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# NLI PLAYBOOK

**Edition 3**



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From: Assistant Deputy Commandant, Installations & Logistics  
To: Distribution List

Subj: NAVAL LOGISTICS INTEGRATION (NLI) PLAYBOOK

Ref: (a) SECNAVINST 4000.37A, Naval Logistics Integration

Encl: (1) NLI Playbook - Edition 3

1. Purpose. The NLI Playbook at enclosure (1) provides guidance to Marine Air-Ground Task Force (MAGTF) logistics personnel for leveraging specific naval logistics capabilities to support MAGTF operations afloat or ashore.

2. Background. Reference (a) provides policy and assigns responsibilities for implementing NLI within the Naval Service. The Navy, Marine Corps and Coast Guard are moving beyond logistics interoperability to NLI, which is enhancing the Naval Service's ability to provide support to naval as well as joint and multinational forces operating at sea or ashore.

3. Action. Use the NLI Playbook as a reference guide for developing and executing naval logistics plans in support of MAGTF operations afloat or ashore.

4. Reserve Applicability. This NAVMC applies to the Marine Corps Total Force.

A handwritten signature in black ink, appearing to read "M. G. Dana", is positioned above the name "M. G. DANA".

M. G. DANA

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FOREWORD

This Playbook implements policy as set forth in Secretary of the Navy Instruction (SECNAVINST) 4000.37A, Naval Logistics Integration (NLI), dated 24 October 2011. It supersedes NLI Playbook (Edition 2) dated 24 Aug 2009.

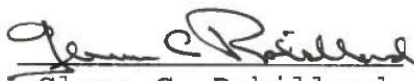
Naval expeditionary forces draw upon their inherent characteristics to provide National Command Authorities the tools needed to safeguard vital national interests. The qualities that characterize naval forces as expeditionary are readiness, flexibility, sustainability, and mobility. These qualities permit naval forces to establish and maintain a forward presence around the globe.

This playbook is a reference guide for naval logisticians. It incorporates proven procedures and subject matter expertise for developing and executing logistics plans in support of naval expeditionary forces operating at sea or ashore. As current/future expeditionary sustainment concepts are validated, additional processes and procedures will be included herein or published in a separate playbook specifically focused on expeditionary operations ashore.

This Playbook is effective immediately and is applicable to all Naval Service commands involved in conducting or supporting naval expeditionary force operations.



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**NAVAL LOGISTICS INTEGRATION (NLI)**REFERENCES

- (a) Naval Operations Concept - 2010, 23 May 2010
- (b) Marine Corps Operating Concepts - 3d Edition, June 2010
- (c) NLI 2011-2015 Strategic Plan, 15 Nov 2010
- (d) SECNAVINST 4000.37A, NLI, 24 Oct 2011
- (e) NWP 4-0M/MCWP 4-2, Naval Logistics, Jul 2011

1. SITUATION

a. The ability to sustain naval forces is accomplished through an extensive defense distribution system comprised of military bases at home and abroad; expeditionary enabling and support forces; joint capabilities; host and partner nations; and private vendors. Naval expeditionary logistics provides an end-to-end supply chain capable of continuously providing parts, supplies, and equipment from the continental United States, or intermediate advanced bases, directly to naval forces at sea. The ability to conduct logistics functions afloat enables naval forces to maintain station anywhere. The Navy, Marine Corps and Coast Guard are moving beyond logistics interoperability to Naval Logistics Integration (NLI), which is enhancing the Naval Service's ability to provide support to naval as well as joint and multinational forces operating at sea or ashore.

b. References (a) and (b) guide the implementation of the Maritime Strategy and describe how, when and where U.S. naval forces will contribute to enhancing security, preventing conflict and prevailing in war. Reference (c) outlines the vision, mission, goals and objectives of NLI and serves as a road map to cohesively guide our current and future initiatives; and is included within this playbook as ANNEX A. Reference (d) provides Department of the Navy (DON) policy and assigns Service responsibilities for implementing NLI. Reference (e) is the capstone doctrine for naval logistics.

2. MISSION. To provide common tactics, techniques, and procedures for implementing NLI initiatives at the operational-tactical level enabling naval expeditionary forces to leverage the logistics capabilities of supporting naval/joint commands.

3. EXECUTION

a. Commanders' Intent and Concept of Operations

(1) Commanders' Intent. The integration of naval logistics capabilities to achieve specific joint mission objectives is the responsibility of commanders, who formulate their logistics support concepts to achieve readiness and sustainability. The NLI Playbook describes the logistics capabilities that commanders can expect and indicates ways these capabilities can be used to achieve mission success. The envisioned end state of NLI is an integrated naval logistics capability that can operate seamlessly afloat or ashore, successfully supporting and sustaining naval operating units in a joint warfighting environment.

(2) Concept of Operations. This Playbook provides guidance to Navy, Marine Corps and Coast Guard operating forces and supporting commands concerning NLI. It addresses the unique requirements of naval expeditionary and special operations forces, relationships between supporting and supported commands, and logistics responsibilities and tasks associated with NLI.

b. Tasks

(1) NLI Governance

(a) The Naval Service Logistics Chiefs provide NLI oversight per the policies and responsibilities set forth in reference (d).

(b) The Executive Board is empowered to approve initiatives for implementation. The tactics, techniques and procedures within this playbook are approved by the NLI Executive Board.

(c) The Senior Board identifies and prioritizes integration opportunities for inclusion within this playbook.

(d) Service Champions develop, pursue, and implement initiatives. Each annex within this playbook is supported by champions from each participating Service.

(2) Commanders of naval expeditionary forces and supporting organizations are encouraged to develop and execute logistics support plans and standing operating procedures (SOP) in accordance with this playbook.

(3) All members of the Naval Service are encouraged to submit topics to the NLI Senior Board for consideration.



## c. Coordinating Instructions

(1) ANNEX B provides a list of acronyms and terms used throughout this playbook and the NLI community of interest.

(2) ANNEX C provides a notional timeline for planning and executing NLI initiatives and should be incorporated into unit deployment and logistics plans.

(3) References (a) through (d) and other information related to NLI can be reviewed on the NLI homepage hosted on the Navy Knowledge Online (NKO) portal (<https://www.nko.navy.mil>) under the Expeditionary Logistics Community link.

4. ADMINISTRATION AND LOGISTICS

a. Commencing with ANNEX D, each subsequent annex within this playbook represents an initiative which has been approved for implementation by the NLI Governance. These annexes provide the business rules for executing NLI from the early stages of pre-deployment planning and training through the post-deployment phases of expeditionary operations. As additional initiatives are developed and approved, they will be included herein.

b. The most current version of this manual will be maintained on the NLI homepage hosted on the Navy Knowledge Online (NKO) portal (<https://www.nko.navy.mil>). Once registered and logged in, go to *Organizations*, and then under *System Commands*, select *Expeditionary Logistics*. This will take you to the Expeditionary Logistics homepage, upon which you can select the NLI homepage.

c. This Playbook will be reviewed at least annually. All change proposals will be directed through the NLI Governance.

## d. Service points of contact for NLI:

(1) Headquarters, U.S. Marine Corps  
Logistics Vision and Strategy (LPV)  
I&L Department, Pentagon, Room 2E187  
Washington, DC 20380-1775  
Commercial: 571-256-7183/ DSN: 225-6101

(2) Office of the Chief of Naval Operations  
Logistics Operations Programs & Policies (N413)  
2000 Navy Pentagon, 2E281

Washington, DC 20350-2000  
Commercial: 703-695-4886 / DSN: 225-4886

(3) Headquarters, U.S. Coast Guard  
Office of Logistics (CG-44)  
2100 Second St., S.W. Stop 7901  
Washington, DC 20593-7901  
Commercial: 202-475-5655

5. COMMAND AND SIGNAL

a. Command. This NLI Playbook is applicable to the Navy, Marine Corps and Coast Guard Total Forces.

b. Signal. This NLI Playbook is effective on the date published.

ANNEXES:

A - NLI 2011-2015 STRATEGIC PLAN  
B - ACRONYMS AND TERMS  
C - NOTIONAL PRE-DEPLOYMENT PLANNING TIMELINE  
D - SOURCING/EXPEDITING HIGH PRIORITY MATERIAL  
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**ANNEX A TO NLI PLAYBOOK**  
**NLI 2011-2015 STRATEGIC PLAN****NAVAL LOGISTICS INTEGRATION**  
**2011-2015 STRATEGIC PLAN<sup>1</sup>**

15 Nov 2010

**Message from our Naval Service's Logistics Leadership**

This Naval Logistics Integration (NLI) Strategic Plan for 2011-2015 outlines the vision, mission, goals and objectives of NLI and serves as a road map to cohesively guide our current and future initiatives. Over the next five years, we will aggressively execute Navy, Marine Corps and Coast Guard logistics initiatives with a focus toward enabling future seabased operations and supporting our naval expeditionary forces.

This plan builds upon the success of our accomplishments under the preceding NLI Strategic Plan of September 2005. NLI is now firmly established as the principal forum to coordinate development and maintenance of policies and standards needed to support interoperability and integration of naval logistics. We are exploiting a solid foundation and are well positioned for continued success as we implement this plan.

The terms "naval" and "the Naval Service" are used throughout this strategic plan to encompass Navy, Marine Corps, and Coast Guard personnel and organizations. The goals and objectives described on the following pages will guide us in continuing our momentum through 2011 and beyond, and keep us focused on optimizing our support to the warfighters while reducing the total operating costs of our integrated logistics processes.

*Signed by:*

*LtGen Frank A. Panter, Jr., USMC, Deputy Commandant  
Installations and Logistics;*

*VADM William R. Burke, USN, Deputy Chief of Naval Operations for  
Fleet Readiness and Logistics; and*

*VADM John P. Currier, USCG, Deputy Commandant for Mission  
Support*

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<sup>1</sup> A text-only version of this plan is provided here. Visit the NLI homepage on Navy Knowledge Online ([www.nko.navy.mil](http://www.nko.navy.mil)) for complete plan.

**Naval Logistics Integration 2011 - 2015 Strategy****Vision**

To achieve an integrated naval logistics capability that leverages current and future technologies, processes and organizations to enhance the Naval Service's warfighting capabilities as set forth in the Maritime Strategy and Naval Operations Concept.

**Mission**

The Naval Services will actively pursue appropriate courses of action to improve naval logistics to the fullest extent possible by integrating Service logistics capabilities and capacities; in order to ensure a naval logistics capability that can operate seamlessly afloat or ashore, successfully supporting and sustaining operating units in a joint warfighting environment.

**End state**

NLI has a clear end state: an integrated naval logistics capability that can operate seamlessly afloat or ashore, successfully supporting and sustaining operating units in a joint warfighting environment. NLI outcomes and benefits include:

- Improved logistics responsiveness and agility
- Improved and sustained combat support readiness
- Reduced logistics workload both afloat and ashore
- Recapitalized funding of naval logistics processes for more efficient use of resources

**Guiding Principles.** A fully integrated naval logistics capability delivers seamless support to our expeditionary forces. This is anchored on five guiding principles: Partnership, Transformation, Seabasing, Change/Risk Management and Jointness.

**Partnership** - Effective aggregation of naval forces relies on common logistics tactics, techniques and procedures; and interoperable logistics systems, to achieve and sustain operational readiness. NLI will maximize readiness and sustainability through the most effective and efficient uses of our naval logistics capabilities.

**Transformation** - Naval logistics transformation harnesses the power of technology and integrated processes to develop a rapid and agile logistics capability focused on sustainment and end-to-end logistics support to the warfighter. NLI will exploit

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new technologies and strategies to improve the overall naval logistics capability.

**Seabasing** - Seabasing is a major tenet of Naval Operations Concept 2010. NLI will build upon the seabasing foundation provided by surface ships to enhance the Naval Service's capabilities to project task organized forces at and from the sea, thus reducing reliance on ports in the operational area.

**Change/Risk Management** - Success in today's uncertain security environment demands that we continuously adapt the way we plan and operate, thus requiring effective management of both change and risk in all we do. NLI will challenge the status quo in the areas of science and technology, policy and doctrine, business practices and processes, and training and education.

**Jointness** - The integration of naval logistics capabilities to achieve specific joint mission objectives is the responsibility of commanders, who formulate their logistics support concepts to achieve readiness and sustainability. NLI will describe the logistics capabilities that operational commanders can expect and indicate ways these capabilities can be integrated to achieve mission success.

### **NLI Goals & Objectives**

#### **1. Integrate policy, doctrine, business processes, technologies, and systems to optimize logistics performance in support of future operations**

1.1: Serve as the principal forum to coordinate among the Naval Service's headquarters and major commands to develop and maintain policies and standards needed to support interoperability and integration of naval logistics; coordinate inclusion of NLI policies, procedures and best practices into naval logistics and seabasing concepts

1.2: Integrate [or make interoperable] the Naval Service's logistics systems and technologies to achieve interdependency in the maritime domain; include capabilities for electronically requesting, processing, and tracking material over the last tactical mile

1.3: Exploit current and future inventory positioning and distribution capabilities by leveraging best of breed Naval Service capabilities and maintaining partnerships with the

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Defense Logistics Agency, U.S. Transportation Command and other Services

## **2. Structure organizations and professional development to enhance support of naval expeditionary forces afloat and ashore**

2.1: Increase integration of naval logisticians on operational staffs to enhance expeditionary logistics support; establish/recognize billet integration and expeditionary logistics education as core competencies for Naval Service's logisticians

2.2: Broaden cross-training and educational opportunities for Naval Service logisticians by identifying, developing, and/or modifying expeditionary logistics courses to support current operations and future seabasing concepts

## **3. Exploit opportunities to reduce operating costs**

3.1: Increase asset visibility among logistics providers to enable cross-servicing of critical requirements

3.2: Integrate acquisition and logistics life cycle management processes for common items in support of naval expeditionary forces

3.3: Leverage best of breed maintenance processes and exploit opportunities for cross-servicing maintenance capabilities and capacities for common equipment

### **NLI Governance**

The Naval Logistics Integration Governance is empowered to develop specific solutions and approaches to logistics challenges and make recommendations to the Naval Service Logistics Chiefs: Deputy Commandant, Installations and Logistics (DC I&L), Deputy Chief of Naval Operations for Fleet Readiness and Logistics (DCNO N4), and Chief of Staff, U.S. Coast Guard (CG-01). Initiative implementation plans approved by the Naval Service's Logistics Chiefs will be translated into guidance for appropriate action. Implementing tasks and schedules will be developed and/or modified to ensure synchronization with other logistics initiatives under the NLI framework or other joint or interagency logistics integration effort.

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The NLI Governance consists of four levels: Naval Service Logistics Chiefs, Executive Board (GO/FO level), Senior Board (O6 level) and Service Champions.

The **Naval Service Logistics Chiefs** provide NLI oversight per the policies and responsibilities set forth in SECNAVINST 4000.37, Naval Logistics Integration.

The **Executive Board** meets twice a year to set/validate strategic direction and to review the status of current initiatives. The Executive Board publishes annual guidance, approves initiatives and forwards implementation plans to the Naval Service's Logistics Chiefs for formal adoption.

The **Senior Board** meets quarterly and is responsible for identifying and prioritizing initiatives, assigning Service champions to work initiatives, pursuing NLI objectives in other Department of Defense forums, and actively engaging all stakeholders. The Senior Board aggressively promotes key concepts and initiatives across the naval logistics enterprise, including approving and monitoring metrics for each initiative.

The **Service Champions** develop, pursue and implement initiatives. This includes building the business case, implementing integration plans, identifying near-term and mid-term goals, determining funding requirements, and developing metrics that are consistent with the NLI Initiative Lifecycle Performance Measurement Plan. Champions provide updates to the NLI Senior Board on a regular basis.

All members of the Naval Service are encouraged to submit topics to the NLI Senior Board for consideration.

### **Relationship to Other NLI Documents**

This strategic plan supersedes our 2005 plan and represents a collaborative planning effort with input from a wide range of stakeholders. It serves as our navigational chart to accomplish our mission and realize our vision. However, it does not stand alone. Each year, the NLI Executive Board will publish annual guidance to address priorities and specific initiatives to be completed during the next 12 to 18 month period.

The NLI Initiative Lifecycle Performance Measurement Plan (NLI IL PMP) supplements the NLI Strategic Plan and is used to drive and monitor progress towards achieving our goals and objectives. The NLI IL PMP establishes the business rules surrounding

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initiatives and a framework and common language for NLI initiatives to measure performance. The NLI IL PMP also provides guidelines for selecting proposed initiatives and a closure process for initiatives which have achieved their end state or generated an alternative solution.

The NLI Communications Plan is also a central supporting document to the NLI Strategic Plan. A coordinated communications strategy is critical to consistently promote NLI situational awareness across the Departments of Defense and Homeland Security, other Agencies, and non-governmental organizations; while reinforcing its strategic purpose. The NLI Communications Plan guides the NLI Governance in developing and implementing the outreach tools and techniques necessary to ensure a common understanding of NLI and its benefits to our operating forces.

### **Other Strategic Linkages**

Our NLI vision, mission and goals derive directly from policies and concepts written at the highest levels of government. This strategic plan is directly linked to guidance from the Naval Service's Chiefs and supports the operational and logistics concepts articulated in *A Cooperative Strategy for 21st Century Seapower* and *Naval Operations Concept 2010*, as well as, individual Service logistics concepts. The NLI Strategic Plan has also been adjusted to ensure alignment with recurring themes gleaned from current and emerging joint logistics concepts (e.g., Joint Concept for Logistics, Joint Supply/Distribution Joint Integrating Concepts) that provide the framework by which the Naval Service will operate and support joint warfighting logistics capabilities.

Like the emerging threats that require changes to our national security policies, shifting naval logistics requirements make this an evolving document. Similarly, the NLI Governance must ensure that NLI concepts are incorporated into future revisions of Service logistics policy and doctrine (e.g., MCWP 4.11/MCWP 4.12, NAVSUP Pub 4/NAVSUP P-485). With your input and collaboration, we will maintain alignment with our vision and mission and we will achieve the results required by our operating forces and our nation.



**ANNEX B TO NLI PLAYBOOK**  
**ACRONYMS AND TERMS**

**ACA:** Airlift Clearance Authority

**ACE:** Aviation Combat Element (USMC)

**ACWT:** Average Customer Wait Time

**ALU:** Army Logistics University

**AO:** Area of Operations

**AOR:** Area of Responsibility

**ARG:** Amphibious Ready Group

**ATAC:** Advanced Traceability and Control (USN)

**AV:** Asset Visibility

**BCM:** Beyond Capability of Maintenance

**BOM:** Bill of Materials

**C4IT:** Command Control Communications Computers Information  
Technology

**CAC:** Common Access Card

**CARGO:** Consolidated Afloat Requisitioning Guide Overseas (USN)

**CBT:** Computer Based Training

**CCO:** Contingency Contracting Officer (USN)

**CCP:** Consolidation and Containerization Point

**CE:** Command Element (USMC)

**CKO:** Contingency Contracting Officer (USMC)

**CLF:** Combat Logistics Force (USN)

**CMPG:** Contract Management Process Guide (USMC)

**CNIC:** Commander Navy Installations Command

**CNP:** Common Naval Packaging

**CNSF:** Commander Naval Surface Forces

**COCOM:** Combatant Commander

**CRIF:** Cargo Routing Information File

**CSP:** Central Service Point

**CSS:** Combat Service Support

**CSS:** Center for Service Support (USN)

**CTF:** Commander [Logistics] Task Force (USN)

**DFAS:** Defense Finance and Accounting Service

**DLA:** Defense Logistics Agency

**DLR:** Depot Level Repairable

**DODAAC:** Department of Defense Activity Address Code

**DODAAD:** Department of Defense Activity Address Directory

**DOG:** Deployable Operations Group (USCG)

**DOP:** Depot Overhaul Point

**DOS:** Department of State

**DPO:** Distribution Process Owner

**DSP:** Depot Storage Point

**DSS:** Distribution Standard System

**DST:** Decision Support Tool

**DTR:** Defense Transportation Regulation

**DTS:** Defense Transportation System

**EI:** Engineering Investigation

**eRMS:** Electronic Retrograde Management System (USN)

**ESG:** Expeditionary Strike Group (USN)

**EW TG:** Expeditionary Warfare Training Group

**FFR:** Fleet Freight Routing (USN)

**FILL:** Fleet Issue Load List (USN)

**FLC:** Fleet Logistics Center (NAVSUP GLS)

**FLS:** Forward Logistics Site

**FLSW:** Fleet Logistics Support Wing (USN)

**FOO:** Field Ordering Officer

**GCCC:** Global Contingency Construction Contract (NAVFAC)

**GCE:** Ground Combat Element (USMC)

**GCSC:** Global Contingency Services Contract (NAVFAC)

**GDSC:** Global Distance Support Center (NAVSUP GLS)

**GLS:** Global Logistics Support (NAVSUP)

**GO/FO:** General Officer / Flag Officer

**GPC:** Government Purchase Card

**GSA:** General Services Administration

**HCA:** Head of the Contracting Activity

**HULL:** High Usage Load List (USN)

**IPG:** Issue Priority Group

**ISIS:** Integrated Supply Information System (Navy PMO)

**IT:** Information Technology

**ITV:** In-Transit Visibility

**JAT:** Joint Assessment Team

**KO:** Contracting Officer (USMC)

**LCE:** Logistics Combat Element (USMC)

**LCE:** Lead Contracting Executive (USN)

**L-Deck:** Refers to Navy amphibious ships (e.g. LHA, LHD, LPD)

**LOA:** Line of Accounting

**LOOP:** Lifts of Opportunity (NAVSUP GLS)

**LRT:** Logistics Response Time

**LRT:** Logistics Response Team (NAVSUP GLS)

**LS-CRM:** Logistics Support - Customer Relationship Management

**LSC:** Logistics Support Center (NAVSUP GLS)

**LSR:** Logistics Support Representative (NAVSUP GLS)

**MAGTF:** Marine Air Ground Task Force

**MCCSSS:** Marine Corps Combat Service Support Schools

**MCFCS:** Marine Corps Field Contracting System

**MCLC:** Marine Corps Logistics Command

**MDDOC:** MAGTF Deployment and Distribution Operations Center

**MEF:** Marine Expeditionary Force

**MEU:** Marine Expeditionary Unit

**MILSTRIP:** Military Standard Requisitioning & Issue Procedures

**MIPR:** Military Interdepartmental Purchase Requisition

**MLG:** Marine Logistics Group

**MOA:** Memorandum of Agreement

**MOU:** Memorandum of Understanding

**MSC:** Military Sealift Command

**MPA:** Micro-Purchase Agent

**MSOC:** Marine Special Operations Company

**MTR:** Mandatory Turn-in Repairable

**MUC:** Multi-Use Containers

**NALO:** Navy Air Logistics Office

**Naval:** Connotes Navy, Marine Corps and Coast Guard

**Naval expeditionary forces:** This term is used throughout this Playbook to describe Navy, Marine Corps and Coast Guard forces that are expeditionary in nature; those forces able to establish and maintain a forward-based presence around the world. Naval expeditionary force operations are mounted by integrated task forces organized to accomplish specific objectives.

**NAVELSG:** Navy Expeditionary Logistics Support Group

**NAVFAC:** Naval Facilities Engineering Command

**NAVSISA:** Navy Supply Information Systems Activity

**NAVSUP:** Naval Supply Systems Command

**NCD:** Naval Construction Division

**NCF:** Naval Construction Force

**NECC:** Navy Expeditionary Combat Command

**NETC:** Naval Education and Training Command

**NKO:** Navy Knowledge Online

**NLI:** Naval Logistics Integration

**NSCS:** Navy Supply Corps School

**NSW:** Naval Special Warfare

**NTNO:** Navy Type - Navy Owned

**NTTP:** Navy Tactics, Techniques and Procedures

**NUFEA:** Navy Unique Fleet Essential Aircraft

**NWP:** Naval Warfare Publication

**OCS:** Operational Contract Support

**OOTW:** Operations Other Than War

**OPLAN:** Operations Plan

**OPLIFT:** Opportune Lift

**OSA:** Operational Support Airlift

**OTS:** One Touch Support (NAVSUP GLS)

**PBA:** Performance Based Agreement

**PHS&T:** Packaging, Handling, Storage, and Transportation

**PKI:** Public Key Infrastructure

**PLA:** Plain Language Address

**PMO:** Priority Material Office (USN)

**POL:** Petroleum, Oils, Lubricants

**PPE:** Personal Protective Equipment

**QDR:** Quality Deficiency Report

**RAS:** Replenishment at Sea (USN)

**RDD:** Required Delivery Date

**RFF:** Request for Forces

**RFI:** Ready for Issue

**RFID:** Radio Frequency Identification

**RIP:** Repairable Issue Point (USMC)

**ROMO:** Range of Military Operations

**SAAR:** Systems Access Authorization Request

**SABRS:** Standard Accounting, Budget and Reporting System

**SAC:** Stores Account Code (USMC)

**SCMAGTF:** Security Cooperation Marine Air Ground Task Force

**SDN:** Standard Document Number

**SDT:** Second Destination Transportation

**SEA-BASING:** Sea-basing is a major tenet of Sea Power 21 and is a key component of future Navy, Marine Corps and Coast Guard operations. Naval forces will provide unique and complementary war fighting capabilities from the sea to joint force commanders in support of their ability to enhance deterrence, secure swift decisive military victory, and strengthen the peace.

**SECREP:** Secondary Repairables (USMC)

**SFLC:** Surface Forces Logistics Center (USCG)

**SILC:** Shore Infrastructure Logistics Center (USCG)

**SMU:** Supply Management Unit (USMC)

**SODHC:** Supply Officers Department Head Course (USN)

**SOP:** Standing Operating Procedures

**SPMAGTF:** Special Purpose Marine Air Ground Task Force

**TAC:** Transportation Account Code

**TAC:** Type Address Code

**TARP:** Technical Assistance for Repairables Processing (USN)

**TCC:** Transportation Component Command

**TECOM:** Training and Education Command (USMC)

**TIR:** Transaction Item Report

**TP:** Transportation Priority

**TTP:** Tactics, Techniques and Procedures

**TYCOM:** Type Command(er) (USN)

**UIC:** Unit Identification Code

**UMMIPS:** Uniform Material Movement and Issue Priority System

**USFF:** U.S. Fleet Forces Command

**USTRANSCOM:** United States Transportation Command

**WSS:** Weapon Systems Support (NAVSUP)

**WWX:** World Wide Express



**ANNEX C TO NLI PLAYBOOK****NOTIONAL PRE-DEPLOYMENT PLANNING TIMELINE**

**Note:** This is a "notional" pre-deployment planning timeline for deploying/supported units. Any unit, regardless of size or Service affiliation will need to adjust planning activities to accommodate available planning timelines.

**NOTIONAL PRE-DEPLOYMENT PLANNING TIMELINE**

C = C-day: The day on which a deployment operation commences or is to commence.* R = R-day: The day on which redeployment of forces begins in an operation.* *JP 1-02, DOD Dictionary of Military and Associated Terms		
<b>TIMELINE</b>	<b>EVENT/ACTION</b>	<b>ANNEX</b>
C-180	<b>LOGISTICS TRAINING AND EDUCATION</b> Deploying unit determines and coordinates available training opportunities with appropriate Service POCs, to include NLI Pre-deployment Training.	I
C-180	<b>CONTRACTING</b> Deploying unit requests contracting support per local procedures as appropriate - APPENDICES 1 through 5 to ANNEX L provide points of contact for contracting support. Unit requests for deployable Contracting Officers or Contingency Contracting Officers from NAVSUP/NAVFAC entities should be submitted to the nearest contracting office using the form provided in APPENDIX 6 to ANNEX L.	L
C-120	<b>INVENTORY POSITIONING</b> Deploying unit obtains a copy of NAVSUP P-4998, Consolidated Afloat Requisitioning Guide Overseas (CARGO)	F
C-120	<b>INVENTORY POSITIONING</b> Deploying unit initiates intra-unit coordination to compile itemized lists of requirements for submission to the Ship's Supply Officer requesting afloat inventory positioning; and coordinates with the Ships' Supply Officers to determine the method of funding for afloat inventory support.	F

C-120	<p><b>NAVSUP GLS CAPABILITIES</b></p> <p>Deploying unit reviews potential support requirements from NAVSUP GLS, establishes accounts for One-Touch Support (OTS) and effects initial liaison with FLC POCs located within the deployed units planned area(s) of operations.</p>	K
C-120	<p><b>CONTRACTING</b></p> <p>Deploying unit identifies requirements for contracted supplies/services to appropriate contracting offices as early as possible. Afloat units coordinate their ashore contracting requirements with Ship's Supply Officers to ensure supporting agencies are able to leverage economies of scale and avoid unnecessary duplication of effort and market competition.</p>	L
C-90	<p><b>INVENTORY POSITIONING</b></p> <p>Deploying unit Supply Officer submits final lists of items requested for afloat positioning to the Ships' Supply Officers. Ships' Supply Officers initiate procurement and stock positioning actions.</p>	F
C-90	<p><b>SOURCING/EXPEDITING OF PRIORITY MATERIAL</b></p> <p>Deploying unit Supply Officer makes liaison with Priority Material Office (PMO) to establish communication and coordinate required actions. During initial liaison, the deploying unit's start date for PMO support will be established. Deploying unit also provides a Standard Line of Accounting to PMO for purchase card buys.</p>	D
C-XX	<p><b>SOURCING/EXPEDITING OF PRIORITY MATERIAL</b></p> <p>On the date determined during initial liaison, the deploying unit begins submitting IPG-1 requisitions to PMO. A list of all outstanding IPG-1 requisitions, in MILSTRIP format, will also be submitted to PMO. PMO loads these documents to ISIS and provides the supported unit with the latest system status. PMO will use aggressive techniques to improve status for expedited material delivery.</p>	D

C-60	<b>SHIPMENT OF REPAIRABLES</b> Both the ship and deploying unit supply officers coordinate with NAVSUP WSS ATAC/eRMS Program Manager to identify the assigned TARP Representative and establish timelines for support.	E
C-60	<b>INVENTORY POSITIONING</b> The deploying unit supply officer and ships' supply officers reconcile to determine outstanding requirements to be purchased and stocked.	F
C-60	<b>INVENTORY POSITIONING</b> Establish account w/DLA to access the Distribution Standard System (DSS) and obtain access to the DLA Customer Assistance Handbook.	F
C-45	<b>DECISION SUPPORT TOOLS</b> Establish Integrated Data Environment (IDE) & Global Transportation Network (GTN) Convergence (IGC) Account.	H
C-45	<b>INVENTORY POSITIONING</b> Deploying unit supply officer and ships' supply officers conduct a reconciliation to determine any outstanding requirements. If there are requirements that still have not been met, the deploying unit supply officer must either initiate action to source the requirements elsewhere for unit embarkation or make alternative arrangements for support as appropriate.	F
C-45 to C-30	<b>SHIPMENT OF REPAIRABLES</b> Ship and deploying unit supply officers submit requests for ATAC/eRMS Usernames and Passwords to NAVSUP WSS and request ATAC/eRMS training through their assigned TARP Representative.	E
C-45 to C-30	<b>CARGO ROUTING</b> Deploying unit submits DoDAAC change requests to their Service's DoDAAD CSP and notifies NAVSUP GLS of their intent for activating addresses in the CRIF.	G

C-45 to C-30	<b>LOGISTICS TRAINING AND EDUCATION</b> COMNAVSURFOR typically hosts a pre-deployment briefing.	I
C-15	<b>CARGO ROUTING</b> Deploying unit provides primary/secondary email addresses to appropriate Service ACA.	G
C-14	<b>CARGO ROUTING</b> LHA/LHD Supply Officer releases the Fleet Freight Routing message identifying the last day in homeport and the first scheduled overseas ports for transportation priorities 1, 2 and 3.	G
CRIF effective date to R-30	<b>CARGO ROUTING</b> For any CRIF changes, the deploying unit supply officer submits the appropriate information to the LHA/LHD Supply Officer and the NAVSUP GLS Fleet Locator.	G
Upon arrival in CTF- <u>3</u> AOR	<b>INVENTORY POSITIONING</b> Supported unit Supply Officer coordinates arrival into the CTF- <u>3</u> AOR through the Ships' Supply Officers. Review CARGO/FILL for items stocked aboard CLF ships.	F
R-30	<b>SOURCING/EXPEDITING OF PRIORITY MATERIAL</b> Supported unit Supply Officer makes liaison with PMO to establish the termination date of PMO support. On the date determined, PMO will pass all outstanding requisitions to the units supporting supply activity and purge all requisition data from ISIS.	D
R-30 To R-10	<b>CARGO ROUTING</b> Submit the DoDAAC TAC-2 Address Change Request to the appropriate Service DoDAAD CSP to resume routing cargo to the unit's home station; and notify NAVSUP GLS of intent to deactivate DoDAACs in the CRIF.	G

**ANNEX D TO NLI PLAYBOOK****SOURCING AND EXPEDITING OF HIGH PRIORITY MATERIAL**

**Administrative Note** - *This initiative supports the following goal/objective within the NLI Strategic Plan:*

**Goal 1:** *Integrate policy, doctrine, business processes, technologies, and systems to optimize logistics performance in support of future operations.*

**Objective 1.2:** *Integrate [or make interoperable] the Naval Service's logistics systems and technologies to achieve interdependency in the maritime domain; include capabilities for electronically requesting, processing, and tracking material over the last tactical mile.*

**REFERENCE**

(a) COMCOGARD SFLC BALTIMORE MD 012146Z DEC 09

**1. SITUATION**

a. This Annex is primarily written from a Marine Air Ground Task Force (MAGTF) (supported unit) - Priority Material Office (supporting unit) perspective. Other expeditionary Marine units (e.g. MSOC, SC-MAGTF, SP-MAGTF) are authorized to use PMO with advanced coordination and approval of their supporting logistics unit commander. Business rules for Coast Guard units requiring PMO support were published by reference (a) and are provided at APPENDIX 1 to this ANNEX. Business rules for Navy units are available on the PMO website: <https://pmohq.nmci.navy.mil>.

b. The U.S. Navy's Priority Material Office (PMO) sources, expedites and tracks high priority requisitions for submarines, surface ships, Military Sealift Command (MSC) units, Navy Special Warfare (NSW) units, Navy Expeditionary Combat Command (NECC) units, deployed Marine Corps ground forces and select U.S. Coast Guard units. By mission, PMO is solely dedicated to global cradle-to-grave sourcing, expediting and tracking of all Issue Priority Group-1 (IPG-1) requisitions for warfighters while maintaining accurate, near real-time in-transit visibility for both customer units and higher command elements.

2. **MISSION.** From approximately C-90 to R-30, deploying MAGTFs and other Marine Corps expeditionary forces are encouraged to use the Navy's PMO as a source of supply for all IPG-1 requisitions for mission essential repair parts and other critical materiel, in order to minimize customer wait time and

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maintain accurate, near real-time, in-transit visibility of such requirements. Supported units desiring to use PMO on a continual basis for IPG-1 requirements, may be authorized to do so after coordinating with PMO and with the approval of the unit's Supply Management Unit (SMU).

### 3. EXECUTION

#### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. During pre-deployment work up and while deployed, MAGTFs may leverage PMO's expertise for expedient procurement of IPG-1 requirements. Key elements of this intent are:

(a) Define specific types of MAGTF requirements that are appropriate for submission to PMO.

(b) Standardize business rules for expediting, tracking and shipping materiel in support of USMC forces.

(c) Streamline non-standard procurement methods and procedures for supporting USMC forces.

#### (2) Concept of Operations

(a) MAGTFs may use PMO for the requisitioning and tracking of IPG-1 requirements for consumable and expendable supplies and stores account code 1 (SAC-1) materiel. Success of this enabler is predicated on proper pre/post deployment actions taken by the supported unit. By using PMO, deployed MAGTF units are leveraging Navy resources to locate, procure and expedite critical materiel; resulting in increased readiness levels. Also, the enhanced in-transit visibility provided by PMO's Integrated Supply Information System (ISIS) allows MAGTFs to better plan for required maintenance actions. A map of the PMO process is provided as APPENDIX 2 to this ANNEX.

#### (b) Terms

1. Priority Material Office (PMO). PMO is a command solely dedicated to cradle-to-grave expediting and tracking, around the globe, of all IPG-1 requisitions.

2. Issue Priority Group-1 (IPG-1). IPG-1 requisitions include those requirements which meet the criteria for assignment of priority designators 01/02/03 per current DOD

Uniform Material Movement and Issue Priority System (UMMIPS) policy.

3. Stores Account Code-1 (SAC-1). SAC is a USMC unique one-digit code used to differentiate between appropriation-financed principal/secondary items and stock fund items. SAC-1 items are those [stock fund] minor end items, repair parts, and individual combat clothing and equipment which are the budget responsibility of using units.

4. Integrated Supply Information System (ISIS). ISIS is the requisition tracking system used by PMO to provide vital information to operating units. ISIS is accessible worldwide and provides capabilities for requisition entry, status checks, expediting/tracking, and tailored reports. See paragraph 3.c(2) below for ISIS access and online training information.

5. Cargo Routing Information File (CRIF). The CRIF is the single source reference for cargo routing for all Navy and Marine aviation squadrons and deployed or mobile expeditionary units.

b. Tasks

(1) MAGTF Supply Officer

(a) Restrict the use of PMO by subordinate elements to IPG-1 requirements as determined by unit commanders or their direct representatives. Only those items designated as consumable/expendable supplies and/or SAC-1 material may be submitted to PMO.

(b) Commencing C-90, elements of the MAGTF may begin submitting IPG-1 requisitions to PMO. Units will coordinate termination of PMO support at approximately R-30 unless operational requirements dictate otherwise.

(c) Ensure using units submit requisitions to PMO in MILSTRIP format via the ISIS online requisitioning function. Requisitions may also be submitted to PMO via email, naval message, facsimile, and phone call during those periods when connectivity to ISIS is not available. Do not submit requisitions in ISIS that have already been passed into the supply system.

(d) See also paragraph 3c (coordinating instructions) to this ANNEX.

(2) PMO

(a) Upon receipt of IPG-1 requisitions, screen all Navy, DLA, and GSA supply system stocks for asset availability. If materiel is available, source items and expedite delivery to the supported unit.

(b) If no assets are available within the Navy, DLA, or GSA supply systems, screen the asset visibility (AV) website for available assets at any of the Marine Corps SMUs; Camp Pendleton, CA (MC3), Camp Lejeune, NC (ML3), Camp Kinser, Okinawa, Japan (MR1) or Kaneohe Bay, Hawaii (MK1) before attempting to source the requirement through other means.

(c) If materiel is available from either SMU, pass the demand to the appropriate SMU upon validation of NSN and quantity availability. Coordinate with the appropriate SMU prior to passing the MILSTRIPS and the shipping address. Obtain shipment tracking data from the SMU and update ISIS.

(d) If requirements cannot be sourced from Navy, DLA, GSA, or USMC (SMU) stocks, initiate global sourcing per internal procedures.

(e) Provide e-mail notification of MAGTF requisitions, in SABRS format, to MEF comptrollers, supply officers and/or the supported units' appropriate SMUs to enable reconciliation of financial reports.

c. Coordinating Instructions

(1) Personnel Requirements

(a) Marine Corps Logistics Command funds three full time equivalent support staff at PMO to support the workload from USMC operating forces and augment existing staffing with all other functions. All expeditors at PMO and its detachments are available to assist in managing and expediting USMC IPG-1 requisitions.

(b) In the event deploying unit Marines are assigned to augment PMO, they must have either an interim or final secret clearance reflected in JPAS before arriving at PMO. If a Marine arrives with an interim clearance, the PMO command security



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manager will check weekly on the status via JPAS. If the Marine is denied eligibility for a clearance, the individual will be removed from PMO's secure operations spaces immediately and will not be allowed re-entry until the situation has been resolved by the parent command's security manager. All personnel must also complete information assurance awareness computer-based training and provide a copy of the completion certificate upon arrival. Additionally, they must have completed the ISIS online training course discussed in the next paragraph. Marines desiring to qualify as PMO duty expeditors will require 2 months of on-the-job training at PMO Headquarters.

## (2) Integrated Supply Information System (ISIS)

(a) ISIS is an automated system used to perform requisition management for IPG-1 requisitions. PMO customers may access ISIS via the internet to submit, track, and confirm receipt of requisitions. PMO uses ISIS to perform supply chain event management, exception handling, and update status for IPG-1 requisitions.

(b) Prior to deployment, supported units will establish ISIS accounts via the PMO website at <https://pmohq.nmci.navy.mil/>. From the PMO homepage, click on "ISIS" and "Request User ID." It takes approximately 48 hours upon completion of the enrollment information to receive a user name and password.

(c) The PMO Headquarters' website contains an ISIS online training package. This training provides details for using ISIS online. Expeditors at PMO Headquarters are available 24 hours a day to provide ISIS online user assistance.

(d) Units can use ISIS to view the latest status of requisitions; and may also request automated requisition status updates be routinely delivered to their specified email accounts.

## (3) Cargo Routing and Opportune Lift

(a) The Cargo Routing Information File (CRIF) is maintained by NAVSUP Global Logistics Support (GLS) - Support Site Norfolk. It contains information relating to the various delivery addresses for transportation priorities (TP) 1, 2 and 3 cargo for every deployed/mobile naval unit. Failure to maintain accurate CRIF information will result in unnecessary shipping delays or lost shipments.

(b) When CRIF changes are requested by supporting units, PMO expeditors load the same information into the ISIS Fleet Freight Router table. Use of these data sources by DOD supply system issue points and PMO enables cargo to be routed to the most effective point for delivery to supported units.

(c) CRIF instructions for TP 1, 2 and 3 cargo can be different; and for afloat units, are normally identical to the specific ship on which the unit is embarked. It is incumbent on the MAGTF to provide the unit's DODAAC, the specific ship the unit is embarked upon and updated routing information to NAVSUP GLS - Support Site Norfolk via naval message; and provide PMO and NAVSUP GLA with new CRIF information when USMC forces disembark the ship for periods greater than 14 days.

(d) PMO will direct shipments to the processing center closest to the MAGTF's actual operating location, or to a location specified in the requesting unit's special shipping instructions, to expedite receipt of materiel when the MAGTF is disembarked greater than 14 days.

(e) ANNEX G of this Playbook provides detailed information concerning use of the CRIF in support of naval expeditionary forces afloat/ashore.

(f) ANNEX M of this Playbook provides information concerning opportune lift. These capabilities can provide significant savings in material distribution costs and should be considered whenever practicable.

#### (4) Funding

(a) Most requirements sourced via PMO will be funded in the same manner as any supply system requisition, through the use of a fund code cite in the MILSTRIP transaction. It is a supported unit responsibility to ensure all requisitions are properly obligated in the Standard Accounting, Budget and Reporting System (SABRS), via manual transaction entry if necessary, since MILSTRIP transactions submitted through ISIS are considered the same as off-line requisitions for financial accounting purposes.

(b) Some requirements will necessitate PMO effecting open procurement procedures on the MAGTF's behalf in order to meet urgency of need timelines. For these type purchases, PMO will require a line of accounting (LOA) from the supported unit.

Supported units must provide a bulk funding document, including the entire LOA, for emergent government purchase card procurements. This can be accomplished by providing a properly funded and approved DD Form 1149, Universal Order Form, or LOA Authorization letter to PMO Headquarters for the dollar amount set aside for this use. Supported units will ensure that funds are properly obligated on the standard document number (SDN) as a public funding document in SABRS. This LOA will only be used by PMO for open purchases on behalf of the supported unit.

(c) Supported units must provide PMO Headquarters with the transportation account code (TAC) to be charged for shipping material to the unit.

(d) A financial point of contact responsible for ensuring funds are obligated and adjusted is necessary. Supported units will provide the names, e-mail addresses and phone numbers for a primary and an alternate POC to PMO Headquarters upon establishing their account.

(e) PMO has a report that can be used to load obligation data into SABRS for requisitions processed by PMO. PMO can provide this report on a routine basis to designated individuals upon request. Supported units should provide PMO with an e-mail address roster of individuals (e.g. MEF comptrollers, supply officers, SMU POCs) designated to receive these reports to enable reconciliation of SABRS records.

(5) Receipting.

(a) Receipt confirmation to PMO is mandatory and must be completed within 24 hours of materiel receipt. Timely receipt confirmation ensures closeout of requisition tracking by PMO to avoid wasting valuable man-hours, and aids in accurate performance measurement.

(b) Receipt confirmation may be effected in ISIS or via naval message/e-mail when access to ISIS is not available. Notification of receipt sent via naval message should include all requisitions received for that day. The message will include requisition number, stock number, quantity received, and date of receipt. Requisitions will not be closed in ISIS until the message has been received.

(c) A sample receipt confirmation message is provided in APPENDIX 3 to this ANNEX. II MEF MAGTFs will include PMO Detachment Norfolk as an info addressee on all

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receipt confirmation messages. The appropriate supporting SMU should also be included as an info addressee.

(6) Coordination between the MAGTF and PMO must begin early in the deployment cycle. Some general timelines follow:

(a) C-90. The MAGTF supply officer makes initial liaison with PMO to establish communication and coordinate required actions. During this initial liaison, the MAGTFs' start date for submitting IPG-1 requisitions to PMO will be established.

(b) C-90. The MAGTF supply officer submits a standard line of accounting to PMO for purchase card purchases.

(c) C-XX. On the date determined during initial liaison, the MAGTF begins submitting IPG-1 requisitions to PMO. A list of all outstanding IPG-1 requisitions, in MILSTRIP format, will also be submitted to PMO. PMO will load these documents to ISIS and provide the latest system status. After reviewing the current status, PMO expeditors will use aggressive expediting techniques to improve status for expedited material delivery; this includes re-screening of stocks, commercial purchase options and close liaison with item managers.

(d) R-30. The MAGTF will make liaison with PMO to establish the termination date of PMO support. On the date determined, PMO will pass all outstanding requisitions to the supporting SMU and purge the MAGTF's requisition data from ISIS.

#### 4. ADMINISTRATION AND LOGISTICS

a. These procedures will be reviewed at least annually. All change proposals will be directed through the NLI governance process. Points of contact updates will be promulgated through the NLI community on a periodic basis.

b. PMO Points of Contact:

24 Hour:

PMO HQ CDO: (800) 258-7492

NIPRNET Email: [pmohq.cdo@navy.mil](mailto:pmohq.cdo@navy.mil)

SIPRNET Email: [cdo@pmohq.navy.smil.mil](mailto:cdo@pmohq.navy.smil.mil)

PMO Det Norfolk CDO: (800) 985-7377

NIPRNET Email: [W\\_NRFK\\_PMO\\_DET\\_ALLHANDS\\_US@NAVY.MIL](mailto:W_NRFK_PMO_DET_ALLHANDS_US@NAVY.MIL)

SIPRNET Email: [PMODETNORFOLK-OIC@navy.smil.mil](mailto:PMODETNORFOLK-OIC@navy.smil.mil)

## Office Phones:

Bremerton, WA: (800) 258-7492 / (360) 476-7285/86/87/95  
Norfolk, VA: (757) 443-2377  
San Diego, CA: (619) 556-5788/0183/2431  
Pearl Harbor, HI: (808) 473-1268  
Groton, CT: (860) 694-1260 / (860) 961-9110  
Travis AFB: (707) 424-3121/3418  
Kings Bay, GA: (912) 573-3620  
Yokosuka, Japan: 01-1-81-468-163348 / DSN 315-243-3350  
Mayport, FL: (904) 270-6550 ext. 21  
Agana, Guam: (671) 343-1150  
Manama, Bahrain: DSN (318) 439-4806  
Sigonella, Sicily: 011-39-331-697-7084

## PLAs:

PRIORITY MATOFF BREMERTON WA  
PRIORITY MATOFF DET SAN DIEGO CA  
PRIORITY MATERIAL OFFICE DET NORFOLK VA  
PRIORITY MATOFF DET YOKOSUKA JA

5. COMMAND AND SIGNAL

a. Command. This ANNEX is applicable to Navy, Marine Corps and Coast Guard total forces.

b. Signal. This Playbook and its associated NLI procedures are effective on the date published.

APPENDICES:

- 1 - COMCOGARD SFLC BALTIMORE MD 012146Z DEC 09
- 1 - PMO PROCESS MAP
- 2 - SAMPLE CASREP MATERIAL RECEIPT CONFIRMATION MESSAGE

## OFFICIAL:



M. E. HAVENS  
Commander, SC, USN  
Priority Material Office

**APPENDIX 1 TO ANNEX D TO NLI PLAYBOOK**  
**COMCOGARD SFLC BALTIMORE MD 012146Z DEC 09**

R 012146Z DEC 09 ZUI ASN-AM1335000110  
FM COMCOGARD SFLC BALTIMORE MD//LRE//  
TO USCGC BERTHOLF/USCGC WAESCHE/USCGC ALEX HALEY/USCGC HAMILTON/  
USCGC DALLAS/USCGC MELLON/USCGC CHASE/USCGC BOUTWELL/USCGC  
SHERMAN/USCGC GALLATIN/USCGC MORGENTHAU/USCGC RUSH/USCGC MUNRO/  
USCGC JARVIS/USCGC MIDGETT  
INFO COMPACAREA COGARD ALAMEDA CA//PAC-3//  
COMLANTAREA COGARD PORTSMOUTH VA//LANT-30//  
COMDT COGARD WASHINGTON DC//CG-4/CG-44/CG-441/CG-444/DCMS-53//  
PRIORITY MATOFF BREMERTON WA  
COGARD C4ITSC ALEXANDRIA VA  
BT

UNCLAS //N04080//

SUBJ: ESTABLISHMENT OF US NAVY PRIORITY MATERIAL OFFICE  
INTEGRATED SUPPLY INFORMATION SYSTEM (ISIS) ACCOUNTS.

A. 281841Z JAN 09 COMDT COGARD WASHINGTON DC//CG-4// NAVY-COAST  
GUARD LOGISTICS INTEGRATION (N-CGLI)

B. ISIS INTRODUCTION SFLC-LRE-EB-AMS FLEET EMAIL DTD 03 NOV 09

C. 131428Z NOV 09 COMCOGARD SFLC BALTIMORE MD SUPPLY ADVISORY  
002/10

D. 031235Z SEP 09 COMDT COGARD WASHINGTON DC//CG-761/751/63/62//  
CAC (COMMON ACCESS CARD) USAGE ON AFLOAT UNITS.

E. DOD 4000.25-1-M MILITARY STANDARD REQUISITIONING AND ISSUE  
PROCEDURES (MILSTRIP)

1. ONE OF THE FIRST INITIATIVES OF THE LREPL WAS TO PROTOTYPE A  
TOTAL CARE LOGISTICS SERVICE THAT IS PROVIDED BY PARTNERING WITH  
THE USN PRIORITY MATERIAL OFFICE (PMO). THIS SERVICE BUILDS UPON  
REF A BY SOURCING OR PROCUREMENT OF ISSUE PRIORITY GROUP-1 (IPG-  
1) MATERIAL IN SUPPORT OF COAST GUARD OPERATIONAL UNITS AND  
SUPPORTING ACTIVITIES. PMO EXCELS IN THREE KEY AREAS: IMMEDIATE  
AND LOGICAL SOURCING; RAPID, MONITORED, AND MANAGED MATERIAL  
MOVEMENT; AND NEAR REAL TIME IN-TRANSIT VISIBILITY. THIS SERVICE  
WAS TESTED SUCCESSFULLY WHEN CGC BOUTWELL DEPLOYED OVERSEAS  
DURING 2009 AND IS NOW BEING EXPANDED TO ALL CUTTERS SERVICED BY  
THE LREPL. LREPL, CUTTER ENGINEER, SUPPLY, AND WEAPONS OFFICERS  
SHOULD HAVE RECEIVED REF B DESCRIBING THE USE ISIS.

2. WITH THE STAND UP OF THE LREPL, IPG-1 MATERIALS AS DEFINED IN  
APPENDIX 8 OF REF E (E.G. CASREP, TRIP 999 OR 777, PRIORITY 02  
OR 03) ORDERS SHALL BE PRIMARILY RESOURCED BY PMO VIA ISIS.

3. IT IS IMPERATIVE THAT CUTTER STAFF CREATE ISIS ACCOUNTS. THE  
PROGRAM IS DESIGNED AS A SUPPLY CHAIN EVENT MANAGEMENT SYSTEM.  
ISIS FUNCTIONALITY INCLUDES REQUISITION INPUT, STATUS VIEW,  
DETAILED ORDER HISTORY (BACK PAGE NOTES), RECEIPT CONFIRMATION,  
AND AUTOSTATUS EMAILS.

4. ACCOUNT REQUEST INFORMATION, TRAINING SLIDES, AND PRESENTATION ARE AVAILABLE ON THE PMO WEBSITE, [HTTPS://PMOHQ.NMCI.NAVY.MIL](https://pmohq.nmci.navy.mil). USERS MUST MAINTIAN PKI CAPABILITY. ESTABLISHING CAC CARD CAPABILITY IS DESCRIBED IN REF D. PLEASE CONTACT PMO STAFF WITH FURTHER QUESTIONS OR TO REQUEST ADDITIONAL ISIS TRAINING.

5. ALL CUTTER INITIATED FUNDED ORDERS WILL STILL NEED TO BE COMPLETED IN CM-PLUS, BUT NOT TRANSMITTED, BEFORE PASSING THE REQUISITION TO PMO. THIS INCLUDES ORDERS STOCKED/MANAGED AT SFLC AND DISCUSSED IN REF C. EXPECT FURTHER GUIDANCE TO BE PROMULGATED BY CG-441 REGARDING THE PMO RELATIONSHIP AND UPDATING THE CARGO ROUTING IDENTIFICATION FILE (CRIF). UNTIL FURTHER GUIDANCE IS PUBLISHED, CUTTER DEPLOYING FROM HOME PORT FOR AN EXTENDED PERIOD OF TIME, WHO ARE NOT CURRENTLY MAKING USE OF THE CRIF, SHOULD KEEP PMO APPRISED OF PORTS OF CALL IN WHICH THEY CAN RECEIVE CASREP MATERIAL.

6. PMO STAFF CAN BE REACHED THROUGH THE FOLLOWING INFORMATION:  
PRIORITY MATERIAL OFFICE HQ - BREMERTON WA  
PMOHQ COMMAND DUTY OFFICER (CDO) PHONE: 360-476-7285/7286/7287  
PMOHQ CDO EMAIL: [PMOHQ.CDO\(AT\)NAVY.MIL](mailto:PMOHQ.CDO@NAVY.MIL)  
PMOHQ CDO SIPR EMAIL: [CDO\(AT\)PMOHQ.NAVY.SMIL.MIL](mailto:CDO@PMOHQ.NAVY.SMIL.MIL)  
ISIS ONLINE: [HTTPS://PMOHQ.NMCI.NAVY.MIL](https://pmohq.nmci.navy.mil) - (USE LOWERCASE)  
MESSAGE PLAD: PRIORITY MATOFF BREMERTON WA

~~8. THE FOLLOWING PERSONNEL ARE THE PMO BREMERTON PRIMARY POCs:~~

~~A. FOR N-CGLI, GENERAL POLICY, AND COMMAND CONCERNS:~~

~~LT KEN GILMORE, [KENNETH.E.GILMORE\(AT\)NAVY.MIL](mailto:KENNETH.E.GILMORE@NAVY.MIL), 360-476-7268~~

~~B. FOR ISIS ACCOUNT ESTABLISHMENT:~~

~~IT1 NATHAN SMITH, [NATHAN.A.SMITH\(AT\)NAVY.MIL](mailto:NATHAN.A.SMITH@NAVY.MIL), 360-476-6264~~

~~C. FOR ORDER PROCESSING, FOLLOW-UP, AND ORDER STATUS:~~

~~LS2 JESSICA REESE, [JESSICA.REESE\(AT\)NAVY.MIL](mailto:JESSICA.REESE@NAVY.MIL)~~

~~9. THE FOLLOWING PERSONNEL ARE THE CG PRIMARY POCs FOR N-CGLI AND PMO INTEGRATION:~~

~~A. CG-441, MR. ART WALZ, [ARTHUR.J.WALZ\(AT\)USCG.MIL](mailto:ARTHUR.J.WALZ@USCG.MIL), 202-475-5655~~

~~B. CG-444, MR. MICHAEL BOERNER, [MICHAEL.W.BOERNER\(AT\)USCG.MIL](mailto:MICHAEL.W.BOERNER@USCG.MIL), 202-475-5658~~

~~10. THE SFLC LRE-ENG BRANCH ASSET MANAGEMENT SECTION POC FOR PMO INTERATION IS LCDR CHAD MOORE, [CHAD.A.MOORE\(AT\)USCG.MIL](mailto:CHAD.A.MOORE@USCG.MIL), 510-637-5825~~

11. SFLC LREPLM, CAPTAIN MARC LEBEAU SENDS.

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**Administrative note:** This message was redacted. Strikethrough POCs are outdated. See paragraph 4b on pages D-8 and D-9 for current points of contact.

**APPENDIX 2 TO ANNEX D TO NLI PLAYBOOK**  
**PMO PROCESS MAP**

*Administrative Note:* Due to the large size of this file, process maps have been archived on the Naval Logistics Integration website within Navy Knowledge Online: <https://wwwa.nko.navy.mil>. Once registered and logged in, go to *Organizations*, then under *System Commands* - click on *Expeditionary Logistics*. This will take you to the Expeditionary Logistics homepage, upon which you can select the NLI homepage. Process maps are posted under the initiative to which the map applies.



**APPENDIX 3 TO ANNEX D TO NLI PLAYBOOK**  
**SAMPLE CASREP MATERIAL RECEIPT CONFIRMATION MESSAGE**

Sample Only - modify addressees as appropriate)

P R 171337Z NOV 11 PSN 292585K31  
FM MEU-15  
TO PRIORITY MATOFF BREMERTON WA  
INFO MEU-15  
BT  
UNCLAS  
MSGID/GENADMIN/MEU-15//  
SUBJ/CASREP MATERIAL RECEIPT CONFIRMATION//  
REF/A/MSG/MEU-15/280631Z/OCT 11//  
NARR/REF A IS CASREP MILSTRIP REQUISITION//  
POC/MARINE/SSGT/MMR128/LOC:DEPLOYED/EMAIL:SUPPO(AT)XXXXXX.MARINE  
.MIL//  
RMKS/1. THE FOLLOWING CASREP ITEM, ORDERED VIA REF A, HAS BEEN  
RECEIVED:  
DL DOC NUMBER NSN QTY JD RCVD  
01 MMR128-1301-T014 3010-01-286-3561 01 1321//  
BT

UNCLASSIFIED

NLI PLAYBOOK  
12 APR 2012

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D-3-2  
UNCLASSIFIED

**ANNEX E TO NLI PLAYBOOK**  
**SHIPMENT OF REPAIRABLES**

**Administrative Note** - *This initiative supports the following goal/objective within the NLI Strategic Plan:*

**Goal 1:** *Integrate policy, doctrine, business processes, technologies, and systems to optimize logistics performance in support of future operations.*

**Objective 1.2:** *Integrate [or make interoperable] the Naval Service's logistics systems and technologies to achieve interdependency in the maritime domain; include capabilities for electronically requesting, processing, and tracking material over the last tactical mile.*

**REFERENCES**

- (a) MCBul 4081, Directed Use of Marine Air Ground Task Force (MAGTF) Logistics Support Systems, 10 Dec 10
- (b) Advanced Traceability and Control (ATAC) Memorandum of Agreement between Commander, Naval Surface Forces and Commander, Naval Supply Systems Command Weapon Systems Support (NAVSUP WSS)
- (c) NAVICP PHILADELPHIA PA 161806Z JUN 06; Electronic Retrograde Management System (eRMS) Carcass Tracking and Stock In-Transit Business Rules Advisory
- (d) COMDT COGARD 221830Z MAR 10, Managing Navy Type - Navy Owned Depot Level Repairables/Mandatory Turn-In Repairables

**1. SITUATION**

a. This ANNEX is primarily written from a MAGTF (supported unit) - NAVSUP WSS (supporting unit) perspective. Reference (a) codifies the use of ATAC/eRMS throughout the Marine Corps. References (b) and (c) provide ATAC/eRMS business rules for Navy afloat units and shore activities. Reference (d) provides Coast Guard policy and business rules for ATAC/eRMS.

b. ATAC is the Navy's logistics pipeline that couples finance, logistics and transportation into a single physical distribution system. Initially, it was a hub and spoke operation in which depot level repairables (DLRs) and Marine Corps secondary repairables (SECREPs) are collected at satellite locations, known as nodes, for further transport to one of two hubs where individual DLRs/SECREPs are forwarded for repair or stowed at the appropriate depot overhaul point/depot storage point (DOP/DSP). Today the majority of retrograde is direct

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shipped to final destination by the customer using functionality in eRMS, thus reducing touch points and time. ATAC can also be used in the reverse mode, whereby repairable issue points (RIP) can ship ready for issue (RFI) repairables to forward deployed units.

c. NAVSUP WSS's Technical Assistance for Repairables Processing (TARP) Program provides DLR/SECREP packaging, handling, storage, and transportation (PHS&T) training and assistance to all Navy, Marine Corps and Coast Guard activities. TARP representatives routinely deploy with Expeditionary Strike Groups (ESG)/Amphibious Ready Groups (ARG) to perform PHS&T/eRMS functions.

d. The Navy's electronic Retrograde Management System (eRMS) is a web-based DLR/SECREP retrograde processing application that allows users to accurately identify retrograde, submit transaction item reports (TIR), print bar coded DD1348-1A shipping documents, create shipping manifests and DD1387 military shipping labels, provide customs documentation where needed, post proof of shipment and delivery, identify carcass constrained items; and create engineering investigation (EI) requests, quality deficiency reports (QDR), and engine shipping documentation. eRMS has been successfully deployed on numerous ships and is used extensively at shore activities both in CONUS and OCONUS.

e. ATAC/eRMS has had a dramatic impact on the readiness of Fleet and naval expeditionary forces, both afloat and ashore. ATAC/eRMS enhances in-transit asset movement and visibility, avoids costly carcass charges and greatly assists in the management of scarce DLR/SECREP resources.

2. MISSION. By reference (a), MAGTFs are directed to use the Navy's ATAC/eRMS programs for retrograding unserviceable SECREPS and for replenishing serviceable SECREPS as required in support of both expeditionary and garrison operations, in order to provide positive tracking from the ship/home station to final destinations and provide proof of shipment/receipt for material. Marine Corps Logistics Command (MCLC) will also employ ATAC/eRMS in support of Marine Corps DLR/SECREP management functions.

### 3. EXECUTION

a. Commanders' Intent and Concept of Operations

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(1) Commanders' Intent. During pre-deployment training and while deployed, MAGTFs will leverage the capabilities of the Navy's ATAC/eRMS programs. The employment of TARP personnel to provide DLR/SECREP PHS&T support while shipboard and the use of mobile ATAC nodes when the MAGTF is projected ashore is both authorized and encouraged. ATAC/eRMS contributes to increased supply and equipment readiness by reducing wait time for repairables, decreasing transit time for retrograding DLRs/SECREPs to repair sites, enhancing accountability, and reducing shipboard space requirements for repairables. There are five situations under which deployed naval expeditionary forces should use ATAC/eRMS:

(a) Aviation and Maritime DLRs: Beyond capability of maintenance (BCM) retrograde material destined for the DOP will be processed in the "carcass turn-in" retrograde module (resulting in transaction item reported (TIR)).

(b) Aviation engines will be processed in the "engines" module (does not provide TIR).

(c) Aviation DLRs sent to another activity for intermediate level maintenance will be processed in the "repair & return (R&R)" module (does not provide TIR).

(d) USMC-owned condition code "F" SECREPS returned from the MAGTF Logistics Combat Element (LCE) to the home RIP will be processed in the "other processing" module (does not provide TIR) while afloat. When the MAGTF projects ashore, they will either hold the retrograde for processing until re-embarked aboard the ship; or turn it over to a supporting mobile ATAC node for processing and shipping to the home RIP. Whenever possible, a TARP Representative should accompany units ashore to establish a mobile ATAC node.

(e) USMC-owned condition code "A" material shipped from the home RIP to an embarked MAGTF will be processed in the "Ground Marine" module.

(2) Concept of Operations. Deploying afloat units will co-locate authorized ATAC/eRMS users within the ships supply department in order to maximize the use of ATAC/eRMS and better manage DLR and SECREP material from home station to the ship and from the ship/MAGTF to the repair facility.

b. Tasks

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(1) ESG/ARG N-4. Act as the single logistics coordinator for the ESG/ARG.

(2) Ships' Supply Officers

(a) Coordinate with NAVSUP WSS/NAVSISA to provide eRMS user names/passwords for personnel assigned to process DLRs/SECREPS in eRMS. A SAAR form is required for access.

(b) Coordinate with the TARP program manager to provide pre-deployment ATAC/eRMS training to assigned personnel.

(c) Ensure that DLRs processed in eRMS are properly packaged in accordance with NAVSUP WSS Pub P700, Common Naval Packaging Data. See APPENDIX E-2 to this ANNEX.

(d) Ensure that the supply department has immediate access to a hazardous material certifier who can complete IATA DG forms for hazardous material shipment.

(e) Share work spaces and coordinate the use of computers and internet connectivity with embarked MAGTF supply clerks assigned to process material in eRMS.

(f) Provide space for retrograde DLRs and SECREPS that have been processed in eRMS for shipment via ATAC.

(g) Coordinate with the MAGTF supply officer to ensure all retrograde DLRs and SECREPS are prepared for offload. Manifest SECREPS and post proof of shipment in eRMS.

(h) Provide appropriate level of internet access for TARP representatives while deployed.

(i) Provide the TARP representative (GS-13 equivalent by contract) with a stateroom in Navy spaces afloat when feasible.

(j) Coordinate with the MAGTF S-4 and supply officer to determine appropriate situations to deploy the TARP representative ashore to establish a Mobile ATAC Node.

(3) MAGTF Supply Officer

(a) Maintain oversight of retrograde supply chain metrics and provide appropriate guidance to the logistics combat

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element (LCE) supply officer and aviation combat element (ACE) supply officer if needed.

(b) When ashore with a TARP representative providing a mobile ATAC node:

1. Provide personal protective equipment (PPE) as required by the area commander.

2. Provide billeting and subsistence commensurate with the MAGTF/LCE.

3. Provide appropriate work space for office and packaging functions within the MAGTF deployment and distribution operations center (MDDOC).

4. Provide electrical power, internet connection and access to a laser printer.

5. During split operational sites for the ACE and LCE, deliver SECREPs/DLRs from distant locations to the mobile ATAC node for processing.

6. Provide physical security and force protection for the mobile ATAC node and the TARP representative.

(c) Ensure that unserviceable SECREPS are drained of all petroleum, oils, and lubricants (POL); and are cleaned (free of dust, dirt, grease, grime, etc) prior to turn-in to the LCE supply account for retrograde.

(d) Ensure hazardous material items are correctly identified prior to turning to LCE Supply account for retrograde.

(4) LCE Supply Officer

(a) Coordinate with NAVSUP WSS/NAVSISA to provide eRMS user names/passwords for personnel assigned to process SECREPS in ATAC/eRMS.

(b) Coordinate with the TARP program manager to provide pre-deployment ATAC/eRMS training to assigned personnel.

(c) Ensure that SECREPS processed in eRMS are properly packaged in accordance with NAVSUP WSS Pub P700, Common Naval Packaging Data. See APPENDIX E-2 to this ANNEX.

(d) Ensure that SECREPS are drained of all POL; and are cleaned (free of dust, dirt, grease, grime, etc) and prepared for international shipment.

(e) Ensure immediate access to a hazardous material certifier within the MAGTF who can complete IATA DG forms for hazardous material.

(f) Provide personnel to augment the ship's supply section to process DLRs/SECREPS.

(g) Coordinate with Ship/MAGTF Supply Officers and logistics leadership to determine appropriate situations and locations to deploy the embarked TARP representative ashore with MAGTF elements to provide a mobile ATAC node.

(h) When ashore, provide the TARP representative with a stable SECREP retrograde support workforce to augment the mobile ATAC node.

(i) Coordinate with the ship's supply officer to ensure all retrograde SECREPS processed in eRMS are properly prepared and consolidated for offload at the first available opportunity.

(j) Ensure that the SECREPS are properly manifested for offload and that proof of shipment is posted in eRMS for SECREPS offloaded.

(k) Inform the appropriate RIP of all SECREPS processed in eRMS and shipped via ATAC; monitor each shipment from entry into eRMS to final receipt at the RIP.

(l) Inform the RIP of all SECREPS received from the RIP and ensure proof of delivery/receipt is posted in eRMS.

(m) Ensure all appropriate second destination transportation (SDT) transportation account codes (TAC) are provided, assigned, and monitored for authorized use. Responsibility and liability of expenditures rely solely at this level.

(5) Marine Logistics Group (MLG) Repairable Issue Point (RIP)



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(a) Inform the MAGTF supply officer and LCE supply officer of all SECREPS processed in eRMS for outbound shipment.

(b) Inform the MAGTF supply officer and LCE supply officer of all SECREPS received from the MAGTF.

(c) Ensure proof of delivery/receipt is posted in eRMS for all SECREPS received from the MAGTF where feasible.

(d) Coordinate with the TARP program manager to provide pre-deployment ATAC/eRMS training to sub-float assigned personnel and arrange time for RIP pre-deployment brief for sub-float procedures.

(6) ACE Aviation Supply Officer

(a) When ashore, provide the TARP representative with a stable DLR retrograde support workforce to augment the mobile ATAC node.

(7) NAVSUP WSS

(a) Provide eRMS program support to the ESG/ARG and the MAGTF/MLG.

(b) Provide eRMS program access logins and passwords to all assigned program users.

(c) Provide TARP personnel to support operations for the entire duration of deployments (assuming continued fair share funding is provided by MCLC).

(d) Provide equipment and supplies required to establish a mobile ATAC node when the MAGTF goes ashore.

(e) Provide in-transit visibility for DLRs and SECREPs in the transportation pipeline.

(8) TARP Representative

(a) Provide basic TARP packaging and electrostatic discharge (ESD) protective packaging training to ESG/ARG and MAGTF personnel involved in the repairables retrograde process.

(b) Determine the list of recommended consumable packaging materials required for the deployment.

(c) Determine the recommended multi-use container (MUC) quantity for the deployment.

(d) Assist USN/USMC personnel with packaging for outgoing retrograde material.

(e) Ensure all items are processed in eRMS and TARP certified for shipment.

(f) Inspect all items prior to shipment to verify that they have been drained of all fluids. Inspect all engines/transmissions prior to their shipping containers being closed.

(g) Provide MILSTD-129 labels and ensure that one is affixed to each individual DLR/SECREP shipment.

(h) Provide RFID tagging if coordinated and mandated by NAVSUP WSS.

(i) Accompany Marines ashore to establish mobile ATAC nodes in support of the MAGTF as required.

1. Coordinate with the TARP mobile mode coordinator and the ATAC transportation office to determine the most economical and efficient shipping options available.

2. Ensure that appropriate American Goods Returned/Commercial Invoice (AGR/CI), and other U.S. Customs and foreign government forms are properly completed for overseas retrograde shipments.

(j) Ensure that TARP personnel assigned to support an ARG/mobile ATAC node have completed the required training and preparations to accompany U.S. Armed Forces. These requirements will be monitored by the TARP Program Office for completeness and accuracy.

### c. Coordinating Instructions

(1) Supported units are required to register for access to eRMS. Access requires a DOD common access card (CAC)/public key infrastructure (PKI) certificate for registration. Sign on at: <https://mril.navsisa.navy.mil/erms/>. A system access authorization request (SAAR), available on the eRMS home page, must also be on file before access to eRMS is granted.

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Completed SAAR forms may be scanned and sent by facsimile to (717) 605-5703.

(2) ATAC/eRMS planning and coordination must begin early in the MAGTF deployment cycle. The following timeline is provided for planning purposes:

(a) C-60. The ship and MAGTF supply officers coordinate with NAVSUP WSS to identify the assigned TARP representative and establish deployment timelines.

(b) C-45 to C-30. The ship and MAGTF supply officers submit requests for ATAC/eRMS usernames/passwords to NAVSUP WSS.

(c) C-45 to C-30. The ship and MAGTF supply officers request ATAC/eRMS training through the assigned TARP representative.

(d) C-30. Commander Naval Surface Forces (CNSF) hosts a pre-deployment briefing.

(3) Deployed units anticipating receipt of RFI repairables from CONUS RIPs/other sources must ensure their TAC 2 address is continually current within the cargo routing information file (CRIF) per the procedures outlined in ANNEX G (Cargo Routing) to this Playbook.

(4) References (b) and (c) provide detailed business rules for Navy units using ATAC/eRMS.

(5) Reference (d) provides Coast Guard policy and business rules for ATAC/eRMS.

(6) A computer based training (CBT) course that explains the eRMS process, tailored for ground Marine use, is available at: <https://tarp.navsisa.navy.mil/tarp/train.nsf/>. The CBT also includes explanations of the reports and query functions in eRMS that enable users to research shipments made via ATAC. To access the CBT: select "tools", then "computer based training".

(7) APPENDIX 1 to this ANNEX provides a graphic depiction of the ATAC/eRMS process. Process maps are excellent tools for use in capability briefings and unit training.

(8) APPENDIX 2 to this ANNEX provides an introduction to NAVSUP WSS Pub P700, Common Naval Packaging Data; and instructions for accessing the publication online.

4. ADMINISTRATION AND LOGISTICS

a. This ANNEX will be reviewed annually. All change proposals will be directed through the NLI governance. Points of contact updates will be promulgated through the NLI community of interest on a periodic basis.

b. Points of contact:

(1) Beverly Thomas, ATAC Program Manager, NAVSUP WSS,  
Beverly.Thomas@navy.mil, (215) 697-2269 / DSN: 442-2269

(2) Patton Jones, USMC NLI Champion, MCLC,  
patton.jones@usmc.mil, (229) 639-8125 / DSN: 567-8125

(3) Ronald Adkins, USCG NLI Champion, CG-64,  
Ronald.G.Adkins@uscg.mil, (202) 475-3620

(4) Eugene Auerbach, West Coast TARP Coordinator,  
Eugene.E.Auerbach@saic.com, Comm: 858-735-7888

(5) John F. Burton, East Coast TARP Coordinator,  
john.F.Burton@saic.com, Comm: 757-831-4485

5. COMMAND AND SIGNAL

a. Command. This ANNEX is applicable to Navy, Marine Corps and Coast Guard total forces.

b. Signal. This Playbook and its associated NLI procedures are effective on the date published.

APPENDICES:

- 1 - COMDT COGARD 221830Z MAR 10
- 2 - ATAC PROCESS MAP
- 3 - NAVSUP WSS PUB P700 (COMMON NAVAL PACKAGING DATA)

OFFICIAL:

*Beverly Thomas 4/4/2012*

Beverly Thomas  
ATAC Program Manager  
NAVSUP Weapon Systems Support

**APPENDIX 1 TO ANNEX E TO NLI PLAYBOOK**  
**COMDT COGARD 221830Z MAR 10**

R 221830Z MAR 10 ZUI ASN-AM1081000156  
FM COMDT COGARD WASHINGTON DC//CG-64//  
TO COGARD C4ITSC ALEXANDRIA VA/COMCOGARD SFLC BALTIMORE MD/  
COGARD ALC ELIZABETH CITY NC/COGARD CCENGCEN PORTSMOUTH VA/  
COGARD TISCOM ALEXANDRIA VA/USCGC ACTIVE/USCGC ALERT/USCGC ALEX  
HALEY/USCGC BEAR/USCGC BERTHOLF/USCGC BOUTWELL/USCGC CAMPBELL/  
USCGC CHASE/USCGC CONFIDENCE/USCGC DALLAS/USCGC DAUNTLESS/USCGC  
DECISIVE/USCGC DEPENDABLE/USCGC DILIGENCE/USCGC ESCANABA/USCGC  
FORWARD/USCGC GALLATIN/USCGC HAMILTON/USCGC HARRIET LANE/USCGC  
HEALY/USCGC JARVIS/USCGC LEGARE/USCGC MELLON/USCGC MIDGETT/USCGC  
MORGENTHAU/USCGC MUNRO/USCGC NORTHLAND/USCGC POLAR SEA/USCGC  
POLAR STAR/USCGC RELIANCE/USCGC RESOLUTE/USCGC RUSH/USCGC SENECA  
USCGC SHERMAN/USCGC SPENCER/USCGC STEADFAST/USCGC TAHOMA/USCGC  
TAMPA/USCGC THETIS/USCGC VALIANT/USCGC VENTUROUS/USCGC VIGILANT  
USCGC VIGOROUS/USCGC WAESCHE/COGARD ESU ALAMEDA CA/COGARD ESU  
BOSTON MA/COGARD ESU HONOLULU HI/COGARD ESU KODIAK AK/COGARD ESU  
NEW ORLEANS LA/COGARD ESU PORTSMOUTH VA/COGARD ESU SEATTLE WA/  
COGARD NESU ALAMEDA CA/COGARD NESU BOSTON MA/COGARD NESU  
CHARLESTON SC/COGARD NESU HONOLULU HI/COGARD NESU NEW ORLEANS  
LA/COGARD NESU SEATTLE WA/COGARD NESU WAT DET KEY WEST FL/COGARD  
TRACEN PETALUMA CA/COGARD TRACEN YORKTOWN VA//  
INFO CNO WASHINGTON DC//N41//  
COMDT COGARD WASHINGTON DC//CG-4/CG-41/CG-44/CG-45/CG-6/CG-7/CG-  
75//COMCOGARD FORCECOM ALAMEDA CA/COMLANTAREA COGARD PORTSMOUTH  
VA/COMPACAREA COGARD ALAMEDA CA/COMNAVSUPSYSCOM MECHANICSBURG  
PA//04//NAVICP PHILADELPHIA PA//034//

BT

UNCLAS //N04419//

SUBJ: MANAGING NAVY TYPE NAVY OWNED (NTNO) DEPOT LEVEL  
REPAIRABLES (DLR)/MANDATORY TURN IN REPAIRABLE (MTR)

A. NAVICP R 251733Z JUN 09

B. NAVICP R 052213Z FEB 10

1. REF B ANNOUNCED THAT AS OF 16 FEB 2010 THE U.S. NAVY  
MANAGEMENT OF DLR/MTR MATERIALS REQUIRES THE RETURN OF DLR/MTR  
ITEMS WITHIN 45 DAYS VICE THE CURRENT 90 DAY DEADLINE  
REQUIREMENT IAW REF A.
2. DURING FY08 AND FY09 FAILURE OF COAST GUARD UNITS TO MEET THE  
OLD 90 DAY DEADLINE FOR 513 INDIVIDUAL REQUISITIONS RESULTED IN  
THE LOSS OF \$2.4M.
3. THIS MESSAGE REQUIRES THE TIMELY RETURN OF DLR/MTR MATERIALS  
THROUGH THE USE OF THE MOST EFFICIENT AND COST EFFECTIVE TOOL TO  
ACCOMPLISH DLR/MTR RETURNS FOR ALL NTNO FUNDED ITEMS. THE  
ADVANCED TRACEABILITY AND CONTROL / ELECTRONIC RETROGRADE  
MANAGEMENT SYSTEM

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(ATAC/ERMS) IS THE NAVY'S SYSTEM FOR TRACKING AND EXPEDITING DLR/MTR COMPONENTS IN THE REPAIR AND SUPPLY PIPELINE. ATAC/ERMS ELECTRONICALLY ASSOCIATES THE REPAIRABLE ITEM RETURN WITH THE CORRESPONDING DOCUMENT NUMBER OF THE REPLACEMENT PART. UPON RECEIPT OF THIS MESSAGE UNITS WITH ATAC/ERMS ACCOUNTS SHALL USE THE SYSTEM AS THE SOLE MEANS OF RETURNING ALL NTNO ITEMS AND USE FOR ALL NAVICP MANAGED ITEMS IS HIGHLY RECOMMENDED. UNITS WITHOUT AN ACCOUNT SHALL ESTABLISH AN ACCOUNT AND OBTAIN NO COST TRAINING AS SOON AS PRACTICAL BUT NLT 1 APR 2010. UNITS UNDERWAY AND UNABLE TO ACHIEVE THIS DEADLINE SHALL COMPLY WITH THE REQUIREMENTS OF THIS MESSAGE NLT 2 WEEKS AFTER RTHP.

4. ATAC/ERMS PROVIDES IN-TRANSIT VISIBILITY THROUGHOUT THE TURN-IN/REPAIR PROCESS, INCLUDING NO COST TRANSPORTATION OF DLR/MTR ITEM VIA A NAVICP TRANSPORTATION ACCOUNT AND PROOF OF RECEIPT AT THE TIME OF PICK UP. IF DLR/MTR CARCASS IS LOST IN RETURN TRANSIT, THE CG WILL NOT BE CHARGED THE CARCASS FEE. ATAC/ERMS IS WEB BASED AND REQUIRES NO SOFTWARE INSTALLATION. CURRENTLY, 43 COAST GUARD UNITS (31 AFLOAT/12 ASHORE) USE ATAC/ERMS.

ATAC/ERMS IS ACCESSIBLE VIA A PUBLIC KEY INFRASTRUCTURE (PKI)/COMMON ACCESS CARD (CAC) ENABLED WEB SITE. USERS SHOULD DOWNLOAD THE SYSTEM AUTHORIZATION ACCESS REQUEST NAVY (SAAR-N) FROM THE ERMS WEB SITE AT [HTTPS://MRIL.NAVSISA.NAVY.MIL/ERMS/](https://MRIL.NAVSISA.NAVY.MIL/ERMS/) SELECTING THEIR NON E-MAIL CAC IDENTITY. COMPLETE AND SUBMIT THE FORM IAW THE POSTED INSTRUCTIONS.

5. ERMS IMPLEMENTATION/TRAINING. THE USN TECHNICAL ASSISTANCE FOR REPAIRABLES PROCESSING (TARP) PROGRAM IS AVAILABLE FOR ERMS TRAINING ASSIST VISITS. UNITS MAY REQUEST MPLEMENTATION/TRAINING BY VISITING THE TARP WEB SITE [HTTPS://TARP.NAVICP.NAVY.MIL](https://TARP.NAVICP.NAVY.MIL) AND CONTACTING THE NEAREST TARP REPRESENTATIVE OR BY CONTACTING JOHN BURTON (757) 831-4485. AN ERMS DESK GUIDE AND COMPUTER BASED TRAINING (CBT) MODULES ARE ALSO AVAILABLE UNDER THE TOOLS MENU OF THE TARP WEBSITE.

6. U/W UNITS CAN REQUEST SERVICING ESU (ELEX)/COGNIZANT SFLC PRODUCT LINE (ORDNANCE) COMPLETE ERMS DATA ENTRY VIA CASREP.

7. POINTS OF CONTACT:

CG-64 - MR RONALD ADKINS - (202) 475-3620 RONALD.G.ADKINS(AT)USCG.MIL

BT

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**APPENDIX 2 TO ANNEX E TO NLI PLAYBOOK**  
**ATAC PROCESS MAP**

*Administrative Note:* Due to the large size of this file, process maps have been archived on the Naval Logistics Integration website within Navy Knowledge Online: <https://wwwa.nko.navy.mil>. Once registered and logged in, go to *Organizations*, then under *System Commands* - select *Expeditionary Logistics*. This will take you to the Expeditionary Logistics homepage, upon which you can select the NLI homepage. Process maps are posted under the initiative to which the map applies.

**APPENDIX 3 TO ANNEX E TO NLI PLAYBOOK**  
**NAVSUP WSS PUB P700 (COMMON NAVAL PACKAGING DATA)**

NAVSUP WSS PUB P700, *Common Naval Packaging Data*, mandates packaging requirements for all Navy, Marine Corps and Coast Guard activities, contractors and trans-shippers performing packaging, handling, storage & transportation functions for Navy depot level repairables (DLR), Navy-managed consumables, Marine Corps secondary repairables (SECREP) and Coast Guard repairables.

P700-CNP covers methods of preservation required to protect material against degradation and to ensure further use of the material by the Navy at a reduced cost. P700-CNP provides MIL-STD-2073-1D coding for Navy/USMC controlled stock numbers.

Instructions for access and use of the P700-CNP can be found at: <https://tarp.navsisa.navy.mil>. Upon entering the site, users are prompted to select a DLR or SECREP packaging level and search for packaging requirements by entering NIIN, part number, or part name. DLR/SECREP packaging level options include:

- Level 1: Afloat activities & deployed MALS
- Level 2: Ashore activities & non-deployed MALS (in garrison)
- Level 3: New procurements, repair depots
- Ground Marines
- Coast Guard

Contact Information:

Visit the TARP Webport at <https://tarp.navsisa.navy.mil> (DoD PKI required). Call the toll-free TARP Helpline at 1-866-427-8277. For training and support, please contact your regional TARP representative.



**ANNEX F TO NLI PLAYBOOK**  
**INVENTORY POSITIONING**

**Administrative Note** - *This initiative supports the following goals/objectives within the NLI Strategic Plan:*

**Goal 1:** *Integrate policy, doctrine, business processes, technologies, and systems to optimize logistics performance in support of future operations.*

**Objective 1.2:** *Integrate [or make interoperable] the Naval Service's logistics systems and technologies to achieve interdependency in the maritime domain; include capabilities for electronically requesting, processing, and tracking material over the last tactical mile.*

**Objective 1.3:** *Exploit current and future inventory positioning and distribution capabilities by leveraging best of breed Naval Service capabilities and maintaining partnerships with the Defense Logistics Agency, U.S. Transportation Command and other Services.*

**Goal 3:** *Exploit opportunities to reduce operating costs.*

**Objective 3.1:** *Increase asset visibility among logistics providers to enable cross-servicing of critical requirements.*

1. SITUATION

a. Many consumable/expendable supplies are common usage items among naval expeditionary forces. Although most supplies aboard Navy amphibious ships (L-Decks) are intended for Navy unit consumption, common item stocks can be made available to embarked Marine Air Ground Task Force (MAGTF) elements and other naval expeditionary forces with advance coordination. APPENDICES 1 and 2 to this ANNEX provide amplifying guidance for common requisitioning processes.

b. While operating within a Commander [Logistics] Task Force (CTF) area of operations (AO), embarked units and Coast Guard ships are authorized to requisition supplies from Navy Combat Logistics Force (CLF) ships. APPENDIX 3 to this ANNEX provides summary detail and contact information related to Military Sealift Command (MSC) services and support.

c. Defense Logistics Agency (DLA) is a DoD combat support agency that operates 26 sites around the world and is

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responsible for the receipt, storage, issue, packing, preservation and transportation of more than four million items. DLA Distribution's OCONUS sites should always be considered as a possible source of support when making sourcing decisions. APPENDIX 4 to this ANNEX provides summary capabilities and contact information related to DLA services and support.

d. NAVSUP Global Logistics Support capabilities are addressed in detail in ANNEX K (NAVSUP GLS Capabilities) to this Playbook. NAVSUP GLS should always be considered as a possible source of support when making sourcing decisions.

e. We need to stress the importance of sourcing in concentric circles and weave that in how that's conducted afloat with L decks and CLF ships. And address briefly how we can do that ashore.

2. MISSION. When planned for during the pre-deployment period, MAGTFs and other naval expeditionary forces that are elements of naval/amphibious task forces can draw supply support for common non-aviation items as well as aviation-peculiar items from fleet support activities (Navy L-decks and CLF ships). Deployed units should also maximize the use of DLA capabilities and inventory at worldwide DLA Distribution sites to support operations both afloat and ashore.

### 3. EXECUTION

#### a. Commanders' Intent and Concept of Operations

(1) Commanders' Intent. MAGTFs and other naval expeditionary forces (supported units) are authorized and encouraged to leverage the availability of Navy L-Deck and CLF common item stocks whenever possible to support operations afloat. Supported units must either embark or make other provisions for such items in support of operations ashore. Afloat stock positioning and pre-positioning inventory ashore are common sense practices that generate efficiencies in the naval supply chain and contribute to readiness by optimizing the use of limited embarkation space for critical equipment and supplies.

(2) Concept of Operations. Supported units will submit requirements for consumable/expendable items to supporting ships' supply officers as early as possible to determine availability of common stocks and in turn determine requirements for supported unit accompanying supplies. Units will establish

a reimbursable account via a Military Inter-Departmental Purchase Requisition (MIPR), or other negotiated financial instrument, with ships' supply officers to permit purchase of these items. Combining inventory on L-Decks conserves valuable embarkation space while ensuring supply of common items to embarked units for the duration of deployments.

(a) Whenever possible, inventory sourcing decisions should be made in consideration of multiple factors such as criticality, urgency of need, availability, distance, distribution mode and timeline, and costs. Units should make efforts to first screen in-theater sources of supply (e.g. L-decks, CLF, pre-positioned stocks using a "concentric circle" concept) for availability prior to submitting requirements to distant sources of supply.

(b) Common requisitioning procedures for afloat MAGTFs are provided at APPENDIX 1 to this ANNEX.

(c) While assigned to or operating in the vicinity of Marine Corps operating forces, Navy mobile units and Coast Guard Deployable Operations Group (DOG) units are encouraged to leverage available Marine Corps inventory to support critical requirements. APPENDIX 2 to this ANNEX provides general guidelines and coordination requirements for requisitioning supplies from Marine Corps activities.

(d) Coast Guard cutters operating in a CTF AOR are authorized to leverage Navy CLF capabilities and inventory using established CTF procedures. Coast Guard DOG units embarked aboard L-Decks should use the procedures outlined in this ANNEX for supported units to coordinate afloat supply requirements with ships' supply officers.

## b. Tasks

### (1) Supported Unit Supply Officers

(a) Serve as the action officer for this initiative and coordinate with subordinate unit subject matter experts to generate a list of requirements to be considered for stocking aboard L-Decks.

1. This list will include, at a minimum, the NSN and the quantity for each item the unit will be requesting from the ships' supply officer for procurement and storage aboard the L-Decks. Discussions among subject matter experts

should begin at approximately C-120 (120 days prior to deployment) and should be finalized by C-90.

2. No later than C-90, submit a listing of all consumable and expendable requirements to assigned ships' supply officers for procurement and positioning aboard amphibious ships.

3. The degree of success that supported units experience with this initiative will depend upon effective communication and coordination between the supported unit supply officer and the ships' stock control/supply officers.

(b) Request stock status updates from the ships' supply officers at periodic intervals to ensure accountability and availability of all requirements.

(c) Prior to deployment, obtain a copy of NAVSUP P-4998, Consolidated Afloat Requisitioning Guide Overseas (CARGO). The CARGO is a stock number listing of all (Fleet Issue Load List (FILL), High Usage Load List (HULL) and Deckload compressed gases and bulk lubricants stocked by the CLF ships. The CARGO is available at: <https://dataxfer.csd.disa.mil/dataxfer/files/cargo/>. Requests for supply support from CLF ships will be in accordance with established CTF procedures available through ships' supply officers.

## (2) L-Deck Supply Officers

(a) Receive requirements from the embarking unit supply officer at approximately C-90 and initiate procurement and stock positioning of items aboard L-Decks.

(b) Determine if funds need to be transferred prior to purchase or if the embarking unit will pay for these items as they are drawn aboard ship. Factors used in determining up front funding requirements include quantities required, item costs, and whether the items are common or unique.

(c) During deployment within a CTF-(X)3 AOR, assist supported unit supply officers in submitting requirements for CLF stocked items.

c. Coordinating Instructions. The following timeline is provided for planning purposes. Activities and timelines should be tailored to meet the specific needs of deploying units.

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(1) C-120. Deploying unit supply officer initiates coordination to generate lists of requirements and obtains copy of NAVSUP P-4998 (CARGO).

(2) C-120. Deploying unit supply officer initiates coordination with the ships' supply officers to determine the method of funding for support.

(3) C-90. Deploying unit supply officer submits the final lists to the ships' supply officers who will initiate procurement and stock positioning of items aboard L-Decks.

(4) C-60. Deploying unit supply officer and ships' supply officers reconcile to determine the status of fulfilling all requirements for afloat positioning.

(5) C-45. Deploying unit supply officer and ships' supply officers conduct final reconciliation to determine any outstanding requirements. At this time, if there are still requirements that have not been met, the deploying unit supply officer must either initiate action to source the requirements elsewhere for unit embarkation or make other arrangements for support as appropriate.

(6) Upon arrival into the CTF-(X)3 AO. The embarked unit supply officer coordinates arrival into the CTF-(X)3 AO through the ships' supply officers. CTF-(X)3 will provide the FILL for items stocked aboard the CLF ships.

#### 4. ADMINISTRATION AND LOGISTICS

a. These procedures will be reviewed at least annually. All change proposals will be directed through the NLI governance process. Points of contact updates will be promulgated through the NLI community of interest on a periodic basis.

b. Points of contact:

(1) Roy Truba, HQMC LP, Roy.Truba@usmc.mil, DSN: 225-6101/6190 Comm: 571-256-7183

(2) CDR Chris Nelson, OPNAV N413, DSN: 312-225-4886 Comm: 703-695-4886, christopher.t.nelson@navy.mil

(3) Dennis Crimiel, CG-441, Dennis.M.Crimiel@uscg.mil, Comm: 202-475-5655

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c. Supported units will use their appropriate chain of command to execute afloat inventory positioning actions pending the promulgation of Service policy/procedures.

5. COMMAND AND SIGNAL

a. Command. This ANNEX is applicable to Navy, Marine Corps and Coast Guard total forces.

b. Signal. This Playbook and its associated NLI procedures are effective on the date published.

APPENDICES:

- 1 - MAGTF REQUISITIONING PROCESS AFLOAT
- 2 - NAVY MOBILE UNITS ASHORE
- 3 - MILITARY SEALIFT COMMAND (MSC)
- 4 - DEFENSE LOGISTICS AGENCY (DLA) DISTRIBUTION

**APPENDIX 1 TO ANNEX F TO NLI PLAYBOOK**  
**MAGTF REQUISITIONING PROCESS AFLOAT**

Service-level procedures enabling MAGTFs to submit automated requisitions to ships' stock control while afloat were not established when this playbook was published. Interoperability of logistics information technology between supported and supporting units is a planning consideration for any deployment and should always be validated prior to embarkation. **Units requiring support should coordinate local procedures for requisitioning material while afloat with the appropriate ships' supply officer(s).**

**APPENDIX 2 TO ANNEX F TO NLI PLAYBOOK**  
**NAVY MOBILE UNITS ASHORE**

[Navy Expeditionary Combat Command \(NECC\) Logistics Planning and Concept of Support Manual](#) provides guidance for NECC units.

[NTPP 4-04.1M/MCWP 4-11.5](#), Seabee Operations in the MAGTF, provides tactics, techniques, and procedures for Seabee operations in support of MAGTFs. When Seabees are under the command of the MAGTF, the MAGTF is responsible for logistics support of the Seabee unit beyond its accompanying supply level. Supply responsibility begins when Seabee units and their equipment have been marshaled at the port of embarkation.

There are currently no Service-level procedures enabling Navy mobile units to submit automated requisitions to Marine Corps Supply Management Units (SMU). Units requiring support should coordinate local procedures with the appropriate SMU or MAGTF logistics/supply officer.

SMUs are the centralized inventory management activities for Marine Corps-owned material within each Marine Expeditionary Force (MEF). SMUs are organized within the Marine Logistics Groups (MLG) of the MEFs and are capable of task organizing and deploying with materiel to support any sized MAGTF for a prescribed level/duration of operation. Points of contact are:

- I MEF, Camp Pendleton, CA (<http://www.i-mef.usmc.mil/>)
  - SMU: (COMM) 760-725-3184/3185 / (DSN) 312-365-3184/3185
- II MEF, Camp Lejeune, NC (<http://www.iimef.marines.mil/>)
  - SMU: (COMM) 910-451-7076/5545/5525/7070
- III MEF, Okinawa, Japan (<http://www.marines.mil/unit/iimef/>)
  - III MEF Supply: (DSN) 315-622-7860/7136
  - 3d MLG: (COMM) 011-81-611-737-1829 / (DSN) 315-637-1829
  - SMU: (COMM) 011-81-611-737-1074/5023/5028  
(DSN) 315-637-1074/5023/5028

Commander, Task Force 56 (CTF-56) exercises logistic support and administrative oversight for all NECC forces OPCON to NAVCENT. CTF-56 coordinates theater-wide expeditionary logistics in order to plan and execute 5<sup>th</sup> Fleet objectives, tasks, and missions. Points of contact are:

- CTF-56 Director Operational Logistics
  - 011-973-1785-6557 / 011-973-3910-7864
- CTF-56 Logistics Officer/Movement Cell
  - 011-973-1785-6556 / 011-973-3947-1533



**APPENDIX 3 TO ANNEX F TO NLI PLAYBOOK**  
**MILITARY SEALIFT COMMAND (MSC)**

MSC's mission is to support our nation by delivering supplies and conducting specialized missions across the world's oceans.

The 32 ships of MSC's Combat Logistics Force (CLF) are the supply lines to U.S. Navy ships at sea. These ships provide virtually everything that Navy ships need, including fuel, food, ordnance, spare parts, mail and other supplies. CLF ships enable the Navy fleet to remain at sea, on station and combat ready for extended periods of time.

No U.S. Navy ship goes to sea without a logistics sustainment plan. These plans are a co-responsibility of the respective Numbered Fleet Logistics Task Force Commander and the Ship's Supply Officer; and are usually heavily dependent on CLF ship support. The logistics commands follow the Numbered Fleet naming convention; they are: Commander, Task Force (CTF) 23, 33, 43, 53, 63, and 73. CTF Commanders have full authority and responsibility for ship logistics support within their respective AO.

MAGTFs can leverage CLF capabilities in two areas. In both cases, the respective CTF-(X)3 is the controlling authority.

1. **Storeroom material and fuel that CLFs carry to support deployed ships.** This material includes general use consumables, POL, subsistence, and ship store material. This material can be accessed through the ARG Ships' Supply Officer or directly by the MAGTF Supply Officer by submitting a funded requisition IAW established CTF-(X)3 procedures. A full listing of this material (HULL, FILL, Deckload) is available in the Consolidated Afloat Requisitioning Guide Overseas (CARGO), which can be downloaded at:  
<https://dataxfer.csd.disa.mil/dataxfer/files/cargo/>.

2. **Transportation network that links the ship (tactical level logistics) to the supply chain (strategic and operational level logistics).** CLF ships can't and don't stock everything needed by their customers, but still serve as the delivery vehicle for ship sustainment. MAGTFs can and should leverage this capability, especially while still embarked in ARG shipping. Again, the controlling authority is the Logistics Task Force Commander (CTF-(X)3).

**Points of Contact:**

- CTF-53: [Commodities@me.navy.mil](mailto:Commodities@me.navy.mil)
- CTF-63: [CNE-C6FReplenishment@eu.navy.mil](mailto:CNE-C6FReplenishment@eu.navy.mil)
- CTF-73: [CTF73-Commodities@fe.navy.mil](mailto:CTF73-Commodities@fe.navy.mil)

**Links:**

Military Sealift Command: <http://www.msc.navy.mil/>

Combat Logistics Force: <http://www.msc.navy.mil/pm1/>

CARGO: <https://dataxfer.csd.disa.mil/dataxfer/files/cargo/>

**APPENDIX 4 TO ANNEX F TO NLI PLAYBOOK**  
**DEFENSE LOGISTICS AGENCY (DLA) DISTRIBUTION**

DLA is a DoD combat support agency and DLA Distribution is DLA's lead center for distribution. DLA Distribution operates 26 sites around the world that are responsible for the receipt, storage, issue, packing, preservation and transportation of more than 4 million items. Homepage: <http://www.distribution.dla.mil/>

A complete listing of **DLA Distribution sites** can be found at: <http://www.distribution.dla.mil/sites/default.aspx>. Of special interest to deploying naval expeditionary forces are the seven OCONUS Depots providing support to customers in regional areas:

- DLA Distribution Pearl Harbor, Hawaii (DDPH) provides support for Naval ships, industrial/shore commands and operating forces in the Hawaii area.
- DLA Distribution Yokosuka, Japan (DDYJ) provides support throughout the Western Pacific, Indian Ocean and Persian Gulf. Commodities include repair parts, repairables, bottled gasses, lumber and hazardous materials.
- DLA Distribution Guam, Marianas (DDGM) provides services to customers on Guam and in the western Pacific theater of operations. Commodities include repair parts, compressed gases, consumables, hazardous material, and humanitarian assistance/disaster relief items.
- DLA Distribution Korea (DDDK) provides services to customers in the Korean Area of Responsibility. Commodities include Class II, IIIP, IV, and IX DLA-managed items.
- DLA Distribution Europe (DDDE) supports warfighters throughout Europe, Africa and the Middle East. Commodities include repair parts, barrier/construction material, clothing and textiles, packaged POL, operational rations, and humanitarian relief support.
- DLA Distribution Sigonella, Italy (DDSI) provides stock positioning/distribution services to customers operating in the Mediterranean region.
- DLA Distribution Kuwait, Southwest Asia (DDKS) provides services to customers in the CENTCOM AOR. Commodities include repair parts, barrier and construction materiel, clothing, textiles and tentage. This facility is scheduled to close by 02/2013.

**Additional links of interest:**

- The Defense Logistics Agency's Customer Interaction Center (CIC) serves as the first line of support. The CIC provides a range of services including asset visibility,

DOD EMALL ordering, requisition follow-up, inventory inquiries, etc. The CIC can be reached via email [dlacontactcenter@dla.mil] or phone [DSN: 661-7766; CML: 877-352-2255].

- The **Distribution Standard System** (DSS) allows customers to inquire shipment status, review manifests, check for multi-pack, determine who the carrier is, check for stock, review NSN history, check receipts, check MRO history, check CCP receipts, shipments and history, etc. Instructions for requesting access:  
<http://www.distribution.dla.mil/Programs/DSS/Disa41.aspx>.  
Access will normally be provided within 10 days.
- DLA Customer Support provides self help tools, answers to frequently asked questions and customer links of interest: <http://www.dla.mil/Pages/Customers.aspx>. From this page, ".mil users" can also access the **DLA Customer Assistance Handbook**. The handbook is marked "FOR OFFICIAL USE ONLY" and is not open to the public. Only DLA customers with a need-to-know will be granted access to the handbook, either on-line or in hard copy. Non-government persons working on government projects requiring access to the handbook can have their government contracting officer contact the Handbook Editor at [handbook@dla.mil](mailto:handbook@dla.mil).
- **DLA's Deployment Tool Book (DTB)** contains NSN level detail for critical supplies/equipment managed by DLA and provides assistance to deploying/deployed units in obtaining DLA support. The DTB also contains contact information for DLA Liaison Officers at the Combatant Commands, Customer Support Representatives at the Service Major Subordinate Commands, DLA Regional Commands, DLA Commodity Managers and Prime Vendors. There is a section where deploying units can find commercial vendors by Geographic Combatant Command AOR. The DTB electronic version can be obtained from the Support Planning Integrated Data Enterprise Readiness System (SPIDERS) home page at: <https://spiders.dla.mil/>. A CAC/ECA certificate is required to access SPIDERS. From the home page:
  - Select New User Registration
  - Follow the process for obtaining a Customer user account
  - After obtaining your account, sign in
  - Select DLA Deployment Tool Book link from the Analysis menu to obtain latest version

**ANNEX G TO NLI PLAYBOOK**  
**CARGO ROUTING**

**Administrative Note** - *This initiative supports the following goals/objectives within the NLI Strategic Plan:*

**Goal 1:** *Integrate policy, doctrine, business processes, technologies, and systems to optimize logistics performance in support of future operations.*

**Objective 1.2:** *Integrate [or make interoperable] the Naval Service's logistics systems and technologies to achieve interdependency in the maritime domain; include capabilities for electronically requesting, processing, and tracking material over the last tactical mile.*

**Objective 1.3:** *Exploit current and future inventory positioning and distribution capabilities by leveraging best of breed Naval Service capabilities and maintaining partnerships with the Defense Logistics Agency, U.S. Transportation Command and other Services.*

**REFERENCES**

- (a) DTR 4500.9-R, Defense Transportation Regulation
- (b) NAVSUP Publication 4, Global Logistics Support Execution
- (c) MCO 4470.1 (Marine Air Ground Task Force (MAGTF) Deployment and Distribution Policy (MDDP))
- (d) COMDT COGARD 141609Z APR 10, Navy - Coast Guard Logistics Initiative Using Cargo Routing Information File (CRIF) for Fleet Freight Routing
- (e) MCBul 4420 (DODAAC Management) of 8 Mar 12

**1. SITUATION**

a. The U.S. Transportation Command (USTRANSCOM), in conjunction with the Services and Combatant Commanders (COCOM), provides technical direction and supervision over all the traffic management functions incident to DOD passenger, cargo, mobility, and personal property movements; customs activities; and management of intermodal containers, 463L pallet, and net assets within the Defense Transportation System (DTS) during peace and time of war. DOD activities are required to use the DTS services outlined in reference (a), except when they are Service-unique or theater-assigned transportation assets. Required DTS services, for the purposes of reference (a), include all the services provided by Transportation Component Commands (TCCs) and other agencies on their behalf.

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b. This ANNEX is for use as a guide only; all relevant DOD, Joint, COCOM, and Service-level issuances that are directive in nature shall be adhered to. The tactics, techniques and procedures within this ANNEX are intended to enable naval expeditionary forces (supported units) to leverage the cargo routing capabilities of Naval Supply Systems Command - Global Logistics Support (NAVSUP GLS) (supporting unit). Per reference (b), NAVSUP GLS manages and controls the Cargo Routing Information File (CRIF), which is the Navy's single source of current shipping addresses for all Navy and deployed Coast Guard vessels. Reference (c) provides Marine Corps distribution policy and establishes MAGTF responsibilities for managing the CRIF. Reference (d) is Coast Guard policy for mandatory use of the CRIF by all afloat deployable units.

c. The CRIF is the automated authoritative source for CONUS and OCONUS outbound cargo routing for all mobile naval units, deployed Coast Guard vessels and aviation squadrons, including components of Expeditionary Strike Groups (ESG)/Amphibious Ready Groups (ARG). The CRIF provides shipping addresses for units' transportation priority (TP) codes one, two and three to the Distribution Standard System (DSS). DSS distributes CRIF information to government sources of supply and logistics systems to ensure automated processing of shipments to the correct location. The CRIF can be used for CONUS TO OCONUS "ship to" addresses.

d. The CRIF allows units to synchronize delivery of resupply/sustainment with their movement-afloat by specifying when and where it will be receiving cargo during a deployment. For example, an afloat MAGTF can have its material routed with the ship(s) it is embarked on. The pipeline established by the CRIF effectively reduces wait time by increasing materiel throughput velocity to deployed units.

2. MISSION. From approximately C-45 through R-10, deploying naval units shall leverage the capabilities of the CRIF in order to streamline the resupply and sustainment distribution pipeline and eliminate redundant handling of cargo as units move from location to location while deployed.

### 3. EXECUTION

#### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Supported units shall use the CRIF for cargo routing by ensuring their Transportation

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Priorities 1, 2, and 3 "ship to" addresses are loaded to the CRIF prior to deployment. Supported units shall also keep NAVSUP GLS informed of unit locations via fleet freight routing (FFR) messages or e-mail during the initial stage of deployment. The appropriate CTF will provide routing guidance during the duration of the deployment. The use of the CRIF as a logistics multiplier contributes to a higher state of unit readiness by reducing warfighter wait time for resupply/sustainment. Key elements of this intent are:

(a) Define roles and responsibilities to effectively activate, change and deactivate supported unit CRIF information.

(b) Enable commanders to prioritize resources to accomplish the mission and improve readiness.

## (2) Concept of Operations

(a) Supported units shall submit Department of Defense Activity Address Code (DoDAAC) change requests to their appropriate Service's Department of Defense Activity Address Directory (DoDAAD) Central Service Point (CSP); and shall notify NAVSUP GLS of their intent for activating addresses in the CRIF.

1. Procedures for Navy expeditionary units requiring a derivative (shipping only) DoDAAC are provided at APPENDIX 1 to this ANNEX.

2. Coast Guard procedures are provided at APPENDIX 2 to this ANNEX.

3. The CSP for the Marine Corps is HQMC, DC I&L (LPC). Reference (e) provides policy for the management of the Marine Corps portion of the DODAAD and is available for download at: <http://www.marines.mil/news/Pages/OrdersAndDirectivesSearch.aspx>. The USMC DODAAC/RIC Request Form (NAVMC 11718 Rev 03-12), with completion instructions, is available for download at: <http://navalforms.daps.dla.mil>.

(b) Supported units embarking aboard Navy ships shall also provide their DoDAACs to the ships' supply departments for inclusion in the ship's FFR messages. This will allow synchronized delivery of embarked units' resupply with the assigned ship via replenishment at sea (RAS) through a single naval transportation pipeline. Units operating ashore can route material to either a single static location or from location to location as the situation dictates.

(c) Special distribution procedures are often in effect for forces engaged in large-scale/joint operations. Units should validate information concerning the routing of sustainment cargo through consolidation and containerization points (CCP) and shipments routed via worldwide express (WWX) contracts with procedures in effect at the time of deployment.

(d) NAVSUP GLS serves as the Navy and Coast Guard's Airlift Clearance Authority (ACA) responsible for providing clearance or challenging requests for all Navy and Coast Guard (and Marine aviation) funded material airlift shipments originating in CONUS (to include OCONUS effective 1 October 2012). Marine Corps Logistics Command (MCLC) is the Marine Corps' ACA for Marine ground forces. Any material being shipped via air will be validated per Service criteria in place at the time of shipment. Most material designated for air shipment will be automatically validated; however, material meeting airlift clearance challenge criteria requires ACA validation.

1. Navy airlift clearance challenge criteria:

- $\geq$  50 cubic feet
- $\geq$  300 lbs
- Date of requisition  $\geq$  90 days
- Transportation cost  $\geq$  \$4000
- Required delivery date  $\geq$  30 days (TP4 option will be considered if available)

Units have 48 working hours to respond to a NAVSUP GLS ACA challenge unless the shipment is pre-validated. Units may pre-validate requisitions for shipment by contacting the NAVSUP GLS ACA and requesting that material be pre-approved for air shipment. Shipping hazardous material via air requires a longer lead time due to diplomatic clearance requirements, which vary by country.

2. Coast Guard. No restrictions apply to Coast Guard units.

3. Marine Corps airlift clearance challenge criteria (for use as a guide only; refer to reference (a) and MCLC ACA in Barstow, CA for specific guidance):

- $\geq$  50 cubic feet
- $\geq$  500 lbs

The Marine Corps ACA will challenge shipments exceeding the established criteria as stated above. The ACA will send a naval



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message/email to units requesting movement with request to reply within 72 hours or shipment will be downgraded to surface movement. Responses must include a justification for air movement.

As needed, deployed MAGTFs will ensure coordination with the Marine Corps liaison within the COCOM to which assigned (e.g. CENTCOM forces will coordinate with the MARCENT LNO). Also coordinate with MCLC Albany, GA to see if the parent COCOM already has an established route plan that may better support your requisitioning requirements.

b. Tasks

(1) Supported Unit

(a) Designate an action officer for all matters pertaining to the CRIF.

(b) Effect liaison with internal and external organizations to ensure that the CRIF accurately reflects unit cargo routing requirements. Continuous communication with all parties involved in CRIF management will be the key to success.

(c) Within the deployment window of C-45 to C-30, submit the DoDAAC TAC-2 Address Change Request to the appropriate Service DoDAAD CSP and notify NAVSUP GLS of intent to activate DoDAACs in the CRIF. TAC-2 addresses will read "Call NAVSUP Global Logistics Support CML 757-443-5434, DSN 646-5434 and OUTCONUS 312-646-5434" upon the effective date, thereby binding units to the CRIF. From this point on, sources of supply will be provided with current cargo shipping address from NAVSUP GLS. For government sources of supply, this is an automated process. The "Call NAVSUP GLS" notation is for use by all shippers of DOD cargo.

(d) By C-15, the deploying unit will provide primary and secondary email addresses (preferably a group email account) for the appropriate Service ACA to contact when an air shipment is being challenged.

(e) Afloat naval expeditionary units will maintain continuous liaison with ESG/CSG/ARG Material Control Officers and Ships' Supply Officers to ensure subsequent FFR messages accurately reflect unit cargo routing requirements. Once expeditionary unit DoDAACs have been added to the CRIF, these units will be tethered to the location(s) of the ships and will

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be included on the ESG/CSG/ARG FFR unless otherwise stated. If units do not want their cargo routed to the ships, appropriate information (location and effective dates) must be provided to the Ships' Material Control Officers and Supply Officers, and NAVSUP GLS (via FFR message) to ensure desired cargo routing. As a backup and to ensure expeditious action, send cargo routing requests via NIPR: [NAVSUP LOC FLTLOCATOR@navy.mil](mailto:NAVSUP_LOC_FLTLOCATOR@navy.mil) or SIPR: [NOLSC FLEETLOCATOR@navy.smil.mil](mailto:NOLSC_FLEETLOCATOR@navy.smil.mil). The CRIF can be used to route TP 1, TP 2, and TP 3 material to different locations. Also, specific DoDAACs can be tied to other ships during split or disaggregated ARG operations. APPENDIX 3 of this ANNEX provides a sample FFR.

(f) During the unit's redeployment phase (R-30 to R-10), submit the DoDAAC TAC-2 Address Change Request to the appropriate Service DoDAAD CSP to resume routing cargo to the unit's home station; and notify NAVSUP GLS of intent to deactivate DoDAACs in the CRIF.

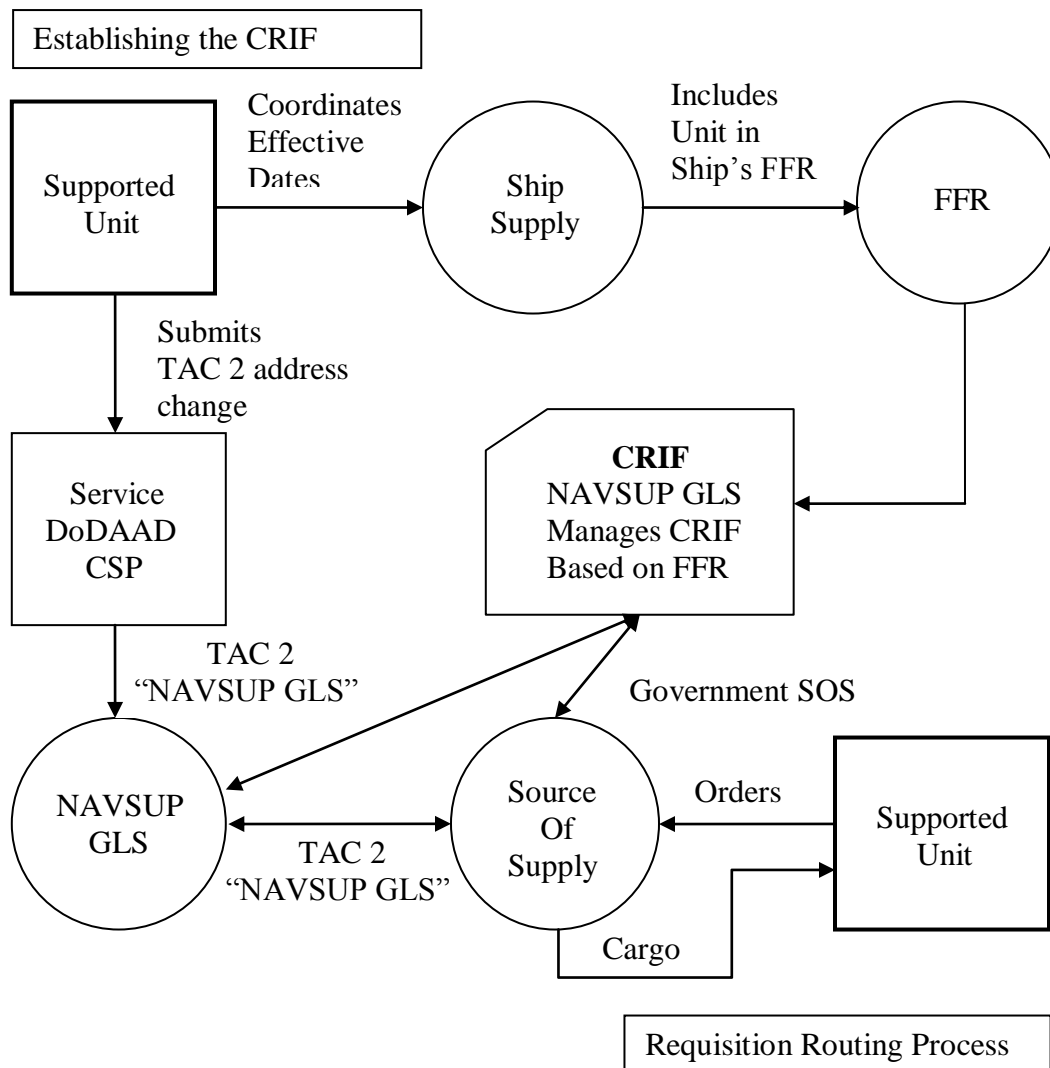
(g) Failure to maintain accurate CRIF information will result in unnecessary shipping delays or lost shipments.

(2) NAVSUP GLS Fleet Locator. Manage the CRIF to ensure that cargo is routed to deployed units in the most effective manner.

(3) Service DoDAAD CSPs. Manage unit DoDAACs to ensure TAC-2 addresses for all units covered by CRIF activation and deactivation messages are accurately depicted. Coordinate as necessary with the NAVSUP GLS Fleet Locator for CRIF updates.

(4) ACAs. Notify primary and secondary unit POCs of all airlift clearance challenges and work with units on shipment pre-validations when necessary.

c. Coordinating Instructions. Figure G-1 below provides a graphic depiction of notional process flows related to the CRIF.



**Figure G-1: NOTIONAL CRIF PROCESS FLOWCHART**

#### 4. ADMINISTRATION AND LOGISTICS

a. These procedures will be reviewed at least annually. All change proposals will be directed through the NLI governance process. Points of contact updates will be promulgated through the NLI community on a periodic basis.

b. Points of contact:

- (1) NAVSUP GLS Fleet Locator:  
 Comm: (757) 443-5425 / DSN: 646-5425  
 NIPR: [NAVSUP\\_LOC\\_FLTLOCATE@navy.mil](mailto:NAVSUP_LOC_FLTLOCATE@navy.mil)  
 SIPR: [NOLSC\\_FLEETLOCATOR@navy.smil.mil](mailto:NOLSC_FLEETLOCATOR@navy.smil.mil)

- (2) Navy Airlift Clearance Authority: (NAVSUP GLS)  
Comm: (757) 443-5434 / DSN: 646-5434
- (3) Marine Corps DoDAAD Central Service Point:  
Mr. Tad DeLaney, HQMC, I&L, LPC-2  
[thomas.a.delaney@usmc.mil](mailto:thomas.a.delaney@usmc.mil)  
Comm: (571) 256-7123 / DSN: 260-7123  
**Note:** Submit all MAJCOM-approved DoDAAC/RIC  
Requests (NAVMC 11718) to [usmcdodaacmgr@usmc.mil](mailto:usmcdodaacmgr@usmc.mil).
- (4) Marine Corps Airlift Clearance Authority
  - (a) Holly Greer, [holly.greer@usmc.mil](mailto:holly.greer@usmc.mil)  
Comm: (760) 577-7875 / Fax: (760) 577-7643
  - (b) Angie Pedregon, [angelina.pedregon@usmc.mil](mailto:angelina.pedregon@usmc.mil)  
Comm: (760) 577-7660 / Fax: (760) 577-7643
- (5) Coast Guard DoDAAD Central Service Point  
Ms. Brenda Barry, USCG HQ, CG-441  
[brenda.b.barry@uscg.mil](mailto:brenda.b.barry@uscg.mil)  
Comm: (202) 475-5654

## 5. COMMAND AND SIGNAL

a. Command. This ANNEX is applicable to Navy, Marine Corps and Coast Guard Total Forces.

b. Signal. This Playbook and its associated NLI procedures are effective on the date published.

### APPENDICES:

- 1 - NAVY EXPEDITIONARY "SHIPPING ONLY" DODAAC PROCEDURES
- 2 - COMDT COGARD 141609Z APR 10
- 3 - SAMPLE FLEET FREIGHT ROUTING MESSAGE

OFFICIAL:



A. S. MORGART  
Captain, SC, USN  
Operations Officer  
NAVSUP Global Logistics Support

**APPENDIX 1 TO ANNEX G TO NLI PLAYBOOK**  
**NAVY EXPEDITIONARY "SHIPPING ONLY" DODAAC PROCEDURES****Introduction**

Navy expeditionary forces execute combat, combat support and combat service support missions across the spectrum of joint, combined and multinational operations in the near-coast, inshore and riparian environments to include irregular warfare and other shaping missions that secure strategic access and global freedom of action. These forces are rapidly deployable, self-sustainable, adaptive to mission requirements, scalable and agile. Operating in austere environments with limited infrastructure, and through a complex logistics supply chain with a high degree of uncertainty/variability in demand and lead times, these expeditionary mobile units may require a unique DoDAAC to receive material while deployed as a standalone unit operating independently. In this case, a "shipping only" DoDAAC may be assigned.

**Background**

A DoDAAC is 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 designates the particular Service/Agency element of ownership. The DoDAAC is used in acquisition, procurement, contracting, supply, transportation, maintenance, and financial.

A DoDAAC is a derivative of primary Unit Identification Code (UIC) and is comprised of a UIC prefaced with a Service designator code of "N" for stationary organizations, and assignment of "R" and "V" for Pacific and Atlantic Fleet mobile units respectively. A UIC consists of five alpha-numeric characters used to identify organizational entities within the Department of the Navy. An example of a DoDAAC is V12345.

There can be up to four distinct addresses associated with each DoDAAC. Type Address Codes (TAC) 1, 2, 3 and 4 are:

- TAC 1 - identifies the mailing address or home port for the activity (mandatory).
- TAC 2 - identifies the "ship to" (freight) address for the activity.
- TAC 3 - identifies the billing address of the activity responsible for the payment of bills.
- TAC 4 - identifies commercial small parcel shipping information (i.e. FedEx/UPS shipping specifics)

Note: If the TAC 2 is not present for a DoDAAC, TAC 1 will be used as the shipping address.

### Purpose

The purpose of a DoDAAC may include:

- Serves as a "Forward UIC" for rotational units
- Provides for requisitioning of material
- Entails financial reporting
- Shipping only DoDAACs
- Primarily used in expeditionary environment for purposes of equipment maintenance

A DoDAAC consists of two distinct types:

- Financial and shipping DoDAACs
- Shipping only DoDAACs [Military Standard Requisitioning and Issue Procedures (MILSTRIP) orders are only shipped to a DoDAAC associated address.]

(This handbook addresses "Shipping Only" DoDAAC procedures only)

### Procedures

- Requestor submits completed DFAS Form 9025, DoDAAC request form, to Type Commander (TYCOM) Comptroller via appropriate chain of command.
- Once approved by TYCOM Comptroller, the DoDAAC Request form is forwarded to the respective Echelon II POC for review and approval.
- Echelon II POC will submit approved requests to the Navy CSP, Defense Finance and Accounting Service (DFAS) Cleveland (CL) at [uic\\_dodaac@dfas.mil](mailto:uic_dodaac@dfas.mil) and NAVSUP GLS at [NAVSUP\\_LOC\\_FrtAddMGT@navy.mil](mailto:NAVSUP_LOC_FrtAddMGT@navy.mil).
- NAVSUP GLS Freight Address POC will validate freight address and reply to all submissions.
- CSP DFAS-CL POC will assign "shipping only" DoDAAC, update the DoDAAD within DAAS and inform Echelon II POC and NAVSUP GLS Freight Address POC of the change.
- Upon notification from CSP DFAS-CL of the newly assigned DoDAAC for the mobile unit, the NAVSUP GLS Freight Address POC will establish the DoDAAC in the Cargo Routing Information File (CRIF) with the appropriate "ship to" address for cargo routing. If the established DoDAAC is for a non-mobile unit, CSP DFAS-CL will enter the appropriate "ship to" address in the TAC 2.

**Frequently Asked Questions**

**Where can I find my organization's DoDAAC "shipping only" address?** To find your DoDAAC address, go to:  
<https://www.transactionservices.dla.mil/DAASINQ/>.

**I've found my DoDAAC and the information is wrong - how can I change it?** If your general information and/or TACs 1, 2, 3 or 4 information is incorrect, contact your TYCOM Comptroller via your appropriate chain of command for assistance.

**If I need to establish a DoDAAC - how do I get one assigned?** Contact your TYCOM Comptroller via your appropriate chain of command.

**How do I ensure my organization's material is routed to the "shipping only" address?** The mobile unit must ascertain the CRIF is updated and all "A" Series MILSTRIP requisitions are routed to the "ship to" address. Signal Code "J" applies and positions 45-50 of the MILSTRIP card column, supplementary address, should indicate the DoDAAC (i.e. V12345). The purpose of the signal code in "A" Series documents is twofold in that it designates the fields containing the intended consignee (ship to) and the activity to receive and effect payment, when applicable. Signal Code "J" tells the source of supply to ship to the supplementary address and bill to the requisitioner.

**What if my unit needs to update the cargo routing location for a mobile unit?** The mobile unit or designated representative must ensure future advance Fleet Freight Routing instructions are provided regarding changes of freight receiving locations. Submit notices via naval message to "NAVSUP GLOBAL LOG SPT SAN DIEGO CA", or via SIPR e-mail: [NOLSC\\_FLEETLOCATOR@navy.smil.mil](mailto:NOLSC_FLEETLOCATOR@navy.smil.mil). For all Fleet Freight and/or CRIF questions, e-mail: [NAVSUP\\_LOC\\_FLTLOCATE@navy.mil](mailto:NAVSUP_LOC_FLTLOCATE@navy.mil) or call (757) 443-5425 / DSN 646-5425.

**Who do I contact for general DoDAAC questions?**

If additional assistance is needed, e-mail: [uic\\_dodaac@dfas.mil](mailto:uic_dodaac@dfas.mil) or call: (216) 204-2661/3054.

**APPENDIX 2 TO ANNEX G TO NLI PLAYBOOK**  
**COMDT COGARD 141609Z APR 10**

R 141609Z APR 10 ZUI ASN-AM1104000077 ZYB  
FM COMDT COGARD WASHINGTON DC//CG-44/CG-4/CG-441/CG-444/DCMS-53//

TO ALL AFLOAT DEPLOYABLE UNITS

INFO COMPACAREA COGARD ALAMEDA CA//PAC-3// COMLANTAREA COGARD PORTSMOUTH VA//LANT-30// PRIORITY MATOFF BREMERTON WA COGARD C4ITSC ALEXANDRIA VA COMCOGARD SFLC BALTIMORE MD//LRE/BOD/ALD// COMCOGARD FORCECOM ALAMEDA CA BT UNCLAS //N04615//

SUBJECT: NAVY-COAST GUARD LOGISTICS INITIATIVE USING CARGO ROUTING INFORMATION FILE (CRIF) FOR FLEET FREIGHT ROUTING (FFR).  
A. EXAMPLE OF FLEET FREIGHT ROUTING MESSAGE FROM ~~NAVSC~~ NAVSUP GLS. (SEE BELOW) B. 012146Z DEC 09 COMCOGARD SFLC BALTIMORE MD//LRE// C. DOD 4140.1-R APPENDIX 8 DOD SUPPLY CHAIN MATERIAL MANAGEMENT REGULATION

1. THIS MESSAGE ANNOUNCES THE POLICY FOR MANDATORY USE OF CRIF. USE OF THE CRIF IN CONJUNCTION WITH LOGISTICS SERVICES BEING PROVIDED BY THE US NAVY PRIORITY MATERIAL OFFICE ENABLES THE US COAST GUARD TO CAPITALIZE ON A PROVEN PROCESS TO PROCURE, EXPEDITE AND TRACK MATERIAL NEED TO SUPPORT MISSIONS.

2. CRIF ALLOWS SYNCHRONIZED DELIVERY OF SUPPLIES AND SUSTAINMENT FOR EACH DEPLOYED COAST GUARD CUTTER FROM ALL MAJOR SOURCES OF SUPPLY ENHANCING GREATER EFFICIENCY IN LOGISTICS SUPPORT BETWEEN THE COAST GUARD AND NAVY DURING OCONUS DEPLOYMENTS AWAY FROM HOME PORT. SYNCHRONIZED DELIVERY CAN ONLY BE ACHIEVED IF THE SOURCES OF SUPPLY ARE ABLE TO PINPOINT EXACT SHIPPING LOCATIONS FOR CASREP MATERIAL BEING SHIPPED OCONUS TO INCLUDE ALASKA AND HAWAII. CUTTERS DEPLOYING WITHIN CONUS ARE EXEMPT FROM CRIF ACTION.

3. TO ENSURE THE CRIF'S INTEGRITY THROUGHOUT DEPLOYMENT, IT IS IMPERATIVE THAT NAVSUP ~~LOG~~GLS RECEIVES CARGO ROUTING MESSAGES STATING HOMEPORT OUT-CHOP DATES OF THE FIRST DEPLOYED LOCATION 14 DAYS IN ADVANCE OF INITIAL SAIL DATE. UPON IN-CHOP DATES OF THE FIRST CARGO ROUTING, IT IS THE UNITS RESPONSIBILITY TO KEEP NAVSUP ~~LOG~~GLS INFORMED ON UNITS RECEIVING LOCATIONS VIA FLEET FREIGHT ROUTING (FFR) MESSAGE OR EMAIL DURING THE DURATION OF THEIR DEPLOYMENT.

4. CUTTERS SHALL PREPARE A FLEET FREIGHT ROUTING (FFR) MESSAGE TO NAVSUP ~~LOG~~GLS PROVIDING COMPLETE DESTINATION RECEIVING ADDRESSES (NO PO BOX OR FPO ADDRESSES) FOR CARGO BY TRANSPORTATION PRIORITY (TP), PROVIDE CUTOFF DATES FOR EACH ADDRESS, AND PROVIDE SEPARATE ROUTING BY TRANSPORTATION PRIORITIES (TP1, TP2, AND TP3). CRIF CAN BE USED TO ROUTE TP1, TP2 AND TP3 MATERIAL TO DIFFERENT LOCATIONS.

TP 1 IS RELATED TO SUPPLY DESIGNATOR 999, 2, 3.



TP 2 IS RELATED TO SUPPLY DESIGNATOR 04-15 WITH RDD 21 DAYS OR LESS FOR OCONUS.

TP 3 IS RELATED TO SUPPLY DESIGNATOR 04-15 WITH RDD 21 DAYS OR MORE FOR OCONUS ROUTE.

5. UNITS MAY REQUEST TECHNICAL ASSISTANCE FOR FLEET FREIGHT ROUTING MESSAGE REQUIREMENTS BY CONTACTING NAVSUP ~~LOCGLS~~ FLEET LOCATOR AT ~~757-443-5543 OR 757-443-5525~~ 757-443-5425 / DSN 646-5425 OR EMAIL:

NAVSUP (UNDERSCORE) LOC (UNDERSCORE) FLTLOCATE (AT) NAVY.MIL.

6. CG-441 POC IS BRENDA BARRY 202-475-5654, EMAIL BRENDA.B.BARRY (AT) USCG.MIL.

BEGIN EXAMPLE OF FFR MESSAGE WITH CURRENT COAST GUARD PLADS.  
FM USCGC NEVERLAND

TO ~~NAVSUP LOC NORFOLK VA~~ NAVSUP GLOBAL LOG SPT SAN DIEGO CA  
INFO COMCOGARD SFLC BALTIMORE MD//LRE/BOD/ALD//COMCOGARD  
FORCECOM ALAMEDA CA//COGARD C4ITSC ALEXANDRIA VA//COMDT COGARD  
WASHINGTON DC//DCMS-53//COMPACAREA COGARD ALAMEDA CA//PAC-  
3//COMLANTAREA COGARD PORTSMOUTH VA//LANT-30//PRIORITY MATOFF  
BREMERTON WA (INPUT CLASSIFICATION OF MESSAGE) SUBJECT/FLEET  
FREIGHT ROUTING INSTRUCTIONS/POC/SUPPLY OFFICER/NAME CUTTER/TEL:  
COM (000)000-0000

EMAIL: SUPPO (AT) USCGC NEVERLAND.USCG.MIL

RMKS: THE FOLLOWING CARGO ROUTING INSTRUCTIONS ARE EFFECTIVE IMMEDIATELY FOR DODAAC Z00000 (READ IN FOUR COLUMNS).

LOCATION	DATES	TRANS PRI	NOTE
ALAMEDA, CA	PRESENT - 04JAN2010	TP 1/2/3	1
NAVSTA GITMO	05JAN2010-30MAR2010	TP 1/2	2
NAVSTA GITMO	05JAN2010-30MAR2010	TP 3	1

NOTE 1: Z00000 USCG, BLDG 50-1 COAST GUARD ISLAND, ALAMEDA, CA 94501.

NOTE 2: N60514 NAVSTA GITMO, CUBA [MF: Z00000]

THESE INSTRUCTIONS WILL BE UPDATED AS REQUIRED BY SCHEDULE CHANGES.

END EXAMPLE

7. CUTTER DEPLOYING LESS THAN 90 DAYS WILL HAVE ALL TP3 SHIPMENTS DIRECTED TO HOME PORT DUE EXCESSIVE TRANSIT TIMES. CUTTERS DEPLOYED 90 DAYS OR MORE MAY ELECT TO HAVE TP3 SHIPMENT DIRECTED TO CURRENT OCONUS LOCATION.

8. MESSAGES SHOULD BE GENERATED NOTIFYING NAVSUP ~~LOCGLS~~ OF ROUTING CHANGES WITH PRESENT AND FUTURE TRUE (NON-PADDED) AVAILABILITY DATES FOR RECEIVING CARGO TO ENSURE CORRECT ROUTING IS IN PLACE AND CARGO IS EXPEDITED IN A TIMELY MANNER TO PROPER RECEIVING LOCATIONS. IF FURTHER ASSISTANCE IS NEEDED REGARDING ROUTING INFORMATION MESSAGES, PLEASE CONTACT NAVSUP ~~LOCGLS~~.

BT

**Administrative note: Message redacted. Strikethrough/corrections were made to ensure currency as of this date.**

**APPENDIX 3 TO ANNEX G TO NLI PLAYBOOK**  
**SAMPLE FLEET FREIGHT ROUTING MESSAGE**

FM USS BOXER  
 TO NAVSUP GLOBAL LOG SPT SAN DIEGO CA//  
 COMNAVSURFLANT NORFOLK VA  
 COMNAVAIRLANT NORFOLK VA  
 COMNAVAIRLANT NORFOLK VA//N41//  
 CTF 63  
 CTF 53  
 COMSERVFOR SIXTHFLT  
 NAVEURLOGCOORD CENTER NAPLES IT  
 COMLOGFORNAVCENT  
 NAVSUP FLC NORFOLK VA  
 DDNV NORFOLK VA  
 FISC SIGONELLA IT  
 PRIORITY MATOFF BREMERTON WA  
 PRIORITY MATERIAL OFFICE DET NORFOLK VA  
 INFO COMBATSTRKGRU  
 COMPHIBGRU TWO  
 COMPHIBRON TWO  
 CG II MEF/G4/MRO/SMO//  
 TWO SIX MEU  
 COMSEALOGLANT NORFOLK VA  
 CG MARCORLOGCOM ALBANY GA  
 CO MCB CAMP LEJEUNE/BLSD/DMO//  
 BT  
 UNCLAS  
 MSGID/GENADMIN/USS BOXER//  
 SUBJ/FLEET FREIGHT ROUTING INSTRUCTIONS//  
 REF/A/RMG/USS BOXER/311318ZMAY2012//  
 AMPN/REF A IS USS BOXER'S MOST RECENT CARGO ROUTING  
 INSTRUCTION.//  
 POC/LCDR XXXXXXXX/ASUPPO/BOX/-/TEL: (619) 556-XXXX  
 /EMAIL: ASUPPO (AT) LHD4.NAVY.MIL//  
 RMKS/1. CANCEL REF A EFFECTIVE IMMEDIATELY.  
 2. REQ UPDATE THE CARGO ROUTING INSTRUCTIONS FOR USS BOXER WITH  
 EMBARKED MEU WITH THE FOLLOWING DODAACs ASSIGNED:

NAME	DODAAC
USS BOXER	R21808
26TH MEU COMMAND ELEMENT	M20181
CLB 26 ORGANIC SUPPLY	M20198
INTERMEDIATE SUPPORT	MML262
SECONDARY REPARABLES BLOCK	SAF51
BLT 2/2 ORGANIC SUPPLY	M12120

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3. ROUTE CARGO AS FOLLOWS: (READ IN THREE COLUMNS)

LOCATION	PERIOD	TRANS PRI
FISC NORFOLK	PRESENT - 04JUN2012	TP 1/2/3
NAS SIGONELLA, IT	05JUN2012 - 25JUN2012	TP 1/2
NSA BAHRAIN	05JUN2012 - 25JUN2012	TP 3
NSA BAHRAIN	26JUN2012 - UFN	TP 1/2/3

4. REQ NAVSUP GLS CONTACT LISTED POC IF ADDITIONAL INFO  
REQUIRED.//

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**ANNEX H TO NLI PLAYBOOK**  
**DECISION SUPPORT TOOLS**

**Administrative Note** - This initiative supports the following goal/objective within the NLI Strategic Plan:

**Goal 1:** Integrate policy, doctrine, business processes, technologies, and systems to optimize logistics performance in support of future operations.

**Objective 1.2:** Integrate [or make interoperable] the Naval Service's logistics systems and technologies to achieve interdependency in the maritime domain; include capabilities for electronically requesting, processing, and tracking material over the last tactical mile.

**Goal 3:** Exploit opportunities to reduce operating costs.

**Objective 3.1:** Increase asset visibility among logistics providers to enable cross-servicing of critical requirements.

1. SITUATION. This Annex is a repository for miscellaneous logistics decision support tools (DST) available for use by naval expeditionary forces.
2. MISSION. See Appendices.
3. EXECUTION. See Appendices.
4. ADMINISTRATION AND LOGISTICS. See Appendices.
5. COMMAND AND SIGNAL. See Appendices.

**APPENDICES:**

- 1 - AVERAGE CUSTOMER WAIT TIME (ACWT) TOOL
- 2 - IDE/GTN CONVERGENCE (IGC)

**APPENDIX 1 TO ANNEX H TO NLI PLAYBOOK**  
**AVERAGE CUSTOMER WAIT TIME (ACWT) TOOL****Supply Chain Performance - Average Customer Wait Time**

From a user's perspective - the Inform-21 ACWT Tool provides tactical users with the ability to look at their supply chain and identify where the key nodes of support are:

- What is the fill rate from your own activity?
- What is the fill rate from other Navy activities?
- What is the fill rate for regional supply activities?
- What is the fill rate for DLA/GSA?
- How many of your requisitions are going to backorder status?

The Inform-21 ACWT Tool provides the ability to drill down to individual requisitions, search by requisition number or NSN. It is a very user friendly tool that opens the door to a wide range of analysis. Advanced users can download raw data and create their own databases/spreadsheets to conduct analysis.

Instructions for accessing and using the Information Management for the InforM-21 ACWT Tool:

1. Users must first have a valid Department of Defense (DoD) PKI Certificate registered with NAVSUP. Using the web address <https://registration.pki.navy.mil>, users need to confirm the PKI certificate is a non e-mail certificate and not expired. Fill out the forms that follow and restart the browser.
2. Users will access the ACWT application using a PKI certificate. New users will be required to submit a System Access Authorization Request (SAAR) form to gain access to the application.
3. The ACWT application can be accessed through the One Supply application on the NAVSUP website at: <https://www.navsup.navy.mil/onesupply/home>. Once logged onto One Supply, users can access InforM-21 ACWT under the Quick Links (ACWT). A user's guide is available on this link.

Point of Contact:

NAVSUP Business Systems Center (Code 911)  
5450 Carlisle Pike, P.O. Box 2010  
Mechanicsburg, PA 17055-0787

<https://www.navsup.navy.mil/navsup/ourteam/navsupbsc>

Commercial: (717) 605-9391 / DSN: 430-9391

**APPENDIX 2 TO ANNEX H TO NLI PLAYBOOK**  
**IDE/GTN CONVERGENCE (IGC)**

The Integrated Data Environment (IDE) & Global Transportation Network (GTN) Convergence (IGC) program is a partnership between the US Transportation Command (USTRANSCOM) and the Defense Logistics Agency (DLA). USTRANSCOM's Global Transportation Network (GTN) and DLA's Enterprise Business System have "converged" to provide DoD with an integrated set of networked, end-to-end visibility, deployment, and distribution capabilities. The end goal of IGC is to effectively support the Joint Force Commander's ability to make decisions based on actionable logistics information.

IGC creates a single source for HQ DLA and USTRANSCOM to access common, authoritative data, business standards, and information. As the USTRANSCOM In-Transit Visibility (ITV) system of record, IGC is synchronized with several other USTRANSCOM Distribution Process Owner (DPO) initiatives, such as Agile Transportation for the 21st Century or AT21.

IGC leverages existing systems and COTS technology to eliminate redundancy, to streamline access to data, and optimize resources. This results in faster application development to support informed and agile decision-making. IGC's data warehouse means that instead of a user accessing 5 or more different systems to integrate information, there is now a single source - IGC. IGC can create customizable dashboards, queries, and alerts based on your information requirements and business rules.

IGC went live in August 2011.

To access IGC, obtain training, establish an account, and use:  
<https://www.igc.ustranscom.mil/igc/unauth/welcomeAboutIGC.xhtml;jsessionid=9BC6Mv0b1nVn1HY5Kvvn52YbZ8JtCFmdpQtRw8z2L31QR3GBmhk9!-432996352>

Points of Contact for IGC User Accounts:  
Commercial: (618) 220-6836 / DSN 770-6836  
NIPR e-mail: [USTC-IGCHELPDESK@ustranscom.mil](mailto:USTC-IGCHELPDESK@ustranscom.mil)  
SIPR e-mail: [USTC-IGCHELPDESK@ustranscom.smil.mil](mailto:USTC-IGCHELPDESK@ustranscom.smil.mil)

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**ANNEX I TO NLI PLAYBOOK**  
**LOGISTICS TRAINING AND EDUCATION**

**Administrative Note** - *This initiative supports the following goal/objectives within the NLI Strategic Plan:*

**Goal 2:** *Structure organizations and professional development to enhance support of naval expeditionary forces afloat and ashore.*

**Objective 2.1:** *Increase integration of naval logisticians on operational staffs to enhance expeditionary logistics support; establish/recognize billet integration and expeditionary logistics education as core competencies for Naval Service logisticians.*

**Objective 2.2:** *Broaden cross-training and educational opportunities for Naval Service logisticians by identifying, developing, and/or modifying expeditionary logistics courses to support current operations and future seabasing concepts.*

1. SITUATION

a. This ANNEX identifies logistics training and education opportunities available through various Service schools and other training venues.

b. The Center for Service Support - Newport, a subordinate command of the Naval Education and Training Command (NETC), provides Navy officers and enlisted personnel in the administrative, logistics and media communities the knowledge and skills to support the Fleet's war-fighting mission. Center for Service Support - Newport is the parent command to the Navy Supply Corps School (NSCS), the Navy's premier educational institution for logistics training. NSCS provides a career-length training continuum that develops the Navy's logistics professionals and enhances the logistics capabilities of the Navy. CENTER FOR SERVICE SUPPORT - NEWPORT and NSCS are located in Newport, RI.

c. Marine Corps Combat Service Support Schools (MCCSSS), a subordinate command of Marine Corps Training and Education Command (TECOM), provides formal resident school training for Marine officers and enlisted personnel who have been designated in the occupational fields of logistics, supply, personnel administration, and financial management. MCCSSS is located aboard Camp Johnson in Jacksonville, NC.

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d. Expeditionary Warfare Training Groups - Atlantic and Pacific (EWTGLANT/EWTGPAC) conduct training and instruction in the doctrine, tactics, and techniques of naval expeditionary warfare, with a focus on amphibious operations, in order to support operational commanders in maintaining forces ready to project military power from the sea. EWTGs conduct training particularly suited to the needs of the operating forces assigned to U.S. Marine Corps Forces Command and Navy commands which operate with, or in support of, landing forces.

e. The Army Logistics University (ALU) is a composite campus for military and DoD logistics leader education. ALU's mission is to enhance the readiness and sustainability of U.S. Forces through training, education, consulting and research in logistics, acquisition and operations research systems analysis. ALU is located at Fort Lee, VA.

f. An expeditionary logistics curriculum is currently under development that will encompass how to conduct expeditionary logistics and sustainment both afloat and ashore.

2. MISSION. Naval logisticians are encouraged to exploit the cross-Service logistics training and education opportunities available through formal schools and other training venues in order to enhance support of naval expeditionary forces.

### 3. EXECUTION

#### a. Commanders' Intent and Concept of Operations

(1) Commanders' Intent. The commanders of Center for Service Support - Newport, MCCSSS, and EWTG actively promote cross-service training of naval logistics personnel. The intent of this ANNEX is to provide a basic understanding of logistics training and education opportunities available to naval logisticians.

(2) Concept of Operations. The NLI leadership is fully committed to broadening cross-training educational opportunities for naval logisticians by:

(a) Recognizing expeditionary logistics education as a core competency for Naval Service logisticians.

(b) Identifying, developing, and/or modifying expeditionary logistics courses to support current operations and future seabasing concepts.

(c) Developing and providing logistics education doctrine and programs of instruction to cross-train naval logistics personnel in Service specific supply applications and expeditionary requisitioning.

(d) Identifying naval logistics billets influencing supportability of expeditionary operations and nominating such personnel to attend appropriate level logistics courses.

b. Tasks.

(1) NLI Service-level action officers coordinate exchange subject matter experts as visiting briefers to appropriate level logistics courses.

(2) Service logistics training and education champions work collaboratively to provide naval logisticians, en route to serve in expeditionary units, the knowledge and tools necessary to succeed in an environment separated from the traditional naval logistics infrastructure.

(3) Services participate in one another's course content review processes to enable our training/education institutions to maintain the best possible training for naval logisticians of the future.

c. Coordinating Instructions

(1) With proper coordination, quotas can be made available for Marines and Coast Guardsmen to attend Center for Service Support - Newport and NSCS courses; and for Sailors and Coast Guardsmen to attend Marine Corps logistics courses.

(2) Course dates and details for Navy Center for Service Support - Newport/NSCS courses such as the *Supply Officer Department Head Course (SODHC)*, *Senior SODHC*, and *Introduction to Expeditionary Logistics* are advertised on the NSCS homepage. Marines and Coast Guardsmen desiring to attend these courses should coordinate, via their chain of command, with the NSCS Quota Control office.

(3) Course dates and details for MCCSSS logistics education opportunities such as the *Intermediate MAGTF Logistics Operations Course*, *Logistics Operations Chiefs Course*, and *Advanced MAGTF Logistics Operations Course* are available on the Logistics Operations School homepage. Sailors and Coast

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Guardsmen desiring to attend these courses should coordinate with the school via their chain of command.

(4) Courses offered by EWTGLANT and EWTGPAC are advertised on their respective homepages. EWTG courses are open to active duty and reserve military, and U.S. Government civilians. Course requirements and registration procedures are posted to the homepages.

(5) Two expeditionary logistics courses are available via Navy e-Learning hosted on the Navy Knowledge Online (NKO) portal. The *Expeditionary Logistics Course (Basic)* provides the training necessary to perform logistics functions in a theater of operations or in home port in support of deployment preparations. It introduces joint operation procedures to enhance understanding of supply capabilities of other branches of service to ensure a basic understanding of expeditionary logistics and its relationship to mission completion and success. The *Expeditionary Logistics Course (Intermediate)* is designed for logistics personnel E-5 through O-4 assigned to expeditionary commands. To access the basic and intermediate courses, log onto the NKO portal at:

<https://wwa.nko.navy.mil/portal/home/> and under the 'Learning' tab, select 'Navy e-Learning > Online Courses'. In the 'Content' box, select 'Advanced Search'. Type 'CSS-EXLOG' in the 'Catalog Code' search box and select either CSS-EXLOGBASIC-1.1 or CSS-EXLOG-INTERMEDIATE-1.1.

(6) An advanced *Expeditionary Logistics Training Course* is hosted on the Navy Expeditionary Combat Command (NECC) portal under the N7 Training Directorate. This course targets NECC-specific logisticians. To access this course, go to: <https://www.portal.navy.mil/necc/n7/>. Under 'Shared Documents', expand the 'Expeditionary Logistic Training Course' category and follow the download instructions for the course.

(7) The U.S. Army's Logistics University (ALU) at Fort Lee, VA offers several courses that are of particular interest to naval expeditionary logisticians. Among these are *Joint Logistics*, sponsored by the Joint Staff J-4; and *Interagency Logistics*, sponsored by the Federal Emergency Management Agency. Naval logisticians desiring to attend courses at ALU should coordinate via their chain of command.

(8) The U.S. Agency for International Development's (USAID) Office of U.S. Foreign Disaster Assistance (OFDA) offers a *Joint Humanitarian Operations Course* (JHOC) for selected U.S.

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military leaders and planners. JHOC addresses the relationship between USAID/OFDA, its partners, and the U.S. military to prepare participants to work collaboratively during humanitarian assistance/disaster response (HA/DR) operations. JHOCs are held monthly in Washington, DC, and throughout the year at COCOMs, components, schools, and selected units. E-mail [JHOC@usaid.gov](mailto:JHOC@usaid.gov) for more information on scheduling.

(9) NLI pre-deployment training is routinely provided for Amphibious Ready Group (ARG)/Marine Expeditionary Unit (MEU) supply/logistics personnel. This training can also be tailored for larger/smaller MAGTFs. The purpose of the training is two-fold. First, students are educated on ship's supply department tactics, techniques, and procedures (TTPs) and logistics information technology (IT) systems; to include hands-on training with the IT systems. Secondly, the training aids in establishing working relationships between ships' supply departments and MEU supply/logistics elements. A ship familiarization tour is often conducted as part of the training. The training is largely based on the NLI Playbook and includes lessons learned from previous deployments. NLI Service-level action officers facilitate the training schedule via ARG/MEU command channels.

#### 4. ADMINISTRATION AND LOGISTICS

a. This ANNEX will be reviewed at least annually. All change proposals will be directed through the NLI governance process.

b. Additional information/points of contact on logistics training and education courses are available at:

(1) Navy

(a) Naval Education and Training Command:

<https://www.netc.navy.mil/>

(b) Center for Service Support: (401) 841-3126

<https://www.netc.navy.mil/centers/css/>

(c) Navy Supply Corps School: (401) 841-4820

<https://www.netc.navy.mil/centers/css/nscs/>

(d) Navy Knowledge Online: <https://www.nko.navy.mil>

(2) Marine Corps

(a) Marine Corps Training and Education Command:  
<http://www.tecom.usmc.mil/>

(b) Marine Corps Combat Service Support Schools:  
(910) 450-1084 / DSN 312-750-1084 /  
<http://www.marines.mil/unit/tecom/mccsss/>

(c) Supply School: (910) 450-1006 / DSN 312-750-1006  
<http://www.marines.mil/unit/tecom/mccsss/SS/>

(d) Logistics Operations School: (910) 450-1146 /  
DSN 312-750-1146 / <http://www.marines.mil/unit/tecom/mccsss/los/>

(e) Marine Corps Institute Online:  
<https://www.mci.usmc.mil/LandingZone/mciHome.aspx>

(3) Naval

(a) Expeditionary Warfare Training Group - Atlantic:  
<http://www.public.navy.mil/fltfor/ewtglant>

(b) Expeditionary Warfare Training Group - Pacific:  
<http://ewtgpac.ahf.nmci.navy.mil>

(4) Joint

(a) U.S. Army Logistics University:  
<http://www.alu.army.mil>

(5) Other

(a) USAID: <http://www.usaid.gov/>

5. COMMAND AND SIGNAL

a. Command. This ANNEX is applicable to the Navy, Marine Corps and Coast Guard Total Forces.

b. Signal. This ANNEX is effective on the date published.

**ANNEX J TO NLI PLAYBOOK**  
**CLASS IV MATERIAL**

**Administrative Note** - *This initiative supports the following goals/objectives within the NLI Strategic Plan:*

**Goal 1:** *Integrate policy, doctrine, business processes, technologies, and systems to optimize logistics performance in support of future operations.*

**Objective 1.3:** *Exploit current and future inventory positioning and distribution capabilities by leveraging best of breed Naval Service capabilities and maintaining partnerships with the Defense Logistics Agency, U.S. Transportation Command and other Services.*

**1. SITUATION**

a. This ANNEX provides logistics response time (LRT) requirements, guidance and procedures for Class IV material support to First Naval Construction Division (1NCD) and Marine Air Ground Task Force (MAGTF) units.

b. The term "Class IV Material" refers to all fortification materiel, obstacle and barrier materiel, and construction materiel. The basis for detailed procedures associated with Class IV Material support is contained within APPENDIX 1 (PERFORMANCE BASED AGREEMENT (PBA) FOR CLASS IV MATERIAL) to this ANNEX.

2. **MISSION.** During pre-deployment and deployment phases, Naval expeditionary forces may use the procedures outlined in APPENDIX 1 to this ANNEX for Class IV Material support requirements of 1NCD and MAGTF units, in order to optimize responsiveness for the attainment/sustainment of such material to forward deployed forces by ensuring delivery of the right items, in the right quantity, at the right time, to the right place and at the right price.

**3. EXECUTION**

a. Commanders' Intent and Concept of Operations

(1) Commanders' Intent. The primary objective of the PBA is to continually improve the effectiveness and efficiency in providing Class IV support to 1NCD and MAGTF units. The agreement establishes logistics response time

requirements, outlines roles, and responsibilities, provides quantifiable metrics and scheduled reviews to assess the performance of the agreement's objectives and allows flexibility for agreement modification in case of a change in performance objectives, operational tempo or mission. The PBA is part of the Naval Logistics Integration (NLI) effort to integrate the Navy and Marine Corps logistics chain while improving responsiveness to naval expeditionary forces.

(2) Concept of Operations. See APPENDIX 1.

b. Subordinate Element Tasks. See APPENDIX 1.

c. Coordinating Instructions. See APPENDIX 1.

#### 4. ADMINISTRATION AND LOGISTICS

a. This procedure will be reviewed at least annually. All change proposals will be directed through the NLI governance process. Points of contact updates will be promulgated through the NLI community on a periodic basis.

b. 1NCD and MAGTF units will use their appropriate chain of command to execute support actions under the PBA.

#### 5. COMMAND AND SIGNAL

a. Command. This ANNEX is applicable to the Navy and Marine Corps Total Forces.

b. Signal. This Playbook and its associated NLI procedures are effective on the date published.

#### APPENDIX:

1 - PERFORMANCE BASED AGREEMENT FOR CLASS IV MATERIAL



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APPENDIX 1 TO ANNEX J TO NLI PLAYBOOK  
PERFORMANCE BASED AGREEMENT FOR CLASS IV MATERIAL

PERFORMANCE BASED AGREEMENT ANNEX

FOR CLASS IV MATERIAL

BETWEEN

DEFENSE SUPPLY CENTER PHILADELPHIA

FIRST NAVAL CONSTRUCTION DIVISION

AND

HEADQUARTERS, UNITED STATES MARINE CORPS,  
INSTALLATIONS AND LOGISTICS DEPARTMENT

Prepared by the:

Headquarters, Defense Logistics Agency  
Headquarters, Defense Supply Center Philadelphia  
Headquarters, United States Marine Corps  
First Naval Construction Division, U.S. Navy

J-1-1

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## I. Introduction

The purpose of this Performance Based Agreement (PBA) Annex for Class IV Material is to establish a framework for the coordination and alignment of resources while facilitating future discussions in support of Navy, Marine Corps and Defense Logistics Agency Class IV material requirements. It highlights key partnering efforts that lead to mutual goals of continuous process improvement in areas of defined interface between all parties. The PBA will become an annex to the Overarching PBAs with the Chief of Naval Operations; Commander, Naval Supply Systems Command; Headquarters Marine Corps, Installations and Logistics (HQMC, I&L), and Headquarters, Defense Logistics Agency (HQ DLA).

## II. Preface

Implementing customer-focused supply chains is a key strategy of the End-to-End (E2E) Customer Support goals of the Department of Defense (DoD) Future Logistics Enterprise (FLE). The PBA process is the framework for creating and sustaining E2E customer support and begins with collaborative, direct negotiations between DoD Component sources of supply and their warfighter customers. The PBA represents the codification of the negotiated customer requirements and performance expectations.

**III. Objective and Scope.** The primary objective of the PBA is to continually improve the effectiveness and efficiency in providing Class IV support to First Naval Construction Division (1NCD) and Marine Expeditionary Forces (MEF) units by delivering the right item, right quantity, at the right time, to the right place and at the right price. The PBA is part of a Navy Logistics Integration (NLI) initiative to integrate the Navy and Marine Corps logistics chain while improving its responsiveness for the attainment/sustainment of Class IV material to forward deployed Forces.

The scope of this joint service PBA represents a formal agreement between Headquarters Defense Logistics Agency (DLA), Defense Supply Center Philadelphia (DSCP), FIRST Naval Construction Division (1NCD) and HQMC, I&L. The agreement outlines roles and responsibilities, provides quantifiable metrics and scheduled reviews to assess the performance of the agreement's objectives and allows

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flexibility for agreement modification in case of a change in performance objectives, operational tempo or mission.

#### IV. Content

a. This PBA encompasses requirements from the 1NCD/DSCP Memorandum of Agreement (MOA) established in April 2004 to support the 1NCD. To satisfy the NCF and MEF requirements for Class IV material worldwide, HQ DLA, DSCP, 1NCD, HQMC, I&L will form a partnership and share business processes to establish the strategic objective of leveraging organic/commercial resources to acquire and deliver Class IV construction material to designated sites, regardless of site location. A Joint Assessment Team (JAT) will be established to review performance metrics data, identify Class IV product support trends and if necessary, identify root causes and propose corrective actions to the Partnership Agreement Council per procedures outlined in the Overarching HQ DLA-HQMC, I&L PBA.

b. The term "Class IV Material" refers to all fortification materiel, obstacle and barrier materiel, and construction materiel.

#### V. Roles & Responsibilities

##### a. 1NCD/MEF

(1) Use established requisitioning procedures for ordering Class IV material. DSCP is the preferred source of supply, but alternative sources of supply may be utilized as deemed 'best-value' or most effective/responsive as operational requirements dictate.

(2) Provide DSCP with a well defined Bill of Materials (BOM) in advance of the required delivery date (RDD). Each BOM will indicate a primary point of contact (POC) with whom DSCP will interface for the resolution of questions and discrepancies concerning the BOM. Appendix A provides an example of the BOM process flow.

(3) Collaborate with DSCP in developing Class IV forecasts and provide DSCP notification of revised forecasts and Required Delivery Dates (RDD), to include supporting contingency operations.

b. 1NCD/HQMC, I&L. Provide representatives to the Class IV JAT for participating in Class IV assessments.

C. DSCP

(1) DSCP will serve as the overarching commodity manager for all 1NCD and MEF Class IV requirements worldwide. Assumes role as Product Support Integrator for Class IV material within the scope of this agreement.

(2) Utilize Global Tailored Vendor Relationship (TVR) Network, Direct Vendor Delivery contracts, pre-positioned material and wholesale stock as necessary to satisfy 1NCD and Class IV requirements.

(3) DSCP will provide material supported through TVR arrangements according to the terms of the existing TVR contract.

(4) DSCP will provide a coordinator for the Class IV JAT. Duties will include the collection of data, posting to DLA website, and providing an email notification of data posting and response date. Periodic meetings will be arranged as necessary.

(5) Coordinate with Vendors to ensure performance measures are consistently met.

## VI. Performance Measures

a. **Metrics definitions and goals:** Wholesale Materiel Availability (MA) is defined as "a measure of materiel available for stocked and non-stocked items, including cancellations, from the wholesale supply system." Wholesale Backorders is defined as "a customer order that has not yet been satisfied by the wholesale supply system." Logistics Response Time (LRT) is defined as "the elapsed time, in days, from the Julian date of a customer's requisition to the Julian date of receipt of materiel ordered from the wholesale supply system." Supporting data is obtained from the Logistics Metrics Analysis Reporting System (LMARS). Order Quantity Fill Rate (OQFR) is defined as "a measure of sales order/line item quantities shipped on time within the specified time period divided by the total number of Sales Orders Quantities with a "Target Ship Date" during the same period." Supporting data is obtained from the Business

Warehouse (BW). Performance metrics and definitions are identified in appendix B.

b. An essential element in the PBA is the identification of performance metrics and their supporting data sources. DLA, Marine Corps and Navy success in partnering will be incumbent on identifying and coordinating appropriate performance measures. As a minimum, an annual Class IV joint assessment will be conducted by core representatives from 1NCD, HQMC, (I&L) and HQ, DLA (J-3/4) and DSCP. If deemed necessary, Ad Hoc representatives may be added to the Team. This group will be chartered to perform as the execution body to the Partnership Agreement Council (PAC). The primary responsibility of the JAT is to conduct and analyze assessments, provide recommendations to the PAC and implement courses of action directed by the PAC. DSCP will document and maintain the results of the assessment for establishing a performance baseline to be used as a benchmark for future assessment. Assessment results and minutes generated by the JAT will be provided to the PAC no less than annually for review to ensure performance objectives of the PBA are being satisfied.

#### **VII. Revisions and Flexibility**

The term of this PBA is three years and takes effect on the date of signature by all party principals. The PBA may be extended by a letter agreement signed by principals for all parties. The PAC and 1NCD will review the PBA annually and may propose amendments or modifications as necessary. The PBA may only be amended or modified by written agreement of all parties to this agreement.

#### **VIII. Accountability and Oversight**

Signatories to this PBA Annex are responsible for overall implementation and management of this agreement. DLA, HQMC and 1NCD are responsible for the oversight and effective use of this PBA. The DLA/HQMC PAC will serve as an official and continuing forum to address Navy, Marine Corps and DLA issues related to improving Class IV support. The PAC will notify 1NCD when Class IV related issues are present on the PAC agenda. The PAC and 1NCD will recommend revisions to this agreement on a continuing basis, with the goal of keeping it relevant to the requirements and capabilities of the signatories.

**IX. Existing Agreements**

All prior MOAs and Memorandums of Understanding (MOUs) between DLA, HQMC and the 1NCD regarding Class IV Construction material are terminated upon execution of the PBA. DLA, Marine Corps and Navy have reviewed the Overarching DLA-HQMC PBA and Navy PBA and recognize that this agreement is an annex to both overarching PBAs and will conform to these agreements.

**X. Contingency Agreements**

In case of contingency, this agreement will remain in effect, with DSCP maintaining customer support standards. DSCP will utilize Global TVR network support, depot stock, pre-positioned material or contractor direct vendor delivery stock shipped directly to 1NCF and MEF units during a period of contingency.

**XI. Execution of Agreements**

This agreement, upon signature, shall be executed and will initiate periodic review meetings that will be scheduled in accordance with Paragraph VII, Revisions and Flexibility, to perform the following:

1. Review metrics to determine effectiveness.
2. Review metrics not within acceptable ranges. Causative research will be conducted by DLA and other organizations as required to determine required adjustments/validity of metrics.
3. Review monitoring methodology for potential improvement.
4. Review roles/responsibilities for appropriateness.

**XII. Conclusion**

This PBA Annex represents a partnership that supports the overarching DLA PBAs with the Marine Corps and Navy and defines the organizational expectations and the roles and responsibilities of each party. It identifies actionable performance parameters/metrics for key processes and establishes a monitoring methodology that enables adjustments/corrective actions when metric goals are not

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attained. It also establishes a review and assessment process for periodic updates.

*Administrative Note:* This document was endorsed in June 2008 by:

RICHARD CELLON  
Rear Admiral, SC, USN  
Commander, FIRST Naval Construction Division

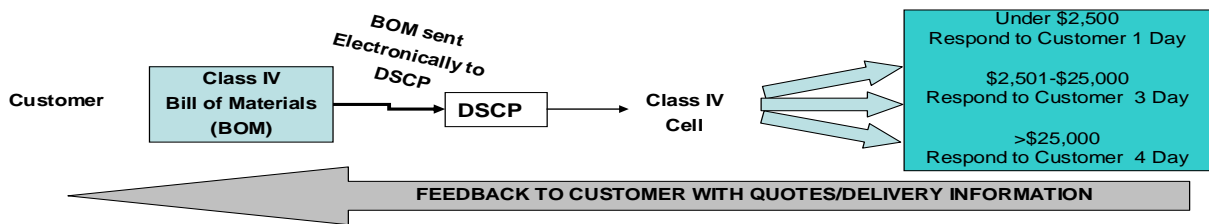
DAVID REIST  
Brigadier General, USMC  
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Mobility Division  
Installations & Logistics Department  
Headquarters, U.S. Marine Corps

HENRY B. TOMLIN, III  
Rear Admiral, SC, USN  
Commander, Defense Supply Center Philadelphia



### Appendix A

## Bill Of Materials (BOM) Process Flow



**Appendix B****Performance Metrics**

<u>Reporting Category</u>	Customer	DLA
	<u>Goal</u>	<u>Threshold</u>

**Wholesale Material Availability (MA)** (Class IV Material):

Overall Materiel Availability	90%	85%
First Naval Construction Division (1NCD)	90%	85%
Marine Expeditionary Forces (I, II, III, VII MEFs and MARFORRES)	90%	85%
<u>Order Quantity Fill Rate (OQFR)</u>		
Overall Materiel Availability	92%	92%
First Naval Construction Division (1NCD)	92%	92%
Marine Expeditionary Forces (I, II, III, VII MEFs and MARFORRES)	92%	92%

**Unfilled Orders**

<u>Goal</u>	<u>Number</u>	<u>% of Total</u>	<u>DLA</u>
First Naval Construction Division (1NCD)			(TBD)
Marine Expeditionary Forces (I, II, III, VII MEFs and MARFORRES)			
Total Number Unfilled Orders			
Total Unfilled Orders > 180 Days			
Average Age of unfilled orders			

*\*\* Note: A true picture of customer unfilled orders will be available once a twelve month trend analysis is conducted for 1NCD and USMC customers.*

<b><u>Logistics Response Time</u></b> # of Days	<u>Customer Goal</u>	
	<u>CONUS</u>	<u>OCONUS</u>
Overall Logistics Response Time	15	40
First Naval Construction Command (1NCD)	15	40
Marine Expeditionary Forces (I, II, III, VII MEFs and MARFORRES)	15	40

CONUS

Tailored Vendor Relationship (TVR) Contractual Timeframes

- MRO and Metals TVR's:      Routine Orders 3 to 5 days  
   Emergency Orders - within 24 hours  
   Urgent Orders: 24 to 48 hours
- Special OPS TVR:              Routine Orders - 30 days  
   Urgent Orders - 72 hours  
   Emergency Orders - 24 hours

Note: No contractual obligations for OCONUS TVR shipments

**Appendix C****Definitions**

1. Wholesale Material Availability (MA). A measure of materiel availability for stocked and non-stocked items, including cancellations, from the wholesale supply system
2. Unfilled Backorders. BB Status - An Order Received (OR) for a stocked item cannot be fulfilled due to inadequate stock available to meet the quantity, quality and Required Delivery Date (RDD) of the order received
3. Logistics Response Time (LRT). The elapsed time, in days, from the Julian date of a customer's requisition to the Julian date of receipt of materiel ordered from the wholesale supply system. Supporting data is obtained from the Logistics Metrics Analysis Reporting System (LMARS).
4. Order Quantity Fill Rate (OQFR). A measure of Sales Order/Line Item quantities shipped on time within a specified time period divided by the total number of Sales Orders Quantities with a "Target Ship Date" during the same period.

**ANNEX K TO NLI PLAYBOOK**  
**NAVSUP GLOBAL LOGISTICS SUPPORT CAPABILITIES**

**Administrative Note** - *This initiative supports the following goals/objectives within the NLI Strategic Plan:*

**Goal 1:** *Integrate policy, doctrine, business processes, technologies, and systems to optimize logistics performance in support of future operations.*

**Objective 1.2:** *Integrate [or make interoperable] the Naval Service's logistics systems and technologies to achieve interdependency in the maritime domain; include capabilities for electronically requesting, processing, and tracking material over the last tactical mile.*

**Objective 1.3:** *Exploit current and future inventory positioning and distribution capabilities by leveraging best of breed Naval Service capabilities and maintaining partnerships with the Defense Logistics Agency, U.S. Transportation Command and other Services.*

**REFERENCE**

(a) NAVSUP Publication 4, Global Logistics Support Execution

**1. SITUATION**

a. This ANNEX serves to assist naval expeditionary forces (supported units) in leveraging the capabilities of Naval Supply Systems Command Global Logistics Support (NAVSUP GLS) (supporting unit). Reference (a) relates.

b. NAVSUP GLS is responsible for directing the fleet and expeditionary support segment of NAVSUP's global logistics network. Headquartered in San Diego, CA, NAVSUP GLS provides logistics capabilities through seven Fleet Logistics Centers (FLCs), each aligned to supported Fleet and Navy Installations Commanders. NAVSUP GLS operates as a single cohesive network providing logistics and contracting services from 135 locations worldwide. Each FLC has a defined area of operations (AO) in which they integrate all NAVSUP support, while also supporting operations in other AOs as needed for optimal distribution of work and subject matter expertise.

c. The seven FLCs, headquartered in Jacksonville, FL; Norfolk, VA; San Diego, CA; Bremerton (Puget Sound), WA; Pearl Harbor, HI; Yokosuka, Japan; and Sigonella, Italy, deliver

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combat capability through logistics by teaming with regional logistics partners, including geographically co-located DLA Distribution Centers. The FLCs' logistics capabilities include field contracting for supplies and services, defense fuel stock point management, logistics and husbanding services, logistics coordination and planning, material transportation and processing, requisition processing and customer support, material management and warehousing, retrograde management, postal services, personal property movement, ammunition support, and hazardous material management and reuse. Supported commands include fleet, shore and industrial commands of the Navy, Marine Corps, Coast Guard, Joint and Allied Forces.

d. This ANNEX does not address the full spectrum of NAVSUP GLS capabilities. Detailed procedures for leveraging Advanced Traceability and Control/electronic Retrograde Management System processes are within ANNEX E (Shipment of Repairables); and information concerning NAVSUP GLS contracting and husbanding services capabilities can be found in ANNEX L (Contracting). It should be noted however, that Navy and Marine Corps customers can leverage any of the capabilities resident within the NAVSUP GLS network via the Global Distance Support Center (GDSC) at: 877-418-6824 or DSN 510-428-6824.

2. MISSION. Naval expeditionary forces are encouraged to leverage the 24 hour/day global logistics capabilities of NAVSUP GLS in order to optimize logistics performance in support of operations.

3. EXECUTION

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Supported units may use NAVSUP GLS as a primary source for materials and services required in support of missions worldwide, whether in garrison or forward deployed.

(2) Concept of Operations.

(a) Customer Support Triad. NAVSUP GLS coordinates customer support via a three-tiered support capability consisting of One Touch Support, the Global Distance Support Center - Logistics, and Logistics Support Centers. These capabilities are integrated by a single Logistics Support - Customer Relationship Management (LS-CRM) module that provides shared visibility of mission support requirements and solutions.

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LS-CRM enables the FLCs to hand-off support around the globe as needed (e.g. transiting units), as well as analyze and evaluate evolving support requirements so that demands become more predictive in nature; thus logistics support can be tailored to specific customers' needs. Collectively, the seven FLCs provide a global network of logistics capabilities focused on operational and distance support; providing the war fighter the ability to choose the best and fastest means of getting the support and information they need.

1. One Touch Support (OTS) is a 24-hour online self service capability which enables requisition input, technical screening, and requisition and shipping status review. OTS provides a single, web-based point of entry to more than 30 different DoD, Navy and commercial logistics systems for research and parts procurement. OTS provides the capability to submit support requests directly to the GDSC and into LS-CRM via the portal. Once support requests are entered into LS-CRM, the customer can see status via the 'My Support Request' tab within OTS. Supply queries and requisition input or status checks can be entered via single line item or multi-line item via batch upload. Access to OTS requires a DoD Common Access Card (CAC)/Public Key Infrastructure (PKI) certificate for registration and sign-on: <https://www.onetouch.navy.mil>. Specific functions and linked systems are listed in APPENDIX 1 to this ANNEX.

2. The Global Distance Support Center - Logistics (GDSC) is the 24 hour gateway to a network of supply, logistics, technical maintenance, and joint defense operations support providers. There are two multi-functional, virtually connected call centers located at FLC Norfolk, VA and FLC San Diego, CA. The GDSC answers logistics support requests via multimedia to include OTS (<https://www.onetouch.navy.mil>), phone (877-418-6824/DSN 510-428-6824), e-mail ([GDSC@navy.mil](mailto:GDSC@navy.mil) / [GDSC@navy.smil.mil](mailto:GDSC@navy.smil.mil)), and message (NAVSUP GLOBAL LOG SPT SAN DIEGO CA//GDSC). The GDSC serves as a single entry point to the global network of LSCs and provides after hours support for all LSCs worldwide. The GDSC handles routine support functions for LSCs, thus enabling LSCs to handle more complex actions. If the GDSC call center cannot satisfy a customer requirement, they escalate the issue to the next tier of support - either internal or external to NAVSUP. Customer information, type of support request, and actions taken to satisfy the request, are captured by the customer support representative within the GDSC, so that the information can be used to provide better future support to

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the operating forces. Specific GDSC services are listed in APPENDIX 2 to this ANNEX.

3. Logistics Support Centers (LSCs) are located in every major fleet concentration area and a number of locations within the 5th, 6th and 7th Fleet areas of operations (AO). The LSCs provide face-to-face customer and distance support interface to fleet units in their respective homeports as well as in forward deployed locations. Logistics Support Representatives (LSRs) provide a link to a broad spectrum of logistics capabilities and support services in their locations and assigned AO, serving as an extension of deployed units' supply departments. LSRs document customer requirements and services provided in the LS-CRM module, capturing logistics requirements to ensure timely resolution, pass requirements globally if required, and anticipate future requirements. Each Navy fleet unit has a permanently assigned LSR in its homeport, and is assigned an AO specific LSR when deployed. When embarked, expeditionary units can engage LSC services through their Ship's Supply department. Specific LSC services are listed in APPENDIX 3 to this ANNEX. Units operating ashore, independent of ship support, can contact the appropriate LSC through the GDSC or the AO-unique contact information in APPENDIX 4 to this ANNEX.

(b) Operations Departments. NAVSUP GLS integrates delivery of NAVSUP logistics capabilities at the theater level through operations departments located at each FLC (Code 430s). Operations departments develop, maintain, and communicate operational situational awareness through close coordination with Maritime Headquarters, Logistics Task Forces and other operational logisticians. FLC Operations Departments participate in logistics planning for joint and fleet exercises and operations to provide proactive and predictive support to operational forces. FLC Operations Departments can be reached through the Customer Support Triad.

1. FLC Operations Departments can, on request, provide AO specific pre-deployment planning and coordination assistance to deploying units.

2. FLCs provide tailored forward logistics site (FLS) services in support of deployed Amphibious Ready Group (ARG)/ Expeditionary Strike Group (ESG) operations world-wide, including in-transit visibility (ITV) and onward shipment of mail, passengers, and cargo, 24/7 coordination and daily reporting within the ARG/ESG battle rhythm, and general



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logistics services. OCONUS FLC sites are strategically located to provide the majority of FLS services organically. When needed, FLC Logistics Response Teams (LRT) surge and establish remote logistics nodes. FLC LRTs provide local/theater knowledge and are linked to Strike Group, Logistics Task Forces and FLC Operations Departments.

3. FLC Yokosuka's Operations Department includes a Marine Detachment that provides focused support to Marine Corps forces operating in or transiting through the 7<sup>th</sup> Fleet AO/PACOM AOR.

b. Tasks

(1) NAVSUP GLS is NAVSUP's global provider of integrated supply and support services to the fleet, expeditionary and shore activities; and is responsible for formulating common policy and procedures across all Fleet Logistics Centers. The NAVSUP GLS LSC Program Manager is responsible for LSC leadership and support; ensuring LSC standards and procedures are promulgated and kept current.

(2) FLC Commanding Officers are responsible for ensuring their LSCs function in accordance with NAVSUP GLS guidance for supporting fleet and naval expeditionary forces.

(3) Supported Units

(a) Supported units are required to register for access to OTS. Access requires a DoD Common Access Card (CAC)/Public Key Infrastructure (PKI) certificate for registration and sign-on at: <https://www.onetouch.navy.mil>. A System Access Authorization Request (SAAR) must also be on file for the application.

(b) Most requirements sourced via FLCs/ NAVSUP GLS will be funded in the same manner as any supply system requisition; through use of a fund code cite in the MILSTRIP transaction. However, some requirements will necessitate ship's supply officers, field ordering officers (FOO) or regional FLCs to effect procurements on the supported unit's behalf. For these type purchases, the supporting unit will be required to provide a complete line of accounting (LOA).

(c) Coordinate method of funding/reimbursement with the Ship's Supply Officer, FOO, or LSR for support provided via husbanding services contracts. This can be accomplished by

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providing a properly funded and approved DD Form 1149, Universal Order Form, or LOA authorization letter for the dollar amount set aside for use. Ensure that the funds are properly obligated on the provided Standard Document Number (SDN) as a public funding document in the units accounting system; Standard Accounting, Budget and Reporting System (SABRS), R-Supply, or other system as appropriate.

c. Coordinating Instructions

(1) APPENDIX 1 to this ANNEX outlines OTS' core capabilities and logistics system/data interfaces.

(2) APPENDIX 2 to this ANNEX lists the services available via the GDSC.

(3) APPENDIX 3 to this ANNEX lists the services brokered by LSRs working within LSCs.

(4) APPENDIX 4 to this ANNEX provides graphic depictions of FLC locations worldwide and the methods for leveraging support from NAVSUP GLS and the seven FLCs.

4. ADMINISTRATION AND LOGISTICS

a. This ANNEX will be reviewed at least annually. All change proposals will be administered through the NLI governance. Points of contact updates will be promulgated through the NLI community on a periodic basis.

b. More detailed information concerning specific logistics capabilities of FLCs can be found on the NAVSUP GLS homepage: <https://www.navsup.navy.mil/navsup/ourteam/navsupgls>.

c. Points of Contact

(1) NAVSUP GLS Business Operations

(a) Mailing Address:  
NAVSUP Global Logistics Support  
937 N. Harbor Drive  
San Diego, CA 92132-0001

(b) Commercial: (619) 532-4283 / DSN: 522-4283

(c) URL:  
<https://www.navsup.navy.mil/navsup/ourteam/navsupgls>

(d) PLA: NAVSUP GLOBAL LOG SPT SAN DIEGO CA

(2) One Touch Support

(a) URL: <https://www.onetouch.navy.mil>

(b) E-Mail Assistance: [onetouch@navy.mil](mailto:onetouch@navy.mil)

(c) Help Desk Support, GDSC: 1-877-418-6824

(3) Global Distance Support Center:

(a) Commercial: 1-877-418-6824 / DSN: 510-428-6824

(b) Email: [GDSC@navy.mil](mailto:GDSC@navy.mil) or [GDSC@navy.smil.mil](mailto:GDSC@navy.smil.mil)

(c) PLA: NAVSUP GLOBAL LOG SPT SAN DIEGO CA//GDSC

(4) FLCs: See APPENDIX 4 to this ANNEX.

5. COMMAND AND SIGNAL

a. Command. This ANNEX is applicable to the Navy and Marine Corps total forces.

b. Signal. This ANNEX is effective on the date published.

APPENDICES:

- 1 - ONE TOUCH SUPPORT (OTS) SERVICES AND DATA INTERFACES
- 2 - GLOBAL DISTANCE SUPPORT CENTER - Logistics (GDSC) SERVICES
- 3 - LOGISTICS SUPPORT CENTER (LSC) BROKERED SERVICES
- 4 - NAVSUP GLS GLOBAL LOGISTICS NETWORK

OFFICIAL:



A. S. MORGART  
Captain, SC, USN  
Operations Officer  
NAVSUP Global Logistics Support

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**APPENDIX 1 TO ANNEX K TO NLI PLAYBOOK****ONE TOUCH SUPPORT (OTS) SERVICES AND DATA INTERFACES**

## OTS Characteristics and Core Capabilities:

- Provides 24 hour logistics information and support
- Provides single, web-based point of entry to Navy and DoD supply systems for research and parts procurement
- Consolidated supply processes with single PKI sign-on
- Supply queries and requisition input/status (single line item or multi line item via batch upload)
- Procurement and shipment status
- Accommodates bandwidth constraints
- Designed to enable the warfighter to help themselves
- Evolution towards greater distance support and collaboration

**OTS Data Interfaces**

ACRONYM	NAME	TYPE	COMPONENT
FLIS	Federal Logistics Information System	TECH DATA	DLA
BINCS	Business Identification Number Cross-reference System	TECH DATA	FEDERAL
UADPS	Uniform Automated Data Processing System	STOCK CHECK	NAVY
FIMARS	Force Inventory Management Analysis Reporting System	STOCK CHECK	NAVY
RBI	Reutilization Business Integration (formerly Defense Reutilization and Marketing Service)	STOCK CHECK	DLA
BSM	Business System Modernization	STOCK CHECK	DLA
DLA FUEL/MED	Defense Logistics - Fuel and Medical	STOCK CHECK	DLA
MDR	Master Data Repository	STOCK CHECK	USMC
NERP	Navy Enterprise Resource Planning	STOCK CHECK	NAVY
DLATS	Defense Logistics Agency Transaction Services	MILSTRIP SUBMITTAL	DLA
DLATS	Defense Logistics Agency Transaction Services	REQUISITION STATUS	DLA
SPS	Standard Procurement System	REQUISITION	NAVY

		STATUS	
UADPS	Uniform Automated Data Processing System	REQUISITION STATUS	NAVY
BSM	Business System Modernization	REQUISITION STATUS	DLA
ISIS	Integrated Supply Information System	REQUISITION STATUS	NAVY
DSS	Defense Standard System	REQUISITION STATUS	DLA
NERP	Navy Enterprise Resource Planning	REQUISITION STATUS	NAVY
MPC	(DLA) Material Processing Center	SHIPMENT STATUS	DLA
GTN	Global Transportation Network	SHIPMENT STATUS	TRANSCOM
UADPS	Uniform Automated Data Processing System	SHIPMENT STATUS	NAVY
FEDEX	Federal Express	SHIPMENT STATUS	COMMERCIAL
UPS	United Parcel Service	SHIPMENT STATUS	COMMERCIAL
DHL	DHL Worldwide Express	SHIPMENT STATUS	COMMERCIAL
LMDSS	Logistics Management Decision Support System	SERIAL NUMBER TRACKING	NAVY (NAVAIR)
CAV	Commercial Asset Visibility	SERIAL NUMBER TRACKING	NAVY
eRMS	Electronic Retrograde Management System	SERIAL NUMBER TRACKING	NAVY
DLATS	Defense Logistics Agency Transaction Services	OTHER - Material Obligation Validation	DLA
LS-CRM	Logistics Support - Customer Response Management	OTHER - Call Center	NAVY

**APPENDIX 2 TO ANNEX K TO NLI PLAYBOOK****GLOBAL DISTANCE SUPPORT CENTER - LOGISTICS (GDSC) SERVICES****GDSC Services**

FLC/LSR Service Request  
Stock/Asset Availability  
Requisition Processing  
Requisition Status Inquiry  
Transportation Information  
Shipping Information  
Ship to Address Information  
Material Tracking  
Cancellation Request  
Modification Request  
Requisitioning Assistance  
Customer Database Assistance  
Web/Internet Assistance  
Open Purchase Status  
Procurement Information  
Vendor Pay Information  
Accounting Information  
Material expediting (warehouse)  
Requisition Re-pass  
Status Reinstatement  
MILSTRIP/MILSTRAP Assist  
General Technical Information  
General Supply Information  
Carcass Tracking (Tier 1)  
Bearer Processing/Status  
Part #/NIIN cross-referencing  
New Orders/Requisitions  
Exception Processing  
Material Movement Coordination  
Subsistence Prime Vendor Information  
DODAAC Information  
Navy Logistics Library Support  
Divert Shipments

**APPENDIX 3 TO ANNEX K TO NLI PLAYBOOK****LOGISTICS SUPPORT REPRESENTATIVE (LSR) BROKERED SERVICES****LSR Brokered Services:**

Vehicles, Cranes, Material Handling Equipment  
Mail Delivery  
Fueling & De-fueling Services  
Galley, Laundry and Small Equipment Maintenance Services  
Emergency Requisition Services  
Personal Effects Coordination  
Ceremonial Support  
Navy Food Management Team/Fleet Assistance Team Liaison  
Subsistence Prime Vendor Services/Contractor Onload  
Hazardous Freight Shipment  
Freight Shipment Tracking  
Material Holding Area  
Expedite Credit for Returns  
Transportation for Stranded Crew  
Assistance while Deployed  
Requisition Status  
Provisions Loading  
ATMs at Sea/Navy Cash™  
Medical Prime Vendor Liaison  
Material Processing Centers  
HAZMIN Services  
Local Supply Training Coordination  
MWR Support  
Contracting Office liaison



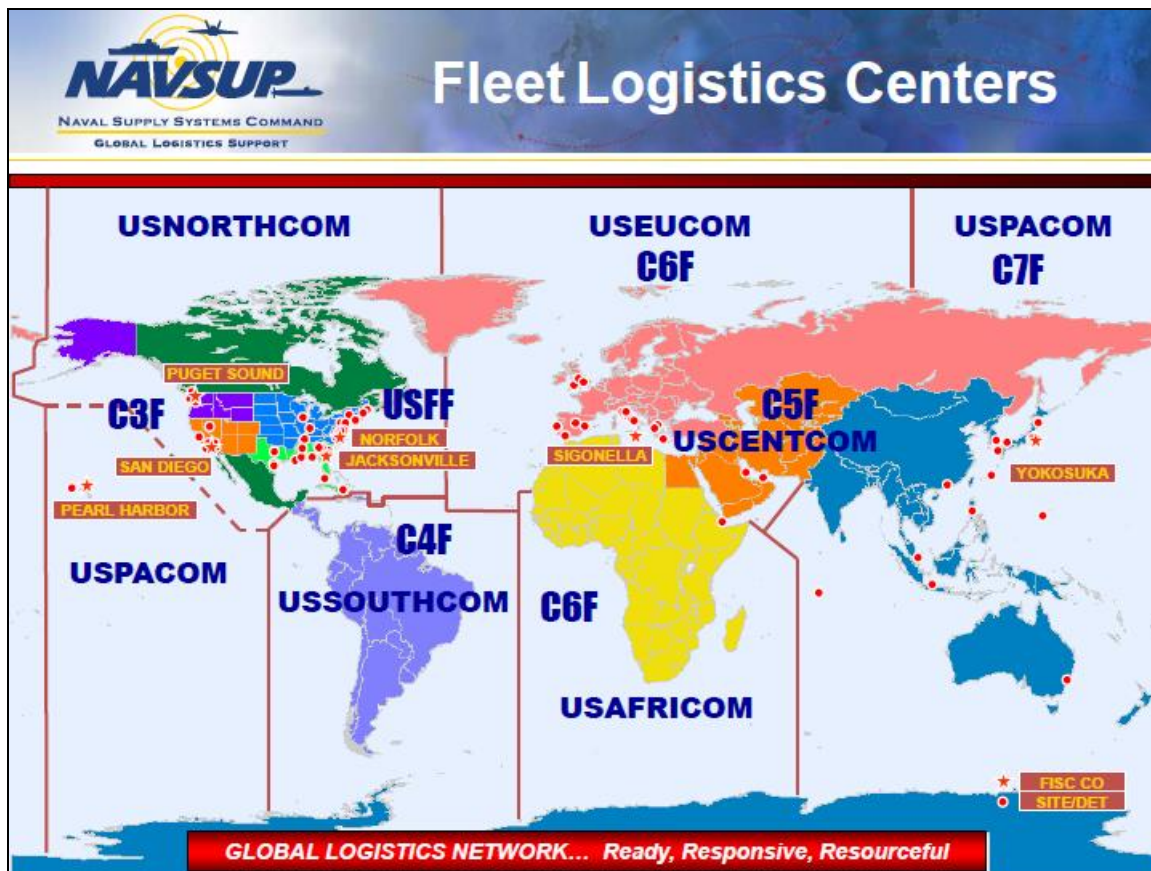
**APPENDIX 4 TO ANNEX K TO NLI PLAYBOOK**  
**NAVSUP GLS GLOBAL LOGISTICS NETWORK**

Figure K-4-1: Regional FLC Locations by COCOM/Fleet AO

The seven FLCs operate in close coordination with each other in support of operational and supporting forces. Each FLC has a defined Area of Operations (AO) in which they integrate all NAVSUP support. Each FLC also supports operations in other AOs for optimal distribution of work and subject matter expertise.

The NAVSUP GLS Global Distance Support Center - Logistics (GDSC) is the 24/7 single entry point to this global logistics network, including the FLC Logistics Support Centers (LSC) and provides after hours support for all FLCs worldwide. The GDSC answers support requests via multimedia to include phone, e-mail, message, and One Touch Support (OTS).

**Global Distance Support Center - Logistics**

- Commercial: 1-877-418-6824 / DSN: 510-428-6824
- Email: [GDSC@navy.mil](mailto:GDSC@navy.mil) or [GDSC@navy.smil.mil](mailto:GDSC@navy.smil.mil)
- PLA: NAVSUP GLOBAL LOG SPT SAN DIEGO CA//GDSC
- OTS: <https://www.onetouch.navy.mil>

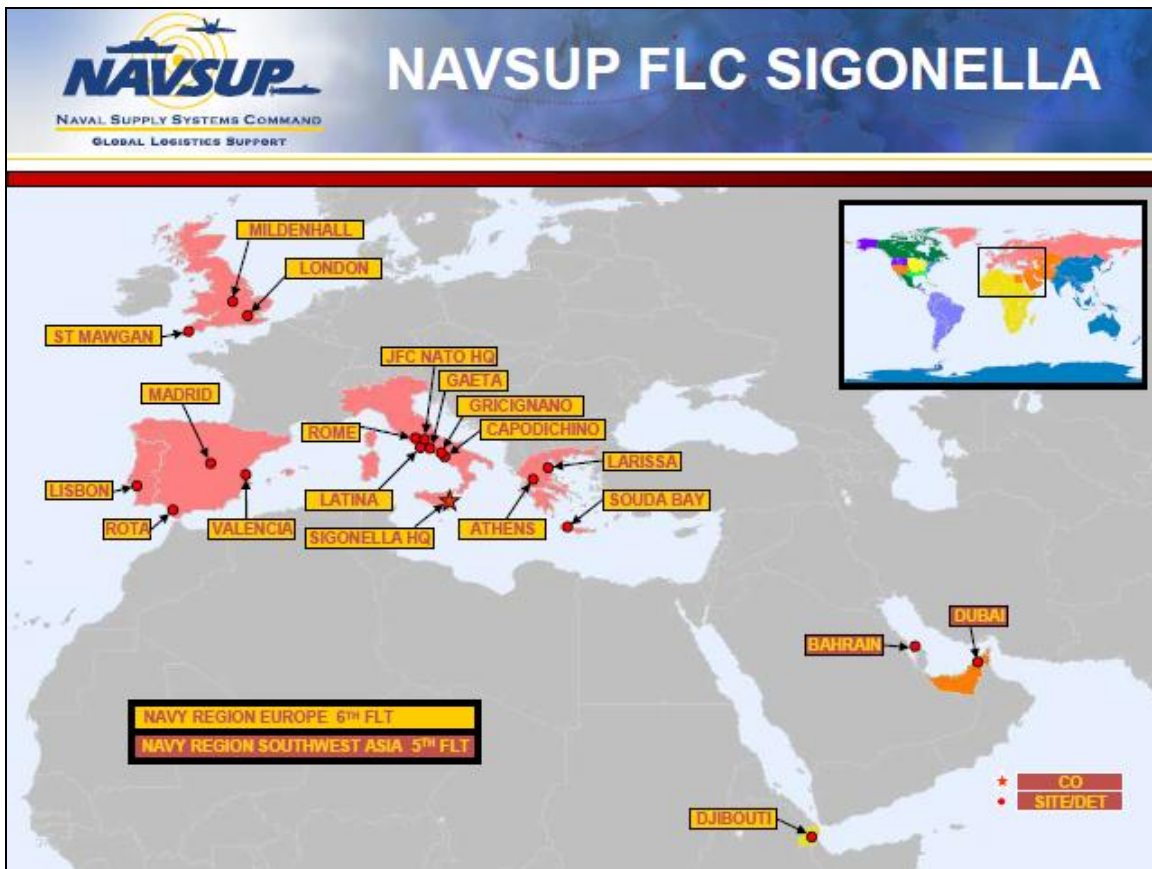


Figure K-4-2: FLC Sigonella Area of Operations

**FLC Sigonella, Italy (FLCSI):** aligned to the 5<sup>th</sup> and 6<sup>th</sup> Fleets; supports forces throughout the CENTCOM, EUCOM, and AFRICOM AORs.

- US Mailing Address:  
NAVSUP FLC Sigonella  
PSC 812 Box 3560  
FPO AE 09627
- URL: <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcsi>
- Logistics Support Center:
  - Comm: 011-39-095-86-5717 / DSN: 314-624-5717
  - E-mail: [lsc.sigonella@eu.navy.mil](mailto:lsc.sigonella@eu.navy.mil)
- PLA: NAVSUP FLT LOG CTR SIGONELLA IT  
NAVSUP FLT LOG CTR SIGONELLA DET MANAMA BAHRAIN  
NAVSUP FLT LOG CTR SIGONELLA DET NAPLES IT
- MILSTRIP Routing Identifier: NSZ

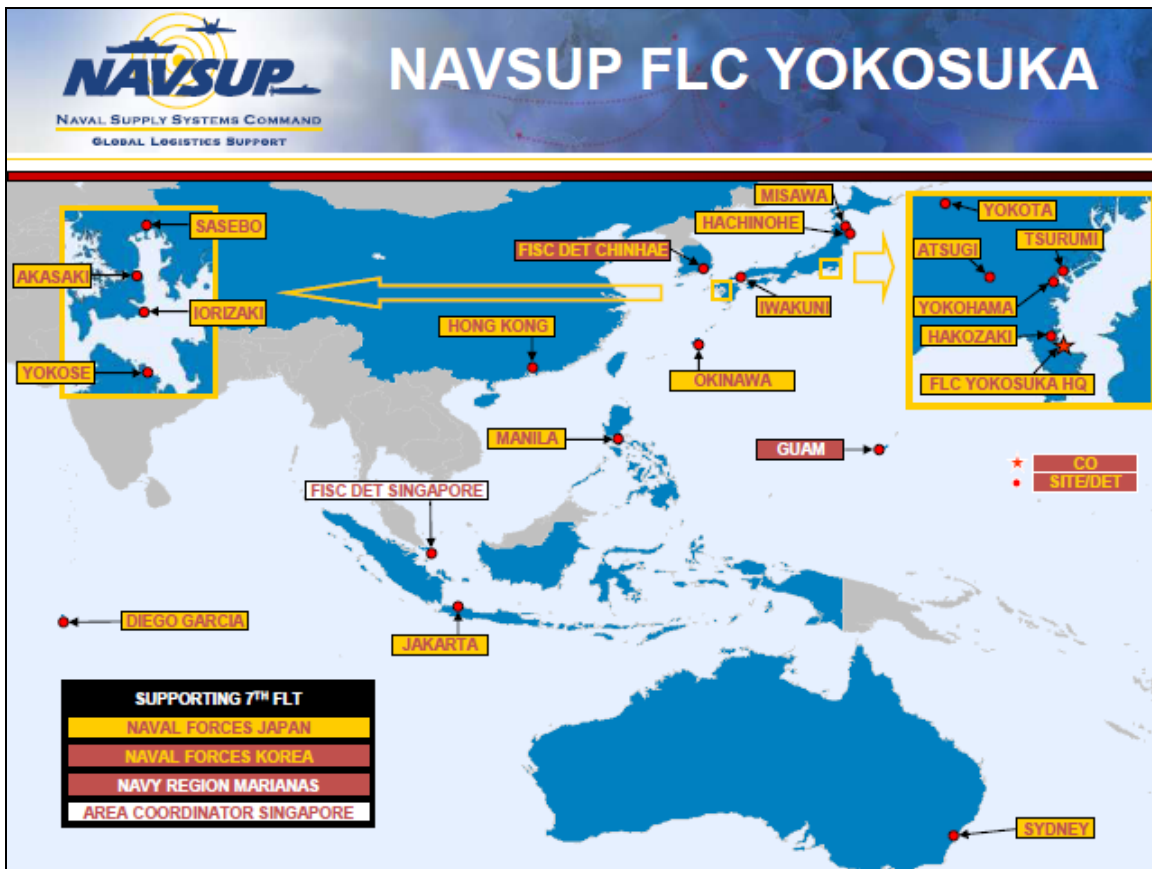


Figure K-4-3: FLC Yokosuka Area of Operations

**FLC Yokosuka, Japan (FLCY):** aligned to 7<sup>th</sup> Fleet; supports forces in the PACOM AOR (Far East, Australia, to the Indian Ocean).

- US Mailing Address:  
NAVSUP Fleet Logistics Center Yokosuka  
PSC 473 Box 11  
FPO AP 96349-0001
- Japan Mailing Address:  
NAVSUP Fleet Logistics Center Yokosuka, Building F-157  
Yokosuka Naval Base  
Honcho 1-Chome, Yokosuka-Shi  
Kanagawa-Ken, Japan 238-0041
- URL: <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcy>
- Logistics Support Center:
  - Comm: 81-46-816-7030 / DSN: 315-243-7030
  - E-Mail: M-YO-YKMAIL-LSC-DL-GS@fe.navy.mil
- Marine Detachment: DSN 315-243-6306
- PLA: NAVSUP FLT LOG CTR YOKOSUKA JA / NAVSUP FLT LOG CTR SASEBO JA / NAVSUP FLT LOG CTR MISAWA JA
- MILSTRIP Routing Identifier: NZZ

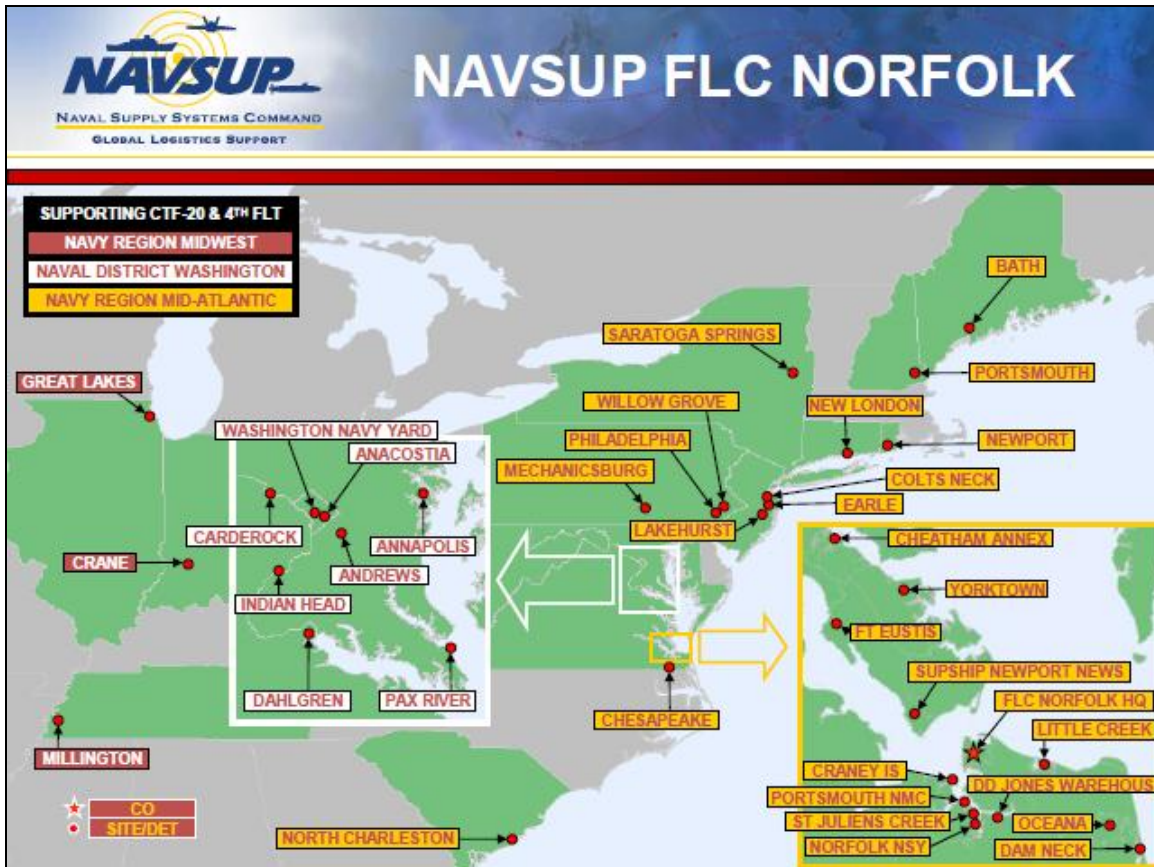


Figure K-4-4: FLC Norfolk Area of Operations

**FLC Norfolk (FLCN)**: aligned to CTF-20; supports forces in the NORTHCOM AOR (Mid-Atlantic, Northeast, Mid-West US; and east coast of Canada).

- Mailing Address:
  - Fleet Logistics Center Norfolk
  - 1968 Gilbert Street, Suite 600
  - Norfolk, VA 23511-3392
- URL: <https://www.navsupsup.navy.mil/navsup/ourteam/navsupgls/navsupflcn>
- Logistics Support Center:
  - Comm: 757-443-1861 / DSN: 646-1861
  - FAX: 757-443-1236
  - E-Mail via GDSC: GDSC@navy.mil
- PLA: NAVSUP FLT LOG CTR NORFOLK VA
- MILSTRIP Routing Identifier: NNZ



Figure K-4-5: FLC Jacksonville Area of Operations

**FLC Jacksonville, FL (FLCJ):** aligned to the 4<sup>th</sup> Fleet; supports forces in the SOUTHCOM and NORTHCOM (Southeast US and east coast of Mexico) AORs.

- Mailing Address:  
Fleet Logistics Center  
P.O Box 97  
NAS Jacksonville, FL 32212-0097
- URL: <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcj>
- Logistics Support Center:
  - Comm: 904-270-5699 X110 / DSN: 860-5699
  - FAX: 904-270-6935
  - E-Mail: [NAVSUP\\_JAXS\\_FLCJ\\_MYPT\\_LSC@NAVY.MIL](mailto:NAVSUP_JAXS_FLCJ_MYPT_LSC@NAVY.MIL)
- PLA: NAVSUP FLT LOG CTR JACKSONVILLE FL
- MILSTRIP Routing Identifier: NBZ



Figure K-4-6: FLC San Diego Area of Operations

**FLC San Diego, CA (FLCSD):** aligned to the 3<sup>rd</sup> Fleet; supports forces in the NORTHCOM and PACOM AORs (CA and the west coast of Mexico).

- Mailing Address:
  - NAVSUP Fleet Logistics Center San Diego
  - 3985 Cummings Road
  - San Diego, CA 92136-4000
- URL: <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcsc>
- Logistics Support Center:
  - Comm: 619-556-0401 / DSN: 522-0401
  - E-Mail: LSC.NAVSUPFLCSD@NAVY.MIL
- PLA: NAVSUP FLT LOG CTR SAN DIEGO CA
- MILSTRIP Routing Identifier: NDZ

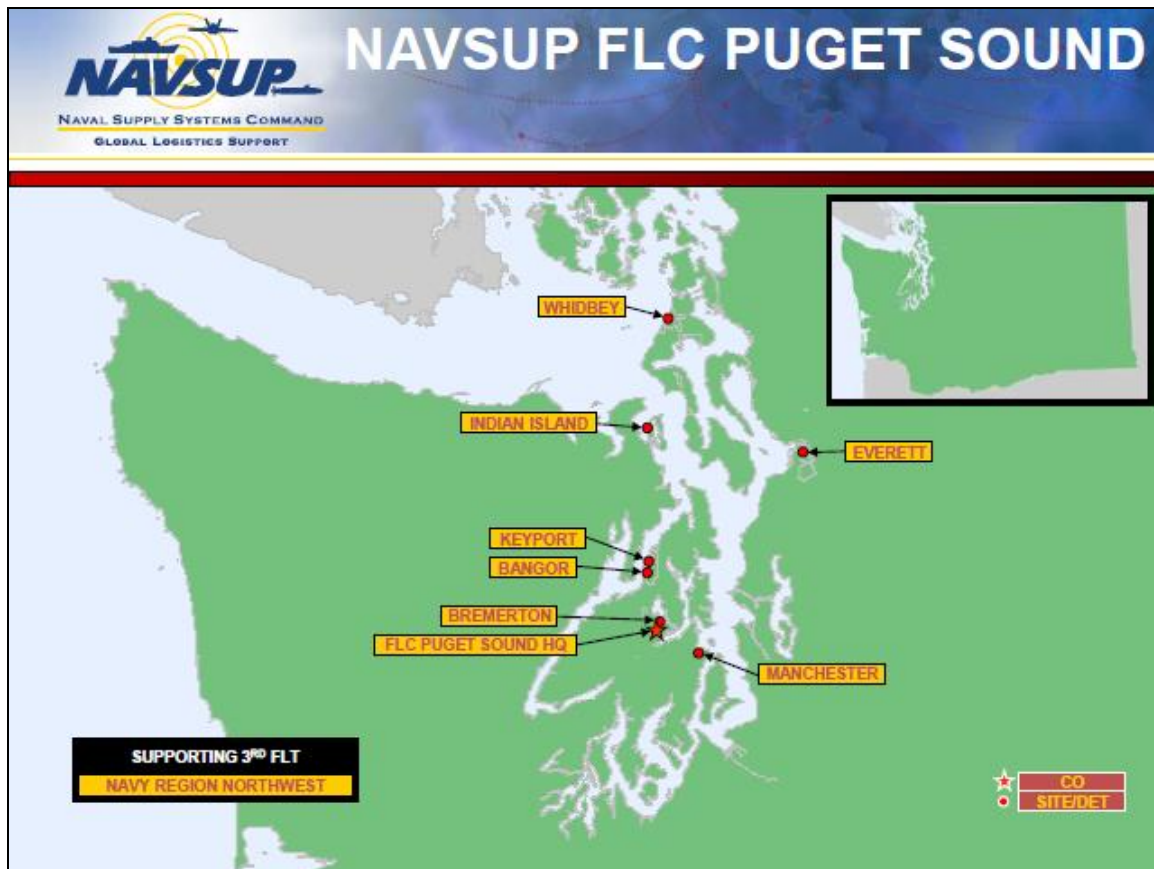


Figure K-4-7: FLC Puget Sound Area of Operations

**FLC Puget Sound, WA (FLCPS):** aligned to the 3<sup>rd</sup> Fleet through FLCSD; supports forces in the NORTHCOM and PACOM AORs (OR, WA, AK, and the west coast of Canada).

- Mailing Address:
  - NAVSUP Fleet Logistics Center Puget Sound
  - 467 W Street
  - Bremerton, WA 98314-5100
- URL: <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcps>
- Logistics Support Center:
  - Comm: 360-476-5862 / DSN: 439-5862
  - Email: [FLCPS.LSC@navy.mil](mailto:FLCPS.LSC@navy.mil)
- PLA: NAVSUP FLT LOG CTR PUGET SOUND WA
- MILSTRIP Routing Identifier: NUZ

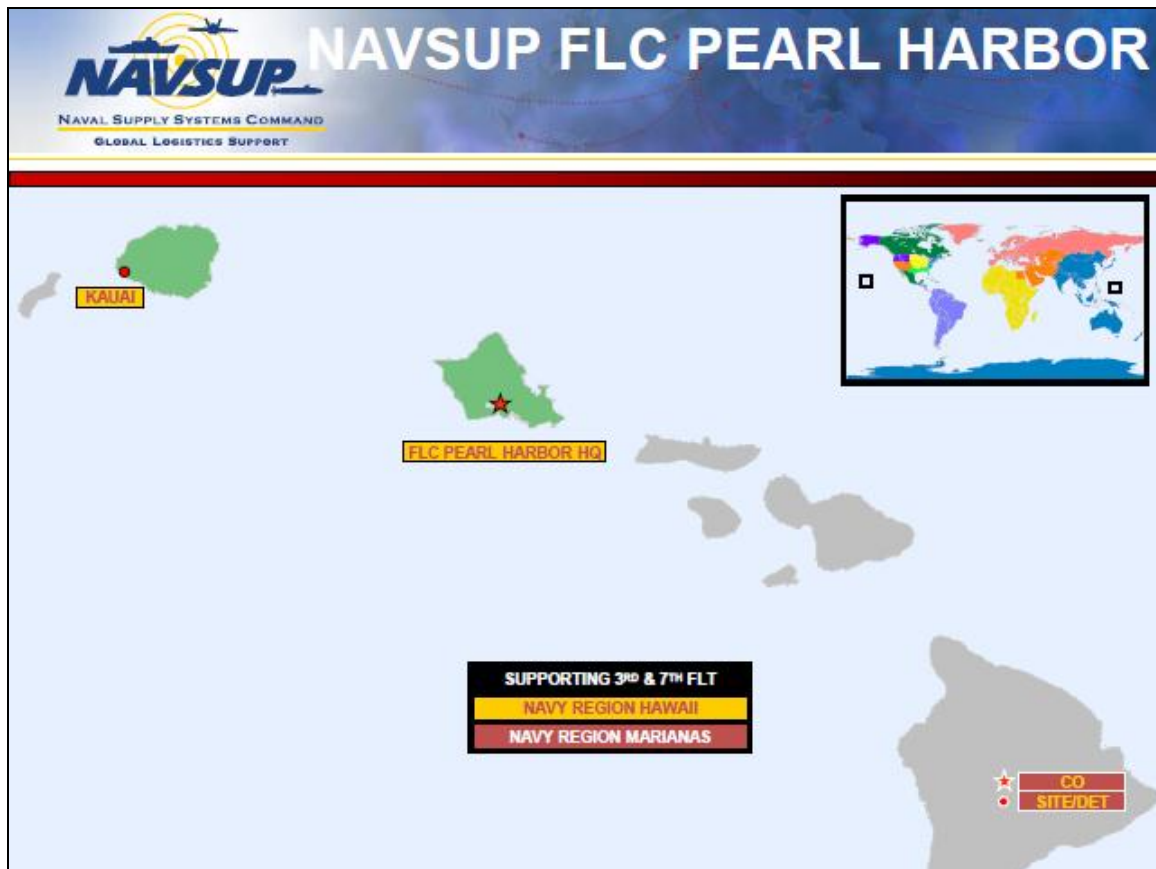


Figure K-4-8: FLC Pearl Harbor Area of Operations

**FLC Pearl Harbor, HI (FLCPH)**: aligned to the 3<sup>rd</sup> Fleet through FLCSD; supports forces in the PACOM AOR, (Middle-Pacific - the date line east to the Continental US).

- Mailing Address:
  - NAVSUP Fleet Logistics Center Pearl Harbor
  - 1942 Gaffney Street Suite 100
  - JBPHH, HI 96860-4549
- URL: <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcph>
- Logistics Support Center:
  - Comm: 808-473-7576 / DSN: 315-473-7576
  - EMAIL: [LSC.NAVSUPFLCPH.FCT@navy.mil](mailto:LSC.NAVSUPFLCPH.FCT@navy.mil)
- PLA: NAVSUP FLT LOG CTR PEARL HARBOR HI
- MILSTRIP Routing Identifier: NPZ



**ANNEX L TO NLI PLAYBOOK**  
**CONTRACTING**

**Administrative Note** - *This initiative supports the following goals/objectives within the NLI Strategic Plan:*

**Goal 1:** *Integrate policy, doctrine, business processes, technologies, and systems to optimize logistics performance in support of future operations.*

**Objective 1.2:** *Integrate [or make interoperable] the Naval Service's logistics systems and technologies to achieve interdependency in the maritime domain; include capabilities for electronically requesting, processing, and tracking material over the last tactical mile.*

**REFERENCES**

- (a) Navy Marine Corps Acquisition Regulation Supplement (NMCARS)
- (b) NAVSUPINST 4230.37D, Navy Supplies and Services Contingency Contracting Program, 01 Jun 2011
- (c) NAVSUPINST 4200.85D, Department of the Navy Simplified Acquisition Procedures, 25 Apr 2005
- (d) NAVSUP memo 4200 201/6025 06-04 of 10 Mar 06
- (e) USMC Contract Management Process Guide (CMPG), Jan 2010
- (f) Defense Contingency Contracting Handbook, Jun 2010
- (g) Joint Publication (JP) 4-10, Operational Contract Support, 17 Oct 2008
- (h) COMDTINST M4200.13H, Coast Guard Simplified Acquisition Procedures Manual, 11 MAY 2010

**1. SITUATION**

a. This ANNEX introduces naval expeditionary forces to the contracting capabilities available throughout the Navy, Marine Corps, and Coast Guard.

b. The Deputy Assistant Secretary of the Navy, Acquisition and Procurement (DASN(AP)) exercises plenary contracting authority on behalf of the Department of the Navy (DON) and is responsible for managing and overseeing the performance of the DON contracting/procurement system. Reference (a) relates. DASN(AP) is also the Program Manager for the Navy's supplies and services contingency contracting program and is responsible for promulgating policies and procedures for contracting support to operating forces in support of their mission during contingencies.

c. The Commander, Naval Supply Systems Command (NAVSUP) is the Head of Contracting Activity (HCA) responsible for providing contracting support to Navy activities that do not fall under another HCA. NAVSUP has designated NAVSUP Global Logistics Support (NAVSUP GLS) as Lead Contracting Executive (LCE) for contracting support provided by NAVSUP Fleet Logistics Centers (FLCs) to their Navy customers. See references (a) and (b).

d. The Deputy Commandant for Installations and Logistics (DC, I&L) is the HCA for all Marine Corps activities that do not fall under Marine Corps Systems Command (MARCORSYSCOM). The DC, I&L has further delegated its contracting authority to the Assistant Deputy Commandant, Installations and Logistics (Contracts) (ADC I&L (Contracts)). The ADC I&L (Contracts) appoints contracting officers within the Marine Corps Field Contracting System (MCFCS) and is responsible for the award and administration of contracts for supplies and services to support installation and logistics requirements of the Marine Corps Operating Forces and supporting establishments.

e. The Commander, Naval Facilities Engineering Command (NAVFAC) is the HCA responsible for awarding and administering contracts for all architect-engineer, construction, utilities, energy, facilities support, and assigned weapon and IT system programs or components associated with Navy expeditionary forces. NAVFAC also has unique contracting authority, which it exercises on behalf of the DON. These authorities are listed in reference (a).

f. The HCA for the Coast Guard is the Director of Contracting and Procurement (CG-91). CG-91 is responsible for planning, directing, coordinating and controlling all aspects of procurement policy and operational contracting programs throughout the Coast Guard. The HCA manages all of the Coast Guard's acquisition contracts and other procurements, as well as provides direct contract support for acquisition program managers.

2. MISSION. Naval expeditionary forces may leverage Navy, Marine Corps, and Coast Guard contracting capabilities, as well as other Joint Service capabilities when necessary, in order to optimize logistics performance in support of operations. Leveraging of contracting authority held by other HCAs requires written agreements and/or delegations of contracting authority. See reference (a).

### 3. EXECUTION

#### a. Intent and Concept of Operations

(1) Intent. Naval expeditionary forces may leverage the support available through various Navy, Marine Corps, and Coast Guard field contracting offices as a source for supplies, services and construction as may be required in support of missions worldwide. Since the Coast Guard falls under the Department of Homeland Security, DON activities shall not use USCG contracting support unless approval has been granted, in writing, by DASN AP. Information provided by this ANNEX does not constitute authority for units to bypass their administrative or operational chains of command, nor does it indicate a commitment by supporting commands to provide requested support.

#### (2) Concept of Operations

(a) For the purposes of this NLI Playbook, the following terms apply:

1. *Contracting* means the purchasing, renting, leasing or otherwise obtaining supplies or services from non-federal sources (FAR 2.101).

2. *Expeditionary Contracting* is contracting in support of deployed forces.

3. *Operational Contract Support (OCS)* is the process of planning for and obtaining supplies, services, and construction from commercial sources in support of joint operations along with the associated contractor management functions.

4. *Contingency Contracting* is contracting in support of contingency operations designated by the Secretary of Defense or declared by the President or Congress, as defined in Title 10 U.S.C. 101(a)(13). In instances where contracting support is required, warranted Contingency Contracting Officers and/or trained and certified Field Ordering Officers are deployed to support units.

#### (b) Billets

1. *Field Ordering Officers (FOO)* are Service members or DOD civilians, who are appointed in writing and trained by a contracting officer. FOOs are authorized by the

contracting officer to execute micro-purchases using the SF 44 up to a designated threshold in support of forces and/or designated civil-military operations. FOOs are not warranted contracting officers and their FOO duties are normally considered an extra or collateral duty. They work hand-in-hand with a paying agent to make "one-time" complete purchases, providing commanders with the capability to make local purchases quickly and directly. Commanders should engage local contracting offices for prerequisites and procedures for appointing unit FOOs.

2. *Contracting Officers (KO)* are U.S. Government officials (uniformed or civilian) with the legal authority to enter into, administer, and/or terminate contracts. Within all components, contracting officers are appointed in writing and issued a warrant on Standard Form 1402, Certificate of Appointment, by the HCA or authorized designee delegated the authority to issue warrants. Only duly warranted contracting officers are authorized to obligate the U.S. Government, legally binding it to make payments against contracts.

3. *Contingency Contracting Officers (CCO/CKO)* are warranted contracting officers who have been specifically trained for contingency operations. Contracting in a contingency environment substantially adheres to the same regulatory requirements as contracting in any other environment, but with increased thresholds. When DON CCOs/CKOs operate in a joint contingency environment where the HCA/Executive Agent for Contracting is the U.S. Army or U.S. Air Force, they must follow Service rules and regulations set forth by that executive agent.

(c) Capabilities

1. The *Government Purchase Card (GPC) Program* streamlines the procurement of supplies and services below the micro-purchase thresholds as listed in FAR 2.101. During designated contingencies, higher thresholds and certain exceptions may be allowed by regulation, HCA authority, or other authorizing order or directive. Such modifications shall be in writing. Operating forces should maintain an adequate number of GPC Cardholders at all times to ensure capabilities exist when needed. Engage local contracting offices for procedures to establish cardholder accounts. Assistance with GPC Program issues can be obtained from the DON Consolidated Card Program Management Division (CCPMD), NAVSUP at (717) 605-9369, DSN: 430-9369, Fax: (717) 605-9362, or email: [don\\_purchasecard@navy.mil](mailto:don_purchasecard@navy.mil).

2. *Husbanding Service Contracts* offer a wide range of supplies and services suitable for ship support during port visits (e.g. charter & hire, utilities, passenger vehicle services, communications, anti-terrorism /force protection, port handling services). These contracts also include provisions for humanitarian assistance/disaster relief (HA/DR) with a limited threshold. The HA/DR line items, labeled "Operations Other Than War" (OOTW) shall be used for immediate response in support of HA/DR events. During these specific instances, the use of these contracts is appropriate until transition to other forms of long-term support is possible, not to exceed 30 days without NAVSUP FLC Director of Contracting (Code 200) approval. These occasions should be restricted only to situations where Government or civil property, or the safety of personnel may be in jeopardy and shall be approved in advance by the Code 200 at the NAVSUP FLC that awarded the contract. Husbanding service contract support should not be used as a result of poor planning, where the requirements are known well in advance (i.e. annual exercises) and support is available through NAVSUP GLS via contracting departments within each NAVSUP FLC, Logistics Support Centers (LSC), or the Global Distance Support Center (GDSC). Supply Officers on U.S. Navy ships are designated ordering officers for husbanding service contracts and can coordinate support requirements for embarked units. Additional information on husbanding contracts can be found at: [https://www.navsup.navy.mil/navsup/ourteam/navsupglslprod\\_serv/contracting/hus\\_contracts](https://www.navsup.navy.mil/navsup/ourteam/navsupglslprod_serv/contracting/hus_contracts). Reference (d) relates. See also paragraph 4c and APPENDIX 1 to this ANNEX.

3. The Commander, NAVSUP GLS' LCE manages NAVSUP FLC field contracting operations as one organization with multiple operating locations: San Diego, CA; Norfolk, VA; Jacksonville, FL; Puget Sound, WA; Pearl Harbor, HI; Yokosuka, Japan (with detachments in Singapore; Hong Kong; Manila, Philippines; and Sasebo, Japan); and Sigonella, Italy (with detachments in Naples, Italy; Rota, Spain; London, England; Bahrain and Dubai). Paragraph 4c and APPENDIX 2 to this ANNEX, and ANNEX K (NAVSUP GLOBAL LOGISTICS SUPPORT CAPABILITIES) to this Playbook also apply.

4. The Marine Corps operates under a regional model for contracting consisting of the following:

a. At the Service Component level, there are six contracting support cells responsible for contract planning. These commands are Marine Corps Forces Command

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(MARFORCOM) in Norfolk, VA; Marine Corps Forces Pacific (MARFORPAC) in Kaneohe Bay, HI; Marine Corps Forces Europe (MARFOREUR) in Stuttgart, Germany; Marine Corps Forces Central Command (MARCENT) in Tampa, FL; Marine Corps Forces South (MARFORSOUTH) in Miami, FL; and Marine Corps Forces Africa (MARFORAF) in Stuttgart, Germany. Only MARFORCOM and MARFORPAC have forces assigned to execute contracting for exercises and operations. The remaining Service Components submit a request for forces when a contracting capability is required for operations or exercises.

b. Each Marine Expeditionary Force has organic contracting capabilities at the MAGTF/LCE level. The Contracting Branch Office is the lead advisor on contracting issues to the MEF Commander and oversees all contracting support actions and contracting requirements that are in support of the MEF mission. Each MEF Contracting Branch directs contracting support in coordination with the MEF to ensure that contracting priorities are established in support of the MEF Commander's intent. This office also maintains the contracting authority for oversight and management for the Commander's area of operations, except when the contracting capability/personnel are assigned to operate under Joint Force Commanders. These elements are structured to best leverage support for operating forces. They provide direct contracting support to operating forces engaged in the full spectrum of armed conflict and OOTW, domestic and overseas. Paragraph 4d and APPENDIX 3 to this ANNEX also apply.

5. NAVFAC uses a regional model aligned with Commander, Navy Installations Command's (CNIC) regions, which includes ten Facility Engineering Commands with distributed field contracting offices and two Echelon III commands, NAVFAC Atlantic and NAVFAC Pacific. In addition to these, NAVFAC has established NAVFAC Engineering and Expeditionary Warfare Center (NAVFAC EXWC). NAVFAC's Contingency Engineering Business Line (CEBL) supports operating forces by delivering engineer services in forward environments during contingencies. The CEBL responds to the full range of expeditionary engineering and facility support services by providing contracting support for operational units as required. Facilities and construction support are provided via NAVFAC's Global Contingency Construction Contracts (GCCC) / Global Contingency Services Multi-Award Contracts (GCS MAC). These external support contracts are administered through NAVFAC Atlantic and NAVFAC Pacific respectively. Work under these contracts includes providing the supervision, equipment, materials, labor, travel,

and all means necessary to provide an immediate response for civilian construction and base operations support/facility service contract capability. Paragraph 4e and APPENDIX 4 to this ANNEX also apply.

6. The Coast Guard HCA has appointed six Chiefs of the Contracting Office (COCO) to support and manage contracting operations for the USCG. COCOs are appointed at the following Logistic / Service Centers: Aviation Logistics Center (ALC); Command, Control, Communications, Computer, and Information Technology (C4IT) Service Center; Headquarters (CG-912); Shore Infrastructure Logistics Center for Construction (SILC-Construction); Shore Infrastructure Logistics Center for Base Support (SILC-BS); and Surface Forces Logistics Center (SFLC). All USCG contracting offices report to one of these COCOs. The COCO is tasked with leading procurement in their AOR; however, the COCO may delegate functions to the Senior Field Contracting Officer (SCFO) to execute and oversee the daily operations of each USCG contracting office.

7. Large scale, long-term operations will normally require the establishment of a theater contracting office or clear designations of reach back support. Most contracting requirements pertaining to large scale operations under a joint task force will be supported through the designated joint contracting office. Individual unit support for operations outside of the contingency—such as military exercises—and, consequently, not covered by the joint contracting office, will be supported through the parent service under procedures discussed in this annex and the referenced instructions. Unit support not covered by a joint contracting command must be requested as early in the planning stages as possible to determine availability of contracting assets, as they are extremely limited. For non-construction supplies or services, Navy units should request contracting support via NAVSUP GLS Contracting (APPENDIX 2), and Marine Corps units should request contracting support via the MCFCS (APPENDIX 3). If Navy or Marine Corps units require engineering/construction contracting support, NAVSUP GLS or the MCFCS shall forward the requirement to NAVFAC (APPENDIX 4). Coast Guard units not assigned to/supported by Navy commands shall forward all contracting requirements to CG-91 (APPENDIX 5). Unit requests for deployable contracting officers from NAVSUP/NAVFAC entities should be submitted to the nearest contracting office using the form provided in APPENDIX 6 to this ANNEX.

8. Designated contingencies may mandate the immediate assignment of a contingency contracting officer or team with increased warrant authority to deploy with the supported unit, sourced from NAVSUP, NAVSUP GLS, MCFCS, or Coast Guard, as appropriate. NAVFAC support for construction and facility support contracting will also be made available to supported units as determined by operational requirements. For joint operations, contracting guidance will normally be addressed in ANNEX W (Contracting) of the applicable contingency plan or order. Long term support requirements will be satisfied via individual augmentation assignments through the Joint Manning Document Process in support of a standing Joint Task Force.

b. Supported Unit Tasks

(1) Adhere to local contracting office procedures to ensure adequate GPC capabilities.

(2) Identify requirements for supplies/services to appropriate contracting offices as early in the planning process as possible.

(3) Request contracting support per Service and local procedures as appropriate. Paragraphs 4c through 4f and APPENDICES 1 through 5 to this ANNEX provide points of contact for contracting support.

(4) Afloat units should coordinate their ashore contracting requirements with Ship's Supply Officers to ensure supporting agencies (e.g., NAVSUP and NAVFAC) are able to leverage economies of scale and avoid unnecessary duplication of effort and market competition. Supply Officers are designated ordering officers and are limited to ordering only port services support covered under the husbanding contract or micro-purchases using the Government Purchase Card.

(5) Unit requests for deployable Contracting Officers / Contingency Contracting Officers from NAVSUP/NAVFAC entities should be submitted to the nearest contracting office using the form provided in APPENDIX 6 to this ANNEX. Local contracting offices will administer and/or route these requests through established contracting channels to the appropriate action office. For the Marine Corps, support requests should be vetted using the request for forces/GFM process containing a feasibility of support assessment and staffed through manpower processes in accordance with MCO 3502.6.



c. Coordinating Instructions. See APPENDICES 1 through 5 of this ANNEX.

#### 4. ADMINISTRATION AND LOGISTICS

a. This ANNEX will be reviewed at least annually. All change proposals will be directed through the NLI governance process. Points of contact updates will be promulgated to the NLI community on a periodic basis.

##### b. Additional References

(1) The *USMC Contract Management Process Guide (CMPG)* (reference (e)) is a web-enabled guide that includes process and regulatory guidance, templates, and hyperlinks to a wealth of additional information. Of particular value to operating force logisticians - the CMPG provides an interactive map depicting all Services' contingency contracting locations worldwide and access to other resources for those areas (e.g. Embassy, CIA Factbook, Electronic Foreign Clearance Guide). The CMPG can be accessed at: <https://cmpg.hqi.usmc.mil/>.

(2) Navy Tactics, Techniques, and Procedures (NTTP) 4-04.3, *Naval Contingency Engineering Operations* provides doctrinal guidance on Contingency Engineering Operations and additional details on NAVFAC's GCCC and GCSC contracts. NTTP 4-04.3 is available at: <https://ndls.nwdc.navy.mil>.

(3) *Defense Contingency Contracting Handbook* (reference (f)), provides essential information, tools, and training for DoD Contingency Contracting Officers to meet the challenges they may face, regardless of the mission or environment. An online version of the handbook can be found at the Defense Procurement and Acquisition Policy Web site: <http://www.acq.osd.mil/dpap/ccap/cc/jcchb/index.html>.

(4) Marine Corps Reference Publication (MCRP) 4-11E, *Contingency Contracting*, contains doctrine for USMC commanders and their staff members to plan for and obtain contracting support when deployed and applies to all Marine Corps units across the full range of military operations. It identifies the organizations/participants that provide contracting support when deployed, the organizations necessary for its responsive and effective use, and the procedures to obtain supplies and services through contracting support. MCRP 4-11E may be

downloaded via the USMC Doctrine Website at:  
<https://www.doctrine.usmc.mil>.

(5) *Joint Publication (JP) 4-10, Operational Contract Support* (reference (g)), provides doctrinal guidance on Operational Contract Support (OCS) integration and contractor management in joint operations. It includes key information on OCS terminology, principles & processes, roles & responsibilities, planning and execution. JP 4-10 can be accessed at: [http://www.dtic.mil/doctrine/new\\_pubs/jp4\\_10.pdf](http://www.dtic.mil/doctrine/new_pubs/jp4_10.pdf).

(6) COMDTINST M4200.13H, *Coast Guard Simplified Acquisition Procedures Manual* (reference (g)), establishes Coast Guard policies, procedures, and guidance for the acquisition of supplies, services, and construction within the simplified acquisition threshold. COMDTINST M4200.13H can be accessed at: [http://www.uscg.mil/directives/cim/4000-4999/CIM\\_4200\\_13H.pdf](http://www.uscg.mil/directives/cim/4000-4999/CIM_4200_13H.pdf).

(7) APPENDICES 1 through 5 to this ANNEX provide highlights and key points of contact for Navy, Marine Corps and Coast Guard contracting capabilities.

c. NAVSUP/NAVSUP GLS Points of Contact

(1) NAVSUP/N7

- (a) Mailing Address:  
Contracting Management Directorate  
Naval Supply Systems Command  
5450 Carlisle Pike  
P.O. Box 2050  
Mechanicsburg, PA 17055-0791
- (b) <https://www.navsup.navy.mil/navsup/ourteam/navsup>
- (c) Commercial: 717-605-3715 / DSN: 430-3715
- (d) PLA: COMNAVSUPSYSCOM MECHANICSBURG PA//N7//

(2) NAVSUP GLS LCE

- (a) Mailing Address:  
Commander, NAVSUP Global Logistics Support  
(Attn: Lead Contracting Executive, Code 20)  
937 N. Harbor Drive  
San Diego, CA 92132-0001

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- (b) <https://www.navsup.navy.mil/navsup/ourteam/navsupgls>
  - (c) Commercial: 619-532-3434
  - (d) DSN: 522-3434
  - (e) PLA: NAVSUP GLOBAL LOG SPT SAN DIEGO CA//LCE//
- (3) NAVSUP Global Distance Support Center - Logistics
- (a) Commercial (Toll Free): 877-418-6824
  - (b) DSN: 510-428-6824
  - (c) Email: GDSC@navy.mil
  - (d) PLA: NAVSUP FLT LOG CTR SAN DIEGO CA//GDSC// or  
NAVSUP FLT LOG CTR NORFOLK VA//GDSC//
- (4) NAVSUP FLC San Diego, CA (FLCSD)
- (a) Mailing Address:  
NAVSUP Fleet Logistics Center San Diego  
Attn: Code 200  
3985 Cummings Road  
San Diego, CA 92136-4000
  - (b) <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcsd>
  - (c) Logistics Support Center:  
619-556-0401 / DSN: 526-0401 / FAX: 619-556-0437  
Email: LSC.NAVSUPFLCSD@NAVY.MIL  
Contracting: 619-532-3435 / DSN: 526-3435
  - (d) PLA: NAVSUP FLT LOG CTR SAN DIEGO CA//200//
- (5) NAVSUP FLC Norfolk, VA (FLCN)
- (a) Mailing Address:  
Fleet Logistics Center Norfolk  
Attn: Code 200  
1968 Gilbert Street, Suite 600  
Norfolk, VA 23511-3392
  - (b) <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcn>
  - (c) Logistics Support Center:

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757-443-1861 / DSN: 646-1861 / FAX: 757-443-1175  
Email via GDSC: GDSC@navy.mil  
Contracting Department: 757-443-1601  
DSN: 646-1601 / FAX: 757-443-1605

(d) PLA: NAVSUP FLT LOG CTR NORFOLK VA

(6) NAVSUP FLC Jacksonville, FL (FLCJ)

(a) Mailing Address:  
Fleet Logistics Center (Attn: Code 200)  
P.O Box 97  
NAS Jacksonville, FL 32212-0097

(b) <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcj>

(c) Logistics Support Center:  
904-270-5699 X110/DSN: 860-5699/FAX: 904-270-6935  
Email: NAVSUPFLCJAX\_LSC@NAVY.MIL  
Contracting Department: 904-542-1064  
DSN: 942-1064 / FAX: 904-542-1095

(d) PLA: NAVSUP FLT LOG CTR JACKSONVILLE FL

(7) NAVSUP FLC Puget Sound, WA (FLCPS)

(a) Mailing Address:  
NAVSUP Fleet Logistics Center Puget Sound  
Attn: Code 200  
467 W Street  
Bremerton, WA 98314-5100

(b) <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcps>

(c) Logistics Support Center:  
360-476-5862 / DSN: 439-5862  
Email: LSC.NAVSUPFLCPS.FCT@navy.mil  
Regional Contracting Dept:  
360-476-2801 / DSN: 439-2801

(d) PLA: NAVSUP FLT LOG CTR PUGET SOUND WA

(8) NAVSUP FLC Pearl Harbor, HI (FLCPH)

(a) Mailing Address:  
NAVSUP Fleet Logistics Center Pearl Harbor  
ATTN: Code 200

1942 Gaffney Street Suite 100  
JBPHH, HI 96860-4549

(b) <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcph>

(c) Logistics Support Center:  
808-473-7576 / DSN: 315-473-7576  
Email: [LSC.NAVSUPFLCPH.FCT@navy.mil](mailto:LSC.NAVSUPFLCPH.FCT@navy.mil)  
Contracting: 808-473-7551/7566/7585  
DSN: 315-473-7551/7566/7585

(d) PLA: NAVSUP FLT LOG CTR PEARL HARBOR HI

(9) NAVSUP FLC Yokosuka, Japan (FLCY)

(a) U.S. Mailing Address:  
NAVSUP Fleet Logistics Center Yokosuka  
Attn: Code 200  
PSC 473 Box 11  
FPO AP 96349-0001

Japan Mailing Address:  
NAVSUP Fleet Logistics Center Yokosuka  
Building F-157  
Yokosuka Naval Base  
Honcho 1-Chome, Yokosuka-Shi  
Kanagawa-Ken, Japan 238-0041

(b) <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcy>

(c) Logistics Support Center:  
81-46-816-7030 / DSN: 315-243-7030  
Email: M-YO-YKMAIL-LSC-DL-GS@fe.navy.mil  
Contracting:  
81-46-816-7733 / DSN: 315-243-7733

(d) PLA: NAVSUP FLT LOG CTR YOKOSUKA JA

(10) NAVSUP FLC Sigonella, Italy (FLCSI)

(a) Mailing Address:  
NAVSUP FLC Sigonella  
PSC 812 Box 3560  
FPO AE 09627

(b) <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcsi>

(c) LSC/Customer Service:  
011-39-095-86-5717 / DSN: 314-624-5717  
E-mail: [lsc.sigonella@eu.navy.mil](mailto:lsc.sigonella@eu.navy.mil)

(d) PLA: NAVSUP FLT LOG CTR SIGONELLA IT

d. MCFCS Points of Contact

(1) Headquarters, U.S. Marine Corps, Code: LB

(a) Mailing Address:  
Contracts Division (LB)  
Headquarters, U.S. Marine Corps  
701 S. Courthouse Road Suite 2000  
Arlington, VA 22204

(b) <https://cmpg.hqi.usmc.mil/>

(c) Contracts Division: 703-604-35800039/0081/0068  
DSN: 664-XXXX / FAX: 703-604-6675 / 703-604-6669  
Contingency Contracting x0086

(d) PLA: CMC WASHINGTON DC//LB//

(2) I Marine Expeditionary Force, Camp Pendleton, CA

(a) Mailing Address:  
I MEF G-4/Contracting  
BLDG 210721, FLOOR 2  
Camp Pendleton, CA 92055

(b) Contracting: 760-763-2719 / DSN: 361-2719

(c) PLA: CG I MEF//G-4//

(3) II Marine Expeditionary Force, Camp Lejeune, NC

(a) Mailing Address:  
II Marine Expeditionary Force  
(Attn: Contracting Branch, G-4  
PSC Box 20080  
Camp Lejeune, NC 28542-0080

(b) Contracting: 910-451-8985 / DSN: 751-8985

(c) PLA: CG II MEF//G-4//

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## (4) III Marine Expeditionary Force, Camp Butler, JA

## (a) Mailing Address:

III MEF Headquarters Group  
Contingency Contracting Office  
FMF PAC, UNIT 38404  
FPO AP 96604-8404

-or-

CE III MEF (G4/OPS)  
FMFPAC UNIT 35605  
FPO AP 96606-5605

(b) Contracting Office: DSN (315) 645-8389  
Commercial (CONUS) 011-81-611-745-8389  
Commercial (Japan) 098-911-5111 x645-8389

(c) PLA: CG III MEF

## e. NAVFAC Points of Contact

## (1) Naval Facilities Engineering Command

## (a) Mailing Address:

Naval Facilities Engineering Command  
Attn: Contingency Engineering Group  
1322 Patterson Ave SE, Suite 1000  
Washington, DC 20374-5065

(b) <https://portal.navfac.navy.mil>

(c) Product Line Leader: 202-685-9217  
DSN: 325-9218 / FAX: 202-685-1593

(d) PLA: NAVFAC WASHINGTON DC

## (2) Naval Facilities Engineering Command Atlantic

## (a) Mailing Address:

NAVFAC Atlantic  
Attn: Contingency Engineering BLM  
6506 Hampton Blvd  
Norfolk VA 23508-1278

(b) <https://portal.navfac.navy.mil>

(c) Business Line Manager: 757-322-8302  
DSN: 262-8302

(d) PLA: NAVFAC ATLANTIC NORFOLK VA

(3) Naval Facilities Engineering Command Pacific

(a) Mailing Address:

NAVFAC Pacific

Attn: Contingency Engineering BLM

258 Makalapa Drive, Suite 100

Pearl Harbor, Hawaii 96860-3134

(b) <https://portal.navfac.navy.mil>

(c) Primary SME: 808-474-4708,

Alternate SME: 808-474-2038

(d) PLA: NAVFAC PACIFIC PEARL HARBOR HI

5. COMMAND AND SIGNAL

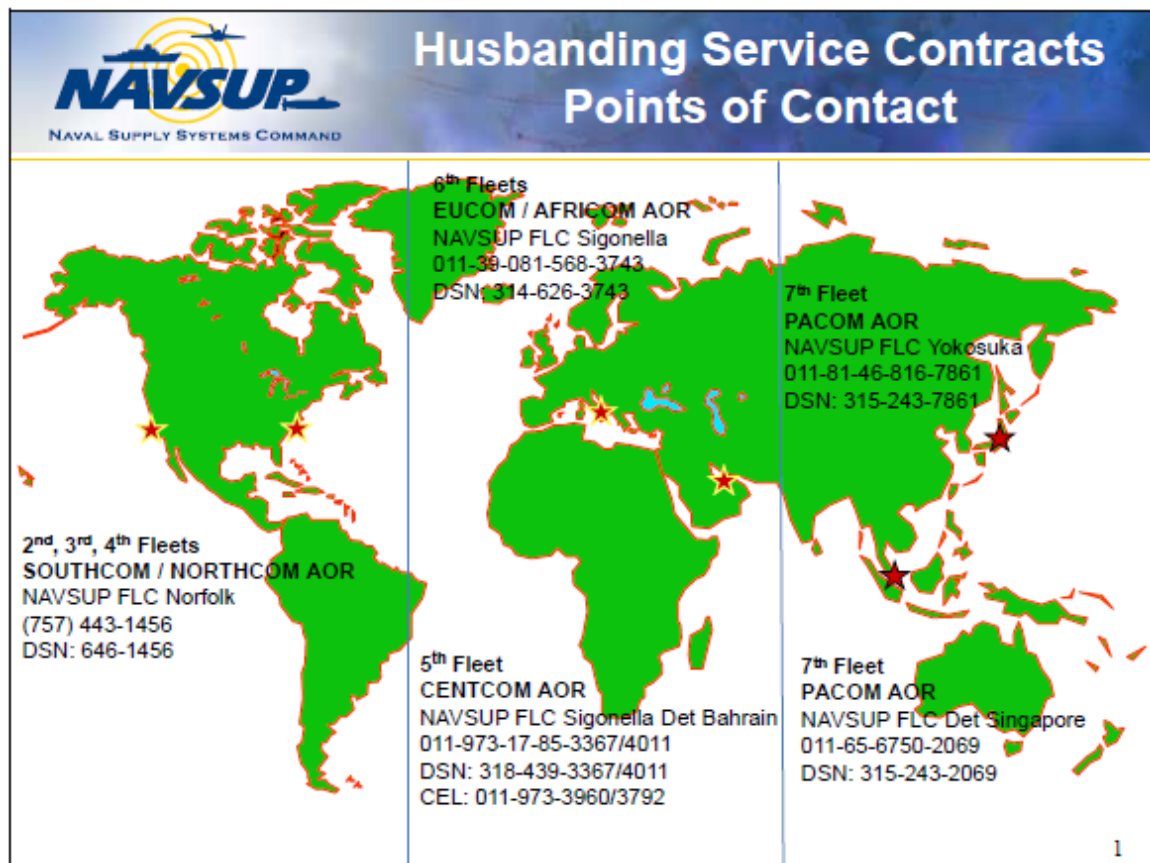
a. Command. This ANNEX is applicable to Navy, Marine Corps and Coast Guard Total Forces.

b. Signal. This ANNEX is effective on the date published.

APPENDICES:

- 1 - HUSBANDING SERVICE CONTRACTS
- 2 - NAVSUP GLS GLOBAL LOGISTICS NETWORK
- 3 - MCFCS CAPABILITIES
- 4 - NAVFAC GCCC & GCSC
- 5 - USCG CAPABILITIES
- 6 - OPERATIONAL CONTRACTING REQUEST FORM



**APPENDIX 1 TO ANNEX L TO NLI PLAYBOOK  
HUSBANDING SERVICE CONTRACTS**

Husbanding Service Contracts offer supplies/services for ship support during port visits; and may include a minor provision for OOTW which shall only be used for immediate response in support of HA/DR events. NAVSUP FLC husbanding services coordinators can be reached through Navy ships' supply officers, via the Logistics Support Centers (LSC) or the 24-hour Global Distance Support Center (GDSC). The Supply Officer, LSC, or GDSC agent will direct husbanding service contract questions to the appropriate person for response. Detailed contract information is available on the NAVSUP webpage at:

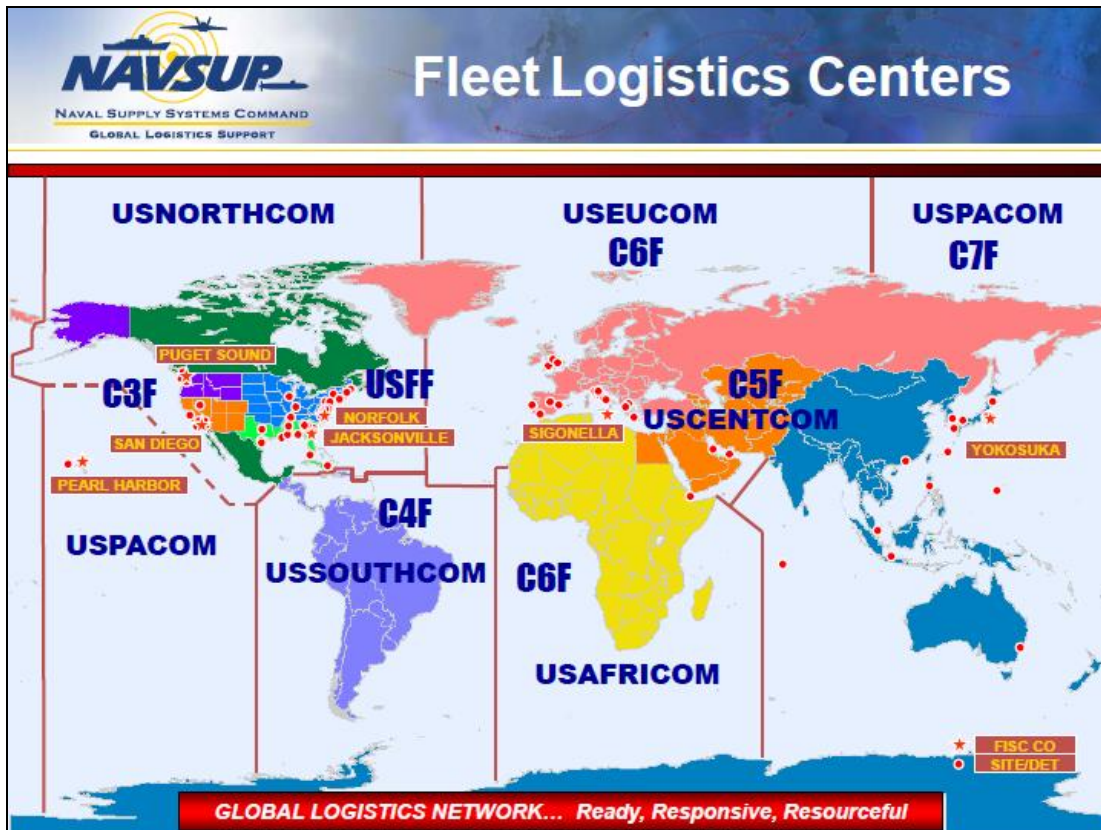
[https://www.navsup.navy.mil/navsup/ourteam/navsupgls/prod\\_serv/contracting/hus\\_contracts](https://www.navsup.navy.mil/navsup/ourteam/navsupgls/prod_serv/contracting/hus_contracts)

**NAVSUP GLS Global Distance Support Center:** 24 hour gateway to the global network of NAVSUP FLC Logistics Support Centers.

→ Commercial (Toll Free): 1-877-418-6824 / DSN: 510-428-6824

→ Email: GDSC@navy.mil

→ PLA: NAVSUP FLT LOG CTR SAN DIEGO CA//GDSC// **or**  
NAVSUP FLT LOG CTR NORFOLK VA//GDSC//

**APPENDIX 2 TO ANNEX L TO NLI PLAYBOOK**  
**NAVSUP GLS GLOBAL LOGISTICS NETWORK**

**NAVSUP FLC JACKSONVILLE:** aligned to the 4<sup>th</sup> Fleet; supports Naval forces in the SOUTHCOM and NORTHCOM (Southeast US and east coast of Mexico) AORs.

URL: <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcj>

**NAVSUP FLC NORFOLK:** aligned to CTF-20; supports Naval forces in the NORTHCOM AOR (Mid-Atlantic, Northeast, Mid-West US; and east coast of Canada).

URL: <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcn>

**NAVSUP FLC PEARL HARBOR:** aligned to the 3<sup>rd</sup> Fleet; supports Naval forces in the PACOM AOR, (Middle-Pacific - the date line east to the Continental US).

URL: <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcph>

**NAVSUP FLC PUGET SOUND:** aligned to the 3<sup>rd</sup> Fleet; supports Naval forces in the NORTHCOM and PACOM AORs (OR, WA, AK, and the west coast of Canada).

URL: <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcps>

**NAVSUP FLC SAN DIEGO:** aligned to the 3<sup>rd</sup> Fleet; supports Naval forces in the NORTHCOM and PACOM AORs (CA and the west coast of Mexico).

URL: <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcscd>

**NAVSUP FLC SIGONELLA:** aligned to the 5<sup>th</sup> and 6<sup>th</sup> Fleets; supports Naval forces throughout the CENTCOM, EUCOM, and AFRICOM AORs.

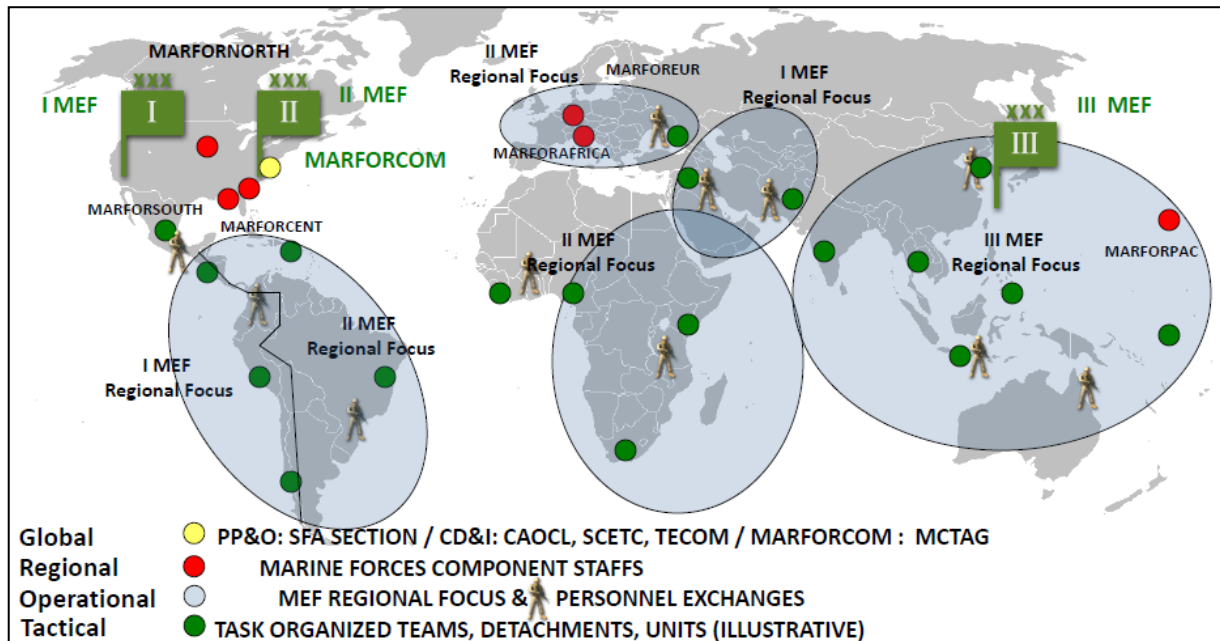
URL: <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcsi>

**NAVSUP FLC YOKOSUKA:** aligned to the 7<sup>th</sup> Fleet; supports Naval forces in the PACOM AOR (Far East, Australia, to the Indian Ocean)

URL: <https://www.navsup.navy.mil/navsup/ourteam/navsupgls/navsupflcy>

**APPENDIX 3 TO ANNEX L TO NLI PLAYBOOK**  
**MARINE CORPS FIELD CONTRACTING SYSTEM (MCFCS) CAPABILITIES**

**MCFCS:** Provides direct contracting support to Marine Corps operating forces engaged in the full spectrum of armed conflict and operations other than war, domestic and overseas. For deployable and deployed units, the MCFCS is comprised of regionally assigned expeditionary contracting offices at three geographically-based camps throughout the Marine Corps:



**USMC Points of Contact:**

→ HQMC (Code LB): 703-604-35800039/0081/0068, DSN: 664-XXXX,  
FAX: 703-604-6675 / 703-604-6669, Contingency Contracting x0086

→ I MEF, Camp Pendleton, CA: 760-763-2719 / DSN: 361-2719

→ II MEF, Camp Lejeune, NC: 910-451-8985 / DSN: 751-8985

→ III MEF, Okinawa, JA: DSN (315) 645-8389,  
Commercial (CONUS) 011-81-611-745-8389  
Commercial (Japan) 098-911-5111 x645-8389

**Contract Management Process Guide (CMPG):** Web-enabled guide containing process and regulatory guidance, templates and samples, and hyperlinks to additional information such as contingency contracting locations and services worldwide.

→ URL: <https://cmpg.hqi.usmc.mil/>

**APPENDIX 4 TO ANNEX L TO NLI PLAYBOOK**  
**NAVFAC GCCC & GCSC**

**GLOBAL CONTINGENCY CONSTRUCTION MULTIPLE AWARD CONTRACT (GCC MAC):** A NAVFAC Atlantic administered contract that provides worldwide rapid civilian construction, planning, engineering, design, and construction material logistics with incidental facilities support services for:

- Disaster recovery
- Military conflict
- Operations Other Than War
- Humanitarian Assistance
- Projects with similar characteristics

**GLOBAL CONTINGENCY SERVICES MULTI AWARD CONTRACT (GCS MAC):** A NAVFAC Pacific administered contract to provide short term facilities support services with incidental construction in response to:

- Natural Disasters
- Humanitarian efforts
- Contingencies
- Non-performance of incumbent contractor

All functions within the Installation Management Accounting Project (IMAP) Core Business Model are included within the contract.

**NAVFAC Points of Contact:**

- NAVFAC HQ, Washington, DC: 202-685-9217/DSN 325-9217
- NAVFAC Atlantic, Norfolk VA: 757-322-8302/DSN 262-8302
- NAVFAC Pacific, Hawaii: 808-472-1162



**APPENDIX 5 TO ANNEX L TO NLI PLAYBOOK**  
**USCG CAPABILITIES**

COMDTINST M4200.13H, *Coast Guard Simplified Acquisition Procedures Manual* (reference (g)), establishes Coast Guard policies, procedures, and guidance for the acquisition of supplies, services, and construction within the simplified acquisition threshold. All Coast Guard unit commanders, commanding officers, officers-in-charge, and chiefs of headquarters staff elements shall comply with the provisions of this manual. COMDTINST M4200.13H can be accessed at: [http://www.uscg.mil/directives/docs/CIM\\_4200\\_13H.pdf](http://www.uscg.mil/directives/docs/CIM_4200_13H.pdf).

***USCG Points of Contact:***

Chief of Contracting Office Aviation Logistics Center (ALC):  
(252) 335-6437, (252) 384-7181

Chief of Contracting Office Command, Control, Communications,  
Computer, and Information Technology (C4IT): (703) 313-5515

Service Center Headquarters (CG-912): (202) 475-3239/3204

Chief of Contracting Office Shore Infrastructure Logistics  
Center for Construction (SILC-Construction): (757) 628-4164,  
(206) 220-7420

Chief of Contracting Office Shore Infrastructure Logistics  
Center for Base Support (SILC-BS): (757) 628-4105, (510) 437-  
3732

Chief of Contracting Office Surface Forces Logistics Center  
(SFLC) : (410) 762-6659/6609



APPENDIX 6 TO ANNEX L TO NLI PLAYBOOK  
OPERATIONAL CONTRACTING REQUEST FORM

## Operational Contracting Request Form



*To be used for requesting deployable  
Contracting Officers / Contingency Contracting Officers*

1) Date of Request:

---

2) POC name and contact information:

Name:

---

Email:

---

Phone:

---

3) Command(s) to be supported:

---

4) Mission/Exercise to be supported:

---

5) Number of personnel to be supported (size of unit or group supported by contracting for this requirement):

---

6) Location of assignment (country, U.S. or foreign base, facilities available):

---

7) Are there any foreign language requirements?

---

8) Primary communications to be used/to be available (land lines, cell phones, satellite communications, internet availability):

---

9) Dates of proposed support:

---

10) Usual method of obtaining required goods and services (supply chain, existing contracts, new contracts, purchase card, cash, etc):

---

11) Dollar value of requirements (weekly, monthly):

---

12) Highest dollar value expected of any requirement (total for duration, if known/expected):

---

13) Types of material/services requiring support (construction, leasing, services, supplies, vehicles, etc; provide information as available):

---

14) Preferred method and size/number of support (operational support contract, ordering officer, contracting officer, reach back support, purchase card):

---

15) Will there be funding available for TDY of personnel (Do you have a line of accounting to provide for support? How much funding is available?)?

---

16) How has this mission been supported in the past (e.g., new requirement, concurrent exercise supported by deployable planning and warranted KOs)?

---

17) Has the COCOM validated as Navy Request for Forces (and/or has the Navy Service Component validated the requirement)?

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## Contracting Support Plan

*(To be filled out by NAVFAC/NAVSUP office and forwarded to  
NAVSUP Headquarters, N72E5 and NAVFAC Atlantic/Pacific)*

Date Received: \_\_\_\_\_

Type of Support:

Purchase Card

Reach-Back support

Contracting Office(s) to support:

\_\_\_\_\_

Point(s) of Contact:

Name:

\_\_\_\_\_

Email:

\_\_\_\_\_

Phone:

Deployable Contracting Officer

Person(s) Assigned:

Name:

\_\_\_\_\_

Email:

\_\_\_\_\_

Phone:

Other Support Identified:

Date requirement POC notified:



**ANNEX M TO NLI PLAYBOOK****OPPORTUNE LIFT (OPLIFT) / LIFTS OF OPPORTUNITY (LOOP)**

**Administrative Note** - *This initiative supports the following goals/objectives within the NLI Strategic Plan:*

**Goal 1:** *Integrate policy, doctrine, business processes, technologies, and systems to optimize logistics performance in support of future operations.*

**Objective 1.3:** *Exploit current and future inventory positioning and distribution capabilities by leveraging best of breed Naval Service capabilities and practices while maintaining partnerships with the Defense Logistics Agency, U.S. Transportation Command and other Services.*

**Goal 3:** *Exploit opportunities to reduce operating costs.*

**REFERENCES**

- (a) CINCLANTFLTINST 4600.2B, Opportune Lift, 14 April 2000
- (b) COMNAVSURFPACINST 4600.2F, Policy for Utilization of Opportune Lift, 20 November 2003
- (c) MOA between USFF (N413) and NAVSUP Logistics Operations Center dated 23 June 2010
- (d) OPNAVINST 4631.2D, Management of Department of the Navy (DON) Airlift Assets, 5 December 1997

**1. SITUATION**

a. This ANNEX enables naval expeditionary forces (supported units) to leverage space available on Navy and Coast Guard ships and other conveyances to transport items from one theater to another or intra-theater. References (a) and (b) provide current Navy policies regarding opportune lift (OPLIFT).

b. Reference (c) designates Naval Supply Systems Command (NAVSUP) Global Logistics Support (GLS) as Executive Agent for the U.S. Fleet Forces (USFF) OPLIFT Program. As such, NAVSUP GLS is positioned to help supported units optimize use of OPLIFT on USFF conveyances and coordinate with the Numbered Fleets and subordinates. NAVSUP GLS has expanded use of conventional OPLIFT capabilities and refers to its revamped program as Lifts of Opportunity (LOOP).

c. OPLIFT within the Pacific Fleet area of operations is coordinated by Commander Naval Surface Forces (COMNAVSURFOR) per procedures outlined in reference (b).

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d. The Commander, Fleet Logistics Support Wing (FLSW) operates aircraft on a worldwide basis to provide responsive, flexible, and rapid deployable air logistics support required to enhance combat operations at sea. Reference (d) provides Navy policy and administrative procedures for the management of DON airlift assets, to include procedures and information for requesting, scheduling and reporting airlift missions.

2. MISSION. Naval expeditionary forces are encouraged to leverage Navy's OPLIFT/LOOP programs and FLSW capabilities to transport material and equipment on non-conventional conveyances when available, in order to save transportation costs and maximize logistics response time.

3. EXECUTION

a. Commanders' Intent and Concept of Operations

(1) Commanders' Intent. Supported units should use the OPLIFT/LOOP programs to the maximum extent possible when conveyances are available and can meet the supported units operational requirements based on conveyance schedules, whether in garrison or deployed. Supported units should also use FLSW intra-theater air logistics capabilities during deployments, whenever such capabilities exist.

(2) Concept of Operations

(a) LOOP is a NAVSUP GLS/Fleet (USFF) initiative to revolutionize the current OPLIFT program and its associated models. The LOOP Program targets all conveyances within DoD for potential transportation solutions to maximize cargo movement for the Navy, Marine Corps and Coast Guard. The LOOP Program is not designed to replace or circumvent the Defense Transportation System (DTS). Cognizant authorities are listed in APPENDIX 1 to this ANNEX. A sample OPLIFT/LOOP request message is provided at APPENDIX 2 to this ANNEX.

(b) The Commander, FLSW provides intra-theater air logistics capabilities and air logistics support to sustain operations at sea. Procedures for leveraging FLSW capabilities are addressed in APPENDIX 3 to this ANNEX.

b. Tasks

(1) USFF is responsible for providing overall management of the Navy's OPLIFT Program in the USFF AO.

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(2) NAVSUP GLS serves as the central manager for the USFF OPLIFT and LOOP Programs.

(a) Validate all OPLIFT/LOOP requests originating in the USFF area of operations (AO).

(b) Provide technical assistance and guidance on any aspect of the OPLIFT/LOOP Program to potential customers.

(c) Coordinate with Fleet commands for OPLIFT/LOOP originating and/or terminating outside the immediate Norfolk area.

(d) Define payment process for shippers to include crane services to minimize out-of-pocket costs to the DoD.

(e) Coordinate with USFF N3 to prioritize any competing OPLIFT/LOOP requirements as needed.

(f) Support Type Commanders on all OPLIFT/LOOP requirements.

(g) Execute USFF OPLIFT policy.

(h) Use NAVSUP GLS LOOP processes to evaluate all available schedules (air, land, sea) for Navy, Marine Corps and Coast Guard organic/non-organic conveyances to nominate appropriate shipments for OPLIFT on appropriate conveyances.

(3) USPACFLT has delegated responsibility of OPLIFT to COMNAVSURFOR per reference (b).

(4) COMNAVSURFOR is responsible for coordinating OPLIFT originating on the West Coast destined for MIDPAC/WESTPAC. Direct liaison has been authorized to COMNAVSURFOR to provide OPLIFT on a not-to-interfere-with-operations basis within the Pacific Theater.

(5) Supported units desiring shipment of DoD material by OPLIFT/LOOP.

(a) Based on location, request support by message, letter, or e-mail to the authority having cognizance over the area of operations. Cognizant authorities are listed in APPENDIX 1 to this ANNEX. A sample OPLIFT/LOOP request message is provided at APPENDIX 2 to this ANNEX.

(b) Ensure bulk cargo is packaged for sea transportation per current directives.

(c) If naval aircraft are being shipped, ensure airframes are preserved and ship riders are provided, if requested by the ship. Nominations for naval aircraft originating in CONUS will be accepted from the appropriate wing commander. Naval aircraft originating/arriving in Hawaii will be coordinated with MCAS Kaneohe Bay HI. The WESTPAC coordinator is COMFAIRWESTPAC, Atsugi, Japan.

(d) Ensure all cargo is appropriately marked per governing instructions, and sufficient copies of packing lists are provided to the ship. Special shipping equipment (i.e., red gear, special lifting slings or cradles) must be provided by the shipper.

(e) Ensure all organic lifting shackles are in place prior to embarkation to allow for tie down. For example, assault amphibian vehicles would be embarked with four devices (1-1/8 inch screw-pin anchor shackles) attached to each towing eye to receive lashing cable eyes.

#### c. Coordinating Instructions

(1) APPENDIX 1 to this ANNEX lists the stakeholders and the general responsibilities regarding OPLIFT/LOOP.

(2) APPENDIX 2 to this ANNEX provides a sample OPLIFT/LOOP request message.

(3) APPENDIX 3 to this ANNEX provides procedures for coordinating FLSW support.

#### 4. ADMINISTRATION AND LOGISTICS

a. This ANNEX will be reviewed and updated annually. All change proposals will be submitted through the NLI governance. Points of contact updates will be promulgated through the NLI community on a periodic basis.

##### b. Points of Contact

###### (1) Service Champions:

(a) Navy: Mr. Greg Butler, NAVSUP GLS Transportation Code N48, [greg.butler@navy.mil](mailto:greg.butler@navy.mil), (757)443-5262 or DSN: 646-5262.

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(b) Marine Corps: LtCol Steve Dotson, HQMC Strategic Mobility Division (LPO-3), [steven.dotson@usmc.mil](mailto:steven.dotson@usmc.mil), (571) 256-2769 or DSN: 260-2769.

(c) Coast Guard: Mr. Steve Brown, USCG Deployable Operations Group (DG-44) Strategic Mobility Manager, [stephen.w.brown@uscg.mil](mailto:stephen.w.brown@uscg.mil), (202) 493-6807.

(2) NAVSUP Global Logistics Support - Transportation

(a) Mailing Address:

NAVSUP GLS Transportation (Code N48.5)  
Fleet Movement & Systems Support  
1837 Morris St, STE 600  
Norfolk, VA 23511-3492

(b) Commercial: (757) 443-5250 / DSN: 312-646-5250

(c) PLA: NAVSUP GLOBAL LOG SPT SAN DIEGO CA//N48//

(3) Commander Naval Surface Force, U.S. Pacific Fleet

(a) Mailing Address:

CNSF, U.S. Pacific Fleet (N41)  
Attn: Opportune Lift Program Manager  
2841 Rendova Rd  
San Diego CA 92155

(b) Commercial: (619) 437-2991 / DSN: 577-2991

(c) PLA: COMNAVSURFOR SAN DIEGO CA//N41//

(4) Fleet Logistics Support Wing. See APPENDIX 3 to this ANNEX.

5. COMMAND AND SIGNAL

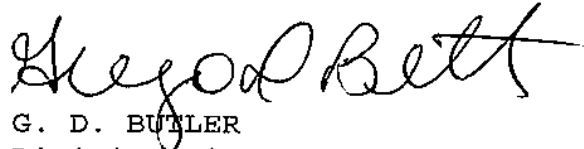
a. Command. This ANNEX is applicable to the Navy, Marine Corps and Coast Guard total forces.

b. Signal. This ANNEX is effective on the date published.

APPENDICES:

- 1 - STAKEHOLDERS FOR THE NAVAL OPPORTUNE LIFT PROGRAM
- 2 - SAMPLE OPPORTUNE LIFT REQUEST MESSAGE
- 3 - FLEET LOGISTICS SUPPORT WING (FLSW)
- 4 - USMC OPERATIONAL SUPPORT AIRLIFT (OSA)

OFFICIAL:



G. D. BUTLER  
Division Director  
NAVSUP GLS Transportation  
Fleet Movement and Systems Support

**APPENDIX 1 TO ANNEX M TO NLI PLAYBOOK**  
**STAKEHOLDERS FOR THE NAVAL OPPORTUNE LIFT PROGRAM**

STAKEHOLDER	PROCESS
USFF/NAVSUP GLS	Responsible for OPLIFT/LOOP within the COMUSFLTFORCOM/COMSECONDFLT AOR
NAVSUP Global Logistics Support - Fleet Logistics Centers (FLC) - Logistics Support Center/Representative (LSC/LSR) <b>See also ANNEX K</b>	NAVSUP FLCs: Jacksonville, FL (LSC) Norfolk, VA (LSC) Pearl Harbor, HI (LSC) Puget Sound, WA (LSR) San Diego, CA (LSC) Sigonella, IT (LSC/R) Yokosuka, JP (LSR)
MSCLANT <b>See also APPENDIX 3 to ANNEX F</b>	Exercises operational and administrative control over Military Sealift Command ships operating in the Eastern Atlantic
MSCPAC <b>See also APPENDIX 3 to ANNEX F</b>	Exercises operational control over Military Sealift Command ships operating in the Eastern Pacific
COMPACFLT	Overall PACFLT opportune lift coordinator
COMNAVSURFOR	Designated PACFLT opportune lift manager, planning agency for PACFLT opportune lift requirements from West coast to Hawaii
MIDPAC	Planning agency for PACFLT OPLIFT requirements from Hawaii to West Coast
COMSEVENTHFLT	Responsible for the Western PACFLT AOR
COMLOGWESTPAC/CTF73	Planning and executing agency for C7F
COMTHIRDFLT	Responsible for the Eastern PACFLT AOR
CTF-33	Planning and executing agency for C3F
COMFOURTHFLT	Responsible for the SOUTHCOM AOR
CTF-43	Planning and executing agency for C4F
COMFIFTHFLT	Responsible for the CENTCOM AOR
CTF-53	Planning and executing agency for C5F
COMSIXTHFLT	Responsible for the EUCOM AOR
CTF-63	Planning and executing agency for C6F
USMC	Headquarters Marine Corps
USCG	Headquarters Coast Guard and Deployable Operations Group (DG-44)

**APPENDIX 2 TO ANNEX M TO NLI PLAYBOOK**  
**SAMPLE OPPORTUNE LIFT REQUEST MESSAGE**

FM (REQUESTING COMMAND)//  
TO NAVSUP GLOBAL LOG SPT SAN DIEGO CA//N48//  
INFO COMUSFLTFORCOM NORFOLK VA//N3/N33/N333A/N41/N412/N413//  
(TBD)MSCLANT NORFOLK VA//N3/N41//  
(TBD)MSCEUR NAPLES IT//  
COMSIXTHFLT NAPLES IT//  
COMSECONDFLT NORFOLK VA//N3/N4//  
(PROPOSED PORT OF EMBARKATION)  
(PROPOSED PORT OF DEBARKATION)  
(TBD) NAVSUP FLT LOG CTR NORFOLK VA//  
(TBD) NAVSUP FLT LOG CTR SIGONELLA IT//  
DDNV NORFOLK VA//  
(CONSIGNEE, IF APPLICABLE)  
UNCLAS//N04600//  
MSGID/GENADMIN//  
SUBJ/OPPORTUNE LIFT (OPLIFT) REQUEST//  
REF/A/DOC/COMUSFLTFORCOMINST 4600.2/-/YMD:??/?//  
AMPN/REF A IS COMUSFLTFORCOM FOR OPLIFT.//  
POC//RANK OR POSITION/UNIT/LOCATION/TELEPHONE/EMAIL//  
REMARKS/1. IAW REF A, REQUEST OPLIFT OF ????? AS FOLLOWS:  
A. SEA PORT OF EMBARKATION (SPOE):  
B. DESIRED SEA PORT OF DEBARKATION (SPOD):  
C. ALTERNATE SPOD:  
D. SPOD REQUIRED DELIVERY DATE:  
E. DATE AVAILABLE FOR LIFT:  
F. ITEM DETAILS:  
(1) ITEM NAME:  
(2) QUANTITY:  
(3) SHIPPING DIMENSIONS (LXWXH) IN INCHES:  
(4) WEIGHT (LBS/SHORT TONS):  
(5) MEASUREMENT TONS:  
(6) CUBIC FEET:  
(7) SQUARE FEET:  
(8) CLASSIFIED OR SENSITIVE MATERIAL (YES OR NO):  
(8.A) CAGE CODE:  
(9) HAZARD MATERIAL (YES OR NO)  
(9.A) PROPER SHIPPING NAME:  
(9.B) UN NUMBER:  
(9.C) HAZARD CLASS:  
(9.D) PACKAGING PARAGRAPH:  
(10) TAC/LINE OF ACCOUNTING:  
G. POINT OF CONTACT AT SEA PORT OF EMBARKATION:  
(1) NAME:  
(2) ORGANIZATION:



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(3) TELEPHONE:

(4) EMAIL:

H. POINT OF CONTACT AT SEA PORT OF DEBARKATION:

(1) NAME:

(2) ORGANIZATION:

(3) TELEPHONE:

(4) EMAIL:

I. REQUESTOR POINT OF CONTACT:

(1) NAME:

(2) ORGANIZATION:

(3) TELEPHONE:

(4) EMAIL:

J. REMARKS. PROVIDE ANY ADDITIONAL INFORMATION THAT IS DEEMED  
NECESSARY TO SUPPORT YOUR OPLIFT REQUEST.//

BT

#0001

NNNN

Note 1: 1 short ton = 2000 lbs.

Note 2: 1 measurement ton = 40 cubic feet

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**APPENDIX 3 TO ANNEX M TO NLI PLAYBOOK**  
**FLEET LOGISTICS SUPPORT WING (FLSW)**

**Mission.** The Fleet Logistics Support Wing is established to operate Navy Unique Fleet Essential Airlift (NUFEA) aircraft to provide responsive, flexible, and rapid deployable air logistics support required to sustain combat operations worldwide. During peacetime, squadrons provide air logistics support for all Navy commands as well as provide continuous quality training for mobilization readiness.

**Operations:**

- Responsive and Flexible Support
- Cost Effective
- Continuous Forward Presence
- Rapidly Deployable
- Funded with Navy Flight Hour Program

**NUFEA Fleet Composition & Capability:**

- C-40A, Boeing 737-700C (12)
  - 3 Cargo Configurations
    - Passenger: 121 Passengers
    - Cargo: 36,000lbs (8 Pallets)
    - Combination: 15,000 (3 Pallets)/69 Passengers
- C-20G, Gulfstream IV (4)
  - 5 Configurations with 5,500lbs load capacity
    - "A" All Passenger: 26 Passengers
    - "K" 20 Passengers / 1 Pallet
    - "B" 14 Passengers / 2 Pallets
    - "C" 08 Passengers / 2 Pallets
    - "D" 02 Passengers / 3 Pallets
- C-9B (4)
  - 4 Configurations with 5,500lbs load capacity
    - "D" All Passenger: 90 Passengers
    - "C" 65 Passengers / 2 Pallets
    - "G" 45 Passengers / 3 Pallets
    - "H" 07 Passengers / 7 Pallets
    - "Q" 25 Passengers / 6 Pallets
- C-130T (19)
  - Designed for Out-Sized Cargo with 40,000lbs load capacity
    - Cargo: 6 Pallets
    - Passengers 80 (based of lift rafts)

**Global Logistics Support and Scheduling:**

- CONUS Scheduling
  - Navy Air Logistics Office (NALO) Operations Department  
COMM: (504) 678-1185 / DSN: 312-678-1185  
Web: [HTTP://WWW.NALO.NAVY.MIL/](http://WWW.NALO.NAVY.MIL/)  
PLA: NAVAIRLOGOFF NEW ORLEANS LA//OPS//
  - Submitting a Lift Request to NALO:  
EMAIL: [NWOR NALO OPS@NAVY.MIL](mailto:NWOR_NALO_OPS@NAVY.MIL) (non-NMCI) or  
[M NWOR NALO OPS@NAVY.MIL](mailto:M_NWOR_NALO_OPS@NAVY.MIL) (NMCI)  
Message: NAVAIRLOGOFF NEW ORLEANS (UC)

**Include following information in text of lift request**

- (1) Command UIC
  - (2) Departure and Arrival airfield ICAO's with a +/- 2 hour time window for Departure and Arrival.
  - (3) Number of PAX and/or weight of cargo.
  - (4) If transporting cargo, size and dimensions of cargo as well as description. If HAZMAT is to be flown, we will need a list of all HAZMAT with accompanying UN codes and classifications.
  - (5) Requestor, Departure, and Arrival contacts with valid recall numbers and 24 hour contact numbers. NOTE: Arrival and Departure contact cannot be the same person and Arrival contact cannot be the lead passenger. These contacts will be the only personnel authorized to make changes to your NALO request.
  - (6) PUJC (can be found in OPNAVINST 4631.2D (used to identify level of scheduling priority)
  - (7) Lead Passenger Name. Must supply 1 lead passenger for every 90 passengers requested.
  - (8) Authorizing official. This is normally the Senior Ranking Officer (CO, XO, OIC)
  - (9) Remarks section. We will need to know your purpose of travel, what it would cost your command to fly commercial air, and why commercial air in the 24 hour period you are requesting to fly during is unacceptable.
- Joint Operational Support Airlift Center (JOSAC)  
(Schedules C-9 and C-12 INCONUS missions only)  
COMM: 1-800-256-7609 / DSN: 312-770-6195  
PLA: CDR USTRANSCOM//JJJ///  
[http://www.transcom.mil/josac\\_public/](http://www.transcom.mil/josac_public/)

- OCONUS Scheduling:
  - NAVEUR/NAVAF (CTF-63 Air Log Ops), NAPLES, ITALY  
COMM: +39-081-568-5196 (add 011 when dialing from US)  
DSN: 314-626-3150  
PLA: CTF 63  
EMAIL: [M-NA-CTF-63AIRLOGOPS-GD@EU.NAVY.MIL](mailto:M-NA-CTF-63AIRLOGOPS-GD@EU.NAVY.MIL)  
CTF-63 URL: <http://www.msc.navy.mil/msceuraf/>
  - NAVCENT (CTF-53), MANAMA, BAHRAIN  
COMM: +973-1785-4637 (add 011 when dialing from US)  
DSN: 318-439-4637  
PLA: CTF 53  
EMAIL: [M-BA-CTF53-AIRROUTER@ME.NAVY.MIL](mailto:M-BA-CTF53-AIRROUTER@ME.NAVY.MIL)  
CTF-53 URL: <http://www.cusnc.navy.mil/ctf53/>
  - COMMANDER, FLEET AIR FORWARD (CFAF), ATSUGI, JAPAN  
COMM: +81-467-63-3535 (add 011 when dialing from US)  
COMM: +81-90-9306-7749 DUTY CELL  
DSN: 315-264-3535 (CFAF OPS)  
DSN: 315-264-3174 (CFAF QUARTERDECK)  
PLA: COMFAIRFWD ATSUGI JA  
PLA: COMFAIRFWD AIRLOGS ATSUGI JA  
EMAIL: [CFAF.AIRLOGISTICS.FCT@FE.NAVY.MIL](mailto:CFAF.AIRLOGISTICS.FCT@FE.NAVY.MIL)  
CTF-72 URL: <http://www.cprf7f5f.navy.mil/>

For additional information, visit the FLSW homepage at:  
<http://www.cflsw.navy.mil/>.

**APPENDIX 3 TO ANNEX M TO NLI PLAYBOOK**  
**USMC OPERATIONAL SUPPORT AIRLIFT (OSA)****References:**

- (a) [OMB Circular A-126](#), Improving the Management and Use of Government Aircraft
- (b) [DoDD 4500.56](#), DoD Policy on the Use of Government Aircraft and Air Travel
- (c) [DoDI 4500.43](#), Operational Support Airlift
- (d) [MCO 4631.10](#), Operational Support Airlift Management
- (e) [MCWP 3-27](#), Operational Support Airlift

**Background.** Reference (a) prescribes policies to be followed by Executive Agencies in acquiring, managing, using, accounting for the costs of, and disposing of aircraft. Reference (b) establishes policies for the transportation of DoD passengers and cargo and the use of government aircraft. Reference (c) establishes policy, assigns responsibilities, and provides procedures for the use of OSA aircraft. References (d) and (e) provide Marine Corps policy and doctrine for OSA.

**Mission.** Provide movements of high-priority passengers and cargo with time, place or mission sensitive requirements. OSA missions are a special classification of airlift mission support to provide for the timely movement of limited numbers of priority personnel or cargo.

**OSA Aircraft.** OSA aircraft are those fixed-wing aircraft acquired and/or retained exclusively for OSA missions, as well as any other DoD-owned or controlled aircraft, fixed or rotary wing, used primarily for OSA missions.

USMC-owned commercial variant aircraft include:

- [C-9B](#) (2)
  - 90 passengers or 20,000 lbs of cargo
- [C-20G, Gulfstream IV](#) (1)
  - 26 passengers or 6,000 lbs of cargo
- [UC-12W, King Air](#) (6)
  - 9 passengers or 2,500 lbs of cargo
- [UC-12F/M, King Air](#) (6)
  - 8 passengers or 1,500 lbs of cargo
- [UC-35C/D, Cessna Citation](#) (12)
  - 8 passengers or 1,500 lbs of cargo

**Current Laydown:**

- Andrews AFB MD: 3x UC-35D
- MCAS Cherry Point, NC: 2x C-9B, 2x UC-35D
- MCAS New River, NC: 2x UC-12F
- MCAS Beaufort, SC: 2x UC-12M
- NAS Belle Chasse, LA: 2x UC-35C, 2x UC-12W
- MCAS Yuma, AZ: 2x UC-12F
- MCAS Miramar, CA: 2x UC-35D, 1x UC-12W
- MCAS Kaneohe Bay, HI: 1x C-20G
- MCAS Iwakuni, JA: 2x UC-12W
- MCAS Futenma, Okinawa, JA: 3x UC-35D, 1x UC-12W

**Scheduling:**

- CONUS
  - The HQMC Air Support Coordination Office (ASCO) is responsible for managing, validating, scheduling and coordinating all requests for military air lift and aviation support, on behalf of the Deputy Commandant for Aviation, and USMC dedicated support missions.
    - COMM: 703-697-2401 / DSN: 227-2401
    - After Hours Cell Phone: 571-289-9286
    - Email: [OMB.ASCO@usmc.mil](mailto:OMB.ASCO@usmc.mil)
    - URL: <http://www.marines.mil/unit/aviation/Pages/ASCO>
  - The Joint Operational Support Airlift Center (JOSAC) is the single manager for scheduling all DoD CONUS OSA requirements except USMC Dedicated Support Missions.
    - COMM: 1-800-256-7609 / DSN: 312-770-6195
    - PLA: CDR USTRANSCOM//JJJ///
    - URL: [http://www.transcom.mil/josac\\_public/](http://www.transcom.mil/josac_public/)
- OCONUS
  - MCAS Kaneohe Bay, HI
    - C-20 Operations
    - COMM: 1-808-257-2694 / DSN: 457-2694
    - Navy Air Logistics Office New Orleans (NALO)
    - COMM: 504-678-5831 / DSN: 678-5831
  - MCAS Iwakuni, JA
    - UC-12 Operations
    - COMM from U.S.: 011-81-827-79-5056
    - COMM from Japan: 0827-79-5056

- DSN: 253-5056
- E-mail: SMB\_Iwakuni\_VMR\_DET@usmc.mil
- MCAS Futenma, Okinawa, JA
  - Air Freight/Passenger Terminal
  - DSN: 636-3141/3039

**Marine Corps OSA Program Points of Contact:**

- Maj Richard Roberts, USMC KC-130/OSA Requirements (APW-61), [richard.c.roberts1@usmc.mil](mailto:richard.c.roberts1@usmc.mil), 703-693-8435
- Maj Keith Oki, USMC KC-130/OSA Resource Sponsor (N880E), [keith.oki@navy.mil](mailto:keith.oki@navy.mil), 703-614-2752
- Mr. Walt Murphy, USMC OSA Program Analyst (APP-58), [walter.murphy.ctr@usmc.mil](mailto:walter.murphy.ctr@usmc.mil), 703-693-8539
- Mr. Gary Griffin, USMC OSA/ASCO Program Manager (ASCO-1), [gary.griffin@usmc.mil](mailto:gary.griffin@usmc.mil), 703-693-9889

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**ANNEX N TO NLI PLAYBOOK****NAVY EXPEDITIONARY LOGISTICS SUPPORT GROUP**

**Administrative Note** - *This initiative supports the following goal/objective within the NLI Strategic Plan:*

**Goal 1:** *Integrate policy, doctrine, business processes, technologies, and systems to optimize logistics performance in support of future operations.*

**Objective 1.2:** *Integrate [or make interoperable] the Naval Service's logistics systems and technologies to achieve interdependency in the maritime domain; include capabilities for electronically requesting, processing, and tracking material over the last tactical mile.*

1. SITUATION

a. Navy Expeditionary Logistics Support Group (NAVELSG) delivers expeditionary logistics capabilities to theater Commanders with active duty and mobilization ready Navy Reserve Force Sailors and equipment as required by operations plans (OPLAN), Joint Task Force contingency operations, and in support of national military strategy. NAVELSG also provides logistics support during emergent task force missions, Operations Other Than War (OOTW), and humanitarian aid and disaster relief operations. NAVELSG consists of one Active Duty Navy Expeditionary Logistics Regiment (NELR) and Navy Cargo Handling Battalion (NCHB), three Reserve NELRs and six Reserve NCHBs.

b. The NELR is the Immediate-Superior-In-Command (ISIC) for assigned NCHBs, and provides command and control (C2) and administrative oversight for assigned units. Each NELR maintains units to provide multi-function capabilities for expeditionary logistics, cargo handling and pier and terminal operations. A Navy captain commands an NELR with a staff to provide C2 and administrative oversight over assigned NCHBs.

c. NCHBs are tasked with loading and off-loading all classes of cargo, except bulk petroleum. They are capable of worldwide deployment as a complete unit or in specialized detachments. The NCHB is organized, trained and equipped to load and off-load cargo carried in maritime pre-positioning ships and merchant or container ships in all environments, operate an associated temporary ocean cargo terminal, load and off-load PAX/Mail/Cargo carried in military controlled aircraft and operate an associated expeditionary air cargo terminal.

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Additionally, Reserve NCHBs are capable of setting-up and operating an expeditionary fuel farm.

2. MISSION. This ANNEX provides information to naval expeditionary forces regarding the organization and capabilities of the NAVELSG.

3. EXECUTION

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Naval expeditionary forces (supported units) are encouraged to leverage the logistics capabilities of NAVELSG (supporting unit). See APPENDIX 1 to this ANNEX for the NAVELSG organizational structure and unit locations.

(2) Concept of Operations

(a) The mission of NAVELSG is to deliver expeditionary logistics capabilities to geographic combatant commanders as required by operations plans and in support of the National Military Strategy. NAVELSG also provides logistics support across the range of military operations (ROMO).

(b) NAVELSG provides pier and terminal operations, surface and air cargo handling, specialized supply support and ordnance handling and management. These capabilities are critical for sustaining forces in support of major combat operations; foreign humanitarian assistance; defense support to civil authorities; and stability, security, transition and reconstruction operations.

(c) NAVELSG core capabilities are available to support Navy Expeditionary Combat Command (NECC) and other naval expeditionary forces, other Navy Commanders and/or Joint Commanders. The below listed core capabilities can be deployed together as a whole in the form of a NCHB or independently as mission tasked detachments based on operational requirements. APPENDIX 2 to this ANNEX provides company-level core capabilities.

1. Port Terminal Operations/Cargo Handling
2. Air Terminal Operation/Air Cargo Handling
3. Cargo processing to include bulk mail

4. Ordnance Reporting and Handling
5. Warehousing
6. Expeditionary Fuel Operations  
(Reserve Only)

(d) The most demanding projected operating environment for NAVELSG units is a deployment to create and/or support advanced logistics support sites, forward logistics sites, or other logistics sites within a Joint Force Commander's designated area of operations, primarily to support a Marine Air-Ground Task Force (MAGTF), or other US military forces.

(e) Employment outside the context of an approved OPLAN or OPORD will be requested via a Request for Forces (RFF) to Commander, U.S. Fleet Forces Command.

b. Tasks

(1) NAVELSG delivers expeditionary logistics capabilities to theater commanders in support of the national military strategy and provides logistics support across the ROMO.

(2) Supported units will request support for NAVELSG capabilities through their local command procedures.

c. Coordinating Instructions

(1) APPENDIX 1 to this ANNEX outlines the NAVELSG organizational structure.

(2) APPENDIX 2 to this ANNEX outlines the NAVELSG subordinate unit core capabilities.

4. ADMINISTRATION AND LOGISTICS

a. This ANNEX will be reviewed annually. All change proposals will be administered through the NLI governance. Points of contact updates will be promulgated through the NLI community on a periodic basis.

b. More detailed information concerning specific logistics capabilities of NAVELSG can be found on the NAVELSG homepage: <https://www.portal.navy.mil/comnecc/comnavelsg/default.aspx>

## c. Points of Contact

## (1) Mailing Address:

Navy Expeditionary Logistics Support Group (NAVELSG)  
593 Mayfield Street  
Williamsburg, VA 23185

## (2) Phone:

(a) Plans and Policy: (757) 256-1364 / DSN: 953-1364

(b) Quarterdeck: (757) 887-7639 / DSN 953-7639

(c) Command Duty Officer: (757) 592-0398

## (3) PLA: COMNAVELSG WILLIAMSBURG VA

5. COMMAND AND SIGNAL

a. Command. This ANNEX is applicable to the Navy and Marine Corps total forces.

b. Signal. This ANNEX is effective on the date published.

APPENDIX:

1 - NAVELSG ORGANIZATION

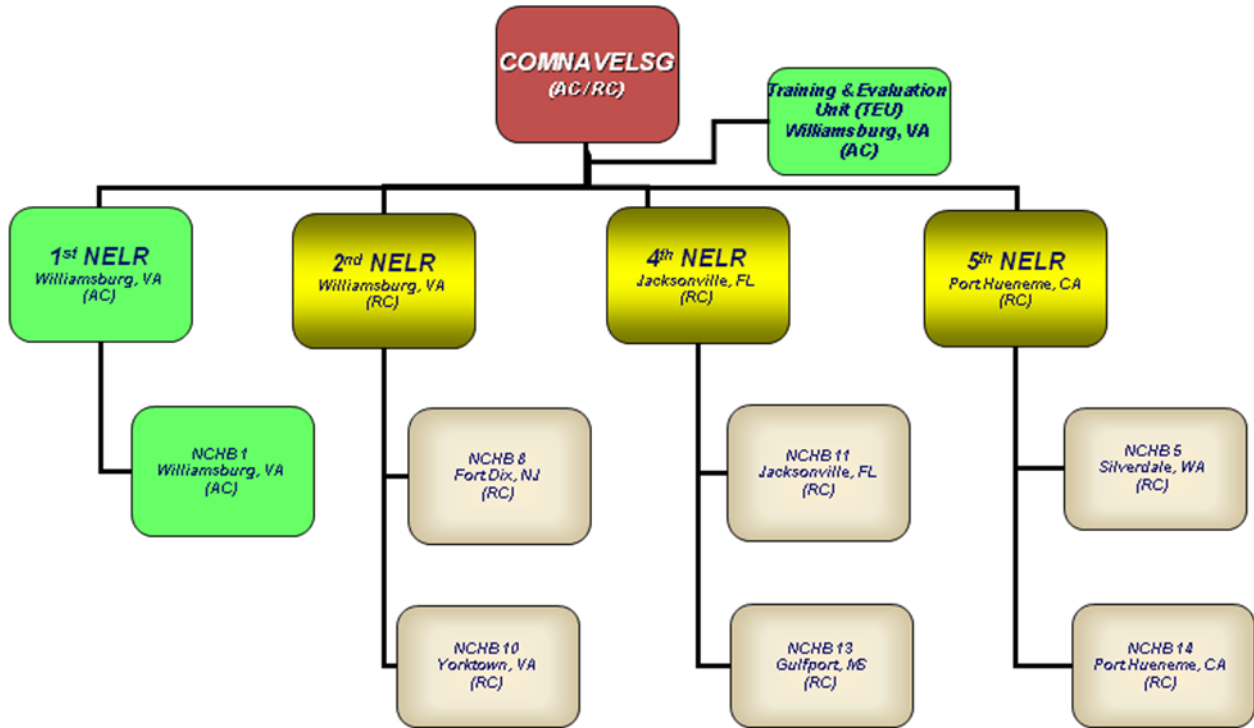
2 - NAVELSG CAPABILITIES

OFFICIAL:



M. J. SAKOWSKI  
Chief of Staff  
COMNAVELSG

**APPENDIX 1 TO ANNEX N TO NLI PLAYBOOK**  
**NAVELSG ORGANIZATION**



Total Group: 2,796 Personnel

**Figure N-1-1: NAVELSG Organization**

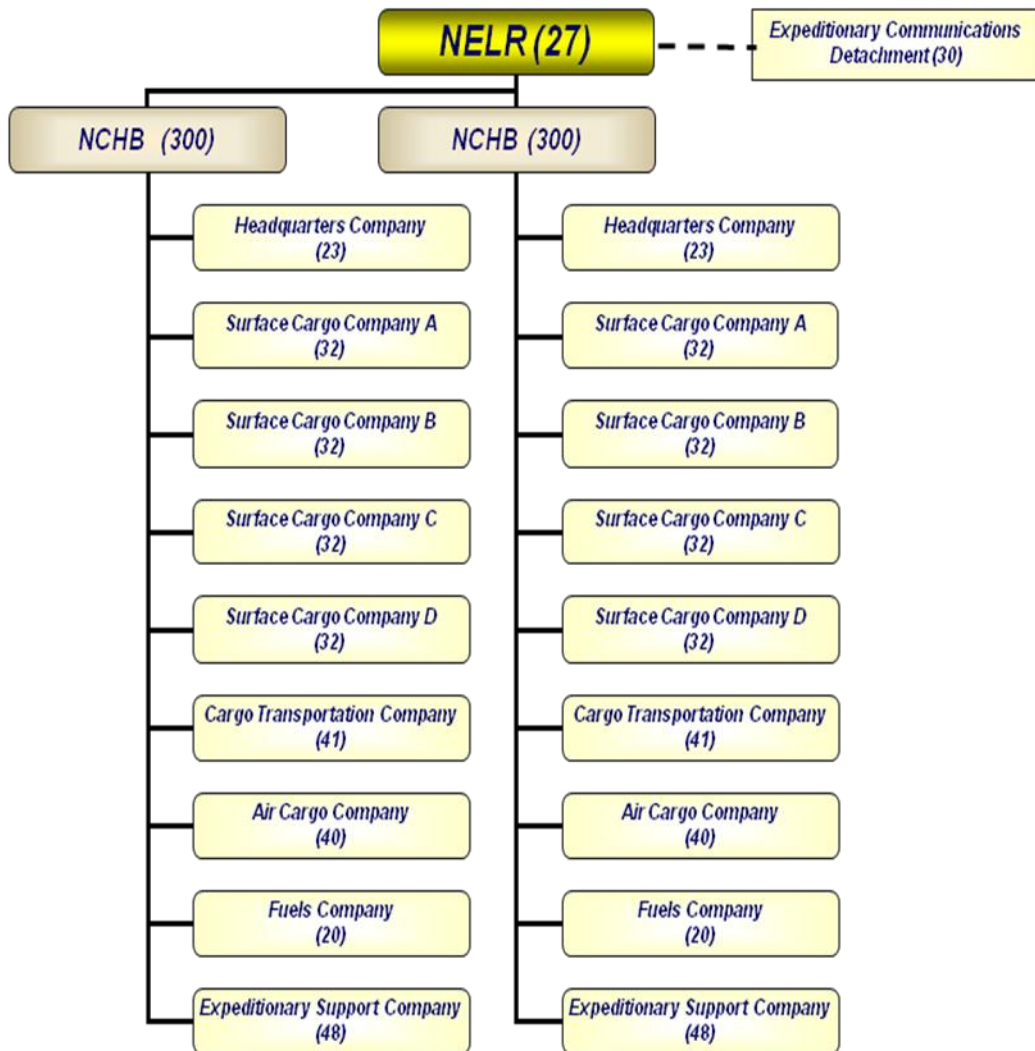


Figure N-1-2: NELR Organizational Structure (Echelon V, VI, VII)

**APPENDIX 2 TO ANNEX N TO NLI PLAYBOOK**  
**NAVELSG CAPABILITIES****Surface Cargo Company Capabilities**

- Load and unload break bulk and containerized cargo including ammunition either pier-side or in-stream
- Load and unload vehicles
- Provide in transit visibility of cargo
- Secure cargo for sea
- An Active battalion can offload four ships (two ships for a Reserve battalion) simultaneously in 4 days pier-side and 7 days in-stream
- An Active battalion has 24 hatch teams. A reserve battalion has 12 hatch teams

**Cargo Terminal Company Capabilities**

- Conduct Pier operations (Staging of cargo for movement on/off ships) and pier clearance
- Marshalling/Pre-position cargo in staging areas or transit warehouses for embarkation or debarkation
- Cargo movement within SPOE/SPOD
- Hazardous Material Certification and Documentation
- Provide In Transit Visibility (ITV) of cargo
- CESE/MHE Operations
- Ordnance Reporting and Handling

**Air Cargo Company Capabilities**

- Load / Offload Passengers, Mail, Cargo (P/M/C) from Fixed or Rotary Wing Aircraft
- Provide in transit visibility of cargo
- Document & report movement of P/M/C
- Provide Air Terminal Operations (ATOC) Capabilities
- Operate a Forward Logistics Site (FLS)
- Sustain 24 hour operations for up to 30 days without augmentation

**Fuel Company Capabilities (Reserve Only)**

- Receipt, storage and issue of aviation or ground fuel products
- Operate and maintain high speed aircraft refueling system
- Operation and maintenance of the ship to shore fuel hose filling the bulk fuel system
- Fuel quality checks
- Capable of conducting 24 hour operations

**Expeditionary Support Company Capabilities (Organic Only)**

- Field Messing and Billeting
- Vehicle Maintenance and Dispatch
- Camp Maintenance
- Expeditionary Armory
- Supply Support
- Each expeditionary support company can operate and maintain a 350-man expeditionary tent camp

**Expeditionary Communications Detachment Capabilities (Organic Only)**

- Establish secure voice communications over HF, VHF, and UHF frequency ranges with supporting, supported, and subordinate forces
- Establish secure data communications (NIPRNET/SIPRNET) and/or tie into existing Mobile Ashore Support Terminal (MAST) services
- Manage Radio Frequency Propagation (Geographic & Atmospheric issues)
- Provide and maintain accountability of COMSEC Keymat
- Provide O-level maintenance for tactical communications equipment
- Communicate within a jamming environment
- Deploy in team-sized elements to setup and support voice and data communication capabilities for regiments and/or battalions



**ANNEX O TO NLI PLAYBOOK**

**DEPARTMENT OF STATE LOGISTICS CAPABILITIES**

**Administrative Note** - *This initiative supports the following goal within the NLI Strategic Plan:*

**Goal 1:** *Integrate policy, doctrine, business processes, technologies, and systems to optimize logistics performance in support of future operations.*

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**ANNEX Y TO NLI PLAYBOOK**  
**NAVAL SERVICE LOGISTICS LIAISON OFFICERS****Current as of: 15 Aug 2012****I. Marine Corps****HQMC I&L (LP) Liaison Officers**

- I Marine Expeditionary Force
  - Mr. John Sweeney, [john.l.sweeney@usmc.mil](mailto:john.l.sweeney@usmc.mil), 760-725-9244
- II Marine Expeditionary Force
  - Mr. John Chandler, [john.chandler@usmc.mil](mailto:john.chandler@usmc.mil), 910-451-8648
- III Marine Expeditionary Force
  - Mr. Eric Gray, [eric.m.gray@usmc.mil](mailto:eric.m.gray@usmc.mil), DSN: 622-7499 or 011-81-611-722-7499
- U.S. Marine Corps Forces Special Operations Command
  - Mr. Terry Dresbach, [terry.dresbach@usmc.mil](mailto:terry.dresbach@usmc.mil), 910-440-0745
- Marine Forces Reserve
  - Mr. Mike Wilson, [michael.i.wilson5@usmc.mil](mailto:michael.i.wilson5@usmc.mil), 504-697-8058

**NLI Points of Contact**

- Headquarters Marine Corps
  - Mr. Roy Truba, [Roy.truba@usmc.mil](mailto:Roy.truba@usmc.mil), 571-256-7183
- Marine Forces Command
  - Mr. Arlen Fossen, [arlen.fossen@usmc.mil](mailto:arlen.fossen@usmc.mil), 757-836-2018
- Marine Forces Pacific
  - Mr. Larry Johnson, [larry.a.johnson1@usmc.mil](mailto:larry.a.johnson1@usmc.mil), 808-477-8323
- Marine Corps Logistics Command
  - Mr. Rich Weeks, [richard.n.weeks@usmc.mil](mailto:richard.n.weeks@usmc.mil),
  - LCDR Mike Winn, [michael.d.winn@usmc.mil](mailto:michael.d.winn@usmc.mil), 229-639-6893
- Marine Corps Systems Command
  - Mr. Rob Chappell, [robert.l.chappell@usmc.mil](mailto:robert.l.chappell@usmc.mil), 703-432-3825
- Marine Forces Reserve
  - Mr. Bob McGuinness, [robert.mcguinness@usmc.mil](mailto:robert.mcguinness@usmc.mil),
- Marine Forces South
  - Mr. Ken Yokose, [ken.yokose@hq.southcom.mil](mailto:ken.yokose@hq.southcom.mil),
- Marine Forces Europe/Africa
  - LtCol Krista McKinley, [krista.mckinley@mfe.usmc.mil](mailto:krista.mckinley@mfe.usmc.mil), 314-431-3143
  - Maj Tim Robertson, [timothy.robertson@mfe.usmc.mil](mailto:timothy.robertson@mfe.usmc.mil), +49 703 115 2168 / DSN 431-2168
  - Maj Nate Frye, [nathan.frye1@mfe.usmc.mil](mailto:nathan.frye1@mfe.usmc.mil), 314-431-2094

- Marine Forces Central Command
  - Mr. Terry Moores, [terry.moores@marcent.usmc.mil](mailto:terry.moores@marcent.usmc.mil), 312-651-7089

## II. Navy

### NLI Points of Contact

- Office of the Chief of Naval Operations
  - CDR Chris Nelson, [christopher.t.nelson@navy.mil](mailto:christopher.t.nelson@navy.mil), 703-695-4886
- Naval Supply Systems Command
  - Col John Burt, [john.m.burt1@navy.mil](mailto:john.m.burt1@navy.mil), 717-605-4891
- Naval Facilities and Engineering Command
  - Mr. Pat Kane, [patrick.kane@navy.mil](mailto:patrick.kane@navy.mil), 202-685-6018
- U.S. Fleet Forces Command
  - CDR Frank Futcher, [frank.futcher@navy.mil](mailto:frank.futcher@navy.mil), 757-836-6865
- U.S. Pacific Fleet
  - Mr. Jim Maus, [james.maus@navy.mil](mailto:james.maus@navy.mil), 808-474-6445
- Naval Surface Forces Pacific
  - CAPT Tiffany Schad, [tiffany.schad@navy.mil](mailto:tiffany.schad@navy.mil), 619-437-2410
- Naval Surface Forces Atlantic
  - CAPT Dave Pry, [david.pry@navy.mil](mailto:david.pry@navy.mil), 757-836-3249
- Navy Special Warfare Command
  - CAPT Kevin Jones, [kevin.jones@navsoc.socom.mil](mailto:kevin.jones@navsoc.socom.mil), 619-437-3327
- Navy Expeditionary Combat Command
  - CAPT Mike Wilson (N41), [Michael.j.wilson@navy.mil](mailto:Michael.j.wilson@navy.mil), 757-462-4316 x129
  - CAPT Mark Delao (N43), [marc.delao@navy.mil](mailto:marc.delao@navy.mil), 757-462-4316 x157
- Navy Expeditionary Logistics Support Group
  - Mr. Mark Sakowski, [mark.sakowski@navy.mil](mailto:mark.sakowski@navy.mil), 757-256-1338

## III. Coast Guard

### NLI Points of Contact

- Headquarters Coast Guard
  - Mr. Dennis Crimiel, [dennis.m.crimiel@uscg.mil](mailto:dennis.m.crimiel@uscg.mil), 202-475-5655
- Director of Logistics
  - CAPT Mark Carmel, [mark.s.carmel@uscg.mil](mailto:mark.s.carmel@uscg.mil),

## IV. Defense Logistics Agency

- HQMC Customer Support Representative

- Mr. Ray Woods, [ray.woods@dla.mil](mailto:ray.woods@dla.mil), 571-256-7122
- Marine Corps National Account Manager
  - Mr. Mike Brletich, [michael.brletich@dla.mil](mailto:michael.brletich@dla.mil), 703-767-0918
- Navy National Account Manager
  - CAPT Matt Gibbons, [matthew.gibbons@dla.mil](mailto:matthew.gibbons@dla.mil), 703-767-1493
- Others
  - See Appendix 4 to Annex F

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**ANNEX Z TO NLI PLAYBOOK**  
**OTHER REFERENCES AND RESOURCES****Department of Defense**

U.S. Department of Defense Homepage: <http://www.defense.gov/>

Office of the Secretary of Defense: <http://www.defense.gov/osd/>

DOD Issuances: The official Department of Defense Website for DOD Issuances.

<http://www.dtic.mil/whs/directives/corres/ins1.html>

DOD Dictionary of Military and Associated Terms (JP 1-02): An online resource managed by the Joint Education and Doctrine Division, J-7, Joint Staff containing all approved joint definitions, acronyms, and abbreviations.

[http://www.dtic.mil/doctrine/dod\\_dictionary/](http://www.dtic.mil/doctrine/dod_dictionary/)

DTIC Online: The Defense Technical Information Center (DTIC) serves the DOD community as the largest central resource for DOD and government-funded scientific, technical, engineering, and business related information available today.

<http://www.dtic.mil/dtic/>

**Joint Staff**

Joint Chiefs of Staff Official Website: <http://www.jcs.mil/>

CJCS Directives Electronic Library: An electronic link to Chairman, Joint Chiefs of Staff, unclassified Instructions, Manuals, Notices, Guides, and other policy and procedures.

[http://www.dtic.mil/cjcs\\_directives/](http://www.dtic.mil/cjcs_directives/)

Joint Doctrine Library: Fundamental principles that guide the employment of US military forces in coordinated action toward a common objective. Joint doctrine contained in joint publications also includes terms, tactics, techniques, and procedures. It is authoritative but requires judgment in application.

<http://www.dtic.mil/doctrine/doctrine/doctrine.htm>

Joint Publication Series 4-0 (Logistics):

[http://www.dtic.mil/doctrine/new\\_pubs/jointpub\\_logistics.htm](http://www.dtic.mil/doctrine/new_pubs/jointpub_logistics.htm)

JP 5-0, Joint Operation Planning: Provides doctrine for conducting joint, interagency, and multinational planning activities across the full range of military operations. [http://www.dtic.mil/doctrine/new\\_pubs/jointpub\\_planning.htm](http://www.dtic.mil/doctrine/new_pubs/jointpub_planning.htm)

Joint Staff J4 (Logistics): <http://www.jcs.mil/page.aspx?id=19>

Joint Concept for Logistics (JCL): The JCL presents a common framework for providing logistic support to joint operations in the 2016-2028 timeframe and guides the development of future logistic capabilities. [http://www.jcs.mil//content/files/2010-10/102710173839 Joint Concept for Logistics v1 FINAL with CJCS Sig.pdf](http://www.jcs.mil//content/files/2010-10/102710173839_Joint_Concept_for_Logistics_v1_FINAL_with_CJCS_Sig.pdf)

Joint Logistics Lexicon: Provides the Logistics Community with a single, consolidated list of approved and emerging logistics terms to facilitate logistics interoperability through a common operating language. [http://www.jcs.mil//content/files/2011-05/052311152615 Joint Staff J4 Joint Logistics Lexicon.pdf](http://www.jcs.mil//content/files/2011-05/052311152615_Joint_Staff_J4_Joint_Logistics_Lexicon.pdf)

### **Department of the Navy**

Secretary of the Navy Homepage: <http://www.navy.mil/secnav/>

DON Issuances: The official U.S. Navy Website for issuances released by the Secretary of the Navy and Chief of Naval Operations. <http://doni.daps.dla.mil>

SECNAVINST 4000.37A, Naval Logistics Integration: Provides DON policy and assigns responsibilities for implementing NLI within the Navy, Marine Corps and Coast Guard. <http://doni.daps.dla.mil/Directives/04000%20Logistical%20Support%20and%20Services/04-00%20General%20Logistical%20Support/4000.37A.pdf>

### **U.S. Navy**

DON Issuances: The official U.S. Navy Website for issuances released by the Secretary of the Navy and Chief of Naval Operations. <http://doni.daps.dla.mil>

Navy Doctrine Library System: The primary source for all Navy doctrine and tactical publications that comprise the Navy Warfare Library. Joint Publications are also posted to NDLS to provide users with an integrated Navy and Joint doctrine search capability. <https://ndls.nwdc.navy.mil/Default.aspx>

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NWP 4-0M, Naval Logistics: The capstone document addressing operational-level naval logistics for both Navy & Marine Corps. [https://ndls.nwdc.navy.mil/pdf\\_id/263896/4-0M \(Jul 2011\) \(NWP\).pdf](https://ndls.nwdc.navy.mil/pdf_id/263896/4-0M_(Jul_2011)_NWP.pdf)

NWP 5-01, Navy Planning: Provides fleet operators with a practical tool to assist in the planning process for Navy forces operating within a variety of operational circumstances across the range of military operations. [https://ndls.nwdc.navy.mil/pdf\\_id/2095/5-01 \(Jan 2007\) \(NWP\).pdf](https://ndls.nwdc.navy.mil/pdf_id/2095/5-01_(Jan_2007)_NWP.pdf)

### **U.S. Marine Corps**

Marine Corps Publications Electronic Library: Provides direction to authentic and current digital versions of publications issued by Headquarters Marine Corps Staff Agencies, Major Commands, and other DoD and Federal Agencies that issue publications used by the Marine Corps.

<http://www.marines.mil/news/Pages/OrdersAndDirectivesSearch.aspx>

Marine Corps Doctrine: The official U.S. Marine Corps Doctrine Website - hosted by the Deputy Commandant for Combat Development and Integration, the executive agent for the development, publishing, and maintenance of Marine Corps Service doctrine.

<https://www.doctrine.usmc.mil/>

MCWP 4-2, Naval Logistics: The capstone document addressing operational-level naval logistics for both Navy & Marine Corps.

<https://www.doctrine.usmc.mil/restrictedpubs/w42.pdf>

MCWP 5-1, Marine Corps Planning Process: Describes the planning process used by Marine Corps forces at all echelons of command to conduct a range of military operations.

<https://www.doctrine.usmc.mil/signpubs/w51.pdf>

### **U.S. Coast Guard**

Coast Guard Library: CG Magazines, Newsletters, Forms, and Directives. <http://www.uscg.mil/top/library/>

### **Other**

USAID Field Operations Guide for Disaster Assessment & Response: [http://transition.usaid.gov/our\\_work/humanitarian\\_assistance/disaster\\_assistance/resources/pdf/fog\\_v4.pdf](http://transition.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/resources/pdf/fog_v4.pdf)

