

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS										
PRIVACY ACT STATEMENT										
<b>AUTHORITY:</b> 10 USC 2775; DoD Directive 7200.11; EO 9397.  <b>PRINCIPAL PURPOSE(S):</b> 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.				<b>ROUTINE USE(S):</b> None.  <b>DISCLOSURE:</b> 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.						
<b>1. DATE INITIATED (YYYYMMDD)</b> 1999/05/30		<b>2. INQUIRY/INVESTIGATION NUMBER</b> N/A		<b>3. DATE LOSS DISCOVERED (YYYYMMDD)</b> 1999/05/28						
<b>4. NATIONAL STOCK NO.</b> 7RH1630-00-159-2647		<b>5. ITEM DESCRIPTION</b> WHEEL ASSY, LANDING		<b>6. QUANTITY</b> 1		<b>7. UNIT COST</b> \$2,430.00	<b>8. TOTAL COST</b> \$2,430.00			
<b>9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one)</b> (Attach additional pages as necessary) <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;"><input type="checkbox"/> LOST</td> <td style="width:25%; text-align: center;"><input type="checkbox"/> DAMAGED</td> <td style="width:25%; text-align: center;"><input type="checkbox"/> DESTROYED</td> </tr> </table> <p>Requisition R0999-8245-1861 was surveyed as Lost In Shipment on 1999/03/28 in accordance with NAVSUP P485. Material was received on 1999/05/28.</p>								<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED
<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED								
<b>10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)</b>										
<b>11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10</b>										
<b>a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)</b>		<b>b. TYPED NAME (Last, First, Middle Initial)</b>			<b>c. DSN NUMBER</b>					
		<b>d. SIGNATURE</b>			<b>e. DATE SIGNED</b>					
<b>12. (X one)</b>										
<b>RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)</b>		<b>REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)</b>								
<b>a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one)</b>		<b>b. COMMENTS/RECOMMENDATIONS</b>								
<input type="checkbox"/> YES <input type="checkbox"/> NO										
<b>c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)</b>		<b>d. TYPED NAME (Last, First, Middle Initial)</b>			<b>e. DSN NUMBER</b>					
<b>DIVISION OFFICER IN CHARGE</b>		<b>f. SIGNATURE</b>			<b>g. DATE SIGNED</b>					
<b>13. APPOINTING AUTHORITY</b>										
<b>a. RECOMMENDATION (X one)</b>		<b>b. COMMENTS/RATIONALE</b>			<b>c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)</b>					
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE					<input type="checkbox"/> YES <input type="checkbox"/> NO					
<b>d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)</b>		<b>e. TYPED NAME (Last, First, Middle Initial)</b>			<b>f. DSN NUMBER</b>					
<b>MALS COMMANDING OFFICER</b>		<b>g. SIGNATURE</b>			<b>h. DATE SIGNED</b>					
<b>14. APPROVING AUTHORITY</b>										
<b>a. RECOMMENDATION (X one)</b>		<b>b. COMMENTS/RATIONALE</b>			<b>c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)</b>					
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE					<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A					
<b>d. ORGANIZATIONAL ADDRESS (Unit Designation,</b>		<b>e. TYPED NAME (Last, First, Middle Initial)</b>			<b>f. DSN NUMBER</b>					
<b>MALS COMMANDING OFFICER</b>		<b>g. SIGNATURE</b>			<b>h. DATE SIGNED</b>					

DD FORM 200, OCT 1999

PREVIOUS EDITION IS OBSOLETE.

Figure R-4.--Sample FLIPL (DD Form 200), Survey Reversal.



separate FLIPL (DD Form 200) will be generated for each DLR or item being surveyed (gain or loss) above the threshold of \$2500.

a. Block 1: Date the FLIPL (DD Form 200) is prepared.

b. Block 2: Inquiry/Investigation Number - For Supply System Stock and DTO Requisitions, the original document number will be entered in Block 2. For all Bulk Consumable Stock LIS Surveys under the threshold of \$2500 will be entered as "Not Applicable". If an investigation is required, the investigation number provided will be entered.

(1) For controlled equipage the survey document number will be assigned by SSD. The first six digits will be the UIC of the squadron initiating the survey, followed by the julian date and then assigned requisition number (i.e., V09389-1743-2001).

c. Block 3: Enter the date the loss was discovered.

d. Block 4: Enter the NSN or CAGE/Part Number of the item or, for multiple line items, enter "See attached list."

e. Block 5: Enter nomenclature, serial number (if known), security codes and model number. For multiple line items enter "See attached list."

f. Block 6: Enter the quantity and unit of issue or, for multiple line items, enter "See attached list."

g. Block 7: Enter the unit price or, for multiple line items, enter "See attached list."

NOTE: a FLIPL DD-200 is not required when the EMV for a consumable item is less than \$2500 or the standard price of a repairable item is less than \$2500. A survey will be required from the OMA/IMA for all lost repairable components regardless of dollar value.

h. Block 8: Enter the EMV or, for multiple line items, enter "See attached list" validating the EMV does not exceed \$100,000.

i. Block 9: Check the appropriate box. Provide a complete, brief and concise Statement of Facts. Attach additional sheets if required. This statement must answer the five basic questions of who, what, when, where and how.

j. Block 10: Enter the corrective action and measures taken to prevent future occurrences.

k. Block 11: The Causative Research Validation Block will contain the typed name and signature (manual or digital) of the NCOIC of the individual(s) performing the research documented in block 9 and 10.

l. Block 12: The Responsible Officer will identify the individual appointed by proper authority to exercise custody, care and safekeeping of the Property Book Material. The Reviewing Authority will identify the individual designated in writing by the approving authority to review and analyze the results of Supply System Stock research.

m. Block 13: The Appointing Authority will identify the individual designated in writing by the Approving Authority. The Approving Authority

may act as the Appointing Authority. The Appointing Authority appoints Financial Liability Officers, if required; approves or disapproves the recommendations of the Responsible Officer, Reviewing Authority or Financial Liability Officers and recommends actions to the Approving Authority. The Appointing Authority is normally senior to the Responsible Officer, Reviewing Authority, Accountable Officer and Financial Liability Officer.

n. Block 14: The Approving Authority makes determination to either relieve involved individuals from responsibility and/or accountability or approve assessment of financial liability. The Approving Authority may act as the Appointing Authority or designate an Appointing Authority in writing. The Approving Authority is normally senior to the Appointing Authority. The Approving Authority will be the Commanding Officer, except as specified in NAVSUP P485, volume I, par. 5127-6.

o. Block 15: The Financial Liability Officer Block will be completed only if the survey was the subject of a formal investigation. If a formal investigation was conducted, enter "See attached copy of results of investigation."

p. Block 16: The Individual Charged Block will be completed only when it was determined personal responsibility is evident. If the individual charged refuses to sign this block, the refusal should be noted.

q. Block 17: The Accountable Officer is an individual appointed by proper authority who maintains item and/or financial records in connection with government property, (irrespective of whether the property is in his/her own possession for use or storage, or is in the possession of others to whom it has been officially entrusted for use or care and safekeeping) and may entail financial liability for failure to exercise his/her obligation.

(1) Since Block 17 has no space for comments by the Accountable Officer and considering Survey Files are maintained for current and four prior fiscal years, the AvnSup0 has the option to attach a "Memorandum for the Record" to provide additional comments from the Accountable Officer's perspective. This may provide additional relevant information to an audit team or newly assigned personnel reviewing the Completed Survey Files. A situation such as the AvnSup0 recommending an investigation into the circumstances of a property loss and the Commanding Officer deciding an investigation is not required and may fall into this category. The Accountable Officer is subject to financial liability for failing to exercise his/her obligations as the Accountable Officer. A Memorandum for the Record citing the fact an investigation was recommended and the Commanding Officer's subsequent disapproval may be considered pertinent information is a survey later becomes the subject of an audit or review by an outside agency.

r. Block 17a: Record Document Number(s) used to adjust property and financial records.

NOTE: For SSD controlled equipment material, CRB will record the Replenishment Requisition Number used to correct the survey adjustment, if still required.

s. Block 17c and e: The typed name and signature (manual or digital) of the AvnSup0.

8. Division Responsibilities/Procedures. Each Division within the ASD performs different functions as they apply to survey action. These responsibilities and procedures are outlined within each division's chapter.

Appendix S

Reconciliation Aids Processing

1. General. Reconciliation Aids (RECAIDS) are tools utilized to validate outstanding stock and DTO requisitions to ensure they are active in the Supply System. DTO requisitions are further validated during a reconciliation process with the customer to ensure a need for the requested material still exists. These aids provide both the customer and ASD with a complete requisition status history. Based on this information, the ASD representative can determine the appropriate follow-up action.

2. Requesting RECAIDS. The following programs are recommended for requesting requisition reconciliation aids:

a. R-Supply

(1) Requisition Listing (JSL311). The user can request the JSL311 by selecting the Log>Management drop down selection in R-Supply. This action will bring up the Logistics Reports Option. The user will now select the Requisition Monitoring>Requisition Listing Option. This action will bring up the Requisition Listing Option Box. The user will select the parameters according to the type of report they require. The user will coordinate with the SAA when running the JSL311.

(2) ADHOC Query. Use File Option>Select Utilities>ADHOC Query.

b. Optimized NALCOMIS.

(1) Outstanding Material Requirement Report (J62500). The user can access this report from the Reports Submenu>Supply>Outstanding Material Requirement Drop Down Selection Box. This action will bring up the Outstanding Material Requirement Report Screen. The user will select the parameters according to the type of report they require.

(2) ADHOC Query. The user will utilize the Reports Submenu>ADHOC>Expert Drop Down Selection Box to access the ADHOC Expert Query.

3. Frequency of processing RECAIDS. All outstanding DTO and stock requisitions will be reviewed, and appropriate expediting action taken as outlined in the following schedule:

a. Issue Group I Critical (priorities 01-03) - daily.

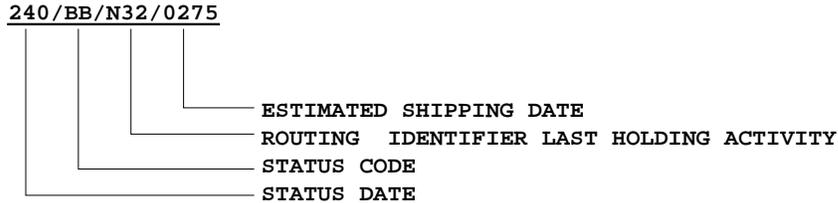
b. Issue Group I (priorities 01-03) - weekly.

c. Issue Group II & III (priorities 04-15) - monthly.

4. Annotating RECAIDS. Annotate, next to the document history, the type of follow-up DI utilized and the Routing Identifier Code (RIC) of the receiving activity along with additional comments. The individual responsible for the review and subsequent input of appropriate follow-up action will print, sign and date the front page of the RECAID.

5. Review of the requisition and status records

a. The first step of ensuring appropriate follow-up action is accomplished, is to review all status and follow-up records already recorded against a requisition. In order to understand how to read AE\_ status, you must understand the four elements which comprise status. These elements are as follows:



(1) Status Date. Position 62-64, is the date the status was prepared by the activity who's RIC appears in position 4-6.

(2) Status Code. Position 65-66, informs the requestor what is happening to the requisition.

(3) RIC. Position 67-69, in most cases this RIC is the activity holding your requisition. However, with certain status codes (BM, NG, NK and NZ) this field shows the RIC of the activity which your requisition was passed. In either case, the RIC in this field is referred to as the RI-LHA (Routing Identifier-Last Holding Activity). It is also commonly referred to as the Last Known Holder. All requisition actions will cite this RIC.

(4) Estimated Shipping Date (ESD). Position 70-73, represents the date the LHA expects material to be available for shipment to satisfy your requisition.

(5) Together the above data elements (date/status code/RI-LHA/ESD) provides a picture of what is happening to each requisition. The definition of all status codes must be understood to properly interpret status and initiate the appropriate requisition action.

(6) The current status of a requisition is normally determined by the most recent status date; however, a requisition may be subjected to more than one status update on a single day. The Status Code and RI-LHA must also be taken into consideration when more than one line of status has the same status date. The most common occurrence shows the Point of Entry (POE) passing a requisition to an Inventory Control Point (ICP), the ICP passes it to a Navy Supply Center (NSC) and the NSC passes it back to the ICP who gives the requisition Backorder Status. The status would be recorded as follows:

AE1/PEZ/239/BM/NRP - Status from POE.  
AE1/NRP/239/BM/N0Z - Status from ICP.  
AE1/NOZ/239/BM/NRP - Status from NSC.  
AE1/NRP/239/BB/NRP/0360 - Status from ICP.

In this situation 239/BB/NRP/0360 is the most current status. When reviewing requisition status records, care must be taken to avoid the submission of follow-up action to the wrong activity. It is very easy to

confuse the date of the last status, especially for requisitions having been outstanding for longer than 365 days. Additionally, some requisitions may display multiple status records with the same julian date (i.e., 100/BM/NRP, 100/BM/NDZ and 100/BD/NDZ). The submission of follow-up action to the wrong activity could result in the receipt of BF Status (no record of requisition). This will cause unnecessary delays in the shipment of, what could be, urgently required material.

6. Submission of Follow-up Action. The type of follow-up action depends on the status received from the Supply System. Additionally, it lists the recommended follow-up DI for each Status Code.

a. DTO and stock requisitions with a Status Code of BZ/BB/BV/NM or a status of AB1, with future ESDs are not required to have an AFC follow-up submitted. The most effective measures of expediting material is either phonecon, email or expeditors conducting aggressive and detailed research. When this is accomplished, the individual working the reconciliation aid will ensure a YE1 is loaded giving the details identifying what action has taken place. This will suffice in lieu of a follow-up being submitted. If the information contained in the YE1 is sufficient, no further expediting action is required. This does not preclude submission of an AFC to request an improved ESD.

b. Requisitions with a Status Code of BD or a past ESD will still require an AF1 to be submitted.

(1) Follow-up Document Identifiers.

DI            Definitions

AF\_            This DI is used only to request current status of requisitions from a LHA.

Note: To avoid the risk of receiving BF status, do not submit an AF\_ follow-up on BM status.

AFC            Used to request improvement of the ESD, when the date indicated in cc 70-73 of the status record is considered unsatisfactory.

AFT            Request for shipment tracer action for material shipped via Registered, Insured, Certified Parcel Post, and/or TCN or GBL assigned.

AM\_            Used to request modification of the Required Delivery Date (RDD), Project Code, Media and Status Code, Supplementary Address, Distribution Code, Signal Code, Fund Code, Advice Code and Priority.

AT\_            Used to request current status of a requisition. In addition, if the supply source has no record of the submitted requisition this follow-up will be processed as the requisition.

Table S-1.--Types of Follow-up Document Identifiers.

(2) Inter-Service Status Codes.

Status Code	Definition/Follow-up DI
BA	<p>Item being processed for release and shipment.</p> <p>AF1 - If BA status is greater than five days with no further updates.</p>
BB	<p>Item backordered against a due-in to stock. The ESD for release of material to the customer is contained in CC 70-73.</p> <p>AF1 - If the ESD is past the current julian date.</p>
BC	<p>Item or original requisition containing this document number has been back ordered. Long delay is anticipated and ESD is in CC 70-73. Item identified in the stock number or remarks field can be furnished, but it is not an automatic substitute. The price of the substitute item is in cc 74-80. If desired, submit a new requisition for the substitute and submit a cancellation for the original requisition.</p> <p>AFC - If substitute offered is unacceptable. AC1 - If substitute offered is acceptable.</p>
BD	<p>Requisition is delayed due to need to verify requirements pertaining to:</p> <ol style="list-style-type: none"><li>1. Authorized Application.</li><li>2. Item Identification.</li><li>3. Technical Data.</li><li>4. Intent to procure for Direct Delivery (when known). When the requirement is placed on Direct Delivery, the ESD will be entered in cc 70-73. Additional status will be provided to indicate action taken upon completion, review or procurement.</li></ol> <p>AF1</p>
BF	<p>No record of your document for which your follow-up or cancellation request was submitted.</p> <ol style="list-style-type: none"><li>1. If received in response to a cancellation request, future requisitions or other documents will be returned by the supply source with BF Status. Funds are de-obligated and, if the item is still required, a requisition will be submitted with a new document number.</li><li>2. If received in response to an erroneous follow-up request, if still required, submit AT_ follow-up to the appropriate activity.</li></ol>

Table S-2.--Inter-Service Status Codes.

<u>Status Code</u>	<u>Definition/Follow-up DI</u>
BG	<p>One or more of the following fields in the stock number have been changed (as the result of a formal catalog change):</p> <ol style="list-style-type: none"><li>1. The requisitioned NSN has been replaced by or consolidated with the NSN in the Stock Number Field.</li><li>2. The NSN is assigned to a part number that was requisitioned.</li><li>3. The FSC has changed, but the NIIN remains the same as originally requisitioned. Review the NSN (FSC &amp; NIIN) to ensure the requisition under process is for the desired item. If not, submit cancellation request to SOS.</li></ol> <p>AC1 - If substitute is unacceptable. AF1 - If substitute is acceptable.</p>
BH	<p>Service approved substitute/interchangeable item, identified in the stock number field will be supplied. Examine unit of issue, quantity and unit price fields for possible changes. Revise appropriate records accordingly. Additional status will be provided.</p> <p>AFC - If ESD is established. AF1 - If ESD is not established.</p>
BJ	<p>Quantity changes to conform to unit pack, adjust the Due in Records accordingly. Unit of issue is not changed.</p> <p>AFC - If ESD is established. AF1 - If ESD is not established.</p>
BK	<p>Requisition data elements have been modified as requested. Examine data fields in this status document for current requisition data.</p> <p>AF1 - If ESD is not established.</p>
BL	<p>Notice of availability was forwarded to the country representative or freight was forwarded on date indicated in CC 70-73.</p> <p>AF1</p>
BM	<p>Your document was forwarded to the activity indicated in CC 67-69. Forward all future transactions for this document number to the activity indicated.</p> <p>AT_ - If no status has been received from LHA.</p>
BN	<p>Requisition being processed as a free issue. Signal and Fund Code field corrected as noted. Adjust local fund obligated records.</p> <p>AF1 - If ESD is not established.</p>

Table S-2.--Inter-Service Status Codes--  
Continued

<u>Status Code</u>	<u>Definition/Follow-up DI</u>
BQ	CANCELED. Results from receipt of cancellation request from requisitioner, consignee, manager or other authorized activity. Also results from deletion of an activity from the DODAAD. De-obligate funds, if applicable. No Follow-up action to be performed, submit new requisition if still required.
BR	CANCELED. Processing Point authorizes cancellation after receipt of requisitioner's response to MOV request. No Follow-up action to be performed, submit new requisition if still required.
BS	CANCELED. Requisitioning Activity failed to respond to MOV furnished by Processing Point. BS Status Records are initially held in RSMS for validation and possible reinstatement by the SAA.
BU	Item being supplied from Foreign Military Case Designator indicated in CC 48-50 or Grant Aid Program Record Control Number indicated in CC 46-50. This document represents a duplicate of the requisition prepared by the U.S. Military Service.
BV	Item procured and on contract for direct shipment to consignee. The contract shipment date is entered in CC 70-73. No Follow-up action to be performed, expedite via phonecon or email to ICP.
BW	FMS/Grant Aid Requisition containing this document number has been received by the ILCO and submitted to the Supply System. A current ESD is not presently available, but will be provided by future status transaction (may be used by ILCO in acknowledging requisition receipt or in reply to follow-up when ESD is not available).  Note: All requisitions citing BW status will be subjected to AF1 follow-up action.
BZ	Requisition delayed due to processing for Direct Delivery Procurement. Upon completion of procurement action, additional status will be provided. The ESD is indicated in CC 70-73. No Follow-up action to be performed, expedite via phonecon or email to ICP.
B5	Activity identified by the code in CC 4-6 in receipt of requisitioner's follow-up request. Action to determine current status and/or improve the ESD being attempted. Further status will be furnished.  AF1 - If status received is greater than five days.
B7	Unit price change. The latest unit price for the item identified by the stock number or part number in CC 8-22 is shown in CC 74-80.  AF1 - If ESD is not established. AFC - If ESD is established.

Table S-2.--Inter-Service Status Codes--  
Continued

Status Code	Definition/Follow-up DI
B8	Quantity requested for cancellation or diversion not accomplished. No follow-up action to be performed. Expedite cancelation via phonecon or email to ICP.
B9	The activity identified by the code in CC 4-6 is in receipt of submitted cancellation request. Action to cancel the demand or divert the applicable shipment is being attempted. Do not de-obligate funds or delete due-in. Advice of final action will be furnished in future status transaction. No follow-up action to be performed, expedite cancelation via phonecon or email to ICP.

Table S-2.--Inter-Service Status Codes--  
Continued

(3) Intra-Navy Status Codes. N and R Series Status Codes may be assigned only for intra-Navy transactions. These codes will not be assigned on status cards to be forwarded to any foreign government, agency or other military service.

STATUS CODE	DEFINITION/FOLLOW-UP DI
NM	Requirement has been validated and is being held by the NAVSEA OPN Outfitting Account Allotment Holder (FISCPS) pending funding authorization. No follow-up action to be performed, expedite via phonecon or email to NAVSUP-WSS IWST.
NU	Requisition being processed. Stores account has been changed to Navy Stock Account/Defense Stock Fund. Establish a fund obligation or take action to cancel. Requisition forwarded to activity indicated in CC 67-69 for action.  AF1 - If status received is greater than five days.
N7	Item has been referred for Direct Delivery against an existing Commercial Repair Contract. No follow-up action to be performed, expedite via phonecon or email to ICP.

Table S-3.--Intra-Navy Status Codes

c. Requested status not received. When requested status is not received, a follow-up on requisitions may be submitted after three days have elapsed from requisition submittal date, the previous status transaction date (if no ESD established) or the last follow-up date.

d. Follow-up on Cancellation Requests. Follow-up action on requisitions which have been subjected to a Request for Cancellation (AC/AK) should not contradict the cancellation request (e.g., do not submit AF\_ or AT\_ follow-ups on requisitions when cancellation has been requested). A careful review of status records to identify suffixed requisitions, partial cancellations, etc., should prevent this from happening.

e. Suffixed Requisitions. In those cases where a requisition is suffixed and referred to more than one activity, a follow-up must be submitted to each activity.

7. Input of Follow-up Action. Follow-up action is initiated through the Logistics Subsystem>Status>Supply. Enter the document number and suffix (if applicable). Select the follow-up action (AC\_, AF\_, AK\_, AM\_ or AT\_) from the list and select OK to continue. On the Supply Status Screen, enter data into the appropriate data blocks (RIC, transaction date, etc.). Enter any necessary information appearing in the Enabled Data Blocks of the Status Entry Group Box. Enter any additional comments into the Remarks Data Block and click Apply. Select the New Request Option to process another record or the Close Screen Option to exit from this process.

8. Processing requisitions no longer required by the customer. Requisitions identified by the customer during the validation process as No Longer Required (NLR) will have a cancellation request submitted. Requesting cancellation of a requisition is a two-step process. First submit a cancellation request (AC\_). If, after 10 days from date of transmittal, no response is received confirming cancellation, submit a follow-up on cancellation request (AK1). If the holding activity responds back stating the cancellation of the requisition cannot be carried through for any reason, no further action to cancel the requisition will be taken.

a. AC1 Sent within the Last 10 Days. No action required.

b. AC1 Sent More than 10 Days ago. Submit AK1 to RI-LHA.

c. AK1 Sent within Last 30 Days. No action required.

d. If cancelation status or denial of the cancelation request has not been received after 10 days of an AK1 being sent, a phonecon or email will be sent to the ICP requesting cancelation. A YE1 information message will be entered stating the cancelation is being transmitted or the requisition will not be canceled. If it has been confirmed by the Section NCOIC and/or the External Supply System the requisition is inactive or considered dead, an internal cancellation (AE1/RX) can be processed in R-Supply.

Note: Loading an RX without ensuring the requisition is dead may cause future SIT/MIT/SFOEDL problems.

9. Processing requisitions outstanding in R-Supply/NALCOMIS; however, the customer has no record. Records will be subjected to a cancellation request for any requisitions outstanding in the Supply System for which the customer has no record. See procedures in Paragraph 8.

10. Processing requisitions the customer shows outstanding with no matching supply record. Any record identified by the customer during the validation process which is not on the reconciliation listing will require research. This research will consist of a review of NALCOMIS and R-Supply to determine if the requirement was previously completed (i.e., canceled, received, etc.). If the requirement is not in NALCOMIS or R-Supply, the customer will have to reorder the requisition if still required.

11. Processing requisitions with no status. If status is not received within three days from date of initial transmittal of the requisition, send a requisition follow-up (AT\_) to the POE. If status is not received within three days after transmission of the requisition follow-up (AT\_), the requisition will be passed via electronic means (i.e. WebReq or OneTouch).

12. Processing requisitions with shipping status.

a. Follow-up action will not be processed on a requisition receiving shipment status. Traceable shipments will be tracked via web based tracking tools (i.e.; MRO Tracker, GTN, FedEx, DHL, UPS, etc.). For overage requisition processing, refer to the applicable division's chapter in the ASDTP for appropriate procedures.

b. Open BA Status. If the latest status on the requisition listing is BA (not overage) submit an AF\_. If the BA is overage refer to the applicable division's chapter in the ASDTP for appropriate procedures.

13. Modification of outstanding requisitions. On occasion, it is necessary to modify an outstanding requisition. In these cases, submit a document modifier (AM\_). The only fields modifiable on a requisition are as follows:

- a. Required Delivery Date (RDD).
- b. Project Code.
- c. Media and Status Code.
- d. Supplementary Address.
- e. Distribution Code.
- f. Signal Code.
- g. Fund Code.
- h. Priority.
- i. Advice Code.

14. Processing requisitions with total or partial quantity cancellation status. When cancellation status is received from the Supply System, determine the reason for the cancellation (i.e., CJ-Rejected, item coded obsolete or inactive). Notify the customer of the cancellation and the reason for it. If the material is still required, the customer must submit a new requisition. When the new requisition is submitted, include any additional information which would prevent repeat cancellation. For partial quantity cancellations, after determining the reasoning for it, inform the customer of the cancellation. The customer is required to submit a new requisition for the canceled quantity if material is still required. When performing follow-ups on the requisition, follow-up only on the outstanding quantity.

15. Submission of a Supply Assist Request (SAR). A SAR is generated to request assistance from the ICP to expedite NSN/NICN material when the ESD is considered unacceptable.

a. Requesting DLA supply assistance. For DLA managed material (i.e. 9B, 3B cognizance), each MALS is assigned a Customer Account Specialist (CAS). The CAS is responsible for expediting material for their designated MALS. Requests will be submitted via the DLA Call Center or DOD EMALL SAR Automated Process and a ticket will be assigned and forwarded to the CAS for action.

Note: If stock has been identified at a commercial vendor site, the MALS will forward the SAR and a request for an Emergency Acquisition Buy to the DSCR USMC Aviation Cell and include the following information:

- (1) Priority Designator.
- (2) RDD.
- (3) Project Code.
- (4) Requisition status with unacceptable ESD.
- (5) Material/Component availability via Surplus Distributor, Retail Vendor or OEM (request for quote, copy of original material packaging label(s) with DOD contract number and a copy of material certifications).

b. Requesting NAVSUP-WSS assistance. For NAVSUP-WSS managed material, (i.e. 1R, 7R cognizance) each NIIN is assigned an Item Manager (IM). Each T/M/S is also assigned a Inventory Weapons Systems Team (IWST). The Item Manager and IWST are responsible for expediting material for their designated NIIN and/or T/M/S. The IM name and telephone number can be obtained via OneTouch along with item notes and stock posture.

c. Requesting NAVSUP-WSS part number assistance. For non-stocked (i.e. LICN/NICN) material, NAVSUP-WSS has assigned a Part Number Branch responsible for expediting Part Number Requisitions. The Part Number Branch is broken down into sections by T/M/S, weapon system and support equipment. POCs and telephone numbers to the Part Number Branch can be obtained via the NAVSUP-WSS Global Distance Support Center (GDSC).

16. External MOV. In order to validate requisitions on the Backorder Files, ICPs generate MOV requests. The ICP provides each customer with a document identifier AN1 Record for each requisition qualifying for an MOV validation. Material obligations are considered to be overaged for validation purposes when priority 01-08 requisitions have been outstanding more than 30 days past the requisition date; or when priority 09-15 requisitions have been outstanding more than 75 days past the requisition date. AN1s are received through SALTS, batched by UIC.

a. Total Quantity Outstanding. R-Supply will not generate any response for these requisitions. These requisitions have the same quantity outstanding on R-Supply the ICP has on backorder. When the DI BMV is returned to DAAS, an AP\_ for the same quantity as the AN\_ will be returned to the ICP. No AP\_ will be sent by the SAA and nothing is written to the Status Output File.

b. Partial Quantity Outstanding. The requisition quantity outstanding in R-Supply is less than the quantity on backorder at the ICP; or the requisition quantity outstanding minus the cancellation request quantity is less than the back-ordered quantity. R-Supply will write a DI AP\_ to the Status Output File and a card image will be produced in both cases. If the requisition quantity outstanding in R-SUPPLY is greater than the quantity on backorder at the ICP, No AP\_ response will be transmitted to DAAS. In this situation, the respective division will research the requisition to verify why the over quantity is not outstanding at the ICP. If the over quantity is no longer outstanding due to shipment, the respective division will search for the receipt and POD. If the receipt and POD are not found, the section

will process a LIS in accordance with the ASDTP. If the over quantity is no longer outstanding due to cancellation, the respective division will contact the ICP and receive the Cancellation Code and enter it into R-Supply.

c. No quantity outstanding. Requisitions with the completion date set or the quantity outstanding minus the cancellation request quantity equal to zero will produce an AP\_ with a quantity of 00000. These AP\_s are written to the Status Output File.

d. Requisitions not on R-Supply. When R-Supply processes a DI AN\_ and the requisition is not in the Requisition Table, a DI AP\_ is not written to an output file with a quantity of 00000. The division will research, and if needed, backfit the requisition into the system. If the document is NLR, a manual AP\_ with a quantity of 00000 will be created and sent to DAAS.

e. Processing R-Supply MOV Records. DI AP\_ Response Records will be processed by the branch responsible for each specific type of requisition. Specific branch responsibilities are:

- (1) Repairable Stock - RCB
- (2) Consumable Stock - CCB
- (3) FISP Replenishments - MSB
- (4) Pre-expended Bin - PEB
- (5) IMRL/TBA Requisitions - CRB
- (6) FLTOPS - EUB
- (7) DTO Requisitions - ERB
- (8) Awaiting Parts Branch - AWPB

For control purposes, the SAA will notify the responsible branches the AP\_ Records have been written to R-Supply and must be worked prior to the last day of the MOV Cycle. Local policy will dictate how the branches are notified. The branches can access the AP\_ Records by utilizing the R-Supply Log>Status>Supply Screen. In the Status Supply Screen, the branch will select the MOV Option Box under Type. This will display all the AP\_ Records that have not been processed. If there are no records to be processed, R-Supply will state "No AN1 Records Found Requiring Response."

NOTE: With ALL the AP\_ Records displayed in one screen, the branch must be extra cautious when processing multiple records in R-Supply to ensure they do not clear a record they are not responsible for.

f. Returning MOV Responses. The final step to the MOV process is to return DI AP\_ responses to the SAA.

Appendix T

COSAL Allowance Procedures

1. COSAL Validation Process

a. All COSAL allowances are managed by NAVSUP WSS-Mechanicsburg (NAVSUP WSS-M). Allowances for COSAL items will be reviewed on a three year cycle. During the interim two years, NAVSUP WSS-M will distribute COSAL In Access (CIA) CD-ROMs. NAVSUP WSS-M initiates the allowance process by forwarding validation packages to the appropriate MALS AvnSupO.

b. The MSB is responsible for coordinating the Validation Inventory of the COSAL Aids.

c. The MSB will ensure the results of this validation are returned to NAVSUP WSS-M by the due date.

d. Validation packages will consist of copies of Equipment/ Component Validation Aid Cards for each piece of equipment currently reflected in the configuration database at NAVSUP WSS-M. Products will include:

(1) Master Validation Package and copies of each ship type and hull number/package ID.

(2) COSAL instructions.

(3) COSAL addition work sheet.

(4) Instructions for conducting the validation.

(5) COSAL Letter.

e. MSB will provide copies of NAVSUP WSS-M Validation Aids to the appropriate activities and provide assistance. MSB will separate the working copies by customer needing to conduct the validation and provide necessary training on how to annotate the sheets. During the validation, any NAVSUP WSS-M controlled item found with no validation aid will have an add-on sheet submitted. Add-on sheets will be provided by NAVSUP WSS-M.

f. Inventory all NAVSUP WSS-M controlled equipment within the MAG. This includes all squadrons and units to which supply support is provided (IMA, IMRL, EAF, Weather Vans, MATCS, etc.). NAVSUP WSS-M controlled equipment can be identified by Cogs 1H, 2B, 2E, 2T, 4E, 4O, 4T, 6A, 6B, 6C, 6D, 6H, 6M, 6X, 7E, 7H, 7N, 7Z, 8H and 8U or by commodity group (i.e., Aviation Ordnance, ALIMs, Cryogenics, Calibration Equipment, GPETE, MF Vans, Meteorological Equipment, EAF Equipment or Air Traffic Control Equipment).

g. Once the respective customers return the signed and validated packages back to MSB, MSB will transpose all information onto the Master COSAL Validation Copy and sign the sheets. After all changes have been made, the Master Copy along with any add-on sheets will be

forwarded back to NAVSUP WSS-M. Original validated copies will be maintained in MSB.

Note: The validated copies MUST be signed by the individual who conducted the validation for reference purposes.

h. MSB is required to run the SAVAST ADHOC and provide output to the POC listed on the instructions received from NAVSUP WSS-M.

2. COSAL Allowance Products. New COSAL products will be provided to the MALS after NAVSUP WSS-M reconciles the recommended changes and updates their database.

a. NAVSUP WSS-M will provide via email the following files:

(1) X05 - Loads new allowances

(2) X05D - Deletes allowances no longer valid

(3) X06 - Loads part number cross reference data

(4) X10 - Loads Allowance Parts List (APL), Allowance Equipage List (AEL) Data

(5) X24 - Loads new allowances quantities

Note: These files are located under the SUADPS Directory on the CIA CD-ROMs and must be maintained by MSB until the next COSAL three year cycle is completed.

b. MSB will receive and validate all allowance aids received from NAVSUP WSS-M.

(1) MSB will review the printed listing/data files, containing X05s, X06s, X10s and X24s for integrity of all data elements. Every X05 record must have at least one corresponding X06, X10 and X24 record. Basic dataset formats are contained in the R-Supply On-line Help System. Additional mandatory data elements not reflected in cited references are: CIIC Code, SLC, SLAC and FGC.

(2) MSB will run a SAMMA/SAL before and after new allowances are posted, and in order to have a record of changes in Requisitioning Objective and Total SAL Dollar Value.

(3) MSB will review the following listings/data files for excessive differences prior to processing the allowance data files into R-Supply/ NALCOMIS.

(a) Review new allowance NIINs not on R-Supply Stock Item Table.

(b) Review allowance quantities greater than the R-Supply COSAL List Table Allowance Quantity with difference quantities multiplied by the R-Supply Item Table Unit Price.

NOTE: R-Supply COSAL List Table contains allowance quantities for all allowances including AVCAL, COSAL and DBI.

(c) Review allowance quantities less than the R-Supply COSAL List Table Allowance Quantities with difference quantities multiplied by the R-Supply Item Table Unit Price.

(4) MSB will coordinate the loading of all repairable and consumable X05s, X06s, X10s and X24s with the RCB/CCB to ensure both databases (R-Supply/NALCOMIS) are updated properly. Prior to loading any new X05 files (repairable or consumable), MSB will have the SAA verify all Non-recurring quantities on the Stock Item Table are set to zero. MSB will also ensure the RCB/CCB does not request an Automated Stock Reorder until all X05 processing is completed and new VO Fund Code requisitions are released into the supply system.

Note: Detailed procedures to load allowances into R-Supply are contained within the Allowance Validation and Load Procedures Section of Appendix T.

3. COSAL In Access (CIA) CD-ROMS. Normally four copies of each package ID and four copies of the Master COSAL will be mailed. The titles of the CDs are labeled CIA Coordinated Shipboard Allowance List (COSAL) In ACCESS. A complete set should be provided to SRD and SSD. SMD will provide copies of the CDs to the appropriate maintenance customer (i.e. IMRL, EAF, WEATHER, etc.). MSB will retain a copy of all CDs and label them Master Copy and retain until the next completed COSAL Review.

a. Detailed instructions for navigating the CIA are contained within each CD. Utilize the CD by following prompts as they appear on the screen.

b. The "Select Tables to Download" Menu (Figure T-1) provides the ability to download files meeting certain criteria that may be necessary to research APLs/AELs.

c. CRB will review the Master COSAL once received from the MSB to ensure all Controlled Equipage Material (CE) is identified and custody records are established and signed.

(1) CE items will appear on the CE Table. CE items can also be identified on the Stock Number Sequence Listing (SNSL) Table underneath the "Cust" column. The following definitions will be used to identify the categories of CE:

<u>Code</u>	<u>Definition</u>
S	CE, signature required
C	Consumables
E	Equipage, control not required
R	Repair part or MAM

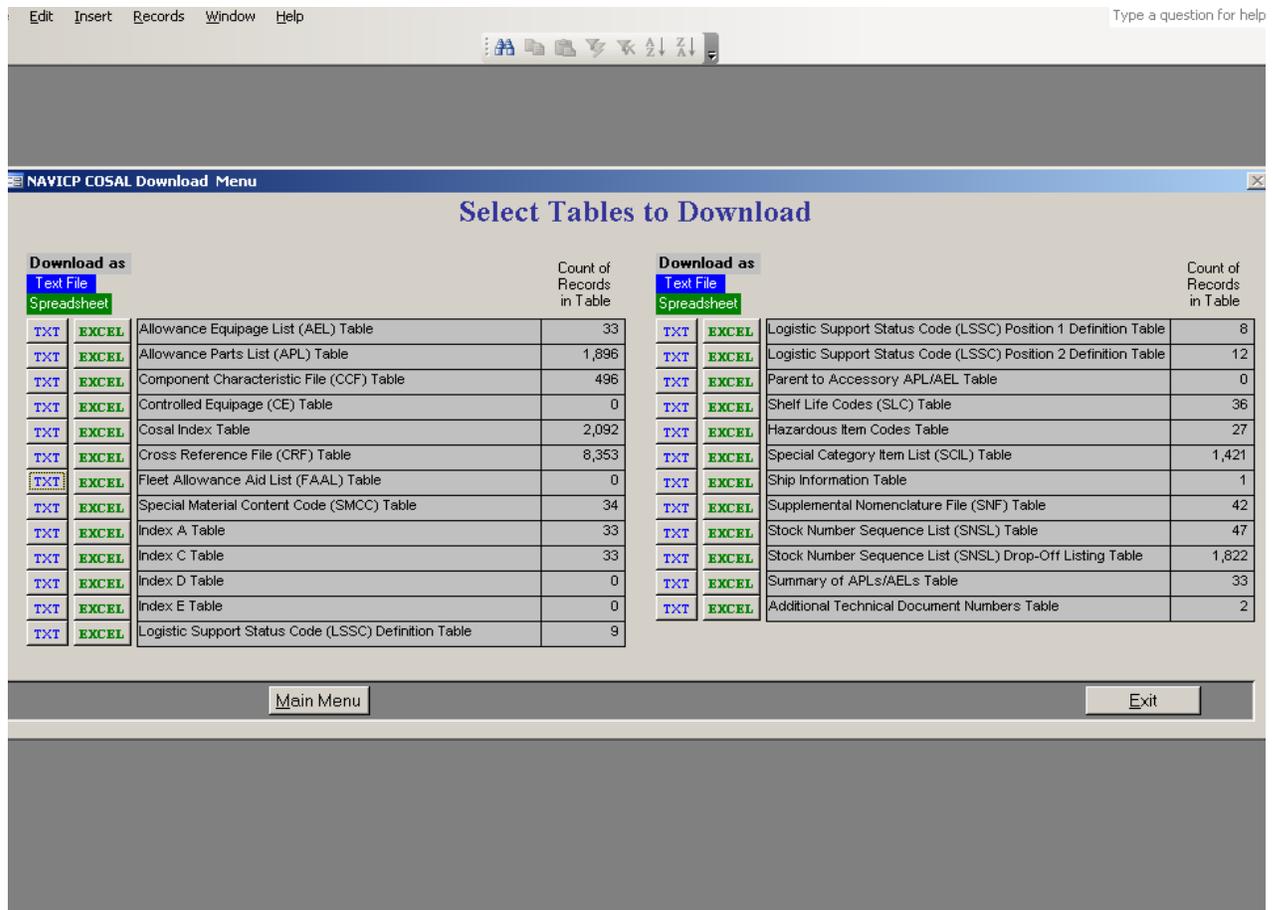


Figure T-1.--Tables Download Menu.

d. TRB will maintain a copy of the CDs to validate requisition requirements when APL/AEL are used as the reference for any Aviation Ordnance, ALIMs, Cryogenics, Calibration Equipment, GPETE, MF Vans, Meteorological Equipment, EAF Equipment or Air Traffic Control Equipment. TRB will also review the OSI Tab and process all NIIN superseding information.

e. MSB is required to maintain the Master COSAL Copy of each package ID. Additionally, the MSB will ensure the allowance aids are properly processed (after the allowances are loaded) and the MALSP Branch will inform RMD and CMD new allowances have been loaded.

4. COSAL In Access (AUTO-MCMAR). Although NAVSUP WSS-M validates the MAG's entire COSAL every three years, the validation is a continuous process. NAVSUP WSS-M provides interim changes (configuration changes, adds and deletions) via COSAL IN ACCESS (Auto MCMAR Section). The Auto-MCMAR section of the CIA is the primary vehicle for disseminating allowance updates to registered users of the APL/AELs. The CIA AUTO-MCMAR consolidates all Changes, New/Revised APLs/AELs, range adds and quantity changes into a single CD tailored to your specific maintenance actions.

a. CIA (AUTO-MCMAR) CDs are provided by NAVSUP WSS-M on an annual basis. Contact NAVSUP WSS-M to determine your annual cycle.

b. SMD will distribute one copy to each of the following divisions: SRD, SSD and the applicable external customers. SMD will label one copy "Master" and maintain with the Master COSAL CDs.

c. CIA AUTO-MCMAR Processing Procedures. The Main Menu is the focal point for navigating throughout the COSAL Database. There are eight options to choose from:

(1) COSAL Data for an APL/AEL. This option displays information for the APL/AEL entered.

(2) COSAL Data by Searching. Similar to the above option, but should be used when the APL/AEL is unknown.

(3) COSAL Data for all APLs/AELs. Provides a menu listing for all of the COSAL Data types available.

(4) Download Database Tables. Displays a list of all of the database tables used in this application and provides the ability to download each of them into a text file or an Excel spreadsheet.

(5) Ships Information. This option displays Ships Information.

(6) COSAL Introduction. This option displays an On-line COSAL Introduction PDF File.

(7) User Manual. This option displays the On-line COSAL User Manual (Word Document File).

(8) Exit. This option exits the application.

d. To determine if any action is required, the following tabs must be reviewed. To access the below tabs enter into COSAL Data for all APLs/AELs, Fleet Aid Allowance List (FAAL) (See Figure T-2).

(a) OSI adds. Operating Storeroom Items New Allowances.

(b) OSI increases. Operating Storeroom Items Increases.

(c) OSI decrease. Operating Storeroom Items Decreases.

(d) OSI deletes. Operating Storeroom Items Deletes.

(e) Controlled Equipage. Signature and Control Required.

e. MSB will verify the CD AUTO-MCMAR for allowance increases or decreases. Allowance aids are not contained on the CIA AUTO-MCMAR and have to be interactively created and loaded to R-Supply. If allowance changes are found in any OSI Tab of the different packages, MSB must refer to the original Master COSAL to determine new allowance products quantities. MSB must ensure the Hull, Mechanical, Electrical (HME) Allowance is changed and not the AVCAL Allowance.

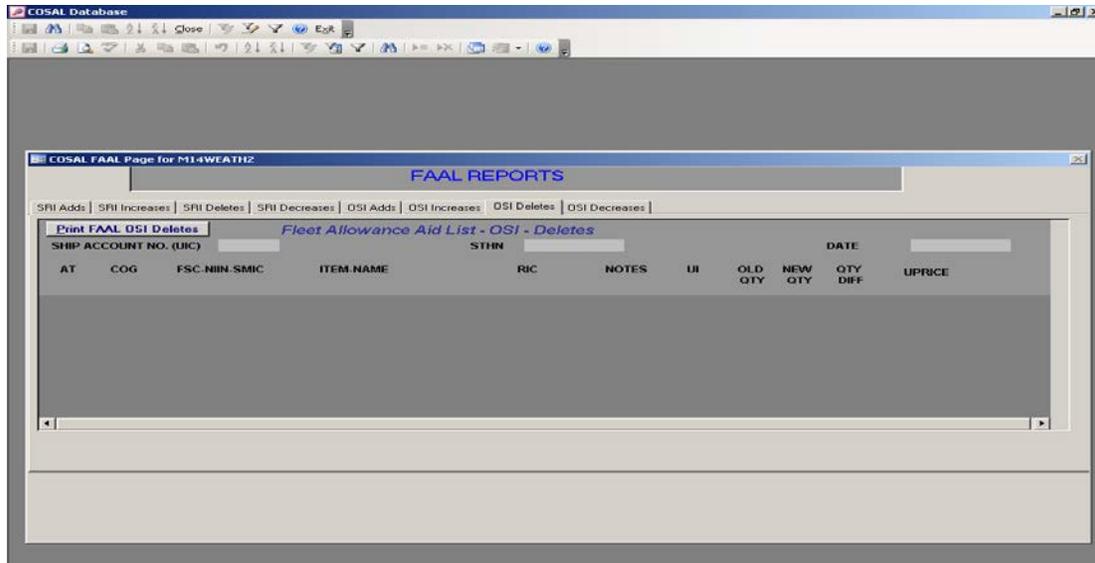


Figure T-2.--Fleet Aid Allowance List (FAAL).

5. Allowance Product Validation. After the allowance development is completed and allowance quantities negotiated, the final COSAL aids will be provided by NAVSUP WSS-M. Once SMD receives the final allowance aids, each DI will be validated by the MSB to ensure the files are in the proper format, the aids reflect the negotiated allowance quantities and the MALSP Support Package Serial Number Assignment is correct. These listings will be maintained on file until the next allowance review. If problems are encountered, the responsible ICP must be notified for corrective action. The following steps will assist MSB in validating the allowance aids.

a. Data Integrity. When allowance aids are received, the SAA will review the printed listings/data files for integrity of all data elements. Basic Dataset Formats are contained in the R-Supply On-line Help Menu, Keyword Job Options/Definitions. There will be four different DIs received in the final aids.

NOTE: Every X05 must have at least one corresponding X06, X10 and X24 record.

(1) X05. The DI X05 is used to establish, change or delete the AVCAL or COSAL allowance for an item. The allowance indicator of 'A' for AVCAL or 'C' for COSAL determines the type of allowance established. The Allowance Quantity Indicator (AQI) determines how to process the allowance. When processing allowance aids, the X05s must be processed into R-Supply first to establish the record if none exists; thus precluding the chance of the remaining aids suspending. Ensure R-Supply Suspense is verified for any suspended transactions.

NOTE: If the X05 is a deletion, the X24 deletion must be run prior to the X05 for the deletion to take place.

(2) DI X06. The DI X06 is used to add or delete part numbers on the Part Number Table. Many transactions taking place in R-Supply

and NALCOMIS automatically refer to and obtain information from this cross-reference.

(3) DI X10. The DI X10 is used to add or delete information on the Allowance Parts List (APL) and Repairable Item Code (RIC) Files. An APL may be up to 11 positions long and is used to identify a COSAL item to its End Item. A RIC is normally a 4 position code, but may be up to 10 positions and is used to identify a COSAL item to its End Item. The DI X10 also establishes the Source, Maintenance and Recoverability Code (SMRC or SM&R) for an item.

(4) DI X24. The DI X24 is used to add, change or delete package records from the Support Package Allowance Table. The X24 will establish allowances for the CSP as identified by the Support Package Type Indicator and the Support Package Serial Number. When validating the X24, ensure each item is being placed in the correct CSP and the allowance quantity for each CSP is equal to the negotiated quantity. If the sum of the total package allowances exceeds the combined COSAL allowance, the transaction will not process until the erroneous allowance is corrected.

b. Loading Allowances

(1) Prior to loading any new X05 Files (repairable or consumable), MSB will have the SAA set all Non-recurring Quantities (NRQTY) on the Stock Item Table to zero. The SAA will utilize the Stock Item Maintenance screens (INVENTORY>MANAGEMENT>INVENTORY ACTIONS>STOCK ITEM MAINTENANCE).

(2) In the Stock Item Maintenance Window (see Figure T-3), the SAA will select the NRQTY Option under the Clear Flags/Indicators Group Box. When this option is selected, the SAA will select the Apply Button located at the top of the window. When the apply button is selected it will request the Batch Job to set the NRQTY in the Stock Item Table to zero.

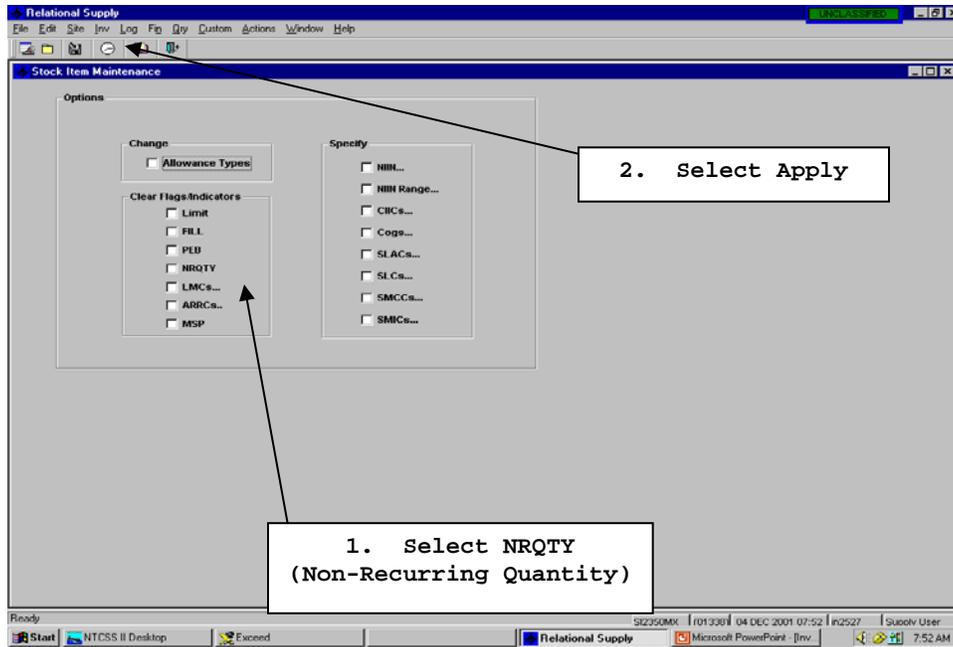


Figure T-3.--Stock Item Maintenance Screen.

NOTE: Depending on whether or not the approval required check box is set, the job may need to be released for processing after the request has been made.

(3) When the allowances have been received and validated, the MSB must load the new allowances into R-Supply. The following tables illustrate the various jobs the SMD will run to load the new allowances into R-Supply:

<u>Job Options</u>	<u>Batch Job Nbr</u>	<u>Definitions</u>
Allowance/Stock Build	JSS115	Used to process allowances and load list information received from inventory managers and various other sources. The X05 format information is used to establish new Item/Stock Item Table Records and establish, modify or delete allowance quantities (separate from job options).
Part Number Cross References	JSS190	Used to process part numbers received from inventory managers and various other sources. The X06 format information is used to establish or delete part number data for a Stock Item.
Repairable Item Codes	JSS210	Used to process RIC data received from inventory managers and various other sources. The X10 format information is used to establish or delete RIC records.

Allowance Parts Lists	JSS120	Used to process APL data received from inventory managers and various other sources. This data, which is in DI X10 format, can be received via SALTS, disk, or other means of transmission. The X10 format information is used to establish or delete APL records.
Support Package Allowance Build	JSS271	Used to establish MALSP SPKG allowances provided by NAVSUP WSS-M. The X24 format information is used to establish, modify or delete package allowance quantities.

(4) The following outlines the job order SMD will run when loading new allowances into R-Supply.

(a) Allowance/Stock Build, JSS115

1. X05 Format.

<u>Data Position</u>	<u>Data Element</u>
1-3	X05
4	Allowance Quantity Indicator
5	Allowance Indicator
6	Record Type Code
7-10	FSC
11-19	NIIN
20-21	SMIC
22-23	UI
24-28	Allowance Quantity
29-52	Nomen
53-54	Cog
55	MCC
56-64	Unit Price
65-73	Repair Net Price
74	FRC
75-78	FGC
79-83	UIC
84	Blank
85-89	FILL Item Number
90	CIIC
91	SLC
92-93	SLAC
94	Demilitarization Code
95	SMCC
96	Special Handling Code

97-101	Net Unit Cube
102-104	Case Weight
105-107	Case Quantity
108	Type Storage Code
109	Material Indicator Code
110	Maintenance Support Package Ind
111	Non Recurring Quantity Indicator
112	Batch Load Process Indicator
113-114	Local Management Code
115	X05 E15WB1 Indicator
116-144	Blank

Note 1: X24 deletions (JSS271 job) must first be processed in R-Supply before processing corresponding X05 deletions (JSS115 job).

Note 2: Not all data fields are mandatory; however, when you receive the aids from NAVSUP WSS-M they will provide all data required.

Note 3: Fields (such as the SLC, SLAC, DEMIL Code, SMCC, Special Handling Code, etc.) must contain data if the NIIN already exists in R-Supply.

2. Allowance Quantity Indicators.

<u>Indicator</u>	<u>Definition</u>
A	Add the Input Allowance Quantity to the Existing Allowance Quantity
D	Delete the Existing Allowance Quantity
G	Replace the Current Allowance Quantity if the Input Allowance Quantity is greater
I	Interchangeable
S	Substitute
V	Verify the Current Allowance Quantity equals the Input Allowance Quantity
Blank	Replace the Current Allowance Quantity with the Input Allowance Quantity

3. Allowance Indicators

<u>Indicator</u>	<u>Definition</u>
A	AVCAL
B	Boat COSAL
C	COSAL
F	FILL
M	MLOAD
N	NWCOS
Q	QCOSAL
T	TARSLI

4. Non-Recurring Quantity Indicators.

<u>Indicator</u>	<u>Definition</u>
1	Push Item
Blank	Not a Push Item

5. Batch Load Process Indicator.

<u>Indicator</u>	<u>Definition</u>
F	Full Load
S	Supplemental/Splinter

6. Record Type Code Indicator.

<u>Indicator</u>	<u>Definition</u>
1	NSN
2	Part Number

NOTE: If Record Type Code equals 2, then positions 7-21 equals CAGE and Reference number instead of NSN and SMIC.

(b) Part Number Cross References, JSS190

1. X06 Format.

<u>Data Position</u>	<u>Data Element</u>
1-3	X06
7	Record Type Code
8-22	NSN
23-27	CAGE
28-59	Reference Number
60-62	Add/Delete Record Indicator
63-90	Blank

2. Add/Delete Record Indicator Values.

ADD	Adding a Part Number Record
DEL	Deleting a Part Number Record

(c) Repairable Item Codes, JSS210.

1. X10 Format

<u>Data Position</u>	<u>Data Element</u>
1-3	X10
4	RIC Indicator
5	Part Number Indicator

6	QCOSAL Indicator
7	Add or Delete Indicator
8-22	NSN
23-24	Source Codes
25	Maintenance Code (Use)
26	Maintenance Code (Repair)
27	Recoverability Code
28	Supplemental Code
29-33	Unit Identification Code
34-44	RIC1
45-55	RIC2
56-66	RIC3
67-77	RIC4
78-88	RIC5
89-99	RIC6
100-110	RIC7
111-121	RIC8
122-132	RIC9
133-143	RIC10
144	Blank

2. RIC Indicators

<u>Indicator</u>	<u>Definition</u>
1	Indicates AVCAL RIC
Blank	Indicates COSAL APL

3. QCOSAL Indicators

<u>Indicator</u>	<u>Definition</u>
Q	COSAL APL
Blank	Non-QCOSAL APL/AEL

4. Add/Delete Indicators

<u>Indicator</u>	<u>Definition</u>
A	Add
D	Delete
Blank	Add

(d) Allowance Parts Lists, JSS120

1. X10 Format

<u>Data Position</u>	<u>Data Element</u>
1-3	X10
4	RIC Indicator
5	Part Number Indicator

6	QCOSAL Indicator
7	Add or Delete Indicator
8-22	NSN
23-24	Source Codes
25	Maintenance Code (Use)
26	Maintenance Code (Repair)
27	Recoverability Code
28	Supplemental Code
29-33	Unit Identification Code
34-44	APL/AEL1
45-55	APL/AEL2
56-66	APL/AEL3
67-77	APL/AEL4
78-88	APL/AEL5
89-99	APL/AEL6
100-110	APL/AEL7
111-121	APL/AEL8
122-132	APL/AEL9
133-143	APL/AEL10
144	Blank

2. RIC Indicators

<u>Indicator</u>	<u>Definition</u>
1	Indicates AVCAL RIC
Blank	Indicates COSAL APL

3. QCOSAL Indicators

<u>Indicator</u>	<u>Definition</u>
Q	QCOSAL APL
Blank	Non-QCOSAL APL/AEL

4. Add/Delete Indicators

<u>Indicator</u>	<u>Definition</u>
A	Add
D	Delete
Blank	Add

(e) SPkg Allowance Build, JSS271

1. X24 Format

<u>Data Position</u>	<u>Data Element</u>
1-3	X24
4	Establish, Change, Delete indicator or Process code
5	Support Package Type

7	Record Type Code R-Supply
8-22	NSN/ Part Number
23-24	Unit of Issue
25-29	Support Package Quantity
33-37	Parent UIC
38-43	Packup Serial
45-49	Packup Allowance
50-61	Packup Locations
66-68	Net Cube
69-71	Case Weight
72-74	Case Quantity
75	Allowance Indicator

2. Establish, Change, Delete Indicator or Process

Code

<u>Indicator</u>	<u>Definition</u>
E	Establish
C	Change
D	Delete

3. Support Package Type

<u>Indicator</u>	<u>Definition</u>
F	FISP
1, 2, etc.	PCSP
C	CCSP
I	FOSP
T	TSA

4. Allowance Indicators

<u>Indicator</u>	<u>Definition</u>
A	AVCAL
B	Boat COSAL
C	COSAL
F	FILL
M	MLOAD
N	NWCOS
Q	QCOSAL
T	TARSLL

NOTE: If you have X24 and X05 deletions, you must first process the X24 deletions (JSS271) in R-Supply before processing X05 deletions (JSS115).

(5) Batch File Transfer X05 Data. The SAA will FTP the X05 data to R-Supply via Batch File Transfer (FILE>UTILITIES>FILE TRANSFER>BATCH FILE TRANSFER). The MSB will select the Transfer to Server Option (Figure T-4). When the Transfer to Server Option is selected, the MSB will click on the drop down arrow under Process and select the JSS115 Predefined Job Parameter. When the Predefined Job Parameter is selected, the user will enter the path where the X05 Data

Input File is located. When completed, the MSB will select the Apply Button located at the top of the window. When apply is selected, the X05 data will be placed in the /h/data/local/SUP1BT/tape\_in directory for future use.

(6) Run the Predefined Parameters. Now that the X05 data has been uploaded to R-Supply, the MSB will run the predefined parameter job to update the R-Supply Database. The MSB will access the Predefined Parameters screen (Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters) (Figure T-5). The MSB will select the predefined parameter JSS115. When this option is selected, the MSB will click on the Apply Key located at the top of the window. This job will run automatically only if the Approval Required Block is unchecked. This process will update the R-Supply Database with the X05 data transferred above. Process any suspended records in R-Supply Suspende.

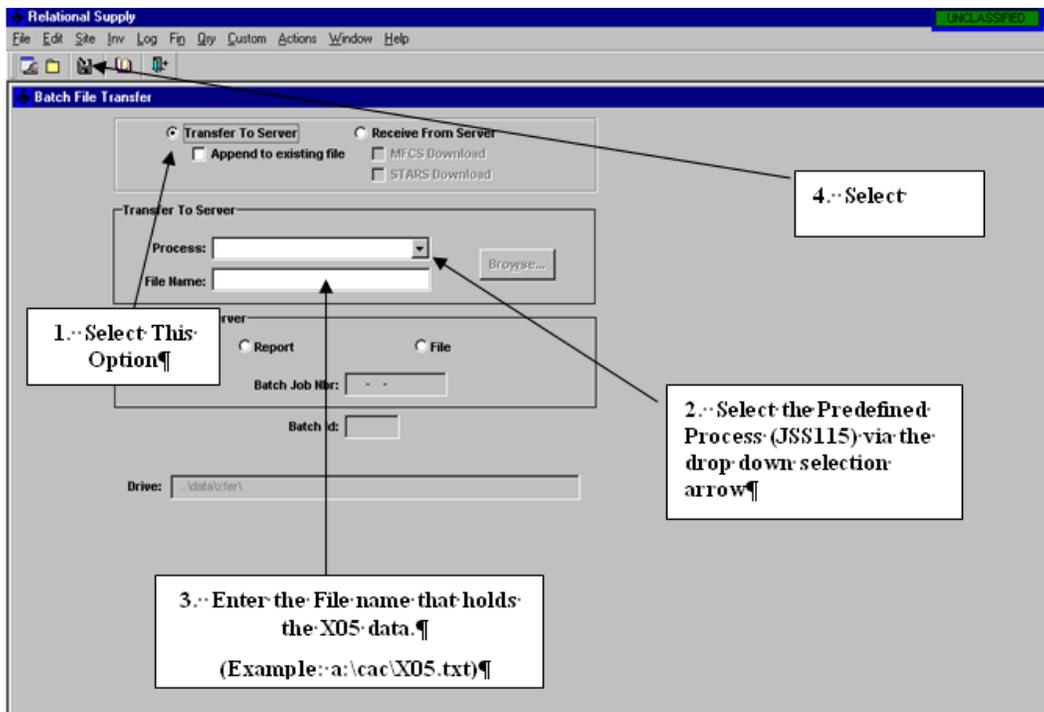


Figure T-4.--Batch File Transfer Screen X05 Data.

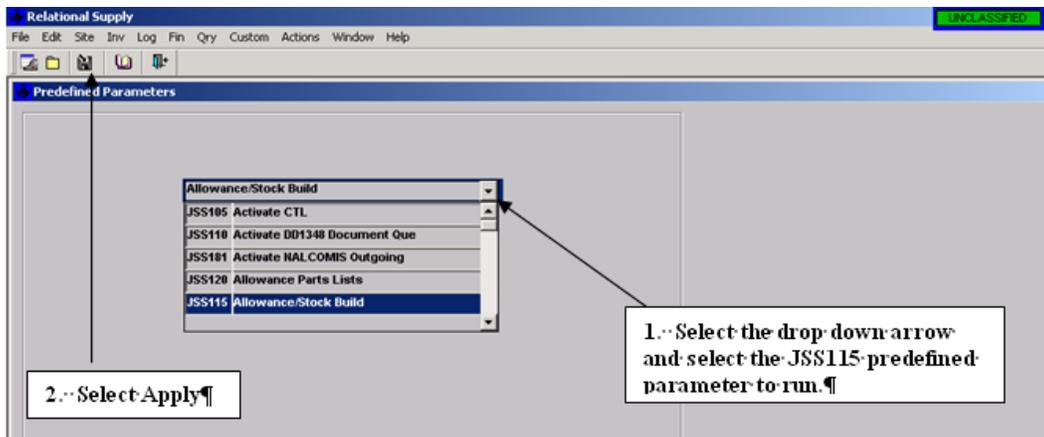


Figure T-5.--Predefined Parameters Screen X05 Data.

c. Batch File Transfer X06 Data. The MSB will FTP the X06 data to R-Supply via Batch File Transfer (FILE>UTILITIES>FILE TRANSFER>BATCH FILE TRANSFER) (Figure T-6).

(1) MSB will select the Transfer to Server Option. When the Transfer to Server Option is selected, the MSB will click on the drop down arrow under Process and select the JSS190 Predefined Job Parameter. When the predefined job parameter is selected, the user will enter the path where the X06 data input file is located. When completed, MSB will select the Apply Key located at the top of the window. When Apply is selected, the X06 data will be placed in the /h/data/local/SUP1BT/tape\_in Directory for future use.

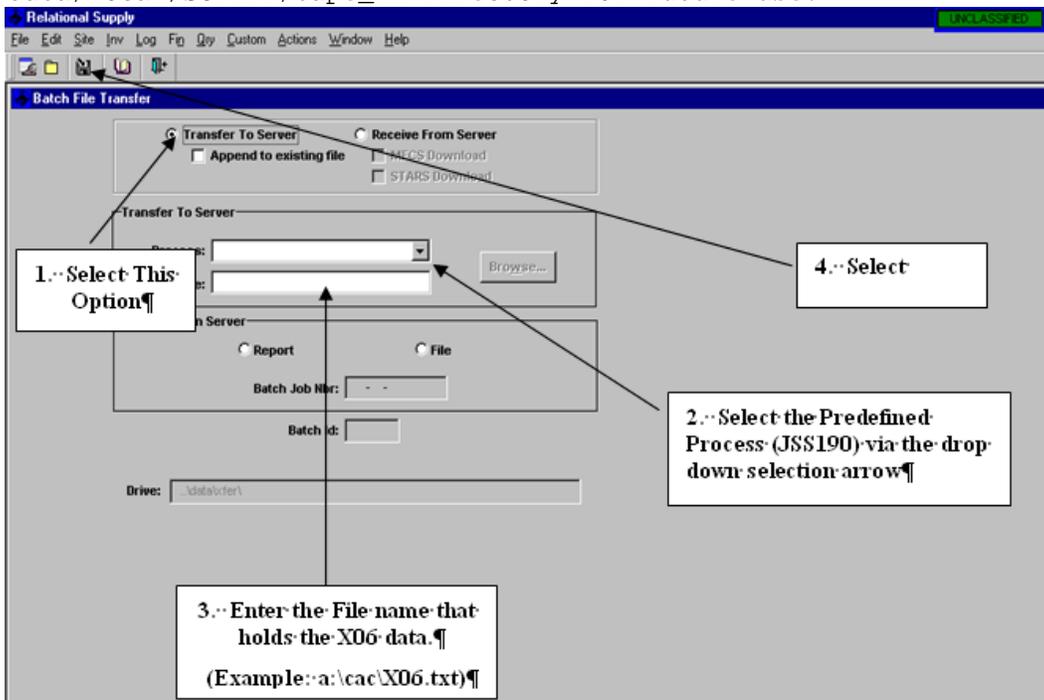


Figure T-6.--Batch File Transfer X06 Data.

(2) Step 2A: Run the predefined parameters. Now that the X06 data has been uploaded to R-Supply, MSB will run the predefined parameters job to update R-Supply. MSB will access the Predefined Parameters Screen (Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters) (Figure T-7).

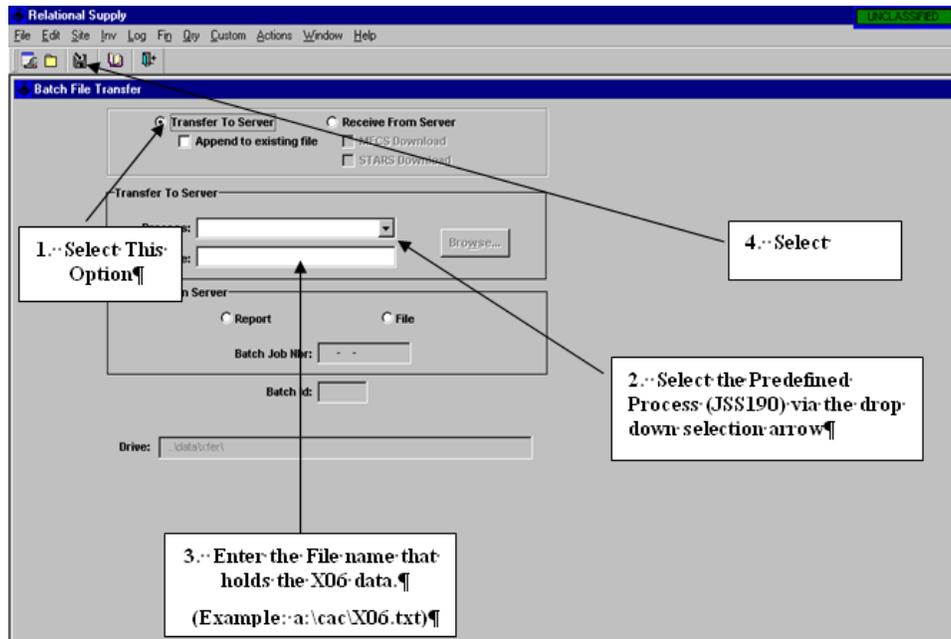


Figure T-7.--Predefined Parameters Screen X06 Data.

(3) MSB will select the Predefined Parameter JSS190. When this option is selected, MSB will click on the Apply Key located at the top of the window. NOTE: This job will run automatically only if the approval required box is unchecked. This process will update R-Supply with the X06 data transferred in Step 2.

d. Step 3: Batch File Transfer X10 Data (RIC). MSB will FTP the X10 data to R-Supply via Batch File Transfer (FILE>UTILITIES>FILE TRANSFER>BATCH FILE TRANSFER) (Figure T-8).

(1) MSB will select the Transfer to Server Option. When the Transfer to Server Option is selected, MSB will click on the drop down arrow under Process and select the JSS210 Predefined Job Parameter. When the Predefined Job Parameter is selected, the user will enter the path where the X10 data input file is located. When completed, MSB will select the Apply Key located at the top of the window. When Apply is selected, the X10 data will be placed in the /h/data/local/SUP1BT/tape\_in Directory for future use.

(2) Step 3A: Run the predefined parameters. Now that the X10 data has been uploaded to R-Supply, MSB will run the predefined parameters job to update R-Supply. MSB will access the Predefined Parameters Screen (Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters) (Figure T-9).

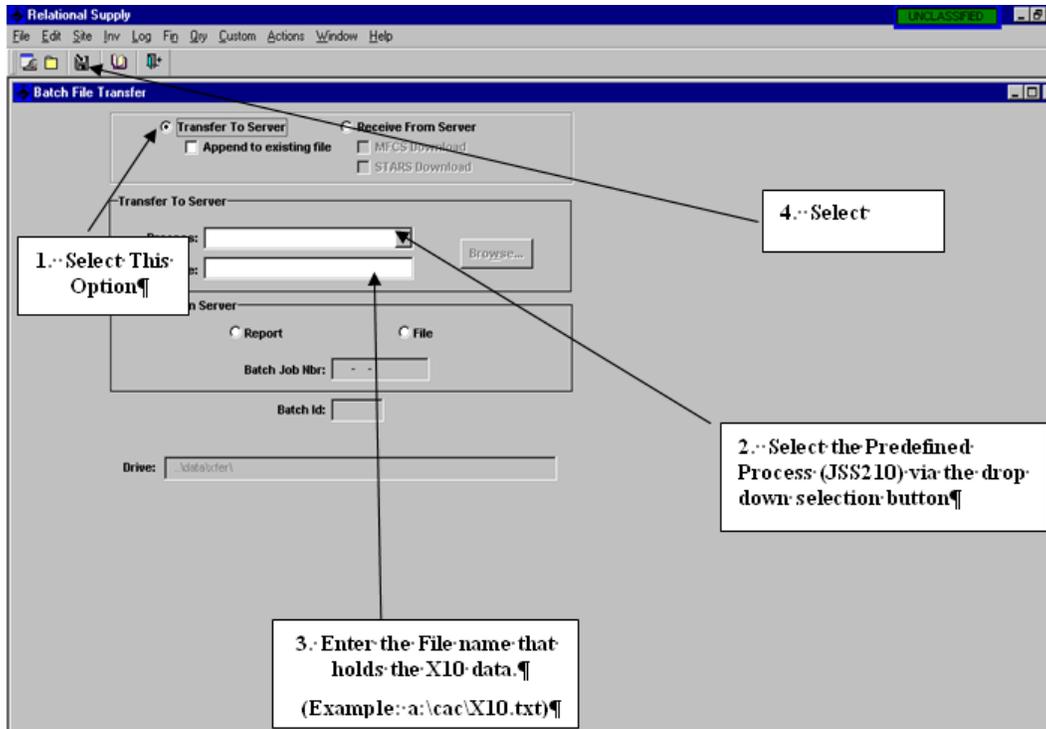


Figure T-8.--Batch File Transfer X10 Data, RIC.

(3) MSB will select the Predefined Parameter JSS210. When this option is selected, MSB will click on the Apply Key located at the top of the window. NOTE: This job will run automatically only if the approval required box is unchecked. This process will update R-Supply with the X10 data transferred in Step 3.

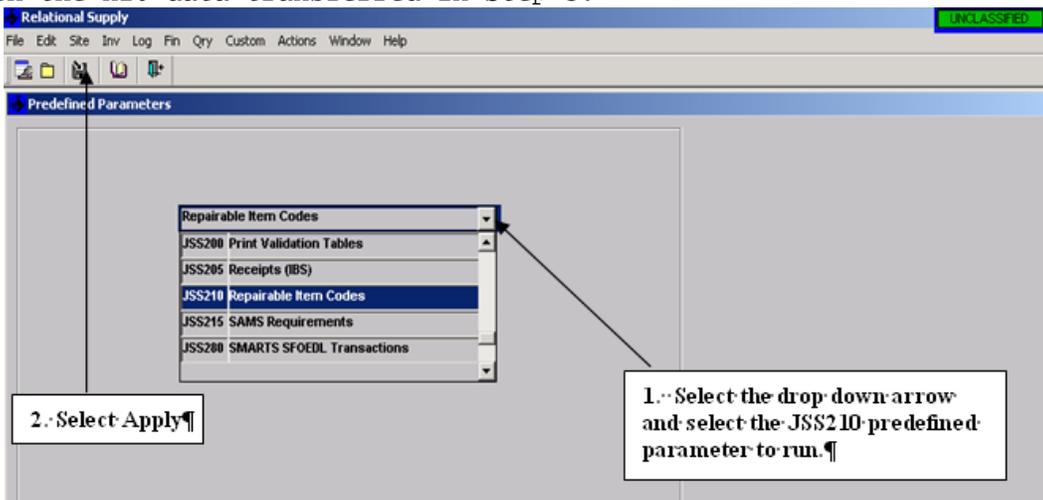


Figure T-9.--Predefined Parameters Screen X10 Data, RIC.

e. Step 4: Batch File Transfer X10 Data (Allowance Parts List (APL)). MSB will FTP the X10 data to R-Supply via Batch File Transfer (FILE>UTILITIES>FILE TRANSFER>BATCH FILE TRANSFER) (Figure T-10).

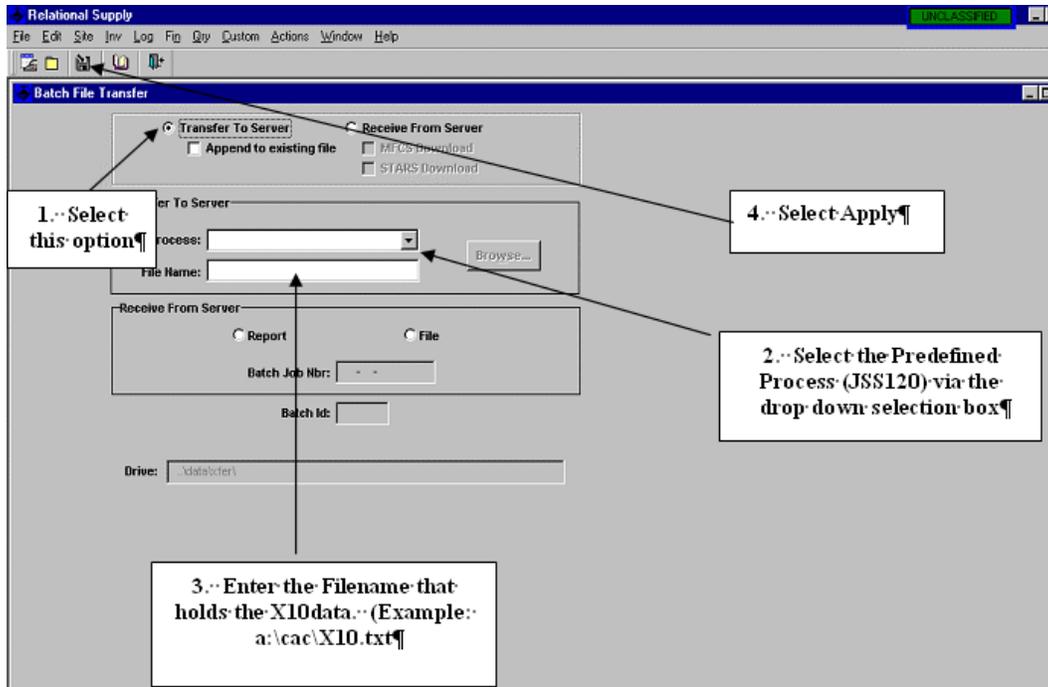


Figure T-10.--Batch File Transfer X10 Data, Allowance Parts List.

(1) MSB will select the Transfer to Server Option. When the Transfer to Server Option is selected, MSB will click on the drop down arrow under Process and select the JSS120 Predefined Job Parameter. When the predefined job parameter is selected, the user will enter the path where the X10 data input file is located. When completed, MSB will select the Apply Key located at the top of the window. When Apply is selected, the X10 data will be placed in the /h/data/local/SUP1BT/tape\_in directory for future use.

(2) Step 4A: Run the Predefined Parameters. Now that the X10 data has been uploaded to R-Supply, MSB will run the predefined parameters job to update R-Supply. MSB will access the Predefined Parameters Screen (Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters) (Figure T-11).

(3) MSB will select the Predefined Parameter JSS120. When this option is selected, MSB will click on the Apply Key located at the top of the window. NOTE: This job will run automatically only if the approval required box is unchecked. This process will update R-Supply with the X10 data transferred in Step 4.

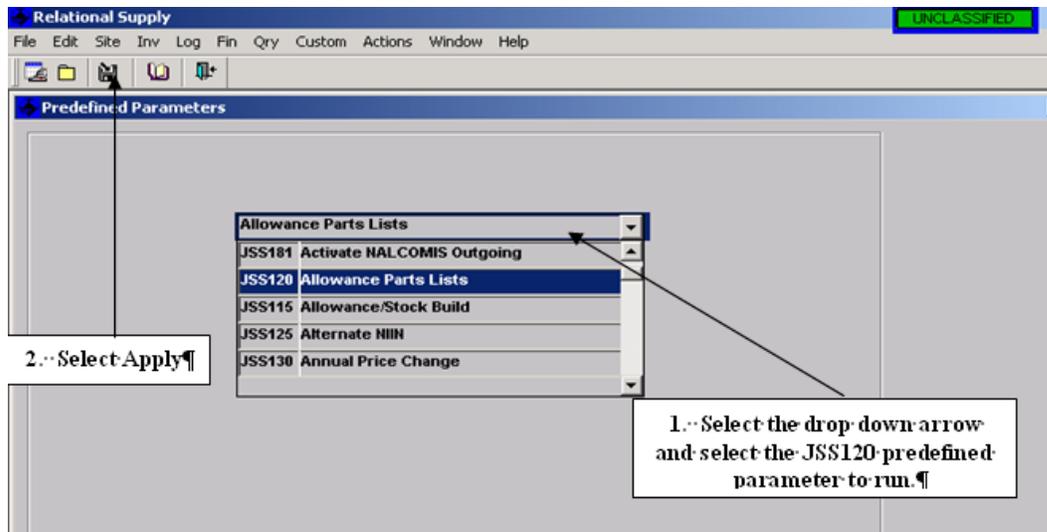


Figure T-11.--Predefined Parameters Screen X10 Data, Allowance Parts List.

f. Step 5: Ensure Support Package Serial Number Loaded. The SAA must ensure the Support Package Serial Number has been loaded to R-Supply before processing the X24s. This is found under Site>Activity Controls>Support Package Serials (Figure T-12). If the serial number is not there, the SAA must insert a row and enter the support package information. Process any suspended records in R-Supply.

g. Step 6: Batch File Transfer X24 Data. MSB will FTP the X24 data to R-Supply via Batch File Transfer (FILE>UTILITIES>FILE TRANSFER>BATCH FILE TRANSFER) (Figure T-13).

NOTE: The X24 will determine which Support Package the new allowance will be placed in.

(1) MSB will select the Transfer to Server Option. When the Transfer to Server Option is selected, MSB will click on the drop down arrow under Process and select the JSS271 Predefined Job Parameter. When the predefined job parameter is selected, the user will enter the path where the X24 data input file is located. When completed, MSB will select the Apply Key located at the top of the window. When Apply is selected, the X24 data will be placed in the /h/data/local/SUP1BT/tape\_in directory for future use.

**1. Click the Insert Icon to add a new Support Package Serial Number.**

**2. Enter appropriate Type, Parent UIC, Serial Number and Description.**

**3. Click the Apply Icon.**

Type	Parent UIC	Serial Nbr	Description	Status	UIC to	Date Est
LSP	09167	LJ1FLE	FLEET WEEK SQDN 167	Onboard		05/13/2002
LSP	09167	LJ1N02	LHIN 2 A/C 30 DAY	Onboard		01/18/1989
LSP	09167	LJ1N04	LHIN 4 A/C 30 DAY	Onboard		09/22/1987
LSP	09167	LJ1N06	LHIN 6 A/C 30 DAY	Onboard		05/10/1989
LSP	09167	LJ1NC1	LHIN 2 A/C CONS	Onboard		08/20/1987
LSP	09167	LJ1NC2	LHIN 2 A/C CONS	Onboard		08/20/1987
LSP	09167	LJ1N04	LJ1N04	Onboard		11/03/1999
LSP	09167	LJ1NR2	LHIN 2A/C REP	Onboard		09/21/1993
LSP	09167	LJ1NR4	LHIN 4 A/C 30 DAY REP	Onboard		09/21/1993
LSP	09167	LJ1NR6	LHIN 6 A/C REP	Onboard		09/21/1993
LSP	09167	LJ1NR8	LHIN 8 A/C REP	Onboard		09/24/1993
LSP	09167	LWEATH	DMX CONSUMABLE WEATHER VAN	Onboard		04/08/2002
LSP	09167	V22PEB	V22 TEMP PEB PACKUP	Onboard		09/13/2000
LSP	09167	V22SER	V22 SER BUL R & RMOD	Onboard		05/09/2000
CCSP	09167	WEATHR	WEATHER VANS	Onboard		02/27/1987

Figure T-12.--Support Package Serials.

**1. Select This Option**

**2. Select the Predefined Process (JSS271) via the drop-down selection**

**3. Enter the File name that holds the X24 data. (Example: a:\cac\X24.txt)**

**4. Select**

Figure T-13.--Batch File Transfer X24 Data.

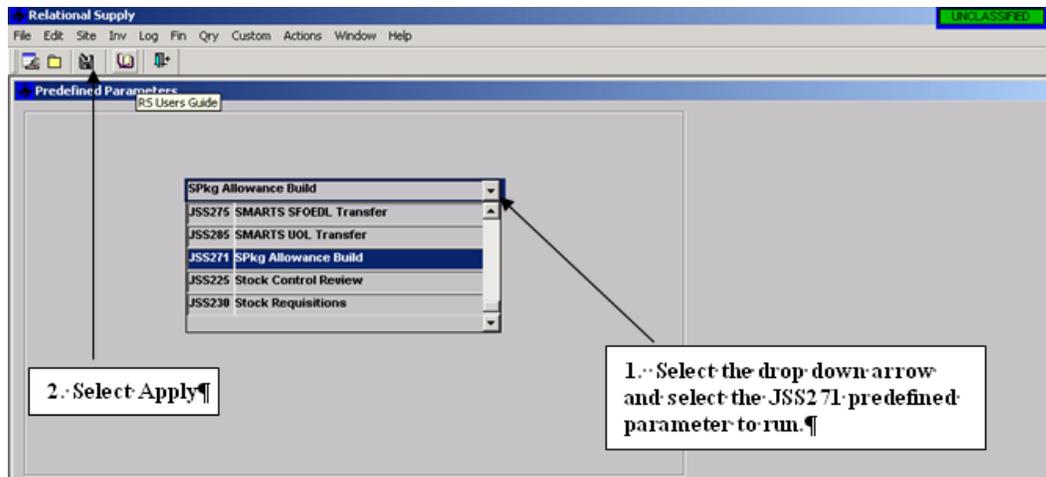


Figure T-14.--Predefined Parameters screen, X24.

(2) Step 6A: Run the Predefined Parameters. Now that the X24 data has been uploaded to R-Supply, MSB will run the predefined parameters job to update R-Supply. MSB will access the Predefined Parameters Screen (Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters) (Figure T-14).

(3) MSB will select the Predefined Parameter JSS271. When this option is selected, MSB will click on the Apply Key located at the top of the window. NOTE: This job will run automatically only if the approval required box is unchecked. This process will update R-Supply with the X24 data transferred in Step 6.

h. Step 7: Monitor Corrections. MSB will monitor the warehouse functions which must be accomplished by CMD and RMD to reflect the changes made to the R-Supply/NALCOMIS Databases.

(1) Process all suspended records in R-Supply.

(2) Ensure excess material is properly offloaded IAW Wing/TYCOM Procedures.

(3) Ensure new stock material is placed on order for storeroom or support package.

(4) Ensure new FISP/MESP material is properly stored in appropriate package location.

(5) Remove support package material no longer required.

## 6. Initial Buy Procedures

a. COSAL Repairables. NAVSEA OPN Outfitting Account Funds will be used to procure initial or increases in COSAL Repairable Allowances. Requisitions will cite an RI of NUV, Media Status Code U, R-Supply will auto assign the applicable Service Code, Demand Code N, Supplementary Address of N48096, Signal Code C, Fund Code VO and Advice Code 5D. All repairable VO Fund Code requisitions are transmitted to FISC, Puget Sound (Code 70), Bremerton, WA 98314. RI NUV via

electronic MILSTRIP submission (SALTS). NAVSEA OPN Outfitting Account Allotment Holder is a centralized operation concept. Individual units submit COSAL initial outfitting requisitions citing NAVSEA OPN Funds directly to FISC Puget Sound in accordance with reference (w). These funds will only be used to requisition COSAL initial outfitting for DLR material. Funding of consumable COSAL requirements will cite normal NWCF Fund Codes.

(1) MSB will receive the CIA Report from NAVSUP WSS-M on an annual basis and whenever an OPNAV 4790/CK configuration change is submitted. MSB will verify the AUTO-MCMAR for allowance increases or decreases and will ensure the allowance aids are properly processed. Once allowance changes are processed, the AUTO-MCMAR will be forwarded to TRB of SRD and SSD for review and filing. Reference (ap) provides detailed instructions on how to properly process the CIA (AUTO-MCMAR Section).

Appendix U

Carcass Tracking / Stock In Transit (SIT) Procedures

1. Definitions

a. A two-tier pricing system exists for Depot Level Repairable (DLR) material.

(1) Unit Price: Full value of the DLR.

(2) Net Unit Price: Cost of repairing the DLR and is the price obligated when an NRFI item has been or will be turned in.

**NOTE: Carcass Value: Unit Price - Net Unit Price: Represents the value of the NRFI asset.**

b. Carcass Tracking: The DLR Carcass Tracking System is the Navy's program that provides inventory managers with the means to monitor the flow of NRFI repairables from end-users through the Retrograde Pipeline and repair cycle and subsequent return to the supply system stock. When activities have requisitioned DLR items using exchange advice codes they are required to turn a NRFI carcass in to the supply system. When the ICP receives notice that a DLR was issued, an outstanding carcass record is created. Until a Transaction Item Report (TIR) is received indicating carcass receipt, the ICP keeps the file open and continues searching for the asset. Lack of a valid Proof Of Shipment (POS) may result in carcass charges.

c. Stock In Transit: All material movements between Naval Working Capital Fund activities are recorded in NAVSUP WSS information systems as SIT. When an ICP reports Issue of material (not applicable for End Use), a SIT record is created. Until a TIR is received indicating receipt of material (receipt must pass SIT closing criteria), or the Issue transaction is reversed, the SIT record remains open. (Figure U-1) SIT records are accessible via the NITA Module in eRMS.



# Fleet Stock In Transit Legs

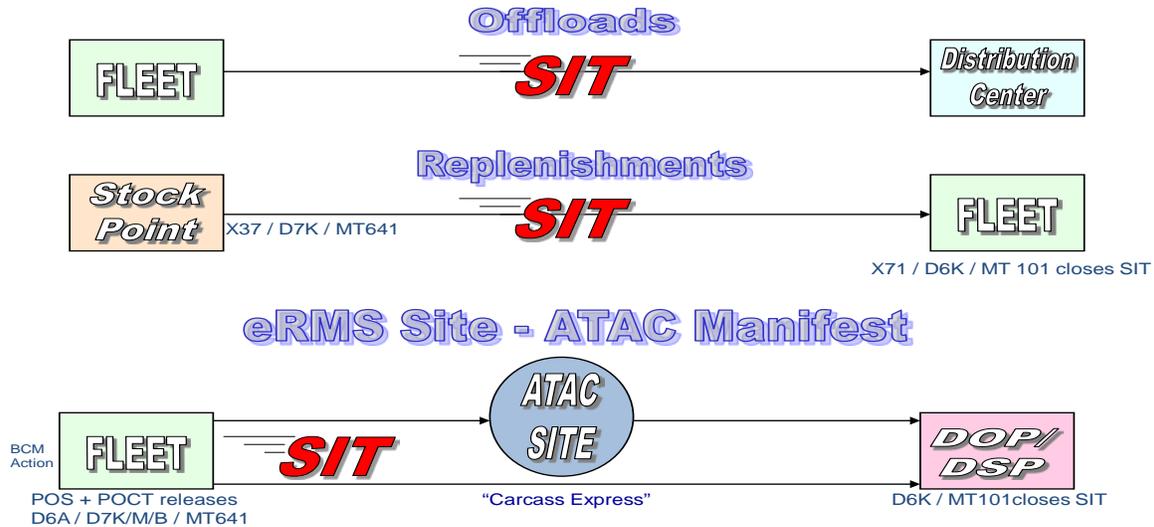


Figure U-1.--Fleet Stock In Transit Legs

2. Electronic Retrograde Management System (eRMS): eRMS provides asset visibility during the entire retrograde turn-in process. When a turn-in (DD1348-1A) document (Document ID D6A, D6K, BC2, BGJ, BEI, BQD) is created, manifested, and POS posted, an eRMS transaction is generated providing Proof of Custody Transfer (POCT). POCT relieves the activity of carcass responsibility. TIRing for DLRs takes place within the Advance Traceability and Control (ATAC) system, or the ultimate destination. In addition, eRMS provides non-TIRing capability for USMC Secondary Repairables (SECREPs), Repair and Return (R&R), and Pack-Up Kit (PUK) movements. The web Shipping Discrepancy Reporting (SDR) system is then used to follow-up on any transaction where SIT was initiated and no subsequent POS/Proof of Delivery (POD) was provided. Carcass tracking remains open for items requisitioned where no turn-in was made.

Note: The Desk Guide and training manuals for the Electronic Retrograde System (eRMS) are available for download at <https://mril.navsisa.navy.mil/eRMS/submenu.asp>

- a. eRMS is a management program designed specifically for users to:
  - (1) Identify retrograde material.
  - (2) Print a bar-coded DD1348-1 turn-in shipping document reflecting the Designated Overhaul Point (DOP)/Depot Supply Point (DSP) and other critical information such as Carcass Express, HAZMAT, CLASSIFIED, ATAC Exclusions, Defense Reutilization Material Office (DRMO), etc.
  - (3) Create bar-coded turn-in/shipping documents (DD1348-1s).

- (4) Create shipping manifests and Military Shipping Labels (DD1387s).
- (5) Post POS providing POCT.
- (6) Capture POD.
- (7) Create Engineering Investigation (EI) turn-in/shipping documents, Quality Discrepancy Report (QDR) turn-in/shipping documents, and aircraft engine shipping and tracking documentation.
- (8) Create shipping documentation for Repair & Return assets.
- (9) Identify other retrograde DLR requirements such as logbooks, Scheduled Replacement Component (SRC) cards, or Equipment History Cards (EHCs).
- (10) Identify appropriate shipping containers and Crown Jewel assets.
- (11) Access a "hot link" to the P700-Common Naval Packaging (CNP).
- (12) Access to historical data by document, NIIN, Part Number or Serial Number.
- (13) Identify the cognizant Inventory Manager.

#### Requesting Access

First time eRMS users need to request access by selecting the 'New User' option on the User Management Access screen on the eRMS website (<https://mril.navsisa.navy.mil/erms>). Users are also required to fill out and fax a System Access Authorization Request (SAAR) form to the NAVSUP help desk to gain system access (only required once.) Section III of the SAAR is required to be completed and signed by the site Security Officer, but a Security Clearance is not required by the user. To use the eRMS system, all users are required to obtain a DoD PKI (Public Key Infrastructure) Certificate. An access request (see below) must be initiated on line at the activity where the individual is currently assigned.

To access eRMS, follow these steps:

Step 1. Users must insert their CAC into the CAC reader.

Step 2. Open your Internet Browser to:  
<https://mril.navsisa.navy.mil/erms>

Step 3. If you have one UserID, click on 'Continue to eRMS'.

If you have more than one UserID, click the 'Select User Account' drop down menu and select the appropriate account to complete transactions within eRMS.

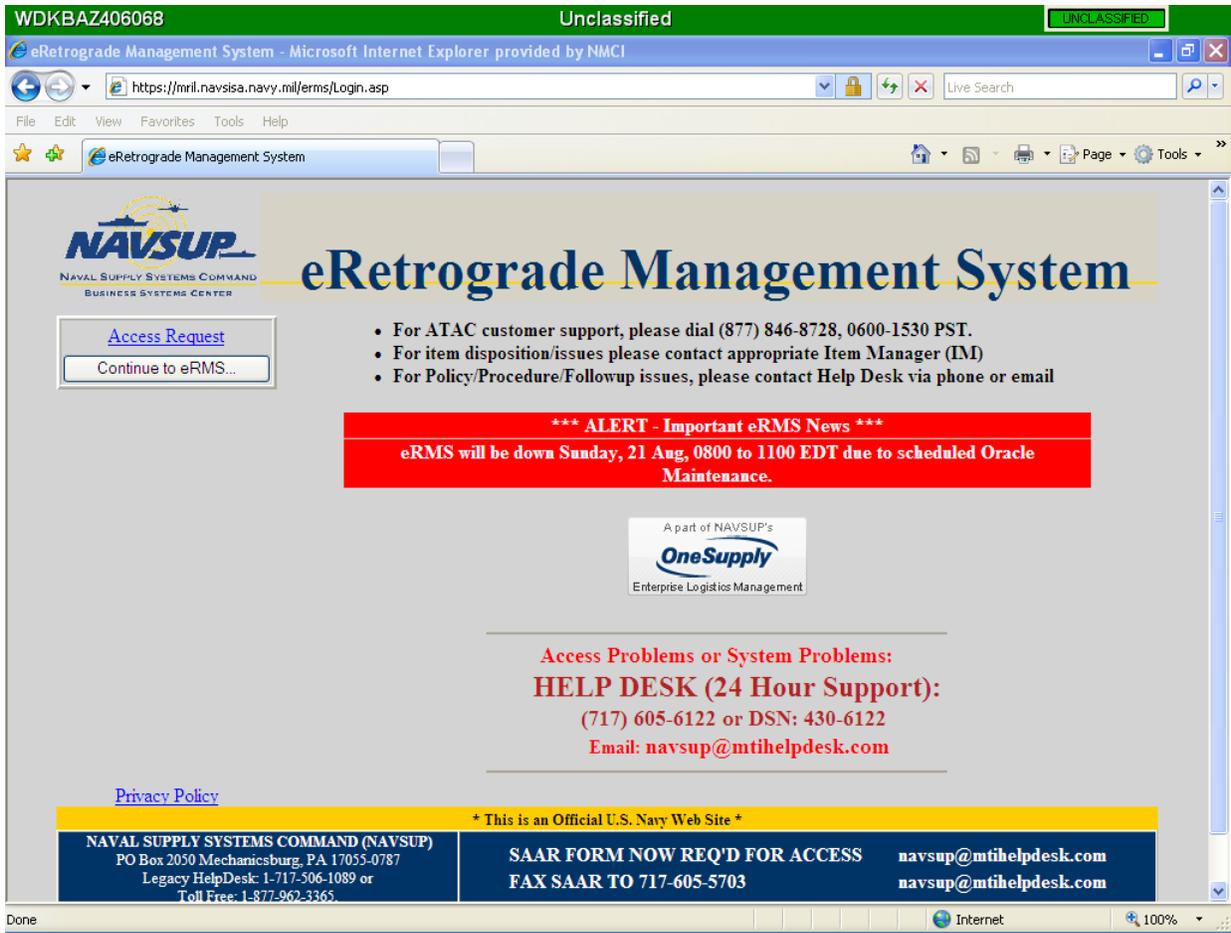


Figure U-2.- eRetrograde Management System Logon Page

NOTE: The website home page displays the HELP DESK e-mail address and telephone numbers for problems related to site access or system issues.

eRMS Modules

Main Menu: This is the main menu that all sites are offered to use. (Figure U-3)

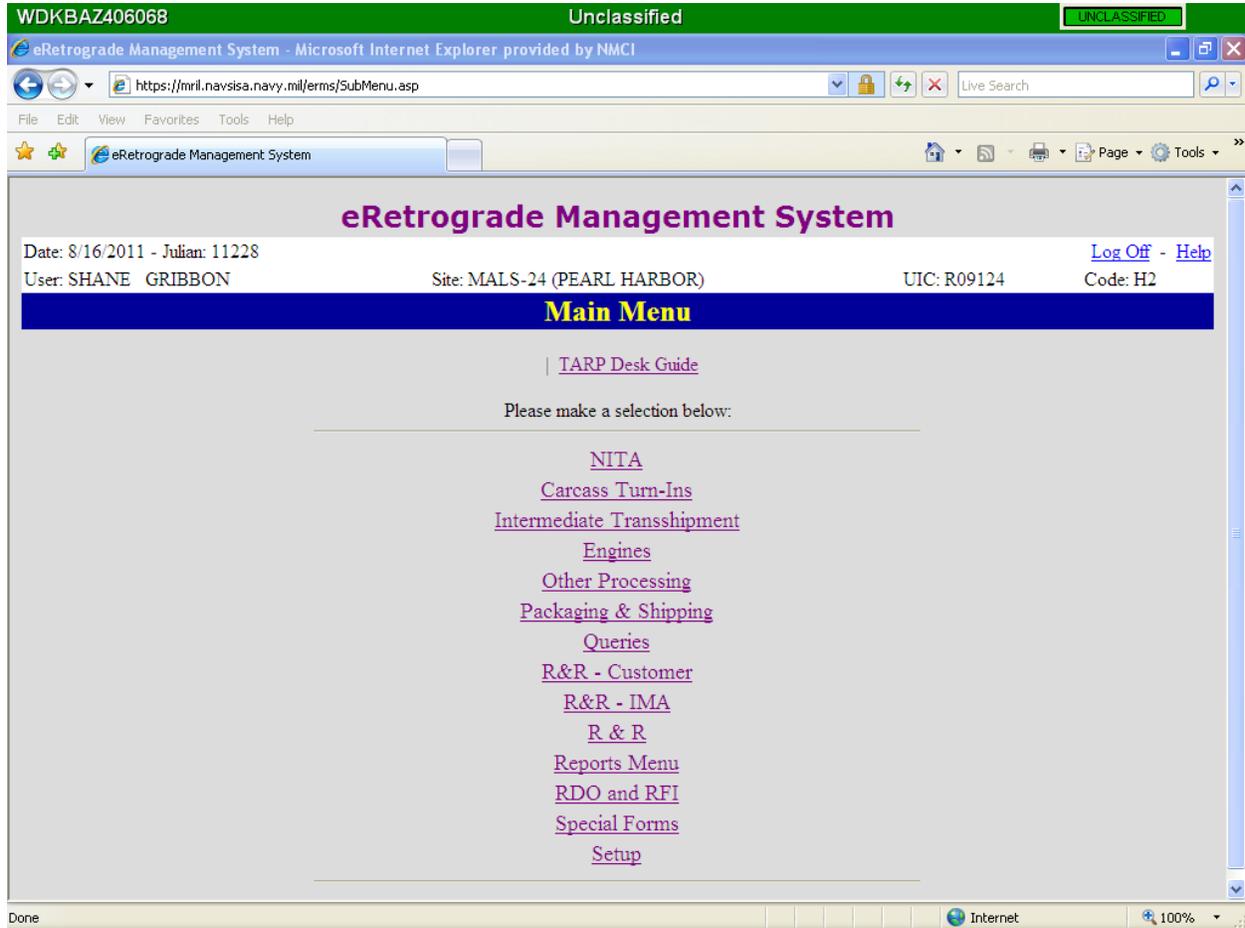


Figure U-3.--eRMS Main Menu.

- a. NAVSUP WSS In-Transit Accountability (NITA) Module: This module incorporates NAVSUP's Carcass Tracking and SIT programs into eRMS.
- b. Carcass Turn-in Module: The Carcass Turn-in module is the "standard" module all sites (with a few exceptions) are trained to use. The standard module may come with one or more of the other modules.
- c. Aircraft Engine Module: This module provides for processing, movement, and tracking visibility of aircraft engines. This is not a TIRing module.
- d. Other Processing Module: This module is not ICRL or MRIL driven. TIRing is not required and the repair site selection is via a drop down menu.
- e. Packaging and Shipping Module: This module allows the user to correctly pack, document and ship DLRs/SECREPs. The P700-CNP

(Common Naval Packaging) provides detailed packing guidance in order to ensure proper protection for DLRs. In addition, the user must provide required documentation that supplements and accompanies the DD1348-1A, such as Scheduled Replacement Component (SRC) cards, aviation engine logbooks, Equipment History Records (EHRs), Assembly Service Records (ASRs), and Material Safety Data Sheets (MSDSs).

f. Queries: eRMS permits the user access to document/shipping history and item information searches such as NIIN to Item Manager, NIIN to Part Number, Part Number to NIIN, MRIL Ship Address, Search for MRIL Notes, P700-CNP Packaging Requirements and ICRL Query.

g. Repair and Return (R&R) Modules: This module permits the user to ship a repairable asset to/from a repair site. This module does not TIR. It is ICRL driven, and repair site selection is determined by the ICRL with limited Intermediate Maintenance Activity (IMA) exception override. ICRL maintenance is critical for this module.

(1) Customer Sub-Module: Designed to provide ITV/Accountability for those sites that send NRFI assets to other Navy repair sites to be fixed and returned.

(2) IMA Sub-Module: Frequently works with the R&R Customer sub-module, but is primarily designed to receive, repair and return Navy owned assets to the sending unit, and does provide ITV/Accountability.

h. Reports: eRMS permits the user to access a variety of reports to include, but not limited to, Open Proof of Shipment, Open Proof of Delivery, Automated Report of ATAC Discrepancies (ARAD), etc.

i. Redistribution Order (RDO) and Ready for Issue (RFI) Offload Module: Developed to provide ITV and accountability for offloads. This module TIRs and tracks "A" condition assets to the Designated Storage Point (DSP) via ATAC. TARP is used to verify asset condition and document accuracy so that the DSP will not open and subsequently bill the services.

### 3. NITA Procedures

a. Carcass Tracking: RCB is responsible for accessing and working Carcass Tracking in the NAVSUP WSS In-transit Accountability (NITA) module within eRMS. A selection of the Carcass Tracking reports available in NITA are as follows:

(1) Pending Carcass Charges: Carcass records will appear on the Pending Carcass Charges Query when an exchange transaction (AO\_ or X31/D7\_) posts. When DLRs are requisitioned with an exchange Advice Code, the Net price is obligated and the ICP will track the carcass to ensure that it is returned to the system for repair. These records can be viewed and worked from the first day the exchange

transaction posts. Communication with NAVSUP WSS/TYCOM to resolve carcass charges is conducted via "Comments" function within NITA.

NOTE: When DLRs are requisitioned with a non-exchange Advice Code, the standard price is obligated and there is no carcass tracking since no turn-in exists.

(2) Actual Carcass Bills: Carcass Bills will be automatically generated at day forty-five (45) for Pending Carcass charges unless POCT is posted. Customers can automatically request/receive a thirty (30) day extension (bill date moved to day seventy-five (75)). Additional requests for time/record suspension must be approved by NAVSUP WSS. Communication with NAVSUP WSS/TYCOM to resolve carcass charges is conducted via "Comments" function within NITA.

(3) Investigation Report: Carcass records which have a POS posted with no record of receipt will result in the document being on the Investigation Report. A copy of the signed POCT is required to relinquish the activity's responsibility. NAVSUP WSS will use the POCT in their System Loss Investigation.

(4) System Loss Report: Carcass records accepted as system losses after completion of the investigation by NAVSUP WSS.

(5) Reversed Carcass Bills: Contains records where Carcass Bills have been reversed.

b. SIT: RCB and CCB are responsible for working open SIT. The following situations create open SIT records:

(1) Material issued (D7\_) to receiving activity with no receipt (D6\_) processed.

(2) Quantity received differs from quantity shipped.

(3) RIC received differs from RIC shipped.

(4) Duplicate shipments with one receipt processed.

(5) Receiving activity has not TIR'd receipt of offloaded material.

(6) Receiving activity TIR'd receipt quantity is different from shipping activity quantity.

(7) MALSP Transfers

SIT is closed only when:

(1) The SIT issue (D7\_) is reversed.

-or-

(2) A SIT receipt (D6\_) is posted

-and-

The document number matches

-and-

Issue quantity = Receipt quantity

-and-

(2 out of 3 rule)

Issue and Receipt NIIN are identical

Issue and Receipt Condition Code are identical (automatic at R-Supply sites)

Issue and Receipt receiver plant identical (automatic at R-Supply sites)

Generally, SIT records will resolve themselves through regular business. Users will review open SIT records which qualify as overaged (15 Days CONUS and 45 Days OCONUS for repairables) and (30 Days CONUS and 60 Days OCONUS for consumables) utilizing the SIT Reports/Workload module within NITA. Communication with NAVSUP WSS to resolve problematic SIT records is conducted via "Comments" function within NITA.

NOTE: SIT Reports may be maintained as either electronic or hard copy files as long as the overaged records are annotated appropriately.

4. NAVSUPP WSS Extranet: There are also several useful presentations within the NAVSUP WSS Extranet at the following website:  
[https://www.navsup.navy.mil/navsupwss-extranet/carcass\\_tracking\\_sit/training](https://www.navsup.navy.mil/navsupwss-extranet/carcass_tracking_sit/training).  
(Figure U-4)

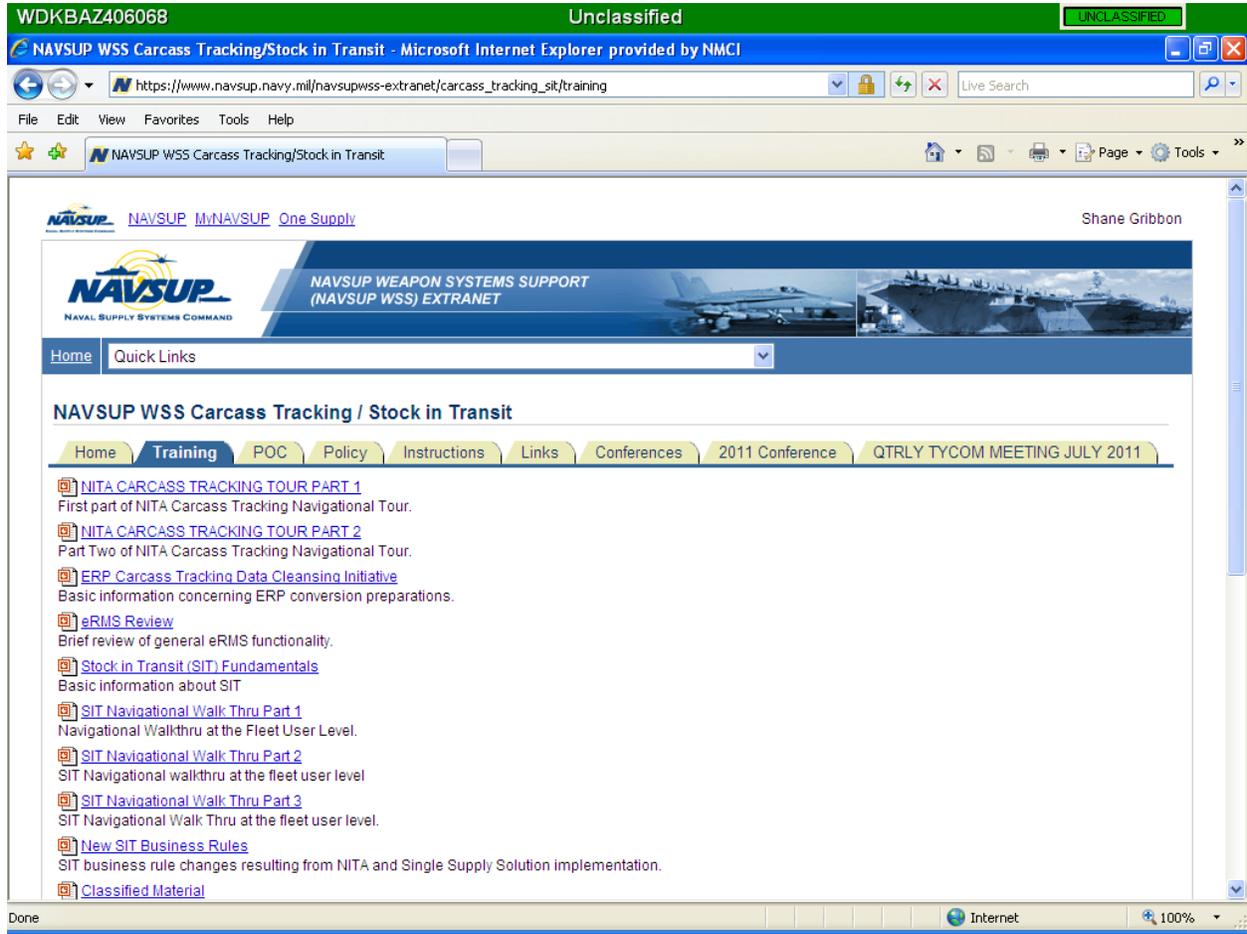


Figure U-4.--NAVSUP WSS Extranet.

Appendix V

Air Card / Wide Area WorkFlow Procedures

Section I: Air Card

1. General. The Naval Supply Systems (NAVSUP) Command Consolidated Card Program Management Division (CCPMD) is the Department of Navy (DON) Consolidated Program Manger (CPM) for the Aircraft INTO-Plane Reimbursable (AIR) Card program. They are responsible for providing oversight and management for all DON activities.

a. The Air Card serves as an identification, order/purchase instrument and payment mechanism. The Air Card provides a commercially accepted, effective and convenient method to procure aviation fuel and related ground services and supplies for DON owned aircraft.

b. The Air Card is the only card with which DON personnel are authorized to purchase aviation fuel, fuel related supplies and ground services for DON owned aircraft from Defense Energy Support Center (DLA) Into-Plane contract sites and non-contract locations. Its use is mandatory at all DLA Into-Plane contract locations that accepts the Air Card to procure aviation fuel replacing the Identaplate (DD Form 1896) and at DOD installations where Automated Data Capture Equipment is used. Only DON military and civilian personnel are authorized users of the Air Card.

c. To establish an Air Card account, an email must be sent to DON CCPMD (SUP 34) along with a completed Accountable Official Nomination Form which is located online at <https://www.navsup.navy.mil/ccpmd> on the Air Card Policies Page. All requests for aircraft transfers, new cards and cancellations must also be sent via email to AIR\_card@navy.mil.

2. Policies and Regulations. The following instructions outline the policies and procedures for operation and management of the Air Card Program.

a. NAVSUPINST 4200.97\_, Navy Policies and Procedures for the Operation and Management of the Aircraft Into-Plane Reimbursement (Air) Card Program.

b. SECNAVINST 5430.7N.

c. DOD Manual 4140.25-M, DOD Management of Bulk Petroleum Products, Natural Gas and Coal Acquisition and Technology.

d. DESC-P-8 Government Fuel Card Program Roles, Responsibilities and Accountability, 10 Jan 06.

e. DESC-T-I-31 Purchase of Aviation Fuel and Services at Commercial Locations.

f. DESC-I-26, Ordering of Forms and Equipment Used for Documentation of Fuel Sales and Credit Transactions, 7 Dec 05.

g. OMB Circular A-123, Appendix B Improving the Management of Government Charge Card Programs, 9 Aug 05.

h. OPNAVINST 5442.2G.

i. Federal Acquisition Regulation (FAR) Subpart 32.9 and 5 CFR 1315.

j. DOD Financial Management Regulation (FMR) 7000.14R, Volume 5, Chapter 33.

k. NAVSUP Publication 485, Volume I, Chapter 3, Part C, Section V.

l. USD Memo, Government Charge Card Disciplinary Guide for Civilian Employees of 29 Dec 03.

m. USD Memo, Disciplinary Guidelines for Misuse of Government Charge Cards by Military Personnel of 10 Jun 03.

n. ASD Memo, Suspension of Access to Classified Information Due to Abuse or Misuse of Government Charge Cards of 4 Nov 02.

3. Types of Air Cards.

a. An Air Card is issued for each aircraft BUNO assigned to the squadron. In the event the aircraft is transferred to another squadron, the Air Card must accompany the aircraft. The Approving Official (AO) will coordinate the change of the card's UIC to the receiving squadron's UIC with DON CPM.

b. Any Aircraft (ANY ACFT) Cards. Cards may also be assigned to specific flying squadrons rather than aircraft and are labeled as "ANY ACFT" cards which stands for Any Aircraft. This allows any aircraft to refuel using the card. It is a designation on certain Air Cards that identifies the unit to be charged for fuel in situations where the charge card assigned to the tail number is not the incurring unit. These cards must stay in the unit/squadron's possession at all times. A maximum of three ANY ACFT Cards may be assigned to a squadron to be used as spare cards until BUNO specific cards are requested.

4. Program Hierarchy. The structure for the Navy Air Card Program is:

a. Hierarchy Level 1: DOD Program Management Office (DESC).

b. Hierarchy level 2: Component Program Manager (DON CCPMD).

c. Hierarchy Level 3: Major Commands (i.e., USMC, MARFORs).

d. Hierarchy Level 4: Subordinate Commands (i.e., Wing, MAG).

e. Hierarchy Level 5: Squadron (MALS, flying squadron).

5. Program Roles. Only DON military or civilian members (excluding contractor personnel) may be appointed as the Agency Program Coordinator, Approving Official, Certifying Officer and Card User. A sample of all appointment letters for these individuals is also available on the NAVSUP Website (<https://www.navsup.navy.mil/ccpmd>) Policies Tab. Upon assignment, these individuals are required to complete the appropriate DON role based training located on the NAVSUP Website Training Tab. After the initial training, individuals will be required to take refresher training every two years.

a. Commanding Officer. Each Squadron Commanding Officer (excluding the MALS) is responsible for assigning in writing (appointing) a representative as the command's Agency Program Manager (APC) who will provide support and

oversight to all participants (pilots and or crew members) within their command. This letter, once signed is retained at the unit.

b. APC. The APC is responsible for the implementation and execution of the local Air Card Program per DON regulations. They are the primary liaison responsible for program implementation and operation of the Air Card Program. Different levels of APC responsibilities exist for the Air Card Program.

c. AO. The AO (AvnSupO or his designated representative) is responsible for providing source information, data or service to a Certifying Officer in support of the payment process. The AO is the program's first line of defense against fraud, misuse and abuse. AOs are responsible for ensuring proper use of the Air Card through approval of fuel purchases for transactions within their purview and may be held liable for erroneous payments resulting from their negligent actions. To ensure the proper separation of functions, the AO cannot perform the duties or assignments of an APC, but may perform the functions of a Certifying Officer. The combination of AO and Certifying Officer will be referred to as the ACO for the DON Air Card Program. Any change in AO Officer assignment must be accompanied with a new AO Nomination Form and DD577 to AIR\_card@navy.mil.

d. Certifying Officer. The SAD OIC/NCOIC will be assigned as the Certifying Officer. For the DON Air Card Program, there are two areas where certification is required.

(1) Fuel purchases are certified by DLA-RRF. DLA-RRF is the Certifying Officer responsible for fuel payments and sending the inter-fund bills to DFAS for reimbursement from the responsible activities.

(2) Non-fuel purchases are certified by the Certifying Officer or ACO located at the unit/squadron. The appointee must complete a DD Form 577, Appointment/Termination Record - Authorized Signature (only required if the AO and Certifying Officer are different individuals). The appointment letter and signature card shall specifically identify the types of payments to be certified. The activity's Certifying Officer is responsible for the validation, certification and payment of all non-fuel purchases made with the Air Card within their purview. They are pecuniary liable for erroneous payments resulting from their negligent actions. To ensure the proper separation of functions, the Certifying Officer cannot perform the duties or assignments of an APC. Any change in Certifying Officer assignment must be accompanied with a new AO Nomination Form and DD577 to AIR\_card@navy.mil.

e. Card Users. Card users consist of pilots, flight commanders, aircraft commanders and crew chiefs. These users are all authorized to place orders against Into-Plane Contracts procuring authorized fuel, fueling related services and ground services for Government-owned aircraft for their specific account. Additionally, card users must sign a Statement of Understanding (SOU) and complete the DON Role Based Training and Certification Test prior to receipt of an Air Card. Card users will be held liable to the Government for any transaction not made for official Government use or does not meet DON guidelines.

6. Authorized Air Card purchases. Authorized Air Card fuel and fuel related product purchase include:

a. Aviation Fuel.

- b. Flowage Fees.
- c. Fuel Additives.
- d. Taxes.

(1) Federal Excise Tax. Effective 1 October 2005, DON military aircraft are exempt from paying Federal Excise Tax (FET) at the point of sale on aviation fuel. A Tax Exempt Form must be included in the Flight Packets and presented at the time of purchase. The unit must pay the transactions in full and request any refund from the appropriate governmental agency. The taxes incurred for services will be included in the amount of the prompt payment.

(2) State Excise Tax. Many states also provide a State Excise Tax (SET) exemption for federal Government purchase of aviation or jet fuel. State information concerning SET exemptions may be viewed online at [www.desc.dla.mil/DCM/DCMPage.asp?pageid=644](http://www.desc.dla.mil/DCM/DCMPage.asp?pageid=644).

e. An authorized list of ground and ramp services can be found at [https://www.navsup.navy.mil/ccpmd/air\\_card/policies/Authorized%20Ground%20Service%20Memo.pdf](https://www.navsup.navy.mil/ccpmd/air_card/policies/Authorized%20Ground%20Service%20Memo.pdf) and can include:

(1) Aircraft Housekeeping (i.e. trash collection, lavatory servicing, potable water, vacuuming, etc.).

(2) Aviation Landing Fees.

(3) Aviator Breathing Oxygen.

(4) Callout Fees.

(5) De-Icing Service.

(6) Defuel and Refuel Service Fees.

(7) Ground Equipment Service (i.e. GPU, baggage conveyer belt, electrical grounding hook-up, stairs, start carts, etc).

(8) Hydraulic Fluids.

(9) Lubricants and Oils.

(10) Overtime Charges.

(11) Parking Fees.

(12) Ramp Fees.

(13) Rapid/Hot Refueling Fees.

(14) Security Services for the aircraft at the airport or airfield.

(15) Slot Time Fees.

(16) Supplies (maps, navigational aids, etc.).

(17) Catering, food and non-alcoholic beverages for non-per diem personnel.

(18) Custom fees, except those paid on fuel (if paid by refueling vendor).

7. Unauthorized Air Card purchases. Unauthorized charges are as follows:

- a. Transactions conducted outside official DON business.
- b. Transactions for unauthorized fuel products and ground services.
- c. Transactions for fuel quantities exceeding the aircraft's capacity.
- d. Transactions for meals, food, beverages, tobacco and alcohol.
- e. Taxi or shuttle service.
- f. Transactions other than those authorized in paragraph 4.a above.

8. Priority of Resources.

a. The Air Card User is responsible to be aware of authorized vendors in their area of operations prior to commencement of flight. A list of DLA Into-Plane contract locations and accepting non-contract airports worldwide is available at [www.desc.dla.mil/DCM/DCMPage.asp?LinkID=IntoPlane](http://www.desc.dla.mil/DCM/DCMPage.asp?LinkID=IntoPlane). The following is the order of priority for refueling.

<u>Permissible Source</u>	<u>Payment Method</u>	<u>Cost to Unit</u>
Military Installations	Identaplate/ Air Card	Standard Price
DLA Into-Plane Contracts	Air Card	Into-Plane Contract; Standard Price
Non-Contracted FBO Local Purchase	Air Card	Non-contract; Standard Price

b. When fueling must occur at non-DLA contracted locations and an Air Card accepting merchant is not available, the aircrew is authorized to use the following:

(1) U.S. Government Purchase Order - Invoice - Voucher Standard Form 44 (SF44); however, the threshold for these purchases is limited to \$25,000.00 (Figure V-1).

(2) Use the following procedures whenever the Air Card or the SF 44 is not an acceptable means of purchasing fuel and services at remote locations.

(a) First, the Air Card FBO locator (Worldwide Merchant Directory) must be checked at [www.airseacard.com/cgi/bin/airsea\\_website/fbo\\_locator.cgi](http://www.airseacard.com/cgi/bin/airsea_website/fbo_locator.cgi) which will provide both fuel and service locations that accept the Air Card for payment. The website will show both DLA Into-Plane Vendors as well as Multi Service Merchant Agreements.

(b) If the location has no DLA Contract in place, the Aircrew must contact their AO.

(c) The AO will contact Multi Service and verify there is no DLA Contract or Multi Service Agreement in place.

(d) After verification and if the aircraft is outside of 48 hours of the mission refueling stop, the AO will fill out the Online Pre-Arrangement Fuel Form (same web location as above).

(e) Multi Service will establish an agreement with the fuel provider and make a direct payment to them. DLA will then make payment to Multi Service and bill the DoDAAC attached to the Air Card.

(f) If the fuel/services are required inside 48 hours and the location does not accept the Air Card, the aircrew must contact Multi Service by phone at 866-308-3811 or 913-344-6536 to make arrangements.

9. Using the Air Card. When the aircraft lands at a commercial airport with a request for fuel or ground service support, the aircrew will simply present the Air Card to the supplier. The supplier records any sales (fuel and non fuel charges) onto a Commercial Delivery Ticket. The aircrew signs for the purchase and retains a copy of the signed contract (this is turned-in to SAD upon completion of the mission).

a. DLA initially pays for all fuel related products through a process called split billing. Split billing is the means of centrally billing the fuel portion of your invoice. For the fuel portion, DLA San Antonio acts as the Certifying Office and DFAS Columbus is the Paying Office. DFAS will post these charges (fuel, flowage fees and fuel additives) to the squadrons SFOEDL. DLA will be reimbursed at the negotiated standard price for fuel purchases.

b. Authorized ground and ramp services are considered non-fuel purchases and will be billed directly from the card contractor to each incurring unit through Wide Area WorkFlow (WAWF). The Certifying Officer will login to WAWF to review and certify non-fuel purchases as the Local Process Office (LPO).

10. Responsibilities of the SAB. SAB clerks will pick-up receipts from the squadron at a minimum of weekly. All receipts will be reviewed by the SAB clerk immediately to identify any inappropriate charges. The following procedures will be used to process all transactions charged to the Air Card.

a. Fuel charges will be electronically entered into ASKITWEB as outlined in paragraph 2111.6a when the Air Card is used at a Non Into-Plane contract location. The fuel receipts received from the squadron will be used to reconcile these charges. Fuel received from an Into-Plane contract location is not available on the FAS Enterprise Server (FES). These charges will be manually entered into ASKITWEB as outlined in paragraph 2111.6b. Additionally, the clerk will download all Non-FES transactions from the DLA Fuels Automated System (FAS) website for validation at a minimum of monthly. After downloading, the clerk will compare the receipt document (fuel only) to the Non-FES transaction. If there is a discrepancy between the receipt document and the downloaded transaction it must be resolved via the SFOEDL challenge processing.

b. SAB will establish in ASKITWEB a non-fuel requisition document for each separate Air Card Invoice (non-fuel charges). The document will have a

specific document series (serial number will match the last four digits of the billing reference number). The Julian date will reflect the date the service was incurred. Upon receipt of a non-fuel transaction, the clerk will file the document in a PDEF until receipt of a Multi Service Invoice. The Multi Service Invoice will only contain non-fuel charges for the current billing cycle. The SAB clerk will validate the invoice charges with the original transaction(s) to ensure all charges are authorized.

c. After the validation of the charges, the SAB clerk will prepare a prompt payment certification for submission to the ACO for payment of the bill.

NOTE: In cases where there is a difference between the Air Card Invoice and the receipt document or the bill contains unauthorized charges, the SAB clerk will immediately notify the ACO that there is a discrepancy.

#### 11. Disputing Air Card Charges.

a. This paragraph delineates the Air Card Dispute Procedures for situations occurring before and after MILSBILLS processes occur. In addition to contacting Multi Service, all questionable charges must be submitted through the DESC Help Desk, 1-800-446-4950, DSN 697-6733/6736/6737/6738 or email [helpdesk@desc.dla.mil](mailto:helpdesk@desc.dla.mil). Required information submitted to the Help Desk is:

- (1) Invoice Number.
- (2) DoDAAC.
- (3) Transaction Date.
- (4) Tail Number.
- (5) Explanation of Dispute.
- (6) MILSTRIP Document Number if available.

b. Frequent situations and resolutions such as duplicate billing and aircraft transfers are outlined below.

(1) Duplicate Billing of Fuel Purchase: Upon receipt of the Help Desk Notification and required information, DLA in coordination with the ACC reviews the transaction details and verifies duplicate billing occurred. DLA and the ACC will correct billing discrepancies with credit/debit actions to reconcile the account appropriately.

(2) Erroneous fuel and non-fuel billings due To undisclosed aircraft transfers:

(a) Fuel purchases at contract locations. The losing and gaining aircraft units coordinate between themselves the transfer of funds through the use of Voucher and Schedule of Withdrawal and Credits, Standard Form 1081 (SF 1081) or the Voucher and Schedule to Effect Correction of Errors Standard Form 1097 (SF 1097) between each unit's financial office.

(b) Non-fuel/ancillary ground services at contract and non-contract locations. The losing and gaining aircraft units coordinate the

transfer of funds through the SF 1081 or SF 1097 correction process between each unit's financial office.

(3) Erroneous billing other than duplicate billing or aircraft transfers.

(a) Incorrect data/information on invoice. There are instances where an invoice cites an incorrect card number, quantity, unit or related data. When this occurs and the AO contacts the DESC Help Desk, DLA will pull the invoice data and contact the ACC. The vendor/merchant will be contacted to determine errors and issue corrected invoice with revised applicable billing.

(b) Non-fuel payment procedures. Customer contacts the ACC and identifies what charges are being disputed. The ACC will contact the specific merchant for reconciliation. If erroneous billing is determined, the merchant will credit the account through the ACC for unauthorized charges.

(4) Tax Issues. DLA cannot file for recovery of taxes from the Internal Revenue Service (IRS). Neither DLA nor the ACC can retrieve/refund taxes included at the time of purchase. The units must pay the transactions in full and request any refund from the appropriate governmental agency.

12. Lost or stolen Air Cards

a. In the event an Air Card is lost or suspected of being stolen, it is the responsibility of the aircrew to immediately notify the squadron APC. The squadron APC will then immediately notify the ACO of the situation. Upon notification, the ACO will contact the next level APC and the Air Card Contractor and provide the following information:

- (1) Home station DoDAAC.
- (2) Aircraft tail number/BUNO number.
- (3) Unit/Wing/Squadron Name.
- (4) Air Card account number(s).
- (5) Indicate whether a replacement Air Card is required.

b. Additionally, the card user who had custody of the Air Card when it was lost or stolen will be required to prepare a FLIPL, DD Form 200. The DD Form 200 will be submitted through the chain of command to the ACO. A copy of the approved FLIPL will be filed and maintained for a period of six years and three months. The DD Form 200 will be completed IAW appendix (R).

13. Abuse or misuse of Air Cards. The ACO shall immediately investigate and report any suspected Air Card misuse to the appropriate squadron APC, Commanding Officer, DON CCPMD and DLA Government Fuel Card Program Manager. Misuse includes any Air Card use at establishments or for purposes inconsistent with DOD Official Business, applicable governing regulations, and 5 CFR part 2635, Standards of Ethical Conduct for Employees of the Executive Branch. Specific examples of fraud include, but are not limited to the following:

- a. Any Air Card transaction by an unauthorized user.

b. Air Card fuel and ground service charges billed for a date when and/or at a location where the aircraft was not deployed.

c. Air Card transactions for fuel quantities in excess of what was actually serviced to the aircraft.

d. Air Card transactions for fuel quantities exceeding the aircraft's capacity.

e. Air Card transactions for unauthorized fuel products and ground services.

f. Duplicate billings for identical fuel products and/or ground services to an aircraft.

g. Offers to or acceptance by aircrew members of illegal gratuities from merchants.

h. Any Air Card transaction not performed as official DOD business.

14. Responsibilities of the ACO. The appointment of ACO will be limited to the SAD OIC or SNCOIC. The following is a list of the ACO's responsibilities.

a. In cases of discrepancies in billing, the ACO will contact the Air Card Contractor and DLA Help Desk, 1-800-446-4950, DSN 697-6733/6736/6737/6738 or email helpdesk@desc.dla.mil to resolve the discrepancy. The amount in dispute will not be certified for payment until the discrepancy is resolved.

b. After the invoice has been certified for payment, the Air Card Invoice, Prompt Payment Certification and receipt document(s) will be maintained for six years and three months.

c. Ensure detailed knowledge and understanding of all policies and procedures for the program.

d. Maintain communication throughout the chain including with the card contractor as required.

e. Serve as primary focal point for receipt, review and approval of all invoices.

f. Ensure valid billable DoDAAC, Fund Code, Signal Code and SUPAAC Code are reviewed as needed for accuracy and reported to the APC.

g. Ensure all receipts are matched to each invoice.

h. Advise the activity's APC and CPM of aircraft transfers (except Any Aircraft specified cards) to ensure gaining DoDAAC billing information is updated.

i. Provide source information, data or service to support the payment process (where DLA is the paying office).

j. Ensure accurate and prompt financial payments/reporting.

k. Ensure certification of non-fuel statements in a timely manner to appropriate paying office.

l. Ensure reviews are performed and documented for misuse, disputes, delinquency and erroneous charges.

m. Document any action taken which reveals non-compliance, misuse and/or abuse and report up the hierarchy chain and to the CPM.

n. Utilize DLA-contract locations wherever available. These refueling contractors accept the Air Card worldwide and offer favorable negotiated prices and military standard quality fuel.

o. Inform the CPM in the event of lost/stolen cards, card cancellations, deployments and disestablishment of units.

p. When an ACO is no longer involved in the Air Card Program, the transferring ACO shall ensure their access to relevant systems is removed and their replacement receives access.

q. Sign up for the DON CCPMD Email Subscription Service in order to receive policy and administrative notices.

r. ACOs must obtain access to applicable electronic systems provided by the issuing bank and DLA in order to load obligations into the financial accounting system. The Business System Modernization (BSM) - FAS provides visibility of bulk fuel assets and transactions to services, commanders, vendors and DLA. The FES, also referred to as the Purple Hub, is a web-based environment that collects, routes and reports transactions among bases, contractors, DLA, DFAS and other entities. This database can be used when posting obligations.

s. Ensure DON's Role Based Training (initial and bi-annual refresher) compliance and systems access are achieved within 30 days from appointment (located online at <https://www.navsup.navy.mil/ccpmd>, select Air Card Training).

15. Responsibilities of the APC. The following is a list of the APC's responsibilities.

a. HL3 and HL4 APCs.

(1) Establish and ensure execution of the local program following DOD's and DON's policies.

(2) Ensure detailed knowledge and understanding of all policies and procedures for the program.

(3) Ensure DON's Role Based Training (initial and bi-annual refresher) compliance and systems access are achieved within 30 days from appointment (located online at <https://www.navsup.navy.mil/ccpmd>, select Air Card Training).

(4) Document any action taken which reveals non-compliance, misuse and/or abuse and report up the hierarchy chain and to the CPM.

(5) Maintain communication throughout the chain including with the card contractor as required.

(6) Sign up for the DON CCPMD Email Subscription Service in order to receive policy and administrative notices.

(7) Attend the DON APC Conference held annually.

a. HL5 APCs.

(1) Establish and ensure execution of the local program per DOD's and DON's policies.

(2) Develop Local Internal Operating Procedures (IOPs) specific to command mission. Sample Local IOP is available online at <https://www.navy.mil/ccpmd>, under the Air Card Policies Page.

(3) Ensure detailed knowledge and understanding of all policies and procedures for the program.

(4) Ensure program personnel involved with the use, management and payment process of the Air Card are properly appointed, trained and are capable of performing their respective duties.

(5) Ensure DON's Role Based Training (initial and bi-annual refresher) compliance and systems access are achieved within 30 days from appointment (located online at <https://www.navy.mil/ccpmd>, select Air Card Training).

(6) Document any action taken which reveals non-compliance, misuse and/or abuse and report up the hierarchy chain and to the CPM.

(7) Maintain communication throughout the chain including with the card contractor as required.

(8) Ensure all flight packet documentation is provided to the appropriate personnel. Detailed flight packet information is provided in Reference (w), Volume I, Chapter 3, Part C, Section V.

(9) Ensure accountability for each card assigned to the command so its possession at the point of sale can be audited.

(10) Ensure account maintenance is performed to include setup, check-in/out, closure, suspension, transfers and contact updates as required.

(11) Ensure account profiles (reviewed by ACO) contain valid billable DoDAAC, Fund Code, Signal Code, Supplemental Activity Address Code (SUPAAC) and are reported to the CPM as necessary.

(12) Ensure cards are maintained in the flight packets.

(13) Establish an individual file for each program participant. The file shall be retained for the duration the employee serves in this capacity and for three years beyond to include:

(a) Appointment documentation.

(b) Initial and all refresher training documentation.

Section II: Wide Area WorkFlow (WAWF) Processing Procedures

Enclosure (3)

1. General. Non-Fuel Air Card Invoices are processed through WAWF as a Miscellaneous Pay Voucher (Misc Pay) by the Air Card Mangers. Once the Misc Pay Voucher is submitted through WAWF, the SAB clerk's primary functions are the role of Government Acceptor and Government Local Processing Office (LPO). Within WAWF the SAB clerk will certify Non-fuel Air Card Invoices prior to forwarding to DFAS.

2. All SAB clerks are required to obtain a user ID and password to gain access to WAWF. To obtain access to this site, a DD Form 2875 (Figure V-1) is required.

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
<b>PRIVACY ACT STATEMENT</b>			
<b>AUTHORITY:</b> Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act. <b>PRINCIPAL PURPOSE:</b> To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. <b>ROUTINE USES:</b> None. <b>DISCLOSURE:</b> Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.			
<b>TYPE OF REQUEST</b> <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID		<b>DATE (YYYYMMDD)</b> 20100305	
<b>SYSTEM NAME (Platform or Applications)</b> Wide Area Work Flow (WAWF)		<b>LOCATION (Physical Location of System)</b> Web Application	
<b>PART I (To be completed by Requestor)</b>			
<b>1. NAME (Last, First, Middle Initial)</b> Twong, Mimi		<b>2. ORGANIZATION</b> USN/Universal Consulting	
<b>3. OFFICE SYMBOL/DEPARTMENT</b>		<b>4. PHONE (DSN or Commercial)</b> 703-591-0000	
<b>5. OFFICIAL E-MAIL ADDRESS</b> mimi.twong@universal.net		<b>6. JOB TITLE AND GRADE/RANK</b> Navy WAWF Consultant	
<b>7. OFFICIAL MAILING ADDRESS</b> 3975 Fair Ridge Drive Fairfax, VA 22030		<b>8. CITIZENSHIP</b> <input checked="" type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	
		<b>9. DESIGNATION OF PERSON</b> <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> CONTRACTOR	
<b>10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)</b> <input checked="" type="checkbox"/> I have completed Annual Information Awareness Training. <b>DATE (YYYYMMDD)</b> 20091215			
<b>11. USER SIGNATURE</b>		<b>12. DATE (YYYYMMDD)</b> 20100305	
<b>PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)</b>			
<b>13. JUSTIFICATION FOR ACCESS</b> WAWF access to process invoices			
<b>14. TYPE OF ACCESS REQUIRED:</b> <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
<b>15. USER REQUIRES ACCESS TO:</b> <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER			
<b>16. VERIFICATION OF NEED TO KNOW</b> I certify that this user requires access as requested. <input type="checkbox"/>		<b>16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)</b>	
<b>17. SUPERVISOR'S NAME (Print Name)</b> Heather Collins		<b>18. SUPERVISOR'S SIGNATURE</b>	<b>19. DATE (YYYYMMDD)</b> 20100308
<b>20. SUPERVISOR'S ORGANIZATION/DEPARTMENT</b> USN/Universal Consulting		<b>20a. SUPERVISOR'S E-MAIL ADDRESS</b> heather.collins@universal.net	<b>20b. PHONE NUMBER</b> 703-391-1000
<b>21. SIGNATURE OF INFORMATION OWNER/OPR</b>		<b>21a. PHONE NUMBER</b>	<b>21b. DATE (YYYYMMDD)</b>
<b>22. SIGNATURE OF IAO OR APPOINTEE</b>		<b>23. ORGANIZATION/DEPARTMENT</b>	<b>24. PHONE NUMBER</b>
			<b>25. DATE (YYYYMMDD)</b>

Figure V-1.--Sample DD Form 287.

a. WAWF Registration Process. Before processing Non-fuel Air Card Invoices, SAB will have to register as the Government Acceptor and the Government LPO for each organizational squadron within the MAG. The WAWF Website can be accessed at <https://wawf.eb.mil>. Perform the following steps:

(1) When the WAWF initial screen is displayed, the User will select the Accept Button.

(2) The next screen displayed is the Login/Registration Screen (Figure V-2) where the SAB clerk will click on Registration under New User.

Wide Area Workflow 5.2

Home

**Login to WAWF**

User ID \*

Forgot your User ID?

Password \*

Forgot your Password?

Login

\* Asterisk indicates required entry.

**Certificate Login to WAWF**

Certificate Login

**New User?**

Registration

Vendors - Getting Started Help

Government Users - Getting Started Help

Machine Setup

**Help**

Web Based Training

What's New

Functional Information

Web Services for WAWF

Group Administrator Lookup

Active DoDAACs & Roles

Active CAGEs / Contractor DoDAACs & Roles

Figure V-2.-- Wide Area Workflow Logon Screen 1

(3) The next screen displayed will allow the User to select a User ID/Password or Common Access Card (CAC). Ensure the user selects the Government Role.

Wide Area Workflow 5.2

Home

**Registration**

User Authentication Type >> Data Capture >> Registration Success

\* Asterisk indicates required entry.

How will you be accessing WAWF? \*

User ID \ Password

Common Access Card

Software Certificate

What Roles will you be registering for? \*

Vendor

Government

Next Help

Figure V-3.-- Wide Area Workflow Logon Screen 2

(4) In order to build your WAWF profile, click edit in User Profile>User Authentication>User Security Questions and enter all required information. The User will select Add in the Government User Roles.

**Wide Area Workflow 5.2**

Home

**Registration**

User Authentication Type >> Data Capture >> Registration Success

\* Asterisk indicates required entry.

User Profile \* [Edit](#)

First Name	Last Name	Organization	Title	Email Address	Commercial Telephone	DSN Telephone	Rank/Grade
------------	-----------	--------------	-------	---------------	----------------------	---------------	------------

User Authentication \* [\(Edit\)](#)

User ID

User Security Questions \* [\(Edit\)](#)

Security Question

Government User Roles \* [\(Add\)](#)

Administrative User Roles \* [\(Add\)](#)

By clicking the "Register" button below, you agree to the [Information System User Agreement](#).

[Register](#) [Previous](#) [Help](#)

Figure V-4.-- Wide Area Workflow Registration Screen

(5) Click on the drop down box under Role to select the Acceptor, enter the DoDAAC you need to register in order to process the Air Card Invoice and click on Save.

**Wide Area Workflow 5.2**

Home

**Registration - Add Government Role**

\* Asterisk indicates required entry.

Role \*

Acceptor

Location Code Type \*

DoDAAC

Location Code \*

R57081

Extension

[Save](#) [Cancel](#) [Help](#)

Figure V-5.-- Wide Area Workflow Registration Screen 2

(6) Click the Government User Roles again to add a new role

**Wide Area Workflow 5.2**

Home

**Registration**

User Authentication Type >> Data Capture >> Registration Success

\* Asterisk indicates required entry.

User Profile \* (Edit)

First Name	Last Name	Organization	Title	Email Address	Commercial Telephone	DSN Telephone	Rank/Grade
------------	-----------	--------------	-------	---------------	----------------------	---------------	------------

User Authentication \* (Edit)

User ID

User Security Questions \* (Edit)

Security Question

Government User Roles \* (Add)

Role	Group	Location Code	Extension	Comments	Attachments	Comments/Attachments	Actions
Acceptor	THIRD MARINE AIRCRAFT WING	R57081		N	N	View / Add	Delete

By clicking the "Register" button below, you agree to the Information System User Agreement.

Register Previous Help

Figure V-6.-- Wide Area Workflow Registration Screen 3

(7) Click on the drop down box under Role to select the Local Processing Office, enter the DoDAAC you need to register to process the Air Card Invoice and click Save.

**Wide Area Workflow 5.2**

Home

**Registration - Add Government Role**

\* Asterisk indicates required entry.

Role \*

Local Processing Office

Location Code Type \*

DoDAAC

Location Code \*

R57081

Extension

Save Cancel Help

Figure V-7.-- Wide Area Workflow Registration Screen 4

(8) Click register once the User builds their profile and selects the Government Role.

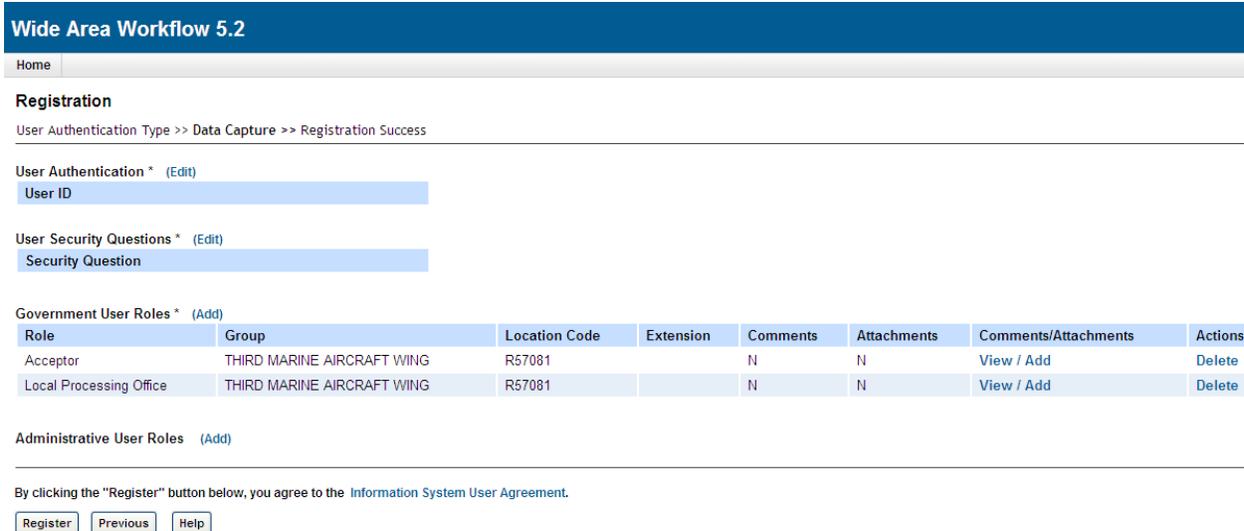


Figure V-8.-- Wide Area Workflow Registration Screen 4

b. Processing as the WAWF Government Acceptor

- (1) Click Government>Acceptor>Acceptance Folder.

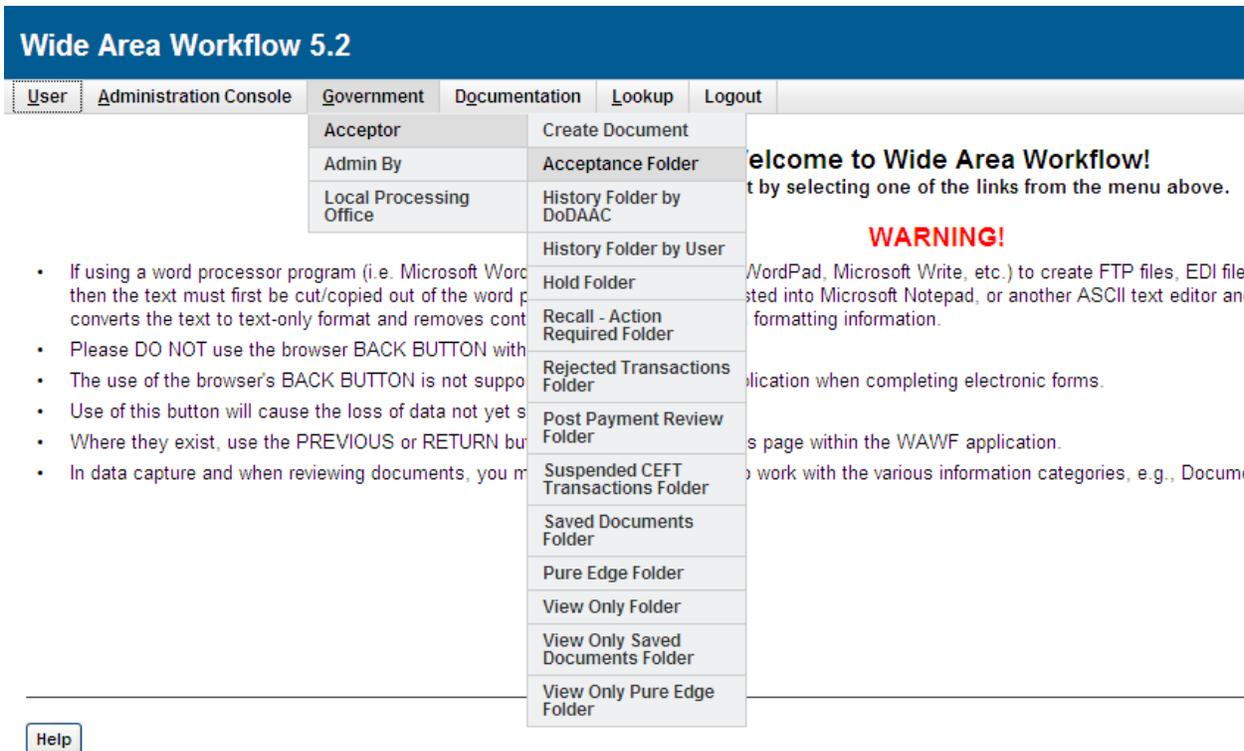


Figure V-9.-- Wide Area Workflow Acceptor Screen 1

- (1) Select the appropriate DoDAAC

### Wide Area Workflow 5.2

User Administration Console Government Documentation Lookup Logout

#### Search Criteria - Acceptance Folder

**FOUO - Privacy Sensitive:**  
*Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY."*

DoDAAC \*

Select Location Code  Delivery Order

**R09182**  Ship From / Ship From Extension

R09202

R09230

R09232

R09235

R09242

R09257

R09965

R55176

R57081

R67025

Invoice Number

Tax Id (EIN)

Figure V-10.-- Wide Area Workflow Acceptor Screen 2

(2) Select the appropriate Shipment Number to view the Air Card Invoice.

### Wide Area Workflow 5.2

User ID: EDIP1014

User Administration Console Government Documentation Lookup Logout

Acceptance Folder for 'R09182' (1 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number ▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold
1	Misc. Pay	OTC19	096754882			<a href="#">CLOTHE12D0TC19136</a>	04C0427	<a href="#">429120322</a>	2012-03-22			Submitted		H

Figure V-11.-- Wide Area Workflow Acceptor Screen 3

(3) Review the Voucher to ensure it matches the Air Card Invoice.

### Wide Area Workflow 5.2

User ID: EDIP1014

User Administration Console Government Documentation Lookup Logout

#### Acceptor - Misc. Payment Voucher

Voucher Addresses Misc. Info Preview Document

\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CLOTHE12D0TC19136	OTHE	429120322	2012/03/22		096754882	1,391.00

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0001	060957	1	EA	158	158.00
Description Ground service charge Security Services					
0002	060957	1	EA	179	179.00
Description Ground service charge Vendor Admin Fee					

Figure V-12.-- Wide Area Workflow Acceptor Screen 4

(4) Once the invoice is verified and all charges match the AIR Card Invoice, click on Accepted, enter the date you received the invoice and date you signed as the Acceptor.

Figure V-13.-- Wide Area Workflow Acceptor Payment Screen 1

c. Processing WAWF Invoices as the LPO.

(1) Click Government<Local Processing Office<Certification Folder.

Figure V-14.-- Wide Area Workflow Processing Office Screen 1

(2) Select the appropriate DoDAAC for the squadron you are certifying.

**Wide Area Workflow 5.2** User ID: [REDACTED]

User Administration Console Government Documentation Lookup Logout

**Search Criteria - LPO Certification Folder**

**FOUO - Privacy Sensitive:**  
*Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both*

DoDAAC \*  
 R09230  
 Select Location Code  
 R09182  
 R09230  
 R09232  
 R09235  
 R09242  
 Vendor (Payee) Extension  
 R09257  
 R09985  
 R57081  
 R67025

Delivery Order

Ship From / Ship From Extension

Invoice Number

SSN / Confirm SSN

Tax Id (EIN)

Submit Help

Figure V-15.-- Wide Area Workflow Certification Folder Screen 1

(3) Click on the Shipment Number to view the Air Card Invoice

**Wide Area Workflow 5.2** User ID: EDIP10

User Administration Console Government Documentation Lookup Logout

**LPO Certification Folder for 'R09230' (2 items, sorted by Invoice Received Date)**

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge
1	Misc. Pay	0TC19	096754882			<a href="#">CLOTHE12D0TC19107</a>	04C0427	<a href="#">1041120308</a>	2012-03-08		2012-03-16	Accepted	
2	Misc. Pay	0TC19	096754882			<a href="#">CLOTHE12D0TC19130</a>	04C0427	<a href="#">1041120315</a>	2012-03-15		2012-03-16	Accepted	

Figure V-16.-- Wide Area Workflow Certification Screen 2

(4) Review the voucher

**Wide Area Workflow 5.2** User ID: EDIP10

User Administration Console Government Documentation Lookup Logout

**Local Processing Office - Misc. Payment Voucher**

Voucher LLA Addresses Misc. Info Preview Document

\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CLOTHE12D0TC19107	OTHE	1041120308	2012/03/08		096754882	136.59

Line Id.	AAI	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0001	060957	1	EA	126.5	126.50
Description Ground service charge Oil					
Actions: Add Sub-Line					
Line Id.	AAI	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0002	060957	1	EA	10.09	10.09
Description Ground service charge Sales Tax					

Submit Save Draft Document Previous Help

Figure V-17.-- Wide Area Workflow Local Office Misc Payment Screen 1

(5) Click on the LLA Tab to enter required info plus the Cost Code. Once the Air Card Invoice is obligated in ASKITWEB:

- (a) Enter the document number in the Document Reference ID.
- (b) Enter the Agency Accounting ID (i.e. 060957 MFP, 06XXXX MFL).
- (c) For ACRN enter AA.
- (d) The Cost Code will be comprised of: 00, DDSN and Fund Code.

**Wide Area Workflow 5.2** User ID : EDIP1

User Administration Console Government Documentation Lookup Logout

**Local Processing Office - Misc. Payment Voucher**

Voucher **LLA** Addresses Misc. Info Preview Document

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
CLOTHE12D0TC19107	OTHE	1041120308	2012/03/08		096754882	136.59

\* = Required Fields

**LLA Level**

Document Level

Document Record Reference ID *	Agency Accounting ID *	ACRN *	
R092302076B201	060957	AA	
Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator
DD		002076B2017F	
Job/Work Order Code	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient

Save Draft Document Help

Figure V-18.-- Wide Area Workflow Local Office Misc Payment Screen 2

(6) Go back to the Voucher Tab and check the Document Certified Block and enter the appropriate date in the Signature Date. Click Signature to submit the invoice to DFAS.

**Wide Area Workflow 5.2** User ID : EDIP1

User Administration Console Government Documentation Lookup Logout

**Local Processing Office - Misc. Payment Voucher**

Voucher LLA Addresses Misc. Info Preview Document

ACTION BY: R09230

Acceptance Date Received Signature Date Has been made by me or under my supervision and they conform to contract except as noted herein or on supporting documents

Reject to Initiator 2012/03/16 2012/03/16 LUIS LOPEZ

Signature Of Authorized Government Representative

ACTION BY: R09230 \*

Document Certified Signature Date Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

Document Available for Recall YYYY/MM/DD Signature

Signature Of Authorized Government Representative

Submit Save Draft Document Previous Help

Figure V-19.-- Wide Area Workflow Local Office Misc Payment Screen 3

Appendix W

Continuous Process Improvement

1. General. The ASDs will be standardized across the Marine Corps in the conduct of aviation supply operations and use of continuous process improvement (CPI) tools. Continued focus on AIRSpeed initiatives will improve an Aviation Supply Department's ability to provide aviation logistics support and increase aircraft readiness.

b. CPI will be recognized as the primary methodology by which we conduct and continually improve the way we do business. CPI will be the key enabler to reduce cost, improve program performance. Utilization of all CPI tools reports and capitalizes upon the standard legacy metrics and enhances capabilities and aircraft availability.

Appendix X

Technical Training Program

1. Purpose. This appendix provides guidance for developing a lesson plan and communication techniques for conducting technical training within the ASD.

2. Background. Technical training is critical to the ASD's ability to conduct supply operations both in garrison and while deployed. The individual instructor is required to properly prepare a lesson plan and use sound communication techniques to ensure the highest quality training is conducted. The instructor must also use the best available instructional method to enhance the technical training.

3. Instructional Methods. An instructional method is the approach used to present instruction or lessons. A delivery system may employ more than one instructional method. The instructor must choose the best instructional method to meet the objectives of the training within the available resources.

a. Lecture. Lectures utilize one or more instructors to present information to a group of students usually in a classroom setting. They are typically used to teach large amounts of information in a relatively short period of time. Lectures are an example of a single-sensory instructional method, appealing only to the student's sense of hearing and provide little feedback from the students. In other words, the instructor cannot be sure if all of the students understand the information until they take the test. He can get some visual feedback (if he sees some students with a lost look on their faces) and some verbal feedback (by asking questions), but other forms of instruction provide more feedback. Lectures take relatively little time to prepare.

b. Demonstration. A demonstration can be extremely effective when used in conjunction with a lecture. A demonstration is a learning experience in which students observe a sequence of events designed to teach a procedure, technique or operation the instructor presents verbally while demonstrating it. Demonstrations tap into the student's sense of hearing and sight. Demonstrations may include presentations of models, films, videos, maps, diagrams or a live demonstration. A demonstration presents an example, one which a student can observe directly in the classroom without having to rely on previous learning or experience.

c. Seminar/Guided Discussion. Seminars/guided discussions are instructor led interactions which involve participation by all class members. Seminars/guided discussions bring students together to discuss, analyze, explore or debate a topic or problem. This method of instruction is typically used to encourage student participation in exchange of ideas, values or attitudes. It is good for tapping into the wealth of experience in classes where the students are seasoned Marines. The amount of information taught is typically far less than in other methods.

d. Practical Application. Practical application involves students applying previously learned knowledge or skills under controlled

conditions with close instructor supervision. Practical application provides students with realistic experience in performing those tasks performed on the job, often with the same equipment or resources used on the job. Practical application can involve all five of the student's senses and therefore, has the highest degree of transfer of learning. Because the instructor can see the students performing each required task, there is a great deal of feedback. It takes a lot of preparation, more resources, more time to perform and more instructor supervision than other types of instruction.

e. Paper Based and Computer Based, Self-paced Instruction. Unlike other instructional methods, self-paced instruction delivers standardized instruction because it does not rely on the delivery by an instructor and every student receives the same materials. Self-paced instruction permits the student to progress through a course of instruction at the student's own rate of learning. Self-paced instruction is used to guide the student through a controlled path of study and specific job tasks with a minimum amount of supervision. Feedback from the students is usually low. If a student has questions, he may have to communicate with the instructor over long distances.

(1) Paper Based, Self-paced Instruction. Paper Based, Self-paced Instruction contains a series of lessons with self-test questions allowing the instructor to monitor the student's progress. It can be used to supplement other instructional methods and material presented, and is effective for correspondence courses.

(2) Computer Based, Self-paced Instruction. Computer Based, Self-paced Instruction presents information via a computer and requires student interaction to proceed through the instruction. The student makes selections by using an input device (e.g., keyboard, touch screen) and the computer program advances according to a predetermined plan based on student responses.

f. Simulators. Simulators duplicate job performance in a controlled environment on a mock-up of the equipment or, in some cases, the actual equipment. Simulators are particularly effective for instruction on psychomotor tasks that are very costly, and tasks which are hazardous to perform, such as clearing a minefield or decontaminating NBC equipment. Simulators often can give detailed feedback to the instructor throughout the entire evolution, such as weapons firing simulators showing the location of the front sight post while the student is aiming and firing. Simulators remove safety hazards and minimize pressures for productivity. Like practical application, simulators involve most of the student's senses.

g. Video-Telecommunications Instruction. Video-telecommunications instruction is a method of instruction using a satellite communications link or a telephone line to simultaneously distribute instruction to students at multiple sites throughout the country or world. This type of instruction is commonly presented via lecture and is effective for disseminating information which must be delivered to many students at the same time in a standardized format. The instructor presents the information from a single site while the satellite link transmits the lecture to monitors at all field sites.



Expeditor Reconciliation Branch" is a job description for someone who must be able to perform many tasks, such as processing correct follow-ups. Sometimes the lines are blurry between what a task is and what steps within a task are. The best way to look at it is to ask if the behavior is ever performed "of and by itself." If so, then it is probably a task. For example, do you ever just "read status" or do you always read status in conjunction with doing something else, such as working a reconciliation aid?

(3) The following are examples of jobs:

(a) Execute the duties of the Expeditor Reconciliation Branch NCOIC.

(b) Execute the duties of an Aviation Supply Specialist.

(4) The following are examples of tasks:

(a) Correctly process follow-ups.

(b) Deliver repairable components.

(c) Process transactions from OFFTR mailbox.

(5) The following are examples of steps:

(a) Read a line of supply status.

(b) Verify retrograde part number matches the part number on the Maintenance Action Form (MAF).

(c) Cross part number to an NSN.

(6) Behavior. Learning objectives specify the behavior that is to take place. It identifies an observable and measurable action which takes place. For example, you cannot see a student understand something, but you can see or hear them identify something. The learning objective specifies what the student must do to show he/she can apply the knowledge gained, accomplish the skills taught or demonstrate the attitudes presented during the period of instruction. It should always have only one action verb and only one object so they do not create confusion. For example: "Process a transaction from the Completed Repair Action mailbox." "Process" is the action verb and "item from the Completed Repair Action mailbox" is the object.

d. Required Teaching Aids. Teaching aids are forms of media which enhance learning by presenting instruction appealing to many senses, while contributing to the smooth flow of information to the students. A visual medium can increase the meaningfulness of the material to the student and stimulate student interest. The media selected are developed to complement the target audience's comprehension level while maintaining relevance to the learning objectives and instruction presented. General Considerations, information presented visually should be developed using standard guidelines, principles or conventions.

(1) Regardless of the type of media, the following considerations apply:

(a) Necessary. Use only the media needed to enhance or support instruction. Too many or unnecessary media can be distracting.

(b) Appropriate. Media must be relevant to the learning objectives and the student target population.

(c) Simple. Each medium or visual aid used should convey only one thought, idea, concept or topic.

(d) Accurate. All media must be accurate in content, grammar, spelling and format.

(e) Portable/Durable. The media should be as easy to use, move, store and maintain.

(f) Attractive/Neat. Professional, neat and appealing media enhance the credibility of the instructor and the instruction.

(g) Colors. Many colors have universal meanings. For example, red means stop and yellow means caution. These conventions should be followed when possible. Contrasting colors should be used to convey distinctions between objects, while similar colors are best to convey similarity between objects. Colors can provide visual interest, but too many colors appearing in one visual aid can create a cluttered appearance. The same colors representing particular objects or titles should be used throughout a lesson plan or a course.

(h) Amount of Information. A visual aid should not be overloaded with too much information. Visual or text screens should contain 8-10 words per line and four lines of text per paragraph with paragraphs separated by at least one blank line. No more than 10 lines of text should appear on the visual aid at one time. Concise bullet statements are generally easier to read and comprehend than wordy paragraphs.

(i) Typeface. A type size and typeface should be used that can easily be read from any part of the instructional area. If a title is to appear on the medium, the type size used for the title should be larger than any other text used on the medium so the title can be distinguished easily. Typeface should be clear, uncluttered, centered and neatly displayed.

(j) Display of the Media. The media should be clearly visible to all students. Display the media only when you are referring to it. Put it away when it is not in use so you do not distract your students.

(2) Different Types of Media. There are many different types of media that can be used to support your period of instruction. The above mentioned guidelines should be adhered to in order for them to be effective. Of these types of media, the only ones you will be permitted (but not required) to use are chalkboards, flip charts and the actual objects; since these are the only things you might

reasonably have access to on the spur of the moment. Some of the most common types of media are:

(a) Chalkboards. Although chalkboards are created and revised as instruction progresses, the instructor should plan the display in advance. The instructor may want to write material on the chalkboard prior to conducting the class. Advance planning will ensure all visual material is presented and all details are included in the visual aid.

(b) Flip Charts. These may be prepared well in advance of the class or written on during the class (if you are writing down input from the students during a guided discussion, for example). These can be used to develop ideas in stages.

(c) Slides. Prior to using slides in a presentation, the instructor should ensure the slides are in the proper sequence and right-side up. The instructor should review the slides to be sure they can be projected clearly and sharply in the classroom environment.

(d) Overhead Transparencies. This is an excellent device for displaying ideas and maintaining eye contact with the students at the same time. Prior to using overhead transparencies in a presentation, the instructor should ensure they are in proper sequence and right-side up. Should the instructor need to mark on the transparencies during instruction, the instructor should briefly practice to ensure the marks are legible and fit within the structured parameters of the transparencies.

(e) Videotapes, Audio-Tapes and Films. These are media which normally do not require any preparation. However, the instructor should review them as a final check to ensure they are operational and appropriate to the period of instruction.

(f) Actual Objects. If it is practical, this is the best way to show something, such as a class on how to process an item from the Suspense in R-Supply.

(g) Models. A model is used in place of an actual object. Remember, it must be simple, visible and appropriate. Always consider the possibility of using an assistant. If the model has moving parts, make sure they work properly.

e. Classroom Information. The classroom information is the actual material you are going to present the class. It should be appropriately detailed to meet the learning objectives. Instructors are highly encouraged to make use of screen snapshots to clearly indicate database transactions. The classroom information should also flow logically from one topic to the next. The manner in which the classroom information is conveyed will greatly determine the effectiveness of the class.

(1) Oral communication skills can influence a student's comprehension and retention of material and how much information students will retain. Oral communication skills include volume, pitch, speed, pauses, clarity and vocabulary. The key to using these skills effectively lies with a natural presentation.

(a) Volume. The volume of the instructor's voice should be sufficient for all listeners to hear without undue strain. If necessary, the instructor may use a public address system during outdoor instruction or when addressing a large audience.

(b) Pitch. The pitch of an instructor's voice should be natural, as in normal conversation. Variations in pitch may be used to produce emphasis or to convey expression. For instance, the instructor may stress important words and subordinate less important words. Do not talk in a monotone pitch.

(c) Speed. The speed of delivery should permit clear enunciation and should not exceed that of a normal conversation. Changes in speed of delivery are useful for creating emphasis and variety. Important topics can be presented more slowly than normal to ensure all students grasp the topic. Faulty applications of speed are:

1 Slow and Ponderous Speaking. This causes the students to become disinterested in the subject matter and shows a lack of rehearsal.

2 Fast Speaking. This is an abrupt, machine-gun type.

3 Choppy and Halting. This is mainly caused from nervousness due to lack of rehearsal.

4 Poor Phrasing. This is breaking up a complete sentence into unnatural phrases.

(d) Pauses. Pauses are useful for gaining the student's attention or for stressing the importance of a particular point. Pauses allow students to ask questions when necessary and stimulate student participation.

(e) Clarity. The instructor should speak with clarity to remove any chance of being misinterpreted.

(f) Vocabulary. The instructor should use vocabulary easily understood by the students and appropriate to the subject matter. The vocabulary should be natural to the instructor and sound natural to the students. If the instructor's vocabulary or choice of words is patronizing, the students will feel the instructor thinks they are not capable of grasping the material. The use of profanity is unprofessional and may alienate a portion of your class.

(2) Supporting Mannerisms. Supporting mannerisms or non-verbal communication skills, consist of any movement or gesture the instructor uses to influence reaction and retention of instruction. Again, much of the effectiveness of these skills lies in a natural presentation.

(a) Appearance. Every Marine today has been programmed to expect good military appearance. The first evaluation an instructor must face with his students is appearance.

(b) Gestures. The biggest problem many instructors have is determining what to do with their hands. The best advice is to

forget them. The whole key is being natural. Remember, nothing is bad unless used to excess. Some of the common distracters the instructor will experience are:

- 1 Limited - Frozen speaker.
- 2 Forced - Robot, jerky.
- 3 Punching - Two fisted.
- 4 One Handed - Wounded Marine.
- 5 Hands Clasped.
- 6 Rubbing - Shows nervousness.

(c) Body Movement. Instructors should avoid standing in one spot for more than a few minutes because this will appear unnatural and distract the students. Do not create a barrier between the instructor and student by being elevated on a platform or by standing behind a podium. Natural movement around the classroom among the students is an important technique for maintaining student interest. Every time the instructor moves to a different area in the classroom, closer contact with a different segment of the classroom is established. Although natural movement is important during presentation, the instructor must understand when movement should be restricted. For instance, when the instructor is trying to direct student attention to a model, a demonstration or a wall chart; unnecessary movement can distract this attention.

(d) Eye Contact. The instructor should keep his eyes moving through the group, focusing on individuals in the class. Eye contact gives the instructor immediate feedback from the students, a perceptive instructor can sense whether or not a student understands a concept. Eye contact also provides individual contact with each student. Ensure you maintain eye contact while using media. As a sign of nervousness, some instructors talk to their media instead of making solid eye contact with the students.

(e) Facial Expressions. Show what you are feeling and thinking on your face and avoid a lack of expression.

(3) Instructor Attitude. An instructor's attitude toward instruction, the school, the course topics and the students can significantly influence student motivation towards learning. A relaxed, confident, natural delivery with close attention to student perception and reaction is most effective for learning. No one thing can make or break an instructor faster than the way they feel about themselves. Some key elements are:

(a) Sincerity. Unless instructors really care about their students and the subject matter, they cannot be completely successful. Any subject will prove more interesting after a bit of outside research is done.

(b) Enthusiasm. Nothing is more valuable to a course of instruction than an enthusiastic instructor. An instructor cannot

pretend true enthusiasm for a subject for long. Enthusiasm breathes life into a subject, makes ideas real, establishes rapport and motivates students.

(c) Rapport. Rapport needs to be established during the outset of the technical training and maintained throughout the class. Rapport is best described as developing an atmosphere of mutual trust and respect. The classic DI method makes students uncomfortable and less likely to participate in the class.

f. Test Questions. The instructor is required to administer and grade a test to assess the transfer of learning. The test will have a minimum of ten questions and the passing grade for the test is 70%. Each question should directly relate to at least one learning objective. Multiple questions can pertain to a single learning objective. The following types of questions can be used:

- (1) True/false.
- (2) Fill in the blank.
- (3) Multiple choice.

Appendix Y

Budget OPTAR Report (BOR) Format Instructions

1. General. The BOR lists the OPTAR Holder's obligations, differences and gross adjusted obligations (obligations plus or minus the differences) for each Fund Code and Type Equipment Code (TEC). The report also contains a recap of all Transmittal Letters (TLs) submitted by the OPTAR holder during the month, the value of the OPTAR grant to date, information concerning the most recent financial listings processed by the OPTAR Holder and contains a space to report other specific financial information requested by the TYCOM. When the BOR is received, the total gross obligations for each Fund Code are compared to the total of funds obligated by the detailed obligations recorded in STARS-FL. Any difference between the obligations recorded in STARS-FL and those reported on the BOR is adjusted in STARS-FL by a Pseudo Obligation to bring the STARS-FL Detailed Obligations into agreement with the BOR, which is currently considered to be the authoritative status of obligations. The Pseudo Obligations are immediately reversed after the monthly reporting cycle closes. The amount of the Pseudo Obligation is listed on the unit's Unfilled Order Listing (UOL) as a BOR Adjustment.

a. The OFC-01 BOR is the Squadron Commander's official financial record of obligations and the execution of flight hours for assigned aircraft. The fuel charges (identified as 7B Fund Code) and flight equipment charges (identified as 7F Fund Code) are summarized on the OFC-01 BOR by T/M/S.

b. The OFC-50 BOR is a monthly summary report of direct maintenance costs for consumables parts (identified as 7L Fund Code) and repairable spares (identified as 9S Fund Code). The OFC-50 BOR provides the monthly and cumulative obligations for the direct support of assigned aircraft by TEC.

c. BORs will be submitted by Naval Message to the appropriate DFAS Activity, TYCOM, MARFORCOM/MARFORPAC and applicable Marine Aircraft Wing (MAW). Additionally, the TYCOM provides detailed guidance via naval message regarding BOR reporting requirements, due dates, changes and additions to the required information to be reported by the OPTAR Holder.

2. BOR Message Format. The below provides a shell for the BOR message format used to identify areas where the information is to be entered by the individual activity. To ensure accurate and timely reporting, the following is a line-by-line explanation of the BOR Message (see Figure Y-1):

a. From Line. Your activity's Plain Language Address (PLA).

b. To Line. The PLA for COMNAVAIRFOR San Diego, CA or the applicable TYCOM.

c. Info Line. CG MARFORPAC/MARFORCOM and applicable Air TYCOMs and functional MAWs.

d. Classification Line. Identifies the appropriate security classification.

e. Subject Line. This line identifies to the program the incoming data is for BOR input. Any deviation from this line will result in an error and a computer rejection of the message.

FM MALS FIFTY SIX//AVNSUPO/SA//  
TO COMNAVAIRFOR SAN DIEGO CA//N01FE//  
INFO COMNAVAIRFOR NORFOLK VA//N413/FILE//  
COMLANFLT NORFOLK VA//N02F1//  
COMMARFORCOM//COMPT//  
CG II MEF//COMPT//  
CG SECOND MAW//COMPT//  
MAG FIFTY SIX//FISO//  
MALS FIFTY SIX//AVNSUPO/SA//  
VMAQ THIRTEEN//CO/S3//  
BT  
UNCLAS//N07300//  
MSGID/GENADMIN/MALS FIFTY SIX//  
SUBJ/FY08 FLTOPS BUDGET OPTAR REPORT//  
RMKS/1. DEC/V62741/60AA/00060/FY08/OFC01/RCC (IF APPLICABLE)

Figure Y-1.--Sample BOR Addressal.

f. Remarks Line. The following states the information required to construct this line.

(1) Each time the system encounters the word Paragraph, a new BOR Record is created. Both Air TYCOMs currently restrict the number of BORs to one per naval message.

(2) All BORs have a total of six data fields, except BORs prepared for Reimbursable Funds which have seven. The seventh field requires a Reimbursable Control Code (RCC). Entry into all data fields is mandatory and must be separated by a slash (/). The following statements explain how to enter the proper data for accurate activity identification:

(a) MMM: Enter the first three letters of the month (i.e., "JUL" for the month of July).

(b) UIC: The use of the service designator R or V is optional. The next five characters for the UIC are numeric and are mandatory; R57082 or 57082 is acceptable.

(c) Appropriation Subhead: This is composed of four characters. The first two are numeric followed by two alphabetic characters (i.e. 70AE, 60AE).

(d) Operating Budget Holder UIC: Five numeric characters for Operating Budget Holder (i.e. 57025, 57012).

(e) Fiscal Year: Four alpha-numeric characters (i.e., FY97, FY00).

(f) OPTAR Functional Category: A five character field requiring the first three to be alphabetic followed by two numeric characters. This field will designate the type funds reported by the BOR.

(g) Reimbursable Control Code: Assigned by the Fleet or TYCOM to each reimbursable order to identify the customer and work order number for subsequent billing. Consists of two alpha-numeric characters and will be structured as follows (unless otherwise directed by the TYCOM). The first position will be an alpha (A through F) or numeric (1 through 9) character.

The second position will be a numeric (1 through 9) or alpha character (A through Z). The alpha characters I and O should not be used.

NOTE: A separate BOR will be prepared for each reimbursable OPTAR maintained.

g. BOR Body. The automated system is key-sensitive. The number 0 and letter O are not interchangeable. Dollar amounts will be displayed with two decimal spaces and no dollar sign (i.e. 1000.00), the use of commas is optional. The system drops non-dollar quantity amounts reported after the decimal; therefore, all activities should round off non-dollar quantity amounts (i.e., flight hours, gallons) to the nearest whole number prior to submission. When reporting credit or negative amounts, a negative sign (-) should be placed at the beginning of the number being credited vice CR or parentheses. A credited dollar figure should be typed as -1,000.00 or -1000.00. Summation values from the columns will be computed by the program and compared to the total line provided by the activity on the BOR.

(1) The main BOR body is composed of a varying number of lines, depending on the financial data being reported. Columns are used to summarize existing data for the reporting month and are characterized by numbers enclosed by parentheses. For data concerning OFC 01 Funds, activities will report using columns (21) through (28) (See Figure Y-2). Data for OFC 50 Funds will be reported using columns (21) through (25) (See Figure Y-3). Report all other OFCs using columns (21) through (24). Messages without parentheses for the appropriate columns will be rejected by the system causing a delay in reporting. If there is no information to be reported by the activity, the column should be left blank. Fund Code Lines reflecting no change to the current month should reflect the previous month's data. Empty lines will result in the data being read into the incorrect fields and cause system error messages.

(2) Each line and column of the BOR body is important for accurate reporting of Budget OPTARs. A description of each line and column follows:

(a) Column (21). A two character field for the Fund Codes applicable to the funds being reported (i.e. 7B, 7F, 9S, 2F, 9E, 8X, 7L).

(b) Column (22). A numeric field used to display the cumulative net totals with two decimal spaces. This dollar amount is taken from the ASKITWEB or R-Supply NC2157 report generated for the squadron being reported on.

(c) Column (23). The SFOEDL Field is for the cumulative net total taken from the difference section of the Requisition/OPTAR Log (i.e., ASKITWEB or R-Supply). The difference section contains only amounts taken from the SFOEDLs received from COMNAVAIRFOR. This dollar amount must be displayed with two decimal spaces.

(d) Column (24). This column is the row total for dollars in column (22) (FYTD gross obligated amount), column (23) (SFOEDL difference) by Fund Code and for OFC 01/09/10/50 by TEC.

(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)
7B	3,774,613.20	0.00	3,774,613.20	AYLF	17	272.3	1,139.9
7F	16,185.53	0.00	16,185.53	AYLF	0	0.0	0.0
TTL	3,790,798.73	0.00	3,790,798.73			272.3	1,139.9

Figure Y-2.--Sample OFC-01 BOR Body Contd.

29. FUND CODE RECAP  
7B 3,774,613.20

7F 16,185.53

30. LEDGER SUMMARY

TL 13/2	TL 14/2	TL 15/2	TL 16/2
0.00	0.00	3,536.81	0.00
7B VALUE	MONTH TOTAL		
887,899.94	891,436.75		

31. FYTD OPTARS:                   7B DOLLARS                   7F DOLLARS                   FLT HOURS

GRANT	3,916,553.00	27,500.00	3,129.20
BALANCE	141,939.80	11,314.47	1,989.30

32. DEC 2011

33. DEC 2011

34. TEC    FUEL TYPE                   MO GLNS                   FYTD GLNS

AYLF	COMMFAS	0	23,535
AYLF	INTO	5,424	106,623
AYLF	INTO-A	2,843	2,843
AYLF	JP-5	-96,558	55,743
AYLF	JP-5A	232,918	232,918
AYLF	JP-8	0	432,404
AYLF	JP-8A	88,998	88,998
AYLF	TOTAL	233,625	943,064

35. N/A

36. N/A

37. SSGT IM, MARINE (XXX)XXX-XXXX, IM.MARINE@USMC.MIL  
MALS-XX SUPPLY ACCOUNTING DIVISION (XXX)XXX-XXXX (ASKIT8.0)

38. REMARKS:

EMBARK DATA:	START MONTH	END MONTH	DEPLOYMENT CODE	
	UNKOWN	UNKNOWN	UNKNOWN	
	MONTHLY	FYTD		
CONUS HOURS:	272.3	1139.9		
UNKNOWN HOURS:	0.0	0.0		
TOTAL:	272.3	1139.9		
	GRANT	OBLIG	HOURS	
7B SQDN	AYLF	3,916,553.00	3,774,613.20	1,139.9
	TOTAL	3,916,553.00	3,774,613.20	1,139.9
TOTAL		3,916,553.00	3,774,613.20	1,139.9
7F SQDN	AYLF	27,500.00	16,185.53	0.0
	TOTAL	27,500.00	16,185.53	0.0
TOTAL		27,500.00	16,185.53	0.0
	MONTHLY	FYTD		
	GALLONS	GALLONS		
SQDN	AYLF	COMMFAS	0	23535
		INTO	5424	106623
		INTO-A	2843	2843
		JP-5	-96558	55743
		JP-5A	232918	232918
		JP-8	0	432404
		JP-8A	88998	88998
		TOTAL	233625	943064
TOTAL			233625	943064
TOTAL GALLONS			233625	943064

Figure Y-2.--Sample OFC-01 BOR Body Contd.

39A. CONSUMPTION RATES:

	TEC	BUD GPH	MO GPH	MO VAR	FYTD GPH	FYTD VAR
SQDN	AYLF	840.0	858.0	2%	827.3	-2%

39B. FYTD CPG RECONCILIATION:

	TEC	CALCULATED	DELTA	COMM
SQDN	AYLF	3,774,613.20	0.00	N/A

39C. COST PER HOUR:

	TEC	MONTH	FYTD
SQDN	AYLF	3,260.74	3,311.35

40. REIMBURSABLE/SPECIAL INTEREST HOURS:

A. REIMBURSABLE  
NONE

B. SPECIAL INTEREST

NAME	TEC	MONTH	FYTD
T & R	AYLF	272.3	1,139.9//

BT

Figure Y-2.--Sample OFC-01 BOR Body Contd.

(e) Column (25). The TEC is an alphabetic field to report aircraft types by OFC 01 and OFC 50 reporting activities only. The TECs are verified by the OIC/SNCOIC for accuracy. Once a TEC is reported on a BOR, it must continue to be reported throughout the fiscal year, regardless of its status.

(f) Column (26). A numeric field used to display the number of aircraft assigned and in readiness reportable status A and B, as of 2400 hours on the last day of the month being reported on. This field is to be used by activities reporting OFC 01 Funds only.

(g) Column (27). The Monthly Flight Hour's Field is a numeric field reporting the actual flight hours flown for the month. This field is to be used by activities reporting OFC 01 Funds only.

(h) Column (28). The FYTD Flight Hours is a numeric field for the actual cumulative flight hours flown to date. Activities reporting OFC 01 Funds will report the actual cumulative flight hours flown to date related to each aircraft TEC in this column. Corrections/adjustments to the prior month's flight hours should be reflected in the column (27) cumulative total, with remarks in column 38 labeled Rollover Hours by month and TEC.

(i) Total line for columns (22) through (27), except column (25). This row displays the totals of all dollars, monthly flight hours and FYTD flight hours reported. The OIC/SNCOIC will screen the BOR totals for accuracy and process only those BORs that are error free. BORs flagged for errors are not to be released until the errors are corrected. All BORs not validated will generate a computer error message requiring manual corrections by CNAF.

A. OBLIGATION DATA:

	(21)	(22)	(23)	(24)	(25)
7L		17,396.39	0.00	17,396.39	AXXA
7L		6,906,623.62	48,491.26	6,955,114.88	AYLF
7L		63,026.76	2,737.31	65,764.07	DAAA

7L 423,236.12 9,390.09 432,626.21 GAAA

Figure Y-2.--Sample OFC-01 BOR Body Contd.

7L 79,075.24 950.79 80,026.03 SAAA  
 7L 1,390,898.04 8,504.98 1,399,403.02 YAAA  
 7L 5,882.77 24.24 5,907.01 ZAAA  
 9S 144,420.00 0.00 144,420.00 AHAZ  
 9S 19,751,082.00 -67,090.58 19,683,991.42 AYLF  
 9S 29,382.00 0.00 29,382.00 DAAA  
 9S 201,663.00 20,255.00 221,918.00 GAAA  
 9S 21,889.00 0.00 21,889.00 SAAA  
 9S 74,570.00 198,369.00 272,939.00 YAAA  
 TOTAL 29,109,144.94 221,632.09 29,330,777.03

26. TL/013 TL/014 TL/015 TL/016  
 1,141,850.96 1,823,012.12 1,568,924.95 1,340,283.82  
 TOTAL  
 5,874,071.85

28. FUND CODE RECAP:

COL 22 COL 23 COL 24  
 7L 8,886,138.94 70,098.67 8,956,237.61  
 9S 20,223,006.00 151,533.42 20,374,539.42  
 TOTAL 29,109,144.94 221,632.09 29,330,777.03

29. OPTAR GRANT FYTD:

7L USMC TACAIR 10,500,000.00  
 9S USMC TACAIR 22,174,040.00  
 TOTAL 32,674,040.00

30. LAST SFOEDL RECEIVED: DEC 2011

31. LAST SFOEDL PROCESSED: DEC 2011

32. LAST UOL RECEIVED: DEC 2011

33. REIMBURSABLE COSTS:

A. USMC LANT

A. B. C.  
 7L 16,366.51 0.00 16,366.51 AYLF FB9 VMA-231  
 7L 141,362.80 0.00 141,362.80 AYLF FCG VMM-263  
 9S 1,474,725.00 0.00 1,474,725.00 AYLF FCG VMM-263  
 9S 1,312,473.00 0.00 1,312,473.00 AYLF FFF VMA-223

B. NAVAIR VMU

A. B. C.  
 7L 11,675.98 0.00 11,675.98 AXXA GEF VMU-1  
 7L 5,720.41 0.00 5,720.41 AXXA GEG VMU-3

REIMBURSABLE TOTAL:

A. B. C.  
 157,729.31 0.00 157,729.31 7L TTL A. USMC LANT  
 17,396.39 0.00 17,396.39 7L TTL B. NAVAIR VMU  
 175,125.70 0.00 175,125.70 TOTAL  
 2,787,198.00 0.00 2,787,198.00 9S TTL A. USMC LANT  
 2,787,198.00 0.00 2,787,198.00 TOTAL  
 2,962,323.70 0.00 2,962,323.70 TOTAL

35. AUDITABLE PERSON: 2NDLT MARTINEZ, RICHARD SAD OIC 269-2412

36. POC: SSGT WOODY, TAMARA, D SAD DSN: 269-2412

37. ALL PARAGRAPH (1) OBL DISTRIBUTED BY FUND SOURCE:

A. USMC TACAIR

A. B. C.  
 7L 6,748,894.31 48,491.26 6,797,385.57 AYLF  
 7L 63,026.76 2,737.31 65,764.07 DAAA  
 7L 423,236.12 9,390.09 432,626.21 GAAA  
 7L 79,075.24 950.79 80,026.03 SAAA  
 7L 1,390,898.04 8,504.98 1,399,403.02 YAAA

7L	5,882.77	24.24	5,907.01	ZAAA
TOTAL	8,711,013.24	70,098.67	8,781,111.91	

Figure Y-2.--Sample OFC-01 BOR Body contd.

9S	16,963,884.00	-67,090.58	16,896,793.42	AYLF
9S	29,382.00	0.00	29,382.00	DAAA
9S	201,663.00	20,255.00	221,918.00	GAAA
9S	21,889.00	0.00	21,889.00	SAAA
9S	74,570.00	198,369.00	272,939.00	YAAA
TOTAL	17,291,388.00	151,533.42	17,442,921.42	

38. REMARKS://  
BT

Figure Y-3.--Sample OFC-50 BOR Body.

(j) Line 29 of the OFC 01 and line 28 of the OFC 50 BORs. The Fund Code Recap line summarizes the total dollar amounts reported for each individual Fund Code in column (24) on the OFC 01 BOR and reports column (22), column (23) and column (24) recap on the OFC 50 BOR. The Fund Code recap is required on all BORs reporting OFC 01, OFC 09, OFC 10 and OFC 50 Funds. The total of the Fund Code dollars in this field must equal the total lines for column (24).

(k) Line 30 of the OFC 01 BOR and OFC 21 BOR. The title line for TL lists the applicable number for each TL submitted during month, with the last entry on this line being the word Month Total. Directly under the TL number(s), insert the dollar value applicable to the TL. The total dollar amount transmitted during the current month must be inserted under the word Total. Add the TL amounts for the month together with the total 7B dollar amount and enter the total (TL + TL + TL 7B = TOTAL). The 7B dollar amount is determined by multiplying JP4, JP5 or JP8 and commercial fuel monthly gallons by individual cost per gallon. COMNAVAIRFOR publishes yearly a naval message governing the preparation and submission of TLs. submission are firm.

(l) Line 31 of the OFC 01, OFC 09, OFC 10, OFC 21 and OFC 23; and Line 29 of the OFC-50 BOR. This line is composed of the FYTD/OPTAR grant information. OPTAR grants are issued to all OFC by individual Fund Codes. Cite the Fund Codes with the corresponding grant amount and a total line summarizing all the funds reported. OFC 50 grant amounts are issued by Fund Code and should be reported under the same. OFC 01 BOR includes flight hour allocation in line 31, this is the squadron's Sortie Based Training Plan (SBTP) projected before the new fiscal year begins via Marine Sierra Hotel Aviation Readiness Program (M-SHARP). Fiscal year flight hour allocation grants will be entered and maintained in ASKITWEB.

(m) Line 32 (Line 30 for OFC 50). Enter the month and year shown on the last SFOEDL received from COMNAVAIRFOR.

(n) Line 33 (Line 31 for OFC 50). Enter the month and year shown on the last SFOEDL processed and posted to ASKITWEB.

(o) Line 34. The fuel consumption line is only applicable to OFC 01 BORs. This line consists of four columns. All reported data will correspond with the applicable TECs. The first column will be labeled TEC and will list the individual TEC for each aircraft. The second column will be labeled A and will contain the type of fuel reported (i.e. JP4, JP5, JP8, Commercial, Free and INTO). The third column will be labeled B and will contain the gallons consumed for the month for each TEC. The fourth and last

column will be labeled C and contains the FYTD gallons for each TEC. Lines displaying zeros will be omitted by the system when the BOR is received by CNAF.

(p) Line 35 (Line 32 for OFC 50). Enter the month and year shown on the last UOL processed and returned to COMNAVAIRFOR.

(q) Line 36 (OFC 01 only). This line is to list challenges from the SFOEDL found by the activity. The challenges should include the requisition number, bill, and source of supply, bill voucher number, the amount of the bill, the challenge code, SFOEDL date and TL number. If there are no challenges, omit this line (not currently used).

(r) Line 37 (36 for OFC 50). This line provides the point of contact (POC) of the reporting activity. Provide the name, grade, title of the POC, Defense Switched Network (DSN)/Commercial telephone number and indicate if the activity is in a deployed status. The POC will be the individual assigned financial responsibility or a designated representative.

(s) Line 38. This paragraph should be used for any narrative remarks to communicate concerns, explanations or other report related comments from the activity. The remarks are mandatory on the OFC 01 Line 39A is off 10% (plus or minus).

(t) Line 39. Activities holding OFC 01 Funds and reporting consumption cost data will use this block. This block will be broken down into three subsections.

1 39A. Consumption Rates

a BUD GPH = Budgeted Gallons Per Hour. This is the target that execution will be compared against. It is based on the fleet average for squadrons operating the same T/M/S within a specific community. This rate is subject to change at the TYCOM's discretion should the need arise.

b MO GPH = Monthly Gallons Per Hour. This is the monthly consumption rate executed and reported by the squadron for the period. Its value is derived from the monthly gallons reported in block 34 divided by the monthly hours reported in block 27.

c MO VAR = Monthly Variance. This is the variance of the monthly consumption rate from the budgeted consumption rate. Its value is derived from MO GPH divided by BUD GPH minus one, displayed as a whole percentage. Example from below:  $(128.0 / 133.7) - 1 = -4\%$ .

d FYTD GPH = Fiscal Year to Date Gallons Per Hour. This is the cumulative consumption rate executed and reported by the squadron for the period. Its value is derived from the FYTD gallons reported in Block 34 divided by the FYTD hours reported in block 28.

e FYTD VAR = Fiscal Year To Date Variance. This is the variance of the cumulative consumption rate from the budgeted consumption rate. Its value is derived from FYTD GPH divided by BUD GPH minus one, displayed as a whole percentage. Example:  $(138.1 / 133.7) - 1 = 3\%$ .

2 FYTD CPG Reconciliation

a CALCULATED = FYTD should cost based by the gallons reported by fuel type. Its value is derived from the sum of each fuel type's FYTD quantity multiplied by the CPG for that fuel type, excluding COMM fuel.

b Delta = The difference between column 22 and the calculated cost. When COMM is reported, this field is no longer relevant and N/A will be displayed.

c COMM = Cost Per COMM Gallon Reported. This will only be displayed when COMM gallons are reported and delta equals N/A. Its value is derived from the 7B dollars in column 22 minus the calculated dollars in block 39B divided by the FYTD COMM gallons reported in block 34.

### 3 Cost Per Hour (CPH)

a Monthly obligations divided by monthly flight hours and FYTD obligations divided by FYTD flight hours. The CPH execution rates will continue to be reported for informational purposes.

(u) Line 40 (Line 33 for OFC 50). Special/reimbursable programs should be cited by the OFC 01 and OFC 50 OPTAR Holder on this line. The first column lists the purpose of the flight operation for OFC 01 and aviation maintenance for OFC 50. Strike, FMS, Staff, Drug and MEU are examples of purpose titles for OFC 01 Funds. Aircraft TEC is the title of the next column, both funds label the columns the same. Columns A and B contain different values depending on which fund is reporting the data. OFC 01 reports current month hours under column A and FYTD hours under column B. OFC 50 reports the FYTD dollar amount for 7L Fund Code in column A and column B contains the 9S FYTD dollar amount. For activities providing an OFC 21 BOR, this line is used to report transportation costs, number of trips, per diem/miscellaneous costs and per diem/miscellaneous days. Under the heading Transportation Costs, the first column lists the applicable Fund Codes. The second, third and fourth columns will show associated costs under column labels O, E and C to separate costs incurred by officers, enlisted and civilian personnel. Each column will be totaled. Data for number of trips, per diem/miscellaneous costs and per diem/miscellaneous days will be reported using the same format and column labels under the appropriate heading.

### 3. Budget OPTAR Report Audit Procedures.

a. OFC-01. The following audit will be conducted by FHPB-01 personnel whenever an OFC-01 BOR is prepared and before transmission to the TYCOM. If the answer to any of the questions is No, FHPB-01 will notify the SAD OIC/SNCOIC and make the necessary corrections.

- (1) Is the PLAD correct?
- (2) Does the Subject line reflect the correct month, UIC, Appropriation and Fiscal Year?
- (3) Do all columns have parentheses around them?
- (4) Does column 21 reflect the correct Fund Codes (7B, 7F, etc.)?
- (5) Is the math correct (Col (22)+(23)=(24))?
- (6) Is there continuity between the prior month's BOR column (22) and current month's column (22) (prior (22) + Total TLs = current column 22)?.

(7) Does the column 23 difference for each Fund Code match the FYTD difference on the SFOEDL received from DFES?

(8) Are columns (22), (23) and (24) totals correct?

(9) Does column (25) have the correct TECs?

(10) Does column (26) show the correct number of aircraft assigned to the squadron?

(11) Do the monthly hours in column (27) match the MSHARP, MAG S-3 and Squadron S-3 Report?

(12) Do the flight hours have continuity? Do last month's FYTD hours column (28) + this month's hours column (27) + late hours equal this month's FYTD hours column (28)?

(13) Does the Fund Code summary from column (22) add up?

(14) Is TL number(s) correct and in sequential order from previous month's BOR?

(15) Are the 7B and 7F grants correct?

(16) Does the 7B grant exceed total 7B obligations?

(17) Does the 7F grant exceed total 7F obligations?

(18) Is the previous month's SFOEDL/UOL correctly identified as posted and processed.

(19) Is the POC listed in block 36? Is there continuity within the fuel consumption? For each TEC and fuel type, does previous month's FYTD fuel consumption column (C) plus the current months fuel consumption column (B) equal the current months FYTD fuel consumption column (C)? If not remarks are required.

(20) Does the CPH meet TYCOM goals? If not remarks required.

(21) Does the combined total of all squadron's grants for 7B and 7F match what was authorized by the appropriate MAW Comptroller and cited in the Allocation File (FYTD)?

(22) Is the 7F grant total less than 2% of the 7L grant total?

b. OFC-50. The following audit will be conducted by AOMB-50 personnel whenever an OFC-50 BOR is prepared and before transmission to the TYCOM. If the answer to any of the questions is No, AOMB-50 will notify the SAD OIC/SNCOIC and make the necessary corrections.

(1) Do the columns add up correctly?

(2) Is there continuity with the obligations of the previous months BOR (previous months (22) + current months total TL amount = Current months column 22)?

(3) Does the column 23 difference match the FYTD difference on the last SFOEDL posted to WebSALTS?

(4) Ensure all TEC are valid.

(5) Is the TL number correct and in sequential order from the previous month's BOR?

(6) Is the TL total correct?

(7) Are the grants correct and do they exceed the total obligations by Fund Code?

(8) Are all non-supported unit's charges broken out in column 33?

(a) Is there a TEC in column 37 not normally supported by the MALS?

(b) Is there an abnormally large increase in obligations for a specific TEC?

1 If the increase is valid, are the documents responsible for the increase listed in the column 38?

2 If the increase is invalid, are the documents responsible for the increase listed in column 38 and explained (i.e. wrong ORG code used when ordered)?

4. Due Dates. The BOR is provided to COMNAVAIRFOR, with an information copy to the applicable MARFORs and the operational MAW Comptroller as directed. The BOR is due to COMNAVAIRFOR on the date prescribed in the Fiscal Year Guidance Message for day of the month following the reported month. Activities should release/transmit the BOR message with sufficient time to ensure it is received on or before the established due date.

5. Report Frequency

a. OPTAR Holders are accountable for all funds granted for a 36 month period for MARFORCOM and 24 months for MARFORPAC. The BOR is submitted monthly for the current fiscal year and for the first six months following the close of the fiscal year; thereafter, BORs are to be submitted for the remaining 18 months of the accounting cycle only when there has been a change to the Gross Adjusted Obligation (block 24 of the BOR). A separate report is generated for each fiscal year (i.e., current, first prior and second prior).

b. Appropriation data is established and authorized during the current fiscal year. The first and second prior years are reported to maintain accountability of the funds. For example, if current fiscal year OPTAR is 2011, the first and second prior years are 2010 and 2009, respectively.

Appendix Z

Quality Deficiency Reporting Procedures

A. General

1. Engineering Investigations (EI). The purpose for an Engineering Investigation (EI) is to provide an investigation process to determine cause and depth of fleet-reported material failures. EIs also support investigations of material associated with aircraft mishaps, lightning strikes, electromagnetic interference and stray voltage problems.

a. Identifying an Engineering Investigation (EI). Reference (ac) identifies the criteria for submission of an EI. Additionally, one or more of the following conditions must occur:

(1) Safety is involved. This includes EI requests prepared in conjunction with aircraft mishaps and Hazardous Material Reports (HMR) when unsafe conditions exist.

(2) Additional technical or engineering information is required to complete an aircraft mishap investigation.

(3) Aircraft readiness is seriously impaired due to poor material reliability (including SE).

(4) A component is rejected through Navy Oil Analysis Program (NOAP) after all authorized repairs are attempted.

(5) Environmental issues force material or process changes conflicting with existing publications or TDs.

(6) Directed by higher authority.

NOTE: Component failures that are identified during initial test or initial flight does not warrant an EI. The unit will submit a Product Quality Deficiency Report (PQDR).

2. Product Quality Deficiency Report (PQDR). The purpose for a PQDR is to report deficiencies in new or newly reworked material which may indicate non-conformance with contractual or specification requirements or substandard workmanship.

a. Identifying a PQDR. Reference (ac) identifies the criteria for submission of a PQDR. Additionally, one or more of the following conditions must occur:

(1) PQDRs are targeted toward reporting possible deficiencies in QA during the manufacturing or rework process.

(2) Failures occurring at zero operating time, during initial installation, operation, test, check, turn-up, or first flight.

(3) Discrepancies discovered after initial use do not qualify for PQDR reporting and shall be reported as EIs or HMR (as appropriate).

b. The goal is to improve the quality of work done by Fleet Readiness Centers (FRC), contractors, and subcontractors. References (aw) and (ax)

provide overall Navy PQDR policy. The two different types of categories for PQDRs are:

(1) Category I PQDRs are used for all quality deficiencies which may cause death, injury, or severe occupational illness; would cause loss of or major damage to a weapons system; critically restricts the combat readiness capabilities of the using organization; or would result in a production line stoppage.

(2) Category II PQDRs are used for quality deficiencies assessed to have significant and widespread material or human resource impact but do not affect safety of personnel or impair combat efficiency.

3. Supply Discrepancy Report (SDR). The SDR applies to the identification, reporting and resolution of discrepant shipments of material occurring in the Department of Defense (DOD) Logistics System when the shipping (item) and packaging discrepancies are attributable to a shipper (issuer) error.

Shipments of new production material and reworked material are included in this system. Also included are discrepancies on material received from contractors, other supply officer (OSO, Navy to Navy) transfers, material turned into stores (MTIS) and to Defense Redistribution and Marketing Service (DRMO) and discrepancies involving shipments to or from Security Assistance, Grant Aid, and Military Assistance Program customers.

All elements of the U.S. Navy receiving or shipping (issuing) material through the U.S. Navy Supply System, the DOD, or General Services Administration (GSA) Supply Systems shall process SDRs as prescribed in reference (z).

a. Discrepancies that are reportable as SDRs occur before the material is placed into the Transportation System. Discrepancies that occur while the shipment is in-transit (i.e., are the fault of the carrier) are reportable on a Transportation Discrepancy Report (TDR), SF 361, in accordance with reference (aa).

b. Shipping (Item) discrepancies are variations in the quantity or condition of goods from that shown on the shipping document (i.e., DD/GSA Form 1348-1, purchase order, contract, DD-250) due to:

- (1) Receipt of material for canceled requisitions.
- (2) Condition misrepresented.
- (3) Documentation errors.
- (4) Duplicate shipment.
- (5) Expired shelf life.
- (6) Incorrect item.
- (7) Misdirected shipment.
- (8) Missing part.
- (9) Overage/Shortage.

- (1) Technical data missing or erroneous.
- (2) Total non-receipt of material.
- (3) U.S. Postal Service shipment not received or damaged.
- (4) Unauthorized customer returns.
- (5) No advance record of shipment.
- (6) Lumber discrepancies.
- (7) Repetitive shipping discrepancies.
- (8) Other discrepancies not described unless specifically excluded by this publication.

c. Packaging discrepancies are those deficiencies in packaging that cause material to be vulnerable to loss, damage or delay, due to:

- (1) Improper packaging.
- (2) Improper customer returned material.
- (3) Improper packing.
- (4) Improper preservation.
- (5) Improper marking.
- (6) Improper unitization.
- (7) Mission or life endangering.
- (8) Hazardous material.
- (9) Excessive packaging.
- (9) Personal property packaging discrepancies.
- (10) Discrepancies causing delay or additional cost.
- (11) Latent packaging discrepancies.
- (12) Repetitive packaging discrepancies.

d. Discrepancies excluded from SDR reporting:

(1) Shipping discrepancies found while material is in storage with the exception of short shipment and wrong item discrepancies discovered upon opening a sealed vendor's pack (exception applicable to U.S. Government only).

(2) Discrepancies involving local base or station deliveries to or return from internal or satellite activities. However, this exclusion is not applicable to on-site Defense Distribution Depot shipments or Fleet and Industrial Supply Center (FISC)/FISC partner activity shipments.

(3) Discrepancies involving shipments on requisitions or purchase orders from personnel services activities that cite non appropriated funds.

(4) Transportation discrepancies to the extent covered by DOD 4500.9-R, Defense Transportation Regulation, Part II, Cargo Movement, except as specifically permitted under Security Assistance procedures.

(5) Product quality deficiencies to the extent covered by references (ax) and (ay), except as specifically permitted under Security Assistance procedures.

(6) Shipping discrepancies involving personal property shipments with the exception of packaging discrepancies.

B. Processing an Engineering Investigation (EI) and Product Quality Deficiency Report (PQDR).

1. The following steps identify the processing procedures for an EI or PQDR:

a. Step 1 - Component will be identified as an EI or PQDR by the maintenance activity.

b. Step 2 - Squadron will order material.

c. Step 3 - Maintenance Control will process the required paperwork (MAF), Quality Assurance (QA) will enter the report into the Joint Deficiency Reporting System (JDRS) website <http://www.jdrs.mil> (Figure Z-1).



Figure Z-1.--Joint Deficiency Reporting System (JDRS) Website.

d. Step 4 - Material and paperwork will be clearly marked in three inch red letters EI or PQDR.

e. Step 5 - RDB will deliver RFI material to the squadron and ensure all the paperwork is correct.

f. Step 6 - NRFI component (EI or PQDR exhibit) will be inducted into Production Control (PC).

g. Step 7 - PC will annotate the Report Control Number in the MAF Discrepancy block and BCM 8 (Administrative) the induction MAF indicating EI or PQDR. NOTE: Consumables will be processed in the same manner as a DLR.

h. Step 8 - Once the material is returned to RMD for processing, RCB personnel need to ensure all of the appropriate paperwork is attached to the EI/PQDR exhibit.

(1) Once all accompanying paperwork has been verified, RCB will process the DIFM return through the Completed Repair Action Mailbox.

(a) RCB personnel will select the Material Control Number (MCN) for the EI/PQDR exhibit. At the DIFM return screen, verify the EI box is checked (If the Box is not checked reject MAF back to PC) and press the save button. This will move the DIFM quantity to suspense, and an EI management code will be assigned to the record. The RCB clerk needs to make copies of all paperwork and create a folder in the "Pending" section of the EI/PQDR file.

(b) RCB personnel will then place the EI/PQDR exhibit in the EI or PQDR storage location awaiting disposition.

i. Step 9 - Once shipping disposition is received from the JDRS website via email notification, the EI or PQDR exhibit will be pulled from the storage location and shipped to the appropriate destination utilizing the premium shipping tool on the JDRS web site. All shipments will be documented on the JDRS web site, regardless of the method of shipment. RCB will first return the suspense quantity by indicating the UIC the material is going to be shipped to. Next, RCB personnel will process the shipment information via the JDRS website. Once the EI or PQDR exhibit has been shipped through FEDEX, the shipping data needs to be entered into the Electronic Retrograde Management System (eRMS) to close the carcass tracking at the Inventory Control Point (ICP). This is accomplished by entering the information in the EI or QDR module of eRMS.

j. Step 10 - RCB personnel should check all outstanding EIs/PQDRs at least weekly to ensure no updates have been missed. If no disposition is received within the first twenty days of submission, send a Technical Dialog via the JDRS web site requesting the ISSC or Quality Team provide disposition instructions. If no disposition instructions are received and the requisition is about to incur an actual carcass bill, ship the carcass through normal channels. Submit a Technical Dialog to inform investigation team of the action taken.

C. Processing a Supply Discrepancy Report (SDR)

1. Control Branches will process the required paperwork for Supply Discrepancy Reporting into the Product Data Reporting and Evaluation Program (PDREP) website <https://www.pdrep.csd.disa.mil/> (Figure Z-2).

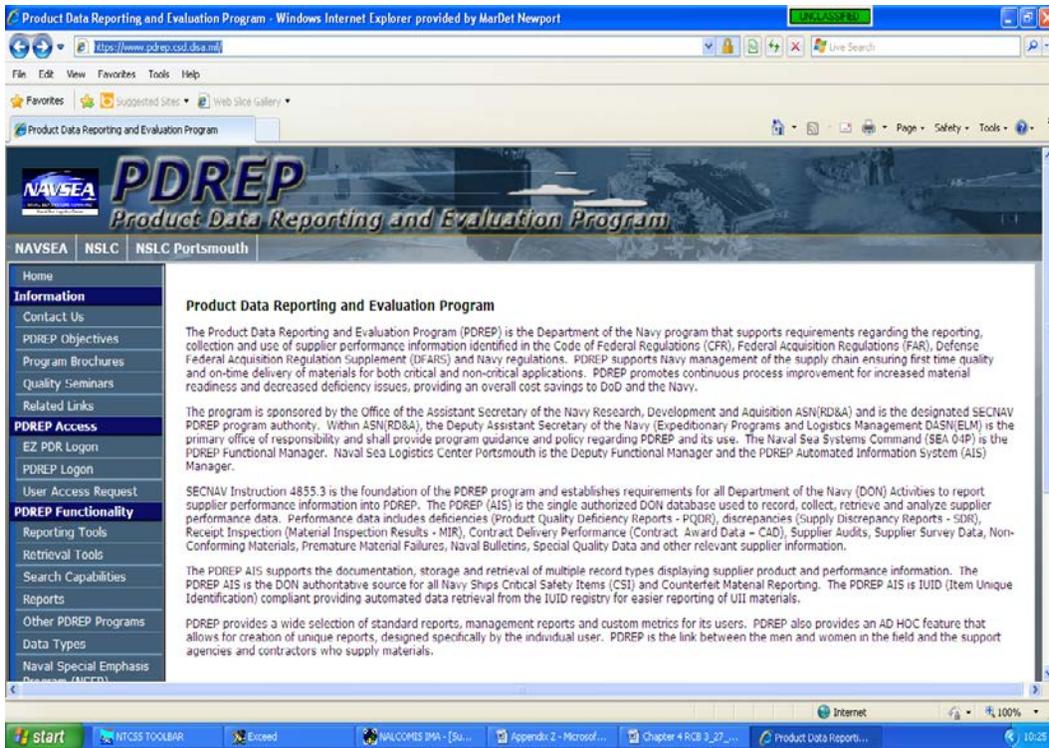


Figure Z-2--Product Data Reporting and Evaluation Program (PDREP) Website.

2. Use Figure Z-3 arrow 1 to access the PDREP user manual and arrow 2 to enter the Supply Discrepancy Report Module.

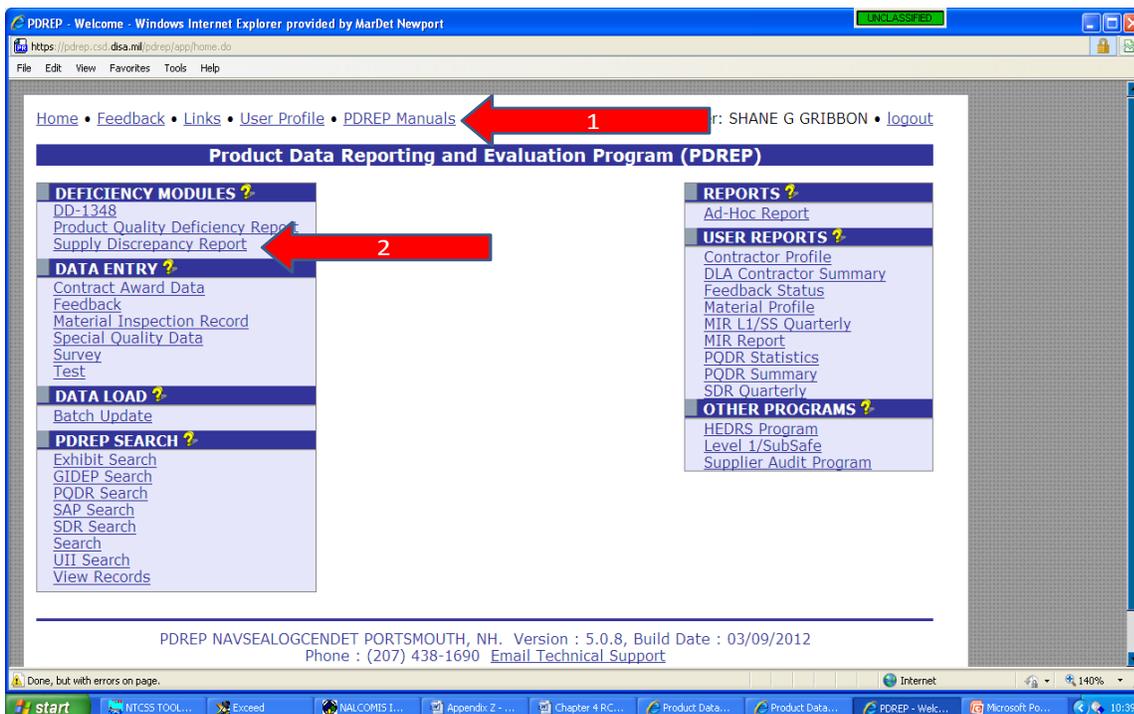


Figure Z-3--Product Data Reporting and Evaluation Program (PDREP) Website.

3. Identifying an SDR. Receiving personnel are required to screen all incoming material received from off station sources. During this screening process, all discrepancies need to be identified and forwarded to the division's control branch for research and processing. Control branch personnel will determine if a SDR is required for the material received. Some examples of SDR scenarios are:

a. Material is Lost in Shipment (LIS) - If proof of receipt cannot be established, the inventory is not in excess and there are no erroneous or other unprocessed transactions, then the material ordered on the requisition in question is considered lost in shipment. In this situation the following actions will be taken:

(1) RCB/CCB will prepare a Supply Discrepancy Report (SDR) and submit it to the issuing activity for each individual requisition for which the material is lost in shipment. The Discrepancy Code cited in Block 10 will be 'S' - "Shortage or Non-receipt". The Action Code cited in block 11 of the SDR will be '1G' - "Reshipment not Required. Item to be Re-Requisitioned" and '1Z' - "Other Action Requested (See Remarks)". Ensure your remarks state an issue reversal is being requested due to non-receipt of material.

(2) The issuing activity has 45 days to respond. Each possible response and actions to take are described in the following paragraphs:

(a) If the issuing activity provides "traceable proof of shipment data" or "delivery signature(s)" indicating the material was delivered to your activity, then no further action is required other than filing the response with the originally submitted SDRs as a closed case.

(b) If the issuing activity does not provide "traceable proof of shipment data" or "delivery signature(s)", NAVSUP policy requires that they grant credit providing SDR(s) were received within the required time frames. The issuing activity grants credit by processing an issue reversal. The response to the SDR will be filed with the originally submitted SDR.

(c) If the issuing activity does not provide "traceable proof of shipment data" or "delivery signature(s)" but indicates on the response to the SDR that the issue will not be reversed, close the SDR. No further action is required since the previously processed Lost in Shipment Receipt has closed SIT.

(d) If the issuing activity does not respond to the SDR(s) within the required time frame as outlined in reference (z) (within thirty (30) days of receipt of SDR for Navy activities and sixty (60) days from receipt of SDR for non-Navy activities), close the SDR as per Appendix Z. No further action is required since the previously processed Lost in Shipment Receipt has closed SIT.

(e) If the issuing activity subsequently responds to a closed SDR, then they will be notified, in writing, that the response was not received within the required time-frame and that the SDR has been closed and credit taken.

b. Incorrect Material Received

(1) STOCK - When the incorrect material is received for stock replenishment, the following steps will be taken:

(a) The receipt will be processed for the actual NIIN received in R-Supply.

(b) Determination will be made as to the disposition of the material (ie. retain or offload at your convenience to the nearest DDC).

(c) Submit an informational SDR to the shipping activity informing them of the actual item received, and that no further action is required. The Discrepancy Code cited in block 10 of the SDR will be 'W1' - "Incorrect

(d) Item Received". The Action Code cited in block 11 of the SDR will be '1H' - "No Action Required. Information Only".

(2) Consumable DTO

(a) The receipt will be processed for the actual NIIN received in NALCOMIS, verifying interface to R-Supply.

(b) Process MTIS turn-in (X75).

(c) Determination will be made as to the disposition of the material (ie. retain or offload at your convenience to nearest DDC).

(d) Submit an informational SDR to the shipping activity informing them of the actual item received, and that no further action is required. The Discrepancy Code cited in block 10 of the SDR will be 'W1' - "Incorrect Item Received". The Action Code cited in block 11 of the SDR will be '1H' - "No Action Required. Information Only".

(f) Inform customer to submit a new requisition to order material.

(3) Repairable DTO

(a) The receipt will be processed for the actual NIIN received in NALCOMIS, verifying interface to R-Supply.

(b) Submit an SDR to the issuing activity identifying both the wrong part received and the original part requested. The Discrepancy Code cited in block 10 of the SDR will be 'W1' - "Incorrect Item Received". The Action Code cited in block 11 of the SDR will be '2A' - "Disposition of Material and Financial Adjustment (Credit) Requested" and '1Z' - "Other Action Requested (See Remarks)". Ensure your remarks state that an issue reversal is being requested due to receipt of incorrect material, and the wrong part received will be retained awaiting disposition instructions.

(c) Stage material received in SDR staging area while awaiting disposition.

(d) Inform customer to submit a new requisition to order material.

(e) When the shipping activity responds with shipping disposition for the wrong part received, ship via fastest traceable means to the address they provide.

(f) Upon confirming reversal of issue by the shipping activity, utilize NITA to close any existing carcass tracking.

4. Closing SDR's:

a. Closing an SDR in PDREP - Closing an SDR is done by entering the Closed Date. Generally, when the Originator is satisfied that the response received from the Action Point adequately addresses the issue that was reported, the SDR should be closed.

b. Close Out Due to Non-Response - If for any reason a record is closed because the Action Point did not respond or could not be located, the Closed Out Due to Non-Response indicator should be set to YES.

Appendix AA

References

1. This appendix lists the publications pertinent to the management of material, financial management and operation of the Aviation Supply Department. Instructions for obtaining electronic copies of these documents are contained in paragraph 2.

Reference	Title	Applicable Division
DOD 4000.25-6-M	DOD ACTIVITY ADDRESS DIRECTORY (DODAAD) PART I	
DOD 4160.21-M	DEFENSE MATERIEL DISPOSITION MANUAL	CMD, RMD, SAD, SMD, SSD
SECNAVINST 4855.3_	INVENTORY CONTROL OF DEPOT LEVEL REPAIRABLE MATERIAL UNDERGOING AN ENGINEERING INVESTIGATION/QUALITY DEFICIENCY REPORT	RMD, SMD
SECNAVINST 5216.5_	NAVAL CORRESPONDENCE MANUAL	SPAD
SECNAVINST M-5210.1_	RECORDS MANAGEMENT MANUAL	SPAD
SECNAVINST M-5210.2_	STANDARD SUBJECT IDENTIFICATION CODES (SSIC)	SPAD
OPNAVINST 4400.9_	DEPOT LEVEL REPAIRABLE ITEM MANAGEMENT	RMD, SMD
OPNAVINST 4410.2_	JOINT REGULATION GOVERNING THE USE OF UNIFORM SOURCE MAINTENANCE AND RECOVERABILITY CODES	
OPNAVINST 4440.25_	CONSOLIDATED REMAIN-IN-PLACE LIST (CRIPL) FOR AVIATION MATERIAL	RMD, SMD, SRD
OPNAVINST 4441.12_	RETAIL SUPPLY SUPPORT OF NAVAL ACTIVITIES AND OPERATING FORCES	
OPNAVINST 4442.5_	READINESS BASED SPARING	
OPNAVINST 4520.1_	DEMILITARIZATION (DEMIL) OF NAVY EXCESS ASSETS	CMD, RMD, SAD, SMD, SSD
OPNAVINST 4614.1_	UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)	
OPNAVINST 5090.1	ENVIRONMENTAL AND NATURAL RESOURCES PROGRAM MANUAL.	HAZMAT COORDINATOR
OPNAVINST 5100.19_	NAVY SAFETY PRECAUTIONS FOR FORCES AFLOAT	HAZMAT COORDINATOR
OPNAVINST 5102.1	MISHAP INVESTIGATION AND REPORTING	
OPNAVINST 10126.4_	MANAGEMENT AND CONTROL OF LEATHER FLIGHT JACKETS	SAD, SSD
MCO 4400.177_	MARINE CORPS AVIATION SUPPLY	ALL DIVISIONS

Reference	Title	Applicable Division
	DESKTOP PROCEDURES	
MCO 4450.12_	STORAGE AND HANDLING OF HAZARDOUS MATERIAL	CMD, RMD
NAVCOMPT MANUAL Vol II	ACCOUNTING CLASSIFICATION (NAVSO P-1000-25)	SAD
NAVSO P3013-1	FINANCIAL MANAGEMENT OF RESOURCES, FUND ADMINISTRATION	SAD
NAVSO P3013-2	FINANCIAL MANAGEMENT OF RESOURCES, OPERATING PROCEDURES (OPERATING FORCES)	SAD
NAVAIR 00-35QH-2	ALLOWANCE LIST OF AVIATION SUPPORT SYSTEM AND AIRBORNE OPERATIONAL EQUIPMENT FOR AIRCRAFT SQUADRONS NAVY AND MARINE CORPS	SAD, SRD, SSD
NAVAIR 00-500 A & C	NAVY AERONAUTICAL PART NUMBER TECHNICAL INDEX MANUAL	SRD
NAVAIR 01-1A-23	STANDARD MAINTENANCE PRACTICES MINIATURE/MICROMINIATURE (2M) ELECTRONIC ASSEMBLY REPAIR	CMD, RMD
NAVAIR 17-600-193-6-2	PRC-2000-2M SYSTEM MAINTENANCE REQUIREMENT CARDS	CMD, RMD
NAVAIRINST 13670.1_	NAVAL AIR SYSTEMS COMMAND MOBILE FACILITY (MF) PROGRAM	
NAVSUP P485	NAVAL SUPPLY PROCEDURES VOLUME I - AFLOAT SUPPLY VOLUME II - SUPPLY APPENDICES VOLUME III - ASHORE SUPPLY	ALL
NAVSUP P719	GUIDE FOR THE ASSIGNMENT, APPLICATION AND USE OF SOURCE, MAINTENANCE AND RECOVERABILITY CODES	CMD, SMD, SRD, RMD
NAVSUP P723	NAVY INVENTORY INTEGRITY PROCEDURES	CMD, RMD
NAVSUPINST 4030.28_	PACKAGING OF MATERIAL	RMD
NAVSUPINST 4200.97_	AVIATION INTO-PLANE REIMBURSEMENT (AIR) CARD PROGRAM	SAD
NAVSUPINST 4200.99_	DON POLICIES AND PROCEDURES FOR THE OPERATION AND MANAGEMENT OF THE GOVERNMENT PURCHASE CARD PROGRAM.	SAD, SSD
NAVSUPINST 4400.91_	MANAGEMENT OF SUSPENDED MATERIAL (MILSTRAP CONDITION CODES J, K, AND L); POLICY AND PROCEDURES FOR	
NAVSUPINST 4400.93_	INTERIM CONTRACT SUPPLY SUPPORT POLICY	

Reference	Title	Applicable Division
NAVSUPINST 4420.35_	DEFENSE LOGISTICS AGENCY (DLA) WEAPON SYSTEMS SUPPORT PROGRAM (WSSP)	
NAVSUPINST 4423.29_	NAVY UNIFORM SOURCE, MAINTENANCE AND RECOVERABILITY (SMR) CODES	RMD, SRD, SMD
NAVSUPINST 4440.157_	MATERIAL TURNED INTO STORE (MTIS)	CMD, RMD, SMD
NAVSUPINST 4440.182_	REMAIN-IN-PLACE LIST FOR SPCC-MANAGED DEPOT LEVEL REPAIRABLES (DLRS)	RMD, SMD
NAVSUPINST 4800.6_	DIMINISHING MANUFACTURING SOURCES AND MATERIAL SHORTAGES (DMSMS) PROGRAM	SRD
NAVICP ARR-100	ALLOWANCE REQUIREMENT REGISTER.	SMD, SRD, RMD
NAVICPINST 4000.7_	PROCEDURES CONCERNING FLEET CONTROLLED MATERIAL	RMD
NAVICPINST 4010.6_	NAVICP RECLAMATION PROGRAM	
NAVICPINST 4105.4_	GUIDELINES AND PROCEDURES FOR IMPLEMENTATION OF INTERIM SUPPLY SUPPORT	
NAVICPINST 4235.36_	SUBMISSION AND PROCESSING OF PART NUMBER REQUISITIONS AND FOLLOW-UPS TO NAVICP-P	SRD
NAVICPINST 4400.15_	POLICIES, PROCEDURES, AND RESPONSIBILITIES PERTAINING TO FLEET IMPLEMENTATION OF INTERIM SUPPLY SUPPORT (ISS)	
NAVICPINST 4400.18_	INTERIM SUPPLY SUPPORT FOR AVIATION WEAPONS SYSTEMS AND SUPPORT EQUIPMENT	
NAVICPINST 4400.75_	POLICY AND ASSIGN RESPONSIBILITIES FOR THE SUPPORT EQUIPMENT QUICK ENGINE CHANGE PROGRAM	
NAVICPINST 4440.450_	ESTABLISHMENT OF AUTHORIZED FIXED ALLOWANCES FOR ALL DLR (DEPOT LEVEL REPAIRABLES) CONTAINED IN NAVICP GENERATED ALLOWANCE LISTS	RMD, SMD
NAVICPINST 4440.79_	CONSOLIDATED REMAIN-IN-PLACE LIST (RIPL) FOR AVIATION MATERIAL; INFORMATION AND USES AT NAVICP-P	RMD
NAVSUPWSS 4440.80_	PROCEDURES FOR THE REPORTING OF REPORTS OF DISCREPANCY (ROD)	CMD, RMD, SSD
NAVICPINST 4441.1_	MARINE AVIATION LOGISTIC SUPPORT PROGRAM (MALSP) ALLOWANCE LEVEL	CMD, RMD, SMD

Reference	Title	Applicable Division
	DEVELOPMENT	
NAVICPINST 4441.165_	POLICIES AND INFORMATION CONCERNING THE DEVELOPMENT, DISTRIBUTION, AND FORMAT OF THE GENERAL USE CONSUMABLES LIST (GUCL)	
NAVICPINST 4441.170_	COSAL USE AND MAINTENANCE MANUAL	RMD, SMD, SRD, SSD
NAVICPINST 4441.22_	PROCEDURES AND RESPONSIBILITIES FOR THE AUTHORIZATION AND MAINTAINING OF TEST BENCH INSTALLATION ITEMS (TBI'S)	SMD, SSD
NAVICPINST 4441.8_	POLICY, PRESCRIBE GUIDELINES, QUALITY ASSURANCE (QA) AND PROCEDURES CONCERNING MAINTENANCE ACTIONS TO EXISTING ALLOWANCE DOCUMENTS FOR COSAL AND SNAP SHIPS/SHORE ACTIVITIES	CMD, RMD, SMD, SSD,
NAVICPINST 4442.1_	RESPONSIBILITY BY DOCUMENT IDENTIFIER (DOCID) AND IDENTIFIES APPLICABLE INSTRUCTIONS USED AS GUIDELINES FOR ESTABLISHING AND MAINTAINING PLANNED PROGRAM REQUIREMENTS (PPRS)	
NAVICPINST 4570.1_	POLICY AND PROCESSING PROCEDURES CONCERNING DISPOSAL OF EXCESS WHOLESALE MATERIAL	
NAVICPINST 4790.4_	SUPPORT EQUIPMENT AIRBORNE AVIONICS MAINTENANCE ASSIST MODULES (MAMS), POLICY AND PROCEDURES	RMD, SMD, SSD
NAVICPINST 4812.1_	EMERGENCY REMOVAL OF AERONAUTICAL MATERIAL FROM AIRCRAFT STORED IN INVIOLEATE STATUS	
SPCCINST 4440.451_	ESTABLISHMENT OF AUTHORIZED FIXED ALLOWANCES FOR ALL DEPOT LEVEL REPAIRABLES CONTAINED IN SPCC GENERATED ALLOWANCE LISTS	SMD, RMD
COMNAVAIRFORINST 4440.2_	SUPPLY OPERATIONS MANUAL (SOM)	CMD, RMD, SAD, SMD, SRD, SSD
COMNAVAIRFORINST 4790.2_	THE NAVAL AVIATION MAINTENANCE PROGRAM (NAMP)	CMD, RMD, SAD, SMD, SRD, SSD
COMNAVAIRFORINST 5442.1_	AIRCRAFT MATERIAL CONDITION REPORTING	CMD, RMD, SMD, SRD SAD
COMNAVAIRFORINST 13650.3_	AIRCRAFT MAINTENANCE MATERIAL READINESS LIST (AMMRL) PROGRAM	SSD

Reference	Title	Applicable Division
COMNAVAIRPACINST 4200.4_	COMNAVAIRPAC COMMERCIAL PURCHASE CARD PROGRAM (NOTE: CNAP ACTIVITIES ONLY)	SAD, SSD
COMNAVAIRPACINST 4235.6_	SUPPLY PROCEDURES AND POLICIES RELATING TO CASUALTY REPORTS (CAREPS) (NOTE: CNAP ACTIVITIES ONLY)	CMD, RMD, SRD, SSD
COMNAVAIRPACINST 4421.1_	NMCS/PMCS/AWP REQUISITION VALIDATION (NOTE: CNAP ACTIVITIES ONLY)	RMD, SRD
COMNAVAIRPACINST 4421.2_	ADVANCED TRACEABILITY AND CONTROL (ATAC) RETROGRADE DEPOT LEVEL REPAIRABLE (DLR) PROCEDURES (NOTE: CNAP ACTIVITIES ONLY)	RMD
COMNAVAIRPACINST 4423.12_	AIRCRAFT EQUIPMENT CONFIGURATION LIST (AECL) VALIDATION AND REVIEW PROCEDURES (NOTE: CNAP ACTIVITIES ONLY)	SMD
COMNAVAIRPACINST 4423.8_	AVIATION SUPPORT PROCEDURES (NOTE: CNAP ACTIVITIES ONLY)	
COMNAVAIRPACINST 4441.13_	AIRCRAFT EXTERNAL AUXILIARY FUEL TANKS (NOTE: CNAP ACTIVITIES ONLY)	
COMNAVAIRPACINST 4710.10_	PROTECTION, HANDLING, AND SHIPPING OF MANDATORY TURN-IN REPAIRABLE (MTR) COMPONENTS AND AIRCRAFT ENGINES (NOTE: CNAP ACTIVITIES ONLY)	RMD
COMNAVAIRPACINST 7000.1_	USE OF GOVERNMENT ISSUED NATIONS BANK VISA GOVERNMENT CREDIT CARD (NOTE: CNAP ACTIVITIES ONLY)	SAD
COMNAVAIRPACINST 7300.3_	FLYING HOUR COST REPORTING (NOTE: CNAP ACTIVITIES ONLY)	SAD
COMNAVAIRPACINST 7305.1_	INSTRUCTION CONCERNING AIRCRAFT OPERATIONS AND MAINTENANCE FUNDS (NOTE: CNAP ACTIVITIES ONLY)	SAD
COMNAVAIRPACINST 7310.1_	FINANCIAL PROCEDURES FOR AVIATION FUEL PROCESSING (NOTE: CNAP ACTIVITIES ONLY)	SAD
COMNAVAIRPACINST 7310.2_	ADMINISTRATIVE AND ACCOUNTING PROCEDURES FOR FLIGHT ADMINISTRATIVE FUNDS OFC-01/7F (NOTE: CNAP ACTIVITIES ONLY)	SAD
COMNAVAIRPACINST 10126.2_	EXTREME COLD WEATHER CLOTHING (ECWC) POOL (NOTE: CNAP ACTIVITIES ONLY)	SAD, SSD
COMNAVAIRLANTINST 7310.5_	FINANCIAL REGULATIONS CONCERNING MANAGEMENT OF AIRCRAFT OPERATIONS MAINTENANCE (AOM) FUNDS (NOTE: CNAL	SAD

Reference	Title	Applicable Division
	ACTIVITIES ONLY)	
COMNAVIAIRLANT/ COMNAVIAIRPACINST 4470.2_	PROCEDURES GOVERNING FLEET RATIONING CONTROL OF AERONAUTICAL MATERIAL	SMD, RMD
COMNAVIAIRLANT/ COMNAVIAIRPACINST 4790.20_ / 4790.21_	FLEET MARINE FORCE (FMF) UNIT DEPLOYMENT PROGRAM (UDP) PRE- DEPLOYMENT AVIATION LOGISTICS READINESS PLAN (ALRP)	SMD
FEDERAL STANDARD NO. 313B	MATERIAL SAFETY DATA SHEET (MSDS), PREPARATION AND SUBMISSION OF	CMD
MIL-HDBK-263B	ELECTROSTATIC DISCHARGE CONTROL HANDBOOK FOR PROTECTION OF ELECTRICAL AND ELECTRONIC PARTS, ASSEMBLIES AND EQUIPMENT (EXCLUDING ELECTRICALLY INITIATED EXPLOSIVE DEVICES) (METRIC)	CMD, RMD
MIL-HDBK-773	ELECTROSTATIC DISCHARGE PROTECTIVE PACKAGING	CMD, RMD
MIL-STD-1686	ELECTROSTATIC DISCHARGE CONTROL PROGRAM FOR PROTECTION OF ELECTRICAL AND ELECTRONIC PARTS, ASSEMBLIES AND EQUIPMENT (EXCLUDING ELECTRICALLY INITIATED EXPLOSIVE DEVICES)	CMD, RMD
TM 3125-OI/1	TABLE OF BASIC ALLOWANCES FOR FLEET MARINE FORCES AVIATION UNITS	SSD

2. Internet download of instructions. Electronic copies of the above instructions and other required instruction may be downloaded from the below listed websites. Most of these web sites require the user to have a CAC card, PKI certificate and/or require the user to register to gain access to the site. Majority of these websites have listed these documents by the Standard Subject Identification Codes (SSIC) that stands for the subject of a document. For a definition of the thirteen major subject groups refer to SECNAVINST M-5210.2\_. Additionally, some of these documents may be in Adobe PDF format and require Adobe Reader to be installed in order to view and print. NOTE: Classified publication and instructions are not available on these web sites.

a. Department of Defense (DOD) instructions and publications are located at URL, <http://www.dtic.mil/whs/directives/index.html>. Select the type of document (instruction or publication) required from the menu and then scroll down until you find the applicable instruction. The document may then be saved to your computer or printed as required.

b. Secretary of Navy (SECNAV) and Chief of Naval Operations (OPNAV) instructions are located at URL, <http://doni.daps.dla.mil/default.aspx>. Select the type of document and then the issuing authority. The next screen will display the general SSIC category, select the appropriate category and then scroll down until you find the applicable document. The document may then be saved to your computer or printed as required.

c. Naval Supply Command (NAVSUP) instructions and publications are located at URL, <https://n111.ahf.nmci.navy.mil/>. Select the Pubs/Products/Tools link and from the next screen displayed select NAVSUP Digital Documents, then NAVSUP Instructions and Publications and from the next screen type in the publication or instruction number or use the default of all and then click the search button. On the next screen scroll down until you find the applicable document. The document may then be saved to your computer or printed as required.

d. Naval Air Systems Command (NAVAIR) instructions and publications are located at URL, <http://logistics.navair.navy.mil/>. From the menu bar select the Library link and on the NAVAIR Instructions and Notices link on the next page. On the next screen select the NAVAIR Instruction link and the system will display all instruction by their SSIC document number. Scroll through the listing by selecting the Next button until you find the applicable document. The document may then be saved to your computer or printed as required.

e. Naval Inventory Control Point (NAVICP) (including FASO and SPCC) instructions are located at URL, <https://www.nko.navy.mil/portal/splash/index.jsp>. After completing the logon process select the NKO Library link at the top of the screen. On the next screen in the Search and Subscribe block click the down button and scroll down to NAVSUP and then click the View button. From the next screen select NAVICP Instructions and then the type of issuance (ASOINST, ALMECHINST, NAVICPINST, etc.). On the next screen scroll down until you find the applicable document. The document may then be saved to your computer or printed as required.

f. Commander Naval Air Forces (CNAF) instructions are located at URL, <https://extra.cnaf.navy.mil/>. After the initial logon screen, select the link for N004 Flag Administration, and then Directives on the next screen.

On the Directives screen select the applicable issuing activity, COMNAVAIRPAC, COMNAVAIRFOR, COMPACFLT, COMNAVSURFPAC. The next screen will display the general SSIC category, select the appropriate category and then scroll down until you find the applicable document. The document may then be saved to your computer or printed as required.

For COMNAVAILANT directives, after the initial logon screen, select the AIRLANT link from the menu bar. On the next screen select the link for N004 Flag Administration, and then the COMNAVAILANT directives link. The next screen will display the general SSIC category, select the appropriate category and then scroll down until you find the applicable document. The document may then be saved to your computer or printed as required.

g. Marine Corps orders and directives are located at URL, <http://www.usmc.mil/news/publications/Pages/orders.aspx>. Select the appropriate SSIC category and then scroll down until you find the applicable document. The document may then be saved to your computer or printed as required.