

15. FINANCIAL LIABILITY OFFICER		
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>
	j. SIGNATURE	k. DATE SIGNED
16. INDIVIDUAL CHARGED		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>		
<input type="checkbox"/> Submit the attached statement of objection. <input type="checkbox"/> Do not intend to make such a statement.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.		
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. SOCIAL SECURITY NUMBER
	g. SIGNATURE	h. DATE SIGNED
f. DSN NUMBER		
17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD		
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> AVIATION SUPPLY OFFICER	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED

DD FORM 200 (BACK), OCT 1999

Figure R-1.—Sample FLIPL (DD Form 200), Inventory Gain—Continued

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397.				ROUTINE USE(S): None.			
PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYYYMMDD) 1999/05/14		2. INQUIRY/INVESTIGATION NUMBER N/A			3. DATE LOSS DISCOVERED (YYYYMMDD) 1999/05/10		
4. NATIONAL STOCK NO. 7RE1430-01-201-1430		5. ITEM DESCRIPTION ANTENNA, RADAR		6. QUANTITY 1	7. UNIT COST \$73,901.00	8. TOTAL COST \$73,901.00	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)				<input checked="" type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED	
Item discovered missing during Scheduled Repairable Inventory. A through search of RMD and IMA workspaces was conducted with negative results. All transactions processed since the last scheduled inventory (03/99) have been reviewed against the CTL and transaction listings. No suspended, erroneous, or missing transactions, and no previous gains by inventory were identified.							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Tech training has been conducted for all RMD personnel with emphasis on proper receipt, storage, of DLR items in accordance with current directives and instructions.							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)			b. TYPED NAME (Last, First, Middle Initial)			c. DSN NUMBER	
			d. SIGNATURE			e. DATE SIGNED	
12. (X one)							
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one)				b. COMMENTS/RECOMMENDATIONS			
<input type="checkbox"/> YES <input type="checkbox"/> NO							
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				d. TYPED NAME (Last, First, Middle Initial)		e. DSN NUMBER	
DIVISION OFFICER IN CHARGE				f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE						<input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)			e. TYPED NAME (Last, First, Middle Initial)			f. DSN NUMBER	
MALS COMMANDING OFFICER			g. SIGNATURE			h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE						<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation)			e. TYPED NAME (Last, First, Middle Initial)			f. DSN NUMBER	
MALS COMMANDING OFFICER			g. SIGNATURE			h. DATE SIGNED	

DD FORM 200, OCT 1999

PREVIOUS EDITION IS OBSOLETE.

Figure R-2.—Sample FLIPL (DD Form 200), Inventory Loss

15. FINANCIAL LIABILITY OFFICER		
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>
	j. SIGNATURE	k. DATE SIGNED
16. INDIVIDUAL CHARGED		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>		
<input type="checkbox"/> Submit the attached statement of objection. <input type="checkbox"/> Do not intend to make such a statement.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.		
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. SOCIAL SECURITY NUMBER
	g. SIGNATURE	h. DATE SIGNED
f. DSN NUMBER		
17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD		
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> AVIATION SUPPLY OFFICER	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED

DD FORM 200 (BACK), OCT 1999

Figure R-2.--Sample FLIPL (DD Form 200), Inventory Loss--Continued

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397.				ROUTINE USE(S): None.			
PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYYYMMDD) 2005/02/03		2. INQUIRY/INVESTIGATION NUMBER Not Applicable		3. DATE LOSS DISCOVERED (YYYYMMDD) 2005/02/01			
4. NATIONAL STOCK NO. See Attached List		5. ITEM DESCRIPTION See Attached List		6. QUANTITY		7. UNIT COST	8. TOTAL COST 0.00
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) <i>(Attach additional pages as necessary)</i>				<input checked="" type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED	
Review of outstanding reqns, items were identified as having Overaged Shipping Status. A through search of storage and receiving areas was conducted with negative results. All transactions processed since date of shipment were reviewed and compared to Transaction Listings. No suspended, erroneous, Gain by Inventory transactions or unsubstantiated Material Turn-ins were found.							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES <i>(Attach additional pages as necessary)</i> Tech training has been conducted for all RMD personnel with emphasis on proper requisition management and receipt/storage procedures of DLR items in accordance with current directives and instructions.							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) DIVISION NCOIC		b. TYPED NAME (Last, First, Middle Initial)			c. DSN NUMBER		
		d. SIGNATURE			e. DATE SIGNED		
12. (X one)							
RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)				REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)			
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) DIVISION OIC		d. TYPED NAME (Last, First, Middle Initial)			e. DSN NUMBER		
		f. SIGNATURE			g. DATE SIGNED		
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE			c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) N/A		e. TYPED NAME (Last, First, Middle Initial)			f. DSN NUMBER		
		g. SIGNATURE			h. DATE SIGNED		
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE			c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) AVIATION SUPPLY OFFICER		e. TYPED NAME (Last, First, Middle Initial)			f. DSN NUMBER		
		g. SIGNATURE			h. DATE SIGNED		

DD FORM 200, OCT 1999

PREVIOUS EDITION IS OBSOLETE.

Figure R-3.—Sample FLIPL (DD Form 200), Lost In Shipment

15. FINANCIAL LIABILITY OFFICER		
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>
	j. SIGNATURE	k. DATE SIGNED
16. INDIVIDUAL CHARGED		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>		
<input type="checkbox"/> Submit the attached statement of objection. <input checked="" type="checkbox"/> Do not intend to make such a statement.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.		
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. SOCIAL SECURITY NUMBER
f. DSN NUMBER	g. SIGNATURE	h. DATE SIGNED
17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD		
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. DSN NUMBER
N/A	e. SIGNATURE	f. DATE SIGNED

DD FORM 200 (BACK), OCT 1999

Figure R-3.--Sample FLIPL (DD Form 200), Lost In Shipment--Continued

Figure R-3.-Sample FLIPL (DD Form 200) , Lost In Shipment--Continued

NATIONAL STOCK NUMBER	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE	REQN DOCUMENT NUMBER	SURVEY DOCUMENT NUMBER
7RH1630-00-159-2647MF	WHEEL ASSY, LANDING CAGE: 13587 P/N: 631T093G1 UNCLASSIFIED	01 EA	\$2430.00	\$2430.00	R90999-8245-1861	R90999-8245-1861
7RE1430-00-601-2412GF	ANTENNA, RADAR CAGE: 97942 P/N: 312013-15 UNCLASSIFIED	01 EA	\$87,146.00	\$87,146.00	R90999-8021-1923	R90999-8021-1923
7RH5865-01-231-0938PF	RADIO SET, UHF CAGE: 13499 P/N: 142-1882-001 UNCLASSIFIED	01 EA	\$53,189.00	\$53,189.00	R90999-9064-1972	R90999-9026-1972
TOTAL DOLLAR VALUE				\$142,765.00		

R-10

Enclosure (3)

MCO 4400.177F
18 May 2009

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397.				ROUTINE USE(S): None.			
PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYYYMMDD) 1999/05/30		2. INQUIRY/INVESTIGATION NUMBER N/A		3. DATE LOSS DISCOVERED (YYYYMMDD) 1999/05/28			
4. NATIONAL STOCK NO. 7RH1630-00-159-2647		5. ITEM DESCRIPTION WHEEL ASSY, LANDING		6. QUANTITY 1	7. UNIT COST \$2,430.00	8. TOTAL COST \$2,430.00	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)				<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED	
Requisition R0999-8245-1861 was surveyed as Lost In Shipment on 1999/03/28 in accordance with NAVSUP P485. Material was received on 1999/05/28.							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)			b. TYPED NAME (Last, First, Middle Initial)			c. DSN NUMBER	
			d. SIGNATURE			e. DATE SIGNED	
12. (X one)	RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)		REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)				
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one)	b. COMMENTS/RECOMMENDATIONS						
<input type="checkbox"/> YES <input type="checkbox"/> NO							
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)			d. TYPED NAME (Last, First, Middle Initial)			e. DSN NUMBER	
DIVISION OFFICER IN CHARGE			f. SIGNATURE			g. DATE SIGNED	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE						<input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)			e. TYPED NAME (Last, First, Middle Initial)			f. DSN NUMBER	
MALS COMMANDING OFFICER			g. SIGNATURE			h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE						<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation,			e. TYPED NAME (Last, First, Middle Initial)			f. DSN NUMBER	
MALS COMMANDING OFFICER			g. SIGNATURE			h. DATE SIGNED	

DD FORM 200, OCT 1999

PREVIOUS EDITION IS OBSOLETE.

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

15. FINANCIAL LIABILITY OFFICER		
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>
	j. SIGNATURE	k. DATE SIGNED
16. INDIVIDUAL CHARGED		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>		
<input type="checkbox"/> Submit the attached statement of objection. <input type="checkbox"/> Do not intend to make such a statement.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.		
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. SOCIAL SECURITY NUMBER
	g. SIGNATURE	h. DATE SIGNED
f. DSN NUMBER		
17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD		
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> AVIATION SUPPLY OFFICER	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED

DD FORM 200 (BACK), OCT 1999

Figure R-4.--Sample DD Form 200, DI X43 Reversal--Continued

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

- b. Block 2: Survey Document Number - for supply system stock, the Survey Document Number will be auto assigned by R-Supply and this number will be entered in Block 2. For all LIS surveys enter "Not Applicable".
- c. Block 3: Enter date the loss was discovered. Line out the word loss and insert gain when applicable.
- d. Block 4: Enter NSN or CAGE and Part Number of the item or, for multiple line items, enter "See attached list."
- e. Block 5: Enter nomenclature, serial number (if known), security codes and model number. For multiple line items enter "See attached list."
- f. Block 6: Enter quantity and unit of issue or, for multiple line items, enter "See attached list."
- g. Block 7: Enter unit price (NOTE: FLIPL DD-200 not required when EMV for a consumable item is less than \$2500 or standard price of a repairable item is less than \$2500) (a survey will be required from the OMA/IMA for all lost repairable components regardless of dollar value) or, for multiple line items, enter "See attached list."
- h. Block 8: Enter extended money value or, for multiple line items, enter "See attached list."
- i. Block 9: Check the appropriate box. Provide a complete, brief (but concise) statement of facts. Attach additional sheets if required. This statement must answer the five basic questions of who, what, when, where, and how. In the lower right hand corner of the block include the signature, typed or printed name, and rank of the individual(s) who performed the research.
- j. Block 10: Enter corrective action and measures taken to prevent future occurrences.
- k. Block 11: Causative Research Validation. Typed name and signature of the NCOIC of the individual(s) performing the research documented in block 9 and 10.
- l. Block 12: Responsible Officer. An individual appointed by proper authority to exercise custody, care, and safekeeping of property book material. Reviewing Authority. An individual designated in writing by the approving authority to review and analyze the results of supply system stock research.
- m. Block 13: Appointing Authority. An individual designated in writing by the Approving Authority. The Approving Authority may act as the Appointing Authority. The Appointing Authority appoints Financial Liability Officers, if required; approves or disapproves the recommendations of the Responsible Officer, Reviewing Authority, or Financial Liability Officers; and recommends actions to the Approving Authority. The Appointing Authority is normally senior to the Responsible Officer, Reviewing Authority, Accountable Officer, and Financial Liability Officer.
- n. Block 14: Approving Authority. The Approving Authority makes determination to either relieve involved individuals from responsibility and/or accountability or approve assessment of financial liability. The

Approving Authority may act as the Appointing Authority or designate an Appointing Authority in writing. The Approving Authority is normally senior to the Appointing Authority. The Approving Authority will be the Commanding Officer, except as specified in NAVSUP P485, volume I, par. 5127-6.

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

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

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

(1) For controlled equipment the survey document number will be assigned by SSD. The first six digits will be the UIC of the squadron initiating the survey (i.e., V09389-743-2001). After the document number has been entered, CRB will forward the DD Form 200 and all supporting documentation to the AvnSupO for his review prior to the Commanding Officers signature. The AvnSupO will then forward the DD Form 200 to the Appointing Authority, if one is assigned, or to the Commanding Officer for his signature. Once the Commanding Officer signs the DD Form 200 and forwards it back to the AvnSupO for his signature is this block.

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

r. Block 17b: Typed name and signature of the supply officer

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

Appendix S

Reconciliation Aids Processing

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

2. Requesting RECAIDS. The following programs are recommended for requesting requisition Reconciliation Aids:

a. R-Supply

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

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

(3) BMT Equivalent: User can produce a report from the Buffer Management Tool tailored to meet specific criteria.

b. Optimized NALCOMIS

(1) Outstanding Material Requirement Report (J62500): The user can access this report from the Reports Submenu>Supply>Outstanding Material Requirement drop down selection box. This action will bring up the Outstanding Material Requirement report screen. The user will select the parameters according to the type of report they require.

(2) ADHOC Query: The user will utilize the Reports Submenu>ADHOC>Expert drop down selection box to access the ADHOC Expert Query. (NOTE: Certain users may not have access to this function. Contact the SAA for access to the ADHOC Query.)

(3) BMT Equivalent: User can produce a report from the Buffer Management Tool tailored to meet specific criteria.

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

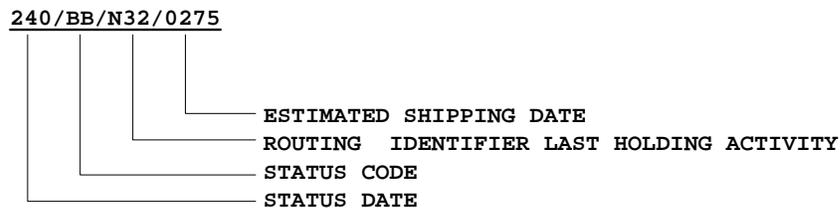
- a. Issue Group I Critical (priorities 01-03) - daily.
- b. Issue Group I (priorities 01-03) - weekly.
- c. Issue Group II & III (priorities 04-15) - monthly.

NOTE: Outstanding Stock requisitions should be prioritized based on TRR and Physical Buffer health. Appendix W contains available tools.

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

5. Review Of The Requisition And Status Records

a. The first step of ensuring appropriate follow-up action is accomplished, is to review all status and follow-up records already recorded against a requisition. In order to understand how to read AE_ status you must understand the 4 elements status is comprised of. These elements are as follows:



(1) Status Date: Position 62-64. This is the date the status was prepared by the activity whose Routing Identifier appears in position 4-6.

(2) Status Code: Position 65-66. The status code informs the requestor what is happening to the requisition.

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

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

(5) Together the above data elements (date/status code/RI-LHA/ESD) provides a picture of what is happening to each requisition. The definition of all status codes listed in Table S-2 must be understood to properly interpret status and initiate the appropriate requisition action.

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

to a Navy Supply Center (NSC) and the NSC passes it back to the ICP who gives the requisition 'BACKORDER' status. The status would be recorded as follows:

AE1/PEZ/239/BM/N32 - Status from POE.
AE1/N32/239/BM/NOZ - Status from ICP.
AE1/NOZ/239/BM/N32 - Status from NSC.
AE1/N32/239/BB/N32/0360 - Status from ICP.

In this situation 239/BB/N32/0360 is the most current status. When reviewing requisition status records, care must be taken to avoid the submission of follow-up action to the wrong activity. It is very easy to confuse the date of the last status, especially for requisitions that have been outstanding for longer than 365 days. Additionally, some requisitions may display multiple status records with the same Julian Date (i.e., 100/BM/N32, 100/BM/NDZ, and 100/BD/NDZ). The submission of follow up action to the wrong activity could result in the receipt of BF status (no record of requisition). This will cause unnecessary delays in the shipment of, what could be, urgently required material.

6. Submission of Follow Up Action. The type of follow up action depends on the status received from the Supply System. Table S-1 lists follow up DI's with a brief definition of each one. Table S-2 lists supply system status codes with their plain language definition. Additionally, it lists the recommended follow up DI for each status code. Guidelines for the submission of follow up action are as follows:

DI	Types of Follow up Document Identifiers Definition
AF_	This DI is used only to request current status of requisitions from holding activity. NOTE: ensure the follow-up is going to the last known holder of your requisition or risk receiving a "BF" (no record).
AFC	Used to request improvement of the estimated shipping date, when the date indicated in cc 70-73 of the status record is considered unsatisfactory.
AFT	Request for shipment tracer action for material shipped via Registered, Insured, Certified Parcel Post, and/or TCN or GBL assigned.
AM_	Used to request modification of the Required Delivery Date, Project Code, Media and Status Code, Supplementary Address, Distribution Code, Signal Code, Fund Code, Advice Code, and Priority.
AT_	Used to request current status of requisition. In addition if the supply source has no record of the submitted requisition, this follow up will be processed as a requisition.

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

Inter-Service Status Codes

Status Code	Definition/Follow Up DI
BA	Item being processed for release and shipment. AF1
BB	Item back ordered against a due-in to stock. The ESD for release of material to the customer is contained in CC 70-73. AFC - If ESD is greater than 30 days. AF1 - If ESD is past the current Julian Date.
BC	Item or original requisition containing this document number has been back ordered. Long delay is anticipated and ESD is in CC 70-73. Item identified in the stock number or remarks field can be furnished but it is not an automatic substitute. The price of the substitute item is in cc 74-80. If desired, submit a new requisition for the substitute and submit a cancellation for the original requisition. AFC - If substitute offered is unacceptable. AC1 - If substitute offered is acceptable.
BD	Requisition is delayed due to need to verify requirements pertaining to: <ol style="list-style-type: none">1. Authorized Application.2. Item Identification.3. Technical Data.4. Intent to procure for direct delivery (when known). When the requirement is placed on direct delivery, the ESD will be entered in cc 70-73. Upon completion, review or procurement, additional status will be provided to indicate action taken. AFC - If ESD is established. AF1 - If no ESD is established.
BF	No record of your document for which your follow up or cancellation request was submitted. <ol style="list-style-type: none">1. If received in response to a cancellation request, future requisitions or other documents will be returned by the supply source with BF status. Funds are to be de-obligated and, if the item is still required, a requisition will be submitted with a new document number.2. If received in response to a cancellation request, supply source processing future documents will continue under regular MILSTRIP procedures.3. If received from DRMS in response to follow ups, it is used by shipping activities to indicate that no shipment had actually been made or that no record of shipment could be located.

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

Status Code	Definition/Follow Up DI
BG	<p>One or more of the following fields in the stock number have been changed (as the result of a formal catalog change):</p> <ol style="list-style-type: none">1. Requisitioned NSN has been replaced by or consolidated with NSN in stock number field.2. NSN is assigned to part number that was requisitioned.3. FSC has changed but NIIN remains the same as originally requisitioned. Review NSN (FSC & NIIN) to ensure that requisition under process is for the desired item. If not submit cancellation request to source of supply. <p>AC1 - If substitute is unacceptable. AF1 - If substitute is acceptable.</p>
BH	<p>Service-approved substitute/interchangeable item, identified in stock number field will be supplied. Examine unit of issue, quantity, and unit price fields for possible changes. Revise appropriate records accordingly. Additional status will be provided.</p> <p>AFC - If ESD is established. AF1 - If ESD is not established.</p>
BJ	<p>Quantity changes to conform to unit pack; adjust the due in records accordingly. Unit of issue is not changed.</p> <p>AFC - If ESD is established. AF1 - If ESD is not established.</p>
BK	<p>Requisition data elements have been modified as requested. Examine data fields in this status document for current requisition data.</p> <p>AFC - If ESD is established. AF1 - If ESD is not established.</p>
BL	<p>Notice of availability was forwarded to the country representative, or freight was forwarded on date indicated in CC 70-73.</p> <p>AF1</p>
BM	<p>Your document forwarded to activity indicated in CC 67-69. Forward all future transactions for this document number to that activity.</p> <p>AT_ - If no status has been received since initial off-station referral.</p>
BN	<p>Requisition being processed as a free issue. Signal and fund code field corrected as noted. Adjust local fund obligated records.</p> <p>AFC - If ESD is established. AF1 - If ESD is not established.</p>
BQ	<p>CANCELED. Results from receipt of cancellation request from requisitioner, consignee, manager, or other authorized activity. Also results from deletion of an activity from the DODAAD. De-obligate funds, if applicable.</p> <p>No Follow-Up Action to be performed, submit new requisition if still required.</p>

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

Status Code	Definition/Follow Up DI
BR	CANCELED. Processing point authorizes cancellation after receipt of requisitioners response to MOV request. No Follow-Up Action to be performed, submit new requisition if still required.
BS	CANCELED. Requisitioning activity failed to respond to MOV furnished by processing point. No Follow-Up Action to be performed, submit new requisition if still required.
BU	Item being supplied from Foreign Military Case Designator indicated in CC 48-50, or Grant Aid Program Record Control Number indicated in CC 46-50. This document represents a duplicate of the requisition prepared by the U.S. military service.
BV	Item procured and on contract for direct shipment to consignee. The contract shipment date is entered in CC 70-73. Cancellation, if requested, may result in billing for contract termination and/or transportation costs, if applicable. NOTE: All requisitions citing BV status will be subjected to AFC follow-up action.
BW	FMS/Grant Aid requisition containing this document number has been received by the ILCO and submitted to the supply system. A current ESD is not presently available but will be provided by future status transaction (may be used by ILCO in acknowledging requisition receipt or in reply to follow-up when ESD is not available). NOTE: All requisitions citing BW status will be subjected to AF1 follow-up action.
BX	Reserved for Air Force/DEPTRA interface.
BY	Depot/storage has previously denied the MRO by DI Code A6_ (depot/storage activity response ICP request for MRO status, used with DOC ID AE6 only).
BZ	Requisition delayed due to processing for direct delivery procurement. Upon completion of procurement action, additional status will be provided. The ESD is indicated in CC 70-73. NOTE: All requisitions citing BZ status will be subjected to AFC follow-up action.
B1	Assets not currently available. Requisition retained by DRMS for 60 days from date of receipt awaiting possible arrival of assets (DRMS use only).
B2	Status of supply or procurement action prevents requested modification

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

Status Code	Definition/Follow Up DI
B3	The RDD contained in the original requisition is unrealistic. Date indicated in CC 70-73 is the date when material will be available. NOTE: All requisitions citing B3 status will be subjected to AFC follow-up action.
B4	CANCELED. Result of cancellation request received from the requisitioner, consignee, manager, or other authorized activity. Do not de-obligate funds. They will be billed for contract termination charges.
B5	Activity identified by the code in CC 4-6 in receipt of requisitioners follow-up request. Action to determine current status and/or improve the ESD being attempted. Further status will be furnished. NOTE: Subsequent follow-up action will be submitted as required based on status update received in response to previous follow-up action.
B6	The material applicable to the requisition requested to be canceled has been diverted instead to an alternate consignee.
B7	Unit price change. The latest unit price for the item identified by the stock number or part number in CC 8-22 is shown in CC 74-80. AF1 - If ESD is not established. AFC - If ESD is established.
B8	Quantity requested for cancellation or diversion not accomplished.
B9	The activity identified by the code in CC 4-6 is in receipt of submitted cancellation request. Action to cancel the demand or divert the applicable shipment is being attempted. Do not de-obligate funds or delete due in. Advice of final action will be furnished in future status transaction.

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

Inter-Service Rejection Status Codes

Rejection Codes: Items rejected, if still required, will be re-requisitioned using new document numbers (julian date and document serial number). The requisitioner will ensure that the reason for rejection was considered and corrected, to prevent further rejection by the system.

Follow-Up Action: Follow-up action will not be submitted on any requisition which has been rejected by the supply system.

Status

Code Definition/Follow Up DI

CA REJECTED.

1. Initially this status will be provided by narrative message and will state the reason for rejection.
2. When in response to a follow-up, status will be sent via AUTODIN, without reason for rejection. However, the requisitioner may request the reason for rejection off-line (by mail, message, or telephone) if initial narrative message cannot be located.

CB REJECTED. Initial requisition indicated rejection of the quantity not available for immediate release or not available by SDD/RDD. Quantity field shows quantity not filled.

CC REJECTED. Applies only to requisitions containing NSN's for items within FSC 5510 and 5530. One of the following reasons applies:

1. End-use application of unique wood products advice code is not compatible with the item ordered.
2. Advice code field contains other than a unique wood products advice code or is blank.

Review requisitioned NSN to determine item compatible with the intended end-use, application and submit a new requisition. If the original NSN is correct and no unique wood product advice code applies, submit a new requisition, using DD Form 1348 with DI code A05 or A0E, identifying species/grade required and/or end/use application.

CD REJECTED. Unable to process because of errors in the quantity, date and/or serial number fields.

1. If in response to a requisition and the material is still required, submit a new requisition with the correct data field entries.
2. If in response to a cancellation request and material is not required, submit a new requisition request with a valid quantity entry.

CE REJECTED. Unit of issue in original requisition, indicated in CC 23-24, does not agree with ICP unit of issue and cannot be converted. If still required submit a new requisition with correct unit of issue and quantity.

Table S-3.--Inter-Service Rejection Status Codes

Status Code	Definition/Follow Up DI
CG	REJECTED. Unable to identify requested item. Submit a new requisition with the correct NSN or part number. If correct NSN or part number is unknown or if part number is incorrect, submit a new requisition on DD Form 1348-6 providing as much data as possible.
CH	REJECTED. Requisition submitted to incorrect single manager/technical service or distribution depot and correct source cannot be determined. Research for correct source and submit a new requisition.
CJ	REJECTED. <ol style="list-style-type: none">1. Item coded (or being coded) obsolete or inactivated. Item in stock number field if different from that requisitioned can be furnished as a substitute. Unit price of the substitute item is indicated in CC 74-80.2. If offered substitute is desired, submit a new requisition with substitute item stock number.3. If only original item is desired, submit a new requisition for procurement on DD Form 1348-6. Cite advice code 2B. Furnish technical data (e.g., end-item usage, component, make, model, series, serial number, drawing, piece and/or part number, manual reference, and applicable publication).
CK	REJECTED. Unable to procure. No substitute/interchangeable item available. Returned for procurement of next higher assembly, kit, or components from local market. If unavailable, suggest fabrication or cannibalization. If still not possible, submit a new requisition for next higher assembly, kit, or components.
CM	REJECTED. Fund obligation not cited and or item is not or no longer free issue. Submit a new funded requisition.
CP	REJECTED. Source of supply is local manufacture, fabrication, procurement, or direct ordering from Federal Supply Schedule. If not available locally, or activity lacks procurement authority, submit a new requisition with advice code 2A.
CR	REJECTED. Requisition is for Government-furnished material (GFM) and: <ol style="list-style-type: none">1. Item is not authorized by term of contract.2. Contractor is not authorized to requisition GFM.3. Contract identified in requisition is not registered at MCA.
CS	REJECTED. Quantity requested is a suspected error or indicates excessive quantity. Partial quantity is being supplied. Quantity field in transaction reflects quantity rejected.

Table S-3.--Inter-Service Rejection Status Codes--Continued

Status Code	Definition/Follow Up DI
CU	REJECTED. Unable to procure item requested. Item is no longer produced by any known source, and attempts to obtain item have failed. Item in stock number field can be furnished as a substitute. Unit price of substitute item is in CC 74-80. If offered substitute is desired submit a new requisition with substitute item stock number.
CV	REJECTED. Item prematurely requisitioned. The effective date for requisitioning is indicated in CC 70-73.
CW	REJECTED. Item is not available or is a non-mailable item whose transportation costs are excessive. Local procurement is authorized for this requisition only. If item cannot be locally procured, submit a new requisition using advice code 2A.
CX	REJECTED. Unable to identify the bill to and/or ship to address because the signal code is unclear or invalid. If still required, submit a new requisition with valid data field entries.
CY	REJECTED. Unable to procure item requested. Item is no longer produced by any known source, and attempts to obtain item have failed. If requirement still exists, contact appropriate service/agency technical organization for assistance, or if substitute item is known, requisition that item.
CZ	REJECTED. Subsistence item not available for resale. Reserved for troop issue only.
C1	REJECTED. For subsistence only. Requested item not available nationally. Do not requisition this item until advised by the activity identified CC 4-6.
C2	REJECTED. International Logistics Program funds are not available to process this requisition (this code will be used between ILCO and requisitioners only).
C3	REJECTED. Applies to subsistence only. Vendor cannot make delivery during shipping periods.
C4	REJECTED. Applies only to subsistence. Item is seasonable and not available for delivery during current shipping period.
C5	REJECTED. Requisitioner, upon inspection of material located in the DRMO activity, rejected acceptance due to condition of material/unacceptable substitute/material incorrectly identified. This status code is generated by the DRMO and furnished to the appropriate recipients.

Table S-3.--Inter-Service Rejection Status Codes--Continued

Status Code	Definition/Follow Up DI
C6	REJECTED. Requisition is for commercial-type item which is not authorized for supply under the Foreign Military Sales program. If unable to obtain desired item from commercial sources, submit a new requisition containing Advice Code 3B.
C7	REJECTED. Document identifier code indicates a remarks/exception data document. Supply source has no record of receipt of remarks/exception data. If still required, submit a new requisition.
C8	REJECTED. Vendor will not accept order for quantity less than indicated in CC 76-80. If requirement still exists, submit a new requisition.
C9	REJECTED. Applies only to subsistence. Quantity indicated in CC 25-29 canceled due to non-availability during shipping period. If required in future shipping period, submit a new requisition.
DA	REJECTED. Source of supply is direct ordering from the Federal Supply Schedule identified by number in CC 76-80 (CC 76-77 = Group, CC 78-79 = Port, CC 80 = Section). If activity lacks procurement authority, submit a new requisition with Advice Code 2A.
D1	CANCELED. Requisition was retained for 60 days. Requested asset did not become available. Quantity field indicates quantity not filled (DRMS use only).
D2	REJECTED. Item requested in brand name resale and is in short supply.
D4	CANCELED. Applies only to subsistence items. Quantity indicated in CC 25-29 canceled. Requisition quantity, together with all other requisitions received this cycle for the specified port or depot does not meet the contractor's minimum order quantity.
D5	REJECTED. Item requested is nuclear reactor plant material authorized for issue only to nuclear reactor plant activities and support facilities. The same or similar item may be available under a different requisition for a nonstandard item specifying non-nuclear application in the remarks block.
D7	Requisition modifier rejected because of errors in one or more data elements.
D8	REJECTED. Requisition is for controlled substance/item and requisitioner and/or ship to address is not authorized recipient. Submit a new requisition on a DD Form 1348-6 furnishing intended application and complete justification for the item.

Table S-3.--Inter-Service Rejection Status Codes--Continued

Intra-Navy Status Codes

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

Status Code	Definition/Follow Up DI
NA	Requisition for item not migrating to 7R or 1R cog. Applies to NAVICP COGS only. AF1 - If ESD is not established. AFC - If ESD is established.
NB	SUSPENDED 1. Publication/form being revised/reprinted. NPFC is obtaining estimated completion date from publication/form sponsor. No follow-up is required; updated status will be provided. (If need for this item is continual, submit justified request to cognizant bureau/SYSCOM for inclusion in automatic distribution as changes are released). 2. Previously completed requisitions (issue date and issuing DSP). Applies to NAVICP COGS only. AF1
NC	Material shipped prior to receipt of cancellation request.
ND	Issue from material previously reported on hand at your activity.
NE	Release of Pre-positioned War Reserve Stock (PWRS) is authorized; code for ICP use only.
NF	Dual usage. When used with a referral order (A4_) fill requirement from material scheduled on overhaul/repair or production program of your activity. When used with supply status (AE_), item back-ordered at activity indicated in CC 67-69 from material due to return from scheduled overhaul/repair. AF1 - If ESD is not established. AFC - If ESD is established.
NG	Item not available. Supply from overseas activity indicated in activity in CC 67-69. Future follow-ups will be directed to activity in CC 67-69.
NH	Stock number changed (substitute, replacement, interchangeable, equivalent, etc.). See stock number field. Adequate material on hand at your activity. Issue the new stock number. This is a one-time action.
NJ	Stock number now assigned to part number or contract number. See stock number field. Adequate material on hand at your activity. Issue the assigned stock number. This is a continuing action.

Table S-4.-- Intra-Navy Status Codes

STATUS CODE	DEFINITION/FOLLOW UP DI
NK	Requisition partially filled. Quantity indicated has been referred to activity indicated in CC 67-69. AF1 ATA
NL	Requisition partially filled. Quantity indicated has been back ordered. If release date is able to be determined, the estimated date of release is entered in CC 70-73. AFC
NM	Requisition partially filled. Quantity indicated is being purchased. AF1 - If ESD is not established. AFC - If ESD is established.
NN	Requisition partially filled. Quantity indicated has been canceled. If still required, submit a new requisition.
NP	Authority granted to exhaust stock to fill this requisition.
NQ	Duplicate shipment furnished.
NR	Requisition being processed. Stores account has been changed to Appropriation Purchases Account. Requisition forwarded to activity identified in CC 67-69 for action. Cancel fund obligations for Navy Stock Account material. AF1 ATA
NS	REJECTED. Sponsor-furnished material by initial distribution. If material not received within 60 days, resubmit.
NT	REJECTED 1. Item being reprinted or revised. Resubmit after date shown in CC 62-64 or, if date omitted, after 90 days. If need for this Manual is continual submit justified request to cognizant systems command for inclusion in automatic distribution as changes are released. 2. Requisition for which there is no previous record at NAVICP. Requisitioners should follow-up to last known holding activity. Applies to NAVICP COG's only.
NU	Requisition being processed. Stores account has been changed to Navy Stock Account/Defense Stock Fund. Establish a fund obligation or take action to cancel. Requisition forwarded to activity indicated in CC 67-69 for action. ATA AF1

Table S-4.-- Intra-Navy Status Codes--Continued

STATUS CODE	DEFINITION/FOLLOW UP DI
NV	Critical item. Back-ordered. AF1 - If ESD is not established. AFC - If ESD is established.
NX	Item available and will be shipped when called for by the Military Traffic Management Command (applies only to ammunition).
NY	Overdue turn-in. Item is mandatory turn-in repairable and no turn-in has been reported received for the requisition indicated. Annotate complete turn-in data in blocks L-W of this card and mail to the inventory manager indicated in CC 67-69.
NZ	Requisition referred to activity indicated in CC 67-69. Due to stock fund requirements, supplementary address, signal code, and fund code of the original requisition has been changed. AF1 ATA
N2	Requisition has been referred to a fleet unit for possible fill action. Upon notification of referral acceptance or rejection, current status will be provided. AF1 ATA
N3	Modifier document received upgrading priority to 01-08 and material not available to fill requirement. AF1 - If ESD is not established. AFC - If ESD is established.
N4	Item being manufactured by a local Navy source. AF1 - If ESD is not established. AFC - If ESD is established.
N5	The change requested has been incorporated with all other related changes into a new basic publication. If not received by automatic distribution within 60 days, resubmit requisition using stock number of the old basic publication.
N6	Request for reservation of ammunition has been received and requisition will be held in suspense until 60 days prior to the required delivery date. At that time, if assets are available, a reservation will be established both centrally and locally at the activity designated by the Inventory Control Point/Inventory Manager.
N7	Item has been referred for direct delivery against an existing commercial repair contract. AF1 - If ESD is not established. AFC - If ESD is established.

Table S-4.-- Intra-Navy Status Codes--Continued

STATUS CODE	DEFINITION/FOLLOW UP DI
N8	NAVILCO is in receipt of your requisition, however, processing criteria prevents supply action. When requisition clears the MSSLL edits and is submitted to the supply system, you will be furnished BW status by a subsequent transaction.
N9	REJECTED <ol style="list-style-type: none">1. Quantity requisitioned exceeds the maximum issue quantity imposed by the item sponsor. Partial quantity being supplied. Quantity field in this transaction shows the quantity rejected. If this requirement still exists, submit a new requisition with full justification to the sponsor shown in NAVSUP P2002.2. Excessive/erroneous quantity. For COG DLR's, this code will apply to requisitions with a quantity greater than one. The only exception is FSC 2620 (aircraft tires).
RA	REJECTED <ol style="list-style-type: none">1. Item requested has been transferred to Navy/Defense Stock Fund Account. Correct cognizance symbol appears in CC 55-56. If still required, submit a new requisition citing appropriate fund code.2. Change Kits. Bureau number/serial number omitted on requisition. Submit new requisition providing appropriate information.
RB	REJECTED. Item is fleet-controlled. Emergency requirements only should be submitted in accordance with applicable fleet-controlled material instructions.
RC	REJECTED. Item is obsolete or used in non-supported obsolete equipment, aircraft, etc. Request replacement equipment from appropriate bureau or command, or obtain material from local procurement or cannibalization.
RD	REJECTED <ol style="list-style-type: none">1. Item is peculiar to aircraft, engine, equipment, assembly, etc., not supported at your activity.2. Change Kits. Records show change already made or request not applicable.
RE	CANCELED due to lapse of funds. If material still required, submit a new requisition.
RF	REJECTED. Quantity requisitioned for stock is in excess of authorized stock level. Quantity field indicates the amount that is rejected.
RG	REJECTED. Allowance deficiency. After preparation of allowance, determination was made that the item should not be included as an allowance item.

Table S-4.-- Intra-Navy Status Codes--Continued

STATUS CODE	DEFINITION/FOLLOW UP DI
RH	REJECTED. Item requested not available for issue at reduced price.
RJ	REJECTED. Additional funds required. Submit requisition indicating sufficient funds.
RK	REJECTED. Requisition must contain certification showing availability for repair of Non-RFI item.
RL	REJECTED. Activity is authorized to purchase or manufacture the quantity indicated.
RM	REJECTED 1. Critical item. Submit in accordance with ICP directive. 2. Cog 1I overprinted DD Form 1348-1 documents will be requisitioned in accordance with NPFC field instruction 4443.2.
RN	REJECTED. Issue condition-coded material.
RP	Returned to inventory control point for action. Insufficient quantity to fill request. Quantity field indicated the amount unfilled. Copy of status forwarded to requisitioner. AF1 ATA
RQ	Returned to inventory control point for action. None of the quantity reported on hand is available, as material reported has been back-ordered or issued. AF1 ATA
RR	REJECTED. One year has expired since the requisition date. Issuing activity maintains no record. If still required, submit a new requisition.
RS	Returned to inventory control point for further action due to incorrect logistics management code in CC 70-72. AF1 ATA
RT	REJECTED 1. Item not available. Purchase action is required; however, not enough time remains to obligate funds. Submit a new requisition citing current annual appropriation. 2. Change Kits. Material requested not in stock; procurement under review. Submit a new requisition in 90 days.
RU	REJECTED. Quantity appears excessive. If still required and item is Navy Stock Account funded, submit funded request for reservation. If appropriation account is funded, resubmit with justification.

Table S-4.-- Intra-Navy Status Codes--Continued

STATUS CODE	DEFINITION/FOLLOW UP DI
RV	Received in reply to a stock replenishment request for fixed allowance deficiency of repairable material. Upon receipt of this status, transfer material from A to V or W purpose code, as applicable.
RW	BTE submitted for obsolete/outdated item. Disposal is authorized in accordance with current instructions (use on DI BTR).
RX	COMPLETED. Requisition has been administratively closed out in accordance with automated shipboard procedures, for use by SUADPS activities only.
RY	CANCELED <ol style="list-style-type: none">1. If reservation, cancellation is due to passing required delivery date.2. If planned requirement, cancellation is due to passing expiration date. This code will be used with the reservation cancellation card, DI BRX, or the planned requirement cancellation card, DI BPX, as appropriate, to advise the customer that a previously requested reservation or planned requirement that was protected centrally has been disestablished and is no longer protected.
RZ	REJECTED. Modifier document received which would not result in upgrade or downgrade of issue group or change in order/ship time frames.
R1	REJECTED <ol style="list-style-type: none">1. Requisition contains invalid signal code.2. Change Kits. Review technical directive for source of supply.
R2	REJECTED. Requisition for stock not authorized from ICP distribution system/reporting stock point.
R3	REJECTED. All assets available are in less than RFI condition and cannot be repaired or are already committed as EXREPS to station requirements.
R4	REJECTED <ol style="list-style-type: none">1. Non-stocked item. Special printing is required. If item is essential, submit a new requisition with full justification to: NAVSEA Code 05L3 Washington, D.C. (N24)2. Requisition being processed. Stores account has been changed to NSF. Requisition has been obligated against the appropriate NAVICP central fund code, or the requisition contains reimbursable or NSF fund code. Applies to NAVICP COG's only.

Table S-4.-- Intra-Navy Status Codes--Continued

STATUS CODE	DEFINITION/FOLLOW UP DI
R5	REJECTED. Item condemned and replacement item is not yet assigned. Used when positive supply action to provide a substitute or referring the requisition is not possible.
R6	REJECTED. Item not available in the supply system, not due from procurement. Recommend submit request to Fleet Logistics Agent for support from in-theater assets.
R7	Ammunition requirement is being processed for release and shipment; the required delivery date has been changed.
R8	Non-creditable return authorized. Return quantity indicated in CC 25-29 to NPFC, M/F Code 101 (use on DI BTR).

Table S-4.-- Intra-Navy Status Codes--Continued

a. Requested status not received. When requested status is not received, a follow up on priority 01-08 requisitions may be submitted after 3 days have elapsed from requisition submittal date, the previous status transaction date (if no ESD established), or the last follow up date. A Follow up on priority 09-15 requisitions may be submitted after 7 days under the same conditions.

b. If a requisition is modified after submission, the follow up action must cite the modified data.

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

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

e. Requested status received. When requested status has been received, a follow up is not authorized until the RDD or SDD has passed. If an ESD is established, no follow up action will be submitted until after the date has passed (see exception in paragraph 6g).

f. Request for improved ESD. The guidelines in paragraph (f) are not authorized for follow ups that request an improved shipping date (DI AFC). DI AFC may be submitted when it is determined that the ESD is unsatisfactory. The DI AFC follow up will generate a notice to the requisition holder to review, act appropriately to expedite and delivery of the material. Submission of a DI AFC is authorized for priority 01-08 requisitions when the material is required before the established ESD and a higher priority designator is not authorized.

If the ESD in BB or BV status has not yet passed, repeated follow-up will serve no useful purpose. The same status previously furnished will be provided again. A negative response to initial AFC should prompt more aggressive expediting actions. (See paragraph 15a).

7. Input of Follow Up Action. Follow up action is initiated through the Logistics Subsystem>Status>Supply. Enter document number and Suffix Code (if applicable). Select the Follow Up action (AC_, AF_, AK_, AM_, AT_, or DFB from the list that appears. Select OK Option to continue. On the Supply Status Screen, enter data into the appropriate data blocks (routing identifier, transaction date, etc.). Enter any necessary information that appears in the enabled data blocks of the Status Entry Group Box. Enter any additional comments into the Remarks Data Block. Click Apply. Select the New Request Option to process another record or the Close Screen Option to exit from this process.

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

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

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

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

d. AK1 Sent More than 30 Days Ago. Verify with external supply source/LHA to determine if the requisition is active/inactive. If requisition is active continue to pursue cancellation. If the requisition is inactive process internal cancellation using AE1/RX. A YE1 information message will be input into R-Supply denoting the reason for cancellation. NOTE: Loading an RX without ensuring that the requisition is dead will cause future Stock In Transit (SIT)/Material In Transit (MIT)/SFOEDL problems.

9. Processing Requisitions that are Outstanding in R-Supply/Optimized NALCOMIS, However, the Customer has No Record. Any requisitions outstanding in the Supply System for which the customer has no record, the requisition will be subjected to a cancellation request. Submit a cancellation request (AC1) to the last known holder of the requisition. If, after 10 days from date of transmittal, no response is received confirming cancellation, submit a follow up on cancellation request (AK1). If the holding activity responds that cancellation cannot be carried through for any reason, no further action will be taken. If, after 30 days from date of transmittal of the follow up on cancellation request (AK1), confirmed cancellation still has not been received, contact the appropriate ICP to effect manual cancellation of the requisition. If ICP is able to cancel requisition manually input cancellation status after online BQ confirmation. If it is determined that the requisition can not be cancelled, no further action is necessary.

10. Processing Requisitions Customer Shows Outstanding With No Matching Supply Record. Any record identified by the customer during the validation process which reflects no record at the Aviation Supply Department, will require research. This research will consist of a review of the Basic Requisition File (BRF) or Requisition History File (RHF) to determine if the requirement was previously completed (i.e., canceled, received, etc.). Also review the Suspense Report and query the OPT-NALCOMIS outgoing/internal

interface records. If, after conducting this research, no record of the requisition exists, the interface record will be regenerated via <Requisition Maintenance>Regenerate Interface Record. If the requisition is found in the outgoing/internal interface records, select option to reprocess (refer to Appendix C).

11. Processing Requisitions with No Status. If status is not received within 3 days from date of initial transmittal of the requisition, send a requisition follow up (AT_) to the Point of Entry (POE). If status is not received within 3 days after transmission of the requisition follow up (AT_), the requisition will be passed via electronic means (ie. WebReq or OneTouch).

12. Processing Requisitions with Shipping Status

a. Follow up action will not be processed on a requisition that has received shipment status. Traceable shipments will be tracked via web based tracking tools (ie; MRO Tracker, GTN, FedEx, DHL, UPS, etc.). For overage requisition processing refer to the applicable division's chapter in the ASDTP for appropriate procedures. When reviewing the RecAid, the following card columns (ab) identify date, mode, and method of shipment.

- (1) CC 57-59 Shipment Date
- (2) CC 62-76 Blank unless transportation control number (TCN), Government bill of lading (GBL), registered parcel post number, or certified mail number applies.
- (3) CC 77 Mode of shipment
- (4) CC 78-80 Date available for shipment or port of embarkation.

b. Open "BA" status. If the latest status on the RecAid is "BA" (not overage) submit AF_. If the BA is overage refer to the applicable division's chapter in the ASDTP for appropriate procedures.

c. Any activity that has requisitions referred to QN2 (Rolls Royce) or any Q__ routing identifier (RI) should treat these requisitions just like a requisition that has either BA or AS1 status. At least monthly an ADHOC or BMT report should be run to review these records and validated to see if the material was in fact received based on no BA or AS1 status is usually provided by QN2 or other Q__ RI. If once the location validation has been completed with negative results then QN2 or other Q__ RI needs to be contacted to find out exact status of the requisition.

d. When material shipment is confirmed, the issuing activity will monitor for receipt of the Material Receipt Acknowledgement (MRA) which is generated as a DI DRA when the receipt is processed. If the MRA is not received, the issuing activity will send a DI DRF follow-up. At least monthly an ADHOC or BMT report should be run to review these DRF records and validated to see if the material was in fact received and processed accordingly.

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

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

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

15. Submission of Supply Assist Message. A Supply Assist Message identifies a critical requirement (priority 01-08) existing for a particular NSN which is in receipt of status that is not conducive to the actual urgency of need. However, this does not preclude identifying outstanding priority 09-15 requisitions (both stock and DTO) for the NSN as part of messages for priority 01-08 requirements. The message should contain a brief, concise statement of previous action taken to expedite shipment of the requirement. Also include all necessary information to convey the urgency of need and assist in expediting the requirement.

NOTE: The local Supply Department will exhaust all possible means to expedite the requirement prior to the submission of a Supply Assist (i.e., Naval Message, Email, SALTS Gram, telephone or follow ups) to the appropriate supply source.

a. Request for Supply Assistance. When follow-ups do not render adequate status from the Supply System, a Supply Assist must be submitted. Prior to the submission of a Supply Assist, the following criteria must be considered:

(1) Has the appropriate requisition holding activity/item manager received the requisition(s)?

(2) Have appropriate and timely follow-up actions been accomplished?

(3) Has the requisition holding activity/item manager issued status indicating an unsatisfactory delivery date, or failed to respond to inquiries within established time frames?

(4) Have the requisition holding activities/item managers been contacted and personally apprised of the critical need for support but failed to provide a positive response?

(5) Have all avenues for lateral support been exhausted to include maximum utilization of the Fleet Readiness Action Groups (FRAG), and a thorough search of both the Fleet Inventory Transmission System (FITS)/Force Inventory Management Analysis Reporting System (FIMARS)?

(6) The basic format for supply assists shall be in accordance with Wing/TYCOM instructions. Paragraph 16 provides detailed instructions for the preparation of a naval message Supply Assists.

(7) Submit Supply Assists via electronic means (Naval Message, SALTS or DOD Email for DLA managed items) directly to the last known holding activity, with the Type Wing and TYCOM as information addressees (per TYCOM Instructions).

(8) Supply Assists will be forwarded with discretion and normally as a last resort. Adherence to established requisition and follow-up procedures, along with persistent and aggressive communication between Supply and Maintenance personnel, can go far in identifying potential problems prior to a serious impact on readiness.

16. Preparation of the Supply Assist Message. The following message format identifies basic data required for the Supply Assist. Figure S-1 shows sample format for Supply Assist Naval Message.

- a. TO - address message to holder of requisition.
- b. INFO - include Item Manager and other activities as directed by TYCOM.
- c. SUBJECT - must be MILSTRIP SUPPLY ASSISTANCE REQUEST.
- d. Paragraph 1 - identify NSN (including COG) and brief, concise statement of problem. Also list all outstanding requisitions, quantity and project code/priority.
- e. Paragraph 2 - Current inventory data: include authorized allowance, reorder objective, on hand quantity, non-RFI quantity, stock due quantity, DTO due quantity, deployed assets quantity.
- f. Paragraph 3 - Additional Identification Data: include nomenclature, CAGE/Part number, next higher assembly (NSN, CAGE/Part number, nomenclature), known substitutes, weapon system and applicable technical manual.
- g. Paragraph 4 - Lateral Support: enter any activity contacted to obtain the item, or NONE if no activity contacted.
- h. Paragraph 5 - Known Source: list any known sources for the item to include name, address and telephone number.

JOINT MESSAGEFORM						SECURITY CLASSIFICATION													
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT									
01 OF 01	DATE.TIME	MONTH	YR	ACT	INFO														
				PP	RR		TT	ZYUW											
BOOK	MESSAGE HANDLING INSTRUCTIONS																		
<p>FROM: MAG NINE NINE</p> <p>TO: LAST KNOWN HOLDER OF REQUISITION</p> <p>INFO: AS REUIRED</p> <p>UNCLAS//N04400//</p> <p>SUBJ: MILSTRIP SUPPLY ASSISTANCE REQUEST</p> <p>1. NSN: 7RH1234-00-123-4567. STATEMENT: THIS COMMAND IS EXPERIENCING SERIOUS PROBLEMS DUE TO LACK OF ITEM(S) REFLECTED IN THE FOLLOWING REQUISITIONS. REQUEST AGGRESSIVE ACTION TO ACCELERATE DELIVERY AND IMPROVE EST.</p> <table border="0"> <tr> <td>DOCUMENT NUMBER</td> <td>QUANTITY</td> <td>PROJECT CODE/PRIORITY</td> </tr> <tr> <td>R09999-9333-G001</td> <td>1 EA</td> <td>AKO/03</td> </tr> <tr> <td>R09999-8201-1901</td> <td>1 EA</td> <td>AEO/06</td> </tr> </table> <p>2. CURRENT INVENTORY DATA: A/A: 1 R/O: 1 O/H: 0 NRFI: 0 STOCK DUE: 1 DTO DUE: 1 DEPLOYED ASSET: 0</p> <p>3. ADDITIONAL IDENTIFICATION DATA: NOMEN: AIRCRAFT PART CAGE: 12345 P/N: 1234567-123 NHA: CH-53 AIRCRAFT</p> <p>4. LATERAL SUPPORT: ATTEMPTS TO OBTAIN MATERIAL VIA LATERAL SUPPORT WITH OTHER MARINE CORPS ACTIVITIES HAS BEEN NEGATIVE.</p> <p>5. KNOWN SOURCE: SIKORSKY AIRCRAFT, STRATFORD, CT 90999 (999)555-5555</p> <p>6. MISSION IMPACT STATEMENT: MATERIAL APPLIES TO CH-53E AIRCRAFT WHICH IS CURRENTLY NON MISSION CAPABLE DUE TO LACK OF THIS MATERIAL. AIRCRAFT IS URGENTLY REQUIRED TO PARTICIPATE IN TROOP AND CARGO MOVEMENT OPERATIONS.</p> <p>7. REMARKS: INCLUDE ADDITIONAL PERTINENT DATA NOT COVERED ABOVE.</p>											DOCUMENT NUMBER	QUANTITY	PROJECT CODE/PRIORITY	R09999-9333-G001	1 EA	AKO/03	R09999-8201-1901	1 EA	AEO/06
DOCUMENT NUMBER	QUANTITY	PROJECT CODE/PRIORITY																	
R09999-9333-G001	1 EA	AKO/03																	
R09999-8201-1901	1 EA	AEO/06																	
DISTR:																			
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE						SPECIAL INSTRUCTIONS													
RELEASER	TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE																		
	SIGNATURE						SECURITY CLASSIFICATION		DATE TIME GROUP										

Figure S-1.--Supply Assist Message

i. Paragraph 6 - Mission Impact Statement: a brief and concise statement.

17. External Material Obligation Validation. DI AP_, MOV Responses and 'MOV Transaction with No Matching Requisitions on File' Report.

a. Total Quantity Outstanding: R-Supply will not generate any response 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.

e. Processing R-Supply MOV Records. DI AP response records will be processed by the branch responsible for each specific type of requisition. The specific branch responsible will be responsible for the following:

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

For control purposes, the SAA will notify the 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 to ensure they do not clear a record that they are not responsible for.

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

Appendix T

COSAL/AVCAL Allowance Procedures

1. COSAL Validation Process

a. All COSAL allowances are managed by NAVICP Mechanicsburg (NAVICP-M). Allowances for COSAL items will be reviewed on a 3 year cycle. During the interim two years NAVICP-M will distribute COSAL In Access (AUTO-MCMAR) CD-ROM. NAVICP-M initiates the allowance process by forwarding validation packages to the appropriate MALS Aviation Supply Officer.

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

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

d. Validation packages will consist of copies of Equipment/ Component Validation Aids Cards for each equipment currently reflected in the configuration database at NAVICP-M. Products will include;

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

(2) COSAL instructions.

(3) COSAL addition work sheet.

(4) Instructions for conducting the validation.

(5) COSAL Letter.

e. MSB will provide copies of NAVICP-M Validation Aids to those activities and provide assistance. MSB will separate the working copies by customer that needs to conduct the validation and provide necessary training on how to annotate the sheets. During the validation, any NAVICP-M controlled item found but did not have a validation aid will have an add-on sheet submitted. Add-on sheets will be provided by NAVICP-M.

f. Inventory all NAVICP-M controlled equipment within the MAG. This includes all squadrons and units to which supply support is provided (IMA, IMRL, EAF, Weather Vans, MATCS, etc.). NAVICP-M controlled equipment can be identified by Cog's 1H, 2B, 2E, 2T, 4E, 4O, 4T, 6A, 6B, 6C, 6D, 6H, 6M, 6X, 7E, 7H, 7N, 7Z, 8H, and 8U or by commodity group (i.e., Aviation Ordnance, ADPE, Cryogenics, Calibration Equipment, GPETE, MF Vans, Meteorological Equipment, EAF Equipment, or Air Traffic Control Equipment).

g. Once the maintenance customers return the validated packages back to MSB, MSB will transpose all information onto the master COSAL validation copy and sign the sheets. After all changes have been made, the master copy along with any add on sheets will be forwarded back to NAVICP-M.

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

2. COSAL Allowance Products. After NAVICP-M reconciles the recommended changes and updates their database they will provide the MALS their new COSAL products.

a. NAVICP-M will provide via email the following files. These files are not on the CIA CD-ROM's, and must be maintained by MSB until the next COSAL 36 month cycle is completed.

- (1) SAVAST.txt.
- (2) X05- Load new allowances.
- (3) X05D- Delete allowances no longer valid.
- (4) X06- Load part number cross reference data.
- (5) X10- Load Allowance Parts List (APL), Allowance Equipage List (AEL) data.
- (6) X24- Load new allowances quantities.

b. Detailed procedures to load allowances into R-Supply are contained within the Allowance Validation and Load Procedures section of this appendix.

3. COSAL In Access (CIA) CD-ROMS. Normally 4 copies of each package ID and 4 copies of the Master COSAL will be mailed. The titles of the CD'S are labeled CIA Coordinated Shipboard Allowance List (COSAL) In ACCESS. A complete set should be provided to SRD and SSD. NAVICP-M will provide copies of the CD's to the appropriate maintenance customer (i.e. IMRL, EAF, AISD, WEATHER, etc.). MSB will retain a copy of all CD-ROMS and label them master copy and retain until the next completed COSAL review.

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

b. The "select tables to download" menu (Figure T-1) provides the ability to download files meeting certain criteria that may be necessary to research APL's/AEL's.

c. CAB will review the Master COSAL to determine if any Controlled Equipage material is identified. Controlled Equipage material requires custody signatures and items must be safeguarded by an individual and are aware of such value.

(1) Controlled Equipage items will appear on the Controlled Equipage (CE) table. CE items can also be identified on the Stock Number Sequence Listing (SNSL) table underneath the "cust" column. The following definitions will be used to identify the categories of Controlled Equipage;

Code	Definition
S	Controlled Equipage, signature required
C	Consumables
E	Equipage, control not required
R	Repair part or MAM

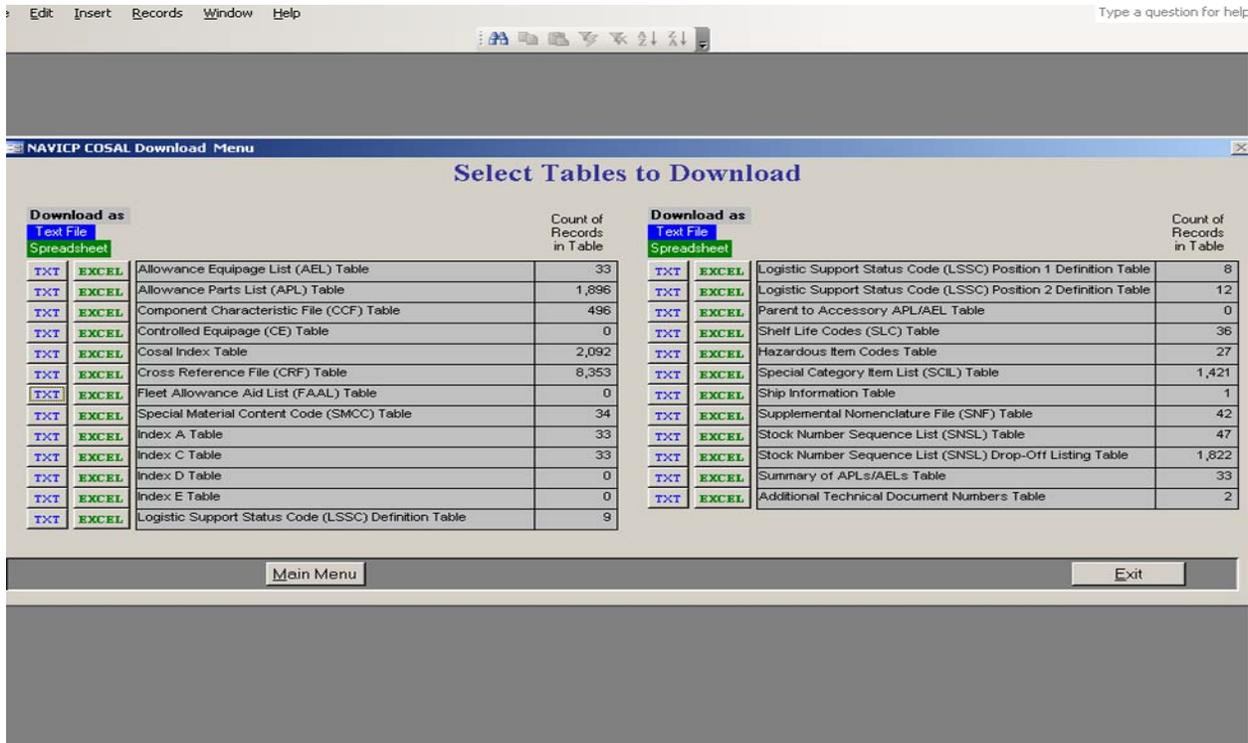


Figure T-1.—Tables Download Menu

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

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

4. COSAL In Access (AUTO-MCMAR). Although NAVICP-M validates the MAG's entire COSAL every 3 years, the validation is a continuous process. NAVICP-M provides interim changes (configuration changes, adds, and deletions) via COSAL IN ACCESS Auto MCMAR. The Auto-MCMAR is the primary vehicle for disseminating allowance updates to registered users of the APL/AELs. The CIA Auto-MCMAR consolidates all Changes, New/Revised APLs/AELs, range adds and quantity changes into a single CD tailored to your specific maintenance actions.

a. CIA AUTO-MCMAR CD-ROM's are provided by NAVICP-M on an annual basis. Contact NAVICP-M to determine your annual cycle.

b. Upon receipt of the Auto-MCMAR by MSB, normally there will be 4 complete copies of the CD's. SMD will distribute 1 copy each to SRD and SSD. SMD will label 1 copy "master" and maintain with them with the master COSAL CD-ROM's.

c. CIA Auto-MCMAR Processing Procedures. The Main Menu is the focal point for navigating throughout the COSAL database. There are five (5) options to choose from that have different functions.

(1) Specific Ship Type & Hull Number COSAL, this option displays the Configuration Menu.

(2) Ships Information, this option displays Ships Information.

(3) User Manual (Word document File, this option displays the on-line COSAL User Manual word document file.

(4) COSAL Introduction, this option displays an on-line COSAL introduction pdf file.

(5) Other COSAL Reports, This option displays SOAPL, Ship Value List (SVL), Special Category Item List (SCIL) and Hazardous (HAZ) SCIL, Control Equipage (CE) and Fleet Aid Allowance List (FAAL) options.

(6) To determine if any action is required the following tabs must be reviewed. To access the tab enter "Other COSAL Reports", Fleet Aid Allowance List (FAAL) (Figure T-2).

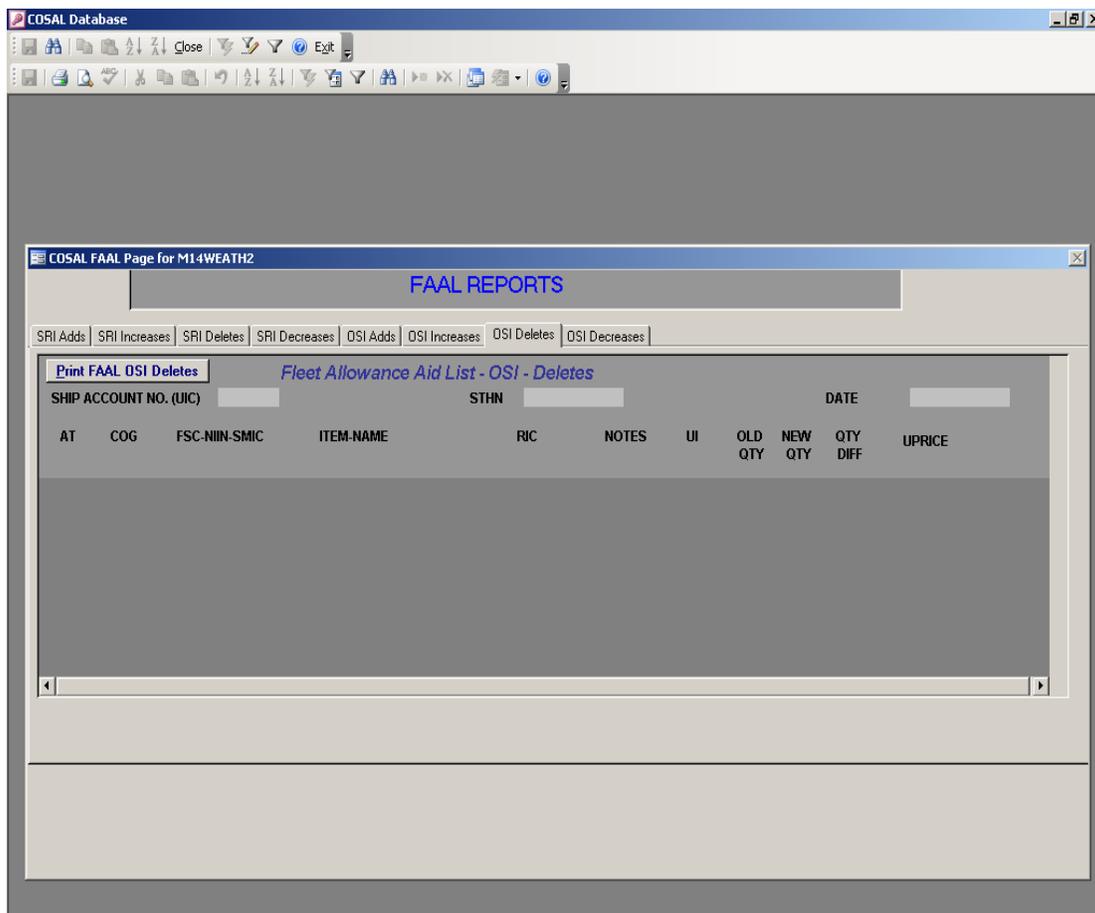


Figure T-2.-- Fleet Aid Allowance List (FAAL) Screen

- (a) OSI adds - Operating Storeroom items new allowances.
- (b) OSI increases - Operating Storeroom items increases.
- (c) OSI decrease - Operating Storeroom items decreases.
- (d) OSI deletes - Operating Storeroom items deletes.
- (e) Controlled Equipage - Signature and control required.

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

5. Allowance Product Validation. After the allowance development is completed and allowance quantities negotiated, the final COSAL aids will be provided via the COC. Once SMD receives them, they must be forwarded to the System Application Administrator (SAA) for printing and batch processing. (The allowance aids will not be batch processed until the printed listings are validated to ensure each DI is in the proper format, the aids reflect the correct negotiated quantities, and the SPSN assignment is correct.) These listings will be maintained on file until the next allowance review. If problems are encountered, the responsible ICP must be notified via the COC for corrective action. The following steps will assist MSB in validating the allowance aids.

a. Step 1: Data Integrity. When allowance aids are received, SMD will review the printed listings/data files for integrity of all data elements. Basic dataset formats are contained in the R-Supply on-line help menu (Keyword: Job Options/Definitions), and in paragraph 10 below. There will be four (4) different DI's received in the final aids. (NOTE: Every X05 must have at least one corresponding X06, X10, and X24 record.)

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

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

(2) DI X06. The DI X06 is used to add or delete part numbers on the part number table. Many transactions that take place in R-Supply and Optimized NALCOMIS automatically refer to and obtain information from this cross-reference.

(3) DI X10. The DI X10 is used to add or delete information on the Allowance Parts List (APL) and Repairable Item Code (RIC) files. An APL may be up to 11 positions long and is used to identify a COSAL item to its End Item. A RIC is normally a four 4 position code, but may be up to 10

positions, and is used to identify an AVCAL item to its End Item. The DI X10 also establishes the Source, Maintenance and Recoverability Code (SMRC or SM&R) for an item.

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

NOTE: When X24's are received, the Add/Change/Delete Indicator will be blank. This file must be matched against the X05's to determine whether they are adds, changes or deletes. The X24s must then be individually changed accordingly.

b. Loading Allowances

(1) Prior to loading any new X05 files (repairable or consumable) MSB will have the SAA set all non-recurring demand quantities on the Stock Item table to zero. The SAA will utilize the Stock Item Maintenance screens (INVENTORY>MANAGEMENT>INVENTORY ACTIONS>STOCK ITEM MAINTENANCE).

(2) In the Stock Item Maintenance (Figure T-3) window the SAA will select the NRQTY (Non-Recurring Quantity) option under the Clear Flags/Indicators Group Box. When this option is selected, the SAA will select the Apply button located at the top of the window. When "apply" is selected, it will request the Batch Job to set the non-recurring quantities in the Stock Item table to zero.

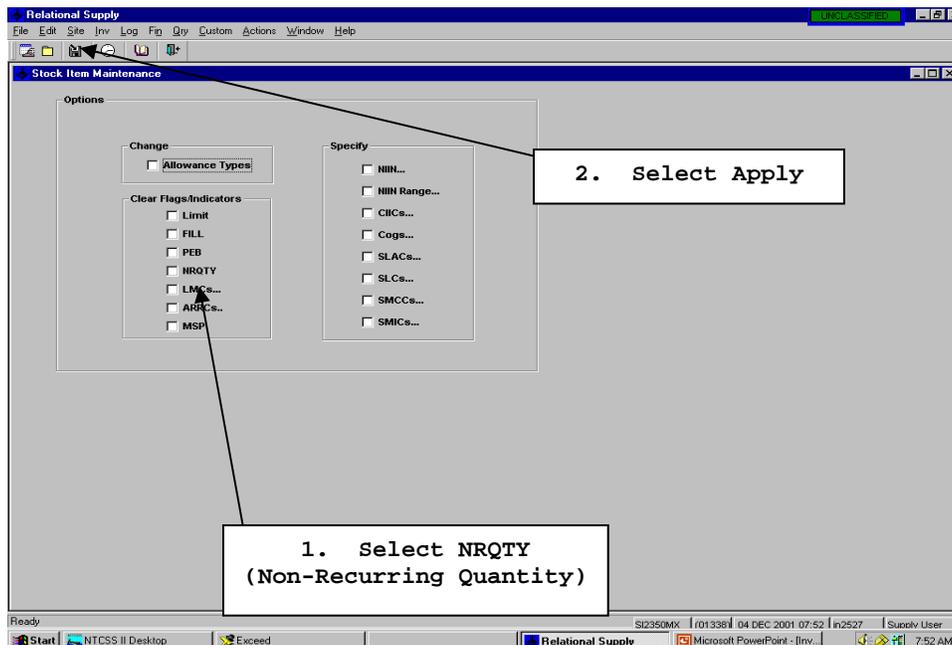


Figure T-3.-- Stock Item Maintenance Screen

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

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

<u>Job Options</u>	<u>Batch Job Nbr</u>	<u>Definitions</u>
Allowance/Stock Build	JSS115	Used to process allowance and load list information received from inventory managers and various other sources. The X05 format information is used to establish new Item/Stock Item table records, and establish, modify, or delete allowance quantities.
Part Number Cross References	JSS190	Used to process part numbers received from inventory managers and various other sources. The X06 format information is used to establish or delete part number data for a Stock Item.
Repairable Item Codes	JSS210	Used to process Repairable Item Codes (RIC) data received from inventory managers and various other sources. The X10 format information is used to establish or delete RIC records.
Allowance Parts Lists	JSS120	Used to process Allowance Parts Lists (APL) data received from Inventory managers and various other sources. This data, which is in DI X10 format, can be received via SALTS, disk, diskette, or other means of transmission. The X10 format information is used to establish or delete APL records
Support Package Allowance Build	JSS271	Used to establish AVCAL/SPkg allowances provided by NAVICP. The X24 format information is used to establish, modify, or delete package allowance quantities.

Table T-1. - Allowance Processing Batch Jobs

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

(a) Allowance/Stock Build, JSS115

1. X05 Format

<u>Data Position</u>	<u>Data Element</u>
1-3	X05

4	Allowance Quantity Indicator
5	Allowance Indicator
6	Record Type Code
7-10	Federal Supply Class (FSC)
11-19	National Item Identification Number (NIIN)
20-21	SMIC
22-23	UI
24-28	Allowance Quantity
29-52	Nomenclature
53-54	Cog
55	MCC
56-64	Unit Price
65-73	Repair Net Price
74	Family Relationship Code (FRC)
75-78	Family Group Code (FGC)
79-83	UIC
84	Blank
85-89	FILL Item Number
90	CIIC
91	SLC
92-93	SLAC
94	Demilitarization Code
95	SMCC
96	Special Handling Code
97-101	Net Unit Cube
102-104	Case Weight
105-107	Case Quantity
108	Type Storage Code
109	Material Indicator Code
110	Maintenance Support Package Indicator
111	Non Recurring Quantity Indicator
112	Batch Load Process Indicator
113-114	Local Management Code
115	X05 E15WB1 Indicator
116-144	Blank

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

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

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

2. Allowance Quantity Indicators

<u>Indicator</u>	<u>Definition</u>
A	Add the input allowance quantity to the existing
D	Delete the existing allowance quantity
G	Replace the current allowance quantity if the input allowance quantity is greater
I	Interchangeable
S	Substitute
V	Verify that the current allowance equals the input allowance
Blank	Replace current allowance with input allowance

3. Allowance Indicators

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

4. Non-Recurring Quantity Indicators

<u>Indicator</u>	<u>Definition</u>
1	Push item
Blank	Not a push item

5. Batch Load Process Indicator

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

6. Record Type Code Indicator

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

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

(b) Part Number Cross References, JSS190

1. X06 Format

<u>Data Position</u>	<u>Data Element</u>
1-3	X06
7	Record Type Code

8-22	NSN
23-27	CAGE
28-59	Reference Number
60-62	Add/Delete Record Indicator
63-90	Blank

2. Add/Delete Record Indicator values

ADD	Adding a part number record
DEL	Deleting a part number record

(c) Repairable Item Codes, JSS210

1. X10 Format

<u>Data Position</u>	<u>Data Element</u>
1-3	X10
4	RIC Indicator
5	Part Number Indicator
6	QCOSAL Indicator
7	Add or Delete Indicator
8-22	NSN
23-24	Source Codes
25	Maintenance Code (Use)
26	Maintenance Code (Repair)
27	Recoverability Code
28	Supplemental Code
29-33	Unit Identification Code
34-44	RIC1
45-55	RIC2
56-66	RIC3
67-77	RIC4
78-88	RIC5
89-99	RIC6
100-110	RIC7
111-121	RIC8
122-132	RIC9
133-143	RIC10
144	Blank

2. RIC Indicators

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

3. QCOSAL Indicators

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

4. Add/Delete Indicators

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

(d) Allowance Parts Lists, JSS120

1. X10 format

<u>Data Position</u>	<u>Data Element</u>
1-3	X10
4	RIC Indicator
5	Part Number Indicator
6	QCOSAL Indicator
7	Add or Delete Indicator
8-22	NSN
23-24	Source Codes
25	Maintenance Code (Use)
26	Maintenance Code (Repair)
27	Recoverability Code
28	Supplemental Code
29-33	Unit Identification Code
34-44	APL/AEL1
45-55	APL/AEL2
56-66	APL/AEL3
67-77	APL/AEL4
78-88	APL/AEL5
89-99	APL/AEL6
100-110	APL/AEL7
111-121	APL/AEL8
122-132	APL/AEL9
133-143	APL/AEL10
144	Blank

2. RIC Indicators

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

3. QCOSAL Indicators

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

4. Add/Delete Indicators

<u>Indicator</u>	<u>Definition</u>
A	Add

D Delete
Blank Add
(e) SPkg Allowance Build, JSS271

1. X24 Format

<u>Data Position</u>	<u>Data Element</u>
1-3	X24
4	Establish, Change, Delete indicator or Process code
5	Support Package Type
7	Record Type Code R-Supply
8-22	NSN/ Part Number
23-24	Unit of Issue
25-29	Support Package Quantity
33-37	Parent UIC
38-43	Packup Serial
45-49	Packup Allowance
50-61	Packup Locations
66-68	Net Cube
69-71	Case Weight
72-74	Case Quantity
75	Allowance Indicator

2. Establish, Change, Delete indicator or Process code

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

3. Support Package Type

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

4. Allowance Indicators

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

c. Step 1: Batch File Transfer X05 Data. The SAA will FTP the X05 data to R-Supply via Batch File Transfer (FILE>UTILITIES>FILE TRANSFER>BATCH FILE TRANSFER).

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

The SAA will select the Transfer To Server option (Figure T-4). When the transfer to server option is selected the SAA will click on the drop down arrow under Process and select the JSS115 predefined job parameter. When the predefined job parameter is selected, the user will enter the path where the X05 data input file is located. When completed, the SAA will select the Apply key located at the top of the window. When "apply" is selected, the X05 data will be placed in the /h/data/local/SUP1BT/tape_in directory for future use.

(1) Step 1A: Run the Predefined Parameters. Now that the X05 data has been uploaded to R-Supply, the SAA will run the predefined parameters job to update the R-Supply database. The SAA will access the Predefined Parameters screen (Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters) (Figure T-5).

(2) The SAA will select the predefined parameter JSS115. When this option is selected, the SAA will click on the apply key located at the top of the window. (NOTE: This job will run automatically, only if the approval required block is unchecked). This process will update the R-Supply database with the X05 data transferred in Step 1.

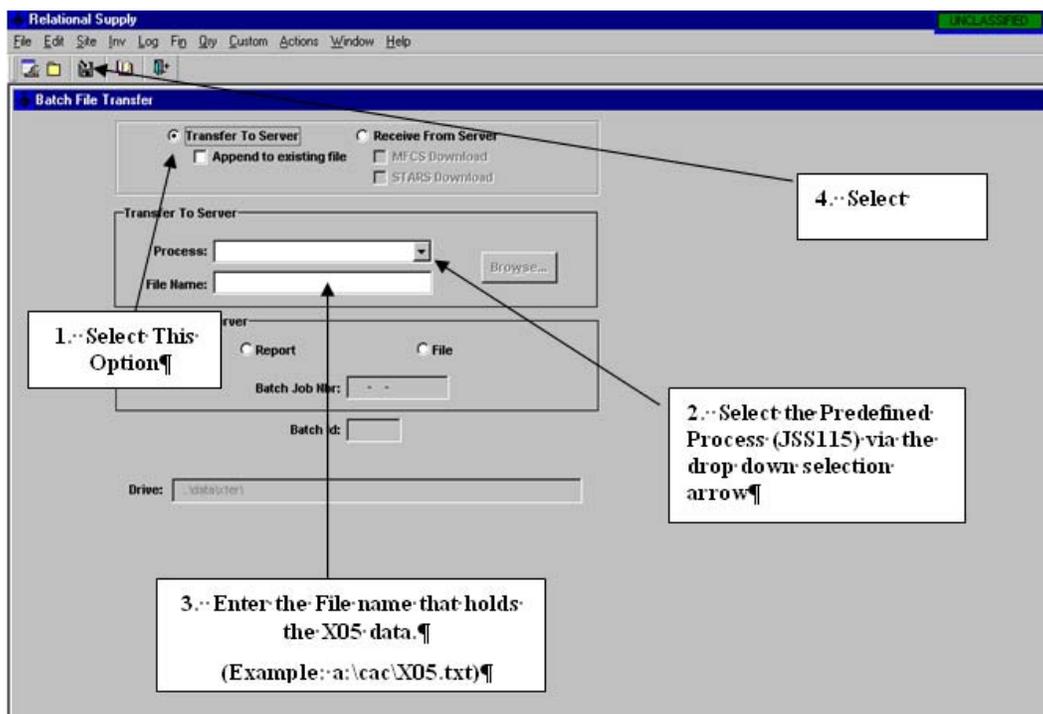


Figure T-4.-- Batch File Transfer Screen X05 Data

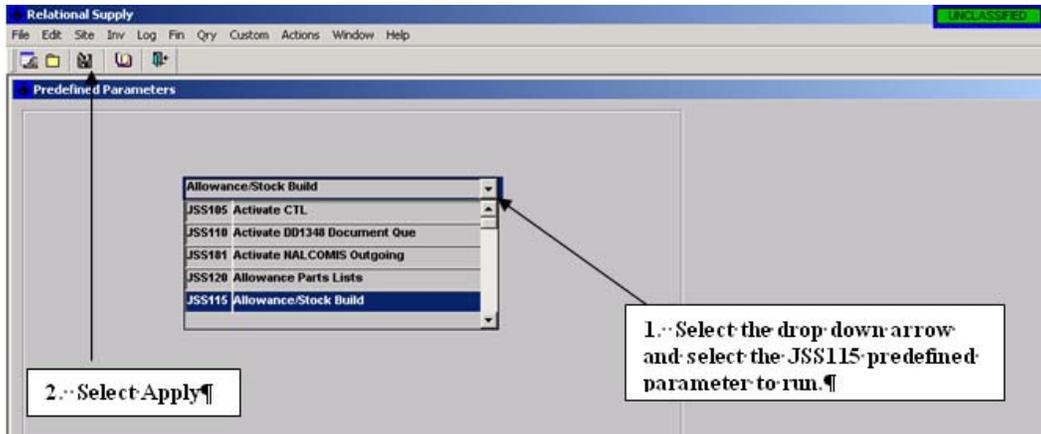


Figure T-5.-- Predefined Parameters Screen X05 Data

d. Step 2: Batch File Transfer X06 Data. The SAA will FTP the X06 data to R-Supply via Batch File Transfer (FILE>UTILITIES>FILE TRANSFER>BATCH FILE TRANSFER) (Figure T-6).

(1) The SAA will select the Transfer To Server option. When the transfer to server option is selected, the SAA will click on the drop down arrow under Process and select the JSS190 predefined job parameter. When the predefined job parameter is selected, the user will enter the path where the X06 data input file is located. When completed, the SAA will select the Apply key located at the top of the window. When "apply" is selected the X06 data will be placed in the /h/data/local/SUP1BT/tape_in directory for future use.

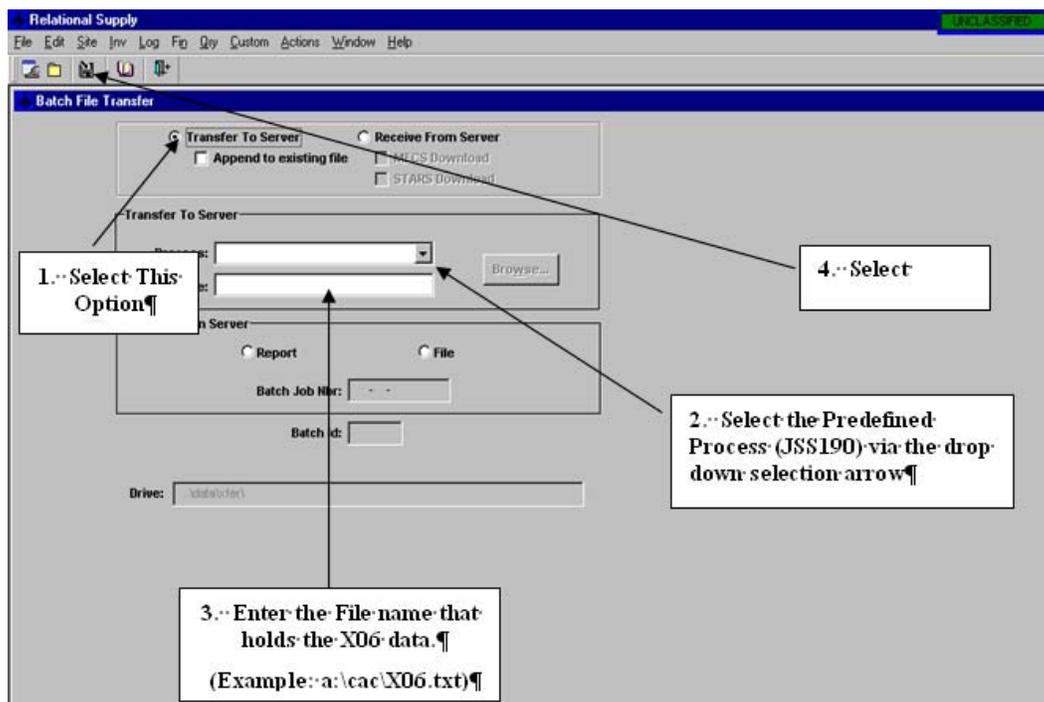


Figure T-6.-- Batch File Transfer X06 Data

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

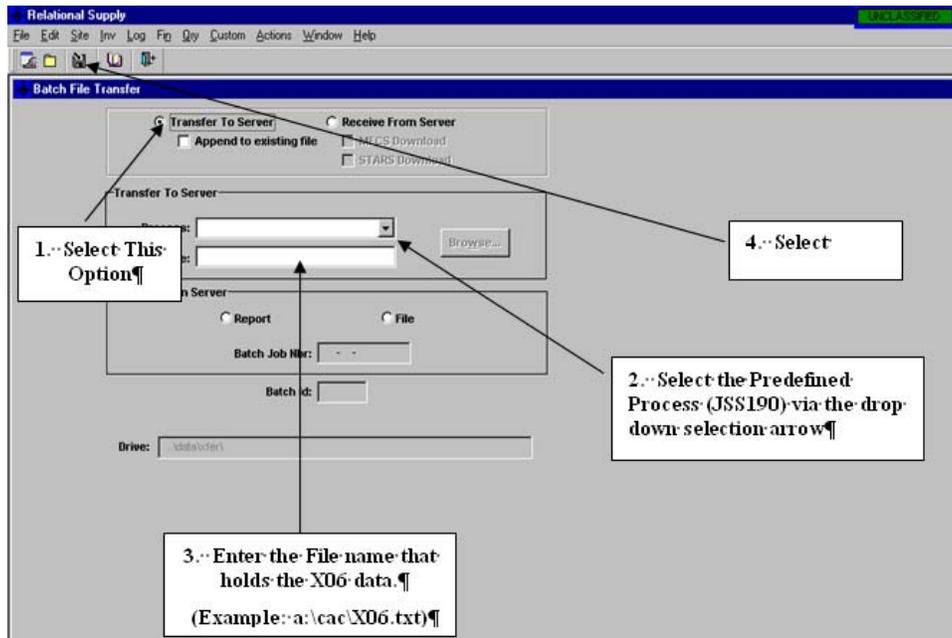


Figure T-7.-- Predefined Parameters Screen X06 Data

(3) The SAA will select the predefined parameter JSS190. When this option is selected, the SAA will click on the apply key located at the top of the window. (NOTE: This job will run automatically, only if the approval required box is unchecked). This process will update the R-Supply database with the X06 data transferred in Step 2.

e. Step 3: Batch File Transfer X10 Data (Repairable Item Codes (RIC)). The SAA will FTP the X10 data to R-Supply via Batch File Transfer (FILE>UTILITIES>FILE TRANSFER>BATCH FILE TRANSFER) (Figure T-8).

(1) The SAA will select the Transfer To Server option. When the transfer to server option is selected, the SAA will click on the drop down arrow under Process and select the JSS210 predefined job parameter. When the predefined job parameter is selected, the user will enter the path where the X10 data input file is located. When completed, the SAA will select the Apply key located at the top of the window. When "apply" is selected the X10 data will be placed in the /h/data/local/SUP1BT/tape_in directory for future use.

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

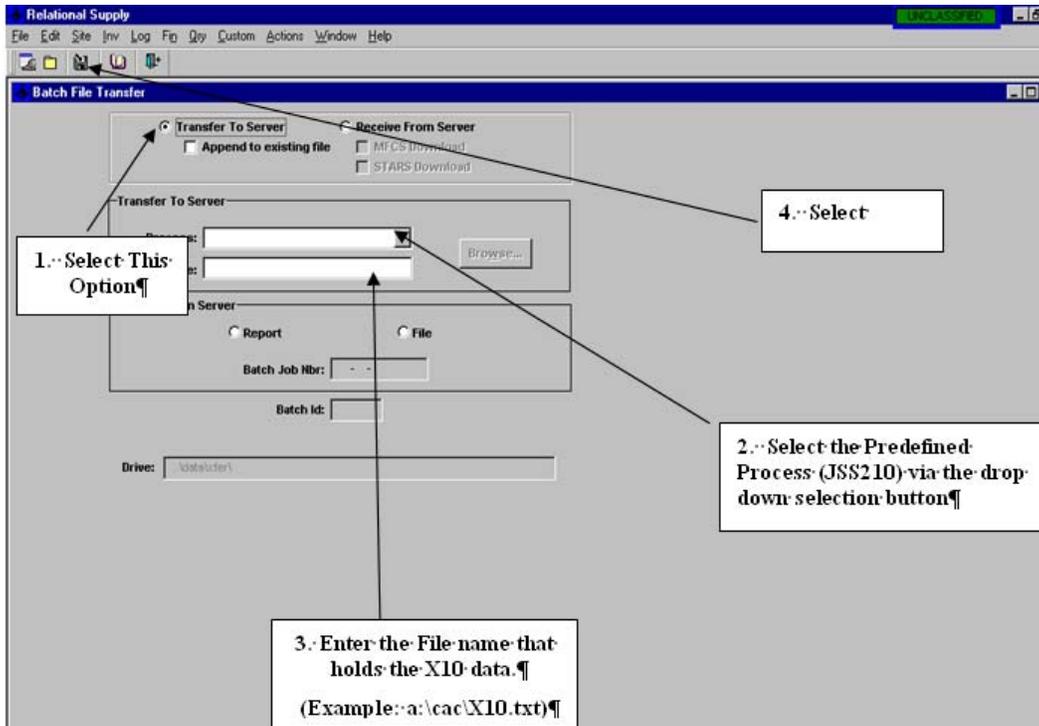


Figure T-8.-- Batch File Transfer X10 Data, Repairable Item Codes

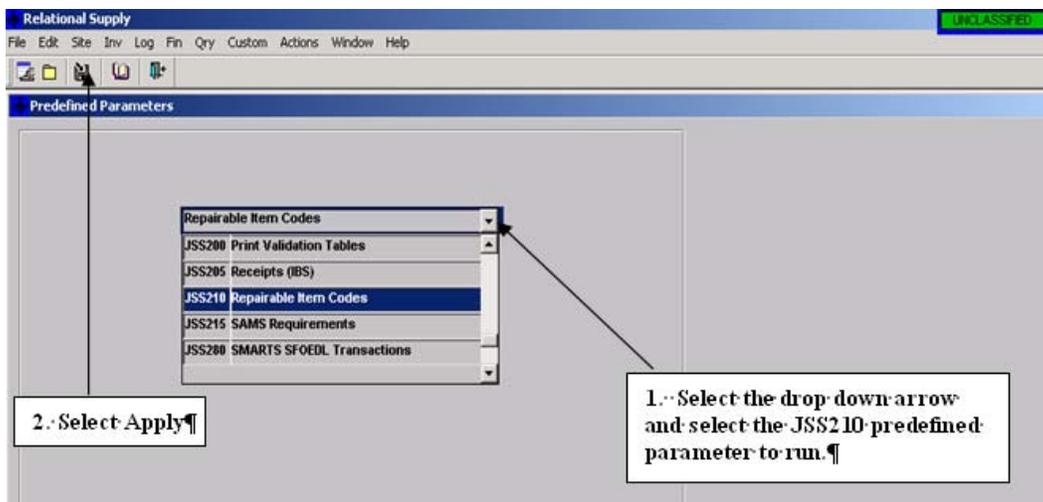


Figure T-9.-- Predefined Parameters Screen X10 Data, Repairable Item Codes

(3) The SAA will select the predefined parameter JSS210. When this option is selected, the SAA will click on the apply key located at the top of the window. (NOTE: This job will run automatically, only if the approval required box is unchecked). This process will update the R-Supply database with the X10 data transferred in Step 3.

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

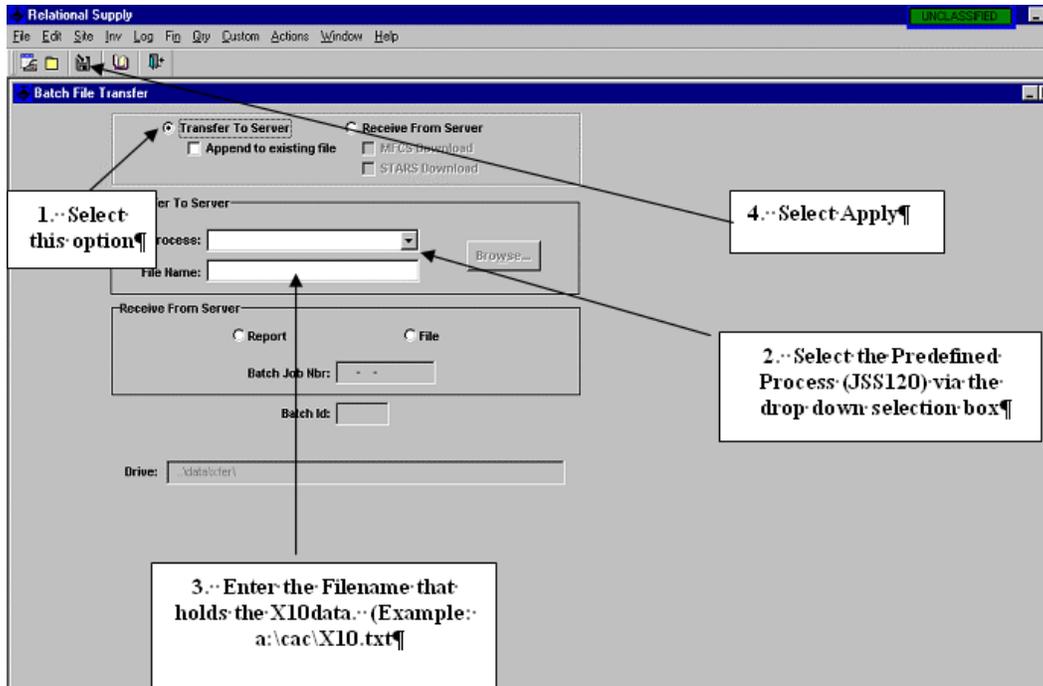


Figure T-10.-- Batch File Transfer X10 Data, Allowance Parts List

(1) The SAA will select the Transfer To Server option. When the transfer to server option is selected, the SAA will click on the drop down arrow under Process and select the JSS120 predefined job parameter. When the predefined job parameter is selected, the user will enter the path where the X10 data input file is located. When completed, the SAA will select the Apply key located at the top of the window. When "apply" is selected the X10 data will be placed in the /h/data/local/SUP1BT/tape_in directory for future use.

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

(a) The SAA will select the predefined parameter JSS120. When this option is selected, the SAA will click on the apply key located at the top of the window. (NOTE: This job will run automatically, only if the approval required box is unchecked). This process will update the R-Supply database with the X10 data transferred in Step 4.

g. Step 5: Ensure Support Package Serial Number Loaded. The DBA must ensure the support package serial number has been loaded to R-Supply before processing the X24s. This is found under Site>Activity Controls>Support Package Serials (Figure T-12). If the serial number is not there, the SAA must insert a row and enter the support package information. See example of this screen on next page.

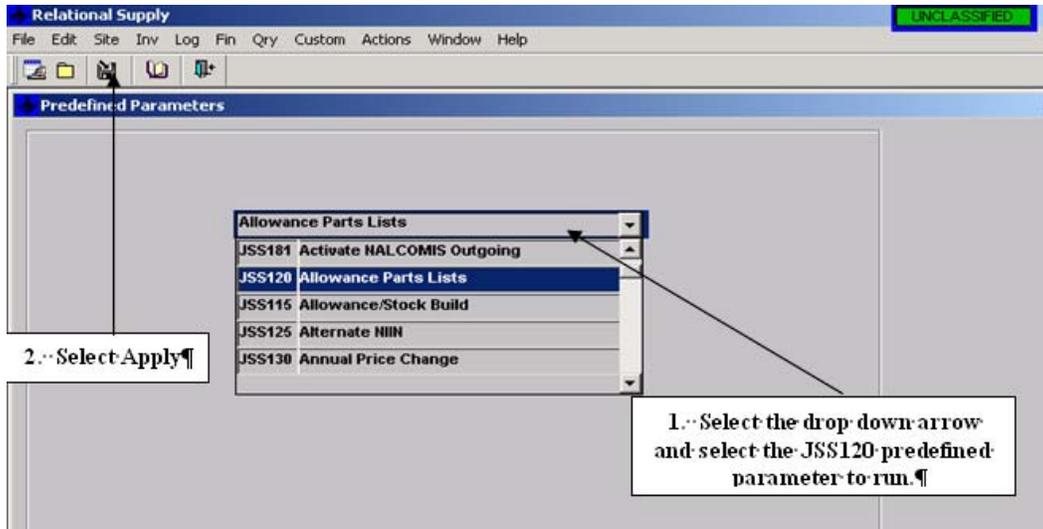


Figure T-11.-- Predefined Parameters Screen X10 Data, Allowance Parts List

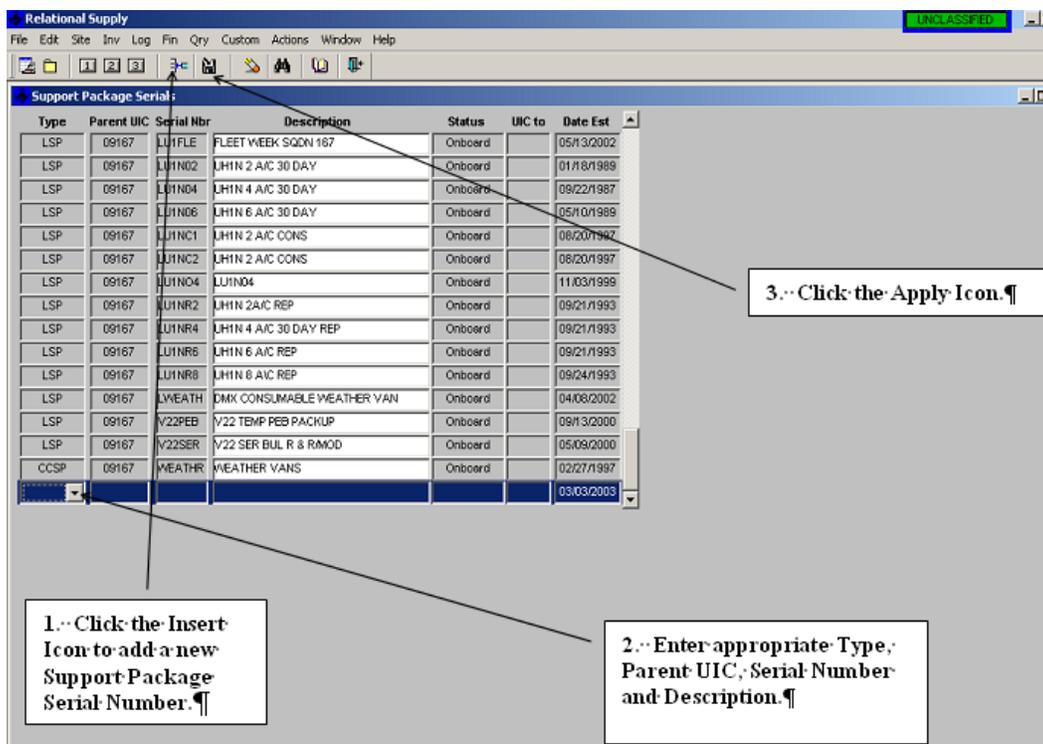


Figure T-12.-- Support Package Serials

h. Step 6: Batch File Transfer X24 Data. The SAA will FTP the X24 data to R-Supply via Batch File Transfer (FILE>UTILITIES>FILE TRANSFER>BATCH FILE TRANSFER) (Figure T-13). (NOTE 1: The X24 will determine which five of the Support Packages the new allowance will be placed in).

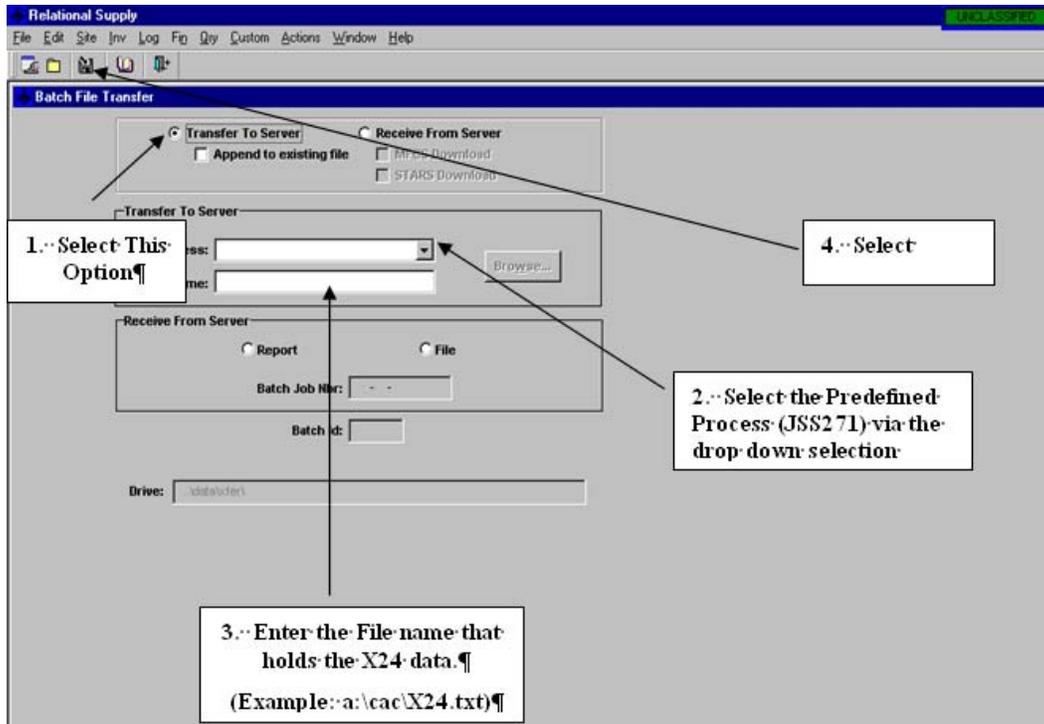


Figure T-13.-- Batch File Transfer X24 Data

(1) The SAA will select the Transfer To Server option. When the transfer to server option is selected, the SAA will click on the drop down arrow under Process and select the JSS271 predefined job parameter. When the predefined job parameter is selected, the user will enter the path where the X24 data input file is located. When completed, the SAA will select the Apply key located at the top of the window. When "apply" is selected, the X24 data will be placed in the /h/data/local/SUP1BT/tape_in directory for future use.

(2) Step 6A: Run the Predefined Parameters. Now that the X24 data has been uploaded to R-Supply, the SAA will run the predefined parameters job to update the R-Supply database. The SAA will access the Predefined Parameters screen (Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters) (Figure T-14). See example of this screen on next page.

(3) The SAA will select the predefined parameter JSS271. When this option is selected the SAA will click on the apply key located at the top of the window. (NOTE: This job will run automatically, only if the approval required box is unchecked). This process will update the R-Supply database with the X24 data transferred in Step 6.

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

(1) Excess material is properly offloaded IAW Wing/TYCOM Procedures.

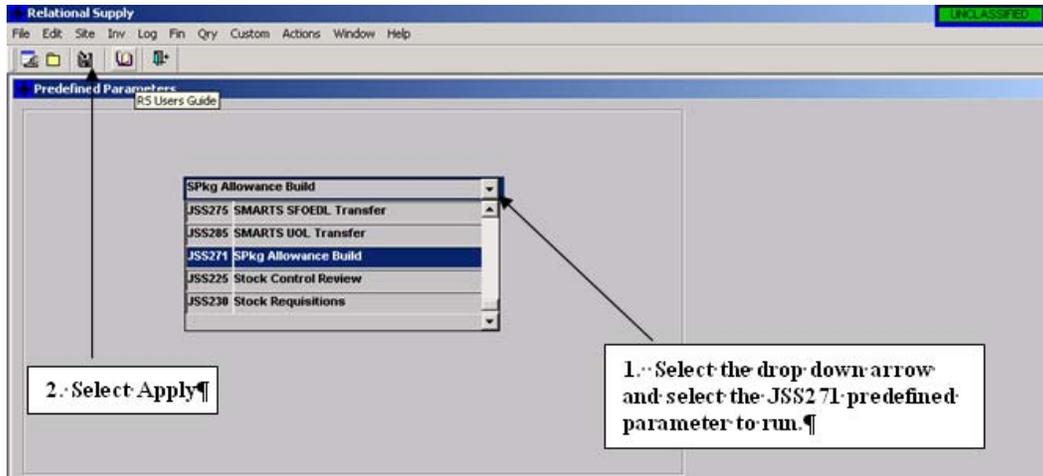


Figure T-14.-- Predefined Parameters screen, X24

(2) New Stock material is placed on order for storeroom or Support package.

(3) New Packup material is properly stored in appropriate Package location.

(4) Remove Support package material that is no longer required in a Support Package.

6. AVCAL Allowance Procedures

a. AVCAL AVDLR Repairables. NAVAIR Aircraft Procurement Navy (APN-6) funds are used to procure initial or increases in AVCAL repairable allowances. Requisitions will cite Signal Code 'C', R-Supply will auto assign a Service Code of 'N' and the UIC of the ordering activity, Fund Code 'QZ', and Advice Code '5D'. All repairable 'QZ' fund code requisitions are transmitted to NAVICP-P via electronic MILSTRIP submission (WINSALTS, DAMES).

NOTE: Project Code for FISP increases will be ZB9 in accordance with paragraph 3201.6a(7)(b). All other increases will cite normal Stock Project Codes 'AE_'.

b. COSAL Repairables. NAVSEA OPN Outfitting Account funds will be used to procure initial or increases in COSAL repairable allowances. Requisitions will cite Routing Identifier 'NUV', Media Status Code 'U', R-Supply will auto assign a Service Code of 'N', Demand Code 'N', Supplementary Address of N48096, Signal Code 'C', Fund Code 'VO' and Advice Code '5D'. All repairable 'VO' fund code requisitions are transmitted to FISC, Puget Sound (Code 70), Bremerton, WA 98314. Routing Identifier 'NUV' via electronic MILSTRIP submission (WINSALTS, DAMES). NAVSEA OPN Outfitting Account allotment Holder is a centralized operation concept, individual units submit COSAL initial outfitting requisitions citing NAVSEA OPN funds directly to FISC Puget Sound in accordance with reference (w). These funds will only be used to requisition COSAL initial outfitting for DLR material. Funding of consumable COSAL requirements will cite normal Navy Working Capital Fund [NWCF] fund codes).

c. AVCAL FLR/Consumables. 1R, 3_, and 9_ COG initial or increase requisitions will cite Signal Code 'C', R-Supply will auto assign a Service Code of 'N' and the UIC of ordering activity, Fund Code 'QU'. (Prior to running new AVCAL allowance products, activities must run a 'Top Off' reorder to ensure only new allowance requirements will be charged to the APN-6 Account.) All 'QU' Fund Code MILSTRIP requisitions must be submitted to NAVICP-P via e-mail: NAVICP-P_CAVCAL@ICPPHIL.NAVY.MIL

NOTE: Project Code for FISP increases will be ZB9. All other increases will cite normal Stock Project Codes 'AE_'.

d. Process for Changing Allowances between Scheduled Allowance Reviews. Procedures for requesting an addition, increase, decrease or deletion of current allowances are provided below. (X05 processing is not authorized until approved by NAVICP-M/P in writing or by receipt of allowance aids.)

(1) Allowance Change Requests-Fixed (ACR-F) for AVCAL assets. The ACR-F is a vehicle for the fleet to recommend a revision to an authorized AVCAL fixed allowance level. ACR-Fs are submitted when the current allowance quantity does not appear to be sufficient to support an activity's present and continuing maintenance mission. ACR-Fs for allowance decreases are also required. NAVICP-P will process site specific ACR-Fs (FOSP/TSA allowances) within 15 days from receipt or will provide interim status. For ACR-Fs affecting CSPs and FISPS, concurrence from all affected MALS, MAWS, and TYCOMs is required. Once concurrence from all affected activities is received, NAVICP-P will take the ACR-F for action and notify all affected activities by naval message. If approved, the new allowance will be loaded by using DI X05 and the allowance increase will be requisitioned with a 'QZ' Fund Code. If the ACR-F is requesting a decrease in allowance, and it is approved, an X05 will be processed for the new allowance and the excess quantity will be properly offloaded. (ACR-Fs are required on all 7R [AVDLR] and all Field Level Repairables [FLRs].)

(2) Allowance Change Requests (ACRs) for COSAL assets. NAVSUP Form 1220-2 (Allowance Change Request) will be filled out in accordance with the reference (w), vol I, Paragraph 2105 and sent via the COC. An ACR log (pending and completed file) must be maintained with related correspondence to show status of each ACR. Reference (ap) provides additional information for submission of the ACR.

(3) MSB will receive the AUTO-MCMAR Report from NAVICP-M on a monthly basis and whenever an OPNAV 4790/CK configuration change is submitted. The MSB will verify the AUTO-MCMAR for allowance increases or decreases and will ensure the allowance aids are properly processed. Once allowance changes are processed, the AUTO-MCMAR will be forwarded to the Technical Research Branch (TRB) of the Supply Response Division (SRD) and SSD for updating of the 'hard copy' COSAL. Reference (ap) and Appendix T provides detailed instructions on how to properly process the AUTO-MCMAR.

e. Validate all AVCAL Aids and Ensure Allowances are Properly Loaded

(1) Jointly with RCB, MSB will, at least annually or prior to a RE-AVCAL, conduct a Repairable Asset Management Assist Team (RAMAT) reconciliation. 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 that, 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. Step by step directions for conducting a RAMAT can be found in the Naval Aviation Logistics Information Support System (NALISS) Users Guide, version 0492, under Files Reconciliation.

(2) Upon receipt of the TYCOM MALSP milestone message, the MSB will ensure the MALSP milestones are accomplished by the required due dates and appropriate correspondence submitted in accordance with reference (o).

(3) MSB will receive and validate all allowance aids received from NAVICP-M and NAVICP-P.

(a) Upon receipt the MSB will provide to RMD, CMD and/or SSD the allowance aids for validation.

(b) RMD, CMD and/or SSD will validate and return the aids to the MSB for submission to NAVICP-M/NAVICP-P as applicable via the chain of command.

(c) MSB will review the printed listing/data files, containing X05's, X06's, X10's and X24's, for integrity of all data elements. Every X05 record must have at least one corresponding X06, X10, and X24 record. Basic dataset formats are contained in the R-Supply on-line help system. Additional mandatory data elements not reflected in cited references are: CIIC code, SLC, SLAC and FGC.

(d) After the integrity and formats are validated, and prior to loading datasets, MSB will request that the DBAB SAA produce lists and/or data files of following conditions.

1. New allowance NIIN not on R-Supply Stock Item Table.
2. Allowance quantity greater than R-Supply COSAL_list table allowance quantity with difference quantity multiplied by R-Supply Item table unit price. NOTE: R-Supply COSAL_list table contains allowance quantities for all allowances including AVCAL, COSAL and DBI.
3. Allowance quantity less than R-Supply COSAL list table allowance quantity with difference quantity multiplied by R-Supply Item table unit price.

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

(f) MSB will coordinate the loading of all repairable and consumable X05's, X06's, X10's, and X24's with the RCB/CCB to ensure databases (R-Supply/Optimized NALCOMIS) are updated properly. Prior to loading any new X05 file (repairable or consumable), MSB will have the SAA verify that all Non-recurring quantities on the Stock Item table are set to zero. MSB will also ensure that the RCB/CCB does not request an automated stock reorder until all X05 processing is completed and new "QZ/QU" fund coded requisitions are released into the supply system. Routine buy is not to be done that the AVCAL Increase buy be initiated to create the QZ/QU

Requisitions. The Stock Item Maintenance batch job should be ran everyday except before the AVCAL/COSAL buys are performed to alleviate improper QZ/QU/VO from getting erroneously released.

(g) MSB will run a SAMMA/SAL before the new allowances are posted and after to have a record of changes in reorder objective and total SAL \$\$\$.

Appendix U

Depot Level Repairable Carcass Processing Procedures

Table Of Contents

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- A. General
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Section I: Electronic Retrograde Management System (eRMS)

A. General

1. Electronic Retrograde Management System (eRMS). eRMS is a Naval Inventory Control Point (NAVICP)/Navy Supply Information Systems Activity (NAVSISA)/Navy Supply Systems Command (NAVSUP), jointly developed web-based application. eRMS provides asset visibility from "cradle to grave" during the entire transit of the asset. When a turn-in (DD1348-1) document (Document ID BC2, BGJ, BEI, BQD) is created and manifested, a Transaction Item Report (TIR) is generated when Proof of Shipment (POS) is posted by the turn-in Activity. Posting POS "turns off" carcass tracking (CT), simultaneously initiates Stock in Transit (SIT). The material is delivered to the Advanced Traceability and Control (ATAC) for transshipment and additional packing only. Carcass Express items may be shipped directly to the Designated Overhaul Point. The turn-in Activity is relieved of accountability by posting Proof of Shipment/Proof of Delivery (POS/POD) to eRMS, and assigns accountability for material transshipped to ATAC. The web Shipping Discrepancy Reporting (SDR) system is then used to follow up on any transaction where SIT was initiated and no subsequent POS/POD was provided. Carcass tracking will remain open for items requisitioned where no turn-in was made.

Note: The Desk Guide and training manuals for the Electronic Retrograde System (eRMS) are available for download at <https://mril.navsisa.navy.mil/eRMS/submenu.asp>. Also available is a link to the Technical Assistance for Repairable Processing (TARP) desk guide.

a. eRMS is a management program designed specifically for users to:

- (1) Identify retrograde.
- (2) Initiate Transaction Item Reporting (TIR).
- (3) Create bar-coded turn-in/shipping documents (DD1348-1s).
- (4) Create shipping manifests and Military Shipping Labels (DD1387s).
- (5) Identify carcass constrained retrograde.
- (6) Identify hazardous and classified retrograde.
- (7) Create Engineering Investigation (EI) turn-in/shipping documents, Quality Discrepancy Report (QDR) turn-in/shipping documents, and aircraft engine shipping and tracking documentation.
- (8) Create Repair and Return (R&R) bar-coded shipping documents (DD1348-1s).

b. eRMS permits the user to:

- (1) Systematically verify material identity.
- (2) Print a bar-coded DD1348-1 turn-in shipping document reflecting the Designated Overhaul Point (DOP)/Depot Supply Point (DSP) and other critical information.

(3) Identify carcass constrained (Carcass Express (CE)) depot level repairables.

(4) Identify any other retrograde requiring logbooks, Scheduled Replacement Component (SRC) cards, or Equipment History Cards (EHCs).

(5) Terminate carcass tracking.

(6) Initiate Stock in Transit (SIT).

(7) Capture Proof of Shipment (POS).

(8) Capture Proof of Delivery (POD).

(9) Create shipping documentation for EIs.

(10) Create shipping documentation for QDRs.

(11) Create shipping documentation for NRFI Aircraft Engines.

(12) Create shipping documentation for CLASSIFIED NRFI assets.

(13) Identify Defense Reutilization Material Office (DRMO) and Advanced Traceability and Control Program (ATAC) exception retrograde.

(14) Create shipping documentation for Repair and Return assets.

(15) Identify appropriate shipping containers, Carcass Express, Crown Jewel, and Hazardous designated NRFI assets.

c. An eRMS user can be the unit's Retrograde Asset Manager, senior managers, "asset trackers", or any other users with access to eRMS. Users may have access to reports resident in eRMS, and/or to the unit's retrograde asset database. eRMS is used whenever retrograde depot level repairables are generated by the unit, and thus require turn-in for repair. eRMS is the preferable method for Transaction Item Reporting (TIR), tracking, visibility, and management of retrograde assets at the unit/user level. eRMS provides ease of visibility at the user, middle management, and most senior levels.

d. eRMS turns off carcass tracking once the turn-in Activity processes the material for shipment and posts Proof of Custody Transfer (POCT). Stock in Transit is initiated by eRMS to notify the receiving activity of the inbound shipment. The turn-in Activity is relieved of accountability by posting Proof of Shipment/Proof of Delivery (POS/POD) to eRMS, and assigns accountability for the material to ATAC/DOP. The web Shipping Discrepancy Reporting (SDR) system is then used to follow up on any transaction where SIT was initiated and no subsequent POS/POD was provided. Carcass tracking will remain open for transactions until receipt of turn-in is posted by receiving activity.

B. eRMS Modules

1. Standard Module: This is the module all sites (with a few exceptions) are trained to use. The "Standard" module (Figure U-1) may come with one or more of the below modules, and provides Transaction Item Reporting capability.

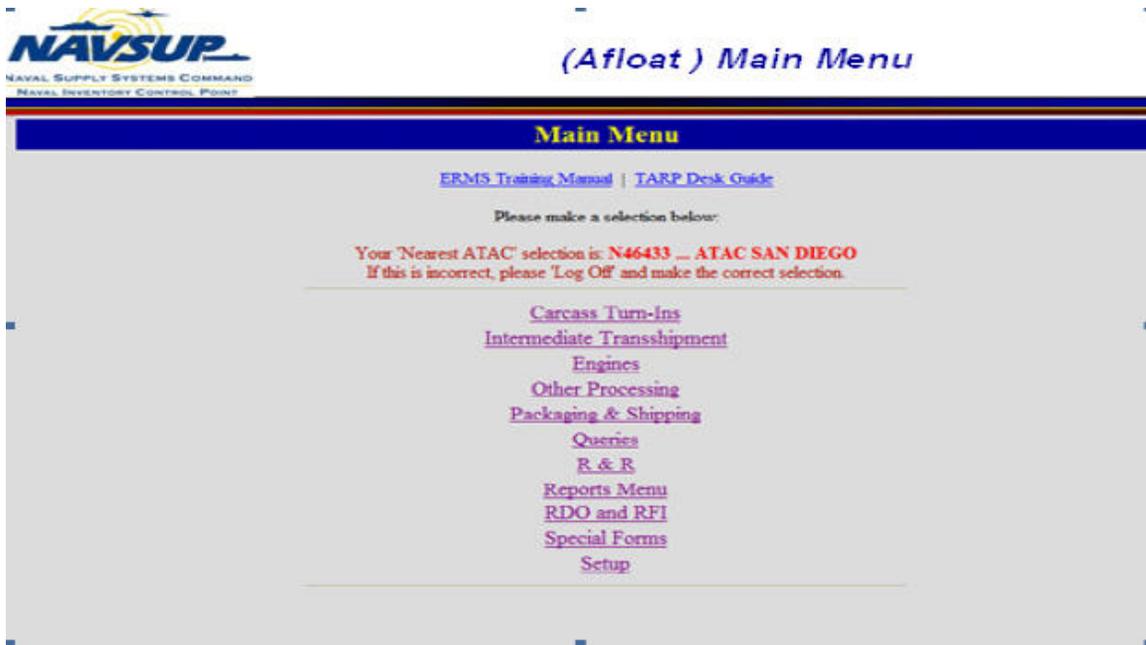


Figure U-1. - eRMS Main Menu

2. Aircraft Engine Module: Some sites only have this module since only aircraft engines are received or repaired at these select sites, and eRMS provides for processing, movement, and tracking visibility of A COND engines as well. TIRing is not required for the movement of engines.

3. Other Processing Module is designed to be used to provide In-transit Visibility (ITV)/Accountability for Repair and Return (R&R) assets for those activities which do not/cannot use either of the "Enhanced" R&R modules. OP is neither Individual Component Repair List (ICRL) nor Master Repairable Items Listing (MRIL) driven, TIRing is not required, and repair site selection is via a drop down menu selection.

4. Enhanced Repair & Return (EHRR) Module: EHRR does not TIR, but it is ICRL driven, and repair site selection is determined by the ICRL with limited Intermediate Maintenance Activity (IMA) exception override). ICRL maintenance is critical for this module. This module was funded by Commander, Naval Air Forces (CNAF) and will be critical to Fleet Readiness Center (FRC) implementation as well as a force multiplier for R & R.

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

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

C. Procedures

1. Requesting User ID/Password: New eRMS users need to request a User Id and Password from their Site Access control manager. (Note: a User Id and Password can be requested by selecting "Access Request" located on the eRMS home page). Your new User Id and Password will be provided by direct e-mail.

To use the eRMS system, all users are required to obtain a DOD PKI (Public Key Infrastructure) Certificate. To begin using eRMS, use the following steps:

- a. Users must use their DOD PKI Certificate (usually located on their CAC).
- b. Open your Internet Browser to: <https://mril.navsisa.navy.mil/erms>
- c. Enter your User Id and Password, and then select the "Login" button. Upon successful validation of the entered User Id and password, the eRMS program is available for use.
- d. Using the available dropdown, select the nearest servicing ATAC, or the next scheduled port (if an afloat unit) having an ATAC.

NOTE: The website home page displays the HELP DESK e-mail address and telephone numbers for problems related to site access or system issues; and both the NAVICP and NAVSUP System Analyst contacts for any questions related to program issues.

2. Reports. eRMS provides a number of tracking, information, and management reports. Access to these reports provides "manager tools" which permit a review of the overall progress of the Unit's retrograde assets including the initial turn-in, shipping, and tracking of their DLR's. Each of the eRMS reports is briefly reviewed in the following paragraphs.

- a. Carcass History Record: Accessing this report permits the user to search the Unit's retrograde database - either by Document Number or by NIIN. Displayed is a complete history of the asset including the date: The shipping document was prepared, it was sent to the shipping function, transported, and the date received at the destination ATAC (or other destination to which it was consigned).

Links off History show the POS/POD for this item, any item research comments, and reversals if the item was reversed for some reason and an ATAC link for the ones that were sent to ATAC on BC1. This shows when the ATAC received item and worked it through their DLR system.

- b. Open Proof of Shipment (POS): The "Open POS" report provides the user with the capability to review and manage those documents where the POS has not yet been posted, and to investigate and resolve any reasons.

NOTE: This report should be produced and reviewed on a weekly basis. This report is critical because the actual TIRs that turns off carcass tracking and turns on SIT, doesn't happen until the POS is posted. If older items are on here, these too could result in the customer receiving a carcass bill.

- c. Open Proof of Delivery (POD): The "Open POD" report provides the user with the capability to review and manage those documents where the POD has not yet been posted and to investigate and resolve any reasons.

NOTE: This report should be produced and reviewed on a Weekly basis.

- d. ARAD Reports: The Automated Report of ATAC Discrepancies (ARAD) permits the user the ability to review all retrograde items processed through the Web Managed Retrograde System (WMRS) at the ATAC site. This is used for

older records prior to eRMS or for any frustrated BC1s that users sent out via eRMS. It provides the details of how ATAC screened/processed the item.

e. Re-Identified Items. The "Re-Identified Items" report reflects any item that was re-identified within eRMS, whether it was related or non-related.

f. Items Under Research: The "Items Under Research" report reflects any retrograde for which the Unit has yet to complete identification research. The report permits the user to alert the Unit that an item requires attention and is not yet resolved for turn-in.

g. Items Shipped to ATAC for Deep Screening: This report permits the User to review those retrograde items that have been sent to the nearest servicing ATAC for "deep screening", or those items where the re-identification efforts failed to resolve any NIIN issues.

h. Items Not Received at ATAC: This report reflects those retrograde items where a shipping document has been generated but the item has not been shipped or has not been received by the ATAC. This report gives the user the opportunity to review and resolve any questionable items. This report should be reviewed weekly.

i. Retrieve Items by Manifest: The "Retrieve Items by Manifest" report permits the user to review the items by Manifest Number.

j. Reversed Items: This report reflects those retrograde items that have been reversed or canceled, or otherwise not processed.

k. Repair & Return Module Reports

(1) IMA Due in Report - This report reflects inbound repair and return items from other activities and must be checked daily for incoming Repair and return components.

(2) Approve BCM Request Report - This report reflects components that have been sent to another activity for repair and return that were beyond the capability of that activity to repair. The activity is requesting your permission to complete the BCM action. After completing the BCM action in Optimized NALCOMIS, provide authorization for the repair site to BCM and ship the component to the MRIL repair site for repair under your Document NBR in eRMS.

3. Manifest and BC1/BC2 Filing Requirements

a. Once Processing is completed and the ATAC stamped/signed Manifest and BC2 documents are received the following applies for filing in the RCTF.

(1) Manifests will be filed in the front of the RCTF in individual monthly files.

(2) The BC2 will be annotated with the Manifest number at the bottom and filed with the same procedure that applies to BC1s.

b. When researching for POS copies go to the BC2 in the same manner you would for the BC1. Once you locate the BC2 use the manifest number annotated at the bottom to reference back to the ATAC Stamped Manifest for POS.

Section II: Relational Supply Carcass Processing Procedures

A. General

1. The R-Supply Carcass-tracking Program provides a means for tracking Depot Level Repairable (DLR) transactions through the entire repair cycle. It also provides the information needed to respond to carcass follow-up transactions (DI BK_) from NAVICP.

2. The term carcass refers to a Not-Ready-For-Issue (NRFI) or failed, repairable unit. The R-Supply Carcass Tracking Program involves DLR material, which can be identified by a Cog of 7_ and an MCC of E, G, H, Q, or X. Activity personnel must return DLRs to a Designated Overhaul Point (DOP) or Designated Support Point (DSP) when personnel at the authorized maintenance activity declare it to be Beyond Capability of Maintenance (BCM).

3. Carcass-processing Cycle. This evolution begins when a DLR unit fails, becomes NRFI, needs repair, or in some way becomes unusable for its intended purpose. A customer submits a requisition for a replacement unit and enters an advice code regarding the availability or intention of turning in the NRFI unit. Immediately after processing the requisition, personnel in RMD will await the turn-in of the NRFI unit so that personnel in the maintenance activity can make a repair determination. Officials in the IMA will decide whether they have the capability to make needed repairs.

B. BCM Carcass Processing Procedures. After the NRFI repairable has been processed through eRMS (processing procedures contained in Section II of this appendix) and shipped, RMD must input the required data into R-Supply. The following steps are to be used.

1. Step 1. RCB will match the signed DD1348-1A's with the copy in the pending signature file and dispose of the unsigned copy. Additionally, the R-Supply "Overdue Carcass Shipment Report" (JSL326) should be used in conjunction with DD1348-1A's for this processing. Transactions on this report older than 3 days should be investigated to determine why the material has not been shipped.

2. Step 2. RCB will take the signed DD1348-1A's and enter the R-Supply application. From the Log Menu select "Carcass Tracking" sub-menu option as shown in figure U-2.

a. After selecting the Carcass Tracking option R-Supply will automatically display the next screen as shown in Figure U-3. From the "Carcass Tracking Search Window" select "Prepare Shipment" from the Options drop down box.

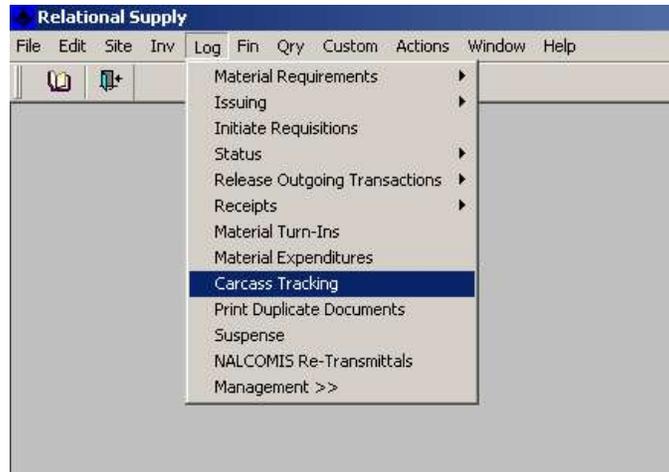


Figure U-2. -- Carcass Tracking Menu

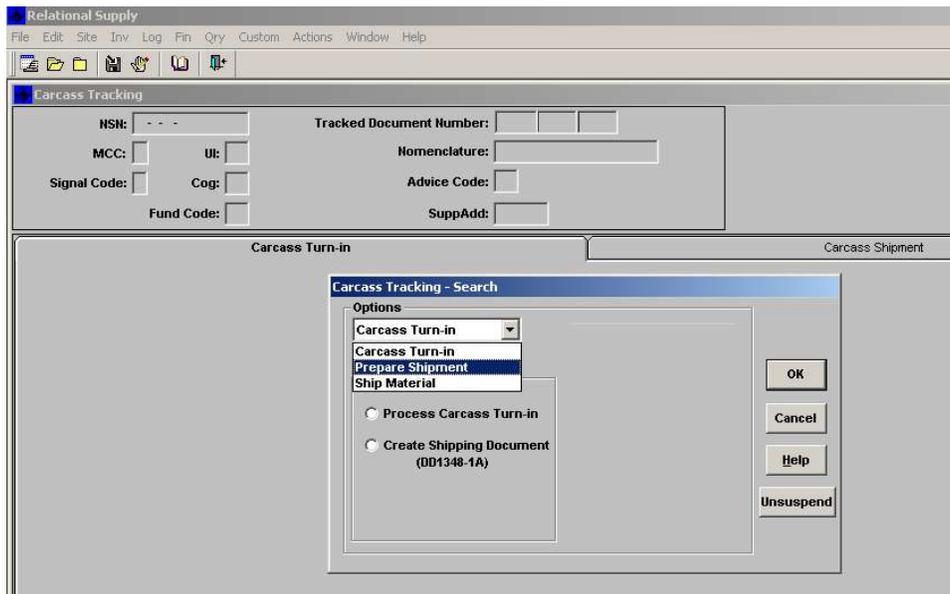


Figure U-3. -- Carcass Tracking Screen

b. After selecting the "Prepare Shipment" option, Figure U-4 will be displayed. On this screen, select the "ATAC Direct Delivery" option. Then select the "Process Shipment" option. The next screen displayed will be "ATAC Direct Delivery". At this point, document numbers from the signed DD1348-1A's will be selected from the "Parameters Selection List" and added to the "Parameters Selected" list as shown in figure U-5.

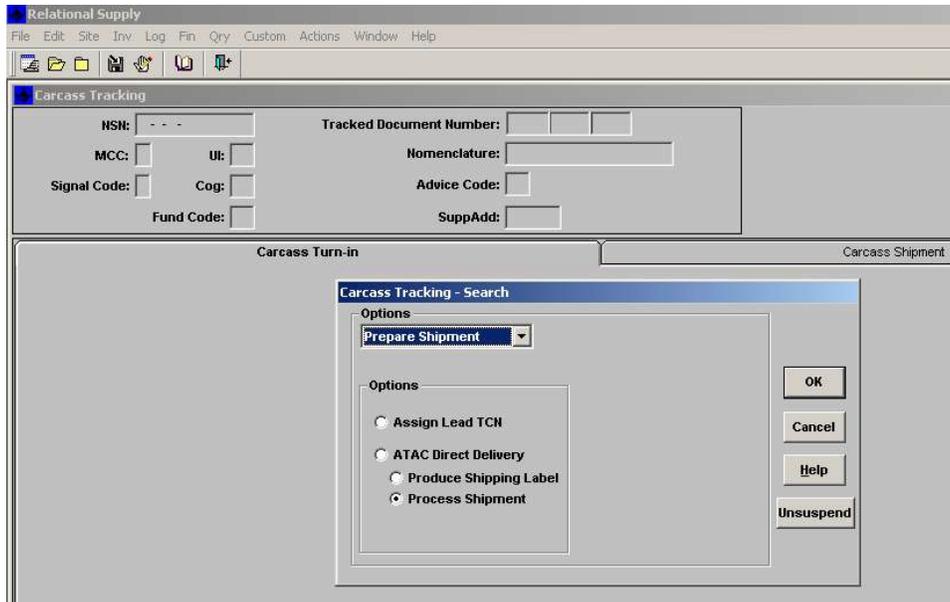


Figure U-4. -- Process Shipment Screen

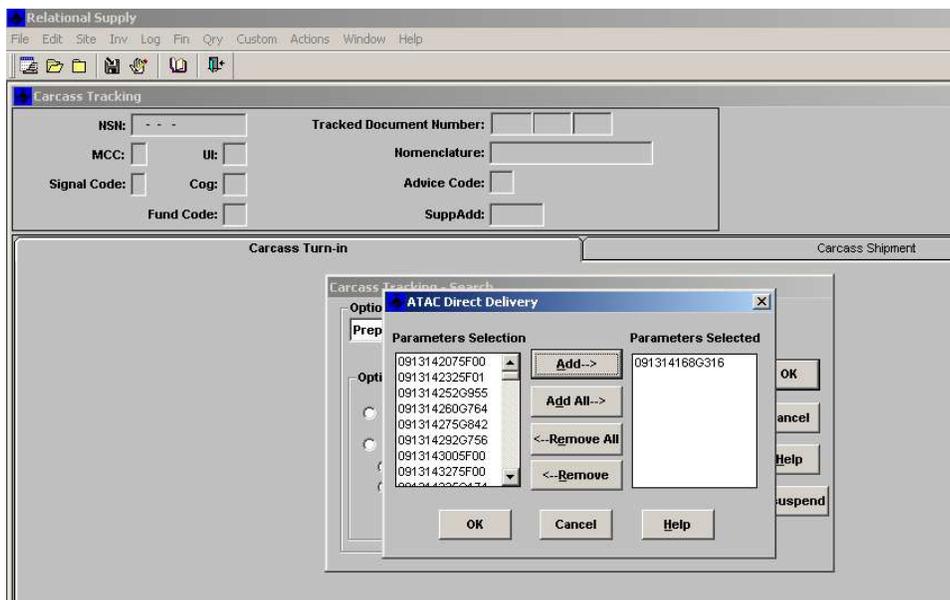


Figure U-5. -- ATAC Direct Delivery Screen

(1) A maximum of 20 document numbers per session can be selected and processed for shipment.

(2) Once the documents numbers have been selected for processing, click the "OK" button.

3. Step 3. The "ATAC Direct Delivery" window will close and return to the "Carcass Tracking Search" window. Click the "OK" button to continue with the "Process Shipment" option. The "Carcass Tracking" window, Figure U-6 will now appear.

The screenshot shows the 'Relational Supply' application window. The title bar reads 'Relational Supply'. Below the title bar is a menu bar with 'File', 'Edit', 'Site', 'Inv', 'Log', 'Fin', 'Qry', 'Custom', 'Actions', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main window is titled 'Carcass Tracking' and is divided into two sections: 'Carcass Turn-in' and 'Carcass Shipment'. The 'Carcass Turn-in' section contains the following fields: NSH: 5841-00-168-7857, Tracked Document Number: 09131 4168 G316, MCC: E, UI: EA, Signal Code: [empty], Cog: 7R, Fund Code: 8S, Nomenclature: RECEIVER-TRANSMITTE, Advice Code: 5G, and SuppAdd: YG316. The 'Carcass Shipment' section contains the following fields: Shipped Doc Nbr: 09131 4168 G316, Response Code: A, Turn-in NSH: 5841 00-168-7857, Ship Date: 08299, Shipment Priority: 03, Condition: F, Mode Of Shipment: S, Lead TCN: V091314168G316XXX, Transhipper: [empty], Ship To: N68620, Carrier: [empty], Carrier Trk Nbr: [empty], Vehicle Nbr: [empty], and Signature: RWV. A dropdown menu for 'Mode Of Shipment' is open, showing the following options: 8 Pipeline, 9 Local Delivery, A Motor, Truckload, B Motor, Less Truckload, and C Van.

Figure U-6. -- Carcass Tracking Screen

4. Step 4. On the "Carcass Tracking" window RCB will enter the following:
 - a. Mode of Shipment.
 - b. Signature (Name of ATAC person on the DD1348-1A).
 - c. When all required data has been entered, click the "Apply" icon from the icon tool bar.
 - d. Once the "Apply" icon has been clicked and the transaction has processed successfully proceed to the next transaction.
 - e. You must do this for each document number selected for processing.

NOTE: Printing Duplicate DD1348-1A's CAN ONLY OCCUR after the shipment information has been entered. This may be required if paperwork is lost.

5. Step 5. RCB will file the signed DD1348-1A's in the Repairable Completed Transaction File.

6. Step 6. RCB will run daily the R-Supply Predefined Parameters JSS294 - CARCASS SHIPMENT DOWNLOAD process. This process will extract the Carcass Shipment Data (D6R's) required to be submitted to the NAVICP's and FMSO.

7. Step 7. To run the Predefined job JSS294 - Carcass Shipment Download.

- a. From the R-Supply "SITE" menu select "MANAGEMENT", next select "Site Internal", next select "Batch Job Scheduling", then select "Predefined Parameters". In the Predefined Parameters window, select the JSS294 - Carcass Shipment Download option from the dropdown box as shown in figures U-7 thru U-9.



Figure U-7. -- Site Management Screen

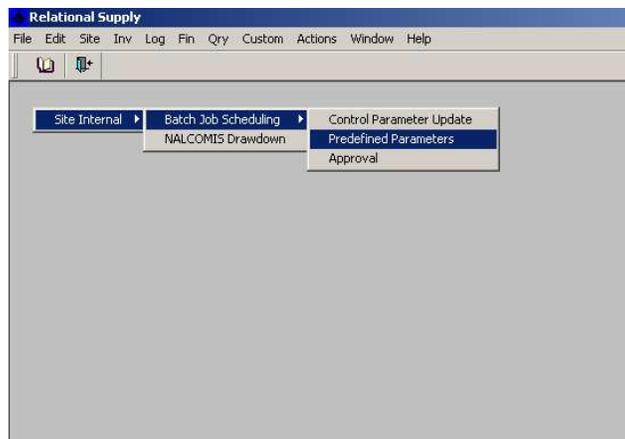


Figure U-8. -- Predefined Parameters Screen.

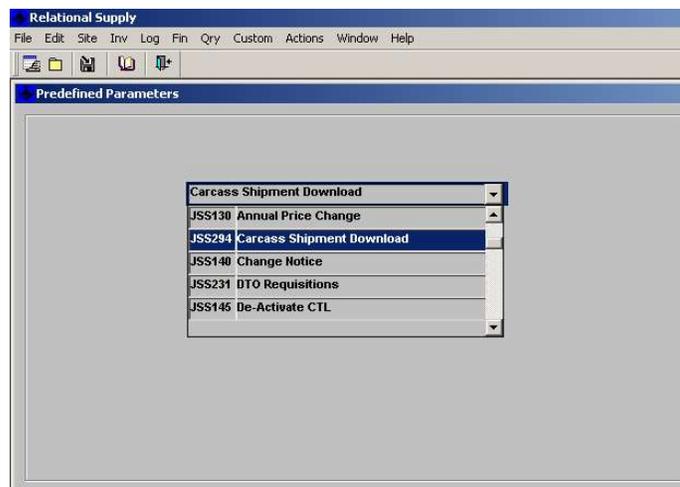


Figure U-9. -- Carcass Shipment Download Option

- b. Click the "Apply" icon

c. The R-Supply will provide a popup window, Batch Job Confirmation, with the job number as shown in Figure U-10. Write this job number down, it will be needed to download the file once the job is complete. After clicking "OK" the next window displayed requires the selection of a printer as shown in Figure U-11. Select the desired printer and click "OK". The "NTCSS PID" window will popup. Click "OK" to return to the main R-Supply Screen.

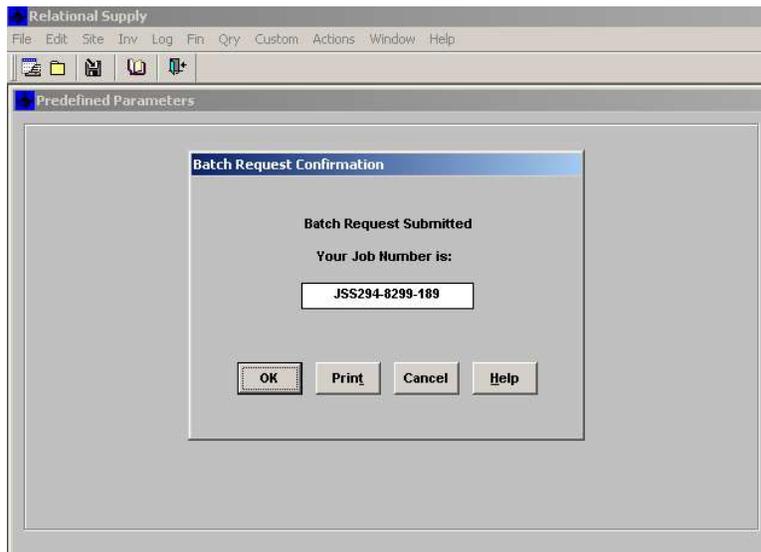


Figure U-10. -- Batch Job Confirmation Screen

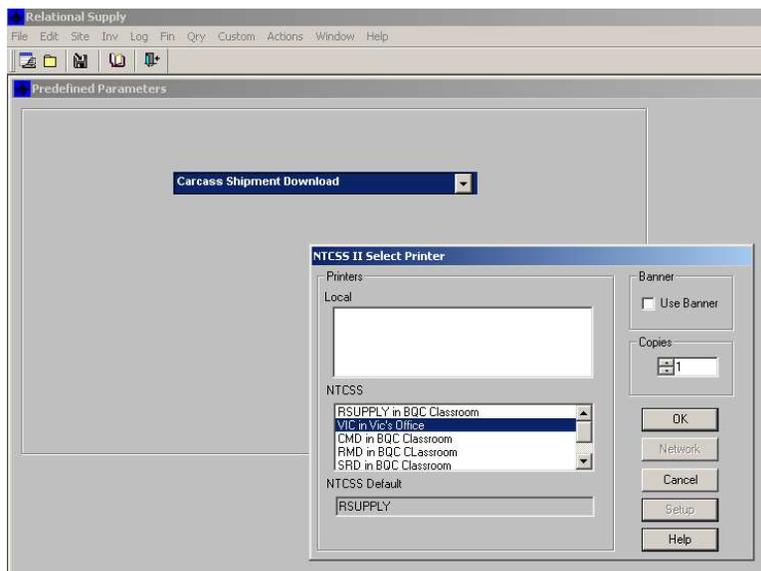


Figure U-11. -- NTCSS II Select Printer Screen

8. Step 8. Once the JSS294 job has completed, RCB must then download the Carcass Shipment data files. To run this process:

a. From the R-Supply "File" menu select "Utilities", next select "File Transfer", next select "Batch File Transfer". When the Batch File Transfer window is displayed, select the following options, "Receive from Server" and "File". In the Batch Job Number field enter the Job number and then select the "Transfer to Hard Drive" option. The Drive path will default to...\\data\xfer\facts\ if the files are to be saved to a different location change this to reflect the correct path as shown in figures U-12 and U-13.

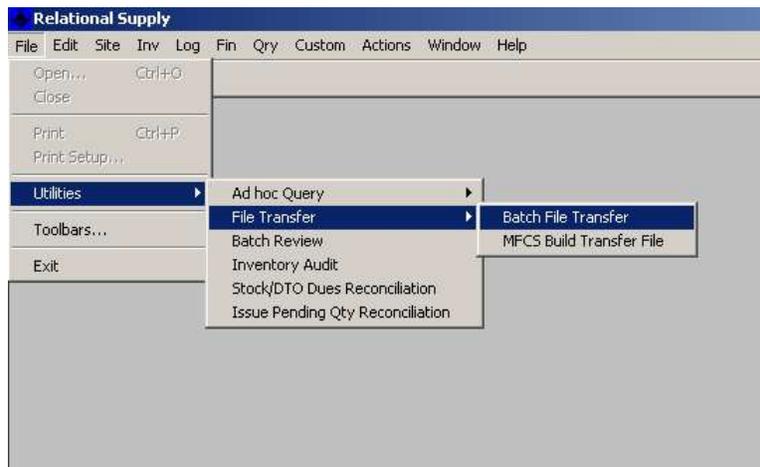


Figure U-12. -- Batch File Transfer Menu

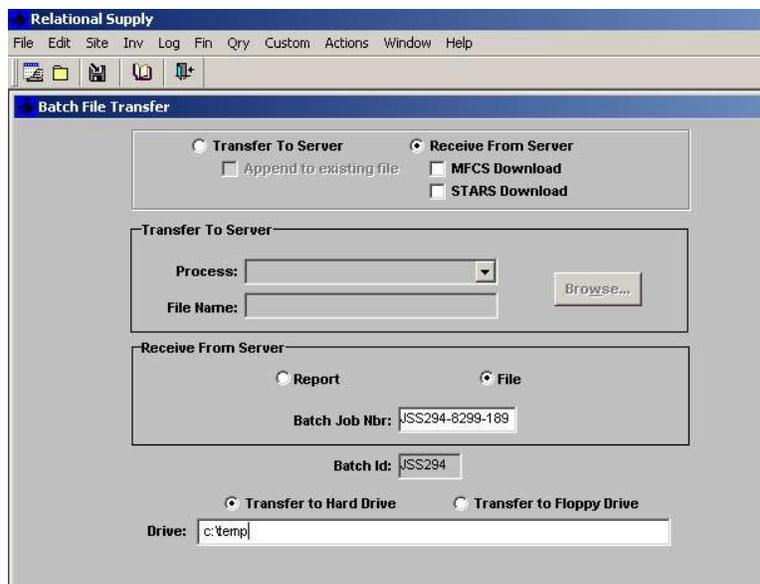


Figure U-13. -- Batch File Transfer

b. Three files will transfer to the work station hard drive. The application will prompt you to click "OK" after each file transfer has completed. (Illustrated in figures U-14 through U-16).

NOTE: If an error notice occurs indicating that the file transfer failed, close the application and repeat the process.

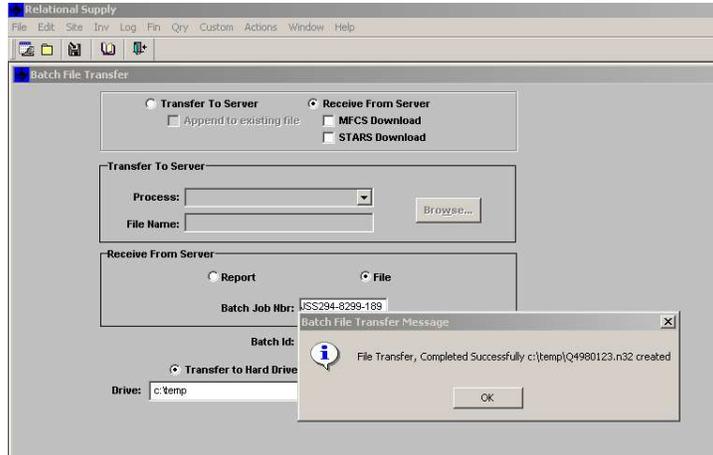


Figure U-14. -- Batch File Transfer Message

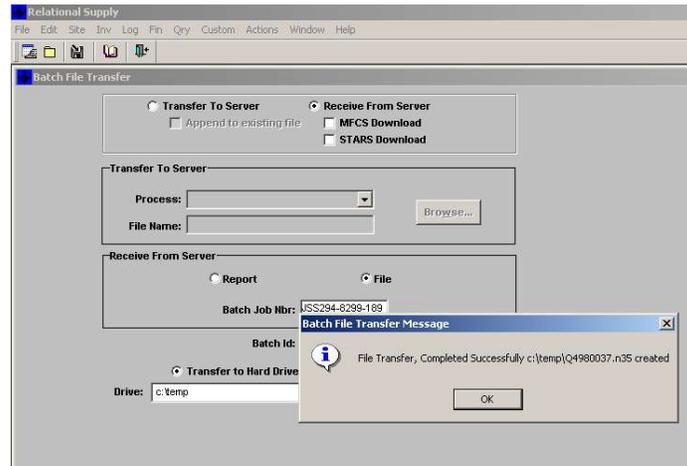


Figure U-15. -- Batch File Transfer Message

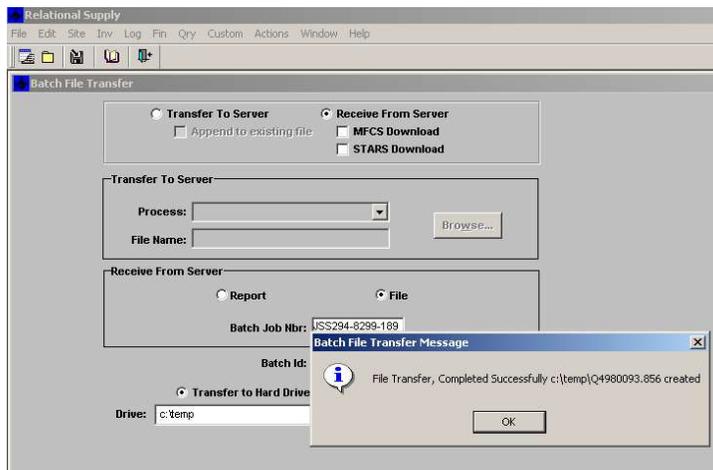


Figure U-16. -- Batch File Transfer Message

9. Step 9. After the file transfer has completed, three files are transferred to the work station hard drive and are located in the directory specified. The following three files are transferred to the work station. (Illustrated in figures U-17 through U-19). NOTE: ##### represents a unique file serial number and will increment for each JSS294 job):

09131SHIPMENT	38011040802		
09131SHIPMENT	38068		
09131SHIPMENT	40STMALS-31 AVN SUPPLY MCAS		10N68620
09131SHIPMENT	40CAO		2
09131SHIPMENT	42DD36		
09131SHIPMENT	300000090000001E		
09131SHIPMENT	329TO00000000000		
09131SHIPMENT	34MAO	00	
09131SHIPMENT	36X		
09131SHIPMENT	38011040802		
09131SHIPMENT	38068		
09131SHIPMENT	40STMALS-31 AVN SUPPLY MCAS		10N68620
09131SHIPMENT	40CAO		2
09131SHIPMENT	42DD36		
09131SHIPMENT	300000110000001E		
09131SHIPMENT	329TO00000000000		
09131SHIPMENT	34MAO	00	
09131SHIPMENT	36X		
09131SHIPMENT	38011040802		
09131SHIPMENT	38068		

Figure U-17. -- 856#####.856 = Carcass SHIPMENT data file

D6RN32	5998012155729SF	EAA00001V0913123195G12	N68620	9S	7RZC8030715GQ49AFE215E
D6RN32	1430011506549SF	EAA00001V091312322G601	SY2144	7L 7R	1327200Q49AFE290E
D6RN32	5895013037755SF	EAA00001V0913123515G00	N68620	7L 7R	1335100Q49AFE005E
D6RN32	1270012045357GF	EAA00001V0913130425G02	N68620	9S	7RZC8022265GQ49AFE267E
D6RN32	5998013149769GF	EAA00001V091313043GB03	N68620	9S	7RZF7020435VQ49AFE215H

Figure U-18. -- N32#####.N32 = D6R data file for NAVICP Philadelphia

D6RN35	6680012132614TNEA	A00001V091114169G583	000000	7L	3GAK0022155GQ49A	E252D
D6RN35	6680012132614TNEA	A00001V091114174G511	000000	7L	3GAK0022155GQ49A	E252D
D6RN35	5810010488516CCEA	A00001V0913140824K01	N68620	7L	7GZC8020905GQ49AFE009H	
D6RN35	3655014725187SXEA	A00001V0913141126W90	N68620	7L	7GBK0020435GQ49AFE341H	
D6RN35	100501116150100EA	A00001V0913141626J03	SY2144	7L	3CZC8022085VQ49AFE252D	
D6RN35	613001136789200EA	A00001V091314176G569	SY2144	7L	3GAK0022185GQ49AFE252D	
D6RN35	1440010352537MXEA	A00001V0913141816L02	SY2144	7L	3NZ82022165GQ49AFE252D	

Figure U-19. -- N35#####.N35 = D6R data file for NAVICP Mechanicsburg

10. Step 10. These three files will then be sent via WEBSALTS/E-Mail to FACTS@SALTS.NAVY.MIL. In the "SUBJECT" field enter the name of the MALS and data file name. Example: MALS-26 N3210005.N32, N3510005.N35, 85610005.856 being consistent each and every time on the subject line will aid in any problem solving.

Appendix V

AIR Card Procedures

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

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

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

c. To establish an AIR card account, an email must be sent to DON CCPMD (SUP 34) along with a completed accountable official nomination form which is located online at <https://www.navsup.navy.mil/ccpmd> on the AIR card Policies page. All requests for aircraft transfers, new cards and cancellations must also be sent via email to AIR_card@navy.mil.

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

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

b. SECNAVINST 5430.7N,

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

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

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

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

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

h. OPNAVINST 5442.2G

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

33 j. DOD Financial Management Regulation (FMR) 7000.14R, volume 5, chapter

k. NAVSUP Publication 485, volume I, chapter 3, part C section V

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

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

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

3. Types of AIR Cards

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

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

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

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

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

c. Hierarchy Level 3: Major Commands (i.e., USMC, MARFOR's).

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

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

5. Program Roles. Only DON military or civilian members (excluding contractor personnel) may be appointed as the Agency Program Coordinator, Approving Official, Certifying Officer and Card User. A sample of all appointment letters for these individuals is also available on the NAVSUP website (<https://www.navsup.navy.mil/ccpmd>) policies tab. Upon assignment these individuals are required to complete the appropriate DON role based training also located on the NAVSUP website training tab. After the initial training, individuals will be required to take refresher training every two (2) years.

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

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

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

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

d. Certifying Officer (CO). The Supply Accounting Division OIC/NCOIC will be assigned as the CO. For the DON AIR Card Program, there are two areas where certification is required.

(1) Fuel purchases are certified by DESC-RRF. They are the certifying officer responsible for fuel payments and sending the interfund bills to DFAS for reimbursement from the responsible activities.

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

e. Card Users. Card users consist of pilots, flight commanders, aircraft commanders and crew chiefs are all authorized to place orders against Into-Plane contracts procuring authorized fuel, fueling related services and ground services for Government-owned aircraft for their specific account. Additionally, card users must sign a Statement of Understanding (SOU) and complete the DON role based training and certification test prior to receipt of an AIR card. Card users will be held liable to the Government for any transaction that is not made for official Government use or that does not meet DON guidelines.

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

a. Aviation Fuel.

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

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

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

e. Authorized Ground and Ramp Services:

(1) Aircraft Housekeeping (Trash collection, lavatory servicing, potable water, etc.).

- (2) Aviation Landing Fees.
- (3) Aviator breathing oxygen.
- (4) Callout Fees.
- (5) De-Icing Service.
- (6) Defuel and Refuel Service Fees.
- (7) Ground Equipment Fees.
- (8) Hydraulic Fluids.
- (9) Lube Oil.
- (10) Overtime Charges.
- (11) Parking Fees.
- (12) Ramp Fees.
- (13) Rapid/Hot Refueling Fees.
- (14) Security Services.
- (15) Slot time Fees.
- (16) Supplies (Maps, Navigational aids, etc.).

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

- a. Transactions conducted outside official DON business;

- b. Transactions for unauthorized fuel products and ground services;
- c. Transactions for fuel quantities that exceed the aircraft capacity;
- d. Transactions for meals, food, beverages, tobacco, and alcohol;
- e. Taxi or shuttle service;
- f. Transactions other than those authorized in paragraph 4.a above.

8. Priority of Resources

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

Permissible Source	Payment Method	Cost to Unit
Military Installations	Identaplate/ AIR Card	Standard Price
DESC Into-Plane Contracts	AIR Card	Into-Plane Contract; Standard price
Non-Contracted FBO	AIR Card	Non-contract; Local Purchase Standard Price

b. When fueling must occur at non-DESC contracted locations and an AIR card accepting merchant is not available, the aircraft is authorized to use the U.S. Government Purchase Order - Invoice - Voucher Standard Form 44 (SF44). However, the threshold for these purchases is limited to twenty-five thousand (25,000.00) dollars.

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

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

b. Authorized ground and ramp services are considered non-fuel purchases and will be billed directly from the card contractor to each incurring unit as they are their own certifying office with the paying office being the appropriate DFAS office for the unit. A Prompt Payment Certification form must accompany each non-fuel invoice sent to DFAS.

10. Responsibilities of the OFC-01. The OFC-01 clerks will pick-up receipts from the squadron at a minimum weekly. All receipts will be reviewed by the OFC-01 clerk immediately to identify any inappropriate charges. The

following procedures will be used to process all transactions charged to the Air Card.

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

b. The OFC-01 will establish in ASKIT a 7F requisition document for each separate AIR Card invoice (non-fuel charges). The document will have a specific document series (serial number will match the last four digits of the billing reference number). The julian date will reflect the date the service was incurred. Upon receipt of a non-fuel transaction the clerk will file the document in a Pending Validation File until receipt of a Multi Service Invoice. When the Multi Service Invoice is received it only contains non-fuel charges for the current billing cycle. The OFC-01 clerk will validate the invoice charges with the original transaction(s) to ensure that all charges are authorized.

c. After the validation of the charges, the OFC-01 clerk will prepare a prompt payment certification for submission to the ACO for payment of the bill. NOTE: In cases where there is a difference between the AIR Card Invoice and the receipt document or the bill contains unauthorized charges, the OFC-01 clerk will immediately notify the ACO that there is a discrepancy.

11. Disputing Air Card Charges

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

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

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

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

(2) Erroneous Fuel and Non-Fuel Billings Due To Undisclosed Aircraft Transfers:

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

(b) Non-Fuel/Ancillary Ground Services at Contract and Non-Contract Locations: The losing and gaining aircraft units coordinate the transfer of funds through the SF1081 or SF1097 correction process between each unit's financial office.

(3) Erroneous Billing - Other Than Duplicate Billing or Aircraft Transfers:

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

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

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

12. Lost or Stolen AIR Cards

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

- (1) Home station DODAAC.
- (2) Aircraft tail number/bureau (BUNO) number.
- (3) Unit/Wing/Squadron Name.
- (4) AIR Card account number(s).

(5) Indicate whether a replacement AIR Card is required.

b. Additionally, the card user who had custody of the AIR Card when it was lost or stolen will be required to prepare a Financial Liability Investigation of Property Loss, DD Form 200. The DD Form 200 will be submitted through the chain of command to the ACO. A copy of the approved FLIPL will be filed and maintained for a period of six (6) years and three (3) months. The following blocks of the FLIPL will be completed.

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

(2) Block 2: "Not Applicable".

(3) Block 3: Enter date the loss was discovered.

(4) Block 4: Not Applicable".

(5) Block 5: Enter item description.

(6) Block 6: Enter Each 00001.

(7) Block 7: "Not Applicable".

(8) Block 8: "Not Applicable".

(9) Block 9: Check the LOST box. Provide a complete, brief (but concise) statement of facts. Attach additional sheets if required. This statement must answer the five basic questions of who, what, when, where, and how.

(10) Block 10: If applicable, enter corrective action and measures taken to prevent future occurrences.

(11) Block 11: Completed by the card user.

(12) Block 12: Responsible Officer (squadron APC). An individual appointed by proper authority to exercise custody, care, and safekeeping of the AIR Card.

(13) Block 13: Appointing Authority, squadron Commanding Officer.

(14) Block 14: Approving Authority, squadron Commanding Officer. The Approving Authority makes determination to either relieve involved individuals from responsibility and/or accountability.

(15) Block 15: Financial Liability Officer. Completed only if the survey was the subject of a formal investigation. If a formal investigation was conducted, enter "See attached copy of results of investigation."

(16) Block 16: Individual Charged. Completed only when it was determined that personal responsibility is evident. If the individual charged refuses to sign this block, the refusal should be noted.

(17) Block 17: "Not Applicable"

13. Abuse or Misuse of AIR Cards: The ACO shall immediately investigate and report any suspected AIR Card misuse to the appropriate squadron APC, commanding officer, DON CCPMD and DESC Government Fuel Card Program Manager.

Misuse includes any AIR Card use at establishments or for purposes that are inconsistent with DOD Official Business, applicable governing regulations, and 5 CFR part 2635, Standards of Ethical Conduct for Employees of the Executive Branch. Specific examples of fraud include, but are not limited to the following:

- a. Any AIR Card transaction by an unauthorized user.
- b. AIR Card fuel and ground service charges billed for a date when and/or at a location where the aircraft was not deployed.
- c. AIR Card transactions for fuel quantities in excess of what was actually serviced to the aircraft.
- d. AIR Card transactions for fuel quantities that exceed the aircraft capacity.
- e. AIR Card transactions for unauthorized fuel products and ground services.
- f. Duplicate billings for identical fuel products and/or ground services to an aircraft.
- g. Offers to or acceptance by aircrew members of illegal gratuities from merchants.
- h. Any AIR Card transaction not performed as official DOD business.

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

- a. In cases of discrepancies in billing, the ACO will contact the Air Card contractor and DESC Help Desk, 1-800-446-4950, DSN 697-6733/6736/6737/6738 or email "helpdesk@desc.dla.mil" to resolve the discrepancy. The amount in dispute will not be certified for payment until the discrepancy is resolved.
- b. After the invoice has been certified for payment, the Air Card Invoice, Prompt Payment Certification and receipt document(s) will be maintained for six (6) years and three (3) months.
- c. Ensure detailed knowledge and understanding of all policies and procedures for the program;
- d. Maintain communication throughout the chain including with the card contractor as required;
- e. Serve as primary focal point for receipt, review and approval of all invoices;
- f. Ensure valid billable DODAAC, fund code, signal code, SUPAAC code are reviewed as needed for accuracy and reported to APC;
- g. Ensure all receipts are matched to each invoice;

- h. Advise activity APC and CPM of aircraft transfers (except "any aircraft" specified cards) to ensure gaining DODAAC billing information is updated;
- i. Provide source information, data or service to support the payment process (where DESC is the paying office);
- j. Ensure accurate and prompt financial payments/ reporting;
- k. Ensure certification of non-fuel statements in a timely manner to appropriate paying office;
- l. Ensure reviews are performed and documented for misuse, disputes, delinquency and erroneous charges;
- m. Document any action taken which reveals non-compliance, misuse and/or abuse and report up the hierarchy chain and to the CPM;
- n. Utilize DESC-contract locations wherever available. These refueling contractors accept the AIR card worldwide and offer favorable negotiated prices and military-standard-quality fuel;
- o. Inform CPM in the event of lost/stolen card, card cancellation, deployments and disestablishment of units;
- p. When an ACO is no longer involved in the AIR Card Program, the transferring ACO shall ensure their access to relevant systems is removed and their replacement receives access;
- q. Sign up for the DON CCPMD email subscription service in order to receive policy and administrative notices;
- r. ACOs must obtain access to applicable electronic systems provided by the issuing bank and DESC in order to load obligations into the financial accounting system. The Business System Modernization (BSM) - Energy/Fuels Automated System (FAS) provides visibility of bulk fuel assets and transactions to services, commanders, vendors and DESC. The FAS Enterprise Server (FES), also referred to as the "Purple Hub," is a web-based environment that collects, routes and reports transactions among bases, contractors, DESC, DFAS and other entities. This database can be used when posting obligations.
- s. Ensure DON's role-based training (initial and bi-annual refresher) compliance and systems access are achieved within 30 days from appointment (located online at <https://www.navsup.navy.mil/ccpmd>, select "AIR Card Training").

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

a. HL3 and HL4 APCs

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

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

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

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

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

(6) Sign up for the DON CCPMD email subscription service in order to receive policy and administrative notices; and

(7) Attend the DON APC Conference held annually.

b. HL5 APCs

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

(2) Develop local Internal Operating Procedures (IOPs) specific to command mission. Sample local IOP is available on located online at <https://www.navsup.navy.mil/ccpmd>, under the AIR Card Policies page;

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

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

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

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

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

(8) Ensure all flight packet documentation is provided to the appropriate personnel. Detailed flight packet information is provided in reference (w), volume I, chapter 3, part C, section V.

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

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

(11) Ensure account profiles (reviewed by ACO) contain valid billable DODAAC, fund code, signal code, Supplemental Activity Address Code (SUPAAC) and are reported to the CPM as necessary;

- (12) Ensure cards are maintained in flight packet;
- (13) Establish an individual file for each program participant. The file shall be retained for the duration the employee serves in this capacity and for 3 years beyond to include:
 - (a) Appointment documentation
 - (b) Initial and all refresher training documentation

Appendix W

Buffer Management

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A. General

1. Purpose. The purpose of Continuous Process Improvement (CPI) is to help improve combat readiness and warfighting capability of the Marine Corps. This is accomplished by applying a common approach and proven support tools to continuously and incrementally improve processes. The Marine Corps uses a blend of Theory of Constraints (TOC), Lean, and Six Sigma methodologies in an initiative referred to as "AIRSpeed." While the Marine Corps utilizes each of these methodologies, the intent of this appendix is to more fully explain TOC Buffer Management as it applies to an Aviation Supply Department.

2. Units operating under an AIRSpeed (CPI) construct use TOC Buffer Management to enable users to manage the flow of material in time. The focus changes from simply prioritizing efforts based on current inventory levels to managing the TRR of material in the replenishment cycle. This allows for a clearer picture of the health of the supply chain, not only the level of inventory on the shelf. TOC Buffer Management can be viewed as "preventing tomorrow's NIS, instead of researching yesterday's NIS."

B. Information

1. TOC Buffer Management, when executed properly, enables users to effectively separate the "critical few" from the "important many." It is essential that Aviation Supply Marines understand the cause and effect relationship between TRR and the physical buffer required to support customer demand during the TRR. While physical buffer management is important, it is more important to manage the time buffer associated with replenishment of the physical buffer. The reports in this Appendix should be viewed with the mind set that management of the time buffer makes day to day management of a properly sized physical buffer the exception.

2. Buffer Management Tool User Guide URL:
https://www.fleetforces.navy.mil/comnavairfor/Naval_Aviation_Enterprise/current_readiness/MSCM/AirSpeed/BufferManagement%20Tool/Forms/AllItems.aspx

3. Enterprise Logistics Analysis Tool URL: www.atoc-bst.com

4. This appendix is divided into four key areas as they relate to TOC Buffer Management:

- a. Section I. Time Buffer Management
- b. Section II. Physical Buffer Management
- c. Section III. Buffer Sizing
- d. Section IV. Historical Buffer Performance Analysis

Section I: Time Buffer Management

A. Purpose. Time Buffer Management is the key principle which drives day to day decisions with regard to meeting customer future requirements. Focus on the replenishment of material to the Supply Officer shelf ensures that it is available when requested by a customer. When paired with a properly sized physical buffer, the Aviation Supply Department is able to more easily prioritize efforts geared toward expediting material requirements if necessary.

B. Information

1. A simple way to envision TRR would be to sort 100 documents in a population (NIIN, Cog, etc...) in ascending order of the time it takes to fill the requirement and then to pick the 90th document. This is a "reliable" replenishment time based on the fact that 90% of the requirements studied were completed under this number of days. Viewing TRR in this manner is different than the way the MALS has traditionally viewed requisitions in terms of averages (Order and Ship Time). It is also different than measuring validity of requisitions based on a standard number of days (i.e. 60/90/180/365 days). Two examples of TRR calculation is depicted Figure W-I-1.

Example	A	B
	1	1
	1	1
	2	2
	3	2
Raw	7	2
Data	7	3
In Days	8	3
	9	4
	10	4
	12	28
Average	6	5
TRR	10	4

Figure W-I-1.--TRR Calculation Example

2. When measuring the TRR the intent is to accurately reflect the total time it takes to replenish the shelf once a part is pulled and issued to a customer. There are two elements of TRR. The Reliable Replenishment Interval (RRI) is the time interval from when a part is issued until a replacement part is placed on order. The Reliable Replenishment Time (RRT) covers the time spent being packed and shipped or worked on by the IMA. Remember: TRR = RRI + RRT. For this reason, standardizing the replenishment interval is critical to ensuring the TRR for your replenishment requirements is accurate. Standardization of this RRI is accomplished through a process referred to as Market Demand Pull (MDP). MDP dictates that material replenishment requirements are released at standardized intervals (e.g. daily, weekly) for a quantity is equal to the quantity that was consumed during the RRI. MDP ensures that a steady flow of replenishment requirements is maintained. By doing this, the health of the physical buffer is maintained. (Physical Buffer Management is explained in Section II of this appendix).

3. There are four color zones associated with TRR. This "time buffer" is broken down into three equal zones (Green/Yellow/Red) and a zone indicating that the time buffer has been broken (Black). Figure W-I-2 reflects the four color zones associated with TOC Buffer Management.

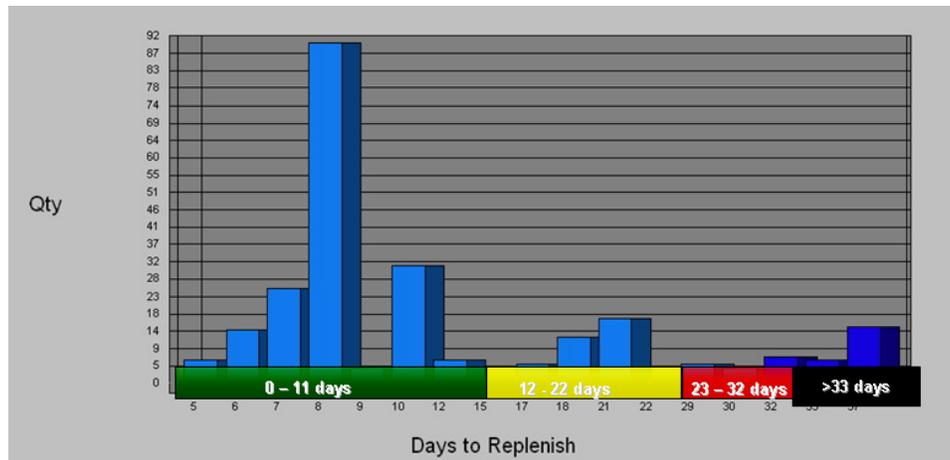


Figure W-I-2.--Time Buffer Color Zone Example

4. Replenishment requirements for items that are in danger of exceeding TRR, or that have exceeded the TRR, jeopardize the Supply Department's ability to meet customer demand. The Buffer Management Tool (BMT) is an Access - based program that captures data from R-Supply and NALCOMIS and can be used by the Supply Department to better focus effort on those items that need attention. This appendix will cover general methods for using BMT when operating in a time domain. For more detailed instructions on the use of the Buffer Management Tool, refer to the Buffer Management Tool User's Guide.

C. Time Buffer Reports. While there are several reports available in the BMT, this Appendix will cover those considered to be the most valuable in the day to day operations of the Aviation Supply Department. This is not an all inclusive list, and the site may utilize additional reports as deemed necessary. These reports are also available for export to Microsoft Excel to allow the user to sort as desired. All reports, except where noted, are available for repairable and consumable material. Sites are authorized to utilize BMT reports that meet the requirements set forth in the ASDTP. For further information on the pathways to each report in the BMT, please refer to the Buffer Management Tool User's Guide.

1. TRR Penetration Report (Figure W-I-3) - Enables the user to select only those off station requisitions that have reached or exceeded a designated percentage of TRR penetration. Key features of the report are below:

a. The report indicates how many requisitions are outstanding against the NIIN being viewed and their TRR color zone. This is important when determining the best course of action to take when performing follow up action.

TRR Penetration Report Consumable

Stock

*This Report is a Detailed Report based on a User Selected Penetration Percentage Parameter.
Penetration Percentage is defined as the Relationship between Achieved and Design TRR Expressed in a Percentage.
Detailed records will be displayed in descending Penetration Percentage Order.*

Records Selected: 842		Selected ORG Requisition TRR Processing Summary																				
Penetration Percentage Parameter 75%		Requisitions										Green	Yellow	Red	Black							
Include Supply Status: II		842										0	0	9	833							
		Percent in Zone:										0%	0%	1%	99%							
DDSN	Sik Ind	NIIN	FGC	COG	NOMEN	PRJ	PRI	QTY	MCN	WC	ORG	LSC	Date	Status	RI	Status Date	ESD	Design TRR	TRR Type	Ach TRR	TRR Status	Pen Pa
4213-8825	Y	01-276-8077		7R		770	06	1						BP		7/2/2007	9/14/2007	T-23	\$	1088	B	4730%
					Outstanding Requisitions	1				OS Stock: 1	OS Stock Qty: 1	OS DTO: 0	OS DTO Qty: 0									
					TRR Status																	
5041-1907	Y	01-085-0158		7R		770	06	1						BB		7/2/2007	12/14/2008	T-23	\$	894	B	3887%
					Outstanding Requisitions	2				OS Stock: 2	OS Stock Qty: 2	OS DTO: 1	OS DTO Qty: 1									
					TRR Status																	
5081-1838	Y	01-483-9305		0R		770	06	1						BB		7/2/2007	11/2/2008	T-23	\$	854	B	3713%
					Outstanding Requisitions	1				OS Stock: 1	OS Stock Qty: 1	OS DTO: 0	OS DTO Qty: 0									
					TRR Status																	

Figure W-I-3.--Sample TRR Penetration Report

b. The report will only reflect those requisitions that actually meet the criteria selected for TRR penetration. The user must conduct further research to identify the additional requisitions against a specific NIIN.

c. The report is sorted in descending order of TRR penetration.

2. Requisition TRR Color Zone Report (Figure W-I-4) - Enables the user to select only those off station requisitions that are currently in a specific TRR color zone. Key features of the report are below:

a. The report indicates how many requisitions are outstanding against the NIIN being viewed and their TRR color zone. This is important when determining the best course of action to take when performing follow up action.

Requisition TRR Color Zone Report Consumable

DDSN	Sik Ind	NIIN	FGC	COG	NOMEN	PRJ	PRI	QTY	MCN	WC	ORG	LSC	Date	Status	RI	Status Date	ESD	Design TRR	TRR Type	Ach TRR	TRR Status	Pen Pa
4213-8825	Y	01-276-8077		7R		770	06	1						BP		7/2/2007	9/14/2007	T-23	\$	1088	B	4730%
					Outstanding Requisitions	1				OS Stock: 1	OS Stock Qty: 1	OS DTO: 0	OS DTO Qty: 0									
					TRR Status																	
5041-1907	Y	01-085-0158		7R		770	06	1						BB		7/2/2007	12/14/2008	T-23	\$	894	B	3887%
					Outstanding Requisitions	2				OS Stock: 2	OS Stock Qty: 2	OS DTO: 1	OS DTO Qty: 1									
					TRR Status																	
5081-1838	Y	01-483-9305		0R		770	06	1						BB		7/2/2007	11/2/2008	T-23	\$	854	B	3713%
					Outstanding Requisitions	1				OS Stock: 1	OS Stock Qty: 1	OS DTO: 0	OS DTO Qty: 0									
					TRR Status																	

Figure W-I-4.--Sample Requisition TRR Color Zone Report

b. The report will only reflect those requisitions that actually meet the TRR color zone selected. The user must conduct further research to identify the additional requisitions against a specific NIIN.

c. The report is sorted in descending order of TRR penetration within a color zone.

3. Physical Buffer/Requisition TRR Select Report (Figure W-I-5) - Enables the user to view current TRR penetration of outstanding replenishment requirements and their corresponding affect on the physical buffer. The initial view is a "risk cube" that allows the user to do further drilldown based on those items that need to require additional management focus. Key features of the report are below:

a. Only NIIN's that have an outstanding replenishment document against them will reflect in the cube. The TRR penetration is reflected along the horizontal axis while the health of the physical buffer is reflected vertically along the right side of the cube.

b. BMT views the current RFI Qty for repairables and Location Qty for consumables and compares that value to the total value of RO - FISP Qty's (First character in PUID indicator = F) to determine physical buffer health.

c. The report should be reviewed for NIIN's that experience multiple occurrences of a physical buffer or a time buffer that extends into the red. Indicators such as these may indicate the need to reduce TRR or increase the physical buffer. The results of this research should be examined by the CMD or RMD OIC/NCOIC who will then make a buffer adjustment if necessary.

Physical Buffer/Requisition TRR Select Report

Stock

This Report is a Detailed Report based on a User Selected combination of both Requisition TRR Status and Physical Buffer Status. Inventory Records will be displayed in Descending Physical Buffer Status Order. Requisitions for each Inventory record will be displayed in Descending Requisition Penetration Percentage Order.

Records Selected: 14
Include Supply Status: N

GE	YE	RE	BE	EXCESS	P B H U F S I C R A L
s	3	3	0		
GG	YG	RG	BG	GREEN	
9	38	6	9		
GY	YY	RY	BY	YELLOW	
29	33	3	38		
GR	YR	RR	BR	RED	
17	21	Selected	325		
GO	YO	RO	BO	O-Design	
3	3	0	5		
GREEN	YELLOW	RED	BLACK		
REQUISITION TRR					

NIIN: 01-232-4190 FGC: \$ISY Non-Item: OSCILLATOR C COG: 38 D Physical Buffer Status: RED Physical Buffer Penetration: 100%

UI: BR ATD: 2 UP: #497056 NUP: #000

Allow: 1 P-Allow: 0 PEB-Allow: 0 Pool: 0 Design BS: 1 Stock Requisitions: 1 Stock Qty Due: 1
OH: 0 P-Qty: 0 PEB OH: 0 Non-WIP: 0 Computer OH: 0 SO Retrograde MAPs in DIFM: 0

Inventory Data: Sig'd Supported Design Ck'd Buffer Status TAG ACVAL RFI EXT DEXB ER OWE EXP SWS DEP SO-LOGY TR-20U

DDMM	YY	SCC	COG	MMSSJJ	RFI	RFI	QTY	MCN	WC	ORG	LSU	LIC	Status	RI	Status	DEP	Design TRR	TRR Type	ACK	TRR Status	Pen
7071-18	18	Y	01-232-4190	\$ISY	38 D	OSCILLATO R C	770	05	1	ABB	REFER	3/12/2007	BA	SMS	3/21/2007	4/22/2007	T-14	8	11	RED	79%

Outstanding Requisitions: 1 TRR Status: 0 0 1 0 0
Remarks: (CONV) (H) B1 response to AC or AK
Reason Code: 0X DFC: 0 0X DFC Qty: 0

NIIN: 01-201-5740 FGC: ALG B Non-Item: GENERATOR,AL COG: TR E Physical Buffer Status: RED Physical Buffer Penetration: 100%

UI: BR ATD: 2 UP: #481000 NUP: #2126700

Allow: 1 P-Allow: 0 PEB-Allow: 0 Pool: 0 Design BS: 1 Stock Requisitions: 1 Stock Qty Due: 1
OH: 0 P-Qty: 0 PEB OH: 0 Non-WIP: 0 Computer OH: 0 SO Retrograde MAPs in DIFM: 0

Inventory Data: Sig'd Supported Design Ck'd Buffer Status TAG ACVAL RFI EXT DEXB ER OWE EXP SWS DEP SO-LOGY TR-20U

Figure W-I-5.--Sample Physical Buffer/Requisition TRR Select Report

4. Detailed Cog Select TRR Report (Figure W-I-6) - Enables the user to view the TRR health of a specific cog or group of cogs. This report is useful when attempting to report performance of a specific type of material, based on the cog. This information should be used to collaborate with the appropriate item manager in an effort to increase effectiveness. Key features of the report are below:

a. The report indicates how many requisitions are outstanding against the NIIN being viewed and their TRR color zone. This is important when determining the best course of action to take when performing follow up action.

b. A single cog or multiple cogs can be selected.

c. The report is sorted in descending order of TRR penetration.

5. BB Status and TRR Black (Figure W-I-7) - Enables the user to view those requisitions whose TRR may not have been exceeded yet, but the latest status in R-Supply is BB (Backorder), and the ESD is beyond the allocated TRR. This report allows the user to make a proactive decision, based on the projected TRR. Key features of the report are below:

Detailed COG Select TRR Report Consumable

9B

COG: 9B

COG TRR Processing Summary													
Requisitions	Current TRR Status:	Green	Yellow	Red	Black								
1042		18%	18%	10%	6%								
Percent in Zone:													

Include Supply Status: N

DDSN	Ind	NIIN	FGC	COG	NOMEN	PRJ	PRI	QTY	MCN	WC	ORG	LSC	LSC Date	Status	RI	ESD Date	Design TRR	TRR Type	ACK TRR	TRR Status	Pen
6116-0780	Y	01-628-4438	98A	SPACER,RING		774	05	6									T-23	S	697	B	333%
Outstanding Requisitions: 1 TRR Status: 0 0 0 1 O/S Needs: 1 O/S Needs Qty: 6 O/N D/O: 0 O/N D/O Qty: 0																					
6178-0382E	Y	01-360-9175	98	RIVET,BLIM		774	13	170									T-23	S	633	B	2752%
Outstanding Requisitions: 1 TRR Status: 0 0 0 1 O/S Needs: 1 O/S Needs Qty: 170 O/N D/O: 0 O/N D/O Qty: 0																					
627-10884	Y	00-169-1449	98	LEVER,R BMO		770	13	1									T-23	S	641	B	2362%
Outstanding Requisitions: 1 TRR Status: 0 0 0 1 O/S Needs: 1 O/S Needs Qty: 1 O/N D/O: 0 O/N D/O Qty: 0																					
6515-0708A	Y	01-050-8479	98	FIN,RIVET		774	13	13									T-23	S	499	B	2170%
Outstanding Requisitions: 1 TRR Status: 0 0 0 1 O/S Needs: 1 O/S Needs Qty: 13 O/N D/O: 0 O/N D/O Qty: 0																					

Figure W-I-6.--Sample Detailed Cog Select TRR Report

Requisitions with BB Status and ESD TRR Black Consumable

Stock

This Report is a Detailed Report that will list Requisitions with BB Status (Backordered) with an ESD Date that will exceed the Design TRR. Detailed records are listed in descending Penetration Percentage order with in ascending HOF/Prime NIIN Order. Penetration Percentage is a direct relationship between Achieved TRR (Based on ESD Date) and Design TRR. Penetration percentage is defined in this report as BB TRR (Based on ESD Date) divided by Design TRR.

Requisitions Considered: 1237
Requisitions Selected: 421

Current Requisition Selected TRR Processing Summary													
Requisitions	Current TRR Status:	Green	Yellow	Red	Black								
421		2%	4%	12%	82%								
Percent in Zone:													

DDSN	Ind	NIIN	FGC	COG	NOMEN	PRJ	PRI	QTY	Status	RI	Date	ESD	LSC	LSC Date	TRR	Design TRR	BB	BB Penetration			
7072-0794	Y	00-001-6681	98	O-RING		770	05	21	BB	SMS	3/18/2007	8/30/2007			T-23	S	201	B	874%		
Current TRR: 10 Current TRR Status: Y O/S Requisitions: 2 TRR Status of O/S Requisitions: 0 1 0 1 Reason Code: ESD Date: 1 Par TRR: 178																					
70740927F	Y	00-003-9327	98	SCREW,MACH		770	05	71	BB	SMS	3/18/2007	8/20/2007			T-23	S	158	B	687%		
Current TRR: 8 Current TRR Status: Y O/S Requisitions: 1 TRR Status of O/S Requisitions: 0 1 0 0 Reason Code: ESD Date: 1 Par TRR: 135																					
7064-0347	Y	00-007-2252	98	WHEEL,PNEUMATIC		770	05	3	BB	SMS	3/7/2007	8/12/2007			T-23	S	160	B	696%		
Current TRR: 18 Current TRR Status: R O/S Requisitions: 1 TRR Status of O/S Requisitions: 0 0 1 0 Reason Code: ESD Date: 1 Par TRR: 131																					
Remarks: @ Cancelled BF response to AC of AK 3/6/2007 Reason Code:																					
7064-0350	Y	00-009-7635	98	ANTENNA		770	05	3	BB	SMS	3/7/2007	5/12/2007			T-23	S	63	B	274%		
Current TRR: 18 Current TRR Status: R O/S Requisitions: 1 TRR Status of O/S Requisitions: 0 0 1 0 Reason Code: ESD Date: 1 Par TRR: 40																					
Remarks: @ Cancelled BF response to AC of AK 3/6/2007 Reason Code:																					

Figure W-I-7.--Sample BB Status and TRR Black

a. The report indicates how many requisitions are outstanding against the NIIN being viewed and their TRR color zone. This is important in determining the best course of action to take when performing follow up action.

b. Users should view historical demand patterns for the NIIN being reviewed to determine if the physical buffer will be in jeopardy of being depleted before the ESD. If this is the case, all efforts must be taken to obtain a better ESD for the requisition(s).

c. The report is sorted in descending order of the projected TRR penetration.

6. Status Select Report (Figure W-I-8) - Enables the user to select a status code and a number of days since receiving this status code. For example, the user can choose to see all outstanding requirements that have BA status greater than 3 days. This feature is important to ensuring that the supply chain is continuing to move material to the site and that undue blockage is not occurring. By doing this, the user is able to identify potential TRR violations early. Key features of the report are below:

Status Parameter:		BA	<table border="1"> <thead> <tr> <th colspan="5">TRR Processing Summary</th> </tr> <tr> <th>Requisitions</th> <th>Green</th> <th>Yellow</th> <th>Red</th> <th>Black</th> </tr> </thead> <tbody> <tr> <td>Current TRR Status:</td> <td>39</td> <td>45</td> <td>8</td> <td>21</td> </tr> <tr> <td>Percent in Zone:</td> <td>28%</td> <td>50%</td> <td>6%</td> <td>15%</td> </tr> </tbody> </table>				TRR Processing Summary					Requisitions	Green	Yellow	Red	Black	Current TRR Status:	39	45	8	21	Percent in Zone:	28%	50%	6%	15%
TRR Processing Summary																										
Requisitions	Green	Yellow					Red	Black																		
Current TRR Status:	39	45					8	21																		
Percent in Zone:	28%	50%	6%	15%																						
Days Since Parameter:		3																								
Requisitions Considered:		1237																								
Requisitions Selected:		137																								

DDSN	Ind	NIIN	FGC	COG	NOMEN	PRJ	PRI	QTY	Stms	RI	Date	ESD	LSC	LSC Date	Design TRR	TRR Type	Act TRR	TRR Stms	Days Since	Stms
7078-1030	Y	00-007-4615	98		HOSE ASSEMBLY,NO	770	05	5	BA	SMS	3/19/2007				T-23	S	4	G	5	
CIS Requisitions 1										TRR Status of CIS Requisitions										
1										0 0 0 0										
Remarks:																				
Revision Code:																				
7072-0796	Y	00-007-7760	98		SWITCH,TOG	770	05	3	BA	SMS	3/17/2007				T-23	S	10	Y	7	
CIS Requisitions 2										TRR Status of CIS Requisitions										
0										2 0 0 0										
Remarks:																				
Revision Code:																				
7072-0797	Y	00-007-7760	98		SWITCH,TOG	770	05	3	BA	SMS	3/17/2007				T-23	S	10	Y	7	
CIS Requisitions 2										TRR Status of CIS Requisitions										
0										2 0 0 0										
Remarks:																				
Revision Code:																				

Figure W-I-8.--Sample Status Select Report

a. The report indicates how many requisitions are outstanding against the NIIN being viewed and their TRR color zone. This is important in determining the best course of action to take when performing follow up action.

b. Only one status code can be selected at a time

c. Detailed records are listed in descending days since status order within ascending HOF/prime NIIN order.

7. AS1 Shipping Status Report (Figure W-I-9) - Enables the user to view all requisitions that have shipping status in R-Supply. Users must be diligent in working this report frequently, as failure to do so can negatively impact the physical buffer. Key features of the report are below:

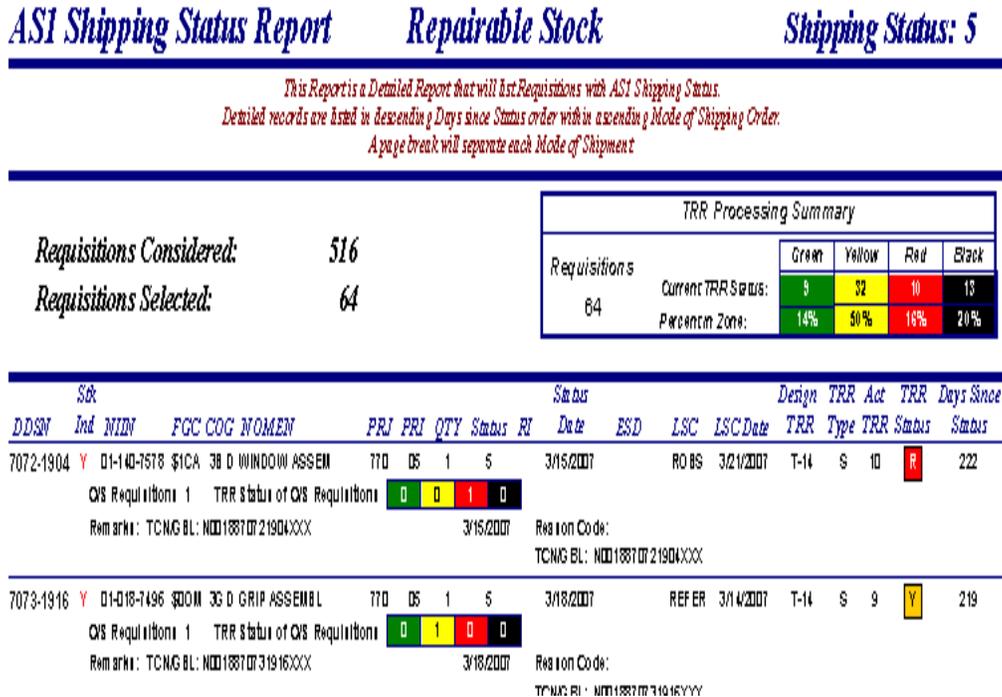


Figure W-I-9. -- Sample AS1 Shipping Status Report

a. The report indicates how many requisitions are outstanding against the NIIN being viewed and their TRR color zone. This is important in determining the best course of action to take when performing follow up action.

b. The report is segregated by Mode of Shipment Code.

c. Each section of the report is sorted in descending order of days since AS1 status was received.

d. Future upgrades to the BMT will include other forms of shipping status (AB, AU, etc.).

D. Retrograde Time Buffer Reports. Repairable material has a TRR for components on station as well as off station. It is important that the user is aware of which option is chosen when using the BMT. As a note, BMT uses the Material Control Code (MCC) in R-Supply to segregate repairable from consumable material. Below are the reports specific to RMD in terms of measuring on station TRR of Supply Officer assets.

1. SO TRR Detailed Retrograde Report (Figure W-I-10) - Provides the user with the ability to view those Supply Officer assets that are currently in the repair cycle (DIFM) in relation to their TRR performance. This information, together with the health of the physical buffer allows the user

SO Retrograde Report Repairable

Stock

M/N: 01-408-9928		FGC: 973U		Nom Am: R/T-1501		COG: TR E		Physical Buffer Penetration: 100%																																
U:	BA	ATC:	2	UP:	\$43,379.00	MUP:	\$11,961.00																																	
Allow:	2	P-Allow:	1	Pool:	0	Design B Sr:	1	Stock Requisitions:	0	Stock Qty Duv:	0																													
DH:	2	P-Qty:	1	Non-W/P:	0	Compound DH:	1																																	
Inventory Data:												Keyed	Supported	Design Ck	Buffer Status	FAQ	ACOM	RFI	DOE	EXTM	TR	OWE	SEP	STUS	DEP	NO-LOC	TR-LOC													
												Y	Y	1	RED	2	2	0	0	3	0	2	0	0	1	0	0	0												
												SO Retrograde MAPs in DIFM:							1																					
M/N	M/MS/N	FGC	TRC	Part Number	PUID	WUC	TCN	Type	IT	Serial	TS	DATE	ACT	Design	ESM	TRR																								
SL 02421	R/T-1501	973U	AERC	123SCA5098-01-408-9928	1286100	AJ4362999	0	TD10-G199	001	M3	3/6/2007	SO	1	T-20	36%	BLACK																								
System Reason: R/T-1501 001												NALCOMIS Remarks:						CP: \$43,379.00	MUP: \$11,961.00																					
TR History Summary:												AT	CO	CP	CM	EW	MT	M3	M4	M5	M6	M7	M8	M9	W5	W6	W7	W8	WT	Equipment Status:	U	ESCR:	164496	Included:	4	TCF Summary:	0	1	0	3
												1	1	0	0	0	25	2	0	22	0	1	2	0	1	0	2	4	2	3	2	Action Taken:						Repair/COM Factor:	62.8%	
Inventory Data:												Keyed	Supported	Design Ck	Buffer Status	FAQ	ACOM	RFI	DOE	EXTM	TR	OWE	SEP	STUS	DEP	NO-LOC	TR-LOC													
												Y	Y	1	RED	2	2	0	0	3	0	2	0	0	1	0	0													
Remarks:												RFGZ DOWN FOR A FUSE PART ON ORDER AGAINST RADCOM 227/2007 Reason Code:																												
MAT Hold #												Incident Ctr: A BRADFIELD Discrepancy: RESISTOR MOUNTING POSTS ARE BROKEN ON BA																												
												Date: 20100101 Originator: CG ALMCF Subject: M3 STATUS																												
												1022007 VJ MCMUSON ms RFGZ DOWN FOR A FUSE PART ON ORDER AGAINST RADCOM. ATTEMPTING TO ACQURE LOCALLY																												
												1022007 VJ MCMUSON ms exact for its of parts and materials.																												

Figure W-I-10. -- Sample SO TRR Detailed Retrograde Report

to better work with Production Control on prioritization of effort on the SO retrograde that is in the DIFM. Key features of the report are below:

- a. The report reflects the number of components with the same Family Group Code (FGC) that are currently in the DIFM. This is important in determining the best course of action on those items that have more than one component awaiting repair action.
- b. Any AWP requirements are listed in the sub-headers for each FGC on the report.
- c. The report is sorted in descending order of TRR penetration.
- d. This report is also available in the Maintenance version of BMT.

2. SO Retrograde TRR Black with Physical Buffer Red (Figure W-I-11) - Enables the user to view those Supply Officer assets in the DIFM that have exceeded the work center TRR and the physical buffer has been negatively impacted. The components reflected on this report will be subject to daily monitoring by maintenance and supply personnel to ensure all possible actions have been taken to expedite their repair and to ensure that they will be available before the physical buffer is depleted. Key features of the report are below:

- a. BMT calculates a red physical buffer differently than NALCOMIS calculates a Critical FGC. BMT views the current RFI qty and compares that value to the total of (FAQ - FISP qty's) (First character in PUID indicator = F). The criterion for a FGC reflecting on the report is that the RFI is less than 33% of (FAQ - FISP).

E. Awaiting Parts Branch Time Buffer Reports. BMT aligns the efforts of the Maintenance and Supply Departments on all components that are in an AWP condition. For example, when an SRA or consumable is ordered against a WRA, the requisitioned AWP parts inherit the TRR color zone of the WRA. In this manner, focus is aligned to ensure the WRA does not exceed its Design TRR. Refer to the BMT users guide to gain a better understanding of this alignment.

1. Work Center Design TRR. AWP personnel should be familiar with each supported work center's design TRR in order to better facilitate AWP support. Figure W-I-12 shows this relationship. In addition to the reports covered in previous sections, the reports below will assist the AWP Branch to more successfully tie their efforts to the reduction of TRR as well as enabling readiness.

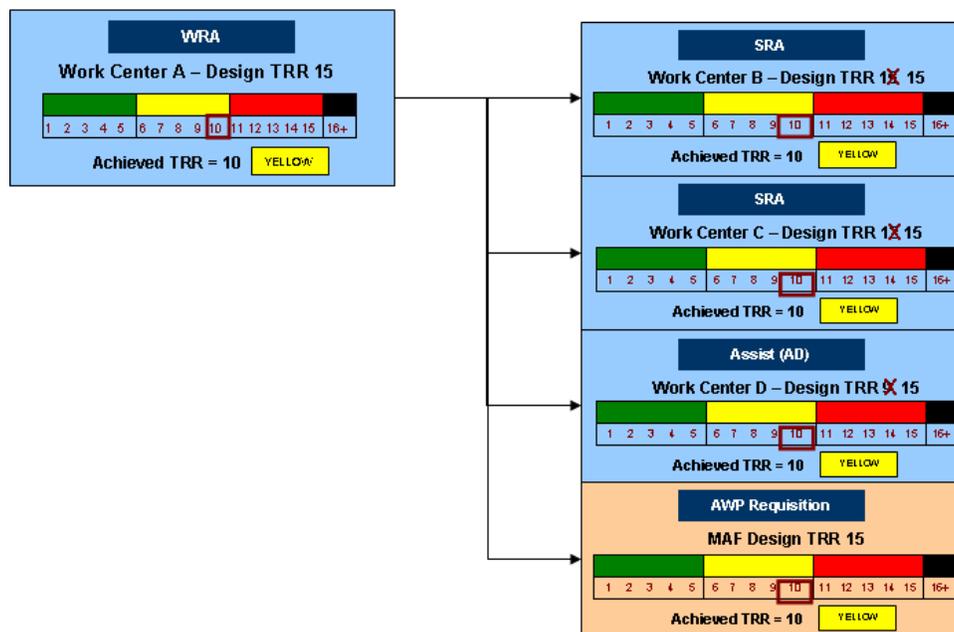


Figure W-I-12.--Design TRR/AWP Requisition Relationship

2. On Station Type "M" Report (Figure W-I-13) - Enables the AWP Branch to view all components inducted in the DIFM that are in an EXREP status that have AWP documents against them. Key features of the report are below:

- a. Identifies all EXREP MAF's with a Turn-in DDSN matching the requisition's DDSN.
- b. The work center design TRR is assigned to the requisition.
- c. The report is listed in descending order of TRR penetration.

3. Off Station Hand Off Report AWP (Figure W-I-14) - Enables the AWP Branch to analyze TRR penetration associated with the ordering of repair parts as well as the BCM of components. Work center personnel, along with the AWP Branch personnel should use this information to focus improvement efforts geared at reducing this time. Key features of the report are below:

On-Station TRR-Type "M" Report AWP

600 Division

DDSN	Stk Ind	MIIN	FGC	COG	NOMEN	PRJ	PRI	QTY	MCN	WC	ORG	LSC	Date	Status	RI	Date	ESD	Design TRR	Ach TRR	TRR Status	Pen																																												
8173-EVD1	N	01-082-7383	NX31	7RH	AMPLIFIER,RA	8K1	06	1	DORLJ0	66A	AJ	EXREP	6/22/2006				T-20	M	27	B	1370%																																												
<p>System Source: P081+K2sh196 MALCOMB Number: ZIP: 48631+00 HUP: 416,08100</p> <p>Inventory Summary: A2 C0 C5 CP CM FV MI M2 M3 M4 M5 M6 M7 M8 M9 W3 W4 W5 W6 W7 W8 W9 WT Equipment Status: U CONO: 16383 Inducted: 2 TOL Summary: 0 1 0 1</p> <p>1 0 0 0 0 2 0 0 5 4 0 0 0 1 0 0 1 0 0 1 1 1 Action Taken: Repair/CM Task: 135.31</p> <p>Inventory Data: Used Supported Design OK Config Status TAG ASDM RTI DTL EXAM TR OWT MP SUS ICF KOLON TR-INT</p> <p>Y Y 0 0-DESIGN 0 0 0 0 0 0 0 0 0 0 0 0 0</p> <p>Remarks: RESBTD TO 688 7/1/2006 Reason Code:</p> <p>MAT Notes: Inducted By: ATSBMERRY Discrepancy: A2 title RI monitorable test testru</p> <p>Date Originator Subject Year</p> <p>7/1/2006 DP SCOT A031A03 2006</p> <p>Documents:</p> <table border="1"> <thead> <tr> <th>DDSN</th> <th>PRJ</th> <th>PRI</th> <th>QTY</th> <th>COG</th> <th>NOMEN</th> <th>Part Number</th> <th>Home/Date</th> <th>Extended Price</th> <th>TON</th> <th>Status</th> <th>Unit/Date</th> <th>RI</th> <th>ESD</th> <th>LSC</th> <th>LSC Date</th> <th>ES</th> <th>CF</th> <th>Car</th> <th>Days</th> <th>Req</th> <th>TRR</th> </tr> </thead> <tbody> <tr> <td>8183-0004</td> <td>208</td> <td>03</td> <td>1</td> <td>7RH</td> <td>01-109-2763</td> <td>Z025145</td> <td>AMPLIFIER,RA</td> <td>23,996.00</td> <td>A3332541E</td> <td>88</td> <td>3/11/2007</td> <td>M32</td> <td>5/20/2008</td> <td>REF ER</td> <td>7/1/2006</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>221</td> <td>T-14</td> <td>259</td> </tr> </tbody> </table>																						DDSN	PRJ	PRI	QTY	COG	NOMEN	Part Number	Home/Date	Extended Price	TON	Status	Unit/Date	RI	ESD	LSC	LSC Date	ES	CF	Car	Days	Req	TRR	8183-0004	208	03	1	7RH	01-109-2763	Z025145	AMPLIFIER,RA	23,996.00	A3332541E	88	3/11/2007	M32	5/20/2008	REF ER	7/1/2006	Y	Y	Y	221	T-14	259
DDSN	PRJ	PRI	QTY	COG	NOMEN	Part Number	Home/Date	Extended Price	TON	Status	Unit/Date	RI	ESD	LSC	LSC Date	ES	CF	Car	Days	Req	TRR																																												
8183-0004	208	03	1	7RH	01-109-2763	Z025145	AMPLIFIER,RA	23,996.00	A3332541E	88	3/11/2007	M32	5/20/2008	REF ER	7/1/2006	Y	Y	Y	221	T-14	259																																												

Figure W-I-13.--Sample On Station Type "M" Report

DDSN: 7260-FH96	Total TRR: 31 Days	On-Station Time: 31 Days	Off-Station Time: 0 Days	Percent On-Station: 100%																																																																											
DDSN	Stk Ind	MIIN	FGC	COG	NOMEN	PRJ	PRI	QTY	MCN	WC	ORG	LSC	Date	Status	RI	Date	ESD	Design TRR	Ach TRR	TRR Status	Pen																																																										
7260-FH96	N	00-718-3305	6MTB	7RH	LIGHT, NAVIG	AK1	06	1	WEAKED	620	WEA	EXREP	9/7/2007				T-20	M	31	B	165%																																																										
<p>Outstanding Requisitions: 1 TRR Status: 0 0 0 0 1 OS Stock: 0 OS Stock Qty: 0 OS DTC: 1 OS DTC Qty: 1 Pod Code:</p> <p>MCN: WEA3KF9 WC: 620 JCN: WEA256057 Ser No: 392 MGT: ER PRI: 1 JS: WP JS Date: 10/2/2007 Days in DIFM: 30 TRR Status: B</p> <p>Remarks: Awaiting supply to put ph A8404A3(GEAR WHEEL) into 10/2/2007 Reason Code:</p> <table border="1"> <thead> <tr> <th>DDSN</th> <th>PRJ</th> <th>PRI</th> <th>QTY</th> <th>COG</th> <th>MIIN</th> <th>Part Number</th> <th>Home/Date</th> <th>Extended Price</th> <th>TON</th> <th>Status</th> <th>Unit/Date</th> <th>RI</th> <th>ESD</th> <th>LVC</th> <th>LVC Date</th> <th>Car</th> <th>Days</th> <th>Req</th> <th>TRR</th> </tr> </thead> <tbody> <tr> <td>7275-FLS1</td> <td>208</td> <td>06</td> <td>1</td> <td>92</td> <td>01-418-5918</td> <td>00 ML</td> <td>SCREW, CAP.</td> <td>\$4.96</td> <td>WEA255057</td> <td>BA</td> <td>10/3/2007</td> <td>SMS</td> <td>REFER</td> <td>10/2/2007</td> <td>Y</td> <td>14</td> <td>T-23</td> <td>16</td> </tr> <tr> <td>7275-FLS2</td> <td>208</td> <td>06</td> <td>1</td> <td>98</td> <td>00-791-1532</td> <td>A8404A3</td> <td>WHEEL AND HUB AS</td> <td>\$48.77</td> <td>WEA255057</td> <td>BA</td> <td>10/4/2007</td> <td>SMS</td> <td>REFER</td> <td>10/2/2007</td> <td>Y</td> <td>14</td> <td>T-23</td> <td>16</td> </tr> </tbody> </table>																						DDSN	PRJ	PRI	QTY	COG	MIIN	Part Number	Home/Date	Extended Price	TON	Status	Unit/Date	RI	ESD	LVC	LVC Date	Car	Days	Req	TRR	7275-FLS1	208	06	1	92	01-418-5918	00 ML	SCREW, CAP.	\$4.96	WEA255057	BA	10/3/2007	SMS	REFER	10/2/2007	Y	14	T-23	16	7275-FLS2	208	06	1	98	00-791-1532	A8404A3	WHEEL AND HUB AS	\$48.77	WEA255057	BA	10/4/2007	SMS	REFER	10/2/2007	Y	14	T-23	16
DDSN	PRJ	PRI	QTY	COG	MIIN	Part Number	Home/Date	Extended Price	TON	Status	Unit/Date	RI	ESD	LVC	LVC Date	Car	Days	Req	TRR																																																												
7275-FLS1	208	06	1	92	01-418-5918	00 ML	SCREW, CAP.	\$4.96	WEA255057	BA	10/3/2007	SMS	REFER	10/2/2007	Y	14	T-23	16																																																													
7275-FLS2	208	06	1	98	00-791-1532	A8404A3	WHEEL AND HUB AS	\$48.77	WEA255057	BA	10/4/2007	SMS	REFER	10/2/2007	Y	14	T-23	16																																																													
DDSN: 7282-GD23	Total TRR: 9 Days	On-Station Time: 9 Days	Off-Station Time: 0 Days	Percent On-Station: 100%																																																																											
DDSN	Stk Ind	MIIN	FGC	COG	NOMEN	PRJ	PRI	QTY	MCN	WC	ORG	LSC	Date	Status	RI	Date	ESD	Design TRR	Ach TRR	TRR Status	Pen																																																										
7282-GD23	N	01-347-5719	7588	3GD	PANEL,FAULT-FUNCTI	AK0	03	1	WA6C9L7	620	WA6	EXREP	10/9/2007				T-20	M	9	Y	46%																																																										
<p>Outstanding Requisitions: 1 TRR Status: 0 1 0 0 0 OS Stock: 0 OS Stock Qty: 0 OS DTC: 1 OS DTC Qty: 1 Pod Code:</p> <p>MCN: WA53CLWE WC: 620 JCN: WA6167532 Ser No: 0354 MGT: ER PRI: 1 JS: WP JS Date: 10/10/2007 Days in DIFM: 8 TRR Status: Y</p> <table border="1"> <thead> <tr> <th>DDSN</th> <th>PRJ</th> <th>PRI</th> <th>QTY</th> <th>COG</th> <th>MIIN</th> <th>Part Number</th> <th>Home/Date</th> <th>Extended Price</th> <th>TON</th> <th>Status</th> <th>Unit/Date</th> <th>RI</th> <th>ESD</th> <th>LVC</th> <th>LVC Date</th> <th>Car</th> <th>Days</th> <th>Req</th> <th>TRR</th> </tr> </thead> <tbody> <tr> <td>7283-FLS1</td> <td>208</td> <td>03</td> <td>1</td> <td>96</td> <td>01-161-4165</td> <td>52043-1</td> <td>COVER, FRONT</td> <td>\$690.21</td> <td>WA5157532</td> <td>BA</td> <td>10/10/2007</td> <td>SMS</td> <td>REFER</td> <td>10/10/2007</td> <td>Y</td> <td>0</td> <td>T-23</td> <td>8</td> </tr> </tbody> </table>																						DDSN	PRJ	PRI	QTY	COG	MIIN	Part Number	Home/Date	Extended Price	TON	Status	Unit/Date	RI	ESD	LVC	LVC Date	Car	Days	Req	TRR	7283-FLS1	208	03	1	96	01-161-4165	52043-1	COVER, FRONT	\$690.21	WA5157532	BA	10/10/2007	SMS	REFER	10/10/2007	Y	0	T-23	8																			
DDSN	PRJ	PRI	QTY	COG	MIIN	Part Number	Home/Date	Extended Price	TON	Status	Unit/Date	RI	ESD	LVC	LVC Date	Car	Days	Req	TRR																																																												
7283-FLS1	208	03	1	96	01-161-4165	52043-1	COVER, FRONT	\$690.21	WA5157532	BA	10/10/2007	SMS	REFER	10/10/2007	Y	0	T-23	8																																																													

Figure W-I-14.--Sample Off Station Hand Off Report AWP

a. The report reflects the number of components with the same Family Group Code (FGC) currently off station. This is important in determining the best course of action on those items that have more than one component awaiting repair action.

b. The report lists all requisitions which have accumulated an on-station time greater than or equal to the number of days entered as an off-station hand-off criteria.

c. The report reflects how many days the component was in the DIFM prior to being BCM'd by the IMA and referred off station. AWP personnel must continue to work with work center personnel in an effort to identify BCM candidates early in the TRR in order to prevent further degradation of performance against the FGC.

d. The type of data displayed on the report can be on-station (TRR type M), passed (TRR type S) or both (both TRR type S and M meeting the days criteria).

e. The report is sorted in descending order of TRR penetration.

Section II. Physical Buffer Management

A. Purpose. While Time Buffer Management is the key principle which drives day to day decisions with regard to meeting customer future requirements, it is important for the Aviation Supply department to understand those qualities which define a Physical Buffer. A properly sized physical buffer that is replenished within an established TRR ensures that the customer demand is met when requested. Understanding the relationship between the TRR and the Physical Buffer Size enables the Aviation Supply Department to more readily prioritize efforts geared toward expediting material requirements when necessary.

B. Information

1. This section will explain buffer sizing more fully in the section titled "Buffer Sizing," but it is important for the Aviation Supply Department to understand the relationship between TRR and demand patterns as they relate to sizing a physical buffer.

2. A physical buffer protects the customer from variation elsewhere in the supply chain. That variation can include those tasks associated with pulling and packing material for shipment, work center AWP conditions, and off station replenishment times, to name a few. A properly sized physical buffer takes this variation into account and ensures that customer demands are continually met. Figure W-II-1 depicts this relationship.

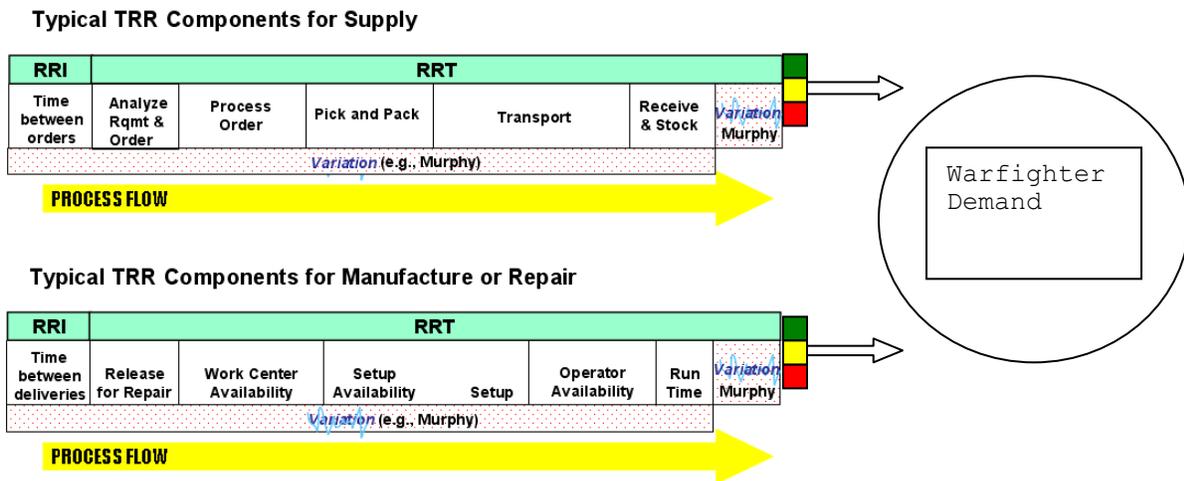


Figure W-II-1.--Physical Buffer/Customer Demand Relationship

3. There are three color zones associated with Physical Buffer Management. The physical buffer is broken down into three equal zones (Green/Yellow/Red), each reflecting how much of the buffer is available for issue to the customer. Figure W-II-2 reflects the four color zones associated with TOC Physical Buffer Management.

	- Qty available for issue is between 67-100% of the required physical buffer
	- Qty available for issue is between 34-66% of the required physical buffer
	- Qty available for issue is between 0-33% of the required physical buffer

Figure W- II-2.--TOC Buffer Zones

C. Physical Buffer Management Reports. While there are several BMT reports designed to assist with Physical Buffer Management, this section will cover those considered to be the most valuable in the day to day operations of the Aviation Supply Department. This is not an all inclusive list, and the site may utilize additional reports as deemed necessary. These reports are also available for export to Microsoft Excel to allow the user to sort as desired. Sites are authorized to utilize BMT reports that meet the requirements set forth in the ASDTP. All reports, except where noted, are available for repairable and consumable material.

1. Physical Buffer Red Report (Figure W-II-3) - Enables the user to view all items where the available quantity for issue is less than 33% of the required physical buffer size. The items on this report should be screened to check for possible time buffer delays that will jeopardize the physical buffer's performance. Key features of the report are below:

<u>Physical Buffer Status Red Report Consumable</u>												<u>Stock</u>							
<i>This Report is a Detailed Report that lists all Inventory Records with a Physical Buffer Status of Red. Both Stock Replenishment Documents and SO Retrograde MAFs which replenish the Physical Buffer will be displayed. Inventory Records will be displayed in Descending Physical Buffer Status Order. Stock Replenishment Documents and SO Retrograde MAFs for each Inventory record will be displayed in descending Penetration Percentage Order.</i>																			
Physical Buffer Records: 14,440												Physical Buffer Status Summary							
Physical Buffer Red Records: 642 6.6%												Excess	Green	Yellow	Red				
												Line Items	Current Buffer Status	3681	4751	593	642		
												14440	Percent in Zone	38%	43%	6%	7%		
NINA 00-018-2141 FGC: Nomen: CASELIFERA COG: 9B Physical Buffer Penetration: 100%																			
UI: EA ATC: 4 UP: \$650.20 NUP: \$0.00																			
Allow: 4 P-Allow: 0 PEB-Allow: 0 Pool: 0 Design BS z: 4 Stock Requisitions: 2 Stock Qty Due: 4																			
OH: 0 P-Qty: 0 PEB OH: 0 Non-WIP: 0 Computed OH: 0 SO Retrograde MAFs in DIFM: 0																			
Stock Replenishment Requisitions																			
	DDX1	PRJ	PRJ	QTY	COG	1171	PartNumber	ItemName	Inventory Price	Units	Inv Date	RI	BJD	LIC	LIC Due	Design TRR	Act TRR	Pen Per	TRR Status
	72434670	170	06	1	96	004182141	CASELIFERA	\$650.20	5	9/5/2007					T-23	48	209%		BLACK
	72854674	170	06	3	96	004182141	CASELIFERA	\$1,671.60	611	10/16/2007					T-23	2	9%		GREEN
NINA 00-021-3616 FGC: Nomen: SCREWCAPHE COG: 9B Physical Buffer Penetration: 100%																			
UI: HD ATC: 4 UP: \$11.36 NUP: \$0.00																			
Allow: 28 P-Allow: 0 PEB-Allow: 0 Pool: 0 Design BS z: 28 Stock Requisitions: 1 Stock Qty Due: 18																			
OH: 0 P-Qty: 0 PEB OH: 0 Non-WIP: 0 Computed OH: 0 SO Retrograde MAFs in DIFM: 0																			
Stock Replenishment Requisitions																			
	DDX1	PRJ	PRJ	QTY	COG	1171	PartNumber	ItemName	Inventory Price	Units	Inv Date	RI	BJD	LIC	LIC Due	Design TRR	Act TRR	Pen Per	TRR Status
	71544776	170	13	16	96	004213616	SCREWCAPHE	\$0.48	9	9/12/2007		9/13/2007			T-23	31	161%		BLACK

Figure W- II-3.--Sample Physical Buffer Red Report

a. BMT calculates a red physical buffer differently than NALCOMIS calculates a Critical FGC. BMT views the current RFI qty for repairables and the Location Qty for consumables and compares that value to the total of (FAQ - FISP qty's) (First character in PUID indicator = F).

b. The report reflects the number of items with that NIIN or FGC that are currently outstanding and their TRR color zone.

c. Lists all outstanding requisitions against the NIIN or FGC and their status.

d. The report is sorted in descending order of physical buffer penetration.

2. Zero Design Buffer with Demand Report (Figure W-II-4) - Enables the user to view all NIIN's at the site that have an RO = 0, and have current or historical demand against them. This report should be utilized for possible range adds to the inventory. Key features of the report are below:

0-Design Buffer Status With Demand Report Consumable Stock

This Report is a Detailed Report that lists all Inventory Records with a 0-Design (No Allowance) and some kind of Demand. Inventory Records are listed in descending total demand in Requisition count sequence. Individual requisitions are listed in descending Penetration Percentage Sequence.

NIIN: 01-370-1365 FGC: None Mot: WEL,MACHN COG: 90 Total Requisitions: 139																			
WIP:	BK:	ATC:	R:	UP:	43656	NUP:	4000												
Allow:	<input type="checkbox"/>	P-Allow:	<input type="checkbox"/>	FE-Allow:	<input type="checkbox"/>	Pool:	<input type="checkbox"/>	Design BSz:	<input type="checkbox"/>										
OH:	<input type="checkbox"/>	R-Qty:	<input type="checkbox"/>	FE-Qty:	<input type="checkbox"/>	Non-WIP:	<input type="checkbox"/>	Computed BSz:	<input type="checkbox"/>										
Stock Requisitions:	<input type="checkbox"/>	Stock Qty Due:	<input type="checkbox"/>	SO Re Upgrade on DIFM:	<input type="checkbox"/>														
Outstanding Requisitions:	8	Outstanding Qty Due:	8	Historical Requisitions:	131	Historical Qty Due:	175												
Outstanding Documents:																			
DDSN	RD	PR	PR	QTY	COG	NIIN	Part Name	Description	Standard Price	Series	Req Date	QTY	LSC	LSC Date	Design TRR	Act TRR	Pen Per	TRR Status	
TUTSA34	G	AKS	19	1	90	01-370-1365	020-01-370-1365	TOWEL,MACHN	\$93.50	J	2100000	05A	3292000	REL.FGR	2100000	29	42	100%	BLACK
TUTSA39U	G	AKS	12	1	90	01-370-1365	020-01-370-1365	TOWEL,MACHN	\$93.50	BA	9190000	05A	4112000	REL.FGR	9190000	29	1	90%	GREEN
TUTSA*Y	G	AKS	19	1	90	01-370-1365	020-01-370-1365	TOWEL,MACHN	\$93.50	BA	9190000	05A	4112000	REL.FGR	9190000	29	1	90%	GREEN
TUTSA*2L	G	AKS	19	1	90	01-370-1365	020-01-370-1365	TOWEL,MACHN	\$93.50	BA	9190000	05A	4112000	REL.FGR	9190000	29	1	90%	GREEN
TUTSA*2S	G	AKS	19	1	90	01-370-1365	020-01-370-1365	TOWEL,MACHN	\$93.50	BA	9190000	05A	4112000	REL.FGR	9190000	29	1	90%	GREEN
TUTSA*34	G	AKS	19	1	90	01-370-1365	020-01-370-1365	TOWEL,MACHN	\$93.50	BA	9190000	05A	4112000	REL.FGR	9190000	29	1	90%	GREEN
TUTSA*3S	G	AKS	19	1	90	01-370-1365	020-01-370-1365	TOWEL,MACHN	\$93.50	BA	9190000	05A	4112000	REL.FGR	9190000	29	1	90%	GREEN
TUTSA*4L	G	AKS	19	1	90	01-370-1365	020-01-370-1365	TOWEL,MACHN	\$93.50	BA	9190000	05A	4112000	REL.FGR	9190000	29	9	19%	GREEN
Historical Documents:																			
DDSN	RD	PRC	W/C	PR	QTY	COG	NIIN	Part Name	Description	Standard Price	LSC	LSC Date	Req Date	Comp Date	Design TRR	Act TRR	Pen Per	TRR Status	
4104-4810	G	AKS	00	AKS	19	1	90	01-370-1365	020-01-370-1365	TOWEL,MACHN	\$93.50	0000000	2912000	9292000	29	29	100%	BLACK	
4136-4810	G	AKS	00	AKS	19	4	90	01-370-1365	020-01-370-1365	TOWEL,MACHN	\$129.24	0000000	9190000	10102000	29	191	85%	BLACK	
4211-A*94	G	AKJ	00	AKS	19	1	90	01-370-1365	020-01-370-1365	TOWEL,MACHN	\$93.50	0000000	9190000	11192000	9190000	29	129	99%	BLACK
4216-A*27	G	AKJ	00	AKS	19	1	90	01-370-1365	020-01-370-1365	TOWEL,MACHN	\$93.50	0000000	9912000	10292000	29	49	21%	BLACK	
4216-A*24	G	AKJ	00	AKS	19	1	90	01-370-1365	020-01-370-1365	TOWEL,MACHN	\$93.50	0000000	9912000	10292000	29	49	21%	BLACK	

Figure W- II-4.--Sample Zero Design Buffer with Demand Report

a. The report allows users to view all open and completed documents against the NIIN.

b. Users should utilize both the BMT and the Enterprise Logistics Analysis Tool (ELAT) to determine the correct level of inventory for those NIIN's selected for range adds. Refer to the "Buffer Sizing" section of this appendix for more detailed procedures on the use of ELAT.

c. The report is sorted in descending order of the number of demand requisitions against the NIIN reflected.

3. Physical Buffer/Requisition TRR Select Report (Figure W-II-5) - Enables the user to view current TRR penetration of outstanding replenishment requirements and their effect on the physical buffer. The initial view is a "risk cube" that allows the user to do further drilldown based on those items that need to require additional management focus. Key features of the report are below:

Physical Buffer/Requisition TRR Select Report

Stock

*This Report is a Detailed Report based on a User Selected combination of both Requisition TRR Status and Physical Buffer Status
Inventory Records will be displayed in Descending Physical Buffer Status Order.
Requisitions for each Inventory record will be displayed in descending Requisition Penetration Percentage Order.*

Records Selected: 14
Include Supply Status: N

GE	YE	RE	BE	EXCESS	P B H U Y F S I E C R A L
5	1	1	0		
GG	YG	RG	BG	GREEN	
9	18	6	9		
GY	YY	RY	BY	YELLOW	
29	13	3	38		
GR	YR	RR	BR	RED	
17	21	Selected	325		
GO	YO	RO	BO	0-Design	
1	1	0	5		
GREEN	YELLOW	RED	BLACK		
REQUISITION TRR					

NIIN: 01-232-4190 FGC: \$15Y Non n: OSCILLATOR C COG: 38 D Physical Buffer Status: **RED** Physical Buffer Penetration: 100%

UI: BA ATC: 2 UP: \$4970.66 MUP: \$1000

Allow: 1 P-Allow: 0 PEB-Allow: 0 Post: 0 Design BSz: 1 Stock Requisitions: 1 Stock Qty Due: 1

OH: 0 P-Qty: 0 PEB OH: 0 Non-WIP: 0 Computed OH: 0 SO Reorgnize MAPs in DIFM: 0

Inventory Data: Upld Supp'd Design Clk Buffer Status IAQ ACIAL RH EXL DCIM ER OWL EXP STS DIF EO-LOT IR-ADU

Y	Y	1	RED	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
---	---	---	-----	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

SR	DDSN	Ind	MTD	ACC	COG	MOB	FRY	FRY	QTY	MCN	WC	ORG	LSC	LSC	Date	Status	RT	Date	Design	TRR	Ask	TRR	Pen
7071-1818	Y	01-232-4190	\$15Y	38 D	OSCILLATO R C	770	05	1				ABB	REFER	3/12/2009	BA	SNB	3/21/2009	4/2/2009	T-14	8	11	R	79%

Outstanding Requisition: 1 TRR Status: **0 0 0 1 0** ON Stock: 1 ON Stock Qty: 1 ON DCR: 0 ON DCR Qty: 0
Remarks: (Cancelled) BY response to AC or AK Reason Code:

NIIN: 01-201-6740 FGC: ALG B Non n: GENERATOR AL COG: TR E Physical Buffer Status: **RED** Physical Buffer Penetration: 100%

UI: BA ATC: 2 UP: \$48100.00 MUP: \$21267.00

Allow: 1 P-Allow: 0 PEB-Allow: 0 Post: 0 Design BSz: 1 Stock Requisitions: 1 Stock Qty Due: 1

OH: 0 P-Qty: 0 PEB OH: 0 Non-WIP: 0 Computed OH: 0 SO Reorgnize MAPs in DIFM: 0

Inventory Data: Upld Supp'd Design Clk Buffer Status IAQ ACIAL RH EXL DCIM ER OWL EXP STS DIF EO-LOT IR-ADU

Y	Y	1	RED	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
---	---	---	-----	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Figure W- II-5.--Sample Physical Buffer/Requisition TRR Select Report

a. Only NIIN's that have an outstanding replenishment document against them will reflect in the cube. The TRR penetration is across horizontally across the bottom of the cube and the corresponding physical buffer penetration is reflected vertically along the right side of the cube.

b. BMT views the current RFI Qty for repairables and Location Qty for consumables and compares that value to the total value of RO - FISP Qty's (First character in PUID indicator = F) to determine physical buffer health.

c. The report should be reviewed for NIIN's that experience multiple occurrences of a physical buffer or a time buffer that extends into the red. Indicators such as these may indicate the need to reduce TRR or increase the physical buffer. The results of this research should be examined by the CMD or RMD OIC/NCOIC who will then make a buffer adjustment if necessary.

d. This report is also explained in the Time Buffer Management section of this appendix.

D. Retrograde Physical Buffer Management Reports. Repairable material is replenished from both on station and off station. It is important that the user is aware of which option is chosen when using the BMT. As a note, BMT uses the material control code (MCC) in R-Supply to segregate repairable from consumable material. Below are the reports specific to RMD in terms of measuring physical buffer health performance of repairable Supply Officer assets.

1. Physical Buffer Red SO Retrograde Report (Figure W-II-6) - Enables the user to view all Supply Officer assets that are currently in the DIFM whose physical buffer is in Red. Key features of the report are below:

Buffer Status RED SO Retrograde Report Repairable																				Stock	
NIIN: 01-139-3579 FGC: 96100 Nom n: CONTROL,TRAN COG: 7RH										Physical Buffer Penetration: 100%											
W: BR ATC: 2 UP: \$27,048.00 MUP: \$1,366.00																					
Allow: 2 P-Allow: 0 Pool: 0 Design B Sr: 2 Stock Reqs Hous: 0 Stock Qty Due: 0																					
OH: 2 P-Qty: 0 Non-WP: 0 Compound OH: 2																					
Inventory Data: Used Supported Design Ck Buffer Status FAQ ACQAL RFI DXL EXTM ER OWE REP WTS DEF NO-LOC TR-LOC																					
Y Y 2 RED 2 2 0 0 1 0 0 0 0 0 0 0 1 0										SO Retrograde WAPs In DIFM: 1											
ACT	ACT	FGC	ISIC	Part Number	PUID	WUC	TCU	Type	IT	Serial	TS	TS	DATE	ACQ	FRU	TRR	TRR	FCI	Status		
BU46212	CONTROL,TRAN	96100	AEBD	4038849-0501	01-139-3579	653A00	AJ306880	D	7078-GM2	RLS157	1AQ	3/21/2007	SO	3	4	T-29	14%		GREEN		
System Reason: 01-100 018-15157										NALCOMIS Remarks: OP: \$27,048.00 MUP: \$1,366.00											
Inventory Summary: A1 A2 CC CP CM TW BT M1 M2 M3 M4 M5 M6 M7 M8 M9 WS WP WQ WY										Equipment Status: U EGRO: 165293 Included: 1 TCF Summary: 1 0 0 0 0											
1 0 0 0 0 1 0 0 1 0 0 0 0 0 0 0 0 0 0 1 1 1										Action Code: Repair/COM Tester: 166.0%											
Inventory Data: Used Supported Design Ck Buffer Status FAQ ACQAL RFI DXL EXTM ER OWE REP WTS DEF NO-LOC TR-LOC																					
Y Y 2 RED 2 2 0 0 1 0 0 0 0 0 0 0 1 0																					
Documents:																					
DOC#	FRU	FRU	QTY	COG	PUID	Part Number	Item Number	Ext	YCP	Status	Use Date	RU	TRD	LIC	LIC Date	LT	SP	Clw	Depg	TRR	TRR
7078-EN02	BK1	05	1	98	01-183-6256	53-B-1	SWITCH-0-00 E	408.01	AJ009800	BA	3/23/2007	SOA		REF ER	3/19/2007	Y	Y	Y	0	T-23	4
7078-EN01	BK1	05	1	98	01-285-9026	40-9335-0701	PANEL INDICATOR	1,277.39	AJ0074140	BA	3/23/2007	SMS		REF ER	3/23/2007	Y	Y	Y	1	T-23	3
Remarks: (Cancelled) Bf response to AC or AK										Reason Code: 3/23/2007											
7078-EN02	BK1	05	1	98	01-183-6256	53-B-1	SWITCH-0-00 E	408.01	AJ009800	BA	3/21/2007	WEM	3/22/2007	REF ER	3/23/2007	Y	Y	Y	1	T-23	3
7078-EN04	BK1	05	1	98	01-111-6571	35646-2	KNOB	19.15	AJ009800	BA	3/23/2007	SMS		REF ER	3/23/2007	Y	Y	Y	1	T-23	3

Figure W- II-6.--Sample Physical Buffer Red SO Retrograde Report

a. BMT calculates a red physical buffer differently than NALCOMIS calculates a Critical FGC. BMT views the current RFI qty and compares that value to the total of (FAQ - FISP qty's) (First character in PUID indicator = F). The criterion for a FGC reflecting on the report is that the RFI is less than 33% of (FAQ - FISP).

b. The report reflects the number of components with the same Family Group Code (FGC) that are currently in the DIFM. This is important in determining the best course of action on those items that have more than one

component awaiting repair action. RMD and PC must work together to determine if the SO retrograde in the DIFM will meet its TRR in order to prevent a missed customer demand. Items that are in danger of meeting their TRR will be expedited as necessary to ensure their rapid replenishment to the Supply officer's shelf.

c. Any AWP requirements are listed in the sub-headers for each FGC on the report.

d. The report is sorted in descending order of physical buffer penetration.

e. This report is also available in the Maintenance version of BMT.

2. Physical Buffer/SO Retrograde TRR Select (Figure W-II-7) - Enables the user to view those Supply Officer assets that are in the DIFM and to view the relationship between workcenter TRR penetration and its affect on the physical buffer. The initial view is a "risk cube" that allows the user to do further drilldown based on those items that need to receive attention. Key features of the report are below:

Physical Buffer/SO Retrograde TRR Select Report Repairable **Stock**

*This Report is a Detailed Report based on a User Selected combination of both SO Retrograde TRR Status and Physical Buffer Status
Inventory Records will be displayed in Descending Physical Buffer Status Order.
SO Retrograde MAFS for each Inventory record will be displayed in descending Penetration Percentage Order.*

Records Selected: 21		Include Supply Status: N	
----------------------	--	--------------------------	--

GE	YE	YE	BE	EXCESS	P B H U F F E R S T A T E S
21	6	6	28		
GG	YG	RG	BG	GREEN	
27	1	2	25		
GY	YY	RY	BY	YELLOW	
12	10	3	34		
GR	YR	RR	BR	RED	
Selected	12	6	68		
GO	YO	RO	BO	O-Design	
1	2	0	10		
GREEN	YELLOW	RED	BLACK		
SO RETROGRADE TRR					

MIN: 01-139-3579		FGC: 951W		Nomencl: CONTROL,TRAN		COC: TRH		Physical Buffer Status: RED		Physical Buffer Penetration: 100%			
U: BA	ATC: 2	UP: 427149.00	MUP: 41366.00										
Allow: 2	FA Allow: 0	PEE Allow: 0	Pool: 0	Design BS: 2	Stock Requisitions: 0	Stock Qty Due: 0							
OH: 2	R Qty: 0	PEE OH: 0	Non-WIP: 0	Compare d OH: 2	SO Retrograde MAPS in DIFM: 1								
Inventory Data: Signal Supported Design_Elec Buffer Status IAQ ACSEAL RFI EXE EXEM ER OWL EXP SWS DEEP NO-LOU ER-LOU													
	Y	Y	2	RED	2	2	0	0	1	0	0	1	0

MOBJ	MOBMSJ	FCG	IBC	Part Number	REQJ	WUC	TCJ	Type	IT	Serial	JS	JS	ACT	Design	PMJ	TRR		
EJ4B212	CONTROL,TRAN	961W	AEB	4038849-0501	01-139-3579	653A400	AJ3088800	D	T018-6402	RLS157	1AQ	3/21/2007	SO	3	4	T-29	14%	GREEN
System Source: 00:10001815157																		
NALCOMIS Remarks:																		
Inventory Summary: AL CO CP CM IW ML MJ MS MM MT MS MS9 WS WP WQ WY WT Equipment Status: U EXNO: 166293																		
Inducted: 1																		
JOP Summary: 1 0 0 0																		
Repair CSM Issues: 195 D1																		
Inventory Data: Signal Supported Design_Elec Buffer Status IAQ ACSEAL RFI EXE EXEM ER OWL EXP SWS DEEP NO-LOU ER-LOU																		
	Y	Y	2	RED	2	2	0	0	1	0	0	0	0	1	0			

DocNum	EQRY	FRY	QTY	COC	REQJ	Part Number	Nomenclature	Extended Price	TCW	Status	StatDate	RU	YSD	LIC	LIC Date	IZ	OF	Req Date	TRR	TRR
7078-EM02	BK1	05	1	98	01-183-6256	53-B-1	SWITCH,0.010 E	4408.01	AJ0068300	BN	3/23/2007	SOA		REFER	3/19/2007	Y	Y	0	T-23	4
7078-EM01	BK1	05	1	98	01-226-5026	40-9326-0701	PANEL,INDICATOR	41207.39	AJ0074140	BA	3/23/2007	SWS		REFER	3/23/2007	Y	Y	1	T-23	3
Remarks: (Cancelled) If response to AC or AK																				
7078-EM02	BK1	05	1	98	01-183-6256	53-B-1	SWITCH,0.010 E	4408.01	AJ0068300	BA	3/21/2007	N EN	3/22/2007	REFER	3/23/2007	Y	Y	1	T-23	3
7078-EM04	BK1	05	1	98	01-111-6671	36546-2	KNO B	419.15	AJ0068300	BA	3/23/2007	SWS		REFER	3/23/2007	Y	Y	1	T-23	3

Figure W- II-7.--Sample Physical Buffer/SO Retrograde TRR Select

a. The TRR Penetration is calculated along the horizontal axis of the cube. The corresponding physical buffer penetration is reflected along the vertical axis of the cube. A NIIN must have at least one SO retrograde in the DIFM to populate the cube.

b. The report reflects the number of components with the same Family Group Code (FGC) that are currently in the DIFM. This is important in determining the best course of action on those items that have more than one component awaiting repair action. SO retrograde that is experiencing longer than expected TRR's and are showing an impact on the physical buffer will be prioritized

c. Any AWP requirements are listed in the sub-headers for each FGC on the report.

d. The report is sorted in descending order of TRR penetration.

e. This report is also available in the Maintenance version of BMT.

E. Repairable Item Code/Allowance Parts List Management

1. Repairable Item Code/Allowance Parts List (RIC/APL) Management Reports - Enables RMD personnel to manage time domain requirements by specific RIC or APL.

2. It is important that RMD personnel are cognizant of RIC and APL management as it applies to time domain operations. Buffer Management allows RMD personnel to not only track the traditional Range and Depth of components within a specific mission system, but also tracks the TRR of those items in the replenishment cycle.

a. BMT has a RIC/APL Management Module that helps to focus users on specific mission systems or sets. These RIC/APL's can be accessed to conduct analysis on Ready Basic Aircraft (RBA) or Ready For Tasking (RFT) gaps as identified in the Current Readiness Type Model Series (T/M/S) briefs. The RIC/APL that is loaded into R-Supply is the source data for this report, so it is important that these are correct before viewing the reports in BMT.

b. The Physical Buffer Management performance reports included in this appendix are also available under the RIC Management menu of the BMT.

Section III. Buffer Sizing

A. Purpose. Buffer Sizing enables a site to see a "cause and effect" relationship between time and inventory. Simply put, the level of inventory that is held at the retail level (physical buffer) is equal to the demand that will be placed during a TRR (time buffer). Figure W-III-1 shows the relationship between the physical buffer and the time buffer.

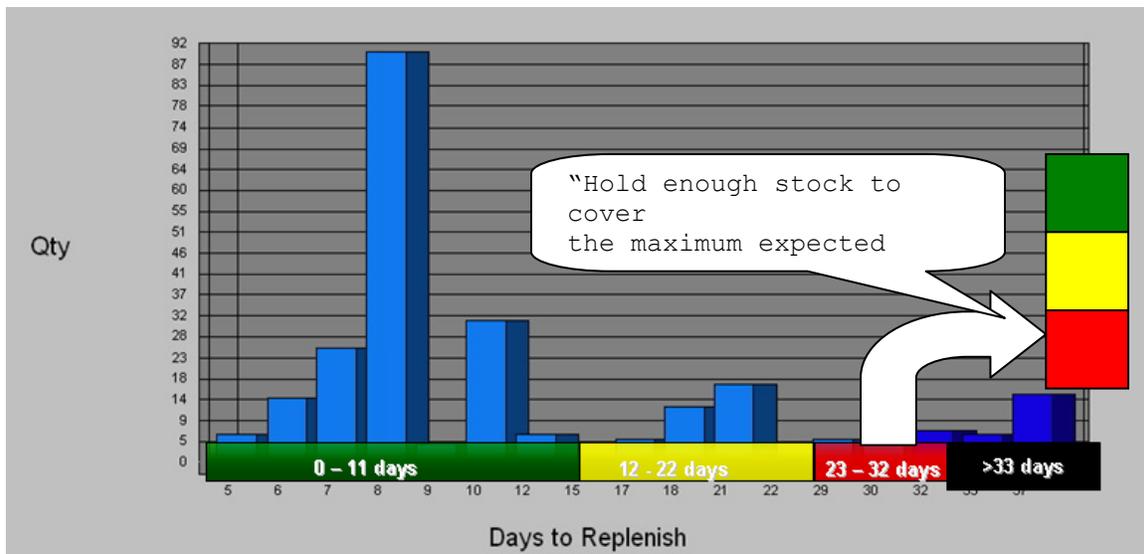


Figure W-III-1.-- Physical Buffer and Time Buffer Relationship

B. Information

1. In order to properly size a physical buffer, the user must know the historical (or projected) TRR for an item and the historical (or projected) demand against that item within the TRR.
2. The Enterprise Logistics Analysis Tool (ELAT) is a web-based application (www.atoc-bst.com) that captures the historical TRR and demand patterns for all NIIN's at a site. The source data for all demand and repairable TRR's is the Aviation Financial Analysis Support Tool (AFAST).
3. The source data for consumable TRR's is an adhoc from R-Supply. This adhoc is available under the Admin menu of ELAT. Additionally, the site's Individual Component Repair List (ICRL) is uploaded into ELAT to capture the site's current repair capability for repairable components.
4. While there are numerous functions that ELAT can be used for, this appendix will provide an overview of the functionality. For a more detailed look at the functionality of ELAT, please refer to the ELAT Users guide. This guide is available on the ELAT website.
5. The Enterprise Logistics Analysis Tool is an authorized source of data in determining desired physical buffer quantities.

C. Calculating Physical Buffer Sizes for Consumables. ELAT permits the user to size a physical buffer for consumable NIIN's in a manual or batch mode. Both options will be covered below.

1. Manual Sizing. When performing a search on a specific consumable NIIN, ELAT will consider only the replenishment and demand requirements that fall into the date range selected. It is important for the user to be specific and to utilize the "TRR Filters" and "Demand Filters" menus in ELAT to ensure accuracy of data. Detailed instructions on how to adjust these filters can be obtained in the ELAT User's Guide.

a. When a specific NIIN is entered on the home screen, the program takes the user to a historical view (Figure W-III-2) of all replenishment requirements in the format of a histogram, ranging from the lowest replenishment time (in days) to the highest. It further calculates a historical TRR based on these values. Refer to Section I of this appendix for an explanation of how TRR is calculated.

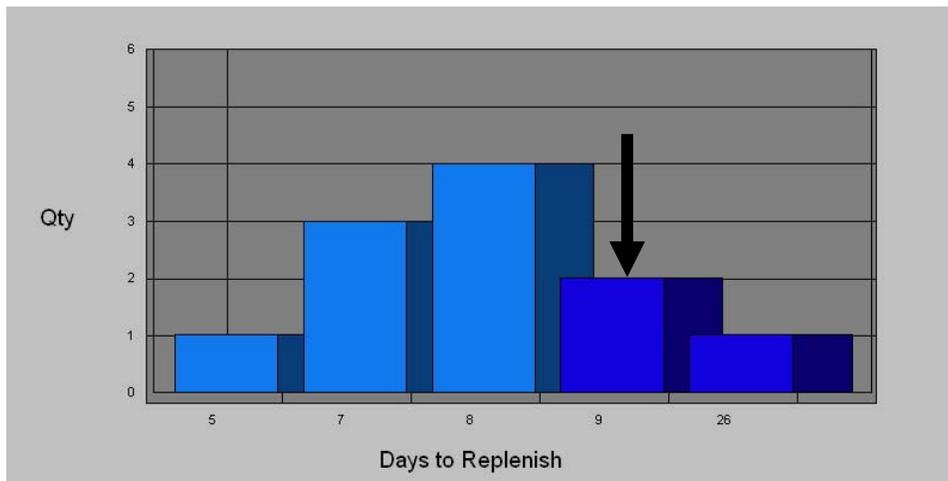


Figure W-III-2.--Replenishment Requirements Historical View

b. The user then can view the demand within the calculated TRR. This is useful when looking for periods of peak demand (recurring or non-recurring). Based on the peculiar demand pattern, the user can choose to accept or exclude the peak demand during the TRR. Using the "Peak Filtering" option on the demand pattern screen allows the user to eliminate these peaks when determining the physical buffer requirement. Figure W-III-3 shows the results of choosing the "Level 1 Peak Filtering" option.

c. Once a physical buffer size is determined, the user can view the implications of that decision, using historical data. Obviously, the more time a physical buffer reflects in the red, the greater the risk that is assumed. In Figure W-III-4 below, the blue line indicates the current working allowance (RO-FISP). The top of the green area indicates the recommended physical buffer size.

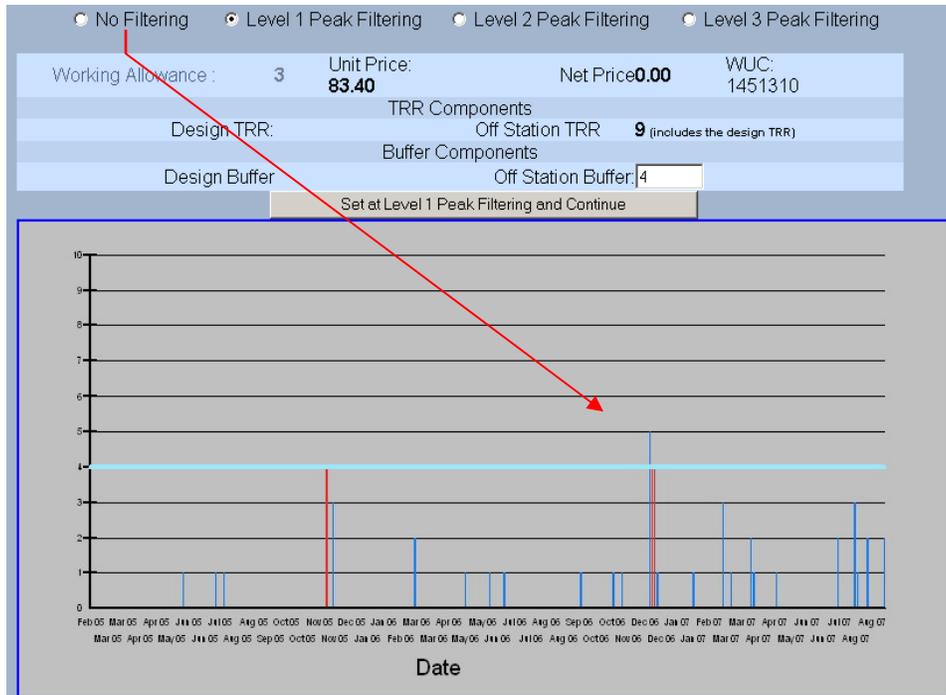


Figure W-III-3.--"Level 1 Peak Filtering" Option

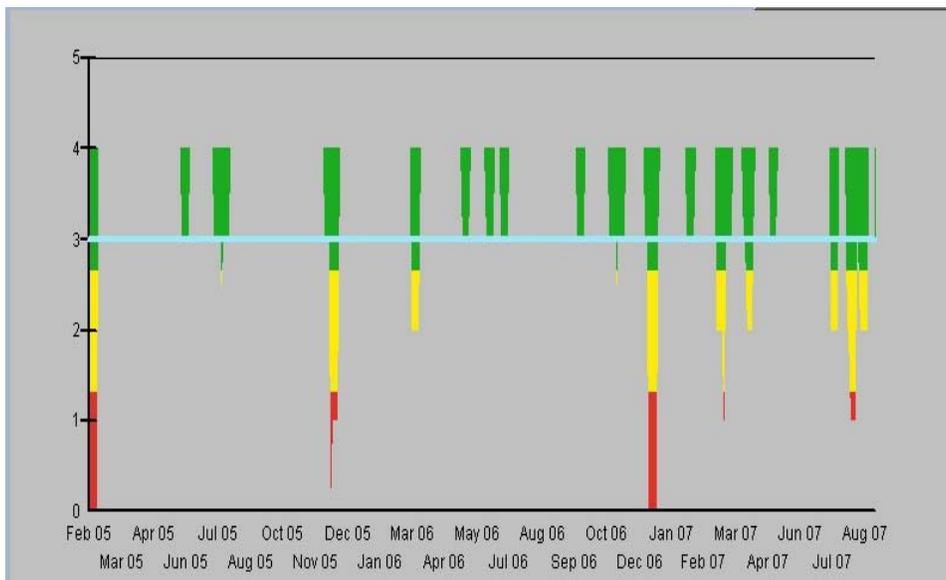


Figure W-III-4.--Historical Data Review

d. Users should make necessary adjustments to current consumable records if a change is warranted.

2. Batch Sizing. ELAT also allows users to input an Excel file of consumable NIIN's to determine TRR and physical buffer sizes in a batch mode. This can be especially useful when determining the level of inventory required to support a detachment or a PEB.

a. The user can choose to assign a single TRR for all NIIN's in the population or allow the program to calculate the historical TRR. An example of the utilization of a single TRR would be in the case of sizing a batch of NIIN's for a PEB that was to be replenished on a weekly basis. The file format is shown in Figure W-III-5.

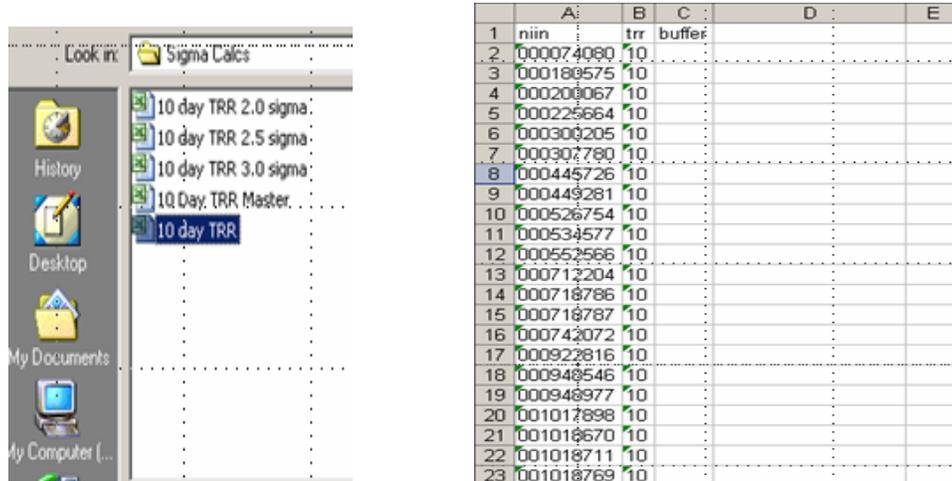


Figure W-III-5.--Batch File Format

b. Once the file is uploaded into ELAT, the user can select a level of peak filtering to apply to the population, and a new excel file (Figure W-II-6) will be created with recommended buffer sizes for the NIIN population.

c. Users should make necessary adjustments to current consumable records if a change is warranted.

7	000307780	000307780	10 24	DRUM,SHIPPING	128	30	0		050	9Z		0	50.66
8	000445726	000445726	10 17	O-RING	260	50	0	171C0	81C	9Z		0	0.13
9	000449281	000449281	10 30	CLOTH,CLEANN	388	75	0		050	9C		0	55.48
10	000526754	000526754	10 24	NUT,SELF-LOCK	125	14	0	000	050	9Z		0	4.02
11	000534577	000534577	10 6	HOSE,NONMETAL	137	8	0	46G10	520	9C		0	2148.02
12	000552566	000552566	10 140	SCREW,MACHINE	157	150	0	754C000	710	9Z		0	1.61
13	000712204	000712204	10 39	O-RING	390	104	0	171C0	81C	9Z		0	0.12
	FGC / HQF	NIIN	Nomen	CoqMCCDocsAllow	TRR	Buffer	Unit Price						Net Price
	000074080	000074080	CONTACT,ELECT	9N	127	968	10	1062				7.62	0.00
	000180575	000180575	INSERTER,AND	9Q	295	450	10	158				0.76	0.00
	000200067	000200067	O-RING	9Z	202	74	10	33				0.17	0.00
	000225664	000225664	SEMICONDUCTOR	9N	193	33	10	26				0.99	0.00
	000300205	000300205	RETAINER,PACK	9B	141	26	10	21				12.07	0.00
	000307780	000307780	DRUM,SHIPPING	9Z	128	30	10	24				50.66	0.00
	000445726	000445726	O-RING	9Z	260	50	10	17				0.13	0.00
	000449281	000449281	CLOTH,CLEANN	9Q	388	75	10	30				55.48	0.00
	000526754	000526754	NUT,SELF-LOCK	9Z	125	14	10	24				4.02	0.00

Figure W-II-6.--Excel File With Recommended Buffer Sizes

D. Calculating Physical Buffer Sizes for Repairables. Repairables have two distinct types of TRR associated with their return to the Supply Officer's shelf. If the component is repaired by the IMA, the TRR associated with that repair is an on station TRR. If the component is found to be Beyond the Capability of Maintenance (BCM), the component assumes an off station TRR to reflect the time spent waiting for a Ready for Issue replenishment from a

Distribution Depot. Both TRR's must be taken into account when sizing a physical buffer for a repairable component.

1. Manual Sizing - There is no batch sizing for repairable components, so the only method covered in this appendix will be the manual mode. The user enters the NIIN or Family Group Code (FGC) into the home screen and is presented with the historical off station replenishment (Figure W-III-7).

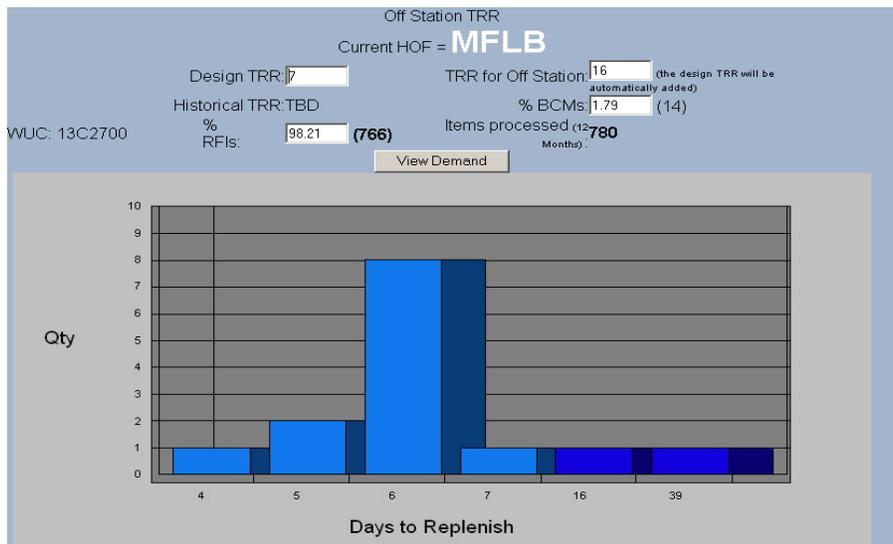


Figure W-III-7.--Historical Off Station Replenishment

a. Additionally, the program presents a graphical view (Figure W-III-8) of on station and off station TRR trends that allows the user to analyze the stability of the process associated with both types of TRR. These graphs should be used to determine the site's ability to maintain a stable TRR.

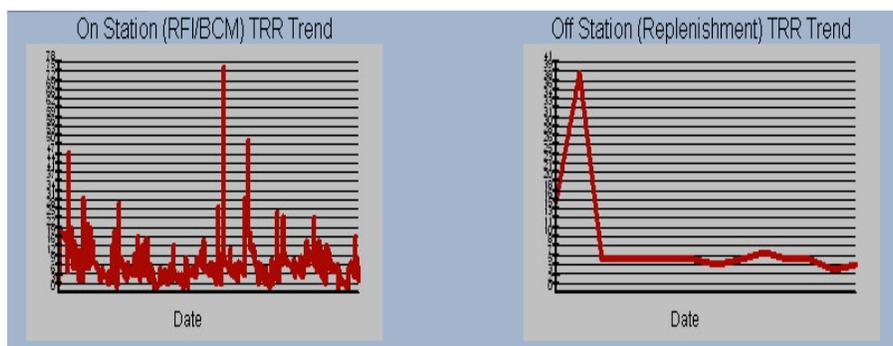


Figure W-III-8.--On Station and Off Station TRR Trends

b. The user then enters a design TRR in ELAT in order to view demand patterns (Figure W-III-9) within that design TRR. As with consumable buffer sizing, the user is presented with the ability to do "peak filtering" based on the level of peak demand to be excluded when determining the physical buffer size. The same peak level filtering is available when calculating the physical buffer for off station TRR.

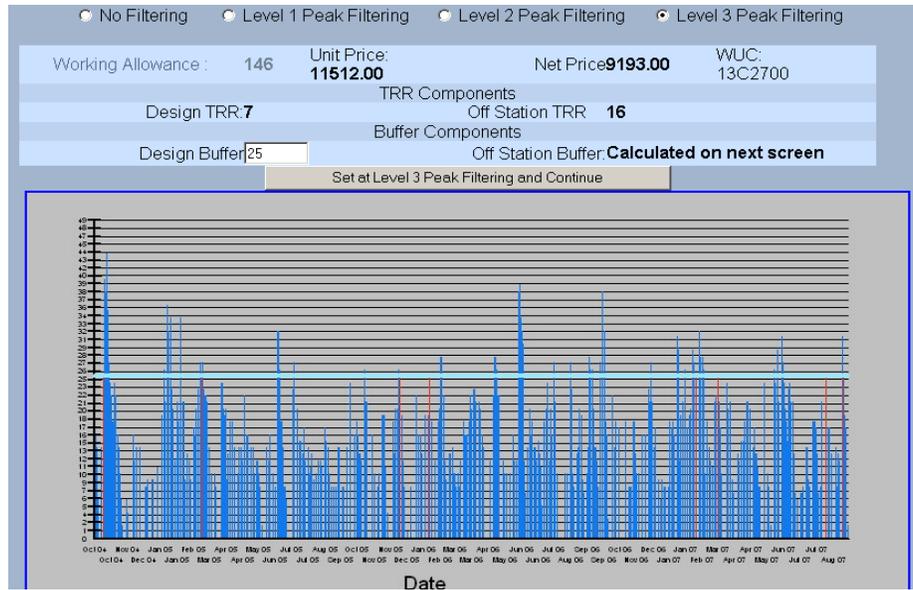


Figure W-III-9.--Design TRR Demand Patterns

c. ELAT will add the physical buffer size for both the on station and the off station TRR. Once a physical buffer size is determined, the user can view the implications of that decision, using historical data. Obviously, the more time a physical buffer reflects in the red, the greater the risk assumed. In Figure W-III-10 below, the working allowance is the current value of the (RO-FISP). The recommended buffer size, based on the parameters chosen is below this number.

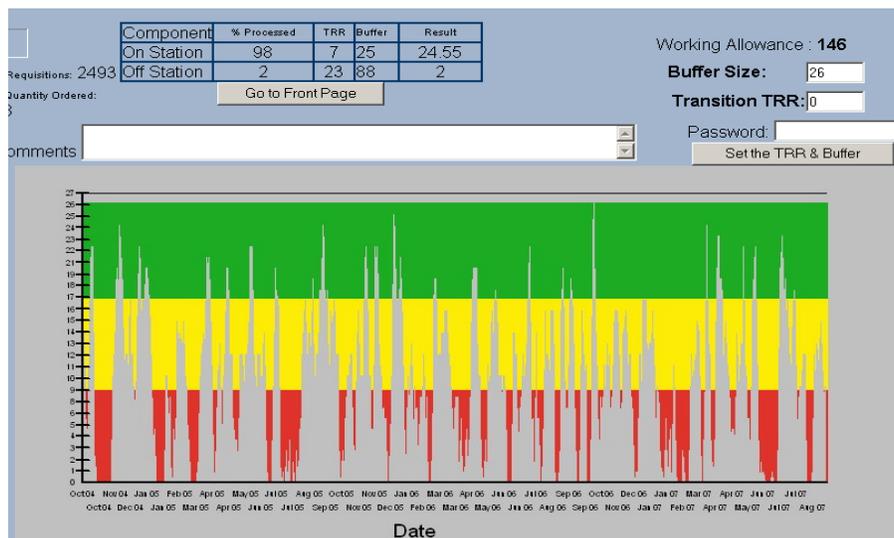


Figure W-III-10.--Recommended Buffer Size

2. General Selectors - ELAT allows the user to filter only those requisitions that meet a certain criteria (i.e. Org Code, TEC, Project Code) prior to any sizing efforts. For a more detailed explanation of this feature, refer to the ELAT User's guide.

Section IV. Historical Buffer Performance Analysis

A. Purpose. Key to proper TOC Buffer Management is the ability to conduct historical analysis. This analysis enables an Aviation Supply Department to make informed decisions regarding adjustments to TRR's or physical buffers based on the information that is provided.

B. Information

1. The ELAT as well as the BMT are authorized as sources of information that can be used to assist in allowancing decisions.

2. Users can select a specific date range for requisition start or completion dates in either system. For a complete list of the reports available, refer to the ELAT and BMT Users Guide.

C. BMT Historical TRR Reports

1. Historical Requisition TRR Achieved Analysis (Figure W-IV-1) - Using selected date range criteria, the report enables the user to conduct analysis on all NIIN's that were completed within the date range selected. Analysis of the NIIN's that have performed particularly poorly should be forwarded to the appropriate item manager for resolution, or the physical buffer should be adjusted to cover the demand during the TRR. Additionally, NIIN's whose TRR performance has performed particularly well may be candidates for a reduction in the current buffer size. The CMD/RMD NCOIC/OIC should utilize this report when determining the best course of action in terms of resizing time and physical buffers if necessary. Key features of the report are below:

Historical Achieved TRR/Current Design Analysis

This Report will list Individual Material Achieved TRR Performance in Relationship to the Current Design. Items listed on report will be sorted in descending Actual/Design Difference Percentage Order.

MID	FC	COG	MEMO	Design	GH	Extr	Extr	Incead	TRR Type M				TRR Type S				Actual/Design				
				ES	ACBAL	RAT	Flow		Per	Status	Requir	TRR	Number	Short	Long	Q Fwd	Number	Design	Short	Long	Q Fwd
LL250-1282	DQM	VIDEO	OUTCA	0	0	0	0.0%		2	2	0	0	0	0	2	TI-23	2479	2479	2479	-2496	-10678.26%
LL250-1690	DQM	PAYLOAD	CAGE	0	0	0	0.0%		3	3	0	0	0	0	3	TI-23	2475	2475	2475	-2452	-10680.87%
01-452-0287	IRM	FILTER	INDIC	8	2	0	100.0%	RED	1	1	0	0	0	0	1	TI-23	1886	1886	1886	-1832	-966.22%
01-452-1988	IRM	FILTER	INDIC	0	0	0	0.0%		1	1	0	0	0	0	1	TI-23	1886	1886	1886	-1832	-966.22%
01-452-0283	IRM	INDICATOR	RAB	14	8	0	57.1%	YELLOW	1	1	0	0	0	0	1	TI-23	1854	1854	1854	-1831	-990.87%
01-1509646	BB	COVER	ASSEMB	48	90	0	0.0%	B/C ESB	3	2	0	0	0	0	3	TI-23	3	541	541	-518	-2252.17%
01-0289348	BB	O-RING		76	29	0	64.6%	YELLOW	3	1	0	0	0	0	3	TI-23	3	482	482	-459	-1966.66%
01-5284438	BBA	SPACER	RING	24	2	0	66.7%	RED	7	5	0	0	0	0	5	TI-23	70	513	434	+411	-1786.96%
01-1509646	BB	FLANGE	FOLD	24	40	0	0.0%	B/C ESB	3	1	0	0	0	0	3	TI-23	2	386	386	-362	-1573.81%
00-6304208	BB	STUD	SHOULDE	84	31	0	44.0%	YELLOW	5	4	0	0	0	0	5	TI-23	6	447	379	-366	-1547.82%
01-2068888	BB	BEARING	PLAI	79	51	0	43.0%	YELLOW	7	3	0	0	0	0	6	TI-23	2	386	373	-350	-1521.74%
01-2804026	BB	BOLT	SHEAR	116	57	0	12.9%	GREEN	6	5	0	0	0	0	4	TI-23	8	342	342	-319	-1306.96%

Figure W-IV-1.--Historical Requisition TRR Achieved Analysis

a. The report reflects how many requisitions were completed in the time frame selected and the range of replenishment times associated with those requisitions.

Historical Detailed Project Code Select TRR Report Consumables

DDSN	Sik	Ind	NIIN	FGC	COG	NOMEN	PRJ	PRI	QTY	MCN	WC	ORG	LSC	LSC Date	Rqn Date	Compl Date	Design TRR	TRR Type	Ach TRR	TRR Status
6222-04P4	Y	01-471-9332		0Q			770	13	1						8/10/2006	10/17/2007	T-23	S	432	B
<i>Historical Requisitions</i> 1 <i>Achieved TRR Status:</i> <i>Reason Code:</i> <i>Pool Code:</i>																				
6222-04S9	Y	01-472-4337		0Q			770	13	1						8/10/2006	10/9/2007	T-23	S	421	B
<i>Historical Requisitions</i> 1 <i>Achieved TRR Status:</i> <i>Reason Code:</i> <i>Pool Code:</i>																				
6227-03X1	Y	01-288-3124		9B		FILTER STA	770	13	27						8/25/2006	10/18/2007	T-23	S	416	B
<i>Historical Requisitions</i> 4 <i>Achieved TRR Status:</i> <i>Reason Code:</i> <i>Pool Code:</i> <i>Remarks:</i> TCWGBL: N00189623703X1X 4/1/2007																				
6291-0317	Y	01-426-2842		0Q	M	ACTUATOR M	770	13	1						10/18/2006	10/18/2007	T-23	S	362	B
<i>Historical Requisitions</i> 1 <i>Achieved TRR Status:</i> <i>Reason Code:</i> <i>Pool Code:</i>																				
6299-02P2	Y	00-930-5974		9B		HOSEASSBMB	770	13	1						10/28/2006	10/18/2007	T-23	S	354	B
<i>Historical Requisitions</i> 1 <i>Achieved TRR Status:</i> <i>Reason Code:</i> <i>Pool Code:</i> <i>Remarks:</i> TCWGBL: SW0312493070032X 4/1/2007																				

Figure W-IV-3.--Historical Detailed Project Code TRR Report

- a. The report reflects the total number of requisitions against the NIIN and their corresponding TRR color zone.
- b. The report reflects the total number of days to complete the document as well as the TRR color zone that the document was completed in.
- c. The report is sorted in descending order of Achieved TRR.

D. ELAT Historical TRR Reports

1. Historical Consumable TRR Report (Figure W-IV-4) - Located under the Admin Users option of ELAT, the user is able to view a histogram of all complete stock replenishment requisitions that were initiated during the previous one-year period. This one-year period begins on the date reflected in the Admin Menu as "Last R-Supply Requisition Completion Date."

2. Enterprise View (FGC) (Figure W-IV-5) - Enables the user to view TRR performance for repairable retrograde by FGC in comparison to other sites that also repair the component. This report/view should be used by RMD and PC to perform "benchmarking," Benchmarking is the process of comparing one's own performance against another activity's performance in an effort to improve to the level of a competitor if necessary. Key features of the snapshot are below:

- a. The snapshot reflects the Items Processed (IP), Capability Code (CC), RFI's, BCM's, and 90% TRR.
- b. The snapshot is sorted from fastest to slowest TRR.

Historical Consumable TRR Consumables

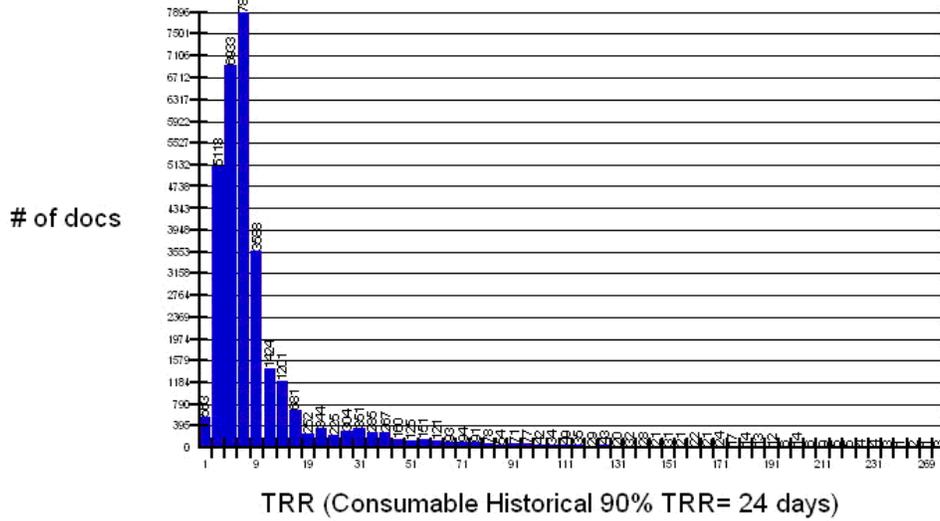
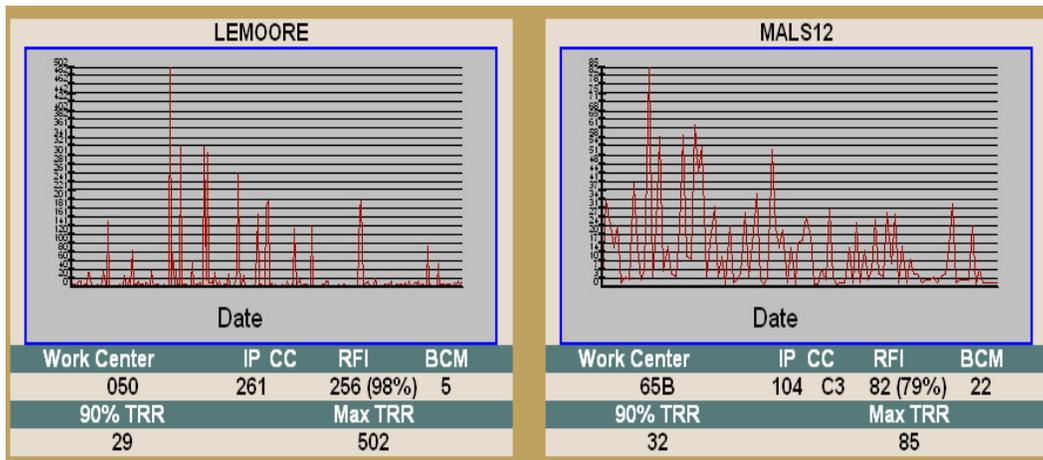


Figure W-IV-4.--Historical Consumable TRR Report



JCN	Order Date	Completion Date	TAT	AT
FA7011598	01/11/2006	01/17/2006	0007	C
FE9010167	01/12/2006	01/19/2006	0008	C
FE9025021	01/25/2006	03/07/2006	0042	C
FE9026088	02/06/2006	02/06/2006	0001	C
FE6037258	02/06/2006	02/08/2006	0003	C
FE9038599	02/07/2006	02/13/2006	0007	C
FE9039185	02/08/2006	02/10/2006	0003	C
FE9038102	02/09/2006	02/10/2006	0002	C
AE5040590	02/09/2006	02/14/2006	0006	C
FE6039442	02/09/2006	02/14/2006	0006	C
FE6045061	02/14/2006	02/24/2006	0011	C
AE5046015	02/15/2006	02/17/2006	0003	C
FE6046245	02/16/2006	02/21/2006	0006	C
FE9055198	02/24/2006	04/06/2006	0042	C
FA9062134	03/03/2006	03/07/2006	0005	C

Figure W-IV-5.--Enterprise View (FGC)

c. The data that supports each graphical representation can be accessed by clicking on the graph.

3. Enterprise View (Detailed Site Report) (Figure W-IV-6) - Enables the user to download and Excel spreadsheet of every FGC that was inducted into the IMA in a side by side comparison with other sites that have also repaired the FGC. Key features of the report are below:

acty	hof	ctr	dsgn_trr	ip	rrate	cc	wc	rfis	bcms
FALLON	A64B	8	0	1	0	C3	51A	0	1
FTWORTH	A64B	8	25	1	0	C3	51A	0	1
LEMOORE	A64B	51	4	9	0	C3	51A	0	9
MALS11	A64B	12	9	1	0	C1	51A	0	1
MALS31	A64B	7	0	2	0	X1	05A	0	2
NewOrleans	A64B	1	0	1	100		X10	1	0
OCEANA	A64B	11	0	7	0	C3	51A	0	7
LEMOORE	A6DB	34	7	6	16.67	X1	411	1	5
MALS11	A6DB	15	9	30	0	C1	414	0	30
MALS12	A6DB	8	0	10	0	C3	414	0	10
OCEANA	A6DB	29	11	150	62.67	C3	411	94	56

Figure W-IV-6.--Enterprise View (Detailed Site Report)

a. The report reflects the HOF, Current Achieved TRR (CTRR), Design TRR (DSGN_TRR) Items Processed (IP), repair rate (RRate), Capability Code (CC), Workcenter (WC), RFI's and BCM's.

b. The report may be sorted by any of the above criteria.

Appendix X

Technical Training Program

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

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

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

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

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

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

d. Practical Application. Practical application involves students applying previously learned knowledge or skills under controlled conditions with close instructor supervision. Practical application provides students with realistic experience in performing those tasks that will be performed on the job, often with the same equipment or resources that are used on the job.

Practical application can involve all five of the students' senses and therefore, has the highest degree of transfer of learning. Because the instructor can see the students performing each required task, there is a great deal of feedback. It takes a lot of preparation, more resources, more time to perform, and more instructor supervision than other types of instruction.

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

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

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

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

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

4. Lesson Plan. The lesson plan consists of a subject, references, learning objectives, required teaching aids, classroom information and test questions. A sample lesson plan format is shown in Figure X-1.

behavior is ever performed "of and by itself." If so, then it is probably a task. For example, do you ever just "read status" or do you always read status in conjunction with doing something else, such as working a reconciliation aid?

(1) The following are examples of jobs:

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

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

(2) The following are examples of tasks:

(a) Correctly process follow-ups.

(b) Deliver repairable components.

(c) Process transactions from OFFTR mailbox.

(3) The following are examples of steps:

(a) Read a line of supply status.

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

(c) Cross part number to an NSN.

(4) Behavior. Learning objectives specify the behavior that is to take place. It identifies an observable and measurable action that takes place. For example, you can not see a student "understand" something, but you can see or hear them "identify" something. The learning objective specifies what the student must do to show that he can apply the knowledge gained, accomplish the skills taught, or demonstrate the attitudes presented during the period of instruction. It should always have only one action verb and only one object so that they do not create confusion. For example; "Process a transaction from the Completed Repair Action mailbox." "Process" is the action verb and "item from the Completed Repair Action mailbox" is the object. Figure X-2 shows examples of good and poor action verbs.

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

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

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

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

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

POOR ACTION VERBS			
Familiarize	Orient	Understand	Appreciate
Have the knowledge	Show	Express	Be acquainted with

GOOD ACTION VERBS			
Write	Evaluate	Measure	Stimulate
Abstract	Calculate	Summarize	Transform
Assemble	Qualify	Reduce	Identify
Analyze	Categorize	Order	Build
Disassemble	Catalog	Arrange	Integrate
Associate	Define	Outline	Test
List	Diagram	Rank	Check
Balance	Replicate	Predict	Translate
Describe	Represent	Prove	Code
Classify	Reproduce	Control	Convert
Solve	Experiment	Demonstrate	Decode
Compare	Investigate	Select	Encode
Match	Discover	Choose	Approximate
Infer	Delineate	Explain	Sequence

Figure X-2. -- Action Verb Examples

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

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

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

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

(h) Amount of Information. A visual aid should not be overloaded with too much information. Visual or text screens should contain 8-10 words per line, 4 lines of text per paragraph, with paragraphs separated by at least one blank line. No more than 10 lines of text should appear on the visual aid at one time. Concise bullet statements are generally easier to read and comprehend than wordy paragraphs.

(i) Typeface. A type size and typeface should be used that can easily be read from any part of the instructional area. If a title is to

appear on the medium, the type size used for the title should be larger than any other text used on the medium so that the title can be distinguished easily. Typeface should be clear, uncluttered, centered, and neatly displayed.

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

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

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

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

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

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

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

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

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

e. Classroom Information. The classroom information is the actual material you are going to present the class. It should be appropriately

detailed to meet the learning objectives. Instructors are highly encouraged to make use of screen snapshots to clearly indicate database transactions. The classroom information should also flow logically from one topic to the next. The manner in which the classroom information is conveyed will greatly determine the effectiveness of the class.

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

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

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

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

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

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

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

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

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

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

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

(2) Supporting Mannerisms. Supporting mannerisms, or non-verbal communication skills, consist of any movement or gesture the instructor uses

that can influence reaction and retention of instruction. Again, much of the effectiveness of these skills lies in a natural presentation.

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

(b) Gestures. The biggest problem many instructors have is determining what to do with their hands. The best advice is to forget them. The whole key is being natural. Remember, nothing is bad unless used to excess. Some of the common distracters the instructor will experience are:

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

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

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

(e) Facial Expressions. Show what you are feeling and thinking on your face. Avoid a lack of expression or "dead-pan" face.

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

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

(b) Enthusiasm. Nothing is more valuable to a course of instruction than an enthusiastic instructor. An instructor cannot pretend true enthusiasm for a subject for long. Enthusiasm breathes life into a subject, makes ideas real, establishes rapport, and motivates students.

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

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

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

Appendix Y

Budget OPTAR Report (BOR) Format Instructions

1. General. The Budget OPTAR Report lists the OPTAR holder's obligations, differences and gross adjusted obligations (obligations plus or minus the differences) for each fund code. The report also contains a recap of all Transmittal Letters (TLs) submitted by the OPTAR holder during the month, the value of the OPTAR grant to date, information concerning the most recent financial listings processed by the OPTAR holder and also contains space to report other specific financial information requested by the type commander.

When the Budget OPTAR Report is received the total gross obligations for each fund code are compared to the total of funds obligated by the detailed obligations recorded in STARS-FL. Any difference between the obligations recorded in STARS-FL and those reported on the Budget OPTAR Report is adjusted in STARS-FL by a "pseudo obligation" to bring the STARS-FL detailed obligations into agreement with the Budget OPTAR Report, which is currently considered to be the authoritative status of obligations. The pseudo obligations are immediately reversed after the monthly reporting cycle closes. The amount of the pseudo obligation is listed on the unit's Unfilled Order Listing (UOL) as a "Budget OPTAR Report Adjustment".

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

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

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

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

a. From Line. Your activity's plain language address (PLA).

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

c. Info Line. CG MARFORPAC/MARFORCOM and applicable air Type Commander and functional wings.

d. Classification Line. Appropriate security classification.

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

Figure Y-1 -- Sample BOR Addressal

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

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

(1) Each time the system encounters the word "Para", a new BOR record is created. "Para #" allows an activity to report more than one BOR per message; however, both (air) TYCOMs are restricting the number of BORs to one per message.

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

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

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

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

(d) Operating Budget Holder UIC: Five numeric characters for Operating Budget Holder.

(e) Fiscal Year: Four numeric characters (i.e., 1997, 2000).

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

(g) Reimbursable Control Code: Assigned by the Fleet or type commander to each reimbursable order to identify the customer and work order number for subsequent billing. Consists of two alpha-numeric characters and will be structured as follows (unless otherwise directed by the Type Commander). The first position will be an alpha (A through F), or numeric (one through nine) character. The second position will be a numeric (one through nine), or alpha character (A through Z). The alpha characters "I" and "O" should not be used. NOTE: A separate Budget OPTAR Report will be prepared for each reimbursable OPTAR maintained.

g. BOR Body. The main BOR body is composed of a varying number of lines, depending on the financial data being reported. Columns are used to summarize existing data for the reporting month and are characterized by numbers enclosed by parentheses. Columns (21) through (28) are the only columns where labeling is done with parentheses. Messages without parentheses, for the appropriate columns, will be rejected by the system causing a delay in reporting. If there is no information to be reported by the activity, the column should be left blank. Fund code lines reflecting no change to the current month should reflect the previous month's data. Empty lines will result in the data being read into the incorrect fields and cause system error messages.

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

(2) Each line and column of the BOR body is important for accurate reporting of Budget OPTARs. For data concerning OFC 01 funds, activities will report using columns (21) through (28) (See Figure Y-2). Data for OFC 50 funds will be reported using columns (21) through (25) (See Figure Y-3). Report all other OFCs using columns (21) through (24). A description of each line and column follows:

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

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

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

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

(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)
7B	286,398.92	0.00	286,398.92	AAED	5	57.7	127.6
7F	11,151.46	0.00	11,151.46	AAED	0	0.0	0.0
TOT	297,550.38	0.00	297,550.38			57.7	127.6

FUND CODE SUMMARY:

7B	286,398.92		
7F	11,151.46		
TOT	297,550.38		

29. 004/7 005/7 TOTAL

30. 1,000.00 1,141.41 2,141.41

31. 7B 286,399.00 7F 11,152.00 TOTAL 297,551.00

32. NOV 2007 NOV 2007

33. NOV 2007

34. FUEL CONSUMPTION

AAED	COMM	49	86
AAED	JP-5	50855	97996
AAED	JP-8	6162	25589

35. N/A

36. GYSGT NCOIC, I.M. DSN 354-7382 COMM 706-354-7382, SDO 354-7382
(EMAIL) IM.NCOIC@USMC.MIL (ASKIT7.1.1)

37. REMARKS:

FUEL CONSUMPTION BREAKDOWN BY FYTD:

TEC	CPH/FYTD	CPG/FYTD	GPH/FYTD
AAED	2244.51	2.32	969.21

38. N/A
//
BT

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

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

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

(g) Column (27). The monthly flight hour's field is a numeric field reporting the actual flight hours flown for the month in whole numbers. This field is to be used by activities reporting OFC 01 funds only.

(h) Column (28). The FYTD flight hours is a numeric field for the actual cumulative flight hours flown to date. Activities reporting OFC 01 funds will report the actual cumulative flight hours flown to date related to each aircraft TEC in this column. Corrections/adjustments to the prior month's flight hours should be reflected in the column (27) cumulative total.

(i) Total line for columns (22) through (27), except column (25). This row displays the totals of all dollars, monthly flight hours, and FYTD flight hours reported. The NCOIC/OIC will screen the BOR totals for accuracy and process only those BORS that are error free. BORS flagged for errors not be released until the errors are corrected. All BORS not

validated will generate a computer error message requiring manual corrections by CNAF.

A. OBLIGATION DATA:

(21)	(22)	(23)	(24)	(25)
2F	343,785.18	1,406.90	345,192.08	
7L	2,435,836.85	10,026.50	2,445,863.35	AAED
9S	8,319,702.00	4,463.00	8,324,165.00	AAED
7L	178,943.34	325.10	179,268.44	ACMJ
9S	432,951.00	2,274.00	435,225.00	ACMJ
7L	11,403.90	2.33	11,406.23	ACML
9S	56,674.00	0.00	56,674.00	ACML
7L	3,804,653.26	38,808.88	3,843,462.14	AYLF
9S	14,568,874.00	-7,265.30	14,561,608.70	AYLF
7L	481,239.35	90.21	481,329.56	AYLG
9S	1,232,815.00	2,982.00	1,235,797.00	AYLG
7L	112,444.15	3,035.61	115,479.76	DAAA
9S	5,666.00	0.00	5,666.00	DAAA
7L	639,314.13	-12,954.07	626,360.06	GAAA
9S	602,949.00	0.00	602,949.00	GAAA
7L	94,748.36	215.56	94,963.92	SAAA
9S	195,831.00	0.00	195,831.00	SAAA
7L	6,442,492.27	39,340.83	6,481,833.10	YAAA
TOTAL	39,960,322.79	82,751.55	40,043,074.34	
26.	010/8	011/8	012/8	
	013/8	TOTAL		
27.	4,964,595.27	2,998,765.61	5,185,787.52	
	2,486,392.31	15,635,540.71		
28.FUND CODE TOTALS:		COL(22)	COL(24)	
	2F	343,785.18	345,192.08	
	7L	14,201,075.61	14,279,966.56	
	9S	25,415,462.00	25,417,915.70	
	TOTAL	39,960,322.79	40,043,074.34	
29.OPTAR GRANT FYTD:				
	2F	382,945.00		
	7L	14,297,834.00		
	9S	25,418,288.00		
	TOTAL	40,099,067.00		
30.NOV 2007	NOV 2007			
31.NOV 2007				
32.REMARKS:				
	OFC / FC / DESC		FYTD OBLIGATIONS	
	OFC-50 / 2F / VAN MAINT		66,241.34	
	OFC-50 / 2F / METOC (WEATHER)		14,999.95	
	OFC-50 / 2F / TBA REPAIR (NON ADP)		35,600.91	
	OFC-50 / 2F / TBA REPAIR (ADP)		6,254.31	
33.REIMBURSABLE ANALYSIS:				
	RCC FUND CODE	FYTD GRANT	FYTD OBLIGATIONS	
	RH (BOEING) 7L	41,555.00	23,687.84	
	WW (EAF) 2F	30,000.00	6,248.48	

BT

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

(j) Line 29 of the OFC 01 and line 28 of the OFC 50. The Fund Code Recap line summarizes the total dollar amounts reported for each individual fund code in column (22). Differences are not included in the amounts reported in the fund code summary. The fund code recap is required on all BORs reporting OFC 01, OFC 09, OFC 10 and OFC 50 funds. The total of the fund code dollars in this field must equal the total lines for column (22).

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

(l) Line 31 of the OFC 01, OFC 09, OFC 10, OFC 21 and OFC 23; and Line 29 of the OFC-50. This line is composed of the FYTD/OPTAR grant information. OPTAR grants are issued to all OFC by individual fund codes. Cite the fund codes with the corresponding grant amount and a total line summarizing all the funds reported. OFC 50 grant amounts are issued by fund code and should be reported under the same.

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

(n) Line 33 (Line 31 for OFC 01). Enter the month and year shown on the last SFOEDL processed and posted to ASKIT.

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

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

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

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

(s) Line 38. This paragraph should be used for any narrative remarks to communicate concerns, explanations or other report related comments from the activity.

(t) Line 39. Activities holding OFC 01 funds and reporting consumption cost data will use this block.

1. Although ASKIT generates the OFC-01 BOR, the following data/calculations must be provided on the monthly BOR message:

a. Column A. List the TEC

b. Column B. Gallons per hour (GPH) is equal to FYTD gallons divided by FYTD hours. The formula is better illustrated by the following two examples:

$$\begin{aligned} \text{GPH} &= \text{FYTD gallons} / \text{FYTD hours} \\ &\text{or} \\ \text{GPH} &= \text{column 34C} / \text{column 27} \end{aligned}$$

c. Column C. Computed cost per hour (Comp CPH) is equal to GPH multiplied by the NSF JP5 price of the fuel's cost per gallon for that particular year. The following formula is an example of how to calculate this field:

$$\text{Comp CPH} = \text{column 39B} \times \text{NSF price for fuel}$$

d. Column D. Actual cost per hour (Act CPH) is equal to FYTD fuel dollars divided by FYTD hours. The following formula is an example of how to calculate this field:

$$\text{Act CPH} = \text{column 22} / \text{column 27}$$

e. Column E. This column represents the difference between the Comp CPH (column 39C) and the Act CPH (column 39D) or as the following example illustrates:

$$\text{Column E} = \text{column 39C} - \text{column 39D}$$

2. If the difference between the Comp CPH and/or the Act CPH is five percent or greater than the Budgeted CPH (Budgeted CPH), provided by the air type command, an explanation should be addressed in the remarks section of the BOR.

3. TAD RECAP for OFC's data is arranged by AG/SAG. Provide the FYTD cost next to AG/SAG title.

(u) Line 40 (Line 33 for OFC 50). Special/Reimbursable programs should be cited by the OFC 01 and OFC 50 OPTAR holder on this line. The first column lists the purpose of the flight operation for OFC 01 and aviation maintenance for OFC 50. Strike, FMS, Staff, Drug and MEU are examples of purpose titles for OFC 01 funds. Aircraft TEC is the title of the next column, both funds label the columns the same. Columns A and B contain different values depending on which fund is reporting the data. OFC 01 reports current month hours under column A and FYTD hours under column B. OFC 50 reports the FYTD dollar amount for 7L fund code in column A and column B contains the 9S FYTD dollar amount. For activities providing an OFC 21 BOR, this line is used to report Transportation Costs, Number of Trips, Per

Diem/miscellaneous costs and Per Diem/miscellaneous days. Under the heading "Transportation Costs", the first column lists the applicable fund codes. The second, third, and fourth columns will show associated costs under column labels O, E, and C to separate costs incurred by officers, enlisted, and civilian personnel. Each column will be totaled. Data for Number of Trips, Per Diem/miscellaneous costs and Per Diem/miscellaneous days will be reported using the same format and column labels under the appropriate heading.

3. Budget OPTAR Report Audit Procedures

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

- (1) Is the PLAD correct?
- (2) Does the Subject line reflect the correct month, UIC, Appropriation, Fiscal Year?
- (3) Do all columns have parentheses around them?
- (4) Does column 21 reflect the correct fund codes? 7B, 7F
- (5) Is the math correct? Col (22)+(23)=(24)
- (6) Is there continuity between prior month's BOR col (22) and current month's column (22)? Prior (22) + Total TL's = Current column 22.
- (7) Does the column 23 difference for each fund code match the FYTD difference on the SFOEDL received from DFES?
- (8) Are columns (22), (23) and (24) totals correct?
- (9) Does column (25) have the correct TEC's?
- (10) Does column (26) show the correct number of aircraft "assigned" to the squadron?
- (11) Do the monthly hours in column (27) match the S-3 report?
- (12) Do the flight hours have continuity? Do last month's FYTD hours column (28) + this months hours column (27) + late hours equal this months FYTD hours column (28)?
- (13) Does the fund code summary from column (22) add up?
- (14) Is TL number(s) correct and in sequential order from previous months BOR?
- (15) Is the 7B and 7F grant correct?
- (16) Does the 7B grant exceed total 7B obligations?
- (17) Does the 7F grant exceed total 7F obligations?

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

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

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

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

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

(1) Do the columns add up correctly?

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

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

(4) Ensure that all Type Equipment Codes are valid.

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

(6) Is TL total correct?

(7) Are the grants correct and do they exceed the total obligations by fund code?

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

5. Report Frequency

a. OPTAR holders are accountable for all funds granted for a 36 month period. The BOR is submitted monthly for the current fiscal year and for the first six months following the close of the fiscal year. Thereafter, BORs are to be submitted for the remaining 18 months of the accounting cycle only when there has been a change to the obligation value (block 22 of the BOR). A separate report is generated for each fiscal year (i.e., current, first prior, and second prior).

b. Appropriation data is established and authorized during the current fiscal year. The first and second prior years are reported to maintain accountability of the funds. For example, if current fiscal year OPTAR is 2008, the first and second prior years are 2007 and 2006, respectively.

Appendix Z

Quality Deficiency Reporting Procedures

A. General

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

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

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

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

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

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

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

(6) Directed by higher authority.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

d. Discrepancies excluded from SDR reporting:

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

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

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

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

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

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

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

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

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

b. Step 2 - Squadron will order material.

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

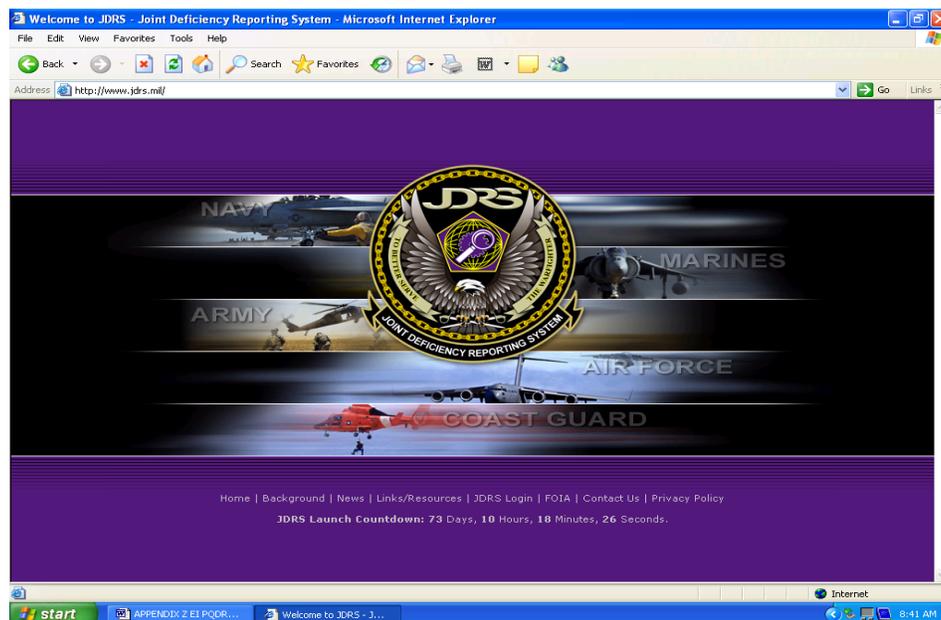


Figure Z-1.--Joint Deficiency Reporting System (JDRS) website

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

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

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

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

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

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

(a) RCB personnel will select the Material Control Number (MCN) for the EI/PQDR exhibit. At the DIFM return screen, select the EI box and press the save button. This will move the DIFM quantity to suspense, and an EI management code will be assigned to the record. The RCB clerk needs to make copies of all paperwork and create a folder in the "Pending" section of the EI/PQDR file.

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

i. Step 9 - Once shipping disposition is received from the JDRS website via email notification, the EI or PQDR exhibit will be pulled from the storage location and shipped to the appropriate destination utilizing the premium shipping tool on the JDRS web site. All shipments will be documented on the JDRS web site, regardless of the method of shipment. NOTE: Under no circumstances will EI/PDR exhibits be shipped within the ATAC system. RCB will first return the suspense quantity by indicating the UIC the material is going to be shipped to. Next, RCB personnel will process the shipment information via the JDRS website. Once the EI or PQDR exhibit has been shipped through FEDEX, the shipping data needs to be entered into the Electronic Retrograde Management System (eRMS) to close the carcass tracking at the Inventory Control Point (ICP). This is accomplished by entering the information in the EI or QDR module of eRMS.

j. Step 10 - RCB personnel should check all outstanding EIs/PQDRs at least weekly to ensure no updates have been missed. If no disposition is received within the first twenty days of submission, send a Technical Dialog via the JDRS web site requesting the ISSC or Quality Team provide disposition instructions.

2. Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) Website. Engineering Investigations (EI) and Product Quality Deficiency Reports (PQDR) are submitted using <http://www.jdrs.mil>.

3. Identifying a Supply Discrepancy Report (SDR). Submission of SDRs via electronic/automated means is authorized. Activities are encouraged to maximize the use of electronic reporting/response with the goal of paperless processing of supply discrepancies. Electronic means include automated discrepancy reporting system and electronic data interchange (EDI), customer service help lines, e-mail, WEB site, or any other manner acceptable to the

submitter and recipient. Where access to the electronic SDR and associated supply information is available, hard-copy documents will not be mailed unless requested by either the submitter or recipient. All manner of reporting must meet the criteria described in this document for the SF 364.

a. Processing a Supply Discrepancy Report (SDR). The following steps identify the processing procedures for a SDR.

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

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

(a) The control branch 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", '1A' - "Disposition Instructions requested" and '1G' - "Reshipment not required. Item to be re-requisitioned." Procedures for completing the Standard Form 364 (SF 364) for reporting shipping discrepancies are outlined in reference (z) (when the discrepancy is attributable to a shipper error) and reference (w), chapter 4, part C, section III, paragraph 4269. Procedures for completing SDR the Standard Form 361 (SF361) for reporting shipping discrepancies are outlined in references (z) and (aa), part II (while the material is in the transportation system) and reference (w), chapter 4, part C, section III, paragraph 4269.3 and 4273.

(b) A Financial Liability Investigation of Property Loss (DD Form 200) will be prepared by 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 surveys 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 ROD (REPORT#) SUBMITTED" will be input to the R-Supply requisition file on each requisition. Procedures for doing so 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.

(e) Concerning the SDR submitted, the issuing activity has 45 days to respond. Each possible response and actions to take are described in the following paragraphs:

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

2. If the issuing activity does not provide "traceable proof of shipment data" or "delivery signature(s)", NAVSUP policy requires that they grant credit providing SDR(s) were received within the required time frames. The issuing activity grants credit by 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 the 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.

3. 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.

4. If the issuing activity does not respond to the SDR(s) within the required time frame (within 30 days of receipt of SDR for Navy activities and 60 days from receipt of SDR for non-Navy activities). If necessary, subsequent follow-ups will be sent at 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 5 days, then the actions described above to reverse the receipt/survey and cancel the requisition will be taken.

5. 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.

(2) Shortages, Damaged Material or Incorrect Material Received - Receiving personnel will initiate a Supply Discrepancy Report (SDR).

Receiving will forward all SDRs and related paperwork to RCB for appropriate action. Procedures for reporting and completing the SDR are outlined in reference (z) when the discrepancy is attributable to a shipper error and reference (w), chapter 4, part C, section III, paragraph 4269. A special staging area will be established for holding discrepant material until disposition instructions are received.

c. The following website (Figure Z-2) is used to submit an electronic Supply Discrepancy Report (SDR): <https://applications.ahf.nmci.navy.mil/sdr/>

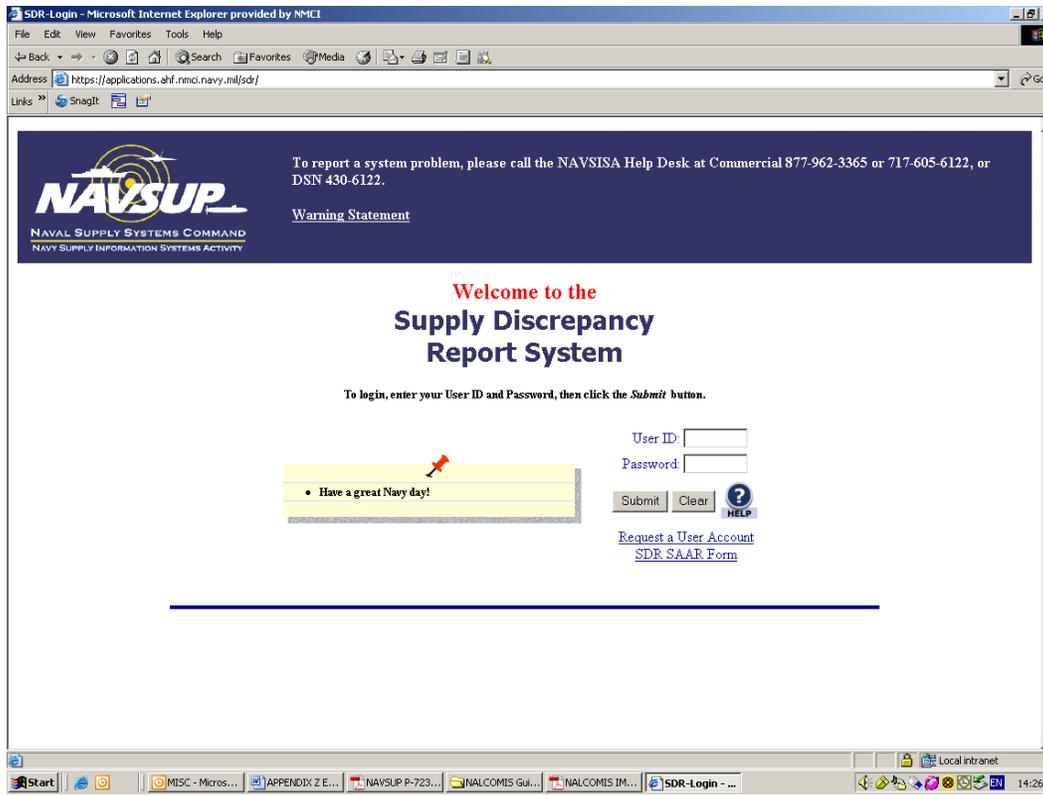


Figure Z-2.--Supply Discrepancy Report (SDR) Website

Appendix AA

References

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

Reference	Title	Applicable Division
DOD 4000.25-6-M	DOD ACTIVITY ADDRESS DIRECTORY (DODAAD) PART I	
DOD 4160.21-M	DEFENSE MATERIEL DISPOSITION MANUAL	CMD, RMD, SAD, SMD, SSD
DOD 6050.5-L	DOD HAZARDOUS MATERIALS INFORMATION SYSTEM HAZARDOUS ITEM LISTING	HAZMAT COORDINATOR
DOD 6050.5-M	DOD HAZARD COMMUNICATION (HAZCOM) PROGRAM	HAZMAT COORDINATOR
SECNAVINST 4855.3_	INVENTORY CONTROL OF DEPOT LEVEL REPAIRABLE MATERIAL UNDERGOING AN ENGINEERING INVESTIGATION/QUALITY DEFICIENCY REPORT	RMD, SMD
SECNAVINST 5216.5_	NAVAL CORRESPONDENCE MANUAL	SPAD
SECNAVINST M-5210.1_	RECORDS MANAGEMENT MANUAL	SPAD
SECNAVINST M-5210.2_	STANDARD SUBJECT IDENTIFICATION CODES (SSIC)	SPAD
OPNAVINST 4400.9_	DEPOT LEVEL REPAIRABLE ITEM MANAGEMENT	RMD, SMD
OPNAVINST 4410.2_	JOINT REGULATION GOVERNING THE USE OF UNIFORM SOURCE MAINTENANCE AND RECOVERABILITY CODES	
OPNAVINST 4440.25_	CONSOLIDATED REMAIN-IN-PLACE LIST (CRIPL) FOR AVIATION MATERIAL	RMD, SMD, SRD
OPNAVINST 4441.12_	RETAIL SUPPLY SUPPORT OF NAVAL ACTIVITIES AND OPERATING FORCES	
OPNAVINST 4442.5_	READINESS BASED SPARING	
OPNAVINST 4520.1_	DEMILITARIZATION (DEMIL) OF NAVY EXCESS ASSETS	CMD, RMD, SAD, SMD, SSD
OPNAVINST 4614.1_	UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)	
OPNAVINST 5090.1	ENVIRONMENTAL AND NATURAL RESOURCES PROGRAM MANUAL.	HAZMAT COORDINATOR
OPNAVINST 5100.19_	NAVY SAFETY PRECAUTIONS FOR FORCES AFLOAT	HAZMAT COORDINATOR
OPNAVINST 5102.1	MISHAP INVESTIGATION AND REPORTING	

Reference	Title	Applicable Division
OPNAVINST 5442.4_	AIRCRAFT AND TRAINING DEVICES MATERIAL CONDITION DEFINITIONS, MISSION ESSENTIAL SUBSYSTEM MATRICES AND MISSION DESCRIPTIONS	CMD, RMD, SMD, SRD
OPNAVINST 10126.4_	MANAGEMENT AND CONTROL OF LEATHER FLIGHT JACKETS	SAD, SSD
OPNAVINST 10200.1_	POLICY GOVERNING TOOL CONTROL PROGRAM	SSD
MCO 4400.177_	MARINE CORPS AVIATION SUPPLY DESKTOP PROCEDURES	ALL DIVISIONS
MCO 4450.12_	STORAGE AND HANDLING OF HAZARDOUS MATERIAL	CMD, RMD
MCO 5100.25_	HAZARDOUS MATERIALS INFORMATION SYSTEM	HAZMAT COORDINATOR
NAVCOMPT MANUAL Vol II	ACCOUNTING CLASSIFICATION (NAVSO P- 1000-25)	SAD
NAVSO P3013-1	FINANCIAL MANAGEMENT OF RESOURCES, FUND ADMINISTRATION	SAD
NAVSO P3013-2	FINANCIAL MANAGEMENT OF RESOURCES, OPERATING PROCEDURES (OPERATING FORCES)	SAD
NAVAIR 00-35QH-2	ALLOWANCE LIST OF AVIATION SUPPORT SYSTEM AND AIRBORNE OPERATIONAL EQUIPMENT FOR AIRCRAFT SQUADRONS NAVY AND MARINE CORPS	SAD, SRD, SSD
NAVAIR 00-500 A & C	NAVY AERONAUTICAL PART NUMBER TECHNICAL INDEX MANUAL	SRD
NAVAIR 01-1A-23	STANDARD MAINTENANCE PRACTICES MINIATURE/MICROMINIATURE (2M) ELECTRONIC ASSEMBLY REPAIR	CMD, RMD
NAVAIR 17-600-141-6-1	PREOPERATIONAL CHECKLIST FOR MICROMINIATURE REPAIR STATION	CMD, RMD
NAVAIR 17-600-141-6-2	MICROMINIATURE REPAIR STATION NAVAL AIR ENGINEERING CENTER (GHS2)	CMD, RMD
NAVAIR 17-600-193-6-2	PRC-2000-2M SYSTEM MAINTENANCE REQUIREMENT CARDS	CMD, RMD
NAVAIRINST 4790.30_	DEPOT LEVEL CUSTOMER SERVICE PROCESSING OF AERONAUTICAL AND SUPPORT EQUIPMENT REPAIRABLES/CONSUMABLES	
NAVAIRINST 5605.5_	DISTRIBUTION OF AERONAUTICAL TECHNICAL PUBLICATIONS	SRD
NAVAIRINST 13670.1_	NAVAL AIR SYSTEMS COMMAND MOBILE FACILITY (MF) PROGRAM	

Reference	Title	Applicable Division
NAVSUP P485	NAVAL SUPPLY PROCEDURES VOLUME I - AFLOAT SUPPLY VOLUME II - SUPPLY APPENDICES VOLUME III - ASHORE SUPPLY	ALL
NAVSUP P719	GUIDE FOR THE ASSIGNMENT, APPLICATION AND USE OF SOURCE, MAINTENANCE AND RECOVERABILITY CODES	CMD, SMD, SRD, RMD
NAVSUP P545	DLR REQUISITIONING, TURN-IN, AND CARCASS TRACKING GUIDE	RMD
NAVSUP P723	NAVY INVENTORY INTEGRITY PROCEDURES	CMD, RMD
NAVSUPINST 4030.28_	PACKAGING OF MATERIAL	RMD
NAVSUPINST 4200.97_	AVIATION INTO-PLANE REIMBURSEMENT (AIR) CARD PROGRAM	SAD
NAVSUPINST 4200.99_	DON POLICIES AND PROCEDURES FOR THE OPERATION AND MANAGEMENT OF THE GOVERNMENT PURCHASE CARD PROGRAM.	SAD, SSD
NAVSUPINST 4400.91_	MANAGEMENT OF SUSPENDED MATERIAL (MILSTRAP CONDITION CODES J, K, AND L); POLICY AND PROCEDURES FOR	
NAVSUPINST 4400.93_	INTERIM CONTRACT SUPPLY SUPPORT POLICY	
NAVSUPINST 4419.6_	RETROGRADE DEPOT LEVEL REPAIRABLE (DLR) SYSTEM LOSS RECONCILIATION PROGRAM	RMD, SMD
NAVSUPINST 4420.35_	DEFENSE LOGISTICS AGENCY (DLA) WEAPON SYSTEMS SUPPORT PROGRAM (WSSP)	
NAVSUPINST 4423.29_	NAVY UNIFORM SOURCE, MAINTENANCE AND RECOVERABILITY (SMR) CODES	RMD, SRD, SMD
NAVSUPINST 4440.157_	MATERIAL TURNED INTO STORE (MTIS)	CMD, RMD, SMD
NAVSUPINST 4440.159_	PROCESSING RETAIL SUPPLY AND FINANCIAL RECORDS FOR FIELD LEVEL REPAIRABLES MANAGED BY THE AVIATION SUPPLY OFFICE: PROCEDURE FOR	RMD, SMD
NAVSUPINST 4440.160_	POLICY FOR MANAGEMENT OF AUTHORIZED STOCK LEVELS (FIXED ALLOWANCES) FOR NAVY DEPOT AND FIELD LEVEL REPAIRABLE	RMD, SMD
NAVSUPINST 4440.182_	REMAIN-IN-PLACE LIST FOR SPCC- MANAGED DEPOT LEVEL REPAIRABLES (DLRS)	RMD, SMD
NAVSUPINST 4440.187_	INVENTORY CONTROL OF DEPOT LEVEL REPAIRABLE MATERIAL UNDERGOING AN ENGINEERING INVESTIGATION/QUALITY DEFICIENCY REPORT	

Reference	Title	Applicable Division
NAVSUPINST 4800.6_	DIMINISHING MANUFACTURING SOURCES AND MATERIAL SHORTAGES (DMSMS) PROGRAM	SRD
NAVSUPINST 5215.9_	INTRODUCTION, PROCUREMENT, AND MANAGEMENT OF NAVY DEPARTMENT DIRECTIVES (INSTRUCTIONS) STOCKED IN THE NAVY SUPPLY SYSTEM	SPAD
NAVSUPINST 7300.28_	PROCUREMENT AND BILLING OF AVIATION FUELS AND LUBRICANTS USING THE DOD IDENTAPLATE (DD FORM 1896)	SAD
ASOINST 4235.31_	PROCEDURES PERTAINING TO THE ACCOMPLISHING OF AND RESPONDING TO MATERIAL OBLIGATION VALIDATIONS	CMD, RMD, SAD, SMD, SRD, SSD
NAVICP ARR-100	ALLOWANCE REQUIREMENT REGISTER.	SMD, SRD, RMD
NAVICPINST 4000.7_	PROCEDURES CONCERNING FLEET CONTROLLED MATERIAL	RMD
NAVICPINST 4010.6_	NAVICP RECLAMATION PROGRAM	
NAVICPINST 4010.7_	POLICY AND PROCEDURES TO ACCOMPLISH THE RECLAMATION OF SELECTED AVIATION SUPPORT EQUIPMENT	
NAVICPINST 4030.6_	PACKING OF NON RFI ITEMS FOR RETROGRADE SHIPMENT	RMD
NAVICPINST 4033.1_	INSTRUCTIONS REGARDING REQUISITIONING AND ISSUING OF MATERIAL IN ESTABLISHED UNIT PACK QUANTITIES	
NAVICPINST 4105.4_	GUIDELINES AND PROCEDURES FOR IMPLEMENTATION OF INTERIM SUPPLY SUPPORT	
NAVICPINST 4235.36_	SUBMISSION AND PROCESSING OF PART NUMBER REQUISITIONS AND FOLLOW-UPS TO NAVICP-P	SRD
NAVICPINST 4400.14_	POLICY AND PROCEDURES RELATED TO PUBLICATION AND USE OF THE MASTER REPAIRABLE ITEM LIST (MRIL)	RMD
NAVICPINST 4400.15_	POLICIES, PROCEDURES, AND RESPONSIBILITIES PERTAINING TO FLEET IMPLEMENTATION OF INTERIM SUPPLY SUPPORT (ISS)	
NAVICPINST 4400.18_	INTERIM SUPPLY SUPPORT FOR AVIATION WEAPONS SYSTEMS AND SUPPORT EQUIPMENT	
NAVICPINST 4400.75_	POLICY AND ASSIGN RESPONSIBILITIES FOR THE SUPPORT EQUIPMENT QUICK ENGINE CHANGE PROGRAM	

Reference	Title	Applicable Division
NAVICPINST 4419.8_	GUIDANCE FOR SELECTING AVIATION DEPOT LEVEL MAINTENANCE CANDIDATES FOR ALTERNATIVE LOGISTICS SUPPORT SOLUTIONS	
NAVICPINST 4440.450_	ESTABLISHMENT OF AUTHORIZED FIXED ALLOWANCES FOR ALL DLR (DEPOT LEVEL REPAIRABLES) CONTAINED IN NAVICP GENERATED ALLOWANCE LISTS	RMD, SMD
NAVICPINST 4440.479_	PROCEDURES AND REFERENCE DOCUMENTS USED TO RECEIVE, SCREEN, AND PROCESS PRODUCT QUALITY DEFICIENCY REPORTS (PQDRS)	CMD, RMD, SSD
NAVICPINST 4440.79_	CONSOLIDATED REMAIN-IN-PLACE LIST (RIPL) FOR AVIATION MATERIAL; INFORMATION AND USES AT NAVICP-P	RMD
NAVICPINST 4440.80_	PROCEDURES FOR THE REPORTING OF REPORTS OF DISCREPANCY (ROD)	CMD, RMD, SSD
NAVICPINST 4441.1_	MARINE AVIATION LOGISTIC SUPPORT PROGRAM (MALSP) ALLOWANCE LEVEL DEVELOPMENT	CMD, RMD, SMD
NAVICPINST 4441.165_	POLICIES AND INFORMATION CONCERNING THE DEVELOPMENT, DISTRIBUTION, AND FORMAT OF THE GENERAL USE CONSUMABLES LIST (GUCL)	
NAVICPINST 4441.170_	COSAL USE AND MAINTENANCE MANUAL	RMD, SMD, SRD, SSD
NAVICPINST 4441.22_	PROCEDURES AND RESPONSIBILITIES FOR THE AUTHORIZATION AND MAINTAINING OF TEST BENCH INSTALLATION ITEMS (TBI'S)	SMD, SSD
NAVICPINST 4441.8_	POLICY, PRESCRIBE GUIDELINES, QUALITY ASSURANCE (QA) AND PROCEDURES CONCERNING MAINTENANCE ACTIONS TO EXISTING ALLOWANCE DOCUMENTS FOR COSAL AND SNAP SHIPS/SHORE ACTIVITIES	CMD, RMD, SMD, SSD,
NAVICPINST 4442.1_	RESPONSIBILITY BY DOCUMENT IDENTIFIER (DOCID) AND IDENTIFIES APPLICABLE INSTRUCTIONS USED AS GUIDELINES FOR ESTABLISHING AND MAINTAINING PLANNED PROGRAM REQUIREMENTS (PPRS)	
NAVICPINST 4500.42_	RESPONSIBILITIES AND PROCEDURES TO WITHDRAW EXCESS MATERIAL FROM THE DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS)	

Reference	Title	Applicable Division
NAVICPINST 4570.1_	POLICY AND PROCESSING PROCEDURES CONCERNING DISPOSAL OF EXCESS WHOLESALE MATERIAL	
NAVICPINST 4790.4_	SUPPORT EQUIPMENT AIRBORNE AVIONICS MAINTENANCE ASSIST MODULES (MAMS), POLICY AND PROCEDURES	RMD, SMD, SSD
NAVICPINST 4812.1_	EMERGENCY REMOVAL OF AERONAUTICAL MATERIAL FROM AIRCRAFT STORED IN INVIOLATE STATUS	
SPCCINST 4400.11_	POLICY, RESPONSIBILITIES, AND PROCEDURES FOR THE RECEIPT, STORAGE, SHIPMENT, AND SAFEGUARDING OF SENSITIVE, CONTROLLED SUBSTANCES, AND PILFERABLE RETAIL ITEMS OF SUPPLY	CMD, RMD, SSD
SPCCINST 4410.278_	REVISED PROCEDURES FOR UPDATING LOCAL MATERIAL STOCK RECORDS VIA E38 PROCESSING	CMD, RMD, SMD
SPCCINST 4440.451_	ESTABLISHMENT OF AUTHORIZED FIXED ALLOWANCES FOR ALL DEPOT LEVEL REPAIRABLES CONTAINED IN SPCC GENERATED ALLOWANCE LISTS	SMD, RMD
COMNAVAIRFORINST 4440.2_	SUPPLY OPERATIONS MANUAL (SOM)	CMD, RMD, SAD, SMD, SRD, SSD
COMNAVAIRFORINST 4790.2_	THE NAVAL AVIATION MAINTENANCE PROGRAM (NAMM)	CMD, RMD, SAD, SMD, SRD, SSD
COMNAVAIRFORINST 5442.1_	AIRCRAFT MATERIAL CONDITION REPORTING	CMD, RMD, SMD, SRD
COMNAVAIRFORINST 7300.4_	NALCOMIS AIMD COST ACCOUNTING PROGRAM AND AVIATION FINANCIAL ANALYSIS TOOL REPORTS	SAD
COMNAVAIRFORINST 13650.3_	AIRCRAFT MAINTENANCE MATERIAL READINESS LIST (AMMRL) PROGRAM	SSD
COMNAVAIRFORINST 13670.1_	POLICY AND PROCEDURES CONCERNING MOBILE FACILITIES UNDER THE ADMINISTRATIVE CONTROL OF COMNAVIARPAC/COMNAVIARLANT	
COMNAVAIRPACINST 4200.4_	COMNAVAIRPAC COMMERCIAL PURCHASE CARD PROGRAM (NOTE: CNAP ACTIVITIES ONLY)	SAD, SSD
COMNAVAIRPACINST 4235.6_	SUPPLY PROCEDURES AND POLICIES RELATING TO CASUALTY REPORTS (CAREPS) (NOTE: CNAP ACTIVITIES ONLY)	CMD, RMD, SRD, SSD
COMNAVAIRPACINST 4421.1_	NMCS/PMCS/AWP REQUISITION VALIDATION (NOTE: CNAP ACTIVITIES ONLY)	RMD, SRD

Reference	Title	Applicable Division
COMNAVAIRPACINST 4421.2_	ADVANCED TRACEABILITY AND CONTROL (ATAC) RETROGRADE DEPOT LEVEL REPAIRABLE (DLR) PROCEDURES (NOTE: CNAP ACTIVITIES ONLY)	RMD
COMNAVAIRPACINST 4423.12_	AIRCRAFT EQUIPMENT CONFIGURATION LIST (AECL) VALIDATION AND REVIEW PROCEDURES (NOTE: CNAP ACTIVITIES ONLY)	SMD
COMNAVAIRPACINST 4423.8_	AVIATION SUPPORT PROCEDURES (NOTE: CNAP ACTIVITIES ONLY)	
COMNAVAIRPACINST 4441.13_	AIRCRAFT EXTERNAL AUXILIARY FUEL TANKS (NOTE: CNAP ACTIVITIES ONLY)	
COMNAVAIRPACINST 4710.10_	PROTECTION, HANDLING, AND SHIPPING OF MANDATORY TURN-IN REPAIRABLE (MTR) COMPONENTS AND AIRCRAFT ENGINES (NOTE: CNAP ACTIVITIES ONLY)	RMD
COMNAVAIRPACINST 7000.1_	USE OF GOVERNMENT ISSUED NATIONS BANK VISA GOVERNMENT CREDIT CARD (NOTE: CNAP ACTIVITIES ONLY)	SAD
COMNAVAIRPACINST 7300.3_	FLYING HOUR COST REPORTING (NOTE: CNAP ACTIVITIES ONLY)	SAD
COMNAVAIRPACINST 7305.1_	INSTRUCTION CONCERNING AIRCRAFT OPERATIONS AND MAINTENANCE FUNDS (NOTE: CNAP ACTIVITIES ONLY)	SAD
COMNAVAIRPACINST 7310.1_	FINANCIAL PROCEDURES FOR AVIATION FUEL PROCESSING (NOTE: CNAP ACTIVITIES ONLY)	SAD
COMNAVAIRPACINST 7310.2_	ADMINISTRATIVE AND ACCOUNTING PROCEDURES FOR FLIGHT ADMINISTRATIVE FUNDS OFC-01/7F (NOTE: CNAP ACTIVITIES ONLY)	SAD
COMNAVAIRPACINST 10126.2_	EXTREME COLD WEATHER CLOTHING (ECWC) POOL (NOTE: CNAP ACTIVITIES ONLY)	SAD, SSD
COMNAVAIRLANTINST 1551.5_	MANAGEMENT POLICY AND GUIDANCE FOR CONTRACTOR OPERATION AND MAINTENANCE OF SIMULATORS (NOTE: CNAL ACTIVITIES ONLY)	
COMNAVAIRLANTINST 4235.5_	SUPPLY PROCEDURES AND POLICIES RELATING TO CASUALTY REPORTS (CASREPS) (NOTE: CNAL ACTIVITIES ONLY)	CMD, RMD, SRD, SSD
COMNAVAIRLANTINST 4420.1_	SUPPLY SUPPORT FOR VERIFICATION OF SHOP TEST BENCH SYSTEMS (STBS) (NOTE: CNAL ACTIVITIES ONLY)	

Reference	Title	Applicable Division
COMNAVAIRLANTINST 4423.12_	INTERIM SUPPLY SUPPORT PROCEDURES FOR EMBARKED NAVY AND MARINE CORPS SQUADRONS DURING PRE-DEPLOYMENT WORK-UPS/TRAINING CYCLES (NOTE: CNAL ACTIVITIES ONLY)	
COMNAVAIRLANTINST 4440.17_	MATERIAL OBLIGATION VALIDATION (MOV) PROGRAM (NOTE: CNAL ACTIVITIES ONLY)	
COMNAVAIRLANTINST 4610.2_	FUNDING POLICIES AND PROCEDURES GOVERNING TRANSPORTATION OF THINGS (TOT) AND THE USE OF TRANSPORTATION ACCOUNT CODES (TAC) (NOTE: CNAL ACTIVITIES ONLY)	
COMNAVAIRLANTINST 4790.45_	AVIATION LIFE SUPPORT SYSTEM (ALSS) EQUIPMENT POOL MANAGEMENT (NOTE: CNAL ACTIVITIES ONLY)	SAD, SSD
COMNAVAIRLANTINST 7300.4_	FINANCIAL MANAGEMENT REQUIREMENTS AND GOALS (NOTE: CNAL ACTIVITIES ONLY)	SAD, SMD
COMNAVAIRLANTINST 7310.1_	FINANCIAL REGULATIONS CONCERNING FLIGHT OPERATIONS FUNDS (NOTE: CNAL ACTIVITIES ONLY)	SAD
COMNAVAIRLANTINST 7310.5_	FINANCIAL REGULATIONS CONCERNING MANAGEMENT OF AIRCRAFT OPERATIONS MAINTENANCE (AOM) FUNDS (NOTE: CNAL ACTIVITIES ONLY)	SAD
COMNAVAIRLANTINST 13240.1_	RT-1673/AAS-38A LASER RADIOACTIVE MATERIAL INVENTORY REQUIREMENTS (NOTE: CNAL ACTIVITIES ONLY)	RMD
COMNAVAIRLANT/ COMNAVAIRPACINST 4470.2_	PROCEDURES GOVERNING FLEET RATIONING CONTROL OF AERONAUTICAL MATERIAL	SMD, RMD
COMNAVAIRLANT/ COMNAVAIRPACINST 4790.20_ / 4790.21_	FLEET MARINE FORCE (FMF) UNIT DEPLOYMENT PROGRAM (UDP) PRE-DEPLOYMENT AVIATION LOGISTICS READINESS PLAN (ALRP)	SMD
FEDERAL STANDARD NO. 313B	MATERIAL SAFETY DATA SHEET (MSDS), PREPARATION AND SUBMISSION OF	CMD
MIL-HDBK-263B	ELECTROSTATIC DISCHARGE CONTROL HANDBOOK FOR PROTECTION OF ELECTRICAL AND ELECTRONIC PARTS, ASSEMBLIES AND EQUIPMENT (EXCLUDING ELECTRICALLY INITIATED EXPLOSIVE DEVICES) (METRIC)	CMD, RMD
MIL-HDBK-773	ELECTROSTATIC DISCHARGE PROTECTIVE PACKAGING	CMD, RMD

Reference	Title	Applicable Division
MIL-STD-1686	ELECTROSTATIC DISCHARGE CONTROL PROGRAM FOR PROTECTION OF ELECTRICAL AND ELECTRONIC PARTS, ASSEMBLIES AND EQUIPMENT (EXCLUDING ELECTRICALLY INITIATED EXPLOSIVE DEVICES)	CMD, RMD
NESO 8-027A	HAZARDOUS WASTE MANAGEMENT REGULATIONS	HAZMAT COORDINATOR
RELATIONAL SUPPLY FORCE USER'S MANUAL	BOOK 1 - INTRODUCTION, SITE MANAGEMENT SUBSYSTEM BOOK 2 - INVENTORY MANAGEMENT SUBSYSTEM BOOK 3 - LOGISTICS MANAGEMENT SUBSYSTEM BOOK 4 - FINANCIAL MANAGEMENT SUBSYSTEM, QUERY MANAGEMENT SUBSYSTEM BOOK 5 - GENERIC FUNCTIONS & APPENDICES	CMD, RMD, SAD, SMD, SRD, SSD
TM 3125-OI/1	TABLE OF BASIC ALLOWANCES FOR FLEET MARINE FORCES AVIATION UNITS	SSD

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

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

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

c. Naval Supply Command (NAVSUP) instructions and publications are located at URL, <https://n111.ahf.nmci.navy.mil/>. Select the Pubs/Products/Tools link and from the next screen displayed select NAVSUP Digital Documents, then NAVSUP Instructions and Publications and from the next screen type in the publication or instruction number or use the default

of all and then click the search button. On the next screen scroll down until you find the applicable document. The document may then be saved to your computer or printed as required.

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

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

f. Commander Naval Air Forces (CNAF) instructions are located at URL, <https://extra.cnaf.navy.mil/>. After the initial logon screen, select the link for N004 Flag Administration, and then Directives on the next screen. On the Directives screen select the applicable issuing activity, COMNAVAIRPAC, COMNAVAIRFOR, COMPACFLT, COMNAVSURFPAC. The next screen will display the general SSIC category, select the appropriate category and then scroll down until you find the applicable document. The document may then be saved to your computer or printed as required.

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

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