



Figure L-1.--MQCSS and QSL Data Search Page.

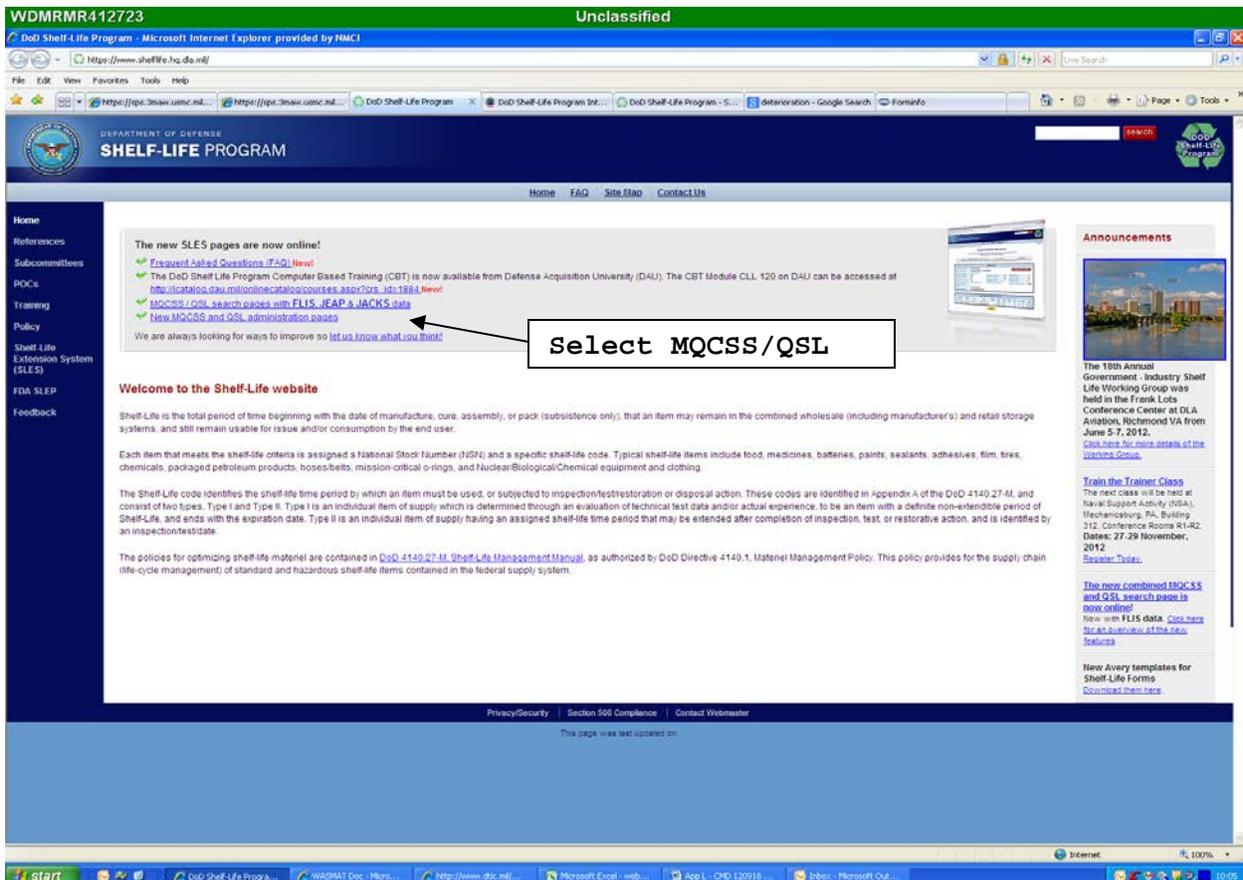


Figure L-1.--MQCSS and QSL Data Search Page Continued

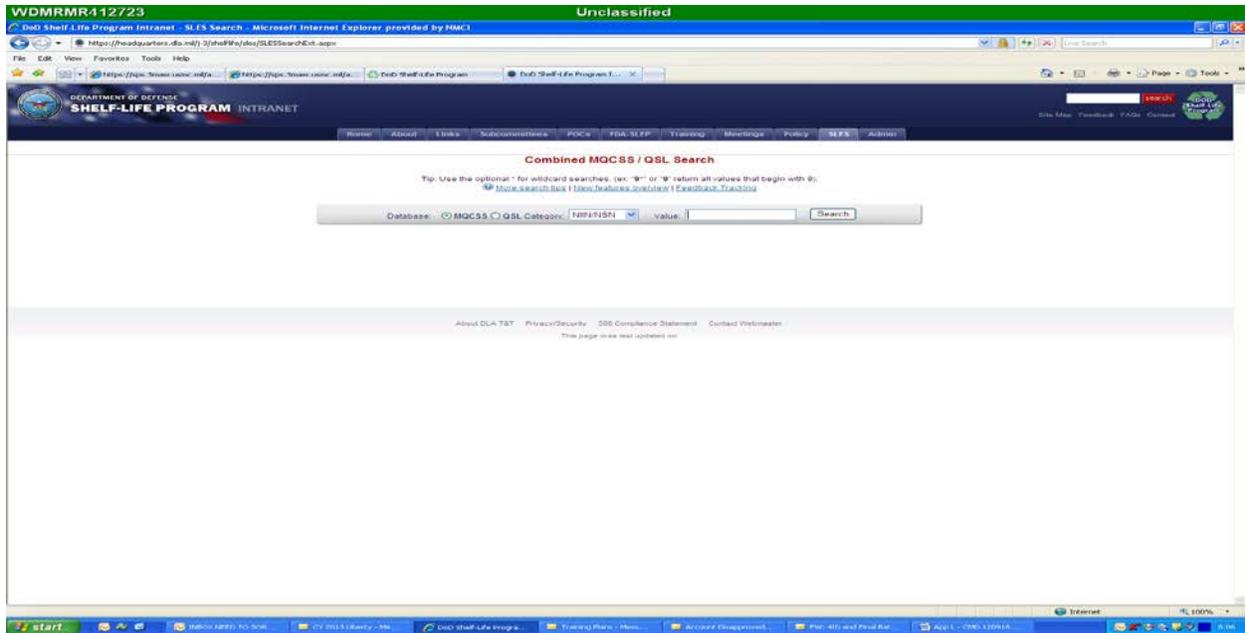


Figure L-1.--MQCSS and QSL Data Search Page Continued.

(3) Data Element Definitions.

(a) NSN - The 13-digit stock number consisting of the 4-digit FSC and the 9-digit NIIN.

(b) Source of Supply (SOS) Code - SOS/RIC is a three-position, alphanumeric, standardized code identifying the ICP responsible for the preparation, maintenance and update of the specific storage standard. The SOS Code is maintained in the FLIS NSN Master Record and utilizes the RICs contained in reference (bb).

(c) Approved Item Name - The official FLIS designation for an item of supply, which establishes a basic concept to which the item belongs, as listed in Defense Logistics Information Service Cataloging Handbook H6.

(d) Inspection Level Code - A two-position standardized code used within the SLES and selected from ASQ Z1.4. It determines the relationship between the lot or batch size and the sample size. The inspection level to be used for any peculiar requirements will be prescribed by the responsible authority. Three inspection levels (G1, G2 and G3) are given for general use. Four additional special levels (S1, S2, S3 and S4) are also available and may be used where relatively small sample sizes are necessary and large sampling risks can or must be tolerated. In the designation of inspection levels S1 through S4, care must be exercised to avoid Acceptable Quality Levels (AQL) inconsistent with these inspection levels.

(e) Inspection Type Code - A one-position, standardized code used within the SLES to specify whether a visual examination (code V), certified laboratory testing (code L), restorative action (code R), machine testing (code M) or any combination of these is necessary for accurate assessment of materiel serviceability at the end of its shelf-life period.

(f) Criticality Code - A code which indicates when an item is technically critical by reason of tolerance, fit restrictions, nuclear hardness properties or other characteristics which affects identification of the item.

(g) First Inspection Month - A multi-position numeric field used within the SLES to identify the time (in months and computed from the date of manufacture, cure, assembly or pack) when the first inspection of a type II Shelf-life Item is due. It will be derived from the NSN's SLC and the Inspection Type Code. The First Inspection Month will be nine months less than the total shelf-life months for items requiring laboratory testing, and six months less than the total shelf-life months for items requiring visual inspections.

(h) Shelf-Life Months - The total period of time in months beginning with the date of manufacture, cure, assembly or pack and terminated by the date by which an item must be used (expiration date) or subjected to inspection, test, restoration or disposal action (Inspect/Test Date).

(i) Shelf-Life Code - A one-position code, defined in reference (az) and (bc), volume 10, Table 50 assigned to an NSN to identify the period of time beginning with the date of manufacture, cure, assembly or pack and terminated by the date by which an item must be used (expiration date) or subjected to inspection, test, restoration or disposal action. Appendix F of reference (az) provides a complete listing of SLCs cross referencing to the period of allowed storage time expressed in months/quarters and years.

1 Code 0 (Zero) - NSN/NIIN is not a shelf-life item.

2 Code Alpha Character (except Code "X") - TYPE I non-extendible item.

3 Code Numeric Character (plus Code "X") - TYPE II extendible item.

(j) Shelf-life Item Type - An item of supply possessing deteriorative or unstable characteristics to the degree a storage time period must be assigned to ensure it will perform satisfactorily in service. All shelf-life items are classified as one of the following two types:

1 TYPE I - An individual item of supply, which is determined through an evaluation of technical test data and/or actual experience, to be an item with a definite non-extendible period of shelf life. One exception is Type I Medical Shelf-life Items (FSC 6505), which may be extended if they have been accepted into and passed testing for extension through the DOD/FDA SLEP.

2 TYPE II - An individual item of supply having an assigned shelf-life time period that may be extended after completion of visual inspection/certified laboratory test and/or restorative action.

(k) Re-inspection Months - A multi-position numeric field used within the SLES to identify the time (in months and computed from the date of the last inspection or test) when an item is scheduled for re-inspection.

Note: The actual re-inspection or retest date will be derived from the last inspection or test date and the Inspection Type Code. Optimally it will be

nine months less than the re-inspection months for items requiring laboratory testing, and six months less than the re-inspection months for items requiring visual inspections.

(l) Re-inspection Limit - A one-position numeric field used within the SLES to depict the number of re-inspections, in addition to the first inspection, permitted as governed by item criticality and storage environment (e.g., the number 1 indicates one re-inspection, 2 indicates two re-inspections, 0 indicates no re-inspections and the letter U indicates unlimited re-inspections).

(m) HAZMAT Indicator Code - A code used within the SLES identifying an item of supply consisting of materiel, because of its quantity, concentration or physical/chemical/infectious characteristics, may either cause or significantly contribute to an increase in mortality or an increase in serious, irreversible or incapacitating reversible illness. It may also pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed. Codes are Y = Yes, N = No, P = Potential and D = Dangerous.

(n) Hazardous Characteristic Code (HCC) - A code used primarily for storage purposes to assure incompatible hazards are not stored next to one another. The HCC visible in FLIS pertains to the latest formulation of this item. The user needs to be aware additional information may reside in the HMIS for a different formulation of the same CAGE/Part Number.

(o) Technical Publications - A multi-position field used within the SLES which specifies applicable publications which outline additional procedures not identified in the storage standard coding structure (e.g., Military/Federal Specification, Technical Order (TO), Supply Bulletin (SB), Technical Instruction (TI), Technical Manual (TM), Maintenance Instruction (MI), Supply Instruction (SI), etc.).

(p) Remarks - Additional remarks on storage procedure not contained within the storage standard.

(q) Specification - A detailed description of design criteria for a particular item.

(r) Acceptable Quality Level (AQL) - The maximum percentage or proportion of variant units in a lot or batch that, for the purposes of acceptance sampling, can be considered satisfactory as a process average.

(s) Characteristics Code - A code used within SLES to alert personnel of item characteristics requiring special attention, and to establish the elements to be visually examined for the purpose of determining the serviceability of materiel. Inspection Type Code V indicates only a visual inspection is required. Inspection Type Code L and V items shall be visually inspected by way of the Characteristics Code prior to applicable and subsequent laboratory or machine testing.

(t) Item Type Storage Code: - A one-position alphabetic code identifying the required item storage environment.

(u) Record Last Updated - Date the record was created or last updated.

b. QSL. The QSL contains the result of tests by DOD/GSA/Commercial Physical Science Laboratories on Type II Shelf-life Material. These tests determine whether or not the unstable characteristics of the material have experienced any deterioration, which may render it unusable. The results are used by SOS/depots and their customers to either extend the shelf life or transfer it to disposal. In order for the test results on one unit of material to be applied to other units in storage worldwide, the material must share the same unique identifiers of NSN, contract and/or lot/batch.

(1) The QSL contains the results of tests by laboratories on Type II Material and is designed to provide an automated online, real-time, mainframe application for developing, maintaining and utilizing current test data DOD wide.

(2) Inquiry (Current). The Inquiry (Current) Record contains the most recent test data which can be used to extend the shelf life of material on hand. There are two ways to access record(s) for inquiry purposes.

(a) NSN. If the system is queried by NSN only, multiple records may be extracted. This is due to more than one contract and/or lot/batch per NSN. A Shelf-life Extension Notice can be displayed for any of the records retrieved by entering the record number at the cursor prompt.

(b) NSN, Contract and/or Lot/Batch. If the system is queried by all three fields then only one record is retrieved.

(3) Inquiry (History). The Inquiry (History) File provides a historical database for use in evaluation of the appropriateness of the shelf-life type or shelf life period for a specific NSN or specification. Records may be accessed by either NSN or specification. If accessed by NSN, the file is indexed on Contract, Lot/Batch and Last Test. If accessed by specification, the criteria for indexing include NSN, Contract, Lot/Batch and Last Test.

(4) Purging. At the end of each month, records are purged and transferred from the Active File to the History File when either the Test Due Date is passed (the existing record is replaced with a record with a later Test Due Date) or the material has been in Condition Code H for six months past the Last Test Date.

(5) QSL Data Elements:

(a) Contract Number - Air Force retail stock is annotated by "AF Retail Stk" and the date of manufacture and results may only be used by the Air Force.

(b) Lot/ Batch - A definitive quantity of an item accumulated under conditions considered uniform for sampling purposes.

(c) Noun - A 32-character name. It may be a basic noun or noun-phrase followed by those modifiers necessary to differentiate between item concepts for items having the same basic noun.

(d) Specification - A document prepared to support an acquisition describing essential technical requirements for materiel and the criteria for determining whether those requirements are met.

(e) Date Manufactured - The date an item, materiel or commodity was fabricated, processed, produced or formed for use. For drugs, chemicals and biological materials; the date of manufacture for products submitted to the Food and Drug Administration (FDA) for certification prior to release is the date of the official certification notice. For products manufactured under license of the Agricultural Research Service (ARS), the date of manufacture conforms to the definitions established by ARS. The date of manufacture shall not be shown for medical items having expiration dates.

(f) Last Test - The month and year of the most recent test on the item (MMYYYY).

(g) Test Due - The month and year of the next test date on the item (MMYYYY).

(h) Condition Code:

1 A - Usable for all services/Agencies.

2 C - Usable only by those Services/Agencies listed in the "Issue To" Column.

3 H - Material is not usable (condemned) and must be disposed of in accordance with the existing regulations.

(i) Issue To - Identifies who may use the Condition Code C material.

(j) Source of Supply - Identifies the IMM for the NSN.

(k) Lab Code - A three-position, standardized code used within the SLES to specify name of a certified laboratory designated to perform Shelf-life Extension Testing.

(l) Last Update - The date the record was created or last modified.

6. Assistance in the extension of shelf-life period. CMD/RMD will coordinate with the MALS QA Division to determine the capability of the local IMA in inspecting or correcting any discrepancies for the extension of shelf-life.

MCO 4400.177G
29 JUL 2014

Additionally, the MALS QA can assist in the identification of those maintenance activities external to the MALS who can assist in the extension of the shelf-life for those items beyond the local MALS capability.

Appendix M

Change/Correction/Deviation Requests to the ASDTP

1. General. All changes to the ASDTP are approved or disapproved by the Commandant of the Marine Corps after they have been reviewed and evaluated by the chain of command and the Commanding Officer, Marine Corps Detachment, Naval Station Newport, RI. Deviations may be approved by the appropriate MAW.

2. Definitions.

a. Change. A modification to the content of the ASDTP involving a revision of, addition to, or deletion of existing policies or procedures.

b. Deviation. A departure from policies, procedures and/or responsibilities contained in the ASDTP. Deviations are granted by the appropriate MAW for a specific situation or set of circumstances which does not require a revision, addition or deletion to the ASDTP. A deviation is authorized for any MALS designated to prototype/implement a new/updated system in the areas affected by the new processes. When deviations are submitted, a Standard Operating Procedure (SOP) must be developed detailing how the process will be managed, to include revisions to appendix H.

c. Correction. A modification in punctuation, grammar, capitalization, spelling, tense, typographical errors, word omissions or ambiguities not affecting established policies or procedures.

3. Submission of Requested Changes. Requests for changes to the ASDTP will be submitted to the Commandant of the Marine Corps via the chain of command and provide a copy to the Commanding Officer, Marine Corps Detachment, Naval Station Newport, RI as shown in figure M-1.

4. Submission of Deviation Requests. Requests for deviation will be submitted to the appropriate MAW via the chain of command as shown in figure M-2. Disposition of deviation requests will be provided to CMC, MARFOR, SPAWARSYSCEN and Commanding Officer, Marine Corps Detachment, Naval Station Newport, RI by the MAW regardless of approval/disapproval determination.

5. Submission of Corrections. Requests for corrections will be submitted to the USMC Detachment, Naval Station Newport, RI via the appropriate Wing as shown in figure M-3.



UNITED STATES MARINE CORPS

Appropriate MALS Letterhead
Goes here
POSTAL SERVICE CENTER BOX XXXX
CHERRY POINT, NC XXXXX-XXXX

4400
CO
22 DEC 11

From: (Activity Submitting Change Request)
To: Commandant of the Marine Corps (ASL-31), Washington D.C. 20380

Via: Chain of Command
Commanding Officer, Marine Corps Detachment, 1112 Kollmeyer Street
Navy Supply Corps School, Naval Station Newport, 02841

Subj: SUBMISSION OF CHANGE REQUEST TO MCO 4400.177_

Ref: (a) MCO 4400.177_

1. Recommended change(s) to reference (a) is/are submitted as follows:
 - a. Chapter, page, figure, paragraph, line, etc., to be changed.
 - (1) Use this line to identify how the text to be changed currently reads.
 - (2) Use this line to write the revised text as it should read. Use the words "Revise/Add/Delete" as applicable to indicate the requested change(s). Be detailed and include required changes to the applicable appendices and or references. Please note to include App H and its tasks.
 - (3) Additional references, information and comments to substantiate requested change.
 - b. Next Recommendation.
2. Name, Grade and Telephone Number (DSN and Commercial) of point of contact at submitting activity.

I. B. Marine
By Direction

Copy to: (as applicable)
CG MARFORCOM (ALD)
CG MARFORPAC (ALD)
CG FIRST MAW (ALD)
CG SECOND MAW (ALD)
CG THIRD MAW (ALD)
CG FOURTH MAW (ALD)
SPAWARSCEN ATLANTIC VA. (CODE 50)
SPAWARSCEN DETPAC SAN DIEGO CA. (CODE 60)
CO MARDET Naval Station Newport, RI
CO MATSG MERIDIAN MS

Figure M-1.--Sample ASDTP Change Request.

MCO 4400.177G
29 JUL 2014



UNITED STATES MARINE CORPS

Appropriate MALS Letterhead
Goes here
POSTAL SERVICE CENTER BOX XXXX
CHERRY POINT, NC XXXXX-XXXX

4400
CO
22 DEC 11

From: (Activity Submitting Deviation Request)
To: Commanding General Marine Aircraft Wing (ALD)

Via: Chain of Command

Subj: SUBMISSION OF DEVIATION REQUEST TO MCO 4400.177_

Ref: (a) MCO 4400.177_

1. Request authorization to deviate from the reference as described below:

a. Chapter, page, figure, paragraph, line, etc., to be deviated from.

(1) Use this line to identify how the text to be changed currently reads.

(2) Use this line to write **the** revised text as it should read. Be detailed and include required deviations to the applicable appendices and or references. Please note to include App H and its tasks.

(3) Justification to include additional references, information and comments to substantiate requested deviation.

2. Name, Grade and Telephone Number (DSN and commercial) of point of contact at submitting activity.

I. B. Marine
By Direction

Copy to: (as applicable)

CG MARFORCOM (ALD)
CG MARFORPAC (ALD)
CG FIRST MAW (ALD)
CG SECOND MAW (ALD)
CG THIRD MAW (ALD)
CG FOURTH MAW (ALD)

Figure M-2.--Sample ASDTP Deviation Request.



UNITED STATES MARINE CORPS

Appropriate MALS Letterhead
Goes here
POSTAL SERVICE CENTER BOX XXXX
CHERRY POINT, NC XXXXX-XXXX

4400
CO
22 DEC 11

From: (Activity Submitting Correction Request)
To: Commanding Officer, Marine Corps Detachment, 1112 Kollmeyer Street
Naval Station Newport, RI 02841

Via: Chain of Command

Subj: SUBMISSION OF CORRECTION REQUEST TO MCO 4400.177_

Ref: (a) MCO 4400.177_

1. Recommended correction(s) to reference (a) is/are submitted as follow:

a. Chapter, page, figure, paragraph, line, etc., to be corrected.

(1) Use this line to identify how the text to be changed currently reads.

(2) Use this line to write **the** revised text as it should read. Be detailed and include required corrections to the applicable appendices and or references.

(3) Identify additional references, information and comments to substantiate the requested correction.

b. Next Correction.

2. Name, Grade and Telephone Number (DSN and Commercial) of point of contact at submitting activity.

I. B. Marine
By Direction

Copy to: (as applicable)
CG MARFORCOM (ALD)
CG MARFORPAC (ALD)
CG FIRST MAW (ALD)
CG SECOND MAW (ALD)
CG THIRD MAW (ALD)
CG FOURTH MAW (ALD)
SPAWARSSYSCEN CHESAPEAKE VA. (CODE 50)
SPAWARSSYSCEN DETPAC SAN DIEGO CA. (CODE 60)
CO MARDET Naval Station Newport, RI
CO MATSG MERIDIAN, MS

Figure M-3.--Sample ASDTP Correction Request.

Appendix N

Standard Terms, Abbreviations and Acronyms

Part 1 - Abbreviations And Acronyms

AAA	Authorization Accounting Activity
AAC	Activity Address Code or Acquisition Advice Code
AAP	Allowance Appendix Page
AB	Supply Management - Audit Branch
ACC	Aircraft Controlling Custodian
ACE	Aviation Combat Element
ACL	Allowance Components List
ACN	Activity Control Number or Advance Change Notice
ACR	Allowance Change Request
ADCANC	Administrative Cancellation
ADD	Automatic Data Distribution
ADMRL	Application Data for Material Readiness List
ADPE	Automatic Data Processing Equipment
ADS	Automated Data System
ADLV	Additional Demand Listing Unit
AE	Ammunition Ship
AEL	Allowance Equipage List
AERP	Advance Equipment Repair Program
AESR	Aeronautical Equipment Service Record
AFAO	Approved Force Acquisition Objective
AFC	Airframes Change
AFLC	Air Force Logistics Command
AFM	Aviation Fleet Maintenance
AFMC	Air Force Material Command
AFR	Air Force Regulation
AFRTS	Armed Forces Radio and Television Service
AIMD	Aviation Intermediate Maintenance Department
AINAC	Application Identification Number Activity Code
AIRS	Aircraft Inventory Reporting System
AIS	Automated Information System
AISAD	Administrative Division of the AISD
AISD	Aviation Information Systems Department
AIT	Automatic Identification Technology
ALC	Air Logistics Center
ALSS	Aviation Life Support System
AMARC	Aerospace Maintenance and Regeneration Center
AMC	Air Mobility Command (formerly MAC) or Army Material Command
AMCL	Approved MILSTRIP Change Letter
AMD	Average Monthly Demand
AMF	Average Monthly Frequency
AMMRL	Aviation Maintenance Material Readiness List
AMO	Aviation Maintenance Officer
AMRR	Aircraft Material Readiness Report
AMSU	Aeronautical Material Screening Unit
ANC	Allowance Note Code
AOM	Aviation Operation Maintenance
APA	Appropriation Purchase Account
APADE	Automation of Procurement and Accounting Data Entry

APL Allowance Parts List
APN Appropriation
APO Army/Air Force Post Office
APOD Aerial Port Of Debarkation/Discharge
APOE Aerial Port Of Embarkation
AR Authorized Retention
ARR Allowance Requirements Register
ARRC Automatic Reorder Restriction Code
ASC Allowance Support Code
ASCII American Standard Code for Information Interchange
ASD Aviation Supply Department
ASE Armament Support Equipment or Aviation Support Equipment
ASKIT Aviation Storekeeper Information Tracking System (OFC_01)
ASG Afloat Shopping Guide
ATAC Advance Traceability And Control
ATC Allowance Type Code
AUOL Aged Unfilled Order Listing (replaced by UOL)
AUTO-MCMAR Automated Monthly Coordinated Shipboard Allowance List
Maintenance Action Report
AVCAL Aviation Consolidated Allowance List
AVCARD Aviation Fuel Card
AVDLR Aviation Depot Level Repairable
AVORD Aviation Ordnance
AVNSUPCHF Aviation Supply Chief
AVNSUPO Aviation Supply Officer.
AV-3M Aviation Maintenance Material Management
AWDUE Awaiting Due (NALCOMIS)
AWM Awaiting Maintenance
AWP Awaiting Parts
AWPB Repairable Management - Awaiting Parts Branch
B/L Bill of Lading
BCM Beyond Capability of Maintenance
BCN Bureau Control Number
BIC Billet Identification Code
BOR Budget OPTAR Report
BP Budget Project
BPA Blanket Purchase Agreement
BSF Bearer Suspense File
BUNO Bureau Number
CAB Centralized Accounting and Billing
CAB Squadron Support - Customer Assistance Branch
CAGE Commercial And Government Entity (formerly FSCM)
CASCAN Casualty Canceled
CASCOR Casualty Corrected
CASREP Casualty Report
CBL Commercial Bill Of Lading
CBT Computer Based Training
CC Card Column
CCA Circuit Card Assembly
CCB Consumables Management - Consumables Control Branch
CCBL Commercial Collect Bill of Lading
CCF Configuration Change Form
CCR Configuration Change Report
CDA Central Design Activity
CDB Consumables Management - Consumables Delivery Branch
CDI Collateral Duty Inspector
CFE Contractor Furnished Equipment

CFF Completed Fuel File
CFM Contractor Furnished Material
CGFMFLANT Commanding General, Fleet Marine Force, Atlantic Fleet
CGFMFPAC Commanding General, Fleet Marine Force, Pacific Fleet
CHIL Consolidated Hazardous Item List
CHRIMP Consolidated Hazardous Material Reutilization and Inventory Management Program

CIIC Controlled Inventory Item Code
CJCS Chairman, Joint Chiefs of Staff
CMC Commandant Of The Marine Corps
CMD Consumables Management Division
CNAL Commander, Naval Air Force, Atlantic Fleet
CNAP Commander, Naval Air Force, Pacific Fleet
CNET Chief, Naval Education And Training
CNO Chief of Naval Operations
COB Close of Business
COG Cognizance Symbol
COMLANTFLT Commander, U.S. Atlantic Fleet (2nd Fleet)
COMMARFORLANT Commander, Marine Forces, Atlantic
COMMARFORPAC Commander, Marine Forces, Pacific
COMNAVAIRFOR Commander, Naval Air Forces
COMNAVAIRLANT Commander Naval Air Force, Atlantic Fleet
COMNAVAIRPAC Commander Naval Air Force, Pacific Fleet
COMNAVRESFOR Commander Naval Reserve Force
COMNAVSURFLANT Commander Naval Surface Force, Atlantic Fleet
COMNAVSURFPAC Commander Naval Surface Force, Pacific Fleet
COMPACFLT Commander, U.S. Pacific Fleet (3rd and 7th Fleets)
COMSEC Communications Security
COMSUBLANT Commander Submarine Force, Atlantic Fleet
COMSUBPAC Commander Submarine Force, Pacific Fleet
COMUSNAVEUR Commander, U.S. Naval Forces Europe
CONEX Containerized Transfer of Container Express
CONUS Continental United States
COSAL Coordinated Shipboard Allowance List
CP Change Proposal
CRB Squadron Support - Custody Records Branch
CRHF Custody Record History File
CRIPL Consolidated Remain-In-Place Listing
CRL Cross Reference Listing
CSB Consumables Management - Consumables Storage Branch
CSD Customer Support Division
CSP Contingency Support Package
CTPL Central Technical Publication Library
DAAS Defense Automatic Addressing System
DAASC Defense Automatic Addressing System Center
DAASO Defense Automatic Addressing System Office
DAR Defense Acquisition Regulation
DBI Demand Based Item
DBIR Demand Based Item Retention
DCSC Formerly Defense Construction Supply Center, Columbus, OH (merged with DESC to form DSCC)

DD Form 200 Financial Liability Investigation of Property Loss
DD Form 1149 Requisition and Invoice/Shipping Document
DD Form 1348-1A DOD Single Line Item Release/Receipt Document
DDSN Date Document and Serial Number
DEF to RO Stock deficiency to requisitioning objective
DEMIL Demilitarization

DESC Defense Energy Supply Center (formerly DFSC)
DESC Formerly Defense Electronics Supply Center, Dayton, Ohio
(merged with DCSC to form DSCC)
DFARS Defense Federal Acquisition Regulation Supplement
DFAS Defense Finance and Accounting Service (formerly FAADC)
DFR Defense Fuel Region
DI Document Identifier
DIA Defense Intelligence Agency
DIE Date Item Established
DIFM Due-In From Maintenance
DISC Defense Industrial Supply Center, Philadelphia PA
DISCON Discrepancy In Shipment Confirmation (SF 363)
DISREP Discrepancy In Transportation Shipment Report (SF 361)
DLA Defense Logistics Agency
DLAPS Defense Logistics Agency Publishing System
DLAR Defense Logistics Agency Regulation
DLIS Defense Logistics Information Service (formerly DLSC)
DLMS Defense Logistics Management System
DLMSO Defense Logistics Management Standards Office
DLP Date Last Processed
DLR Depot Level Repairable
DLSS Defense Logistics Standard Systems
DLSSD Defense Logistics Standard Systems Division
DLUP Decimal Locator for Unit Price
DMISA Depot Maintenance Inter-Service Support Agreement
DMR Date Material Required
DOCID Document Identifier Code
DOD Department of Defense
DODAAC Department of Defense Activity Address Code
DODAAD Department of Defense Activity Address Directory
DODAAF Department of Defense Activity Address File
DODAC Department of Defense Ammunition Code (E.G., 1305-A250)
DODD Department of Defense Directive
DODDS Department of Defense Dependent Schools
DODFMR Department of Defense Financial Management Regulation
DODI Department of Defense Instruction
DODIC Department of Defense Identification Code (E.G., A250)
DOE Department Of Energy
DON Department of the Navy
DOP Designated Overhaul Point
DOT Department Of Transportation
DRMO Defense Reutilization and Marketing Office
DRMS Defense Reutilization and Marketing Service
DSC Defense Supply Center
DSCC Defense Supply Center Columbus, OH (formerly DESC and DCSC)
DSCP Defense Supply Center Philadelphia (formerly DPSC)
DSCR Defense Supply Center Richmond VA (formerly DGSC)
DSF Data Services Facility
DSN Document Serial Number or Defense Switched Network
DSP Designated Support Point
DTG Date Time Group
DTID Disposal Turn-In Document
DTMR Defense Traffic Management Regulation
DTO Direct Turnover
DTS Defense Transportation System
DUSD(L) Deputy Under Secretary of Defense (Logistics)
DVD Direct Vendor Delivery/Digital Versatile DiscEAS

	Expiration of Active Service
ECP	Engineering Change Proposal
EDD	Estimated Delivery Date
EDI	Electronic Data Interchange
EDSCS	Exhaust, Delete, Supersede, or Condemn Stock
EI	Engineering Investigation
EIC	Equipment Identification Code
EMV	Extended Money Value
EOA	End of Availability
EOB	Expense Operating Budget
EOD	Explosive Ordnance Disposal
ER	Economic Retention
ERB	Supply Response - Expeditor Reconciliation Branch
ESD	Electrostatic Discharge
ESD	Estimated Shipping Date
ETA	Estimated Time of Arrival
EUB	Supply Accounting - End-Use Branch
EXREP/ER	Expeditious Repair
FAD	Force/Activity Designator
FACTS	Fleet Automated Control Tracking System
FAP	Fleet Assistance Program
FAQ	Fixed Allowance Quantity
FAR	Federal Acquisition Regulations
FAS	Fuel Accounting System
	Fuel Automated Server
	Fuels Automated System
FASO	Field Aviation Supply Office
FC	Fund Code
FCFBR	Fleet COSAL Feedback Report
FEDLOG	Federal Logistics Data
FFSF	Fleet Financial Support Facility
FGC	Family Group Code
FHF	Financial Holding File
FILL	Fleet Issue Load List
FIMARS	Force Inventory Management Analysis Reporting System
FIMS	Fleet Image Management System
FISP	Fly in Support Package
FITS	Fleet Inventory Transmission System
FISC	Fleet and Industrial Supply Center (formerly NSC, NSD)
FITS	Force Inventory Transmission System
FLIPL	Financial Liability Investigation of Property Loss (DD Form 200)
FLIS	Federal Logistics Information System
FLR	Field Level Repairable
FLTOPS	Flight Operations
FMC	Full Mission Capable
FMB	AISD - File Management Branch
FMF	Fleet Marine Force
FOD	Foreign Object Damage
FOFF	Financial Outstanding Fuel File
FPO	Fleet Post Office
FRAA	Fleet Repairables Assistance Agent
FSC	Federal Supply Classification
FSG	Federal Supply Group
FY	Fiscal Year
FYTD	Fiscal Year to Date
F/W	Fixed-Wing.
GAO	Gross Adjusted Obligation

GBI	Gain By Inventory
GBL	Government Bill Of Lading
GCS	Global Communication System
GFM	Government Furnished Material
GIA	Gross Inventory Adjustment
GMT	Greenwich Mean Time or General Military Training
GPETE	General Purpose Electronic Test Equipment
GSA	General Services Administration
GSE	Ground Support Equipment
GUCL	General Use Consumables List
HAZMAT	Hazardous Material
HICS	Hazardous Inventory Control System
HIPRI	High Priority
HM	Hazardous Material
HMC&M	Hazardous Material Control and Management Program
HMIS	Hazardous Material Information Systems
HMR	Hazardous Material Report
HW	Hazardous Waste
ICP	Inventory Control Point
IBS	Integrated Barcode System
ICRL	Individual Component Repair List
ICSS	Interim Contractor Supply Support
ID	Identification
IL	Identification List
ILR	Integrated Logistics Review
ILS	Integrated Logistics Support
ILSMT	Integrated Logistics Support Management Team
ILSP	Integrated Logistics Support Plan
IM	Item Manager or Inventory Manager
IMA	Intermediate Maintenance Activity
IMRL	Individual Material Readiness List
INFO	Information
INMARSAT	International Maritime Satellite
INV	Inventory
IOL	Initial Outfitting List
IPAL	Interim Publications Applicability List
IPB	Illustrated Parts Breakdown
IPD	Issue Priority Designator
IPF	Issue Pending File
IPG	Issue Priority Group
IPL	Interim Parts List
IRC	Issue Restriction Code
IRIM	Intensive Repairable Item Management
IRRC	Issue, Repair and Requisition Restriction Code
IRRD	Issue Release/Receipt Document
ISSIP	Issue in Process (NALCOMIS)
JASMMM	Joint Aviation Supply and Maintenance Material Management
JCN	Job Control Number
JCS	Joint Chiefs of Staff
JON	Job Order Number
JTR	Joint Travel Regulation
LAMS	Local Asset Management System
LBI	Loss By Inventory
LICN	Local Item Control Number
LIPS	Logistics Information Processing System
LIRSH	List of Items Requiring Special Handling
LMC	Local Management Code

LOGMARS	Logistics Marking and Reading Symbols
LRCA	Local Repair Cycle Asset
M & S	Media and Status Code
MAF	Maintenance Action Form
MAG	Marine Aircraft Group
MAGTF	Marine Air-Ground Task Force.
MALS	Marine Aviation Logistics Squadron
MALSP	Marine Aviation Logistics Support Program
MAM	Maintenance Assist Module
	Maintenance Applications Manager
MATCS	Marine Air Traffic Control Squadron
MAW	Marine Aircraft Wing
MC	Mission Capable
MCAS	Marine Corps Air Station
MCC	Material Control Code or Mission Criticality Code
MCMAR	Monthly COSAL Maintenance Auto Report
MCN	MAF Control Number
MCO	Marine Corps Order
MCR	Material Control Register
MCRL	Master Cross Reference List
MDP	Material Delivery Point
	Market Demand Pull (pg W-4)
MDS	Maintenance Data System
MEB	Marine Expeditionary Brigade
MEC	Military Essentially Code
MEF	Marine Expeditionary Force
MEU	Marine Expeditionary Unit
MFCS	Material Financial Control System
MFG	Manufacturer
MILSBILLS	Military Standard Billing System
MILSPEC	Military Specification
MILSTAMP	Military Standard Transportation And Movement Procedures
MILSTD	Military Standard
MILSTEP	Military Supply And Transportation Evaluation Procedures
MILSTRAP	Military Standard Transaction Reporting And Accounting Procedures
MILSTRIP	Military Standard Requisitioning And Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MIT	Material In Transit
MLSR	Missing, Lost, Stolen or Recovered
MMF	Mobile Maintenance Facility
MOS	Military Occupational Specialty
MOV	Material Obligation Validation
MPD	Movement Priority Designator
MPS	Maritime Pre-positioned Ships
MPSRON	Maritime Pre-positioning Squadron
MRE	Material Requirement External
	Material Request External
MRI	Material Requirement Internal/Material Request Internal
MRIL	Master Repairable Item List
MRL	Master Repairable List
MSB	Supply Management - MALSP Support Branch
MSD	Maintenance Support Division
MSD	Material Support Date
MSDS	Material Safety Data Sheet
MSP	Maintenance Support Package
MSSLL	Master Stock Status and Locator Listing

MTIS Material Turned Into Store
Material Turn-ins

MTR Mandatory Turn-In Repairable

MVO Money Value Only

NAD Network Administration Division

NADEP Naval Aviation Depot

NALCOMIS Naval Aviation Logistics Command Management Information System

NALDA Naval Aviation Logistics Data Analysis

NAMDRP Naval Aviation Maintenance Discrepancy Reporting Program

NAMP Naval Aviation Maintenance Program OPNAV 4790.2_

NAMSO Navy Maintenance Support Office (Mechanicsburg, PA)

NARSUP Navy Acquisition Regulation Supplement

NAVAIRSYSCOM Naval Air Systems Command, Washington, Dc

NAVAVNLOGCEN Naval Aviation Logistics Center

NAVCOMPT Navy Comptroller

NAVICP-M Naval Inventory Control Point Mechanicsburg, PA.

NAVICP-P Naval Inventory Control Point, Philadelphia, PA.

NAVSEA Naval Sea Systems Command, Washington, Dc

NAVSISA Navy Supply Information Systems Activity

NAVSUPSYSCOM Naval Supply Systems Command, Mechanicsburg PA

NAVTRANS Naval Transportation Support Center (formerly NAVMTO)

NC Not Carried

NCB National Codification Bureau Code

NCOIC Non-Commissioned Officer-in-Charge.

NHA Next Higher Assembly

NICN Navy Item Control Number

NIIN National Item Identification Number

NIS Not In Stock

NLL Navy Logistics Library

NLT Not Later Than

NMC Not Mission Capable

NMCM Not Mission Capable Maintenance

NMCS Not Mission Capable-Supply

NORS Not Operationally Ready-Supply

NPFD Naval Publications and Forms Directorate (formerly NPFC)

NPFS Navy Publication and Printing Service

NRFC Navy Regional Finance Center

NRFI Not Ready For Issue

NSN National Stock Number

NTCSS Navy Tactical Command Support System

NTDS Navy Tactical Data System

NTO Net Total OPTAR

NUP Net Unit Price

NWCF Navy Working Capital Fund (formerly NSF or DBOF)

O/H On Hand

O&M,N Operation and Maintenance, Navy (appropriation)

OCONUS Outside Continental United States

OFC OPTAR Functional Category

OFFAR Off-line for Alternate NIIN Review (NALCOMIS)

OFFMP Off-line for Manual Processing (NALCOMIS)

OFFTR Off-line for Technical Research (NALCOMIS)

OFISS Off-line for Issue (NALCOMIS)

OFROB Off-line when Receipt on Board

OFVAL Offline for Validation (NALCOMIS)

OHF OPTAR History File

OIC Officer-in-Charge
OL Operating Level
OLM Operating Level Multiplier
OMA Organizational Maintenance Activity
OMEPS Obligation Material In Transit Expenditure Processing System Program
OMMS Organizational Maintenance Management System
OPLOC Operating Location
OPN Other Procurement Navy
OPNAV Office of Chief of Naval Operations
OPTAR Operating Target
ORD Ordnance
ORG Organization Code
OSD Office of the Secretary of Defense
ORF Outstanding Requisition File
OSCD Over-Seas Control Date
OSI Operating Space Item
OSL Order and Shipping Level
OSO Other Supply Officer (relates to transfer of material)
OST Order and Shipping Time
P-NICN Permanent-Navy Item Control Number
P/N Part Number
PC Production Control
PCF Pending Credit File
PCS Permanent Change of Station
PD Priority Designator
PDD Priority Delivery Date
PDEF Pending Data Entry File
PEB Consumables Management - Pre-Expended Branch
PEB Pre-Expended Bin
PICA Primary Inventory Control Activity
PII Personally Identifiable Information
PM Preventive Maintenance
PMC Partial Mission Capable
PMCM Partial Mission Capable, Maintenance
PMCS Partial Mission Capable, Supply
PMI Precious Metal Indicator
PMIC Precious Metal Indicator Code
PNF Part Number File
PO Purchase Order
POA&M Plan of Action and Milestone
POD Proof of Delivery
POE Point of Entry.
POL Petroleum, Oils And Lubricants
POS Peacetime Operating Stock or Proof of Shipment
PRI Priority
PSIND Primary/Secondary Indicator
PUF Pack-up File
PUI Pack-up Item File
Q COSAL Nuclear Reactor Plant COSAL
QA Quality Assurance
QDR Quality Deficiency Report
QTY Quantity
QUP Quantity Per Unit Pack
RAB Redistributable Assets Onboard
RAMAT Reconciliation and Management Assistance Team
RAO Redistributable Assets On Order

RC Reject Reason Code or Recoverability Code
RCB Repairable Management - Repairables Control Branch
RCTF Repairable Completed Transaction File
RDB Repairable Management - Repairables Delivery Branch
RDD Required Delivery Date
RECON Reconciliation
RFI Ready For Issue
RIC Routing Identification Code or Repairable Item Code
RIL Repairable Item List
RIP Receipt In Process or Remain In Place
RMD Repairable Management Division
RO Requisitioning Objective
ROB Receipt On Board
ROD Report Of Discrepancy (Standard Form 364)
RP Reorder Point
RQN Requisition
RRTMIS Requisition Response Time Management Information System
RSB Repairable Management - Repairables Storage Branch
RTAT Repair Turn-Around-Time
RTF Repairable Tracking File
R/W Rotary-Wing. Refers to Helicopter Groups/Squadrons
SAA Supply Applications Administrator
SAC Special Accounting Class
SAD Supply Accounting Division
SAF Support Action Form
SAL Storeroom Action Listing
SAL Ship Authorized Levels
SALTS Streamline Automated Logistics Transmission System
SAMMA/SAL Stores Account Material Management Afloat/Ship Authorized Levels
S/C Source Code
S&E Supplies and Equipage OPTAR
SAL Shipboard Authorized Levels
SALTS Streamline Automated Logistics Transmission System
SAMMS Stand-Alone Material Management System
SAVAST Ship's AVCAL Asset Demand Tape
SCDL Stock Control Decision Listing
SDD Standard Delivery Date
SDE Stock Asset Dollar Value Extension
SDLM Schedule Depot Level Maintenance
SDR Supply Discrepancy Report
SE Support Equipment
SECDEF Secretary of Defense
SECNAV Secretary of the Navy
SERMIS Support Equipment Resources Management Information System
SERVMART Service Market
SF Standard Form
SFB Supply Accounting - Stock Fund Branch
SFF Safety Footwear File
SFOEDL Summary Filled Order/Expenditure Difference Listing
SGL Standard General Ledger
SHORCAL Shore Consolidated Allowance List
SIR Stock Item Record
SIT Stock In Transit
SIT Stock Item Table
SIVF Survey Integrity Verification File
SL Safety Level

SLAC	Shelf Life Action Code
SLC	Shelf Life Code
SLEP	Service Life Extension Program
SMCC	Special Material Content Code
SM&R	Source, Maintenance and Recoverability Code
SMARTS	Ships and MALS Automated Reconciliation Tracking System
SMD	Supply Management Division
SME	Subject Matter Expert
SMIC	Special Material Identification Code
SMQ	Special Maintenance Qualification
SMTS	Software and Maintenance Tracking System
SNAP	Shipboard Non-tactical ADP Program
SNDL	Standard Navy Distribution List
SNSL	Stock Number Sequence List
SOB	AISD- Systems Operations Branch
SOS	Source of Supply
SPD	Systems Processing Division
SPAD	Supply Personnel and Administrative Division.
SPAWARSSYSCEN	Space And Naval Warfare Systems Center (formerly NAVMASSO and NISE)
SPAWARSSYSCOM	Space And Naval Warfare Systems Command, Washington, Dc
SRA	Shop Replaceable Assembly
SRB	Consumables Management - Supply Receiving Branch
SRC	Scheduled Removal Component
SRD	Supply Response Division
SSAN	Social Security Account Number
SSB	Repairable Management - Supply Shipping Branch
SSC	Supply Support Center
SSD	Squadron Support Division
SSIC	Standard Subject Identification Code
STARS-FL	Standard Accounting and Reporting System - Fleet Level
STKDUE	Stock Due
SUPADD	Supplementary Address(ee)
T-NICN	Temporary-Navy Item Control Number
T/M/S	Type/Model/Series
T/L	Transmittal Listing (OPTAR Obligations)
T/O	Table of Organization
TAD	Temporary Additional Duty
TAT	Turnaround Time
TAV	Total Asset Visibility or Tender Availability
TBA	Table Of Basic Allowances
TBI	Test Bench Installed
TBOS	Test Bench Out of Service
TCMD	Transportation Control And Movement Document
TCN	Transportation Control Number
TCP	Tool Control Plan
TD	Technical Directive
TDC	Technical Compliance Directive
TDR	Transportation Discrepancy Report
TE	Table of Equipment or Test Equipment
TEC	Type Equipment Code
TECH PUB	Technical Publication
TIR	Transaction Item Reporting or Total Item Record
TOA	Table Of Allowance
TPL	Technical Publications Library
TR	Transaction Report
TR	Trouble Report

TRB	Supply Response - Technical Research Branch
TSA	Training Squadron Allowance
TSC	Type of Storage Code
TYCOM	Type Commander
UCMJ	Uniform Code Of Military Justice
UI	Unit of Issue
UIC	Unit Identification Code
ULS	Unauthorized Long Supply
UMMIPS	Uniform Material Movement And Issue Priority System
UMR	Unmatched Receipt Report
UND	Urgency Of Need Designator
UOL	Unfilled Order Listing
UP	Unit Price
UPC	Unit Price Code
URB	Unreconciled Balance
USID	Uniform System Identification Code
USMC	United States Marine Corps
USN	United States Navy
USPS	United States Postal Service
VIDS	Visual Information Display System
VIDS/MAF	Visual Information Display system/Maintenance Action Form
VMA	(Marine) Attack Squadron
VMAAW	(Marine) Attack (All Weather) Squadron
VMAQ	(Marine) Electronic Warfare Squadron
VMFA	(Marine) Fighter-Attack Squadron
VMFP	(Marine) Photo Reconnaissance Squadron
VMGR	(Marine) Refueller-Transport Squadron
VMO	(Marine) Observation Squadron
WC	Work Center
WCC	Work Center Code
WESTPAC	Western Pacific
WINSALTS	Windows version of the SALTS program
WIP	Work In Process
WISSA	Wholesale Inter-Service Supply Support Agreement
WRA	Weapon Replaceable Assembly
WSDC	Weapon System Designator Code
WSE	Weapons Support Equipment
WSF	Weapon System File
WUC	Work Unit Code
3M	Maintenance and Material Management

Part 2 - Standard Terms

-A-

Abstract	Copy of a payment voucher for material purchased from a commercial source. DFAS uses abstracts as expenditure documents to match against FIR Code A1 (receipts).
Accountability	The obligation which is imposed upon any person authorized to have public property in custody or possession, or to produce the property, or evidence of its authorized disposition when directed by proper authority or upon proper occasion. A final conclusion on any question of accountability generally depends upon the facts involved in that particular case.
Accountable Activity	Activities which will receive and issue material in and out of a stores account (Navy Stock Account or Appropriation Purchases Account), e.g., special accounting class 207 ships.
Accountable Officer	An individual appointed by proper authority who maintains inventory or financial records or both in connection with government property, irrespective of whether the property is in that individuals possession for use or storage or in the possession of others to whom it has been officially entrusted for use or care and safekeeping. An accountable officer may incur financial liability for failure to exercise assigned obligations. For supply system stocks held in SAC 207, the supply officer is normally assigned this responsibility.
Accounting Period	A definite period of time, the beginning of which is fixed either by law or by administrative action, for assembling, recording, or reporting accounting data.
Acquisition Advice Codes (AAC)	A one character alphabetic code which indicates how and under what restrictions an item of supply will be acquired (NAVSUP P485, volume II, appendix 23).
Activity Address Code (AAC)	A six character code, consisting of the service code ("N", "R", or "V") and the unit identification code (UIC), which identifies a specific activity and translates to a clear text address (NAVCOMPT Manual volume II, chapter 5).
Activity Control Number (ACN)	The activity service designator code and UIC. Address A data storage location that can be referred to in a program.
Administrative Cancellation (ADCANC)	Used in processing financial difference listings to identify below threshold services received but not billed at DFAS, more than 60 days prior to the cut-off date of the listing. Also used as the

financial cancellation of an unfilled order by the OPTAR holder with DFAS without reference to or action by the supply system.

Advance Traceability and Control System used to monitor movement of DLR carcasses through the transportation system.

Advice Code Used by the requisitioner to provide special instructions to the supply source, such as "Do not substitute," "Do not backorder," "Furnish exact quantity" etc. (NAVSUP P485, volume II, appendix 1.)

Adhoc Adhoc is a utility in the NTCSS environment that enables you to create customized queries to meet the application's requirements. This Ad Hoc utility assists maintenance managers in asset management and helps reduce man-hours expended in the manual processing of available data.

Aeronautical Equipment Aircraft, support equipment, aviators equipment, and other similar devices.

Aeronautical Material All the material used in the operation and maintenance of aircraft.

Afloat Shopping Guide (ASG) Designed to assist fleet personnel in identifying the NSN items most frequently requested by the ships. It includes a detailed description of each item, a specific code to designate items carried by Combat Logistic Force ships and, when applicable, stock numbers of substitute items.

Aged Unfilled Order Listing (AUOL) A listing of all unfilled orders in the DFAS files over 120 days old which have not matched related expenditure documents and which have not been canceled. It also consists of end-use transactions for which no matching bill has been processed for 120 days and DFAS holds the requisition outstanding.

Aircraft Controlling Custodian (ACC) Air commands and Naval Air Systems Command (NAVAIR) who exercise administrative control of assignment, employment, and logistics support of certain aircraft and aircraft engines as specified by the CNO.

Aircraft Equipment Configuration List Listing of the avionics components installed in aircraft, cross-referenced to applicable allowance requirements registers, that contain the support requirements for outfitting purposes.

Aircraft Intermediate Maintenance Department (AIMD) The department responsible for the check, test, repair, or manufacture of aeronautical components and support equipment for the supported aircraft.

Aircraft Maintenance Material Readiness List (AMMRL) The title for the overall program which provides the data required for effective management of ground support equipment at the organizational and intermediate levels of aircraft maintenance.

Airframe Accessories Items of equipment that are required for operation

of the aircraft and that cannot be considered an integral part of the airframe or engine, such as wheels, brakes, hydraulic equipment, fuel systems, de-icing equipment, anti-icing equipment, and other items regardless of whether attached to the engine or airframe.

Allocation	Action taken by the Comptroller of the Navy granting obligational authority.
Allotment	Method utilized by project managers for granting obligational authority to accountable activities within the overall limits of its allocation. The last 3 digits of the bureau control number is the allotment number which designates the activity receiving the allotment.
Allowance Change Request (ACR)	(NAVSUP Form 1220-2) Utilized for requesting item additions/deletions or quantity increases/decreases in all published allowance lists (item may be an equipment/component, repair part, or equipage).
Allowance Components List (ACL)	A system validation aid prepared for variable installations of electronic weapons systems. It also links together large systems supported by more than one APL. The ACL contains a list of components with APL numbers as well as components not supported by an APL but it does not provide COSAL support.
Allowance Equipage List (AEL)	An allowance document prepared by NAVICP MECH for various categories of equipage for mechanical, electrical, or ordnance systems. When used for systems, the AELs include the items required for the operation of the systems and/or the repair parts to support it. Items listed on an AEL generally are Operating Space Items (OSI) in the custody of various shipboard departments.
Allowance Items	Items which appear in authorized allowance documents (e.g., COSAL, AVCAL, and ISL) with an allowed quantity.
Allowance Note Code (ANC)	A code used in Part II, Sections A and C and Part III of the COSAL. A list of these codes can be found in NAVICPMECHINST 4441.170 Appendix C.
Allowance Parts List (APL)	A document prepared for each equipment or major component onboard a ship which lists repair parts and characteristics/descriptive data.
Allowance Parts List File (APL)	Contains APL records which identify the APL numbers associated with a specific stock number.
Allowance Requirements Registers (ARR)	A list of repair parts, accessories, and other materials which, based on anticipated flight hours, will be required to support aircraft maintenance and operations for a 90 day period.

Allowance Support Code (ASC) A five-digit alphabetic code listed in Part 1, Sections A and B of the COSAL. The first digit indicates the technical cognizance code. The second and third digits indicate the application or identification number activity and the fourth and fifth digits represent the logistic support status of equipment or components.

Allowance Type Code (ATC) A one character number used to identify the basis for stocking/demand recording and the item's relationship to the ship. These codes are found in the NAVSUP P485, volume II, appendix 9.

Allowed Items Allowance items and non-allowance items which qualify for local stocking or which are authorized to be procured as DTO material for immediate or planned use.

Alternate Number A type of reference number. Identification to an NSN is made normally by use of a primary reference number. Additional numbers that can be used to determine an NSN, such as manufactures part numbers, drawing and piece numbers, are referred to as alternate numbers.

American Standard Code for Information Interchange (ASCII) This code is used by various computer systems, including Honeywell, to translate machine language into readable English language.

Application Data for Material Readiness Lists (ADMRL) A master list of GSE required to support selected ranges of aircraft, engines, and systems at any Navy organizational or intermediate maintenance level activity.

Application Identification Number Activity Code (AINAC) The second and third character of the allowance support code established to identify equipment/component from equipage (NAVICPMECHINST 4441.170).

Appointing Official An individual designated in writing by the approving official. The approving official may act as the appointing official. If authorized by the approving official, the appointing official approves or disapproves Reports of Survey only when there is no evidence of negligence or abuse. The appointing official is normally senior to the responsible officer, accountable officer, and survey officer. For supply system stocks held in SAC 207, the appointing official will normally be the Supply Officer. The appointing official may act as the survey officer.

Appropriation (APN) An authorization by an Act of Congress to incur obligations for specified purposes to make payments out of the treasury to liquidate those obligations. Both the incurring of obligations and the making of payments are restricted by time and monetary limitations.

Appropriation File (APP) Contains a record for each line of accounting data used by various activities to which issues can be made.

Appropriation Purchase Account (APA) Material which has been purchased by a bureau or command and already charged to appropriated funds. Material is available for issue to end-users without charge to operating funds (OPTAR). APA material is assigned an even COG (i.e., 6A, 8P, 8X) and must cite a Y6 fund code on all internal and external requisitions.

Approving Official The approving official approves or disapproves the Report of Officer Survey and makes a determination to relieve all concerned from responsibility and/or accountability or to approve assessment of financial liability. The approving official appoints the survey officer in writing. When evidence of personal responsibility is suspect or the adjustment involves a classified or sensitive item or arms, ammunition, and explosives, the approving officials responsibility cannot be delegated and must remain with the Commanding Officer.

Assembly A number or parts or subassemblies or any combination thereof joined together to perform a specific function (e.g., power shovel front, fan assembly, audio frequency amplifier). The distinction between an assembly and a subassembly is not always exact; an assembly in one instance may be a subassembly in another (i.e., when it forms a portion of an assembly).

Assets Funds, material and personnel available to an activity.

Attachment A part, assembly, or subassembly, designed for use in conjunction with another assembly, unit, or set, contributing to the effectiveness thereof by extending or varying the basic function of the assembly, unit, or set (e.g., hoisting attachment on a truck, milling attachment for a lathe).

Audit A periodic evaluation of detailed plans, policies, procedures, products, directives, and records as applied to a Quality Assurance (QA) Program.

Augment An additional allowance, usually an increase in OPTAR funds.

Authorization Accounting Activity (AAA) Performs operating budget or allotment accounting. Maintenance of operating target (OPTAR) records is not to be considered as "Operating budget" or "Allotment accounting". Authorization accounting activities are those activities which render accounting reports required by the Comptroller of the Navy (e.g., DFAS OPLOC Norfolk, VA and San

Diego, CA).

Authorized Retention	All long-supply assets which are authorized for retention.
Automated Data Processing (ADP)	Data processing performed by a system of electronic or electrical machines interconnected to reduce the need for human assistance or intervention.
Automated Data Processing Equipment (ADPE)	A one-character numeric identification code indicating an item of ADPE or containing ADPE regardless of assigned FSC (NAVSUP P485, volume II, appendix 8).
Automated Voice Network (AUTOVON)	A voice communications network under control of the Department of Defense.
Automatic Digital Network (AUTODIN)	Interpreted to include all electrical transmissions including teletypewriters, since these circuits are connected to the AUTODIN system.
Automatic Identification Technology (AIT)	Allows for automated data collection and data transmission to Automated Information Systems (AIS).
Automatic Reorder Restriction Code (ARRC)	A code assigned to stock records to identify items for additional screening prior to reordering under automated supply systems.
Availability Cost Report (ACR)	Provides obligations and expenditure data for ROV funds for current month and fiscal year to date.
Availability Period	A specific period of time established by the type commander for the accomplishment of approved maintenance by a Naval Shipyard.
Average Endurance Level	The quantity of material normally required to be on hand to sustain operations for a stated period without augmentation; it is the median between the safety level and stockage objective (i.e., the safety level plus one half the operating level).
Average Monthly Demand (AMD)	The sum of the demand experienced for an item during a selected period divided by the total months in that period.
Average Monthly Frequency (AMF)	The sum of the frequency experienced for an item during a selected period divided by the total months in that period. Aviation Capable Ship A non-aviation ship that can be used as an aviation operating platform.
Aviation Consolidated Allowance List (AVCAL)	A document that lists the items and quantities of aeronautical material authorized to be stocked by an aircraft carrier/MALS to support the maintenance and operations of assigned or embarked aircraft. It is tailored for each aircraft carrier/MALS; LPH/LHA and the items listed are selected for all ARRs/ALs that apply to the assigned or embarked aircraft.
Aviation Depot Level	NAVICP PHIL managed items which are identified by

Repairables (AVDLR) the cognizance symbol 7R and MCC of E, H, or X; or for interim support items COG 1R and MCC of E, H, or X (see DLR for additional information).

Aviation Fleet Maintenance (AFM) OPTAR funds issued by the TYCOM to buy parts and material used by the AIMD/IMA and supported squadrons to repair aircraft and aircraft components.

Aviation Fleet Maintenance (AFM) Budget/OPTAR Summarizes maintenance costs for supported squadrons or ship's VT aircraft (AV 207 only).

Aviation Life Support System (ALSS) The items of equipment and clothing needed to allow aircrew members and aircraft passengers to function within all parameters of the flight environment, safely egress from disabled aircraft and descend to the surface, and survive on land and water until the arrival of rescue forces.

Aviation Operation Maintenance (AOM) OPTAR funds issued by the TYCOM to buy parts and material used by the AIMD/IMA and supported squadrons to repair aircraft and aircraft components.

Awaiting Induction The condition that exists when an item has been received by a supply activity but has not been inducted into the maintenance cycle for test/check/repair. Precedes an in work/awaiting maintenance status.

Awaiting Parts Unit (AWP) The condition that exists when materials required to complete a maintenance action are not available on station/ship or in the MALS.

-B-

Backorder A requisition that cannot be filled by an off ship supply activity from current stock and is being held until additional stock is received.

Backorder Reconciliation Response Reply to a reconciliation request advising the supplier to either hold the backorder until supplied or cancel the backorder.

Backup The process of duplicating transaction files as protection should destruction of original data occurs.

Bar Code A method of labeling material which provides for automated data collection for processing and storing received items, issuing transactions, and inventorying and auditing stowed materials. The labels consist of a series of vertical lines and spaces that provide coded information. They are read and interpreted by special scanning equipment.

Batch Processing Allows the system user to process large amounts

of transactions without the need for interactive processing of each transaction.

Beyond Capability of Maintenance (BCM)	A piece of equipment which cannot be repaired by the AIMD/IMA.
Bill To	For all inter-service transactions and intra-Navy cash sales "Bill to" means to prepare and forward the proper billings to the activity designated. For other intra-Navy use, the "Bill to" activity is the activity to be charged or summarized for the transaction.
Billback	End-use transactions appearing on the SFOEDL that have been challenged by the accounting activity or by the activity whose OPTAR funds have been charged.
Billings	Invoices forwarded to DFAS from DLA activities, the GSA, or some DOD activities for which the activity must report a corresponding receipt.
Blanket Purchase Agreement (BPA)	An agreement established with a vendor to furnish designated categories of material for a specific period of time.
Broad Arrow	An urgently required aviation test bench item (See NAVSUPINST 5442.2).
Budget Activity	A major program of the appropriation structure under which costs are collected.
Budget OPTAR Report (BOR)(NAVCOMPT Form 2157)	Monthly financial report (by fiscal year) of expended funds.
Budget Project	A five-digit number which defines the item manager and centrally managed allotment for NWCF material. It is used to identify material assets and expenditures on various financial reports.
Bureau Control Number (BCN)	The UIC of the activity in receipt of the operating budget. Operating budgets are distributed to TYCOMs.
Bureau Number	A unique six-digit number assigned to a specific aircraft, usually by the manufacturer.
-C-	
Cancellation	Total or partial discontinuance of supply action requested of and confirmed by the supplier.
Cannibalize	Removal of serviceable parts from one component for installation on another.
Capitalization	The absorption of the financial value of material into the NWCF.
Caption Code	Used by DFAS to identify different types of transactions which appear on an unmatched

listing:

- A Receipt Invoices
- C Unmatched OSO summaries
- G Unmatched Inspection Reports
- H Unmatched Public Vouchers (DOV) and Interdepartmental Billings
- J Unmatched Carcass Billing.

Carcass A not-ready-for-issue (NRFI) repairable component which requires turn-in to a repair facility or designated overhaul point (DOP).

Carcass Value The value of the repairable NRFI carcass; equal to the standard price minus the net price (e.g., standard price of \$10,000 net price of \$3,000 = carcass value of \$7,000).

Carried Items Items that are stocked (e.g., items for which the ASD is required to maintain on board).

Cash Sale A transaction used to record the sale of material to other government departments, the Coast Guard, foreign governments, or merchant ships whether or not cash actually changes hands.

Casualty Report (CASREP) Requisitions for emergency replacement parts for equipment/components out of commission that are essential to the ship's mission. Requisitions submitted for a CASREP requirement are identified by a W in the first position of the serial number of the document number.

Causative Research An in-depth investigation of specific physical inventory discrepancies to determine why they occurred, so corrective action can be taken. This consists of a complete review of all transactions (to include receipts, issues, change notice action listings (e.g., quantity per unit pack), location updates, previous adjustments, and suspended or erroneous documentation) within the allowable look-back period. This review begins with the analysis of transactions posted to the master stock record and concludes with the validation of source or supporting documentation. Causative research ends when the cause of the discrepancy has been discovered or when, after review of all existing records, an unresolved discrepancy exists. Supporting documentation generated during causative research will be retained for a three year period.

Central Design Activity (CDA) The activity responsible for the overall design and implementation of a system. The CDA for R-Supply and Optimized NALCOMIS is SPAWARSYSCEN.

Change Notice Action (CNA) Generated either locally or by an ICP and provides updated information to the Basic Material File (e.g., COG and UI changes, substitute/interchangeable data) or the Basic

Requisition File (i.e., substitute data).

Chargeable Activity The activity for which expenditures represent a cost of operation regardless of funds used, the activity administering the funds, the activity performing the accounting, or the activity preparing the requisition.

Code 3 of 9 A bar code consisting of various arrangements of 5 bars and 4 spaces (hence the 9) of which 3 are wide (hence the 3) to represent any of 43 different characters. The digits 0-9, letters A-Z, 6 special characters (/ + % \$), and a blank space can be encoded by the 3-of-9. This code is read by electronic devices called scanners.

Cognizance Symbol A two position numeric alpha code that identifies a stock numbered item with the Navy inventory manager of the specific category of material in which the item is included, and also indicates whether the material is manage in an NSA stores account, an APA stores account, or a non stores account (NAVSUP P485, volume II, appendix 18).

Commercial and Government Entity (CAGE) code A five-digit code assigned to manufacturers which have or are currently producing items used by the federal government (formerly federal supply code for manufacturers (FSCM)).

Commercial Bill of Lading (CBL) A bill for transportation charges received from a commercial carrier.

Common Item An item of standard design, application, and specification normally procurable from several manufacturers or suppliers, or available from only one manufacturer but with wide usage, or an item of such design that multiple applicability is apparent.

Condition Code One-character alphabetic codes which classifies material in terms of readiness for issue and use or identifies action underway to change the status of material.

Configuration Change Form (CCF) OPNAV 4790/CK. Used to report the installation, removal, relocation, or modification of any system equipment, component, or unit.

Configuration Control The systematic evaluation, coordination, approval or disapproval of proposed changes and the implementation of all approved changes to the configuration of an item.

Confirmed Cancellation Official notification by the supply system that supply action will not be taken on a requisition and that the requisition is canceled.

Consignee The recipient (unit, depot or person) to whom cargo is addressed or consigned for final delivery.

Consignor The person or activity that is the supplier or

	shipper of a product.
Consolidated Remain-in-Place Listing (CRIPL)	A listing of all authorized remain-in-place items published by NAVICP PHIL and approved by TYCOMS and NAVAIR.
Consumables	Administrative and housekeeping items, common tools, paints, cognizance symbol II forms, or any other items not specifically defined as equipage or repair parts. Materials such as general purpose hardware, metals, lumber, and lubricating oil also are considered to be consumables in procurement transactions, but will be treated as repair parts in shipboard issue transactions when the material is to be used for accomplishing maintenance actions.
Continuing Services	A service in which invoices will be forwarded for payment on some type of scheduled or regular basis, usually monthly. Copier rental, telephone, and garbage removal services are all examples of continuing services requirements (identified by C9999 in the requisition quantity field and 99 in the COGfield).
Contracting Management Review (CMR)	Performed by Naval Regional Contracting Centers (NRCCs), Fleet and Industrial Supply Centers (FISCs) with regional contracting management responsibilities in accordance with NAVSUP Instruction 4200.85 series.
Contractor Furnished Equipment (CFE)	Items manufactured or purchased by the contractor for inclusion in or for the support of an aeronautical system.
Contractor Support Programs	Maintenance programs associated with commercial derivative Navy aircraft where Navy personnel perform the Organization (O) level maintenance with limited Intermediate (I) level effort. The contractor issues ready-for-issue (RFI) components and provides limited diagnostic assistance.
Coordinated Shipboard Allowance List (COSAL)	A basic and unique guide for determining the items and quantities which should be stocked by the Supply Department to support the equipment installed onboard. This list can also be used to define the basis for which an item is stocked by the ship. It also contains nomenclature, nameplate data on equipment and identification data for repair parts.
Corrective Action (QDR)	Those actions taken to correct the defective items reported and/or actions taken to correct systemic conditions that allow defects to go undetected.
Cost Center	A subdivision of a responsibility center for which identification of costs is desirable and capable of being easily controlled. A ship, aircraft squadron, or other operating unit having

a UIC and incurring costs against an operating budget is classified as a cost center.

Cost Code Consists of a twelve-position field used to further classify accounting transactions by providing the eight-position Julian date and serial number from a requisition number and a two position fund code. The cost code is always preceded by two zeros on accounting data entries.

Credit Transaction Transaction which increases the OPTAR balance.

Credit Unfilled Order Receipt of an unfilled order cancellation by DFAS for which no related unfilled order is on file or if the unfilled order cancellation is for an amount greater than the related unfilled order (excessive cancellation).

Critical Equipment Systems, equipment, and components essential to the activity's ability to perform its mission.

Critical Item An item that is essential to the operational readiness of an aircraft and is in short supply in system stocks (or is expected to be in short supply for an extended period of time). Lists of critical items, with appropriate material control and/or inventory reporting instructions, are distributed periodically by certain inventory managers (NAVICP's MECH and PHIL) to specifically designated ashore and afloat activities. The term "critical items" also may be used afloat to refer to high usage, bulky consumables (e.g., "never out" items such as rags, toilet paper, etc.) which, because of space constraints, must be replenished at every opportunity.

Custodial Record A record maintained by the storage activity reflecting standard catalog data; owner/manager identification code; and may include lot/serial number and/or on hand quantity by supply condition code; for controlling assets in storage and aiding in inventory.

Custodial Responsibility A storage activity, depot, or agent responsibility to maintain proper custody, care safekeeping, receipt, issue, and balance data for stored DOD wholesale material.

Custody The responsibility for proper care, stowage, use, and record keeping of government material.

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Data Base Management A systematic approach to storing, updating, and retrieving of System information stored as data items, usually in the form of records in a file where many users access common data banks.

Data Protection	Measures to safeguard data from undesired occurrences that intentionally or unintentionally lead to modification, destruction, or disclosure of data.
Date Time Group (DTG)	An identifying number, assigned to communications, composed of the date, time, month, and year.
Date Shipped - Government Bill Of Lading (GBL) or Commercial Bill Of Lading (CBL) (modes A, B, C, D, K, L, M, P, Q, R, S, T, W)	Date carrier accepts custody of material as recorded on the bill of lading.
Date Shipped - Local Delivery (mode 9)	Actual date of delivery, or actual date packed plus a hold time factor of IPG I- 0 days, IPG II - 1 day and IPG III - 3 days will be shown as the supply status "date shipped" for local deliveries to shore based activities and fleet units. The hold time factor is the estimated time between date packed and date delivered. The shipping activity may establish a factor in keeping with locally realistic circumstances as periodically verified through the quality control program. Activities will use the actual date delivered when feasible. The use of AUTOPOD (a system covering Automatic Proof of Delivery to update RSF) for "date shipped" is limited to issues made to local shore based activities.
Date Shipped - Organic or Contract Transport to Air/Water Terminal (modes I, F N, O, U, Z, 2, 3)	Date conveyance departs from shipping activities for air/water terminal. The mode to be shown on AS_ transactions will be the mode used for movement or delivery to the POE. Mode I may be used only when required for traceability between shipping activities and adjacent POEs.)
Date Shipped - SEAVAN	Actual date carrier accepts custody of the van will be used when practical. Otherwise, use date TCMD is completed or container is offered to the carrier, which ever is the later date.
Date Shipped - Small Parcel Carrier (SPC) (modes E, 4, 5, 7)	Actual date carrier accepts custody of material.
Date Shipped - U.S. Postal Service (USPS) (modes G, H, 6)	Date material is dropped in mail bag/tub or turned over to a USPS unit.
Debit Transaction	Transaction which results in the reduction of the OPTAR balance.
Decapitalization	Action involving the transfer of the financial value of material out of the NWCF.
Defect (QDR)	Any nonconformance of a characteristic with

specified requirements. In accordance with the Federal Acquisition Regulation, defects are classified as follows:

Critical - A nonconformance that judgment and experience indicate is likely to result in hazardous or unsafe conditions to individuals or prevent performance of a vital mission.

Major - A nonconformance, other than critical, that is likely to result in failure, or to materially reduce the usability of the item for its intended purpose.

Minor - A nonconformance that is not likely to materially reduce the usability of the item(s) for their intended purpose, or is a departure from established standards having little bearing on the effective use or operation.

Defense Automatic Addressing System (DAAS)	A real time random access digital computer system which utilizes electronic communications networks to receive and automatically retransmit MILSTRIP messages to the proper addresses.
Defense Finance Accounting Service (DFAS)	Operating Locations (OPLOC) Norfolk and San Diego receive, audit, and prepare consolidated reports of monthly NSA Financial Inventory Returns in accordance with current manuals and directives.
Defense Logistics Agency (DLA)	A supply support organization assigned management responsibility and control of items in common use by all military services. About 60% of the line items in the integrated Navy Supply System are managed by DLA. These items are identified by a 9 in the first position of the cognizance symbol.
Defense Reutilization and Marketing Service (DRMS)	This activity will match the receipt reported by the DRMO with the shipment status card (DI AS3), reported by the shipping activity.
Demand	A request for material which will be procured or an issued from stock.
Demand Based Item (DBI)	Those items which have a comparatively high issue rate (also referred to as POS). Normally an item which experiences two frequencies of demand in a period of six months and continues to have at least one demand every six months thereafter.
Demand Code	A single alphabetic character entered by the initiator of the requisition to indicate to the management element of a distribution system whether the demand is recurring or non recurring (NAVSUP P485, volume II, appendix 8).
Department of Defense Activity Address Code (DODAAC)	A six position code that uniquely identifies a unit, activity, or organization that has the authority to requisition and/or receive material. The first position is the Service Designator

Code, the last 5 positions are normally the UIC.

Department of Defense (DOD) Component Registry Military Department or Agency that maintains visibility of all small arms serial numbers within that Component and provides the DOD Central Registry with small arms status.

Department of Defense (DOD) Working Capital Funds Established on January 1, 1997 and formerly referred to as Defense Business Operating Fund (DBOF). Consists of the Army Working Capital Fund, Navy Working Capital Fund, Air Force Working Capital Fund, and Defense-Wide Working Capital Fund. Revolving industrial fund concept for a large number of defense support functions. Utilizes business-like cost accounting to determine total cost of business activity.

Depth The quantity of a specific NSN carried. To increase the stock depth is to increase the quantity on hand.

Depot Level Repairables (DLR) Repairables that are repaired and condemned at the Depot maintenance level in accordance with the repair maintenance and recoverability codes specified in FEDLOG.

Designated Overhaul Point (DOP) Depot level rework facility assigned technical and overhaul responsibility for designated equipment.

Designated Rework Point (DRP) A depot-level rework facility assigned the technical and rework responsibility for designated equipment.

Designated Support Point (DSP) An activity assigned to provide supply support to a designated overhaul point (DOP).

Difference Adjustment value required to cause the value of unfilled orders to agree with the value of related expenditures as a result of the reconciliation process by DFAS.

Direct Charge Process by which DFAS charges certain designated expenditure documents, regardless of the amount, to the accounting data cited therein without the requirement of matching unfilled orders.

Direct Turnover (DTO) Any consumable, repair part, or equipage ordered from sources external to the ship for direct issue to the using department. Such material is required for immediate or planned use.

Discrepancy Overages, shortages, damages, incorrect material received, or Non-receipt of material and/or material received which cannot be used for its intended purpose because it does not meet the form, fit, or function requirements.

Disposal Authority Code A code entered on disposal related documents to indicate that the item being transferred to DRMO is authorized to be transferred due to IMM/ICP instructions relayed through the MRP or other

proper authority (NAVSUP P485, volume II, appendix 8).

Disposition	The proper destruction or transfer of material which is in excess or no longer of any value for its intended purpose.
Distribution Code/Field	The first position indicates the distribution code which, in conjunction with the service designator code, indicates a monitoring activity that will receive 100% supply and shipment status on the requisition. The second and third positions indicate the cognizance symbol which is significant only to the service originating the requisition. The distribution code (assigned by the requisitioner) and the cognizance symbol will be perpetuated on all subsequent documentation. (NAVSUP P485, volume II, appendix 3.)
Document Identifier	A three character code which identifies the purpose of the document (e.g., requisition, referral order, supply status, follow-up, cancellation request). The document identifier is a mandatory entry in all MILSTRIP documents (NAVSUP P485, volume II, appendix 4).
Document Number	A 14 digit non duplicative number constructed to identify the military service, requisitioner, Julian date, and serial number.
Download	The action of moving a specific set of data files from the data base of the Host computer to the remote processing system (RPS).
Due-In From Maintenance (DIFM)	DLR assets which are inducted into AIMD/IMA and are expected to be placed in stock upon completion of repair.
Dump	To transfer all of the information contained in a record into another storage medium or listing. Usually, however, dump refers to copying from an internal storage device to an extended storage device for a specific purpose such as to allow other use of the storage, as a safeguard against faults or errors or in connection with debugging.
Economic Retention (ER) Level	Long supply material that may be retained until the next overhaul if the computed long supply total value is less than \$20 or other money value entered in parameters. All AT Code 7 items are by definition economic retention material regardless of extended money value.
Electronic Repairable Management System	Web based system used to track the turn-in of retrograde, engine movements in the

-E-

transportation channels, SIT/MIT, etc.

End Item A combination of products, component parts, and/or materials which is ready for its final intended use. It is equipment or one of its major subdivisions.

End Use The accounting for material after it is issued from a stores account and charged to an operating fund.

Endurance The period of time required for a ship to use a definite quantity of supplies

Engine Type Equipment Code (ETC) A cross-reference between all maintenance type equipment codes and aircraft type equipment codes under which OPTAR obligations and expenditures will be accumulated (see OPNAVINST 4790.2).

Engineering Investigation (EI) If a component fails under suspicious conditions or prematurely, the user may request that an engineering investigation be performed to determine the cause of failure.

Equipage Those items which require management control afloat due to any one or a combination of high unit cost, vulnerability to pilferage, and/or are essential to the ship's mission. Equipage does not encompass installed mechanical, electrical, ordnance, or electronic equipment's (less personal computers), components, or systems. Equipage items generally are identifiable to end use applications aboard ships to the extent that an allowed quantity of the item can be and is determined on an individual ship basis. Chargeable items of equipage are identified in procurement, receipt, and consumption documents by the letter "E" in the second position of the applicable fund code.

Equipage and Equipment Categorization and Custody (EEC) Code One character alphabetic code (E, R, C, or S) used with BMF records. Codes are defined as follows:

- E Equipage Item.
- R Repair parts and equipment-related consumables.
- C General-use consumables.
- S Signature required.

Equipment Any functional unit of hull, mechanical, electrical, ordnance, or electronic type material which is operated singly or as a component of a system or subsystem and which is identified by a Component Identification Number (CID), Numerical Control Code (NCC), Allowance Parts List (APL), or similar designation.

Equipment Applicability Part II of the Naval Aeronautical Publications

Index	Index. A listing of aircraft and equipment, arranged in alphabetical order, with applicable manuals shown by their publication number.
Equipment Identification Code (EIC)	A seven-character alphabetic- numeric code that identifies a specific hardware item from the highest to lowest level (i.e., system to component/subassembly level).
Equipment Maintenance Related Material (EMRM)	All repair parts including Non-AVDLRs and equipment related consumables required to accomplish specific maintenance actions which are within the capability of the ship's force to perform.
Equipment Validation	The procedure of ensuring that the equipment descriptions shown on the allowance lists agree with the nameplate data on the equipment installed.
Equivalent Item	An item that is similar to another item to the extent that its characteristics are in strict accordance with drawings, specifications, standards, performance qualification test, within limits, or tolerances and compounds specified therein. Repairable assemblies are equivalent only if their "purchased repair parts" and performance also are equivalent. "Purchased repair parts" are limited to those items of a design peculiar to the repairable assembly concerned.
Error File (ERR)	Contains a 5-position message number, a narrative description, the elements that caused the error, and additional error information. It is used to identify suspense or error conditions and provide messages to the use.
Estimated Shipping Date (ESD)	The estimated date on which material will be released by the supply source.
Exception Status	Any supply action taken by the supply system on a requisition other than issue of material in the quantity requested.
Excess Material	The quantity of material, on hand or on order, above the requisitioning objective.
Exhibit (QDR)	The item reported as being deficient, or a sample item which represents the reported deficient condition, which can be analyzed to determine the possible cause of the defect.
Expeditious Repair (EXREP)	The removal of a component from an aircraft/equipment, expedited delivery, and immediate induction for repair with the goal of the earliest return to the customer. Used when a replacement from stock is not available.
Expenditure	Use of material or funds by issue, transfer, sale, or loss. Also a disbursement or payment of

appropriated funds.

Expenditure Invoice Number A document number assigned to a transaction which expends material or funds.

Expense Authority Budgeted amount within an operating budget approved for incurring expenses.

Expense Element A classification of expenses for cost accounting and reporting. The Navy wide assigned fund codes identify specific expense elements or subdivisions of expense elements.

Expense Limitation Financial authority issued by a major claimant (Fleet Commander) to an intermediate level command (Type Commander). Amounts therein are available for further issuance of operating budgets.

Expenses Costs of material, services, labor or other resources that have been consumed or applied.

Expired Appropriation An appropriation which is no longer available for obligation but is still available for disbursements to liquidate existing obligations.

Extended Money Value (EMV) A five-digit field which indicates the total value of a transaction.

External Record Release (ZOC) The process used in RSupply to review requisitions and status records before releasing and transmitting them to the supply system.

-F-

Failure Rate The number of failures of an item per unit measure of life (i.e., cycles, time, miles, events, etc., as applicable for the item).

Family Group Code (FGC) A code assigned by NAVICP-P to identify those repairable items which are interchangeable by form, fit, and function.

Federal Acquisition Regulations (FAR) Used in conjunction with NAVSUP Instruction 4200.85 series to provide policy and procedures for the acquisition of supplies and services via contracting.

Federal Catalog System The cataloging system under which all items carried under centralized inventory control by the DOD and civil agencies of the U.S. Government are named, described, classified, and numbered.

Federal Logistics Data (FEDLOG) A CD-ROM cross reference of all material used by the Navy.

Federal Supply The first four digits of the NSN which indicate

Classification (FSC)	the group and class of a particular material. The first two digits indicate the group or major division of commodities; the last two digits indicate the class or subdivision of commodities within a group.
Field Level Repairables (FLR)	Repairables that are repaired and condemned at either the organizational maintenance level or the intermediate maintenance level in accordance with the FEDLOG repair maintenance and recoverability codes (NAVSUP P485, volume I, par. 3262).
File Maintenance	The activity of keeping a file up to date by adding, changing, or deleting data.
Filled Order	An obligation that has matched with an expenditure during reconciliation by DFAS.
Financial Holding File (FHF)	Contains all the detailed records for financial processing.
Financial Integrity Verification File (FIVF)	A file utilized to reconcile transactions to financial reports to verify processing.
Financially Outstanding Fuel File (FOFF)	Contains a copy of all fuel documents that have not appeared, by document number, on a SFOEDL.
First In, First Out (FIFO)	A method based on shelf-life expiration of shelf-life material rather than on date of material's receipt.
Fiscal Year (FY)	A continuous accounting year beginning 1 October and ending 30 September of the following year (e.g., FY95 begins on 1 October 94 and ends on 30 September 95).
Fleet Automated Control Tracking System (FACTS)	Facilitates the turn-in of retrograde material and provides visibility from the point of turn-in by the end user through receipt into the ATAC system.
Fleet and Industrial Supply Center (FISC)	Command organizations which furnish supply support to fleet units, shore activities, and overseas bases established in their mission. They are under the management of NAVSUP.
Fleet COSAL Feedback Report (FCFBR) NAVSUP Form 1371.	Used to call attention to and seek correction of any technical deficiencies found on APLs/AELs. It is not used to report configuration changes or request a change in allowance for repair parts or equipage.
Fleet Financial Support Facility (FFSF)	Receives, audits, and prepares consolidated reports of monthly NSA Financial Inventory Returns in accordance with current manuals and directives. Mailing addresses are as follows: Commander Naval Base Norfolk (FFSF) 1682 Piersey Street Norfolk, VA 23511-2797

Fleet Financial Support Facility
4181 Ruffin Road
San Diego, CA 92132-1819

Fleet Image Management System (FIMS)	Is designated to provide electronic storage and retrieval of Issue Release and Receipt Document (IRRD) within a Windows operating environment.
Fleet Inventory Transmission System (FITS)	Is a software program and procedures which provide for generation and SALTS transmission of an automated Asset Visibility Report (AVR) by an afloat unit to a central site. FITS software and procedures are available for installation/use on SNAP I and II sites.
Fleet Issue Load List (FILL)	Consolidated listing of material to be carried onboard combat stores ships for the support of operating afloat forces to ensure maximum fleet readiness. It is based on actual past demands of those items most commonly requested by the fleet units.
Fleet Marine Force (FMF)	A force comprising land, air, and surface elements of the U.S. Marine Corps. It is an integral part of the Fleet and has the status of an operational TYCOM.
Flight Operations (FLTOPS)	OPTAR Funds assigned to support (non-maintenance) costs for supported squadrons or ship's VT aircraft (AV 207 only) (e.g., fuel consumed in flight, flight crew clothing, and administrative material for support of the squadron).
Flight Packets	Flight Packets are used to support requirements for material and services when aircraft are away from the supporting unit. Flight packets will contain documents necessary to procure parts, fuel, lodging, and meals from both military and civilian sources as outlined in cognizant Wing/Brigade/TYCOM instructions.
Follow-Up	An inquiry as to the action taken on a requisition previously submitted
Follow-up Reply	A reply to a requisitioner's follow-up or to a request for cancellation.
Force/Activity Designator (F/AD)	A Roman numeral designator established by each military service or the Joint Chiefs of Staff which relates to the military mission of the force or activity.
Force Inventory Management Analysis Reporting System (FIMARS)	Is utilized with FITS, which together provide the capability for establishing Afloat Asset Visibility and facilitating centralized management of inventory retail assets held by a MALS or force of afloat ships.
Foreign Object Damage (FOD)	Damage of aeronautical equipment (e.g., aircraft, engines, missiles, drones, support equipment) caused by an object that is external to that

equipment.

Frequency Of Demand The number of requests (i.e., "hits") that an item experiences within a given time frame, regardless of the quantities requested or issued.

Frustrated Cargo Material which is received without shipping documentation and the document number is not known.

Fund A segregated sum of money or other resource to be expended or used for specified purposes.

Fund Code A two character code which is used to cite accounting data on Navy requisitions.

Future Years Defense Plan (FYDP) Lists all Department of Defense program elements of the major programs.

-G-

Gain By Inventory (GBI) Required when the validated inventory figure is greater than the verified stock record balance (after all transactions affecting the balance have been posted). The difference (GBI) will be posted as an increase to the on-hand quantity.

General Purpose Electronics Test Equipment (GPETE) Non-APL related material required for support of onboard equipment.

General Services Administration (GSA) Responsible for the cataloging and inventory control of 9Q cognizance material or nonmilitary items in general use by both military and civilian agencies within the U.S. Government.

General Use Consumable List (GUCL) A list of generally used non equipment-related consumable items for initial outfitting of a ship's operating spaces and storerooms. It is prepared at NAVICP MECH only for new construction, major conversion, modernization, or reactivated ships.

Government Bill of Lading (GBL) Serves as a transportation contract between a commercial carrier and the U. S. Government. The Standard Form 1103 provides delivery instructions to the carrier while the Standard Form 1103B serves as a receipt document for the consignee. Detailed procedures for using the GBL are in the Military Traffic Management Regulation (MTMR) NAVSUPINST 4600.70.

Government Furnished Equipment (GFE) Equipment that has been selected and is to be furnished by the government to a contractor or government activity for installation in, use with, or in support of the aeronautical system during production, conversion, or modification.

Government Furnished Material in the possession of, or acquired by the

Material (GFM) Government, and later delivered or otherwise made available to a contractor. GFM is property that may be incorporated into or attached to a deliverable end item, or that may be consumed or expended in performing a contract. GFM includes assemblies, components, parts, raw and processed materials, small tools, and supplies that are consumed in performing a contract.

Grants An allocation of funds which the TYCOM issues to individual units to cover costs they incur while performing day-to-day operating maintenance and administration activities.

Gross Adjusted Obligation Obligation plus the year-to-date expenditures.

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Hard Copy Machine output in a permanent visually readable form (e.g., printed reports, listings, documents, and summaries).

Hazardous Inventory Control System (HICS) System used for the management of hazardous material inventories.

Hazardous Materials Information System (HMIS) Provides accurate, complete information to both fleet personnel on the procurement, use, transportation, handling, storage, and disposal of hazardous materials. Information may be obtained via request to the Navy Environmental Health Center (Navy HMIS focal point).

Hazardous Material Information System (HMIS) Code Code A two-character alphabetic code that identifies an item that is subject to the more stringent regulatory controls imposed by safety, health, transportation and/or environmental considerations which are required to assure proper handling, storage, use, transportation and disposal of hazardous materials.

High Limit The maximum quantity of material to be maintained on hand and on order to sustain current operations; it includes the sum of stocks represented by the operating level, the safety level, and order and shipping time (equivalent to "requisitioning objective").

Holding Files There are two Financial Holding Files. These files contain documents that support entries to the Estimated Cost Chargeable and Difference columns of the Requisition/OPTAR Log (blocks 10-17).

Holding File #1 - This file contains all obligations and advanced debit adjustment documents (NAVSO P3013-2 paragraph 4104.6). In other words copies of those documents

that decrease the OPTAR balance.

Holding File #2 - This file contains a copy of all cancellations and advanced credit adjustment documents (NAVSO P3013-2 paragraph 4104.6). In other words, copies of those documents that increase the OPTAR balance.

Hub

A specific, designated activity within a geographic area which provides NRFI DLR processing services. Hub activities provide full technical screening, packaging, preservation, transaction reporting, and transshipment services for all NRFI DLR's except the following:

1. All Inter-Intermediate Maintenance Activity (IMA) transfers.
2. Fleet Ballistic Missile (FBM) components.
3. Classified Items.

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Identification List (IL)	Developed and published by the Defense Logistics Information Service (DLIS) to provide approved national item description and related identification data. ILs include supply items used by all services. ILs have three sections which are an Index, a Descriptive Data Section, and a Reference Data Section.
Illustrated Parts Breakdown (IPB)	Prepared, when requested by NAVAIR, by the manufacturer for each model aircraft, engine, accessory, or other aeronautical equipment enabling quick and positive identification of each component and detail-part comprising the assembly.
Imprest Fund	Formerly a simple, economic purchase method used for small purchases not to exceed \$150 (\$300 under emergency conditions). The imprest fund has been discontinued.
Integrated Barcode System (IBS)	This is a receipt processing and inventory management system used to record incoming transactions by scanning bar codes and physically accounting for material stowed in warehouse locations.
Integrated Logistics Overhaul (ILO)	The concerted efforts of assigned shipboard personnel, under the supervision of ashore based ILO team members, to refine shipboard inventories of repair parts; to update related stock records criteria; and to identify material deficiencies and/or excesses. An ILO, which is designed to improve the supply readiness of the ship, entails

the off load, identification, and inventory of shipboard stocks of repair parts disposition of excesses, requisitioning of deficiencies, and the reload and storage of allowed items in authorized quantities. ILOs are performed (usually during a shipyard overhaul) in ships designated and scheduled by the type commander.

Integrated Logistic Support (ILS) A composite of all the support considerations necessary to ensure the effective and economical support of a system for its life cycle. It is an integral part of all other aspects of system acquisition and operation.

Integrated Logistics Support Plan (ILSP) The total comprehensive plan, prepared by the contractor, for management and execution of the Integrated Logistics Support (ILS) program requirements. The ILSP is the consolidation of all individual logistics support-element plans into an interrelated, interfaced, and phased program to provide effective and timely logistics support for a designated weapon system/subsystem/component.

Integrated Stock List (ISL) A list in NIIN/NICN sequence of all repair parts required to support onboard equipment after the ship has undergone a shipyard overhaul. It is prepared as part of the Integrated Logistics Overhaul (ILO). It is the SNSL of storeroom items updated to integrate modified allowances incident to configuration changes accomplished during the overhaul.

Interim Repair Parts (IRP) A contractor-provided parts support kit to be used until an APL is developed and allowances of parts are determined. The Supply Officer should manage these repair parts according to inventory control procedures, ensure that usage data is recorded, and replacement parts are ordered in a timely manner. When the APL is received, allowances will be compared against the parts kit and allowed items are taken up as AT Code 1 and non-allowed as AT Code 5.

Intermediate Maintenance Activity (IMA) Technical Stores Supply department stocks of repetitively demanded repair parts and equipment related consumables which are stored in other departmental spaces for ready availability in accomplishing IMA functions. To qualify for inclusion in "IMA technical stores", an item must be used by only one shop (or one group of contiguous shops), and must meet the frequency of demand criteria specified by the type commander. The quantity of each item in the custody of another department, plus the on hand quantity of any "backup" stock in supply department storerooms, must not exceed the ship's prescribed

stockage objective (see par. 6003). IMA technical stores will not include DLR items, critical items, or PEB items (see par. 6171); nor will they include bulkhead mounted spares or bulky consumables which are otherwise authorized to be stored in other departmental spaces (NAVSUP P485, volume I, paragraph 6009).

Intra-Service The exchange of material, inventory control documentation, and other management data within or between the distribution systems or a single military service or within the Defense Logistics Agency.

Inventory The quantity of stocks on hand for which stock records (cards/listings/tape) are maintained, or to the function whereby the material on hand is physically inspected and counted, and stock records reconciled accordingly.

Inventory Adjustment A gain or loss by inventory processed in conjunction with inventory reconciliation. Causative research will be conducted either before or after posting the adjustment to the stock record. Inventory adjustments may not be taken as a result of certain automated file maintenance actions (unmatched expenditure/receipt processing, suspended/error list processing, MOV processing) without first performing the requisite preliminary and causative research.

Inventory Control Point (ICP) The organizational element within a distribution system which is assigned responsibility for system-wide control of material. In a centralized inventory control system, the inventory control point also may perform the functions of a stock control activity.

Inventory File A temporary file used in the inventory process for both Spot and Scheduled inventories. A record is written to this file for each stock record location. The count quantities by location are then reported and collected through this file. Upon the completion of the inventory action, the count quantities are accumulated, on-hand/financial adjustments made, and inventory records are deleted from the Inventory File.

Inventory Manager Inventory control points under the primary support of the Naval Supply Systems Command, or bureaus. Systems commands, and offices which exercise inventory control over material.

Invoice A vendor's bill for goods provided or services rendered.

Issue Expenditure of material from the Supply Officer's

custody to the requisitioner for its intended use.

Issue Pending File (IPF) Contains records of requisitioned items for which a response from storeroom personnel has not been received indicating physical issue of material

Issue Priority Group (IPG) Determines the need and processing time of the requirement.

Issue Restriction Codes (IRC) One-position alphabetic or numeric codes locally devised to flag any item desired for local issue restrictions.

-J-

Job Control Number (JCN) A unique identifier for maintenance actions consisting of a unit identification code (UIC), work center code (WCC), and job sequence number (JSN).

Job Sequence Number (JSN) A sequential control number assigned to each maintenance action submitted by a work center to identify it uniquely and link it to associated supply transactions.

Julian Date Consists of two elements; the last digit of the calendar year and the numeric consecutive day of the calendar year, e.g., 9245 represents 2 September 1989. The numeric consecutive day of the year may be found on government issue calendar pads.

-L-

Lapsed Appropriation Appropriation which is no longer available for obligation. Formal allotment ledgers are discontinued at the field level and no further accounting will be performed for this allotment.

List of Items Requiring Special Handling (LIRSH) A reference to identify items in the supply system which requires special handling.

Local Asset Management System (LAMS) An automated MIS which provides standardized local management of IMRL assets through the use of bar code technology. It provides for an accurate wall to wall inventory, which can be accomplished by unit personnel, resulting in significant reductions of manpower expenditures and operational disruptions.

Local Item Control Number (LICN) Commonly called Local Stock Number, may be assigned to stocked consumable items not identified by an NSN or navy item control number (NICN). An LICN will only be used locally not in

MILSTRIP documents.

Local Management Code (LMC) A two-position alphabetic or numeric code devised locally and assigned by management to provide special attention to a stock number or group of stock numbers.

Local Purchase The function of acquiring a decentralized item of supply from sources outside the DOD.

Location The storeroom location is the place where material is stored. Each storeroom or warehouse is assigned an alphabetic-numeric identifier code.

Logistics The planning and carrying out of the movement and maintenance of forces. The military operations that deal with:

1. design and development, acquisition, storage, movement, distribution, maintenance, evaluation, and disposition of material;
2. movement, evaluation, and hospital inspection of personnel;
3. acquisition or construction, maintenance, operation, and disposition of facilities;
4. acquisition or furnishing of services.

Logistics Support Status Code (LSSC) The 4th and 5th position of the Allowance Support Code found in the COSAL Part I, Sections A and B. It indicates the type and degree of support required as well as the method of support rendered (NAVICPMECHINST 4441.170).

Long Supply The level of stock on hand (assets onboard) equal to the sum of the ship's authorized levels (SAL) and the authorized retention (AR).

Look Back Period The period of time in the past history of the item being researched during which transactions may be considered relevant for processing or correction. In SAC 207 activities, the look-back period goes back to the last major inventory change or load adjustment in the current operating cycle (i.e., Re-Aviation Consolidated Allowance List (Re-AVCAL), Integrated Logistics Overhaul (ILO), Integrated Logistics Repair (ILR), Tender and Repair Ship Load List (TARSLI)). This look-back period recognizes the fact that most activities conduct major inventory reconciliation events in relation to operating cycles rather than by fiscal or calendar year. The entire operating cycle should be considered for identification of changes or corrections that would resolve apparent inventory imbalances during the reconciliation process. However, if the operating cycle has recently commenced, a minimum look-back period of twelve (12) months is

appropriate. Thus, the look-back period extends to the date of the last inventory change or load adjustment in the current operating cycle or twelve months, whichever is longer.

Loss By Inventory (LBI) Required when the validated inventory figure is less than the verified stock record balance (after all transactions affecting the balance have been posted). The difference (LBI) will be posted in the Stock Record to adjust the balance.

Low Limit The stock position which signals the need to initiate replenishment action. It includes the sum of stocks represented by the safety level and the order and shipping time. Equivalent to "reorder point".

-M-

Maintenance The act of testing, measuring, replacing, adjusting, repairing, and updating that is intended to keep equipment, data, management systems, and computer programs in satisfactory working order.

Maintenance and Material Management System (3M) A maintenance tracking system that ties in supply with maintenance. It tracks the repairs needed and coordinates preventative maintenance and repairs with supplies. It also sets up schedules for preventive maintenance and needed repairs.

Maintenance Assistance Modules (MAMs) Replaceable assemblies (modules) required to execute an approved maintenance plan which calls for identifying the fault of a failed module through progressive and/or selective module substitution. MAMs appear in the COSAL Part III, Section CF of the SNSL with Allowance Note Code "N".

Maintenance Code Two-position codes with the first position indicating the lowest maintenance echelon authorized to remove, replace, and use the support item. The second position indicates the maintenance echelon with the capability to perform complete repair. MCs are designated as Organizational, Shipboard, Intermediate, or Depot Level. The various codes are listed in NAVICPMECHINST 4441.170, Appendix C.

Maintenance Data Collection System (MDCS) Provides a method of accumulating data on labor and material used in equipment maintenance.

Maintenance Data System (MDS) A basic element of the 3M program designed to provide a means of recording maintenance actions in substantial detail, so that a great variety of information may be retrieved concerning

maintenance requirements and equipment performance. In addition to recording maintenance actions performed, the system provides data concerning the initial discovery of the malfunction, how equipment malfunctioned, how many man-hours were expended, which equipment was involved, what repair parts and materials were used, what delays were incurred, the reasons for delay, and the technical specialty or rating which performed the maintenance.

Maintenance Requirement Card (MRC)	Provides the procedures and lists the parts and tools needed to perform PMS.
Maintenance Source Code	<p>A numeric code which identifies the source of parts or other materials obtained from other than normal supply channels, and, when applicable, is entered in data block 18 of NAVSUP Form 1250-1 (or in data block V of DD Forms 1348) prepared to document and report usage only. The maintenance source codes to be used are as follows:</p> <ol style="list-style-type: none">1. Part or material used was cannibalized from another equipment.2. Part or material used was drawn from salvage, or was obtained by stripping a ship.3. Parts used were manufactured by the tender or another activity.4. Parts or material used were furnished by ship being tended or by another activity.
Maintenance Support Package (MSP)	Small, low-cost items included in the AVCAL allowance designated for specialized storage near the activity's aircraft maintenance department.
Major Claimant	Bureau, office or command (e.g. COMLANTFLT, COMPACFLT) designated as administering office under operation and maintenance appropriations which receive operating budgets directly from the CNO.
Major Component	An item that is supported by an APL but which is used in a larger item, such as an equipment. For example, the meat slicer in the enlisted dining facility is an equipment which is supported by an APL, and contains two components, the drive motor and the starter motor, both supported by individual APLs.
Major Unit Or Component	A particular component or segment of an equipment (i.e. a radar set may have several major units, among them an amplifier, tuner, antenna pedestal, etc).
Management Control Activity (MCA)	DOD component activity designated to initially receive and effect control over service initiated and contractor initiated requisitions for Government Furnished Material (GFM). GFM would

be supplied from the wholesale supply system.

Mandatory Turn-In Repairable (MTR) An item that is required to be turned in to a collection point or DOP for repair when a replacement part is ordered. The repair part is then returned to the supply stock system.

Marine Aviation Logistics Support Program (MALSP) MALSP provides the conceptual framework within which a number of programs have been developed to enable the Marine Corps to rapidly task organize aviation logistics support for combat operations anywhere in the world. The MALSP defines, in broad terms, the logistics elements (i.e., spare parts, support equipment, mobile facilities, and personnel) that are combined to form a variety of different allowance support packages.

Master Index of APLs/AELs (MIAPL) An index of HMEO&E, nuclear, and mobile equipment's, components, and systems cataloged by NAVICP MECH. Its various cross-reference lists, which relate equipment/components of system nomenclatures and identification numbers to applicable technical manuals and/or allowance documents (and vice versa), are especially useful guides for determining APL/AEL availability and validity of onboard equipment and requesting/reporting configuration changes.

Master Repairable Item List (MRIL) A catalog of selected Navy managed items which, when serviceable and not locally repairable, are required to be turned in to a collection point or to a DOP for repair and return to stock.

Master Validation Table (MVT) Used by the computer to validate data elements of input documents to prevent erroneous data from entering the system. It also contains certain elements of information used in other file maintenance programs which are passed to the proper program as a part of the record in the transaction tape.

Material Supplies, repair parts, equipment, and equipage used in the Navy/Marine Corps.

Material Control Code (MCC) A single-alphabetic character assigned by an inventory manager to separate items into more manageable groupings (fast, medium, or slow movers) or to relate to the special reporting and/or control requirements (i.e., MTRs) of field activities. MCCs are listed in NAVSUP P485, volume II, appendix 9.

Material Control Code Decision Listing By-product of change notice processing, contains a listing of stock numbers that have had a change to or from material control code (MCC), D, E, G, H, Q, and X. Utilized to relocate the material from one storeroom to another.

Material Financial Control System (MFCS) This is an account for the value of assets carried in the NWCF Account for NAVICP-M/NAVICP-P

material.

Material In Transit (MIT) This includes bills from non-OSO activities (i.e., GSA, DLA and DOV).

Material Obligation That unfilled quantity of a requisition that is not immediately available for issue, but is recorded by the inventory manager or stock point as a commitment for future issue. Material Obligations are normally assigned status code BB, BC, BD, BP, or BV.

Material Obligation Validation (MOV) Used to verify the unfilled quantity of a requisition which is recorded as a commitment against existing or prospective stock dues or direct deliveries from vendors.

Material Obligation Validation (MOV) Request Request from an inventory manager or stock point to a requisitioner for a validation of the requirement of unfilled requisitions held as material obligations with outstanding requisitions held by the requisitioner.

Material Obligation Validation (MOV) Response Reply by a requisitioner to an MOV request advising the requisition holder to continue action to fill material obligation or to cancel all or a portion of material obligation.

Material Receipt Acknowledgment (MRA) A transaction used to advise that material has been received and posted and/or to indicate that a discrepancy affects the receipt posting/acknowledgment process.

Material Requirement External (MRE) The function of processing material requirements from other than the user's own activity, supported units, or embarked aircraft squadrons.

Material Requirement Internal (MRI) The function of processing material requirements from the user's own activity, supported units, or non-supported embarked squadrons.

Media And Status Code (M&S) A single character code that indicates the type of status required, who is to receive status, and how status is to be furnished, i.e., by what communications media (NAVSUP P485, vol II, appendix 16).

Military Essentiality Code (MEC)/Mission Criticality Code (MCC) MECs/MCCs give a quantitative rating to the impact of the loss of the equipment, component, or part on the ship's mission and safety. Equipment/component MECs appears in the COSAL Parts IA and B under EQUIP/COMP MEC and in Part ID under MCC. Part MECs appears in COSAL Part IIA. MIL ESS (Military Essentiality) appears in COSAL Part IIIA and includes EQUIP/COMP MEC/MCC from Part I and Part MEC from Part II. Equipment/Component MECs and Part MECs are listed in NAVICPMECHINST 4441.170 Appendix C.

Military Standard Requisitioning and Issue Procedures (MILSTRIP) Used for ordering commodities from the naval supply system, other military installations, Defense Logistics Agency, and General Services

Administration.

Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)	Enlarges upon MILSTRIP by extending uniform communicating procedures, codes, forms, and formats for the transmission of items and financial data between the management, stock control, and storage elements of the military services and DLA distribution systems.
Military Standard Transportation and Movement Procedures (MILSTAMP)	Provides standard procedures, forms, and language to be used by all military services and other agencies using the DOD transportation system.
Military Standards (MILSTD)	<p>A prescribed engineering method or related practice which, when referenced in a contract, becomes a mandatory procedure for suppliers to follow in furnishing material to the military.</p> <p>An example is MIL-STD-100 (Engineering Drawing Practices).</p>
Missing, Lost, Stolen, or Recovered (MLSR)	A program which requires the reporting of MLSR property valued at over \$500.00, serialized items valued at over \$100.00, and all losses of arms, ammunition, and explosives coded as sensitive in OD 12067/NAVAIR 11-1-116 (Catalog of Navy Ammunition Stock).
Mode Of Shipment Code	A one character alphabetic or numeric character which identifies the initial method of movement by the shipper (NAVSUP P485, volume II, appendix 5).
Money Value Only (MVO)	Identifies a receipt posted to expend money obligated for material not assigned an NSN or services from an outside vendor.
-N-	
National Codification Bureau (NCB)	Code A two digit code which is included as the fifth and sixth digits of a national stock number (NSN) or a NATO stock number. In an NSN, it identifies the United States as the country that assigned the stock number. In a NATO stock number, it identifies the NATO country that assigned the stock number, or it indicates that the stock number is used by two or more countries.
National Item Identification Number (NIIN)	A nine-digit number consisting of two elements utilized to identify an item. The first element is a two-digit NCB code and the second element is a seven-digit non-significant item identification number assigned by the appropriate inventory manager.
National Stock Number	A 13 digit stock number assigned by the Defense

(NSN) Logistics Information Service (DLIS), Battle Creek, MI, to identify an item of material in the supply distribution system of the United States. It consists of a four digit federal supply class (FSC), and a nine digit national item identification number (NIIN) which includes an NCB code as the first two digits.

Naval Supply Systems Command (NAVSUPSYSCOM) Provides for and meets those material support requirements of the Department of the Navy within the assigned material support responsibility of the Naval Supply Systems Command. They provide supply management with policies, methods, and staff assistance to the Assistant Secretary of the Navy.

Naval Inventory Control Point, Mechanicsburg, PA. (NAVICP-M) The Inventory Control Point for Cogs 0J, 0M, 0O, 0S, 0U, 1H, 2B, 2E, 2Q, 2T, 3H, 4E, 4T, 4Y, 6A, 6B, 6C, 6D, 6H, 6L, 6M, 6X, 6Y, 7E, 7G, 7H, 7N, 7Z, 8A, 8S, and 8U.

Naval Inventory Control Point, Philadelphia, PA. (NAVICP-P) The Inventory Control Point for all `R' Cog material plus Cogs 0Q, 4Z, 6K, and 8N.

Navy Item Control Number (NICN) A 13 character identification number which is assigned by an ICP or other Navy item manager to control an item which has not yet been (or will not be) assigned a national stock number (NSN).

Navy Regional Contracting Center (NRCC) Responsible for centralized buying and other purchase-related functions assigned by the Naval Supply Systems Command.

Navy Regional Finance Center (NRFC) Located in Washington, DC and Great Lakes, IL is primarily responsible for the payment of dealer invoices as directed on contractual documents (i.e., DD Form 1155) provided by the requisitioner.

Navy Regional Finance Center Codes A single-numeric code assigned for identification purposes of the Navy Regional Finance Centers.

Navy Retail Office (NRO) Items Those items for which integrated military supply management responsibility is vested in the Defense Logistics Agency (DLA). The NRO is assigned Navy retail management responsibility for the items; it will fund and control stockage within the Navy retail system.

Navy Supply Information Systems Activity (NAVSISA) Located in Mechanicsburg, PA, NAVSISA is responsible for maintaining demand data and load list changes, performing Inventory Control Point (ICP) functions, and designing shore-based inventory control systems.

Navy Working Capital Fund (NWCF) Formerly Navy Stock Fund or Defense Business Operating Fund. A revolving fund which is used to buy material and hold it in inventory until requisitioned for end-use.

Net Unit Price (NUP)	Price charged for a DLR when the carcass will be turned in. Net Unit Price includes repair cost, attention (replacement fee when item is Beyond Capability/Maintenance (BCM)), and surcharges.
Node	A DLR collection, consolidation and transshipment point (validation of drawing/part number to NSN is not performed). It may be operated by a freight agent or government personnel.
Nomenclature	The descriptive name of an item.
Non-Allowance Items	Items which do not appear in authorized allowance documents or, if listed, appear without an allowed quantity.
Non-Demand Based Items (Non-DBI)	Items in the Basic Material File carried in stock as allowed (COSAL, AVCAL, etc.) type items vice being carried based on customer demand. The RO is equal to the allowance/load quantity of the item.
Non-Recurring Demand	A demand made on a one time basis, normally, to provide initial stockage allowances, meet planned programmed requirements, and to meet one time project or maintenance requirements.
Non-Reorder Depot Level Repairable Carcass File (NDC)	Holds turn-in document numbers for carcass tracking.
Non-Standard Material	Material that is procured through open purchase with no stock number assigned, thus requiring exception data.
Not Carried (NC) Items	Items that are not stocked (i.e., items for which the supply department does not maintain stock records showing current on hand stock balances).
Not In Stock (NIS)	Items not on board when demand occurs.
Not Mission Capable Supply (NMCS)	Material condition of an aircraft that is not capable of performing any of its missions because maintenance required to correct the discrepancy cannot continue due to a supply shortage.
Not Ready for Issue (NRFI)	Term applied to items that are not in a condition to satisfy the purpose for which intended due to failure or damage.
-O-	
Obligation	Funds allocated for procurement of material/services not yet received.
Obligational Authority	Budgeted amount for incurring obligations within an operating budget. Obligational Ceiling Maximum amount of funds which can be legally

obligated.

Off-Line A particular document that has been temporarily removed from the automated process for special attention (NALCOMIS).

OFFAR Off-line for Alternate NIIN Review (NALCOMIS).

OFFMP Off-line for Manual Processing (NALCOMIS).

OFFTR Off-line for Technical Research (NALCOMIS). All material requirements (entered through NALCOMIS Phase II) where the FSCM/PN cannot be crossed to a National Stock Number will automatically be assigned a LSC of OFFTR and the document will print in TRB.

OFISS Off-line when the Proof of Delivery (POD) quantity differs from the issue quantity (NALCOMIS).

OFROB Off-line when Receipt on Board quantity differs from POD quantity (NALCOMIS).

OFVAL Offline for Validation (NALCOMIS). All material requirements (that have an excessive quantity or price based on parameters established in NALCOMIS will automatically be assigned a Local Status Code of OFVAL and the document will print in TRB.

Off-load Term applied to material turned in ashore (i.e., to FISCs, Property Disposal Office, or salvage).

Operating Budget Annual budget and financial authority granted to an activity or command to perform it's mission. Type Commanders subdivide their expense limitations into various operating budgets.

Operating Level The terms "operating level" is the quantity of material (exclusive of safety level) required to sustain operations during the interval between successive requisitions; normally, it is the difference in the quantity between the requisitioning objective (high limit) and the reorder point (low limit).

Operating Level Multiplier (OLM) A mathematical factor relating to the economic order quantity formula in the levels computation (derived by NAVSISA).

Operating Space Items (OSI) Items required in shipboard operating spaces (e.g., shipfitter shop, electrical shop, laundry, etc.). Such items are not recorded in stock records and are not under control of the supply officer. Management of operating space items is

vested in the department heads that control the operating spaces in which the items are located. Section B of Part III of the COSAL (SNSL of Operating Space Items) is a consolidated list of operating space items for the guidance of department heads. Section B items generally are equipage type items or specific equipment related consumables maintained under individual department head custody. However, Section IIIB of the nuclear weapons COSAL also includes general use consumables for which back up material may be stocked by the supply department when supply department stowage space is adequate.

Operating Target (OPTAR) An estimate of the money required by an operating ship, staff, squadron, or other unit to perform the task and function assigned.

Order and Shipping Level (OSL) Quantity of material which may reasonably be expected to be used between the time the item is ordered and the date the material is received.

Order and Shipping Time (OST) Time between the submittal of a requisition and receipt of the material requisitioned (equivalent to procurement lead time).

Organization Code Code which identifies the reporting and processing activity associated with maintenance and operational data.

Organizational Issue Material (OIM) Any Navy property that is issued to an individual on a loan basis for use in the performance of official duties. This material will be returned when the individual no longer requires it, transfers to another command, or is separated (e.g., flight clothing, and foul weather gear).

Other Procurement Navy (OPN) Funds which can be used only for investment-type items.

Other Supply Officer (OSO) Transfer A transfer of material between two accountable officers within the Navy Working Capital Fund.

Outstanding Requisition A requisition for which requested material has not been received.

Overage The quantity received is greater than that ordered or shown on the shipping document. A shipping type overage is not evident on delivery but is discovered when the article of freight as described on the transportation document is opened and the contents are checked.

Override Code Codes which enable the computer to process transactions that would otherwise error out or that have already errored out.

-P-

Pack Up	Selected supply officer's assets considered mission critical or high usage that are deployed with Marine aviation units to enhance on-site mission support.
Pack-up File (PUF)	Contains a record for each defined pack-up item. Applicable to USID C and M activities.
Pack-up Item File (PUI)	Contains a record for each stock number within each pack-up. Applicable to USID C and M activities.
Packaging	The cleaning, preserving, packaging, packing, and marking required to protect items during every phase of shipment, handling, and storage.
Part	One piece or two or more pieces joined together which are not normally subject to disassembly without destruction of the designed use (e.g., outer front wheel bearing of ¾ ton truck, electron tube, composition resistor, screw, gear, mica capacitor, audio transformer).
Part Number (P/N)	Identification number assigned to an item by the manufacturer. When used with a CAGE code it identifies the item. It is used along with other technical data (e.g., model, series, manufacturer of next higher unit, end-use application, etc.) to requisition an item when no stock number is assigned.
Partial Mission Capable Supply (PMCS)	Material condition of an aircraft that can perform at least one but not all of its missions because maintenance required to correct the discrepancy cannot continue due to a supply shortage.
Passing Action	Forwarding of material demands from one supply source to another supply source.
Passing Order	An order used to pass an erroneously routed requisition to the appropriate depot or distribution point, and to pass a requisition from one distribution system to another.
Peacetime Operating Stock (POS)	Items which have a relatively high issue rate, normally, two or more demands in a period of six months and continue to have at least one demand every six months thereafter (equivalent to criteria for SIM items in non automated ships). The POS quantity of a POS item is that portion of the requisitioning objective which supplements the allowance and/or load list quantity; if a POS item is not an allowance or load list item, the entire quantity of the requisitioning objective is considered to be POS. Semiannual review of stock records for POS items is required for

recomputation of requisitioning objectives. POS is synonymous with DBI.

Pending Credit File (PCF) A cumulative report as part of the DI 100 which reflects issue reversals. Credit listed on the report will be shown on a subsequent SFOEDL received by the MALS.

Pending Data Entry File (PDEF) A file established for the placement of supply documentation during those periods when computer access is not possible.

Percentage Report AVCAL/COSAL Produces an Aviation Consolidation Allowance List (AVCAL) or Coordinated Shipboard Allowance List (COSAL) percentage or analysis report (but not both at the same time). These reports help to determine fleet material requirements and additive levels of supply, distribution of fleet material assets, and shipboard endurance levels.

Permanent Navy Item Control Number (PNICN) Assigned by ICPs or other Navy item managers to identify and monitor certain non-NSN items which are not expected to produce enough demand to qualify for assignment of an NIIN. It is a 13-character alphabetic numeric designation with an LL in the fifth and sixth positions and FSC other than 0099 or the actual FSC.

Piece Parts Piece parts required for 2M repairs have been formalized into APLs for each ship class (either as I-Level or as O-Level) having 2M repair capability. NAVSEASYSKOM has funded piece parts and Fleet deployment of an assembled 2M piece part cabinet (OSI) for I-Level only, O-Level support is provided via the ASI process for items to be coded as SRI allowances. 2M support AEL piece parts will be taken up as shipboard allowed items on allowance documents and stock records. Additionally augmented APLs have been developed as more gold disks have become available. Currently these APLs are supported via the ASI process and will continue to be updated via the ASI process as the number of gold disks continues to increase. All of the allowances from the augmented APLs are coded as SRI for both levels (I and O) of maintenance

Pilferable Items Material especially vulnerable to theft due to its' ready resale value or application for personal use.

Pipeline A full pipeline is defined as a sufficient quantity of assets, on hand or on order, to meet forecasted demands through a period equal to the procurement lead time plus the safety level and protectable mobilization reserve assets of the LIM, if applicable.

Plan Of Action and Milestone (POA&M) A document that identifies actions or tasks in the specific order needed to accomplish an

objective. This document assigns to each action the office responsible and the start and completion date for each action.

Planned Maintenance System (PMS) Identifies planned maintenance to be performed on equipment, procedures to be followed, and tools, parts, materials, and test equipment required to perform planned maintenance.

Planned Maintenance System Feed Back Report (PMSFBR) Used by fleet personnel to notify the Naval Sea Support Centers or TYCOM, on discrepancies relating to PMS.

Pre-expended Bin (PEB) File Used to record pre-expended bin high and low limits for each PEB item within each established PEB site. Also a cross-reference for PEB item number to stock number.

Pre-Expended Bin (PEB) A self service storage area stocked with low cost, high usage, maintenance related items which have been expended from stock to department work centers. The criteria for determining PEB items are listed in NAVSUP P485, volume I, paragraph 6171.

Pre-Positioned War Reserve Stock (PWRS) The term "PWRS", as defined in the Dictionary of United States Military Terms for Joint Usage, Joint Chiefs of Staff (JCS) Pub. 1, is the quantity of an item acquired and positioned against a pre-positioned war reserve requirement, i.e., material which strategic plans dictate be positioned prior to hostilities at or near the point of planned use or issue to the user, to ensure timely support of a specific project or designated force during the initial phase of war, pending arrival of replenishment shipments.

Precious Metals Indicator (PMI) A one-position alphabetic-numeric code identifying the type and content value of precious metal contained in a certain item. These codes are listed in NAVSUP P485, volume II, appendix 8.

Preliminary Research An investigation of potential discrepancies or pre-adjustment research which involves the consideration of recent transactions, unposted or rejected documentation, search of adjacent or temporary location areas, and verification of cataloging data to determine the correct balance. Preliminary research ends when the physical balance has been verified and the physical inventory adjustment quantity determined.

Preventive Maintenance (PM) The care and servicing needed to maintain equipment and facilities in satisfactory operating condition by providing for systematic inspection, detection, and correction of failures either before they occur or before they develop into major defects.

Primary/Secondary Indicates the level of substitute compatibility.

Indicator (PSIND) (i.e., P = primary, S = secondary, I = interchangeable, N = not carried).

Priority Designator (PD) The priority designator (01-15) expresses the relationship between the requisitioners assigned force/activity designator and his selected urgency of need designator, and determines the time frame within which the requisition will be processed (NAVSUP P485, volume I, paragraph 3048).

Procurement The act of obtaining materials or services either through the supply system or via open purchase.

Procurement Item Identification Number (PIIN) A 13-position number used by the ICP to identify contracts for procurement items (e.g., N00612-87-Y-0001).

Procurement Lead-time The interval in months between the initiation of procurement action and receipt into the supply system of a production model, excluding prototypes, purchased as the result of such actions.

Product Quality Deficiency A defect or non-conforming condition detected on new or newly reworked products, premature equipment failures, and products in use that do not fulfill their intended use, operation, or service due to deficiencies in design, specification, material, manufacturing, and workmanship.

Progressive Depot Level Repairables (PDLR) DLRs that are repaired or tested and checked at the intermediate maintenance level in accordance with the FEDLOG repair maintenance code, but that must be repaired and condemned at the depot maintenance level in accordance with the FEDLOG recoverability code if they cannot be repaired at the intermediate level.

Project Code A three character code assigned to identify projects of a special program nature for recognition throughout any distribution system. General usage project codes (group 1), which comprise most of the project codes normally used by Navy ships, identify the type of activity or weapons system and the purpose for which the material is being procured (NAVSUP P485, volume II, appendix 6).

Proof of Delivery (POD) Documentation which has been signed by the requisitioner is commonly referred to as the "Proof of Delivery" copy.

Provision Item File (PIF) A cross-reference record used to relate the provision item number to the National Item Identification Number (NIIN).

Provisioning The process of:
(1) accomplishing technical planning necessary

to establish item support plan, piece by piece, assembly by assembly;

- (2) establishing the minimum levels responsible for repair;
- (3) identifying the kind and type of support equipment requirements, handbooks, manuals, and other maintenance publications;
- (4) determining the basic factory and field training requirements and;
- (5) providing for the establishment of inventory management records.

Purpose Code Provides the owner of material with a means of identifying the purpose or reason for which an inventory balance is reserved.

-Q-

Quality Assurance (QA) A planned, systematic pattern of all actions necessary to provide adequate confidence that the item or product conforms to established technical requirements.

Quantity Deficiency Report (QDR) Used to report quality deficient material to activities responsible for the design, development, purchasing, supply, maintenance, and contract administration so that the cause of the deficiency can be determined, deficiencies can be corrected, and action to prevent recurrence can be initiated.

Quarterly Asset Report Produced through the batch processing method. The computer reads various data elements on all BMF records for the user's USID except those having local stock numbers and COGs 9 for retail stock, 01 and 1I forms and printed matter, and 1Q ship's store and commissary stock; then, it generates a status report. AT Code 2 items are included in this report. The computer program formats the extracted information and writes the record to tape.

Query A query allows a user to see specific records in a particular file without changing the records.

Quicktrans A scheduled cargo airlift system utilizing commercial air carriers under contract to the U.S. Navy.

-R-

Random (Statistical) Sampling Inventory in Automated Ships An acceptable method of determining the current inventory accuracy level and whether or not there is a need for a total item count. It is considered to be part of the annual scheduled inventory program and a measure of the stock record accuracy for a segment of material based on the physical count of a specified number of randomly selected items within the segment.

Range The number of different line items stocked. To increase the stock range is to add new line items to stock.

Ready For Issue (RFI) Material or equipment which does not require any rework, replacement of overage parts, or other than routine installation condition verification prior to use. RFI items are not necessarily new or like new, but are functionally reliable and meet applicable performance specifications.

Ready Service Spares (RSS) Formerly repair parts and spares which were designated by Hardware Systems Commands (HSCs) during Maintenance Engineering Analysis (MEA) to be stored in or near certain equipment's for troubleshooting and for effecting rapid equipment/ system repairs. RSS, as an additional layer of shipboard inventory, has been eliminated. However, RSS is identified on the APL (Allowance Note Code 6) and will be included as a Storeroom Item (SRI) if the NSN has a valid storeroom allowance

Real Time As related to SUADPS-RT, a system that provides electronic exchange of data with NALCOMIS.

Receipt Documented acknowledgment of physical receipt/stowage of material onboard.

Receipt-in-Process (RIP) Used to prepost stock receipt documents. This DI will not complete the outstanding requisition record, perform any financial functions, or post any quantity to the BMF on-hand quantity. However, if the receipt is not processed within XX days, the computer will generate a follow-up listing for research based upon the parameters set by the user in the Delayed Receipt Report.

Reconciliation (RECON) An effort between two or more activities, units, or work centers to bring a common file into agreement, such as a PMO RECON where outstanding requisitions are validated between the tender and PMOLANT, Charleston or Report 21 RECONs where manual OPTAR logs are balanced against the SUADPS financial statements (Report 21).

Record Identification Number (RIN) A machine-assigned number to identify a specific entry in the APL/AEL record in the Weapons System File (WSF). It is used by WSF programs to store, retrieve, and report automated information.

Recoverability Code (RC) The RC is the third position of the maintenance

code, indicating the lowest level authorized to condemn and dispose of an item. The various RCs are listed in NAVSUP P719, chapter 5.

Recurring Demand A demand to replenish material utilized on a day to day basis.

Redistributable Assets on Order (RAO) All on order assets above the Requisitioning Objective (RO), when total assets (which include dues) have caused an item to be in a Redistributable-assets-on-board position. Previously known as Unauthorized On Order (UOO).

Redistributable Assets Onboard (RAB) The level of stock on hand which exceeds the sum of the Ships Authorized Levels (SAL) and the Authorized Retention (AR). AT Code 6 assets are by definition RAB. Also known as Unauthorized Long Supply (ULS).

Redistribution The act of effecting transfer in control, use, or location of material between units or activities within or among the military services and other federal agencies.

Refer Requisition has been referred to another supply activity.

Reference Number Any number other than the current stock number, or circuit symbol in electronic equipment's, that is used to identify a part. The most important reference numbers are manufacturer's part numbers. Superseded stock numbers are also a type of reference number. Reference numbers are used in FEDLOG and COSAL to determine the NSN.

Referral Order An order used between depots, supply centers, inventory managers, or other managers in an established supply distribution system for the purpose of passing correctly routed requisitions for continued supply action when the initial activity cannot fill the demand. When a not carried item is referred to another Navy source (including bounce backs of ICP referrals/redistribution orders) the referring activity will insert an "N" in cc 77 in addition to structuring the referral in the normal manner. This will permit proper demand recording and creation of audit trails.

Regular Allotment A method used by project managers to grant obligational authority to accountable authorities. These three digit numbers are assigned by NAVSUP and used as the last three digits of the Bureau Control Number.

Reimbursable OPTAR Separate OPTAR granted to an activity specifically to perform work or provide services.

Reject Reason or Reason A code used in the DLR carcass tracking system to

Codes (RC) relay messages between the ICP and user activities about the disposition of NRFI carcasses. These codes will appear on document identifiers BK1, BK2, and BK3.

Reliability The probability that an item will perform its intended function for a specific interval under stated conditions.

Remote Expeditionary Support Package Deployment support package containing the FISP plus selected I level repair capabilities and associated support items.

Remain-in-Place (RIP). An MTR item that cannot be removed from the equipment in which it is installed until the new item is received. Removal of the old item earlier will cause a system failure.

Reorder Point (RP) The stock position which signals the need to initiate replenishment action; it includes the sum of stocks represented by the safety level and the order and shipping time. (Equivalent to "low limit").

Repair Part Any item, including modules and consumable type materials, which has an equipment application and appears in an APL, SNSL, ISL, AVCAL, Naval Ship Systems Command drawing, or a manufacturer's handbook. Section A of Part III of the COSAL (SNSL of Storeroom Items) lists repair parts and equipment related consumables normally stocked by the supply department. Any item in Section A is considered, by definition, a repair part.

Repairable A component, module, assembly, subassembly or equipment determined by the inventory manager to be economically repairable when it becomes unserviceable. A repairable is identified as a MTR which consists of AVDLAR, DLR, PDLR or as FLR. A MTR is identified by Material Control Codes (MCC) E, G, H, Q, or X. An FLR is identified by MCC D. A repairable is sent to a DSP/DOP indicated in FEDLOG for repair or disposed of in accordance with FEDLOG when it cannot be repaired locally.

Repairable Identification Code (RIC) A numeric code (APL, AEL, or field change numbers) for electronic material similar to APLs and AELs for hull, mechanical, electrical, and ordnance items.

Repairable Item Code (RIC) File Cross-reference of repairable identification code numbers to corresponding stock numbers.

Repairables Tracking File (RTF) Contains records of items that are to be carcass tracked. Records will stay on file for 2 years after completion date.

Replacement Item A different item supplied as a spare or repair part in place of the originally used part. Replacement items are not necessarily

interchangeable with the items they replace; they may be of better quality or may have greater capacity than the items replaced. Replacement items are not substitutes because they are supplied on a continuing basis.

Report Of Discrepancy (ROD) Standard Form 364. Used to report shipping or packaging discrepancies attributable to or the responsibility of the shipper (including contractors, manufacturers, or vendors). This form is prepared by the receiving activity.

Reporting Activity A service activity which has reported material to an ICP/IMM.

Request For Improvement In Estimated Shipping Date (ESD) A follow-up inquiry requesting supply action to improve the estimated shipping date contained in previously furnished supply status documents.

Required Delivery Date (RDD) The specific Julian date (other than the priority delivery date) when the material is required by the requisitioner.

Requirement A request for material or services submitted to the supply department for supply action. A requirement is also prepared by the supply department for stock replenishment.

Requisition The document submitted to a supply source to obtain material. Requisitions may be transmitted by message, telephone, or radio when time is of the essence. Such requisitions will be relayed in exactly the same coded format as that specified for message requisitions. Written confirmation of receipt of these requisitions is not required and will not be forwarded.

Requisitioner Any Navy activity, afloat or ashore, with a unit identification code assigned in the Navy Comptroller Manual, volume 2, chapter 5, requisitioning material from a supply source.

Requisitioning Objective (RO) The maximum quantity of material to be maintained on hand and on order to sustain current operations; it includes the sum of stocks represented by operating level, safety level, and order and shipping time (equivalent to "high limit").

Rescreen The act of checking stock on hand posture for NSN's of requisitions previously declared Not-in-Stock. This is normally accomplished by use of a DI 071 (DTO Dues With Material On Hand) listing generated by R-Supply upon request. It can also be accomplished by use of spot inventories.

Resolved Discrepancy If through preliminary or causative research, it is determined that a discrepancy is due to a transaction error or omission, the proper accounting adjustment will be made to correct the stock or custody records. No survey action (DD

Form 200) is required.

Responsibility Center Command designated to receive and administer an operating budget. A Type Commander is designated as a responsibility center.

Responsible Officer An individual appointed by proper authority to exercise custody, care, and safekeeping of property entrusted to that individual's possession or supervision. This may include financial liability for losses occurring because of failure to exercise this obligation. For supply system stock held in SAC 207, the Supply Officer is normally assigned this responsibility.

Retention Limit The maximum quantity of an item authorized to be retained on board. The retention limit consists of the allowance and/or load list quantity (or the requisitioning objective for demand based items), plus the economic retention quantity as authorized in COMLANTFLTINST 4440.5 (series) or COMPACFLTINST 4440.3 (series).

Retrograde Any movement of material from the forward theater which is being returned to rear supply or maintenance echelons.

Reversal The act of backing out or adjusting a previous transaction that was processed erroneously.

Revolving Fund A fund established to carry out a cycle of operations. Such a fund is replenished by earnings or is reimbursed by collections or by charges to other appropriations for such items as commodities furnished or services rendered. The NWCF is a revolving fund.

Reworked Material Material which has been overhauled, repaired, rebuilt, reworked or modified by a commercial or Government facility and proven during actual system operation. Such material will be considered newly repaired until it has been proven during actual system operation.

Routing Identifier A three character code used to identify the intended recipient of a supply document. Also, it may indicate the originator of status or the actual consignor of material when used in upper line print positions 4-6 or in lower line print positions 8-10 respectively of status documents (NAVSUP P485, volume II, appendix 7).

Safety Level The quantity of material, in addition to the operating level, required to be on hand to permit

-S-

continuous operations in the event of interruption of normal replenishment or unpredictable fluctuations in issue demand.

Scheduled Periodic prescribed inspection/servicing of equipment, done on a Maintenance calendar, mileage, or hours of operation basis.

Security The protection against unauthorized disclosure, transfer, modification, or destruction, whether accidental or intentional.

Sensitive Items Material that requires a high degree of protection and control due to statutory requirements or regulations, such as: narcotics and drug abuse items; precious metals; items that are of high value, highly technical or of a hazardous nature; and small arms, ammunition, explosives and demolition material.

Service Application Code (SAC) A variable 5-10 digit code used by NAVICP MECH to enter into the WSF, the service application of an equipment/component.

Service Designator Code A single character code that identifies a service or element of a service. The letters R, V, and N have been established to provide identification of naval requisitioning activities. (e.g., R-Pacific Fleet, V-Atlantic Fleet, N-activities other than Pacific and Atlantic Fleet).

Service Life The time period during which the item can be maintained in service without replacement.

Service Life Extension Program (SLEP) The restoration/replacement of a primary aircraft/ship structure which has reached its life limit. SLEP is performed for the express purpose of establishing an increased service life.

Serviceable The condition of an end-item in which all requirements for repair, bench check, overhaul, or modification, as applicable, have been accomplished, making it capable of performing the function or requirements for which originally designed. When appearance is not a primary consideration, and the condition of the item meets all safety and performance requirements, it will be processed as serviceable.

Services Non-material requirements such as equipment rental, commercial telephone, ferry tickets, or similar services authorized by proper authority.

SERVMART A self-service store which is operated by an ashore supply activity to provide a ready supply of relatively low-cost items frequently required by customers in the area.

Shelf-Life Action Code (SLAC) A two-character code assigned to a shelf-life item to indicate specific inspections, tests, or restorative actions to be taken when the item

reaches its storage shelf-life and the extension time of the shelf-life following such action (NAVSUP P485, volume II, appendix 9).

Shelf-Life Code (SLC) A one-character alphabetic or numeric code which identifies the shelf-life of material. Alphabetic codes (Type I) apply to items whose shelf life cannot be extended. Numeric codes (Type II) apply to items whose shelf life can be extended (NAVSUP P485, volume II, appendix 9).

Shelf Life Item An item possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure that it will perform satisfactorily in service.

Ship Authorized Levels (SAL) The maximum value of stock authorized for an activity. For a non POS, the SAL is equal to the Requisitioning Objective (RO); for a POS, the SAL is computed by multiplying the Requisitioning Objective (RO) minus the Order and Shipping Time (OST) quantity by the unit price of the material.

Ship Equipment Configuration Accounting System (SECAS) The recording and reporting of the information that is needed to manage configuration identification and the status of changes to configuration. It is the central authority within the Navy for integrated ship configuration in addition to a wide range of installed shore equipment.

Shipboard Non-Tactical ADP Program (SNAP) A system designed to replace manual efforts, through automation, in the areas of supply, OPTAR accounting, maintenance management, and administration. SNAP I is the Honeywell DPS-6 computer equipment normally installed on large ships, SIMA's, and Marine Aircraft Groups. SNAP II is general purpose, commercial equipment normally installed on small surface ships and submarines.

Shipment Status Consists of advice of shipment, including the estimated shipment date or the date shipped, the transportation control number (TCN) or bill of lading number, parcel post registration number, when applicable, the mode of shipment, and the port of embarkation (overseas) or date available for shipment in the United States excluding Alaska and Hawaii.

Shipping Activity A service/agency activity that originates shipments and plans, assembles, consolidates, documents, and arranges for movement of material.

Ships and MALS Automated Reconciliation Tracking System (SMARTS) The purpose of SMARTS is to automate the processing of SFOEDL and the UOL.

Ship's Configuration and Logistic Support Index (SCLSI) Designed to provide the ship's crew and other users with a convenient index of the ship's

equipment.

Shortage When the quantity received is less than that ordered or shown on the shipping document. A shipping-type shortage is not evident on delivery but is received but is discovered when the item of freight as described on the transportation document is opened and checked.

Signal Code Designates the fields (card columns) which contain the intended consignee (ship to) and the activity (bill to) to receive the bills and effect payment, when applicable. The "Bill to" activity for intra-Navy transactions also may indicate the chargeable or accountable activity. All requisitions and documents resulting therefrom will contain the appropriate signal code (NAVSUP P485, volume II, appendix 8).

Source Code These codes appear on APLs/AELs. See NAVSUP P719, chapter 5 for a complete listing of source codes. Source codes consist of two digits which indicate the source of an item required for the maintenance, repair, or overhaul of an equipment. Specifically, the code indicates whether the part is to be procured and carried in the supply system; not to be carried in the supply system but to be procured on demand; to be manufactured; to be obtained from salvage; to be assembled using component parts; not to be replaced since installation of next higher assembly is more practicable; or not to be replaced due to impracticality of replacement in that the failure or damage of part indicates a requirement for a complete overhaul or scrapping of the assembly or equipment.

Source Document An original document which is used to enter data into a computer system.

Space and Naval Warfare Systems Center (SPAWARSYSCEN) Formerly NAVMASSO. The Central Design Agency (CDA) for the design, development, integration, implementation, and maintenance of fleet maintenance, supply, and financial information systems consistent with Navy policies. The development and maintenance of non-tactical automated data processing systems for Navy and MALS operating forces are their primary missions.

Special Accounting Class (SAC) 207 A segment of the Navy Stock Account (NSA) which identifies material carried onboard tenders, repair ships, combat stores ships, aircraft carriers, amphibious assault ships, and at Marine Aviation Logistics Squadrons (MALS).

Special Maintenance Qualification (SMQ) A security code that indicates authorization to use a particular conversation. SMQ's are assigned to individual personnel in NALCOMIS. For example, a CDI has an SMQ that allows him to

perform the CDI approval conversation.

Special Material Content Code (SMCC) A single-digit alphabetic code which indicates that an item must be specially handled and/or safeguarded (NAVSUP P485, volume II, appendix 9).

Special Material Identification Code (SMIC) A two-position alphabetic or alphabetic-numeric code assigned by NAVSUP to certain items which require a source of quality control; technical design or configuration control; and special controls for procurement, receipt, inspection, test, or storage.

Standard Delivery Date (SDD) The latest date by which the supply system normally is expected to process a requisition and to affect delivery of material to a requisitioner.

Standard Form 364 (Report of Discrepancy) Item and packaging discrepancies will be reported on a Standard Form 364.

Standard Item Material, parts, components, subassemblies, or equipment identified or described in military or approved federal and industry standards.

Standard Unit Price The price a customer is charged for a DLR when there is no NRFI turn-in.

Status Codes Two character alphabetic-alphabetic or alphabetic-numeric codes which are used by inventory managers or supply sources to advise the requisitioner, consignee, or designated monitoring activity of the status of requisitions (NAVSUP P485, volume II, appendix 2).

Stock Any consumable or repair part, which is stored in a storeroom or space under the control and responsibility of the Supply Officer.

Stock Control Activity (SCA) The organization that is assigned responsibility for maintaining inventory data on the quantity, ownership/purpose, condition, and location of material due in, on hand, and backordered, to determine availability of material for issue and to facilitate distribution and management of material.

Stock In Transit (SIT) Navy-owned material transferred between two custodial units.

Stock Unit The smallest quantity of a stock item that can be issued.

Stockage Objective The maximum quantity of material to be maintained on hand to sustain current operations; it includes the sum of stocks represented by the operating level and the safety level.

Storage Activity The organization that is assigned responsibility for the physical handling of material, incident to receipt storage, selection, and shipment.

Storeroom A secure stowage space of various sizes, shapes,

or locations designed to store all stock material carried on the BMF.

Storeroom Action Listing (SAL) A five part listing produced as a result of change notice processing. This listing reflects NSN changes, Unit of Issue changes, Shelf Life Action code changes, and Exhaust/Delete/Supersede/Condemned Stock. Also, output as part of the Delayed Receipt Report (DI 094). This listing displays all receipts in process (DI X72) without a corresponding DI X71.

Stores Account Material Management Afloat/Shipboard Authorized Levels (SAMMA/SAL) Designed to provide management personnel at the shipboard and TYCOM levels with summary and dollar value information regarding a ship's total inventory.

Stow The act of physically storing material properly so that it is protected from loss or damage, as well as ensuring it will not cause any hazard to storeroom personnel.

Streamlined Automated Logistics Tool Set (SALTS) A program used for passing information from one activity to another.

Subassembly Two or more parts which form a portion of an assembly or a unit replaceable as a whole, but having a part or parts which are individually replaceable (e.g., gun mount stand, window sash, recoil mechanism, floating piston, terminal board with mounted parts).

Subcategory (SCAT) (electronics) A four-digit numeric code used to identify a range of measurement requirements by functional category for Portable Electrical/Electronic Test Equipment (PEETE).

Substitute Item An item authorized for one time use in place of another item, based on a specific application and request. Equivalent or interchangeable items are not included in the term "substitute items". No substitute will be used that might adversely affect any one of the following:

- a. safety of flight (considering all primary structure and equipment);
- b. efficient functioning of performance of any aircraft, engine, accessory, or equipment;
- c. manufacturer's guarantee or warranty;
- d. delicate, sensitive, or critical assemblies, or those subject to environmental condition, high speed, or high loads.

The authority for a substitute is automatically canceled as soon as a substitution is made. Any additional request for the same substitute item must be considered separately and entirely on

merits which justify its preference.

Supply Applications Administrator (SAA) The SSA is an R-Supply/Optimized NALCOMIS knowledgeable person who controls system access and report generations for the Supply Department. Refer to the MCO P4400.177 for a list of all responsibilities.

Suffix Code A single character code that relates and identifies supply transactions for partial quantities to the original requisition or transaction without duplicating or causing loss of identity of the original document number (NAVSUP P485, volume II, appendix 8).

Summaries Expenditure documents sent by other supply activities to DFAS to match against the ship's receipts reported as FIR Codes F4 and F5.

Summary A bill for material transferred to an activity that performs NWCF accounting such as an OSO activity or Fleet and Industrial Supply Center.

Summary Filled Order/Expenditure Difference Listing Received from DFAS, it contains the result of the monthly reconciliations performed since the last SFOEDL was distributed. The financial records keeper must prepare adjustment documents for each difference shown and review the listings and annotate invalid transactions with applicable rejection codes,

Summary of Effective APLs/AELs (SOEAPL) A numerical sequence listing, by identification number of APLs/AELs that have repair part support and ACLs with accessories.

Supply Assist When follow-ups do not render adequate status from the supply system, a supply assist can be submitted via Naval Message to the activity/item manager.

Supplementary Address Used by the requisitioner to designate another activity by its unit identification code for such purposes as "Ship to" or "Bill to" if either shipment or billing is to other than the requisitioner. When a UIC is not required in this field, the requisitioner may use it for local information by entering the letter Y in card column 45.

Supply Source Code An alphabetic code which identifies the basis or means of material availability at the time an item is requested, or a numeric code which identifies previously issued material that is returned to the supply department in RFI condition (NAVSUP P485, volume II, appendix 9).

Support Equipment Equipment such as test equipment, fixtures, hand tools, etc., required for the maintenance, assembly, disassembly, overhaul, repair, and test or check of the end item.

Support Equipment Resources Management Information System (SERMIS) A collection of technical and cataloging data identifying support equipment end items required for O, I and D level aircraft maintenance.

Supported Unit Any unit whose financial records are maintained on the same R-Supply database as the host MALS.

Survey A procedure for determining the cause of gains, losses, or damage to Navy property, establishing personal responsibility (if any), and documenting necessary inventory adjustments to stock records.

Survey Integrity Verification File (SIVF) This file contains a copy of all surveys pending verification of processing against the Report 34. EUB will ensure that the total money value on Report 34 matches the total money value of all surveys in the SIVF.

Survey Officer An individual who is appointed in writing by the approving official to conduct a survey when personal responsibility is suspected for lost government property. Individuals so appointed will not be accountable or responsible for or in anyway directly interested in the property being surveyed. The individual must be a commissioned officer, a warrant officer, an enlisted member in grades E-7, E-8, or E-9, or a civilian employee GS-09 or above. The appointing official may act as the survey officer. The Commanding Officer will appoint the survey officer on all adjustments of classified or sensitive items, as well as on all cases where personal responsibility is evident.

-T-

Table of Basic Allowance (TBA) Lists the shop equipment's and maintenance materials required for the performance of specific missions. They also include allowances of tools and materials required for use by such activities as Fleet Marine Force squadrons, and Navy Tactical Control squadrons.

Tailored Outfitting List (TOL) An automatic test equipment (ATE) user allowance list, which is tailored for each aviation training activity and intermediate and depot (D) level maintenance activity.

Technical Data Data required for the accomplishment of logistics and engineering processes in support of the end-item. Includes drawings, operating and maintenance instructions, provisioning information, specifications, inspection and test procedures, instruction cards, equipment placards, engineering and support analysis data,

	etc.
Technical Documents	The blueprints, technical manuals, and maintenance procedures which facilitate the accomplishment of maintenance.
Technical Manual	A publication containing a description of equipment, weapons, or weapon systems with instructions for effective use (e.g., instructions covering initial preparation for use, operational instruction procedures, parts lists or parts breakdown, and related technical information or procedures, exclusive of those of an administrative nature).
Technical Manual Identification Number System (TMINS)	A plan developed to encourage standardization and modernization in classifying, indexing, and numbering Navy technical manuals.
Temporary Navy Item Control Number (TNICN)	NICNs with LL in the fifth and sixth positions and a pseudo FSC 0099 or actual FSC are assigned by NAVICP MECH for temporary identification and control of selected non-NSN items pending assignment of NSNs by the DLIS, Battle Creek, MI.
Test Bench Installation. (TBI)	Repairable components which are authorized in the Individual Material Readiness as test bench standards. These components are not part of the MALS AVCAL.
Traceable Shipment	All modes of shipment with the exception of parcel post, mail (registered/certified mail is traceable), and local delivery are considered traceable when a specific shipment number (GBL, CBL, TCN, etc.) is assigned and posted.
Transaction Item Report (TIR)	Required for repairable material (MCC of E, G, H, Q, X) with cognizance symbol 2P, 8P, 8X, and 2S with a special material identification code X1 (FBM submarine tenders only).
Transaction Ledger	A detailed list of all transactions which have processed successfully.
Transfer	An action which shifts custody and responsibility for material from one supply officer to another supply officer or another activity.
Transportation Control Number (TCN)	The TCN is the basic element in the MILSTRAP system. A number is assigned to each shipment unit as the shipment control from origin to destination.
Transposition	This is the act of swapping two requisitions (one completed, the other still outstanding) between MCN's. Transposition may be recommended by the IMA but it is accomplished by AWPB.
Transshipment	A transfer of material from one place to another for further shipment or delivery.
Turnaround Time (TAT)	The interval between the time a repairable item

is removed from use and the time it is available for reissue in a serviceable condition.

Type/Model/Series (T/M/S) Refers to the Type/Model/Series of aircraft.

Type Equipment Code (TEC) A four-character code which uniquely identifies type, model, and series for an aircraft and the major system for some type of ground support equipment (OPNAVINST 4790.2).

Type Equipment Code (TEC) File Contains supply type equipment codes and type equipment code indicators. This table contains the valid TECs for which the user might issue material.

-U-

Unfilled Order Listing (UOL) A listing of all unfilled orders (COG 99 transactions only) in the FFSF files over 120 days old which have not matched related expenditure documents and which have not been canceled. It also consists of end-use transactions (i.e., COG 99/services) for which no matching bill has been processed for 120 days and FFSF holds the requisition outstanding.

Uniform Material Movement and Issue Priority System (UMMIPS) A performance report which indicates the number and percentage of requisitions introduced into the Supply System by Urgency of Need Designator (UND) since the last report. Its purpose is to show what percentage of an activity's requirements is high priority versus routine.

Uniform System Identification Code (USID) Used to identify a particular type of activity:

- A = AFS/T-AFS
- C = CV/CVN/LPH/LHA/LHD
- M = MALS Units
- T = AD/AR/AS/SIMA

Unit An assembly or any combination of parts, subassemblies, and assemblies mounted together, normally capable of independent operation in a variety of situations (e.g., hydraulic jack, electric motor, electronic power supply, internal combustion engine, electric generator, radio receiver). The size of an item is a consideration in some cases. An electric motor for a clock may be considered as a unit, inasmuch as it is not normally subject to disassembly.

Unit Identification Code (UIC) A five digit code assigned by the Navy Accounting and Finance Center (NAFC-624), Washington, DC, to identify a specific Navy activity for supply and accounting purposes. Unit identification codes and related information are listed in the Navy Comptroller Manual, volume 2, chapter 5. The

unit identification code is normally preceded by a one digit service designator code R, V, or N, as appropriate.

Unit of Issue (UI)	A two-digit abbreviation used throughout the Navy for requesting, issuing, and recording all material in the Navy Supply System. The plural of the abbreviation will be the same as the singular (NAVSUP P485, volume II, appendix 19).
Unit Price (UP)	The cost of an item per unit of issue.
Unmatched Expenditure	Expenditures of material by public voucher, OSO transfer, or billing for which the unit has not reported receipt to DFAS.
Unmatched Expenditure Processing Program (UNMEX)	Monthly, DFAS will forward an unmatched expenditure tape to an activity. A tape record for each unmatched and partially matched expenditure document on file is provided for the ship and supported units, if applicable. The UNMEX programs compare the DFAS unmatched expenditure tape against the current BRF/RSF/RHF and output listings and skeletonized documents to help resolve differences and/or post adjustments.
Unmatched Receipt	Receipt reported by the unit for which a billing or summary has not been received by DFAS.
Unresolved Discrepancy	An unresolved discrepancy exists when an imbalance still exists between the BMF or MRF record and the physical status of materials in storage after preliminary and causative research are completed, and no evidence of erroneous or omitted transactions is found. Records must be reconciled to agree with on-hand balances.
Urgency of Need Designator (UND)	Provides specific information to all levels of management as to the importance of the requirement for material requisitioned in the supply system. This requirement is assigned a priority depending on the urgency of the requirement.
Usage Data	Past usage figures showing the rate of issue for specific items of stock.
Utility Program	A specialized program performing a frequently required everyday task (e.g., sorting, report generation, file updating, file dump, and backup).
Vendor	A company that supplies material or services.

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-W-

Warehouse Refusal	When there is not enough material available to fill a customer's requisition although the stock record shows the material is on hand.
Wash Through	The process of an immediate receipt and transaction offsetting expenditure processing through SAC 207 accounts to OPTAR accounts when a DTO receipt is processed.
Weapons System Designator Code	A code identifying the type and model of aircraft (NAVSUP P485, volume II, appendix 24).
Weapons System File (WSF)	A computerized data base maintained by NAVICP MECH which contains configuration data as well as piece parts data for Navy systems.
Work Center Code (WCC)	A code used to identify an organizational subdivision (OPNAVINST 4790.4).

Appendix O

Financial Support Listings

1. General

a. Information. Monthly, a STARS-FL Report is sent to each OPTAR Holder listing (among other things) the itemized differences between unfilled orders submitted by the OPTAR Holder and expenditures submitted by the issuing activities.

b. Overview. Monthly, the TYCOM produces two listings for each activity. These listings, Summary Filled Order Expenditure Difference Listing (SFOEDL) and Unfilled Order Listing (UOL) are described in reference (f).

(1) SFOEDL. The SFOEDL is produced monthly for the 1st through the 24th report month and then as needed thereafter through the 33rd month. In certain circumstances, a SFOEDL may be produced beyond the 33rd month. These charges should be reviewed to see if they have gone against the wrong Fiscal Year.

(2) UOL. This listing contains financial outstanding documents the Naval Supply System has for the activity. The UOL is produced on the same frequency as the SFOEDL.

c. Obtaining Listings. The Financial Support Listings are produced on approximately the 10th of the month following the month being reported on (i.e., listings based on October 31 TLs and BORs will be available approximately 10 November). They are forwarded to SALTS Central where they are stored on a Webpage for download.

2. Processing Procedures.

a. UOL Processing Procedures. The UOL is produced and distributed monthly for the 1st through the 24th report months and then as needed through the 33rd report month. Processing of the UOL is performed in a mechanized environment utilizing the ship's and MALS' Automated Reconciliation Tracking System (SMARTS) within R-Supply for OFC-50 Accounts; and the Aviation StoreKeeper Information Tracking Web (ASKITWEB) System for OFC-01 Accounts.

(1) UOLs are downloaded from SALTS Central and processed as prescribed by CNAF.

(2) UOLs provide the unit with a list of obligations processed by TYCOM from the unit's TL.

(3) The UOL contains records which have not been billed or have been partially billed.

(4) It represents a portion of the obligation still outstanding from the originally submitted Z0A record.

(5) Financial clerks should screen and review this listing for any record which has been completed, and initiate the appropriate cancellation action to recoup possible duplicate expenditures or excess obligations.

(a) Determining duplicate expenditures requires the clerk to use the SFOEDL while conducting this type of causative research.

(b) Records which contain a date in the POE/SUM Date Field of the UOL represents some type of payment action has been taken by DFAS. The value which is listed on the UOL represents the portion of the unit's obligated funds not yet expended and are considered to be Unfilled Orders or Partially Established Orders.

(c) Clerks can use the date posted in the POE/SUM Date Field to determine which SFOEDL financial processing has occurred. This will assist the clerk in determining the billing cost and how to make the necessary adjustment.

(d) Causative research is required when determining whether or not the clerk may recoup those funds listed on the UOL. It must be understood funds may not be recouped when material has been received (regardless of whether it has processed on a SFOEDL or not). Only the portion of funds which will not be expended may be recouped. An exception to this rule is when it can be proven the TL was received after the processing of the SFOEDL and a duplicate obligation/expenditure now exists (Unmatched Expenditure on the SFOEDL and an obligation is resident on the UOL matching the expenditure). Examples are as follows:

1 Example #1: An AO_ processed for a quantity of 8 for \$800.00. Status received indicates AE1/BJ Status Code for a quantity of 5 for a bill of \$500.00.

a Review of the SFOEDL shows the obligation for \$800.00.

b The expenditure document is posted for \$500.00.

c Because the quantities are now different, the \$300.00 difference will post as a Partial Order Established (POE) Record.

d Only the \$300.00 may be recouped in this scenario as the status indicated (and a receipt is on file) only 5 would be received. Since the unit failed to internally cancel the remaining 3, the clerk must initiate action to cancel the remaining quantity which will generate a DI X0A. The DI X0A will provide an immediate credit to your OPTAR. This X0A will be processed by the TYCOM during the next TL submission.

2 Example #2: An initial obligation is processed for a quantity of 5 with a unit price of \$125.00 for a total obligation of \$625.00.

a The expenditure is received by DFAS as a multiple shipment (quantity of 3 and quantity of 2) and posts against the SFOEDL for an expenditure price of \$360.00 and \$240.00. The SFOEDL shows a POE value of \$25.00 and the UOL shows the document for a quantity of 5 for a dollar value of \$25.00.

b Review of the requisition indicates the original obligation price was based on a unit price of \$125.00 each. Additionally, the BRF Status shows the requirement to have been suffix coded and receipt (DI X71) was posted for each; however, the expenditure price received by DFAS is \$120.00 each.

c The remaining balance of \$25.00 is available for recoupment and should be taken by the clerk and processed back into the OPTAR.

d The financial clerk will process a UOL adjustment in R-Supply or ADCANC in ASKIT for an amount equal to the unfilled amount listed on the UOL (which in this example would be \$25.00). This action will create the adjustment to the OPTAR and generate a DI X0A for \$25.00 to be submitted on the next TL.

(e) It should be noted these two examples are only a small portion of the various conditions which occur during the financial process conducted by DFAS. The financial clerk must ensure sufficient funds are obligated to cover the cost of those charges which are to be received by DFAS. Thorough research is required to be performed prior to any Administrative Cancellation (ADCANC) or financial adjustment processed by the clerk. Ensure copies are filed and retained for the current and four prior fiscal years.

(f) Specific processing instructions regarding SMARTS and ASKITWEB processing shall be in accordance with specific training guides and instructions related to each independent operating system.

b. SFOEDL Processing Procedures

(1) General. TYCOM personnel perform official accounting of every operating target granted to an activity functioning within the Standard Accounting and Reporting System - Fleet Level (STARS-FL). They provide a listing of all DTO documents that have not cleared the matching cycle at DFAS Operating Locations (OPLOC). They also provide a means for each activity to draw down these files through SALTS. SFOEDL processing procedures have not changed from those described in reference (h) and in current TYCOM directive, reference (n) paragraphs 1016.

(2) Processing. The SFOEDL is produced and distributed monthly for the 1st through the 24th report months and then as needed through the 33rd report month. As part of the accounting process, TYCOM personnel match unfilled order documents transmitted by the OPTAR Holder with corresponding expenditure documents received from supply activities. The SFOEDL contains the results of the reconciliation performed by TYCOM personnel since distribution of the last SFOEDL to the activity (OPTAR Holder). These listings are forwarded to the OPTAR holder for review and processing. The activity must annotate action taken adjacent to each record. The system generated Challenge Response Page detailing each challenge will be forwarded to TYCOM. The unfilled order, followed by the matched expenditure and then the difference will appear on the report for each matched transaction grouping. All related matched expenditures will appear on the report whenever multiple expenditures apply to a single unfilled order.

(3) Transaction Types. The most common types of transactions appearing on the SFOEDL are as follows:

(a) Difference. These transactions are the result of a disparity between the money value of an unfilled order submitted by the OPTAR Holder (obligation) and the matching expenditure submitted by the supplying or paying activity. It is important for the financial clerk to post accurately all SFOEDL differences. Failing to do so will cause the

Over/Understating of obligations on official accounting records. Processing differences are required within 10 days of receipt of the SFOEDL.

(b) Correction. This term refers to a type of transaction originating at the TYCOM, and is a correction/reversal of a previous transaction the OPTAR Holder rejected.

(c) Administrative Cancellation. The term AD CANC refers to the adjusted value of an above-threshold unfilled order when the value of a confirmed or administrative cancellation exceeds the value of the original unfilled order. This also may indicate the original unfilled order may not be on file at the TYCOM.

(d) No Unfilled Order (No UNF ORD). The term No UNF ORD refers to threshold charges for items which there are no obligation on file. A No UNF ORD transaction is a below-threshold expenditure that did not match to an unfilled order in two monthly reconciliation attempts. The system charges or credits the OPTAR Holder for an amount equal to the difference between the expenditure and the unfilled order (this procedure does not apply to transactions for a reimbursable OPTAR). The term Difference and the applicable money value will appear on the first line of the listing following the line on which the expenditure appears.

(e) Partial Order Established (Part Ord Est). The term Part Ord Est refers to the issue of a quantity of material less than the quantity on the original obligation. A requisition using a quantity of C9999 usually generates this type of coding. It indicates the establishment of a partial order when an above threshold unfilled order and expenditure match, except the expended quantity is less than the unfilled-order quantity. The money value of the partial order will be for the amount remaining outstanding on the unfilled order after the reconciliation. A Part Ord Est Record is also generated when a Z0A document reflects a dollar value greater than the billing being processed by DFAS. When the document number and quantity match, but the bill is less than the Z0A; the remaining funds which would represent a credit to the OPTAR will establish a POE Record. To receive the remaining funds, a DI X0A must be processed to receive a SFOEDL Credit Difference.

Validated. This term refers to the reversal of a credit to the unit. It is the result of a credit from the TYCOM to a unit based on a challenge. Subsequently, personnel at the billing activity advise the charge is valid. OPTAR holders will not reject these transactions when they process the listing. The term Difference and the applicable money value will be on the line immediately following the line on which the expenditure appears. This type of transaction applies to all of the following types of expenditures:

1. Rejected by the OPTAR Holder or the TYCOM.
2. Billed back to the issuing supply activity by the TYCOM.
3. Investigated by the issuing supply activity and found to be valid.
4. Re-billed by the issuing activity with the required documentation supporting the validity of the charges.

(f) Unmatched Expenditure (UNMATCH Exp). The term UNMATCH Exp refers to the difference caused by a second attempt to match an expenditure to an unfilled order at your TYCOM. An unmatched expenditure is an expenditure (debit or credit) for O&M,N material or service not matching with an unfilled order in two monthly reconciliation attempts (this does not include transactions from a reimbursable OPTAR). Another possibility is the unfilled order was found; however, insufficient funds existed due to a cancellation processing against the unfilled order prior to the expenditure posting or a second expenditure may have hit against a previously completed requisition. In all cases, the OPTAR Holder must ensure receipt of material or service prior to accepting charge. The system processes a threshold charge to the OPTAR Holder for the same amount as the difference of these transactions. If the amount of the difference is greater than \$3,000.00, personnel at your TYCOM will research the transaction to verify its validity before including it on the listing. The term Difference and the applicable money value will appear on the line immediately following the line on which the expenditure appears.

(g) Carcass. This term refers to a debit or credit for DLR material. It can be the result of a price change or the absence of a turn-in. The term Carcass will appear above the term No UNF ORD or Difference when there is a charge or a reversal credit. This is because unit personnel have not turned in a DLR.

(h) Matched Expenditure (Matched Expend). The term Matched Expend refers to the total money value of the following types of expenditures:

1. Those matching to corresponding unfilled orders.
2. Those that are direct-charge and threshold-charged for the period covered by the listing.

c. Required Action

(1) Processing the SFOEDL. Upon receipt of this report, accomplish the following actions:

(a) Post Differences. The Monthly SFOEDL Difference will post once it is electronically read into ASKITWEB/SMARTS. Refer to the appropriate system user guide for steps on electronically reading the SFOEDL.

1. Verify the FYTD Difference (Column 23 total) of the OPTAR is matching the FYTD Difference from the last SFOEDL posted.
2. Annotate the term Processed and Posted next to the difference total on the SFOEDL Report.

(b) Review the SFOEDL Report. The following procedures apply to non-fuel transactions on the listing:

1. Retrieve the list of challenge codes with definitions maintained in your SFOEDL Folder.
2. For OFC-50 SFOEDLS, forward all Carcass Differences to RMD. They have five days to research and return a response to SAD whether to challenge or accept the charge. Then review all line items on the listing and conduct the necessary research to verify the validity of the

transactions.

(c) Files to check during review. The financial clerk must research each above threshold unfilled order appearing on the SFOEDL to determine whether or not the difference is valid. Check the applicable document in the DTO or MVO Requisition Query or the Material/Financial Transaction Ledger in R-Supply. In ASKIT Web, select the record and click the History Option.

(d) Researching Above Threshold Expenditures. All transactions, regardless of money value, now appear on the SFOEDL. Investigate all Above Threshold Expenditures (these are transactions with a value of \$250.01 and above or as established by TYCOM). Annotate any invalid expenditure and return the Challenge Response Page to TYCOM indicating the actions you took. Adjust OPTAR financial records to reflect all differences appearing on the SFOEDL even if they are invalid. Personnel at TYCOM will investigate the OPTAR Holder's comments and either give credit for the difference or let the transaction stand as a valid difference.

(e) Factors to consider. Consider the following factors in reviewing the validity of all other transactions:

1. A DI A0_ transaction was never input or was input too late to allow the corresponding DI Z0A transaction to reach TYCOM in time for processing.

2. Check for a transposed document number. If an item is received with a transposed document number, you may process a DI X76 transaction and annotate the proper document number and TL number (Challenge Code C) to the SFOEDL. Personnel at TYCOM will process the returned SFOEDL and a credit difference will appear on a subsequent SFOEDL.

3. Accept the charges as valid (not over- or under-stated) unless you already received the material. Non-receipt of material will be subject to regular follow-up with the supply activity and is not a valid reason for annotating (rejecting) the transaction.

4. Accept the charges for receipt of substitute and duplicate shipments as valid.

5. Check the unit prices and additional cost data on receipt documents before posting challenges to the Response Sheet.

NOTE: Personnel at supply activities bill according to data on the latest Price Change Notice. Review unit prices for material issues from Army, Air Force, DLA activities (coded FA in the DOC ID Column), GSA (coded FA, FN or GA) and from commercial sources (coded FX). These prices may vary considerably from unit prices in the Navy Stock Account. Packing, transportation, postage and price discounts will result in price variances for receipts from GSA or commercial purchases. Check unit prices and additional cost data on receipt documents before annotating the related matched expenditures (GSA expenditures coded FN represent a surcharge for overseas packaging and must be accepted without challenge).

6. Check to verify whether you have already made advance adjustments to any of the items on the list.

7. Consider whether cancellation action was valid, at a

value in excess of the original unfilled order (obligation) or both. Consider as well adjustments of Above Threshold Cancellations for which no unfilled order is on file at the TYCOM. Also, consider cancellations whose values exceed those on the unfilled orders.

8. Ensure you investigate transactions with a value in excess of \$3,000.00 carefully before you challenge them. Remember, TYCOM has already performed the initial validation prior to sending to you.

9. Check to verify whether you have already made advance adjustments to any of the items on the list.

10. Check to verify whether a cancellation action was valid. Also, check whether the cancellation processed for a value in excess of the value of the original unfilled order.

NOTE: A credit unfilled order is the result of one of the following: (1) The adjustment of a cancellation with an Above Threshold value for which TYCOM has no unfilled order on file, (2) A cancellation exceeding the available value of the unfilled order on file. TYCOM personnel will administratively cancel the invalid or excessive cancellation transaction and process a charge for the debit difference to the OPTAR Holder. This will offset the amount by which the OPTAR holder previously increased the OPTAR balance.

11. Challenge all invalid differences using the appropriate challenge code from your list. OPTAR Holders must accept and process DI X76 transactions for all differences shown on the SFOEDL. When a transaction has been determined to be invalid, perform the following steps to advise the TYCOM of the required correction action:

(f) Coding invalid transactions. The OPTAR Holder is not authorized to process an adjustment for any transaction on the Challenge Response Page until after it is corrected by TYCOM personnel. TYCOM will reverse valid rejections with a correction transaction. The transaction will appear on a subsequent SFOEDL (refer to NAVSO P3013 for Challenge Codes).

(g) Other Considerations. Keep the following in mind:

1. Ensure you provide all the information required for each challenge code.

2. Use a challenge code of J only when no other code applies. Do not forget to provide a brief and concise description of the problem and, when possible, copies of the documents pertaining to the transaction.

3. Attach a copy of the receipt document with the response sheet whenever you use a Challenge Code of B.

4. Provide the appropriate Fund Code and the complete line of accounting data on the response sheet whenever you use a Challenge Code of D.

NOTE: Below Threshold Expenditures (currently \$250.00 or less or as established by TYCOM) are listed for information only and are not subject to rejection challenging.

d. Process Fuel Transactions on the SFOEDL. The following procedures apply to Fuel Transactions on the SFOEDL.

(1) Understand detailed fuel obligations are not reported via TLs. Instead, the obligation (column 22) from the OFC 01 BOR is loaded into STARS to cover the expenditures posted to STARS on the 2nd day on the month. Therefore, DFAS does not conduct a matching process for fuel. As long as sufficient funds exist on your monthly OFC 01 BOR the fuel expenditure will liquidate. This can be seen on the SFOEDL, with the first record being the monthly obligation followed by the expenditures. This will result in establishing a POE Amount which reflects the balance of the obligation amount minus the expenditure amount.

(2) Compare each Fuel Charge appearing on the SFOEDL to documents in the FOFF. If found in the FOFF, match it to the appropriate SFOEDL document. This will complete the fuel transaction and move it to the CFF. If not found in the FOFF then check the CFF. If found in the CFF the possibility exists you have received a duplicate charge. If not found in the CFF then check FAS and the squadron for the hard copy fuel chit.

NOTE: Remember fuel documents may be matched by any combination of document number, quantity and price. Review FOFF for potential matching documents.

e. Report Format. Ensure the differences are coded Processed and Posted and the listing is properly signed.

(1) Timing and distribution. Complete the processing, review and validation within 10 days following receipt of the SFOEDL. Challenge Response Pages will be forwarded to TYCOM. File a copy of the SFOEDL Listing and the Challenge Response Report.

(2) STARS-FL SFOEDL Report. Figure O-1 is an example of a SFOEDL.

SUMMARY FILLED ORDER/EXPENDITURE DIFFERENCE LISTING FOR 10-97													PAGE	508
21247 570120 96 1804 60AE														
FY 96	APPN 1804	SBHD 60AE	OB 57012	SX 0	C-UIC 21247	OFC 50	RCC	PROCESSED 11-06-97						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	
DOCUMENT NO	ACRN	JOB ORDER	TEC	TL NO	ID	BILL/VO NO	COG	STOCK NUMBER	DOC	UI	QTY	AMT	REMARKS	
V212476114DK71	ZZ	FC	ISS ACT	N32	117	Q1152		PSC	NIIN	ID		2,472.57CR	CARCASS	
	9S000							013520601	EXP		1	2,472.57CR	DIFFERENCE	

Figure O-1.--Sample SFOEDL Report.

(3) STARS-FL SFOEDL Layout

COLUMN	TITLE	DESCRIPTION
1	DOCUMENT NUMBER	No change.
2	ACRN	For obligations, an ACRN of AA is assigned unless a requisition number has a suffix code in the 15th position.
3	JOB ORDER FC	Fund Code with zeroes at end.
4	TEC	Type Equipment Code related to AIRPAC or

AIRLANT obligation documents.

- 5 TL NO/ISS ACT For obligations, it is the ISS ACT transmittal number which established or updated this document number. For aviation MVO transactions, a generated MVO charge through the BOR will be identified by a TL number of AVF. For expenditures, the RTG-ID, FIPC or register number will be shown.
- 6 ID Issue date. This will be the voucher date (MMY).
- 7 BILL/VO The bill number for Interfund bills NO. and the voucher number for public voucher payments.
- 8 COG The cognizance symbol of the material.
- 9 STOCK NUMBER NSN.
- 10 DOC ID OBL=Obligation, EXP=Expenditure, ETR=TR portion of travel.
- 11 UI Unit of Issue.
- 12 QTY Specific quantity no longer drives POE. Not to exceed codes are assigned as obligations are processed in STARS-FL.
- 13 AMT Amount.
- 14 REMARKS Refer to next subparagraph.

(4) Amended comments for the Remarks Block.

TITLE	EXPLANATION.
DIFFERENCE	Amount by which the OPTAR Holder adjusts when the SFOEDL is processed.
CORRECTION	Type of transaction, originating at the TYCOM, that is a correction/reversal of a previous transaction the OPTAR Holder rejected.
AD CANC	Adjusted value of an unfilled order when the value of the administrative cancellation submitted by the OPTAR Holder exceeds the value of the original unfilled order or is not in STARS-FL. Will show on the SFOEDL as a charge back to the OPTAR Holder. If the AD CANC exceeds the value of the original unfilled order, the entire amount of the AD CANC appears on the SFOEDL as a charge. AD CANC with no match suspends prior to posting to SFOEDL. Credit back to unit pending on change to system.
PT ORD EST	The amount of the document re-established when the matching expenditure is coded as a partial expenditure and is less than the amount of the matching obligation.

VALIDATED This refers to the reversal of a credit to the unit. It is the result of a credit from the TYCOM to a unit based on a challenge. Subsequently, personnel at the billing activity advise the charge is valid. OPTAR Holders will not reject these transactions when they process the listing.

UNMTCH EXP An expenditure record does not match an obligation in STARS-FL. Same as current logic without threshold concept.

CARCASS Refers to a debit or credit for DLR material. It can be the result of a price change or the absence of a turn-in. SAC-207 unit personnel cannot challenge these transactions at the TYCOM.

(5) Additional Comments for the Remarks Block.

TITLE	EXPLANATION
MATCHED EXP	An expenditure record matches an obligation, but the amount does not agree. A POE will be established. SFOEDLs will not show expenditures matching documents and values reflecting differences of zero.
COST TRANSFER	This is a two sided entry entered online through the COST TRANSFER Screen moving charges from one job to another as an expenditure.
LABOR EXP	This remark is assigned for all Expended Labor Records.
APADE CHG	Assigned when a record comes in from APADE and matches a record on the DOC Table established from the TL process. If there is a difference between the two, the difference will be shown under remarks.
TL MATCH APADE	When a new TL obligation matches an obligation that has already been established by APADE. The difference should be accepted.
PEND 1 PAY	Invoice and obligation difference of less than 100 must be accepted.

f. Transaction Processing. An explanation along with an example for each type of remark or transaction appears below:

(1) Difference. This is the amount by which an OPTAR Holder needs to adjust the OPTAR. The usual transaction resulting in a difference occurs when there is a difference between the money value of an unfilled order (obligation) submitted by the OPTAR Holder and the matching expenditure submitted by the supplying or paying activity. Figure O-2 is an example of how this type of transaction would appear on the report.

V2124762136101	AA DC000	019	9H	6850012761905	OBL BX	68	11,492.00	CR AD CANC
							11,492.00	DIFFERENCE
V2124762351965	ZZ DB00	N35		117 S1758010954179	EXP	1	27,070.00	CARCASS
							27,070.00	DIFFERENCE
V212476275C703	AA DS000	010		99 OBL		0	1,057.48	
V212476275C703	AA DS000		E36	097 6E097	99 EXP	0	20,165.71	MATCHED EXP
							19,108.23	DIFFERENCE

Figure O-2.--Sample Difference Transaction.

(2) Correction. This is when TYCOM corrects or reverses a previous transaction rejected by the OPTAR Holder. Figure O-3 is an example of how this type of transaction would appear on the report.

<u>Qty</u>	<u>Remarks</u>	<u>Amt</u>
1	Unfilled Order	100.00CR
1	CORRECTION	100.00CR

Figure O-3.--Sample Correction Transaction.

(3) Administrative Cancellation. This is the adjusted value of an unfilled order when the value of a regular (supply activity confirmed) or administrative (submitted by the OPTAR Holder) cancellation exceeds the value of the original unfilled order or if it is not in STARS-FL. This will show on the SFOEDL as a charge back to the OPTAR Holder. If the Ad Canc exceeds the value of the original unfilled order, the entire amount of the Ad Canc will appear on the SFOEDL as a charge. Ad Canc transactions with no matching document on file currently will suspend prior to posting on the SFOEDL. Figure O-4 is an example of how this type of transaction would appear on the report.

V2124762136101	AA DC000	019		6850012761905	OBL BX	68	11,492.00	CR AD CANC
							11,492.00	DIFFERENCE

Figure O-4.--Sample Administrative Cancellation Transaction.

(4) No Unfilled Order. These Below Threshold Expenditures will post as Unmatched Exp. The term Difference and the applicable money value will appear on the next line of the listing following the expenditure. There is no longer a SFOEDL concept of greater than and less than threshold reporting. This remark no longer appears on the SFOEDL. Figure O-5 is an example of how this type of transaction would appear on the report.

<u>QTY</u>	<u>REMARKS</u>	<u>AMT</u>
1	Expenditure	95.00
	ORDER	95.00
		NO UNF

Figure O-5.--Sample Administrative Cancellation Transaction.

(5) Partial Order Established. This is the amount (Part Ord Estab or POE) of the document re-established when the matching expenditure is coded as a partial expenditure and is less than the amount of the matching obligation. If it is determined after research a POE can be canceled, mark the SFOEDL appropriately. POE is the code indicating the establishment of a partial order when an unfilled order and expenditure match, but the expended quantity is less than the unfilled order quantity. A partial order is established for the remaining unfilled order quantity at the unfilled order money value remaining. Figure O-6 is an example of how this type of transaction would appear on the report.

V212476275C704	AA DS000	012	99	MAILBOX MSG	OBL EA	0	629.53	
V212476275C704	AA DS000	E36 097 6E087	99	MAILBOX MSG	EXP EA	0	202.02	
								MATCHED EXP
								.00 DIFFERENCE
								427.51 PT ORD EST

Figure O-6.--Sample Partial Order Established Transaction.

(6) Validated. This phrase will be applied to expenditures matching the following criteria:

- (a) Rejected by the OPTAR Holder (or TYCOM).
- (b) Billed back to the issuing supply activity by TYCOM.
- (c) Investigated by the issuing supply activity and found to be valid charges.
- (d) Re-billed by the issuing activity with the required documentation supporting the validity of the charges. OPTAR Holders must not reject these transactions when processing the listing. The term Difference and the applicable money value will appear on the next line of the listing following the expenditure. Figure O-7 is an example of how this type of transaction would appear on the report.

	<u>Qty</u>	<u>Amt</u>	<u>Remarks</u>
Expenditure	2	200.00	VALIDATED
		200.00	DIFFERENCE

Figure O-7.--Sample Validated Transaction.

(7) Unmatched Expenditures. These are expenditures that do not match with obligations in STARS-FL (no threshold concept). The term Difference and the applicable money value will appear on the next line of the listing following the expenditure (or expenditures if there are more than one with the same document number). Figure O-8 is an example of how this type of transaction would appear on the report.

	<u>Qty</u>	<u>Amt</u>	<u>Remarks</u>
Expenditure	1	110.00	UNMATCH EXP
		110.00	DIFFERENCE

Figure O-8.--Sample Unmatched Expenditure Transaction.

(8) Carcass. This remark is printed on a line with an expenditure document when a carcass is being charged to the OPTAR. This happens after NAVSUP WSS-M or NAVSUP WSS-P carcass-tracking system indicates the OPTAR Holder has not turned-in the carcass applicable to the requisition within the prescribed time frame. The three general categories of transactions having mandatory turn-in repairables (MTR) are as follows:

- (a) Non-AVDLRs.
- (b) AVDLRs.
- (c) General Purpose Electronic Test Equipment (GPETE).

(9) Credit Expenditure. These are carcass charge reversals being credited to the OPTAR. The phrase Difference appears in the Remarks Column on the line below the expenditure with the Carcass Remark. Figure O-9 is an example of how this type of transaction would appear on the report.

V212476173TA44	ZZ	DB000	N35	117	S1758	011645070	EXP	1	672.00	CARCASS
									672.00	DIFFERENCE
V212476173TA58	ZZ	DB000	N35	117	Q2088	013328628	EXP	1	6,799.00CR	CARCASS
									6,799.00CR	DIFFERENCE

Figure O-9.--Sample Credit Expenditure Transaction.

g. Checkoff List for SFOEDL Processing

- (1) Review each line item on the listing.
- (2) Ensure each listing is processed, signed and posted.
- (3) Ensure copies are filed and retained for the current and four prior fiscal years.
- (4) Verify there is proper Fund Code assignment (end-use for DTO and SAC-207 for consumable stock replenishment).
- (5) Post Fund Code Differences to the OPTAR.
- (6) Ensure DI X76 Transactions processed.
- (7) Ensure carcass charges are provided to the DLR Manager for research.
- (8) Ensure challenges are coded properly.
- (9) Ensure a manual record is kept (for challenges).
- (10) Ensure the figure on the manual log matched column 23 of the NAVCOMPT 2157 (BOR).
- (11) Ensure a SFOEDL Response Page is sent to TYCOM.
- (12) Ensure the correct quantity is assigned (C9999 for Continuing Services and 00001 for One-time Services).

Appendix P

Fuel Processing Procedures

Section I: Aviation Fuel Receipt Collection

A. General

1. Fuel Farm Responsibilities.
2. Squadron Responsibilities.
3. MALS SAD Responsibilities.
4. Marine Expeditionary Unit (MEU).
5. Aircraft Carriers (CVN).
6. In-flight Refueling.
7. Unit Deployment Program (UDP).
8. Contingency Operations.

Section II: Aviation Storekeeper Information Tracking System Web (ASKITWEB)
Aviation Fuel Processing Procedures.

A. General

B. Procedures

1. ASKITWEB Manual Processing Procedures.
2. ASKITWEB Processing of FAS Enterprise Server (FES) Fuel Documents

Section III: Aviation FES Fuel Verification.

A. General

B. Procedures

1. FES Login Procedures
2. Review and Verification of FES Transactions
3. SFOEDL Fuel Processing

Section IV: AOMB Ground Fuel Processing

A. General

B. Procedures

1. FES Fuel Validation Procedures.
2. Preparing Data for Entry Into R-SUPPLY.
3. R-SUPPLY Processing of FES Fuel Documents.

4. Filing of Ground Fuel Transactions.

Section I: Aviation Fuel Receipt Collection

A. General. The collection of fuel receipts is essential for accurate reporting and accountability for fuel. This responsibility is shared by all activities who participate in fuel transactions. It is critical for personnel who dispense, receive or account for fuel understand the fuel process and their role.

1. Fuel Farm Responsibilities

a. Accept updated aircraft custody records from the MALS.

b. Charges must be allocated to the proper Fund Code (FC). FC 7B is for aviation sales charged to the receiving squadron's Unit Identification Code (UIC) under program type A. FC 7L is for ground support sales (test cells included) and must be charged to the parent MALS' UIC under Program Type G.

2. Squadron Responsibilities

a. Commanders of flying squadrons will appoint a Responsible Officer (RO) in writing using the Responsible Officer Assignment Letter (Figure P-1). He/she will be charged with the collection of fuel receipts upon return of aircrews from daily missions and will maintain source documents for MALS SAD for weekly submission.

b. Aircrews are required to obtain a fuel receipt for every refuel and turn it into the Squadron RO upon return of the aircraft to base. Fuel receipts must be legible and accurately annotated. The fueling receipt/DD Form 1898 are the only substantiating documents accepted for validation of fuel charges.

c. The designated Squadron RO will validate and verify the accuracy of the daily refueling charges. The RO will ensure all fuel receipts (DD Form 1898s and commercial receipts) are collected from the aircrew. Any missing DD Form 1898s will be acquired by the RO from the fuel issuing activity. The RO will maintain custody of verified fuel receipts until collected by the MALS SAD representative. When the MALS SAD representative submits a request for missing fuel receipts, they will provide the Squadron RO with all of the necessary information (date of issue, location, quantity, BUNO, etc.) in order to assist in obtaining the requisite documentation. The RO will use this information to collect the receipts from the fuel source and provide them to the MALS SAD within five working days from the date of the request.

d. The Squadron RO will return all flight packet and supporting documentation not on their official custody record to MALS SAD when an aircraft is transferred out of the squadron. The only exception is the AIRCARD assigned to each aircraft. It will accompany the aircraft when transferred.

United States Marine Corps
Marine Fighter Attack Squadron 451
Marine Aircraft Group 31
2D Marine Aircraft Wing, Marine Forces Atlantic
MCAS Beaufort, South Carolina 29904

4400
CO
12 Mar 12

From: Commanding Officer, Marine Fighter Attack Squadron 451
To: Captain J. R. Ewing, 6789/7523 USMC

Subj: APPOINTMENT AS RESPONSIBLE OFFICER FOR FUEL RECEIPTS FOR
SQUADRON XXX

5. You are hereby appointed as the Responsible Officer (RO) for all Fuel Transactions/Receipts for this squadron in relief of Captain J. W. Robertson. As the RO, you are directed to exercise custody, care and safekeeping of the documentation entrusted to your supervision.

6. MALS-31 Supply Accounting Division (SAD) personnel will collect all receipts weekly for validation of Fuel Charges obligated in ASKIT-Web.

7. This appointment remains in effect until you are relieved in writing. You will inform the Executive Officer of the requirement to appoint a relief 30 days prior to your departure to allow adequate time for the appointment of your relief and a joint inventory to be conducted.

B. MARTIN

Figure P-1.--RO Assignment Letter.

3. MALS SAD Responsibilities

a. Provide updated aircraft custody records to the fuel farm as required. This is especially important during aircraft transfers and MEU deployments.

b. At least weekly, SAD will collect fuel receipts from the Squadron RO.

c. Weekly, all fuel charges in the OFF and PCFF will be reconciled with the Squadron RO to obtain source documentation to validate transactions. The Squadron RO will have five working days upon receipt of request to provide documentation. In the case supporting documentation was unable to be obtained, the Squadron RO will submit a Missing Fuel Transaction Documentation Letter (Figure P-2). MALS SAD will establish local command procedures (i.e. logbook, e-mail, message) in order to document the formal notification of missing fuel transaction(s) documentation.

<p style="text-align: center;">United States Marine Corps Marine Fighter Attack Squadron 451 Marine Aircraft Group 31 2D Marine Aircraft Wing, Marine Forces Atlantic MCAS Beaufort, South Carolina 29904</p> <p style="text-align: right;">4400 MMCO 12 Mar 12</p> <p>From: Squadron XXX Responsible Officer To: Marine Aviation Logistics Squadron-XX, Aviation Supply Subj: MISSING FUEL TRANSACTION DOCUMENTATION LETTER</p> <p>1. I have been notified Squadron XXX is currently missing supporting documentation for the following fuel transaction(s):</p> <p style="padding-left: 40px;">a. (DATE OF ISSUE, LOCATION, QUANTITY, BUNO)</p> <p style="padding-left: 40px;">b. (DATE OF ISSUE, LOCATION, QUANTITY, BUNO)</p> <p>2. After causative research, I was unsuccessful in obtaining the supporting documentation for the above listed fuel transactions.</p> <p style="text-align: center;">B. MARTIN</p>
--

Figure P-2.--Missing Fuel Transaction Documentation Letter.

4. Marine Expeditionary Unit (MEU).

a. Receipt of fuel data from the MEU AvnSupO should be received on or by the 10th and 25th of every month. This data will be used as source documentation to validate FES transactions.

b. Prior to completing any Budget Operating Target Report (BOR), an estimated fuel document must be entered into ASKITWEB for fuel appearing on the MEU AvnSupO's listing, but has not yet appeared in FES. This estimated fuel will be defueled when the charges appear in FES.

c. When outgoing communication with the MEU is temporarily suspended, estimated docs will be entered immediately when communication resumes (if still necessary). Relevant remarks will be required on the following month's BOR.

d. Validation of MEU fuel charges appearing on the SFOEDL will require communication with Material Financial Control System (MFCS) and the MEU AvnSupO.

e. The MEU AvnSupO, representative of the parent MALS, will be the critical element for accurate fuel reporting for aircraft onboard a MEU. Prior to embarkation of the MEU, the MEU AvnSupO will coordinate with the ship's Boatswain, V4, the Parent MALS' SAD and MFCS (Comm: (757)444-8242, DSN: 312-564-8242) to ensure all requirements are understood.

NOTE: All parties should clearly understand fuel charges will be reported under the UIC of the MEU Aviation Combat Element (ACE), but must be separated by T/M/S. Financial reporting responsibilities rest with the parent MALS for the squadron aboard the MEU ACE.

f. The MEU AvnSupO will ensure the ship has established a document number series for each T/M/S and all fuel is loaded to the correct series (i.e. AHAX, AYLf, AHRH, AHAP, AHXD, etc.). These serial numbers along with the Reinforced (REIN) Squadron's Department of Defense Activity Address Code (DODAAC) and the Routing Identifier Code (RIC) of the ship will be relayed to MFCS.

g. All documents and the resulting Military Standard Requisitioning & Issue Procedures (MILSTRIP) for fuel charges must have the T/M/S of the aircraft receiving the fuel entered into the Supplementary Address Field on the MILSTRIP. This entry will act as a code for MFCS to use when processing fuel charges for input into FES.

h. The MEU AvnSupO will generate and maintain a local form for all fuel charges. This local form will indicate gallons, price and T/M/S. The total amount for all three categories will be reconciled with the Ship's Fuel Ledger on a weekly basis. The MEU AvnSupO will ensure the parent MALS SAD of the REIN squadron receives a current copy of this local form on the 10th and 25th day of every month.

5. Aircraft Carriers (CVN)

a. The Squadron RO will coordinate with the ship's Boatswain, the parent MALS and MFCS in the same manner as described in paragraph 4 of this appendix. All reporting guidance contained in the MEU section will apply to Marine Corps fuel transactions on aircraft carriers.

b. The Squadron RO will ensure the correct UIC is being used when the carrier's fuel farm uploads the fuel charges into R-SUPPLY. The correct UIC will be the flying squadron's UIC (i.e. R/V/XXXXX), not the parent MALS' UIC.

6. In-Flight Refueling

a. SAD will obtain all fuel logs on a daily basis from each relevant squadron.

b. SAD will provide a copy of all fuel logs on a daily basis to the fuel farm that originally charged the KC-130J squadron.

c. The appropriate fuel farm will credit the KC-130J squadron in FES with all fuel off-loaded to the other T/M/S. The fuel farm will also charge the receiving squadrons FES account using the accurate BUNO and UIC.

d. SAD will provide an email to pre-established contacts at each squadron receiving in-flight refueling. This email will contain an official naval message listing all in-flight refueling transactions from the previous week. This will occur on a weekly basis.

e. In the event an in-flight refueling was issued to a squadron from a different Marine Aircraft Group (MAG) or Marine Aircraft Wing (MAW), the naval message format will be sent to the appropriate MALS SAD for use in reconciliation.

f. When in-flight refueling is received from the Army, Navy or Air Force, source documentation will be obtained through the BSM-E Helpdesk.

g. SAD will reconcile all fuel log activity in FES on a weekly basis and initiate corrective action on any outstanding credits and debits.

7. Unit Deployment Program (UDP)

a. The Squadron RO will maintain all hard copy fuel receipts and mail them to the parent MALS SAD twice a month.

b. The parent MALS holds the reporting responsibility for fuel charges on all squadrons participating in the UDP, it is crucial the parent MALS receives accurate listings of all fuel charges in order to reconcile the charges in FES.

8. Contingency Operations

a. The parent MALS will provide an accounting representative for every deployment involving a squadron supported by the parent MALS. In the event manpower limitations prohibit this allocation, the parent MALS will closely coordinate with the detachment or permanent MALS in the host country to ensure policies are adhered to. The accounting representatives will collect and transmit all fuel charges and in-flight refueling logs via email weekly.

NOTE: During FY11, fuel consumed by Marine Corps aviation elements participating in OEF was not being uploaded into FES. This created the need for the parent MALS to enter estimated fuel into ASKITWEB based on executed monthly flight hours and historical fuel consumption rates. Fixed wing squadrons were estimating fuel using a Chargeable Fuel Option in ASKITWEB, rotary wing squadrons were estimating fuel using the Free Fuel Option. These estimated fuel documents allowed the Marine Corps to account for current consumption rates which are the critical element for budget formulation in future periods.

b. The accounting representative will maintain all hard copy fuel receipts and mail them to the parent MALS SAD twice a month.

c. The processes used during FY11 are anticipated to continue through FY12. The normal process of all fuel charges being uploaded into FES should appear during FY13 and will eliminate the need for estimated fuel.

d. During contingency operations, all financial activities should work closely with their respective Wing Comptroller (G-8) to ensure current policies are understood.

Section II: ASKITWEB Aviation Fuel Processing Procedures

A. General. Aviation fuel transactions are entered into ASKITWEB manually (obligations from Non-FES Fuel activities or fuel chits that have not been entered/validated in FES by the end of the month) or by uploading the fuel obligations downloaded from the FES Website. The following paragraphs will discuss in detail the process to upload FES transactions, ASKITWEB validation and SFOEDL processing procedures.

B. Procedures

1. ASKITWEB Manual Processing Procedures. The following procedures are used to manually input fuel transactions from non-FES activities or estimated fuel documents. Detailed procedures on the proper use of estimated fuel documents are contained in paragraph 2112.6.

- a. From the Documents Menu select the Fuel Option.
- b. ASKITWEB will display the Select Fiscal Year below the UIC.

NOTE: ASKITWEB will default to the current fiscal year.

c. From the Fuel Screen click on the Add Button to enter a new fuel document.

d. ASKITWEB will display the Fuel Screen again, enter the required information and select the Save Button at the bottom of the screen.

2. ASKITWEB Processing Of FES Fuel Documents. Successful verification of FES fuel charges requires the fuel receipt (DD Form 1898 or AIRCARD receipt), current BUNO listings (historical BUNO listings if needed) and ASKITWEB 1348.

a. Uploading FES transactions into ASKITWEB. To verify FES fuel transactions, the ASKITWEB 1348 is needed.

(1) Log into the FES System.

(2) Select the ASKIT Button (Figure P-3). FES will display the ASKIT Menu Screen (Figure P-3).



Figure P-3.--FES ASKIT Menu.

(3) Click on Create ASKIT File. The system will create a file and place the extraction in a directory.

(4) Click on the underlined ASKIT Directory and then click on the underlined text (Figure P-4). The file will be copied to your storage media for importing into ASKITWEB. Viewing your ASKIT Archive or downloading an ASKIT Archive File can be accomplished by clicking on the View ASKIT Archive. Find the file you want and the system will download your selected file. You may have to select a location to download to or a viewer to open it.



Figure P-4.--ASKIT File List.

(5) Login to ASKITWEB. Select New FES File from the FES Obligations Option under the Processes Menu.

(6) Select the Downloaded FES File in the Select FES File Window.

(7) Documents will be verified for such things as appropriate UIC, document number, TEC, etc. Some verifications may result in exceptions or warnings.

(8) Once the file is accepted in ASKITWEB, the individual documents will display with the validation results along with the following option buttons now activated:

- (a) VIEW/PRINT EXCEPTION/WARNING LEGEND.
- (b) PRINT FILE.
- (c) ADD TO FUEL.
- (d) RETURN TO LIST.

(9) If the documents fail validation, a list of warning and exception codes with descriptions will display with the code listed to the left side of the document number. Make note of any exceptions and make necessary corrections in ASKITWEB if possible (i.e. correct invalid

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TECs by selecting the Dropdown Button). Initiate all necessary challenges with the FES Helpdesk for exceptions. Uncorrected exceptions will not be added to the OPTAR when the Add to Fuel Option is selected. Select Add to Fuel then click on OK to print 1348s.

Section III: FES Fuel Verification

A. General. Successful verification of FES fuel charges requires the supporting document(s) (DD Form 1898 or AIRCARD receipt), current BUNO listings (historical BUNO listings if needed) and ASKITWEB 1348. To obtain the ASKITWEB 1348, download the FES Fuel File and upload it to ASKITWEB. Print all 1348s from the FES download then log into FES and verify each fuel charge by matching the date, quantity, BUNO and purchase location in FES to the fuel receipt. FES uses a rolled-up document number assignment which means aircraft with the same BUNO consuming the same fuel type on the same day will use the same document number. Therefore it is possible when verifying the itemized charges to have only received a partial quantity of fuel receipts which match to the ASKITWEB 1348 with the rolled-up document number. The following matching process will be followed.

B. Procedures

1. FES Login Process. Fuel processing via the FES Fuels System is accomplished by accessing the FES Website. To login to the FES System perform the following procedures:

a. When the Fuels System Initial Screen is displayed (Figure P-5), the user can select the Login Button or click on the Fuels Customer & Inventory link.

b. The next two screens displayed are the Rules of Behavior and User Information Screens (Figure P-6). Review the user information screen for site updates such as when the billing period will occur.

c. After a successful login, the next screen displayed will allow the user to enter the unit's DoDAAC and click the Go Button (Figure P-7). The screen will reappear with the unit's name in the upper left corner (Figure P-8) for verification of the DoDAAC.

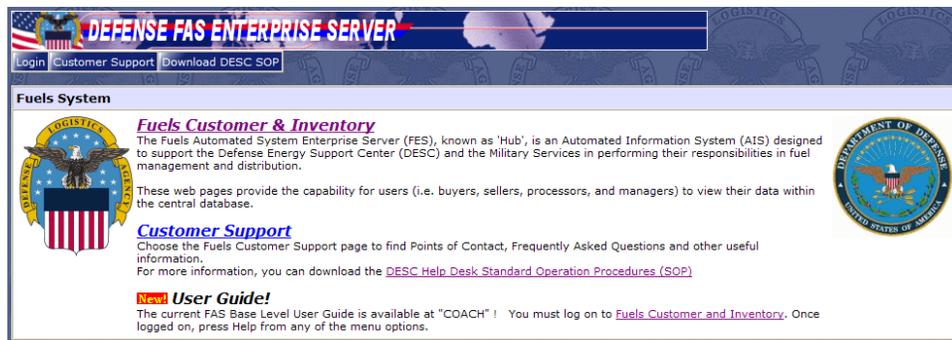


Figure P-5.--Fuels System Initial Screen.

DEFENSE FAS ENTERPRISE SERVER

Fuels System

Rules of Behavior

This is a Department of Defense (DoD) computer system. Before processing classified information, check the security accreditation level of this system. Do not transmit information classified above the accreditation level of this system. This computer system, including all related equipment, networks and network c... (Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ens... authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operat... Monitoring includes, but is not limited to, active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, informat... recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. computer system, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of this DoD computer system may subject you to crim... Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this system constitutes c... all lawful purposes.

1. All users must lock the screen after all fuel transactions are completed; to lock the screen, press **Ctrl + Alt + Del**.
2. Sharing of passwords and user identifications is strictly prohibited and if violated, will result in termination of use to the system or prosecution.
3. All users must log out of the system after each shift change or upon change of users.
4. For further information regarding network behavior, please refer to: <https://today.dla.mil/onebook/process/35.htm>

DO NOT PROCESS CLASSIFIED INFORMATION INTO FES.

User Information:

Posted 03/02/2012

DLA Energy P-3, Document/Data Control and Retention dated 21 Feb 12, has been published and posted on Defense Knowledge Online "DKO". This procedural guidance assigns responsibilities and provides procedures to establish DoD Records Management Program policy implementation for management and disposition of energy commodity transaction documents and data

Posted 01/30/2012

DLA Energy I-9 Quality /Technical Management dated 9 Jan 12, has been published and posted on Defense Knowledge Online "DKO". This Supplemental Policy Implementation and Procedural Guidance to DoD 4104.25-M instruction establishes responsibilities and procedures that govern contract quality assurance, quality surveillance, laboratory services, standardization, cataloging, alternative energy initiatives, and quality training and certification.

Posted 05/16/2011

Figure P-6.--Rules of Behavior and User Information Screen.

DEFENSE FAS ENTERPRISE SERVER

Buyer information Support Tables Utilities ASKIT STARS-FL Login Help Exit

UNN0928 Select a DODAAC: DODAAC Lookup

Figure P-7.--Select DODAAC.

DEFENSE FAS ENTERPRISE SERVER

Buyer information Support Tables Utilities ASKIT STARS-FL Login Help Exit

R09079 MARINE LIGHT ATTACK SQDN 367 Select a DODAAC: R09079 DODAAC Lookup

Figure P-8.--DODAAC Verification.

2. Review and Verification of FES Transactions

a. After verification of the DoDAAC, click on the Buyer Information Button; FES will display the Fiscal Year Account Report (Figure P-9). Default settings for displaying information on this report are:



Figure P-9.--Fiscal Year Account Report.

- (1) Buyer Information by DoDAAC.
- (2) Program Type - A: Aviation, G: Ground and N: Navy.
- (3) Report Type - Budget (FES Post Date).
- (4) Fiscal Year - Current Fiscal Year.

b. To verify the monthly billing, click on the underlined number next to appropriate month in the table entitled (FY) Fiscal Year Billing Report. FES will display the Account Budget Report (Figure P-10) for the selected month.

(1) In the Monthly Account Summary of Valid Transactions Table, fuel charges are divided into three categories.

(a) DoD Purchases - Purchases at DOD locations by the squadron.

(b) Credits - Credits or defuels at DOD locations reporting through the FES server.

(c) Non-DoD Purchases - Squadron purchases at commercial locations, both INTO Plane Contract and non-contract locations.

(2) Within these categories charges are broken out by:

(a) Billed (Blue) - Total Dollar value of all fuel charges month to date.

(b) Valid (Black) - Dollar value of all transactions having passed all error checking mechanisms in FES.

Account Budget Report									
Buyer Information By DODAAC					Buyer Information By Org				
Customer	ALL	Vehicle ID	ALL	[select]	Vehicle Type	ALL	[select]		
Product Code	ALL	Card Number	ALL						
FES Post Starting Day	FEB	01	2004	FES Post Ending Day	FEB	25	2004	Query	
Monthly Account Summary of Valid Transactions									
Month	DOD Purchase			Credit			Non-DOD Purchase		
02/2004	<u>\$0.00</u>	\$16,239.55	\$0.00	\$0.00	\$368.28	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$16,239.55	\$0.00	\$0.00	\$368.28	\$0.00	\$0.00	\$0.00	\$0.00
Note: -- Billed -- Valid -- Challenged									
Fuel Purchase Summary									
Product	MSN Code	Unit Price	Reported Transactions			Challenged Transactions			
JPS	9130002732379	\$0.9300	\$0.00			\$0.00			
JPE	9130010315816	\$0.9100	\$0.00			\$0.00			
Total			\$0.00			\$0.00			

Figure P-10.--Account Budget Report.

(c) Challenged (Red) - Dollar value of all challenged transactions.

NOTE: Any purchases, credits or non-DOD purchases which do not count towards your total will be displayed in green.

C. To view detailed information on processed transactions, click on the underlined dollar value. The next screen displayed will be the Account Purchase Transaction Report.

d. Match supporting documentation to transactions displayed on this screen, verifying location bought, fuel quantity, Julian date, BUNO and other information. This matching process will result in one of the following scenarios:

(1) Full Match. A Full Match is when each itemized charge of the rolled-up FES document number has a corresponding fuel receipt (Figure P-11). Attach matching fuel receipts to the ASKITWEB 1348 and file in the OFF (Figure P-12) pending SFOEDL reconciliation. Check the review box next to the transaction and at the bottom of the web page once the FES transaction is verified. This acts as a bookmark so the clerk knows which transactions have already been verified.

Figure P-11.--FES Verification Example.

Figure P-12.--Outstanding Fuel File Example.

(2) Partial or No Match. A Partial Match is when all fuel receipts were not received to match to the itemized FES fuel charges (Figure

P-13). Record the information required to locate the missing fuel receipt; quantity, date, BUNO and location. The lack of a fuel receipt does not warrant immediate challenge. Conduct verification of FES fuel charges and attach those fuel receipts (if any) to the ASKITWEB 1348 then file in the PCFF (Figure P-14). Weekly, all missing fuel receipts will be reconciled with the Squadron RO to obtain source documentation. If the Squadron RO does not provide the receipt within five working days then coordinate contacting the fueling location with the Squadron RO to obtain the fuel receipt. Once all fuel receipts are received, attach to the ASKITWEB 1348 and move to the OFF, pending SFOEDL reconciliation.

The image shows a screenshot of the ASKITWEB 1348 interface. On the left, there are two fuel charge forms. The top form is for JPS 73N N00116, A-7B, VMAT-303, with handwritten notes '459 6L', 'Cherry Point', and 'V098211181ff03'. The bottom form is for JPS 21 N00140, A-7B VMAT203, with handwritten notes '956', 'Cherry PT', and 'V098211181ff03'. On the right, a table displays fuel charges with columns for ID, Product, Vehicle ID, Vehicle Type, Customer, Quantity, Amount, Purchase Location, and Processor. A red box highlights a row in the table with a quantity of 956. Below the table, a red-bordered box contains the following text:

Qty _____ **Date** _____
Buno _____ **Location** _____
Temporary Fuel Receipt

Figure P-13.--Partial Match Example.

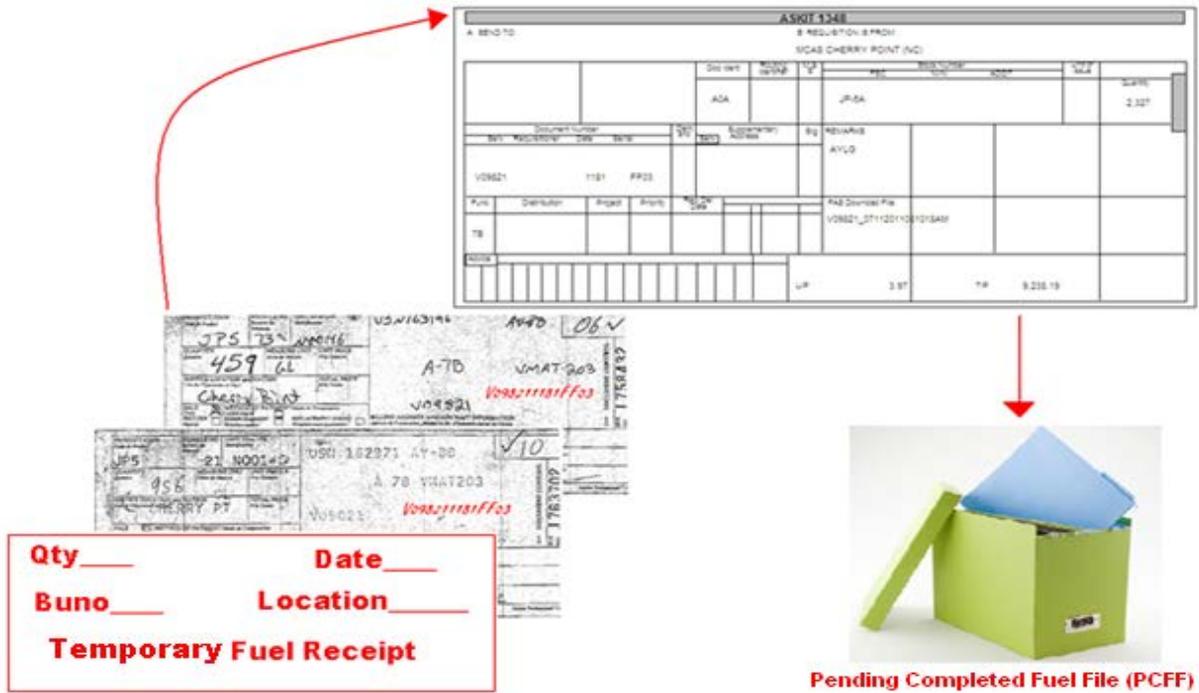


Figure P-14.--Pending Completed Fuel File.

(2) Fuel receipt with no corresponding FES document. If the attempt to match the receipt by location bought, fuel quantity, Julian date, and BUNO fails (Figure P-15) then it is possible the fuel receipt was collected too late for an event which happened during a previous billing period. Review the PCFF to determine if the ASKITWEB 1348 has been filed there along with the missing fuel receipt information. If so, replace the temporary fuel receipt with the actual and take appropriate filing action. If not found in the PCFF, take note of the issue date and adjust the search criteria in FES to continue searching for the match. An ADHOC can be performed in FES by selecting Utilities>Account Explorer (Figure P-16). Enter the criteria as appropriate to locate the matching FES document to the fuel receipt (i.e. Figure P-17 shows an example of criteria for the ADHOC) then select Query. Review the results of the query and attempt to match the fuel receipt. If a match is successful, research ASKITWEB to locate the 1348. If found, print out and attach to the fuel receipt and file appropriately. If a match is not successful in FES then it is possible the FES entry has been delayed. Prior to generating the monthly BOR, charges which have not yet been entered into FES, but have been validated by the squadron with a fuel receipt on hand will be manually entered into ASKITWEB. These receipts will be entered as an estimated fuel requisition under the appropriate squadron and TEC. Additionally, contact the FES Helpdesk and provide the fuel receipt details to determine the delay of FES entry. This estimated fuel will be defueled upon download of the actual charge.

The screenshot displays a Microsoft Internet Explorer browser window with a URL starting with 'https://www.feshub.energy.dla.mil/programType-ABreportType-BUDGETAccountSubMenu-1Bcustomer-mu'. The main content is a table titled 'Purchase Transaction' with a total record count of 28. The table has the following columns: Record ID, Challenge Reason, Review, Transaction ID, Product, Vehicle ID, Vehicle Type, Card Num, Customer, Quantity, Amount, Purchase Location, Processor, MLTRSP Document Number, Bill Number, TSN, Reverse Flag, Susp, and Fund S. The table lists various transactions with their respective details. An inset image shows a document with handwritten notes and stamps, including 'JPS 73', '459 6L', 'Cherry Point', 'A-7B', 'VMAT 203', 'V09821', and '1758833'.

Figure P-15.--FES Verification Fail.

The screenshot shows the 'FES Web Interface - Ledger Summary' page. The page header includes 'DEFENSE FAS ENTERPRISE SERVER' and navigation links like 'Buyer information', 'Support Tables', 'Utilities', 'ASKIT', 'STARS-FL', 'Login as other FES User', and 'Logout Help'. A search bar shows 'V09821 MARINE ATTACK TRAINING SQUADRON203' and 'DoDAAC: V09821'. A 'Utility Menu' is visible with options like 'Account Explorer', 'Inventory Explorer', 'Directory', and 'Help'.

Figure P-16.--FES ADHOC.

The screenshot shows the 'DEFENSE FAS ENTERPRISE SERVER' interface. At the top, there is a navigation bar with links for 'Buyer information', 'Support Tables', 'Utilities', 'ASKIT', 'STARS-FL', 'Login as other FES User', 'Logout', and 'Help'. Below this, the user is logged in as 'V09821 MARINE ATTACK TRAINING SQUADRON203'. A 'Select a DoDAAC' dropdown is set to 'V09821' with a 'Go' button and a 'DoDAAC Lookup' link. A 'Utility Menu' is visible with links for 'Account Explorer', 'Inventory Explorer', 'Directory', and 'Help'. The main section is titled 'Account Transactions' and contains a search form. The form has a 'Choose Transaction Type' section with radio buttons for 'All' (selected), 'Aviation', and 'Ground'. There are two 'Base Process Date' sections, each with 'From' and 'To' date pickers. The first is set to 'From: JUN 01 2011' and 'To: JUN 30 2011'. The second is set to 'From: JUN 01 2011' and 'To: JUN 30 2011'. Below these are fields for 'Trans Name' (set to 'All'), 'UC', 'Product', 'Quantity' (with 'From' and 'To' pickers), 'Seller DoDAAC', 'Sub Account', 'TMS', 'Buno No', 'Bill Number', 'TSN Number', and 'OED ID' (with 'Document ID' field). At the bottom, there are 'Order search results by' dropdowns for 'Primary' and 'Secondary', and three buttons: 'Query', 'Download', and 'Clear Form'.

Figure P-17.--FES ADHOC Criteria.

e. Challenge Invalid Transactions

(1) The lack of a fuel receipt in itself does not warrant an immediate challenge until causative research has been accomplished and corrective action is deemed appropriate.

(2) All challenged fuel charges will be maintained in the Challenged Fuel File. The Challenged Fuel File will contain the ASKITWEB 1348, date of challenge, type of action requested, BSM-E Help Desk Ticket Number, point of contact information at the BSM-E Help Desk, follow-up/completion dates and any appropriate remarks. Help Desk Tickets will not be closed until final resolution is achieved.

(3) The BSM-E and Defense Logistics Agency (DLA) Help Desks are the primary avenue for all fuel charge challenges and can be contacted at 1-800-446-4950 or bsme.helpdesk@dla.mil.

(4) The FES sends all invoices to the Defense Finance and Accounting Service (DFAS) on the 27th day of every month. FES fuel challenges should use the following procedures.

(a) Once the FES Fuel File has been downloaded and processed in ASKITWEB, begin verifying fuel transactions in FES. For those transactions which will be challenged, email the Help Desk and request corrective action.

(b) Print the ASKITWEB 1348, annotate the challenge details on the 1348 (date of challenge, type of action requested, BSM-E Help Desk,

follow-up/completion dates and any appropriate remarks) then file in the Challenge Fuel File.

(c) If the challenge is resolved before the end of month then download the corrected fuel charge or credit from FES and process into ASKITWEB. Print the ASKITWEB 1348 for the corrected fuel charge, attach to the original 1348 and annotate the completion date.

(d) If the challenge is not resolved before the end of the month then the transaction will appear on the SFOEDL. Process the transaction when it appears on the SFOEDL.

(e) Follow-up with the Help Desk if necessary.

(f) Download the corrected fuel charge or credit from FES. Proceed with the FES download and upload the transaction into ASKITWEB. Print the ASKITWEB 1348 for the corrected fuel charge, attach to the original 1348 and annotate the completion date.

(g) Process the corrected transaction on the SFOEDL.

3. SFOEDL Fuel Processing

a. Fuel obligations are not posted to STARS-FL by individual document number. Instead, the TYCOM posts a pseudo obligation on one bulk funding document (i.e. V99999-2001-7B00) in STARS-FL for fuel each month. Fuel bills show as matched expenditures on the SFOEDL and process against this bulk funding document. The clerk must verify these fuel expenditures on the SFOEDL by matching the fuel receipts and ASKITWEB 1348s in the OFF. Move the ASKITWEB 1348s and source documents for each matched expenditure to the CFF for each match. Procedures for loading the SFOEDL into ASKITWEB are contained in the ASKITWEB Users Manual.

b. The SFOEDL is the secondary means to challenge fuel charges and should never be used to supplement an existing request with the BSM-E Help Desk. Prior to any SFOEDL challenge, SAD should contact the fuel source for verification. Fuel charges originating on a naval vessel will not be challenged on the SFOEDL. SAD will need to contact the vessel and request a reverse/post of the erroneous charges. Challenge response pages will be forwarded to the TYCOM and a hard-copy attached to the SFOEDL and filed.

c. SFOEDL Aid for Processing Fuel Transactions. The following tables and paragraphs are provided as an aid in processing fuel transactions appearing on a SFOEDL. To use the table, the financial clerk must match the condition found with a particular charge to those listed in the table, then refer to the instructions below the table.

(1) ASKITWEB 1348 and SFOEDL charge match

(a) If the document exists in ASKITWEB as an exact match, ASKITWEB will automatically enter verified in the Code Block (see ASKITWEB Users Manual, SFOEDL Processing Option). The clerk will annotate V for verified match on the SFOEDL hard copy.

(b) The fuel document in ASKITWEB will be updated to complete.

(c) Move the ASKITWEB 1348 and fuel receipt(s) from the OFF to the CFF.

ASKITWEB 1348 in OFF?	ASKITWEB 1348 in CFF?	ASKITWEB 1348 in PCFF?	ASKITWEB 1348 in the Challenge File?
Yes	No	No	No

(2) ASKITWEB 1348 and SFOEDL charge match, but filed in the PCFF

(a) If the document exists in ASKITWEB as an exact match, ASKITWEB will automatically enter verified in the Code Block (see ASKITWEB Users Manual, SFOEDL Processing Option). The clerk will annotate V for verified match on the SFOEDL hard copy.

(b) The fuel document in ASKITWEB will be updated to complete.

(c) Continue to follow-up with the Squadron RO to obtain the fuel receipts. Once all receipts are obtained, move the ASKITWEB 1348 and fuel receipt(s) from the PCFF to the CFF.

ASKITWEB 1348 in OFF?	ASKITWEB 1348 in CFF?	ASKITWEB 1348 in PCFF?	ASKITWEB 1348 in the Challenge File?
No	No	Yes	No

(3) ASKITWEB 1348 in CFF, SFOEDL charge identical

(a) If the ASKITWEB 1348 and fuel receipts are already in the CFF, it should mean the fuel was matched on a previous SFOEDL. The difference column in ASKITWEB will show the full SFOEDL quantity and the Code Column will be blank. Review the history to determine which SFOEDL month the charge was previously matched. This expenditure will be challenged as a duplicate charge by entering Challenge Code A in the Code Column.

(b) Once the challenge code is entered, the Billing Information and Remarks Data Input Window will be displayed. Enter the bill source and voucher number from the SFOEDL you are working. In the Remarks Block enter the bill/voucher number and month/year of the previously matched SFOEDL. Indicate this is a duplicate charge.

(c) The fuel requisition will be updated to the Challenge File in ASKITWEB.

(d) Annotate the hard copy SFOEDL with Challenge Code A when a duplicate charge exists.

ASKITWEB 1348 in OFF?	ASKITWEB 1348 in CFF?	ASKITWEB 1348 in PCFF?	ASKITWEB 1348 in the Challenge File?
No	Yes	No	No

(4) Summary charge on SFOEDL, no fuel chits/no record in ASKITWEB

(a) This condition indicates the possibility of an unmatched expenditure or a first time fuel charge. Research the document in question.

(b) If the SFOEDL charge has a FES document series (FF, FC, and FA) it should be found in FES. Once identified in FES, contact the Squadron RO and coordinate fuel receipt collection with the fuel source.

(c) Determine if the charge is valid or requires challenging. If the SFOEDL charge has a non-FES document series, determine if the fuel was received from a naval vessel. If the squadron was operating from a naval vessel, the fuel purchase information should be found in FES under the N Program Type. Coordinate collection of the fuel receipt with the Squadron RO and AvnSup0 supporting the squadron. Determine if the charge is valid or requires challenging. Fuel charges originating on a naval vessel will not be challenged on the SFOEDL. SAD will contact the vessel and request a reverse/post in R-Supply if the charge is erroneous. If the SFOEDL charge has a non-FES document series and was not issued from a naval vessel then the transaction most likely occurred at a commercial location not accepting the AIRCARD. Contact the squadron operations section and inquire as whether or not an aircraft could have procured the fuel using another payment method such as a SF44. Work with the Squadron RO to locate the fuel receipt to determine validity of the charge.

(c) When research indicates the squadron purchased the fuel select Accept Charge in ASKITWEB. If fuel receipts were collected, print the 1348 from ASKITWEB, attach the fuel receipts and file in the CFF. If fuel receipts were not collected, print the 1348 from ASKITWEB and file in the PCFF. Annotate the hard copy SFOEDL with FTC (First Time Charge).

(d) If research indicates an erroneous charge, the financial clerk will select Challenge Code G (Material not Requisitioned) in the Code Block of ASKITWEB. Enter the bill source/voucher number from the SFOEDL, add additional remarks indicating no receipt was on file and request a voucher copy from DFES for validation. Annotate the hard copy SFOEDL with Challenge Code G.

ASKITWEB 1348 in OFF?	ASKITWEB 1348 in CFF?	ASKITWEB 1348 in PCFF?	ASKITWEB 1348 in the Challenge File?
No	No	No	No

Figure P21.- ASKIT hard copy challenge notice example for erroneous charges

(5) Summary charge on SFOEDL, previously challenged

(a) Should this condition arise, the financial clerk should take the action described in the paragraph above and also prepare a correspondence memo alerting DFES this erroneous charge has now appeared twice. Any additional information provided should help speed credit.

(b) If this is a credit from a previously challenged charge, the document will be annotated in ASKITWEB with the SFOEDL month/amount and ASKITWEB will file it in the CFF.

ASKITWEB 1348 in OFF?	ASKITWEB 1348 in CFF?	ASKITWEB 1348 in PCFF?	ASKITWEB 1348 in the Challenge File?
No	No	No	Yes

Figure P22.- ASKIT hard copy challenge notice example format for previous charge

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Section IV: AOMB FES Fuel Processing

A. General. Fuel used in support of maintenance is charged to the AFM, Fund Code 7L. AOMB will obtain a user ID and password to gain access to FES for reviewing and obligating ground fuel transactions from all Program Types (A, G and N) at least weekly. AOMB will coordinate with the local fuel farm to arrange pick up of ground fuel receipts or logs.

B. Procedures

1. FES Fuel Validation Procedures. Log into FES and perform the following procedures.

a. After the Login Screen, choose Select a DoDAAC from the DoDAAC Lookup Menu or enter the DoDAAC (UIC) and click on Go.

b. After the DoDAAC Screen appears, verify the proper DoDAAC information was entered.

c. Click on the Buyer Information Button.

d. Click on Buyer Information by DoDAAC.

e. Ensure the Program Type is G (Ground).

NOTE: After verifying and downloading the ground fuel transactions, the other program types to include N and A must be checked as well. It is possible aviation fuel is used in support of a test cell. This is still considered fuel in support of maintenance. Ensure there is no fuel used in support of flight operations charged to the MALs' DoDAAC.

f. To verify the monthly billing, click on the underlined number next to appropriate month in the table entitled (FYXX) Fiscal Year Billing Report.

g. The Budget (Processing Date) default under Fiscal Year Account Report, Report Type should already be checked. If not, click on Budget.

(1) Transactions are broken down into three categories: Billed, Valid and Challenged.

(2) Color-coding is used to help make a data display easier to understand.

(3) Items Billed are blue, Valid Items are black and Challenged Items are red.

(4) There are three main divisions of account data on the report: DOD Purchase, Credit and Non-DOD Purchase.

(5) DOD purchase contains all purchases at DOD locations by your unit.

(6) Credit contains all credits or defuels at DOD locations by your unit reporting through the FES Server.

(7) Non-DoD Purchase contains all purchases at commercial locations by your unit from non-contract locations.

(8) Click on an underlined value under the DoD Purchase Heading to view detailed information about a particular transaction.

(9) Validate each record by checking for things such as vehicle type, fuel type, gallons and Fund Code in order to match with fuel receipts/logs received from the fuel farm. Annotate the FES fuel document number on the fuel receipt/log. Place a check mark in the review box next to each validated record. This acts as a book mark.

(10) If a transaction is considered invalid, it can be challenged by contacting the BSM-E and Defense Logistics Agency (DLA) Help Desks at 1-800-446-4950 or bsme.helpdesk@dla.mil.

(11) Select the Review Button at the bottom of the page prior to moving on to the next page. This will save the data you have already reviewed. Failure to do so will require you to review them again.

2. Preparing data for entry into R-Supply. Prepare a FES Fuel Log and enter data as described below.

a. After reviewing each document, write down the appropriate information for valid documents required to create the obligation in R-SUPPLY.

b. Columns of the Log should include Document Number, Fuel Type, Unit Price, Gallons, Total Price and Fund Code.

Note: Individual transactions may have the same document number. These must be added up to get the total amount.

3. R-SUPPLY processing of FES fuel documents. AOMB will review FES and post obligations to R-SUPPLY at least weekly to prevent unmatched disbursements. Utilize the following procedures to obligate ground fuel transactions into R-SUPPLY.

a. Enter R-SUPPLY and select Initiate Requisitions Option under the Logistics menu.

b. Place a check mark in MVO Process. Change the Type of Transaction to NALCOMIS. Change the Division to FF. Enter the MVO Description (FES Fuel). Enter the document number which was verified and logged from FES and select Ok.

c. Select MATERIAL, enter the quantity and unit price. The total price will automatically calculate and verify this amount with the Log. Enter required data (Ex. RI: PTZ, UI: GL, DC: N, Pri: 13, FC: 7L, Cog: 9X, Prj Cd: AP5, TEC: GAAA). The TEC should be GAAA for Diesel or MoGas consumed by GSE equipment and the appropriate aircraft TEC for aviation fuel used by the Test Cell Division. Select Apply.

d. Once the document is obligated it must be received to ensure it does not get cancelled during MOV processing.

e. Select Receipts>Receipt Processing from the Logistics Menu.

f. Enter the document number and select Ok.

g. Enter the appropriate quantity and unit price then select Apply.

4. Filing of Ground Fuel Transactions. After the FES Fuel document number is annotated on the fuel receipt/log and the obligation has been added into R-SUPPLY, file the receipt/log in the CTF.

Appendix Q

Hazardous Material (HAZMAT) Management

1. General. The purpose of this appendix is to provide general information and procedures regarding establishment and management of the HAZMAT Inventory Management Program within the ASD. This appendix will be used in conjunction with Appendix L (Shelf-Life Program) of this Order. Due to the diversity of state regulations, Air Station Orders and local DRMO Turn-in Policies, this appendix must be used with those directives. Hazardous Material Management Procedures only apply to those ASDs which physically receive/store and issue HAZMAT. It is understood numerous MALS have different local HAZMAT operating procedures and the ASDTP does not cover all of them. HAZMAT handling, storage and inventory procedures are retained in the ASDTP in the event the ASD must assume full HAZMAT responsibilities in a deployed environment.

2. Publications. The following list of publications will be on-hand and maintained in support of the ASD's HAZMAT Program:

- a. R-Supply Support Procedures User's Manual.
- b. NAVSUP P-485 volume I, Afloat Supply Procedures.
- c. COMNAVAIRFORINST 4440.2_, Supply Operations Manual.
- d. NAVSUP P-722, Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Manual.
- e. Hazardous Material Information Resource System (HMIRS) on CD-ROM (Distributed Annually) or <http://172.16.16.6:28154/Sup/default.aspx>.
- f. OPNAVINST 5100.23_, Navy Occupational Safety and Health (NAVOSH) Program Manual.
- g. DOD Publication 4140.27M, Shelf Life Item Management Manual.
- h. DOD 4160.21-M, Defense Disposal Manual.
- i. OPNAVINST 5090.1_, Environmental and Natural Resources Program Manual.
- j. MCO 5090.2_, Environmental Compliance and Protection Manual.
- k. Emergency Planning and Community Right to Know Act of 1986.
- l. OPNAVINST 5100.19_, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat, Vol. I/II/III.
- m. OPNAVINST 5102.1, Mishap Investigation and Reporting.
- n. AirStaO_, Handling, Transfer and Disposal of Hazardous Materials HAZMAT (HAZMAT) and Hazardous Waste HAZWASTE (HAZWASTE).
- o. DLAD 4155.37, Material Quality Control Storage Standards Policy for Shelf-life Materiel.

3. Background. CNO Message 011810Z May 95 directed all Naval activities to implement the Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) no later than 31 May 98. The intent of this

program is to reduce the amount of HAZMAT and HAZWASTE sites within an activity through consolidation. The ability for reutilization needs to be recognized. Excess/turned-in assets need to be redistributed among users at no cost. Through effective consolidation and reutilization of HAZMAT, a significant reduction in overall inventory levels and HAZWASTE (due to NRFI turn-in to DRMO) is recognized, thus improving HAZMAT management and reducing funds being expended in support of HAZMAT. The following definitions apply:

a. HAZMAT. Defined as a material, which, because of its quantity, concentration or physical, chemical or infectious characteristics may pose a substantial hazard to human health or the environment when released or spilled. Such materials include ammunition, explosives and explosive-actuated devices, propellants, pyrotechnics, chemical and biological warfare materials, medical and pharmaceutical materials, medical waste and infectious materials, bulk fuels, radioactive materials and other materials such as asbestos and mercury. These materials should be considered hazardous as exposure may occur during storage, use and demilitarization.

b. HAZWASTE. Defined as any discarded material (liquid, solid or gaseous) because of quantity, concentration or physical or chemical characteristics, may either cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness; or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed. HAZWASTES are specific, listed products, certain mixtures of listed products and/or other wastes exhibiting any of the characteristics of ignitability, corrosive, react able or toxicity. In general, any container containing more than one inch of hazardous residue is also considered to be a HAZWASTE and is subject to HAZWASTE regulations. Additionally, any petroleum or oil based product; such as grease, lubrication oil or motor oil; exceeding the maximum allowable concentration of 1000 mg/l of chlorinated organic is considered to be HAZWASTE.

c. Hazardous Substance. Based on regulations, implies HAZMAT or HAZWASTE which has been discharged from its packaging, in a specific "reportable quantity", into the environment and which may have an impact on the environment or human health.

d. Authorized Use List (AUL). A document used to identify all HAZMAT a specified activity is authorized to use and have on-hand. The AUL is updated by the customer. An updated copy must be provided to the HAZMAT/HAZWASTE Coordinator and the ASD.

e. HAZMAT/HAZWASTE/POL Operating File. Consists of all orders and directives necessary for daily operation and control of HAZWASTE/HAZMAT management within the ASD. It will consist of, at a minimum the following:

- (1) Local Orders/Directives.
- (2) Authorized Use Lists.
- (3) Current inventory of all HAZMAT/HAZWASTE under control of the ASD.
- (4) The ASD generated DD1348-1As for HAZMAT/HAZWASTE.
- (5) Local Air Station Inspection Check Lists.

- (6) Completed Weekly Stock Inspection Checklists.
- (7) Spill Contingency Plans.
- (8) Current Assignment Letters.
- (9) Master copy of all MSDSs of material on-hand.

4. ASD HAZMAT/HAZWASTE Program. The ASD HAZMAT/HAZWASTE Coordinator, appointed by the AvnSupO is responsible for the daily administration, operation and management of the program within the ASD. The HAZMAT/HAZWASTE Coordinator, normally the CMD OIC, will have an assistant HAZMAT/HAZWASTE Coordinator and HAZMAT/HAZWASTE Handlers assigned. The HAZMAT/HAZWASTE Coordinator will maintain all required files and references pertaining to HAZMAT/HAZWASTE. The required files and references include, but are not limited to, HAZMAT/HAZWASTE Operating File, MSDS for all HAZMAT in stock, HAZMAT/HAZWASTE Coordinator Appointment Letters, HMIRS access and all applicable publications listed in paragraph 2 of this appendix. Additionally, CCB will ensure the proper Type Storage Code (TSC) of "H" is recorded for each HAZMAT NIIN on the Stock Item Record (SIR) per reference (w), Appendix 27. CCB will also assign a Local Management Code of "HZ" to all HAZMAT NIINs in the SIR.

a. The following duties apply only to those ASDs physically stocking Hazardous Material.

(1) HAZMAT/HAZWASTE Coordinator Daily Duties. The HAZMAT/HAZWASTE Coordinator or assistant will conduct walk through inspections of the supply HAZMAT inventory locations during normal working hours. Special attention will be directed towards evidence of leaks, leaking containers, open containers and improper labeling. The daily inspections will be documented into the HAZMAT Daily Walk-thru Checklist see Fig Q-1, noting all observations. The HAZMAT Coordinator will not assume the duties of the Unit or Maintenance HAZMAT Coordinator. The function of the Unit/Maintenance HAZMAT Coordinator is to ensure proper management of work center HAZMAT sites controlled by the Aviation Maintenance Officer.

(2) HAZMAT/HAZWASTE Coordinator Weekly Duties. The HAZMAT/HAZWASTE Coordinator or assistant will conduct a comprehensive weekly inspection of supply stock utilizing an inspection checklist provided by local directives. These inspection checklists will be maintained in the Operating File for three years and are subject to review by the Environmental Affairs Department as well as federal and state officials.

b. MSDS. MSDS must accompany all HAZMAT. An MSDS will be on file and quickly accessible for all stocked/issued HAZMAT. The MSDS is used for chemical storage compatibility, personal protective equipment (PPE) and emergency procedures in case of spill, contact on unprotected skin, inhalation or ingestion. MSDS are also used in the identification of chemical composition for HAZWASTE reporting and disposal. If an MSDS is unavailable, an MSDS may be obtained using the Hazardous Material Information Resource System (HMIRS) CD-ROM or <https://hmirmsds.logisticsinformationervice.dla.mil/hmirs/login.asp>. Ensure current MSDS are on hand for all HAZMAT and HAZWASTE in the ASD.

HAZMAT DAILY WALK THRU LOG					
Date	Time	Inspector	Observation	Corrective Action	Corr Act Date
5/10/2012	0730	Sgt Smith	Leak in loc HMA01	Remove & waste	5/10/2012
5/11/2012	0730	Sgt Smith	Material in aisle	Place in location	5/11/2012
5/12/2012	0730	Sgt Smith	Waste barrels not labeled	Properly label barrel	5/12/2012

Figure Q-1.--HAZMAT Daily Walk-thru Log.

c. HAZWASTE Management. Ensure procedures for collection, segregation, containerization, labeling, transportation and disposals of expired HAZMAT inventory are in accordance with current directives. Ensure all HAZWASTE containers are properly marked and the DD Form 1348-1A is properly prepared for turn-in. A copy of the DD1348-1A will be maintained in the Operating File for a period of three years.

d. Material Turned-in to Store (MTIS). Ensure all excess material is properly labeled and processed for MTIS.

e. Spill Contingency Plan. The Supply HAZMAT/HAZWASTE Coordinator will develop a Spill Contingency Plan and will assign Spill Response Coordinators as part of a Spill Response Team in accordance with current directives. The Spill Response Team will initiate first response containment in the event of a spill and will contact emergency responders if required. The spill contingency plan will maintain at a minimum:

- (1) Procedures for reporting spills during and after working hours.
- (2) Procedures for containment of spills.
- (3) Clean-up of spills, including equipment and staffing.
- (4) First aid measures.
- (5) Evacuation Plan.

f. Spill History File. A Spill History File will be developed and included as part of the HAZMAT/HAZWASTE Operating File.

g. PPE. Ensure adequate and serviceable PPE is located within close proximity (100 ft) of HAZMAT/HAZWASTE locations.

h. Assistant HAZMAT/HAZWASTE Coordinator. The Assistant HAZMAT/HAZWASTE Coordinator will perform all duties of the HAZMAT/HAZWASTE Coordinator when he/she is not available. Additionally, the assistant will perform all tasks assigned by the coordinator as pertaining to HAZMAT/HAZWASTE.

i. HAZMAT/HAZWASTE Handler. The HAZMAT/HAZWASTE handler will assist in the handling, collection and transfer of inventory HAZMAT/HAZWASTE in accordance with local policies and procedures.

5. Inventory Management. If applicable, HAZMAT inventory will be managed via R-Supply. CCB, in coordination with the HAZMAT/HAZWASTE Coordinator, will manage stocking levels, turn-ins, shelf life management, inventory validity and reorders.

a. Stocking Levels. Allowance lists, demand history and AULs constitute the basic stocking authority for MALS activities. The two major allowance lists used by the MALS are the Aviation Consolidated Allowance List (AVCAL) and the Coordinated Shipboard Allowance List (COSAL). Demand History Processing/Level Setting is the actual driver of stocking levels for HAZMAT.

b. Reviewing Stocking Levels. Stocking levels should be reviewed on a quarterly basis, at a minimum, after Demand History Processing (DI 073) is accomplished. Special consideration must be given to Requisitioning Objectives (RO) due to inflated demand, shelf life and available storage. If the stocking level is too high, then the RO and Reorder Point (RP) may be adjusted using the R-Supply Maintain Stock Item Screen. If the decision is made to adjust the RO, ensure there is adequate stock on-hand to support the units while in garrison and on upcoming deployments. To prevent the RO from adjusting automatically, establish a "Limit Flag" on the item. To assist in making decisions on stocking levels, consider the following:

(1) Will the new RO support operations in garrison and be sufficient for upcoming deployments?

(2) Is the RO inflated due to erroneous or inflated demand?

(3) What is the current availability of assets in the Supply System?

(4) What is the Time to Reliably Replenish the material from the Supply System?

(5) What special/sufficient/proper storage is required (i.e. refrigeration)?

(6) Is the item seasonal?

(7) Will material be within shelf life limitations at time of issue?

(8) Is the item authorized for use?

(9) Is special handling required?

c. Inventory of HAZMAT. All HAZMAT will be inventoried annually in accordance with chapter 6 paragraph 6401.11, DOD HMIRS Procedures. A Report

of Inventory will be prepared and retained by the HAZMAT/HAZWASTE coordinator. Additionally, installation commanders may incorporate a HAZMAT tracking program or system to abide by state and federal regulations. If so, the HAZMAT/HAZWASTE Coordinator will ensure strict adherence to implemented control program.

6. Shelf-Life Management. The Shelf Life Program is a means to identify those items having a limited life expectancy or require periodic inspections. This monitoring must begin at the time of receipt and will continue until the item is issued, or the life expectancy has expired and cannot be extended and it is properly disposed. Items with a shelf life must be inspected on a regular basis to ensure only RFI assets are stocked. For detailed instructions for Shelf Life Procedures, refer to Appendix L.

7. Storage. When HAZMAT is received from SRB, the HAZMAT/HAZWASTE Coordinator or Assistant will ensure it is not damaged/leaking, it is properly labeled, a complete MSDS is on file and it is ultimately stored in an approved HAZMAT storage location. Care must be taken to ensure only compatible materials are stored with or near each other (i.e. don't store acids or corrosives with paints or oils). Stock rotation should occur at this time; paying close attention to the SLC, SLAC and manufacture date. Place the newest material in the rear of the location and the oldest to the front. This will assist in ensuring stock rotation is accomplished and only RFI material is issued. Refer to local procedures for marking inspections, re-inspections and expiration dates on the material.

8. Issue of HAZMAT. All HAZMAT requirements will be screened against the customers AUL. If local policy dictates, the requirement will be screened against "free issue" before an item is pulled from the AvnSupO's Shelf. If a requirement is not available in "free issue", the HAZMAT/HAZWASTE Coordinator will ensure to issue only the allotted amount on the customers AUL and any remaining material will be moved to "free issue". When HAZMAT is issued, the HAZMAT/HAZWASTE Coordinator or Assistant will ensure it is properly labeled, not damaged or leaking and an MSDS is made available. HAZMAT not issued to the customer, in order to conform to the customer's AUL, will be placed in "free issue". The HAZMAT/HAZWASTE Coordinator will adhere to local policies or Station Orders pertaining to tracking of HAZMAT aboard station.

9. Storeroom Action Listing (SAL). The SAL is produced from Change Notice Processing in R-Supply. CCB will coordinate with the HAZMAT/HAZWASTE Coordinator in the event any physical HAZMAT inventory changes are required due to Change Notice Processing. The SAL contains five sections:

a. NSN Changes. Whenever an NSN changes, a report is generated. The HAZMAT/HAZWASTE Coordinator or Assistant will check each item in stock and completely mark through the old NSN and clearly mark the new NSN and julian date on the material. All boxes will be opened to verify they are not a multi-pack and the new NSN is on all the material.

b. Unit of Issue Changes. Whenever a unit of issue change occurs, a report is generated. The HAZMAT/HAZWASTE Coordinator or Assistant must check each item in stock and repackage it to conform to the new unit of issue. This may pose problems when dealing with HAZMAT due to containerization. Assistance from the QA Division and possibly Fleet Readiness Center may be required for proper packaging. After material is repackaged to conform to the new U/I, the new package will be clearly marked with the NSN and quantity.

c. Security Code Changes. It is highly unlikely this will ever occur to HAZMAT; however, if it does, the material must be relocated to a designated area for classified/sensitive material.

d. Shelf Life Code/Shelf Life Action Code Changes. Changes appearing are a result of Monthly Change Notice Processing. The HAZMAT/HAZWASTE Coordinator or Assistant will check the Manufactured Date on each item in stock and take the required action in accordance with the appropriate SLC and SLAC.

e. Exhaust, Delete, Superseded or Condemned Stock. The following actions will be taken on this section:

(1) Exhaust. The HAZMAT/HAZWASTE Coordinator or Assistant will locate all material identified on the report and mark it with the words "USE UNTIL EXHAUSTED".

(2) Delete. When an NSN is to be deleted, the HAZMAT/HAZWASTE Coordinator or Assistant will screen all locations assigned, remove the material and place it in the Pending Offload Area. A DD1348-1A will be prepared by CCB and the material disposed of in accordance with current directives.

(3) Superseded. The HAZMAT/HAZWASTE Coordinator or Assistant will locate all material and change the NSN to the new NSN.

(4) Condemned Stock. When an NSN is condemned, the HAZMAT/HAZWASTE Coordinator or Assistant will screen all locations assigned, remove the material and place it in the Pending Off-load Area. A DD1348-1A will be prepared by CCB and the material disposed of in accordance with current directives.

10. Air Station or Shared Site Commercial Hazardous Material Site Considerations

a. General. When HAZMAT responsibilities are either shared with or managed by external agencies (either commercial or governmental), special considerations must be taken to ensure adequate surge/deployment material exists.

b. Background. As a customer service provider, the ASD must retain the ability to execute HAZMAT management in a deployed, stand-alone environment.

c. Considerations.

(1) Demand Recording. If Demand Process/Level Setting is not managed by the ASD, it must ensure timely receipt of demand data on a quarterly basis from the external agency to ascertain HAZMAT requirements for deployed operations.

(2) Initial Inventory Depth and Deployment Response Time Requirements. Surge/deployment timeframes will be dictated by established MALSP doctrine.

(3) Currency in HAZMAT handling. The ASD will ensure adequate personnel are available and maintain requirements, in accordance with OSHA Standards and Chapter 6 of this Order.

(4) Surge Deployment Capabilities. Ensure the external agency maintains the capability to provide range and depth of HAZMAT to support MALSP doctrine.

(5) Reconciliation to ensure currency of stocked material. Provide additions/changes or deletions to the AULs to support operations in a deployed environment.

APPENDIX R

Preparation of Financial Liability Investigation Of
Property Loss, DD Form 200

1. General. This appendix provides guidance for the preparation of the Financial Liability Investigation of Property Loss (FLIPL), DD Form 200. For the purpose of this appendix, the term Supply System Stock applies to those assets previously referred to as Supply Officer's Stores (those items stocked in the ASD).

2. Survey Criteria. For unresolved discrepancies which do not meet the criteria requiring a FLIPL, adjustment of the Stock/Custody Record to the inventory on hand will be accomplished by means of a physical inventory adjustment. The stock record will be adjusted with a physical inventory gain or loss when the discrepancy cannot be resolved after preliminary research. The following defines the categories of material requiring the submission of a FLIPL (DD Form 200) to substantiate the gain or loss.

a. Supply System Stock

(1) Sensitive items (e.g., narcotics and drug abuse items, precious metals with the appropriate Indicator Code, items which are highly technical or a hazardous nature (ethyl alcohol) when any discrepancy exists, regardless of dollar value involved.

NOTE: Not all Precious Metal Indicators (PMI) require surveys, verify this thru your local WASMAT.

(2) Classified material, regardless of dollar value involved.

(3) Arms, ammunition, explosives and demolition material regardless of dollar value involved.

NOTE: A Missing, Lost, Stolen and Recovered (MLSR) Report is required for any gain or loss of the above listed material. Detailed procedures for submission of the MLSR are provided in reference (w), chapter 5, paragraph 5134 and reference (be).

(4) Pilferable, valuable and attractive items that are easily converted to personal use (i.e., hand tools, individual clothing, office machines, photographic equipment, etc.) when the extended money value exceeds \$750.00.

(5) Bulk petroleum products when the extended money value exceeds \$500.00 (aviation fuel will not be surveyed; all losses will be obligated to the applicable tanker squadron's FLTOPS OPTAR).

(6) Noncontrolled items, when the extended dollar value of a line item's physical inventory adjustment is equal to or greater than the causative research thresholds of \$2500 (this includes Consumable/DLR/FLR assets).

(7) Any discrepancy or repetitive loss when there is an indication or suspicion of fraud, theft or negligence.

(8) Depot Level Repairables (DLR) regardless of money value

b. Criteria for Property Book Material. This category consists of all accountable government property other than Supply System Stock. It includes Military Real Property, Military Personal Property, Inventories held in Industrial Funds, Weapons and other Military Equipment in Use, Plant Equipment and GPETE. When Property Book Material is lost, the Commanding Officer will determine if a FLIPL (DD Form 200) is required to assign responsibility, to adjust records for such property and to provide relief from accountability. As a rule, all items are subject to survey procedures, with the following exceptions:

(1) Items of nominal value and extended dollar value not exceeding \$750, per incident, unless there is suspicion of fraud, theft or personal negligence.

(2) Motor vehicle accident investigation reports may be used instead of the DD Form 200 when the investigation clearly indicates there is no negligence, no personal injury and there is no claim against the government,

(3) Property lost during combat operations. These losses are accounted for in other regulations and are not subject to the FLIPL.

(4) Discrepancies in quantities transferred to DRMO, provided the value of the loss is less than \$300 per line item and does not involve sensitive items. A pattern of shortages may trigger an investigation to identify theft or intentional losses of items to avoid preparing turn-in documents.

(5) Special Tooling and Special Test Equipment Reporting Procedures will be provided by the cognizant laboratory or hardware systems command.

3. Additional Reports. In addition to the above procedures, reference (w), volume 1, chapter 5, part A, section III, paragraph 5134 and reference (be) should be consulted with respect to the policy of MLSR reports. An initial MLSR message report is required for the loss of high risk arms, ammunition and explosives. A FLIPL (DD Form 200) is required as a final report if a sensitive item is in inventory. A Report of Discrepancy (SF-364) also requires a final report if material is damaged in shipment, and for the Discrepancy in Transportation (SF-361) a final report will also be submitted for material damaged in transit.

4. Survey approval authority for Supply System Stock. The MALS Commanding Officer is the only individual authorized to approve surveys for Supply System Stock (consumable and repairable), as established in reference (w), volume I, chapter 5, part A, section III. This authority will not be delegated to the AvnSupO as it would create a conflict of interest. For all other types of material, the Commanding Officer of the squadron having custody of the material or to whom the material was to be delivered will retain survey approval authority.

5. Lost In Shipment (LIS) survey approval authority. The MALS AvnSupO may approve surveys for all DTO repairable requisitions LIS and Stock Replenishment Requisitions (consumable and repairable) LIS regardless of dollar value, as established in reference (n), chapter 3, paragraph 307.g. A bulk FLIPL (DD Form 200) summarizing all LIS transactions will be generated at the end of each month for consumables and individual FLIPLs for repairable and DTO requisitions as required and submitted to the AvnSupO for signature (physical/digital).

6. FLIPL (DD Form 200) for Supply System Stock

a. Survey action for Supply System Stock will consist of the following steps:

- (1) Identification of the inventory discrepancy (gain or loss).
- (2) Conduct preliminary research to verify the gain or loss of the material. Preliminary research is a review of all transactions and verification of physical counts to ascertain that a discrepancy actually exists. An audit of the storerooms and workspaces will be conducted and all records reviewed for accuracy. Review transaction ledgers, source documents, suspense listings, pending issues and any unprocessed transactions to reconcile the differences. Preliminary research is complete when the difference is reconciled or when the difference in quantities (on hand versus recorded) is verified as correct.
- (3) Conduct causative research to document the circumstances surrounding the gain or loss of the material. Causative research consists of a detailed, in-depth review of the inventory discrepancy to determine why it occurred and required corrective action. It includes the review of all transactions (receipts, issues, change notice action listings, location updates, any previous adjustments, suspended and/or erroneous transactions) within the allowable Look-back Period. Causative research is completed when the reason for the discrepancy is determined or when the review of records fails to resolve the discrepancy. The Look-back Period is defined as the period of time in the history of the item being reviewed during which transactions may be considered relevant for processing or correction. This Look-back period goes back to the last completed inventory, last location reconciliation or within one year (whichever occurs first). All documentation generated during this process will be attached to the FLIPL (DD Form 200).
- (4) A formal investigation into the loss will be conducted when the preliminary/causative research reveals grounds for suspicion of fraud, theft, negligence or other personal involvement and/or directed by the Commanding Officer. All classified, sensitive, arms, ammunition and explosives will be the subject of a formal investigation prior to being surveyed. The FLIPL (DD Form 200) will not be submitted until the completion of the formal investigation. A copy of the results of the formal investigation will be attached to the FLIPL (DD Form 200).
- (5) The original copy of the FLIPL (DD Form 200) and all preliminary and causative research documentation will be forwarded to SAD who will screen it and forward it to the AvnSupO for submission to the MALS Commanding Officer for approval. A copy of the FLIPL (DD Form 200) and all supporting paperwork will be retained in a Pending Survey File by the initiating and accounting divisions.
- (6) After the FLIPL (DD Form 200) has been approved by the MALS Commanding Officer, the original copy of the DD Form 200 will be filed in the Completed Survey File maintained by SAD. SAD will notify the initiating division to remove their copy from the Pending Survey File and place it in the Completed Survey File.
- (7) Inventory adjustments of \$100,000 or greater per line item. Prior to the adjustment, these items must be reported in writing to the cognizant MAW ALD-C detailing the circumstances of the adjustment. The absolute value of Total Inventory Adjustments regardless of the sign (+ or -

/gain or loss), in excess of \$500,000 for any given month will not be posted without prior approval by the cognizant MAW. A copy of the approval will be attached to the FLIPL and filed in the Completed Survey File.

7. Preparation of the FLIPL (DD Form 200) (Figures R-1 through R-4)

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397.				ROUTINE USE(S): None.			
PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYYYMMDD) 1999/05/14		2. INQUIRY/INVESTIGATION NUMBER N/A		3. DATE LOSS DISCOVERED (YYYYMMDD) 1999/05/10			
4. NATIONAL STOCK NO. 7RE1430-01-201-1430		5. ITEM DESCRIPTION ANTENNA, RADAR		6. QUANTITY 1	7. UNIT COST \$73,901.00	8. TOTAL COST \$73,901.00	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)							
<input type="checkbox"/> LOST <input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED Item was discovered during Quarterly Scheduled Repairable Inventory. All transactions processed since the last scheduled inventory (03/99) have been reviewed against the CTL and transaction listings. There are no suspended, erroneous, or missing transactions identified, and no previous losses by inventory or lost in shipment transactions for the item have been processed.							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)							
Tech training has been conducted for all RMD personnel with emphasis on proper receipt, storage, of DLR items in accordance with current directives and instructions.							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				b. TYPED NAME (Last, First, Middle Initial)		c. DSN NUMBER	
				d. SIGNATURE		e. DATE SIGNED	
12. (X one) RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one)		b. COMMENTS/RECOMMENDATIONS					
<input type="checkbox"/> YES <input type="checkbox"/> NO							
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				d. TYPED NAME (Last, First, Middle Initial)		e. DSN NUMBER	
DIVISION OFFICER IN CHARGE				f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE						<input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
MALS COMMANDING OFFICER				g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE						<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
MALS COMMANDING OFFICER				g. SIGNATURE		h. DATE SIGNED	

DD FORM 200, OCT 1999

PREVIOUS EDITION IS OBSOLETE.

Figure R-1.--Sample FLIPL (DD Form 200), Inventory Gain.

15. FINANCIAL LIABILITY OFFICER		
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>
	j. SIGNATURE	k. DATE SIGNED
16. INDIVIDUAL CHARGED		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>		
<input type="checkbox"/> Submit the attached statement of objection. <input type="checkbox"/> Do not intend to make such a statement.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.		
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. SOCIAL SECURITY NUMBER
f. DSN NUMBER	g. SIGNATURE	h. DATE SIGNED
17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD		
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> AVIATION SUPPLY OFFICER	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED

DD FORM 200 (BACK), OCT 1999

Figure R-1.--Sample FLIPL (DD Form 200), Inventory Gain--
Continued

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
PRIVACY ACT STATEMENT					
AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397.			ROUTINE USE(S): None.		
PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.			DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.		
1. DATE INITIATED (YYYYMMDD) 1999/05/14		2. INQUIRY/INVESTIGATION NUMBER N/A		3. DATE LOSS DISCOVERED (YYYYMMDD) 1999/05/10	
4. NATIONAL STOCK NO. 7RE1430-01-201-1430		5. ITEM DESCRIPTION ANTENNA, RADAR		6. QUANTITY 1	7. UNIT COST \$73,901.00
				8. TOTAL COST \$73,901.00	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)				<input checked="" type="checkbox"/> LOST <input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED	
Item discovered missing during Scheduled Repairable Inventory. A through search of RMD and IMA workspaces was conducted with negative results. All transactions processed since the last scheduled inventory (03/99) have been reviewed against the CTL and transaction listings. No suspended, erroneous, or missing transactions, and no previous gains by inventory were identified.					
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)					
Tech training has been conducted for all RMD personnel with emphasis on proper receipt, storage, of DLR items in accordance with current directives and instructions.					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		b. TYPED NAME (Last, First, Middle Initial)		c. DSN NUMBER	
		d. SIGNATURE		e. DATE SIGNED	
12. (X one) RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)					
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one)		b. COMMENTS/RECOMMENDATIONS			
<input type="checkbox"/> YES <input type="checkbox"/> NO					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		d. TYPED NAME (Last, First, Middle Initial)		e. DSN NUMBER	
DIVISION OFFICER IN CHARGE		f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE				<input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
MALS COMMANDING OFFICER		g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY					
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE				<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
MALS COMMANDING OFFICER		g. SIGNATURE		h. DATE SIGNED	

DD FORM 200, OCT 1999

PREVIOUS EDITION IS OBSOLETE.

Figure R-2.--Sample FLIPL (DD Form 200), Inventory Loss.

15. FINANCIAL LIABILITY OFFICER		
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>
	j. SIGNATURE	k. DATE SIGNED
16. INDIVIDUAL CHARGED		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>		
<input type="checkbox"/> Submit the attached statement of objection. <input type="checkbox"/> Do not intend to make such a statement.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.		
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. SOCIAL SECURITY NUMBER
	g. SIGNATURE	h. DATE SIGNED
f. DSN NUMBER		
17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD		
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> AVIATION SUPPLY OFFICER	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED

DD FORM 200 (BACK), OCT 1999

Figure R-2.--Sample FLIPL (DD Form 200), Inventory Loss--
Continued

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397.				ROUTINE USE(S): None.			
PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYYYMMDD) 2005/02/03		2. INQUIRY/INVESTIGATION NUMBER Not Applicable			3. DATE LOSS DISCOVERED (YYYYMMDD) 2005/02/01		
4. NATIONAL STOCK NO. See Attached List		5. ITEM DESCRIPTION See Attached List			6. QUANTITY	7. UNIT COST	8. TOTAL COST 0.00
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) <i>(Attach additional pages as necessary)</i>					<input checked="" type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED
Review of outstanding reqns, items were identified as having Overaged Shipping Status. A through search of storage and receiving areas was conducted with negative results. All transactions processed since date of shipment were reviewed and compared to Transaction Listings. No suspended, erroneous, Gain by Inventory transactions or unsubstantiated Material Turn-ins were found.							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES <i>(Attach additional pages as necessary)</i> Tech training has been conducted for all RMD personnel with emphasis on proper requisition management and receipt/storage procedures of DLR items in accordance with current directives and instructions.							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) DIVISION NCOIC			b. TYPED NAME (Last, First, Middle Initial)			c. DSN NUMBER	
			d. SIGNATURE			e. DATE SIGNED	
12. (X one)							
RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)				REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)			
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) DIVISION OIC			d. TYPED NAME (Last, First, Middle Initial)			e. DSN NUMBER	
			f. SIGNATURE			g. DATE SIGNED	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) N/A			e. TYPED NAME (Last, First, Middle Initial)			f. DSN NUMBER	
			g. SIGNATURE			h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) AVIATION SUPPLY OFFICER			e. TYPED NAME (Last, First, Middle Initial)			f. DSN NUMBER	
			g. SIGNATURE			h. DATE SIGNED	

DD FORM 200, OCT 1999

PREVIOUS EDITION IS OBSOLETE.

Figure R-3.--Sample FLIPL (DD Form 200), Lost In Shipment.

15. FINANCIAL LIABILITY OFFICER			
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>			
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY	
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. DSN NUMBER	
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>	
	j. SIGNATURE	k. DATE SIGNED	
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>			
<input type="checkbox"/> Submit the attached statement of objection. <input type="checkbox"/> Do not intend to make such a statement.			
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.			
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. SOCIAL SECURITY NUMBER	
	g. SIGNATURE	h. DATE SIGNED	
f. DSN NUMBER			
17. ACCOUNTABLE OFFICER			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD			
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> N/A	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. DSN NUMBER	
	e. SIGNATURE	f. DATE SIGNED	

DD FORM 200 (BACK), OCT 1999

Figure R-3.--Sample FLIPL (DD Form 200), Lost In Shipment--
Continued

NATIONAL STOCK NUMBER	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE	REQN DOCUMENT NUMBER	SURVEY DOCUMENT NUMBER
7RH1630-00-159-2647MF	WHEEL ASSY, LANDING CAGE: 13587 P/N: 631T093G1 UNCLASSIFIED	01 EA	\$2430.00	\$2430.00	R90999-8245-1861	R90999-8245-1861
7RE1430-00-601-2412GF	ANTENNA, RADAR CAGE: 97942 P/N: 312013-15 UNCLASSIFIED	01 EA	\$87,146.00	\$87,146.00	R90999-8021-1923	R90999-8021-1923
7RH5865-01-231-0938PF	RADIO SET, UHF CAGE: 13499 P/N: 142-1882-001 UNCLASSIFIED	01 EA	\$53,189.00	\$53,189.00	R90999-9064-1972	R90999-9026-1972
				TOTAL DOLLAR VALUE	\$142,765.00	

Figure R-3.--Sample FLIPL (DD Form 200), Lost In Shipment--
Continued