH-366</b>	
<b>Screening Pt POC: Clifford L Leeson</b>		<b>Screening Pt: ISPT-NAVAIR-Quality Team - Cherry Point</b>	
<b>Support Team / Subteam: H53 FST / H53ISST.2</b>		<b>PMO: PMA261 (H53)</b>	
<input type="button" value="View POCs"/> <input type="button" value="IAPI History"/> <input type="button" value="Analysis"/>			
<a href="#">Exhibit Item Should be CSI / CAI ?</a>		<b>Status Code: Closed - Investigation Completed</b>	

Status	Milestone Date		
PQDR Initiated by HMH-366 ( <a href="#">McQueen</a> )	23-APR-2018	DR	Print DR
PQDR Submitted to ISPT-NAVAIR-Quality Team - Cherry Point ( <a href="#">McQueen</a> )	24-APR-2018		
Screening Pt Acknowledged by ISPT-NAVAIR-Quality Team - Cherry Point ( <a href="#">Leeson</a> )	25-APR-2018	Acknowledge	
Screening Pt Data Review Submitted by ISPT-NAVAIR-Quality Team - Cherry Point ( <a href="#">Leeson</a> )	25-APR-2018	Data Review	
Screening Pt Data Review Approved by ISPT-NAVAIR-Quality Team - Cherry Point ( <a href="#">Leeson</a> )	25-APR-2018		
DR Assigned to Non-Registered Unit: CP-SPT-PT-94408			
Preliminary Disposition Submitted by ISPT-NAVAIR-Quality Team - Cherry Point ( <a href="#">Leeson</a> )	25-APR-2018	Preliminary Disposition	
Preliminary Disposition Reviewed by ISPT-NAVAIR-Quality Team - Cherry Point ( <a href="#">Leeson</a> )	25-APR-2018		
Preliminary Disposition Approved by ISPT-NAVAIR-Quality Team - Cherry Point ( <a href="#">Leeson</a> )	25-APR-2018		
Final Report Submitted by ISPT-NAVAIR-Quality Team - Cherry Point ( <a href="#">Barksdale</a> )	11-MAY-2018	Final Report	Rebuttal
Final Report Reviewed by ISPT-NAVAIR-Quality Team - Cherry Point ( <a href="#">Barksdale</a> )	11-MAY-2018		
Final Report Approved by ISPT-NAVAIR-Quality Team - Cherry Point ( <a href="#">Barksdale</a> )	11-MAY-2018		
Material Disposition Request Submitted by ISPT-NAVAIR-Quality Team - Cherry Point ( <a href="#">Leeson</a> )	22-MAY-2018	Disposition Request	
Material Disposition Execution by Customer Service Team - CP ( <a href="#">Woods</a> )	25-MAY-2018		

PQDR Record Closed

Figure P-4.--Completed EI/PQDR.

JDRS						
EI Screening Pt Data Review Tool						
						Date: 08-JAN-2018
<b>Category:</b> CAT II <b>RCN:</b> N85923-17-3498 <b>Nomenclature (EI):</b> #1 Engine Demountable Power Plant <b>Originator's Unit:</b> H53 FST, N85923 <b>Screening Point:</b> H53 FST, N85923 <b>Supply Unit to Ship Exhibit:</b> MALS-29 Supply, V52841 <b>Exhibit Available:</b> Yes <b>DRUI:</b> 648185			<b>DR DTG:</b> 271259Z NOV 17 <b>EI Submitted:</b> 27-NOV-2017 <b>Subject:</b> H-53  <b>Originator:</b> Matthew B Slaughter <b>Screening Pt POC:</b> Matthew B Slaughter <b>Location:</b> New River, NC			
Background Details			Go to: Deficiency Details   Action Details			
<b>EI Category:</b> CAT II  <b>Justification for Category:</b> Failure did not result in IFSD.  <b>Additional Comments:</b> From: Matthew B Slaughter, H53 FST, N85923						
<b>Mishap:</b> N/A	<b>Software DR:</b> No	<b>Wiring/Fiber Optic DR:</b> No	<b>F-35 AR Nbr:</b>			
<b>Date Def. Discovered:</b> 17312		<b>Nomenclature:</b> #1 Engine Demountable Power Plant				
<b>UII:</b>						
<b>COG:</b> UNK	<b>FSC:</b> UNK	<b>NIIN:</b> N/A	<b>SMIC:</b>	<b>WUC / LCN:</b> N/A	<b>TEC:</b>	
<b>Mfr'r. DoDAAC:</b> N/A	<b>Mfr'r. CAGE:</b> 78288	<b>Mfr'r. Name:</b> SIKORSKY AIRCRAFT CORPORATION			<b>Mfr'r. City:</b> STRATFORD	<b>Mfr'r. State/Country:</b> CT
<b>Mfr'r. Part Number:</b> T64-GE-416A						
<b>Serial Number:</b> 269436	<b>Lot or Batch number:</b> N/A	<b>New, Reworked, or Repaired:</b> Overhauled		<b>Date:</b> 05-AUG-2015		
<b>LRA DoDAAC:</b> N/A	<b>LRA CAGE:</b> N/A	<b>LRA Name:</b> FLTREADCEN EAST CHERRY POINT NC			<b>LRA City:</b> Cherry Point	<b>LRA State/Country:</b> NC
<b>Contract Number:</b> N/A	<b>Requisition Number / Turn in Document Number:</b> N/A			<b>Purchase Order Number:</b> N/A		
<b>Operating time at failure:</b> 84	<b>Measurement Unit:</b> Running or Operating Hours	<b>GFE:</b> N/A	<b>Qty. Received:</b>	<b>Qty. Inspected:</b>	<b>Qty. Deficient:</b>	<b>Qty. In Stock:</b>
<b>End Item NSN:</b> N/A		<b>End Item Nomenclature:</b> #1 Engine Demountable Power Plant				
<b>End Item Part Number:</b> T64-GE-416A		<b>End Item Serial Number:</b> 269436			<b>End Item Cage:</b> 78288	
<b>NHA NSN:</b> N/A		<b>NHA Nomenclature:</b> #1 Engine Demountable Power Plant				
<b>NHA Part Number:</b> T64-GE-416A		<b>NHA Serial Number:</b> 269436			<b>NHA Cage:</b> 78288	
<b>Dollar Value/Std Price:</b> \$ N/A		<b>Mhrs to Repair:</b> N/A		<b>Est Repair Cost/Net Price:</b> \$ N/A		
<b>Haz Mat / Procedure / DMWR / TM:</b> N/A				<b>Warranty:</b> N/A	<b>Expiration Date:</b> N/A	
<b>Supporting Document(s):</b>						
Document	Category	Description	Date	Size	Report	
No documents have been uploaded to this report.						
Deficiency Details			Go to: Background Details   Action Details			
<b>Action / Exhibit Disposition Narrative:</b> Upon receipt contact Shaun Thompson (shaun.m.thompson@navy.mil) for induction of engine. Requesting thorough investigation of engine to determine the source of engine failure.						

Figure P-5.--Sample EI Message.


 <b>JDRS</b> Joint Deficiency Reporting System		Brian K Sexton » Logout Last Login: 12-Dec-2019 15:59
<a href="#">myHome</a> ▶ <a href="#">TOOLKIT</a> ▶ <a href="#">ADMIN</a> ▶ <a href="#">DOCUMENTATION</a> ▶ <a href="#">CIM</a> ▶ <a href="#">SCR</a> ▶ <a href="#">ACTION TRACKER</a> ▶ <a href="#">HELP</a>		
<a href="#">View DR</a> <a href="#">View Message</a> <a href="#">View Email</a> <a href="#">Print Version</a>		
<h2>El Preliminary Disposition &amp; Shipping Instructions</h2>		
Date: 06-FEB-2018 DTG: 061505Z FEB 18		
<b>Instructions for Message Export</b> This website generated report will be exported as a Defense Message after the "Approve and Submit" button is selected by the appropriate Approving authority. To preview the message, first save the report and then click the "View Message" button. There will be a forced message preview upon "Approve and Submit". A final preview screen of the website generated message will appear upon selection of the "Approve and Submit" button. The FROM: line PLA will have COMNAVAIRSYSCOM PATUXENT RIVER MD//DRPO// in all messages exported from the website. The RMKS line will contain the report approvers PLA to identify the submitter of the report.		
<b>Category:</b> CAT II		
<b>RCN:</b> <a href="#">N65923-17-3498</a>	<b>Nomenclature:</b> #1 Engine Demountable Power Plant	
<b>Investigation Control Nr:</b> <a href="#">WC2EI-T64-0001-18R</a>	<b>Support Pt Control Nr:</b> <a href="#">WC2</a>	
<b>Precedence:</b> Routine		
<b>From:</b> <a href="#">FLTREADCEN EAST CHERRY POINT NC//H53ISST//</a>		
<b>To:</b> FLTREADCEN EAST CHERRY POINT NC//H53ISST// MALS TWO NINE//SUPPLY//		
<b>Info Addresses by PLA:</b> AIG 423 COMNAVAIRSYSCOM PATUXENT RIVER MD//DRPO/H53.BLM// FLTREADCEN EAST CHERRY POINT NC//4.4.2/H53ISST/H53ISST.2// MALS TWO NINE//MAINT ADMIN/QA//		
<b>Subject:</b> H-53 T64-GE-416A CAT II El Preliminary Disposition		
<b>Reference:</b> REF/A/DOC/COMNAVAIRFORINST 4790.2C/15JAN2017//		
<b>AMPN/NARR:</b> REF A IS THE NAVAL AVIATION MAINTENANCE PROGRAM		
<b>POC:</b> Slaughter, Matthew/-/FLTREADCEN EAST CHERRY P/LOC:H53ISST.6 //TEL:2524647400//		

Figure P-6.--Sample Shipping Disposition Page 1.

<b>Nomenclature:</b> #1 Engine Demountable Power Plant		<b>TMS/MDS:</b> CH-53E	<b>Bureau/Tail Number:</b> 163085
<b>FSC:</b> UNK	<b>NIIN:</b> N/A	<b>WUC/LCN:</b> N/A	<b>TEC:</b>
<b>Manufacturer:</b> SIKORSKY AIRCRAFT CORPORATION		<b>Manufacturer's CAGE Code:</b> 78286	
<b>Manufacturer's Part Number:</b> T64-GE-416A		<b>Serial Number:</b> 269436	<b>Lot or Batch Number:</b> N/A
<b>Ull:</b>			
<b>Contract Number:</b> N/A		<b>Manufactured/Reworked/Repaired Date:</b> 05-AUG-2015	
<b>Last Rework Activity:</b> FLTREADCEN EAST CHERRY POINT NC		<b>Last Rework Activity CAGE Code:</b> N/A	
<b>Time Since New:</b> 4945		<b>Time Since Rework:</b> 84	<b>Operating time at failure:</b> 84 Running or Operating Hours
<b>End Item (Nomenclature):</b> #1 Engine Demountable Power Plant		<b>Next Higher Assembly (Nomenclature):</b> #1 Engine Demountable Power Plant	

**Investigation Control Number (ICN)** WC2EI-T64-0001-18R is assigned to this investigation per ref A. Refer to Ref A, Chapter 10 for turn in, handling and preparation of exhibit.

The requested EI will be conducted as a Routine EI.

**Support Point Control Number:** WC2

**Exhibit status:**

Exhibit is required for investigation, ship exhibit via fastest traceable means to address provided below utilizing Commercial Express Shipment (i.e. FedEx) whenever possible. For repairables (DLRs), ensure turn-in of exhibit in a condition code "L", via supply holding point, in-support of aviation depot level repairable program, to receive proper credit. Use document ID "BEI" on DD Form 1348-1A.

<b>Supply Unit responsible for exhibit shipment:</b> MAL5-29 Supply	<b>Quantity of Exhibits Requested:</b> 1
--	---

**Customer Service / Exhibit Receiving Activity:** Customer Service Team - CP (Engines)

**DoDAAC:** N65923

**CAGE Code:**

**Name:** MCAS Cherry Point NC

**Company 1:** Customer Service Team - CP (Engines)

**Company 2:**

**Address:** Bldg 1798 DLA Engine Control Desk

**City:** Cherry Point

**State:** NC

**ZIP:** 28533-0021

**Country:** U.S.A.

**Phone:** 252-464-7267

Figure P-7.--Sample Shipping Disposition Page 2.



2. The following steps identify shipping procedures for NRFI asset VIA eRMS:

eRMS Link: <https://applications.navsup.navy.mil/erms/>

Step 1: Select New Document>QDR

The screenshot shows the eRMS 'Create or Edit Document' interface. At the top, it displays the user 'SCHULTE, NINA D', the date '07/17/2020 EDT', and the year '20199'. Below this is a search bar and a document title 'V21853 - USS HARRY S TRUMAN'. A dropdown menu is open, showing options: 'New Document', 'Carcass Turn In', 'MTIS-F Condition', 'QDR' (highlighted), 'Engine', 'RFI Stock Offload', 'RFI Turn In', 'Non Standard Processing', 'Advanced RFI Request', and 'R&R'. Callout 1 points to the 'New Document' button, and callout 2 points to the 'QDR' option.

Figure P-8.--Main Menu.

Step 2: Enter Document Number, NIIN, Ship to Activity

The screenshot shows a form titled 'QDR' with fields for 'Document Number: V218530199GV07', 'NIIN: 015997663', and 'Ship to Activity: N41926'. There are also tabs for 'Movement Directive Data', 'Asset Data', and 'Transportation Data'. At the bottom are 'Continue' and 'Cancel' buttons. Callouts 3, 4, 5, and 6 point to the Document Number field, NIIN field, Ship to Activity field, and Continue button respectively.


Figure P-8.--Main Menu, Cont.

Step 3: Verify Dimensions, Part Number, and Serial number (Also useful for filling out JDRS)

The screenshot shows the 'Asset Data' form. It includes sections for 'Packaging Data' (Weight, Length, Width, Height, Total Weight, Cube, Container NSN), 'Descriptive Data' (Nomenclature, FSC, Unit Price, Total Price), 'Identifying Data' (Part Number (CAGE), Serial Number), and 'DoD Common & Branch Data'. Callout 1 points to the Packaging Data section, callout 2 points to the Part Number (CAGE) field, and callout 3 points to the Serial Number field. Callout A points to the 'Descriptive Data' tab, and callout B points to the 'Asset Data' tab.

Figure P-9.--Asset Data.

ID	QDR TURN-IN – ASSET DATA	
	<b>Weight</b>	Value representing the packaged weight of the item.
	<b>Length (Largest)</b>	Value in inches representing the packaged length of the item. This will always be the largest of the three dimensions.
<b>1</b>	<b>Width (Middle)</b>	Value in inches representing the packaged width of the item. This will always be the second (middle) largest of the three dimensions.
	<b>Height (Smallest)</b>	Value in inches representing the packaged height of the item. This will be the smallest of the three dimensions.
<b>2</b>	<b>Part Number (CAGE)</b>	The value identifying a part number established by the Commercial and Government Entity (CAGE) vendor for the part being processed.
<b>3</b>	<b>Serial Number</b>	If known, the serial number should always be entered.
<b>A</b>	<b>Nomenclature</b>	Description of the item being investigated.
<b>B</b>	<b>Unit of Issue (U/I)</b>	A code indicating the physical measurement, the count, or when neither is applicable, the container or shape of an item for purposes of requisitioning.
<b>C</b>	<b>DoD Common &amp; Branch Data</b>	Miscellaneous and potentially critical data about the item is displayed in this section. There are two tabs; Common and Navy.






Figure P-9.--Asset Data, Cont.

Step 4: Fill in the shipping address information from Disposition message

**NOTE 1:** If the address needs to be altered for this shipment, click the Override Default Address checkbox. This will unlock the defaulted Ship To Name and Address fields for editing.

**NOTE 2:** Click the Selected Address drop-down icon to select or change an address.



Ship to Activity: N41926

Override Default Address: ☐ Mark For: COLLIN FAUNCE

Supplementary Address: N4192

RIC To: PEJ

Name: FRC SOUTHWEST, NORTH ISLAND

Selected Address: (Ship To TAC 2) - FRC SOUTHWEST, NORTH ISLAND, GUST

Address 1: CUSTOMER SERVICE, BLDG 463 DOOR 18

Address 2: COMM: 619-545-4618

City: SAN DIEGO ST/Prov: CA ZIP/Postal Code: 92135-7058 Country: USA - United States

Submit to Received Submit to Packaging Submit to Shipment Preparation Cancel

\* Unclassified System - FOUO \* Accessibility/Section 508

Figure P-10.--eRMS QDR Address.

Step 5: Verify Movement Directive Data.

**NOTE:** All EI, and QDR'S will be shipped utilizing Condition Code "L"

QDR

Document Number: V218530199GV07

Id: BQD - Shipment of PQDF

Purpose Code: A - General Issue

Ship From RIC: RGT

Control Number: V21853-20-0010

Condition Code: L - Suspended Litigation

Expres: 03 - EXPRES

Fund Code: 26

Document Date: 07/17/2020

Ship Date: 07/17/2020

Figure P-11.--Movement Directive Data.

ID	QDR TURN-IN – MOVEMENT DIRECTIVE DATA	
1	<b>Signal Code</b>	Identifies where the Ship To and Bill To should be based upon; not valid for FMS.
2	<b>Control Number</b>	The number provided by JDRS or PDREP identifying the item to be shipped.
A	<b>Doc ID (Identifier)</b>	Provides a means of identifying a given product to the Supply Distribution System and further identifies such data as to its intended purpose and usage. This will be defaulted to BQD.
B	<b>Condition Code</b>	Classifies material as to readiness for issue and use. For a QDR this will be defaulted to "L".
C	<b>Priority</b>	Sets the urgency for this item/part. For a QDR this will be defaulted to Express.
D	<b>Quantity</b>	The amount of the item being moved.
E	<b>Purpose Code</b>	Provides the means of identifying the purpose or reason for reserving the inventory balance.
F	<b>Media and Status</b>	Indicates the recipient of status and the means of transmission.
G	<b>Fund Code</b>	Indicates the funds to be charged, i.e. the Bill To office.
H	<b>Project Code</b>	Project codes contained in requisitions will be perpetuated in all related documentation and appear as a part of the shipping container markings. Project codes are not related to priority.
I	<b>Receipt Date</b>	Indicates the effective date the document was received into eRMS.

Figure P-11.--Movement Directive Data, Cont.

Step 6: Scroll down to view the bottom of the screen.



Figure P-11.--Movement Directive Data, Cont.

**NOTE:** At this point, you have three options:

ID	SUBMIT TO RECEIVED   PACKAGING   SHIPMENT PREPARATION		
	Description		Saved Location
3	<b>Submit to Shipment Preparation</b>	Sends asset to "Shipment Preparation" in order to be manifested for shipment to an ATAC or final destination.	Due Out > Shipment Preparation
J	<b>Submit to Received</b>	Ex. If attempting to create a DD1348-1A and the user doesn't have all required data or is unable to complete.	On Hand > Received
K	<b>Submit to Packaging</b>	Sends asset to "Packaging" requiring a crate or additional packaging before shipping to an ATAC or final destination.	Due Out > Packaging

Figure P-11.--Movement Directive Data, Cont.

Step 7: Click the Submit to Shipment Preparation button to create/save the document and display it in Due Out > Shipment Preparation.

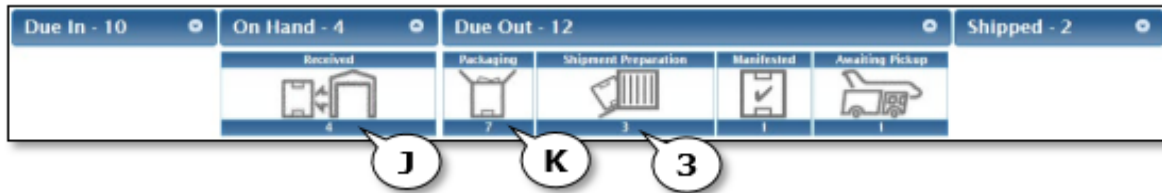


Figure P-11.--Movement Directive Data, Cont.

Step 8: Print the DD1348-1A and Unit Container Label.

Requested Forms

DD1348-1A UNIT CONTAINER LABEL

5

4

Comment

Fill & Sign

Store and share files in the Document Cloud

Learn More

Direct Link to DD1348-1A

Figure P-12.--QDR Sample DD1348-1A.

**Requested Forms**

DD1348-1A **UNIT CONTAINER LABEL**

6

NSN: 6115 015997903  
 PACKAGE: FHO000G7 / 67629  
 NOMENCLATURE: GENERATOR,ALTERNATI  
 QUANTITY: 1EA  
 CONTRACT #:   
 DATE PACKED: 07/17/2020  
 SHELF LIFE: 0- NON DETERIORATIVE/NO SHELF-LIFE APPLIES  
 SERIAL #: 060712  
 SMCC: 9- NON HAZARDOUS OR NON-SENSITIVE

DOCUMENT #: V218530195GV07  
 COG: 79- AERONAUTICAL DEPOT LEVEL REPAIRABLE SPARE  
 COND CODE: L- SUSPENDED LITIGATION  
 UNIT PRICE: \$109,509.00  
 GROSS WEIGHT: 53  
 CONTAINER NSN:   
 ERMS ID:   
 REMARKS:

Comment  
 Fill & Sign

Store and share files in the  
 Document Cloud  
[Learn More](#)

Direct Link to [UNIT CONTAINER LABEL](#)

Figure P-12.--QDR Sample DD1348-1A, Cont.

**NOTE:** A copy of eRMS shipment paperwork and the JDRS paperwork will be filed in WCB and a secondary copy attached to the NRFI. The NRFI, applicable documentation (e.g., MAF, SRC, etc.) and shipping paperwork will then be forwarded to the Supply Shipping Branch (SSB) for shipment and further processing.

JDRS Joint Deficiency Reporting System		Brian K Sexton » Logout Last Login: 13-Dec-2019 08:56																					
<a href="#">myHome</a> <a href="#">TOOLKIT</a> <a href="#">ADMIN</a> <a href="#">DOCUMENTATION</a> <a href="#">CIM</a> <a href="#">SCR</a> <a href="#">ACTION TRACKER</a> <a href="#">HELP</a>																							
Print Version																							
<b>Exhibit Receipt</b>																							
Category: <b>CAT II</b>																							
RCN: <a href="#">N65923-17-3498</a>		Nomenclature: <b>#1 Engine Demountable Power Plant</b>																					
Investigation Control Nr: <b>WC2EI-T64-0001-18R</b>		Support Pt Control Nr: <b>WC2</b>																					
Shipper: MALS-29 Supply																							
Sender Information (From:)		Recipient Information (To:)																					
DoDAAC: V52841		DoDAAC: N65923																					
Name: MCAS New River NC		CAGE:																					
Company: MALS-29 Supply		Name: MCAS Cherry Point NC																					
Address1: MALS-29, MAG-29 SUPPLY (RMD)		Company: Customer Service Team - CP (Engines)																					
Address2: MCAS New River Bldg 4171		Address1: Bldg 1798 DLA Engine Control Desk																					
City: Jacksonville		Address2:																					
State: NC		City: Cherry Point																					
ZIP: 28545		State: NC																					
Country: U.S.A.		ZIP: 28533-0021																					
Phone: (910) 449-7049		Country: U.S.A.																					
		Phone: 252-464-7267																					
Ship Date: 15-FEB-2018																							
Exhibit Received by: Customer Service Team - CP (Engines)																							
Total Packages in Shipment: 1   Courier: Other Courier:																							
TCN: N00146-7312-G849		* TAC:	Turn In Doc. No: N/A																				
<table border="1"> <thead> <tr> <th colspan="2">Package Number: 1</th> </tr> </thead> <tbody> <tr> <td>Quantity:</td> <td>1</td> </tr> <tr> <td>Tracking Number:</td> <td>570</td> </tr> <tr> <td>Exhibit Status:</td> <td>Received:   Lost:</td> </tr> <tr> <td></td> <td>Yes</td> </tr> <tr> <td>Received Date:</td> <td>15-FEB-2018</td> </tr> <tr> <td>Part Number:</td> <td>T64-GE-416A</td> </tr> <tr> <td>Nomenclature:</td> <td>#1 Engine Demountable Power Plant</td> </tr> <tr> <td>NIIN:</td> <td>N/A</td> </tr> <tr> <td>Asset Serial Number:</td> <td>269436</td> </tr> </tbody> </table>				Package Number: 1		Quantity:	1	Tracking Number:	570	Exhibit Status:	Received:   Lost:		Yes	Received Date:	15-FEB-2018	Part Number:	T64-GE-416A	Nomenclature:	#1 Engine Demountable Power Plant	NIIN:	N/A	Asset Serial Number:	269436
Package Number: 1																							
Quantity:	1																						
Tracking Number:	570																						
Exhibit Status:	Received:   Lost:																						
	Yes																						
Received Date:	15-FEB-2018																						
Part Number:	T64-GE-416A																						
Nomenclature:	#1 Engine Demountable Power Plant																						
NIIN:	N/A																						
Asset Serial Number:	269436																						
Comments:																							
<div>Cancel/Return</div> <div style="text-align: right;">Print Version</div>																							

Figure P-13.--Confirmation of receipt closing of carcass tracking.

i. WCB will print all open EI/PQDRs weekly and take action as required to include accountability of all material in the EI/QDR staging area. Retention is current and prior. If no disposition is received within the first twenty days of submission, send a Technical Dialog via the JDRS web site requesting the In-Service Support Center (ISSC) or Quality Team provide disposition instructions. If no disposition instructions are received within thirty days after the Technical Dialog submission, then 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. WCB will process the required paperwork for Supply Discrepancy Reporting into the Product Data Reporting and Evaluation Program (PDREP) website <https://pdrep.csd.disa.mil/pdrep/pdrephome.action>.

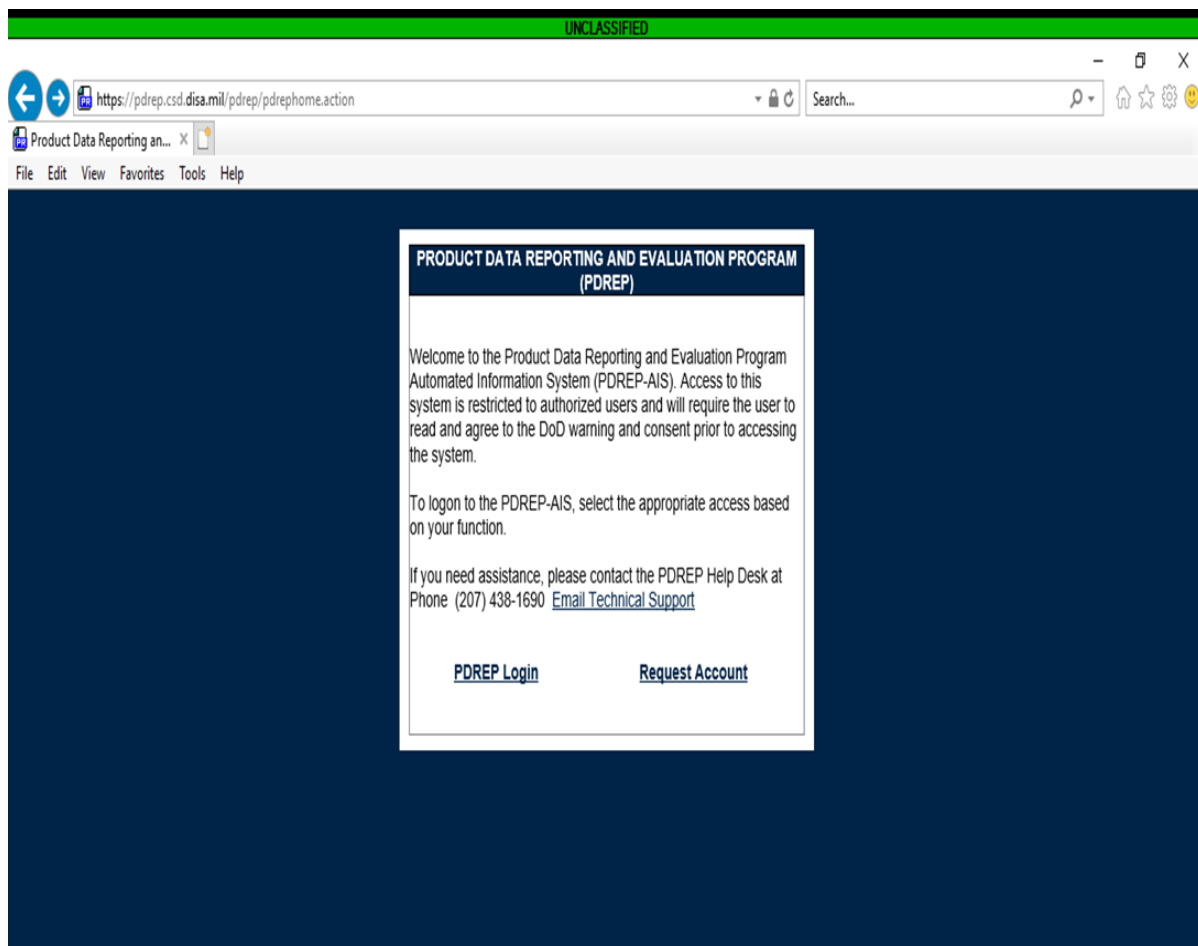


Figure P-14.--Product Data Reporting and Evaluation Program (PDREP) Website.

2. Use figure P-15 arrow 1 to access the PDREP user module and arrow 2 to enter the Supply Discrepancy Report Module.

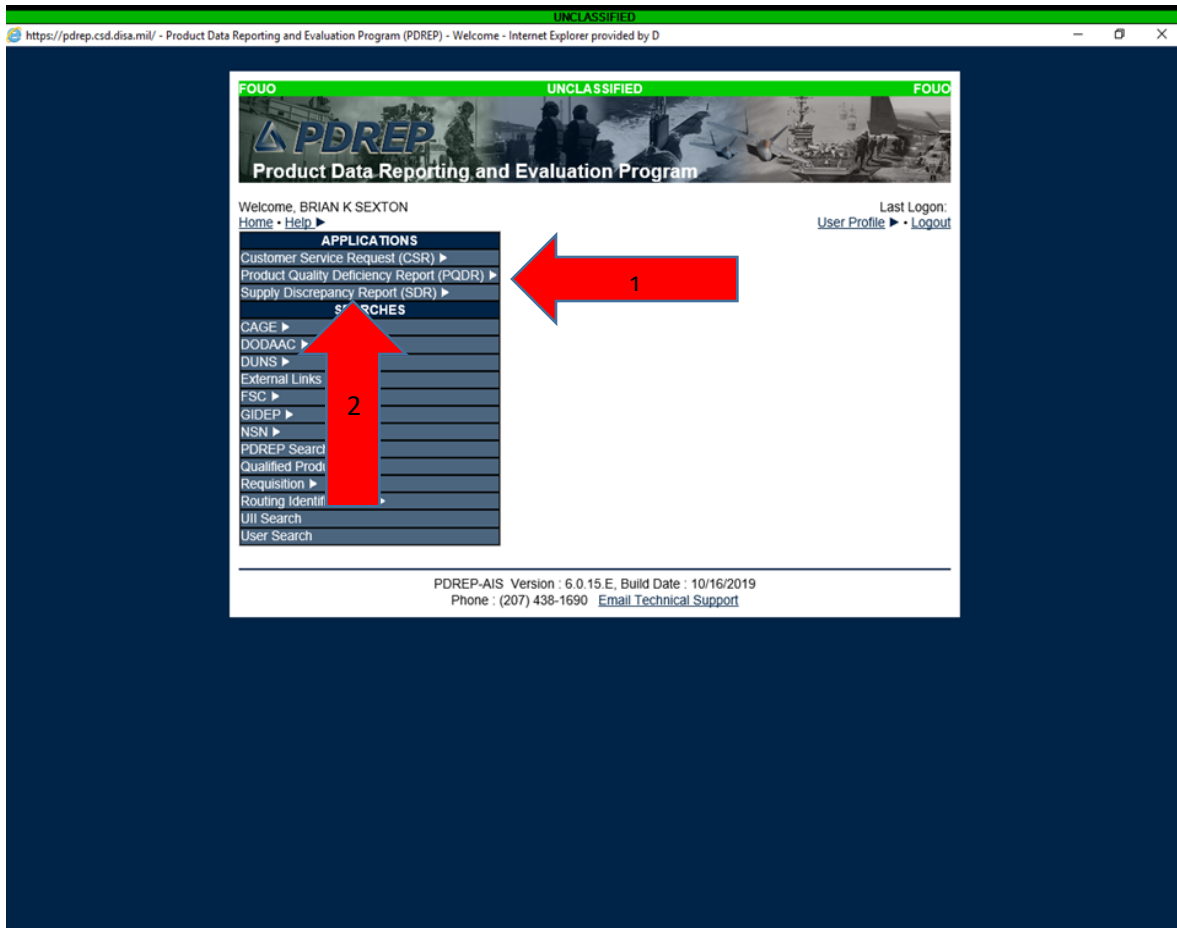


Figure P-15.--Product Data Reporting and Evaluation Program (PDREP) Website, Continued.



**UNCLASSIFIED/CONTROLLED UNCLASSIFIED INFORMATION**  
**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

Home • Help ► User Profile: [MARTHA V SUAREZ](#) ► • Logout

SDR Worklist | Create New SDR | SDR Ad hoc Report | SDR Basic Report  
RCN Search | Advanced SDR Search | SDR DLA-Depot Control Number Search

### SDR WorkList

**Instructions**  
(M) denotes a mandatory field  
1. Enter Reporting DODAAC, SDR Creator Code, Action Point DODAAC/CAGE Code, Action Point User Code, Organization Code and/or Material Management Code  
2. Select Worklist option.  
3. Click Search

Show Worklist For: **ORIGINATOR**   
From Date: 06/16/2018   
DODAAC: R9116   
Sort: DODAAC

Status: **Open**   
To Date: 06/16/2021   
User Code:   
Organization Code:

or select from your personalized SDR Worklists below

To use previously saved Worklists:  
1. Select the worklist from **my Worklists**  
2. Click **Open my Worklist**  
3. To create a new worklist select **Create New Worklist**  
4. To delete previously saved worklist select **Manage my Worklists**

Total Rows: 8  
Worklist Download: Click [here](#) to download data in spreadsheet

RCN	View	Req No.	Initiator	Originator DODAAC	NSN	Prep Date	Originator Release Date	Action Point DODAAC	Action Point Due Date	Action Point Response Date	Organization Code	Material Management Code/LRC/IM	Reconsideration Date	Last Follow Up	Overdue	Follow Up	Delete
R0911620165734	SF-364	R0911603243447	KWHEE2	R09116	7R-6620-016436781-LU	12/08/2020	12/08/2020	N00391	02/06/2021	03/03/2021					130		
R09116200269	SF-364	R091160339GD53	KWHEE2	R09116	7R-1680-015095773-V2	12/21/2020	12/21/2020	N00391	02/19/2021	04/13/2021				03/09/2021	117		
R091162085291	SF-364	R0911603291700	KWHEE2	R09116	7R-1680-016295992-V2	12/14/2020	12/15/2020	W62G2T	02/13/2021					03/09/2021	123	<a href="#">Send</a>	
R09116210005	SF-364	R0911692471880	KWHEE2	R09116	7R-1680-016432918-V2	04/21/2021	04/21/2021	W62G2T	06/20/2021	04/26/2021							
R09116210004	SF-364	R0911692471879	KWHEE2	R09116	7R-1680-016432918-V2	04/21/2021	04/21/2021	W62G2T	06/20/2021	04/26/2021							
R09116210002	SF-364	R0911692471877	KWHEE2	R09116	7R-1680-016432918-V2	04/21/2021	04/21/2021	W62G2T	06/20/2021	04/26/2021							
R09116210001	SF-364	R0911661751819	KWHEE2	R09116	7R-1680-016432918-V2	04/21/2021	04/21/2021	W62G2T	06/20/2021	04/26/2021				04/21/2021			
R09116210003	SF-364	R0911661751820	KWHEE2	R09116	7R-1680-016432918-V2	04/21/2021	04/21/2021	W62G2T	06/20/2021	04/26/2021							

PDREP-AIS Version : 6.0.21.37, Build Date : 05/28/2021  
Phone : (207) 438-1690 [Email Technical Support](#)

Figure P-16.--View/Add Notes or Reference Briefs.

**UNCLASSIFIED/CONTROLLED UNCLASSIFIED INFORMATION**  
**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

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SDR Worklist | Create New SDR | SDR Ad hoc Report | SDR Basic Report  
RCN Search | Advanced SDR Search | SDR DLA-Depot Control Number Search

### SDR Originator Data Entry

**RCN:** R09116200269 **NSN:** 7R-1680-015095773-V2  
**Problem:** 7-(Default) SUPPLY CUSTOMER ORIGINATED, DEPOT SHIPMENT  
**SDR Location:** ORIGINATOR FROM ACTION POINT

**QUICK VIEWS**  
View SF-364 - HTML  
View SF-364 - PDF  
View Exhibit Tag  
View DLA-1227 (HTML)  
View DLA-1227 (PDF)  
SDR History

**ATTACHMENTS**  
View/Upload Files (0)

**EXHIBIT TRACKING**  
Exhibit Tracking  
Exhibit(s) shipped  
Create DD-1348

**Origination Point - Editable Fields**  
You may enter Originator Point data by selecting the links below.  
[Blocks 1 - 15](#)  
[View/Add Notes or Reference Briefs](#)

**Send Message To**  
[Action Point](#) | [Other](#)

PDREP-AIS Version : 6.0.21.37, Build Date : 05/28/2021  
Phone : (207) 438-1690 [Email Technical Support](#)

Figure P-16.--View/Add Notes or Reference Briefs, Continued.



UNCLASSIFIED/CONTROLLED UNCLASSIFIED INFORMATION	
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
<a href="#">Home</a> • <a href="#">Help</a>	User Profile: <a href="#">MARTHA V SUAREZ</a> • <a href="#">Logout</a>
<b>Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.</b>	
Report Number: R09116-200269 View: <a href="#">SF-364 (HTML)</a>	
View/Add Notes or Reference Briefs	
<b>Instructions</b> 1. Click on Add Note/Brief to add Notes/Reference. 2. Click on Cancel to return to the ERS base page.  <b>All Notes of type "APPENDIX - PDREP NOTE" will cause a flag to appear on the SDR Base page to alert the users.</b>	
<div><div><b>Add Note/Reference</b></div><div><b>Instructions</b> 1. Select Note Type. 2. Enter/Select Date. 3. Enter Note/Brief. 4. To save information click Save. 5. Click Cancel to cancel the process.</div><div><b>Note Type:</b> <input type="text" value="APPENDIX-PDREP NOTE"/> <input type="button" value="v"/></div><div><b>Date:</b> <input type="text" value="06/16/2021"/> <input type="button" value="calendar"/></div><div><b>Note/Brief:</b> <div></div></div><div><input type="button" value="Save"/> <input type="button" value="Back"/></div></div>	
PDREP-AIS Version : 6.0.21.37, Build Date : 05/28/2021 Phone : (207) 438-1690 <a href="#">Email Technical Support</a>	

Figure P-16.--View/Add Notes or Reference Briefs, Continued.

UNCLASSIFIED/CONTROLLED UNCLASSIFIED INFORMATION	
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
<a href="#">Home</a> • <a href="#">Help</a> <span style="float: right;">User Profile: <a href="#">MARTHA V SUAREZ</a> • <a href="#">Logout</a></span>	
<a href="#">SDR Worklist</a>   <a href="#">Create New SDR</a>   <a href="#">SDR Ad hoc Report</a>   <a href="#">SDR Basic Report</a> <a href="#">RCN Search</a>   <a href="#">Advanced SDR Search</a>   <a href="#">SDR DLA-Depot Control Number Search</a>	
<b>CHOOSE LEVEL</b> Originator <b>QUICK VIEWS</b> <a href="#">View SF-364 - HTML</a> <a href="#">View SF-364 - PDF</a> <a href="#">View Exhibit Tag</a> <a href="#">View DLA-1227 (HTML)</a> <a href="#">View DLA-1227 (PDF)</a> <a href="#">SDR History</a> <b>ATTACHMENTS</b> <a href="#">View/Upload Files (0)</a> <b>EXHIBIT TRACKING</b> <a href="#">Exhibit Tracking</a> <a href="#">Exhibit(s) shipped</a> <a href="#">Create DD-1348</a>	<b>SDR Originator Data Entry</b> <b>RCN:</b> R09116200269 <b>NSN:</b> 7R-1680-015095773-V2 <b>Problem:</b> 7-(Default) SUPPLY CUSTOMER ORIGINATED, DEPOT SHIPMENT <b>SDR Location:</b> ORIGINATOR FROM ACTION POINT  <b>Origination Point - Editable Fields</b> You may enter Originator Point data by selecting the links below. <a href="#">Blocks 1- 15</a>  <a href="#">View/Add Notes or Reference Briefs</a>  <b>Send Message To</b> <a href="#">Action Point</a>   <a href="#">Other</a>
PDREP-AIS Version : 6.0.21.37, Build Date : 05/28/2021 Phone : (207) 438-1690 <a href="#">Email Technical Support</a>	

Figure P-17.--View/Upload Files.

UNCLASSIFIED/CONTROLLED UNCLASSIFIED INFORMATION						
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)						
<a href="#">Home</a> • <a href="#">Help</a> <span style="float: right;">User Profile: <a href="#">MARTHA V SUAREZ</a> • <a href="#">Logout</a></span>						
UPLOAD ATTACHMENTS						
<b>Application Module:</b> SDR <b>Key Info:</b> R09116200269  <b>Instructions</b> 1. The listing displays attachments for the existing KeyInfo. 2. Click <b>Add Attachment</b> to add new attachments. 3. Click <b>Edit</b> to update File/Description, Comments. 4. Click <b>Delete</b> to delete the attachment. 5. Click <b>Back</b> to return to previous screen.						
File Name	Description	Comments	Added Date	Uploaded By	Edit Description /Comments	Delete Attachment
<a href="#">Add New Attachment</a> <a href="#">Back</a>						
PDREP-AIS Version : 6.0.21.37, Build Date : 05/28/2021 Phone : (207) 438-1690 <a href="#">Email Technical Support</a>						

Figure P-17.--View/Upload Files, Continued.

UNCLASSIFIED/CONTROLLED UNCLASSIFIED INFORMATION	
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
<a href="#">Home</a> • <a href="#">Help</a> ▶ User Profile: <a href="#">MARTHA V SUAREZ</a> ▶ • <a href="#">Logout</a>	
<a href="#">SDR Worklist</a>   <a href="#">Create New SDR</a>   <a href="#">SDR Ad hoc Report</a>   <a href="#">SDR Basic Report</a> <a href="#">RCN Search</a>   <a href="#">Advanced SDR Search</a>   <a href="#">SDR DLA-Depot Control Number Search</a>	
<b>CHOOSE LEVEL</b> Originator  <b>QUICK VIEWS</b> <a href="#">View SF-364 - HTML</a> <a href="#">View SF-364 - PDF</a> <a href="#">View Exhibit Tag</a> <a href="#">View DLA-1227 (HTML)</a> <a href="#">View DLA-1227 (PDF)</a> <a href="#">SDR History</a>  <b>ATTACHMENTS</b> <a href="#">View/Upload Files (0)</a>  <b>EXHIBIT TRACKING</b> <a href="#">Exhibit Tracking</a> <a href="#">Exhibit(s) shipped</a> <a href="#">Create DD-1348</a>	<b>SDR Originator Data Entry</b> <b>RCN:</b> R09116200269 <b>NSN:</b> 7R-1680-015095773-V2 <b>Problem:</b> 7-(Default) SUPPLY CUSTOMER ORIGINATED, DEPOT SHIPMENT <b>SDR Location:</b> ORIGINATOR FROM ACTION POINT  <b>Origination Point - Editable Fields</b> You may enter Originator Point data by selecting the links below. <a href="#">Blocks 1- 15</a>  <a href="#">View/Add Notes or Reference Briefs</a>  <div style="border: 2px solid red; border-radius: 50%; padding: 5px; text-align: center;"> <b>Send Message To</b>  <a href="#">Action Point</a>   <a href="#">Other</a> </div>
PDREP-AIS Version : 6.0.21.37, Build Date : 05/28/2021 Phone : (207) 438-1690 <a href="#">Email Technical Support</a>	

Figure P-18.--Submit Message to Action Point/Other.

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PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶	User Profile: MARTHA V SUAREZ ▶ • Logout
Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.	
Report Number: R09116-200269 View: <a href="#">SF-364 (HTML)</a>	
Send Message	
<p><b>Instructions</b>            (M) denotes a mandatory field            1. Enter email address of Recipient or To Email List must have an email address.            2. Select an activity from Add Email to TO/CC and click on Get List button. Select an email address from the list and click Add TO Email or Add CC Email button to add to the To Email List list or CC Email List list.            3. If email address is not available in the list to add to the CC list then enter the email address in the CC: field and click Add CC Email: CC button to add to the CC Email List.            4. Click on Send button to send email.            5. Click Cancel to return to previous page</p>	
<div style="text-align: right;"> <input type="button" value="Send"/> <input type="button" value="Cancel"/> </div>	
Email address of Action Recipient:	<input type="text" value="david.amodei@navy.mil"/>
Add Email to TO/CC:	<SELECT>
CC:	<input type="text"/>
	<input type="button" value="Add CC Email: CC List"/>
(M) Choose Correspondence Type:	<SELECT>
Type Message:	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>
(Please limit the size of message to 4000 characters)	
<div style="text-align: right;"> <input type="button" value="Send"/> <input type="button" value="Cancel"/> </div>	

Figure P-18.--Submit Message to Action Point/Other, Continued.

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 WCB for research and processing. WCB 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 LIS. In this situation the following actions will be taken:

(1) WCB will prepare a Supply Discrepancy Report (SDR) and submit it to the issuing activity for each individual requisition for which the

material is LIS and valued in excess of \$100 per line item, except for inventory controlled items that are reported regardless of dollar value. The Discrepancy Code cited in Block 10 will be 'S' - "Shortage or Non-receipt". The Action Code cited in block 11 of the SDR will be '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 30 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 submitted within the required time frames of 60 days CONUS or 120 days OCONUS from the date of shipment. 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 is completed, a Memorandum FLIPL (DD Form 200) describing the reason for the survey reversal will be prepared by WCB, a pending copy will be filed while the original is forwarded to the AvnSupO for approval. Once the Memorandum FLIPL (DD Form 200) is signed by the AvnSupO WCB will file the original in the survey file. If the receipt reversal occurs during the same reporting month, a Memorandum FLIPL (DD Form 200) will not be required. The response to the SDR will be attached to the original FLIPL (DD Form 200) in the Survey File.

(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 (w), [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. 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. When the incorrect material is received for stock and consumable or repairable DTO's, the following steps will be taken:

(1) Stock

(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 (i.e., 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 Item Received"

(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 (i.e., 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".

(e) Inform customer to submit a new requisition.

(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 in SDR staging area while awaiting disposition.

(d) If a turn-in was NOT made, WCB will notify the customer to submit a new requisition. If a turn-in was made, WCB 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. WCB will

tie-in the carcass of the original DDSN via NAVSUP WSS In-Transit Accountability (NITA) Module in eRMS.

(e) When the shipping activity responds with shipping disposition for the wrong part received, ship via fastest traceable means to the address in the disposition instructions.

(f) Upon confirming reversal of issue by the shipping activity, utilize NITA to close any existing carcass tracking.

#### 4. Closing SDR's

a. Closing an SDR in PDREP. Only the Originator and the Administrator have the ability to close an SDR via PDREP. Closing an SDR is done by entering the Closed Date within the system. Generally, when the Originator is satisfied that the response received from the Action Point adequately addresses the issue that was reported, the SDR will be closed.

b. Close Out Due to Non-Response. 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 will be set to YES.

c. Re-Opening an SDR. If response received is inadequate, the issuer can be contacted for clarification. If response received is still inadequate, the SDR can be reopened by the Originator by removing the closed date. At this point, additional action can be requested.

## APPENDIX Q

## SHELF LIFE

1. General

a. Background. 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 in accordance with local policy.

b. Overview. The Shelf Life Program/review is conducted quarterly by calendar year provided Shelf-life items are managed and stored in accordance with the policies contained in DOD 4140.27-M, Shelf Life Management Manual as mandated in DODM 4140.01, DOD Supply Chain Material Management Procedures. A shelf life item is an item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to ensure that it will perform satisfactorily in service. Shelf life is the total period of time beginning with the date of manufacture, date of cure (for elastomeric and rubber products only), date of assembly, or date of pack (subsistence only), and terminated by the date by which an item must be used (expiration date) or subjected to inspection, test, restoration, or disposal actions; or after inspection/laboratory test/restorative action that an item may remain in the combined wholesale (including manufacturers) and retail storage systems and still be suitable for issue or use by the end user.

c. Purpose. The Shelf Life Program/review identifies all assets active in the local Supply System that are assigned a Shelf Life Codes (SLC) and Shelf Life Action Code (SLAC).

d. Frequency/Retention. The shelf life review is conducted quarterly and maintained for the current and prior quarter. Each record generated from the Utility Program/ADHOC output will be annotated with the action taken. Shelf life review must be signed and dated by the individual working the report. OIC/SNCOIC's will sign and date after reviewing and validating the report.

2. Shelf Life Code/Shelf Life Action Code

a. SLC is a single digit alpha or numeric code. 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. A detailed list of SLCs is provided in the chart below. Additionally, SLCs are detailed in reference (t), appendix 9, part Q. SLCs are further broken down into the following categories:

(1) Type I. Material whose life expectancy is not extendable beyond the expiration date. These items are identifiable by an alphabetic character (excluding "X" and "O").



(2) Type II. Material whose life expectancy is extendible for a limited period of time beyond the original expiration date and is identifiable by a numeric character (SLC OF 1-9 AND "X").

			<b>Materiel will have 85 percent shelf-life remaining upon receipt from contractor to first government activity.</b>	
<b>Shelf-life Period</b>	<b>Type I</b>	<b>Type II</b>	<b>Months</b>	<b>Quarters</b>
Non Shelf-life Item	0	0	N/A	N/A
No Shelf-life Applies	(zero)	(zero)		
01 Month	A	N/A	25 days	N/A
02 Months	B	N/A	50 days	N/A
03 Months	C	1	75 days	N/A
04 Months	D	N/A	3	1
05 Months	E	N/A	4	1
06 Months	F	2	5	2
09 Months	G	3	8	3
12 Months (1.00-Year)	H	4	10	3
15 Months (1.25-Years)	J	N/A	13	4
18 Months (1.50-Years)	K	5	15	5
21 Months (1.75-Years)	L	N/A	18	6
24 Months (2.00-Years)	M	6	21	7
27 Months (2.25-Years)	N	N/A	23	8
30 Months (2.50-Years)	P	N/A	26	9
36 Months (3.00-Years)	Q	7	31	10
48 Months (4.00-Years)	R	8	41	14
60 Months (5.00-Years)	S	9	51	17
72 Months (6.00-Years)	I	N/A	61	20
84 Months (7.00-Years)	T	N/A	71	24
96 Months (8.00-Years)	U	N/A	82	27
120 Months (10-Years)	W	N/A	102	34
180 Months (15-Years)	Y	N/A	153	51
240 Months (20-Years)	Z	N/A	204	68
Non-standard shelf-life period as assigned by the ICP.	V	X	85 percent of number of months	85 percent of number of quarters

Figure Q-1.--Shelf Life Codes.

b. SLAC is a two-digit code and is detailed in reference (t), appendix 9, part P. The SLAC is used to define the action taken by the storage activity at the end of the designated shelf life time period. SLACs are used to determine if the material is non deteriorative, unsuitable for restoration to issuable status or whether the material can be checked, inspected, and tested in accordance with the Inventory Manager's instructions. SLACs do not provide sufficient direction needed to properly perform the inspections or tests; therefore each item must be researched and verified using the Shelf Life Extension System (SLES). The SLES specifies the extension of shelf life time period after the restorative action has been completed. The three applicable SLACs required for use can be found in figure Q-2.

SLAC	Description	Definition
00	Non deteriorative	Used for all items that are not shelf life.
UU	Unsuitable for restoration to issuable status	At the end of the shelf life period material will be disposed of by offloading to the local DLADS. Used for all Type I shelf life items.
C0 (zero)	Check/Inspect/Test in accordance with the inventory managers instructions	Used for all Type II shelf life items.

Figure Q-2.--Shelf Life Action Codes.

c. Determining the shelf life period. Normally the material will be stamped by the manufacturer with the manufacture 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) (see figure Q-3). Figure Q-4 provides an example a shelf life expiration conversion. The shelf life period begins with the date of manufacture. The SLC will identify the shelf life period. In order to determine the length of time the shelf life can be extended the NIIN must be verified in the Shelf Life Extension System (SLES) using the following link: [www.shelflife.dla.mil](http://www.shelflife.dla.mil). For further instructions refer to reference (m) and (an).

Example 1	Example 2	Example 3
(Type I)	(Type II)	(Type II)
MFD Date: 10/91	Exp Date: 10/93	Cured Date: 4Q92
Exp Date: 10/93	Insp/Test Date: 10/93	Insp/Test Date: 4Q93

Figure Q-3.--Expiration Date Chart.

Conversion 1	Conversion 2	Conversion 3
(Type I)	(Type II)	(Type II)
MFD Date: 10/91	Exp Date: 10/93	Cured Date: 4Q92
Exp Date: 4Q93	Insp/Test Date: 4Q93	Insp/Test Date: 4Q93

Figure Q-4.--Conversion Chart.

3. Receipt Processing. All incoming material will be inspected to ensure the shelf life expectancy will not expire in accordance with figure Q-1 and has the required number of months/quarters of shelf life remaining upon receipt by the government agency and may be extended utilizing the Shelf Life Extension System (SLES). 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 control branch for processing. If expired material is received and extended valued is in excess of \$100 per line item, an SDR will be submitted per reference (t), chapter 4, paragraph 4269-4270, and appendix P.

a. DTO Receipts. WRB is responsible for screening all DTO receipts and forwarding all expired shelf life material for processing to the control branch. 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 control branch. WCB will conduct a material turn-in on the expired material and process/dispose the material in accordance with local Defense Logistics Agency Disposition Services (DLADS) policies.

(2) Expired Type II material

(a) The material will be inspected and extended in accordance with the SLAC based on the SLES instructions. If extendable, a label will be attached to the packaging citing the new shelf life expiration date and the part will be issued to the customer.

(b) Determine whether this item can be extended in accordance with the local IMA's repair capability. If so, coordinate with customer to accept and submit a work request to the IMA.

(c) Material that is not able to be extended, or 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. WSB will screen all incoming material prior to placing in location for expired or close to expired shelf life. If not already on the material, a label will be attached, including the expiration date. Material must be stored in such a manner as to facilitate the issuing of the oldest stock first (expiration date from newest to oldest with the oldest in front) commonly referred to as stock rotation. If the shelf life can be extended the NIIN must be verified in the SLES using the following link: [www.shelflife.dla.mil](http://www.shelflife.dla.mil). The material will be extended before placing it in stock. For the detailed process of extending material and extension labeling, see paragraph 8. 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 WCB for receipt processing and the material will be received but stored in a separate location from the RFI material. It is recommended a number of locations be set aside for the temporary storage of material pending disposal. WCB will perform the offload process and dispose the material in accordance with local DLADS policies.

**NOTE:** Offloading material should be processed expeditiously in order to mitigate potential NIS requisitions and possible erroneous loss by inventory adjustments.

4. Storage. To ensure proper screening and management of shelf life material, all shelf life coded items will be segregated from other Supply Officer assets, furthermore Type I and Type II will be stored separately. If shelf life material meets other storage criteria such as PEB, FSA, and Security Cage then it should be segregated from other non-shelf life items and maintained within those areas.

5. Reports/listings. The following reports/listings will be worked in order to perform actions within the Shelf Life Program.

a. Storeroom Action Listing. The Storeroom Action Listing is produced from Change Notice Processing in R-Supply. Upon receipt of a SAL from WCB, the WSB will perform the required actions. WSB will work the Shelf Life Code/Shelf Life Action Code Changes (SLC/SLAC) portion.

(1) Shelf Life Code/Shelf Life Action Code Changes (SLC/SLAC). Changes appearing on the SAL are a result of Monthly Change Notice Processing. The WSB will check the Manufactured Date on each item in stock and take the required action in accordance with the appropriate SLC/SLAC

(figure Q-1) and [www.shelflife.dla.mil](http://www.shelflife.dla.mil). Definitions and required actions for SLC/SLAC are in reference (t), volume II, appendix 9. 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 a separate location (pending offload, as applicable) 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 WCB. WCB will initiate Offload Processing to generate a DD 1348-1A for each line item to be off-loaded. Expired material must be offloaded to the appropriate DLADS Office. WSB will pull expired material from the location and forward it with the DD 1348-1A to SSB for shipment. One copy of the DD 1348-1A will be returned to WCB for input of the Offload Release to update the Stock Item Location Qty. This report will be worked on a monthly basis and a current and prior annotated/worked listing will be maintained.

b. Stock Control Review Listing. The Stock Control Review Listing will list changes on SLC/SLAC items. WCB will work the Stock Item Information/Action portion of the listing. Each record will be validated to ensure the physical and system changes were conducted. Annotations will detail the action taken to correct/update each record. These records will be reviewed on a daily basis and retained for 5 working days by WCB, (Current and 4 prior).

c. Blank SLCs/SLACs. These items will be produced by Utility Program/ADHOC and will be tailored to select only those NSNs with a blank SLC/SLAC. Stock Item Records with an ATC of 1-7 and 9, with a blank SLC and/or SLAC will be identified by WSB. TRS will identify all Stock Item Records with an ATC 8 with a blank SLC and/or SLAC. WSB/TRS will conduct research to determine the appropriate SLC and SLAC. After the SLC and SLAC have been identified, they will be loaded to R-Supply by selecting Inventory>Stock Item>Maintain Stock Item and NALCOMIS by selecting MRF>Search>NIIN. These records will be reviewed on a monthly basis and a current and prior annotated/worked Listing will be maintained.

d. SIR to External SLC Reconciliation. WSB will conduct a SIR to External SLC reconciliation prior to producing the Shelf Life Review Listing.

(1) WSB will extract all active NIINS from the SIR in R-Supply utilizing a Utility Program/ADHOC. The ADHOC will be ran using the following pathway: R-Supply>File>Utilities>ADHOC>ADHOC Expert.

```
SELECT
    item.niin,
    item.shelf_life_code,
    item.shelf_life_action_code,
FROM
    item
WHERE
    item.active_niin='1'
```

Figure Q-5.--Active NIIN ADHOC.

**NOTE:** File will be saved as a CSV. The NIINs produced will be transferred to a text file in order to conduct the SIR Extract Import to External System.

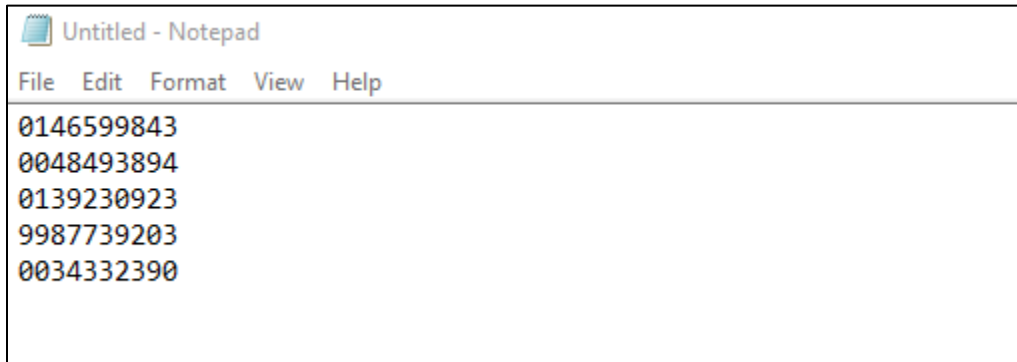


Figure Q-6.--Active NIIN ADHOC Results (example).

(2) SIR Extract Import to External System. Utilize the following steps to Import NIIN list and export results.

(a) Click on Search Batch.

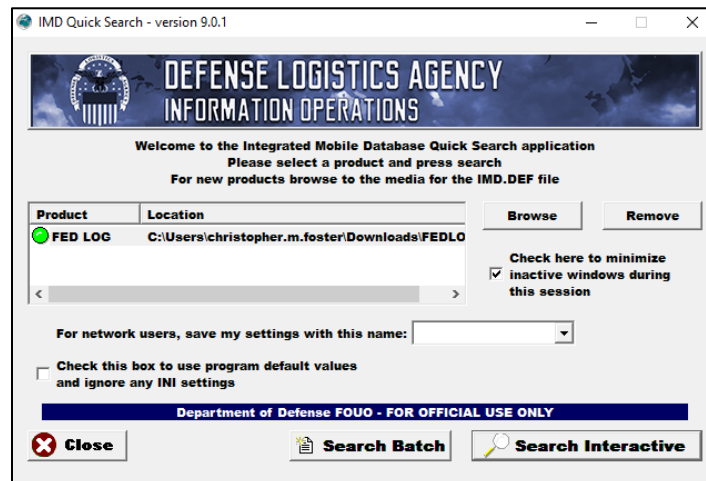


Figure Q-7.--FEDLOG Export.

(b) Select "Create a new job" and title it Shelf Life.

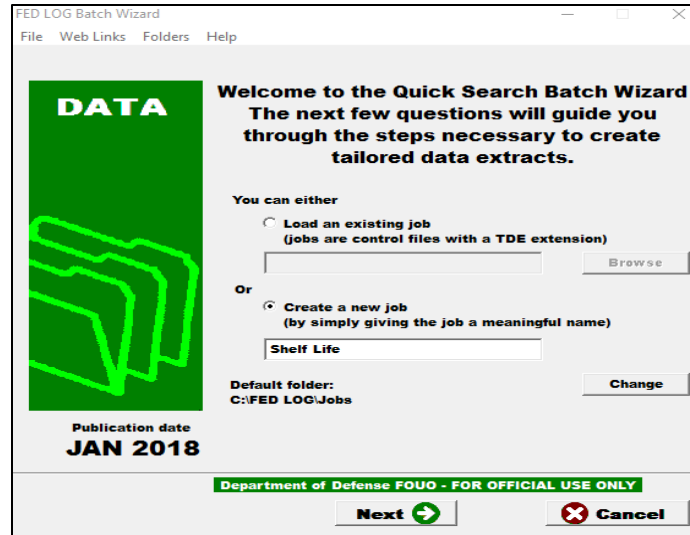


Figure Q-7.--FEDLOG Export, Continued.

(c) Select Data under Organize Batch Wizard by:

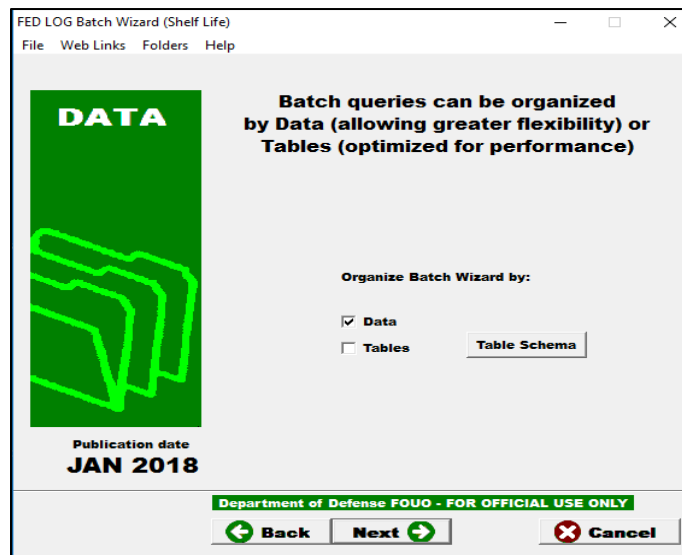


Figure Q-7.--FEDLOG Export, Continued.

(d) Select the NIIN field. Select "file containing Queries", browse for the R-Supply NIIN list produced from the ADHOC.

Figure Q-7.--FEDLOG Export, Continued.

(e) Select Field Delimited.

Figure Q-7.--FEDLOG Export, Continued.

(f) Select the three fields required (MOE, SLC, and SLA).

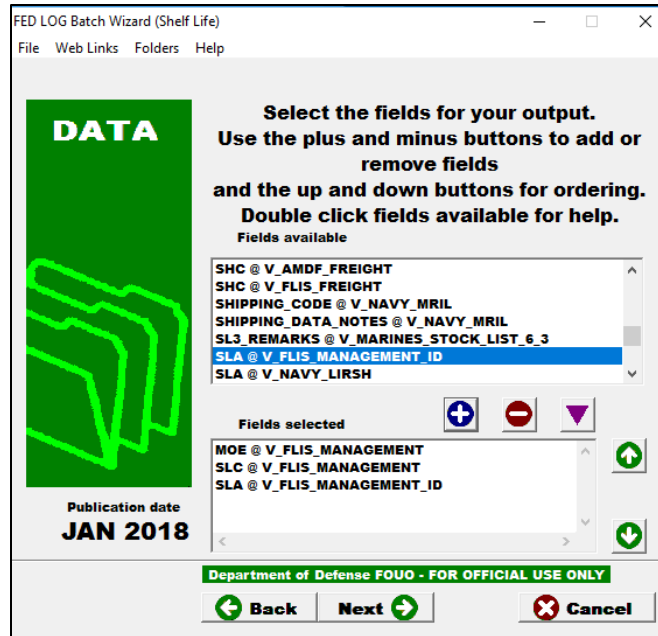


Figure Q-7.--FEDLOG Export, Continued.

(g) Verify that the default settings were not changed.

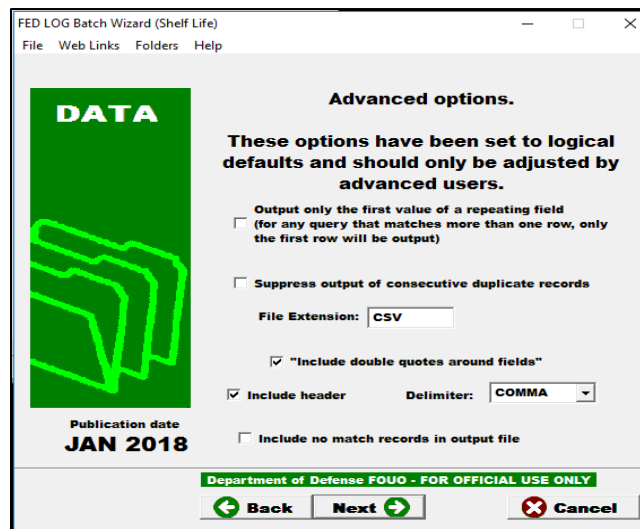


Figure Q-7.--FEDLOG Export, Continued.

(h) Click "Run" and save extract to the appropriate location.



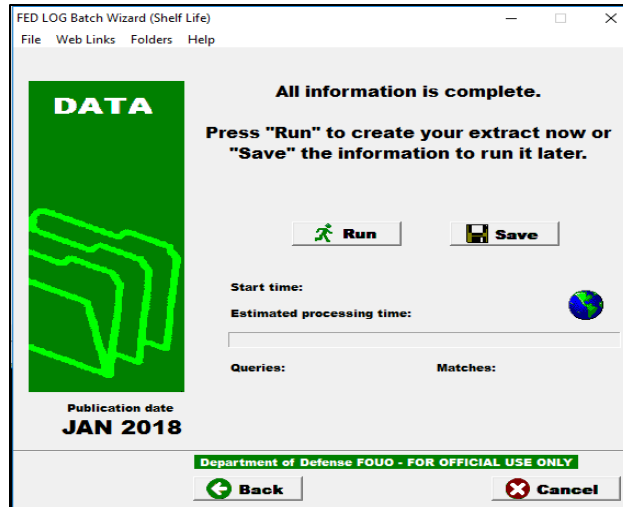


Figure Q-7.--FEDLOG Export, Continued.

e. SLC Mismatch Reconciliation. Once the external extract is downloaded WSB will verify extracted SLC/SLAC with SIR. Once mismatch data is identified, WSB will print and take appropriate action on the SIR mismatch external SLC reconciliation prior to producing the Shelf Life Review listing. These records will be reviewed on a quarterly basis and a current and prior annotated/worked listing will be maintained.

6. Shelf Life Review Listing. Shelf life material will be inspected on a quarterly basis, a current and prior annotated/worked Shelf Life Listing will be maintained. All expired material will be extended if possible or disposed. During this inspection, the material will be rotated within the location to facilitate the issue of the oldest material first (expiration date from newest to oldest with the oldest in front). WSB will generate the Shelf Life Review Listing by using Utility Program/ADHOC or Structured Query Language (SQL).

a. Generate Listing. This listing will be utilized to conduct the quarterly Shelf Life Review. The listing will be ran in location sequence utilizing one of the two following options:

(1) SQL. The SQL will be ran using the following pathway: R-Supply>File>Utilities>ADHOC>ADHOC Expert.

```

SELECT
    item.fed_sup_classification,
    item.niin,
    item.nomenclature,
    item.shelf_life_code,
    item.shelf_life_action_code,
    item.cognizance_symbol,
    item.material_control_code,
    item.spcl_matl_idfcn_code,
    item.type_of_storage_code,
    item_loc.location_number
FROM
    item,
    stock_item,
    item_loc
WHERE
    item.niin = item_loc.niin
    AND stock_item.niin = item.niin
    AND item.shelf_life_code not like '0'
ORDER BY
    item.shelf_life_code asc,
    item_loc.location_number asc

```

Figure Q-8.--Shelf Life Review Listing SQL.

## 7. Conducting the Review

a. After printing the listing the WSB will conduct the review by going to the location and physically verifying that the shelf life material is marked with the expiration date, manufacture or cure date, segregated by Type I or Type II, expired material is identified and corrective action taken in accordance with paragraph 8. Additionally, WSB will ensure that all material is stocked by expiration date from newest to oldest with the oldest in front. During the review, if there is a discrepancy between the on hand quantity and the physical count a spot inventory will be conducted in accordance with local procedures.

b. The following actions will be taken to conduct the Shelf Life Review:

(1) Markings. The following markings will be verified during the Shelf Life Review. Shelf life markings shall include the manufactured, cured, assembled or packed date. Apply one date and the expiration or inspect/test date, as appropriate (see figure Q-4). For other than cure dated items (see figure Q-3), the manufactured date, assembled date, packed date, and the inspect/test date shall be expressed by the numeric month followed by the last two digits of the calendar year, with the day of the month being the last day. For cure dated items, the cured date, expiration date, and the inspect/test date (see figure Q-3) shall be expressed by the calendar quarter followed by the last two digits of the calendar year, with the day of the quarter being the last day. When two or more unit packs of the same item containing the same expiration date; these items should be consolidated and properly marked.

(2) Types. The phrase "TYPE I" or "TYPE II" will not be annotated on the material but the location will be marked and segregated by "TYPE I" or "TYPE II".

(a) Type I shelf life items have a definite non-extendible period of shelf life. They are assigned alpha Shelf Life Codes (SLCs) (excluding "X" and "O").

(b) Type II shelf life items have an assigned shelf life time period that may be extended after completion of visual inspection, certified laboratory test, or restorative action. Type II items are assigned numeric SLCs and "X". Items that are assigned a SLC of zero (non-deteriorative) do not require shelf life marking. Type II material will be extended in accordance with the Shelf Life Extension System (SLES) using the following link: [www.shelflife.dla.mil](http://www.shelflife.dla.mil). For the detailed process of extending material and extension labeling, see paragraph 8.

(c) If Type II material is found in a Type I location it will be moved to a Type II location and vice versa.

(3) Shelf Life Uncertain. Those items not marked with a date from which shelf life can be determined will be researched using the SLES via [www.shelflife.dla.mil](http://www.shelflife.dla.mil). If unable to verify Lot/Batch Number or information in the SLES is inconclusive then contact the cognizant item manager by the e-mail function located under the POC's Tab and request disposition instructions. The email should contain the following for each item: COG/NSN and part number, serial number (if applicable), item description, estimated date of receipt and supply source. These items will be removed from the location and forwarded to WCB for DLADS processing.

(4) Check for Expired Material

(a) Stock Material

1. Expired Type I material will be removed from stock and disposed of through the local DLADS office.

2. Expired Type II material will be extended (when within the local ASD or IMA's capability) in accordance with the extension information (figure Q-9) in the SLES via [www.shelflife.dla.mil](http://www.shelflife.dla.mil). The new expiration date will be annotated on the label. Material requiring inspection by an external activity will be removed from the location and forwarded to WCB for processing.

Extension Months:	006
Number of Extensions:	1
HazMat Code:	

Figure Q-9.--SLES Extension Information.

a. 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 by WCB. The MAF will indicate "Test and Check, Expired Shelf Life" in the discrepancy area.

(1) RFI. When material has been deemed RFI by the IMA, WSB will create a new stow tag along with the Shelf Life Extension Notice (refer to paragraph 8).

(2) NRFI. For items beyond the local IMA's capability, the asset will be BCM'd and submitted to SSB for further processing. Offload procedures will be conducted for all X1 items.

(3) D-Code. NRFI items, in some cases, may qualify to be submitted into the Repair and Return Program.

(b) Expired PEB Shelf life Material. Expired shelf life material can be identified during the PEB inspection/inventory of PEB sites.

1. PEB sites. When expired material is identified, the PEB site manager/Supply PEB manager will remove all expired/unauthorized shelf life material.

a. Expired Type I material will be removed from the PEB site.

(1) If on-hand quantity is available in the warehouse locations the PEB Supply manager will conduct a one for one swap (this would mitigate the need to conduct a replenishment through the system). The expired material will be forwarded to WCB for processing/disposal through the local DLADS office ensuring they inform WCB that the one for one swap was conducted.

(2) If there is no on-hand quantity, the PEB Supply manager will decrement the quantity from the PEB site utilizing NALCOMIS, update PEB/Pack-up Inventory Record Option. They will also generate a PEB replenishment document. Additionally, a material turn-in will be conducted on the expired material and forward to WCB for processing/disposal through the local DLADS office.

2. Type II material will be removed from the PEB site.

a. If on-hand quantity is available in the warehouse locations the PEB Supply manager will conduct a one for one swap (this would mitigate the need to conduct a replenishment through the system). Material will be extended in accordance with the SLES. Once material is extended the material will be placed in stock. If there is no on-hand quantity, the PEB Supply manager will decrement the quantity from the PEB site utilizing NALCOMIS, update PEB/Pack-up Inventory Record Option. They will also generate a PEB replenishment document.

b. Material will be extended in accordance with the SLES. Once material is extended a material turn-in will be processed to increase the on-hand quantity and place the material in stock. If material cannot be extended the material will be disposed of in accordance with paragraph (6).

(5) 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 DLADS; 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, offload 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.

(6) Completion of Shelf Life Review Listing. A completed listing will consist of annotations and action taken by WSB to mark, extend or identify DLADs material. WSB will print, sign, date and forward the completed listing to WCB for further action (e.g., Test and Check, Offload, Repair and Return).

(7) Assistance in the extension of shelf life period. WCB will coordinate with the MALS PC Division to determine the capability of the local IMA in inspecting or correcting any discrepancies for the extension of shelf life. Additionally, the MALS PC 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.

8. How to verify the SLC, extendibility, and conducting an extension. Shelf Life codes and extensions will be verified using the SLES. SLES is an online database accessible through the DOD Shelf Life Program Home Page at [www.shelflife.dla.mil](http://www.shelflife.dla.mil). It consists of two parts, Material Quality Control Storage Standards (MQCSS) Data and Quality Status List (QSL) Data. 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 material. 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 (ao), Material Quality Control Storage Standards (MQCSS), prescribes the criteria for extending material.

**NOTE:** To access SLES select Registered Non-DLA Log-in, select the Shelf Life Program from the Defense Logistics Agency Enterprise Portal.

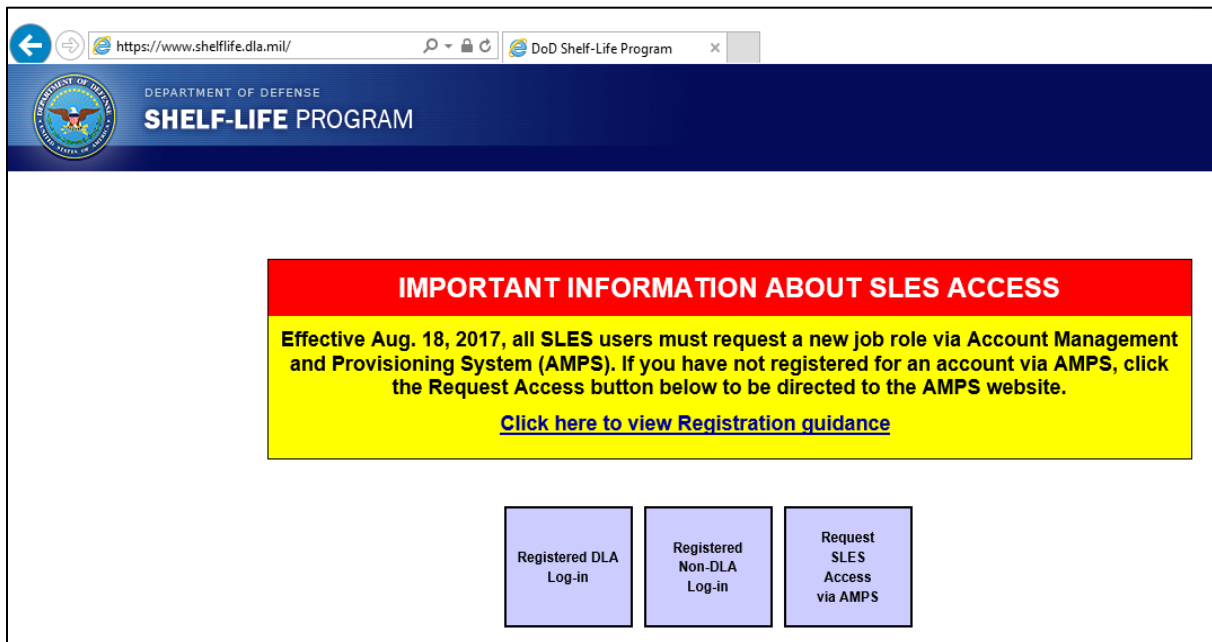


Figure Q-10.--SLES LOGIN.

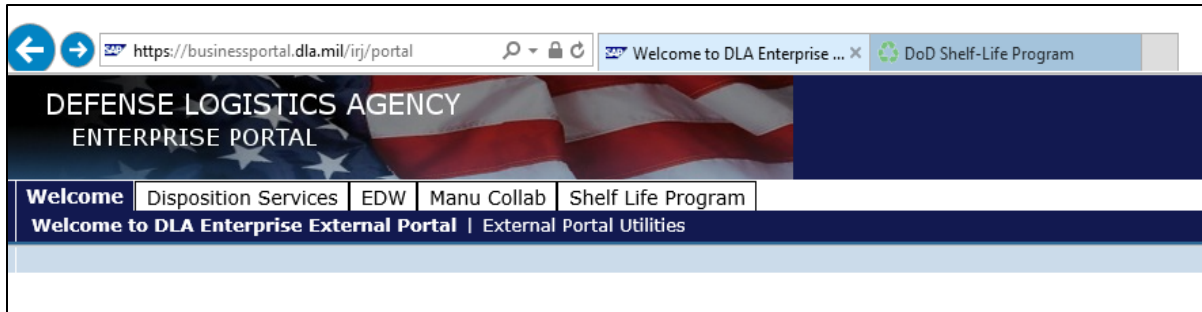


Figure Q-10.--SLES LOGIN, Continued.

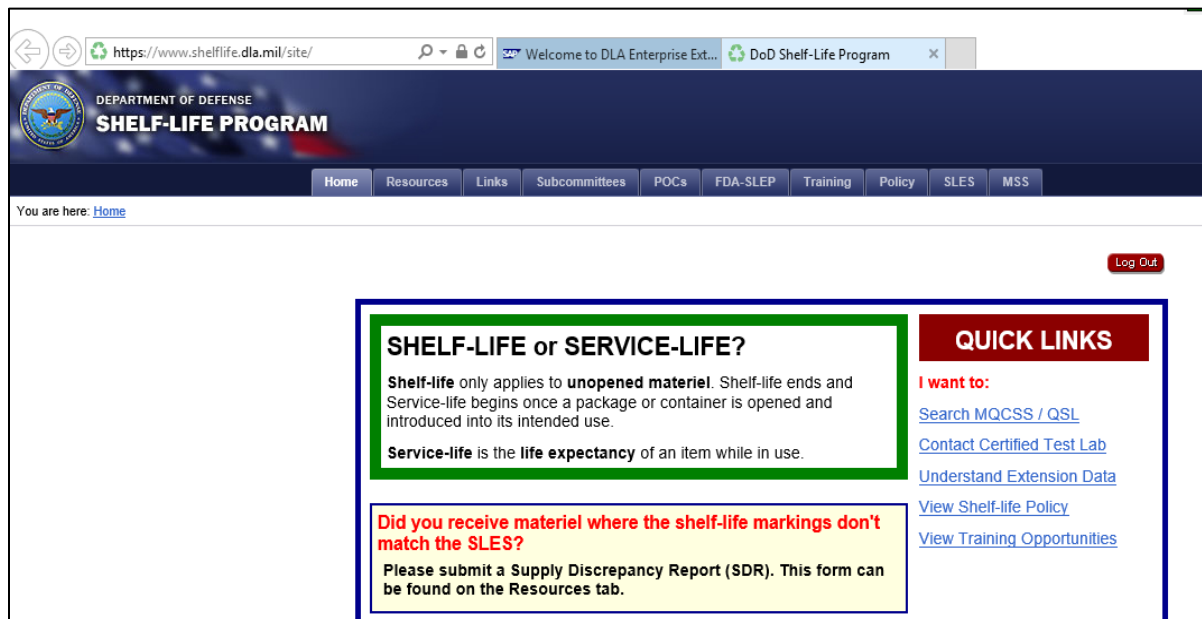


Figure Q-10.--SLES LOGIN, Continued.

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) The DOD 4140.27-M instruction (Shelf Life Management Manual) requires all Sources of Supply (SOS) 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 DOD Automated Program for Shelf Life Extensions (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 NEXT-GEN). If HMIRS NEXT-GEN NSNs are not present in the MQCSS file, the system will

automatically update the MQCSS Database and add the HMIRS NEXT-GEN Hazardous Code. If multiple codes apply to an NSN in the HMIRS NEXT-GEN file, an IX Code will be applied to the MQCSS file. The Hazardous Characteristic Code will be displayed whenever the file is displayed.

DEPARTMENT OF DEFENSE  
**SHELF-LIFE PROGRAM**

Home Resources Links Subcommittees POCs FDA-SLEP Training Policy SLES MSS

You are here: [Home](#) > [Extension System \(SLES\)](#) > SLES Search

**Combined MQCSS / QSL Search**

[How to Interpret MQCSS & QSL data](#)

If no QSL results exist for your contract, lot/batch, you may contact the appropriate DoD approved laboratory or submit a DD Form 1225 to the Owning ICP to request lab testing instructions. [View the QSL Labs page](#)

Database: ☒ MQCSS ☐ QSL Category: NIIN/NSN Value:  Search

Figure Q-11.--MQCSS Search.

**Combined MQCSS / QSL Search**

[How to Interpret MQCSS & QSL data](#)

If no QSL results exist for your contract, lot/batch, you may contact the appropriate DoD approved laboratory or submit a DD Form 1225 to the Owning ICP to request lab testing instructions. [View the QSL Labs page](#)

Database: ☒ MQCSS ☐ QSL Category: NIIN/NSN Value: 002319421 Search


MQCSS search for '002319421' in category 'NIIN/NSN' returned 1 record(s). [Export](#) [Print](#)


Display 10 per page Page 1 of 1: 1

NSN	Item Name	SLC	SOS
<a href="#">6545002319421</a>	MEDICAL PACKET,INDIVIDUAL SURVIVAL KIT	9	SMS

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Figure Q-11.--MQCSS Search, Continued.


 How to Interpret MQCSS & QSL data


 If no QSL results exist for your contract, lot/batch, you may contact the appropriate DoD approved laboratory or submit a DD Form 1225 to the Owning ICP to request lab testing instructions. [View the QSL Labs page](#)

Database: ☒ MQCSS ☐ QSL Category: NIIN/NSN Value: 002319421 x Search

MQCSS Data

 Print

National Stock Number:	6545002319421			Feedback	
Approved Item Name:	MEDICAL PACKET,INDIVIDUAL SURVIVAL KIT				
Visual Defect Characteristics:	A3 B3 C1 D3 E4 L5				
Inspection Type Code:	V	SL Code:	SLC Challenge	9	
Inspection Level Code:	S1	Extension Months:	006	SL Type:	II
Acceptable Quality Limit:	4.0	Number of Extensions:	1	SL Month:	60
Item Type Storage Code:		HazMat Code:		SOS Code:	SMS
Resources:					
Technical Publications:	APP M DLAD 4155.37;ANSI/ASQ Z1.4-2008				
Laboratory Remarks:					
Remarks:					
Record Last Updated:	8/11/2010 11:19:32 AM				

Figure Q-11.--MQCSS Search, 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, Alpha-numeric, 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 (ap).

(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 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 material serviceability at the end of its shelf life period.

(e) First Inspection Month. 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.

(f) Shelf Life Months. 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).

(g) Shelf Life Code. A one-position code, defined in reference (an) and (aq), 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 (an) provides a complete listing of SLCs cross referencing to the period of allowed storage time expressed in months/quarters and years.

1. Code 0 (Zero). NSN/NIIN is not a shelf life item.
2. Code Alpha Character (except Code "X"). TYPE I non-extendible item.
3. Code Numeric Character (plus Code "X"). TYPE II extendible item.

(h) Shelf Life Item Type. 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:

1. TYPE I. 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.
2. TYPE II. 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.

(i) Re-inspection Months. 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.

(j) 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).

(k) HAZMAT Indicator Code. A one (1) character alphabetic code used to identify all known or suspected hazardous items as defined by safety, health, transportation and/or environmental regulations to serve as a flag that a procuring activity must acquire a Material Safety Data Sheet (MSDS) when a hazardous item is procured, and to inform Federal Catalog System users when more detailed information on an item is available in the Hazardous Material Information System. Codes are Y = Information is in the Hazardous Materials Information Resource System (HMIRS), N = There is no data in the HMIRS NEXT-GEN and the NSN is in an FSC not generally suspected of containing hazardous material, P = There is no information in the HMIRS NEXT-GEN; however, the NSN is in an FSC in table II of Federal Standard 313 and an MSDS may be required by the user. The requirement for an MSDS is dependent on a hazard determination of the supplier or the intended end use of the product. and D = There is no information in HMIRS NEXT-GEN; however, the NSN is in an FSC in table I of Federal Standard 313 and an MSDS should be available to the user.

(l) 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.

(m) 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.).

(n) Remarks. Additional remarks on storage procedure not contained within the storage standard.

(o) 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.

(p) 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 material. 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.

(q) Item Type Storage Code. A one-position alphabetic code identifying the required item storage environment.

(r) Record Last Updated. Date the record was created or last updated.

b. QSL. 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) When Type II material reaches inspect/test date and it requires Visual Inspection & Laboratory Testing, always accomplish Visual inspection first. Only after passing visual inspection should you extend your exact NSN/LOT/BATCH if it has been tested and/or extended in the QSL. QSL extension data is valid only if the shelf life stock has been stored per applicable storage standards as stated in reference (aq), volume 10, table 182.

DEPARTMENT OF DEFENSE  
**SHELF-LIFE PROGRAM**

Home Resources Links Subcommittees POCs FDA-SLEP Training Policy SLES MSS

You are here: [Home](#) > [Extension System \(SLES\)](#) > SLES Search

**Combined MQCSS / QSL Search**

Database: ☐ MQCSS ☒ QSL Category: NIIN/NSN Value:  Search

☐ CBRN Data Only ☐ Show Archived

Figure Q-12.--QSL Search.

### What is the inspection type code for the NSN?

MQCSS Data									
National Stock Number:	9150012932773								
Approved Item Name:	LUBRICATING OIL,ENGINE								
Visual Defect Characteristics:	A9 C1 D3 P3 P7								
Inspection Type Code:	<b>V &amp; L</b>								
Inspection Level Code:	T1	Extension Months:	15	SL Code:	SIC Challenge	6			
Acceptable Quality Limit:	6.5	Number of Extensions:	2	SL Type:	II	24			
Item Type Storage Code:		HazMat Code:	*	SOS Code:	SMS				
Resources:									
Technical Publications:									
Laboratory Remarks:									
Remarks:	MIL-PRF-21260								
Record Last Updated:	4/5/2012 4:20:54 PM								

This data should be used for training purposes only.

QSL Data for NSN: 9150012932773											
Noun	Contract Number	Lot/Batch	Spec	Date Manuf.	Last Test	Test Due	Cond. Code	Issue To	SoS	Lab Code	Last Update
Lubricating Oil, Internal Combustion Engine	4AR-07-D-000X	150000048319	MIL-PRF-21260	12/1/2015	08/2017	08/2019	A	ALL	S9G	PTL	1/21/2016
								ALL	WPA		8/30/2017

**In this example, the Inspection Type Code is 'V & L' (Visual & Laboratory)**  
**If the materiel passes ALL visual inspections,**  
**check the QSL to see if your CONTRACT/LOT/BATCH has been tested & extended.**  
*(No QSL results for your contract/lot/batch? See slide 20 for information)*

\* Note: Extension Months & Number of Extensions are not critical on Laboratory tested items with QSL data. The Laboratory results will provide Next Insp/Test Date (test due)

Figure Q-12.--QSL Search, Continued.

**National Stock Number:** 68000110411123

**Approved Item Name:** ANTIFREEZE

**Visual Defect Characterization:** R2 54 50

**Inspection Type Code:** V A I

**Inspection Level Code:**

**Acceptable Quality Limit:**

**Item Type Storage Code:**

**Remarks:**

**Technical Publications:**

**Laboratory Remarks:**

**Remarks:**

**Record Last Updated:** 4/7/2012

**MOCSS Data**

**Extension Number:** 030

**Acceptable Quality Level:**

**Item Type Storage Code:**

**Remarks:**

**Record Last Updated:** 4/5/2012 4:30:54 PM

[Click here to print page](#)

**National Stock Number:** 68000110411123

**Approved Item Name:** ANTIFREEZE

**Visual Defect Characterization:** R2 54 50

**Inspection Type Code:** V A I

**Inspection Level Code:**

**Acceptable Quality Limit:**

**Item Type Storage Code:**

**Remarks:**

**Technical Publications:**

**Laboratory Remarks:**

**Remarks:**

**Record Last Updated:** 4/5/2012 4:30:54 PM

**MOCSS Data**

**Extension Number:** 030

**Acceptable Quality Level:**

**Item Type Storage Code:**

**Remarks:**

**Record Last Updated:** 4/5/2012 4:30:54 PM

**QSL Data for NSN: 6800116849125**

NSN	Contract Number	Lot/ Batch	Spec	Batch Material	Lot Date	Test Date	Concl. Code	NSN# To	NSN#	Lot Code	Last Update
Antifreeze	406-05-D-4062	LDR0311	A-A-52824	10/1/2012	12/02/12	09/08/12	H	DAKNO	10/1/2012	10/1/2012	12/24/2012
Antifreeze	406-05-D-4062	LDR 30742111	A-A-52824	10/1/2012	12/02/12	12/03/12	A	ALL	10/1/2012	10/1/2012	12/24/2012
Antifreeze	406-05-D-4062	019	A-A-52824	10/1/2012	12/02/12	09/08/12	A	ALL	10/1/2012	10/1/2012	12/24/2012
Antifreeze	406-05-D-4062	167	A-A-52824	6/1/2012	09/05/12	09/05/12	A	ALL	10/1/2012	10/1/2012	6/17/2012
Antifreeze	406-05-D-4062	194	A-A-52824	6/1/2012	09/05/12	09/05/12	A	ALL	10/1/2012	10/1/2012	6/17/2012
Antifreeze	406-05-D-4062	475	A-A-52824	11/1/2012	09/05/12	09/05/12	A	ALL	10/1/2012	10/1/2012	9/7/2012
Antifreeze	406-05-D-4062	514	A-A-52824	11/1/2012	09/05/12	09/05/12	A	ALL	10/1/2012	10/1/2012	9/7/2012
Antifreeze	406-05-D-4062	561	A-A-52824	10/1/2012	11/03/12	11/03/12	A	ALL	10/1/2012	10/1/2012	11/15/2012
Antifreeze	SPH445700006	LDR0311	A-A-52824	10/1/2012	11/03/12	11/03/12	H	DAKNO	10/1/2012	10/1/2012	11/15/2012
Antifreeze	406-05-D-4062	8116-00112	A-A-52824	3/1/2012	12/03/12	12/03/12	A	ALL	10/1/2012	10/1/2012	12/15/2012

DoD Shelf-Life Extension System | How to Interpret MQCSS &amp; QSL data

## How to tell if your Lot/Batch is in the QSL – Method 1

Default search will return available data for both MQCSS and QSL databases.

- 1) **Active PASSED** (Condition Code 'A') plus  
(Active QSL data has been tested within 4 years)
- 2) **ALL FAILED** (Condition Code 'H')  
(Failed tests display in red)

EX: You have materiel on hand for this NSN.

- If your lot/batch IS NOT listed in the QSL, this indicates that it has NOT been tested.  
See slide 20 for more information.

Enclosure (3)

## How to tell if your Lot/Batch is in the QSL – Method 2

**QSL default**

Combined MQCSS / QSL Search

Tip: Use "X" for wildcard searches. (ex: "9\*" or "9" return all values that begin with 9).  
[Search Help](#) | [View Database Structure](#) | [Check Submitted Feedback](#)

Database: ☐ MQCSS ☒ QSL Category:  Value:  Search

☐ CBRN Data Only ☐ Show Archived

QSL search for "6850014649125" in category "QSL.MIRANSN" returned 13 records.

Display	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000
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### QSL Search only

Default search will return available data for the QSL database only.

(10 records display in QSL query by default)

Select to display up to 1,000 records per page from the 'Display' drop-down box if needed.

The default return for QSL in this search will display results for:

- 1) Active PASSED (Condition Code 'A') plus (Active QSL data has been tested within 4 years)
- 2) ACTIVE FAILED (Condition Code 'H') (Active failed display in red, this NSN does not contain any active failed, so none are displayed)



If your LOT/BATCH IS listed, this indicates that it has been tested; use the QSL test results for extending your materiel on hand.

If your NSN & LOT/BATCH IS NOT listed in the QSL, this indicates that it has NOT been tested. See slide 20 for more information.

Figure Q-12.--QSL Search, Continued.

## How to tell if your Lot/Batch is in the QSL – Method 3

**QSL Archived**

Combined MQCSS / QSL Search


Tip: Use "X" for wildcard searches. (ex: "9\*" or "9" return all values that begin with 9).  
[Search Help](#) | [View Database Structure](#) | [Check Submitted Feedback](#)

Database: ☐ MQCSS ☒ QSL Category:  Value:  Search

☐ CBRN Data Only ☒ Show Archived

QSL search for "6850014649125" in category "QSL.MIRANSN" returned 21 records.

Display	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255
---------	---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----



## QSL data – CBRN data

**CBRN (Chemical, Biological, Radioactive, Nuclear) data can be identified with a yellow box with a 'C' inside.**

To expand CBRN data, click on the + and the available data will be returned.  
Clicking on the NSN hyperlink will open the record to display MQCSS data plus QSL data.

CBRN data is fed from JACKS and will include 5 data fields:  
**Contract Number, Lot Number, Date Manufactured, Next Inspection Date & Condition Code.**

+	C 0045015412423	TIMER INTERVAL					
-	C 0045015412425	TIMER INTERVAL					
+	C 0005011334804	M256A1 Detector KIT Chemical Agent					
-	C 0005012235588	M9 Paper, Chemical Agent Detector					

Contract Number	Lot Number	Date Manuf	Next Inspection Date	Condition Code
	CCR00B300010	2/1/2000	2/1/2008	H
	CCR00F300011	6/1/2000	6/1/2008	H
	CCR00K300012	10/1/2000	10/1/2009	H
	CCR01B300013	2/1/2001	2/1/2009	H
	CCR01F300014	6/1/2001	6/1/2009	H
	CCR01K300015	10/1/2001	10/1/2009	H

Figure Q-12.--QSL Search, Continued.

## What if your LOT/BATCH is not in the QSL?


**If your NSN & LOT/BATCH is not listed in the QSL, then samples have not been submitted for testing. For sample submission procedures, please contact your Service/Agency Administrator listed on the POCs tab, or the DoD certified testing laboratory (see SLES tab). If you already submitted a sample please contact the lab for status.**

**For most materiel, the owner is responsible for having their materiel tested and extended.**

Typically the owner will factor in how much stock of that specific lot they have on hand, testing costs, transportations costs, disposal costs, availability of resupply, item criticality, etc. when determining if they should send their materiel in for shelf life extension testing.

**If you are the OWNER,** recommend checking the "Test Labs" page on the DoD website for labs capable of shelf-life extension testing.

**If you are the STORAGE ACTIVITY,** contact the owner for disposition instructions via a DD Form 1225 (Storage Quality Control Report).



*Please keep in mind that shelf-life extension testing only extends shelf-life materiel that is unopened. Once materiel is opened, installed into its intended application, or introduced to mission requirements, shelf-life ends, service-life begins and shelf-life markings no longer apply.*

Figure Q-12.--QSL Search, Continued.

(2) 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.

(3) Inquiry (Current). 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) NSN. 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) NSN, Contract and/or Lot/Batch. If the system is queried by all three fields then only one record is retrieved.

(4) Inquiry (History). 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.

(5) Purging. 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.

(6) 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 material and the criteria for determining whether those requirements are met.

(e) Date Manufactured. The date an item, material 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.

c. Extensions. When material deemed to be extended is identified during the Shelf Life Review, the following will take place.

(1) Verify the SLC and Type of material through SLES.

(2) MQCSS & QSL may be used as the authority to extend material.

(3) If extension data is not present, submit a feedback request to updated MQCSS.



## How to determine extendibility of materiel:

First, determine if all of the required MQCSS data is displayed in SLES

For VISUAL INSPECTION, the 4 elements highlighted below are required for extension:

MQCSS Data		Print
National Stock Number:	FLIS DATA	Feedback
Approved Item Name:	FLIS DATA	
Visual Defect Characteristics:		SL Code: <b>SLC Challenge</b> FLIS DATA SL Type: SL Month: SOS Code: FLIS DATA
Inspection Type Code:		
Inspection Level Code:		
Acceptable Quality Limit:		
Item Type Storage Code:	FLIS DATA	Extension Months: Number of Extensions:
Resources:		HazMat Code: FLIS DATA
Technical Publications:		
Laboratory Remarks:		
Remarks:		
Record Last Updated:		

*This data should be used for training purposes only.*

If all 4 fields of extension criteria is not displayed in the SLES, then you should submit a "Feedback" stating MQCSS data is not present. The Product Specialist or Item Manager will research & update the MQCSS data for the NSN.

Figure Q-13.--Extension Information.

## When should you inspect your items of supply on-hand ?

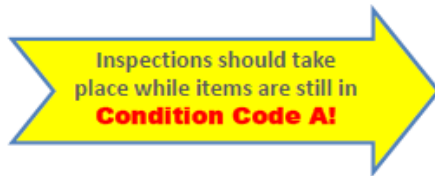
For Type II items that have not been issued and will not be placed into service prior to the Inspect/Test Date:



### If Required Inspection Type is **VISUAL**

The shelf-life extension process should begin 6 months prior to the Inspect/Test date.

**MQCSS is the authority to extend visually tested materiel.**



**A**



### If Required Inspection Type is **LABORATORY**

The shelf-life extension process should begin 9 months prior to the Inspect/Test date.  
Materiel must **PASS** visual inspection prior to lab testing.

**MQCSS & QSL may be used as the authority to extend lab tested materiel.**

Figure Q-13.--Extension Information, Continued.

## Prior to inspection: Is all required extension data present?

MQCSS Data				Print
National Stock Number:	8010013339817			Feedback
Approved Item Name:	PAINT,LATEX			
Visual Defect Characteristics:	R2 R3 R4 S6 S7 S8 U3			
Inspection Type Code:	V		SL Code:	SLC Challenge 6
Inspection Level Code:	S2	Extension Months:	12	SL Type:
Acceptable Quality Limit:	1.5	Number of Extensions:	1	SL Month:
Item Type Storage Code:		HazMat Code:		SOS Code:
Resources:				
Technical Publications:	MPI 119			
Laboratory Remarks:				
Remarks:	Protect from Freezing (MQCSS updated 12/2016 in response to FSG 90 r3 1.1)			
Record Last Updated:	12/16/2016 4:51:30 PM			

*This data should be used for training purposes only.*

In this example - YES, all required extension data is displayed.

1. Visual Defect Characteristics = R2, R3, R4, S6, S7, S8, U3
2. Inspection Type Code = 'V' (visual) only
3. Extension Months = 12
4. Number of Extensions = 1

Let's understand what this data means...

Figure Q-13.--Extension Information, Continued.

**You may like to print the data – the Visual Defect Characteristics Codes will display on the page with the MQCSS Data.**

**MQCSS Data**

National Stock Number:	8010013339817			Print
Approved Item Name:	PAINT,LATEX			Feedback
Visual Defect Characteristics:	R2 R3 R4 S6 S7 S8 U3			
Inspection Type Code:	V		SL Code:	SLC Challenge 6
Inspection Level Code:	S2	Extension Months:	12	SL Type:
Acceptable Quality Limit:	1.5	Number of Extensions:	1	SL Month:
Item Type Storage Code:		HazMat Code:		SOS Code:
Resources:				
Technical Publications:	MPI 119			
Laboratory Remarks:				
Remarks:	Protect from Freezing (MQCSS updated 12/2016 in response to FSG 90 r3 1.1)			
Record Last Updated:	12/16/2016 4:51:30 PM			

**Visual Defect Characteristics Codes**

R2	Unsecured, leaking, rusted, contaminated, bulged, dented, distorted, or significantly damaged (containers).
R3	Not securely attached, unclear, illegible, or incorrect (markings).
R4	Flared, swelling, cracking, pitting, shrinking, curdling, settling, raveling, perforation, separation (coatings).
S6	Not too thin (gel, solids, lumps) (coatings).
S7	Abnormal thickening, flaking, pigment flotation or excessive settling (coatings), traces of particulate matter.
S8	Traces of particulate matter suspended or settled (coatings).
U3	Evidence of reaction between the container and its contents.

*This data should be used for training purposes only.*

Figure Q-13.--Extension Information, Continued.

### Visual Defect Characteristics Codes

**Example #1**

In SLES, mouse-over the codes to view Visual Defect Characteristics

Visual Defect Characteristics Codes describe **WHAT TO LOOK FOR** when visually inspecting materiel to determine serviceability of the item.

**Remember to perform all inspections listed as Visual Defect Characteristics Codes**

**Example:** Code 'R2' = Unsecured, leaking, rusted, contaminated, bulged, dented, etc.

**Interpretation:** During the visual inspection, if any of the characteristics listed are present when inspecting the container, then this material is unusable, therefore you cannot extend the materiel.

[Visual Defect Characteristics Codes](#) are listed on the SLES website Resources page.

Figure Q-13.--Extension Information, Continued.

### What is the inspection type code for the NSN?

**Example #1**

In this example, the Inspection Type Code is 'V' (Visual only)

Next, you will inspect the materiel by using the 'Visual Defect Characteristics Codes'

**Remember - all items must 1<sup>st</sup> undergo VISUAL inspection !**

*The other Inspection Type Codes are shown a few slides down*  
 L = Laboratory Inspection | M = Machine Testing | R = Restorative Action  
 (Note: \*Extension month / \*Extension Limit are not critical for Lab tested items since QSL will determine test dates)

Figure Q-13.--Extension Information, Continued.

## PRIOR to Visual inspection, check the Number of Extensions!

**Example #1**

MQCSS Data			
Stock Number:	8010013339817		
Approved Item Name:	PAINT,LATEX		
Visual Defect Characteristics:	R2 R3 R4 S6 S7 S8 U3		
Inspection Type Code:	V		
Inspection Level Code:	S2	Extension Months:	12
Acceptable Quality Limit:	1.5	Number of Extensions:	1
Item Type Storage Code:		HazMat Code:	
Resources:		SL Code:	SLC Challenge 6
Technical Publications:	MPI 119	SL Type:	II
Laboratory Remarks:		SL Month:	24
Remarks:	Protect from Freezing (MQCSS updated 12/2016 in response to ES 000119)		
Record Last Updated:	12/16/2016 4:51:30 PM		

*This data should be used for training purposes only.*

**The Number of Extensions = the number of extensions possible.**

**How to determine if Number of Extensions is exceeded?**

### STEP 1 of 2:

How many DD Form 2477 extension labels are fixed on the packaging?

(This example NSN can have a **maximum of 1 extension label** in addition to the original manufacturer package markings – it can only be extended 1 time)

**If this item already has already been extended 1 time as determined by the presence of DD Form 2477, then the shelf-life of the material has reached it's end and should be disposed of.**

Figure Q-13.--Extension Information, Continued.

## Can Shelf-Life be extended? or Has Shelf-Life ended?

**Example #1**

MQCSS Data			
Stock Number:	8010013339817		
Approved Item Name:	PAINT,LATEX		
Visual Defect Characteristics:	R2 R3 R4 S6 S7 S8 U3		
Inspection Type Code:	V		
Inspection Level Code:	S2	Extension Months:	12
Acceptable Quality Limit:	1.5	Number of Extensions:	1
Item Type Storage Code:		HazMat Code:	
Resources:		SL Code:	SLC Challenge 6
Technical Publications:		SL Type:	II
Laboratory Remarks:		SL Month:	24
Remarks:	Protect from Freezing (MQCSS updated 12/2016 in response to ES 000119)		
Record Last Updated:	12/16/2016 4:51:30 PM		

**Max Age = 24 Months**

*This data should be used for training purposes only.*

**The Extension Months = the number of months to extend**

### STEP 2 of 2:

Add total time of all possible extensions to Date of Manufacture and compare to current date.

**Calculate: DOM from package markings + 24 months Shelf-Life + 12 extension months**

DOM 02/2014 + 24 months Shelf-Life + 12 re-inspection months (36 months maximum age)

First Inspection date = 02/2016, materiel must be used or disposed of no later than 02/2017

**If visual inspection passes, you may extend the shelf-life of the materiel 12 months from the original expiration date. The total time of shelf-life for this item is 36 months.**


Figure Q-13.--Extension Information, Continued.

**Shelf-Life Extension Notice**  
**DD Form 2477 w/ MQCSS markings**  
 (Example for training purposes only)

Using the example on the previous slide - DOM is 02/14, inspection should take place within 6 months prior to 02/16  
 If visual inspection passes – extend for 12 months from original expiration date  
 Next Insp/Test date is 02/17  
 (in this case, the number of extensions is '1', so this date will mean end of shelf-life for this material)

Information from  
Original Package  
Markings

Results of  
Visual  
Inspection



**SHELF-LIFE EXTENSION NOTICE**

PER DOD 4140.27-M, CONTAINERS REQUIRE RE-MARKING WITH EXTENDED SHELF-LIFE DATA. UNITS OF ISSUE REQUIRE RE-MARKING UPON OPENING CONTAINER.

**NSN:** 8040-00-142-9193

**CONTRACT NUMBER:** ABC01XYZ-10-B123

**LOT/BATCH NUMBER:** C010203

**DATE TESTED:** 12/16

**NEXT INSP/TEST DATE:** 02/17

**AUTHORITY:** MQCSS  
(QSL, MQCSS, Other)

**INSPECTED BY:** YOUR ACTIVITY – Mr. Joe Brown  
(Activity and Inspector's Name or Number)

**DD FORM 2477-2, APR 1999** PREVIOUS EDITION MAY BE USED.

DoD Shelf-Life Extension System | How to Interpret MQCSS & QSL data 11

Figure Q-13.--Extension Information, Continued.

(4) The following extension labels will be utilized when extending material. Ensure the precedence of extension is noted (e.g., 1st extension, 2nd extension) and the original expiration label is retained on the material to show the initial expiration date and cumulative extensions.

(a) A PDF version can be downloaded using:  
<https://www.esd.whs.mil/portals/54/documents/dd/forms/dd/dd2477-3.pdf> which generates a document holding 20 extension labels.

(b) A PDF version can be downloaded using:  
<https://www.esd.whs.mil/portals/54/documents/dd/forms/dd/dd2477-2.pdf> which generates a document holding 6 extension labels.

SHELF-LIFE EXTENSION NOTICE	
PER DOD 4140.27-M, CONTAINERS REQUIRE RE-MARKING WITH EXTENDED SHELF-LIFE DATA. UNITS OF ISSUE REQUIRE RE-MARKING UPON OPENING CONTAINER.	
NSN:	<input type="text"/>
CONTRACT NUMBER:	<input type="text"/>
LOT/BATCH NUMBER:	<input type="text"/>
DATE TESTED:	<input type="text"/>
NEXT INSP/TEST DATE:	<input type="text"/>
AUTHORITY:	<input type="text"/> <small>(QSL, MQCSS, Other)</small>
INSPECTED BY:	<input type="text"/> <small>(Activity and Inspector's Name or Number)</small>

DD FORM 2477-1, APR 1999 PREVIOUS EDITION MAY BE USED.

Figure Q-14.--Shelf Life Extension Notice.

d. Feedback

(1) Feedback is submitted by SLES users when a TYPE II NSN is queried and the MQCSS data is missing extension data that is necessary to determine whether the shelf life of an item of supply may be extended for use or if the material should be disposed of.

(a) Example scenario: An end user has an item of supply on hand and the expiration date is approaching. When the user queries the TYPE II NSN in the SLES MQCSS, they notice that the 'Inspection Type Code' and the 'Inspection Limit' is not present in the data set. In this case, the user should submit a Feedback to notify the product specialist or item manager of the missing data so that it may be updated.

(b) Example: Do you have a TYPE II item of supply that requires Visual & then Lab testing AND your specific lot/batch is not listed in the QSL?

1. In this case, you should not submit a feedback. If your lot/batch is not listed in the QSL for an item that requires a lab test to determine extendibility, this indicates no one has sent the material to a DOD approved laboratory for shelf life extension testing. For most material, the

owner is responsible for having their material tested and extended. Typically the owner will factor in how much stock of that specific lot they have on hand, testing costs, availability of resupply, item criticality, when determining if they should send their material in for shelf life extension testing. Also, before any material is sent for laboratory testing, it must first pass visual inspection.

2. Your Feedback Manager will usually update the data set for the requested NSN within 5 days. At the time the update is made in MQCSS, the Feedback Manager will respond to your SLES feedback submission with a reply stating that the data has been updated and you will be notified via e-mail notification. If you have not received an e-mail notification within 5 days of your feedback submission and need further assistance, you may contact [SLES.DOD@dla.mil](mailto:SLES.DOD@dla.mil) to find out the status of the request.

Figure Q-15.--Feedback Form.

(2) The image displayed in figure Q-15 shows the fields that are required for submitting a Feedback. In the 'Comments' section: Your submission should include a short message stating that the data is missing (QCSS extension data is missing for this item of supply).

(3) Once you have submitted a feedback and the feedback manager responds, you may use the 'Feedback Tracking Link' and feedback tracking ticket number located in the e-mail notification for each NSN to correspond with the feedback manager with follow up questions or concerns about the data.



## APPENDIX R

## HAZARDOUS MATERIAL (HAZMAT) MANAGEMENT

1. General. 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 Q (Shelf-Life Program) of this Manual, state regulations, Air Station Orders and local DLADS Turn-in Policies. HAZMAT 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. Additionally, the HAZMAT handling, storage and inventory procedures outlined below are provided in the event the ASD must assume full HAZMAT responsibilities in a deployed environment.

2. Publications. The Hazardous Material Information Resource System Next Generation (HMIRS Next-Gen) on CD-ROM (Distributed Annually) will be maintained in SMD to assist the WMD with HAZMAT management. It can also be accessed at URL: <http://www.dla.mil/HQ/InformationOperations/Offers/Products/LogisticsApplications/HMIRS.aspx>. In addition to the above publication, any local directives or orders pertain to HAZMAT will be maintained in SMD.

3. Background. According to reference (bd), Consolidated Hazardous Material Reutilization and Inventory Program (CHRIMP), the intent 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 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/l 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. (see figure R-1).

<p style="text-align: center;"><b>MCAS CHERRY POINT</b></p> <p style="text-align: center;"><b>EXAMPLE ONLY</b></p> <p style="text-align: center;"><i>Authorized Use List</i></p> <p style="text-align: center;"><i>Average Monthly Use and Maximum On-hand Quantity</i></p> <p style="text-align: center;"><i>Primary:</i></p> <p style="text-align: center;"><i>Alternate:</i></p> <p style="text-align: center;"><i>Phone Number:</i></p> <hr/> <p style="text-align: left;"><small>Tuesday, November 20, 2018</small></p> <p style="text-align: right;"><small>Page 1 of 2</small></p>
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<i>NSN</i>	<i>MATERIAL</i>	<i>MIL-SPEC</i>	<i>UNIT OF ISSUE</i>	<i>AVERAGE MONTHLY USE</i>	<i>MAXIMUM ON-HAND QUANTITY</i>
8010013316105	ENAMEL, WHITE GLOSS, AEROSOL	A-A-2787	CN 11 OZ	0	0

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Figure R-1.--Example AUL.

e. HAZMAT/HAZWASTE/Petroleum, Oils, and Lubricants (POLs) 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 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 DD Form 1348-1As 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. ASD HAZMAT/HAZWASTE Program. The ASD HAZMAT/HAZWASTE Coordinator, appointed by the AvnSupO (see figure R-2) is responsible for the daily administration, operation and management of the program within the ASD. The WMD OIC will assign the primary and alternate HAZMAT/HAZWASTE Coordinator and HAZMAT/HAZWASTE Handlers. 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 Next-Gen access and all applicable publications listed in paragraph 2 of this appendix. Additionally, WCB will ensure the proper Type Storage Code (TSC) of "H" is recorded for each HAZMAT NIIN on the Stock Item Record (SIR) per reference (t), appendix 27. WCB 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.


	<p align="center"><b>UNITED STATES MARINE CORPS</b>  MARINE FIGHTER ATTACK SQUADRON XX  MARINE AIRCRAFT GROUP XX  XD MARINE AIRCRAFT WING  MCAS MARINE P.O. BOX 123456  TUN TAVERN, PHILADELPHIA 19106</p>	<p>IN REPLY REFER TO:  4400  ASO  DD Mon YY</p>
<p>From: Aviation Supply Officer, Marine Aviation Logistics Squadron XX  To: Staff Sergeant U.S. Marine, XXXXXXXXX/1775 USMC</p>		
<p>Subj: APPOINTMENT OF HAZARDOUS MATERIAL WASTE COORDINATOR</p>		
<p>Ref: (a) MCO 5090.2  (b) ASO 5090.3A  (c) ASO 5090.5A  (d) ASO 5090.6  (e) ASO 5090.9  (f) SqdnO 6200.1B</p>		
<p>1. You are hereby assigned as the Hazardous Material Waste Coordinator for Marine Aviation Logistics Squadron XX.</p> <p>2. You will be guided in the performance of your duties in accordance with references (a) through (f). Be sure to familiarize yourself with the references. You will ensure that copies of these references are readily available.</p> <p>3. A copy of this letter will be maintained in your training file. This appointment will remain in effect until reassignment or transfer, at which time this appointment will be automatically revoked.</p>		
<p align="center">U. R. ASO</p>		
<p align="right">USM  DD Mon YY</p>		
<p>FIRST ENDORSEMENT</p>		
<p>From: Staff Sergeant U.S. Marine, XXXXXXXXX/1775 USMC  To: Aviation Supply Officer, Marine Aviation Logistics Squadron XX</p>		
<p>1. I have assumed the duties as the Hazardous Material Waste Coordinator and have read and familiarized myself with the provisions of the orders and instructions cited in the references.</p>		
<p align="center">U.S. MARINE</p>		
<p>Copy to:  ASO  WMD OIC  WMD SNCOIC  HAZMAT  FILE</p>		

Figure R-2.--Example Hazmat Coordinator appointment letter.

(1) HAZMAT/HAZWASTE Coordinator Daily Duties. 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-through Checklist (see figure R-3), annotating all observations and maintain current and four prior days. 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.

HAZMAT DAILY WALK-THROUGH 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 R-3.--HAZMAT Daily Walk-Through Log.

(2) HAZMAT/HAZWASTE Coordinator Weekly Duties. 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.

(3) MSDS. 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 Next Generation (HMIRS Next-Gen) CD-ROM or <http://www.dla.mil/HQ/InformationOperations/Offers/Products/LogisticsApplications/HMIRS>. See figure R-4 for an MSDS Example.

**NOTE:** Ensure current MSDS are on hand for all HAZMAT and HAZWASTE in the ASD.





SAMPLE SDS		MSDSonline	
		<b>Product A</b> Safety Data Sheet <small>According To Federal Register / Vol. 77, No. 58 / Monday, March 26, 2012 / Rules And Regulations            Date of Issue: 02/24/2017            Version: 1.0</small>	
<b>SECTION 1: IDENTIFICATION</b>			
1.1. Product Identifier Product Form: Mixture Product Name: Product A Synonyms: Anionic Anti-Sludge Agent 1.2. Intended Use of the Product Use of the Substance/Mixture: Anti-Sludge Agent. For professional use only 1.3. Name, Address, and Telephone of the Responsible Party Company Glendale Industries, Inc. 1234 Anywhere Way Anytown, US 12345 1.888.362.2007 1.4. Emergency Telephone Number Emergency Number : 1.888.362.2007 For Chemical Emergency, Spill, Leak, Fire, Exposure, or Accident, call GLENTREC- Day or Night			
<b>SECTION 2: HAZARDS IDENTIFICATION</b>			
2.1. Classification of the Substance or Mixture GHS-US Classification Flam. Liq. 2 H225 Skin Corr. 1B H314 Eye Dam. 1 H318 STOT SE 3 H336 Full text of hazard classes and H-statements : see section 16 2.2. Label Elements GHS-US Labeling Hazard Pictograms (GHS-US) : <div style="display: flex; justify-content: space-around; align-items: center;">    </div>			
Signal Word (GHS-US) : Danger Hazard Statements (GHS-US) : <ul style="list-style-type: none"> <li>H225 - Highly flammable liquid and vapor.</li> <li>H314 - Causes severe skin burns and eye damage.</li> <li>H318 - Causes serious eye damage.</li> <li>H336 - May cause drowsiness or dizziness.</li> </ul>			
Precautionary Statements (GHS-US) : <ul style="list-style-type: none"> <li>P210 - Keep away from heat, sparks, open flames, hot surfaces. - No smoking.</li> <li>P240 - Ground/Bond container and receiving equipment.</li> <li>P241 - Use explosion-proof electrical, ventilating, and lighting equipment.</li> <li>P242 - Use only non-sparking tools.</li> <li>P243 - Take precautionary measures against static discharge.</li> <li>P260 - Do not breathe vapors, mist, spray.</li> <li>P264 - Wash hands, forearms, and other exposed areas thoroughly after handling.</li> <li>P271 - Use only outdoors or in a well-ventilated area.</li> <li>P280 - Wear protective gloves, protective clothing, eye protection, face protection, respiratory protection.</li> <li>P301+P330+P331 - If swallowed: rinse mouth. Do NOT induce vomiting.</li> <li>P303+P361+P353 - If on skin (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower.</li> <li>P304+P340 - If inhaled: Remove person to fresh air and keep at rest in a position comfortable for breathing.</li> <li>P305+P351+P338 - If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.</li> <li>P310 - Immediately call a poison center or doctor.</li> </ul>			
<small>EN (English US)</small> <small>MSDSonline SAMPLE SDS ONLY. Created by VelocityGHS for informational and training purposes only.            NOT FOR COMMERCIAL USE.</small>			

Figure R-4.--MSDS Example.

(4) 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 DD Form 1348-1A will be retained in the HAZMAT/HAZWASTE/POL Operating File for ten years, in accordance with FIAR guidance found at URL:  
<https://cpf.navy.deps.mil/sites/PACFLT/fiar/SitePages/Home.aspx>.

(5) Material Turned-in to Store (MTIS). Ensure all excess material is properly labeled and processed for MTIS.

(6) 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 contain the following:

(a) Procedures for reporting spills during and after working hours.

(b) Procedures for containment of spills.

(c) Clean-up of spills, including equipment and staffing.

(d) First aid measures.

(e) Evacuation Plan.

(7) Spill History File. A Spill History File will be developed and included as part of the HAZMAT/HAZWASTE/POLs Operating File.

(8) PPE. Ensure adequate and serviceable PPE is located within close proximity of HAZMAT/HAZWASTE locations.

(9) Assistant HAZMAT/HAZWASTE Coordinator. The Assistant HAZMAT/HAZWASTE Coordinator will perform all duties of the HAZMAT/HAZWASTE Coordinator when the primary is not available. Additionally, the assistant will perform all tasks assigned by the coordinator as pertaining to HAZMAT/HAZWASTE.

(10) HAZMAT/HAZWASTE Handler. The HAZMAT/HAZWASTE handler will assist in the handling, collection and transfer of inventory HAZMAT/HAZWASTE in accordance with local policies and procedures.

(11) Inventory Management. If applicable, HAZMAT inventory will be managed via R-Supply in conjunction with HMIRS Next-Gen. WCB, in coordination with the HAZMAT/HAZWASTE Coordinator, will manage, turn-ins, shelf life management, inventory validity and reorders.

(12) Stocking Levels. WAS, in conjunction with WCB, and the HAZMAT/HAZWASTE Coordinator will manage stocking levels. Allowance lists, demand history and AULs constitute the basic stocking authority for MALS activities.

(a) Reviewing Stocking Levels. For MALS that stock HAZMAT, WAS will review HAZMAT stocking levels on a weekly basis, in conjunction with consumable sizing. In addition, WAS will review HAZMAT stocking levels during scheduled allowance reviews. The following special consideration must be given to HAZMAT Requisitioning Objectives (RO) due to inflated demand, shelf life and available storage.

1. 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 to prevent shelf life expiration.

2. 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.

3. To prevent the RO from adjusting automatically, establish a "Limit Flag" on the item.

4. Demand data must be reviewed to ensure ROs were not inflated due to erroneous demand.

5. Current wholesale availability of assets and Time to Reliably Replenish the material must be considered.

6. Special/sufficient/proper storage requirements must be considered (i.e., refrigeration).

7. Seasonal HAZMAT requirements must be considered.

8. Validate supported activities Authorized User Lists (AULs) to ensure the HAZMAT is authorized for use.

9. Verify whether the HAZAMT has special handling required?

(13) Inventory of HAZMAT. In addition to inventory requirements set forth in reference (m), all HAZMAT will be inventoried annually in accordance with chapter 2, paragraph 2401.14, and DOD HMIRS Next-Gen 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.

(14) 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. For detailed instructions for Shelf Life Procedures, refer to appendix Q.

(15) Storage. When HAZMAT is received from WRB, 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, in accordance with Type Storage Codes (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 appendix Q for marking inspections, re-inspections and expiration dates on the material.

**NOTE:** Controlled radioactive commodities (e.g., In-flight Blade Inspection System [IBIS] on the CH-53 and Electro-Optical Targeting System [EOTS] on the F-35) are required to be stored IAW reference (be).

(16) 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. In order to conform to the customer's AUL, HAZMAT not issued to the customer 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.

(17) Shipping of HAZMAT. All shipments of HAZMAT will be shipped via DMO or military transport.

**NOTE:** Controlled radioactive commodities (e.g., In-flight Blade Inspection System [IBIS] on the CH-53 and Electro-Optical Targeting System [EOTS] on the F-35) may not be shipped unless they are packaged, marked, and transported in accordance with reference (x). To preclude violating international shipping regulations, items containing radioactive materials being shipped overseas, or to forward-deployed commands, shall be sent via military transport.

(18) Storeroom Action Listing (SAL). The SAL is produced from Change Notice Processing in R-Supply. WCB will coordinate with the HAZMAT/HAZWASTE Coordinator in the event any physical HAZMAT inventory changes are required due to Change Notice Processing. Refer to appendix B for detailed Change Notice Processing procedures.

#### 5. Air Station or Shared Site Commercial Hazardous Material Site Considerations

a. 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. 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 HAZMAT Demand Process/Level Setting is not managed by the ASD, WMD 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 DSB doctrine.

(3) Currency in HAZMAT handling. The WMD will ensure adequate personnel are available and maintain requirements, in accordance with OSHA Standards and chapter 2 of this Manual.

(4) Surge Deployment Capabilities. Ensure the external agency maintains the capability to provide range and depth of HAZMAT to support DSB doctrine.

(5) Reconciliation to ensure currency of stocked material. Provide additions/changes or deletions to the AULs to support operations in a deployed environment.



## APPENDIX S

## CARCASS TRACKING/STOCK IN TRANSIT (SIT) PROCEDURES

1. General

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, the 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. SIT records are accessible via the NITA Module in eRMS, (figure S-1).

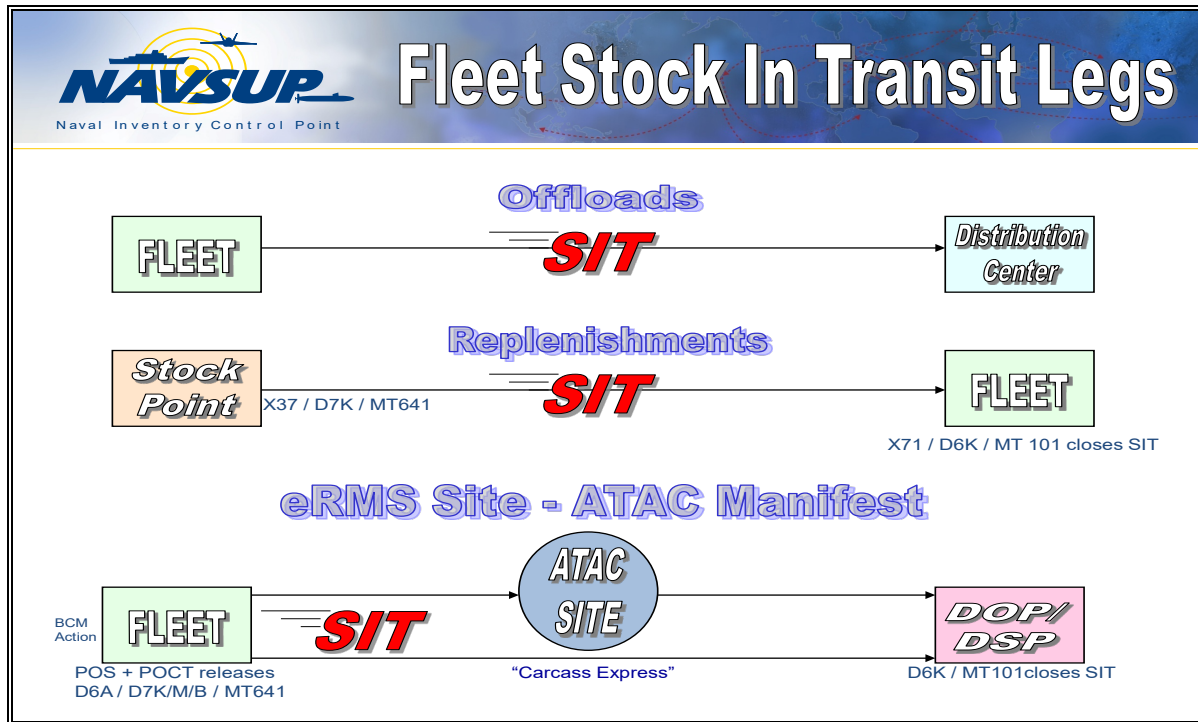


Figure S-1.--Fleet Stock In Transit Legs.

2. Electronic Retrograde Management System (eRMS). eRMS provides asset visibility during the entire retrograde turn-in process. When a turn-in (DD Form 1348-1A) 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://applications.navsup.navy.mil/erms> click on Help button.

a. eRMS is a management program designed specifically for users to:

(1) Identify retrograde material.

(2) Print a bar-coded DD Form 1348-1 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 Logistics Agency Disposition Services (DLADS), etc.

(3) Create bar-coded turn-in/shipping documents (DD Form 1348-1s).

- (4) Create shipping manifests and Military Shipping Labels (DD Form 1387s).
- (5) Post POS providing POCT.
- (6) Capture POD.
- (7) Create Engineering Investigation (EI) turn-in/shipping documents, Product Quality Discrepancy Report (PQDR) 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 Records (EHRs).
- (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.

3. Requesting Access. Before a user can access the eRMS 2.0 system, you must meet the following criteria:

a. All eRMS 2.0 users must have a current Common Access Card (CAC) with Public Key Infrastructure (PKI) for digital identification. After obtaining a CAC, it will need to be registered in the NAVSUP Master Directory (<https://my.navsup.navy.mil/registration/>). Users are also required to fill out and email a System Access Authorization Request (SAAR) form to [ermsaccess@navy.mil](mailto:ermsaccess@navy.mil). Information Assurance Awareness training must be completed and documented on the SAAR-N form. Refer to the My Navy portal (<https://my.navsup.navy.mil/>) for the current Cyber Awareness course.

b. After obtaining and registering a CAC, as well as receiving an approved SAAR-N, users must request eRMS 2.0 access for a specific DoDAAC(s) that you need to process Retrograde transactions for.

(1) Navigate to <https://my.navsup.navy.mil/webcenter/portal/RequestAccess>

(2) Select Request Access located on the left side menu.

(3) Select eRMS on the subsequent screen.

**NOTE:** The link for the SAAR is located at the bottom of the screen.

If you need more than one activity, please list them in the "reasons for" access box. Each approved DoDAAC will appear in the Dashboard for user selection.

4. Logging into the eRMS System. Once users have obtained access to eRMS, they can log into the system utilizing the following URL:  
<https://applications.navsup.navy.mil/erms>.

**NOTE:** Internet Explorer is the preferred browser, as some functionality may not be available with alternate browsers such as Chrome.

a. Enter <https://applications.navsup.navy.mil/erms> into the Internet Browser URL field, press Enter, and click the acknowledge button.

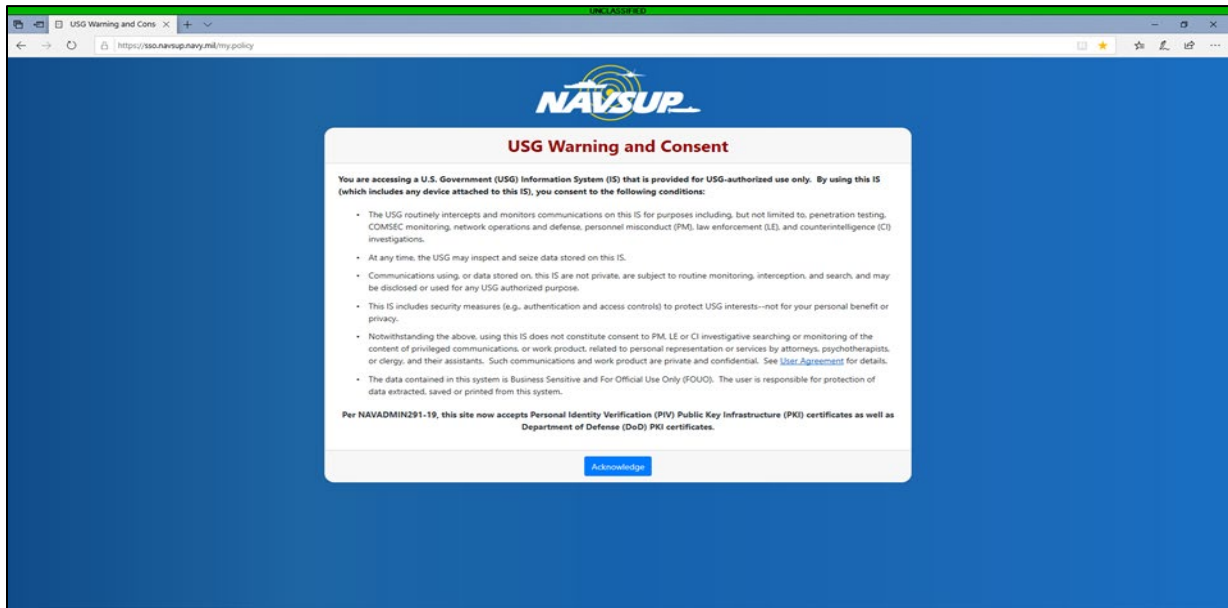


Figure S-2.--eRetrograde Management System Logon Page.

b. Enter your CAC Pin and click OK.

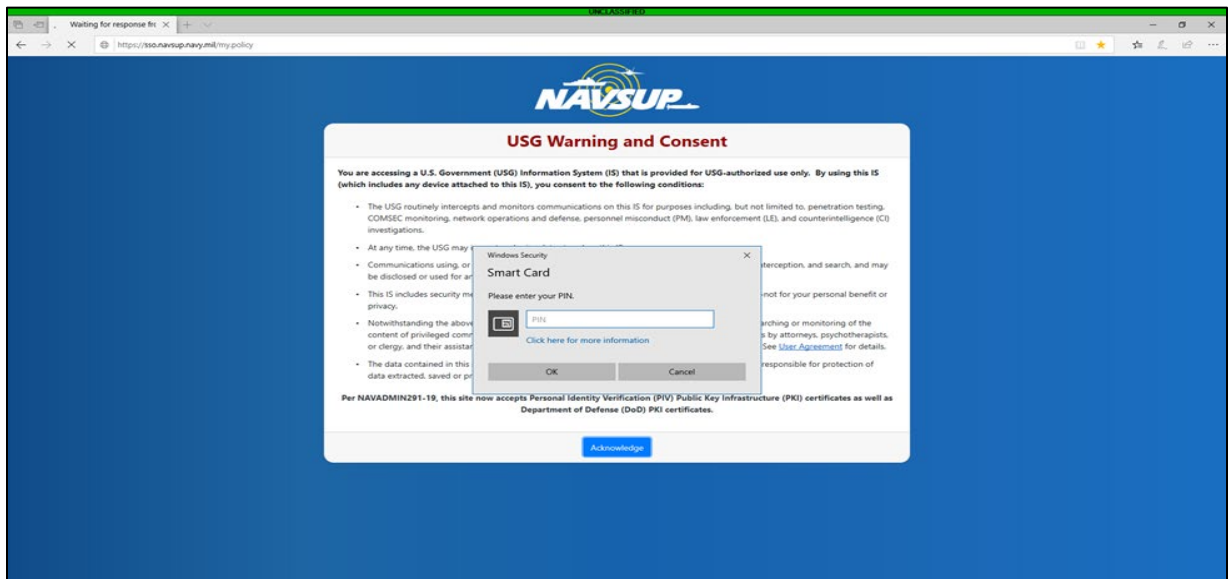


Figure S-2.--eRetrograde Management System Logon Page, Continued.

- c. **OPTIONAL:** Click the Don't Show This Message Again checkbox.
- d. Click the OK button.

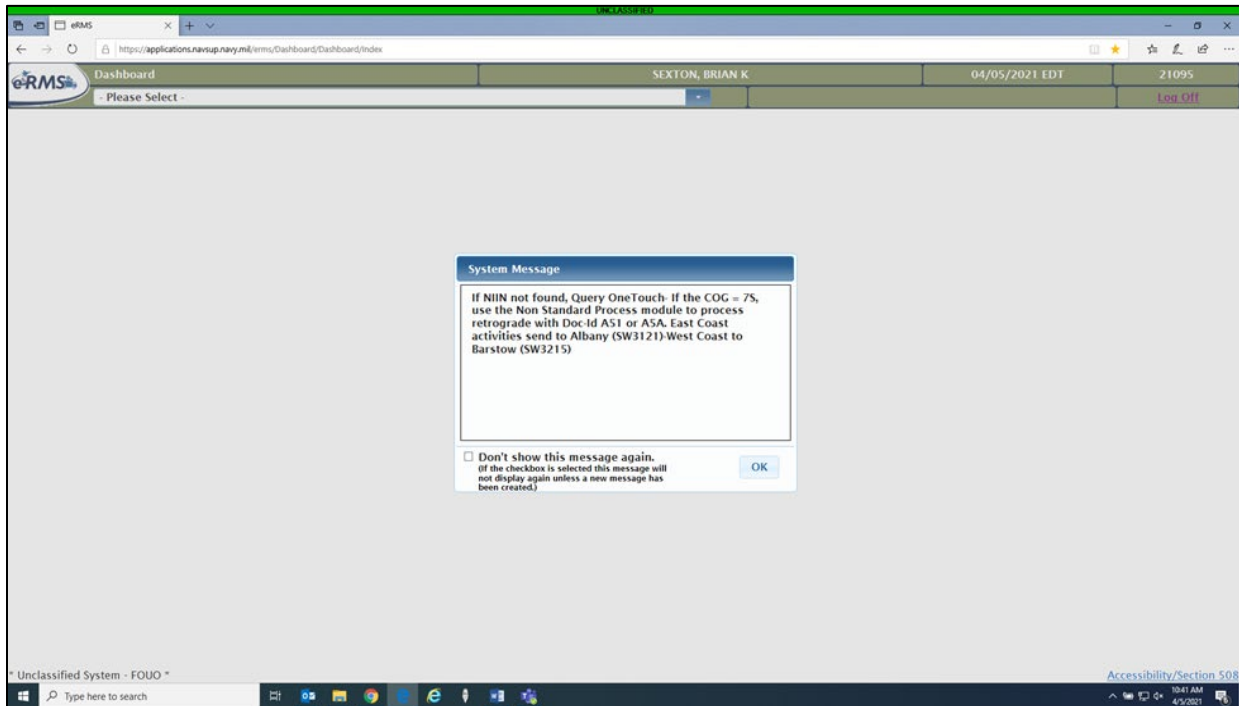


Figure S-3.--End Use Activity Dashboard.

- e. Click the OK button.

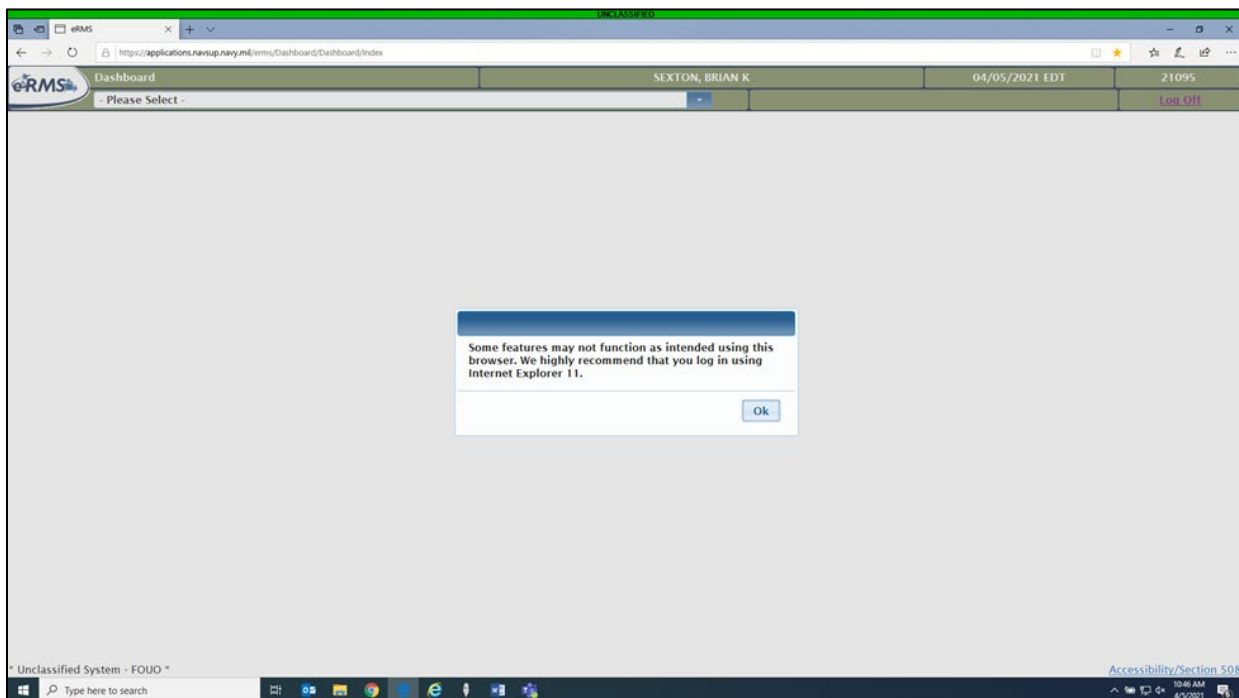


Figure S-4.--End Use Activity Dashboard, Continued.

5. eRMS User Dashboard Ribbon and Modules. After logging in, the Dashboard Ribbon is displayed and the user can begin processing.

a. This is the main menu that all sites are offered to use.

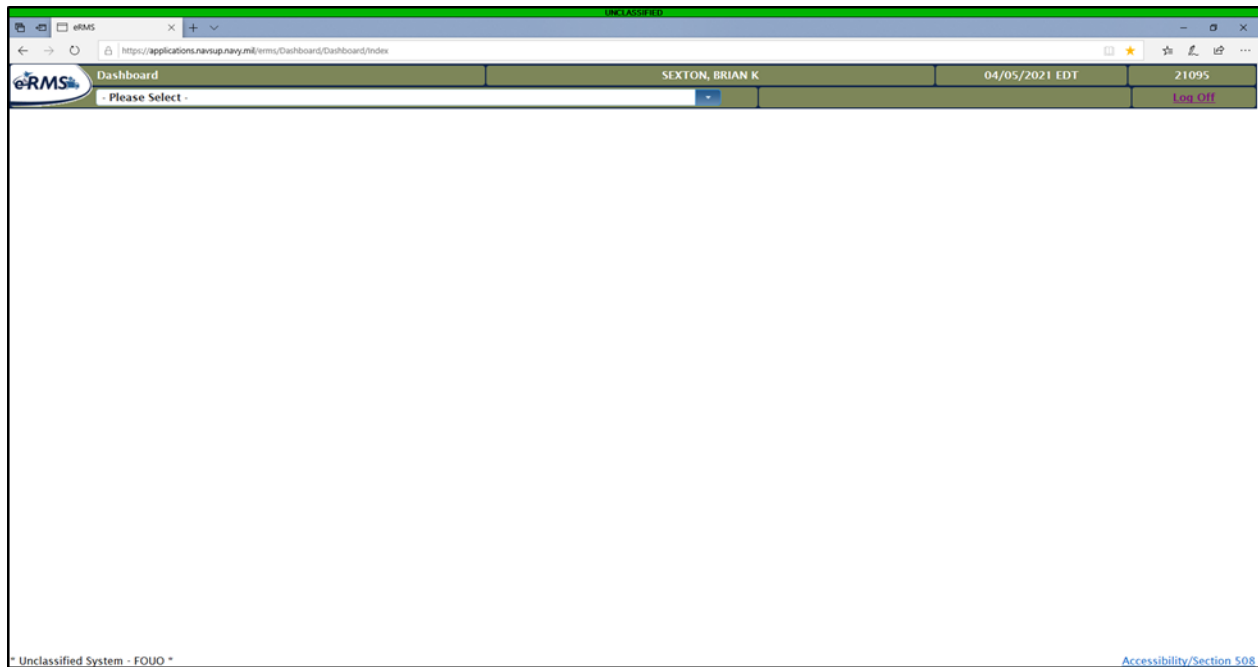


Figure S-5.--User Dashboard Ribbon and Modules.

b. Hover over the eRMS Logo to see the different options listed.

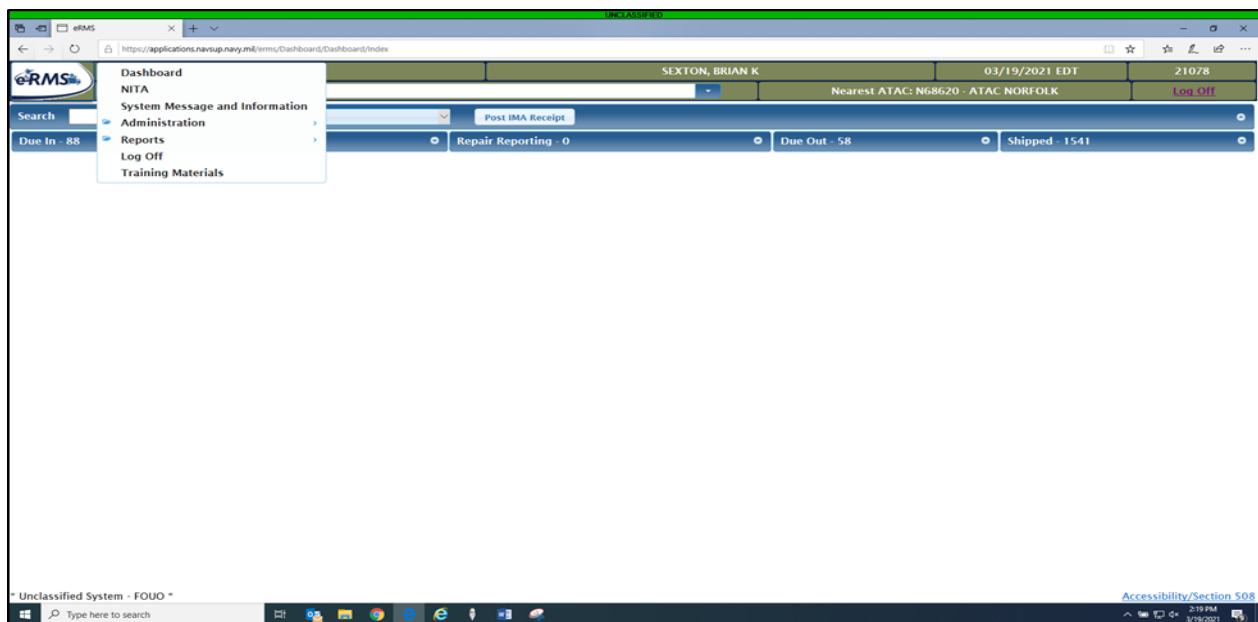


Figure S-6.--User Dashboard Ribbon and Modules, Continued.

c. Click the dropdown to select the appropriate unit.

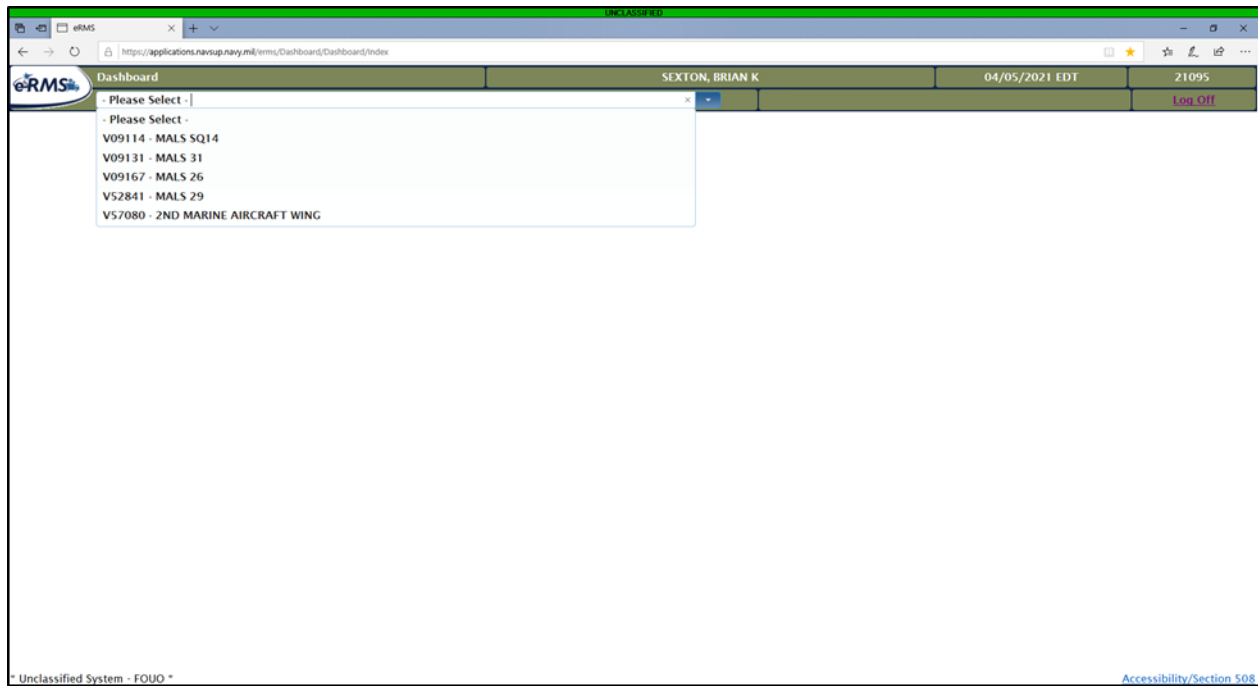


Figure S-7.--User Dashboard Ribbon and Modules, Continued.

d. Click the new document tab to display the different modules.

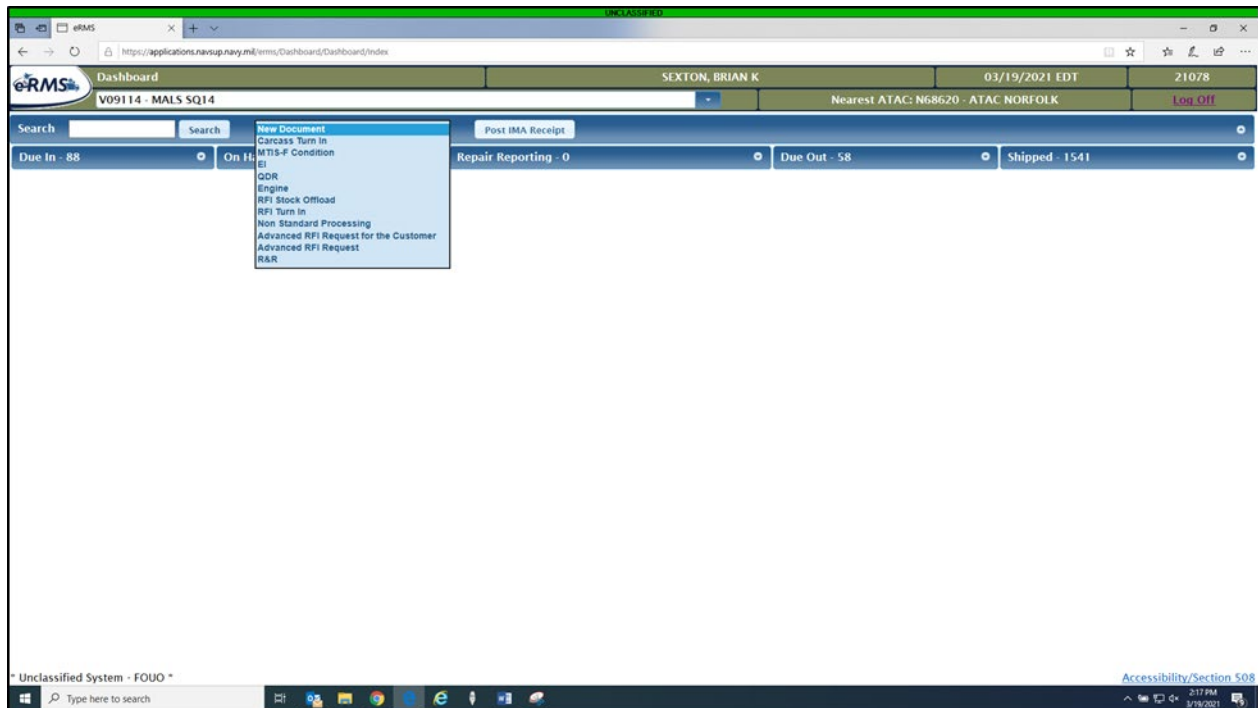


Figure S-8.--User Dashboard Ribbon and Modules, Continued.

(1) Carcass Turn-in Module. The Carcass Turn-in module is the standard module all sites (with a few exceptions) can use. The standard module may come with one or more of the other modules.

(2) MTIS-F Condition Module. Used to process miscellaneous non-exchange turn-ins. Creates "C" management code for NWCF credit and unmatched receipt record

(3) EI Module. Provides directions on how to create movement directives (DD1348-1A) for the shipment of Engineering Investigation (EI) exhibits.

(4) QDR Module. This module gives guidance on how to prepare a Quality Deficiency Report (QDR) (Doc ID BQD), as well as details regarding the installation and the type of failure.

(5) Aircraft Engine Module. This module provides for processing, movement, and tracking visibility of aircraft engines. This is not a TIRing module.

(6) RFI Stock Offload Module. The RFI Stock Offload Module provides In-Transit Visibility (ITV) and accountability for offloads. This module TIRs and tracks "A" condition assets to the Designated Storage Point (DSP) via ATAC. TARP verifies asset condition and document accuracy so that the DSP will not open and subsequently bill the services.

(7) RFI Turn In Module. Used for creating a Movement Directive for the turn-in of "A" condition code assets by End Use activities. Most commonly used for duplicate issues.

(8) Non Standard Processing Module. The Non-Standard Processing (NSP) module is primarily to create movement directives (DD1348-1A) for moving material from point-to-point. A Document Identifier (Doc ID) BMD, A55, A5A, A5E, A51 documents are generated.

**NOTE:** This process does not generate a Transaction Item Report (TIR). Do not use this module for turn-in of Excess Stock or for end-use Direct Turnovers (DTO).

(9) Advanced RFI Request for the Customer Module. Utilized when the repair of an AVDLR component requires expedited processing and an intermediate level repair authorized.

(10) Advanced RFI Request Module. This module explains when a customer requires that an RFI component be obtained immediately to satisfy a Not Mission Capable Supply (NMCS) or Partial Not Mission Capable Supply (PMCS) requirement prior to deployment, or it is urgently needed and the component is classified as Remain-in-Place (RIP) eligible. To fill this requirement, the Advanced RFI Request process is used.

(11) Repair and Return Module. 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 the ICRL determines the repair site selection, with limited Intermediate Maintenance Activity (IMA) exception override. ICRL maintenance is critical for this module.



(a) Customer Sub-Module. Designed to provide ITV/Accountability for those sites that send NRFI assets to other Navy repair sites for repair and return.

(b) 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.

## 6. NITA Procedures

a. Carcass Tracking. WCB 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. Requisitioned DLRs that have 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. Users can view and work these records from the first day the exchange transaction posts. To resolve carcass charges, use the "Comments" function within NITA to communicate with NAVSUP WSS/TYCOM.

**NOTE:** Requisitioned DLRs 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)]. NAVSUP WSS must approve additional requests for time/record suspension. Communication with NAVSUP WSS/TYCOM to resolve carcass charges is conducted via "Comments" function within NITA.

(3) Investigation Report. Carcass records that 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. WCB is 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) Duplicate shipments with one receipt processed.

(4) Receiving activity has not TIR'd receipt of offloaded material.

(5) Receiving activity TIR'd receipt quantity is different from shipping activity quantity.

(6) 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)

c. Generally, SIT records will resolve themselves through regular business. Users will review open SIT records that qualify as overaged according to references (t) and (w) 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. There are several useful presentations within the NAVSUP WSS Extranet at the following website:

[https://my.navsups.navy.mil/webcenter/portal/navsupwss\\_extranet/pages/defective\\_material\\_summaries](https://my.navsups.navy.mil/webcenter/portal/navsupwss_extranet/pages/defective_material_summaries)

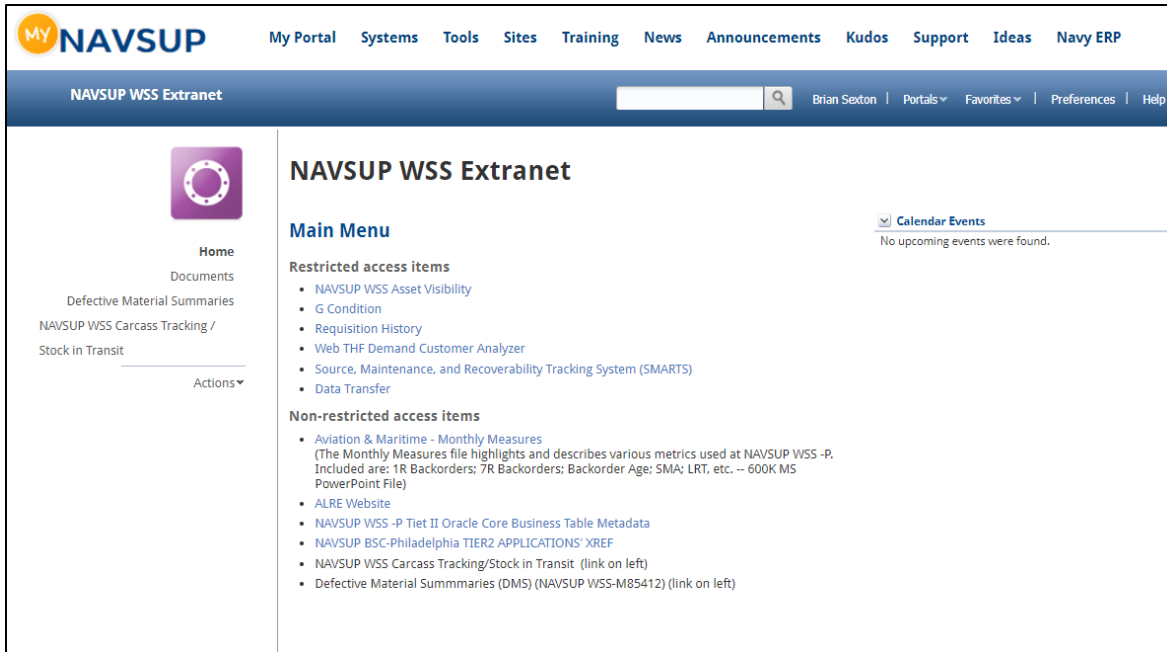


Figure S-9.--NAVSUP WSS Extranet.

7. Pre-REPSHIP and REPSHIP Procedures. A Report of Shipment (REPSHIP) is required for all classified shipments. When manifesting CIIC classified items, a Pre-REPSHIP is required to be sent to the POC(s) for the item. Users will enter POC(s) email addresses to notify them of the CIIC status of the item. The manifest status will change to Pending REPSHIP and cannot be shipped until the status returns to Ready to Ship.

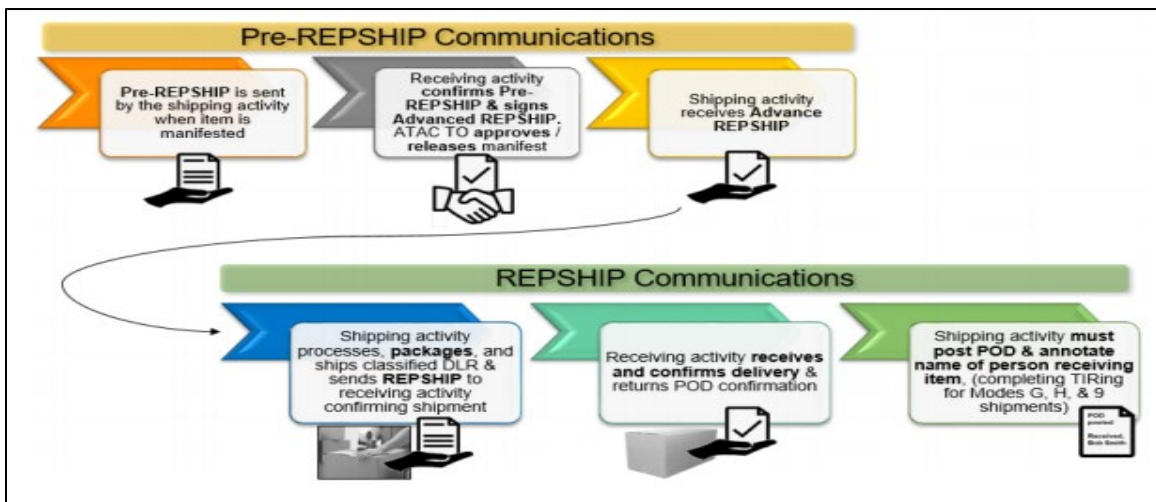


Figure S-10.--Pre-REPSHIP Communications.

a. Enter the email address of the person to whom you want to receive an emailed copy of the Pre-REPSHIP and REPSHIP, then click the Add Email button. The email address appears in the Email column.

**NOTE:** Repeat to add additional email addresses, as needed.

b. Click to place a checkmark next to each POC to whom the Pre-REPSHIP message should be sent to.

**NOTE:** At least one email address must be selected in order to process the Pre-REPSHIP.

**OPTIONAL:** To delete a name from the list, click the checkbox next to the email contact you want deleted, then select the Trash Can icon.

c. Click the OK button to finish manifesting and send the pre-REPSHIP email.

**NOTE:** Use the Cancel button to cancel the process.

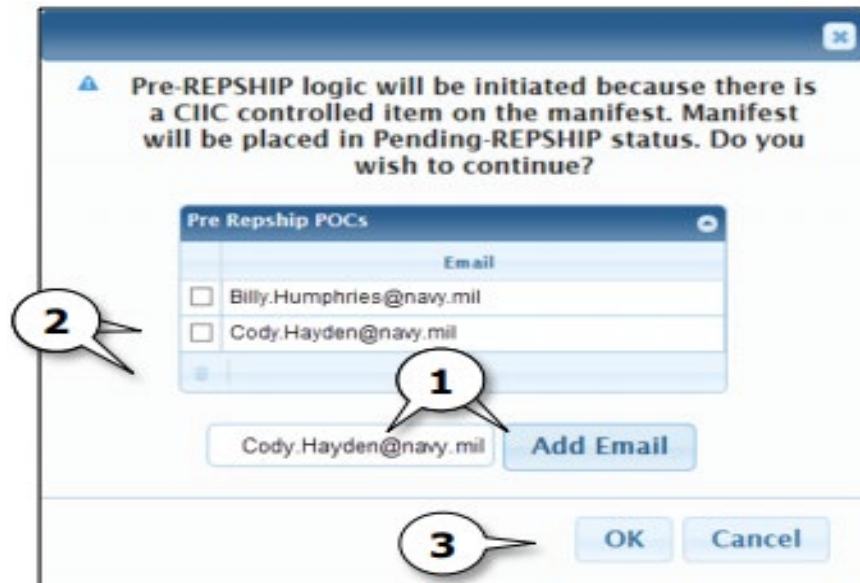


Figure S-11.--Pre-REPSHIP Dialog Box.

From: Billy.Humphries@navy.mil  
 Sent: Wednesday, August 12, 2020 9:01 PM  
 To: Cody.Hayden@navy.mil; ATACCustomerService@navy.mil

**Subject: EXTERNAL: - eRMS (PRE-)Shipment Notification - 8/12/2020 10:15:25 AM**

**PRE REPSHIP**

PLEASE BE ADVISED THAT YOUR SHIPMENT WILL NOT LEAVE OUR FACILITY UNTIL THIS FORM IS SIGNED AND RETURNED TO US

ATAC TRANSPORTATION OFFICE  
 DODAAC: N4338A  
 TO/TA PHONE: 877-846-8728  
 TO/TA FAX: 619-767-7814  
 TO/TA EMAIL: [ATACCustomerService@navy.mil](mailto:ATACCustomerService@navy.mil)

IN ACCORDANCE WITH THE DEFENSE TRANSPORTATION REGULATION PART II CHAPTER 205 PARAGRAPH A2a, ARE YOU WILLING TO RECEIVE CIIC RESTRICTED MATERIAL FROM THE FOLLOWING COMMAND?

SHIPPING CUSTOMER  
 COMMAND/POC NAME: ATAC Customer Service  
 COMMAND/POC EMAIL: ATACCustomerService@navy.mil

TCN: N4338A02250001RXX  
 Document Number CIIC NIIN  
 N4338A0225SE03 S 016433222  
 N4338A0225SE04 C 011506549

Estimated Weight 140lbs.

I HAVE THE ABILITY TO RECEIVE AND AM WILLING TO RECEIVE THE SHIPMENT. MY POC INFORMATION IS:

RECIPIENT: SV3100  
 COMMAND/POC NAME(PRINT):  
 POC PHONE:  
 POC EMAIL:  
 SIGNATURE (IF SENDING VIA EMAIL, DIGITALLY SIGN E-MAIL MESSAGE):  
 DATE/TIME:

PLEASE INDICATE YOUR THREATCON LEVEL: A B C D

NOTE: MATERIAL WILL NOT BE SENT WITHOUT CONFIRMATION

Figure S-12.--Pre-REPSHIP Email Example.

From: ATACCustomerService@navy.mil <ATACCustomerService@navy.mil>  
 Sent: Thursday, August 13, 2020 1:45 PM  
 To: Billy.Humphries@navy.mil

**Subject: eRMS (PRE-)Shipment Release Notification - 8/13/2020 9:39:05 AM**

**Please be advised that your shipment has been released by ATAC and is available for further processing.**

SHIPMENT INFORMATION

Manifest Number: N4338A02250001RXX

Document Number	CIIC	NIIN
N4338A0225SE03	S	016433222
N4338A0225SE04	C	011506549

If the carrier does not pick up daily from your location, please call the carrier to schedule this pick up at your site.

Ensure the asset is packaged in accordance with the DTR Chapter 205 and attached only the carrier shipping label.

Attach Military Shipping labels for this shipment to the outside of the container.

Please place 3 copies of the DD1348-1A and 1 copy of the label inside the container.

"DO NOT" place any copies of the DD1348-1A on the outside of the container or mark the outside of the container with the asset identification such as 'Classified'

"DO NOT" disclose to the Carrier/Driver the nature or sensitivity of the shipment.

Shipments must move Monday through Thursday ONLY, if not, the asset must be held in a secured location at your activity.

The DD1907 is NOT required for specific carriers with small packages that are 150 LBs and below shipments. These carriers are exempt from the DD1907 process.

After the carrier has taken physical custody of the item, immediately advise ATACCustomerService@navy.mil and the ATAC shipment coordinator as applicable and include ALCON.

Figure S-13.--Shipment Release Notification Email from ATAC Example.

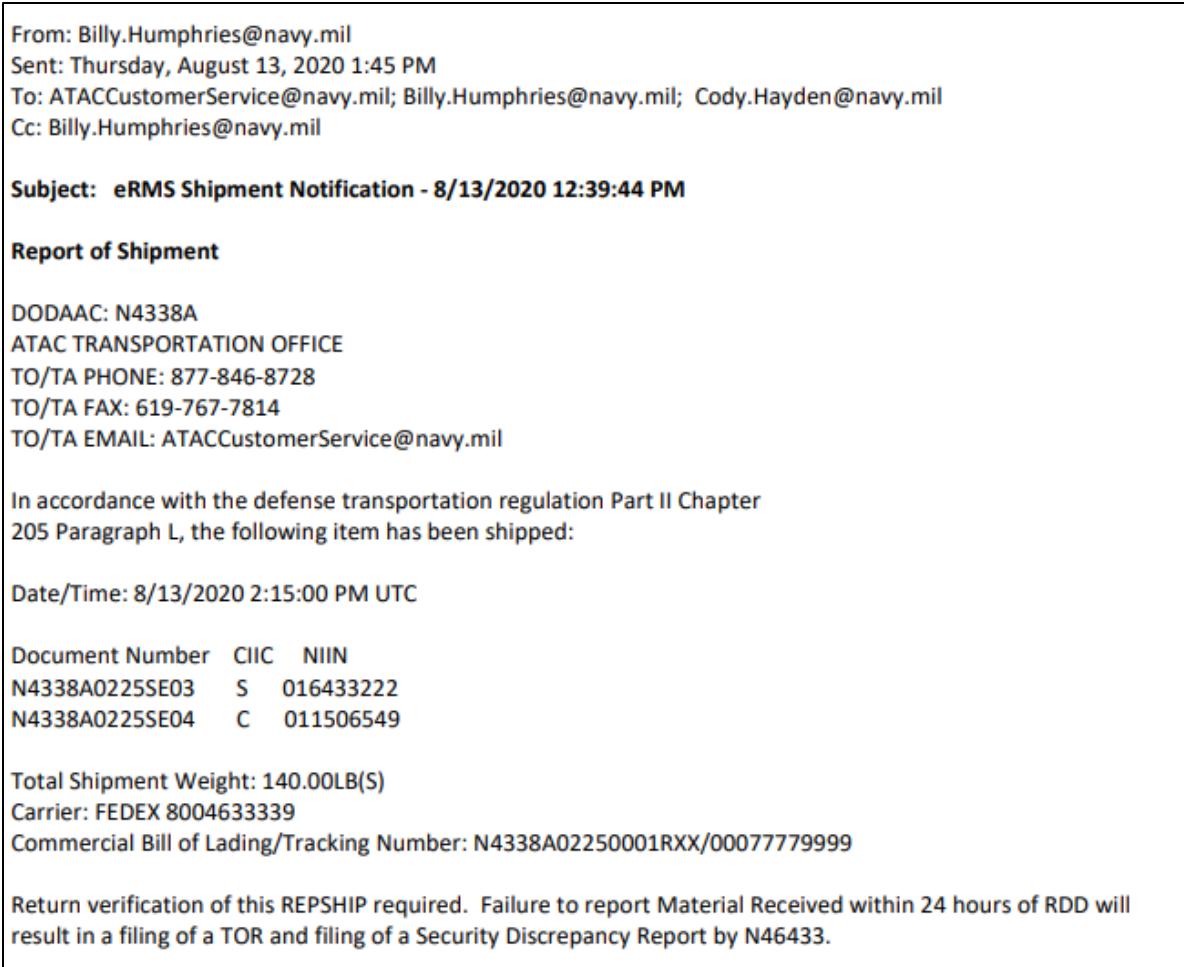


Figure S-14.--REPSHIP Email Example.

## 8. Classified Shipments

- a. All manifests (including classified) which are not scheduled for shipment are displayed in Due Out > Manifested.

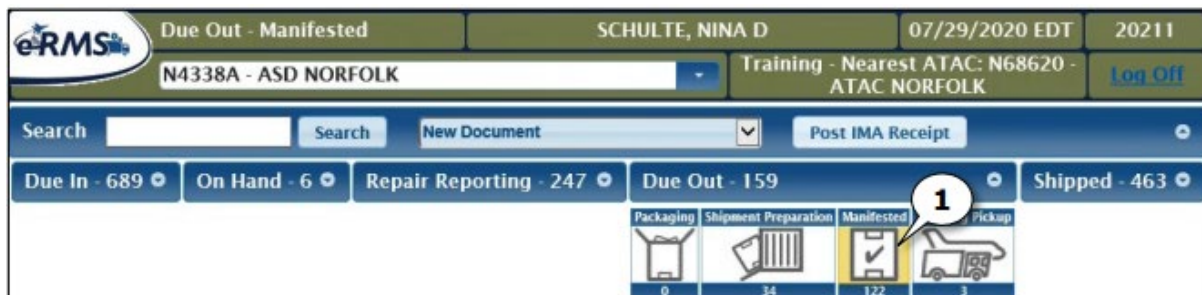


Figure S-15.--Due Out Manifest.

Step 1: Click Due Out > Manifested.



**Due Out - Manifested**

**Manifests**

Total Selected: 0    Reprint Manifest    Reprint Manifest & MSL    Print BOL    Excel Export

Clear    Toggle Filter    Page 1 of 3    20

	Manifest Number	Manifest Status	Manifest Ship To	Manifest Date	Manifest Age	# Docs	# High Pri Docs	
<input type="checkbox"/>	N4338A00703034RXX	Pending REPSHIP	Q99963	03/09/2020	141	1	1	FINA
<input type="checkbox"/>	N4338A00724050RXX	Ready to Ship	SW3122	03/11/2020	139	1	0	FINA
<input type="checkbox"/>	N4338A01334101RXX	Ready to Ship	N68620	05/11/2020	78	3	0	ATA
<input type="checkbox"/>	N4338A01395780RXX	Ready to Ship	Q90069	05/17/2020	72	3	0	FINA
<input type="checkbox"/>	N4338A01395801RXX	Ready to Ship	SW3195	05/17/2020	72	1	0	FINA
<input type="checkbox"/>	N4338A01395835RXX	Ready to Ship	Q95971	05/17/2020	72	1	0	FINA
<input type="checkbox"/>	N4338A01406200RXX	Ready to Ship	Q97958	05/18/2020	71	2	0	FINA
<input type="checkbox"/>	N4338A01427306RXX	Ready to Ship	SW3195	05/20/2020	69	1	0	FINA
<input type="checkbox"/>	N4338A01427610RXX	Ready to Ship	N4339A	05/20/2020	69	2	2	FINA
<input type="checkbox"/>	N4338A01478370RXX	Ready to Ship	100	05/25/2020	64	1	0	FINA
<input type="checkbox"/>	N4338A01488948RXX	Ready to Ship	N4339A	05/26/2020	63	1	1	FINA
<input type="checkbox"/>	N4338A01499492RXX	Ready to Ship	Q94054	05/26/2020	62	1	0	FINA

**SCROLL RIGHT**

Figure S-16.--Due Out Manifest, Continued.

Step 2: In order to ship a classified manifest, it must have a "Ready to Ship" or "Released for Shipment" status. If there is any pending status being displayed, it cannot be shipped. Classified shipments will display "Pending REPSHIP" until the ATAC TO receives an acknowledgement from the destination activity, indicating they can receive the material being shipped.

Step 3: Scroll right to see additional columns.

**Export**

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Manifest Date	Manifest Age	# Docs	# High Pri Docs	Manifest Type	Missing Size Data	# CIIC Controlled	# HAZMAT	TCN	# Comments
	141	1	1	FINAL DESTINATION		1	0		0
	139	1	0	FINAL DESTINATION		0	1		0
	78	3	0	ATAC		0	0		0
	72	3	0	FINAL DESTINATION		0	0		0
	72	1	0	FINAL DESTINATION		0	0		0
	72	1	0	FINAL DESTINATION	Y	0	0		0
	71	2	0	FINAL DESTINATION		0	0		0
	69	1	0	FINAL DESTINATION		0	0		0
	69	2	2	FINAL DESTINATION		0	0		0
	64	1	0	FINAL DESTINATION	Y	1	0		0
	63	1	1	FINAL DESTINATION		0	0		0
	62	1	0	FINAL DESTINATION	Y	1	0		0

Figure S-16.--Due Out Manifest, Continued.



Step 4: Classified shipments may be identified by examining the quantity in the # CIIC Controlled column of the grid.

b. The only authorized methods of shipping are military (AMC) and via United States Postal Service (USPS). USPS is considered a commercial shipper so you would select Commercial as the Type of Carrier and then USPS from the Carrier (SCAC) drop-down menu. All classified USPS shipments must be registered and the tracking number entered in the tracking number field. For CONUS to CONUS shipments, FEDEX, UPS, and Defense Courier Service are authorized for overnight service. The only caveat is that the package cannot be scheduled to arrive on a weekend, as the destination may not be able to sign for the shipment.

Manifest					
Manifest Number: V0911410810007RXX	Manifest Status: Ready to Ship	SCAC:	Carrier Tracking/PRO Number:	Ship From Activity: V09114	
Manifest Date: 03/22/2021	Manifest Type: FINAL DESTINATION	# Docs: 1	# High Pri Docs: 0	Shipment Mode:	
# CIIC Controlled: 1	# HAZMAT: 0	TCN: V0911410810007RXX	Carrier/Service:	Scheduling Method: Manual	
Shipment Date:	Actual Delivery Date:				

Shipping Addresses	

Documents/Multi-Piece Shipment	
* Type of Carrier: Commercial - Please Select - Military Commercial	
Enter Weight/Dimensions:	
* Weight: 5	Charge Weight: TBD
* Length: 12	
* Width: 10	
* Height: 3	
* TAC Code: NNWB - ROUTINE R <input type="checkbox"/> Contains Dry Ice <input type="checkbox"/> Special Handling: None	
* Have you already scheduled shipment? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Enter Shipment Information:	
* Carrier: UPS (UPSN) UPS Next Day Air	SCAC Code: UPSN
* Requested Pickup Date/Time: 1400	
Carrier Remarks	
<div></div>	
Shipment Remarks	
<div></div>	

Submit

Cancel

Figure S-17.--Schedule Shipment Example.

## APPENDIX T

## GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC)

1. General. The processing of open purchase/contract transactions involves the following steps:

- a. Use of the GCPC.
- b. Material or service determination.
- c. Requisition Preparation.
- d. Forwarding for approval/disapproval.
- e. Input the requirement into R-Supply.
- f. Adjusting obligations for open purchase/contract.
- g. Process the receipt into R-Supply.

2. Procedures

a. Use of the GCPC. The GCPC is used to procure items that are not available through the normal supply system, and are unable to be manufactured through a government contract. This method of procurement assists the Aviation Supply Department in providing support to the squadrons and work centers to ensure the mission is accomplished.

(1) Control and accountability of the GCPC. The AO will have control and accountability of GCPC cards within the guidelines and instructions governing its use from NAVSUP, the respective Regional Contracting Office (RCO) and other directives and instructions as provided.

(a) Approving Official (AO). AOs are nominated by their units and appointed in writing by the Agency Program Coordinator (APC) following their completion of the appropriate AO training. The AOs should be specified and approved by the Commanding Officer or 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 material or services per the limit outlined within their letter of delegation. When making a purchase, the CH must comply with statutory, contractual, administrative, and respective RCO requirements.

**NOTE:** At no time will an AO be a CH.

(c) Card Security. The GCPC will not be used for personal purchases. It is the CH's responsibility to safeguard the credit card and account number at all times while in their possession. The CH must not allow anyone to use their card or account number. Intentional misuse 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 and AO to financial and criminal liability. Cards that are held in the cognizance area of the AO, will be secured at all times and a log will be used to record the issue and

return of the card from CHs when not in use. The AO will be notified immediately if the GCPC is lost or stolen.

(2) Monthly Reconciliation. Throughout the month, the CH will validate that all the required documentation is filed in the respective transaction file as updates are received. If receipt documentation is not available, the CH must conduct proper research to identify the chain of custody and locate material.

(a) Documents with an invoice charge greater than the obligated amount will require an immediate obligation adjustment to cover the total cost. Failure to do so will cause the GCPC to become delinquent, thus causing suspension of card using privileges as defined by the APC. Under no circumstances will a purchase be made without having all required documents approved.

(b) The AO will review and validate the following:

1. The purchase is appropriate.
2. The document number assigned to each purchase.
3. The invoice is accurate.
4. All required documentation is in the appropriate transaction file, the CH Call Log, and the U.S. Bank statement.

(c) Within five working days of receipt of each statement, the AO will reconcile and certify the CH's statement via the U.S. Bank website (<https://www.access.usbank.com/cpsApp1/AxolPreAuthServlet/logout.do?requestCmId=logoutSuccess>).

**NOTE:** At no time will the CH perform the certification process on behalf of the AO.

b. Material or service determination. The CH will make a determination whether a requirement is for material or a service. A material requirement is defined as something that is tangible and a service requirement is defined as routine maintenance/repair.

c. Requisition Preparation

(1) The requestor will submit a complete Non-Standard Procurement (NSP) package which will include: a Marine Corps Installations (MCI WEST/EAST) form, justification, Mandatory Sources of Supply (MSOS) screening, a quote(s), and any references/publications required. This package will be signed by the requestor on the authorized signature letter before submitting the paperwork to Customer Account Section (CAS). The CAS will then screen for completeness and forward the NSP package to Technical Research Section (TRS) for technical review (i.e., P/N to NSN validation). Once TRS has completed the technical review the NSP package will be returned to CAS for processing.

(a) The respective MCI form will be completed by the customer. This form will assist the customer in ensuring they have all the required information for Non-Standard Procurement. This form will be signed by an authorized requestor.

(b) The justification will answer the 5Ws (Who, What, When, Where, and Why). Ensure there is an explanation as to why the item is critical to the mission/operational requirements. If further justification is required, a Justification Letter (figure T-1) will be attached and signed by the same authorized requestor who signed the MCI form.


	<p align="center"><b>UNITED STATES MARINE CORPS</b>  MARINE FIGHTER ATTACK SQUADRON XX  MARINE AIRCRAFT GROUP XX  XD MARINE AIRCRAFT WING  MCAS MARINE P.O. BOX 123456  TUN TAVERN, PHILADELPHIA 19106</p>	<p>IN REPLY REFER TO:  <b>4400</b>  <b>ASO</b>  <b>DD Mon YY</b></p>
<p>From: Applicable Unit, Applicable Division  To: Marine Aviation Logistics Squadron XX, Operations Management Division    Subj: JUSTIFICATION FOR NON-STANDARD PROCUREMENT    Ref: (a) NAVMC 4400.177_, Appendix T</p>		
<p>1. Per the reference, the Applicable Division is requesting Non-standard Procurement for (requested item/service). This item/service is required because (elaborate the impact that the item or service has on the mission/how having the item/service will affect mission readiness).</p> <p>2. The point of contact for this matter is GySgt Marine, I.M. at XXX-XXXX</p>		
<p align="right">I. M. MARINE  By Direction</p>		

Figure T-1.--Justification Letter.

(c) The customer will screen all Mandatory Sources of Supply (MSOS) and provide a physical/electronic copy of the results. Ensure the search criteria (e.g., part number or nomenclature) is visible on all copies of MSOS.

(d) Quote(s) will be required if the material is not available through the Mandatory Sources of Supply. The customer will ensure that they confirm with the vendor, all requirements listed on the MCI form under the vendor screening section.

(e) The reference/publication is required as proof of the customer's requirement. If a reference does not exist, it must be outlined in the 'why' portion of the justification.

**NOTE:** All required documentation within the NSP package will be screened and validated by the CH for completeness and accuracy.

(2) Once the decision to procure the requested item is made, a determination of submitting via the local contracting office or using the GCPC will be made.

(a) If the requested item is over the established micro-purchase threshold, all required paperwork will be uploaded in PR Builder ([www.prbuilder.usmc.mil](http://www.prbuilder.usmc.mil)). Once approved, the request will be routed to the local contracting office via the appropriate workflow.

(b) If the requested item is under the established micro-purchase threshold, the requirement will be purchased using the GCPC.

(3) Service requirements must be identified as a One-time Service or a Continuing Service:

(a) Continuing Services are services in which invoices will be forwarded for payment on a scheduled or regular basis, typically monthly. Examples of continuing services are copier repair, electric/gas vehicle preventive maintenance, and repair agreements.

1. Continuing Services Requests will cite a unit of issue of each (EA), quantity of C9999 and a COG of 99.

2. The unit price will equal the Extended Money Value (EMV).

(b) A One-time Service is where an invoice will be forwarded for payment at the completion of the service requested. One-time service requests will cite a Unit of Issue of EA, a Quantity of 00001 and a COG of 99.

d. Forwarding for approval/disapproval

(1) Once all information has been prepared, the minimum workflow requirements for approval/disapproval are:

(a) Requirements user (CH)

(b) Fiscal Clerk (FAS)

(c) Aviation Supply Officer (AvnSupO)

(d) Approver/Responsible Officer (AO)

(2) If disapproved, CAS will notify the requesting squadron/IMA work center that the request has been disapproved and the reason for disapproval.

(3) Once the request has been approved, the entire package will be filed in the Non-Standard Procurement Pending File.

(4) Upon receipt of the items requested, the Authorization Letter will be verified prior to allowing the customer to pick-up. If authorized, the customer will sign for and receive the material. The outstanding copy will be moved from the Open Purchase Pending File, attached to the receipt document and filed in the OMD CTF.

e. Input the document into R-Supply. Money Value Only (MVO) documents are utilized for payment of all GCPC transactions. An obligation of funds

will be recorded for each individual transaction. Individual documents will facilitate the reconciliation of outstanding/completed MVO records.

(1) Open purchase and contract requisitions will be input into R-Supply by the FAS clerk once the proper workflow is approved. Each MVO Document processed will be funded to cover the exact amount on the quote.

(a) To create an MVO document, select Log > Initiate Requisitions > select the applicable UIC, Department and Division > select the MVO Process Data Block. When the MVO Process Data Block is selected, select the NALCOMIS Option. Enter the assigned document number in the Document Number Field, then select the Ok Option to complete this process.

1. If the requested material possesses an NSN with an AAC: L, and has met all Open Purchase/Contract requirements for items with an NSN; enter the NSN in the MVO Description Block.

2. If there is no NSN for the Open Purchase/Contract requisition, site Open Purchase/Contract and a description of the material/service in the MVO Description Block.

(b) The Build Requisition Screen provides the capability to create the following types of MVO requisition: Material, SERVMART, One-time Service, and Continuing Service.

1. The Material Option is used when procuring materials from vendors. Ensure the Qty block and UP block are filled in the Build Requisition screen; this will update the Total Cost for the request. The document will be completed once the material is received.

2. The SERVMART option is used when procuring material available at SERVMART (i.e., office supplies). In the Total Cost Data Block, site the total cost of the request. The document will be completed once the material is received.

3. The One-time Service is used when a single service request is submitted by the customer. This will be billed at the completion of the service. In the Total Cost Data Block, site the total cost of the request. The document will be completed once the service is completed.

4. The Continuing Service is used when a service request is submitted by the customer for repeated services. This will be billed at the completion of each scheduled service. In the Total Cost Data Block, site the total cost of the request. The document will be completed once the last scheduled service is completed.

f. Obligation adjustments for open purchase/contract. 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 will be processed in the Financial Reconciliation Option to recoup the over obligation prior to posting the receipt. All pertinent information will be provided to Financial Accounting Section (FAS) for the input of a DI X78.

(1) 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.

(2) To access the Reconciliation option in R-Supply, select Financial (Fin) > select Reconciliation > select Obligation Adjustment on the dropdown menu > enter the Document Number (Doc Nbr) data block > Select Ok.

(a) Once in the Obligation Adjustment screen, enter the value of the adjustment in the Difference data block > select the debit (+) or credit (-) option > select apply to finalize this process.

**NOTE:** A debit adjustment will increase the EMV and a credit adjustment will decrease the EMV.

g. Input the receipt into R-Supply. CHs are responsible for verifying receipt of all transactions. The CH must certify the quantity and quality of all items received are in accordance to the agreement with the vendor. The Call Log and respective MCI form must be documented to indicate proper receipt and acceptance has been accomplished.

(1) Before processing a receipt, attention must be given to whether or not the entire shipment has been received for material requirements or if this is the final invoice billed for a service. Open purchase and contract transactions will be completed using the Receipt Processing option. The transaction will post as DI X73 to the MVO document.

(a) To access the Receipt Option in R-Supply, select the Logistics (Log) > Receipts > Receipt Processing > enter the document number.

(b) Review the invoice and enter quantity and unit price > select apply.

(2) Once the open purchase is completed, the signed receipt will be filed with the complete GCPC purchase request. The completed GCPC purchase request will be filed in the respective CH Completed Purchase file and maintained for 10 years per reference (ae).

## APPENDIX U

## AIR CARD®/WIDE AREA WORKFLOW PROCEDURES

## SECTION I: AIR CARD®

1. General. The Naval Supply Systems (NAVSUP) Command Consolidated Card Program Management Division (CCPMD) is the Department of Navy (DON) Consolidated Program Manager (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, 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 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 along with a completed Accountable Official Nomination Form and a DD FORM 577, 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](mailto:AIR_card@navy.mil).

2. Policies and Regulations. The following instructions outline the policies and procedures for operation and management of the AIR Card® Program.

a. References (b1)-(bv)

b. Reference (t), volume I, chapter 3, part C, section V.

3. Types of AIR Cards®

a. BuNo Assigned AIR Cards®. An AIR Card® is issued to each aircraft BuNo, which allows the aircraft to refuel using the card. 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. Any Aircraft (ANY ACFT) Cards. Cards may also be assigned to specific flying squadrons rather than an aircraft and are labeled as "ANY ACFT" cards, which stands for Any Aircraft. This allows any aircraft to refuel using the card. It is only used when the BuNo assigned AIR Card® is lost, stolen, or damaged and will only be used until the BuNo assigned AIR Card® is replaced. FAS will have possession of these cards 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. Program Hierarchy. The structure for the Navy AIR Card® Program is:

- a. Hierarchy Level 1: DOD Program Management Office (DESC): DLA Energy.
- b. Hierarchy level 2: Component Program Manager (DON CCPMD): DON Consolidated Card Program Management Division (CCPMD).
- c. Hierarchy Level 3: Major Commands: HQMC, DC I&L.
- d. Hierarchy Level 4: Regions and Wings: MAW.
- e. Hierarchy Level 5: Accountable Officials and Card Holders: MALS.

5. Program Roles. Only DON military or civilian members (excluding contractor personnel) may be appointed as the Agency Program Coordinator, Approving Official (AO), Certifying Officer and Card User. A sample of all appointment letters for these individuals is also available on the NAVSUP Website [https://my.navsupsup.navy.mil/webcenter/portal/ioc/pages\\_policy](https://my.navsupsup.navy.mil/webcenter/portal/ioc/pages_policy). 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. Commanding Officer. Each Squadron Commanding Officer (excluding the MALS) is responsible for assigning in writing (appointing) a representative as the command's Agency Program Coordinator (APC) who will provide support and oversight to all participants (pilots and or crew members) within their command. Once signed, this letter is retained at the unit and a copy given to the supporting MALS.

b. APC. The APC located at the Squadron 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 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 separation 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 assignment must be accompanied with a new AO Nomination Form and DD577 to [AIR\\_card@navy.mil](mailto:AIR_card@navy.mil).

d. Certifying Officer. The FAS personnel 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 MALS. 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 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 separation 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](mailto: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). They will also complete the Annual Ethics Training and 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 authorized non-fuel purchases 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 [https://my.navsup.navy.mil/webcenter/portal/ioc/pages\\_policy](https://my.navsup.navy.mil/webcenter/portal/ioc/pages_policy).

e. An authorized list of ground and ramp services can be found at [https://my.navsup.navy.mil/webcenter/portal/ioc/pages\\_policy](https://my.navsup.navy.mil/webcenter/portal/ioc/pages_policy) and can include:

(1) Aircraft Housekeeping (e.g., 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 (e.g., 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. Unauthorized AIR Card® purchases. 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.

8. Priority of Resources

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 <https://aircardsys.com>. The following is the order of priority for refueling.

<u>Permissible Source</u>	<u>Payment Method</u>	<u>Cost to Unit</u>
Military Installations	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. If the aircraft is outside of 48 hours of the schedule/unscheduled mission, the AIR Card® User is responsible to be aware of authorized vendors in their area of operations prior to commencement of flight, utilizing the below steps in the following order:

(1) The AIR Card® FBO locator (Worldwide Merchant Directory) must be checked at <https://aircardsys.com>, 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

(2) If the location has no DLA Contract in place, the pilot/aircrew must contact their APC.

(3) The APC will contact Kropp Holdings Inc. (KHI) and verify there is no DLA Contract or Multi Service Agreement in place.

(4) Once verified there is no DLA contract or Multi Service agreement in place, the APC will fill out the Online Pre-Arrangement Fuel Form [https://aircardsys.com/cgi-bin/fbo\\_locate](https://aircardsys.com/cgi-bin/fbo_locate).

(5) KHI will establish an agreement with the vendor in order to make a direct payment. DLA will make the payment to KHI and bill the DoDAAC attached to the AIR Card®.

c. If the aircraft is inside of 48 hours of the schedule/unscheduled mission, the pilot/aircrew is authorized to use the following:

(1) The pilot/aircrew must contact KHI by phone at 866-308-3811 or 913-217-9303 to make arrangements. KHI will establish an agreement with the vendor in order to make a direct payment. DLA will make the payment to KHI and bill the DoDAAC attached to the AIR Card®.

(2) U.S. Government Purchase Order - Invoice - Voucher Standard Form 44 (SF44); however, the threshold for these purchases is limited to \$25,000.00. The pilot/aircrew will notify the OMD OIC/SNCOIC prior to utilization of a SF44.

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 vendor. The vendor records any sales (fuel and authorized non-fuel charges) onto a Commercial Delivery Ticket. The pilot/aircrew signs for the purchase and retains a copy of the signed contract (this is turned-in to FAS 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 DL. 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 FAS. Weekly, FAS clerks will obtain receipts from the squadron. All receipts will be reviewed by the FAS 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 uploaded into ASKIT as outlined in paragraph 3231.4a 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. If there is a discrepancy between the receipt document and the downloaded transaction, it must be resolved via the DLA Energy Helpdesk or the DL challenge process.

b. FAS will establish a non-fuel requisition document in ASKIT for each AIR Card® Invoice (non-fuel charges). The document will have a specific document series (established on the DDSN Assignment Letter). Upon receipt of a non-fuel transaction, the clerk will file the document in the PDEF until receipt of a KHI Invoice. The KHI Invoice will only contain non-fuel charges for the current billing cycle. The FAS clerk will validate the invoice charges with the original transaction(s) on the receipt to ensure all charges are authorized. If receipt is not obtained from the squadron, the FAS clerk will contact KHI or utilize the KHI website for digital copy of receipt.

c. After the validation of the charges, the FAS clerk will certify the invoice in WAWF and submit to the LPO (OMD OIC/SNCOIC) for payment. Once the invoice is certified by the LPO, it will be filed in the AIR Card® Certification File.

**NOTE:** In cases where there is a difference between the AIR Card® Invoice and the receipt or if the bill contains unauthorized charges, the ACO will immediately notify the CPM that there is a discrepancy.

#### 11. Disputing AIR Card® Charges

a. This paragraph delineates the AIR Card® Dispute Procedures. In addition to contacting KHI, all questionable charges must be submitted through the DESC Help Desk, 1-800-446-4950, DSN 697-6733/6736/6737/6738 or email [helpdesk@desc.dla.mil](mailto:helpdesk@desc.dla.mil). 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) Duplicate Billing of Fuel Purchase. Upon receipt of the Help Desk Notification and required information, DLA (in coordination with the ACO) reviews the transaction details and verifies duplicate billing occurred. DLA and the ACO will correct billing discrepancies with credit/debit actions to reconcile the account appropriately.

(2) Erroneous fuel and non-fuel billings due to undisclosed aircraft transfers.

(a) Fuel purchases/Services at contract/non-contract locations. The losing and gaining aircraft units coordinate between themselves. The transfer of funds will be accomplished 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.

(3) Erroneous billing other than duplicate billing or aircraft transfers. There are instances where an invoice cites an incorrect card number, quantity, unit or related data. When this occurs, contact the DESC Help Desk. The vendor/merchant will be contacted to determine errors and issue corrected invoice with revised applicable billing.

(4) Tax Issues. DLA cannot file for recovery of taxes from the Internal Revenue Service (IRS).

## 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 pilot/aircrew to immediately notify the squadron APC. The squadron APC will then immediately notify the ACO of the situation. Upon notification, the ACO will contact the AIR Card® Program Manager (CPM) 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 DD Form 200. Any SF-44 lost or stolen will also require a DD Form 200. The DD Form 200 will be submitted through the chain of command to the ACO. The DD Form 200 will be filed and maintained per FIAR requirement. The DD Form 200 will be completed IAW appendix Z.

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. Responsibilities of the ACO. The appointment of ACO will be limited to FAS personnel. The following is a list of the ACO's responsibilities.

- a. In cases of discrepancies in billing, the ACO will contact the CPM and DLA Help Desk, 1-800-446-4950, DSN 697-6733/6736/6737/6738 or email [helpdesk@desc.dla.mil](mailto: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, WAWF Payment Certification and receipt document(s) will be maintained for 10 years per reference (ae).
- c. Ensure detailed knowledge and understanding of all policies and procedures for the program.
- d. Maintain communication throughout the chain including with the CPM 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 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 DLA Energy in order to load obligations into the financial accounting system. The Enterprise External Business Portal (EEBP) provides visibility of all fuel transactions.

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://my.navsup.navy.mil/webcenter/portal/ioc/pages\\_policy](https://my.navsup.navy.mil/webcenter/portal/ioc/pages_policy)).

15. Responsibilities of the APC. The following is a list of the APC's responsibilities.

a. HL3 and HL4 APCs (MAW HL4)

(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://my.navsup.navy.mil/webcenter/portal/ioc/pages\\_policy](https://my.navsup.navy.mil/webcenter/portal/ioc/pages_policy)).

(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 CPM 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.

(8) Completion of annual program review.

b. HL5 APCs (MALS)

(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://my.navsup.navy.mil/webcenter/portal/ioc/pages\\_policy](https://my.navsup.navy.mil/webcenter/portal/ioc/pages_policy), 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://my.navsup.navy.mil/webcenter/portal/ioc/pages\\_policy](https://my.navsup.navy.mil/webcenter/portal/ioc/pages_policy) 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 (t), volume I, chapter 3.

(9) Ensure accountability for each card assigned to the command.

(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) Ensure new and replacement AIR Cards® are ordered in a timely manner.

(14) Establish an individual file for each program participant. The file shall be retained per reference (b1):

- (a) Appointment documentation. (SOU and Ethics training)
- (b) Initial and all refresher training documentation.

## APPENDIX U

## AIR CARD®/WIDE AREA WORKFLOW PROCEDURES

## SECTION II: WIDE AREA WORKFLOW (WAWF) PROCESSING PROCEDURES

1. General. Non-Fuel AIR Card® Invoices are processed through WAWF as a Miscellaneous Pay Voucher (Misc Pay) by the AIR Card® Managers. Once the Misc Pay Voucher is submitted through WAWF, the FAS clerk's primary function is the role of Government Acceptor and the OMD OIC/SNCOIC primary function is the role of Government Local Processing Office (LPO). Within WAWF, the FAS clerk will accept the Non-fuel AIR Card® Invoices prior to forwarding to LPO. Within WAWF the LPO will certify non-fuel AIR Card® Invoices prior to forwarding to DFAS.

2. All FAS personnel are required to obtain a user ID and password to gain access to WAWF. To obtain access to this site, a DD Form 2875 and a DD FORM 577 is required, this will be submitted to the Group Administrator (GAM).

a. WAWF Registration Process. Before processing Non-fuel AIR Card® Invoices, FAS 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 screen displayed is the Login/Registration Screen where the FAS clerk will click on Registration under New User.

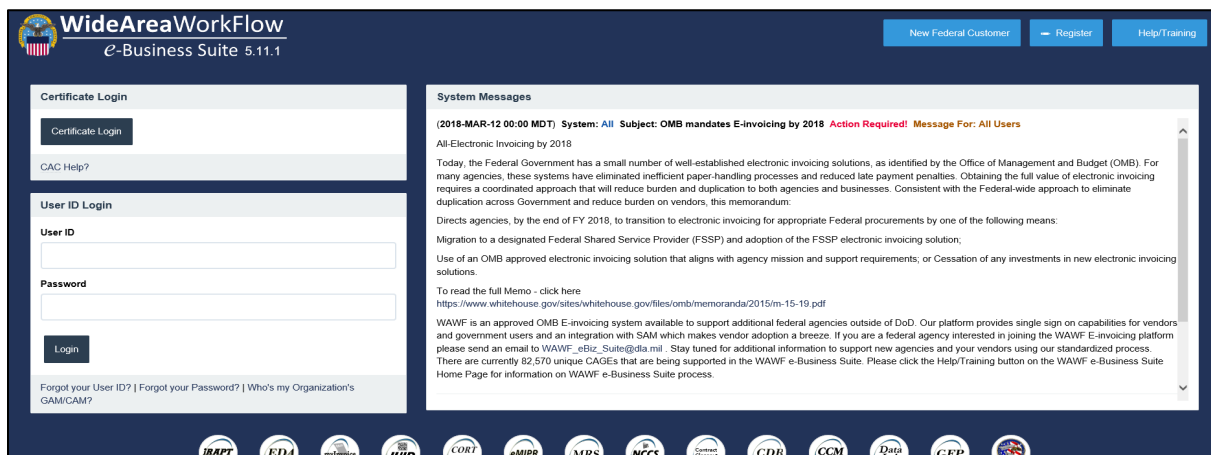
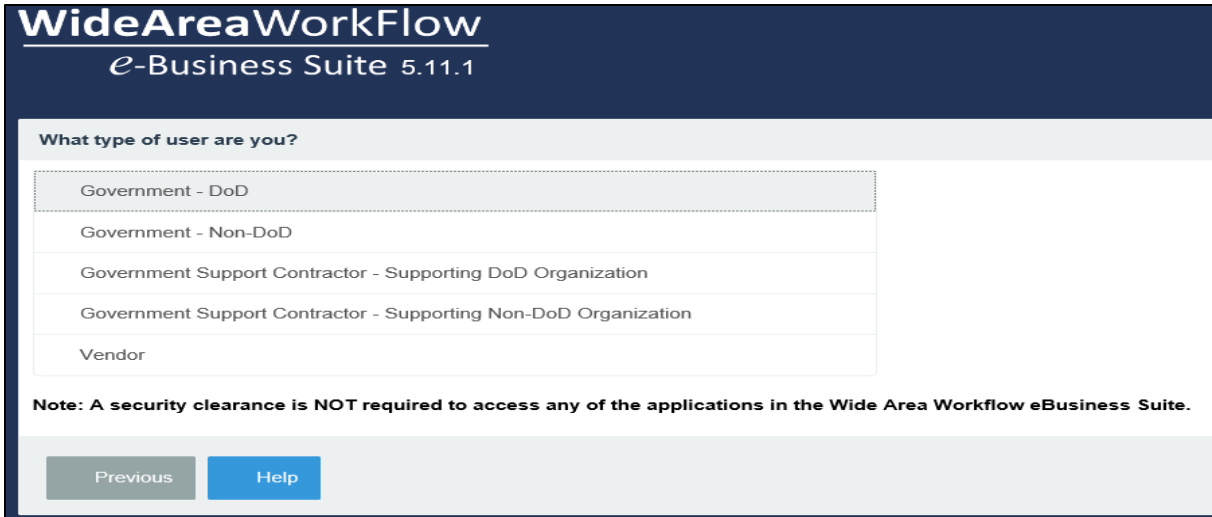


Figure U-1.--WAWF Registration Process.

(3) The next screen displayed will allow the User to select a User Type. Ensure the user selects the Government DOD Role.



**WideAreaWorkFlow**  
e-Business Suite 5.11.1

What type of user are you?

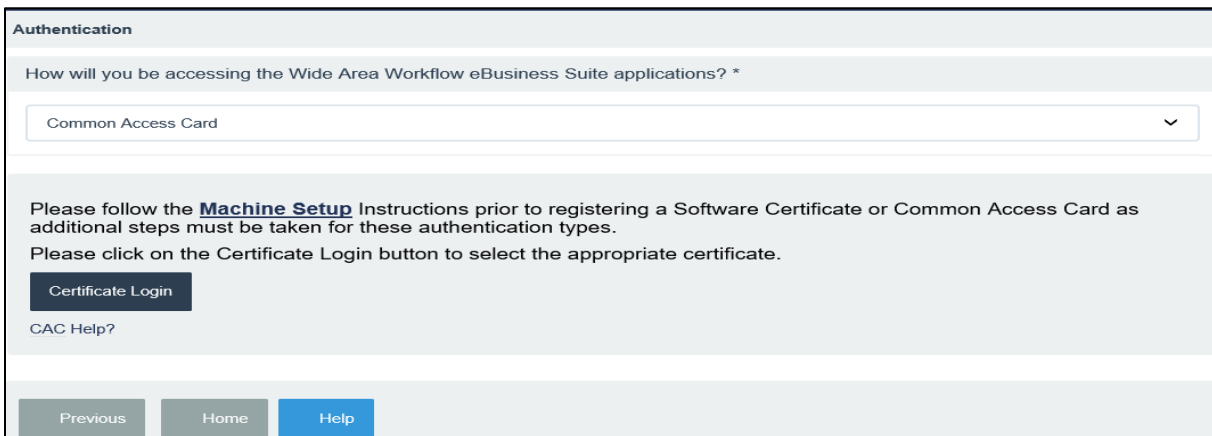
Government - DoD
Government - Non-DoD
Government Support Contractor - Supporting DoD Organization
Government Support Contractor - Supporting Non-DoD Organization
Vendor

**Note: A security clearance is NOT required to access any of the applications in the Wide Area Workflow eBusiness Suite.**

Previous Help

Figure U-1.--WAWF Registration Process, Continued.

(4) The next screen displayed will allow the User to select a User ID/Password or Common Access Card (CAC).



**Authentication**

How will you be accessing the Wide Area Workflow eBusiness Suite applications? \*

Common Access Card

Please follow the [Machine Setup](#) Instructions prior to registering a Software Certificate or Common Access Card as additional steps must be taken for these authentication types.  
Please click on the Certificate Login button to select the appropriate certificate.

Certificate Login

CAC Help?

Previous Home Help

Figure U-1.--WAWF Registration Process, Continued.

(5) In order to build your WAWF profile, enter all required information on the below two screens.

**User Profile**

First Name \*  Middle Name  Last Name \*  Suffix

Home Organization DoDAAC/FEDAAC \*  Organization \*  Job Series \*  Job Title \*  Grade/Rank \*

Email \*  Confirm Email \*  Cyber Awareness Training Date \*

Commercial Telephone !  Extension  Intl Country Code and Phone !  Mobile Telephone  DSN Telephone

Citizenship \*  Designation \*

US  -- Please Select --

Next Previous Save Registration Help

Figure U-1.--WAWF Registration Process, Continued.

**Additional Profile Information**

**Supervisor Information**

First Name \*  Last Name \*  Job Title \*

Email \*  Confirm Email \*

DSN Telephone  Phone !  Extension  Intl Country Code and Phone !

**Agency Information**

Agency Name \*  Address \*

City \*  State \*  Zip \*  Country \*

Organization  Office Symbol

Next Previous Save Registration Help

Figure U-1.--WAWF Registration Process, Continued.

(6) Select iRAPT, then click on the drop down box under User Roles to select the Acceptor role. Select Add roles and enter the DoDAACs you need to register in order to process the AIR Card® Invoice.

**Roles**

**Step 1: Select the appropriate Application from the list below**

iRAPT - Invoicing, Receipt, Acceptance, and Property Transfer

**Step 2: Select One or More Roles from the list below (Ctrl+Click)**

**User Roles for iRAPT**

- Acceptor
- Acceptor View Only
- Admin By View Only
- Cost Voucher Administrator
- Cost Voucher Approver

**Step 3: Click 'Add Roles'**

**Step 4: Fill out the required information for the applicable applications**

**Roles Summary**

Application	Role	Location Code Type	Location Code	Extension	Group	Action
iRAPT	Acceptor	DoDAAC <input type="text"/>	R09965 <input type="text"/>	<input type="text"/>		<a href="#">Delete</a>
iRAPT	Acceptor	DoDAAC <input type="text"/>	R09182 <input type="text"/>	<input type="text"/>		<a href="#">Delete</a>

Showing 1 to 2 of 2 entries

**Tip:** If you need access to any other applications, Repeat Steps 1 to 4 again

Next Previous Save Registration Help

Figure U-1.--WAWF Registration Process, Continued.

(7) Click on the drop down box under User Roles to select the Local Processing Office Reviewer role. Select Add roles and enter the DoDAACs you need to register in order to process AIR Card® Invoices.

**Roles**

**Step 1. Select the appropriate Application from the list below**

IRAPT - Invoicing, Receipt, Acceptance, and Property Transfer

**Step 2. Select One or More Roles from the list below (Ctrl+Click)**

- Issue By View Only
- Local Processing Office
- Local Processing Office Reviewer**
- Local Processing Official View Only
- Misc Pay Initiator
- Pay Official

**Step 3. Click 'Add Roles'**

**Step 4. Fill out the required information for the applicable applications**

Roles Summary

Application	Role	Location Code Type	Location Code	Extension	Group	Action
IRAPT	Local Processing Office Reviewer	DoDAAC	R09965			<a href="#">Delete</a>
IRAPT	Local Processing Office Reviewer	DoDAAC	R09182			<a href="#">Delete</a>

Showing 1 to 2 of 2 entries

**Tip** If you need access to any other applications, Repeat Steps 1 to 4 again

[Next](#) [Previous](#) [Save Registration](#) [Help](#)

Figure U-1.--WAWF Registration Process, Continued.

(8) Submit your justification and upload DD Form 2875 and DD Form 577.

**Justification / Attachments**

**Info** Provide justification for access and upload any necessary attachments.

**Justification \***

WAWF access to process invoices.

**Attachments**

[Browse...](#) [Upload](#)

**Warning!** Wide Area Workflow e-Business Suite is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

Attachment Name	Date	Action
DDForm2875.pdf	2018/05/23 0949 MDT	<a href="#">View</a> <a href="#">Delete</a>

[Next](#) [Previous](#) [Help](#)

Figure U-1.--WAWF Registration Process, Continued.

(9) Click the Signature block to finalize registration.

Agreement

Statement of Accountability Agreement

I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.  
**Standard Mandatory Notice & Consent Provision For All DoD Information System User Agreements 9 May 2008.**  
**Security and Privacy Rules of Behavior (ROB) / Acceptable Use Policy (AUP) 14 Jan 2010.**

The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.  
 At any time, the U.S. Government may inspect and seize data stored on this information system.  
 Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.  
 This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests—not for your personal benefit or privacy.  
 Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential as further explained below:  
 Nothing in the User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U.S. Government actions for purposes of network administration, operation,

By signing below, I accept the System User Agreement and Rules of Behavior / Acceptable Use Policy.

Signature Date: 2018/05/23

Government Organization: \* MALS XX

Signature

Previous Help

Figure U-1.--WAWF Registration Process, Continued.

(a) Processing as the WAWF Government Acceptor1. Click on the iRAPT icon.

WideAreaWorkFlow e-Business Suite 5.11.1

My Account Help

Welcome to Wide Area Work Flow e-Business Suite



iRAPT  
Invoicing, Receipt, Acceptance, and Property Transfer



myInvoice



CCM  
Contracting Communication Module



WBT  
Web Based Training

System Messages

(2018-MAR-12 00:00 MDT) System: All Subject: OMB mandates E-invoicing by 2018 Action Required! Message For: All Users

All-Electronic Invoicing by 2018

Today, the Federal Government has a small number of well-established electronic invoicing solutions, as identified by the Office of Management and Budget (OMB). For many agencies, these systems have eliminated inefficient processes, reduced late payment penalties. Obtaining the full value of electronic invoicing requires a coordinated approach that will reduce burden and duplication to both agencies and businesses. Consistent with the Federal-wide approach to modernize the Government and reduce burden on vendors, this memorandum:

Directs agencies, by the end of FY 2018, to transition to electronic invoicing for appropriate Federal procurements by one of the following means:

Migration to a designated Federal Shared Service Provider (FSSP) and adoption of the FSSP electronic invoicing solution;

Use of an OMB approved electronic invoicing solution that aligns with agency mission and support requirements; or Cessation of any investments in new electronic invoicing solutions.

To read the full Memo - click here  
[https://www.wideareaworkflow.com/secure/invoice/ombmemo/P014E/ov\\_1E\\_10.pdf](#)

Security and Privacy Accessibility Government Customer Support Vendor Customer Support FAQ

Figure U-2.--WAWF Government Acceptor.

2. Click Government>Acceptor>Acceptance Folder.

**IRAPT (formerly WAWF)**

User Government Documentation Lookup Exit

Acceptor

Create Document

Acceptance Folder

Misc. Pay Batch

Acceptance Folder

History Folder by DoDAAC

History Folder by User

Hold Folder

Recall - Action Required Folder

Rejected Transactions Folder

Post Payment Review Folder

Suspended CEFT Transactions Folder

Saved Documents Folder

Pure Edge Folder

View Parameters

View Only Folder (Contract Number)

Wellcome to Invoicing, Receipt, Acceptance, and Property Transfer (IRAPT)! This application was formerly known as Wide Area Workflow (WAWF). Please start by selecting one of the links from the menu above.

**Government Support Contractor Messages**

10:00) System: **IRAPT/MINV** Subject: **2018 Fiscal Yearend Processing for DFAS - MOCAS** Message For: **All Users**

itions will cancel on September 30, 2018, in accordance with Public in accordance with Public Law 101-510. To ensure all these appropriations are paid before the funds cancel, we request these invoices be received at the Defense Finance and ce (DFAS) Columbus, MOCAS Division (DFAS-JAL), by Wednesday, August 1, 2018. [FYE\\_Memorandum\\_2018](#)

10:00) System: **All** Subject: **Attention SFTP Users Action Required! Critical!** Message For: **All Users**

mandated patch that will update the host files on the WAWF support server. You may be prompted to accept the new key. You pt this key in order connect to the support server to continue processing your SFTP transactions. This change will occur 4:00 MT on 4/26/2018. Again this will only impact customers that use Key Authentication.

10:00) System: **All** Subject: **OMB mandates E-invoicing by 2018 Action Required!** Message For: **All Users**

All-Electronic Invoicing by 2018

Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Figure U-2.--WAWF Government Acceptor, Continued.

3. Select the appropriate DoDAAC.

**IRAPT (formerly WAWF)**

User Government Documentation Lookup Exit

Search Criteria - Acceptance Folder

**FOUO - Privacy Sensitive:**

Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

DoDAAC \* / Extension

R09965

Contract Number

Reference Procurement Id

Vendor (Payee) / Vendor (Payee) Extension

Shipment No.

SSN / Confirm SSN

Type Document

Create / Update Date (YYYY/MM/DD)

Acceptance Date (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

Estimated Delivery Date (YYYY/MM/DD)

Result Size

20 Items

Delivery Order

Ship From / Ship From Extension

Invoice Number

Tax Id (EIN)

Status

Create / Update Date End (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Invoice Received Date End (YYYY/MM/DD)

Estimated Delivery Date End (YYYY/MM/DD)

Result Font

13px

Submit Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Figure U-2.--WAWF Government Acceptor, Continued.





**iRAPT (formerly WAWF)** Printer Friendly

User Government Documentation Lookup Exit

---

**Acceptor - Misc. Payment Voucher**

Voucher Addresses Misc. Info Preview Document

\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CLPOLV18D08NJ2365	POLV	450180509	2018/05/09		193272739	35.00

Item No.	AAI	Qty. Shipped	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
0001	060957	1	Each	EA	35	35.00

Description  
Ground service charge APU TransID=6426507,Trans#=102489,LRDt=20180506,ICAO=KMCC Tail=160945,Card=7896827239 FBO=McClellan Jet Services Location=McClellan CA US  
FBOPhone#=9165705351

**Routing Information**

Role	Location Code	Extension	Name
Payee	08NJ2		KROPP HOLDINGS, INC.
Pay Official	N68732		DEFENSE FINANCE AND ACCOUNTING SERV
Service Acceptor	R09965		MARINE FIGHTER ATTACK T S VMFAT 101
LPO	R09965		MARINE FIGHTER ATTACK T S VMFAT 101
Admin	SP0600		DLA ENERGY
Issue By	R09965		MARINE FIGHTER ATTACK T S VMFAT 101

**ACTION BY: R09965 \***

☒ Accepted ☐ Reject to Initiator

Date Received: 2018/05/09

Signature Date: 2018/05/21

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

Certificate Signature

Signature Of Authorized Government Representative

Submit Without Preview ☒

Submit Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Figure U-2.--WAWF Government Acceptor, Continued.

(b) Processing WAWF Invoices as the LPO

1. Click Government> Local Processing Office> Certification Folder.

**iRAPT (formerly WAWF)**

User Government Documentation Lookup Exit

Local Processing Office

Certification Folder

Misc. Pay Batch Certification Folder

History Folder by DoDAAC

History Folder by User

Discount Folder

Hold Folder

Recall - Action Required Folder

Pure Edge Folder

View Only Folder (Contract Number)

**Welcome to Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT)!**  
This application was formerly known as Wide Area Workflow (WAWF).  
Please start by selecting one of the links from the menu above.

**Government Support Contractor Messages**

0) System: iRAPT/MINV Subject: 2018 Fiscal Yearend Processing for DFAS - MOCAS Message For: All Users

is will cancel on September 30, 2018, in accordance with Public Law 101-510. To ensure all invoices are paid before the funds cancel, we request these invoices be received at the Defense Finance and Accounting Service (DFAS) Columbus, MOCAS Division (DFAS-JAL), by Wednesday, August 1, 2018. [FYE\\_Memorandum\\_2018](#)

Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Figure U-3.--WAWF Government LPO.

2. Select the appropriate DoDAAC for the squadron you are certifying.

**IRAPT (formerly WAWF)**

User Government Documentation Lookup Exit

**Search Criteria - LPO Certification Folder**

**FOUO - Privacy Sensitive:**  
*Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.*

DoDAAC \* / Extension  
 R09965

Contract Number Delivery Order

Reference Procurement Id

Vendor (Payee) / Vendor (Payee) Extension Ship From / Ship From Extension

Shipment No. Invoice Number

SSN / Confirm SSN Tax Id (EIN)

Type Document Status

All Documents All Documents

Create / Update Date (YYYY/MM/DD) Create / Update Date End (YYYY/MM/DD)

Submit Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Figure U-3.--WAWF Government LPO, Continued.

3. Click on the Shipment Number to view the AIR Card® Invoice.

**IRAPT (formerly WAWF)**

User Government Documentation Lookup Exit

**LPO Certification Folder for 'R09965' (4 Items, sorted by Invoice Received Date Ascending)**

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Ref. Procurement Id	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status
1	Misc. Pay	08NJ2	193272739				<a href="#">CLPOLV15008NJ2432</a>	12C0359	<a href="#">450150805</a>	2015-08-05		2015-08-12	Accepted
2	Misc. Pay	08NJ2	193272739				<a href="#">CLPOLV16008NJ2626</a>	12C0359	<a href="#">450160921</a>	2016-09-21		2016-09-28	Accepted
3	Misc. Pay	08NJ2	193272739				<a href="#">CLPOLV18008NJ2334</a>	12C0359	<a href="#">450180502</a>	2018-05-02		2018-05-30	Accepted
4	Misc. Pay	08NJ2	193272739				<a href="#">CLPOLV18008NJ2365</a>	12C0359	<a href="#">450180509</a>	2018-05-09		2018-05-21	Accepted

< [ ] Shipment

Return Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Figure U-3.--WAWF Government LPO, Continued.

4. Review the voucher for accuracy. Ensure the Invoice is obligated in ASKIT, submitted via a TL, and posted in STARS-FL prior to certification.

**NOTE:** The document will not be completed in ASKIT until the approved payment is posted in STARS-FL/N-SABRS.

**iRAPT (formerly WAWF)** User :

User Government Documentation Lookup Exit

**Local Processing Office - Misc. Payment Voucher**

Voucher LLA Addresses Misc. Info Preview Document

Populate Accounting Data from Template

\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CLPOLV1808NJ2365	POLV	450180509	2018/05/09		193272739	35.00

Line Id.	AAI	Qty. Invoiced	Unit of Measure	UoM Code	Unit Price (\$)	Amount
0001	060957	1	Each	EA	35	

Description  
Ground service charge APU TransID=6426507, TransID=102489, LID=20180506, ICAO=KMCC Tail=160945, Card=7896827239 FBO=McClellan Jet Services Location=McClellan CA US FBOPhone=9165705351

Actions : [Add Sub-Line](#)

**Routing Information**

Role	Location Code	Extension	Name
Payee	08NJ2		KROPP HOLDINGS, INC.
Pay Official	N58732		DEFENSE FINANCE AND ACCOUNTING SERV
Service Acceptor	R09965		MARINE FIGHTER ATTACK T S VMFAT 101

Submit Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Figure U-3.--WAWF Government LPO, Continued.

5. To certify, click on the LLA Tab and enter required information with the Cost Code.

a. Enter the document number assigned from ASKIT in the Document Record Reference ID.

b. Enter the Agency Accounting ID assigned to the appropriate MARFOR (e.g., 060957 MFP, 060951 MFC).

c. For ACRN enter AA.

d. The Cost Code will be comprised of: 00, DDSN and Fund Code.

**iRAPT (formerly WAWF)** User : Br

User Government Documentation Lookup Exit

**Local Processing Office - Misc. Payment Voucher**

Voucher LLA Addresses Misc. Info Preview Document

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CLPOLV1808NJ2365	POLV	450180509	2018/05/09		193272739	35.00

\* = Required Fields

[Help Links](#)

LLA Level

Document Level

Document Record Reference ID *	Agency Accounting ID *	ACRN *	
R0996581410509	060957	AA	
Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator
DD		09965817001	
Job/Work Order Code	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient
Classification Code	Fiscal Year Indicator	Work Center Recipient	DoD Budget Accounting Classification Code
Basic Symbol Number	Major Reimbursement Source Code	Limit/Sub Head	Reimbursement Source Code

Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Figure U-3.--WAWF Government LPO, Continued.

6. Go back to the Voucher Tab and check the Document Certified Block and enter the certification date in the Signature Date. Click Signature box to submit the invoice to DFAS.

**IRAPT (formerly WAWF)** User : [ ]

User Government Documentation Lookup Exit

**Local Processing Office - Misc. Payment Voucher**

Voucher LLA Addresses Misc. Info Preview Document

Pay Official	N58732	DEFENSE FINANCE AND ACCOUNTING SERV
Service Acceptor	R09965	MARINE FIGHTER ATTACK T S VMFAT 101
LPO	R09965	MARINE FIGHTER ATTACK T S VMFAT 101
Admin	SP0600	DLA ENERGY
Issue By	R09965	MARINE FIGHTER ATTACK T S VMFAT 101

**ACTION BY: R09965**

☒ Acceptance ☐ Reject to Initiator

Date Received: 2018/05/09

Signature Date: 2018/05/21

Has been made by me or under my supervision and they conform to contract, as noted herein or on supporting documents

**Armando Arroyo**

Signature Of Authorized Government Representative

**ACTION BY: R09965 \***

☒ Document Certified ☐ Document Available for Recall

Signature Date: 2018/05/31

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment

**Certificate Signature**

Signature Of Authorized Government Representative

Submit Without Preview ☒

Submit Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Figure U-3.--WAWF Government LPO, Continued.

## APPENDIX V

## TOOL PROCESSING

1. General. 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 (a). Broken tools, excessive quantities or missing tools should be disposed of IAW reference (a). All tools will be procured through the normal supply system or other means authorized by respective MAW policy (e.g., SAIC, ServMart, Open Purchase Request).

2. Methods of procurement

- a. NALCOMIS
- b. SAIC Purchase Place
- c. ServMart (e.g., MSC Industrial Supply or Granger Industrial Supply)
- d. Open Purchase Request (OPR)

3. Procurement requirement

a. NALCOMIS

- (1) BTR/MTR/WTR
- (2) Turn-in Request Form
- (3) The turn-in (if applicable)
  - (a) Worn tool can be remain in place
  - (b) Broken tool
- (4) Justification Letter
  - (a) Initial issue (signed by AMO/PCO/MMCO)
- (5) Tool Verification Form

b. SAIC Purchase Place

- (1) Purchase Order (PO) (SAIC)
- (2) BTR/MTR/WTR
- (3) Turn-in Request Form
- (4) The turn-in (if applicable)

- (a) Worn tool may be remain in place
  - (b) Broken tool
- (5) Justification Letter
  - (a) Initial issue (signed by AMO/PCO/MMCO)
- (6) Tool Verification Form
- c. ServMart: (e.g., MSC Industrial Supply or Granger Industrial Supply)
  - (1) ServMart Form (applicable to individual MAW)
  - (2) BTR/MTR/WTR
  - (3) Turn-in Request Form
  - (4) The turn-in (if applicable)
    - (a) Worn tool can be remain in place
    - (b) Broken tool
  - (5) Justification Letter
    - (a) Initial issue (signed by AMO/PCO/MMCO)
  - (6) Tool Verification Form
- d. Open Purchase Requests
  - (1) MCI West/East Form
  - (2) BTR/MTR/WTR
  - (3) Turn-in Request Form
  - (4) The turn-in (if applicable)
    - (a) Worn tool can be remain in place
    - (b) Broken tool
  - (5) Justification Letter
    - (a) Initial issue (signed by AMO/PCO/MMCO)
  - (6) Tool Verification Form
  - (7) Additional GCPC requirements as outlined in appendix T.

4. Process for ordering. Regardless of the means of procurement, an accurate Authorization Letter must be verified to ensure that the requestor is authorized prior to accepting any paperwork from customers, IAW paragraph 3.

a. NALCOMIS

(1) Upon receipt of all required paperwork, CAS will screen for completeness and accuracy.

(2) Once packet is verified using the verification form (figure V-1), the supported unit will then be able to place on order using OOMA and ensure that the BTR/MTR/WTR number is entered in the reference block.

[illegible]

Figure V-1.--Tool Verification Form.

(3) The original verification form will be filed with the packet, and a copy of the form will be forwarded to TRS for mailbox screening purposes.

(4) TRS will ensure that the requisition is referred off station.

(5) Pending NALCOMIS tool orders will be filed by CAS.

**NOTE:** The BTR/MTR/WTR entered in the reference block will be used by CAS to identify the requisitions when they arrive on station, in order to issue the tools to the correct unit.

b. SAIC

(1) Upon receipt of all required paperwork, CAS will screen for completeness and accuracy.

(2) CAS will forward complete packet with document number assigned to FAS for creation of Money Value Only (MVO) document in R-Supply.



(3) Once MVO documented has been created, CAS Marine will then open the PO in SAIC (<https://saic.purchaseplace.com>), by selecting 'POs by PO Number' > Enter the PO number provided in the 'Search' bar > Go > Select PO Number > Edit > Enter assigned requisition > Select respective 'Ship To' address > Save > Release PO in order to release the PO for requisitioning. (figure V-2)

**SAIC PurchasePlace™** Today=6183 home help logout

70032 - MCAS Miramar MALS 16

Catalog RFQs POs Budget/MIPR Reports

**Purchase Order** 70032A-03077-25000

Current Status: New  
 Total PO Items: 1  
 PO#: 70032A-03077-25000  
 PO Total: \$3,133.53

Buttons: Edit, Release PO, Add Cart to PO, Send expired items to RFQ Cart, Customer Receipt, Change Budget/MIPR, Printer Friendly, Delete

**Header Information**

Created By: [User Icon] Date Created: 05/25/2016  
 Released By: [User Icon] Date Released:

Requisition: R091166146T200  
 Job Order:  
 Customer PO:  
 Contract No:  
 Delivery Order:  
 RFQ Number(s): 70032A-03077-R-25000  
 Ship To Address: MCAS Miramar Bldg 7209 Bay Door 7 San Diego CA, 92145 USA  
 Mark For: SOTOSSD/TOOLS163  
 Order Type: Normal  
 Date Required (if BOM): 04/15/2016

Original Delivery:  
 Current Delivery:  
 Delivered Date:  
 PO Priority: Routine / Preventative Maintenance (not pre-approved)  
 Services: Materials Only  
 Payment Method: Open Account  
 Budget/MIPR: none  
 Fund Code: 7L  
 Signal Code: A  
 Supp. Address:

Comments:

**Line Information**

Buttons: Change View, Print Range, Save Range

Figure V-2.--SAIC.

(4) Pending SAIC orders will be filed in the Tools section of the Bearer Suspense File (BSF).

c. ServMart: (e.g., MSC Industrial Supply or Granger Industrial Supply)

(1) Upon receipt of all required paperwork, CAS will screen for completeness and accuracy.

(2) CAS will forward complete packet with document number assigned to FAS for creation of Money Value Only (MVO) document in R-Supply.

(3) Upon receipt of funded packet from FAS, CAS will then submit to ServMart using local procedures (e.g., email, in person).

(4) Pending ServMart tool orders will be filed in the Tools section of the Non-Standard Procurement Pending File.

d. Open Purchase Requests

(1) Upon receipt of all required paperwork, CAS will screen for completeness and accuracy.

(2) CAS must ensure that the proper routing process for OPRs is completed and obligated prior to placing an order in accordance with appendix T.

(3) Dependent upon the chosen vendor, the GCPC holder will place the requirement on order (e.g., phone call, online).

(4) Pending Tool OPRs will be filed in the Tools section of the Non-Standard Procurement Pending File.

## 5. Tool Reconciliation

### a. R-Supply

(1) R-Supply > Log > Management > Logistics Reports > Requisition Monitoring > Requisition Listing:

(a) Select 'Type': Outstanding

(b) Select MVOs under 'Specify'

(c) Select 'Divisions' a pop-up window will appear > select divisions specific to your supported units > OK. (figure V-3)

Figure V-3.--R-Supply Tool Parameters.

**NOTE:** Statuses will be acquired from vendors, SAIC or ServMart and loaded into R-Supply accordingly. If no status change has occurred since last required reconciliation, a YE1 will be loaded in accordance with appendix K.

(2) CAS will reconcile with the customer monthly, all tools that have been requisitioned locally (Open Purchase, ServMart, or SAIC). This reconciliation will verify if the material is still required or the material is no longer required and provide updated status to the customer.

b. NALCOMIS - Refer to appendix K (Reconciliation Aids Processing).

(1) Expeditor Reconciliation Section will reconcile all tools procured via NALCOMIS.

6. Receipt of material

a. All material will be issued by CAS to the supported unit.

(1) Regardless of the means of procurement, an accurate Authorization Letter must be verified prior to allowing customer to pick-up to ensure that they are authorized.

(2) The Marine picking up the material will annotate their printed name, signature, and date of receipt on the invoice (per FIAR).

(3) CAS will forward annotated receipt to FAS for completion.

(4) Completed Tool orders will be filed in the Tools section of the BSF within their respective sub-section (e.g., NALCOMIS/SAIC/ServMart/OPRs).

**NOTE:** In the event that a tool was worn and remained in place, the customer is required to turn-in the worn tool at the time of issue in exchange for the new tool.

## APPENDIX W

## FINANCIAL SUPPORT LISTINGS

1. General

a. Information. Monthly, an N-SABRS Report is sent to each OPTAR Holder listing 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, Obligation Validation Review (OVR) Difference Listing (DL) and Un-Matched Disbursements (UMD).

(1) OVR. This listing contains all unfilled orders (obligations) held in N-SABRS that have not matched with related expenditure documents and have not been cancelled. It also lists unfilled orders that are partially complete; some of the requisitioned material or service has been received and an expenditure processed, the outstanding quantity and partial dollar value will appear on the list.

**NOTE:** An OVR recoupment is identified as a UOL recoupment in R-Supply.

(2) DL. This listing contains DTO documents that have not cleared the matching cycle at DFAS Operating Locations (OPLOC). 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 DL contains the results of the reconciliation performed by TYCOM personnel since distribution of the last DL 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.

(3) Unmatched Disbursements (UMD). This listing is produced monthly, typically before the DL or OVR, and provided to each OPTAR holder for appropriate action. The listing shows expenditures that do not have a matching obligating document in N-SABRS. Why UMD's occur vary, therefore each TYCOM provides guidance on frequency and appropriate corrective action.

c. Obtaining Listings. The Financial Support Listings are produced on approximately the 25th of the month, they report transactions from the prior month (i.e., transactions processed in October will populate on the listing released in November). They are forwarded to the MALS OMD via TYCOM (CNAP/CNAL).

2. Processing Procedures

a. OVR Procedures. The OVR 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 OVR is performed in a mechanized environment utilizing the ship's and MALS' Automated Reconciliation Tracking System (SMARTS) within R-Supply for OFC-09/10/50 Accounts; and the Aviation Store Keeper Information Tracking (ASKIT) System for OFC-01 Accounts.

(1) OVRs are processed by TYCOM and distributed to each MALS.

(2) OVRs provide the unit with a list of obligations processed by TYCOM from the unit's TL.

(3) The OVR 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 ZOA 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) The data in columns S thru U are provided to you as the most current MILSTRIP status for the OVR Requisition. You no longer have to look up MILSTRIP status. Also included is MILSTRIP logic based on your MILSTRIP status (i.e. Action Codes and Remarks). You are required to review all Action Codes and Remarks (Columns V and W provided and edit, if required.

**b. OVR Process**

(1) Begin by verifying that all records on the OVR belong to the appropriate unit. Review all record from oldest to newest. The data in Columns S thru U provides the most current MILSTRIP status for each OVR requisition. You no longer have to look up MILSTRIP status. Also included is MILSTRIP logic based on your MILSTRIP status (i.e. Action Codes and Remarks). You are required to review all Action Codes and Remarks (columns V and W provided and edit, if required).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	OVR Code ("Read Only")	Fiscal Year*	APPN*	DOC UIC Nomen*	OVR DOC Number*	OVR DOC ACRN*	OVR DOC AAA UIC*	JON*	First TL Number*	Last TL Number*	Stock Number*	POE Date*	Ordered Qty Reviewed*
2	SEP 2015 OVR	2015	1804	ACB 2	V551055225AM85	AA	60951	551055BR000	045	045	2910011789971		1
3	SEP 2015 OVR	2015	1804	ACB 2	V551055190AM17	AA	60951	551055BR000	040	040	5340012007689		1
	SEP 2015 OVR	2015	1804	ACB 2	V5510551821537	AA	60951	551055BR000	040	040	6685015583125		2
4	SEP 2015 OVR	2013	1804	ACB 2	V551053242B313	AA	60951	551053BR000	046	046	5340015326122		1

Figure W-1.--Sample OVR.

	M	N	O	P	Q	R	S	T	U	V	W	X
1	Ordered Qty Reviewed*	Received Qty Reviewed*	Outstanding Qty Reviewed*	Committed Amt (915) Reviewed*	Unfilled Order Amt (540) Reviewed*	AP Amt (510) Reviewed*	Supply System Status	RIC	ESD	Action Code	Remarks	DOC Suffix
2	1	0	1	\$0.00	\$12.65	\$0.00	AS	NRP		A	Last Status: 5237	
3	1	0	1	\$0.00	\$48.31	\$0.00	AS	SMS		A	Last Status: 5238	
	2	0	2	\$0.00	\$22.60	\$0.00						
4							BF	SMS		A	Last Status: 5237	
	1	0	1	\$0.00	\$301.32	\$0.00						

Figure W-1.--Sample OVR, Continued.

	W	X	Y	Z	AA	AB	AC	AD
1	Remarks	DOC Suffix Flag*	Previous Supply System Status*	Previous Supply System Status Date*	Previous RIC*	Previous ESD*	Previous Action Code*	Previous Remarks*
2	Last Status: 5237ASNR0000 REQN Group:3)	Valid Open Requisition/Order with good supply status						
3	Last Status: 5239ASSMS0000 REQN Group:12)	REQN SHIPPED less than 60 days ago (no receipt confirmation)						
								14-AUG-2015 11:34 FORBES, JODIE R.: Last Status: 5191BBSMS5277 REQN Group:3) Valid Open Requisition/Order with good supply status
								17-AUG-2015 10:57 BROWN, ALPHONSA: SUBMIT AF1 IF MATERIAL IS STILL REQUIRED/AB17AUG15 14-AUG-2015 11:34 FORBES, JODIE R.: Last Status: 5182BMNR0000 REQN Group:4) REQN w/ Stale S FOLLOWUP WITH LAST REQN HOLDING ACTIVITY
4	Last Status: 5237BFSMS0000 REQN Group:3)	Valid Open Requisition/Order with good supply status						
								14-AUG-2015 11:34 FORBES, JODIE R.: BV/SMS/5251
								10-JUL-2015 09:03 SIMPSON, SCOTT L.: Last Status: 5161BVSMS5184 REQN Group:3) Valid Open Requisition/Order with good supply status
5	Last Status: 5239ASSMS5184 REQN Group:12)	REQN SHIPPED less than 60 days ago (no receipt confirmation)						
								16-JUN-2015 08:36 JIMENEZ, CLAIRE: Last Status: 4345BZSMS5184 REQN Group:3) Valid Open Requisition/Order with good supply status

Figure W-1.--Sample OVR, Continued.

**NOTE:** Units will only validate a MILSTRIP status in the Supply System (e.g., One Touch and FedMall) if the status provided is not a valid outstanding status (e.g., BQ, BF, CJ).

(2) The current MILSTRIP status provided will be validated in R-Supply/ASKIT to ensure the proper obligation adjustment was processed. Review and annotate the proper Action Codes in (Column V) and remarks (Column W) as applicable. Unit's research findings should be entered after pre-existing information in Remarks (Column W) field. Most of CFMS Action Codes such as A, B, D are self-explanatory. Usage of other Action Codes may require additional feedback by the unit to resolve the Unliquidated Obligation issue. Units will also provide the information required under each code in the Action Code table (i.e., provide valid status), see figure W-2 for the CFMS Action Codes.

#### Action Codes (CFMS Library):

Code	Description
A	REQN is Outstanding and has valid status (Provide valid status i.e. BB/SMS/1152).
B	REQN has been received (Provide JD of receipt, QTY and RI of shipping activity (i.e. 1067/1EA/SMS)
C	REQN was cancelled (Provide CANX status and TL No. the XO_ was submitted (i.e. BQ/SMS/1067 TL021/1)
D	REQN No longer required (Cancellation request (AC1) submitted. Provide date and where the cancellation was submitted (i.e. AC1/SMS/1067)
E	Obligation is for a C9999 REQN. UOL amount is required to cover remaining charges.
F	Obligation is for a C9999 REQN. A partial cancellation to deobligate excess funds has been submitted (Provide the TL No. under which the XO_ document was submitted)
G	No record of this REQN
H	OTHER ( Provide additional information to assist the Accounting Tech for further review and processing of credits (i.e. Unable to process an X0A in R-SUP due to REQN EMV = 0. Request process credit in STARS). Any credits provided will appear on the SFOEDL.

Figure W-2.--Action Codes.

**NOTE:** CFMS OPTAR Web will reject any OVR upload that is missing an Action Code and/or contains an Action Code that is not included in the above table.

(3) Comprehensive research, proper coding/remarks annotation, and timely return are critical in resolving Unliquidated Obligations and

preventing the same transactions appearing on the subsequent month OVR. FAS will still process recoupments in R-Supply/ASKIT and submit to TYCOM records which could not be recouped in R-Supply/ASKIT. If a previous month record appears in the new OVR, review Columns Y thru AD to validate the previous action taken and remarks annotated. Take appropriate action and ensure to follow up with TYCOM until record is adjusted and removed from the OVR.

**NOTE:** Records that require a recoupment of funds appearing for multiple months on the OVR without the proper follow up will be considered a discrepancy.

(4) Once the OVR is completed with appropriate annotations, it will then be uploaded into CFMS, (See Figure W-3).



Figure W-3.--Upload OVR to CFMS.

(a) Upload: Navigate to CFMS OPTAR Web>Upload Data Files>OVR Upload Op forces UOL.

Column	Name	Description
A	OVR_CODE	OVR Code
B	FISCAL_YEAR	Fiscal Year
C	APPN	APPN
D	UIC_NOMEN	DOC UIC Nomen
E	DOCUMENT_NUMBER	OVR DOC Number
F	ACRN	OVR DOC ACRN
G	AAA_UIC	OVR DOC AAA UIC
H	JOB_ORDER	JON
I	TL_NUM_FIRST	First TL Number
J	TL_NUM_LAST	Last TL Number
K	STOCK_NUMBER	Stock Number

Figure W-3.--Upload OVR to CFMS, Continued.

(b) Select "Browse" and select your file (ensure there is a check in the "Ignore Header Row" block), and select "Upload".

(c) You should receive a successful message after uploading. If you receive an error message, contact your assigned Financial Management Analyst (FMA) for further instructions.

(5) Print out the annotated OVR Excel and obtain the following signatures.

Processed by: _____	Date: _____
Reviewed by: _____	Date: _____
Approved by: _____	Date: _____

(6) The OVR will be maintained per FIAR requirement.

#### c. OV Research

(1) Causative research is required when determining whether or not the clerk may recoup those funds listed on the OVR. It must be understood funds may not be recouped when material has been received (regardless of whether it has processed on a DL 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 DL and a duplicate obligation now exists. FAS will utilize the N-SABRS Management Analysis Retrieval Tools System (SMARTS) to ensure funds are still available in N-SABRS for recoupment.

(2) Records which contain a date in the POE Date Field of the OVR represents some type of payment action has been taken by DFAS. The value which is listed on the OVR represents the portion of the unit's obligated funds not yet expended and are considered to be Unfilled Orders or Partially Established Orders.



(3) If research on the DL and R-Supply/ASKIT 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.

(4) Clerks can use the date posted in the POE Date Field to determine which DL the financial transaction occurred on. This will assist the clerk in determining the billing cost and how to make the necessary adjustment.

**NOTE:** Prior to processing a recoupment in R-Supply/ASKIT the FAS clerk needs to ensure the adjustment wasn't previously adjusted through an OVR recoupment the previous month or during the Difference Listing. An erroneous recoupment will create a new difference in the Difference Listing and cause the transaction to repopulate in a future OVR.

(5) 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. OVR examples are as follows:

Scenario 1: OVR listing cites CANCEL/REJECT status. REQN previously completed with same CANCEL/REJECT status previously.

**NOTE:** This condition exists due to (a) timeline issue between previous X0A TL submission date and OVR record generation date, or (b) previous X0A TL failed to make into N-SABRS.

Action: Action Code "C". Annotate Remarks field with CANCEL status, QTY, SOS, postdate (that was posted to complete MOF) as well as corresponding X0A TL number/year info (e.g., CJ/1EA/NRP/8140, TL 027/18)

Scenario 2: OVR listing cites CANCEL/REJECT status. REQN previously completed with receipt (X71). No CANCEL/REJ status previously posted on R-Supply.

**NOTE:** This condition may be from a receipt from given Source of Supply (SOS) despite the evidence of CANCEL/REJ status from another SOS, or due to Dummy receipt posting.

Action: Verify receipt source document to ensure it is not a Dummy/ADMIN receipt. If receipt is valid (DD Form 1348, DD Form 1149 etc.), annotate Action Code "B". Remarks with X71 receipt, QTY, SOS, and X71 post-date (ex: X71/1EA/NRP/8025). If receipt is an invalid Dummy/ADMIN receipt, reverse X71, then annotate Action Code "C" and Remarks with X71R, CANCEL posting, and new X0A TL INFO (e.g., X71R, CJ/1EA/NRP/8140, TL 027/18).

Scenario 3: OVR listing cites AE1/BN. REQN previously completed with receipt (X71). Free Issue (AE1/BN) previously posted.

Action: Annotate Action Code "C" and Remarks with previously posted BN status post info, as well as X0A TL info (e.g., BN/1EA/NRP/8020, TL 028/18). If dollar amount is still outstanding, post a recoupment in R-Supply for the outstanding dollar amount.

Scenario 4: OVR listing cites AE1/BN. REQN previously completed with receipt (X71). Free Issue (AE1/BN) was never posted.

**NOTE**: AE1/BN may not have posted due to X71 posting first, and thus Suspended out. Thus, no X0A was generated previously to recoup OPTAR.

Action: Perform X71 Reversal, Post AE1/BN, Repost X71. Annotate Action Code "C" and Remarks with X71R, CANC posting, and new X0A TL INFO (e.g., X71R, BN/1EA/NRP/8025, TL 028/18). Also, load a YE1 (local status) statement "X71 Reposting for OVR RECON MM/YY."

Scenario 5: OVR listing cites AE1/BF. Material still required.

**NOTE**: AE1/BF > 7 days old is an invalid status.

Action: Coordinate with ERS to submit an ATA. Annotate Action Code "A". Check back after 7 days, if no response or AE1/BF, ERS will perform an ADCANC - AE1/RX.

Scenario 6: OVR listing cites AE1/BF. Material no longer required.

Action: Coordinate with ERS to submit an AC1 to last SOS. Annotate Action Code "D" and Remarks with AC1, SOS, and date (i.e., AC1/SMS/8135). Check back in 3 days. If AE1/BQ received, resulting X0A/TL will reconcile this record.

Scenario 7: OVR listing cites AE1/BF. REQN previously completed with receipt (X71).

Action: Verify receipt source document to ensure is not a Dummy/ADMIN receipt. If receipt is valid (DD Form 1348, DD Form 1149 etc.), annotate Action Code "B" and Remarks with X71 receipt, QTY, SOS, and X71 post-date (e.g., X71/1EA/NRP/8025). If invalid Dummy/ADMIN receipt, reverse X71, then follow Scenario 5 - AE1/BF, material still required action steps.

(6) It should be noted these examples are only a small portion of the various conditions which occur during the financial process conducted by DFAS. FAS must ensure sufficient funds are obligated to cover the cost of those charges which are to be received by DFAS. Thorough research will be performed prior to any Administrative Cancellation (ADCANC) or financial adjustment is processed by FAS.

d. OVR Recoupment

(1) ASKIT

(a) When utilizing ASKIT ensure the correct squadron UIC is selected prior to processing any recoupments. See figure W-4 for ASKIT recoupment processing instructions.

Figure W-4.--ASKIT Recoupment Process.

(b) Select the requisition that requires a recoupment. In the 'Actions' dropdown menu select 'Charges'.

Doc Number	Stock Number	Total Amt	Available Amt	TL Num	LineAcct - Fund Code - Detachment
81090418	429180418	\$12,657.92	\$0.00	27	70AE01 - 7F - SQDRN
81090307	429180307	\$1,559.25	\$0.00	27	70AE01 - 7F - SQDRN
81070404	429180404	\$21,025.99	\$0.00	27	70AE01 - 7F - SQDRN
80990328	429180328	\$7,498.30	\$0.00	25	70AE01 - 7F - SQDRN
80860321	429180321	\$125.00	\$0.00	24	70AE01 - 7F - SQDRN
80860314	429180314	\$9,970.80	\$0.00	24	70AE01 - 7F - SQDRN
80860228	429180228	\$28,311.75	\$0.00	24	70AE01 - 7F - SQDRN
80780214	429180214	\$10,690.89	\$0.00	23	70AE01 - 7F - SQDRN
8065H000	SERVMART	\$4,454.75	\$0.00	21	70AE01 - 7F - SQDRN
80650131	429180131	\$225.00	\$0.00	21	70AE01 - 7F - SQDRN

Figure W-4.--ASKIT Recoupment Process, Continued.

(c) A receipt reversal is required in order to process a recoupment on the document. Select the receipt and then select 'delete'.

**ASKIT** AVIATION STOREKEEPER INFORMATION TRACKING SYSTEM

Training Documents available here: [www.askit.caci.com](http://www.askit.caci.com) > Training Documents  
 CNAP ASKIT Rep Comm - (619) 545-2742 DSN 735-2742  
 CNAP DBA Comm - (619) 767-7136 DSN 577-7136  
 CNAL ASKIT Rep Comm - (757) 836-9541 DSN 564-9541

Documents Processes OPTAR Reports Queries System Setup Help Home

Current Fiscal Year: 2019 Server Time: 11:09 PDT

UIC: R09182 / Editor C9999 Charges

Find  in Charge Date

Current Total Price \$1,223.50 Amount Spent \$1,223.50 Available \$0.00

*Charge Date	*Amount	Vendor	Purchased By	Date Received	*Description
03/22/2019	\$1,223.50	WAWF	CPL ARROYO	03/22/2019	WAWF INVOICE

Add Edit Delete Add Vendor Print Charges Refresh Return to List

Figure W-4.--ASKIT Recoupment Process, Continued.

(d) After the receipt reversal is processed, select 'Amendments' under 'Actions'.

**ASKIT** AVIATION STOREKEEPER INFORMATION TRACKING SYSTEM

Training Documents available here: [www.askit.caci.com](http://www.askit.caci.com) > Training Documents  
 CNAP ASKIT Rep Comm - (619) 545-2742 DSN 735-2742  
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 CNAL ASKIT Rep Comm - (757) 836-9541 DSN 564-9541

Documents Processes OPTAR Reports Queries System Setup Help Home

Current Fiscal Year: 2019 Server Time: 11:10 PDT

UIC: R09182 / Editor C9999 (Continuous Services)

Fiscal Year 2018 Place cursor over below codes to show message Find  in Doc Number

Doc Number	Stock Number	Total Amt	Available Amt	TL Num	LineAcct - Fund Code - Detachment
82730926	429180926	\$1,223.50	\$0.00	51	70AE01 - 7F - SQDRN
8269H000	SERVMART	\$1,960.09	\$1,960.09	48	70AE01 - 7F - SQDRN
82610912	429180912	\$10,471.20	\$0.00	47	70AE01 - 7F - SQDRN
82610905	429180905	\$65.00	\$0.00	47	70AE01 - 7F - SQDRN
82610808	429180808	\$6,378.00	\$0.00	47	70AE01 - 7F - SQDRN
8253H000	SERVMART	\$3,385.61	\$3,385.61	47	70AE01 - 7F - SQDRN
82420829	429180829	\$161.81	\$0.00	44	70AE01 - 7F - SQDRN
82420815	429180815	\$18,310.73	\$0.00	44	70AE01 - 7F - SQDRN
82420801	429180801	\$3,531.66	\$0.00	44	70AE01 - 7F - SQDRN
82050718	429180718	\$6,771.00	\$0.00	39	70AE01 - 7F - SQDRN

1 2 3 4 5

Add Edit View Delete Refresh

View/Print Code Legend Print 1348 History Actions Amendments Remarks Charges

Figure W-4.--ASKIT Recoupment Process, Continued.

(e) Select Add. Type in the amount that needs to be recoup (i.e., -\$100) and then select save.

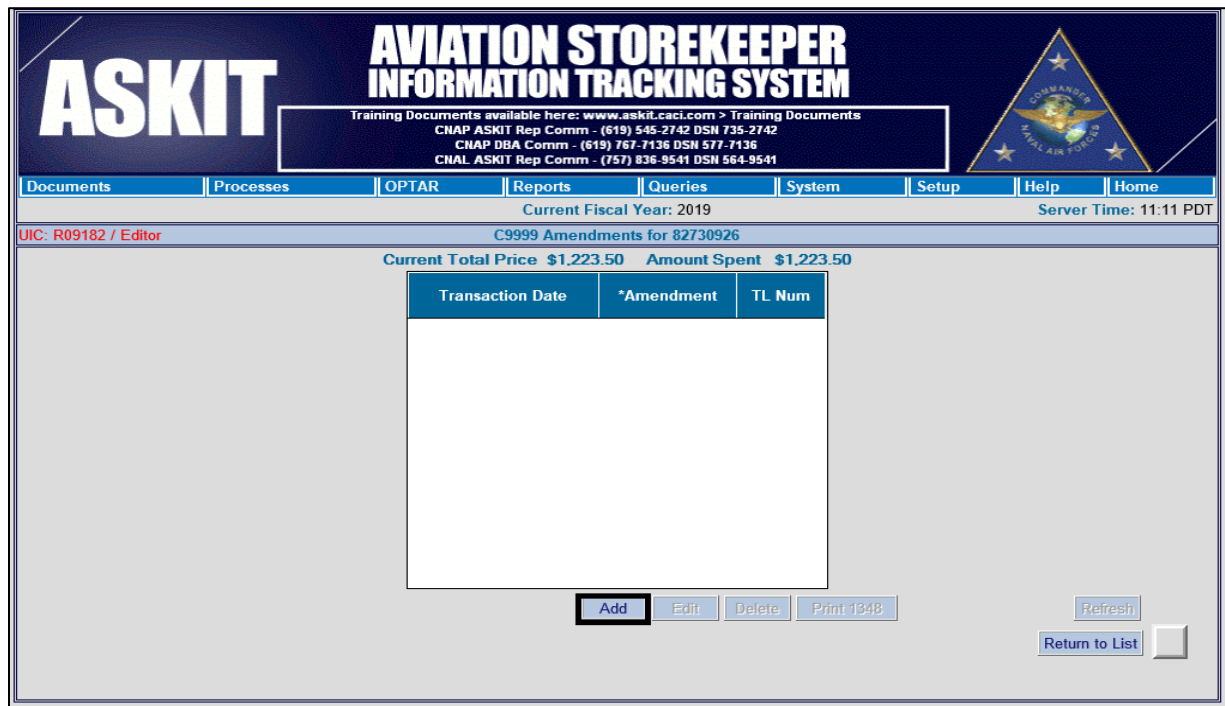


Figure W-4.--ASKIT Recoupment Process, Continued.

(2) R-Supply

(a) Select 'Financial' and then 'Reconciliations'.

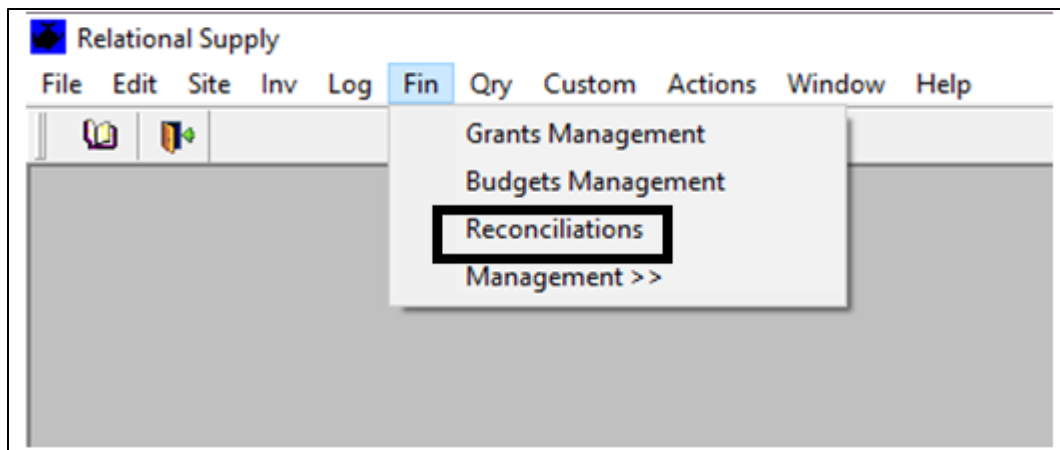


Figure W-5.--R-Supply Recoupment Process.

(b) Under 'Options' select 'UOL'. Type in the month and year the listing was released and the document number that requires a recoupment.

The screenshot shows a software interface with two main sections: 'Options' and 'Search'. In the 'Options' section, there is a dropdown menu set to 'UOL' and an unchecked checkbox labeled 'Reversal'. In the 'Search' section, the 'Listing Month/Year' is set to 'MAR 2019'. Below this, the 'Doc Nbr' is displayed as 'R 09111 9087 T103' with a 'Suffix' field. To the right of these sections are three buttons: 'OK', 'Cancel', and 'Help'.

Figure W-5.--R-Supply Recoupment Process, Continued.

(c) Type in the recoupment dollar amount and ensure credit is selected.

The screenshot shows the 'Relational Supply' application window. The title bar reads 'Relational Supply'. The menu bar includes 'File', 'Edit', 'Site', 'Inv', 'Log', 'Fin', 'Qry', 'Custom', 'Actions', 'Window', and 'Help'. The toolbar contains icons for file operations and navigation. The main window area is titled 'UOL'. It contains several input fields: 'Doc Nbr' (R 09111 6275 9600), 'Suffix' (empty), 'Listing Month/Year' (MAR 2019), 'FY' (2017), 'DI' (A0E), 'UI' (CY), 'FC' (7L), 'Cog' (9B), 'Rqn Cmpltn Date' (MAR 13 2017), 'Qty' (30), 'UP' (90.34), 'EMV' (.00), and 'Detail Description' (NITROGEN, TECHNICAL- MILSTRIP). At the bottom, there is a 'Fund Code' (7L), a 'Difference' field (00) with radio buttons for 'Debit(+)' and 'Credit(-)' (selected), and a 'Trnsmtl Nbr' (15).

Figure W-5.--R-Supply Recoupment Process, Continued.

e. DL Procedures. The DL 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 DL is performed in a mechanized environment utilizing the ship's and MALS' Automated Reconciliation Tracking System (SMARTS) within R-Supply for OFC-09/10/50 Accounts; and the Aviation Store

Keeper Information Tracking (ASKIT) System for OFC-01 Accounts. The DL will be submitted to TYCOM NLT the last day of the month.

(1) DLs are reviewed by TYCOM and distributed to each MALS.

(2) DLs provide the unit with a list of documents with an obligation/expenditure difference recorded in N-SABRS versus the unit's TLs.

(3) Financial clerks will review and process documents with differences listed on the DL. If there are any erroneous transactions FAS will challenge the difference.

f. DL Process

(1) Begin by researching the "By document Difference Amount".

(2) Post the differences each month in R-Supply. The DL will be processed in R-Supply by individual document (The SMARTS upload is no longer used).

(a) Go to R-Supply Path: Financial>Reconciliations>SFOEDL Individual Requisition Fund Code Differences.

(b) Enter the Difference Listing Month/Year (e.g. JUL 2019).

(c) Enter the document number the difference is associated to (R09111-8190-FF01).

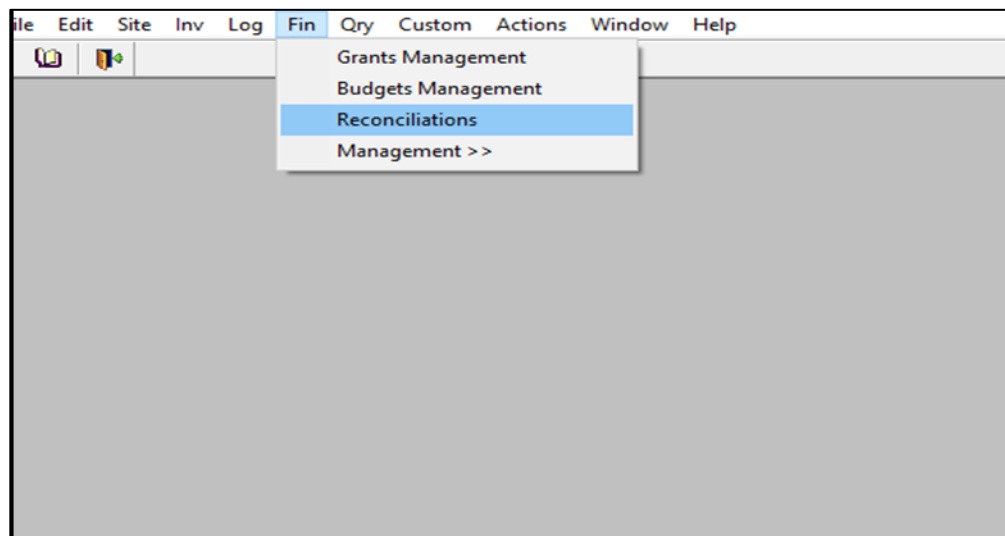


Figure W-6.--R-Supply DL Process.

Reconciliations - Search

**Options**

- Obligation Adjustment
- Obligation Adjustment UOL
- SFOEDL Individual Requisition Fund Code Differences**
- SMARTS

**Search**

Doc Nbr: R 09111      Suffix:

OK  
Cancel  
Help

Figure W-6.--R-Supply DL Process, Continued.

Reconciliations - Search

**Options**

SFOEDL Individual Requisition Fund Code Differences

**Search**

Listing Month/Year: JUL 2019

Doc Nbr: R 09111 8190 FF01      Suffix:

OK  
Cancel  
Help

Figure W-6.--R-Supply DL Process, Continued.



Figure W-6.--R-Supply DL Process, Continued.

(3) FAS will forward all Carcass Differences to WCB. They have five days to research and return a response to FAS whether to challenge or accept the charge.

(4) Enter any applicable challenges/remarks in CFMS.

(5) Verify the FYTD Difference (Column 23 total) of the OPTAR matches the Cumulative Difference Amount listed (By Fund Code file) in the current DL posted. If two figures do not match, research and reconcile. Once R-Supply matches the DL submit a copy of the Monthly Trial Financial Report to TYCOM for confirmation.

(6) Post Action after Challenge upload to CFMS.

(a) Monitor FMA's response on Challenged and FMA Review transactions.

(b) Print "By Fund Code" tab of Worked DL Excel (e.g., R09116 DL MAR 19 Worked.xlsx). Annotate the print out with the following, and obtain signatures.

Processed by: _____	Date: _____
Reviewed by: _____	Date: _____
Approved by: _____	Date: _____

(c) Retain the monthly annotated DL Excel with challenge action and the signed "By Fund Code" print out and maintain per FIAR requirement.

g. DL Research

(1) Review all transaction differences that are over TYCOM challenge threshold and conduct the necessary research to verify the validity of the transactions.

(2) Transaction Types. The most common types of transactions appearing on the DL are as follows:

(a) Difference. 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 DL differences. Failing to do so will cause the Over/Understating of obligations on official accounting records.

(b) Correction. This term refers to a type of transaction originating at the TYCOM, and is a correction/reversal of a previous transaction the OPTAR Holder Challenged.

(c) Administrative Cancellation. The term ADCANC refers to the 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) Validated. This term refers to the rejection of a challenge from the unit. Personnel at the billing activity advise the charge is valid. OPTAR holders will not reject these transactions when they process the listing. This type of transaction applies to all of the following types of expenditures:

1. Rejected by the TYCOM.
2. Investigated by the issuing supply activity and found to be valid.
3. Re-billed by the issuing activity with the required documentation supporting the validity of the charges.

(e) Unmatched Expenditure. These transactions refers to the difference caused by an expenditure (debit or credit) not matching with an unfilled order in the system. 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.

(f) Carcass. 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. This is because unit personnel have not turned in a DLR.

(3) Research. Check the applicable document in the DTO or MVO Requisition Query or the Material/Financial Transaction Ledger in R-Supply. In ASKIT, select the record and click the History Option. Research all Above Threshold Expenditures (these are transactions with a value above the

threshold established by TYCOM. Annotate any invalid expenditure and process challenge in CFMS. Adjust OPTAR financial records to reflect all differences appearing on the DL 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.

(a) Factors to consider. Consider the following factors in reviewing the validity of all other transactions:

1. 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.

2. Check for a transposed document number. If an item is received with a transposed document number, you may process a DI X76 transaction and challenge transaction and annotate the proper document number and TL number. Personnel at TYCOM will validate the challenge submitted and if valid a credit difference will appear on a subsequent DL.

3. Transactions with no receipt of material will be subject to regular follow-up with the supply activity and is not a valid reason for challenging the transaction.

4. Charges for receipt of substitute and duplicate shipments will be accepted as valid.

5. Check the unit prices and additional cost data on receipt documents before posting challenges.

**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, GSA and from commercial sources. 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 posting challenges.

6. Check to verify whether you have already made advance adjustments to any of the items on the list.

7. Consider whether cancellation action was valid. Consider as well adjustments of Cancellations for documents not in N-SABRS. Also, consider cancellations whose values exceed the original obligation. 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.

8. Challenge all invalid differences using the appropriate challenge code from figure W-7. OPTAR Holders must accept and process DI X76 transactions for all differences shown on the DL. 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.

#### h. DL Challenges

(1) Enter any applicable challenges/remarks in OPTAR Web (path: OPTAR Web > OpForces Difference Challenge Review).

Figure W-7.--CFMS Challenge Review.

(2) Current Status. The following options are available to be selected:

(a) Blank: Pulls all differences (daily) that are not locked.

(b) Generated: Differences that were locked on the 25th.

(c) Challenged: Pulls all differences with an assigned Challenge Code.

(d) Resolved: Differences marked resolved were previous Challenges.

(3) Challenge Code. Enter a challenge code required. Remarks can also be entered to provide further justification.

<u>Challenge Code</u>	<u>Definition</u>
A	Duplicate Charge
B	Wrong Price Charged
C	Expenditure Error; wrong reqn charged
D	Erroneous Charge
E	Advance Adjustment Taken
F	Invalid ADCANC
G	Material not requisitioned or received
H	MILSTRIP CANC confirmed
I	Unmatched Expenditure - reqn error
J	Other. Provide more details
FMA Review	Under TYCOM Review

Figure W-8.--Challenge Codes

<u>When to Use the Challenge Code</u>	
A- Duplicate Charge.	When the charge is for a requisition with a previous charge posted and there is no record of duplicate receipt.
B- Wrong Price Charged.	*When the charge is not for the current price.
C- Expenditure Error, Wrong regn charged.	*When the charge is for lost obligation documents in CFMs/SABRS. *When the charge is for lost TL. *When the charge is billed to the incorrect document number.
D- Erroneous Charge.	When the Charge does not belong to the requisition or the account.
E- Advance Adjustment Taken.	*When the charge is for a previously submitted price adjustment transmitted on a TL and did not reconcile in SABRS on Time.
F- Invalid ADCANC	*When the charge is for a cancellation (X0_document) that errored out in SABRS and prevented the cancellation from matching the original obligation. *When the charge is for a Supply activity confirmed CANC or the ADCANC submitted by the OPTAR holder exceeds the value of the original unfilled order. *When SABRS does not hold the original unfilled order on file.
G- Material not requisitioned or received.	*When the charge is for material not ordered, not received and no supply status received indicating shipment was submitted.
H- MILSTRIP CANC confirmed.	*When the charge is for a confirmed cancellation received, no material received, no duplicate requisition and a CANC (X0_) document was transmitted on a TL but SABRS still received a billing from the supplying activity.
I- Unmatched Expenditure- regn error.	*When the charge is for a requisition with erroneous/transposed Julian date or Serial Number. Original requisition number should be listed on OVR)
J- Other. Provide more details.	*When SABRS cannot match certain requisitions due to partial charges, but total value of obligation was submitted or corresponding obligations were transmitted on various TLs. *When credit difference was caused by previously submitted cancellations. *Anything else that requires an explanation for SABRS to expeditiously process the credit.
FMA Review-	TYCOM is already working to resolve the issue.

Figure W-8.--Challenge Codes, Continued.

(4) Uploading Documented Evidence in support of Challenges (Path: CFMS-F>Document Review).

(a) Enter document number (i.e., V216878274PC19).

(b) Select Find.

**Document Review: Query Records**  
 Logon Name: Jodie Forbes (JODIE\_FORBES), Logon Database: PROD, Last Logon: 04-18-2019

**Actions:**  
 Find Reset Clear Close Records Per Page Max Records  
 Find Reset Clear Close 50 500

Document Number	Doc ACRN	AAA UIC	In Active OVR?	OVR Code	JON
V216878274PC19			<input type="checkbox"/>		

FY	Appn	Subhead	SAG	SIC	CC	SCC	Direct Reimb Ind	PA Code	PA UIC	PA Org Code
							<input type="checkbox"/>			

BCN	Suballotment	Chargeable UIC	Segment	Contingency Code	Fund Code	OCC	EE	STARS Doc?	CFMS Doc?
								<input type="checkbox"/>	<input type="checkbox"/>

Dormancy Days		STARS Commit Amt (915)		STARS UFO Amt (540)	
From	To	From	To	From	To

STARS AP Amt (510)		STARS Disbursed Amt (610)		STARS Total Doc Amt	
From	To	From	To	From	To

CFMS Issued Amt		CFMS Direct Cite Amt		CFMS Reimbursement Amt	
From	To	From	To	From	To

Figure W-9.--Uploading Evidence.

(c) Select Edit.

**Actions:**  
 Return to Find Refresh Close  
 Return to Find Refresh Close

\*\*\*Document Number links STARS Docs to STARS/CFMS Doc Details Report. JON links to JON Status Sheet (RJOR) Report.\*\*\*

Edit	Document Number	Stars?	AAA ACRN UIC	BCN	SA	FY	Appn	Subhead	SAG	SIC	CC	SCC	D/R	JON
<a href="#">Edit</a>	<a href="#">V216878274PC19</a>	Y	AA 056521	53825	S	2019	4	60BD	1B	SO	SO	SO	D	<a href="#">216879SCC</a>

Figure W-9.--Uploading Evidence, Continued.

(d) Select Attachments.

Figure W-9.--Uploading Evidence, Continued.

(e) Select Browse.

(f) In the Attachment Type menu, select "General Attachment"

(g) In the Description, type the name of the attachment. Document Number, Challenge, and date in the file name (i.e., V216878274\_Challenge\_190401)

(h) Select Upload.

i. UMD Procedures. This listing is produced monthly, typically before the DL or OVR, and provided to each OPTAR holder for appropriate action. The listing shows expenditures that do not have a matching obligating document in N-SABRS. Why UMD's occur vary, therefore each TYCOM provides guidance on frequency and appropriate corrective action.

(1) UMDs are reviewed and distributed to each Wing Comptroller Office (G-8), and/or appropriate MALS from TYCOM (CNAP/CNAL) on a monthly basis prior to the DL and/or OVR.

(2) UMDs provide the unit with a list of documents that have unmatched obligations.

(3) Wing and/or appropriate MALS clerks will review the listing and take the appropriate action as set forth by TYCOM (CNAP/CNAL).

A	B	C	D	E	F	G	H	I	J	K	L	M
SDN	ERROR UNMATCH CD 01	ERROR UNMATCH CD DESCR 01	MRI	ARI	SRI	WCI	AAC	BCN	A	BSYM	SBHD	TRANS TYPE CD
V091140106G401	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V091140106G405	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V091140106G443	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V091140106G446	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V0911401120352	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V091140118J120	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V0911401350134	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V091140153FF01	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V091140160FF01	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V091140164T200	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V0911401680630	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V091140168FF01	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V0911401690682	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V0911401754113	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V091140189K120	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D

Figure W-10.--Sample UMD listing.

AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC
EXTRACT DATE	ORIG CYCLE DATE	PAID DATE	RCVD DATE	ISN	DISC AMT	REDIST AMT	REDIST AVAIL AMT	UNIT PRICE	COLL PAID AMT	TRANSACTION TOTAL	REMARKS
20200910 06:01:22	20200909	20200902	20200909	158949	\$0.00	\$0.00	\$66.00	\$0.01	\$66.00		1 DOCUMENT RECEIVED, RECEIPTED IN R-SUP// NOT RELEASED ON TL
20200910 06:01:22	20200909	20200902	20200909	160016	\$0.00	\$0.00	\$66.00	\$0.01	\$66.00		1 DOCUMENT RECEIVED, RECEIPTED IN R-SUP// NOT RELEASED ON TL
20200910 06:01:22	20200909	20200902	20200909	160017	\$0.00	\$0.00	\$66.00	\$0.01	\$66.00		1 DOCUMENT RECEIVED, RECEIPTED IN R-SUP// NOT RELEASED ON TL
20200910 06:01:22	20200909	20200902	20200909	160018	\$0.00	\$0.00	\$66.00	\$0.01	\$66.00		1 DOCUMENT RECEIVED, RECEIPTED IN R-SUP// NOT RELEASED ON TL
20200713 08:42:35	20200711	20200702	20200711	390757	\$0.00	\$0.00	\$939.14	\$0.01	\$939.14		1 DOCUMENT RECEIVED, RECEIPTED IN R-SUP// WENT OUT ON TL 08
20200911 05:30:11	20200910	20200904	20200910	166865	\$0.00	\$0.00	\$334.84	\$0.11	\$334.84		1 COORDINATED W CONTROL BRANCH AWAITING FURTHER FEEDBACK // STOCK(WCB) DOC, NO EVIDENCE THAT THIS EVER SHIPPED// WENT OUT ON TL 10
20200623 18:31:00	20200617	20200612	20200617	325946	\$0.00	\$0.00	(\$5,960.66)	\$24.94	(\$5,960.66)		1 UNMATCHED DUE TO FUEL PRICE CHANGE EFFECTIVE JUNE 1ST/ CORRECT PRICE IN R-SUP// WENT OUT ON TL 34
20200623 18:31:00	20200617	20200612	20200617	325945	\$0.00	\$0.00	(\$260.51)	\$1.09	(\$260.51)		1 UNMATCHED DUE TO FUEL PRICE CHANGE EFFECTIVE JUNE 1ST/ CORRECT PRICE IN R-SUP// WENT OUT ON TL 34
20200725 08:12:31	20200711	20200701	20200711	396184	\$0.00	\$0.00	\$259.96	\$0.01	\$259.96		1 PART ON BACK ORDER AWAITING FOR PART TO COME IN// WENT OUT ON TL 34
20200625 09:15:24	20200624	20200619	20200624	349353	\$0.00	\$0.00	\$15,562.20	\$0.04	\$15,562.20		1 DOC COMPL IN R-SUPPLY VALID CHARGE// WENT OUT ON TL 12
20200702 09:11:39	20200701	20200626	20200701	374814	\$0.00	\$0.00	(\$5,506.56)	\$23.04	(\$5,506.56)		1 DOC COMPL IN R-SUPPLY VALID CHARGE// WENT OUT ON TL 35
20200625 09:15:24	20200624	20200619	20200624	349717	\$0.00	\$0.00	\$24,959.70	\$0.09	\$24,959.70		1 ITEM RECEIVED, MATERIAL ACKNOWLEDGEMENT SENT (DRA)// WENT OUT ON TL 12

Figure W-10.--Sample UMD listing, Continued (with remarks).

A	B	C	D	E	F	G	H	I
SDN	ERROR UNMATCH CD DESCR 01	AAC	BCN	NSN	PAAN	BCN	AVAIL AMT	U/P
V091140143FF01	NO ACT/RET RECORD FOUND	V09114	09114	9130002732379	FJ1SMS	09114	\$239.20	\$0.80
V091140143FF02	NO ACT/RET RECORD FOUND	V09114	E7026	9140015240139	FJ1SMS	E7026	\$128.70	\$0.45
V091140143FF03	NO ACT/RET RECORD FOUND	V09114	E7026	9140015240139	FJ1SMS	E7026	\$114.40	\$0.40
V091140144FF01	NO ACT/RET RECORD FOUND	V09114	E7026	9130002732379	FJ1SMS	E7026	\$8,108.88	\$27.12
V091140144FF02	NO ACT/RET RECORD FOUND	V09114	E7026	9130002732379	FJ1SMS	E7026	\$12,372.62	\$41.38
V091140153FF01	NO ACT/RET RECORD FOUND	V09114	E7026	9130002732379	FJ2SMS	E7026	(\$5,960.66)	\$24.94
V091140157FF01	NO ACT/RET RECORD FOUND	V09114	E7026	9130010901093	FJ1SMS	E7026	\$20.79	\$0.09
V091140157FF02	NO ACT/RET RECORD FOUND	V09114	E7026	9140015240139	FJ1SMS	E7026	\$57.00	\$0.25
V091140157FF03	NO ACT/RET RECORD FOUND	V09114	E7026	9140015240139	FJ1SMS	E7026	\$68.40	\$0.30
V091140157FF04	NO ACT/RET RECORD FOUND	V09114	09114	9130002732379	FJ1SMS	09114	\$2,179.68	\$9.12
V091140157FF05	NO ACT/RET RECORD FOUND	V09114	E7026	9140015240139	FJ1SMS	E7026	\$47.88	\$0.21
V091140160FF01	NO ACT/RET RECORD FOUND	V09114	E7026	9130002732379	FJ2SMS	E7026	(\$260.51)	\$1.09

Figure W-11.--Sample Ground Fuel UMD listing.

j. UMD Process

(1) Begin by ensuring that all data on the listing is correct, (e.g., document number, NIIN, price, etc.)

(2) Utilize R-Supply, NALCOMIS, as well as external resources, (e.g., OTS, Navy ERP, GSA, CFMS, etc.) to begin the research process.

(3) Annotate what action needs to be taken or was taken in the remarks column.



(4) If applicable, the unit may need to challenge certain documents and provide the reason for the challenge once the requisition hits the DL.

k. UMD Research

(1) Review each document as stated above.

(2) Some common transactions that cause UMDs are listed below and in Figure W-12.

(a) Improper cancellations of DTO requirements, (e.g., utilizing the AE1/RX cancellation process vice the proper way of using the AC1/AK1 process).

(b) Requisition did not TIR correctly and didn't interface with Navy ERP.

(c) Requirement was inputted internally as one document number, but it was phone passed or manually loaded to OTS as another.

(d) Requirement was a Ground Fuel transaction and was obligated in SABRS, but not obligated in R-Supply.

File	Edit	Format	View	Help
Z0A	S5330004691782	EA00002V0911480172N07	AYLF 7L 9BZC803	01480000010362
Z0A	S5310001277328	EA00002V0911480172N08	AYLF 7L 9BZC803	01480000014244
Z0A	S5331996080712	EA00001V0911480172N09	AYLF 7L 9BZC803	01480000006666
Z0A	S7530013352623	BX00003V0911480173556	AAED 7L 9QAP512	Invalid COG/FC 857
Z0A	S5310004686079	EA00002V0911480173556	7L 9B7Q903	244
Z0A	S5310997001284	EA00001V0911480173556	7L 9B7Q903	2D01480000000134
Z0A	S8040002091286	KT00001V0911480173H28	AYLF 7L 9QZQ903	2D01480002500000
Z0ANRPS	S5315009656702	EA00001V0911480173U00	SAAAA7L 9BZC803	2B01480000001108
Z0A	S7240002828411	EA00001V0911480174148	YZAA 7L 9QAP513	01480000005377
Z0A	S7920001657195	BX00002V0911480174149	YZAA 7L 9QAP513	01480000009638
Z0A	S792000822977	EA00001V0911480174149	YZAA 7L 9QAP513	Flight Equipment is 7F
Z0A	S702501618411	EA00001V0911480174149	YAAA 7L 9QAP513	
Z0A	S8415014828690	PR00002V0911480175699	YAAA 7L 9BAP513	01480000005084
Z0A	S2990004812624	EA00001V0911480177C00	GAAA 7L 9BBK003	2B01480000003879
Z0ANRPS	S4330011809978	EA00001V0911480177J01	GAAAA7L 9BBK003	2B01480000000451
Z0A	S0102LF0160800	BX00001V091148017AA00	YZAA 7L 1IBP513	2B01480000001560
Z0ANRPS	S4730010134306	EA00002V091148017G239	ACMJA7L 9BAK002	01480000007158
Z0A	S1660010925376	EA00001V091148017G240	ACMJ 7L 9BAK002	014800000069409
Z0ANRPS	S5310012813394	EA00001V091148017G242	ACMJA7L 9BAK002	01480000000479
Z0A	S4730009083194	EA00002V091148017GD64	AYLF 7L 9BAK003	01480000000260
Z0A	S5905012173954	EA00001V091148017PJ00	AYLF 7L 9B77413	014800000085194
Z0A	S2940003509325	EA00004V091148017PL00	GAAA 7L 9B77413	01480000001144
Z0A	S4330001368836	EA00004V091148017PL01	GAAA 7L 9B77413	01480000004536
Z0A	S5306012348293	EA00002V091148017PP00	YAAA 7L 9B77413	01480000004752
Z0A	S5330015922636	EA00008V091148017PP01	YAAA 7L 9B77413	Invalid fund code 9176
Z0A	S5330015922636	EA00002V091148017PP02	YAAA 7L 9B77413	4794
X0ANRPS	S6105012094693	EA00000V0937872428004	GAAAADU 9BBW306	01770004930066
X0ANRPS	S6105012094692	EA00000V0937872428020	GAAAASX 9BBW306	01770004149232
X0ANRPS	S6150012094691	EA00000V0937872428021	GAAAASX 9BBW306	01770000094254
TRAILER	STARSFL	00000000002226000000000260928810	stars935v.txt	

Figure W-12.--STARS Report from R-Supply.

Z0A	S5331002881976	EA00002V091310142P601	AMAG 7L 9877413	0310000000056
Z0A	S1095015479016	EA00001V091310142PR00	AMAF 7L 9877413	03100000001844
Z0A	S1095015479020	EA00003V091310142PR01	AMAF 7L 9877413	03100000006228
Z0A	S8405014624679	EA00002V0913101433100	AFBA 7L 9848513	03100000005610
Z0A	S4820015934915	EA00001V09131014337P	Invalid UIC w/ FC	031000000092177
Z0A	S5935014742781	EA00002V091310143H350	YZAA 7L 988F513	240310000000660
X0ANRPS	4920993998202	EA00000V0913101267000	GAAAA8X 98AW306	00900000935555
TRAILERSTARSFL	0000000000009480000000000266863277	stars009v.txt		

Figure W-12.-- STARS Report from R-Supply, Continued.

Z0A	S5995016059706	EA00001V528419017GE00	AHXD 7L 98AK703	01490000078631
Z0A	S4820015386178	EA00001V528419017GE89	AHXD 7L 98AK703	01490000025808
Z0A	S5330009445940	EA00001V528419017GG01	AHXD 7L 98Z7R03	01490000000746
Z0A	S6150007532014	EA00001V528419017YA19	AHXD 7L 98Z7S03	01490000000323
Z0A	S624000155798	Invalid RIC and CoG for MVO	AHXD 7L 98Z7S03	01490000000100
Z0A	S624000185778		AHXS 7L 98Z7S03	01490000000049
Z0A	S6240012625787	EA00001V528419017YB89	AHXD 7L 98Z7S03	01490000001725
Z0ANRPS	HD 50 INCH LED	EA00002V5284490118A01	GAAAA8X 9QAP513	00390000298694
TRAILERSTARSFL	0000000000027830000000000530127206	stars022v.txt		

Figure W-12.-- STARS Report from R-Supply, Continued.

## APPENDIX X

## 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 or N-SABRS. Both Air TYCOMs currently restrict the number of BORs to one per naval message.

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. The OFC-10 BOR is a monthly summary report of flying other (FO), which are other cost such as van maintenance, TBA repair, EAF, etc. Fund code 2F is used for OFC-10 at 2dMAW while 1st and 3dMAW uses fund code 9E for van maintenance cost and 2F for EAF and MACS.

d. The OFC-09 BOR is a monthly summary report of costs for the procurement of initial outfitting of allowance list (Individual Material Readiness List (IMRL)/Aircraft Maintenance Material Readiness List (AMMRL), and Table of Basic Allowance (TBA) material.

e. 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, utilize the appropriate TYCOM guidance for formatting and submission requirements. The following is a sample of a line-by-line explanation of the BOR Message (see figure X-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.

```
FM MALS FIFTY SIX//AVNSUPO/SA//
TO COMNAVAIRFOR SAN DIEGO CA//N01FE//
INFO COMNAVAIRFOR NORFOLK VA//N413/FILE//
COMLANFLT 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/FY18 FLTOPS BUDGET OPTAR REPORT//
RMKS/1. DEC/V62741/60AE/57012/FY18/OFC01/RCC (IF APPLICABLE)
```

Figure X-1.--Sample BOR Addressee.

f. Remarks Line. The following states the information required to construct this line.

(1) 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) Month. 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 (e.g., 70AE, 60AE).

(d) Operating Budget Holder UIC. Five numeric characters for Operating Budget Holder (e.g., 57025, 57012).

(e) Fiscal Year. Four alpha-numeric characters (i.e., FY18).

(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. 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 X-2). Data for OFC 50 Funds will be reported using Columns (21) through (25) (See figure X-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 (e.g., 7B, 7F, 9S, 2F, 9E, 8X, 7L).

(b) Column (22). A numeric field used to display the FYTD gross obligated amount with two decimal spaces. This dollar amount is taken from the ASKIT or R-Supply NC2157 report generated for the squadron being reported on.

(c) Column (23). The Difference Listing (DL) field is for the cumulative net total taken from the difference section of the Requisition/OPTAR Log (e.g., ASKIT or R-Supply). The difference section contains only amounts taken from the DLs 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) Difference Listing (DL) by Fund Code and for OFC 01/09/10/50 by TEC. This column will match the obligations reported on the EOM Status of Funds.

(e) Column (25). The TEC is an alphabetic field to report aircraft types for 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 attached to the squadron. This field is to be used by activities reporting OFC 01 Funds only.

(g) Column (27). The Monthly Flight Hours field is a numeric field reporting the actual flight hours flown for the month. These monthly flight hours are extracted from Marine Corps Sierra-Hotel Aviation Readiness Program (M-SHARP). 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 year to date. These FYTD flight hours are extracted from M-SHARP. 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 prior month's flight hours that occurred between BOR due date and corrected BOR due date will be submitted using adjusted M-SHARP monthly/FYTD flight hours with remarks in column (38) labeled "rollover hours" by month and TEC.

(i) Total line for Columns (22) through (28), except Column (25 and 26). 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.

(j) Line 29 of the OFC 01; Line 28 of the OFC 09, OFC 10, and OFC 50 BORs. 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 all other BORs. 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) Line 30 of the OFC 01 BOR. 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 + 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.

(l) Line 31 of the OFC 01; Line 29 of the OFC 09, OFC 10, and OFC-50 BOR. This line is composed of the FYTD/OPTAR grant information. OPTAR grants are issued to all OFC by individual Fund Codes and Account Group/Sub-Account Group (AGSAG). Cite the Fund Codes with the corresponding grant amount and a total line summarizing all the funds reported. 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 ASKIT.

(m) Line 32 of the OFC 01; Line 30 for OFC 09, OFC 10, and OFC 50. Enter the month and year shown on the last DL received from COMNAVAIRFOR.

(n) Line 33 of the OFC 01; Line 31 for OFC 09, OFC 10, and OFC 50. Enter the month and year shown on the last DL processed and posted to R-Supply/ASKIT.

(o) Line 34. 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 contain the type of fuel reported (e.g., JP4, JP5, JP8, Commercial, Free and INTO). The third column will contain the gallons consumed for the month for each TEC. The fourth and last column will contain the FYTD gallons for each TEC.

(p) Line 35 (Line 32 for OFC 50). Enter the month and year shown on the last OVR processed and returned to TYCOM.

(q) Line 36 (OFC 01 only). This line is to list challenges from the DL 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, DL date and TL number. If there are no challenges, omit this line (not currently used).

(r) Line 37 (Line 36 for OFC 50). 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) Line 38. 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 BOR if Line 39A is off the percentage dictated by TYCOM (CNAL plus or minus 5%, CNAP plus or minus 10%).

(t) Line 39. Activities holding OFC 01 Funds and reporting consumption cost data will use this block. This block will be broken down into three subsections.

#### 1. 39A. Consumption Rates

a. 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.

b. 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.

c. 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:  $(128.0/133.7) - 1 = -4\%$ .

d. 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.

e. 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. 39B. FYTD CPG Reconciliation

a. CALCULATED = The FYTD fuel cost based on 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. This will match the Column 22 7B obligation.

**NOTE:** The total COMM fuel obligation will be calculated by multiplying each COMM transaction gallon amount and the CPG charged for that transaction.

b. 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.

c. 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.

## 3. 39C. Cost Per Hour (CPH)

a. 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) Line 40 (Line 33 for OFC 50). 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 OFCs label the columns the same. Columns A and B contain different values depending on which OFC 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.



(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
29.	FUND CODE RECAP						
	7B	3,774,613.20					
	7F	16,185.53					
30.	LEDGER SUMMARY						
	TL 13/8		TL 14/8		TL 15/8		TL 16/8
	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 2018						
33.	DEC 2018						
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 MARINE, I.M. (XXX) XXX-XXXX, <a href="mailto:IM.MARINE@USMC.MIL">IM.MARINE@USMC.MIL</a> MALS-XX						
OPERATIONS MANAGEMENT DIVISION (XXX) XXX-XXXX (ASKIT8.0)							
38.	REMARKS:						
	EMBARK DATA:	START MONTH	END MONTH	DEPLOYMENT CODE			
		UNKNOWN	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			
		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			

Figure X-2.--Sample OFC-01 BOR Body.

TOTAL	233625	943064			
TOTAL GALLONS	233625	943064			
39A. CONSUMPTION RATES:					
TEC	BUD GPH	MO GPH	MO VAR	FYTD GPH	FYTD VAR
SQDN AYL	840.0	858.0	2%	827.3	-2%
39B. FYTD CPG RECONCILIATION:					
TEC	CALCULATED	DELTA	COMM		
SQDN AYL	3,774,613.20	0.00	N/A		
39C. COST PER HOUR:					
TEC	MONTH	FYTD			
SQDN AYL	3,260.74	3,311.35			
40. REIMBURSABLE/SPECIAL INTEREST HOURS:					
A. REIMBURSABLE					
NONE					
B. SPECIAL INTEREST					
NAME	TEC	MONTH	FYTD		
T & R	AYL	272.3	1,139.9//		
BT					

Figure X-2.--Sample OFC-01 BOR Body, Continued.

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
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
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 2018		
31.	LAST SFOEDL PROCESSED:	DEC 2018		
32.	LAST OVR RECEIVED:	DEC 2018		
33.	REIMBURSABLE COSTS:			
A.	USMC LANT			

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 MARINE, I.M. FAS OIC XXX-XXXX						
36. POC: SSGT MARINE, I.M. FAS DSN: XXX-XXX						
37. ALL PARAGRAPH (1) OBL DISTRIBUTED BY FUND SOURCE:						
A. USMC TACAIR						

Figure X-3.--Sample OFC-50 BOR Body.

	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
7L	5,882.77	24.24	5,907.01	ZAAA
TOTAL	8,711,013.24	70,098.67	8,781,111.91	
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				

Figure X-3.--Sample OFC-50 BOR Body, Continued.

3. Budget OPTAR Report Audita. OFC-01 BOR CHECKLIST

(1) Is there continuity in the Column 22 total?

(a) Add current month TL total (Line 30) to prior month Column 22 total. This will equal current month Column 22 total.

(b) Prior Year: The 7B Column 22 cannot be verified using this step. 7B continuity can be verified by utilizing the following:

1. Current month Column 22- previous month Column 22 = Total.2. Previous month Line 30 balance +/- Total= Current month Line 30 balance.

(2) Does Column 22 and Column 23 equal Column 24?

(a) Add Column 22, 23, and 24 down to verify totals.

(3) Does the Column 23 total match the FYTD total on the current DL? (7F Only)

(4) Does the Column 24 total match the total obligations reported on the End of the Month Status of Funds?

(5) Are the correct TECs listed in Column 25?

(6) Are the correct number of aircraft reported? (Use the latest AMSRR to reconcile the aircraft assigned in ASKIT and the KHI website).

(7) Are the correct flight hours reported in Column 27? The monthly flight hours listed in Column 27 will match the monthly hours listed in the M-SHARP SBTP report.

(8) Is there continuity in Column 28 FYTD hours?

(a) Add the current month's Column 27 to the prior month's BOR Column 28 + any late flight hours in Line 38 remarks of the current BOR. The FYTD hours listed in Column 28 will match the FYTD hours listed in the M-SHARP SBTP.

(9) Does the Fund Code Recap listed in Column 29 match the total listed in Column 24?

(10) Does dollar amount listed in Line 30 match the dollar amount on the TLs produced for the current month?

(a) Then add the TLs total with the 7B monthly Obligation to validate the Month Total.

(11) Does Line 31 match the latest grant authorization received?

(12) Does Line 32 state the last month and year a DL was received?

(13) Does Line 33 state the last month and year a DL was processed?

(14) Is the Recap of Fuel Consumption in Line 34 accurate? If not, is the disparity reported in Line 38?

(a) Add the monthly gallons per fuel type to the prior month BOR FYTD gallons, this will equal the current BOR FYTD gallons.

(b) Multiply FYTD gallons for each fuel type by the fuel price. Add up the totals and match the total to the Column 22 7B total. If they don't match, subtract the total calculation of Line 34C from Column 22 7B to find the disparity.

(15) Does Line 35 state the last month an OVR was processed?

(16) Does Line 36 lists all challenges from the DL found by the activity?

(17) Does Line 37 state the AUDITABLE PERSON: "OMD OIC" and the POC: "CSB SNCOIC"?

(18) Does Line 38 state all remarks or explanations that need to be relayed from the activity? (e.g., disparity in Column 22,23, or 24, late/rollover hours, disparity between Column 22 and Column 39B, or variance justification)

(19) Does the Line 38 7B & 7F grants match Line 31? Do the obligations match the Column 24 total? Do the gallons match Line 34? Do the hours match Column 28?

(20) Line 39A calculates the consumption rates. Is the FYTD variance within +/- percentage dictated by TYCOM (CNAL 5%, CNAP 10%)? If not, is the justification reported in Line 38?

BUD GPH	MO GPH	MO VAR	FYTD GPH	FYTD VAR
788.7	645.0	-18%	782.8	-1%
CONSTANT	Monthly GAL/ Monthly Hours	MO GPH/ BUD GPH-1*100	FYTD GAL/ FYTD HOURS	FYTD GPH/ BUD GPH-1*100

(21) Line 39B calculates the FYTD CPG. Does the dollar amount match the FYTD 7B obligations listed in Column 22? If not, is the justification reported in Line 38?

(22) Does Line 39C calculate the monthly and FYTD cost per hour?

Month -	Monthly 7B/Monthly Flight Hours
FYTD -	FYTD 7B/FYTD Flight Hours

(23) Are all Reimbursable/Special interest hours reported in Line 40?

(a) The hours will be separated in MSHARP by category. Ensure the hours are tied to the correct category in ASKIT.

(b) Home flight hours are identified as T & R hours.

(24) Does the Reimbursable/Special interest hours and the T & R hours match the hours reported in Column 27 and Column 28?

TYPE OF HOURS	TEC	MONTHLY HOURS	FYTD HOURS
OFS-T	ACMJ	265.9	547.8
T & R	ACMJ	273.2	681.3

b. OFC-09 BOR CHECKLIST

(1) Is there continuity in the Column 22 total?

(a) Add the current month TL total (Line 26) to the prior month Column 22 total. This will equal current month Column 22 total.

(2) Does Column 22 and 23 equal Column 24?

(3) Does the Column 23 total match the FYTD total on the current DL?

(4) Does the Column 24 total match the total OFC-09 obligations reported on the End of the Month Status of Funds?

(5) Does Line 26 match the dollar amount on the TLs produced for the current month?

(6) Does Line 29 match the latest grant authorization received?

(7) Does Line 30 state the last month and year a DL was received?

(8) Does Line 31 state the last month and year a DL was processed?

(9) Does Line 32 state the last month and year an OVR was received?

(10) Do Lines 33 and 34 report the Reimbursable and special purpose costs?

(11) Does Line 35 state the AUDITABLE PERSON: OMD OIC?

(12) Does Line 36 state the POC: CSB SNCOIC?

(13) Does Line 38 state all remarks or explanations that need to be relayed from the activity? (i.e., disparity in Column 22, 23, or 24)

c. OFC-10 BOR CHECKLIST

(1) Is there continuity in the Column 22 total?

(a) Add the current month TL total (Line 26) to the prior month Column 22 total. This will equal current month Column 22 total.

(2) Does Column 22 and 23 equal Column 24?

(3) Does the Column 23 total match the FYTD total on the current DL?

(4) Does the Column 24 total match the total OFC-10 obligations reported on the End of the Month Status of Funds?

(5) Does Line 26 match the dollar amount on the TLs produced for the current month?

(6) Does Line 29 match the latest grant authorization received?

(7) Does Line 30 state the last month and year a DL was received?

(8) Does Line 31 state the last month and year a DL was processed?

(9) Does Line 32 state the last month and year an OVR was received?

(10) Do Lines 33 and 34 report the Reimbursable and special purpose costs?

(11) Does Line 35 state the AUDITABLE PERSON: OMD OIC?

(12) Does Line 36 state the POC: CSB SNCOIC?

(13) Does Line 38 state all remarks or explanations that need to be relayed from the activity? (i.e., disparity in Column 22, 23, or 24)

d. OFC-50 BOR CHECKLIST

(1) Is there continuity in the Column 22 total?

(a) Add the current month TL total (Line 26) to the prior month Column 22 total. This will equal current month Column 22 total.

(2) Does Column 22 and 23 equal Column 24?

(3) Does the Column 23 total match the FYTD total on the current DL?

(4) Does the Column 24 total match the total OFC-50 obligations reported on the End of the Month Status of Funds?

(5) Are the correct TEC utilized in Line 25?

(a) If there is a \$0 in Column 22 with a dollar amount in Column 23, those transaction are attached to the wrong TEC.

(6) Does Line 26 match the dollar amount on the TLs produced for the current month?

(7) Does the Line 28 Fund code recap match the 7L & 9S totals in Column 24?

(a) Add Column 22, 23, and 24 down to verify 7L & 9S totals separately.

(8) Does Line 29 match the latest grant authorization received?

(9) Does Line 30 state the last month and year a DL was received?

(10) Does Line 31 state the last month and year a DL was processed?

(11) Does Line 32 state the last month and year an OVR was received?

(12) Does Line 33 lists all Reimbursable Cost, breaking down the reimbursable obligations reported (e.g., LANT, Navy and Reserve)?

(a) Verify the totals as detailed in Step 2.

(b) Verify the Column 24 total for each reimbursable account matches to the obligations reported on the End of Month Status of Funds.

(c) Verify the total for all reimbursable accounts combined (separated by 7L and 9S).

(d) Are all TECs and units valid?

(13) Does Line 34 report the special purpose costs?

(14) Do Lines 33 and 34 report the Reimbursable and special purpose costs?

(15) Does Line 35 state the AUDITABLE PERSON: OMD OIC?

(16) Does Line 36 state the POC: CSB SNCOIC?

(17) Does Line 37 lists all obligations other than reimbursable?

(a) Verify the totals as detailed in Step 2.

(b) Verify the Column 24 total matches to the obligations reported on the End of Month Status of Funds.

(18) Does Line 38 state all remarks or explanations that need to be relayed from the activity (i.e., disparity in Column 22, 23, or 24)?



## APPENDIX Y

## FUEL PROCESSING PROCEDURES

## SECTION I: AVIATION FUEL RECEIPT COLLECTION

1. General. The collection of fuel receipts is required for accurate reporting and accountability of 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 to understand the fuel process and their role.

2. Responsibilities

a. Fuel Farm Responsibilities

(1) Accept updated aircraft custody records from the MALS.

(2) 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.

b. Squadron Responsibilities

(1) Commanders of flying squadrons will appoint a Responsible Officer (RO) in writing using the Responsible Officer Assignment Letter (figure Y-1). The RO will be charged with the collection of fuel receipts upon return of aircrews from daily missions and will maintain source documents for MALS FAS for weekly submission.

(2) 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. Refer to FIAR guidebook for examples of accepted fuel receipts.

(3) 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 FAS representative. When the MALS FAS representative submits a request for missing fuel receipts, they will provide the Squadron RO with all of the necessary information (date of issue, location, fuel type, quantity, BuNo, and TEC) 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 FAS within five working days from the date of the request. If fuel receipt cannot be found, FAS will provide an ASKIT DD Form 1348 or FIAR approved document to the RO for signature.

(4) The Squadron RO will return all flight packet and supporting documentation not on their official custody record to MALS FAS when an aircraft is transferred out of the squadron. The only exception is the AIR Card® assigned to each aircraft. It will accompany the aircraft when transferred.



UNITED STATES MARINE CORPS  
 MARINE FIGHTER ATTACK SQUADRON XXX  
 MARINE AIRCRAFT GROUP XX  
 XD MARINE AIRCRAFT WING  
 MCAS MARINE P.O. BOX 123456  
 TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:  
 4400  
 CO  
 DD Mon YY

From: Commanding Officer, Marine Fighter Attack Squadron XXX  
 To: Captain R.O. Marine, XXXXXXXXXX/6004 USMC

Subj: APPOINTMENT AS RESPONSIBLE OFFICER FOR FUEL RECEIPTS FOR SQUADRON XXX

1. You are hereby appointed as the Responsible Officer (RO) for all Fuel Transactions/Receipts for this squadron in relief of Captain J. W. Marine. As the RO, you are directed to exercise custody, care, and safekeeping of the documentation entrusted to your supervision.
2. MALS-XX Financial Accounting Section (FAS) personnel will obtain all receipts weekly for validation of Fuel Charges obligated in ASKIT. Upon receipts of missing fuel receipts from FAS, the RO must provide the missing fuel receipts within 5 working days. If receipt cannot be found, a signed ASKIT 1348 will be provided to FAS.
3. It is the responsibility of the RO to designate an alternate RO approved by the Commanding Officer. The "Alternate" will precede the Responsible Officer or RO whenever it is cited in the appointment letter.
4. This appointment remains in effect until you are relieved in writing. You will inform the Commanding Officer of the requirement to appoint a relief 30 days prior to your departure to allow adequate time for the appointment of your relief.

C. O. NAME

Figure Y-1.--RO Assignment Letter.

c. MALS FAS Responsibilities

(1) Provide updated aircraft custody records to the fuel farm as required. This is especially important during aircraft transfers and MEU deployments.

(2) At least weekly, FAS will collect fuel receipts from the Squadron RO.

(3) Weekly, all fuel charges in the missing fuel receipt file, will be provided to the Squadron RO, to obtain source documentation to validate fuel 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 an acknowledgement referencing the fuel documents which were unable to be obtained. MALS FAS will establish local command procedures (e.g., logbook, e-mail, message) in order to document the formal notification of missing fuel transaction(s) documentation. For fuel documents which were acknowledged by Squadron RO as missing, the FAS will provide an ASKIT DD Form 1348 or FIAR approved document to the RO for signature.

d. Marine Expeditionary Unit (MEU) Responsibilities

(1) 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 EEBP transactions.

(2) Prior to completing any Budget Operating Target Report (BOR), an estimated fuel document must be entered into ASKIT only for fuel appearing on the MEU AvnSupO's listing, but has not yet appeared in EEBP. This estimated fuel will be defueled when the charges appear in EEBP.

(3) When outgoing communication with the MEU is temporarily suspended, estimated documents will be entered immediately when communication resumes (if still necessary). Relevant remarks will be required on the following month's BOR. This estimated fuel will be defueled when the charges appear in EEBP.

(4) Validation of MEU fuel charges appearing on the DL will require communication with Afloat/MALS LLO [AMALLO1@outlook.com](mailto:AMALLO1@outlook.com), and the MEU AvnSupO.

(5) The MEU AvnSupO, as the representative of the parent MALS, is a 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, the Parent MALS' FAS and Afloat/MALS LLO [AMALLO1@outlook.com](mailto:AMALLO1@outlook.com) 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.

(6) 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 (e.g., AYLF, AYNE, AMAG, 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 Afloat/MALS LLO [AMALLO1@outlook.com](mailto:AMALLO1@outlook.com).

(7) 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 Afloat/MALS LLO [AMALLO1@outlook.com](mailto:AMALLO1@outlook.com) to use when processing fuel charges for input into EEBP.

(8) 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 FAS of

the REIN squadron receives a current copy of this local form on the 10th and 25th day of every month.

e. Aircraft Carriers (CVN) Responsibilities

(1) The Squadron RO will coordinate with the ship's Boatswain, the parent MALS and Afloat/MALS LLO [AMALLO1@outlook.com](mailto:AMALLO1@outlook.com) in the same manner as described in the MEU section of this appendix. All reporting guidance contained in the MEU section will apply to Marine Corps fuel transactions on aircraft carriers.

(2) 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.

f. In-Flight Refueling

(1) FAS will obtain all fuel logs on a weekly basis from each applicable squadron.

(2) FAS will provide a copy of all fuel logs on a weekly basis to the fuel farm that originally charged the KC-130 squadron.

(3) The appropriate fuel farm will credit the KC-130 squadron in EEBP with all fuel in-flight refueled to the other T/M/S. The fuel farm will also charge the receiving squadrons EEBP account using the accurate BuNo and UIC.

(4) FAS will provide an email to pre-established contacts at each USMC squadron receiving in-flight refueling. This email will contain the DD Form 791 listing all in-flight refueling transactions from the previous week. This will occur on a weekly basis.

(5) 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 DD Form 791 will be sent to the appropriate MALS FAS for use in reconciliation.

(6) When In-Flight Refueling is received from the Army, Navy or Air Force, source documentation or confirmation will be obtained through the DLA Energy Helpdesk. FAS will also utilize the Air Force FARM database (<https://mafops.us.af.mil>) to obtain In-Flight logs from the Air Force.

(7) FAS will reconcile all fuel log activity in EEBP on a weekly basis and initiate corrective action on any outstanding credits and debits.

g. Unit Deployment Program (UDP)

(1) The Squadron RO will maintain all hard copy fuel receipts and submit (scan and email) them to the parent MALS FAS twice a month.

(2) 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 EEBP.

h. Contingency Operations

(1) 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 receipts and in-flight refueling logs via email weekly. Additionally, all hard copy fuel receipts will be submitted (scan and email) to the parent MALS FAS at a minimum of twice per month.

(2) During contingency operations, all financial activities should work closely with their respective Wing Comptroller (G-8) to ensure current policies are understood.

## APPENDIX Y

## FUEL PROCESSING PROCEDURES

## SECTION II: ASKIT AVIATION FUEL PROCESSING PROCEDURES

1. General. Aviation fuel transactions are entered into ASKIT manually (estimated fuel) or by uploading the fuel obligations downloaded from the current reporting Website. The following paragraphs will discuss in detail the process to upload these transactions, ASKIT validation and DL processing procedures.

2. Procedures

a. ASKIT Manual Processing Procedures. The following procedures are used to manually input fuel transactions for estimated fuel documents. Detailed procedures on the proper use of estimated fuel documents are contained in paragraph 3231.5.

(1) From the Documents Menu select the Fuel Option.

(2) ASKIT will display the Select Fiscal Year below the UIC.

**NOTE:** ASKIT will default to the current fiscal year.

(3) From the Fuel List Screen click on the Add Button to enter a new fuel document.

(4) ASKIT will display the Fuel Entry (Add Mode) Screen, enter the required information, and select the Commit (Save) Button at the bottom of the screen.

b. ASKIT Processing of EEBP Fuel Documents. Successful verification of EEBP fuel charges requires the fuel receipt, current BuNo listings (historical BuNo listings if needed), and an EEBP detail report.

c. Uploading EEBP transactions into ASKIT

(1) Log into the EEBP System.

(2) After the Login Screen, select the Business Objects button, select the Documents tab, and then select the Folders tab.

(3) After opening the Folders tab, open the public folders "+", open the Energy Convergence folder "+", and then select the External Portal folder.

(4) Right Click on the EEBP Report for ASKIT (Crystal Reports) and select Schedule (figure Y-2). Ensure to select Plain Text from the Format options for upload into ASKIT (figure Y-3).

The screenshot shows the SAP BI launch pad interface. The left pane displays a folder structure under 'My Documents' including 'Public Folders', 'Energy Convergence', 'External Portal', 'Fusion Center - Enterprise Data Warehouse', 'Platform Search Scheduling', and 'Visual Difference'. The main pane shows a list of reports with columns: Title, Type, Last Run, and Instances. A context menu is open for the report 'EEBP Report for ASKIT', with the 'Schedule' option highlighted. The status bar at the bottom indicates 'Total: 16 items'.

Title	Type	Last Run	Instances
Customer Sales Report - Purchase Order Receipts EEBP R3	Web Intelligence	Jun 22, 2018 9:29 PM	3
Customer Sales Report - Detail EEBP	Web Intelligence	Jul 5, 2018 10:13 PM	515
Customer Sales Report - Summary EEBP	Web Intelligence	Jul 5, 2018 9:44 AM	27
Customer Sales Report Billing - Detail EEBP	Web Intelligence	Jul 5, 2018 6:05 AM	66
Customer Secondary Sales Report - Detail EEBP	Web Intelligence		0
Customer Secondary Sales Report Billing - Detail EEBP	Web Intelligence		0
EEBP Report for ASKIT	Crystal Reports	Jul 5, 2018 8:23 PM	500
EEBP Report for Coast	Crystal Reports		0
EEBP Report for Coast	Crystal Reports	Jun 22, 2018 6:20 PM	4
EEBP Report for DWA	Crystal Reports	Jun 27, 2018 11:22 AM	1
EEBP Report for DWA	Crystal Reports	Jul 5, 2018 12:34 PM	22
EEBP Report for FAST	Crystal Reports	Jul 5, 2018 8:16 PM	122
EEBP Report for GSA	Crystal Reports	Jun 22, 2018 9:42 PM	8
EEBP Report for OLVII	Crystal Reports	Jun 28, 2018 7:29 PM	7
EEBP Report for WCO	Crystal Reports		0
Tanker Secondary Sales	Web Intelligence		0

Figure Y-2.--ASKIT EEBP Reports.

(5) Select Prompts. Type the information requested, click the Add Range button after entering data for each prompt selected and then click the schedule button (figure Y-3).

**NOTE:** EBS Processing Date (Start): and EBS Processing Date (End): option is best for capturing all fuel requisitions that posted in EEBP within that time frame. Processing Date option includes fuel requisitions having a Julian date prior to the dates applied. Suggested for scheduled or daily ASKIT fuel uploads as it will capture any possible gallon deficiencies responsible for low burn rate.

If you utilize the Transaction Date option, you will not capture any fuel transactions prior to the Start Date. Suggested for validation reviews when the time period is known and is the only data desired.

https://cpb1x.bsm.dia.mil/ - BI launch pad - Internet Explorer

Welcome: EAA0630 | Applications | Preferences | Help menu | Log off

Home Documents

View Schedule - EEBP Report for ASKIT

My D  
Fold

Schedule

Instance Title

Recurrence

Prompts

Filters

Formats

Destinations

Print Settings

Events

Scheduling Server Group

Languages

Prompts

Expand All Collapse All

[BBYDODAAC\_IP1] : Customer DoDAAC

Start of range:  ☒ Include ☐ No lower bound

End of range:  ☒ Include ☐ No upper bound [Add Range](#)

Current value: No current value has been set.

[BBPROCSDT\_O] : Processing Date

Start of range:  ☒ Include ☐ No lower bound

End of range:  ☒ Include ☐ No upper bound [Add Range](#)

Current value: null

☒ Set to null.

[BTRANSDT\_O] : Transaction Date

Start of range:  ☒ Include ☐ No lower bound

End of range:  ☒ Include ☐ No upper bound [Add Range](#)

Current value: null

☒ Set to null.

[Schedule](#) [Cancel](#)

Total: 16 items

Figure Y-3.--Prompts.

(6) Select Destinations. Enter the information as it applies. The EEBP Report for ASKIT is available by right clicking on EEBP Report for ASKIT, Select History, choose the report by Double Clicking the Notepad Icon with a checkmark in the first untitled column, click the Date and Time in the Instance Time column, or click on EEBP Report for ASKIT in the Title column. Select Open to view data and Save for upload to ASKIT.

**NOTE:** Using the Destinations> Email option allows individuals without EEBP access to receive, review, and assist in the upload of fuel charges.



Figure Y-4.--Destinations.

(7) Login to ASKIT. Select Fuel Import Option under the Processes Menu.

(8) Select the New Fuel Import File.

(a) Documents will be verified for such things as appropriate UIC, document number, TEC, BuNo, fuel type, etc. Some verifications may result in exceptions or warnings.

(b) Once the file is accepted in ASKIT, the individual documents will display with the validation results along with the following option buttons now activated:

1. VIEW/PRINT EXCEPTION/WARNING LEGEND.
2. PRINT FILE.
3. ADD TO FUEL.
4. 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 ASKIT if possible (i.e., correct invalid TECs by selecting the Dropdown Button). 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 retrieve the 1348s.

(a) Do not upload any documents that require to be challenged. Initiate all necessary challenges with the DLA Energy Helpdesk. File the trouble ticket in the Challenged Fuel File. Fuel is challenged through DLA Energy and or elevated to TYCOM.

## APPENDIX Y

## FUEL PROCESSING PROCEDURES

## SECTION III: EEBP FUEL VERIFICATION

1. General. Successful verification of EEBP fuel charges requires the supporting document(s) (DD Form 1898 or other receipt), current BuNo listings (historical BuNo listings if needed) and EEBP fuel documents. Verify each fuel charge by matching the date, quantity, fuel type, TEC, BuNo and purchase location in EEBP to the fuel receipt. The following matching process will be followed.

2. Procedures

a. Match supporting documentation to transactions displayed on the Customer Sales Report-Detail EEBP, verifying location bought, fuel quantity, date, fuel type, UIC/Unit Name, BuNo and other information. This matching process will result in one of the following scenarios:

(1) Full Match. A Full Match is when each charge has a corresponding fuel receipt. Annotate the document number on the fuel receipt.

(2) No Match. A No Match is when there is no fuel receipt received to match to the EEBP fuel charge. FAS will provide the Fuel RO the information required to locate the missing fuel receipt; quantity, date, fuel type, BuNo and location. The lack of a fuel receipt does not warrant immediate challenge. Conduct verification of EEBP fuel charges, if the transaction is valid upload the fuel into ASKIT. Weekly, all missing fuel receipts will be reconciled with the Squadron RO via the local acknowledgement form to obtain source documentation. If the Squadron RO does not provide the receipt within five working days then He/She will then sign the local acknowledgement form giving verification of missing fuel receipts. The FAS personnel will provide the ASKIT 1348 or FIAR approved document to the Fuel RO for all verified missing fuel receipts. The Fuel RO will sign the ASKIT 1348 or FIAR approved document.

(3) Fuel receipt with no corresponding EEBP document. If the attempt to match the receipt by location bought, fuel quantity, Julian date, Fuel type, and BuNo fails then it is possible the fuel charge has not processed through EEBP. Review the Missing Fuel Receipt File (MFRF) and EEBP Matched File (EMF) to determine if the transaction has been filed there. Prior to generating the monthly BOR, charges which have not yet been entered into EEBP, but have been validated by the squadron with a fuel receipt on hand will be manually entered into ASKIT as an estimated fuel document under the appropriate squadron and TEC. This estimated fuel will be defueled upon download of the actual charge.

**NOTE:** An estimated document can contain multiple fuel transactions from the same location.

(4) Challenge Invalid Transactions. 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.

b. All challenged fuel charges will be maintained in the Challenged Fuel File. The Challenged Fuel File will contain the document number, date of challenge, type of action requested, DLA Energy Help Desk Ticket Number, any follow-ups, completion dates, and any appropriate remarks. Help Desk Tickets will not be closed until final resolution is achieved.

c. The DLA Energy Help Desk is the primary avenue for all fuel charge challenges and can be contacted at 1-800-446-4950 or [dlaenergyhelpdesk@dla.mil](mailto:dlaenergyhelpdesk@dla.mil).

(1) Fuel documents challenged through DLA Energy will not be uploaded into ASKIT. The DLA Energy Help Desk Ticket Number will be filed in the Challenged Fuel File. Follow-up with the Help Desk if necessary.

(a) If the challenge is resolved before the end of month no charge will be posted into ASKIT since the document was reversed.

## APPENDIX Y

## FUEL PROCESSING PROCEDURES

## SECTION IV: GROUND FUEL PROCESSING

1. General. Fuel used in support of maintenance is charged to the AFM, Fund Code 7L. FAS will obtain access to the MALS UIC in EEBP for the review and download of ground fuel transactions at least weekly. FAS will coordinate with the local fuel farm to arrange pick up of ground fuel receipts or logs.

2. Procedures

a. EEBP Fuel Validation Procedures. Log into EEBP and perform the following procedures.

(1) After the Login Screen, select the Business Objects button, then the select the Documents tab.

(2) After the Documents tab appears, open the public folders and select the External Portal folder.

(3) Right Click on the Customer Sales Report-Detail EEBP (Web Intelligence) and select Schedule (figure Y-5). When the Schedule - Customer Sales Report - Detail EEBP menu options appear, input all information requested and click on the Apply button (figure Y-6).

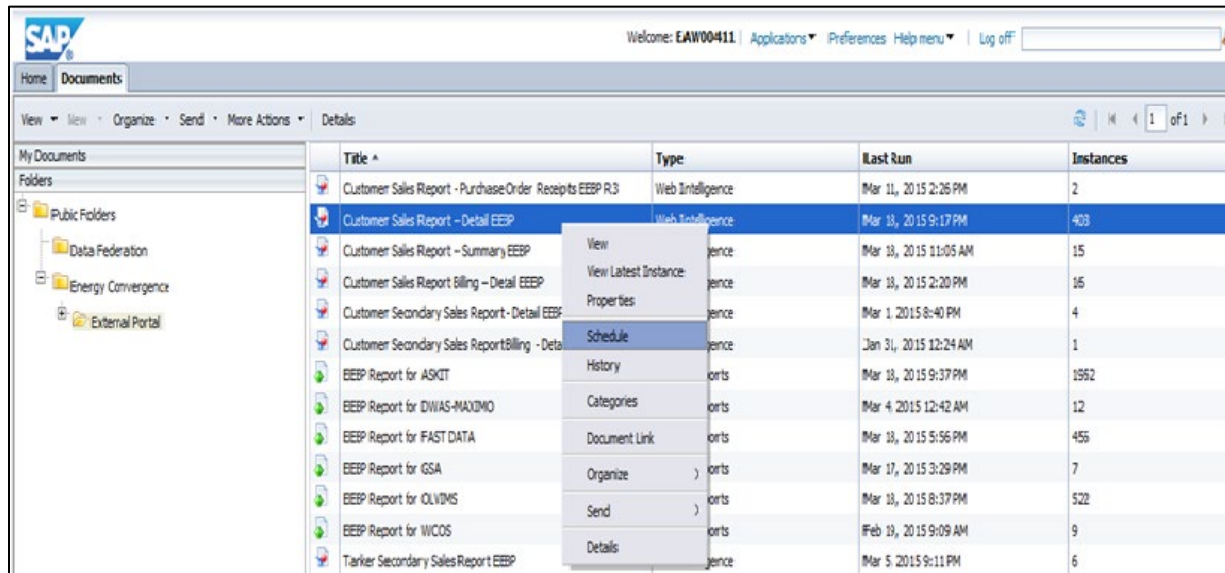


Figure Y-5.--Detail EEBP Report.

Prompt	Value/Status
Customer DoDAAC:	(optional) V52841
Supplementary DoDAAC:	(optional) No value has been selected yet, this filter will be ignored.
Plant DoDAAC:	(optional) No value has been selected yet, this filter will be ignored.
Transaction Date (Start):	(optional) No value has been selected yet, this filter will be ignored.
Transaction Date (End):	(optional) No value has been selected yet, this filter will be ignored.
EBS Processing Date (Start):	(optional) 10/1/2019
EBS Processing Date (End):	(optional) 10/17/2019
National Stock Number (NSN):	(optional) No value has been selected yet, this filter will be ignored.
Product Code:	(optional) No value has been selected yet, this filter will be ignored.
SAP Document Number:	(optional) No value has been selected yet, this filter will be ignored.
SAP Document Type:	(optional) No value has been selected yet, this filter will be ignored.
SAP Item Category Code:	(optional) No value has been selected yet, this filter will be ignored.
Tail Number:	(optional) No value has been selected yet, this filter will be ignored.
Card Number:	(optional) No value has been selected yet, this filter will be ignored.
MILSTRIP Document Number:	(optional) No value has been selected yet, this filter will be ignored.
Reference PID:	(optional) No value has been selected yet, this filter will be ignored.
CLIR:	(optional) No value has been selected yet, this filter will be ignored.
Use Code:	(optional) No value has been selected yet, this filter will be ignored.
ICAO:	(optional) No value has been selected yet, this filter will be ignored.
MDS:	(optional) No value has been selected yet, this filter will be ignored.
TMS:	(optional) No value has been selected yet, this filter will be ignored.
ORG Code:	(optional) No value has been selected yet, this filter will be ignored.
Sub-Account:	(optional) No value has been selected yet, this filter will be ignored.
JONO:	(optional) No value has been selected yet, this filter will be ignored.
APC:	(optional) No value has been selected yet, this filter will be ignored.
JON:	(optional) No value has been selected yet, this filter will be ignored.
TEC:	(optional) No value has been selected yet, this filter will be ignored.
Region:	(optional) No value has been selected yet, this filter will be ignored.
Fuel Type:	(optional) No value has been selected yet, this filter will be ignored.
Source Transaction ID:	(optional) No value has been selected yet, this filter will be ignored.

Figure Y-6.--Ground Fuel Prompts.

(4) 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 fuel document number on the fuel receipt/log.

(5) If a transaction is considered invalid, it can be challenged by contacting the DLA Energy Help Desks at 1-800-446-4950 or [dlaenergyhelpdesk@dla.mil](mailto:dlaenergyhelpdesk@dla.mil).

b. Preparing data for entry into R-Supply. Prepare an electronic EEBP Fuel Log that contains the data described below.

(1) After reviewing each document, write down the appropriate information for valid documents required to create the obligation in R-Supply.

(2) Columns of the EEBP Fuel Log should include Document Number, Vehicle Type, Fuel Type, Unit Price, Gallons, Total Price and Fund Code.

**NOTE:** Individual transactions will be created for each EEBP fuel document.

c. R-Supply processing of EEBP fuel documents. FAS will review EEBP charges and post obligations to R-Supply at least weekly to prevent unmatched disbursements. Utilize the following procedures to obligate individual ground fuel transactions into R-Supply.

(1) Enter R-Supply and select Initiate Requisitions Option under the Logistics menu.

(2) Place a check mark in MVO Process. Change the Type of Transaction to NALCOMIS. Change the Division to FF. Enter the MVO Description (Ground Fuel). Enter the document number which was assigned from EEBP and select Ok.

(3) 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: PWC, 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.

**NOTE:** Ground Fuel document will remain outstanding in R-Supply until receipt or log is obtained.

(4) Select Receipts>Receipt Processing from the Logistics Menu.

(5) Enter the document number and select Ok.

(6) Enter the appropriate quantity and unit price then select Apply.

d. Filing of Ground Fuel Transactions. After the EEBP 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 EMF separated by Ground fuel.

## APPENDIX Z

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 supply system stock and other property inventory. It is meant to be a general guide for common type surveys, for more detailed instructions refer to reference (t). For the purpose of this appendix, the term Supply System Stock applies to those items stocked in the ASD. Those assets that are not deemed Supply Officer's Stores are referred to as Other Property Inventory. Other Property Inventory applies to all material (IOU's, Sub-Custody turn-in, IMRL, TBA, etc.) owed to supply from supported activities (OMA, IMA, etc.) where no turn in is available.

2. Purpose. The DD Form 200 is a financial document only and must be used for documenting financial liability. When inventory losses meet the criteria, DD Form 200 must be used to substantiate adjusting the inventory and accounting records to the stock on hand, and provide relief from property accountability or responsibility, and to identify problem areas or trends for corrective actions.

A DD Form 200 must be completed for all loss, damage, destruction, or theft of government-owned inventory with an extended value of \$5,000 or greater, all DLRs, and controlled items (see reference (t), volume I, chapter 5 for threshold). Extended value is the standard price of the inventory multiplied by the quantity. Investigations may also be conducted when circumstances warrant. For example, when the loss, damage, destruction, or thefts of small amounts of property occur frequently enough to suggest a pattern of wrongdoing, then an investigation may be warranted.

Research Requirements for Pre-Adjustment and Causative Research		
CONDITION OF DISCREPANCY	Required Research	
NOTE: Value is extended value.	Pre-adjustment Research	Causative Research
< \$5,000	Yes	No
> \$5,000	Yes	Yes
<b>Controlled Inventory Item</b>		
CIIC (7) Demilitarization Code other than A,B or Q ≥ \$2500	Yes	Yes
CIIC (I) Aircraft Engine Equipment and Parts > \$2500	Yes	Yes
CIIC (J) Pilferage > \$750	Yes	Yes
CIIC (M) Hand Tools and Shop Equipment > \$750	Yes	Yes
CIIC (N) Firearm Piece Parts and Non-Lethal Firearm End Items > \$2500	Yes	Yes
CIIC (U) Unclassified > \$5000	Yes	Yes
CIIC (V) Individual Clothing and Equipment > \$750	Yes	Yes
CIIC (W) Office Machines > \$750	Yes	Yes
CIIC (X) Photographic Equipment and Supplies > \$750	Yes	Yes
CIIC (Y) Communication/Electronic Parts and Equipment > \$2500	Yes	Yes
CIIC (Z) Vehicular Equipment and Parts > \$2500	Yes	Yes
All other CIIC codes	Yes	Yes
Suspected Fraud, Waste, or Abuse	Yes	Yes
*All DLRs regardless of dollar value	YES	YES
Source: DLM 4000.25, Volume 2; October 2018; NAVSUP P-485, Vol I, Rev 6 para 5042; 14 April		

Figure Z-1.--Research Requirements for Pre-Adjustment and Causative Research.



3. Survey Criteria. For unresolved discrepancies, which do not meet the criteria requiring a DD Form 200 per appendix D of reference (w), 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 after appropriate research has been conducted and the inventory adjustments have been approved via appendix G of reference (w), Form 4550/5, Pre-Adjustment/Adjustment Authorization Form or NAVSUP Form 4550/6, Inventory Adjustment Authorization > \$500,000 by the appropriate position prior to completion. Categories of material requiring the submission of a DD Form 200 can be found in reference (w).

4. Accountability Framework Purpose. The accountability and framework, (see Figure Z-2), per reference (w), establishes a standard structure with clear lines of responsibilities and authorities for Commanders and key personnel holding, storing, or managing NWCFSM material. The framework designates accountable positions and provides financial thresholds for Commanders and key personnel to approve both inventory adjustments and associated DD Form 200. Due to the independent nature and variability of operational commitments, Operational Forces (OPFOR) Activity, Commanders assume Accountable Officer and Approving Authority (less than \$500,000) responsibilities upon taking command. The Accountable Officer and Approving Authority can further appoint key accountable positions within their organization

For other property type of material, the Commanding Officer (CO) of the squadron having custody of the material or to whom the material was delivered, and proof of delivery can be established, will retain survey approval authority.

a. Approving Authority. The Approving Authority determines to either relieve involved individuals from responsibility and/or accountability, or approve assessment of financial liability. The Approving Authority reviews and approves/disapproves all DD Form 200's for unresolved adjustments for classified, sensitive, and pilferable items; all unresolved adjustments caused by theft, fraud, or negligence; and all other unresolved adjustments of less than or equal to \$500,000 per transaction.

The approving authority is the Marine Aviation Logistics Squadron (MALS) CO, and shall complete Block 14 of DD Form 200. This responsibility may be delegated to the Appointing Authority. Refer to section 3.c for more details on Appointing Authority. Furthermore, the approving authority:

- (1) Must have no direct accountability for the discrepant items.
- (2) May act as Appointing Authority or designate one in writing.
- (3) Determines to either relieve involved individuals from responsibility and/or accountability or approve assessment of financial liability.
- (4) Forwards all DD Forms 200 that demonstrate financial liability caused by theft, fraud, or negligence to the Judge Advocate/Counsel for review before taking final action.
- (5) Once finalized, the Approving Authority forwards all DD Forms 200 to the Causative Research POC for file.

b. Appointing Authority and Financial Liability Officers. The Appointing Authority is designated in writing via reference (w), appendix J by the Approving Authority to review DD Form 200 for accuracy and compliance with policies. The Approving Authority may act as the appointing authority. The Appointing Authority appoints Financial Liability Officers, when circumstances mandate, approves or disapproves the recommendations of the Responsible Officer, Reviewing Authority, or Financial Liability Officers; and recommends actions to the approving authority. The Appointing Official is normally senior to the Responsible Officer, Accountable Officer, and Financial Liability Officer. The Appointing Authority completes Block 13 of DD Form 200 and provides final approval/disapproval when delegated to do so by the Approving Authority only for adjustments less than \$100,000; where theft, fraud, or negligence is not involved; and the item is sensitive, classified, or pilferable.

The Appointing Authority may agree or disagree with any findings and recommendations. If the Appointing Authority agrees, and if there is no personal liability noted or recommended, the Appointing Authority shall sign Block 13 and shall forward the form to the Approving Authority. If the Appointing Authority does not agree or believes personal liability is suspect, the Appointing Authority shall make separate recommendations to the Approving Authority.

c. Inventory Accountable Property Officer. The MALS CO, as the Approving Authority,, designates the Inventory Accountable Property Officer (IAPO) via appointment letter found in reference (w), appendix I. All Aviation Supply Departments IAPOs are the Aviation Supply Officer (AvnSupO). The IAPO has the authority to approve inventory loss or gain adjustments not to exceed \$50,000 per transaction when negligence or abuse is not evident or suspected, and when the material is sensitive, classified, or pilferable. Furthermore, the IAPO serves as the Accountable Officer and the Reviewing Authority.

(1) Accountable Officer. The IAPO is responsible for proper stewardship of NWCF-SM Inventory and for establishing and maintaining accurate, accountable property records, systems, and/or financial reports, including procedures and recommend changes or other corrective actions to maintain inventory accuracy and irrespective of whether the property is in their possession.

(2) Reviewing Authority. The IAPO also serves as the DD Form 200 Reviewing Authority; however, the IAPO does not have DD Form 200 approving authority, with the exception of Lost in Shipment Surveys. The reviewing authority reviews Blocks 1 through 11 of DD Form 200 and completes Block 12.

Accountability Framework and Approval Thresholds			
Billet	Accountable Positions	DD Form 200	Pre-Adjustment / Inventory Adjustments / Causative Research
Commander, NAVSUP WSS	DCPO / NWCF-SM Accountable Officer / Approving Authority	Unlimited	Unlimited
Operational Forces, Commander, CO	Accountable Officer / Approving Authority / Appointing Authority	< \$500,000	< \$500,000
Command XO	Appointing Authority	When the loss, damage, destruction or theft < \$100,000 and there is no evidence of negligence or abuse	< \$100,000
N/A to Marine Corps Fleet Commands	Regional Plant Oversight	N/A	≤ \$75,000
Aviation Supply Officer	Inventory Accountable Property Officer (IAPO) / Reviewing Authority / Accountable Officer	N/A	≤ \$50,000

Figure Z-2.--Accountability Framework Thresholds.

**NOTE:** (\*) CO can appoint key accountable positions within their organization in accordance with reference (w).

5. Lost In Shipment (LIS) survey approval authority. The MALS AvnSupO may approve surveys for all DTO repairable requisitions LIS and Stock Replenishment Requisitions (consumable and repairable) LIS regardless of dollar value. A bulk DD Form 200 summarizing all LIS transactions will be generated at the end of each month for consumable stock and an individual DD Form 200 for repairable and DTO requisitions as required and submitted to the AvnSupO for signature (physical/digital).

a. LIS survey reviewing authority. The Division Officer in Charge (OIC) is responsible for maintaining proper property records for LIS materiel. The Reporting Authority reviews Blocks 1 through 11 of DD Form 200 and completes Block 12.

**NOTE:** All signatures on a DD Form 200 that are initiated with a physical signature must be maintained consistently with a physical signature for all other signing authorities. All signatures on DD Form 200 that are initiated

with a digital signature must be maintained consistently with a digital signature for all other signing authorities and filed digitally.

6. DD Form 200 for Supply System Stock

a. Survey action for Supply System Stock will consist of the following steps:

(1) Identification of the loss.

(2) Before any adjustment is made, pre-adjustment research must be conducted. Pre-adjustment research is defined as an investigation of potential discrepancies or preliminary research which involves the consideration of recent transactions, unprocessed or rejected documentation, and search of adjacent or temporary storage location areas. The purpose of Pre-Adjustment Research is to determine a correct balance or count. Pre-adjustment Research ends when the physical balance has been verified, and the inventory adjustment quantity of the NIIN is determined. Physical inventory results, including count sheets, and completed NAVSUP Form 4550/5 Pre-Adjustment/Adjustment Authorization Form must be routed to the appropriate position for approval and signature prior to posting any inventory adjustments. These actions must be completed within five business days of the discovery of an inventory variance.

(3) Causative research must be completed within (45) business days after the date the adjustment occurs. Causative research must be completed for all inventory discrepancies that fall within the criteria outlined in reference (w). Activities shall use the Causative Research Checklist (NAVSUP FORM 4550/3) provided in reference (w), appendix C or equivalent.

Causative research is defined as an in-depth investigation of specific physical inventory discrepancies to determine why they occurred so that corrective action can be taken. The purpose of causative research is to identify, analyze, and evaluate the causes of inventory adjustments to eliminate the contributing errors and, therefore, diminishing the future need for adjustments. This consists of a complete review of all transactions (to include receipts, issues, catalog change actions, etc.) back to the last physical inventory or within one year, whichever occurs first. This review begins with the analysis of validation of source or supporting documentation processing. Causative research ends when the discrepancy has been discovered or when, after review of paperwork and bookkeeping/database entries, an unresolved discrepancy still exists. Additional guidance on performing causative research may be found in appendix N.

Conducting inventories without taking corrective action to eliminate causes of errors merely brings the records back into balance at a specific point in time. The likelihood that the contributing error will occur again is high unless proper corrective actions are accomplished. Furthermore, shortcuts to resolve inventory discrepancies can have a negative impact to warehouse allowances (e.g., improper backfit issues to resolve a loss creates a false demand that will affect depth).

(4) A formal investigation into the loss will be conducted when the pre-adjustment and causative research reveals grounds for suspicion of fraud, theft, negligence or other personal involvement when a law is broken and/or directed by the CO. All gains and losses of items classified as Category C will be reported to the Security Officer, and classified or sensitive items

will be the subject of a formal investigation prior to being surveyed. The 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 DD Form 200.

(5) The original DD Form 200 and all causative research documentation will be forwarded to appropriate accountable position for approval. A copy of the DD Form 200 and all supporting paperwork will be retained in a Pending Survey File maintained by WMD.

(6) After the DD Form 200 has been approved by the appropriate accountable position, the original DD Form 200 and causative research will be filed in the Completed Survey File maintained by the WMD; a copy may be used if the originator keeps the original DD-200.

(7) Inventory adjustments of greater than \$500,000 per transaction. In accordance with appendix E of reference (w), the NAVSUP Form 4550/6 Inventory Adjustment Authorization > \$500,000 is required when conducting an inventory adjustment for transactions greater than \$500,000 to provide relief from property accountability or responsibility. The completed form will be routed via Wing AvnSupO to MARFOR who then will submit to NAVSUP Inventory Operations Center. A copy of the approval will be attached to the DD Form 200 and filed in the Completed Survey File.

7. Preparation of the DD Form 200. Current downloadable forms can be found in the Inventory Management Library at URL:  
<https://intelshare.intelink.gov/sites/marineaviationsupply/Inventory%20Management/Forms/AllItems.aspx>

a. Block 1 Date Initiated: Date the DD Form 200 is prepared.

b. Block 2 Inquiry: Inquiry/Investigation Number - For Supply System Stock Requisitions and DTO Requisitions, the original document number will be entered in Block 2. For material that does not have an original document number assigned, (e.g., LBI), "Not Applicable" will be entered in this block. All Bulk Consumable Stock LIS Surveys under the threshold of \$5,000 will be entered as "Not Applicable". If an investigation is required, the investigation number provided will be entered.

(1) For controlled equipment the survey document number will be assigned by OMD. The first six digits will be the UIC of the squadron initiating the survey, followed by the Julian date and then assigned serial number (i.e., V09389-8100-TBA1).

c. Block 3 Date Discovered: Enter the date the loss was discovered.

d. Block 4 NSN: Enter the NSN, if no NSN available enter the Part Number. For multiple line items (consumables stock LIS), enter "See attached list."

e. Block 5 Item Description: Enter nomenclature, serial number (if known), security codes and model number. For multiple line items, enter "See attached list" (consumables stock and DTO LIS).

f. Block 6 Quantity: Enter the quantity and unit of issue or, for multiple line items, enter "See attached list" (consumables stock LIS).

g. Block 7 Unit Cost: Enter the unit price or, for multiple line items, enter "See attached list" (consumables stock LIS).

h. Block 8 Total Cost: Enter the EMV or, for multiple line items, enter "See attached list" (consumables stock LIS).

i. Block 9 Circumstances: Check the appropriate box. Provide a complete and concise Statement of Facts. If additional space is required attach additional sheets. Check relevant Block (add "gain" when applicable). Enter complete statement of facts, including date/place of incident, name, and grade of person(s) involved. The statement must answer who, what, when, where, and how. Identify any helpful data (i.e., transaction or contract numbers and identify as exhibit 1, exhibit 2, etc.).

j. Block 10 Corrective/Preventative Actions: Enter the corrective action and measures taken to prevent future occurrences.

k. Block 11 Signature: The Causative Research Validation Block will contain the typed name and signature (physical or digital) of the individual performing the research documented in block 9 and 10. Ensure the squadron address and billet title are identified in block 11a.

l. Block 12 Reviewing Authority (Supply System Stocks) / Responsible Officer (Property Record Items): The Reviewing Authority / Responsible Officer is the individual appointed by proper authority to exercise custody, care and safekeeping of the Property Book Material (e.g., E-5 or above). The Reviewing Authority is the individual designated in writing as the IAPO per reference (w), appendix J. The reviewing authority reviews and analyzes the results of Supply System Stock research. Ensure the squadron address and billet title are identified in block 12c.

m. Block 13 Appointing Authority: The Approving Authority designates the Appointing Authority (CO or XO). The Approving Authority may act as the Appointing Authority. Ensure the squadron address and billet title are identified in block 13d.

n. Block 14 Approving Authority: The Approving Authority will be the Commanding Officer.

o. Block 15 Financial Liability Officer: 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".

15a. Findings: Enter findings and recommendations only when evidence of fraud, theft, or negligence is obtained.

15b. Dollar Value: Use standard price of item to determine amount of loss (complete only when evidence of Fraud, theft, or negligence is Obtained)

15c. Monthly Basic Pay: To be completed by supervisor or individual charged when individual charged, when appropriate.

15d. Financial Liability: To be completed by the Financial Liability Officer, when appropriate.

15e thru 15k: The typed name and signature (physical or digital) of the Financial Liability Officer

p. Block 16 Individual Charged: 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. Ensure the squadron address and billet title are identified in block 16c.

q. Block 17 Accountable Officer (CO or AMO): The Accountable Officer 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. Ensure the squadron address and billet title are identified in block 17b.

(1) Since Block 17 has no space for comments by the Accountable Officer and considering Survey Files are maintained per FIAR requirements, the AvnSupO has the option to attach a "Memorandum for the Record" to provide additional comments from the Accountable Officer's perspective. 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 may fall into this category.

r. Block 17a: Record Document Number(s) used to adjust property and financial records (Document number used to reorder the material).

**NOTE:** For OMD controlled equipment material, CRS will record the Replenishment Requisition Number used to correct the survey adjustment, if still required.

s. Block 17b thru 17f: The organization address, typed name, DSN Number, signature (physical or digital), and date signed of the Accountable Officer.

8. Division Responsibilities/Procedures. Each Division within the ASD performs different functions as they apply to survey action.

**NOTE:** All information entered on blocks 1-11C on the DD Form 200 will be typed and error free. Whiteout is not permitted. Blocks 11d-17d can contain an ink entry due to required chain of command signatures. Block 17a can contain an ink entry as the document number utilized to adjust property record is not assigned until the survey is completed.

**NOTE:** For an updated example of DD Form 200, to include the "Gain" box, please refer to URL:

<https://intelshare.intelink.gov/sites/marineaviationsupply/Inventory%20Management/Forms/AllItems.aspx>

	STORES INVENTORY	OTHER PROPERTY INVENTORY	Lost In Shipment
Responsible Officer	E-5 or above	E-5 or above	N/A
Reviewing Authority	IAPO	N/A	Division OIC
Appointing Authority	CO or XO	CO or XO	N/A
Approving Authority	CO	CO	AvnSupO
Accountable Officer	CO	AMO	N/A

Figure Z-3.--Assignment of Roles.



FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
1. DATE INITIATED (YYYYMMDD) 20180731		2. INQUIRY/INVESTIGATION NUMBER Document number of the Original Order		3. DATE LOSS DISCOVERED (YYYYMMDD) 20180701	
4. NATIONAL STOCK NO. 5841012918393	5. ITEM DESCRIPTION RECEIVER-TRANSMITTER	Add More Items	6. QUANTITY 1	7. UNIT COST 72,317.00	8. TOTAL COST 72,317.00
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)			<input checked="" type="checkbox"/> Lost	<input type="checkbox"/> Damaged	<input type="checkbox"/> Destroyed
			<input type="checkbox"/> Organization	<input type="checkbox"/> Installation	<input type="checkbox"/> OCIE
Provide a complete, brief statement of facts. Attach additional sheets as required. This statement must answer the five basic questions of Who, What, When, Where, and How.					
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Type the corrective action and measures taken to prevent future occurrences.					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Squadron Address/Billet title		b. TYPED NAME (Last, First, Middle Initial) Individual completing blocks 1-10.		c. DSN NUMBER	
		d. SIGNATURE		e. DATE SIGNED	
12. (X one) <input type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input checked="" type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)					
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Squadron Address/Billet title		d. TYPED NAME (Last, First, Middle Initial) Division Officer In Charge		e. DSN NUMBER	
		f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Squadron Address/Billet title		e. TYPED NAME (Last, First, Middle Initial) MAIS Commanding Officer or Executive Officer		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY					
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Squadron Address/Billet title		e. TYPED NAME (Last, First, Middle Initial) MAIS Commanding Officer		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	

DD FORM 200, JUL 2009

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Figure Z-4.--Sample DD Form 200, Inventory Gain or Loss.

<b>15. FINANCIAL LIABILITY OFFICER</b>			
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)			Add Page
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 SUBMITTED TO APPOINTING AUTHORITY (YYYYMMDD)	
		i. DATE APPOINTED (YYYYMMDD)	
		j. SIGNATURE	k. DATE SIGNED
<b>16. INDIVIDUAL CHARGED</b>			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)			
<input type="checkbox"/> Submit the attached statement of objection. <input type="checkbox"/> 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. DSN NUMBER	
		f. SIGNATURE	g. DATE SIGNED
<b>17. ACCOUNTABLE OFFICER</b>			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD			
Document number used to reorder the material.			
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Squadron Address/Billet title		c. TYPED NAME (Last, First, Middle Initial)	
		d. DSN NUMBER	
		e. SIGNATURE	f. DATE SIGNED
DD FORM 200 (BACK), JUL 2009			
			Reset

Figure Z-4.--Sample DD Form 200, Inventory Gain or Loss, Continued.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
1. DATE INITIATED (YYYYMMDD) 20180731		2. INQUIRY/INVESTIGATION NUMBER Document number of the Original Order		3. DATE LOSS DISCOVERED (YYYYMMDD) 20180701	
4. NATIONAL STOCK NO. 5841012918393	5. ITEM DESCRIPTION RECEIVER-TRANSMITTER	6. QUANTITY 1	7. UNIT COST 72,317.00	8. TOTAL COST 72,317.00	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)		<input checked="" type="checkbox"/> Lost <input type="checkbox"/> Damaged <input type="checkbox"/> Destroyed <input type="checkbox"/> Organization <input type="checkbox"/> Installation <input type="checkbox"/> OCIE			
Provide a complete, brief statement of facts. Attach additional sheets as required. This statement must answer the five basic questions of Who, What, When, Where, and How.					
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Type the corrective action and measures taken to prevent future occurrences.					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Squadron Address/Billet title		b. TYPED NAME (Last, First, Middle Initial) Individual completing blocks 1-10.		c. DSN NUMBER	
		d. SIGNATURE		e. DATE SIGNED	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)					
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Squadron Address/Billet title		d. TYPED NAME (Last, First, Middle Initial) Division Officer In Charge		e. DSN NUMBER	
		f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Squadron Address/Billet title		e. TYPED NAME (Last, First, Middle Initial) Squadron Commanding Officer or Executive Officer		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY					
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Squadron Address/Billet title		e. TYPED NAME (Last, First, Middle Initial) Squadron Commanding Officer		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	

DD FORM 200, JUL 2009

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Figure Z-5.--Sample DD Form 200, Other Property Inventory: Supported Activities.

<b>15. FINANCIAL LIABILITY OFFICER</b>			
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)			<b>Add Page</b>
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 SUBMITTED TO APPOINTING AUTHORITY (YYYYMMDD)	i. DATE APPOINTED (YYYYMMDD)
		j. SIGNATURE	k. DATE SIGNED
<b>16. INDIVIDUAL CHARGED</b>			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)			
<input type="checkbox"/> Submit the attached statement of objection. <input checked="" type="checkbox"/> 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. DSN NUMBER	
		f. SIGNATURE	g. DATE SIGNED
<b>17. ACCOUNTABLE OFFICER</b>			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD			
Document number used to reorder the material.			
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Squadron Address/Billet title		c. TYPED NAME (Last, First, Middle Initial)	
		d. DSN NUMBER	
		e. SIGNATURE	f. DATE SIGNED

DD FORM 200 (BACK), JUL 2009

**Reset**

Figure Z-5.--Sample DD Form 200, Other Property Inventory: Supported Activities, Continued.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
1. DATE INITIATED (YYYYMMDD) 20180731		2. INQUIRY/INVESTIGATION NUMBER Document number of the Original Order		3. DATE LOSS DISCOVERED (YYYYMMDD) 20180701			
4. NATIONAL STOCK NO. 5841012918393	5. ITEM DESCRIPTION RECEIVER-TRANSMITTER		6. QUANTITY 1	7. UNIT COST 72,317.00	8. TOTAL COST 72,317.00		
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)			<input checked="" type="checkbox"/> Lost <input type="checkbox"/> Damaged <input type="checkbox"/> Destroyed <input type="checkbox"/> Organization <input type="checkbox"/> Installation <input type="checkbox"/> OCIE				
Provide a complete, brief statement of facts. Attach additional sheets as required. This statement must answer the five basic questions of Who, What, When, Where, and How.							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Type the corrective action and measures taken to prevent future occurrences.							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Squadron Address/Billet title		b. TYPED NAME (Last, First, Middle Initial) Individual completing blocks 1-10.		c. DSN NUMBER			
		d. SIGNATURE		e. DATE SIGNED			
12. (X one) <input type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input checked="" type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Squadron Address/Billet title		d. TYPED NAME (Last, First, Middle Initial) Division Officer In Charge		e. DSN NUMBER			
		f. SIGNATURE		g. DATE SIGNED			
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE			c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER			
		g. SIGNATURE		h. DATE SIGNED			
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE			c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A		
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Squadron Address/Billet title		e. TYPED NAME (Last, First, Middle Initial) Aviation Supply Officer		f. DSN NUMBER			
		g. SIGNATURE		h. DATE SIGNED			

DD FORM 200, JUL 2009

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Figure Z-6.--Sample DD Form 200, Lost In Shipment.

<b>15. FINANCIAL LIABILITY OFFICER</b>			
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)			<input type="button" value="Add Page"/>
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 SUBMITTED TO APPOINTING AUTHORITY (YYYYMMDD)	i. DATE APPOINTED (YYYYMMDD)
		j. SIGNATURE	k. DATE SIGNED
<b>16. INDIVIDUAL CHARGED</b>			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)			
<input type="checkbox"/> Submit the attached statement of objection. <input type="checkbox"/> 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. DSN NUMBER	
		f. SIGNATURE	g. DATE SIGNED
<b>17. ACCOUNTABLE OFFICER</b>			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD			
Document number used to reorder the material.			
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		c. TYPED NAME (Last, First, Middle Initial)	
		d. DSN NUMBER	
		e. SIGNATURE	f. DATE SIGNED

DD FORM 200 (BACK), JUL 2009

Figure Z-6.--Sample DD Form 200, Lost In Shipment, Continued.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER		3. DATE LOSS DISCOVERED (YYYYMMDD)	
20180731		Document number of the Original Order		20180701	
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST	
5841012918393	RECEIVER-TRANSMITTER	1	72,317.00	72,317.00	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one)		<input checked="" type="checkbox"/> Lost <input type="checkbox"/> Damaged <input type="checkbox"/> Destroyed <input type="checkbox"/> Organization <input type="checkbox"/> Installation <input type="checkbox"/> OCIE			
(Attach additional pages as necessary) Add Page Provide a complete, brief statement of facts. Attach additional sheets as required. This statement must answer the five basic questions of Who, What, When, Where, and How.					
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)					
Type the corrective action and measures taken to prevent future occurrences. Add Page					
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	
Squadron Address/Billet title		Individual completing blocks 1-10.			
		d. SIGNATURE		e. DATE SIGNED	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)					
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one)		b. COMMENTS/RECOMMENDATIONS			
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		d. TYPED NAME (Last, First, Middle Initial)		e. DSN NUMBER	
Squadron Address/Billet title		TBA Responsible Officer			
		f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)	
<input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE				<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
Squadron Address/Billet title		Squadron Commanding Officer or Executive Officer			
		g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY					
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)	
<input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE				<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
Squadron Address/Billet title		Squadron Commanding Officer			
		g. SIGNATURE		h. DATE SIGNED	

DD FORM 200, JUL 2009

PREVIOUS EDITION IS OBSOLETE.

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Figure Z-7.--Sample DD Form 200, Other Property Inventory: TBA.

<b>15. FINANCIAL LIABILITY OFFICER</b>			
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>			<input type="button" value="Add Page"/>
b. DOLLAR AMOUNT OF LOSS		c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>		f. TYPED NAME <i>(Last, First, Middle Initial)</i>	
		g. DSN NUMBER	
		h. DATE SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	
		i. DATE APPOINTED <i>(YYYYMMDD)</i>	
		j. SIGNATURE	k. DATE SIGNED
<b>16. INDIVIDUAL CHARGED</b>			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>			
<input type="checkbox"/> Submit the attached statement of objection. <input type="checkbox"/> 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 <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>		d. TYPED NAME <i>(Last, First, Middle Initial)</i>	
		e. DSN NUMBER	
		f. SIGNATURE	g. DATE SIGNED
<b>17. ACCOUNTABLE OFFICER</b>			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD			
Document number used to reorder the material.			
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i> Squadron Address/Billet title		c. TYPED NAME <i>(Last, First, Middle Initial)</i> <b>Department Head (i.e. AMO)</b>	
		d. DSN NUMBER	
		e. SIGNATURE	f. DATE SIGNED
DD FORM 200 (BACK), JUL 2009			
			<input type="button" value="Reset"/>

Figure Z-7.--Sample DD Form 200, Other Property Inventory: TBA, Continued.



FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER		3. DATE LOSS DISCOVERED (YYYYMMDD)			
20180731		Document number of the Original Order		20180701			
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION <span>Add More Items</span>			6. QUANTITY	7. UNIT COST	8. TOTAL COST	
5841012918393	RECEIVER-TRANSMITTER			1	72,317.00	72,317.00	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) <span>Add Page</span>				<input checked="" type="checkbox"/> Lost <input type="checkbox"/> Damaged <input type="checkbox"/> Destroyed <input type="checkbox"/> Organization <input type="checkbox"/> Installation <input type="checkbox"/> OCIE			
Provide a complete, brief statement of facts. Attach additional sheets as required. This statement must answer the five basic questions of Who, What, When, Where, and How.							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) <span>Add Page</span> Type the corrective action and measures taken to prevent future occurrences.							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Squadron Address/Billet title				b. TYPED NAME (Last, First, Middle Initial) IMRL Manager		c. DSN NUMBER	
				d. SIGNATURE		e. DATE SIGNED	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Squadron Address/Billet title				d. TYPED NAME (Last, First, Middle Initial) IMRL Officer In Charge		e. DSN NUMBER	
				f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Squadron Address/Billet title		e. TYPED NAME (Last, First, Middle Initial) MAIS Commanding Officer or Executive Officer				f. DSN NUMBER	
		g. SIGNATURE				h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code) Squadron Address/Billet title		e. TYPED NAME (Last, First, Middle Initial) MAIS Commanding Officer				f. DSN NUMBER	
		g. SIGNATURE				h. DATE SIGNED	

DD FORM 200, JUL 2009

PREVIOUS EDITION IS OBSOLETE.

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Figure Z-8.--Sample DD Form 200, Other Property Inventory: IMRL.

<b>15. FINANCIAL LIABILITY OFFICER</b>			
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>			Add Page
b. DOLLAR AMOUNT OF LOSS		c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>		f. TYPED NAME <i>(Last, First, Middle Initial)</i>	
		g. DSN NUMBER	
		h. DATE SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	
		i. DATE APPOINTED <i>(YYYYMMDD)</i>	
		j. SIGNATURE	k. DATE SIGNED
<b>16. INDIVIDUAL CHARGED</b>			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>			
<input type="checkbox"/> Submit the attached statement of objection. <input type="checkbox"/> 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 <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>		d. TYPED NAME <i>(Last, First, Middle Initial)</i>	
		e. DSN NUMBER	
		f. SIGNATURE	
		g. DATE SIGNED	
<b>17. ACCOUNTABLE OFFICER</b>			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD			
Document number used to reorder the material.			
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i> Squadron Address/Billet title		c. TYPED NAME <i>(Last, First, Middle Initial)</i>	
		d. DSN NUMBER	
		e. SIGNATURE	
		f. DATE SIGNED	

DD FORM 200 (BACK), JUL 2009

Reset

Figure Z-8.--Sample DD Form 200, Other Property Inventory: IMRL, Continued.

## APPENDIX AA

## DEPLOYED/DETACHMENT FOR TRAINING (DFT) OPERATIONS

1. Purpose. This appendix provides procedural guidance for preparing and managing support assets during deployment/DFT ashore.

2. Background. Marine Corps flying squadrons deploy to remote operating sites without immediate access to Supply Officer's Stores. During these operations, Aviation Supply support is provided through personnel and pack-ups. Pre-deployment/DFT preparation, communication and procedures are outlined in the following paragraphs.

### 3. Pre-Deployment/DFT Preparation

a. General. Upon notification of required Aviation Supply support for an upcoming deployment/DFT, the SMD OIC/SNCOIC in conjunction with the AvnSupChf will appoint personnel to deploy and serve as the Aviation Supply Marines for the designated squadron or Supply Detachment. The Deployed Support Branch (DSB) will publish a Standard Operating Procedures (SOP) detailing Aviation Supply support for the Deployment/DFT, utilize figure AA-1 to aide in the development of a SOP. The SOP will include a detailed requisition and replenishment material flow chart (both repairable and consumable) to guide the appropriate Division(s)/Deployed Support Unit (DSU). See an example of a flow chart in figure AA-6. Utilize this appendix and figure AA-1 in the development of the SOP.

DEPLOYMENT/DETACHMENT PREPARATION CHECKLIST			
LSR			
a. Pack-up requested?	Y	Y/N	
b. Personnel requested?	1	Number of personnel	
c. Pack-up Transportation	Sqdn	MALS S-4, Sqdn A/C or S4, other, N/A	
d. # of T/M/S AC	4 UH1-Y / 4 V-22		
e. Duration of Dep/Det	21 days	Used to determine TRR for Packup, Packup replen and NRFI Retrograde	
f. Milestones	Y	Specified Dates	
g. SQDN Wish List	If Applicable		
Sqdn Info			
a. Home Guard Org or Det Org?	Det Org: GHD	Ensure NALCOMIS and the DET ORG server have the same ORG loaded	
b. Doc Series	NMCS/PMCS: G6	Ensure NALCOMIS and the DET ORG server have the same doc series loaded	
c. BUNOs	165513 165522 165599	Ensure NALCOMIS and the DET ORG server have the same bunos loaded	
d. FAD update?	No	If NAVAL message dictates	
e. Low Pri	Y	Utilize if needed, the squadrons homeguard low pri series.	
Req Flow			
a. Communication	phone/email	Phone, email, EPUK, Sqdn Home guard OOMA	
b. Packup replen	Yes	If yes, set cut off	
(1) Packup replen cutoff:	3-Aug		
c. NRFI Retrograde	Yes	If yes, set cut off date	
(1) NRFI Retrograde cutoff:	3-Aug		
(2) Shipping method	MARLOG	determine method of shipment ATAC (eRMS)/DMO/MARLOG/Shipping Carrier	
d. DTOs to Dep/Det Site (J Code)?	No	If yes, ensure you have a UIC established for site via CRF process	
d. POE	TRS (OMD)	DSU, TRS, DSB, Sqdn home guard OOMA	
e. Status update (Referred/Canceled)	TRS (OMD)	DSU, TRS, DSB will update Det Site with BM/NRP or reason it was cancelled	
f. Status update (Warehouse Issues)	WCB (WMD)	DSU, WCB, DSB will update Det site with tracking # or MARLOG Manifest	
g. Status update (POD)	Det Site		

Figure AA-1.--Deployment/DFT Preparation Checklist.

b. Procedures

(1) Pack-up Development. The deploying squadron will submit a Logistics Support Request (LSR), see figures AA-8 and 9, to the MALS S-3 (Operations) and SMD. The DSB will utilize the following information to determine the pack-up range and depth:

- (a) Aircraft Type/Model/Series (T/M/S)
- (b) Number of aircraft involved
- (c) Duration of the deployment/DFT
- (d) Frequency of pack-up replenishments
- (e) Size/weight restrictions
- (f) Customer "Wish List", if provided

(2) Pack-up Review. Having determined the pack-up range and depth required, the designated deployment/DFT OIC/SNCOIC will (in conjunction with DSB) initiate the following:

(a) Request (from the DSB) a computer generated listing pack-up serial number of the material required to support the deployment/DFT. Several options are available (e.g., Support Package Listing, ADHOC, etc.) to accomplish this. This listing (see figure AA-2) will be printed and show the combined material for the deploying squadron, this listing will be provided with the Part Number Cross Reference Option to assist the deploying squadron with recommended changes. The following data will be displayed:

- 1. COG
- 2. MCC
- 3. NIIN
- 4. UI
- 5. Pack-up Allowance
- 6. Part Number
- 7. On-hand Quantity
- 8. Pack-up Location
- 9. Warehouse Location
- 10. Nomenclature

Batch Rqst Nbr: JS12419276272		UIC: V09131 MARINE AVN LOG SQDN 31		03 Oct 2019														
Report I.D.: SI2485MR				13:16:50														
User I.D.: rn7630				Page 1 of 1														
		Individual Support Package Listing : Y																
		Parent UIC Number : 09131																
		Serial Number : F21812																
		Part Nbr Reference Listing : Y																
		Field Level Repairables : Y																
		Repairables : Y																
		Non-Repairables : Y																
▲(s12.00H																		
INDIVIDUAL SUPPORT PACKAGE LISTING																		
I(s16.66H																		
Batch Rqst Nbr: JS12419276272		UIC: V09131 MARINE AVN LOG SQDN 31		03 Oct 2019														
Report I.D.: SI2485MR		NIIN Sequence		13:16:50														
User I.D.: rn7630		Parent UIC: 09131 Serial Number: F21812		Page 1 of 306														
COG	MCC	NIIN	FGC	FRC	Nomenclature	UI	STS	Stk Item Allow	Storeroom Location	Strm Qty	INV CD	SPkg Allow	SPkg Location	Cosal Type	SPkg Qty	INV CD	Xfer Date	UIC To
9B		000039157			PACKING,PREFORMED	EA	0	8	SL01A1	2		3	F2SLA3		3			
9B		000051500			PACKING,PREFORMED	EA	0	25	A039B2	13		4	F504A4		4			
9B		000072902			BUSHING, SLEEVE	EA	0	17	A006B4	13		3	F502A3		3			
9B		000088818			COUPLING, TUBE	EA	0	37	A001C3	15		10	F505D5		10			

Figure AA-2.--Sample Pack-up Listing.

(b) DSB will make any necessary changes to the pack-up allowances upon receiving the revised listing from the deploying squadron. DSB will submit a listing in warehouse location sequence to WMD for staging of pack-up assets for incorporation into the deployable pack-up. DSB will clearly identify to WMD the date the material will be required.

(3) Pack-up Preparation. Upon receipt of a pack-up request, WMD will pull and stage available assets on or before the requested date. WMD will ensure all components are adequately packaged to prevent damage in transit, and each asset is clearly labeled with a NIIN and UI. For those repairable assets with a zero RFI OH quantity and NRFI asset in the repair cycle, WMD along with DSB 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/DFT. DSB should pay close attention to items in the listing which are identified as HAZMAT, classified, cryptographic, carded items, and tires (deflator tags). HAZMAT, classified, and cryptographic material will be handled in accordance with their respective appendices/local procedures. WMD will post the pack-up quantities being pulled in R-Supply via X24 process. For those deployment/DFTs utilizing an Aviation Information System (AIS) for requisition, inventory, and retrograde management, the Expeditionary Pack-up Kit (EPUK) is the program of record. Refer to the EPUK manuals for system setup and functionality instructions.

(4) Pack-up Acceptance. The designated deployment/DFT OIC/Sgt and above will conduct a joint inventory of pack-up assets with WMD/DSB personnel and then will indicate acceptance of inventory quantities by legibly signing/printing and dating the first page of the listing by both parties. Both parties will legibly initial the additional pages of listing as evidence of review and release, as well as accuracy and completeness.

(5) Reference tools. 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 DSB. DSB is responsible for keeping up-to-date publication on-hand for use during deployment/DFT.

(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 e.g., 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.navsup.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) CR IPL (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 the individual NIIN RIP information can be found in OneTouch.

(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.

(h) Support Package List. This listing identifies all material in the physical pack-up on site. The pack-up listing will be in pack-up location order and will show the OH quantity for inventory tracking.

(6) Replenishment Pipeline. The designated deployment/DFT OIC/SNCOIC will coordinate with SMD 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, deployment/DFTs of exceptionally short duration (deployment/DFTs to remote sites, etc.), pack-up replenishment may not be an option. Identify those areas where material will be staged for pick-up and delivery on both ends of the pipeline.

(7) Retrograde Management. SMD and WMD will determine if NRFI retrograde material will be shipped during the deployment/DFT. If NRFI retrogrades are being sent back, DSB will establish a cutoff date and notify WMD/DSU and deployment/DFT in order to prevent any lost in transit material to the parent MALS. The deployed/DFT site will provide tracking information via EPUK or spreadsheet to WMD. In some deployments/DFTs, NRFI retrogrades with an X ICRL code are shipped to the supply system via eRMS. In such cases, WMD will ensure that the auto-BCM process takes place. WMD will reconcile the NALCOMIS IOU report with the deployed/DFT site on a daily basis to ensure proper accountability and timely shipments.

(8) Points of Contact. The designated deployment/DFT OIC/SNCOIC will coordinate with SMD 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 all requisition points of entry (e.g., TRS, DSU, DSB, etc.)

(9) Home Guard Org or Det Org. DSB will coordinate with the squadron to determine if the Home Guard Org or Det Org will be used for the

deployment/DFT. If the Det Org is utilized, ensure NALCOMIS and the DET OOMA have the same Org loaded.

(10) Document Series. In some instances, it will be determined to use the Home Guard Document Series. If this is the way forward, then a block of home guard document numbers needs to be established. Most cases G\*51-G\*99. If using the DET Org, ensure NALCOMIS and the DET OOMA have the same Document Series loaded.

(11) BuNos. It is imperative that the correct BuNos are loaded in both NALCOMIS and the DET OOMA as this can prevent delayed support when the squadron is ordering material. DSB will coordinate with the SAA to ensure the correct BuNos are assigned to the proper Org code.

(12) Force/Activity Designator (F/AD) update. When an F/AD change is directed via Naval Message from CNAL, DSB will provide the Naval Message to the SAA in order to have the specific ORG updated.

**NOTE:** F/AD changes are common prior to a MEU, UDP, and SPMAGTF.

(13) Direct Shipment. A signal code of 'J' will be utilized for assets that need to be shipped directly to the deployment site. DFT site UIC will be utilized as the supplementary address when backfitting requisitions into NALCOMIS or OneTouch. In some instances, the deploying squadron's UIC address will need to be updated to the deployed site's address in the Cargo Routing Information File (CRIF), refer to MCO 4400.201, volume II.

(14) Kit Requirements. Identify from the deploying squadron all potential kit requirements such as phase, engine, potential TDs, and ensure sufficient kits are on-hand to satisfy all kit commitments during the deployment/DFT.

(15) High Time Components. Identify high time components, this can be found by utilizing the Monthly Maintenance Plan (MMP). 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/DFT or in concert with an aircraft phase inspection.

(16) Flight Packets. FAS will ensure flight packets are inventoried and updated with all applicable forms for the appropriate BuNo(s) that are scheduled to deploy.

(17) Fuel Receipts. The deployment/DFT OIC/SNCOIC is responsible for obtaining all fuel receipts from the flying squadron(s) and returned to the FAS. The acceptable fuel receipts are the DD Form 1898, and a commercial fuel receipt. The TMS, BuNo, gallons, transaction date, UIC, price per gallon, vendor source, unit of issue, printed name, and legible signature will need to be verified and clearly visible. A fuel receipt is required for all individual transactions. It is also recommended to coordinate with the site/fuel farm in order to obtain a local form which has the total number of gallons/liters from the exercise which will facilitate a reconciliation.

(18) Flight Equipment. OMD will coordinate with squadron personnel to procure flight equipment deficiencies and provide to SMD prior to deployment/DFT.

(19) Petroleum, Oils and Lubricants (POLs)/HAZMAT. DSB should coordinate with squadron personnel to ensure sufficient POL/HAZMAT assets are provided to support deployment/DFT operational and maintenance needs.

4. Communications. During deployed operations, the primary method of communications with the home guard will be via phone, email, or WIFI enabled device (as a contingency). 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/DFT Procedures

a. Pack-up Accountability/Storage. During deployment/DFT operations, pack-up accountability will be maintained by the designated deployment/DFT OIC/SNCOIC. Material will be stored in a facility/container which provides adequate protection from the elements and pilferage. When the deployment/DFT exceeds one month, DSB will schedule a routine inventory (conducted monthly) with the site to ensure R-Supply pack-up inventory is reconciled with the deployment/DFT site inventory. Results will be provided to SMD.

#### b. Requisitioning Procedures

(1) The Aviation Supply Marine(s) will be the point of entry for all Aviation Supply support. Material requirements will be submitted via a DD Form 1348 hard card or electronically. See below figure AA-3 for required fields.

**NOTE:** The below procedures are not required if utilizing an electronic database for requisitioning/inventory management system (EPUK).

PEN <input type="checkbox"/> TYPEWRITER OR BALL POINT HERE PRESS TO ASSURE LEGIBILITY ON ALL COPIES USE <input type="checkbox"/>	DD FORM 1348, JUL 91 REQUISITION SYSTEM DOCUMENT (MANUAL)										PREVIOUS EDITIONS MAY BE USED									
	DOC. IDENT. ROUT. IDENT. FSC NIIN ADD UNIT QUANTITY REQUESTOR DATE SERIAL SUPPLEMENTARY ADDRESS FUND DISTRIBUTION PROJECT PRIOR. REQ. DEL. ADV. STAT.										DOC. IDENT. ROUT. IDENT. FSC NIIN ADD UNIT QUANTITY REQUESTOR DATE SERIAL SUPPLEMENTARY ADDRESS FUND DISTRIBUTION PROJECT PRIOR. REQ. DEL. ADV. STAT.									
	SEND TO:										REQUISITION IS FROM:									
	MALS-31 SUPPLY DEPARTMENT										VMFA-312									
	A. ENDING DATA DOC. IDENT. R1 - TO SUP. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29										B. STOCK NUMBER FSC 6 6 1 5 0 1 1 5 6 0 8 1 3 S F E A 0 0 0 0 1									
	C. DOCUMENT NUMBER D. E. F. A 0 A Q 4 9 S										G. SUPPLEMENTARY ADDRESS H. I. J. V 0 9 1 1 4 J									
	SER. 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 V 0 9 1 3 1 4 3 1 5 G E 4 0										REMARKS CAGE: 89954 P.N: 123D7325P7 JCN: FAB314770 MCN: 3SGVRQK									
	FUND DISTRIBUTION PROJECT PRIORITY REQ DEL DATE 52 53 54 55 56 57 58 59 60 61 62 63 64 7 R A K 0 0 2										STATUS DATA DOC IDENT SUP SET AVAIL DATE STATUS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29									
	ADVISE 5 G H										T. U. V.									
	DOC. IDENT. ROUT. IDENT. FSC NIIN ADD UNIT QUANTITY REQUESTOR DATE SERIAL SUPPLEMENTARY ADDRESS FUND DISTRIBUTION PROJECT PRIOR. REQ. DEL. ADV. STAT.										DOC. IDENT. ROUT. IDENT. FSC NIIN ADD UNIT QUANTITY REQUESTOR DATE SERIAL SUPPLEMENTARY ADDRESS FUND DISTRIBUTION PROJECT PRIOR. REQ. DEL. ADV. STAT.									

(a) DOC # (DDSN)

(b) NOMEN

(c) NSN (NIIN)



- (d) PART NUMBER
- (e) CAGE
- (f) COG
- (g) U/I
- (h) MCC
- (i) SMIC
- (j) QTY
- (k) SIGNAL CODE
- (l) SUPP ADDRESS
- (m) PROJ CODE
- (n) PRIORITY
- (o) ADVICE CODE
- (p) ORG
- (q) MCN
- (r) JCN
- (s) TEC
- (t) WUC
- (u) BuNo

Figure AA-3.--Sample Hard Card.

**NOTE:** Ensure serial and part numbers on components match serial and part numbers on MAFs. (REPAIRABLES ONLY)

(2) Enter the following data onto the Material Control Register or equivalent (figure AA-4):

DOC NBR	NIIN FSCM/PART NBR	COG/ MCC	TEC	QTY	PROJ	ADVICE CODE	ISSUE/ NIS/NC	COMPL DATE/TIME	PKUP REPLEN DOC #	PKUP REPLEN RCVD

Figure AA-4.--Sample Material Control Register (Offline).

- (a) Document Number
- (b) NIIN FSCM/Part Number
- (c) Cog/MCC
- (d) TEC Code
- (e) Quantity
- (f) Project Code
- (g) Advice Code
- (h) Issue/NIS/NC
- (i) Completion date and time
- (j) Pack-up replenishment document number
- (k) Pack-up replenishment received

(3) Utilize the available research aids (FEDLOG, Part Number File, RIL, etc.), attempt 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) Stock Number Available. Having obtained an NSN, check the pack-up listing to determine if the material is carried. If the material is carried, pull the asset(s) from stock, annotate the Material Control Register Issue, 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, coordinate with parent MALS and enter the requirement in the Pack-up Replenishment Logbook. Post the Replenishment Document Number to the Material Control Register. Ensure the repairable carcass is properly packaged and has the required documentation. When a repairable component is delivered, the NRFI must be available for simultaneous exchange in accordance with the CRIPL. In some instances it is not feasible or advisable to remove a repairable component until a replacement is in hand due to safety (RIP code S), mobility (RIP code V), maintenance (RIP code M), partial mission capable supply (PMCS) flight (RIP code P), or containerization (RIP code C). 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. For components that are not on the CRIPL and requested for delayed turn-in, a delayed turn-in will be submitted to and approved by the deployment OIC/SNCOIC in coordination with the WCB OIC/SNCOIC. For further guidance on RIP codes and procedures refer to OPNAVINST 4440.25\_.

DOC NBR	NIIN	Serial #	QTY	DATE BCM SHIPPED	Tracking #	TURN-IN MAF (Y/N)	CARD SRC/EHR (Y/N)

Figure AA-5.--Sample Retrograde 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. Deployed Support Unit (DSU) Standard Operating Procedures for deployment/DFT support

a. Preface. If a Marine Aviation Logistic Squadron (MALS) Aviation Supply Department (ASD) determines a DSU is needed to support deployment/DFT site(s), the DSU should be composed of qualified Aviation Supply Marines. The purpose of a DSU is to be a liaison between the deployed/DFT unit and the MALS ASD, not become a mini MALS ASD. DSU should not tech edit requisitions prior to input into NALCOMIS, instead allow TRS, the ability to perform tech edit. The same applies for reconciling IOUs with the deployed/DFT unit, WMD should reconcile with the unit(s). This will allow you to have minimal manpower for DSU and allow DSB to supervise the DSU.

b. Responsibilities

(1) The DSU Marines are responsible for supporting all forward deployed units and DFT by acting as liaisons between deployed/DFT units and the parent MALS ASD. The DSU will be ultimately responsible for the initial screening, shipping, status update, and reconciliation of all requisitions ordered.

(2) The DSU NCOIC is responsible for ensuring all Marines assigned to DSU are technically proficient with all tools and understand the internal system functions of NALCOMIS, R-Supply and the external site functions of One Touch Support (OTS), FedMall, EPUK, eRMS, etc.

(3) DSU will maintain a current turnover jacket which outlines duties, responsibilities, and step-by-step procedural flow chart for each specific deployment/DFT.

(4) The DSU SNCOIC will review and monitor all reports required for the performance of duties. Additionally, ensure that the DSU personnel understand and can perform the functions outlined in this appendix.

c. Duties

(1) DSU will perform the following duties:

- (a) Maintain the Pending Data Entry File (PDEF).
- (b) Screen all requisitions prior to processing into NALCOMIS.
- (c) Input deployed/DFT unit requisitions into NALCOMIS.
- (d) Provide updated supply status on requisitions.
- (e) Coordinate and conduct internal requisition reconciliations.
- (f) Ship all deployed/DFT unit material via appropriate shipment method.
- (g) Process replenishments for deficient pack-up allowances.

d. Procedures

(1) Maintain a Pending Data Entry File (PDEF)

(a) Maintain a Pending Data Entry File (PDEF). The PDEF is a holding file for source documents that are pending immediate actions during system non-availability.

(b) When the system becomes available, all source documents will be removed from the PDEF, screened, and processed into NALCOMIS.

(2) Screen all requisitions prior to processing into NALCOMIS. DSU will be the first line of defense for all requirements from deployed/DFT units. When deployed/DFT units do not have capabilities to order material through NALCOMIS, requirements will be requisitioned utilizing a MILSTRIP/hard card via in-person, phone, text message, email, or EPUK. DSU

will screen all deployed/DFT unit's requisitions and complete all of the following steps prior to processing into NALCOMIS:

(a) Ensure all MILSTRIP data fields are complete and accurate.

(b) Determine if the requirement is a deployment/DFT site NIS/NC or a pack-up issue

(c) For deployment/DFT site NIS/NC, conduct a stock check query in R-Supply to ensure the NIIN ordered or substitutes are NIS in the deployed/DFT unit's pack-up. If confirmed NIS in the pack-up, proceed to paragraph 7 in this appendix. If quantity is on hand in the pack-up, conduct causative research to resolve inventory discrepancy.

(d) DSU will process X24 reversal in the respective pack-up for the quantity issued, then proceed to paragraph 7 in this appendix.

(3) Input deployed/DFT unit requisitions to NALCOMIS. Once screened, DSU will utilize the MILSTRIP/hardcard/ENTA to input the requisition to NALCOMIS using Supply Submenu "Requisition>New>Direct". If contingency code is required, utilize the Supply Submenu "Requisition>Contingency>Direct" and the appropriate contingency code. For pack-up issues utilize the Supply Submenu "Requisition>New>Direct". Once the requisition is processed, DSU will ensure the following:

(a) Coordinate with TRS on all OFFTR, OFVAL, NIS and NC requisitions until the appropriate status is reflected in the system.

(b) Coordinate with WMD on all EXREP, INPRO, ISSIP, and OFFMP requisitions until the appropriate status is reflected in the system.

(4) Provide updated supply status on requisitions. DSU does not expedite referred requisitions. Expediting of referred requisitions will be the responsibility of OMD (e.g., WTI, ITX, Fallon, etc.) and CNAL (e.g., SPMAGTF, MEU). Daily, DSU will reconcile all outstanding requisitions with deployed/DFT units to ensure the requirements are still valid/required. DSU will keep an accurate record and ensure the validity of all requisitions that were backfitted into NALCOMIS. Depending on the deployed/DFT unit's requisition flow, DSU will provide updated status via phone, text message, email, or EPUK. Statuses that will be used are as follows:

(a) Status codes for Issues:

1. BA - in process to be shipped
2. AS1 - Shipped (tracking and/or TCN provided)

(b) Status code for NIS and NC:

1. BM - requisition is referred off station

(c) Status code for Cancelled:

1. BQ - wrong part ordered, NLR, cancelled by the system, etc.
2. RX - No pack-up replenishment

(5) Coordinate and conduct internal requisition reconciliations. DSU will reconcile all outstanding requisitions with deployed/DFT units to ensure the requirements are still valid/required. DSU will also ensure all valid/required requisitions are still active in the external sites (e.g., one touch and internal systems such as, NTCSS, EPUK, etc.).

(6) Ship all deployed/DFT unit material via appropriate method. DSU is responsible for the shipping of all deployed/DFT unit material via MarLog, DMO, eRMS Shipment Manager, or commercial shipping. DSU will receive the specific deployed/DFT unit flow chart from the DSB. Depending on the deployed/DFT unit's site, one or a combination of the below shipping methods may be used to ship material.

(a) MarLog driver/flight. When supporting local DFTs, material may be driven or flown to the DFT site. DSU will ensure material is signed for by the MarLog driver/flight representative.

(b) DMO. DSU may utilize DMO as a shipping source for consumables to CONUS and OCONUS deployed/DFT unit sites. DSU will utilize the local DMO SOP when shipping consumable material via DMO. Additionally, all Hazmat will require an Impact Statement and MSDS.

(c) eRMS Shipment Manager. DSU should utilize eRMS Shipment Manager as the main shipping source for repairables to CONUS and OCONUS deployed/DFT unit sites. Repairable shipments within eRMS are funded by NAVSUP vice Transportation of Things (TOT) funds.

(d) Commercial shipping. DSU may utilize commercial shipping, if available, in support of OCONUS deployments or other scenarios with a high urgency of need, such as WTI. Use of commercial shipping should be limited to instances when other shipping methods will not meet operational timelines.

7. Process replenishments for deficient pack-up allowances. SMD will determine if replenishments are required and how frequent the site and DSU will execute site replenishments. DSU will provide a list of deficiencies to WCB to be pulled and staged. WCB and DSU will conduct a joint inventory and then WCB will process all X24s into the respective pack-up. DSU will ship all pack-up replenishments to the deployment/DFT and provide updated shipping status.

**NOTE:** WCB and DSB will file the joint pack-up deficient inventory with the original pack-up listing.

8. Post Deployment/DFT Procedures. Upon completion of deployment/DFT operations, DSB will facilitate the transition of assets back to WMD. The following actions must be accomplished.

a. DSB will ensure delivery of the pack-up to WMD and conduct a joint inventory with required individuals. Pack-ups (repairable = NRFI + RFI) (consumable = on-hand + issues) must match exactly. Components not accounted for will be researched by the deployment/DFT OIC/SNCOIC and DSB to resolve all discrepancies. If unable to resolve, a survey will be produced by the deployment/DFT SNCOIC/OIC as outlined in appendix Z.

b. WMD will process all X24 reversals to decrease the pack-up quantities to zero. DSB will process a support package listing to ensure all support package on hand quantities are zero.

c. If applicable, WMD will backfit all requisitions via NALCOMIS Contingency Direct Support Material Requirement function.

d. DSB will ensure the Material Control Register and all applicable files are accounted for.

e. DSB will conduct demand history analysis per paragraph 4201.6.b of this Manual.

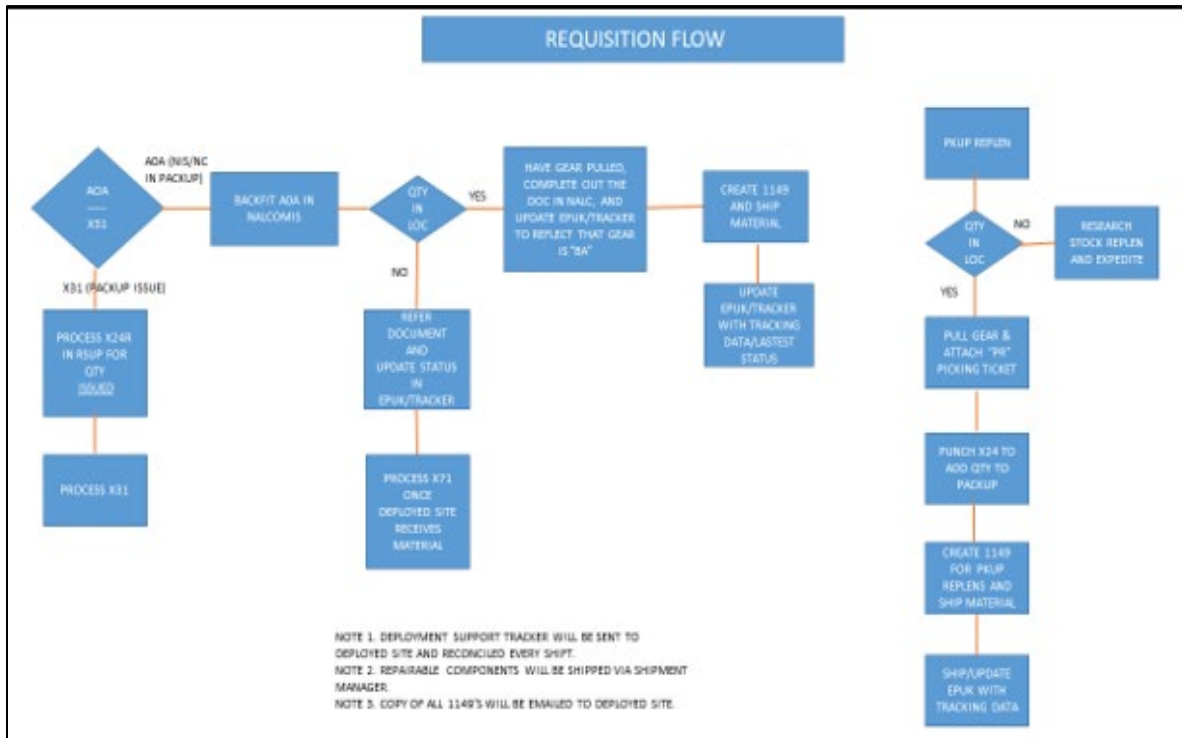


Figure AA-6.--Sample Requisition and Replenishment Material Flow.



**UNITED STATES MARINE CORPS**

MARINE MEDIUM TILTROTOR SQUADRON XXX  
MARINE AIRCRAFT GROUP XX  
XD MARINE AIRCRAFT WING  
MCAS MARINE P.O. BOX 123456  
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:  
1600  
MMCO  
DD Mon YY

From: Maintenance Material Control Officer, Marine Medium Tiltrotor Squadron XXX  
To: Operations Department, Marine Aviation Logistics Squadron XX

Subj: LOGISTICS SUPPORT REQUEST IN CASE OF DEPLOYMENT FOR TRAINING, TUN TAVERN,  
PHILADELPHIA 10 NOV - 20 NOV 1775

Ref: (a) GruO 4400.1g

Encl: (1) Support Equipment Off Station Request ICO Deployment for Training

1. The following information applies:

- a. Deployment: DFT 1775
- b. Location: Tun Tavern, PA
- c. Number of aircraft: 5
- d. Dates: 10 Nov 1775 to 20 Nov 1775
- e. Pack-up delivery date: 20 Sep 1775

- 2. One (1) Supply Representative is requested to accompany VMM-XXX during the duration of the training.
- 3. Request that the Ground Support Equipment listed on enclosure (1) accompany VMM-XXX for the duration of the exercise.

I. M. NAME

Figure AA-7.--Sample LSR.



LOGISTIC SUPPORT REQUEST	
UNCLASSIFIED//	
MSGID/GENADMIN/VMFA-312//	
SUBJ/LOGISTICS SUPPORT REQUEST (LSR) ISO VMFA-312/HILL AFB, UT//	
REF/A/DOC/WGO 4082.1F/12 AUG 2019//	
AMPN/REF A PROVIDES A FORMAT AND STANDARDIZES THE SUB OF	
LOGISTICS SUPPORT REQUEST (LSR'S) WITHIN 2D MAW//	
POC/T. NEWCOMB/MAJ/VMFA-312 OPERATIONS OFFICER/-/DSN: 335-7749//	
POC/M. SIMMONS/MAJ/MAG-31 LOGISTICS OFFICER/-/DSN: 335-7148//	
RMKS/	
1. THE FOLLOWING LOG SPT IS REQ IN SPT OF VMFA-312	
DEPLOYMENT FOR TRAINING. THIS IS A TEEP EVENT:	
A.	LOCATION AND ARRIVAL/DEPARTURE DATES:
	LOCATION                      ARR DATE                      DEPART DATE
	MCAS BEAUFORT                      2 OCT 19                      30 SEP 19
	HILL AFB UT                      21 OCT 19                      17 OCT 19
	MCAS BEAUFORT                      21 OCT 19                      MISSION COMPLETE
B.	DATES ARE TO BE USED AS PLANNING FACTOR. DATES MAY SLIDE
	PRIOR TO OR DURING MOVEMENT. ADVON ARRIVAL IS SCHEDULED
	FOR 30 SEP 2019. AIRCRAFT WILL ARRIVE IN HILL AFB, UT ON
	1 OCT 2019. THE AIRCRAFT WILL DEPART ON 17 OCT 2019.
C.	NR OF SORTIES: 58
D.	PARKING, HANGAR, OFFICES, AND SERVICE REQR:
	(1) RAMP SPACE REQR:
	(A) NR/TYPE OF MODEL ACFT: 8 X F/A-18C
	(B) FIRE EXTINGUISHERS: 10 HALON
	(2) HANGAR SPACE REQR:
	(A) SQFT: 4000
	(B) POWER REQR: 3 PHASE 115 VAC 400 HZ/ 115 60 HZ
	(C) FLIGHT EQUIP STORAGE: 400 SQ FT CAPACITY W/ 1.4
	N.E.W., CLASS 4 EXPLOSIVES STORAGE
	(D) OVERHEAD CRANE: 10000 LBS CAPACITY
	(3) MAINTENANCE SPACE REQR:
	(A) SQFT/NR OF WORK SPACES: 200/5 WORK CENTERS
	(B) PHONES/CLASS/ACCESS: 1 PHONE LINE/CLASS A
	(DSN/COMM)
	(C) POWER REQR: 3 PHASE 115 VAC 400 HZ/ 115 60 HZ
	(D) ACFT WASH REQR: YES
	(E) HIGH POWER REQR: YES
	(F) CLIMATE CONTROLLED WORKSPACE: YES
	(G) AIRCREW GEAR SHELF UNIT: YES
	(H) SECURED LOCKER: YES
	(I) SECURED LOCATION FOR CSEL PLANNING: YES
	(4) COMMAND, ADMIN, READY ROOM SPACE REQR:
	(A) SQFT: 2000 SQ FT (2 BRIEFING ROOMS WITH 1
	WHITEBOARD EACH/OPS-ADMIN SPACES/ READY ROOM/2
	COMMAND SPACES/INTEL
	SPACES WITH 1 WHITEBOARD)
	(B) PHONES/CLASS/ACCESS/COPY MACHINE: 4 DSN/ A/ 4
	LOCAL / NIPR ACCESS / COPY MACHINE
	(C) WIFI PUC (X4)
	(D) UHF BASE RADIO WITH SL-3 INCLUDING SQUAWK BOX /
	UHF EXTERIOR ANTENNA FOR LOS (SEE PRC-117
	REQUEST FOR BACKUP)
	(E) POWER REQR: 110 VAC 60 HZ/ 3 PHASE 120/208 VAC
	60 HZ
	(F) ALL ADMIN SPACE REQUIREMENTS PROVIDED BY 75TH FW
	(5) FLIGHT LINE SECURITY REQR: YES
E.	AIRFIELD SERVICES REQR:
	(1) ACFT RESCUE AND FIRE FIGHTING (ARFF): YES
	(2) WEATHER: YES
	(3) AF SERVICES:
	(A) E-28 OR BAK-12 ARRESTING GEAR: YES
	(B) FRESNEL LENS: YES
	(C) AIRFIELD LIGHTING: YES
	(D) CVA/LHA DECK: NO
F.	MEDICAL SPT REQR: EMERGENCY MEDICAL FACILITIES AS REQR.
G.	FUEL/POL REQR: (GALS PER DAY)
	(1) JP 5/8: 16,000                      (5) M970 DEFUELER: YES
	(2) DIESEL: NO                      (6) TAFDS: NO
	(3) MOGAS: 50                      (7) HERS: NO
	(4) M970 REFUELER: YES                      (8) POL: 15
	(9) LIQUID(LOX): NO
H.	VMFA-312 HAS COORDINATED ROOMS VIA SEPCOR WITH LOGISTICS
	SUPPORT SQUADRON, 75TH FW, HILL AFB USAF WITH LODGING FOR
	120 MARINES AND SAILORS. MESSING PROVIDED LOCALLY A AL
	CARTE MENU ON BASE (PMR)
J.	COMMUNICATION REQR:
	(1) EQUIPMENT:
	NOMENCLATURE QTY OPR RQRD JLTI DATE
	HANDHELD RADIO PRC-153 W/ BATT/CHARGERS (4) NO 26 NOV -
	03 DEC 18
	PRC-117(OR PRC-119) W/ BATT/SL-3 COMPL (1) NO 26 NOV - 03
	DEC 18
	(2) RESPONSIBLE OFFICER:
	NAME RANK SSN PHONE NR

Figure AA-8.--Sample LSR.

APPENDIX AB  
EXTERNAL REPORTS

1. General

a. Purpose. This appendix provides information concerning the frequency and submission of external reports required from 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 funds to support its customers. R-Supply is the official financial and inventory management system required to control and report how funds and materials are used within the MALS. There are various financial, inventory and material management reports which must be produced from R-Supply and other external systems that will be submitted to external activities (e.g., Wing, TYCOM, Marine Forces Command) on a regular basis. These reports are listed in figures AB-1 and AB-2 along with frequency, point of submission and the reference directing their submission. SMD is responsible for the coordination, review and submission of the interactively generated R-Supply external reports.

2. Financial Management Reports. OMD is responsible for the preparation and submission of financial reports prescribed in figures AB-1.

3. Inventory Management Reports. SMD is responsible for the preparation and submission of inventory management reports prescribed in figures AB-2.

OPERATING TARGET (OPTAR) REPORTS					
REPORT	REPORT NAME	FREQUENCY	RESPONSIBLE BRANCH	SUBMIT TO	REFERENCE
JSF404	OPTAR Document Transmittal Report NAVMCOMPT 2156 OFC/09/10/50	TLs will be submitted in accordance with TYCOM Instructions	CSB (FAS)	TYCOM	Reference (h)
JSF404	FLTOPS Aviation Operating Forces Budget/OPTAR NAVMCOMPT 2157	Monthly	CSB (FAS)	TYCOM	Reference (h)
JSF404	AOM Aviation Operating Forces Budget/OPTAR NAVMCOMPT 2157	Monthly	CSB (FAS)	TYCOM	Reference (h)
JSF404	Live EOM FIN Update Reports	Monthly/Day of execution	CSB (FAS)	Wing/ TYCOM	Reference (m)
JSF411	DL Challenge	Monthly/25th Of the month	CSB (FAS)	Wing/ TYCOM	Reference (m)

Figure AB-1.--Operating Target (OPTAR) Reports.

INVENTORY/MATERIAL MANAGEMENT REPORTS					
REPORT	REPORT NAME	FREQUENCY	RESPONSIBLE BRANCH	SUBMIT TO	REFERENCE
JSI217	SAMMA/SAL Report	Monthly/ EOM	AB	Wing/ TYCOM	Reference (m)
SQLs	IMPR Data	Monthly/ EOM	AB	Wing/ TYCOM	Reference (m)
JSF415	Supply Effectiveness Report	Monthly/ EOM	AB	Wing/ TYCOM	Reference (m)
JSI221	Gain/Loss Inventory Report	Monthly/ EOM	AB	Wing/ TYCOM	Reference (m)
JSI215	Master Stock Status Report	Monthly/ EOM	AB	TYCOM	Reference (m)
JSF292	MFCS Daily TIRS	Daily	SAAB	MFCS CRT	Reference (m)
Word Doc	Inventory Accuracy Reporting Memorandums	Quarterly	AB	Wing/ TYCOM	Reference (w)
Word Doc	Global Communications System Report (GCS)	Quarterly	DSB	Wing	Current Wing order

Figure AB-2.--Inventory/Material Management Reports.

## APPENDIX AC

AVIATION CONSOLIDATED ALLOWANCE LIST AVCAL/COORDINATED SHIPBOARD ALLOWANCE  
LIST COSAL ALLOWANCE PROCEDURES1. General

a. Purpose. This appendix provides amplified instructions to reference (n) and (az) as it pertains to the allowancing process of an AVCAL or COSAL. AVCAL and COSAL are terms that identify spares (repairables and consumables) in support packages, tailored for specific missions and levels of support under MALSP Modernization concepts reference (bh).

2. AVCAL. An AVCAL review is typically an eight month process where NAVSUP WSS-P manages all fixed allowances and COMNAVAIRPAC directs action and facilitates the milestones for all stake-holders. The AVCALs will be reviewed by support package and/or by site, every twenty four months and developed based on the current signed copy of reference (bg), and per the master AVCAL schedule developed jointly by COMNAVAIRPAC and NAVSUP WSS-P. Supplemental AVCAL products, known as a Splinter, will be provided to support aircraft system growth and/or baseload changes outside of the regular allowance schedule as well as Interim Supply Support (ISS) for pre-material support dated (pre-MSD) items (0\_ cogs).

a. Repairables. All AVCAL DLR allowances managed by NAVSUP WSS-P are considered to be fixed, meaning the allowance established cannot be changed without approval from NAVSUP WSS-P via the Allowance Change Request (ACR) process or during a re-AVCAL review, when Recommended Allowance Changes (RAC) can be submitted as identified in a milestone message. These fixed allowances are visible within Navy ERP. COMNAVAIRPAC N414 provides an access database with an extract of the latest BPR allowances for fleet use via web portal <https://cpf.navy.deps.mil/sites/cnap/N41/N414/default.aspx>. BPRs are maintained by Unit Identification Code (UIC) and Supplemental Address ID which correlates to a MALSP support package serial number. Reconciliation Assist Management Team (RAMATs) are conducted to ensure authorized allowances in the BPR file match to those loaded at retail activities using R-Supply (e.g., MALS, L-Class or CVNs).

**NOTE:** BPRs are also maintained for ISS material and temporarily for some FLRs that migrate post-MSD.

b. Consumables. Allowance processing for consumable (9\_ cog) AVCAL support packages varies depending on the type of package.

(1) Consumable allowancing for Mirror-image packages such as the Fly-in Support Allowance (FSA) and Supplemental Aviation Spares Support (SASS) are sized using the Support Package Establishment and Analysis Database (SPEAD). ASB approved parameters are used to standardize allowance candidates from SPEAD. The lead MAW WAS will run the model in conjunction with an AVCAL review, in accordance with the milestone dates and solicit inputs from respective Wings, for concurrence and review. After thorough review, the output files from SPEAD will then be submitted to NAVSUP WSS-P as recommended allowance changes (RACs), for approval, as outlined in the milestone message.

(2) Consumable AVCAL allowancing for site specific packages, such as the MAG Support Allowance (MSA), I-Level Contingency Allowance (ICA), Strategic Support Allowance (SSA), and Demand Based Indicator (IDBI) are reviewed quarterly. With the assistance of the Logistics Management Institute (LMI), Marine Corps uses a Customer Oriented Leveling Technique (COLT) and Proactive Demand Leveling (PDL) database to allowance all MALS MSA AVCAL packages. The following is an overview of COLT/PDL defined.

(a) COLT/PDL Allowancing Business Rules:

1. One demand in twenty four months for Mission Impact Code (MIC) 1.

2. Two local demands in twenty four months for MIC 2.

3. Three demands in twenty four months for MIC 3 & 4.

4. Maximum cap of 120 days depth; 90 day reorder point (RP) with a 30 day Economic Order Quantity (EOQ).

5. Allowances deleted as a result of COLT/PDL update will be retained as an AT 6 or 7 until no global NMCS/PMCS nor local JCN related demands are present for 36 months.

6. AT code 6 allowances deleted as a result of COLT/PDL update will be submitted for SMART offload review.

7. AT code 7 allowances deleted as a result of COLT/PDL update will be retained until no global NMCS/PMCS demands are present for 36 months.

(b) All allowanced consumable NIINs will have an LMC assignment as follows:

Mission Impact Codes (MIC) Definition:

MIC 1 (M1): Priority 02 - 03 (NMCS/PMCS)

MIC 2 (M2): Priority 02 - 03 (Non-NMCS/PMCS)

MIC 3 (M3): Priority 05 - 06

MIC 4 (M4): Priority 12 - 13

(c) On a quarterly basis, the WAS will receive proposed allowance updates via COLT/PDL for review. The criteria detailed below will be utilized during this process to validate allowance changes. Upon completion of the review, WAS will forward a copy of any RO updates (adds and deletes) to the SMD. This review will be a collaborative effort and will at a minimum consist of the following:

1. MIC 1 & 2

a. FSC 95XX, 47XX, 3439, 3655, 4210, 4235, 5855, 6135, 6140, 6505, 6810, 7930, 8010, 8030, 8040, 9140, 9150

b. 9Q Cog allowanced NIINs

c. Unit of issue other than EA

d. Demand NIINs with last demand during first quarter of demand period

e. New allowance quantity greater than old allowance with a difference of five or greater

f. AAC's other than D & Z

g. Allowance decrease is less than average order quantity

h. Aircraft hardware nomenclature validation

## 2. MIC 3 & 4

a. Range additions

b. Depth increases

c. Decreases with CS LMC

(d) Upon completion of the review, the WAS will ensure any recommended allowance changes or deletions have been applied prior to the generation of the allowance products for processing in R-Supply.

(3) Consumable Sizing Tool (CST). In order to identify potential trends, the WAS will run the CST at least weekly and provide an analysis of NIINs reviewed to the respective MALS WCB (including SMD). First time demand NC's will also be thoroughly reviewed to ensure the requirement is valid. This review is intended to provide a second layer of validation of NC requisitions, not to add an allowance. The COLT/PDL quarterly review should be the primary decision point for allowance changes. Monthly a report summarizing the review details be provided to affected MALS no later than the fifth working day of the month.

**NOTE:** The SSA is built to support low demand, high cost, carcass constrained or seasonal demand material.

c. L-Class AVCAL. The AVCAL review process for the Navy L-Class ships is similar to that of the MALSP AVCAL review. COMNAVSURFPAC or COMNAVSURFLANT acts as the liaison between the MAG units and the Ship's company. The WAS will track the milestones from deckload verification, AECL validation (except for ICRL), and provide RACs on the preliminary product, utilizing SPEAD with tailored L-Deck parameters. RACs can also be provided upon request for any Phase Refresh. This data will only include adds and increases based on recent AFAST usage data.

## d. WAS Milestone Responsibility

(1) Deckload Verification. The subject AVCAL will determine the necessary validation. The primary means for NAVSUP's deckload validation is the WSPD however, this milestone provides the fleet an opportunity to justify or confirm the aircraft mix to be supported. The validation request is sent by COMNAVAIRPAC via Naval Message and requires communication between the ALD-B (Class Desk) and ALD-G (Plans) to confirm which aircraft (TMS) and number

of aircraft to be supported. Type of aircraft engine and level of maintenance is also required in response to the deckload verification.

(2) Aircraft Equipment Configuration List (AECL) Validation. This is a critical step in the AVCAL process where avionics components installed on the aircraft are confirmed by the Avionics Department. Other airframe and ordnance configurations are also validated depending on the TMS. The point of entry at the O-Level is Maintenance Control who will then disseminate to the applicable work center for review and validation of weapon systems. Depending on the type of review and if I-Level capabilities are required, it is forwarded to Production Control or ship's AIMD for ICRL incorporation. The WAS will coordinate and liaise with ALD-E (Avionics) to facilitate oversight on the Avionic components. For mirrored/O-level AVCAL support packages, such as the FSA and SASS, the lead WAS will consolidate the inputs from the various squadrons to ensure all applicable weapon systems are identified. There is no ICRL requirement for FSA or SASS AECL validations, since these packages are mostly WRAs with the purpose of being deployed without an immediate capability of an IMA. For any items being deleted, it is recommended the WAS validates with recent demand data.

(3) Interim Supply Support Validation. Interim Supply Support (ISS) is the supply and inventory management support for new and modified weapon systems and support equipment provided by NAVSUP WSS-P from Initial Operational Capability (IOC) date to Material Support Date (MSD). The ISS Catalog is validated similar to the AECL where instead of validating the NIIN by the Allowance Register Requirement/Component Code (ARR/CC), an Interim Support Item List (ISIL) is assigned to a system. ISS Catalog is validated by Avionics O-level for Avionics Report (Air Type Wing) and I-Level for Ground Support Equipment (Ground Report). The WAS will coordinate, distribute and consolidate the file to be validated. Details can be found in reference (ay).

(4) Provide BMF. Stock Item Table data from R-Supply is provided to NAVSUP WSS-P in order to have a comparison and cost assessment from old to new allowances (specifically 7R/1R/3 COG). Minimum data required from the BMF dump is COG/MCC, NIIN/NSN, Allowance Type Code, Total On Hand Qty, and Authorized Allowance.

(5) MALS MAMs/TBI Inventory. For site specific AVCAL reviews, a MAMs and TBI inventory is required to validate authorized allowances within the MSA and ICA. NAVSUP WSS-P keeps track of allowances for MAMs/TBIs in ERP under the BPR files with a supplementary address identifying MAMs or TBIs. The Wing Allowancing Section (WAS) will provide each MALS CRS a complete list of their rated TBIs/MAMs for validation upon request.

(6) Preliminary Product. For this milestone, NAVSUP produces an excel spreadsheet with the preliminary allowances and forwards to the WAS via CNAP for review. CNAP may configure the product to an access database in order to facilitate the review. The WAS will coordinate and solicit inputs from the MALS and O-level for the new recommended allowance to then provide a response via Recommended Allowance Changes (RACs) back to NAVSUP via CNAP.

**NOTE:** A systematic approach shall be taken to review allowances such as comparing recent AFAST demand.

(7) Provide Recommended Allowance Changes (RACs). Date on this milestone is when Fleet/WAS submits the RACs back to NAVSUP via CNAP and/or



lead WAS.

**NOTE:** L-Class RACs will be provided to CNSP/CNSL for review and consolidation.

(8) Pre-AVCAL Review/AVCAL Review. A pre-AVCAL review can be coordinated locally by the WAS or electronically via email, dependent upon the type of AVCAL review and timeframe changes. A pre-AVCAL review is utilized to gain concurrence/non-concurrence on recommended allowance changes prior to the AVCAL review milestone. Only RACs that were 'non-concurred' will be left to negotiate during the AVCAL review. An AVCAL review may also be conducted via email, teleconference or physical meeting to negotiate and justify items not pre-approved from the RACs previously submitted. The WAS shall coordinate participation of the supported TMS and MALS during an AVCAL review.

(9) Update R-Supply and NALCOMIS Records. Once allowances have been finalized, NAVSUP will send (via CNAP) the files required to load and update R-Supply and NALCOMIS records. The WAS will review the files to ensure format is correct and follow loading instructions provided by CNAP. Any errors or discrepancies will be worked through with CNAP.

(10) Drop Requisitions. This milestone refers to the reorder of deficiencies from the R-Supply and NALCOMIS records load. Reorders should be a result of the allowance difference set by the load process and a non-reoccurring quantity (NRQTY) within R-Supply. Requisitioning instructions are also provided by CNAP and requisition funding is dependent on the cognizant of the NIIN (e.g., QU/9\_, QZ/7\_, 26/0\_).

(11) Conduct RAMAT. The Reconciliation Assist Management Team is a process of reconciling allowances loaded to the MALS R-Supply, ensuring they match those reflected by NAVSUP WSS-P, authorized via the re-AVCAL process. R-Supply records are reconciled against this milestone and are specific to those NIINs from which the re-AVCAL was tailored to support.

### 3. COSAL Overview

a. All COSAL allowances are managed by NAVSUP WSS-Mechanicsburg (NAVSUP WSS-M). Allowances for COSAL items will be reviewed yearly in accordance with the schedule. The COSAL allowance review for Aviation Marine units is considered to be a category four (CAT 4); however, supported units will be required to validate Allowance Parts Lists (APL) and Allowance Equipment Lists (AEL) triennially. NAVSUP WSS-M will distribute COSAL In Access (CIA) via latest NAVSUP WSS-M distribution method. NAVSUP WSS-M initiates the allowance process by forwarding validation packages to the appropriate MAW AAvnSupO.

b. The WAS in coordination with the OMD OIC/SNCOIC (via the SMD OIC/SNCOIC) is responsible for coordinating the Validation Inventory of the COSAL Aids.

c. The WAS will ensure the results of this validation are returned to NAVSUP WSS-M by the required 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.

e. WAS will provide copies of NAVSUP WSS-M Validation Aids to the appropriate activities for validation and provide assistance, as necessary. The WAS will work in conjunction with the MALS SMD for coordination as applicable. Working copies will be separated by customer, to conduct the validation and provide necessary training on how to annotate the sheets. During the validation, any NAVSUP WSS-M controlled items found with no validation aid will have an add-on sheet submitted. Add-on sheets will be provided by NAVSUP WSS-M. Add-ons can also be identified via spreadsheet vice hard copies or PDFs.

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 validated packages back to the WAS, the WAS will transpose all information onto the Master COSAL Validation Spreadsheet. After all changes have been made, the spreadsheet along with any add-ons, will be forwarded to NAVSUP WSS-M. Original validated copies will be maintained in the WAS.

h. WAS is required to run the SAVAST ADHOC and provide output to the POC listed on the instructions received from NAVSUP WSS-M.

i. COSAL Allowance Products. New COSAL products will be provided to the WAS after NAVSUP WSS-M reconciles the recommended changes and updates their database. NAVSUP WSS-M will provide via email the following files:

- (1) X05 - Loads new allowances
- (2) X05D - Deletes allowances
- (3) X06 - Loads part number cross reference data
- (4) X10 - Loads Allowance Parts List (APL), Allowance Equipage List (AEL) Data
- (5) X24 - Loads new support package allowances quantities
- (6) Fleet Aid Allowance List (FAAL)

**NOTE:** These files must be maintained by the WAS until the next COSAL is completed.

j. COSAL In Access (CIA) database. A complete dataset will be provided to WAS and the appropriate maintenance customer (i.e., IMRL, EAF, WEATHER,

etc.). WAS will also distribute a copy to CRS. WAS will retain a copy of all datasets and retain until the next completed COSAL Review.

(1) Detailed instructions for navigating the CIA are contained within each dataset. Utilize the data by following prompts as they appear on the screen.

(2) The "Select Tables to Download" Menu provides the ability to download files meeting certain criteria that may be necessary to research APLs/AELs.

(3) CRS will review the Master COSAL once received from the WAS to ensure all Controlled Equipage Material (CE) is identified and custody records are established and signed.

(4) TRS will maintain a copy of the CIA database 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. TRS will also review the OSI Tab and process all NIIN superseding information.

(5) WAS is required to maintain the Master COSAL Copy of each package ID. Additionally, the WAS will ensure the allowance aids are properly processed (after the allowances are loaded) and the DSB will inform WCB when new allowances have been loaded.

k. Allowance Product Validation. After the allowance development is completed and allowance quantities negotiated, the final allowance aids will be provided by NAVSUP WSS-M. Once WAS receives the final allowance aids, each DI will be validated by the WAS 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.

(1) Data Integrity. When allowance aids are received, the WAS will review the data files for integrity of all data elements. Basic Dataset Formats are contained in R-Supply user's guide.

**NOTE:** Every X05 must have at least one corresponding X06, X10 and X24 record.

1. Allowance Validation. WAS will review the following listings/data files for excessive differences prior to processing the allowance data files into R-Supply/NALCOMIS.

(1) Review new allowance NIINs not on R-Supply Stock Item Table.

(2) 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.

(3) 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.

m. Loading Allowances

(1) Monitor Corrections. MSB will monitor the warehouse functions which must be accomplished by WMD to reflect the changes made to the R-Supply/NALCOMIS Databases.

(a) Process all suspended records in R-Supply.

(b) Ensure excess material is properly offloaded IAW Wing/TYCOM Procedures.

(c) Ensure new stock material is placed on order for storeroom or support package.

(d) Ensure new FSA material is properly stored in appropriate package location.

(e) Remove support package material no longer required.

4. Initial Buy Procedures. COSAL Repairable. NAVSEA OPN Outfitting Account Funds will be used to procure both allowance additions and 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 Fleet Logistics Center (FLC), Puget Sound (Code 70), and Bremerton, WA 98314. RI NUV via electronic MILSTRIP submission. NAVSEA OPN Outfitting Account Allotment Holder is a centralized operation concept. Individual units submit COSAL initial outfitting requisitions citing NAVSEA OPN Funds directly to FLC Puget Sound in accordance with reference (t). 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.

a. WAS will receive the CIA Report from NAVSUP WSS-M on an annual basis and whenever an OPNAV 4790/CK configuration change is submitted. WAS will verify the CIA reports and listings for allowance increases or decreases and will ensure the allowance aids are properly processed. Once allowance changes are processed, the CIA will be forwarded to CRS and TRS for filing. Reference (az) provides detailed instructions on how to properly process the CIA.

## APPENDIX AD

## MANUAL CONTINGENCY OPERATIONS

1. General

a. Purpose. 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. Background. 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.

Scope. 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 specific guidance for all customers affected. The following paragraphs will delineate actions for all divisions within the ASD, depending on which databases are available.

2. Both NALCOMIS and R-Supply Systems unavailable. When both systems are unavailable 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 system non-availability.

**NOTE:** This scenario will take place at least annually during the scheduled EOY closeout.

3. R-Supply available and NALCOMIS unavailable

a. OMD Procedures. OMD will perform the following steps for all requirements received during NALCOMIS system non-availability.

(1) OMD will be the single point of entry for all requirements. OMD will utilize a DD Form 1348-6 or a form equivalent when transcribing phone passed requirements. The expeditor will either hand deliver any of the above mentioned forms to OMD or the expeditor may email the requirement to the ASD.

(2) Upon receipt of a requisition, OMD 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) Nomenclature
- (n) Reference

(3) After the mandatory data has been verified, the requirement will be logged into the Manual Contingency Logbook (figure AD-1). The Manual Contingency Logbook will be maintained in OMD. This will be the Master Logbook for all incoming requirements during system non-availability. This logbook can be either electronic or hard copy. However, it's recommended that it be maintained in electronic format when possible, to allow continuous updates.

(4) OMD will perform technical research as described in this Manual and verify the MSSLL to confirm assets' location and availability. All items with a valid NSN and location (if applicable to include YSTOCK), will be forwarded to WMD for further processing.

(5) OMD will provide WMD with either a DD Form 1348-6, or an equivalent requisition form. WMD will sign in the Manual Contingency Logbook in the appropriate block indicating receipt of the requisition.

(6) WMD will provide requisition status to OMD immediately. This will ensure OMD has the most current information for reconciliation purposes.

(a) If the requirement is a Consumable and it is determined to be NIS upon the location stock check, WMD will return the original requisition form to OMD. OMD will then pass the requisition to the appropriate POE and update the Manual Contingency Logbook with the current status of the requisition.

(b) If the requirement is a Repairable and the requisition is determined to be BCM (X1 or EXBCM) or RIP, WCB will notify OMD the requisition must be referred. Once OMD is notified the requisition must be referred, WCB will then pass the requisition to the appropriate POE and OMD will update the Manual Contingency Logbook.

(c) All Consumable items determined to be NC will be passed by OMD to the appropriate external activity and the Manual Contingency Logbook will be updated with the current status of the requisition. OMD personnel

will screen the Storage Branch PDEF to ensure there was no potential YSTOCK received for issue.

(d) If material is available for issue, WIS will forward the signed POD to WCB for entry to PDEF to back fit upon system availability.

(7) OMD 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.

(8) All DD Form 1348-6s and/or equivalent forms, for requisitions passed off station will be maintained in the OMD PDEF. Upon system availability, all DTO Consumable Requisitions will be back-fitted utilizing the DD Form 1348-6s or equivalent form. OMD will utilize appropriate Contingency Codes to back-fit all consumable requisitions when NALCOMIS becomes available. Additionally, OMD will ensure the latest status is posted. All issues from the warehouse will be back-fitted by WCB.

DOC NBR	TIME/DATE RECEIVE	QTY	NSN	TO WMD	FROM OMD WMD	INTERNAL STATUS	OMD MARINE REFERING DTO	REFERING DTO	EXTERNAL STATUS	DTO REFER DATE

Figure AD-1.--Manual Contingency Logbook.

b. WMD Procedures. WMD will perform the following steps for all requirements received during NALCOMIS System non-availability.

(1) WRB

(a) Upon receipt of incoming material, WRB will segregate material into the following two categories:

1. DTO. WRB will process all DTOs to include NMCS/PMCS and ROBs through R-Supply if the requisition is on file. Requisitions not in R-Supply will be placed in the PDEF awaiting back-fitting of the requisition by OMD into NALCOMIS. WRB will then forward the remaining copies and material to WDS for delivery to the customer. When the system becomes available, WRB will process all DTO Receipts utilizing Receipt Processing in NALCOMIS.

2. Stock. Stock Receipts will be processed in accordance with normal IBS procedures; upon system availability IBS upload will be conducted. Upon IBS non-availability, conduct standard procedures to process manually via R-Supply. WRB will forward all stock to WSB for proper stowing.

(2) WSB

(a) WSB will continue normal receipt processing.

(b) If a location change or new location is required, a DD Form 1348-1A with the location change/addition will be maintained in the PDEF. Upon system availability, WSB will utilize the PDEF to ensure both databases reflect the appropriate location changes.

(3) WIS

(a) WIS will receive all new requirements from OMD during system non-availability. After receipt of material requirements, WIS 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. For all Repairable requirements WIS will verify the P/N and RFI Tag ensuring it reflects the same data as the item being requested by the customer. The requisition (DD Form 1348-6 or equivalent) and the material will be forwarded to WDS for delivery. WIS will provide OMD 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 OMD for appropriate action.

(4) WDS

(a) WDS will receive new requirements from WIS.

(b) All consumable material, accompanied by two copies of a DD Form 1348-1A, will be delivered to the customer. The customer will confirm the delivery by authenticating (print/sign/date/time and circling quantity delivered) a DD Form 1348-1A and giving it to the driver. WDS will place the signed DD Form 1348-1A in the PDEF for entry into NALCOMIS when available. When the system becomes available, WDS will process all DTO Receipts utilizing NALCOMIS. Upon completion of NALCOMIS Receipts, the signed DD Form 1348-1A will be forwarded to WSB for inclusion in the CTF.

(c) Upon delivery of repairable material (except RIP) WDS will pick-up the NRFI component if required along with the appropriate VIDS MAF/record. WDS will ensure the customer signs and dates the requisition. WDS will transport the NRFI component and MAF to AMSU/PC for induction into the IMA. WDS will then place the POD in the appropriate PDEF.

(d) Upon notification of an EXREP requirement, WDS will pick-up the retrograde and the MAF from the customer. WDS will transport the NRFI component and MAF to AMSU/PC for induction as an EXREP. WDS will return the requisition to be placed in the appropriate PDEF.

(e) Upon notification, WDS will pick up all RFI/BCM material from AMSU/PC and return the material to WMD for disposition.

(5) WCB

(a) WCB 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, WCB will immediately notify OMD with the status.



(b) If the material requirement is available for issue, WCB will forward the document to WSB for issue. If the material requirement is available for issue and the document indicates a Non-exchange Advice Code of 5A or 5D, WCB will validate the requirement by confirming the Survey and/or Initial Issue. If these conditions have been met, WCB will forward the document to WSB for issue. WCB will maintain a copy of the requisition in the PDEF indicating an issue is in process. Once WDS returns the signed copy from the customer and/or AMSU/PC, WCB will replace the pending issue copy of the requisition with the signed copy. This signed copy will be utilized for proper back-fitting upon system availability. If these conditions have not been met, WCB will take appropriate action to reject the requisition.

(c) If the material is either NIS or N/C and the requisition has an Exchange Advice Code (except RIP), the requisition is EXREP. WCB will forward the document to WDS for pick-up and induction of the NRFI retrograde. WCB will maintain a copy of the requisition in the Pending EXREP Induction File. Once WDS returns the signed copy from AMSU confirming induction, WCB 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/back-fitting upon system availability.

(d) When the material is returned from PC, WCB 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. WCB will maintain the appropriate PDEF entries for the conditions mentioned below.

PRE-SYSTEM NON-AVAILABILITY

DURING SYSTEM NON-AVAILABILITY

EXREP RFI/BCM  
SO Assets RFI/BCM

EXREP RFI/BCM  
SO Assets RFI/BCM

1. EXREP RFI returns, loaded prior to and during NALCOMIS System non-availability, will be forwarded to WDS for delivery to the customer. WCB will notify OMD of EXREP issues as they occur. Upon system availability WCB will coordinate with PC for appropriate back-fitting/DIFM Return.

2. WCB will notify OMD of all EXREP BCMs and DTO requirements. Upon system availability, WCB will coordinate with PC for appropriate back-fitting.

(e) SO Asset RFI returns, loaded prior to and during NALCOMIS System non-availability, will be forwarded to WSB for stowage. Upon system availability, WCB will coordinate with PC for appropriate back-fitting/DIFM return.

(f) SO Asset BCMs, loaded prior to and during NALCOMIS System non-availability, will be forwarded to SSB for proper shipping. Upon system availability, WMD will coordinate with PC for appropriate back-fitting/DIFM Return.

(g) If stock replenishment is required, due to the prolonged period of system non-availability it will be initiated in R-Supply via Initiate Requisition.

**NOTE:** Upon system availability, all repairable stock requisitions must be back-fitted into NALCOMIS using appropriate Contingency Codes prior to processing the DIFM Return.

**NOTE:** PEB. 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 OMD for processing.

(6) WDS

(a) Upon notification a delivery is required, WDS will transport the material to the customer and pick-up the NRFI component if required along with the appropriate VIDS MAF/record. The customer will confirm the delivery by authenticating (print/sign/date/time and circling quantity delivered) a DD Form 1348-1A and giving it to the driver. WDS will transport the NRFI component and MAF to AMSU for induction into the IMA. WDS will have AMSU sign and date the requisition indicating the induction process has been initiated. WDS will return the requisition to WMD to be placed in the appropriate PDEF.

(b) Upon notification of an EXREP requirement, WDS will pick-up the retrograde and the MAF from the customer. WDS will transport the NRFI component and MAF to AMSU for induction as an EXREP. WDS will have AMSU sign and date the requisition indicating the induction process has been initiated. WDS will return the requisition to be placed in the appropriate PDEF.

(c) Upon notification, WDS will pick up all RFI/BCM material from AMSU and return the material to WCB for disposition.

(d) WDS will deliver all DTOs and return the signed receipts to WCB.

(7) SAA. During NALCOMIS downtime, the SAA will continue to process status in R-Supply.

4. NALCOMIS available and R-Supply unavailable

a. OMD Procedures. OMD 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.

(2) The CAS will have no material requirement responsibilities during R-Supply System non-availability.

(3) The FAS will follow normal ASKIT procedures as directed in chapter 3 of this Manual.

(4) If R-Supply is unavailable for normal End of the Month Processing, FAS will request an extension via the chain of command to their respective Wing G8/ALD and may be required to submit estimated BORs.

b. WMD Procedures. WMD will perform the following steps for all requirements received during R-Supply System non-availability.

(1) WRB, WSB, WIS, and PEB will continue normal operations. MSSLL or Master Record File will be utilized to obtain locations for all material.

(a) If incoming stock does not have an assigned location on DD Form 1348 (YSTOCK), WSB will create it in NALCOMIS, annotate a new location on the POD and place it into a designated PDEF.

(b) When the system is available WSB will reconcile all PODs to ensure both R-Supply and NALCOMIS locations match.

(2) WCB

(a) WCB will maintain a current MSSLL on hand to ensure proper annotations on DD Form 1348s and requisition flow is maintained during system non-availability.

(b) WCB will be responsible for all WMD's processes during system non-availability.

c. SAA Procedures

(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 One Touch Support and hold for processing until R-Supply is available.

## APPENDIX AE

## REQUISITION SERIAL NUMBER ASSIGNMENTS

1. Purpose. 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. Background. 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. MAG Requisition Serial Number Assignments. (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
DLADS (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 (SEE NOTE 6)	H000	HZ99			
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
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
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) Reimbursable OPTARS. 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) NMCS/PMCS Requisitions. 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 (e.g., G342/Z342, GA09/ZA09).

(3) WTI Document Serial Number. 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. Prior to submission of the requisition serial number assignment letter, each MALS will coordinate with Marine Aviation Tactical Training Squadron-1 to prevent duplication of requisition serial numbers between MALS participating in Weapons Tactical Instruction (WTI). This will ensure correct processing of regional support model requisitions during WTI.

(4) ITX Document Serial Number. For ITX 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.

(5) 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).

(6) Out of reporting aircraft. For aircraft that will be out of reporting. The BuNo will be moved to a centralized MALS ORG so that the material will still be ordered by the respective command.

(7) CASREP Requisitions. Utilize the document serial number of "W" for all supported MACS, MWSS and MALS COSAL supported equipment.

b. Fleet Readiness Center (FRC) Requisition Serial Number Assignments

(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, ASB for approval prior to establishment.

(a) Hi Pri J100 - J150 and Low Pri J151 - J190

1. 51H FRC STRUCTURES SHOP
2. 51L FRC PAINT SHOP
3. 51M FRC WELDING SHOP

- 4. 51N FRC MACHINE SHOP
  - 5. 51P FRC TIRE/WHEEL SHOP
  - 6. 51Q FRC COMPOSITE REP SHOP
  - 7. 51X FRC STRUCTURES BRANCH
- (b) Hi Pri J200 - J250 and Low Pri J251 - J290
- 1. 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
- 2. 68E FRC TARPS SHOP
- 3. 68F FRC SHARP SHOP
- 4. 68X FRC RECONNAISSANCE/PHOTO
- 5. 69J FRC HTS MODULE TEST/TROUBLE
- 6. 69K FRC MICRO/MINIATURE REPAIR
- 7. 69L FRC CABLE/CONNECTOR REPAIR
- 8. 69M FRC CAT IIID MODULE TEST/SHOP
- 9. 69N FRC MODULE ANALYSIS SHOP
- 10. 69P FRC EMTC MODULE TEST/SHOP
- 11. 69Q FRC PINPOINT/PROTRACK
- 12. 69X FRC MODULE/MICROMINIATURE REP

(j) Hi Pri JG00 - JG50 and Low Pri JG51 - JG90

- 1. 81X FRC ALSS/EJECTION SEAT SHOP



## APPENDIX AF

## 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/Section
DLM 4000.25-1	MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES	OMD, WMD
DLR (JP) 4155.37	SHELF LIFE MATERIEL QUALITY CONTROL STORAGE STANDARDS	SMD, WMD
DOD 5400.11-R	DOD PRIVACY PROGRAM	ALL DIVISIONS
DOD FMR 7000.14-R	FINANCIAL MANAGEMENT REGULATION	OMD
DODI 5000.64	ACCOUNTABILITY AND MANAGEMENT OF DOD EQUIPMENT AND OTHER ACCOUNTABLE PROPERTY	OMD
DODM 4100.39	FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES	OMD, SMD, WMD
DODM 4140.25	DOD Management of Energy Commodities	OMD
DODM 4140.27	DOD SHELF LIFE MANAGEMENT PROGRAM	SMD, WMD
DODM 4160.21	DEFENSE MATERIAL DISPOSITION MANUAL	OMD, SMD, WMD
DODM 4140.01	DOD SUPPLY CHAIN MATERIAL MANAGEMENT PROCEDURES	ALL DIVISIONS
DON MEMO	AUDIT DOCUMENTATION RETENTION GUIDANCE FOR INVENTORY AND RELATED PROPERTY	SMD, WMD, OMD
DON MEMO	REVISED RECORD RETENTION REQUIREMENTS TO SUPPORT DEPARTMENT OF THE NAVY FINANCIAL STATEMENT AUDITS	OMD
SECNAVINST 4410.23	JOINT REGULATION GOVERNING THE USE OF UNIFORM SOURCE MAINTENANCE AND RECOVERABILITY CODES	WMD
SECNAVINST 4855.3_	PRODUCT DATA REPORTING AND EVALUATION PROGRAM	OMD, SMD, WMD
SECNAVINST 5211.5_	DEPARTMENT OF THE NAVY PRIVACY PROGRAM	ALL DIVISIONS

Reference	Title	Applicable Division/Section
SECNAVINST 5200.45	GENERAL EQUIPMENT-ACCOUNTABILITY AND MANAGEMENT	OMD
SECNAVINST 5430.7_	ASSIGNMENT OF RESPONSIBILITIES AND AUTHORITIES IN THE OFFICE OF THE SECRETARY OF THE NAVY	OMD
SECNAVINST 5510.36_	DON INFORMATION SECURITY PROGRAM INSTRUCTION	ALL DIVISIONS
SECNAV M-5200.45	GENERAL EQUIPMENT-ACCOUNTABILITY AND MANAGEMENT PROCEDURES MANUAL	OMD
SECNAV M-5216.5_	NAVAL CORRESPONDENCE MANUAL	SPAD
SECNAV M-5210.1_	RECORDS MANAGEMENT MANUAL	SPAD
SECNAV M-5210.2_	STANDARD SUBJECT IDENTIFICATION CODES (SSIC)	SPAD
OPNAVINST 4400.9_	DEPOT LEVEL REPAIRABLE ITEM MANAGEMENT	SMD, WMD
OPNAVINST 4440.25_	CONSOLIDATED REMAIN-IN-PLACE LIST (CRIPL) FOR AVIATION MATERIAL	SMD, WMD
OPNAVINST 4441.12_	RETAIL SUPPLY SUPPORT OF NAVAL ACTIVITIES AND OPERATING FORCES	OMD, SMD, WMD
OPNAVINST 4442.5_	READINESS BASED SPARING	SMD, WAS, WMD
OPNAVINST 4520.1_	NAVY DEMILITARIZATION POLICY	OMD, SMD, WMD
OPNAVINST 4614.1_	UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)	OMD, WAS
OPNAVINST 4790.15_	AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT MAINTENANCE PROGRAM	OMD, WMD
OPNAVINST 5090.1_	ENVIRONMENTAL READINESS PROGRAM	HAZMAT COORDINATOR
OPNAVINST 5100.19_	NAVY SAFETY AND OCCUPATIONAL HEALTH PROGRAM MANUAL FOR FORCES AFLOAT	HAZMAT COORDINATOR
OPNAVINST 5102.1_	NAVY AND MARINE CORPS MISHAP AND SAFETY INVESTIGATION, REPORTING, AND RECORD KEEPING	ALL DIVISIONS
OPNAVINST 5239.1_	US NAVY CYBERSECURITY PROGRAM	ALL DIVISIONS
OPNAVINST 5442.2_	AIRCRAFT INVENTORY REPORTING SYSTEM	OMD
MCO 1510.74	INDIVIDUAL TRAINING STANDARDS SYSTEM FOR AVIATION SUPPLY	ALL DIVISIONS

Reference	Title	Applicable Division/Section
MCO 2020.1	ALIMS SOP	SMD
MCO 3125.1_	MARINE CORPS FLYING HOUR PROGRAM MANAGEMENT	OMD
MCO 3710.7	MARINE CORPS AVIATION CURRENT READINESS PROGRAM	ALD, SMD, WMD
MCO 4400.177_	AVIATION SUPPLY DESTOP PROCEDURES	ALL DIVISIONS
MCO 4450.12_	STORAGE AND HANDLING OF HAZARDOUS MATERIAL	HAZMAT COORDINATOR, WMD
MCO 5040.6_	MARINE CORPS READINESS INSPECTIONS AND ASSESSMENTS	SMD
MCO 5215.1	MARINE CORPS DIRECTIVES MANAGEMENT PROGRAM	SPAD
MCO 13670.1_	MOBILE FACILITY PROGRAM AND RELATED EQUIPMENT	SMD
MCTP 3-20A	AVIATION LOGISTICS	ALL DIVISIONS
NAVMC 4790.1_	AVIATION MAINTENANCE AND SUPPLY TRAINING AND READINESS PROGRAM	ALL DIVISIONS
MARFORPACO P3120.10_	UNIT DEPLOYMENT PROGRAM	ALL DIVISIONS
DLA ENERGY P-8	FUEL CARD PROGRAM	FAS
DLA ENERGY I-26	PROCUREMENT OF IMPRINTERS, FORMS, AND STATION PLATES USED FOR FUEL SALE/CREDIT TRANSACTIONS	FAS
DTR 4500.9-R	DEFENSE TRANSPORTATION REGULATION PART II CARGO MOVEMENT	SSB
NAVAIR 00-25-100	TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM	OMD, WMD
NAVAIR 00-35QH-2	ALLOWANCE LIST OF AVIATION LIFE SUPPORT SYSTEM AND AIRBORNE OPERATIONAL EQUIPMENT FOR AIRCRAFT SQUADRONS NAVY AND MARINE CORPS	OMD
NAVAIR 01-1A-23	STANDARD MAINTENANCE PRACTICES MINIATURE/MICROMINIATURE (2M) ELECTRONIC ASSEMBLY REPAIR	WMD
NAVAIR 17-600-193-6-2	PRC-2000-2M SYSTEM MAINTENANCE REQUIREMENT MANUAL	OMD, WMD

Reference	Title	Applicable Division/Section
NAVAIRNOTE 1300	WEAPONS SYSTEM PLANNING DOCUMENT	WAS
NAVAIRNOTE 5200	PROGRAM PLANNING DOCUMENT FOR THE MARINE AVIATION LOGISTICS SUPPORT PROGRAM	SMD
NAVAIRINST 13670.1_	NAVAL AIR SYSTEMS COMMAND MOBILE FACILITY (MF) MANAGEMENT	SMD
NAVAIRINST 5104.2	NAVAL AIR SYSTEMS COMMAND RADIOLOGICAL AFFAIRS SUPPORT PROGRAM AND NAVAL AIRCRAFT RADIOACTIVE MATERIALS PERMIT REQUIREMENTS	WMD
NAVSUP P409	MILSTRIP/MILSTRAP DESK GUIDE	ALD, OMD, SMD, WMD,
NAVSUP P485	NAVAL SUPPLY PROCEDURES VOLUME I - OPERATIONAL FORCES SUPPLY VOLUME II - SUPPLY APPENDICES	ALL DIVISIONS
NAVSUP P488	COORDINATED SHIPBOARD ALLOWANCE LIST USE AND MAINTENANCE MANUAL	OMD, SMD, WAS, WMD
NAVSUP P700	COMMON NAVAL PACKAGING DATA	SSB
NAVSUP P719	GUIDE FOR THE ASSIGNMENT, APPLICATION AND USE OF SOURCE, MAINTENANCE AND RECOVERABILITY CODES	OMD, SMD, WMD
NAVSUP P722	CONSOLIDATED HAZARDOUS MATERIAL REUTILIZATION AND INVENTORY MANAGEMENT PROGRAM (CHIMP) MANUAL	HAZMAT COORDINATOR, WMD
NAVSUP P-723	NAVY INVENTORY INTEGRITY STANDARDS	SMD, WMD
NAVSUPINST 4030.28_	PACKAGING OF MATERIAL	SSB
NAVSUPINST 4200.97_	NAVY POLICIES AND PROCEDURES FOR THE OPERATION AND MANAGEMENT OF THE AIRCRAFT INTO-PLANE REIMBURSEMENT (AIR) CARD PROGRAM	FAS
NAVSUPINST 4200.99_	DON POLICIES AND PROCEDURES FOR THE OPERATION AND MANAGEMENT OF THE GOVERNMENT PURCHASE CARD PROGRAM.	OMD
NAVSUPINST 4400.93_	INTERIM SUPPLY SUPPORT FOR WEAPON SYSTEMS AND EQUIPMENT	OMD, WMD

Reference	Title	Applicable Division/Section
NAVSUPINST 4420.35_	DEFENSE LOGISTICS AGENCY (DLA) WEAPON SYSTEMS SUPPORT PROGRAM (WSSP)	OMD, WMD
NAVSUPINST 4423.29_	NAVY UNIFORM SOURCE, MAINTENANCE AND RECOVERABILITY (SMR) CODES	OMD, SMD, WMD
NAVSUPINST 4440.157_	MATERIAL TURNED INTO STORE (MTIS)	WMD
NAVSUPINST 4440.182_	REMAIN-IN-PLACE LIST FOR SPCC-MANAGED DEPOT LEVEL REPAIRABLES (DLRS)	SMD, WMD
NAVSUPINST 4800.6_	DIMINISHING MANUFACTURING SOURCES AND MATERIAL SHORTAGES (DMSMS) PROGRAM	OMD, WMD
NAVSUPWSSINST 4400.16	TRANSITION FROM INTERIM SUPPORT TO GOVERNMENT SUPPORT FOR AVIATION WEAPONS AND SUPPORT EQUIPMENT	SMD, WMD
NAVSUPWSSINST 4400.19	INTERIM SUPPLY SUPPORT FOR AVIATION WEAPON SYSTEMS AND SUPPORT EQUIPMENT	SMD, WMD
NAVSUPWSSINST 4440.450	ESTABLISHMENT OF AUTHORIZED FIXED ALLOWANCES FOR ALL DLR (DEPOT LEVEL REPAIRABLES) CONTAINED IN NAVICP GENERATED ALLOWANCE LISTS	SMD, WAS, WMD
NAVSUPWSSINST 4440.80_	PROCESSING SUPPLY DISCREPANCY REPORTS	OMD, WMD
NAVSUPWSSINST 4441.1_	MARINE AVIATION LOGISTICS SUPPORT PROGRAM	SMD, WMD
NAVSUPWSSINST 4441.15_	AVIATION CONSOLIDATED ALLOWANCE LIST	WAS
NAVSUPWSSINST 4790.4_	MAINTENANCE ASSIST MODULES AND TEST BENCH INSTALLATIONS	OMD, WMD
NAVICP ARR-100	ALLOWANCE REQUIREMENT REGISTER.	SMD, OMD, WAS, WMD
NAVSO P-3013-2	FINANCIAL MANAGEMENT OF RESOURCES OPERATING PROCEDURES	OMD
COMUSFLTFORCOMINST 5200.45	COMMANDER, U.S. FLEET FORCES COMMAND GENERAL EQUIPMENT	OMD
COMPACFLT M-5200.1	GENERAL EQUIPMENT POLICES AND PROCEDURES	OMD

Reference	Title	Applicable Division/Section
COMNAVAIRFORINST 4440.2	SUPPLY OPERATIONS MANUAL	ALL DIVISIONS
COMNAVAIRFORINST 4790.2_	THE NAVAL AVIATION MAINTENANCE PROGRAM (NAMP)	ALD, OMD, SMD, WMD
COMNAVAIRPACINST/COMNAVAIRLANTINST 13650.3_	AIRCRAFT MAINTENANCE MATERIAL READINESS LIST (AMMRL) PROGRAM	OMD
COMNAVAIRPACINST 4200.4_	COMNAVAIRPAC WIDE COMMERCIAL PURCHASE CARD PROGRAM (NOTE: CNAP ACTIVITIES ONLY)	OMD
COMNAVAIRPACINST 4235.6_	SUPPLY PROCEDURES AND POLICIES RELATING TO CASUALTY REPORTS (CAREPS) (NOTE: CNAP ACTIVITIES ONLY)	OMD, SMD, WMD
COMNAVAIRPACINST/COMNAVAIRLANTINST 4423.13_	AIRCRAFT EQUIPMENT CONFIGURATION LIST (AECL) VALIDATION AND REVIEW PROCEDURES (NOTE: CNAP ACTIVITIES ONLY)	OMD, SMD, WMD
COMNAVAIRPACINST/COMNAVAIRLANTINST 7310.2_	ADMINISTRATIVE AND ACCOUNTING PROCEDURES FOR FLIGHT ADMINISTRATIVE FUNDS	FAS
COMNAVAIRPACINST 4441.13_	AIRCRAFT EXTERNAL AUXILIARY FUEL TANKS (NOTE: CNAP ACTIVITIES ONLY)	OMD
COMNAVAIRPACINST 7305.1_	INSTRUCTION CONCERNING AIRCRAFT OPERATIONS AND MAINTENANCE FUNDS (NOTE: CNAP ACTIVITIES ONLY)	FAS
COMNAVAIRPACINST 10126.2_	EXTREME COLD WEATHER CLOTHING (ECWC) POOL (NOTE: CNAP ACTIVITIES ONLY)	OMD
COMNAVAIRLANTINST/COMNAVAIRPACINST 4470.2_	PROCEDURES GOVERNING FLEET RATIONING CONTROL OF AERONAUTICAL MATERIAL	SMD, WMD
COMNAVAIRLANTINST/COMNAVAIRPACINST 4790.21_	FLEET MARINE FORCE (FMF) UNIT DEPLOYMENT PROGRAM (UDP) PRE-DEPLOYMENT AVIATION LOGISTICS READINESS PLAN (ALRP)	SMD
MARFORPACO P-3120.10_	UNIT DEPLOYMENT PROGRAM	SMD
MARADMIN 331/15	OFFLINE AND INTERNET-BASED ORDERING POLICY	OMD

Reference	Title	Applicable Division/Section
FEDERAL STANDARD NO. 313_	MATERIAL SAFETY DATA, TRANSPORTATION DATA AND DISPOSAL DATA FOR HAZARDOUS MATERIALS FURNISHED TO GOVERNMENT ACTIVITIES	WMD
MIL-HDBK-263B_	ELECTROSTATIC DISCHARGE CONTROL HANDBOOK FOR PROTECTION OF ELECTRICAL AND ELECTRONIC PARTS, ASSEMBLIES AND EQUIPMENT (EXCLUDING ELECTRICALLY INITIATED EXPLOSIVE DEVICES) (METRIC)	WMD
MIL-HDBK-773_	ELECTROSTATIC DISCHARGE PROTECTIVE PACKAGING	WMD
MIL-STD-1686_	ELECTROSTATIC DISCHARGE CONTROL PROGRAM FOR PROTECTION OF ELECTRICAL AND ELECTRONIC PARTS, ASSEMBLIES AND EQUIPMENT (EXCLUDING ELECTRICALLY INITIATED EXPLOSIVE DEVICES)	WMD
MIL-STD-2073-1_	DEPARTMENT OF DEFENSE STANDARD PRACTICE FOR MILITARY PACKAGING	WMD
TM 3125-OI/1	TABLE OF BASIC ALLOWANCES FOR FLEET MARINE FORCES AVIATION UNITS	OMD
2PGN00059_	F-35 SUSTAINMENT SUPPLY USER GUIDE (SSUG)	JSD
MCTP 3-20A	AVIATION LOGISTICS	ALL DIVISIONS
OMB CIRCULAR A-123	A RISK MANAGEMENT FRAMEWORK/OR GOVERNMENT CHARGE CARD PROGRAMS	FAS
FEDERAL ACQUISITION REGULATION SUBPART 32.9	PROMPT PAYMENTS	OMD
OFFICE OF MANAGEMENT AND BUDGET 5 CFR PART 1315	PROMPT PAYMENT; FINAL RULE	OMD
USD MEMO	GOVERNMENT CHARGE CARD DISCIPLINARY GUIDE FOR CIVILIAN EMPLOYEES	OMD
ASD MEMO	SUSPENSION OF ACCESS TO CLASSIFIED INFORMATION DUE TO ABUSE OR MISUSE OF GOVERNMENT CHARGE CARDS	OMD

2. Internet download of instructions. 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 13 major subject groups refer to reference (b). Additionally, some of these documents may be in Adobe PDF format and require Adobe Reader to be installed on your machine 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>. Click the drop down next to DOD Issuances or DOD Forms (depending on the type of directive you are looking for), then click the issuance type that you are searching for. Scroll down until you find the applicable directive. From there you will be able to open the document, save it to your computer or print as required.

b. Chief of Naval Operations (OPNAV), and Secretary of Navy (SECNAV) instructions are located at URL, <https://www.secnav.navy.mil/doni/default.aspx>. Click the menu button at the top of the page and then select the issuing authority that you are searching for. The next screen will display the general SSIC categories. Select the appropriate category and then scroll down until you find the applicable document. From there you will be able to open the document, save it to your computer or print as required.

c. Naval Supply Command (NAVSUP/NAVSUPWSS), Naval Air Systems Command (NAVAIR), and Naval Inventory Control Point (NAVICP) instructions and publications are located at URL, <https://nll.navsup.navy.mil/login.cfm>. Click OK to select certificate. Click Accept button on the DoD Notice and Consent Banner screen. Click on "Navy Publication Index" (red box). Enter searching criteria and click "Search Now". On the next screen, select the desired document. From there you will be able to open the document, save it to your computer or print as required.

**NOTE:** SECNAV instructions can also be found on the NLL site.

d. Commander Naval Air Forces (CNAF) instructions are located at URL, <https://cpf.navy.deps.mil/sites/cnap/n004/Pages/directives.aspx>. On the directives screen select the applicable issuing activity, COMNAVAIRFOR, COMNAVAIRPAC, COMNAVAIRPAC/COMNAVAIRLANT, etc. The next screen will display all instructions associated with the particular tab that was selected. Scroll down until you find the applicable document. From there you will be able to open the document, save it to your computer or print as required.

**NOTE:** You may be asked to provide a reason for requesting access to this particular site.

e. Naval Air Systems Command (NAVAIR) publications are located at URL, <https://mynatec.navair.navy.mil/natechome.htm>. On the home page, click Technical Manual Application System (TMAPS), then click Technical Manuals (Central Repository) on the next page. Type in the publication number or title that you are searching for and click submit. From there you will be able to open the document, save it to your computer or print as required.

**NOTE:** Utilize your email certificate for this particular site.



f. Marine Corps orders and directives are located at URL, <https://www.marines.mil/News/Publications/MCPPEL>. Select the type of publication you're searching for by clicking on one of the filter tabs. From there you will be able to open the document, save it to your computer or print as required.

g. Federal Standard and Military Handbooks can be located by typing the handbook name into the Google search engine or at URL, <http://everyspec.com>. On the homepage, click library at the top. On the next page, scroll down and click the type of handbook that you are searching for. The following page will allow the user to save the document to your computer or print as required.

h. The Table of Basic Allowances for Fleet Marine Forces Aviation Units is controlled by ASB-31. Each Wing is provided the current version each FY. Contact your corresponding Wing to obtain the latest version.

i. In order to download the latest version of the SSUG, the user must first liaise with ASC to obtain access to JDL (F-35 Ops Center/MICAO/General Use Consumables List folder) by doing the following:

(1) The requestor emails the ASC team ([f35\\_acct\\_provision.fc-aero@lmco.com](mailto:f35_acct_provision.fc-aero@lmco.com)) stating the need for a JDL account.

(2) The ASC team will respond back and request the required user information to start the request process for a JDL account.

(3) The ASC internal request process starts.

(4) The ASC team will email the requester instructions to access the ASC's Online Account Request System in order to request a JDL account.

(5) The requester will receive an automated email when the request for the JDL account is complete and access has been granted.

(6) Once the account is complete and access has been granted, the user will go to the following URL, <https://edcs-jsf.lmaeronautics.com/jsf/livelink?func=ll&objId=99340852&objAction=browse&viewType=1>. From there you will be able to open the document, save it to your computer or print as required.

j. All other reference types not listed above can be located by simply typing the reference name and/or number into the Google search engine.

## APPENDIX AG

## STANDARD TERMS, ABBREVIATIONS &amp; ACRONYMS

## Part 1 - Abbreviations and Acronyms

AAA	Authorization Accounting Activity
AAC	Activity Address Code or Acquisition Advice Code
AAO	Assistant Approving Official
AAP	Allowance Appendix Page
AAVNSUPO	Assistant Aviation Supply Officer
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
ACO	Approving Officer/Certifying Official
ACR	Allowance Change Request
A/C	Aircraft
ADCANC	Administrative Cancellation
ADD	Automatic Data Distribution
ADLV	Additional Demand Listing Unit
ADMRL	Application Data for Material Readiness List
ADP	Automated Data Processing
ADPE	Automatic Data Processing Equipment
ADRL	Automatic Distribution Requirements List
ADS	Automated Data System
AE	Ammunition Ship
AECL	Aircraft Equipment Configuration List
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 Command
AFM	Aviation Fleet Maintenance
AFMC	Air Force Material Command
AFR	Air Force Regulation
AFRTS	Armed Forces Radio and Television Service
AMHS	Automated Message Handling System
AIMD	Aviation Intermediate Maintenance Department
AINAC	Application Identification Number Activity Code
AIR	Aviation Into-Plane Reimbursement
AIRRS	Aircraft Inventory and Readiness Reporting System
AIS	Automated Information System
AISAD	Administrative Division of the AISD
AIT	Automatic Identification Technology
ALC	Air Logistics Center
ALD	Aviation Logistic Department
ALIMS	Aviation Logistic Information Management Support
ALIS	Autonomic Logistics Information System
ALMAT	Aviation Logistic Management Team
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
AME	Alternate Mission Equipment
AMF	Average Monthly Frequency
AMMRL	Aviation Maintenance Material Readiness List
AMO	Aircraft Maintenance Officer
AMRR	Aircraft Material Readiness Report
AMSU	Aeronautical Material Screening Unit
AMSRR	Aviation Maintenance Supply Readiness Report
ANC	Allowance Note Code
AO	Approving Official or Accountable Official
AOE	Airborne Operational Equipment
AOG	Aircraft on Ground
AOM	Aviation Operation Maintenance
APA	Appropriation Purchase Account
APADE	Automation of Procurement and Accounting Data Entry
APC	Agency Program Coordinator or Annual Price Change
APL	Allowance Parts List
APN	Appropriation
APO	Army/Air Force Post Office
APOD	Aerial Port of Debarkation/Discharge
APOE	Aerial Port of Embarkation
APSR	Accounting Property System of Record
AQL	Acceptable Quality Level
AR	Authorized Retention or Action Request
ARAD	Automated Report of ATAC Discrepancies
ARS	Agricultural Research Service
ARR	Allowance Requirements Register
ARRC	Automatic Reorder Restriction Code
ASC	Allowance Support Code or Aviation Supply Chief
ASCII	American Standard Code for Information Interchange
ASB	Aviation Sustainment Branch
ASD	Aviation Supply Department
ASE	Armament Support Equipment or Aviation Support Equipment
ASG	Afloat Shopping Guide
ASKIT	Aviation Storekeeper Information Tracking System (OFC_01)
ASM	Advanced Skills Management
ASN	Advanced Shipment Notices
ASP	Afloat Spares Package
ASR	Authorized Strength Report
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)
AWREL	Awaiting Release
AWM	Awaiting Maintenance

AWP	Awaiting Parts
B/L	Bill of Lading
BCM	Beyond Capability of Maintenance
BCN	Bureau Control Number
BIC	Billet Identification Code
BLA	Business Logistics Application
BMR	Basic Master Record
BMT	Buffer Management Tool
BOR	Budget OPTAR Report
BP	Budget Project
BPA	Blanket Purchase Agreement
BSF	Bearer Suspense File
BTR/MTR/WTR	Broken/Missing/Worn Tool Report
BSP	Base Spares Package
BuNo	Bureau Number
CAB	Centralized Accounting and Billing
CAC	Common Access Card
CAGE	Commercial And Government Entity (formerly FSCM)
CAS	Customer Assistance Section
CASCAN	Casualty Canceled
CASCOR	Casualty Corrected
CASREP	Casualty Report
CAT	Cost Analysis Team
CBL	Commercial Bill Of Lading
CBS	Checkbook Summary
CBRN	Chemical, Biological, Radiative, Nuclear
CBT	Computer Based Training
CC	Card Column
CCA	Circuit Card Assembly
CCBL	Commercial Collect Bill of Lading
CCF	Configuration Change Form
CCI	Controlled Cryptographic Item
CCPMD	Command Consolidated Card Program Management Division
CCR	Configuration Change Report
CDA	Central Design Activity
CDI	Collateral Duty Inspector
CD	Compact Disk
CDD	Contract Delivery Date
CERF	Consolidation Engine Repair Facility
CFE	Contractor Furnished Equipment
CFF	Completed Fuel File or Challenge Fuel File
CFM	Contractor Furnished Material
CFMS	Command Financial Management System
CGFMFLANT	Commanding General, Fleet Marine Force, Atlantic Fleet
CGFMFPAC	Commanding General, Fleet Marine Force, Pacific Fleet
CH	Card Holder
CHIL	Consolidated Hazardous Item List
CHRIMP	Consolidated Hazardous Material Reutilization and Inventory Management Program
CIC	Customer Information Center
CIIC	Controlled Inventory Item Code
CJCS	Chairman, Joint Chiefs of Staff
CMC	Commandant of the Marine Corps
CMMS	Computerized Maintenance Management System
CMPEB	Complete Pre-Extended Bin
CMS	Contract Maintenance Support
CNAF	Commander, Naval Air Forces

CNAL	Commander, Naval Air Forces, Atlantic Fleet
CNAP	Commander, Naval Air Forces, Pacific Fleet
CNET	Chief, Naval Education and Training
CNO	Chief of Naval Operations
CNP	Common Naval Packaging
CO	Customer Order
COB	Close of Business
COG	Cognizance Symbol
COLR	Customer Order Lines Report
COLT	Customer Oriented Leveling Technique
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 Forces, Atlantic Fleet
COMNAVAIRPAC	Commander Naval Air Forces, Pacific Fleet
COMNAVRESFOR	Commander Naval Reserve Forces
COMNAVSURFLANT	Commander Naval Surface Forces, Atlantic Fleet
COMNAVSURFPAC	Commander Naval Surface Forces, Pacific Fleet
COMPACFLT	Commander, U.S. Pacific Fleet (3rd and 7th Fleets)
COMSEC	Communications Security
COMSUBLANT	Commander Submarine Forces, Atlantic Fleet
COMSUBPAC	Commander Submarine Forces, 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
CPI	Continuous Process Improvement or Cost Performance Index
CPIMS	Continuous Process Improvement Management System
CRHF	Custody Record History File
CR IPL	Consolidated Remain-In-Place Listing
CRL	Cross Reference Listing
CRS	Custody Records Section
CRT	Consolidated Research Team
CSB	Customer Support Branch
CSD	Customer Support Division
CSP	Contingency Support Package
CST	Consumable Sizing Tool
CTPL	Central Technical Publication Library
CTF	Completed Transaction File
CXPEB	Cancel Pre-Extended Bin
DAAS	Defense Automatic Addressing System
DAASC	Defense Automatic Addressing System Center
DAASO	Defense Automatic Addressing System Office
DAO	Department Accountable Official
DAPS	Data Alignment Programs
DAR	Defense Acquisition Regulation
DBAG	Database Alignment Generic
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
DD Form	Department of Defense Form

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
DHA	Demand History Adjustment
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)
DL	Difference Listing
DLA	Defense Logistics Agency
DLADS	Defense Logistics Agency Disposition Services
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
DMIL	Demilitarization
DMISA	Depot Maintenance Inter-Service Support Agreement
DMM	Drill Manager Module
DMR	Date Material Required
DMS	Defective Material Summaries
DOB	Date of Birth
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 (i.e., 1305-A250)
DODD	Department of Defense Directive
DODDS	Department of Defense Dependent Schools
DODFMR	Department of Defense Financial Management Regulation
DODI	Department of Defense Instruction
DODIC	Department of Defense Identification Code (i.e., A250)
DOE	Department of Energy
DON	Department of the Navy
DOP	Designated Overhaul Point/Depot Overhaul Point
DOR	Date of Rank
DOT	Department Of Transportation
DPT	Deployment Planning Tool
DQIM	Data Quality Integration Management
DRMS	Defense Reutilization and Marketing Service
DSB	Deployed Support Branch
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/Deployment Support Package
	Depot Supply Point
DSS	Distribution Standard System
DSU	Deployed Support Unit
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 Disc
EAS	Expiration of Active Service/Digital Video Disk
EAF	Expeditionary Airfield System
EAS	End of Active Service
ECP	Engineering Change Proposal
ECC	End of Current Contract
EDD	Estimated Delivery Date
EDIPI	Electronic Data Interchange Personal Identifier
EDSCS	Exhaust, Delete, Supersede, or Condemn Stock
EEBP	Enterprise External Business Portal
EEL	Electronic Equipment Logbook
EHR	Equipment History Record
EI	Engineering Investigation or Execution Index
EIC	Equipment Identification Code
EMF	EEBP Matched File
EMV	Extended Money Value
EOA	End of Availability
EOB	Expense Operating Budget
EOC	Equipment Operational Capability
EOD	Explosive Ordnance Disposal
EOFY	End of Fiscal Year
EOM	End of the Month
EOQ	Economic Order Quantity
EOTS	Electro-Optical Targeting System
EPUK	Expeditionary Pack-up Kit
ER	Economic Retention
ERC	Equipage, Repairable/Consumable
ERIOU	Expeditious Repair IOU
eRMS	electronic Retrograde Management System
ERP	Naval Enterprise Resource Planning
ERS	Expeditor Reconciliation Section
ESD	Electrostatic Discharge or Estimated Shipping Date
ETA	Estimated Time of Arrival
ETID	Electronic Turn-in Document
EUB	Supply Accounting - End-Use Branch
EXREP/ER	Expeditious Repair
FA	Fleet Administrators
FAA	Functional Area Assist
FAD	Force/Activity Designator
FACTS	Fleet Automated Control Tracking System
FAI	Functional Area Inspection
FAP	Fleet Assistance Program

FAQ	Fixed Allowance Quantity
FAR	Federal Acquisition Regulations
FAS	Fuel Accounting System
	Fuel Automated Server
	Functional Area Supervisor
	Financial Accounting Section
	Fuels Automated System
FASO	Field Aviation Supply Office
FASTDATA	Funds Administration and Standardized Document Automation
FC	Fund Code
FCFBR	Fleet COSAL Feedback Report
FE	Flight Equipment
FEDLOG	Federal Logistics Data
FedMall	Federal Mall
FET	Federal Excise Tax
FFSF	Fleet Financial Support Facility
FGC	Family Group Code
FHCR	Flight Hour Cost Reports
FHF	Financial Holding File
FHP	Flight Hour Program
FIAR	Naval Audit Service, Financial Improvement Audit Readiness
FILL	Fleet Issue Load List
FIMARS	Force Inventory Management Analysis Reporting System
FIMS	Fleet Image Management System
FITS	Fleet Inventory Transmission System
FISC	Fleet and Industrial Supply Center (formerly NSC, NSD)
FLIPL	Financial Liability Investigation of Property Loss (DD Form200)
FLIS	Federal Logistics Information System
FLR	Field Level Repairable
FLTOPS	Flight Operations
FM	Aviation Fund Maintenance
FMA	Financial Management Analyst
FMC	Full Mission Capable
FMB	ALIMS - File Management Branch
FMF	Fleet Marine Force
FMO	Department of the Navy Office of Financial Operations
FMR	Financial Management Regulation
FOD	Foreign Object Damage
FOFF	Financial Outstanding Fuel File
FOPOC	Finance Office Point of Contact
FPO	Fleet Post Office
FRAA	Fleet Repairables Assistance Agent
FRC	Fleet Readiness Center
FRS	Fleet Replacement Squadron
FSA	Fly-In Support Allowances
FSC	Federal Supply Classification
FSG	Federal Supply Group
FSR	Fleet Support Representative
FY	Fiscal Year
FYTD	Fiscal Year to Date
F/W	Fixed-Wing
GAM	Group Administrator
GAO	Gross Adjusted Obligation/Government Accounting Office
GBI	Gain by Inventory
GBL	Government Bill Of Lading
GCPC	Government Commercial Purchase Card



GCS	Global Communication System
GDSC	Global Distance Support Center
GFM	Government Furnished Material
GIA	Gross Inventory Adjustment
GMT	Greenwich Mean Time or General Military Training
GOVCC	Government Credit Card
GPETE	General Purpose Electronic Test Equipment
GPH	Gallons per Hour
GSA	General Services Administration
GSE	Ground Support Equipment
GSP	Global Spares Package
GUCL	General Use Consumables List
HAZMAT	Hazardous Material
HAZWASTE	Hazardous Waste
HCC	Hazardous Control Code
HICS	Hazardous Inventory Control System
HIPRI	High Priority
HM	Hazardous Material
HM/W	Hazardous Material/Waste
HMC&M	Hazardous Material Control and Management Program
HMIS	Hazardous Material Information Systems
HMIRS	Hazardous Material Information Resource System
HMR	Hazardous Material Report
HOF	Head of Family
HW	Hazardous Waste
HMX-1	Marine Helicopter Squadron One
HPSI	Hybrid Product Support Integrator
IA	Item Analysts
IAO	Inventory Accuracy Officer
IAW	In Accordance With
ICP	Inventory Control Point
IBS	Integrated Barcode System
ICA	I-Level Contingency Allowance
ICRL	Individual Component Repair List
ICSS	Interim Contractor Supply Support
ID	Identification
I Level	Intermediate Level
IL	Identification List
ILO	Integrated Logistics Overhaul
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
IMPR	Inventory Management Performance Report
IMRL	Individual Material Readiness List
INFO	Information
INMARSAT	International Maritime Satellite
INPRO	In Process (NALCOMIS)
INV	Inventory
IOD	Insight on Demand
IOL	Initial Outfitting List
IOP	Internal Operating Procedures
IPA	Independent Public Accountant
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
IPSL	Inventory Parts in Stock Listing
IR	In-Flight Refueling
IRC	Issue Restriction Code
IRIM	Intensive Repairable Item Management
IRRC	Issue, Repair and Requisition Restriction Code
IRRD	Issue Release/Receipt Document
IRS	Image Retrieval system/Internal Revenue Service
ISSIP	Issue in Process (NALCOMIS)
ISPEB	Issue Pre-Expended Bin
ITX	Integrated Training Exercise
IWST	Integrated Weapons Systems Team
JASMMM	Joint Aviation Supply and Maintenance Material Management
JCN	Job Control Number
JCS	Joint Chiefs of Staff
JC	Job Complete
JDL	Joint Data Library
JDS	Joint Strike Fighter Delivery Branch
JCB	Joint Strike Fighter Control Branch
JIB	Joint Strike Fighter Issue Branch
JIS	Joint Strike Fighter Issue Section
JOB	Joint Strike Fighter Operations Branch
JON	Job Order Number
JRB	Joint Strike Fighter Receiving Branch
JSB	Joint Strike Fighter Storage Branch
JSD	Joint Strike Fighter Division
JSP	Joint Spares Pool
JSSB	Joint Strike Fighter Shipping Branch
JTR	Joint Travel Regulation
KHI	Kropp Holding Inc.
KMI	Key Management Infrastructure
KPI	Key Performance Indicator
KSD	Key Supporting Documents
LA	Leadership Action
LAMS	Local Asset Management System
LAP	Location Audit Program
LBI	Loss by Inventory
LICN	Local Item Control Number
LIPS	Logistics Information Processing System
LIRSH	List of Items Requiring Special Handling
LIS	Lost in Shipment
LM	Lockheed Martin
LMC	Local Management Code
LOC	Location
LOGMARS	Logistics Marking and Reading Symbols
LPO	Local Process Office
LRCA	Local Repair Cycle Asset
LSC	Local Status Code
LSR	Logistics Support Request
M&S	Media and Status Code
MA	Maintenance Action
MACS	Marine Air Control Squadron
MAF	Maintenance Action Form
MAG	Marine Aircraft Group

MAGTF	Marine Air-Ground Task Force
MAL-EIT	Marine Aviation Logistics Enterprise Information Technology
MALS	Marine Aviation Logistics Squadron
MALSP	Marine Aviation Logistics Support Program
MALSP MOD	Marine Aviation Logistics Support Program Modernization
MAM	Maintenance Assist Module
	Maintenance Applications Manager
MATCS	Marine Air Traffic Control Squadron
MAW	Marine Aircraft Wing
MESM	Mission Essential Subsystem Matrix
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
MFR	Marine Forces Reserve
MFRF	Missing Fuel Receipt File
MIC	Mission Impact Code
MICAP	Mission Impaired Capability Awaiting Parts
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
MMCO	Maintenance Material Control Officer
MMF	Mobile Maintenance Facility
MOA	Memorandum of Agreement
MOE	Major Organizational Entity
MOL	Marine Online
MOS	Military Occupational Specialty
MOV	Material Obligation Validation
MPD	Movement Priority Designator
MPS	Maritime Pre-positioned Ships
MPSRON	Maritime Pre-positioning Squadron
MQCSS	Material Quality Control Storage Standards
MRE	Material Requirement External
	Material Request External
MRF	Master Record File (NALCOMIS)
MRI	Material Requirement Internal/Material Request Internal

MRIL	Master Repairable Item List
MRL	Master Repairable List
MRO	Material Release Order
MSA	MAG Support Allowance
MSD	Maintenance Support Division
MSD	Material Support Date
MSDS	Material Safety Data Sheet
M-SHARP	Marine Sierra Hotel Readiness Program
MSOS	Mandatory Sources of Supply
MSP	Maintenance Support Package
MSSLL	Master Stock Status and Locator Listing
MTIS	Material Turned Into Store
MTI	Material Turn-ins
MTR	Mandatory Turn-In Repairable
MVO	Money Value Only
N-SABRS	Navy-Standard, Accounting, Budgeting and Reporting System
NAD	Network Administration Division
NADEP	Naval Aviation Depot
OPT NALCOMIS	Optimized 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
NATEC	Naval Air Technical Data and Engineering Service Center
NATOPS	Naval Air Training and Operating Procedures Standardization
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
NAVSUP	Naval Supply
NAVSUP WSS	Naval Supply Weapon System Support
NAVTRANS	Naval Transportation Support Center (formerly NAVMTO)
NAVWARSYSCOM	Naval Information Warfare Systems Command
NC	Not Carried
NCB	National Codification Bureau Code
NCOIC	Non-Commissioned Officer-in-Charge.
NCMS	Naval COMSEC Material System (NMCS)
NFHP	Non-Flight Hour Program
NHA	Next Higher Assembly
NICN	Navy Item Control Number
NIIN	National Item Identification Number
NIL	NALCOMIS Item List
NIS	Not in Stock
NISRF	Not in Stock Research File
NITA	NAVSUP WSS In-Transit Accountability
NIWC	Naval Information Warfare Center
NLR	No Longer Required
NLL	Navy Logistics Library
NLT	Not Later Than
NMC	Not Mission Capable
NMCI	Navy/Marine Corps Intranet

NMCM	Non-Mission Capable Maintenance
NMCS	Non-Mission Capable-Supply
NMR	Number
NOAP	Navy Oil Analysis Program
NORS	Not Operationally Ready-Supply
NPFD	Naval Publications and Forms Directorate (formerly NPFC)
NPFS	Navy Publication and Printing Service
NRFC	Navy Regional Finance Center
NRFI	Not Ready for Issue
NRP	Navy Enterprise Resource Planning
NSD	ALIMS Network Support Division
NSN	National Stock Number
NSP	Process Non-Standard Procurements
NTCSS	Navy Tactical Command Support System
NTDS	Navy Tactical Data System
NTO	Net Total OPTAR
NUP	Net Unit Price
NWCF	Navy Working Capital Fund (formerly NSF or DBOF)
OCD	Overseas Control Date
O Level	Organizational Level
O/H	On Hand
O&M, N	Operation and Maintenance, Navy (appropriation)
OCONUS	Outside Continental United States
OEM	Original Equipment Manufacturer
OFC	OPTAR Functional Category
OFE	Outstanding Flight Equipment File
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
OIC	Officer-in-Charge
OL	Operating Level
OLM	Operating Level Multiplier
OMA	Organizational Maintenance Activity
OMD	Operation Management Division
OMEPS	Obligation Material in Transit Expenditure Processing System Program
OMMS	Organizational Maintenance Management System
OMRR	Outstanding Material Requirements Report
OPLOC	Operating Location
OPN	Other Procurement Navy
OPNAV	Office of Chief of Naval Operations
OPTAR	Operating Target
OOMA	Optimized Organizational Maintenance Activity
ORD	Ordnance
ORG	Organization Code
OSD	Office of the Secretary of Defense
ORF	Outstanding Requisition File
ORR	Outstanding Reconciliation Report
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

OTS	One Touch System
OW	Owe Asset
OVR	Obligation Validation Review
P-NICN	Permanent-Navy Item Control Number
P/N	Part Number
PBROB	Pre-Expended Bin Receipt on Board (NALCOMIS)
PC	Production Control
PCF	Pending Credit File
PCO	Production Control Officer
PCS	Permanent Change of Station
PD	Priority Designator
PDD	Priority Delivery Date
PDEF	Pending Data Entry File
PDL	Proactive Demand Leveling
PEB	Warehouse Management - Pre-Expended Branch
PFF	Pending Fuel File
PHROB	Phase Kit Receipt on Board (NALCOMIS)
PIB	Performance Indicator Brief
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
PMIC	Precious Metal Indicator Code
PMOS	Primary Military Occupational Specialty
PNF	Part Number File
PN	Part Number
PO	Purchase Order
POA&M	Plan of Action and Milestone
POCT	Proof of Custody Transfer
POD	Proof of Delivery
POE	Point of Entry
POH	Pack-Up on Hand
POL	Petroleum, Oils and Lubricants
POS	Peacetime Operating Stock or Proof of Shipment
POSF	Proof of Shipment File
PPE	Personal Protective Equipment
PQDR	Product Quality Deficiency Report
PR	Purchase Request
PR Builder	Purchase Request Builder
PRD	Purchase Request Document
PRI	Priority
PSIND	Primary/Secondary Indicator
PUF	Pack-up File
PUI	Pack-up Item File
PUK	Pack-Up Kits
PW	Pratt & Whitney
Q COSAL	Nuclear Reactor Plant COSAL
QA	Quality Assurance
QDR	Quality Deficiency Report
QSL	Quality Status List
QEC	Quick Engine Change
QTY	Quantity
QUP	Quantity per Unit Pack
RA	Resource Authorizations
RAB	Redistributable Assets Onboard

RAC	Recommended Allowance Changes
RAF	Resource Authorization File
RAMAT	Reconciliation and Management Assistance Team
RAMS	Repairable Analysis of Missed Sales
RAO	Redistributable Assets on Order
RB	Readiness Branch
RBA	Ready Basic Aircraft
RC	Reject Reason Code or Recoverability Code
RCO	Regional Contracting Office
RCTF	Repairable Completed Transaction File
RDD	Required Delivery Date
RECON	Reconciliation
RECAID	Reconciliation Aid
RFI	Ready for Issue
RI	Responsible Individual
	Routing Identifier
RIAO	Wing Regional Inventory Accuracy Officer
RIC	Routing Identification Code or Repairable Item Code
RIL	Repairable Item List
RIP	Receipt in Process or Remain In Place
RMA	Return Material Authorizations
RMDL	Repairable MCC Decision Listing
RMS	Rotary Mission System
RO	Requisitioning Objective
	Responsible Officer
ROB	Receipt On Board
ROD	Report of Discrepancy (Standard Form 364)
ROE	Rules of Engagement
RP	Reorder Point
RQN	Requisition
RRTMIS	Requisition Response Time Management Information System
RS	Readiness Section
RSMS	Requisition Status Management System
R-Supply	Relational Supply
RTAT	Repair Turn-Around-Time
RTC	Record Type Code
RTF	Repairable Tracking File
R/W	Rotary-Wing. Refers to Helicopter Groups/Squadrons
SA	Supply Action
SAA	Supply Applications Administrator
SAAB	Supply Applications Administration Branch
SAC	Special Accounting Class
SAF	Support Action Form
SAIC	Science Application International Corp.
SAL	Storeroom Action Listing
	Ship Authorized Levels
SAMMA/SAL	Stores Account Material Management Afloat/Ship Authorized Levels
SAR	Supply Assist Request
SASS	Supplemental Aviation Spares Support
S&E	Supplies and Equipage OPTAR
SAMMS	Stand-Alone Material Management System
SAVAST	Ship's AVCAL Asset Demand Tape
SBTP	Sortie Based Training Plan
S/C	Source Code
SCDL	Stock Control Decision Listing
SCRL	Stock Control Review Listing

SCM	Supply Chain Management
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
SERV	Serviceable
SERVMART	Service Market
SF	Standard Form
SFB	Supply Accounting - Stock Fund Branch
SFF	Safety Footwear File
SGL	Standard General Ledger
SHORCAL	Shore Consolidated Allowance List
SI	Supply Instruction
SIG	Signal Code
SIL	Special Interest Location
SIM	Subscriber Identification Module
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
	SABRS Management Analytical Retrieval Tools 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	ALIMS - Systems Operations Branch
SOI	Sustainment Operation Instructions
SOIOU	Supply Officer's Asset IOU
SO	Supply Officer's Asset
SOD	Segregation of Duties
SOF	Status of Funds
SOP	Standard Operating Procedures
SOR	Source of Repair
SOS	Source of Supply
SPAD	Supply Personnel and Administrative Division
SPEAD	Support Establishment & Analysis Database
SPD	Systems Processing Division
SPI	Supply Product Indicator or Scheduled Performance Index
SPMAGTF	Special Purpose Marine Air Ground Task Force
SQL	Structured Query Language
SRA	Shop Replaceable Assembly
SRC	Scheduled Removal Component



SSA	Strategic Support Allowance
SSAN	Social Security Account Number
SSB	Supply Shipping Branch
SSC	Supply Support Center
SSIC	Standard Subject Identification Code
SSR	Supply Status Report
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
TAR	Tri-Annual Review
TAT	Turnaround Time
T&R	Training and Readiness
TAV	Total Asset Visibility or Tender Availability
TBA	Table of Basic Allowances
TBI	Test Bench Installed
TBOS	Test Bench Out of Service
TC	Trouble Calls
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TCP	Tool Control Plan
	Tool Control Program
TCTD	Time Compliance Technical Directives
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
TFSMS	Total Force Structure Management System
TIR	Transaction Item Reporting or Total Item Record
TL	Transmittal Report
TLSP	Tailored Logistics Agency Troop Support
TM	Technical Manual
TO	Technical Order
TOA	Table of Allowance
TPL	Technical Publications Library
TPP	Tool Purchase Process
TR	Transaction Report
	Trouble Report
TRS	Technical Research Section
TSC	Type of Storage Code
TSL	Target Stock Levels
TTRA	Travel and Transportation Reform Act
TYCOM	Type Commander
UAI	Unique Aircraft Identifiers
UCMJ	Uniform Code of Military Justice
UFN	Urgent Field Notifications
UFO	Unfilled Orders
UDO	Undelivered Orders
UDP	Unit Deployment Program
UI	Unit of Issue
UIC	Unit Identification Code

ULS	Unauthorized Long Supply
UMMIPS	Uniform Material Movement and Issue Priority System
ULO	Unliquidated Obligations
UMR	Unmatched Receipt Report
UND	Urgency of Need Designator
UOL	Unfilled Order Listing
UP	Unit Price
UPA	Units per Assembly
UPC	Unit Price Code
URB	Unreconciled Balance
USID	Uniform System Identification Code
UNSERV	Unserviceable
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
VPN	Vender Part Number
WAS	Wing Allowancing Section
WASMAT	Wing Aviation Supply Management Assistance and Training
WAWF	Wide Area Work Flow
WEBSALT	Web enabled Standard Automated Logistics Tool Set
WEBVLIPS	Web Visual Logistic Information Process System
WCB	Warehouse Control Branch
WC	Work Center
WCC	Work Center Code
WDB	Warehouse Delivery Branch
WDS	Warehouse Delivery Section
WESTPAC	Western Pacific
WINSALTS	Windows version of the SALTS program
WIB	Warehouse Issue Branch
WIP	Work in Process
WIS	Warehouse Issue Section
WISSA	Wholesale Inter-Service Supply Support Agreement
WMD	Warehouse Management Division
WOS	Wing Operations Section
WRA	Weapon Replaceable Assembly
WRB	Warehouse Receiving Branch
WSDC	Weapon System Designator Code
WSB	Warehouse Storage Branch
WSE	Weapons Support Equipment
WSF	Weapon System File
WTI	Weapons Tactical Instruction
WSPD	Weapon System Planning Document
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), i.e., 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 (AAC)	A one character alphabetic code which indicates how and under what restrictions an item of supply will be acquired (NAVSUP P485, volume II, appendix 23).
Activity Address Code (AAC)	A six character code, consisting of the service 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 (ACN)	The activity service designator code and UIC. Address A data storage location that can be referred to in a program.

Administrative Cancellation (ADCANC)	Used in processing financial difference listings to 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)	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) in 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 NAVSUP P-488, Appendix A.
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 (NAVSUP P-488).
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 Account (APA)	Material which has been purchased by a bureau or 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 (e.g., 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 Activity (AAA)	Performs operating budget or allotment accounting. 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 Repairables (AVDLR)	NAVICP PHIL managed items which are identified by 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 DL 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.
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: <ul style="list-style-type: none"> <li>A Receipt Invoices</li> <li>C Unmatched OSO summaries</li> <li>G Unmatched Inspection Reports</li> <li>H Unmatched Public Vouchers (DOV) and Interdepartmental Billings</li> <li>J Unmatched Carcass Billing.</li> </ul>
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 (i.e., 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 (i.e., 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 NAVWARSYSCOM.
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-In-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 equipment 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 NAVSUPINST 4200.85_.
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 (O) 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 designate 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, whichever 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: <p><b>Critical</b> - 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.</p> <p><b>Major</b> - A nonconformance, other than critical, that is likely to result in failure, or to materially reduce the usability of the item for its intended purpose.</p> <p><b>Minor</b> - 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.</p>
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 Logistics Agency Disposition Services (DLADS)	Responsible for the disposal of excess DOD personal property, foreign excess personal property (FEPP), scrap, hazardous waste, and property requiring demilitarization.
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.
Difference Listing	OPFORCES Difference Listing (DL) lists obligation/expenditure (OBL/EXP) differences recorded in N-SABRS versus the unit's uploaded Transmittal (TL) total value in CFMS-F/OPTAR Web. These differences must be reconciled in order to bring N-SABRS and unit's R-Supply OPTAR into balance.
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 equipment 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 DLADS 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: <ul style="list-style-type: none"> <li>E Equipage Item.</li> <li>R Repair parts and equipment-related consumables.</li> </ul>

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 Index	Part II of the Naval Aeronautical Publications Index. A listing of aircraft and equipment, arranged in alphabetical order, with applicable manuals shown by their publication number.
Equipment Identification Code (EIC)	A seven-character alphabetic- numeric code that identifies a specific hardware item from the highest to lowest level (i.e., system to component/subassembly level).
Equipment Maintenance Related Material (EMRM)	All repair parts including Non-AVDLRs and 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 (ESD)	The estimated date on which material will be 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 (EXREP)	The removal of a component from an 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 R-Supply 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 (e.g., 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 NAVSUPINST 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 Classification (FSC)	The first four digits of the NSN which indicate 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, paragraph. 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 DL.
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., FY20 begins on 1 October 2019 and ends on 30 September 2020).
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 equipment.
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.



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 (GFM)	Material in the possession of, or acquired by the 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	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. 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. 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). IMA technical stores will not include DLR items, critical items, or PEB items; 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, (i.e., 9274 represents 1 October 2019). 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	<p>The planning and carrying out of the movement and maintenance of forces. The military operations that deal with:</p> <ol style="list-style-type: none"> <li>1. Design and development, acquisition, storage, movement, distribution, maintenance, evaluation, and disposition of material;</li> <li>2. Movement, evaluation, and hospital inspection of personnel;</li> <li>3. Acquisition or construction, maintenance, operation, and disposition of facilities;</li> <li>4. Acquisition or furnishing of services.</li> </ol>
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 (NAVSUP P-488).
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 Management System (3M)

A maintenance tracking system that ties in supply 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 Modules (MAMs)

Replaceable assemblies (modules) required to 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 NAVSUP P-488, appendix A.

#### Maintenance Data Collection System (MDCS)

Provides a method of accumulating data on labor and material used in equipment maintenance.

Maintenance Data System (MDS)	A basic element of the 3M program designed to 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: <ol style="list-style-type: none"> <li>1. Part or material used was cannibalized from another equipment.</li> <li>2. Part or material used was drawn from salvage, or was obtained by stripping a ship.</li> <li>3. Parts used were manufactured by the tender or another activity.</li> <li>4. Parts or material used were furnished by ship being tended or by another activity.</li> </ol>
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-In 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 (e.g., 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 management of the NWCF for NAVICP-M/NAVICP-P.
Material In Transit (MIT)	This includes bills from non-OSO activities (e.g., 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 users 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, volume 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

	<p>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 NAVSUP P-488, appendix A.</p>
Military Standard Requisitioning and Issue Procedures (MILSTRIP)	<p>Used for ordering commodities from the naval supply system, other military installations, Defense Logistics Agency, and General Services Administration.</p>
Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)	<p>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.</p>
Military Standard Transportation and Movement Procedures (MILSTAMP)	<p>Provides standard procedures, forms, and language to be used by all military services and other agencies using the DOD transportation system.</p>
Military Standards (MILSTD)	<p>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.</p> <p>An example is MIL-STD-100 (Engineering Drawing Practices).</p>
Missing, Lost, Stolen, or Recovered (MLSR)	<p>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).</p>
Mode Of Shipment Code	<p>A one character alphabetic or numeric character which identifies the initial method of movement by the shipper (NAVSUP P485, volume II, appendix 5).</p>
Money Value Only (MVO)	<p>Identifies a receipt posted to expend money obligated for material not assigned an NSN or services from an outside vendor.</p>

-N-

National Codification Bureau (NCB)	<p>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</p>
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	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 (NSN)	A 13 digit stock number assigned by the Defense 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 Information Warfare Systems Command (NAVWARSCOM)	Identifies, develops, delivers and sustains information warfighting capabilities and services that enable naval, joint, coalition and other national missions operating in warfighting domains from seabed to space.
Naval Supply Systems Command (NAVSUPSCOM)	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, 8U
Naval Inventory Control Point, Philadelphia, PA. (NAVICP-P)	The Inventory Control Point for all `R' Cog material plus Cogs 0Q, 4Z, 6K, 8N, 0I, 1I.
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

	<p>maintenance required to correct the discrepancy cannot continue due to a supply shortage.</p> <p>Term applied to items that are not in a condition to satisfy the purpose for which intended due to failure or damage.</p>
Not Ready for Issue (NRFI)	
-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	<p>A particular document that has been temporarily removed from the automated process for special attention (NALCOMIS).</p> <p>OFFAR Off-line for Alternate NIIN Review (NALCOMIS).</p> <p>OFFMP Off-line for Manual Processing (NALCOMIS).</p> <p>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 OMD.</p> <p>OFISS Off-line when the Proof of Delivery (POD) quantity differs from the issue quantity (NALCOMIS).</p> <p>OFROB Off-line when Receipt on Board quantity differs from POD quantity (NALCOMIS).</p> <p>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 OMD.</p>
Off-load	Term applied to material turned in ashore (e.g., to FISCs, Property Disposal Office, or salvage).
Operating Budget	Annual budget and financial authority granted to an activity or command to perform its 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 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 3/4 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 DL received by the MALS.
Pending Data Entry File (PDEF)	A file established for the placement of supply documentation during those periods when computer access is not possible.
Percentage Report AVCAL/COSAL	Produces an Aviation Consolidation Allowance List (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 Control Number (PNICN)	Assigned by ICPs or other Navy item managers to 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 Milestone (POA&M)	A document that identifies actions or tasks in 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 Indicator (PSIND)	Indicates the level of substitute compatibility. (i.e., P = primary, S = secondary, I = interchangeable, N = not carried).
Priority Designator (PD)	The priority designator (01-15) expresses the relationship between the requisitioner 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 (i.e., 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: <ol style="list-style-type: none"> <li>(1) Accomplishing technical planning necessary to establish item support plan, piece by piece, assembly by assembly;</li> <li>(2) Establishing the minimum levels responsible for repair;</li> <li>(3) Identifying the kind and type of support equipment requirements, handbooks, manuals, and other maintenance publications;</li> <li>(4) Determining the basic factory and field training requirements and;</li> <li>(5) Providing for the establishment of inventory management records.</li> </ol>
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 Codes (RC)	A code used in the DLR carcass tracking system to 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 DL and the OVR.
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 therefrom 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.

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	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: <ul style="list-style-type: none"> <li>a. Safety of flight (considering all primary structure and equipment)</li> </ul>

- b. Efficient functioning or 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 chapter 4, section 3 of this Manual 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 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 DOD FedMall to the activity/item manager. Additional Process for Repairables (DLR's) - Send Item Managers an email and utilize the IWSST when applicable.

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 any way 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 (CNAFINST 4790.2\_, appendix A).

## APPENDIX AH BASIC ADHOC AND SQL

1. Purpose. This appendix provides amplified instructions on how to create ADHOCs and SQLs. Ability to create ADHOC/SQL gives the user the ability to create tailored reports or data analysis with specific criteria.

2. Background. An ADHOC is a Graphical User Interface (GUI) client/server Utility Application in the Optimized NTCSS environment, which enables users to create customized queries to meet specific requirements. A user can select specific data elements from the application database tables to create a query. Criteria can be established for the data elements to include calculation performance, ability to sort and group items, as well as specify print formats. ADHOC also enables a user to perform analysis on data currently maintained in the database tables. The user can manually create and print graphs by using values not related to the database.

### a. Pros and Cons

(1) Pros. Available on multiple subsystems. Predecessors were only available on Supply Sub-System. Table joining links data elements between tables with similar data fields. Access not limited to just the SAA; users can run their own reports without waiting on them to be released. There are multiple file formats available for saving data.

(2) Cons. Limited to accessing data from single database. Although option to match external files is available, utility is slow & not user friendly. Exporting of data does not retain modified format characteristics. Output size is limited to retrieve only 100K rows/lines of data.

b. Database Basics. A large collection of data organized especially for rapid search and retrieval (as by a computer). A container (usually a file or set of files) to store organized data. The database name for R-Supply is "SUPPLY". The database name for Opt IMA NALCOMIS is "P2DB".

(1) Tables. A systematic arrangement of data, within the database, usually in rows and columns for ready reference. A structured file that stores data of a specific type. A table might contain a list of part numbers, stock numbers, or any other list of information.

(2) Columns. Tables are made up of one or more columns. Columns contain a particular piece of information within a table. It is a single field in a table.

● Cage				
● NIIN				
● Part Number				
● SM&R Code				

Cage	Niin	Part_No	Smr_cd
96906	011234532	ABC123	PAOZZ
81348	011246753	BOB&APPLES	PAODD

Figure AH-1.--Column Example.

(3) Rows. A row is a record in a table.

(4) NTCSS Data Type. Every table column has an associated data type. Restricts (or allows) specific data in that column.

(5) Data Type Examples. Every table column has an associated data type. Restricts (or allows) specific data in that column.

(a) Int - Integer, has a range of -2,147,483,648 to +2,147,483,647.

(b) Numeric (p,s) - Exact numeric values have specified degrees of precision (p) and scale (s)

(c) Char (n) - A character string that can have 1 to 255 letters, symbols, and numbers.

(d) Money - MONEY data can range from -922,337,203,685,477.5808 to 922,337,203,685,477.5807.

(e) DateTime - Values can range from January 1, 1753 to December 31, 9999.

Char(9)	Int	Datetime
Niin	On_hand	Date_Last_Proc
011234532	15	05/23/2001
011246753	3	02/01/2001

Figure AH-2.--Data Type Example.

(6) Keys. There are two types of keys.

(a) Primary - A column (or set of columns) whose values uniquely identify every row in a table.

(b) Foreign - A column in a table whose values must be listed as a primary key in another table.

Niin	Cog	On_hand
011234532	9Z	15
011246753	9G	3

Primary Key	Foreign Key
-------------	-------------

Figure AH-3.--Key Example.

(7) Before you start. It is best to identify what you hope to obtain from this data pull. Formulate in your mind (or on paper) the

results you desire. Ask some basic questions like; What table(s) will you need to use? What fields/columns from the table(s) do you want displayed? What scope or selection criteria will you need? Do you want the output data sorted? What about calculation?

SAMPLE ADHOC QUERY FORMULATION FORM
<b>QUERY REQUEST:</b> List of all allowance type code 9 records that have a total on-hand quantity.
<b>TABLES:</b>
<b>COLUMNS:</b>
<b>CRITERIA:</b>
<b>CALCULATIONS:</b>
<b>SORT:</b>
<b>GROUPING:</b>
<b>OTHER INSTRUCTIONS:</b>

Figure AH-4.--ADHOC Query Formulation Form.

3. Structured Query Language (SQL) Overview. Pronounced as the letters S-Q-L or as sequel. Designed specifically for organizing, managing, and retrieving data stored in databases. Not a proprietary language. Used by individual database vendors (i.e., Oracle, Sybase, MS Server, etc.). Easy to learn. Despite the apparent simplicity, SQL is actually a very powerful language. Need a (DBMS) Database Management System to run SQL queries. This class will use the Expert SQL option in the ADHOC application.

a. SQL Expert. DBMS utility imbedded in the R-Supply and Optimized NALCOMIS ADHOC application. The SQL examples in this text are related to R-Supply only.

- (1) Start the ADHOC application.
- (2) R-Supply ADHOC Query path is File>Ad hoc Query>Expert.
- (3) Select File > New from the menu bar.
- (4) Select the Tables option from the Query Checklist.
- (5) Select one table (i.e., adpe). Click the Add button and the OK button.

**NOTE:** This is the only way to effectively activate the SQL Expert menu from the Options menu.

- (6) Select the SQL Expert menu from the Options menu.

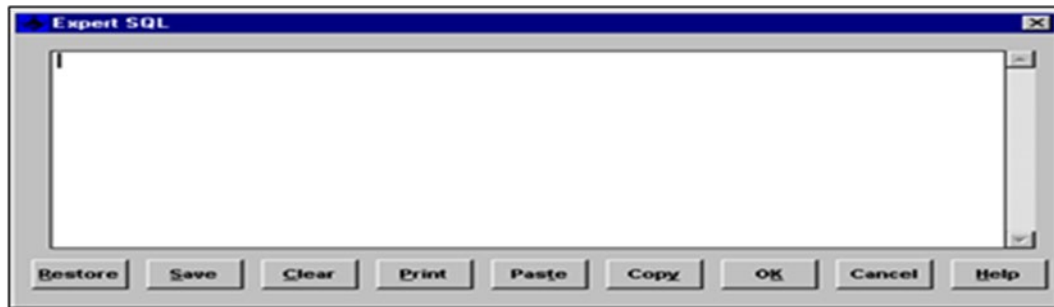


Figure AH-5.--SQL Expert.

SQL Expert Buttons	
<b>Restore</b>	– Restore previously saved SQL statement from disk.
<b>Save</b>	– Save the displayed SQL to disk. <i>You should always periodically save your work to prevent losing data.</i>
<b>Clear</b>	– Clear SQL window.
<b>Print</b>	– Print the SQL statement displayed in the box.
<b>Paste</b>	– Paste a SQL query from the clipboard into the current query window.
<b>Copy</b>	– Copy to the clipboard any highlighted part of the SQL.
<b>OK</b>	– Accept selections and modifications on this window.
<b>Cancel</b>	– Cancel selections and modifications on this window.

Figure AH-6.--SQL Button Definitions.

b. SQL Commands

(1) SELECT. This is a mandatory entry and is the most frequently used command. The purpose is to retrieve column(s) from one or more tables. Each column name entered must be separated with a comma except the last. Table name and a dot (.) must precede the column name (i.e., item.niin).

(2) FROM. This is a mandatory entry and is the most frequently used command. The purpose is to identify the table name(s) where data is retrieved. Each table name must be separated with a comma except the last.

Single Column SELECT
<b>SELECT</b> <b>    item.niin</b> <b>FROM</b> <b>    item</b>

Figure AH-7.--Table Selection Examples.



Multiple Column <b>SELECT</b>
<b>SELECT</b> item.cognizance_symbol, item.material_control_code, item.fed_sup_classification, item.niin <b>FROM</b> item

Figure AH-7.--Table Selection Examples, Continued.

All Column <b>SELECT</b>
<b>SELECT *</b> <b>FROM item</b>
NOTE: The asterisk (*) selects All columns from all tables listed in the SQL query. You can precede the asterisk with a table name if more than one table is listed. <b>Example:</b> SELECT item.* FROM item, stk_item WHERE item.niin = stk_item.niin

Figure AH-7.--Table Selection Examples, Continued.

(3) CASE. This is an optional entry within the SELECT statement. It allows the query writer to evaluate a column value on a row against multiple criteria, where each criterion might return a different value. The first criterion that evaluates to true will be the value returned by the CASE function. Must contain WHEN, THEN, ELSE, END, and AS statements.

Simple <b>CASE Format</b>
<b>SELECT</b> <b>CASE input_expression</b> <b>WHEN when_expression</b> <b>THEN result_expression [ ...n ]</b> <b>[ ELSE else_result_expression ]</b> <b>END AS column_name</b> <b>FROM</b> item

Figure AH-8.--"CASE" Examples.

**Using CASE within SELECT**

```

SELECT
  item.niin,
  item.unit_price,
  (CASE
    WHEN item.unit_price > 500000
    THEN "BIG MONEY!"
    ELSE "CHUMP CHANGE"
  END ) AS MonVal
FROM
  item
WHERE
  item.active_niin = 1 AND
  item.cognizance_symbol = '7R'

```

Figure AH-8.--"CASE" Examples, Continued.

(4) **ORDER BY.** Used to sort the output by one or more columns in Ascending or Descending sequence. The default is ascending and does not need to be specified in the query. The column(s) not listed with the SELECT command can be sorted. Each column name entered must be separated with a comma except the last. This must be the last statement in a SQL query. The ORDER BY column name must be preceded with the table name and a dot (.)

**Sorting by Single Column**

```

SELECT
  item.niin
FROM
  item
ORDER BY
  item.niin

```

Figure AH-9.--Sorting or "ORDER BY" Command Examples.

**Sorting by Multiple Columns**

```

SELECT
  item.cognizance_symbol,
  item.material_control_code,
  item.fed_sup_classification,
  item.niin
FROM
  item
ORDER BY
  item.cognizance_symbol,
  item.niin

```

Figure AH-9.--Sorting or "ORDER BY" Command Examples, Continued.

Specify Sort Direction
<b>SELECT</b> <b>item.cognizance_symbol,</b> <b>item.material_control_code,</b> <b>item.fed_sup_classification,</b> <b>item.niin</b> <b>FROM</b> <b>item</b> <b>ORDER BY</b> <b>item.Cognizance_symbol DESC,</b> <b>item.niin</b>

Figure AH-9.--Sorting or "ORDER BY" command examples, Continued.

(5) WHERE. The where command narrows the scope and amount of data retrieved. Retrieving just the data you want involves specifying a search criteria, also known as a filter condition. The where command must follow the FROM command. When using both ORDER BY and WHERE commands in the same query, make sure ORDER BY follows the WHERE command. When two or more conditions are used, each condition in the WHERE statement must be separated with an AND/OR operator. The column names in the WHERE condition must be preceded with the table name and a dot (.).

WHERE Command Operators	
Operator	Description
=	Equal to
<> Or !=	Not equal to
<	Less than
<=	Less than or equal to
!<	Not less than
>	Greater than
>=	Greater than or equal to
!>	Not greater than
IN	Allows multiple values
LIKE	Allows use of wildcard %
BETWEEN	Between two specified values
IS NULL	Is a NULL value

Figure AH-10.--"WHERE" Command Examples.

WHERE Criteria Greater Than
<b>SELECT</b> <b>item.niin,</b> <b>item.unit_price</b> <b>FROM</b> <b>item</b> <b>WHERE</b> <b>item.unit_price &gt; 100000</b>

Figure AH-10.--"WHERE" Command Examples, Continued.

**WHERE Criteria Not Equal to**

```

SELECT
  item.cognizance_symbol,
  item.niin,
  item.unit_price
FROM
  item
WHERE
  item.cognizance_symbol <> '7R'

```

Figure AH-10.--"WHERE" Command Examples, Continued.

**WHERE Criteria BETWEEN**

```

SELECT
  item.cognizance_symbol,
  item.niin,
  item.unit_price
FROM
  item
WHERE
  item.unit_price BETWEEN 100 AND 500

```

Figure AH-10.--"WHERE" Command Examples, Continued.

**WHERE Criteria Using the AND Operator**

```

SELECT
  item.cognizance_symbol,
  item.niin,
  item.unit_price
FROM
  item
WHERE
  item.cognizance_symbol <> '7R'
  AND item.unit_price > 100000

```

**AND – A keyword used in a WHERE clause to specify that only rows matching all the specified conditions should be retrieved.**

Figure AH-10.--"WHERE" Command Examples, Continued.

**Using the OR Operator**

```

SELECT
  item.cognizance_symbol,
  item.niin,
  item.unit_price
FROM
  item
WHERE
  item.cognizance_symbol = '7R'
  OR item.Cognizance_symbol = '1R'

```

**OR – A keyword used in a WHERE clause to specify that any rows matching either of the specified conditions should be retrieved.**

Figure AH-10.--"WHERE" Command Examples, Continued.

#### Understanding Order of Evaluation

```
SELECT
  item.cognizance_symbol,
  item.niin,
  item.unit_price
FROM
  item
WHERE
  item.cognizance_symbol = '7R'
  OR item.Cognizance_symbol = '1R'
  AND item.unit_price < 100
```

In this sample you would see every record with a cog of 7R regardless of the unit price AND every record with a cog of 1R with a unit price less than \$100. SQL (like most languages) processes AND operators before OR operators. – A keyword used in a WHERE clause to specify that only rows matching all the specified conditions should be retrieved. However, you wanted to see every 7R and 1R cog with a unit price less than \$100. The solution to this problem is to use parenthesis to explicitly group related operators. See next example.

Figure AH-10.--“WHERE” Command Examples, Continued.

#### Using Parenthesis in WHERE Clauses

```
SELECT
  item.cognizance_symbol,
  item.niin,
  item.unit_price
FROM
  item
WHERE
  (item.cognizance_symbol = '7R'
  OR item.cognizance_symbol = '1R')
  AND item.unit_price < 100
```

Whenever you insert the WHERE command and use both AND / OR operators, use parenthesis to explicitly group operators. Don't ever rely on the default evaluation order, even if it is exactly what you want. There is no downside to using parenthesis, and you are always better off eliminating any ambiguity.

Figure AH-10.--“WHERE” Command Examples, Continued.

#### Using the IN Operator

```
SELECT
  item.cognizance_symbol,
  item.niin,
  item.unit_price
FROM
  item
WHERE
  item.cognizance_symbol IN ('7R','1R')
```

**IN** – A keyword used in a WHERE clause to specify a range of conditions, any of which can be matched. IN takes a comma-delimited list of valid values, all enclosed within parenthesis. The IN operator accomplishes the same results as an OR operator.

Figure AH-10.--“WHERE” Command Examples, Continued.

**Using the NOT Operator**

```

SELECT
  item.cognizance_symbol,
  item.niin,
  item.unit_price
FROM
  item
WHERE
  NOT item.Cognizance_symbol = '7R'

```

**NOT – The NOT operator has one function and one function only – NOT negates whatever condition comes next. Same as using the <> not equal operator.**

Figure AH-10.--“WHERE” Command Examples, Continued.

**Using the Percent Sign % Wildcard**

```

SELECT
  item.cognizance_symbol,
  item.niin,
  item.unit_price,
  item.nomenclature
FROM
  item
WHERE
  item.nomenclature LIKE 'PAPER%'

```

**To use wildcards in search clauses, the LIKE operator must be used. LIKE instructs the DBMS that the following search pattern is to be compared using a wildcard pattern rather than a straight equality match. This example will display all records that have a Nomenclature starting with PAPER. A percent sign before the word 'PAPER' will display all records with nomenclature ending with PAPER. Percent Signs before and after the word '%PAPER%' will display all records with PAPER anywhere in the nomenclature.**

Figure AH-10.--“WHERE” Command Examples, Continued.

**Using the Underscore (\_) Wildcard**

```

SELECT
  item.cognizance_symbol,
  item.niin,
  item.unit_price,
  item.nomenclature
FROM
  item
WHERE
  item.nomenclature LIKE '___ INCH RULER'

```

**The underscore is used just like %, but instead of matching multiple characters the underscore matches just a single character. This example has two underscore marks which means it will match anything with two characters preceding INCH RULER.**

Figure AH-10.--“WHERE” Command Examples, Continued.

**TIPS for Using Wildcards**

- Extremely powerful. Power comes with a price. Wildcard searches typically take far longer to process than any other search types.
- Don't overuse wildcards. If another search operator will do, use it instead.
- When you do use wildcards, try to not use them at the beginning of the search pattern unless absolutely necessary. Search patterns that begin with wildcards are the slowest to process.
- Pay careful attention to the placement of the wildcard symbols. If they are misplaced, you might not get the data you intended.

Figure AH-10.--"WHERE" Command Examples, Continued.

(6) GROUP BY. Used to groups results into selected column(s). Also allows the division of data into logical sets to perform aggregate calculations (i.e., SUM(), COUNT(), etc.) on each group. It can contain as many columns as you want and must come after the WHERE command, if used, and before any ORDER BY command. Each column name entered must be separated with a comma except the last. The ORDER by column name must be preceded with the table name and a dot (.). Every column listed in GROUP BY must be included with the SELECT command and cannot be an aggregate function.

**GROUP BY Single Column**

```
SELECT
  item.cognizance_symbol,
  COUNT(*) 'RECENT'
FROM
  item
GROUP BY
  item.cognizance_symbol
```

**This example contains the COUNT() aggregate function to provide the number of records for each cognizance symbol in the item table. Records must be grouped by the cognizance symbol first so that the count will be accurate for each cog.**

Figure AH-11.--"GROUP BY" Command Examples.

(7) HAVING. The "HAVING" command is similar to the "WHERE" command and is reserved for aggregate functions. It is only used in conjunction with GROUP BY command. This command is typically placed near the end of the SQL query.

HAVING Command Using Single Aggregate
<pre>SELECT   item.cognizance_symbol 'COG',   COUNT(*) 'RECNT' FROM   item GROUP BY   item.cognizance_symbol HAVING   COUNT(*) &gt;= 100</pre>
<p>This query also contains an aggregate function, COUNT(). You will learn more about aggregate functions later.</p> <p>This query returns the COUNT of records in the item table, grouped by COG, HAVING a record count greater than or equal to 100.</p> <p>HAVING is similar to the WHERE command. Most DBMSs treat them as the same thing if no GROUP BY is specified. Use HAVING only in conjunction with GROUP BY clauses. Use WHERE for standard row-level filtering.</p>

Figure AH-12.--"HAVING" Command Examples.

4. Understanding Calculated Fields. Data stored within database tables is often not available in the exact format needed by your application. For example, you may want to create a NSN field to include the SMIC. The item table does not have an NSN field. This is where calculated fields come in. Calculated fields do not exist in database tables. Rather, a calculated field is created on the fly within a SQL SELECT statement. When dealing with text fields this process is called Concatenation. When dealing with numeric fields you are performing mathematical calculations.

Concatenating Fields Example 1
<pre>SELECT   item.cognizance_symbol,   item.fed_sup_classification+item.niin+item.spcl_matl_idfcn_code 'NSN',   item.unit_price FROM   item WHERE   item.cognizance_symbol = '7R'</pre>
<p><b>Concatenate – Joining values together (by appending them to each other) to form a single long value. This example joins three database table fields together to create one field called 'NSN'.</b></p>

Figure AH-13.--Calculated Field Examples.




**Concatenating Fields Example 2**

```

SELECT
  item.cognizance_symbol,
  item.fed_sup_classification+'-'+ item.niin+spcl_matl_idfcn_code
  'NSN',
  item.unit_price
FROM
  item
WHERE
  item.cognizance_symbol = '7R'

```



This example joins the same three fields from the first example. However, notice the dash (-) inserted. The created NSN field will have a dash between the FSC and NIIN. If you wanted spaces between columns you would simply put a quote - space - quote " ".

Figure AH-13.--Calculated Field Examples, Continued.

**Using Aliases**

```

SELECT
  item.cognizance_symbol 'COG',
  item.fed_sup_classification+'-'+
  item.niin+item.spcl_matl_idfcn_code 'NSN',
  item.unit_price 'UP'
FROM
  item
WHERE
  item.cognizance_symbol = '7R'

```

This example uses aliases to rename a column. In this case the column name is shortened to commonly known abbreviations (I.e. COG, NSN, UP).

Figure AH-13.--Calculated Field Examples, Continued.

**Using Mathematical Calculations**

```

SELECT
  item.niin,
  stock_item.on_hand_quantity_total 'ONHD',
  (item.unit_price * stock_item.on_hand_quantity_total) 'ONHD EMV'
FROM
  item,
  stock_item
WHERE
  item.niin = stock_item.niin
  AND item.Cognizance_symbol = '7R'
  AND stock_item.on_hand_quantity_total > 0

```

This example uses a mathematical calculation to determine the total money value of each 7R cog record with an on-hand quantity. Note: two tables are used in this query which requires joining tables. In this example we have an inner join. Also note that each column is preceded with the table name and a dot (.) SQL mathematical operators include + addition, - subtraction, \* multiplication, and / division.

Figure AH-13.--Calculated Field Examples, Continued.

<b>Using Mathematical Calculations with Table Aliases</b>
---

```
SELECT
  t1.niin,
  t2.on_hand_quantity_total 'ONHD',
  (t1.unit_price * t2.on_hand_quantity_total) 'ONHD EMV'
FROM
  item t1,
  stock_item t2
WHERE
  t1.niin = t2.niin
  AND t1.cognizance_symbol = '7R'
  AND t2.on_hand_quantity_total > 0
```

**This example is identical to the previous example with the exception of the use of table names. Here we've used table alias names to replace the actual database table name. This minimizes on the size of the table names and makes writing SQL queries much easier.**

Figure AH-13.--Calculated Field Examples, Continued.

<b>Using Mathematical Calculations in the WHERE Command</b>
---

```
SELECT
  t1.cognizance_symbol,
  t1.niin,
  t2.requisitioning_objective 'RO',
  t2.on_hand_quantity_total 'ONHD',
  (t2.requisitioning_objective - t2.on_hand_quantity_total) 'DEF QTY'
FROM
  item t1,
  stock_item t2
WHERE
  t1.niin = t2.niin
  AND t1.cognizance_symbol = '7R'
  AND (t2.requisitioning_objective - t2.on_hand_quantity_total) > 0
```

**This example extracts all 7R COG items where the REQUISITIONING OBJECTIVE minus ON HAND QUANTITY TOTAL is greater than zero.**

Figure AH-13.--Calculated Field Examples, Continued.

5. Understanding Functions. Like other computer languages, SQL supports the use of functions to manipulate data. Functions are operations performed against columns to facilitate conversion and manipulation of data retrieved. Functions sometimes are problematic in that very few functions are supported identically by all major DBM systems.

a. Function Types

- (1) Text Functions. Used to manipulate strings of text.

Text Functions	
Function	Description
<b>SUBSTRING()</b>	Extract part of a string
<b>RIGHT()</b>	Extract right part of string
<b>RTRIM()</b>	Trim spaces from right portion of text field
<b>LTRIM()</b>	Trim spaces from left portion of text field
<b>LENGTH()</b>	Returns the length of a string
<b>LOWER()</b>	Converts string to lowercase
<b>UPPER()</b>	Converts string to uppercase
<b>STR()</b>	Converts integer to text string

Figure AH-14.--Text Function Examples.


Using Text Function SUBSTRING() Example 1
<pre> SELECT   t1.cognizance_symbol 'COG',   t1.niin,   SUBSTRING(t1.nomenclature,1,15) 'NOMEN' FROM   item t1 WHERE   t1.cognizance_symbol = '7R'   AND t1.nomenclature IS NOT NULL </pre> 
<p>This example will retrieve all 7R COG items where the NOMENCLATURE field is not blank. Only the first 15 characters of the NOMENCLATURE column will display on the output.</p> <p><b>NOTE</b> the SUBSTRING() format. The (1) represents the starting character of the text column and the (15) represents the number of characters to display.</p>

Figure AH-14.--Text Function Examples, Continued.

Using Text Function SUBSTRING() AND RIGHT() Example 2
<pre> SELECT   t1.cognizance_symbol 'COG',   SUBSTRING(t1.niin,1,2)+'-'+SUBSTRING(t1.niin,3,3)+'-'+   RIGHT(t1.niin,4) 'NIIN',   t1.nomenclature 'NOMEN' FROM   item t1 WHERE   t1.cognizance_symbol = '7R'   AND t1.nomenclature IS NULL </pre>
<p>This example uses both the SUBSTRING() and RIGHT() functions. We could have used SUBSTRING() in place of the RIGHT() function. This query will extract a list of all 7R COG items where the NOMENCLATURE field IS blank. Here we've used functions to break the NIIN apart and create a NIIN field on-the-fly with dashes.</p>

Figure AH-14.--Text Function Examples, Continued.

**Using Text Function RIGHT() AND STR() Example 1**

```

SELECT
  t1.cognizance_symbol 'COG',
  t1.niin,
  RIGHT(STR(100000 + t2.on_hand_quantity_total),5) 'OHQTY'
FROM
  item t1,
  stock_item t2
WHERE
  t1.niin = t2.niin
  AND t2.on_hand_quantity_total > 500

```

In this example we want the on\_hand\_quantity\_total zero filled on the output. To understand how this works we first need to read from the inner most parenthesis at the STR() function. The STR() function converts the calculated value of 100,000 plus the on\_hand\_quantity\_total from a numeric value to a text value. Next we see the RIGHT() function. The RIGHT function returns the RIGHT 5 characters from the calculated STR() function value.

Figure AH-14.--Text Function Examples, Continued.

**Using Multiple Text Functions Example**

```

SELECT
  t1.cognizance_symbol 'COG',
  t1.niin,
  RIGHT("000000"+LTRIM(SUBSTRING(STR(t1.unit_price*100,8),1,6)),6)
  + "." + RIGHT("00"+LTRIM(STR(t1.unit_price*100)),2) 'UP'
FROM
  item t1
WHERE
  t1.unit_price > 50000

```

This example is complicated to say the least. Here we use the RIGHT(), LTRIM(), SUBSTRING(), and STR() functions to arrive at a unit\_price, zero filled, with the decimal place. The LTRIM() function removes all spaces from the left of a text string.

Figure AH-14.--Text Function Examples, Continued.

(2) Convert function

(a) Used for conversion of character data between character sets.

**Convert function – used for conversion of character data between character sets**

**SYNTAX**

**CONVERT( date type, expression [, format-style] )**

**Parameters**

**Data type** – The data type to which the expression will be converted.

**Expression** – The expression to be converted.

**Format-style** – For converting strings to date or time data type and vice versa, the format-style is a style code number that describes the date format string to be used. The values of the format-style argument have the following meanings:

Figure AH-15.--Convert Function examples.

Format-style		
Without Century (yy)	With Century (yyyy)	Output
-	0 or 100	Mmm dd yyyy hh:nn:ss:sss AM (or PM)
1	101	mm/dd/yy[yy]
2	102	[yy]yy.mm.dd
3	103	dd/mm/yy[yy]
4	104	dd.mm.yy[yy]
5	105	dd-mm-yy[yy]
6	106	dd Mmm yy[yy]
7	107	Mmm dd, yy[yy]
8	108	hh:nn:ss
-	9 or 109	Mmm dd yyyy hh:nn:ss:sssAM (or PM)
10	110	mm-dd-yy[yy]
11	111	[yy]yy/mm/dd
12	112	[yy]yymmdd
13	113	dd Mmm yy hh:nn:ss:sss (24 hour clock, Europe default + milliseconds, 4-digit year)
14	114	hh:nn:ss:sss (24 hour clock)
20	120	yyyy-mm-dd hh:nn:ss:sss (24-hour clock, ODBC canonical, 4-digit year)
21	121	yyyy-mm-dd hh:nn:ss:sss (24 hour clock, ODBC canonical with milliseconds, 4-digit year)

Figure AH-15.--Convert Function Examples, Continued.

(b) Data types. In order to better understand the CONVERT function, the user must become familiar with the various data types.

Sybase data types			
<u>data type</u>	<u>storage</u>	<u>range/length</u>	<u>comments</u>
<u>integer</u>	4	+/- 2.1 billion	
<u>smallint</u>	2	+/- 32768	
<u>tinyint</u>	1	0 .. 255	
<u>float</u>	4		<u>storage_req</u> is machine dependant
<u>real</u>	4		
<u>double precision</u>	8		
<u>smallmoney</u>	4	+/- 214,748	4 decimal places
<u>money</u>	8	+/- 922 trillion	4 decimal places
<u>decimal/numeric</u>	varies		
<u>decimal(9,0)</u>	4		
<u>decimal(12,0)</u>	5		
<u>char(n)</u>	n	length <= 255	
<u>varchar(n)</u>	varies	length <= 255 ( over 4000 allowed in ASE 12.5 )	
<u>text</u>	varies	length up to 2 GB	16 bytes stored in record (default)
<u>image</u>	varies	length up to 2 GB	16 bytes stored in record (default)
<u>datetime</u>	8	1/1/1753 .. 12/31/9999	precision to 1/300 second
<u>smalldatetime</u>	4	1/1/1900 .. 6/6/2079	precision to minutes
<u>timestamp</u>	8		same as <u>varbinary(8)</u>
<u>bit</u>	1	0/1	up to 8 bit fields stored within 1 byte
<u>binary(n)</u>	length n		
<u>varbinary(n)</u>	length n		
Only numeric data types with a precision of zero can be used for an identity column.			

Figure AH-16.--Data Types.

Since various data types may be used to store information into database tables, the assigned data type may not be suitable for the output results desired. For example, the data type for the unit\_price column in the item table is money. A money data type will accept values +/- 922 trillion and defaults to 4 decimal places. Without converting the money data type to another suitable data type, the output results will display the unit\_price with 4 decimal places. To convert the output results to display 2 decimal places, the query writer would use the convert function within the SELECT statement as follows:

#### **Convert Money data type to Decimal**

```
SELECT
  item.niin,
  CONVERT( decimal(10,2) , item.unit_price ) 'UP'
FROM item
WHERE item.active_niin = 1
  AND item.unit_price > 500000
```

Figure AH-17.--Convert Money Data Type to Decimal.

Typically, datetime data type columns will display in MM/DD/YYYY HH:MM:SS format. By using the CONVERT function to convert a datetime data type to char (n) data type, the query writer is provided greater flexibility on the output results. Refer to the "Format-style" table above to obtain applicable format-style number for desired output format:

#### **Convert Datetime data type to Char(n)**

```
SELECT
  item.niin,
  item.date_initially_established,
  CONVERT(char(10) , item.date_initially_established, 103 ) 'DIE'
FROM
  item
WHERE
  item.active_niin = 1
  AND item.cognizance_symbol = '9G'
```

Figure AH-18.--Convert a Datetime Data Type to Char (n) Data Type.

In the "Multiple TEXT Functions Example", the unit\_price field was converted and filled with zeros.

### Using Multiple Text Functions Example

```
SELECT
  t1.cognizance_symbol 'COG',
  t1.niin,
  RIGHT("000000"+LTRIM(SUBSTRING(STR(t1.unit_price*100,8),1,6)),6)
  + "." + RIGHT("00"+LTRIM(STR(t1.unit_price*100)),2) 'UP'
FROM
  item t1
WHERE
  t1.unit_price > 50000
```

This example is complicated to say the least. Here we use the RIGHT(), LTRIM(), SUBSTRING(), and STR() functions to arrive at a unit\_price, zero filled, with the decimal Place. The LTRIM() function removes all spaces from the left of a test string.

Figure AH-19.--Multiple TEXT Function Example.

The above example can be simplified by using the "CONVERT" function as depicted below.

### Using CONVERT with Text Functions Example

```
SELECT
  t1.cognizance_symbol,
  t1.niin,
  t1.unit_price,
  RIGHT(STR(CONVERT( numeric(9,0) , (t1.unit_price*100)+100000000 ) ) , 8)
  'UP'
FROM
  item t1
WHERE t1.unit_price > 5000
      AND t1.active_niin = 1
```

Figure AH-20.--CONVERT with TEXT Function Example.

Date and time functions - used to manipulate date and time values and to extract specific components from these values.

Date/Time Functions	
Function	Description
DATEPART()	Extract parts of a date
GETDATE()	Get current date
DATEADD()	Add value to date
DATEDIFF()	Get the date interval difference between two dates
DATENAME()	Returns a character string representing the specified DATEPART of a date.

Figure AH-21.--Date and Time Function Example.

**DATEPART Syntax**

Returns an integer representing the specified datepart of a given date.

**SYNTAX**

**DATEPART( datepart , date )**

**ARGUMENTS**

<b>DATEPART</b>	<b>ABBREVIATIONS</b>
<b>datepart(year,stk_item.dt_last_prcsd)</b>	<b>YY, YYYY</b>
<b>datepart(month,stk_item.dt_last_prcsd)</b>	<b>MM, M</b>
<b>datepart(day,stk_item.dt_last_prcsd)</b>	<b>DD, D</b>
<b>datepart(week,stk_item.dt_last_prcsd)</b>	<b>WW, WK</b>
<b>datepart(weekday,stk_item.dt_last_prcsd)</b>	<b>DW</b>
<b>datepart(dayofyear,stk_item.dt_last_prcsd)</b>	<b>DY</b>
<b>datepart(quarter,stk_item.dt_last_prcsd)</b>	<b>QQ, Q</b>
<b>datepart(hour,stk_item.dt_last_prcsd)</b>	<b>HH</b>
<b>datepart(minute,stk_item.dt_last_prcsd)</b>	<b>MI, N</b>
<b>datepart(second,stk_item.dt_last_prcsd)</b>	<b>SS, S</b>
<b>datepart(millisecond,stk_item.dt_last_prcsd)</b>	<b>MS</b>

Figure AH-21.--Date and Time Function Example, Continued.

**GETDATE Syntax**

Returns the current system date and time from SQL Server

**SYNTAX**

**GETDATE()**

Figure AH-21.--Date and Time Function Example, Continued.

**DATEADD Syntax**

Returns a new datetime value based on adding an interval to the specified date

**SYNTAX**

**DATEADD( datepart , number, date )**

**datepart** - See the DATEPART syntax for options

**number** - Is the value used to increment datepart. If you specify a value that is not an integer, the fractional part of the value is discarded. For example, if you specify day for datepart and 1.75 for number, date is incremented by 1.

**date** - Is an expression that returns a datetime value or a Unicode character string in a date format. For more information about specifying dates, see datetime in Data Types. If you specify only the last two digits of the year, values less than or equal to the last two digits of the value of the two digit year cutoff configuration option are in the same century as the cutoff year. Values greater than the last two digits of the value of this option are in the century that precedes the cutoff year. For example, if two digit year cutoff is 2049 (default), 49 is interpreted as 2049 and 2050 is interpreted as 1950. To avoid ambiguity, use four-digit years.

Figure AH-21.--Date and Time Function Example, Continued.



**DATEDIFF Syntax**

Returns the number of date and time boundaries crossed between two specified dates.

**SYNTAX**

**DATEDIFF( datepart , startdate , enddate )**

**startdate** - Is the beginning date for the calculation. startdate is an expression that returns a datetime value or a Unicode character string in a date format. If you specify only the last two digits of the year, values less than or equal to the last two digits of the value of the two digit year cutoff configuration option are in the same century as the cutoff year. Values greater than the last two digits of the value of this option are in the century that precedes the cutoff year.

For example, if the two-digit year cutoff is 2049 (default), 49 is interpreted as 2049 and 2050 is interpreted as 1950. To avoid ambiguity, use four-digit years.

**enddate** - Is the ending date for the calculation. Enddate is an expression that returns a datetime value or a Unicode character string in a date format.

Figure AH-21.--Date and Time Function Example, Continued.

**Using Date/Time Function Example 1**

```
SELECT
  RIGHT(DATENAME(YY, t1.doc_dt), 1) +
  RIGHT(STR(1000 + DATEPART(DY, t1.doc_dt)), 3)
  AS 'J_DATE',
  t1.dsn,
  DATEDIFF(DD, t1.doc_dt, t1.cmp_dt) 'DELDAYS'
FROM
  active_rqn_tbl t1
WHERE
  t1.cmp_dt IS NOT NULL
  AND t1.proj_cd = 'AK0'
  AND trnsmtl_fy = '2004'
```

This example uses the DATENAME() and DATEPART() functions to format the active\_rqn.doc\_dt into a julian date format. The DATEDIFF() function is used to calculate the number of days between the active\_rqn.doc\_dt and active\_rqn.cmp\_dt. Text string formatting functions RIGHT() and STR() are also used to create the julian date.

Figure AH-21.--Date and Time Function Example, Continued.

Numeric functions are used to perform mathematical operations on numeric data.

<b>Numeric Functions</b>	
<b>Function</b>	<b>Description</b>
ABS()	Returns a number's absolute value
COS()	Returns the trigonometric cosine of a specified angle
EXP()	Returns the exponential value of a specific number
PI()	Returns the value of PI
SIN()	Returns the trigonometric sine of a specified angle
SQRT()	Returns the square root of a specified number
TAN()	Returns the trigonometric tangent of a specified angle

Figure AH-22.--Numeric Functions Example.

<b>AGGREGATE Functions</b>	
<b>Function</b>	<b>Description</b>
AVG()	Returns a column's average value
COUNT()	Returns the number of rows in a column
MAX()	Returns a column's highest value
MIN()	Returns a column's lowest value
SUM()	Returns the sum of a column's values

Figure AH-23.--Aggregate Functions Example.

<b>Using Aggregate Function COUNT() Example 2</b>
<pre> SELECT   item.cognizance_symbol  'COG',   COUNT(*)  'RECN' FROM   item GROUP BY   item.cognizance_symbol </pre>
<p><b>This query will COUNT how many records are in the item table by COG and display the COG with the record count for each.</b></p>

Figure AH-23.--Aggregate Functions Example, Continued.

<b>Using Aggregate Function SUM() Example 1</b>
<pre> SELECT   item.cognizance_symbol 'COG',   SUM(item.unit_price * stock_item.on_hand_quantity_total)   'OH_VALUE' FROM   item,   stock_item GROUP BY   item.cognizance_symbol WHERE   item.niin = stock_item.niin   AND item.active_niin = 1 </pre>
<p><b>This example uses the SUM() aggregate function. This query will SUM the item.unit_price multiplied by the stock_item.on_hand_quantity_total. The results will list all COGS in the database and your total inventory value by COG.</b></p>

Figure AH-23.--Aggregate Functions Example, Continued.

## APPENDIX AI

GENERAL EQUIPMENT (GE) INVENTORY MANAGEMENT AND THE DEFENSE PROPERTY  
ACCOUNTABILITY SYSTEM (DPAS)1. General

a. Purpose. This appendix provides amplified instructions to references (bw) through (ca) as it pertains to the accountability and management of General Equipment (GE).

b. Overview. This appendix discusses the assignment of roles and responsibilities within the Department of the Navy (DON) for accountability and management of all DON GE. Additionally, it provides a framework for financial and physical accountability and management of GE to support warfighter readiness, financial reporting and auditability requirements.

2. General Equipment (GE). GE is defined as tangible personal property that is functionally complete for its intended purpose, durable, and nonexpendable. GE typically has an expected service life of two years or more; is not intended for sale; does not ordinarily lose its identity or become a component part of another article when put into use; and has been acquired or constructed with the intention of being used. GE includes (but is not limited to): industrial plant equipment, information technology (IT) equipment, support equipment, office equipment, weapons (e.g., small arms and light weapons), weapon systems, ships, aircraft, spacecraft, submarines, vehicles, and material handling equipment. GE does not include: Navy Working Capital Fund-Supply Management (NWCFSM) inventory items (e.g., items intended for sale), Operating Materials and Supplies (OM&S) (e.g., ordnance, spares and repair parts), real property (i.e., land buildings and structures), or heritage assets.

a. GE ownership. In instances where the command purchased equipment, has full responsibility for lifecycle management, and is able to dictate when it will be dispositioned, they will be considered the owner. GE that has been transferred or pushed to a command with no expectation that equipment will be returned is considered a transfer of ownership to the receiving command. Unless a written agreement is in place or a separate Department of Defense (DoD) or Department of the Navy (DON) policy states otherwise, commands will treat all GE within their cognizance as owned GE and remain responsible for adhering to this appendix and listed references.

b. GE custodianship. In instances where the command did not purchase the equipment, does not have lifecycle management, and does not have authorization to dispose of equipment the command may be considered a custodian. In these instances, the roles and responsibilities of the command will largely depend on a written agreement between the two parties and applicable DoD and DON instructions. Common examples of GE in which MALS commands are considered custodians and not owners include, but are not limited to government vehicles.

c. GE Categories. GE is divided into two primary categories:

(1) Accountable GE. All accountable GE requires accountable property records to be established and maintained in an APSR. Any exception must be

approved by the USFLTFORCOM/PACFLT PO. Accountable GE is divided into two subcategories:

(a) Capitalized accountable GE (\$100k or more). All GE purchased, or otherwise obtained, that has an acquisition cost equal to or greater than the capitalization threshold of \$100,000.00.

(b) Non-Capitalized accountable GE (less than \$100k). All GE purchased, or otherwise obtained, that has an acquisition cost less than the capitalization threshold of \$100,000.00, and meets at least one of the following criteria:

1. Has an acquisition cost of \$5,000 or greater.
2. As required by law, policy, regulation or agency direction.
3. GE of any value with controlled inventory item codes Identifying them as controlled, classified or sensitive which have no alternate governing DON or DoD issuance.
4. GE of any value provided to a contractor for performance on a contract.

(2) Locally accountable GE (TBA Assets). Locally accountable GE requires accountability records be established and maintained in either an APSR or another suitable system. Locally accountable GE includes all GE purchased, or otherwise obtained, with a unit acquisition cost less than \$5,000 that meets at least one of the following criteria:

(a) The GE must be controlled and managed to protect against unauthorized use, disclosure, or loss; or when otherwise required by law, policy, regulation or agency direction.

(b) Information technology property containing personally identifiable information. This property may include, but is not limited to desktops, laptops, and mobile computing devices, mobile information storage devices and auxiliary hard drives, regardless of cost.

(c) Pilferable GE when it has been identified as a problem area.

(d) GE hazardous to public health, safety, or the environment.

(e) Small arms.

(f) Seized and confiscated GE.

(g) GE with national security implications.

(h) Tooling.

(i) Mobile buildings.

3. Accountability Requirements. Commands will develop local policies and procedures to ensure that all accountable GE procured by the command and otherwise in the possession of the command is identified upon physical

receipt. Accountable GE records will be kept current and will provide a complete audit trail of all transactions (i.e., transaction based asset history of additions/deletions).

a. Receiving Procedures. The person who initially receives an asset is required to verify the item received matches the receipt document, circle the quantity, sign legibly, stamp or print name and date the receiving document to establish accountability. The individual signing the receipt will have authority necessary to receive property and sign the receipt on behalf of the command. Signature authority may be established by position description, local policies, delegation of authority letter, or DD Form 577 Appointment/Termination Record-Authorized Signature. This authority can be designated at the local level.

b. Receipt Documentation. Receipt and all other supporting documentation will be forwarded to the command Accountable Property Officer (APO) within seven (7) working days of physical receipt, to be uploaded to the APSR. All accountable GE will be supported by the purchase order or contract, Material Inspection and Receiving Report DD form 250, vendor invoices, and any other key supporting documents that capture and record direct and indirect costs including but not limited to obligation and expenditure transactions (e.g., DD Form 1348-1A Issue Release and Receipt Document, DD Form 1149 Requisition and Invoice/Shipping Document, DD Form 1155 Order for Supplies or Services, or DD Form 1342 DoD Property Record). If DD Form 1149 is used as supporting documentation for receipt transactions, a clear statement of intent to transfer ownership must be included on the document. Source documentation must be provided to the APO and uploaded to the APSR as part of GE record and maintained for 10 years or a minimum of 2 years following disposal of the asset.

c. Accountable Property System of Record (APSR) Entry. Accountable GE assets must be recorded and tracked in an APSR.

(1) GE receipts must have accountable records established in the APSR. The receipt transaction is complete once the signed receipt documentation from the receiver has been provided to the APO office and has been dated and annotated as received. At a minimum, APSR data fields identified in reference (bz) must be entered in the APSR and supported by required documentation.

(2) In the event an accountable GE record does not have required supporting documentation. Key Supplemental Supporting Documentation (KSSD) SECNAV 5200/3, [see enclosure (3)] will be completed and retained with the record. In the event an accountable GE record does not have supporting documentation to substantiate the original acquisition price and the receipt date a Historical Cost Estimation Worksheet (see enclosure (3)) will be completed and uploaded to the APSR in conjunction with the KSSD SECNAV 5200/3. Deviations will be recorded by a Memorandum for Record (MFR) with justification of delay of entry, and uploaded to the APSR. All GE will be barcoded within seven (7) working days of the receipt transaction being completed. Each accountable GE record will contain a barcode format which will be 10 digits in length. The first five digits will be the activity's Unit Identification Code (UIC) minus the Service Code, and the next five to seven digits will be a unique alpha-numeric code assigned by the activity.

(3) Secondary Level Review (SLR). For each property record that is added to the APSR, an SLR must exist by a government employee. The reviewing and approving official must have a level of authority above that of the preparer and is responsible for checking accuracy of the APSR entry and the adequacy and validity of the source supporting documentation. The second level reviewer will compare receipt documents to the APSR entry to ensure accuracy and completeness of that entry to include verification of all required data elements (see figure AI-2).

The second level reviewer does not have to be in the same chain of command and is not required to have APSR access. The SLR will be documented with a legibly printed name, signature, and date on the Increase Audit Checklist SLR. Template/example can be found by utilizing USFF/PACFLT website listed on the last page of this appendix.

4. Defense Property Accountability System (DPAS). All Capitalized Accountable and Non-Capitalized Accountable GE requiring tracking in a Government approved APSR will be managed in DPAS.

a. Establish Records. Accountable records shall be established in the APSR (DPAS) for:

(1) All GE purchased or otherwise obtained having a unit acquisition cost of \$5,000 or greater.

(2) As required by law, policy, regulation or agency direction.

(3) GE of any value with controlled inventory item codes identifying them as controlled, classified or sensitive, which have no alternate governing DON or DoD issuance.

(4) GE of any value provided to a contractor for performance on a contract.

b. DPAS access and Required Training

(1) Full access user. The CO will designate personnel who will be responsible for recording acquisitions, dispositions, updates, etc. in DPAS. This person may be a contractor, but must not be the person who physically received the asset on behalf of the command, or has authorization to do so. Due to separation of duties requirements, a custodian cannot be assigned to this role. Personnel that require full access to DPAS must submit the below, via their APO, to the USFLTFORCOM or USPACFLT PO:

(a) DPAS1024-Property Administrator for the Navy.

(b) DPAS1130-Data Inquiry

(c) DPAS1140-Reports and Forms Generation.

(d) A Completed DD Form 2875 System Authorization Access Request Navy (SAAR-N).

(e) Cyber Awareness Certificate.

(f) The appropriate designation letter (APO, DAPO or PS).

(2) Limited access user. Personnel may be granted limited access to DPAS, which will allow them to generate and view reports and inquiries with read only access. Limited access will allow personnel to view reports and inquiries. Personnel that require limited access to DPAS must submit below via their APO, USFLTFORCOM or USPACFLT PO:

(a) DPAS1130-Data Inquiry

(b) DPAS1140- Reports and Forms Generation.

(c) A Completed DD Form 2875 System Authorization Access Request Navy (SAAR-N).

(d) Cyber Awareness Certificate.

(3) DPAS users must log into the system at least once every 30 days or their account will be disabled after 45 days; after 180 days, the account is deleted.

4. Required Roles and Responsibilities. The following are a list of required roles and responsibilities as well as billet description and what level of command they reside at. All DPAS users with full access, must be designated in writing as either an APO, DAPO or PS. DPAS users with limited access do not require designation by the CO or OIC.

a. Deputy Command Property Officer (DCPO). The DCPO will reside at both the MAW and MARFOR level. DCPOs will have access to their own UIC as well as limited access to those UICs that fall under their area of responsibility. The DCPO will be appointed in writing by the activity CO or OIC.

(1) Property policy, guidance, workflow, and taskers will flow from USFLTFORCOM/PACFLT to DCPOs to individual activities. Multiple DCPOs may be designated if workload dictates the need. DCPOs are typically assigned to commands that are direct fund recipients (DFRs) from USFLTFORCOM BSO 60 and PACFLT BSO 70. A DCPO will be identified at all DFR USFLTFORCOM commands that have subordinate activities with an established property program.

(2) DCPOs will be designated by the CO or OIC at an appropriate level of seniority commensurate with duties and responsibilities at the command. The Deputy Command Property Officer Letter of Designation Template can be utilized to appoint designation as a DCPO and can be found by utilizing USFF/PACFLT website listed on the last page of this appendix. The DCPO will be required to perform the following duties:

(a) Ensure the appointment, in writing, of APOs at appropriate levels throughout their chain of command and subordinate commands reporting to their organization. DCPOs will assist the USFLTFORCOM/PACFLT PO in tracking all APO designation letters throughout their subordinate commands. Copies of all appointment letters will be uploaded to the USFLTFORCOM PO portal.

(b) Perform periodic reviews and audits throughout the chain of command to assess property accountability, management system effectiveness, and policy compliance. Report compliance and findings to the USFLTFORCOM/PACFLT PO.

(c) Assist the USFLTFORCOM/PACFLT PO and the APO in management of activities throughout their organization's chain of command, and subordinate commands reporting to their organization.

(d) Submit a consolidated GE inventory progress certification form (SECNAV 5200/4) to the USFLTFORCOM/PACFLT PO for all subordinate funded commands, no later than 30 calendar days following end of the third quarter.

b. Commanding Officer (CO)/Officer in Charge (OIC). The CO will be the accountable officer and designation authority. They will be accountable for all command GE, regardless of custodian or physical location in the command and publish local instructions to ensure all command GE is safeguarded, maintained, and accounted for by properly recording and reporting accurate physical and financial information. Additionally, they will ensure the performance of required reviews and audits to assess GE accountability, management system effectiveness and policy compliance throughout the command, by use of the WASMAT/SMD audit teams. Duties and responsibilities are as follows:

(1) Designate eligible personnel as APOs, DAPOs and PSs in writing and grant them authority to effect positive changes to standardize processes and controls at all levels of the command.

(2) Allow personnel assigned as APOs adequate time and funding to undergo formal training to fully qualify as an APO. CO/OICs will ensure APOs meet all formal training requirements no later than six months following appointment.

(3) Approve in writing physical inventory plans detailing the approach for ensuring 100 percent of all accountable GE is inventoried per reference (ca). Physical inventory plans will describe the methodology used to determine inventory candidates, which inventory methods are used and anticipated timelines for each inventory segment. Signed physical inventory plans, completed inventory supporting documentation, and signed SECNAV 5200/4 will be retained for no less than 6 years and be provided upon request for audit and inspection.

(4) Submit SECNAV 5200/4 via the chain of command.

(5) Serve as the Approving Authority for financial liability investigations of property loss as defined in volume 12, chapter 7 of reference (ae). The approving authority's responsibilities may be delegated, if the asset value falls below the capital threshold of \$100k as depicted in figure AI-1. The delegation must be in writing.

**NOTE:** At the MARFOR MAW levels, the Deputy Chief of Staff (DC/S) will be the accountable officer and designation authority.



Fund Type	Original Acquisition Value	GE Category	Record Type
U.S. Navy General Fund	Less than \$5K	Locally Accountable	Accountability Record
	\$5K - <\$1M	Non-Capitalized Accountable	Accountable Record in APSR
	\$1M or more	Capitalized Accountable	
U.S. Marine Corps General Fund	Less than \$5K	Locally Accountable	Accountability Record
	\$5K - <\$100K	Non-Capitalized Accountable	Accountable Record in APSR
	\$100K or more	Capitalized Accountable	
Working Capital Fund	Less than \$5K	Locally Accountable	Accountability Record
	\$5K - <\$250K	Non-Capitalized Accountable	Accountable Record in APSR
	\$250K or more	Capitalized Accountable	

Figure AI-1.--Accountability and Capitalization Thresholds.

c. Accountable Property Officer (APO). An APO will reside at each individual MALS (OMD OIC/Officer), appointed in writing to establish and maintain an organization's accountable property records, irrespective of whether the property is in the individual's possession. APOs must be a government employee and designated in writing by the CO. Designation Template can be utilized to appoint designation as an APO and can be found by utilizing USFF/PACFLT website listed on the last page of this appendix. The responsibilities of the APO are inherently governmental and therefore not assignable to a contractor or other nongovernment entity. The APO cannot be a Government Commercial Purchase Card, Card Holder (GCPC CH) with the authority to purchase accountable GE. The APO will be required to perform the following duties:

(1) Be responsible for the administration and maintenance of the activity's property management program.

(2) Properly categorize and track GE throughout the lifecycle from acquisition through receiving, utilization, management, and disposal.

(3) Develop and document in writing local policies and procedures to ensure all accountable GE procured by command and otherwise in possession of the command is identified upon physical receipt.

(4) Research and locate missing documentation or develop replacement documentation, as required, when the original applicable source documentation is not available. Items found on installation identified as accountable GE will be recorded in the APSR within seven (7) working days of identifying GE, regardless of progress made to locate source documentation. Capital GE will be recorded in the APSR.

(5) Ensure all new applicable personnel have been scheduled for and completed appropriate property management training within 30 calendar days of assuming duties and other personnel have received refresher training as needed.

(6) Be responsible for maintaining the APSR for GE to include ensuring all accountable records are compliant with guidance contained in references (bw) and (ca).

(7) Coordinate physical inventories per published physical inventory plan, to include the development and implementation of corrective action plans when inventory accuracy falls below 98 percent (100 percent for classified and sensitive property) or inventory frequency requirements are not maintained. Corrective action plans will include a determination of root cause, planned actions to correct specific deficiencies and underlying systemic problems and an estimate of when the corrective action is expected to be complete.

(8) Designate custodial areas within an accountable area and designate custodians in writing for each custodial area. Additionally, establish local training programs to ensure all custodians and other personnel entrusted with management of GE are familiar with and abide by GE rules and regulations.

(9) Conduct a financial liability investigation of property loss inquiry (DD-200) when designated by approving authority or assist individual designated to conduct the inquiry. Serve as the Accountable Officer.

d. Deputy Accountable Property Officer (DAPO). The DAPO must be a Military or government civilian (i.e., not contracted personnel) and can act for the APO in his or her absence. The DAPO will assist the APO in their duties and responsibilities, and is responsible for proper management and accountability of property under their assigned control. DAPOs will reside at each individual MALS (OMD SNCOIC/SNCO). They will assist the APO in protecting and maintaining all property types and be designated in writing by the CO. Designation Template can be utilized to appoint designation as a DAPO and can be found by utilizing USFF/PACFLT website listed on the last page of this appendix. Assignment is not mandatory, but may be assigned and appointed at the discretion of the command.

e. Property Specialist (PS). Will be designated in writing by the CO utilizing Property Specialist Letter of Designation Template which can be found by utilizing USFF/PACFLT website listed on the last page of this appendix. Enter data into APSR as directed by the command APO or DAPO. The APSR property specialist may be a contractor.

f. Custodian. The custodian is typically the individual maintaining assets outside of the Aviation Supply Department (e.g., Polaris, ISU etc.). Custodians must be designated in writing by the APO. Designation template can be utilized to appoint designation of a custodian and can be found by utilizing USFF/PACFLT website listed on the last page of this appendix. The custodian will be responsible for the care and safekeeping of GE assigned to their custody. Each piece of equipment tracked and recorded as GE will have a custodian assigned within the APSR (DPAS).

A custodian must notify the APO of position changes immediately and complete a turnover inventory. Custodians cannot be a GCPC CH with the authority to purchase accountable GE, and must not have an APSR access level higher than limited access. The custodian will have direct knowledge of the asset's condition and location at all times.

5. Inventory requirements. Conducting an inventory is the act or process of locating, counting, and reporting property. The CO will publish, sign and retain physical inventory plans detailing the approach for ensuring 100 percent of all accountable GE and any locally accountable GE requiring special management is physically sighted and inventoried per local policy.

a. Local inventory procedures. APOs will develop and document inventory procedures in addition to providing training as needed. Inventory procedures will be written to adequately document specific actions personnel will perform to ensure the inventory is conducted per reference (ca). Inventories are conducted for the following:

- (1) Change of Custodian.
- (2) Annual for GE meeting capital threshold (depicted in figure AI-1).
- (3) As directed by the CO.
- (4) Upon evidence of forced or unlawful entry, or discovery of an open, or unattended storage area.
- (5) Annually for CIIC of controlled, classified or sensitive.
- (6) As required by higher authority such as FMO directed annual wall to wall inventory.

b. Floor-to-book inventories. Activities are required to perform annual floor-to-book inventories equal to or greater than 25 percent of the total known population of accountable GE assets using the Floor to Book Inventory Log. An example of this log can be found by utilizing USFF/PACFLT website listed on the last page of this appendix.

(1) GE will be physically validated to ensure required data elements on the count sheet are correct. This validation must be documented on a count sheet (i.e., DPAS Inventory Report). The personnel that conducts the inventory must sign, legibly print, and date applicable count sheet(s). All inventories will be initiated and reconciled in the APSR within 60 days. Results (e.g., changes in location, description, custodian, assets lost or found), or any required inventory data elements identified will be updated in the APSR within seven working days after inventory completion.

(2) Missing items. If the GE asset is determined to be missing after a reasonable search, a DD Form 200 Financial Liability Investigation of Property Loss Form must be submitted per reference (e) and the asset must be updated in the APSR to indicate the appropriate suspected loss code. Once identified as missing, the subsequent investigation and DD Form 200 will be completed within 60 calendar days. Once DD Form 200 is complete, the designated personnel will remove the asset from the APSR within seven (7) working days.

(3) Inventory timeliness. Physical inventories will be opened in APSR and reconciled within 60 days. Inventory results will be reconciled in the APSR within 7 working days of completing the inventory. Once an inventory has been opened for more than 60 days it will be flagged in the APSR. The USFLTFORCOM PO will notify commands when inventories are open past 60 days. APOs will report to USFLTFORCOM PO with justification of all

inventories not reconciled in the APSR within 90 days. After 90 days, the USFLTFORCOM/USPACFLT PO will cancel and delete the inventory in the APSR if there is no justification provided by the APO.

(4) Inventory Analysis. The following rates will be documented for each inventory and retained locally for no less than six years as part of the commands inventory documentation.

(a) Located rate by line items is calculated as: Number of assets located divided by the number of assets in total inventory population.

(b) Located rate by dollar value is calculated as: Value of assets located divided by the value of assets in total inventory population

(c) Overage rate by number is calculated as: Number of averages divided by the number of assets in the total inventory population.

(d) Overage rate by dollar value is calculated as: Value of averages divided by the value of assets in total inventory population.

(e) Overall inventory accuracy rate is calculated as: Number of assets located minus averages divided by number of assets in total inventory population or (Number of assets located - Overages)/Number of assets in the total inventory population.

(5) Corrective Action Plan. The APO will develop and implement corrective action plans when inventory accuracy falls below 98 percent (100 percent for classified and sensitive property) or inventory frequency requirements are not maintained. Corrective action plans will include a determination of root cause, planned actions to correct specific deficiencies, and underlying systemic problems and an estimate of when corrective action is expected to be complete.

(6) Document Retention. Required physical inventory documentation per reference (i) will be retained for no less than 10 years and be provided by request for audit and inspection. The signed physical inventory plans, with their supporting annual inventory progress certifications will be retained for no less than 6 years and be provided upon request for audit or inspection.

(7) Inventory progress report. ALL APOs will submit the SECNAV 5200/4 to MARFORCOM/MARFORPAC no later than 45 calendar days following the end of third quarter. MARFORCOM/MARFORPAC will submit one consolidated SECNAV 5200/4 that includes all subordinate activities.

6. GE Disposal. Commands will develop local policies and procedures to ensure that all accountable GE disposed of, or otherwise transferred from the command, is identified and the corresponding APSR record is updated. The CO or OIC will appoint disposition authority. The disposition authority will be responsible for approving disposition, transfer-out or sale of accountable GE. Approval of disposition will be evident by the disposition authority's signature and date on all authorized termination of accountability documentation. Disposition authority must be independent of individual that has been appointed as the custodian of asset(s). Prior to disposal, personnel with the authority to do so will approve all accountable GE. This disposition authority may be established by the position description, local policies, delegation of authority letter, or DD Form 577.

a. Disposition Documentation. Disposition documentation must be uploaded to the APSR as part of GE record and must be retained at a minimum of 10 years after the asset is disposed of and removed from DON'S financial statements.

b. Disposition Forms. The APO will ensure completion of one of the following applicable disposition form(s):

(1) DD Form 1348-1A. For GE that has been identified for permanent removal from service and is not being transferred to another entity. At a minimum, the following APSR data elements are required to be on DD Form 1348-1 A, along with any additional requirements: name, part number and/or model number, description, serial number, stock number, Asset Id, quantity, unique item identifier (when applicable), and unit acquisition cost. The accountable property record including the acquisition cost, the related accumulated depreciation, and all other relevant information will be inactivated in the APSR, using receiving activity's signature and date, or DLA stamp on the 1348-A to substantiate the transaction.

(2) DD Form 1149. For GE that is being shipped and transferred outside of the activity. Clear statements of intent to transfer ownership and full financial reporting responsibilities must be included on this document. All required data elements must be recorded on the DD Form 1149. At a minimum, the following APSR data elements are required to be on DD Form 1149, along with any additional requirements: name, part number and/or model number, description, serial number, stock number, Asset Id, quantity, unique item identifier (when applicable), and unit acquisition cost. The accountable property record including the acquisition cost, the related accumulated depreciation, and all other relevant information will be inactivated in the APSR, using receiving activity's signature and date on the DD Form 1149 to substantiate the transaction.

(3) DD Form 200. For GE that is damaged or unfit for performance but not through normal use (e.g., vandalism or abuse) or when GE cannot be found because of loss or destruction. Commands will review and evaluate accuracy and timeliness of all DD Form 200 investigations. The DD Form 200 will be initiated and posted to the APSR within 7 working days from date the loss has been identified. Any DD Form 200 that has not been completed and reconciled in the APSR within 60 days of being initiated must be reported to the USFLTFORCOM/PACFLT PO with a written explanation of the delay. This document must be signed by the CO or their delegate and retained by the APO. The accountable property record including the acquisition cost, the related accumulated depreciation, and all other relevant information will be inactivated in the APSR, using the Approving Authority's signature date on the DD-200 to substantiate the transaction.

c. Missing Documentation. In the event the disposal document is not available, a KSSD SECNAV 5200/3 must be completed to provide the missing information. Local variants of this form are allowable, provided all fields represented on the form are included on the local variant. KSSD SECNAV 5200/3 example can be found by utilizing USFF/PACFLT website listed on the last page of this appendix. The accountable property record including the acquisition cost, the related accumulated depreciation, and all other relevant information will be inactivated in the APSR, using the Actual Retirement Date from block 28 of the 5200/3 to substantiate the transaction.

d. APSR Status Entry. Within the APSR, disposed GE will be documented as "in-transit" until the receiving activity acknowledges receipt via authorized electronic or hard-copy documentation. Once GE has been received by the disposing activity, the accountable property record will be inactivated in the APSR within 7 working days of notice of receipt.

e. SLR or APSR Transactions. Just like those items added to the APSR, an SLR must also be conducted for each property record that is removed from the APSR, by a government employee. The reviewing and approving official must have a level of authority above that of the preparer and is responsible for checking accuracy of the APSR entry and the adequacy and validity of the source supporting documentation. The second level reviewer will compare disposition documents to the APSR entry to ensure accuracy and completeness of that entry to include verification of all required data elements (see figure AI-2). The second level reviewer does not have to be in the same chain of command and is not required to have APSR access. The SLR will be documented with a legibly printed name, signature, and date on the Decrease Audit Checklist SLR. The example checklist can be found by utilizing USFF/PACFLT website listed on the last page of this appendix. Documentation substantiating these transactions will be retained for 10 years following disposition.

7. Administrative Adjustment Disposition. In the event that an asset has been discovered to be erroneously recorded in the APSR (e.g., duplicate entry, item is not GE or not accountable GE, etc.) or when special disposal circumstances exist, process an Administrative Adjustment Report (AAR) to remove entry from the APSR.

a. An MFR must be completed to document the Asset Id(s) to be removed and the reason for removal. The MFR must be signed by the APO and will be uploaded to the APSR as part of the GE record. General usage of the AAR will not be a common practice in efforts to remove property records from the APSR unless it can be justified by an MFR that an error has occurred.

b. Administrative adjustments to terminate accountability of GE valued at \$5K and above, must be approved by the USFLTFORCOM PO prior to removal from the APSR. Documentation substantiating the removal of the asset from the APSR will be provided to USFLTFORCOM PO for review. If the administrative adjustment is approved, all supporting documentation and an MFR must be uploaded to the APSR prior to the removal of the asset. Supporting documentation will be inclusive of a complete audit trail. All substantiating documentation must be retained for a minimum of 2 years following removal of the asset from the APSR.

<u>REQUIRED DATA ELEMENTS AND DEFENSE PROPERTY ACCOUNTABILITY SYSTEM FIELDS</u>	
Required Data Elements for Accountable Property Records	
Data Element	DPAS Field
Individual Item Identifier	Asset Id
Category / Asset Type	National Stock Nbr (NSN, or if no NSN is available: Mfr Part Nbr and Model Nbr and Mfr Name)
Item Description	Item Desc
Reporting Organization	Actbl UIC
Custodial Organization	UIC
Status (i.e. active, inactive, retired, staged, stored, in-transit, transferred, declared excess, awaiting disposal, disposed of)	Asset Status
Quantity and unit of measure	Qty
General Ledger Classification/Asset Code	Asset Cd
Acquisition Cost	Total Cost
Accumulated Depreciation (if capital)	Accumd Deprn
Estimated Useful Life	Yr Svc Life
Unique Item Identifier (UII) or DoD recognized IUID equivalent/ Secondary Unique ID	VIN, or UII
Serial Number	Serial Nbr
Acquisition Date (Funds Approval/Obligation Date)	Acq Dt
Receipt Date	Local Rept Dt
Date Placed in Service	Origl In Svc Dt
Activation Date (if capital)	Activation Dt
Location	Loc
Current Condition	Cond Cd
Posting Reference (i.e. receiving report number, contract, PO, or other procurement ID number, invoice number)	Oblign Doc Nbr
Transaction Type (i.e. received, accepted, inventoried, transferred, shipped, retired, disposed)	Tran Cd
Asset Review Date	N/A (Documented on KSSD)

Figure AI-2.--Required Data Elements for Accountable Property Records.

TEMPLATES

1. Official SECNAV Forms can be obtained by accessing the SECNAV website at:

<https://www.secnave.navy.mil/doni/NFOL/Forms/AHItems.aspx>

MARFORCOM FORMS AND REPORTS (2d MAW and HMX)

1. Forms and Reports for MARFORCOM can be obtained by accessing the U.S. Fleet Forces (BSO 60) Command Property Office portal at:

<https://usff.navy.deps.mil/sites/hq-n41/412/Property/SitePages/Home.aspx>  
under Property Documents.

a. SECNAV 5200/3 Key Supplemental Supporting Document can be obtained on USFLTFORCOM Command Property Office Portal.

b. Historical Cost Estimation Worksheet can be obtained on USFLTFORCOM Command Property Office Portal.

c. DD Form 2875 (SAAR-N) - DPAS Access can be obtained on USFLTFORCOM Command Property Office Portal.

d. SECNAV 5200/4 - General Equipment Inventory Progress Certification Form can be obtained on USFLTFORCOM Command Property Office Portal.

e. Request for Cannibalization of Accountable Property can be obtained on USFLTFORCOM Command Property Office Portal.

f. Increase Audit Checklist Second Level Review can be obtained on USFLTFORCOM Command Property Office Portal.

g. Decrease Audit Checklist Second Level Review can be obtained on USFLTFORCOM Command Property Office Portal.

MARFORPAC FORMS AND REPORTS (1st and 3d MAW)

1. Forms and Reports for MARFORPAC can be obtained by accessing the U.S. Pacific Fleet Asset Management Portal at:

<https://cpf.navy.deps.mil/sites/PACFLT/fiar/AssetManagement/PACFLT%20520045%20Forms%20Reports%20and%20Templates/Forms/AllItems.aspx>

a. (Deputy) Accountable Property Officer Letter of Designation can be obtained on the U.S. Fleet Forces (BSO 60) Command Property Office portal.

b. Property Specialist Letter of Designation can be obtained on the U.S. Fleet Forces (BSO 60) Command Property Office portal.

c. Physical Inventory Plan can be obtained on the U.S. Fleet Forces (BSO 60) Command Property Office portal.



d. Custodian Letter of Designation can be obtained on the U.S. Fleet Forces (BSO 60) Command Property Office portal.

e. Floor to Book Inventory Log can be obtained on the U.S. Fleet Forces (BSO 60) Command Property Office portal.

f. Consolidated Inventory Log can be obtained on the U.S. Fleet Forces (BSO 60) Command Property Office portal.

## APPENDIX AJ

## Inventory Management Performance Report (IMPR)

1. General

a. Purpose. The performance of the DoD supply chain is essential to warfighter readiness. To monitor that performance, the Office of Deputy Assistant Secretary of Defense for Supply Chain Integration (ODASD[SCI]), in coordination with the military departments and the Defense Logistics Agency (DLA), adopted a comprehensive suite of supply chain metrics for Department-wide use. The metrics were selected to (1) assess the effectiveness and efficiency of the DoD supply chain enterprise and (2) measure the success of major initiatives to improve inventory and distribution management within the enterprise. These metrics evaluate the degree to which the DoD supply chain exhibits the attributes of responsiveness to customer requests, reliability of the internal processes, and consideration of supply chain costs and customers' supply chain expenditures, while ensuring necessary and appropriate planning and precision in support of materiel readiness.

2. IMPR Reporting. The IMPR is a reporting requirement for Marine Aviation. It fulfills the reporting requirement that reflects the performance of each unit's inventory posture, along with the reporting performance of the warfighter.

a. Reporting Requirements. NAVMC 4400.177A/HQMC ASB require the following be reported via the IMPR database tool.

- (1) Monthly Total Demand
- (2) Supply Effectiveness
- (3) Excess Management
- (4) DLR Deficiency to Requisitioning Objective
- (5) Range and Depth
- (6) Afloat BP-28 Obligation to Sales Ratio
- (7) Carcass Tracking
- (8) Overage Unmatched Stock In Transit (SIT)
- (9) Monthly Inventory Adjustment (GIA)
- (10) NMCS/PMCS Demands (overall effectiveness)
- (11) NMCS/PMCS Effectiveness (TMS)
- (12) Fly In Support Allowance (FSA) Status
- (13) Supplemental Aviation Spares Support (SASS) Status
- (14) NIIN Trend Analysis Category (NIIN/Doc Count)

b. Creation of the IMPR. The IMPR excel database is an automated

process utilized to import all required EOM reports (Internal and External) and SQLs. It is maintained by MARFOR/HQMC ASB-31, updated by HQMC/LMI and available copies can be found at each Wing/MARFOR. IMPR data is extracted utilizing the external reports listed in appendix AB (and below) following End of the Month (EOM) reports process. EOM reports and SQL's will be forwarded utilizing the below naming convention and format, including unit name (i.e., MALS14\_SAMMASAL.TXT) and forwarded to each respective MARFOR no later than the Tenth day of each month so that the combined IMPR can be generated. Required reports, naming conventions and file types are as follows:

(1) MALS Internal Requirements

- (a) SAMMA/SAL (R-Supply JSI217) save as SAMMASAL.TXT
- (b) Supply Effectiveness Report (R-Supply JSF415) save as SUPPLYEFFECTIVENESS.TXT
- (c) Gains/Losses Inventory Listing (R-Supply JSI221) save as GAINS LOSSES INVENTORY LISTING.TXT
- (d) Master Stock Status Report (R-Supply JSI215) save as MSSR.TXT
- (e) FSA/SASS Range and Depth (R-Supply SQL) save as FSA RANGE DEPTH.CSV
- (f) NALCOMIS Monthly Demand (NALCOMIS SQL) save as NALC MTHLY DMD.CSV
- (g) F-35 Effectiveness all save as F-35 EFFECTIVENESS ALL.XLXS
- (h) F-35 Priority 1 and 2 save as F-35 Pri 1 2 EFFECTIVENESS.XLXS

(2) MALS External Requirements

- (a) NAVSUP BP-28 Sales Ratio report (MFLANT/MFPAC)
- (b) ERMS/NITA Stock In Transit report
- (c) COMNAVAIRLANT Carcass Performance Indicator Brief (PIB)

c. Report Parameters. The following parameters will be used for the above listed EOM reports:

(a) SAMMA/SAL

ORDER AND SHIPPING TIME (OST)	:1.0
ECONOMIC RETENTION VALUE (ERV)	:100.00
SAMMA/SAL OPTION	:Y
NSA	:Y
APA	:Y
REPAIRABLES	:Y
FIELD LEVEL REPAIRABLES	:Y

NON REPAIRABLES	:Y
STORES TYPE	:O
ATCS	:
COGS	:
BUDGET PROJECT CODES	:
INCLUDE SUBSTITUTES	:Y
INCLUDE RECEIPTS ON BOARD	:N
PRINT RAB DETAIL REPORT	:Y
PRINT RAO DETAIL REPORT	:Y
PRINT DEF TO RO DETAIL REPORT	:Y
EMV RANGE FROM	:.01

(b) Supply Effectiveness. Ensure the current month and year for the month that is being closed out is input on the R-Supply screen.

(c) Gains and Losses Report

GAINS REPORT	:Y
GAIN BY INVENTORY RECEIPT	:Y
LOSSES REPORT	:Y
LOSS BY INVENTORY RECEIPT	:Y
BEGINNING DATE	:*1st day closeout month
ENDING DATE	:*last day closeout month
STORE TYPES	:O
SUPPORT PACKAGE:	

**NOTE:** Ensure sort by NIIN option is selected at the bottom of request page.

(d) MSSR Listing

SUBS INCLUDED FLAG	:Y
INCLUDE ROBS	:N
PLATFORM	:M
STORES TYPES	:O
REPAIRABLES	:Y
FIELD LEVEL REPAIR	:Y
NON-REPAIRABLES	:Y
DBI	:N
HAZMAT	:N
FILL	:N
ALLOWANCE TYPE CDS	:
COGNIZANCE SYMBOLS	:
SUPPORT PKG FLAG	:N
SUPPORT PKGS	:

(e) FSA Range and Depth (Version-13)

(f) NALC MTHLY DMD (Version-10)

3. Reading the IMPR Report. IMPR is broken out into 14 paragraphs with each column representing a specific MALS. Each Wing is numerical in sequence, followed by numerical MALS. Additionally, it is important to understand the Cognizance code (Cog) categorization. DLR reflects 7 Cog items which

utilizes NWCF BP-81 and BP-85. CON reflects odd Cog (excluding 7) and utilizes NWCF BP-14, BP-15, BP-28 and BP-34. APA reflects even Cog items. APA Cog items are not NWCF Cogs and not charged to MALS OPTAR.

a. Paragraph 1 not present on IMPR report. Paragraph one is notepad file (.txt) that is in AMHS message format while the actual IMPR is an attachment of the message. This format is required due to combining both the MARFORCOM and MARFORPAC IMPRs into one file.

```
FM CMC AVN ASB WASHINGTON DC
TO (INSERT AMHS PLADS FOR REQUIRED DISTRO)
MARFOR, WING ALD, MALS, DLA, ETC

BT UNCLAS
SUBJ/INVENTORY MANAGEMENT PERFORMANCE REPORT (IMPR)FOR MAY 2021//
REF/A/DOC/CNAF INST 4440.2C//
REF/B/MSG/HQMC AVN ASB/221321ZFEB19//
NARR/REF A TYCOM INSTRUCTION CITING CURRENT REQUIRED GOALS. REF B
HQMC ASB IMPR DATA SUBMISSION GUIDELINES//
POC/GAYLE H. N/MGYSGT/ASB/TEL: COM 703-693-9816/DSN 223-9816
EMAIL: HUBERT.GAYLE@USMC.MIL//
RHKS/1. THE FOLLOWING REPORT IS PROVIDED PER REF A.
ALL REFERENCES TO REPAIRABLES ARE DLR 7 COGS (BP-81,BP-85).
CONSUMABLES INCLUDE ALL OTHER COGS (BP-14,15,28,34).
APA INCLUDES ALL EVEN COGS TO INCLUDE 0.
2. TOTAL DEMANDS: SEE ATTACHMENT
3. DIRECT ANY QUESTION TO POC LISTED ABOVE//
```

Figure AJ-1.-- IMPR Message Example (paragraph 1).

b. Paragraph 2 denotes the total qty of demands. Data is sourced from the R-Supply Effectiveness Report. DB-CR Credits (CR) are subtracted from Debits (DB).

TITLE/UNIT	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
<b>2. TOTAL DEMANDS</b>											
TOT DB	2,495	8,110	5,351	5,882	8,351	12,188	3,514	5,942	2,904	9,408	8,426
DLR	153	240	172	284	367	317	325	585	124	297	321
CON	2,302	7,790	5,108	5,550	7,841	11,848	3,170	5,301	2,702	9,036	7,908
APA	40	80	71	48	142	23	19	56	78	75	197
TOT CR	35	96	44	56	109	100	32	82	89	106	46
DLR	2	0	2	0	4	3	0	0	2	0	0
CON	31	86	39	56	103	93	15	37	26	101	42
APA	2	10	3	0	2	4	17	45	61	5	4
ISS DB-CR	2,139	6,768	4,531	4,992	6,959	9,893	2,940	5,132	2,298	7,769	7,090
DLR	130	139	111	206	233	170	272	454	89	181	178
CON	1,976	6,621	4,386	4,744	6,646	9,723	2,668	4,668	2,202	7,540	6,876
APA	33	8	34	42	80	0	0	10	7	48	36
NIS DB-CR	82	493	351	410	629	1,384	186	318	176	764	631
DLR	10	80	41	41	118	123	35	101	10	92	123
CON	70	413	308	365	509	1,260	151	216	166	665	507
APA	2	0	2	4	2	1	0	1	0	7	1
NC DB-CR	239	748	424	414	645	792	356	405	341	759	658
DLR	11	21	18	37	12	21	18	30	23	24	20
CON	225	665	374	375	574	753	336	375	308	720	482
APA	3	0	32	2	58	18	2	0	10	15	0

Figure AJ-2.-- IMPR Paragraph 2.

c. Paragraph 3 denotes the Overall Supply Effectiveness. Data sourced from R-Supply Supply Effectiveness report. NET calculated by total demands issued / total demands carried. Gross is calculated by total demands issued / total demands received.

**NOTE:** Goal is 85% NET and 65% Gross.

3. SUPPLY EFFECTIVENESS GOAL: NET >= 85%, GROSS >= 65%	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
NET(COMBINED)	96%	93%	93%	92%	92%	88%	94%	94%	93%	91%	92%
GROSS(COMBINED)	87%	84%	85%	86%	84%	82%	84%	88%	82%	84%	85%
NET(DLR)	93%	63%	73%	83%	66%	58%	89%	82%	90%	66%	59%
GROSS(DLR)	86%	58%	65%	73%	64%	54%	84%	78%	73%	61%	55%
NET(CON)	97%	94%	93%	93%	93%	89%	95%	96%	93%	92%	93%
GROSS(CON)	87%	86%	87%	86%	86%	83%	85%	89%	82%	84%	87%
NET(APA)	94%	100%	94%	91%	98%	0%	N/A	91%	100%	87%	97%
GROSS(APA)	87%	11%	50%	88%	57%	0%	0%	91%	41%	69%	19%

Figure AJ-3.-- IMPR Paragraph 3.

d. Paragraph 4 denotes the summary report that is contained in the Stores Account Material Management Afloat/Ship Authorized Levels (SAMMA/SAL). Data sourced from SAMMA/SAL for RAO, RAB, DEF compared to SAL.

(1) Redistributable Assets on Order (RAO). This is the total amount of a stock item when the addition of the on-order quantity (stock due) and the on-hand quantity will result in a total number of assets that is greater than the ship's authorized level (SAL) and place the item in an excess condition. All assets above the established allowance are subject to redistribution. When this condition exists, stock items are subjected to cancellation. Identify causes in excessive RAO values and conduct further actions as required.

**NOTE:** Goal: RAO- <= 0.2% for DLR, <= 1.0% for CON, and <= 0.2% for APA.

4. STORES ACCOUNT MATERIAL MANAGEMENT AFLOAT/SHIP AUTHORIZEDLEVELS (SAMMA/SAL) REDISTRIBUTABLE ASSETS ON ORDER (RAO) REDISTRIBUTABLE ASSETS ON BOARDS (RAB) RAO PERCENT OF SAL GOAL: DLR <= 0.2%, CON <= 1.0%, APA <= 0.2% RAB PERCENT OF SAL GOAL: DLR <= 0.5%, CON <= 4.5%, APA <= 0.5% DEF TO RO GOAL: DLR = 0 RECORD COUNT (RCNT)	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
RAO DLR \$	2M	0	138K	0	676K	85K	0	243K	479K	13K	0
RAO DLR RCNT	6	0	1	0	3	3	0	2	3	1	0
RAO DLR % SAL	0.46%	0.00%	0.06%	0.00%	0.29%	0.03%	0.00%	0.07%	0.15%	0.00%	0.00%
RAO CON \$	163K	45K	56K	174K	708K	406K	48K	367K	195K	115K	179K
RAO CON RCNT	64	28	77	116	234	155	50	136	104	116	67
RAO CON % SAL	0.56%	0.12%	0.14%	0.44%	1.69%	0.67%	0.18%	1.02%	0.67%	0.26%	0.38%
RAO APA \$	693	0	0	3K	0	0	0	63K	792	736K	0
RAO APA RCNT	1	0	0	3	0	0	0	2	2	5	0
RAO APA % SAL	0.00%	0.00%	0.00%	0.01%	0.00%	0.00%	0.00%	0.25%	0.01%	2.31%	0.00%

Figure AJ-4.-- IMPR Paragraph 4 (RAO).

(2) Redistributable Assets on Board (RAB). This is the total amount of a stocked item when the on-hand quantity is greater than the ship's authorized level (SAL) and has no justification for on-board retention. All assets above the established allowance are subject to redistribution.

**NOTE:** Goal: RAB- <= 0.5% for DLR, <= 4.5% for CON, and <= 0.5% for APA.

4. STORES ACCOUNT MATERIAL MANAGEMENT AFLOAT/SHIP AUTHORIZEDLEVELS (SAMMA/SAL) REDISTRIBUTABLE ASSETS ON ORDER (RAO) REDISTRIBUTABLE ASSETS ON BOARDS (RAB) RAO PERCENT OF SAL GOAL: DLR <= 0.2%, CON <= 1.0%, APA <= 0.2% RAB PERCENT OF SAL GOAL: DLR <= 0.5%, CON <= 4.5%, APA <= 0.5% DEF TO RO GOAL: DLR = 0 RECORD COUNT (RCNT)	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
RAB DLR \$	67M	33M	3M	29M	6M	2M	42M	55M	11M	264K	3M
RAB DLR RCNT	753	471	54	371	58	31	169	258	151	3	11
RAB DLR % SAL	20.09%	11.61%	1.27%	10.97%	2.52%	0.57%	14.66%	14.97%	3.38%	0.09%	1.15%
RAB CON \$	16M	18M	14M	31M	11M	11M	12M	17M	11M	10M	11M
RAB CON RCNT	4757	5481	5012	7028	2895	3878	3323	6499	4128	4159	4181
RAB CON % SAL	55.38%	46.45%	36.75%	77.16%	25.63%	17.54%	43.24%	47.10%	38.72%	23.83%	22.88%
RAB APA \$	3M	138K	37K	3M	2M	0	43K	3M	59K	127K	38K
RAB APA RCNT	146	17	13	234	139	0	1	298	27	115	30
RAB APA % SAL	18.59%	1.21%	0.19%	12.65%	6.64%	0.00%	98.95%	13.55%	0.84%	0.40%	0.40%

Figure AJ-5.-- IMPR Paragraph 5 (RAB) .

(3) Deficiency to Requisitioning Objective (Def-to-RO). A Navy Working Capital Fund (NWCf) stock item, where the sum of the on-hand quantity including substitute and interchangeable material plus the on-order quantity (stock due) is less than the Requisitioning Objective (RO) for AVCAL and COSAL authorized allowances. When this condition exists, the amount required to reach the RO is known as a deficiency to the Requisitioning Objective (DEF to RO). Identify causes and process a stock reorder as required.

**NOTE:** DEF: 0 Records for DLR's.

4. STORES ACCOUNT MATERIAL MANAGEMENT AFLOAT/SHIP AUTHORIZEDLEVELS (SAMMA/SAL) REDISTRIBUTABLE ASSETS ON ORDER (RAO) REDISTRIBUTABLE ASSETS ON BOARDS (RAB) RAO PERCENT OF SAL GOAL: DLR <= 0.2%, CON <= 1.0%, APA <= 0.2% RAB PERCENT OF SAL GOAL: DLR <= 0.5%, CON <= 4.5%, APA <= 0.5% DEF TO RO GOAL: DLR = 0 RECORD COUNT (RCNT)	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
DEF DLR \$	0	0	0	0	0	7K	0	0	228K	0	859K
DEF DLR RCNT	0	0	0	0	0	1	0	0	1	0	0
DEF DLR % SAL	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.07%	0.00%	0.36%
DEF CON \$	591K	3K	573K	990K	1M	2M	14K	967K	299K	1M	1M
DEF CON RCNT	847	19	1,066	1190	1442	2303	6	1,267	722	2,122	1,586
DEF CON % SAL	2.05%	0.01%	1.48%	2.50%	3.36%	3.18%	0.05%	2.70%	1.04%	3.08%	2.74%
DEF APA \$	25K	0	37K	42K	228K	16	0	50K	119	53K	2K
DEF APA RCNT	25	0	16	28	30	1	0	29	3	10	8
DEF APA % SAL	0.14%	0.00%	0.20%	0.18%	0.64%	0.00%	0.00%	0.20%	0.00%	0.17%	0.03%

Figure AJ-6.-- IMPR Paragraph 4 (DEF to RO) .

e. Paragraph 5 denotes the RANGE and DEPTH of NIINs allowed in the warehouse. Range is the number of records in the Stock Item Table that have an on-hand quantity greater than zero. Depth is the number of records in the Stock Item Table that have an on-hand quantity greater than or equal to the requisitioning objective (RO). Data sourced from the Master Stock Status Report. Cogs are broken out on actual R-Supply report and therefore grouped/categorized as identified above under 3 a. Cog categorization.

**NOTE:** Range >= 93%, Depth >= 90%.

5. RANGE/DEPTH GOAL: RANGE >= 93%, DEPTH >= 90%	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
COMBINED RANGE	97.24%	95.42%	96.79%	95.85%	93.17%	93.92%	96.98%	96.26%	95.98%	94.99%	96.43%
COMBINED DEPTH	89.68%	91.60%	89.03%	84.51%	74.70%	76.82%	93.38%	85.02%	90.45%	79.66%	83.91%
DLR RANGE	91.91%	90.52%	92.97%	91.04%	90.77%	91.24%	90.39%	89.18%	83.02%	90.81%	91.10%
DLR DEPTH	78.49%	75.31%	73.66%	77.02%	60.31%	68.30%	78.60%	69.93%	76.81%	61.33%	70.59%
CON RANGE	97.59%	95.60%	96.91%	96.11%	93.20%	94.05%	97.35%	96.73%	97.06%	95.13%	96.61%
CON DEPTH	90.47%	92.19%	89.52%	84.91%	75.13%	77.17%	94.18%	85.99%	91.54%	80.38%	84.36%
APA RANGE	96.55%	95.31%	97.89%	94.16%	95.70%	65.00%	25.00%	92.81%	93.20%	96.12%	98.38%
APA DEPTH	85.94%	93.75%	90.94%	82.24%	72.58%	40.00%	25.00%	79.06%	90.40%	74.27%	88.11%

Figure AJ-7.-- IMPR Paragraph 5.

f. Paragraph 6 denotes the BP-28 Ratio report. This report is provided by NAVSUP on daily bases via email. The report that is provided on the first day of the month following the EOM process is utilized.

**NOTE:** USMC goal is < 1.07, NAVSUP goal is = 1.0 when combing NAVY and USMC.

6. BP-28 SALES RATIO GOAL: = < 1.07	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
RATIO	1.417	0.981	1.034	1.090	0.972	0.994	1.114	0.932	1.012	0.875	0.994

Figure AJ-8.-- IMPR Paragraph 6.

g. Paragraph 7 denotes the AVDLR CARCASS Performance Indicator Brief (PIB) report. This report provided by COMNAVAIRLANT via email. Report provides current and 2 prior Fiscal Years. IMPR only reports current and prior Fiscal year. Compares overall AVDLR OPTAR to actual carcass bills for that Fiscal Year.

**NOTE:** Goal: <= to 0.5 % of AVDLR OPTAR.

ACTIVITY		FY21				FY20				FY19			
		ACTUAL BILL	DOCNBR COUNT	AVDLR BUDGET (\$ IN MIL)	BILLS AS % AVDLR BUDGET (<0.5%)	ACTUAL BILL	DOCNBR COUNT	AVDLR BUDGET (\$ IN MIL)	BILLS AS % AVDLR BUDGET (<0.5%)	ACTUAL BILL	DOCNBR COUNT	AVDLR BUDGET (\$ IN MIL)	BILLS AS % AVDLR BUDGET (<0.5%)
R09111	MALS-11	\$12,660	2	\$136.54	0.0%	\$5,916	1	\$162.02	0.0%	\$0	0	\$147.85	0.0%
R09112	MALS-12	\$4,860	2	\$16.98	0.0%	\$71,663	3	\$29.02	0.2%	\$32,402	5	\$40.79	0.1%
R57082	MALS-13	\$0	0	\$55.93	0.0%	\$7,538	4	\$43.17	0.0%	\$16,278	2	\$50.75	0.0%
R09116	MALS-16	\$329,924	34	\$240.86	0.1%	\$576,264	17	\$242.23	0.2%	\$183,293	10	\$181.69	0.1%
R09124	MALS-24	\$3,926	1	\$100.98	0.0%	\$21,745	5	\$105.35	0.0%	\$346,978	21	\$100.06	0.3%
R09136	MALS-36	\$37,432	3	\$98.68	0.0%	\$60,814	4	\$92.08	0.1%	\$0	0	\$103.38	0.0%
R09808	MALS-39	\$428,882	3	\$99.90	0.4%	\$292,289	7	\$120.80	0.2%	\$321,335	3	\$100.79	0.3%
R55660	MALS-16 FWD	\$0	0	\$0.00	0.0%	\$0	0	\$0.00	0.0%	\$0	0	\$0.00	0.0%
V55576	MALS-70 MEB-A	\$0	0	\$0.00	0.0%	\$0	0	\$0.00	0.0%	\$0	0	\$0.00	0.0%
V09114	MALS-14	\$0	0	\$105.32	0.0%	\$0	0	\$88.65	0.0%	\$1,465	1	\$84.83	0.0%
V09167	MALS-26	\$0	0	\$153.69	0.0%	\$0	0	\$139.16	0.0%	\$0	0	\$139.83	0.0%
V52841	MALS-29	\$321,961	16	\$174.15	0.2%	\$169,718	13	\$164.13	0.1%	\$13,928	3	\$161.90	0.0%
V09131	MALS-31	\$0	0	\$78.73	0.0%	\$0	0	\$83.88	0.0%	\$0	0	\$83.33	0.0%
SUBTOTAL:		\$1,139,645	61	\$1,261.76	0.0%	\$0	0	\$1,270.49	0.0%	\$915,679	45	\$1,195.20	0.1%
NOTE = BILLS AS % OF AVDLR BUDGET REPRESENTS ACTUAL BILLS ONLY													
NOTE = SHADED "BILLS AS % AVDLR BUDGET", DO NOT MEET GOAL													
NOTE = BILLS REFLECTED AS OF 31 AUG													

Figure AJ-9.-- PIB Report example.



h. Paragraph 8 denotes the Overage Stock In Transit (SIT) report. An unmatched Stock In Transit (SIT) (expenditure) condition arises when suppliers provide expenditure documents that fail to match to receipt documents at the NAVSUP Weapon System Support (NWSS) Activities. Offload and cross-deck transactions may also appear as unmatched SIT records until the activity receives proof of delivery (POD) or until revision of the DI X37 expenditure. eRMS records that appear also require proof of delivery for the carcass turn-in. A transaction becomes over-aged when it remains unmatched for more than 30 days. Upon receipt of incoming material, authorized personnel will process a receipt, which they then send for TIR processing. After receipt processing, a DRA transaction is also created and this transaction is transmitted via the external to the shipping activity to acknowledge receipt of the item. This process confirms receipt of shipped material and closes the record. If the activity fails to process a receipt after shipment of material, the expenditure becomes an unmatched SIT. Activity personnel must review and work unmatched records from the on daily basis and conduct necessary causative research to determine why the unmatched condition exists or to process a receipt to clear the unmatched condition (or both). This report is sourced from eRetrograde Management System (ERMS). Report is pulled on the 1st of the Month following the EOM process. This report reflects documents that require one of the following actions:

- (1) POR- Proof of Receipt
- (2) POS- Proof of Shipment (must be posted within 5 business days)
- (3) OHA- On Hand Acknowledgement. This occurs whenever the "DEST UIC" on transportation data is different than the "Receiver UIC".
- (4) Condition codes being reported:
  - (a) "A" - RFI condition Asset
  - (b) "F" - NRFI condition Asset
  - (c) "L" - Asset is EI/QDR

**NOTE:** Goal: 0 records greater than 30 days

8. UNMATCHED STOCK IN TRANSIT GOAL: > 90 DAYS = 0 LINE ITEMS	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
A CONDITION	643	0	3	7	0	17	0	0	6	2	2
F CONDITION	0	1	1	3	0	3	0	0	0	2	0
L CONDITION	0	0	0	1	0	0	0	0	0	0	0

Figure AJ-10.-- IMPR Paragraph 8.

i. Paragraph 9 denotes the GROSS INV ADJ report. The value of gross inventory adjustments (GIA) is equivalent to the absolute value of all inventory gains, losses, and surveys for a particular month. Data is sourced from Gains/Loss Inventory Listing and computed by dividing (sum total of gains and losses) by the (sum of SAL). COGs are categorized in same manner as 3a (DLR, CON, APA).

**NOTE:** Goal: less than or equal to +/- 0.1% of the categorized Inventory SAL.

9. GROSS INVENTORY ADJUSTMENT (GIA) GOAL: <= +/- 0.1% SAL	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
DLR & APA GIA	-16822	0	0	0	0	171K	0	0	0	0	38K
DLR & APA SAL	353M	293M	261M	289M	265M	320M	288M	389M	327M	338M	249M
DLR & APA % SAL	-0.005%	0.000%	0.000%	0.000%	0.000%	0.053%	0.000%	0.000%	0.000%	0.000%	0.015%
CON GIA	3K	0	18K	65K	320K	31K	9K	17K	213.94	54K	45K
CON SAL	29M	39M	39M	40M	42M	61M	27M	36M	29M	44M	47M
CON % SAL	0.009%	0.000%	0.046%	0.163%	0.761%	0.050%	0.034%	0.047%	0.001%	0.123%	0.097%

Figure AJ-11.-- IMPR Paragraph 9.

j. Paragraph 10 denotes the NMCS/PMCS demands for the month. Data is sourced from NALCOMIS utilizing the "NALC MTHLY DMD" SQL. Project codes being pulled are: AKO, AK7, 706, 707, 9GF, and 3HR. Cogs are categorized in same manner as 3a (DLR, CON, APA).

**NOTE:** Goal: Net greater than or equal to 90% and Gross greater than or equal to 85%.

10. NMCS/PMCS DEMANDS PROJECT CODES: AKO,AK7,706,707,9GF,3HR GOAL: NET >= 90%   GROSS >= 85%	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
TOTAL DMDS	557	2,996	2,174	1,623	3,139	2,552	1,008	2,236	742	3,696	2,925
ISS	526	2,769	2,054	1,437	2,983	2,335	972	2,106	673	3,251	2,610
NIS	21	202	97	135	117	170	16	84	40	317	236
N/C	10	25	23	51	39	47	20	46	29	128	79
NET%	96.16%	93.20%	95.49%	91.41%	96.22%	93.21%	98.38%	96.16%	94.38%	91.11%	91.70%
GROSS%	94.43%	92.42%	94.48%	88.53%	95.03%	91.49%	96.42%	94.18%	90.70%	87.95%	89.23%
CANC	36	285	164	119	146	267	71	176	73	353	250
# DOCS COMPLETED WITH JDATE NOT IN CURRENT MONTH	20	71	67	45	83	96	10	37	38	384	143
APA DMDS	22	11	43	42	85	4	1	6	8	52	28
ISS	21	11	41	40	82	1	0	6	7	45	27
NIS	0	0	2	1	3	3	0	0	0	4	0
N/C	1	0	0	1	0	0	1	0	1	3	1
NET%	100.00%	100.00%	95.34%	97.56%	96.47%	25.00%	0.00%	100.00%	100.00%	91.83%	100.00%
GROSS%	95.45%	100.00%	95.34%	95.23%	96.47%	25.00%	0.00%	100.00%	87.50%	86.53%	96.42%
CANC	2	4	7	3	7	9	6	5	1	8	0
DLR DMDS	129	215	184	239	192	216	209	372	89	297	256
ISS	119	147	149	188	168	154	198	341	76	210	176
NIS	7	56	30	38	20	52	5	25	9	72	72
N/C	3	12	5	13	4	10	6	6	4	15	8
NET%	94.44%	72.41%	83.24%	83.18%	89.36%	74.75%	97.53%	93.16%	89.41%	74.46%	70.96%
GROSS%	92.24%	68.37%	80.97%	78.66%	87.50%	71.29%	94.73%	91.66%	85.39%	70.70%	68.75%
CANC	10	18	17	7	13	28	5	29	11	30	25
CON DMDS	755	3,049	1,543	1,590	3,286	3,295	1,163	1,530	504	3,503	2,453
ISS	725	2,850	1,438	1,439	3,161	3,038	1,115	1,466	454	3,247	2,293
NIS	17	115	86	117	111	229	22	24	21	181	115
N/C	13	84	19	34	14	28	26	40	29	75	45
NET%	97.70%	96.12%	94.35%	92.48%	96.60%	92.99%	98.06%	98.38%	95.57%	94.71%	95.22%
GROSS%	96.02%	93.47%	93.19%	90.50%	96.19%	92.20%	95.87%	95.81%	90.07%	92.69%	93.47%
CANC	77	293	131	130	179	349	82	100	29	217	224

Figure AJ-12.-- IMPR Paragraph 10.

k. Paragraph 11 denotes the NMCS/PMCS demands for the month broken out by TMS. The same parameters as paragraph 10 are used, only difference is this paragraph breaks out each T/M/S separated by the TEC. Below reflects 3 T/M/S of the current 12 that are currently being reported on.

**NOTE:** Goal: Net greater than or equal 90% and Gross greater than or equal to 85%.

11. TEC NMCS/PMCS DEMANDS PROJECT CODES: AK0,AK7,706,707,9GF,3HR GOAL: NET >= 90%   GROSS >= 85%											
	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
ACMJ/KC-130J TOTAL DMDS	143			298				137			
ISS	129			247				114			
NIS	9			28				13			
N/C	5			23				10			
NET%	93.47%	0.00%	0.00%	89.81%	0.00%	0.00%	0.00%	89.76%	0.00%	0.00%	0.00%
GROSS%	90.20%	0.00%	0.00%	82.88%	0.00%	0.00%	0.00%	83.21%	0.00%	0.00%	0.00%
CANC	11			29				13			
AD40/RQ-21A TOTAL DMDS		13		84					14		3
ISS		12		48					9		3
NIS		1		26					2		
N/C				10					3		
NET%	0.00%	92.30%	0.00%	64.86%	0.00%	0.00%	0.00%	0.00%	81.81%	0.00%	100.00%
GROSS%	0.00%	92.30%	0.00%	57.14%	0.00%	0.00%	0.00%	0.00%	64.28%	0.00%	100.00%
CANC		3		5					5		

Figure AJ-13.--IMPR Paragraph 11.

DLR DMDS	129	219	184	239	192	216	209	372	89	297	256
ISS	119	147	149	188	168	154	198	341	76	210	176
NIS	7	56	30	38	20	52	5	25	9	72	72
N/C	3	12	5	13	4	10	6	6	4	15	8
NET%	94.44%	72.41%	83.24%	83.18%	89.36%	74.75%	97.53%	93.16%	89.41%	74.46%	70.96%
GROSS%	92.24%	68.17%	80.97%	78.66%	87.50%	71.29%	94.73%	91.66%	85.39%	70.70%	68.73%
CANC	10	18	17	7	13	28	5	29	11	30	25

Figure AJ-13.--IMPR Paragraph 11, Continued.

1. Paragraph 12 denotes the status of all Fly In Support Allowances (FSA). Data is sourced from R-Supply utilizing the "FSA Range and Depth" SQL. All like T/M/S packages are grouped together. The heading/column format is different for FSA then rest of IMPR.

**NOTE:** Goal: Range and Depth both at 100%.

12. FLY-IN SUPPORT ALLOWANCE (FSA) STATUS GOAL: RANGE/DEPTH = 100%)				
T/M/S: (F/A-18) 12 AIRCRAFT / UNIT		M12	M31	
PACKUP-ID		F11812	F21812	
RECORD COUNT		1,720	1,725	
RANGE %		99.83%	99.71%	
DEPTH %		99.65%	99.42%	
REPAIRABLE RECORD RECOUNT		261	257	
REPAIRABLE RANGE %		99.23%	98.44%	
REPAIRABLE DEPTH %		98.08%	98.05%	
CONSUMABLE RECORD COUNT		1,459	1,468	
CONSUMABLE RANGE %		99.93%	99.93%	
CONSUMABLE DEPTH %		99.93%	99.66%	
T/M/S: (F/A-18) 24 AIRCRAFT / UNIT		M11	M12	M31
PACKUP-ID		F11824	F31824	F21824
RECORD COUNT		1,738	1,748	1,746
RANGE %		99.94%	99.83%	100.00%
DEPTH %		99.48%	99.31%	99.66%
REPAIRABLE RECORD RECOUNT		280	279	280
REPAIRABLE RANGE %		100.00%	99.28%	100.00%
REPAIRABLE DEPTH %		97.86%	96.42%	98.57%
CONSUMABLE RECORD COUNT		1,458	1,469	1,466
CONSUMABLE RANGE %		99.86%	99.93%	99.86%
CONSUMABLE DEPTH %		99.79%	99.86%	99.86%

Figure AJ-14.--IMPR Paragraph 12.

m. Paragraph 13 denotes the status of all Supplemental Aviation Spares Support (SASS) allowances. Data is sourced from R-Supply utilizing the "FSA Range and Depth" SQL. A color code is not affiliated to this paragraph and is monitored at the MARFOR/Wing level. All like T/M/S packages are grouped together. The heading/column format is different for FSA then rest of IMPR.

**NOTE:** Record counts and Total Allowance counts should match each similar SASS package.

13. SUPPLEMENTAL AVIATION SPARES SUPPORT (SASS)					
T/M/S: (F/A-18) 12 AIRCRAFT / UNIT	M11	M11	M12	M31	M31
PACKUP-ID	1S1812	2S1812	5S1812	3S1812	4S1812
RECORD COUNT	1,037	1,038	1,037	1,042	1,042
TOTAL ALLOWANCE	5,901	5,903	5,955	5,964	5,964
CONSUMABLE RECORD COUNT	801	802	804	806	806
CONSUMABLE ALLOWANCE TOTAL	5,581	5,583	5,638	5,644	5,644
REPAIRABLE RECORD RECOUNT	236	236	233	236	236
REPAIRABLE ALLOWANCE TOTAL	320	320	317	320	320

T/M/S: (C-130) 3 AIRCRAFT / UNIT	M11	M12	M14
PACKUP-ID	1SKJ03	2SKJ03	3SKJ03
RECORD COUNT	508	393	515
TOTAL ALLOWANCE	1,749	1,388	1,781
CONSUMABLE RECORD COUNT	411	293	414
CONSUMABLE ALLOWANCE TOTAL	1,620	1,254	1,646
REPAIRABLE RECORD RECOUNT	97	100	101
REPAIRABLE ALLOWANCE TOTAL	129	134	135

Figure AJ-15.--IMPR Paragraph 13.

n. Additional Requirements. Some MAWs may also require and conduct data analysis on items not listed in the IMPR to include (but not limited to) X75, Material Turn-ins (MTI).

#### 4. IMPR Justification/Trend Analysis

##### a. Monthly requirement

(1) Each MAW will conduct trend analysis with their respective MALS to understand any +/-variations to a particular goal. Each item requiring justification will be identified for discussion on the monthly IMPR trend analysis telecon/meeting. Meeting time and discussion topics will be published in advance by each MAW to allow the opportunity for aviation supply officer participation.

(2) The MALS will submit required justification correspondence for areas identified by the MAW requiring analysis, that are out of goals, which includes any disparity in BPRs as it relates to SASS packages where the record count/Total Allowance do not match.

b. Quarterly requirement. A quarterly teleconference will be held with the MALS, MAWs and respective MARFOR (also ASB as applicable) to discuss out of goals areas, which includes any disparity in BPRs as it relates to SASS packages where the record count/Total Allowance do not match.

c. Trend Analysis. The Pulse Points Management Desk Guide is a useful means for identifying and correcting areas that are out of goals. The following are some common reasons for missed goals.

(1) Supply Effectiveness. Common reason for not meeting Supply Effectiveness goals is due to the amount of Not In Stock (NIS) and/or Not Carried (N/C) demands. Few conditions are results of following:

- (a) Poor receipt processing procedures.
- (b) Improper management of items with an issue restriction code (IRC).
- (c) Inventory and location validity problems.
- (d) Inaccurate allowance RO and or RP quantities on stock item table.
- (e) Processing suspended transactions incorrectly.
- (f) Insufficient number or improper processing of stock reorders.
- (g) Improper Tech Edit.
- (h) Improper processing of AVCAL/COSAL loads.
- (i) Inadequate storeroom/warehouse processing/procedures.

(2) RAO DLR/CON/APA. Common reasons for not meeting goals are:

- (a) Decreased AVCAL allowance quantities.
- (b) Processing Material Turn-in to Stock (X75).
- (c) Substitute indicator not set or incorrectly set (P-Primary, S-Substitute, I-Interchangeable), Family Group code management problems.
- (d) Incorrect processing of Material Obligation Validation (MOV).
- (e) Posting Gains by Inventory (GIA) or reversals of Loss By Inventory (LBI).

(3) RAB DLR/CON/APA. Common reasons for not meeting goals are:

- (a) Change notice processing i.e. Unit of Issue (UI) change.
- (b) Failure to offload excess material.
- (c) Processing Gain by inventory (GBI) or reversals of Loss by Inventory (LBI).
- (d) Processing of Material Turn-in to Stock (X75).
- (e) AVCAL allowance quantity change.
- (f) Substitute indicator not set or incorrectly set (P-Primary, S-Substitute, I-Interchangeable), Family Group code management problems.

(4) DEF DLR RCNT. Common reasons for not meeting goals are:

- (a) Inadequately reviewing pre EOM reorder reports.
- (b) Failure to process stock reorders on a regular basis.
- (c) NALCOMIS to R-Supply interface problems.
- (d) Failure of reviewing Stock Control Review Listing for cancellation status (CG,CJ).
- (e) Inadequate stock item maintenance/record management.
- (f) Improper LIS processing.

(5) Range and Depth (Combined/DLR/CON). Common reasons for not meeting goals are:

- (a) Failure to conduct reorders correctly/properly.
- (b) Improper requisition maintenance being conducted.
- (c) Failure of processing incoming status.
- (d) Incorrect stock item table (SIT) maintenance.
- (e) Failure to process stock receipts in timely manner.

(6) BP-28 Sales. Common reasons for not meeting goals are:

- (a) Conducting buys for NIINs that are not being issued/utilized.
- (b) Utilizing BP-28 for Allowance increases vice APN-6.
- (c) Improper processing on R-Supply suspended transaction listing.
- (d) Failure to conduct regular buys as directed followed by conducting top-off buys.
- (e) Running level set followed up by conducting a top-off buy. Level sets are not currently authorized.

(7) AVDLR Carcass Bills. Common reasons for not meeting goals are:

- (a) Failure to properly work and research daily IOU report.
- (b) Incorrectly processing items via ERMS/NITA module.
- (c) Failure to turn in retrograde.
- (d) Incorrectly processing beyond capability of maintenance (BCM) via NALCOMIS/R-Supply.
- (e) Incorrect advice code on original requisition.

(8) Stock in Transit (SIT). Common reasons for not meeting goals are:

- (a) Multiple issues from different shipping activities.
- (b) Incorrect receipt processing at time of receipt, wrong RIC, wrong NIIN, wrong UI.
- (c) Invalid or premature cancellation status on file.
- (d) Incorrect processing of R-Supply suspended transaction listing.
- (e) Failure to upload POS/POD into ERMS/NITA module.

(9) Gross Inventory Adjustment (GIA). Common reasons for not meeting goals are:

- (a) Incorrect/poor receipt processing procedures.
- (b) Improper causative research procedures.
- (c) Lack of proper warehouse management and supervision.
- (d) Failure to properly work Unmatched SIT report.
- (e) Incorrectly/failure to work suspended transactions.

(10) NMCS/PMCS overall. Common reasons for not meeting goals are similar to the Supply Effectiveness goal, so below is additional reasons to think about:

- (ARRC) (a) Improper assignment of automatic reorder restriction codes
- (b) Incorrect processing of suspended transaction.
- (c) Lack of verification of NIS conditions.
- (d) Improper technical research being conducted during TECH research.
- (e) Improper substitute relationships

(11) TEC NMCS/PMCS. Common reasons for not meeting goals are similar if not identical to overall NMCS/PMCS to include Supply Effectiveness, which below are additive or additional reasons:

- (a) Failure to conduct /execute reorders as required.
- (b) Incorrectly conducting requisition maintenance.
- (c) Failure to properly review demand patterns (history).
- (d) Inadequate/supervised storage procedures.
- (e) Failure to use pre-expended bin (PEB) properly.

(12) FSA Range and Depth. Common reasons for not meeting goals are:

- (a) Inadequate amount of wholesale inventory available.
- (b) Inadequate amount of money to fund requisitions.
- (c) Deployment operations.
- (d) Incorrect utilization of support package during garrison deployments.
- (e) Inadequate inventory/location validation procedures.

(13) SASS Record Count/Total Allowance. Common reasons for not meeting goals are:

- (a) Increase/Decrease AVCAL allowance changes.
- (b) Change notice processing, i.e., Unit of Issue (UI) changes.
- (c) Improper family-group/substitute relationship management.
- (d) Incorrectly updating support package post-deployment.
- (e) Problematic hardware or software issues.

(14) X75 Material Turn in (MTI). As previously mentioned, MAWs may also require the conduct of data analysis on X75 material turn in and reversal. Common reasons for excess X75 transactions include:

- (a) Customer turn in
- (b) PEB turn in
- (c) Strike Bird
- (d) DTO No longer required

5. References. The following is a list of the references that will be beneficial in researching missed goals, computations causes and recommended corrective actions:

- a. Pulse Points Management Desk Guide
- b. NAVSUP P-485
- c. COMNAVAIRFORINST 4440.2\_\_
- d. R-Supply Force User's Manual
- e. NAVSUP P-723