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MARINE CORPS ORDER 4400.177F

From: Commandant of the Marine Corps
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Subj: MARINE CORPS AVIATION SUPPLY DESK-TOP PROCEDURES WITH CONTINUOUS PROCESS IMPROVEMENT (SHORT TITLE: ASDTP w/ CPI)

Ref: (a) MCO 5215.1K
(b) SECNAV M-5210.2
(c) SECNAV M-5210.1
(d) SECNAVINST 5216.5D
(e) SECNAVINST 5211.5E
(f) NAVSO P-3013-1
(g) NAVAIR 00-35QH-2
(h) NAVSO P-3012-2
(i) ASKIT Users' Manual (NOTAL)
(j) NAVSUPINST 4200.99
(k) 18 U.S.C. 287
(l) 10 U.S.C 932
(m) NAVSUP P-732 (NOTAL)
(n) COMNAVAIRFORINST 4440.2
(o) NAVICPINST 4441.1A
(p) MARFORPACO 4790.15
(q) COMNAVAIRPACINST 4790.21F
(r) COMNAVAIRLANTINST 4790.20F
(s) OPNAVINST 5239.1C
(t) MCO 5510.1H
(u) NALCOMIS Security Plan (NOTAL)
(v) MCO P2020.1
(w) NAVSUP P-485
(x) SECNAVINST 5510.36
(y) NAVICPINST 4440.450
(z) NAVSUP P-723
(aa) DOD 4500.9-R, "Defense Transportation Regulation Part II Cargo Movement," November 2004
(ab) NAVSUP P-545 (NOTAL)
(ac) COMNAVAIRFORINST 4790.2
(ad) NAVSUP P-700
(ae) MIL-HDBK-263B (NOTAL)
(af) MIL-STD-1686C
(ag) NAVAIR 01-1A-23
(ah) NAVSUP P-484
(ai) DLAR 4140.55
(aj) NAVSUPINST 4440.179
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(as) MCO 1510.74
(at) NAVMASSO DAP Manual (NOTAL)
(au) COMNAVAIRLANTINST 7310.1
(av) COMNAVAIRPACINST 7310.1
(aw) SECNAVINST 4855.3
(ax) SECNAVINST 4855.5
(ay) DLAR 4155.28
(az) DOD 4140.27-M, "Shelf-Life Management Manual," May 5, 2003
(ba) DLAD 4155.37
(bb) DOD 4000.25-1-S1, "MILSTRIP Routing Identifier and Distribution Codes," April 28, 2004
(bc) DOD 4100.39-M, "Federal Logistics Information System (FLIS) Procedures Manual," January 2009
(bd) DODINST 6050.5-M, "DOD Hazard Communication (HAZCOM) Program," August 15, 2006
(be) SECNAVINST 5500.4

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

1. Situation. This Manual revises the standardized supply procedures for use by aviation supply personnel within a Marine Aviation Logistics Squadron (MALS) Aviation Supply Department (ASD).

2. Cancellation. MCO P4400.177E.

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. 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. By MALSP II IOC (October 2011), all ASDs throughout the Marine Corps will be using CPI tools to the greatest extent possible.

(2) Concept of Operations

(a) This Manual provides procedures for the procurement, receipt, expenditure, inventory and financial management of materials and services by all MALS utilizing the Relational Supply (R-Supply) and the

Optimized Naval Aviation Logistics Command Management Information System (OPT-NALCOMIS).

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

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

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

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

(f) Any deviation from the instructions in this Manual must be authorized by Headquarters Marine Corps (ASL).

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

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

(3) Organization

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

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

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

b. Subordinate and Element Missions

(1) HQMC (ASL) shall be responsible for the accuracy, currency, modification, and distribution of this Manual.

(2) MALS Commanders and Aviation Supply Officers shall be responsible for the timely entry of changes and the physical maintenance of copies of this Manual.

5. Administration and Logistics. Recommendations concerning the contents of this Manual will be forwarded to the Commandant of the Marine Corps (ASL-31) via the appropriate chain of command.

6. Command and Signal

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

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

G. J. Trautman III

G. J. TRAUTMAN III
Deputy Commandant for
Aviation

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RECORD OF CHANGES

Log completed change action as indicated.

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

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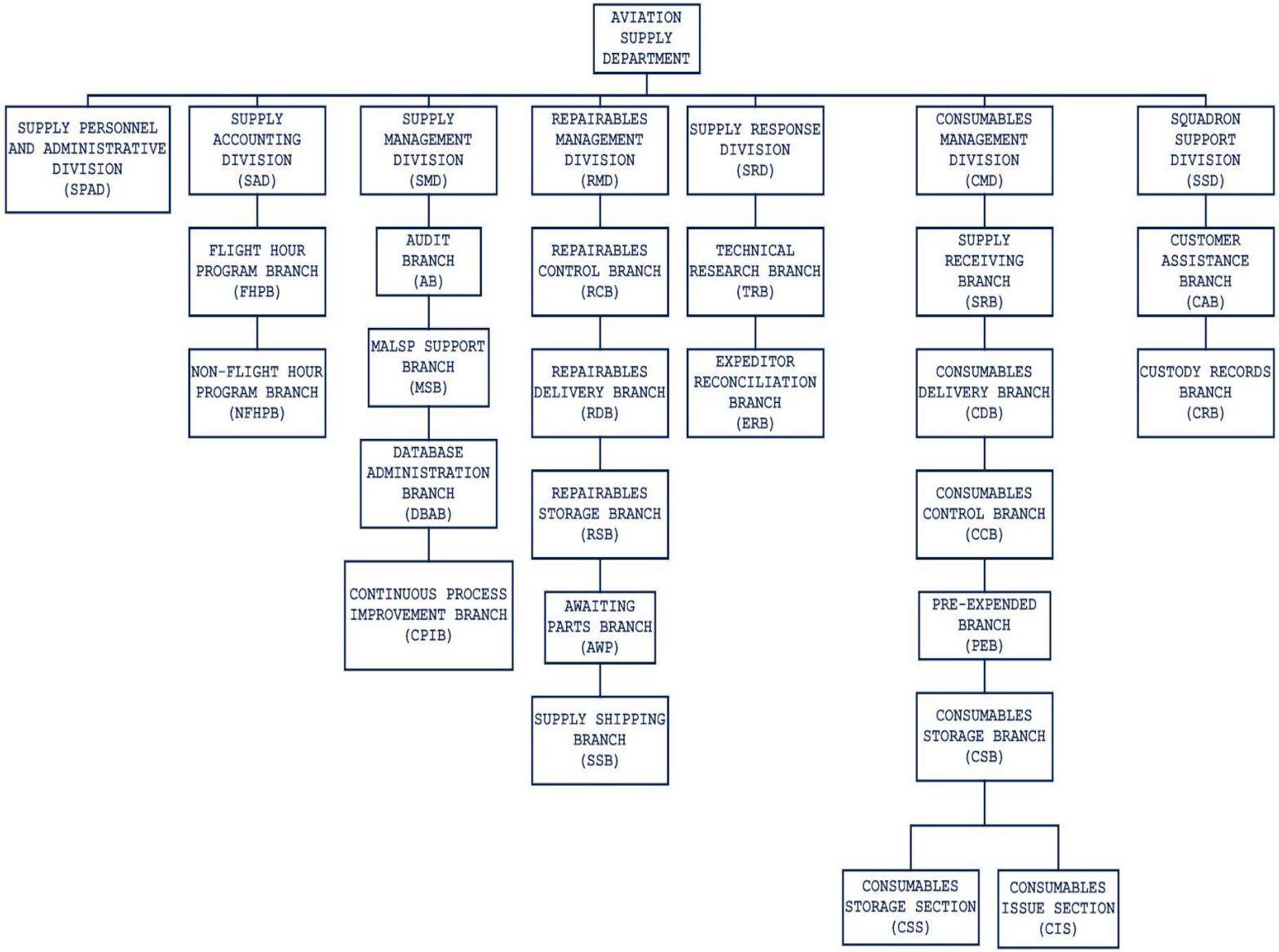

Aviation Supply Organization Chart

Chapter 1

Supply Personnel and Administrative Division (SPAD)

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Chapter 1

Supply Personnel and Administrative Division (SPAD)

1000. Functions. The Supply Personnel and Administrative Division (SPAD) is responsible for the administrative control of all personnel assigned. Personnel within the division perform clerical functions and maintain the master files for messages, orders, correspondence and directives for the Aviation Supply Department (ASD).

1001. General

1. Duties

a. SPAD will maintain the following files and logs:

(1) Current Tables of Organization (T/O's) for the MALS and squadrons assigned to the MAG.

(2) Aviation Supply Department Personnel Board.

(3) Aviation Supply Department Personnel File.

(4) Correspondence File.

(5) Completed Message File.

b. SPAD will review the Morning Muster via MOL.

c. Maintain and publish the ASD Recall Roster.

d. Maintain and publish Aviation Logistics Rosters.

e. Record division assignment of incoming personnel as directed by the Aviation Supply Officer/Chief.

f. Provide Clerical Assistance for the ASD as directed by the Aviation Supply Officer (AvnSupO)/Assistant Aviation Supply Officer (AAvnSupo)/Aviation Supply Chief (AvnSupChf).

g. Distribute copies of correspondence, directives, instructions, notices and applicable changes to appropriate divisions.

(1) Maintain a directives and manuals file.

(2) Maintain a directives locator file.

h. Publish a quarterly summary of directives checked out to other divisions.

i. Post incoming messages to the daily message board.

j. Maintain an ASD Distribution File.

k. Maintain an administrative reports control system.

l. Maintain and submit required reports/schedules.

(1) Command Chronology.

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

(3) Wing Personnel Status Report.

(4) Local command requirements.

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

n. Maintain all the above records per the applicable SSIC as contained in reference (c).

1002. Procedures

1. Maintain the Current MALS/Squadron Tables of Organization (T/O's). The Master Copy of the current MALS and applicable Squadron T/O's will be maintained on file in SPAD.

2. Maintain An Aviation Supply Department Personnel Board. The Aviation Supply Department Personnel Board will be organized as shown in the current ASD organization chart shown in figure 0-1. The T/O number for the MALS ASD will be shown on top of the board. Personnel will be shown by division with the rank/grade, last name, initials, MOS, and status (TAD, UA, Due Out, Details, Leave, etc.) of each individual.

3. Aviation Supply Department Personnel File and Recall Roster

a. In accordance with MARADMIN 389/07 and MARADMIN 348/06, SPAD will ensure that Personally Identifying Information (PII) is safeguarded from unauthorized release. PII is defined as any information about an individual that can be used to identify a person uniquely and reliably, including but not limited to Name, Address, Telephone Number, Email Address, Biometrics, Date Of Birth, Race, Religious Affiliation, Etc..

b. SPAD will ensure files containing PII data stored on a network shared drive, removable storage device, thumb drive, floppy, CD-ROM, DVD or laptop are ENCRYPTED and PASSWORD PROTECTED. Manual records and printed documents will be marked "FOR OFFICIAL USE ONLY" and maintained in a secure location when not in use. In accordance with references (c) and (e), documents no longer required will be destroyed by shredding and under no circumstances will documents be placed in recycling bins or trash.

c. SPAD will ensure the transmittal of data files containing PII data from one system to another through or across the Navy Marine Corps Intranet (NMCI) network are encrypted, password protected and transported using secure file transfer protocol (FTP) or virtual private network (VPN).

d. Aviation Supply Department Personnel File. SPAD will maintain the Aviation Supply Personnel File. This file may be either manual or mechanized and will consist of the information listed below.

(1) Full Name.

(2) Grade.

(3) SSN (last 4 only).

(4) MOS.

(5) Billet Assigned.

(6) Date Joined.

(7) EAS.

(8) Date Of Rank.

(9) Date Of Birth.

(10) OSCD.

(11) Security Clearance.

(12) Security Access.

(13) Recall Address.

(14) Recall Phone.

(15) Duty Section.

(16) History Of Details.

(17) Other Data Locally Required.

e. Publish the Aviation Supply Department Recall Roster. SPAD will publish a recall roster for the ASD. This roster will contain the NAME, RANK/GRADE, ADDRESS, PHONE NUMBER, and DUTY SECTION of all ASD personnel.

4. Maintain the Aviation Supply Department Correspondence Files. The correspondence files will be maintained in accordance with instructions contained in references (b) and (c).

5. Maintain a Completed Message File. SPAD will maintain a completed message file for the ASD. This file will be separated by Action, Info, and Has Been Sent (HBS) messages. This file will be maintained for the current and one (1) prior Fiscal Year per reference (c) SSIC 5000.2.

6. The SPAD will review, receive, consolidate, and submit the ASD Morning Muster. Daily, SPAD will receive morning reports from the various divisions of the ASD. SPAD will review/consolidate these division reports into one report for the ASD, ensuring all Marines of the ASD are accounted for. This consolidated report will be submitted to the MALS S-1 in the format/time required by the S-1 department. Not required if the Morning Muster reports are accomplished via Marine Online (MOL), SPAD will review this report each morning to ensure that all personnel are accounted for.

7. Maintain and Publish Aviation Logistics Rosters. SPAD will maintain and publish Aviation Logistics Rosters as directed by the applicable Wing Aviation Logistics Department (ALD).

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

9. Record Division Assignment of Incoming Personal as Directed by the Aviation Supply Officer/Chief. SPAD will ensure all incoming personnel report to the AvnSupO/AvnSupChf, as appropriate, for division assignment. Additionally, the SPAD will ensure that all personnel records reflect up-to-date division assignment.

10. Submit Training Reports/Schedules to MALS S-3 as Required. The SPAD will submit locally required training reports and schedules to the MALS S-3.

11. Provide Clerical Assistance for the Aviation Supply Department as Directed by the AvnSupO/AAvnSupo/AvnSupChf. SPAD will provide clerical assistance for the Aviation Supply Department as directed by the AvnSupO/AAvnSupo/AvnSupChf and distribute it in the appropriate distribution boxes ensuring compliance with reference (d).

12. Distribute Copies of Correspondence, Directives, Manuals, and Applicable Changes to Appropriate Divisions

a. Appendix AA lists publications, orders and instructions pertinent to the operation and management of the ASD and web sites addresses for obtaining these documents. For those publications, orders and instructions that are available via the web, SPAD will not be required to maintain a copy in the ASD Directives File or maintain a Directive Locator Card.

b. SPAD will distribute all incoming correspondence, directives, directive type manuals (excluding Illustrated Parts Breakdowns (IPBs)), and all changes to the appropriate division. This distribution will be accomplished by providing incoming material to the appropriate division and obtaining the signature of the division Officer In Charge (OIC) or Non Commissioned Officer In Charge (NCOIC) on the Directive Locator File.

c. SPAD will maintain a master directive file of all applicable orders, instructions, notices, bulletins, and manuals, including those available on CD-ROM or available electronically on a local network.

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

e. Each command/activity that issues orders or instructions periodically publishes a 5215 series instruction/bulletin to identify their current instructions/orders. This checklist will be utilized to ensure that files are current, and that all needed orders are on hand or on order. All current 5215 instructions will be maintained. Quarterly, SPAD will review all bulletins and notices for self-cancellation dates and remove outdated material.

f. A Directory Locator File will be established to determine the location of all directives on hand. A mechanized program may be utilized if desired. If a manual system is utilized, the OPNAV 5070/11 shown in figure 1-1 will be used to control and monitor all directives in the supply

department. The manual or mechanized file will show the location of the master copy and all other copies held within the divisions.

g. Directives maintained in the master library may be checked out as needed. A locator sheet will be prepared to indicate the directive and SSIC, work section and name of person checking out the directive, date checked out, and estimated date of return. This will be inserted in the directives file in place of the directive. When the directive is returned, the locator sheet will be removed and destroyed. The directive Locator File will be maintained in instruction number sequence within the command for all directives/manuals on hand or on order.

13. Publish the Quarterly Summary of Directives and Manuals Checked Out to Other Divisions. SPAD will publish a quarterly listing of all manuals and directives checked out from the master files. This listing will contain the directive title, SSIC, and division to which it is checked out. This listing will be routed to each division for verification. In the event that directives are lost or missing, SPAD will initiate action to obtain a new copy for the master file.

14. Post Incoming Messages to the Daily Message Board. Using a message distribution processing system, SPAD will identify and distribute all Action, Information, and Has Been Sent messages received by the ASD to the individual division OIC/NCOICs. Each division OIC/NCOIC is responsible for reviewing messages/correspondence distributed each day and ensuring that appropriate action is taken. Annotations denoting action taken can be made in the message distribution processing system. SPAD will publish a weekly summary of pending Action messages and correspondence.

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

16. Maintain an Administrative Reports Control System. SPAD will maintain an Administrative Reports Control System for the ASD. The format is shown in figure 1-2. This requirement may be mechanized as long as all information shown in figure 1-2 is available and allows for effective reports control.

17. Maintain and Submit Required Reports/Schedules. SPAD will maintain and submit any/all ASD required reports/schedules, (i.e., Command Chronology, Green Side Training Reports, Wing Personnel Status Reports, Local command requirements, and those designated by the AvnSupo/AAvnSupo/AvnSupChf).

18. Maintain a File for Authority/Appointment Letters/Messages. This file will consist at a minimum all letters/messages of authority/appointment pertinent to ASD operations (i.e., Current Letter of Acceptance, Authorization to Expend Funds, Designation as Accountable Officer for Supply System Stock Surveys, Authorization to Review/Approve SERVMART Requests, Authorization to Approve Open Purchase Requests, and Authorization to Sign Official Correspondence "By Direction").

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REMARKS

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Figure 1-1.--Sample Directive Locator Card

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

Figure 1-2.--Format For Administrative Reports Control Board

Chapter 2

Supply Accounting Division (SAD)

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Chapter 2

Supply Accounting Division (SAD)

2000. Organization. The Supply Accounting Division (SAD) is organized as follows and as illustrated in Figure 2-1:

1. Flight Hour Program Branch (FHPB)

2. Non-Flight Hour Program Branch (NFHPB)

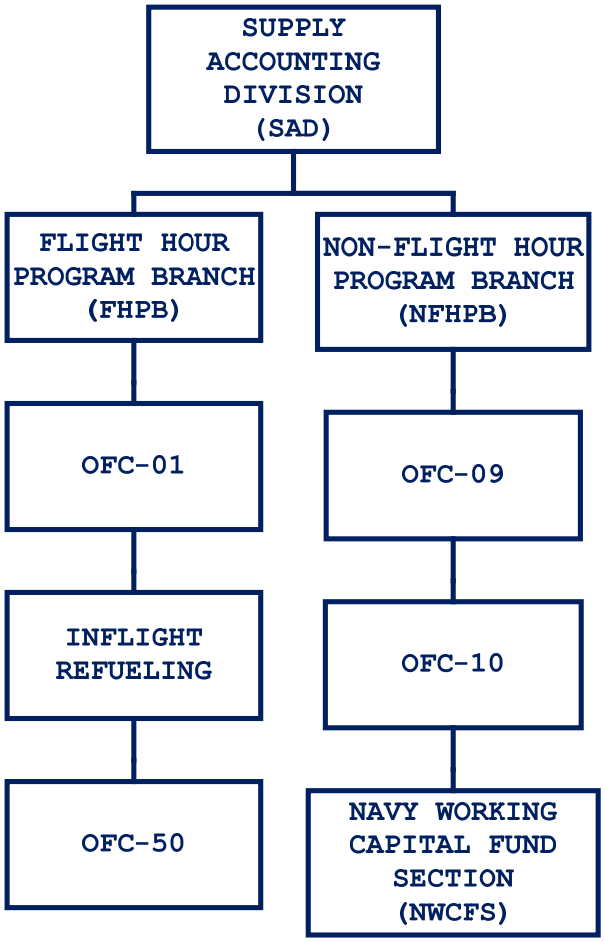

Figure 2-1.--SAD Organization Chart

2001. Functions

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

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

2. The division OIC/SNCOIC is responsible to ensure that all personnel assigned to the division are technically proficient. At a minimum of twice a month the division will conduct technical training in accordance with the procedures outlined in Appendix X.

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

Chapter 2

Section 1: Flight Hour Program Branch (FHPB)

2100. General. FHPB is responsible for maintaining and reporting all End Use accounts allocated to the ASD. FHPB is divided by Operating Target (OPTAR) (as illustrated in figure 2-1):

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

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

3. OFC-50 – Flight Hour Program (Aviation Fleet Maintenance, AVDLR, DLR).

Chapter 2

Section 1: Flight Hour Program Branch (FHPB)

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

2110. General

1. Responsibilities. FHPB OPTAR functional Category (OFC-01) will utilize mechanized accounting procedures using the Aviation Storekeepers Information Tracking (ASKIT) System to maintain and report OFC-01 expenditures, grants and flight hours as promulgated in this Section. Funds allocated as OFC-01 are for the support of Flight Operations (FLTOPS). Authorized use of OFC-01 funds is outlined in reference (f) Appendix A, Table 5 and in conjunction with Type Commander (TYCOM) directives.

2. Duties

a. FHPB will maintain the following files:

(1) Requisition Files.

(2) Financial Files.

(3) Financial Support Listing Files

b. Manage flight equipment requisitions.

c. Prepare and control flight packets.

d. Prepare, review and submit financial reports.

e. Receive and process Aviation Into-Plane Reimbursement Card (AIR Card) charges.

f. Receive and process fuel charges.

g. Process Financial Support listings.

h. Review and process SERVMART/DOD EMALL requests.

i. Process Government Commercial Purchase Card (GCPC) Requirements.

j. Perform daily, weekly, monthly and yearly backups.

k. Receive and report flight hours.

2111. Procedures

1. Maintain Requisition Files. All requisitions which affect the OFC-01 OPTAR will be processed in ASKIT via the Requisition Input process. The source documents will be maintained per reference (c) SSIC 7310.7a(1) through (6) as appropriate. There are two types of flight equipment requirements the customer may have:

a. Personal Issue. A Personal Issue is when the issue of flight equipment affects an individual's custody status. FHPB-01 is responsible for ensuring that only authorized personnel (i.e. pilots and those on permanent flight status) are issued flight equipment in accordance with allowances prescribed in Section I of reference (g). The customer will present their NATOPS Flight Jacket at the time of request. The FHPB-01 will review the flight orders to determine if the customer is permanent issue or temporary issue personnel. Entries shall be made in the Record of Flight Equipment Issues (OPNAV 3760/32BB) for all initial and replacement personal issues. Temporary issue personnel receive their flight equipment on a sub-custody basis from their units Flight Equipment Pool. They must return this flight equipment to the local flight clothing pool upon permanent change of station.

b. Pool Issue. The purpose of the Flight Clothing Pool is for emergency replacement of Non-RFI items, enlisted crew members not assigned permanent flight status and for one-time issue for flights as authorized by the local commander. Only Pool requirements will be routed through SSD. SSD will determine and/or validate what the authorized allowances are according to Section I of reference (g) and whether ample on hand quantities exist as cited by current inventories. Once approved by SSD, the FHPB-01 will assign funding to the requisition.

(1) "Walk-through" requisitions to include Flight Equipment. Utilizing ASKIT, enter the "Documents" then "Requisition" option. This is the entry point for all non-fuel requisitions, with the exception of continuous service requisitions (procedures explained in paragraph 2111.10e), to be charged against the OPTAR balance. Select the "ADD Button" and enter all mandatory data. Check the "1348 or 1348 with remarks" box. Once saved, the requisition will be written to the OPTAR log, process the financial obligation, create a DI ZOA obligation record on your transmittal, and produce a DD 1348-6pt. The FHPB-01 will pull the number three copy of the DD 1348-6pt and place it in the Bearer Suspense File (BSF). The remaining document is given to the customer to affect the Walk-Through at the Local Customer Ordering Point (COP). When the customer returns the requisition, it will be either:

(a) An Issue. Using ASKIT, select "DOCUMENTS" then "REQUISITIONS". Click on the appropriate Fiscal Year button and then click on the "LIST" button to retrieve the list of documents from which you will process. Highlight the document you wish to process and click on the "SELECT" button. Once the document appears, click on the "ACTIONS" button then highlight and click on the "POST/REVERSE RECEIPTS" option and enter the required information. FHPB-01 will pull the number three copy of the document from the BSF and discard it. Place the signed 1348-6pt in Holding File 1 for comparison against the TL to ensure the Z0A has processed. Afterwards the source document will be filed in accordance with paragraph 2111.1. FHPB-01 will coordinate issue of Pool material with SSD to ensure their inventory count is accurate.

(b) An NIS. Select the document from the "LIST" option and choose "EDIT" once you have selected the requisition to be processed. Click on the "MILSTRIP" box and click on save. This will build a record in the "PENDING MILSTRIP" file located under the "PROCESSES" option. Use the "PENDING MILSTRIP" option to printout a transfer requisition to a diskette in MILSTRIP format. All requisitions indicated for MILSTRIP in the "MILSTRIP" input field will be included. The clerk may choose to omit the requisition from release by placing a check mark in the omit box. The SAA will perform

the transmittal of your AØ_ file. The FHPB-01 will pull the number three copy of the document from the BSF and discard it.

(2) Routine requisitions will be processed using a pre-post scenario. When it is known that material is not available for issue and that the document must be passed off station, the "MILSTRIP" box window will be checked vice the 1348 box. This will build a record in the "PENDING MILSTRIP" file. When the "MILSTRIP" option is used, a requisition record is built and the supply system AØ_ is generated.

(3) Fuel requisitions will be processed as outlined in paragraph 2111.7. Refer to Appendix P for FAS fuel processing procedures.

(4) Managing requisitions via ASKIT does not eliminate the need to maintain 'hard copy' outstanding and completed requisition files. Utilizing the "Queries" menu on ASKIT, the following reports can be viewed and printed:

(a) Non-fuel Outstanding Unfilled Order (UFO).

(b) Non-fuel Completed file.

(c) Outstanding Fuel File (OFF).

(d) Completed Fuel File.

(5) The FHPB-01 will reconcile flight operations requisitions as required by Para 5201.6 - 5201.8 of this Order. The Outstanding Unfilled Order (UFO) with/without Status reports should be printed and reconciled with the Squadron's Flight Equipment section at least monthly. The FHPB-01 clerks will receive status/MOV records from SALTS using RSMS. Using the "STATUS FROM DISK" option from the "PROCESSES" option on the menu bar, upload all status records to ASKIT using the "NEW" option. Initiate corrective action and MOV responses, if required, on those records received from the Status report. Follow-up action is performed via the "FOLLOWUP" option from the "PROCESSES" option.

2. Financial files. Contain all source documents that have a direct effect on the OPTAR.

a. Allocation File

(1) The Allocation File is a chronological record of all correspondence that affects the allocation amount (increase or decrease) of the OPTAR. It contains a ledger (manual or mechanized) that documents the grants or withdrawal of funds that are entered into ASKIT via the "Grants" (Dollars) of the OPTAR menu.

(2) This file provides supporting documentation for the 'OPTAR GRANT FYTD' caption of the Budget OPTAR Report and includes receipt acknowledgement letters for each allocation (Grant/Withdrawal) received.

(3) The Allocation File will be maintained by correspondence date within fiscal year per reference (c) SSIC 7310.3a.

b. Holding Files. Non-Fuel (i.e. flight equipment) documents which support entries to the chargeable obligations and cumulative differences columns of the NAVCOMPT 2157 which either increase or decrease the OPTAR

Balance are maintained within ASKIT files and will be validated upon the processing of each TL against the source documents maintained in the Holding Files. After being used in the TL validation process, the source documents will be pulled from the Holding Files and (excluding holding file #3 and the bearer suspense file) will be maintained by fiscal year for the current and two (2) prior fiscal years in accordance with paragraph 2111.1.

(1) Holding File #1. This file contains a copy of all obligations and advanced debit adjustment documents (those documents that decrease the OPTAR balance) which are processed during the month. Prior to processing the TL, holding file documents will be used to validate each transaction to ensure the document was posted. Use the "Debits for TL" option of the Queries menu.

(2) Holding File #2. This file contains a copy of all de-obligation and advanced credit adjustment documents (those documents that increase the OPTAR balance) which are processed during the month. Prior to processing the TL, holding file documents will be used to validate each transaction to ensure the document was posted. Use the "Credits for TL" option of the QUERIES menu.

(3) Holding File #3. This file contains the processed and annotated DFAS Transaction Listing (Unfilled Order Listing (UOL), Summary Filled Order Expenditure Difference Listing (SFOEDL)) that was posted for the current reporting month.

(4) Bearer Suspense File. This file will contain the number three copy of the DD 1348-6pt awaiting the walk-through disposition. The FHPB-01 must contact the customer within 72 hours if no disposition is received to determine the document status (ISS, NIS). Once a document is returned, the BSF copy may be discarded.

c. Fuel Files. There are two fuel files. These files contain a copy of all hard copy fuel documents. Fuel receipts are matched to specific data elements in Fuels Automated System (FAS). Match transactions in FAS to hard copy receipts by DATE, QUANTITY, TEC and BUNO. The successful reconciliation of source documentation to financial transaction represents the foundation of a supportable, auditable process. Unsuccessful reconciliation of source documents to FAS transactions requires further action. Invalid fuel charges are challenged directly in FAS. Maintaining documentation of potential invalid charges is equally as important as maintaining documentation for valid charges. A FAS data file is generated on a daily basis for upload in and processed through ASKIT. Appendix P details FAS procedures. The purpose of these files is to match fuel expenditures appearing on the SFOEDL. Fuel documents shall be maintained for the current and two (2) prior fiscal years per reference (c) SSIC 4020.3b.

(1) Outstanding Fuel File (OFF)

(a) FHPB-01 will receive daily fuel data (physical receipts, in-flight fuel logs, daily reports or other transmissions) to support fueling event. FAS will be the starting point for fuel receipt validation and recordation (primary method of inputting fuel charges into ASKIT). Upon receipt of Non-FAS (hard copy) location fuel documents from the squadrons, FHPB-01 personnel will enter them via the "DOCUMENTS" menu "FUEL" option of ASKIT, which will charge against the OPTAR. Fuel received from FAS locations

will be entered electronically utilizing procedures set forth in Appendix P. These processes create the Outstanding Fuel File (OFF).

(b) Once the 'Add to Fuel' option is selected in ASKIT when obligating for FAS fuel charges, select 'Yes' to print all 1348's. These 1348's will be placed in the OFF pending reconciliation against the Summary Filled Expenditure Difference Listing (SFOEDL). Non-FAS fuel will be obligated using the fuel chit received from the squadron or utilizing the DESC web page, (procedures explained in paragraph 2111.2b). After the SFOEDL reconciliation the FAS fuel 1348's and Non-FAS fuel chits or Defense Energy Support Center (DESC) FAS web page(s) will be filed in accordance with guidance outlined in paragraph 2111.2.

(c) The OFF will contain all fuel documents that have not appeared, by document number, on a SFOEDL.

(d) The OFF is maintained within ASKIT and may be viewed under the "QUERIES" menu "FUEL OUTSTANDING" option.

(2) Completed Fuel File (CFF)

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

(b) The CFF is maintained within ASKIT and may be viewed under the "QUERIES" menu "FUEL COMPLETED" option.

(c) The CFF will be maintained per reference (c) SSIC 9540.1.

(3) Challenge File (CF)

(a) The CF will contain fuel documents which have appeared on the SFOEDL and are being challenged.

(b) Invalid FAS fuel charges are challenged directly in FAS. Clerk must return to the Account Budget Report Screen of FAS and select the dollar amount (underlined portion) to print a list of the challenge transactions. A copy of the challenged transactions must be printed and filed. Refer to Appendix P for procedures. Requisitions which have completed challenge actions (DFAS response) are usually identified and processed during processing of the SFOEDL. Requisitions must be removed from the CF once a response is received from DFAS. Whether DFAS accepted the challenge as valid or not, remove it by selecting the "List" option and selecting the SFOEDL month when the original challenge occurred. Next, select the "Actions"/"Confirm challenges" button to select the appropriate document to confirm a response was received from DFAS.

(4) Estimated Document

(a) It should be understood that the utilization of an "estimated" document for the purposes of influencing Cost Per Hour (CPH) figures to be in line with OP-20 costs is strictly prohibited.

(b) A need exists, however, to ensure that obligations for fuel are captured for each hour flown in conjunction with the Flight Hour Program (FHP). Therefore, when it is known that aircraft are deployed (i.e. temporary exercises and/or short term deployments) and all possible efforts

have been made to capture actual costs incurred have failed, an estimated document is authorized only for those hours in which costs have not been captured.

(c) The estimated document will cite a document number with a Julian Date of the last day of the month with the serial number of "EST_" (enter 1 - 9 as needed). Mandatory remarks will be entered to track the estimated document to the event or reason for input of an estimated document.

(d) Upon return of the squadron or deployed aircraft, all fuel documents will be collected and input into ASKIT. The estimated document will be "DEFUELED", by selecting the estimated document number and then clicking on the "ACTIONS" tab and select the 'Defuel' option. Enter the date defuel action occurred in the remarks block of the locally devised form.

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

1. Date.

2. Fuel Type.

3. Quantity (number of gallons.

4. DET (location, if known).

5. Estimated Document Number.

6. Remarks (Enter Defuel Date).

7. Actual Document Number.

(f) Transaction defueling requires joint recordation in both ASKIT and the Estimated Documents Log. Update the Estimated Documents Log to reflect the FAS document number matched to the estimated entry. Upon completion, defueled transaction is maintained in the CFF.

3. Maintain the Financial Support Listing Files

a. FHPB-01 personnel will screen WEBSALTS after the 5th of each month to determine whether the two Financial Support Listings from CNAF, Unfilled Order Listing (UOL) and a Summary Filled Order/Expenditure Difference Listing (SFOEDL) are posted to the Website.

b. After the listings are worked, an annotated copy and a copy of "challenge report" will be filed in month sequence.

NOTE: The financial support listings are separated by fiscal year. A control ledger is required to separate the appropriate fiscal year. The listing is filed along with the Challenge Report. (See Figure 2-2 for example: SFOEDL Control Ledger).

c. The listings will be maintained for the current and two (2) prior fiscal years in accordance with paragraph 2111.1.

VMFA(AW)-224				
OFC-01 SFOEDL FY 2008				
XXX MAW				
MALS-XX(UIC)	Date Posted	7B	7F	MONTH DIFF
Oct 07	11/7/2007	-45,084.22	741.12	-44,343.10
Nov 07	12/6/2007	-31,325.08	1,661.86	-29,663.22
Dec 07	1/8/2008	156,537.75	0.00	156,537.75
Jan 08	2/6/2008	11,821.34	-528.01	11,293.33
Feb 08	3/5/2008	-11,516.29	0.00	-11,516.29
Mar 08				
Apr 08				
May 08				
Jun 08				
Jul 08				
Aug 08				
Sep 08				
FYTD BOR COL 23		80,433.50	1,874.97	82,308.47

Figure 2-2.--Sample OFC-01 SFOEDL Control Log

4. Flight Packets, Control and Accountability. The issue and recovery control of flight packets is the responsibility of the FHPB-01 Branch. The flight packets will be issued to Squadron Commanders who have ultimate responsibility for their proper utilization. The Squadron Commander will assign an Officer as the Flight Packet Responsible Officer. FHPB-01 will maintain the letter designating the Responsible Officer.

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

a. Flight Packets will contain documents necessary to procure parts and fuel from both military and civilian sources as outlined in Wing/TYCOM instructions and paragraph 2111.3d. Note: refer to Air Card Procedures in Appendix V.

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

c. Accountability. Flight packets will be inventoried by FHPB-01 personnel at least weekly. Strict accountability will be established for control of flight packets and their documents. While in possession of flight packets, Aviation Supply Officers and Squadron Responsible Officers will maintain security of the flight packets by keeping them locked in a secure location.

d. Items Included. Each aircraft making extended flights will be provided (at a minimum) with a flight packet containing the following:

(1) Standard Form 44 (Purchase Order-Invoice-Voucher). All pre-typed procurement documents and forms will be retyped at the beginning of each fiscal year with new appropriation data. Pen and ink changes are not acceptable except for the Julian date field that will be identified at the time of usage.

(a) Two (2) SF44 for fuel/oil/lubricants. Used as a last resort to procure fuel (not to exceed monetary limitation established in applicable TYCOM instructions) at a commercial location that will not accept the AIR Card. Note: Only the Aircraft commander may sign this document.

(b) Two (2) SF44 for material/services. Used as a last resort to procure material and services (not to exceed $2500.00) at a commercial location that will not accept the AIR Card. Note: Only the Aircraft commander may sign this document.

(2) DD Form 1896 (Identaplate). Used to procure aviation fuels and lubricants at DOD, NATO military installations and for Canadian Nation Defense Contract Locations.

(3) Aviation Into-Plane Reimbursement Card (AIR Card). Used at all commercial airports including those with DESC Into-Plane contracts to procure fuel, fuel related products and grounds services. Refer to appendix V for Air Card procedures.

(4) Instructions for use of the SF44, DD Form 1896 (Identaplate) and the Air Card to include procurement for services and supplies including multi-language billing instructions).

(5) Standard Form SF 1094 (Rev. 12/96), U.S. Tax Exemption Form. At a minimum 6 copies will be included in the Flight Packet.

e. Requisition Input. No ASKIT input is performed until a document is used from the flight packet.

(1) When documents are used from a flight packet, FHPB-01 will use the "DOCUMENTS" option and then select "FUEL" or "REQUISITION". Any documents used will be replaced in the appropriate flight packet.

(2) Once the document(s) are loaded in ASKIT, they will be filed in the CTF.

f. Document Utilization. Guidance and instruction on the responsibility of Pilots, Operations Officer, and Supply Officer for document utilization is provided in the applicable COMNAVAIRLANT/COMNAVAIRPAC 7310 series of instructions.

g. The FHPB-01 personnel will ensure compliance with Wing/TYCOM Instructions, Group Instructions and that squadron personnel are trained in their responsibilities. This training will be accomplished upon request and a minimum once every six months. The training must be documented and kept on file for the current and one prior fiscal year.

5. Prepare and Submit Financial Reports

a. Transmittal Letter (TL). Operating units are required to use automated methods to submit Transmittal Letters (TLs, or unfilled orders (obligations)) to the accounting system. The WEBSALTS (URL) system is the preferred method, although Type Commanders may prescribe other methods, when appropriate. These submissions are required to ensure obligation documents (DI Z0A) and cancellation documents (DI X0A) are received by the TYCOM for financial processing into Standard Accounting and Reporting System (STARS). TL submissions consist of the unfilled.txt file, obligations and/or cancellations and the NC2156 summary report, a source document documenting the number of records in the TL submission. TL dates are established by the TYCOM and provided in the Fiscal Year Guidance message.

(1) Unfilled Order Transmittal File. Each OPTAR holder will maintain a file of printed copies of TL reports (both the OPTAR Document Transmittal Report and Obligation Listing) per reference (c) SSIC 7310.7a(1) through (6) as appropriate. In addition, electronic copies of TL obligation files may be maintained on diskette for the current and two prior fiscal years as a reference copy. Each OPTAR holder will maintain a TL Control Log for each fiscal year to show the unfilled order number, net dollar value and cumulative value of TLs for the year. The log will be retained in the TL file.

(2) Frequency Of Transmittal. All OPTAR holders will prepare and submit documents at least three times each month, whenever the operational environment permits transmission of administrative communications. Unless the Type Commanders specify otherwise, submissions will occur on the 10th, 20th, and last day of each month for current fiscal year OPTARs. Type Commanders may specify a different schedule as long as the alternate schedule specifies that at least three (3) TLs will be submitted each month, at intervals not to exceed approximately ten (10) days. If, for whatever reason, a TL is not prepared or cannot be transmitted on the scheduled date, the OPTAR holder will follow one of the following procedures. It is important to maintain continuity of TL serial numbers.

b. TL was not prepared on the specified date. As soon as it will be possible to transmit administrative communications, prepare a TL that covers the period of time from the date of the first day after the close of the last TL until the current date per the operating instructions of the AIS and then submit it to the Standard Accounting and Reporting System Field-Level(STARS-FL) accounting system as soon as possible. If, for example, the AIS system down for any period, it is permissible to prepare and submit a TL as soon as the system returns to operating condition. The TYCOM should be notified by an electronic means that the TL will be forthcoming (preferred method is via Naval message). Then, prepare and submit the next TL on its scheduled date.

(1) Unit anticipates that it will be unable to transmit on the scheduled date. The unit should prepare and submit a TL in advance of the due date, as close as possible to the due date.

(2) Unit has processed no documents since the date of the last TL. If no transactions (requisitions, cancellations, obligation adjustments) have taken place since the last TL, a TL will not be made for such period or periods. The next TL will cover the period of time from the date of the last TL.

(3) Prior Years. After the end of the first year of an appropriation and OPTAR, TLs will no longer be submitted three times a month. After an OPTAR becomes a prior year OPTAR in October (12 months after the OPTAR's funds first became available) OPTAR holders will prepare and submit OPTAR Document Transmittals for the prior year, but they will be sent only monthly (on the last day of the month) in months in which a transaction has occurred during that month which affects chargeable obligations (Column 22) of the Budget OPTAR Report.

c. The ASKIT clerk will complete the TL process by selecting the "TL" option from the "REPORTS MENU", which will then prompt the user to select either "NEW or OPEN". Selecting NEW will initiate the process for generating a NEW TL. The OPEN option will allow the user to view previously generated TLs. To create the NEW TL, the user will proceed to select the "SUBHEAD" then enter the TL END DATE to be used as the last day for that TL period and select OK. After reviewing the TL records, click on the Create TL button to print the TL and to save the data to a media device (i.e. 3.5" diskette or 256MB flash drive). This media device along with the printed copy of the TL is submitted to the SAD OIC/SNCOIC for review, approval and submission.

d. After release by the SAD OIC/SNCOIC of the TL, the ASKIT clerk will place the signed copy of the NC2156 summary report and the TL ledger in the respective account files. The file will be maintained in TL number sequence and by fiscal year for the current and two (2) prior fiscal years. The TL data from disk, which will be utilized to transmit the TL to TYCOM, will be copied down to a directory established as "Transmittal" on the respective accounts hard drive. The ASKIT clerk must ensure when producing the TL in ASKIT, that you change the disk file name to be reflective of the TL being submitted (i.e., 001.txt, 002.txt, etc.). This action will allow for the future capturing of exact TL data transmitted but not received by the TYCOM and assists in maintaining financial integrity for that account.

e. The TL will be transmitted via electronic media as directed by the TYCOM (i.e. SALTS preferred, E-MAIL, or other means). SALTS submission will be made under the "Financial Returns", "STARS-FL T/L Submission" option of SALTS. The SALTS transmission number and date will be entered on a "SALTS Log Sheet for TL Submission" and be maintained in the TL file.

6. Budget OPTAR Report (BOR)

a. BORs will be submitted per reference (w). FHPB-01 will ensure all required BOR data is entered in ASKIT and captured on the BOR. This will include remarks, late hour reporting and other specific reporting criteria as defined by the respective TYCOM. Monthly Flight hours must be reported in ASKIT prior to processing the BOR. The MAG S-3 is required to submit the flight hours to the accounting division in a timely manner to meet BOR reporting requirements. Flight hours are entered into ASKIT by selecting the 'Flight Hours' option of the OPTAR menu.

b. Audit: FHPB-01 will conduct an audit of the BOR before transmitting to the TYCOM. Appendix Y Budget OPTAR Report Format Instructions contains detailed procedures for conducting this audit.

c. Submission: Once the BOR has been reviewed and approved by signature, the BOR must be approved in the ASKIT system. This must be accomplished prior to beginning the next monthly reporting period. Once the Naval Message 'Has Been Sent' copy is retrieved it must be filed in month

sequence for the current and two (2) prior fiscal years in accordance with paragraph 2111.2.

d. If flight hours can not be received in a timely manner or system is not available, it may be necessary to process an "Estimated BOR". Ensure Estimate is included in the Subject line of the message and reason for the 'Estimate BOR' is included in the Remarks block. If the BOR requires corrections, a "Corrected BOR" will be processed. Ensure data is corrected within ASKIT and produce the BOR with 'Corrected' in the Subject line and the reason for the corrected BOR in the Remarks block.

7. Receive and Process AIR Card charges. Refer to Appendix V, AIR Card Procedures for detailed instructions on processing AIR Card charges.

8. Review and Process Fuel Charges. With the implementation of the Fuels Automated System (FAS) there are now two methods that can be used to process fuel in ASKIT. Weekly reconciliation of fuel to the local fuel farm summary report is recommended for early identification of erroneous charges. Detailed instructions for processing FAS fuel charges are contained in Appendix P. The following will explain both methods:

a. Processing FAS Fuel electronically. The objective of the FAS is to increase fuel accountability while promoting near real-time data processing. Although, not all fuel transactions are supported by FAS, DESC is working on capitalizing all Defense Fuel Support Points (DFSPS). The document series used for FAS fuel is 'FF'. When the AIR Card is used, at commercial locations without an INTO-Plane contract, the document series 'FA' will be used. If the same type of aircraft from the same squadron fills up with the same fuel type multiple times during the day, the result will be a rolled-up FAS document number. This rolled-up document number will be billed to the customer on the next to last work day of the month. To gain access to the FAS, OFC-01 clerks must obtain a user ID and Password by filling out the DLA form 1811. FHPB-01 clerks should perform the following at least weekly to download FAS Fuel charges.

(1) After logging in, select Buyer Information. Select the current month's link, and then click on the amount link for either the DOD purchases, Credits, or Non-DOD Purchases. A detailed list of transactions will be displayed. These must be reviewed and either accepted or challenged prior to downloading. The FAS challenge function should be used to challenge any transactions found to be erroneous. It should not be used to avert billing of valid transactions. Once challenged the Seller has 5 days to research and resolve. Once all documents have been reviewed select the ASKIT option. Select Create ASKIT File. This will save the documents pending download in a directory. Go to the directory and save the file to a disk using the original filename. All unchallenged documents will be billed on the next to last workday of the month. Post billing cycle corrections or fund recoupment must be accomplished via SFOEDL processing.

(2) Next, move to the appropriate ASKIT database and select The "FAS Obligations/New" option from the Processes menu. Click on the FAS file and a message will display, either the documents can or cannot be added. Exception codes will be listed. Correct exceptions then select 'Add to Fuel'. Once added, obligations are made against the OPTAR and the documents are added to the OFF. Print the 1348's and place them in the appropriate Holding File pending reconciliation against the SFOEDL. Once reconciled, file the 1348 in an image retrieval system or hard-copy file.

b. Processing Non-FAS fuel manually. It should be noted that OFC-01 clerks are still required to pick up fuel chits from the squadrons on a weekly basis. The following criteria should be used to determine if the fuel chit should be loaded manually.

(1) If it can be determined that the fuel was received from a FAS supported location the fuel chit should not be manually loaded to ASKIT. This fuel, instead, should be loaded electronically via FAS download.

(2) Fuel chits received from Non-FAS supported locations must be entered manually by selecting the 'Fuel' option from the Documents menu. Then, click the 'Add' button and enter the document number. Once the fuel chit has been loaded place it in Holding File 1. Once it is known that the fuel transaction has been obligated either by a FAS download or by manual methods they will be filed in accordance with paragraph 2111.1.

Note: Non-FAS fuel can be reviewed on the DESC website, http://www.desc.dla.mil/. Next select 'Fuels Automated System' / 'Reference Tables'. Two reports will be displayed, the Non-FAS Transactions Reports and the Non-FAS Transactions-Into-Plane. The previous month's transactions will post on or before the SFOEDL is posted. These reports must be reviewed prior to processing the SFOEDL. If transactions on the reports are found to be valid charges and do not have an existing obligation in ASKIT one should be made to avoid accepting it as a first time charge on the SFOEDL. Once the Non-FAS charge is added to ASKIT either as a fuel chit received from the squadron or downloaded from the DESC website it must be placed in the appropriate Holding File pending reconciliation against the SFOEDL. After reconciling, file the record in accordance with paragraph 2111.1.

(3) Fuel purchased using the IDENTAPLATE will be available on the FAS for download at the DOD purchase option and will be processed using the FAS (FF doc series) provided document number.

(4) Fuel purchased using a SF44 from the flight packet will be processed using the DDSN on the document.

(5) Fuel purchased using the AIR Card at commercial locations without an INTO-Plane contract will be available on the FAS for download under the NON-DOD purchases with a doc series of FA.

c. Processing In-flight Refueling transactions. The Parent MALS of Tanker squadrons routinely submit Naval Messages to Non-Supported squadrons of other MALS that have received in-flight refueling as explained in Part B. The receiving MALS SAD must use the Naval Message to reconcile In-flight charges found on the FAS.

9. Process Financial Support Listings. Financial Support Listings and the procedures for downloading and working them are as follows:

a. Unfilled Order Listing (UOL). This listing contains all financially outstanding documents for the activity. The UOL is produced on the same frequency as the SFOEDL (see paragraph 2111.8c).

b. Summary Filled Order Expenditure Difference Listing. The SFOEDL is produced monthly for the 1st through the 24th report month and then quarterly thereafter through the 57th month.

c. Obtaining Listings. When Financial Support Listings are produced, approximately the 5th of the month following the month being reported on (i.e., listing based on October 31 transmittals and BORs will be available approximately 5 November). They are forwarded to SALTS CENTRAL where they are stored on a Webpage for downloading.

d. Required Action. Once files are downloaded and stored on some type of magnetic media, refer to reference (k) for specific processing procedures. The posting, reviewing and validation of SFOEDLS will be completed within 10 days following the processed date of the SFOEDL. The statement, 'Posted and Processed' name and date will be recorded adjacent to the FYTD difference on the listing. Regardless of the total difference, it will be posted to ASKIT. Account solvency will not be the deciding factor.

e. SFOEDL challenge codes and specific explanations of data elements in the SFOEDL file, along with additional information can be found in reference (f). A SFOEDL Challenge report is required as acknowledgement to working the listing.

f. UOLs are received in the same manner in which SFOEDLS are received.

(1) UOLs provide the unit with a list of those obligations processed by FFSF/TYCOM as received by them via your Transmittal. It contains those records for which you have not received Material, only a partial receipt of material, and material which has not been matched to a corresponding expenditure. It represents that portion of the obligation still outstanding from the originally submitted Z0A record.

(2) Financial Clerks should screen and review this listing for any record that has been completed and initiate the appropriate cancellation action to recoup possibly duplicated expenditures or excess obligations. Determining duplicated expenditures requires the clerk to use the SFOEDL while conducting this type of causative research. Those records which contain a date in the POE/SUM date field of the UOL represent some type of payment action has been taken by STARS. The value which is listed on the UOL represents that portion of your units obligated funds not yet expended and are considered to be Unfilled Orders or Partially Established Orders. Clerks can use the date posted in the POE/SUM date field to determine which SFOEDL financial processing has occurred. This will assist the clerk in determining the billing cost and how to make the necessary adjustment when processing an Obligation Adjustment for a Money Value only transaction.

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

EXAMPLE #1

- AO_ processed for a quantity of 8 for $800.00. Status received indicates AE1/BJ status code for a quantity of 5 for a bill of $500.00.
- Review of the SFOEDL shows the obligation for $800.00
- The expenditure document is posted for $500.00
- Because the quantities are now different the $300.00 difference will post as a Partial Order Established record (POE).
- Only the $300.00 may be recouped in this scenario as the status has indicated (and a receipt is on file) that only 5 would be received. Since the unit failed to internally cancel the remaining 3, the clerk must initiate action to cancel the remaining 3. Once cancellation status has been received and processed, the cancellation will generate a DI X0A (providing immediate credit to your OPTAR). This X0A will be processed by the TYCOM during the next Transmittal processing period.

EXAMPLE #2

- Initial obligation is processed for a quantity of 5 with a unit price of $125.00 for a total obligation of $625.00.
- The expenditure is received by DFAS as a multiple shipment (quantity for 3, and quantity for 2) and posts against the SFOEDL for an expenditure price of $360.00 and $240.00 respectfully. The SFOEDL shows a POE value of $25.00 and the UOL shows the document for a quantity of 5 for a dollar value of $25.00.
- Review of the BRF record indicates the original obligation price was based on a Unit Price of $125.00 each. Additionally, The BRF status shows the requirement to have been suffix coded and receipt has posted for each. However, the expenditure price received by DFAS is $120.00 each.
- This remaining balance of $25.00 is available for recoupment and should be taken by the clerk and processed back into the OPTAR.
- The financial clerk will process a obligation adjustment for the amount listed on the UOL, which in this case is $25.00. This action will create the adjustment to the OPTAR and generate an DI X0A for $25.00 to be submitted on the next Transmittal.

(4) It should be noted that these two examples are only a small portion of the various conditions that occur during the financial process conducted by the TYCOM. The financial clerk must ensure that sufficient funds are obligated to cover the cost of those charges which are to be received by DFAS. Thorough research is required to be performed prior to any

Administrative Cancellation (ADCANC) or financial adjustment is processed by the clerk.

(5) Specific processing instructions regarding ASKIT processing, shall be in accordance with specific training guides and instructions related to its operating system. Units must ensure required maintenance to ASKIT is performed regarding backups and system functional requirements.

10. Review and Process SERVMART/DOD EMALL Requests

a. The FHPB-01 will receive SERVMART/DOD EMALL requests from the SSD. After screening the request to ensure charges are valid, a SERVMART/DOD EMALL document will be prepared. After the requisition has been prepared, a copy will be removed and placed in the Bearer Suspense File (BSF) and the requisition will be loaded to ASKIT using the "Non-fuel" menu. Ensure that the "DAAS" window is marked "N". The remaining copies of the requisition and the SERVMART/DOD EMALL request will be returned to the SSA.

b. Upon return of the SERVMART/DOD EMALL documentation, the copy will be pulled from the BSF and destroyed. Enter ASKIT and select the requisition from the "Non-fuel" menu option, choose "Receive" from the control window and complete the requisition for the amount of the returned SERVMART/DOD EMALL documentation.

c. The SERVMART/DOD EMALL Shopping List and the register tape will be attached to the DD 1348-6 and they will be filed in the CTF. The CTF is a manual file for these documents, due to not being able to scan them into the Image Retrieval System.

d. When using the Government Commercial Purchase Card (GCPC) to make SERVMART/DOD EMALL purchases, ensure strict compliance of reference (i), TYCOM and Local Instructions/Directives are adhered to (see paragraph 2111.10).

11. Government Commercial Purchase Card (GCPC) Usage

a. The purchase card shall be used to buy and/or pay for all requirements under the micro-purchase threshold. The purchase card shall be used to purchase supplies and services not to exceed $3,000.00 per cardholder per transaction. Other amounts may be authorized as determined by local Authorized Purchasing Contractors (APC) and directives promulgate.

b. Cardholders shall not split the requirements over micro-purchase threshold to avoid the competition requirements or breakdown requirements merely to make several purchase card transactions.

c. Splitting requirements for the purpose of achieving micro-purchase threshold values ($3,000.00) or to avoid competition requirements is an improper use of the purchase card.

d. The purchase card shall only be used for authorized U.S. Government purchases. Intentional use of the GCPC for other than official Government business will be considered an attempt to commit fraud against the U.S. Government and may result in immediate cancellation of an individual’s purchase card and further disciplinary action. The cardholder will be held personally liable to the government for the amount of any non-government transaction. Per reference (j) and (k), misuse of the purchase card could

result in a fine of not more than $10,000.00 or imprisonment for not more than five years or both. Military members that misuse the purchase card may be subject to court martial per reference (l).

e. Block funding documents shall be established for the purpose of reducing the cost to the Government for individual line item expenditures incurred during a billing cycle. Personnel will obligate funds in ASKIT using a single document number established as a C9999 continuing services type transaction. In ASKIT, select the "C9999" option from the "DOCUMENTS" menu. When the "C9999" window displays, click on the "ADD" button and type the required information. In the Stock number field type "CREDIT CARD". Enter in the "Original Price" field a value which will be sufficient to capture the "Estimated Cost Chargeable" to cover a three month period. Additionally, enter remarks that will assist you in identifying the purpose of the block funding document.

f. Amending C9999 documents will be required from time to time to ensure sufficient funds are available to capture all authorized purchase commitments. Using the "ACTIONS" option select "AMMENDMENT" then select "ADD". The "EDIT" option should only be used to modify remarks and NOT to change or amend obligation values.

g. Recording charges for C9999 documents is required upon the return of SERVMART/DOD EMALL or other C9999 transactions when receipt of material or services have been completed. A validation of materials obtained from local SERVMART/DOD EMALL or other outside commercial source will be made to ensure that only those items specifically authorized for purchase have been made. Those items that were not authorized for purchase will be retained and efforts to effect a turn in and credit will be made. To record the charge select "ACTIONS" and then "CHARGES" option, click on the "ADD" button and record the Charge Date, Amount and Description of charge and click on the "SAVE" button. This will reduce the availability of Funds for that document thus providing an availability of funds for the selected document.

h. Refer to Appendix K for additional requirements related to open purchase documents and usage.

12. Perform Backups of all Daily, Weekly, Monthly and Yearly database files.

a. Backups will be accomplished at the end of every workday. Additionally, backups will be done monthly (upon completion of the BOR process) and before any major event that cannot be reversed (i.e. SFOEDL, UOL). Procedures for performing a backup are contained in reference (i). Daily backups will be maintained by the FHPB-01.

(1) Daily backups need not use the Three Generation methodology. A separate media for each day of the week is sufficient. A backup that is accomplished on Monday may be overwritten the next Monday. Assuming a five-day workweek only five separate media are required.

(2) Monthly backups will be accomplished after the Budget OPTAR Report is approved in ASKIT. These backups will be maintained in a secure, fireproof, off-site location not collocated with the daily backups thereby meeting the requirement for a catastrophic backup. Since the monthly backup contains data for all active Fiscal Years, twelve media are required. The September monthly backup also acts as the end-of-fiscal-year backup.

b. After the September BOR process and corresponding backup the Fiscal Year will be 'cycled' in ASKIT as described in the ASKIT reference (i) and TYCOM/WING end of year processing requirements. This process initializes the new Fiscal Year and must be accomplished before the new Fiscal Year transactions can be processed

c. Once the Fiscal Year is 'cycled' all inactive Fiscal Years will be archived as described in reference (i). This archive will be stored in a secure, fireproof, offsite location (AISD Safe File). It is recommended that this location be different than where the monthly backups are stored. These archives will be maintained as directed.

Chapter 2

Section 1: Flight Hour Program Branch (FHPB)

Part B: In-flight Refueling Procedures (FHPB-IR)

2120. General

1. Responsibilities. In order to ensure accurate accounting, the aircraft commander, squadron operations officer, fuel farm coordinator and MALS supply accounting officer each have specific responsibilities as outlined below. Optimum cooperation must exist between these individuals because, if fuel is received by the tanker squadron and dispensed without documenting the proper information, the tanker squadron must pay for that fuel from its own OPTAR.

2. Duties

a. The FHPB-IR will maintain the following files:

(1) In-flight Refueling Log File.

(2) In-flight Refueling Billing File.

(3) In-flight Refueling Receipt File.

b. Squadron Operations Officers will perform the following duties:

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

(2) Ensure all In-flight Refueling Logs are delivered to SAD within 1 working day after completion of a refueling mission.

c. Aircraft Commanders will perform the following duties:

(1) Obtain the required information to complete the In-flight Refueling Log.

(2) Turn in the In-flight Refueling Log and all fuel chits to the operations officer upon completion of a refueling mission.

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

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

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

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

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

(b) File the In-flight Refueling message in the In-flight Refueling Billing File. Reconcile the issues from the In-flight Refueling Message with the Credits posted to the Fuels Automated System and ensure they are loaded to ASKIT. File the FAS download that contains the corresponding credits in the In-flight Refueling Billing File. If the credits do not post to the FAS within 48 hours of sending the message investigate by contacting the Fuel Farm. A copy of the email or message should also be sent to the MALS SAD that supports the squadron that received in-flight refueling.

e. The Fuel Farm Coordinator will perform the following duties:

(1) Receive the generated message from MALS Supply, detailing all in-flight refueling issues.

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

2121. Procedures

1. Maintain an In-flight Refueling Log File

a. The In-flight Refueling Log File is an historical file of all In-flight Refueling Logs (figure 2-3). This file will be in date sequence within fiscal year. This file will be maintained as a hard copy file or on an Image Retrieval System.

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

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

b. The In-flight Refueling Log File will be maintained for the current and 4 prior fiscal years.

2. Maintain an In-flight Refueling Billing File

a. The In-flight Refueling Billing File is a historical record of all issues to supported and non-supported units and credits to the tanker unit generated as a result of In-flight Refueling. This file should contain the

In-flight Refueling message, which is forwarded to the Fuel Farm and a copy of the FAS download that contains the corresponding credits.

b. This file will be maintained in chronological sequence within fiscal year.

c. This file will be maintained per reference (c) SSIC 9540.1.

3. Maintain an In-flight Refueling Receipt File (IRRF)

a. The In-flight Refueling Receipt File (IRRF) is an historical file used in researching unmatched transactions.

b. The IRRF is maintained in document number sequence.

c. The IRRF is maintained per reference (c) SSIC 9540.1.

4. Ensure Aircraft Commanders are Knowledgeable of In-flight Refueling Procedures

a. The operations officer of any squadron involved in in-flight refueling will ensure that every aircraft commander is aware of the procedures required of him, as outlined in paragraphs 2121.6 and 2121.7.

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

5. Ensure all In-flight Refueling Logs are Delivered to SAD

a. The squadron operations officer will provide each aircraft commander with sufficient copies of the In-flight Refueling Log (figure 2-2) to accommodate the projected In-flight Refueling prior to each in-flight refueling mission.

b. Upon completion of the mission, the aircraft commander will turn in all fuel chits and in-flight refueling logs to the operations officer who will review them for completeness before delivering them to the FHPB-IR. The operations officer will affect a hand-to-hand delivery of all documentation to SAD. Under no circumstances will fuel documentation be forwarded through the guard mail.

6. Obtain Required Information to Complete the In-flight Refueling Log

a. The aircraft commander will obtain the information required to complete the in-flight refueling log for each aircraft refueled (figure 2-2).

b. The aircraft commander will complete the in-flight refueling log for each aircraft refueled. Gallons dispensed will be recorded by Bureau Number.

7. Turn in All In-flight Refueling Logs and Fuel Chits to the Operations Officer

a. If the tanker aircraft is refueled away from the home base, the aircraft commander will ensure that legible copies of all refueling chits are turned over to the operations officer upon completion of the mission.

b. After each refueling mission, the aircraft commander will turn in all in-flight refueling logs to the operations officer.

8. Provide Tanker Aircraft with SF44s, Jet Fuel Identaplates and AIR Cards Citing Fund Code '7B'. It is important that SF44's contain the End Use appropriation data. Identaplates (DD 1896) should reflect the Tankers UIC and the 7B fund code. The DoN Consolidated Card Program Management Division (DoN CCPMD) should be contacted to ensure that AIR Cards belonging to Tanker Aircraft are tied to the Tankers UIC and 7B fund code.

9. Process Fuel Receipts. Fuel received by tanker squadrons will be processed via ASKIT in the same manner as all other flying squadrons. Refer to paragraph 2111.7.

10. Prepare In-flight Refueling Messages

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

b. The receiving units in-flight refueling transactions and the credits issued to the Tanker squadron will be visible on the FAS and should be reviewed for validity and loaded to ASKIT to avoid receiving as "first time charges" on the SFOEDL.

11. Perform Reconciliation of Issues and Credits

a. The FHPB-IR will then print out the FAS download file in ASKIT by selecting Processes>FAS Obligations>Open. Select the FAS download file that contains the credit records to be reconciled. Select print selected file.

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

JOINT MESSAGE FORM					SECURITY CLASSIFICATION				
PAGE	DTG/RELEASER TIME		PRECEDENCE		CLASS	SPECAT	LMF	CC	ORIG/MSG IDENT
	DATE.TIME	MONTH	YR	INFO					
OF									
BOOK	MESSAGE HANDLING INSTRUCTIONS								

FROM: HOLDER OF TANKER SQUADRON OFC-01 ACCOUNT (I.E., MALS-14)
TO: HOLDER OF REFUELED SQUADRON OFC-01 ACCOUNT (I.E., MALS-11/SAD)
INFO: REFUELED SQUADRON//S3// (I.E., VMFA-333/S3)
TANKER SQUADRON//S3// (I.E., VMGR-352)

UNCLAS //N07300//
SUBJ: INFLIGHT REFUELING

1. TANKER SQUADRON PERFORMING THE REFUELING

DODAAC	T/M/S	TEC	BUNO
1	2	3	4

A. RECIPIENT SQUADRON

DODAAC/JULIAN	FUEL TYPE	QTY (LBS)	QTY (GAL)	T/M/S	TEC	BUNO
5	6	7	8	9	10	11

NOTES:
1. TANKERS UIC
2. TANKERS TYPE MODEL SERIES
3. TANKERS TYPE EQUIPMENT CODE
4. TANKERS BUNO NUMBER/TAIL NUMBER
5. REFUELED AIRCRAFT SQUADRONS UIC AND JULIAN DATE REFUELING OCCURRED
6. TYPE OF FUEL (I.E., JP-5, JP-8)
7. TOTAL POUNDS DISPENSED TO THAT SQUADRONS AIRCRAFT
8. TOTAL GALLONS DISPENSED TO THAT SQUADRONS AIRCRAFT
9. RECIPIENT SQUADRONS TYPE MODEL SERIES
10. RECIPIENT SQUADRONS TYPE EQUIPMENT CODE
11. RECIPIENT SQUADRONS BUNO/TAIL NUMBER

DISTR:		
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE	SPECIAL INSTRUCTIONS	
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE		
SIGNATURE	SECURITY CLASS.	DATE TIME GROUP

Figure 2-4.--Fuel Charges Message

Chapter 2

Section 1: Flight Hour Program Branch (FHPB)

Part C: OPTAR Functional Category-50 (OFC-50); Aviation Operation Maintenance (AOM)

2130. General

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

2. Duties

a. The FHPB-50 will maintain the following files:

(1) Financial files.

(2) Financial Support Listing files.

(3) Completed Transaction File (CTF).

b. Review and correct trial financial reports.

c. Review and submit Live monthly financial reports.

d. Receive and process Financial Support listings. (SFOEDL/UOL)

e. Receive and Process TYCOM Listings.

f. Review and process SERVMART/DOD EMALL requests.

g. Receive and process GCPC requests.

2131. Procedures

1. Maintain Financial Files

a. Allocation File

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

(2) This file provides supporting documentation for the 'OPTAR GRANT FYTD' caption of the Budget OPTAR Report and includes receipt acknowledgement letters for each allocation (Grant/Withdraw) received.

(3) The 'Grants Management' option from the Financial menu will be utilized to input grants or withdrawals received. Chapter 5 of reference (m) provides guidance for grants processing.

(4) The allocation file will be maintained per reference (c) SSIC 7310.3a. This file shall contain not only the grants/withdrawal of funds for FHPB OFC-50, but also OFC-09 and OFC-10 NON-Flight Hour Program and BP-28

(NAVSUP dollars). The file will be separated by OFC and must contain a financial ledger. This file will be maintained in accordance with paragraph 2111.1.

b. Transmittal Files: An OPTAR Document Transmittal Report (TL), NAVCOMPT 2156) will be generated any time the 'Daily Live' option of the Financial module is selected/processed within R-Supply. Operating units are required to use automated methods to submit Transmittal Letters (TLs, and unfilled orders (obligations)) to the accounting system. Email is the preferred method for OFC-50, although the Type Commander may prescribe another method, when appropriate. These submissions are required to ensure obligation documents (DI Z0A) and cancellation documents (DI X0A) are received by the TYCOM for financial processing into STARS. TL submissions consist of the unfilled.txt file, obligations and/or cancellations, and a NAVCOMT 2156 summary report, reporting the number of records being submitted. TL dates are established by the TYCOM and provided in the Fiscal Year Guidance message.

(1) Unfilled Order Transmittal File. Each OPTAR holder will maintain a mechanized file of the unfilled orders (Z0A/X0A). This is a consolidation of all unfilled orders submitted during the fiscal year. A copy of TL obligation files shall be maintained per reference (c) SSIC 7310.7a(1) through (6) as appropriate. In addition, each OPTAR holder will maintain a TL Control Log for each fiscal year to show the total unfilled orders, the net dollar value and cumulative value of TLs for the year. The log will be retained in the TL file. A sample control log is provided in Figure 2-5.

(2) Frequency of Transmittal. All OPTAR holders will prepare and submit documents at least three times each month, whenever the operational environment permits transmission of administrative communications. COMNAVAIRFOR publishes at the beginning of the fiscal year a schedule of due dates for the submission of Transmittals for all OFC's. Unless the Type Commanders specify otherwise, submissions will occur on the 10th, 20th, and last day of each month for current fiscal year OPTARs. If, for whatever reason, a TL is not prepared or cannot be transmitted on the scheduled date, the OPTAR holder will follow one of the following procedures. It is important to maintain continuity of TL serial numbers. Since the TL contains a recap of all fund codes processed in R-Supply (i.e. 9S, 7L for OFC-50; 2F, 9E for OFC-10 (non-flight hour); and 8X for OFC-09).

(a) TL was not prepared on the specified date. As soon as it is possible to transmit administrative communication, prepare a TL that covers the period of time from the date of the first day after the close of the last TL until the current date per the operating instructions of the AIS and then submit it to the STARS-FL accounting system as soon as possible. If, for example, the AIS system was down for any period, it is permissible to prepare and submit a TL as soon as the system returns to operating condition. The TYCOM should be notified by an electronic means that the TL will be forthcoming (preferred method is via Naval message). Then, prepare and submit the next TL on its scheduled date.

(b) Unit anticipates that it will be unable to transmit on the scheduled date. The unit should prepare and submit a TL in advance of the due date, as close as possible to the due date.

FY 20XX		Marine Aviation Logistics Squadron XX							
		FHPB-50 Transmittal Control Log							
		OFC-50			OFC-10			OFC-09	Total of
MONTH	TL #	7L	9S	Total	9E	2F	Total	8X	Transmittal
Oct	001/2008	$125,125.93	$1,925,643.91	$2,050,769.84	$1,250.52	$25,214.73	$26,465.25	$952,318.56	$3,029,553.65
	002/2008	$256,781.51	$2,148,567.28	$2,405,348.79	$3,286.45	$54,671.26	$57,957.71	$0.00	$2,463,306.50
	003/2008	$345,821.68	$951,457.12	$1,297,278.80	$581.23	$0.00	$581.23	$0.00	$1,297,860.03
	004/2008	$1,128,253.15	$987,431.28	$2,115,684.43	$10,532.89	$562.31	$11,095.20	$75,892.56	$2,202,672.19
Nov									
Dec									
Jan									
FYTD TTL		$1,855,982.27	$6,013,099.59	$7,869,081.86	$15,651.09	$80,448.30	$96,099.39	$1,028,211.12	$8,993,392.37

Figure 2-5.--Sample Transmittal Log

(c) Unit has processed no documents since the date of the last TL. If no transactions (requisitions, cancellations, obligation adjustments) have taken place since the last TL, COMNAVAIRFOR requires submission of a TL

showing zero (0) transactions for that period. The next TL will cover the period of time from the date of the last TL. R-Supply does not create a TL if no obligations/cancellation were processed.

(d) Prior Years. After the end of the fiscal year of an appropriation, TLs will continue as long as there's a financial transaction posted against the OPTAR.

(3) Prior to forwarding the Transmittal to the TYCOM it will be reviewed and signed by the SAD Officer. For the last TL of the month, that generates the end of the month BOR, the AvnSupO or the AAvnSupO will review and sign the report.

(4) The OPTAR Document Transmittal Report will be filed by Transmittal Number (T/L #) in sequence within fiscal year for the current and two (2) prior fiscal years in accordance with paragraph 2111.1.

c. Budget OPTAR Report File

(1) R-Supply will generate a Budget OPTAR Report (BOR); NAVCOMPT 2157, monthly for the first 18 months of the appropriation. A BOR for month's 19-36 (prior fiscal year) will be generated only if there is a change in Block 24. The OIC/NCOIC will match the NC 2157 to the message BOR prior to releasing the message to CNAF.

(2) The 'Monthly Live' option of the Financial module within R-Supply will be selected to process the BOR for months October through August. The 'Yearly Live' option will be selected at the end of September to process the Fiscal Year closeout BOR.

(3) FHPB-50 will ensure the BOR is signed by the AvnSupO on all required reports prior to filing. Supporting documentation (DD 1149) and all audit sheets used to verify the accuracy of the reports will be attached to the top of the report being filed.

(4) The Budget OPTAR Report will be filed in month sequence within fiscal year for the current and two (2) prior fiscal years.

d. Bearer Suspense File (BSF)

(1) The BSF contains a copy of all requisitions which are "walk-through" type requisitions. This file is used to ensure paperwork is returned to the FHPB-50 after the material is picked up by the customer.

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

(3) The FHPB-50 will screen the BSF daily to ensure paperwork is returned.

2. Maintain the Financial Support Listing Files

a. FHPB-50 will screen WEBSALTS after the 5th of each month to determine whether the two Financial Support Listings from CNAF, Unfilled Order Listing (UOL) and a Summary Filled Order/Expenditure Difference Listing (SFOEDL) are posted to the Website.

b. After the listings are worked (see paragraph 2131.8), an annotated copy and a copy of "challenge report" will be filed in month sequence.

NOTE: The financial support listings are separated by OFC, by fiscal year. A control ledger is required to separate the appropriate fiscal year. The listing is filed along with the Challenge Report. (See Figure 2-6 for example: SFOEDL Control Ledger).

AOM SFOEDL FY 2008

XXX MAW												
MALS XX (UIC)	Date Posted	7L	9S	OFC-50 TOTAL	9E	2F	OFC-10 TOTAL	8X	BOR COL 23	SFOEDL FYTD
Oct-07	11/12/07	19,452.31	216,344.21	235,796.52	1,623.54	546.38	2,169.92	5,613.49	243,579.93	243,579.93
Nov-07	12/16/07	132,654.58	1,312,986.46	1,445,641.04	2,315.00	1,878.99	4,193.99	11,203.44	1,461,038.47	1,704,618.40
Dec-07	1/11/08	65,313.96	65,353.49	130,667.45	945.22	9,458.55	10,403.77	323.66	141,394.88	1,846,013.28
Jan-08										
Feb-08										
Mar-08										
Apr-08										
May-08										
Jun-08										
Jul-08										
Aug-08										
Sep-08										
FYTD		217,420.85	1,594,684.16	1,812,105.01	4,883.76	11,883.92	16,767.68	17,140.59	1,846,013.28	3,794,211.61

Figure 2-6.--Sample SFOEDL Control Log

c. The listings will be maintained for the current and two (2) prior fiscal years in accordance with paragraph 2111.1.

3. Maintain a Completed Transaction File (CTF). The CTF is maintained as a historical record of all source documents, which have financial impact. A receipt (DI X71) does not have a financial impact (a SFOEDL difference does cause a financial impact).

NOTE: If a network based Fleet Image Management System (FIMS) is used as the Imaging Retrieval System the CTF may be maintained by the appropriate divisions in the Supply Department.

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

b. The CTF is maintained for the current and two (2) prior fiscal years per reference (c) SSIC 4440.1b.

4. Review and Correct Trial Financial Reports

a. The SAD OIC/SNCOIC will distribute trial financial reports as required. FHPB-50 will receive these reports and review them for erroneous obligations and expenditures. Additionally, the reports will be reviewed for proper format.

b. If FHPB-50 determines that a correction is required for a transaction appearing on the financial reports, FHPB-50 will notify the branch, squadron, or work center that input the transaction and that branch will do the correction. The only transactions FHPB-50 will correct are financial transactions (Grants, OPTAR Adjustments, and Obligation Adjustments). Each division will make their own corrections.

c. The basic format of all financial reports are shown in reference (f). If the format is not correct, FHPB-50 will notify the SAD OIC/SNCOIC.

d. The following audits will be conducted whenever a trial Financial Report is received. If the answer to any of the questions is 'NO', FHPB-50 will notify the SAD OIC/SNCOIC and make the necessary corrections.

(1) Were the Transmittal Report, Budget OPTAR Report, and Division Budget Report generated for the current fiscal year?

(a) If no Transmittal Report was generated, is the Transmittal Number (T/L) data on the Budget OPTAR Report also blank?

(b) If the Transmittal Report was generated, does the T/L data on the TL and BOR match?

(2) Are the dates on all reports correct?

(3) Do the money values and numbers of documents match from the Transmittal detailed list to the NAVCOMPT 2156?

(4) Is the T/L number one greater than the last T/L submitted?

(5) Does the Gross Adjusted Obligation (GAO) caption on the Commanding Officer’s Budget Report match the GAO on the Budget OPTAR Report?

(6) Does the Allocation Amount on the Commanding Officer's Budget Report match both the OPTAR Grant FYTD on the Budget OPTAR Report and the Net Total OPTAR (NTO) on the latest allocation correspondence?

(7) Are all Type Equipment Codes and Fund Codes on the Budget OPTAR Report valid?

(8) Does column 23 total match the FYTD difference total of the last SFOEDL received and processed?

(9) Are transactions listed on the Division Budget Report (report 21) valid for the Type Equipment Code (TEC) listed?

e. In today's real-time environment, it is imperative that FHPB-50 closely monitor the 'Trial' financial report and initiate corrective actions prior to running a 'live' financial report.

f. FHPB-50 will follow guidance and instructions as outlined in Space Space and Naval Warfare Systems Center (SPAWARSYSCEN) Technical Advisories and System Operating instructions for processing financial reports and listings and as further outlined in this desktop procedure.

5. Review and Submit Monthly Financial Reports

a. When the monthly financial reports are received, the FHPB-50 will conduct the same audits as those stated in paragraph 2131.4 for the trial financial reports. If a discrepancy is found, the SAD OIC/SNCOIC must be notified and corrective action initiated.

b. It is the FHPB-50 responsibility to ensure the "Live" Financial Report is reviewed and signed by the Aviation Supply Officer prior to filing.

c. Material Financial Control System (MFCS) Financial Monthly Processing. The goal of the R-Supply DBA/Financial clerk is to perform end-of-month close out as late in the month as possible.

(1) Prior to processing the Monthly Financials, the R-Supply DBA and Financial Clerk must ensure that all R-Supply input data has been posted. In addition, Issue Pending, Suspense and ZOC files must be posted and cleared. Once this has been accomplished, all users must be removed from R-Supply.

(2) The R-Supply DBA will ensure the R-Supply GEN is down. At this point the R-Supply DBA must execute EC ULMTIR for the day. With the GEN down, the R-Supply DBA, in conjunction with SMD, will review the TIR reports to ensure all TIR files are good. If the TIR process was successful, the Live Financial Monthly can be processed.

NOTE: The Daily Morning TIR process must not be run on the day of the Live Financial process until the steps described above have been accomplished.

(3) If transactions are processed in R-Supply after execution of EC ULMTIR and prior to the Live Monthly Financials, those transactions will be lost. All transactions posted to R-Supply write to the Financial Holding File. Once the Financial Monthly is processed, the Financial Holding File is cleared. EC ULMTIR pulls data directly from the Financial Holding file. If the data is cleared by the Live Monthly Financials, transactions posted between the execution of the EC ULMTIR and the Live Monthly Financials will be lost.

(4) Live Financial Monthly Processing Sequence.

(a) Input all transactions not previously processed (issues, transfers, adjustments, etc.).

(b) Issue Pending File (IPF 2) should be cleared of all issues, offloads, and transfers.

(c) Conduct causative research and post corrective actions in R-Supply to clear all suspended transactions currently residing on the suspense report.

(d) Release all records residing in ZOC files.

(e) Run a Trial Monthly Financial. Continue to run Trial monthly reports until it is determined to be good.

(f) Ensure the R-Supply DBA brings the GEN down.

(g) Have the R-Supply DBA execute EC ULMTIR.

1. Ensure SMD conducts daily TIR reviews.

2. Ensure SMD transmits TIR files.

(h) The R-Supply DBA turns off interface (between NALCOMIS and R-Supply), and shuts off all users. This is done so no transactions can be input prior to the Monthly live Financial.

(i) Execute the Live Financial Monthly.

NOTE: Remember, the users must be off, and the interface shut down, so that no transactions can be posted after the TIR process (EC ULMTIR) has been executed and prior to the Live DI-100 Monthly. Once the EC ULMTIR and LIVE Monthly DI-100 have been completed, the R-Supply DBA may bring users on-line if desired.

d. Monthly Change Notice. The R-Supply DBA/Financial clerk must ensure TIR processing has been completed prior to executing the Change Notice Batch Job. This will ensure TIR data submitted to MFCS – Retail Afloat for the last day of the month has the current month's Basic Material File (BMF) data.

(1) The objective is to ensure the Afloat CAB activity's database remains parallel with MFCS-Retail Afloat databases. To accomplish this, it is essential that the Monthly Change Notice is scheduled and executed on the last day of the month or as late in the month as possible. Once the change notice has been applied, all change notice transactions that suspended are corrected and re-processed to R-Supply prior to users being brought back on-line.

(2) If Change Notice is applied before the last day of the month, subsequent EC ULMTIRs cannot be processed until the first day of the following month. This ensures that TIRs submitted to MFCS-Retail Afloat on the first of the month have the current data from the Monthly Change Notice process. This process is required to ensure the issuing documentation and billing prices are the same.

(3) If Monthly Change Notice is applied before the last day of the month, R-Supply users can still be brought on-line for normal processing. However, the EC ULMTIR cannot be executed until the first day of the following month. This ensures that transactions processed in R-Supply with the new change notice data are not TIR'd to MFCS until after the first day of the following month.

6. Afloat Activity Financial Reporting Requirements. The Afloat Activity will continue to submit the following via Naval Msg/Email/SALTS/Hardcopy to the supporting TYCOM as indicated:

a. OPTAR Document Transmittal Report (NAVCOMPT Form 2156).

b. FLTOPS Budget/OPTAR Report (NAVCOMPT Form 2157).

c. AOM Budget/OPTAR Report (NAVCOMPT Form 2157) (NOTE: OFC-09,10,50).

d. The Afloat Activity will continue to process the following listings and submit the applicable correspondence to the supporting DFAS:

(1) SFOEDL: Summary Filled Order Expenditure Difference Listing.

(2) UOL: Unfilled Order Listing.

7. Standard Transaction and Reporting System (STARS). Requires that all DTO transactions be processed utilizing Fund Codes 2F, 7L, 9S, 8X, 9E while stock replenishment requirements are processed citing a SAC-207—Fund Codes (i.e. KZ, RZ, CZ, VZ). TYCOM personnel will generate transaction listings for FHPB-50 personnel to work. The FHPB-50 must first understand the two types of accounting matches performed by TYCOM personnel:

a. OPTAR Matching Procedures. When an obligation is created, an obligation document (Z0A) is submitted to the TYCOM via an OPTAR Document Transmittal Report (NAVCOMPT 2156). This obligation is held awaiting an expenditure from the issuing activity. If the obligation and expenditure do not match, the document will appear on the SFOEDL. This matching process occurs automatically when the obligation and expenditure is received at DFAS.

b. MFCS-Retail Afloat Processing/Reporting Requirements. Afloat Centralized Accounting and Billing (CAB) activities use the Transaction Item Reporting (TIR) process. This process allows MFCS to track all issues, receipts, and adjustments of inventory assets making appropriate debits and credits to stores account and generate expenditures.

c. Reference (f) describes the two transaction listings and provides detailed procedures for working each listing. FHPB-50 in conjunction with SMD can download the SFOEDL and UOL via SALTS.

8. Receive and Process TYCOM Listings

a. When Financial Support Listings (SFOEDL and UOL) are produced, approximately the 10th of the month following the month being reported on (i.e., listing based on October 31 transmittals and BORs will be available approximately 10 November). They are forwarded to SALTS CENTRAL where they are stored and can be downloaded. Detailed procedures for processing the SFOEDL and UOL are contained in Appendix O.

b. Once files are downloaded and stored on some type of electronic media, proceed to the R-Supply manual and see below for specific processing procedures. The posting, reviewing and validation of SFOEDLs will be completed within 10 days following the processed date of the SFOEDL. The statement, 'Posted and Processed' name and date will be recorded adjacent to the FYTD difference on the listing. Regardless of the total difference, it will be posted to R-Supply. Account solvency will not be the deciding factor.

(1) Summary Filled Order Expenditure Difference Listing. The SFOEDL is produced monthly for the 2nd through the 15th report month and then quarterly through the 33rd month. As part of the accounting process, TYCOM personnel match the unfilled order documents transmitted by the OPTAR holder with, corresponding expenditure documents received from supply activities. The SFOEDL contains the results of the reconciliation performed since distribution of the last SFOEDL to the activity (OPTAR holder). These listings are forwarded to the OPTAR holder for review and processing. The activity must process the SFOEDL into R-Supply, via SMARTS, and create a challenge report with challenge codes. Remarks will be done on a monthly basis, in order to properly maintain, official accounting records. The unfilled order followed by the matched expenditure and then the difference will appear on the report for each matched transaction grouping. Each related matched expenditure will appear on the report whenever multiple, expenditures apply to a single unfilled order. However, for an unfilled order previously adjusted through an amendment or a partial cancellation, only a single-line entry for the summarized net result of the unfilled order will appear.

(2) SFOEDL challenge codes and specific explanations of data elements in the SFOEDL file, along with additional information can be found in the NAVSO P3013. It is recommended that the FHPB-50 clerk has access to STARS-FL.

(3) Mechanized SFOEDL Processing. TYCOM personnel perform official accounting for every Operating Target granted to an activity functioning within the Standard Accounting and Reporting System – Fleet Level (STARS-FL). They provide a listing of all direct turnover (DTO) documents that have not cleared the match cycle at Defense Finance and Accounting Service (DFAS). SFOEDL processing procedures have not changed from those described in reference (f) and in current Type Commander (TYCOM) directives.

(4) Ships and MALS Automated Reconciliation Tracking System (SMARTS). The purpose of SMARTS is to automate the processing of the SFOEDL and to provide management reports for the UOL. All MALS activities will utilize the SMARTS module in R-Supply as their SFOEDL processing platform. Users will follow the instructions and guidelines outlined in reference (f) and (m). Additionally, the following will aid in the processing and research of SFOEDLS.

(a) Matched Expenditure is an expenditure which matches an unfilled order (obligation) in the STARS-FL system, but for which there is a price difference. The OPTAR holder will not challenge any differences under $250.00. To research these transactions do the following:

1. Review STARS-FL records.

2. Review "Requisition" screen from R-Supply and NALCOMIS and check quantity, unit price, obligation amount, and transmittal.

3. Review "Stock item Query" screen and check unit price.

4. Review "FED-LOG" screen and check unit price.

5. Review Cumulative Transaction Ledger (CTL).

NOTE: One of the above sources may indicate why the expenditure is matched, but is still creating a difference.

(b) Unmatched Expenditure is an expenditure that does not match an unfilled order (obligation) on file in the STARS-FL system. To research these transactions do the following:

1. Review STARS-FL record.

2. Review "Requisition" screen in R-Supply check quantity, unit price, obligation amount, and transmittal.

3. Check status for confirmed cancellation or evidence of duplicate shipment.

4. Review R-Supply Material Trans Ledger to determine if expenditure document has been transposed.

5. Check One-Touch for evidence of an off-line requisition that was never recorded in R-Supply.

(c) Investigation in the above areas may indicate why there is an unmatched expenditure in STARS-FL.

(d) Obligation Adjustment is when a Fleet or type commander adjusts an existing unfilled order directly in STARS-FL (i.e., outside of the normal TL process) the amount of the adjustment will print on the SFOEDL.

1. Review STARS record.

2. Review "Requisition" screen R-Supply check quantity, fund code, unit price, obligation amount, and transmittal.

3. Remember these are primarily adjustments made by Fleet accounting personnel. Contact the type commander if unable to determine the cause of the difference via the above means.

(e) Administrative Cancellations (ADCANC) is an adjusted value of an unfilled order when the value of a cancellation submitted by the OPTAR holder exceeds the value of the remaining unfilled order, or the STARS-FL accounting system does not hold any unfilled order on file.

1. Review STARS-FL record.

2. Review "requisition" screen in R-Supply check quantity, fund code, unit price, obligation amount, and transmittal.

3. Check status for confirmed cancellation.

4. Check stats for evidence of an SDR being accepted with credit authorized.

5. If an SDR has been accepted a credit transaction should appear on the STARS record.

(f) Carcass. A carcass charge is charged to the OPTAR after the inventory control point and their carcass tracking system indicates the OPTAR holder has not turned in the carcass applicable to the requisition within the prescribed time frame. RMD personnel must research to determine why ICP's records so indicate.

1. Review STARS- FL record.

2. Review "Requisition" screen in R-Supply check quantity, fund code, cog advice code, unit price, obligation amount, and transmittal.

3. Review "Stock Item Query" in R-Supply, check unit price, net unit price.

4. Review "Repairable Query" carcass status, carcass turn-in, and carcass shipment.

5. Review "FED-LOG" screen check unit price, net price.

6. Provide a copy of the SFOEDL record to RMD for research.

(g) Processing Carcass Charges. The FHPB 50 is responsible for processing challenges as required for all carcass charges which appear on the SFOEDL. However, the FHPB 50 will photocopy all pages or utilize the SMARTS report option for carcass challenges and forward them to Repairables Management Division (RMD) who will perform the actual research and return the annotated copies within 5 days (see paragraph 4101.22e(5)).

1. For carcass charges, where proof of shipment is found, RMD will provide copies for carcass challenge messages submitted to the appropriate ICP. FHPB 50 will annotate the challenged record code 'K' and attach a copy of the message to the SFOEDL response page.

2. If no proof of turn-in is found additional research is required, exhaust all avenues of approach to locate carcass and/or data entry, i.e., ERMS, RTF (CARCASS TRACKING FILE), JSS623 R-Supply REPORT, IOU/DIFM.

(5) Unfilled Order Listing. This listing contains all those (Z0A) obligations submitted to TYCOM awaiting a expenditure. FHPB 50 personnel should review this listing for possible duplicates, erroneously processed transactions and for POE transactions processed against a SFOEDL and a "credit" difference would have been returned via SFOEDL processing. UOLs provide the unit with a list of those obligations processed by TYCOM as received by them via your Transmittal. It contains those records for which you have not received Material, only a partial receipt of material, and material which has not been matched to a corresponding expenditure. It represents that portion of the obligation still outstanding from the originally submitted Z0A record. UOLs are received in the same manner in which SFOEDLS are received.

(a) Financial Clerks should screen and review this listing for any record that has been completed and initiate the appropriate cancellation action to recoup possibly duplicated expenditures or excess obligations.

Determining duplicated expenditures requires the clerk to use the SFOEDL while conducting this type of causative research. Those records which contain a date in the POE/SUM date field of the UOL represent some type of payment action has been taken by DFAS. The value which is listed on the UOL represents that portion of your units obligated funds not yet expended and are considered to be Unfilled Orders or Partially Established Orders. Clerks can use the date posted in the POE/SUM date field to determine which SFOEDL financial processing has occurred. This will assist the clerk in determining the billing cost and how to make the necessary adjustment when processing an Obligation Adjustment for a Money Value only transaction.

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

EXAMPLE #1

- AO_ processed for a quantity of 8 for $800.00. Status received indicates AE1/BJ status code for a quantity of 5 for a bill of $500.00.

- Review of the SFOEDL shows the obligation for 800.00.

- The expenditure document is posted for 500.00.

- Because the quantities are now different the 300.00 difference will post as a Partial Order Established record (POE).

- Only the 300.00 may be recouped in this scenario as the status has indicated (and a receipt is on file) that only 5 would be received. Since the unit failed to internally cancel the remaining 3, the clerk must initiate action to cancel the remaining 3 which will generate a DI X0A (providing immediate credit to your OPTAR) to recoup those unused funds back into the OPTAR. This X0A will be processed by the FFSF/TYCOM during the next Transmittal processing routine.

EXAMPLE #2

- Initial obligation is processed for a quantity of 5 with a unit price of $125.00 for a total obligation of $625.00.

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

- Review of the BRF record indicates the original obligation price was based on a Unit Price of $125.00 each. Additionally, The BRF status shows the requirement to have been suffix coded and receipt has posted for each. However, the expenditure price received by DFAS is $120.00 each.

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

- The financial clerk will process a obligation adjustment only transaction for a unit price equal to the billing unit price, which is this case is $120.00 each. This action will create the adjustment to the OPTAR and generate a DI X0A for $25.00 to be submitted on the next Transmittal.

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

9. Review and Process SERVMART/DOD EMALL Requests

a. FHPB-50 will receive SERVMART/DOD EMALL requests from SSD. After screening the request to ensure charges are valid, a SERVMART/DOD EMALL document will be prepared or credit card provided (see paragraph 2111.9). After the requisition has been prepared, a copy will be removed and placed in the Bearer Suspense File and the requisition will be loaded to R-Supply via the Requisition Input Process. Ensure that the question "HAS THE REQUISITION BEEN RELEASED? (Y/N)" is answered "Y" and that "260" is input in the first three digits of the NSN field. The remaining copies of the requisition and the SERVMART/DOD EMALL request will be returned to the CAB. Activities will use a bulk funding document to track charges for SERVMART/DOD EMALL services. Refer to local support procedures for guidance.

b. Upon return of the SERVMART/DOD EMALL documentation, the copy will be pulled from the BSF and destroyed. A Money Value Only Receipt will be input to R-Supply as outlined in the R-Supply users manual.

c. The SERVMART/DOD EMALL Shopping List and the register tape will be attached to the DD 1348-6 and they will be filed in the CTF. The CTF is a manual file for these documents, due to not being able to scan them into the Image Retrieval System.

10. Government Commercial Purchase Card (GCPC) Usage

a. The purchase card shall be used to buy and/or pay for all requirements under the micro-purchase threshold. The purchase card shall be used to purchase supplies and services not to exceed $3,000.00 per card holder per transaction. Other amounts may be authorized as determined by local Authorized Purchasing Contractors (APC's) and as directives promulgate.

b. Cardholders shall not split the requirements over micro-purchase threshold to avoid the competition requirements or breakdown requirements merely to make several purchase card transactions.

c. Splitting requirements for the purpose of achieving micro-purchase threshold values ($3,000.00) or to avoid competition requirements is an improper use of the purchase card.

d. The purchase card shall only be used for authorized U.S. Government purchases. Intentional use of the GCPC for other than official Government business will be considered an attempt to commit fraud against the U.S. Government and may result in immediate cancellation of an individual's purchase card and further disciplinary action. The cardholder will be held personally liable to the government for the amount of any non-government transaction. Per references (j) and (k), misuse of the purchase card could result in a fine of not more than $10,000.00 or imprisonment for not more than five years or both. Military members that misuse the purchase card may be subject to court martial per reference (l).

e. Block funding documents shall be established for the purpose of reducing the cost to the Government for individual line item expenditures incurred during a billing cycle. These documents will be established and monitored per local instruction governing GCPC usage and shall be maintained to ensure sufficient funds are available to cover such reasonable costs as may be incurred. A quarterly average will be used in determining the initial obligation document. As additional funds are required, Money Value Only adjustment documents (DI X78) will be processed to ensure sufficient funds are available to cover the costs of charges incurred as they appear on the NAVCOMPT 2035 expenditure documents.

f. Refer to Appendix K for additional requirements and instructions governing GCPC usage.

11. Fuel requirements citing fund code 7L to support GSE, Test Cell, etc., will utilize a document serial number range between FF00-FF99. These ground fuel charges will be reviewed on the Fuels Automated System (https://www.feshub.desc.dla.mil/) at least weekly. FHPB 50 can obtain a login and password by filling out the DLA form 1811. After logging in select the appropriate UIC, then select 'Buyer Information'. Change the program type from 'A' (Aviation) to 'G' (Ground), then click on Query. Select the current months link, then click on the amount for DOD purchases, Credits, or Non-DOD purchases. This will provide a detailed list of ground fuel purchases. The FAS challenge function should be used to challenge any erroneous transactions. It should not be used to avert billing of valid transactions. Once challenged the Seller has 5 days to research and resolve. Obligations should be posted to R-Supply for all valid transactions utilizing the rolled-up document number to avoid Unmatched Disbursements. All unchallenged transactions will be billed on the next to last workday of the month. Post billing cycle corrections or fund recoupment must be accomplished via the SFOEDL.

NOTE: Test Cell transactions may appear under the 'A' (Aviation), 'G' (Ground), or 'N' (Navy) Program Types depending on how the fuel farm has them set up. All Program Types for the UIC should be reviewed. FAS fuel downloads (document) can not be loaded into R-Supply. Theses documents must be verified and obligated in accordance with TYCOM guidance.

Chapter 2

Section 2: Non-Flight Hours Program Branch (NFHPB)

Part A: OPTAR Functional Category-09 (OFC-09)

2200. General. OPTAR Functional Category-09 (OFC-09) funds are provided for the procurement of initial outfitting of allowance list (Individual Material Readiness List (IMRL)/Aircraft Maintenance Material Readiness List (AMMRL), Table of Basic Allowance (TBA)) material. OFC-09 funds are also provided for procurement of replacement of TBA material. Replacement IMRL/AMMRL material is procured with OFC-50 funds.

Chapter 2

Section 2: Non-Flight Hours Program Branch

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

2210. General. OPTAR Functional Category-10 (OFC-10) is provided for support of Data Processing and other material as directed by TYCOM. OFC-10 is maintained as a subset of OFC-50. OFC-10 will maintain the same files and logs as outlined in paragraph 2130.

Chapter 2

Section 2: Non-Flight Hours Program Branch

Part C: Navy Working Capital Fund Section (NWCFS)

2220. General

1. Responsibilities. The Navy Working Capital Fund Section (NWCFS) is responsible for verifying the financial processing of all transactions not covered under MFCS processing requirements. Additionally, they are responsible for maintaining all related financial files, reports and listings used to support posted financial transactions.

2. Duties

a. NWCFS will maintain the following files:

(1) Completed Transaction File (CTF).

(2) Survey Files.

(3) Financial Files.

b. Match Source Documents in Pending Files against Financial Reports.

c. Review and correct Trial Financial Reports.

d. Review, submit and maintain Monthly Financial Reports.

2221. Procedures

1. Maintain a Completed Transaction File (CTF). Maintaining the CTF is the sole responsibility of the NWCFS. It is maintained as an historical record file of all source documents that have processed against financial reports.

a. The CTF may be maintained on a manual system of "hard copy" files. If a manual system is used all source documents will be filed in Julian date sequence (Julian date of the document number). If an image retrieval system is used, hard copy (paper copy) documents may be discarded once a known good storage disk (archived) has been made from the Imaging Retrieval System. It is recommended that a duplicate disk be made.

b. CTF will be maintained for the current and two (2) prior fiscal years per reference (c) SSIC 4440.1b.

2. Maintain Survey Files. NWCFS will be the central repository for surveys. Throughout this Manual divisions are directed to forward initiated Financial Liability Investigation of Property Loss (DD Form 200) with supporting documentation (causative research) to the SAD to be maintained in the appropriate Survey File. Upon receipt, NWCFS will verify that the DD Form 200 is prepared in accordance with Appendix R and that it is ready for submission to the MALS Commanding Officer via the AvnSupO, for approval signature.

NOTE: A DD Form 200 is only required for Supply Officer assets over the threshold of $2,500.00.

a. Pending Survey File. This file will contain a copy of the Financial Liability Investigation of Property Loss (DD Form 200) and Memorandum Report of Surveys submitted to the Commanding Officer for approval signature. In addition this tickler file contains the supporting documentation to substantiate the Report of Survey. NWCFS will review this file weekly for the timeliness and submission of the Report of Survey to the Commanding Officer.

b. Survey Integrity Verification File (SIVF). This file contains those DD Form 200s that have been approved by the Commanding Officer, but have not yet processed to the Inventory Adjustment Report. NWCFS will screen this file each time a new Gain/Loss/Survey Report is generated. After a sufficient time has passed and where the survey action has not processed, NWCFS will contact the appropriate division that submitted the survey to investigate the delay. After the survey action has processed, this copy of the survey will be placed in the Completed Survey File.

c. Completed Survey File (Supply Officers Stores). This file contains the original approved Report of Survey to include all supporting documentation (causative research) to substantiate the survey that directly impacted the stock inventory. This file will be maintained for the current and two (2) prior fiscal years.

d. Completed Survey File (Non-Supply Officer Stores). This file contains the original approved Report of Survey and all supporting documentation received from supported units for controlled equipage (i.e., TBA, IMRL, MAMs, TBIs, Flight Equipment) that has no direct impact against the stock inventory. Additionally, these surveys will be approved and signed by the appropriate Squadron Commanding Officer. This file will be maintained in survey document number sequence and will be kept for the current and two (2) prior fiscal years per reference (c) SSIC 4440.1b.

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

3. Maintain Financial Files. The Financial Files will contain copies of all monthly financial reports generated by R-Supply. These reports will be the Daily Financial Live and the Monthly Financial Live. The monthly Financial live will be signed by the AvnSupO on all required reports prior to filing. Supporting documentation (DD1149) and all audit sheets used to verify the accuracy of the reports will be attached to the top of the report being filed. The Financial Files will be filed in month sequence within fiscal year and will be maintained for the current and two (2) prior fiscal years per reference (c) SSIC 7310.7a(1) through (6) as appropriate.

4. Match Source Documents in Pending File to Financial Reports. NWCFS maintains a pending file for source documents to be matched against the financial reports. Source documents will be matched as described below then filed in the corresponding completed file.

a. Survey Integrity Verification File (SIVF). Match all Reports of Survey (DD Form 200) to the Inventory Adjustment Report. NWCFS will ensure that the survey document number, NSN, quantity, unit of issue and money value on the Inventory Adjustment Report matches the report of Survey held in the SIVF. Mismatches will fall into one of the following categories.

(1) Document Number on the DD Form 200 with no survey adjustment on the Inventory Adjustment Report. NWCFS will contact the division that initiated the survey to input the survey action. If the survey is no longer valid the DD Form 200 will be removed from the SIVF and destroyed.

(2) Gain/Loss on the Inventory Adjustment Report with no matching DD Form 200 in the SIVF as required by Appendix R. NWCFS will contact the division that initiated the Inventory Adjustment and obtain a copy of the approved DD Form 200. If the action has not been approved as of the pre-Live monthly trial financial report, the responsible division will be notified to reverse the transaction.

(3) Extended Money Value (EMV) of a Gain/Loss not equal to EMV on DD Form 200. NWCFS will have the initiating division generate a corrected Report of Survey utilizing the survey document number of the original survey for submission to the Commanding Officer for approval. Change Notice processing occurring between the time the Report of Survey was initiated and the time of input into R-Supply will require the survey to reflect the current BMF unit price after Change Notice Processing.

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

b. If the source document matches the transaction on the Financial report, the source document will then be filed in the CTF. If the source document does not match a transaction on the financial report, NWCFS will notify the branch who originally input the transaction of the error so that they can correct the transaction.

5. Review and Correct Trial Financial Reports. NWCFS will perform the financial audits outlined in Appendix G. The audit sheets will be attached to the Trial Financial Report until the Live DI 100 is audited and found to be good.

6. Review and Submit Monthly Financial Reports. When the monthly financial reports (Trial Financial Report) are received from the SAA/AISD, NWCFS will conduct a financial audit as outlined in Appendix G. If a discrepancy is found, the SAD OIC/SNCOIC must be notified immediately so that corrective action can be taken or initiated if required. (DO NOT WAIT UNTIL THE PRE-LIVE FINANCIAL TO DETERMINE YOU HAVE A PROBLEM).

a. Upon completion of the trial Financial Report financial audit, and after all necessary corrective actions are taken, the SAD OIC/SNCOIC will schedule for processing a Live DI 100 with the supply officer's concurrence. SAD will coordinate with SMD the monthly close out process to ensure all financial transactions have successfully posted. R-Supply down time related to End of Month (EOM) close outs will be directed by the SAD in order to meet financial requirements.

b. When a completed audit of the Live Financial Reports has been performed, audit sheets will be attached to the Trial Financial Reports and related audit sheets will be destroyed after successful live DI 100 processing.

Chapter 3

Supply Management Division (SMD)

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Chapter 3

Supply Management Division (SMD)

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

1. Audit Branch (AB).

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

3. Database Administration Branch (DBAB).

4. Continuous Process Improvement Branch (CPIB).

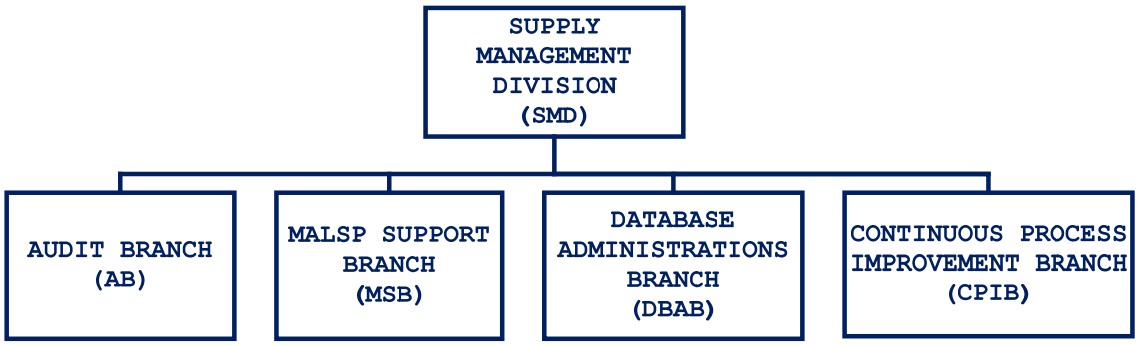

Figure 3.1--SMD Organization Chart

3001. Functions

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

2. The division OIC/SNCOIC is responsible to ensure that all personnel assigned to the division are technically proficient. At a minimum of twice a month the division will conduct technical training in accordance with the procedures outlined in Appendix X.

3. The division OIC/SNCOIC will review and monitor the reports required for the performance of duties, listed in Tables 3-1 and 3-2 to ensure accuracy and completeness

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

Chapter 3

Section 1: Audit Branch (AB)

3100. General

1. Responsibilities. Audit Branch (AB) monitors all supply functions within the ASD to ensure compliance with authorized procedures and achievement of established goals.

2. Duties

a. AB will maintain the following files:

(1) Inspection Files.

(2) Audit Files.

(3) External Reports File.

(4) ASDTP Change/Correction/Deviation File.

(5) Technical Training Lesson Plan Files.

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

c. Publish a schedule and conduct internal audits.

d. Publish internal audit reports.

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

f. Review all change proposals to the ASDTP and Automated Systems.

g. Establish and maintain the ASD technical training program.

h. Monitor EOM Reports to identify potential problem areas.

i. Monitor all Supply Management Goals.

j. Monitor and review Demand History Processing (DI 073).

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

l. Produce the Document Serial Number Assignment Letter.

3101. Procedures

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

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

b. A letter of corrective action is submitted to the command that conducted the inspection/assist visit. The letter will outline the actions taken or plans to resolve any discrepancies found during the inspection. The external inspecting command will set a submission date for these reports. A copy of this letter will be retained with the corresponding external inspection report. The letter of corrective action will be maintained for three (3) years along with the external inspection report.

2. Audit Files

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

b. External Audit File. This file will contain a copy of the results of all external audits and corrective actions with responses to the auditing activity as required. This may include such things as a Technical Publication Library (TPL) audit by the MALS Quality Assurance (QA) Division. The file will be retained for the current and prior year in "date audit performed" sequence.

3. External Reports File. This file will contain a copy of all external reports submitted via the SMD as described in Appendix B and all other TYCOM/WING orders. This file will be retained for the current and prior fiscal year in date reported sequence. This file may be maintained as an electronic file on a Personal Computer (PC) or shared drive. The creation of backups for electronic files is critical to ensuring the continuity of historical data.

4. ASDTP Change/Correction/Deviation File. This file will contain a copy of all recommended changes/corrections/deviations to the ASDTP that are submitted by the ASD in accordance with paragraph 3101.10 and Appendix M. This file will be retained until it has been incorporated into the ASDTP or is disapproved by higher headquarters.

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

6. Review and Respond to External Inspection/Assist Reports

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

b. If required by the inspecting activity, AB will compile all the corrective actions from the applicable divisions and create a consolidated

letter of corrective action for the ASD to be submitted to the inspecting activity.

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

d. If the actions to correct discrepancies take more than thirty (30) days to accomplish, AB will provide a written synopsis of the progression of corrective actions on a monthly basis to the AvnSupO via the AAvnSupO. This progress report will be submitted until all corrective actions have been completed.

e. Inspection/Assist Visit Reports, corrective action plans and any other relevant correspondence will be filed in the Inspection File (paragraph 3101.1)

7. Publish a Schedule for and Conduct Internal Audits

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

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

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

8. Publish an Internal Audit Report

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

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

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

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

b. AB will keep a copy of all reports they submit for the current and prior fiscal years.

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

a. AB will review and maintain all correction recommendations, change recommendations, and requests for deviation from the ASDTP until it has been incorporated into the ASDTP or disapproved by higher headquarters. These

requests will be forwarded to the AvnSupO via the AAvnSupO with a cause and effect recommendation.

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

c. Deviations to the ASDTP will be submitted to the appropriate MAW for approval and then forwarded to the COMMARFORCOM/COMMARFORPAC Commanding General, as outlined in Appendix M. AB will retain a copy until it has been incorporated into the ASDTP or is disapproved by higher headquarters. Deviations will be maintained by division sequence.

11. Establish and Maintain an Aviation Supply Department Technical Training Program. The AB will coordinate departmental technical training to be conducted at a minimum of twice monthly. Technical training shall be given by Subject Matter Experts (SME) on topics relating to aviation logistics. This includes relevant training given by contractors as well as over the shoulder training. All training periods will be at least one hour in length and attended by all hands. Appendix X, Technical Training Program, provides detailed guidance for the development of a lesson plan and communication techniques. The Quarterly Technical Training Schedule, Technical Training Critique Sheet, Attendance Roster and Technical Training Attendance and Proficiency Report will be retained for one year by the AB.

a. Scheduling. The AB will publish a Quarterly Technical Training Schedule (figure 3-2) based on input from the AvnSupO, AAvnSupO and ASC. AB will coordinate with the division OICs/SNCOICs to ensure a SME is available to conduct the training. Once assigned, it is the SME's responsibility to ensure the technical training period complies with the guidelines in Appendix X.

From: Supply Management Division
To: Aviation Supply Department

Subj: QUARTERLY TECHNICAL TRAINING SCHEDULE _____ QUARTER 20___.

DATE	DIVISION	SUBJECT	LENGTH	INSTRUCTOR
4-07-08	CMD	STOCK REQUISITIONS MONITORING	1 HR	CPL MARINE
4-21-08	RMD	FIMS MANAGEMENT AND USAGE	1 HR	MAW MTAT
5-05-08	SRD	DTO REQUISITION MONITORING	1 HR	CPL TECH
5-19-08	SSD	CEMS PROGRAM	1 HR	SGT IMRL
6-02-08	SAD	BUDGET OPTAR REPORTING	1 HR	GYSGT MONEY
6-16-08	SPAD	FITNESS REPORT PROCESSING	1 HR	GYSGT BOSS
6-25-08	ASD	LEAN TRAINING	1.5 HR	CONTRACTOR

_____
(SIGNATURE)

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

b. Monitoring of Technical Training. The AB will monitor all departmental technical training periods and provide a written critique (figure 3-3) to the AvnSupO within 24 hours after the completion of the class.

From: SMD
To: Aviation Supply Officer

Subj: TECHNICAL TRAINING CRITIQUE SHEET

Ref: (a) Technical Training Class of _____.

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

	YES	NO
a. Was class informative?	___	___
b. Did the instructor hold the students' attention?	___	___
c. Were instructional aids adequate?	___	___
d. Did the instructor achieve his stated learning Objective?	___	___
e. Did class duration meet that established in the Lesson Plan?	___	___
f. Did the instructor involve the class in the Presentation of subject matter?	___	___

_____
(SIGNATURE)

Copy to:
Appropriate Division

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

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

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

From: Division Administrating Technical Training
To: Supply Management Division

Subj: TECHNICAL TRAINING CLASS (SUBJECT OF CLASS) OF (DATE OF CLASS)

GRADE	NAME	GRADE	NAME

_____
(SIGNATURE OF INSTRUCTOR)

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

From: Supply Management Division
To: Aviation Supply Officer

Subj: QUARTERLY TECHNICAL TRAINING REVIEW

Ref: (a) MCO P4400.177_

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

Personnel failing to attain a minimum MOS proficiency score:

GRADE	NAME	DIVISION	SUBJECT	DATE	TEST SCORE

Personnel Missing Classes

GRADE	NAME	DIVISION	SUBJECT	DATE

_____
(SIGNATURE)

Figure 3-5.--Sample Quarterly Technical Training Review.

12. Monitor End Of The Month Reports To Identify Potential Problem Areas. Review EOM Reports identified in Table 3-1 to identify potential problem areas and advise the SMD OIC/SNCOIC of their findings.

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

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

13. Monitor All Supply Management Goals. AB will monitor and advise the AvnSupO and AAvnSupO on all external supply management goals as established by higher authority, as well as any internal goals directed by the AvnSupO. Additionally, the AB will maintain and update monthly aviation supply performance trend charts as directed by the AvnSupO. Reference (n) identifies performance areas to be charted.

14. Monitor Demand History/Level Setting Process/Buffer Sizing Processes. AB will monitor/review the Demand History/Level Setting Process/Buffer Sizing Processes to identify potential problem areas. Refer to Appendix W for additional guidance for Buffer Sizing. This review will be in the nature of an assist, and disparities will be identified to the appropriate division OIC/SNCOIC. AB will ensure during quarterly audits that the parameters used are in accordance with the TYCOM/WING policy.

15. Produce a Listing and Letter of Authorization of Special Management Codes/Flags used in the Stock Item Table (SIT). Quarterly, AB will initiate, coordinate, and be responsible for dispersing a copy of the listing and letter of authorization to be reviewed for accuracy by RCB/CCB and updated as necessary. AB will verify input and forward the letter to the AvnSupO for approval and signature. Upon AvnSupO approval, AB will file the original and forward copies to RCB/CCB to be maintained along with a copy of the listing. The current and prior copy will be retained for review/inspections.

16. Produce the Document Serial Assignment Letter. At the beginning of each FY, AB will coordinate with SAD to verify proper accounting and document serial number assignment. The SAA will validate Optimized NALCOMIS/R-Supply tables to ensure they are aligned with the proper activities. AB will generate a letter to the AvnSupO for the MAG CO's signature.

Chapter 3

Section 2: MALSP Support Branch (MSB)

3200. General

1. Responsibilities. MSB is responsible for validating and loading MALSP allowances and monitoring support packages.

2. Duties

a. MSB will maintain the following files:

(1) MALSP Allowance List File.

(2) Deployed/Exercise Support Package Files.

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

REPORT NAME	FREQUENCY	RETENTION	PROCEDURE REFERENCE
1. Consolidated Support Package Listings, R-Supply (JSI241/JSI242)	As Changes Occur	Current Only	3201.2
2. Global Communication System Status Report.	Monthly	Current and Prior	WING/TYCOM
3. Monthly FISP Status Report	Monthly	Current and Prior	WING/TYCOM

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

(1) Receive, forward, and verify all AVCAL and COSAL inventory/validation packages from NAVICP-M or NAVICP-P (Naval Inventory Control Point Mechanicsburg or Philadelphia).

(2) Coordinate and monitor the AVCAL and COSAL MALSP allowance review milestone process.

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

(4) Ensure that FISP "Building Block" Allowances are properly identified in R-Supply/Optimized NALCOMIS.

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

(6) Validate COSAL In ACCESS (CIA)/AUTO-MCMAR CD-ROM and ensure allowance increases and/or decreases are properly loaded.

(7) Receive (from the MALS S-3), distribute, and coordinate local support package requests.

(8) Coordinate supply unit deployment milestones with the MALS S-3.

(9) Review all Allowance Change Requests (ACR's) for compliance with the MALSP and ensure allowances are properly loaded.

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

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

3. General MALSP Information

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

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

c. Mission. The MALSP, together with the Maritime Pre-Positioning Ships (MPS) Program and the Aviation Logistics Support Ship (T-AVB) Program, is to provide aviation, logisticians the ability to identify and integrate people, MFs, SE, and spare parts needed to support all aircraft types that could comprise a MAGTF/MEB ACE. The MALSP is to integrate current and future support programs and concepts to sustain Marine Aviation in combat.

d. Concept

(1) In garrison, Marine aircraft squadrons of a particular Type/Model/Series (T/M/S) are usually consolidated in specific Marine Aircraft Groups (MAGs). In combat or other contingencies, the Marine Corps task organizes to provide a tailored force with the appropriate capabilities

for the designated mission. The requirement to task organize means that Marine Aviation will deploy and employ by combining (compositing) different T/M/S aircraft from several MAGs into a single element. The result is a composite squadron composing either a Marine Aircraft Group (MAG), or Marine Air Wing (MAW) depending upon the size of the force required. The attachment and detachment of aircraft associated with compositing is only one aspect of the equation. The transfer and receipt of the logistics support packages between compositing units is a more complex undertaking. To support a task organized ACE, the aviation logistics needed for sustained operations must be provided.

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

(3) "Building Blocks" Definitions. There are five different "Building Blocks" which make up the MALS AVCAL/COSAL Allowance. For each "Building Block" a standard 6 digit naming convention has been developed (see paragraph 3200.3g(2)).

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

(b) Peculiar Contingency Support Package (PCSP) Allowances. PCSP allowances consist of the peculiar items required to provide "O" and "I" level support for a specific T/M/S aircraft, and associated SE, that a MALS provides to a MAGTF/MEB ACE. A peculiar item is one that is tied to a specific aircraft T/M/S or support equipment application. PCSP allowances are computed at the combat utilization rate for a 90-day endurance period.

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

(d) Follow On Support Package (FOSP) Allowances. FOSP equipment consists of those items that, although not required to initiate the assault, are required to sustain the assault. These are items that, because of airlift and sealift constraints, must be phased into a deployment area by use of assault follow-on Echelon or follow-up shipping. Weight and cube are the primary considerations in designating material as a FOSP allowance. Because FOSP assets are required to sustain the assault, the allowances are built to a 90-day endurance level.

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

(4) Logistics planning for the MALSP requires that the logistics assets available at each MALS be considered and utilized in sourcing the various MALSP support packages. As a starting point in developing the MALSP, notional aircraft assignments to support MEB ACEs were developed. Logistics support requirements were then developed and organized into MALSP support packages to support the notional MEB ACE. The packages are capable of providing support for a predetermined number of a particular T/M/S aircraft. The T/M/S peculiar CSP's are capable of being stacked upon a “common core" CSP at a host MALS much like building blocks. These building blocks can be arranged in any way that the operational commander requires.

(5) Each of the building block allowance categories described above is designed to support a specific type and number of aircraft at a predetermined level of repair. These allowances are designed to be mutually supportive and fit together like blocks to form a solid aviation support foundation. For example, R/W aviation logistics assets would be task organized (moved) from one or more parent MALS and joined to the core of the host MALS. The same procedure of “building” support packages by combining parent and host assets applies to Marine F/W units. Together, the R/W and F/W MALS will form the logistics support base for the MAGTF/MEB ACE for up to 90 days at combat flying hour rates.

e. Level of Repair Analysis (LORA)

(1) Because garrison IMA support may be different from combat IMA support, each asset in a particular CSP must be subjected to a Level of Repair Analysis (LORA) to determine proper sparing. The LORA involves defining the maintenance concept under which the CSP will operate. The original aircraft maintenance concept may call for a large test facility, which because of its size would not be deployed as part of the CSP. The CSP

maintenance concept would therefore provide no "I" level support (ICRL Capability Code X1) for those WRAs supported by the test facility.

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

f. MALSP Responsibilities. Successful deployment of MALSP components require planning and proper maintenance of "Building Block" elements. The following paragraphs outline responsibilities related to MALSP deployment.

(1) MALS S-3. Overall planning and coordination.

(2) MALS S-1. Providing personnel assets.

(3) MALS S-4. Embarkation requests and planning and obtaining transportation.

(4) MALS ASD. Providing Spare Parts.

(5) MALS IMA. Providing SE.

(6) MALS Avionics. Providing MFs.

g. MALSP Standard Naming Convention

(1) Concept

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

(b) All standard names are comprised of 6 data elements. Each data element represents a specific category of information related to that MALSP allowance. The meaning of each of the 6 data elements is covered below:

(2) Support Package Naming Convention

(a) FISP naming convention (Table 3-3)

1. First Position: "F"

2. Second Position: A number identifying the FISP package number. A 1 for first package, 2 for second package, etc. A number identifying the FISP package number as cited in the NAVICP Planned Program Requirements (PPR) file. This number will be unique for all mirror imaged FISPs within the Marine Corps, with the exception of those FISPs having more than five occurrences. R-Supply software limits the user to five sequential serial number assignments. NAVICP, with support from the MARFORs, will determine which MALS will receive duplicate FISP serial numbers based upon current/future operational events.

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

ACFT T/M/S	STANDARD NAME
F/A18A/C/D	8A/8C/DN (NOTE 1)
KC130F/R/T	30
CH53D/E	5D/5E (NOTE 3)
AH1W/UHIN	H1
AV8B	8N/8R (NOTE 2)
EA6B	E6
CH46E	46
MV22	V2
AH1W	AH
UH1N	UH

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

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

NOTE 2: 8N designates a 16 aircraft FISP supporting 10 AV-8B (Night Attack) and 6 AV-8B (Day Attack) aircraft. 8R designates a 16 aircraft FISP supporting 10 AV-8B (Radar Attack) and 6 AV-8B (Night Attack) aircraft.

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

4. Fifth and Sixth Position: Signify the number of aircraft supported.

(b) PCSP naming convention (Table 3-4)

1. First Position: A number identifying the PCSP package number. A 1 for first package, 2 for second package, etc. A number identifying the PCSP package number as cited in the NAVICP Planned Program Requirements (PPR) file. This number will be unique for all mirror imaged PCSPs within the Marine Corps, with the exception of those PCSPs having more than five occurrences. R-Supply software limits the user to five sequential serial number assignments. NAVICP, with support from the MARFORs will determine which MALS will receive duplicate PCSP serial numbers based upon current/future operational events.

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

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

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

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

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

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

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

NOTE 2: V8N designates a 20 aircraft PCSP supporting 13 AV-8B (Night Attack) and 7 AV-8B (Day Attack) aircraft.

V8R designates a 20 aircraft PCSP supporting 12 AV-8B (Day Attack) and 8 AV-8B (Radar Attack) aircraft.

3. Fifth and Sixth Position: Signify the number of aircraft supported.

(c) CCSP Naming Convention

1. First through Fourth Position: CCSP.

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

a. RW: Rotor wing common CSP.

b. FW: Fixed wing common CSP.

(d) FOSP naming convention (Tables 3-5 and 3-6)

1. First Position: I.

2. Second through Fourth Position: A combination of letters and/or numbers identifying the aircraft, engine, or support equipment designation the FOSP is designed to support.

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

Table 3-5.--FOSP A/C Standard Name Position 2-4

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

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

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

18D designates F/A-I8D FOSP material.

NOTE 2: V8D designates AV-8B (Day Attack) FOSP material.

V8N designates AV-8B (Night Attack) FOSP material.

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

3. Fifth and Sixth Position: Signify the numeric designator of the responsible Marine Aviation Logistics Squadron (e.g., 11=MALS 11, 12=MALS 12, ETC.).

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

Table 3-6.--FOSP A/C Engine Standard Names Position 2-4

(e) TSA naming convention

1. First through Fourth Position: TTSA.

2. Fifth and-Sixth Position: Signify the numeric designator of the responsible Marine Aviation Logistics Squadron (e.g., 11=MALS 11, 14=MALS 14, etc.).

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

(a) I40431: F404 engine material held in a FOSP at MALS-31.

(b) TTSA14: TSA held at MALS-14.

(c) CCSPRW: R/W Common CSP.

(d) CCSPFW: F/W Common CSP.

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

(f) 2V8R16: Second 16 aircraft PCSP supporting 10 AV-8B (Radar Attack) and 6 AV-8B (Night Attack) aircraft.

(g) 146E36: First 36 aircraft CH46E PCSP.

(4) Non-aeronautical Material. Additional MALSP packages have been built to support non-aeronautical Navy-funded material (e.g., EAF, Weather). While these packages are comprised of six (6) data elements, their structure is built differently. The Standard Naming Convention for these packages is provided below:

(a) First Position

1. W: Weather.

2. E: Expeditionary Air Field (EAF).

3. B: Basic EAF.

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

1. WEATHF: Weather support fixed wing*.

2. WEATHR: Weather support rotor wing.

3. BEAFRW: Basic expeditionary airfield rotor wing.

4. BEAFFW: Basic expeditionary airfield fixed wing.

5. EEAFRW: Expanded expeditionary airfield rotor wing.

6. EEAFFW: Expanded expeditionary airfield fixed wing.

7. MCCXXX: Marine Corps Calibration Complex.

8. MACSXX: Marine Air Control Squadron.

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

3201. Procedures

1. Maintain Allowance List Files

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

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

2. Maintain Deployed/Exercise Support Package Files. MSB will maintain MALSP/local support package files:

a. Current Support Package File. The MSB will maintain listings of all support packages currently in process of being pulled or already on deployment. Listings of returned support packages, Material Control Registers, and Stock Status Cards/SAMMS II database files will be kept for historical purposes at least 12 months from support package return date.

b. The MSB will use the Material Control Register to review all NIS and N/C demands received during the deployment to determine possible adjustments to package allowances for future deployments.

c. MSB will review all NIINs in a local Packup prior to deployment. This process will allow current demands to be established.

3. Receive, forward, and verify all AVCAL and COSAL validation packages from NAVICP. The TYCOM will receive all AVCAL/COSAL validation packages from NAVICP-P/M. After verifying the contents of the validation packages they will forward them to the appropriate Wing for review/action. Upon receipt of the validation packages from the Wing, MSB will verify the contents of the validation packages and forward them to the appropriate division(s) for review/action.

4. Coordinate and monitor the AVCAL and COSAL MALSP packages milestone process. MSB will coordinate and monitor the NAVICP procedures message to ensure that the MALS meets all milestones in the AVCAL/COSAL review process. Amplifying information is contained in reference (o).

5. AVCAL and COSAL Allowances Processing Procedures. See Appendix T for detailed processing procedures.

6. Ensure that FISP Allowances are Properly Managed in R-SUPPLY/Optimized NALCOMIS.

a. FISP Management Requirement. MSB is responsible for managing and maintaining each FISP in a deployment ready condition to include shipping containers and those equipped with Environmental Control Units (ECU). Individual FISP assets will be managed as protected stock and will not be used to support day-to-day operations without the written approval of the appropriate Wing Commander.

(1) MSB will establish a secured and controlled access area for storage of the FISP assets separate from storage areas used for normal supply officer’s stock. This storage will consist of MMF containers configured IAW the Table of Basic Allowance (TBA) manual or other HQMC (ASL) approved

storage containers. FISP assets that do not fit into the containers will be palletized (where possible) and clearly marked with applicable support package serial number as FISP stock. All FISP assets will be segregated by their standard support package serial number for ease of deployability.

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

(a) On a semi-annual basis, screen all FISP repairable assets with a RFI date older than 365 days against the supply officers stock for assets with a more recent RFI date than the FISP asset (NOTE: If the RFI date for the FISP asset will exceed 180 days before the next review, it will be rotated). Rotate those assets on a one-for-one basis from RFI AvnSupO stock. If RFI stock is not immediately available, or if AvnSupO stock asset(s) RFI date will exceed 180 days before the next review, MSB will coordinate with RCB the induction of the FISP asset into the local IMA IAW procedures in paragraph 4101.20.f(2) and obtain the next available RFI asset.

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

2. If the material is still packed in its factory packaging and no damage to the packaging is evident, the material will be deemed RFI. The date and name of person conducting the visual inspection will be either annotated on the RFI tag or on a separate tag stapled or taped to the container.

3. If the material is not packed in factory packaging and missing an RFI tag or the component appears damaged, the material will be removed from the FISP and inducted into the IMA for inspection. If the IMA cannot determine if the material is not damaged it must be handled in accordance with paragraph 4101.20f(2).

4. If during the IMA visual inspection the material is determined not to be damaged, the inspector will annotate their name and the date on the RFI tag or attach a separate tag to the RFI tag with their name and date on it. The packaging will be repaired and the material will be returned to the FISP. On an annual basis, the material will be visually inspected by the IMA.

(b) MSB will inspect all shipping containers for oversized assets to ensure that the integrity of the container is maintained. MSB will contact the IMA Quality Assurance (QA) Division to replace all expired humidity indicators. Any shipping container that is damaged or fails to meet the required packaging standards will be repaired or replaced by RSB.

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

action is taken in accordance with paragraph 6311.10d and 4101.25 as applicable.

(4) FISP on-hand quantities will be maintained at 100 percent of the FISP allowance (Appendix G, Consumable and Repairable Inventory audits will be utilized to accomplish this task). Deficiencies to the Requisitioning Objective (RO) will be reflected in normal stock, not as deficiencies to the FISP. The following are examples of FISP stocking:

R/O	O/H	FISP ALLOW	FISP O/H	S/O STOCK
5	5	2	2	3
5	2	2	2	0
5	1	2	1	0

(5) When material is relocated from normal AvnSupOs stock and placed in the FISP, MSB will update support package quantities in R-Supply. Utilize R-Supply menu options INV – Maintain Support Packages to add, change and/or delete support package records. Additionally, MSB will verify and ensure that repairable FISP support package quantities interface and update Optimized NALCOMIS table(s) accordingly.

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

NOTE: MSB will coordinate action being taken with RCB or CCB before the removal of any material from stock. If no stock material is available to fill FISP deficiencies, MSB will ensure stock requisitions are modified citing Project Code 'ZB9'. MSB is responsible for submitting appropriate follow-ups (AM_, AF_, AT_, AE_, AC_, AK_) if requirements are in need of follow-up actions. Utilize R-Supply menu options Log – Status – Supply and select the appropriate follow-up from the drop-down list when Outgoing Status type is selected. In addition to normal follow-up action, MSB will submit supply assist requests on "Funded" backordered requisitions as needed. Supply assists can be sent via Naval message, email, or SALTS. All assists will include the cognizant Wing/MEF/TYCOM as info addressee. When FISP replenishment documents are included in the RMD/CMD/SRD supply assist messages, use R-Supply menu options Log – Status – Supply and select “YE1” from drop-down list when Incoming Status type is selected. Record the Date-Time-Group of the supply assist message and the ICP's response. Guidance for the submission of follow-ups and supply assist messages are outlined in paragraph 5201.8f.

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

(a) Requisition Canceled. Requisitions may be canceled for many reasons, however repairables are most frequently canceled because the NSN has become obsolete or the requisitioner has submitted a requisition that exceeds the authorized allowance reflected on the Inventory Control Points (ICP's)

records. Additionally, users sometime cancel requisitions internally as a result of the local requisition validation process (i.e., after submission of an AC1 and an AK1 with no response from holding activity). These conditions require different courses of action for correction.

1. Obsolete NSN. If the ICP has determined that the NSN is obsolete, research must be conducted to identify the replacement NSN (if one exists). If a new NSN is identified, determine if it is stocked in the FISP. If the new NSN is carried in the FISP, ensure that a prime/substitute relationship is established on the R-Supply stock item table. If not, take appropriate action to establish the relationship in R-Supply using menu options Inv - Stock Item - Cross-Reference Prcsg and select the Substitute/Interchangeable NIINs tab. If the relationship has been established, determine if a deficiency still exists and initiate action to effect replenishment.

2. Excessive Quantity Ordered. If the ICP determines the quantity ordered exceeds the allowance reflected on their records, they will cancel all requisitions received that are in excess of allowances for that NSN. In this instance, review local records to ensure that the local allowance corresponds with that on the ICP database. If the allowances are the same, review the ICP database to determine if they reflect outstanding stock requisitions which are not on the R-Supply Requisition table. If this is the case, input the requisition using menu options Log - Initiate Requisition. The requisition will cite project code 'ZB9' to identify it as FISP replenishment. If this is not the case, submit a message to the ICP identifying the requisition as a FISP requirement and request reinstatement of the original requirement. In the event that the allowances are not the same, review the AVCAL/COSAL product received from the ICP to identify the negotiated allowance. Review the ACR file to determine if an ACR has been submitted, and subsequently approved without the ICP updating their records. Additionally, check to see if the item is an AT Code 3 allowance with the difference being caused by the COSAL allowance. If the allowance reflected on R-Supply Allowance table differs from the negotiated allowance, correct local R-Supply records as required. If it is the same as the negotiated allowance, contact the inventory manager to determine the reason for the change and initiate the appropriate action required as a result of this contact.

3. Internally Canceled. As a result of internal MOVs, requisitions are frequently canceled without receipt of confirmed cancellation status from the holding activity (i.e., an AC1 and a follow-up AK1 have been submitted without receipt of cancellation status with the resultant processing on an AE1 citing RX status). If this is determined to be the cause, review the ICP database to determine if the requisition remains outstanding. If so use the following procedures to correct local records: reverse the cancellation status through menu options Log - Status - Reversals. Process the latest known valid status to the applicable local database management system(s). If the requisition has been canceled by the ICP, submit a message identifying the requirement as a FISP deficiency and request reinstatement. If reinstatement is denied, initiate and release a new requisition into the supply system via local supply management system(s). Review the following procedures for initial issue or stock replenishment procedures.

(b) Initial Issue. In case of an approved allowance increase by the ICP, an initial-issue requisition will be generated. The R-Supply Stock

Item Non-recurring Demand Quantity, which is incremented by processing a X05 allowance increase, must be greater than zero (0) before generating the replenishment requisition. FISP AVCAL/COSAL requisitions will cite Signal Code, Fund Code, Project Code, Advice Code, and transmitted to the site based on the COG shown in Table 3-7.

COG	FUND CODE	SIGNAL CODE	PROJECT CODE	ADVICE CODE	TRANSMITTED TO:
1R	QU	C	ZB9	5D	N32
3_	QU	C	ZB9	5D	PHIL_NAVICP-PCAVCAL@NAVY.MIL
7E	VO	C	ZB9	5D	NUV
7G	VO	C	ZB9	5D	NUV
7H	VO	C	ZB9	5D	NUV
7R	QZ	C	ZB9	5D	N32
9_	QU	C	ZB9	5D	PHIL NAVICP-PCAVCAL@NAVY.MIL

Table 3-7.--Allowance Increase MILSTRIP Data Elements

(c) Issue From FISP Stock. FISP assets are protected and will be issued only when approved by the cognizant Wing AC/S ALD. When issue approval has been granted, MSB will coordinate with SRD to ensure the bureau number is updated against the outstanding DTO NMCS/PMCS requirement to reflect offline "PAYBACK TO FISP" bureau number 111111 per 5201.5.b(6) and update the ORG code to supply's ORG code. Upon receipt, the material will be delivered to MSB. MSB will ensure the asset is expeditiously returned to the FISP.

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

1. Documents that have been referred. If the document has been referred into the system, MSB will input an AM_ requisition modifier to update R-Supply requisition file project code to 'ZB9'. Use menu options Log – Status - Supply and select Outgoing Status option. Enter the document number and then select Doc ID AM_. Users will then change the project code field to 'ZB9' and click the Apply icon.

2. Documents that have not been referred. If the document has not been referred into the system, MSB will notify the SAA to change the project code to 'ZB9' prior to transmittal into the system. MSB will then input an AM_ as stated above, then load incoming status of "BK" with a project code of 'ZB9' into R-Supply to change the A0_ to reflect the change.

(8) Quarterly, MSB will inventory 100 percent of the repairable material (recommend in conjunction with RMD) and sample 30 percent of the consumable material in each FISP. If consumable inventory validity is less than 100 percent, a 100 percent consumable inventory will be conducted. The last quarterly inventory/sampling results will be maintained on file. A letter citing the quarterly results will be provided to the AvnSupO.

(9) MSB will submit any required FISP reports as required by higher headquarters.

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

(1) MSB will assist the responsible officer/designated representative with inventorying the FISP to ensure that all assets are provided.

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

(3) MSB will ensure that R-Supply/Optimized NALCOMIS support package records reflect the actual quantities deployed. After obtaining a custody signature from the responsible officer/designated representative, MSB will retain the original signed copy on file until the FISP is returned.

7. Coordinate the Validation/Inventory of COSAL Aids

a. NAVICP-M will, on a three (3) year cycle, validate each MAGs COSAL. NAVICP-M will initiate this process by forwarding the validation packages to the appropriate MALS AvnSupO. MSB is responsible for the coordination of the validation and inventory of the MAGs COSAL assets with the affected units. MSB will ensure that the results of this validation are returned to NAVICP-M by the due date. Refer to Appendix T for detailed allowance processing procedures.

b. Validate CIA AUTO-MCMAR CD-ROM. MSB will receive the CIA AUTO-MCMAR CD-ROM from NAVICP-M on an annual basis. MSB will verify the CIA AUTO-MCMAR CD-ROM for allowance increases or decreases and will ensure the allowance aids are properly processed in accordance with Appendix T.

8. Receive, Distribute, and Monitor Pack-up Requests. MSB will be the focal point for all pack-up requests. They will receive pack-up requests from the MALS S-3 detailing dates of deployment and numbers of aircraft.

a. MSB is responsible for maintaining allowances of new or existing local support package allowances based upon the T/M/S and number of aircraft involved. When establishing new local support packages, MSB will assign a six-position local support package serial number. The first position of the local support package serial number must begin with letter 'L' (i.e. LCAX01). MSB will establish local support package allowances for each applicable NIIN in R-Supply.

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

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

d. Once inventory validation is complete, MSB will produce four (4) R-Supply support package listings. All copies will be signed by the deployment

responsible officer/designated representative and the master copy will be retained by MSB. Second copy will be provided to the deployment responsible officer/designated representative. Third copy will be provided to RCB and the fourth copy will be provided to CCB.

e. Upon the return of a local deployed package, MSB will screen and identify items not currently in a FISP/PCSP/CCSP or items that have had increased usage for that T/M/S aircraft. Research will be conducted to determine whether these items, based on previous demand, should be added. If it is determined that an item should be included and it is repairable, an ACR will be submitted in accordance with the procedures contained in paragraph 3201.9.

9. Review all ACRs on AVCAL/COSAL Material for Compliance with the MALSP. Detailed procedures are contained in Appendix T for conducting this review. All approved/disapproved ACRs will be maintained until the next allowance review.

10. Maintain Up-to-Date Publications for use during Deployed Operation. Appendix I delineate publications required on deployment. MSB will maintain sufficient copies of all publications listed in Appendix I. These publications will be obtained from TRB, kept current, and checked out to the responsible officer/designated representative when requested for a deployed operation.

11. Coordinate and Submit Supply Reports Concerning the FMF Unit Deployment Program(UDP)/MEU L-CLASS/CV-N Aviation Maintenance and Material Readiness Program

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

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

12. MSB will establish and implement a management program for the Global Communication System (GCS) testing and reporting. MSB will establish and implement a monthly management program for GCS testing and reporting the condition of all GCS equipment.

a. Testing of each asset

(1) Set up the GCS properly.

(2) Conduct voice test and check.

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

b. Reporting. In accordance with TYCOM/Wing instructions submit a monthly GCS status report to the Wing (ALD-C) by Naval Message, SALTS or E-Mail providing condition (i.e. RFI, NON-RFI, IW, AWP) of all GCS equipment and for the equipment that is not RFI a brief status update for when the equipment will return to RFI status.

Chapter 3

Section 3: Database Administration Branch (DBAB)

3300. General

1. Responsibilities. Supply Applications Administrator (SAA) must be capable of solving problems in a timely and efficient manner. The SAA is responsible for NTCSS applications, which consist of either R-Supply or Optimized NALCOMIS. The SAA is the direct liaison between the Aviation Supply Department, Aviation Information Systems Department (AISD) and other external activities for stand alone applications (i.e. SALTS, IBS, FIMS, ASKIT, and SAMMS).

2. Duties

a. The SAA will perform the following duties. A list of computer generated reports required for performance of these duties is contained in Table 3-8 for R-Supply/Optimized NALCOMIS sites and Table 3-9 for all supply standalone applications.

(1) Maintain a Software Update File.

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

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

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

(5) Maintain direct liaison with the AISD System Operations Branch (SOB).

(6) Troubleshoot Functional software problems and submit application Trouble Calls (TCs)/Change Proposals (CPs) as required.

(7) Maintain TC/CP Files.

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

(9) Distribute R-Supply/Optimized NALCOMIS output.

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

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

(12) Direct and coordinate all EOM/EOY processing for R-Supply/Optimized NALCOMIS.

(13) Maintain the operational capability of the SALTS stand alone system(s).

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

Table 3-8.-Relational Supply/Optimized NALCOMIS Reports Required For Performance of Duties, SAA

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

Table 3-9.-Standalone Application Configuration Reports Required For Performance of Duties, SAA

(14) Maintain results of the File Management Branch (FMB) monthly tape library inventory.

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

(16) Manage all outgoing/incoming MILSTRIP transactions for R-Supply/Optimized NALCOMIS.

(17) Coordinate and process R-Supply MFCS inventory reconciliation.

(18) Coordinate and process R-Supply/Optimized NALCOMIS database reconciliation.

3301. Procedures

1. Maintain a Software Update File

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

b. Maintain copies of all stand alone system application software (Publications and Program disks).

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

a. Application Level. Each functional system, such as R-Supply/Optimized NALCOMIS features authorization controls that limit user access to specific functions. This involves LOGON IDs, SMQ codes, menu roles or tasks that identify the user and control which menu options a user may access. This system is based on the concept that each user has authority to perform a given set of functions and only those functions.

(1) The SAA will review monthly:

(a) R-Supply/Optimized NALCOMIS will create and review ADHOC output from the R-Supply supply_user/user_role tables and Optimized NALCOMIS du05_personnel/du10_tasks tables.

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

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

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

(a) R-Supply User Role Table.

(b) R-Supply Activity Organizational Table.

(c) Optimized NALCOMIS User Access and Menu Table.

(d) Optimized NALCOMIS Organizational Table.

(e) NTCSS Applications User Registrations Reports.

b. The application administrators will be responsible for coordinating with the different division heads to establish access needs for each aviation supply user.

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

4. Coordinate with supply users on proper use of all Stand Alone Applications. The SAA will be the central point of contact within the ASD for all stand alone application systems (i.e.; SALTS, FIMS, IBS, and ASKIT). The SAA will attempt to resolve any software problems and/or request assistance from external supporting activities as required.

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

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

a. Report descriptions

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

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

(b) Urgent - Work around does not exist but resolution is urgently required. Urgent TCs will be submitted using SMTS or naval message via the appropriate Wing.

(c) Urgent - Work around exists but resolution is urgently required. Urgent TCs will be submitted using SMTS or naval message via the appropriate Wing.

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

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

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

b. TC/CP naval messages will be drafted using formats outlined in R-Supply on-line help technical support feature or Optimized-NALCOMIS on-line help technical support feature and will be approved by the SMD OIC/SNCOIC prior to release.

7. Maintain Trouble Call (TC)/Change Proposal (CP) Files. The SAA will maintain TC/CP files for on site NTCSS applications. Files will contain a copy of all TCs/CPs sent out with the status attached. It will also contain all TCs/CPs and status regarding like site applications from other Navy and Marine Corps commands. It is the SAA's responsibility to ensure current and accurate status. The SAA will be familiar with TC/CP procedures as outlined in paragraph 3301.6 of this chapter.

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

b. Ensure Latest Status: The SAA will update status monthly. Status sources are SPAWARSYSCEN response naval messages or the web based SMTS, located at URL http://www.scn.spawar.navy.mil. If a response or SMTS record is not provided in a timely manner, the SAA will contact SPAWARSYSCEN for investigation and status.

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

a. Monthly, the SAA will coordinate with the supply division heads to identify system requirements to accomplish daily operations and publish a monthly schedule that will set system utilization at the highest level possible for the users. Additionally, the SAA will coordinate and provide a copy of the monthly schedule to the AISD SOB.

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

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

d. R-Supply/Optimized NALCOMIS: R-Supply/Optimized NALCOMIS applications allow reports to print at selected printer locations vice one location (i.e. AISD). The SAA has the option to control within R-Supply/Optimized NALCOMIS specific batch job processes that do or do not require SAA approval for execution. Job requests are not required for those processes that do not require approval. Divisions will submit appropriate job requests to the SAA for processes that require approval.

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

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

(1) R-Supply/Optimized NALCOMIS: Refer to the online help menu system.

(2) Standalone Supply Applications: Refer to applicable installation and users manuals.

b. Monthly the SAA will print and maintain a copy of the following application configurations and/or tables identified in Table 3-8 for R-Supply/Optimized NALCOMIS, and Table 3-9 for standalone supply applications. This information is vital when situations arise (i.e. hardware failure, sabotage, catastrophic events) that would require reloading of system configuration and/or validation tables.

c. All minor changes to these files will be annotated on the current report. If a major change occurs, a new report will be printed.

10. Maintain user registration for all aviation supply applicable NTCSS applications

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

(1) The SAA will maintain R-Supply user access and menu roles. These processes, accessed via R-Supply menu options SITE - ACTIVITY CONTROLS - USERS ACCESS, identify persons or groups and their authority levels within the R-Supply application. Refer to R-Supply On-line Help System for more information regarding user registration. The SAA will develop local ADHOC queries to create user registration and menu access reports.

(2) The SAA will maintain Optimized NALCOMIS user access and menu tasks. These processes, accessed via Optimized NALCOMIS menu options SYSTEM - SECURITY - PERSONNEL, allows the SAA to add, update and/or delete user access and assign menu tasks related to that individuals access needs within Optimized NALCOMIS. Refer to Optimized NALCOMIS On-line Help System for more information regarding user registration. The SAA will develop local ADHOC queries to create user registration and task assignment reports.

b. Monthly, the SAA will print User Registration Reports for all aviation supply applicable NTCSS applications. The SAA will ensure the User Registration Reports are annotated with the remarks "FOR OFFICAL USE ONLY" and does not contain any Personally Identifiable Information (PII) such as social security numbers, telephone numbers, etc.. For amplified guidance on PII refer to MARADMIN 389/07. These reports will be retained until new reports are printed. The SAA will destroy, by shredding, all previous user registration reports. All minor changes to user registrations will be annotated on the report. If a major change occurs, a new report will be printed. When user registration reports are not in use, they will be retained in a secure locked area due to the sensitive nature of these reports.

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

11. Direct and coordinate all EOM/EOY processing for R-SUPPLY/OPT-NALCOMIS. The SAA assumes responsibility for coordination of the EOM/EOY processes. The SAA will schedule EOM/EOY runs that are accomplished by the AISD SOB. The SAA will review and approve all EOM/EOY job requests.

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

b. Optimized NALCOMIS EOM/EOY will be run in conjunction with the Maintenance Applications Manager (MAM). The SAA will ensure that the AISD SOB accomplishes two saves of the database before starting the EOM/EOY closeout process.

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

12. Responsible for maintaining the operational capability of the SALTS stand alone system(s)

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

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

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

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

14. Maintain current publications for all NTCSS applications within the ASD. The SAA will maintain up-to-date copies of the operating procedures for all NTCSS applications within the ASD.

15. Responsible for managing and processing all outgoing/incoming MILSTRIP transactions

a. Create a combined file of pending Optimized NALCOMIS external record release data and R-Supply release outgoing transactions. Provide the pending outgoing data file to the appropriate ASD division(s) for validation. Once the divisions have validated their data and annotated appropriate corrections, the SAA will edit the pending outgoing file prior to release. The SAA will maintain current thirty (30) days of all external released files.

b. The SAA will screen all incoming MILSTRIP files received and process/distribute to responsible divisions.

(1) The SAA will QA the RSMS host status output file to eliminate known erroneous incoming status prior to processing into R-Supply. Status transactions processed into R-Supply will interface to Optimized NALCOMIS system.

(2) Daily. the SAA will export and distribute all RSMS exception data files to applicable division(s)/squadron(s) for further action.

16. Execute and submit the daily Transaction Item Reporting (TIR). To accomplish the TIR, the SAA will execute the MFCS Build Transfer File Process. This utility will process against the MFCS_dtl Table and will extract data into a TIR record format for processing to the Material Financial Control System (MFCS) Retail Afloat databases (N32/N35/NUA). This will provide End of Day balances for all non-APA data. After completion of the MFCS Build Transfer File Process, the SAA must obtain all output reports/data to include the following:

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

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

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

- ULMBJJJ.WK1: BP Management, A0_s.

- ULMSJJJ.WK1: BP Management Status.

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

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

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

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

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

- ULMZJJJ.DLA: POS data to DLA.

- ULMZJJJ.CHG: Automated Local Change Notice Notification.

- ULMXJJJ.SSD: Automated TIR Work Sheet.

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

a. The SAA must verify all output data to ensure all transactions posted to R-Supply were captured and appear on the daily TIR reports. Utilize the MALS Activity Stock Control Guide (Chapter 3) for further instructions on ensuring all transactions were extracted properly.

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

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

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

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

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

(2) Upon completion of the reconciliation, MFCS CRT will produce and return a change notice data file and/or spreadsheet(s), which will reflect the differences. The SAA will schedule and batch process the change notice

data file in the same manner as a Monthly Change Notice in R-Supply/Optimized NALCOMIS systems. Stock number and unit of issue changes will be provided via spreadsheet(s). These changes must be manually processed into R-Supply/ Optimized NALCOMIS systems accordingly. MFCS CRT will also identify URBs and request the MALS provide MTL information to assist in reconciling these differences.

b. The SAA will provide the CCB and the RCB one copy of all change notice action reports.

18. Coordinate and process R-Supply/Optimized NALCOMIS database reconciliation. The SAA will schedule and process database reconciliation's monthly. The SAA will provide SRD, RMD and CMD copies of database discrepancy reports for further action. Refer to Appendix D of this Order for detailed procedures.

19. Receive, coordinate, and respond to external Material Obligation Validations (MOVs). In order to validate requisitions on their backorder files, ICPs generate MOV requests. The ICP provides each customer with a document identifier AN1 record for each requisition. ANls are received through WEBSALTS batched by UIC. Each batch has a control record document identifier AN9 header record. The control record identifies each batch number and the number of AN1 records in that batch. The SAA responds to DAAS and confirms receipt of MOV records utilizing document identifier AP9. MOV requests are described in reference (w), volume I, chapter 3, part D, section III.

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

b. Non-Receipt of MOV Request. If MOV requests are not received within 18 days from the date indicated on the DAAS message, the SAA submits a Request for Retransmission Message to DAAS in accordance with reference (w), volume I, chapter 3, Part D, Section III, then files the Has Been Sent Message in the MOV Request File.

c. Partial receipt of MOV Request

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

(2) If records or batches are missing, the SAA will send a Request for Retransmission Message to DAAS as stated in reference (w), volume I, chapter 3, Part D, Section III.

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

d. Full receipt of MOV Request. The SAA will process the quarterly MOV when it is determined that all MOV records and batches cited on the DAASO message are received. The MOV is processed through the Requisition Status Management System (RSMS). The RSMS program automatically converts all AN9s received through SALTS to AP9s and inserts the receipt date in the appropriate field. AP9 records should be submitted to DAAS after

verification that all MOV products have been received. Incoming AN1 records must be downloaded and processed into R-Supply. For each requisition on file that is completed, cancelled, or has had an AC1/AK1 submitted, an AP1 record with a quantity of zero is generated and forwarded to the ICP to show material is no longer required. MOV products are purged automatically from RSMS at the end of each cycle.

(1) Once into the RSMS program, select the MOV option and press Enter. Selecting MOV displays the following options for MOV processing:

(a) Display MOV RICs Received. Selecting this option allows the user to display data on MOV AN9 records.

(b) Compare ANls Received W/AN9s. Selecting this option will compare the count of AN1 records for each AN9 batch.

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

(d) Transmit AP9s to DAAS. This option creates a text file of AP9s for transmission to DAAS. This option is executed after it has been determined that all MOV products have been received and no gross mismatches have occurred.

(e) Export ANls to Host. This option allows the operator to export the AN1 records to disk for input to R-Supply.

(f) Download Exception ANls. The MOV coordinator can select this option to write exception AN1 records to diskette for external use.

(g) Import Host No Match APls. The MOV coordinator selects this option to import AP1 records created when records from R-Supply match process have no matching requisition record.

(h) Print Host No Match AP1s. The MOV coordinator selects this option to print a list of no match AP1 records.

(i) Edit/Delete No Match AP1s. The MOV coordinator selects this option to review, edit, or delete no matching AP1 records.

(j) Transmit No Match APls to DAAS. This option creates a text file of APls pending release and transmits them to DAAS via SALTS.

(k) Transmit BMVs to DAAS. This option creates a text file of BMV records for transmission to DAAS. The BMV record is the final process of the MOV cycle.

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

e. R-Supply Output Received. When MOV request cards are processed by R-Supply the following products will be generated.

(1) DI AP9/APX, MOV Receipt Acknowledgment

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

(b) Annotate the date MOV responses are returned on the DAASO message in the MOV Request File.

(2) DI BMV, MOV Completion Acknowledgement. BMV records are sent to DAAS to confirm the completion of the MOV.

(3) DI AP , MOV Responses and 'MOV Transaction with No Matching Requisitions on File' Report.

(a) Total Quantity Outstanding. R-Supply will not generate any responses for these requisitions. These requisitions have the same quantity outstanding on R-Supply that 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. 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 Proof Of Delivery (POD). If the receipt and POD are not found, the section will process a Lost in Shipment IAW 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 input the status code into R-Supply.

(c) No Quantity Outstanding. Requisitions with the completion date set or the quantity outstanding minus the cancellation request quantity equal zero will produce an AP with a quantity of '00000.' These AP_s are also 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 back-fit the requisition into the system. If the document is no longer required a manual AP1 with a quantity of '00000' will be created and sent to DAAS.

f. Processing R-Supply MOV Records. DI AP response records will be processed by the branch responsible for each specific type of requisition. Responsible branches are:

Repairable Stock - RCB.

Consumable Stock - CCB.

FISP Replenishments – MSB.

Pre-expended Bin – PEB.

IMRL/TBA Requisitions – CRB.

FLTOPS – EUB.

DTO Requisitions – ERB.

Awaiting Parts Branch – AWPB.

For control purposes, the SAA will notify the branches responsible that 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, under "Type", the MOV option box. 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. Each branch must ensure they do not clear record(s) outside of their responsibility.

g. Returning MOV Responses. The final step to the MOV process is to return DI AP response records and the DI BMV control card to DAAS.

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

(2) Releasing BMV Response. The SAA will ensure that all BMV response records for each UIC are extracted from RSMS and transmitted to DAAS via WEBSALTS.

h. Non-Compliance of the External MOV. If DAAS does not receive a BMV, no AP_ response records are returned to the ICP. If the ICP does not receive the BMV(s) response records by the response due date, all requisitions will be canceled with a status code of "BS".

i. Post MOV BRF Reconciliation. After all MOV responses are returned to DAAS, the SAA will run an ADHOC in R-Supply to extract all requisitions outstanding. The post MOV option in RSMS will identify requisitions which do not have an AN_ record from the current MOV cycle. The post MOV option must be ran before the ending date of the cycle. Requisition julian dates should be older than thirty (30) days (Priority 01-08) or seventy-five (75) days (Priority 09-15) so that only requisitions subjected to the MOV process are printed on the report. The SAA will distribute the output to the divisions for them to review and take corrective action. The following is a partial list of problems and corrective actions.

(1) Several requisitions held by the same ICP - contact the ICP to determine why MOV requests were not generated.

(2) "Dead" requisitions" - load AE1/RX status and advise the customer to reorder. Note: Ensure the requisition is "dead" and not shipped or under

contract because loading an RX status code could cause future Stock In Transit (SIT) or Material In Transit (MIT) problems.

(3) Shipment Status - review for overage shipment status.

(4) Proper review and timely corrective action based on the MOV will prevent your activity from receiving 'BS' cancellation status for failure to respond to an MOV request.

(5) No response to cancellation request – contact the appropriate ICP to get confirmed cancellation.

j. The SAA will maintain an external MOV file. This file will contain a copy of all correspondence relating to the external MOV. It will contain the MOV message sent by DAAS and any other related correspondence (i.e., request for retransmission, request for delay in submission of MOV responses, Validated AP1's, and Post MOV listing). Both current and prior copies of these files will be retained.

Chapter 3

Section 4: Continuous Process Improvement Branch (CPIB)

3400. General

1. Responsibilities. The Continuous Process Improvement Branch (CPIB) is responsible for administrating, coordinating, training, monitoring, and evaluating all AIRSpeed initiatives.

2. Duties

a. The CPIB will maintain the following publications and files:

(1) Library of Continuous Process Improvement publications.

(2) Individual AIRSpeed training files

b. Maintain direct liaison with the MALS AIRSpeed Office.

c. Establish and maintain an AIRSpeed training program for the Supply Department.

d. Collect, review, and sign off on all AIRSpeed event charters.

e. Coordinate and monitor the assignment of Supply Marines for AIRSpeed events.

f. Monthly, validate the divisional 5S checklists are being worked in accordance to the checklists.

g. Follow-up and evaluate all Supply AIRSpeed improvement events.

h. Monitor all AIRSpeed buffers and management goals.

i. Maintain the Enterprise Logistics Analysis Tool (ELAT) and the Buffer Management Tools (BMT) system security and access.

j. Assist Supply users on proper use of ELAT and BMT.

k. Coordinate and process the loading of R-Supply data into ELAT.

l. Troubleshoot and view functional software problems for ELAT, CPIMS and BMT and submit application trouble calls/change proposals as required.

3401. Procedures

1. Maintain a library of CPI publications

a. CPIB will maintain a reference library of CPI publications. It will function as a dispersed library from the main library held by the MALS AIRSpeed office.

b. The library will contain at a minimum the required readings for CNAF's Job Qualification Requirements (JQR) for Green and Black Belt certification.

c. Additional CPI references can be maintained as directed by the MALS AIRSpeed Office or obtained from the USMC CPI Guidebook recommend readings list located in Appendix C.

2. Maintain individual AIRSpeed training files. CPIB will maintain an individual AIRSpeed training file for each Marine in the Supply Department. This file will include a Job Qualification Requirements (JQR) checklist and copies of Navy Knowledge On-line (NKO) certificates/AIRSpeed classroom instruction certificates/event participation certificates at a minimum.

3. Maintain direct liaison with the MALS AIRSpeed Office. CPIB will coordinate with the MALS AIRSpeed Office on such operations as:

a. Schedule AIRSpeed events in Supply.

b. Coordinate assignments to AIRSpeed events.

c. Validate and update the MALS AIRSpeed tracker.

d. Validate and record all green and black belt qualifications.

e. Assign classroom school seats.

f. Attend conferences.

4. Establish and maintain an AIRSpeed training program for the Supply Department. CPIB under the direction of the SMD OIC/SNCOIC should be executing the long term training plan of the AvnSupO. CPIB is responsible for the documentation of the AIRSpeed training performed within the department and monitoring supply personnel JQR goals.

5. Collect, review, and sign off on all AIRSpeed event charters. CPIB will be the central collection point for all Supply AIRSpeed event charters. The branch will review and signing off on all event charters prior to submitting them to the MALS AIRSpeed Office for consideration.

6. Coordinate and monitor the assignment of Supply Marines for AIRSpeed events. CPIB will coordinate with the MALS AIRSpeed Office on the assignment of Supply Marines for AIRSpeed events. Items to be considered when assigning Supply Marines are knowledge, availability, and fulfillment of JQR event participation requirements. CPIB will also monitor the progress of all Supply initiated AIRSpeed events in order to track their progress.

7. Monthly, validate the divisional 5S checklists are being worked in accordance to the checklists. Monthly, CPIB will validate that the weekly divisional checklists are being worked by each division in accordance to its working checklist.

8. Follow-up and evaluate all Supply AIRSpeed improvement events. CPIB will be responsible for following-up and evaluating all Supply AIRSpeed improvement events. These follow-ups and evaluations will commence at the 90 day mark after the event’s completion and quarterly there after for one year. CPIB will initially evaluate the process with the event’s lead and co-lead.

9. Monitor all AIRSpeed management goals. CPIB will monitor and advise the AvnSupO and AAvnSupO on all AIRSpeed management goals as established by higher authority, as well as any internal goals directed by the AvnSupO..

Additionally, CPIB will maintain and update monthly Supply Department performance trend charts as directed by the AvnSupO.

10. Maintain the ELAT, CPIMS and BMT system security access. CPIB will monitor and process all requests for Supply Department Marines access to these systems. This includes establishing new users, modifications of users and deletion of user accounts upon checkouts or transfers.

11. Assist Supply users on proper use of ELAT, CPIMS, and BMT. CPIB personnel will be familiar with the functionality of these tools and will serve as the "resident experts" for the Supply Department. Additionally, CPIB will provide training to all new users when access is granted to these systems. Users Guides for all of these tools are available online and will be maintained by the CPIB.

12. Coordinate and process the loading of R-Supply data into ELAT. Monthly, CPIB will run appropriate Adhoc queries in R-Supply and will update ELAT with this information. This Adhoc can be accessed using ELAT administrator option. This will ensure that the latest TRR data for consumable replenishment documents is on file.

13. Troubleshoot functional software problems for ELAT, CPIMS, and BMT and submit application trouble calls/change proposals as required. CPIB will troubleshoot and validate all software problems and change proposals identified by supply users for theses systems. After validation, CPIB will submit the trouble report or change proposals to the MALS AIRSpeed Core team for loading into the CPIMS system. On a monthly basis, CPIB will monitor all outstanding trouble reports, change proposals and provide updated status to the supply department.

Chapter 4

Repairables Management Division (RMD)

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Chapter 4

Repairables Management Division (RMD)

4000. Organization. Repairables Management Division (RMD) is organized as follows (as illustrated in figure 4-1):

1. Repairables Control Branch (RCB).

2. Repairables Delivery Branch (RDB).

3. Repairables Storage Branch (RSB).

4. Awaiting Parts Branch (AWPB).

5. Supply Shipping Branch (SSB).

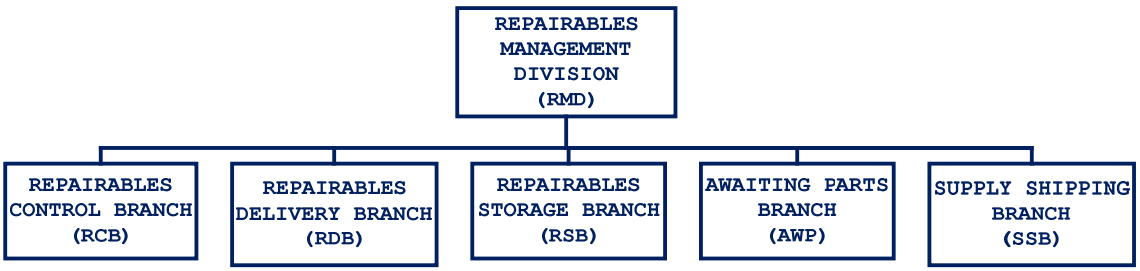

Figure 4-1.--RMD Organization Chart

4001. Functions

1. RMD is responsible for allowance management (in conjunction with SMD), procurement, receipt, storage, issue, delivery, and inventory of all repairable material. RMD is also responsible for the induction, monitoring and recovery of repairables into/from the Intermediate Maintenance Activity (IMA) and for shipment and tracking of Beyond Capability of Maintenance (BCM) components to the appropriate activity. The establishment and maintenance of a viable repairable shelf life program is the responsibility of RMD. Management and control of all classified and fleet controlled material (repairable and consumable) is also the responsibility of RMD. In addition to the responsibilities identified above RMD will ensure that financial discrepancies with repairable transactions, which are identified by SAD, are corrected and returned to SAD on a timely basis.

2. The division OIC/SNCOIC is responsible to ensure that all personnel assigned to the division are technically proficient. At a minimum of twice a month the division will conduct technical training in accordance with the procedures outlined in Appendix X.

3. The division OIC/SNCOIC will review and monitor the reports required for the performance of duties, listed in Tables 4-1, 4-2, 4-3 and 4-4 to ensure accuracy and completeness.

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

Chapter 4

Section 1: Repairables Control Branch (RCB)

4100. General

1. Responsibilities. Repairables Control Branch (RCB) is responsible for establishing and maintaining repairable allowances as well as for their procurement, inventory, and accountability to include storage of all classified material. RCB is also responsible for processing repairable requisitions, receipts with exceptions, processing all repairables returned from the IMA, and for the screening and tracking of BCM components.

2. Duties

a. RCB will maintain the following files, reports and references:

(1) Pending Data Entry File (PDEF).

(2) Repairable Completed Transaction File (RCTF).

(3) Survey File.

(4) Engineering Investigation (EI)/Quality Deficiency Report (QDR)/Hazardous Material Report (HMR)/Supply Discrepancy Report (SDR) Files.

(5) Allowance Change Request (ACR) File.

(6) Pack-up/Custody Signature Documents.

(7) Security Control Documents for Classified Material Storage Area.

(8) Optimized NALCOMIS Repairable Items List Adhoc.

(9) Maintain a Logbook of locally assigned Family Group Codes (FGC).

(10) R-Supply Repairable Master Stock Status and Locator Listing.

(11) Repairables Management Technical References.

(12) Listing and Letter of Authorization of Special Management Codes/Flags.

b. RCB will perform the following duties. A list of computer-generated reports required to perform these duties are contained in table 4-1.

(1) Review and request modifications of repairable allowances.

(2) Initiate and monitor requisitions for repairable stock.

(3) Maintain established inventory/location accuracy and stock levels for all repairables.

(4) Initiate corrective action on all unprocessed repairable transactions.

(5) Maintain accountability of all repairables during the local issue, recovery, induction, and repair process.

Process Repairable Requisitions and Receipts With Exceptions			
Report Name	Frequency	Retention	Procedure Reference
1. EXREP Status Report, Optimized NALCOMIS (J62600).	Daily	Current and Prior	4401.9a
2. NMCS/PMCS High Priority Requisitions, Optimized NALCOMIS (J72400).	Daily	Current and Prior	4101.21f

Maintain Established Inventory/Location Validity and Stock Levels For All Repairables			
Report Name	Frequency	Retention	Procedure Reference
1. Master Stock Status Locator Listing (or equivalent), R-Supply (JSL322).	As Required	Current and Prior	Appendix E 4101.13a
2. Inventory Processing, R-Supply (JSI200).	As Required	36 Months	Appendix F 4101.18c
3. SAMMA/SAL, R-Supply (JSI217).	Monthly	Current and Prior	4101.18g(1)
4. COSAL/AVCAL Analysis Report, R-Supply (JSI220).	Monthly	Current and Prior	4101.18h(1)
5. Supply Effectiveness, R-Supply (JSF415).	Monthly	Current and Prior	4101.18h(2)
6. Offload Processing, Regular, R-Supply (JSI209).	AS Required	Current and Two Prior Fiscal Years	4101.18h

Initiate and Monitor Requisitions For Repairable Stock			
Report Name	Frequency	Retention	Procedure Reference
1. Automatic Reorder Review Report R-Supply	Monthly	Current Report Only	4101.16b
2. Material Obligation Validation (JSL311), R-Supply.	Monthly	Current and Prior	4101.16h
3. Cancel Excess Stock Due, SAMMA-SAL Extract/RAO, R-Supply.	Monthly	Current and Prior	4101.16g

Table 4-1.-- Reports Required For Performance of Duties, RCB

Establish and Maintain Repairable Allowances			
Report Name	Frequency	Retention	Procedure Reference
1. Optimized NALCOMIS Allowance Change Report (J75510).	Quarterly for 1, 0, 7R, 4Z COG. Semi-annually for 1, 7E, G, H, N, Z COG.	Current Report Only	4101.16c(2)
2. Demand History Processing/ Levels Setting R-Supply (JSI205).	Quarterly	One Year	4101.16c(1)

Initiate Corrective Action On All Unprocessed Repairable Transactions			
Report Name	Frequency	Retention	Procedure Reference
1. Suspended Transaction Report, R-Supply (JSL325).	Daily	Current and Prior	4101.19b Appendix C
2. Interface Summary Reports, Optimized NALCOMIS.	Daily	Current and Prior	4101.19a Appendix C
3. Stock Control Review Listing, R-Supply (JSS225).	Daily	Two (2) Weeks	4101.19d

Maintain Accountability of All Repairables during The Local Issue, Recovery, Induction, and Repair Process			
Report Name	Frequency	Retention	Procedure Reference
1. DIFM Status Report, Optimized NALCOMIS (J62300)/ Buffer Management Tool.	Monthly	Current and Prior	4101.20b
2. Subcustody Status Report, Optimized NALCOMIS.	Monthly	Current and Prior	4101.20e(4)

Process All Repairables Returned From The IMA and Ensure Proper Screening and Carcass Tracking of BCM Components			
Report Name	Frequency	Retention	Procedure Reference
1. Carcass Reports, R-Supply (JSL326).	Twice Monthly	Current and Prior	4101.22f(1)

Table 4-1.-- Reports Required For Performance of Duties, RCB--Continued

Ensure That The Identification and Management Data of Repairable Records in Both R-Supply and Optimized NALCOMIS is Accurately Maintained.			
Report Name	Frequency	Retention	Procedure Reference
1. Storeroom Action Listing, R-Supply.	Produced From Change Notice	Current and Prior	4101.23b
2. Stock Control Decision Listing, R-Supply.	Produced From Change Notice	Current and Prior	4101.23b
3. Repairable MCC Decision Listing, R-Supply.	Produced From Change Notice	Current and Prior	4101.23b
4. Change Notice List, Consumable/Repairable List, Optimized NALCOMIS.	Produced From Change Notice	Current and Prior	4101.23c
5. Change Notice Report, Candidates for Deletion, Optimized NALCOMIS.	Produced From Change Notice	Current and Prior	4101.23c
6. Change Notice Report NIIN Change Report, Optimized NALCOMIS.	Produced From Change Notice	Current and Prior	4101.23c
7. Repairable COG's with no MCC, R-Supply Ad hoc.	Monthly	Current Report Only	4101.23d(2)
8. Repairable COG's with no UP or NUP greater than Standard Price, R-Supply Ad hoc.	Monthly	Current Report Only	4101.23d(3)
9. DBAG17, Optimized NALCOMIS.	Daily	N/A	4101.23e
10. Expired Shelf Life Report, R-Supply Ad hoc	Quarterly	Current Report Only	Appendix L 4101.25a(1)
11. NSN’s With No Shelf Life Code Loaded R-Supply Ad hoc.	Monthly	Current Report Only	Appendix L 4101.25a(2)(b)

Ensure That NALCOMIS Data Base is Reconciled With That of R-Supply			
Report Name	Frequency	Retention	Procedure Reference
1. Optimized NALCOMIS/R-Supply Reconciliation Reports	Monthly	Current and Prior	Appendix D 4101.24

Table 4-1.-- Reports Required For Performance of Duties, RCB--Continued

(6) Process repairable requisitions and receipts with exceptions.

(7) Process all repairables returned from the IMA and ensure proper screening and carcass tracking of BCM components.

(8) Ensure that the identification and management data of repairable records in both R-Supply and Optimized NALCOMIS is accurately established and maintained.

(9) Ensure that the Optimized NALCOMIS data base is reconciled with that of R-Supply.

(10) Establish and maintain a Repairable Shelf Life Program.

(11) Maintain the Electronic Retrograde Management System (ERMS).

(12) Process incoming and outgoing of Repair and Returns (See Appendix U).

(13) Coordinate the issue, referral and carcass tracking of repairable Schedule Depot Level Maintenance (SDLM)/Integrated Maintenance Program (IMP) requirements.

4101. Procedures

1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a holding file for source documents of transactions processed during temporary system(s) non-availability. Whenever the system(s) become available, all transactions will be entered into the appropriate system.

2. Maintain a Repairable Completed Transaction File (RCTF)

a. The RCTF is maintained to substantiate proof of delivery of material to customers, proof of turn-in/shipment for BCM returns from the IMA, excess stock turn-in, and proof of material received for stock. The RCTF may be a manual file or maintained on an Image Retrieval System. The RCTF will contain the following documents:

(1) Requisition Proof-of-Delivery: A copy of the requisition (for issues from stock or DD 1348-1A (for DTO's) with the customers printed name, signature, date and time received.

(2) DD 1348-1A (DI BC1 and/or BC2) Turn-in Document (BCM's only): A copy of the turn-in DD 1348-1A (DI BC2) with the signed manifest number annotated.

(3) DD 1348-1A (D6A) Turn-in Document (for Excess Shipment): A copy of the turn-in DD 1348-1A with the receiver's signature and date received.

(4) DD 1348-1A receipt document for material received from the supply system for Supply Officer stock.

b. The RCTF will be maintained in NIIN sequence within fiscal year and will be retained per reference (c) SSIC 4419.1 (current and four (4) prior).

3. Maintain a survey file. This file is divided into two categories; Supply Officer Asset Surveys and Surveys for Repairables from Others.

a. Supply Officer Asset Surveys. The purpose of the file is to document causative research on inventory adjustments and authorization to post the adjustment. Survey documentation will be maintained in NIIN sequence, per reference (c) SSIC4419.1. This file is divided into two parts; surveys pending Commanding Officer's approval and completed surveys (approved and DI

X43/Survey processed for those items that have a standard price of two thousand five hundred (2500) dollars or more).

(1) Pending Survey File. This file contains all Reports of Survey (Financial Liability Investigation of Property Loss (FLIPL), DD Form 200) and supporting documentation (preliminary and causative research) awaiting approval by the Commanding Officer. After the survey is approved the pending file copy will be removed and placed in the completed survey file. This file will be screened across the inventory adjustment report monthly.

(2) Completed Survey File. This file contains a copy of all Reports of Survey (Financial Liability Investigation of Property Loss (FLIPL), DD Form 200) and supporting documentation approved by the Commanding Officer.

b. Surveys For Repairables From Others. No Action is required on surveys received from squadrons or work centers after the survey is approved by the appropriate squadron Commanding Officer. NOTE: A completed survey will still be required from the OMA/IMA to document a loss of a repairable. The RCB will maintain a copy of the survey in the Completed Survey File and forward the original to SAD for filing in the central repository.

4. Maintain an Engineering Investigation (EI) Report File. The EI file will contain EI request documents, disposition instructions, shipping data messages and related correspondence for each EI submitted. All related documentation will be attached and filed together in the file. The file will be maintained in NIIN sequence. Information in the file will be retained per reference (c) SSIC 4440.1b.

5. Maintain a Quality Deficiency Report File. The QDR file will contain QDR request documents, disposition instructions, shipping data messages and related correspondence for each QDR submitted. All related documentation will be attached and filed together in the file. The file will be maintained in NIIN sequence. Information in the file will be retained per reference (c) SSIC 4440.1b.

6. Maintain a Supply Discrepancy Report (SDR) File. The SDR file will contain SDR request documents, disposition instructions, shipping data messages and related correspondence for each SDR submitted. All related documentation will be attached and filed together in the file. The file will be maintained in NIIN sequence. Information in the file will be retained per reference (c) SSIC 4440.1b.

7. Maintain an Allowance Change Request (ACR) File. This file will contain pending and completed ACR's since the last fixed allowance review conference. Its purpose is to monitor pending ACR's, submitting follow-ups when required, and to maintain a centralized approved and disapproved file of all allowance increases and decreases from the Inventory Control Point (ICP). The file will be segregated by pending and completed ACR’s and will be maintained in NIIN sequence. This file will be retained for the entire period between fixed allowance review conferences.

8. Maintain Pack-up and Custody Signature Documents. Any time material is issued for pack-up or custody of classified components, a pack-up inventory listing or custody notice will be prepared. The listing/notice will be signed by the responsible officer prior to relinquishing physical custody of the material. Classified material will be signed for individually. A pack-up/custody file will be maintained for each supported unit. The pack-up

inventory listings will be maintained in NIIN within date sequence. Custody notices will be maintained in NIIN sequence by organization. Pack-up/Custody signature documents will be retained until all material they represent is returned or appropriate survey documentation received.

9. Maintain Security Control Documents for the Classified Material Storage Area

a. Classified Material can be maintained either in the custody of Supply Officer stores in secured storage area in accordance with local procedures or material can be subcustodied to the MALS Avionics Officer or MAG EKMS Manager.

b. An access list of persons authorized to enter the classified material storage area will be maintained on file and posted at the entrance of the classified material storage area.

c. A log documenting each entry into the classified material storage area will also be maintained. The log will indicate date, name, and time in and out.

d. Procedures for the handling of classified material, its stock replenishment, physical inventory, maintenance of stock records, security, issue and storage within and outside of the Supply Officers warehouse (requires authorization from the MALS Commanding Officer) is found in reference (w), volume I, chapter 4, Part E, Section IV, paragraph 4656 and chapter 6, Part A, Section III, paragraph 6062, and reference (x). Local procedures signed by the Aviation Supply Officer will be drafted.

10. Maintain the Optimized NALCOMIS Transaction Ledger Purge/Report (J63700). Whenever the on-line NALCOMIS Transaction Ledger reaches its limit for storage of data, it will be printed and purged by the Supply Database Administrative branch (SDAB). This printed listing represents the only record of these transactions and must be retained. The printed Transaction Ledger will be retained per reference (c) SSIC 4440.4c.

11. Maintain a NALCOMIS Repairable Item List, Optimized NALCOMIS Adhoc

a. A NALCOMIS Repairable Items List (RIL) in CAGE/Part Number sequence will be printed or stored electronically on removable media monthly. Only the current month's listing must be retained.

b. This provides the means to cross part numbers to stock numbers when processing requisitions during periods of system non-availability.

12. Assignment of locally assigned Family Group Codes (FGC). When adding a repairable NSN/LICN into Optimized NALCOMIS and R-Supply that has no FGC information available in the NAVICP SNAP database it becomes necessary for TRB to establish a locally assigned FGC. TRB will coordinate with the RCB prior to establishing a repairable NSN/NICN/LICN. Upon notification from TRB assigning a new FGC, RCB will validate that no prior FGC has been assigned to the NIIN/LICN. A logbook containing all locally assigned FGCs shall be controlled by RCB only to prevent the duplication of FGCs. The following entries are mandatory when establishing a FGC logbook.

a. Family Group Code (FGC).

b. National Stock Number.

c. Part Number.

13. Maintain a R-Supply Repairable Master Stock Status and Locator Listing

a. A Repairable Master Stock Status and Locator Listing (MSSLL) will be printed or stored electronically on removable media monthly. The R-Supply on line help, provides information on requesting the listing and using General Selector to tailor it to repairables. Only the current month's listing must be retained.

b. The Repairable MSSLL provides pertinent information on material carried in stock and will be used to issue and store material during periods of system non-availability.

14. Maintain Repairables Management Technical References. Refer to Appendix AA for a list of publications/instructions pertinent to the operation of the RMD and instructions for downloading these documents from the various websites.

15. Maintain a Listing and Letter of Authorization of Special Management Codes/Flags used in the Stock Item Table (SIT). RCB will maintain a listing of all Local Management Codes (LMCs), Automatic Reorder Restriction Codes (ARRCs), Limit Flags and No Drop Flags. A letter of authorization signed by the AvnSupO will be maintained along with the listing. The letter will also contain a list of LMCs and ARRCs with their definition. Quarterly, SMD will initiate, coordinate, and be responsible for dispersing a copy of the listing and letter of authorization to be reviewed for accuracy by RCB/CCB and updated as necessary. SMD will verify input and forward the letter to the AvnSupO for approval and signature. Upon AvnSupO approval, SMD will file and forward copies to RCB/CCB to be maintained along with a copy of the listing.

16. Review and Request Modifications of Repairable Allowances

a. General. The type of allowance for repairables depends on the type of material. Repairable items are grouped into two types: Aviation Repairables and non-Aviation Repairables. These two types are further divided into DLRs and Field Level Repairables (FLRs). Aviation DLRs (AVDLRs) are identified by Cognizance (COG) symbols 7R, 6R, 0R, 8R, and 4Z; Aviation FLR’s are identified by COG of 1R and 3_ with a Material Control Code (MCC) of 'D.' Non-Aviation DLR's (NON-AVDLRs) are identified by COG symbols 7E, 7G, 7H, 7Z, and 7N, non-aviation FLRs are identified by COG symbol 1H and 3H and MCC of "D". The difference between DLRs and FLRs is that DLRs must be returned to a depot level maintenance activity when they cannot be repaired locally; FLRs may be condemned at the intermediate level of maintenance. Allowances for each type of repairable are determined jointly by the MALS and the respective ICP and are based on type of aircraft, projected flying hours, and other factors. The ICP for Aviation Repairables is NAVICP-P; for non-Aviation Repairables, the ICP is NAVICP-M. The allowance list for aviation repairables is the AVCAL; for non-aviation repairables, the allowance list is the COSAL. Fixed allowance quantities for repairables will be reflected in R-Supply as AVCAL or COSAL/HME or both. AVCAL records will have an Allowance Type (AT) Code of two (2); COSAL records will have AT Code of one (1). Whenever material is authorized under both AVCAL and COSAL, the record will have an AT Code of three (3). For repairables, the Requisitioning Objective (RO) will match the Fixed Allowance Quantity (AVCAL, COSAL/HME, or combined).

In Optimized NALCOMIS, fixed allowances are reflected as Fixed Allowance Quantity (FAQ). Allowances for repairables are fixed and will not be changed without documented approval from the ICP. Generally speaking, fixed allowances can change in one of three ways; through MALSP review conferences for FISP/PCSP/CCSP/FOSP, which normally occurs every two (2) years, whenever a new or different aircraft or system is to be supported, or when individual allowance change requests are submitted by the MALS as a result of an internal allowance review. Only the internal allowance review process will be discussed here. An internal allowance review will be accomplished quarterly for aviation repairables and semiannually for non-aviation repairables. Tools which may assist in accomplishing the review may be locally established using Adhocs, CPI tools, or the Optimized NALCOMIS Allowance Change Report (J75510).

b. Jointly with MSB, RCB will at least annually or prior to a REAVCAL conduct a Reconciliation And Management Assistance Team (RAMAT). The RAMAT is an extensive and essential reconciliation of all repairable AVCAL allowances with NAVICP Philadelphia's Planned Program Requirement (PPR) file. The acronym RAMAT does not only describe the reconciliation process but it depicts the team of NAVICP Customer Advocate Division representatives, which, upon request, comes to your site to do the reconciliation. In addition to the reconciliation, when a NAVICP RAMAT team is requested they will provide training for Marines at that site to conduct future RAMATs on their own and as frequent as they desire. Assistance with conducting a RAMAT can be found by contacting the unit’s customer service advocate at NAVICP-P.

c. Fixed Allowance Review Reports

(1) Demand History Processing/Levels Setting (JSI205). The frequency of running Demand History Processing and parameters used are determined by the TYCOM/WING. The RCB NCOIC/OIC is responsible for ensuring the program is scheduled and processed in accordance with TYCOM/Wing instructions. Complete descriptions of Demand History Processing are contained in the on line help key word Level Setting and reference (w), volume I, chapter 6, Part D, Section V, paragraph 6853. RCB is also responsible for reviewing the output reports and making corrections as described in the paragraph 6401.8c of this Order. Upon completion of the review, the report will be signed and dated by the person conducting the review. The current and prior reports will be retained.

(2) Optimized NALCOMIS Allowance Change Report (J75510)

(a) The RFI/BCM/RTAT must be manually validated for items on this report. The parameters used are preset according to NAVICP-P instructions. Instructions on how to request this report can be found in Optimized NALCOMIS Help keyword Allowance Change Report.

(b) Critical Item Status Report. The Critical Item Status Report offers four options as follows:

1. Critical Level Status Report - Provides stock status and summary of designated Pool items with RFI quantities less than, or equal to, a specific FAQ.

2. RFI On Hand Status Report - Lists items below specified RFI values.

3. Out of Balance Indicator Report - Lists all records with an ACBAL disparity.

4. Validation Status Report - Head of the Family NIIN's and ACBAL information can be selected.

(c) Fixed Allowance Analysis Report. Identifies records with an ACBAL of zero.

(d) Fixed Allowance Analysis Report. Identifies records where the ACBAL plus Due is less than or greater than the FAQ.

(e) Fixed Allowance Analysis Summary Report. Provides range and depth on repairables with a FAQ.

(3) Determining New Allowances. The Optimized NALCOMIS Allowance Change Report, Adhocs, and CPI tools will be used only as a guide for identifying records for fixed allowance change. For various reasons, the proposed allowance quantity may not be accurate. Therefore, the RFI/BCM actions for records on the report will be manually reviewed and the new allowance quantity computed in accordance with reference (o) for Aviation Repairables and reference (y) for non-Aviation Repairables.

(4) Submitting Allowance Change Requests (ACR). Whenever records requiring new allowances are identified and the appropriate quantity determined, an ACR will be prepared and submitted in accordance with TYCOM instructions.

(a) AVCAL Allowance Change Request-Fixed (ACR-F). ACR's may be submitted via Naval Message or the NAVICP website (https://www.navsup.navy.mil/navsup/ourteam/navicp/standard_acr). When submitting by Naval Message it will be sent directly to COMNAVAIRFOR (message PLAD COMNAVIARFOR SAN DIEGO CA/N41/N414) and info NAVICP (message PLAD NAVICP PHILADELPHIA PA/081/0811). Figure 4-2 shows the required data for submitting the ACR-F by Naval Message. Figure 4-3 shows the required data fields for submission via the NAVICP website. NOTE: It is imperative that activities submitting ACR's via the website "CC" or fill in the TYCOM email 1 and email 2 blocks, failure to do so will result in the ACR not being processed. RCB will submit all fixed allowance change requests and provide MSB with an info copy in accordance with paragraph 3201.9. Pending and completed ACR's will be maintained in the ACR File. The following procedures apply:

1. The minimum reporting period is ninety (90) days.

2. Within fifteen (15) calendar days of receipt, NAVICP-P will complete the ACR-F validation or notify the activity of a delay in processing.

3. ACR-F Format for Naval Messages.

a. Items 1.A.-C. Self-explanatory.

b. D. (Usage). Enter aircraft application-type/model/series, previous allowance, BCMs (by type), repairs and constrained TAT.

c. E. (Reporting Period). Include period of time for BCMs and period of time for repairs.

d. F.-G. Self-explanatory.

e. H. (Requested Allowance).

f. I. (MILSTRIP Requisitions). Provide one for one MILSTRIP requisitions for requested increases. NAVICP will input initial issue documents directly upon approval of an increase and provide status.

ALLOWANCE CHANGE REQUEST-FIXED (FORMAT)

1. REPAIRABLE ITEM NIIN:

A. NOMENCLATURE:

B. CAGE/PART NUMBER:

C. SOURCE, MAINTENANCE, & RECOVERABILITY CODE (SM&R):

D. USAGE

(1) AIRCRAFT APPLICATION-TYPE/MODEL/SERIES:

(2) PREVIOUS ALLOWANCE:

(3) NUMBER ATTRITED/BCM'D BY CATEGORY:

(4) NUMBER REPAIRED:

(5) TURN AROUND TIME:

E. REPORTING PERIOD:

F. REMARKS:

G. CURRENT ICRL CAPABILITY CODE:

H. REQUESTED ALLOWANCE:

I. MILSTRIP REQUISITIONS:

Figure 4-2.--Sample AVDLR ACR-F Naval Message Format

4. NAVICP website ACR submission. Mandatory entries are highlighted in red and marked with an asterisk.

a. Justification. Clear and concise remarks to support an increase in current allowance.

b. NIIN. Self-explanatory.

c. P/N. Self-explanatory.

d. FSCM. Self-explanatory.

e. Nomen. Self-explanatory.

f. Aircraft T/M/S. Enter aircraft application, Type/Model/Series.

g. SM&R. Self-explanatory.

Allowance Change Request (ACR) Submission Form

- Required fields are highlighted in Red and marked with an Asterisk (e.g.* Required Field).
- Fields that are required when a unit has limited or full repair capability are highlighted in brown and marked with two Asterisks (e.g.** Field Name)
- Fields that are required if AirSpeed process is implemented are highlighted in green and marked with three Asterisks (e.g.*** Field Name)

When you submit your ACR to NAVICP, you will receive a reply email notification of the ACR information entered on this form.

Please tell us some details about yourself:

* Name:
Code:
* Phone: -
* DSN: -

Unit Email (please enter 1 email address per block)

(Note: Your email address is not automatically included in this message. You must type email addresses in these blocks to receive Acceptance Notification.)

* Email 1:
Email 2:

Tycom Email (please enter 1 email address per block)

(Note: Your email address is not automatically included in this message. You must type email addresses in these blocks to receive Acceptance Notification.)

* Email 1:
Email 2:

* Organization Name:
Base/Ship/Location:
Country:

Please enter your message

* Subject: ACR: Allowance Change Request
* Justification:

	Item 1		Item 2
* NIIN (dashes optional)		* NIIN (dashes optional)	
* P/N		* P/N	
* FSCM		* FSCM	
Nomen		Nomen	
Aircraft T/M/S		Aircraft T/M/S	
SM&R Code		SM&R Code	
** 3-M Timeframe (MM/YY)	/ to /	** 3-M Timeframe (MM/YY)	/ to /
** BCMs		** BCMs	
** Repairs		** Repairs	
** TAT		** TAT	
*** AirSpeed Design TRR		*** AirSpeed Design TRR	
* Allowance Request		* Allowance Request	
* Current Allowance		* Current Allowance	

Submit Reset

Figure 4-3.--NAVICP Website ACR Screen

h. 3M Time Frame. Enter the time period used to justify the request for increase. Minimum acceptable time period is 90 days.

i. BCM's/Repairs. Enter number of BCM's/RFI's during the reported time period.

j. TAT. Enter value from Optimized NALCOMIS.

k. AIRSpeed Design TRR. Enter Design TRR that was established during the work center AIRSpeed design. It is important to note how close you are to actually achieving this Design TRR.

l. Allowance Request. New computed allowance.

m. Current Allowance. Self-explanatory.

(b) Non-AVDLR Allowance Change Request-Fixed. Non-AVDLR ACR's will be submitted via Naval Message to NAVICP-Mechanicsburg in accordance with reference (y). Figure 4-4 shows the format for submitting the Non-AVDLR ACR-F. RCB will submit all fixed allowance change requests and provide MSB with a info copy in accordance with paragraph 3201.9. Pending and completed ACR's will be maintained in the ACR File.

REQUIRED DATA ELEMENTS FOR FIXED ALLOWANCE CHANGE REQUEST

1. National Stock Number (NSN), including COG

2. Nomenclature

3. CAGE/Part Number

4. Source, Maintenance, and Recoverability Code (SM&R)

5. Application:

A. Aircraft (Type/Model/Series)

B. Engine

C. Support Equipment End Item

6. Previous Allowance

7. Number of BCMs by Category

8. Number Repaired

9. Average Turn Around Time per Repair

10. 12 Month Reporting Period: Starting Month/Year – Ending Month/Year

11. Repair Capability (ICRL Code)

12. Requested Allowance

Figure 4-4.-- Sample Non-AVDLR ACR-F Naval Message Format

17. Initiate and Monitor Requisitions for Repairable Material

a. General. Requisitions for repairable stock may be generated in one of four ways: one-for-one reorder, automatic reorder, or interactively via the R-Supply "Initiate Requisitions" function and through the Requisition Contingency function of Optimized NALCOMIS with a "BV" Contingency Code. Normally, repairables will be requisitioned for stock on a one-for-one basis. That is, when one (1) is BCM'd/issued, a stock replenishment requisition for one (1) is automatically generated by the computer if reorder is required. Repairable requisitions may also be generated from Automatic Reorder under special circumstances (e.g. FSC 2620 aircraft tires, FLR's, allowance increases) or through the Requisition Contingency function of Optimized NALCOMIS with a "BV" Contingency Code. Repairable stock requisitions are monitored through the use of various requisition reconciliation aids. The goal of the requisitioning/requisition monitoring process is to ensure that the on-hand (O/H) quantity plus stock due (STKDUE) is equal to the Requisitioning Objective (RO) (O/H + STKDUE = RO) and that outstanding stock requisitions are valid and have acceptable status.

b. Automatic Reorder. This program identifies records where the O/H plus STKDUE is less than the RO (Deficiencies to Requisitioning Objective, DEF to RO) and creates requisitions for the deficient quantity. The report will be produced as required for repairables. Procedures for requesting the report and using General Selector to tailor it for repairables only are contained in the R-Supply on line help, key word 'Reorder'. The goal in repairable Automatic Reorder is to have no records selected because, with but a few exceptions, all repairables should be reordered on a one for one basis. However, the one for one process may not always be possible (e.g., repairable stock requisitions may be deferred for financial or other reasons); therefore, an Automatic Reorder must be run periodically.

(1) Reviewing Requisitions Created by Automatic Reorder. Whenever an Automatic reorder is processed for repairables, the system will identify DEF to RO records and create requisitions for deficiencies. These requisitions will have an Advice Code of 5X. A review listing will be produced and the requisitions will be held in the Requisition Output File pending Requisitions Release Processing. Requisitions produced from automatic reorder will not be released without authorization for the RMD OIC/NCOIC. RCB will ensure that a trial buy has been produced to verify the availability of BP-28 funds for FLR's.

(2) Releasing Requisitions Created by Automatic Reorder. Whenever authorization is given to release these requisitions, they will be set up for release using the procedures described in R-Supply on line help, key phase 'Release Requisitions'. This procedure creates a 'batch job' which, when run will update the database files, and allow the requisitions to be extracted for submission to the supply system.

c. Reviewing Repairable Stock Requisitions for Follow-up. All repairable stock requisitions will be reviewed for follow-up at least monthly. This review may be conducted by using the R-Supply Requisitions Listing. The Requisitions Listing, will be requested by RCB. The R-Supply Requisition Follow-Ups may be requested using the procedures described in the R-Supply on-line help, key phrase 'Requisition Follow-Ups. If the Requisition Listing method is used, each individual requisition must be reviewed and the appropriate follow-up manually input to R-Supply as described in the R-Supply on-line help, key phrase 'Supply Status (Outgoing

Status)'. Determining which requisitions need follow-up and the type of follow-up to submit will be accomplished in accordance with reference (w), chapter 3, Part D, Section II, Subsection 1. Each requisition on the listing will be annotated with the action taken (follow-up sent, what type and to whom); Remarks will be annotated on the report if action can not be taken and a "YE1" shall be posted in R-Supply. The listing will be signed and dated by the person conducting the review and retained in the RCB (current and prior).

d. Repairable Stock Requisitions With Overage Shipment Status. Repairable stock requisitions are considered to have overage shipment status if the material has not been received within fifteen (15) days (for CONUS shipments) or forty-five (45) days (for overseas shipments) from shipment date. Activities have an additional thirty (30) days to identify the overage requisitions and prepare and submit an SDR's to the issuing activity. Repairable stock requisitions meeting the criteria for having overage shipment status will be identified, researched, and worked weekly. These requisitions can be identified when reviewing BMT AS1 Shipping Status Report or R-Supply the Repairable Stock Requisition Listing tailored to select only repairable stock requisitions with overage shipment status. When requisitions in this category have been identified, the following actions will be taken to research and correct them:

(1) First, determine whether or not the material was actually received and the receipt was not processed. To do this, physically check all material on the shelf within the Family Group to determine if the requisition number in question is written on any of the material. Next, check the RCTF or any other receipt archives for a DD 1348-1A receipt document for the requisition in question. Also ensure that the requisition is not on the Suspense or Delayed Receipt Report. If proof of receipt is established by either of the above means, then the receipt will be processed.

(2) If proof of receipt cannot be established as described above, conduct an inventory of all Supply Officer accountable assets within the Family Group and audit all available previously processed transactions. If the total actual on-hand quantity exceeds the on-hand quantity reflected in the SIR, or the inventory is accurate and the audit reveals that there are erroneous transactions which caused it to be, then the possibility exists that the material ordered on the requisition with overage shipment status was received and the receipt was not processed. If, after conducting the inventory and audit, it is confirmed that an inventory excess is not due to other unprocessed transactions (i.e., Suspense, Delayed Receipt), then the assumption can be made that the material ordered on the requisition with overage shipment status was received and the receipt was not processed. In this case, the receipt, for the requisition with overage shipment status, will be processed. If the inventory is accurate and is so because of erroneously processed transactions (i.e., erroneous Gain by Inventory, Material Turn-in, etc.), then the assumption can be made that the material ordered on the requisition with overage shipment status was received but the receipt was not processed and the inventory is accurate because of the erroneous transaction(s). In this case, the erroneous transaction(s) will be reversed and the receipt, for the requisition with overage shipment status, processed.

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

(a) RCB will prepare a Supply Discrepancy Report (SDR) and submit it to the issuing activity for each individual requisition for which the material is lost in shipment. The Action Code cited in block 11 of the SDR will be 'Z1' - "Material Not Received". Procedures for completing shipping discrepancies are outlined in reference (z) (when the discrepancy is attributable to a shipper error) and reference (w), chapter 4. Procedures for completing SDR via the website are outlined in references (z) and (aa), Part II (while the material is in the transportation system) and reference (w).

(b) A Financial Liability Investigation of Property Loss (DD Form 200) will be prepared by RCB for each individual requisition when the standard price of the item is two thousand five hundred (2500) dollars or more (i.e., one DD Form 200 for each line item) for which the material is lost in shipment. If the standard price is less than two thousand five hundred (2500) dollars a Lost in Shipment Receipt will be processed to adjust the BMF on hand quantity. When prepared, the survey(s) will be submitted to the MALS Aviation Supply Officer for approval.

(c) When the Financial Liability Investigation of Property Loss (DD Form 200) and SDR have been prepared, an 'Information Message' (DI YE1) stating "LOST IN SHIPMENT, SURVEY AND SDR (REPORT#) SUBMITTED" will be input to the R-Supply Requisition File on each requisition. Procedures are contained in the R-Supply on line help, key phase 'Status Supply (Incoming Status) (YE1)'.

(d) Processing receipts as Lost In Shipment in R-Supply. When completing Receipt Processing for a Lost in Shipment asset, Stow Quantity will be entered as zero, and the exception icon will be applied. The users will receive a message "Was there really no material received?" By answering yes a Stock Receipt Underage will be created along with a Loss by Inventory Receipt Adjustment (Survey created by receipt Exception) for the same document as the receipt. DD Form 200 processing remains the same.

(4) Concerning the SDR(s) submitted, the issuing activity has forty-five (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 SDR(s) 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) was received within the required time-frames. The issuing activity grants credit by submitting a billing reversal to the appropriate DFAS. If the issuing activity does not provide either of the previously stated proofs of shipment and has indicated in the response to the SDR that credit will be granted, then the receipt, which was processed, will be reversed using the procedures described in the R-Supply on line help, key phrase 'Receipt Reversal'. When this receipt reversal processes, the survey, which processed in the original transaction, will be reversed. This process will cause the requisition to be outstanding again. The requisition (DI A0_) will be internally canceled by loading an AE1/RX. When this process is completed, a Memorandum Financial Liability Investigation of Property Loss (DD Form 200) describing the reason for the survey reversal will be prepared

by RCB, for submission to SAD for the MALS Aviation Supply Officer's signature, to justify the Survey credit. If survey action occurs during the same month, a Memorandum Financial Liability Investigation of Property Loss (DD Form 200) will not be required. A copy of this Memorandum Financial Liability Investigation of Property Loss (DD Form 200) will be attached to the original Financial Liability Investigation of Property Loss (DD Form 200) in the Survey File. The response to the SDR will be filed with the originally submitted SDR.

(c) If the issuing activity does not provide "traceable proof of shipment data" or "delivery signature(s)" but indicates on the response to the SDR that credit will not be granted, then the actions described above to reverse the receipt/survey and cancel the requisition will be taken.

(d) If the issuing activity does not respond to the SDR(s) within the required time frame (within thirty (30) days of receipt of SDR for Navy activities and sixty (60) days from receipt of SDR for non-Navy activities). If necessary, subsequent follow-ups will be sent at thirty (30) day intervals. If the issuing activity fails to respond to the SDR(s) and/or subsequent follow-ups and the requisition will go to history within five (5) days, then the actions described above to reverse the receipt/survey and cancel the requisition will be taken.

(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.

e. DTO Repairables Requisitions With Overage Shipment Status. ERB will provide RCB with a listing of repairable overage shipment status requisitions. RCB will inventory the entire Family Group Code and, if RCB determines that the material was erroneously placed in stock, they will take necessary steps to issue the material to the customer. For those items that RCB determines were not erroneously placed in stock, the causative research documentation will substantiate the survey that RCB will prepare. Note: A survey is required for all repairables regardless of unit price.

(1) A Financial Liability Investigation of Property Loss (DD Form 200) will be prepared by RCB for each individual repairable DTO requisition (i.e., one DD 200 for each line item) for which the material is lost in shipment as outlined in Appendix R. When prepared, the survey(s) will be submitted to the MALS Aviation Supply Officer for approval. A pending copy of each survey will be retained until the signed original is returned. A detailed discussion of surveys is contained in reference (w), chapter 5, Part A, Section III.

(2) RCB will prepare a SDR for DTO repairable requirements and submit it to the issuing activity for each individual requisition for which the material is Lost In Shipment. Procedures for completing the Standard Form 364 (SF364) for reporting shipping discrepancies are outlined in reference (z) (when the discrepancy is attributable to a shipper error) and reference (w), volume 1, Chapter 4, Part C, Section III, paragraph 4269. Procedures for completing the Standard Form 361 (SF361) for reporting shipping discrepancies are outlined in reference (aa), part II (while the material is in the transportation system) and reference (w), volume 1, chapter 4, part C, section III, paragraph 4269.3 and 4273.

(3) When the Financial Liability Investigation of Property Loss (DD Form 200) and SDR have been prepared, an 'Information Message' (DI YE1) will be input to R-Supply Requisition Table on each requisition. Procedures are contained in reference (m) Volume IV, Logistics Management. The following statement will be used on the DI YE1: "LOST IN SHIPMENT, SURVEY AND SDR (Report #) SUBMITTED."

(4) R-Supply/Optimized NALCOMIS: When the signed surveys are returned, RCB will process the requisitions as lost in shipment through Receipt Processing in R-Supply. When processing the receipt the quantity entered will be "zero" (0). R-Supply will then ask the question "Was there really no material received?", answer this question by selecting "Yes". This will automatically process a receipt, ((RFI to stock) and a (Loss-Survey)) to record the requisition as lost in shipment. The receipt will interface to Optimized NALCOMIS and set the LSC of the requisition to "ROBS". The RCB will clear this by processing a proof of delivery. The receipt will also interface to Optimized NALCOMIS and increase both the RFI and ACBAL quantities. Because the survey will not interface, RCB will use the RFI Update Screen to reduce the Optimized NALCOMIS RFI and ACBAL quantity. Then the customer will be notified that the material is considered as lost in shipment and must be reordered.

f. Reorder of Repairable Stock Requisitions Surveyed as Lost in Shipment. When repairable stock requisitions are completed and material surveyed as lost in shipment, R-Supply does not automatically reorder. If the O/H + STKDUE is less than the RO, the material will be reordered utilizing the R-Supply "Initiate Requisitions" function.

g. Excess Stock Due Cancellation. Whenever the on-hand (O/H) quantity plus stock due (STKDUE) reflected in R-Supply is greater than the Requisitioning Objective (RO), an excess stock due condition exists. This condition is officially referred to as 'Redistributable Assets on Order' (RAO). Repairable records in an RAO condition will be identified and corrected at least monthly utilizing R-Supply (i.e., Cancel Excess Stock Dues, SAMMA/SAL extract, Ad hoc). If an Ad hoc program is utilized, cancellation requests will be initiated in accordance with reference (w), chapter 3. The listing will be signed and dated by the person conducting the review. The current and prior listings will be retained.

h. System Material Obligation Validation (MOV). A material obligation is the unfilled quantity of an overage requisition held by an ICP that is not available for issue to your activity but is recorded as a commitment against the ICP's existing stock dues. ICP's will submit MOV requests on overage requisitions to each requisitioning activity on a quarterly basis. The requests will be forwarded through the Defense Automated Addressing System (DAAS) in accordance with the schedule contained in reference (w), chapter 3, Part D, Section III. The purpose of MOV requests is:

(1) To ensure that overage material obligations at an ICP are in agreement with the records of the requisitioning activity.

(2) To determine if the requirement still exists and if the total quantity is still required.

(3) To determine if the requisition priority is still valid. The Expeditor Reconciliation Branch (ERB) of the Supply Response Division (SRD) is responsible for receipt acknowledgment, overall coordination and response

to the System MOV for the Aviation Supply Department (ASD). The RCB will, however, review and validate responses to MOV requests for repairable stock requisitions and return the annotated responses to the SRD within ten (10) working days. Whenever a system MOV is received by your activity, it will be batch processed into R-Supply. R-Supply will generate MOV responses (DI AP) based on information from the MOV request (DI AN_) and the Active Requisition File. For MOV requests that match an Active Requisition File record, R-Supply will not generate a response since none is required. For MOV requests with no matching Active Requisition File or different requisition quantities, the RCB will receive DI AP_responses for repairable stock from the SRD. For each DI AN_ MOV request with no matching Active Requisition File record, a DI AP_MOV response with a zero (0) in the quantity field is created. This means that an ICP is holding the requisition but it is not in file in R-Supply. To determine whether or not the material is still required, the on-hand (O/H) and stock due (STKDUE) must be reviewed in the Stock Item Table and Active Requisition File. If the O/H + STKDUE is equal to or greater than the RO and all of the STKDUE requisitions have valid, working status, then annotate the DI AP_ response 'SEND' and return to the SRD for submission to the ICP for cancellation of the requisition. The requisition will then be loaded to NALCOMIS with a "BV" contingency code. If the O/H + STKDUE is less than the RO or there are invalid stock requisitions, the invalid requisitions should be internally canceled and the requisition on the MOV request loaded to NALCOMIS as described above. For requisitions in this category, annotate the DI AP_ response 'LOADED' and return to the SRD. The SRD will not return these responses to the ICP since cancellation is not desired.

For DI AP_ MOV responses that indicate a quantity different than the quantity still required, annotate the DI AP_ response with 'CHANGE' and the quantity still required and return to the SRD.

18. Maintain Established Inventory/Location Validity and Stock Levels for all Repairables

a. Maintain Inventory/Location validity. The required Inventory validity for repairables is one hundred (100) percent and the required location validity is one hundred (100) percent for a MALS per reference (n). To ensure that this level of validity is maintained, SMD will conduct inventory and location validity samples. The samples will be conducted at least quarterly as described in Appendix G. Whenever either sample results in less than one hundred (100) percent validity, a complete Location Reconciliation (LOCREC) or an Inventory Reconciliation (INVRECON) will be conducted within thirty (30) days. RCB will prepare a corrective action report in the format shown in Appendix F after each LOCREC and/or INVRECON. The report will be submitted to the Aviation Supply Officer via SMD. In addition to quarterly validity samples, spot inventories will be conducted anytime a discrepancy is discovered between the physical on-hand quantity and the R-Supply Location quantity.

b. Location Consolidation/Reconciliation (LOCREC). A LOCREC is the process of reconciling actual locations of material with those reflected in R-Supply. RCB is responsible for initiating and coordinating all LOCRECS of repairable material. Procedures for conducting a LOCREC are contained in Appendix E. Anytime a scheduled inventory is conducted (wall-to-wall or selected locations), a LOCREC will be conducted one (1) days before the physical count. RCB will input location changes resulting from a LOCREC to R-Supply, insuring proper interface to Optimized NALCOMIS.

c. Scheduled Inventories. RCB is responsible for initiating and coordinating scheduled inventories. The repairable storeroom will be inventoried quarterly. They will conduct and document causative research on discrepancies, input corrective transactions for resolving discrepancies, and process inventory adjustments on unresolved discrepancies. Procedures for conducting scheduled inventories are contained in Appendix F.

d. Spot Inventories. A spot inventory will be conducted anytime a quantity discrepancy in R-Supply or Optimized NALCOMIS. If the discrepancy is not resolved by physical count, causative research will be conducted and documented in accordance with the procedures contained in Appendix F prior to making an inventory adjustment. If, after conducting required causative research, the discrepancy is not resolved, an inventory adjustment will be processed as described in the following paragraph(s).

e. Inventory Adjustments. Generally speaking, there are two types of inventory adjustments: (1) GAINS: The total location onhand quantity is greater than the R-Supply onhand quantity. (2) LOSSES: The total location onhand quatity is less than the R-Supply onhand quantity. Adjustments of either type will not be processed without first conducting and documenting causative research as described in Appendix F. Since inventory adjustments do not interface between R-Supply and Optimized NALCOMIS, they must be processed independently in each system. Survey adjustments on repairables will always be processed with a quantity of one (1). Multiple quantity survey adjustments will not be processed. R-Supply contains an on-line holding file for Inventory Adjustments that require a Financial Liability Investigation of Property Loss (DD Form 200). This file, Stock Survey Update, will be updated by RCB (as described in the R-Supply on-line help, key phrase 'Stock Survey Update') upon receipt of the signed DD Form 200. In addition this file will be screened prior to running the Live Financial Update to ensure all Inventory Adjustments appearing on this file are legitimate. Any erroneous adjustments will be reversed as stated in paragraph 4101.17f. A survey (DD-200) is only required for a repairable item when the Standard Price is two thousand five hundred (2500) dollars or higher.

NOTE: CNAFINST 4440.2_, Paragraph 307.5c states inventory adjustments that are equal to or greater than one hundred thousand (100,000) dollars per line item will not be posted without approval from the TYCOM. Additionally, if the total dollar value of all inventory adjustments is equal to or greater than five hundred thousand (500,000) TYCOM approval is required prior to posting.

(1) Processing Inventory Adjustments in R-Supply

(a) Gain Inventory Adjustment. When a 'GAIN' inventory adjustment must be made, the adjustment will be entered as described in the R-Supply on-line Users Guide, key phrase 'Inventory Adjustment', and documented in accordance with reference (w) volume I, Part A, Section III, paragraph 6070. A Financial Liability Investigation of Property Loss (DD Form 200) will be prepared for those items with a standard price of two thousand five hundred (2500) dollars or more and supporting documentation attached and submitted for appropriate signatures.

(b) Survey/Loss Inventory Adjustments. After the inventory (spot or scheduled) discrepancy is identified and RCB has conducted preliminary and causative research to determine the reason for the loss. RCB

will then prepare the Report of Survey (for those items where the standard price is two thousand five hundred (2500) dollars or more) and process the Inventory Adjustment (DI X43) in R-Supply. After this has been accomplished the Report of Survey along with all supporting documentation will be submitted appropriate signatures.

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

(a) Gain Inventory Adjustments. To process a gain adjustment in Optimized NALCOMIS, users will utilize the RFI Update function to increase the RFI quantity to the correct quantity.

(b) Survey Inventory Adjustments for RFI Quantities. To process a survey adjustment in Optimized NALCOMIS, users will utilize the RFI Update function to decrease the RFI quantity to the correct quantity.

(c) IOU and DIFM Survey Adjustments. Whenever a DIFM or IOU quantity is lost, it is not a Supply survey and the Inventory Adjustment will not be processed in R-Supply. This is not a loss of a stock asset but an issue from stock with no corresponding turn-in. Therefore, the supported unit must provide a Financial Liability Investigation of Property Loss (DD Form 200) for IOU losses and the IMA must provide a Financial Liability Investigation of Property Loss (DD Form 200) for a DIFM loss for those items where the standard price is two thousand five hundred (2500) dollars or more. These transactions will not be processed without the appropriate Financial Liability Investigation of Property Loss (DD Form 200) signed by the supported unit Commanding Officer. To process these transactions in Optimized NALCOMIS, the Repairable Survey Option will be used, utilizing the DDSN as the Survey Voucher Number. Optimized NALCOMIS will then create the appropriate R-Supply interface records (Issue requisition/A0__) which will interface and update the R-Supply files. When the transactions process in Optimized NALCOMIS, the screen will be printed and attached to the Financial Liability Investigation of Property Loss (DD Form 200) and forwarded to the SAD.

f. Reversal of Erroneous Inventory Adjustments. Whenever an erroneous inventory adjustment has been made, it will be reversed.

NOTE: A Memorandum Report of Survey to document the reversal action is not required if the reversal transaction is processed in the same month as the Inventory Adjustment. A Memorandum Survey is required if the reversal took place in a prior month and the standard price was two thousand five hundred (2500) dollars or more.

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

(a) Reversal of Erroneous Gain Inventory Adjustments. Gain Inventory Adjustments will be reversed in R-Supply as described in the R-Supply on-line Users Guide, key phrase 'Inventory Adjustment-Search'. A memorandum Financial Liability Investigation of Property Loss (DD Form 200) will not be required if the reversal transaction is processed within the same month as the Inventory Adjustment.

(b) Reversal of Erroneous Survey Inventory Adjustments. Loss Inventory Adjustments will be processed in R-Supply as described in the R-Supply on-line Users Guide, key phrase 'Inventory Adjustments-Search'. A memorandum Financial Liability Investigation of Property Loss (DD Form 200) will not be required if the reversal transaction is processed within the same month as the Inventory Adjustment.

(c) Reversal of Erroneous Lost In Shipment Adjustments. When the original survey action was generated by a receipt (lost in shipment), the receipt must be reversed which will generate a survey reversal/Loss By Inventory Receipt Adjustment Reversal. A memorandum Financial Liability Investigation of Property Loss (DD Form 200) will not be required if the reversal transaction is processed within the same month as the Inventory Adjustment.

(2) Processing Reversal of Erroneous Inventory Adjustments in Optimized NALCOMIS. There are no provisions for reversing erroneous inventory adjustments in Optimized NALCOMIS. If an erroneous adjustment was made, R-Supply will be corrected first as described above then the following will be accomplished to correct Optimized NALCOMIS.

(a) Correction of Erroneous Gain or Survey of RFI Quantity. In Optimized NALCOMIS use the RFI update function to correct the RFI quantity.

(b) Correction of Erroneous Gain of NRFI Quantity. This quantity will be reflected in the DIFM quantity with a DIFM Management Code of SO. Coordinate with Production Control to complete the MAF then process an RFI DIFM Return. Process a RFI Update to correct the RFI quantity.

(c) Correction of Erroneous Survey of NRFI Quantity. Increase the RFI quantity using RFI update in Optimized NALCOMIS, then process for induction as described in paragraph 4101.20f.

g. Maintain Stock Levels for all Repairables. Aviation Consolidated Allowance List (AVCAL), Coordinated Shipboard Allowance List (COSAL), and other applicable allowance documents provide the authority for establishing the Stock Item Records (SIR). All DLR material will be managed to remain within these established Stocking Levels. The following reports will be used to assist with this management.

(1) Stores Account Material Management Afloat/Ship Authorized Levels (SAMMA/SAL). The SAMMA/SAL is an important tool in the management of repairable stock levels. It identifies the inventory by Allowance Type Code (ATC) and provides the data necessary to evaluate the overall inventory position based on SIR data such as excess conditions and erroneous SIR conditions. The SAMMA/SAL will be run before and after major evolutions affecting the SIR (i.e. Change Notice, COSAL or AVCAL processing, Demand History processing, or major inventory reconciliation). The reason for any significant changes must be determined prior to further processing. Procedures for producing this report are contained in the R-Supply on-line help, key phrase 'SAMMA/SAL'.

(2) Redistributable Assets On Board (RAB). Whenever the on-hand quantity exceeds the Requisitioning Objective, an excess on-hand condition exists. Repairable records will be identified via the SAMMS/SAL and corrected as required. Either a manual or mechanized offload process may be used. For large offloads use the Offload Processing Option to schedule a

Regular Offload as described in the R-Supply on line help, key phrase 'Offload'. The Offload Update option will be used to update/delete records on the offload. Whenever the offload is completed, the listing will be signed and dated by the person responsible for coordinating the program. Current and two prior fiscal year reports will be retained. One copy of the DD 1348-1A, used for shipment of the material, will be filed in the RCTF. One copy will be forwarded to SAD for filing in the CTF.

(3) COSAL/AVCAL Percentage Report (R-Supply). This report displays a percentage of AVCAL or COSAL material on-hand and stock due against the allowances for these items. Attention should be focused on overall stock posture. It must be noted that Range and Depth figures are only as good as inventory accuracy. Any NIS situation where R-Supply show an on-hand quantity which can not be accounted for must be corrected as quickly as possible, and material placed on order as necessary, for Range and Depth figures to be accurate. Instructions for requesting the report are found in the R-Supply on-line help, key phrase 'COSAL/AVCAL percentage'. Buffer Management Tool (BMT) provides similar information as the report listed.

(4) Supply Effectiveness Report. This R-Supply report provides by cognizance symbol, the number of demands received, issued, not-carried (NC), and not-in-stock (NIS). Percentages are computed for Net and Gross supply effectiveness. R-Supply users may request this report at any time using the procedures described in the R-Supply on-line help, key phase 'Supply Effectiveness'.

(a) The report can be tailored to be utilized as an analysis tool to review gaps in mission system performance. Further analysis will be conducted to identify root causes of degradation in organizational mission performance (i.e. Integrated Logistics Support (ILS) shortages: Personnel, Training, Transportation, Publications, etc.).

h. Optimized NALCOMIS Critical Items. The Critical Item Status Report is used to identify FGC's that have reached the critical level. The critical level is reached whenever the RFI Quantity is reduced to twenty-five (25) percent of the Fixed Allowance Quantity (FAQ); this computation is done at the FGC level, not at the NIIN level. The standard critical level of twenty-five (25) percent may be overridden for a specific FGC by setting the critical level in MRF update under the FGC tab. If the asset posture is at a critical level because the majority of its FAQ is awaiting material from the supply system, aggressive follow-up action, such as supply assist, will be undertaken. If the majority of assets are in the repair cycle and not awaiting parts, Production Control will be notified concerning the critical condition to ensure the appropriate work priorities are assigned or upgraded for those assets. For components in an AWP situation causing the FGC to be critical, aggressive follow-up actions will be pursued for all bit and piece requirement. Additionally, aggressive follow-up actions will be initiated on stock requisitions associated with the bit and piece parts to preclude future critical situations. CPI tools (see Appendix W) may also be utilized to extract critical items.

19. Initiate Corrective Action On All Unprocessed Repairable Transactions

a. General. The majority of repairable transactions are initially input to Optimized NALCOMIS. Optimized NALCOMIS then automatically creates appropriate interface transactions which, under normal operations, electronically interface with R-Supply. At times, transactions will process

in optimized NALCOMIS but will suspend in R-Supply. These transactions will appear on the R-Supply Suspended Transaction Report. Whenever Optimized NALCOMIS creates transactions to go to R-Supply, a mirror image of that transaction is retained on the Optimized NALCOMIS data base awaiting the return of the successfully processed transaction from R-Supply. When returned, the mirror transaction is deleted. Transactions created by Optimized NALCOMIS, which are not returned, are known as 'Outgoing Echo Records.' These transactions will be on the R-Supply Suspended Transaction Report unless they have been deleted. Transactions input to R-Supply, which go to Optimized NALCOMIS but will not process are known as 'Incoming Unprocessed Interface Records.' These records will appear on the Unprocessed Interface Records portion of the daily Interface Summary Reports.

b. Suspended Transactions. RCB will produce, correct, process and annotate all repairable transactions on the report themselves daily. RCB is responsible for correcting and processing all repairable transactions in the R-Supply Suspended Transaction Ledger. All suspended repairable transactions will be corrected on a daily basis utilizing R-Supply on-line Suspense Processing function and retained on a current and prior basis. Transaction Detailed procedures for working the Suspended Transaction Report are contained in Appendix C.

c. Unprocessed Interface Records. There are two types of unprocessed interface records: from Optimized NALCOMIS to R-Supply (Outgoing Records) and from R-Supply to Optimized NALCOMIS (Incoming Error Records). Outgoing Records are those, which Optimized NALCOMIS created and sent to R-Supply, and a successfully processed transaction has not returned. These transactions will appear on the Suspended Transaction report and will complete processing in Optimized NALCOMIS when corrected in R-Supply. Incoming Error records are those, which R-Supply sent to Optimized NALCOMIS and where they could not process for some reason. These records appear on the on-line Incoming/Outgoing Interface Reports of Optimized NALCOMIS. These records will be reviewed and corrected daily. Detailed procedures for correcting these records are contained in Appendix C.

d. Stock Control Review Listing. Transactions which process in R-Supply will be printed for review on the Stock Control Review Listing. The listing will be provided daily as a result of routine SDAB processing. All repairable transactions on the report will be reviewed daily and appropriate action taken. The report will be annotated with action taken if required. The report will be signed and dated by the RCB SNOCIC conducting the review.

20. Maintain Accountability of All Repairables During the Local Issue, Recovery, Induction, and Repair Process

a. General. The flow of repairables is as following: they are issued to the customer, a turn-in is recovered and inducted to the IMA for repair, and the turn-in component is repaired and returned to the shelf or BCM'd and returned to the supply system for repair at a higher level. RCB is responsible for maintaining accountability of all repairables during this entire process.

b. DIFM Reconciliation. All Repairables in the IMA for repair will be reconciled at least monthly. The Optimized NALCOMIS DIFM Status Report or CPI tools will be used to conduct the reconciliation. In Optimized NALCOMIS this report is requested by selecting the DIFM Status Report in the Reports Subsystem. The RCB will separate the report by Work Center (WC) and deliver

to the Production Control Division (PC) of the IMA. Sites will have PC sign, date, and indicate time received on the last page of the report, this page contains the selection criteria, sort criteria, and last page number. RCB will keep the signed copy on file until the reconciled report is returned. PC will distribute the reports to each Work Center who will ensure that every repairable under repair in their shop is reflected on the report. If not, the repair MCN will be written on the report. Any repairables on the report but not in the shop will be annotated with action taken code and job completion date. The reconciliation will be completed within twenty-four (24) hours, at which time, RCB is responsible for recovering the report. The date and time recovered will be annotated. Each WC supervisor will sign the report indicating that the reconciliation is accurate. Whenever all portions of the report have been recovered, RCB will review and ensure that all discrepancies are corrected within twenty-four (24) hours. There will be two types of discrepancies found during DIFM reconciliation: (1) Record on the DIFM Status Report but no material in the WC and, (2) Material in the WC but no record on the DIFM Status Report. In the first situation, RCB personnel will screen all areas where in-transit assets are routinely staged and screen the RCTF in an attempt to locate either the material or proof of shipment. If the discrepancy is resolved, IMA and RCB personnel will process the respective, appropriate transactions in Optimized NALCOMIS. If the discrepancy is not resolved and the IMA cannot provide proof that the material was returned to supply, then the IMA personnel will prepare a DD Form 200, a DIFM Survey, will be processed as described in paragraph 4101.18e(2)(c). In the second situation where the WC has material but there is no record on the DIFM Status report, RCB will ensure the appropriate transactions are input into Optimized NALCOMIS as described in paragraph 4101.21j.

c. Processing AMSU Induction Discrepancies. AMSU induction discrepancies are created whenever a maintenance or supply transaction is processed in Optimized NALCOMIS and there is incorrect, insufficient, or no corresponding maintenance or supply data. RCB will review and correct all AMSU Induction Discrepancies daily via AMSU IND DISP Mailbox, as well as the AMSU Induct Disc Update function. To clear these discrepancies select the MTIS option on the second screen. The following are transactions, which create AMSU Induction Discrepancies and descriptions of how the discrepancies occur:

(1) Optimized NALCOMIS AMSU Approval List: This will create an AMSU Induction Discrepancy whenever it is processed on a MCN and there is no corresponding turn-in DDSN or the DDSN has a local status code of OFFAR, OFFMP, or OFFTR.

(2) MAF Contingency: This will create an AMSU Induction Discrepancy whenever it is processed on a MCN and there is no corresponding turn-in DDSN.

(3) DIFM Return: This will create an AMSU Induction Discrepancy whenever corresponding turn-in DDSN has been cancelled on a MCN.

d. Processing Components in Suspended Stock Status. Generally speaking, repairables can get into Suspense in Optimized NALCOMIS by two means. Optimized NALCOMIS will automatically transfer quantities to Suspense whenever certain transactions are processed or the user can move quantities to Suspense by processing the Suspense New function in Optimized NALCOMIS. Suspense records are viewed and updated in the Repairable Suspense function. RCB will review all Optimized NALCOMIS Suspense records daily and correct all

that can be corrected from information currently available. Following is a list of Suspense Management Codes, a description of each, how they are created, and how to correct them.

(1) CR - Customer Refusal: When a repairable is delivered and the customer refuses it; RDB will process a Customer Refusal in the Requisition Maintenance function. Both Optimized NALCOMIS and R-Supply will then automatically transfer that one (1) RFI SO IOU quantity to Suspense with a 'CR' Suspense Management Code. RCB must determine why the material was refused and take action as described in paragraph 4201.5c.

(2) MA - Maintenance Action: Quantities in Suspense with this management code were transferred there by a user if the record does not contain a MAF Control Number (MCN). If the record has an MCN, the quantity is there as a result of a DIFM Return on a Failed Test & Check. These quantities can be corrected by following the procedures for Test & Check processing described in paragraph 4101.20f.

(3) RB - Receipt on Board (ROB): Quantities with this management code are in Suspense because a ROB has been processed for a DTO receipt with no corresponding Proof-of-Delivery (POD), or a Receipt In Process (ROB-S) came from R-Supply and there has been no Receipt posted. These quantities will be cleared when the POD or Receipt is processed.

(4) SO - Supply Officer's Asset: Quantities with this management code are in Suspense as a result of a user processing Suspense New transaction with no management code specified. Optimized NALCOMIS automatically assigns a SO management code. It must be determined why these quantities were placed in Suspense prior to taking corrective action. The Suspense Remarks should give the reason. After the specific reason is determined, appropriate corrective action will be taken.

(5) WR - Warehouse Refusal: Whenever a repairable is requisitioned and an RFI quantity is reflected in Optimized NALCOMIS, a requisition will be printed in RSB. If the component cannot be found, RSB will process a Requisition Warehouse refusal in Optimized NALCOMIS. Optimized NALCOMIS will then automatically transfer the entire RFI quantity plus the SO IOU quantity for that record into Suspense. This represents an inventory discrepancy. Therefore, causative research will be conducted, documented and corrected as described in Appendix F.

e. Processing Components for Pack-up or Sub-custody. There are occasions when repairables must be pre-positioned for a pack-up to support deployed operations or for placement in sub-custody. Anytime that either takes place, the material will not leave the physical custody of the ASD until signed for by the individual who will be responsible for it. An R-Supply pack-up listing as well as an Optimized NALCOMIS pack-up listing will be requested after all processing to ensure there are no discrepancies and that both data bases match. Sub-custody notices will be reconciled using the optimized NALCOMIS sub-custody listing.

(1) Processing Pack-ups for Issue in Optimized NALCOMIS/R-Supply. When repairables are required to support a deployed operation, SMD will provide a R-Supply pack-up listing to RCB for review and coordination. The pack-up listing will be forwarded to RSB in order to pull and stage available components. RSB will provide annotated listing to RCB indicating which components have been pulled from stock. RCB will then input all quantities

into R-Supply for each record, which interfaces into Optimized NALCOMIS. RCB will then request an Optimized NALCOMIS Pack-up Status and R-Supply Support Package reports in order to ensure that all quantities match. When the listings are received, a joint inventory will be conducted by RCB, SMD, and the Responsible Officer (RO). The RO's signature will be obtained on the R-Supply pack-up listing which will be maintained in the Pack-up Signature file by unit supported until the pack-up is returned. The original copy of the signed pack-up listing will also be provided to SMD.

(2) Processing Requisitions from Deployed Units and Pack-up Replenishment. These procedures are contained in Appendix I, Deployed Operations.

(3) Processing Pack-up Returns. When pack-ups are returned, a joint inventory will be conducted by RCB and the RO. Any DD 1348-1A shipping documents that represent pack-up replenishments or requisitions filled during deployment will be provided to RCB by the RO. RCB will then input all return quantities into R-Supply for each record, which interfaces into Optimized NALCOMIS. RFI components will be forwarded to RSB for storage. NRFI components will have the requisition back-fitted into Optimized NALCOMIS as described in paragraph 4101.21j and inducted into the IMA. Surveys for unresolved discrepancies will be prepared by the pack-up RO and processed in R-Supply and Optimized NALCOMIS by RCB as described in paragraph 4101.19e. After all processing is completed, RCB will request an R-Supply pack-up listing and an Optimized NALCOMIS pack-up listing to ensure that there are no discrepancies and both databases match.

(4) Processing Components for Subcustody. Repairables will not be issued for subcustody without the authorization of the RMD OIC/NCOIC. When a repairable is to be placed on subcustody, a 'Subcustody New' transaction will be processed in Optimized NALCOMIS. A Subcustody Notice will be printed and signed by the RO. The signed Subcustody Notice will be filed in the Subcustody Signature file and retained until the material is returned. 'Subcustody List' Transfer will be processed in Optimized NALCOMIS to return it to RFI. The Subcustody Notice will be removed from the file and annotated with date and time returned and signature of the person to whom it was returned. The Subcustody Notice will be given to the RO as proof of turn-in. RCB will review all subcustody material monthly. To do this, the 'Subcustody List' function in Optimized NALCOMIS will be utilized. Only the current report will be retained. RCB will ensure subcustody notices with overdue return dates are identified. Each record on the report will be compared to signed Subcustody Notices. Any records on the report not having a signed Subcustody Notice will be researched to determine whether or not the material has been returned. If the RO has proof of turn-in, then RCB will initiate causative research to resolve discrepancies. If the signed subcustody notice is not on file, the RO to whom the material was issued will be contacted to sign a subcustody notice or return the material to RMD.

f. Processing Components for Test and Check

(1) On occasions when a Supply Officers asset is damaged in handling or found in stock without an RFI tag, it will be inducted into the IMA on a discrepancy MAF to be tested, repaired, or BCM'd. In Optimized NALCOMIS the first step is to use the 'Suspense New' function to move the component from RFI to Suspense, ensuring action requested is 'XFER to Suspense for Work Request'. For Optimized NALCOMIS the actual Part Number and Serial Number of the item will be used. This will move the component to Suspense with a 'MA'

Suspense Management Code. RCB will provide a supply JCN for the induction. AMSU will then create a Manual 'AMSU Turn-in' in Optimized NALCOMIS. The type MAF Code must be a 'D', the TEC must end with a nine (9), the serial number must match the Suspense summary screen provided by RCB, and the Turn-in DDSN must be left blank. All other information will be filled in by AMSU. Once the item has been inducted it will move from the suspense column to the DIFM column of the Repairable Stock Summary Screen in Optimized NALCOMIS. It will be processed as any other DIFM asset with the exception of a NRFI. Once a NRFI Test and Check is processed off the completed repair action mailbox a 1700 Series DD 1348-1 offload shipping document with an 'F' condition code will print off for the NRFI to the system.

(2) There will be occasions when MSB brings RCB a FISP asset that needs to be inducted for Test-and-Check on a Discrepancy MAF. RCB will process a pack-up return (X24) in R-Supply to move component quantity from pack-up to location on-hand. Induct the component utilizing procedures in paragraph 4101.19f(1). The MAF must state "FISP ASSET RETURN TO FISP", and request a Work Priority of 1. If the component is RFI'd, RCB will process a DIFM Return in Optimized NALCOMIS and pack-up return (X24) in R-Supply. The component will be returned to MSB for placement back into the FISP. If the component is BCM, RCB will process a DIFM Return and notify MSB of the action taken and provide the stock requisition number generated by Optimized NALCOMIS.

g. Processing Components for Repair and Return. There are two (2) categories of Repair and Return components: components received by RMD to be repaired for another activity (Incoming Repair and Return) or components RMD sends to another activity to repair (Outgoing Repair and Return). Note: The movement of incoming/outgoing repair and return components may be accomplished via Electronic Retrograde Management System (eRMS). When the activity requesting repair and return uses eRMS for processing, the receiving activity must also utilize eRMS procedures. Refer to eRMS users manual for processing procedures.

(1) Incoming Repair and Return. RCB will utilize the following procedures to process incoming repair and returns.

(a) Check eRMS daily for incoming repair and returns. If component received, process receipt within eRMS.

(b) The MAF will be stamped 'Repair and Return' and annotated with the Organization Code (ORG Code) of the activity to which the component belongs. If the ORG Code has not been established in the database, RCB will contact the SDBA to add the ORG Code and the MRIL address.

(c) The component will then be taken to AMSU where an Induction MAF will be processed. AMSU must indicate on the Induction MAF screen that the component is 'Repair and Return' as well as the 'OWED Organization.' When this MAF is approved, the quantity will be reflected in DIFM (Management Code 'OW') as OWE. When maintenance personnel RFI or BCM the component, RCB will process a DIFM Return, which will create a DD 1348-1A Repairable Movement Document for returning the component. Both RFI and BCM components will be returned to the originating activity.

(2) Outgoing Repair and Return. RCB will utilize the following procedures to process outgoing repair and returns.

(a) Verify in eRMS the ICRL repair capability of the site that the repair and return action is being requested from. If repair capability is available enter repair and return transaction into eRMS.

(b) When a component is received from your own IMA for outgoing Repair and Return, the Action Taken Code reflected on the 'DIFM Return' screen will be 'D' (closeout). The Unit Identification Code (UIC) of the repair site must be entered. The component will remain in DIFM with its original Management Code; the UIC of the 'Inter Repair Site' will be shown on the Optimized NALCOMIS repairable Stock Status Inquiry. A DD 1348-1A Repairable Retrograde Shipping Document will be generated to ship the component to the repair site. The component will remain in DIFM until returned. Upon receipt of the component a receipt will be posted in eRMS and an Inter-IMA/Customer Service Return will be processed. The Inter-IMA/Customer Service screen allows the user to process either an RFI or NRFI return. Optimized NALCOMIS will then process the transaction in the same manner as any other RFI or NRFI return.

h. R-Supply ISSUES Listing. This file contains the document number of requisitions entered into the Material Requirements Internal (MRI), and Material requirements External (MRE) function in a pre-post mode (i.e., the question 'Issue Complete?' answered 'NO') and no Warehouse Processing has been accomplished. Since all MRI requisitions for repairables are entered through Optimized NALCOMIS, there will only be MRE requisitions on the R-Supply ISSUES Listing. The report will be received daily as a result of routine processing of requisitions from units who are not supported through NALCOMIS, e.g., OSO Transfers and issues to End-Use Ashore Activities. Repairable transactions on the report will be researched and processed or corrected daily. The first step in researching R-Supply ISSUES Listing repairable transactions is to determine if the material was issued from location. If the material was pulled the issue will be recorded in R-Supply by selecting 'Storeroom Issue' and selecting the issued document from the list of pending issues and enters the quantity issued. If the material was not issued enter zero (0) for the quantity issued.

i. Processing Components for Technical Directive Change (TDC) Compliance

(1) RMD will be provided a copy of all applicable TDCs compliance messages from SRD and will update both R-Supply and Optimized NALCOMIS as required. A copy of all applicable TDCs will be maintained for the current and two prior fiscal years.

(2) Screen assets (shelf stock, FISP, DIFM) requiring TD compliance. This will include alternates and suitable substitutes. (NOTE: The decision to upgrade stock, or a portion of stock, will be based upon the rate at which the squadrons install the TDC and the on-hand availability of the 'KIT/BIT PIECE' parts.)

(3) If component serial numbers are required for KIT requisitioning, then provide the serial numbers to SRD along with the authorized allowance quantity.

(4) RCB will induct supply officer assets for TD compliance upon IMA notification. Upon completion of upgrade, ensure PN and/or NSN changes have been updated accordingly in the operating systems.

21. Process Repairable Requisitions and Receipts with Exceptions

a. Customer requirements for repairables are initiated in Optimized NALCOMIS. Any time there are exceptions to this process, action by RCB will be necessary.

b. Processing Components for Expeditious Repair. When any exchange Advice-Coded requisition (5G, 5R, 5V) except '5S, 52' Remain-in-Place (RIP) is entered into Optimized NALCOMIS and there is no RFI quantity, Optimized NALCOMIS will assign a Local Status Code (LSC) of EXREP, create an ER IOU quantity, and a 1348-1 document. The EXREP 1348-1 document will be forwarded to RDB for recovery and induction of the component. When the induction is recorded in Optimized NALCOMIS by AMSU, the quantity is moved from ER IOU to DIFM (ER DIFM management code). The component will remain in this status until repair action is complete. Refer to paragraphs 4101.22b and c for processing completed EXREP's.

c. Processing Requisitions with OFFMP Status. All non-exchange Advice Coded requisitions (5A, 5D, and 53), those with a '5S' Advice Code with no RFI quantity will automatically be assigned an LSC of OFFMP (Offline for Manual Processing). Following is a description of each OFFMP condition and how to process it.

(1) OFFMP for '5A' or '53' Advice Code. When the customer enters a '5A' or '53' Advice Code indicating that the turn-in for the material ordered has been surveyed, an LSC of OFFMP will be assigned automatically. RCB will notify the customer (OMA/IMA) that a Financial Liability Investigation of Property Loss (DD Form 200) is required prior to any action being taken on the requisition (regardless of dollar value). No action will be taken on these requisitions until a DD Form 200 signed by the Commanding Officer of the requisitioning activity is received. If the customer does not provide a DD Form 200, the requisition will be canceled using Local Status Update. When the signed survey is received, RCB will determine if material is available for issue. If so, Local Status Update will be processed to update the LSC to ISSIP. This will generate a requisition in RSB for issue and subsequent delivery of the material to the customer. The Local Status Update will also create the appropriate interface transactions for R-Supply to record the issue there. If the material is not available for issue, RCB will use Local Status Update to update the LSC to REFER to pass the requisition to the supply system. RCB will maintain a copy of the survey in the Completed Survey File with causative research and forward the original to SAD for filing in the central repository as stated in paragraph 4101.3c.

(2) OFFMP for '5D' Advice Code. A requisition with a '5D' Advice Code indicates that the requested material is for initial outfitting or installation and no unserviceable unit is available for turn-in. When these requisitions are received, RCB will contact the customer for appropriate justification authorizing initial issue. If this initial outfitting requisition is for a Maintenance Assist Module (MAM) or Test Bench Installation (TBI) component, RCB will verify that the requirement is a valid TBI/MAM and has not been previously issued by confirming that no custody card exists in CRB. Valid TBI/MAM requisitions will be processed/coordinated through SSD and RCB. No action will be taken until the appropriate documentation is received. If none is received within 24 hours, the requisition will be canceled using Local status Update. When documentation is received to justify the '5D' Advice-Coded requisition, RCB will determine if material is available for issue. A copy of the documentation, which

justifies the issue with no turn-in, will be attached to the Proof-of-Delivery (POD) copy when the POD is returned from RDB. Both will be filed in the Repairable Completed Transaction File (RCTF).

(3) OFFMP for '5S' and '52' Advice Code with no RFI Quantity. A '5S' or '52' Advice Code indicates that the turn-in for the material ordered is a Remain-in-Place item, which cannot be removed for turn-in until a replacement is received. When a '5S' or '52' Advice Coded requisition is entered into Optimized NALCOMIS and there is no RFI quantity, a LSC of OFFMP will automatically be assigned. The requisition will print in RCB. To process these, RCB will screen the NAVICP and/or FEDLOG to ensure the item being requisitioned is a valid RIP item. An ICRL Inquiry will be processed to determine the Local repair Capability Code. If no repair capability exists ('X' Capability Codes), the requisition LSC will be updated to REFER using Local Status Update. This will set the requisition for transmission into the supply system. If repair capability exists ('C' Capability Codes), the requisitioner will be contacted and informed that the material is not available and, even though the turn-in is RIP, asked whether or not they want to pull it for EXREP. If the requisitioner agrees to EXREP, update the Advice Code to '5G' using Optimized NALCOMIS Requisition Maintenance. The LSC must also be updated to EXREP using Local Status Update and process as described in paragraph 4101.21b. If the requisitioner does not want to remove the turn-in for EXREP (i.e., TYCOM approved ZA9 high time component), pass the requisition by updating the LSC to REFER using Local Status Update. In either case where the requisition is referred and it is a high priority requisition, notify ERB that a repairable, high priority requisition has been referred.

(4) OFFMP for Matched Set Requisitions for IMA Requirements. In Optimized NALCOMIS all requisitions for matched sets will be ordered individually, and processed as separate documents.

d. Processing Requisition with OFFAR Status. Requisitions assigned an LSC of OFFAR (Offline for Alternate NIIN review) by Optimized NALCOMIS are those for which the requested NIIN is not available but another NIIN within the Family Group that is a potential suitable substitute is available. All NIIN's within a Family Group will be loaded to Optimized NALCOMIS based on their relationship code in NAVICP database. The NIIN will be reviewed for interchangeability in the NAVICP database. If the NIIN in question is a suitable substitute, process the requisition for issue in Optimized NALCOMIS Requisition Maintenance 'ALT NIIN Clearing'. Then, update the Optimized NALCOMIS Master Record File 'ALT NIIN Update'. If a suitable substitute cannot be issued, the requisition should now be processed as an EXREP utilizing the Local Status Update

e. Processing Warehouse Refusals. Whenever a requisition is entered into Optimized NALCOMIS and there is an RFI quantity, a requisition will be printed in RSB. If storage personnel cannot locate the material, they will process a Warehouse Refusal. A Warehouse Refusal Notice will be printed in RSB. This warehouse refusal will automatically transfer the entire RFI quantity plus the SO IOU quantity, generated by the requisition, for the NIIN ordered, to Suspense with Management Code of 'WR'. If an RFI quantity exists under a member NIIN, and there are assets available, an ISSUE Select will be processed for the member NIIN. If no other RFI quantities exist within the family use the procedures described in paragraph 4101.20b to determine whether to EXREP the material or pass the requisition. After the requisition has been processed, RCB will investigate the inventory discrepancy.

Inventory discrepancies discovered in this manner will be resolved within five (5) working days of the date of the Warehouse refusal by resolving the discrepancy through recount and/or causative research or beginning the survey process described in paragraph 4101.18e. If the discrepancy is resolved by locating the material, then move the quantity from Suspense to RFI using Optimized NALCOMIS 'Suspense list'. Issue Select will be called automatically to allow issue of material for any outstanding EXREP requisitions.

f. Processing Rescreen Issues. A rescreen issue is the issue of newly available material to fill a requisition for which material was previously unavailable and the component was EXREP and/or a Direct Turnover (DTO) requisition has been referred to the supply system. There are four ways that RCB will become aware of the need to process a rescreen issue: (1) Review of Daily NMCS/PMCS High Priority Requisition Report. RCB will ensure that a copy of this report is received daily. The report will show all outstanding NMCS/PMCS requisitions. RCB will review every repairable requisition on the report daily to determine if any can be filled from newly received stock or RFI returns. (2) AWPB notifies RCB of a rescreen issue situation: AWPB is required to review all outstanding AWP requisitions on a weekly basis. If any outstanding requirements for repairables can be filled from newly received stock or RFI returns, AWPB will notify RCB that a rescreen issue is needed. (3) SRD notifies RCB of rescreen issue situation as a result of DTO's with Stock On Hand Report. SRD is required to process a DTO's with Stock On Hand Report, on a weekly basis. If any outstanding requirements for repairables can be filled from newly received stock or RFI returns, RCB will notify ERB that a rescreen issue will be accomplished. (4) Optimized NALCOMIS Issue Select: Any time that the NALCOMIS RFI quantity is increased from zero to one (1) and there are outstanding EXREP requirements, Issue Select is automatically called to allow the user to rescreen issue. The only time this can be used to rescreen issue is if the turn-in component is EXREP when new material becomes available. Issue Select will not be used to rescreen issue against outstanding DTO requisitions. The procedures for processing rescreen issues depend on whether or not the turn-in component is still on station (EXREP) and/or a DTO requisition has been passed off-station as well as the status of the DTO requisition. The following paragraphs provide procedures for each situation.

(1) Rescreen Issue, Turn-in Still EXREP. Enter the NIIN of each EXREP into Issue Select screen. The second screen provides a list of DDSN's outstanding from which the DDSN of the EXREP that is to be issued will be selected. This will update the LSC of the requisition from EXREP to ISSIP and print a requisition for delivery of the material. The EXREP component now becomes the turn-in for this issue and will be reflected in the DIFM with an 'SO' Management Code or if the item has not been inducted, the ER IOU will become a SO IOU.

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

(a) Advice Code 5G and 5V. ERB will notify RCB of a potential rescreen candidate. If valid candidate, ERB will obtain confirmed cancellation from the external supply system. RCB will obtain new requisition from the customer and process the rescreen utilizing the "BX" contingency code citing the original JCN, MCN, and DDSN, which will post an

AC1 in Optimized NALCOMIS on the original requisition. RCB will post AE1/BQ via Optimized NALCOMIS.

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

g. Processing 'Reorder' DTO Requisitions. On occasions, DTO requisitions may be canceled erroneously (by the system or your own activity) and require reorder. Reorder of IMA requisitions for those components in an Awaiting Parts (AWP) status will be processed by AWPB using Requisition Reorder. For OMA repairable requisitions, the RCB will notify the requisitioner to submit a new requisition citing the same Advice Code, MCN and JCN as the original requisition. The LSC of the new requisition will automatically set itself to 'REFER'. Optimized NALCOMIS will then create an advance BK2 with a 'B' Response Code to go to R-Supply indicating that the turn-in for the new requisition was made on the document number of the original requisition.

h. Processing Requisitions for Fleet Controlled Repairables. These requisitions will be processed in accordance with TYCOM and NAVICP directives.

i. Processing Requisitions From Non-NALCOMIS Supported Units. All requirements must be submitted through Optimized NALCOMIS. Examples of non Optimized NALCOMIS supported Units are MATCS and EAF. Non Optimized NALCOMIS supported units will utilize their resident ASD to input requirements.

j. Backfitting Requisitions. There will be occasions when requisitions must be processed manually due to non-availability of the Optimized NALCOMIS system. As soon as the system becomes available, these requisitions will be backfit in Optimized NALCOMIS using the Contingency Direct Support Material Requirement function. Before backfitting, the status of the transaction must be known (e.g., EXREP, BCM, RFI, RIP PASS, etc.) in order to determine the appropriate Contingency Processing Code to use. Contingency Processing Codes are contained in Optimized NALCOMIS on-line help, key phrase 'Contingency Code Definition'. Select the appropriate Code and enter on the backfit with other required data. Optimized NALCOMIS will automatically update the transaction based on the Contingency Code selected.

k. Processing Requisitions from Non-Supported Units/End-Use Ashore Activities. Whenever a repairable requisition is received from a non-supported unit and shelf stock is available for lateral support, and approval is granted to support the request, a Material Requirement External (MRE) must be processed in R-Supply. A turn-in is not required because the asset will be sold at standard price to the supporting activity. The method and type of the MRE depends on the accounting classification of the unit to which the material is being transferred. The unit can be either an End-Use Ashore activity (e.g., a Naval Air Station) or another NWCF activity such as yours. An example of a transfer to End-Use Ashore would be an issue for USMC Reserve unit aircraft. The transfer would actually be made to the Naval Air Station (NAS), which supports that unit. Therefore, the UIC of the NAS would be used in the document number of the requisition. Another important consideration is to ensure that the Unit Identification Code (UIC) of the requisitioner is loaded in the Customer Identification (CID) file of your activity's R-Supply system. The SDBA can add the UIC if required. The requisition will not

process if the UIC is not in the CID file. These requisitions will always be processed using the document number, and advice code provided by the requisitioner. It is imperative that the accounting classification of the requisitioner be known and the MRE processed accordingly to ensure proper financial and carcass processing. Procedures for processing a 'Transfer/Credit to Non-supported End-Use Ship or units, are contained in the R-Supply on-line help, key phrase 'Material Request'. A copy of the requisition and the shipping document will be filed in the RCTF and a copy will be forwarded to the SAD to justify the financial expenditure. When the requisition processes an issue against the Stock Item Record is recorded.

l. Processing Problem Stock and DTO Receipts. RCB will receive documentation and material from RSB for stock and DTO receipts that could not be processed. RCB must determine why the receipt would not process, make necessary corrections and process the receipt. In addition, for DTO material, provide disposition instructions to RSB (i.e., forward to RDB for delivery, forward to SSB for return to the system, or place in stock). The most common reason for problem receipts is that the receipt document does not match an outstanding record in the R-Supply Requisition File. Procedures for processing these receipts are contained in the R-Supply on-line help, key phrase 'Initiate Requisition'. For DTO material, the first step is to determine whether or not the requisitioner still requires the material by checking the LSC of the requisition in Optimized NALCOMIS DDSN Inquiry. If the DDSN is still outstanding, pull a copy of the DD 1348-1A and forward the remaining copies to RSB with the annotation 'DELIVER.' Next, attempt to correct the problem in Optimized NALCOMIS. If successful, then process the Receipt, which will record the receipt in Optimized NALCOMIS and R-Supply. If the Optimized NALCOMIS problem cannot be corrected, process the DTO receipt in R-Supply as described in the R-Supply on-line help, key phrase 'Receipt'. RSB will then forward the paperwork and material to RDB for normal delivery. If the DDSN is not on file or has already been completed, the receipt must be processed in R-Supply and the material processed as DTO 'No Longer Required' as described in the following paragraph.

m. Processing a DTO Receipt No Longer Required. The DTO receipt must first be processed in Optimized NALCOMIS. RCB will verify in Optimized NALCOMIS if there is an IOU outstanding against that DDSN. If there is an IOU, RCB will DBAG the IOU in Optimized NALCOMIS. RCB will verify that carcass tracking is matched off via NAVICP Carcass Tracking module. If carcass not matched off, DTO must be returned to the system.

(1) Outstanding Carcass and Outstanding Requirement. After the Receipt Processing has been completed, process a Material Turn-in as described in the R-Supply on-line help, key phrase 'Material Turn-in'(MTI). The MTI will interface to Optimized NALCOMIS and increase the RFI quantity. If an outstanding DTO requirement exists as a potential rescreen candidate, then ERB and RCB will coordinate to process the rescreen issue (refer to paragraph 4101.21f for Rescreen Issues). Process a BK2 (Carcass Turn-in), 'B' Response Code in R-Supply, on the outstanding carcass using the original turn-in document number. The DD 1348-1 receipt document will be signed and dated by the person processing the transaction, annotated with Receipt/MTI/R/S Issue and DDSN of the requirement being filled, then filed in the RCTF.

(2) Outstanding Carcass - No Outstanding Requirement. After the Receipt Processing has been completed, process a BK2 (Carcass Turn-in) with an 'H' Response Code indicating that the carcass is being turned in as RFI.

The DD 1348-1 original receipt document will be signed and dated by the person processing the transaction, annotated 'RFI Turn-in/BK2 H Sent', and RCB will process in eRMS, the original DD 1348-1 will be filed in the RCTF and forward to SSB prior to the shipment of gear

(3) No Outstanding Carcass - Outstanding Requirement. After Receipt Processing has been completed, process a Material Turn-in (MTI). The MTI will interface to Optimized NALCOMIS increasing the RFI quantity. RCB will then process the 'Issue Select' in Optimized NALCOMIS.

(4) No Outstanding Carcass - No Outstanding Requirement. After the Receipt Processing has been completed, process a Material Turn-in (MTI). Annotate the receipt with 'DIVERT TO STOCK,' the location of the material and forward to RSB for storing the material.

n. Processing Classified Material. RCB will perform all duties concerning classified material. This includes receipt, storage, issue, packaging, and shipment. Procedures for handling classified material are contained in reference (x) and local ASD procedures. Documentation filing requirements (i.e., POD, DD 1348-1A) are the same as for other repairables.

22. Process All Repairables Returned from the IMA and Ensure Proper Screening and Carcass Tracking of BCM Components

a. General. All repairables that have completed the IMA repair cycle will be returned to the RCB. They will be either Ready-for-Issue (RFI), Beyond Capability of Maintenance (BCM), Outgoing Repair and Return, or Closeout. A staging area will be established for these components and will be segregated at least into the following categories: EXREP, RFI, BCM, EI/HMR/QDR, Outgoing Repair and Return. Every repairable returned from the IMA will either be processed or placed in its appropriate staging area. EXREP's will be processed immediately. All other completed repair actions will be processed by the end of each shift. Both Optimized NALCOMIS and R-Supply have files for documenting repairables in the repair cycle. Optimized NALCOMIS tracks all components through the entire repair process and provides a mailbox message on each completed repair action. R-Supply tracks supply officer assets in the repair cycle through the X30 created by Optimized NALCOMIS. Returns from the IMA are processed in Optimized NALCOMIS through the Completed Repair Action Mailbox using the Repair MCN of the returned component. Procedures for processing each type of return are described in the following paragraphs. Additionally, a visual inspection will be made to ensure the RFI/BCM tag, MAF, any logs and records (Equipment History Record (EHR)/Scheduled Removal Component (SRC), etc.) and material reflect the same part number and serial number information that are on the Completed Repair Action Mailbox. RCB will review the Completed Repair Action mailbox at the beginning of each shift to ensure DIFM Returns on Completed Repair Actions are being processed promptly.

b. RFI Returns. An RFI return will be either an RFI EXREP, Supply Officer's asset, component owed to another activity, or FISP asset. The 'Action Taken' code displayed on the DIFM Return will be an 'A', 'B', or 'C'. A visual inspection will be made to ensure the RFI tag, MAF, and material reflects the same part number and serial number information. This will then be compared to the Completed Repair Action Mailbox.

(1) RFI EXREP. When you process a RFI EXREP off the Completed Repair Action Mailbox an Issue Select screen appears. Select and process the DDSN

of the RFI EXREP. A new requisition document will be printed and the LSC of the requisition will automatically be updated to ISSIP. Forward the requisition document and the material (with repair MAF) to RDB for delivery. When RDB delivers the material and processes the Receipt POD, a signed hard copy will be returned to RCB to be filed in the RCTF.

(2) RFI Supply Officer's Asset. When you process a RFI SO Asset off the Completed Repair Action Mailbox, if there is an outstanding EXREP document a Issue Select screen appears. Optimized NALCOMIS users will select the override box and not select EXREPs for Rescreen from this list. All EXREP Rescreens will be processed once the RFI quantity is returned to the shelf in Optimized NALCOMIS. Then it can be rescreened through the Issue Select function. (refer to paragraph 4101.20f). If there are no outstanding requirements, a DIFM Return Stow Notice will be printed. Attach the Stow Notice to the material (with repair MAF) and forward to RSB for storage.

(3) RFI Owed Asset. An RFI Owed asset will have an 'OW' management code. It can either be owed to another organization or to the system as a carcass turn-in. If owed to another organization, the Organization Code (ORG Code) of the activity will be displayed on the first screen of the Completed Repair Action Mailbox. In either case, Optimized NALCOMIS will generate an offline 'Excess Offload' hard copy notice (HCN). All material will be forwarded to SSB for processing through eRMS.

(4) FISP Asset. RCB will process a DIFM Return in Optimized NALCOMIS and pack-up return (X24) in R-Supply. The component will be returned to MSB for placement back in the FISP.

c. BCM Returns. A BCM return will be either a BCM EXREP, Supply Officer's asset, component owed to another activity, or FISP asset. The Action Taken Code displayed on the DIFM Return will be a number one (1) through nine (9). All BCM material will be screened to ensure that the BCM tag, MAF, any logs and records (SRC, EHR, etc.) and material reflect the same part number and serial number information as that of the material.

(1) BCM EXREP. BCM EXREP's will be processed immediately upon becoming aware that maintenance action is complete and the material has been received. Process off the Completed Repair Action Mailbox. This will update the LSC of the requisition to 'REFER' and generate an appropriate interface transaction. Immediately after processing the DIFM Return, notify SRD that a repairable high priority requisition has been referred. The material along with the BC1 DD 1348-1A shipping document will be forwarded to SSB pending eRMS processing.

(2) BCM Supply Officer's Asset. When processed off the Completed Repair Action Mailbox, Optimized NALCOMIS will create interface records to go to R-Supply. A '1700' series stock replenishment A0_ requisition will also be created in this process. The material along with the BC1 DD 1348-1A shipping document will be forwarded to SSB pending eRMS processing.

(3) Closeout Returns. The Action Taken code for these components displayed on the Completed Repair Action Mailbox will be 'D'. A 'Closeout' means that no RFI or BCM action was taken. Procedures for processing repair and returns are contained in paragraph 4101.19g.

(4) BCM FISP Asset. When processed off the Completed Repair Action Mailbox, Optimized NALCOMIS will create interface records to go to R-Supply.

A '1700' series stock replenishment A0_ requisition will also be created in this process. RCB will load YE1 status in R-Supply against that reordered document stating 'FISP Asset'. RCB will notify MSB of the action taken. The BCM component along with the BC1 DD 1348-1A shipping document will be forwarded to SSB pending eRMS processing.

d. Processing Components Under Engineering Investigation (EI), Hazardous Material Report (HMR) or Quality Deficiency Report (QDR). Whenever a turn-in component is recovered for which the requisitioner has requested EI/HMR/QDR, RCB will ensure that the turn-in MAF has been so annotated and that a copy of the EI/HMR/QDR request document accompanies the material. A copy of the request document will be maintained in the EI/HMR/QDR file pending disposition instructions. The component will then be inducted and BCM by AMSU. RCB will then process off the Completed Repair Action Mailbox to complete the transaction as described in paragraph 4101.21c. The component will be staged pending receipt of disposition instructions. When disposition instructions are received via NAMDRP Website, RCB will process the retrograde. The shipping document will site the ship to address as directed on the disposition instructions. Commercial shipping (i.e., FEDEX, DHL) is authorized and will be utilized for shipment of all EI/HMR/QDR exhibits. The document number will be the same as that of the original DD 1348-1A generated when the Completed Repair Action Mailbox was processed. RCB will update the NAMDRP Website accordingly with all shipping information. The disposition instructions will be attached to the original EI/HMR/QDR request document and filed in the EI/HMR/QDR file. The material and DD 1348-1A shipping document along with copies of the request document, shipping instructions, will be forwarded to SSB pending eRMS processing. Appendix Z provides additional information for processing EI/QDR items.

e. Carcass Tracking. There are two types of carcass tracking for DLR's: internal carcass tracking and system carcass tracking. Initiation of carcass tracking depends on the Advice Code of the requisition.

(1) Internal Carcass Tracking: Whenever a customer is issued a DLR, that customer's will be tracked locally by the Optimized NALCOMIS system until a BCM is processed.

(2) System Carcass Tracking: This process begins when the BCM is processed in Optimized NALCOMIS, which generates a DTO A0_ or X31 to interface to R-Supply. System reporting is accomplished when the X31 is reported via the daily Transaction Item Reporting (TIR) or when DTO A0_ is referred.

(3) Each time that a carcass turn-in is recorded in R-Supply, a DI X22 (Carcass Turn-in) is placed in the Repairable Requisition File in R-Supply. eRMS generates BC2 DD 1348-1A shipping documents, and reports shipping information to the respective ICP. Responding promptly and accurately to system carcass inquiries, and ensuring validity of carcass charges appearing on the Summary Filled Order/Expenditure Difference Listing (SFOEDL) and NAVICP carcass tracking reports are the primary tasks in controlling system carcass tracking. Each is described in detail in the following paragraphs. Reference (ab) provides a complete description of system carcass tracking.

(4) R-Supply Carcass Tracking Module. The R-Supply Carcass Tracking Module is used to monitor requisitions which require further carcass monitoring, and or processing. Procedures for requesting the carcass Reports

can be found in the R-Supply on-line help, key phrase 'Carcass Reports'. Each record on the Carcass Tracking section of the report will be reviewed and a determination made concerning whether or not a carcass turn-in has been made. If Proof Of Shipment (POS) is available (a BC2 shipping document and eRMS shipping manifest with the ATAC stamp, signature and date from a ATAC representative is considered POS), input the carcass turn-in data as described in the R-Supply on-line help, key phrase 'Carcass Reports'. If no proof of turn-in can be established, enter carcass turn-in data with the appropriate 'Response Code' indicating that there is no turn-in. Response Codes are defined in the R-Supply on-line help, key phrase 'Carcass Reports'. Action taken on each record will be annotated on the Carcass Tracking Report. Carcass Tracking Report 'Over Aged Shipment Report" provide a key for the number of D6Rs that are open and need to be down loaded and transmitted to NAVICP. Refer to Appendix U for procedures for clearing the report and submission of D6R's to NAVICP.

(5) System Carcass Inquiries. The ICP's inquire about overdue carcass turn-ins using DI BK1, ICP Follow-up NRFI DLR Exchange Turn-in. A BK1 means that the ICP is requesting your activity to provide disposition of a NRFI DLR for which a replacement requisition has been recorded but no receipt of the carcass has been recorded in the ICP's Carcass Tracking files. BK1(s) are received through the Defense Automated Addressing System (DAAS) along with other incoming supply status and information. R-Supply will post all incoming BK1(s) to the Repairable Requisition File, and also to the Responses Required function for review as described in the R-Supply on line help, key phrase 'Responses Required'. If there is no turn-in information on file, it must be determined and input at which time a BK2 response will be generated. RCB will ensure that all incoming BK1(s) are processed and responded to within the appropriate time frames. When NAVICP-P/M receives and accepts the BK2 submitted they will respond to the MALS with a BKA transaction. If NAVICP does not accept the BK2 they will respond to the MALS with a BKR transaction. This BKR response will require the MALS to research and resubmit a "corrected" BK2. A BKD will be provided by NAVICP to DLR retrograde turn-in activities as notification of receipt of the D6R. A complete description of the inquiry (BK1)/response (BK2) process and time frame is described in reference (ab), paragraphs 5.3.1 and 5.3.2.

(6) Carcass Charges. DLR's have two prices: Standard (price paid with no turn-in) and Net (price paid with turn-in). When DLR's are requisitioned with a non-exchange Advice Code, the Standard price is charged and there is no carcass tracking since no turn-in exists. When DLR's are requisitioned with an exchange Advice Code, the Net price is charged and the ICP will track the carcass to ensure that it is returned to the system for repair. If the carcass is not turned in, the ICP will follow-up to the requisitioner as described above. If the requisitioner either fails to respond to the follow-up or responds incorrectly, a DI BK3, Notification of Additional Billing, will be sent to the activity. RCB will ensure that all incoming BK3's are processed in R-Supply and they are researched and a BK2 submitted if the turn-in has been made. A complete description of this process and the time frames involved is contained in reference (ab), paragraph 5.3.4. The BK3 is simply informing your activity that a bill is forthcoming. The actual bill for the value of the carcass (Standard price less Net price = Carcass value) will appear on the Summary Filled Order/Expenditure Difference Listing (SFOEDL). RCB will receive the portion of this listing containing 'Carcass Differences' from SAD each month. RCB will ensure they receive a copy of the SFOEDL from SAD "every" month for review/processing. Each 'Carcass Difference' will be reviewed to determine

whether or not a turn-in has been made. If turn-in can be proven, then annotate 'challenge' by the record and provide SAD with copies of proof of turn-in documentation. Update R-Supply Files if necessary. If there is no proof of turn-in, then annotate 'Accept Charge' by the record with justification for why the charge must be accepted. Each 'Carcass Difference' will be annotated and the listing returned to SAD within five (5) working days.

23. Ensure that the Identification and Management Data of Repairable Records in Both R-Supply and Optimized NALCOMIS is Accurately Maintained

a. Most information identifying repairable components is updated by the supply system and provided to your activity on the monthly Change Notice files. RCB will ensure that repairable records in both R-Supply and Optimized NALCOMIS are accurate and current by monitoring and controlling the reports and listings produced by change notice processing.

b. Change Notice, R-Supply. The Stock Item Records may be updated through local (interactive) or system change notice. Whenever system change notice is processed in R-Supply, the following will be produced: (1) Storeroom Action Listing, (2) Stock Control Decision Listing, and (3) Repairable MCC Decision Listing. Each listing is described in the Relational Supply Support Procedures User’s Manual. RCB will forward the Storeroom Action Listing and the Repairable MCC Decision Listings to RSB for action on repairable records. RCB will retain and work the repairable records on the Stock Control Decision Listing. Each repairable record on all listings will be annotated with the action taken. Each listing will be signed and dated by the person who worked it. RSB will return their completed reports to RCB. All three (3) listings will be filed by RCB. The current and prior Listing will be retained.

c. Change Notice, Optimized NALCOMIS. Whenever system change notice is received, it must be processed against the Optimized NALCOMIS database also. During the Optimized NALCOMIS Change Notice Update, reports similar to those produced by R-Supply are generated. Following are the applicable Optimized NALCOMIS change notice reports and their R-Supply equivalent.

Optimized NALCOMIS	R-Supply
CHANGE NOTICE LIST CONSUMABLE/ REPAIRABLE LIST	REPAIRABLE MCC DECISION LISTING
CHANGE NOTICE REPORT CANDIDATES FOR DELETION	STOREROOM ACTION LISTING
CHANGE NOTICE REPORT NIIN CHANGE REPORT	STOCK CONTROL DECISION LISTING

RCB will compare the data on the R-Supply and Optimized NALCOMIS change notice listings. The individual NSN's affected by change notice should be the same. If not, then there is a discrepancy between the databases that must be corrected by RCB. The current and prior Optimized NALCOMIS change notice reports will be filed and retained with the corresponding R-Supply reports.

d. Stock Item Record Maintenance. Although the data elements of Stock Item Records are updated monthly by change notice, there are certain other records maintenance type functions that will be accomplished. R-Supply sites

will run Adhocs of the listings described below. Current and prior reports will be retained.

(1) Records with MCC D, E, G, H, Q, X where AVCAL/COSAL allowance quantity does not equal the RO: The allowance quantity and RO for all repairables will be equal. Any records that are not equal will be reflected on this listing. Determine which quantity is correct by checking the allowance quantity in the hard copy of the AVCAL and/or COSAL or on-line ICP NET query and update the incorrect quantity in R-Supply.

(2) Repairables with no MCC: Determine the correct MCC by checking the appropriate references (e.g., NAVICP Asset Visibility website (https://nicppla11.fmso.navy.mil/assetviz), FED LOG).

(3) Records with MCC D, E, G, H, Q, X no 'Limit Flag' or 'No Drop Flag': Correct by setting these flags in R-Supply.

e. Optimized NALCOMIS Out of Balance Records. Out of balance records are those records whose summary line total(s) does not equal the ACBAL. ACBAL is computed as follows: ACBAL = RFI + (DIFM-ER-OW) + (SUSPENSE - EI-OW) + SUBCUSTODY + PACK-UP O/H + PACK-UP DEP + SO IOU. Out of balance records can be identified on the 'Out of Balance Indicator Report' or they can be viewed and updated on-line utilizing DBAG17.

RCB will determine why each record is out of balance by checking individual inquiries in each quantity field or by requesting DBAG 21. The reason for the out of balance condition will be annotated for each record (e.g., bogus 'JC' qty in DIFM). RCB will correct the discrepancy, by running the appropriate DBAG to recomputed the fields for those bogus quantities, and annotate corrective action on the report. Spot inventories will be conducted to ensure the DBAG makes the appropriate change to the database. Current and prior reports will be retained.

f. Providing Assistance in Maintaining the Individual Component Repair List (ICRL). Whenever the IMA ICRL manager requires a CAGE/PN to be loaded to Optimized NALCOMIS in order to load the ICRL record. Users will load the CAGE/PN/SM&R Code using Master Record File (MRF) New.

24. Ensure that the Optimized NALCOMIS Data Base is Reconciled with R-Supply. Management of repairables is accomplished using both the R-Supply and Optimized NALCOMIS systems. The majority of repairable transactions are processed through Optimized NALCOMIS, which creates appropriate transactions to interface and update R-Supply. Likewise, transactions processed through R-Supply interface and update Optimized NALCOMIS. Basically, Optimized NALCOMIS has replaced manual methods of local control. R-Supply, however, maintains the official inventory and financial records of the Supply Department. To ensure the effectiveness of a dual system, certain information on repairable records contained in both databases must be the same. To accomplish this, RCB will request that the SDBA run the complete data base reconciliation at least monthly. Several exception reports will be produced from this process, which will be reviewed and worked by RCB. Procedures for running the data base reconciliation and working the reports that are produced are contained in Appendix D.

25. Establish and maintain a Repairable Shelf Life Program. The shelf life program is a means to identify those items that have a limited life expectancy or require periodic inspections for serviceability. Shelf life

material will be screened to ensure the material has NOT expired. If the material has expired refer to Appendix L for appropriate actions to be taken. Material that has not expired will be segregated stock proper storage.

a. Maintain Current and Prior Quarterly Shelf Life Inspection Listings

(1) At a minimum shelf life material, except SLAC 00, will be inspected on a quarterly basis. This will be done to ensure no expired material is maintained in stock and inadvertently issued to a customer.

(2) Shelf life material can be identified by one of the following methods:

(a) MSSLL using SLAC Ad Hoc selectors, excluding NSN's with a SLAC of 00.

(b) Utilize ADHOC Program.

(3) The quarterly expired shelf life report will be maintained.

b. Expired Shelf Life Material. Ensure that all expired shelf life material has appropriate action taken (i.e., inducted into the IMA for repair, BCM'd if no repair capability exists or sent to appropriate Customer Service for repair action).

c. Quarterly a shelf life inspection listing will be requested for the purpose of screening shelf life material in stock, which has expired. This listing will be obtained by utilizing procedures outlined in Appendix L.

(1) Upon completion, RSB will file the annotated listing. RSB will then utilize the listing to ensure all expired material is forwarded to RCB for induction into the IMA for repair, processed for BCM action if no repair capability exists, or sent to the appropriate Customer Service for repair action.

(2) The listing will be maintained in RSB in accordance with Table 4-1, Report 4.

26. Maintain Electronic Retrograde Management System (eRMS). eRMS is a Naval Inventory Control Point (NAVICP)/Navy Supply Information Systems Activity (NAVSISA) developed web-based application. Procedures are located within the on-line Users Guide at https://webmril.navsisa.navy.mil/erms/ and Appendix U.

Chapter 4

Section 2: Repairable Delivery Branch (RDB)

4200. General

1. Responsibilities. Repairable Delivery Branch (RDB) is responsible for delivering all repairable material (Issues and Direct Turn Over) to the customer. RDB will also pickup all Not Ready for Issue (NRFI) repairable components from the customer ensuring accuracy of all documents (i.e., Log Book, Scheduled Removal Card, VIDS/MAF, etc…).

2. Duties

a. RDB will maintain the following file and reports/mailboxes:

(1) Pending Data Entry File (PDEF).

(2) Optimized NALCOMIS IOU Summary Report.

(3) Optimized NALCOMIS ISSIP DDSN Mailbox.

(4) Optimized NALCOMIS DTO ROB Mailbox.

b. RDB will perform the following duties. A list of computer generated reports required to perform these duties is contained in table 4-2.

(1) Deliver all repairables (Issues and DTO's).

(2) Recover, from the customer, and deliver to AMSU, all NRFI components.

Delivery of all Repairable (Issues and DTO's)			
Report Name	Frequency	Retention	Procedures Reference
1. Optimized NALCOMIS ISSIP DDSN Mailbox	End of each shift	N/A	4201.3
2. Optimized NALCOMIS DTO ROB Mailbox	End of each shift	N/A	4201.4

Recovery and Induction of NRFI Components			
Report Name	Frequency	Retention	Procedures Reference
1. Pending EXREP Induction File	Hourly	Until Inducted	4201.6b
2. Optimized NALCOMIS O/I Level IOU Summary Report	Daily	Current and Prior	4201.2

Table 4-2.-- Reports Required For Performance of Duties, RDB

4201. Procedures

1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a holding file for source documents of transactions processed during systems non-availability. For RDB, the documents in this file will normally be handwritten requisitions and DTO receipts pending POD input. Although no specific sequence is required, transactions will be grouped by like categories.

b. When system(s) become available, all source documents in the PDEF will be entered into the appropriate system.

2. Maintain the Optimized NALCOMIS O/I Level IOU Summary Report

a. The Optimized NALCOMIS O/I Level IOU Report is a listing of all Not Ready for Issue (NRFI) repairable components to be recovered from the customer and delivered to the Aeronautical Material Screening Unit (AMSU) for induction to the repair cycle. RDB will request the report by selecting the IOU option within the Reports Module.

b. RDB will utilize the report to monitor and recover all NRFI components from the customer. The IOU Report will also indicate material that is Remain in Place (RIP), advice codes 52/5S. RIP assets are retained by the customer until the Ready for Issue (RFI) component is delivered. The "customer will have 24 hours" to turn in the NRFI component after delivery of the RFI replacement. Strict adherence to this policy must be enforced to ensure the IOU Report remains under control.

c. RDB will have the Organizational Maintenance Activity (OMA) Maintenance Control Supervisor or the IMA Work Center Supervisor sign the IOU report as valid when material is not available for turn-in. A brief description of why the material is not ready will be written beside each IOU (e.g., A/C in Nevada will return 8/11, Support Equipment not available). RDB will notify the RMD OIC/NCOIC daily concerning difficulties recovering retrograde from supported squadrons.

3. Maintain the Optimized NALCOMIS ISSIP DDSN Mailbox

a. The LSC-ISSIP Mailbox reflects those issues which have been pulled from stock and forwarded to RDB for delivery but have not been completed.

b. RDB will review the LSC-ISSIP Mailbox periodically through each shift and at the end of each shift.

c. RDB will deliver the material and update the LSC of the requisition to 'COMPL' by using the Optimized NALCOMIS receipt POD function.

4. Maintain the Optimized NALCOMIS DTO ROB Mailbox

a. The Optimized NALCOMIS Mailbox reflects those receipts from the supply system that have been received on board, but not yet delivered to the customer and completed.

b. RDB will review the DTO ROB Mailbox periodically through each shift and at the end of each shift.

c. RDB will locate and deliver the material and update the LSC of the requisition to 'COMPL' by using the Optimized NALCOMIS receipt POD function.

5. Deliver all Repairables. RDB will perform delivery of all repairables. All repairables will either be in shipping containers or bubble-wrapped and placed on padding (foam or similar material) within the vehicle. RDB will perform the following:

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

(1) RDB will verify the component part number and serial number matches the VIDS/MAF, Equipment History Record (EHR)/Scheduled Removal Component (SRC) card, and component logbook if applicable.

(2) If turn-in retrograde is not available, required documentation is not correct, or advice code is not 5S or 52 refer to paragraph 4201.5c.

(3) Obtain printed name, signature, date and time of delivery, on the requisition document for all material delivered.

(4) Update the LSC of all DDSN's delivered to 'COMPL' by using the Optimized NALCOMIS receipt POD function. All completed paperwork will be forwarded to RCB for inclusion in the RCTF.

(5) When the system is not available, all issue documents and related paperwork will be placed in the PDEF. When the system becomes available, the file will be verified to ensure the action taken was processed in Optimized NALCOMIS.

b. Direct Turn Over (DTO) Material. RDB will deliver all repairable DTO material received from RSB. The following steps will be used:

(1) Obtain printed name, signature, date and time of delivery, on the DTO receipt document for all material delivered.

(2) Update the LSC of all receipts delivered to 'COMPL' by using the Optimized NALCOMIS receipt POD function. The receipt document will be forwarded to RCB for inclusion in the RCTF as proof of delivery.

(3) When the system is not available, all receipts and related paperwork will be placed in the PDEF. When the system becomes available, the file will be verified to ensure the action taken was processed in both Optimized NALCOMIS and R-Supply, and then cleared.

c. Processing Customer Refusals. Whenever material is delivered to a customer and it is refused, RDB must annotate the reason why the material is being refused on the picking ticket. Common occasions for Customer Refusals are stated below:

(1) Requisitioner Ordered Incorrect Material. Process a Customer Refusal indicating that the requisition is to be canceled and that the component is to be returned RFI to Stock. Indicate on the requisition the reason for the refusal (e.g., INCORRECT MATERIAL ORDERED) and forward to RCB for filing in the RCTF. Forward the material to RSB to be returned to the shelf. The customer must reorder the material actually needed.

(2) Incorrect Material Delivered. RDB will first annotate the reason for the refusal on the requisition (e.g., completely different material than that ordered or like material but wrong modification or model). Do not process the Customer Refusal at this point. Return the incorrectly identified material to RSB and ask for the correct material. If correct material is provided, deliver it to the requisitioner, obtain legible printed name, signature, date and time of delivery and turn-in (if required), and process the Optimized NALCOMIS receipt POD function, unless it has already been processed. If the correct material is not available, RSB must process a Warehouse Refusal as described in paragraph 4301.15b.

(3) Requisitioner Has No Required Turn-in. When a requisitioner does not have a required turn-in; RDB will return the material to RSB for return to storage. A Customer Refusal will be processed to cancel the document and the component will be returned 'RFI to Stock.' The requisition will be annotated 'CANX - NO TURN-IN' and forwarded to RCB for inclusion in the RCTF.

(4) Material missing required documentation. If the component requires documentation (i.e., logbook, SRC card, EHR card, etc.) and it is missing, the component is considered NRFI. RDB will process a Customer Refusal to suspend the asset and coordinate with RCB to locate all missing paperwork. NOTE: Reference (ac) provides instructions for material that is received new from a manufacturer and does not may have an SRC/EHR card.

(5) Material is NON-RFI. If there is sufficient RFI stock on the shelf to satisfy the issue, RDB will process a customer refusal to suspend the NRFI quantity and draw a RFI asset from stock to issue to the customer. The NRFI component will be forwarded to RCB for induction on a Test and Check MAF. If there are no RFI assets in stock to complete the issue, RDB will process a customer refusal to suspend the quantity creating an EXREP condition.

6. Recover From the Customer, and Deliver to the AMSU, all NRFI Components. RDB will perform the following actions for recovery and induction of NRFI components:

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

b. RDB will pickup all assets for which the requisition is EXREP utilizing the DD 1348-1A EXREP document. This will ensure the part ordered either matches or is a suitable substitute of the NRFI component being turned in as EXREP.

c. When RDB picks up NRFI components, they will ensure the material is properly packaged or bubble-wrapped (i.e. drained and purged, plugs, ESD tape etc…) and screen the Maintenance Action Form (MAF) (figure 4-7) to ensure the following blocks are filled out:

(1)	Block A22	Work Unit Code (WUC) (must be 5 or 7 characters)
(2)	Block A48	Type Equipment Code
(3)	Block A52	Bureau/Serial Number

No. FUY1138 COPY 1

WORK CENTER REGISTER, CONTROL AND PROCESSING COPY

VIDS/MAF OPNAV 4790/60 (REV. 5-88) S/N 0107-LF-002-5900

5 PART FORM
USE BALL-POINT PEN PRESS HARD

ENTRIES REQUIRED SIGNATURE
NONE LOGS REC

LOCAL USE

ACCUMULATED WORK HOURS: NAME/SHIFT, TOOL BOX, DATE, MAN HOURS, ELAPSED M/T

ACCUMULATED AWM HOURS: DATE, TIME, REASON, HOURS

REFERENCE

(H-Z) FAILED/REQUIRED MATERIAL

79 INDEX	08 F/P	09 AWP	10 A/T	11 MAL	14 MFGR	19 PART NUMBER	34 REF SYMBOL	41 QTY	PROJ	43 PRI	45 DATE ORD	49 REQ NO	53 DATE REC

FOLD

A22 WORK UNIT CODE | A29 ACTION ORG | A32 TRANS | A34 MAINT/L | A35 ACT TAKEN | A36 MAL CODE | A39 ITEMS/P | A41 MAN HOURS | A45 ELAPSED M/T | F08 INTERIM

TECHNICAL DIRECTIVE IDENTIFICATION: F09 CODE | F11 BASIC NO | F15 RV | F16 AM | F17 PART | F19 KIT

A46 TYPE EQUIP | A53 SU/SER NUMBER | A58 DISCD | A59 T/M | A60 POS/T | A62 FIO | A65 SAFETY/EI SER | A69 METER | SE MFGR | A74 | F21 | INVENTORY F22 PERM UNIT CODE | F28

REPAIR CYCLE

	DATE	TIME	EOC
RECEIVED	B08	B12	B16
IN WORK	B19	B23	B27
COMPLETED	B30	B34	C

AWAITING MAINTENANCE
B38 B39 HOURS | B43 B44 HOURS | B48 B49 HOURS

MAINTENANCE/SUPPLY RECORD

JOB STATUS	DATE	TIME	EOC
B53	B54	B58	B62
B65	B66	B70	B74
C08	C09	C13	C17
C20	C21	C25	C29
C32	C33	C37	C41
C44	C45	C49	C53
C56	C57	C61	C65
D08	D09	D13	D17

JOB CONTROL NUMBER: A08 ORG | A11 DAY | A14 SER | A17 SUF | A19 WORK CENTER

REMOVED/OLD ITEM: E08 MFGR | E13 SERIAL NUMBER
E23 PART NUMBER | E38 DATE REMOVED
E42 TIME/CYCLES | E47 TIME/CYCLES | E52 TIME/CYCLES

INSTALLED/NEW ITEM: G08 MFGR | G13 SERIAL NUMBER
G23 PART NUMBER
G38 TIME/CYCLES | G43 TIME/CYCLES | G48 TIME/CYCLES

DISCREPANCY

PILOT/INITIATOR

CORRECTIVE ACTION

CF REQ | QA REQ | RFI | BCM

CORRECTED BY | INSPECTED BY | SUPERVISOR | MAINT CONTROL

MODEX | PRI | TURN-IN DOCUMENT | SYSTEM/REASON | MCN

Figure 4-5.--Sample Maintenance Action Form

(4) Block A58 When Discovered Code

(5) Block A59 Type Maintenance Code

(6) Block E08 Manufacture Code

(7) Block E13 Item Serial Number (Ensure Serial Number on VIDS-MAF matches Serial Number on the NRFI component.)

(8) Block E23	Part Number (P/N on the VIDS-MAF must match the P/N on the NRFI component.)
(9) Block E38	Date Removed
(10) Block E42	Time Cycles
(11) Block A08	Organizational Code
(12) Block A11	Julian Date of JCN
(13) Block A14	Serial Number of JCN
(14) Turn-in Document	Turn-in Document Number
(15) Discrepancy Block	Must contain an explanation of the problem for the failed unit.

d. RDB will pickup the log books and EHR/SRC cards for components that require them. Verify the part number and serial number on the component turned in matches the EHR/SRC card, and/or the logbook.

e. RDB will deliver all NRFI components to the Aeronautical Material Screening Unit (AMSU) for induction.

f. If RCB and Production Control are not co-located, RDB will pickup, and deliver to RCB, all components which have been processed through the repair cycle.

Chapter 4

Section 3: Repairable Storage Branch (RSB)

4300. General

1. Responsibilities. Repairable Storage Branch (RSB) is responsible for the receipt, issue, storage, and inventory of all repairable material in the Supply Officer's Stores. The receipt, issue, storage, and inventory procedures are the same for all repairables.

2. Duties

a. RSB will maintain the following files and reports:

(1) Pending Data Entry File (PDEF).

(2) Document Serial Number Assignment Order.

(3) R-Supply Delayed Receipt Listing.

(4) R-Supply Issues Listing.

(5) Not-in-Stock Research File (NISRF).

(6) R-Supply Repairable Master Stock Status and Locator Listing (MSSLL).

b. RSB will perform the following duties. A list of computer-generated reports required to perform these duties are contained in table 4-3.

Process All Repairable Receipts			
Report Name	Frequency	Retention	Procedures Reference
1. Delayed Receipt Listing, R-Supply	Daily	Current and prior	4301.3
2. Stock ROB Mailbox, Optimized NALCOMIS	End of Each Shift	NA	4301.4
3. Issues Listing, R-Supply	Daily	Current and prior	4301.5

Table 4-3.--Reports Required for Performance of Duties, RSB

(1) Screen incoming material from the supply system.

(2) Process all repairable receipts.

(3) Stow all repairables received for stock, ensuring all Repairable Shelf Life Material is stored in segregated locations.

(4) Process Spot Inventory Requests.

(5) Conduct location reconciliation’s.

(6) Perform location addition, deletion, and changes.

(7) Conduct a Shelf Life Review Program.

(8) Process the Storeroom Action Listing.

(9) Receive and process Optimized NALCOMIS request documents for repairable material.

(10) Assist RCB in repairable excess programs.

(11) Pull and process all repairable pack-ups.

(12) Maintain an effective Electrostatic Discharge Program.

4301. Procedures

1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a holding file for source documents of transactions processed during system(s) non-availability. For RSB, the documents in this file will normally be unprocessed picking tickets or DD 1348-1A Receipts or hand written location changes. Transactions will be grouped by like category: issues, receipts, etc.

b. When the system(s) become available, all source documents will be entered into the appropriate system.

2. Maintain a Document Serial Number Assignment Order. This Order contains the block of document serial numbers assigned to each requisitioner within the MAG/MALS. RSB personnel will use it to ensure that material is for the MALS or a supported unit and to distribute material properly.

3. Maintain the R-Supply Delayed Receipt Listing

a. The Delayed Receipt Listing contains a list of in process receipts which have not been completed within a specified number of days after Receipt in Process (RIP) processing. RSB will request the report from R-Supply (on-line help, key phrase 'Delayed Receipt Listing') and process the Delayed Receipt Listing daily. The following parameters are available:

(1) Elapsed Days for Reporting - (mandatory). This is a two-digit numeric field used to select the number of days since the Receipt In Process (RIP) has posted. The number will be set to three (3) days, this will reflect the numbers of days before a RIP with no corresponding receipt appears on the report.

(2) Elapsed Days for RIP Clear - (optional). This is a two-digit numeric field. The number entered will be the number of days the RIP will stay on the Storeroom Action Listing before the RIP indicator is deleted from the Stock Item Record. If left blank, the program defaults to thirty (30) days. The RIP will stay on the Delayed Receipt Listing until the receipt is processed or if no receipt is processed, the RIP indicator will be deleted from the Stock Item Record when the clear date is reached.

b. After the options have been selected, the following will be produced.

(1) Receipt in Process - is a master report of all RIP transactions, which meet the selection criteria. Each transaction will be marked as follows:

(a) Follow-Up - indicates those transactions between the Elapsed Days for Reporting and the Elapsed Days for RIP clear.

(b) Delete - indicates those transactions that have exceeded the elapsed days for RIP clear criteria. The RIP indicator in the Stock Item Record has been deleted; however, the RIP is still recorded in the Requisition File. Deleted transactions will no longer appear on the Delayed Receipt Report.

(2) Storeroom Action List - The Storeroom Action List displays all Receipts In Process (RIP) without a corresponding Receipt. This listing assists the storage personnel in locating material that has not completed processing. RSB personnel will locate, process, and stow the material. This will clear the DDSN from the Storeroom Action List. Only the current Storeroom Action List will be maintained.

(3) Stock Control Action List - Receipts listed are transactions that have exceeded the Elapsed Days to RIP clear. Receipts will only show once on this list. The RIP transaction will be marked as DELETED and the Stock Item record Receipt in Process quantity will be reduced. RSB will screen these transactions and determine the action to be taken.

4. Maintain the Stock ROB Mailbox in Optimized NALCOMIS

a. The Stock ROB Mailbox reflects those stock requisitions which have been received on board in Optimized NALCOMIS and have not been stowed in location.

b. RSB will review the Stock ROB Mailbox at the end of each shift to ensure all material is stowed in location. RSB will also update the LSC of the requisition to 'COMPL' by using the Optimized NALCOMIS receipt POD function.

5. Maintain the Issues listing. The R-Supply Issues Listing will only reflect requisitions created through MRE processing. RCB personnel will be concerned only with repairables on the list. RCB will request the report from R-Supply on-line help, key phrase 'Issues Listing'. After storeroom issue is processed in R-Supply, the transaction will be cleared from the Issues Listing. The current and prior listings must be maintained.

6. Maintain a Not-in-Stock Research File (NISRF)

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

b. The RSB NCOIC or designated personnel will conduct a physical stock check by verifying gear is not in the primary location(s) or surrounding locations. Once verification has been conducted, the RSB NCOIC or designated personnel will sign all NIS picking tickets. After it is verified that stock is not available for issue, a warehouse refusal, will be processed and the picking ticket forwarded to RCB for EXREP or referral.

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

7. Maintain a R-Supply Repairable Master Stock Status and Locator Listing (MSSLL)

a. A MSSLL will be requested monthly. The R-Supply on line help, key phrase 'Master Stock Status Locater Listing', describes information on running the listing. This listing can be maintained on removable media.

b. The Repairable MSSLL provides pertinent information on material carried in stock and will be used to issue and store material during periods of system non-availability.

8. Screen Incoming Material from the Supply System for the Type, Condition, and Quantity of Material. RSB will screen incoming material to ensure that it is repairable, that the quantity received matches the DD 1348-1A, and that the material is not damaged.

a. Ensure all Material Received is Repairable. RSB will ensure that all material received is repairable (material control code D, E, G, H, Q, or X). All other material will be referred to the CMD for consumables or SSD for custodial material (IMRL and TBA).

b. Ensure that Material Received is for the MALS or a Supported Unit. The document number of all receipts will be compared to those on the Document Serial Number Assignment List to ensure that the material was requisitioned by the MALS. Material erroneously received will be forwarded to RCB for further research and disposition instructions.

c. Inspect Material Received for Condition and Quantity, and Prepare a Report of Discrepancy/Supply Discrepancy Report for Shortages and/or Damaged Material

(1) Material received will be inspected for condition and the quantity will be matched with the DD 1348-1A receipt document. All multipacks, when received, will be opened and the individual receipts processed. Appropriate annotations will be made on the DD 1348-1A receipt documents to reflect quantities of any damaged material. Refer to reference (w), chapter 4, Part C, Section III, paragraph 4269.

(2) RSB will forward all overages, wrong item or damaged material received to RCB with all related paperwork for appropriate action.

9. Process all Repairable Receipts. Incoming receipts will be separated into DTO and Stock receipts. All repairable receipts will be processed using the NSN of the material received and the routing identifier that appears on the DD 1348-1A.

a. DTO material will be forwarded to RDB for delivery.

b. DTO material that is no longer outstanding or cannot be processed using Optimized NALCOMIS Receipt function, will be staged pending disposition from RCB.

c. All stock will be stowed and the location annotated, quantity circled, date and initials of the stowing individual on the DD 1348-1A and

processed in R-Supply using the Receipt function. One stow copy of all stock that processes successfully will be filed in the RCTF. When a stock receipt will not process using R-Supply Receipt function, the error screen will be printed and forwarded to RCB along with the receipt document for action.

10. Stow all Repairables Received for Stock. All repairable material will be stocked under the actual NSN. The container or bubble-wrapped component will have a stow tag attached which will be annotated with the NSN, location, document number, MCN (if applicable), date stocked and initials. Material will be marked legibly to aid in the issue, stowage, and inventory process. Prior to stocking, all incoming material will be screened to determine shelf life applicability, as well as checking for expired material or material which will expire during the current quarter. Upon completion of this task the RSB will ensure that all shelf life material is stocked in segregated, designated locations. Material not properly protected will be sent to the SSB for packaging prior to placement in stock. Classified material will be stowed in accordance with reference (w), volume I, chapter 4, part E, section IV, paragraph 4656, and reference (x). Material received from the IMA for stock must have a "RFI" tag attached.

11. Process Spot Inventory Request. A Spot Inventory request is an unscheduled physical inventory taken to verify the actual quantity of material in storage. RCB will forward all spot inventories to RSB on a daily basis. RSB will complete the inventory within twenty-four (24) hours and return it to RCB for updating R-Supply/Optimized NALCOMIS records.

12. Conduct Location Reconciliation's. The Location Reconciliation Procedure is designed to validate and update BMF location data. This process improves inventory accuracy, reduces issue processing time, and increases supply effectiveness. RSB will conduct a Location Reconciliation at least monthly, and prior to all scheduled inventories. Refer to the Appendix E, for Location Reconciliation procedures.

13. Perform Location Additions, Changes, and Deletions

a. Location changes and deletions are accomplished to consolidate and protect material in the storeroom.

b. Location additions may be entered at the time a receipt is posted or by using the R-Supply Maintain Storeroom Location function. Refer to R-Supply on-line help, key phrase 'Maintain Storeroom Location' procedures.

c. When R-Supply is not operational, additions, changes, and deletions may be input to Optimized NALCOMIS using MRF. When input in Optimized NALCOMIS, a screen print of MRF will be placed in the PDEF. Additions, changes, and deletions loaded to Optimized NALCOMIS will not always interface correctly to R-Supply; therefore, they must be input to R-Supply.

14. Conduct a Shelf Life Review Program. RSB will conduct a Shelf-Life Review Program on a quarterly basis to ensure material has not exceeded its life expectancy. Ensure that material with the oldest RFI date is issued first (stock new material behind that already in stock), and ensure all Shelf Life Material is stored in a segregated, designated location. For detailed procedures refer to Appendix L.

15. Process Storeroom Action Listings. Upon receipt of a Storeroom Action Listing (SAL) from RCB, RSB will perform the required actions to make

indicated changes. The SAL is broken into five parts: NSN changes, Unit of Issue changes, Security Code changes, Shelf Life Action Code changes, Exhaust/Delete/Supersede/Condemned Stock. Action required on each part of the listing is detailed in the following paragraphs. Do not confuse this listing with the Storeroom Action List, which is part of the Delayed Receipt Report (paragraph 4301.3b(2)). After processing, all lists will be returned to RCB.

a. NSN Changes. RSB will go to each location and change all items in stock by completely marking through the old NSN and clearly marking the new NSN and Julian Date of the SAL on the material. All boxes will be opened to verify that they are not a multi-pack and that the new NSN is on all of the material.

b. Unit of Issue Changes. RSB must repack each item in stock to conform to the new unit of issue. After material is repackaged to conform to the new U/I, the new package will be clearly marked with the NSN, U/I, and the quantity. Additionally, the Pending Data Entry File must be screened to ensure that material stowed in a location not yet recorded in R-Supply has the U/I changed. The new on-hand quantity will be annotated on the listing and the completed listing returned to RCB.

c. Security Code Changes. RSB is responsible for coordinating movement of material with a change in security code with CMD. RSB is responsible for processing the location change to record location deletions and additions. When consumable material is declassified, RSB is responsible for coordinating with CCB on movement of the material and ensuring that the change in location is accomplished in R-Supply.

d. Shelf Life Code/Shelf Life Action Code Changes (SLC/SLAC). Changes, which appear on the Storeroom Action Listing, are a result of monthly change notice processing. RSB must check the manufactured date on each item in stock and take the required action in accordance with the action indicated for the appropriate SLC/SLAC. Definitions and required actions for SLC/SLAC are in reference (w) Appendix 9. When all material in stock has been screened (ensure the PDEF is screened), the SLC/SLAC listing will be returned to RCB.

e. Exhaust, Delete, Superseded, or Condemned Stock (EDSCS). RCB will advise RSB of action to be taken for material that may appear in this section.

16. Receive and Process Request Documents for Repairable Material

a. With some exceptions (see paragraph 4101.21) when a customer orders material and the NALCOMIS RFI quantity is greater than zero, the requisition is assigned a Local Status Code of 'ISSIP' (Issue in Process) and a picking ticket is generated. RSB will pull the material from stock and forward it to RDB for delivery.

b. All requisitions found to be NIS will be placed in the NISRF for further review by the NCOIC. The NCOIC will sign off on all NIS requirements and forward them to RCB after processing Warehouse Refusal.

c. There may be occasions when incorrectly identified material is delivered to a requisitioner, and the material subsequently refused and

returned to RSB by RDB. In this situation, RSB will first check any remaining material on the shelf.

(1) If the correct material is available, it will be provided to RDB for delivery and the incorrect material will be moved to suspense.

(2) If the correct material is not available for issue, forward to RDB for a warehouse refusal per 4201.4c(5). This will change the LSC to EXREP.

(3) If there are additional RFI quantities and those assets are unsuitable to fill the requirement, a warehouse refusal must be processed to move all RFI quantities, plus the SOIOU quantity to Suspense. This material will be forwarded to RCB for disposition.

17. Assist RCB in Repairable Excess Program. RSB will assist RCB in the offload of excess material. RSB will receive DD 1348-1A offload documents from RCB for each component to be offloaded. RSB personnel will go to the location(s) of the material and pull the appropriate material. The quantity pulled will be circled and initialed and two (2) copies of the DD 1348-1A will be pulled and forwarded to RCB to update R-Supply. The material and remaining copies of the DD 1348-1A will be forwarded to SSB for shipment. If the shelf quantity is less than the offload quantity, material will not be pulled. The DD 1348-1A will be annotated with the actual shelf quantity and as having an inventory discrepancy (e.g., SHELF QTY = 3 INV DISC). The individual performing the process will initial the DD 1348-1A and return all copies to RCB.

18. Pull and Process all Repairable Pack-ups. Refer to Appendix "I" (Deployed Operations) for detailed instructions.

19. Maintain an effective Electrostatic Discharge (ESD) Program

a. ESD is the transfer of electrostatic charge between bodies at different electrostatic potentials caused by direct contact or induced by an electrostatic field and is potentially damaging to electrical and electronic equipment. Knowing the effects of ESD on solid-state electronic components and equipment is a necessary part of aviation logistics. Improper handling, transportation, and storage techniques can cause electrostatic sensitive devices and components to fail. The insidious nature of ESD induced failures requires ESD control protection measures to be an integral part of aviation maintenance and supply disciplines. All solid-state electronic components and assemblies containing such components are considered ESDS items unless otherwise directed by higher authority. These items include printed circuit board assemblies, modules, SRAs, WRAs, individual components, and integrated circuits.

(1) The Supply Officer Shall:

(a) Designate an ESD Program Coordinator and alternate ESD Program Coordinator from the Repairable Management Division using an ESD Program/Coordinator Designation Assignment Letter.

(b) Ensure personnel are properly trained prior to handling ESDs items.

(c) Keep required ESD protective materials readily available for the handling of ESD sensitive material.

(d) Retain ESD items in protective packaging while in pre-expended bins and other storage areas.

(e) Ensure ESD items are properly packaged per reference (ad) prior to shipment.

(2) The Program Coordinator shall:

(a) Be responsible to the Supply Officer for implementing the ESD Program and enforcing compliance within the Aviation Supply Department (ASD).

(b) Ensure this instruction and references (ae) thru (an) are readily available and complied with.

NOTE: Refer to Appendix AA for detailed procedures on how to draw down these instructions/publications from the various web sites.

(c) Provide indoctrination and refresher training to all personnel who handle, inspect, package, or transport ESDs items. Reference (ae) contains information to aid in developing appropriate lessons.

(d) Establish an ESD work station as identified in reference (ac), chapter 10, paragraph 10.21.3.

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

(f) Ensure ESD protected work areas are properly tested/certified/maintained.

(g) Maintain a program file to include:

1. Applicable POCs.

2. List of personnel who completed training.

3. Program related correspondence and message traffic.

4. Applicable references and cross reference locator sheets.

(h) Coordinate/assist the Quality Assurance Division with quarterly audits.

(i) Ensure all discrepancies identified during quarterly Quality Assurance (QA) audits are corrected and results forwarded back to QA via the AAvnSupO.

(3) The ESD Assistant Program Coordinator for the ASD shall:

(a) Assist the ASD ESD Program Coordinator with implementing and maintaining this program.

(b) Provide indoctrination and refresher training to all personnel who handle, inspect, package, or transport ESDS items. Reference (ae) contains information to aid in developing appropriate lessons.

(c) Conduct periodic work area reviews with Program Coordinator, ensuring sufficient ESD protective materials are available and being used.

(d) Ensure ESD protected work areas are properly maintained.

Chapter 4

Section 4: Awaiting Parts Branch (AWPB)

4400. General

1. Responsibilities. Awaiting Parts Branch (AWPB) is responsible for storage and management of repairable components awaiting repair parts.

2. Duties. AWPB will maintain the following file and perform the following duties. A list of computer-generated reports required to perform these duties is contained in table 4-4. CPI tools may also be utilized to perform these duties (See Appendix W).

Required Reports			
Report Name	Frequency	Retention	Procedure Reference
1. DIFM Status Report (WT,WP,WB), Optimized NALCOMIS	Weekly	Current and Prior	4401.3a
2. Critical Level Status Report, Optimized NALCOMIS	Weekly	Current and Prior	4401.3f
3. Stock Control Review Listing, R-Supply	Daily	Current and Prior	4401.4b
4. Requisition Listing, R-Supply	Weekly	Current and Prior	4401.5a(1)
5. AWP Repair Parts Status Report/ Outstanding Material Requirement Report, Optimized NALCOMIS	Weekly	Current and Prior	4401.6a
6. AWP Component Overage Report (FGC), Optimized NALCOMIS	Weekly	Current and Prior	4401.6b
7. AWP Transpose/Cannibalization Report/AWP Component Overage Report (FGC), Optimized NALCOMIS	Weekly	Current and Prior	4401.7c
8. AWP Component Overage Report (Location Seq.), Optimized NALCOMIS	Weekly	Current and Prior	4401.8a
9. Squadron EXREP Status Report, Optimized NALCOMIS	Daily	Current and Prior	4401.9a
10. DTOs with Stock On-hand Report, R-Supply	Weekly	Current and Prior	4401.10
11. Database Reconciliation Reports, Optimized NALCOMIS/ R-Supply	Monthly	Current Only	4401.11

Table 4-4.--Reports Required for Performance of Duties, AWPB

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

b. Review and clear all AWP related items from Optimized NALCOMIS mailboxes.

c. Clear all AWP Suspense and Interface Records.

d. Receive and store repairable components until repair parts are received.

e. Receive and process material for AWP components.

f. Initiate follow-up action on AWP requisitions.

g. Initiate and control transposition and cannibalization of AWP components.

h. Conduct AWP Rescreens.

i. Conduct Overage Shipping Status Review/Correction.

j. Correct Discrepancies between Optimized NALCOMIS/R-Supply Requisitions.

4401. Procedures

1. Maintain a Pending Data Entry File

a. The PDEF is a holding file for source documents of transactions processed during temporary system(s) non-availability. For AWPB, the documents in this file will normally be Optimized NALCOMIS VIDS/MAFS for components moved on and off AWP and DD 1348-1A receipt or issue documents for material received. Transactions will be grouped by like category (e.g., issues, receipts, etc.).

b. Whenever system(s) become available, all transactions in the PDEF will be entered into the appropriate system.

2. AWPB will review and clear all AWP related items from the following Optimized NALCOMIS Mailboxes daily. See Optimized NALCOMIS help for how to properly clear each mailbox:

a. DTOROB Mailbox.

b. Material Contingency Mailbox.

c. Requisition Action Mailbox.

d. AWP Component Pending Release Mailbox.

3. Receive and Store Repairable Components until Repair Parts are Received

a. Weekly, AWPB will use the Optimized NALCOMIS reports Subsystem to generate the DIFM Status Report, tailored for all "WT" (In Transit to AWP locker), "WP"(Waiting Parts in W/C), and "WB" (components released from AWP locker) Job Status Codes. This report is used to ensure all Supply Officer (SO) assets and EXREPs that are awaiting parts are brought to the AWPB storage locker, or are in work, or awaiting maintenance. Current and Prior annotated copies of the report will be maintained.

(1) It is the responsibility of the individual work centers to order all parts required to complete a repair action. When repair parts are not

available from the Supply Officers stock, the work center has 24 hours per reference (ac) to update the Maintenance Action Form (MAF) and change the Optimized NALCOMIS job status from 'WP' to 'WT' and deliver the component along with a copy of the MAF to AWPB. AWPB will also screen those components with a Job Status Code of 'WB' to ensure the work centers pick up the components and put them back into the maintenance cycle.

b. AWPB will ensure all components are properly protected prior to acceptance from the work center.

c. When components are brought to the AWPB for storage, AWPB will process the component receipt. This screen will display only outstanding material requirements for the MAF Control Number (MCN) entered. AWPB will screen the material requirements to ensure that all outstanding requirements are not available for issue locally.

d. The location for the component will be established during the processing of the Component receipt. Procedures for the handling of classified material will be in accordance with reference (w) volume I, chapter 4, part E, section IV, paragraph 4656 and reference (x).

NOTE: Refer to Appendix AA for detailed procedures on how to draw down these instructions/publications from the various web sites.

e. All shelves will have cushioning material to help eliminate damage to components.

f. Weekly, AWPB will request and work the Optimized NALCOMIS Critical Level Status Report to ensure those components that are at a critical stock level are researched to determine what is causing the critical condition and take necessary steps to eliminate the situation. Current and prior copies of this report will be maintained.

(1) The most common cause of a critical condition is hard to get repair parts. AWPB will coordinate with CCB to ensure aggressive follow-up action is taken on outstanding consumable stock requisitions. AWPB will also coordinate with RCB to ensure fixed allowances are adequate and follow-ups are aggressive on repairable stock requisitions.

4. Receive and Process Material for AWP Components

a. When the bit and piece material is received, AWPB will post a Receipt in Optimized NALCOMIS to record the Proof of Delivery. When the last requirement is completed a notice on the receipt screen will state “Last Bit/Piece Part Received” and the MCN will appear in the pending release mailbox. AWPB will release the component via the Component release function in Optimized NALCOMIS.

(1) AWPB will attach one copy of the DD 1348-1A to the bit/piece part to be annotated with the MCN, Job Status, and AWP Location and/or Work Center. Those components will be place in the AWPB location until all bit and piece parts are received. If the component is not on AWPB’s shelf, AWPB will forward that bit and piece part to the appropriate work center.

(2) AWPB will contact the work center for all documents received for a suffix code (partial quantity) to determine if they can repair the component with the parts available.

(a) If the quantity received is sufficient to fix the component and no other requisitions are outstanding; AWPB will release the component using Component Release function.

(b) If the quantity is sufficient to fix the component and other suffixes are still outstanding for the same material, AWPB will use the Material Requirement Update to request cancellation for the remaining quantity and release the component using the Component Release function.

(c) If the quantity is insufficient to fix the component and the other suffixes were canceled and must be reordered, AWPB will use the Material Requirement Update, Reorder function to reorder the shortage quantity.

b. AWPB will review daily the R-Supply Stock Control Review Listing to identify and research those items that received cancellation status from the system and coordinate with the work center to reorder the material requirement using the Material Requirement Update, Reorder function or release the component using the Component Release function for BCM action. Current and prior copies of this report will be maintained.

5. Weekly AWP Reconciliation

a. Per reference (ac) all work centers will reconcile with AWPB on a weekly basis. At which time every requisition will be validated and those requirements that are no longer required will be identified and have an AC1 request for cancellation sent. To accomplish this AWPB will use the NALCOMIS Material Requirement Update, Follow-up function to submit a cancellation request to the last known holder of the requisition.

(1) Weekly, AWPB will request a Requisition Listing from R-Supply for those documents which have had an AC1 cancellation request submitted. This report will be reviewed and annotated with action taken per Appendix S. Current and prior copies of the report will be maintained.

(2) AWPB will also request a Requisition Listing from R-Supply for those documents which have no status. This report will be reviewed weekly and annotated with the action taken per Appendix S. Current and prior copies of the report will be maintained.

(3) Conduct Overage Shipping Status Review/Correction. AWP requisitions are considered to have overage shipping status if the material has not been received within the timeframes established by the TYCOM. These requisitions will be identified, reviewed, and corrected weekly. Requisitions in this category will be identified when reviewing the R-Supply Requisition Listing which can be tailored to identify AWP DTO requisitions with overage shipping status. Requisitions in this category will be corrected using the procedures described in Appendix S. Current and prior copies of the report will be maintained.

(4) CPI sites may utilize the BMT to produce AC1/AK1, No Status and overage shipping status reports.

6. Submit aggressive follow-ups

a. Weekly, AWPB will use the Optimized NALCOMIS reports Subsystem to generate the AWP Repair Parts Status Report or Outstanding Material

Requirement Report. AWPB will ensure all requisitions on the report are subjected to aggressive follow-up action using the Material Requirement Update, Follow-up function. By sending follow-ups through Optimized NALCOMIS all Optimized NALCOMIS reports will show the date of the last follow-up which can be viewed by the work centers to verify their requisitions are being subjected to aggressive follow-up action. Current and prior copies of the report will be maintained.

b. Additionally, AWPB will run the AWP Component Overage Report in Family Group Code sequence weekly to identify those repair parts that are holding down multiple components. AWPB will submit supply assists, lateral support requests and/or situation summaries to assist in obtaining hard to get material.

c. AWPB will provide CCB and RCB with a list of problem NSN's so that CCB and RCB can ensure stock levels are adequate and stock requisitions are valid and subjected to aggressive follow-up action.

7. Weekly, AWPB will use the Optimized NALCOMIS Reports Subsystem to request the Transpose/Cannibalization Report. The following definitions will serve to clarify the difference between the two types of selective interchange:

a. Transposition. This is the act of swapping two requisitions (one completed, the other still outstanding) between MCN's. Transposition may be recommended by the IMA but is accomplished by AWPB using the Optimized NALCOMIS AWP Transpose function.

b. Cannibalization. This is the act of removing a repair part from one component and installing it in another. Cannibalization may be recommended by supply but is accomplished by Production Control.

c. The AWP Transpose/Cannibalization Report prints those MCN's which can be removed from AWP through either transposition or cannibalization. A new page is printed for each MCN which can be taken off AWP. Below the MCN data, the report is divided vertically into two sections. The left side is titled ***REPAIR PART(S) ON ORDER*** and the right side is titled ***REPAIR PART(S) ON HAND***. The DDSN(s) on the left side of the report reflect the outstanding requisition(s), which can all be satisfied from the MCN's listed on the right side. The MCN(s) on the right side reflect components from which the repair part required can be obtained. If the MCN on the right side does not have a DDSN printed to its right, this represents a potential candidate for cannibalization. If there is a DDSN listed on the right hand side, this means that the repair part required has been received under the DDSN on the right. This is a candidate for transposition. Because there has been several errors with this report AWPB may utilize the AWP Component Overage Report (FGC sequence) to accomplish the same function. Current and prior copies of the report will be maintained.

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

e. After the repair parts are transposed and there are no more outstanding requisitions, the MCN will appear in the pending release mailbox. AWPB will release the component via the Component release function in Optimized NALCOMIS.

f. After all transpositions are accomplished and the components returned to the work center, AWPB will review all potential candidates for cannibalization and recommend potential cannibalization action to Production Control. Cannibalization should only be recommended when a critical need for the component on AWP exists.

(1) Hole in aircraft (an EXREP exists).

(2) Shelf stock RFI posture is at a critical level for the FGC.

8. Perform weekly inventory of components in the AWPB Storage Locker. In order to properly control unwanted cannibalization action, the Supply Officers (SO) Assets in the DIFM that are awaiting parts must be brought to the AWPB storage locker per section 4401.4a(1). In addition AWPB must ensure all components indicated as AWP (Job Status Code of 'WQ') are in fact still located within AWPB storage locker. To do this, AWPB will use the Optimized NALCOMIS Reports Subsystem to request the AWP Component Overage Report in location sequence. AWPB will physically verify that each component on the report is in the proper location (AWP location changes are accomplished by the Optimized NALCOMIS Component Release function). AWPB will also validate all canceled requisitions at this time to ensure they were verified as no longer required prior to acceptance. If the requisition was canceled after it was put in the AWPB storage locker, then AWPB must coordinate with the work center and research that canceled part and take appropriate action. Any component listed on the report not actually in an AWP status must be located and have its job status updated to reflect its current status.

9. Expedite all bit/piece parts for Expeditious Repair (EXREP) components

a. Daily, AWPB will use the Optimized NALCOMIS Reports Subsystem to request the Squadron EXREP Status Report. The report will show those Supply Officer assets for the same FGC currently in the DIFM and all outstanding bit/piece parts for which a requisition was submitted and no asset was available for issue and the customer has turned in their asset in an attempt to repair it. Every attempt must be made to expedite the parts needed to repair an asset in the DIFM and return it to the customer. The following are some steps that may be taken to help expedite those hard to get items:

(1) Possible substitutes.

(2) Parts/Phase kits.

(3) Next higher assembly (if not end item).

(4) Lateral support request to other activities.

(5) Supply Assist.

(6) Possible BCM-4 action if end item is available.

(7) Direct vender support.

(8) Open purchase.

(9) Contact Item Manager for bit/piece part as well as component.

(10) Local technical representatives (Boeing, Lockheed, Sikorsky, etc).

(11) Contact NADEP overhaul activity for the component.

10. Conduct AWP Rescreens. On a weekly basis, AWPB will request the DTO With Stock On-hand Report utilizing R-Supply, ADhocs, or BMT. The justification for conducting rescreen actions for outstanding requisitions will be dictated by the components priority of repair. For consumable requisitions, where sufficient assets are on hand to fill the requirement, AWPB will process a rescreen. To accomplish this AWPB will use the Optimized NALCOMIS Material Requirement Update, Follow-up function to submit a cancellation request (AC1) to the last known holder of the requisition. Then use the Material Requirement Update, Reorder function to reorder the quantity which will generate a new requisition. If the quantity is less than the ordered quantity, AWPB will contact the work center to determine if they can repair the component with the parts available (partial issues will only be made if the issue will allow repair of the component). RCB will make all determinations and take any action necessary to rescreen issue repairables and will notify AWPB that a rescreen will be accomplished.

11. Correct Discrepancies between Optimized NALCOMIS/R-Supply Requisitions. On a weekly basis, the SAA will run the Optimized NALCOMIS/R-Supply reconciliation process or ADhocs. As a result of the DTO Reconciliation portion of this process, AWPB will receive two reports: (1) Supply Requisitions Not On Optimized NALCOMIS and (2) Optimized NALCOMIS Requisitions Not On Supply. AWPB will take the action prescribed in Appendix D to correct consumable AWPB DTO requisitions on these reports. Repairable DTO requisitions, will be corrected by RCB. These reports will be annotated with the action taken and signed by the person who performed the corrective action.

Chapter 4

Section 5: Supply Shipping Branch (SSB)

4500. General

1. Responsibilities. Supply Shipping Branch (SSB) is responsible for packaging and shipping all aeronautical related components and equipment.

2. Duties. SSB will perform the following duties:

a. Receive and prepare material for shipment.

b. Obtain signatures on all shipment paperwork.

4501. Procedures

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

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

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

(1) Certain repairable components have special containers that provide tailored protection for the components. Components will be shipped in their designated container.

(2) SSB will screen the eRMS website https://webmril.navsisa.navy.mil/erms for the container NIIN and/or specific packaging instructions for all components.

(3) SSB will screen the DD 1348-1A shipping document to ensure the component part number and serial number match. Verify all components which require special paper work, (i.e., SRC/EHR records). Have all paperwork inside the container and a copy attached prior to the manifesting in eRMS.

c. SSB will ensure all material being shipped for Engineering Investigation (EI) or Quality Deficiency Report (QDR) is properly Packaged and preserved in accordance with information listed on https://webmril.navsisa.navy.mil/erms and other guidance as may be directed by the EI/QDR authority providing disposition instructions.

(1) Containers for all EI/QDR exhibits will be conspicuously marked with the following information:

(a) EI/QDR Control Number.

(b) NSN of Material.

(c) Document Number (UIC-Julian Date-Serial Number).

(d) Serial Number of Component (if available).

(2) A copy of the EI/QDR Request Document (message/e-mail), dispositions instructions, and the DD 1348-1A shipping document will be securely attached to the outside of the container for shipment. If possible, provide additional copies of all applicable paperwork inside the container.

d. SSB will coordinate and/or assist RCB with the shipment of Classified Aeronautical Components. Reference (x) contains procedures for shipment of classified aeronautical components.

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

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

b. SSB will return the signed shipment paperwork to the originator.

NOTE: Extreme care should be taken to prevent the loss of these highly pilferable containers.

Chapter 5

Supply Response Division (SRD)

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Chapter 5

Supply Response Division (SRD)

5000. Organization. Supply Response Division (SRD) is organized as follows and as illustrated in figure 5-1:

1. Technical Research Branch (TRB).

2. Expeditor Reconciliation Branch (ERB).

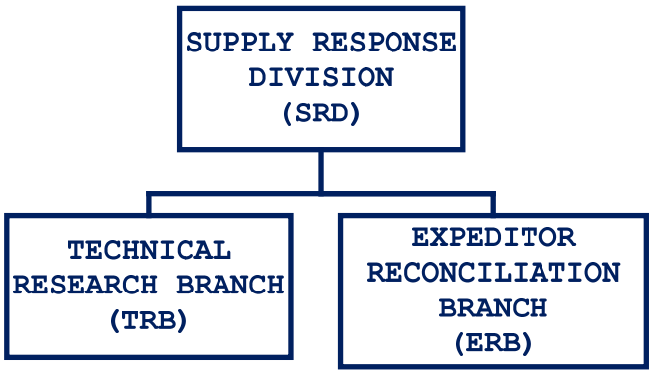

Figure 5-1.—SRD Organization Chart

5001. Functions

1. SRD is responsible for the initial screening and technical research of all requisitions assigned an OFFTR or OFVAL local status code. They will refer consumable requisitions that cannot be filled from supply officer stores. Additionally, they are responsible for the reconciliation and monitoring of all outstanding Direct Turnover (DTO) requisitions (except AWPB, SSD IMRL, TOOL, Open Purchase, Flight Equipment, Custodial Material, Pre-Expended Bin and SERVMART).

2. The division OIC/SNCOIC is responsible to ensure that all personnel assigned to the division are technically proficient by using the available tools provided in appendix X. At a minimum of twice a month, the division OIC/SNCOIC will ensure personnel attend departmental training.

3. The division OIC/SNCOIC will review and monitor the reports required for the performance of duties, listed in Tables 5-1 and 5-3 to ensure accuracy and completeness.

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

Chapter 5

Section 1: Technical Research Branch (TRB)

5100. General

1. Responsibilities. Technical Research Branch (TRB) is responsible for the initial screening and technical research of all requisitions assigned an OFFTR or OFVAL local status code. TRB is the first line of defense in managing customer demand. The performance of TRB's duties directly affects the establishment of physical buffers.

2. Duties

a. TRB will maintain the following publications, files and listings:

(1) Library of Maintenance and Supply publications.

(2) Pending Data Entry File (PDEF).

(3) R-Supply Master Stock Status and Locator Listing (MSSLL JSL322).

(4) Maintain the logbook of locally assigned Family Groups Codes (FGC).

b. TRB will perform the following duties. A list of computer-generated reports required to perform these duties is contained in table 5-1.

Perform Technical Research			
Report Name	Frequency	Retention	Procedure Reference
1. Master Stock Status and Locator Listing, R-Supply (JSL322)	Monthly	Current Report Only	5101.3
2. Blank Shelf Life	Monthly	Current and Prior	5101.6h
3. Stock Control Review Listing, R-Supply	Daily	Current and Prior	5101.8

Table 5-1.--Reports Required for Performance of Duties, TRB

(1) Perform technical research.

(2) Review and refer certain types of DTO requisitions.

5101. Procedures

1. Maintain a Library of Maintenance and Supply Publications

a. TRB will maintain an up-to-date library of Maintenance Publications, Supply Publications, and Allowance Lists. It will function as a dispersed

library from the main library held by the Central Technical Publications Library (CTPL) of the Quality Assurance Division (QA) of the Marine Aviation Logistics Squadron (MALS) Intermediate Maintenance Department.

b. Most publications give detailed information on their purpose, content, sequencing, and applicability in the forward or special instructions section. Below is a minimum list of the type of publications that will be maintained:

(1) Technical Publications. Technical manuals are the basic source of information for definition of operating instructions, tactical applications, and the maintenance and upkeep of hardware. The library only needs to contain manuals and directives applicable to the specific weapons system(s) or equipment assigned to the MAG. Automatic distribution of aeronautical publications is made based upon the activities Automatic Distribution Requirements List (ADRL), which is managed by the Central Technical Publications Library assigned to the Quality Assurance Division. NAVAIR authorizes the elimination of paper manuals if the activities have the required infrastructure, including local storage and access, and the demonstrated ability to use electronic media to perform the full range of maintenance actions as directed by the appropriate Type Command (TYCOM). Refer to Naval Air Systems Command Technical Manual Program, NAVAIR 00-25-100 WP 024 00 for electronic authoritative sources, creation and storage of digital NAVAIR technical data, and guidance on deployed operations.

(2) Supply Publications. Refer to Appendix AA for a list of publications/instructions pertinent to the operation of the ASD and instructions for downloading from the various websites.

(3) Technical References. Used to identify applicable airframes, equipage list, and supported systems.

(a) ARR-100 NAVICP-P Allowance Requirements Register (ARR).

(b) Coordinated Shipboard Allowance List (COSAL).

(c) Navy Aeronautical Part Number Technical Index Manual (NAVAIR 00-500 A & C).

(d) FED-LOG (CD-ROM).

(e) Navy Logistics Library (NLL) of Publications and Forms (CD-ROM).

(f) Naval Aviation Publications NAVICP-P (CD-ROM)

1. NAVICP-P Managed Stock Numbered Repairable Items (P2300) (CD-ROM).

2. NAVICP-P Managed Stock Numbered Consumable Items (P2310) (CD-ROM).

3. NAVICP-P NIIN to Family Group Code Cross Reference (P2330) (CD-ROM).

4. NAVICP-P NIIN to Model Code Cross Reference (C0018) (CD-ROM).

(g) GSA Catalogs, as applicable.

(4) TRB will review their library for completeness and currency at least quarterly. The review will be conducted in conjunction with CTPL's quarterly review. Shortages or replacements for outdated publications will be requisitioned through the CTPL of the MALS QA. TRB will monitor and maintain the status of all publications ordered by them in accordance with reference (ao).

(5) Upon receipt of the COSAL in ACCESS CD's from MSB, TRB will dispose of the previous version and maintain the current version. This will be used as a technical reference aid when the requisition reference cites the Allowance Parts List (APL)/Allowance Equipage List (AEL). Reference (ap) provides detailed instructions on the use of COSAL in ACCESS.

c. Technical Directive Changes (TDC) for all supported equipment. NOTE: A copy of all TDCs received by TRB will be provided to Repairable Control Branch (RCB).

2. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a holding file for source documents of transactions processed during temporary system non-availability. For TRB, the documents in this file will normally be requisitions pending release to the supply system, alternate/interchangeability data, and part numbers to National Stock Number (NSN). Although no specific sequence is required, transactions will be grouped by like transaction categories: (i.e., requisitions to be referred into supply system, Local Change Notice Action, etc.).

b. Whenever system(s) become available, all transactions will be removed from the PDEF and entered in the appropriate system.

3. Maintain a Master Stock Status and Locator Listing (JSL322). TRB will run a Master Stock Status and Locator Listing (JSL322) monthly. The current listing will be kept on file in TRB to assist in technical research during times of system(s) non-availability. This listing can be kept on disk for easy access when required.

4. Maintain a Logbook of locally assigned Family Group Codes (FGC). When adding a repairable NSN or Local Item Control Number (LICN) into Optimized NALCOMIS and R-Supply, that have no FGC information available in the P2300/P2310 or NAVICP SNAP database, it becomes necessary for TRB to establish a locally assigned FGC. TRB will coordinate with RCB prior to establishing a repairable NSN, LICN or Navy Item Control Number (NICN). A logbook containing all locally assigned FGC's is mandatory in order to prevent the duplication of FGC's. The following entries are mandatory when establishing a FGC logbook.

a. Family Group Code National Stock Number.

b. Part Number.

5. Perform Technical Research. Optimized NALCOMIS and R-Supply automatically performs technical research on requisitions and produces picking tickets for the appropriate division to issue the material if the requested NSN, NICN, or LICN is on the database. TRB will perform technical research on requisitions which fall into the following exception categories.

a. Optimized NALCOMIS OFFTR (Offline for Technical Research) Requisitions. All Aviation Fleet Maintenance (AFM) requisitions will be processed through Optimized NALCOMIS and those Commercial And Government Entity (CAGE)/Part Number (P/N) that do not cross to an NSN, NICN, or LICN will be assigned an LSC of OFFTR. OFFTR requisitions will print in TRB. TRB will conduct technical research on OFFTR requisitions. NOTE: TRB will coordinate with the RCB for all OFFTR'S that will result in the establishment of a locally assigned repairable NSN, FGC, NICN, or LICN.

(1) Optimized NALCOMIS OFFTR Requisition that has a valid NSN or NICN. If a valid system NSN or NICN is found, however it is not currently in Optimized NALCOMIS, TRB will build the record utilizing the Supply Subsystem - MRF - New Screens. TRB will then update the requisition utilizing the Supply Subsystem - Requisition - Requisition Maintenance Screens. Instructions detailing this procedure are contained in Paragraphs 5101.6e and 5101.6f.

(2) Optimized NALCOMIS OFFTR Requisitions that does NOT have a valid NSN or NICN. If no NSN or NICN can be identified, a MALS specific LICN (i.e.: LL-Q__-0001) will be generated. There are two ways to generate a MALS Specific LICN. (NOTE: Local Policy will dictate how a MALS Specific LICN is generated.)

(a) Generating a MALS Specific LICN utilizing Optimized NALCOMIS. TRB can generate a MALS Specific LICN by utilizing the MRF - New Screens - LICN option button and select OK. This action will open the Basic Master Record (BMR) screen. In this screen, TRB will enter the following information:

1. Federal Supply Classification (FSC) - TRB will enter the last 4 of the MALS UIC for the FSC.

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

3. Cognizant Symbol (COG) – TRB will enter "9P" for the COG.

4. Security Classification Indicator (Sec CI) – TRB will enter "U" for the Sec CI.

5. Unit of Issue (UI) – TRB will enter "EA" for the UI.

6. Unit Price (UP) – TRB will enter "100.00" for the UP.

7. Nomenclature (Nomen) – TRB will enter the Nomenclature from the publication.

8. Record Type Code (RTC) – TRB will enter "3" for the RTC.

9. Demilitarization Code (Demil CD) – TRB will enter "A" for the Demil CD.

When the above information has been entered, TRB will select "Apply" to complete the addition of the LICN into Optimized NALCOMIS. TRB must also add the CAGE and PN to the newly established LICN. To establish the CAGE and P/N to the LICN TRB will select the CAGE/P/N tab, select the ADD button, enter

the CAGE and P/N, and select the "SAVE" button to complete the addition of the CAGE and P/N to the LICN.

(b) Generating a MALS Specific LICN utilizing R-Supply. To establish a MALS specific LICN in R-Supply, TRB will select the Inv - Stock Item - Maintain Stock Items drop down selection box. When the Stock Item Search box appears enter the P/N and FSCM and then select OK. The user will be informed that the part number does not exist and asked if they wish to continue. The user will select YES to continue. This action will open the Maintain Stock Item screen. The system will automatically assign a LICN when establishing a record for a Part Number that does not cross reference to an NSN. In the Maintain Stock Item screen, TRB will ensure the following information is entered:

1. FSC - TRB will enter the last 4 of the MALS UIC for the FSC.

2. Cog - TRB will enter "9P" for the COG.

3. UI – TRB will enter "EA" for the UI.

4. Nomenclature – TRB will enter the nomenclature from the publication.

5. UP – TRB will enter "100.00" for the Unit Price.

The TRB will now single click on the Management Data Tab to continue the data entry for the newly established LICN. In the Management Data Tab the TRB will ensure the following information is entered:

1. Equipage Repairable/Consumable Code (ERC) – TRB will enter "C" for the ERC.

2. Demil – TRB will enter "A" for the Demilitarization Code.

3. Controlled Inventory Item Codes (CIIC) – TRB will enter "U" for the CIIC.

4. Shelf Life Code (SLC) – TRB will enter "0" for the SLC.

5. Shelf Life Action Code (SLAC) – TRB will enter "00" for the SLAC.

6. Limit – TRB will check the Limit Flag Indicator.

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

b. Optimized NALCOMIS Offline for Validation (OFVAL) Requisitions. Optimized NALCOMIS provides the capability to have requisitions print in TRB for special review prior to further processing. These requisitions will be

assigned an LSC of OFVAL. The assignment of the LSC OFVAL is controlled by five fields locally loaded on the Optimized NALCOMIS tables. They are as follows:

(1) High Dollar Value.

(2) Excess Quantity Ordered.

(3) HAZMAT indicator field.

(4) PEB indicator field.

(5) Special Material indicator field.

TRB will review OFVAL requisitions to ensure the excessive quantities and/or the high money dollar are valid requirements by screening the IPB or reference provided by the customer. They will also ensure the requisition has a '2L' advice code to prevent it from being canceled by the Supply System. Pre Expended Bins (PEB) items will be screened against all PEB sites to determine if a local issue can be made. Once the OFVAL requisitions are reviewed, TRB will use the Supply Subsystem - Requisition - Requisition Maintenance screen to update any required data and select the "Apply" button to process the requisition. When the Apply button is selected it will automatically update the LSC and print a picking ticket, in the appropriate division, for action. If TRB determines that an OFVAL requisition is not a valid requirement, it will be canceled utilizing the Supply Subsystem - Requisition - LSC Update Screens. NOTE: Once the LSC is set to "REFER" the requisition is not automatically referred into the supply system. The document must be manually passed or released from the outgoing ZOC file generated by the SAA. Once the requisition is updated or canceled, the OFVAL notice may be discarded.

c. Optimized NALCOMIS NIS/NC Requisitions. TRB will research all NIS/NC requisitions in the mailbox, utilizing, at a minimum, the checklist in paragraph 5101.6g. If the research is successful, the picking ticket will be returned to CIS. If research determines that an issue cannot be made, TRB will provide the checklist to the TRB NCOIC for approval and referral of the requisition. Complete this action by clicking Supply Subsystem - Requisition - LSC Update Screens to update the LSC and REFER. Procedures for activities using the CY04 Pre-Post process are outlined in paragraph 5101.5d.

NOTE: The checklist contained in paragraph 5101.6g is not all inclusive, but contains helpful hints, and will be utilized when performing NIS/NC research.

d. Optimized NALCOMIS NIS/NC Requisitions (for sites utilizing CY04 Pre-Post Procedures). Optimized NALCOMIS Pre-Post determines if a requirement for consumable material has an on-hand quantity in stock. The LSC remains MRIRQ until TRB releases the Outgoing Requisitions from the "Release Outgoing Transactions" Mailbox. TRB will research all MRIRQ requisitions to determine if any substitute/interchangeable stock numbers can be found. If TRB is successful in finding a substitute, the R-Supply and Optimized NALCOMIS databases will be updated, the document cancelled, and the customer will be notified to reorder the requirement for substitute issue. If no alternates can be found, TRB will refer the requisition into the supply system by using the Pre-Post process outlined in paragraph 5101.5d.

(1) Optimized NALCOMIS Consumable Pre-Post. TRB will be required to monitor the INPRO/MRIRQ DDSN mailbox. CMD must verify all NIS/NC requisitions by doing a physical stock check and reporting the results to TRB. Once the NIS/NC is verified, TRB will open R-Supply – Log - Release Outgoing Transactions - Requisitions. In the Release Requisitions dialog box, check Not from Reorder – ALL - Review. TRB will review all pending requisitions for release. Upon review, check the appropriate box for release or cancel. In the event of a cancellation, R-Supply will prompt "Are you sure you want to delete the requisition?". A batch request confirmation box appears with a batch job number. Print or annotate the batch job number for downloading.

(2) Optimized NALCOMIS Consumable Pre-Post Suspense Processing. TRB will be responsible for processing the R-Supply suspense code of 02204, NSN NC. These are records in which NALCOMIS sent a MRIRQ record to R-Supply; however, the NSN was never loaded to the R-Supply database. Research and potential loading of the NSN to the R-Supply database is required. After the NSN is loaded, clearing of the suspense record is required to refer the NC requisition.

(3) Batch File Transfer R-Supply. Utilize the menu options File – Utilities - File Transfer - Batch File Transfer. In the batch file transfer screen select receive from Server, file, transfer to hard drive. In the drive section type C:\(input the job number), click "Apply".

(a) Opening Batch File from C drive. Open My Computer - C:\drive, search for the batch number you transferred. Open the file with notepad and save as a text file. Review the requisitions and remove all that are unnecessary. For example: requisitions that are Local Stock Numbers or NAVAIR Kits would be removed from the file prior to release. The Local Stock Numbers and NAVAIR Kits will be released according to local policy.

(b) Releasing DTO Requisitions. TRB is responsible for the release of all DTO requisitions. TRB clerks must be authorized to release MILSTRIP records and utilize the WEBSALTS website (https://websalts.navy.mil/ws/). Utilize the menu options, File Transfer - Data Files - Select the file type as MILSTRIP – Browse - Upload File.

(c) Files. TRB is responsible for keeping an electronic or hard copy of all released requisitions (filed by date and time of release) for a minimum of thirty days.

6. Special Technical Research Notes. In order to perform proficient technical research, TRB personnel must be familiar with all publications and directives in the Technical Publications Library (TPL). They must also be able to distinguish between a repairable and consumable stock number and ensure that all applicable data is loaded to both the R-Supply and Optimized NALCOMIS databases. Table 5-2 provides a cross reference of TRB responsibilities within the Optimized NALCOMIS screen and R-Supply function. Recognizing that R-Supply is the official inventory and financial database for the supply department, the importance of ensuring that both R-Supply and Optimized NALCOMIS reflect the same data cannot be overemphasized. Accordingly, a reconciliation will be processed monthly between R-Supply and Optimized NALCOMIS. Detailed procedures are outlined in Appendix D of this MCO.

Responsibility	Optimized NALCOMIS	R-Supply Function
Add New NSN	Supply Subsystem>MRF> New	Establish/Change BMF Records
Update NSN Data	Supply Subsystem>MRF> Search	Local Change Notice Action
Add, delete, update Substitute NSN	Supply Subsystem>MRF> Search>Alt NIIN	Establish Substitute/ Interchange Stock Number
Add/update New Part Number	Supply>MRF>New	Part Number File

Table 5-2.--Responsibility to Conversation/Function Cross Reference Table

a. Reconciliation Reports. The following reports will be completed and maintained by the TRB as a result of the NSNS analysis portion of the R-Supply/Optimized NALCOMIS reconciliation.

(1) J60660 – COG/MCC Not on NALCOMIS.

(2) J60600 – Supply NIIN's Not On NALCOMIS Repairable/Consumables.

(3) J60610 – Supply NIIN's Added to NALCOMIS.

(4) J60650 – NSN Records with No COG Symbol, NSN Records with Repairable COG/MCC but No FGC Assigned, COG/MCC Not on NALCOMIS.

The TRB will comply with Appendix D when working these reports.

b. Cancelling a Requisition in Optimized NALCOMIS. When cancelling a requisition in Optimized NALCOMIS, use Supply Subsystem – Requisition - LSC update and ensure a clearly stated reason for the cancellation is placed in the Reference/Local Use field. When completed, the TRB will select the "SAVE" button to complete the cancellation.

Note: Local policy will dictate if further action is required to notify the customer when cancelling a requisition.

c. Loading Part Number, Stock Numbers and Interchangeability Data. When loading part numbers, stock numbers, and interchangeability data, ensure that both R-Supply and Optimized NALCOMIS are updated. If only one system is available at the time updates are made, print the screens and place them in the PDEF so that you remember to update the unavailable system.

d. Researching OFFTR Requisitions. When researching OFFTR requisitions, remember that the most common mistake is an incorrect CAGE code. Use Supply Subsystem – MRF - Search screen to query the individual part number only. The CAGE code may have been input into NALCOMIS incorrectly. You may also need to search for the stock numbers associated with the specific part number.

e. Adding a Repairable NSN. When loading repairable NSN's, ensure both the SMIC and MCC are loaded to both R-Supply and Optimized NALCOMIS. This

will greatly reduce the number of errors that will require correction when the system reconciliation is ran. You must also ensure that the correct FGC is loaded. The FGC identifies how related repairable NSN's are grouped together in a "Family". A common mistake is to enter the FSC in the FGC field. TRB will coordinate with the RCB prior to establishing a repairable NSN/NICN/LICN.

(1) Depot Level Repairables (DLR's) fall into two categories: AVDLR's, 7R COG items managed by NAVICP-P; Non-AVDLR's, 7E/7G/7H/7N/7Z COG items managed by NAVICP-M. All DLR items have two prices. A standard price (unit price, UP) and a net unit price (NUP). In order to ensure that funds are properly charged, the TRB must ensure that both the UP and NUP are properly loaded. Like all other _R COG items, AVDLR items must have both the SMIC and MCC loaded.

(2) Field level Repairables are 3 Cog items managed by DLA, allowanced by NAVICP-P and inducted into the IMA for repair. BCM'd 3 Cog items are disposed of through the DRMO process. 3 Cog items are replenished through the BP-28 account.

(3) All repairable items (MCC code of D, E, G, H, Q, or X) must have a FGC and also have all other NSN's in the FGC tied to each other with a Family Relationship Code (FRC), an Alternate NIIN Cognizant Code, and an Alternate NIIN Relationship Code. These codes are critical to proper Optimized NALCOMIS processing. In order to properly set up repairable families, two basic rules must be followed: (a) every NSN within a Family Group Code is one hundred (100) percent interchangeable with every other NSN in the family, and (b) there is no interchangeability across family groups. Exceptions to these two rules must be given to the RMD OIC/NCOIC for resolution. Based upon the two rules above, always use an Alternate NIIN Relationship Code of '21' and use a '1' for the Alternate NIIN Cognizant Code. These codes will ensure one hundred (100) percent interchangeability.

f. Establish NSNs to the Stock Item Table.

(1) The mandatory entry requirements are accomplished using the Inventory - Stock Item - Maintain Stock Item and enter the appropriate data for the NSN. In addition to the required entries, the following additional data is necessary to maintain good Stock Item and Inventory Management.

(a) ERC – Equipage, Repairable, Consumable.

(b) SMCC – Special Material Content Code (If Applicable).

(c) TSC – Type Storage Code.

(d) DEMIL - Demilitarization Code.

(e) CIIC – Controlled Item Inventory Code.

(f) SLC – Shelf Life Code.

(g) SLAC – Shelf Life Action Code.

(h) PMIC – Precious Metal Indicator Code.

(i) RIC – Repairable Item Code.

g. Deep Technical Research. At times it will be necessary for the TRB to perform deep technical research on items to avoid passing an invalid requisition into the Supply System. The following checklist, not all inclusive, contains helpful hints, which can be utilized when performing deep technical research.

(1) Check FEDLOG/Parts Master/NAVICP's database for a suitable substitute NSN.

(2) Check the reference to ensure that the part number that was ordered is correct. Some common errors found are inverting numbers or mistaking a '5' for an 'S'.

(3) Check the reference provided for alternate part numbers. In some cases there may be an alternate item listed above or below the ordered item.

(4) Check the reference for the Source, Maintenance and Recoverability (SM&R) code. The SM&R code breakdown is listed in reference (aq).

(5) Check the reference for a detailed breakdown of the ordered item. In some cases a bit and piece part breakdown of the requisitioned part may be available. If a bit and piece part breakdown is listed and parts are available, contact the customer and ask if they are authorized to repair the part locally.

(6) Check the COSAL document.

(7) When performing a deep technical research on common items use the following information:

(a) Locate a common item cross reference listing. In some cases nuts and bolts have substitute part numbers that are interchangeable. For example, a common part number for a bolt is AN3340 and can be replaced by P/N MS20073 with the only difference being that the MS bolt has a drilled head. When searching for substitute items, the material that the item is made of must also be taken into consideration. (NOTE: Contact the customer and verify ALL possible substitute information prior to adding the interchangeability data into Optimized NALCOMIS and R-Supply).

(b) In some cases, a longer and sometimes larger common item can be substituted. However, the customer must verify whether a longer or larger item is acceptable. For instance if the customer ordered P/N AN3340-12, P/N AN3340-14 is longer and may be an acceptable substitute but MUST be verified prior to issuing and/or adding the interchangeability data into Optimized NALCOMIS and R-Supply.

(8) The rule when performing deep technical research is to use common sense. Contact a Squadron Technical Representative and communicate with the customer.

h. Blank Shelf Life /Shelf Life Action Codes. Stock Item Table records with a blank Shelf-Life Code will be identified and researched by TRB to determine the appropriate SLC and SLAC. After the SLC and SLAC have been identified, they will be loaded to R-Supply by selecting Inventory - Stock Item - Maintain Stock Item. These records should be reviewed on a monthly

basis and can be identified by using the R-Supply ADHOC program tailored to select only those NSNs with a blank SLAC.

7. Review and Refer Certain Types of Direct Turnover (DTO) Requisitions. TRB will review and refer, into the supply system, all DTO requisitions (except HIPRI, PEB, Open Purchase, Custodial (i.e. Flight Equipment, TBA, IMRL), Repairables, and Safety Footwear) which cannot be filled from the Supply Officer's stock. Referral of DTO requisitions falls into three categories:

a. Optimized NALCOMIS NIS/NC Requisitions. These requisitions are reviewed and referred as outlined in paragraph 5101.5d.

b. Optimized NALCOMIS Requisitions for Non-Standard Items. As with any system, there are exceptions, which must be processed manually. All Aviation Fleet Maintenance (AFM) requirements will be received via Optimized NALCOMIS. However, to pass these exception requisitions into the Supply System, the following special processing must be accomplished.

(1) All requisitioning activities will submit “MD” source coded part number requisitions to NAVICP, Philadelphia, Pa. via Automated Non-Standard Requisitioning System (ANSRS)in accordance with reference (ar). The following information is required:

(a) Source Code Reference.

(b) Designated Overhaul Point (DOP).

(c) Type Equipment Code (TEC).

(d) And price quote or estimate.

(e) The subject line will read as follows: “MD” SOURCE CODED P/N REQUISITION.

(2) All other P/N requisitions will be submitted to NAVICP, Philadelphia, Pa. via ANSRS. To assist in the processing of part number requisitions, the following information must be provided:

(a) MILSTRIP Requisition/Format.

(b) Part Number (P/N).

(c) Commercial and government entity (CAGE).

(d) Nomenclature (NOMEN).

(e) Reference (REF) complete with page/figure/item number.

(f) Source Code (S/C).

(g) Type Equipment Code (TEC).

(h) Next Higher Assembly (NHA).

(i) Aircraft/Application/WSDC (e.g., AV-8B).

(j) Additional Remarks (e.g., Unable to manufacture locally).

(3) Technical Directive Compliance (TDC) Kits will be received via Naval Message. A copy will be maintained on file in the Technical Publication Library and copies will be forwarded to RMD and CMD. TRB will research all TDC Kit requirements to verify if the complete kit is to be requisitioned or if all or some of the items in the kit are Navy/DLA Supply System items. These must be requisitioned/issued (if stocked in MALS Supply Officer Stores) separately via normal supply channels. The control of TDC kits is accomplished through the assignment of two Material Control Codes (MCC). MCC of "M" is assigned to control TDC kits which are requisitioned through normal supply channels (one KIT with all applicable BUNOS/serial numbers per requisition); MCC "Z" is assigned to Naval Aviation Logistics Center (NALC) controlled TDC kits which can be requisitioned via priority Naval message, FAX transmittal, the NAVAIRSYSCOM Central Kitting Activity (CKA) or by email to the CKA Kit Manager. All Email addresses for the CKA Kit Managers can be obtained via the web at http://ckakits.com.

(4) When processing requests for material, consideration must be given when assigning the cognizance symbol (COG).

(5) Part number requisitions submitted to NAVICP-P will be assigned a Local Item Control Number (LICN) from Optimized NALCOMIS. Locally assigned LICNs must start with "LL" in positions 1-2. Positions 3-5 will contain the MALS routing identifier. Positions 6-9 will be a sequential number incremented by one (1) FOR EACH NEW LICN. Example: LLQ4M0001. Each locally assigned LICN will be assigned a COG of 9P to preclude TIR processing.

(6) At times, requests for material will be received citing a commercial reference. If the material does not have a valid NSN, the item will be submitted via ANSRS or to SSD for Open Purchase.

(7) Requests for material that is stock numbered and assigned an Acquisition Advice Code (AAC) of "L" for local purchase will be submitted to SSD for Open Purchase. TRB will validate the Open purchase request ensuring all required information, including the NSN requested, is annotated in the remarks block to assist in procurement. A complete list of AAC codes is listed in reference (w), Appendix 23.

NOTE: TRB will coordinate with the SAA to ensure the outgoing requisition is removed from the outgoing external requisition file.

8. Stock Control Review Listing. The Stock Control Review listing is produced daily for review of transactions posting to R-Supply. All incoming status cancellations will be reviewed daily and appropriate stock item maintenance action taken based on the cancellation status received. Each record on the report will be annotated with the action taken. The report will be signed and dated by the person conducting the review. The current and prior report will be maintained.

Chapter 5

Section 2: Expeditor Reconciliation Branch (ERB)

5200. General

1. Responsibilities. ERB is responsible for the internal and external reconciliation, monitoring and expediting of all DTO requisitions (except AWPB, Open Purchase, IMRL, Tool, Flight Equipment, Custodial (TBA), Pre-Expended Bin and SERVMART).

2. Duties

a. ERB will maintain the following files:

(1) Pending Data Entry File (PDEF).

(2) Reconciliation Files.

(3) Supply Assist File.

(4) Survey File.

(5) Supply Discrepancy Report (SDR) File.

(6) Correct certain types of R-Supply suspended transactions.

b. ERB will perform the following duties. A list of computer generated reports required to perform these duties is contained in table 5-3.

Review and Refer Certain Types of High Priority Requisitions			
Report Name	Frequency	Retention	Procedure Reference
1. NMCS/PMCS High Priority Report, Optimized NALCOMIS	Daily	Current and Prior	5201.6

Coordinate and Conduct Internal Requisition Reconciliation			
Report Name	Frequency	Retention	Procedure Reference
1. NMCS/PMCS High Priority Report, Optimized NALCOMIS	Daily	One Month	5201.7
2. Requisition Listing (JSL311); R-Supply, BMT Equivalent	Based on Issue Group	Current and Prior	5201.7

Table 5-3.--Reports Required For Performance of Duties, ERB

Initiate and Monitor Requisition Actions Resulting From Internal Requisition Reconciliations			
Report Name	Frequency	Retention	Procedure Reference
1. NMCS/PMCS High Priority Report; Optimized NALCOMIS	Daily	Current and Prior	5201.8
2. Requisition Listing (JSL311); R-Supply, BMT Equivalent	Based on Issue Group	Current and Prior	5201.8
3. Suspended Transaction Report, R-Supply	Daily	Two (2) Weeks	5201.8
4. Stock Control Review Listing, R-Supply	Daily	Current and Prior	5201.7f
5. Supply DTO Requisitions Not on NALCOMIS, NALCOMIS DTO Requisitions Not on Tape (J60680)	Monthly	Current	5201.6d

Conduct Requisition Rescreens			
Report Name	Frequency	Retention	Procedure Reference
1. Outstanding DTO With On-Hand Quantity (JSL305), R-Supply, BMT Equivalent	Daily	Current and Prior	5201.10

Table 5-3.--Reports Required For Performance of Duties, ERB--Continued

(1) Review and refer certain types of high priority DTO requisitions.

(2) Coordinate and conduct internal requisition reconciliation's.

(3) Initiate and monitor requisition actions resulting from internal requisition reconciliations.

(4) Receive from the SAA and validate External Material Obligation Validations (MOV).

(5) Conduct requisition rescreens.

(6) Provide supply status for paragraph three (3) of the Aircraft Material Readiness Report (AMRR).

(7) Update supply status and remarks on the AMSRR.

(8) Manually update status on high priority requisitions.

5201. Procedures

1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a holding file for source documents of transactions processed during temporary system non-availability. Although no specific

sequence is required, transactions will be grouped by like category: requisitions to be referred into the Supply System or High Priority requisition status to be loaded into Optimized NALCOMIS.

b. Whenever system(s) become available, all transactions contained in the PDEF will be entered into the appropriate system.

2. Maintain Reconciliation Files

a. Internal Completed Reconciliation File

(1) This file will contain the signed original reconciliation listing used to reconcile customer requisitions other than NMCS/PMCS High Priority Requisitions. All requisition actions taken as a result of reconciliation will be annotated on this listing.

(2) A separate listing binder will be maintained for each customer and will contain a minimum of the current and prior reconciliation listing.

b. External MOV File.

(1) This file will contain MOV products received from the SAA.

(2) The current and previous quarterly reports will be retained.

c. NMCS/PMCS High Priority Requisition Report.

(1) This file will contain the signed original NMCS/PMCS High Priority Requisition Report that is used to reconcile critical requisitions on a daily basis.

(2) Current and prior reports will be retained.

3. Maintain a Supply Assist File

a. This file will contain all supply assists initiated by ERB. The supply assist(s) will be for an NSN and will list all DTO requisitions outstanding with the latest status. To increase the overall impact of the supply assist, all outstanding stock requisitions will also be listed with latest status.

b. The file will be manual or mechanized and will contain both pending and completed Supply Assist Requests, sorted in NIIN sequence. Upon receipt of the response, the pending Supply Assist Request will be moved from the pending file and placed in the completed file along with the response. Information in the Supply Assist file will be retained for a period of one (1) year.

4. Maintain a Supply Discrepancy Report (SDR) File. This file will contain pending and completed SDR's submitted on DTO material that has been lost in shipment. The file will be maintained in NIIN sequence and will be retained per reference (c) SSIC 4440.1b. Procedures for completing the Standard Form 364/361 for reporting shipping discrepancies are outlined in reference (z) (when the discrepancy is attributable to a shipper error) and reference (w), volume 1, chapter 4, part C, section III, paragraph 4269. Procedures for completing the Standard Form 361 for reporting shipping discrepancies are outlined in reference (aa) Part II (while the material is in the

transportation system) and reference (w), volume I, chapter 4, part C, section III, paragraphs 4269.3 and 4273.

NOTE: Refer to Appendix AA for detailed procedures on how to draw down these instructions/publications from the various web sites.

5. Review and Refer High Priority DTO requisitions

a. ERB will review and refer all Non-Mission Capable Supply (NMCS), Partial Mission Capable Supply (PMCS), Anticipated Non-Mission Capable Supply (ANMCS), Test Bench Out of Service (TBOS), Casualty Reports (CASREPS) and Broad Arrow requisitions (i.e., critical requisitions) in Optimized NALCOMIS for consumable material that is NIS or NC after being notified by TRB that no substitutes are available. Referral of all high priority requisitions for repairable material will be accomplished by RCB via Optimized NALCOMIS. If local policy dictates that ERB pass critical high priority requisitions by telephone, FAX, Email or any other means, under no circumstance (when systems are available) will this be done until ERB has created the appropriate internal requisition (DI A0) or been notified by RCB that the internal requisition (DI A0_) has been created. Remember, when expediting material from more than one source, it is essential that once shipping status is received from one activity, an immediate cancellation request be sent to any other activity contacted, (making sure that shipping status has not been received from those activities). This is especially significant because document numbers can only be used one time. In cases where the document at the other activity cannot be cancelled, when received, the paperwork will be properly processed (i.e. receipt with override and DTO placed in stock and/or offloaded). Procedures for processing NMCS, PMCS, ANMCS, TBOS, TFOS and CASREP requisitions can be found in reference (w), chapter 3, part A, section II.

b. In special cases ERB will have to offline a requisition. Requisitions will only be offlined if approved by the SRD officer and the Aviation Supply Officer. Offline requisitions will be placed on a separate section of the NMCS/PMCS Hi-Priority Report with the local supply ORG Code and a specific offline Bureau Number (BUNO). The following is a list of reasons for a NMCS/PMCS document to be placed offline:

(1) A Payback is required to replenish the Fly In Support Package (FISP).

(2) A Payback is required to replenish a Rescreen Issue (NOTE: This will only be required when the DTO Requisition has Shipping Status on file and the RMD/CMD officer(s) has been notified).

(3) A Payback is required to replenish a Lateral Support Request.

(4) A document is required to satisfy a SDLM requirement (NOTE: RCB will control SDLM requisitions).

(5) A document is still required but the aircraft in Out Of Reporting Status (OOR).

(6) A document is No Longer Required (NLR) by the customer, with shipping status on file. (NOTE: The requisition when received will be forwarded to CCB/RCB for action.

The above listed reasons will be the only circumstances where a Hi-Priority requisition will be placed offline. In no case will a requisition be placed offline to replenish a non hi-priority requirement. (I.e., "goodie locker" requirement, EOC "B" coded requisitions per the respective Aircraft Mission Essential Subsystem Matrices (MESM). It is critical that these requisitions are expedited in a timely manner. To ensure that the requisition is not misidentified, a YE1 will be entered in R-Supply stating the reason why the requisition is offline. The following table is a list of buno numbers that will be used to offline requisitions for the reasons previously stated above:

BUNO NUMBER	Responsibility
111111	Payback to the FISP
222222	Payback to Stock (Repairable)
333333	Payback to Stock (Consumable)
444444	Payback to Lateral Support
555555	SDLM Requirement
666666	Aircraft is Out of Reporting Status
777777	Requisition NLR, Shipping Status on File

The offline report will be ran weekly to ensure one hundred (100) percent visibility of these offline requisitions. Follow-ups will be processed the same as an online requisition, IAW Appendix S of this MCO.

c. In conjunction with CASREP requisitions a CASREP report must be submitted, via naval message, to the appropriate TYCOM. This message is initiated by the department/squadron, which has cognizance over the casualty equipment. ERB will provide equipment casualty parts ordered for the inclusion in this message. Message format and data elements can be found in reference (w), volume 1, chapter 3, part A, section II, paragraph 3030.

6. Coordinate and Perform Internal Requisition Reconciliations

a. General. ERB is responsible for the internal reconciliation, monitoring and expediting of all direct turnover (DTO) requisitions (except AWPB, Open Purchase, IMRL, Tool, Flight Equipment, Custodial (TBA), Pre-Expended Bin and SERVMART). ERB will monitor and conduct requisition reconciliations for all customers as prescribed below.

b. Reconciliation Aids. ERB has several programs available to produce reconciliation listings:

ADHOC - Utility program against R-Supply tables.

JSL311 - R-Supply Material Obligation Validation.

J62500 - Optimized NALCOMIS – Outstanding Material Requirements Report.

BMT – Buffer Management Tool.

Due to the almost limitless selection and sequencing capabilities of the above programs, ERB must experiment with each program's options and determine which program will provide the most useful tool for conducting reconciliations. It is probable that different programs will produce

reconciliation listings for different customers. The Optimized NALCOMIS Outstanding Material Requirements Report is generally the best report for reconciling with an IMA Work Center because of its capability to select only that work centers requisitions. No matter which program is used to generate reconciliation listings, ERB will ensure that at least two (2) copies of the listing are printed so that both the ERB and the customer will have a copy of the listing.

c. ERB will monitor and conduct requisition reconciliations for all other customers external to the ASD as prescribed by the following time-frames:

(1) Daily - Issue Group I, Priorities 1-3, Critical requisitions. Critical Issue Group I requisitions are NMCS, PMCS, ANMCS, TBOS, Broad Arrow, CASREPS and any other categories as directed by the supply officer. ERB will utilize the Optimized NALCOMIS NMCS/PMCS/High Priority Requisition Report to conduct a daily reconciliation with each customer. ERB will deliver a minimum of two copies of the NMCS/PMCS High Priority Requisition Report to all customers at the beginning of each workday. The customer will validate all requisitions on the report and annotating any outstanding requisitions not on the report. ERB will make any necessary corrections to the report and file the signed original in the NMCS/PMCS High Priority Requisition Report File. The NMCS/PMCS High Priority Requisition Report is requested using Optimized NALCOMIS Reports Subsystem – Supply - High Priority - NMCS/PMCS. ERB in conjunction with a MALS maintenance representative will conduct a monthly unannounced "Holes Check". The results will be reported to the squadron that the Holes Check was conducted, the MALS AMO and the AVNSUPO.

(2) Weekly - Issue Group I, Priorities 1-3, High Priority requisitions. All other Issue Group I requisitions will be reconciled on a weekly basis. ERB will produce a listing of each customer's Issue Group I requisitions and conduct an on-site reconciliation. Reconciliations are conducted jointly by a member of ERB and a representative of the unit being reconciled. Each requisition on the listing will be validated to ensure the requirement is still valid or has not yet been received. If the customer shows an outstanding requirement, which is not on the listing, the ERB representative will log into Optimized NALCOMIS and view the status of the requisition. If the requisition is outstanding in Optimized NALCOMIS but not in R-Supply, the ERB representative will take appropriate measures to establish the record in R-Supply. If the requisition is not in Optimized NALCOMIS but outstanding in R-Supply, the ERB representative will take appropriate measures to establish the requisition in Optimized NALCOMIS. If the requisition is not in either database then the squadron expeditor will be required to reorder the requirement. Upon completion of the reconciliation, ERB will have the unit representative sign the last page of the listing certifying that all the outstanding requisitions are valid and that all other annotations are accurate. ERB will provide the customer with an annotated copy of the listing. ERB will initiate any required action (follow-up, cancellation request, receipt) as outlined in paragraph 5201.8 and file the completed reconciliation listing in the Internal Completed Reconciliation File.

(3) Monthly - Issue Group II & III, Priorities 4-15, Routine requisitions. All Issue Group II & III requirements will be reconciled monthly. This reconciliation is conducted in the same manner as the weekly reconciliation.

d. R-Supply/Optimized NALCOMIS Reconciliation. Monthly, the SAA will coordinate and run the NALCOMIS/Supply DTO Report (J60680) in R-Supply and the Reconciliation Report from Optimized NALCOMIS IAW Appendix D of this MCO. As a result of the DTO Reconciliation portion of this reconciliation, ERB will take action prescribed in Appendix D to correct consumable DTO requisitions on these reports. Repairable DTO requisitions, which appear on these reports, will be corrected by RCB.

7. Initiate and Monitor Requisition Actions Resulting from Internal Requisition Reconciliations. After ERB has conducted reconciliation, they are responsible for ensuring that the appropriate requisition action (receipt, cancellation, follow-up request) is accomplished based upon whether the user has received the material, no longer requires the material, or still requires the material.

a. Material Received in R-Supply/Optimized NALCOMIS. If the customer indicated that the material was received; ERB needs to verify the material was ordered through the supply system and will then process the ROB through Supply Subsystem – Requisition - Receipt and the receipt through the Supply Subsystem – Requisition - Receipt in Optimized NALCOMIS. ERB will print the Requisition Screen through Supply Subsystem – Requisition - DDSN Inquiry in Optimized NALCOMIS and annotate it “Complete During Reconciliation” and forward the screen print to SAD for inclusion in the CTF or appropriate division for scanning into the FIMS database. NOTE: If research determines that the requisition is still outstanding, a cancellation request (AC1) will be submitted along with an appropriate YE1 information message.

b. Material No Longer Required in R-Supply/Optimized NALCOMIS. When the customer no longer requires material, ERB will request cancellation of the requisition using Supply Subsystem – Requisition - LSC Update in Optimized NALCOMIS or Logistics – Status - Supply in R-Supply. Document Identifier AC1 is used to request cancellation. Note: If the requisition has been "confirmed" by the ERB NCOIC to have no status in the Supply System, the requisition can be canceled with an “RX” status code. "Under no circumstances will an "RX" be loaded without some type of confirmation." A YE1 will be entered stating that the document has “No Status” in the Supply System and/or the requisition is “No Longer Required Per Monthly Reconciliation”.

c. Material Still Required. When the customer still requires the material, ERB will review the status of the requisition and, if necessary, send the appropriate follow-up. Manually initiating follow-ups can be a labor-intensive process; therefore, ERB should make all possible use of the Requisition Follow-up Report (JSL302). Although the JSL302 does not generate follow-ups on every record that meets the selection criteria, the records that it does generate do not have to be inputted manually, therefore reducing the ERB's workload. However, each requisition will be reviewed before follow-ups are released.

(1) Squadrons participating in the Unit Deployment Program, a cruise or other prolonged deployment may have outstanding requisitions for material still required, despite their not being present for reconciliation. Prior to a squadron’s deployment a validation of requirements should occur between the ERB and the Maintenance Control division of the squadron.

(a) All requisitions for Technical Directive Change Kits and modification kits will be considered material still required after a squadron

has departed. Once received, these kits will be shipped, via fastest traceable means, to the deployed squadron when practical. NOTE: If the squadron takes their aircraft then the items will be shipped to the deployed site. If the squadron swaps aircraft then the items will be issued to the squadron who now owns the aircraft.

(b) All non-JCN related requisitions should be candidates for cancellation.

(c) Any Job Control Number related requisitions should be reviewed to determine their validity and either cancelled or remain outstanding despite the squadron's departure. Factors to consider in determining this should be the age of the requisition, the estimated delivery date in relation to the squadron's return date and the Acquisition Advice Code. The shipment of these items upon their receipt to the deployed squadron will be based upon the Supply Officer's discretion.

(d) Additionally, other publications, NATOPS information and maps may be received by the Receiving Branch should be forwarded to the deployed squadron.

d. Incoming Status. Incoming status is processed in two forms; Batch and Interactive.

(1) Batch Processing. When status is received via WEBSalts, the SAA will schedule an R-Supply batch job to load the incoming status.

(2) Interactive processing for R-Supply/Optimized NALCOMIS. Status received via Naval Message and telephone will be processed via R-Supply Status Processing. If R-Supply is unavailable, ERB may input status directly into Optimized NALCOMIS using the Supply Subsystem – Requisition - Requisition Maintenance screen. However, the status must be placed in the PDEF because status loaded directly to Optimized NALCOMIS does not generate an interface record to update R-Supply. The R-Supply Status processing function does interface and update NALCOMIS records.

(3) Monthly, ERB will run a Requisition Listing (JSL311) in R-Supply or ADHOC equivalent to produce a listing of all DTO requisitions with cancellation requests pending. ERB will review all records on this report and initiate the action described in Appendix S.

e. Correct Certain Types of R-Supply Suspended Transactions. ERB will be required to correct transactions on the R-Supply Suspended Transaction Listing. The Suspended Transaction Listing is generated daily as a result of routine processing by the SAA. ERB will review the listing daily and correct all consumable DTO A0 requisitions and status (except PEB, AWP, TBA, IMRL, Tool, Open Purchase and Flight Equipment) and any local change notice (DI NC9/NCH) records.

f. Review Stock Control Review Listing. The Stock Control Review Listing is produced daily for review of transactions posting to R-Supply. Records cancelled in suspense will be reviewed daily for accuracy to ensure the record was not cancelled erroneously. If the record is determined to have been erroneously cancelled, the interface record can be re-generated via the outgoing reports - internal Optimized NALCOMIS interface. Each record on the report will be annotated with the action taken. ERB will also review DTO requisition cancellations to determine whether a reorder must be

accomplished. ERB will ensure immediate notification is given to the customer for High Priority requisition cancellations. The report will be signed and dated by the person conducting the review. The current and prior report will be maintained.

g. Process Requisitions with Overage Shipment Status. At least monthly, ERB will identify and process requisitions with Overage Shipment Status. There are three status document identifiers that provide shipment status (AS_, AU_, and AB1). Document Identifier AE_ with status code BA over thirty (30) days (CONUS) and ninety (90) days (OCONUS) will also be considered Overage Shipment Status as long as there is no future ESD loaded to the BA status. If there is an ESD loaded then the requisition will continue to remain as an outstanding requirement with follow-ups to be submitted as required. Procedures for completing the Standard Form 364 (SF364) for reporting shipping discrepancies are outlined in reference (z) (when the discrepancy is attributable to a shipper error) and reference (w), volume 1, chapter 4, part C, section III, paragraph 4269. Procedures for completing the Standard Form 361 for reporting shipping discrepancies are outlined in reference (aa), Part II (while material is in the transportation system) and reference (w), volume 1, chapter 4, part C, section III, paragraph 4269.3 and 4273.

NOTE: Refer to Appendix AA for detailed procedures on how to draw down these instructions/publications from the various web sites.

(1) AS_, AU_ shipment status format. The shipment date is in position 57-59. The shipment number (GBL, TCN, etc.) is in position 62-76. The mode of shipment is in position 77.

(2) The AB_ format is similar to the AE_ series except that the procurement instrument identifier number (PIIN) is recorded in position 60-72 and the estimated shipment data is recorded in position 77-80.

(3) DTO requisitions are considered to have Overage Shipment Status if the material has not been received within thirty (30) (for CONUS shipments) or ninety (90) days (for OCONUS shipments) from the shipment date. An additional thirty (30) days is authorized to identify Overage Shipment Status requisition, conduct the necessary research, prepare and submit the SDR. Once records are determined to have Overage Shipment Status the actions outlined in the following paragraphs will be taken.

(4) The first step is to determine whether or not the material was actually received. The first place to check is with the customer. If the customer has received the material, ERB will process a receipt for the requisition. If the customer has not received the material, check the CTF or FIMS database in SAD for a copy of the receipt paperwork. If the receipt paperwork is found, process the receipt and notify the customer of whose signature appears on the receipt paperwork so they can find the material. If no receipt documentation is found or there is no proof of delivery signature, ERB must initiate a spot inventory to determine if the material was erroneously placed in stock. At this point, processing splits into two categories; Repairables and Consumables.

(5) DTO Repairables. ERB will provide RCB with a listing of repairable overage shipment status requisitions. RCB will conduct an inventory on the entire Family Group Code and, if RCB determines that the material was erroneously placed in stock, they will take necessary steps to

issue the material to the customer. For those items that RCB determines were not erroneously placed in stock, RCB will conduct causative research and prepare the survey. Note: A survey is required for all repariables regardless of unit price.

(6) Consumables. ERB will provide CMD with a listing of DTO consumable overage shipment status requisitions. CMD will inventory the NSN's on the listing and if CMD determines that the material was erroneously placed in stock, they will take necessary steps to issue the material to the customer. For those items that CMD determines were not erroneously placed in stock, the causative research will be returned to ERB for receipt processing. "UNDER NO" circumstances will DTO consumable receipts be processed that result in a "Loss In Shipment".

(7) SDR(s) will be submitted to the issuing activity as per reference (w), volume I, chapter 4269. A YE1 information message identifying the ROD Control Number (RCN) and expounding information will be input into R-Supply. Each possible response and actions to be taken are described in the following paragraphs:

(a) If the issuing activity responds, indicating that the material was shipped and that credit will not be granted, then process the receipt and have the unit re-order the requisition. File the response with the originally submitted SDR(s), with the new requisition number as a closed case.

(b) If the issuing activity responds indicating that the material was not shipped and credit will be granted, then the receipt which was processed will be reversed using Stock Control Receipt Processing through R-Supply. R-Supply will automatically reverse the survey, ("repairables only"), which also processed in the original transactions. This process will cause the requisition to be outstanding again. The requisition will be internally canceled using Logistics Subsystem – Status – Supply - Incoming Status Option - Select AE1 from the Type Group Box. When this is selected enter a status code of "RX" and select apply. This action will cancel the requisition. When this is completed, a Memorandum Financial Liability Investigation of Property Loss (DD Form 200) describing the reason for the survey reversal will be prepared by the ERB, signed by the SRD OIC/NCOIC, and submitted to the SAD to justify the survey credit.

Memorandum Reports of Survey are only required for survey action that has posted to the "live" DI 100. A copy of this Memorandum Financial Liability Investigation of Property Loss (DD Form 200) will be attached to the original Financial Liability Investigation of Property Loss (DD Form 200) in the Survey File. The response to the SDR will be filed with the originally submitted SDR.

(c) If the issuing activity responds, indicating that the material was not shipped but that credit will not be granted, then the actions described above to reverse the receipt/survey and cancel the requisitions (DI A0_) will be taken. SAD will be provided with the appropriate information in order to challenge the billing, which will be on the Summary Filled Order Expenditure Difference Listing (SFOEDL) or Unfilled Order Listing (UOL).

(d) If the issuing activity does not respond to the SDR(s) within the required timeframe (within thirty (30) days of receipt of SDR), then a follow-up will be sent. If necessary, subsequent follow-ups will be

sent at thirty (30) days intervals. If the issuing activity fails to respond to the SDR(s) and/or subsequent follow-ups and the requisition will go to history within five (5) days, then the actions described above to reverse the receipt/survey and cancel the requisition (DI A0_) will be taken. Also, SAD will be provided the appropriate information to challenge the billing, which will be on the SFOEDL or UOL. The cognizant Wing will be notified of any persistent non-response to SDR's.

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

h. Correct Requisitions with No Status in R-Supply. Daily, ERB will run a requisition listing (JSL311) in R-Supply to produce a listing of all DTO requisitions with no status. ERB will review all records on the report and initiate the action described in Appendix S.

8. External Material Obligation Validations (MOVs). In order to validate requisitions on their backorder files, ICP's generate Material Obligation Validation (MOV) requests. The ICP provides each customer with a document identifier AN1 record for each requisition. ANls are received through SALTS, batched by UIC. Quarterly, ERB will receive from the SAA all AP_ responses for validation, to be returned within ten (10) working days from receipt. Detailed validation procedures are in Appendix S, Paragraph 17.

9. Conduct Requisition Rescreens for Consumable Material. A rescreen issue is the issue of newly available material, to fill a requisition, for which material was previously unavailable and a DTO requisition has been referred. To identify Consumable NMCS/PMCS requisitions for potential rescreen, ERB will use the NMCS/PMCS Requisition Report daily. To identify all other Consumable requisitions for potential rescreen, excluding Repairable material and Project Codes ZC8/ZQ9, by generating R-Supply report for Outstanding DTO's with Stock On-hand Report (JSL305) or the BMT equivalent. DTO Dues with Stock On-Hand Report can be generated through the Logistics Option – Management - Logistics Reports - Requisition Monitoring - DTO's with Stock Onhand, Select the options required, Select the Apply button, Select the New Request Option to process another record or the Close Screen Option to exit from this process. Information concerning the Outstanding DTO's with Stock On-hand Report (JSL305) for R-Supply is contained in the R-Supply Users Manual. The JSL305 will set the BRF-RESCREEN-IND to S and produces the "DTO Dues with Material On Hand Report" and writes records selected for rescreening to the RES file. Procedures for generating the BMT report for DTO Dues with Material on-hand can be found in the BMT User's Guide.

a. NMCS/PMCS Requisition Report. This report is produced daily with all outstanding NMCS/PMCS requisitions and current status of those requisitions. ERB will research this report using the Stock Item Query on all Consumable requisitions to determine if a complete issue from stock can be made. If an issue cannot be made no further action is necessary. If ERB determines that an issue can be made, ERB will annotate this report with the location and on hand quantity from R-Supply. A copy of the annotated report will be forwarded to CCB, who will conduct an inventory to verify that material is on hand and an issue can be accomplished.

b. Rescreen Issue of NMCS/PMCS Requisition for Consumable Material. CCB will annotate on the NMCS/PMCS Requisition Report whether or not material is available for rescreen and return the report to ERB. If material is not

available, then no further action is necessary. If material is available, ERB will notify the customer to request cancellation on the outstanding requisition and submit a new requisition with a new document number on which the material will be issued. CCB will perform any actions necessary to correct any inventory discrepancies identified during this process.

c. DTO Dues with Material On Hand Report. This report is used by management to determine if a complete issue from stock can be made and whether the DTO Due should be cancelled. The DTO Dues with Material On Hand Report displays selected records from the RES file along with other requisition table records that have outstanding DTO's with on hand quantity, but do not qualify for the Rescreen process. This report is produced in Requisition Table NIIN within prime location sequence. The stock number and all pertinent data are listed along with all DTO requisitions that represent the total DTO due quantity. For each DTO requisition listed under respective stock numbers, the DI, Document Number, Supplementary Address, Unit of Issue, DTO Due Quantity, and Priority are listed, for determining the requisition's disposition. Current and prior annotated reports will be retained by the ERB.

d. Records not selected for Rescreen. Records are not selected for Rescreen and will not be produced on the DTO Dues with Material On Hand Report if the following conditions exists:

(1) The Department Code for the document number being processed is 8 (FLT OPS).

(2) The Requisition-SUPPORTED-UNIT-CODE is R (requisition monitoring only).

e. Exception Records. These Records will print on the DTO Due With Material On Hand Report with the following notations in the Remarks column:

Condition	Remarks
INVENTORY-CODE is set	INVENTORY IN PROCESS
SHIPMENT-PREPARED-DATE is set	SHIPPING STATUS ON FILE
RECEIPT-ONBOARD-DATE is set	DTO RECEIPT IN PROCESS
SUFFIX-INDICATOR is set	SUFFIXED DOC ON FILE
NON-RELEASED-A0-IND is set	REQN NOT RELEASED
DUPLICATE-REQUISITION-FLAG is set	DUPE REQN FLAG SET
INSUFFICIENT ON HAND QTY FOR DTO	PARTIAL QTY AVAILABLE

(1) All records on the DTO Due With Material On Hand Report as good Rescreen candidates (with nothing stated in the remarks column) need to be researched using the R-Supply Requisition Table for the following reasons:

(a) The Outstanding DTO with On-Hand Quantity Report (JSL305) does not recognize AB1 (Direct Delivery) or BA (Item being processed for release and shipment) status and will print on the DTO Dues With Material On Hand Report as good rescreens without remarks.

f. Rescreen Issue of Consumable Material candidates produced by Outstanding DTO with On Hand Quantity Report. ERB will then process Rescreen candidates by using the R-Supply Rescreen Issue Review Program.

(1) Rescreen Issue Review Processing. This process will allow the ERB to review a list of documents available for rescreen issue. The user will utilize the following screens and drop down selections to select a document for rescreen.

(a) Reviewing a Requisition to be Rescreened. ERB will select, in R-Supply, the Log - Material Requirements - Rescreen drop down selection box. This will open the Rescreen Requirements Search box. ERB will now enter the NIIN of the requisition that is being selected for rescreen and press transmit. This action will open the Rescreen Requirements Screen. In this screen ERB can review all the requisitions for the specified NIIN that can be rescreened.

(b) Documents Needing to be Rescreened. If ERB determines that the requisition in the Rescreen Requirements Screen is to be rescreened they will single click on the requisition desired and select the save key. This action will open the Assigned Document Number box. This box contains the requisition that will be used for the rescreen issue.

In addition, a request for cancellation (AC1) will be generated in R-Supply and interface to Optimized NALCOMIS. (NOTE: A cancellation will only be generated AFTER the rescreen document has been processed from the Storeroom Issue Screen by CCB.) If upon stock checking of material, an inventory discrepancy is found which does not allow for the rescreen to process. CIS will cancel the Rescreen document in Warehouse processing and forward inventory discrepancy to CCB.

g. Rescreen Issue of Requisition for Repairable Material. RCB will make all determinations and take any action necessary to rescreen issue repairable material. ERB WILL NOT initiate any rescreen action for repairables.

NOTE: Rescreen action for outstanding AWP requisitions will be performed by AWPB (see paragraph 4401.6).

10. Prepare and Submit the Aircraft Material Readiness Report (AMRR). The purpose of the AMRR is to report up-line the material readiness of Marine Corps aircraft. ERB will utilize the website based program, AMSRR Web (https://amsrr.ffc.navy.mil/AMSRRWeb/login.aspx), to prepare and submit the report daily by uploading the NMCS/PMCS report file. Notes for each document can be entered on the website to be viewed by personnel with AMSRR access.

Chapter 6

Consumables Management Division (CMD)

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Chapter 6

Consumables Management Division (CMD)

6000. Organization. The Consumables Management Division (CMD) is organized as follows and as illustrated in figure 6-1:

1. Supply Receiving Branch (SRB).

2. Consumables Delivery Branch (CDB).

3. Consumables Storage Branch (CSB).

   a. Consumables Storage Section (CSS).

   b. Consumables Issue Section (CIS).

4. Consumables Control Branch (CCB).

5. Pre-Expended Branch (PEB).

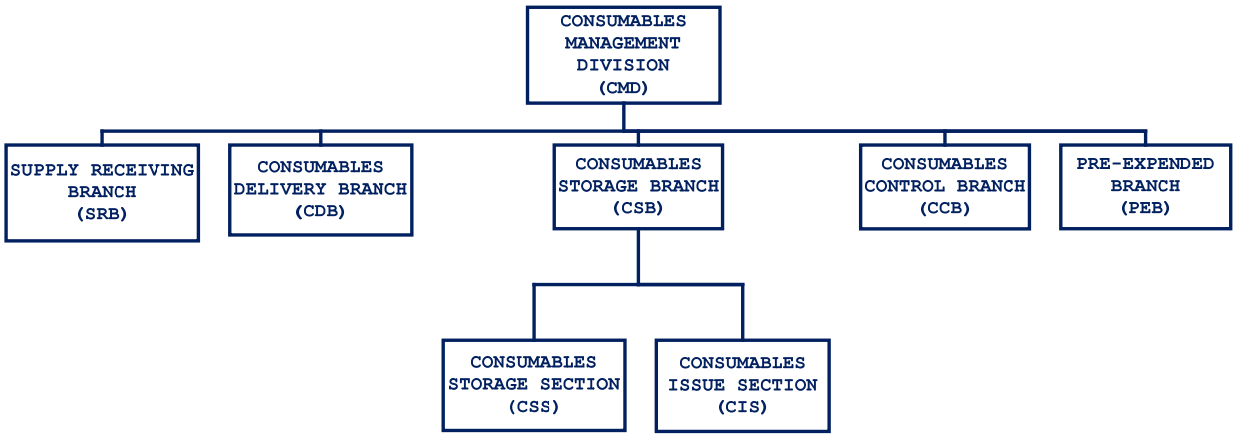

Figure 6-1.—CMD Organization Chart

6001. Functions

1. CMD is responsible for the procurement, receipt, storage, issue, delivery, and inventory of all consumable material (except classified consumable material) which is the responsibility of RMD.

2. The division OIC/SNCOIC is responsible to ensure that all personnel assigned to the division are technically proficient. At a minimum of twice a month the division will conduct technical training in accordance with the procedures outlined in Appendix X.

3. The division OIC/SNCOIC will review and monitor the reports required for the performance of duties, listed in Tables 6-2 and 6-3 to ensure accuracy and completeness.

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

Chapter 6

Section 1: Supply Receiving Branch (SRB)

6100. General

1. Responsibilities. Supply Receiving Branch (SRB) is responsible for receiving and distributing all material shipped to the MAG/MALS from external sources.

2. Duties

a. SRB will maintain the following files and order:

(1) Pending Data Entry File.

(2) Document Serial Number Assignment Order.

b. SRB will perform the following duties:

(1) Screen incoming material for type, condition, and quantity.

(2) Process all consumable receipts.

6101. Procedures

1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a holding file for source documents of transactions processed during temporary system(s) non-availability. For SRB, the documents in this file will be DD 1348-1A receipt documents.

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

2. Maintain a Document Serial Number Assignment Order. This Order will contain the block of document serial numbers assigned to each requisitioner within the MAG/MALS and directly supported units. SRB personnel will utilize it to identify who/where to distribute material within the MAG/MALS or a supported unit.

3. Screen incoming material for Type, Condition, and Quantity. The document number of all receipt documents will be compared to those on the Document Serial Number Assignment Order to ensure that the material was requisitioned for the MALS or a supported unit.

a. Screen and segregate all incoming material. SRB will screen incoming material to ensure that the quantity is correct and that there are no obvious damage. The material will be segregated by the following categories; stock, direct turn over (DTO), classified and all other material.

(1) Incoming stock material. The segregated stock material will be sub divided into consumable stock and repairable stock. Repairable material can be identified as having a material control code of D, E, G, H, Q, or X in card column 57 of a DD 1348-1A. The consumable stock material receipt in

process will be scanned (see paragraph 6101.4) and then forward the material and all corresponding paperwork to CSB. The repairable stock material will be forwarded to RSB.

(2) Direct turn over material. The segregated direct turn over material will be sub divided into consumable and repairable material. Repairable material can be identified as having a material control code of D, E, G, H, Q, or X in card column 57 of the DD 1348-1A. DTO material once sub divided will be forwarded to CDB after the receipt on board has been processed (see paragraph 6101.4a) or RDB respectively.

(3) Classified material. All classified material will be forwarded to the RMD OIC/NCOIC. Continual custody signature control will be maintained on this material. Any non-aeronautical classified items (i.e., classified publications, correspondence) received by SRB will be processed in accordance with local squadron procedures governing the handling of classified items.

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

(5) Inspect Material Received for Condition and Quantity and Prepare a Supply Discrepancy Report (SDR) for Shortages, Overages, Damaged or Expired Shelf-life Material. SRB will inspect all material received for physical condition and match the quantity to the DD 1348-1A receipt document for shortages, damaged material, improperly marked hazardous material, expired shelf-life material (DTO and stock), and misdirected material receipts. Multi-packs will be opened and a receipt in process will be accomplished for each individual document therein. Appropriate annotations will be made on the DD 1348-1A receipt document to reflect quantities of any damaged material received as described in reference (w), volume I, chapter 4, part C, section III.

For shortages, overages, damaged or expired shelf-life material, SRB will initiate an electronic SDR (https://sdr.navsup.navy.mil) for consumables only. Procedures for completing the electronic SDR are outlined in reference (z) (when the discrepancy is attributable to a shipper error) and reference (w), volume I, paragraph 4269. Refer to appendix L for expired shelf-life processing procedures. The SDR, and the discrepant material if appropriate, will be forwarded to CCB for filing, distribution and tracking. CCB will maintain the SDR file in NIIN sequence, pending and completed, will be retained per reference (c) SSIC 4440.1b.

NOTE: Refer to Appendix AA for detailed procedures on how to draw down these instructions/publications from the various web sites.

4. Process All Consumable Receipts. After a copy of the DD 1348-1A has been removed from the material, the receipt document information will be input into the computer. DTO Receipts will be processed using Optimized NALCOMIS while stock receipts are processed via R-Supply utilizing the Integrated Barcode System (IBS) when available. If IBS is not available, stock receipts will be manually input into R-Supply. Once the receipt in process has been scanned, forward the stock material and DD 1348-1A to the Consumable Storage Section (CSS) for stowage.

a. Processing DTO Receipts. All DTO receipts will have the Receipt on Board (ROB) processed in Optimized NALCOMIS using the Receipt on Board

option. The following paragraphs describe the categories of DTO material and processing procedures for each.

(1) DTO Material to be Delivered to the Customer. The material and its associated paperwork will be forwarded to CDB for delivery.

(2) DTO Material to be Diverted to Stock. Whenever DTO material is received and the requirement has been canceled or filled from another source, it will be diverted to stock. This material will be staged and a copy of the DD 1348-1A will be forwarded to CCB.

(3) DTO Material with no DDSN on File in Optimized NALCOMIS. Whenever a DDSN is not on file in Optimized NALCOMIS, SRB will print the screen with the error and attempt to process the receipt through R-Supply as described in reference (m), chapter 4 Part G. If the receipt successfully processes through R-Supply, SRB will print the screen and attach it to the Optimized NALCOMIS screen print, then forward the paperwork and material to CDB for delivery. If the receipt will not process through R-Supply, both the Optimized NALCOMIS and R-Supply error screens along with the material will be forwarded to CCB for further action.

(4) PEB Receipts. All PEB replenishment material and remaining copies of the DD 1348-1A will be forwarded to CDB.

b. Receipt in Process (RIP) Procedures Using IBS. The IBS software used in conjunction with the Symbol PDT 3500 scanners (figure 6-2) provides SRB personnel with a means of receiving consumable stock material that is much faster and more accurate than the conventional R-Supply manual processing. Utilizing barcode technology, all necessary RIP data is read directly from the DD 1348-1A.

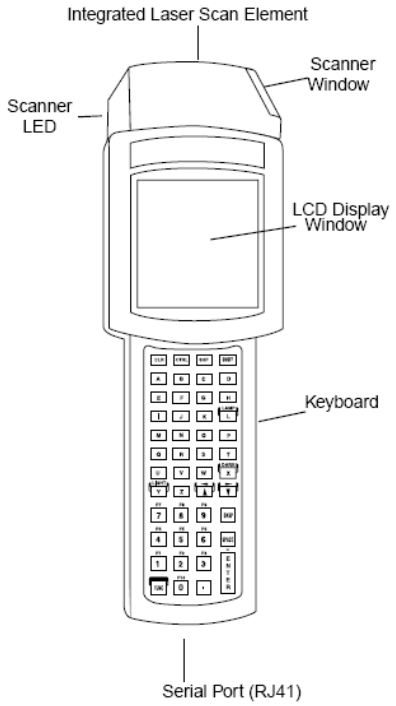

Figure 6-2.--Symbol PDT 3500 Scanner

(1) Symbol PDT 3500 Scanner Operation. After the SRB screens and segregates the incoming material and prior to transferring to the CSS, IBS RIP's will be scanned on all consumable stock. The Symbol 3500 scanner is a handheld, battery powered computer system that is capable of reading and storing linear or 2D barcode data

(2) Accessing the IBS RIP processing program is detailed in the following steps:

(a) When the scanner is initially powered on, the IBS Main Menu will be displayed (Figure 6-3).

```
     IBS MAIN MENU

1.   Inventory
2.   Location Audit
3.   Receiving
4.   Relocation
5.   Data Transfer
6.   System Admin.
7.   Labels

F1 = Show Files
F3 = Beeper Volume
F4 = Check Date

Enter Choice:
```

Figure 6-3.--IBS Main Menu

(b) Before doing any scanning of receipts, verify the date on the scanner to ensure that the current date is reflected.

(c) Select option 3 (Receiving). The screen displayed in Figure 6-4 will appear.

```
     IBS RECEIVING

3.   RIP
4.   Stow





Enter Choice:
```

Figure 6-4.--IBS Receiving Menu

(d) Select option 1 (RIP). The screen displayed in Figure 6-5 will appear.

```
Do Immediate STOW after
each RIP?

        (Y/N) ____


Select 'Y' to stow
items as they are
RIPped.


Press 'Y' or 'N'
```

Figure 6-5.--Receipt In Process Screen

(e) CSS personnel will be scanning the Stow documents when the material is stocked, so this query will always be answered 'N'. Figure 6-6 will appear next.

```
     Enter User ID

     __________


 (last initial, first
 initial, last 4 SSN)
```

Figure 6-6.--User ID Screen

(f) The User ID entered on the screen will be reflected on the IBS scanner download reports for each document scanned. After inputting the User ID data, Screen Figure 6-7 will appear. The data required on this screen can be manually input using the scanner keypad or by scanning the appropriate barcode lines on the 1348-1A. Verify the Qty Received and press 'Enter'.

(g) This process will continue until all pending RIP's are processed. When SRB personnel are finished, the scanner, along with the RIP DD 1348-1A's contained on that scanner, will be forwarded to the IBS coordinator for uploading to the IBS PC.

```
Document Number:
______ - _____ - ______

NSN/NIIN
_______________________
RI: ______     UI: ____
SQTY: _____    CC: A
COG: _____
UP: ______________
UPC: _____

   Stow loc: __________
     Qty Stowed: _____

  Service code must be a
   'V', 'N', 'M' or 'R'
```

Figure 6-7.--Data Input Screen

c. Receipt in Process (RIP) Procedures Using R-Supply. When processing RIP's utilizing R-Supply the following procedures apply.

(1) Logistics - Receipt Processing - Receipts in Process.

(2) Enter DDSN (with suffix code if applicable).

(a) Enter NIIN from 1348-1A if differs from ordered NIIN.

(b) Enter Routing Identifier Code.

(c) Enter Actual Quantity Received (see 6102.1 & 2).

(d) Enter Cognizance Symbol.

6102. Special Receipt Processing Notes

1. If receipt overages or shortages are noted during the inspection conducted in paragraph 6101.4, SRB will ensure that when either the ROB or RIP is processed, the receipt quantity reflects the quantity indicated on the receipt paperwork and the actual quantity reflects the quantity received in ready-for-use condition (Broken or damaged material will not be reflected in the Actual Quantity). If shortage or overage results in a SDR submission, SRB will forward all paperwork to CCB for processing.

2. SRB must be especially watchful for suffix-coded requisitions. Suffix-coded requisitions reflect those receipts for which only a partial quantity was shipped. The suffix code is printed immediately after the document number on the receipt paperwork. It is imperative that suffix coded receipts have the correct suffix code recorded when either the ROB or RIP is processed.

3. Stock receipts which cannot be scanned via IBS (no or damaged barcode on receipt document) will be processed in R-Supply or keyed into the IBS scanner.

4. Occasionally, material will be received which does not have a document number. This material is commonly referred to as frustrated cargo. SRB will stage all frustrated cargo and any paperwork for further research. SRB should not slow the receipt processing effort by immediately researching frustrated cargo. Set it aside and research it after all other materials has been forwarded to the appropriate branches. Frustrated cargo will be processed and appropriate action taken daily by CCB.

a. The most common cause of frustrated cargo is receipt of material on a contract where the supplier does not mark the document number on the receipt paperwork or material. Optimized NALCOMIS Requisition List can be used to query either the NIIN or FSCM/PN. This will allow for matching the material to a specific document number with shipping status. Utilize R-Supply Stock Item query to find outstanding requisitions.

b. SRB can also utilize "DOD EMALL", "WEBLINK", or other WebTools to identify the document number. The following applies for "DOD EMALL":

(1) EMALL WEBSITE: http://www.emall.dla.mil

(2) SRB personnel need to request a log-on and password.

(3) Click on General NSN Query,

(4) Input NIIN to be searched,

(5) Click on "Requisition",

(6) The screen will then list all DDSNs w/UIC's that are outstanding or have been shipped.

5. Receiving personnel must take special precautions and action when receiving hazardous material. Hazardous material is identified by Special Material Content Code (SMCC). These SMCC's are listed in reference (w), Appendix 9, Part V. When hazardous material is received, SRB personnel will ensure that the procedures for receipt of hazardous material described in reference (w), chapter 8, part C are adhered to and that the material has the appropriate labeling. If material is received without appropriate labels, a SDR will be prepared and submitted, by CCB, to the shipper indicating that the material was improperly marked and/or the technical data markings were missing. Damaged or leaking material will be immediately brought to the attention of the ASD HM/W coordinator or alternate.

Chapter 6

Section 2: Consumables Delivery Branch (CDB)

6200. General

1. Responsibilities. Consumables Delivery Branch (CDB) is responsible for delivering all consumable issues and consumable DTO receipts and for processing related transactions.

2. Duties

a. CDB will maintain the following files and reports:

(1) Pending Data Entry File.

(2) Optimized NALCOMIS ISSIP DDSN Mailbox.

(3) Optimized NALCOMIS DTO ROB Mailbox.

b. CDB will perform the following duties:

(1) Deliver consumable issues.

(2) Deliver consumable DTO material.

(3) Processing the Proof of Delivery in Optimized NALCOMIS after material is delivered to the customer.

6201. Procedures

1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a holding file for source documents of transactions processed during temporary system(s) non-availability. For CDB, the documents in this file will be Proof of Delivery (POD) copies of requisitions for material that has been delivered.

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

2. Maintain the Optimized NALCOMIS ISSIP DDSN Mailbox. The ISSIP DDSN Mailbox is requested by selecting the Mailbox tab on Optimized NALCOMIS toolbar. DDSNs appearing on this Mailbox reflect those issues which have been pulled from stock and given to CDB for delivery but have not been completed. CDB will ensure that the material has been delivered and update the Local Status Code (LSC) of the requisition to COMPL (Completed) by using Optimized NALCOMIS Receipt POD. Upon completion of delivery, CDB will clear those transactions that have just been delivered from the Optimized NALCOMIS ISSIP mailbox. This mailbox will be printed and all transactions researched and cleared by the end of each shift. Current listing of all shifts must be retained.

3. Maintain the Optimized NALCOMIS DTO ROB Mailbox. The DTO ROB Mailbox is requested using the Mailbox tab in Optimized NALCOMIS. DDSN's appearing in

this Mailbox will reflect DTO receipts from the supply system that have been ROB'd but not yet delivered to the customer. Upon completion of delivery, CDB will clear those transactions that have just been delivered from the Optimized NALCOMIS DTOROB mailbox. This mailbox will be printed and all transactions researched by the end of each shift. Current listing of all shifts must be retained.

4. Perform Delivery of Consumable Issues

a. When material is pulled by CSB and forwarded to CDB with the request document, CDB will deliver the material to the customer and obtain a printed name, signature, Julian date, and time from the customer.

b. CDB will perform the Receipt POD (except AWP) in Optimized NALCOMIS for all customer requisitions. The signed copy of the issue document will be forwarded to SAD for inclusion in the CTF or scanned into the FIMS database.

5. Perform Delivery of DTO Material

a. When material is received by SRB and forwarded to CDB, the CDB will deliver the material to the customers; obtain a POD with printed name, signature, Julian date, and time from the customer.

b. CDB will perform the Receipt POD as discussed in paragraph 6201.4b and forward the signed copy of the receipt document to SAD for inclusion in the CTF or scanned into the FIMS database.

c. All successfully processed POD's will be annotated with the system (Optimized NALCOMIS), date, and the initials of the individual who processed the POD in block EE of DD 1348-1A.

Chapter 6

Section 3: Consumables Storage Branch (CSB)

6300. General. Consumables Storage Branch (CSB) is responsible for the storage, issue, and inventory of all Consumable Material in the supply officer's stores. CSB is divided into two sections, Consumables Storage Section (CSS) and Consumables Issue Section (CIS).

Chapter 6

Section 3: Consumables Storage Branch (CSB)

Part A: Consumables Storage Section (CSS)

6310. General

1. Responsibilities. Consumables Storage Section (CSS) is responsible for the inventory and storage of all consumable material (except classified) in the supply officer's stores.

2. Duties

a. CSS will maintain the following files and reports:

(1) Pending Data Entry File.

(2) R-Supply Delayed Receipt Report.

(3) Batch Receipt Processing Report JSS205)/IBS Management Reports.

(4) IBS Management Reports.

(5) Hazardous Material Safety Data Sheets (MSDS) Files.

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

b. CSS will perform the following duties:

(1) Receive and process stock receipts.

(2) Conduct a Location Reconciliation Program (LOCREC).

(3) Prepare and input location additions, deletions, and changes.

(4) Process Storeroom Action Listings.

(5) Conduct a Shelf Life Review Program, ensuring all Type I and Type II Shelf Life Material is stored in segregated locations.

(6) Assist in the management and coordination of the Aviation Supply Department Hazardous Material/Waste program.

(7) Maintain an effective Electrostatic Discharge Program.

(8) Process Defective Material Summaries.

6311. Procedures

1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a holding file for source documents of transactions processed during temporary system(s) non-availability. For CSS, the

documents in this file will be stock receipt as well as location addition and deletion documentation.

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

2. Maintain the R-Supply Delayed Receipt Report

a. The Delayed Receipt Report contains a list of receipts which have not been completed (Processed Receipts) within a specified number of days after Receipt-in-Process (RIP) processing. Only RIPs that were manually entered into R-Supply will appear on the report. CSS will request and review the Delayed Receipt Report weekly. Those activities not utilizing IBS will request and review the Delayed Receipt Report daily. The following parameters are available on the Delayed Receipt Report:

(1) Elapsed Days for Reporting - (mandatory). This is a two-digit numeric field to select the number of days elapsed since RIP has processed. The number entered will be the number of days delay before a RIP, with no corresponding processed receipt, appears on the Storeroom Action Listing.

(2) Elapsed Days for RIP Clear - (optional). This is a two-digit numeric field. The number entered will be the number of days the RIP will stay on the Storeroom Action Listing before it will be deleted from the Stock Item Query. If left blank, the program defaults to thirty (30) days. Use ninety-nine (99) days to preclude automatic deletion. The RIP will stay on the Delayed Receipt Report until a receipt is processed or it exceeds the number of elapsed days for RIP clear. Delayed Receipt Report will produce the following reports:

(a) Pre-posted Receipts for Follow-up and Deletion. This is a master report of all RIP transactions that meet the criteria selected. Each transaction will be marked as follows:

1 Follow-up. These transactions fall between the elapsed days for reporting and the elapsed days for RIP clear.

2 Delete. These transactions have exceeded the elapsed days for RIP clear.

(b) Pre-posted RIP without processed receipts. This list all RIP without a corresponding processed receipt. CSS personnel will locate and stow the material identified.

(c) Deleted Pre-posted Receipts. Receipts listed are transactions that have exceeded the elapsed days to RIP clear. Receipts will only show once on this list. The RIP transaction will be marked as 'DELETED' and the Stock Item Query STK ROB Qty reduced. CSB will screen these transactions and determine the action to be taken.

3. Maintain the IBS Management Report

a. The IBS Management Reports contain a list of receipts that have not been completed within a specified number of days after Receipt-in-Process (RIP) processing. CSS will review the IBS Management Report daily. The receipt processing coordinator will produce the following reports:

(1) RIP's with no matching processed receipt's

(2) Processed receipt's with no matching RIP's.

(3) Overages and shortages from processed receipts and RIP quantities.

(4) NIIN difference between processed receipts and RIP's.

(5) Export report of what was sent to R-Supply for processing.

b. The IBS coordinator will maintain all IBS management reports for five (5) days. The DD 1348-1A will be maintained until successful processing in R-Supply. Once the receipts have processed in R-Supply and all discrepancies corrected, the RIP will be discarded, and the processed receipts will be forwarded to SAD for inclusion in the CTF or scanned into the FIMS database.

c. Report Review/Correction:

(1) Daily, any RIP with no matching receipt over two (2) days old will be researched and corrective action taken via RIP/STOW menu on the IBS PC.

(2) Daily, any processed receipts with no matching RIP's over two (2) days old will be researched and corrective action taken via RIP/STOW menu on the IBS PC.

(3) Daily, the NIIN difference report will be researched and corrective action via RIP/STOW menu on the IBS PC.

(4) From the overage/shortage menu, spot inventory each item. If the discrepancy is reconciled at this time, make corrections utilizing the utilities menu in receipt processing. For overages not reconciled, a Stock Receipt overage will be created along with a gain by Inventory Receipt in R-Supply. For shortages not reconciled, Stock Receipt underage will be created along with a loss by Inventory Receipt in R-Supply.

4. Maintain Hazardous Material Safety Data Sheets (MSDS) Files. A MSDS file, manual or electronic, will be maintained for every type of Hazardous Material (HM) recorded on the R-Supply Stock Item Table for all AT codes with on-hand Supply Officer assets. Reference (w) volume I, chapter 8, part C provides the definition of HM, a list of Federal Supply Classifications (FSC's) considered HM, and a sample MSDS. Sufficient copies of each HM MSDS will be maintained to allow for distribution to supported units as required. Information required to complete the MSDS can be obtained from the Department of Defense (DOD) Hazardous Material Information Resource System (HMIRS), Hazardous Item List microfiche, CD ROM or http://www.dlis.dla.mil.hmirs. Appendix Q of this publication provides specific duties and procedures for HM management and a list of references.

5. Maintain a Hazardous Material/Waste (HM/W) Coordinator Appointment Letters File. Various directives require that the Commanding Officer appoint, in writing, a HM/W coordinator and an alternate. Copies of these appointment letters will be maintained in this file and retained for a period of three (3) years.

6. Receive and Process Stock Receipts. When available, IBS will be used for consumable stock receipt processing. Manual receipt processing directly into R-Supply should only be used during IBS non-availability.

a. Upon receipt of incoming material from the SRB, the CSS will verify the NSN, QTY, UI, DOC NR, and UIC on the DD 1348-1A against the gear prior to stowing the material in the location(s) listed in the SUPADD CC 45-49 of the DD 1349-1A. The sixth position of location is in last position of the project code. If there is no location on the DD 1348-1A, Stock Item query will be done to see if a new location has already been assigned. If no location exits in R-Supply, a new location will be established and annotated on the receipt DD 1348-1A. When using IBS, ensure receipts are downloaded daily and all files are maintained (i.e., Batch Receipt Processing Report, RIP's without STOW's and STOW's without RIP's). When R-Supply is not available, the Locator Listing will be used to verify the NSN and UI and obtain the location(s) for the requested material.

b. Prior to stocking any material in location, CSS will screen all incoming material to determine shelf life applicability, as well as checking for expired material or material that will expire within ninety (90) days of receipt. Any material identified as expired shelf life will be given to CCB for submission of a SDR and not stocked in location (see Appendix L). Remaining shelf life material will be stowed in the appropriate shelf life locations. Upon completion of this task the CSS will go to the location and attempt to stow the material in the primary location listed on the RIP screen print. If the location is full, alternate locations listed on the RIP screen print will be used. When no location exists or a new location is required, the CSS will stow the material in an appropriate location.

c. When the material is stowed, circle the QTY received, sign in Block 22, and annotate the current Julian date on the DD 1348-1A in Block 23. Block 27 will be annotated with the location in which the material was stowed.

d. After material is stowed and the receipt document annotated, the stock receipt transaction will be scanned using IBS. After all material has been stowed and scanned into IBS, the IBS scanner and all DD 1384-1A that are on the scanner will be turned over to the IBS coordinator for uploading into IBS program.

e. Manual Receipt Processing

(1) While posting receipts to R-Supply, several special situations may arise. They are: document number does not match an outstanding record in the Requisition Query, document with Suffix Code, document with quantity difference, and documents with stock number change/substitute. These situations are explained in the R-Supply Users manual or by accessing the "Help" option from R-Supply selecting "Receipts".

(2) Whenever an error message appears on a R-Supply receipt processing screen, two steps must be taken:

(a) If it is determined the data was incorrectly input, tab to the incorrect data field and change it to match the DD 1348-1A and retransmit.

(b) If it is determined the data entered was correct and the CSS NCOIC cannot resolve the problem, a copy of the receipt screen with the error message will be printed and attached to the DD 1348-1A. A 'Y' will be entered after the statement 'CANNOT CORRECT ERROR - SUSPENDED FOR STOCK CONTROL ACTION' then transmit. This will suspend the transaction. The DD 1348-1A receipt document, RIP, and Error Suspense screen prints will be forwarded to the CCB.

f. All receipt documents that successfully processed will be annotated with the signature of the individual who processed the transaction, and the date in Block EE of the D1348-1A. The receipt documents will then be forwarded to SAD to be filed in the CTF or scanned into the FIMS database.

g. Receipt Processing Using the IBS. The IBS software used in conjunction with the Symbol PDT 3500 scanners provides the CSS personnel with a means of receiving stock material that is much faster and more accurate than the conventional R-Supply manual processing. Utilizing barcode technology, all necessary receipt data is read directly from the DD 1348-1A. The CSS personnel will then input the stowage data (Qty received and stow location).

(1) Symbol PDT 3500 Scanner Operation. After the CSS receives the consumable stock material from the SRB, proper stowage will commence. The Symbol 3500 scanner is a handheld, battery powered computer system that is capable of reading and storing linear or 2D barcode data (Figure 6-2). Accessing the IBS receipt processing program is detailed in the following steps:

(a) When the scanner is initially powered on, the IBS Main Menu will be displayed (Figure 6-3).

(b) Select option 3 (Receiving). The screen displayed in Figure 6-4 will appear.

(c) Select option Stow. The screen displayed in Figure 6-6 will appear.

(d) The User ID entered on the screen will be reflected on the IBS download reports for each document scanned. After inputting the User ID data, Screen Figure 6-7 will appear. The data required on this screen can be manually input using the scanner keypad or by scanning the appropriate barcode lines on the DD 1348-1A. The Stow loc and Qty Stowed must be manually input from the annotations on the stow document.

(e) This process will continue until all pending Processed Receipts are scanned. When the CSS personnel are finished, the scanner, along with the Stow DD 1348-1A's contained on that scanner, will be forwarded to the IBS coordinator for uploading to the IBS PC and R-Supply. The IBS coordinator will store all DD 1348-1A's and reports for five (5) days. On the sixth (6th) day, the stow DD 1348-1A's will be forwarded to the SAD to be filed in the CTF or scanned into the FIMS database.

(2) Transferring data from the scanner to the IBS PC. The IBS Coordinator is responsible for ensuring that stow documents on the scanners get processed in R-Supply. The steps necessary to accomplish this are explained in the following paragraphs.

(a) Receive the scanner from the CSS. Place the scanner in the four stage docking station or attach the download cable. The scanner can be placed on any of the four docking ports on the docking/charging station, but only the scanner actually being uploaded can be turned on. The scanner should be displaying the IBS Main Menu (Figure 6-3). If not, press F9 (Escape) until the IBS Main Menu is displayed. Press F1 (Show Files) to display the type and record count of data on the scanner (Figure 6-8).

```
# Records on File

Rel:    0

Inv:    0
LAP:    0
RIPS:   0
Stows:  158

ANY KEY TO CONTINUE
```

Figure 6-8.--Type and Record Count Screen

(b) Press any key to return to the IBS Main Menu.

(c) At the IBS PC, logon to IBS (Figure 6-9). The logon ID's and passwords are locally controlled. If all of the logons are Lost or forgotten, Login: SETUP...Password: SETUP will always access the program and allow the user to build new passwords as desired.

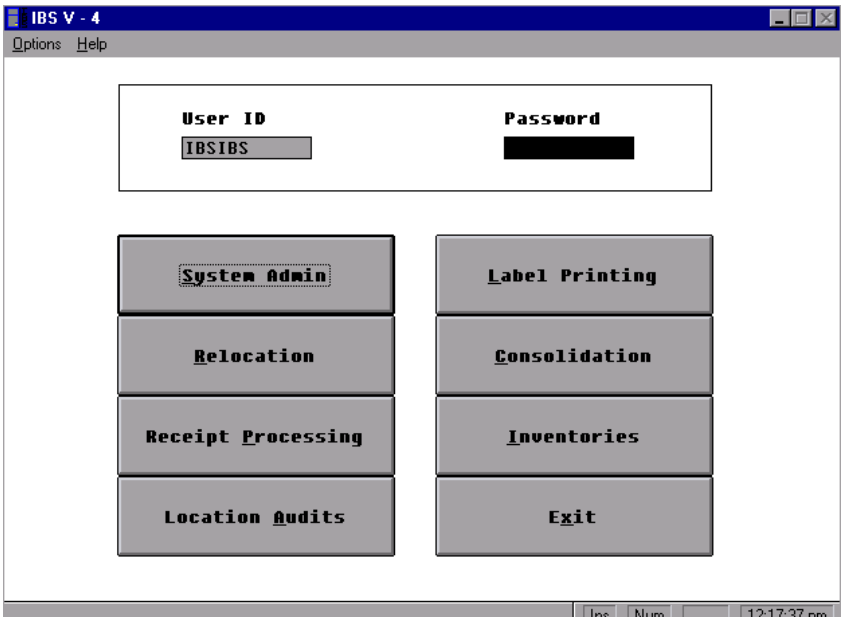

Figure 6-9.--IBS PC Log On Screen

(d) Click 'Receipt Processing' and then 'Scanner'. Figure 6-10 will appear.

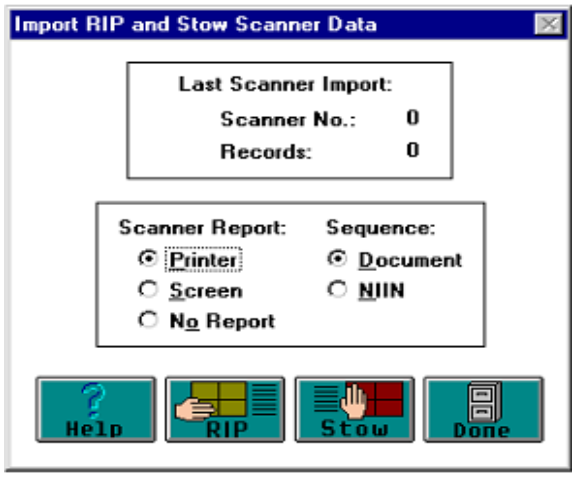

Figure 6-10.--IBS Import RIP/STOW

(e) Select 'Stows' and then select 'Type Scanner' to download the Stows (Processed Receipts) from the scanner. Figure 6-11 will appear.

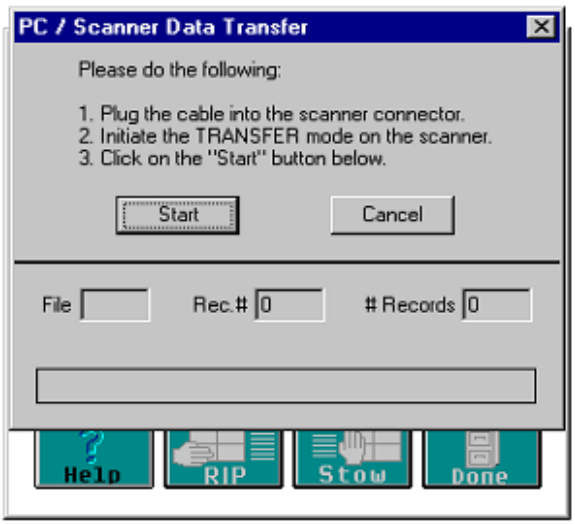

Figure 6-11.--PC/Scanner Data Transfer Screen

(f) Follow the instructions on the screen. Press option 5 (Data Transfer) on the scanner (Figure 6-3) and then click 'Start' on the PC. The screen will indicate 'Transfer Complete' and prompt the user to print a Scanner Download Report. After all of the Stow and RIP scanners are uploaded to the IBS PC, the IBS Coordinator will process the individual reports.

(3) Processing the IBS Reports. There are numerous reports generated within IBS that must be reviewed prior to extracting data to R-Supply. To access the IBS receipt processing reports, select 'Reports' on the Receipt

Processing screen (Figure 6-12). Figure 6-13 will appear, select 'Current Data' then the 'OK' icon. Figure 6-14 will appear.

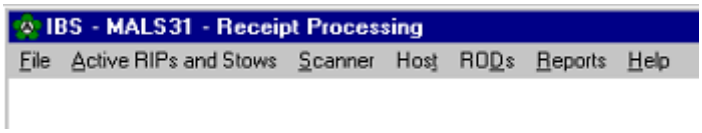

Figure 6-12.--IBS Receipt Processing

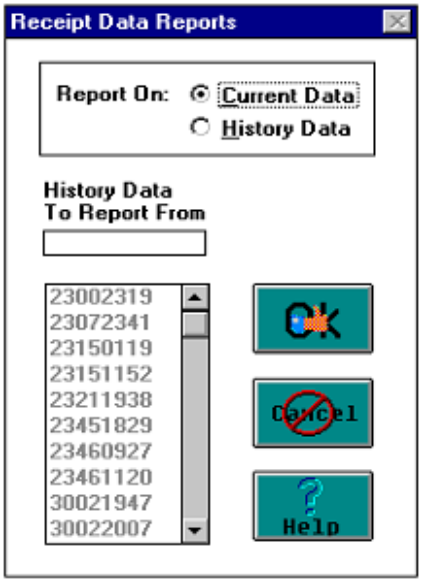

Figure 6-13.--IBS Report 'Current/History Data' Screen

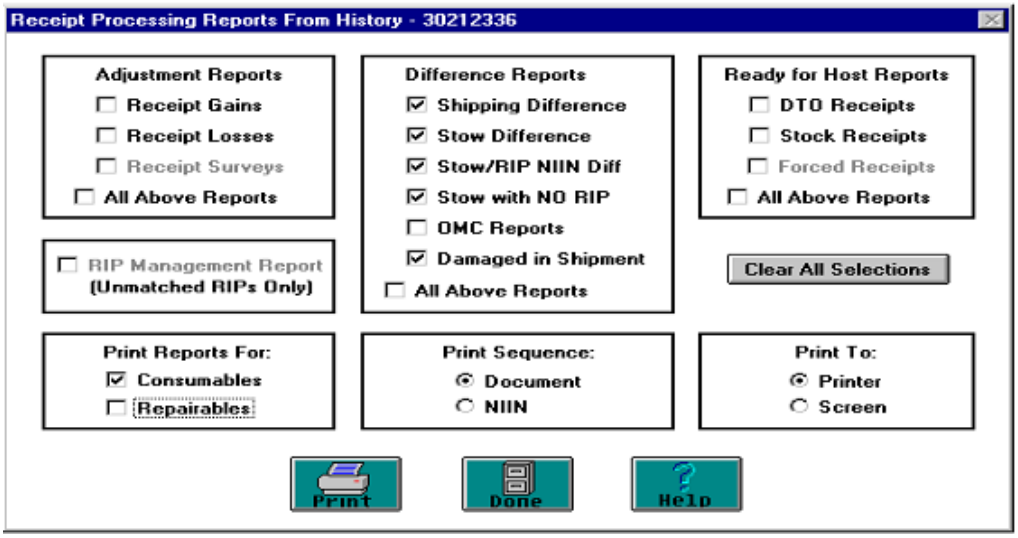

Figure 6-14.--Receipt Processing Reports Menu

(a) All of the 'Difference Reports' (except the OMC/Scanner Diff) should be printed, researched and corrected. If the stow DD 1348-1A's were kept with the scanner that was uploaded, resolving the errors on these reports is much easier. IBS will transfer a Stow (Processed Receipt) to R-Supply with no matching RIP contained in IBS as a Forced Stow. The RIP Management Reports (Figure 6-15) can be cleared by simply adding the RIP/STOW, from the File option this will process the Processed Receipt's in a more timely manner and reminding the CRB to process RIP's on all consumable stock coming in the door.

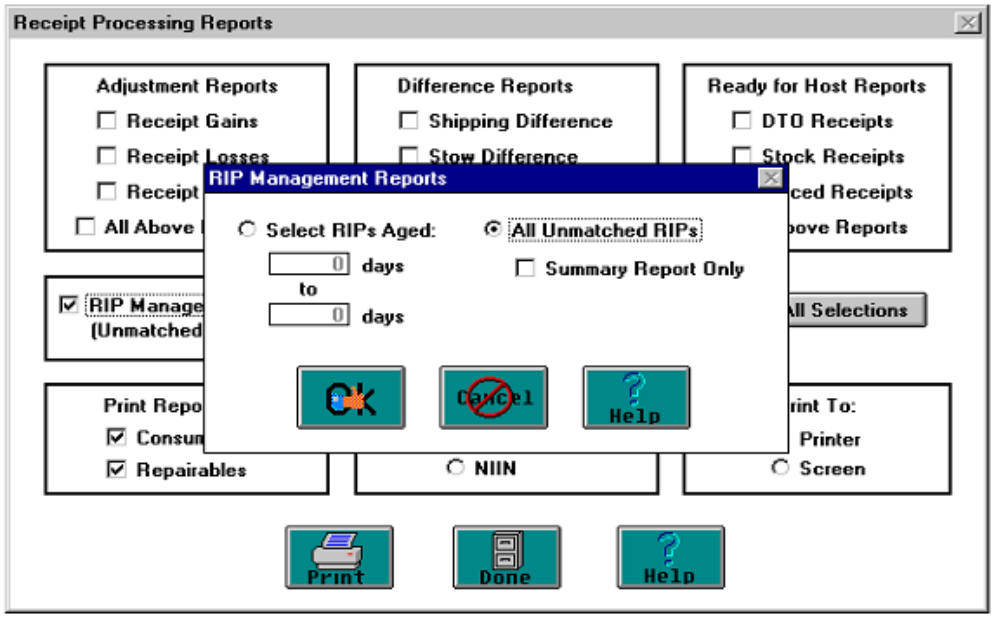

Figure 6-15.--RIP Management Report Menu

(b) Select 'All Unmatched RIP's, research and process as appropriate. After completing the RIP Reports, the 'Stock Receipts' Report should be printed. This report will contain all the receipt documents that are ready to be transferred to R-Supply. Review this report and correct any possible input errors such as bogus locations or stow quantity. When all of the reports have been reviewed and corrected, the file is ready to be transferred to R-Supply. On the Receipt Processing screen (Figure 6-12) select 'Host', then 'Extract to Host' (Figure 6-16). Figure 6-17 will appear.

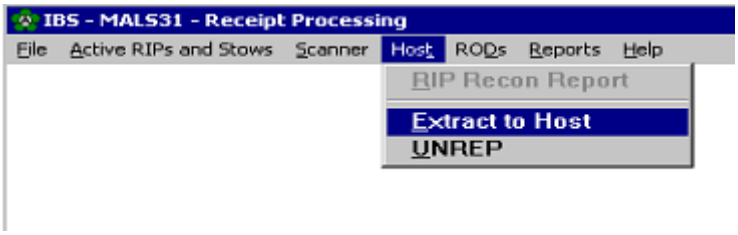

Figure 6-16.--Extract to Host Screen

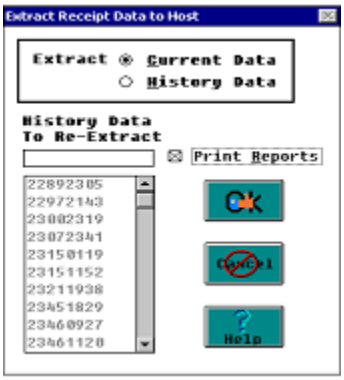

Figure 6-17.--Receipt Processing Screen

(c) To extract matched receipts to R-Supply select "Host, Extract to Host" select 'ok' to prepare the 'current' data for transfer. This will create a JSS205 file on the IBS workstations C drive 'C:\program files\ntcss\sup2cl\data\xfer\ibs' directory. The IBS coordinator will now run a Batch File Transfer in R-Supply and forward it to the SAA for approval. A Batch Receipt Processing Report will be created displaying all Receipts transferred to R-Supply from IBS. This report should be compared to the Stock Receipt Report from IBS to ensure that all Receipts were processed correctly. The Batch Receipt Processing Report will also display suspended transactions that require further research. The Batch Receipt Processing Report will be retained for five days.

7. Process Spot Inventory Request. A Spot Inventory request is an unscheduled physical inventory, which is taken to verify the actual quantity of material in storage. CCB will conduct the inventory, research discrepancies and update the R-Supply Stock Item Location quantity (if necessary) before the end of each shift.

8. Conduct a Location Audit Program (LAP). The LAP is designed to validate and update Stock Item Query location data. Procedures for performing LAP are outlined in Appendix E. This process results in improved inventory accuracy, reduced issue processing time, and increased supply net effectiveness. A LAP of all storeroom locations will be conducted at least a minimum annually. In accordance with reference (n) a ninety-eight (98) percent accuracy rate is required. A random sample of ten (10) percent of locations will be checked to ensure that the desired accuracy rate was attained. If the accuracy rate is less than ninety-eight (98) percent, the entire LAP will be conducted again. For the Validation/Storeroom process refer to reference (n) and R-Supply on-line Users Guide for requesting Location Audit aids.

9. Perform Location Additions, Changes, and Deletions

a. Location changes and deletions are accomplished to consolidate and protect material in the storeroom.

b. Location additions may be entered at the time a receipt DD 1348-1A is posted to the Requisition Query or by using Maintain Stock Items screens. Refer to R-Supply on-line Users Guide Key word Maintain Stock Items for Maintain Stock Item procedures.

c. When system(s) are not available, the DD 1348-1A or Maintain Storeroom Locations (R-Supply) changes will be placed in the PDEF.

10. Process Storeroom Action Listings. Upon receipt of a Storeroom Action Listing (SAL) from the CCB, the CSS will perform the required actions. The SAL is broken into five parts: NSN changes, Unit of Issue changes, Security Code changes, Shelf Life Action Code changes, Exhaust/Delete/Supersede/ Condemned Stock. Action required on each part of the listing is described in the following paragraphs.

a. NSN Changes. The CSS will go to each item in stock and completely mark through the old NSN and clearly mark the new NSN and Julian date of SAL on the material. All boxes will be opened to verify that they are not a multi-pack and that the new NSN is on all of the material.

b. Unit of Issue Changes. The CSS must go to each item in stock and repackage it to conform to the new unit of issue. After material is repackaged to conform to the new U/I, the new package will be clearly marked with the NSN, U/I, and quantity. Additionally, the Pending Data Entry File must be screened to ensure that any material stowed in a location, which is not yet recorded in R-Supply, has the U/I changes. The new on hand quantity will be annotated on the listing and the completed listing returned to the CCB.

c. Security Code Changes. The CSS is responsible for coordinating with RMD on movement of material with a change in security classification. If material is declassified, the RMD is responsible for coordinating with the CMD on movement of the material and ensuring that the change in location is accomplished in R-Supply.

d. Shelf Life Code/Shelf Life Action Code Changes (SLC/SLAC). Changes that appear on the Storeroom Action Listing are a result of monthly change notice processing. The CSS will check the 'manufactured date' on each item in stock and take the required action in accordance with the appropriate SLC/SLAC. Definitions and required actions for SLC/SLAC are in reference (w) volume II, Appendix 9. Material, which has an expired shelf life, must be off-loaded to the appropriate Defense Reutilization Marketing Officer (DRMO). Two columns will be made on the SLC/SLAC Listing, one titled 'MATERIAL WITHIN SELF LIFE' and the other titled 'MATERIAL WITH EXPIRED SHELF LIFE.' The quantity of material, which exceeds its shelf life will be placed in the pending off-load area. The quantity will be placed in the second column. When all material in stock has been screened (ensure the PDEF is screened), the SLC/SLAC Listing will be returned to the CCB. The CCB will initiate Offload Processing to generate a DD 1348-1A for each line item to be off-loaded. The CSS will pull the material from the pending off-load area and forward it with the DD 1348-1A to the Supply Shipping Branch (SSB) for shipment. One copy of the DD 1348-1A will be returned to the CCB for input of the Offload Release to update the Stock Item Location Qty.

e. Exhaust, Delete, Superseded, or Condemned Stock. Upon receipt of this listing from the CCB, the CSS will take the action indicated below and return the annotated listing to the CSB. Action to be taken is as follows:

(1) Exhaust - CSS will go to locations of material listed to be used until exhausted and mark the material 'USE UNTIL EXHAUSTED.'

(2) Delete - When an NSN is to be deleted, the CSS will screen all locations assigned, remove the material, and place the material in the pending off-load area. When the Storeroom Action Listing is returned to the CCB, a DD 1348-1A will be prepared and forwarded back to the CSS for material to be off-loaded. Material will be delivered to the SSB for shipment.

(3) Superseded - CSS will go to location of material identified as superseded and change the NSN to the new NSN, consolidate the material into one location if possible and provide an inventory to the CCB.

(4) Condemned Stock - When an NSN is to be condemned, the CSS will screen all locations assigned, remove the material, and place the material in the pending off-load area. When the Storeroom Action Listing is returned to the CCB, a DD 1348-1A will be prepared and forwarded back to the CSS for material to be off-loaded. Material will be delivered to the SSB for shipment.

11. Conduct a Shelf Life Review Program. CSS will conduct a Shelf-Life Review Program on a Quarterly basis to ensure material has not exceeded its life expectancy. Ensure all Type I and Type II Shelf Life Material is stored in segregated locations. For detailed procedures, refer to Appendix L. CSS will maintain a current and prior annotated/worked Quarterly Shelf Life Listing.

12. Assist in the Management and Coordination of the Aviation Supply Department Hazardous Material/Waste (HM/W) Program where applicable.

a. General. The Aviation Supply Department (ASD) HM/W coordinator appointed by the Commanding Officer is responsible for the daily administration of the HM/W program within the ASD. The HAZMAT Coordinator will provide the ASD with HAZMAT training. The CSS personnel will be the primary source of assistance for this individual in execution of the HM/W program. The CSS will maintain required files and references and perform specific duties related to the receipt, storage, labeling, issue and inventory of HM. Reference (w) volume I, chapter 8, part C provides detailed information concerning the Department of Defense (DOD) Hazardous Material Program. Hazardous material management procedures only apply to those ASD's which physically receive/store and issue hazardous materials. It is understood that many/numerous MALS have different local hazardous material operating procedures and the ASDTP does not cover all of them. Hazardous material handling, storage and inventory procedures are retained in the ASDTP in the event the ASD must assume full hazmat responsibilities in a deployed environment.

b. Maintaining HM/W Files and References. CSS will maintain all required files and references pertaining to HM/W. The CSS will maintain a file of Material Safety Data Sheets (MSDS) and a HM/W Coordinator Appointment Letters File as described in paragraphs 6311.4 and 6311.5 of this Manual. The DOD Hazardous Items List (HMIS) CD-ROM will also be maintained as a reference. In addition to the manual files, the CSS will ensure that the proper Type Storage Code (TSC) is recorded for each NSN of HM carried in the Stock Item Query. TSC's are contained in reference (w) volume II, Appendix 9. Procedures for adding, deleting, or changing TSC's are contained in the R-Supply on-line Users Guide Key word Stock Item Maintenance.

c. Receipt and Storage of Hazardous Material. When HM is received from the SRB, the CSS will ensure that it is not damaged/leaking, that the Shelf

Life is not expired, that it is properly labeled, and that a completed MSDS is on file and that it is ultimately stored in an appropriate HM storage location. Damaged or leaking material will be immediately brought to the attention of the HM/W coordinator or alternate. For improperly labeled material, the CSS will ensure that a SDR has been submitted by SRB and obtain proper label(s) and place it/them on the material. Labeling of HM is described in reference (w) volume I, paragraphs 8216-8223. If an MSDS is not on file, one will be prepared using information contained in the DOD HMIRS - Hazardous Items List.

d. Hazardous Waste. CSS will assist the HM/W coordinator in the execution of his/her duties concerning hazardous waste. Hazardous waste will be handled in accordance with local and other relevant directives.

e. Aviation Supply Department (ASD) Spill Response Team. A Spill Response Team composed of the CCS personnel will be established in writing by the Commanding Officer. This team is responsible for cleaning up spills within the ASD. The HM/W coordinator is responsible for obtaining/conducting informal and formal training for the individuals and for ensuring that appropriate training records are maintained.

f. Directives and Publications Concerning Hazardous Material/Waste. Appendix AA, References, contains a list of directives and publications pertinent to the handling and management of HM/W. Detailed instructions are provided for downloading these documents from the various web sites.

13. Maintain an effective Electrostatic Discharge (ESD) Program.

a. ESD is the transfer of electrostatic charge between bodies at different electrostatic potentials caused by direct contact or induced by an electrostatic field and is potentially damaging to electrical and electronic equipment. Knowing the effects of ESD on solid-state electronic components and equipment is a necessary part of aviation logistics. Improper handling, transportation, and storage techniques can cause electrostatic sensitive devices and components to fail. The insidious nature of ESD induced failures requires ESD control protection measures to be an integral part of aviation maintenance and supply disciplines. All solid-state electronic components and assemblies containing such components are considered ESDS items unless otherwise directed by higher authority. These items include printed circuit board assemblies, modules, SRAs, WRAs, individual components, and integrated circuits.

(1) The Supply Officer Shall:

(a) Designate an ESD Program Coordinator and alternate ESD Program Coordinator from the Consumable Management Division using an ESD Program/Coordinator Designation Assignment Letter.

(b) Ensure personnel are properly trained prior to handling ESDs items.

(c) Keep required ESDs protective materials in the local supply system for all levels of maintenance.

(d) Retain ESDs items in protective packaging while in pre-expended bins and other storage areas.

(e) Ensure ESDs items are properly packaged per MIL-HDBK-773 prior to shipment.

(2) The Program Coordinator shall:

(a) Be responsible to the Supply Officer for implementing the ESD Program and enforcing compliance within the Consumable Management Division.

(b) Ensure this instruction and references (o) thru (ag) are readily available and complied with.

NOTE: Detailed instructions are provided in Appendix AA for downloading these documents from the various web sites.

(c) Provide indoctrination and refresher training to all personnel who handle, inspect, package, or transport ESDs items. Reference (o) contains information to aid in developing appropriate lessons.

(d) Establish an ESD work station as identified in reference (ac), Para 22.4b.

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

(f) Ensure ESD protected work areas are properly tested/certified/maintained.

(g) Maintain a program file to include:

1. Applicable POCs.

2. List of personnel who completed training.

3. Program related correspondence and message traffic.

4. Applicable references and cross reference locator sheets.

(h) Coordinate/assist the Quality Assurance Division with quarterly audits.

(i) Ensure all discrepancies identified during quarterly Quality Assurance (QA) audits are corrected and results forwarded back to QA via the AAvnSupO.

(3) The ESD Assistant Program Coordinators for the ASD shall:

(a) Assist the ASD ESD Program Coordinators with implementing and maintaining this program within their divisions.

(b) Provide indoctrination and refresher training to all personnel, who handle, inspect, package, or transport ESDS items. Reference (o) contains information to aid in developing appropriate lessons.

(c) Conduct periodic work area reviews with Program Coordinator, ensuring sufficient ESD protective materials are available and being used.

(d) Ensure ESD protected work areas are properly maintained.

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

a. Type 1: Defective Material Summaries issued as a result of Category I (safety of flight/safety of personnel) Quality Deficiency Reports (QDR). These summaries are forwarded to all naval activities via message. Monthly verification will be done via NAVICP EXTRANET site, https://extra.navicp.navy.mil/DMS/INDEX.htm. They direct activities to suspend and report on hand quantities of defective items. Each message normally includes only 1 item.

b. Type 2: Defective Material Summaries issued as a result of category II QDRS. These summaries are mailed from NAVICP-M every 2 months. These summaries include a list of NSN's that should be inspected/suspended reported.

The CSB upon receipt of either summary will take for action and process the summary in accordance with instructions received. Ensure if a report is required as outlined in the summary it is completed.

Chapter 6

Section 3: Consumables Storage Branch (CSB)

Part B: Consumables Issue Section (CIS)

6320. General

1. Responsibilities. Consumables Issue Section (CIS) is responsible for the issue of all consumable material (except classified) in the Supply Officers Stores.

2. Duties

a. CIS will maintain the following files and reports:

(1) Pending Data Entry File (PDEF).

(2) Not in Stock Research File (NISRF).

(3) Optimized NALCOMIS INPRO Mailbox.

(4) R-Supply Issues Listing.

b. CIS will perform the following duties:

(1) Receive, validate, and process request documents for consumable material.

(2) Assist the CSB in Consumable Excess Program.

6321. Procedures

1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a holding file for source documents of transactions processed during temporary system(s) non-availability. For CIS, the documents in this file will be copies of request documents.

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

2. Maintain a Not in Stock Research File (NISRF). The Not in Stock Research File (NISRF) will consist of all picking tickets where carried material is not available for issue.

3. Maintain the Optimized NALCOMIS Mailbox. CIS will maintain the INPRO Mailbox. The report will be requested at least at the end of each shift. The report can be requested using INPRO Mailbox. The report shows requisitions for consumable material, which have been entered into Optimized NALCOMIS, and no action has been taken. Each shift will ensure that all requisitions on the report are researched and either processed for issue, NIS, NC or cancellation using LSC Update. When this action is taken, the

requisition is cleared from the report. Since the report is cumulative in nature, current and prior report must be retained.

4. Maintain the Issue Pending File Report Issues Listing. CIS will maintain and monitor the R-Supply Pending Issues Listing (JSL314). It provides a listing of all unprocessed picking tickets (repairable and consumable) generated by Material Request Internal (MRI) and Material Request External (MRE) that have no corresponding entries for storeroom action processing. CIS personnel will be concerned only with consumables on the list. CIS will request the Issues daily. After storeroom action has been taken, transactions will be cleared from the Issues Listing. Further explanation and description can be found in R-Supply on-line Users Guide Keyword Issues Listing.

5. Receive, Validate, and Process Request Documents for Consumable Material

a. General. Requests for consumable material may be received via Optimized NALCOMIS or R-Supply. The majority, however, will be received via Optimized NALCOMIS. Prior to pulling material for issue, each request will be screened for validity regardless of how the request was received. Validation procedures and processing procedures for both Optimized NALCOMIS and R-Supply are described in the following paragraphs.

b. Validation of Requests for Consumable Material. The physical screening/citing of material support requirements from supported units can be accomplished only at the point of receiving a picking ticket. The first step in determining whether or not a requirement is valid is to determine if the requirement is for direct support or indirect support. A direct support requirement is documented by the customer on a MAF and must have a JCN. Direct support requirements are commonly referred to as JCN requirements. Indirect support requirements are known as non-JCN requirements. When this determination has been made, Table 6-1 will be used to determine whether or not the requirement is valid. Validity can be determined by FSC. A FSC is a numeric code (first two digits of a NSN), which represents the category of material. Valid requirements will be processed as described in the following paragraphs. Invalid requirements will be canceled. The reason for cancellation will be annotated on the picking ticket, which will then be forwarded to the CSB NCOIC or designated personnel. In addition to the above screening and validation, CIS personnel will challenge any requests for material which they consider excessive, misused or abused (e.g., valid or invalid requirements ordered numerous times on the same day by the same customer, etc.).

c. Processing Optimized NALCOMIS Request Documents for Consumable Material. When a request for consumable material is entered into Optimized NALCOMIS, a Local Status Code (LSC) of 'In Process' (INPRO) is automatically assigned and a picking ticket generated. At this point, the processing procedures differ depending on the availability of material. Procedures for each situation are described in the following paragraphs.

(1) Total Quantity Available. The picking ticket will be taken to the designated location(s) and the requested quantity of material pulled. All copies of the picking ticket will be annotated 'ISSUE' and a copy pulled to update Optimized NALCOMIS. The material and the remaining copies will be forwarded to CDB for delivery. The copy pulled for Optimized NALCOMIS processing will be used to update the LSC to 'Issue in Process' (ISSIP) using LSC Update. The input copy may then be destroyed. If the Optimized NALCOMIS

system is not available, the input copy will be placed in the PDEF awaiting system availability.

(2) Partial Quantity Available. When it is determined that a partial quantity is available for issue; a decision must be made, based on local policy, whether or not to make a partial issue. When a partial issue is made all copies of the picking ticket will be annotated 'PART ISS.' A single line will be drawn through the requisitioned quantity and the quantity issued written directly below. The partial quantity issued will be circled and the picking ticket initialed by the individual performing the process. A copy of the picking ticket will be pulled to update Optimized NALCOMIS. The material and remaining copies of the picking ticket will be forwarded to CDB for delivery. The copy pulled for Optimized NALCOMIS processing will be used to update the LSC to 'Partial Issue' (PARTI) using LSC Update. Ensure that the 'ISSIP QTY' on LSC Update reflects the quantity actually issued. Indicating a partial issue automatically cancels the remaining quantity. If the requisitioner needs the remaining quantity, then a new request must be made. If the Optimized NALCOMIS system is not available, the input copy will be placed in the PDEF awaiting system availability.

Indirect Support Material			
	Federal Supply Classification (FSC)	Valid	Responsible Division
51	Hand Tools	Yes	CMD/SSD (SERVMART)
52	Measuring Tools	Yes	CMD/SSD (SERVMART)
80	Brushes, Paints, Sealers	Yes	CMD/SSD (SERVMART)
83	Textiles, Leathers	Yes	CMD/SSD
84	Clothing & Individual Equipment	Yes	CMD/SSD
91	Fuels, Lubricants, and Oils	Yes	CMD
95	Metal Sheets	Yes	CMD
	All Others	No	N/A
	Direct Material Support		
10	Weapons	No	N/A
11	Nuclear Ordnance	No	N/A
12	Fire Control Equipment	No	N/A
13	Ammunition and Explosive	No	N/A
65	Medical & Dental Equipment	Limited	N/A
70	General Purpose ADP Equipment	YES	N/A
71	Furniture	No	N/A

Note: The classes of material listed above represent the most frequently misused/abused classes for which material requests are submitted. This table reflects, at a minimum, the classes of material that will be reviewed prior to issue.

Table 6-1.--Direct (JCN)/Indirect (Non-JCN) Material Support Requirement Validation Table

(3) Total Quantity Not-In-Stock (NIS). CIS personnel will ensure that all storage locations are checked before deciding that material is not available for issue. The Stock Item Query in R-Supply will be used to ensure

that all recorded locations are checked. When all locations have been checked and the determination has been made that the issue cannot be made, the picking ticket will be annotated 'NIS', signed, and placed in the Not In Stock Research File (NISRF). All requirements determined to be NIS by CIS personnel will be verified daily by the CSB NCOIC or designated personnel and appropriate action taken. CCB personnel will research and ensure that R-Supply records for material determined to be NIS are corrected daily in order to facilitate rapid replenishment. CSB NCOIC or designated personnel will review all documents in the NISRF. Issue Group One requirements will be screened within 1 hour of receipt of the request. All others will be screened prior to the end of each shift. When screening NIS requirements, if all or part of the material is found, the requirement will be processed for issue or partial issue as described in the preceding paragraphs. If the material is definitely 'NIS', the CSB NCOIC or designated personnel will update the LSC in Optimized NALCOMIS to 'NIS' using LSC Update. The R-Supply Stock Item Query Location quantity for this record will be checked at this point. If there is an on-hand quantity, an inventory discrepancy exists; therefore, a spot inventory will be input to R-Supply to alert CCB personnel that causative research must be undertaken to resolve the inventory discrepancy. Procedures for setting a record for spot inventory are contained in the R-Supply on-line Users Guide keyword Inventory Processing."

(4) Shelf Life Material. Screen all Shelf Life Material to ensure expired material is not being issued to supported units.

6. Assist the CCB in Consumable Excess Program

a. CIS will assist CCB in the off-load of excess material. CIS will receive the DD 1348-1A from CCB. CIS personnel will go to the location(s) of the material to be off-loaded and pull all the appropriate material. When pulled, the quantity indicated to be retained will be returned to the location(s). The quantity to be off-loaded is shown in CC 25-29 of the DD 1348-1A. If the quantity remaining after the retain quantity is returned to location(s) is correct, circle the quantity. If the quantity is different, draw a line through the printed quantity and write the correct quantity to be off-loaded above the lined-out quantity.

b. Forward the excess material and related paperwork to SSB. Retain a legible copy and forward it to CCB for data entry. After successful entry of the transaction, the copy will be sent to SAD for filing or scanned into the FIMS database.

c. If the total quantity in all locations is less than the retain quantity indicated, change the retain quantity on the DD 1348-1A to the actual on hand. Cross out the quantity in CC 25-29 and annotate '0'. Paperwork will be forwarded to CCB for action.

Chapter 6

Section 4: Consumables Control Branch (CCB)

6400. General

1. Responsibilities. Consumables Control Branch (CCB) is responsible for all functions related to inventory management of consumable material.

2. Duties

a. CCB will maintain the following files, reports, and references:

(1) Pending Data Entry File.

(2) Survey File.

(3) Pack-up Signature File.

(4) Master Stock Status Locator Listing

(5) A Listing and Letter of Authorization of Special Management Codes/Flags used in the Stock Item Query.

(6) Consumables Management Technical References.

(7) Supply Discrepancy Report

(8) Stock Control Review listing.

(9) Change Notice Listing.

(10) NALCOMIS draw-down reports.

(11) OFF-LOAD file.DASH-1's

(12) Over-aged Stock In Transit Listings

b. CCB will perform the following duties. A list of computer-generated reports required to perform these duties is contained in table 6-2.

(1) Maintain adequate requisitioning objectives for consumable material.

(2) Initiate and monitor requisitions for consumable stock.

(3) Maintain established location/inventory validity and stock levels for all consumables.

(4) Initiate corrective action on all unmatched over-aged Stock In Transit (SIT) reports. Reports will be down-loaded from the following WEB site: https://mfcsweb.icpmech.navy.mil/px0204/tycom.htm. Reports that need review by CCB are:

(a) REPLN: Stock Due discrepancies.

Maintain the Range and Depth of Consumable Stock at Levels Consistent With Demand			
Report Name	Frequency	Retention	Procedure Reference
1. Level Setting Report, R-Supply	Quarterly	Current and Prior	6401.8b
2. SAMMA/SAL, R-Supply	Monthly	Current and Prior	6401.13b
3. AVCAL/COSAL Percentage Report, R-Supply	As Required	Current Only	6401.13c
4. Supply Effectiveness Report, R-Supply	Monthly	Current and Prior	6401.13d

Initiate and Monitor Requisitions for Consumable Stock			
Report Name	Frequency	Retention	Procedure Reference
1. Automatic Reorder Review, R-Supply	Weekly	Two (2) Weeks	6401.9b
2. Requisition No Status Listing, R-Supply	Weekly	Current and Prior	6401.9c
3. Requisition Reconciliation Listing, R-Supply	Monthly	Current and Prior	6401.9d
4. Consumable Stock Requisitions With Overage Shipment Status, R-Supply	Monthly	Current and Prior	6401.9e
5. Cancel Excess Stock Dues, R-Supply, or SAMMA SAL RAO Extract	Monthly	Current and Prior	6401.9f

Process Consumable Requisitions and Receipts with Exceptions			
Report Name	Frequency	Retention	Procedure Reference
1. NMCS/PMCS High Priority Requisitions, Optimized NALCOMIS	Daily	Current and Prior	6401.12b(1)

Table 6-2.--Reports Required for Performance of Duties, CCB

Maintain Established Location/Inventory Validity and On-Hand Stock Levels for All Consumables			
Report Name	Frequency	Retention	Procedure Reference
1. Location Audit, R-Supply	Annually	One (1) Year	Appendix E
2. Inventory Processing, R-Supply	Annually	One (1) Year	Appendix F
3. Offload Processing or SAMMA Sal RAB Extract, R-Supply	As Required	Current and Two (2) Prior Fiscal Years	6401.10f
4. NAVICP Over-aged SIT Reports	Monthly	Current and prior	TBD

Initiate Corrective Action on All Unprocessed Consumable Transactions			
Report Name	Frequency	Retention	Procedure Reference
1. Suspended Transaction Report, R-Supply	Daily	Current and Prior	6401.11b
2. Interface Summary Reports, OPTIMIZED NALCOMIS	Daily	One (1) Week	6401.11d
3. Stock Control Review Listing, R-Supply	Daily	One (1) Week	6401.11e

Ensure that the Identification and Management Data of All Consumable Records is Accurately Maintained			
Report Name	Frequency	Retention	Procedure Reference
1. Storeroom Action Listing, R-Supply	Produced From Change Notice	Current And Prior	6401.13e(1)
2. Stock Control Decision Listing, R-Supply	Produced From Change Notice	Current And Prior	6401.13e(2)
3. Repairable MCC Decision Listing, R-Supply	Produced From Change Notice	Current And Prior	6401.13e(3)
4. Change Notice Error Report, R-Supply	Produced From Change Notice	Current And Prior	6401.13e

Table 6-2.--Reports Required for Performance of Duties, CCB -- Continued

(b) X DECK: OSO transfer discrepancies.

(c) RFI OFFLOAD: Excess material turn-ins.

(5) Maintain adequate requisitioning objectives for consumable material.

(6) Initiate corrective action on all unprocessed transactions, which affect the consumable inventory.

(7) Ensure that the identification and management data of all consumable records are accurately maintained.

(8) Maintain accountability of consumable material issued for pack-up.

(9) Review Technical Compliance Directives (TDC'S) for storeroom availability.

(10) Submit Allowance Change Requests for Consumable Material.

6401. Procedures

1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a holding file for source documents of transactions processed during temporary system(s) non-availability. For CCB, the documents in this file will normally be problem requisitions and/or receipts.

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

2. Maintain a Survey File. This file will be divided into two categories; surveys pending approval and completed surveys (approved and Survey processed). Whenever a Financial Liability Investigation of Property Loss (DD Form 200) is prepared, a pending copy will be retained until the signed original is returned. When the signed original is returned and the adjustments processed, the original along with the causative research will be forwarded to SAD and a copy will be filed in the completed survey file. The purpose of the file is to document causative research on inventory losses and gains as well as authorization to post the adjustment. Survey documentation will be maintained in NIIN sequence for four (4) fiscal years (current and three prior fiscal years).

3. Maintain Pack-Up Signature Documents. Anytime that material is pulled for pack-up, a pack-up inventory listing will be prepared. The listing will be signed by the Det OIC/SNCOIC prior to relinquishing physical custody of the material. A pack-up file will be maintained for each supported unit. Pack-up inventory listings will be maintained in NIIN sequence and retained until the material is returned, issued or survey documentation received.

4. Maintain a R-Supply Master Stock Status Locator Listing (MSSLL). A MSSLL will be requested monthly. The R-Supply on-line Users Guide keyword Locator Listing provides information on requesting the listing. Only the current listing must be retained. The MSSLL provides NIIN/Location cross reference for use as needed during periods of system(s) non-availability.

5. Maintain a Listing and Letter of Authorization of Special Management Codes/Flags Used in the Stock Item Query. CCB will maintain a listing of all Local Management Codes (LMC's), Automatic Reorder Restriction Codes (ARRC's), 'Limit' Flags and 'No Drop' Flags used on Stock Item Query records. A letter of authorization signed by the supply officer will be maintained along with the listing. The letter will also contain a list of LMC's and ARRC's with their definition. Quarterly, the SMD will initiate, coordinate, and be

responsible for dispersing a copy of the listing and letter of authorization to be reviewed for accuracy by RCB/CCB and updated as necessary. SMD will verify input and forward the letter to the AvnSupO for approval and signature. Upon AvnSupO approval, SMD will file and forward copies to the RCB/CCB to be filed in the turnover jacket.

6. Maintain Consumables Management Technical References. The following technical references should be maintained by CCB:

a. Fed Log (mandatory): This is a CD-ROM publication, which presents a consolidated, cumulative listing of national stock numbers (NSN's) for all branches of the armed services. It is used as a research tool to determine management data such as cognizance symbol, service manager, price, etc., on specific items of material.

b. Informational Handling Services (IHA) HAYSTACK (optional): Is a comprehensive source of parts data, logistics and supplier information, and has served government and industry buyers, vendors, designers, company librarians, and engineers for over twenty years. It presents a consolidated, cumulative listing of national stock numbers (NSN's) for all branches of the armed services. It is used as a research tool to determine management data such as cognizance symbol, service manager, price, etc., on specific items of material. One of the main features is that Haystack contains a Universal Parts Center (UPC) which shows Commercial Vendors who may have the parts you are seeking.

c. HAYSTACK is an online tool that requires a subscription. As this type of research is indirect support for the squadron(s) and IMA work centers the ASO may approve the SSD to Open Purchase this subscription using OFC-10 funds.

7. Maintain a Supply Discrepancy Report (SDR) File. This file will consist of Supply Discrepancy Report’s (SDR) submitted for all consumable material. All documentation relating to the SDR; i.e., original request, disposition instructions etc., will be attached together and filed. File will be maintained in NIIN sequence and retained for three (3) years. Procedures for completing the electronic SDR (https://sdr.navsup.navy.mil) for reporting shipping discrepancies are outlined in the NAVSUP P723 (when the discrepancy is attributable to a shipper error) and referenced in reference (w) volume I, paragraph 4269. Procedures for completing the Standard Form 361 for reporting shipping discrepancies are outlined in reference (ai), chapter 210 and appendix I, (while the material is in the transportation system) and reference (w) volume I, paragraph 4269.3 and 4273.

8. Maintain the Range and Depth of Consumable Stock at Levels Consistent with Demand

a. General. Stock levels are described in terms of 'Range' and 'Depth.' 'Range' is the number of different line items stocked and 'Depth' is the quantity of a specific line item. In R-Supply, stock levels are described as the Requisitioning Objective (RO), which is the high limit, and Reorder Point (RP), which is the low limit. Initially, stock levels are established based on applicable allowance lists. These initial levels will thereafter be adjusted according to actual demand experience by the Level Setting Program in R-Supply.

b. Levels Setting. The frequency of running the Level Setting and parameters used are determined by the WING/TYCOM. The CMD OIC/NCOIC is responsible for ensuring that the program is scheduled and processed in accordance with WING/TYCOM instructions. Complete descriptions of Demand History Processing are contained in reference (w) volume I, chapter 6. CCB is also responsible for reviewing the output reports and making any corrections as described in the following paragraphs. Upon completion of the review, the report will be signed and dated by the person conducting the review. The current and prior 'Live' reports will be retained. Ensure that a trial level setting is run and reviewed prior to running the live level setting.

(1) Demand History Processing will be processed monthly for Allowance Type Codes 6, 7, and 8 utilizing approved WING/TYCOM parameters in order to establish DBI in R-Supply. Non-buffered NIINs will continue to be managed by Demand History Processing procedures utilizing approved WING/TYCOM parameters.

(2) Buffered NIINs will have Local Management Code (LMC) of "AS" and Limit Flags are properly set in R-Supply prior to running Demand History Processing. (See Appendix W CPI.)

c. Review of Demand History Processing Reports. Except when the trial option is being used, Demand History Processing results in an updated Stock Item Table which includes any changes in Requisitioning Objective (RO), Reorder Point (RP), Average Monthly Demand (AMD), Demand Based Item (DBI) Flags (Peacetime Operating Stock (POS) Flags), and Allowance Type (AT) Codes. The Demand History processing Report displays dollar value, statistical and exception item data related to changes in the Stock Item Table. This information is shown in various parts of the report. A glossary is printed on the first page of the report, which describes the parameters used when the program was run. Each part of the report and appropriate review procedures are described in the following paragraphs.

(1) Part 1 - Summary of Changes. Among other things, this part of the report displays the number of records added to or deleted from the DBI/POS category, the number of records dropped from the Active Item Table, and the number of records experiencing a change in AT Code (AT Codes 4, 6, 7, 8, and 9) as a result of Demand History Processing.

(2) Part 2 - Detail Report of Changes in Value of Inventory Levels. This part of the report provides a summary of inventory levels before and after Demand History Processing.

(3) Part 3 - Records with Inadequate Demand History. This part of the report identifies records established in the Item Table for less than six (6) months that met the DBI qualification frequency entered in the Level Setting Parameters. The computed RO of these records will be reviewed to ensure that they reflect future anticipated demand and that the RO is not artificially high or low due to insufficient demand history. Whenever review of these records indicates that the computed RO/RP is too high or low, CCB will adjust the RO/RP using the procedures described in the R-Supply on-line Users Guide Keyword Level Setting or reference (m).

(4) Part 4 - Records Indicating High Demand. Records appearing on this part of the report have a newly computed AMD that is greater than or equal to the Demand Trend Test Percentage entered in the Level Setting

Parameters. These records will be reviewed to ensure that the demand(s) recorded are valid and that the new RO/RP accurately reflects anticipated demand. When review of these records indicates that the recorded demand is invalid or that it does not accurately reflect anticipated demand, CCB will delete or reverse invalid demand(s) or adjust the RO/RP to reflect the anticipated demand. Procedures to delete/reverse demand(s) are described in the R-Supply on-line Users Guide Keyword Level Setting or reference (m). Procedures for adjusting the RO/RP (High Limit/Low Limit) are described in the R-Supply on-line Users Guide Keyword Level Setting or reference (m).

(5) Part 5 - Records Indicating Low Demand. Records appearing on this part of the report have a newly computed AMD that is less than or equal to the Demand Trend Test Percentage entered in the Level Setting Parameters. These records will be reviewed to ensure that the new RO/RP accurately reflects anticipated demand. If not, CCB will adjust the RO/RP accordingly as described in the R-Supply on-line Users Guide Keyword Level Setting or reference (m).

(6) Part 6 - Records Changed to AT Code 4. This report list records added to the DBI category due to demands experienced during the specific period of request parameters on the Level Setting. Research each item to determine whether an item should be stocked. When research indicates that a particular record is not required for stock, the RO/RP and AT Code will be adjusted accordingly. Procedures for changing a Stock Item record are contained in the R-Supply on-line Users Guide Keyword Level Setting or reference (m).

(7) Part 7 - Records Changed to AT Code 6. Records appearing on this part of the report had inadequate demand to be retained as demand based items. These records will be reviewed to ensure that the records are in fact excess and not required for stock. When research indicates that a particular record may be required for stock, the RO/RP and AT Code will be adjusted accordingly. Procedures for changing a Stock Item record are contained in the R-Supply on-line Users Guide Keyword Level Setting or reference (m).

(8) Part 8 – Records Changed to AT Code 8. This part of the report displays records having experienced demand but not enough to become demand based.

(9) Part 9 - Records Changed to AT Code 9. This part of the report shows records that are substitutes for prime records.

(10) Part 10 – Records Dropped From Stock. This part of the report shows records that have dropped from the (Active) Item Table. AT Code 6 or 7 having zero on-hand and zero on order and AT Code 8 records that have not had a demand based on the DBI Retention Determination Period. A physical inventory of these records will be taken to ensure that there is no material actually on-hand. If there is no material on-hand, then it is acceptable that the record has dropped from the (Active) Item Table. If material is found to be on-hand for a record that has dropped from the (Active) Item Table, then the record must be re-activated on the Item Table and the inventory discrepancy resolved. Procedures for re-activating an Item record are described in reference (m).

9. Initiate and Monitor Requisitions for Consumable Stock

a. General. Periodic stock replenishment is necessary to ensure that on-hand stock is adequate to meet demand. Consumable stock requisitions will normally be generated from the Automatic Reorder in R-Supply and will be monitored through the use of various requisition reconciliation aids. The goal of the requisitioning/requisition monitoring process for consumable stock is to ensure that the on-hand plus stock due is greater than the RP, and does not exceed the RO. Also, that stock requisitions on file are working in the supply system and have acceptable status. Requisition validity percentage for consumable stock requisitions will be maintained at ninety-five (95) percent or greater.

b. Automatic Reorder. CCB will ensure that an Automatic Reorder is processed for consumable stock at least weekly. A complete description of the Automatic Reorder program is contained in the R-Supply on-line Users Guide Keyword Automatic Reorder and the reference (w) volume I, chapter 3, part F. Normal computations should be RP to (Total O/H + STK DUES + SUBS O/H + SUBS DUE QTYS). A trial reorder should always be ran and reviewed prior to running a live reorder. Efforts should be made to ensure BP28 sales to obligation ratio are met.

(1) Reviewing Requisitions Created by Automatic Reorder. Whenever an Automatic Reorder is processed for consumables, R-Supply will identify Stock Item Query records in a reorder condition based on parameters selected by the user and create appropriate requisitions. A review listing will be produced and the requisitions held pending Requisition Release processing. CCB will review the Automatic Reorder Review Listing as described in the reference (w) volume I, chapter 3, part F, section I, paragraph 3806 prior to releasing the requisitions. Any changes or deletions can be made as described in the following paragraph.

(2) Releasing Requisitions Created by Automatic Reorder. Whenever review of the Automatic Reorder is completed, the requisitions will be set up for release using the procedures in the R-Supply Users Guide keyword Release Outgoing Transactions. At this point, any changes or deletions can be made. Upon completion of this process, a 'batch job' is created and, when run by the SAA, this will update Database files and extract the requisitions for submission to the supply system. When the batch job number is assigned, the screen will be printed and then attached to the Automatic Reorder listing.

c. Reviewing Consumable Stock Requisitions with no Status. A Requisition Listing for all consumable stock requisitions with 'no status' will be requested every (7) days, each individual requisition must be reviewed and the appropriate action taken (i.e., ATA). Determining which requisitions need follow-ups submitted will be accomplished in accordance with NAVSUP P485, chapter 3, part D, section II.

d. Reviewing Consumable Stock Requisitions for Follow-up. All consumable stock requisitions will be reviewed for follow-up at least monthly. This review should be conducted by using the R-Supply Requisitions Listing, R-Supply Requisition Follow-ups, or Buffer Management Tool (BMT) (See Appendix W). Whichever program is used will be tailored to consumable stock requisitions only. The Requisition Listing will be requested from the SAA; the Automatic Follow-up program (consult with SAA prior to requesting) may be requested using the procedures described in the R-Supply on-line Users Guide keyword Requisition Follow-ups. If the Requisition listing method is

used, each individual requisition must be reviewed and the appropriate follow-up manually input to R-Supply as described in the R-Supply on-line Users Guide key word Status Supply Outgoing Status. Determining which requisitions need follow-up and the type of follow-up to submit will be accomplished in accordance with reference (w) volume I, chapter 3, part D, section II. Each requisition on the listing will be annotated with the action taken (follow-up sent? if yes, what type and to whom; if no, why?). If the Requisition Follow-Ups is used, the 'Manual Follow-up Listing' of the report, which contains requisitions that did not meet all of the criteria for automatic follow-up, will be reviewed and manual follow-ups processed if required. The current and prior listing will be retained on file.

e. For buffered NIINs, CCB will ensure daily monitoring of outstanding requisitions to ensure action is taken on requirements in danger of breaking the designed TRR. CCB will utilize the Buffer Management Tool (BMT) to identify the TRR health of replenishment documents for buffered NIIN's and will follow up via normal R-Supply follow up procedures, if needed. Reason Codes will be noted in the BMT for future analysis. Requisitions for buffered NIIN's that continue to break TRR will be screened monthly in order to reset physical buffers if necessary. See Appendix W for guidance on Buffered NIIN Reqn monitoring.

f. Consumable Stock Requisitions with Overage Shipment Status. Consumable stock requisitions are considered to have overage shipment status if the material has not been received within thirty (30) days (for CONUS shipments) or sixty (60) days (for overseas shipments) from shipment date. These time frames are based on Supply Discrepancy Report (SDR) submission time frames established by NAVSUP, which are seventy-five (75) days (for CONUS shipments) or one hundred fifty (150) days (for overseas shipments) from shipment date. This will allow thirty (30) days to identify the requisitions, prepare, and submit SDR's to the issuing activity. Consumable stock requisitions meeting the criteria for having overage shipment status will be identified, researched, and corrected at least monthly. These requisitions can be identified when reviewing the consumable R-Supply Requisition Listing selecting only consumable stock requisitions with overage shipment status. When requisitions in this category have been identified, the action required to research and correct will differ depending on the extended money value (EMV) of the requisition. Each situation and action to take are described in the following paragraphs:

(1) If the EMV of the requisition(s) is less than $2500, the following actions will be taken:

(a) Check the CTF in the SAD or the FIMS database for a DD 1348-1A receipt document for the requisition in question. Also, physically check all material on the shelf (including substitutes) to determine if the requisition in question is written on the stock tag of any of the stocked material. Ensure that the requisition is not on the Suspense or Delayed Receipt Report. If proof of receipt is established by either of the above means, then the receipt will be processed.

(b) Check WEB based sites (i.e. DOD EMALL/DSS/WEBLIPS) for shipping information.

(c) If proof of receipt cannot be established as described above, the receipt can be processed immediately for the total quantity of the requisition. SDR's and/or Financial Liability Investigation of Property Loss

(DD Form 200) are not required. NOTE: When processing the receipt in R-Supply, the requisition received quantity will be equal to the shipped quantity and the 'Stow' quantity will be zero. This will automatically complete the requisition and generate a stock receipt underage which will generate a Loss by shipment.

(2) If the EMV of the requisition is two thousand five hundred (2500) dollars or more, then the following action will be taken:

(a) Attempt to establish proof of receipt in the same manner as described in paragraph 6401.10d(1)(a). If proof of receipt is established, then the receipt will be processed.

(b) If proof of receipt cannot be established, then conduct an inventory of all like material (including substitutes) and an audit of all available previously processed transactions. If the total actual on-hand quantity exceeds the on-hand quantity reflected in the Stock Item Query Location quantity, or the inventory is accurate and the audit reveals that there are erroneous transactions which caused it to be, then the possibility exists that the material ordered on the requisition with overage shipment status was received and the receipt was not processed. If, after conducting the inventory and audit, it is confirmed that an inventory excess is not due to other unprocessed transactions (i.e., Suspense, Delayed Receipt, then the assumption can be made that the material ordered on the requisition with overage shipment status was received and the receipt was not processed. In this case, the receipt for the requisition with overage shipment status will be processed. If the inventory is accurate and is so because of erroneously processed transactions (i.e., erroneous Gain by Inventory, Material Turn-in, etc.), then the assumption can be made that the material ordered on the requisition with overage shipment status was received but the receipt was not processed and the inventory is accurate because of the erroneous transaction(s). In this case, the erroneous transaction(s) will be reversed and the receipt for the requisition with overage shipment status processed.

(c) If proof of receipt cannot be established, the inventory is not in excess, and there are no erroneous or unprocessed transactions, then the material ordered on the requisition in question is considered lost in shipment. In this case, a Financial Liability Investigation of Property Loss (DD Form 200) and the SDR will be prepared by CCB for each individual requisition. A SDR must be prepared for each individual requisition as described in reference (w), volume I, paragraph 4268-4270 and submitted to the appropriate issuing activity. The Action Code cited in block 11 of the SDR will be '1A' - "Disposition Instructions requested", and '1G' - "Reshipment not required. Item to be re-requisitioned." SDR's will be submitted to arrive at the issuing activity no later than seventy-five (75) days (for CONUS shipments) or one hundred fifty (150) days (for overseas shipments) from shipment date. A pending copy of each SDR will be retained until the situation is resolved.

NOTE: Detailed instructions are provided in Appendix AA for downloading these documents from the various web sites.

(d) When the survey(s) and SDR (s) have been prepared, an 'Information Message' will be processed as described in paragraph 4101.15d(3)(c).

(e) When the signed survey(s) is returned, CCB will input the receipt action into R-Supply using the Receipt Processing or Stock Control Receipt Option.

(f) Generate Lost in Shipment Survey (R-Supply). When completing receipt processing for a Lost in Shipment asset, Stow Quantity will be entered as zero, the exception icon will be applied. The user will receive a message "Was there really no material received?" Answering yes a Stock Receipt Underage will be created along with a Loss by Inventory Receipt Adjustment (Survey created by Receipt Exception) for the same document number as the receipt. Surveys for requisitions generated in this manner may be listed on one DD form 200 with "see attached list" in block 2. Although the DI X43 has posted it must be understood the DD form 200 must be signed by the MALS Aviation Supply Officer prior to the processing of the "Live" DI-100.

(3) Concerning the SDR (s) submitted, the issuing activity has 45 days to respond. Each possible response and action to take are described in the following paragraphs:

(a) If the issuing activity responds indicating that the material was shipped and that credit will not be granted, then no further action is required other than filing the response with the originally submitted SDR (s) as a closed case.

(b) If the issuing activity responds indicating that the material was not shipped and credit will be granted, then the receipt, which was processed, will be reversed (after verifying with MFCS or NAVICP that the credit issue has been processed) as described in the R-Supply on-line Users Guide keyword Receipt Reversal. When this receipt reversal processes, R-Supply will automatically reverse the survey, which also processed in the original transaction. This process will cause the requisition to be outstanding again. The requisition will be internally canceled using the procedures described in the R-Supply on-line Users Guide Keyword Receipt Reversal. When this is completed, a Memorandum Financial Liability Investigation of Property Loss (DD Form 200) describing the reason for the survey reversal will be prepared by CCB, a copy submitted to SAD and the original forwarded to the MALS Aviation Supply Officer. NOTE: Memorandum Report of Survey is only required for survey action that has posted to the "live". A copy of this DD Form 200 will be attached to the original Financial Liability Investigation of Property Loss (DD Form 200) in the Survey file. The response to the SDSR will be filed with the originally submitted SDR.

(c) If the issuing activity does not respond to the SDR(s) within the required time frame (within forty-five (45) days of receipt of SDR), then a follow-up will be sent. If necessary, subsequent follow-ups will be sent at thirty (30) days intervals. If the issuing activity fails to respond to the SDR(s) and/or subsequent follow-ups, then the actions described above to reverse the receipt/survey and cancel the requisition will be taken.

g. Excess Stock Due Cancellation. CCB will coordinate with SMD prior to running. Whenever the on-hand (O/H) quantity plus stock due (STKDUE) reflected in R-Supply is greater than the Requisitioning Objective (RO), an excess stock due condition exists. This condition is officially referred to as 'Redistributable Assets on Order' (RAO). Consumable records in an RAO condition will be identified and corrected at least monthly. Procedures for

requesting and running the R-Supply Cancel Excess Stock Dues are contained in the R-Supply on-line Users Guide, key phrase 'Cancel Excess Stock Dues'. R-Supply will automatically create Cancellation Requests or Follow-up to Cancellation Request for records within existing AC_) on records in an excess condition. The status records created will be held in the Release Outgoing Transactions file and a listing of records will be printed. The listing will be reviewed to ensure that appropriate and desired follow-ups were created. After reviewing the listing, the status records will be released as described in the R-Supply on-line Users Guide, key phrase 'Release Status'. The Excess Stock Due Cancellation listing will be signed and dated by the person conducting the review. The current and prior listings will be retained.

h. System Material Obligation Validation (MOV)

(1) A material obligation is the unfilled quantity of an overage requisition held by an Inventory Control Point (ICP) that is not available for issue to your activity but is recorded as a commitment against the ICP's existing stock dues. Obligations are considered overage, for validation purposes, when, for priority 01-08 requisitions, they have been outstanding for more than thirty (30) days from the requisition date: for priority 09-15 requisitions, the time frame is seventy-five (75) days. ICP's will submit MOV requests on overage requisitions to each requisitioning activity on a quarterly basis. The requests will be forwarded through the Defense Automated Addressing System (DAAS) in accordance with the schedule contained in reference (w) volume I, chapter 3, part D, section III. The purpose of MOV requests is:

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

(b) To determine if the requirement still exists and if the total quantity is still required.

(c) To determine if the requisition priority is still valid.

(2) ERB is responsible for receipt acknowledgment, overall coordination and response to the System MOV for the ASD. CCB will, however, review and validate responses to MOV requests for consumable stock requisitions and outstanding PEB DTO requisitions and return the annotated responses to ERB within ten (10) working days. Whenever a system MOV is received by your activity, it will be batch processed into R-Supply by the SAA. R-Supply will generate MOV responses based on information from the MOV request and the Requisition Query. For MOV requests that match an outstanding Requisition Query record, R-Supply will not generate a response since none is required. For MOV request that match a requisition in R-Supply that has the completion date set or has an AC1/AK1 loaded, an AP1 with zero quantity will be produced for review. For MOV requests with no matching Requisition Query record or different requisition quantities, CCB will receive AP_ responses for consumable stock from ERB. For each AN_MOV request with no matching Requisition Query record, an AP_ MOV response with a zero (0) in the quantity field is created. This means that an ICP is holding the requisition but it is not on file in R-Supply. To determine whether or not the material is still required, the on-hand (O/H) and stock due must be reviewed in the Stock Item Query and the Requisition Query. If the O/H + STKDUE is equal to or greater than (= or >) the RO and all of the STKDUE requisitions have valid, working status, then annotate the AP__response 'SEND' and return it to ERB for submission to the ICP for cancellation of the

requisition. Since the requisition is not in R-Supply, no input is required. If the O/H + STKDUE is less than the RO or there are invalid stock requisitions, the invalid requisitions should be internally canceled and the requisition on the MOV response loaded to R-Supply through Initiate Requisitions. For requisitions in this category, annotate the AP_ MOV response 'LOADED' and return to ERB. For AP_ responses that indicate a quantity different from the quantity still required, annotate the AP_ response with 'CHANGE' and the quantity still required and return to ERB for submission to the ICP.

10. Maintain Established Goals for Inventory/Location Validity and On-Hand Stock Levels for all Consumables

a. General. The required inventory/location validity for consumable material is ninety percent (90%) and ninety-eight percent (98%) respectively. To ensure that these levels of validity are maintained, SMD will conduct inventory and location validity samples at least quarterly as described in Appendix G. Whenever either sample results in validity less than required, a complete Location Reconciliation and Physical Inventory will be conducted within thirty (30) days.

b. Location Audit Procedures (LAP). A LAP is the process of reconciling actual locations of material with those reflected in R-Supply. CCB is responsible for coordinating all LAP's of consumable material. Procedures for conducting a LAP are contained in Appendix E. In the event a scheduled inventory is conducted (wall-to-wall or selected locations); a LAP will be completed no more than two (2) days prior to the physical count. CSS will input any location changes resulting from a LAP. R-Supply users will input location changes through 'Maintain Storeroom Locations' as described in the R-Supply on-line Users Guide keyword 'Maintain Storeroom Locations.

c. Scheduled Inventories. CCB is responsible for initiating and coordinating scheduled inventories. They will conduct and document causative research on discrepancies, input any corrective transactions found for resolving discrepancies and process inventory adjustments on unresolved discrepancies. Procedures for conducting scheduled inventories are contained in Appendix F.

d. Spot Inventories. A spot inventory is an unscheduled physical inventory performed to verify the actual quantity of material on-hand for a specific stock item. Records in R-Supply may be set for spot inventory in one of two ways:

(1) Spot Inventory Input by User. Anytime that a discrepancy is found between the physical on-hand quantity and the R-Supply Stock Item Location quantity; the record(s) will be set for spot inventory in R-Supply and a physical count conducted. When setting the spot inventory flag, CCB will print the Spot Inventory screen and conduct the physical count. The count(s) will be completed by the end of each shift.

(2) Spot Inventory Created Automatically. Whenever a partial or complete NIS issue transaction is processed or an issue transaction suspends for insufficient quantity, R-Supply will automatically set the spot inventory flag on the record(s). These records will appear on the Spot Inventory Aids Report of the daily Stock Control Review Listing. CCB will conduct physical count anytime that records appear on the report. The count(s) will be completed by the end of each shift.

(3) Spot Inventory Review. Upon completion of the Spot Inventory, CCB must determine if the physical count quantity matches the quantity reflected in the Stock Item Location quantity. If the quantities match, then input the quantity on the Spot Inventory screen as described in the R-Supply on-line Users Guide keyword Inventory Processing. If the physical count quantity does not match the Stock Item Location quantity, then an inventory adjustment must be processed. The types of inventory adjustments and procedures for processing each are described in the following paragraphs.

e. Inventory Adjustments. Generally speaking, there are two occasions when the need to process inventory adjustments will arise; as a result of a spot inventory and during scheduled inventory/ reconciliation's. There are two types of inventory adjustments: (1) GAINS: the total actual on-hand quantity is greater than the Stock Item Location quantity and (2) LOSSES: total actual on-hand is less than Stock Item Location quantity. Adjustments of either type will not be processed without first conducting and documenting preliminary and causative research as described in Appendix F. Adjustments resulting from a scheduled inventory will be processed as described in Appendix F. Processing inventory adjustments resulting from a spot inventory are described below.

(1) Spot Inventory Adjustments. Whenever causative research fails to resolve an inventory discrepancy, the actual count quantity will be entered on the spot inventory screen in R-Supply.

(2) Inventory Adjustments from Scheduled Inventory. Adjustments resulting from a scheduled inventory will be processed as described in Appendix F.

f. Excess Stock On-Hand. Consumable material considered excess will vary depending on the Allowance Type (AT) Code of the material. A complete description of how excess determinations are made is contained in the R-Supply on-line Users Guide Keyword Excess Stock On-Hand. Consumable records with excess on-hand will be identified and corrected using the Offload Processing program or manually. Procedures for using R-Supply to identify excess records, produce off-load aids and update files are contained in the R-Supply Users Manual. Whenever the off-load is completed, the Offload Processing listing will be signed and dated by the individual responsible for coordinating the program and will be retained for current and two (2) prior fiscal years.

11. Initiate Corrective Action on all Unprocessed Transactions which Affect the Consumable Inventory

a. General. Consumable transactions can be input to R-Supply in three different ways: (1) input interactively by a user through a R-Supply terminal, (2) batch processed by the SAA, or (3) an interface record created by Optimized NALCOMIS as a result of processing a consumable transaction in Optimized NALCOMIS. Any transaction that will not process will be suspended. These transactions will appear on the Suspended Transaction Report. The source of suspended transactions in R-Supply can be determined by the Source Indicator (SI) of the transaction. A SI of 'A' indicates that the transaction was input through R-Supply. A SI of 'N' indicates the transaction came from Optimized NALCOMIS. A SI of 'K' indicates that the transaction came from IBS Batch Receipt Processing.

b. Suspended Transaction Report. The Suspended Transaction Report will be made available daily by the SAA. CCB is responsible for correcting and processing all consumable transactions, which affect the inventory or relate to consumable stock requisitions. CCB is also responsible for correcting all consumable DTO receipts and incoming status for consumable stock requisitions and PEB DTO requisitions that suspend in R-Supply. All suspended transactions for which CCB is responsible will be corrected on a daily basis. Detailed procedures for working the Suspended Transaction Report are contained in Appendix C.

c. Unprocessed Interface Records. There are two types of unprocessed interface records: from Optimized NALCOMIS to R-Supply (Outgoing Solicited/Echo Records) and from R-Supply to Optimized NALCOMIS (Incoming Unsolicited Error Records). Outgoing Solicited/Echo Records are those, which Optimized NALCOMIS created and sent to R-Supply, and a successfully processed transaction has not returned. These transactions will appear on the Suspended Transaction report and will complete processing in Optimized NALCOMIS when corrected in R-Supply. Incoming Unsolicited Error records are those, which R-Supply sent to Optimized NALCOMIS and where they could not process for some reason. These records appear on the Unprocessed Interface Records portion of the daily Interface Summary Reports. These records will be reviewed and corrected daily. Detailed procedures for correcting these records are contained in Appendix C.

d. Interface Summary Reports. These reports will be made available daily by the SDAB. CCB is responsible for reviewing and taking corrective action on all consumable transactions on all of these reports. Reports requiring corrective action and relevant procedures are contained in Appendix C.

e. Stock Control Review Listing. Transactions which process in R-Supply but require further action or investigation are written to the STK_RPT table. Additionally, interface/batch transactions, which contain error(s), are written to the STK_RPT table. These transactions will be printed out for review on the Stock Control Review Listing. The listing will be provided daily by the SAA. All applicable consumable transactions on the report will be reviewed daily and appropriate action taken. Each record on the report will be annotated with action taken.

12. Process Consumable Requisitions and Receipts with Exceptions

a. General. Normally, requisitions for consumables are entered into Optimized NALCOMIS by the customer and a picking ticket is generated in the CSB. CSB then updates the local status of the requisition based on whether or not the material was issued. The two most common exceptions to this are rescreen issues and issues to non-supported customers. In these two situations, CSB will follow the procedures described in the following paragraphs. Concerning consumable receipts, CCB will process any problem stock or DTO receipts as well as Material Turn-in for any DTO consumable material no longer required by the requisitioner.

b. Processing Rescreen Issues. A rescreen issue is the issue of newly available material to fill a requisition for which material was previously unavailable and a Direct Turnover requisition has been referred to the supply system. The two primary ways that CCB will become aware that rescreen issues are possible are:

(1) Review of the Daily NMCS/PMCS High Priority Report: CCB will ensure that a copy of this report is received daily. The report will show all outstanding High Priority requisitions. CCB will review every consumable on the report daily to determine if any can be filled from newly received stock. The current and prior NMCS/PMCS High Priority report will be maintained.

(2) ERB notifies CCB of Rescreen Issue situations as a result of DTO Dues with stock on hand processing: ERB is required to process an "Outstanding DTO Dues with On-Hand Quantity" on a weekly basis. A copy of this report will be provided to CCB. Utilizing the DTO Dues with Stock on Hand Report, and/or Buffer Management Tool (see Appendix W) CCB will conduct a physical inventory of the material. Any requisitions that can be rescreened will be annotated on the report(s) and returned to ERB. Any inventory discrepancies discovered will be noted separately and corrective action taken as described in paragraph 6401.11.

c. Processing Requisitions from OSO Transfers and Non-Supported Units/End-Use Ashore Activities. Whenever a consumable requisition is received from a non-supported unit, the material is available, and the decision has been made to issue it, a post-post Material Requirement External (MRE) will be processed in R-Supply. The type of MRE processed will depend on the accounting classification of the unit to which the material is being issued. The unit can be either an End-Use Ashore activity (e.g., a Naval Air Station) or (Navy Working Capital Fund NWCF) activity such as yours. It is important to ensure that the Unit Identification Code (UIC) of the requisitioner is loaded in the R-Supply Customer Identification File. The SAA can make this determination and add the UIC if not loaded. It is imperative that the accounting classification of the requisitioner be known and the MRE processed accordingly to ensure proper financial processing. Procedures for processing Transfer to End-Use Ashore are contained in the R-Supply on-line Users Guide Keyword Transfer to End-Use Ashore or reference (m). A copy of the requisition and the shipping document will be forwarded to SAD to justify the financial transaction. Requests from external sources may also be received as A4_ referrals. These will be batch processed through R-Supply using the incoming status option after verifying that transactions were not manually done using MRE processing.

d. Processing Problem Stock and DTO Receipts. Anytime that SRB or CDB cannot successfully process receipts or POD; the documentation will be forwarded to CCB. CCB must determine why the transaction would not process, make necessary corrections and process it. The most common reason for problem receipts is that the receipt document does not match an outstanding requisition on the Requisition query. Procedures for processing these receipts are contained in the R-Supply on-line Users Guide Keyword Receipt Processing. When the receipt has processed successfully, CCB must provide disposition of the material to SRB by returning a copy of the DD 1348-1A indicating whether the material should be stocked or delivered to requisitioner. CCB will also provide a copy of the DD 1348-1A receipt document to SAD or scanned into the FIMS database.

e. Processing DTO Material No Longer Required. Whenever DTO material is determined 'No Longer Required,' the material will be placed in stock and added to the R-Supply Stock Item location quantity using the Material Turn-in (DI X75) function of R-Supply. Procedures for processing X75 are contained in the R-Supply on-line Users Guide Keyword Receipt Processing or reference (m). CCB will receive a copy of the DD 1348-1A turn-in document used for

turn-in of the material. CCB will then process the Material Turn-in X75; annotate such on the DD 1348-1A and forward a copy to SAD or scanned into the FIMS database.

13. Ensure that the Identification and Management Data of all Consumable Records is Accurately Maintained

a. General. The consumable material, managed by CMD, like any other material has numerous symbols and identification data to categorize and specifically identify it (e.g., COG, MCC, NSN, SMIC, etc.). Most of this information is updated by the supply system and provided to your activity via monthly Change Notice, a SAMMA/SAL will be ran before and after a major evolution affecting database records. In addition, other special management codes/flags may be used to manage material such as Local Management Codes, Automatic Reorder Restriction Codes, Limit Flags and No Drop Flags. CCB will ensure that the consumable records in R-Supply are accurate and current by monitoring and working the reports produced from change notice and by monitoring special management codes/flags to ensure that they are valid.

b. Stores Account Material Management Afloat/Ship Authorized Levels (SAMMA/SAL). The SAMMA/SAL is an important management report for the inventory manager. It stratifies the inventory by ATC and provides the data necessary to evaluate an activity's overall inventory position based on Stock Item Query data such as excess conditions and erroneous database conditions. SAMMA/SAL will be run before and after major evolutions affecting the Stock Item Query. The SAMMA/SAL will be maintained per reference (c) SSIC 4443.4.

c. COSAL/AVCAL Percentage Report (R-Supply). This report displays a percentage of AVCAL or COSAL material on-hand and stock due against the allowances for these items. Attention should be focused on overall stock posture. It must be noted that Range and Depth figures are only as good as inventory accuracy. Any NIS situation where R-Supply shows an on-hand quantity which can not be accounted for must be corrected as quickly as possible, and material placed on order as necessary, for Range and Depth figures to be accurate. Instructions for requesting the report are found in the R-Supply on-line help, key phrase 'COSAL/AVCAL percentage'.

d. Supply Effectiveness Report. This is a performance report which reflects the ability of the Supply Department to meet customer demands for material. Provides, by cognizance symbol, the number of demands received, issued, not-carried (NC), and not-in-stock (NIS). Percentages are computed for Net and Gross supply effectiveness. The report will be reviewed to ensure that performance standards are being met and, if necessary, to initiate corrective action. This report can be requested at any time using the procedures described in the R-Supply on-line help, key phase 'Supply Effectiveness'.

e. Change Notice. Master Record File and Stock Item query records may be updated through local (interactive) or system change notice. Whenever system change notice is processed in R-Supply/Optimized NALCOMIS, four listings are produced: (1) Storeroom Action Listing, (2) Stock Control Decision Listing (SCDL), (3) Repairable MCC Decision Listing (RMDL) and (4) Change Notice Error Report. Each listing and required action(s) is described in the following paragraphs.

(1) Storeroom Action Listing (SAL). The SAL lists records which have had any of the following changes: National Stock Number (NSN), Unit of Issue

(UI), Security Code, Shelf-Life Code (SLC)/Shelf-Life Action Code (SLAC), and records to exhaust, delete, supersede, or condemn stock (EDSCS). Action required on the SAL will be accomplished by CSS. CCB will monitor these actions and retain the completed SAL's for two (2) Months.

(a) NSN Changes. CSS personnel will physically change the NSN on all material in stock.

(b) UI Changes. CSS personnel will physically change the packaging of all material in stock to conform to the new unit of issue and notify CCB of the new physical on-hand quantity.

(c) Security Code Changes. These may require movement of material either to or from a security location. If physical locations are changed; the CSS will input the location change in R-Supply. Procedures can be found in the R-Supply on-line Users Guide Keyword Security Code Changes or reference (m).

(d) SLC/SLAC Changes. These changes require CSS personnel to review each item having a SLC/SLAC other than O/OO to ensure that the material has not surpassed its shelf-life. Material past its shelf-life will be pulled and action taken according to the SLC/SLAC and Appendix L.

(e) Exhaust, Delete, Supersede, or Condemn Stock (EDSCS). Records appearing on this part of the listing will have a message indicating the action to be taken. This material will be marked or processed (or both) based on the condition identified. All material except that identified to be used until exhausted will be off-loaded.

(2) Stock Control Decision Listing (SCDL). The SCDL will be produced whenever a change notice reversal takes place. During original change notice processing, data elements such as RO, AT Code ARRC, IRC and substitute records are updated. During change notice reversal processing, data elements are not updated; therefore, the record will appear in the SCDL to alert CCB that the records must be corrected using local change notice. Procedures for processing local (interactive) change notice are described in the R-Supply on-line Users Guide Keyword SCDL or reference (m). CCB will make necessary corrections on records on the SCDL. The SCDL's current and prior listings will be retained.

(3) Repairables MCC Decision Listing (RMDL). The RMDL contains stock numbers that have had a Material Control Code (MCC) change to or from MCC of D, E, G, H, Q, or X (repairable MCC's). Depending on the new MCC, material will be moved to or from repairable locations. For material changing from consumable to repairable, CCB will have CSS pull the material and forward it to RSB. CSS will delete the consumable location after RSB adds the new repairable location. For material changing from repairable to consumable, CSS will receive the material from RSB and store in a consumable location. CSS will add the new consumable location after which, RSB will delete the repairable location. CCB will monitor these actions and retain completed RMDL's current and prior listings.

(4) Change Notice Error Report. The Change Notice Error Report contains all updates that did not successfully process into R-Supply/Optimized NALCOMIS.

f. Special Management Codes and Flags. The most commonly used codes and flags are Local Management Codes (LMC), Automatic Reorder Restriction Codes

(ARRC), 'Limit' Flag and 'No Drop' Flag. CCB will maintain a listing of all authorized LMC's, ARRC's, Limit Flags and No Drop Flag used on consumable Stock Item Records. A letter of authorization signed by the AvnSupO will be maintained along with the listings. The letter will also contain a list of the LMC's, ARRC's with their definitions. Monthly, SMD will initiate, coordinate, and be responsible for dispersing a copy of the listing and letter of authorization to be reviewed for accuracy by RCB/CCB and updated as necessary. SMD will verify input and forward the letter to the AvnSupO for approval and signature. Upon AvnSupO approval, SMD will file and forward copies to RCB/CCB to be maintained along with a copy of the listing. Following is a definition of each:

(1) Local Management Code (LMC): a code assigned to stock records to identify a specific category of material for special attention. Established LMC's are contained in R-Supply on-line Users Guide Keyword Local Management Code and reference (w) volume I, para 6414 and will be used where applicable. Other LMC's may be locally devised if desired.

(2) Automatic Reorder Restriction Code (ARRC): a code assigned to stock records to identify items that require manual screening prior to reorder. A more detailed description of ARRC's as well as established codes is contained in reference (m).

(3) 'Limit' Flag: a flag designed to maintain a predetermined level of stock, independent of demand, by established a static Requisitioning Objective on a stock record or records. A more detailed description of limit flags and when to use them is contained in the R-Supply on-line Users Guide Keyword Limit Flag or reference (m).

(4) 'No Drop' Flag: a flag which prevents deletion of a record from the Stock Item query during Demand History Processing regardless of stock condition or AT Code. CCB will review all special management codes and flags on the Stock Item query at least monthly and ensure that all are accurate and valid.

14. Maintain Accountability of Consumable Material Pulled for Pack-up

a. General. In the event a supported unit requires a consumable pack-up, CMD will receive a listing of identified material via SMD. CSB will pull and stage the requested material and annotate the “pulled” quantity. The annotated listing will be forwarded to CCB for input into R-Supply. Procedures can be found in the R-Supply on-line Users Guide Keyword Processing Pack-ups or reference (m).

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

(1) Joint inventory is conducted by CCB, SMD, and DET RO.

(2) Support Package transactions listing must be signed and dated.

(3) Original listing is forwarded to SMD, a copy will be retained in CCB, and a copy will be provided to the DET RO.

(4) The Pack-up listing is maintained in the Pack-up Signature File until pack-up has been returned.

c. Processing Requisitions from Deployed Units and Pack-up Replenishment. These procedures are contained in Appendix I, Deployed Operations.

d. Processing Pack-up Returns. When pack-ups are returned, a joint inventory will be conducted by CCB and the RO using the pack-up listing, DD 1348-1A shipping documents representing pack-up replenishment, and issue documents representing issues made during deployment. CCB will, at this point, input the "Support Package Processing" to return the consumable material from pack-up. For unresolved overages or shortages, CCB will process 'On Hand Quantity Inventory Adjustments' as described in the R-Supply on-line Users Guide keyword 'Inventory Adjustments'. CCB will utilize Optimized NALCOMIS Direct Support Material Requirement to back fit deployment documents. Issue/POD copies will be provided to SAD or scanned into the FIMS database to justify the financial expenditure.

15. Review Technical Compliance Directives (TDC's) For Storeroom Availability. Upon receipt of a TDC via Naval Message, the CCB will screen the Stock Item table to determine if established Requisitioning Objectives are adequate to support projected usage. For material, which is Not Carried (NC), the National Stock Number will be established on the Stock Item table by TRB. Requisitioning Objectives for carried material will be adjusted as required and requisitioned via normal stock buy processes.

16. Submission of Allowance Change Requests. Whenever records requiring new allowances are identified and appropriate quantity determined, an ACR-F will be prepared in accordance with reference (o) and (aj) as appropriate (see figure 6-18). CCB will submit all fixed allowance change requests to the MSB in accordance with paragraph 3201.11.

ALLOWANCE CHANGE REQUEST-FIXED (ACR-F) PROCEDURES AND FORMAT

1. The following procedures are applicable to MALS in submitting ACR-Fs to NAVICP-P.

a. Utilize NAVICPINST 4441.1_ to compute the request allowance.
b. Obtain concurrence from like operational MALS via SALTS/EMAIL prior to submission of ACR to NAVICP-P.

c. Submit all ACR-Fs to NAVICP-P site manager by NALISS.
d. The following information will be required upon accessing the NALISS (ACR) database:

DESCRIPTION	DESCRIPTION
1. NIIN	6. Usage a. Previous Allowance
2. Nomenclature	b. Number BCM'd by Category
3. CAGE/Part Number	c. Number Repaired
4. SM&R Code	d. Average TAT Per Repair
5. Application a. Aircraft T/M/S b. Support Equipment End Item	7. Reporting Period/Justification

Figure 6-18. --Sample ACR for Consumables

17. Frustrated Cargo. While numerous conditions can result in cargo becoming frustrated, the most common cause is receipt of material on contracts where document numbers are not listed on receipt paperwork or received material. Frustrated cargo will be processed and appropriate action taken daily. R-Supply Stock Item or Optimized NALCOMIS Requisition List can be used to query either the NIIN or FSCM/PN to find outstanding requisitions. This will allow for matching material to a specific document number with shipping status. CCB can also utilize "DOD EMALL", "WEBLINK", or other Web Tools to identify the document number. The following applies for "DOD EMALL":

a. EMALL WEBSITE: http://www.emall.dla.mil

b. CCB personnel need to request a log-on and password.

c. Click on General NSN Query,

d. Input NIIN to be searched,

e. Click on "Requisition",

f. The screen will then list all DDSN's w/UIC's that are outstanding or have been shipped.

18. NAVICP Stock in Transit (SIT) Discrepancies Listing. This report is a discrepancy listing accessible to all units via the following URL https://mfcsweb.icpmech.navy.mil/px0204/tycom.html. This monthly listing reflects the following transactions:

a. Material shipped to receiving activity with no receipt processed.

b. Quantity received differs from quantity shipped.

c. RIC received differs from RIC shipped.

d. Multiple shipments with one receipt processed.

e. Receiving activity has not TIR'd receipt of offloaded material.

f. Receiving activity TIR'd receipt quantity is different from shipping activity quantity.

g. MALSP Transfers

h. A4_ Referrals of stock material where partial receipt or non receipt processed.

Chapter 6

Section 5: Pre-Expended Branch (PEB)

6500. General

1. Responsibilities. PEB is responsible for establishing, maintaining, and replenishing PEB sites authorized by the AvnSupO/Maintenance Officer and the assembly and issue of phase kits. PEB material consists of low cost, frequently used maintenance related items which are pre-expended from supply department stock and stored in departmental work centers for ready accessibility to maintenance personnel. For complete details of the stocking policy of PEB items refer to reference (w) volume I, chapter 6, paragraph 6171 and reference (ac) chapter 18.8.5.

2. Duties

a. PEB will maintain the following files, listings and mailboxes.

(1) PEB High Dollar Value Letter File.

(2) PEB Change Request File.

(3) Optimized NALCOMIS ISPEB Mailbox.

(4) Optimized NALCOMIS PBROB/PHROB Mailbox.

(5) Optimized NALCOMIS Phase Kit Bit and Pieces Mailbox.

(6) PEB Candidates High Limit Listings.

(a) High Limit Increases.

(b) High Limit Decreases.

(7) PEB Inventory With No Matching PEB Candidate List.

b. PEB will perform the following duties:

(1) Screen PEB sites quarterly.

(2) Establish/Maintain/Replenish PEB sites.

(3) Review and process PEB change requests.

(4) Ensure that PEB flags are set on all NSNS in any PEB in both databases.

(5) Reconcile outstanding PEB/PHASE KIT requisitions.

(6) Submit cancellation requests when outstanding PEB requisitions are no longer required.

(7) Receive and process PEB material.

(8) Conduct PEB requisition rescreens.

(9) Request and review from the "Automated PEB Demand Frequency" process.

(10) Coordinate the assembly of all Maintenance Kits.

Maintain the Following Files, Listings and Mailboxes			
File, Listing, Mailbox Name	Frequency	Retention	Procedure Reference
1. PEB High Dollar Value Letter	Quarterly	12 Months	6501.1
2. PEB Change Request File	As Required	6 Months	6501.2
3. Optimized NALCOMIS ISPEB Mailbox	Daily	Current and Prior	6501.3
4. Optimized NALCOMIS PBROB/PHROB Mailbox	Daily	Current and Prior	6501.4
5. PEB Candidate Listings	Quarterly	Current and Prior	6501.11
6. PEB Replenishment Review	Daily	Daily	6501.6c(4)
7. PHASE KIT Replenishment Review.	Daily	Current and Prior	6501.12.b

Table 6-3. -- Reports Required for Performance of Duties, PEB

6501. Procedures

1. Maintain a PEB High Dollar Value Letter. At the beginning of each quarter, PEB will prepare a letter for signature by the AvnSupO as shown in Figure 6-19. The subject of the letter will be 'Authorization to Stock Items with a unit price of one hundred fifty (150.00) dollars or more in the Pre-Expended Bins'. Enclosure (1) will be a listing of all PEB items with a unit price of one hundred fifty (150.00) dollars or greater. The listing can be obtained from either Optimized NALCOMIS or R-Supply using ADHOC queries. Paragraph one will state, "Those items listed in enclosure (1) are authorized to be stocked in the Pre-Expended Bins." Authorization letters and enclosures will be maintained per reference (c) SSIC 5000.2. A copy of the letter will also be provided to the appropriate PEB site manager.

2. Maintain PEB Change Request File. All requests from maintenance customers for addition, deletion, or change to a PEB will be submitted in the format shown in Figure 6-20. All requests whether approved or disapproved, will be retained per reference (c) SSIC 4400.2c.

3. Maintain the Optimized NALCOMIS ISPEB MAILBOX. When a customer orders material that is showing on hand in their PEB, the document will post in Optimized NALCOMIS with a local status of 'ISPEB'. PEB will coordinate with the PEB managers in the squadrons/work centers to ensure that these documents have been issued from the customer's PEB site. All parts ordered by the customers shall be validated for JCN, MCN, BUNO, WUC and valid reference. Upon verification of issue, PEB or IMA PEB managers (if authorized and trained) will update the documents with the quantity issued. This will set a

From: Aviation Supply Officer
To: Consumables Management Division Officer in Charge

Subj: AUTHORIZATION TO STOCK PRE-EXPENDED ITEMS WITH A UNIT PRICE IN EXCESS OF $150.00

Encl: (1) Stock pre-expended items with a unit price in excess of $150.00

1. Authorization is hereby granted to pre-expend the items listed in the enclosure, which has a unit price that exceeds $150.00.

_____
AVNSUPO SIGNATURE

Figure 6-19. -- Authorization to stock Pre-Expended items with a unit price in excess of $150.00

local status of 'CMPEB' in Optimized NALCOMIS. This mailbox will be cleared daily. If the material is no longer available in the PEB, the PEB on hand quantity will need to be adjusted before updating the requisition to NIS. Checking the NIS RQN block will clear the requisition from the ISPEB mailbox and update the LSC to INPRO and print the document to appropriate printer.

4. Maintain the Optimized NALCOMIS PBROB/PHROB MAILBOX. When a DTO PEB or PHASE KIT requisition is received and the ROB has been processed, the document goes into the PBROB/PHROB MAILBOX. PEB will be responsible for performing the POD in Optimized NALCOMIS to clear the requisitions from the MAILBOX. This mailbox will be cleared daily.

5. Screen PEB Sites. At a minimum, PEB will visit each PEB site quarterly to inspect locations for contents. During these visits, PEB will correct any mixing of items in the PEB site and remove any unauthorized items or excess material, which are in the PEB locations. Excess material will be returned to supply officer's stock by processing material turn-ins (MTIS/X75). Any material identified from the PEB Candidate Lists as increases, decrease or deletes should be filled or brought back from/to CMD at this time. Material brought back should be reviewed to determine if any of this material can be used for other PEB deficiencies.

6. Establish/Maintain/Replenish PEB Sites

a. NAVSUP PEB stocking policy defines PEB as meeting the following criteria:

(1) Maintenance related (JCN) item.

(2) The item must have three demand frequencies per month in the work center to qualify for stocking in the PEB. Demand frequency, in this case, does not necessarily refer to the number of times that an item is requested from the supply department, but rather to the number of times that an item is required for maintenance jobs. For example, one gross of screws may represent only one issue by the supply department but may represent several applications to different maintenance jobs.

From: PEB Site Officer-in-Charge
To: Consumables Management Division Officer-in-Charge

Subj: REQUEST FOR PEB ADDITION/DELETION/CHANGE

1. It is requested that the below listed item be added ___, deleted ___, or change ___ for PEB site number _____.

NOMENCLATURE: _____ NSN: _____

CAGE: _____ P/N: _____ REF: _____

REQUESTED HIGH: _____ LOW: _____

JUSTIFICATION: _____

_____

_____

_____
OIC PEB SITE SIGNATURE

ENDORSEMENT

From: Consumables Management Division Officer in Charge
To: PEB Site Officer in Charge

1. The following information is provided:

AMD: _____ U/P: _____ COG: _____ MCC: ____ R-Supply U/I: _____

CONTAINER UI: _____ CONTAINER QTY: _____

CURRENTLY ON MASTER PEB: YES: _____ NO: _____

PEB SITE: _____ PEB NBR: _____

CURRENT HIGH: _____ LOW: _____ RECOMMENDED HIGH: _____ LOW: _____

2. Your request is: APPROVED: _____ DISAPPROVED: _____

3. Reason for disapproval: _____

_____

_____

_____
CMD OIC SIGNATURE

Figure 6-20.--Pre-Expended Bin Addition/Deletion/Modification Request

(3) Unit price of one hundred fifty (150.00) dollars or less.

(4) No repairables (MCC = D, E, G, H, Q, X).

(5) NSNs assigned issue restriction codes for which issue approval must be provided to cognizant ICP.

(6) CIIC codes A through H, J through T, V, W, X, Y, AND Z.

(7) NSNs with assigned storage codes showing a requirement for specialized storage facilities.

(8) NSNs with Special Material Content Codes A though Z, 2, 3, and 4.

(9) NSNs in critical short supply lists published by ICPS.

b. Establish PEB Sites.

(1) PEB will use the PEB/PACKUP site/new add to establish a new PEB site to Optimized NALCOMIS. Prior to establishing a new PEB site, coordination must be made with the SMD/SAA to ensure that a work center and document number series is established and that Optimized NALCOMIS and R-Supply databases are updated to show the new PEB document series. The following data needs to be set.

(a) Squadron ORG.

(b) Squadron Work Center.

(c) Site Loc.

(d) Site Name.

(e) Req. ORG.

(f) Req. WC.

(g) Sup. Add.

(h) Sig: (Signal Code).

(i) Prj. Code (774).

(j) Iss. Priority (12/13 depending on FAD).

(k) TEC: Applicable Weapons System.

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

(2) Once the actual PEB site is established, the ORG code and work centers need to be assigned to the PEB. This is done in Optimized NALCOMIS by selecting the “PEB/PACKUP” module and then selecting “ASSIGNED WCS”. Select the appropriate PEB site and then add the necessary ORGS/WC from listing on the left under “Available WC” and add to the “WCs Assigned to PEB”. It is recommended that even if a work center does not physically have a PEB, that they be assigned one so that the automated PEB demand process captures the demand data for providing recommended additions.

(3) NSN'S will need to be added to the PEB. NSN'S will not be established in a PEB if the NSN does not have a RO (high limit) established in R-Supply and will never exceed the RO. Additionally, ensure that the sum of all highs for the same NIIN in various different PEBS never equates to more then the RO in R-Supply. Select "PEB SITE LIST" and select the appropriate PEB site, then select the 'Add Inventory" button. The high limit set in the PEB will not exceed one month's usage for that particular customer. The low limit will normally be set to fifty (50) percent of the high limit. If the NSN being added to a PEB does not have the PEB flag set on the MRF record, an error message will appear indicating that the PEB flag needs to be set first.

NOTE: If the actual unit of issue is other than each, the PEB HI/LOW will need to be set based on container unit of issue. Low limits for UI other than EA will be set to twenty (20) percent of the high limit. Example: Actual UI is HD and PEB quantity requested is 1 HD. PEB HI limit would be set to 100 and low limit set to 20. When the PEB on hand reaches 20, Optimized NALCOMIS will automatically reorder 1 HD.

(4) Once the NSN has been established in a PEB in Optimized NALCOMIS, R-Supply needs to have the PEB flag set using the Inventory module.

c. Maintain PEB Sites

(1) Full quantity available in the PEB. When a customer orders a part that shows on hand in their PEB or shared PEB (if set), Optimized NALCOMIS will set a local status code of ISPEB to the requisition. PEB will review the ISPEB mailbox in Optimized NALCOMIS and coordinate with the customer to ensure that the material was issued from the PEB. If the requirement was issued from the PEB, the document will be cleared from the mailbox by selecting the requisition and entering the quantity issued. This process will decrement customers PEB site on hand quantity and update the local status on the requisition to 'CMPEB'. If after the issue is processed, the PEB on hand plus PEB Dues plus SUB On Hand Plus SUBS Dues falls to or below the low limit, Optimized NALCOMIS will automatically create a PEB replenishment document with a local status of 'AWREL' (awaiting release). PEB will review these documents through the Optimized NALCOMIS PEB/Replenishment Review awaiting approval on a daily basis and release all transactions to post to the INPRO mailbox.

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

(2) Partial quantity available in the PEB. When a customer orders a part that shows a partial quantity available in the PEB a two step process must be followed in order to process the document. The document will have a local status initially set to 'OSPEB'.

(a) The document will post to the ISPEB mailbox with a 'Y' suffix code for the quantity available in the PEB. This partial quantity must be cleared from the mailbox before the remaining quantity can be processed.

(b) Once the quantity available in the PEB is cleared out of the ISPEB mailbox, the document for the remainder of the quantity will be

assigned a local status code of 'INPRO' and will be processed as a normal requisition, issued if possible, referred off station if NIS.

(3) Material NIS in the PEB. If the material is no longer available in the PEB, the PEB on hand will need to be adjusted before being able to mark the requisition as NIS. Note: When PEB identifies this scenario, they should immediately call the customer and inform them of proper procedures for ordering PEB material. Checking the NIS RQN block will clear the requisition from the ISPEB mailbox and update the LSC to INPRO and print the document to appropriate printer. The requisition will then be handled as any normal requisition. If a customer pulls material out of a PEB without ordering it, the PEB on hand quantity must be manually adjusted. This is accomplished on the Optimized NALCOMIS menu: PEB/Inventory List or Inventory search, selecting the NIIN and making the adjustment. Optimized NALCOMIS will ask if you want to record a PEB demand, if yes, you will need to enter the ORG Code, Quantity, MCN and JCN. If after the quantity is adjusted the PEB on hand plus PEB Dues plus SUB On Hand Plus SUBS Dues falls to or below the low limit, a replenishment document is automatically created and placed in PEB/Replenishment Review awaiting approval.

(4) PEB Replenishment Review

(a) PEB replenishment documents will automatically be created, as issues post, when the PEB on hand falls to or below the low limit. The replenishment review of a PEB will be accomplished at least daily by using the Optimized NALCOMIS menu: PEB/Replenishment Review. A list of ORGS/PEB sites that have documents pending approval will be displayed. Select the PEB site for review and then select the view button.

(b) All documents showing in PEB Replenishment Review will have a local status of 'AWREL'. These documents must be cancelled or approved. If the documents are not to be processed for some reason such as no funds available, you must cancel the document using the "Cancel Reqn" button. This will update the local status to 'CXPEB'. If you want to process the replenishment documents:

1. High-Light the documents and select the "Release" button. This will update the local status to "INPRO". The documents will then print to the designated CMD printer.

2. Pull material from location.

3. Update the local status to "ISSIP"

4. Turn over PEB material to the CDB for delivery to customer.

5. After CDB delivers the material, process the POD in Optimized NALCOMIS. Forward the DD1348-1A to SAD for filing in the CTF or scanned into FIMS.

6. If only a partial quantity can be filled from the warehouse, PEB will update the local status to ISSIP with the quantity actually issued. The remainder will be cancelled and a new replenishment document generated if necessary and referred off station.

7. If the total quantity is NIS, all NIS material will be verified by the CSB SNCOIC or designated personnel. PEB will update the local status to NIS/REFER. This will generate a DTO requisition to be passed off station.

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

7. Review and Process PEB Change Requests. Figure 6-24 shows a sample form for the PEB changes. This form will be utilized by the maintenance customer to request changes/additions/deletions to the PEB. If CMD is originating the change/addition/deletion based on the automated reports or manual review, a change request is not required. Upon receipt of a request for an addition, deletion or change of a PEB item, the PEB will screen the request for completeness and annotate/verify required R-Supply Data.

a. PEB will attach a print out of the R-Supply Stock Item Query for the requested NIIN, paying attention to the AMD and ensuring an RO exists. PEB will attach a print out of the PEB/Pack-up/PEB Demand Inquiry selecting the NIIN to obtain the requisition history for this NIIN; ensuring sufficient demand from this customer exists. An ADHOC query against the Optimized NALCOMIS DR09 table may also be used for checking demand data. PEB will utilize Optimized NALCOMIS PEB/PACKUP Inventory search to determine if the requested NIIN is authorized for another PEB site. Prior to annotating number(s) and corresponding High and Low Limit(s) verify that if in another PEB site, that it’s a valid PEB requirement, before forwarding the request to the CMD Officer in Charge.

b. Upon return of an approved or disapproved request by the CMD OIC, PEB will provide a copy to the requestor and file the original in NIIN sequence. Requests will be retained on file for 6 months.

c. Upon return of an approved addition for a PEB item, PEB will utilize Optimized NALCOMIS PEB/PACKUP/Inventory List to establish the high and low limits using procedures listed under establish PEB site. If the requested modification was for an increase or decrease to the high and low limits, PEB will utilize Optimized NALCOMIS PEB/PACKUP/Inventory Search to change the high and low limits.

(1) If the high and low limits were increased, upon making the change, if the on hand plus dues and/or SUBS on hand plus dues is at or below the low limit, a replenishment document will be created for review with LSC AWREL.

(2) If the high and low limits were decreased, PEB will screen for any outstanding PEB DTO documents and take action to cancel any outstanding PEB requisition for that customer. If unable to cancel requisition, load YE1 “divert to stock” once received via (MTIS X75). If the reduction causes the affected PEB site to be in excess, the excess will be pulled back from the site. PEB will screen all PEB sites with the same NSN for any deficiencies and use the excess to replenish the deficient PEB. If the PEB site being replenished has an outstanding PEB DTO requisition, attempts will be made to cancel the document in the system. If no deficiencies exist in another PEB, the excess will be returned to CMD stock by processing a material turn-in (MTIS/X75).

(3) If the request was for a deletion, PEB will screen for any outstanding PEB DTO documents for this particular ORG/WC and take action to cancel the requisitions. If unable to cancel the requisition, load a YE1 "divert to stock" once received via (MTIS X75). The excess will be pulled back from the site. PEB will screen all PEB sites with the same NSN for any deficiencies and use the excess to replenish the deficient PEB. If the PEB site being replenished has an outstanding PEB DTO requisition, attempts will be made to cancel the document in the system. If no deficiencies exist in other PEB sites, the excess will be returned to CMD stock by processing a material turn-in (MTIS/X75). The PEB flags will be removed from the NIIN in both Optimized NALCOMIS and R-Supply if not in any other PEB.

8. Ensure that PEB flags are set on all NSN's in any PEB. PEB will ensure that all PEB NSN's have the PEB flag set in R-Supply and Optimized NALCOMIS. This is accomplished by using Inventory/Maintain Stock Item in R-Supply and a MRF NIIN search in Optimized NALCOMIS. A listing of discrepancies between R-Supply and Optimized NALCOMIS will be identified on the monthly reconciliation report. Items will be listed on the NIIN Indicative Report with a heading 'PEB DISCREPANCY REPORT'. PEB will take corrective action on any NIIN appearing on the report.

9. Reconcile Outstanding PEB Requisitions. PEB will conduct a reconciliation of all outstanding PEB DTO requisitions at least monthly. A requisition listing will be obtained from R-Supply selecting on project code '774'. During monthly reconciliations w/SRD, PEB will verify that all requisitions have a valid status and verify the on hand and dues listed for the appropriate PEB site. Follow-ups will be submitted in accordance with local/WING policies. If the reconciliation shows that the document is no longer required to fill an outstanding PEB deficiency, PEB will use R-Supply to submit a cancellation request. The reconciliation process will include a validation between Optimized NALCOMIS and R-Supply (Drawdowns) to ensure that both databases match.

10. Conduct Rescreens on Outstanding PEB Requisitions. PEB will conduct a weekly rescreen of all outstanding PEB requisitions in R-Supply or Buffer Management Tool as follows:

a. PEB will request the DTO Due with Material On Hand report in R-Supply weekly.

b. Upon receipt of the DTO Dues with Material On hand Report, PEB will screen the report for outstanding PEB documents and verify the location for the material and if available, pull the outstanding quantity from stock and stage for further processing.

c. PEB will input the document to be rescreened in R-Supply using Logistics>Material Requirements>Rescreen. Enter the NIIN to be rescreened and select the document from the list of available documents.

d. The rescreen document will print to the designated R-Supply printer. PEB will pull the DD1348-1A and match it up to the gear previously pulled from stock.

e. PEB will complete the rescreen issue process in R-Supply by using Logistics>Issuing>Storeroom issue process. Once cleared from the storeroom issue process, a cancellation request will be automatically created to cancel the original document along with a YE1 identifying the re-screen DDSN.

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

g. The signed copy of the DD1348-1A will be given to SAD for inclusion in the CTF/FIMS.

h. PEB will initiate the Spot Inventory Process for NSN's which are NIS. Spot inventories will be conducted by the CCB and any necessary adjustments processed.

Note: In the event Buffer Management Tool is utilized to process requisition rescreens, refer to BMT Users Guide for detailed instructions.

11. Request and review from the "Automated PEB Demand Frequency" process. Quarterly, PEB must run the 'Automated PEB Demand Frequency' process and review the output. The following automated PEB demand frequency batch jobs are available for activities that have the Automated PEB flag set on the ASD site record:

a. "Load PEB Candidates". Select the months for review, enter months of stock (should be 1), Unit price range and Average Demand. This batch process runs against the PEB demand file and creates two files of requisition data.

(1) PEB Candidate File: Contains calculated limits and adjustments performed in the batch process.

(2) Contains PEB demand and requisition data up to 12 months.

b. PEB Candidates High Limit List. The PEB Candidates High Limit List contains all PEB demands from the PEB candidate file whose calculated high limit is different from the actual high limit on the inventory record. The system uses the prime NIIN and PEB to match records for comparison.

c. PEB inventory with No Matching PEB Candidate. List of PEB inventory items that have no demands against them. The list can be limited to a specific NIIN or to one or more PEB sites.

d. Range Adds Exclusions. Used to enter FSCS and COGS/MCC for items to be excluded from PEB process.

e. Range Adds Qualifying Demands. Enables you to select all or specific PEB sites to be considered when generating a list of PEB demand candidates whose frequency of demand is high enough to qualify them for inclusion in the PEB inventory.

f. Range Adds Qualifying Combined Demand. List of PEB candidates whose demand by a single PEB organization/work center is not high enough to qualify the item as an inventory record, but whose demand is high enough across multiple PEB organization/work centers to qualify them for inclusion in the PEB inventory.

g. Excess Range Report. Enables you to select all or up to ten (10) specific PEB sites to be included in a list of PEB demands at or below frequency or a list of PEB inventories with no demands.

h. High Limit Adjustment Update. (Optional: It is recommended that this batch process not be utilized.) This process adjusts the high limits of

existing PEB inventory items based on the calculated high limits in the PEB candidate file. When a high limit is adjusted, the low limit is automatically adjusted accordingly. If high/low limits need to be adjusted, process manually.

12. Coordinate the Assembly of Maintenance Kits. DLA is in the process of assigning NSN's to kits, if an NSN has been assigned to the appropriate phase kit by DLA, then the customer can order the kit as a normal requisition through Optimized NALCOMIS if local policy dictates. PEB will not establish a local phase kit for these NSN's.

a. PEB will utilize the Phase Kit module in Optimized NALCOMIS to establish and replenish maintenance kits. The following procedures will be utilized to establish a Maintenance Kit in Optimized NALCOMIS.

(1) A local LICN needs to be established in Optimized NALCOMIS for the master kit, using the "MRF NEW" option. The SPI indicator will not be checked and the 'Phase Kit' block will be checked. A location also needs added to the kit LICN.

(2) After adding the kit LICN, select "Phase Kit>Master Phase Kit>New" and type in the kit LICN and fill in the following information:

(a) TEC.

(b) High Limit.

(c) Low Limit.

(d) Reference if any.

(e) REQ ORG.

(f) REQ WC.

(g) SUP ADD.

(h) SIG.

(i) PROJ (774).

(j) ISS PRI (12/13 depending on FAD).

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

(3) After selecting the save button, the following message will appear: "No items for inventory. ADD phase kit inventory record?" Answer yes to add individual NIINS that make up the phase kit. Before adding individual NIINS to a Phase Kit, the "Phase Kit" block needs to be checked on the NIINS on the Stock Item Table record. Enter the appropriate NIIN and requested quantity. Continue until all NIINS have been loaded.

b. Maintenance Kit Replenishment. To assemble a maintenance kit in Optimized NALCOMIS, select "Phase Kit>Master Phase Kit List". It is

recommended that only one kit at a time be replenished. This will prevent the crossing over of Julian dates on requisitions if a large number of NSN's are in a kit. Select the appropriate maintenance kit and select the "Replenish" button. This will generate a batch job (J67300) that will need to be approved by the DBA. Once the job has completed, the documents will go to the Phase Kit replenishment review module and will need to be reviewed.

(1) Select: Phase Kit.

(2) Select: Replenishment Review.

(3) Select the appropriate kit from list in "Available" column and add to "Selected Column".

(4) The documents will then need to be released or cancelled on the next screen that comes up.

NOTE: In the maintenance kit replenishment process, the first document number is assigned to the master maintenance kit and subsequent document numbers assigned to individual NIINS that make up the maintenance kit. If during the replenishment process, not all documents are filled, the master maintenance kit DDSN will remain outstanding until all individual NIINS are updated to reflect on hand quantities.

(5) Individual documents are initially assigned a LSC of AWREL. Once released, the LSC is updated to INPRO. The material will be pulled from location and PODS posted in NALCOMIS. The material will be assembled into the appropriate maintenance kit.

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

(7) PEB will reconcile outstanding maintenance kit requisitions the same as required for PEB documents.

c. Review the Optimized NALCOMIS Phase Kit Bit and Pieces Mailbox.

(1) At least weekly PEB will review the outstanding master maintenance kit requisitions. This can be done by selecting 'Phase Kit'>Phase Kit Bit and Pieces>List.

(2) Every NIIN ordered for a kit will appear until all items in the phase kit reflect the required on hand quantity. This listing should be reviewed to ensure that any NIIN showing a deficiency reflects a due quantity. If the deficient quantity was filled by other than a maintenance kit replenishment requisition, the on hand quantity must be manually updated.

(3) The documents that were cancelled in either the release process or by the supply system will need to be reordered using menu options: Requisition>New>Phase Kit and then entering the deficient NIIN. On the requisition screen that comes up enter the REQ QTY and original master maintenance kit DDSN.

Chapter 7

Squadron Support Division (SSD)

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Chapter 7

Squadron Support Division (SSD)

7000. Organization. Squadron Support Division (SSD) is organized as follows, and as illustrated in figure 7-1.

1. Customer Assistance Branch (CAB).

2. Custody Records Branch (CRB).

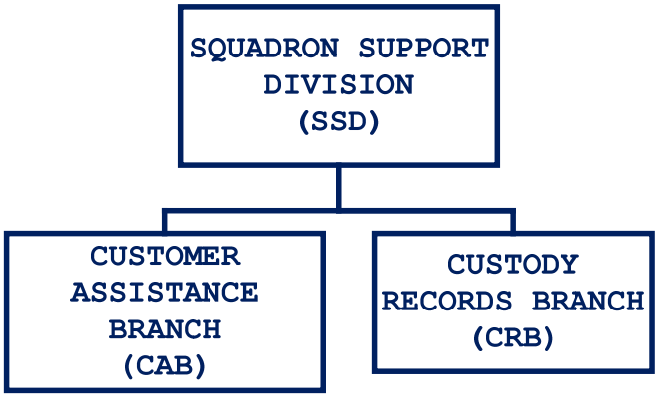

Figure 7-1.--SSD Organization Chart

7001. Functions

1. Squadron Support Division (SSD) is responsible for receiving, processing, and monitoring all requirements for non-aeronautical related controlled equipage and for maintaining custody records for all organizational allowances (excluding IMRL items) and coordinating the validation and inventory of the COSAL.

2. The division OIC/SNCOIC is responsible to ensure that all personnel assigned to the division are technically proficient by using the available tools provided in Appendix X. At a minimum of twice a month, the division OIC/SNCOIC will ensure personnel attend departmental training.

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

Chapter 7

Section 1: Customer Assistance Branch (CAB)

7100. General

1. Responsibilities. Customer Assistance Branch (CAB) is responsible for receiving, processing, and monitoring all non aeronautical related custodial material, Non-Standard procurement requests and coordinating the COSAL validation.

2. Duties

a. CAB will maintain the following files and reports:

(1) Open Purchase/Contract/Government-Wide Commercial Purchase Card (GCPC) request File.

(2) Authorized Signature File.

(3) Defense Reutilization and Marketing Office (DRMO) Material Turn-in File.

(4) SERVMART and/or DOD EMALL Suspense File.

b. CAB will perform the following duties.

(1) Review/Prepare forms for Open Purchase of non-aeronautical Material to include GCPC purchases.

(2) Assist supported units with turn-in of non-aeronautical material.

(3) Process requisitions for non aeronautical-related custodial material.

(4) Reconcile outstanding requisitions.

(5) Review all SERVMART and/or DOD EMALL requests.

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

(7) Correct R-Supply Suspended Transactions.

(8) Review Stock Control Review Listing (SCRL).

7101. Procedures

1. Maintain an Open Purchase/Contract File to include GCPC Card

a. The Open Purchase/Contract File, to include the GCPC, will be maintained to record the procurement of nonstandard material or services from commercial activities. Documents placed in this file will be a copy of the NAVSUP Form 1153, non-NSN Requisition (Manual) or the Requisition and Invoice/Shipping Document (DD 1149) and commercial vendor contracts. If amendments are done to the original requisition ensure they are also filed.

b. The file will be arranged by squadron UIC and further by document number. Only outstanding requirements will be maintained. After the material has been received and receipted for by the customer, the outstanding copy will be pulled from the file and attached to the receipt document that is forwarded to SAD for filing in the Completed Transaction File.

c. Government-Wide Commercial Purchase Card (GCPC) Usage.

(1) The purchase card shall be used to buy and/or pay for all requirements under the micro-purchase threshold. The purchase card shall be used to purchase supplies and services not to exceed three thousand (3,000.00) dollars per cardholder per month. Other amounts may be authorized as determined by local Authorized Purchasing Contractors (APC's) and as directives promulgate.

(2) Cardholders shall not split requirements over the micro-purchase threshold values of three thousand (3,000.00) dollars or to avoid competition requirements; this constitutes an improper use of the purchase card.

(3) The purchase card shall only be used for authorized U.S. Government purchases. Intentional use of the GCPC for other than official Government business will be considered an attempt to commit fraud against the U.S. government and may result in immediate cancellation of an individual's purchase card and further disciplinary action. Additional requirements and guidance on usage of the GCPC are contained in reference (j) and TYCOM/Wing instructions.

(4) Block funding documents shall be established by Fund Code for the purpose of reducing the cost to the Government for individual line item expenditures incurred during a billing cycle. These documents will be established and monitored per local instruction governing GCPC usage and shall be maintained to ensure sufficient funds are available to cover such reasonable costs incurred. A quarterly average will be used in determining the initial obligation document. As additional funds are required, the Obligation Adjustment option within R-Supply will be processed to ensure sufficient funds are available to cover the costs of charges incurred as they appear on the NAVCOMPT 2035 expenditure documents.

(5) Fuel requirements citing fund code 7L to support GSE, Test Cell, etc., will utilize a block funding document with a document serial number range between FF90-FF99 (see Appendix A). These documents will be used to match corresponding "FF" series documents processed by fuel farms which may appear on Unmatched Disbursement Reports generated by the FFSF/DFAS/TYCOM.

(6) GCPC cardholders are required to maintain either a manual or automated purchase log that documents individual transactions per reference (j). The purchase card log and supporting documentation will provide an audit trail supporting the decision to use the card and any required special approvals that were obtained. At a minimum, the purchase log shall contain the following:

(a) Date the item or service was ordered.

(b) The merchant name.

(c) The dollar amount of the transaction.

(d) A description of the item or service ordered.

(e) Date of receipt.

(f) Name of individual receiving item or service.

(g) Paid but not received (pay and confirm).

(h) Credit received.

(i) Disputed.

(j) Mandatory sources screened.

(k) Mandatory sources used/not used indicating why.

(l) Maintained by cycle, not monthly, in order to reconcile with statement.

2. Maintain an 'Authorized Signature' File. CAB will maintain an authorized signature file of personnel designated to act on behalf of another person or persons of higher authority. These letters of appointment assign responsibility and authority for designated personnel to sign for custodial material (i.e., Responsible Officer for TBA/QH-2 material), the expenditure of funds (i.e., open purchase/flight equipment requests), and administer other related functions, to include SERVMART and/or DOD EMALL requests, GCPC Agency Program Coordinator (APC), Approving Official (AO) and Cardholders (CH).

3. Maintain a Defense Reutilization and Marketing Office (DRMO) Material Turn-in File. This file will contain a copy of all DD 1348-1/1A shipping documents for material turned in to DRMO. The file will be maintained in Julian date sequence, (the Julian date being part of the document number) by CAB personnel. Documents in the file will be retained for the current and two (2) prior Fiscal Years per reference (c) SSIC 4500.2.

NOTE: At no time will CAB accept or prepare turn-in paperwork for garrison property (e.g., desks, chairs, etc.) from supported units. Garrison property is the responsibility of the supported units S-4.

4. Maintain a SERVMART/ DOD EMALL Suspense File. This file will contain a copy of all SERVMART and/or DOD EMALL requests, which are in SAD for review, or those, which are pending, return by the originator after shopping is completed. Once this copy is matched to the completed original, the copy may be discarded.

5. Prepare Open Purchase Requisitions to include GCPC Card. Refer to Appendix K for detailed procedures.

6. Assist Supported Units with Turn-in of Non-Aeronautical Controlled Equipage.

a. General. Supported units will fill out a Turn-in Request Form (figure 7-2) for all no longer required Non-Aeronautical Controlled Equipage or material turned in for disposal. Upon receipt of the Turn-in Request Form, CAB will verify all data to ensure the item is properly identified.

b. Turn-in of Non-Aeronautical Controlled Equipage. CAB will prepare a DD 1348-1/1A using the document number and information from the turn-in request form in accordance with the procedures described in reference (w) volume I, chapter 5, part A, section II, subsection 5. The SSD OIC/NCOIC will review and sign the DD 1348-1/1A and the supported unit will be notified to turn the material in to SSD. Upon turn-in, the supported unit will be given a signed copy of the DD 1348-1/1A as proof of turn-in. CAB will then turn over the DD 1348-1/1A and controlled equipage to CRB to remove the custodial material (TBA, Flight Equipment, etc.) from the respective Responsible Officer account.

c. Turn-in of Material for Disposal. Material to be turned in to DRMO will fall into one of three categories: (1) material requiring inventory manager disposal authority, (2) material not requiring inventory manager disposal authority, and (3) scrap and waste. The shipment of material to DRMO will be accomplished using a DD 1348-1/1A. Since many DRMO's accept material by appointment only, prior contact is recommended. CAB will prepare a DD 1348-1/1A using the information and document number from the supported units' Turn-in Request form and in accordance with procedures described in reference (w) volume I, chapter 5, part A, section II, subsection 6 and DRMS procedures outlined at web address http://www.drms.dla.mil. CAB will ensure that all information on the DD 1348-1/1A is correct and contain a signature from the SSD OIC/NCOIC. When the DD 1348-1/1A has been signed, CAB will retain a copy and file it in the DRMO Material Turn-in File. The material and remaining copies will be forwarded to SSB for further transportation to DRMO.

TURN-IN REQUEST FORM

W/C: _____ UIC: _____

SQDN: _____ DATE: _____

DOCUMENT NUMBER: _____
(ORIGINAL IF KNOWN OR SQUADRON ASSIGNED)

NOMEN: _____ QTY: _____

U/I: _____ PART NUMBER: _____

NSN: _____ COG: _____ S/N: _____

CAGE: _____ UNIT PRICE: _____

REASON FOR TURN-IN: _____

_____

AUTHORITY OR MESSAGE: _____

CONDITION OF MATERIAL (CHECK ONE): RFI: _____ NRFI: _____

POINT OF CONTACT AND PHONE: _____

_____
SIGNATURE

PRINTED NAME: _____

Figure 7-2.--Sample Material Turn-In Request Form

7. Process Requisitions for Non-JCN Non-Aeronautical Related Material

a. CAB will receive and review all requests for Non-JCN non-aeronautical material. Requests for custodial material (i.e., Table of Basic Allowance (TBA), Aviation Life Support Systems (ALSS) or NAVAIR Allowance List QH-2) will be forwarded to CRB for appropriate action. CAB will process requests for open purchase and non-custodial material (i.e., office supplies, hand tools, logbooks, etc.) and Non-NSN items which cannot be processed via Optimized NALCOMIS, a Money Value Only (MVO) document will be loaded into R-Supply. All approved/disapproved requests will be maintained on file for the current fiscal year.

b. For material with valid NSN's (excluding AAC L) and not listed in Paragraph 7101.7a, the request will be cancelled and the customer will be directed to order through Optimized NALCOMIS.

8. Reconcile Outstanding Requisitions. CAB will reconcile all outstanding requisitions that were processed by SSD (i.e., custodial material, safety footwear, open purchase) with the Customer Ordering Points (COP's). CAB will request RECAIDS or ADHOC's (BMT), selecting only those requirements that are outstanding. After the squadron/units have been reconciled, CAB will determine the type of follow-up to be sent and input it to R-Supply for release to last known holding activity.

9. Review all DOD EMALL/SERVMART Requests. Supported units/divisions will submit their list(s) to CAB through the DOD EMALL/SERVMART website(s). Each list will cite only items authorized for procurement with that specific type of funding (i.e., list for OFC-50, list for OFC-01). CAB will review/verify each list for electronic signature approval against the authorized signature file. Requests will be screened for; excessive quantities, duplicate items, unauthorized purchases, tool control (Tool Control procedures refer to local instructions covering Tool Control Program), etc. After review, a copy of the list will be placed in the DOD EMALL/SERVMART Suspense File. The order will then be sent via the respective website to the SAD clerk. The SAD clerk will review the DOD EMALL/SERVMART list for appropriate charges, and then forward the order back to CAB for procurement. CAB will forward the order to DOD EMALL/SERVMART to be purchased. Upon receiving the order, CAB will contact the appropriate individual to pick up the order. CAB will get a signature for receipt of the order. The purchase order will then be removed from the Suspense file.

10. Coordinate the Validation of all COSAL aids. After CAB receives the COSAL validation aids from the MSB, CAB will coordinate with the supported customers the validation process in accordance with the NAVICPINST 4441.170_. CAB will provide all training and assistance to the supported customers in the validation process. Upon completion, CAB will return all aids to MSB for processing.

11. Correct R-Supply Suspended Transactions. CAB is required to correct all SSD related transactions on the R-Supply Suspended Transaction Listing. The Suspended Transaction Listing is generated daily as a result of routine processing.

12. Review/Validate the Stock Control Review Listing (SCRL). All applicable SSD transactions on the SCRL will be reviewed daily by the OIC/NCOIC and corrective action taken.

Chapter 7

Section 2: Custody Records Branch (CRB)

7200. General

1. Responsibilities. Custody Records Branch (CRB) is responsible for maintaining the Custody Records (Manual or Mechanized) for all organizational allowance material (i.e., TBA, COSAL, Controlled Equipage listed in reference (g), and Maintenance Assist Modules (MAM)/Test Bench Installations (TBI).) Maintaining custodial records for IMRL material is not required. CRB is also responsible for formulation of the quarterly and annual budgets as well as the mid-year budget review for all custodial material (to include IMRL).

2. Duties

a. CRB will maintain the following files, reports, and publication/instructions:

(1) Custody Record File.

(2) Assignment Letter File.

(3) Survey File.

(4) Custody Record History File.

(5) Budget File.

(6) Allowance Revision File.

(7) File of all master copies of owners/operators/users manuals for all office equipment within the ASD.

(8) Maintain Squadron Support Division publications and Instructions.

b. The CRB will perform the following duties:

(1) Maintain custody and control of all organizational allowance material.

(2) Conduct inventories of all organizational allowance material.

(3) Coordinate, prepare, submit, and monitor the budget for organizational allowance material.

(4) Conduct unit deployment readiness evaluations.

(5) Process requisitions for organizational allowance material.

(6) Review the COSAL PART III Section B/monthly Auto-MCMAR for COSAL Controlled Equipage items that require custody signatures.

7201. Procedures

1. Maintain a Custody Record File

a. CRB will maintain all custody records for organizational allowances, to include all allowance material in the custody of SSD. The custody records can either be kept manually or mechanized. The file will consist of master and sub-custody sets. The custody records are kept to provide accountability of all allowance material.

b. TBA/QH-2 records will be maintained by squadron order then line number sequence. Custody records will be retained for three (3) years.

2. Maintain an Assignment Letter File

a. CRB will maintain a file of all personnel designated as a Responsible Officer (RO) for all organizational allowances. These letters of authority/appointment assign responsibility to exercise proper custody, care, and protection of the various allowance materials.

b. All letters will be separated and filed by appropriate squadron and allowance list. Assignment letters will be retained for two (2) years from date of relief per reference (c) SSIC 1300.2.

c. Provide assistance as necessary to squadron Responsible Officers during turnover periods. Figure 7-3 provides a sample organizational allowance Responsible Officer (RO) assignment letter. CRB will prepare a handout listing instructions and orders pertaining to the management of their account as shown in Figure 7-4. Each responsible officer will provide to CRB an acceptance of inventory letter of the account as shown in Figure 7-5.

3. Maintain Survey File. This file will contain a copy of surveys (Financial Liability Investigation of Property Loss (FLIPL), DD Form 200) generated for the loss of controlled equipage. This file will be divided by allowance list (i.e., TBA, MAM's, TBI's, Flight Equipment (QH-2), IMRL, ALSS, etc.). The survey file will be divided into two categories; pending surveys and completed surveys. Pending surveys contain those DD Form 200s that are generated by the SSD for material lost while in their custody. CRB will reconcile this file on a monthly basis with SAD to ensure timely processing of submitted surveys. Completed surveys are those that have been approved by the appropriate squadron Commanding Officer. Original copy of the approved DD Form 200 will be maintained by the SAD in the central repository. These files will be maintained in document number sequence per reference (c) SSIC 4419.1. All losses of controlled equipage will require a Financial Liability Investigation of Property Loss (FLIPL), DD Form 200 (see reference (w) volume I, chapter 5, part A, section III, paragraphs 5125 - 5134).

a. Report of Survey for Material Missing While in the SSD Custody. Prior to any Financial Liability Investigation of Property Loss (FLIPL), DD Form 200 being generated, CRB will conduct preliminary and causative research. At the conclusion of this research, the determination will have to be made if an investigation is required prior to survey action. After the research and investigation is completed, a Financial Liability Investigation of Property Loss (FLIPL), DD Form 200 and all supporting documentation will be submitted to the SSD NCOIC/OIC. After the survey is approved by the Commanding Officer, CRB will annotate the survey action on the appropriate custody records.

b. Reports of Survey Received From Supported Squadron. When a squadron has lost a piece of controlled equipage, the squadron will generate a Financial Liability Investigation of Property Loss (FLIPL), DD Form 200 and any necessary supporting documentation. After the survey action is approved by the appropriate squadron Commanding Officer, the Financial Liability Investigation of Property Loss (FLIPL), DD Form 200 and supporting documentation will be submitted to SSD. Upon receipt of the Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, CRB will annotate the survey action on the appropriate custody record. A copy of the Financial Liability Investigation of Property Loss (FLIPL), DD Form 200 and supporting documentation will be filed in the completed survey file. SSD will forward the original copy and supporting documentation to the SAD for filing in the central repository. See Appendix R for detailed processing of surveys.

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

4400
MCO
12 Jun 1998

From: Commanding Officer, Marine Fighter Attack Squadron 451
To: Captain J. R. Ewing, 123 45 6789/7523 USMC

Subj: APPOINTMENT AS RESPONSIBLE OFFICER FOR TABLE OF BASIC ALLOWANCE (TBA) MATERIAL

Ref: (a) NAVAIR 00-35T-37-4
(b) NAVSUP P485 Vol 1
(c) MCO P4400.177_

Encl: (1) Responsible Officer Handout

1. You are hereby appointed as the Responsible Officer for all Table of Allowance (TBA) material for this squadron in relief of Captain J.W. Robertson. As the Responsible Officer you are directed to exercise custody, care, and safekeeping of the property entrusted to your possession or supervision. This may include financial liability for losses occurring because of failure to exercise this obligation.

2. A joint inventory will be conducted and the results will be submitted to me in your acceptance letter via the Aviation Supply Officer of Marine Aviation Logistics Squadron 31 within twenty (20) working days. A request for an extension to this deadline will be submitted in writing with a copy to the Aviation Supply Officer of Marine Aviation Logistics Squadron 31.

3. You will be guided in the performance of your duties by references (a) through (c). Additionally, the Squadron Support Division Officer is available for assistance with issues/questions regarding your assignment and can be reached at extension 7060.

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

R. S. WILLIAMSON

Figure 7-3.--Sample Responsible Officer Assignment Letter

As the Responsible Officer for the Table of Basic Allowances (TBA), you are responsible for the accountability of the material assigned to your squadron, surveying any lost or damaged TBA material, submitting budget information for TBA material and requisitioning shortfalls in the allowance quantity. Listed below is a brief set of areas of responsibilities and the appropriate references that explain in detail the procedures to accomplish them. The publications cited below are not normally resident in your squadron but are available at your MALS Supply Department for viewing. Additionally, the MALS Supply Department Squadron Support Division is available to assist with any questions you may have concerning TBA material.

Maintaining sub-custody cards	MCO P4400.177_ para 7201.9.d
Inventory requirements	MCO P4400.177_ para 7201.11
Surveys	MCO P4400.177_ Appendix R NAVSUP P485 para 5125-5134
Budget Submissions	MCO P4400.177_ para 7201.12

Figure 7-4.--Sample Responsible Officer Handout

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

4400
TBA/RO
23 JUN 1998

From: Captain J.R. Ewing 123 45 6789/ 7523 USMC
Captain J.W. Robertson 444 33 2222/7523 USMC
To: Commanding Officer, Marine Fighter Attack Squadron 451
Via: Aviation Supply Officer, Marine Aviation Logistics Squadron 31

Subj: TABLE OF BASIC ALLOWANCE (TBA) RESPONSIBLE OFFICER ACCEPTANCE INVENTORY RESULTS

Ref: (a) Commanding Officer, VMFA-451 ltr 4400 over CO dtd 12 Jun 1998

1. In response to reference (a), I have read and familiarized myself with the provisions of the orders and instructions cited in the reference and have assumed the duties as the Table of Basic Allowances (TBA) Responsible Officer. A joint inventory was conducted and the results are listed below.

2. All allowance items issued to the squadron are accounted for with the exception of a computer printer, serial number AZX777790. A screen of other squadrons and MALS-31 67E is being conducted for the item. The squadron is short 3 items on the TBA list and those items were identified to the MALS-31 Aviation Supply Department in the mid year review submission. All items appeared to be in serviceable condition. There was no excess material identified during the inventory.

J.R. EWING J.W. ROBERTSON

Copy to:
RO files

Figure 7-5.--Sample Responsible Officer Acceptance Letter

c. Report of Survey for General Purpose Test Equipment (GPETE). When a piece of GPETE material is missing or beyond repair of the depot (if the item is not repairable the depot will return it) survey action will be required. The IMA work center or squadron is required to generate the Financial Liability Investigation of Property Loss (FLIPL), DD Form 200 and ensure it is approved by the appropriate squadron Commanding Officer. After annotating the custody record, a copy will be filed in the completed survey file and the original forwarded to the SAD for filing in the central repository.

d. Responsible Officers. All SSD OICs/NCOICs will ensure the Responsible Officers are made aware of the Financial Liability Investigation of Property Loss Procedures contained in reference (w) volume I, chapter, section III, paragraphs 5127, 5128, 5132, and appendix R.

4. Maintain a Custody Record History File

a. A Custody Record History File (CRHF) will be maintained by CRB to provide a starting point when material is missing and an audit trail is required.

b. TBA/QH-2 records will be maintained by squadron order then line number sequence. Custody records will be retained per reference (c) SSIC 4400.3.

c. Requests for additions, deletions or changes to the TBA will be submitted via electronic means and endorsed via the chain of command to CMC (code ASL) for approval/disapproval. A paper copy should be retained in the appropriate allowance revision file. The NAVSUP 1220-2 will be utilized in requesting an allowance change, addition or deletion.

5. Maintain a Budget File. CRB will establish and maintain a budget file. The file will be arranged by fiscal year and subdivided by squadrons and appropriate allowance list. CRB has the option of using LAMS database or creating database and spreadsheets to manage deficiencies and budgets. Deficiency and budget reports will assist CRB in budget submission for IMRL, TBA and Flight Equipment requirements. The file will contain quarterly and annual budgets as well as mid-year reviews. Budgets and mid-year reviews will be retained per reference (c) SSIC 7310.7a(1) through (6) as appropriate.

6. Maintain an Allowance Revision File

a. An allowance revision file will be established and maintained for all custodial material. It will consist of requests for additions, deletions, and changes in authorized allowance.

b. The file will be arranged in three basic categories: Pending, Approved, and Disapproved. It will further be separated under each of the above categories by the type of allowance (e.g., TBA, ALSS, etc.). Only the current fiscal year and one (1) prior year files will be kept.

7. Maintain a File of all Master Copies of Owners/Operators/Users Manuals for all Office Equipment within the ASD. CRB will maintain a file of all owners/operators/users manuals for all office equipment within the ASD.

8. Maintain the SSD publications and instructions. Refer to Appendix AA for a list of publications/instructions pertinent to the operation of SSD and instructions for downloading from the various websites.

9. Maintain Custody and Control of all Organizational Allowance Material. CRB will maintain custody and control of material contained in the following allowance lists:

a. Table Of Basic Allowances For Fleet Marine Forces Aviation Units TM 3125-OI/1

(1) The Table of Basic Allowances for Fleet Marine Forces, Aviation Units is issued to provide initial outfitting allowances of authorized material as "in use" organizational property for the Aviation Supply, Aircraft maintenance and operation functions of Aviation Squadrons, Support Squadrons, Aviation Training Squadrons, Fleet Readiness Aviation Maintenance Personnel and Supply Officers material for Deployable Groups.

(2) The TBA lists special equipment, tools and unique maintenance materials required for performance of specific missions (i.e., computers, audiovisual equipment, etc.). These allowances have been specifically established for different types of units (i.e., MALS, VMA, VMFA, etc.). The designated allowances for all activities fall into one of three (3) categories:

(a) CATEGORY I: Equates to those items absolutely required (the bare minimum) to execute the mission.

(b) CATEGORY II: Equates to those items that while not absolutely necessary to execute basic minimum with respect to the mission, do provide substantial work related benefits (increase overall effectiveness of the unit, better communication and faster responsiveness).

(c) CATEGORY III: Items are those that are considered nice to have, and should normally be procured after outfitting the unit with most, if not all, of the Category I and II items. These allowances have been determined from Fleet recommendations and with concurrence from ASL.

NOTE: Allowances indicated in the TM 3125-OI/1 may be tailored by the FMF Commanders or Wing Commanders as may be required to support independent operations of Marine Squadrons.

(3) Requests for additions, deletions or changes to the TBA will be submitted via electronic means, through the chain of command to the CMC (code ASL) for approval/disapproval. A paper copy should be retained in the appropriate allowance revision file.

b. NAVAIR 00-35QH Series. This allowance list provides flight operational material such as flight clothing, parachutes, oxygen masks, inflatable life rafts and life jackets and compasses. Cold weather clothing allowances are also contained in this series.

(1) Allowances for Aviation Life Support Systems (ALSS) are contained in the NAVAIR 00-35QH-2. The allowance list contains items and quantities for personnel eligible to receive flight clothing/equipment of ALSS and Airborne Operational Equipment (AOE) considered necessary to maintain activities in a continual condition of readiness. ALSS and AOE for the

Flight Equipment Pool are issued as organizational material and require proper accountability by the cognizant activity. Each accountable cognizant activity may direct a portion of their established pool to be maintained, inspected, and rotated in accordance with local instructions. These items are considered "displaced items" (i.e. parachutes, life rafts, radio beacon set or installed inventory record items). Work center 800 of the supporting IMA may be designated as the pool asset holding point. All ALSS/AOE assets held in W/C 800 are considered displaced squadron assets (spares) and will be accounted for IAW established sub-custody procedures.

(2) CRB will ensure strict accountability of all squadron pool assets, whether located with-in the squadron's immediate pool or those items displaced to W/C 800. Replacement issue of flight clothing and personal flight equipment held by all squadrons (i.e., flight suits, gloves, boots, etc.) are not considered displaced items and will be ordered through CRB. An exchange/turn-in of unusable assets is required for replenishment and/or reorder. CRB will post the applicable transactions to the respective squadron’s flight pool inventory to ensure accurate records are maintained.

(3) A percentage of designated ALSS/AOE assets that undergo either a 90 or 120 day inspection and found RFI will remain in Work Center 800. Displaced items (spares) of ALSS/AOE assets, a percentage designated by the squadron, which require periodic inspections, will be inducted as "test and check". Those items, which fail “test and check”, will be inducted for repair and returned to the displaced pool, or when found NRFI, returned to the appropriate squadron for reorder. CAB will notify CRB of all applicable transactions to ensure accurate records are maintained.

(4) Requisitions for material required to replenish flight clothing and personal flight equipment, those items not considered "displaced pool assets" will be funded through the appropriate squadron's OFC-01 OPTAR account. Items considered "displaced pool assets"(i.e., life rafts), ALSS to aircraft, will be funded through the AFM OPTAR (OFC-50). Once the IMA has reordered/received the "displaced pool asset", that item will be provided to W/C 800 for inclusion into the displaced pool.

c. Maintenance Assistance Modules (MAM)/Test Bench Installations (TBI). MAM's/TBI's are replaceable assemblies required to execute approved maintenance plans which call for progressive or selective module substitution or both. Most MAM's/TBI's are also DLR's. Designated items and allowance quantities for MAM's are established by the activities applicable custodial allowance list and will be accounted for as operating space material. Initial allowances will be funded by the appropriate ICP's open allotment. The replacement items will be requisitioned in the same manner as other operating space material and will be chargeable to the appropriate OPTAR funds. They will be under the management of the supply officer but will be subcustodied to the IMA. The supply officer will establish automated or manual records for each MAM/TBI authorized (NAVSUP Form 306 will be used for manual records). MAM's/TBI's will be inventoried semiannually and, when necessary, surveys will be processed for missing or damaged items in accordance with reference (w) volume I, chapter 5, part A, section III. The ASD(CRB/MSB)/IMA will do a complete validation of all TBI's/MAM’s rated in conjunction with their FOSP review. CRB/MSB will contact the Customer Operations Division (COD) at NAVICP-P to receive a complete list of their rated TBI's/MAM’s for validation. All rated TBI's/MAM’s must be supported by a Maintenance Plan.

d. Maintaining Custody Records. CRB is responsible for maintaining custody records for all custodial allowances. Custody records can be maintained manually or mechanized. Each method is described in the following paragraphs.

(1) Manual Records. All allowances will be kept on a set of Master Custody and sub-custody cards. The NAVSUP Form 306 (REV-1-83) Controlled Equipage Custody Record (4442) NSN: 0108-LF-002-7400 will be used. A sample Master Custody Card is shown in figure 7-6.

S/N 0108-LF-500-6503 CONTROLLED-EQUIPAGE CUSTODY RECORD (4442) NAVSUP FORM 306 (Rev. 1-83)

NSN	NOUN NAME	ALLOWANCE	U/I	UNIT PRICE	SHIP/ACTIVITY	DEPT.	CARD NO

ALLOWANCE LIST NO.	ADD'L DESCRIPTION

SERIAL NO.

O/S REQ'N (NO.)	(QTY)	O/S REQ'N (NO.)	(QTY)	O/S REQ'N (NO.)	(QTY)	O/S REQ'N (NO.)	(QTY)	CUSTODY SIGNATURE REQUIRED ▶ ☐ YES ☐ NO

TRANSACTION RECORD

DATE	DOCUMENT NO.	RECEIVED FROM EXPENDED TO	QUANTITY			I ACKNOWLEDGE CUSTODY OF THIS ITEM IN THE QUANTITY SPECIFIED.
			REC'D	EXPENDED	BALANCE	

Figure 7-6.--Sample Master/Subcustody Card (Manual)

(a) Master Custody Card. The Master Custody Card deck will be physically located in the SSD and stamped to indicate 'MASTER CARD.'

1. When controlled equipage (TBA/Flight Equipment material) is not required by the activity, the Master Custody Card will be stamped 'NOT MISSION ESSENTIAL' (NME) and signed by the Commanding Officer or his designated representative.

2. The Master Custody Card will reflect the following data in type or pen:

a. MFG Code (FSCM).

b. Part Number (PN).

c. National Stock Number (NSN).

d. Nomenclature (NOMEN).

e. Unit of Issue (UI).

f. Activity Account Number (AAN).

3. The Master Custody Card will reflect the following data in pencil:

a. Authorized Allowance.

b. Page Number.

c. Item Number.

d. Serial Number.

e. Any cross-reference or substitute data.

4. Master Custody Cards will reflect the O/H balance in ink or typed. The SSD OIC/NCOIC will sign the inventory record column on the reverse of the Master Custody Card as the transactions occur and upon completion of all squadron/work center inventories. The balance column on the front and the inventory record quantity on the back should match at all times. The custody acknowledgment block on the front will not contain signatures. Draw a line from the upper left corner to the lower right corner.

5. Balance changes will always be supported by an appropriate documenting entry (i.e., survey number, turn-in, or receipt document number).

(b) Sub-custody Cards. The Sub-custody Cards will be maintained separately in the same sequence as the Master Custody Card deck and will reflect the same information. The card will be stamped to indicate 'SUB-CUSTODY.' The RO for each department will be assigned in writing by the squadron Commanding Officer. The RO will sign the sub-custody card as follows:

1. When there is a change of RO, the new RO will sign the front of the card to acknowledge custody and the reverse to acknowledge the inventory.

2. When there is a change of Commanding Officer and the RO is the same; the reverse side of the custody record will be signed by the RO to acknowledge the inventory.

3. When an annual inventory is conducted, the RO will sign the reverse side of custody card to acknowledge the inventory.

4. When there is an expenditure or receipt, the RO will sign the front of the sub-custody card acknowledging custody change and the reverse side to acknowledge the inventory.

(2) Mechanized Custodial Records for TBA, Flight Equipment, MAMS, and TBI. Mechanization of custodial records is authorized but must ensure accountability of all "Custodial" assets. Any database or spreadsheet program authorized by the AvnSupO may be used.

(a) Mechanized Master Custody Card: When maintaining a mechanized system, an electronic printout (Figure 7-7) of the master custody card record signed by the SSD OIC/NCOIC will be maintained on file. The printout will be stamped "MASTER". The Mechanized Master Custody Card will reflect the following information:

1. Line Number.

2. Nomenclature.

3. Manufacturer.

4. Model.

5. Serial Number.

6. Squadron/Account.

7. Remarks/Comments.

(b) Mechanized Sub-Custody Card: When maintaining a mechanized system, an electronic printout of the sub-custody card record signed by the RO will be maintained on file. The printout will be stamped "SUB-CUSTODY". The Mechanized Sub-Custody Card will reflect the following information:

1. Line Number.

2. Nomenclature.

3. Manufacturer.

4. Model.

5. Serial Number.

6. Squadron/Account.

7. Remarks/Comments.

(c) Balance changes will always be supported by an appropriate documenting entry (i.e., survey number, turn-in, or receipt document number).

(d) When TBI, MAM'S and TBA material are not required by the activity, a separate listing titled 'NOT MISSION ESSENTIAL' will be printed and signed by the RO.

Line Number	Nomenclature	Manufacturer	Model	Serial Number	Squadron/Account	Remarks/Comments
1	PUBLIC ADDRESS SYS PORTABLE CONSOLE	AMPLIVOX		11SSD001AMP	314	
14	CART, VEHICLE, ELECT/GAS	UTILITY VEHICLE	CLUB CAR	382445	314	
14	CART, VEHICLE, ELECT/GAS	UTILITY VEHICLE	CLUB CAR	720065	314	Added 4/17/07
36	FACSIMILE, TRANSCEIVER SECU	HEWLETT PACKARD	HP FAX 1010	CN45QAFN0R	314	
37	COPYING MACHINE/COPIER, REPRODUCER	CANON	IMAGE RUNNER 2870	SLJ0707	314	
37	COPYING MACHINE/COPIER, REPRODUCER	CANON	IMAGE RUNNER 2270	SLK10289	314	
37	COPYING MACHINE/COPIER, REPRODUCER	CANON	IMAGE RUNNER 2270	SLK10129	314	ADDED ON 7135
37	COPYING MACHINE/COPIER, REPRODUCER	CANON	IMAGE RUNNER 2270	SLK10122	314	ADDED ON 7135
39	LAMINATOR, GBC	LAMINATOR	LAMINATOR	HL03205	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	4200	USBXP06344	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	4200N	USBNL24419	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	4000N	USDNX21403	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	4000	USMC047770	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	4200	USDNS21091	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	3330	SGH25C0WM0	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	3330	SGM0GM35C4C9	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	N/A	JPKH077807	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	HP LASER JET	USCD154233	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	LASERJET 3	SGH25C0WX3	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	PSC 1210	CN4UN631BF	314	
60	DIGITAL CAMERA	PANASONIC	LZ3	EM6JB13084	314	
75	SONY 8MM VIDEO PLAYER MODEL# GV-D800	SONY	GV-D800	30299	314	
75	SONY 8MM VIDEO PLAYER MODEL# GV-D800	SONY	GV-D800	41041	314	
75	SONY 8MM VIDEO PLAYER MODEL# GV-D800	SONY	GV-D800	30322	314	
94	Plasma Screen Monitor, with shipping case	SAMSUNG	SP-R4232	3CFY900255	314	WING ORDERED
94	Plasma Screen Monitor, with shipping case	SAMSUNG	SP-R4232	3CFY900243	314	WING ORDERED

2. I hereby acknowledge that before any tba item may be moved or transferred to any other account, I must notify the SSD TBA representative.

3. I hereby acknowledge that no TBA items may be picked up by any other than myself, unless I have had previously signed for it, I accept full responsibility for the missing item(s).

RO SIGNATURE: **DATE:**
RI SIGNATURE: **DATE:**
OIC/SNCOIC SIGNATURE: **DATE:**

Figure 7-7.--Sample Mechanized Custody Record

(e) Any changes to the squadrons account as described in Paragraph 7201.9d(1)(b), CRB will print a new listing for the signature by the RO. The old listing will be filed in the Custody Record History File.

10. Local Asset Management System (LAMS). A mechanized management system utilized by the MAG IMRL manager. The following LAMS reports will be requested from the IMRL manager which will aid CRB in budget planning and requisition management for IMRL material.

a. Requisition Reports - aids CRB in reconciliation of all outstanding IMRL requisitions both initial outfitting and replacements. The reports are separated by master and squadron and can be printed in part number or document number sequence. All reports show the same information, such as the current status if it was input to the system, the Date Time Group (DTG) of the message that was sent to the Wing/MEF, and the DTG of the response message giving approval to requisition the items.

b. Deficiency Report - the Deficiency Report is a management tool designed to help identify items below the authorized allowance and requires budgeting and/or requisitioning. Reports are only produced by Squadron Unit Identification Code (UIC) in either part number or NIIN sequence. The Deficiency Report will be printed every thirty (30) days until all deficiencies have been requisitioned, and after an IMRL supplement has been posted to the Master Record File. Material determined by the Commanding Officer as Not Mission Essential (NME) will be annotated and not ordered. There will be material indicated on the deficiency report that cannot be placed on order. This material is called 'PUSH' material and will be provided by the Inventory Control Point (ICP) at no cost. The record will be annotated as 'PUSH' to ensure that the material on order is not requisitioned.

c. Budgets - a mechanized budget can be produced for each Squadron UIC selecting deficiencies that require budgeting. Special attention must be given to ensure 'PUSH' material and materials designated as Not Mission Essential (NME) are not submitted in the budget. The budget will be reviewed by the squadron prior to its submission to SAD for inclusion in the Group budget submission. The following selection capabilities are available:

(1) Cognizance Code (COG) (any selected by user).

(2) Even COG's.

(3) Odd COG's.

11. Conduct Inventories of Organizational Allowance Material

a. General. Reference (n) requires a Quarterly inventory of the Flight Equipment Pool and a Semi-Annual (every six (6) months) inventory of MAMS, TBI and TBA material. Additionally, other inventories, which must be completed within thirty (30) days after the commencement date, are required in the following cases:

(1) Upon commissioning, deactivation, or reactivation of an activity.

(2) Upon relief of a Responsible Officer (for those items in the RO's custody only).

(3) Upon change of command (at the discretion of the relieving Commanding Officer).

b. Inventories. Inventory results will be recorded on the Controlled Equipage Custody record/mechanized inventory record. Unless a departmental inventory was conducted during the last thirty (30) days, it will not fulfill the obligation of the department to take the required inventory. When a departmental inventory of organizational allowance material is taken incident to the relief of a department head, it will be taken jointly by the relieved and relieving department heads. The inventory will be completed prior to the detachment of the relieved department head.

c. Preparation for Inventory. Prior to a physical inventory of organizational allowance material, all unprocessed receipts and expenditure documents for such material will be completed and posted to the applicable custody record. The original custody record applicable to items for which serial numbers are required to be listed will be reviewed to determine whether or not serial number are recorded thereon. Original custody records that do not list required serial numbers will be annotated to indicate that serial numbers must be determined during the prospective inventory. Custodial department heads will be advised to make the same notation, if necessary, in their duplicate custody records. At least one month prior to conducting the semi-annual inventory, the supply officer will prepare an official notice advising all department heads of procedural details to be followed in conducting their annual inventories of controlled equipage. The notice will be signed by the Commanding Officer/by direction. Current notice will be maintained by the CRB until the next annual inventory.

d. Conducting the Inventory. The duplicate NAVSUP Form 306/mechanized listing (as well as sub-custody records, if maintained) will be used by department heads or their representatives to conduct and record physical inventories of organizational allowance material. Each item will be sighted and inspected for serviceability by the person conducting the inventory. Articles requiring identification by serial number will be checked for such numbers. Differences between serial numbers on the material and those recorded in related custody records will be investigated and reconciled. The date of the inventory, the quantity inventoried, and the signature of the person conducting the inventory will be entered by pen in the Inventory Record of the department head's duplicate custody records. As the inventory progresses or immediately after completion, the inventory entries recorded in the duplicate custody records will be transcribed to the originals maintained by the supply officer. When the inventoried quantity of an item differs from the verified custody record balance, recounts or causative research or both are required.

e. Post-Inventory Actions. After the inventory has been completed, additional actions are required as follows:

(1) Shortages and unserviceable items discovered incident to inventory will be surveyed in accordance with reference (w) volume I, chapter 5, part A, section III.

(2) Inventory adjustments will be posted to the custody record.

(3) Issue requests will be prepared and submitted to the supply officer for procurement of required replacement items (CONTINGENT ON AVAILABILITY OF FUNDS).

(4) A report of completion of inventory will be submitted to the Commanding Officer as described in the following paragraph.

f. Report to Commanding Officer. Upon completion of an organizational allowance material inventory, Responsible Officers will submit a letter report to their Squadron Commanding Officer, with a copy to the supply officer. CRB will maintain this letter on file for a minimum of three (3) years. Additionally, CRB will ensure that corrective action outlined in the letter has been accomplished and report to the supply officer by letter when such action has been completed. When controlled equipage is inventoried incident to a change of Responsible Officer, the letter report will be signed by both the relieved and relieving Responsible Officers. Letter reports will include the following information:

(1) That the Controlled Equipage inventory has been completed.

(2) That surveys applicable to shortages and unserviceable items have been submitted (or reasons why they have not been submitted).

(3) That issue requests applicable to shortages and unserviceable items requiring replenishment have been submitted to the supply officer (or reasons why they have not been submitted).

(4) A list of excess organizational allowance material, including justification or authority for excess items desired to be retained.

12. Coordinate, Prepare, Submit, and Monitor the Budget for Organizational Allowance Material

a. All deficiencies for controlled equipage (i.e., TBA, IMRL, and Aviation Life Support System [ALSS]) will be submitted on a budget request. The budget submission is a coordinated effort of supported squadrons, CRB, CAB, SAD, Group Fiscal and IMRL divisions input. All budgets and requisitions will be submitted in accordance with cognizant TYCOM/Wing instructions.

b. Items approved on budgets will be requisitioned citing the applicable budget once funds are approved and allocated by the Wing. The document number will be recorded on the custody record to indicate the material has been requisitioned.

c. There are two basic types of budgets:

(1) Annual.

(2) Mid Year Review.

d. Halfway through each budget cycle, a mid-year review will be conducted in accordance with cognizant TYCOM/WING instructions. The AvnSupO should submit a budget request input letter to the supported squadrons/work centers at the beginning of November each year for the mid-year budget review preparation. The mid-year budget review input, with valid justifications for items requested, should be returned to the ASD by mid December where the SSD/SAD/AAvnSupO/AvnSupO will do a sanity check on the input. Keep in mind the most important input on the mid-year budget request is the 'JUSTIFICATION'. Upon notification from the Wing requesting budget input, the ASD can then provide quality input.

13. Provide Custodial Deficiencies to SMD

a. From time to time, assigned squadrons/units will deploy as part of the unit deployment cycle or aboard ship for an extended period of time. Prior to a squadron/unit deploying, a series of readiness evaluations will be conducted.

b. CRB will provide SMD with a list of deficiencies for all custodial material as required by milestones prior to deployment. The list will include all outstanding requisitions with latest status.

14. Process Requisitions for Organizational Allowance Material

a. CRB will prepare and submit all requisitions for custodial material (i.e., IMRL, TBA, ALSS, and NAVAIR Allowance List material). CRB will ensure all open purchase requests for ADP equipment (Non-NMCI assets) will be routed through AISD for concurrence/non-concurrence prior to any purchases. Prior to any IMRL requisitions being submitted, the IMRL manager 'MUST' provide a written, (naval message or email), authorization from the Wing IMRL manager that a redistribution of assets was attempted with negative results. Once the negative redistribution is received and appropriate funding (8X for Initial Issue and 7L for replacement issue), is provided from the Wing IMRL manager then based on the acquisition advice code the requisition can be submitted. For requisitioning of TBA/QH-2 material if funding is available then appropriate requisitions can be submitted.

b. When requisitions are submitted manually, CRB will use Optimized NALCOMIS (under MALS UIC). This will build the requisition to the Active Requisitions Table and establish the financial obligation.

15. Review the COSAL PART III Section B/COASL in Access (CIA) for COSAL Controlled Equipage items that require custody signature. CRB will review the COSAL once received from the MSB to ensure that all items requiring custody signature are identified and custody records are established.

Appendix A

Requisition Serial Number Assignments

1. Purpose. To provide standardized requisition serial number assignments to be used by all MALS. Paragraph 2a lists the requisition serial numbers to be used for all supported squadrons and IMA Work Centers. Those MALS that have Fleet Readiness Center (FRC) work centers will use the requisition serial numbers identified in Paragraph 2b.

2. Background. Requisition serial number assignments have historically varied from MALS to MALS. To prevent confusion of transferring personnel and the ultimate misrouting of material the following assignments are promulgated:

a. MAG Requisition Serial Number Assignments (See Note 1 and Note 2)

	ON-LINE			CONTINGENCY	
PURPOSE	LOW VALUE	HIGH VALUE	PRI	LOW VALUE	HIGH VALUE
CONSUMABLE STOCK	0001	1399	N/A	N/A	N/A
CONSUMABLE OFFLOAD (SEE NOTE 3)	1400	1499	N/A	N/A	N/A
INVENTORY ADJUSTMENTS (SEE NOTE 4)	1500	1699	N/A	N/A	N/A
NALCOMIS REPAIRABLE STOCK	1700	1799	N/A	N/A	N/A
R-Supply REPAIRABLE STOCK	1800	1899	N/A	1900	1999
OMA NON NMCS					
SQUADRON #1	2000	2089	HP	2090	2099
SQUADRON #1	2100	2189	LP	2190	2199
SQUADRON #2	2200	2289	HP	2290	2299
SQUADRON #2	2300	2389	LP	2390	2399
SQUADRON #3	2400	2489	HP	2490	2499
SQUADRON #3	2500	2589	LP	2590	2599
SQUADRON #4	2600	2689	HP	2690	2699
SQUADRON #4	2700	2789	LP	2790	2799
SQUADRON #5	2800	2889	HP	2890	2899
SQUADRON #5	2900	2989	LP	2990	2999
SQUADRON #6	3000	3089	HP	3090	3099
SQUADRON #6	3100	3189	LP	3190	3199
SQUADRON #7	3200	3289	HP	3290	3299
SQUADRON #7	3300	3389	LP	3390	3399
SQUADRON #8	3400	3489	HP	3490	3499
SQUADRON #8	3500	3589	LP	3590	3599
SQUADRON #9	3600	3689	HP	3690	3699
SQUADRON #9	3700	3789	LP	3790	3799
SQUADRON #10	3800	3889	HP	3890	3899
SQUADRON #10	3900	3989	LP	3990	3999
SQUADRON #11	4000	4089	HP	4090	4099
SQUADRON #11	4100	4189	LP	4190	4199
SQUADRON #12	4200	4289	HP	4290	4299
SQUADRON #12	4300	4389	LP	4390	4399
SQUADRON #13	4400	4489	HP	4490	4499
SQUADRON #13	4500	4589	LP	4590	4599
SQUADRON #14	4600	4689	HP	4690	4699

PURPOSE	ON-LINE LOW VALUE	ON-LINE HIGH VALUE	PRI	CONTINGENCY LOW VALUE	CONTINGENCY HIGH VALUE
SQUADRON #14	4700	4789	LP	4790	4799
SQUADRON #15	4800	4889	HP	4890	4899
SQUADRON #15	4900	4989	LP	4990	4999
SQUADRON #16	5000	5089	HP	5090	5099
SQUADRON #16	5100	5189	LP	5190	5199
MORE THAN 16 SQUADRONS	5200	6999			
IMRL OUTFITTING/REOUTFITTING	N/A	N/A	N/A	7000	8999
TBA OUTFITTING/REOUTFITTING	8A00	8H99	N/A	N/A	N/A
TBA OUTFITTING/REOUTFITTING	8P00	8Z99	N/A	N/A	N/A
FLIGHT OPERATIONS- LESS NMCS				A000	F999
ADP PARTS & SUPPLIES	DP00	DP49	HP	DP50	DP59
ADP PARTS & SUPPLIES	DP60	DP89	LP	DP90	DP99
MAINTENANCE FUEL CHARGES (FAS) (SEE NOTE 5)	FF00	FF99	N/A	N/A	N/A
OMA NMCS/PMCS/ANMCS (see paragraph 2.a(2))					
SQUADRON #1	G000	G089	NM	G090	G099
SQUADRON #2	G100	G189	NM	G190	G199
SQUADRON #3	G200	G289	NM	G290	G299
SQUADRON #4	G300	G389	NM	G390	G399
SQUADRON #5	G400	G489	NM	G490	G499
SQUADRON #6	G500	G589	NM	G590	G599
SQUADRON #7	G600	G689	NM	G690	G699
SQUADRON #8	G700	G789	NM	G790	G799
SQUADRON #9	G800	G889	NM	G890	G899
SQUADRON #10	G900	G989	NM	G990	G999
SQUADRON #11	GA00	GA89	NM	GA90	GA99
SQUADRON #12	GC00	GC89	NM	GC90	GC99
SQUADRON #13	GD00	GD89	NM	GD90	GD99
SQUADRON #14	GE00	GE89	NM	GE90	GE99
SQUADRON #15	GF00	GF89	NM	GF90	GF99
SQUADRON #16	GG00	GG89	NM	GG90	GG99
MORE THAN 16 SQUADRONS	GH00	GZ99	NM		
BROAD ARROW	GB00	GB99			
MATCS	(SEE NOTE 6)				
MWSS	(SEE NOTE 6)				
RESERVED FOR PROJECT- STORM/CLOUD MATERIAL (SEE NOTE 7)	H000	HZ99			
RESERVED FOR DOD FUTURE USE	I000	OZ99			
PEB SITE #1	P000	P099	N/A	N/A	N/A
PEB SITE #2	P100	P199	N/A	N/A	N/A
PEB SITE #3	P200	P299	N/A	N/A	N/A
PEB SITE #4	P300	P399	N/A	N/A	N/A
PEB SITE #5	P400	P499	N/A	N/A	N/A
PEB SITE #6	P500	P599	N/A	N/A	N/A

PURPOSE	ON-LINE LOW VALUE	ON-LINE HIGH VALUE	PRI	CONTINGENCY LOW VALUE	CONTINGENCY HIGH VALUE
PEB SITE #7	P600	P699	N/A	N/A	N/A
PEB SITE #8	P700	P799	N/A	N/A	N/A
PEB SITE #9	P800	P899	N/A	N/A	N/A
PEB SITE #10	P900	P999	N/A	N/A	N/A
PEB SITE #11	PA00	PA99	N/A	N/A	N/A
PEB SITE #12	PB00	PB99	N/A	N/A	N/A
PEB SITE #13	PC00	PC99	N/A	N/A	N/A
PEB SITE #14	PD00	PD99	N/A	N/A	N/A
PEB SITE #15	PE00	PE99	N/A	N/A	N/A
MORE THAN 15 PEB SITES	PF00	PZ99	N/A	N/A	N/A
RESERVED FOR DOD FUTURE USE	Q000	SS99			
LOW PRIORITY TOOL REQUIREMENTS	T000	TZ99			
RESERVED FOR DOD FUTURE USE	U000	VZ99			
CASREP (MACS)	W000	W099			
CASREP (MWSS)	W100	W199			
CASREP (MALS COSAL)	W200	W299			
RESERVED FOR FUTURE USE	W300	WW99			
METOC (WEATHER)	WX00	WX99			
RESERVED FOR DOD FUTURE USE	X000	ZZ99			
DEPLOYED OPERATIONS	9P00	9Z99			
IMA WORK CENTERS					
020 (IMA PC)	2A00	2A89	HP	2A90	2A99
020 (IMA PC)	AA00	AA89	LP	AA90	AA99
024 (P/P PC)	2B00	2B89	HP	2B90	2B99
024 (P/P PC)	AB00	AB89	LP	AB90	AB99
025 (A/F PC)	2C00	2C89	HP	2C90	2C99
025 (A/F PC)	AC00	AC89	LP	AC90	AC99
026 (AVI PC)	2D00	2D89	HP	2D90	2D99
026 (AVI PC)	AD00	AD89	LP	AD90	AD99
027 (ORD PC)	2E00	2E89	HP	2E90	2E99
027 (ORD PC)	AE00	AE89	LP	AE90	AE99
028 (ALSS PC)	2F00	2F89	HP	2F90	2F99
028 (ALSS PC)	AF00	AF89	LP	AF90	AF99
029 (S/E PC)	2G00	2G89	HP	2G90	2G99
029 (S/E PC)	AG00	AG89	LP	AG90	AG99
02A (VAST PC)	2H00	2H89	HP	2H90	2H99
02A (VAST PC)	AH00	AH89	LP	AH90	AH99
02B (PME PC)	7Q00	7Q89	HP	7Q90	7Q99
02B (PME PC)	FQ00	FQ89	LP	FQ90	FQ99
02M (AMCM MAINT CONT)	7X00	7X89	HP	7X90	7X99
02M (AMCM MAINT CONT)	FX00	FX89	LP	FX90	FX99
030 (MAINT ADMIN)	7R00	7R89	HP	7R90	7R99
030 (MAINT ADMIN)	FR00	FR89	LP	FR90	FR99

PURPOSE	ON-LINE LOW VALUE	ON-LINE HIGH VALUE	PRI	CONTINGENCY LOW VALUE	CONTINGENCY HIGH VALUE
040 (QA/ANALYSIS)	7S00	7S89	HP	7S90	7S99
040 (QA/ANALYSIS)	FS00	FS89	LP	FS90	FS99
04A (TPL)	7T00	7T89	HP	7T90	7T99
04A (TPL)	FT00	FT89	LP	FT90	FT99
04D (QA/VERIFICATION)	7V00	7V89	HP	7V90	7V99
04D (QA/VERIFICATION)	FV00	FV89	LP	FV90	FV99
050 (MATERIAL CONT)	7W00	7W89	HP	7W90	7W99
050 (MATERIAL CONT)	FW00	FW89	LP	FW90	FW99
05D (TOOL CONT CTR)	7U00	7U89	HP	7U90	7U99
05D (TOOL CONT CTR)	FU00	FU89	LP	FU90	FU99
05M (AMCM MAT CONT)	2J00	2J89	HP	2J90	2J99
05M (AMCM MAT CONT)	AJ00	AJ89	LP	AJ90	AJ99
410 (JET ENG BRANCH)	2L00	2L89	HP	2L90	2L99
410 (JET ENG BRANCH)	AL00	AL89	LP	AL90	AL99
411 (JET ENG COMP REP)	2M00	2M89	HP	2M90	2M99
411 (JET ENG COMP REP)	AM00	AM89	LP	AM90	AM99
412 (APU/SE GAS ENG)	2N00	2N89	HP	2N90	2N99
412 (APU/SE GAS ENG)	AN00	AN89	LP	AN90	AN99
413 (AFTERBURNER SHOP)	2K00	2K89	HP	2K90	2K99
413 (AFTERBURNER SHOP)	AK00	AK89	LP	AK90	AK99
414 (P/P MOD REP)	2P00	2P89	HP	2P90	2P99
414 (P/P MOD REP)	AP00	AP89	LP	AP90	AP99
41A (J52)	2Q00	2Q89	HP	2Q90	2Q99
41A (J52)	AQ00	AQ89	LP	AQ90	AQ99
41E (J79)	2U00	2U89	HP	2U90	2U99
41E (J79)	AU00	AU89	LP	AU90	AU99
41F (J85)	2V00	2V89	HP	2V90	AV99
41F (J85)	AV00	AV89	LP	AV90	AV99
41G (TF30)	2W00	2W89	HP	2W90	2W99
41G (TF30)	AW00	AW89	LP	AW90	AW99
41H (TF34)	2X00	2X89	HP	2X90	2X99
41H (TF34)	AX00	AX89	LP	AX90	AX99
41L (T56)	3A00	3A89	HP	3A90	3A99
41L (T56)	BA00	BA89	LP	BA90	BA99
41M (T58)	3B00	3B89	HP	3B90	3B99
41M (T58)	BB00	BB89	LP	BB90	BB99
41N (T64)	3C00	3C89	HP	3C90	3C99
41N (T64)	BC00	BC89	LP	BC90	BC99
41P (T76)	3D00	3D89	HP	3D90	3D99
41P (T76)	BD00	BD89	LP	BD90	BD99
41Q (T400)	3E00	3E89	HP	3E90	3E99
41Q (T400)	BE00	BE89	LP	BE90	BE99
41R (T700)	3F00	3F89	HP	3F90	3F99
41R (T700)	BF00	BF89	LP	BF90	BF99
41S (F400)	3G00	3G89	HP	3G90	3G99
41S (F400)	BG00	BG89	LP	BG90	BG99
41T (F402)	3H00	3H89	HP	3H90	3H99
41T (F402)	BH00	BH89	LP	BH90	BH99
41U (F404)	3T00	3T89	HP	3T90	3T99
41U (F404)	BT00	BT89	LP	BT90	BT99
41W (F110)	2R00	2R89	HP	2R90	2R99
41W (F110)	AR00	AR89	LP	AR90	AR99

PURPOSE	ON-LINE LOW VALUE	ON-LINE HIGH VALUE	PRI	CONTINGENCY LOW VALUE	CONTINGENCY HIGH VALUE
420 (RECIP ENG)	3J00	3J89	HP	3J90	3J99
420 (RECIP ENG)	BJ00	BJ89	LP	BJ90	BJ99
421 (RECIP ENG COMP REP)	3K00	3K89	HP	3K90	3K99
421 (RECIP ENG COMP REP)	BK00	BK89	LP	BK90	BK99
430 (PROP BRANCH)	3L00	3L89	HP	3L90	3L99
430 (PROP BRANCH)	BL00	BL89	LP	BL90	BL99
431 (PROP COMP REP)	3M00	3M89	HP	3M90	3M99
431 (PROP COMP REP)	BM00	BM89	LP	BM90	BM99
440 (ROTOR DYN BR)	3N00	3N89	HP	3N90	3N99
440 (ROTOR DYN BR)	BN00	BN89	LP	BN90	BN99
450 (TEST CELL)	2S00	2S89	HP	2S90	2S99
450 (TEST CELL)	AS00	AS89	LP	AS90	AS99
460 (AUX FUEL STORE)	3P00	3P89	HP	3P90	3P99
460 (AUX FUEL STORE)	BP00	BP89	LP	BP90	BP99
470 (JOAP ANYL. LAB)	3Q00	3Q89	HP	3Q90	3Q99
470 (JOAP ANYL LAB)	BQ00	BQ89	LP	BQ90	BQ99
480 (P/P WELDING)	3R00	3R89	HP	3R90	3R99
480 (P/P WELDING)	BR00	BR89	LP	BR90	BR99
510 (STRUCTURE BR)	3U00	3U89	HP	3U90	3U99
510 (STRUCTURE BR)	BU00	BU89	LP	BU90	BU99
51A (STRUCTURES SHOP)	3V00	3V89	HP	3V90	3V99
51A (STRUCTURES SHOP)	BV00	BV89	LP	BV90	BV99
51B (PAINT SHOP)	3W00	3W89	HP	3W90	3W99
51B (PAINT SHOP)	BW00	BW89	LP	BW90	BW99
51C (WELDING SHOP)	3X00	3X89	HP	3X90	3X99
51C (WELDING SHOP)	BX00	BX89	LP	BX90	BX99
51D (MACHINE SHOP)	3Y00	3Y89	HP	3Y90	3Y99
51D (MACHINE SHOP)	BY00	BY89	LP	BY90	BY99
51E (TIRE/WHEEL SHOP)	3Z00	3Z89	HP	3Z90	3Z99
51E (TIRE/WHEEL SHOP)	BZ00	BZ89	LP	BZ90	BZ99
51F (COMPOSITE REP)	4A00	4A89	HP	4A90	4A99
51F (COMPOSITE REP)	CA00	CA89	LP	CA90	CA99
520 (HYD/PNEUT BR)	4B00	4B89	HP	4B90	4B99
520 (HYD/PNEUT BR)	CB00	CB89	LP	CB90	CB99
52A (HYD SHOP)	4C00	4C89	HP	4C90	4C99
52A (HYD SHOP)	CC00	CC89	LP	CC90	CC99
52B (BRAKE SHOP)	4D00	4D89	HP	4D90	4D99
52B (BRAKE SHOP)	CD00	CD89	LP	CD90	CD99
52C (STRUT SHOP)	4E00	4E89	HP	4E90	4E99
52C (STRUT SHOP)	CE00	CE89	LP	CE90	CE99
530 (NDI BRANCH)	4F00	4F89	HP	4F90	4F99
530 (NDI BRANCH)	CF00	CF89	LP	CF90	CF99
53A (RADIOGRAPHY)	4G00	4G89	HP	4G90	4G99
53A (RADIOGRAPHY)	CG00	CG89	LP	CG90	CG99
53B (ELECT/CHEM SHOP)	4H00	4H89	HP	4H90	4H99
53B (ELECT/CHEM SHOP)	CH00	CH89	LP	CH90	CH99
60A (AVI CORR CONT)	4J00	4J89	HP	4J90	4J99
60A (AVI CORR CONT)	CJ00	CJ89	LP	CJ90	CJ99
610 (COM/NAV BR)	4K00	4K89	HP	4K90	4K99
610 (COMM/NAV BR)	CK00	CK89	LP	CK90	CK99
61A (COMM SHOP)	4L00	4L89	HP	4L90	4L99
61A (COMM SHOP)	CL00	CL89	LP	CL90	CL99

PURPOSE	ON-LINE LOW VALUE	ON-LINE HIGH VALUE	PRI	CONTINGENCY LOW VALUE	CONTINGENCY HIGH VALUE
61B (NAV SHOP)	4M00	4M89	HP	4M90	4M99
61B (NAV SHOP)	CM00	CM89	LP	CM90	CM99
61C (COMPUTER SHOP)	4N00	4N89	HP	4N90	4N99
61C (COMPUTER SHOP)	CN00	CN89	LP	CN90	CN99
61D (COMSEC/CRYPTO)	4W00	4W89	HP	4W90	4W99
61D (COMSEC/CRYPTO)	CW00	CW89	LP	CW90	CW99
620 (ELECT INSTR BR)	4P00	4P89	HP	4P90	4P99
620 (ELECT INSTR BR)	CP00	CP89	LP	CP90	CP99
62A (ELECT SHOP)	4Q00	4Q89	HP	4Q90	4Q99
62A (ELECT SHOP)	CQ00	CQ89	LP	CQ90	CQ99
62B (INSTR SHOP)	4R00	4R89	HP	4R90	4R99
62B (INSTR SHOP)	CR00	CR89	LP	CR90	CR99
62C (BATT SHOP, LEAD)	4S00	4S89	HP	4S90	4S99
62C (BATT SHOP, LEAD)	CS00	CS89	LP	CS90	CS99
62D (BATT SHOP, NICK)	4T00	4T89	HP	4T90	4T99
62D (BATT SHOP, NICK)	CT00	CT89	LP	CT90	CT99
62E (CSD/GEN SHOP)	4U00	4U89	HP	4U90	4U99
62E (CSD/GEN SHOP)	CU00	CU89	LP	CU90	CU99
62F (INERT NAV SHOP)	4V00	4V89	HP	4V90	4V99
62F (INERT NAV SHOP)	CV00	CV89	LP	CV90	CV99
630 (FIRE CONT BR)	4X00	4X89	HP	4X90	4X99
630 (FIRE CONT BR)	CX00	CX89	LP	CX90	CX99
63A (AWG-9 SHOP)	4Y00	4Y89	HP	4Y90	4Y99
63A (AWG-9 SHOP)	CY00	CY89	LP	CY90	CY99
63B (AWG-10 SHOP)	4Z00	4Z89	HP	4Z90	4Z99
63B (AWG-10 SHOP)	CZ00	CZ89	LP	CZ90	CZ99
63D (APG-65 SHOP)	5J00	5J89	HP	5J90	5J99
63D (APG-65 SHOP)	DJ00	DJ89	LP	DJ90	DJ99
640 (RADAR/ECM BR)	5A00	5A89	HP	5A90	5A99
640 (RADAR/ECM BR)	DA00	DA89	LP	DA90	DA99
64A (RADAR SHOP)	5B00	5B89	HP	5B90	5B99
64A (RADAR SHOP)	DB00	DB89	LP	DB90	DB99
64B (ECM SHOP)	5C00	5C89	HP	5C90	5C99
64B (ECM SHOP)	DC00	DC89	LP	DC90	DC99
64C (DECM SHOP)	5D00	5D89	HP	5D90	5D99
64C (DECM SHOP)	DD00	DD89	LP	DD90	DD99
64D (FLIR SHOP)	5E00	5E89	HP	5E90	5E99
64D (FLIR SHOP)	DE00	DE89	LP	DE90	DE99
64E (POD SHOP)	5F00	5F89	HP	5F90	5F99
64E (POD SHOP)	DF00	DF89	LP	DF90	DF99
64F (EA6B VANS)	5N00	5N89	HP	5N90	5N99
64F (EA6B VANS)	DN00	DN89	LP	DN90	DN99
650 (SACE/ATE BR)	5G00	5G89	HP	5G90	5G99
650 (SACE/ATE BR)	DG00	DG89	LP	DG90	DG99
65A (RADCOM)	5H00	5H89	HP	5H90	5H99
65A (RADCOM)	DH00	DH89	LP	DH90	DH99
65B (CASS)	2T00	2T89	HP	2T90	2T99
65B (CASS)	AT00	AT89	LP	AT90	AT99
65D (SACE RADAR SHOP)	5K00	5K89	HP	5K90	5K99
65D (SACE RADAR SHOP)	DK00	DK89	LP	DK90	DK99
65E (MISS COMP SHOP)	5L00	5L89	HP	5L90	5L99
65E (MISS COMP SHOP)	DL00	DL89	LP	DL90	DL99

PURPOSE	ON-LINE LOW VALUE	ON-LINE HIGH VALUE	PRI	CONTINGENCY LOW VALUE	CONTINGENCY HIGH VALUE
65F (FTE/DTS SHOP)	5M00	5M89	HP	5M90	5M99
65F (FTE/DTS SHOP)	DM00	DM89	LP	DM90	DM99
65H (ATS STA MAINT)	2Y00	2Y89	HP	2Y90	2Y99
65H (ATS STA MAINT)	AY00	AY89	LP	AY90	AY99
65P (VAST SHOP)	5P00	5P89	HP	5P90	5P99
65P (VAST SHOP)	JP00	JP89	LP	JP90	JP99
65Q (VAST STA MAINT)	5Q00	5Q89	HP	5Q90	5Q99
65Q (VAST STA MAINT)	DQ00	DQ89	LP	DQ90	DQ99
65R (VAST TPS MAMS)	5R00	5R89	HP	5R90	5R99
65R (VAST TPS MAMS)	DR00	DR89	LP	DR90	DR99
65S (VAST CAL LAB)	5S00	5S89	HP	5S90	5S99
65S (VAST CAL LAB)	DS00	DS89	LP	DS90	DS99
660 (ASW BRANCH)	5T00	5T89	HP	5T90	5T99
660 (ASW BRANCH)	DT00	DT89	LP	DT90	DT99
66A (ACOUSTIC EQUIP)	5U00	5U89	HP	5U90	5U99
66A (ACOUSTIC EQUIP)	DU00	DU89	LP	DU90	DU99
66B (NON-ACOUSTIC)	5V00	5V89	HP	5V90	5V99
66B (NON-ACOUSTIC)	DV00	DV89	LP	DV90	DV99
670 (PME/CAL FAC)	5X00	5X89	HP	5X90	5X99
670 (PME/CAL FAC)	DX00	DX89	LP	DX90	DX99
67A (PME REC/ISS)	5Y00	5Y89	HP	5Y90	5Y99
67A (PME REC/ISS)	DY00	DY89	LP	DY90	DY99
67B (PME ELECT CAL)	5Z00	5Z89	HP	5Z90	5Z99
67B (PME ELECT CAL)	DZ00	DZ89	LP	DZ90	DZ99
67C (PME MECH CAL)	6A00	6A89	HP	6A90	6A99
67C (PME MECH CAL)	EA00	EA89	LP	EA90	EA99
67D (PME TAMS REP)	2Z00	2Z89	HP	2Z90	2Z99
67D (PME TAMS REP)	AZ00	AZ89	LP	AZ90	AZ99
67E (COMPUTER REP)	MT00	MT89	HP	MT90	MT99
67E (COMPUTER REP)	MM00	MM89	LP	MM90	MM99
680 (RECON/PHOTO)	6B00	6B89	HP	6B90	6B99
680 (RECON/PHOTO)	EB00	EB89	LP	EB90	EB99
690 (MOD/MICRO REP)	6C00	6C89	HP	6C90	6C99
690 (MOD/MICRO REP)	EC00	EC89	LP	EC90	EC99
69A (MOD/TROUBLE)	6D00	6D89	HP	6D90	6D99
69A (MOD/TROUBLE)	ED00	ED89	LP	ED90	ED99
69B (MICRO/MINI REP)	6E00	6E89	HP	6E90	6E99
69B (MICRO/MINI REP)	EE00	EE89	LP	EE90	EE99
69C (CABLE/CONNECT REP)	6F00	6F89	HP	6F90	6F99
69C (CABLE/CONNECT REP)	EF00	EF89	LP	EF90	EF99
710 (ORD BRANCH)	6H00	6H89	HP	6H90	6H99
710 (ORD BRANCH)	EH00	EH89	LP	EH90	EH99
71A (ARM EQUIP POOL)	6G00	6G89	HP	6G90	6G99
71A (ARM EQUIP POOL)	EG00	EG89	LP	EG90	EG99
71B (GUN SHOP)	6J00	6J89	HP	6J90	6J99
71B (GUN SHOP)	EJ00	EJ89	LP	EJ90	EJ99
71C (ARM EQUIP REP)	6K00	6K89	HP	6K90	6K99
71C (ARM EQUIP REP)	EK00	EK89	LP	EK90	EK99
71D (RACKS/LAUNCH)	6L00	6L89	HP	6L90	6L99
71D (RACKS/LAUNCH)	EL00	EL89	LP	EL90	EL99
71E (TOW REEL REP)	6Q00	6Q89	HP	6Q90	6Q99
71E (TOW REEL REP)	EQ00	EQ89	LP	EQ90	EQ99

PURPOSE	ON-LINE LOW VALUE	ON-LINE HIGH VALUE	PRI	CONTINGENCY LOW VALUE	CONTINGENCY HIGH VALUE
720 (SPEC WEAP BR)	6M00	6M89	HP	6M90	6M99
720 (SPEC WEAP BR)	EM00	EM89	LP	EM90	EM99
72A (SPEC WEAP TEST)	6N00	6N89	HP	6N90	6N99
72A (SPEC WEAP TEST)	EN00	EN89	LP	EN90	EN99
730 (WEAPONS DEPT)	6X00	6X89	HP	6X90	6X99
730 (WEAPSON DEPT)	EX00	EX89	LP	EX90	EX99
731 (ARM WPN SUP EQ)	6P00	6P89	HP	6P90	6P99
731 (ARM WPN SUP EQ)	EP00	EP89	LP	EP90	EP99
740 (AMCM BRANCH)	3S00	3S89	HP	3S90	3S99
740 (AMCM BRANCH)	BS00	BS89	LP	BS90	BS99
74A (AMCM SLED SHOP)	5W00	5W89	HP	5W90	5W99
74A (AMCM SLED SHOP)	DW00	DW89	LP	DW90	DW99
74B (AMCM STRUC/COMP)	7Z00	7Z89	HP	7Z90	7Z99
74B (AMCM STRUC/COMP)	FZ00	FZ89	LP	FZ90	FZ99
74C (AMCM AVI/ELECT)	9000	9089	HP	9090	9099
74C (AMCM AVI/ELECT)	9100	9189	LP	9190	9199
74D (AMCM HYD COMP)	9200	9289	HP	9290	9299
74D (AMCM HYD COMP)	9300	9389	LP	9390	9399
810 (SAFE/SURV EQUIP)	6R00	6R89	HP	6R90	6R99
810 (SAFE/SURV EQUIP)	ER00	ER89	LP	ER90	ER99
81A (PARACHUTE SHOP)	6S00	6S89	HP	6S90	6S99
81A (PARACHUTE SHOP)	ES00	ES89	LP	ES90	ES99
81B (AVI SAFE EQUIP)	6T00	6T89	HP	6T90	6T99
81B (AVI SAFE EQUIP)	ET00	ET89	LP	ET90	ET99
81C (OX/REG EQUIP)	6U00	6U89	HP	6U90	6U99
81C (OX/REG EQUIP)	EU00	EU89	LP	EU90	EU99
81D (EJECT SEAT)	6V00	6V89	HP	6V90	6V99
81D (EJECT SEAT)	EV00	EV89	LP	EV90	EV99
820 (OX/NIT GEN FAC)	6W00	6W89	HP	6W90	6W99
820 (OX/NIT GEN FAC)	EW00	EW89	LP	EW90	EW99
901 (SE TRAIN/LIC)	6Y00	6Y89	HP	6Y90	6Y99
901 (SE TRAIN/LIC)	EY00	EY89	LP	EY90	EY99
902 (SE IMRL MANAGE)	6Z00	6Z89	HP	6Z90	6Z99
902 (SE IMRL MANAGE)	EZ00	EZ89	LP	EZ90	EZ99
903 (SE MATL CONT)	7A00	7A89	HP	7A90	7A99
903 (SE MATL CONT)	FA00	FA89	LP	FA90	FA99
90A (SE POOL)	7B00	7B89	HP	7B90	7B99
90A (SE POOL)	FB00	FB89	LP	FB90	FB99
910 (SE GAS ENG REP)	7C00	7C89	HP	7C90	7C99
910 (SE GAS ENG REP)	FC00	FC89	LP	FC90	FC99
91A (SE GAS TURB REP)	7D00	7D89	HP	7D90	7D99
91A (SE GAS TURB REP)	FD00	FD89	LP	FD90	FD99
91B (A/C HAND/SERV)	7E00	7E89	HP	7E90	7E99
91B (A/C HAND/SERV)	FE00	FE89	LP	FE90	FE99
920 (SE STRUCT/HYD)	7F00	7F89	HP	7F90	7F99
920 (SE STRUCT/HYD)	JF00	JF89	LP	JF90	JF99
92A (SE STRUCT REP)	7G00	7G89	HP	7G90	7G99
92A (SE STRUCT REP)	FG00	FG89	LP	FG90	FG99
92B (SE HYD REP)	7H00	7H89	HP	7H90	7H99
92B (SE HYD REP)	FH00	FH89	LP	FH90	FH99
92C (LOX/OX/NIT SERV)	7Y00	7Y89	HP	7Y90	7Y99
92C (LOX/OX/NIT SERV)	FY00	FY89	LP	FY90	FY99

PURPOSE	ON-LINE LOW VALUE	ON-LINE HIGH VALUE	PRI	CONTINGENCY LOW VALUE	CONTINGENCY HIGH VALUE
92D (SE CORR CONT)	9A00	9A89	HP	9A90	9A99
92D (SE CORR CONT)	JA00	JA89	LP	JA90	JA99
930 (SE ELECT REP)	7J00	7J89	HP	7J90	7J99
930 (SE ELECT REP)	FJ00	FJ89	LP	FJ90	FJ99
940 (SE COMP REP)	7K00	7K89	HP	7K90	7K99
940 (SE COMP REP)	FK00	FK89	LP	FK90	FK99
950 (SE PERIOD MAINT)	7L00	7L89	HP	7L90	7L99
950 (SE PERIOD MAINT)	FL00	FL89	LP	FL90	FL99
960 (INSTALL/COMBAT)	7M00	7M89	HP	7M90	7M99
960 (INSTALL/COMBAT)	FM00	FM89	LP	FM90	FM99
970 (AIR COND REP)	7N00	7N89	HP	7N90	7N99
970 (AIR COND REP)	FN00	FN89	LP	FN90	FN99
980 (FLT DECK TROUBLE)	9B00	9B89	HP	9B90	9B99
980 (FLT DECK TROUBLE)	JB00	JB89	LP	JB90	JB99
990 (MOBILE MAINT SUP)	7P00	7P89	HP	7P90	6P99
990 (MOBILE MAINT SUP)	FP00	FP89	LP	FP90	FP99

NOTE 1: Document Serial Numbers containing alpha "I" and "O" characters will not be used.

NOTE 2: Those activities requiring additional document serial numbers can use those serial numbers not assigned to local work centers (i.e., W/C 980 (Flight Deck Troubleshooting)).

NOTE 3: If conducting a major offload, change Offload Document Series to 0100 - 1499 in R-Supply. Until the completion of the offload process, ensure no Consumable Stock Reorders are processed. At the completion of the offload the document series for Consumable Stock Reorders must be reset to 0001 - 1399.

NOTE 4: If conducting a major inventory, change Inventory Adjustment Document Series to 0100 - 1399 in R-Supply. Until completion of the Inventory Adjustment processing, ensure no Consumable Stock Reorders are processed. At the completion of Inventory Adjustment processing, the document series for Consumable Stock Reorders must be reset to 0001-1399.

NOTE 5: FF00-FF99 ARE RESERVED FOR FUEL CHARGES EXPENDED for the purpose of maintenance as received from the Fuels Automated System (FAS).

NOTE 6: For those MALS that support MACS, MWSS utilize unassigned squadron OMA NON NMCS series serial numbers for Low Pri requisitions.

NOTE 7: "H" Series is reserved for Marine Corps aviation peculiar PWR (CLOUD/STORM) requirements or to identify requisitions for HAZCON items in the DEFENSE SATELLITE COMMUNICATIONS SYSTEM (used with Project Code LGP).

(1) Reimbursable OPTARS. MALS that receive Reimbursable OPTARS must coordinate with the Cognizant Wing/Brigade to ensure that the Reimbursable Control Code and Document Serial Number Assignment do not conflict with the Serial Number Assignments outlined in this appendix.

(2) NMCS/PMCS Requisitions. When an NMCS/PMCS requisition is input to Optimized NALCOMIS the user must enter the AFM document serial number in the supplementary address field. In order to eliminate confusion at the customer level whenever a 'G' series document is used, the AFM serial number will cite a 'Z' and the same last three digits as the document serial number (i.e., G342/Z342, GA09/ZA09).

(3) WTI/CAX Document Serial Number. For WTI Operations, each participating MALS will provide sufficient document numbers for each squadron participating, as well as a block of document numbers for Support Equipment (BK0s) for DTO requirements.

(4) Contingency serial numbers are used for two purposes:

(a) Those serial numbers assigned to requisitions manually prepared when R-Supply/Optimized NALCOMIS are not available.

(b) Those serial numbers assigned to requisitions which are manually prepared and input to R-Supply (i.e. manual stock reorders).

(5) CASREP Requisitions. Utilize the document serial number of "W" for all supported MACS, MWSS and MALS COSAL supported equipment.

b. Fleet Readiness Center (FRC) Requisition Serial Number Assignments

(1) The following serial numbers will be used by MALS who have FRC work centers embedded in their IMA. Multiple FRC work centers have been assigned a single document series. If additional document serial numbers are required to support the FRC work centers, the MALS will contact HQMC, ASL for approval prior to establishment.

(a) Hi Pri J100 - J150 and Low Pri J151 - J190

1. 51H FRC STRUCTURES SHOP

2. 51L FRC PAINT SHOP

3. 51M FRC WELDING SHOP

4. 51N FRC MACHINE SHOP

5. 51P FRC TIRE/WHEEL SHOP

6. 51Q FRC COMPOSITE REP SHOP

7. 51X FRC STRUCTURES BRANCH

(b) Hi Pri J200 - J250 and Low Pri J251 - J290

1. 52D FRC HYDRAULICS SHOP

2. 52E FRC BRAKE SHOP

3. 52F FRC STRUT SHOP

4. 52X FRC HYD/PNEUMATIC BRCH

5. 531 FRC NDI

(c) Hi Pri J300 – J350 and Low Pri J351 – J390

1. 53C FRC RADIOGRAPHY SHOP

2. 53D FRC ELEC/CHEMICAL SHOP

3. 54A FRC ELECPLATING/ANODI

(d) Hi Pri JH00 – JH50 and Low Pri JH51 – JH90

1. 60B FRC AVI CORROSION CTL

2. 61F FRC COMMUNICATION SHOP

3. 61G FRC NAVIGATION SHOP

4. 61L FRC MISSION COMP SHOP

5. 61M FRC COMSEC/CRYPTO REP

6. 61X FRC COMM/NAV BRANCH

(e) Hi Pri JK00 – JK50 and Low Pri JK51 – JK90

1. 62G FRC ELECTRIC SHOP

2. 62H FRC INSTRUMENT SHOP

3. 62J FRC LEAD/ACID BATTERY

4. 62K FRC NICKEL/CADMIUM BAT

5. 62L FRC CSD/GENERATOR SHOP

6. 62M FRC INERTIAL NAV SHOP

7. 62X FRC ELEC/INSTRUMENT

(f) Hi Pri JC00 – JC50 and Low Pri JC51 – JC90

1. 63J FRC APG-65/73 CASS

2. 63X FRC FIRE CONTROL RADAR

3. 64K FRC NON FIRE CONTROL RADAR

4. 64L FRC ECM SHOP

5. 64M FRC DECM SHOP

6. 64N FRC FLIR/OPTICAL SHOP

7. 64P FRC DECM POD SHOP

8. 64Q FRC EA6B ALQ-99 SHOP

9. 64R FRC ALQ-99 CASS

10. 64S FRC S-3 CASS

11. 64T FRC Misc ECM CASS

12. 64U FRC DECM CASS

13. 64X FRC RADAR/ECM BRANCH

(g) Hi Pri JD00 - JD50 and Low Pri JD51 - JD90

1. 65J FRC RADCOM STATION MAINT

2. 65K FRC MISC AVIONICS(CASS) WRA'S

3. 65L FRC CASS BENCH MAINT

4. 65M FRC MISC AVIONICS

5. 65N FRC WEAPONS SYSTEMS MISSILE

6. 65P FRC ATS/IATS

7. 65Q FRC ATS/IATS STATION MAINT

8. 65R FRC FTE/DTS

9. 65X FRC INTEGRATED WPNS SYS

(h) Hi Pri JE00 - JE50 and Low Pri JE51 - JE90

1. 66C FRC ACOUSTIC EQUIPMENT SHOP

2. 66D FRC NON ACOUSTIC EQUIP SHOP

3. 66X FRC ASW BRANCH

4. 67F FRC PME ELEC/ELECTRONIC CAL

5. 67G FRC PME PHYSICAL/MECH CAL

6. 67H FRC PME TAMS REPAIR SHOP

7. 67J FRC COMPUTER REPAIR SHOP

8. 67X FRC PME BRANCH/FIELD CAL

(i) Hi Pri JL00 - JL50 and Low Pri JL51 - JL90

1. 68D FRC LANTIRN SHOP

2. 68E FRC TARPS SHOP

3. 68F FRC SHARP SHOP

4. 68X FRC RECONNAISSANCE/PHOTO

5. 69J FRC HTS MODULE TEST/TROUBLE

6. 69K FRC MICRO/MINIATURE REPAIR

7. 69L FRC CABLE/CONNECTOR REPAIR

8. 69M FRC CAT IIID MODULE TEST/SHOP

9. 69N FRC MODULE ANALYSIS SHOP

10. 69P FRC EMTC MODULE TEST/SHOP

11. 69Q FRC PINPOINT/PROTRACK

12. 69X FRC MODULE/MICROMINIATURE REP

(j) Hi Pri JG00 - JG50 and Low Pri JG51 - JG90

1. 81X FRC ALSS/EJECTION SEAT SHOP

Appendix B

External Reports

1. General

a. Purpose. This appendix provides information concerning the frequency and submission requirements for external reports required of the ASD.

b. Background. Every ASD of a MALS operates as a Centralized Accounting and Billing (CAB) activity within the Navy Supply System and utilizes Navy-owned material and money to support its customers. In order to maintain accountability of this material and the associated financial resources, an accounting and inventory management system is required to control and report how funds and material are used. The official financial and inventory records of a MALS are those maintained on R-Supply. There are various financial, inventory, and material management reports that must be produced from R-Supply and submitted to external activities (e.g., WING, TYCOM) on a regular basis. These reports are listed in figures B-1 and B-2 along with frequency, point of submission, and the reference that directs their submission. Although inventory and material management reports are interactive for R-Supply, SMD is responsible for the coordination, review, and submission of the interactively generated R-Supply external reports.

2. Financial Reports. SAD is responsible for the preparation and submission of all financial reports to the appropriate TYCOM. The SAD Division of a MALS ASD performs two types of accounting: (1) Navy Working Capital Fund and (2) OPTAR Accounting. A brief description of each is contained in reference (w), volume I, chapter 9. There are various reports required for the accounts in each category. These reports are described in figures B-1 and B-2.

OPERATING TARGET (OPTAR) REPORTS					
REPORT	REPORT NAME	FREQUENCY	RESPONSIBLE DIVISION	SUBMIT TO	REFERENCE
JSI404	OPTAR Document Transmittal Report NAVCOMPT 2156 (Simulated)	TL's will be submitted weekly in accordance with TYCOM instructions	SAD	TYCOM	NAVSO P3013-2
JSI404	FLTOPS Aviation Operating Forces Budget/OPTAR NAVCOMPT 2157 (Simulated)	Monthly	SAD	TYCOM	NAVSO P3013-2
JSI404	AOM Aviation Operating Forces Budget/OPTAR NAVCOMPT 2157 (Simulated)	Monthly	SAD	TYCOM	NAVSO P3013-2
JSI404	Live EOM FIN Update Reports	Monthly/3rd Working Day	SAD	Wing/ TYCOM	CNAFINST 4440.2_
Word Doc	SFOEDL Challenge	Monthly/25th Working Day	SAD	Wing/ TYCOM	CNAFINST 4440.2_

Figure B-1. --Operating Target (OPTAR) Reports

INVENTORY/MATERIAL MANAGEMENT REPORTS					
REPORT	REPORT NAME	FREQUENCY	RESPONSIBLE DIVISION	SUBMIT TO	REFERENCE
JSI217	SAMMA/SAL Rpt	Monthly As Directed	SMD	Wing/ TYCOM	CNAFINST 4440.2_
SQL's	IMPR Data	Monthly As Directed	SMD	Wing/ TYCOM	
JSF415	Supply Effectiveness Rpt	Monthly As Directed	SMD	Wing/ TYCOM	CNAFINST 4440.2_
JSI221	Gain/Loss Inventory Report	Monthly As Directed	SMD	Wing/ TYCOM	CNAFINST 4440.2_
J6310	Repairable Stock Status Report	Monthly As Directed	SMD	TYCOM	CNAFINST 4440.2_
DB Saves	Pre-EOM Live Save Tapes	MONTHLY/5th WORKING DAY	SMD	Wing/ TYCOM	CNAFINST 4440.2_
ULM FILES	MFCS Daily TIRS	Daily	SMD	MFCS CRT	CNAFINST 4440.2_
JSI211	Force Inventory Drawdown's	Daily	SMD	NAVSUP	CNAFINST 4440.2_

Figure B-2. – Inventory/Material Management Reports

Appendix C

Suspense And Unprocessed Interface Processing Procedures

1. Purpose. This appendix provides procedural guidance for processing records from the R-Supply Suspense Report, and Optimized NALCOMIS Unprocessed Incoming/Outgoing Interface Report.

2. Background. A multitude of conditions exist which can cause records to suspend or fail to interface to or from Optimized NALCOMIS. When these conditions exist and records do not process as desired, they will post to the R-Supply Suspense Report or the Optimized NALCOMIS Unprocessed Incoming/Outgoing Interface Report. Corrective action must then be initiated to either correct the situation that caused the record to suspend or to cancel the record from suspense. Failure to correct these records will result in reduced inventory validity, lost assets, poor requisition reconciliation validity, data base mismatches and an increased workload on all divisions. All of these conditions are potential degraders to effective financial management. This appendix will address the R-Supply Suspense Report and Optimized NALCOMIS Incoming/Outgoing Interface Report in the following paragraphs.

3. R-Supply Suspense and Optimized NALCOMIS Interface Processing

a. R-Supply

(1) General. For R-Supply, Selecting Logistics submenu, Management, Logistic Reports, and Suspense Listing produces R-Supply Suspense Report. An option is available to select "ALL" suspended transactions or individual suspense categories. When "ALL" is selected the report may be produced in one of four sequences; Batch Source Indicator, Document Number, National Item Identification Number (NIIN) or Suspense Code. Individual suspense categories allow for different sort sequences. Corrective action of the Suspense Report will be monitored and audited by the Supply Management Division (SMD).

(2) Procedures. Each division is responsible for producing their own Suspense Report on a daily basis.

(3) Format. Suspended transactions will post a basic print line image of the suspended transaction. Directly below the image will be the Suspense Code and a plain language description of the cause for suspense.

(4) Causes. Records may suspend for any number of reasons, however the primary causes are listed below:

(a) Inventory Discrepancies. Frequently encountered when the Item_Loc_table.Onhand_quantity reflects zero on-hand and the user attempts to process an issue (X31), carcass data (X22/X30/X33), transfer (X34/X37), subcustody (X40), and stock survey (X43) or a receipt reversal (X71R). A spot inventory must be performed and the appropriate adjustments made to the Stock_Item_table record to allow the effected record to process. Suggested research points would include the Suspense Report (suspended stock receipts or X32's/X75's), overaged stock dues (stock receipts with shipping status over thirty (30) days), and the Pending Data Entry File for unprocessed

receipts or X32's/X75's. If this research does not identify the cause of the inventory discrepancy, an X13 (Gain) must be processed.

(b) Data Base Mismatches. Records will suspend if an issue (X31) is processed in Optimized NALCOMIS for a NSN that is not present on R-Supply or if the NIIN is inactive on the Stock_Item_table. Conduct research to identify the discrepant database and initiate corrective action.

(c) Tables File Mismatches. Frequently encountered when tables files are not updated to reflect changes in Type/Model/Series (T/M/S) of aircraft supported, Department/Division Code changes, Unit of Issue not on tables, or changes in document serial number assignments. Involved tables should be updated and suspended records processed.

(d) Receipt Mismatches. Records will suspend if a receipt is processed (without an override code) and a matching, outstanding A0_ is not on the Active_RQN_Table, if the requisition was previously completed or if any data element on the receipt (UI, QTY, etc.) does not match the original A0_. Research must be performed to determine if the requisition was cancelled in R-Supply either interactively or batch, or if a duplicate shipment was made. If it is determined that the A0_ cannot be located, back-fit the A0_ and process the receipt. In R-Supply, an AO_ cannot be back-fitted if the requisition number was used (i.e. issue, material turn in (X75). Delete the receipt from suspense, forward all documentation to SAD. If research determines that a duplicate shipment has been received, or was administratively/batch canceled, reverse the administrative or batch cancellation then process the receipt or process the receipt with an "M" override code for duplicate shipments. Ensure the material received matches the material requested. Correct any data element on the receipt to match the original AO_.

(e) BK's Received With No Requisition on File. The importance of Depot Level Repairable (DLR) carcass tracking cannot be overstated. Users must perform extensive research to resolve situations where incoming BK's suspend to ensure that appropriate responses are transmitted to the Inventory Control Point (ICP).

(f) Material Under Inventory. Occurs when attempts are made to process transactions against an NSN that is under inventory. Inventory count (DI X84) must be input to clear the inventory flag which will allow user to process transactions from the Suspense Report.

(g) Requisition Not Released. This situation is most frequently encountered on requisitions that are introduced to the supply system via telephone and the stock point provides status prior to the requisition being released via "Logistics/Release Outgoing Requisitions". Releasing the requisition will allow the user to process records from Suspense.

(h) Stock Item Record Mismatches. Most frequently occurs when transaction images produced by Optimized NALCOMIS cite a different Unit of Issue (UI), cognizance symbol, or location than that on R-Supply. Research to identify correct information and update the appropriate database, then process the record from Suspense.

(i) Incorrect Maintenance Data. This condition is encountered when requisitions are input citing erroneous maintenance data, (i.e., Type Equipment Code (TEC), Bureau Number (BUNO), Work Unit Code (WUC), Job Control

Number (JCN), etc.). Research must be performed to determine if error is a result of user input or Tables File errors. Correct the discrepant record or request a Tables File update to allow processing of record from the Suspense Report.

(5) Goals. All requisitions will be corrected and processed from the Suspense Report daily. The Suspense Report must contain the corrective action taken, i.e., annotations identifying research conducted and how it was corrected. All deletions will cite the reason for deletion. Divisions will maintain on file an annotated Suspense Report.

(6) Summary. The Suspense Report is an invaluable tool for identifying transactions that have not processed through R-Supply. Recognizing that R-Supply is the "Master Data Base" for financial and inventory records will emphasize the need to maintain it as accurately as possible. Failure to do so will severely impact on financial differences, inventory validity, requisition validity, Gross Inventory Adjustments (GIA), and all other facets of supply management. Avoid simply canceling records from the Suspense Report. Establish an effective research program to maintain this report at a manageable level and all divisions will benefit from it.

b. Optimized NALCOMIS Unprocessed Interface Processing

(1) General. The Optimized NALCOMIS interface records report is produced interactively from Optimized NALCOMIS under “SYSTEM/Interface”. There are two options, (Incoming and Outgoing).

(a) The Incoming interface lists all processed R-Supply records and those unprocessed; records that did not pass validation because of data integrity, database, or system errors in Optimized NALCOMIS. The unprocessed incoming report is worked interactively in Optimized NALCOMIS by either reprocessing or deleting the record. Research must be performed to determine the cause for the unprocessed interface record. This report will be produced/worked and an annotated copy of this report maintained by the respective division.

(b) The Outgoing interface lists all external records that have not been released by Optimized NALCOMIS and internal records that have not processed in R-Supply pending a response indicating the record was processed. Causes for internal conditions could be due to validation errors, system errors, or R-Supply Suspense deletions. The internal records are worked interactively by either reprocessing or deleting the record in Optimized NALCOMIS. Research must be performed to determine the cause for the unprocessed interface record. This report will be produced/worked and an annotated copy of this report maintained by the respective division.

(c) The Optimized NALCOMIS interface records should be worked daily by the Repairable Management Division (RMD), Consumable Management Division (CMD), Supply Response Division (SRD) and audited by the Supply Management Division (SMD).

(2) Incoming Interface Reports. The reports listed below are generated interactively through Optimized NALCOMIS interface process.

(a) Processed Interface Records. This report shows incoming interface records that were successfully processed.

(b) Unprocessed Interface Records. This report shows records that did not process successfully either by a batch or interactive process by Optimized NALCOMIS because of a database or validation error.

(c) Status Exception Report 1. This report displays a list of unsolicited incoming interface records with document identifier codes of AB_, AE_, AS_, AU_ that do not have existing requisitions in the Optimized NALCOMIS IMA. These interface records also appear on the Unprocessed tab.

(d) Status Report 2. This report lists AE_ records with cancellation/rejection status codes of BQ, BR, ES, B4, C_, or R_. These interface records also appear on the Processed tab.

(e) Status Report 3. This report list AE _ records with status codes of BG, BH, BJ, NR, or NU, that have active requisitions on the Optimized NALCOMIS IMA. These interface records also appear on the Processed tab.

(f) Status Exception Report 4. This report lists all incoming A__ status records with existing Status History records in Optimized NALCOMIS. These interface records also appear on the Processed tab.

(g) Status Report 5. This report lists all incoming AE_ status records with status codes of BA, BD, or BF that have active requisitions in Optimized NALCOMIS. These interface records also appear on the Processed tab.

(3) Outgoing Interface Reports. The reports listed below are generated interactively through Optimized NALCOMIS interface process.

(a) The Outgoing External Interface report lists all records that are pending the External Record Extract process. The External Record Extract is the process by which external outgoing records (those that are sent to the controlling activity (Inventory Control Point) or point of entry) are prepared to be sent out via DAAS, AUTODIN, or SALTS. When activated, the process extracts all external outgoing records from the application database and places them in one file on the Optimized NALCOMIS UNIX server.

(b) The Outgoing Internal Interface report lists all records that have been successfully transmitted to R-Supply and are pending a response indicating that the record was processed. After R-Supply confirms receipt and sends the appropriate response, the system flags the records and moves them from this tab to the Incoming Reports function on the Processed tab.

(4) Format. In Optimized NALCOMIS, unprocessed Incoming Interface records will post in Document Identifier (DOC ID) sequence with an option to sort by National Item Identification Number (NIIN), Document Date and Serial Number (DDSN), Request Date and Time (Rqst Dttm), Unit Identification Code (UIC), or by unprocessed record flag (Flag). Each record will have transaction error code and a brief description to identify the reason the document appears on the report. The following are unprocessed record flag codes:

(a) D - A database error was encountered. For example, the SQL server located a corrupted table or index to a table.

(b) V - A validation error was encountered. For example, a requisition or NIIN record was not found. In addition to the flag, many incoming interfaces provide a four-digit error code with a brief description of the error.

(c) L - Identifies outgoing internal records deleted by your site via the deletion process maintained in the Outgoing Internal Interface process.

NOTE: The Outgoing Interface Records in Optimized NALCOMIS will post in document identifier sequence with an option to sort by National Item Identification Number, Document Date and Serial Number, Request Date and Time, or Project Code.

(5) Causes. In Optimized NALCOMIS, the interface record is deleted from the INTERFACE realm of the Optimized NALCOMIS data base if found; otherwise, the record is written to the Processed Incoming Interface Records File for reporting on the Unprocessed Interface Record Report through a process called "Match and Delete Process". This process attempts to locate (i.e., match) the interface record on the NALCOMIS database. If no match is found, that record is written to the Unprocessed Interface Record Report.

(6) Procedures. Since unprocessed records are created through a process of "match and delete", there are various conditions other than the deactivation of the interface. Repairable conditions are verified in both R-Supply and Optimized NALCOMIS, since repairable ACBAL may be affected. Use the Repairable Stock Summary/DDSN inquiry option in Optimized NALCOMIS to validate the information. The following are examples of why records will appear on the Unprocessed Incoming Interface Record Report:

(a) Invalid document identifier. The introduction of SMARTS, FACTS, AND MFCS and the addition of new document identifiers; DRA, BZA, BZC, DZA, D6_, D7_, D8_, etc.

(b) Records not on file in Optimized NALCOMIS (i.e. offline AO_, SSD requisitions, or consumable stock requisitions.

(c) Receipt processing (i.e. DDSN not on file, invalid LSC, or no matching record found).

(d) Miscellaneous processing (i.e. X05 for invalid FGC, X09D for location not on file, or status for duplicate status card image).

(7) Goals. Review and/or correct all requisitions on the unprocessed incoming interface reports daily. Annotate listings with verifications; i.e., processed R-Supply only (VALID) or requires Optimized NALCOMIS reprocessing/deletion. The only time a transaction should be deleted off the unprocessed list if the record already exists on Optimized NALCOMIS or the transaction is not valid. The respective divisions will maintain an annotated Unprocessed Incoming Interface Records Report on file.

(8) Summary. The incoming interface records reports are an invaluable tool for monitoring and identifying transactions that have not processed through Optimized NALCOMIS via R-Supply. The Unprocessed Interface Records Report lists the incoming R-Supply records that did not pass validation because of data integrity, database, or system errors. This report may be produced at any time and will be reviewed and annotated daily.

There is no corrective action required unless there's an R-Supply document identifier that affects a repairable record (Optimized NALCOMIS ACBAL i.e.: X30, X22, X33, X32, etc., or an outstanding repairable record which requires an adjustment and/or to bring both R-Supply and Optimized NALCOMIS in balance). Failure to review, validate, and/or annotate the report may cause financial and inventory concerns. The Optimized NALCOMIS unprocessed interface report should be reviewed by Repairable Management Division (RMD), Consumable Management Division (CMD), Supply Response Division (SRD), and audited by the Supply Management Division (SMD), with a copy maintained on file in that division.

Appendix D

Relational Supply/Optimized NALCOMIS Reconciliation

1. Purpose. The purpose of this appendix is to outline procedures for conducting an Optimized NALCOMIS and R-Supply reconciliation.

2. Background. Due to the complexity of maintaining both the Optimized NALCOMIS/R-Supply databases, an automated matching process was developed which compares stock number and requisition data, then produces reports, which identify discrepancies. Additionally, both stock number and requisition data can be loaded from Optimized NALCOMIS/R-Supply to correct the discrepancy.

3. Overview. The following paragraphs are provided as an overview of the prerequisites and sequence of events when conducting the Optimized NALCOMIS/R-Supply reconciliation. The sequence detailed in the following paragraphs allows the reconciliation process to be tailored to an activity's needs. Reports will be run and worked no less than once a month, but can be run and worked more often. The most efficient method is to schedule all the reports consecutively on the same night. This appendix has been written to assist in that reconciliation method. If it is not feasible to run all the reports on the same night, it is possible to run the reconciliation in segments on different nights. For example, run a NIIN Reconciliation the first week of the month, a Stock Due Reconciliation can be run the second week and the DTO Due Reconciliation can be run the third week. If users are online when the reconciliation process is being ran in R-Supply/Optimized NALCOMIS, this will slow down processing for users. It is also possible to run a reconciliation as far as the Optimized NALCOMIS update options and work only those reports. Regardless of the method chosen, the sequence of events is the most important part of the reconciliation process. Deviations from the order shown in paragraphs 3c through 3g will create excess or duplicate corrections for the Marines working the reports. If any new reports are required, the process must be started over from at least step 2.

a. The Supply Applications Administrator (SAA) is the coordinator of the reconciliation process. This entails working with RMD, CMD, and SRD. Applicable sections will annotate, sign/date and retain, at a minimum, current and one prior set of reports in their own division. The SAA will maintain signature control of all reports forwarded to the respective branches/sections and distribute a minimum of 4 copies as follows: RMD – 1, CMD – 1, SRD – 1, SMD – 1. The reconciliation is broken down into 6 basic steps.

b. Step 1 of the reconciliation procedure is to ensure the functional integrity of the Optimized NALCOMIS database. Optimized NALCOMIS will be cleaned up by a combination of manual corrections and database alignment programs (DBAGS). Said cleanup procedure is detailed in this appendix, paragraph 4.

c. Step 2 of the reconciliation procedure, is not required, but recommended, to take users offline. After all pending interface records have processed, interface will be brought down and remain down through Step 5.

d. Step 3 of the reconciliation procedure, extract Stock Item, DTO Due, and Stock Due drawdowns from R-Supply.

e. Step 4 of the reconciliation procedure is to run the reconciliation process for NIIN, DTO Due, and Stock Due.

f. Step 5 of the reconciliation procedure is to run the report generator options.

g. Step 6 of the reconciliation procedure is to work, annotate and retain the reconciliation reports.

4. Step 1 - Clean up Optimized NALCOMIS. In order to conduct an effective Optimized NALCOMIS/R-Supply reconciliation, the Optimized NALCOMIS database must be analyzed to identify inaccurate records that will affect the reports. Certain conditions, if they exist, need to be corrected first or the result will be duplicate work or larger discrepancy reports that will take longer to research and correct.

a. Error Identification. RMD/RCB will run the Optimized NALCOMIS program DBAG21 by utilizing the System subsystem>Utility>Utilities>Data Base>Reports>DBAG21. This process allows the user to review a list of "Out of Balance" quantities and non-DIFM items attached to a MAF. Specifically, it identifies discrepancies between the inventory data (D220-INVDATA) record and its supporting detail (D235-ITEM) records, and discrepancies between the D220-INVDATA due quantity and the actual due quantities recorded in the supporting detail (Basic Master Record).

b. Error Correction. All errors reported by DBAG21 will be corrected by manual research and the following DBAGs:

Error Category	DBAG Program
RFI	DBAG81/17
SUSPENSE	DBAG83/17
DIFM	DBAG75/17
SUBCUSTODY	DBAG1R/17
PACKUP	DBAG84/17
DUES	DBAG76/17
IOU'S	DBAG79/17

c. Recalculation. RMD/RCB will run DBAG17 after each DBAG listed in paragraph 3b. above to recalculate ACBAL and Family Group Code data.

5. Step 2 - Process all pending interface records. It is recommended, but not required, to take all Optimized NALCOMIS and R-Supply users offline until all pending interface records have been processed. When all interface records have processed, interface can remain up through step 4. It is recommended, but not required, to take all R-Supply users offline through step 3 and Optimized NALCOMIS users are recommended, but not required, to remain offline through step 4. This prevents additional changes to R-Supply/Optimized NALCOMIS while data is being extracted or loaded. It is possible, but not recommended, to allow user access or enable interface during step 5. For R-Supply, no other reports will be ran during the reconciliation process. Reconciliation reports will be ran individually and submitted during non-peak user times. This will allow the reports to be generated quicker. If other reports are being ran during the reconciliation process, a majority of the reports will be fatally aborted.

6. Step 3 - Extract R-Supply data. When Optimized NALCOMIS has been cleaned up, information will be extracted from R-Supply (NIIN, Stock Due and DTO Due) via the drawdown process.

a. Stock Item Drawdown. SAA will ensure the NIIN drawdown is requested properly using the following steps.

(1) Login to R-Supply.

(2) Select "SITE>Management".

(3) Select "Site Internal>NALCOMIS Drawdown" (Figure D-1).

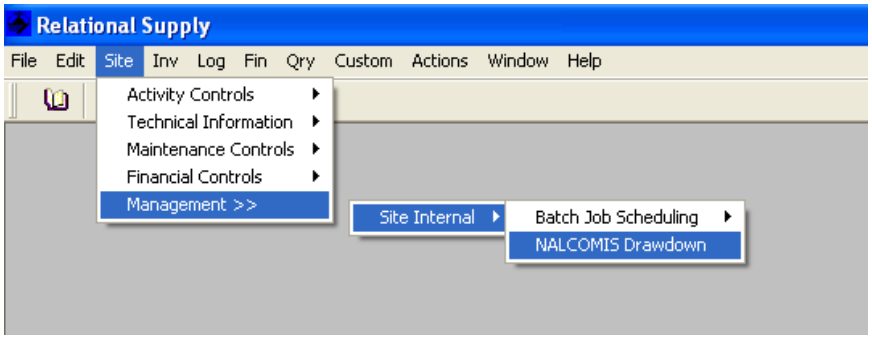

Figure D-1. -- Stock Item Drawdown

(4) In the NALCOMIS Drawdown screen select "Stock Item".

(5) In the Select Allowance Type Codes (ATCs) screen (Figure D-2) select all of the Allowance Type Codes Parameters (Figure D-) (All (9) AT Codes should be selected). Select Ok then select The Apply Icon. Record Batch Job Number (Figure D-4) for Approval.

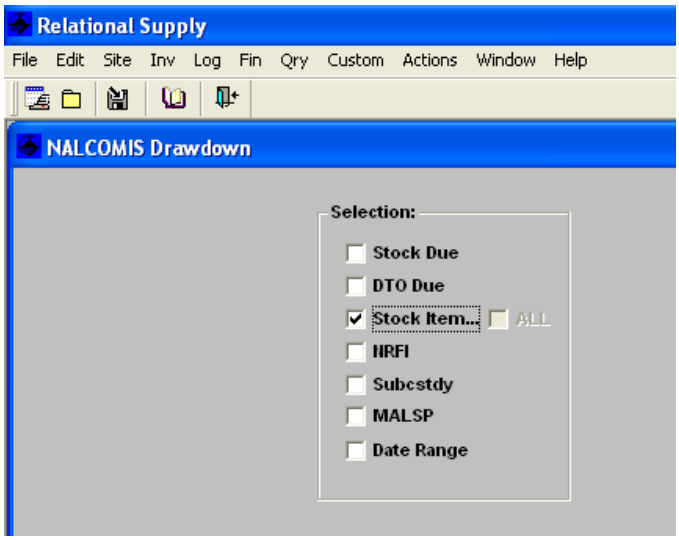

Figure D-2. -- Select Allowance Type Codes (ATCs)

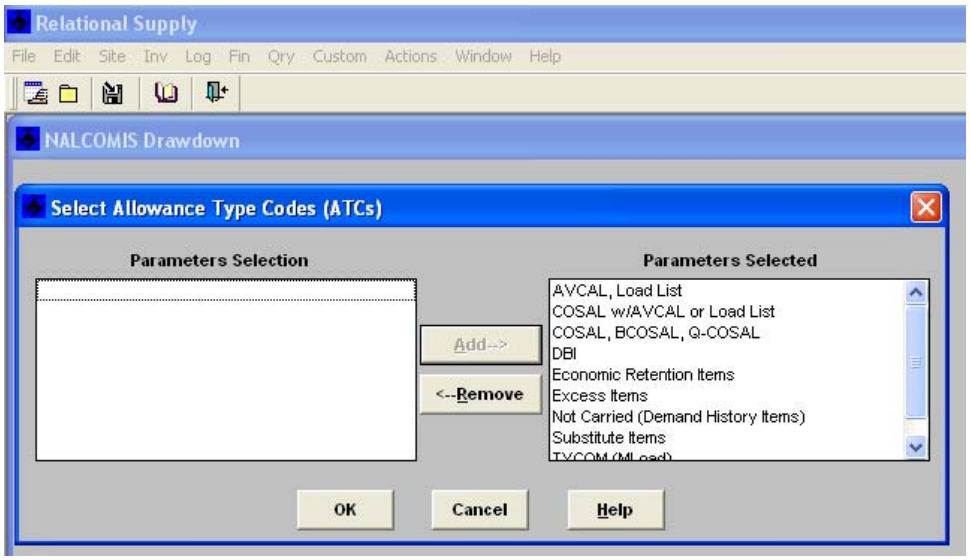

Figure D-3. -- Allowance Type Codes Parameters

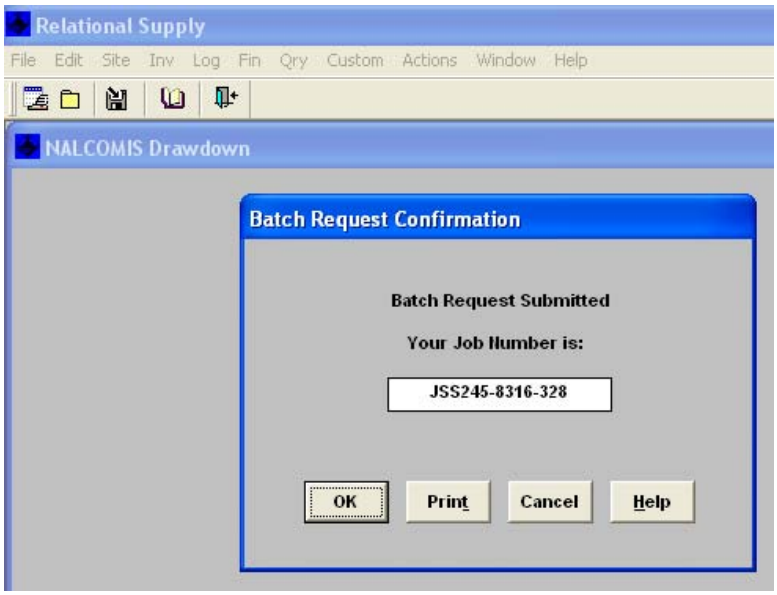

Figure D-4. -- Batch Job Number

(6) Select "SITE>Management".

(7) Select "Site Internal>Batch Job Scheduling>Approval" (Figure D-5).

(8) Locate Batch Job Number from list and enter "R" in Status Window (Figure D-6).

(9) Select the Apply Icon to release Job.

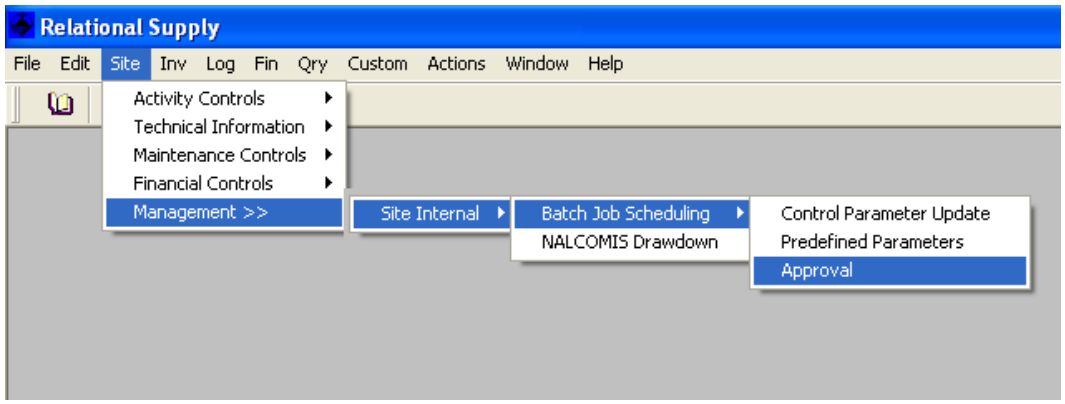

Figure D-5. -- Batch Job Approval

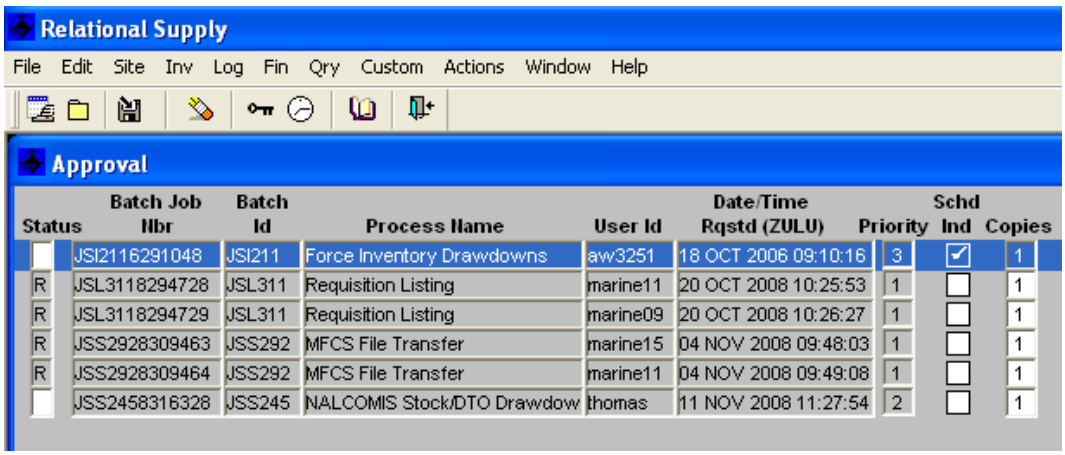

Figure D-6. -- Batch Job Release

(10) Obtain the NALCOMIS Drawdown sheet generated from the Job Request. The Batch Request Number will be required to run the reconciliation process. This process is detailed in appendix D, paragraph 7.

b. Stock Due Drawdown. The Supply SAA will ensure the Stock and DTO Due drawdowns are requested properly using the following steps.

(1) Login to R-Supply.

(2) Select SITE>Management.

(3) Select Site Internal>NALCOMIS Drawdown (Figure D-1).

(4) In the NALCOMIS Drawdown screen select Stock Due and select The Apply Icon (Figure D-2).

(5) The following screen will prompt the user to either accept the job requested or cancel the current job selection. If all the Optimized NALCOMIS clean up described in Appendix D, paragraph 4, has been completed select "OK". Record Batch Job Number for Approval.

(6) Select "SITE>Management".

(7) Select "Site Internal>Batch Job Scheduling>Approval" (Figure D-5).

(8) Locate Batch Job Number from list and enter "R" in Status window (Figure D-6).

(9) Select the Apply Icon to release Job.

(10) The Optimized NALCOMIS Drawdown sheet will now be produced. The Batch Request Number will be required to run the Stock Due reconciliation process. This process is detailed in Appendix D, paragraph 7.

c. DTO Due Drawdown for R-Supply. SAA will ensure the DTO Due drawdown is requested properly using the following steps.

(1) Login to R-Supply.

(2) Select SITE>Management.

(3) Select Site Internal>NALCOMIS Drawdown (Figure D-1).

(4) In the NALCOMIS Drawdown screen (Figure D-2) select DTO Due and select the Apply Icon.

(5) The following screen will prompt the user to either accept the job request or cancel the current job selection. If all the NALCOMIS clean up, as described in Appendix D, paragraph 4, has been completed select "OK". Record Batch Job Number for Approval.

(6) Select "SITE>Management".

(7) Select "Site Internal>Batch Job Scheduling>Approval" (Figure D-5).

(8) Locate Batch Job Number from list and enter "R" in Status window (Figure D-6).

(9) Select the Apply Icon to release Job.

(10) The NALCOMIS Drawdown sheet will now be produced. The Batch Request Number will be required to run the reconciliation process. This process is detailed in Appendix D, paragraph 7.

7. Step 4 -Optimized NALCOMIS update options. The individual user can begin the reconciliation process with the Batch Request Number provided from the Optimized NALCOMIS Drawdown Sheet.

a. NIIN Reconciliation. Steps (1) – (24) must be run in the order shown. DO NOT PROCEED TO STEP (24) UNTIL STEPS (1)- (23) ARE COMPLETE. This will ensure Optimized NALCOMIS has the most current information and produce the most accurate discrepancy reports. Instructions for working the reports produced from steps 12, 14, 16 and 19 are detailed in appendix D, paragraph 9. Additional instructions and information can be obtained from the sources listed in Appendix D, paragraph 13.

(1) Log in to Optimized NALCOMIS and select the Batch Subsystem.

(2) In the Batch Subsystem select "Monthly>Reconciliation>NIIN" (Figure D-7).

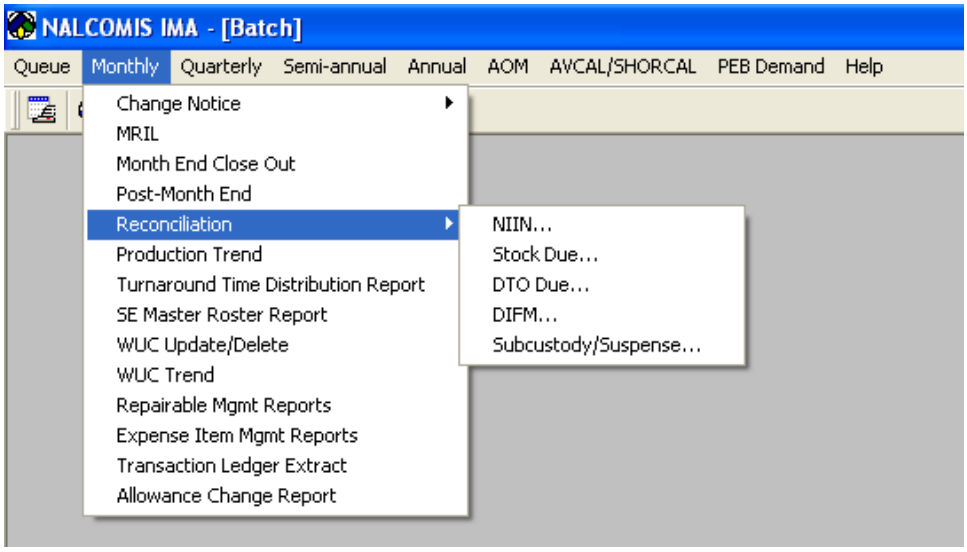

Figure D-7. -- NALCOMIS Reconciliation Prompt

(3) In the NIIN Reconciliation Prompt (Figure D-8) select Delete Supply NSN File (J60670) select "OK".

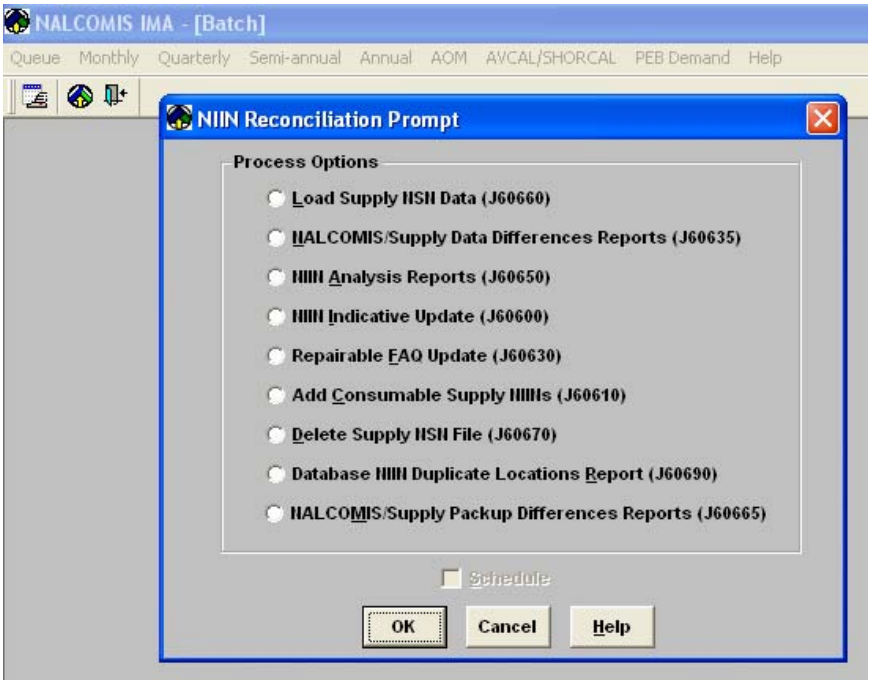

Figure D-8. -- NALCOMIS NIIN Reconciliation Prompt

(4) The user will now be asked "All Required Process not run submit Anyway?" select "YES".

(5) Release the DELETE SUPPLY NSN FILE (J60670) Batch Process from the Job Request Queue (Figure D-9) "Reports>Queue>Job Request".

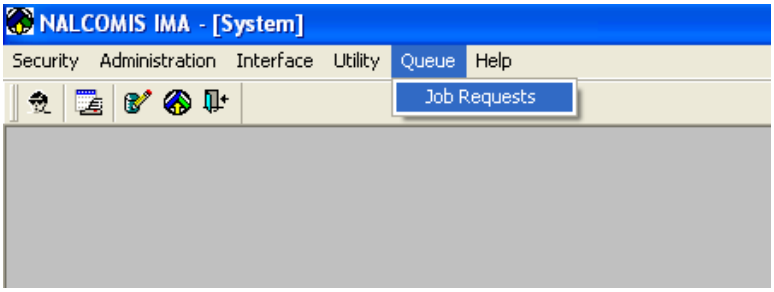

Figure D-9. -- NALCOMIS Job Request

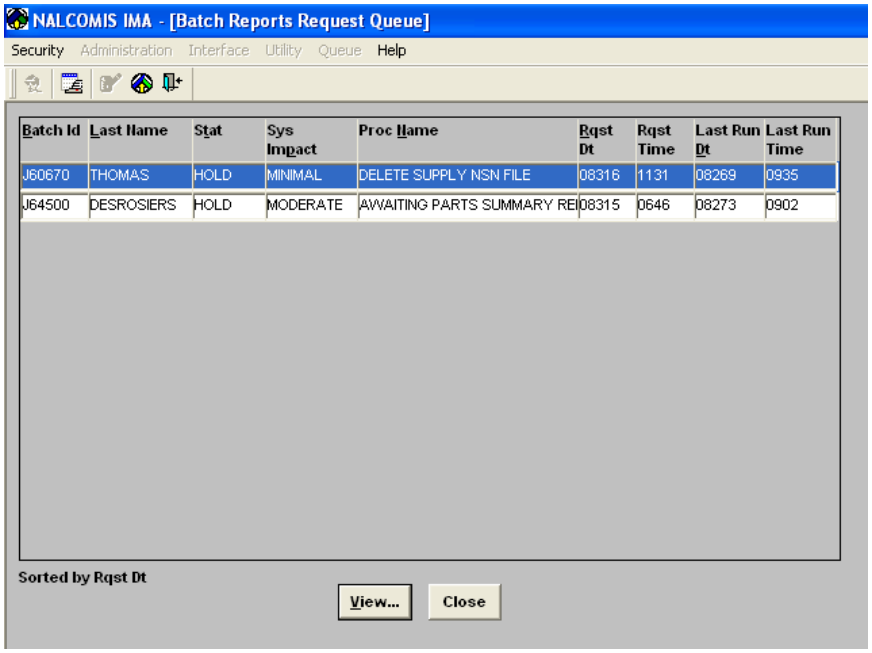

Figure D-10. --NALCOMIS Batch Reports Request Queue

(6) In the NALCOMIS IMA SUBMIT BATCH PROCESS FOR DELETE SUPPLY NSN FILE (J60670) (Figure D-11) select "YES".

(7) In the NIIN Reconciliation Prompt select Load Supply Data (J60660) (Figure D-8) and select "OK".

(8) In the Load Supply NSN (J60660) Prompt enter the Input Supply Filename (filename of the file transferred to NALC) that was produced from the NALCOMIS Drawdown Sheet and select "OK".

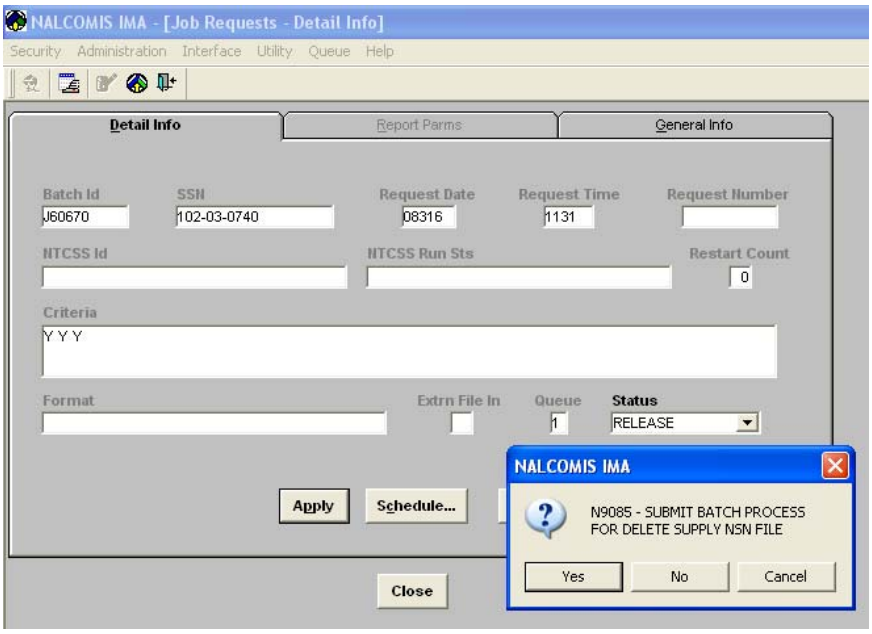

Figure D-10. -- NALCOMIS IMA Submit Batch Process

(9) Release the LOAD SUPPLY NSN FILE (J60660) Batch Process from the Job Request Queue "Reports>Queue>Job Request".

(10) In the NALCOMIS IMA SUBMIT BATCH PROCESS FOR LOAD SUPPLY NSN FILE (Figure D-11) select "YES".

(11) Now select the printer you want the output to go to and select "OK".

(12) Finally there is a message that generated asking the user "DO YOU WANT TO PRINT THIS MESSAGE" select "NO". This process produces the COG/MCC Not On NALCOMIS Report automatically.

(13) In the NIIN Reconciliation Prompt select the NIIN Indicative Update (J60600) (Figure D-8) and select "OK".

(14) In the NIIN Indicative Update (J60600) Prompt select the following and select "OK":

(a) Do not select Location Blanking or NIIN blanking as not all NIINS in RSUPPLY are extracted in the draw-down process.

(b) Under "Process Options" Select "Produce all reports".

(15) Release the NIIN INDICATIVE UPDATE (J60600) Batch Process from the Job Request Queue "Reports>Queue>Job Request".

(16) In the NALCOMIS IMA SUBMIT BATCH PROCESS FOR NIIN INDICITAVE UPDATE select "YES". This process produces the following reports automatically.

(a) Cog Exception Report: Repairable To Consumable.

(b) Cog Exception Report: Consumable To Repairable.

(c) PEB Discrepancy Report.

(d) Supply NIINS Not In NALCOMIS Report.

(e) Location Exception Report: Supply Primary Location Blank - NALCOMIS ACBAL Not Zero.

(17) In the NIIN Reconciliation Prompt select the Add Consumable Supply NIINs (J60610) and select "OK".

(18) Release the ADD CONSUMABLE SUPPLY NIIN (J60610) Batch Process from the Job Request Queue "Reports>Queue>Job Request".

(19) In the NALCOMIS IMA SUBMIT BATCH PROCESS FOR ADD CONSUMABLE SUPPLY NIINs (J60610) select "YES". The Supply NIINs added to NALCOMIS Report is automatically produced.

(20) In the NIIN Reconciliation Prompt select the Repairable FAQ Update (J60630) and select "OK".

(21) Repairable FAQ Update (J60630) Prompt. Selecting this option will produce an information listing of all changes made to NALCOMIS. (Note: This report is very large and not workable, it is recommended not to print this report.) Select "OK".

(22) Release the REPAIRABLE FAQ UPDATE (J60630) Batch Process from the Job Request Queue "Reports>Queue>Job Request".

(23) In the NALCOMIS IMA SUBMIT BATCH PROCESS FOR REPAIRABLE FAQ UPDATE select "YES".

(24) Run the NIIN Reconciliation report generators. This procedure is detailed in appendix D, paragraph 8.

b. Stock Due Reconciliation. Steps (1) - (15) must be run in the order shown. DO NOT PROCEED TO STEP (15) UNTIL STEPS (1) - (14) ARE COMPLETE. This will ensure Optimized NALCOMIS has the most current information and produce the most accurate discrepancy reports. Instructions for working the reports produced from steps 9 and 14 are detailed in appendix D, paragraph 9. Additional instructions and information can be obtained from the sources listed in Appendix D, paragraph 13.

(1) Log in to the NALCOMIS IMA system.

(2) Select the "Batch" Subsystem Icon.

(3) In the Batch Subsystem select "Monthly>Reconciliation>Stock Due" option.

(4) In the "Repairable Stock Due Reconciliation Prompt" select the "Load Supply Stock Due File (J60641)" and press "OK".

(5) In the "Load Supply Stock Due (J60641) Prompt" enter the Input Supply Filename (filename of the file transferred to NALC) provided from the

NALCOMIS Drawdown Sheet. Check the "Produce Exception Report" box and select "OK".

(6) Release the LOAD STOCK DUE INDEXED FILE (J60641) Batch Process from the Job Request Queue "Reports>Queue>Job Request".

(7) In the "NALCOMIS IMA SUBMIT BATCH PROCESS FOR LOAD STOCK DUE INDEXED FILE" select "YES".

(8) In the NTCSS II Select Printer select the appropriate printer you wish the output to be printed and select "OK".

(9) In the "NALCOMIS IMA BATCH PROCESS SUBMITTED" screen you will be asked "DO YOU WANT TO PRINT THIS MESSAGE?". It is recommended that you select "NO". (This process will simply print this screen for verification.) This process produces the following reports automatically.

(a) NALCOMIS/Supply Stock Due Load Exception Report.

(b) Repairable Stock Dues.

(10) Go back into the "Repairable Stock Due Reconciliation Prompt" and select "Add Supply Stock dues and Produce Report (J60645)" and select "OK".

(11) Release the REPAIRABLE STOCK DUE UPDATE (J60645) Batch Process from the Job Request Queue "Reports>Queue>Job Request".

(12) In the "NALCOMIS IMA SUBMIT BATCH PROCESS FOR REPAIRABLE STOCK DUE UPDATE" select "YES".

(13) In the "NTCSS II Select Printer" screen, select the appropriate printer you wish the output to be printed and select "OK".

(14) In the "NALCOMIS IMA BATCH PROCESS SUBMITTED" screen you will be asked "DO YOU Want TO PRINT THIS MESSAGE?". It is recommended that you select "NO". (This process will simply print this screen for verification.) This process produces the following reports automatically.

(a) NALCOMIS Requisitions Not On Supply Files.

(b) Repairable Stock Dues.

(c) Supply Requisitions Not In NALCOMIS.

(15) Run Stock Due reconciliation report generator. This procedure is detailed in appendix D, paragraph 8.

c. DTO Due Reconciliation. Steps (1) – (8) must be run in the order shown. DO NOT PROCEED TO STEP (8) UNTIL STEPS (1) – (7) ARE COMPLETE. This will ensure Optimized NALCOMIS has the most current information and produce the most accurate discrepancy reports.

(1) Log in to the Optimized NALCOMIS system.

(2) Select the "Batch" Subsystem Icon.

(3) In the Batch Subsystem menu select "Monthly>Reconciliation>DTO Due" option.

(4) In the "Repairable DTO Due Reconciliation Prompt" select "Load Supply DTO Due File (J60681)" and select "OK".

(5) In the "Load Supply DTO Due (J60681) Prompt" enter the Input Supply Filename (filename of the file transferred to NALC) provided from the NALCOMIS Drawdown Sheet and select "OK".

(6) Release the LOAD DTO DUE INDEXED FILE (J60681) Batch Process from the Job Request Queue "Reports>Queue>Job Request".

(7) In the "NALCOMIS IMA SUBMIT BATCH PROCESS FOR LOAD DTO FILE" select "YES" (Note: There is no output provided through this option).

(8) Run the DTO Due reconciliation report generator. This procedure is detailed in appendix D, paragraph 8.

8. Step 5 - Report Generator Options. Once Optimized NALCOMIS has been updated in accordance with paragraph 7, the individual user can produce reconciliation reports as shown. Available options are listed below in paragraphs 8d(3)(a), 8d(3)(b) and 8d(3)(c). The procedures for working these reports are detailed in Appendix D, paragraph 9. Additional instructions and information can be obtained from the sources listed in appendix D, paragraph 13.

a. Log in to Optimized NALCOMIS.

b. Select the Batch Subsystem Icon.

c. From the Batch Subsystem menu, select "Monthly>Reconciliation".

d. Select option "NIIN", "Stock Due" or "DTO Due" depending upon which reports are being requested.

(1) NIIN Reconciliation Reports. From the "NALCOMIS IMA BATCH SUBSYSTEM" menu select Monthly>Reconciliation>NIIN and select one or all of the below listed options.

(a) Option 2 (NALCOMIS/Supply Data Differences Reports [J60635]) will produce the following reports:

1. NALCOMIS/Supply Exception Report

a. COG Exception Report

b. PEB Discrepancy Report

2. Supply NIINs Not On NALCOMIS Report

a. Repairables

b. Consumables

3. NALCOMIS/Supply Comparison Report

a. Repairables

b. Consumables

4. NALCOMIS/Supply Head of Family Discrepancy Report

5. NALCOMIS/Supply Quantities Discrepancy Report

6. On Hand/Fixed Allowance Qty Mismatch - Repairables

(b) Option 3 (NIIN Analysis Report [J60650]) will produce the following reports:

1. NSN Record Exception Report

2. NSN Records With No Cog Symbol

3. NSN Records Assigned Repairable Cog With Blank MCC

4. NSN Records With Repairable Cog/MCC But No FGC Assigned

5. Repairable NSN Records With No Head of Family NSN

6. NIIN Analysis Report

7. Supply Products Indicator Listing

8. Cog/MCC Not on NALCOMIS

(c) Option 8 (Database NIIN Duplicate Location Report [J60690]) will produce the following reports; NIIN Duplicate Location Report

(2) Stock Due Reconciliation Reports

(a) From the "NALCOMIS IMA BATCH SUBSYSTEM" menu, select Monthly>Reconciliation>Stock Due.

(b) From the "Repairable Stock Due Reconciliation Prompt" menu, select NALCOMIS/Supply Stock Dues Difference Reports (J60640).

(c) NALCOMIS/Supply Stock Dues Difference Reports (J60640) will produce the following reports:

1. NALCOMIS Requisitions Not On Supply Files, Repairable Stock Dues.

2. Supply Requisitions Not in NALCOMIS Requisitions, Repairable Stock Dues

(3) DTO Due Reconciliation Reports. (Illustrated in figures D19 and D22).

(a) From the "NALCOMIS IMA BATCH SUBSYSTEM" menu select Monthly>Reconciliation>DTO Due.

(b) From the "Repairable DTO Due Reconciliation Prompt" menu, select NALCOMIS Supply DTO Dues Differences Reports (J60680).

(c) NALCOMIS/Supply DTO Dues Difference Report(J60680).

1. Supply DTO Requisitions Not on NALCOMIS

2. NALCOMIS DTO Requisitions Not on Tape

9. Working the reconciliation reports. Reconciliation reports will be worked immediately and any corrective transactions input as soon as possible. Instructions for working the reports are contained in subsequent paragraphs. Some reports have to be worked by more than one division. For R-Supply, reports are broken down by category (NIIN, Stock Due and DTO Due) and production options (NALCOMIS update or report generator). Due to the way these programs have been written, some reports are produced twice (from the update options and from the report generator options). When duplicate reports are received, compare them to ensure all records are identified and worked, and that any duplicate records are worked only once. Duplicate reports are identified by an asterisk (*).

a. R-Supply NIIN Reconciliation Reports

(1) Load Supply NSN File (J60660).

(a) Reconciliation Load Exception Report.

(b) COG/MCC Not On NALCOMIS. This report lists all NSN's on NALCOMIS with a COG/MCC combination not listed on the Optimized NALCOMIS TR table. TRB will determine if the COG/MCC combination is valid and, if it is, TRB will annotate the reconciliation report and forward it to the SAA for action. The SAA will load the data to the Optimized NALCOMIS tables using the "System" Submenu, Administration>System Tables…>Site Validation>Table Add. Once the SAA has loaded the table changes, the reconciliation reports will be annotated and returned to the appropriate division for filing. If the COG/MCC combination is invalid, TRB will use the "Supply" Submenu MRF>Search screen to input the correct COG/MCC, annotate and file the listing. The SAA will also annotate the system/table reports and request a new set when all changes have been made, ensure the R-Supply validation tables match, making changes as appropriate, annotating the R-Supply validation tables and requesting new copies after all changes have been made. (NOTE: SPAWARSYSCEN MUST be notified to change the Relational Supply Table)

(2) NIIN Indicative Update (J60600).

(a) NALCOMIS/Supply Exception Report.

1. COG Exception: Repairable To Consumable. This report will show items that have a consumable or repairable COG in R-Supply and vice versa in Optimized NALCOMIS. TRB will need to check FEDLOG and NALISS to obtain the correct material information for the NIIN(s) on this report. TRB will use the "Supply" Submenu MRF>Search screen to update Optimized NALCOMIS and if R-Supply is required to be changed, notify SPAWARSYSCEN to update the R-Supply Table. The listing will be annotated and filed.

2. PEB Discrepancy Report. This report will show items that have a PEB Flag set in one system and not in the other. A Negative report is produced if no records fall into this category. CMD/CCB will forward this report to the PEB. PEB will make corrections, annotate, sign/date the report and return it to CCB for filing.

(b) Supply NIINS Not On NALCOMIS Report.

1. Repairables. This report will show repairable NIINs that are in R-Supply and not in Optimized NALCOMIS. It is worked and filed by TRB. TRB will determine if the NSN is valid and, if it is, load it to Optimized NALCOMIS using the "Supply" Submenu MRF>New (New Master Record Prompt).

2. Consumables. This report will show consumable NIINs that are in R-Supply and not in Optimized NALCOMIS. It is worked and filed by the CCB. This report can be automatically worked utilizing the Add Consumable Supply NIINs (J60610). If the NIIN Reconciliation is ran in the correct order, this report will produce a negative output. (Note: This option will not add CAGE/Part Number information. This must be manually loaded to Optimized NALCOMIS)

(c) Location Exception Report, Supply Primary Location Blank - NALCOMIS ACBAL Not Zero. This report will show records in R-Supply with an on hand quantity, in any condition, with no location. This is worked and filed by RCB. RCB will conduct a spot inventory on the Family Group Code (FGC) and verify oh quantity. When the quantity is verified RCB will log in to R-Supply and add the location, using the "Supply" Submenu INV>Stock Item>Maintaining Storeroom LOCS screen, given from Optimized NALCOMIS.

b. R-Supply NIIN Reconciliation Reports

(1) NALCOMIS/Supply Data Differences Reports (J60635).

(a) NALCOMIS/Supply Comparison Report. Every NSN on this report has a difference between Optimized NALCOMIS and R-Supply in at least one of the columns displayed. Most differences are easily spotted (i.e., Optimized NALCOMIS has a SMIC and R-Supply does not; there is a difference in the unit price or the net price). If the difference is not obvious, the problem may be in the locations. For example, R-Supply might have a numeric zero (0) as part of a location and Optimized NALCOMIS has an alpha 'O' in the corresponding position. Some printers do not discern between a numeric zero and an alpha 'O', but these differences would be obvious if the data were displayed on a computer screen via Optimized NALCOMIS or R-Supply query.

1. Repairables. Worked by RMD/RCB. RCB will correct invalid data using Optimized NALCOMIS "Supply" Submenu MRF>Search (Master Record Prompt), annotate the report and file it.

2. Consumables. Worked by CMD/CCB. CCB will correct invalid data using Optimized NALCOMIS "Supply" Submenu MRF>Search (Master Record Prompt), annotate the report and file it.

(b) Head of Family Discrepancy Report. This report is worked and filed by RCB. The NSN's on this report have different prime/sub relationship data on R-Supply and Optimized NALCOMIS. The NSN's are (1) loaded to R-Supply as AT Code's 1, 2 or 3, but are recorded on Optimized NALCOMIS as a member (FRC = M), or (2) loaded to R-Supply as other than AT Codes 1, 2 or 3 and are recorded on NALCOMIS as a head of the family (FRC = H). RCB will research the Family Relationship code on the NAVICP database and load the correct family relationships in Optimized NALCOMIS. After Optimized NALCOMIS is correct, RCB will verify and correct R-Supply data to match Optimized NALCOMIS. The head of the family NSN must be recorded in R-

Supply as an AT Code 9. In the event that an allowance is authorized for both the head of the family NSN and the member NSN(s), RCB will combine the allowances and load that combined allowance to the head of the family NSN. Documentation of this process will be provided to the MALSP Support Branch (MSB) who will update the appropriate "building block" allowances. Occasionally repairable items must be loaded to R-Supply prior to receiving an authorized fixed allowance. In this case, RCB will load the head of the family NSN to R-Supply as an AT Code 8. These records will be displayed on this report but require no corrective action. RCB will annotate "Valid ATC 8" next to these records. Once all records are corrected/annotated, the RCB will file this report.

(c) Quantities Discrepancy Report. This report lists repairable NSNs which have either a discrepancy between the Optimized NALCOMIS ACBAL and the R-Supply On Hand quantities or the Optimized NALCOMIS FAQ and the R-Supply total allowance, or both (NOTE: Repairable FAQ Update (J60630) has already correct the fixed Allowances Quantities from in Optimized NALCOMIS to match R-Supply). RCB will research each NSN on this report and correct all discrepancies between the Optimized NALCOMIS ACBAL and the R-Supply on hand quantities.

(2) NIIN Analysis Report (J60650).

(a) NSN Records with no COG Symbol Report. TRB will research the NSNs, determine the correct Cog/MCC and attempt to load the information to Optimized NALCOMIS using the "Supply" Submenu MRF>Search (Master Record Prompt). If Master Record Search screen errors because the COG/MCC combination is not in the Optimized NALCOMIS TR table, TRB will annotate the reconciliation report and forward it to the SAA for action. The SAA will load the data to the Optimized NALCOMIS tables using the "System" Submenu Administration>System Tables…>Site Validation>Table Add (System Table Addition). Once the SAA has loaded the table changes, the reconciliation reports will be annotated and returned to the appropriate division for action and filing. The SAA will also annotate the system/table reports and request a new set when all changes have been made, ensure the R-Supply validation tables match, making changes as appropriate, annotating the R-Supply validation tables and requesting new copies after all changes have been made.

(b) NSN Records Assigned Repairable COG with Blank MCC Report. TRB will research the NSNs, determine the correct cog, annotate the reconciliation report and load the information to Optimized NALCOMIS using the "Supply" Submenu MRF>Search (Master Record Search Prompt). If the Master Record Search errors because the COG/MCC combination is not in the NALCOMIS TR table, TRB will annotate the reconciliation report and forward it to SDMS for action. SAA will load the data to the Optimized NALCOMIS tables using the "System" Submenu Administration>System Tables…>Site Validation>Table Add(System Table Addition). Once SAA has loaded the table changes, the reconciliation reports will be annotated and returned to TRB for filing. SAA will also annotate the system/table reports and request a new set when all changes have been made, ensure the R-Supply validation tables match, making changes as appropriate, annotating the R-Supply validation tables and requesting new copies after all changes have been made. (NOTE: SPAWARSYSCEN MUST be notified to change the Relational Supply Table).

(c) NSN Records with Repairable COG MCC but no FGC Report. TRB will research these NSNs to determine the correct family group code and load

it to NALCOMIS using the "Supply" Submenu MRF>Search (Master Record Search Prompt).

(d) Repairable NSN Records with No Head of Family NSN Report. Refer to appendix D, paragraph 9b(1)(b).

(e) Supply Products Indicator (SPI) Listing. This report lists all NSNs in Optimized NALCOMIS with the Supply Products Indicator set to 'N'. When the Supply Products Indicator is set to 'N', no interface records will be sent to R-Supply. TRB will monitor these NSNs and change the SPI using Optimized NALCOMIS "Supply" Submenu MRF>Search (Master Record Search Prompt).

(f) NIIN/COG Not on NALCOMIS Report. Refer to appendix D, paragraph 9a(1)(a)1.

(3) Add Consumable Supply NIINs (J60610), Supply NIINs added to NALCOMIS Report. This report lists every NIIN added to Optimized NALCOMIS. (NOTE: CAGE/Part Number information must be added to the NIINs, via the "Supply" Submenu MRF>Search (Master Record Search Prompt), on this report).

(4) Database NIIN Duplicate Locations Report (J60690), NIIN Duplicate Location Report. This report should always be blank. Optimized NALCOMIS will not allow the user to input the same location twice. If for some unknown reason this report shows a record, RCB/CCB will use the "Supply" Submenu MRF>Search>Locations to delete one of the locations. The report will be annotated and filed by the RCB/CCB.

c. R-Supply Stock Due Reconciliation Reports

(1) Load Supply Stock Due File (J60641), NALCOMIS/Supply Stock Due Load Exception Report. This report lists requisitions excluded from the load process due to errors. Procedures for correcting these errors are detailed in subsequent paragraphs.

(a) Repairable Stock Dues. Records on this report may have one or more of the following errors.

(b) COG/MCC not in NALCOMIS. This error means the requisition has a COG/MCC combination not listed on the Optimized NALCOMIS TR Table. TRB will determine if the COG/MCC combination is valid and, if it is, annotate the reconciliation report and forward it to the SAA for action. The SAA will load the data to the Optimized NALCOMIS TR Tables using the "System" Submenu Administration>System Tables…>Site Validation>Table Add (System Table Addition). Once the SAA has loaded the table changes, the reconciliation reports will be annotated and returned to the TRB for action. TRB will backfit the requisition in Optimized NALCOMIS using the "Supply" Submenu Requisition>New>Direct (New Requisition Prompt) citing a contingency code of "BS". The SAA will also annotate the system/table reports and request a new set when all changes have been made, ensure the R-Supply validation tables match, making changes as appropriate, annotating the R-Supply validation tables and requesting new copies after all changes have been made.

(2) Add Supply Stock Dues and Produce Report (J60640).

(a) NALCOMIS Requisitions Not on Supply Files.

(b) Repairable Stock Dues. RCB will research all records on this report by answering the questions below in sequence and referring to table D-1 (stock due not on R-Supply decision table) for corrective action.

Is the requisition in R-Supply?

Is the requisition on the R-Supply suspense report?

Is the requisition on the Optimized NALCOMIS outgoing solicited/echo records report?

Did the SAA and the SOB ensure all interface records were processed prior to generating the reconciliation reports?

REQN in R-Supply	REQN on R-Supply Suspense Listing	REQN on Optimized NALCOMIS Echo Report	Interface Backlogged	Appendix D Paragraph
YES	-	-	YES	9f(2)(a)1b
NO	-	-	-	9f(2)(a)1c
NO	YES	-	-	9f(2)(a)1d
NO	NO	YES	YES	9f(2)(a)1e
NO	NO	YES	NO	9f(2)(a)1f
NO	NO	NO	-	9f(2)(a)1g

Table D-1.—Stock Due not on R-Supply Decision Table

1. This condition occurs when the stock due reconciliation was run before all interface records processed in Optimized NALCOMIS and R-Supply. No action is required except to annotate "On BRF" and verify Optimized NALCOMIS and R-Supply have the most recent status.

2. This condition occurs when a requisition was completed or canceled in R-Supply but the interface transaction did not process correctly in Optimized NALCOMIS. RCB will process the completing transaction in Optimized NALCOMIS and annotate "Comp" or "Canx in NALCOMIS". If the transaction is a receipt (DI X71), Optimized NALCOMIS will generate a interface record which will suspend because the A0_ is not in the BRF. RCB will delete the suspended transaction since it has already processed in R-Supply.

3. This condition occurs when the Optimized NALCOMIS interface record could not process in R-Supply. RCB will correct the suspense condition, process the A0_ and annotate "Suspended A0_ Corrected".

4. This condition occurs when the stock due reconciliation was run before all interface records processed. No action is required except to annotate "Pending Interface".

5. This condition occurs when the requisition interface record was generated by Optimized NALCOMIS but did not process in R-Supply. RCB will manually load the requisition to R-Supply in accordance with the Relational Supply Support Procedures Manual. Once the requisition has processed, RCB will annotate the report "LOADED"

6. This condition occurs when Optimized NALCOMIS does not generate an interface record or the "echo" record held by Optimized NALCOMIS was deleted. These records cannot be regenerated. RCB will manually load the requisition to R-Supply in accordance with the Relational Supply Support Procedures. Once the requisition has processed, RCB will annotate the report "Loaded".

d. BRF DTO Reconciliation Reports

(1) NALCOMIS/Supply DTO Dues Differences Reports (J60680)

(a) Supply DTO Requisitions Not On NALCOMIS. This report lists all department code 7 (AFM) requisitions that are outstanding in the R-Supply Requisition File but are not in or are not outstanding in Optimized NALCOMIS.

(b) Requisitions Cancelled in NALCOMIS. ERB will load the status into RSUPPLY using Logistics\Status\Supply\Incoming.

(c) Requisitions Completed in NALCOMIS. ERB will process the receipt in RSUPPLY.

(d) IMA Requisitions. These requisitions must be linked to the correct MAF. The work center has to load the requisition in Optimized NALCOMIS. RCB will backfit the repairable requisitions in accordance with (chapter 4, paragraph 4103.19k of this Order. ERB will backfit the consumable requisitions using the Optimized NALCOMIS "Supply" Submenu Requisition>Contingency>Direct.

(e) Consumable OMA Requisitions. SRD/ERB will backfit these requisitions using the Optimized NALCOMIS "Supply" Submenu Requisition> Contingency>Direct for JCN requisitions or Requisition>Contingency>Indirect for non-JCN requisitions.

(f) Repairable OMA Requisitions. RCB will validate all these requisitions, reconcile with the OMA and annotate the report. If the requisitions are not valid, RCB will research them for completion by receipt or cancellation. If the requisition was canceled, RCB will ensure it is also canceled in R-Supply and the supply system. If the requisitions are valid and still required by the OMA, RCB will backfit them in accordance with chapter 4, para 4103.19k of this Order. If the requisition was received, RCB will backfit the receipt document in accordance with chapter 4, paragraph 4103.19k of this Order.

(2) NALCOMIS DTO REQUISITION NOT ON SUPPLY. ERB will research all records on this report by answering the questions below in sequence and referring to table D-2 (DTO due not on R-Supply decision table) for corrective action.

Is the requisition loaded in R-Supply?

Is the requisition completed in R-Supply?

Is the requisition on the R-Supply suspense report?

Is the requisition on the NALCOMIS outgoing unprocessed interface report?

Did the SAA and SOB ensure all interface records were processed prior to generating the reconciliation reports?

REQN R-SUPPLY	REQN ON R-SUPPLY SUSPENSE LISTING	REQN ON Optimized NALCOMIS ECHO REPORT	INTERFACE BACKLOGGED	APPENDIX D PARAGRAPH
YES	-	-	YES	9i(2)1
NO	-	-	-	9i(2)2
NO	YES	-	-	9i(2)3
NO	NO	YES	YES	9i(2)4
NO	NO	YES	NO	9i(2)5
NO	NO	NO	-	9i(2)6

Table D-2.-DTO Due Not on R-Supply Decision Table

(a) This condition occurs when the DTO reconciliation was run before all interface records processed in Optimized NALCOMIS and R-Supply. No action is required except to annotate "On BRF" and verify Optimized NALCOMIS and R-Supply have the most recent status.

(b) This condition occurs when a requisition was completed or canceled in R-Supply but the interface transaction did not process correctly in Optimized NALCOMIS. ERB will process the completing transaction in Optimized NALCOMIS and annotate "Comp" or "Canx in NALCOMIS". If the completing transaction is a receipt (DI X71), NALCOMIS will generate an interface record which will suspend because the A0_ is not in the BRF. ERB will delete the outgoing internal interface record the following day (must be over 24 hours to delete).

(c) This condition occurs when the NALCOMIS interface record could not process in R-Supply. ERB will correct the suspense condition, process the A0_ and annotate "Suspended A0_ Corrected".

(d) This condition occurs when the DTO reconciliation was run before all interface records processed. No action is required except to annotate "Pending Interface".

(e) This condition occurs when the requisition interface record was generated by Optimized NALCOMIS but did not process in R-Supply. ERB will
Reprocess the outgoing internal interface record. Once the requisition has processed, ERB will annotate the report "Loaded".

(f) This condition occurs when Optimized NALCOMIS does not generate an interface record or the "echo" record held by Optimized NALCOMIS was deleted. These interface records can be regenerated using the requisition maintenance function in Optimized NALCOMIS. Once the requisition has processed, ERB will annotate the report "Loaded".

10. Report annotation and retention. Each branch responsible for correcting errors or differences will annotate the report with action taken, sign and date the report and file it. Report retention is a minimum of current and prior. Negative reports will also be filed.

11. Report distribution. Table D-3 is a distribution chart for all reconciliation reports.

12. Corrective Action Review. SMD/AB will review the NALCOMIS/R-Supply reconciliation reports during their quarterly division audits and report discrepancies in accordance with chapter 3 of this MCO.

REPORT DESCRIPTION	DIVISION/BRANCH
REPORTS - NALCOMIS UPDATE OPTIONS	
COG/MCC NOT ON NALCOMIS	RMD/RCB, CMD/CCB, AISD/SAA, SRD/TRB
COG EXCEPTION: REPAIRABLE TO CONSUMABLE	RMD/RCB, CMD/CCB
PEB DISCREPANCY REPORT	CMD/CCB/PEB
SUPPLY NIINS NOT ON NALCOMIS (REPAIRABLES)	RMD/RCB, SRD/TRB
SUPPLY NIINS NOT ON NALCOMIS (CONSUMABLES)	CMD/CCB, SRD/TRB
NALCOMIS/SUPPLY MODIFIED NIIN REPORT (REPAIRABLES)	RMD/RCB
NALCOMIS/SUPPLY MODIFIED NIIN REPORT (CONSUMABLES)	CMD/CCB
MSIR ERRORS/DUPLICATE LOCATIONS	RMD/RCB, RMD/RSB
SUPPLY PRIMARY LOCATION BLANK - ACBAL NOT ZERO	RMD/RCB, RMD/RSB
NO BMF/MSIR RECORD - NALCOMIS ACBAL NOT ZERO	RMD/RCB
SUPPLY NIINS ADDED TO NALCOMIS (CONSUMABLES)	CMD/CCB, SRD/TRB
FIXED ALLOWANCE QTY UPDATE - REPAIRABLES	RMD/RCB
FIXED ALLOWANCE QUANTITY UPDATE - CONSUMABLES	CMD/CCB
BMF REPORTS - REPORT GENERATOR OPTIONS - SUPPLY DATA DIFFERENCE REPORTS	
REPAIRABLE TO CONSUMABLE	RMD/RCB, CMD/CCB
PEB DISCREPANCY REPORT	CMD/CCB/PEB
SUPPLY NIINS NOT ON NALCOMIS (REPAIRABLES)	RMD/RCB, SRD/ERB
SUPPLY NIINS NOT ON NALCOMIS REPORT (CONSUMABLES)	CMD/CCB, SRD/TRB
NALCOMIS/SUPPLY COMPARISON REPORT (REPAIRABLES)	RMD/RCB/RSB
NALCOMIS/SUPPLY COMPARISON REPORT (CONSUMABLES)	CMD/CCB/CSB
NALCOMIS/SUPPLY HEAD OF FAMILY DISCREPANCY REPORT	RMD/RCB
ONHAND/FIXED ALLOWANCE QTY MISMATCH - REPAIRABLES	RMD/RCB
BMF REPORTS - REPORT GENERATOR OPTIONS - NIIN ANALYSIS REPORTS	
NSN RECORDS WITH NO COG SYMBOL	RMD/RCB, SRD/TRB, AISD/SAA
NSN RECORDS ASSIGNED REPAIRABLE COG WITH BLANK MCC	RMD/RCB, SRD/TRB, AISD/SAA
NSN RECORDS WITH REPAIRABLE COG/MCC BUT NO FGC ASSIGNED	RMD/RCB, SRD/TRB, ASID/SAA/SOB
REPAIRABLE NSN RECORDS WITH NO HEAD OF FAMILY NSN	RMD/RCB, AISD/SAA/SOB
SUPPLY PRODUCTS INDICATOR LISTING	RMD/RCB, AAVNSUPO
COG/MCC NOT ON NALCOMIS	RMD/RCB, CMD/CCB, SRD/TRB AISD/SAA
BMF REPORTS - REPORT GENERATOR OPTIONS - DATABASE NIIN DUPLICATE LOCATION REPORT	
DATABASE NIIN DUPLICATE LOCATION REPORT	RMD/RCB/RSB
BRF STOCK DUE REPORTS - NALCOMIS UPDATE OPTIONS	
NALCOMIS/SUPPLY STOCK DUE LOAD EXCEPTION REPORT (REPAIRABLES)	RMD/RCB, CMD/CCB, AISD/SAA
NALCOMIS REQUISITIONS NOT ON SUPPLY FILES (REPAIRABLES)	RMD/RCB
SUPPLY REQUISITIONS NOT IN NALCOMIS (REPAIRABLES)	RMD/RCB
BRF STOCK DUE REPORTS - REPORT GENERATOR OPTION - NALCOMIS/SUPPLY STOCK DUES DIFFERENCE	
NALCOMIS REQUISITIONS NOT ON SUPPLY FILES (REPAIRABLES)	RMD/RCB
SUPPLY REQUISITIONS NOT IN NALCOMIS (REPAIRABLES)	RMD/RCB
BRF DTO DUE REPORTS - REPORT GENERATOR OPTION - NALCOMIS/SUPPLY DTOS DIFFERENCE REPORT	
SUPPLY DTO REQUISITIONS NOT ON NALCOMIS	SRD/ERB, RMD/RCB, CMD/CCB
NALCOMIS DTO REQUISITIONS NOT ON TAPE	SRD/ERB, RMD/RCB, CMD/CCB

Table D-3 - Report Distribution

Appendix E

Location Consolidation/Reconciliation

1. Purpose. This appendix covers the procedures used for Location Consolidation/Reconciliation.

2. Background. The Location Consolidation/Reconciliation program is designed to validate and upgrade R-Supply Stock Item Record (SIR) and Optimized NALCOMIS location information. This verification of actual physical location to recorded location eventually improves all aspects of supply operations including inventory accuracy, issue processing times, and supply effectiveness.

3. Location Consolidation

a. The purpose of a location consolidation is to improve the utilization of available storage space, save time in issuing, stowing, and inventorying material. The ideal condition is to have only one location per NSN. R-Supply Location Audits, R-Supply on-line help, key phrase 'Location Audits'), will be used to assist in the consolidation process. All SIR will be searched for one of the following conditions:

(1) Zero or one on-hand with two or more locations assigned.

(2) Two on-hand with three or more locations assigned.

(3) Three on-hand with four or more locations assigned.

(4) Any SIR with at least one Multiple Location File (MLF) location assigned, regardless of the on-hand quantity (more than four locations).

b. Procedures

(1) Prior to Location Consolidation, run, via Optimized NALCOMIS, the Optimized NALCOMIS/Supply Comparison Report. This report is in NIIN sequence and will show all NIIN's that have location differences between Optimized NALCOMIS and R-Supply along with other differences. All locations between R-Supply and Optimized NALCOMIS have to match. Add or delete locations as required via R-Supply, Maintain Storeroom Locations (R-Supply on-line help, key phrase 'Maintain Storeroom Locations').

(2) Review each NIIN on the Excessive Location Sheet and consolidate material in as few locations as possible. Take into consideration the size and requisition reorder objective. Since Optimized NALCOMIS only has four locations allowed, all locations on the MLF must be reviewed along with the locations on the SIR. Consolidate material down to one location. After material consolidation, delete or change locations in R-Supply, Maintain Storeroom Locations (R-Supply on-line help, key phrase 'Maintain Storeroom Locations').

4. Location Reconciliation

a. The purpose of a Location Reconciliation Program is to physically verify that material in storage locations agrees with location data recorded in the SIR and Optimized NALCOMIS. A location reconciliation should be

scheduled so that it is accomplished just prior to the scheduled inventory of a particular storage area or scheduled when the random sampling by SMD falls below ninety-eight (98) percent. One hundred percent (100) of all storage areas will be reconciled on an annual basis. Specifically, the following data will be verified during the Location Reconciliation:

(1) Stock Number

(2) Location

(3) Unit of Issue

(4) Shelf Life expiration date

(5) Serviceable Label-Material Tag, DD Form 1574-1

b. R-Supply Location Audits (R-Supply on-line help, key phrase 'Location Audits'), or equivalent (i.e. ADHOC) will be used to assist in the consolidation process.

c. Procedures. During the reconciliation process, the reconciliation team will remove all material from the location (depending on size and weight) and place on the deck by NIIN. As the Location Reconciliation Sheet is checked off, place the material back (neatly) in location. If the unit of issue is different, change the unit of issue on the material to the unit of issue on the SIR and repackage the material if necessary. The reconciliation team will also check different sizes of material with the same NIIN for the possibility that the material may be misidentified. Any material left on the deck because the NIIN was not on the Location Reconciliation Sheet will be taken to the Reconciliation Control Desk staging area. If the item is too large or heavy for the reconciliation team to safely carry, they will ensure the NSN/PN and the location (where the material is located) is written down and given to the Reconciliation Control Desk. When the reconciliation team is doing a reconciliation on cabinet locations, they will take out the bottom drawer and check for material on the floor of the cabinet that may have fallen from other locations. Material found will be taken to the Reconciliation Control Desk staging area. The Reconciliation Control Desk will determine the correct NSN and location for all material located in the staging area and ensure the material is stored in the proper location. If it is determined that the material is not carried after checking for prime/sub relationships, the Reconciliation Control Desk will perform causative research (See Appendix F) to determine from where the material was received and process corrective action to establish 'on-hand' quantity for excess offload. Establish the record as AT Code 6 (Unit Cost over $75) or AT Code 7 (Unit Cost under $75) (R-Supply on-line help, key phrase 'Maintain Stock Item'). After the reconciliation has been completed, delete all invalid locations.

Appendix F

Inventory Reconciliation Procedures

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C. Count Phase

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2. Performing the Count
3. Mislocated/Misidentified/Unidentified Material
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D. Audit And Reconciliation Phase

1. Audit Aids
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A. General

1. Purpose. This Appendix provides procedures for conducting an inventory reconciliation of both repairable and consumable material.

2. Background. Regularly scheduled inventory reconciliation's are required in order to maintain alignment of actual accountable inventory quantities with those reflected on computer files. The frequency of conducting inventory reconciliation's is contained in the appropriate section of this Appendix.

B. Information. This Appendix is divided into two sections.

1. Section I. Applies to repairables and provides procedures for pre-inventory preparation, conducting the physical count, calculating and recording accountable quantities, performing the audit and reconciliation of discrepancies, and posting inventory adjustments.

2. Section II. Applies to consumables and provides procedures for pre-inventory preparation, conducting the physical count, calculating and recording accountable quantities, performing the audit and reconciliation of discrepancies, and posting inventory adjustments.

Section I: Inventory Reconciliation-Repairables

A. General

1. Information

a. The required inventory validity for repairable material is one-hundred percent (100%). Anytime that the quarterly validity sample prescribed in paragraph 4101.17a of this Order reflects a validity percentage less than 100%, a complete inventory reconciliation is required within thirty (30) days. When a repairable inventory is required, it is best to begin the process at the end of a month immediately after completion of the monthly financial report production. This will allow a full month to prepare for and execute the inventory with minimal interference due to financial closing requirements. Concerning classified material, the required inventory validity is 100%. Immediate corrective action is required of inventory discrepancies on classified material.

b. The inventory reconciliation of repairables presents a special challenge. There are two primary reasons for this. One is that two (2) information systems are used to manage repairables and maintain their inventory balances. The two systems are R-Supply and Optimized NALCOMIS, R-Supply being the official record. Although the two systems are connected by an interface, each has unique processing capabilities, methods, descriptive terminology, and software inconsistencies making it, difficult to keep the inventory in balance and the two systems aligned. The second reason is that not all repairables for which the ASD is accountable are physically located on the shelf. In addition to Ready-for-Issue (RFI) material on the shelf, other material will be in the repair cycle (Due In From Maintenance [DIFM]), due from supported squadrons or the IMA (Supply Officer IOU, [SO IOU]), or on pack-up, sub-custody, or suspense.

c. This section describes the procedures for the organization and execution of a inventory reconciliation as well as post reconciliation actions and procedures that support the process. The inventory reconciliation of repairables will be performed using the R-Supply Inventory Reconciliation sheets or other local procedures as directed by the respective MAW.

2. Overview. The inventory reconciliation of repairables will be conducted in three (3) phases. They are (1) PREPARATORY PHASE, (2) COUNT PHASE, and (3) AUDIT and RECONCILIATION PHASE. Each is described in succeeding paragraphs of this section.

B. Preparatory Phase

1. Planning and Preparation

a. During this phase, milestones will be established for file/database clean-up and reconciliation, R-Supply Location Audit, count, audit, and corrective actions. Personnel requirements will be determined and published at this point. A memorandum (See Figure F-I-1) to supported customers will be published and distributed indicating the dates of the inventory and the impact it will have on material support.

From: Aviation Supply Officer, MALS-

To: Aviation Maintenance Officer, MALS-
Aircraft Maintenance Officer,
(- do - for all supported squadrons)

Subj: Repairables Inventory

1. A physical inventory of repairables will be conducted during the period (dates: normally 3 days - Fri, Sat, Sun). Normal requisitioning procedures for repairables will be restricted during this time. Only valid NMCS/PMCS requisitions (OMA) and requisitions to perform work on priority one EXREPs (IMA) will be accepted.

2. Both the OMA and the IMA requisitioners will retain access to Optimized NALCOMIS and should continue to process high priority material requirements as usual. All requisitions for repairables will be validated and those that are non-high priority will be cancelled.

3. Normal requisitioning procedures for repairables will resume on (date).

Signature

copy to:
MALS CO
MAG CO

Figure F-I-1.—Sample Repairable Inventory Notification Memorandum

b. The RMD OIC/SNCOIC will coordinate with SMD and AISD for support requirements during this phase to ensure timely and accurate production of aids.

c. Figure F-I-2 shows a recommended Plan of Action and Milestones (POA&M) (with D-day being day of physical count) with tasks to be completed in each phase and the number of days and personnel normally required for successful completion.

PREPARATORY PHASE

Task	Number Of Personnel	Start Date	Comp Date
1. R-Supply - COSAL/AVCAL Percentage Report	1-2	D-30	D-20
2. Optimized NALCOMIS Preparation and Cleanup.	4-6	D-21	D-2
a. Database Records Validation And Reconciliation			
(1) DBAG 21 (Inv Disc Rpt).			
(2) DBAG 17 (Calculate ACBAL).			
(3) IOU Report			
b. Validation of non-RFI Stock Categories.			
(1) DIFM Reconciliation.			
(2) SO IOU Reconciliation.			
(3) Subcustody Reconciliation.			
(4) Pack-up Reconciliation.			
c. Validation of Inquiries, Mailboxes, and Reports.			
(1) Suspense			
(2) OFFTR DDSN Mailbox			
(3) OFFMP DDSN Mailbox			
(4) OFFAR DDSN Mailbox			
(5) Completed Repair Action Mailbox			
(6) AMSU Induction Discrepancy Mailbox			
(7) Material Contingency Mailbox			
(8) ISSIP DDSN Mailbox			
(9) DTOROB Mailbox			
3. R-Supply Preparation and Cleanup.	2-4	D-21	D-2
a. Overage Dues (OADs).			
b. Suspended Transaction Report.			
c. Delayed Receipt Report.			
d. Issue Pending Files			
e. R-Supply Miscellaneous File Cleanup.			
(1) Repairable MCC Validation (ADHOC)			
(2) 7_ Cog Fixed Allowance/ Requisitioning Objective Reconciliation (ADHOC)			
4. Optimized NALCOMIS/R-Supply Reconciliation (See Appendix D of this Order).	2-4	D-21	D-2

Figure F-I-2. --Recommended Plan of Action and Milestones

Task	Number Of Personnel	Start Date	Comp Date
5. Location Consolidations/Reconciliation	12-20	D-5	D-2
a. Location Consolidation (ADHOC).			
b. Location Reconciliation. (R-Supply Location Audit report)			
c. Consumables in Repairable Location/ Repairables in Consumable Location. (ADHOC)			
6. Conduct RFI Inventory.		D-2	D-1
a. Control desk operation	1		
b. Perform physical count	12-20 (2 person teams)		
c. Verify/Research	2-4		
7. Final Preparation and Count/Audit Aids Production.	4-6	D-1	D-1
a. Process all pending receipts and stow (for stock) and/or deliver (for DTO) material. Upon completion, terminate receipt processing until total completion of count phase.			
b. Process all pending DIFM returns. Ensure that RFI's are stocked and BCM's are staged appropriately for screening/shipment. Terminate DIFM return processing until total completion of count phase.			
c. Final check of the following Optimized NALCOMIS Inquiries, Mailboxes, and reports to ensure that they contain no transactions that will affect the inventory.			
(1) Suspense			
(2) OFFTR DDSN Mailbox			
(3) OFFMP DDSN Mailbox			
(4) OFFAR DDSN Mailbox			
(5) Completed Repair Action Mailbox			
(6) AMSU Induction Discrepancy Mailbox			
(7) Material Contingency Mailbox			
(8) ISSIP DDSN Mailbox			
(9) DTOROB Mailbox			
d. Final check of the following R-Supply reports to ensure that they contain no transactions for repairables.			
(1) Suspended Transaction Report.			

Figure F-I-2. --Recommended Plan of Action and Milestones (Cont'd)

Task	Number Of Personnel	Start Date	Comp Date
(2) Delayed Receipt Report.			
(3) Issue Pending Listing			
e. Ensure that Optimized NALCOMIS/R-Supply interface is caught up.			
f. `Before' inventory SAMMA/SAL is produced.			
g. Assign and brief expeditor, driver, and controllers of issue procedures and restrictions during inventory.			

COUNT PHASE

Task	Number Of Personnel	Start Date	Comp Date
1. Controlling the Count.	2-4	D day	D day
a. Organize Count Sheets.			
b. Maintain Control of Count Sheets.			
c. Maintain Control of Issues.			
2. Conducting the Count.			
a. Control desk operation.	2-4	D day	D day
b. Perform physical count.	12-20 (2 person teams)	D day	D day
NOTE: The amount of time required to conduct the count will vary depending on the number of items to be counted, the number of personnel assigned to count, and the quality of the Location Consolidation/reconciliation.			
c. Verify the count.	3-5	D day	D day
d. Researcher/Relocator.	1-2	D day	D day
e. Recording the Count.	6-8	D day	D day
f. Expeditor.	1		
g. Driver.	1		
3. Production of Reconciliation Aids.	1-2 AISD	D day	D day
a. (Optional) Run locally directed Inventory Research Utility Program.			
b. Produce Recon inventory sheets from R-Supply.			

Figure F-I-2. --Recommended Plan of Action and Milestones (Cont'd)

AUDIT AND RECONCILIATION PHASE

Task	Number Of Personnel	Start Date	Comp Date
1. Conduct audits and input of corrective transactions and adjustments.	10-20	D+1	D+21
a. Obtain current status of funds from Accounting Division.			
b. Perform audit of discrepancies (including recount of individual records if a formal recount was not performed).			
c. Input corrective transactions and authorized inventory adjustments.			
d. Monitor Gross Inventory Adjustments (GIA) and status of funds throughout this process.			
e. Reconcile Optimized NALCOMIS RFI and R-Supply on-hand.			

POST INVENTORY RECONCILIATION ACTIONS

Task	Number Of Personnel	Start Date	Comp Date
1. Inventory Status and Reporting.	3-5	D+22	D+25
a. Perform inventory validity sample (100% required).			
b. Produce `after inventory' SAMMA/SAL.			
c. Prepare and submit Report of Inventory.			
2. Requisitioning Stock Deficiencies.	2-4	D+26	D+27

Figure F-I-2.--Recommended Plan of Action and Milestones (Cont'd)

2. Optimized NALCOMIS Preparation and Cleanup. Optimized NALCOMIS is the system used to monitor the stock status and perform local tracking of repairables. In order to conduct an inventory reconciliation of repairables, the information in Optimized NALCOMIS must be validated and necessary corrective actions taken. The preparation and clean-up of Optimized NALCOMIS can be segregated into three (3) categories as follows:

- Database Records Validation and Reconciliation.
- Validation of non-RFI stock categories.
- Validation of Mailbox, Inquiry, and Reports Information.

a. Database Records Validation and Reconciliation. The purpose of this process is to identify and correct discrepancies between INVDATA records and ITEM, IOU, and Requisition records as well as ACBAL and FGC summary calculations. Since quantities of accountable material not physically located in storage will be drawn from Optimized NALCOMIS, discrepancies in the Optimized NALCOMIS database must be identified and corrected to ensure accurate inventory quantity calculation. Optimized NALCOMIS contains a series of Database Alignment Programs (DAPS), known collectively as Database Alignment Generic (DBAG), which provide the means to identify and correct database discrepancies. Reference (as) provides a complete description of all DAPs authorized for use by fleet personnel, including the following will be run prior to conducting an inventory reconciliation.

(1) DBAG 21 (Inv Disc Rpt).

(2) DBAG 17 (Calculate Accountable Balance).

(3) IOU Report.

(4) DIFM Report.

NOTE: In addition to the listed DBAG's, the Optimized NALCOMIS/R-Supply Reconciliation (Drawdown) must be produced and all discrepancies corrected. Procedures for requesting and working the report are contained in Appendix D of this Order.

b. Validation of non-RFI Stock Categories. All categories of accountable material must be validated prior to the inventory reconciliation. The following paragraphs describe each of these categories and procedures for validation.

(1) Due-in-From Maintenance (DIFM) Reconciliation. DIFM material is that material in the IMA repair cycle. It should be noted that not all DIFM material is inventory accountable; EXREP and OWE are not accountable quantities. Only repairables with a DIFM Management Code of `SO’ are accountable. To validate DIFM quantities, a DIFM Status Report will be produced. The printed report will be used to perform a physical inventory of all IMA Work Centers as well as all Awaiting Parts (AWP) components. A supply representative will verify the physical existence of material for every DIFM quantity with an `SO’ Management Code. For discrepancies discovered during the DIFM reconciliation, the procedures described in paragraph 4101.19.b of this Order will be utilized for resolution.

(2) SO IOU Reconciliation. SO IOU quantities represent Non-RFI material for which an RFI replacement has been issued to either the OMA or IMA and the turn-in has not been recovered and inducted into the repair cycle. To perform the IOU reconciliation, IOU reports for all organizational level maintenance activities (squadrons) as well as the IMA will be researched and verified. A supply representative will verify the physical existence of material for all SO IOU quantities. Material located at the squadron or IMA that is not on the IOU Report and is determined to be supply assets will be recovered, added to the appropriate stock category in Optimized NALCOMIS, and, if necessary, introduced into the repair cycle. IOUs on the report that are not at the squadron or the IMA will be researched to determine what happened to the gear. IOU records with no gear that are determined to be the result of record keeping errors (i.e., gear not actually missing) will be corrected by supply. For actual shortages, the responsible

party (maintenance or supply) will be determined and that party will survey the gear. To clear the quantity from Optimized NALCOMIS, RCB will process an IOU Survey under repairables. Do not process a DI X43 in R-Supply at this point. Retain the IOU Report(s) with survey records annotated and take them into consideration during the reconciliation.

(3) Subcustody Reconciliation. A Subcustody Status Report will be obtained utilizing Subcustody, list, all, then print. For material on custody to a local activity, a supply representative will physically verify every quantity. Material on subcustody to other than local activities will be verified by phone or message. A current, signed custody card will substantiate all material on subcustody. All discrepancies will be resolved and Optimized NALCOMIS records corrected prior to proceeding.

(4) Pack-up Reconciliation. All pack-up quantities (including Fly-in-Support Package (FISP)) will be validated. All pack-up quantities (except FISP) will be substantiated by signed pack-up listings as described in paragraph 4101.19e of this Order. All discrepancies will be resolved and Optimized NALCOMIS records corrected prior to proceeding.

c. Validation of Inquiries, Mailboxes, and Reports Information. Optimized NALCOMIS contains a series of inquiries, mailboxes, and reports to aid in the local tracking and control of repairables. Information contained in these areas will be validated prior to undertaking inventory reconciliation. The following paragraphs describe each mailbox, inquiry, and report and provide procedures for validation and correction. All actions described for each inquiry, mailbox, and report will be accomplished prior to proceeding.

(1) Suspense. All records in the suspense will be reviewed for accuracy and discrepancies corrected. Paragraph 4101.19d of this Order provides procedures.

(2) OFFTR DDSN Mailbox. This mailbox shows any requisitions that are off-line for technical research. Paragraph 5101.5a of this Order provides more information. Although responsibility for these requisitions rests with TRB, RCB will review the Inquiry prior to inventory reconciliation and coordinate with TRB for the correction of any requisitions for repairables that may be resident.

(3) OFFMP DDSN Mailbox. This mailbox, unique to repairables, shows any requisitions that are off-line for manual processing. Paragraph 4101.20c of this Order describes each OFFMP condition and how to process it.

(4) OFFAR DDSN Mailbox. This mailbox shows requisitions that are offline for alternate NIIN review. All records in the inquiry will be processed in accordance with paragraph 4101.20d of this Order.

(5) Completed Repair Action Mailbox. Every MCN in this mailbox will be reviewed and the physical existence of material for each confirmed prior to proceeding. Ideally, there should be no MCN in this mailbox just prior to inventory. Paragraph 4101.21a of this Order provides more information.

(6) AMSU Induction Discrepancy Mailbox. All AMSU induction discrepancies will be reviewed and corrected as described in paragraph 4101.19c of this Order.

(7) Material Contingency Mailbox. This type of mailbox message is created whenever a material requirement is placed on a MAF created by MAF Contingency processing and there is no corresponding requisition. RCB will determine if requirements represented by these messages are valid, and if so, back-fit the requisition using Requisition Contingency and the appropriate Contingency Code.

(8) ISSIP DDSN Mailbox. This mailbox shows requisitions that have an LSC of ISSIP (Issue-in-Process). It shows pending issues of material that have not had a Proof-of-Delivery (POD) processed. Ideally, the report should always be negative since POD should be performed as soon after delivery as possible. Any records on the report will be researched and action taken in accordance with paragraph 4201.3 of this Order.

(9) DTOROB Mailbox. This report shows DTO requisitions that have had a Receipt-on-Board (ROB) accomplished with no corresponding POD. Although DTO's do not affect the inventory balance, the potential exists for them to do so (e.g., DTO no longer required placed in stock). This report should always be negative since POD should be accomplished as soon after delivery as possible. Records on the report for repairables will be researched and cleared before proceeding.

3. R-Supply Preparation and Cleanup. R-Supply is the master database and as such maintains the official inventory and financial record for a MALS ASD. Inventory balances in R-Supply are shown in the Item table and Item loc table. Although Optimized NALCOMIS is the primary system used for local tracking and control, there are several areas of file cleanup within R-Supply required prior to inventory reconciliation. Each condition and area of cleanup and preparation is discussed in the following paragraphs.

a. Overage Dues (OADs). All stock requisitions for repairable material with overage shipping status will be processed in accordance with paragraph 4101.16d of this Order. DTO requisitions for repairable material with overage shipping status are the responsibility of SRD. The RMD OIC/NCOIC will coordinate the correction of these requisitions with the SRD OIC/NCOIC. Paragraph 5201.8j of this Order provides procedures. All OAD requisitions for repairables (both stock and DTO) will be corrected completely before proceeding.

b. Suspended Transaction Report. All transactions on the report for repairables will be corrected prior to inventory. The inventory process will not proceed until all suspended transactions for repairables are corrected.

c. Delayed Receipt Listing. This is a R-Supply receipt control report that shows DI X72s (Receipt-in-Process (RIP)) processed with no corresponding DI X71 within the timeframe specified in report parameters. All transactions for repairables on the report will be cleared prior to inventory.

d. Issue Pending Listing. Is an issue control report within R-Supply, which shows material requirement transactions which have been input and have had no corresponding warehouse action processed. Any transactions for repairables will be researched and cleared from this report.

(1) Repairables with no Material Control Code (MCC). One or more of the programs that will be run in R-Supply during the inventory process will select records based on the MCC. For this reason, it is necessary to ensure that all repairable records on the Stock Item table have the valid MCC

loaded. Utilize ADHOC Query to identify repairable records with no MCC. Once identified, any discrepant records will be researched for the correct MCC, and when determined, it will be recorded in R-Supply by utilizing "Maintain Stock Item" using the procedures described in the R-Supply on-line help, key phrase "Maintain Stock Item".

(2) Mismatches Between AVCAL/COSAL Allowance and Requisitioning Objective (RO). The authorized stocking level for repairables is the AVCAL and/or COSAL allowance. R-Supply, however, bases stock replenishment on the RO. So, even though this situation has no impact on inventory balances, it will affect stock replenishment when corrective transactions are processed during the Audit and Reconciliation Phase. Therefore, allowance/RO mismatches for all repairables will be identified and corrected prior to inventory. Discrepancies can be identified utilizing ADHOC query. Allowances will be corrected via "Maintain Stock Item" as described in the R-Supply on-line help, key phrase "Maintain Stock Item".

4. Optimized NALCOMIS/R-Supply Reconciliation. Prior to an inventory reconciliation of repairables, the data in R-Supply and Optimized NALCOMIS will be reconciled with the exception of Item Loc table on-hand-qty to Optimized NALCOMIS ACBAL. Appendix D of this Order provides procedures for conducting this reconciliation.

5. Location Consolidation/Reconciliation. The purpose of a location Consolidation/Reconciliation is two-fold. One is to consolidate like material into the minimum number of locations. The second is to ensure that the physical location of material corresponds to the location recorded in R-Supply and Optimized NALCOMIS. So that location validity for the inventory is as accurate as possible, the Location Consolidation/Reconciliation should be conducted as near the count as is feasible. In any case, the time between Location Consolidation/Reconciliation completion and inventory count will not exceed three (3) days. Appendix E of this Order provides procedures that will be utilized to conduct the Location Consolidation/Reconciliation. In addition to the Location Consolidation/Reconciliation, measures will be taken at this time to identify any repairables in consumable material locations and vice versa. These conditions, if they exist, can be identified using ADHOC query. Any mislocated material will be moved to an appropriate location and R-Supply location(s) updated via Maintain Storeroom Locations, which will interface to and update Optimized NALCOMIS.

6. Final Preparation and Count/Reconciliation Aids Production. During this stage of the preparatory phase, actions must be taken to freeze the repairables account, ensure that the required areas of Optimized NALCOMIS and R-Supply are clean, prepare for the physical count, and produce count and reconciliation aids. Additionally, procedures must be implemented to process high priority material requirements during the inventory.

a. Final Preparation. One day prior to the planned physical count, the repairables account must be frozen. To accomplish this, set a specific time for termination of receipt, issue, and induction processing. After this time, stage all incoming stock receipts, DIFM returns, and NRFI inductions (except EXREPS) until completion of the Count Phase. Ensure that all receipts, DIFM returns, and inductions that were pending prior to the cutoff are processed completely. Once the processing cutoff has been reached, a final check of the R-Supply and Optimized NALCOMIS reports, inquiries, and mailboxes listed below is required. Each must meet the criteria established for its pre-inventory condition as described earlier in this section. The

inventory process will not proceed unless all cleanup and preparation tasks have been accomplished.

b. Final Check of Mailboxes, Inquiries, and Reports

(1) Optimized NALCOMIS

(a) Suspense.

(b) OFFTR DDSN MAILBOX.

(c) OFFMP DDSN Mailbox.

(d) Completed Repair Action Mailbox.

(e) AMSU Induction Discrepancy Mailbox.

(f) ISSIP DDSN Mailbox.

(g) DTOROB Mailbox.

(2) R-Supply

(a) Suspended Transaction Report.

(b) Delayed Receipt Listing.

(c) Issue Pending Listing.

(d) Clear any repairable records with inventory flag (spot) set.

(e) NALCOMIS Re-Transmittals

c. Preparation for Count. To prepare for the physical count, the following actions will be taken:

(1) Set-up inventory control area with location diagram and the appropriate administrative supplies.

(2) Conduct training brief for controllers, verifiers, count teams, and research personnel.

d. High Priority Material Requirements Processing. Upon completion of preparation and cleanup, the following issue procedures will be implemented.

(1) Organizational Level Requests. Only valid NMCS/PMCS requirements will be accepted. RCB will issue, EXREP, or refer the requisition as appropriate.

(2) Intermediate Level Requests. The IMA personnel may continue to process their own material requirements. However, only those required to perform work on a valid Organizational NMCS/PMCS EXREP will be accepted. All others will be cancelled by the RCB. The same control desk notification criteria described in the preceding paragraph apply.

(3) NRFI Turn-in Processing. NRFI turn-ins recovered during this time will continue to be inducted into the IMA.

e. Production of Count/Reconciliation Aids. The RMD OIC/NCOIC or designated personnel will enter the Inventory job via "Inventory Processing", selecting "Schedule Inventory", "Parameters", "Count/Recount" and "Location Range", write down the job number assigned and notify SMD to release the job. A `before inventory' SAMMA/SAL may be produced prior to executing the Inventory job.

C. Count Phase. The physical count of repairables will be conducted using the R-Supply generated "Storeroom Listing" created during processing the inventory job or equivalent listing. A "Supervisor Listing" is also produced which provides additional information. Under this count method, a storage location template board must be used to control the count and count sheets must be separated by location. These tasks will be accomplished by inventory controllers well in advance of the scheduled count time. For repairables inventory reconciliation, there are four basic parts to the count: (1) Controlling the count, (2) Conducting the count, (3) Verifying the count, and (4) Recording the count.

1. Controlling the Count. Personnel running the control desk are responsible for ensuring that all locations are counted, that the required verification is accomplished, and that all counts are recorded in R-Supply. The `Inventory Count Sheets' and `storage location template board' are the primary tools that will be used to accomplish this. Inventory sheets will be tracked out and in to/from count teams, verifiers, and data entry. Figure F-I-3 shows a sample control board and how it is used to control the count phase. Other methods of control are acceptable so long as the desired results are the same.

2. Performing the Count. Count teams will be composed of two (2) people. Teams will receive count sheets from the control desk. The names of each member will be printed legibly on each sheet along with their team number. To perform the count, one person will remove all material (bulk excepted) from the location, segregate it by stock number, and count the quantity of each stock number while returning it to location. The other person will record the count quantity on the inventory sheet. Any material in location with no corresponding stock number on the count sheet will be taken to the control desk for research. Any stock numbers on the sheet with no material in location will be annotated with zero (0). Both team members will sign each count sheet and return them to the control desk upon completion.

3. Verifying the Count. Twenty percent (20%) of count quantities will be verified. To verify counts, verifiers will be provided count sheets from the control desk. The verifier's name will be printed legibly at the top of each sheet. Verifiers will count all material on each sheet given to them. Any discrepancy counts will be lined thru with a single line and the correct quantity annotated. Each correction will be initialed and each sheet signed. Any count team experiencing an error rate equal to or greater than five percent (5%) will be immediately provided with additional training until accuracy rate becomes acceptable. Although it is not mandatory, it is recommended that fifty percent (50%) of those sheets with quantities changed by verifiers be issued to a different verifier for double confirmation. Obviously, final quantity determination rests with the OIC.

4. Issue Control During the Count Phase. During the inventory count, only high priority material requests (i.e. valid NMCS/PMCS) will be processed, and all of these will go through the control desk. When an issue is made, personnel operating the control desk must determine whether or not the

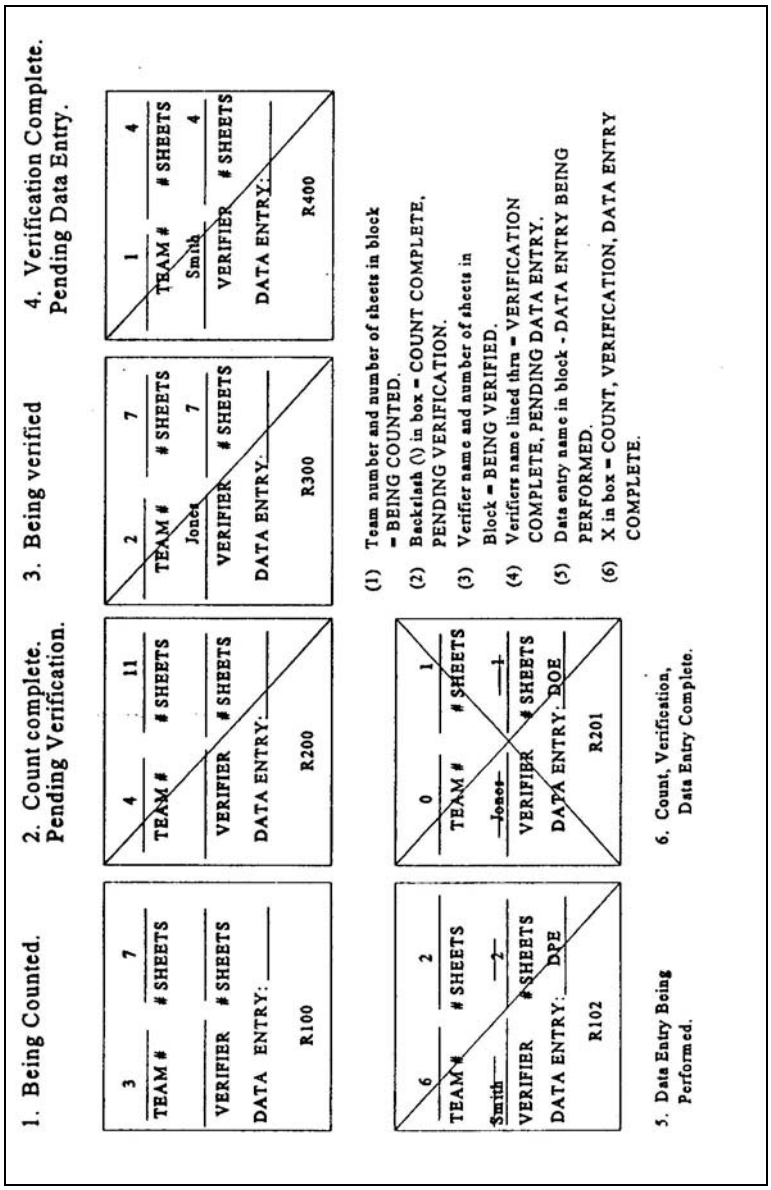

Figure F-I-3.—Example of Inventory Control Board

location from which the material was pulled has been inventoried. If it has not, then a copy of the requisition will be annotated `BEFORE COUNT' and placed in a holding file. These quantities must be added to the shelf count prior to entry into R-Supply. If the location(s) from which issues are made have already been inventoried, then a copy of the requisition will be annotated `AFTER COUNT' and placed in a holding file for consideration during the recount. Do not add the quantity of `AFTER COUNT' issues to the initial shelf count.

5. Mislocated/Misidentified/Unidentified Material. During the count, any material in these categories will be taken to the control desk. If the LOCREC was done properly, there will not be any material in these categories. For material too large/heavy, information (stock number, location(s), and any

document numbers on the gear) will be recorded and taken to the control desk. Assigned personnel will research all material in these categories and determine disposition. Any material crossed to a carried stock number will be returned to location. The quantity must be added to the shelf count if that material has already been counted. Not carried material will be staged for research and excess processing after the inventory process is complete.

6. Computing Inventory Quantities, Recount, and Production of Reconciliation Aids. When all locations have been inventoried, the quantities will be entered in R-Supply via Inventory Posting ("Scheduled Inventory", "Initial Count" utilizing the "Batch Job Number"). Answer "yes" is inventory complete. If the count quantity matches the Item_Loc.Onhand_quantity then the record is cleared from the Physical Inventory Table and posted with a "D" inventory code on the Material Transaction Table.

a. Initial Match/Discrepancy Processing.

(1) The "Physical Inventory Table" must be checked to ensure that there are no records still pending a count quantity. If there are records with no count quantity, these records will be counted and the appropriate quantities entered into R-Supply via "Inventory Posting", "Scheduled Inventory", "Initial Count" and "Batch Job Number". Answer "Yes" to "Is Inventory Complete?" Processing will not be continued until all records have an initial count quantity.

(2) If the actual on-hand does not match the Item Location Table on hand, then the record remains in the Physical Inventory table.

All that now remains in the inventory file are inventory discrepant records.

b. Recount. All records with inventory discrepancies will be recounted. Another Inventory Processing Job will be input selecting "Schedule Inventory", "Management Reports", sort by "LOC", "Potential Gains/Losses", "Supervisor Listing", "Storeroom Listing", "Pending Recount" and select "Batch Job Number". These records will be recounted and the count entered into R-Supply via "Inventory Posting", "Scheduled Inventory", "Initial Count" and "Batch Job Number". Answer "Yes" to "Is Inventory Complete?". If the count differs from the item_loc_onhand_quantity a message will appear asking if you want to post the "GAIN or Loss" CLICK CANCEL. It is important that you do not post any gains or losses until after research has been accomplished on these discrepant NIINS. After clicking CANCEL you must click the right arrow on the tool bar to go to the next record, then next NIIN in that location will then appear. If the count quantity entered matches the item_loc.onhand_quantity then the record is cleared and posted with a "D" inventory code to the Material Transaction Table. Once all quantities have been entered, it will stop on the last record that had a mismatch quantity and stay on that record, just close the screen by clicking the "X" in the right hand corner or by clicking the close button. At this time Local Procedures should be followed if directed by the individual Marine Aircraft Wings for retrieval of research aids.

c. Final Match/Discrepancy Processing and Production of Reconciliation Aids within R-Supply if no local procedures are directed. RMD will request another Inventory Processing Job, selecting "Schedule Inventory", "Management Reports", sort by "LOC", "Potential Gains/Losses", "Inv RECON Report", "Not Counted", "Pending Recount" and select "Batch Job Number". AISD must be

notified prior to approving this job due to the length of time it takes to execute to ensure the computer system is not rebooted while processing.

(1) A management report "Potential Gain/Loss Report from Inventory Schedule" will be produced showing each stock number with an inventory discrepancy, the discrepant quantity, dollar value, and the totals will summarized at the end of the report.

(2) Production of Reconciliation Aids. The DI's X13 and X43 are working records only and cannot be processed in R-Supply. The Inventory Reconciliation/audit aids produced by R-Supply provide some of the data needed to perform causative research

D. Audit And Reconciliation Phase. Paragraph 4101.17e of this Order requires that causative research be conducted and documented on inventory discrepancies prior to posting an adjustment. A description of these aids and procedures for their use are described in the following paragraphs.

1. R-Supply Produced Reconciliation Aids. The reconciliation aids produced by R-Supply consist of a research sheet for each discrepant record and will serve as a worksheet displaying pertinent data from the R-Supply database.

a. Support Package. Displays support packup data.

b. Suspense Data. Displays any records present on the Suspense.

c. Requisition Data. Displays outstanding requisitions.

d. Issues Pending. Displays pending issue documents.

e. Pending Transfers. Displays any pending transfer documents.

f. Pending Offload. Displays any pending offload documents.

g. Pending Receipts. Displays receipt in process documents.

h. Pending Surveys. Displays and pending survey documents.

i. Repairable Stock Summary. Displays quantities and allowances for the applicable record.

j. Outgoing Interface Records. Displays any interface records pending transfer to Optimized NALCOMIS.

k. Substitutes. Displays all substitutes associated with the record.

l. Material Transaction Data. Displays the history of all transactions processed against the record in date sequence.

NOTE: The reconciliation aids, will produce a GIA report in NIIN Sequence, and the research sheets will print out in descending EMV order beginning with the Gains and then the losses. Figures F-I-4 and F-I-5 show examples of the GIA Report and a Research sheet.

2. Other Reconciliation Aids. The following aids are required for conducting audits in addition to those produced R-Supply.

Potential Gain/Loss Report from Inventory Schedule

Batch Job Nbr JSI2005167620
Report I D SI2300HR
User I D eh6363

UIC: 55616

16 Jun 2005
13:55:34
Page 1

NIIN Sequence

NSN	Nomenclature	Cog	MCC	UI	UP	Location EMV	Locti	Onhand	Count	Gain/Loss	ROB	StkDue	NRFI	Subcstdy	Depot	Spkg	Total On-hand
								Quantities									
5365 000688036	SPACER SLEEVE	9B		EA	1.08	1.08	A001B2	0	1	GAIN 1	0	0	0	0	0	0	0
5310 001671284	NUT,PLAIN,CAST	9B		HD	15.10	15.10	A001B3	1	0	LOSS 1	0	0	0	0	0	0	1
5310 001848966	WASHER,FLAT	9B		HD	22.13	44.26	A001B5	4	6	GAIN 2	0	0	0	0	0	0	4
5315 009044789	PIN	9B		EA	5.65	28.25	A001B5	8	3	LOSS 5	0	0	0	0	0	0	8

Total Record Count for Losses: 2
Total Record Count for Gains: 2

Total EMV for Losses: 43.35
Total EMV for Gains: 45.34

Figure F-I-4. - Potential Gain/Loss Report

```
                                                    IRHS
Batch Rqst Nbr: JSI2005167620                     UIC:  55616                                                    16 Jun 2005
Report I. D.:  SIR200HR                            HHX ONE                                                          13:55:58
User I. D.:  eh6363                     NON-REPAIRABLE GAINS                                                Page:      1
 ---------------------------------------------------------------------------------------------------------------------------
NIIN:  000688036  EMV:          1.07

ATI ATC COG HCC SMIC UI SLC SLAC  AMD      UP     NUP  NOMENCLATURE      RO    RP     ROB  CARCASS  STK DUE  DTO DUE
 0   4   9E           EA 0   00     0 1   1.07   0.00  SPACER SLEEV                     0        0        0        0

AVC COS MISC TOT O/H NFRI SUBCUST DPT QTY INV CD INV QTY STRH LOC STRH QTY CMT RFI FIRST CMT INV DATE    DIE           DLP
 0   0    0    0   0    0       0   0   D       1   A001B2         0    1          1   Nov 2 2004  Sep 18 2002  Jun 16 2005
 ---------------------------------------------------------------------------------------------------------------------------
SUBSTITUTE:  013581594

ATI ATC COG HCC SMIC UI SLC SLAC  AMD      UP     NUP  NOMENCLATURE      RO    RP     ROB  CARCASS  STK DUE  DTO DUE
 0   4   9G           EA 0   00     0 5   1.03   0.00  SPACER            6     1      0        0        0        0

AVC COS MISC TOT O/H NFRI SUBCUST DPT QTY INV CD INV QTY STRH LOC STRH QTY CMT RFI FIRST CMT INV DATE    DIE           DLP
 0   0    0    8   0    0       0   0                   A040A3                         8   Nov 2 2004  Jun  8 1998  Nov  2 2004
 ---------------------------------------------------------------------------------------------------------------------------
     NO SUPPORT PACKAGE RECORDS:  000688036
 ---------------------------------------------------------------------------------------------------------------------------
     NO AOA SUSPENSE RECORDS:  000688036
 ---------------------------------------------------------------------------------------------------------------------------
     NO BK_ SUSPENSE RECORDS:  000688036
 ---------------------------------------------------------------------------------------------------------------------------
     NO HRE SUSPENSE RECORDS:  000688036
 ---------------------------------------------------------------------------------------------------------------------------
```

Figure F-I-5. - NON Repairable Gains Report

a. Repairable Completed Transaction File (RCTF). See paragraph 4101.2 of this Order.

b. Listing of Owed Carcasses and Carcass Bills. Listing of NRFI carcasses that the system indicates are owed. Also, bills for those that the system has no record of turn-in, time has expired and bill for carcass has been sent to you. This data is maintained by NAVICP-P, MALS may draw down their specific data via NALISS. Finalized carcass bills also appear on the SFOEDL, which may be obtained from SAD.

c. Unclaimed Carcasses. Carcasses for which the system indicates a receipt with no corresponding issue to you.

d. Local Pack-up Listings. Signed listing of local pack-ups.

3. Organization and Control. The audit and reconciliation of inventory discrepancies requires a systemized effort to control the process and to ensure that all discrepancies are thoroughly researched, documented, and that appropriate corrective action is taken. To accomplish this, a series of holding files will be established for the research sheets. These files are listed and described below.

a. To Be Researched. This file will be established as a two part file; one part for potential Gains and one for potential losses. Initially, all research sheets/packages will be placed in this file. As the sheets are pulled from the file and audited, they will be placed in one of the following files.

b. Totally Resolved. This file will be maintained in NIIN sequence. It is for those records whose discrepant quantity is totally resolved. The sheets in this file are also those pending corrective transaction input to R-Supply and match to Optimized NALCOMIS.

c. Totally Unresolved. This file will be maintained in NIIN sequence. It is for those records whose discrepant quantity is totally unresolved. These records are those pending inventory adjustment processing. They require additional review and documentation as described in the audit procedures.

d. Partially Resolved. This file will be maintained in NIIN sequence. It is for those records whose discrepant quantity is partially resolved and the remaining part requires adjustment.

e. Audit and Reconciliation Complete. This file will be maintained in NIIN sequence. It is for records that have had all corrective transactions and adjustments processed and the Optimized NALCOMIS ACBAL has been adjusted to match the Item Location on-hand. Completed reconciliation sheets will be retained as required by reference (w).

4. Audit Procedures. The RMD OIC/NCOIC and/or their designated representatives are responsible for conducting causative research on all inventory discrepancies (both potential gains and losses) and reconciling inventory balances. Causative research requires review of all transactions within the designated look back period. The look back period will be to the last wall-to-wall inventory or twelve (12) months, whichever is less. All transactions that occurred during the look back period will be reviewed and/or compared to manual files and source documents to determine the reason for the inventory discrepancy. The audit is considered complete when the reason for the discrepancy has been determined and documented or when it is considered unresolvable after a thorough review of transactions within the

look back period. All causative research for each discrepancy will be documented on the research sheet produced. It is not feasible to describe, here, all the reasons for inventory discrepancies. The most common reasons and how to determine them are described in the following paragraphs.

a. Audit Steps for Both Gains and Losses. Following are the steps that will be taken for the audit of both gains and losses.

(1) Perform recount if formal recount was not performed.

(2) Ensure that all member stock numbers and the Family Group Code (FGC) are known.

(3) Determine if the stock number being researched has superseded one or more previous ones. All stock numbers in the family must be checked in all audit steps.

(4) The transaction ledgers of R-Supply and Optimized NALCOMIS will be compared to ensure that all transactions that should have processed in one have processed in the other.

b. Audit of Gain Discrepancies. Following are the most common reasons for gain discrepancies, how to find them, and appropriate corrective action.

(1) Unprocessed Stock Receipts (DI X71). Material has been received for stock and an X71 has not successfully processed in R-Supply.

(a) Check all stock dues of the discrepant record for overage shipping status or internal cancellation with no system cancellation. If proof of receipt can be established (i.e., hard copy receipt document in file, document number on gear in location, or copy of receipt scanned into FIMS), then annotate the required information on the research sheet for receipt processing.

(b) Check Material Transaction Ledger data for receipt reversals. Receipts are sometimes reversed in order to correct a price error with the intent of re-inputting it. If receipt reversals are present, then attempt to confirm receipt and if confirmed, annotate the research sheet for re-input of the receipt.

(2) DTO Material Diverted to Stock, no DI X75. Material requisitioned for DTO, received and no longer required, diverted to stock with no DI X75.

(a) Check hard copy receipt of all DTO's on the Material Transaction Ledger and any document numbers on gear in location. DTO's are good candidates for X75 providing proof of diverting to stock is present. If DTO documents are used for X75, the A0_/X71 must be in R-Supply. If it is not, then load the A0_ /X22 and process the X71 before processing the X75. Remember that DLR funds are being obligated when A0_s are processed and that carcass tracking is being reopened (on exchange advice coded reqn) requiring re-input of X22.

(b) Prior to processing X75s for gains, the owed carcasses and carcass bills listings will be checked to see if a carcass is owed to the system. If a carcass is owed and the stock posture is in excess, then pull the material for shipment and process a DI X22, 'H' Response Code indicating turn-in of RFI carcass. Do not process the X75. If the stock posture is

deficient and the decision is made to retain the material, then process the DI X75. Keep in mind that the carcass will be billed to your units OPTAR and the cancellation of a stock requisition may be required.

(3) Erroneous MTIS or OSO Transfer (DI X37). Offload or OSO X37 may have been processed but the material was never pulled and shipped.

(a) Compare X37s on the MTL and/or OSO Data to the hard copies in the RCTF, or the FIMS database.

(b) For MTIS, if it can be confirmed that material was never shipped, then either pull it for shipment (if the record is still in an excess position) or reverse the X37 if not.

(c) For possible erroneous OSO Transfer, if it can be confirmed that material was never shipped, prior to reversing the X37 you must verify the receiving activity didn't receive the asset. Reversing X37's can cause a SIT/MIT concern, if not received then reverse the DI X37.

(4) Erroneous Survey (DI X43). Material may have been previously lost by inventory and or surveyed in error.

(a) Since the record is now a gain discrepancy, it is possible that the material was never lost.

(b) If the above situation can be confirmed, then reverse the loss and survey if applicable. A Loss reversal greater than $2500 will require a DD200 survey to be completed prior to the actual reversal transaction unless the loss was posted during the current month.

(5) Erroneous Issue DI X31. Ensure that all issue transactions are valid by confirming RCTF hard copy. On occasion, transactions are processed inaccurately in Optimized NALCOMIS and a BCM is processed instead of an RFI. If this situation or other erroneous issue transactions can be confirmed, then reverse the X31.

c. Audit of Loss Discrepancies. Following are the most common reasons for loss discrepancies, how to find them, and appropriate corrective action.

(1) Unprocessed Issues (DI X31). Material has been BCM'd and an X31 has not successfully processed in R-Supply.

(a) Ensure that all BCM's in the RCTF/FIMS have a corresponding X31 in R-Supply. Pay particular attention to possibility of rescreen issues. Processing a repairable rescreen correctly requires numerous work-around transactions and manual intervention in both R-Supply and Optimized NALCOMIS. Under normal circumstances one system or the other, and usually both, ends up with inaccurate or insufficient data. Rescreen issues are shown on the Optimized NALCOMIS Transaction Ledger.

(b) Ensure that all DIFM Returns for SO BCM's recorded in the Optimized NALCOMIS Transaction Ledger have a corresponding X31 in R-Supply.

(2) Unprocessed OSO Transfer (DI X37/X34). Material may have been offloaded (MTIS) or transferred to another activity and no X37 was processed, or X37 input and then reversed and not re-input.

(a) Ensure that all shipment documents in the RCTF for OSO transfers have the corresponding and appropriate OSO Transfer DI (i.e., X37/X34) in R-Supply.

(b) Process the appropriate OSO Transfer DI for any that were omitted and re-input any that were reversed erroneously.

(3) Erroneously Processed Gain By Inventory. Gains from a previous situation may be reversed if found to be in error. A Gain reversal greater than $2500 will require a DD200 survey to be completed prior to the actual reversal transaction, unless the gain was posted during the current month.

(4) Erroneous Material Turn-in (DI X75). All X75s should be reviewed and if it is determined that the material was not diverted to stock, then the X75 should be reversed.

(5) Erroneously Processed Stock Receipts (DI X71). The following situations involving X71s may represent reasons for an inventory discrepancy.

(a) Receipt for material lost in shipment may have been processed wrong. If so, reverse the receipt and re-input as a lost-in-shipment receipt as described in the R-Supply on-line help, key phrase "Receipt Processing" so that the loss will process along with the receipt.

(b) Receipt may have been processed twice. Look for Over-ride codes that may show this. If a receipt was erroneously processed twice, one should be reversed. Ensure that it was not a valid multiple shipment.

5. Corrective Actions. Corrective actions are of two general types. Those transactions that resolve a discrepancy without the need to post an adjustment and inventory adjustment transactions (DI's X13 Gain and losses and X43 Survey's). The RMD OIC and/or NCOIC will review and approve all corrective actions prior to processing in R-Supply or forwarding for adjustment authorization.

a. Corrective Transaction Processing. All approved corrective transactions will be processed in R-Supply. Ensure that the interface between R-Supply and Optimized NALCOMIS is operational so that the transactions will also be recorded in Optimized NALCOMIS. (NOTE: DI X13 and DI X43 will not interface to Optimized NALCOMIS, the quantity adjustment must be manually input into Optimized NALCOMIS via RFIUPD. It is not necessary to wait until all discrepancies have been researched before starting corrective transaction processing. It should be started as soon as the first few audits are completed and approved. Assigned data entry personnel will process all transactions on the research sheet for each discrepancy and sign each sheet where indicated. To process the transactions, the inventory flag must first be cleared. This will be accomplished by posting the actual R-Supply onhand quantity to R-Supply via Inventory posting (Spot Inventory) so that no adjustments are made. The corrective transactions will then be input to align the inventory balance. For partial resolutions, ensure that the sheet is placed in the appropriate pending adjustment file after other corrective transactions have been processed. For any transactions annotated on the sheet that will not process, the sheet will be returned to the 'To Be Researched File' for additional research. Once transactions are processed in R-Supply and the required interface records processed in Optimized NALCOMIS, data entry personnel will call up each record in Optimized NALCOMIS and determine whether or not the RFI Qty matches the Stock Item on-hand qty. If

it does not, the RFI quantity will be adjusted using RFIUPD in order to align Optimized NALCOMIS and R-Supply.

b. Inventory Adjustment Processing. For all unresolved discrepancies that require adjustment, the RMD OIC/NCOIC will ensure another full audit is conducted before approving the adjustment. When all unresolved discrepancies have been thoroughly audited, the total dollar value of both gains and losses will be determined. Authority to post adjustments in excess of NAVSUP established threshold ($2500.00) will require the MALS Commanding Officer to sign a DD200 on each individual NIIN/FGC. TYCOM goals for monthly inventory adjustment, DLR (BP 81, 85, & APA) GIA / BP81, 85, & APA SAL $\leq \pm 0.1\%$. TYCOM goals for monthly inventory adjustment, Consumable (BP 14, 15, 28, 34) GIA / BP14, 15, 28, 34 SAL $\leq \pm 0.1\%$. The monthly Gross Inventory Adjustment (GIA) threshold established by the TYCOM will not be exceeded without authorization. This threshold is cumulative and is the total adjustments of all Gains and Losses processed during a given month for Repairables and Consumables items. Losses and Gains do not offset each other; it is the total of both values. If approval is given, the adjustments will be posted as described in paragraph 4101.17.e and Appendix R of this Order.

c. Optimized NALCOMIS/R-Supply Reconciliation. Upon completion of input of the corrective transactions and inventory adjustments, a complete Optimized NALCOMIS/R-Supply Reconciliation will be conducted as described in Appendix D of this Order. The Quantities Discrepancy Report will be worked first to correct any ACBAL/stock item on-hand discrepancies that may have been missed.

d. Post Inventory Reconciliation Actions. Upon completion of the reconciliation, the RMD OIC will ensure that a validity sample is taken, the results of the inventory are reported to the Aviation Supply Officer, and that actions are taken to offload excesses, requisition deficiencies, and cancel excess dues.

6. Inventory Validity Sampling. The SMD will perform an inventory validity sampling immediately after the reconciliation. Only those personnel who are highly experienced and knowledgeable about repairables processing will perform the validity sample. The sampling will be conducted in accordance with the procedures described in Appendix G of this Order. If the validity percentage is less than one-hundred percent (100%), actions will be taken to begin another wall-to-wall inventory reconciliation of repairables. Inventory reconciliation actions will continue until one-hundred percent (100%) validity is achieved.

7. Inventory Status and Reporting. The RMD OIC will submit a report containing the information described below to the AvnSupO within ten (10) working days after completion of the inventory reconciliation. Pre and post reconciliation SAMMA/SAL information as well as inventory reconciliation statistics from the R-Supply GIA Report will be required for the report.

a. Pre-Inventory Reconciliation Repairables Account Status.

(1) Dollar value of DLR on-hand.

(2) Redistributable Assets On Order (RAO).

(3) Redistributable Assets On Board (RAB).

(4) Deficiency to Requisitioning Objective (DEF/RO).

b. Inventory Reconciliation Statistics.

(1) Number of line items inventoried.

(2) Number of discrepant line items.

(3) Percentage of discrepant records.

(4) Pre-Inventory Reconciliation Validity.

(5) Dollar value of Pre-Inventory Reconciliation potential Gains.

(6) Dollar value of Pre-Inventory Reconciliation potential Losses.

(7) Dollar value of Pre-Inventory Reconciliation potential Gross Inventory Adjustment (GIA).

(8) Dollar value of resolved Gains.

(9) Dollar value of resolved Losses.

(10) Dollar value of Gain adjustments posted.

(11) Dollar value of Loss adjustments posted.

(12) GIA resulting from repairables inventory reconciliation.

c. Post Inventory Reconciliation Repairables Account Status.

(1) Dollar value of DLR on-hand and percent change.

(2) RAO and percent change.

(3) RAB and percent change.

(4) DEF/RO and percent change.

(5) Inventory validity percentage (result of the SMD sampling).

8. Deficiency and Excess Processing. When inventory balances have been aligned as a result of the reconciliation, action will be taken to requisition stock deficiencies, offload excesses, and cancel excess stock due. Requisitioning of stock deficiencies may be accomplished via Automatic Reorder of R-Supply. Offload of excess on-hand may be accomplished via R-Supply Offload. Ensure that any not carried material pulled from location during the Location Consolidation/Reconciliation or count is researched before offloading it. It will be checked against the owed carcass listings. If it is on the listing it will be returned to the system as such. If it is not owed and no other corrective transaction can be justified, then material will be gained by inventory and then excessed; the $2500 threshold applies on these gains. Cancellation of excess stock dues may be accomplished utilizing "Cancel Excess Stock Due" job within R-Supply. Each record will need to be reviewed within "Release Outgoing Transactions", Status in R-Supply and either released or cancelled.

Note: Each record will be reviewed and either cancelled or released. The Cancel Excess Stock Dues job cannot be tailored down to just repairables or consumables. As such, only records that were identified as needing to be canceled should be released, all others should be cancelled. More detailed procedures for both deficiency and excess processing are described in paragraph 4101 of this Order and in the R-Supply on-line help, key phrase 'Cancel Excess Stock Dues'.

Section II: Inventory Reconciliation - Consumables

A. General

1. Information

a. The required inventory validity for consumable material is ninety percent (90%). Anytime that the quarterly validity sample reflects a validity percentage less than ninety percent (90%), a complete inventory reconciliation is required within one quarter following the month of the sample.

b. This section describes the procedures for the organization and execution of consumables inventory reconciliation. The inventory reconciliation of consumables will be performed using the Integrated Barcode System (IBS) and R-Supply. The processes and procedures for each system are described in detail at the end of this section.

c. Overview. The inventory reconciliation of consumable material will be conducted in three phases: (1) preparatory, (2) count, and (3) audit and reconciliation phase. Since a wall-to-wall inventory is not always desirable, the inventory may be conducted in blocks. More than one block may be conducted at a time. Procedures for conducting block-type inventories are described in succeeding paragraphs of this section.

B. Preparatory Phase

1. Planning

a. During this phase, procedures will be established for file/database clean-up and reconciliation, Location Consolidation/ Reconciliation, audit, and corrective action. Personnel requirements will be determined and published at this point. An IBS Coordinator and an alternate will be designated to operate IBS. A memorandum to supported customers will be published if a wall-to-wall inventory is to be conducted and distributed indicating the dates of the inventory and the impact it will have on material support. This memorandum is not required for small block style inventories.

2. Preparation and Clean-up. The purpose of this phase is to eliminate unnecessary audit of records which would have matched at the onset had proper file/record clean-up been accomplished. The following are preparatory actions that will be taken prior to the inventory.

a. Overage Dues (OADS). All stock requisitions for consumables will be processed in accordance with paragraph 6401.10e. Failure to do so may result in an inventory gain rather than a receipt being processed.

b. Delayed Receipt Report. The Integrated Barcode System (IBS) will be utilized where available to process stock receipts, both RIP and STOW. At this stage, all scanner RIP/STOW data should be transferred to the PC and appropriate IBS receipt processing reports ran to determine if all RIPS have a STOW. After any necessary corrective action, export all receipts to R-Supply for batch processing. (NOTE: R-Supply Delayed Receipt Report, DI Ø94, needs to be reviewed).

c. Suspended Transaction Report. All transactions on the report for consumables will be corrected prior to inventory. The inventory process will not proceed until all suspended transactions for consumables are corrected.

d. Issue Pending Listing. It shows material requirement transactions that have been input but have no corresponding warehouse action processed. All consumable transactions will be researched and cleared from this file.

e. LSC-ISSIP Mailbox. This mailbox shows requisitions that have an LSC of ISSIP (Issue in Process). It is normally produced daily to show issues of material that have not had a proof-of-delivery (POD) processed. For any transactions on this report, the actual status of the requisition must be determined and the appropriate transaction input.

f. LSC - INPRO Mailbox. This mailbox shows requisitions for consumable material that has been entered into NALCOMIS and no action taken. All requisitions in the mailbox will be researched and either processed for issue, NIS, or cancellation.

g. Pack-up Reconciliation. All pack-up quantities (including Fly-in-Support Package [FISP]) will be validated. All pack-up quantities (except FISP) will be substantiated by signed pack-up listings. All discrepancies will be resolved prior to proceeding.

h. Location Consolidation/Reconciliation. The purpose of a Location Consolidation/Reconciliation is two-fold. One is to consolidate like material into the minimum number of locations. The second is to ensure that the physical location of material corresponds to the location recorded in R-Supply. In addition to the Location Consolidation/Reconciliation, actions will be taken at this time to identify any consumables in repairable locations and vice versa. These conditions, if they exist, can be identified using SQL Adhoc. Any mislocated material will be moved to an appropriate location and R-Supply location(s) updated with DI X07 that will interface and update Optimized NALCOMIS.

i. Inventory Flags. Ensure all inventory flags (spot) have been cleared for the locations designated to be inventoried prior to setting the inventory flags.

3. Final Preparation and Count Aids Production

a. Process All Pending Receipts. Upon completion, terminate receipt processing until inventory is complete for affected locations.

b. Production of SAMMA/SAL. The CMD OIC/NCOIC, will produce a `before inventory' SAMMA/SAL.

c. Produce Count Aids. When notified by the CMD OIC/NCOIC, the IBS coordinator will use R-Supply to schedule an inventory on the selected locations. When executed, the process extracts Stock Item data from R-Supply and stores it on the IBS PC allowing scanners to be loaded, material inventoried, count input to IBS, reports produced, and results transferred back to R-Supply for batch processing. The IBS inventory will be scheduled using the General method. When using the General method, the DI 084 will set the inventory flags in R-Supply via the Inventory Processing Module. This process will assign a Batch Control Number to all of the records selected. The Batch Control Number is same as the Job Batch Number of the DI 084. After completion of the DI 084, the inventory file will be transferred to the

IBS PC. Running the DI 084 in R-Supply is necessary for the following reasons:

(1) To freeze the records under inventory so balances will not be changed by other transactions during the inventory process.

(2) To allow batch processing of X84s with the Stock Item on-hand quantity this will serve as a reference point for future audits. DI X13 adjustments from IBS will be posted immediately following the posting of the X84s.

d. Load IBS Scanners. At this time the IBS Coordinator will load scanners for use in recording material count quantities. A maximum of 300 records may be loaded to each scanner. The number of line items to be inventoried and number of count personnel will determine the number of records loaded to each scanner. A sufficient number of scanners will be loaded to ensure a smooth workflow.

e. Preparation For Count. To prepare for the physical count, the following actions will be taken:

(1) Set-up inventory control areas with location diagrams and appropriate administrative supplies.

(2) Conduct training brief for controllers, verifiers, count teams, and research personnel. Training will include the operation of applicable IBS Scanners.

(3) Restrictions for material requirements processing during inventory. Depending on the size of the inventory and certain other factors (i.e., Tempo of Operations), ideally, only high priority requisitions will be issued from locations under inventory. A copy of the picking ticket on all issues from these locations will be marked 'BEFORE INVENTORY' or 'AFTER INVENTORY' as appropriate. These copies will be given to the Control Desk.

C. Count Phase. During this phase of the inventory, the IBS Coordinator will provide scanners to the Control Desk for issue to count teams to perform the count. Detailed procedures for performing the count with scanners are described in paragraph F of this section. When the count teams have returned all scanners to the Control Desk, the scanners will be forwarded to the IBS Coordinator for processing count data into IBS.

1. Controlling and Verifying the Count. Control Desk personnel will maintain a log record of all scanners received from the IBS Coordinator, scanners logged out to Count Teams, and scanners returned to the IBS Coordinator. As each scanner is returned, the IBS Coordinator will download it to the IBS PC and produce a 'Scanner Download Report' in location sequence. This report will be forwarded to the Control Desk for count verification. At least ten percent (10%) of the count will be verified. If the validity for a particular scanner falls below ninety-eight percent (98%), all inventory records on that scanner will be recounted. Inaccurate counts can be identified and additional instructions given at this time if necessary. Verifiers must ensure that 'After-Inventory' issues are considered during count verification. Upon completion of the verification process, the 'Scanner Download Report' will be returned to the Control Desk. At this time, 'Before Inventory' issue quantities must be added to the shelf

count by annotating the appropriate quantity on the 'Scanner Download Report' listing. The listing will now be returned to the IBS Coordinator.

2. Performing the Count. When the IBS Coordinator has loaded all scanners, they will be forwarded to the Control Desk for issue to count teams for performance of the count. Performing the count with an applicable scanner is a simple task. The scanner will direct the counter to each location in sequence. Once at the location, the scanner will display the first NIIN in that location and ask for the count quantity to be entered. This process will continue until all NIINs for the location have been counted at which time the next location will be displayed. The counter must ensure that before leaving a location that all NIINs in that location have been counted on the IBS scanner by some identifiable means i.e. stickers, check marks on labels. The counter will continue until all NIINs for all locations currently loaded to the scanner have a count recorded. The counter will then return the scanner to the control desk.

3. Mislocated/Misidentified/Unidentified Material. Any items found in a location that were not on the scanner will be taken to the Control Desk. For material too large or heavy, information such as stock number, location(s), and any other pertinent data will be recorded and taken to the Control Desk. Control Desk personnel will research all material in these categories and determine proper disposition. Any material crossed to a carried stock number will be returned to its proper location. The quantity must be added to the shelf count with database adjustments made as required if that location has already been counted. Not carried material will be staged for research and excess processing (if required) after the inventory process is complete.

4. Recording the Count. When the IBS Coordinator receives scanners and annotated download reports from the Control Desk, the IBS file maintenance function will be used to update any inventory records with 'Before Inventory' issue quantities. The IBS Coordinator will then update the IBS PC, produce desired IBS inventory reports, and transfers the inventory data to R-Supply. Detailed procedures for performing these functions are described in paragraph F of this section and the IBS Users Manual.

a. Updating the IBS PC. After all scanners have been uploaded and file maintenance performed to add, delete, or make any required changes, scanners will be accepted for update. After acceptance of all scanners, updating the inventory is the next step.

b. Producing IBS Inventory Reports. Whenever the count, location, and NIIN have been compared to the data on the IBS PC, thirteen (13) separate reports may be selected. They are: (1) Deletion Candidates Report, (2) Addition Candidates Report, (3) Addition/Deletion Candidates Report, (4) Not Inventoried Report, (5) NIINs Not Inventoried Report, (6) NIINs not on Target BMF=(Stock Item Table) Report, (7) Count Equal Report, (8) Gains Report, (9) Losses Report, (10) Surveys Report, (11) Discrepancies Report, (12) Third Count Candidates Report, and (13) Summary Report. The most important of these reports are the Discrepancy Report and Summary Report (see Figure F-II-1) which shows the results of each NIIN where the count did not match the Stock Item Table, and the Summary Report (see Figure F-II-2) which summarizes the overall inventory validity, line item count, and money value of inventory gains and losses. Once the CMD OIC/NCOIC verifies the IBS reports the Inventory aids can be produced.

D. Audit And Reconciliation Phase

1. IBS Produce Reconciliation Aids. The reconciliation aids Produced by IBS, will consist of basic research sheets (Fig-II-1) which list all discrepant, this will serve as a worksheet for working all discrepancies. Worksheets may be produced for all discrepancies but are mandatory for any discrepancy above $2,500.00. It also provides a tool to ensure all discrepancy research aids have been produced. As mentioned above R-Supply or a locally written program may be used to produce the actual discrepancy sheets (Fig-II-3). However, they must provide the applicable data from R-Supply required to conduct your research. Figure F-II-2; provides a summary of the audit. The following is a list and brief description of the data provided along with research sheet for each discrepant stock number.

a. Pack-up Data. Data from the Suprt_pkg Table.

b. Suspense Data. Data from the R-Supply Ssp_ Tables.

c. Requisition Data. Data from the R-Supply Active_rqn Table.

d. Transledger Data. Data from the R-Supply Material Transaction Ledger Tables.

2. Transferring IBS Inventory Output To R-Supply the IBS Coordinator will export the IBS file into IBS Hitchhiker. Any quantity changes on the X84 count in this file will be updated prior to transfer back to R-Supply. Once all changes have been recorded to the IBS Hitchhiker file, the file will be exported from Hitchhiker, which will produce the JSI file for import into R-Supply. This will only transpire after the research on discrepancies is complete and IBS Hitchhiker has been edited to reflect corrections to the Stock Item quantity, which will produce the proposed adjustments. If IBS Hitchhiker is not available the unit can use the "Edit" option in the Management section of the actual IBS program.

a. The IBS Hitchhiker file will contain the X84 image, based on the quantity entered it will either produce a recount match, a X13 Gain or a X13 loss once imported to R-Supply. IBS Hitchhiker (if available) or other locally directed programs may be used to produce the reconciliation aids, X84s, and X13s for batch processing. The research/audit sheets may be produced by R-Supply, which is used to produce the research/audit aids must provide the majority of the data needed to perform causative research.

b. Once the X84/JSI235 file has been transferred to R-Supply, the IBS Coordinator will contact the SAA in SMD to approve the batch job number in order to post the data to R-Supply.

The CMD OIC/NCOIC will verify the R-Supply "Stock Survey Update File". This file can be found in R-Supply by going to "INV", "Inventory Control", Stock Survey Update". Once the JSI file has completed running and all flags have cleared, any items with Precious Metal Indicators (PMI), consumable '0' COG, etc… will appear on this report. To clear these records you must select the "Survey Created" box and select apply. This will remove the item from this file.

The reconciliation aids, when produced, will be separated into potential gains and losses. The capability exists to produce them in descending Extended Money Value (EMV), Location or NIIN sequence.

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COUNT DISCREPANCIES

FGC	C O G	M C C	A T C	Stock Number	UI	Unit Price	Pack Up Qty	NRFI Qty	OFF Qty	IPF Qty	Prot Field Qty	RIP Qty	Stock Due Qty	On Hand Qty	First Count	2nd Count	3rd Cnt Cand
	9N		7	5905-01-200-7320	EA	0.01	0	0	0	0	0	0	0	1	-1	N/A	N/A
Locations : 1550B1																	
*** Inventory Results: Loss On NIIN: 01-200-7320 Qty: 2 EA Total EMV of Loss : $ 0.02																	
	9C		7	3020-01-209-5873	EA	0.14	0	0	0	0	0	0	0	1	-1	N/A	N/A
Locations : 1544E4																	
*** Inventory Results: Loss On NIIN: 01-209-5873 Qty: 2 EA Total EMV of Loss : $ 0.28																	
	9N		2	5945-01-217-7207	EA	0.24	0	0	0	0	0	0	0	1	-1	N/A	N/A
Locations : 1556M1																	
*** Inventory Results: Loss On NIIN: 01-217-7207 Qty: 2 EA Total EMV of Loss : $ 0.48																	
	9Z		6	5330-01-223-4340	EA	0.35	0	0	0	0	0	0	0	1	-1	N/A	N/A
Locations : 150BS1																	
*** Inventory Results: Loss On NIIN: 01-233-4340 Qty: 2 EA Total EMV of Loss : $ 0.70																	
	9C		7	4730-01-228-1069	EA	0.03	0	0	0	0	0	0	0	1	6	N/A	N/A
Locations : 1545D1 1589A2																	
*** Inventory Results: Loss On NIIN: 01-228-1069 Qty: 5 EA Total EMV of Loss : $ 0.15																	
	9Z		6	5330-01-234-764300	AY	6.08	0	0	0	0	0	0	0	0	-1	N/A	N/A
Locations : 160050																	
*** Inventory Results: Loss On NIIN: 01-234-7643 Qty: 1 AY Total EMV of Loss : $ 6.08																	
	9Z		2	5340-01-240-8252	EA	2.56	0	0	0	0	0	0	0	7	-1	N/A	N/A
Locations : 1568D2 4054H1																	
*** Inventory Results: Loss On NIIN: 01-240-8252 Qty: 8 EA Total EMV of Loss : $ 20.48																	
	9N		1	5935-01-245-1242	EA	0.76	0	0	0	0	0	0	0	10	-1	N/A	N/A
Locations : 1560K1 1562F1 1562F2																	
*** Inventory Results: Loss On NIIN: 01-245-1242 Qty: 11 EA Total EMV of Loss : $ 8.36																	
	9N		1	5999-01-256-4102	FT	0.04	0	0	0	0	0	0	0	2	-1	N/A	N/A
Locations : 1510B4 1548A2																	
*** Inventory Results: Loss On NIIN: 01-256-4102 Qty: 1 FT Total EMV of Loss : $ 0.04																	
	9Z		6	5315-01-264-1599	EA	0.19	0	0	0	0	0	0	0	2	-1	N/A	N/A
Locations : 1556D2 1556D1																	
*** Inventory Results: Loss On NIIN: 01-264-1599 Qty: 3 EA Total EMV of Loss : $ 0.57																	
	9G		1	6240-01-266-3573	EA	0.03	0	0	0	0	0	0	0	6	-1	N/A	N/A
Locations : 1559G1																	
*** Inventory Results: Loss On NIIN: 01-266-3573 Qty: 7 EA Total EMV of Loss : $ 0.21																	
	9Z		6	5360-01-270-8878	EA	0.46	0	0	0	0	0	0	0	1	-1	N/A	N/A
Locations : 1550B1																	
*** Inventory Results: Loss On NIIN: 01-270-8878 Qty: 2 EA Total EMV of Loss : $ 0.92																	

Figure F-II-1.—IBS Inventory Discrepancies Report

24 June 94 (4175) INVENTORY SUMMARY REPORT

Scheduled Name : SURVEYS

Title : last test

Started : 06/24/94 10:48

RESULTS OF INVENTORY

	First Count	Recount	Overall Total
Items with Inventory Count = SUADPS On Hand :	7 (39%)	0 (0%)	7 (39%)
Items with Inventory Count > SUADPS On Hand (D4):	3 (17%)	0 (0%)	3 (17%)
Items with Inventory Count < SUADPS On Hand (M4):	6 (0%)	0 (0%)	6 (0%)
Items with Inventory Count < SUADPS On Hand (M6):	2 (11%)	0 (0%)	2 (11%)
Completed Items Total:	18 (67%)	0 (0%)	18 (67%)
NIIN□s Not Inventoried:	562 (0%)	0 (0%)	562 (0%)
Inventory Totals:	580 (100%)	0 (0%)	580 (100%)

Prospective Gains (D4)			
Total Adjustment Dollar Value of Prospective Gains :	83316000.00	0.00	83000000.00
Prospective Losses (M4)			
Total Adjustment Dollar Value of Prospective Losses :	600.00	0.00	600.00
Prospective Surveys (M6)			
Total Adjustment Dollar Value of Prospective Surveys:	408481.00	0.00	408481.00
Grand Total - Adjustment Dollar Value for Complete Inventory:	83725081.00	0.00	83409081.00

Inventory Outputs Produced

X09s Produced :

Location Addition Candidates :	0
Location Deletion Candidates :	0

Adjustments Produced :

X43 Surveys :	2
X13 Gains :	3
X13 Losses :	6
X13 Set Inv Date :	7 (For all items with NO adjustments required)

Figure F-II-2.-- IBS Inventory Summary Report

```
Batch Rqst Nbr: JSI2005171622                          UIC: 55616                                          20 Jun 2005
  Report I. D.: SIR200MR                               HMX ONE                                               14:59:31
  User I. D.: eh6363                                NON-REPAIRABLE GAINS                                     Page:  2
-------------------------------------------------------------------------------------------------------------------------
NO OUTSTANDING REQUISITIONS: 009512395
-------------------------------------------------------------------------------------------------------------------------
COMPLETED REQUISITIONS: 009512395

DI    RI MS  NSN      SMIC  UI  Ord  Doc Nbr        Dmd  SADD  Sig FC  Dist  Cog Prj  Pri  Adv  UP   Fin Comp  JCN   Fol   Loc
                              Qty  Cntrct Nbr                                                          T/L Date        Up    Nbr
A0A S9I S     5315009512395   EA    1  5561630852065  R           A   7L        9Z  AK1  04     0.31   0  03090  MZ2006 AN0   A001A1
                                Rcvd Qty = 1      Cncl Qty = 0        Suf Qty = 0
A0A S9I S     5315009512395   EA    1  5561632232115  R           A   7L  A     9Z  AP5  11     0.31  31  03246  MZ2006 AN0   A001A1
                                Rcvd Qty = 1      Cncl Qty = 0        Suf Qty = 0
A0A NNZ S     5315009512395   EA    2  5561633561409  R  YSTOCK  A   KZ        9Z  AE0  04     0.24   1  04005         A001A1
                                Rcvd Qty = 2      Cncl Qty = 0        Suf Qty = 0
-------------------------------------------------------------------------------------------------------------------------
MATERIAL TRANSACTION LEDGER: 009512395 START TIME: 16 Jun 2005

OPENING RECORD
FSC  SMIC NOMEN                    COG MCC UI ATC     UP     NUP TOTAL OH QTY    RO    AMD  STK DUE DIE
5315      PIN STRAIGHT             9Z      EA 8       0.31   0.00            0     0   0.00         0 Mar 26 2003

TYPE                 IMAGE                                                      TRANS DATE          NAME
Inventory Count      2    \0    \0    \0    \D\2    \0    \                     Jun 16 2005 1:49PM  Ed Hudson

CLOSING RECORD
FSC  SMIC NOMEN                    COG MCC UI ATC     UP     NUP TOTAL OH QTY    RO    AMD  STK DUE DLP
5315      PIN STRAIGHT             9Z      EA 4       0.24   0.00            2     2   0.00         0 Jun 16 2005
-------------------------------------------------------------------------------------------------------------------------
NO PENDING ISSUES: 009512395
-------------------------------------------------------------------------------------------------------------------------
NO PENDING TRANSFERS: 009512395
-------------------------------------------------------------------------------------------------------------------------
NO PENDING OFFLOADS: 009512395
-------------------------------------------------------------------------------------------------------------------------
NO PENDING RECEIPTS: 009512395
-------------------------------------------------------------------------------------------------------------------------
NO PENDING SURVEYS: 009512395
-------------------------------------------------------------------------------------------------------------------------
NO REPAIRABLE STOCK SUMMARY: 009512395
-------------------------------------------------------------------------------------------------------------------------
NO NALCOMIS TRANSACTION LEDGER: 009512395
-------------------------------------------------------------------------------------------------------------------------
NO OUTGOING INTERFACE RECORDS: 009512395
```

Figure F-II-3.— R-Supply Produced Research Sheet

3. Organization and Control. The audit and reconciliation of inventory discrepancies require a systemized effort to control the process and to ensure that all discrepancies are thoroughly researched, documented, and that appropriate corrective action is taken. To accomplish this, a series of holding files will be established for the research sheets. These files are listed and described below. In addition to this, the Inventory Research Utility Program can assist in controlling the audit and reconciliation process. Refer to section III of this Appendix for details.

a. To Be Researched. This file will be established as a two part file; one for potential gains and one for potential losses. Initially, all research sheets/packages will be placed in this file. As the sheets are pulled from the file and audited, they will be placed in one of the following files.

b. Totally Resolved. This file will be maintained in NIIN sequence. It is for those records whose discrepant quantity is totally resolved and pending final approval. The sheets in this file are also those pending corrective transaction input to R-Supply.

c. Resolved Pending Approval. This file will be maintained in NIIN sequence and contain records awaiting review and approval from OIC/NCOIC.

d. Pending R-Supply Input. This file will be maintained in NIIN sequence and contain records, which have final approval and required some type of R-Supply input (i.e., X31, X71, X75, or reversals).

e. Totally Unresolved. This file will be maintained in NIIN sequence. It is for those records whose discrepant quantity is totally unresolved. These records are those pending inventory adjustment processing. They require additional review and documentation as described in the audit procedures.

f. Partially Resolved. This file will be maintained in NIIN sequence. It is for those records whose discrepant quantity is partially resolved and the remaining part requires adjustment.

g. Audit and Reconciliation Complete. This file will be maintained in NIIN sequence. It is for records that have had all corrective transactions and adjustments processed. Completed reconciliation sheets will be retained as required by NAVSUP P485, paragraph 6073.

4. Audit Procedures. The CMD OIC/NCOIC is responsible for conducting causative research on all inventory discrepancies and reconciling inventory balances. Causative research requires review of all transactions since the last wall-to-wall inventory or twelve (12) months, whichever is less. All transactions that occurred during the look back period will be reviewed and/or compared to manual files and source documents to determine the reason for the inventory discrepancy. The audit is considered complete when the reason for the discrepancy has been determined and documented or when it is considered irresolvable after a thorough review of transactions within the look back period. All causative research for each discrepancy will be documented on the research sheet.

NOTE: It is not feasible to describe, here, all the reasons for inventory discrepancies. The most common reasons and how to determine them are described in the following paragraphs.

a. Audit Steps for Both Gains and Losses. Following are the steps that will be taken for the audit of both gains and losses.

(1) Ensure that all substitute stock numbers are known.

(2) Determine if the stock number being researched has superseded one or more previous ones. All stock numbers for the material must be checked in all audit steps.

b. Audit of Gain Discrepancies. Following are the most common reasons for gain discrepancies, how to find them, and appropriate corrective action.

(1) Unprocessed Stock Receipts (DI X71). Material has been received for stock and an X71 has not successfully processed in R-Supply.

(a) Check all stock dues of the discrepant record for overage shipping status or internal cancellation with no system cancellation. If proof of receipt can be established (i.e., electronic image of receipt document on file, document number in location), then annotate the required information on the research sheet for receipt processing.

(b) Check Material Transaction Ledger (MTL) data for X71 reversals. Receipts are sometimes reversed in order to correct a price error with the intent of re-inputting it. If X71 reversals are present, then attempt to confirm receipt and if confirmed, annotate the research sheet for re-input of the receipt.

(2) DTO Material Diverted to Stock, no DI X75. Material requisitioned for DTO, received and no longer required, diverted to stock with no DI X75. Check electronic image of receipt of all DTOs on the MTL and any document numbers on gear in location. DTOs are good candidates for X75 providing proof of diverting to stock is present. If DTO documents are used for X75, the A0_/X71 must be in R-Supply. If it is not, then load the A0_ and process the X71.

(3) Erroneous MTIS or OSO Transfer (DI X37). Offload or OSO X37 may have been processed but the material was never pulled and shipped.

(a) Compare X37s on the MTL and/or OSO data to the electronic images in the Fleet Imaging Management System (FIMS).

(b) For MTIS, if it can be confirmed that material was never shipped, then either pull it for shipment (if the record is still in an excess position) or reverse the X37 if not.

(c) For possible erroneous OSO Transfer, if it can be confirmed that material was never shipped, then reverse the DI X37.

(4) Erroneous Loss by Inventory (DI X13). Material may have been previously lost by inventory in error.

(a) Since the record is now a gain discrepancy, it is possible that the material was never lost.

(b) If the above situation can be confirmed, then REVERSE the X13 (Loss). If the extended money value (EMV) exceeds $2500 the reversal will require a survey.

(5) Erroneous Issue DI X31. Ensure that all issue transactions are valid by confirming FIMS electronic copy.

c. Audit of Loss Discrepancies. Following are the most common reasons for loss discrepancies, how to find them, and appropriate corrective action.

(1) Unprocessed Issues (DI X31). Material has been issued and a DI X31 has not processed successfully in R-Supply. Verify all losses against the "Material Issue Internal" (MRI) on the Suspense report.

(a) Ensure that all issues represented by hard copy in CTF have corresponding X31 in R-Supply.

(b) Pay particular attention to the possibility of rescreen issues.

(c) Match issues posted in NALCOMIS to the R-Supply CTL to ensure all have posted.

(2) Unprocessed OSO Transfer (DI X37/X38/X34). Material may have been offloaded (MTIS) or transferred to another activity and no X37 was processed or input and reversed and not re-input.

(a) Ensure that all shipment documents in the FIMS for OSO transfers have the corresponding and appropriate OSO Transfer DI (i.e., X37/X38/X34) in R-Supply.

(b) Process the appropriate OSO Transfer DI for any that were omitted and re-input any that were reversed erroneously.

(3) Erroneously Processed Gain by Inventory (DI X13). Gains from a previous situation may be reversed if found to be in error. If the extended money value (EMV) exceeds $2500 the reversal will require a survey.

(4) Erroneous Material Turn-in (DI X75). All X75s should be reviewed and if it is determined that the material was not diverted to stock, then the X75 should be reversed.

(5) Erroneously Processed Stock Receipts (DI X71). The following situations involving X71s may represent reasons for an inventory discrepancy.

(a) Receipt for material lost in shipment may have been processed wrong. If so, reverse the receipt and re-input as lost in shipment receipt.

(b) Receipt may have been processed twice. Look for override codes that may show this. If a receipt was processed twice in error, one should be reversed. Ensure that it was not a valid multiple shipment.

5. Corrective Actions. Corrective actions are of two general types. Those transactions that resolve a discrepancy without the need to post an adjustment and inventory adjustment transactions (DI X13, gain and loss). The CMD OIC/SNCOIC will review and approve all corrective actions prior to processing in R-Supply.

a. Corrective Transaction Processing. All approved corrective transactions will be processed in R-Supply.

b. Inventory Adjustment Processing. For all unresolved discrepancies over the established threshold of $2500 that require adjustment, the CMD OIC/NCOIC will ensure another full audit is conducted before approving the adjustment. If the discrepancy cannot be rectified a DD200 survey will be prepared and approved/signed by the MALS Commanding Officer prior to posting

the X13 adjustment. When all unresolved discrepancies have been thoroughly audited, the total dollar value of both gains and losses will be determined. TYCOM goals for monthly inventory adjustment, consumable (BP 14, 15, 28, 34) GIA / BP14, 15, 28, 34 SAL $\leq \pm 0.1\%$. Authority to post adjustments in excess of TYCOM established threshold will be obtained as required from the TYCOM through the chain of command. The monthly Gross Inventory Adjustment (GIA) threshold established by the TYCOM will not be exceeded without authorization. If approval is given, the adjustments will be posted once the individual DD200 surveys are completed and signed. The CMD OIC/NCOIC will produce an `after inventory' SAMMA/SAL.

E. Post Inventory Reconciliation Actions. Upon completion of the reconciliation, the CMD OIC will ensure that a validity sample is taken, that the results of the inventory are reported to the Aviation Supply Officer, and that actions are taken to offload excesses, requisition deficiencies, and cancel excess stock dues.

1. Inventory Validity Sampling. The SMD will perform an inventory validity sampling immediately after the reconciliation is complete and all corrective transactions/adjustments have been processed in R-Supply. The sampling will be conducted in accordance with the procedures described in Appendix G. If the validity percentage is less than ninety percent (90%), actions will be taken to begin another wall-to-wall or block inventory reconciliation. Inventory reconciliation actions will continue until 90% validity is achieved. Required location validity is 98%.

2. Inventory Status and Reporting. The CMD OIC/NCOIC will submit a report containing the information described below. This report will be submitted to the ASO within ten (10) working days after completion of the inventory reconciliation. Pre and post reconciliation SAMMA/SAL information as well as inventory reconciliation statistics from the IRMS GIA Report will be required for the report.

a. Pre-Inventory Reconciliation Consumables Account Status.

(1) Dollar value of non-DLR NSA on-hand.

(2) Redistributable Assets On Order (RAO).

(3) Redistributable Assets On Board (RAB).

(4) Deficiency to Requisitioning Objective (DEF/RO).

b. Inventory Reconciliation Statistics.

(1) Number of line items inventoried.

(2) Number of discrepant line items.

(3) Percentage of discrepant records.

(4) Pre-inventory reconciliation validity.

(5) Dollar value of pre-inventory reconciliation potential gains.

(6) Dollar value of pre-inventory reconciliation potential losses.

(7) Dollar value of pre-inventory reconciliation potential gross inventory adjustment (GIA).

(8) Dollar value of resolved gains.

(9) Dollar value of resolved losses.

(10) Dollar value of gain adjustments posted.

(11) Dollar value of loss adjustments posted.

(12) GIA resulting from consumable inventory reconciliation.

c. Post Inventory Reconciliation Consumables Account Status.

(1) Dollar value of non-DLR NSA on-hand and percent change.

(2) RAO and percent change.

(3) RAB and percent change.

(4) DEF/RO and percent change.

(5) Inventory validity percentage (result of the SMD sampling).

3. Deficiency and Excess Processing. When inventory balances have been aligned as a result of the reconciliation, action will be taken to requisition stock deficiencies, offload excesses, and cancel excess stock due. Requisitioning of stock deficiencies may be accomplished with DI 081, Automatic Reorder. Offload of excess on-hand may be accomplished with DI 083. Ensure that any not carried material pulled from location during the Location Consolidation/Reconciliation or count is researched before offloading.

F. Integrated Barcode System (IBS) Processes And Procedures

1. Overview. IBS is an application software package designed to run on a personal computer with Windows Version 3.1 or higher and assist in conducting inventories, location audits, and to perform receipt processing. IBS incorporates the use of a micro (personal) computer, a hand-held scanner, and the computer on which R-Supply resides. In this case, IBS is being used in conjunction with R-Supply and IBS Hitchhiker to perform an inventory reconciliation of consumable material. Generally, IBS extracts inventory record data from R-Supply and stores it on the IBS PC. With the data on the IBS PC, it can be transferred to hand-held scanners, which are then used to record the physical count of material. Inventory data is then transferred from the scanners back to the IBS PC where the data can be edited, used to produce reports, and transferred back to R-Supply for update of the inventory data there. IBS is supported by a users manual, which provides great detail on its use. The following paragraphs describe the IBS Coordinators responsibilities and the procedures for using IBS to perform an inventory of consumable material. Frequent reference is made to the IBS Users Manual, Version 894.02.00.31. The IBS Coordinator should be intimately familiar with the manual as a pre-requisite for assignment to the duty.

2. IBS Coordinator Responsibilities and Procedures

a. Responsibilities. When conducting an inventory of consumables, the IBS Coordinator has the following responsibilities:

(1) Coordinate with the designated SAA representative throughout the inventory concerning IBS, R-Supply processing.

(2) Ensure that the IBS system (including scanners) and IBS Hitchhiker are fully functional.

(3) Schedule the inventory in IBS and ensure that the appropriate DI Ø84 is scheduled in R-Supply.

(4) Extract inventory data from the R-Supply Stock Item and transfer it to the IBS PC.

(5) Transfer inventory data from the IBS PC to scanners for use by count teams.

(6) Transfer scanner count data to the IBS PC and produce download reports.

(7) Verify and edit inventory count data using the IBS PC, update the inventory, and produce IBS Inventory Reports.

(8) Transfer IBS inventory output data from the IBS PC to R-Supply.

(9) Coordinate with the SAA for the approval of the import of the IBS Hitchhiker processing.

b. Procedures. The following procedures will be used to perform the responsibilities of the IBS Coordinator.

(1) Inventory Scheduling. The IBS coordinator will schedule the inventory R-Supply. This is accomplished by scheduling a DI 084 in R-Supply, and importing the R-Supply JSI243 file into IBS.

(a) IBS Inventory Scheduling. The IBS coordinator will schedule the inventory in R-Supply. The DI 084 is run prior to scheduling the inventory in IBS. The DI 084 will set the inventory flags in R-Supply and assign a Batch Control Number to all of the records selected. This Batch Control Number is the same as the Job Batch Number assigned to the DI 084. After scheduling the DI 084 in R-Supply and importing the file to the IBS PC, the IBS coordinator will schedule IBS inventory. The IBS Users Manual describes in detail the procedures for scheduling inventories. Following is a summary of those procedures. Starting at the IBS Main Menu select:

1. User ID

2. Password 'XXXXX'

3. 'Inventories'

4. 'Host'

5. 'Import Inventory Data'

6. Select Inventory Import File (Select the Batch Job Nbr of the DI 084)

7. Input an Schedule Name (6-10 Characters) and a Report Title (must be at least 10 characters).

8. Select Type: 'Scheduled' Remember: The DI 084 must be run before scheduling the IBS inventory as IBS will pull the inventory file that was selected in R-Supply.

9. IBS now prompts to transfer inventory data to scanners.

(b) Prepare Scanners for Inventory Processing. Ensure that all of the applicable scanners are fully charged and have the most current IBS software version loaded. Just prior to transferring the inventory data from the PC to the scanners, cold boot each scanner using the following procedure:

1. Turn the scanner off.

2. Press and hold the 'A', 'B' and 'D' keys.

3. Press and release the On/Off key.

4. Release the 'A','B' and 'D' keys. The scanner will turn on and run through its boot sequence and stop at the scanner # prompt. Input any number between 01 and 99 and press enter. The scanner is now ready to receive inventory data from the PC.

(c) Transfer IBS Inventory Data from the PC to the Scanner. The actual inventory count will be done using the applicable scanners. The inventory data that was transferred from the R-Supply Host to the IBS PC will now be transferred to the scanners. The scanners will direct the count team personnel through the inventory process by prompting each user to go to a specific location count the displayed NIIN and input the quantity. Transfer the data using the following procedure.

1. Select 'Yes' to Transfer inventory data to scanner

2. 'Transfer Inventory Data to Scanners'. The next screen prompts you for the scanner number and number of records to transfer. This screen automatically defaults to the next sequential scanner number and 300 records, but both fields can be edited. Click OK.

3. Select Scanner Type 'Symbol 3500' or 7200

4. Ensure the scanner is in one of the four ports in the docking station. All four ports can be filled, but the scanner being transferred to can be the only one turned on.

5. Turn the scanner on and ensure it displays the IBS Main Menu.

6. Press the number 5 on the scanner to initiate the transfer mode.

7. Click 'Start' on the PC. A window opens to display the transfer progress. When complete, click 'OK' to data file has been sent to the scanner prompt and repeat steps 2-7 to load the remaining scanners.

8. Once all records have been uploaded, select 'Done'

9. Forward the loaded scanners to the control desk for distribution to the count teams.

(d) Transfer Scanner Data to the PC. When scanner indicates that all records have been counted, the count teams return the scanner to the control desk. The IBS coordinator will transfer the inventory file back to the PC and a scanner download will be printed. The procedure for this process follows. From the 'IBS Main Menu' select:

1. 'Inventories'

2. 'Schedule'

3. 'Select an Inventory to Use' (Select the appropriate inventory) and Click 'OK'

4. 'Scanner'

5. 'Transfer From (First Count)'. Place the scanner in any port in the docking and ensure it is the only scanner turned on.

6. Select Scanner Type 'Symbol 3500' or 7200

7. Press the number 5 on the scanner to initiate the transfer mode.

8. Click 'Start' on the PC. A window opens to display the transfer progress. When complete, click 'OK' to ensure data file has been received to the scanner prompt.

9. 'Scanner'

10. 'Management (First Count)'

11. Select the appropriate scanner number.

12. 'Report'

13. Select either NIIN or Location sequence and print. All records with units of issues other than 'EA' and 10% of the remaining NIIN's will be validated for initial count accuracy. Any discrepancies noted on the initial count audit can be corrected by repeating steps 1-3, 10, and 11 above and then the 'Edit' tab.

(e) Initial Count Summary and Discrepancy Reports. After all of the scanners for the inventory block have been counted, audited for count accuracy, edited and accepted, a Summary report, detailing the initial inventory validity numbers, and a Discrepancy report, a detailed listing of all discrepancies from the inventory, will be generated for review by CMD OIC/NCOIC. The Discrepancy report can be used to assist in resolving all inventory discrepancy records identified, depending on the size of the block inventory, as well as those records identified as below threshold for causative research.

(f) Producing Causative Research Aids. Production of causative research aids for records identified as above threshold will be done through

locally established procedures. After records have been thoroughly researched and corrective transactions annotated, inventory records will need to be edited through local procedures.

(g) Export of Inventory data from IBS. After all records have been edited/updated, the inventory data is ready to be transferred back to the R-Supply for batch processing. The procedure for this process follows. From the 'IBS Main Menu' select:

1. 'Inventories'

2. 'Schedule'

3. 'Select an Inventory to Use' (Select the appropriate inventory) and Click 'OK'

4. 'Host'

5. 'Export Inventory Results'

6. At this point, IBS will export the inventory results to the following pathname:

'C:\Program Files\ntcss\sup1cl\data\xfer\ibs'

(h) Inventory processing on R-Supply. After the inventory file has been exported from IBS, it needs to be transferred into the Host server environment. In R-Supply navigate to 'File>Utilities>File Transfer>Batch File Transfer'. In the Batch File Transfer window,

1. Select 'Transfer To Server'

2. In the Process box, select the drop down arrow and highlight 'JSI235 – IBS Inventory Count Transfer'

3. Select the 'Browse' button to navigate to the inventory file pathname:

'C:\Program Files\ntcss\sup1cl\data\xfer\ibs\ jsi235.cnt'

4. Highlight 'Jsi235.cnt' and click on the 'Open' button

5. Select the 'Apply' button

6. When the popup box displays, select 'OK'

7. Select 'Site>Management'

8. From Management module, select 'Site Internal>Batch Job Scheduling>Predefined Parameters'

9. In the drop down box, highlight 'JSI235 – IBS Inventory Count Transfer' and press the 'Apply' button

10. Select 'OK' in the Batch Request Confirmation popup window and make note of the Job Number displayed

11. From the NTCSS II Select Printer popup window, select printer location from the list provided in the drop down field and click 'OK'

12. Click 'OK' on the NTCSS PID popup window. The batch job will begin to clear inventory flags at this time.

3. Procedures for Performing Inventory Count with Symbol PDT 3500/7200 Scanners. Inventory count teams will receive scanners (Figure F-II-4) from the control desk in order to perform the physical count. Figures F-II-5 through F-II-9 are step-by step instructions for recording the count with the scanners.

a. Press the ON/OFF key to power the scanner on. The IBS Main Menu will be displayed as shown in Figure F-II-5. Press number 1 (Inventory) and Enter.

b. The screen in Figure F-II-6 will appear. The 'CMDINV' will be the Inventory name that was input to IBS when the inventory was scheduled. Using the scanner keypad input your last initial, first initial, and last 4 SSN.

c. The screen in Figure F-II-7 will appear. This screen will identify the type of inventory (General or IBN) and the inventory name. It instructs the counter to go to a location, find a NIIN and unit of issue. The screen prompts for four options:

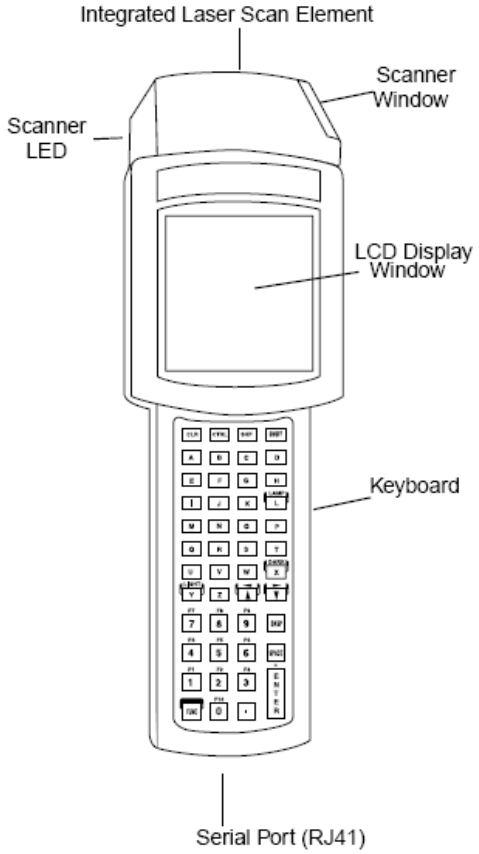

Figure F-II-4 Symbol PDT 3500 Scanner

```
          IBS MAIN MENU

1. INVENTORY
2. LOCATION AUDIT
3. RECEIVING
4. RELOCATION
5. DATA TRANSFER
6. SYSTEM ADMIN.
7. LABELS

F1 = SHOW FILES
F3 = BEEPER VOLUME
F4 = CHECK DATE

ENTER CHOICE:
```

Figure F-II-5. -- IBS Main Menu

```
          IBS INVENTORY

        CMDINV

        ENTER USER ID

        --------------

   (last initial, first
   initial, last 4 SSN)
```

Figure F-II-6. – IBS Inventory Screen

```
        GENERAL INVENTORY
             CMDINV

Go to Loc: A001A0
Find NIIN:          UI: EA
00-111-2222



     S = Skip
     F4 = Add
     ENTER = Continue
     | = Review
```

Figure F-II-7. -- IBS General Inventory Screen

(1) S = Skip – Skips the current NIIN/LOC. The counter cannot return to the skipped record until all of the remaining records on the scanner have been counted.

(2) F4 = Add – Adds a record to the scanner. DO NOT ADD RECORDS TO THE SCANNER. Any stock numbers that are in the location and not shown on the scanner should not be added using the 'F4 – Add' option. Instead, remove the material from the location and take to the control desk for research.

(3) ENTER = Continue – Advances the scanner to the quantity input screen.

(4) | = Review – Allows the counter to review the previous record. Press F9 to return to the input mode.

d. The screen in Figure F-II-8 appears. This screen prompts the counter for a quantity. Input the physical count quantity and press Enter. The screen in Figure F-II-7 will appear with the next record data.

```
        GENERAL INVENTORY
             CMDINV

Go to Loc:  A001A0
Find NIIN:         UI: EA
00-111-2222


      Enter Quantity

      -------------
     (digits only)
```

Figure F-II-8. -- IBS Quantity Input Screen

e. This sequence will continue until all inventory records on the scanner have been counted. After inputting the last record, the screen in Figure F-II-9 will appear.

```
           Inventory
          Is Complete.

Transfer it to the PC as soon
as possible.

     ' | ' to Review


ANY KEY TO CONTINUE
```

Figure F-II-9. – IBS Inventory Complete Screen

f. At this point, turn the scanner off and return it to the control desk. The control desk will forward the scanner to the IBS Coordinator for transfer to the IBS PC. Pressing any key will return you to the main menu.

Appendix G

Internal Audits

1. Purpose

a. To provide procedures for conducting internal audits.

b. To provide the frequency of audits.

c. To provide Inventory/Requisition management acceptable percentages and action to take if the percentage is unacceptable.

2. Information. This appendix provides a separate figure for each Internal Audit to be conducted by the Supply Management Division, Audit Branch (AB).

3. Internal Audits. The following is a list of audits and their figure numbers:

AUDIT	FIGURE	PAGE
Location Audit.	G-1	G-2
Consumable Inventory Audit.	G-2	G-5
Repairable Inventory Audit.	G-3	G-8
Classified Inventory Audit.	G-4	G-12
Requisition Audit	G-5	G-13
Shelf Life Audit.	G-6	G-17
R-Supply/Optimized NALCOMIS User Role/ User Tasks Audits	G-7	G-22
Inventory Management Audit.	G-8	G-23
Financial Audit	G-9	G-24
Consumable Post Inventory Audit	G-10	G-28
Repairable Post Inventory Audit	G-11	G-31

Location Audit

Reference : COMNAVAIRFORINST 4440.2_, chapter 3 paragraph 300.2
MCO P4400.177_, chapter 4 paragraph 4101.19
MCO P4400.177_, chapter 6 paragraph 6311.8

Frequency : Quarterly

Acceptable: 100% for Repairables
98% for Consumables

Sample % : 100 repairables and 100 consumables items each way

Action : Location Audit Program (if less than above stated goals)

Formula : Validity % = $\frac{\text{\# NIIN's audited - \# NIIN's in error x 100}}{\text{\# NIIN's audited}}$

Procedure: Run a Location Audit (use R-Supply menu path: INV/INV Management/Inv Reports/Location Audits) using General Selectors to tailor the listing to the range of locations that will be audited. Obtain the total number of locations on the listing then select a random 100 of the total. This is the first half of the selection process known as SIR to location validation. The other 100 NIIN's will be selected at random from the actual locations. This is known as location to SIR validation. The validation is conducted by taking the SIR to location items and physically checking the location to see if the NIIN is stocked in the location. If the location recorded on the SIR is not valid that location is considered an error. The second half of the validation requires that the NIIN from the locations selected at random be checked in R-SUPPLY to ensure the location is recorded. If material is physically stored in a location not recorded on the SIR this is an error (NIIN tags in a location not recorded in the SIR is not considered an error, AB will simply advise CSB to remove the tag). Prior to computing the validation percentage, AB will research all errors to see if transactions are pending which would eliminate the error. The Pending Data Entry File in CSB will be screened for pending location add/delete transactions and the Suspense Listing will be checked for the same type of transactions.

Figure G-1.—Location Audit

LOCATION TO SIR						
NIIN	SIR LOCATION	PHYSICAL LOCATION	PDEF YES	PDEF NO	DISCREPANCY YES	DISCREPANCY NO

SIR TO LOCATION						
NIIN	SIR LOCATION	PHYSICAL LOCATION	PDEF YES	PDEF NO	DISCREPANCY YES	DISCREPANCY NO

Figure G-1-1.--Location Audit Worksheet (Part 1)

Location Audit Worksheet-Part 2

1. Location Range : _____

2. Number of Locations : _____

3. Number SIR to Location: _____

4. Number Location to SIR: _____

5. Total Number Audited : _____ (#3+#4)

6. Number Incorrect : _____

7. Number Correct : _____ (#5-#6)

8. Validity Percentage : _____ (#7 divided by #5)x100

Date :_____

Auditor:_____

Figure G-1-2.--Location Audit Worksheet (Part 2)

Consumable Inventory Audit

Reference : COMNAVAIRFORINST 4440.2_ chapter 3 paragraph 300.2
MCO P4400.177_ chapter 6 paragraph 6401.11

Frequency : Quarterly

Acceptable: 90%

Sample : 200 items each way

Action : Physical Inventory (if less than 90%)

Formula : Validity % = $\frac{\text{\# NIIN's counted - \# NIIN's with wrong count x 100}}{\text{\# NIIN's counted}}$

Procedure : Produce a listing via ADHOC and tailor the listing to the range of locations that will be audited. Obtain 200 NIIN's from the total number of NIIN's on the listing. This is the first half of the selection process known as SIR to location. The other 200 NIIN's will be selected at random from the actual location. The AB will ensure units of issue other than 'EA' are audited as often as possible. This is known as location to SIR Audit. The validation is conducted by taking the SIR to location items and physically counting all material in all locations recorded in R-Supply. Place the shelf count in column 4 of the consumable inventory audit work sheet. During the SIR to location count select 200 NIIN's for the location to SIR audit. Count these items and annotate the NIIN, U/I, location and shelf count quantity on the consumable inventory audit worksheet. After all items are counted, AB will query the SIR on each NIIN on the worksheet and annotate the SIR location on-hand quantity in column 5 of the Consumable Inventory Worksheet and verify the unit of issue and locations to SIR items. If additional locations are found, AB will physically inventory those locations and adjust the shelf count on the Consumable Inventory Worksheet. After all items are inventoried and SIR quantities are annotated, AB will subtract column 5 from column 4. If the result is 0, AB will annotate 'YES' in column 11. If there are any items which are not matched, AB will research the Suspense Listing and Pending Data Entry Files for pending receipt and issue documents. Annotate pending issues or transfers in column 7, pending receipts in column 8 and deployed pack-up quantities in column 9.

Add column 7 to column 4 and subtract columns 8 and 9 from the result and into this figure in column 10. If column 10 matches column 5 annotate 'Yes' in column 11. Annotate 'No' on all others. Transcribe the information to part 2 of the Consumable Inventory Worksheet and compute the Validity Percentage.

NOTE: During the physical count, the AB will pay particular attention to shelf life coded items. Any item with expired shelf-life will not be counted as on-hand and will be pulled and forwarded to the CSB for action.

Figure G-2.--Consumable Inventory Audit

1	2	3	4	5	6	7	8	9	10	11	
NIIN	U/I	Locations	Shelf Count	SIR o/h	Diff (#4-#5)	Pending Iss/Tran	Pending Receipts	Dep P/U	Adjusted Shelf Count (#4+#7) - (#8+#9)	Match Yes	No

Figure G-2-1.--Consumable Inventory Worksheet--(Part 1)

1. Location Range : _____

2. Number of NIIN's : _____

3. Number SIR to Location : _____

4. Number Location to SIR : _____

5. Total Number Audited : _____ (#3+#4)

6. Number Incorrect : _____

7. Number Correct : _____ (#5-#6)

8. Validity Percentage : _____ (#7 divided by #5)x100

Acceptable Percentage 90%

Date :_____

Auditor:_____

Figure G-2-2.--Consumable Inventory Audit Worksheet--(Part 2)

Repairable Inventory Audit

Reference : COMNAVAIRFORINST 4440.2_ chapter 3 paragraph 300.2
MCO P4400.177_ chapter 4 paragraph 4101.19

Frequency : Quarterly

Acceptable: 100%

Sample : 100 items each way

Action : Physical Inventory (if less than 100%)

Formula : Validity % = $\frac{\text{\# NIIN's counted - \# NIIN's with wrong count x 100}}{\text{\# NIIN's counted}}$

Procedure: Produce a listing via ADHOC or other and tailor the listing to the range of locations that will be audited. Obtain a 100 NIIN's from the total number of NIIN's on the listing. This is the first half of the selection process known as SIR to location. The other 100 NIIN's will be selected at random from the actual location. This is known as location to SIR Audit. The audit is conducted by taking the SIR to location items and physically counting all material in all locations recorded in R-SUPPLY. Complete the inventory audit worksheet as described below:

Column Definitions/Procedures for Inventory Worksheet:

Column	Definition
1. NIIN	National Item Identification Number.
2. LOC	Location: (where gear is assigned to be stocked).
3. SHLF	Shelf Count: (enter physical count of)
4. NALC RFI	Optimized-NALCOMIS Ready For Issue: (enter number displayed in the 'RFI QTY' column on OPTIMIZED-NALCOMIS Repairable Summary Screen.
5. NALC DIFM	Optimized-NALCOMIS Due In From Maintenance: (enter number of supply officer assets displayed in the `DIFM' column on OPTIMIZED-NALCOMIS Repairable Summary Screen.

NOTE: Care must be taken when entering the DIFM quantity on the worksheet.

The number displayed in the DIFM column is inclusive of all material that is DUE IN from maintenance, including the ER and OWE quantities reflected on the Repairable Summary Screen.

Figure G-3.--Repairable Inventory Audit

When reviewing the Repairable Summary screen, subtract the "ER Qty" and the "OWE qty" from the "DIFM Qty" and enter the difference on the inventory worksheet. This represents your supply officer assts in DIFM. (SO assets in DIFM = DIFM – ER, -OW)

6. NALC SUB — Optimized-NALCOMIS SUBCUSTODY: (enter number displayed in the `SUB QTY' column on the OPTIMIZED-NALCOMIS Repairable Summary Screen).

7. NALC SUS — Optimized-NALCOMIS SUSPENSE: (enter number displayed in the ~SUS QTY" column on the OPTIMIZED-NALCOMIS Repairable Summary Screen).

Note: Care must be taken when entering the suspense quantity on the worksheet. The number displayed in the suspense and DIFM column may not always be a supply officer asset (SO) and therefore should not be counted as part of the total ACBAL.

When reviewing Repairable Summary Screen and a suspense quantity is indicated a more thorough review of the management code can be conducted by double clicking on the suspense quantity. This query will identify a specific management code and remarks with regards to the suspense quantity. Supply officer asset management codes include CR, MA, SO, RB, LS, WR, and IN. All management codes of EI and CX will require further research with the RCB OIC/NCOIC in determining whether they are SO assets or system owed material.

8. NALC PKQTY — Optimized-NALCOMIS Pack-Up Quantity: (enter number displayed in the 'DEP PK' column on the OPTIMIZED-NALCOMIS Repairable Summary screen).

9. NALC SOIOU — Optimized-NALCOMIS Supply Officer IOU: (enter number displayed in the `SOIOU' column on the Optimized-NALCOMIS Repairable Summary screen).

10. NALC ACBAL — Optimized-NALCOMIS Actual Balance: (enter number displayed in the `ACBAL' column on the NALCOMIS Repairable Summary screen).

11. STOCK ITEM RECORD — R-Supply 'TOTAL OH QTY': (enter number displayed in the `TOTAL OH QTY' column of the R-Supply SIR screen).

12. MATCH — MATCH Yes or No: (enter a check in the appropriate box whether or not the accountable assets match the system).

13. REMARKS — Remarks: (reserved for research or additional comments).

Figure G-3.--Repairable Inventory Audit--Continued

1	2	3	4	5	6	7	8	9	10	11	12		13
NIIN	LOC	SHLF	NALC RFI	NALC DIFM	NALC SUB	NALC SUS	NALC Dep PK	NALC SOIOU	NALC ACBAL	SIR Total OH QTY	MATCH YES	NO	REMARKS

1. Location Range : _____

2. Number of NIIN's : _____

3. Number BMF to Location : _____

4. Number Location to SIR : _____

5. Total Number Audited : _____ (#3+#4)

6. Number Incorrect : _____

7. Number Correct : _____ (#5-#6)

8. Validity Percentage : _____ (#7 divided by #5)x100

Acceptable Percentage 100%

Date :_____

Auditor:_____

Figure G-3-2.--Repairable Inventory Audit Worksheet--Part 2

Classified Inventory Audit

Reference : COMNAVAIRFORINST 4440.2_ chapter 3
MCO P4400.177_

Frequency : Quarterly

Acceptable: 100%

Sample : 100%

Action : Physical Inventory (if less than 100% validity)

Formula : Any errors constitute less than 100% validity

Procedure : The classified inventory audit is conducted using the same procedure as the repairable or consumable inventory audit depending upon whether or not the classified item is repairable or consumable.

Figure G-4.--Classified Inventory Audit

Requisition Audit

Reference : COMNAVAIRFORINST 4440.2_ chapter 7
MCO P4400.177_

Frequency : Quarterly

Acceptable: IPG-I, Priorities 1-3, NMCS/PMCS: 100%
IPG-I, Priorities 1-3, non-NMCS/PMCS: 98%
IPG-II & III, Priorities 4-15, Routine: 90%

Sample : CMD Stock: 10% or 200 requisitions (whichever is less)
RMD Stock: 10% or 100 requisitions (whichever is less)
AWP IPG-I Non-NMCS/PMCS 10% or all if sample is less than 50
CMD PEB: 10% or all if sample is less than 50
SRD IPG-I NMCS/PMCS: 10% or all if sample is less than 50
SRD IPG-I Non-NMCS/PMCS 10% or all if sample is less than 50
SRD IPG-II & III 10% or all if sample is less than 50
SAD IPG-II & III 10% or all if sample is less than 50
SSD IPG-I Non-NMCS/PMCS 10% or all if sample is less than 50
SSD IPG-II & III 10% or all if sample is less than 50
SMD FISP All

Action : Complete Reconciliation

Formula : Validity % = $\frac{\text{\# reqns audited - \# reqns in error X100}}{\text{\# requisitions audited}}$

Procedure: The following steps will be used for Requisition Audit process.

STEP 1. Obtain a list of the outstanding document numbers from R-Supply utilizing the Requisition Listing, ADHOC/SQL/BMT or any other means available.

STEP 2. Select the appropriate number of records from the sample above and record the appropriate data (DDSN and Pri) on the requisition audit worksheet.

STEP 3. Go into the Requisition search screen in R-Supply and record the appropriate entries.

STEP 4. If the current status is valid such as ESD is not past (See appendix S for details) the question “Is Status Valid” will be answered “Yes”. If the current status is not valid such as a past ESD or BM status greater than Appendix S paragraph 4c then the question “Is Status Valid” will be answered “No”.

STEP 5. If a follow-up has been sent the data from the last follow-up will be entered on the requisition audit worksheet.

STEP 6. If the last follow-up sent is correct based on appendix S the question “Correct Follow-up” will be answered “Yes” if not it will be answered “No”.

Figure G-5.-- Requisition Audit.

STEP 7. If the requisition audit is not for consumable stock the question "Outstanding In Optimized NALCOMIS & RSUPPLY" will be answered appropriately.

STEP 8. If either Step 4, 6 or 7 is answered "No" then the column "Discrepancy" will be answered "Yes" else it will be "No"

STEP 9: Once all requisitions are annotated and the worksheet is complete, utilize worksheet contained in Figure G-5—2 of this publication and figure the requisition validity.

Note: If there is a status discrepancy between R-SUPPLY and Optimized NALCOMIS and other conditions are met it will not constitute a discrepancy on this audit.

Figure G-5.-- Requisition Audit--Continued

DDSN	Pri	Current Status					Data From Last Follow-up						Outstanding In Optimized NALCOMIS & R-SUPPLY	Discrepancy	Remarks
		Sts Date	Sts Cd	RI From	ESD	Is Status Valid	Follow-up	Date Sent	Sent To	Sts Cd	ESD	Correct Follow-up			
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	

Figure G-5-1.-- Requisition Audit Worksheet--Part 1

1. Number Requisitions Audited : _____

2. Number of Discrepancies : _____

3. Number Correct : _____ (1-2)

4. Validity Percent : _____ (3 divided by 1)x100

Date :_____

Auditor:_____

Figure G-5-2.-- Requisitions Audit Worksheet--Part 2

Shelf Life Audit Procedures

Reference : COMNAVAIRFORINST 4440.2_ chapter 5
MCO P4400.177_

Frequency : Quarterly

Acceptable : 90%

Sample : 10%

Action : Acceptable percentage is 90% for each step of this audit. If the validity is below the acceptable percentage for steps 2 and 3 it will require the appropriate division(s) to physically review all records and/or material onhand and correct any discrepancies found.

Formula : $\frac{\text{\# NIIN's audited - \# NIIN's in error x 100}}{\text{\# NIIN's audited}}$

Procedures : Shelf-Life audit process consists of a three pronged approach.

(1) Validating the SIR to ensure all NIIN's have a SLC and SLAC established.

(2) Validating the SIR to ensure valid SLC and SLAC are loaded.

(3) That all material stocked as Shelf-Life is not in an expired condition.

Step 1

1. Request an ADHOC for all NIIN's on the SIR that DO NOT have a SLC/SLAC loaded.

2. Any SIR record without a SLC and/or SLAC loaded will be researched through FEDLOG and the appropriate SLC and SLAC loaded to the SIR.

Step 2

1. Select 10% from the SIR.

2. Annotate the NIIN and the SIR SLC and SLAC on the Shelf Life SIR Audit Worksheet.

3. Validate the SIR SLC/SLAC by researching each NIIN through FEDLOG.

4. SIR SLC/SLAC errors will be corrected and any material on-hand will be updated with the correct SLC/SLAC.

Figure G-6.--Shelf Life Audit

Step 3

1. Request an ADHOC for all NIIN's with a SLC/SLAC loaded to the SIR, excluding SLC 00. Sort the listing in location sequence and include the following fields:

   a. AT Code

   b. COG

   c. NIIN

   d. U/I

   e. O/H quantity

   f. RO

   g. RP

   h. SLC

   i. Location

   j. Nomenclature

2. Select 10% for audit.

3. Transcribe the selected NIIN's to the Shelf Life Location Audit Worksheet.

4. The validation is conducted by physically going to the location and ensuring that each NIIN selected has NO expired material in location. Any NIIN which has expired material in location will be considered an error.

5. A copy of the audit worksheet will be provided to the division to correct any errors discovered by the Audit Branch.

Figure G-6.--Shelf Life Audit --Continued

NIIN	LOCATION	ON HAND QUANTITY	NUMBER EXPIRED	DISCREPANCY YES / NO

Figure G-6-1.—Shelf Life Location Audit Worksheet--Part 1

NIIN	SIR SLC	SIR SLAC	FEDLOG SLC	FEDLOG SLAC	DISCREPANCY YES / NO

Figure G-6-2.—Shelf Life SIR Audit Worksheet--Part 2

1. Number of NIIN's on SIR with no SLC/SLAC loaded : _____

2. Number of SIR records : _____

3. Validity Percentage: (#1 divided by #2) x 100 _____

4. Number of NIIN's audited: _____

5. Number of NIIN's with expired material on hand: _____

6. Number of SIR records with incorrect SLC/SLAC: _____

7. Total number of errors: (#5 + #6) _____

8. Number of correct: (#4 - #7) _____

9. Validity Percentage: (#8 divided by #4) x 100 _____

Acceptable Percentage is 90%

Date: _____

Audited by: _____

Figure G-6-3.--Shelf Life Audit Worksheet--Part 3

R-Supply/Optimized NALCOMIS User Role/User Tasks Audit

Reference : MCO P4400.177_, chapter 3, paragraph 3300.2

Frequency : Quarterly

Acceptable: 100%

Sample : 100% of the below listed R-Supply/Optimized NALCOMIS database tables will be maintained.

R-Supply User role table
R-Supply Activity Organizational table
Optimized NALCOMIS User Access and Menu Tasks
Optimized NALCOMIS Organizational table
NTCSS applications User Registration reports

Action : R-Supply/Optimized NALCOMIS tables validation

Formula : Any errors constitute less than 100% validity. Any personnel other than those designated by the SMD OIC/NCOIC with access to the above listed R-Supply/Optimized NALCOMIS database tables will be considered an error.

Procedures: This audit will be performed jointly by the AB and the SAA. Utilize R-SUPPLY/Optimized NALCOMIS organizational and user role tables to review applicable databases.

Next, using R-Supply menu path: Site/Activity Controls/User Access and Optimized NALCOMIS menu path: System/Security/Personnel which will identify user access and menu tasks that are being verified. The SAA will develop local ADHOC query(ies) to create user registration and task assignment reports. This list will be printed and all errors will be identified for correction by the SAA. These errors must be corrected and verified by the AB prior to the completion of this audit. This listing will be retained by the AB until the next quarterly R-Supply/Optimized NALCOMIS Validation Tables audit process.

Figure G-7.--R-Supply/Optimized NALCOMIS User Role/Users Tasks Audit

Inventory Management Report Audits

Reference : COMNAVAIRFORINST 4440.2_ chapter 3
MCO P4400.177_

Frequency : Monthly prior to End of Month/End of Year processing

Acceptable: 100%

Sample : 100% of the gains/losses/surveys report

Action : Validation of all pending and completed gains/losses/surveys

1. REPORT TITLE: GAINS/LOSSES/SURVEYS REPORT

A. The Gains/Losses/Surveys Report is a listing of all Gain And Loss By Inventory and Survey Transactions that have processed against the Inventory Expenditure Table.

B. Use the Gains/Losses/Surveys Report to substantiate pertinent inventory adjustments.

ADJUSTMENT	AMOUNT
Gain by inventory	$_____
Loss by inventory	$_____
Survey	$_____

C. Are DD-200'S complete for all inventory Gains and Losses? A signed DD-200 must be collected within 30 days of processing the adjustment in R-Supply.

ONE DD-200 FOR EACH ITEM $2500.00 OR MORE

YES_____ NO_____

D. Does any one line item posted equal or exceed $100,000?

YES _____ NO _____
(If YES, must receive TYCOM approval prior to posting)

E. Is the absolute value of "TOTAL INVENTORY ADJUSTMENTS", regardless of sign (+/-), equal to or exceed $500,000?

YES _____ NO _____
(If YES, must receive TYCOM approval prior to posting)

Figure G-8.—Inventory Management Audit Sheets

Financial Management Report Audits

Procedure: The following R-Supply Financial Audit should be performed for each OPTAR managed by the OPTAR holder.

OPTAR: _____

2. REPORT TITLES: TRANSMITTAL REPORT (NAVCOMPT 2156 SIMULATED)
BUDGET OPTAR REPORT (NAVCOMPT 2157 SIMULATED)

A. Match all Transmittal Numbers (TL#) and Total Dollar Amounts on each OPTAR Document Transmittal Report NAVCOMPT 2156 (Simulated) to its corresponding Part III of the Budget OPTAR Report NAVCOMPT 2157 (Simulated). ALL AMOUNTS MUST BE EQUAL AND TL'S MUST BE IN CORRECT CONSECUTIVE ORDER.

CURRENT FY__

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156 (SIMULATED)		BUDGET OPTAR REPORT, PART III NAVCOMPT 2157 (SIMULATED)		
TL#	AMOUNT	TL#	AMOUNT	DIFF

1ST PRIOR FY__

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156 (SIMULATED)		BUDGET OPTAR REPORT, PART III NAVCOMPT 2157 (SIMULATED)		
TL#	AMOUNT	TL#	AMOUNT	DIFF

2ND PRIOR FY___

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156 (SIMULATED)		BUDGET OPTAR REPORT, PART III NAVCOMPT 2157 (SIMULATED)		
TL#	AMOUNT	TL#	AMOUNT	DIFF

Figure G-9. -- Financial Audit Sheets

B. The value of CHARGEABLE OBLIGATIONS FYTD (COLUMN 22) MUST EQUAL the total of the CURRENT MONTHS TRANSMITTALS plus the value of CHARGEABLE OBLIGATIONS (COLUMN 22) reported on the PREVIOUS MONTHS Budget OPTAR Report.

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156 (SIMULATED)			
	CURRENT FY	1ST PRIOR FY	2ND PRIOR FY
A. PREV. MONTH COL. 22			
B. CUR. MONTH TL TOT.			
C. TOTAL			
D. CUR. MONTH COL. 22			
DIFFERENCE (C-D)			

3. REPORT TITLES: BUDGET OPTAR REPORT (NAVCOMPT FORM 2157 SIMULATED)
COMMANDING OFFICERS BUDGET REPORT

A. Match the ALLOCATION on the Commanding Officer's Budget Report with the applicable Part III of the Budget OPTAR Report. ALL AMOUNTS MUST BE EQUAL.

CURRENT FY__

CO'S REPORT	BUDGET OPTAR REPORT PART III	DIFFERENCE

1ST PRIOR FY__

CO'S REPORT	BUDGET OPTAR REPORT PART III	DIFFERENCE

2ND PRIOR FY__

CO'S REPORT	BUDGET OPTAR REPORT PART III	DIFFERENCE

B. The total of OPTAR GRANTS fiscal year to date must match authorizations received from the Wing Comptroller's latest Grant message.

	CURRENT FY	1ST PRIOR FY	2ND PRIOR FY
BOR			
AUTHORIZATION			
DIFFERENCES			

Figure G-9.—Financial Audit Sheets—Continued

C. Match the total Cumulative Differences from the BOR to the Commanding Officer's Budget Report.

CURRENT FY__

CO'S REPORT CUMULATIVE DIFF	BUDGET OPTAR REPORT PART III CUMULATIVE DIFF	DIFFERENCE

1st PRIOR FY__

CO'S REPORT CUMULATIVE DIFF	BUDGET OPTAR REPORT PART III CUMULATIVE DIFF	DIFFERENCE

2nd PRIOR FY__

CO'S REPORT CUMULATIVE DIFF	BUDGET OPTAR REPORT PART III CUMULATIVE DIFF	DIFFERENCE

D. The value of CUMULATIVE DIFFERENCES on Part II of the Budget OPTAR Report must equal the value of the FYTD difference on the last posted Summary Filled Order Expenditure Difference Listing.

	CURRENT FY	1ST PRIOR FY	2ND PRIOR FY
BOR Col 23 Total			
SFOEDL FYTD DIFF			
DIFFERENCES			

E. Match the Gross Adjusted Obligation on the Commanding Officer's Budget Report with the applicable Budget OPTAR Report. ALL AMOUNTS MUST BE EQUAL.

CURRENT FY__

CO'S Report CUMULATIVE GAO	Budget OPTAR Report CUMULATIVE GAO	DIFFERENCE

Figure G-9.—Financial Audit Sheets—Continued

F. Match the Available Balances on the Commanding Officer's Budget Report with the applicable Budget OPTAR Report. ALL AMOUNTS MUST BE EQUAL.

CURRENT FY__

CO'S Report AVAILABLE BALANCE	Budget OPTAR Report AVAILABLE BALANCE	DIFFERENCE

G. Does the cog 9X have an on hand value?

YES_____ (Ensure there is no on-hand value for cog 9X prior to processing the Live Financial Report.)

NO_____

H. Check for erroneous Budget OPTAR Reports, (blank subheads, erroneous fiscal years, N/A BORS that should be negative reports, erroneous service identifier code, etc.) Enter the information on the table that follows for each erroneous BOR found.

LIST OF ERRONEOUS BUDGET OPTAR REPORTS					
FISCAL YEAR					
UIC					
SUBHEAD					
BUDGET OPTAR CODE					
FUND CODE & DOLLAR AMOUNT					
TYPE EQUIP CODE					
EXPENDITURES FYTD					
OBLIGATIONS FYTD					
CUMULATIVE DIFFERENCES					

Figure G-9.—Financial Audit Sheets—Continued

Consumable Post Inventory Audit

Reference : MCO P4400.177_

Frequency : Upon completion of Inventory

Acceptable: 98%

Sample : 5% of all NIIN's inventoried

Action : If the first 5% sampling of the post inventory audit accuracy is less than 98%, another 5% sampling will be conducted. If this sampling also reveals less than 98% accuracy than the original inventory will be considered invalid and another complete inventory must be conducted.

Formula : Validity % = $\frac{\text{\# NIIN's counted - \# NIIN's with wrong count x 100}}{\text{\# NIIN's counted}}$

Procedure : Upon completion of the scheduled inventory, AB will select 5% of the total NIIN's inventoried. Place the shelf count in column 4 of the Consumable Post Inventory Audit Worksheet. After all items are counted, AB will query the SIR on each NIIN on the worksheet and annotate the SIR on-hand quantity in column 5 of the Consumable Post Inventory Audit Worksheet and verify the unit of issue and locations for those location to SIR items. If additional locations are found, AB will physically inventory those locations and adjust the shelf count on the Consumable Post Inventory Worksheet. After all items are inventoried and SIR quantities are annotated, AB will subtract column 5 from column 4. If the result is 0, AB will annotate 'YES' in column 11. If there are any items which are not matched, AB will research the Suspense Listing and Pending Data Entry Files for pending receipt and issue documents. Annotate pending issues or transfers in column 7, pending receipts in column 8 and deployed pack-up quantities in column 9. Add column 7 to column 4 and subtract columns 8 and 9 from the result and into this figure in column 10. If column 10 matches column 5 annotate 'Yes' in column 11. Annotate 'No' on all others. Transcribe the information to part 2 of the Consumable Inventory Worksheet and compute the Validity Percentage.

Figure G-10.--Consumable Post Inventory Audit

1	2	3	4	5	6	7	8	9	10	11	
NIIN	U/	Locations	Shelf Count	SIR O/H	Diff (#4-#5)	Pending Iss/Tran	Pending Receipts	Dep P/U	Adjusted Shelf Count (#4+#7) - (#8+#9)	Match Yes	No

Figure G-10-1.--Consumable Post Inventory Worksheet--(part 1)

1. Number of NIIN's : _____

2. Number Incorrect : _____

3. Number Correct : _____ (#1-#2)

4. Validity Percentage : _____ (#3 divided by #1)x100

Acceptable Percentage 98%

Date :_____

Auditor:_____

Figure G-10-2.--Consumable Post Inventory Audit Worksheet--(Part 2)

Repairable Post Inventory Audit

Reference : COMNAVAIRFORINST 4440.1, chapter 3
MCO P4400.177_

Frequency : Upon completion of Inventory

Acceptable: 100%

Sample : 5% of all NIIN’s inventoried

Action : If the first 5% sampling of the post inventory audit accuracy is less than 100%, another 5% sampling will be conducted. If this sampling also reveals less than 100% accuracy than the original inventory will be considered invalid and another complete inventory must be conducted.

Formula : Validity % = $\frac{\text{\# NIIN's counted - \# NIIN's with wrong count x 100}}{\text{\# NIIN's counted}}$

Procedure: Upon completion of the scheduled inventory, AB will select 5% of the total NIIN’s inventoried. Obtain the total number of NIIN's on the listing then select 5 percentage of the total. The audit is conducted by taking the SIR to location items and physically counting all material in all locations recorded in R-Supply. Place the shelf count in column 4 of the Repairable Post Inventory Audit Worksheet. After all NIIN's are counted, AB will query Optimized NALCOMIS using the Repairable Stock Summary then annotate the FGC RFI Quantity in column 5 and the Optimized NALCOMIS ACBAL in column 7 of the Repairable Post Inventory Audit Worksheet-Part 1. If the Shelf Count and FGC RFI Quantity do not match and the Summary Repairable Stock Status Inquiry reflects other NIIN's in Family, AB will inventory those other NIIN's and adjust the Shelf Count in column 4 accordingly. After all Optimized NALCOMIS annotations are made, AB will utilize the SIR Query to obtain the R-Supply O/H quantity and annotate it in column 8 of the Repairable Inventory Audit Worksheet-Part 1. Next compute columns 6 and 9.

1. If column 6 and 9 both equal zero:

    a. Annotate 'Yes' in column 11.

    b. No further action required.

2. If column 6 equals zero and column 9 does not equal zero:

    a. Subtract all X31's and transfers on the R-Supply Suspense Listing from the R-Supply O/H and add any X71's on the Suspense Listing to the R-Supply O/H.

    b. Enter the adjusted R-Supply O/H in column 10. If column 10 equals column 7 enter 'Yes' in column 11.

Figure G-11.--Repairable Post Inventory Audit

3. If column 6 is not equal to zero and column 9 equals zero:

   a. Add any issue/subcustody/suspense/pack-up transactions pending entry to the Optimized NALCOMIS RFI. Subtract any RFI completed repair actions stocked in location but not yet processed thru N621. Enter the adjusted Optimized NALCOMIS RFI in column 5. If column 10 matches column 5 enter 'Yes' in column 11.

   b. If column 10 is not equal to column 5 enter 'No' in column 11.

4. If neither column 6 or 9 are zero, attempt to resolve the discrepancy as outlined in paragraphs 2 and 3 above. After column 11 is annotated for all items on the Repairable Inventory Audit Worksheet-Part 1, annotate the items on the Repairable Inventory Audit Worksheet-Part 2 and compute the validity percentage.

Figure G-11.--Repairable Post Inventory Audit--Continued

1	2	3	4	5	6	7	8	9	10	11	
NIIN	U/	Locations	Shelf Count	NALC RFI	Diff (#4-	NALC ACBAL	SUADPS O/H	ACBAL DIFF #7-#8	Adjusted SUADPS O/H	Match Yes	No

Figure G-11-1.--Repairable Post Inventory Worksheet--Part 1

1. Number of NIIN's : _____

2. Number Incorrect : _____

3. Number Correct : _____ (#1-#2)

4. Validity Percentage : _____ (#3 divided by #1)x100

Acceptable Percentage 100%

Date :_____

Auditor:_____

Figure G-11-2.--Repairable Post Inventory Audit Worksheet--Part 2

Appendix H

Inspection Checklist

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Functional Assessment (FA) Objectives

A. General: For a credible and accurate recording of an assessment of an individual's performance, the FA must accomplish the following objectives:

1. Reflect an assessment of performance of assigned duties and responsibilities against an understood set of tasks, conditions, and standards, not against a personal set of precepts and unreasonable expectations.

2. Center on individual performance during a designated period of observation.

3. Report fact and the inspector's objective judgments based on Mission Performance and Individual Training Standards accomplishments; not conjecture.

4. Ensure narrative portions of the assessment are clear, unambiguous and free of innuendoes.

5. Ensure random assessments of Marine/Sailors assigned to each branch by receiving an availability roster from the division OIC/NCOIC annotated with branch assignment, which the inspector will use to randomly select the Marine/Sailor to assess.

6. Provide fair and thorough evaluations utilizing the following assessment criteria:

a. A - Demonstrates a mastery of skills and knowledge required to accomplish assigned task.

b. B - Possesses the minimum range of skills and knowledge required to accomplish assigned task.

c. C - Does not possess the requisite range of skills and knowledge required to accomplish assigned task.

Or

d. Yes – The task or standard contained in the reference was performed or accomplished.

e. No – The task or standard contained in the reference was not performed or accomplished.

Supply Personnel and Administrative Division (SPAD)

MALS_____ Date_____

SNCOIC_____

Inspector_____ SPAD Grade_____

T/O Assessment:

ITS Assessment:

A. Table Of Organization Dtd_____	Assigned	Remarks
OIC: N/A	_____	_____
SNCOIC (6672): SSgt	_____	_____
Avn Supply Spec (6672): LCpl	_____	_____

Additional personnel assigned in excess of T/O Augments:

1. _____

2. _____

3. _____

4. _____

B. Reference (as) contains the current duties and responsibilities for the SPAD SNCOIC.

C. Responsibilities:

1. The SNCOIC will be held ultimately accountable, and must be technically proficient in every area of operations within the respective division.

2. Management reports, information/action type listings generated, as well as associated research actions, will be closely monitored by senior supervisory personnel.

3. The supervisor must be cognizant of, and approve, any goals set, plans and their development, material management decisions required to ensure the proper control and file maintenance of required reconciliation, research, transaction processing, and reporting requirements.

4. The SNCOIC is also responsible for the technical training of all subordinate personnel.

D. General:

1. Does the SNCOIC have on hand a current and accurate turnover jacket, which outlines specific job responsibilities and provides step-by-step procedures? Yes___ No___

2. Does SPAD have a copy of the current edition of the USMC Aviation Supply Desktop Procedures? Yes___ No___

1. Does the SPAD have on hand a current copy of the MALS and applicable squadron Tables of Organization (T/O)? (paragraph 1002.1) Yes___ No___

2. Is an ASD personnel board properly maintained? (paragraph 1002.2, 1002.3)
Yes___ No___

3. Does SPAD maintain correspondence files IAW the ASDTP? (paragraph 1002.5, Reference (c)) A___ B___ C___

   a. Task. File ASD correspondence in Standard Subject Identification Code (SSIC) sequence.

   b. Task. Dispose of ASD records.

4. Has a Completed Message File been established? (paragraph 1002.6)
A___ B___ C___

   a. Task. Demonstrate the ability to maintain a Completed Message File.

      (1) Has Been Sent, Action and Information _____

      (2) Timeframe _____

      (3) File Type _____

5. Does the SPAD receive, consolidate, and submit the ASD Morning Muster Report to S-1 via Marine On Line (MOL) as required? (paragraph 1002.7)
Yes___ No___

6. Is an Aviation Supply Department Recall Roster published and properly maintained? (paragraph 1002.8) Yes___ No___

7. Does the SPAD maintain and publish Aviation Logistics Rosters as directed by Wing ALD? (paragraph 1002.9) Yes___ No___

8. Does the SPAD coordinate with the MALS S-1 to ensure TAD and FAP orders are processed and issued in a timely manner? (paragraph 1002.10)
Yes___ No___

9. Does SPAD ensure all incoming personnel are assigned to the appropriate division as directed? (paragraph 1002.11) Yes___ No___

10. Does SPAD submit training reports/schedules to the MALS S-3 as required? (paragraph 1002.12) Yes___ No___

11. Is SPAD the central processing and distribution point for incoming correspondence, directives, manuals, and associated directive changes, whether received manually or by mechanized means? (paragraph 1002.15)
Yes___ No___

12. Is a Master Directive File (Original Copy) of all applicable orders, instructions, notices, bulletins, and manuals properly maintained? (paragraph 1002.15b) Yes___ No___

13. Are current copies of all command/activity Directives Checklists (5215 series) being used to ensure that all "applicable" Directives/ Instructions/Bulletins are current, on hand, or on order? (paragraph 1002.15d) Yes___ No___

14. Are Directives/Bulletins/Notices reviewed quarterly for self cancellation dates and outdated material removed/reordered as necessary? (paragraph 1002.15d) Yes___ No___

15. Does SPAD personnel utilize a Directives Locator Card (OPNAV 5070/11 Manual), or mechanized file to monitor all directives in the ASD. (paragraph 1002.15a, .15e) A___ B___ C___

    a. Task. Show that all applicable ASD Divisions 'receive' any changes to publications/directives they may have on hand.

    b. Task. show that these changes or updates are recorded in the Directory Locator Card/Mechanized File.

16. Is a daily message board being properly maintained (Manual or Mechanized)? (paragraph 1002.17) Yes___ No___

17. Does the SPAD publish a "Weekly" summary of all Pending ACTION MESSAGES? (paragraph 1002.17) Yes___ No___

18. Has a centrally located ASD distribution file been established? (paragraph 1002.17) Yes___ No___

19. Has an Administrative Reports Control System been established and properly maintained? (paragraph 1002.18) Yes___ No___

20. Does the SPAD maintain and submit any/all ASD required reports/schedules? (paragraph 1002.19) Yes___ No___

21. Does the SPAD have the following Letters/Messages of Authority/ Appointments pertinent to ASD operations? (paragraph 1002.20, Reference (w), paragraph 1188) Yes___ No___

    a. Current Letter of Acceptance _____

    b. Authorization to expend funds _____

    c. Authorization to approve SERVMART Requests _____

    d. Authorization to approve Open Purchase Requests _____

    e. Designation as Accountable Officer for Supply System Stock Surveys _____

    f. Authorization to sign official correspondence "BY DIRECTION" _____

22. Table of Organization--Officers:

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

23. Table of Organization--Enlisted:

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

24. FAP/SAP/GAP

a. Total personnel assigned to MALS* _____

b. Total quotas assigned to MALS* _____

c. Total personnel assigned to Supply _____

d. Total quotas assigned to Supply* _____

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

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

Supply Accounting Division (SAD)

MALS_____ Date_____

OIC_____ SNCOIC_____

Inspector_____ SAD Grade_____

FHPB Grade_____ NFHPB Grade_____

T/O Assessment:

ITS Assessment:

A. Table of Organization Dtd_____	Assigned	Remarks
OIC (6602): 1stLt	_____	_____
SNCOIC (6672): GySgt	_____	_____
FHPB NCOIC (6672): Sgt	_____	_____
NFHPB NCOIC (6672): Sgt	_____	_____
Avn Supply Spec (6672): Cpl	_____	_____
Avn Supply Spec (6672): LCpl	_____	_____

Additional personnel assigned in excess of T/O (Augments):

1. _____

2. _____

3. _____

4. _____

5. _____

B. Reference (as) contains the current duties and responsibilities for the SAD OIC and SNCOIC.

C. Responsibilities:

1. OICs/SNCOICs will be held ultimately accountable, and must be technically proficient in every area of operations within their respective divisions.

2. All management reports, information/action type listings generated, as well as associated research actions, will be closely monitored by senior supervisory personnel.

3. The supervisor must be cognizant of, and approve, any goals set, plans and their development, material management decisions required to ensure the proper control and file maintenance of required reconciliation, research, transaction processing, and reporting requirements.

4. The OIC/SNCOIC is also responsible for the technical training of all subordinate personnel.

D. General:

1. Does the OIC/SNCOIC have on hand a current and accurate turnover jacket, which outlines specific job responsibilities and provides step-by-step procedures? (reference (n), paragraph 104.4) Yes___ No___

2. Does SAD have a copy of the current edition of the USMC Aviation Supply Desktop Procedures? Yes___ No___

3. Does the OIC/SNCOIC execute departmental technical training in support of the long term training plan of the AvnSupO? Yes___ No___

   a. Departmental Technical Training Program.

      (1) Task. Review the OIC/SNCOIC'S Departmental Technical Training Binder to ensure the below actions are being accomplished:

         (a) Quarterly Training Schedule

         (b) Training Subjects relevant to Aviation Logistics

         (c) Training period scheduled at minimum for 1 hour

         (d) Lesson Plan

         (e) Test Questions

         (f) Attendance Roster

      (2) Task. Review the Quarterly Technical Training Attendance Report from SMD to identify if SAD personnel are receiving the minimum amount of technical training:

         (a) Attend Department Training twice per month

4. Does the OIC/SNCOIC monitor, review, and maintain the reports required for performance of duties? Yes___ No___

Flight Hour Program Branch (FHPB)

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

1. Does OFC-01 have and maintain a turnover jacket? (Reference (n), paragraph 104.4) Yes___ No___

2. Can OFC-01 process non-fuel requisitions via ASKIT? (paragraph 2111.1a) A___ B___ C___

   a. Non-Fuel Requisition.

      (1) Task: Process Flight Equipment requisitions for personal issues. (paragraph 2111.1a)

         (a) Validate NATOPS Jacket _____

         (b) ASKIT input _____

      (2) Task: Process Flight Equipment requisitions for pool issues. (paragraph 2111.1b)

         (a) 1348-11 Verification _____

         (b) ASKIT input _____

      (3) Task: Receipt for Flight Equipment for personal issues. (paragraph 2111.1a)

         (a) ASKIT input _____

         (b) NATOPS Jacket entry _____

         (c) File Receipt _____

      (4) Task: Receipt for Flight Equipment for pool issues. (paragraph 2111.1b)

         (a) ASKIT input _____
             Note: SSD/CRB receives material and annotates receipt on Custody Record

3. Does OFC-01 process non-fuel requisitions via ASKIT? (paragraph 2111.1) Yes___ No___

4. Does OFC-01 maintain the following files in ASKIT to include the hard copies? (paragraph 2111.2) Yes___ No___

   a. Non-Fuel Outstanding Unfilled Order (UFO) _____

   b. Non-Fuel Completed File. _____

   c. Outstanding Fuel File (OFF) _____

   d. Completed Fuel File. _____

5. Can OFC-01 reconcile flight operation requisitions? A___ B___ C___

   a. Reconciliations.

      (1) Task: Reconcile flight operation requisitions. (paragraph 2111.1b(5) & paragraph 5201.7 thru 5201.9)

         (a) UFO Print Out _____

         (b) Read Status _____

         (c) Send Follow Ups _____

         (d) At Least Monthly _____

6. Does OFC-01 reconcile flight operation requisitions? (paragraph 2111.1b(5)) Yes___ No___

7. Does OFC-01 have on hand and maintain the following financial files? (paragraph 2111.2)

   a. Allocation File. (paragraph 2111.2a) Yes___ No___

   b. Holding Files. (paragraph 2111.2b) Yes___ No___

      (1) Holding File #1 _____

      (2) Holding File #2 _____

      (3) Holding File #3 _____

      (4) Bearer Suspense File _____

   c. Fuel Files. (paragraph 2111.2c) Yes___ No___

      (1) Outstanding Fuel File _____

      (2) Completed Fuel File _____

      (3) Challenge Fuel File _____

      (4) Estimated Fuel File _____

8. Can OFC-01 review and defuel documents that appear on the Outstanding Fuel File (OFF) in accordance with TYCOM Instructions? A___ B___ C___

   a. Defueling.

      (1) Task: Demonstrate how to defuel documents. (paragraph 2111.2c(4)(e))

         (a) Fuel Automated System (FAS) check _____

         (b) Validate SFOEDL _____

         (c) ASKIT input _____

9. Does OFC-01 review and defuel documents that appear on the Outstanding Fuel File (OFF) in accordance with TYCOM Instructions? (paragraph 2111.2c(4)(e)) Yes___ No___

10. Are the documents in the Outstanding Fuel File (OFF) reviewed and defueled in accordance with TYCOM Instructions? (Reference (at) and (au) Yes___ No___

11. Does the SAD OIC/SNCOIC monitor and control defuel transactions. (paragraph 2111.2c(4)(e)) Yes___ No___

12. Is a local form established? (paragraph 2111.2c(4)(e)) Yes___ No___

13. Can OFC-01 demonstrate how to review and download the fuel file from Fuel Automated System (FAS). A___ B___ C___

    a. FAS Fuel

        (1) Task: Demonstrate how to review, download and import (FES) documents. (paragraph 2111.7 & Appendix P)

            (a) Log into the FES system (paragraph 2111.7) _____

            (b) Review Account _____

            (c) Create Download File _____

            (d) Import into ASKIT _____

            (e) File Maintenance _____

14. Does OFC-01 review and download FAS Fuel into ASKIT? (paragraph 2111.7 & Appendix P) Yes___ No___

15. Are all documents in the CFF maintained on an image retrieval system for the current and four prior fiscal years? (paragraph 2111.1 & paragraph 2111.2c(2)) Yes___ No___

16. Can OFC-01 process “Estimated” Fuel Documents? A___ B___ C___

    a. PROCESS.

        (1) Task: Demonstrate how to process an “Estimated” Fuel Document. (paragraph 2111.2c(4))

            (a) Determine amount of fuel _____

            (b) Local control form _____

            (c) ASKIT input _____

17. Does FHPB properly process “Estimated” Fuel Documents? (paragraph 2111.2.c(4)) Yes___ No___

18. Can OFC-01 account for Flight Packet requirements? A___ B___ C___

    a. Flight Packet Inventory.

(1) Task: Conduct a Flight Packet inventory. (paragraph 2111.3)

(a) Count packets _____

(b) Weekly _____

(2) Task: Identify minimum requirements contents in Flight Packets. (paragraph 2111.3)

(a) Standard Form 44 (SF-44) for Fuel/Oil/ Lubricants/Material and Services. _____

(b) DD Form 1896 Identiplates _____

(c) AIRCard _____

(d) Standard Form 1094 (SF-1094) _____

(e) Instructions for all forms _____

19. Does OFC-01 comply with the accountability of Flight Packet requirements as outlined in the ASDTP and in conjunction with TYCOM Directives/ Instructions? (paragraph 2111.3c) (Reference (at) & (au))
Yes___ No___

20. Does OFC-01 ensure that all Flight Packets contain the minimum requirements? (paragraph 2111.3d) (Reference (at) & (au))
Yes___ No___

21. Do all documents within the Flight Packets contain current and correct Appropriation Data? (paragraph 2111.3d(1)) Yes___ No___

22. Does OFC-01 provide training to appropriate squadron personnel on their responsibilities for Flight Packet document utilization? (paragraph 2111.3g) Yes____ No____

23. Can OFC-01 prepare and submit financial reports and listings?
A___ B___ C___

a. Financial Reports.

(1) Task: Demonstrate how to submit the Transmittal Letters (TL). (paragraph 2111.4a)

(a) Frequency determined by TYCOM _____

(b) ASKIT extraction _____

(c) WEBSALTS (URL) _____

(d) NC2156 Summary Report _____

(e) Unfilled.Txt File _____

(f) File maintenance _____

(2) Task: Demonstrate how to submit the Budget OPTAR Report (BOR). (paragraph 2111.4a & Appendix Y)

(a) Flight Hours _____

(b) ASKIT Input _____

(c) Audit _____

(d) Get Approval OIC/SNCOIC _____

(e) Submit BOR _____

(f) File Maintenance _____

b. Financial Listings.

(1) Task: Demonstrate how to process the SFOEDL. (paragraph 2111.8 & Appendix O)

(a) SALTS Website download _____

(b) ASKIT import and reconciliation _____

(c) Submit Challenge File _____

(d) Correct codes _____

(e) File maintenance _____

(2) Task: Demonstrate how to process the UOL. (paragraph 2111.8 & Appendix O)

(a) SALTS Website download _____

(b) Screen and review _____

(c) Submit UOL to TYCOM _____

(d) File maintenance _____

24. Does OFC-01 prepare and submit Financial Reports and Listings in accordance with Type Commander Instructions? (paragraph 2111.4, paragraph 2111.8, Appendix Y & Appendix O) (Reference (h)) Yes___ No___

25. Is the total difference that is received on the SFOEDL being posted in ASKIT? (paragraph a 2111.8 & Appendix O) Yes___ No___

26. Is a Difference Control Log or SFOEDL Ledger maintained? (Reference (h), paragraph 4107) (Appendix O) Yes___ No___

a. Current and Prior Fiscal Years _____

b. Current month dollar value _____

c. FYTD Cumulative Total Column _____

27. Are fuel transactions appearing on the SFOEDL reviewed, processed and reconciled against the Outstanding Fuel File and Completed Fuel File for a corresponding document? (paragraph 2111.2c(1)) (Reference (at) & (au)) Yes___ No___

28. In the event of non receipt of Monthly/Quarterly UOL's or SFOEDL's, are the MALS notifying FFSF/TYCOM of missing listings? (Reference (at) & (au)) Yes___ No___

29. Can OFC-01 process In-Flight Refueling charges? A___ B___ C___

    a. Accepting charges.

        (1) Task: Demonstrate how to process an In-Flight Refueling charge electronically. (paragraph 2111.7 & Appendix P)

            (a) FAS download _____

            (b) ASKIT input _____

        (2) Task: Demonstrate how to process an In-Flight Refueling charge received my message. (paragraph 2111.7 & Appendix P)

            (a) Message Receipt _____

            (b) ASKIT Input _____

30. Are In-Flight Refueling charges processed? (paragraph 2111.7 & Appendix P) Yes___ No___

31. Can OFC-01 screen and prepare a SERVMART/DOD EMALL request? A___ B___ C___

    a. SERVMART/DOD EMALL request.

        (1) Task: Screen and prepare a SERVMART/DOD EMALL request. (paragraph 2111.9)

            (a) Ensure requested items are valid _____

            (b) Valid Fund Code _____

            (c) 1348-1 preparation _____

            (d) Bearer Suspense File _____

            (e) ASKIT input. _____

            (f) File maintenance. _____

32. Are SERVMART/DOD EMALL requests screened and the document prepared? (paragraph 2111.9) Yes_____ No____

33. Does OFC-01 properly utilize the Government Commercial Purchase Card (GCPC) for all requirements that qualify for purchase at $3,000 or less? (paragraph 2111.10a & Appendix K) Yes_____ No____

34. Is the AO/SAD OIC/Cardholder/OFC-01 Clerk ensuring purchases are not being split for the purpose of achieving micro-purchase threshold values ($3,000) or to avoid competition requirements? (paragraph 2111.10b, c & Appendix K) Yes____ No____

35. Can OFC-01 establish an Extended Service Contract document? A___ B___ C___

    a. Extended Service Contract _____

        (1) Task: Demonstrate how to create a block funding document. (paragraph 2111.10e & Appendix K)

            (a) MVO Requirements _____

            (b) ASKIT Input _____

36. Is an extended service contract document being established? (paragraph 2111.10e & Appendix K) Yes____ No____

37. Is there sufficient funds being maintained on the block funding document to ensure sufficient funds are available to capture all authorized purchase commitments? (paragraph 2111.10g & Appendix K) Yes____ No____

38. Can OFC-01 perform ASKIT backups? A ___ B ___ C ___

    a. ASKIT Maintenance.

        (1) TASK: Demonstrate how to backup ASKIT. (paragraph 2111.11)

            (a) Daily _____

            (b) Monthly _____

            (c) Yearly _____

            (d) File Maintenance _____

39. Does OFC-01 maintain backups (Daily, Monthly, and Yearly) of ASKIT? (paragraph 2111.11) Yes___ No____

40. Has OFC-01 forwarded the end of fiscal year backup disk to AISD for them to place in a safe place? (paragraph 2111.11c) Yes___ No___

PART B: In-flight Refueling (IR) (C-130 Activities)

1. Does the In-flight Refueling Coordinator have a Turnover Jacket? (Reference (n), paragraph 104.4) Yes___ No___

2. Are all In-flight Refueling Logs delivered to the SAD within 1 working day after completion of a refueling mission? (paragraph 2120.2b(2)) Yes____ No____

3. Is there an In-flight Refueling Coordinator assigned by the SADO? (paragraph 2120.2d) Yes____ No____

4. Does the In-flight Refueling Branch maintain the following files? (paragraph 2120.2) Yes___ No___

   a. In-flight Refueling Log File _____

   b. In-flight Refueling Billing File _____

   c. In-flight Refueling Receipt File _____

5. Are all files being maintained for the current and prior fiscal year? (paragraph 2121) Yes___ No___

6. Are Credit Cards/Air Cards/DD 1348 6PT requisitions citing Fund Code 7B provided to Tanker Aircraft as required? (paragraph 2121.8) YES____ NO____

7. Can the In-flight Refueling Coordinator process charges for In-flight Refueling? A___ B___ C___

   a. Procedures.

      (1) Task: Demonstrate how to process an In-flight Refueling Charge. (paragraph 2121.9 AND paragraph 2121.10)

         (a) Obtain Refueling Log _____

         (b) Station Fuel Farm Reconciliation _____

         (c) Generate Message _____

         (d) ASKIT Input _____

         (e) FAS _____

         (f) File Maintenance _____

8. Does the In-flight Refueling Coordinator process charges for In-flight Refueling? (paragraph 2121.9 AND paragraph 2121.10) Yes___ No___

9. Does the In-flight Refueling Coordinator notify the refueled receiving activity (MALS/SQD/UNIT) of the forthcoming bill (with F111 Serial Number) via Naval Message/Email? (paragraph 2121.10) Yes___ No___

10. Can the In-flight Refueling Coordinator reconcile In-flight Refueling Charges? A___ B___ C___

    a. Procedures.

        (1) Task: Demonstrate how to download FES files. (paragraph 2121.11)

            (a) FES Website _____

            (b) ASKIT Input _____

        (2) Task: Demonstrate how to reconcile In-flight Refueling Charges. (paragraph 2121.11)

            (a) Credits/Debits Reconciliation _____

            (b) File Maintenance _____

11. Does the In-flight Refueling Coordinator reconcile In-flight Refueling Charges? (paragraph 2121.11) Yes___ No___

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

1. Does OFC-50 have and maintain a turnover jacket? (Reference (n), paragraph 104.4) Yes___ No___

2. Does OFC-50 maintain the following files? (paragraph 2131) Yes___ No___

   a. Allocation File _____

   b. Transmittal File _____

   c. Budget OPTAR Report File _____

   d. Bearer Suspense File _____

3. Can OFC-50 prepare and submit financial reports and listings? A___ B___ C___

   a. Financial Reports.

      (1) Task: Demonstrate how to submit the Transmittal Letters (TL). (paragraph 2131)

         (a) Frequency determined by TYCOM _____

         (b) WEBSALTS (URL) _____

         (c) NC2156 Summary Report _____

         (d) Unfilled.Txt File _____

         (e) File Maintenance _____

      (2) Task: Demonstrate how to submit the Budget OPTAR Report (BOR). (paragraph 2131 & Appendix Y)

         (f) Flight Hours _____

         (g) Audit _____

         (h) Get Approval OIC/SNCOIC _____

         (i) submit BOR _____

         (j) File Maintenance _____

   b. Financial Listings.

      (1) Task: Demonstrate how to process the SFOEDL. (paragraph 2131.8 & Appendix O)

         (a) SALTS Website Download _____

         (b) R-Supply import via SMARTS _____

(c) Submit Challenge File _____

(d) Correct Codes _____

(e) Report Annotations _____

(f) File Maintenance _____

(2) Task: Demonstrate how to process the UOL. (paragraph 2131.8 & Appendix O)

(a) SALTS Website Download _____

(b) Screen and Review _____

(c) Submit UOL to TYCOM _____

(d) File Maintenance _____

4. Does OFC-50 prepare and submit financial reports and listings in accordance with Type Commander instructions? (paragraph 2131.8, Appendix Y & Appendix O) (Reference (h), paragraph 4107) Yes___ No___

5. Is a Completed Transaction File (CTF) maintained as a historical record of all source documents which have processed against financial reports? (paragraph 2131.3) Yes___ No___

6. Can OFC-50 review and correct Trial Financial Reports? A___ B___ C___

a. Trial Report.

(1) Task: Demonstrate how to request the Trial Financial Report. (Reference (m))

(2) Task: Demonstrate how to audit Trial Financial Report. (paragraph 2131.4)

(a) Grants _____

(b) SFOEDL Adjustments _____

(c) Obligation Adjustments _____

(d) Erroneous Obligations _____

(e) Transmittal Letter _____

(f) File Maintenance _____

7. Does the OFC-50 review and correct Trial Financial Reports? (paragraph 2131.4) Yes___ No___

8. Does OFC-50 ensure with SMD that TIR processing has been completed prior to executing the Change Notice Batch Job? (paragraph 2131.5d) Yes___ No___

9. Is the end of the month Change Notice Processing being accomplished as close to the last day of the month or as late in the month as possible? (paragraph 2131.5d(1)) Yes___ No___

10. After completion of Monthly Live and Monthly Change Notice Processing, is the TIR being processed on the first calendar day of the following month (or as of the earliest date possible)? (paragraph 2131.5d(3)) Yes___ No___

11. Are all STARS DTO transactions processed utilizing End Use Fund Codes? (paragraph 2131.7) Yes___ No___

12. Are all Consumable Stock replenishment requirements processed citing SAC-207 Fund Codes? (paragraph 2131.7) Yes___ No___

13. Are SFOEDL Carcass Charges forwarded to and researched by RMD in the required time frame? (paragraph 2131.8b(3)(a)7, paragraph 4101.22.d) Yes___ No___

14. Are Carcass tracking message(s) attached to the SFOEDL Response Page for SFOEDL Carcass Charges listed? (paragraph 2131.8b(3)(a)7) Yes___ No___

15. Are SERVMART/DOD EMALL requests received from SSD, screened for the correct UIC/Fund Code for OFC-50; and is the receipt properly processed? (paragraph 2131.9) Yes___ No___

16. Does OFC-50 utilize the Government Commercial Purchase Card (GCPC) for all requirements that qualify for purchase at $3,000 or less? (paragraph 2131.10a & Appendix K) Yes___ No___

17. Is the AO/SAD OIC/Cardholder/OFC-50 Clerk ensuring OFC-50 purchases are not being split for the purpose of achieving micro-purchase threshold values ($3,000) or to avoid competition requirements? (paragraph 2131.10c & Appendix K) Yes_____ No____

18. Can OFC-50 establish a block funding document? A___ B___ C___

    a. Block Funding.

        (1) Task: Demonstrate how to create a block funding document. (paragraph 2131.10e & Appendix K)

            (a) MVO Requirements _____

            (b) R-Supply Input _____

19. Is a block funding document being established? (paragraph 2131.10e & Appendix K) Yes___ No___

20. Is there sufficient funds being maintained on the block funding document to ensure sufficient funds are available to capture all authorized purchase commitments? (paragraph 2131.10e) Yes___ No___

21. Does OFC-50 personnel have the appropriate Wing/TYCOM Instructions covering GCPC Requests? (paragraph 2131.10f, Appendix K) Yes___ No___

22. Can OFC-50 process fuel transactions for Fund Code 7L? A___ B___ C___

b. Procedures.

(1) Task: Demonstrate how to process fuel transactions for Ground Support Equipment and/or test cell. (paragraph 2131.11 & Appendix P)

(a) Serial Number _____

(b) FAS _____

(c) MVO _____

(d) R-Supply Input _____

(e) File Maintenance _____

23. Does OFC-50 process fuel transactions for Fund Code 7L? (paragraph 2131.11 & Appendix P) Yes___ No___

Non-Flight Hour Program Branch (NFHPB)

Part A: OPTAR Functional Category-09 (OFC-09)

Note: AOM financial reports and files from OFC-50 include OFC-09 funds. OFC-09 is audited in the same manner as FHPB OFC-50.

1. Are OFC-09 FUNDS managed by the Non-Flight Hour Program Branch (OFC-09)? Yes___ No___

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

Note: AOM financial reports and files from OFC-50 include OFC-10 funds. OFC-10 is audited in the same manner as FHPB OFC-50.

1. Are OFC-10 funds managed by the Non-Flight Hour Program Branch (OFC-10)? Yes___ No___

Part C: Navy Working Capital Fund Section (NWCFS)

1. Does the Navy Working Capital Fund Section (NWCFS) maintain the following files? (paragraph 2221) Yes___ No___

   a. Completed Transaction File (CTF) on an image retrieval system or manual system IAW ASDTP? (paragraph 2221.1a, 2, 3) Yes___ No___

   b. Survey Files IAW ASDTP

      (1) Pending Survey File _____

      (2) Survey Integrity Verification File _____

      (3) Completed Survey File

         (a) With Supporting Causative Research _____

         (b) Supply Officers Stores? _____

         (c) Non-Supply Officers Stores _____

   c. Financial Files

      (1) Weekly Live _____

      (2) Monthly Live _____

2. Are Report Of Survey(S) (DD FORM 200) properly prepared? (paragraph 2221.4 & Appendix R) Yes___ No___

3. Do the Report Of Survey(S) (DD FORM 200) match the records on the Inventory Adjustment Report? (paragraph 2221.4a) Yes___ No___

4. Does NWCFB conduct a financial audit as outlined in Appendix G of the ASDTP for each Trial and Live Financial Reports? (paragraph 2221.5, 6 & Appendix G) Yes___ No___

5. Are Audit Sheets attached to the Trial Financial Report until the Live Report is audited and found good? (paragraph 2221.5) Yes___ No___

6. Does NWCFB review and submit Monthly Live Financial Reports? (paragraph 2221.6) Yes___ No___

AIRCARD

1. Are the following letters and/or certifications on file? (Appendix V)
Yes___ No___

   a. Accountable Official Appointment/Acknowledgement Letter _____

   b. Aviation Into-Plane Reimbursement (AIR) Program Card User Statement Of Understanding (SOU) _____

   c. Certifying Official Card (DD FORM 577) _____

   d. Prompt Payment Certification Form _____

   e. Certificates of training _____

      (1) Card Users (PILOTS) _____

      (2) Accountable Official Certification Course (Approving Official and Certifying Official) _____

      (3) Clerks _____

   f. Approving Official (AO) Letter Of Assignment _____

2. Does the activity have access to the AIRCARD website and/or copies of the following publications/instructions on file within the division? (Appendix V) Yes___ No___

   a. DESC AIRCARD Homepage _____

   b. DOD 4140.25_M Fuel Management Regulations _____

   c. DOD Financial Management Regulations 7000.14-R _____

   d. FMR volume 5, chapter 33 _____

   e. AIRCARD Policy Notes (ACPNs) _____

   f. AIRCARD Administrative Notices (ACANs) _____

3. Are AIRCARD purchases in accordance with instructions? (Appendix V)
Yes___ No___

4. Can the activity process the Prompt Payment Forms? (Appendix V)
A___ B___ C___

   a. Prompt Payment.

      (1) Demonstrate how to process a Prompt Payment Form.

         (a) Receipt/Invoice Reconciliation _____

         (b) Certify Invoice _____

         (c) Submit Invoice _____

(d) File Maintenance _____

(2) Demonstrate how to process disputes on AIRCARD charges.

(a) ACO Notification on Discrepancies _____

(b) Duplicate Billing _____

(c) Undisclosed Aircraft Transfers _____

(d) Other Erroneous Billings _____

(e) Tax Issues _____

5. Can the activity process an aircraft transfer? (Appendix V)
A___ B___ C___

a. Aircraft Transfer.

(1) Demonstrate how to do an aircraft transfer.

(a) Use Aircraft Inventory Reporting System (AIRS) _____

(b) Receiving squadron to provide details to the CPM _____

(c) Proper aircraft transfer to the bone yard _____

6. Does the activity prepare a DD FORM 200 survey for lost or stolen AIRCARDS? (Appendix V) Yes___ No___

Supply Management Division (SMD)

MALS_____ Date_____

OIC_____ SNCOIC_____

Inspector_____ AB Grade_____

MSB Grade_____ DBAB Grade_____

CPIB Grade_____

T/O Assessment:

ITS Assessment:

A. Table of Organization Dtd_____	Assigned	Remarks
OIC (6604): CWO3	_____	_____
SNCOIC (6672): MSgt	_____	_____
Assistant SNCOIC (6672): SSgt	_____	_____
Audit Branch		
SNCOIC (6672): SSgt	_____	_____
Avn Supply Spec (6672): Sgt	_____	_____
Avn Supply Spec (6672): Cpl	_____	_____
MALSP Support Branch		
SNCOIC (6672): SSgt	_____	_____
Avn Supply Spec (6672): Cpl	_____	_____
Avn Supply Spec (6672): Cpl	_____	_____
Database Administration Branch		
Supply Application Administrator (6672): Sgt	_____	_____

Additional personnel assigned in excess of T/O (Augments):

1. _____

2. _____

3. _____

4. _____

5. _____

B. Reference (as) contains the current duties and responsibilities for the SMD OIC and SNCOIC.

C. Responsibilities:

1. OICs/SNCOICs will be held ultimately accountable, and must be technically proficient in every area of operations within their respective divisions.

2. All management reports, information/action type listings generated, as well as associated research actions, will be closely monitored by senior supervisory personnel.

3. The supervisor must be cognizant of, and approve, any goals set, plans and monitor overall supply department operation on a day to day basis, EOM/EOY processing, database administration and AVCAL allowance management for the MALSP program.

4. The OIC/SNCOIC is also responsible for the technical training of all subordinate personnel.

D. General:

1. Does the OIC/SNCOIC have on hand current and accurate standard operation procedures, which outlines specific job responsibilities and provides step-by-step procedures for division task? Yes___ No___

2. Does SMD have a copy of the current edition of the USMC Aviation Supply Desktop Procedures? Yes___ No___

Audit Branch (AB)

1. Does the Audit Branch (AB) maintain a file of External Inspection/Assist Visit Reports containing inspection results and corrective actions approved by the AvnSupO and submitted to the inspecting command for three (3) years in "Date Inspected" sequence? (paragraph 3101.1) Yes___ No___

2. Does the AB maintain an Internal Audit File containing the current and prior year in "Date Audit Performed" within division sequence for all Internal Audits/Validations described in Appendix G and H? (paragraph 3101.2a) Yes___ No___

3. Does the AB maintain an External Audit File containing the current and prior year in "Date Audit Performed" within division sequence for all External Audits/Validations, Corrective Actions, and Responses to auditing activities as required? (paragraph 3101.2b) Yes___ No___

4. Does the AB maintain an external reports file for reports identified in Appendix B and TYCOM/WING Orders in "Date Reported" sequence for current and prior fiscal year? (paragraph 3101.3 & Appendix B) Yes___ No___

5. Does the AB maintain a library of all Technical Training Lesson Plans presented to the ASD? (paragraph 3101.5 & Appendix X) Yes___ No___

6. Does the AB assist the divisions by validating the corrective action plans on all noted discrepancies/recommendations, submit a consolidated letter of all corrective action plans to the AvnSupO, and forward it to the external activity within the required timeframe? (paragraph 3101.6) Yes___ No___

7. If actions to correct discrepancies take more than 30 days to accomplish, does AB provide a written synopsis monthly to the AvnSupO until the discrepancy has been resolved? (paragraph 3101.6d) Yes___ No___

8. Does the AB coordinate, publish, and route the Quarterly Internal Audit Schedule through the ASD'S divisions for comment prior to submitting it to the AvnSupO for approval? (3101.7) Yes___ No___

9. Quarterly, does the AB utilize the audits contained in Appendix G and H to perform internal audits of all divisions? (3101.7) Yes___ No___

10. How effective is the AB in conducting Internal Audits? A___ B___ C___ (paragraph 3101.7)

    a. Appendix G Internal Audit.

        (1) Task. Conduct internal audits on a single division using the below tools:

            (a) Run Location and Requisition ADHOCS _____

            (b) Prepare Appendix G Worksheets _____

            (c) Perform Appendix G Location to SIR Audit _____

(d) Perform Appendix G SIR to Location Audit _____

(e) Perform Appendix G Audit Worksheets _____

11. Upon completion of an Internal Audit, does AB submit an Internal Audit Report to the AvnSupO noting Positive/Negative Findings and Repeat Discrepancies/General Trends? (paragraph 3101.8) Yes___ No___

12. Does the AB maintain a file for all ASDTP Changes/Corrections/Deviations until it is incorporated into the ASDTP or is disapproved by higher headquarters? (paragraph 3101.10) Yes___ No___

13. Does the AB forward all Changes/Corrections/Deviations to the AvnSupO for approval with a cause and affect recommendation? (paragraph 3101.10a) Yes___ No___

14. How effective is the Department Technical Training Program? (paragraph 3101.11 & Appendix X) A___ B___ C___

a. Departmental Technical Training Program.

(1) Task. Review the AB's Technical Training Program to ensure completeness and currency for the requirements listed below:

(a) Published Quarterly Training Schedule _____

(b) Training Subjects Relevant to Aviation Logistics _____

(c) Training Period Scheduled for 1 Hour (at a minimum) _____

(d) Written Lesson Plan In Accordance With Appendix X _____

(e) 10 Test Question (at a minimum) _____

(f) Maintain Attendance Roster and Report _____

(g) Maintain Technical Training Library _____

(h) Perform Departmental Training twice per month (at a minimum) _____

(i) Subject Matter Experts Provide Training _____

15. Does the AB monitor and advise the AvnSupO/AAvnSupO on all External Supply Management Goals as established by higher authority, as well as Internal Goals directed by the AvnSupO? (paragraph 3101.13) Yes___ No___

16. Can AB personnel properly monitor/review and identify potential problem areas for the Demand History/Level Setting Process? (paragraph 3101.14) A___ B___ C___

a. Demand History/Level Setting Process.

(1) Task. Have AB personnel request/process a Trial Level Set in accordance with TYCOM/Wing Policy and identify potential problem areas.

17. Can AB personnel produce the LMC/ARRC Letter? (paragraph 3101.15)
A___ B___ C___

a. LMC/ARRC Letter

(1) Task. Have AB personnel identify source of information to produce LMC/ARRC Letter.

18. At the beginning of each Fiscal Year, does the AB produce the Document Serial Assignment Letter and route it through the AvnSupO for the MAG CO'S signature? (paragraph 3101.16) Yes___ No___

MALSP Support Branch (MSB)

1. Are MALSP CSP/FISP/FOSP/TSA/Non-Aeronautical Material Allowances properly loaded using the standard naming convention on R-Supply and Optimized NALCOMIS? (paragraph 3200.3g(2)) Yes___ No___

2. Does the MALSP Support Branch (MSB) maintain the master copy of the current AVCAL and COSAL Allowance Lists? (paragraph 3201.1a) Yes___ No___

3. When new AVCAL/COSAL Allowance Products (X05,X06,X10,X24) are received, are old products maintained until the new RE-AVCAL/COSAL products have been loaded and verified? (paragraph 3201.1b) Yes___ No___

4. Does the MSB maintain a listing of all Packups (MALSP/LOCAL) currently in process of being pulled/already deployed and maintain listings of returned Support Packages, Material Control Registers, and Stock Status Cards or SAMMS II database files for historical purposes for at least 12 months from Support Package return date? (paragraph 3201.2a) Yes___ No___

5. Does the MSB review Material Control Registers for all NIS/NC demands generated during a deployment to determine possible adjustments to package allowances for future deployments? (paragraph 3201.2b) Yes___ No___

6. Does MSB properly manage Deployed/Exercise Support Packages? (paragraph 3201.2) A___ B___ C___

   a. Deployed/Exercise Support Packages

      (1) Task. Review and screen NIS'S and NC'S from a Material Control Register/SAMMS II data. _____

7. Does the MSB coordinate and monitor the AVCAL and COSAL MALSP packages milestone process and ensure all milestones are met? (paragraph 3201.4, Reference (o), Reference (ap)) Yes___ No___

8. Does the MSB receive and validate all allowance aids in liaison with the RMD, prior to input to R-Supply and Optimized NALCOMIS? (paragraph 3201.5 & Appendix T) Yes___ No___

9. Does MSB ensure AVCAL and COSAL allowances are properly loaded for the Aviation Supply Department? (paragraph 3201.5 & Appendix T) Yes___ No___

   a. MALSP Building Blocks

      (1) XO5 _____

      (2) X05D _____

      (3) X06 _____

      (4) X10 _____

(5) X24 _____

10. Does the MSB maintain the Fly-In Support Package (FISP) in a deployment ready condition? (paragraph 3201.6a) Yes___ No___

11. Is FISP material managed as protected stock and has the MSB established a "Controlled Access" area for storage of FISP material that is separate from storage areas used for normal stock? (paragraph 3201.6a(1)) Yes___ No___

12. Is FISP material segregated by Standard Pack-up Serial Numbers? (paragraph 3201.6a(1)) Yes___ No___

13. Does the MSB, working in conjunction with the RMD, Semi-Annually screen all FISP Repairable assets with a RFI date older than 365 days and where possible rotate the stock as needed? (paragraph 3101.6.a(2)(a)) Yes___ No___

14. If RFI stock is not available, or if AvnSupO stock assets RFI date exceeds 180 days before the next review, does MSB induct the asset into the IMA and obtain the next available RFI asset? (paragraph 3201.6a(2)(a)) Yes___ No___

15. If RFI stock is not available and the assets SM&R Code is “G”, “H”, “O”, or “D” with “X1” Repair Capability, does MSB induct the asset into the IMA for a visual inspection? (paragraph 3101.6a(2)(a)1) Yes___ No___

16. If assets require an IMA visual inspection and are deemed undamaged, does MSB require the Inspector to annotate His/Her Name and Date on the RFI Tag (or attach a tag to the RFI Tag) and reinspect it annually? (paragraph 3101.6a(2)(a)4) Yes___ No___

17. Does the MSB inspect all shipping containers to ensure the integrity of the container is maintained to protect the FISP assets? (paragraph 3101.6a(2)(b)) Yes___ No___

18. Does the MSB ensure all FISP assets are screened during the Quarterly Shelf Life Review Program? (paragraph 3101.6a(3) & Appendix L) Yes___ No___

19. On a monthly basis, does the MSB review the Change Notice Storeroom Action Listing (SAL) and take appropriate action? (paragraph 3101.6a(3), 6311.10d & 4101.25) Yes___ No___

20. Is the FISP Allowance Quantity (On Hand + On Order) being properly maintained by T/M/S at 100 percent? (paragraph 3201.6a(4)) Yes___ No___

21. Are FISP Pack-up records in R-Supply being accurately updated and are Repairable quantities in Optimized NALCOMIS being verified by the MSB to reflect the current On Hand quantities? (paragraph 3201.6a(5)) Yes___ No___

22. Monthly, does the MSB produce a report utilizing a combination of R-Supply Support Package Listings, SQLS, or ADHOCS to identify FISP deficiencies that could be pulled from stock? (paragraph 3201.6a(6)) Yes___ No___

23. Are FISP deficiencies properly ordered and tracked citing "ZB9" as the Project Code? (paragraph 3201.6a(6) Yes___ No___

24. Is the Information Message "YE1" being used to load the FISP Supply Assist DTG'S as well as the ICP'S responses? (paragraph 3201.6a(6)) Yes___ No___

25. Are outstanding FISP "ZB9" Deficiency Requisitions subjected to aggressive Follow-Up Actions? (paragraph 3201.6a(7)) Yes___ No___

26. Are FISP Initial Issue Consumable requirements ordered using the appropriate Fund Code? (paragraph 3201.6a(7)(b) & TABLE 3-7) Yes___ No___

27. Does the MSB conduct a Quarterly 100 Percent Inventory of Repairable FISP Assets, correct any discrepancies, and retain a copy of the results? (paragraph 3201.6a(8)) Yes___ No___

28. Does the MSB conduct a Quarterly 30 Percent Random Sample of Consumable FISP Assets for each FISP, ensuring a minimum Inventory Validity of 100 Percent, and retain a copy of the results? (paragraph 3201.6a(8)) Yes___ No___

29. If the Quarterly 30 Percent Random Sample did not meet the required Inventory Validity of 100 Percent, does the MSB conduct a 100 Percent inventory of all Consumable FISP assets contained in that specific FISP? (paragraph 3201.6a(8)) Yes___ No___

30. Does the MSB provide a letter citing the Quarterly FISP Inventory/ Sampling results to the AvnSupO? (paragraph 3201.6a(8)) Yes___ No___

31. Does MSB personnel properly manage the FISP? (paragraph 3201.6) A___ B___ C___

    a. FISP Management

        (1) Task. Have MSB personnel perform the following functions:

            (a) Create Mobile Facilities MAF _____

            (b) Perform Mobile Facilities PM Inspection _____

            (c) Conduct Consumable Appendix G Audit _____

            (d) Conduct Repairable Appendix G Audit _____

            (e) Conduct Shelf Life Appendix G Audit _____

            (f) Rotate Repairable Assets Over 365 Days Old _____

            (g) Rotate Consumable Shelf Life Items _____

            (h) Process an X24 to move an item to the FISP _____

            (i) Process an X24 to issue an item from the FISP _____

            (j) Determine FISP Deficiencies _____

(k) Create FISP Letter _____

32. Does the MSB coordinate the validation/inventory of the COSAL Aids and ensure they are returned to NAVICP-M by the required due date? (paragraph 3201.7a & Appendix T) Yes___ No___

33. Does the MSB validate the AUTO-MCMAR COSAL IN ACCESS (CIA) and ensure allowance increases/decreases are properly loaded? (paragraph 3201.7b AND Appendix T) Yes___ No___

34. Does the MSB properly receive, distribute, monitor and review all local pack-up requests? (paragraph 3201.8) Yes___ No___

35. Does the MSB conduct a 100% Repairable Inventory Validation with the RCB and a 30% Consumable Inventory Validation with the CMD once the deployment pack-up has completed the data entry process? (paragraph 3201.8c) Yes___ No___

36. Does MSB properly manage Deployed/Exercise Support Packages? (paragraph 3201.8) A___ B___ C___

(1) Task. Have MSB personnel perform the below requirements:

(a) Establish a Local Packup Serial Number _____

(b) Load an NSN to the newly established Packup _____

(c) Load a quantity of one to the newly established Packup _____

(d) Print the newly established Packup Listing _____

(e) Remove the quantity from the newly established Packup _____

(f) Delete the NSN from the newly established Packup _____

(g) Delete the newly established Packup _____

37. Does the MSB submit Repairable FISP Allowance Change Requests-Fixed (ACR-F) for concurrence/nonconcurrence via those Supply Officers maintaining the same T/M/S Aircraft? (paragraph 3201.9 & Appendix T) Yes___ No___

38. Does the MSB maintain a file with "all" Approved/Disapproved ACR-Fs until the next allowance review? (paragraph 3201.9 & Appendix T) Yes___ No___

39. Does the MSB provide a CD ROM/Copies of up to date publications listed in Appendix “I” of the ASDTPs to the Responsible Officer (RO) for use during deployed operations? (paragraph 3201.10 & Appendix I) Yes___ No___

40. Does the MSB coordinate and submit Supply Reports concerning the UDP/MEU Deployment Program? (paragraph 3201.11) Yes___ No___

41. Does the MSB have a viable Global Communication System (GCS) Management Program? (paragraph 3201.12 and applicable Wing Instruction)
Yes___ No___

42. Is there a valid testing program for setting up and conducting voice/data transmissions? (paragraph 3201.12a) Yes___ No___

43. Are monthly GCS Status Reports submitted in accordance with the ASDTP? (paragraph 3201.12b) Yes___ No___

44. How effective is MSB at managing the GCS program? (paragraph 3201.12)
A___ B___ C___

a. GCS Management Program

(1) Task. Have MSB personnel perform the following functions:

(a) Set up the GCS _____

(b) Conduct a voice test and check _____

(c) Send and receive a WEBSALTS transmission _____

Database Administration Branch (DBAB)

1. Does the Supply Applications Administrator (SAA) maintain a software update file? (paragraph 3301.1a) Yes___ No___

2. Does the SAA maintain R-Supply/Optimized NALCOMIS system security and access? (paragraph 3301.2) Yes___ No____

3. Can the SAA perform system security and access validation? (paragraph 3301.2) A____ B____ C____

   a. R-Supply/Optimized NALCOMIS and NTCSS system security and access

      (1) Task. Have the SAA add and delete User Roles in R-Supply and NALCOMIS

         (a) SAA will run R-Supply ADHOC "User_Role" and review for additions or deletions _____

         (b) SAA will run NALCOMIS ADHOC "DU05_PERSONNEL /DU10_TASK TABLES" and review for additions or deletions _____

4. Does the SAA assist supply users on the proper use of R-Supply, Optimized NALCOMIS and Stand Alone Applications? (paragraph 3301.3, 3301.4) Yes___ No___

5. Does the SAA trouble shoot functional software problems and submit approved (by the SMD OIC/SNCOIC) TCs/TRs/CPs as required? (paragraph 3301.5) Yes___ No___

6. Does the SAA maintain separate files for each type of TC/CP for each site applicable NTCSS application and subdivided by Pending, Escalated, and Completed? (paragraph 3301.6a) Yes___ No___

7. Does the SAA retain completed TCs/CPs for 12 months? (paragraph 3301.6a) Yes___ No___

8. Does the SAA maintain and update the status of all outstanding TCs/CPs on a monthly basis? (paragraph 3301.6b) Yes___ No___

9. Does the SAA approve, prioritize, and schedule all processing for R-Supply/Optimized NALCOMIS? (paragraph 3301.7) Yes___ No___

10. Can the SAA schedule and approve Job Requests? (paragraph 3301.7) A____ B____ C____

    a. Scheduling and Approving Jobs.

       (1) Task. Have the SAA request, schedule, and approve a Job Request

          (a) Have SAA request a Trial Financial in R-Supply _____

          (b) Have SAA approve the Trial Financial in R-Supply _____

          (c) Have SAA request a IMA IOU Report in NALCOMIS _____

(d) Have SAA approve the IOU Report in NALCOMIS _____

11. Does the SAA maintain R-Supply/Optimized NALCOMIS Configuration and Validation Tables, Files and Listings? (paragraph 3301.8) Yes___ No___

12. Can the SAA maintain NALCOMIS and R-Supply Validation Tables? (paragraph 3301.8) A____ B____ C____

a. Validation Tables.

(1) Task. The SAA will perform the following task involved with the Validation Tables in NALCOMIS.

(a) Demonstrate the ability to transfer a BUNO from one squadron to another squadron _____

(b) Demonstrate the ability to add a new ORG Code in NALCOMIS _____

(c) Demonstrate the ability to load an "Other Activity" in R-Supply _____

(d) Demonstrate the ability to add a Fund Code in R-Supply _____

13. Does SAA maintain the following Application Configuration and Validation Reports In Accordance With the ASDTP? (paragraph 3301.8)
A___ B___ C___

a. R-Supply

(1) Aircraft Table (ADHOC) _____

(2) Unit/Ship/Org Tables (ADHOC) _____

(3) Engine TEC Table (ADHOC) _____

(4) Fund Code Table (ADHOC) _____

(5) Master Validation Report (JSS200) _____

(6) Printer Location Table (ADHOC) _____

(7) Supply User/Job Role/Menu Role/User Role (ADHOC) _____

(8) Activity Control Info (Screen Dump 3 Tabs) _____

(9) Customer Serial File Listing _____

b. NALCOMIS

(1) DA01_Organizatn (ADHOC) _____

(2) DA02 Project_Code (ADHOC) _____

(3) DA03_Site (ADHOC) _____

(4) DA05_Workcenter (ADHOC) _____

(5) DA06 Fund_Code (ADHOC) _____

(6) DF01_DDSN_Asgn (ADHOC) _____

(7) DF05 CDA_Validation (ADHOC) _____

(8) DF07_BUNOTABLE (ADHOC) _____

(9) DF08 Stock Autoassign (ADHOC) _____

(10) DF09_Broadarrow_Autoassign (ADHOC) _____

(11) DF15_Suadps_Intf_Logon (ADHOC) _____

(12) DF22_Cog_Mcc_Rep (ADHOC) _____

(13) DF34_External_Fundcode (ADHOC) _____

(14) DU05_Personnel (ADHOC) _____

(15) DU10_Personnel_Tasks (ADHOC) _____

(16) DV08_TEC (ADHOC) _____

c. Standalone Applications (IBS/SALTS)

(1) Setup Configuration

14. Can the SAA produce required Validation Reports and ADHOCS? (paragraph 3301.8) A____ B____ C____

a. Tasks. Demonstrate the ability to run the Application Configuration and Validation ADHOCS.

(1) Run and print five (5) of the R-Supply Application Configuration Validation and ADHOCS _____

(2) Run and print five (5) of the NALCOMIS Application Configuration and Validation ADHOCS _____

15. Does the SAA maintain User Registration for R-Supply and Optimized NALCOMIS? (paragraph 3301.9) Yes___ No___

16. Does the SAA direct and coordinate all ASD End of the Month/Fiscal Year processing for R-Supply/Optimized NALCOMIS? (paragraph 3301.10) Yes___ No___

17. Does the SAA maintain the operational capability of the Supply Department's Primary Salts Account? (paragraph 3301.11) Yes___ No___

18. Does the SAA review and maintain the results of the Aviation Information Systems Department (AISD) File Management Branch's (FMB) Monthly Tape Library inventory? (paragraph 3301.12) Yes___ No___

19. Does the SAA manage and process all Outgoing/Incoming MILSTRIP transactions? (paragraph 3301.14) Yes___ No___

20. Does the SAA effectively manage and process all Outgoing/Incoming MILSTRIP transactions? (paragraph 3301.14) A___ B___ C___

    a. Outgoing/Incoming MISTRIP transactions

        (1) Task. Can the SAA receive, review, edit and process all Incoming MILSTRIP Transactions utilizing the tool below?

            (a) Incoming MILSTRIP Transaction Status _____

        (2) Task. Can the SAA process, distribute, review, edit, and send all Outgoing MISTRIP Transactions.

            (a) Outgoing MILSTRIP Transaction Status _____

21. Does the SAA coordinate and process the R-Supply Material Financial Control System Inventory (MFCS) Reconciliation? (paragraph 3301.16) Yes___ No___

22. Does the SAA coordinate and process the R-Supply/NALCOMIS Database Reconciliation on a monthly basis? (paragraph 3301.17 & Appendix D) Yes___ No___

23. Does the SAA receive, coordinate and respond to Quarterly MOV files? (paragraph 3301.18) Yes___ No___

24. Does the SAA notify all applicable Supply Department Branches that AP_ records have been written to R-Supply and must be worked prior to the last day of the MOV cycle? (paragraph 3301.18f(1)) Yes___ No___

25. Does the SAA process and return all DI AP_ Records and DI BMV Control Cards back to DAAS? (paragraph 3301.18g) Yes___ No___

26. Does the SAA process the Post MOV BRF Reconciliation? (paragraph 3301.18i) Yes___ No___

27. Does the SAA maintain current and prior copies of all correspondence relating to the External MOV in the External MOV file? (paragraph 3301.18j) Yes___ No___

Continuous Process Improvement Branch (CPIB)

1. Does the CPIB maintain a library of CPI publications? (paragraph 3401.1) Yes___ No___

2. Does the CPIB maintain individual AIRSpeed training files? (paragraph 3401.2) Yes___ No___

3. Does the CPIB maintain liaison with the MALS AIRSpeed office? (paragraph 3401.3) Yes___ No___

4. Does the CPIB establish and maintain an AIRSpeed training program for the supply department? (paragraph 3401.4) Yes___ No___

5. Does the CPIB collect, review, and sign off on all AIRSpeed event charters? (paragraph 3401.5) Yes___ No___

6. Does coordinate and monitor the assignment of supply Marines for AIRSpeed events? (paragraph 3401.6) Yes___ No___

7. Does the CPIB validate monthly the weekly divisional 5S checklists to ensure they are being worked in accordance to the checklists? (paragraph 3401.7) Yes___ No___

8. Does the CPIB follow-up and evaluate all Supply AIRSpeed improvement events commencing at 90 days after the event and quarterly there after for one year? (paragraph 3401.8) Yes___ No___

9. Does the CPIB monitor and advise the AvnSupO and AAvnSupO on all AIRSpeed management goals? (paragraph 3401.9) Yes___ No___

10. Does the CPIB maintain the ELAT, CPIMS, and BMT system security access? (paragraph 3401.10) Yes___ No___

11. Does the CPIB assist supply users on the proper use of ELAT, CPIMS, and BMT? (paragraph 3401.11) Yes___ No___

12. Does the CPIB coordinate and process the loading of R-Supply data into ELAT monthly? (paragraph 3401.12) Yes___ No___

13. Does the CPIB troubleshoot functional software problems for ELAT, CPIMS, and BMT and submit application trouble calls/change proposals as required? (paragraph 3401.13) Yes___ No___

Repairables Management Division (RMD)

MALS_____ Date_____

OIC_____ SNCOIC_____

Inspector_____ RMD Grade_____

RCB Grade_____ RDB Grade_____

RSB Grade_____ AWPB Grade_____

SSB Grade_____

T/O Assessment:

ITS Assessment:

A. Table of Organization Dtd_____	Assigned	Remarks
OIC (6602): 1stLt	_____	_____
SNCOIC (6672): MSgt	_____	_____
Repairables Control Branch		
OIC (6604): CWO2	_____	_____
SNCOIC (6672): GySgt	_____	_____
RCB Asst SNCOIC (6672): SSgt	_____	_____
Avn Supply Spec(6672): Sgt	_____	_____
Avn Supply Spec(6672): Cpl	_____	_____
Avn Supply Spec(6672): Cpl	_____	_____
Avn Supply Spec(6672): Cpl	_____	_____
Supply Shipping Branch		
SNCOIC (6672): SSgt	_____	_____
Packaging Specialist (3052): Sgt	_____	_____
Packaging Specialist (3052): Cpl	_____	_____
Packaging Specialist (3052): LCpl	_____	_____
REPAIRABLES STORAGE BRANCH		
NCOIC (6672): Sgt	_____	_____

Avn Supply Spec(6672): Cpl Awaiting Parts Branch	_____	_____
SNCOIC (6672): SSgt	_____	_____
Avn Supply Spec(6672): Sgt	_____	_____
Avn Supply Spec(6672): Cpl	_____	_____
Repairables Delivery Branch		
Avn Supply Spec(6672): Cpl	_____	_____
Avn Supply Spec(6672): LCpl	_____	_____
Avn Supply Spec(6672): LCpl	_____	_____

Additional personnel assigned in excess of T/O (Augments):

1. _____

2. _____

3. _____

4. _____

5. _____

B. Reference (as) contains the current duties and responsibilities for the RMD OIC and SNCOIC.

C. Responsibilities:

1. OICs/SNCOICs will be held ultimately accountable, and must be technically proficient in every area of operations within their respective divisions.

2. All management reports, information/action type listings generated, as well as associated research actions, will be closely monitored by senior supervisory personnel.

3. All supervisors must be cognizant of, and approve, any goals set, plans and their development, material management decisions required to ensure the proper control and file maintenance of required reconciliation, research, transaction processing, and reporting requirements.

4. The OIC/SNCOIC is also responsible for the technical training of all subordinate personnel.

D. General:

1. Does the OIC/SNCOIC have on hand a current and accurate turnover jacket, which outlines specific job responsibilities and provides step-by-step procedures? (Reference (n), paragraph 104.4) Yes___ No___

2. Does RMD have a copy of the current edition of the USMC Aviation Supply Desktop Procedures? Yes___ No___

3. Does the OIC/SNCOIC execute departmental technical training in support of the long term training plan of the AvnSupO? Yes___ No___

   a. Departmental Technical Training Program.

      (1) Task. Review the OIC/SNCOIC'S Departmental Technical Training Binder to ensure the below actions are being accomplished:

         (a) Quarterly Training Schedule

         (b) Training subjects relevant to Aviation Logistics

         (c) Training period scheduled at minimum for 1 Hour

         (d) Lesson Plan

         (e) 10 Test questions

         (f) Attendance Roster

      (2) Task. Review the Quarterly Technical Training Attendance Report from SMD to identify if RMD personnel are receiving the minimum amount of technical training:

         (a) Attend Department Training twice per month

4. Does the OIC/SNCOIC monitor, review, and maintain the reports required for performance of duties? Yes___ No___

   a. Task. Review the reports to ensure the below actions are being accomplished:

      (1) Frequency of reports being worked per Tables 4-1, 4-2, 4-3, 4-4

      (2) Retention of reports being maintained per Tables 4-1, 4-2, 4-3, 4-4

      (3) Corrective action annotated as required

Repairables Control Branch (RCB)

1. Can all RCB personnel perform tasks associated with establishing, maintaining and procuring allowances for repairable material? (paragraph 4101.16) A___ B___ C___

   a. Task. Have RCB personnel perform functions associated with establishing or changing an allowance for a repairable material. (paragraph 4101.16)

      (1) Screen applicable reports in R-Supply/NALCOMIS or Buffer Management Tool to determine Range/Depth Adds or Changes. (paragraph 4101.16c, Appendix W) _____

      (2) Prepare ACR for submission. (paragraph 4101.16c(4)) _____

2. How effective is the Allowancing Program for Repairable Material? A___ B___ C___

3. Can all RCB personnel perform tasks associated with processing Receipts, Requisitions and the Inventory of Repairable components? (paragraph 4101.18, 4101.21,) A__ B__ C__

   a. Task. Have RCB personnel perform functions associated with receipt of repairable components. (paragraph 4101.21)

      (1) Process a Stock Receipt _____

      (2) Process a DTO Receipt _____

      (3) Process a Stock Receipt with Exceptions _____

      (4) Process a DTO Receipt with Exceptions _____

   b. Task. Have RCB personnel process requisitions with the following conditions. (paragraph 4101.21)

      (1) Process Requisition with OFFMP Status _____

      (2) Process Requisition with 5A/53 Advice Code _____

      (3) Process Requisition with 5D Advice Code _____

      (4) Process Requisition with OFFAR Status _____

      (5) Process Rescreen Issue _____

      (6) Rescreen Issue, Turn In Still EXREP _____

      (7) Rescreen Issue, DTO Outstanding _____

      (8) Process a Backfit Requisition _____

   c. Task. Have RCB personnel perform functions associated with conducting an inventory. (paragraph 4101.18)

(1) Perform Spot Inventory _____

(2) Demonstrate requesting Scheduled Inventories _____

(3) Demonstrate requesting a Location Reconciliation _____

(4) Demonstrate a Gain/Loss Inventory Adjustment _____

(5) Demonstrate a DBAG17/DBAG21 _____

4. How effective is the receipt, requisitions and inventory of repairable material? A__ B__ C__

5. Can RCB personnel with authorized clearance perform tasks associated with the receipt, issue, storage, shipment and inventory of classified material? (reference (w), volume I, chapter 4, part E, section IV, paragraph 4656, reference (x), paragraph 4101.9) A___ B___ C___

a. Task. Have RCB personnel perform following tasks.

(1) Process receipt for classified component _____

(2) Prepare stow tag for classified component _____

(3) Access classified storage area _____

(4) Stow classified component _____

(5) Demonstrate chain of custody for issue/shipping procedures _____

6. How effective is the receipt, issue, storage and inventory of classified material? A___ B___ C___

7. Can RCB personnel perform tasks associated with the return of repairable components from the IMA? (paragraph 4101.20) A___ B___ C___

a. Task. Have RCB personnel perform following tasks.

(1) Process a RFI DIFM return _____

(2) Process a BCM DIFM return _____

(3) Process a AMSU discrepancy _____

(4) Process a TEST & CHECK _____

(5) Process a REPAIR and RETURN _____

8. How effective is the return of repairable components from the IMA? A___ B___ C___

9. Can RCB PERSONNEL perform tasks associated with Pack-Up/Sub-Custody procedures? (paragraph 4101.20e(1) - (4)) A___ B___ C___

a. Task. Have RCB personnel perform following tasks.

(1) Request a Pack-Up Listing _____

(2) Input a Pack-Up Quantity in R-Supply _____

(3) Return a Pack-Up Quantity in R-Supply _____

(4) Compare Sub-Custody Listing to NALCOMIS _____

(5) Input a Sub-Custody Quantity in NALCOMIS _____

(6) Return a Sub-Custody Quantity in NALCOMIS _____

10. How effective are the Pack-Up/Sub-Custody procedures? A___ B___ C___

11. Can RCB personnel perform tasks associated with Stock Replenishment? (paragraph 4101.17b) A___ B___ C___

a. Task. Have RCB personnel demonstrate the procedures for processing a Stock Replenishment.

(1) Request a Trial Automatic Re-Order _____

(2) Perform a Manual Re-Order _____

12. How effective is the performance of the Stock Replenishment Program? A___ B___ C___

13. Can RCB personnel perform tasks associated with Carcass Tracking? (paragraph 4101.22e & Appendix U) A___ B___ C___

a. Task. Have RCB demonstrate procedures for research and clearing Carcass Charges.

(1) Request Overaged Shipment Report _____

(2) Demonstrate steps in working report _____

(3) Demonstrate procedures for submission of 'BK' responses _____

(4) Demonstrate how to verify eRMS to validate Proof of Shipment (POS) _____

14. How effective is the Carcass Tracking Program? A___ B___ C___

15. Does the RCB maintain a 'Repairable Completed Transaction File' (RCTF)? (paragraph 4101.2) Yes___ No___

16. Does the RCB properly maintain 'Pending' and 'Completed' Reports Of Survey (DD FORM 200) file? (paragraph 4101.3) Yes___ No___

17. Does the RCB properly maintain Supply Discrepancy Report (SDR) File? (paragraph 4101.6 & Appendix Z) Yes___ No___

18. Does the RCB properly maintain files on 'Pending Engineering Investigations' (E/Is) and 'Quality Deficiency Reports' (QDRs)? (paragraph 4101.4, 4101.5, Reference (r)) Yes___ No___

19. Does the RCB properly maintain a 'Pending' and 'Completed' Allowance Change Request File (ACR)? (paragraph 4101.7, Reference (w), CHAP 2, paragraph 2105) Yes___ No___

20. Does the RCB maintain a copy of the Pack-Ups and Sub-Custody Records on file until all items have been returned/accounted for? (paragraph 4101.8 & 4101.20e(1)) Yes___ No___

21. Does the RCB maintain a Repairable Item List (RIL) To Cross P/Ns to Stock Numbers in Part Number Sequence? (paragraph 4101.11) Yes___ No___

22. Does the RCB maintain a copy of the current months R-Supply Repairable 'Master Stock Status and Locator Listing' (MSSLL)? (paragraph 4101.13) Yes___ No___

23. Does the RCB maintain listing(s) of all approved Local Management Codes (LMCs), Automatic Reorder Restriction Codes (ARRCs), "Limit Flags", and "No Drop Flags" used to manage Repairable SIR records? (paragraph 4101.15, Reference (n), paragraphs 204.2d(3), (4), (5), AND (6)) Yes___ No___

24. Does The RCB properly review all Repairable Stock Requisitions monthly for required follow-up action? (paragraph 4101.17C) Yes___ No___

    a. Is the validity of all Outstanding Repairable Stock Requisitions within the 95 Percent Goal? (Appendix G, Reference (n), paragraph 700.1a) Yes___ No___

25. Are repairable stock requisitions with overage shipping status identified, researched, and have proper corrective actions (i.e. SDR'S/ROD'S/Survey's) taken monthly? (paragraph 4101.17) Yes___ No___

26. Are repairable records reviewed and corrected actions taken for the following conditions and within TYCOM Goals? (paragraph 4101.18g, Reference (n))

    a. RAO (<0.2% OF DLR (7R) SAL) Yes___ No___

    b. RAB (<0.5% OF DLR (7R) SAL) Yes___ No___

    c. DEF TO RO (0%) Yes___ No___

27. Is the inventory validity for Repairables equal to 100 percent? (paragraph 4101.18a, Appendix E, Appendix F) Yes___ No___

28. Is the location validity for Repairables equal to 100 percent? (paragraph 4101.18a, Appendix E, Appendix F) Yes___ No___

29. Is location/inventory validity for Classified Material maintained at 100 percent? (Appendix F, Reference (n)) Yes___ No___

30. Does the RCB properly correct and process Repairable Transactions that appear on the R-Supply Suspended Transaction Ledger on a daily basis? (paragraph 4101.19a,b, Appendix 'C') Yes___ No___

31. Are R-Supply and Optimized NALCOMIS Unprocessed Interface Records properly reviewed and corrected daily? (paragraph 4101.19c, Appendix 'C') Yes___ No___

32. Does the RCB properly review all NALCOMIS Suspense Records daily to ensure corrections are made? (paragraph 4101.20d) Yes___ No___

33. Is the Completed Repair Action Mailbox properly reviewed through-out the day with action being taken on components for which repair action has been completed? (paragraph 4101.22) Yes___ No___

34. Does RCB maintain the following files/listings/letters in accordance with the ASDTP? A___ B___ C___

    a. Pending Data Entry File (paragraph 4101.1) _____

    b. SAMMA/SAL Listing (paragraph 4101.18g(1)) _____

    c. Supply Effectiveness Report (paragraph 4101.18h(2)) _____

    d. Stock Control Review Listing (paragraph 4101.19d) _____

    e. Material Stock Status Locator Listing (paragraph 4101.13) _____

    f. DIFM Reconciliation Report/CPI Tool (paragraph 4101.20b) _____

    g. Technical Directive (TD's) File (paragraph 4101.20i) _____

    h. R-Supply Change Notice Listings (paragraph 4101.23b)

        (1) Stock Control Decision Listing _____

        (2) MCC Decision Listing _____

        (3) Storeroom Action Listing _____

    i. NALCOMIS Change Notice Listing (paragraph 4101.23c) _____

    j. R-Supply/NALCOMIS Reconciliation Reports (paragraph 4101.24) _____

    k. SIR Maintenance ADHOC Listings (paragraph 4101.23d)
        (1) No MCC _____

        (2) RO does not Equal AVCAL _____

        (3) No Limit Flags _____

        (4) No Drop Flag Indicator _____

    l. Classified Material Storage Area Access List (paragraph 4101.9b) _____

Supply Shipping Branch (SSB)

1. Can all SSB personnel perform tasks associated with the packaging and shipment of aeronautical related components and equipment? (paragraph 4500.1) A___ B___ C___

   a. Task. Demonstrate the process for shipping material. (paragraph 4501, Appendix U)

      (1) Screen and verify material for shipment _____

      (2) Prepare/package material for shipment _____

      (3) Process transactions in eRMS

         (a) Retrograde Shipment _____

         (b) Repair and Return _____

         (c) RFI Material Turn In Shore (MTIS) for Carcass Exchange _____

         (d) Excess RFI Stock Material Offload _____

         (e) Classified Material _____

2. Are copies of the Engineering Investigation/Quality Deficiency Report (EI/QDR), SDR disposition instructions and shipping document securely attached to the outside of the shipping container? (paragraph 4501.1c(2)) Yes___ No___

3. Have all Proof of Shipment and Proof of Delivery's entries been posted in eRMS in a timely manner? (Appendix U paragraph C.2) Yes___ No___

4. Are all Manifests or DD1348-1 Shipping Documents signed by the Receiving Agent and Maintained on file? (paragraph 4501.2, Appendix U paragraph 3) Yes___ No___

5. How effective are the packaging functions performed by the Shipping Branch? A___ B___ C___

Repairables Storage Branch (RSB)

1. Can all RSB personnel perform tasks associated with the receipt, storage, issue and inventory of all repairable components? (paragraph 4300.1)
A___ B___ C___

a. Task. Have RSB personnel properly process and annotate required management listings. (paragraph 4301.3 & 5)

(1) Delayed Receipt Listing _____

(2) Issues Listing _____

b. Task. Have RSB personnel process repairable receipts. (paragraph 4301.8, 9 & 10)

(1) Screen Incoming Receipts (paragraph 4301.8)

(a) Screen for Multipacks and Damaged Material _____

(b) Screen for Shelf Life Material _____

(c) Screen for Classified Material _____

(2) Process DTO Receipts (paragraph 4301.9) _____

(3) Process DTO Receipt With Exceptions (paragraph 4301.9b) _____

(4) Process a Stock Receipt (paragraph 4301.9c) _____

(5) Process a Stock Receipt With Exceptions paragraph 4301.9c) _____

c. Task. Have RSB personnel perform storage functions. (Para 4301.8, 10, 13 & 18) _____

(1) Prepare Stow Tag _____

(2) Stow material in proper location _____

(3) Perform location addition and deletion as required _____

(4) Demonstrate procedures for pulling & staging a pack-up _____

d. Task. Have RSB personnel process a Storeroom Action Listing. (paragraph 4301.15)

(1) NSN Changes (paragraph 4301.15a) _____

(2) Unit of Issue Change (paragraph 4301.15b) _____

(3) Security Code Change (paragraph 4301.15c) _____

(4) Shelf Life Codes/Shelf Life Action Codes (Para 4301.15d) _____

(5) Exhaust, Delete, Superseded, or Condemned Stock _____
(Para 4301.15e)

e. Task. Have RSB process a material requirement for issue. (paragraph 4301.16 & 17)

(1) In-Stock - (ISSUE) _____

(2) Not-In-Stock - Warehouse Refusal _____

(3) Demonstrate procedures for the Excess Program _____

f. Task. Have RSB personnel perform inventory functions. (paragraph 4301.11, 12, 14)

(1) Conduct a Spot Inventory _____

(2) Conduct a Location Reconciliation _____

(3) Produce Shelf Life Listing _____

(4) Demonstrate Shelf Life Review Process _____

g. Task. Have RSB personnel demonstrate Electrostatic Discharge (ESD) Procedures. (Para 4301.19)

(1) Conduct a functionality check of the ESD station _____

2. Does RSB maintain the following files/reports/letters?

a. Pending Data Entry File (paragraph 4301.1) Yes___ No___

b. Document Serial Number Assignment Order Yes___ No___

c. Delayed Receipt Listing (Table 4-3) Yes___ No___

d. Issues Listing (Table 4-3) Yes___ No___

e. Not-In-Stock Research File (paragraph 4301.6) Yes___ No___

f. Master Stock Status Locator Listing (paragraph 4301.7)
Yes___ No___

g. ESD Designation Letter (paragraph 4301.19a(1)(a)) Yes___ No___

3. Does RSB forward all overages, wrong items and damaged material received to RCB with all related paperwork? (paragraph 4301.8c(2)) Yes___ No___

4. Is protective material readily available for the handling of all ESD sensitive material? (paragraph 4301.19a(1)(c)) Yes___ No___

5. Are ESD work areas properly tested, certified and maintained? (paragraph 4301.19a(2)(f)) Yes___ No___

6. How effective is the receipt, storage, issue and inventory of all repairable components? A___ B___ C___

Awaiting Parts Branch (AWPB)

1. Can all AWPB personnel perform tasks associated with storage and management of repairable components Awaiting Repair Parts? (paragraph 4404.1) A___ B___ C___

   a. Task. Perform functions associated with storage of repairable components Awaiting Repair Parts. (paragraph 4401.3 & 8)

      (1) Demonstrate procedures for accepting components Awaiting Repair Parts _____

      (2) Screen R-Supply/NALCOMIS to ensure that bit/piece parts are not available _____

      (3) Demonstrate proper storage procedures _____

      (4) Conduct an inventory of all items in AWP _____

   b. Task. Perform functions associated with the management of repairable components Awaiting Repair Parts. (paragraph 4401.2, 4, 5, 8, 9 & 10)

      (5) Demonstrate procedures for clearing the following:

         (a) DTO ROB Mailbox _____

         (b) Material Contingency Mailbox _____

         (c) Requisition Action Mailbox _____

         (d) AWP Component Pending Release Mailbox _____

      (6) Perform receipt processing for bit/piece material _____

      (7) Perform reconciliation on AWP requisitions with customer _____

      (8) Demonstrate process for expediting bit/piece parts for Expeditious Repair _____

      (9) Conduct an AWP rescreen _____

2. How effective are the functions performed to stow and manage material in the AWP locker? A___ B___ C___

3. Does AWPB maintain the following files/listings/letters in accordance with the ASDTP? A___ B___ C___

   a. Pending Data Entry File (paragraph 4401.1) _____

   b. DIFM Status Report/BMT Report (paragraph 4401.3a) _____

   c. Critical Level Status Report (paragraph 4401.3f) _____

   d. Stock Control Review Listing (paragraph 4401.4b) _____

e. Requisition Listing (paragraph 4401.5a(1)) _____

f. AWP Repair Parts Status Report (paragraph 4401.7) _____

g. AWP Component Overage Report (FGC) (paragraph 4401.6b) _____

h. AWP Transpose/Cannibalization Report (paragraph 4401.8c) _____

i. AWP Component Overage Report (LOC) (paragraph 4401.8) _____

j. Squadron EXREP Status Report (paragraph 4401.9) _____

k. DTO'S With Stock Onhand Report (paragraph 4401.10) _____

l. NALCOMIS/R-Supply Monthly Reconciliation Reports (paragraph 4401.11) _____

(1) R-Supply Requisitions Not On NALCOMIS _____

(2) NALCOMIS Requisitions Not On R-Supply _____

Repairables Delivery Branch (RDB)

1. Can all RDB personnel perform tasks associated with the delivery of and recovery of repairable components? (paragraph 4201.1) A___ B___ C___

   a. Task. Have RDB personnel deliver RFI components to the customer. (paragraph 4200.5)

      (1) Components in original shipping containers or bubble-wrapped _____

      (2) Vehicle properly cushioned _____

      (3) Printed Name, Signature, Date and Time of Delivery Obtained _____

      (4) Post Proof of Delivery for ISSIP _____

      (5) Post Proof of Delivery for DTO Receipt _____

   b. Task. Have RDB personnel recover NRFI repairable components from customer. (paragraph 4200.5 & 4200.6c & d)

      (1) Properly packaged or bubble-wrapped _____

      (2) Maintenance Action Form (MAF) screened for accuracy _____

      (3) Recover and verify log books and EHR/SRC cards If Applicable _____

      (4) Deliver NRFI components to AMSU _____

   c. Task. Have RDB personnel perform a Customer Refusal. (paragraph 4201.5c)

      (1) Incorrect material ordered _____

      (2) Incorrect material delivered _____

      (3) Required turn-in not available _____

      (4) Required documentation missing _____

      (5) Material is NRFI _____

   d. Task. Have RDB personnel request, research and take appropriate action on NRFI material that needs to be recovered from customers. (paragraph 4201.2)

      (1) Request IOU Report _____

      (2) Validate each item record on report with customers _____

2. How effective is the delivery and recovery of repairable components? A___ B___ C___

3. Does RDB have a Pending Data Entry File (PDEF) to hold source documents during temporary system non-availability? (paragraph 4201.1)
Yes___ No___

Supply Response Division (SRD)

MALS_____ Date_____

OIC_____ SNCOIC_____

Inspector_____ TRB Grade_____

ERB Grade_____

T/O Assessment:

ITS Assessment:

A. Table of Organization Dtd_____	Assigned	Remarks
OIC (6602): 1stLt	_____	_____
SNCOIC (6672): GySgt	_____	_____
Technical Research Branch		
SNCOIC (6672): SSgt	_____	_____
Avn Supply Spec(6672): Sgt	_____	_____
Avn Supply Spec(6672): LCpl	_____	_____
Expeditor Reconciliation Branch		
NCOIC (6672): Sgt	_____	_____
Avn Supply Spec(6672): Cpl	_____	_____
Avn Supply Spec(6672): Cpl	_____	_____
Avn Supply Spec(6672): LCpl	_____	_____

Additional personnel assigned in excess of T/O (Augments):

1. _____

2. _____

3. _____

4. _____

5. _____

B. Reference (as) contains the current duties and responsibilities for the SRD OIC and SNCOIC.

C. Responsibilities:

1. OICs/SNCOICs will be held ultimately accountable, and must be technically proficient in every area of operations within their respective divisions.

2. All management reports, information/action type listings generated, as well as associated research actions, will be closely monitored by senior supervisory personnel.

3. The supervisor must be cognizant of, and approve, any goals set, plans and their development, material management decisions required to ensure the proper control and file maintenance of required reconciliation, research, transaction processing, and reporting requirements.

4. The OIC/SNCOIC is also responsible for the technical training of all subordinate personnel.

D. General:

1. Does the OIC/SNCOIC have on hand a current and accurate turnover jacket, which includes the current edition of the USMC Aviation Supply Desk Top Procedures? Yes___ No___

2. Does the OIC/SNCOIC execute departmental technical training in support of the long term training plan of the AvnSupO? Yes___ No___

   a. Departmental Technical Training Program.

      (1) Task. Review the OIC/SNCOIC'S departmental technical training binder to ensure the below actions are being accomplished:

         (a) Quarterly Training Schedule

         (b) Training subjects relevant to Aviation Logistics

         (c) Training period scheduled at minimum for 1 hour

         (d) Lesson Plan

         (e) 10 Test Questions

         (f) Attendance Roster

      (2) Task. Review the Quarterly Technical Training Attendance Report from SMD to identify if SRD personnel are receiving the minimum amount of technical training:

         (a) Attend department training twice per month

3. Does the OIC/SNCOIC monitor and review the following reports for performance of duties? Yes___ No___

   a. Stock Control Review Listing _____

   b. Suspended Transaction Report _____

c. NALCOMIS/R-Supply Reconciliation Reports

(1) Task. Review the reports to ensure the below actions are being accomplished:

(a) Frequency of reports being worked _____

(b) Retention of reports being maintained _____

(c) Corrective action annotated as required _____

(d) "Reviewed By" OIC/SNCOIC annotation _____

Technical Research Branch (TRB)

1. Does TRB have on hand a current and accurate turnover jacket, which outlines specific job responsibilities and provides step-by-step procedures (Reference (n) paragraph 104.4)? Yes___ No___

2. Does TRB MAINTAIN an up-to-date dispersed library of Maintenance and Supply Publications from the main library held by the Central Technical Publications Library (CTPL) of the Quality Assurance Division (QA)? (paragraph 5101.1a(1),(2),(3)) Yes___ No___

   a. Maintenance and Supply Publications

      (1) Illustrated Parts Breakdown (IPB) _____

      (2) Corrosion Control Manuals _____

      (3) Technical Directive changes for all supported equipment _____

      (4) Naval Supply Procedures (NAVSUP P485, VOLUMES I, II, AND III) _____

      (5) Allowance Lists _____

      (6) Other Lists and CD-ROMS _____

3. Does TRB have Maintenance or Supply Publications on order that are either outdated or accessible via the WEB? (paragraph 5101.1a) Yes___ No___

4. Does TRB have a Pending Data Entry File (PDEF) to hold source documents during temporary system non-availability? (paragraph 5101.2) Yes___ No___

5. Does the TRB have onhand a current Master Stock Status Locator Listing (MSSLL)? (paragraph 5101.3) Yes___ No___

6. Do all TRB personnel establish Locally Assigned Family Group Codes when establishing a Repairable NSN? (paragraph 5101.4) A___ B___ C___

   a. Task. Have TRB personnel research and assign a Family Group Code. (paragraph 5101.4)

      (1) P2300/P2310 _____

      (2) SNAP Database _____

      (3) RCB Coordination _____

      (4) Maintain FGC Logbook _____

7. Can all TRB personnel perform technical research on requisitions which fall into the following exception categories? (paragraph 5101.5) A___ B___ C___

a. Optimized NALCOMIS OFFTR (Offline For Technical Research) requisition that has a valid NSN or NICN.

(1) Task. Have TRB personnel establish a consumable and repairable NSN in the Stock Item Table. In addition to the required entries, research additional data listed below and add as required (paragraph 5101.5a(1)).

(a) Equipage, Repairable, Consumable (ERC) _____

(b) Special Material Content Code (SMCC) _____

(c) Type Storage Code (TSC) _____

(d) Demilitarization Code (DEMIL) _____

(e) Controlled Item Inventory Code (CIIC) _____

(f) Shelf Life Code (SLC) _____

(g) Shelf Life Action Code (SLAC) _____

(h) Precious Metal Indicator Code (PMIC) _____

(i) Substitute/Interchangeable Stock Number _____

(j) Repairable Item Code (RIC) _____

b. Optimized NALCOMIS OFFTR requisition that does not have a valid NSN or NICN.

(1) Task. Have TRB personnel establish a Local Identification Control Number (LICN) in accordance with local policy utilizing either Optimized NALCOMIS or R-Supply (paragraph 5101.5a(2)).

c. Optimized NALCOMIS OFVAL (Offline For Validation) requisitions.

(1) Task. Have TRB personnel research and take appropriate action in the below special categories (paragraph 5101.5b):

(a) High Dollar Value _____

(b) Excess Quantity Ordered _____

(c) HAZMAT Indicator Field _____

(d) PEB Indicator Field _____

(e) Special Material Indicator Field _____

8. Can all TRB personnel conduct technical research for NIS/NC requisitions prior to referring into the supply system, which cannot be filled from the Supply Officer’s Stock? (paragraph 5101.5c) A___ B___ C___

a. Technical Research.

(1) Task. Have TRB personnel research and take appropriate action to determine if any Substitute/Interchangeable Stock Number can be found using, but not limited too, the below resources (paragraph 5101.6e(3)).

(a) FEDLOG _____

(b) Parts Master _____

(c) DOD EMALL _____

(d) NAVICP-P/M _____

(e) Maintenance Publications _____

(f) Allowance Lists _____

(g) GSA _____

b. Non-Standard Requisitions.

(1) Task. Have TRB personnel research and use exception processing procedures to refer requisitions into the supply system for the below categories (paragraph 5101.7b):

(a) "MD" Source Code _____

(b) Other Part Number Requisitions _____

(c) Technical Directive Compliance Kits _____

(d) Open Purchases _____

9. Can all TRB personnel research and take action to correct discrepancies in both R-Supply and Optimized NALCOMIS that are identified in the Monthly Reconciliation Report? (paragraph 5101.6a) A___ B___ C___

a. Reconciliation Report.

(1) Task. Have TRB personnel take appropriate action as a result of the NSNS analysis portion of the R-Supply/Optimized NALCOMIS Reconciliation Report for the below categories (paragraph 5101.6a, Appendix D):

(a) COG/MCC not on NALCOMIS _____

(b) Supply NIIN'S not on NALCOMIS Repairable/Consumables _____

(c) Supply NIIN'S added to NALCOMIS _____

(d) NSN records with no COG Symbol, Repairable COG/MCC but no FGC assigned, and COG/MCC not on NALCOMIS _____

10. Does the TRB maintain the COSAL IN ACCESS CD for use in validating requisitions when the reference cites the APL/AEL? (paragraph 5101.1b(5)) Yes___ No___

Expeditor Reconciliation Branch (ERB)

1. Does ERB have on hand a current and accurate turnover jacket, which outlines specific job responsibilities and provides step-by-step procedures (Reference (n), paragraph 104.4)? Yes___ No___

2. Does ERB have a Pending Data Entry File (PDEF) to hold source documents during temporary system non-availability? (paragraph 5101.2). Yes___ No___

3. Does ERB properly maintain the Internal Completed Reconciliation File? (paragraph 5201.2a, TABLE 5-3) A___ B___ C___

   a. Task. Review the Reconciliation Aids TO ensure the following actions are accomplished for IPG I, II and III requisitions.

      (1) Frequency of reports being worked _____

      (2) Retention of reports being maintained _____

      (3) Customer Signature/Date _____

4. Can all ERB personnel properly conduct Internal Requisition Reconciliations? (paragraph 5201.7) A___ B___ C___

   a. Task. Conduct an Internal Reconciliation with a supported customer.

      (1) Request appropriate Reconciliation Aid _____

      (2) Schedule Reconciliation with Customer _____

      (3) Ensure Reconciliation Aid is annotated as required _____

      (4) Manage of Off-Line Requisitions _____

5. Does the ERB have onhand and properly maintain a Supply Assist File? (paragraph 5201.3) Yes___ No___

6. Does the ERB ensure all Hi Pri Requisitions referred manually are established on the NALCOMIS and R-Supply Database? (paragraph 5201.6) Yes___ No___

   a. Task. Have ERB personnel refer a Hi Pri Requisition via local policy

      (1) Is Internal Requisition (A0_) on file in NALCOMIS/R-Supply? _____

      (2) Has internal requisition (A0_) been manually passed to? _____

      (3) Multiple sites (NAVICP/DLA and Latsupport Site/Open Purchase)? _____

7. Does the ERB coordinate with the Maintenance Officer or Delegated Representative to conduct unannounced NMCS/PMCS Requisition Validations and is this action documented? (paragraph 5201.7c(1)) Yes___ No___

8. Can all ERB personnel research and take action to correct discrepancies in both R-Supply and Optimized NALCOMIS that are identified in the Monthly Reconciliation Report? (paragraph 5201.7d) A___ B___ C___

   a. Reconciliation Report.

      (1) Task. Have ERB personnel take appropriate action as a result of the NSN analysis portion of the R-Supply/Optimized NALCOMIS Reconciliation Report for the below categories (paragraph 5101.6a, Appendix D):

         (a) DTO REQNS Not On NALCOMIS/DTO REQNS Not On Tape (J60680) _____

9. Can All ERB personnel properly review the status of outstanding requisitions and initiate appropriate follow-up action? (MCO P4400.177_ paragraph 5201.8, Appendix S) A___ B___ C___

   a. Task. Upon completion of the Internal Reconciliation, have ERB personnel submit proper follow-up based on current status and customer response as indicated below.

      (1) Material has been received _____

      (2) Material is no longer required _____

      (3) Material is still required _____

10. Does the ERB properly process the ROB and POD in Optimized NALCOMIS to complete those requisitions identified as having been received by the customer during the reconciliation process? (paragraph 5201.8a) Yes___ No___

11. Does the ERB request cancellation of requisitions that have been identified by the customer as no longer required during the reconciliation process? (paragraph 5201.8b) Yes___ No___

12. Does the ERB submit the appropriate follow-up for requisitions that have been identified as still required by the customer during the reconciliation process? (paragraph 5201.8c, Appendix S) Yes___ No___

13. Does ERB submit the appropriate follow-up on all DTO Requisitions with Pending Cancellation request monthly? (5201.8b, Appendix S) Yes___ No___

14. Can all ERB personnel correct Consumable A0_ and Status Records appearing on the daily Suspended Transaction Listing? (paragraph 5201.8e) A___ B___ C___

   a. Task. Have ERB personnel process Suspended Transactions appearing on the Suspense Report.

15. Can all ERB personnel identify, research, and process requisitions with Overaged Shipping Status? (paragraph 5201.8f) A___ B___ C___

a. Task. Have ERB personnel request a listing to identify requisitions with Overaged Shipping Status and take appropriate action as described below.

(1) Conduct research to determine whether or not Material has been received. _____

(2) CMD/RMD Coordination _____

(3) SDR Processing (AS REQUIRED) _____

(4) Repairable Survey coordination based on SDR response _____

16. Does the ERB properly maintain a Pending and Completed SDR file and is this file maintained for the current and two prior fiscal years? (paragraph 5201.5) Yes___ No___

17. Does the ERB identify requisitions with no incoming status and submit appropriate follow-up on a daily basis? (paragraph 5201.8g) Yes___ No___

18. Does the ERB receive from the SAA all DTO AP_ records from the Quarterly External Material Obligation Validation and are they validated and returned within 10 days? (paragraph 5201.9) Yes___ No___

19. Does the ERB request and process the 'DTO Dues With Material Onhand' Listing on a daily basis and are current and prior copies on maintained? (paragraph 5201.10c) Yes___ No___

20. Does the ERB update the supply information on the daily AMSRR? (paragraph 5201.11) Yes___ No___

Consumables Management Division (CMD)

MALS_____ DATE_____

OIC_____ SNCOIC_____

Inspector_____ CMD Grade_____

SRB Grade_____ CCB Grade_____

CDB Grade_____ CSB Grade_____

CSS Grade_____ CIS Grade_____

PEB Grade_____

T/O Assessment:

ITS Assessment:

A. Table of Organization Dtd_____	Assigned	Remarks
OIC (6604): CWO2	_____	_____
SNCOIC (6672): MSgt	_____	_____
Consumable Delivery Branch		
NCOIC (6672): Sgt	_____	_____
Avn Supply Spec/Driver (6672): Cpl	_____	_____
Avn Supply Spec/Driver (6672): LCpl	_____	_____
Avn Supply Spec/Driver (6672): LCpl	_____	_____
Supply Receiving Branch		
NCOIC (6672): Sgt	_____	_____
Avn Supply Spec(6672): Cpl	_____	_____
Avn Supply Spec(6672): LCpl	_____	_____
Avn Supply Spec(6672): LCpl	_____	_____
Avn Supply Spec(6672): LCpl	_____	_____
Consumable Storage Branch		
SNCOIC (6672): GySgt	_____	_____
Avn Supply Spec(6672): Sgt	_____	_____
Avn Supply Spec(6672): Cpl	_____	_____

Avn Supply Spec(6672): LCpl	_____	_____
Avn Supply Spec(6672): LCpl	_____	_____
Avn Supply Spec(6672): LCpl	_____	_____
Avn Supply Spec(6672): LCpl	_____	_____
Avn Supply Spec(6672): LCpl	_____	_____
Avn Supply Spec(6672): LCpl	_____	_____
Pre-Expended Bins		
NCOIC (6672): Cpl	_____	_____
Avn Supply Spec(6672): LCpl	_____	_____
Consumable Control Branch		
SNCOIC (6672): SSgt	_____	_____
Avn Supply Spec(6672): Sgt	_____	_____
Avn Supply Spec(6672): Cpl	_____	_____
Avn Supply Spec(6672): LCpl	_____	_____

Additional personnel assigned in excess of T/O (Augments):

1. _____

2. _____

3. _____

4. _____

5. _____

B. Reference (as) contains the current duties and responsibilities for the CMD OIC and SNCOIC.

C. Responsibilities:

1. OICs/SNCOICs will be held ultimately accountable, and must be technically proficient in every area of operations within their respective divisions.

2. All management reports, information/action type listings generated, as well as associated research actions, will be closely monitored by senior supervisory personnel.

3. The supervisor must be cognizant of, and approve, any goals set, plans and their development, material management decisions required to ensure the proper control and file maintenance of required reconciliation, research, transaction processing, and reporting requirements.

4. The OIC/SNCOIC is also responsible for the technical training of all subordinate personnel.

D. General:

1. Does the OIC/SNCOIC have on hand a current and accurate turnover jacket, which outlines specific job responsibilities and provides step-by-step procedures? (Reference (n), paragraph 104.4) Yes___ No___

2. Does CMD have a copy of the current edition of the USMC Aviation Supply Desktop Procedures? Yes___ No___

3. Does the OIC/SNCOIC retain a current copy of the Document Serial Number Assignment Order? (Appendix A) Yes___ No___

4. System Non-Availability Plan.

   a. Task. Ensure the below actions are being accomplished:
      A___ B___ C___

      (1) Pending Data Entry File (PDEF) _____

      (2) Contingency Back Fitting Procedures _____

      (3) Master Stock Status Locator Listing (MSSLL) _____

      (4) Part Number Cross Reference Listing _____

5. Reports Management.

   a. Task. Ensure the below files are maintained: A___ B___ C___

      (1) Suspense Listing _____

      (2) Incoming/Outgoing Interface Reports _____

      (3) Stock Control Review Listing _____

      (4) Unprocessed Interface Reports _____

      (5) Storeroom Action Listing _____

Supply Receiving Branch (SRB)

1. Does SRB have a PDEF to hold source documents during temporary system nonavailability? (paragraph 6101.1) Yes___ No___

2. Does SRB personnel utilize the Document Serial Number Assignment Order to ensure proper distribution of receipted material? (paragraph 6101.2) Yes___ No___

3. Does SRB screen material received from external sources to ensure that it is marked for the MALS or a Supported Unit? (paragraph 6101.3, reference (w), volume I, paragraph 4001) A___ B___ C___

   a. Task. Demonstrate screening and segregation of incoming material for type, condition and quantity. (paragraph 6101.3a(1), (2), (3), (4), (5), reference (w), volume I, chapter 4, Part C, section III)

      (1) Incoming Stock Material _____

      (2) Direct Turn Over Material _____

      (3) Classified Material _____

      (4) All Other Material _____

      (5) Prepare Supply Discrepancy Report (SDR) _____

      (6) Identify/Segregate Incoming Repairable Items _____

      (7) Process/Inspect Multi Packs _____

4. Does SRB personnel adhere to procedures for the receipt of material? (paragraph 6101.4, reference (w), volume I, chapter 4) A___ B___ C___

   a. Task. Demonstrate Consumables Receipt Process. (paragraph 6101.4, paragraph 6101.4b)

      (1) Process DTO Receipts _____

      (2) Stock Receipts using Integrated Bar Coded System (IBS) _____

   b. Task. Demonstrate Receipt On Board processing in Optimized NALCOMIS. (paragraph 6101.4a)

      (1) DTO material to be delivered to customer _____

      (2) DTO material diverted to stock _____

      (3) DTO material with no DDSN on file _____

      (4) PEB Receipts _____

5. Can SRB personnel take appropriate action and process “Other” Special Receipt Material as outlined within the ASDTP? (paragraph 6102.1, 6102.2, 6102.3, 6102.4, 6102.5) A___ B___ C___

a. Task. Demonstrate understanding Special Circumstances Receipt Processing

(1) Receipt qty versus actual ready for use quantity _____

(2) Suffix coded requisitions _____

(3) Non availability of IBS _____

(4) Frustrated Cargo _____

(5) Handling hazardous cargo _____

Consumable Delivery Branch (CDB)

1. Can CDB personnel process transactions that appear on the Optimized NALCOMIS Mailboxes on a daily basis? (paragraph 6201.2)
A___ B___ C___

   a. Task. Demonstrate the ability to clear the following Mailboxes.

      (1) DTO ROB _____

      (2) ISSIP _____

2. Can CDB personnel process a Proof Of Delivery (POD) in Optimized NALCOMIS for all customers except Awaiting Parts Branch (AWP) (Para 6201.4a, b)
A___ B___ C___

   a. Task. Demonstrate the ability to process.

      (1) Proof Of Delivery (POD) _____

3. Does CDB personnel obtain a Printed Name, Signature, Julian Date, and Time from the customer when material is delivered to Squadron/Work Center; forward signed copy to SAD and successfully process PODs with the appropriate annotations? (paragraph 6201.5a, b, c)
A___ B___ C___

4. Does CDB have a viable Delivery Program? (paragraph 6201)
A___ B___ C___

Consumable Storage Branch (CSB)

Consumable Storage Section (CSS)

1. Can CSS personnel process IBS Management Reports IAW the ASDTP? (paragraph 6311) A___ B___ C___

   a. Task. When applicable, does CSS review and process IBS Management Reports on a daily basis and demonstrate the ability to operate IBS? (paragraph 6311.3a, b, c)

      (1) RIP'S With No Matching Processed Receipt's Proof Of Delivery (POD) _____

      (2) Processed Receipt's With No Matching RIP'S _____

      (3) Overage and Shortages from Processed Receipts And RIP quantities. _____

      (4) NIIN difference between processed Receipts and RIP'S. _____

      (5) Export Report of what was sent to R-Supply for processing. _____

2. Does CSS maintain all procedures, files and publications pertaining to the handling Hazardous Material IAW Appendix Q? (paragraph 6311.4, Reference (w), chapter 8, part C) A___ B___ C___

   a. Task. Demonstrate the ability to handle and manage Hazardous Material: (paragraph 6311.4, paragraph 6311.12b)

      (1) Maintain MSDS Sheets for all processed HAZMAT _____

      (2) Use of Hazardous Material Information Resource System (HMIRS), Hazardous Item List Microfiche Publication, CD ROM OR HTTP://WWW.DLIS.DLA.MIL.HMIRS _____

      (3) Is HAZMAT Material identified on the SIR with "HZ" LMC _____

      (4) Are ARRC, No Drop and Limit Flags assigned as appropriate _____

      (5) Maintain all pertinent publications identified within the ASDTP _____

3. Is the Hazardous Matl Coordinator and Spill Response Team assigned in writing by the commanding officer (paragraph 6311.5, 12e)

   a. Provide Appointment Letter _____

   b. Are Three Years on file _____

   c. Is an Alternate Coordinator Assigned in writing _____

d. Is the Spill Response Team ASSIGNED in writing by the Commanding Officer _____

4. Does CSS process Stows in R-Supply or IBS (when applicable) as outlined in ASDTP? (paragraph 6311.6) A___ B___ C___

a. Task. Demonstrate the ability to process incoming receipts. (paragraph 6311.6)

(1) Stowage Procedures Utilizing IBS _____

(2) Stowage Procedures Manually _____

(3) Forward Receipts to CCB/SAD as applicable _____

(4) Accountability of the Barcode Scanners _____

(5) Receipt Data Download Frequency _____

5. Does CSS conduct Location Audit Program (LAP) Semi-Annually? (paragraph 6311.8, reference (w), volume I, paragraph 6061.6.C, reference (n)) A___ B___ C___

a. Was the TYCOM GOAL OF 98% accuracy rate accomplished during APP G Audit? _____

6. Is CSS performing the Storeroom Location Change/Maintain Stock Items to perform Location Additions, Changes or Deletions? (paragraph 6311.10) Yes___ No___

7. Is CSS processing the Store Room Action Listing In Accordance With the ASDTP? (paragraph 6311.10) Yes___ No___

8. Is CSS conducting a Shelf Life Review on a Quarterly Basis? (paragraph 6311.11) A___ B___ C___

a. Task. Demonstrate a Shelf Life Audit.

(1) Validate Expiration Date _____

(2) SLC _____

(3) SLAC _____

9. Does CSS personnel process the Delayed Receipt Report IAW the ASDTP? (paragraph 6311.2) A___ B___ C____

10. Is CSS maintaining an effective ESD Program? (paragraph 6311.13) A___ B___ C___

a. Task. Demonstrate ESD responsibilities in accordance with the ASDTP: (paragraph 6311.13), (Reference (ac), paragraph 22.3B(1), paragraph 22.4B(2), 22.4B(8))

(1) Aviation Supply Officer Assignment Letter available _____

(2) Material stored in their protective packages _____

(3) Assigned ESD Work Station _____

(4) Primary and Alternate Trained to use ESD Work Station _____

(5) Signs Posted to Identify Work Station Area _____

11. Does CSS personnel process Defective Material Summaries IAW the ASDTP? (paragraph 6311.14) Yes___ No___

12. Are all large (bulk) stock items maintained in a controlled environment, visibly marked, identifiable and protected in accordance with storage procedures? (reference (w), volume I, paragraph 4562) Yes___ No___

13. Is the CSS Store Room in a clean an orderly state? (Reference (n), paragraph 502.3D, reference (w), volume I, paragraph 4580) Yes___ No___

14. Does CSS have a viable Storage Program? (paragraph 6310.1) A___ B___ C___

Consumable Issue Section (CIS)

1. Can all CIS personnel perform tasks? (paragraph 6101.1)
A___ B___ C___

2. Does CIS personnel properly process Optimized NALCOMIS Request documents for consumable material (paragraph 6321.2, 6321.3, 6321.4)
A___ B___ C___

a. Not In Stock Research File.

(1) Task. Demonstrate Consumable Material Request Not In Stock

(a) Check All Locations _____

(b) Picking Ticket Annotations _____

(c) Issue Group One Procedures _____

(d) Update Local Status Code _____

b. NALCOMIS Mailbox. A___ B___ C___

(1) Task. Exhibit the capability to process INPRO Mailbox

(a) Issues _____

(b) Not In Stock _____

(c) Not Carried _____

(d) Cancellation _____

c. Pending Issues Listing (JSL314). A___ B___ C___

(1) Task. Show the skill to process Pending Issues

(a) Material Request Internal _____

(b) Material Request External _____

(c) Annotations _____

3. Demonstrate the ability to conduct an initiated Spot Inventory (paragraph 6321.5c(3)) A___ B___ C___

4. Does CIS personnel assist in the Consumable Excess Program (paragraph 6321.6a, 6321.6b) A___ B___ C___

a. Task. Show 1348-1A preparation for Off-Load

(1) Locate Off-Load Quantity _____

(2) 1348-1A Quantity Annotations _____

Consumable Control Branch (CCB)

1. Does CCB personnel maintain a Survey File? (paragraph 6401.2)
A___ B___ C___

a. Task review the Survey File for accuracy and completeness

(1) Pending Approval _____

(2) Completed Signed Survey _____

(3) Causative Adjustment Research _____

(4) NIIN Sequence _____

(5) 4 Fiscal Years _____

2. Does CCB personnel properly maintain a Pack-Up Signature Document? (paragraph 6401.3, 6401.14a, 6401.14b) A___ B___ C___

a. Task. Review the Pack-Up File for accuracy and completeness

(1) Current Signed Pack-Up Listing _____

(2) NIIN sequence _____

(3) SMD Copy _____

3. Are Pack-Up Replenishment Requisitions from deployed units processed in accordance with the ASDTP? (paragraph 6401.15c, Appendix 'I')
Yes___ No____

4. Does CCB reconcile with deployed squadrons to replenish PEB and Pack-Up Consumables? (paragraph 6401.15c) Yes___ No____

5. Does CCB reconcile with deployed squadrons upon return of PEB and Pack-Up Consumables? (paragraph 6401.15d) Yes___ No____

6. Does the CCB process Pack-Up returns in accordance with the established procedures? (paragraph 6401.15d) Yes___ No____

7. Can CCB personnel properly maintain a Listing and Letter Of Authorization of Special Management Codes/Flags used in the Stock Item Query? (paragraph 6401.5) A___ B___ C___

a. Task. Review and file LMC, ARRC, Limit and No Drop Flag Letter and listing for accuracy and completeness.

(1) Authorization Letter _____

(2) LMC _____

(3) ARRC _____

(4) Limit Flag _____

(5) No Drop Flag _____

b. Task. Extract LMC, ARRC, Limit and No Drop Flag Listing.

8. Does CCB personnel properly maintain a Supply Discrepancy (SDR) Report File? (paragraph 6401.7) A___ B___ C___

a. Task File a Supply Discrepancy Report.

(1) Original Request _____

(2) Disposition Instructions _____

(3) NIIN Sequence _____

(4) 3 Years _____

9. Can CCB personnel schedule and process Level Setting In Accordance With Reference (n)/Wing Order? (paragraph 6401.8) A___ B___ C___

a. Task. Demonstrate the ability to identify Level Set Parameters and review the output In Accordance With Reference (n)/WING ORDER?

(1) OST _____

(2) Safety Level Factor _____

(3) Demand Based Item Qualification Period _____

(4) DBI Qualification Frequency _____

(5) DBI Retention Determination Period _____

(6) DBI Retention Frequency _____

(7) Economic Retention _____

(8) Trial (Part 1-10) _____

10. Does CCB personnel review and file the Level Set/Demand History Reports? (paragraph 6401.8b) Yes___ No___

a. Live _____

b. Retention Timeframe _____

11. Does CCB personnel process Allowance Type Codes 6 - 8 monthly? (paragraph 6401.8a(1)) Yes___ No____

12. Can CCB personnel monitor requisitions for Consumable Stock? (paragraph 6401.9, Appendix G) A___ B___ C___

a. Task. Ensure that Stock Requisitions on file are working in the supply system and have acceptable status.

(1) All Active Requisitions _____

(2) Validity 95% or Higher _____

13. Does CCB personnel utilize an Automatic Reorder for consumable stock? (paragraph 6401.9b) A___ B___ C___

a. Task. Demonstrate the ability to process an Automatic Reorder.

(1) Computations _____

(2) Trial _____

(3) Initial Review _____

(4) Live _____

(5) Final Review _____

(6) Release _____

14. Can CCB personnel review consumable stock requisitions with No Status? (paragraph 6401.9c) A___ B___ C___

a. Task. Demonstrate the ability to request a No Status Report for consumable stock.

(1) Frequency _____

15. Can CCB personnel review consumable stock requisitions for follow-up? (paragraph 6401.9d) A___ B___ C___

a. Task. Demonstrate the ability to review and prepare follow-up for submission

(1) Last Known Status _____

(2) Routing Identifier _____

16. Does CCB personnel review consumable stock requisitions at least monthly? (paragraph 6401.9d) Yes___ No___

17. Can CCB personnel review and identify consumable stock requisitions with overage shipment status? (paragraph 6401.9e) A___ B___ C___

a. Task. Demonstrate the ability to explain processes for EMV less than $2,500

(1) CTF _____

(2) Location Validation _____

(3) Receipt Process _____

b. Task. Demonstrate the ability to explain processes for EMV more than $2,500

(1) CTF _____

(2) Location Validation _____

(3) Receipt Process _____

(4) DD Form 200 _____

18. Does CCB personnel properly process consumable stock Lost In Shipment? (paragraph 6401.9e(2)(e)1) A___ B___ C___

a. Task. Demonstrate the ability to process a receipt for Lost In Shipment

(1) Actual Stow Quantity _____

(2) DD Form 200 _____

19. Does CCB personnel ensure each inventory validity performed achieves the goal of 90% or greater? (paragraph 6501.10, Appendix G) Yes___ No___

20. Does CCB personnel ensure each inventory location validity performed achieves the TYCOM goal of 98% or greater? (paragraph 6501.10, Appendix G) Yes___ No___

21. Can CCB personnel initiate/coordinate a Location Consolidation or Reconciliation for consumable materials as per Appendix E? (paragraph 6501.10b, Appendix E) A___ B___ C___

a. Task. Perform the following:

(1) Stock Item Record (SIR) Conditions _____

(2) Multiple Location Files (MLF) _____

(3) Supply Comparison Report _____

(4) Data to be verified when performing a LOCREC _____

22. Does CCB personnel initiate and coordinate scheduled inventories for consumable material per Appendix F? (paragraph 6501.10c, Appendix F) Yes___ No___

23. Can CCB personnel make inventory adjustments resulting from Schedule/Spot Inventory in accordance with procedures outlined in the ASDTP? (Para 6501.10e, paragraph 6501.10e(1), (2), Appendix F) A___ B___ C___

a. Task. Demonstrate the following.

(1) Spot Inventory Adjustments _____

(2) Inventory Adjustments From Scheduled Inventory _____

(3) Conduct Causative Research _____

(4) Gains and Losses _____

24. Does CCB identify and process an Excess Offload at least monthly? (paragraph 6401.10f, reference (m), volume III, section E) Yes___ No___

25. Does CCB personnel correct, process and annotate corrective actions on each consumable transaction contained within the Suspended Transaction / Interface Summary Report in accordance with appendix C? (paragraph 6401.11.b, 6401.11c, appendix C) Yes___ No___

26. Does CCB personnel review the Stock Control Review Listing for transactions that requires immediate action to complete processing in R-Supply? (paragraph 6401.11e) Yes___ No___

27. Does CCB personnel process frustrated cargo? (paragraph 6401.12d, 6401.17) Yes___ No___

28. Does CCB understand the turn in process of no longer required consumable material discovered during site visit? (paragraph 6401.12e) Yes___ No___

29. Does the CCB maintain stock levels for all consumables? (paragraph 6401.14b) Yes___ No____

30. Does the CCB have on hand a current and prior copy of the SAMMA/SAL? (paragraph 6401.13b) Yes___ No____

31. Does the CCB have on hand a current? (paragraph 6400 TABLE 6-2) Yes___ No____

    a. Level Setting Report _____

    b. SAMMA/SAL _____

    c. AVCAL/COSAL Percentage Report _____

    d. Supply Effectiveness Report _____

    e. Automatic Reorder Review _____

    f. Requisition No Status Listing _____

    g. Requisition Reconciliation Listing _____

    h. Consumable Stock Requisitions With Overage Shipment Status _____

    i. Excess Stock Due Cancellations _____

32. Does CCB personnel produce reports as a result of R-Supply 'Change Notice' Processing worked in accordance with established procedures? (paragraph 6401.13e(1), (2), (3), (4)) A___ B___ C___

    a. Task. Exhibit a properly maintained file.

        (1) Store Room Action Listing (SAL) _____

        (2) Stock Control Decision Listing (SCDL) _____

(3) Repairables MCC Decision Listing (RMDL) _____

(4) Change Notice Error Report _____

33. Does the CCB establish and maintain allowances for material required to support Technical Compliance Directives (TDC'S)? (paragraph 6401.15) Yes___ No____

34. Does the CCB review/submit ACRS for consumable items when required? (paragraph 6401.16) Yes___ No____

35. Does CCB produce and maintain the NAVICP Stock In Transit (SIT) discrepancies listing on a monthly basis? (paragraph 6401.18) Yes___ No____

Pre-Expended Branch (PEB)

1. Does PEB personnel maintain and review the following files in accordance with the ASDTP? (paragraph 6501.1, 6501.2, table 6-3) Yes___ No___

   a. PEB High Dollar Value Letter _____

   b. PEB Change Request File _____

   c. PEB Candidate Listings _____

   d. PEB Replenishment Review _____

   e. Phase Kit Replenishment Review _____

2. Does PEB personnel establish sites in accordance with ASDTP guidelines? (paragraph 6501.6b) A___ B___ C___

   a. Task. Explain the following steps:

      (1) SMD/SAA Coordination _____

      (2) Input Optimized NALCOMIS data sets _____

      (3) NSN Establishment _____

3. Does PEB personnel maintain and replenish sites in accordance with ASDTP guidelines? (paragraph 6501.3, 6501.5, 6501.6) A___ B___ C___

   a. Task. Describe procedures to process ISPEB Mailbox Actions.

      (1) Full Quantity Issues _____

      (2) Partial Quantity Issues _____

      (3) Not-In-Stock (NIS) Actions _____

   b. Task. Describe procedures to process PEB Replenishment.

      (1) AWREL Action _____

      (2) CXPEB Action _____

      (3) Not-In-Stock (NIS) Actions _____

4. Does PEB Coordinators understand procedures for approved additions to a PEB Site? (paragraph 6501.7a, 6501.7.b, 6501.7c(3)) A___ B___ C___

   a. Task. Demonstrate understanding of each requirement.

      (1) High and Low Limit Increases _____

      (2) High and Low Limit Decreases _____

      (3) Deletion Requests/Excess Material _____

5. Does PEB personnel visit each authorized OMA/IMA PEB Site on a quarterly basis? (paragraph 6501.5) Yes___ No___

6. Does PEB personnel process Change Requests in accordance with ASDTP guidelines? (paragraph 6501.7) Yes___ No___

7. Are PEB Flags set for all Authorized PEB Items? (paragraph 6501.8) Yes___ No___

8. Does PEB personnel reconcile W/SRD all Outstanding PEB Requisitions? (Para 6501.9) A___ B___ C___

   a. Task. Demonstrate understanding of actions required for follow-up of PEB Requisitions.

      (1) Timeframe _____

      (2) Applicable Project Code _____

      (3) Validity Of Status, Onhand and Stock Dues Per Site _____

      (4) Types Of Follow Ups _____

      (5) No Longer Required Requisitions (MTIS) _____

      (6) Database Matches _____

9. Does PEB personnel conduct weekly rescreens on Outstanding Requisitions? (paragraph 6501.10) Yes___ No___

10. Does PEB personnel request and review Automated Demand Frequency Report Quarterly? (paragraph 6501.11) A___ B___ C___

    a. Task. Demonstrate understanding of each process listed.

       (1) Loading of PEB Candidates _____

       (2) PEB Candidates High Limit List _____

       (3) PEB Inventory With No Matching PEB Candidate _____

       (4) Range Adds Exclusions _____

       (5) Range Adds Qualifying Demands _____

       (6) Range Adds Qualifying Combined Demand _____

       (7) Excess Range Report _____

       (8) High Limit Adjustment Update _____

11. Does PEB personnel coordinate the assembly of Phase Maintenance Kits? (paragraph 6501.12) Yes___ No___

12. Is the PEB program maintained IAW the ASDTP? (paragraph 6500) A___ B___ C___

Squadron Support Division (SSD)

MALS_____ Date_____

OIC_____ SNCOIC_____

Inspector_____ CAB Grade_____

CRB Grade_____

T/O Assessment:

ITS Assessment:

A. Table of Organization Dtd_____	Assigned	Remarks
OIC (6602): 1stLt	_____	_____
SNCOIC (6672): GySgt	_____	_____
Custody Assistance Branch		
NCOIC (6672): Sgt	_____	_____
Avn Supply Spec (6672): Cpl	_____	_____
Custody Records Branch		
NCOIC (6672): Sgt	_____	_____
Avn Supply Spec (6672): LCpl	_____	_____

Additional personnel assigned in excess of T/O (Augments):

1. _____

2. _____

3. _____

4. _____

5. _____

B. Reference (as) contains the current duties and responsibilities for the SSD OIC and SNCOIC.

C. Responsibilities:

1. OICs/SNCOICs will be held ultimately accountable, and must be technically proficient in every area of operations within their respective divisions.

2. All management reports, information/action type listings generated, as well as associated research actions, will be closely monitored by senior supervisory personnel.

3. The supervisor must be cognizant of, and approve, any goals set, plans and their development, material management decisions required to ensure the proper control and file maintenance of required reconciliation, research, transaction processing, and reporting requirements.

4. The OIC/SNCOIC is also responsible for the technical training of all subordinate personnel.

D. General:

1. Does the OIC/SNCOIC have on hand a current and accurate turnover jacket, which outlines specific job responsibilities and provides step-by-step procedures? Yes___ No___

2. Does SSD have a copy of the current edition of the USMC Aviation Supply Desktop Procedures? Yes___ No___

3. Does the OIC/SNCOIC execute departmental technical training in support of the long term training plan of the AvnSupO? Yes___ No___

   a. Departmental Technical Training Program.

      (1) Task. Review the OIC/SNCOIC'S Departmental Technical Training Binder to ensure the below actions are being accomplished:

         (a) Quarterly Training Schedule

         (b) Training subjects relevant to Aviation Logistics

         (c) Training period scheduled at minimum for 1 hour

         (d) Lesson Plan

         (e) 10 Test Questions

         (f) Attendance Roster

      (2) Task. Review the Quarterly Technical Training Attendance Report from SMD to identify if SSD personnel are receiving the minimum amount of Technical Training:

         (a) Attend department training twice per month

4. Does the OIC/SNCOIC monitor, review, and maintain the reports required for performance of duties? Yes___ No___

   a. Task. Review the reports to ensure the below actions are being accomplished:

      (1) R-Supply Suspense Report _____

      (2) Stock Control Review Listing _____

      (3) Reconciliation Reports _____

Customer Assistance Branch (CAB)

1. Does CAB have and maintain a current turnover jacket? (Reference (Reference (n), paragraph 104.4) Yes___ No___

2. Does CAB maintain an Open Purchase/Contract/GCPC Request file documenting procurement of Non-Standard Material/Services from commercial activities/vendors? (paragraph 7102.1) A___ B___ C___

   a. Task: Demonstrate how to process a Non-JCN Request for Material and Services. (i.e., Open Purchase, Contract and/or GCPC Transaction). (Appendix K)

      (1) Perform Technical Research _____

      (2) Prepare the Requisition Form _____

      (3) Validate the Requisition Form _____

      (4) Enter Requisition into R-Supply _____

      (5) PR Builder _____

3. Does CAB maintain an Authorized Signature File? (paragraph 7102.2) Yes___ No___

   a. Open Purchase _____

   b. Custodial Material _____

   c. Expenditure of Funds _____

   d. SERVMART _____

   e. Flight Equipment _____

4. Can CAB demonstrate how to maintain a GCPC Program? (Appendix K) A___ B___ C___

   a. Task: Demonstrate how entries are made into the GCPC purchase log. (paragraph 7102.1c(6))

      (1) Date the item or service was ordered _____

      (2) The Merchants Name _____

      (3) The dollar amount of the transaction _____

      (4) A description of the item or service ordered _____

      (5) Paid but not received (paid and confirmed) _____

      (6) Credit received _____

      (7) Mandatory sources screen _____

(8) Mandatory sources used/not used indication why _____

b. Task: Reconciliation/Validate GCPC Monthly Invoices.

(1) Split purchases _____

(2) Purchase limits for GCPC _____

(3) Purchases for other than authorized US Government Purchases. _____

(4) Charges incurred as they appear on the NAVCOMPT 2035 statement. _____

c. Task: Create block funding documents for Purchase Card requirements. (paragraph 7102.1c(4), Appendix K)

(1) Process Block Funding Document IN R-Supply _____

(2) MVO Requisition _____

(3) Quantity of C9999 _____

(4) 99 Cog _____

5. Does CAB maintain a GCPC program IAW the DON Policies And Procedures (Reference (j))? Yes___ No___

6. Can CAB show how to keep a Defense Reutilization And Marketing Office (DRMO) material program? A___ B___ C___

a. Task: Maintain a DRMO material turn in file. (paragraph 7102.3)

(1) Documentation for the turn in of non-aeronautical material.

(2) DD-1348-1/1A shipping documents for material turned in to DRMO.

(3) Julian Date Sequence _____

(4) Current and two prior fiscal years _____

b. Task: Assist supported units with turn in of Non-Aeronautical Controlled Equipage.(paragraph 7102.6)

(1) Turn In of Non-Aeronautical Control Equipage _____

(2) Material requiring Inventory Manager disposal authority. _____

(3) Material not requiring Inventory Manager disposal authority. _____

(4) Scrap and Waste _____

7. Does CAB maintain a DRMO program? Yes___ No___

8. Can CAB show how to keep a SERVMART/DOD EMALL program? A___ B___ C___

a. SERVMART Requests.

(1) Task: Review and verify SERVMART/DOD EMALL requests. (Para 7102.9)

(a) SERVMART/DOD EMALL Suspense File _____

(b) Approved Signatures _____

(c) Excessive Quantities _____

(d) Duplicate Items _____

(e) Unauthorized Purchases _____

(f) Tool Control _____

9. Does CAB maintain a SERVMART/DOD EMALL program? Yes___ No___

10. Can CAB personnel reconcile outstanding requisitions that are processed through SSD? A___ B___ C___

a. Reconciliation Aids

(1) Task: Submit follow ups on outstanding requisitions. (Para 7102.8)

(a) RECAID Annotation _____

(b) Current and Prior _____

11. Does CAB reconcile outstanding requisitions that are processed through SSD? Yes___ No___

12. Does CAB coordinate the validation of all COSAL aids with their supported customers? (paragraph 7102.10, Reference (ap)) Yes___ No___

13. Can SSD personnel correct certain type of Suspended Transactions? A___ B___ C___

a. Suspense Processing _____

(1) Task: Have CAB personnel process Suspended Transactions for the below categories: (paragraph 7102.11)

(a) DTO AO _____

(b) Incoming Status _____

14. Does SSD process Suspended Transactions? Yes___ No___

15. Does CAB review and validate the Stock Control Review Listing (SCRL) daily? (paragraph 7102.12) Yes___ No___

16. How effective is the Customer Assistance Branch? A___ B___ C___

Custody Records Branch (CRB)

1. Does CRB have and maintain a current turnover jacket? (Reference (n), paragraph 104.4) Yes___ No___

2. Does CRB maintain a manual or mechanized Custodial Records File, which consists of a Master and or Subcustody sets for all Organizational Allowance? (paragraph 7201.1) Yes___ No___

3. Does CRB maintain an Assignment Letter file of all personnel designated as the Responsible Officer for all Organizational Allowance Material? (paragraph 7201.2) Yes___ No___

   a. Are all letters maintained for at least 3 years from the date of relief? (paragraph 7201.2b) Yes___ No___

   b. Does CRB provide assistance as required to the Squadron Responsible Officers? (paragraph 7201.2b) Yes___ No___

   c. Does CRB have on file a copy of the Responsible Officers Acceptance Letter? (paragraph 7201.2b) Yes___ No___

4. Does CRB maintain a file of Pending/Completed Survey Forms (DD FORM 200) for custodial material that has been surveyed? (paragraph 7201.3) Yes___ No___

5. Are surveys being initiated, processed and completed IAW procedures outlined and as mandated by instructions provided to the Responsible Officers by the SSD? (paragraph 7201.3) Yes___ No___

6. Has CRB established a Custody Record History File (CRHF)? (paragraph 7201.4) Yes___ No___

   a. Is the CRHF IN alpha numeric sequence and retained for a period of 3 years? (paragraph 7201.4) Yes___ No___

7. Does CRB maintain a Budget File of Quarterly and Annual Budget submissions as well as Mid-Year Reviews? (Para 7201.5) Yes___ No___

   a. Does CRB maintain the Budget File for current and two prior fiscal years? (paragraph 7201.5) Yes___ No___

8. Is the information furnished by the following reports and aids generated by the Local Asset Management System (LAMS) or any database/spreadsheet program authorized by the AvnSupO for review and validation? (paragraph 7201.10) Yes___ No___

   a. Requisition Report (paragraph 7201.10a) Yes___ No___

      Note: Provides a listing of all outstanding requisitions, both initial outfitting and replacements. A Master and Individual Squadron listing can be printed in Part Number, or Document Number sequence.

   b. Deficiency Report (paragraph 7201.10b) YES___ NO___

Note: A listing of items that are below the Authorized Allowance requiring budgeting and/or requisitioning in Unit Identification Code (UIC) Sequence. Listing must be printed in Part Number or NIIN Sequence every 30 days until all deficiencies have been requisitioned.

c. Budgets (paragraph 7201.10c) Yes___ No___

Note: Assure when producing this list that special attention is given to ensure "Push" material and Not Mission Essential Material 'is not' budgeted.

9. Are all known deficiencies for custodial material properly identified, prioritized, and funding requested on the Mid-Year and/or Annual Budget submissions? (paragraph 7201.12a) Yes___ No___

10. Are those items approved on the budgets submitted, once funding is provided, procured and are the document numbers recorded on the Custody Record as required? (paragraph 7201.12b) Yes___ No___

11. Is a Mid-Year Budget review input request letter submitted to the supported squadrons/work centers at the beginning of November? (paragraph 7201.12d) Yes___ No___

12. Does CRB maintain an Allowance Revision File for Pending, Approved, and Disapproved Requests for Additions, Deletions or Changes in Authorized Allowances? (paragraph 7201.6) Yes___ No___

13. Does CRB maintain the following required SSD publications and instructions and are they current with all changes? Note: An electronic copy constitutes having a hard copy of the publication and/or instruction. (paragraph 7201.8) Yes___ No___

a. OPNAVINST 10200.1_, Policy Governing Tool Control Procedures Yes___ No___

b. TM 3125-OI/1, Table Of Basic Allowances For Fleet Marine Forces Aviation Units Yes___ No___

c. NAVAIR 00-35QH-2, Section H, NAVAIR Allowance List Of Aviation Life Support System And Airborne Operational Equipment For Aircraft Squadrons Navy And Marine Corps Yes___ No___

d. COMNAVAIRFORINST 13650.3_, Aircraft Maintenance Material Readiness List (AMMRL) Program Yes___ No___

e. NAVSUPINST 4200.199_, DON Policies And Procedures For The Operation And Management Of The Government Purchase Card Program. Yes___ No___

f. NAVICPINST 4441.170_, COSAL Use And Maintenance Manual Yes___ No___

g. NAVICPINST 4441.22_, Test Bench Installations (TBI); Policy And Procedures Yes___ No___

h. NAVICPINST 4790. 4_, Support Equipment/Airborne Avionics Maintenance Assist Modules (MAMS) Policy And Procedures Yes___ No___

14. Can CRB maintain custodial control on all Organizational Material (except for IMRL)? A___ B___ C___

a. Custodial Control.

(1) Task: Maintain custodial control of Organizational Material. (paragraph 7201.9)

(a) Table Of Basic Allowance _____

(b) NAVAIR 00-35QH Series _____

(c) Maintenance Assist Modules (MAM) _____

(d) Test Bench Installations (TBI) _____

15. Does CRB maintain custodial control on all Organizational Material? (paragraph 7201.9) Yes___ No___

16. Are all MAMS/TBI established, inventoried and supported by SSD through NAVICP? (paragraph 7201.9c) Yes___ No___

17. Does CRB work with the IMA and validate all MAMS/TBI'S in conjunction with the FOSP review? (paragraph 7201.9c) Yes___ No___

18. Can CRB conduct inventories of all Organizational Allowance Material? A___ B___ C___

a. Inventory Process.

(1) Task: Conduct an inventory of Controlled Equipage. (paragraph 7201.11)

(a) Inventory of Flight Equipment Pool _____

(b) Inventory of a MAMS, TBI AND TBA Account _____

19. Does CRB conduct inventories of all Organizational Allowance Material In Accordance with the ASDTP? (paragraph 7201.11) Yes___ No___

a. Quarterly Inventory of Flight Equipment Pool _____

b. Semi Annual Inventory of a MAMS, TBI and TBA Account _____

c. Annual Completed by 15 February _____

d. Post Inventory Actions _____

e. Completion Letter from RO to CO _____

20. Does CRB submit Additions/Deletions/Changes to the TBA IAW the ASDTP? (paragraph 7201.9a(3)) Yes___ No___

a. Procedures.

(1) Task: Process a request for additions to the TBA. (paragraph 7201.9a(3))

(a) Paper copy in Allowance Revision File _____

(2) Task: Process a request for deletion to the TBA. (paragraph 7201.9a(3))

(a) Paper copy in Allowance Revision File _____

(3) Task: Process a request for changes to the TBA. (paragraph 7201.9a(3))

(a) Paper copy in Allowance Revision File _____

21. Does CRB request for Additions/Deletions/Changes to the TBA? (paragraph 7201.9a(3)) Yes___ No___

22. Is there an exchange/turn in of unusable assets program established prior to any replenishment and/or reorder of QH-2 items? (paragraph 7201.9b(1)(a)) Yes___ No___

23. Does CRB coordinate with SAD to ensure proper funds are available in support of Controlled Equipage items? (paragraph 7201.9b(1)(c)) Yes___ No___

24. Can CRB prepare Master and Subcustody Cards for Organizational Allowance Material? A___ B___ C___

a. Categories

(1) Task: demonstrate how to prepare a Manual Master and Subcustody Card. (paragraph 7201.9d(1))

(a) Stamped Not Mission Essential _____

(b) Stamped Master _____

(c) Stamped Subcustody _____

(d) Cross Reference for substitutes _____

(2) Task: prepare an electronic print out of the Mechanized Master and Subcustody Listing. (paragraph 7201.9d(2))

(a) Stamped Not Mission Essential _____

(b) Stamped Master _____

(c) Stamped Subcustody _____

25. Does CRB Prepare Master and Subcustody Cards IAW Desktop? (paragraph 7201.9) Yes___ No___

26. Does the SSD OIC/SNCOIC sign the inventory records column on the reverse side of the Master Custody Card as transactions occur, and upon completion of inventories? (paragraph 7201.9d(4)) Yes___ No___

27. Does the Master Custody Card On-Hand Balance match the inventory record quantity on the reverse side of the card? (paragraph 7201.9d(4)) Yes___ No___

28. Are changes in the On-Hand Balance supported by corresponding documents, and or, documented entries? (paragraph 7201.9d(5)) Yes___ No___

29. Does the CRB maintain Subcustody Cards separately from the Master Cards? (paragraph 7201.9d(1)(b)) Yes___ No___

30. When there is a change of Responsible Officer (RO), does the incoming RO sign the Subcustody Card to acknowledge custody of the inventory? (paragraph 7201.9d(1)(b)1) Yes___ No___

31. When there is a change of Commanding Officer but no change in Responsible Officer (RO), does the RO sign the Subcustody Card to acknowledge the inventory? (paragraph 7201.9d(1)(b)2) Yes___ No___

32. When an annual inventory is conducted, does the RO sign the Subcustody Card to acknowledge the inventory? (paragraph 7201.9.d.(1)(b)3) Yes___ No___

33. When there is an expenditure or receipt of custodial material, does the RO sign the Subcustody Card to acknowledge custody change and acknowledging the change in the inventory balance? (paragraph 7201.9d(1)(b)4) Yes___ No___

34. Does the CRB provide the Supply Management Division a list of identified Custodial Material Deficiencies prior to a unit deployment? (paragraph 7201.13b) Yes___ No___

35. Are all requisitions for custodial allowance material properly submitted in accordance with the ASDTPs? (paragraph 7201.14a) Yes___ No___

36. Does the CRB route all Open Purchase Requests for ADP equipment through the AISD for concurrence/non-concurrence prior to any purchases? (paragraph 7201.14a) Yes____ No____

37. Does The CRB ensure prior to placing any IMRL material on order that the IMRL Manager provides a copy of the Negative Redistribution results paperwork (e.g. Naval Message, E-Mail)? (paragraph 7201.14a) Yes____ No____

38. Does the CRB coordinate with SAD to ensure prior to placing any initial issue IMRL material and or initial issue/replacement TBA material that sufficient 8X funds exists? (paragraph 7201.14a) Yes____ No____

39. Does the CRB screen the COSAL Part III Section B and monthly AUTO-MCMAR to ensure that all items requiring Custody Signature Records are established? (paragraph 7201.15, Appendix T, Reference (ap)) Yes____ No____

Appendix I

Deployed Operations

1. Purpose. This Appendix provides procedural guidance for preparing and managing support assets during deployments ashore.

2. Background. Marine Corps units are frequently called upon to deploy to remote operating sites and perform operations without immediate access to supply officers stores. During these operations, aviation supply support is provided in the form of a pack-up (Contingency Support Package (CSP), Local Support Package (LSP), etc.), the size of which is determined by the expected duration of the deployment and the number of aircraft involved. Preparatory actions are numerous, and management procedures are complex and are set forth in the following paragraphs.

3. Pre-Deployment Preparation

a. General. Upon notification that aviation supply support will be required to support a deployment, the Aviation Supply Officer will appoint personnel to deploy and serve as the Supply Logistics Marines for the designated squadron. SMD will provide input and coordinate in conjunction with the appropriate division the publishing of Standard Operating Procedure (SOP) in the form of a Group Order for Deployment Pack-up Operations. Additionally, SMD will act as monitor to ensure that the procedures established herein are accomplished.

b. Procedures

(1) Requesting/Receiving Pack-up. Deploying squadron will submit a Logistics Support request to the MALS S-3. The Pack-up Serial Number (PSN) to be pulled is determined by the aircraft Type/Model/Series (T/M/S), number of aircraft involved, and the duration of the deployment. Having determined the PSN required, the designated deployment OIC/NCOIC will (in conjunction with SMD) initiate the following:

(a) Request (from the SAA) a computer generated listing (by PSN) of the material required to support the deployment. Several options are available, i.e., Support Package Listing, ADHoc, etc. to accomplish this. This listing (see Figure I-1) will be printed in two parts, Part I listing consumables and Part II listing repairables. This listing will be provided with the part number cross reference option to the deploying squadron for recommended changes. At a minimum, the following data will be displayed:

1. Material Control Code (MCC)

2. National Stock Number (NSN)

3. Unit of Issue (UI)

4. Pack-up Allowance

5. Part Number

6. On-hand (OH) Quantity

C O G	M C C	FSC	NIIN	U/I	P/U SER	P/U ALLOW	P/U QTY	P/U LOC1	P/U LOC2	BMF QTY	BMF LOC1	BMF LOC2	BMF NOMEN
9N		5315	000120123	HD	LEAF01	00001				00002	1131D0		PIN, COTTER
9C		2940	000198087	EA	LEAF01	00004				00001	2047C0		FILTER ELEMENT
9C		2920	000648946	EA	LEAF01	00001				00001	1014E0		RELAY-SOL
9Z		5315	000713054	EA	LEAF01	00002				00010	2234A0		PIN, SPRING
9Z		5330	000816167	EA	LEAF01	00040				00070	FM09G0		GASKET
9Z		5315	000817876	EA	LEAF01	00002				00000			PIN, STRAIGHT
9Z		5365	000976138	EA	LEAF01	00008				00060	2052C0		SPACER, RING
9Z		5310	001411795	HD	LEAF01	00001				00325	1130F0	2098A0	WASHER, FLAT
9G		6240	001557784	EA	LEAF01	00002				00035	2468D0		LAMP, INCANDES
9G		6240	001558014	EA	LEAF01	00010				00000	2168C0		LAMP, INCANDES
9G		6240	001558714	EA	LEAF01	00004				00023	PB17A0		LAMP, INCANDES
9Z		5310	001670820	HD	LEAF01	00001				00005	1099A0		WASHER, FLAT
9Z		5310	001824074	EA	LEAF01	00010				00010	2041B0		NUT, SPECIAL
1R	M	5310	001826460	EA	LEAF01	00024				00008	606000		SWITCH ASSY

Figure I-1.—Sample Pack-Up Listing

7. Pack-up Location

8. Warehouse Location

(b) MSB will make any necessary changes to the pack-up allowances upon receiving the listing from the deploying squadron. Submit the repairable listing to RMD and the consumable listing to CMD for staging of pack-up assets. Clearly identify to the appropriate division the date that material will be required.

(2) Pack-up Preparation. Upon receipt of a pack-up request, RMD and CMD will pull and stage available assets on or before the requested date. Ensure that all components are adequately packaged to prevent damage in transit and that each asset is clearly labeled with a stock number. For those repairable assets with a zero ready for issue (RFI) on-hand quantity and non-ready for issue (NRFI) asset in the repair cycle, RMD will initiate action to upgrade the 'in work' assets to a Work Priority One status to ensure maximum pack-up material availability. CMD/RMD will post the pack-up quantities being pulled in R-Supply. For those deployments utilizing mechanized support the Marine Corps standard is the Stand-Alone Material Management System-II (SAMMS-II). Operating procedures are provided in the SAMMS-II Help File which is downloadable from https://intranet.2mawcp.usmc.mil/ald/sammsdownload.

(3) Pack-up Acceptance. The designated deployment OIC/NCOIC will conduct a joint inventory of pack-up assets with RMD/CMD/SMD divisions and then will indicate acceptance of the inventory quantity by signing and dating the pack-up listing. All discrepancies will be resolved prior to pack-up acceptance.

(4) Listings/CD-ROMs. The following tools are available to assist in the support of the deployed unit. Additionally, the pack-up custodian will obtain the items listed below from MSB. MSB is responsible for keeping up-to-date publication on-hand for use during deployment.

(a) Complete Master Stock Status Locator Listing (MSSLL). To identify those assets which are carried by the parent MALS to aid in research of requisitions. The MSSLL can be obtained from R-Supply, Logistics>Management>Logistics Reports>Master Stock Status Locator Listing.

(b) Part Number File (PNF). This file provides users with the ability to cross part numbers to stock numbers or stock numbers to part numbers and can be obtained using an Ad Hoc program.

(c) FEDLOG (or equivalent).

(d) P700. Provides mandated packaging requirements for all Navy activities, contractors & transshippers performing Packaging, Handling, Storage & Transportation functions for Depot Level Repairables. The P700 can be accessed by CD or by utilizing the following URL: http://icptarp.net/p700.nsf/

(e) ICRL (Individual Component Repair List). The ICRL is designed to advise users of the IMA repair capability for repairable components being screened.

(f) CRIPL (Consolidated Remain-in-Place List). This listing identifies those repairable components which have been designated as remain-in-place (RIP).

(g) Repairable Item List (RIL). This listing identifies all repairable components on the Optimized NALCOMIS database. To obtain this listing the user need to use the ADHoc function.

(5) Replenishment Pipeline. The designated deployment OIC/NCOIC will coordinate with RMD, CMD, and SRD to establish/identify the logistical support pipeline to be utilized for replenishment of depleted pack-up assets

and delivery of DTO requirements. In some instances, deployments of exceptionally short duration, deployments to remote sites, etc., pack-up replenishment may not be an option. Identify those areas where material is to be staged for pick-up and delivery on both ends of the pipeline.

(6) Points of Contact. The designated deployment OIC/NCOIC will coordinate with RMD, CMD, and SRD to identify points of contact and applicable phone numbers (both commercial and DSN). Ensure that a point of contact is established for both consumable and repairable requisitions.

(7) Document Serial Numbers. Coordinate with the deploying squadron to identify document serial numbers to be utilized for DTO and for pack-up replenishment requisitions.

(8) Phase Kit Requirements. Identify phase kit requirements and ensure sufficient phase kits are on-hand to satisfy all phase commitments. Coordinate with the Pre-Expended Bin (PEB) Unit.

(9) High Time Components. Identify high time components and ensure material is on-hand in pack-up to allow change out of high time assets. Coordinate with the squadron to determine feasibility of changing out component prior to unit deployment.

(10) Flight Packets. Ensure flight packets are inventoried and updated for the appropriate BUNO(s) that are scheduled to deploy.

(11) Flight Equipment. Coordinate with squadron personnel to ensure that they procure flight equipment deficiencies prior to deployment.

(12) Petroleum's, Oils, and Lubricants (POL's). Coordinate with squadron personnel to ensure that sufficient POL assets are provided to support deployment operational and maintenance needs.

4. Communications. During deployed operations, the primary method of communications with the home guard will be via phonecon or email. When unable to communicate via telephone, satellite communications may be established via Global Communications System (GCS). Deploying units should refer to the appropriate operator's manual for setup and operational procedures for the GCS system being deployed.

5. Deployment Procedures.

a. Pack-up Accountability/Storage. During deployment operations, pack-up accountability will be maintained by the designated deployment OIC/NCOIC. Material will be stored in a facility/container, which provides adequate protection from the elements and pilferage.

b. Requisitioning Procedures

(1) While operating in a deployed scenario, aviation supply personnel will perform as the squadron material section. As such, they become the point of entry for all aviation supply support. Material requirements will be identified by submission of a properly prepared VIDS/MAF by the maintenance control division to the squadron material section. This VIDS/MAF will be completed as shown in figures I-2 (repairables) or I-3 (consumables) with the following information:

No. FUY1138 COPY 1

WORK CENTER REGISTER, CONTROL AND PROCESSING COPY

VIDS/MAF OPNAV 4790/80 (REV. 5-88) S/N 0107-LF-002-5900

5 PART FORM
USE BALL-POINT PEN PRESS HARD

ENTRIES REQUIRED SIGNATURE
NONE LOGS REC

LOCAL USE

ACCUMULATED WORK HOURS: NAME/SHIFT | TOOL BOX | DATE | MAN HOURS | ELAPSED M/T

ACCUMULATED AWM HOURS: DATE | TIME | REASON | HOURS

REFERENCE

(H-Z) FAILED/REQUIRED MATERIAL

79 INDEX	08 F/P	09 AWP	10 A/T	11 MAL	14 MFGR	19 PART NUMBER	34 REF SYMBOL	41 QTY	PROJ	43 PRI	45 DATE ORD	49 REQ NO	53 DATE REC
	☐	☐											
	☐	☐											
	☐	☐											
	☐	☐											
	☐	☐											
	☐	☐											
	☐	☐											

FOLD

A23 WORK UNIT CODE: 67151.00 | A28 ACTION ORG | A32 TRANS | A34 MAINT/L | A35 ACT TAKEN | A36 MAL CODE | A39 ITEMS/P | A41 MAN HOURS | A45 ELAPSED M/T | P06 INTERIM ☐

TECHNICAL DIRECTIVE IDENTIFICATION: F05 CODE | F11 BASIC NO | F15 BY | F16 AM | F17 PART | F19 MIT

A50 WORK CENTER: AMAF | A51 SERIAL NUMBER: 163241 | A55 MODE: H | A56 VER: B | A60 PMP | A62 PID | A65 SAFETY/EL SER | A69 METER | SE MFGR | A74 | F21 | F22 INVENTORY PERM UNIT CODE | F30

REPAIR CYCLE

	DATE	TIME	EOC
RECEIVED	B08	B12	B16
IN WORK	B19	B23	B27
COMPLETED	B30	B34	

AWAITING MAINTENANCE: B38 B39 HOURS | B43 B44 HOURS | B48 B49 HOURS

MAINTENANCE/SUPPLY RECORD

JOB STATUS	DATE	TIME	EOC
B53	B54	B58	B62
B66	B66	B70	B74
C08	C09	C13	C17
C20	C21	C25	C29
C32	C33	C37	C41
C44	C45	C49	C53
C56	C57	C61	C65
D08	D09	D13	D17

JOB CONTROL NUMBER: A66 WORK CENTER: GA8 | A67 SERIAL: 321 | A70 MODE: 101 | A71 VER:

REMOVED/OLD ITEM: E08 MFGR: 97942 | E13 SERIAL NUMBER: A12345 | E23 PART NUMBER: 528-0101-128 | E28 DATE REMOVED: 3321 | E42 TIME/CYCLES: M123 | E47 TIME/CYCLES | E53 TIME/CYCLES

INSTALLED/NEW ITEM: G08 MFGR | G13 SERIAL NUMBER | G23 PART NUMBER | G38 TIME/CYCLES | G43 TIME/CYCLES | G48 TIME/CYCLES

DISCREPANCY

RADIO WILL NOT TRANSMIT ON FREQ 141.2

PILOT/INITIATOR

CORRECTIVE ACTION

CF REQ ☐ INT | QA REQ ☐ SCR

CORRECTED BY | INSPECTED BY | SUPERVISOR | MAINT CONTROL

↑ ↓ | MODEX | PRI | TURN-IN DOCUMENT: 3321 | 6230 | SYSTEM/REASON | MCN

Figure I-2.—Sample Repairable VIDS MAF

No. FUY1138 COPY 1

WORK CENTER REGISTER, CONTROL AND PROCESSING COPY

VIDS/MAF OPNAV 4790/80 (REV. 5-88) S/N 0107-LF-002-5900

5 PART FORM
USE BALL-POINT PEN PRESS HARD

ENTRIES REQUIRED SIGNATURE
NONE LOGS REC

LOCAL USE

ACCUMULATED WORK HOURS: NAME/SHIFT | TOOL BOX | DATE | MAN HOURS | ELAPSED M/T

ACCUMULATED AWM HOURS: DATE | TIME | REASON | HOURS

REFERENCE

(H-Z) FAILED/REQUIRED MATERIAL

79 INDEX	08 F/P	09 AWP	10 A/T	11 MAL	14 MFGR	19 PART NUMBER	34 REF SYMBOL	41 QTY	PROJ	43 PRI	45 DATE ORD	49 REQ NO	53 DATE REC
H	☐	☐			97942	522-9563-1		2	AKO	03	9321	6601	
	☐	☐											
	☐	☐											
	☐	☐											
	☐	☐											
	☐	☐											
	☐	☐											

FOLD

A22 WORK UNIT CODE: 67151.00 | A30 ACTION ORG | A32 TRANS | A34 MAINT/A | A35 ACT TAKEN | A36 MAL CODE | A39 ITEMS/P | A41 MAN HOURS | A45 ELAPSED M/T | F05 INTERIM ☐

TECHNICAL DIRECTIVE IDENTIFICATION: F09 CODE | F11 BASIC NO | F15 IN | F16 AM | F17 PART | F19 MIT

WORK CENTER: AMAF | JOB NUMBER: 163241 | JOB CODE: H | MAT'L CODE: B | A62 PID | A68 SAFETY/EI SER | A69 METER | SE MFGR | 874 | F21 | INVENTORY F22 PERM UNIT CODE | F28

REPAIR CYCLE

	DATE	TIME	EOC
RECEIVED	B08	B12	B16
IN WORK	B19	B23	B27
COMPLETED	B30	B34	

AWAITING MAINTENANCE
B38 B39 HOURS | B43 B44 HOURS | B48 B49 HOURS

MAINTENANCE/SUPPLY RECORD

JOB STATUS	DATE	TIME	EOC
B53	B54	B58	B62
B66	B66	B70	B74
C08	C09	C13	C17
C20	C21	C25	C29
C32	C33	C37	C41
C44	C45	C49	C53
C56	C57	C61	C65
D08	D09	D13	D17

JOB CONTROL NUMBER: GA8 | 321 | 101 | A19 WORK CENTER

REMOVED/OLD ITEM: E08 MFGR | E13 SERIAL NUMBER | E22 PART NUMBER | E26 DATE REMOVED | E42 TIME/CYCLES | E47 TIME/CYCLES | E53 TIME/CYCLES

INSTALLED/NEW ITEM: G08 MFGR | G13 SERIAL NUMBER | G23 PART NUMBER | G38 TIME/CYCLES | G43 TIME/CYCLES | G48 TIME/CYCLES

DISCREPANCY
RADIO WILL NOT TRANSMIT ON FREQ 141.2

PILOT/INITIATOR

CORRECTIVE ACTION

CF REQ ☐ INI | QA REQ ☐ SCN

CORRECTED BY | INSPECTED BY | SUPERVISOR | MAINT CONTROL

MODEX | PRI | TURN-IN DOCUMENT | SYSTEM/REASON | MCN

Figure I-3.—Sample Consumable VIDS MAF

(a) Work Unit Code (WUC) - Block A22

(b) Type Equipment Code (TEC) - Block A48

(c) Bureau Serial Number (BUNO) - Block A52

(d) When Discovered Code - Block A58

(e) Type Maintenance Code - Block A59

(f) Manufacturer's Code (FSCM) - Block E08

(g) Serial Number (See Note 1) - Block E13

(h) Part Number (See Note 2) - Block E23

(i) Date Removed - Block E38

(j) Time Cycles - Block E42

(k) Organization Code - Block A08

(l) Julian Date of JCN - Block A11

(m) Serial Number of JCN - Block A14

(n) Turn-in Document Number (repairables only)

(o) Manufacturer's Code (consumables) - Block 14

(p) Part Number (consumables) - Block 19

(q) Aircraft Status (up or down)

(r) Quantity (consumables) - Block 41

(s) Reference

NOTE 1: Repairables only: Ensure serial number on component matches serial number on MAF.

NOTE 2: Repairables only: Ensure part number on NRFI carcass matches part number on MAF.

(2) Enter the following data (at a minimum) on the Material Control Register or equivalent (figure I-4):

(a) Job Control Number (JCN)

(b) Work Unit Code (WUC)

(c) Type Equipment Code (TEC)

(d) Part Number (P/N)

(e) Manufacturer's Code (FSCM)

(f) Bureau/Serial Number (BUNO/Ser)

JCN	BUNO/ SER	TEC	WUC	COG/MCC/NSN FSCM/PART NBR	QTY	DATE DOC NBR	PROJ PRI	ADVICE CODE	DELIVERY POINT	COMPLETED DATE/TIME

Figure I-4.—Sample Material Control Register

(g) Quantity (QTY)

(h) Project Code

(i) Priority

(j) Delivery Point

(k) Advice Code - mandatory for repairables

(l) Document Number

(m) Maintenance Control Number (MCN)

(3) Utilizing the research aids at your disposal (FED LOG, part number file, RIL, etc.) attempt to cross the part number provided to a national stock number. If an NSN is available, proceed to paragraph I-5b(3)(a). If an NSN is not available, proceed to paragraph I-5b(3)(b).

(a) Stock Number Available. Having obtained an NSN, check pack-up listing to determine if material is carried. If material is carried, pull asset from stock. Annotate Material Control Register Issue and obtain signature from squadron representative. If component is a repairable, ensure carcass is turned in and verify data on VIDS/MAF (see note). If pack-up replenishment is required, call requirement in to parent MALS and enter requirement in pack-up replenishment logbook as shown in figure I-5. Post replenishment document number to Material Control Register. Ensure that repairable carcass (if applicable) is properly packaged to prevent damage in transit. If material is not available, annotate Material Control Register with not-in-stock (NIS) or not carried (N/C) status as applicable. Call requirement into the parent MALS providing (at a minimum) the data identified in paragraph I-5b(2). The parent MALS will immediately advise of material availability. Material available for issue will be staged at the designated pick-up point for delivery. A DD 1149 will be prepared and list all material to be shipped. Material not available for immediate issue will be referred off station and monitored closely to ensure the most expeditious delivery. Coordinate with the MALS Maintenance Officer to effect cannibalization action from local aircraft if it is determined that material cannot be obtained within a realistic time frame. Each component shipped will be added to the original pack-up, which precludes the requirement for return of NRFI carcasses prior to the conclusion of the deployment. If it is determined that this is not feasible, repairables will be issued on an one-for-one exchange basis (all material will be treated as RIP by the parent MALS). This action will create a requirement to monitor NRFI dues. SRD/RMD will coordinate with the deployed squadron advising of NRFI carcasses due and material shipped. Upon receipt of the components, the squadron supply support personnel section will notify the parent MALS advising of material arrival and provide shipping status for applicable retrograde. If the retrograde shipment is not being utilized, annotate receipt in the Material Control Register, and deliver the material to the appropriate work center. Obtain signature from receiving unit on the front copy of the requisition and file the requisition in the Proof-of-Delivery File (PODF).

NOTE: When a repairable component is delivered, the defective component must be available for simultaneous exchange. In some instances it is not feasible or advisable to remove a repairable component until a replacement is in hand. These items are identified in the consolidated remain-in-place list (CRIPL). Those items designated as RIP will be available for turn-in within 24 hours after issue of an RFI replacement.

DATE	DOC NBR	NSN	U/I	QTY	DATE BCM SHIP	DATE REC'D	REMARKS

Figure I-5.—Sample Pack-Up Replenishment Log

(b) If NSN is not Available. Refer to the IPB to identify possible alternate part numbers. If an alternate part number is identified which can be tied to a NSN, refer to paragraph I-5b(3). If not, attempt to issue the next higher assembly. If none of these actions are feasible, refer the requisition to the parent MALS and proceed as directed in paragraph I-5b(3)(a) for N/C and NIS material.

6. Post Deployment Procedures. Upon completion of deployment operations, action must be taken to effect smooth transitioning of assets back to the parent MALS as indicated below:

a. Deliver consumable pack-ups to CMD and repairable pack-ups to RMD and conduct a joint inventory with each division. Pack-ups (repairable = NRFI + RFI) (consumable = on-hand + issues) must match exactly. Components not accounted for will be surveyed as outlined in chapter 4 for repairables and chapter 6 for consumables.

b. Decrease pack-up quantities to zero.

c. All consumable issues will be entered into Optimized NALCOMIS Contingency Direct Support Material Requirement function.

d. RMD - backfit all NRFI retrograde via Optimized NALCOMIS Contingency Direct Support Material Requirement function.

e. Deliver material control register and all applicable files to MSB.

Appendix J

Manual Contingency Operations

1. General

a. Purpose. To standardize the procedures and administrative instructions for the operation and management of the initiation, processing, induction, repair, return, and completion of all aviation material requirements received by personnel within the Aviation Supply Department (ASD) during periods of system non-availability.

b. Background. Manual Contingency Operations is defined as those procedures necessary to enable a Marine Aviation Logistics Squadron's Aviation Supply Department to continue daily operations in conjunction with Organizational and Intermediate Maintenance Activities (IMA) but without use of the Relational Supply (R-Supply) and/or Optimized Naval Aviation Logistics Command Information System (NALCOMIS). By clearly defining these procedures, the Aviation Supply Department can assure that its customers will know and adhere to the procedures set forth.

c. Scope. System Non-Availability for customers should not interrupt daily operations. At the discretion of the AVNSUPO, specific project codes will be accepted depending on the duration of the system Non-Availability. As a rule, all AK0, AK7, ZA9, ZF7, CASREPS and EXREP ZC8/ZQ9's will be accepted immediately upon interruption of R-Supply/Optimized NALCOMIS databases. If system availability is anticipated to be more than 48 hours, the AVNSUPO will publish a letter of Memorandum (Fig J-1) identifying specific guidance for all customers affected. The following paragraphs will delineate actions for all divisions within the Aviation Supply Department, depending on which databases are currently up and running.

2. Optimized NALCOMIS/R-Supply Systems Down. When both systems are down and supply assets are required by the customer, a combination of procedures outlined in paragraph 3 and paragraph 4 will be used. The ASD will apply those procedures as necessary to provide customer service while maintaining inventory and financial integrity during the system non-availability.

3. Optimized NALCOMIS System Down With R-Supply System Up

a. Supply Response Division (SRD) Procedures. SRD will perform the following steps for all requirements received during Optimized NALCOMIS system non-availability.

(1) SRD will be the single point of entry for all requirements. The squadron expeditor will contact SRD by phone when passing five (5) IG I requirements or less. SRD will utilize the Contingency Operations Form (COF) figure J-2, or a 1348-6 or a form equivalent when transcribing phone passed requirements. If the expeditor has more than five documents, the expeditor will either hand deliver any of the above mentioned forms to the SRD or the expeditor may FAX the Contingency Operations Forms (or equivalent) to the Aviation Supply Department "attention SRD".

4400
SUP/apl
1 Aug 05

MEMORANDUM

From: Aviation Supply Officer
To : Distribution List

Subj: MANUAL CONTINGENCY OPERATIONS FOR OPTIMIZED NALCOMIS/R-SUPPLY DOWNTIME

Ref: (a) ASDTP MCO P4400.177_

Encl: (1) Example Requisition Form

1. Do to unscheduled/scheduled system downtime manual contingency operation procedures have now been implemented. These procedures will remain in force until further notice.

2. During Manual contingency operations, material requirements with project codes AK0, AK7, ZA9, ZF7 CASREPS and EXREP ZC8/ZQ9's may be ordered. Requisitioning will be accomplished via phone (no more than five (5) requisitions at one time), fax (encl 1) or person to person.

3. The point of entry for all requisitions will be the Aviation Supply Department, Supply Response Division.

a. Phone Number_____
b. Fax_____
c. E-mail Account_____

X. XXXXXXX

Copy to: DISTRIBUTION

Figure J-1.—Sample System Non-Availability Notification Letter

CONTINGENCY OPERATIONS FORM

P/N: _____ **Cage:** _____

NOMENCLATURE: _____ **UI:** _____ **Qty:** _____

DDSN: _____ **Proj Code:** _____ **Pri:** _____

Org Code: _____ **W/C:** _____ **Advice:** _____

MCN: _____ **JCN:** _____ **BUNO:** _____

TEC: _____ **WUC:** _____

NSN: _____ **COG:** _____

Substitutes: _____

Locations: _____

Reference: _____

Order Date: _____ **Order Time:** _____

Status Date: _____ **Status Time:** _____

Current Status: _____

Ordered By: _____ **Received By:** _____

(This form should be used to fill material requirements during periods of system non-availability.)

Figure J-2.—Sample Contingency Operations Form

(2) Upon receipt of a requisition, ERB will verify that the following mandatory data was provided.

(a) BUNO

(b) JCN

(c) MCN

(d) WC

(e) WUC

(f) Advice Code

(g) TEC

(h) DDSN

(i) Proj/Pri

(j) Qty/UI

(k) Cage

(l) Part No.

(m) Nomen

(n) Ref.

(3) After the mandatory data has been verified the requirement will be logged into the Hi-Pri logbook (figure J-3).

The Hi-Pri Logbook will be maintained in ERB. This will be the "master logbook" for all incoming requirements during system non-availability. After the requisition has been logged in to the Hi-Pri logbook, the ERB will forward the requisition to TRB for technical research.

(4) The TRB will perform technical research as described in chapter 5 of this Order. After the technical research is completed, the TRB will forward the requisition to the ERB for further disposition.

(5) Consumable items with a valid National Stock Number (NSN) and location will be forwarded to CMD for processing. ERB will provide CMD with either a 1348-6, a COF, or an equivalent requisition form. CMD will sign in the HI-Pri logbook in the appropriate block indicating receipt of the requisition.

(6) CMD will provide requisition status to ERB within one hour of receipt of the requisition. If the requirement is Not In Stock (NIS), CMD will return the original requisition form to SRD. CMD will again sign the appropriate block in the HI-Pri logbook indicating that a "DTO" is required.

(7) If the requirement teched by TRB was a Not Carried (N/C) consumable, or CMD returns an NIS, the requisition will be passed by ERB to the appropriate Point of Entry (POE) and the Hi-Pri logbook will be updated to the current status of the requisition. ERB will process a "post-post" DTO A0_ for all consumable requirements.

(8) When ERB receives a requirement for a repairable, ERB will forward the requirement to RCB and RCB will sign the appropriate block in the Hi-Pri logbook indicating receipt of the requisition. RCB will provide ERB with status (ISSUE/EXREP/BCM/RIP) within one hour of receipt of the requisition. If the requisition status is updated to "BCM" or "RIP", RCB will sign the Hi-Pri logbook indicating that a "DTO" is required. Once ERB is notified that a DTO is required, ERB will pass the requisition to the appropriate "POE" and update the Hi-Pri logbook.

(9) SRD will utilize the daily Aircraft Maintenance Readiness Report (AMRR), the Hi-Pri logbook, and if necessary a PC based NMCS/PMCS HI-Pri Report to reconcile all requirements prior to and during the system non-availability. All status that is received will be annotated to ERB "logbook" and records will be maintained of incoming status.

DOC NBR	TIME/DATE RECEIVED	PART NBR	QTY	NSN	TO RMD/ CMD	FROM RMD/ CMD	INTERNAL STATUS	ERB MARINE REFERING DTO	EXTERNAL STATUS	DTO RECEIPT DATE

Figure J-3.—Sample Hi-Pri Log Book

(10) All 1348-6's, Contingency Operations Forms, and/or equivalent form, will be maintained in the ERB Pending Data Entry File (PDEF). Upon system availability, all DTO consumable requisitions will be back-fitted utilizing the ERB "logbook" in conjunction with the divisions Pending Data Entry File (PDEF). All repairable requirements will be back fitted by RMD. CMD will backfit/expend all issues that occurred during the system non-availability period.

b. Consumable Management Division (CMD) Procedures. CMD will perform the following steps for all requirements received during Optimized NALCOMIS system non-availability.

(1) Supply Receiving Branch (SRB)

(a) Upon receipt of incoming material, SRB will segregate material into the following four categories:

1. High Priority Material (NMCS/PMCS)

2. Repairable Material DTO and Stock

3. Consumable DTO

4. Consumable Stock

(b) The receiving branch will process all consumable DTO receipts on board through R-Supply. Stock consumable receipts will be processed in accordance with normal IBS or R-Supply processing. A copy of the DTO 1348-1A will be placed in the PDEF for backfitting into the Optimized NALCOMIS database. When the system becomes available, SRB will process all DTO receipts utilizing Receipt Processing in Optimized NALCOMIS as referenced in chapter 6 of this Order. Once the DTO receipt has been processed, SRB will forward all original copies of the DTO receipt 1348-1A to CSB. All receipts that cannot be processed will be forwarded to CCB for further research.

NOTE: Backfitting Receipt Processing in R-Supply will create a duplicate DI X71 on the R-Supply Suspense Listing. SRB will research and delete duplicate receipts caused by this scenario.

(c) SRB will provide ROB status to SRD for all Hi-Pri requisitions. SRB will then forward the remaining copies and material to the CDB for delivery to the customer.

(d) SRB will forward all consumable stock to the CSB for proper stowing.

(2) Consumables Storage Branch (CSB)

(a) CSB will continue normal receipt processing identified in chapter 6 of this Order.

(b) If a location change or new location is required, a 1348-1A with the location change/addition will be maintained in the PDEF. Upon system availability, CSB will utilize the PDEF to ensure both databases reflect the appropriate location changes.

(3) Consumables Issue Section (CIS)

(a) CIS will receive all new requirements from ERB during system non-availability. After receipt of material requirements, CIS will determine whether an issue can be made.

(b) If the issue can be made from stock, the material will be pulled from the location. The requisition (1348-6 or Contingency Operations Form) and the material will be forwarded to CSD for delivery. CIS will provide ERB with the current status for all NMCS/PMCS requirements.

(c) If the issue can not be made from stock, the requisition will be returned to ERB for DTO referral off station.

(4) Consumables Delivery Branch (CDB)

(a) Upon delivery of DTO's, a signed copy of the 1348-1A will be utilized to process the receipt in R-Supply. After the receipt has been processed, the 1348-1A will be placed in the PDEF for entry into Optimized NALCOMIS when available. When the system becomes available, CDB will process all DTO receipts utilizing receipt processing in R-Supply as referenced in chapter 6 of this Order. Upon completion of Optimized NALCOMIS receipts, the signed 1348-1A will be forwarded to SAD for inclusion in the Completed Transaction File (CTF).

(b) CDB will receive new requirements from CIS. If the reprinted 1348-1A is utilized, CDB will reproduce an additional copy for the customer. The signed copy of the 1348-6 or the reprinted 1348-1A (manual issue) will be forwarded to CCB for MRI processing.

(5) Consumables Control Branch (CCB)

(a) CCB will insure all material requirements are processed. All new issue requirements generated during the system non-availability will be processed utilizing R-Supply as discussed in chapter 6 of MCO P4400.177_. (R-Supply Material Requirement Internal).

(b) CCB will be the focal point for any problems within CMD during system non-availability.

(6) Pre Expended Bin (PEB). All supported units will utilize their PEB assets until exhausted. Once the PEB bins have been exhausted all manual contingency operation requirements (NMCS/PMCS) will be submitted through SRD for processing.

c. Repairables Management Division (RMD). RMD will perform the following steps for all requirements received during Optimized NALCOMIS system non-availability.

(1) Repairable Control Branch (RCB)

(a) RCB will receive all material requirements. Once availability/non-availability has been determined the actual steps taken will differ depending on whether there is a NRFI repairable ready for turn in or not. If the material will be issued/EXREP'd, RCB will notify ERB with the status within one hour of the receipt of the document.

(b) If the material requirement is available for issue and the document indicates an exchange advice code of “5G” or “5S”, RCB will forward the document to RSB for issue. If the material requirement is available for issue and the document indicates a non-exchange advice code of “5A” or “5D”, RCB will validate the requirement by confirming the Survey, and/or Initial Issue. If these conditions have been met, RCB will forward the document to RSB for issue. RCB will maintain a copy of the requisition in the PDEF indicating that an issue is in process. Once RDB returns the signed copy from the customer and/or AMSU, RCB will replace the pending issue copy of the requisition with the signed copy. This signed copy will be utilized for proper backfitting upon system availability.

(c) If the material is either NIS or N/C and the requisition has an exchange advice code of "5G” or “5S”, RCB will forward the document to RDB for the pick up of the NRFI retrograde. RCB will maintain a copy of the requisition in the PDEF indicating that an issue is in process. Once RDB returns the signed copy from the customer and/or AMSU, RCB will replace the pending issue copy of the requisition with the signed copy. This signed copy will be utilized for proper tracking/backfitting upon system availability.

(d) When material is returned from Production Control (PC), RCB will screen the material and separate it into the following categories and determine whether the material was inducted prior to the system non-availability or during the system non-availability. RCB will maintain the appropriate PDEF entries for the conditions mentioned below.

PRIOR TO DOWN TIME	AFTER DOWN TIME
EXREP RFI/BCM	EXREP RFI/BCM
STOCK RFI/BCM	STOCK RFI/BCM

(e) EXREP RFI returns that were loaded prior to and during Optimized NALCOMIS system non-availability will be forwarded to RDB for delivery to the customer. RCB will notify ERB of EXREP issues as they occur. Upon system availability RCB will coordinate with PC for appropriate backfitting/DIFM Return. There is no option to process demand recording through R-Supply, all demand recording will be through issue processing.

(f) RCB will notify ERB of all EXREP BCM’s and DTO requirements. RCB will process a “post-post” DTO in R-Supply. Upon system availability, RCB will coordinate with PC for appropriate backfitting.

(g) Stock RFI returns that were loaded prior to and during Optimized NALCOMIS system non-availability will be forwarded to RSB for stowage. Upon system availability, RCB will coordinate with PC for appropriate backfitting/DIFM return. There is no option to process demand recording through R-Supply. All demand recording will be processed through issue processing.

(h) Stock BCM’s will be manually processed in accordance with the Material Requirement Internal (MRI) procedures delineated in chapter 4 of this Order.

(2) Repairable Storage Branch (RSB).

(a) Upon receipt of material requirement, RSB will pull material from the location and verify the P/N and RFI tag and ensure it reflects the

same data as the item being requested by the customer. RSB will forward the material and the requisition to RDB for delivery to the customer.

(b) RSB will process all repairable DTO receipts through R-Supply. Stock repairable receipts will be processed in accordance with normal R-Supply processing. A copy of the DTO 1348-1A, will be placed in the PDEF for backfitting into the Optimized NALCOMIS database. When the system becomes available, RSB will process all DTO receipts utilizing Receipt Processing in Optimized NALCOMIS as referenced in chapter 4 of this Order. Once the DTO receipt has been processed, RSB will forward a copy of the DTO receipt to SAD. All receipts that cannot be processed will be forwarded to the RCB for further research.

NOTE: Backfitting Receipt Processing in R-Supply will create a duplicate DI X71 on the R-Supply Suspense Listing. SRB will research and delete duplicate receipts caused by this scenario.

(3) Repairable Delivery Branch (RDB)

(a) Upon notification that a delivery is required, RDB will transport the material to the customer and pickup the NRFI component if required along with the appropriate VIDS MAF/record. RDB will ensure that the customer sign and date the requisition. RDB will transport the NRFI component and MAF to the AMSU for induction into the IMA. RDB will have AMSU sign and date the requisition indicating that the induction process has been initiated. RDB will return the requisition to RCB to be placed in the appropriate PDEF.

(b) Upon notification of an EXREP requirement, RDB will pick up the retrograde and the MAF from the customer. RDB will transport the NRFI component and MAF to AMSU for induction as an Expeditious Repair. RDB will have AMSU sign and date the requisition indicating that the induction process has been initiated. RDB will return the requisition to RCB to be placed in the appropriate PDEF.

(c) Upon notification, RDB will pick up all RFI/BCM material from AMSU and return the material to RCB for disposition.

(4) Awaiting Parts Branch (AWPB)

(a) Once Production Control has identified that a WRA (EXREP or STOCK) has resulted in an NIS or N/C “Bit and Piece” requirement, the W/C will bring the WRA component to AWPB with a MAF. AWPB will make a component locator card for the VIDS board. AWPB will maintain a PDEF for new requisitions and coordinate with PC for the appropriate backfit upon system availability.

(b) Upon receipt of AWP material from CMD/RMD, AWPB will call the customer to pick up their material. AWPB will obtain a legible signature, time of issue and date from the W/C expediter receiving the gear. This POD will be filed by AWPB in the PDEF. If the WRA was inducted prior to the system non-availability, AWPB will use this PDEF copy to move the asset from “WQ”. This copy will also serve as a source document for AWPB to reconcile completed requisitions once Optimized NALCOMIS becomes available.

(c) AWPB will reconcile all requirements with the W/C weekly.

(5) Supply Application Administrator (SAA). During Optimized NALCOMIS downtime the SAA will continue to process status in R-Supply.

(6) Squadron Support Division (SSD)/Supply Accounting Division (SAD). Both divisions are not affected by Optimized NALCOMIS non-availability.

4. Optimized NALCOMIS System Up With R-Supply System Down

a. Supply Response Division (SRD) Procedures. SRD will perform the following steps for all requirements received during R-Supply system non-availability.

(1) Requirements for Optimized NALCOMIS customers will continue to be processed as normal through Optimized NALCOMIS. Once R-Supply is available those transactions will interface into R-Supply.

(2) For R-Supply based customer requirements during system down time, SRD will maintain a PDEF containing all DTO transactions referred off station. Upon R-Supply availability, a Post-Post DTO consumable A0_ and any document status will be backfitted.

b. Consumable Management Division (CMD) Procedures. CMD will perform the following steps for all requirements received during R-Supply system non-availability.

(1) Supply Receiving Branch (SRB)

(a) Upon receipt of incoming material, SRB will segregate into four separate categories:

1. Hi Priority Material (NMCS/PMCS)

2. Repairable Material DTO and Stock

3. Consumable Stock

4. Consumable DTO

(b) For R-Supply only receipt on board Requirements, one copy of the 1348-1A receipt will be placed in the PDEF for entry into the R-Supply when available. Stock receipts will be filed in NIIN sequence within the PDEF.

(c) Notify CSB on material to be stocked.

(2) Consumable Delivery Branch (CDB). Upon completion of delivery of a R-Supply only requirement, a signed copy of the 1348-1A will be placed in the PDEF for processing upon system availability.

(3) Consumable Storage Branch (CSB)

(a) Upon receipt of stock material, items will be segregated by location and placed in the appropriate location.

(b) All material will be annotated with the MSSLL location prior to the item being stocked. Items with locations not listed in the MSSLL, will be assigned a location, which will be annotated on the stock receipt.

CSB will utilize the Supply Subsystem>MRF> Maintenance> Material>Cross Reference Data to load the new/change location as required in Optimized NALCOMIS.

(c) After material has been stocked, the 1348-1A with all information listed will be forwarded to CCB. A copy of the 1348-1A will be placed in CSB's PDEF for entry into R-Supply, upon system availability.

(4) Consumable Issue Section. CIS will follow normal Optimized NALCOMIS procedures.

(5) Consumable Control Branch (CCB)

(a) CCB will ensure that a current MSSLL is on hand to ensure proper annotations on 1348's and requisition flow is maintained during system non-availability.

(b) CCB will file all stock receipts in the PDEF in NIIN sequence within the PDEF.

(c) CCB will be responsible for all processes during CMD's system non-availability.

(6) Pre Expended Bin. PEB material will be handled through normal processing.

c. Repairables Management Division (RMD). RMD will perform the following steps for all requirements received during R-Supply system non-availability.

(1) RMD will continue to utilize normal Optimized NALCOMIS processing procedures for all types of transactions.

(2) Upon receipt of material for stock, RSB will stow the material and process the stock receipt utilizing Receipt Processing in Optimized NALCOMIS. RSB will maintain a copy of the 1348-1A in the PDEF in NIIN sequence. Upon R-Supply system availability, RSB will verify that all stock receipts interfaced to the R-Supply database.

d. Supply Application Administrator (SAA)

(1) During R-Supply downtime, the SAA will continue to process status in Optimized NALCOMIS.

(2) The SAA will notify the chain of command that TIR processing has been temporarily suspended until R-Supply availability

e. Squadron Support Division (SSD). SSD will perform the following steps for all requirements received during R-Supply system non-availability.

(1) The AVNSUPO will direct SSD on a case by case basis for any requirements during R-Supply down time.

(2) Any material requirements processed during this period will be maintained in the PDEF for backfitting upon system availability.

f. Supply Accounting Division (SAD). SAD will perform the following steps for all requirements received during R-Supply system non-availability.

(1) SAD will follow normal ASKIT procedures as directed in chapter 2 of this Order.

(2) If the R-Supply system will not be available for normal end of the month processing, SAD will request an extension via the chain of command and may be required to submit estimated AFM 50 BOR's.

Appendix K

Processing Open Purchase/Contract Transactions And Use Of The Government Commercial Purchase Card (GCPC)

1. General. The processing of open purchase and contract transactions involves seven steps:

a. Determine if the requirement is for material or service.

b. Preparing the requisition form.

c. Forwarding and receiving approval.

d. Input the document into R-Supply.

e. Input the receipt into R-Supply.

f. Adjusting obligations for services.

g. Using the GCPC for Micro-purchases

2. Material or Service Determination. Making the determination as to whether a requirement is for material or a service can sometimes be very confusing. This process can be simplified by asking yourself the question "Can I touch or hold what is being ordered?".

a. If the answer is "yes", then the request is for material.

b. If the answer is "no", then the request is for a service.

3. Requisition Preparation

a. The requesting unit or division will submit a Request for Non-Standard Procurement (Figure K-1) to SSD. SSD will then screen and perform a technical review of the request and ensure that all data required for procurement is provided.

(1) If the requested material is cross referenced to a National Stock Number, the requirement will be canceled and returned to the originator with directions to submit via normal supply channels. The only exception to this policy will be those assets where the supply system has indicated that there are zero assets available and the users requirement is urgent (i.e., squadron deploying prior to ESD, aircraft NMCS/PMCS and approaching Long Term Down status, etc.). Note that aircraft/support equipment must be NMCS/PMCS before consideration will be given to utilizing the Open Purchase avenue for a requirement which has a National Stock Number assigned. Engineer authorization for safety of flight requirements "must" be obtained prior to submission of the open purchase requirement.

(2) Material will not normally be procured via open purchase to fulfill requirements already on order through the supply system. If the requirement has frustrated status, all possible avenues will be explored (i.e., supply assists, lateral support, etc.) to obtain material.

REQUEST FOR NON-STANDARD PROCUREMENT

Date:_____

From: Commanding Officer, Requesting Unit
To : Aviation Supply Officer, Supporting MALS
Via : (1) Squadron Support Division, Supporting MALS

Subj: REQUEST FOR NON-STANDARD PROCUREMENT

1. It is requested that the following non-standard item be procured. Attempts to locate material within normal supply channels have been negative.

NSN:_____ MFG:_____ P/N_____
ALTERNATE P/N(S):_____
NOMEN:_____ UI:____ QTY:____ SOURCE CODE:_____
REFERENCE:_____
JUSTIFICATION:_____
_____
REMARKS:_____
_____
HAS PART BEEN PREVIOUSLY ORDERED? YES:____ NO:____
IF YES, PROVIDE DOCUMENT NUMBER:_____
SUGGESTED SOURCE OF SUPPLY:_____
PHONE NUMBER (INCLUDE AREA CODE):_____ POINT OF CONTACT:_____
ESTIMATED PRICE:_____ QUOTED PRICE:_____

_____
(SIGNATURE/RANK/TITLE/PHONE NUMBER)

FIRST ENDORSEMENT

From: Squadron Support Division
To : Aviation Supply Officer

P/N:_____ NSN ASSIGNED: YES:___ NO:___ COG:___ NSN:_____
ALT NSN:_____
WHSE LOCATION(S):_____ _____ _____ _____ ON HAND QTY:_____ UI:_____
UNIT PRICE:_____ NET PRICE:_____ SOURCE CODE:_____ LMC:_____
INVENTORY CONTROL POINT (ICP):_____ MATERIAL AVAILABILITY IN SUPPLY SYSTEM:_____
NEXT HIGHER ASSEMBLY (NHA):_____
FSCM:_____ P/N:_____ NSN:_____ COG:_____
ALT NSN(S):_____
NHA CARRIED: YES:___ NO:____ WHSE LOCATION(S):_____

APPROVED:____ DISAPPROVED:____ REASON FOR DISAPPROVAL (IF APPLICABLE):_____
_____
VENDOR POC:_____ PRICE QUOTE:_____ EMV:_____
REMARKS:_____
ACCOUNTING DATA:_____ DOCUMENT NUMBER:_____ FUND CODE:_____
PROJECT CODE:_____ PRIORITY:_____

_____
(SIGNATURE SSD OIC/NCOIC)

Figure K-1.--Request For Non-Standard Procurement

b. Once the determination to procure via open purchase/GCPC is made prepare a DD Form 1149 (Figure K-2) or NAVSUP Form 1153 Open Purchase Authorization (Figure K-3), or electronic procurement system source document ensuring that the appropriate fund code is cited in card columns 52 through

SHIPPING CONTAINER TALLY ——— 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

OMB No. 0704-0246
OMB approval expires Apr 30, 2009

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0246). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. FROM: (Include ZIP Code)

SHEET NO. | NO. OF SHEETS | 5. REQUISITION DATE | 6. REQUISITION NUMBER

7. DATE MATERIAL REQUIRED (YYYYMMDD) | 8. PRIORITY

2. TO: (Include ZIP Code)

9. AUTHORITY OR PURPOSE

10. SIGNATURE | 11a. VOUCHER NUMBER & DATE (YYYYMMDD)

3. SHIP TO - MARK FOR

12. DATE SHIPPED (YYYYMMDD) | b.

13. MODE OF SHIPMENT | 14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATIONS DATA | AMOUNT

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
								0.00
								0.00
								0.00
								0.00
								0.00

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO | 17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT

ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
CHECKED BY					
PACKED BY					
			TOTAL		

19. RECEIPT

CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	SHEET TOTAL 0.00
QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	GRAND TOTAL
POSTED	DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO.

DD FORM 1149, JUL 2006 | 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

PREVIOUS EDITION IS OBSOLETE. | Adobe Designer 7.0

Figure K-2.--Sample NAVSUP Form 1149 Request for Purchase Action

REQUEST FOR PURCHASE ACTION (4270)

NAVSUP FORM 1153 (8C) (REV. 4-74)

REQUEST NO. | PURCHASE DOCUMENT NO. *(Assigned by PURCHASE)*

DOC IDENT | RI FROM | M & S | STOCK OR PART NUMBER: FSC, NIIN, KOD | UNIT OF ISSUE | QUANTITY | DOCUMENT NUMBER: DIST, REQUISITIONER, DATE, SERIAL | SUFFIX | SUPPLEMENTARY ADDRESS | ORIGINAL | FUND | DISTRIBUTION | PROJECT | RI UNIT | REQ'D DEL DATE | KOD | RI | UNIT PRICE: DOLLARS, CTS

DESCRIPTION

STOCK CONTROL ACTION	REPLMT FACTOR		REPORTABLE DEMAND		OUTSTANDING OBLIGATIONS		PLANNED REQUIREMENTS		BALANCE ON HAND		EXPECTED RECEIPTS		QTY. REQUIRED
	x		=		+		+		—		—		=

ACCOUNTING CLASSIFICATION (REV. 7-66)

App'n and Subhead	Obj. Class.	Bureau Cont. No.	Suballot.	Auth'n Acct'g Act'y	Trans. Type	Property Acct'g Act'y	Country	Cost Code	Amount

JOB ORDER NO | APPROVED BY *(Signature)*

PROGRAM MGR NO | REQUEST APPROVED FOR

PURCHASE ACTION

CONTRACT NO.	ORDER NO.	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	TOTAL VALUE

DEALER *(Name and Address)*

☐ IMPREST FUND ☐ BPA ☐ ORAL ORDER UNDER CONTRACT ☐ *(DD Form 1155)* PURCHASE ORDER ☐ DEL'Y ORDER

REMARKS *(May be continued on the reverse side)*

INSPECTION REPORT

QUANTITY RECEIVED | MATERIAL MARKED FOR | MATERIAL RECEIVED INSPECTED AND PASSED *(Singature)* *(Date)*

QUANTITY ACCEPTED

INSPECTOR'S REMARKS

STOCK NO.-0108-LF-503-3534

Figure K-3.--Sample NAVSUP Form 1153 Request for Purchase Action

53. Forward the request to SAD to determine availability of funds, financial editing and comparability of financial data. Upon completion, SAD will return the request to SSD. To ensure financial obligation is incurred, SAD will remove a copy of the document and periodically screen the Requisition File to validate that the obligation has posted. SAD personnel will also

validate the Extended Money Value to ensure sufficient funds have been obligated to cover the cost of the estimated cost chargeable item. If after three working days and an obligation has still not been posted, liaison with SSD personnel to follow-up on the pending document. Once the requirement has been posted and it is determined that no adjustments (Obligation adjustments, Money Value Only) are required, the copy will then be discarded.

c. Service requirements must be identified as a `one-time service' or a 'continuing service':

(1) Continuing Services are services in which invoices will be forwarded for payment on some type of scheduled or regular basis, normally monthly. Examples of continuing services are copier rentals, fax machine rental, repair agreements, etc.

(a) Continuing services requests will cite a unit of issue of each (EA), quantity of "C9999" and a COG of "99".

(b) The unit price will equal the Extended Money Value (EMV).

(2) A one time service is one where an invoice will be forwarded for payment at the completion of the service requested. Examples of a one time service include typewriter repair, computer repair, computer installation, etc. One time service requests will cite a Unit of Issue of "EA", a Quantity of "00001" and a COG of "99".

d. Ensure that the Identification Data section of the DD Form 1149 or NAVSUP Form 1153, or electronic procurement source document is completed with all technical or descriptive data which will assist the supply source in the identification and procurement of the required item.

4. Forwarding For Approval/Disapproval

a. Once the DD 1153 or electronic form has been prepared, it will be attached to the squadron/IMA request form and forwarded to the officer authorized to approve the specific type of requisition. It will be returned to SSD, who will submit the requisition into the supply system in accordance with local procedures.

b. If disapproved, the SSD will notify the requesting squadron/IMA work center that the request has been disapproved and the reason for disapproval. Requests that are disapproved will not be input into R-Supply. The original copy and the squadron/IMA request form will be attached together and forwarded to the SAD for filing in the Completed Transaction File (CTF).

c. Ensure that a copy of the DD NAVSUP Form 1153 Open Purchase Authorization or the Requisition and Invoice/Shipping Document (DD 1149) along with any amendments to these documents is filed in the Open Purchase/Contract File. After the customer has received the material, the outstanding copy will be pulled and attached to the receipt document that is forwarded to the SAD for filing in the Completed Transaction File.

5. Prepare The Document For Input Into R-Supply

a. Open purchase requisitions will be input into R-Supply, using the "Initiate Requisitions Option",. This option allows the user to validate key

information that identifies the Requisitioner, and the material that the Requisitioner requires.

(1) To access the Initiate Requisition Option in R-Supply, select the Logistics (Log) Option from the Relational Supply Main Menu Screen, and select the Initiate Requisitions Option from the Logistics Submenu.

(a) Select the down arrow that appears to the right of the Unit Identification Code (UIC), Department (Dept) and Division (Div) Data Blocks. Select the applicable UIC, Department and Division from the list that appears.

(b) When completing the Initiate Requisition screen for the Open purchase transaction, select the MVO Process Data Block. When the MVO Process Data Block is selected, the Type of Transaction Group Box will appear with the following options: NALCOMIS, and R-Supply (which includes flight operations – Dept Code 8). Select the NALCOMIS option. Each option allows the user to select the applicable UIC, department, and division from drop down lists.

(c) If the requested material possesses a National Stock Number, but has meet all Open Purchase exception rules requirements for items with a National Stock Number; enter the NIIN in the MVO Description block. If there is no National Stock Number for the Open Purchase requisition, site "Open purchase", and a description of the material in the MVO Description block.

(d) When completing the Initiate Requisition input screen, manually enter the Open Purchase Document Number in the Document Number field. Select the OK Option to complete this process. The system will validate key data elements that identify the requisitioner, and default to the Build Requisition input screen.

(2) The Build Requisition screen provides the capability to create the following types of Money Value Only (MVO) requisition: Material, SERVMART, One-time Service, and Continuing Service.

(a) In the Build Requisition screen, select the MOV Type: "Material" option. This Option allows the user to procure materials from commercial sources.

b. Contract transactions will be input into R-Supply, using the "Initiate Requisitions Option." This option allows the user to validate key information that identifies the Requisitioner, and the material that the Requisitioner requires.

(1) To access the Initiate Requisition Option in R-Supply, select the Logistics (Log) Option from the Relational Supply Main Menu Screen, and select the Initiate Requisitions Option from the Logistics Submenu.

(a) Select the down arrow that appears to the right of the Unit Identification Code (UIC), Department (Dept) and Division (Div) Data Blocks. Select the applicable UIC, Department and Division from the list that appears.

(b) When completing the Initiate Requisition screen for the Open purchase transaction, select the MVO Process Data Block. When the MVO Process Data Block is selected, the Type of Transaction Group Box will appear

with the following options: NALCOMIS, and R-Supply (which includes flight operations – Dept Code 8). Select the NALCOMIS option. Each option allows the user to select the applicable UIC, department, and division from drop down lists.

(c) Enter the "Continuing Service" or "One-time" Service Nomenclature in the MVO Description block.

(d) When completing the Initiate Requisition input screen, manually enter the Contract or One-time Service Document Number in the Document Number field. Select the OK Option to complete this process. The system will validate key data elements that identify the requisitioner, and default to the Build Requisition input screen.

(e) The initiate requisition function automatically provides the Cog as 99 when the services option is selected. The Fund Code is based on the entry the user's logon fund type authorization and the fund code entry for that OFC in the Cog to Fund Code Table.

(2) The Build Requisition screen provides the capability to create the following types of Money Value Only (MVO) requisition: Material, SERVMART, One-time Service, and Continuing Service.

(a) In the Build Requisition screen, select the MOV Type: "One-time Service" or "Continuing Service" option. This Option allows the user to procure a one-time service or continuing service from a commercial source.

(b) In the Total Cost Data Block, site the total cost of the One-Time Service or Continuing Service.

6. Preparing The Document To Record Receipt. Open purchase and contract transactions will be completed using the Receipt Processing Option. This option allows the user to process incoming receipts for material and services for DTO. The system completes MVO requisitions for services, SERVMART, and material in receipt processing when the amount of expended money is equal to greater than the amount of obligated money. The system also completes MVO requisitions for material when the quantity you received is equal to or greater than the quantity you ordered. Recorded receipt transactions for MVO documents will post as a DI X73 transaction to the MVO Receipts Table.

a. To access the Receipt Option in R-Supply, select the Logistics (Log) Option from the Relational Supply Main Menu Screen, and select the Receipts Option from the Logistics Submenu. When completing the Receipt Option, attention must be given to whether or not the entire shipment has been received (for open purchase requirements), or if this is the final invoice against the contract. If this is not the case, the receipt transaction must be input with a suffix code.

b. On the Receipt - Search Screen, enter the service designator, UIC, Julian Date, serial number and suffix code if applicable. If the user enters a suffix-coded document number to the search screen, and there is no matching suffix-coded requisition, the system will process the suffix-coded receipt and create a matching suffix-coded requisition.

c. On the Receipt – Processing Screen, the data for the document the user selected appears on the screen. Review the data and enter the appropriate values to the Quantity and RI From Data Blocks.

d. Enter data from the actual receipt document to the Receipt Document Entries Group Box.

e. To finalize the receipt process, select the Apply Option from the Icon Menu.

7. Adjusting Obligation for Open Purchase/Contracts. On occasion, the money value obligated will not cover the total invoice for an open purchase or contract. When this occurs, the additional cost must be obligated. In those instances where an over obligation has been processed, an adjustment transaction must be processed in the Financial Reconciliation Option to recoup the over obligation prior to posting the receipt (care must be given to ensure sufficient funds are obligated to cover the cost of the bill to be received by DFAS). All pertinent information will be provided to SAD for the input of a DI X78.

a. To access the Reconciliation Option in R-Supply, select the Financial (Fin) Option from the Relational Supply Main Menu Screen, and select the Reconciliation Option from the Financial Submenu.

(1) On the Reconciliation - Search Screen, select the down arrow next to the Options Data Block and then select the Obligation Adjustment Option.

b. The Obligation Adjustment Option allows the user to make financial adjustments to requisitions. Use this function to increase (debit) or decrease (credit) the obligation of funds, which were set aside to pay for the requisition of materials or services.

(1) In the Obligation Adjustment Option, enter the appropriate values to the Document Number (Doc. Nbr.) Data Block.

(2) Select the OK Option to continue.

(3) On the Obligation Adjustment Screen, enter the value of the adjustment in the Difference Data Block. Select the Debit adjustment or Credit adjustment Option. The selection of a Debit (+) adjustment will increase the money value obligated on to invoice for an open purchase or contract. The selection of a Credit (-) adjustment will decrease the money value obligated to invoice for an open purchase or contract.

(4) Select the Apply Option from the Icon Menu Bar to finalize this process.

8. Government Commercial Purchase Card (GCPC). The Government Commercial Purchase Card is used to order micro purchases (under $3,000.00) which allows the Supply Officer greater flexibility. This method of procurement (known as a micro-purchase) streamlines the process, expedites both the receipt of material and payments to the vendors plus reduces administrative (paperwork) burdens. Remember however, these type purchases will still require the same type of approval as a normal open purchase request.

a. Bulk Funding Document. Bulk funding represents an advance reservation of funds where a commitment or obligation is recorded in the aggregate rather than by individual transactions. Bulk funding will streamline the purchase request routing, approval and most importantly, the payment system. As the government pays a fee for each line of appropriation submitted to the Defense Finance Accounting Service (DFAS), the bulk funding

document will serve to effectively reduce those costs. Additionally, when payments are not made on a timely manner, interest payments are incurred which comes off the top of all funding allotments to be made available to OPTAR holders.

(1) To effectively ensure the Bulk Funding occurs, each Approving Official (AO) will use the document number range assigned for open purchases. A single new obligation document will be input to R-Supply/ASKIT at the beginning of each new Fiscal Year or as needed by the SAD personnel: one document number for each open purchase fund code per aircraft Type equipment Code (TEC) and miscellaneous TECs as required.

(2) The Bulk Funded obligation document processed will be funded sufficiently enough to cover the period of three months (Quarterly). Bulk funding fund will be monitored with a financial ledger (recommend maintain on shared drive). Each transaction will be input into the ledger by SSD as they occur and monitored by SAD.

(3) These documents will be monitored closely by the AO during each monthly billing period review to ensure sufficient funds are allocated to cover expenditures incurred during the reporting period.

(4) When necessary, these Bulk Funding documents will be adjusted to ensure sufficient funds are obligated to cover the billing period.

NOTE: Upon receipt of the Citibank bills, units must validate and submit within 5 working days a Summary of Accounting Data (in lieu of Form 2035) to the Agency/Organization Program Coordinator (APC). Validation WILL INCLUDE at a minimum, reviewing Basic Requisition Files (BRF) prior to submission of the 2035 Form. Any one document listed on a 2035 which does not contain sufficient funds to cover the cost of that individual charge will hold the entire 2035 from being paid. Therefore, it is imperative that units perform this validation. Any document found in this condition will be immediately funded accordingly (Obligation adjustment increase) to cover the cost of Estimated Cost Chargeable. Failure to do so will cause the GCPC to become delinquent, thus causing suspension of card using privileges as defined by the APC.

(5) Funding Documents Greater than $3,000.00. Open purchase requirements which exceed the $3,000.00 threshold will be submitted via normal procedures as discussed above. Validation of sufficient funds obligated is critical as the APC agent will normally utilize the GCPC to contract for these types of purchases. Failing to obligate sufficient funds will hold their GCPC cards in a delinquent status thus causing the suspension of use until the 2035 billing is paid in full.

b. Control and Accountability of the GCPC. The Approving Official shall have complete control and accountability of GCPC cards within the guidelines and instructions governing its use from NAVSUP/TYCOM, the Contracting Division Bank Card system reference of there respective Purchasing & Contracting (P&C) unit and other directives and instructions as provided for the control and use of the GCPC.

(1) Approving Official. Approving Officials (AO's) are nominated by their activities and appointed in writing by the APC. The AO's should be the SAD OIC, unless otherwise specified and approved by the AvnSupO, and will be the AO for all cardholders within the applicable MALS and subordinate units.

(2) Card Security. The GCPC will not be used for personal purchases. It shall be used for the official United States Government, Mission Essential Purchases Only. It is the cardholder's responsibility to safeguard the credit card and account number at all times while in his/her possession. The cardholder must not allow anyone to use his/her card or account number. A violation of this trust will require that the card be withdrawn from the cardholder with the possibility of subsequent disciplinary action. No other person may use it. Cards which are held in the cognizance area of the AO, will be secured at all times and a control register or log will be used to record the issuing and return of the card from cardholders when not in use. An inventory of the GCPCs by the AO or alternate AO will be conducted monthly to ensure safeguarding and accountability of the card.

9. Receipt and Acceptance Procedures for Government Commercial Purchase Card purchases. MALS purchase cardholders are responsible for verifying receipt of all transactions. Where the purchase cardholder is billed but does not receive the supplies or services at the time of the receipt of the official invoice, the cardholder must fully certify the invoice with the anticipation that confirmation of receipt will occur within the next billing cycle. If the supplies or services are not received within the next billing cycle the cardholder must dispute the item using established dispute procedures. The cardholder must also certify that the quantity and quality of the items furnished are in accordance with the agreement with the vendor. The cardholder must save all receipt documentation in order to properly reconcile the purchase card statement at the end of billing cycle. If receipt documentation is not available, the cardholder must contact the end user, central receiving department or other person/persons responsible for receipt to obtain verification that the supplies have been received. The purchase card log or purchase file must be documented to indicate that proper receipt and acceptance has been accomplished.

a. Missing Documentation. If for some reason the cardholder does not have documentation of the transaction to send to the Approving Official, he/she must attach an explanation that includes a description of the item, the date purchased, the merchants name and why there is no supporting documentation.

b. Preparing the Document to Record Receipt. Open purchase/contract and GCPC transactions will be completed using the Receipt processing option. This option allows the user to process incoming receipts for material and services for DTO. The system completes MVO requisitions for services, EMALL, and material in receipt processing when the amount of expended money is equal to greater than the amount of obligated money. The system also completes MVO requisitions for material when the quantity you received is equal to or greater than the quantity you ordered. Recorded receipt transactions for MVO documents will post as a DI X73 to the MVO Receipts Table.

(1) To access the Receipt Option in R-Supply, select the Logistics (Log) Option from the Relational Supply Main Menu Screen, and select the Receipts Option from the Logistics Submenu. When completing the document, attention must be given to whether or not the entire shipment has been received (for open purchase requirements), or if this is the final invoice against the contract. If this is not the case, the receipt transaction must be input with a suffix code.

(2) On the Receipt - Search Screen, enter the service designator, UIC, Julian Date, serial number and suffix code if applicable. If the user

enters a suffix-coded document number to the search screen, and there is no matching suffix-coded requisition, the system will process the suffix-coded receipt and create a matching suffix-coded requisition.

(3) On the Receipt - Processing Screen, the data for the document the user selected appears on the screen. Review the data and enter the appropriate values to the Quantity and RI From Data Blocks.

(4) Enter data from the actual receipt document to the Receipt Document Entries Group Box.

(5) To finalize the receipt process, select the Apply Option from the Icon Menu.

Appendix L

Shelf-Life Program

1. General. The shelf life program is a means to identify those items that have a limited life expectancy or require periodic inspections for serviceability, both consumables and repairables. The program will also reduce financial losses within the ASD incident to non-use of deteriorative items prior to their shelf life expiration dates. Material monitoring must begin at the receipt of material and will continue until the item is issued, or the shelf life expectancy has expired and it is disposed of.

a. All assets carried in the supply system are assigned a Shelf Life Action Code (SLAC) that is used to identify the type of inspection, test, or restorative action to be taken when the item has reached its storage shelf life. The SLAC also specifies the extension of shelf life time period after the restorative action has been completed. The SLAC is a two-digit code, and is detailed in reference (w), Part R.

b. Shelf Life Codes (SLC) are single digit alpha or numeric codes. They denote the shelf life span of material from date of manufacture to the date the material can no longer be used and should be disposed of, or tested in accordance with the inventory manager's instructions in order to extend the shelf life. SLC's are detailed in reference (w), Appendix 9, Part S. SLC's are further broken down into the following two categories:

(1) Type I - Material whose life expectancy is not extendable beyond the expiration date. These items are identifiable by a alphabetic character.

(2) Type II - Material whose life expectancy is extendible for a limited period of time beyond the original expiration date and is identifiable by a numeric character.

c. Determining the Shelf Life Period. Normally the material will be stamped by the manufacturer with the Date Manufactured, Shelf Life Type, Expiration Date, and the Inspection/Test Date. Dates may be shown as month/year (i.e. 12/06) or as a quarter/year (i.e. 4Q/06). The shelf life period begins with the date of manufacture. The SLC will identify the Shelf Life period while the SLAC identifies the length of time the shelf life can be extended.

2. Receipt Processing. All incoming material will be inspected to ensure the shelf Life is not expired, has the required number of months/quarters of shelf life remaining upon receipt by the government, and may not be extended via the DOD Automated Program for Shelf Life Extensions (DAPSE) (See paragraph 5). The receipt will be processed through the appropriate system in accordance with established receipt procedures. If the material is expired or cannot be extended by the DAPSE, then the receipt paperwork will be annotated as "Expired Shelf Life Material" and forwarded with the material to CCB for processing a Material Turn-in. The expired shelf life material will be transferred off the SIR and turned-in or disposed of IAW local directives. CCB will notify SRD the customer must submit a new requisition for the material, due to receipt of expired shelf life. Expired material will have an electronic SDR submitted if the Extended Money Value (EMV) exceeds $100.00.

a. DTO Receipts. SRB is responsible for screening all consumable DTO receipts and initiating corrective action as required. Corrective action to be taken is dependent on the type of Shelf-Life material:

(1) Expired Type I material (or if there is uncertainty as to the Shelf-Life Code) will not be issued to the requisitioner. The receipt will be processed through Optimized NALCOMIS in accordance with established receipt procedures. The receipt paperwork will be annotated with "Expired Shelf-Life Material" and, along with the material, forwarded to CCB for processing.

(2) Expired Type II material will be inspected and the Shelf-Life extended in accordance with the Shelf-Life Action Code, if it is within the local IMA's capability, or based on the DAPSE instructions and then issued to the requisitioner. A label will be attached to the packaging citing the new Shelf-Life Expiration Date. Material that requires inspection by an external maintenance activity to the local MALS will not be issued to the requisitioner and will be processed the same as Type I material.

b. Stock Receipts. CSS will screen all incoming material prior to placing in location for expired, or close to expired, shelf life. A label will be attached to the material, if not on the material, identifying it as Type I or Type II. Material must be stored in such a manner as to facilitate the issuing of the oldest stock first, commonly referred to as stock rotation. If the material is expired and may not be extended, or there is uncertainty as to condition, the material will not be placed in stock. The receipt paperwork will be annotated “Expired Shelf Life Material” and forwarded with the material to CSB for receipt processing. If the shelf life can be extended IAW the SLAC, then the material will be extended before placing in stock. If the shelf life cannot be extended, the material will be received but stored in a separate location from the RFI material. The expired material will be expended from R-Supply and turned-in/disposed of IAW local directives. Material received with an expired Shelf-Life which can not be extended, or material where there is some uncertainty as the Shelf-Life, will not be stocked in the same locations as RFI material. It is recommended that a number of locations be set aside for the temporary storage of material pending disposal. Since the R-Supply On-Hand Balance is not decreased until this material is off-loaded, to avoid a possible erroneous loss by inventory adjustment, a Storeroom Location Change must be input into R-Supply.

c. Inspection Frequency. At minimum Shelf Life material, except SLC 0, will be inspected on a quarterly basis. All expired material will be extended if possible, or disposed of. During this inspection, the material will be rotated within the location to facilitate the issue of the oldest material first. Shelf-Life material can be identified by using R-Supply ADHOC selectors.

d. Expired Stock Material. Expired Type I material will be removed from stock and disposed of through the local DRMO office. Expired Type II material will be restored (when within the local supply department or IMA's capability) in accordance with Shelf-Life Action Code in FEDLOG, HAYSTACK, R-Supply, DAPSE program or the cognizant inventory manager’s instructions. The new expiration date will be annotated on the label. Material requiring inspection by an external maintenance activity will be removed from the location and forwarded to CSB for processing.

e. Repairables. Some repairable assets require inspection to ensure that components installed are still in working order. These items will be inducted into the local IMA for test and check in accordance with established Optimized NALCOMIS procedures. The MAF will indicate "TEST AND CHECK, EXPIRED SHELF LIFE" in the discrepancy area. For items beyond the local IMA's capability, the asset will be BCM'd and returned to the designated overhaul point, or in some cases may be sent to Customer Services at the NADEP supporting that particular aircraft on the "Repair and Return" Program.

f. Expired PEB Shelf-Life Material. Expired Type I Shelf-Life material will be removed from the PEB site and disposed of IAW local procedures/directives. Type II material will have the Shelf Life extended in accordance with subparagraph 'd' above and returned to the PEB location. Expired material will be decremented from the PEB site utilizing Optimized NALCOMIS, Update PEB/Packup Inventory Record option and then be returned to the supply department and disposed of. The Supply PEB Manager will generate a PEB replenishment documents in accordance with established procedures. Additionally, the PEB Manager will obtain a turn-in document number from the squadron/IMA work center and generate a turn-in DD1348-1 annotated with "EXPIRED SHELF LIFE MATERIAL". The material and DD1348-1 will then be forwarded to CSB for processing/disposal in accordance with local procedures.

g. Shelf-Life Uncertain. Those items not marked with a date from which Shelf Life can be determined will be researched using the DAPSE program. If unable to verify Lot/Batch number or information in the DAPSE program is inconclusive contact the cognizant item manager by E-mail function located under the POC's tab and request disposition instructions. For each item list COG/NSN or Part Number, Item Description, estimated date of receipt and supply source. These items will be removed from the location and forwarded to the CSB for processing.

h. Blank Shelf Life Action Codes. Stock Item Table records with a blank Shelf-Life Code will be identified and researched to determine the appropriate SLAC and SLC. After the SLAC and SLC have been identified, they will be loaded to R-Supply by selecting Inventory>Stock Item>Maintain Stock Item. These records should be reviewed on a monthly basis and can be identified by using R-Supply ADHOC program tailored to select only those NSN's with a blank SLAC.

i. Disposal of Expired Shelf Life Material. Extreme care must be exercised to ensure that expired Shelf Life material is not returned into the supply system. Normally, expired Shelf Life material will be turned in to the nearest DRMO; however, local directives must be followed for proper turn-in. Some installations have a reutilization center where all hazardous materials are turned in. Regardless of where the material is turned in, transfer must be processed to decrement the Stock Item Table on hand quantity and a DD1348-1A must be prepared for shipping of the material. The DD1348-1A must be clearly marked with the remarks "EXPIRED SHELF LIFE MATERIAL" and cite the SLC, SLAC, and condition code of "F".

NOTE: Reference (w), paragraph 466.4.d states "Expired type I shelf-life items normally will be disposed of be removal from stock and destroyed, unless the overaged items can be utilized safely for secondary purposes not requiring material in ready for issue condition.

3. Storage. To ensure proper screening and management of shelf life material all Type I and Type II shelf life coded items will be segregated

from other supply officer stores and managed separately. If shelf life material meets other storage criteria such as PEB, Security Cage, etc., it should be segregated from other like items and maintained with-in the PEB or security cage in a location identified as PEB/Security Cage shelf life location.

4. Storeroom Action Listing. The storeroom action listing is produced from Change Notice Processing in R-Supply. Refer to chapter 6, paragraph 6311.10 for processing instructions.

5. DOD Automated Program For Shelf Life Extensions (DAPSE) (Former M204 Program). The DAPSE is an online database accessible through the DOD Shelf Life Program home page at https://www.shelflife.hq.dla.mil/. It consists of two parts: Materiel Quality Control Storage Standards (MQCSS)Data and Quality Status List (QSL) Data (Figure L-1). Storage standards provide instructions on whether an item is subject to inspection or test and, if it is subject to inspection, provide the inspection criteria necessary to extend the materiel. QSL provides the results of tests conducted by physical science laboratories and is used to either extend the test date or condemn and dispose of the property on hand. Reference (ba), Materiel Quality Control Storage Standards (MQCSS), prescribes the criteria for extending material.

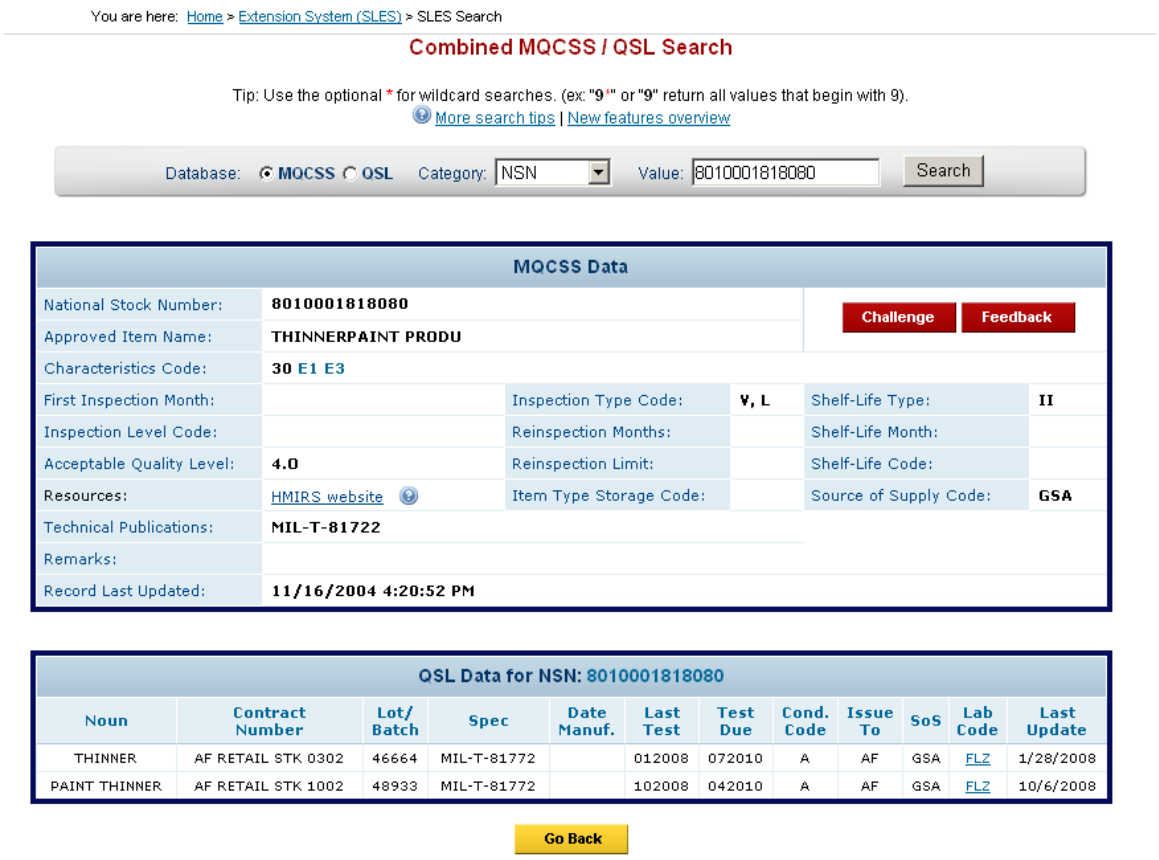

Figure L-1. -- MQCSS and QSL Data Search Page

a. MQCSS. The objective of MQCSS is to provide the capability for use of the automated, online, real-time application for developing and maintaining current storage standards for the DOD, the FAA, the GSA, and the Coast Guard (CG) managed Type II shelf-life items.

(1) Reference (az) requires that all SOS's develop and maintain storage standards for the Type II shelf-life items under their management. These standards are used by storage activities in performing storage surveillance and also provide inspection and test criteria for material procured, managed, received, maintained, shipped, and stored by the government. The DAPSE Program is designed to provide current storage standards for the DOD, GSA, and CG managed items and make storage data more accessible to SOS's/Depots to help reduce the dollar value of shelf-life disposals caused by limited inspection/testing of Type II shelf-life items.

(2) The MQCSS database is NSN driven and interfaces with the Hazardous Material Information Resource System (HMIRS). If HMIRS NSNs are not present in the MQCSS file, the system will automatically update the MQCSS database and add the HMIRS hazardous code. If multiple codes apply to a NSN in the HMIRS file, an 'IX' code will be applied to the MQCSS file. The Hazardous Characteristic Code will be displayed whenever the file is displayed.

(3) Data Element Definitions:

(a) National Stock Number (NSN) - The 13-digit stock number that consists of the 4-digit Federal Supply Classification code and the 9-digit National Item Identification Number.

(b) Source of Supply (SOS) Code - Source of Supply/Routing Identifier Code, is A three-position, alphanumeric, standardized code that identifies the ICP responsible for the preparation, maintenance, and update of the specific storage standard. The SOS code is maintained in the FLIS NSN master record and utilizes the routing identifier codes contained in reference (bb).

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

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

(e) Inspection Type Code - A one-position, standardized code used within the SLES to specify whether a visual examination (code "V"), certified laboratory testing (code "L"), restorative action (code "R"), machine testing (code "M"), or any combination of these, is necessary for

accurate assessment of materiel serviceability at the end of its shelf-life period.

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

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

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

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

1. CODE "0" (ZERO) - NSN/NIIN is not a shelf-life item.

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

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

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

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

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

(k) Reinspection Months - A multi-position numeric field used within the SLES to identify the time (in months and computed from the date of

the last inspection or test) when an item is scheduled for reinspection. Note: The actual reinspection or retest date will be derived from the last inspection or test date and the inspection type code, and will optimally be nine months less than the reinspection months for items requiring laboratory testing, and six months less than the reinspection months for items requiring visual inspections.

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

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

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

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

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

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

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

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

avoid Acceptable Quality Levels (AQL) inconsistent with these inspection levels.

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

(u) Item Type Storage Code: - A 1-position alphabetic code that identifies the required item storage environment.

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

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

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

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

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

(b) NSN, Contract, Lot/Batch. If the system is queried by all three (3) fields then only one record is retrieved.

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

(4) Purging. At the end of each month, records are purged and transferred from the Active file to the History file when either the 'Test Due' date is passed, the existing record is replaced with a record with a later 'Test Due' date, or material has been in Condition Code 'H' for six (6) months past the 'Last Test' date.

(5) QSL Data Elements

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

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

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

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

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

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

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

(h) Condition Code - (A) - usable for all Services/Agencies. (C) - usable only by those Services/Agencies listed in the "Issue To" column. (H) - material is not usable (condemned) and must be disposed of in accordance with the existing regulations.

(i) Issue To - Identifies who may use the condition code "C" material.

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

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

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

6. Assistance in the Extension of Shelf-Life Period. CMD will coordinate with the MALS Quality Assurance (QA) Division to determine the capability of the local IMA in inspecting or correcting any discrepancies for the extension of Shelf-Life. Additionally, the MALS QA can assist in the identification of those maintenance activities external to the MALS who can assist in the extension of the Shelf Life for those items that are beyond the local MALS capability.

Appendix M

Change/Correction/Deviation Requests To U.S.M.C Aviation Supply Desk-Top Procedures

1. General. All changes to these Desk-Top Procedures are approved or disapproved by the Commandant of the Marine Corps after they have been reviewed and evaluated by the chain of command and the Commanding Officer, Marine Corps Detachment, Navy Supply Corps School, NSA Athens, GA. Deviations may be approved by the appropriate MAW.

2. Definitions

a. Change. A modification to the content of the Aviation Supply Desk-Top Procedures involving a revision of, addition to, or deletion of existing policies or procedures.

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

c. Deviation. A departure from policies, procedures and/or responsibilities contained in the ASDTP's. Deviations are granted by the appropriate MAW for a specific situation or set of circumstances which does not require a revision, addition or deletion to the ASDTP. Blanket deviation is authorized for any MALS designated to prototype/implement a new/updated system in the areas affected by the new processes. Disposition of deviation requests will be provided to CMC, MARFOR, Commanding Officer, Marine Corps Detachment, Navy Supply Corps School, NSA Athens, and SPAWARSYSCEN by the MAW regardless of approval/disapproval determination.

3. Submission of Requested Changes. Requests for changes to the ASDTP will be submitted to the Commandant of the Marine Corps via the chain of command and the Commanding Officer, Marine Corps Detachment, Navy Supply Corps School, NSA Athens as shown in figure M-1.

4. Submission of Deviation Requests. Requests for deviation will be submitted to the appropriate MAW via the chain of command and the Commanding Officer, Marine Corps Detachment, Navy Supply Corps School, NSA Athens as shown in figure M-2.

5. Submission of Corrections. Requests for corrections to the USMC Detachment, NSA Athens GA via the appropriate Wing as shown in figure M-3.

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

Via : Chain of Command
Commanding Officer, Marine Corps Detachment, 1425 Prince Avenue
Navy Supply Corps School, NSA Athens, GA. 30606-2205

Subj: SUBMISSION OF CHANGE REQUEST TO MCO P4400.177_

Ref : (a) MCO P4400.177_

1. Recommended change(s) to reference (a) is/are submitted as follows:

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

(1) Revise/Add/Delete (as applicable); indicate the material to be revised, added, or deleted. Be as specific as possible.

(2) Additional references, information and comments to substantiate requested change.

b. NEXT RECOMMENDATION

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

Copy to: (as applicable)

CG MARFORCOMLANT (ALD)
CG MARFORCOMPAC (ALD)
CG FIRST MAW (ALD)
CG SECOND MAW (ALD)
CG THIRD MAW (ALD)
CG FOURTH MAW (ALD)
SPAWARSYSCEN NORFOLK VA. (CODE 50)
SPAWARSYSCEN DETPAC SAN DIEGO CA. (CODE 60)
CO MATSG MERIDIAN MS.

Figure M-1. -- Sample ASDTP Change Request

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

Subj: SUBMISSION OF DEVIATION REQUEST TO MCO P4400.177_

Ref : (a) MCO P4400.177_

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

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

b. Narrative description of requested deviation.

c. Justification.

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

Copy to: (as applicable)

CG MARFORCOMLANT (ALD)
CG MARFORCOMPAC (ALD)
CG FIRST MAW (ALD)
CG SECOND MAW (ALD)
CG THIRD MAW (ALD)
CG FOURTH MAW (ALD)
SPAWARSYSCEN CHESAPEAKE VA. (CODE 50)
SPAWARSYSCEN DETPAC SAN DIEGO CA. (CODE 60)
CO MARDET NSA ATHENS GA
CO MATSG MERIDIAN MS.

Figure M-2. -- Sample ASDTP Deviation Request

From: (Activity Submitting Correction Request)
To : Commanding Officer, Marine Corps Detachment, 1425 Prince Avenue Navy Supply Corps School, NSA Athens, GA. 30606-2205

Via : Chain of Command

Subj: SUBMISSION OF CORRECTION REQUEST TO MCO P4400.177_

Ref : (a) MCO P4400.177_

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

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

(1) Correct: (indicate material to be corrected).

(2) Additional references, information and comments to substantiate requested change.

b. NEXT RECOMMENDATION

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

Copy to: (as applicable)

CG MARFORCOMLANT (ALD)
CG MARFORCOMPAC (ALD)
CG FIRST MAW (ALD)
CG SECOND MAW (ALD)
CG THIRD MAW (ALD)
CG FOURTH MAW (ALD)
SPAWARSYSCEN CHESAPEAKE VA. (CODE 50)
SPAWARSYSCEN DETPAC SAN DIEGO CA. (CODE 60)
CO MATSG MERIDIAN MS.

Figure M-3. -- Sample ASDTP Correction Request

Appendix N

Standard Terms, Abbreviations And Acronyms

Part 1 - Abbreviations And Acronyms

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

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

CFF	Completed Fuel File
CFM	Contractor Furnished Material
CGFMFLANT	Commanding General, Fleet Marine Force, Atlantic Fleet
CGFMFPAC	Commanding General, Fleet Marine Force, Pacific Fleet
CHIL	Consolidated Hazardous Item List
CHRIMP	Consolidated Hazardous Material Reutilization and Inventory Management Program
CIIC	Controlled Inventory Item Code
CJCS	Chairman, Joint Chiefs of Staff
CMC	Commandant Of The Marine Corps
CMD	Consumables Management Division
CNAL	Commander, Naval Air Force, Atlantic Fleet
CNAP	Commander, Naval Air Force, Pacific Fleet
CNET	Chief, Naval Education And Training
CNO	Chief of Naval Operations
COB	Close of Business
COG	Cognizance Symbol
COMLANTFLT	Commander, U.S. Atlantic Fleet (2nd Fleet)
COMMARFORLANT	Commander, Marine Forces, Atlantic
COMMARFORPAC	Commander, Marine Forces, Pacific
COMNAVAIRFOR	Commander, Naval Air Forces
COMNAVAIRLANT	Commander Naval Air Force, Atlantic Fleet
COMNAVAIRPAC	Commander Naval Air Force, Pacific Fleet
COMNAVRESFOR	Commander Naval Reserve Force
COMNAVSURFLANT	Commander Naval Surface Force, Atlantic Fleet
COMNAVSURFPAC	Commander Naval Surface Force, Pacific Fleet
COMPACFLT	Commander, U.S. Pacific Fleet (3rd and 7th Fleets)
COMSEC	Communications Security
COMSUBLANT	Commander Submarine Force, Atlantic Fleet
COMSUBPAC	Commander Submarine Force, Pacific Fleet
COMUSNAVEUR	Commander, U.S. Naval Forces Europe
CONEX	Containerized Transfer of Container Express
CONUS	Continental United States
COSAL	Coordinated Shipboard Allowance List
CP	Change Proposal
CRB	Squadron Support - Custody Records Branch
CRHF	Custody Record History File
CRIPL	Consolidated Remain-In-Place Listing
CRL	Cross Reference Listing
CSB	Consumables Management - Consumables Storage Branch
CSD	Customer Support Division
CSP	Contingency Support Package
CTPL	Central Technical Publication Library
DAAS	Defense Automatic Addressing System
DAASC	Defense Automatic Addressing System Center
DAASO	Defense Automatic Addressing System Office
DAR	Defense Acquisition Regulation
DBI	Demand Based Item
DBIR	Demand Based Item Retention
DCSC	Formerly Defense Construction Supply Center, Columbus, OH (merged with DESC to form DSCC)
DD Form 200	Financial Liability Investigation of Property Loss
DD Form 1149	Requisition and Invoice/Shipping Document
DD Form 1348-1A	DOD Single Line Item Release/Receipt Document
DDSN	Date Document and Serial Number
DEF to RO	Stock deficiency to requisitioning objective
DEMIL	Demilitarization

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

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

FSG	Federal Supply Group
FY	Fiscal Year
FYTD	Fiscal Year to Date
F/W	Fixed-Wing.
GAO	Gross Adjusted Obligation
GBI	Gain By Inventory
GBL	Government Bill Of Lading
GCS	Global Communication System
GFE	Government Furnished Equipment
GFM	Government Furnished Material
GFP	Government Furnished Property
GIA	Gross Inventory Adjustment
GMT	Greenwich Mean Time or General Military Training
GPETE	General Purpose Electronic Test Equipment
GPLD	Government Property Lost or Damaged
GSA	General Services Administration
GSE	Ground Support Equipment
GUCL	General Use Consumable List
HAZMAT	Hazardous Material HAZMIN Hazardous Material Minimization
HICS	Hazardous Inventory Control System
HIPRI	High Priority
HM	Hazardous Material or Helicopter Mine Countermeasures Squadron
HMA	(Marine) Attack Helicopter Squadron
HMAL	(Marine) Attack/Light Helicopter Squadron
HMC&M	Hazardous Material Control and Management Program
HMIS	Hazardous Material Information Systems
HMH	(Marine) Heavy Helicopter Squadron
HML	(Marine) Light Helicopter Squadron
HMM	(Marine) Medium Helicopter Squadron
HMX	(Marine) Helicopter Squadron
HMR	Hazardous Material Report
HW	Hazardous Waste
I&S	Interchangeability and Substitutability
ICP	Inventory Control Point
IBS	Integrated Barcode System
ICRL	Individual Component Repair List
ICSS	Interim Contractor Supply Support
ID	Identification
IDMS	Integrated Disposal Management System
IL	Identification List
ILR	Integrated Logistics Review
ILS	Integrated Logistics Support
ILSMT	Integrated Logistics Support Management Team
ILSP	Integrated Logistics Support Plan
IM	Item Manager or Inventory Manager
IMA	Intermediate Maintenance Activity
IMRL	Individual Material Readiness List
INFO	Information
INMARSAT	International Maritime Satellite
INV	Inventory
INV File	Inventory File
IOL	Initial Outfitting List
IPAL	Interim Publications Applicability List
IPB	Illustrated Parts Breakdown
IPD	Issue Priority Designator
IPF	Issue Pending File

IPG	Issue Priority Group
IPL	Interim Parts List
IRC	Issue Restriction Code
IRIM	Intensive Repairable Item Management
IRRC	Issue, Repair and Requisition Restriction Code
IRRD	Issue Release/Receipt Document
ISSER	Issue in Process for Serial Number Controlled Item (NALCOMIS)
ISSIP	Issue in Process (NALCOMIS)
JASMMM	Joint Aviation Supply and Maintenance Material Management
JCN	Job Control Number
JCS	Joint Chiefs of Staff
JON	Job Order Number
JTR	Joint Travel Regulation
LAMS	Local Asset Management System
LBI	Loss By Inventory
LICN	Local Item Control Number
LIPS	Logistics Information Processing System
LIRSH	List of Items Requiring Special Handling
LMC	Local Management Code
LOGMARS	Logistics Marking and Reading Symbols
LRCA	Local Repair Cycle Asset
M & S	Media and Status Code
MAF	Maintenance Action Form
MAG	Marine Aircraft Group
MAGTF	Marine Air-Ground Task Force.
MALS	Marine Aviation Logistics Squadron
MALSP	Marine Aviation Logistics Support Program
MAM	Maintenance Assist Module
MATCS	Marine Air Traffic Control Squadron
MAW	Marine Aircraft Wing
MC	Mission Capable
MCAS	Marine Corps Air Station
MCC	Material Control Code or Mission Criticality Code
MCMAR	Monthly COSAL Maintenance Report
MCN	MAF Control Number
MCO	Marine Corps Order
MCR	Master Cross Reference or Material Control Register
MCRL	Master Cross Reference List
MDP	Material Delivery Point
MDS	Maintenance Data System
MEB	Marine Expeditionary Brigade
MEC	Military Essentially Code
MEF	Marine Expeditionary Force
MEU	Marine Expeditionary Unit
MFCS	Material Financial Control System
MFG	Manufacturer
MILSBILLS	Military Standard Billing System
MILSPEC	Military Specification
MILSTAMP	Military Standard Transportation And Movement Procedures
MILSTD	Military Standard
MILSTEP	Military Supply And Transportation Evaluation Procedures
MILSTRAP	Military Standard Transaction Reporting And Accounting Procedures
MILSTRIP	Military Standard Requisitioning And Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MIT	Material In Transit

MLSR	Missing, Lost, Stolen or Recovered
MMF	Mobile Maintenance Facility
MOS	Military Occupational Specialty
MOV	Material Obligation Validation
MPD	Movement Priority Designator
MPS	Maritime Pre-positioned Ships
MPSRON	Maritime Pre-positioning Squadron
MRE	Material Requirement External
MRI	Material Requirement Internal
MRIL	Master Repairable Item List
MRL	Master Repairable List
MSB	Supply Management - MALSP Support Branch
MSD	Maintenance Support Division
MSD	Material Support Date
MSDS	Material Safety Data Sheet
MSP	Maintenance Support Package
MSSLL	Master Stock Status and Locator Listing
MTIS	Material Turned Into Store
MTR	Mandatory Turn In Repairable
MVO	Money Value Only
NAD	Network Administration Division
NADEP	Naval Aviation Depot
NALCOMIS	Naval Aviation Logistics Command Management Information System
NALDA	Naval Aviation Logistics Data Analysis
NAMP	Naval Aviation Maintenance Program OPNAV 4790.2_
NAMSO	Navy Maintenance Support Office (Mechanicsburg, PA)
NARSUP	Navy Acquisition Regulation Supplement
NAVAIRSYSCOM	Naval Air Systems Command, Washington, Dc
NAVAVNLOGCEN	Naval Aviation Logistics Center
NAVCOMPT	Navy Comptroller
NAVICP-M	Naval Inventory Control Point Mechanicsburg, PA.
NAVICP-P	Naval Inventory Control Point, Philadelphia, PA.
NAVSEA	Naval Sea Systems Command, Washington, Dc
NAVSISA	Navy Supply Information Systems Activity (formerly FMSO)
NAVSUPSYSCOM	Naval Supply Systems Command, Mechanicsburg PA
NAVTRANS	Naval Transportation Support Center (formerly NAVMTO)
NC	Not Carried
NCB	National Codification Bureau Code
NCOIC	Non-Commissioned Officer-in-Charge.
NHA	Next Higher Assembly
NICN	Navy Item Control Number
NIIN	National Item Identification Number
NIS	Not In Stock
NLL	Navy Logistics Library
NLT	Not Later Than
NMC	Not Mission Capable
NMCM	Not Mission Capable Maintenance
NMCS	Not Mission Capable-Supply
NORS	Not Operationally Ready-Supply
NPFD	Naval Publications and Forms Directorate (formerly NPFC)
NPPS	Navy Publication and Printing Service
NRFC	Navy Regional Finance Center
NRFI	Not Ready For Issue
NSN	National Stock Number
NTCSS	Navy Tactical Command Support System
NTDS	Navy Tactical Data System

NTO	Net Total OPTAR
NUP	Net Unit Price
NWCF	Navy Working Capitol Fund (formerly NSF or DBOF)
O/H	On Hand
O&M,N	Operation and Maintenance, Navy (appropriation)
OCONUS	Outside Continental United States
OCR	Optical Character Recognition
OFC	OPTAR Functional Category
OFFAR	Off-line for Alternate NIIN Review (NALCOMIS)
OFFMP	Off-line for Manual Processing (NALCOMIS)
OFFTR	Off-line for Technical Research (NALCOMIS)
OFISS	Off-line for Issue (NALCOMIS)
OFROB	Off-line when Receipt on Board
OFVAL	Offline for Validation (NALCOMIS)
OHF	OPTAR History File
OIC	Officer-in-Charge
OL	Operating Level
OLM	Operating Level Multiplier
OMA	Organizational Maintenance Activity
OMEPS	Obligation Material In Transit Expenditure Processing System Program
OMMS	Organizational Maintenance Management System
OPLOC	Operating Location
OPN	Other Procurement Navy
OPNAV	Office of Chief of Naval Operations
OPTAR	Operating Target
ORD	Ordnance
ORG	Organization Code
OSD	Office of the Secretary of Defense
ORF	Outstanding Requisition File
OSCD	Over-Seas Control Date
OSI	Operating Space Item
OSL	Order and Shipping Level
OSO	Other Supply Officer (relates to transfer of material)
OST	Order and Shipping Time
P-NICN	Permanent-Navy Item Control Number
P/N	Part Number
PC	Production Control
PCF	Pending Credit File
PCS	Permanent Change of Station
PD	Priority Designator
PDD	Priority Delivery Date
PDEF	Pending Data Entry File
PEB	Consumables Management - Pre-Expended Branch
PEB	Pre-Expended Bin
PICA	Primary Inventory Control Activity
PM	Preventive Maintenance
PMC	Partial Mission Capable
PMCM	Partial Mission Capable, Maintenance
PMCS	Partial Mission Capable, Supply
PMI	Precious Metal Indicator
PNF	Part Number File
PO	Purchase Order
POA&M	Plan of Action and Milestone
POD	Proof of Delivery
POE	Point of Entry.
POL	Petroleum, Oils And Lubricants

POS	Peacetime Operating Stock or Proof of Shipment
PRI	Priority
PSIND	Primary/Secondary Indicator
PUF	Pack-up File
PUI	Pack-up Item File
Q COSAL	Nuclear Reactor Plant COSAL
QA	Quality Assurance
QDR	Quality Deficiency Report
QTY	Quantity
QUP	Quantity Per Unit Pack
RAB	Redistributable Assets Onboard
RAO	Redistributable Assets On Order
RC	Reject Reason Code or Recoverability Code
RCB	Repairable Management - Repairables Control Branch
RDB	Repairable Management - Repairables Delivery Branch
RDD	Required Delivery Date
RECON	Reconciliation
RFI	Ready For Issue
RIC	Routing Identification Code or Repairable Item Code
RIP	Receipt In Process or Remain In Place
RMD	Repairable Management Division
RO	Requisitioning Objective
ROB	Receipt On Board
ROD	Report Of Discrepancy (Standard Form 364)
ROP	Reorder Point
RP	Repair Part or Reorder Point
RQN	Requisition
RRTMIS	Requisition Response Time Management Information System
RSB	Repairable Management - Repairables Storage Branch
RTAT	Repair Turn-Around-Time
RTF	Repairable Tracking File
R/W	Rotary-Wing. Refers to Helicopter Groups/Squadrons
SAA	Supply Applications Administrator
SAC	Special Accounting Class
SAD	Supply Accounting Division
SAF	Support Action Form
SAL	Storeroom Action Listing
SAL	Ship Authorized Levels
SALTS	Streamline Automated Logistics Transmission System
SAMMA/SAL	Stores Account Material Management Afloat/Ship Authorized Levels
S/C	Source Code
S&E	Supplies and Equipage OPTAR
SAL	Shipboard Authorized Levels
SALTS	Streamline Automated Logistics Transmission System
SAVAST	Ship’s AVCAL Asset Demand Tape
SCDL	Stock Control Decision Listing
SDD	Standard Delivery Date
SDE	Stock Asset Dollar Value Extension
SDLM	Standard Depot Level Maintenance
SE	Support Equipment
SECDEF	Secretary of Defense
SECNAV	Secretary of the Navy
SERMIS	Support Equipment Resources Management Information System
SERVMART	Service Market
SF	Standard Form
SFB	Supply Accounting - Stock Fund Branch

SFF	Safety Footwear File
SFOEDL	Summary Filled Order/Expenditure Difference Listing
SGL	Standard General Ledger
SHORCAL	Shore Consolidated Allowance List
SIR	Stock Item Record
SIT	Stock In Transit
SIVF	Survey Integrity Verification File
SL	Safety Level
SLAC	Shelf Life Action Code
SLC	Shelf Life Code
SLEP	Service Life Extension Program
SM&R	Source, Maintenance and Recoverability Code
SMARTS	Ships and MALS Automated Reconciliation Tracking System
SMD	Supply Management Division
SMIC	Special Material Content Code
SMQ	Special Maintenance Qualification
SNAP	Shipboard Non-tactical ADP Program
SNDL	Standard Navy Distribution List
SNSL	Stock Number Sequence List
SOB	AISD- Systems Operations Branch
SOS	Source of Supply
SPD	Systems Processing Division
SPAD	Supply Personnel and Administrative Division.
SPAWARSYSCEN	Space And Naval Warfare Systems Center (formerly NAVMASSO and NISE)
SPAWARSYSCOM	Space And Naval Warfare Systems Command, Washington, Dc
SRA	Shop Replaceable Assembly
SRB	Consumables Management - Supply Receiving Branch
SRC	Scheduled Removal Component
SRD	Supply Response Division
SSAN	Social Security Account Number
SSB	Repairable Management - Supply Shipping Branch
SSC	Supply Support Center
SSD	Squadron Support Division
SSIC	Standard Subject Identification Code
STARS-FL	Standard Accounting and Reporting System - Fleet
SUPADD	Supplementary Address(ee)
T-NICN	Temporary-Navy Item Control Number
T/M/S	Type/Model/Series
T/L	Transmittal Listing (OPTAR Obligations)
T/O	Table of Organization
TAD	Temporary Additional Duty
TAT	Turnaround Time
TAV	Total Asset Visibility or Tender Availability
TBA	Table Of Basic Allowances
TBI	Test Bench Installed
TBOS	Test Bench Out of Service
TCMD	Transportation Control And Movement Document
TCN	Transportation Control Number
TCP	Tool Control Plan
TD	Technical Directive
TDR	Transportation Discrepancy Report
TE	Table of Equipment or Test Equipment
TEC	Type Equipment Code
TECH PUB	Technical Publication
TIR	Transaction Item Reporting or Total Item Record
TNICN	Temporary Navy Item Control Number

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

Part 2 - Standard Terms

-A-

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

	OPTAR holder with DFAS without reference to or action by the supply system.
Advance Traceability and Control	System used to monitor movement of DLR carcasses through the transportation system.
Advice Code	Used by the requisitioner to provide special instructions to the supply source, such as "Do not substitute," "Do not backorder," "Furnish exact quantity" etc. (NAVSUP P485, volume II, appendix 1.)
Adhoc	Adhoc is a utility in the NTCSS environment that enables you to create customized queries to meet the application's requirements. This Ad Hoc utility assists maintenance managers in asset management and helps reduce man-hours expended in the manual processing of available data.
Aeronautical Equipment	Aircraft, support equipment, aviators equipment, and other similar devices.
Aeronautical Material	All the material used in the operation and maintenance of aircraft.
Afloat Shopping Guide (ASG)	Designed to assist fleet personnel in identifying the NSN items most frequently requested by the ships. It includes a detailed description of each item, a specific code to designate items carried by Combat Logistic Force ships and, when applicable, stock numbers of substitute items.
Aged Unfilled Order Listing (AUOL)	A listing of all unfilled orders in the DFAS files over 120 days old which have not matched related expenditure documents and which have not been canceled. It also consists of end-use transactions for which no matching bill has been processed for 120 days and DFAS holds the requisition outstanding.
Aircraft Controlling Custodian (ACC)	Air commands and Naval Air Systems Command (NAVAIR) who exercise administrative control of assignment, employment, and logistics support of certain aircraft and aircraft engines as specified by the CNO.
Aircraft Equipment Configuration List	Listing of the avionics components installed in aircraft, cross-referenced to applicable allowance requirements registers, that contain the support requirements for outfitting purposes.
Aircraft Intermediate Maintenance Department (AIMD)	The department responsible for the check, test, repair, or manufacture of aeronautical components and support equipment for the supported aircraft.
Aircraft Maintenance Material Readiness List (AMMRL)	The title for the overall program which provides the data required for effective management of ground support equipment at the organizational and intermediate levels of aircraft maintenance.
Airframe Accessories	Items of equipment that are required for operation of the aircraft and that cannot be considered an integral part of the airframe or engine, such as

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

Allowance Support Code (ASC)	A five-digit alphabetic code listed in Part l, Sections A and B of the COSAL. The first digit indicates the technical cognizance code. The second and third digits indicate the application or identification number activity and the fourth and fifth digits represent the logistic support status of equipment or components.
Allowance Type Code (ATC)	A one character number used to identify the basis for stocking/demand recording and the item's relationship to the ship. These codes are found in the NAVSUP P485, volume II, appendix 9.
Allowed Items	Allowance items and non-allowance items which qualify for local stocking or which are authorized to be procured as DTO material for immediate or planned use.
Alternate Number	A type of reference number. Identification to an NSN is made normally by use of a primary reference number. Additional numbers that can be used to determine an NSN, such as manufactures part numbers, drawing and piece numbers, are referred to as alternate numbers.
American Standard Code for Information Interchange (ASCII)	This code is used by various computer systems, including Honeywell, to translate machine language into readable English language.
Application Data for Material Readiness Lists (ADMRL)	A master list of GSE required to support selected ranges of aircraft, engines, and systems at any Navy organizational or intermediate maintenance level activity.
Application Identification Number Activity Code (AINAC)	The second and third character of the allowance support code established to identify equipment/component from equipage (NAVICPMECHINST 4441.170).
Appointing Official	An individual designated in writing by the approving official. The approving official may act as the appointing official. If authorized by the approving official, the appointing official approves or disapproves Reports of Survey only when there is no evidence of negligence or abuse. The appointing official is normally senior to the responsible officer, accountable officer, and survey officer. For supply system stocks held in SAC 207, the appointing official will normally be the Supply Officer. The appointing official may act as the survey officer.
Appropriation (APN)	An authorization by an Act of Congress to incur obligations for specified purposes to make payments out of the treasury to liquidate those obligations. Both the incurring of obligations and the making of payments are restricted by time and monetary limitations.

Appropriation File (APP)	Contains a record for each line of accounting data used by various activities to which issues can be made.
Appropriation Purchase Account (APA)	Material which has been purchased by a bureau or command and already charged to appropriated funds. Material is available for issue to end-users without charge to operating funds (OPTAR). APA material is assigned an even COG (i.e., 6A, 8P, 8X) and must cite a Y6 fund code on all internal and external requisitions.
Approving Official	The approving official approves or disapproves the Report of Officer Survey and makes a determination to relieve all concerned from responsibility and/or accountability or to approve assessment of financial liability. The approving official appoints the survey officer in writing. When evidence of personal responsibility is suspect or the adjustment involves a classified or sensitive item or arms, ammunition, and explosives, the approving officials responsibility cannot be delegated and must remain with the Commanding Officer.
Assembly	A number or parts or subassemblies or any combination thereof joined together to perform a specific function (e.g., power shovel front, fan assembly, audio frequency amplifier). The distinction between an assembly and a subassembly is not always exact; an assembly in one instance may be a subassembly in another (i.e., when it forms a portion of an assembly).
Assets	Funds, material and personnel available to an activity.
Attachment	A part, assembly, or subassembly, designed for use in conjunction with another assembly, unit, or set, contributing to the effectiveness thereof by extending or varying the basic function of the assembly, unit, or set (e.g., hoisting attachment on a truck, milling attachment for a lathe).
Audit	A periodic evaluation of detailed plans, policies, procedures, products, directives, and records as applied to a Quality Assurance (QA) Program.
Augment	An additional allowance, usually an increase in OPTAR funds.
Authorization Accounting Activity (AAA)	Performs operating budget or allotment accounting. Maintenance of operating target (OPTAR) records is not to be considered as "Operating budget" or "Allotment accounting". Authorization accounting activities are those activities which render accounting reports required by the Comptroller of the Navy (e.g., DFAS OPLOC Norfolk, VA and San Diego, CA).

Authorized Retention	All long-supply assets which are authorized for retention.
Automated Data Processing (ADP)	Data processing performed by a system of electronic or electrical machines interconnected to reduce the need for human assistance or intervention.
Automated Data Processing Equipment (ADPE)	A one-character numeric identification code indicating an item of ADPE or containing ADPE regardless of assigned FSC (NAVSUP P485, volume II, appendix 8).
Automated Voice Network (AUTOVON)	A voice communications network under control of the Department of Defense.
Automatic Digital Network (AUTODIN)	Interpreted to include all electrical transmissions including teletypewriters, since these circuits are connected to the AUTODIN system.
Automatic Identification Technology (AIT)	Allows for automated data collection and data transmission to Automated Information Systems (AIS).
Automatic Reorder Restriction Code (ARRC)	A code assigned to stock records to identify items for additional screening prior to reordering under automated supply systems.
Availability Cost Report (ACR)	Provides obligations and expenditure data for ROV funds for current month and fiscal year to date.
Availability Period	A specific period of time established by the type commander for the accomplishment of approved maintenance by a Naval Shipyard.
Average Endurance Level	The quantity of material normally required to be on hand to sustain operations for a stated period without augmentation; it is the median between the safety level and stockage objective (i.e., the safety level plus one half the operating level).
Average Monthly Demand (AMD)	The sum of the demand experienced for an item during a selected period divided by the total months in that period.
Average Monthly Frequency (AMF)	The sum of the frequency experienced for an item during a selected period divided by the total months in that period. Aviation Capable Ship A non-aviation ship that can be used as an aviation operating platform.
Aviation Consolidated Allowance List (AVCAL)	A document that lists the items and quantities of aeronautical material authorized to be stocked by an aircraft carrier/MALS to support the maintenance and operations of assigned or embarked aircraft. It is tailored for each aircraft carrier/MALS; LPH/LHA and the items listed are selected for all ARRs/ALs that apply to the assigned or embarked aircraft.
Aviation Depot Level Repairables (AVDLR)	NAVICP PHIL managed items which are identified by the cognizance symbol 7R and MCC of E, H, or X; or for interim support items COG 1R and MCC of E, H, or X (see DLR for additional information).

Aviation Fleet Maintenance (AFM)	OPTAR funds issued by the TYCOM to buy parts and material used by the AIMD/IMA and supported squadrons to repair aircraft and aircraft components.
Aviation Fleet Maintenance (AFM)	Budget/OPTAR Summarizes maintenance costs for supported squadrons or ship's VT aircraft (AV 207 only).
Aviation Life Support System (ALSS)	The items of equipment and clothing needed to allow aircrew members and aircraft passengers to function within all parameters of the flight environment, safely egress from disabled aircraft and descend to the surface, and survive on land and water until the arrival of rescue forces.
Aviation Operation Maintenance (AOM)	OPTAR funds issued by the TYCOM to buy parts and material used by the AIMD/IMA and supported squadrons to repair aircraft and aircraft components.
Awaiting Induction	The condition that exists when an item has been received by a supply activity but has not been inducted into the maintenance cycle for test/check/repair. Precedes an in work/awaiting maintenance status.
Awaiting Parts Unit (AWP)	The condition that exists when materials required to complete a maintenance action are not available on station/ship or in the MALS.

-B-

Backorder	A requisition that cannot be filled by an off ship supply activity from current stock and is being held until additional stock is received.
Backorder Reconciliation Response	Reply to a reconciliation request advising the supplier to either hold the backorder until supplied or cancel the backorder.
Backup	The process of duplicating transaction files as protection should destruction of original data occurs.
Bar Code	A method of labeling material which provides for automated data collection for processing and storing received items, issuing transactions, and inventorying and auditing stowed materials. The labels consist of a series of vertical lines and spaces that provide coded information. They are read and interpreted by special scanning equipment.
Batch Processing	Allows the system user to process large amounts of transactions without the need for interactive processing of each transaction.

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

-C-

Cancellation	Total or partial discontinuance of supply action requested of and confirmed by the supplier.
Cannibalize	Removal of serviceable parts from one component for installation on another.
Capitalization	The absorption of the financial value of material into the NWCF.
Caption Code	Used by DFAS to identify different types of transactions which appear on an unmatched listing: A Receipt Invoices C Unmatched OSO summaries

G Unmatched Inspection Reports

H Unmatched Public Vouchers (DOV) and Interdepartmental Billings

J Unmatched Carcass Billing.

Carcass	A not-ready-for-issue (NRFI) repairable component which requires turn-in to a repair facility or designated overhaul point (DOP).
Carcass Value	The value of the repairable NRFI carcass; equal to the standard price minus the net price (e.g., standard price of $10,000 net price of $3,000 = carcass value of $7,000).
Carried Items	Items that are stocked (e.g., items for which the ASD is required to maintain on board).
Cash Sale	A transaction used to record the sale of material to other government departments, the Coast Guard, foreign governments, or merchant ships whether or not cash actually changes hands.
Casualty Report (CASREP)	Requisitions for emergency replacement parts for equipment/components out of commission that are essential to the ship's mission. Requisitions submitted for a CASREP requirement are identified by a W in the first position of the serial number of the document number.
Causative Research	An in-depth investigation of specific physical inventory discrepancies to determine why they occurred, so corrective action can be taken. This consists of a complete review of all transactions (to include receipts, issues, change notice action listings (e.g., quantity per unit pack), location updates, previous adjustments, and suspended or erroneous documentation) within the allowable look- back period. This review begins with the analysis of transactions posted to the master stock record and concludes with the validation of source or supporting documentation. Causative research ends when the cause of the discrepancy has been discovered or when, after review of all existing records, an unresolved discrepancy exists. Supporting documentation generated during causative research will be retained for a three year period.
Central Design Activity (CDA)	The activity responsible for the overall design and implementation of a system. The CDA for R-Supply and Optimized NALCOMIS is SPAWARSYSCEN.
Change Notice Action (CNA)	Generated either locally or by an ICP and provides updated information to the Basic Material File (e.g., COG and UI changes, substitute/interchangeable data) or the Basic Requisition File (i.e., substitute data).
Chargeable Activity	The activity for which expenditures represent a cost of operation regardless of funds used, the activity administering the funds, the activity

	performing the accounting, or the activity preparing the requisition.
Code 3 of 9	A bar code consisting of various arrangements of 5 bars and 4 spaces (hence the 9) of which 3 are wide (hence the 3) to represent any of 43 different characters. The digits 0-9, letters A-Z, 6 special characters (/ + % $), and a blank space can be encoded by the 3-of-9. This code is read by electronic devices called scanners.
Cognizance Symbol	A two position numeric alpha code that identifies a stock numbered item with the Navy inventory manager of the specific category of material in which the item is included, and also indicates whether the material is manage in an NSA stores account, an APA stores account, or a non stores account (NAVSUP P485, volume II, appendix 18).
Commercial and Government Entity (CAGE) code	A five-digit code assigned to manufacturers which have or are currently producing items used by the federal government (formerly federal supply code for manufacturers (FSCM)).
Commercial Bill of Lading (CBL)	A bill for transportation charges received from a commercial carrier.
Common Item	An item of standard design, application, and specification normally procurable from several manufacturers or suppliers, or available from only one manufacturer but with wide usage, or an item of such design that multiple applicability is apparent.
Condition Code	One-character alphabetic codes which classifies material in terms of readiness for issue and use or identifies action underway to change the status of material.
Configuration Change Form (CCF) OPNAV 4790/CK.	Used to report the installation, removal, relocation, or modification of any system equipment, component, or unit.
Configuration Control	The systematic evaluation, coordination, approval or disapproval of proposed changes and the implementation of all approved changes to the configuration of an item.
Confirmed Cancellation	Official notification by the supply system that supply action will not be taken on a requisition and that the requisition is canceled.
Consignee	The recipient (unit, depot or person) to whom cargo is addressed or consigned for final delivery.
Consignor	The person or activity that is the supplier or shipper of a product.
Consolidated Remain-ln-Place Listing (CRIPL)	A listing of all authorized remain-in-place items published by NAVICP PHIL and approved by TYCOMs and NAVAIR.

Consumables	Administrative and housekeeping items, common tools, paints, cognizance symbol II forms, or any other items not specifically defined as equipage or repair parts. Materials such as general purpose hardware, metals, lumber, and lubricating oil also are considered to be consumables in procurement transactions, but will be treated as repair parts in shipboard issue transactions when the material is to be used for accomplishing maintenance actions.
Continuing Services	A service in which invoices will be forwarded for payment on some type of scheduled or regular basis, usually monthly. Copier rental, telephone, and garbage removal services are all examples of continuing services requirements (identified by C9999 in the requisition quantity field and 99 in the COG field).
Contracting Management Review (CMR)	Performed by Naval Regional Contracting Centers (NRCCs), Fleet and Industrial Supply Centers (FISCs) with regional contracting management responsibilities in accordance with NAVSUP Instruction 4200.85 series.
Contractor Furnished Equipment (CFE)	Items manufactured or purchased by the contractor for inclusion in or for the support of an aeronautical system.
Contractor Support Programs	Maintenance programs associated with commercial derivative Navy aircraft where Navy personnel perform the Organization (0) level maintenance with limited Intermediate (I) level effort. The contractor issues ready-for-issue (RFI) components and provides limited diagnostic assistance.
Coordinated Shipboard Allowance List (COSAL)	A basic and unique guide for determining the items and quantities which should be stocked by the Supply Department to support the equipment installed onboard. This list can also be used to define the basis for which an item is stocked by the ship. It also contains nomenclature, nameplate data on equipment and identification data for repair parts.
Corrective Action (QDR)	Those actions taken to correct the defective items reported and/or actions taken to correct systemic conditions that allow defects to go undetected.
Cost Center	A subdivision of a responsibility center for which identification of costs is desirable and capable of being easily controlled. A ship, aircraft squadron, or other operating unit having a UIC and incurring costs against an operating budget is classified as a cost center.
Cost Code	Consists of a twelve-position field used to further classify accounting transactions by providing the eight-position Julian date and

	serial number from a requisition number and a two position fund code. The cost code is always preceded by two zeros on accounting data entries.
Credit Transaction	Transaction which increases the OPTAR balance.
Credit Unfilled Order	Receipt of an unfilled order cancellation by DFAS for which no related unfilled order is on file or if the unfilled order cancellation is for an amount greater than the related unfilled order (excessive cancellation).
Critical Equipment	Systems, equipment, and components essential to the activity's ability to perform its mission.
Critical Item	An item that is essential to the operational readiness of an aircraft and is in short supply in system stocks (or is expected to be in short supply for an extended period of time). Lists of critical items, with appropriate material control and/or inventory reporting instructions, are distributed periodically by certain inventory managers (NAVICP's MECH and PHIL) to specifically designated ashore and afloat activities. The term "critical items" also may be used afloat to refer to high usage, bulky consumables (e.g., "never out" items such as rags, toilet paper, etc.) which, because of space constraints, must be replenished at every opportunity.
Custodial Record	A record maintained by the storage activity reflecting standard catalog data; owner/manager identification code; and may include lot/serial number and/or on hand quantity by supply condition code; for controlling assets in storage and aiding in inventory.
Custodial Responsibility	A storage activity, depot, or agent responsibility to maintain proper custody, care safekeeping, receipt, issue, and balance data for stored DOD wholesale material.
Custody	The responsibility for proper care, stowage, use, and record keeping of government material.

-D-

Data Base Management	A systematic approach to storing, updating, and retrieving of System information stored as data items, usually in the form of records in a file where many users access common data banks.
Data Protection	Measures to safeguard data from undesired occurrences that intentionally or unintentionally lead to modification, destruction, or disclosure of data.

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

	individuals or prevent performance of a vital mission. Major - A nonconformance, other than critical, that is likely to result in failure, or to materially reduce the usability of the item for it's intended purpose. Minor - A nonconformance that is not likely to materially reduce the usability of the item(s) for their intended purpose, or is a departure from established standards having little bearing on the effective use or operation.
Defense Automatic Addressing System (DAAS)	A real time random access digital computer system which utilizes electronic communications networks to receive and automatically retransmit MILSTRIP messages to the proper addresses.
Defense Finance Accounting Service (DFAS)	Operating Locations (OPLOC) Norfolk and San Diego receive, audit, and prepare consolidated reports of monthly NSA Financial Inventory Returns in accordance with current manuals and directives.
Defense Logistics Agency (DLA)	A supply support organization assigned management responsibility and control of items in common use by all military services. About 60% of the line items in the integrated Navy Supply System are managed by DLA. These items are identified by a 9 in the first position of the cognizance symbol.
Defense Reutilization and Marketing Service (DRMS)	This activity will match the receipt reported by the DRMO with the shipment status card (DI AS3), reported by the shipping activity.
Demand	A request for material which will be procured or an issued from stock.
Demand Based Item (DBI)	Those items which have a comparatively high issue rate (also referred to as POS). Normally an item which experiences two frequencies of demand in a period of six months and continues to have at least one demand every six months thereafter.
Demand Code	A single alphabetic character entered by the initiator of the requisition to indicate to the management element of a distribution system whether the demand is recurring or non recurring (NAVSUP P485, volume II, appendix 8).
Department of Defense Activity Address Code (DODAAC)	A six position code that uniquely identifies a unit, activity, or organization that has the authority to requisition and/or receive material. The first position is the Service Designator Code, the last 5 positions are normally the UIC.
Department of Defense (DOD)	Component Registry Military Department or Agency that maintains visibility of all small arms serial numbers within that Component and provides the DOD Central Registry with small arms status.

Department of Defense (DOD) Working Capital Funds	Established on January 1, 1997 and formerly referred to as Defense Business Operating Fund (DBOF). Consists of the Army Working Capital Fund, Navy Working Capital Fund, Air Force Working Capital Fund, and Defense-Wide Working Capital Fund. Revolving industrial fund concept for a large number of defense support functions. Utilizes business-like cost accounting to determine total cost of business activity.
Depth	The quantity of a specific NSN carried. To increase the stock depth is to increase the quantity on hand.
Depot Level Repairables (DLR)	Repairables that are repaired and condemned at the Depot maintenance level in accordance with the repair maintenance and recoverability codes specified in FEDLOG.
Designated Overhaul Point (DOP)	Depot level rework facility assigned technical and overhaul responsibility for designated equipment.
Designated Rework Point (DRP)	A depot-level rework facility assigned the technical and rework responsibility for designated equipment.
Designated Support Point (DSP)	An activity assigned to provide supply support to a designated overhaul point (DOP).
Difference	Adjustment value required to cause the value of unfilled orders to agree with the value of related expenditures as a result of the reconciliation process by DFAS.
Direct Charge	Process by which DFAS charges certain designated expenditure documents, regardless of the amount, to the accounting data cited therein without the requirement of matching unfilled orders.
Direct Turnover (DTO)	Any consumable, repair part, or equipage ordered from sources external to the ship for direct issue to the using department. Such material is required for immediate or planned use.
Discrepancy	Overages, shortages, damages, incorrect material received, or Non-receipt of material and/or material received which cannot be used for its intended purpose because it does not meet the form, fit, or function requirements.
Disposal Authority Code	A code entered on disposal related documents to indicate that the item being transferred to DRMO is authorized to be transferred due to IMM/ICP instructions relayed through the MRP or other proper authority (NAVSUP P485, volume II, appendix 8).
Disposition	The proper destruction or transfer of material which is in excess or no longer of any value for its intended purpose.

Distribution Code/Field	The first position indicates the distribution code which, in conjunction with the service designator code, indicates a monitoring activity that will receive 100% supply and shipment status on the requisition. The second and third positions indicate the cognizance symbol which is significant only to the service originating the requisition. The distribution code (assigned by the requisitioner) and the cognizance symbol will be perpetuated on all subsequent documentation. (NAVSUP P485, volume II, appendix 3.)
Document Identifier	A three character code which identifies the purpose of the document (e.g., requisition, referral order, supply status, follow-up, cancellation request). The document identifier is a mandatory entry in all MILSTRIP documents (NAVSUP P485, volume II, appendix 4).
Document Number	A 14 digit non duplicative number constructed to identify the military service, requisitioner, Julian date, and serial number.
Download	The action of moving a specific set of data files from the data base of the Host computer to the remote processing system (RPS).
Due-In From Maintenance (DIFM)	DLR assets which are inducted into AIMD/IMA and are expected to be placed in stock upon completion of repair.
Dump	To transfer all of the information contained in a record into another storage medium or listing. Usually, however, dump refers to copying from an internal storage device to an extended storage device for a specific purpose such as to allow other use of the storage, as a safeguard against faults or errors or in connection with debugging.

-E-

Economic Retention (ER) Level	Long supply material that may be retained until the next overhaul if the computed long supply total value is less than $20 or other money value entered in parameters. All AT Code 7 items are by definition economic retention material regardless of extended money value.
Electronic Repairable Management System	Web based system used to track the turn-in of retrograde, engine movements in the transportation channels, SIT/MIT, etc.
End Item	A combination of products, component parts, and/or materials which is ready for its final intended use. It is equipment or one of its major subdivisions.

End Use	The accounting for material after it is issued from a stores account and charged to an operating fund.
Endurance	The period of time required for a ship to use a definite quantity of supplies
Engine Type Equipment Code (ETC)	A cross-reference between all maintenance type equipment codes and aircraft type equipment codes under which OPTAR obligations and expenditures will be accumulated (see OPNAVINST 4790.2).
Engineering Investigation (EI)	If a component fails under suspicious conditions or prematurely, the user may request that an engineering investigation be performed to determine the cause of failure.
Equipage	Those items which require management control afloat due to any one or a combination of high unit cost, vulnerability to pilferage, and/or are essential to the ship's mission. Equipage does not encompass installed mechanical, electrical, ordnance, or electronic equipment's (less personal computers), components, or systems. Equipage items generally are identifiable to end use applications aboard ships to the extent that an allowed quantity of the item can be and is determined on an individual ship basis. Chargeable items of equipage are identified in procurement, receipt, and consumption documents by the letter "E" in the second position of the applicable fund code.
Equipage and Equipment Categorization and Custody (EEC) Code	One character alphabetic code (E, R, C, or S) used with BMF records. Codes are defined as follows: E Equipage Item. R Repair parts and equipment-related consumables. C General-use consumables. S Signature required.
Equipment	Any functional unit of hull, mechanical, electrical, ordnance, or electronic type material which is operated singly or as a component of a system or subsystem and which is identified by a Component Identification Number (CID), Numerical Control Code (NCC), Allowance Parts List (APL), or similar designation.
Equipment Applicability Index	Part II of the Naval Aeronautical Publications Index. A listing of aircraft and equipment, arranged in alphabetical order, with applicable manuals shown by their publication number.
Equipment Identification Code (EIC)	A seven-character alphabetic- numeric code that identifies a specific hardware item from the highest to lowest level (i.e., system to component/subassembly level).

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

Expense Element	A classification of expenses for cost accounting and reporting. The Navy wide assigned fund codes identify specific expense elements or subdivisions of expense elements.
Expense Limitation	Financial authority issued by a major claimant (Fleet Commander) to an intermediate level command (Type Commander). Amounts therein are available for further issuance of operating budgets.
Expenses	Costs of material, services, labor or other resources that have been consumed or applied.
Expired Appropriation	An appropriation which is no longer available for obligation but is still available for disbursements to liquidate existing obligations.
Extended Money Value (EMV)	A five-digit field which indicates the total value of a transaction.
External Record Release (ZOC)	The process used in RSupply to review requisitions and status records before releasing and transmitting them to the supply system.

-F-

Failure Rate	The number of failures of an item per unit measure of life (i.e., cycles, time, miles, events, etc., as applicable for the item).
Family Group Code (FGC)	A code assigned by NAVICP-P to identify those repairable items which are interchangeable by form, fit, and function.
Federal Acquisition Regulations (FAR)	Used in conjunction with NAVSUP Instruction 4200.85 series to provide policy and procedures for the acquisition of supplies and services via contracting.
Federal Catalog System	The cataloging system under which all items carried under centralized inventory control by the DOD and civil agencies of the U.S. Government are named, described, classified, and numbered.
Federal Logistics Data (FEDLOG)	A CD-ROM cross reference of all material used by the Navy.
Federal Supply Classification (FSC)	The first four digits of the NSN which indicate the group and class of a particular material. The first two digits indicate the group or major division of commodities; the last two digits indicate the class or subdivision of commodities within a group.
Field Level Repairables (FLR)	Repairables that are repaired and condemned at either the organizational maintenance level or the intermediate maintenance level in accordance with the FEDLOG repair maintenance and

	recoverability codes (NAVSUP P485, volume I, par. 3262).
File Maintenance	The activity of keeping a file up to date by adding, changing, or deleting data.
Filled Order	An obligation that has matched with an expenditure during reconciliation by DFAS.
Financial Holding File (FHF)	Contains all the detailed records for financial processing.
Financial Integrity Verification File (FIVF)	A file utilized to reconcile transactions to financial reports to verify processing.
Financially Outstanding Fuel File (FOFF)	Contains a copy of all fuel documents that have not appeared, by document number, on a SFOEDL.
First In, First Out (FIFO)	A method based on shelf-life expiration of shelf-life material rather than on date of material's receipt.
Fiscal Year (FY)	A continuous accounting year beginning 1 October and ending 30 September of the following year (e.g., FY95 begins on 1 October 94 and ends on 30 September 95).
Fleet Automated Control Tracking System (FACTS)	Facilitates the turn-in of retrograde material and provides visibility from the point of turn-in by the end user through receipt into the ATAC system.
Fleet and Industrial Supply Center (FISC)	Command organizations which furnish supply support to fleet units, shore activities, and overseas bases established in their mission. They are under the management of NAVSUP.
Fleet COSAL Feedback Report (FCFBR) NAVSUP Form 1371.	Used to call attention to and seek correction of any technical deficiencies found on APLs/AELs. It is not used to report configuration changes or request a change in allowance for repair parts or equipage.
Fleet Financial Support Facility (FFSF)	Receives, audits, and prepares consolidated reports of monthly NSA Financial Inventory Returns in accordance with current manuals and directives. Mailing addresses are as follows: Commander Naval Base Norfolk (FFSF) 1682 Piersey Street Norfolk, VA 23511-2797 Fleet Financial Support Facility 4181 Ruffin Road San Diego, CA 92132-1819
Fleet Image Management System (FIMS)	Is designated to provide electronic storage and retrieval of Issue Release and Receipt Document (IRRD) within a Windows operating environment.
Fleet Inventory Transmission System (FITS)	Is a software program and procedures which provide for generation and SALTS transmission of an automated Asset Visibility Report (AVR) by an

	afloat unit to a central site. FITS software and procedures are available for installation/use on SNAP I and II sites.
Fleet Issue Load List (FILL)	Consolidated listing of material to be carried onboard combat stores ships for the support of operating afloat forces to ensure maximum fleet readiness. It is based on actual past demands of those items most commonly requested by the fleet units.
Fleet Marine Force (FMF)	A force comprising land, air, and surface elements of the U.S. Marine Corps. It is an integral part of the Fleet and has the status of an operational TYCOM.
Flight Operations (FLTOPS)	OPTAR Funds assigned to support (non-maintenance) costs for supported squadrons or ship's VT aircraft (AV 207 only) (e.g., fuel consumed in flight, flight crew clothing, and administrative material for support of the squadron).
Flight Packets	Flight Packets are used to support requirements for material and services when aircraft are away from the supporting unit. Flight packets will contain documents necessary to procure parts, fuel, lodging, and meals from both military and civilian sources as outlined in cognizant Wing/Brigade/TYCOM instructions.
Follow-Up	An inquiry as to the action taken on a requisition previously submitted
Follow-up Reply	A reply to a requisitioner's follow-up or to a request for cancellation.
Force/Activity Designator (F/AD)	A Roman numeral designator established by each military service or the Joint Chiefs of Staff which relates to the military mission of the force or activity.
Force Inventory Management Analysis Reporting System (FIMARS)	Is utilized with FITS, which together provide the capability for establishing Afloat Asset Visibility and facilitating centralized management of inventory retail assets held by a MALS or force of afloat ships.
Foreign Object Damage (FOD)	Damage of aeronautical equipment (e.g., aircraft, engines, missiles, drones, support equipment) caused by an object that is external to that equipment.
Frequency Of Demand	The number of requests (i.e., “hits”) that an item experiences within a given time frame, regardless of the quantities requested or issued.
Frustrated Cargo	Material which is received without shipping documentation and the document number is not known.
Fund	A segregated sum of money or other resource to be expended or used for specified purposes.

Fund Code	A two character code which is used to cite accounting data on Navy requisitions.
Future Years Defense Plan (FYDP)	Lists all Department of Defense program elements of the major programs.

-G-

Gain By Inventory (GBI)	Required when the validated inventory figure is greater than the verified stock record balance (after all transactions affecting the balance have been posted). The difference (GBI) will be posted as an increase to the on-hand quantity.
General Purpose Electronics Test Equipment (GPETE)	Non-APL related material required for support of onboard equipment.
General Services Administration (GSA)	Responsible for the cataloging and inventory control of 9Q cognizance material or nonmilitary items in general use by both military and civilian agencies within the U.S. Government.
General Use Consumable List (GUCL)	A list of generally used non equipment-related consumable items for initial outfitting of a ship's operating spaces and storerooms. It is prepared at NAVICP MECH only for new construction, major conversion, modernization, or reactivated ships.
Government Bill of Lading (GBL)	Serves as a transportation contract between a commercial carrier and the U. S. Government. The Standard Form 1103 provides delivery instructions to the carrier while the Standard Form 1103B serves as a receipt document for the consignee. Detailed procedures for using the GBL are in the Military Traffic Management Regulation (MTMR) NAVSUPINST 4600.70.
Government Furnished Equipment (GFE)	Equipment that has been selected and is to be furnished by the government to a contractor or government activity for installation in, use with, or in support of the aeronautical system during production, conversion, or modification.
Government Furnished Material (GFM)	Material in the possession of, or acquired by the Government, and later delivered or otherwise made available to a contractor. GFM is property that may be incorporated into or attached to a deliverable end item, or that may be consumed or expended in performing a contract. GFM includes assemblies, components, parts, raw and processed materials, small tools, and supplies that are consumed in performing a contract.
Grants	An allocation of funds which the TYCOM issues to individual units to cover costs they incur while

	performing day-to-day operating maintenance and administration activities.
Gross Adjusted Obligation	Obligation plus the year-to-date expenditures.

-H-

Hard Copy	Machine output in a permanent visually readable form (e.g., printed reports, listings, documents, and summaries).
Hazardous Inventory Control System (HICS)	System used for the management of hazardous material inventories.
Hazardous Materials Information System (HMIS)	Provides accurate, complete information to both fleet personnel on the procurement, use, transportation, handling, storage, and disposal of hazardous materials. Information may be obtained via request to the Navy Environmental Health Center (Navy HMIS focal point).
Hazardous Material Information System (HMIS) Code	Code A two-character alphabetic code that identifies an item that is subject to the more stringent regulatory controls imposed by safety, health, transportation and/or environmental considerations which are required to assure proper handling, storage, use, transportation and disposal of hazardous materials.
High Limit	The maximum quantity of material to be maintained on hand and on order to sustain current operations; it includes the sum of stocks represented by the operating level, the safety level, and order and shipping time (equivalent to "requisitioning objective").
Holding Files	There are two Financial Holding Files. These files contain documents that support entries to the Estimated Cost Chargeable and Difference columns of the Requisition/OPTAR Log (blocks 10-17). Holding File #1 - This file contains all obligations and advanced debit adjustment documents (NAVSO P3013-2 paragraph 4104.6). In other words copies of those documents that decrease the OPTAR balance. Holding File #2 - This file contains a copy of all cancellations and advanced credit adjustment documents (NAVSO P3013-2 paragraph 4104.6). In other words, copies of those documents that increase the OPTAR balance.
Hub	A specific, designated activity within a geographic area which provides NRFI DLR processing services. Hub activities provide full technical screening, packaging, preservation,

transaction reporting, and transshipment services for all NRFI DLR's except the following:

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

-I-

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

	integral part of all other aspects of system acquisition and operation.
Integrated Logistics Support Plan (ILSP)	The total comprehensive plan, prepared by the contractor, for management and execution of the Integrated Logistics Support (ILS) program requirements. The ILSP is the consolidation of all individual logistics support-element plans into an interrelated, interfaced, and phased program to provide effective and timely logistics support for a designated weapon system/subsystem/component.
Integrated Stock List (ISL)	A list in NIIN/NICN sequence of all repair parts required to support onboard equipment after the ship has undergone a shipyard overhaul. It is prepared as part of the Integrated Logistics Overhaul (ILO). It is the SNSL of storeroom items updated to integrate modified allowances incident to configuration changes accomplished during the overhaul.
Interim Repair Parts (IRP)	A contractor-provided parts support kit to be used until an APL is developed and allowances of parts are determined. The Supply Officer should manage these repair parts according to inventory control procedures, ensure that usage data is recorded, and replacement parts are ordered in a timely manner. When the APL is received, allowances will be compared against the parts kit and allowed items are taken up as AT Code 1 and non-allowed as AT Code 5.
Intermediate Maintenance Activity (IMA)	Technical Stores Supply department stocks of repetitively demanded repair parts and equipment related consumables which are stored in other departmental spaces for ready availability in accomplishing IMA functions. To qualify for inclusion in “IMA technical stores”, an item must be used by only one shop (or one group of contiguous shops), and must meet the frequency of demand criteria specified by the type commander. The quantity of each item in the custody of another department, plus the on hand quantity of any “backup” stock in supply department storerooms, must not exceed the ship’s prescribed stockage objective (see par. 6003). IMA technical stores will not include DLR items, critical items, or PEB items (see par. 6171); nor will they include bulkhead mounted spares or bulky consumables which are otherwise authorized to be stored in other departmental spaces (NAVSUP P485, volume I, paragraph 6009).
Intra-Service	The exchange of material, inventory control documentation, and other management data within or between the distribution systems or a single

	military service or within the Defense Logistics Agency.
Inventory	The quantity of stocks on hand for which stock records (cards/listings/tape) are maintained, or to the function whereby the material on hand is physically inspected and counted, and stock records reconciled accordingly.
Inventory Adjustment	A gain or loss by inventory processed in conjunction with inventory reconciliation. Causative research will be conducted either before or after posting the adjustment to the stock record. Inventory adjustments may not be taken as a result of certain automated file maintenance actions (unmatched expenditure/ receipt processing, suspended/error list processing, MOV processing) without first performing the requisite preliminary and causative research.
Inventory Control Point (ICP)	The organizational element within a distribution system which is assigned responsibility for system-wide control of material. In a centralized inventory control system, the inventory control point also may perform the functions of a stock control activity.
Inventory File	A temporary file used in the inventory process for both Spot and Scheduled inventories. A record is written to this file for each stock record location. The count quantities by location are then reported and collected through this file. Upon the completion of the inventory action, the count quantities are accumulated, on-hand/financial adjustments made, and inventory records are deleted from the Inventory File.
Inventory Manager	Inventory control points under the primary support of the Naval Supply Systems Command, or bureaus. Systems commands, and offices which exercise inventory control over material.
Invoice	A vendor's bill for goods provided or services rendered.
Issue	Expenditure of material from the Supply Officer's custody to the requisitioner for its intended use.
Issue Pending File (IPF)	Contains records of requisitioned items for which a response from storeroom personnel has not been received indicating physical issue of material
Issue Priority Group (IPG)	Determines the need and processing time of the requirement.
Issue Restriction Codes (IRC)	One-position alphabetic or numeric codes locally devised to flag any item desired for local issue restrictions.

-J-

Job Control Number (JCN)	A unique identifier for maintenance actions consisting of a unit identification code (UIC), work center code (WCC), and job sequence number (JSN).
Job Sequence Number (JSN)	A sequential control number assigned to each maintenance action submitted by a work center to identify it uniquely and link it to associated supply transactions.
Julian Date	Consists of two elements; the last digit of the calendar year and the numeric consecutive day of the calendar year, e.g., 9245 represents 2 September 1989. The numeric consecutive day of the year may be found on government issue calendar pads.

-L-

Lapsed Appropriation	Appropriation which is no longer available for obligation. Formal allotment ledgers are discontinued at the field level and no further accounting will be performed for this allotment.
List of Items Requiring Special Handling (LIRSH)	A reference to identify items in the supply system which requires special handling.
Local Asset Management System (LAMS)	An automated MIS which provides standardized local management of IMRL assets through the use of bar code technology. It provides for an accurate wall to wall inventory, which can be accomplished by unit personnel, resulting in significant reductions of manpower expenditures and operational disruptions.
Local Item Control Number (LICN)	Commonly called Local Stock Number, may be assigned to stocked consumable items not identified by an NSN or navy item control number (NICN). An LICN will only be used locally not in MILSTRIP documents.
Local Management Code (LMC)	A two-position alphabetic or numeric code devised locally and assigned by management to provide special attention to a stock number or group of stock numbers.
Local Purchase	The function of acquiring a decentralized item of supply from sources outside the DOD.
Location	The storeroom location is the place where material is stored. Each storeroom or warehouse is assigned an alphabetic-numeric identifier code.

Logistics	The planning and carrying out of the movement and maintenance of forces. The military operations that deal with: 1. design and development, acquisition, storage, movement, distribution, maintenance, evaluation, and disposition of material; 2. movement, evaluation, and hospital inspection of personnel; 3. acquisition or construction, maintenance, operation, and disposition of facilities; 4. acquisition or furnishing of services.
Logistics Support Status Code (LSSC)	The 4th and 5th position of the Allowance Support Code found in the COSAL Part I, Sections A and B. It indicates the type and degree of support required as well as the method of support rendered (NAVICPMECHINST 4441.170).
Long Supply	The level of stock on hand (assets onboard) equal to the sum of the ship's authorized levels (SAL) and the authorized retention (AR).
Look Back Period	The period of time in the past history of the item being researched during which transactions may be considered relevant for processing or correction. In SAC 207 activities, the look-back period goes back to the last major inventory change or load adjustment in the current operating cycle (i.e., Re-Aviation Consolidated Allowance List (Re-AVCAL), Integrated Logistics Overhaul (ILO), Integrated Logistics Repair (ILR), Tender and Repair Ship Load List (TARSLL)). This look-back period recognizes the fact that most activities conduct major inventory reconciliation events in relation to operating cycles rather than by fiscal or calendar year. The entire operating cycle should be considered for identification of changes or corrections that would resolve apparent inventory imbalances during the reconciliation process. However, if the operating cycle has recently commenced, a minimum look-back period of twelve (12) months is appropriate. Thus, the look-back period extends to the date of the last inventory change or load adjustment in the current operating cycle or twelve months, whichever is longer.
Loss By Inventory (LBI)	Required when the validated inventory figure is less than the verified stock record balance (after all transactions affecting the balance have been posted). The difference (LBI) will be posted in the Stock Record to adjust the balance.
Low Limit	The stock position which signals the need to initiate replenishment action. It includes the sum of stocks represented by the safety level and

	the order and shipping time. Equivalent to "reorder point".

-M-

Maintenance	The act of testing, measuring, replacing, adjusting, repairing, and updating that is intended to keep equipment, data, management systems, and computer programs in satisfactory working order.
Maintenance and Material Management System (3M)	A maintenance tracking system that ties in supply with maintenance. It tracks the repairs needed and coordinates preventative maintenance and repairs with supplies. It also sets up schedules for preventive maintenance and needed repairs.
Maintenance Assistance Modules (MAMs)	Replaceable assemblies (modules) required to execute an approved maintenance plan which calls for identifying the fault of a failed module through progressive and/or selective module substitution. MAMs appear in the COSAL Part III, Section CF of the SNSL with Allowance Note Code "N".
Maintenance Code	Two-position codes with the first position indicating the lowest maintenance echelon authorized to remove, replace, and use the support item. The second position indicates the maintenance echelon with the capability to perform complete repair. MCs are designated as Organizational, Shipboard, Intermediate, or Depot Level. The various codes are listed in NAVICPMECHINST 4441.170, Appendix C.
Maintenance Data Collection System (MDCS)	Provides a method of accumulating data on labor and material used in equipment maintenance.
Maintenance Data System (MDS)	A basic element of the 3M program designed to provide a means of recording maintenance actions in substantial detail, so that a great variety of information may be retrieved concerning maintenance requirements and equipment performance. In addition to recording maintenance actions performed, the system provides data concerning the initial discovery of the malfunction, how equipment malfunctioned, how many man-hours were expended, which equipment was involved, what repair parts and materials were used, what delays were incurred, the reasons for delay, and the technical specialty or rating which performed the maintenance.
Maintenance Requirement Card (MRC)	Provides the procedures and lists the parts and tools needed to perform PMS.
Maintenance Source Code	A numeric code which identifies the source of parts or other materials obtained from other than

normal supply channels, and, when applicable, is entered in data block 18 of NAVSUP Form 1250-1 (or in data block V of DD Forms 1348) prepared to document and report usage only. The maintenance source codes to be used are as follows:

1. Part or material used was cannibalized from another equipment.
2. Part or material used was drawn from salvage, or was obtained by stripping a ship.
3. Parts used were manufactured by the tender or another activity.
4. Parts or material used were furnished by ship being tended or by another activity.

Maintenance Support Package (MSP)	Small, low-cost items included in the AVCAL allowance designated for specialized storage near the activity's aircraft maintenance department.
Major Claimant	Bureau, office or command (e.g. COMLANTFLT, COMPACFLT) designated as administering office under operation and maintenance appropriations which receive operating budgets directly from the CNO.
Major Component	An item that is supported by an APL but which is used in a larger item, such as an equipment. For example, the meat slicer in the enlisted dining facility is an equipment which is supported by an APL, and contains two components, the drive motor and the starter motor, both supported by individual APLs.
Major Unit Or Component	A particular component or segment of an equipment (i.e. a radar set may have several major units, among them an amplifier, tuner, antenna pedestal, etc).
Management Control Activity (MCA)	DOD component activity designated to initially receive and effect control over service initiated and contractor initiated requisitions for Government Furnished Material (GFM). GFM would be supplied from the wholesale supply system.
Mandatory Turn-ln Repairable (MTR)	An item that is required to be turned in to a collection point or DOP for repair when a replacement part is ordered. The repair part is then returned to the supply stock system.
Marine Aviation Logistics Support Program (MALSP)	MALSP provides the conceptual framework within which a number of programs have been developed to enable the Marine Corps to rapidly task organize aviation logistics support for combat operations anywhere in the world. The MALSP defines, in broad terms, the logistics elements (i.e., spare parts, support equipment, mobile facilities, and personnel) that are combined to form a variety of different allowance support packages.

Master Index of APLs/AELs (MIAPL)	An index of HMEO&E, nuclear, and mobile equipment's, components, and systems cataloged by NAVICP MECH. Its various cross-reference lists, which relate equipment/components of system nomenclatures and identification numbers to applicable technical manuals and/or allowance documents (and vice versa), are especially useful guides for determining APL/AEL availability and validity of onboard equipment and requesting/reporting configuration changes.
Master Repairable Item List (MRIL)	A catalog of selected Navy managed items which, when serviceable and not locally repairable, are required to be turned in to a collection point or to a DOP for repair and return to stock.
Master Validation Table (MVT)	Used by the computer to validate data elements of input documents to prevent erroneous data from entering the system. It also contains certain elements of information used in other file maintenance programs which are passed to the proper program as a part of the record in the transaction tape.
Material	Supplies, repair parts, equipment, and equipage used in the Navy/Marine Corps.
Material Control Code (MCC)	A single-alphabetic character assigned by an inventory manager to separate items into more manageable groupings (fast, medium, or slow movers) or to relate to the special reporting and/or control requirements (i.e., MTRs) of field activities. MCCs are listed in NAVSUP P485, volume II, appendix 9.
Material Control Code Decision Listing	By-product of change notice processing, contains a listing of stock numbers that have had a change to or from material control code (MCC), D, E, G, H, Q, and X. Utilized to relocate the material from one storeroom to another.
Material Financial Control System (MFCS)	This is an account for the value of assets carried in the NWCF Account for NAVICP-M/NAVICP-P material.
Material In Transit (MIT)	This includes bills from non-OSO activities (i.e., GSA, DLA and DOV).
Material Obligation	That unfilled quantity of a requisition that is not immediately available for issue, but is recorded by the inventory manager or stock point as a commitment for future issue. Material Obligations are normally assigned status code BB, BC, BD, BP, or BV.
Material Obligation Validation (MOV)	Used to verify the unfilled quantity of a requisition which is recorded as a commitment against existing or prospective stock dues or direct deliveries from vendors.
Material Obligation Validation (MOV) Request	Request from an inventory manager or stock point to a requisitioner for a validation of the

	requirement of unfilled requisitions held as material obligations with outstanding requisitions held by the requisitioner.
Material Obligation Validation (MOV) Response	Reply by a requisitioner to an MOV request advising the requisition holder to continue action to fill material obligation or to cancel all or a portion of material obligation.
Material Receipt Acknowledgment (MRA)	A transaction used to advise that material has been received and posted and/or to indicate that a discrepancy affects the receipt posting/acknowledgment process.
Material Requirement External (MRE)	The function of processing material requirements from other than the user's own activity, supported units, or embarked aircraft squadrons.
Material Requirement Internal (MRI)	The function of processing material requirements from the user's own activity, supported units, or non-supported embarked squadrons.
Media And Status Code (M&S)	A single character code that indicates the type of status required, who is to receive status, and how status is to be furnished, i.e., by what communications media (NAVSUP P485, vol II, appendix 16).
Military Essentiality Code (MEC)/Mission Criticality Code (MCC)	MECs/MCCs give a quantitative rating to the impact of the loss of the equipment, component, or part on the ship's mission and safety. Equipment/component MECs appears in the COSAL Parts IA and B under EQUIP/COMP MEC and in Part ID under MCC. Part MECs appears in COSAL Part IIA. MIL ESS (Military Essentiality) appears in COSAL Part IIIA and includes EQUIP/COMP MEC/MCC from Part I and Part MEC from Part II. Equipment/Component MECs and Part MECs are listed in NAVICPMECHINST 4441.170 Appendix C.
Military Standard Requisitioning and Issue Procedures (MILSTRIP)	Used for ordering commodities from the naval supply system, other military installations, Defense Logistics Agency, and General Services Administration.
Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)	Enlarges upon MILSTRIP by extending uniform communicating procedures, codes, forms, and formats for the transmission of items and financial data between the management, stock control, and storage elements of the military services and DLA distribution systems.
Military Standard Transportation and Movement Procedures (MILSTAMP)	Provides standard procedures, forms, and language to be used by all military services and other agencies using the DOD transportation system.
Military Standards (MILSTD)	A prescribed engineering method or related practice which, when referenced in a contract, becomes a mandatory procedure for suppliers to follow in furnishing material to the military.

	An example is MIL-STD-100 (Engineering Drawing Practices).
Missing, Lost, Stolen, or Recovered (MLSR)	A program which requires the reporting of MLSR property valued at over $500.00, serialized items valued at over $100.00, and all losses of arms, ammunition, and explosives coded as sensitive in OD 12067/NAVAIR 11-1-116 (Catalog of Navy Ammunition Stock).
Mode Of Shipment Code	A one character alphabetic or numeric character which identifies the initial method of movement by the shipper (NAVSUP P485, volume II, appendix 5).
Money Value Only (MVO)	Identifies a receipt posted to expend money obligated for material not assigned an NSN or services from an outside vendor.

-N-

National Codification Bureau (NCB)	Code A two digit code which is included as the fifth and sixth digits of a national stock number (NSN) or a NATO stock number. In an NSN, it identifies the United States as the country that assigned the stock number. In a NATO stock number, it identifies the NATO country that assigned the stock number, or it indicates that the stock number is used by two or more countries.
National Item Identification Number (NIIN)	A nine-digit number consisting of two elements utilized to identify an item. The first element is a two-digit NCB code and the second element is a seven-digit non-significant item identification number assigned by the appropriate inventory manager.
National Stock Number (NSN)	A 13 digit stock number assigned by the Defense Logistics Information Service (DLIS), Battle Creek, MI, to identify an item of material in the supply distribution system of the United States. It consists of a four digit federal supply class (FSC), and a nine digit national item identification number (NIIN) which includes an NCB code as the first two digits.
Naval Supply Systems Command (NAVSUPSYSCOM)	Provides for and meets those material support requirements of the Department of the Navy within the assigned material support responsibility of the Naval Supply Systems Command. They provide supply management with policies, methods, and staff assistance to the Assistant Secretary of the Navy.
Naval Inventory Control Point, Mechanicsburg, PA. (NAVICP-M)	The Inventory Control Point for Cogs 0J, 0M, 0O, 0S, 0U, 1H, 2B, 2E, 2Q, 2T, 3H, 4E, 4T, 4Y, 6A,

	6B, 6C, 6D, 6H, 6L, 6M, 6X, 6Y, 7E, 7G, 7H, 7N, 7Z, 8A, 8S, and 8U.
Naval Inventory Control Point, Philadelphia, PA. (NAVICP-P)	The Inventory Control Point for all `_R' Cog material plus Cogs 0Q, 4Z, 6K, and 8N.
Navy Item Control Number (NICN)	A 13 character identification number which is assigned by an ICP or other Navy item manager to control an item which has not yet been (or will not be) assigned a national stock number (NSN).
Navy Regional Contracting Center (NRCC)	Responsible for centralized buying and other purchase-related functions assigned by the Naval Supply Systems Command.
Navy Regional Finance Center (NRFC)	Located in Washington, DC and Great Lakes, IL is primarily responsible for the payment of dealer invoices as directed on contractual documents (i.e., DD Form 1155) provided by the requisitioner.
Navy Regional Finance Center Codes	A single-numeric code assigned for identification purposes of the Navy Regional Finance Centers.
Navy Retail Office (NRO)	Items Those items for which integrated military supply management responsibility is vested in the Defense Logistics Agency (DLA). The NRO is assigned Navy retail management responsibility for the items; it will fund and control stockage within the Navy retail system.
Navy Supply Information Systems Activity (NAVSISA)	Located in Mechanicsburg, PA, NAVSISA is responsible for maintaining demand data and load list changes, performing Inventory Control Point (ICP) functions, and designing shore-based inventory control systems.
Navy Working Capital Fund (NWCF)	Formerly Navy Stock Fund or Defense Business Operating Fund. A revolving fund which is used to buy material and hold it in inventory until requisitioned for end-use.
Net Unit Price (NUP)	Price charged for a DLR when the carcass will be turned in. Net Unit Price includes repair cost, attention (replacement fee when item is Beyond Capability/Maintenance (BCM)), and surcharges.
Node	A DLR collection, consolidation and transshipment point (validation of drawing/part number to NSN is not performed). It may be operated by a freight agent or government personnel.
Nomenclature	The descriptive name of an item.
Non-Allowance Items	Items which do not appear in authorized allowance documents or, if listed, appear without an allowed quantity.
Non-Demand Based Items (Non-DBI)	Items in the Basic Material File carried in stock as allowed (COSAL, AVCAL, etc.) type items vice being carried based on customer demand. The RO

	is equal to the allowance/load quantity of the item.
Non-Recurring Demand	A demand made on a one time basis, normally, to provide initial stockage allowances, meet planned programmed requirements, and to meet one time project or maintenance requirements.
Non-Reorder Depot Level Repairable Carcass File (NDC)	Holds turn-in document numbers for carcass tracking.
Non-Standard Material	Material that is procured through open purchase with no stock number assigned, thus requiring exception data.
Not Carried (NC) Items	Items that are not stocked (i.e., items for which the supply department does not maintain stock records showing current on hand stock balances).
Not In Stock (NIS)	Items not on board when demand occurs.
Not Mission Capable Supply (NMCS)	Material condition of an aircraft that is not capable of performing any of its missions because maintenance required to correct the discrepancy cannot continue due to a supply shortage.
Not Ready for Issue (NRFI)	Term applied to items that are not in a condition to satisfy the purpose for which intended due to failure or damage.

-O-

Obligation	Funds allocated for procurement of material/services not yet received.
Obligational Authority	Budgeted amount for incurring obligations within an operating budget. Obligational Ceiling Maximum amount of funds which can be legally obligated.
Off-Line	A particular document that has been temporarily removed from the automated process for special attention (NALCOMIS).

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

OFFMP Off-line for Manual Processing (NALCOMIS).

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

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

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

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

Off-load	Term applied to material turned in ashore (i.e., to FISCs, Property Disposal Office, or salvage).
Operating Budget	Annual budget and financial authority granted to an activity or command to perform it's mission. Type Commanders subdivide their expense limitations into various operating budgets.
Operating Level	The terms “operating level” is the quantity of material (exclusive of safety level) required to sustain operations during the interval between successive requisitions; normally, it is the difference in the quantity between the requisitioning objective (high limit) and the reorder point (low limit).
Operating Level Multiplier (OLM)	A mathematical factor relating to the economic order quantity formula in the levels computation (derived by NAVSISA).
Operating Space Items (OSI)	Items required in shipboard operating spaces (e.g., shipfitter shop, electrical shop, laundry, etc.). Such items are not recorded in stock records and are not under control of the supply officer. Management of operating space items is vested in the department heads that control the operating spaces in which the items are located. Section B of Part III of the COSAL (SNSL of Operating Space Items) is a consolidated list of operating space items for the guidance of department heads. Section B items generally are equipage type items or specific equipment related consumables maintained under individual department head custody. However, Section IIIB of the nuclear weapons COSAL also includes general use consumables for which back up material may be stocked by the supply department when supply department stowage space is adequate.
Operating Target (OPTAR)	An estimate of the money required by an operating ship, staff, squadron, or other unit to perform the task and function assigned.

Order and Shipping Level (OSL)	Quantity of material which may reasonably be expected to be used between the time the item is ordered and the date the material is received.
Order and Shipping Time (OST)	Time between the submittal of a requisition and receipt of the material requisitioned (equivalent to procurement lead time).
Organization Code	Code which identifies the reporting and processing activity associated with maintenance and operational data.
Organizational Issue Material (OIM)	Any Navy property that is issued to an individual on a loan basis for use in the performance of official duties. This material will be returned when the individual no longer requires it, transfers to another command, or is separated (e.g., flight clothing, and foul weather gear).
Other Procurement Navy (OPN)	Funds which can be used only for investment-type items.
Other Supply Officer (OSO)	Transfer A transfer of material between two accountable officers within the Navy Working Capital Fund.
Outstanding Requisition	A requisition for which requested material has not been received.
Overage	The quantity received is greater than that ordered or shown on the shipping document. A shipping type overage is not evident on delivery but is discovered when the article of freight as described on the transportation document is opened and the contents are checked.
Override Code	Codes which enable the computer to process transactions that would otherwise error out or that have already errored out.

-P-

Pack Up	Selected supply officer's assets considered mission critical or high usage that are deployed with Marine aviation units to enhance on-site mission support.
Pack-up File (PUF)	Contains a record for each defined pack-up item. Applicable to USID C and M activities.
Pack-up Item File (PUI)	Contains a record for each stock number within each pack-up. Applicable to USID C and M activities.
Packaging	The cleaning, preserving, packaging, packing, and marking required to protect items during every phase of shipment, handling, and storage.
Part	One piece or two or more pieces joined together which are not normally subject to disassembly

	without destruction of the designed use (e.g., outer front wheel bearing of ¾ ton truck, electron tube, composition resistor, screw, gear, mica capacitor, audio transformer).
Part Number (P/N)	Identification number assigned to an item by the manufacturer. When used with a CAGE code it identifies the item. It is used along with other technical data (e.g., model, series, manufacturer of next higher unit, end-use application, etc.) to requisition an item when no stock number is assigned.
Partial Mission Capable Supply (PMCS)	Material condition of an aircraft that can perform at least one but not all of its missions because maintenance required to correct the discrepancy cannot continue due to a supply shortage.
Passing Action	Forwarding of material demands from one supply source to another supply source.
Passing Order	An order used to pass an erroneously routed requisition to the appropriate depot or distribution point, and to pass a requisition from one distribution system to another.
Peacetime Operating Stock (POS)	Items which have a relatively high issue rate, normally, two or more demands in a period of six months and continue to have at least one demand every six months thereafter (equivalent to criteria for SIM items in non automated ships). The POS quantity of a POS item is that portion of the requisitioning objective which supplements the allowance and/or load list quantity; if a POS item is not an allowance or load list item, the entire quantity of the requisitioning objective is considered to be POS. Semiannual review of stock records for POS items is required for recomputation of requisitioning objectives. POS is synonymous with DBI.
Pending Credit File (PCF)	A cumulative report as part of the DI 100 which reflects issue reversals. Credit listed on the report will be shown on a subsequent SFOEDL received by the MALS.
Pending Data Entry File (PDEF)	A file established for the placement of supply documentation during those periods when computer access is not possible.
Percentage Report AVCAL/COSAL	Produces an Aviation Consolidation Allowance List (AVCAL) or Coordinated Shipboard Allowance List (COSAL) percentage or analysis report (but not both at the same time). These reports help to determine fleet material requirements and additive levels of supply, distribution of fleet material assets, and shipboard endurance levels.
Permanent Navy Item Control Number (PNICN)	Assigned by ICPs or other Navy item managers to identify and monitor certain non-NSN items which

	are not expected to produce enough demand to qualify for assignment of an NIIN. It is a 13-character alphabetic numeric designation with an LL in the fifth and sixth positions and FSC other than 0099 or the actual FSC.
Piece Parts	Piece parts required for 2M repairs have been formalized into APLs for each ship class (either as I-Level or as O-Level) having 2M repair capability. NAVSEASYSCOM has funded piece parts and Fleet deployment of an assembled 2M piece part cabinet (OSI) for I-Level only, O-Level support is provided via the ASI process for items to be coded as SRI allowances. 2M support AEL piece parts will be taken up as shipboard allowed items on allowance documents and stock records. Additionally augmented APLs have been developed as more gold disks have become available. Currently these APLs are supported via the ASI process and will continue to be updated via the ASI process as the number of gold disks continues to increase. All of the allowances from the augmented APLs are coded as SRI for both levels (I and O) of maintenance
Pilferable Items	Material especially vulnerable to theft due to its' ready resale value or application for personal use.
Pipeline	A full pipeline is defined as a sufficient quantity of assets, on hand or on order, to meet forecasted demands through a period equal to the procurement lead time plus the safety level and protectable mobilization reserve assets of the LIM, if applicable.
Plan Of Action and Milestone (POA&M)	A document that identifies actions or tasks in the specific order needed to accomplish an objective. This document assigns to each action the office responsible and the start and completion date for each action.
Planned Maintenance System (PMS)	Identifies planned maintenance to be performed on equipment, procedures to be followed, and tools, parts, materials, and test equipment required to perform planned maintenance.
Planned Maintenance System Feed Back Report (PMSFBR)	Used by fleet personnel to notify the Naval Sea Support Centers or TYCOM, on discrepancies relating to PMS.
Pre-expended Bin (PEB) File	Used to record pre-expended bin high and low limits for each PEB item within each established PEB site. Also a cross-reference for PEB item number to stock number.
Pre-Expended Bin (PEB)	A self service storage area stocked with low cost, high usage, maintenance related items which have been expended from stock to department work centers. The criteria for determining PEB items

	are listed in NAVSUP P485, volume I, paragraph 6171.
Pre-Positioned War Reserve Stock (PWRS)	The term "PWRS", as defined in the Dictionary of United States Military Terms for Joint Usage, Joint Chiefs of Staff (JCS) Pub. 1, is the quantity of an item acquired and positioned against a pre-positioned war reserve requirement, i.e., material which strategic plans dictate be positioned prior to hostilities at or near the point of planned use or issue to the user, to ensure timely support of a specific project or designated force during the initial phase of war, pending arrival of replenishment shipments.
Precious Metals Indicator (PMI)	A one-position alphabetic-numeric code identifying the type and content value of precious metal contained in a certain item. These codes are listed in NAVSUP P485, volume II, appendix 8.
Preliminary Research	An investigation of potential discrepancies or pre-adjustment research which involves the consideration of recent transactions, unposted or rejected documentation, search of adjacent or temporary location areas, and verification of cataloging data to determine the correct balance. Preliminary research ends when the physical balance has been verified and the physical inventory adjustment quantity determined.
Preventive Maintenance (PM)	The care and servicing needed to maintain equipment and facilities in satisfactory operating condition by providing for systematic inspection, detection, and correction of failures either before they occur or before they develop into major defects.
Primary/Secondary Indicator (PSIND)	Indicates the level of substitute compatibility. (i.e., P = primary, S = secondary, I = interchangeable, N = not carried).
Priority Designator (PD)	The priority designator (01-15) expresses the relationship between the requisitioners assigned force/activity designator and his selected urgency of need designator, and determines the time frame within which the requisition will be processed (NAVSUP P485, volume I, paragraph 3048).
Procurement	The act of obtaining materials or services either through the supply system or via open purchase.
Procurement Item Identification Number (PIIN)	A 13-position number used by the ICP to identify contracts for procurement items (e.g., N00612-87-Y-0001).
Procurement Lead-time	The interval in months between the initiation of procurement action and receipt into the supply system of a production model, excluding

	prototypes, purchased as the result of such actions.
Product Quality Deficiency	A defect or non-conforming condition detected on new or newly reworked products, premature equipment failures, and products in use that do not fulfill their intended use, operation, or service due to deficiencies in design, specification, material, manufacturing, and workmanship.
Progressive Depot Level Repairables (PDLR)	DLRs that are repaired or tested and checked at the intermediate maintenance level in accordance with the FEDLOG repair maintenance code, but that must be repaired and condemned at the depot maintenance level in accordance with the FEDLOG recoverability code if they cannot be repaired at the intermediate level.
Project Code	A three character code assigned to identify projects of a special program nature for recognition throughout any distribution system. General usage project codes (group 1), which comprise most of the project codes normally used by Navy ships, identify the type of activity or weapons system and the purpose for which the material is being procured (NAVSUP P485, volume II, appendix 6).
Proof of Delivery (POD)	Documentation which has been signed by the requisitioner is commonly referred to as the "Proof of Delivery" copy.
Provision Item File (PIF)	A cross-reference record used to relate the provision item number to the National Item Identification Number (NIIN).
Provisioning	The process of: (1) accomplishing technical planning necessary to establish item support plan, piece by piece, assembly by assembly; (2) establishing the minimum levels responsible for repair; (3) identifying the kind and type of support equipment requirements, handbooks, manuals, and other maintenance publications; (4) determining the basic factory and field training requirements and; (5) providing for the establishment of inventory management records.
Purpose Code	Provides the owner of material with a means of identifying the purpose or reason for which an inventory balance is reserved.

-Q-

Quality Assurance (QA)	A planned, systematic pattern of all actions necessary to provide adequate confidence that the item or product conforms to established technical requirements.
Quantity Deficiency Report (QDR)	Used to report quality deficient material to activities responsible for the design, development, purchasing, supply, maintenance, and contract administration so that the cause of the deficiency can be determined, deficiencies can be corrected, and action to prevent recurrence can be initiated.
Quarterly Asset Report	Produced through the batch processing method. The computer reads various data elements on all BMF records for the user's USID except those having local stock numbers and COGs 9 for retail stock, 01 and 1I forms and printed matter, and 1Q ship's store and commissary stock; then, it generates a status report. AT Code 2 items are included in this report. The computer program formats the extracted information and writes the record to tape.
Query	A query allows a user to see specific records in a particular file without changing the records.
Quicktrans	A scheduled cargo airlift system utilizing commercial air carriers under contract to the U.S. Navy.

-R-

Random (Statistical) Sampling Inventory in Automated Ships	An acceptable method of determining the current inventory accuracy level and whether or not there is a need for a total item count. It is considered to be part of the annual scheduled inventory program and a measure of the stock record accuracy for a segment of material based on the physical count of a specified number of randomly selected items within the segment.
Range	The number of different line items stocked. To increase the stock range is to add new line items to stock.
Ready For Issue (RFI)	Material or equipment which does not require any rework, replacement of overage parts, or other than routine installation condition verification prior to use. RFI items are not necessarily new or like new, but are functionally reliable and meet applicable performance specifications.
Ready Service Spares (RSS)	Formerly repair parts and spares which were designated by Hardware Systems Commands (HSCs)

	during Maintenance Engineering Analysis (MEA) to be stored in or near certain equipment's for troubleshooting and for effecting rapid equipment/ system repairs. RSS, as an additional layer of shipboard inventory, has been eliminated. However, RSS is identified on the APL (Allowance Note Code 6) and will be included as a Storeroom Item (SRI) if the NSN has a valid storeroom allowance
Real Time	As related to SUADPS-RT, a system that provides electronic exchange of data with NALCOMIS.
Receipt	Documented acknowledgment of physical receipt/stowage of material onboard.
Receipt-in-Process (RIP)	Used to prepost stock receipt documents. This DI will not complete the outstanding requisition record, perform any financial functions, or post any quantity to the BMF on-hand quantity. However, if the receipt is not processed within XX days, the computer will generate a follow-up listing for research based upon the parameters set by the user in the Delayed Receipt Report.
Reconciliation (RECON)	An effort between two or more activities, units, or work centers to bring a common file into agreement, such as a PMO RECON where outstanding requisitions are validated between the tender and PMOLANT, Charleston or Report 21 RECONs where manual OPTAR logs are balanced against the SUADPS financial statements (Report 21).
Record Identification Number (RIN)	A machine-assigned number to identify a specific entry in the APL/AEL record in the Weapons System File (WSF). It is used by WSF programs to store, retrieve, and report automated information.
Recoverability Code (RC)	The RC is the third position of the maintenance code, indicating the lowest level authorized to condemn and dispose of an item. The various RCs are listed in NAVSUP P719, chapter 5.
Recurring Demand	A demand to replenish material utilized on a day to day basis.
Redistributable Assets on Order (RAO)	All on order assets above the Requisitioning Objective (RO), when total assets (which include dues) have caused an item to be in a Redistributable-assets-on-board position. Previously known as Unauthorized On Order (UOO).
Redistributable Assets Onboard (RAB)	The level of stock on hand which exceeds the sum of the Ships Authorized Levels (SAL) and the Authorized Retention (AR). AT Code 6 assets are by definition RAB. Also known as Unauthorized Long Supply (ULS).
Redistribution	The act of effecting transfer in control, use, or location of material between units or activities

	within or among the military services and other federal agencies.
Refer	Requisition has been referred to another supply activity.
Reference Number	Any number other than the current stock number, or circuit symbol in electronic equipment's, that is used to identify a part. The most important reference numbers are manufacturer's part numbers. Superseded stock numbers are also a type of reference number. Reference numbers are used in FEDLOG and COSAL to determine the NSN.
Referral Order	An order used between depots, supply centers, inventory managers, or other managers in an established supply distribution system for the purpose of passing correctly routed requisitions for continued supply action when the initial activity cannot fill the demand. When a not carried item is referred to another Navy source (including bounce backs of ICP referrals/redistribution orders) the referring activity will insert an "N" in cc 77 in addition to structuring the referral in the normal manner. This will permit proper demand recording and creation of audit trails.
Regular Allotment	A method used by project managers to grant obligational authority to accountable authorities. These three digit numbers are assigned by NAVSUP and used as the last three digits of the Bureau Control Number.
Reimbursable OPTAR	Separate OPTAR granted to an activity specifically to perform work or provide services.
Reject Reason or Reason Codes (RC)	A code used in the DLR carcass tracking system to relay messages between the ICP and user activities about the disposition of NRFI carcasses. These codes will appear on document identifiers BK1, BK2, and BK3.
Reliability	The probability that an item will perform its intended function for a specific interval under stated conditions.
Remote Expeditionary Support Package	Deployment support package containing the FISP plus selected I level repair capabilities and associated support items.
Remain-in-Place (RIP).	An MTR item that cannot be removed from the equipment in which it is installed until the new item is received. Removal of the old item earlier will cause a system failure.
Reorder Point (RP)	The stock position which signals the need to initiate replenishment action; it includes the sum of stocks represented by the safety level and the order and shipping time. (Equivalent to "low limit").

Repair Part	Any item, including modules and consumable type materials, which has an equipment application and appears in an APL, SNSL, ISL, AVCAL, Naval Ship Systems Command drawing, or a manufacturer's handbook. Section A of Part III of the COSAL (SNSL of Storeroom Items) lists repair parts and equipment related consumables normally stocked by the supply department. Any item in Section A is considered, by definition, a repair part.
Repairable	A component, module, assembly, subassembly or equipment determined by the inventory manager to be economically repairable when it becomes unserviceable. A repairable is identified as a MTR which consists of AVDLAR, DLR, PDLR or as FLR. A MTR is identified by Material Control Codes (MCC) E, G, H, Q, or X. An FLR is identified by MCC D. A repairable is sent to a DSP/DOP indicated in FEDLOG for repair or disposed of in accordance with FEDLOG when it cannot be repaired locally.
Repairable Identification Code (RIC)	A numeric code (APL, AEL, or field change numbers) for electronic material similar to APLs and AELs for hull, mechanical, electrical, and ordnance items.
Repairable Item Code (RIC)	File Cross-reference of repairable identification code numbers to corresponding stock numbers.
Repairables Tracking File (RTF)	Contains records of items that are to be carcass tracked. Records will stay on file for 2 years after completion date.
Replacement Item	A different item supplied as a spare or repair part in place of the originally used part. Replacement items are not necessarily interchangeable with the items they replace; they may be of better quality or may have greater capacity than the items replaced. Replacement items are not substitutes because they are supplied on a continuing basis.
Report Of Discrepancy (ROD) Standard Form 364.	Used to report shipping or packaging discrepancies attributable to or the responsibility of the shipper (including contractors, manufacturers, or vendors). This form is prepared by the receiving activity.
Reporting Activity	A service activity which has reported material to an ICP/IMM.
Request For Improvement In Estimated Shipping Date (ESD)	A follow-up inquiry requesting supply action to improve the estimated shipping date contained in previously furnished supply status documents.
Required Delivery Date (RDD)	The specific Julian date (other than the priority delivery date) when the material is required by the requisitioner.
Requirement	A request for material or services submitted to the supply department for supply action. A

	requirement is also prepared by the supply department for stock replenishment.
Requisition	The document submitted to a supply source to obtain material. Requisitions may be transmitted by message, telephone, or radio when time is of the essence. Such requisitions will be relayed in exactly the same coded format as that specified for message requisitions. Written confirmation of receipt of these requisitions is not required and will not be forwarded.
Requisitioner	Any Navy activity, afloat or ashore, with a unit identification code assigned in the Navy Comptroller Manual, volume 2, chapter 5, requisitioning material from a supply source.
Requisitioning Objective (RO)	The maximum quantity of material to be maintained on hand and on order to sustain current operations; it includes the sum of stocks represented by operating level, safety level, and order and shipping time (equivalent to "high limit").
Rescreen	The act of checking stock on hand posture for NSN's of requisitions previously declared Not-in-Stock. This is normally accomplished by use of a DI 071 (DTO Dues With Material On Hand) listing generated by R-Supply upon request. It can also be accomplished by use of spot inventories.
Resolved Discrepancy	If through preliminary or causative research, it is determined that a discrepancy is due to a transaction error or omission, the proper accounting adjustment will be made to correct the stock or custody records. No survey action (DD Form 200) is required.
Responsibility Center	Command designated to receive and administer an operating budget. A Type Commander is designated as a responsibility center.
Responsible Officer	An individual appointed by proper authority to exercise custody, care, and safekeeping of property entrusted to that individual's possession or supervision. This may include financial liability for losses occurring because of failure to exercise this obligation. For supply system stock held in SAC 207, the Supply Officer is normally assigned this responsibility.
Retention Limit	The maximum quantity of an item authorized to be retained on board. The retention limit consists of the allowance and/or load list quantity (or the requisitioning objective for demand based items), plus the economic retention quantity as authorized in COMLANTFLTINST 4440.5 (series) or COMPACFLTINST 4440.3 (series).

Retrograde	Any movement of material from the forward theater which is being returned to rear supply or maintenance echelons.
Reversal	The act of backing out or adjusting a previous transaction that was processed erroneously.
Revolving Fund	A fund established to carry out a cycle of operations. Such a fund is replenished by earnings or is reimbursed by collections or by charges to other appropriations for such items as commodities furnished or services rendered. The NWCF is a revolving fund.
Reworked Material	Material which has been overhauled, repaired, rebuilt, reworked or modified by a commercial or Government facility and proven during actual system operation. Such material will be considered newly repaired until it has been proven during actual system operation.
Routing Identifier	A three character code used to identify the intended recipient of a supply document. Also, it may indicate the originator of status or the actual consignor of material when used in upper line print positions 4-6 or in lower line print positions 8-10 respectively of status documents (NAVSUP P485, volume II, appendix 7).

-S-

Safety Level	The quantity of material, in addition to the operating level, required to be on hand to permit continuous operations in the event of interruption of normal replenishment or unpredictable fluctuations in issue demand.
Scheduled	Periodic prescribed inspection/servicing of equipment, done on a Maintenance calendar, mileage, or hours of operation basis.
Security	The protection against unauthorized disclosure, transfer, modification, or destruction, whether accidental or intentional.
Sensitive Items	Material that requires a high degree of protection and control due to statutory requirements or regulations, such as: narcotics and drug abuse items; precious metals; items that are of high value, highly technical or of a hazardous nature; and small arms, ammunition, explosives and demolition material.
Service Application Code (SAC)	A variable 5-10 digit code used by NAVICP MECH to enter into the WSF, the service application of an equipment/component.
Service Designator Code	A single character code that identifies a service or element of a service. The letters R, V, and N

	have been established to provide identification of naval requisitioning activities. (e.g., R-Pacific Fleet, V-Atlantic Fleet, N-activities other than Pacific and Atlantic Fleet).
Service Life	The time period during which the item can be maintained in service without replacement.
Service Life Extension Program (SLEP)	The restoration/replacement of a primary aircraft/ship structure which has reached its life limit. SLEP is performed for the express purpose of establishing an increased service life.
Serviceable	The condition of an end-item in which all requirements for repair, bench check, overhaul, or modification, as applicable, have been accomplished, making it capable of performing the function or requirements for which originally designed. When appearance is not a primary consideration, and the condition of the item meets all safety and performance requirements, it will be processed as serviceable.
Services	Non-material requirements such as equipment rental, commercial telephone, ferry tickets, or similar services authorized by proper authority.
SERVMART	A self-service store which is operated by an ashore supply activity to provide a ready supply of relatively low-cost items frequently required by customers in the area.
Shelf-Life Action Code (SLAC)	A two-character code assigned to a shelf-life item to indicate specific inspections, tests, or restorative actions to be taken when the item reaches its storage shelf-life and the extension time of the shelf-life following such action (NAVSUP P485, volume II, appendix 9).
Shelf-Life Code (SLC)	A one-character alphabetic or numeric code which identifies the shelf-life of material. Alphabetic codes (Type I) apply to items whose shelf life cannot be extended. Numeric codes (Type II) apply to items whose shelf life can be extended (NAVSUP P485, volume II, appendix 9).
Shelf Life Item	An item possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure that it will perform satisfactorily in service.
Ship Authorized Levels (SAL)	The maximum value of stock authorized for an activity. For a non POS, the SAL is equal to the Requisitioning Objective (RO); for a POS, the SAL is computed by multiplying the Requisitioning Objective (RO) minus the Order and Shipping Time (OST) quantity by the unit price of the material.
Ship Equipment Configuration Accounting System (SECAS)	The recording and reporting of the information that is needed to manage configuration identification and the status of changes to

	configuration. It is the central authority within the Navy for integrated ship configuration in addition to a wide range of installed shore equipment.
Shipboard Non-Tactical ADP Program (SNAP)	A system designed to replace manual efforts, through automation, in the areas of supply, OPTAR accounting, maintenance management, and administration. SNAP I is the Honeywell DPS-6 computer equipment normally installed on large ships, SIMA's, and Marine Aircraft Groups. SNAP II is general purpose, commercial equipment normally installed on small surface ships and submarines.
Shipment Status	Consists of advice of shipment, including the estimated shipment date or the date shipped, the transportation control number (TCN) or bill of lading number, parcel post registration number, when applicable, the mode of shipment, and the port of embarkation (overseas) or date available for shipment in the United States excluding Alaska and Hawaii.
Shipping Activity	A service/agency activity that originates shipments and plans, assembles, consolidates, documents, and arranges for movement of material.
Ships and MALS Automated Reconciliation Tracking System (SMARTS)	The purpose of SMARTS is to automate the processing of SFOEDL and the UOL.
Ship's Configuration and Logistic Support Index (SCLSI)	Designed to provide the ship's crew and other users with a convenient index of the ship's equipment.
Shortage	When the quantity received is less than that ordered or shown on the shipping document. A shipping-type shortage is not evident on delivery but is received but is discovered when the item of freight as described on the transportation document is opened and checked.
Signal Code	Designates the fields (card columns) which contain the intended consignee (ship to) and the activity (bill to) to receive the bills and effect payment, when applicable. The "Bill to" activity for intra-Navy transactions also may indicate the chargeable or accountable activity. All requisitions and documents resulting there from will contain the appropriate signal code (NAVSUP P485, volume II, appendix 8).
Source Code	These codes appear on APLs/AELs. See NAVSUP P719, chapter 5 for a complete listing of source codes. Source codes consist of two digits which indicate the source of an item required for the maintenance, repair, or overhaul of an equipment. Specifically, the code indicates whether the part is to be procured and carried in the supply system; not to be carried in the supply system

	but to be procured on demand; to be manufactured; to be obtained from salvage; to be assembled using component parts; not to be replaced since installation of next higher assembly is more practicable; or not to be replaced due to impracticality of replacement in that the failure or damage of part indicates a requirement for a complete overhaul or scrapping of the assembly or equipment.
Source Document	An original document which is used to enter data into a computer system.
Space and Naval Warfare Systems Center (SPAWARSYSCEN) Formerly NAVMASSO.	The Central Design Agency (CDA) for the design, development, integration, implementation, and maintenance of fleet maintenance, supply, and financial information systems consistent with Navy policies. The development and maintenance of non-tactical automated data processing systems for Navy and MALS operating forces are their primary missions.
Special Accounting Class (SAC) 207	A segment of the Navy Stock Account (NSA) which identifies material carried onboard tenders, repair ships, combat stores ships, aircraft carriers, amphibious assault ships, and at Marine Aviation Logistics Squadrons (MALS).
Special Maintenance Qualification (SMQ)	A security code that indicates authorization to use a particular conversation. SMQ's are assigned to individual personnel in NALCOMIS. For example, a CDI has an SMQ that allows him to perform the CDI approval conversation.
Special Material Content Code (SMCC)	A single-digit alphabetic code which indicates that an item must be specially handled and/or safeguarded (NAVSUP P485, volume II, appendix 9).
Special Material Identification Code (SMIC)	A two-position alphabetic or alphabetic-numeric code assigned by NAVSUP to certain items which require a source of quality control; technical design or configuration control; and special controls for procurement, receipt, inspection, test, or storage.
Standard Delivery Date (SDD)	The latest date by which the supply system normally is expected to process a requisition and to affect delivery of material to a requisitioner.
Standard Form 364 (Report of Discrepancy)	Item and packaging discrepancies will be reported on a Standard Form 364.
Standard Item	Material, parts, components, subassemblies, or equipment identified or described in military or approved federal and industry standards.
Standard Unit Price	The price a customer is charged for a DLR when there is no NRFI turn-in.
Status Codes	Two character alphabetic-alphabetic or alphabetic-numeric codes which are used by

	inventory managers or supply sources to advise the requisitioner, consignee, or designated monitoring activity of the status of requisitions (NAVSUP P485, volume II, appendix 2).
Stock	Any consumable or repair part, which is stored in a storeroom or space under the control and responsibility of the Supply Officer.
Stock Control Activity (SCA)	The organization that is assigned responsibility for maintaining inventory data on the quantity, ownership/purpose, condition, and location of material due in, on hand, and backordered, to determine availability of material for issue and to facilitate distribution and management of material.
Stock In Transit (SIT)	Navy-owned material transferred between two custodial units.
Stock Unit	The smallest quantity of a stock item that can be issued.
Stockage Objective	The maximum quantity of material to be maintained on hand to sustain current operations; it includes the sum of stocks represented by the operating level and the safety level.
Storage Activity	The organization that is assigned responsibility for the physical handling of material, incident to receipt storage, selection, and shipment.
Storeroom	A secure stowage space of various sizes, shapes, or locations designed to store all stock material carried on the BMF.
Storeroom Action Listing (SAL)	A five part listing produced as a result of change notice processing. This listing reflects NSN changes, Unit of Issue changes, Shelf Life Action code changes, and Exhaust/ Delete/Supersede/Condemned Stock. Also, output as part of the Delayed Receipt Report (DI 094). This listing displays all receipts in process (DI X72) without a corresponding DI X71.
Stores Account Material Management Afloat/Shipboard Authorized Levels (SAMMA/SAL)	Designed to provide management personnel at the shipboard and TYCOM levels with summary and dollar value information regarding a ship's total inventory.
Stow	The act of physically storing material properly so that it is protected from loss or damage, as well as ensuring it will not cause any hazard to storeroom personnel.
Streamlined Automated Logistics Tool Set (SALTS)	A program used for passing information from one activity to another.
Subassembly	Two or more parts which form a portion of an assembly or a unit replaceable as a whole, but having a part or parts which are individually replaceable (e.g., gun mount stand, window sash,

	recoil mechanism, floating piston, terminal board with mounted parts).
Subcategory (SCAT) (electronics)	A four-digit numeric code used to identify a range of measurement requirements by functional category for Portable Electrical/Electronic Test Equipment (PEETE).
Substitute	Item An item authorized for one time use in place of another item, based on a specific application and request. Equivalent or interchangeable items are not included in the term "substitute items". No substitute will be used that might adversely affect any one of the following: a. safety of flight (considering all primary structure and equipment); b. efficient functioning of performance of any aircraft, engine, accessory, or equipment; c. manufacturer's guarantee or warranty; d. delicate, sensitive, or critical assemblies, or those subject to environmental condition, high speed, or high loads. The authority for a substitute is automatically canceled as soon as a substitution is made. Any additional request for the same substitute item must be considered separately and entirely on merits which justify its preference.
Supply Applications Administrator (SAA)	The SSA is an R-Supply/Optimized NALCOMIS knowledgeable person who controls system access and report generations for the Supply Department. Refer to the MCO P4400.177 for a list of all responsibilities.
Suffix Code	A single character code that relates and identifies supply transactions for partial quantities to the original requisition or transaction without duplicating or causing loss of identity of the original document number (NAVSUP P485, volume II, appendix 8).
Summaries	Expenditure documents sent by other supply activities to DFAS to match against the ship's receipts reported as FIR Codes F4 and F5.
Summary	A bill for material transferred to an activity that performs NWCF accounting such as an OSO activity or Fleet and Industrial Supply Center.
Summary Filled Order/Expenditure Difference Listing	Received from DFAS, it contains the result of the monthly reconciliations performed since the last SFOEDL was distributed. The financial records keeper must prepare adjustment documents for each difference shown and review the listings and annotate invalid transactions with applicable rejection codes,

Summary of Effective APLs/AELs (SOEAPL)	A numerical sequence listing, by identification number of APLs/AELs that have repair part support and ACLs with accessories.
Supply Assist	When follow-ups do not render adequate status from the supply system, a supply assist can be submitted via Naval Message to the activity/item manager.
Supplementary Address	Used by the requisitioner to designate another activity by its unit identification code for such purposes as "Ship to" or "Bill to" if either shipment or billing is to other than the requisitioner. When a UIC is not required in this field, the requisitioner may use it for local information by entering the letter Y in card column 45.
Supply Source Code	An alphabetic code which identifies the basis or means of material availability at the time an item is requested, or a numeric code which identifies previously issued material that is returned to the supply department in RFI condition (NAVSUP P485, volume II, appendix 9).
Support Equipment	Equipment such as test equipment, fixtures, hand tools, etc., required for the maintenance, assembly, disassembly, overhaul, repair, and test or check of the end item.
Support Equipment Resources Management Information System (SERMIS)	A collection of technical and cataloging data identifying support equipment end items required for O, I and D level aircraft maintenance.
Supported Unit	Any unit whose financial records are maintained on the same R-Supply database as the host MALS.
Survey	A procedure for determining the cause of gains, losses, or damage to Navy property, establishing personal responsibility (if any), and documenting necessary inventory adjustments to stock records.
Survey Integrity Verification File (SIVF)	This file contains a copy of all surveys pending verification of processing against the Report 34. EUB will ensure that the total money value on Report 34 matches the total money value of all surveys in the SIVF.
Survey Officer	An individual who is appointed in writing by the approving official to conduct a survey when personal responsibility is suspected for lost government property. Individuals so appointed will not be accountable or responsible for or in anyway directly interested in the property being surveyed. The individual must be a commissioned officer, a warrant officer, an enlisted member in grades E-7, E-8, or E-9, or a civilian employee GS-09 or above. The appointing official may act as the survey officer. The Commanding Officer

will appoint the survey officer on all adjustments of classified or sensitive items, as well as on all cases where personal responsibility is evident.

-T-

Table of Basic Allowance (TBA)	Lists the shop equipment's and maintenance materials required for the performance of specific missions. They also include allowances of tools and materials required for use by such activities as Fleet Marine Force squadrons, and Navy Tactical Control squadrons.
Tailored Outfitting List (TOL)	An automatic test equipment (ATE) user allowance list, which is tailored for each aviation training activity and intermediate and depot (D) level maintenance activity.
Technical Data	Data required for the accomplishment of logistics and engineering processes in support of the end-item. Includes drawings, operating and maintenance instructions, provisioning information, specifications, inspection and test procedures, instruction cards, equipment placards, engineering and support analysis data, etc.
Technical Documents	The blueprints, technical manuals, and maintenance procedures which facilitate the accomplishment of maintenance.
Technical Manual	A publication containing a description of equipment, weapons, or weapon systems with instructions for effective use (e.g., instructions covering initial preparation for use, operational instruction procedures, parts lists or parts breakdown, and related technical information or procedures, exclusive of those of an administrative nature).
Technical Manual Identification Number System (TMINS)	A plan developed to encourage standardization and modernization in classifying, indexing, and numbering Navy technical manuals.
Temporary Navy Item Control Number (TNICN)	NICNs with LL in the fifth and sixth positions and a pseudo FSC 0099 or actual FSC are assigned by NAVICP MECH for temporary identification and control of selected non-NSN items pending assignment of NSNs by the DLIS, Battle Creek, MI.
Test Bench Installation. (TBI)	Repairable components which are authorized in the Individual Material Readiness as test bench standards. These components are not part of the MALS AVCAL.
Traceable Shipment	All modes of shipment with the exception of parcel post, mail (registered/certified mail is

	traceable), and local delivery are considered traceable when a specific shipment number (GBL, CBL, TCN, etc.) is assigned and posted.
Transaction Item Report (TIR)	Required for repairable material (MCC of E, G, H, Q, X) with cognizance symbol 2P, 8P, 8X, and 2S with a special material identification code X1 (FBM submarine tenders only).
Transaction Ledger	A detailed list of all transactions which have processed successfully.
Transfer	An action which shifts custody and responsibility for material from one supply officer to another supply officer or another activity.
Transportation Control Number (TCN)	The TCN is the basic element in the MILSTRAP system. A number is assigned to each shipment unit as the shipment control from origin to destination.
Transposition	This is the act of swapping two requisitions (one completed, the other still outstanding) between MCN's. Transposition may be recommended by the IMA but it is accomplished by AWPB.
Transshipment	A transfer of material from one place to another for further shipment or delivery.
Turnaround Time (TAT)	The interval between the time a repairable item is removed from use and the time it is available for reissue in a serviceable condition.
Type/Model/Series (T/M/S)	Refers to the Type/Model/Series of aircraft.
Type Equipment Code (TEC)	A four-character code which uniquely identifies type, model, and series for an aircraft and the major system for some type of ground support equipment (OPNAVINST 4790.2).
Type Equipment Code (TEC)	File Contains supply type equipment codes and type equipment code indicators. This table contains the valid TECs for which the user might issue material.

-U-

Unfilled Order Listing (UOL)	A listing of all unfilled orders (COG 99 transactions only) in the FFSF files over 120 days old which have not matched related expenditure documents and which have not been canceled. It also consists of end-use transactions (i.e., COG 99/services) for which no matching bill has been processed for 120 days and FFSF holds the requisition outstanding.
Uniform Material Movement and Issue Priority System (UMMIPS)	A performance report which indicates the number and percentage of requisitions introduced into the Supply System by Urgency of Need Designator

	(UND) since the last report. Its purpose is to show what percentage of an activity's requirements is high priority versus routine.
Uniform System Identification Code (USID)	Used to identify a particular type of activity: A = AFS/T-AFS C = CV/CVN/LPH/LHA/LHD M = MALS Units T = AD/AR/AS/SIMA
Unit	An assembly or any combination of parts, subassemblies, and assemblies mounted together, normally capable of independent operation in a variety of situations (e.g., hydraulic jack, electric motor, electronic power supply, internal combustion engine, electric generator, radio receiver). The size of an item is a consideration in some cases. An electric motor for a clock may be considered as a unit, inasmuch as it is not normally subject to disassembly.
Unit Identification Code (UIC)	A five digit code assigned by the Navy Accounting and Finance Center (NAFC-624), Washington, DC, to identify a specific Navy activity for supply and accounting purposes. Unit identification codes and related information are listed in the Navy Comptroller Manual, volume 2, chapter 5. The unit identification code is normally preceded by a one digit service designator code R, V, or N, as appropriate.
Unit of Issue (UI)	A two-digit abbreviation used throughout the Navy for requesting, issuing, and recording all material in the Navy Supply System. The plural of the abbreviation will be the same as the singular (NAVSUP P485, volume II, appendix 19).
Unit Price (UP)	The cost of an item per unit of issue.
Unmatched Expenditure	Expenditures of material by public voucher, OSO transfer, or billing for which the unit has not reported receipt to DFAS.
Unmatched Expenditure Processing Program (UNMEX)	Monthly, DFAS will forward an unmatched expenditure tape to an activity. A tape record for each unmatched and partially matched expenditure document on file is provided for the ship and supported units, if applicable. The UNMEX programs compare the DFAS unmatched expenditure tape against the current BRF/RSF/RHF and output listings and skeletonized documents to help resolve differences and/or post adjustments.
Unmatched Receipt	Receipt reported by the unit for which a billing or summary has not been received by DFAS.
Unresolved Discrepancy	An unresolved discrepancy exists when an imbalance still exists between the BMF or MRF record and the physical status of materials in

	storage after preliminary and causative research are completed, and no evidence of erroneous or omitted transactions is found. Records must be reconciled to agree with on-hand balances.
Urgency of Need Designator (UND)	Provides specific information to all levels of management as to the importance of the requirement for material requisitioned in the supply system. This requirement is assigned a priority depending on the urgency of the requirement.
Usage Data	Past usage figures showing the rate of issue for specific items of stock.
Utility Program	A specialized program performing a frequently required everyday task (e.g., sorting, report generation, file updating, file dump, and backup).

-V-

Vendor	A company that supplies material or services.

-W-

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

Appendix O

Financial Support Listings

1. General

a. Information. A monthly STARS-FL report to each OPTAR holder listing among other things, the itemized differences between unfilled orders submitted by the OPTAR holder and expenditures submitted by the issuing activities.

b. Overview. Monthly the TYCOM produces two (2) listings for each activity. These listings, Summary Filled Order Expenditure Difference Listing (SFOEDL) and an Unfilled Order Listing (UOL) are described in reference (f).

(1) Unfilled Order Summary. This listing contains financial outstanding documents that the Naval Supply System has for the activity. The UOL is produced on the same frequency as the SFOEDL (see paragraph (2) below).

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

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

2. Processing Procedures

a. Unfilled Order (UOL) Processing Procedures. Processing of the Unfilled Order Listing (UOL) and the Summary Filled Order Expenditure Difference Listing (SFOEDL) is performed in a mechanized environment utilizing Ships and MALS Automated Reconciliation Tracking System (SMARTS) within R-Supply for OFC-50 accounts and the Aviation StoreKeeper Information Tracking (ASKIT) system for OFC-01 accounts.

(1) UOLs are received in the same manner in which SFOEDLS are received and processed as prescribed by CNAF.

(2) UOLs provide the unit with a list of those obligations processed by TYCOM as received by them via your Transmittal.

(3) It contains those records for which you have not been billed for or have received a partial bill which is an indication that you may not have received material or only a partial receipt of material.

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

(5) Financial Clerks should screen and review this listing for any record that has been completed and initiate the appropriate cancellation action to recoup possibly duplicated expenditures or excess obligations.

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

(b) Those records which contain a date in the POE/SUM date field of the UOL represent some type of payment action has been taken by DFAS. The value which is listed on the UOL represents that portion of your units obligated funds not yet expended and are considered to be Unfilled Orders or Partially Established Orders.

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

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

EXAMPLE #1

- AO_ processed for a quantity of 8 for $800.00. Status received indicates AE1/BJ status code for a quantity of 5 for a bill of $500.00.

- Review of the SFOEDL shows the obligation for 800.00

- The expenditure document is posted for 500.00

- Because the quantities are now different the 300.00 difference will post as a Partial Order Established record (POE).

- Only the 300.00 may recouped in this scenario as the status has indicated (and a receipt is on file) that only 5 would be received. Since the unit failed to internally cancel the remaining 3, the clerk must initiate action to cancel the remaining 3 which will generate a DI X0A (providing immediate credit to your OPTAR) to recoup those unused funds back into the OPTAR. This X0A will be processed by the TYCOM during the next Transmittal processing routine.

EXAMPLE #2

- Initial obligation is processed for a quantity of 5 with a unit price of $125.00 for a total obligation of $625.00.

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

- Review of the requisition indicates the original obligation price was based on a Unit Price of $125.00 each. Additionally, The BRF status shows the requirement to have been suffix coded and receipt (DI X71) has posted for each. However, the expenditure price received by DFAS is $120.00 each.

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

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

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

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

b. Summary Filled Order Expenditure Difference Listing (SFOEDL) Procedures

(1) It is important for the financial clerk to post accurately all SFOEDL differences. Failing to do so will cause the Over/Understating of obligations on official accounting records.

(2) Processing differences are required within 10 days of receipt of the SFOEDL.

3. SFOEDL Procedures

a. Background

(1) General. TYCOM personnel perform official accounting of every operating target granted to an activity functioning within the Standard Accounting and Reporting System - Fleet Level (STARS-FL). They provide a listing of all direct turnover (DTO) documents that have not cleared the match cycle at Defense Finance and Accounting Service (DFAS) Operating Locations (OPLOC). They also provide a means for each activity to draw down these files through SALTS. SFOEDL processing procedures have not changed from those described in reference (h) and in current TYCOM directive, reference (n) paragraphs 1013-1013.3.

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

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

(a) Difference. This term refers to a difference between prices because of an adjustment to the value of an unfilled order that results from the reconciliation process. These transactions are the result of a disparity between the money value of an unfilled order submitted by the OPTAR holder (obligation) and the matching expenditure submitted by the supplying or paying activity.

(b) Correction. This term refers to a type of transaction, originating at the TYCOM, that is a correction for or reversal of a previous transaction that the OPTAR holder rejected.

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

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

(e) Partial Order Established. The term Part Ord. Est. refers to the issue of a quantity of material that is less than the quantity on the original obligation. A requisition that uses a quantity of C9999 usually generates this type of coding. It indicates the establishment of a partial order when an above-threshold unfilled order and expenditure match, except that the expended quantity is less than the unfilled-order quantity. The money value of the partial order will be for the amount that remains outstanding on the unfilled order after the reconciliation. A partial order established record is also generated when a Z0A document reflects a dollar

value greater than the billing being processed by DFAS. When the document number and quantity match, but the bill is less than the Z0A, the remaining funds which would represent a (credit) to the OPTAR, will establish a POE record. To receive the remaining funds, a DI X0A must be processed to receive a SFOEDL Credit difference.

(f) Validated. This term refers to the reversal of a credit to the unit. It is the result of a credit from the TYCOM to a unit based on a challenge. Subsequently, personnel at the billing activity advise that the charge is valid. This type of transaction applies to all of the following types of expenditures:

1. Rejected by the OPTAR holder or the TYCOM,

2. Billed back to the issuing supply activity by the TYCOM,

3. Investigated by the issuing supply activity and found to be valid,

4. Re-billed by the issuing activity with the required documentation supporting the validity of the charges.

OPTAR holders will not reject these transactions when they process the listing. The term Difference and the applicable money value will be on the line immediately following the line on which the expenditure appears.

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

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

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

1. Those that matched to corresponding unfilled orders.

2. Those that are direct-charge and threshold-charged for the period covered by the listing.

b. Required Action

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

(a) Post Differences. The monthly S FOEDL difference will post once it is electronically read into ASKIT/SMARTS. Refer to the appropriate system user guide for steps on electronically reading the SFOEDL.

1. Step 1. Verify the FYTD difference (Column 23 total) of the OPTAR is matching the FYTD difference from the last SFOEDL posted.

2. Step 2. Annotate the term Processed and Posted next to the difference total on the SFOEDL report.

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

1. Step 1. Retrieve the list of challenge codes with definitions that you maintain in your SFOEDL folder.

2. Step 2. For OFC-50 SFOEDLS, forward all Carcass differences to RMD. They have five (5) days to research and return a response to SAD whether to challenge or accept the charge. Then review all line items on the listing and conduct the necessary research to verify the validity of the transactions.

(c) Files to Check During Review. The financial records keeper must research each above threshold unfilled order that appears on the SFOEDL to determine whether or not the difference is valid. Check the applicable document in the DTO or MVO requisition query or the material/financial transaction ledger in R-Supply. In ASKIT, select the record and click the history option.

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

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

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

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

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

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

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

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

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

7. Consider whether cancellation action was valid, at a value in excess of the original unfilled order (obligation), or both. Consider as well adjustments of above-threshold cancellations for which no unfilled order is on file at the TYCOM. Also, consider cancellations whose values exceed those on the unfilled orders.

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

9. Step 4. Check to verify whether you have already made advance adjustments to any of the items on the list.

10. Step 5. Check to verify whether a cancellation action was valid. Also, check whether the cancellation processed for a value that is in excess of the value of the original unfilled order. NOTE: A credit unfilled order is the result of one of the following: (1) The adjustment of a cancellation with an above-threshold value for which TYCOM has no unfilled order on file, (2) A cancellation that exceeds the available value of the unfilled order on file.

TYCOM personnel will administratively cancel the invalid or excessive cancellation transaction and process a charge for the debit difference to the OPTAR holder. This will offset the amount by which the OPTAR holder previously increased the OPTAR balance.

11. Step 6. Challenge all those that are invalid using the appropriate challenge code from your list. OPTAR holders must accept and process DI X76 transactions for all differences shown on the SFOEDL. When a transaction has been determined to be invalid, perform the following steps to advise the TYCOM of the required correction action:

(f) Coding Invalid Transactions. The OPTAR holder is not authorized to process an adjustment for any transaction on the challenge response page until after it is corrected by TYCOM personnel. TYCOM will reverse valid rejections with a correction transaction. The transaction will appear on a subsequent SFOEDL. (Refer to NAVSO P3013 for Challenge Codes)

(g) Other Considerations. Also, keep the following in mind:

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

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

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

4. Provide the appropriate fund code and the complete line of accounting data on the response sheet whenever you use a challenge code of D.

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

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

(1) Step 1. Understand that detailed fuel obligations are not reported via Transmittal Report (TL) in the same manner as material and services. Instead, an MVO document is established once at the beginning of the month by TYCOM based on obligation data (Column 22) of the BOR. Therefore, DFAS does not conduct a matching process for fuel. As long as sufficient funds exist on the MVO document fuel expenditure will liquidate. This can be seen on the SFOEDL, with the first record being the MVO followed by the expenditures. This will result in establishing a POE amount which reflects the balance of the MVO amount minus the expenditure amount.

(2) Step 2. Compare each fuel charge that appears on the SFOEDL to documents in the Financial Outstanding Fuel File (FOFF). If found in the FOFF, match it to the appropriate SFOEDL document. This will complete the fuel transaction and move it to the Completed Fuel File (CFF). If not found in the FOFF, check the CFF. If found in the CFF the possibility exists that you have received a duplicate charge. If not found in the CFF, check the Fuels Automated Server (FAS) and the Defense Energy Service Center (DESC) web-page.

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

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

(1) Timing and Distribution. Complete the processing, review, and validation within 10 days following receipt. Challenge response page will be

forwarded to TYCOM. File a copy of the SFOEDL listing and the challenge reponse report.

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

```
                    SUMMARY FILLED ORDER/EXPENDITURE DIFFERENCE LISTING FOR  10-97                PAGE   508

     21247 570120 96 1804 60AE

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

Figure O-1. -- Sample SFOEDL Report

(3) STARS-FL SFOEDL Layout

COLUMN	TITLE	DESCRIPTION
1	DOCUMENT NUMBER	No change.
2	ACRN	For obligations, an ACRN of AA is assigned unless a requisition number has a suffix code in the 15th position.
3	JOB ORDER FC	Fund Code with zeroes at end.
4	TEC	Type Equipment Code related to AIRPAC or AIRLANT obligation documents.
5	TL NO/ISS ACT	For obligations, it is the ISS ACT transmittal number that established or updated this document number. For aviation money-value-only (MVO) transactions, a generated MVO charge through the Budget OPTAR Report (BOR) will be identified by a TL number of "AVF." For expenditures, the RTG-ID, FIPC, or register number will be shown.
6	ID	Issue date. This will be the voucher date (MMY)
7	BILL/VO	The bill number for Interfund bills NO. and the voucher number for public voucher payments.
8	COG	The cognizance symbol of the material.
9	STOCK NUMBER	Self-Explanatory.
10	DOC ID	OBL=Obligation, EXP=Expenditure, ETR=TR portion of travel
11	UI	Unit of Issue

12	QTY	Specific quantity no longer drives POE. Not to exceed codes are assigned as obligations are processed in STARS-FL.
13	AMT	Amount
14	REMARKS	Refer to next subparagraph.

(4) Amended Comments for the Remarks Block

TITLE	EXPLANATION
DIFFERENCE	Amount by which the OPTAR holder needs to adjust the OPTAR at the moment.
CORRECTION	Type of transaction, originating at the TYCOM, that is a correction for or reversal of a previous transaction that the OPTAR holder rejected.
AD CANC	Adjusted value of an unfilled order when the value of the administrative cancellation submitted by the OPTAR holder exceeds the value of the original unfilled order, or is not in STARS-FL. Will show on the SFOEDL as a charge back to the OPTAR holder. If the AD CANC exceeds the value of the original unfilled order, the entire amount of the AD CANC appears on the SFOEDL as a charge. AD CANC with no match suspends prior to posting to SFOEDL. Credit back to unit pending on change to system.
PT ORD EST	The amount of the document that is re-established when the matching expenditure is coded as a partial expenditure and is less than the amount of the matching obligation.
VALIDATED	This refers to the reversal of a credit to the unit. It is the result of a credit from the TYCOM to a unit based on a challenge. Subsequently, personnel at the billing activity advise that the charge is valid. OPTAR holders will not reject these transactions when they process the listing.
UNMTCH EXP	An expenditure record does not match an obligation in STARS-FL. Same as current logic without threshold concept.
CARCASS	This refers to a debit or credit for DLR material. It can be the result of a price change or the absence of a turn in. SAC-207 unit personnel cannot challenge these Transactions at the TYCOM.

(5) Additional Comments for the Remarks Block

TITLE	EXPLANATION
MATCHED EXP	An expenditure record matches an obligation but the amount does not agree. A POE will be established.

SFOEDL will not show expenditures that match on document and value reflecting Differences of zero.

COST TRANSFER — This is a two sided entry that is entered on line through the COST TRANSFER screen moving charges from one job to another as an expenditure.

LABOR EXP — This remark is assigned for all expended labor records.

APADE CHG — This remark is assigned when a record comes in from APADE and matches a record on the DOC table established from the TL process. If there is a difference between the two, that difference will be shown under this remark.

TL MATCH APADE — When a new incoming TL obligation matches an obligation that has already been established by APADE. Difference should be accepted.

PEND 1 PAY — Invoice and Obligation difference or less than 100 that must be accepted.

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

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

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

                                                                   19,108.23  DIFFERENCE
```

Figure O-2. -- Sample Difference Transaction

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

Qty	Amt		Remarks
Unfilled Order	1	100.00CR	CORRECTION
Expenditure	1	200.00CR	CORRECTION
(Unfilled Order Reestablished)	1	100.00CR	DIFFERENCE

Figure O-3. -- Sample Correction Transaction

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

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

Figure O-4. -- Sample Administrative Cancellation Transaction

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

QTY	AMT		REMARKS
Expenditure	1	95.00	NO UNF ORDER
		95.00	Difference
Expenditure	1	84.00CR	NO UNF ORDER
		84.00CR	Difference

Figure O-5. -- Sample Administrative Cancellation Transaction

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

Figure O-6 is an example of how this type of transaction would appear on the report is as follows:

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

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

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

(a) Rejected by the OPTAR holder (or TYCOM).

(b) Billed back to the issuing Naval supply activity by TYCOM.

(c) Investigated by the issuing supply activity and found to be valid charges.

(d) Re-billed by the issuing activity with the required documentation supporting the validity of the charges. OPTAR holders must not reject these transactions when processing the listing. The term, Difference and the applicable money value will appear on the next line of the listing following the expenditure. Figure O-7 is an example of how this type of transaction would appear on the report is as follows:

	Qty	Amt	Remarks
Expenditure	**2**	**200.00**	**VALIDATED**
		200.00	**DIFFERENCE**

Figure O-7. -- Sample Validated Transaction

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

	Qty	Amt	Remarks
Expenditure	**1**	**110.00**	**UNMATCH EXP**
		110.00	**DIFFERENCE**

Figure O-8. -- Sample Unmatched Expenditure Transaction

(8) Carcass. This remark is printed on a line with an expenditure document when a carcass is being charged to the OPTAR. This happens after the Navy Inventory Control Point in Mechanicsburg (NAVICP-M) or in Philadelphia (NAVICP-P) and their carcass-tracking system indicates the OPTAR holder has not turned in the carcass applicable to the requisition within the prescribed time frame. The three general categories of transactions that have mandatory turn-in repairables (MTR) are as follows:

(a) Non-aviation depot level repairable (non-AVDLR)

(b) Aviation depot level repairable (AVDLR)

(c) General purpose electronic test equipment (GPETE)

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

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

Figure O-9. -- Sample Credit Expenditure Transaction

f. Checkoff List for SFOEDL Processing.

(1) Review each line item on the listing.

(2) Ensure each listing is processed, signed and posted.

(3) Ensure copies are filed and retained for the current and four prior fiscal years.

(4) Verify there is proper fund code assignment (end-use for DTO; SAC-207 for consumable stock replenishment).

(5) Post fund-code differences to the OPTAR.

(6) Ensure DI X76 transactions processed.

(7) Ensure carcass charges are provided to the Depot Level Repairable (DLR) Manager for research.

(8) Ensure challenges are coded properly.

(9) Ensure a manual record is kept (for challenges).

(10) Ensure the figure on the manual log matched column 23 of the NAVCOMPT 2157 (BOR).

(11) Ensure a SFOEDL response page is sent to TYCOM.

(12) Ensure the correct quantity is assigned (C9999 for continuing and 00001 for one time services).

Appendix P

Fuel Processing Procedures

Section I: Fuel Accounting System (FAS) Procedures

A. General

B. Procedures

1. FAS Login Process

2. Review and Verification of FAS Transactions

3. Creating ASKIT Obligation File

Section II: Aviation Storekeepers Information Tracking (ASKIT) Fuel Processing Procedures

A. General

B. Procedures

1. ASKIT Manual Processing Procedures

2. ASKIT Processing Of FES Fuel Documents

3. Requisition Management for Fuel

4. Fuel Files

5. SFOEDL Fuel Processing

Section I: Fuel Accounting System (FAS) Procedures

A. General

1. The objective of the FAS is to increase fuel accountability while promoting near real-time data processing. Fuel that is taken on at a government or commercial sites will typically be processed through FAS. Although, not all fuel transactions are supported by FAS, DESC is working on capitalizing all Defense Fuel Support Points (DFSPS). The FAS Enterprise Server (FES) website is https://www.feshub.desc.dla.mil. All ASKIT clerks are required to obtain a User ID and Password to gain access to the Purple Hub Server. To obtain access to this site, a DD Form 2875 is required. The form and instructions are on the DESC-DC-I-24 and can be downloaded on this website. (NOTE: The DD Form 2875 is DODAAC or UIC specific, which means that each user ID needs to contain every UIC needed to complete that required mission.)

2. FAS data will be the primary input to ASKIT for OFC-01 Fuel vice the fuel chits received from the squadron. Fuel chits will still be maintained and matched to the FAS and SFOEDL charges received. The matched fuel chits will be attached to the FAS transaction, and filed in accordance with paragraph 2111.1.

3. The document series used for FAS fuel is 'FF'. When the AVCARD is used, at commercial locations without an INTO-Plane contract, the document series 'FA' will be used. NOTE: If the same type of aircraft from the same squadron fills up with the same fuel type multiple times during the day, the result will be a rolled-up FAS document number. This rolled-up document number will be billed to the customer on the next to last work day of the month.

B. Procedures

1. FAS Login Process. Fuel processing via the FES Fuels system is accomplished by accessing the FES website. To login into the FES system perform the following steps.

a. Step 1: When the Fuels System initial screen is displayed (Figure P-1), the user can select the Login button or click on the Fuels Customer & Inventory link.

b. Step 2: The next screen displayed is the Fuels Customer & Inventory Login screen (Figure P-2) where the ASKIT clerk will enter their User Name and Password.

c. Step 3: After successful login, the next screen displayed will allow the user to enter the unit's Department of Defense Activity Address Code (DODAAC) and click the "GO" button (Figure P-3). The screen will reappear with the unit's name in the upper left corner (Figure P-4) for verification of the DODAAC.

Figure P-1 -- Fuels System Initial Screen

Figure P-2 -- Fuels Customer & Inventory LOGIN Screen

Figure P-3 -- Select DODAAC

Figure P-4 -- DODAAC Verification

2. Review and Verification of FAS Transactions.

a. Step 1: After verification of the DODAAC, click on the "Buyer Information" button. FES will display the Fiscal Year Account Report (Figure P-5). Default settings for displaying information on this report are:

Figure P-5 -- Fiscal Year Account Report

(1) "Buyer Information By DODAAC".

(2) Program Type - A: Aviation.

(3) Report Type - Budget (FES Post Date).

(4) Fiscal Year - Current Fiscal Year

b. Step 2: To verify the monthly billing, click on the underlined number next to appropriate month in the table entitled "(FY) Fiscal Year Billing Report". FES will display the Account Budget Report (Figure P-6) for the selected month.

(1) In the Monthly Account Summary of Valid Transactions table, fuel charges are divided into three (3) categories.

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

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

(c) Non-DOD Purchases - squadron purchases at commercial locations, both INTO plane contract and non-contract locations.

(2) Within these categories charges are broken by:

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

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

Account Budget Report

Buyer Information By DODAAC | Buyer Information By Org

Customer ALL | Vehicle ID ALL [select] | Vehicle Type ALL [select]
Product Code ALL | Card Number ALL
FES Post Starting Day FEB 01 2004 | FES Post Ending Day FEB 25 2004 | Query

Monthly Account Summary of Valid Transactions

Month	DOD Purchase			Credit			Non-DOD Purchase		
02/2004	$0.00	$16,239.55	$0.00	$0.00	$368.28	$0.00	$0.00	$0.00	$0.00
Total	$0.00	$16,239.55	$0.00	$0.00	$368.28	$0.00	$0.00	$0.00	$0.00

Note: -- Billed -- Valid -- Challenged

Fuel Purchase Summary

Product	NSN Code	Unit Price	Reported Transactions	Challenged Transactions
JP5	9130002732379	$0.9300	$0.00	$0.00
JP8	9130010315816	$0.9100	$0.00	$0.00
		Total	$0.00	$0.00

Figure P-6 -- Account Budget Report

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

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

c. Step 3: To view detailed information on transactions that have processed, click on the underlined dollar value. The next screen displayed will be the Account Purchase Transaction Report (Figure P-7)

d. Step 4: Match fuel receipts (SF 44, Form 1898s, etc.) to transaction displayed on this screen, verifying location bought, fuel quantity, BUNO and other information. (These documents should not be manually loaded into ASKIT). Only records with a Transaction Sequence Number (TSN) can be processed

(1) Valid Transactions

(a) Select the "Review" checkbox associated with that transaction.

(b) Prior to moving on to the next page select the "Review" icon at the bottom of the page. This process will save the data you have already reviewed. Failure to do so will require you to review them again.

(2) Challenge Invalid Transactions

(a) Select the "Challenge" checkbox associated with that transaction.

(b) Select the down arrow in the second column and choose the appropriate challenge code (Figure P-8). (Note: there are only 5 challenge codes, pick the one that most closely applies).

(c) Enter appropriate information in the Challenge Notes block and then select the "Challenge" button at the bottom of the page to record the challenge. This will move the dollar value to the challenge column.

DEFENSE FAS ENTERPRISE SERVER

Account Purchase Transaction Report from FEB-01-2008 to FEB-15-2008 (Budget)

Product Code	ALL	Customer	ALL	Review	ALL
Vehicle ID	ALL [select]	Vehicle Type	ALL [select]	Document ID	ALL [select]
FES Post Starting Day	FEB 01 2008	FES Post Ending Day	FEB 15 2008	Query	

Purchase Transaction total record 35 Prev | 1 | 2 | Next

Record ID	Challenge Reason	Review	TransactionID	Product	Vehicle ID	Vehicle Type	Card Num	Customer	Quantity	Amount	Purchase Location	Proc
-12360075986380.9920080205489	N/A		N60042RU8036A116	JP8	165317	AH-1W	N/A	R09079.AHAX	209.0	635.36	N60042	N6
-12360075986381.8720080205490	N/A		N60042RU8036F121	JP8	165317	AH-1W	N/A	R09079.AHAX	134.0	407.36	N60042	N6
-12360075986381.9220080205490	N/A		N60042RU8036F122	JP8	160801	AH-1W	N/A	R09079.AHAX	167.0	507.68	N60042	N6
-12360075986381.9220080205490	N/A		N60042RU8036F123	JP8	158559	UH-1N	N/A	R09079.AHAP	159.0	483.36	N60042	N6
-12360075986381.0420080205489	N/A		N60042RU8036A117	JP8	160801	AH-1W	N/A	R09079.AHAX	217.0	659.68	N60042	N6
-12360075986381.9220080205490	N/A		N60042RU8036F124	JP8	159194	UH-1N	N/A	R09079.AHAP	191.0	580.64	N60042	N6
-12360075986381.0420080205489	N/A		N60042RU8036A118	JP8	158559	UH-1N	N/A	R09079.AHAP	251.0	763.04	N60042	N6
-12360075986381.0420080205489	N/A		N60042RU8036A119	JP8	159194	UH-1N	N/A	R09079.AHAP	212.0	644.48	N60042	N6
-79001276435913.3020080204638	N/A		M02208RU80320320	JP5	162551	AH-1W	N/A	R09079.AHAX	113.0	345.78	M02208	M
-79001276435913.3020080204638	N/A		M02208RU80320321	JP5	165317	AH-1W	N/A	R09079.AHAX	164.0	501.84	M02208	M
-79001276435913.3020080204638	N/A		M02208RU80320322	JP5	162550	AH-1W	N/A	R09079.AHAX	159.0	486.54	M02208	M
-79001276435913.3620080204638	N/A		M02208RU80320324	JP5	160821	AH-1W	N/A	R09079.AHAX	182.0	556.92	M02208	M
109790603224607.4420080205639	N/A		M02208RU80350001	JP5	158274	UH-1N	N/A	R09079.AHAP	123.0	376.38	M02208	M
109790603224607.4420080205639	N/A		M02208RU80350002	JP5	160113	AH-1W	N/A	R09079.AHAX	118.0	361.08	M02208	M
109790603224607.4420080205639	N/A		M02208RU80350003	JP5	160443	UH-1N	N/A	R09079.AHAP	59.0	180.54	M02208	M
-79001276435913.3020080204638	N/A		M02208RU80320319	JP5	158559	UH-1N	N/A	R09079.AHAP	158.0	483.48	M02208	M
-79001276435913.3020080204638	N/A		M02208RU80320318	JP5	159198	UH-1N	N/A	R09079.AHAP	130.0	397.80	M02208	M
-79001276435913.3020080204638	N/A		M02208RU80320317	JP5	160443	UH-1N	N/A	R09079.AHAP	143.0	437.58	M02208	M
-79001276435913.3020080204638	N/A		M02208RU80320316	JP5	159187	UH-1N	N/A	R09079.AHAP	145.0	443.70	M02208	M
-79001276435913.3020080204638	N/A		M02208RU80320315	JP5	165392	AH-1W	N/A	R09079.AHAX	167.0	511.02	M02208	M
-79001276435913.3020080204638	N/A		M02208RU80320314	JP5	163942	AH-1W	N/A	R09079.AHAX	165.0	504.90	M02208	M
-79001276435913.3020080204638	N/A		M02208RU80320313	JP5	163954	AH-1W	N/A	R09079.AHAX	134.0	410.04	M02208	M
-79001276435913.2520080204638	N/A		M02208RU80320312	JP5	160801	AH-1W	N/A	R09079.AHAX	96.0	293.76	M02208	M
-79001276435913.3620080204638	N/A		M02208RU80320323	JP5	159190	UH-1N	N/A	R09079.AHAP	115.0	351.90	M02208	M
-12360075985941.4720080131485	N/A	✓	N60042RU8031D102	JP8	159196	UH-1N	N/A	R09079.AHAP	28.0	85.12	N60042	N6

Purchase Transaction total record 35 Prev | 1 | 2 | Next

Challenge Notes:

Name: A Training Title: 888 Phone: 888 DSN Phone: Fax: DSN Fax: Email:

Challenge Review

Figure P-7 -- Account Purchase Transaction Report

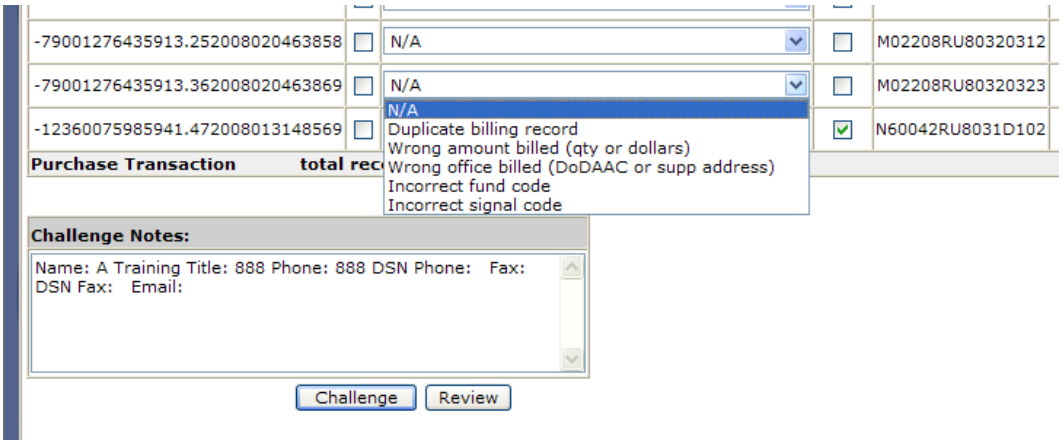

Figure P-8 -- Transaction Challenge

3. Creating ASKIT Obligation File. After completing the verification of fuel bills, the OFC-01 clerk can generate a file for uploading into ASKIT. Paragraph 2111.2c of this Order directs that this process is to be accomplished daily.

a. Step 1: Login into the FES system as outlined in paragraph one (1).

b. Step 2: Select the "ASKIT" button (Figure P-4). FES will display the "ASKIT Menu" screen (Figure P-9).

Figure P-9 -- FES ASKIT Menu

c. Step 3: Click on Preview ASKIT File. FES will display the ASKIT File Preview (Figure P-10) of all transactions to be downloaded.

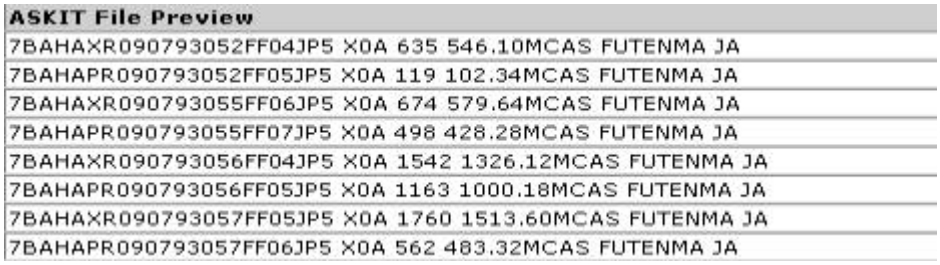

Figure P-10 -- ASKIT File Preview

(1) Verify gallon amount in the obligation document. Gallon amount should match sum of amounts charged against the MILSTRIP document number. If the gallon amount matches the sum of the amount charged against the MILSTRIP document number, click the back arrow on your browser to return to the ASKIT menu.

d. Step 4: Click on Create ASKIT File. The system will create a file and place the extraction in a directory.

e. Step 5: Click on underlined ASKIT directory and then click on the underlined text (Figure P-11). The file will be copied to your storage media for importing into ASKIT.

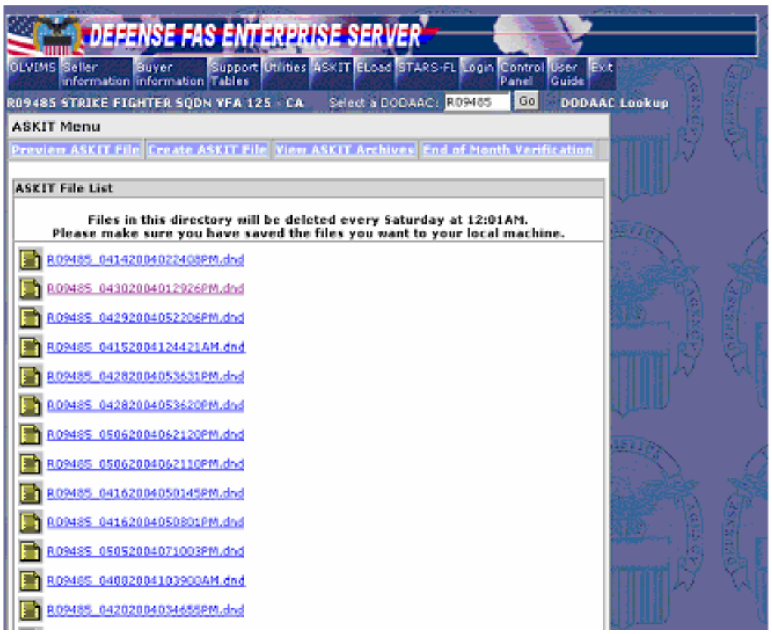

Figure P-11 -- ASKIT File List

f. Viewing your ASKIT Archive or downloading an ASKIT Archive File can be accomplished by clicking on the View ASKIT Archive. Find the file you want and the system will download your selected file. You may have to select a location to download to or a viewer to open it.

Section II: Aviation Storekeepers Information Tracking (ASKIT) Fuel Processing Procedures

A. General. ASKIT is the only program authorized to record and report fuel charges incurred by the squadrons. Fuel transactions are entered into ASKIT manually (obligations from Non-FAS Fuel activities) or by uploading the fuel obligations downloaded from the FES website. The following paragraphs will discuss in detail the process to upload FES transactions, ASKIT validation, and SFOEDL processing procedures.

B. Procedures

1. ASKIT Manual Processing Procedures. The following procedures are used to manually input fuel transactions from non-FAS activities or "Estimated Fuel Documents". Detailed guidance on the functionality of ASKIT can be found in the ASKIT Training Guide.

a. From the "Documents" menu select the "Fuel" option

b. ASKIT will display the "Select Fiscal Year" screen. NOTE: ASKIT will default to the current fiscal year.

c. From the "Fuel" screen click on the "ADD" button to enter a new fuel document.

d. ASKIT will display the "Fuel" screen again, enter the required information and select the "Save" button at the bottom of the screen.

2. ASKIT Processing Of FES Fuel Documents. Prior to importing the ASKIT FAS File, clerks should validate those documents previously identified while validating in FAS, or from the "exception" list provided during the import process. Any corrections or deletions of documents from the FAS file will be done by "editing" the file via notepad prior to importing to ASKIT.

a. Uploading FAS transactions into ASKIT

(1) Select "NEW" from the "FAS Obligations" option under "Processes" menu.

(2) Select the downloaded FAS file in the "select FAS File" window.

(3) Documents will be validated for such things as valid UIC, document number, TEC, etc. Some validations may result in "exceptions" or "warnings"

(4) Once the file is accepted (Validated) in ASKIT, the individual documents will display with the validation results along with the following option buttons now activated: (If there were no Exceptions)

"CANCEL" "PRINT FOR PREVIEW"
"SAVE TO PREVIEW" "ADD TO FUEL"

Note: If there are exceptions, the "Add to Fuel" button will NOT be activated.

(5) ASKIT validates the documents from the FAS file. If it passes validation checks, a list of all the documents will be displayed and the "ALL" buttons will be enabled.

(6) If the documents "FAIL" validation checks, a list of the warning and exception codes with descriptions, will display with the code listed to the left side of the document number and all buttons will be activated except the "Add to Fuel" button.

(7) Select the "Print for Preview". This will print the fuel obligations and return you to the main menu screen.

(8) Reselect "NEW" from the "FAS Obligations" option under "Processes" menu and the file will display again.

(9) Select "Add to Fuel". If there are "exceptions" , select "CANCEL" to delete the file.

(10) Viewing, printing or deleting a FAS file. Select "OPEN" From the "FAS Obligations" option under "Processes" menu.

(11) Select the file you want to view from the pick list. The Obligations in the file will display along with the following options: "Print Selected File" "Delete Selected File" "Exit". If you select "Delete Selected File", validations will be done to ensure no documents in the file have been included on any reports (BOR, SFOEDL, etc.).

3. Requisition Management for Fuel. Managing requisitions via ASKIT eliminates the need to maintain outstanding and completed requisition files. Utilizing the "Queries" menu on ASKIT, the following reports can be viewed and printed: (see ASKIT manual)

a. Outstanding Fuel File (OFF)

b. Completed Fuel File

4. Fuel Files. There are two fuel files maintained in ASKIT. These files contain a copy of all fuel documents. The purpose of these files is to match fuel expenditures appearing on the SFOEDL. Fuel documents shall be maintained for the current and two prior fiscal years on an image retrieval system.

a. Outstanding Fuel File (OFF)

(1) Fuel transactions downloaded from FAS will be charged against the OPTAR via the "Fuel Requisition" menu of ASKIT. This process creates the Outstanding Fuel File (OFF).

(2) The OFF will contain all fuel documents that have not appeared, by document number, on a SFOEDL.

(3) The OFF will be maintained in document number sequence.

(4) Review of Outstanding Obligations. The OFF should be reviewed for obligations that have been outstanding for at least 4 months and still have been not approved on the SFOEDL. Expenditures for fuel received from Navy sources will generally appear on the SFOEDL within 6 months, and 8

months for the Air Force or commercial sources. Administrative cancellation of these documents are not authorized without prior approval from higher headquarters.

b. Completed Fuel File (CFF)

(1) The CFF will contain the fuel documents that have appeared on a SFOEDL.

(2) The CFF is maintained within ASKIT under the SFOEDL option of the "Fuel Menu".

(3) The CFF will be maintained for the current and two prior fiscal years.

c. Challenge File. The CF will contain fuel documents that appeared on the SFOEDL and are being challenged, requisitions that have completed challenge actions (DFAS response) are processed via the "Challenge Response Without Pending Correction" option of the SFOEDL fuel menu. Enter a "Y" in the "Y/N" column for those challenges that are confirmed without a pending correction. Corrections are processed within the SFOEDL Processing option (see Fuel menu of ASKIT manual). Requisitions that have completed challenge actions will be filed in the Completed Fuel File (CFF).

5. SFOEDL Fuel Processing

a. Fuel SFOEDL processing involves some additional files because of the method by which it is processed by DFAS. DFAS does not always match fuel transactions, and these fuel transactions will be printed on the SFOEDL for the OPTAR Holder to process. Procedures for loading the SFOEDL into ASKIT are contained in the ASKIT Users Manual.

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

Fuel Chit in FOFF?	**Fuel Chit in CFF?**	**Exact Match**	**Fuel Chit in the Challenge File?**
Yes		**Yes**	

(1) Fuel Chit and Summary Charge Match

(a) The financial clerk will annotate the fuel requisition in ASKIT (see ASKIT Users manual, SFOEDL Processing Option) with a "M" in the blocked "D/M". The entry on the SFOEDL will be "M" for matched.

(b) The fuel chit in ASKIT will be updated to complete.

(c) Research may be required to match a fuel chit with a summary charge as some billing activities change julian dates, combine issues, use the tail number or bureau number of the aircraft as the document serial number.

(d) A document can be identified by julian date and serial number, issuing activity, quantity, or by any combination of these elements.

Fuel Chit in FOFF?	Fuel Chit in CFF?	Exact Match	Fuel Chit in the Challenge File?
Yes		NO	

(2) Fuel Chit and Summary Difference

(a) The financial clerk will annotate the fuel requisition in ASKIT (see ASKIT Users manual, SFOEDL processing option) with a "D" indicating difference.

(b) Fuel chits marked "D" difference require that the quantity from the SFOEDL be entered in the "SF QTY" column and the direct charge from the SFOEDL be entered on the "DIRECT CHG" column. A charge may be challenged coded in the "CODE" column.

(c) The Fuel chit will then be filed in the Completed Fuel File.

(d) Fuel Chit in CFF, Summary Charge Identical.

Fuel Chit in FOFF?	Fuel Chit in CFF?	Exact Match	Fuel Chit in the Challenge File?
NO	YES	YES	

(3) Fuel Chit in CFF, Summary Charge Identical

(a) While processing within the SFOEDL menu, a requisition is indicated as a match but in fact has been completed as a match from a previous SFOEDL. When this occurs a message window displays indicating the document number previously matched. The history of the document can be displayed by pressing `F2'. Once review is completed, a `D' for difference will appear in the `D/M' column. This will allow for challenging as a duplicate requisition by entering Challenge Code `A' in the `CODE' column.

(b) Once the challenge code is entered, the "BILLING INFORMATION and REMARKS" data input window will be displayed. Enter the bill source and voucher number from the SFOEDL you are working. In the "REMARKS" block, enter the bill/voucher number and month/year of the previously matched SFOEDL. Indicate that this is a duplicate charge.

(c) The fuel requisition will be updated to the challenge file in ASKIT.

(d) Annotate the SFOEDL with challenge code `A' when a duplicate charge exists.

Fuel Chit in FOFF?	Fuel Chit in CFF?	Exact Match	Fuel Chit in the Challenge File?
NO	YES	NO	

(4) Fuel Chit in CFF, Summary Charge Difference

(a) This condition indicates an additional unobligated charge exists under the same document number with a quantity and price different from the previously matched document.

(b) A review of the challenge file should be conducted. If a document in the challenge file matches this charge, record the unmatched expenditure by adding it during SOFEDL processing and entering it as a challenge code "G". Also, the clerk should prepare a memo to DFAS that this erroneous charge has now appeared twice.

(c) The possibility exists that an aircraft could have consumed the fuel you are being summarized for. When research indicates that the fuel could have been procured, enter a "D" in the "D/M" column and accept the charge.

(d) Annotate the SFOEDL with a "D" as this is an additional charge to the same document number.

(e) If this is an erroneous charge, process the appropriate challenge code.

Fuel Chit in FOFF?	Fuel Chit in CFF?	Exact Match	Fuel Chit in the Challenge File?
NO	NO	NO	NO

(5) Summary Charge on SFOEDL, No Fuel Chits/No Record in ASKIT

(a) This condition indicates the possibility of an unmatched expenditure. Research the document in question.

(b) Prior to accepting the charge, the fuel clerk will contact the appropriate squadron operations section and inquire as whether or not an aircraft could have procured the fuel. (Were they in the area or at the facility the charged is being received from?)

(c) When research indicates that one of your aircraft could have bought the fuel, accept the charge. Annotate the SFOEDL with challenge code "U" for unmatched expenditure. Documents on the SFOEDL that do not have a matching document in ASKIT, it will be added by pressing the `F5' key for unmatched expenditures from the SFOEDL processing in the Fuel menu.

(d) If research indicates that this is an erroneous charge, the financial clerk will:

1. Enter the record for the unmatched expenditure by adding it during SFOEDL processing by pressing `F5'.

2. Enter challenge code `G' in the `CODE' column signifying no record.

3. Annotate the SFOEDL with `U' to indicate that the record is unmatched and with `G' to indicate the challenge code.

(e) ASKIT will record the obligation and add it to the challenge file.

Fuel Chit in FOFF?	Fuel Chit in CFF?	Exact Match	Fuel Chit in the Challenge File?
NO	NO	YES	YES

(6) Summary Charge on SFOEDL, Previously Challenged

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

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

(c) Prior to other action being taken on the SFOEDL, the fuel clerk will post the SFOEDL received to ASKIT using "BOR Processing" menu, "SFOEDL Received" submenu.

Appendix Q

Hazardous Material Management

1. General. The purpose of this appendix is to provide general information and procedures regarding establishment and management of the Hazardous Material (HM) program within the Aviation Supply Department (ASD). This appendix will be used in conjunction with Appendix L (Shelf-Life Program) of this Order. Due to the diversity of state regulations, Air Station Orders, and local DRMO turn-in policies, this appendix must be used with those directives. Hazardous material management procedures only apply to those ASD's which physically receive/store and issue hazardous materials. It is understood that numerous MALS have different local hazardous material operating procedures and the ASDTP does not cover all of them. Hazardous material handling, storage and inventory procedures are retained in the ASDTP in the event the ASD must assume full hazmat responsibilities in a deployed environment.

2. Publications. The following list of publications will be on-hand and maintained in support of the ASD's HM program:

a. Relational Supply Support Procedures User's Manual.

b. NAVSUP P-485 volume I – Afloat Supply Procedures.

c. COMNAVAIRFORINST 4440.2_ - Supply Operations Manual.

d. NAVSUP P-722- Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Manual.

e. Hazardous Material Information Resource System (HMIRS) on CD-ROM (Distributed Annually).

f. OPNAVINST 5100.23_ - Navy Occupational Safety and Health (NAVOSH) Program Manual.

g. DOD Publication 4140.27M - Shelf Life Item Management Manual.

h. DOD Publication 6050.5-M - DOD Hazardous Materials Information System Procedures Manual.

i. DOD Publication 6050.5-L - Hazardous Materials Information System for Navy wide use.

j. DOD 4160.21-M - Defense Disposal Manual.

k. OPNAVINST 5090.1_ - Environmental and Natural Resources Program Manual.

l. OPNAVINST 5100.19_ - Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat, Vol. I/II/III.

m. OPNAVINST 5102.1_ - Mishap Investigation and Reporting.

n. MCO 5100.25_ - Hazardous Materials Information System.

o. Federal Standard No. 313B - Material Safety Data Sheet (MSDS) Preparation and Submission.

p. AirStaO_ - Handling, Transfer, and Disposal of Hazardous Materials (HM) and Hazardous Waste (HW).

q. DLAD 4155.37 – Material Quality Control Storage Standards Policy for Shelf-Life Materiel.

3. Background. CNO message 011810Z May 95 directed all Naval activities to implement the Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) program no later than 31 May 98. The intent of this program is to reduce the amount of HM and HW sites within an activity through consolidation. The ability for reutilization needs to be recognized. Excess/turned-in assets need to be redistributed among users at no cost. Through effective consolidation and reutilization of HM, a significant reduction in overall inventory levels and HW (due to NRFI turn-in to DRMO) is recognized, thus improving hazardous material management and reducing funds being expended in support HM. The following definitions apply:

a. Hazardous Material. Hazardous Material is defined as a material, which, because of its quantity, concentration, or physical, chemical, or infectious characteristics may pose a substantial hazard to human health or the environment when released or spilled. Such materials include ammunition, explosives and explosive-actuated devices, propellants, pyrotechnics, chemical and biological warfare materials, medical and pharmaceutical materials, medical waste and infectious materials, bulk fuels, radioactive materials, and other materials such as asbestos and mercury. These materials should be considered hazardous as exposure may occur incident to manufacture, storage, use, and demilitarization of these items.

b. Hazardous Waste. Hazardous Waste is defined as any discarded material (liquid, solid, or gaseous) that because of quantity, concentration, or physical or chemical characteristics, may either cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness; or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed. Hazardous wastes are specific, listed products, certain mixtures of listed products, and/or other wastes that exhibit any of the characteristics of ignitability, corrosivity, reactivity, or toxicity. In general, any container that contains more than one inch of hazardous residue is also considered to be a hazardous waste and is subject to hazardous waste regulations. Additionally, any petroleum or oil based product; such as grease, lubrication oil, or motor oil; that exceeds the maximum allowable concentration of 1000 mg/1 of chlorinated organics is considered to be hazardous waste.

c. Hazardous Substance. The term hazardous substance, based on regulations, implies hazardous material or hazardous waste which has been discharged from its packaging, in a specific "reportable quantity", into the environment and which may have an impact on the environment or human health.

d. Authorized Use List (AUL). The AUL is a document used to identify all Hazardous Material a specified activity is authorized to use and have on hand. The AUL is updated as required.

e. HM/HW/POL Operating File. The operating file consists of all orders and directives necessary for daily operation and control of HW/HM/POL management. It will consist of, at a minimum the following:

(1) Local Orders/Directives

(2) Authorized Use Lists

(3) Current inventory of all HM/HW/POL under control of the ASD.

(4) The ASD generated DD1348-1A's for HM/HW/POL

(5) Local Air Station inspection check lists

(6) Completed weekly inspection checklists

(7) Spill contingency plans

(8) Current assignment letters

(9) Master copy of all MSDS's of material on hand

4. Aviation Supply Department Hazardous Material/Waste Program. The ASD Hazardous Material/Waste (HM/W) Coordinator, appointed by the Commanding Officer is responsible for the daily administration, operation and management of the program within the ASD. The HM/W Coordinator, normally the CMD OIC, will have an assistant HM/W Coordinator and HM/W Handlers assigned. The HM/W Coordinator will maintain all required files and references pertaining to HM/W. This includes, but is not limited to, HM/W Operating File, Material Safety Data Sheets (MSDS) for all HM in stock, HM/W Coordinator appointment letters, HMIRS on CD-ROM, and all applicable publications as identified in this Order. Additionally, CCB will ensure the proper Type Storage Code (TSC) is recorded for each NSN of HM on the Stock Item Query. The TSC's can be found in the reference (w), Appendix 27.

a. The following duties apply only to those ASD's that physically stock Hazardous Material.

(1) HM/W Coordinator Daily Duties. The HM/W Coordinator, or assistant, will conduct walk through inspections of HM/W accumulation and satellite sites, as they pertain to the ASD, during normal working hours. Non-workdays will be recorded in the duty log. Special attention will be directed towards evidence of leaks, leaking containers, open containers, and improper labeling. The daily inspections will be entered into the HM/W Logbook noting all observations. The logbook will contain at a minimum: Date and time of inspection, name of Inspector, notation of observations, nature of any repairs and actions required or taken.

(2) HM/W Coordinator Weekly Duties. The HM/W Coordinator, or assistant, will conduct a comprehensive weekly inspection utilizing an inspection checklist provided by local directives. These inspection checklists will be maintained in the operating file for 3 years, and are subject to review by the Environmental Affairs Department, as well as federal and state officials.

b. MSDS. Ensure current Material Safety Data Sheets (MSDS) are on hand for all HM in the ASD inventory and all HW onsite.

c. Hazardous Waste Management. Ensure procedures for collection, segregation, containerization, labeling, transportation, and disposals are IAW current directives. Ensure all HW containers are properly marked and the DD Form 1348-1A is properly prepared for turn-in. A copy of the DD1348-1A will be maintained in the Operating File for a period of three (3) years.

d. MTIS. Ensure all excess material is properly labeled and processed for Material Turned Into Stores (MTIS).

e. Spill Contingency Plan. A HM/HW/POL spill contingency plan will be developed and maintained for use in the event of a spill. The spill contingency plan will maintain at a minimum:

(1) Procedures for reporting spills during and after working hours.

(2) Procedures for containment of spills.

(3) Cleanup of spills, including equipment and staffing.

(4) First aid measures.

(5) Evacuation Plan.

f. Spill History File. A spill history file will be developed and included as part of the HM/HW/POL operating file.

g. Personnel Protective Equipment (PPE). Ensure adequate and RFI PPE are located within close proximity (100 ft) of a HM/HW site.

h. Assistant HM/W Coordinator. The Assistant HM/W Coordinator will perform all duties of the HM/W Coordinator when he/she is not available. Additionally, the assistant will perform all tasks assigned by the coordinator as pertaining to HM/W.

i. HM/W Handler. The HM/W handler will assist in the handling, collection, and transfer of HM/W under the supervision of the HM/W Coordinator or Assistant.

5. Inventory Management. Hazardous material is managed under R-Supply. R-Supply provides management of stocking levels, turn-ins, shelf life management, and Quarterly reporting through AD-HOC selection.

a. Stocking Levels. Allowance lists and demand history constitute the basic stocking authority for Navy Working Capital Fund (NWCF) activities. The two major allowance lists used by the MALS are the Aviation Consolidated Allowance List (AVCAL) and the Coordinated Shipboard Allowance List (COSAL). Demand history processing is the actual driver of stocking levels for hazardous material.

b. Reviewing Stocking Levels. Stocking levels should be reviewed, at a minimum, on a quarterly basis after demand history processing (DI 073) is accomplished. Special consideration must be given to Requisitioning Objectives (RO) due to inflated demand, shelf life, and available storage. If the stocking level is too high, then the RO and Reorder Point (RP) may be adjusted using the R-Supply Maintain Stock Item screen. If the decision is made to adjust the RO, ensure there is adequate stock on hand to support the Units while in garrison and on upcoming deployments. To prevent the RO from

adjusting automatically establish a "Limit Flag" on the item. To assist in making decisions on stocking levels, consider the following:

(1) Will the new RO support operations in garrison and be sufficient for upcoming deployments?

(2) Is RO inflated due to erroneous or inflated demand?

(3) What is the current availability of assets in the Supply System?

(4) What is the number of shipping days from the ICP?

(5) What special storage is required? (i.e. refrigeration)

(6) Is the item seasonal?

(7) Will material be within shelf life limitations at time of issue?

(8) Is the item authorized for use?

(9) Is there sufficient/proper storage available?

(10) Is special handling required?

c. Inventory of Hazardous Material. All HM will be inventoried annually in accordance with reference (bd) and chapter 6 paragraph 6401.11, DOD HMIRS Procedures. A report of inventory will be prepared and retained by the HM/W coordinator.

6. Shelf-Life Management. The shelf life program is a means to identify those items that have a limited life expectancy or require periodic inspections. This monitoring must begin at the time of receipt and will continue until the item is issued, or the life expectancy has expired and cannot be extended, it is then properly disposed of. Items with a shelf life must be inspected on a regular basis to ensure that only Ready for Issue (RFI) assets are stocked.

a. Shelf Life Code Assignment. All hazardous material is assigned a Shelf Life Code (SLC) and a Shelf Life Action Code (SLAC). SLC's and SLAC's can be located in reference (w), Vol 1 Appendix 9. A SLAC is a 2-digit code used to identify the type of inspection, test, or restorative action to be taken when the item has reached its storage shelf life time period. The SLC is a single digit code used in conjunction with the SLAC. SLC's identify the Shelf Life span of material, from the date of manufacture to the date it should be tested (Type II) in order to extend the shelf life, or disposed of, in accordance with the inventory manager's instructions. The SLC is further broken down into the following two categories:

(1) Type I - Material whose life expectancy is not extendable beyond the expiration date. These items are identified by an alphabetical character.

(2) Type II - Material whose life expectancy is extendable for a limited period of time beyond the original expiration date and is identified by a numeric character.

b. Determining the Shelf Life Period. Normally the material will be stamped by the manufacturer with the Date Manufactured, Shelf Life Type, Expiration Date, and the Inspection/Test Date. Dates may be shown as month/year (i.e. 12/95) or as a quarter/year (i.e. 4Q/95). The shelf life period begins with the date of manufacture. The SLC will identify the Shelf Life period while the SLAC identifies the length of time the shelf life can be extended.

c. Shelf-Life Extension System (SLES). The SLES provides access to the Material Quality Control Storage Standards (MQCSS) database and provides DOD/Federal Agency wholesale managing activities with a mechanism for online, real-time development of their respective appendices to the basic manual. Distribution sites have the capability to query the MQCSS database to obtain storage standards data.

The Quality Status List (QSL) contains the results of tests by DOD/GSA/Commercial physical science laboratories on Type II (extendible) shelf-life material.

(1) MQCSS. The objective of MQCSS is to provide the capability for use of the automated, online, real-time application for developing and maintaining current storage standards for the DOD, the FAA, the GSA, and the Coast Guard (CG) managed Type II shelf-life items. This is a web based program and can be accessed at the following web site https://today.dla.mil/j-3/shelflife/.

(a) Reference (az) requires that all SOS's develop and maintain storage standards for the Type II shelf-life items under their management. These standards are used by storage activities in performing storage surveillance and provides inspection and test criteria for material procured, managed, received, maintained, shipped, and stored by the government. The Shelf-Life Extension Program is designed to provide current storage standards for the DOD, the GSA, and the CG managed items and make storage data more accessible to SOS's/Depots to help reduce the dollar value of shelf-life disposals caused by limited inspection/testing of Type II shelf-life items.

(b) The MQCSS database is NSN driven and interfaces with the Hazardous Material Information Resource System (HMIRS). If HMIRS NSNs are not present in the MQCSS file, the system will automatically update the MQCSS database and add the HMIRS hazardous code. If multiple codes apply to an NSN in the HMIRS file, an 'IX' code will be applied to the MQCSS file. The Hazardous Characteristic Code will be displayed whenever the file is displayed.

(c) Data Element Definitions:

1. National Stock Number (NSN). Thirteen digit NSN consisting of the four-digit Federal Supply Classification (FSC) and the nine-digit National Item Identification Number (NIIN).

2. Approved Item Name. First 46 positions of the item name.

3. Source of Supply (SOS). An identifier code which identifies the Inventory Control Point (ICP) responsible for the preparation, maintenance, and update of the specific storage standard.

4. Defect Code. Two, or four-digit code used to alert inspection personnel to potential defects that require special attention and to establish the elements to be inspected. The first digit signifies the severity of the defect, the second the category of the defect, and the third and fourth the specific defect.

5. Inspection Level (INS) (LEV). Three-digit code selected from MIL-STD 105 that determines the relationship between the lot or batch size and the sample size.

6. Storage Quality Level (SQL). The maximum percent defective or maximum number of defects per hundred units that, for purpose of sampling inspection, can be considered satisfactory as a process average.

7. Shelf-Life Months (SL) (MO). Total period of time in months (three digits) beginning with the date of manufacture, cure, assembly, or pack and terminated by the date by which the item must be used (expiration date) or subject to inspection, test, restoration, or disposal action.

8. Shelf-Life Type Code (S) (L) (T). Identifies the shelf life code.

9. 1st Inspection Month (1st) (IN) (MO). Three-digit number used to identify the time, in months, when the first inspection is due as governed by item criticality and storage environment.

10. Reinspection Month (RE) (IN) (MO). Three-digit number to identify the time, in months, that the item is scheduled for reinspection.

11. Reinspection Limit (RE) (IN) (LT). Single digit to depict the number of re-inspections permitted as governed by the items criticality and storage environment.

12. Type of Storage Code (TY) (ST) (CD). One or two-digit alpha/numeric code that identifies the minimum level of storage environment required for the level of protection and inspection frequency.

13. Hazardous Characteristic Code (HCC). Two-digit alpha/numeric code used to categorize hazardous materials.

14. Packaging/Preservation Method Code (PP) (MD) (CD). Two-digit alpha/numeric code used to identify the characteristics necessary to determine packaging and preservation requirements.

15. Level of Protection (LV) (PK) (CD). One-digit code that indicates the minimum level of packaging protection recommended for the storage condition described by the storage code.

16. Identification Marking Code (ID) (MK) (CD). Two-digit alpha/numeric code indicating any special identification marking required.

17. Test Requirements Code (TEST) (CODE). A maximum three-digit code used to describe any special testing required.

18. Special Requirements Code (SPEC) (CODE). Two-digit alpha/numeric code indicating special characteristics of an item to be applied during receiving, storage, and shipping operations.

19. Additional Requirements Code (ADDL) (CODE). A maximum three-digit alpha/numeric code used to provide additional information required by the storage activity as specified in the storage standard.

20. Technical Publications Reference (T) (P) (R). Established to identify the appropriate publication for additional storage procedure not contained in the standard.

21. Primary Segregation Code (P) (S) (C). Indicates segregation requirements of hazardous material.

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

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

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

1. NSN. If the system is queried by NSN only, multiple records may be extracted. This is due to more than one contract, lot/batch per NSN. A shelf-life extension notice can be displayed for any of the records retrieved by entering the record number at the cursor prompt.

2. NSN, Contract, Lot/Batch. If the system is queried by all three (3) fields then only one record is retrieved.

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

(d) Purging. At the end of each month, records are purged and transferred from the Active file to the History file when either the 'Test Due' date is passed, the existing record is replaced with a record with a later 'Test Due' date, or material has been in Condition Code 'H' for six (6) months past the 'Last Test' date.

(e) QSL Data Elements

1. National Stock Number (NSN). Thirteen digit NSN consisting of the four-digit Federal Supply Classification (FSC) and the nine-digit National Item Identification Number (NIIN).

2. Contract Number. Thirteen digit number assigned to the purchasing agreement with the contractor plus a four-digit call number, where applicable. (There may be multiple contracts associated with one NSN.)

3. Lot/Batch. Alpha/numeric designation assigned by the manufacturer to a specific unit of material under production. (One contract may have multiple lots/batches.)

4. Nomenclature. The item name.

5. Specification. Military, federal, or other 'specification' which applies to the NSN being tested.

6. Last Test Date. Month and year designating the most recent laboratory testing completion date for a specific unit of material.

7. Test Due Date. Month and year designating the next date when laboratory testing is required to determine if the shelf life of a specific unit of material can be extended.

8. Condition Code. MILSTRAP Condition Codes A, C, or H.

A - usable for all Services/Agencies

C - usable only for those Military Services designated in the 'Issue To' column

H - material is not usable and must be disposed of in accordance with existing regulations.

9. Issue To. Military Services that may use the material in its current status.

10. Lab Code. A code established to designate the laboratory performing the testing of the material.

11. Source of Supply. An identifier code which identifies the Inventory Control Point (ICP) managing the item.

12. Fail Code. A code designating the reason why an item failed testing. (At this time, it is anticipated that only the Air Force will have a requirement to complete this field.)

d. Expired Material Receipt. All incoming material will be inspected to ensure the shelf Life is not expired. Expired material will have a Supply Discrepancy Report ([SDR] [SF 364]) submitted if the Extended Money Value (EMV) exceeds $100.00.

(1) DTO Material. SRB will notify the customer to submit a new requisition for the material, due to receipt of expired shelf life material. The receipt will be processed through Optimized NALCOMIS in accordance with established receipt procedure. The receipt paperwork will be annotated as “Expired Shelf Life Material” and forwarded with the material to CSB for processing of a Material Turn-in. The expired shelf life material will be transferred off the Stock Item Query by Offload Processing and turned-in/disposed of IAW local directives.

(2) Stock Material. The HM/W coordinator or assistant will screen all HM prior to placing in location for expired, or close to expired, shelf

life. A label will be attached to the material, if not on the material, identifying it as Type I or Type II. Material must be stored in such a manner as to facilitate the issuing of the oldest stock first, commonly referred to as stock rotation. If the material is expired or there is uncertainty as to condition, the material will not be placed in stock. The receipt paperwork will be annotated "Expired Shelf Life Material" and forwarded with the material to CSB for receipt processing. If the shelf life can be extended IAW the SLAC, then the material will be extended before placing in stock. If the shelf life cannot be extended, the material will be received but stored in a separate location from the RFI material. The expired material will be expended from the Stock Item Query, Offload Processing and turned-in/disposed of IAW local directives.

e. Inspection Frequency. At minimum, Shelf Life material will be inspected on a quarterly basis to ensure only RFI material is stocked and issued. All expired material will be extended, if possible, or disposed of. During this inspection, the material will be rotated within the location to facilitate the issue of the oldest material first.

f. Disposal of Expired Shelf Life Material. Extreme care must be exercised to ensure that expired Shelf Life material is not returned into the supply system. Normally, expired Shelf Life material will be turned in to the nearest DRMO; however, local directives must be followed for proper turn-in. Some installations have a reutilization center where all hazardous materials are turned in. Regardless of where the material is turned in, Offload Processing must be processed to decrement the Stock Item Location quantity and a DD1348-1A must be prepared for shipping of the material. The DD1348-1A must be clearly marked with the remarks "EXPIRED SHELF LIFE MATERIAL" and cite the SLC, SLAC, and condition code of "F".

7. Storage. When HM is received from SRB, the HM/W Coordinator or Assistant will ensure it is not damaged/leaking, it is properly labeled, a complete MSDS is on file and it is ultimately stored in an approved HM storage location. Care must be taken to ensure only compatible materials are stored with or near each other (i.e. don't store acids or corrosives with paints or oils). Stock rotation should occur at this time; paying close attention to the SLC, SLAC, and manufacture date, place the newest material in the rear of the location and the oldest to the front. This will assist in ensuring stock rotation is accomplished and only RFI material is issued. A local procedure will be devised for clearly marking inspection, re-inspection, and expiration dates on the material.

8. Issue of Hazardous Material. Whenever HM is issued, the HM/W Coordinator or Assistant will ensure that it is properly labeled, that it is not damaged or leaking and that an MSDS is made available to the user if the use indicates that one is needed for the specific type of HM being issued.

9. Storeroom Action Listing. The storeroom action listing is produced from Change Notice Processing in R-Supply and contains five sections:

a. NSN Changes. Whenever a NSN changes, the report is generated. The HM/W Coordinator or Assistant will check each item in stock and completely mark through the old NSN and clearly mark the new NSN and Julian date on the material. All boxes will be opened to verify they are not a multi-pack and that the new NSN is on all the material.

b. Unit of Issue Changes. Whenever a unit of issue change occurs this report is generated. The HM/W Coordinator or Assistant must check each item in stock and repackage it to conform to the new unit of issue. This may pose problems when dealing with HM due to containerization. Assistance from the QA division and possibly NADEP may be required for proper packaging. After material is repackaged to conform to the new U/I, the new package will be clearly marked with the NSN and quantity.

c. Security Code Changes. It is highly unlikely this will ever occur to HM; however, if it does, the material must be pulled and placed in a classified area.

d. Shelf Life Code/Shelf Life Action Code Changes. Changes that appear are a result of monthly change notice processing. The HM/W Coordinator or Assistant will check the "manufactured date" on each item in stock and take the required action in accordance with the appropriate SLC and SLAC.

e. Exhaust, Delete, Superseded, or Condemned Stock. The following actions will be taken on this section:

(1) Exhaust. The HM/W Coordinator or Assistant will locate all material identified on the report and mark it with the words "USE UNTIL EXHAUSTED".

(2) Delete. When an NSN is to be deleted, the HM/W Coordinator or Assistant will screen all locations assigned, remove the material, and place it in the pending offload area. A DD1348-1A will be prepared by CCB and the material disposed of IAW current directives.

(3) Superceded. The HM/W Coordinator or Assistant will locate all material and change the NSN to the new NSN.

(4) Condemned Stock. When an NSN is condemned, the HM/W Coordinator or Assistant will screen all locations assigned, remove the material, and place it in the pending off-load area. A DD1348-1A will be prepared by CCB and the material disposed of IAW current directives.

10. Material Safety Data Sheet (MSDS). Material Safety Data Sheets must accompany all hazardous material. A MSDS will be on file, and quickly accessible, for all stocked HM. This is used for chemical storage compatibility, personal protective equipment (PPE), and emergency procedures in case of spill, contact on unprotected skin, inhalation, or ingestion. MSDS are also used in the identification of chemical composition for HAZARDOUS WASTE reporting and disposal. MSDS will be produced using the Hazardous Material Information Resource System (HMIRS) on CD-ROM. An item may be selected using the search screen.

11. Air Station Or Shared Site Commercial Hazardous Material Site Considerations

a. General. When hazardous material responsibilities are either shared with or totally held by external agencies, either commercial or governmental, special considerations must be taken to ensure adequate surge/deployment material exists.

b. Background. As a customer service provider the Supply Department must retain the ability to execute hazardous material management in a deployed, stand alone environment.

c. Considerations

(1) Demand recording. The ASD must ensure timely receipt of demand at a minimum, on a quarterly basis, from the external agency to maintain currency of required deployment HM.

(2) Initial inventory depth and deployment response time requirements. Surge/deployment timeframes will be dictated by established MALSP doctrine.

(3) Currency in hazardous material handling. The ASD will ensure that adequate personnel are available and maintained, in accordance with OSHA standards and chapter 6 of the ASDTP.

(4) Surge deployment capabilities. Ensure that the external agency maintains the capability to provide range and depth of HM to support MALSP doctrine.

(5) Reconciliation to ensure currency of stocked material. Provide additions/changes or deletions to the Authorized Use Lists to support operations in a deployed environment.

APPENDIX R

Preparation Of Financial Liability Investigation Of Property Loss, DD Form 200

1. General. This appendix provides guidance for the preparation of the Financial Liability Investigation of Property Loss (FLIPL), DD Form 200. For the purpose of this appendix, the term 'supply system stock' applies to those assets previously referred to as 'supply officers stores' (those items stocked in the ASD).

2. Survey Criteria. For unresolved discrepancies which do not meet the criteria requiring a FLIPL, adjustment of the stock/custody record to the inventory on hand will be accomplished by means of a physical inventory adjustment. The stock record will be adjusted with a physical inventory gain or loss when the discrepancy cannot be resolved after preliminary research. The following defines the categories of material that will require the submission of a FLIPL (DD Form 200) to substantiate the gain or loss.

a. Supply System Stock

(1) Sensitive items (e.g., narcotics and drug abuse items, precious metals, items which are highly technical or a hazardous nature, ethyl alcohol) when any discrepancy exists, regardless of dollar value involved.

(2) Classified material, regardless of dollar value involved.

(3) Arms, ammunition, explosives, and demolition material regardless of dollar value involved.

NOTE: A Missing, Lost, Stolen and Recovered (MLSR) Report is required for any gain or loss of the above listed material. Detailed procedures for submission of the MLSR are provided in reference (w), chapter 5, paragraph 5134 and reference (be).

(4) Pilferable, valuable and attractive items that are easily converted to personal use (i.e., hand tools, individual clothing, office machines, photographic equipment, etc.) when the extended money value exceeds $750.00.

(5) Bulk petroleum products when the extended money value exceeds $500.00 (aviation fuel will not be surveyed; all losses will be obligated to the applicable tanker squadrons FLTOPS OPTAR).

(6) Noncontrolled items, when the extended dollar value of a Line item physical inventory adjustment is equal to or greater than the causative research thresholds of $2500 (this includes Consumable/AVDLR/DLR/FLR assets).

(7) Any discrepancy or repetitive loss when there is an indication or suspicion of fraud, theft or negligence,

b. Criteria for Property Book Material. This category consists of all accountable government property other than Supply System Stock. It includes Military Real Property, Military Personal Property, Inventories held in Industrial Funds, Weapons and other Military Equipment in use, Plant Equipment, GPETE. When Property Book Material is lost, the Commanding

Officer will determine if a FLIPL (DD Form 200) is required to assign responsibility, to adjust records for such property and to provide relief from accountability. As a rule, all items are subject to survey procedures, with the following exceptions:

(1) Items of nominal value, and extended dollar value not exceeding $750, per incident, unless there is suspicion of fraud, theft or personal negligence.

(2) Motor vehicle accident investigation reports may be used instead of the DD Form 200 when the investigation clearly indicates that there is no negligence, no personal injury and there is no claim against the government,

(3) Property lost during combat operations. These losses are accounted for in other regulations and are not subject to the FLIPL.

(4) Discrepancies in quantities transferred to DRMO, provided that the value of the loss is less than $300 per line item and does not involve sensitive items. A pattern of shortages may trigger an investigation to identify theft or intentional losses of items to avoid preparing turn-in documents.

(5) Special Tooling and Special Test Equipment reporting procedures will be provided by the cognizant laboratory or hardware systems command,

3. Additional Reports. In addition to the above procedures, reference (w), volume 1, chapter 5, part A, section III, paragraph 5134 and reference (be) should be consulted with respect to the policy of Missing, Lost, Stolen and Recovered (MLSR) reports. An initial MLSR message report is required for the loss of high risk arms, ammunition and explosives. A FLIPL (DD Form 200) is required as final report if a sensitive item is in inventory. A Report of Discrepancy (SF-364) also requires a final report if material is damaged in shipment, and for the Discrepancy in Shipment (SF-361) a final report will also be submitted for material damaged in transit.

4. Survey Approval Authority For Supply System Stock. The MALS Commanding Officer is the only individual authorized to approve surveys for supply system stock (consumable and repairable), as established in reference (w), volume I, chapter 5, part A, section III. This authority will not be delegated to the Aviation Supply Officer as it would create a conflict of interest. For all other types of material the Commanding Officer of the squadron having custody of the material, or to whom the material was to be delivered, will retain survey approval authority.

5. Lost In Shipment (LIS) Survey Approval Authority. The MALS AVNSUPO may approve surveys for all Direct Turnover (DTO) repairable requisitions LIS and Stock Replenishment Requisitions (Consumable and Repairable) LIS regardless of dollar value, as established in reference (n), chapter 7, paragraph 700.1g. A separate FLIPL (DD Form 200) summarizing all LIS transactions will be generated at the end of each month for Consumable, Repairable, and DTO repairable requisitions as required and submitted to the AVNSUPO for signature.

6. FLIPL (DD Form 200) For Supply System Stock

a. Survey action for supply system stock will consist of the following steps.

(1) Identification of the inventory discrepancy (gain or loss).

(2) Conduct preliminary research to verify the gain or loss of the material. Preliminary research is a review of all transactions and verification of physical counts to ascertain that a discrepancy actually exists. An audit of the storerooms and workspaces will be conducted and all records reviewed for accuracy. Review transaction ledgers, source documents, suspense listings, pending issues and any unprocessed transactions to reconcile the differences. Preliminary research is complete when the difference is reconciled or when the difference in quantities (on hand versus recorded) is verified as correct.

(3) Conduct causative research to document the circumstances surrounding the gain or loss of the material. Causative research consists of a detailed, in-depth review of the inventory discrepancy to determine why it occurred and required corrective action. It includes the review of all transactions (receipts, issues, change notice action listings, location updates, any previous adjustments, suspended and/or erroneous transactions) within the allowable look-back period. Causative research is completed when the reason for the discrepancy is determined or when the review of records fails to resolve the discrepancy. Look-Back Period is defined as "the period of time in the history of the item being reviewed during which transactions may be considered relevant for processing or correction". This look-back period goes back to the last completed inventory; last location reconciliation; or within one year, whichever occurs first. All documentation generated during this process will be attached to the FLIPL (DD Form 200).

(4) A formal investigation into the loss will be conducted when the preliminary/causative research reveals grounds for suspicion of fraud, theft, negligence or other personal involvement and/or directed by the commanding officer. All classified, sensitive, arms, ammunition and explosives will be the subject of a formal investigation prior to being surveyed. The FLIPL (DD Form 200) will not be submitted until the completion of the formal investigation. A copy of the results of the formal investigation will be attached to the FLIPL (DD Form 200).

(5) The original copy of the FLIPL (DD Form 200) and all preliminary and causative research documentation will be forwarded to the Supply Accounting Division who will screen it and forward it to the supply officer for submission to the MALS Commanding Officer for approval. A copy of the FLIPL (DD Form 200) and all supporting paperwork will be retained in a Pending Survey File by the initiating and accounting divisions.

(6) After the FLIPL (DD Form 200) has been approved by the MALS Commanding Officer, the original copy of the DD Form 200 will be filed in the Completed Survey File maintained by SAD. SAD will notify the initiating division to remove their copy from the Pending Survey file and place it in the Completed Survey File.

(7) Inventory Adjustments of $100,000 or Greater Per Line Item. These adjustments must be reported to the cognizant MAW ALD-C prior to the adjustment, in writing detailing the circumstances of the adjustment. The absolute value of "total inventory adjustments" regardless of the sign (+ or - gain or loss), in excess of $500,000 for any given month will not be posted without prior approval by the MAW. A copy of the approval will be attached to the FLIPL and filed in the Completed Survey File.

7. Preparation of the FLIPL (DD Form 200) (Figures R-1 through R-4).

All information entered on the FLIPL (DD Form 200) will be typed and error free. No white-out or pen changes are permitted. A separate FLIPL (DD Form 200) will be generated for each item being surveyed (gain or loss) above the threshold of $2500.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397.

PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

1. DATE INITIATED *(YYYYMMDD)*	2. INQUIRY/INVESTIGATION NUMBER	3. DATE LOSS DISCOVERED *(YYYYMMDD)*
1999/05/14	N/A	1999/05/10

4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST
7RE1430-01-201-1430	ANTENNA, RADAR	1	$73,901.00	$73,901.00

9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS *(X one)* ☐ LOST ☐ DAMAGED ☐ DESTROYED
(Attach additional pages as necessary)

Item was discovered during Quarterly Scheduled Repairable Inventory. All transactions processed since the last scheduled inventory (03/99) have been reviewed against the CTL and transaction listings. There are no suspended, erroneous, or missing transactions identified, and no previous losses by inventory or lost in shipment transactions for the item have been processed.

10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES *(Attach additional pages as necessary)*

Tech training has been conducted for all RMD personnel with emphasis on proper receipt, storage, of DLR items in accordance with current directives and instructions.

11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10

a. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	b. TYPED NAME *(Last, First, Middle Initial)*	c. DSN NUMBER
	d. SIGNATURE	e. DATE SIGNED

12. *(X one)* ☐ **RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)** ☐ **REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)**

a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED *(X one)* ☐ YES ☐ NO	b. COMMENTS/RECOMMENDATIONS	
c. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)* DIVISION OFFICER IN CHARGE	d. TYPED NAME *(Last, First, Middle Initial)*	e. DSN NUMBER
	f. SIGNATURE	g. DATE SIGNED

13. APPOINTING AUTHORITY

a. RECOMMENDATION *(X one)* ☐ APPROVE ☐ DISAPPROVE	b. COMMENTS/RATIONALE	c. FINANCIAL LIABILITY OFFICER APPOINTED *(X one)* ☐ YES ☐ NO
d. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)* MALS COMMANDING OFFICER	e. TYPED NAME *(Last, First, Middle Initial)*	f. DSN NUMBER
	g. SIGNATURE	h. DATE SIGNED

14. APPROVING AUTHORITY

a. RECOMMENDATION *(X one)* ☐ APPROVE ☐ DISAPPROVE	b. COMMENTS/RATIONALE	c. LEGAL REVIEW COMPLETED IF REQUIRED *(X one)* ☐ YES ☐ NO ☐ N/A
d. ORGANIZATIONAL ADDRESS *(Unit Designation,* MALS COMMANDING OFFICER	e. TYPED NAME *(Last, First, Middle Initial)*	f. DSN NUMBER
	g. SIGNATURE	h. DATE SIGNED

DD FORM 200, OCT 1999 PREVIOUS EDITION IS OBSOLETE.

Figure R-1.—Sample FLIPL (DD Form 200), Inventory Gain