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HEADQUARTERS UNITED STATES MARINE CORPS
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NAVMC 4400.177C

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS AVIATION SUPPLY DESK-TOP PROCEDURES

Ref: (a) MCO 4400.177H Ch-2

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

1. Situation. Reference (a) listed above is the authority and guidance used in the development of this Manual, and as such, sanctions the policies outlined herein. This Manual revises the standardized supply procedures for use by aviation supply personnel within a Marine Aviation Logistics Squadron (MALS), Aviation Supply Department (ASD), and Marine Aircraft Wing (MAW) Aviation Logistics Department (ALD) per references (a) through (bm) listed below.

2. Cancellation. NAVMC 4400.177B

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

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The ASDs and ALDs will be standardized across the Marine Corps in how to conduct aviation supply operations. This will improve the department's ability to provide aviation logistics support and increase aircraft readiness across the fleet. By way of Marine Aviation Logistics Support Program Modernization (MALSP MOD), all ASDs throughout the Marine Corps will implement the tools provided, to effectively support the customer.

(2) Concept of Operations. This Manual provides procedures for the procurement, receipt, expenditure, inventory, and financial management of materiels and services by all MALS utilizing the Relational Supply (R-Supply) and the Optimized Naval Aviation Logistics Command Management Information System (OPT-NALCOMIS). Additionally, it standardizes the allowancing and auditing procedures across all MAWs.

b. Summary of Revision. This Manual contains numerous revisions, updates and additions, which are listed on pages i thru viii, and should be reviewed in its entirety.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

c. Subordinate and Element Missions

(1) Headquarters Marine Corps (ASB-31) shall be responsible for the accuracy, currency, modification, and distribution of this Manual.

(2) MALS Commanders and AvnSupO' s shall be responsible for the timely entry of changes and the physical maintenance of copies of this Manual.

d. Coordinating Instructions. Recommendations concerning the contents of this Manual will be forwarded to the Commandant of the Marine Corps (ASB-31) via the appropriate chain of command in accordance with reference (a), appendix F. Records created as a result of this directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1, Ch-1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

5. Administration and Logistics. This Manual is published electronically and accessed online via the Marine Corps home page at https://www.marines.mil/news/publications/electroniclibray.aspx

6. Command and Signal

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

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

R. A. PETERSEN
By Direction

PCN: 10048010500

List of Effective Changes

1. Table of Contents, Introduction, and multiple Chapters/Appendices

   a. All instances of “removable media” deleted

   b. All instances of NAVMC 4400.177B to NAVMC 4400.177C

   c. All instances of” Tech Training Schedule” with OJT Summary report

   d. Added reference (cd) OPNAVINST 4440.26C

   e. All instances of Maintenance Application Manager (MAM)

   f. All instances of “share drive” replaced with “SharePoint”

   g. Removed perpetual inventory

2. Chapter 1: Supply Personnel and Administrative Division (SPAD)

   a. Page 1-1, paragraph 2f and 2g

   b. Page 1-2, paragraph 4b, 4c, and removed 4h, 4j, and 4i

3. Chapter 2: Warehouse Management Division (WMD)

   a. Page 2-2, added paragraph 2f

   b. Page 2-3, removed paragraph 12, renumbered the remaining items

   c. Page 2-4, paragraph 15

   d. Page 2-5, reworded paragraph 2 and 3, removed 3a

   e. Page 2-6, removed 3a(1) thru 3a(4), 3b and renumbered remaining items

   f. Page 2-10, added paragraph 2a(12)

   g. Page 2-11, updated paragraph 2, 3, 3a, and 3b(2)

   h. Page 2-13, reworded paragraph 4, 5, and 6, removed 8 and renumbered the remaining items.

   i. Page 2-16, updated table 2-1

   j. Page 2-19, reworded paragraph 6a

   k. Page 2-21, removed paragraph 2(4), renumbered the remaining items

   l. Page 2-23, removed paragraph 4, renumbered the remaining items

   m. Page 2-25, removed paragraph 7c.1), 7f

   n. Page 2-32, updated table 2-2

   o. Page 2-34, reorganized paragraph 2

p. Page 2-38, removed paragraph 6f

q. Page 2-42, reorganized paragraph 9

r. Page 2-45, updated paragraph 13a thru 13e, removed 13f

s. Page 2-49, updated paragraph 14, added figure 2-7 and renumbered the remaining figures.

t. Page 2-69, added paragraph 29, updated table 2-3

u. Page 2-81, paragraph 6, added paragraph 6a.(2) and renumbered the remaining items.

4. Chapter 3: Operations Management Division (OMD)

a. Page 3-2, removed paragraph 7a thru 7d, renumbered the remaining items

b. Page 3-6, reorganized paragraph 3, removed figure 3-2 renumbered the remaining figures

c. Page 3-20, paragraph 9

d. Page 3-25, paragraph 6c.(1)(a)

e. Page 3-26, paragraph 7a

f. Page 3-28, updated paragraph 8 and removed paragraph 8f

g. Page 3-29, updated table 3-2

h. Page 3-38, paragraph 5

i. Page 3-43, paragraph 5f.(2)(d)

j. Page 3-49, removed paragraph 2a.(4)

k. Page 3-53, removed paragraph 4 and renumbered the remaining items

l. Page 3-60, added paragraph 11 and updated table 3-5

m. Page 3-64, removed paragraph 2c

n. Page 3-67, paragraph 2d.(3), 3a.(1),3b, and 3d

o. Page 3-71, paragraph 4

p. Page 3-77, removed paragraph 2a.(17)

q. Page 3-81, reorganized paragraph 4

r. Page 3-82, added figure 3-21

s. Page 3-104, added paragraph 16, renumbered the remaining items.

t. Page 3-105, updated table 3-7

5. Chapter 4: Supply Management Division (SMD)

   a. Page 4-TOC-1

   b. Page 4-3, added paragraph 14

   c. Page 4-4, added paragraph 2a.(15) and (16)

   d. Page 4-8, paragraph 4a.(3)

   e. Page 4-17, paragraph 10a.(1), 10b and removed 10c and 10d

   f. Page 4-19, removed figure 4-8 and renumbered remaining figures

   g. Page 4-22, added paragraph 15 and 16

   h. Page 4-30, paragraph 4b

   i. Page 4-36, paragraph 2a(1)(a)

   j. Page 4-37, removed figure 4-12 and renumbered remaining figures

   k. Page 4-41, removed figure 4-15

   l. Page 4-43, paragraph 3d and 3e, removed 3f

   m. Page 4-44, removed 5a thru 5d

   n. Page 4-46, removed paragraph 9a.(1) thru 9c, deleted figure 4-16 and renumbered remaining figures

   o. Page 4-55 paragraph 11b.(12)(b)2

   p. Page 4-63, removed paragraph 11c(1)

   q. Page 4-65, added paragraph 11d(5), (6)a thru c

   r. Page 4-66, paragraph 15

   s. Page 4-67, updated table 4-3

6. Chapter 5: Aviation Logistics Department, Supply (ALD-C)

   a. Page 5-TOC-1

   b. Page 5-12, removed paragraph 2b(1) thru (3)

   c. Page 5-14, paragraph 1a(1) and 1a(3)

   d. Page 5-15, removed figure 5-2, updated paragraph 2

   e. Page 5-16, paragraph 2a(2), 2b(2)

   f. Page 5-17, removed paragraph 2c(3) thru 2c(5) and figure 5-3

   g. Page 5-19, paragraph 4

h. Page 5-20, removed paragraph 6a and 6b, updated paragraph 7

i. Page 5-21, paragraph 9

j. Page 5-22, paragraph 11

k. Page 5-23, updated table 5-2

l. Page 5-24, paragraph 2b(1)

7. Chapter 6: Joint Strike Fighter Division (JSD)

a. Page 6-TOC-2

b. Page 6-3, paragraph 10a

c. Page 6-5, removed paragraph 2a.(4)

d. Page 6-6, paragraph 3 and 4, updated table 6-1

e. Page 6-9, paragraph 2d, 3, 4, and 5

f. Page 6-14, paragraph 3

g. Page 6-16, paragraph 4 thru 7

h. Page 6-18, paragraph 10

i. Page 6-20, updated table 6-3

j. Page 6-22, paragraph 3

k. Page 6-25, paragraph 4, 5, 7, 9, 10

l. Page 6-29, updated table 6-4

m. Page 6-30, paragraph 1a and 1b, renumbered remaining items

n. Page 6-31, paragraph 2c

o. Page 6-37, paragraph 7a(2) and 7b

p. Page 6-39, removed paragraph 11

q. Page 6-44, paragraph 4b

8. Chapter 7: Fourth Marine Aircraft Wing (4th MAW)

a. Page 7-TOC-1, updated preface, added SPAD Functions, adjusted paragraphs and page numbers

b. Page 7 TOC-2, added SMD-R procedures, added Figure 7-3, Figure 7-4, Table 1 and Table 4, adjusted paragraphs and page numbers

c. Page 7-1, added subparagraph 7001.1(c)(1)

d. Page 7-2, paragraph 7100.1, added paragraphs 7100.2 and 7100.3

c. Page 7-3, NOTE 2, added paragraph 7100.4

e. Page 7-4, paragraph 7111 NOTE 1 and NOTE 2, added 7100.2(f) NOTE, added paragraphs 7110 and 7111

f. Page 7-5, continuation of addition of paragraph 7111, addition of 7111.5 NOTE

g. Page 7-6, added subparagraph 7210.2(a)(1)

h. Page 7-7, added paragraph 7211.1

i. Page 7-8, subparagraph 7211.5(a)(1) and 7211.5(b)

j. Page 7-9, subparagraph 7211.6(b) and 7211.6(d)

k. Page 7-11, paragraph 7211.7

l. Page 7-13, subparagraph 7211.9(a)(2), added Table 7-1

m. Page 7-14, subparagraph 7211.9(b), subparagraph 7211.9(b)(1)(b), and paragraph 7211.10

n. Page 7-15, added paragraph 7211.11

o. Page 7-16, added subparagraph 7220.2(a)(1) and 7221.1

p. Page 7-17, paragraph 7221.3 NOTE 2, added paragraph 7221.4 NOTE and paragraph 7221.7 NOTE

q. Page 7-18, 7230.2(a)(7), added 7230.2(a)(1)

r. Page 7-19, added paragraph 7231.2

s. Page 7-20, subparagraph 7231.3(b)(3). subparagraph 7231.4(a), and complete rewrite of paragraph 7231.5

t. Page 7-21, complete rewrite of paragraph 7231.5

u. Page 7-22, complete rewrite of paragraph 7231.5

v. Page 7-23, added figure 7-3, figure 7-4, and Paragraph 7231.7 NOTE 1 and NOTE 2

w. Page 7-24, 7231.7 NOTE 3, removed 7231.9(a), 7231.9(c), and 7231.9(d)

x. Page 7-25, subparagraph 7231.11(b), added Table 7-4, removed 7231.11(a)

y. Page 7-26, paragraph 7231.13

z. Page 7-27, paragraph 7300.1, complete rewrite of paragraph 7301, added paragraph 7300.2

aa. Page 7-28, continuation of rewrite to paragraph 7301

ab. Page 7-29, added paragraph 7310 and paragraph 7311

ac. Page 7-30, continuation of addition of paragraph 7311

9. Appendix D: Financial Improvement and Audit Readiness (FIAR)

a. Page D-4, paragraph 1.c(13)(a)

10. Appendix E: External Materiel Obligation Validation

a. Page E-1, paragraph 1a, removed 1a.(1)a and 1a.(1)(b)

b. Page E-2, paragraph 1b.(1) and renumbered the remaining items

c. Page E-4, paragraph 1(b)

11. Appendix G: Internal Audits

a. Page G-1 thru G-13, replaced all LAP/ Inventory worksheets and renumbered remaining figures

b. Page G-3, frequency

c. Page G-6, frequency

d. Page G-, added JSD LCV audit

e. Page G-10, #3

f. Page G-12, frequency

g. Page G-13, added JSD Shelf life audit

h. Page G-20

i. Page G-30 thru G-33

j. Page G-34, frequency

k. Page G-37, removed AirCard audit

l. Page G-39, Step 1

12. Appendix H: Inspection Checklist

a. Page H-5, #4b(3)

b. Page H-5, added #4b(11)

c. Page H-9, #2

d. Page H-10, #8

e. Page H-14, added #9

f. Page H-20, added #16

g. Page H-27, deleted question 24 and renumbered the remaining questions

h. Page H-28, deleted question 4 and renumbered the remaining questions

i. Page H-31, #38

j. Page H-38, #2, #4, renumbered the remaining questions

k. Page H-53, #4, delete #5 and renumbered the remaining questions

l. Page H-60, question 6

m. Page H-61, added #11 and renumbered the remaining questions

n. Page H-66, added #2, updated #3 and renumbered remaining questions

o. Page H-70, #4

p. Page H-71, #7

q. Page H-72, #9, added #14

r. Page H-75, #5 and #8

s. Page H-77, #13

t. Page H-82, #8

u. Page H-82, #9, #14, removed CD ROM

v. Page H-84, Deleted #18 and renumbered the remaining questions

w. Page H-91, #3

x. Page H-98, deleted #2, renumbered the remaining questions

y. Page H-100, #3, deleted #4, renumbered the remaining questions

z. Page H-105, #3, added #4, updated #5, renumbered remaining questions

13. Appendix I: Aviation Supply Training and Readiness Program

a. Page I-1, paragraph 3

b. Page I-4, deleted Figure I-1, renumbered remaining figures

14. Appendix J: Suspense and Unprocessed Interface Processing Procedures

a. Page J-2, paragraph 2c(1)

15. Appendix M: Location Audit Program (LAP)

a. Page M-1, paragraph 5a

b. Page M-1, Deleted 5c(3) and 5c(4) and renumbered the items

16. Appendix N: Inventory/Reconciliation Procedures

a. Page N-1, paragraph 1, deleted 1c.(1) – 1c.(5)
b. Page N-2, Figure N-1, paragraph 2a, 2b, and deleted 2c

c. Page N-10, paragraph 5d.(1)d

d. Page N-11, added Figure N-2

e. Page N-12, paragraph 6c

f. Page N-18, deleted Section II, and Section III

17. Appendix P: Product Quality Deficiency/Engineering Investigation/Supply Discrepancy

a. Page P-4, added paragraph 4

b. Page P-27, added paragraph 5, added Figure P-19

18. Appendix Q: Shelf Life

a. Page Q-3, removed Figure Q-3 and Q-4, renumbered the remaining figures

19. Appendix Y: Fuel Processing Procedures

a. Page Y-1 thru Y-3

b. Page Y-7

c. Page Y-12 Thru Y-13

20. Appendix Z: Preparation of Financial Liability Investigation Of Property Loss, Dd Form 200

a. Page Z-1, paragraph 1 and 2,figure Z-1

b. Page Z-2, added paragraph 3b, renumbered the remaining items

c. Page Z-3, paragraph 4c, deleted 4c(1), renumbered remaining items

d. Page Z-4, paragraph 6a(3)

e. Page Z-5, paragraph 7c, added Note

f. Page Z-6, paragraph 7m, 7q, deleted note

g. Page Z-8, updated Figure Z-2, deleted Figure Z-3 thru Z-6

21. Appendix AC: AVCAL/COSAL Allowance Procedures

a. Page AC-2, paragraph 2b(2)(a) and 2b(2)(b)

b. Page AC-3, paragraph 2d

c. Page AC-8, added paragraph 5, 6, Figure AC-2 and Figure AC-3

22. Appendix AG: Standard Terms, Abbreviations & Acronyms

a. Page AG-3, added BPR and CIA

b. Page AG-9, added LCV

23. Appendix AK: Joint Strike Fighter Division (JSD) On-the-Job Training Standards

a. Added a new appendix

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Appendix AK	Joint Strike Fighter Division (JSD) On-the-Job Training Standards	AK-1

INTRODUCTION

Ref:
(a) MCO 4400.177_, Marine Corps Aviation Supply Desk-Top Procedures
(b) SECNAV M-5210.2, Standard Subject Identification Code Manual
(c) NAVSO P-3013-2, Financial Management of Resources Operating Procedures (Operating Forces)
(d) ASKIT User's Manual (NOTAL)
(e) NAVSUPINST 4200.99_, Department of the Navy Government-Wide Commercial Purchase Card Program Policy
(f) COMNAVAIRFORINST 4440.2_, Supply Operations Manual (SOM)
(g) NAVSUPWSSINST 4441.1_, Marine Aviation Logistics Support Program Modernization
(h) MARFORPACO P3120.10_, Unit Deployment Program
(i) OPNAVINST 5239.1_, U.S. Navy Cybersecurity Program
(j) NALCOMIS Security Plan (NOTAL)
(k) NAVSUP P-485, Operational Forces Supply Procedures, Volume I,
(l) SECNAVINST 5510.36_, Department of the Navy Information Security Program
(m) NAVSUP P-723 Change Notice 22-001, NAVSUP Inventory Integrity Standards
(n) DTR 4500.9-R, Defense Transportation Regulation Part II Cargo Movement
(o) COMNAVAIRFORINST 4790.2_, Naval Aviation Maintenance Program (NAMP) and Guide to the NAMP Instruction
(p) NAVSUP P-700, Common Naval Packaging
(q) MIL-HDBK-263_, Electrostatic Discharge Control Handbook for Protection of Electrical and Electronic Parts, Assemblies and Equipment
(r) MIL-STD-1686_, Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies and Equipment
(s) MCO 3125.1_, Marine Corps Flying Hour Program (FHP) Management
(t) DOD FMR 7000.14-R, Department of Defense Financial Management Regulation
(u) NAVAIR 00-35QH-2, Aviation Life Support System and Airborne Operational Equipment for Aircraft Squadrons Navy and Marine Corps
(v) MIL-HDBK-773_, Department of Defense Handbook, Electrostatic Discharge Protective Packaging
(w) NAVAIR 00-25-100, Naval Air Systems Command Technical Publications Library Management Program
(x) NAVSUPINST 4423.29_ (NOTAL), Navy Uniform Source, Maintenance, and Recoverability Codes
(y) COMNAVAIRLANTINST/COMNAVAIRPACINST 7310.2, Administrative and Accounting Procedures for Flight Administrative Funds (OFC-01-7F)
(z) Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits
(aa) SECNAVINST 4855.3_, Product Data Reporting and Evaluation Program
(ab) DODM 4140.27 Vol I, and Vol II, Shelf-Life Management Manual
(ac) DLAR (JP) 4155.37, Department of Defense Shelf-Life Materiel Quality Control Storage Standards
(ad) DODM 4100.39, Federal Logistics Information System (FLIS) Procedures Manual
(ae) TM 3125-OI/1 TBA Manual
(af) DoD 5400.11-R, Department of Defense Privacy Program

(ag) MCO 3710.7, Marine Corps Aviation Current Readiness Program
(ah) NAVSUP P-409, MILSTRIP/MILSTRAP Desk Guide
(aj) FIAR Guidance
(ak) R-Supply System Access and Segregation of Duties (SOD) Policies and Procedures
(al) NAVSUPINST 4400.93_, Interim Supply Support for Aviation Weapon Systems and Support Equipment
(am) NAVSUP P-488, Coordinated Shipboard Allowance List use and Maintenance Manual
(an) NAVMC 4790.1_, Aviation Maintenance and Supply Training and Readiness Program
(ao) F-35 Supply Sustainment Operating Procedures (SSOP) SOI 1511.02
(ap) NAVSUP P-722, Consolidated Hazardous Materiel Reutilization and Inventory Management Program (CHRIMP) Manual
(aq) NAVAIRINST 5104.2, Naval Air Systems Command Radiological Affairs Support Program and Naval Aircraft Radioactive Materiels Permit Requirements
(ar) NAVAIR NOTICE 5200 Program Planning Document for the Marine Aviation Logistics Support Program
(as) MCTP 3-20A, Aviation Logistics
(at) COMNAVAIRPACINST/COMNAVAIRLANTINST 4423.13, Aircraft Equipment Configuration List Validation and Review Procedures for Afloat and Ashore Activities
(au) NAVSUPWSSINST 4790.4_, Maintenance Assist Modules and Test Bench Installations
(av) NAVSUPINST 4200.97_, Navy Policies and Procedures for the Operation and Management of the Aviation Into-Plane Reimbursement (AIR) Card® Program
(aw) SECNAVINST 5430.7_, Assignment of Responsibilities and Authorities in the Office of the Secretary of the Navy
(ax) DOD Manual 4140.25, Vol 1-12, DoD Management of Energy Commodities
(ay) DLA Energy P-8, Fuel Card Program
(az) DLA Energy I-26, Procurement of Imprinters, Forms, and Station Plates used for Fuel Sale/Credit Transactions
(ba) OMB Circular A-123, Appendix B, Memorandum for the Heads of Executive Departments and Agencies
(bb) OPNAVINST 5442.2_, Aircraft Inventory Reporting System (AIRS)
(bc) Federal Acquisition Regulation (FAR) Subpart 32.9, Prompt Payment
(bd) Office of Management and Budget 5 CFR 1315, Prompt Payment; Final Rule
(be) USD Memo, Government Charge Card Disciplinary Guide for Civilian Employees
(bf) ASD Memo, Suspension of Access to Classified Information Due to Abuse or Misuse of Government Charge Cards
(bg) SECNAVINST 5200.45 General Equipment-Accountability and Management Procedures Manual
(bh) COMUSFLTFORCOMINST 5200.45 US Fleet Forces Command General Equipment
(bi) COMPACFLT M-5200.1 General Equipment Policies and Procedures
(bj) DODI 5000.64, Accountability and Management of DOD Equipment and Other Accountable Property
(bk) SECNAV M-5200.45 General Equipment-Accountability and Management Procedures Manual
(bl) OPNAVINST 4440.26_ accountability and management of operating materiels and supplies & government furnished property

(bm) NAVSUPINST 4400.195 Offload and Redistribution Policy for Navy Working Capital Fund Inventory and Material Re-Capitalized Into Navy Working Capital Fund Materiel

(bn) NALCOMIS System Access and Segregation of Duties (SOD) Policy and Procedures

0001. PURPOSE. The purpose of this Manual is to set forth policies and procedures for aviation supply activities within Marine Aviation Logistics Squadrons and Marine Aircraft Wings executing the duties and functions associated with the performance of those aviation unique functions necessary to provide logistical support to aviation activities. Their prime objective is to satisfy valid customer requirements and perform all functions related to providing aviation peculiar supply support, to include financial management, inventory management, materiel management, facilities and storage management, personnel staffing, and requisitioning procedures. Duties also include validation of customer requirements, processing requisitions, submitting requisitions, initiating appropriate follow-up actions, and processing and delivering materiel in accordance with all government regulations and procedures. This includes the operation of a variety of ashore and afloat automated systems such as relational supply (R-Supply), the Naval Aviation Logistics Command Management Information Systems (NALCOMIS), and others. Marines are trained to effectively use information extracted from these systems. Other functions include repairable and financial management, budgeting and accounting functions, aviation inventory management systems and functions, warehousing operations, allowancing and audit procedures. This Manual also ensures the knowledge of all applicable navy supply documents, forms, and publications to ensure Marines remain proficient in working with navy supply afloat procedures, to include the support of deployed aviation operations.

0002. COMPOSITION. This Manual is organized into chapters and appendices identified by an Arabic numeral as listed in the overall contents. Paragraph numbering is based on four digits. The first digit indicates the chapter; the next digit, the section; the final two digits the general major paragraph number; and the combinations which follow the decimal point, the subparagraph number [i.e., 3101.3a (2), refers to chapter 3, section 1, general major paragraph number 01, subparagraph 3a (2)]. Pages are numbered in separate series by chapter number, with the chapter number preceding each page number, (i.e., the fourth page of chapter 2 is shown as 2-4 and the fourth page of appendix A is shown as A-4).

0003. APPLICATION. The policies and procedures in this Manual apply to all MALS Commanders, to all Aviation Supply Officers (AvnSupOs), Officers in Charge (OIC) in an ASD, ALD and to Marine Helicopter Squadron One (HMX-1).

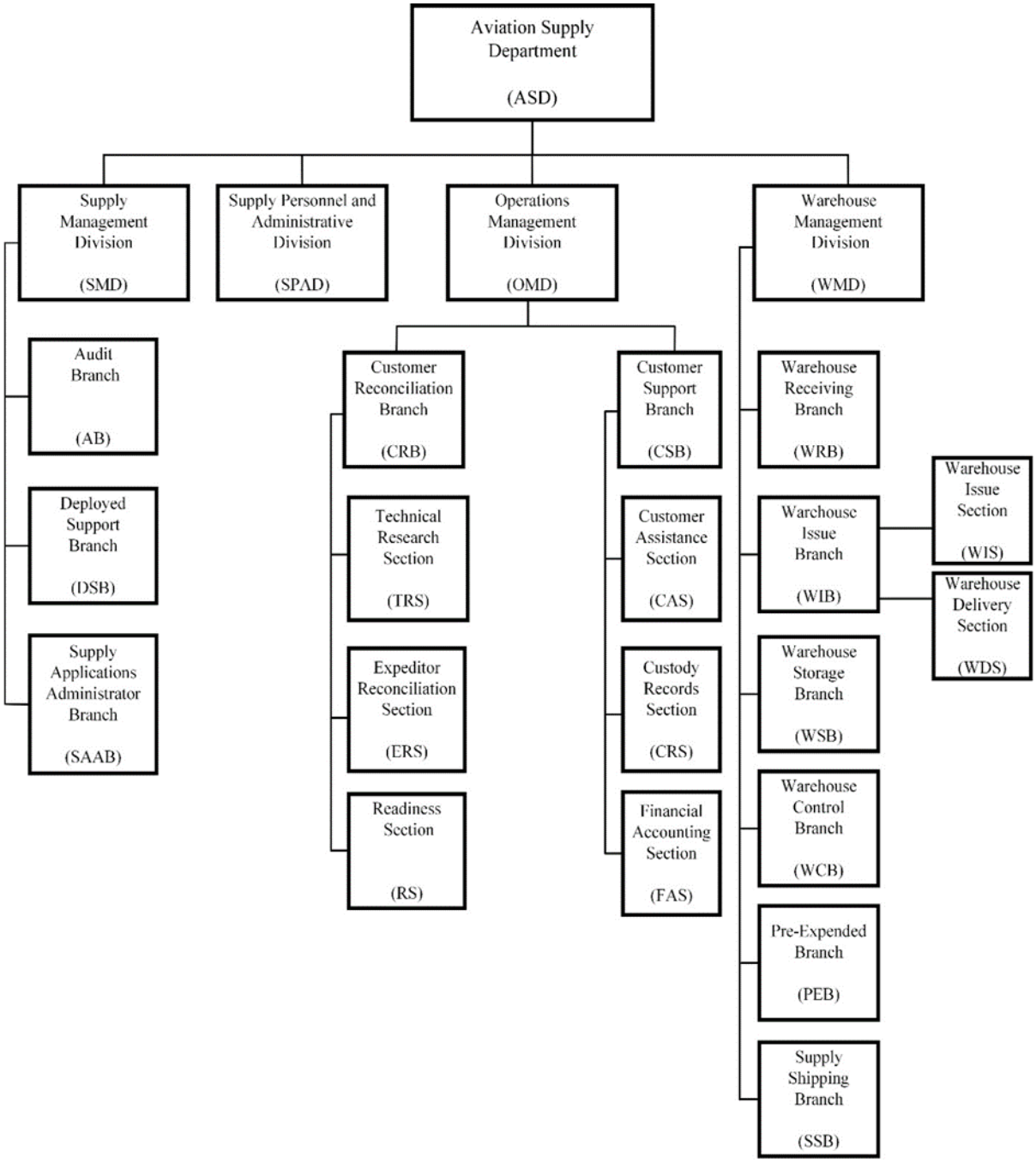
0004. MAINTENANCE OF THE MANUAL. This Manual will be updated periodically to keep it current and viable; however, deviations may be requested for unique local situations when they occur.

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

2. Any change from the instructions in this Manual must be authorized by Headquarters, United States Marine Corps Aviation Sustainment Branch (ASB).

3. Changes to this Manual will follow instructions in MCO 5215.1_, Marine Corps Directives System. Changes will be recorded on the Record of Changes page provided for that purpose.

4. All references pertaining to listings/reports/files may be maintained as either electronic or hard copy files.


Aviation Supply Department
(ASD)
Supply Management Division
(SMD)
Supply Personnel and Administrative Division
(SPAD)
Operations Management Division
(OMD)
Warehouse Management Division
(WMD)
Audit Branch
(AB)
Deployed Support Branch
(DSB)
Supply Applications Administrator Branch
(SAAB)
Customer Reconciliation Branch
(CRB)
Technical Research Section
(TRS)
Expeditor Reconciliation Section
(ERS)
Readiness Section
(RS)
Customer Support Branch
(CSB)
Customer Assistance Section
(CAS)
Custody Records Section
(CRS)
Financial Accounting Section
(FAS)
Warehouse Receiving Branch
(WRB)
Warchouse Issue Branch
(WIB)
Warehouse Issue Section
(WIS)
Warehouse Delivery Section
(WDS)
Warehouse Storage Branch
(WSB)
Warehouse Control Branch
(WCB)
Pre-Expended Branch
(PEB)
Supply Shipping Branch
(SSB)

CHAPTER 1: SUPPLY PERSONNEL AND ADMINISTRATIVE DIVISION (SPAD)

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CHAPTER 1

SUPPLY PERSONNEL AND ADMINISTRATIVE DIVISION (SPAD)

1000. Functions

1. SPAD is responsible for the administrative control of all personnel assigned to the Aviation Supply Department (ASD). Personnel within the division perform clerical functions and maintain the master files for correspondence and directives for the ASD.

2. The Aviation Supply Officer (AvnSupO)/Assistant Aviation Supply Officer (AAvnSupO) is responsible to the MALS CO for the financial and administration performance of all the ASD functions. Additionally, he/she will maintain liaison with external supporting supply activities and higher headquarters staff. The AvnSupO will coordinate with the Aviation Maintenance Officer (AMO) for materiel planning procedures to support aircraft maintenance. The AvnSupO is assigned with the management of the following duties/tasks:

a. Marine Air Group (MAG) Accountable Officer.

b. Ensure Navy Working Capital Funds (NWCF) inventories are scheduled and executed.

c. Operations & Maintenance, Navy (O&MN) OPTAR funds (accounting).

d. Certify all Transmittal Letters (TLs).

e. Approve Non-Standard Procurement requests that require the establishment of a Money Value Only (MVO) document in R-Supply or ASKIT in excess of $3,500.

f. Designated as the Appointing Authority for all Navy Working Capital Funds.

g. Appointing Authority for the Financial Liability of Property Loss/DD Form 200.

h. Advance Skills Management (ASM) Aviation Supply Department Officer.

3. Aviation Supply Chief (AvnSupChf)

a. Serve as the senior enlisted advisor to the AvnSupO.

b. Provide input and experience on personnel and matters of policy within the department.

c. Facilitate the professional and technical development of all Marines assigned to the ASD.

d. Ensure all enlisted Marines are deployment ready.

e. Supervise the ASD to ensure personnel are accounted for and properly trained.

f. Communicate with HQMC and MMEA to ensure that proper staffing goals are met with respect to the ASR and, the Table of Organization (T/O), for the

ASD with the experience capable of meeting all established and emerging mission requirements.

g. Ensure SPAD personnel attend other Divisions' Technical Training at least once per month. (OMD, SMD, WMD, JSD). Ensure to coordinate monthly technical training (i.e., Plan of the week, Memorandum to supported squadrons, etc.)

h. Review and maintain an active Automated Message Handling System (AMHS) account. (i.e., MAG-XX specific correspondence, LSR for DFT's, Supply Grams, etc.).

4. The ASD's AvnSupO/AvnSupChf will maintain a current turnover jacket which outlines current HQMC, MAW and MAG policies and initiatives that are site specific. The AvnSupO/AvnSupChf will also ensure specific guidelines for duties/responsibilities are addressed. Additionally, copies of the following letters will be filed in the AvnSupO/AvnSupChf turnover jackets to ensure remote accountability can be established and normal business operations can be performed:

a. Current Letter of Acceptance. Letter from the Commanding Officer (CO) assigning the AvnSupO to his or her current position.

b. Delegation of Authority to Obligate/Deobligate funds (AvnSupO). Letter from the CO delegating the authority to the AvnSupO to Obligate/Deobligate funds not to exceed $10 million per transaction. This cannot be delegated to the division or section Officers/SNCOs.

c. Designation as Appointing Authority. The Appointing Authority is designated via appointment letter by the Accountable Officer (CO) to approve or disapprove DD Form 200 with an EMV up to 100K. See reference (m), (t) and Appendix Z for details.

d. Authorization to Review/Approve Customer Requests that require an R-Supply or ASKIT MVO Document. Letter from the AvnSupO delegating authority to appropriate personnel within the ASD to review/approve any request that requires the generation of an MVO in R-Supply or ASKIT, where the MVO will not exceed $3,500. For information on ASKIT see reference (d).

e. Authorization to Sign Official Correspondence "By Direction" (AvnSupO). Letter from the CO designating the AvnSupO to sign official correspondence "By Direction".

f. Delegation of Authority for User Role and Change Notice report review and approval. Letter from the AvnSupO delegating authority to assigned OIC/SNCOIC within the Aviation Supply Department to review/approve the User Role assignment and Change Notice Report in accordance with references (aj) and (ak).

g. Printed Current Rosters. Printed rosters will include the ASR, T/O, Morning Report and Recall Rosters. Other rosters and or letters may be required depending on local policy (e.g., Safety Rep, Equal Opportunity, Sexual Assault Prevention Officer, ESD Coordinator)

NOTE: Per reference (aj) and reference (m), archived letters (i.e., Letter of Authority/Appointment letters) have a 10-year retention requirement.

1100. General

1. Duties

a. SPAD will perform the following duties:

(1) Maintain the ASD Personnel Board.

(2) Maintain the ASD Personnel File.

(3) Maintain and publish the ASD Recall Roster.

(4) Maintain the ASD Correspondence File.

(5) Review and publish the Morning Report via Marine Online (MOL).

(6) Maintain an active Continuous Process Improvement Management System (CPIMS) account.

(7) Manage the division assignment of incoming personnel as directed by the AvnSupO and AvnSupChf.

(8) Maintain and distribute copies of correspondence, directives, instructions, notices and applicable changes to the appropriate division.

(9) Maintain, submit and conduct training, to include reports/schedules to the MALS HQ as required.

1101. Procedures

1. Maintain the ASD Personnel Board. The ASD Personnel Board will be displayed as depicted in the current ASD Organization Chart shown on page xii. Current T/O and Billet identification Code (BIC) Information can be retrieved from Total Force Structure Management System (TFSMS) for the Marine Aviation Logistics Squadron (MALS) and squadrons assigned to the Marine Air Group (MAG) at the following link: https://tfsms.mceits.usmc.mil. The T/O will need to be on hand for each supported UIC. The master copy of the current MALS and applicable squadron T/O will be maintained on file in SPAD for current and prior reporting period. The three consisting elements are listed below.

a. Authorized Strength Report (ASR) breakout. The ASR contains a recapitulation by grade and primary military occupational specialty (PMOS) of the manpower authorized to each monitored command code (MCC). The ASR will be drawn down in the months of March and September, by the AvnSupChf, from the "Command Profile" website, and will be provided to the SPAD. The AvnSupChf will ensure that report is dated and signed by him/her. The current and prior reports will be maintained on file in SPAD.

b. Personnel assignment per division with the rank/grade/last name, initials, MOS, and Billet Identification Code (BIC) of each individual

c. Daily status (TAD, UA, Due Out, Details, Leave, etc.). Numbers will be calculated by subtracting the O/H from the ASR.

Summary (6602)	MAJOR	CAPT	LT	CWO/WO	TOTAL
MOS	6602	6602	6602	6604	
Core T/O					
O/H					
+/-					
ASR					
O/H					
+/-					

Figure 1-1.--Table of Organization--Officers.

Summary (6672)	MGYSGT	MSGT	GYSGT	SSGT	SGT	CPL	LCPL/ PFC/PVT	TOTAL
MOS	6672	6672	6672	6672	6672	6672	6672	
Core T/O								
O/H								
+/-								
Augment T/O								
O/H								
+/-								
ASR								
O/H								
+/-								

Figure 1-1.--Table of Organization--6672 Enlisted, Continued.

Summary (3152)	SGT	CPL	LCPL	TOTAL
MOS	3152	3152	3152	
Core T/O				
O/H				
+/-				
ASR				
O/H				
+/-				

Figure 1-1.--Table of Organization--3152 Enlisted, Continued.

2. Maintain the ASD Personnel File

a. ASD Personnel File. SPAD will maintain a current ASD Personnel File. This file may be either manual or mechanized and will consist of the information listed below.

(1) Full Name *

(2) Grade *

(3) Electronic Data Interchange Personal Identifier (EDIPI) *

(4) Military Occupational Specialty (MOS) *

(5) Billet Identification Code (BIC) *

(6) Date Joined *

(7) End of Current Contract (ECC) *

(8) End of Active Service (EAS) *

(9) Data of Rank (DOR) *

(10) Date of Birth (DOB) *

(11) Over Seas Control Date (OCD) *

(12) Security Clearance

(13) Security Clearance Adjudication Date

(14) Recall Address *

(15) Recall Phone *

(16) Duty Section

(17) Training and Readiness (T&R) Qualification

(18) CPIMS Qualifications

(19) Service Component (AD, AR, SCMR) *

b. Personal information with an asterisk will be obtained from MOL. Security information can be obtained from S-2. Personally Identifiable Information (PII) pertaining to the maintenance of the Personnel File needs to be in accordance with reference (af).

c. Ensure files containing PII data stored on a network shared drive, removable storage device, laptop are encrypted and password protected. Manual records and printed documents will be marked “For Official Use Only” and maintained in secure location when not in use. SPAD will ensure the ASD Personnel File is current with assigned personnel to the ASD, on the morning report. In accordance with reference (b) and (ag), documents no longer required will be destroyed by shredding. Under no circumstances will documents containing PII data be placed in recycling bins or trash.

3. Maintain and Publish the ASD Recall Roster. SPAD will publish an updated recall roster for the ASD on a monthly basis. This roster will contain the rank/grade, name, address, phone number, and duty section of all ASD personnel.

a. Ensure proper protocol is followed when distributing either via manual or mechanized process.

b. Ensure PII information is protected per reference (af).

c. Ensure all updates on the recall roster are updated in the personnel file and MOL.

4. Maintain the ASD Correspondence File. Correspondence Files will be maintained in accordance with instructions contained in references (b), (c), and (d). SPAD is the ASD's central repository for all internal and external policies and guidance. Original copies will be maintained in SPAD and can be retained electronically.

a. Internal Guidance. Local MALS guidance/policy that pertains to any Marine that belongs to the ASD. (Examples listed below)

(1) Commanding Officer Policy letter(s)

(2) AvnSupO Policy letter(s)

b. External Guidance. Any guidance/policy that comes from an external command/entity other than MALS. Examples listed below:

(1) MEF Policy letter(s)

(2) MAW Policy letter(s)

(3) BASE Policy letter(s)

(4) MAG Policy letter(s)

5. Maintain an active CPIMS account. SPAD and the AvnSupChf will maintain an active account for CPIMS, which will be utilized to validate Marines' Airspeed Certifications. To obtain access to CPIMS, contact your Airspeed Office to create an account. Once your account is created, access can be gained by logging into the following URL: https://cpims.navair.navy.mil/CPIMS. SPAD will maintain direct liaison with the MALS AirSpeed Office and coordinate on such functions as:

a. Coordination of assignments to Continuous Process Improvement (CPI) events.

b. Assignment to CPI-related school seats.

c. Ensure the personnel file reflects the current CPIMS qualification data.

6. Review and publish the Morning Report via Marine Online (MOL). SPAD will review the morning report each morning via MOL to ensure all personnel are accounted for. Additionally, SPAD will ensure that light duty, limited duty,

leave and liberty dates are properly reflected. Before publishing the morning report, the SPAD will provide the current morning report to the AvnSupChf for verification and signature. If MOL is not available, coordinate with S-1 for local reporting procedures. This report will be submitted to the MALS S-1 in the format/time required. Retention for the morning report will be current and four priors.

7. Manage the Division assignment of incoming personnel as directed by the AvnSupO/AvnSupChf. SPAD will ensure all incoming personnel report to the AvnSupO/AvnSupChf for division assignment. Additionally, SPAD will ensure all personnel records reflect up-to-date division assignment on the personnel board, as well as BIC update in MOL.

8. Maintain and distribute copies of correspondence, directives, instructions, notices, and applicable changes to the appropriate division. SPAD will distribute all incoming correspondence and directives. This distribution will be accomplished by providing incoming materiel to the appropriate divisions and obtaining the signature of the division's Officer In Charge (OIC), Staff Noncommissioned Officer In Charge (SNCOIC), and/or the individual receiving the correspondence.

9. Maintain and Submit training reports/schedules to MALS as required. SPAD will maintain and submit any/all ASD required administrative reports/schedules, Calendar Year, Fiscal Year, and any local command requirement (e.g., green side training, DTS annual training, GOVCC requirements, and those designated by the AvnSupO/AAvnSupO/AvnSupChf).

a. Have an active MCTIMS account to draw down rosters and input all completed training within the ASD.

b. SPAD clerk will be a Command Physical Training Representative (CPTR) certified with an appointment letter from the Commanding Officer. This allow the SPAD clerk to effectively hold all training evolutions for the ASD.

CHAPTER 2: WAREHOUSE MANAGEMENT DIVISION (WMD)

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CHAPTER 2

WAREHOUSE MANAGEMENT DIVISION (WMD)

2000. Organization. WMD is organized as follows:

1. Warehouse Receiving Branch (WRB)

2. Warehouse Issue Branch (WIB)

    a. Warehouse Issue Section (WIS)

    b. Warehouse Delivery Section (WDS)

3. Warehouse Storage Branch (WSB)

4. Warehouse Control Branch (WCB)

5. Pre-Expended Branch (PEB)

6. Supply Shipping Branch (SSB)

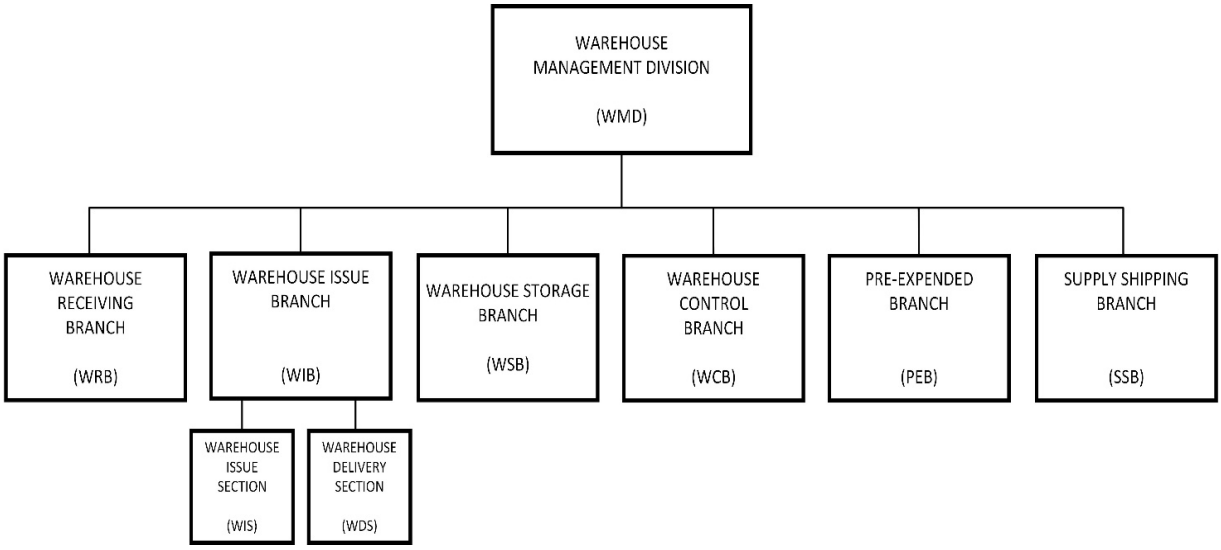

Figure 2-1.--WMD Organization Chart.

2001. Functions

1. The WMD is responsible for the management and control of all repairable and consumable materiel to include:

    a. Receipt Processing.

    b. Storage.

    c. Issue.

    d. Delivery.

e. Induction and recovery of repairable into/from the Intermediate Maintenance Activity (IMA).

f. Shipment and Tracking of Materiel to include Beyond Capability of Maintenance (BCM) components to the appropriate activity.

g. Shelf-Life Program.

h. Classified and Fleet Controlled materiel. Correction and return of financial discrepancies to OMD.

2. The Division OIC/SNCOIC will maintain a current turnover jacket which outlines duties and responsibilities which are site specific. They will also ensure each branch has a current turnover jacket which outlines specific duties/responsibilities and provides step-by-step procedures. Additionally, copies of the following letters, documents and instructions will be filed in the OIC/SNCOIC and applicable turnover jackets:

a. Electrostatic Discharge (ESD) Program/Coordinator Designation Assignment Letter.

b. Hazardous Materiel/Waste (HM/W) Coordinator Appointment Letters.

c. Classified Standard Operating Procedures (SOP) and Access Roster.

d. Appendix AD Contingency Ops.

e. Current and prior Internal/External Audit/Assist with corrective actions.

f. Regional Plant Oversight Authority (RPOA) for all Navy Working Capital Funds appointment letter from the Approving Authority (CO).

3. The Division OIC/SNCOIC is responsible to ensure all personnel assigned to the division are technically proficient utilizing Advanced Skills Management (ASM). The Division OIC/SNCOIC will use appendix I to accomplish this.

4. The Division OIC/SNCOIC will ensure corrective actions are completed and submitted to the SMD Audit Branch (AB) following any internal/external audits of their division.

5. The Division OIC/SNCOIC will ensure reports from all respective branches and sections are reviewed and monitored for accuracy and completeness.

6. The Division OIC/SNCOIC will ensure the division conducts contingency operations, for system non-availability, in accordance with appendix AD.

7. The Division OIC/SNCOIC will ensure all WMD Personnel have access to necessary sites to perform duties specific to WMD (e.g., One Touch, Joint Deficiency Reporting System (JDRS), FedMall, ERP, etc.).

8. The WMD/WCB OIC or SNCOIC will review and sign the Stock Control Review Listing (SCRL) daily. Detailed procedures for required SCRL actions are contained in appendix C.

9. The Division OIC/SNCOIC will review the annotated IOU report with a Warehouse SNCO or WIB NCOIC on a daily basis to ensure all IOU materiel is accounted for. The Division OIC/SNCOIC will sign the IOU report, and the listing will be maintained in WIB. For detailed procedures refer to paragraph 2211.9.

10. The WMD/WCB OIC or SNCOIC will review the annotated Trial and Live R-Supply Automatic reorders prior to requisitions being released by WCB. Once reviewed, the WMD/WCB OIC or SNCOIC will sign the reports granting approval/disapproval for WCB to release/cancel the stock requisitions. The automatic reorders will be maintained by WCB. For detailed procedures, refer to paragraph 2401.7.d.

11. The Division OIC/SNCOIC will maintain a Survey File. This file may be kept physically or electronically. Upon receipt of a survey, the OIC/SNCOIC will verify the DD Form 200 is prepared in accordance with reference (w), (t), and appendix Z.

NOTE: All surveys that are digitally signed will be maintained electronically to retain the digital certificate and authenticate the digital signature.

a. Pending Survey File. This file contains all Reports of Survey, DD Form 200 and supporting documentation, preliminary and causative research, awaiting approval by the Commanding Officer/AvnSupO. After the survey is approved the pending file copy will be removed. This file will be screened across the Inventory Adjustment Report monthly. This file will be segregated by Supply Officer Stores and Non-Supply Officer Stores then maintained in NIIN sequence. Detailed procedures for processing surveys are contained in reference (m), and appendix Z.

b. Completed Survey File (Supply Officer Stores). This file contains the original approved DD Form 200 to include all supporting documentation (causative research) to substantiate the survey directly impacting the stock inventory. This file will be maintained in NIIN sequence separated by fiscal year and will be retained for 10 years in accordance with reference (m), and (t).

c. Completed Survey File (Non-Supply Officer Stores). This file contains the original approved DD Form 200, and any supporting documentation received from supported units having no direct impact against the stock inventory. Additionally, these surveys will be approved and signed by the appropriate squadron Commanding Officer. This file will be maintained in NIIN sequence separated by fiscal year and will be retained for 10 years in accordance with reference (t).

12. The OIC/SNCOIC will ensure all memorandums for the record pertaining to WMD are routed through SMD for notification of the AvnSupO. All approved memorandums for the record will be filed in the OIC/SNCOIC turn over binder.

13. The OIC/SNCOIC will ensure Management Review Controls (MRC) are performed for receipt-to-stow, issues, materiel in I-level repair, and disposal Line of Efforts (LOE) for completeness and accuracy of internal control procedures, in accordance with reference (m). Sign, date, and legibly print or stamp name as evidence of a thorough, complete, and corrective action completed if applicable. The OIC/SNCOIC will submit all

MRC results to the Audit Branch for submission into the MOP Dashboard. The MRC workbook and the required KSDs will be retained for ten (10) years, as required by the source cited in reference (bl).

14. The Division OIC/SNCOIC will ensure root cause analysis is conducted on all "WMD Action" records identified by WAS in the weekly CST report.

15. The Division OIC will ensure oversight of procedures and recommend change and corrective actions necessary as the RPOA to maintain inventory accuracy. Responsible for signing the pre-adjustment/inventory adjustment/causative research form up to 75K. See reference (m) for details.

CHAPTER 2

WAREHOUSE MANAGEMENT DIVISION (WMD)

SECTION 1: WAREHOUSE RECEIVING BRANCH (WRB)

2100. General

1. Responsibilities. WRB is responsible for receiving and distributing all materiel shipped to the Marine Aircraft Group (MAG)/Marine Aviation Logistics Squadron (MALS) from external sources.

2. Duties

a. WRB will perform the following duties:

(1) Maintain the Pending Data Entry File (PDEF).

(2) Maintain the Document Serial Number assignment letter.

(3) Inspect incoming materiel for type, condition, and quantity.

(4) Process all Receipts on Board (ROB)/Receipts in Process (RIP).

2101. Procedures

1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a clearly identified (i.e., labeled) holding file for source documents of transactions processed during temporary system non-availability. For WRB, the documents in this file will be receipt documents (DD Form 1149 or DD Form 1348-1/1A).

b. Whenever the system(s) become available, all transactions represented by the source documents in the PDEF will be entered into the appropriate system.

2. Maintain a Document Serial Number Assignment Letter. This letter contains the block of document serial numbers assigned to each requisitioner within the MAG/MALS and directly supported units. WRB personnel will utilize it to identify who/where to distribute materiel within the MAG/MALS or supported unit. This letter is provided by SMD/SAA and stored electronically via the SharePoint for each division to access. WRB will ensure access to the current electronic listing via SharePoint.

3. Inspect incoming materiel for type, condition, and quantity. WRB will inspect all incoming materiel, verifying the NIIN, quantity, document number, and condition code match the DD Form 1149/DD Form 1348-1/1A. Check for shortages, damaged materiel, improperly marked hazardous materiel, expired shelf-life (DTO and Stock), and misdirected materiel. All packages will be opened, except for manufactured sealed materiel (e.g., vacuum, airtight, or heat sealed). Appropriate annotations will be made on the receipt document to reflect quantities of any damaged materiel received as described in reference (k), volume I, chapter 4. For shortages, overages, damaged or expired shelf-life materiel, WRB will forward materiel to WCB for preparation of a Supply

Discrepancy Report (SDR). The receipt for materiel shall be posted to the BLA within five (5) business days of physical receipt regardless of SDR requirements.

4. Process all Receipts On Board (ROB)/Receipts In Process (RIP). Ensure a copy of the DD Form 1348-1/1A has been removed from the materiel, and all information has been validated. The materiel will be segregated by the following categories: stock, Direct Turn Over (DTO), classified, receipt with exceptions and all other materiel. The receipt document information will be entered into NALCOMIS or R-Supply.

a. Stock Materiel. Stock materiel and all corresponding paperwork will be forwarded to WSB after the RIP has been processed (see paragraph 2101.4).

(1) Processing Stock RIPs. All Stock RIPs will be processed in R-Supply.

(a) RIPs using R-Supply. When processing RIPs utilizing R-Supply the following procedures apply.

(1) Enter into Logistics>Receipt Processing>Receipts in Process.

(2) Enter the DDSN (with suffix code if applicable).

(3) Enter the NIIN from the DD Form 1348-1/1A/ DD Form 1149 if it differs from the ordered NIIN.

(4) Enter the Routing Identification Code (RIC).

(5) Enter the actual quantity received.

(6) Enter cog, if it differs from the ordered cog.

(7) Upon completion, all materiel will be forwarded to WSB for stowing.

b. Direct Turn Over (DTO) Materiel. DTO materiel will be forwarded to the Warehouse Delivery Section (WDS) after the ROB has been processed (see paragraph 2101.4a) or WDS respectively.

(1) DTO Materiel no longer required. Whenever DTO materiel is received, and the requirement has been canceled or filled from another source. The materiel will be sent, with a copy of the receipt, to WCB.

(2) DTO materiel with no DDSN on file in NALCOMIS. Whenever a DDSN is not on file in NALCOMIS, WRB will attempt to process the ROB through R-Supply within five (5) business days of physical receipt of an asset. If the ROB successfully processes through R-Supply, WRB will forward the KSDs and the materiel to WCB for causative research. If the ROB will not process through R-Supply, forward the KSD and the materiel to WCB for further action.

c. Pre-Expended Bin (PEB) DTOs. All PEB replenishment materiel will be ROB'd and forwarded to WDS, with the exception of Phase Kit requisitions which will be forwarded to PEB for processing.

d. Classified /Cryptographic Materiel. All classified /cryptographic (COMSEC) materiel will be forwarded to the WMD OIC/SNCOIC. Cryptographic materiel should be delivered directly to the MAG (Key Management Infrastructure (KMI) Manager. This will include non-aeronautical classified items (e.g., classified publications, manuals, correspondence, etc.), to process these items in accordance with local command/squadron procedures governing the handling of classified materiel. Continual custodial signature control will be maintained on this type of materiel. If cryptographic materiel comes through WRB, it will be identified with a small label on outside of box "attn.: MAG KMI/KMI Manager". The box will not be opened and will be provided to WMD OIC/SNCOIC and the KMI manager will be notified.

e. Receiving personnel must take special precautions and action when receiving Hazardous Materiel (HAZMAT). HAZMAT is identified by Special Materiel Content Codes (SMCC). These SMCCs are listed in reference (t) and appendix R. When HAZMAT is received, WRB personnel will ensure the procedures for receipt of HAZMAT described in reference (t), chapter 8, are adhered to and the materiel has the appropriate labeling. If materiel is received without appropriate labels, an SDR will be prepared and submitted by WCB to the shipper indicating the materiel was improperly marked and/or the technical data markings were missing. Damaged or leaking materiel will be immediately brought to the attention of the Aviation Supply Department (ASD) Hazardous Materiel/Waste (HM/W) Coordinator or their alternate.

f. All Other Materiel. Any materiel not categorized in the above paragraphs will be staged to be reviewed by WCB. WCB will provide further direction on the disposition of this materiel.

5. Special Receipt Processing Notes

a. If receipt overages or shortages are noted during the inspection conducted in paragraph 2101.3 WRB will ensure:

(1) The ROB or RIP receipt quantity processed reflects the quantity indicated on the receipt paperwork.

(2) The actual quantity reflects the quantity received in ready-for-use condition. If a shortage or overage results in an SDR submission, WRB will forward all paperwork and materiel to WCB for processing.

b. WRB must be observant of suffix-coded requisitions. Suffix-coded requisitions reflect those receipts for which only a partial quantity was shipped. It is imperative that suffix-coded receipts have the correct suffix-code recorded when either the ROB or RIP is processed.

c. Occasionally, materiel will be received which does not have a document number. It is categorized as frustrated materiel. WRB will stage all frustrated materiel and any paperwork for further research, to be completed within five (5) business days. WRB should not slow the receipt processing effort by immediately researching frustrated materiel. Set it aside and research it after all other materiel has been forwarded to the appropriate branches. WRB will perform the actions listed below for preliminary research. Unresolved frustrated material along with research documentation will be forwarded to WCB for further action.

(1) The NALCOMIS Requisition List can be used to query either the NIIN or Federal Supply Classification (FSC)/Part Number (PN). This will allow for matching the materiel to a specific document number with shipping status. Utilize R-Supply Stock Item Query to find outstanding requisitions.

(2) WRB can also utilize FEDMALL, WEBFLIS, One Touch, ERP or other tools to identify the document number.

d. Administrative Receipt. An administrative receipt is necessary when materiel is received without a receipt document, if the receipt is damaged or illegible, or when processing over-aged shipments in accordance with reference (k), and (m).

(1). At a minimum, the administrative receipt must clearly define the purpose of the receipt (e.g., missing, damaged, lost in shipment), must contain the document number, NSN, quantity of the NIIN, and the date received. The administrative receipt must contain acknowledgement of the quantity of the NIIN received, annotation (i.e., circle, square, check mark, etc.) that the quantity of the NIIN was verified, a wet signature, a written date, and the printed or stamped name on the shipping documentation.

(2). When a screen image from NALCOMIS or R-Supply is used to create the administrative receipt, the screen image must contain the system date, acknowledgement of the quantity of the NIIN verified with evidence of legible signature/name, written date by the designated personnel receiving the materiel. If there is no digital signature or NALCOMIS/R-Supply system date on the screen image, then the administrative receipt must have two legible signatures. The second-line signature must be signed by an E7 or above, or civilian supervisor level equivalent within 72 hours after the administrative receipt has been created.

e. Receiving personnel must take special precautions and action when receiving Hazardous Materiel (HAZMAT). HAZMAT is identified by Special Materiel Content Codes (SMCC). These SMCCs are listed in reference (k) and appendix R. When HAZMAT is received, WRB personnel will ensure the procedures for receipt of HAZMAT described in reference (k), chapter 8, are adhered to and the materiel has the appropriate labeling. If materiel is received without appropriate labels, an SDR will be prepared and submitted by WCB to the shipper indicating the materiel was improperly marked and/or the technical data markings were missing. Damaged or leaking materiel will be immediately brought to the attention of the Aviation Supply Department (ASD) Hazardous Materiel/Waste (HM/W) Coordinator or their alternate.

CHAPTER 2

WAREHOUSE MANAGEMENT DIVISION (WMD)

SECTION 2: WAREHOUSE ISSUE BRANCH (WIB)

2200. General

1. Responsibilities. WIB is responsible for the issue and delivery of warehouse issues, DTOs, and receipt processing for related transactions. WIB will also retrieve all Not Ready for Issue (NRFI) repairable components from the customer ensuring accuracy of all documents (e.g., Logbook, Scheduled Removal Component Card, VIDS/Maintenance Action Form, etc.).

Part A: Warehouse Issue Section (WIS)

2210. General

1. Responsibilities. WIS is responsible for the issue of all materiel in the AvnSupOs Stores, and the transactions required to manage those issues.

2. Duties

a. WIS will perform the following duties. A list of reports required to perform these duties is contained in table 2-1:

(1) Maintain a Pending Data Entry File (PDEF).

(2) Maintain the Document Serial Number Assignment Letter.

(3) Receive, validate and process request documents for materiel.

(4) Maintain the NALCOMIS INPRO Mailbox.

(5) Maintain the NALCOMIS ISSIP DDSN Mailbox.

(6) Maintain a Not In Stock Research File (NISRF).

(7) Maintain the NALCOMIS DTO ROB Mailbox.

(8) Maintain the pending EXREP file.

(9) Maintain the NALCOMIS IOU Report.

(10) Assist WCB with Issues Listing.

(11) Assist WCB in the Excess Programs.

(12) Conduct the Management Review Controls (MRC) for all applicable Lines of Effort (LOE).

2211. Procedures

1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a holding file for source documents of transactions processed during temporary system non-availability. For WIS, the documents in this file will be copies of request documents and Proof of Delivery (POD)s pending processing.

b. Whenever the system becomes available, all transactions represented by the source documents in the PDEF will be entered into the appropriate system.

2. Maintain a Document Serial Number Assignment Letter. This letter contains the block of document serial numbers assigned to each requisitioner within the MAG/MALS and directly supported units. WIS personnel will utilize it to identify who/where to distribute materiel within the MAG/MALS or supported unit. This letter is provided by SMD/SAA and stored electronically via the SharePoint for each division to access. WIS will ensure access to the current electronic listing via SharePoint.

3. Maintain the INPRO Mailbox. WIS will maintain the INPRO Mailbox. The mailbox shows requisitions for consumable materiel which have been entered into NALCOMIS and no action has been taken. Each shift will ensure all requisitions in the mailbox are researched and either processed for issue, NIS, NC or cancellation using LSC Update. WIB NCOIC will ensure transactions are worked and cleared by the end of each shift

NOTE: Screen all Shelf-Life Materiel to ensure expired materiel is not being issued to supported units. Oldest materiel will be issued first. If shelf-life materiel is found to be expired, materiel will be forwarded to WSB for proper research and validation.

a. Validation of requests for materiel. Valid requirements will be processed as described in the following paragraphs and invalid requirements will be canceled. The reason for cancellation will be annotated on the picking ticket. High priority requirements will be forwarded to the WIS NCOIC or designated personnel to contact the customer prior to cancellation.

b. Processing request documents for consumable materiel. When a request for consumable materiel is entered into NALCOMIS, a LSC of INPRO is automatically assigned and a picking ticket generated. At this point, the processing procedures differ depending on the availability of materiel.

(1) Total Quantity Available. The picking ticket will be taken to the designated location(s) and the requested quantity of materiel pulled. All copies of the picking ticket will be annotated (e.g., 'ISS', 'ISSIP', quantity circled, a legible printed name, signature, and date by the individual pulling the materiel and one copy will remain with WIS to update the LSC in NALCOMIS to ISSIP. Legible printed name means that an outside auditor can easily determine the name of the person signing the document/receipt. The materiel and the remaining copies will be forwarded to the WDS for delivery. The input copy will be disposed. If the NALCOMIS system is not available, the input copy will be placed in the PDEF awaiting system availability.

(2) Partial Quantity Available. The decision to make a partial issue will be based on the Advice Code; if no Advice Code is used, contact the customer to determine if partial quantity will suffice. When a partial issue is made all copies of the picking ticket will be annotated "Part Iss". A

single line will be drawn through the requisitioned quantity and the quantity issued written directly below. The partial quantity issued will be circled, a legible printed name, signature, and date by the individual pulling the materiel. The materiel and the picking ticket will be forwarded to WDS for delivery. A copy of the picking ticket will remain to update NALCOMIS LSC to ISSIP. Ensure the ISSIP quantity on the LSC Update reflects the quantity actually issued. A partial issue automatically cancels the remaining quantity. If the requisitioner needs the remaining quantity, then a new request must be made. If the NALCOMIS system is not available, the input copy will be placed in the PDEF awaiting system availability.

(3) Total Quantity NIS. WIS personnel will ensure all storage locations, suitable substitutes and materiel pending storage are checked before deciding materiel is not available for issue. The Stock Item Query in R-Supply will be used to ensure all recorded locations, suitable substitutes, and outstanding stock requisitions with DRA/X72 are checked. Also, a query of all local pre-built phase kits will be conducted in NALCOMIS > phase kits> Inventory> Search> Inventory NIIN. When all locations, suitable substitutes, local pre-built phase kits and outstanding stock requisitions have been checked and it has been determined the issue cannot be made, the picking ticket will be annotated "NIS," signed and placed in the NISRF.

NOTE: Legible printed name means that an outside auditor can easily determine the name of the person signing the document/receipt.

4. Processing requests documents for Repairable materiel. When a customer orders repairable materiel and the Ready for Issue (RFI) quantity is greater than zero, the requisition is assigned an LSC of ISSIP and a picking ticket is generated. The picking ticket will have the quantity circled, a legible printed name, signature, and date by the individual pulling the RFI materiel before forwarding it to WDS for delivery.

a. There may be occasions when incorrectly identified repairable materiel is delivered to a requisitioner, and the materiel subsequently refused and returned to WSB by WDS. In this situation, WSB will first check any remaining materiel on the shelf.

(1) If the correct repairable materiel is available, it will be provided to WDS for delivery and the incorrect materiel will be given to WCB for further research.

(2) If the correct materiel is not available for issue, process a Warehouse Refusal. This will change the LCS to EXREP.

(3) If there are additional RFI quantities and those assets are unsuitable to fill the requirement, a Warehouse Refusal must be processed to move all RFI quantities, plus the SOIOU quantity to suspense. This materiel will be forwarded to WCB for disposition.

b. When the RFI quantity is zero with an exchange advice code (5G, 5R,5V), the requisition is assigned an LSC of EXREP. The picking ticket will be forwarded to WDS for recovery and induction of the component.

5. Maintain the NALCOMIS ISSIP DDSN Mailbox. DDSNs in the ISSIP mailbox represent requisitions with available on-hand quantity that has been pulled and staged for delivery. Upon completion of delivery, WDS will provide the signed PODs for receipt posting to WIS. Ensure the date and time from the

signed POD is entered into the database. Prior to filing it in the Completed Transaction File (CTF), check the document has legible printed name, signature, date, and circle quantity by the customer. All transactions in the mailbox will be researched and accounted for at the end of each shift. Both off going and oncoming shifts will sign the listings. Current and prior listings for all shifts will be retained.

6. Maintain a Not In Stock Research File (NISRF). The NISRF consists of requisition documents for which materiel reflected oh-hand quantity available for issue but could not be found.

a. The WIS NCOIC or designated personnel will conduct a physical stock check for all documents in the NISRF by verifying gear is not in the warehouse location(s) or surrounding locations.

b. Issue Priority Group I requirements will be screened within one hour of receipt of the request. All others will be screened prior to the end of each shift.

c. When screening NIS requirements, if all or part of the materiel is found, the requirement will be processed for issue or partial issue. The R-Supply Stock Item Query Location Quantity for this record will be checked at this point.

d. For items that are unable to be located with on-hand quantity in R-Supply is a potential inventory discrepancy and will be forwarded to WCB for action.

e. All NIS picking tickets will be cleared from the NISRF before the close of each shift.

7. Maintain the NALCOMIS DTO ROB Mailbox. The DTO ROB Mailbox is requested using the Mailbox Tab in NALCOMIS. This Mailbox reflects those off-station DTO requisitions that have been received on board by WRB, but not yet delivered to the customer. Upon completion of delivery, WDS will provide the signed PODs for receipt posting to WIS. Ensure the date and time from the signed POD is entered into the database. Prior to filing it in the Completed Transaction File (CTF), check the document has legible printed name, signature, date, and circle quantity by the customer. All transactions in the mailbox will be researched and accounted for at the end of each shift. Both off going and oncoming shifts will sign the listings. Current and prior listings for all shifts will be retained.

8. Maintain the NALCOMIS O/I Level IOU Report

a. The NALCOMIS O/I Level IOU Report is a listing of all NRFI repairable components to be recovered from the customer and delivered to the AMSU for induction to the repair cycle. WIS will request the report by selecting the IOU Option within the Reports Module and provide to WDS for recovery of NRFI assets.

b. WIS will utilize the report to monitor all NRFI components owed from the customer. The IOU Report will also indicate materiel that is Remain in Place (RIP) (Advice Codes 52/5S). RIP assets are retained by the customer until the Ready for Issue (RFI) component is delivered. The customer will have 24 hours to turn in the NRFI component after delivery of the RFI

replacement. Strict adherence to this policy must be enforced to ensure the IOU Report remains under control.

c. WDS will have the Organizational Maintenance Activity (OMA) Maintenance Control Supervisor, or the IMA Work Center Supervisor legibly print name, sign, date, and time on the IOU Report as validation of the IOU. A brief description of why the materiel is not ready will be written beside each IOU (e.g., A/C in Nevada will return 8/11, Support Equipment not available, etc.). Daily, WIS will brief the WMD OIC/SNCOIC of IOU statuses. Current and prior reports will be retained.

9. Assist WCB with the Issues Listing. WIS will assist WCB with the R-Supply Pending Issues Listing and the R-Supply Referrals Issues Listing. WIS will physically validate the associated reports by taking storeroom action on pending transactions. WIS will receive both Issue Listings daily from WCB and conduct a stock check on all outstanding documents.

a. If the physical on hand quantity does not match the R-Supply on hand count, and the DD Form 1348-1/1A exist for the associated document(s) then WIS will annotate accordingly for those records ensuring the physical count in the location is annotated showing WCB the remainder quantity.

b. If the physical on hand quantity does not match the R-supply on hand count, and no DD Form 1348-1/1A exists then WIS will annotate "Reprint Picking Ticket", WIS will then ensure WCB re-prints the picking ticket, and the issue can be made accordingly.

c. If the physical on hand quantity matched the R-Supply on hand quantity, and no DD Form 1348-1/1A exists then WIS will annotate the physical count, and "Picking Ticket not on file" on the associated listing (s).

d. If there is no materiel to make the issue then WCB should complete the outstanding requisitions for a quantity of zero as there is no proof the actual transaction physically happened.

d. Once all transactions have been properly validated then WIS will print, sign, date the report, and return to WCB for database action (s).

10. Assist WCB in the Excess Program. WIS will assist WCB in the offload of excess materiel. WIS will receive DD Form 1348-1/1A offload documents from WCB for each component to be offloaded. The quantity to be offloaded is shown in CC 25-29 of the DD Form 1348-1/1A. WIS personnel will go to the location(s) of the materiel and pull the appropriate materiel.

a. An offload that is AT code 6 through 7 (Pure Excess) the quantity in CC 25-29 will be either circled (match) or a single slash through the quantity, write the actual quantity, circle and a legible printed name, signature, and date by the individual pulling the materiel. Forward the excess materiel and related paperwork to SSB. Retain a legible signed copy of the DD Form 1348-1/1A and forward it to WCB for data entry and corrective actions pertaining to quantity changes in CC 25-29.

b. An offload with a retain quantity (AT Code 1 through 5), the quantity in CC 25-29 is the offload quantity and the retain quantity is located on the bottom of the DD Form 1348-1/1A. If the location quantity is greater than the offload quantity, put a single slash through CC 25-29 and write in the

new offload quantity, circle and legible printed name, signature, and date by the individual performing the process. If the location quantity is less than the offload quantity but more than the retain quantity, change the offload quantity, circle and legible printed name, signature, and date by the individual performing the process. If the location quantity is less than the retain quantity, change the offload quantity in CC 25-29 to zero, change the retain quantity to the actual quantity, circle and legible printed name, signature, and date by the individual performing the process. Retain a legible copy and forward it to WCB for data entry and corrective actions pertaining to quantity changes in CC 25-29 and retention in the CTF.

11. Initiate the MRC for the Issue LOE. The WIB NCOIC/SNCOIC will initiate daily or weekly Issue (ISS) LOE in accordance with reference (m). The First-Line Supervisor will either run an SQL or use the Issues Listing (JSL314 batch job) via R-Supply to sample either three (3) of the prior day's transactions or fifteen (15) of the prior week's transactions and inputted in the MRC workbook. The First-Line Supervisor will perform a review to verify the key tasks have been completed, are accurate, and performed within required timelines. If a sample has failed the review, the discrepancy found, and the corrective action taken will be annotated on the MRC workbook. The MRC workbook with the KSDs will be forwarded to the WMD OIC/SNCOIC for review, signature, and retention.

Reports and Files Required for Performance of Duties, WIS			
Report name	Frequency	Retention	Reference
1. Document Serial Number Assignment Letter	Each Fiscal Year	Current	2211.2
2. NALCOMIS INPRO Mailbox	End of Shift	Current & Prior	2211.4
3. NALCOMIS ISSIP Mailbox	End of Shift	Current & Prior	2211.5
4. Not in Stock Research File	As Required	As Required	2211.6
5. NALCOMIS DTO ROB Mailbox	End of Shift	Current & Prior Days	2211.7
6. NALCOMIS IOU Report	Daily	Current & Prior	2211.9
7. MRC for Applicable LOE	As Required	10 years	2211.11

Table 2-1.--Reports Required for Performance of Duties, WIS.

CHAPTER 2

WAREHOUSE MANAGEMENT DIVISION (WMD)

SECTION 2: WAREHOUSE ISSUE BRANCH (WIB)

PART B: WAREHOUSE DELIVERY SECTION (WDS)

2220. General

1. Responsibilities. WDS is responsible for the delivery of warehouse issues and DTOs. WDS will also retrieve all Not Ready for Issue (NRFI) repairable components from the customer ensuring accuracy of all documents (e.g., Logbook, Scheduled Removal Component Card, VIDS/Maintenance Action Form, etc.).

2. Duties

a. WDS will perform the following duties:

(1) Maintain a Pending Data Entry File (PDEF).

(2) Retrieve NRFI Materiel.

(3) Deliver warehouse issues.

(4) Deliver DTO materiel.

(5) Identify Customer Refusals.

(6) Recover from the customer and deliver to Aeronautical Materiel Screening Unit (AMSU) all NRFI components.

2221. Procedures

1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a holding file for source documents of transactions processed during temporary system non-availability. For WDS, the documents in this file will be POD copies of requisitions for materiel having been delivered, handwritten requisitions and DTO receipts pending POD input. Although no specific sequence is required, transactions will be grouped by like categories.

b. Whenever the system(s) become available, all transactions represented by the source documents in the PDEF will be entered into the appropriate system.

2. Retrieve Not Ready for Issue (NRFI) Materiel

a. The NALCOMIS O/I Level IOU Report is a listing of all NRFI repairable components to be recovered from the customer and delivered to the AMSU for induction to the repair cycle. WDS will utilize the report, provided by WIS.

b. WDS will utilize the report to recover all NRFI components from the customer. The IOU Report will also indicate materiel that is Remain in Place

(RIP) and Advice Codes 52/5S. RIP assets are retained by the customer until the Ready for Issue (RFI) component is delivered. The customer will have 24 hours to turn in the NRFI component after delivery of the RFI replacement. Strict adherence to this policy must be enforced to ensure the IOU Report remains under control.

c. WDS will have the Organizational Maintenance Activity (OMA) Maintenance Control Supervisor or the IMA Work Center Supervisor legible printed name, signature, date, and time on the IOU Report as valid when materiel is not available for turn-in. A brief description of why the materiel is not ready will be written beside each IOU (e.g., A/C in Nevada will return 8/11, Support Equipment not available, etc.).

3. Deliver Warehouse Issues. WDS will perform delivery of all issues. When materiel is pulled by WIS and forwarded to WDS with the requested document, WDS will deliver the materiel to the customer and obtain a legible printed name, signature, date, and circled quantity, on the POD from the customer. POD will be retained and provided to WIS upon return to the warehouse. All repairable will either be in a shipping container or bubble-wrapped and placed on padding (foam or similar materiel) within the vehicle.

NOTE: Ensure all PODs are in compliance with FMO standards as outlined in appendix D.

a. Repairable Issues. Deliver all repairable issues received from WIS. The following steps will be used:

(1) WDS will verify the RFI component part number matches the customer's OMA/IMA Turn In Notice or VIDS/Maintenance Action Form (MAF) and NRFI Turn-in before issuing the RFI.

(2) If turn-in retrograde is not available, required documentation is not correct or the Advice Code is not 5S or 52 then refer to paragraph 2401.20b.

b. WDS will ensure all PODs with legible printed name, signature, date, and circle quantity, are turned over to WIS for receipt processing and inclusion into the CTF.

4. Perform delivery of Direct Turn-Over (DTO) Materiel

a. When DTO materiel is received from WRB, WDS will deliver the materiel to the customer and obtain a POD with legible printed name, signature, date, and circle quantity.

b. WDS will ensure all PODs with legible printed name, signature, date, and circle quantity, are turned over to WIS for receipt processing and inclusion into the CTF.

5. Identify Customer Refusals. Whenever materiel is delivered to a customer and it is refused, the WDS must annotate the reason why the materiel is being refused on the picking ticket and forward to WCB for processing.

6. Recover from the Customer and Deliver to the AMSU All NRFI Components. WDS will perform the following actions for recovery and induction of NRFI components:

a. WDS will receive all EXREP DD Form 1348-1/1A from WIS. One copy will be held in the Pending EXREP Induction File, and the other copy will be used to recover the NRFI asset. The DD Form 1348-1/1A will be used to verify the part ordered matches or is a suitable substitute of the NRFI component being turned in as EXREP. The Pending EXREP File will be screened to ensure timely induction of EXREP components.

b. WDS will retrieve all NRFI components from the customer when RFI components are issued, except for materiel designated as RIP, 5S/52 advice coded items. WDS will provide the customer with a signature for the retrograde materiel.

c. When WDS retrieves NRFI components, they will ensure the materiel is properly packaged or bubble-wrapped (e.g., drained and purged, plugs, ESD tape etc.) and screen the OMA/IMA Turn In Notice (figure 2-2) or MAF (figure 2-3), to ensure the appropriate blocks are filled out.

d. WDS will retrieve the logbooks and EHR/SRC Cards for components requiring them. The part number and serial number on the component will be verified to ensure the turn in matches the EHR/SRC Card and/or the logbook.

e. WDS will deliver all NRFI components to the AMSU for induction.

f. If WCB and AMSU/Production Control are not co-located, WDS will retrieve components from AMSU/Production Control and deliver to WCB once processed through the repair cycle.

OMA/IOU TURN-IN NOTICE

Activity			ORG CODE			
VMFA-XXX			**XXX**			
TURN-IN MCN		WUC/UNS				
22AAA2A		**411700**				
TEC	BUNO/Serno	WD	TM	POSIT	EI	
ACMJ	**165735**	**H**	**B**			

REMOVED ITEM

CAGE		PART NUMBER		
72429		**149R1050-110**		
Serno		DATE REMOVED		
1046		**11-Dec-18**		
	TIME/CYCLES	TIME/CYCLES	TIME/CYCLES	
	C00147			
SRC	INITIATED BY			
	SGT I MARINE			
JCN		INSP JCN	TI DDSN	
XXX335200			**8353G136**	

DISCREPANCY

Actuator does not flucuate the correct PSI when folding the blades inward.

Figure 2-2.--OMA/IMA Turn-In Notice Form Example.

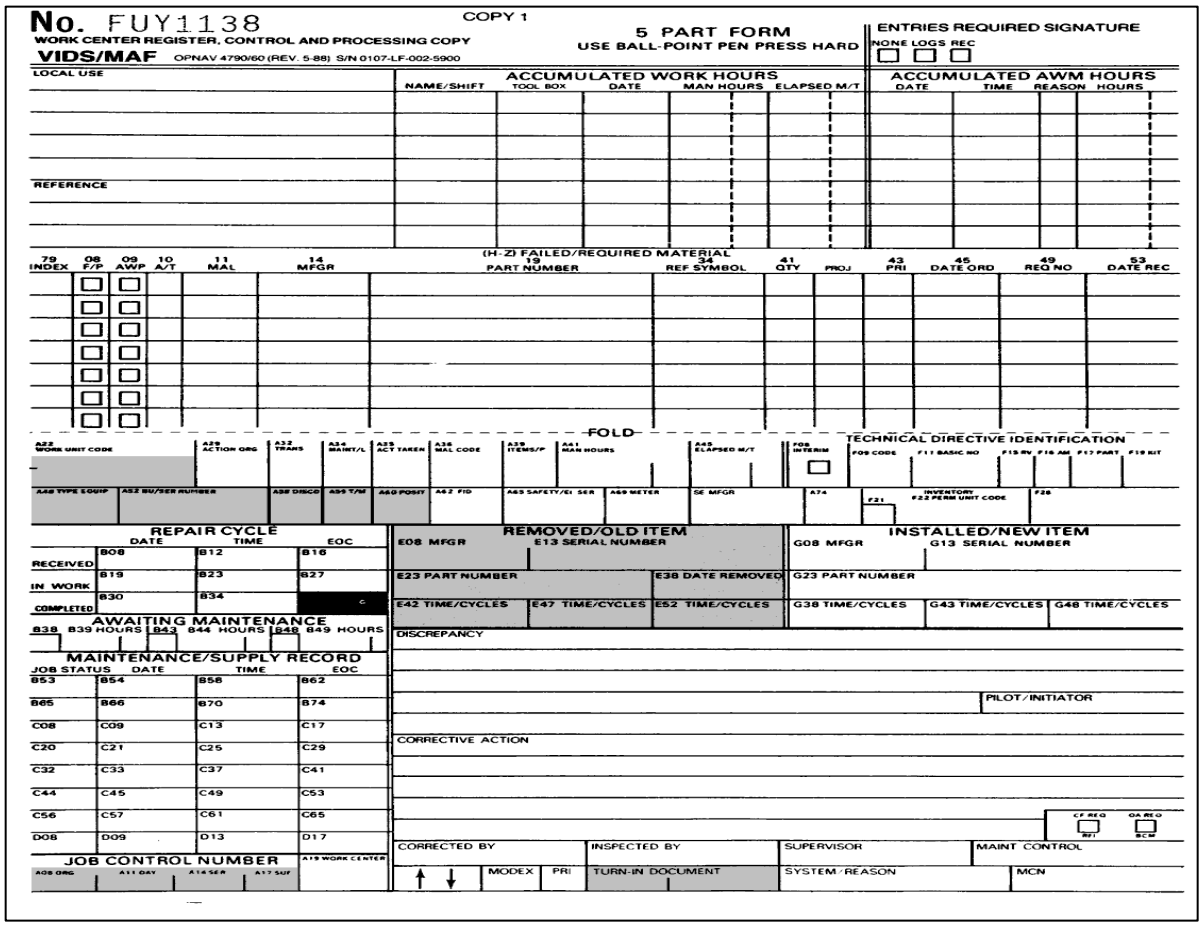

Figure 2-3.--Maintenance Action Form Example.

(1)	Block A22	Work Unit Code (WUC) (must be 5 or 7 characters)
(2)	Block A48	Type Equipment Code (TEC)
(3)	Block A52	Bureau/Serial Number
(4)	Block A58	When Discovered Code
(5)	Block A59	Type Maintenance Code
(6)	Block E08	Manufacture Code
(7)	Block E13	Item Serial Number (Ensure serial number on VIDS/MAF matches serial number on the NRFI component)
(8)	Block E23	Part Number (PN on the VIDS/MAF must match the PN on the NRFI component)
(9)	Block E38	Date Removed
(10)	Block E42	Time Cycles
(11)	Block A08	Organizational Code
(12)	Block A11	Julian Date of JCN
(13)	Block A14	Serial Number of JCN
(14)	Turn-in Document	Turn-in Document Number
(15)	Discrepancy Block	Must contain an explanation of the problem for the failed unit.

CHAPTER 2

WAREHOUSE MANAGEMENT DIVISION (WMD)

SECTION 3: WAREHOUSE STORAGE BRANCH (WSB)

2300. General. WSB is responsible for the receipt, storage, and inventory of all materiel in the Supply Officer's Stores.

1. Responsibilities. WSB is responsible for the receipt (stock), inventory and storage of all materiel in the Supply Officer's Stores.

2. Duties

a. WSB will perform the following duties. A list of reports required to perform these duties is contained in table 2-2:

(1) Maintain a Pending Data Entry File (PDEF).

(2) Maintain the R-Supply Delayed Receipt Report.

(3) Maintain the Stock ROB Mailbox (NALCOMIS).

(4) Maintain a Completed Transaction File (CTF).

(5) Maintain the R-Supply Master Stock Status Locator Listing (MSSLL)/ FEDLOG.

(6) Receive and stow materiel, process stock receipts daily.

(7) Process Spot Inventory Requests.

(8) Conduct the Location Audit Program (LAP).

(9) Prepare and input location additions, deletions and changes.

(10) Process Storeroom Action Listings.

(11) Establish and Maintain a Shelf-Life Program.

(12) Assist in the management and coordination of the ASD Hazardous Materiel/Waste (HM/W) Program.

(13) Maintain an effective Electrostatic Discharge Program.

(14) Process Defective Materiel Summaries.

(15) Pull and stage all pack-ups.

(16) Conduct the Management Review Controls (MRC) for all applicable Lines of Effort (LOE).

2301. Procedures

1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a holding file for source documents of transactions processed during temporary system non-availability. The documents in this file will normally be receipts or handwritten location changes.

b. Whenever system(s) become available, all transactions represented by the source documents in the PDEF will be entered into the appropriate system.

2. Maintain the R-Supply Delayed Receipt Report

a. The Delayed Receipt Report contains a list of receipts which have not been completed (Processed Receipts) within a specified number of days after the Receipt In Process (RIP). Only RIPs manually entered into R-Supply will appear on the report. WSB will request and review the Delayed Receipt Report daily. Current and prior reports will be maintained. The following parameters are available on the Delayed Receipt Report:

(1) Elapsed Days for Reporting - (mandatory). This is a two-digit numeric field to select the number of days elapsed since RIP has processed. The number will be set to no more than 3 days; this will reflect the number of days delay before a RIP, with no corresponding processed receipt, appears on the Storeroom Action Listing.

(2) Elapsed Days for RIP Clear. This is a two-digit numeric field. The number entered will be the number of days the RIP will stay on the Delayed Receipt Report. If left blank, the program defaults to 30 days. Use 99 days to preclude automatic deletion. The RIP will stay on the Delayed Receipt Report until a receipt is processed. If no receipt is processed the RIP indicator will be deleted from the Stock Item Record (SIR) when the clear date is reached. The Delayed Receipt Report will produce the following reports:

(a) Pre-posted Receipts for follow-up and deletion. This is a master report of all RIP transactions meeting the criteria selected. Each transaction will be marked as follows:

1. Follow-up. These transactions fall between the elapsed days for reporting and the elapsed days for RIP clear.

2. Delete. These transactions have exceeded the elapsed days for RIP clear. The RIP indicator in the SIR has been deleted; however, the RIP is still recorded in the Requisition File. Deleted transactions will no longer appear on the Delayed Receipt Report.

(b) Pre-posted Receipt In Process (RIP) without processed receipts (Storeroom Action List). The Storeroom Action List displays all RIPs without a corresponding Receipt. This listing assists the storage personnel in locating materiel which has not completed processing. WSB personnel will locate, process and stow the materiel. This will clear the DDSN from the Storeroom Action List.

(c) Deleted Pre-posted Receipts (Stock Control Action List). Receipts listed are transactions having exceeded the Elapsed Days to RIP clear. Receipts will only show once on this list. The RIP transaction will

be marked as DELETED and the SIR RIP quantity will be reduced. WSB will screen these transactions and determine the action to be taken.

3. Maintain the Stock ROB Mailbox in NALCOMIS

a. The Stock ROB Mailbox reflects those stock requisitions which have been received on board in NALCOMIS and have not been stowed in location.

b. WSB will review the Stock ROB Mailbox at the end of each shift to ensure all materiel is stowed in location. WSB will also update the LSC of the requisition to COMPL by using the NALCOMIS receipt POD function. WSB will then verify requisition is complete in R-Supply. Retention is current and prior shift.

4. Maintain a Completed Transaction File (CTF). The CTF is maintained to substantiate proof of delivery of materiel to customers, excess stock turn-in and proof of materiel received for stock. The CTF can be maintained via Hard Copy or scanned into an electronic database. Financial records posted to the Operating Target (OPTAR) must have a traceable audit trail with supporting documentation. This file will contain signed receipts for DTOs, Stock and issue transactions to show proof of delivery, receipt and to support the financial transaction. A requisition POD will have the customer's legible printed name, signature, date and quantity circled. Offload DD Form 1348-1/1As will be filed for any materiel transferred to the supply system with the Proof of Custody Transfer containing a legible signature and date received as Proof of Shipment (POS) or POD. The CTF is maintained for ten years, in accordance with reference (aj) and found in appendix D.

a. Consumables. Consumables will be maintained by completed Julian date sequence.

b. Repairable. Repairable will be maintained in NIIN sequence within fiscal year of completion date.

5. Maintain the R-Supply Master Stock Status Locator Listing (MSSLL)/ FEDLOG

a. The MSSLL provides NIIN/location cross reference for use during periods of system non-availability. The MSSLL will be requested monthly by SMD/SAA and stored electronically via the SharePoint for each division to access. WSB will ensure access to the current electronic MSSLL listing via SharePoint.

b. FEDLOG, downloaded and maintained by the SAA, will be used as the means to cross part numbers to stock numbers when processing requisitions during periods of system non-availability.

6. Receive and stow materiel; Process stock receipts. When available, IBS will be used for stock receipt processing. Manual receipt processing directly into R-Supply should only be used during IBS non-availability.

a. Upon receipt of incoming materiel from the WRB, inspect materiel received for condition, quantity, or expired shelf-life. WSB will inspect all materiel received for physical condition and match the quantity to the DD Form 1149/DD Form 1348-1/1A receipt document for shortages, damaged materiel, improperly marked hazardous materiel, expired shelf-life and misdirected materiel receipts. Appropriate annotations will be made on the receipt

document to reflect quantities of any damaged materiel received as described in reference (k), volume I, chapter 4. For shortages, overages, damaged or expired shelf-life materiel, WSB will forward materiel to WCB for preparation of an SDR.

b. Prior to stocking any materiel, the WSB will verify the NSN, QTY, UI, DOC NBR and UIC on the DD Form 1348-1A against the gear prior to stowing the materiel in the location(s) listed on the DD Form 1348-1/1A. If there is no location on the DD Form 1348-1/1A, a Stock Item Query will be done to see if a new location has already been assigned. If no location exits in R-Supply, a new location will be established and annotated on the receipt DD Form 1348-1/1A. When R-Supply is not available, the MSSLL will be used to verify the NSN/UI and obtain the location(s) for the requested materiel. Upon completion of this task, WSB will go to the location and attempt to stow the materiel in the primary location listed on the DD Form 1348-1/1A/RIP Screen Print. If the location is full, alternate locations listed on the RIP Screen Print will be used.

(1) For consumables, the packaged materiel will have the NIIN and Unit of Issue. Materiel will be marked legibly to aid in the issue, stowage and inventory process. Materiel not properly packaged will be repackaged prior to placement in stock. Materiel must be stowed with manufacturer's contract or specification number in case a Defective Materiel Summary requires action.

NOTE: All consumable cabinet/FPU/VIDMAR style storage locations will display the NIIN and UI stocked in that location.

(2) For repairable, the container or bubble-wrapped component will have a stow tag attached which will be annotated with the NIIN, Unit of Issue, location, document number (and MCN if applicable), date stocked, serial number (if applicable) and initials of the Marine stowing the materiel. Materiel will be marked legibly to aid in the issue, stowage, and inventory process. Materiel not properly protected will be repackaged prior to placement in stock in accordance with reference (p). Materiel received from the IMA for stock must have DIFM-to-Stow notice and all applicable paperwork attached (e.g., SRC, EHR, RFI, etc.).

(3) Classified materiel will be stowed in accordance with reference (k), volume I, chapter 4, part E, section IV, paragraph 4417, and reference (l). Materiel received from the IMA for stock must have an RFI Tag attached.

c. When the materiel is stowed, the person stowing the materiel will circle the quantity received, legibly print, and sign their name in Block 22 and annotate the current date on the DD Form 1348-1/1A in Block 23. Block 27 will be annotated with the location in which the materiel was stowed.

d. After materiel is stowed and the receipt document annotated, the stock receipt transaction will be scanned using IBS (i.e., IBS). After all materiel has been stowed and scanned, the scanner and all DD Form 1348-1/1A processed will be turned over to the IBS Coordinator for uploading into the IBS mainframe.

e. Manual receipt processing using R-Supply

(1) WSB will process manual receipts in R-Supply>Log>Receipt>Receipt Processing within five (5) business days of the date the warehouse worker

annotates on the receipt document. All receipt documents successfully processed will be annotated with the legible printed name, signature, and date of the processed transaction. The receipt documents will be maintained in the CTF or scanned into an electronic database. If an error message appears while posting receipts to R-Supply the following two steps must be taken:

(a) Verify the information on the receipt is correct (e.g., NIIN, document number, suffix, quantity, UI, and substitutes). If it is determined the data was incorrectly entered into R-Supply, correct the incorrect data field to match the receipt and attempt to reprocess. If unable to process, forward to WCB.

(b) If it is determined the data entered was correct and the problem cannot be resolved, a copy of the Receipt Screen with the error message will be printed and attached to the receipt. The "YES" option will be selected after the statement, Cannot Correct Error – Suspended for Stock Control Action. This will suspend the transaction. The receipt and Error Suspense Screen prints will be forwarded to WCB.

7. Process Spot Inventories. A Spot Inventory is an unscheduled physical inventory which is taken to verify the actual quantity of materiel in storage. WCB will forward all spot inventories to WSB as required. WSB will complete the inventory immediately and return it to WCB for action in accordance with reference (m).

8. Conduct the Location Audit Program (LAP). The LAP is designed to validate and update Stock Item Query Location Data. Procedures for performing LAPs are outlined in appendix M. This process results in improved inventory accuracy, reduced issue processing time and increased Supply Net Effectiveness. A LAP of all storeroom locations will be conducted in conjunction with all inventories. WSB will assist WCB with the execution of the LAP prior to all scheduled inventories. A LAP will be completed no more than five days prior to the physical count. The required location validity of all materiel categories is in references (f) and (m). For the Validation/Storeroom Process, refer to reference (f).

9. Prepare and input location additions, deletions, and changes

a. Location changes and deletions are accomplished to consolidate and protect materiel in the storeroom.

b. Location additions may be entered at the time a receipt is posted or by using Maintain Stock Items Screens.

c. When system(s) are not available, the source documentation with location changes will be placed in the PDEF. Once the system(s) become available, all transactions represented by the source documents in the PDEF will be entered into the appropriate system.

10. Process Storeroom Action Listings (SAL). Upon receipt of a SAL from WCB, the WSB will perform the required actions. The SAL is broken into five parts:

a. NIIN Changes. WSB will completely mark through the old NIIN and clearly mark the new NIIN and date of the SAL on the stock materiel. For repairable, a new stow tag will be created with correct NIIN and date. All

boxes will be opened to verify they are not a multi- pack and the new NIIN is on all the materiel.

b. Unit of Issue Changes. WSB will repackage stock materiel to conform to the new Unit of Issue (UI). The new package will be clearly marked with the NIIN, UI and quantity per package (if applicable). The PDEF must be screened to ensure any materiel stowed in a location, which is not yet recorded in R-Supply, is updated. The new on hand quantity will be annotated on the listing and the completed listing returned to the WCB.

c. Security Code Changes. WSB is responsible for coordinating the relocation of materiel with a change in security classification and will ensure the location change is completed in R-Supply/NALCOMIS.

d. Shelf-Life Code/Shelf-Life Action Code Changes (SLC/SLAC). WSB must check the manufactured/cure date on each item in stock and take the required action in accordance with the action indicated for the appropriate SLC/SLAC. Definitions and required actions for SLC/SLAC are in reference (k) and appendix Q.

e. Exhaust, delete, superseded or condemned stock.

(1) Exhaust. WSB will mark the materiel "Use Until Exhausted."

(2) Delete. When an NSN is to be deleted, WSB will screen all locations assigned, remove the materiel, and place the materiel in the Pending Off-load Area. When the SAL is returned to WCB, a DD Form 1348-1/1A will be prepared and forwarded to WSB for the materiel to be offloaded. The materiel will be delivered to SSB for shipment.

(3) Superseded. WSB will update the NIIN on the materiel and location, consolidate the materiel into one location (if possible) and provide an inventory to WCB.

(4) Condemned Stock. When a NIIN is to be condemned, WSB will screen all locations assigned, remove the materiel, and place the materiel in the Pending Off-load Area. When the SAL is returned to WCB, a DD Form 1348-1/1A will be prepared and forwarded to WSB for the materiel to be off-loaded. The materiel will be delivered to SSB for shipment.

NOTE: After processing, WSB will legibly print, sign, date/time the SAL and return to WCB.

11. Establish and maintain a Shelf-Life Program. WSB will conduct a Quarterly Shelf-Life Review based on calendar year basis to ensure materiel has not exceeded its life expectancy. Ensure materiel with the oldest RFI date is issued first (stock new materiel behind older stock). Ensure all Type I and Type II Shelf-Life Materiel is stored in segregated locations from other AvnSupO Stores. In addition, Type I will be stored separately from Type II. All shelf-life materiel will be marked with an expiration date. For detailed procedures refer to appendix Q, and reference (f).

a. Shelf-Life Inspection Listing. A Shelf-Life Listing will be requested for the purpose of screening shelf-life materiel in stock, which has expired. Repairable and consumable shelf-life materiel (except SLAC 00) will be inspected on a quarterly basis. This will be done to ensure no

expired materiel is maintained in stock and inadvertently issued to a customer. The Shelf-Life Inspection Listing will be obtained by utilizing procedures outlined in appendix Q.

(1) Expired Shelf-Life Materiel. WSB will then utilize the Shelf-Life Inspection listing to ensure all expired materiel and a copy of the annotated listing is forwarded to WCB. WCB will ensure expired materiel is processed for offload to Defense Logistics Agency Disposition Services (DLADS), induction into the IMA for repair, processed for BCM action if no repair capability exists or sent to the appropriate Customer Service for repair action. Only the current month's listing must be retained.

b. Blank SLC/SLAC. These items will be produced by Utility Program/ADHOC and will be tailored to select only those NSNs with a blank SLC/SLAC. WSB will ensure all Stock Item Records with a blank SLC and/or SLAC are identified. WSB will conduct research to determine the appropriate SLC and SLAC. After the SLC and SLAC have been identified, they will be loaded to R-Supply by selecting Inventory>Stock Item>Maintain Stock Item and NALCOMIS by selecting MRF>Search>NIIN. These records will be reviewed monthly and a current and prior annotated/worked Listing will be maintained.

c. Shelf-Life Location Validation. WSB will produce a tailored ADHOC to ensure all Shelf-Life Materiel is stored in a segregated/designated location. WSB will establish a new location for any Shelf-Life materiel identified from this ADHOC located in a non-Shelf-Life location. The new location that is established will be integrated with existing Shelf-Life materiel. Utilizing the same ADHOC, WSB will relocate and establish a new location for any materiel that is no longer Shelf Life. These records will be reviewed monthly and a current and prior annotated/worked Listing will be maintained.

12. Assist in the management and coordination of the ASD Hazardous Materiel/Waste (HM/W) Program. The AvnSupO will appoint in writing, a HM/W Coordinator and an alternate. This individual will be responsible for the management and coordination of the ASD Hazardous Materiel/Waste (HM/W) Program. Copies of these appointment letters will be retained in the OIC/SNCOIC turnover binder for current and prior appointees.

a. Materiel Safety Data Sheet (MSDS) Files, manual or electronic, will be maintained for every type of HAZMAT recorded on the R-Supply SIT for all on-hand AvnSupO assets. Information required to complete the MSDS file is in appendix R. Additional information such as HAZMAT definitions, sample MSDS, and a list of Federal Supply Classifications (FSC) considered HAZMAT can be found in reference (k).

b. For information concerning management and coordination of the ASD Hazardous Materiel/Waste (HM/W) Program, refer to appendix R.

13. Maintain an effective Electrostatic Discharge (ESD) Program

a. ESD is the transfer of an electrostatic charge between bodies at different electrostatic potentials caused by direct contact or induced by an electrostatic field. It is potentially damaging to electrical and electronic equipment. Knowing the effects of ESD on solid-state electronic components and equipment is a necessary part of aviation logistics. Improper handling, transportation and storage techniques can cause electrostatic sensitive devices and components to fail. ESD induced failures require ESD control

protection measures to be an integral part of aviation maintenance and supply disciplines. All solid-state electronic components and assemblies containing such components are considered ESD items unless otherwise directed by higher authority. These items include printed circuit board assemblies, modules, SRAs, WRAs, individual components and integrated circuits.

(1) The AvnSupO will: Designate an ESD Program Coordinator and Alternate ESD Program Coordinator from WMD using an ESD Program/Coordinator Designation Assignment Letter.

(2) The Program Coordinator will:

(a) Be responsible to the AvnSupO for implementing the ESD Program and enforcing compliance within WMD.

(b) Retain ESD items in protective packaging while in storage areas.

(c) Ensure ESD items are properly packaged per reference (p) prior to shipment.

(d) Ensure this Manual and references (e) thru (x) are readily available and complied with.

(e) Provide initial and refresher training to all personnel who handle, inspect, package or transport ESD items. Reference (an) contains information to aid in developing appropriate lessons.

(f) Establish and maintain an ESD workstation as identified in reference (o), chapter 10, paragraph 10.21.3.

(g) Conduct periodic work area reviews ensuring sufficient ESD protective materials are available and being used.

(h) Maintain a Program File to include:

1. Applicable POCs.

2. List of personnel who completed training.

3. Program related correspondence and message traffic.

4. Applicable references and cross reference locator.

5. ESD Program Coordinator/Assistant Coordinator assignment letters (filed in WMD OIC/SNCOIC turnover binder).

(i) Coordinate/assist the Quality Assurance (QA) Division with annual audits.

(j) Ensure all discrepancies identified during annual QA audits are corrected and results forwarded back to QA via the SMD OIC.

(3) The ESD Assistant Program Coordinators for the ASD shall:

(a) Assist the ASD ESD Program Coordinator with implementing and maintaining this program within their divisions.

14. Process Defective Materiel Summaries. The SAA will produce the Defective Materiel Summary Report and distribute to the department. There are two types of Defective Materiel Summaries:

a. Category I Deficiency Report. A report of a critical defect which may cause death, injury, or severe occupational illness; would cause loss or major damage to a weapon system; critically restricts the combat readiness capabilities of the using organization; or any defect which would result in a production line stoppage.

b. Category II Deficiency Report. A report of a product quality deficiency, which does not meet the criteria, set forth in Category I. Category II normally is used for reporting major and minor defects.

c. NAVSUP WSS-M conducts monthly updates of the Defective Materiel Summaries, which are located on the NAVSUP WSS Extranet website at: https://my.navsup.navy.mil/apps/sites/navsup_wss_extranet/pages/defective_materiel_summaries. These summaries include a list of NSNs which should be inspected, suspended, or reported. They direct activities to suspend and report on hand quantities of defective items. WSB will take action and process the summary, WSB will dispose of defective materiel in accordance with the defective materiel summary. Maintain all completed Defective Materiel Summaries, annotated with action taken, for current and prior fiscal year.

15. Pull and stage pack-ups. These procedures are contained in appendix AA, Deployed Operations.

16. Records Dropped from Stock (Part 10). Perform action upon receipt of Part 10 report from the WAS (quarterly). This part of the report shows records that have dropped from the (Active) Item Table due to no allowance established with having zero on-hand and zero on order. A physical inventory of these records will be taken to ensure that there is no materiel on-hand. If there is no materiel on-hand, then it is acceptable that the record has dropped from the (Active) Item Table and location label(s) physically removed from location. If materiel is found to be on-hand for a record that has dropped from the (Active) Item Table, then the record must be re-activated on the Item Table and spot inventory initiated.

NOTE: Upon completion of Part 10 report, ensure clean up in NALCOMIS is completed by deleting records dropped from stock locations in the MRF record.

17. Initiate the MRC for applicable LOEs.

a. Receipt-to-Stow LOE. The WSB NCOIC/SNCOIC will initiate the weekly Receipt-to-Stow (R2S) LOE in accordance with reference (m). The First-Line Supervisor will either run an SQL or the Receipts Listing (JSL315 batch job) via R-Supply to sample either three (3) of the prior day's transactions or fifteen (15) of the prior week's transactions. The First-Line Supervisor will review to verify key tasks have been completed, are accurate, and performed within the required timelines. If a sample has failed the review, the discrepancy found, and the corrective action taken will be annotated on

the MRC workbook. The completed MRC and all KSDs will be forwarded to the WMD OIC/SNCOIC for review, signature, and retention.

b. Materiel-in-Intermediate Level Repair LOE. The WSB NCOIC/SNCOIC will initiate the weekly Materiel-in-Intermediate Level Repair (MIL) LOE in accordance with reference (m). The First-Line Supervisor will run an SQL to sample either three (3) of the prior day's transactions or fifteen (15) of the prior week's transactions. The First-Line Supervisor will review to verify key tasks have been completed, are accurate, and performed within the required timelines. If a sample has failed the review, the discrepancy found, and the corrective action taken will be annotated on the MRC workbook. The completed MRC and all KSDs will be forwarded to the WMD OIC/SNCOIC for review, signature, and retention.

Reports and files Required for Performance of Duties, WSB			
Report name	Frequency	Retention	Reference
1. Delayed Receipt Listing, R-Supply	Daily	Current & Prior	2301.2
2. Stock ROB Mailbox, NALCOMIS	End of Shift	Current & Prior	2301.3
3. Completed Transaction File	As Required	10 years	2301.4
4. R-Supply Master Stock Status Locator Listing (MSSLL)	Monthly	Current	2301.5
5. Shelf-Life Inspection Listing	Quarterly	Current & Prior	2301.11a
6. SLC Mismatch Reconciliation	Quarterly	Current & Prior	2301.11a, appendix Q
7. Expired Shelf-Life Materiel Listing	Monthly	Current	2301.11a(1)
8. Blank SLC/SLAC Listing	Monthly	Current & Prior	2301.11b
9. Shelf-Life Location Validation Listing	Monthly	Current & Prior	2301.11c
10. Hazardous Materiel/Waste (HM/W) Coordinator Appointment Letters	As Required	Current	2301.12
11. Hazardous Materiel Safety Data Sheets	As Required	As Required	2301.12
12. Electrostatic Discharge (ESD) Program File	As Required	As Required	2301.13a(2)(j)
13. Defective Materiel Summaries	Monthly	Current & Prior Fiscal Year	2301.14
14. Records Dropped from Stock (Part 10, received from WAS)	Quarterly	Current & Prior	2301.16
15. MRC for Applicable LOEs	As Required	10 Years	2301.17

Table 2-2.--Reports Required for Performance of Duties, WSB

CHAPTER 2

WAREHOUSE MANAGEMENT DIVISION (WMD)

SECTION 4: WAREHOUSE CONTROL BRANCH (WCB)

2400. General

1. Responsibilities. WCB is responsible for all functions related to inventory, management, accountability, and storage of classified material. WCB is also responsible for processing receipts with exceptions, processing all repairable returned from the IMA and for the screening/tracking of BCM components. The WCB OIC/SNCOIC will review and validate the reports required for the performance of duties, listed in table 2-3.

2. Duties

a. WCB will perform the following duties. A list of reports required to perform these duties is contained in table 2-3:

(1) Maintain a Pending Data Entry File (PDEF).

(2) Maintain accountability of materiel issued for pack-ups/sub-custody.

(3) Maintain the Master Stock Status Locator Listing (MSSLL).

(4) Maintain access to FEDLOG.

(5) Review and maintain the Local Management Code (LMC) and the Automatic Reorder Restriction Code (ARRC) Letter.

(6) Maintain Security Control Documents for Classified Materiel Storage Area.

(7) Initiate and Monitor Stock Requisitions.

(8) Monitor and conduct follow-up action on requisitions for stock

(9) Review and Correct Stock Requisitions with Overage Shipment Status.

(10) External Materiel Obligation Validations (MOVs).

(11) Maintain Supply Discrepancy Reports.

(12) Maintain the Engineering Investigation (EI)/Product Quality Deficiency Report (PQDR)/Hazardous Materiel Report Files.

(13) Maintain established goals for inventory/location validity and O/H stock levels for all materiel.

(14) Conduct SMART Offload Processing (as required).

(15) Maintain a Frustrated Materiel Area.

(16) Processing requisitions for Lateral Support.

(17) Maintain and Monitor Issues Listings.

(18) Initiate corrective action on all unprocessed transactions that affect the inventory.

(19) Optionally, Monitor and Maintain the NALCOMIS Critical Items Report.

(20) Process requisitions and receipts with exceptions.

(21) Ensure the identification and management data of all records are accurately maintained.

(22) Conduct R-Supply/NALCOMIS Reconciliation.

(23) Review Technical Directives Compliance (TDC) for storeroom availability.

(24) Review and maintain the NAVSUP WSS Stock in Transit (SIT) Discrepancies Listing.

(25) Maintain accountability of all repairable during the local issue, recovery, induction and repair process.

(26) Process all repairable returns from the IMA and ensure proper screening and carcass tracking of BCM components.

(27) Process Components for Repair and Return.

(28) Carcass Tracking.

(29) Designated as the Inventory Accountable Property Officer/Reviewing Authority for all NWCF-SM.

2401. Procedures

1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a clearly identified (i.e., labeled) holding file for source documents of transactions processed during temporary system non-availability.

b. Whenever the system(s) become available, all transactions represented by the source documents in the PDEF will be entered into the appropriate system.

2. Maintain accountability of materiel pulled for Pack-Up/Sub-Custody

a. General. Any time materiel is pulled for a pack-up (PUK) or Sub-Custody, a Support Package Listing or Sub-Custody Notice will be printed.

(1) WSB will pull and stage the requested materiel and annotate the pulled quantity on the listing. The annotated listing will be forwarded to WCB for input into R-Supply. Once complete, WCB will then request a NALCOMIS Pack-up Status and R-Supply Support Package Reports to ensure all quantities

match. Procedures can be found in the R-Supply User's Guide, keywords "Processing Pack-ups" and appendix AA. A Pack-up File will be maintained for each supported unit. The signed PUK joint inventory listings will be maintained in the date signed sequence in the Pack-Up File for the life of the PUK.

b. Processing Pack-ups. WCB personnel will ensure the following:

(1) A joint inventory is conducted by WCB, DSB and the Designated Representative (E-5 or above).

(2) Both releasing and receiving parties will sign, date, and legibly print or stamp name on the first page of the PUK listing.

(3) The original signed listing is forwarded to DSB, a copy will be retained in WCB, and a copy will be provided to the Designated Representative.

(4) The Pack-up listing will be maintained in the Pack-up Signature File until pack-up has been returned.

c. Processing requisitions from deployed units and pack-up replenishment. These procedures are contained in appendix AA, Deployed Operations.

d. Processing Pack-up Returns. When pack-ups are returned, a joint inventory will be conducted by WCB, DSB and the Designated Representative using the Support Package listing, DD Form 1348-1/1A shipping documents representing pack-up replenishment and issue documents representing issues made during deployment. The Designated Representative, WCB, and DSB will sign, date, and legibly print or stamp name on the first page of the original PUK inventory listing within thirty (30) calendar days of the PUK return. After the joint inventory, WCB will input all X24R from the inventoried Support Package listing to return all materiel from the pack-up. RFI components will be forwarded to WSB for storage. NRFI components will have a completed turn-in MAF, all paperwork associated with the retrograde component (i.e., SRC, EHR) and turn-in document for induction into the IMA. Surveys for unresolved discrepancies that meet the criteria outlined in appendix Z and reference (m) will be prepared by the pack-up's Designated Representative and processed in R-Supply/NALCOMIS by WCB. For unresolved consumable overages or shortages, DSB will process O/H Quantity Inventory Adjustments as described in reference (m). WCB will assist DSB in this process. WCB will utilize the NALCOMIS Direct Support Materiel Requirement to backfit deployment documents. Issue/POD copies will be maintained in the CTF or scanned into database. After all processing is completed, WCB will request an R-Supply Support Package Listing and a NALCOMIS Pack-up listing to ensure there are no discrepancies and both databases match.

NOTE: Ensure there are no quantities left on R-Supply Pack-up Listing.

e. Processing Components for Sub-Custody. Upon receiving a material request, per reference (m), the inventory custodian will submit a routing sheet, email, or locally generated request form that includes the following key elements: customer, start and end dates, and material requested for, to the first line supervisor/management for approval. The first line supervisor/management will sign, date, and legibly print or stamp name on the request form. Once the material is pulled and sub-custody is processed in

NALCOMIS, ensure the sub-custody notice is printed. A joint inventory between the receiver and the releaser is required upon initial release and upon change of sub-custody custodian. Both parties will sign, date, and legibly print or stamp name on the sub-custody notice. Classified materiel will be signed for individually utilizing the DD Form 1907. KMI materiel will be signed for individually utilizing the Standard Form 153.

(1 Sub-Custodies will be reconciled using the NALCOMIS Sub-Custody Listing Report and verify each sub-custody has a NAVSUP Form 306 or locally generated report. A locally generated report is the NALCOMIS Sub-Custody Notice print out with all attributes stated in reference (m).

(2) An outstanding Sub-Custody File will be maintained for each supported unit in NIIN sequence. Sub-custody materiel resulting in an inventory adjustment, the sub-custody notices and key supporting documents to include a copy of all appropriate survey documentation will be retained for ten (10) calendar years. Refer to reference (m) for detailed procedures.

f. Return of Sub-Custody Materiel. The Return from Sub-custody list will be processed in NALCOMIS (X40R) to return the materiel back to the WMD O/H shelf quantity. The NIIN's sub-custody record will be removed from the current file, followed by a joint inventory and a verification of the condition of the returned materiel. Both the Designated Representative and WCB Marine will have a legible printed name, signature, and date of return. A copy of the returned sub-custody KSD file will be given to the Designated Representative as proof of turn-in and WCB will file the original in the completed Sub-Custody Signature File.

NOTE: Per appendix N, WCB will physically inventory all Sub-custody materiel prior to the annual scheduled repairable inventory.

3. Maintain an R-Supply MSSLL. The MSSLL provides NIIN/location cross reference for use during periods of system non-availability. The MSSLL will be requested monthly by SMD/SAA and stored electronically via the SharePoint for each division to access. WCB will ensure access to the current electronic MSSLL listing via SharePoint.

4. Maintain access to FEDLOG. FEDLOG, downloaded and maintained by the SAA, will be used as the means to cross part numbers to stock numbers when processing requisitions during periods of system non-availability.

5. Review and maintain the Local Management Code (LMC) and the Automatic Reorder Restriction Code (ARRC) Letter and Listing. WCB will review and maintain the LMC and the ARRC letter as well as a listing, which identifies LMCs and ARRCs assigned to each Stock Item Record.

a. Quarterly, SMD will initiate, coordinate and be responsible for dispersing a copy of the LMC/ARRC lists and LMC/ARRC letter for review.

b. Utilizing the LMC/ARRC list from SMD WCB will produce an ADHOC/SQL of all Stock Item Records pertaining to WMD as follows:

(1) LMC. Utilized for any items on the stock item table managed by WMD [e.g., V2 (V22), HZ (HAZMAT), C8 (Minimum order quantity), DR (DRMO)].

(2) ARRC. Utilized for any items on the stock item table managed by WMD [e.g., DN (Item Deleted), CJ (Item coded Obsolete or inactivated), NS (Never Stock), RZ (Discontinued Item)]. Issue old stock until exhausted.

c. WCB will review the listing to determine the following:

(1) Is the current LMC assigned still required?

(2) Is the current ARRC assigned still valid? Validation is conducted in both R-Supply and the external system to ensure accuracy of information. For NIINs with RO greater than zero, WCB will coordinate with the WAS to remove the allowance and support package(s).

d. WCB will update any required information as applicable and delete any LMC/ARRC that is no longer required or valid. Only the current letter and listing will be retained.

NOTE: WCB will exclude all WAS LMCs (e.g., M1-4, CS, etc.) from their listing.

e. Once review is complete, WCB will return the LMC/ARRC list to SMD with updates annotated as necessary. Only the current letter and NIIN listing will be retained.

6. Maintain Security Control Documents for the Classified Materiel Storage Area

a. Classified materiel can be maintained either within a secured storage area of the AvnSupO stores in accordance with local procedures; or it can be sub-custodied to the MALS Avionics Officer or MAG KMI Manager.

b. An access list of persons authorized to enter the classified materiel storage area will be maintained on file and posted at the entrance of the classified materiel storage area.

c. A log documenting each entry into the classified materiel storage area will also be maintained. The log will indicate date, name, and time in/out along with document number, MCN, NIIN, part number and serial number as required.

d. KMI items are identified by CNO Washington DC 281802Z SEPT 00 and the Memorandum of Agreement (MOA) between NAVSUP WSS and NAVAL COMSEC MATERIEL SYSTEM (NCMS). This MOA combines Controlled Cryptographic Item (CCI) Ordering Procedures with Navy Supply Ordering Procedures. Once the materiel requirement is identified by the squadron, they will be required to requisition the required materiel from the MALS ASD. At this time the WMD will ensure the KMI Manager receives a copy of the requisition (DD Form 1348-1/1A). The KMI Manager will then be responsible for providing the DD Form 1348-1/1A to the WMD with the customer's legible printed name, signature and date received for entry into the CTF. To receive stock replenishments, the WMD will provide the Stock Requisition Number and NIIN to the KMI Manager to be annotated on their disposition message to NCMS and NAVSUP WSS.

NOTE: The KMI Manager will annotate the Issue Requisition Number(s) on the SF 153 for the NRFI materiel being shipped. KMI manager will provide tracking information when NRFI materiel is shipped for WMD to post a POS in

eRetrograde management System (eRMS). When the KMI Manager receives a copy of the SF 153 from the repair facility stating they have custody, the KMI Manager shall provide a copy of the SF 153 to the WMD to post the POD in eRMS and close carcass tracking. For more detailed information see NCMS Message 071329Z MAR 12 and KMI 5.

e. Procedures for the handling of classified materiel, its stock replenishment, physical inventory, maintenance of stock records, security, issue and storage within/outside of the Supply Officer's Warehouse (requires authorization from the MALS Commanding Officer) is found in reference (k), volume I, chapter 4, part E, section IV, paragraph 4417 and chapter 6, part A, Section III, paragraph 6012 and reference (l). Local procedures signed by the AvnSupO will be drafted.

7. Initiate and Monitor Stock Requisitions. Stock replenishments are necessary to ensure on-hand stock is adequate to meet demand. The goal of requisition monitoring is to ensure the on-hand (O/H) quantity plus stock due (STKDUE) is equal to the RO (O/H + STKDUE = RO) and outstanding stock requisitions are valid and have acceptable status. Requisitions for stock may be generated one of the four ways: NALCOMIS One-for-one reorder, R-Supply Initiate Requisitions Function, NALCOMIS Requisition Contingency Function with a "BV" Contingency Code, or R-Supply Automatic Reorder.

a. NALCOMIS One-for-one reorder (Repairable only). Normally, repairable will be requisitioned for stock on a one-for-one basis after one part is BCM'd. The processing of SO BCM assets from the CRA will generate an Issue (X31) causing NALCOMIS to automatically generate a stock replenishment requisition if DEF to FAQ.

b. R-Supply Initiate Requisitions Function. This function is utilized to build stock requisitions manually in R-Supply. Requisitions can be auto generated by R-Supply or manually inputted. If a requisition is manually inputted then the Post Post must be checked, see below. Once the initiate requisition is complete, an AT_ must be processed to ensure the requisition is released into the external supply system by the SAA. See the below example of a manually inputted requisition via R-Supply Initiate Requisitions Function:

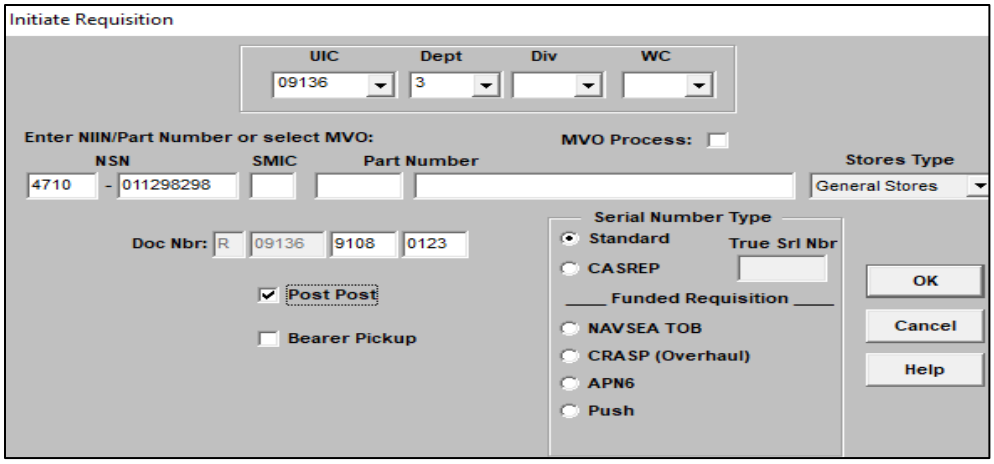

Figure 2-4.--Initiate and Build Requisition.

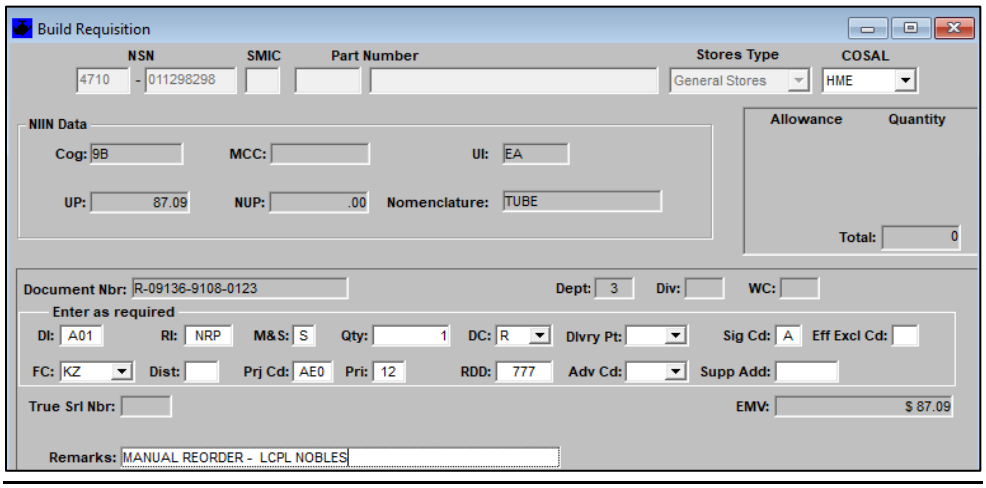

Figure 2-4.--Initiate and Build Requisition, Continued.

c. NALCOMIS Requisition Contingency Function (Repairable only). This function is utilized to build repairable stock requisitions in NALCOMIS. When building the requisition ensure to utilize the "BV" Contingency Code. This function is usually used to reorder FLR to ensure they have a Repairable Stock Doc series of 1800-1999. Do not utilize 1700 series, it's reserved for NALCOMIS auto reorders.

d. R-Supply Automatic Reorder. Daily, consumables and repairable will be requisitioned for stock via automatic reorder in R-Supply. Prior to running a "Live" reorder, a "Trial" reorder will be generated and reviewed with corrective actions annotated. WCB will also verify the availability of BP-28 funds for 9_ and 3_ Cogs prior to going "Live". Reorder interval is as follows:

(1) Non-Repairable. Selection of this function identifies records where the O/H plus STKDUE is less than the RP, a situation defined as Deficient to Reorder Point (DEF to RP) and creates requisitions for the deficient quantity. The following outlines how to conduct a daily non-repairable DEF to RP reorder.

DAILY REORDER FOR ALL NON-REPAIRABLE DEF-TO-RP:

(a) Type: Routine

(b) Computation: RP to (Total OH+Stk Dues+Subs O/H+Subs Due QTY)

(c) Routine: Change to 05(OCONUS) /06 (CONUS)

(d) RDD: 777

(e) Designate Materiel: Non-repairable

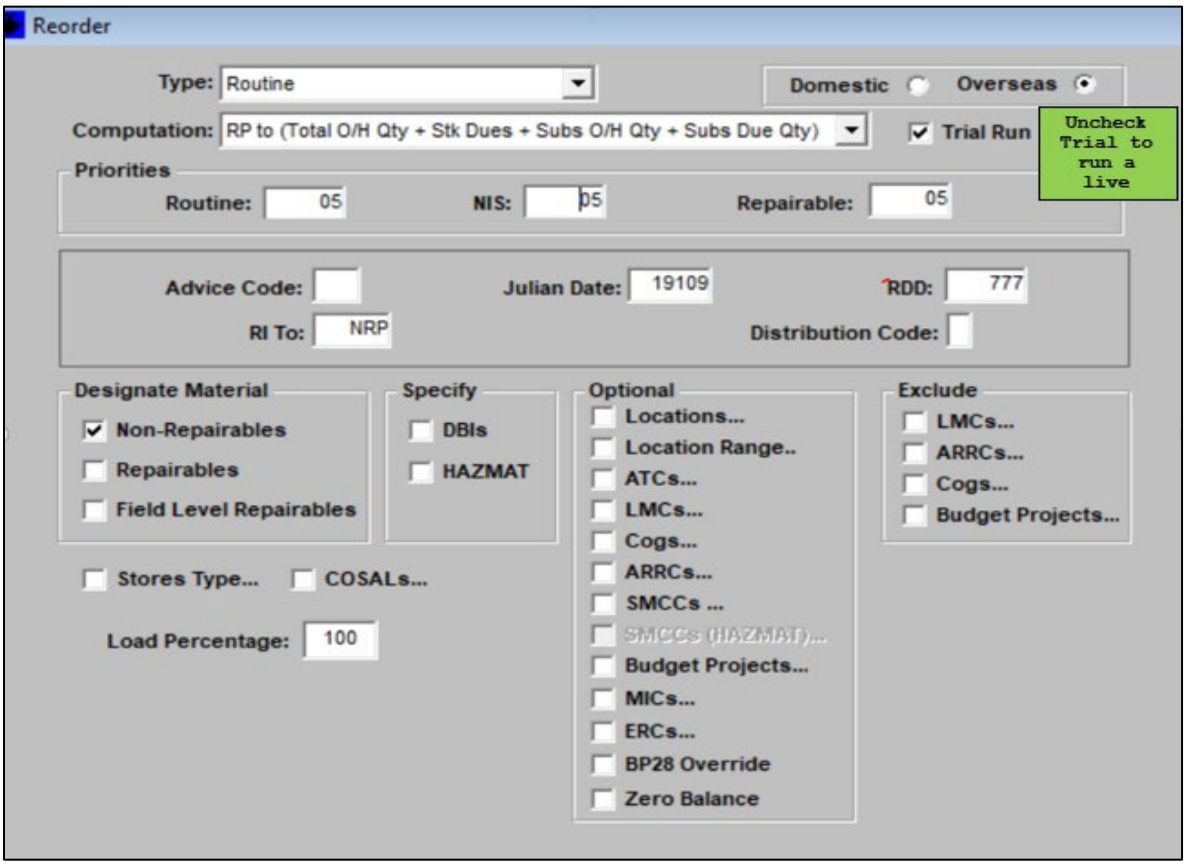

Figure 2-5.--Non-Repairable Daily RP Buy.

(2) Repairable. This function identifies records where the O/H plus STKDUE is less than the RO, a situation defined as Deficient to Requisition Objective (DEF to RO) and creates requisitions for the deficient quantity. Normally, all repairable should be automatically reordered on a one-for-one basis via NALCOMIS BCM process. The following outlines how to conduct a daily repairable DEF to RO reorder.

DAILY REPAIRABLE DEF TO RO BUY:

(a) Type: Routine

(b) Computation: RO to (Total OH+Stk Dues+Subs O/H+Subs Due QTY)

(c) Routine: Change to 05 (OCONUS) /06 (CONUS)

(d) RDD: 777

(e) Designate Materiel: Repairables & Field Level Repairables

(f) Advice Code: 5X

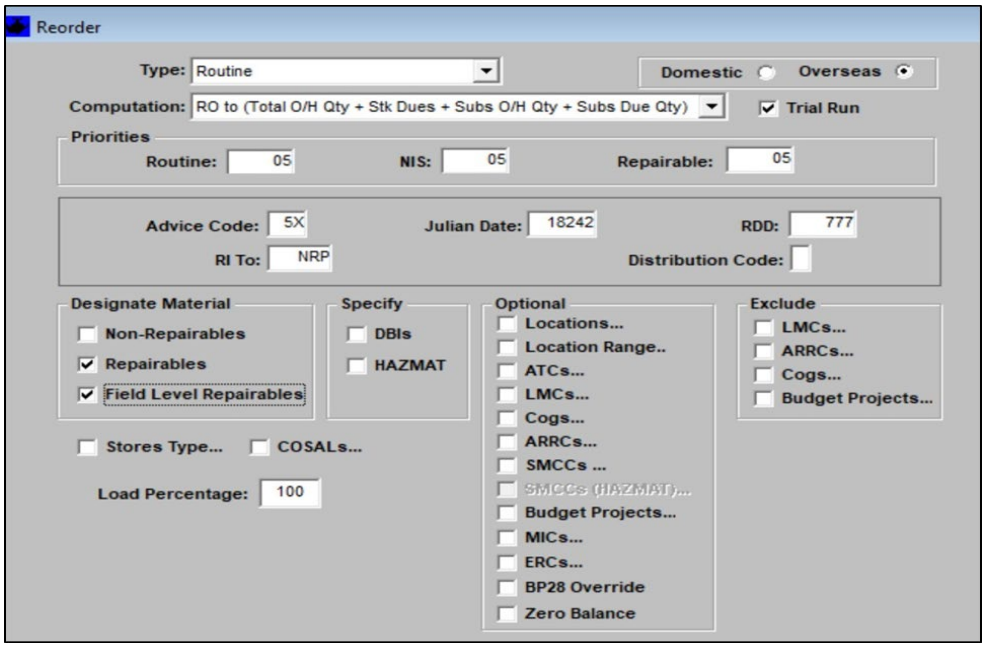

Figure 2-6.--Repairable Daily RO Buy.

e. Reviewing Requisitions Created by LIVE Automatic Reorder. Whenever a live automatic reorder is processed, the system will identify deficient records and create requisitions. Repairable requisitions will have an Advice Code of 5X, unless it is an initial issue then refer to appendix AC or reference (k). A review listing will be produced and held in the Release Outgoing Requisition file pending release processing. WCB will review the listing in accordance with reference (k), volume I, chapter III prior to releasing the requisitions.

f. Releasing Requisitions Created by Live Automatic Reorder. The WCB will follow R-Supply menu path LOG >> Release Outgoing Transaction >> Requisition >> From Automatic Reorder option. The WCB will then select which requisitions to release or cancel from the Requisition Review screen. This procedure creates a batch job which when processed by the SAA, will update the database files and allow the requisitions to be extracted for submission by the SAA into the supply system.

8. Monitor and conduct follow-up action on requisitions for stock. WCB will review the status of outstanding stock requisitions and, if necessary, send the appropriate follow-up in accordance with appendix K. The following are the required requisition listings.

a. Requisitions with no Estimated Ship Date (ESD). Weekly, run a listing or ADHOC equivalent showing all outstanding requisitions with no ESD. For the process of ordering this requisition listing in R-Supply, see appendix K, paragraph 5a. Annotations are only required for those items requiring action. Current and prior reports will be maintained.

b. Requisitions with expired ESD. Weekly, run a listing or ADHOC equivalent showing all outstanding requisitions with an ESD that has expired. For the process of ordering this requisition listing in R-Supply, see appendix K, paragraph 5b. Current and prior reports will be maintained.

c. Request for Cancellation/Cancellation Follow-up (AC/AK). Weekly, WCB will run a Requisition Listing (JSL311) in R-Supply or ADHOC equivalent to produce a listing of all stock requisitions with cancellation requests (AC_/AK_) pending. WCB will review all records on this report and initiate the action described in appendix K. Current and prior reports will be maintained.

d. Correct requisitions with No Status. Daily, WCB will run a No Status Requisition Listing (JSL311) in R-Supply to produce a listing of all stock requisitions with no status, days plus will be set to 5. WCB will review all records on this report and initiate the action described in appendix K. Current and prior reports will be maintained.

e. Correct requisitions with Exception DRB. Daily, WCB will review and process stock and DTO requisitions in R-Supply with Exception DRBs (excluding Tools, IMRL, FE and TBA). Procedures for processing requisitions with Exception DRBs are described in appendix K.

9. Review and Correct Stock Requisitions with Overage Shipment Status. Requisitions are considered to have overage shipment status if the materiel has not been received within 15 days (for CONUS shipments) or 45 days (for overseas shipments) from the shipment date. Activities have an additional 30 days to identify the overage requisitions and prepare and submit SDRs to the issuing activity. Stock requisitions meeting the criteria for having overage shipment status will be identified, researched, and worked twice a month. Current and prior reports will be retained. These requisitions can be identified when reviewing R-Supply Stock Requisition Listing or ADHOC Tools tailored to select only stock requisitions with overage shipment status (this includes items with AS/AU/AB status). When requisitions in this category have been identified, the following actions will be taken to research and correct them:

a. Research external tracking sites (e.g., MRO DSS, NAVSUP WSS In-Transit Accountability (NITA)/SIT, FedEx, Tracker Lite, etc.) to verify if the materiel made it to your activity. Physically check all materiel on the shelf (as well as within the family group for repairable) to determine the total on-hand quantity reflects total on-hand quantity in the SIR.

(1) If the physical check reveals inventory excess and is not due to other unprocessed transactions (e.g., Suspense, Delayed Receipt, etc.), then the assumption can be made that the material was received and the receipt for the requisition with overage shipment status will be processed.

(2) If proof of receipt cannot be established and the inventory is accurate because of erroneously processed transactions (e.g., erroneous Gain by Inventory, Materiel Turn-in, etc.), then the assumption can be made the materiel ordered was received but the receipt was not processed. The erroneous transaction(s) will be reversed and the receipt for the requisition with overage shipment status processed.

(3) If proof of receipt cannot be established, the inventory is not in excess and there are no erroneous or other unprocessed transactions, then the materiel ordered on the requisition in question is considered lost in shipment. Utilize appendix P to process a Supply Discrepancy Report.

b. A DI YE1 stating "LOST IN SHIPMENT, SDR (REPORT #) SUBMITTED" will be entered into the R-Supply requisition file on each requisition. The receipt for the requisition with overage shipment will be process. Utilize reference (m) for inventory loss adjustment actions and required KSDs.

c. ERS will provide WCB with a listing of all DTO requisitions identified as lost in shipment and all research conducted for the processing of an SDR and survey as required. In this situation, WCB will utilize appendix P to process an SDR and appendix Z to process a survey DD Form 200 as required.

d. When the signed individual survey(s) is returned, WCB will process the requisition(s) as lost in shipment through Receipt Processing in R-Supply. When processing the receipt, the quantity entered will be 1, the exception icon will be selected and a quantity of zero will be entered into the RFI QTY Block. R-Supply will then ask the question, "Was there really no materiel received?", answer this question by selecting "Yes". This will automatically process a receipt to record the requisition as Lost in Shipment. ERS will notify the customer to reorder lost in shipment consumable DTO requisitions. WCB will assist ERS with the reorder process for lost in shipment repairable DTO requisitions.

10. External Materiel Obligation Validations (MOVs). To validate requisitions on their backorder files, ICPs generate MOV requests. The ICP provides each customer with a Document Identifier AN1 Record for each requisition. ANls are received through One Touch and batched by UIC. Quarterly, WCB will receive from the SAA a copy of the AP_ Responses for validation. The AP_ Responses will be returned within ten (10) working days from receipt. WCB will respond to all stock requisitions except for those with a ZB9 project code. WCB is also required to work the post MOV and take action on stock requisitions that appear on this report. Records appearing on the post MOV will be worked in accordance appendix K. MOV will be conducted in accordance with appendix E. WCB is required to retain current and prior quarterly reports for the MOV and post MOV.

11. Maintain Supply Discrepancy Report (SDR)/Transportation Discrepancy Report (TDR) Files. The SDR/TDR File will contain request documents, for stock materiel, disposition instructions, shipping data messages and related correspondence for each SDR submitted. All related documentation will be attached and filed together in the file. All documentation will be filed by fiscal year, maintained in NIIN sequence, and retained for ten (10) years. Procedures for processing an SDR and TDR are outlined in appendix P and reference (k) and (m). SDRs will be submitted using the Web SDR on the NAVSEA Product Data Reporting and Evaluation Program website at, https://www.pdrep.csd.disa.mil/, when the discrepancy is attributed to a shipper's error. WCB will ensure there is an SDR staging area with a clearly marked location, for those items pending disposition.

a. WCB will reconcile all open SDRs in PDREP on a weekly basis per appendix P and reference (aa). Retention is current and prior.

NOTE: WCB will assist the ERS with the SDR and reorder process for lost in shipment repairable DTO requisitions.

12. Maintain an Engineering Investigation (EI)/Product Quality Deficiency Report (PQDR) Report Files

a. The EI and PQDR File will contain request documents, disposition instructions, shipping data messages and related correspondence for each request submitted. All related documentation will be attached and filed. The file will be maintained separated by pending and completed then NIIN sequence. Retention is current and prior fiscal years. Detailed procedures are contained in appendix P.

b. WCB will ensure there is an EI/PQDR staging area with a clearly marked location, for those items pending disposition.

c. WCB will reconcile all open EI/PQDRs in JDRS on a weekly basis per appendix P. Retention is current and prior.

13. Maintain established goals for inventory/location validity and O/H stock levels for all materiel

a. The required inventory accuracy requirements of all materiel categories are in reference (m). The inventory accuracy report will be submitted within thirty (30) calendar days of the end of each quarter during the fiscal year signed by the AvnSupO via SMD. In addition to annual inventory schedule, spot inventories will be conducted anytime a discrepancy is discovered between the physical O/H quantity and the R-Supply location quantity.

b. Location Audit Program (LAP). A LAP is the process of reconciling actual locations of materiel with those reflected in R-Supply/NALCOMIS. WCB is responsible for coordinating all LAPs of all materiel. Procedures for conducting a LAP are contained in appendix M. In the event a scheduled inventory is conducted (wall-to-wall or selected locations), a LAP will be completed no more than five days prior to the physical count. The completed LAP will be retained for ten (10) years, WSB will input any location changes resulting from a LAP. R-Supply users will input location changes through Maintain Storeroom Locations.

c. Scheduled Inventories. Scheduled inventory procedures are described in reference (m) and appendix N & M. WCB will complete a 100% W2W inventory annually for Category A & C and will complete 10% of Category B materiel. WCB will run an ADHOC prior to end of the fiscal year closeout to ensure inventories on materiel with a location has been conducted on an annual basis. After first and second counts are conducted the remaining variances must have a third count, identifying each NIINs risk category. This includes pre-adjustment and causative research to be completed for all potential inventory discrepancies that fall within the criteria outlined in reference (m).

d. Spot Inventories. A spot inventory is an unscheduled physical inventory performed to verify the actual quantity of materiel O/H for a specific stock item. Upon completion of the Spot Inventory, WCB must determine if the physical count quantity matches the quantity reflected in the Stock Item Record, location quantity. If the physical count quantity does not match the Stock Item Record, location quantity, then third counts will be conducted, and the risk category identified as outlined in reference (m). Adjustments will be made to the inventory and financial records to bring those records into balance after appropriate research has been conducted and the inventory adjustments in accordance with reference (m). Records in R-Supply may be set for spot inventory in one of two ways:

(1) Spot Inventory input by user. A spot inventory will be conducted anytime a quantity discrepancy between the actual location O/H quantity is different than R-Supply/NALCOMIS. The record(s) will be set for spot inventory in R-Supply and a physical count conducted. When setting the Spot Inventory Flag, WCB will print the Spot Inventory screen and conduct the physical count.

(2) Spot Inventory created automatically. Whenever an issue transaction suspends for insufficient on hand quantity, R-Supply will automatically set the Spot Inventory Flag on the record(s). Conduct a physical count anytime records appear on the report.

NOTE: For unscheduled/AdHoc inventories, causative research with authorized signature obtained shall be made within fifteen (15) calendar days of the final count. The DD Form 200 shall be completed within forty-five (45) days of the adjustment.

e. Inventory Adjustments. There are two (2) types of inventory adjustments, Gains (the total actual O/H quantity is greater than the Stock Item Record, location quantity) and Losses (total actual on-hand is less than Stock Item Record, location quantity) see detail in appendix N. Risk categories and adjustments requirements are outlined in reference (m). Since inventory adjustments do not interface between R-Supply and NALCOMIS, they must be processed independently in each system.

(1) The Stock Survey Update file for Inventory Adjustments requiring a DD Form 200 will be updated by WCB upon receipt of the signed DD Form 200 (when required), the file path for the Stock Survey Update is: Inv> Inventory Control> Stock Survey Update. Once in this module, WCB will be provided a list of potential Surveys by document number. This listing should be reconciled against the Pending Survey File. The key supporting documents requiring a DD Form 200 will remain in the module until the completed DD Form 200 is received. If a document does not require a DD Form 200 then simply click the Survey Created box and click 'Save' to clear the record from the module. By doing this you are posting an X43 Completed Survey to the CTL. Ensure the documents that are cleared from this module either have a DD from 200 or do not meet the requirements for a DD Form 200. Refer to appendix Z and reference (m) for survey criteria. This module will be worked monthly. Retain current and prior month reports.

(2) Processing Inventory Adjustments in NALCOMIS. Immediately after processing inventory adjustments in R-Supply, they will be processed in NALCOMIS since inventory adjustments do not interface between systems.

(a) Inventory Adjustments. To process a gain/ loss adjustment in NALCOMIS, users will utilize the RFI Update Function to increase or decrease the RFI quantity to the correct quantity.

(b) IOU and DIFM Survey Adjustments. Whenever a DIFM or IOU quantity is lost, it is NOT a Supply survey, and the Inventory Adjustment will not be processed in R-Supply. This is NOT a loss of a stock asset but an ISSUE from stock with no corresponding turn-in. Therefore, the supported unit must provide a DD Form 200 for IOU losses and the IMA must provide a DD Form 200 for a DIFM loss for all repairable. These transactions will not be processed without the key supporting documents and DD Form 200 signed by the

Responsible Officer and supported units Commanding Officer. To process these transactions in NALCOMIS, the Repairable Survey Option will be used by utilizing the DDSN as the Survey Voucher Number. NALCOMIS will then create the appropriate R-Supply interface records (Issue requisition/A0) which will interface and update the R-Supply files. When the transactions process in NALCOMIS, the screen will be printed and attached to the DD Form 200 and forwarded to the OMD.

f. Supply Effectiveness Report. The R-Supply performance report provides, by COG the number of demands received, issued, not-carried (NC) and Not In Stock (NIS), which reflects the ability of each MALS ASD to meet customer demands for materiel. Percentages are computed for Net and Gross Supply Effectiveness. This report will identify any missed sales and give an indication of which COG(s) require further analysis, to initiate corrective action (if necessary). Monthly, the report will be reviewed to ensure performance standards are being met and to initiate corrective action (if necessary). Current and prior will be retained.

(1) Consumable Sizing (via ADHOC utility tool). Upon completion of weekly sizing, the WAS will provide a "WMD Action" report of missed sales requiring WMD corrective action. WCB will conduct root cause analysis utilizing the "WMD Action" report and correct any deficiencies in WMD's procedures to mitigate future miss sales. Some common missed sales caused by WMD are inventory discrepancies, slow or no automatic reorders, and overage stock requisitions. Current and prior will be retained.

14. Conduct SMART Offload Processing (as required). Materiel considered excess will vary depending on the ATC of the materiel. Materiel records with excess O/H will be identified and corrected using the Smart Offload Processing Program or manually. WAS will submit an offload listing to the WCB quarterly for review/execution as required. Prior to distribution, the WAS will ensure offload criteria are IAW appendix AC. A successful Offload Program is a multi-step process and should be expanded/reduced based upon need. These steps include but are not limited to materiel consolidation and inventory accuracy (IAW Appendix M and N), offload coordination with the receiving activity, offload scheduling (IAW Chapter 4; SAAB), document preparation (IAW Reference aj), offload updates (IAW R-SUPPLY User Guide), materiel staging, processing of offload release/cancel (IAW R-SUPPLY User Guide), shipping, and filing of KSDs (per Reference aj). RAB offload refers to movement of NWCF-SM to DLA Distribution Depot, other designated wholesale points, or DLA Disposition Services (formerly DRMO).

NOTE: Ensure to process the pre and post SAMMA/SAL for all Offload processing.

a. Regular/DRMO (JSI209) Offloads. Also known as Mechanized Offload, this R-SUPPLY automated offload process is primarily used for large volume offloads. Access the R-SUPPLY Mechanized Offload program via Inventory> Management> Inventory Actions> Offload Processing> Offload (see Figure 2-7). The processing options allow offload criteria selection such as local management codes (Ex: DD – Defense Distribution Depot, DR – Disposition Services, etc.). The program produces mechanized offload aids (DD 1348-1As and listings) to accomplish offload actions and ensure FIAR compliance.

NOTE: Coordinate with the SAA to ensure the R-SUPPLY tables (UIC/RI) for DLA Distribution and DLA Disposition Services are correct and ensure sufficient

Julian date and serial numbers are assigned to the requisitions/offload values prior to processing an offload.

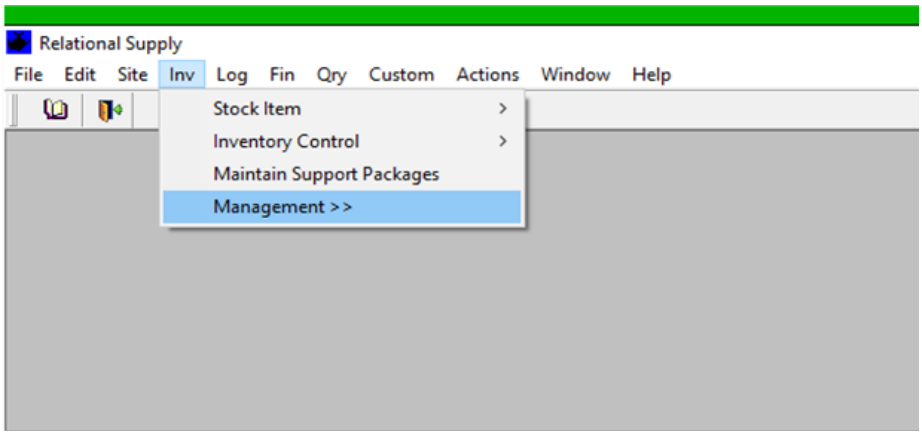

Figure 2-7.--Offload Processing.

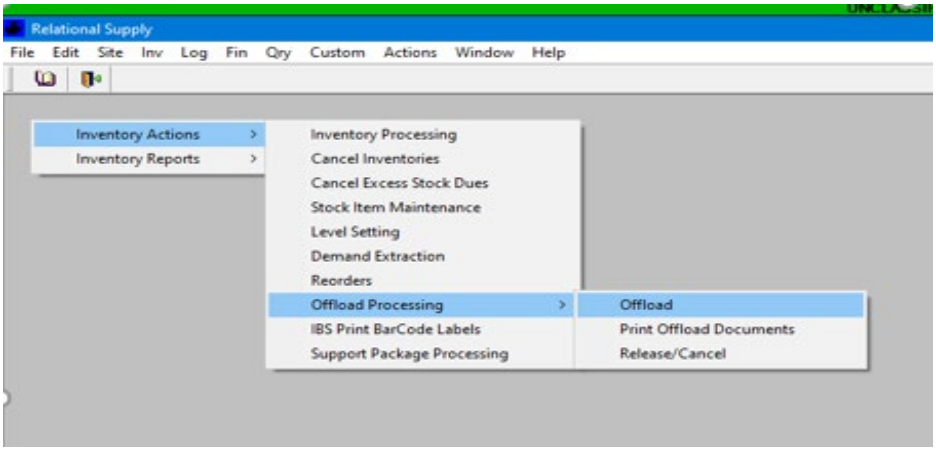

Figure 2-7.--Offload Processing Continued.

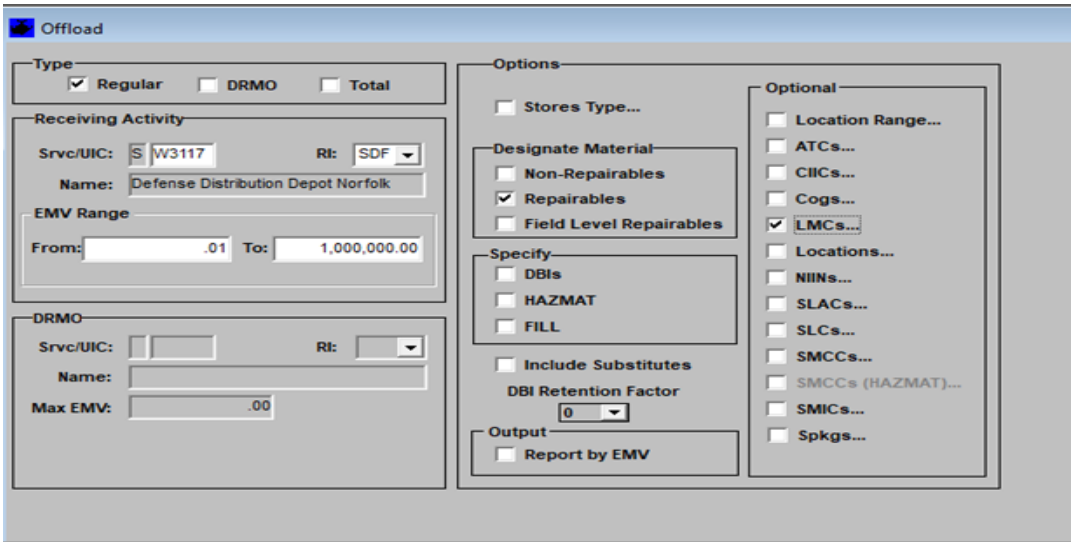

Figure 2-7.--Offload Processing Continued. (Regular)

b. Consumable and Field Level Repairable (FLR) RAB. Consumable offload candidates will be identified by the WAS utilizing an Adhoc utility tool (Consumable Sizing Tool). Excess materiel may be caused by Change Notice processing, COLT/PDL processing, inventory adjustments, Materiel Turn-In to Stock (MTIS), offline requisitions, and/or premature receipt posting from aggressive suffix processing. WCB will review and finalize the listing distributed by the WAS and forward consumable and FLRs (BP-28 materiel) to the fleet offload coordinator at NAVSUP WSS N413 for screening and approval.

NOTE: Upon approval of the offload candidates, the NAVSUP Offload coordinator will return the FIAR compliant files; the X09 files and offload screening results. Verify Part 5 of the SAMMA/SAL and ensure no materiel is assigned any offload LMC (DR, DD, etc). Coordinate with the SAA to process the X09 files prior to executing a Mechanized Offload in R-SUPPLY.

c. Depot Level Repairable (DLR) RAB. When a DLR RAB offload is required, e.g., after a Re-AVCAL; request assistance from NAVSUP WSS TARP. DLR-offload candidates will be identified by WCB utilizing an ADHOC and/or SAMMA/SAL RAB extract. A DLR is considered RFI if it meets the following conditions: RFI Certification Tag attached to it, packaged in accordance with P700, and has a hermetically seal/Manufacture Seal. If applicable Scheduled Removal Component (SRC) or Equipment History Record (EHR) card must accompany component. Any "A" condition DLRs are required to be TARP certified before they will be accepted by the DLA distribution center. Once the DLR is TARP certified, process the RFI/RDO in eRMS.

NOTE: If TARP rejects a component as "A" condition, the RFI offload transaction must be reversed and processed as a NRFI offload.

d. Pulling offload materiel. While pulling the offload materiel ensure the quantities being offloaded and retaining quantities on the DD Form 1348-1A match the locations physical counts.

(1) Quantities are greater. When conducting the counts, if the location quantity is greater than the offload and retain quantities combined that are cited on the DD Form 1348-1A. WCB will research the inventory discrepancy in accordance with reference (m). The on-hand quantity must be corrected to preclude suspension of the offload transaction during the update processing.

(2) Quantities are less. When conducting the counts, if the location quantity is less than the offload and retained quantities combined that are cited on the DD Dorm 1348-1A. WCB will research the inventory discrepancy and determine the actual RAB quantity needed to be offloaded. WCB will adjust in accordance with reference (m).

NOTE: If materiel is no longer in excess with the inventory adjustments, WCB will update and cancel the offload document for the materiel.

e. Conducting Offload updates. Offload updates will be processed to ensure the correct quantity is being offloaded. To conduct an offload update via R-Supply >Inventory >Inventory Control >Updates.

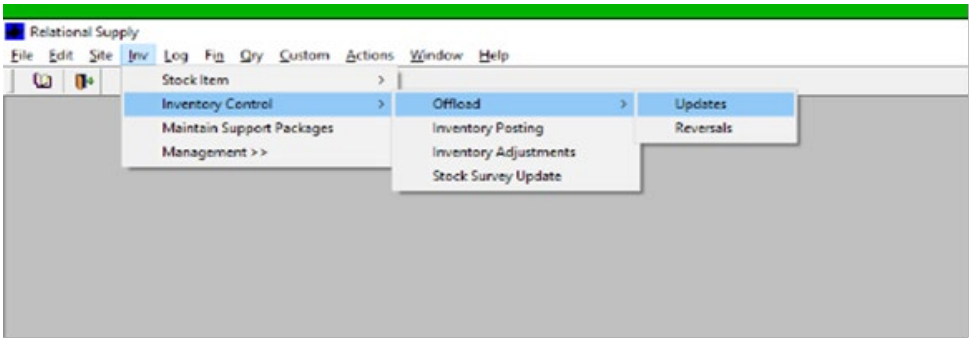

Figure 2-7.--Offload Processing Continued. (Regular)

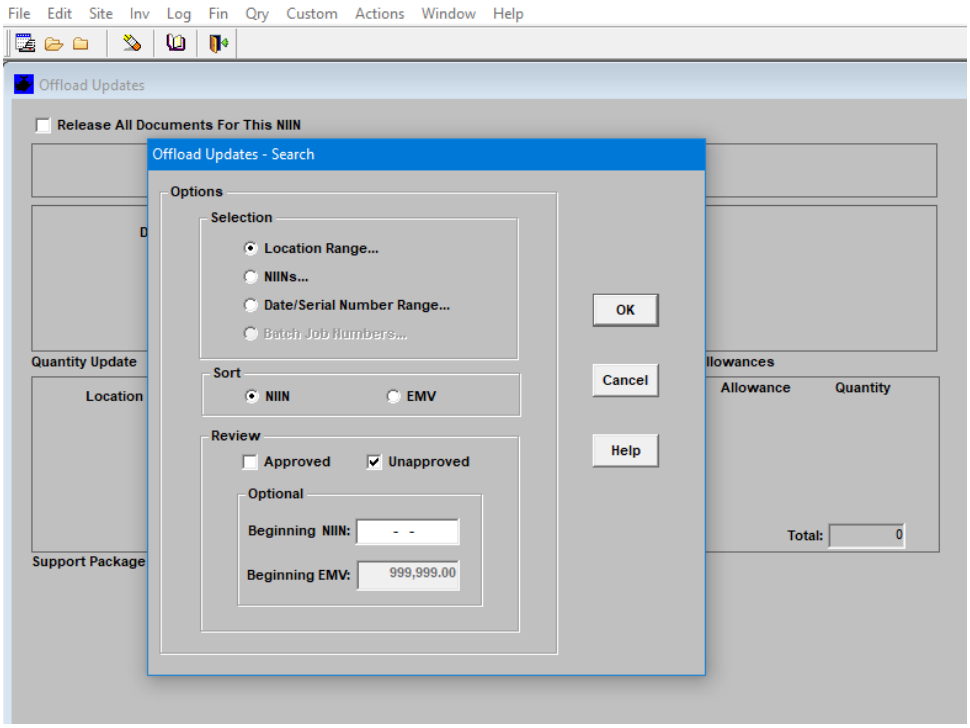

Figure 2-7.--Offload Processing Continued. (Regular)

f. Conducting Adjustments: Quantities can be adjusted if necessary due to inventory discrepancy. When the total offload quantity is unavailable for offload due to inventory discrepancy, select the offload quantity to "0". This will remove the NIIN from the offload table and clear it from the Job.

NOTE: Removing the offload NIIN will remove it from the whole current offload process. Also, DLR materiel is offloaded one for one. An individual document is created for each item offloaded.

g. R-SUPPLY Offload Release/Cancel: Inventory > Management > Inventory Actions > Offload Processing > Release/ Cancel. Once the offload is completed and the materiel is completely pulled with the correct quantity, utilize this function to complete the process in R-SUPPLY. Executing the release function results in a batch request to adjust the on-hand quantities, post the

financial transactions, create the appropriate output files, and remove the completed/ cancelled records from the offload table.

NOTE: Do not use the release all option until all records pending adjustments have been completed. If you select release all, every record in that job will be release and this will cause major SIT issues and cause inventory discrepancies.

h. Offload FIAR Requirements: The following documentation needs to be maintained in accordance with FIAR. NAVSUP WSS X09 products, Offload screening results, FIAR compliant documents (NAVSUP digitally signed offload authorization(s)), annotated offload source documents, DD1348-1A with quantity offloaded circled and initialed, and in agreement with the quantity stated on the NAVSUP digitally signed list, quantity remaining in location circled, and full printed name and signature of the individual responsible for pulling the materiel. These files must be maintained hard copy or electronically onboard for ten (10) years in accordance with reference (aj).

15. Maintain a Frustrated Materiel Area. Daily, WCB will process and take appropriate action on any frustrated materiel. To ensure accountability of this frustrated materiel, WCB will maintain a Frustrated Materiel Area with all pertinent paperwork. Documentation for frustrated materiel will be maintained in the area until resolved.

16. Processing requisitions for Lateral Support. Whenever a requisition is received from a non-supported unit, the materiel is available and the decision has been made to issue it, a lateral support requisition will be processed. It is important to ensure the UIC of the requisitioner is loaded in the R-Supply Customer Identification File. The SAA can make this determination and add the UIC if not loaded. It is imperative that the accounting classification of the requisitioner be known and the MRE processed accordingly to ensure proper financial processing. Lateral support requirements will be processed as follows:

a. Other Supply Officer (OSO) Transfer. This will be processed for lateral support requests for stock. A Post-Post MRE will be processed in R-Supply. WCB will maintain DD Form 1348-1/1A for inclusion in the CTF.

b. End Use Requisition. This will be processed for lateral support requests for DTO requirements. A Post-Post MRE will be processed in R-Supply. WCB will maintain DD Form 1348-1/1A for inclusion in the CTF.

c. A4 referral. Requests from external sources may also be received as A4_ referrals. These will be batch processed through R-Supply using the Incoming Status Option after verifying transactions were not manually done using MRE processing. WCB will maintain DD Form 1348-1/1A for inclusion in the CTF.

17. Maintain and Monitor Issues Listing. Daily, WCB will produce, maintain, and monitor the R-Supply Referrals Issues Listing, and Pending Issues Listing. These reports are pending issues in which could be lateral supports from unit to unit or DTO rescreens awaiting completion which have no corresponding entries for storeroom action processing. It is important that WCB ensures the reports are physically validated by WIS, and complete the associated requisitions, that way R-Supply can generate the next response out to the external supply system of systems. WIS will assist in researching and

validating the listing. The annotated report will be forwarded to WCB for action. Current and prior report will be retained.

NOTE: Instructions for WIS assisting with these reports is detailed in paragraph 2211.9.

a. Pending Issues Listing. This report can be ordered by selecting the following file path: Log>Management>Logistics Reports>Issues Listings. Once in the report menu specify by 'All', then click 'Issues Pending', click 'Save', this will generate a batch job number which requires approval from the SAA. This report will specifically show rescreen documents from outstanding DTOS, these requisitions will have an 'R' as the first character of the DSN. When rescreens get completed in R-Supply the quantity will then decrement from the shelf and simultaneously send an AC1 to the requisition release module in R-Supply for the SAA to release to the external supply system. The report will also show Materiel Request Externals which could be either manual offload to shore, OSO Transfers, End-Use Requisitions, etc. It is imperative that these requisitions be completed to properly issue the materiel to the appropriate source, and to accurately decrement the quantity in R-Supply. The file path for completing a pending issue is Logistics>Issuing>Storeroom Issues.

b. Referral Issue Listing. This report can be ordered by selecting the following file path: Log>Management>Logistics Reports>Referrals Issue Listing. Once in the report menu ensure 'Pending' is selected. Under Type click, A0, A2, A4, A5, and A5J; the date range parameters should be at a minimum 30 days prior to the current day. After all appropriate fields are selected click 'Save', this will generate a batch job number which requires approval from the SAA. This report will specifically show A2 - Redistribution Order, A4 – Referral Order, A5 – Materiel Release Order, and A5J – Disposal Release Order. It is imperative that these requisitions be completed to properly issue the materiel to the appropriate source, and to accurately decrement the quantity in R-Supply. The file path for completing Referral Issue is as follows: Logistics>Referrals>Issues, once in the referral issues module click 'All'

18. Initiate corrective action on all unprocessed transactions which affect the inventory

a. General. Transactions that fail to process to R-Supply will populate on the R-Supply Suspense Report and NALCOMIS Outgoing Internal Interface Report. Transactions that fail to process to NALCOMIS will populate on the NALCOMIS Unprocessed Incoming Interface Report. The below reports will be annotated with action taken if required. The reports will be signed and dated by the individual conducting the review as well as the OIC/SNCOIC. Retain for current and four prior days.

(1) R-Supply Suspended Transaction Report. Daily, WCB is responsible for correcting and processing all suspended transactions, which affect the inventory, as well as all incoming status for stock requisitions suspended in R-Supply. Detailed procedures for working the Suspended Transaction Report are contained in appendix J.

(2) NALCOMIS Unprocessed Incoming Interface Records. Daily, WCB is responsible for reviewing and taking corrective action on transactions which

affect their inventory and requisitions. Detailed procedures for working the report are contained in appendix J.

(3) NALCOMIS Outgoing Internal Interface Report. Daily, WCB is responsible for reviewing and taking corrective action on all transactions which affect their inventory and requisitions. Detailed procedures for working the report are contained in appendix J.

(4) Stock Control Review Listing. The Stock Control Review Listing is produced daily by the SAA for review of transactions posting to R-Supply. The report will be signed and dated by the individual conducting the review and the designated SNCOIC to ensure accuracy and completeness. The report will be retained by the division OIC/SNCOIC for the current and four prior days. Detailed procedures for required actions are contained in appendix C.

19. Monitor and Maintain the NALCOMIS Critical Items Report. Optionally, the Critical Item Status Report may be used to identify FGCs having reached the critical level. The critical level is reached whenever the RFI Quantity is reduced to 25 percent or less of the Fixed Allowance Quantity (FAQ). The FAQ computation is done at the FGC level, not at the NIIN level. The standard critical level of 25 percent may be overridden for a specific FGC by setting the critical level in MRF Update under the FGC Tab. See figure 2-7 below for parameters when ordering the report via NALCOMIS. If the asset posture is at a critical level because most of its FAQ is awaiting materiel from the supply system, WCB may take action such as follow-up actions and Supply Assist Requests. If most assets are in the repair cycle and not awaiting parts, Production Control can be notified concerning the critical condition to ensure the appropriate work priorities are assigned or upgraded for those assets. For components in an AWP situation causing the FGC to be critical, WCB can coordinate with OMD to ensure aggressive follow-up actions and Supply Assist Requests are pursued for all bit and piece requirements. WCB can utilize the Component Overage Report (FGC Sequence) to conduct Transpose/Cannibalization for components in the repair cycle to increase asset availability on the shelf. ADHOC tools may also be utilized to extract critical items.

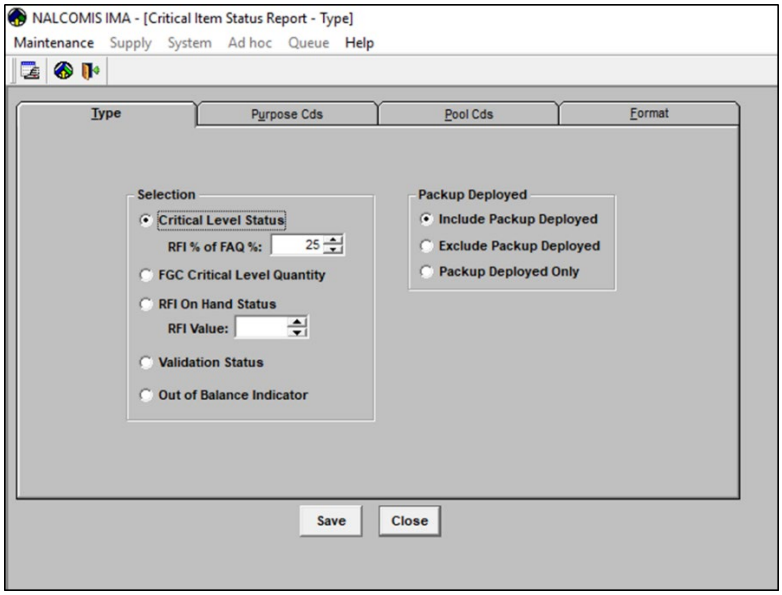

Figure 2-8.--Critical Item Status Report.

a. Transpose. This is the act of swapping two requisitions (one completed, the other still outstanding) between MCNs. Transposition may be recommended by the IMA but is accomplished by WCB using the NALCOMIS AWP Transpose Function.

b. Cannibalization. This is the act of removing a repair part from one component and installing it in another. Cannibalization is only recommended by supply and is accomplished by Production Control.

c. Since cannibalization requires much more work than transposition, WCB will conduct all possible transpositions prior to recommending potential cannibalization to Production Control.

d. After the repair parts are transposed and there are no more outstanding requisitions, the MCN will appear in the Pending Release Mailbox. WCB will release the component via the Component Release Function in NALCOMIS.

e. After all transpositions are accomplished and the components returned to the work center, WCB will review all potential candidates for cannibalization and recommend potential cannibalization action to Production Control. Cannibalization should only be recommended when a critical need for the component on AWP exists, such as:

(1) Hole in aircraft (an EXREP exists).

(2) Shelf stock RFI posture is at a critical level for the FGC.

20. Process requisitions and receipts with exceptions. Customer requirements are initiated in NALCOMIS. Action by WCB will be necessary any time there are exceptions to this process. WCB will process any problem stock or DTO receipts as well as Materiel Turn-in for any DTO materiel No Longer Required (NLR) by the requisitioner. Exception requisitions/receipts are as follows:

a. Processing Rescreen Issues. A rescreen issue is the issue of newly available materiel to fill a requisition for which materiel was previously unavailable, and the component was EXREP or a DTO requisition has been referred to the Supply System. There are four primary ways WCB will become aware a rescreen issue is possible:

(1) OMD notifies WCB of Rescreen Issue situations as a result of Outstanding DTO with On Hand Quantity Report. A copy of this reconciled report will be provided to WCB. Utilizing the Outstanding DTO with On Hand Quantity Report and/or Buffer Management Tool (BMT), WCB will conduct a physical inventory of the materiel. Any requisitions that can be rescreened will be annotated on the report(s) and returned to OMD.

(2) NALCOMIS issue select. This occurs anytime the NALCOMIS RFI quantity is increased from zero to one and there are outstanding EXREP requirements, Issue Select is automatically called to allow the user to rescreen issue. The only time this can be used to rescreen issue is if the turn-in component is EXREP when new materiel becomes available. Issue Select will not be used to rescreen issue against outstanding DTO requisitions. The procedures for processing rescreen issues depend on whether or not the turn-in

component is still on station (EXREP) and/or a DTO requisition has been passed off-station as well as the status of the DTO requisition. The following paragraphs provide procedures for each situation.

(a) Rescreen Issue, Turn-in Still EXREP. Enter the NIIN of each EXREP into Issue Select Screen. The second screen provides a list of DDSNs outstanding from which the DDSN of the EXREP is to be issued will be selected. This will update the LSC of the requisition from EXREP to ISSIP and print a requisition for delivery of the materiel. The EXREP component now becomes the turn-in for this issue and will be reflected in the DIFM with an "SO" Management Code or if the item has not been inducted, the ER IOU will become an SO IOU.

(b) Rescreen Issue, DTO Requisition Outstanding. Once it has been determined materiel is available for issue on an outstanding DTO requisition, sites will take the following action:

1. Advice Code "5G" and "5V". ERS will notify WCB of a potential rescreen candidate. WCB will obtain a new requisition from the customer and process the rescreen utilizing the "BX" Contingency Code citing the original JCN, MCN and DDSN which will post an AC1 in NALCOMIS on the original requisition. WCB will obtain confirmed cancellation from the external supply system and post AE1/BQ via NALCOMIS.

2. Advice Code "5S" and "52". WCB will submit an AC1 in NALCOMIS and obtain confirmed cancellation. Once cancellation has been confirmed, WCB will process AE1/BQ in R-Supply. WCB will then notify the customer to reorder.

b. Processing Requisitions with Offline for Manual Processing (OFFMP) Status. All non-exchange Advice Coded requisitions (5A, 5D and 53) and those with a "5S" Advice Code with no RFI quantity will automatically be assigned an LSC of OFFMP. The following is a description of each OFFMP condition and how to process it.

(1) OFFMP for "5A" or "53" Advice Code. When the customer enters a "5A" or "53" Advice Code indicating the turn-in for the materiel ordered has been surveyed, a LSC of OFFMP will be assigned automatically. WCB will notify the customer (OMA/IMA) a DD Form 200 is required prior to any action being taken on the requisition (regardless of dollar value). No action will be taken on these requisitions until a DD Form 200 signed by the Commanding Officer of the requisitioning activity is received. If the customer does not provide a DD Form 200, the requisition will be canceled using LSC Update. When the signed survey is received, WCB will determine if materiel is available for issue. If so, LSC Update will be processed to update the LSC to ISSIP. This will generate a requisition in WIS for issue and subsequent delivery of the materiel to the customer. LSC Update will also create the appropriate interface transactions for R-Supply to record the issue there. If the materiel is not available for issue, WCB will use LSC Update to REFER.

(2) OFFMP for "5D" Advice Code. A requisition with a "5D" Advice Code indicates the requested materiel is for initial outfitting or installation and no unserviceable unit is available for turn-in. When these requisitions are received, WCB will contact the customer for appropriate justification authorizing initial issue. If this initial outfitting requisition is for a Maintenance Assist Module (MAM) or Test Bench Installation (TBI) component,

WCB will verify the requirement is a valid TBI/MAM and has not been previously issued by confirming no custody card exists in CRB. Valid TBI/MAM requisitions will be processed/coordinated through CRB and WCB. No action will be taken until the appropriate documentation is received. If none is received within 24 hours, the requisition will be canceled using LSC Update. When documentation is received to justify the "5D" Advice Coded requisition, WCB will determine if materiel is available for issue. A copy of the documentation, which justifies the issue with no turn-in, will be attached to POD copy when it is returned from WDS. Both will be filed in the CTF. When the materiel is not available and the requisition is REFER, the documentation justifying the issue with the annotated requisition will be maintained in a centrally located file. On a monthly basis the file will be validated to ensure materiel has not been received. Once the requisitioned materiel is received the supporting documentation will be filed in the CTF with the signed POD. This file will be maintained in NIIN sequence.

(3) OFFMP for "5S" and "52" Advice Code with no RFI Quantity. A "5S" or "52" Advice Code indicates the turn-in for the materiel ordered is a RIP item, which cannot be removed for turn-in until a replacement is received. When a "5S" or "52" Advice Coded requisition is entered into NALCOMIS and there is no RFI quantity, an LSC of OFFMP will automatically be assigned. The requisition will print in WCB. WCB will screen Navy ERP or a current Consolidated Remain-in-Place Listing (CRIPL) to ensure the item being requisitioned is a valid RIP item. An Individual Component Repair List (ICRL) Inquiry will be processed to determine the Local Repair Capability Code. If no repair capability exists ("X_" Capability Codes), the requisition LSC will be updated to REFER using LSC Update. This will set the requisition for transmission into the supply system. If repair capability exists, the requisitioner will be contacted and informed materiel is not available and (even though the turn-in is RIP) asked whether or not they want to pull it for EXREP. If the requisitioner agrees to turn in the component, update the Advice Code to "5G" using NALCOMIS Requisition Maintenance. The LSC is automatically updated to EXREP. If the requisitioner does not want to remove the turn-in for EXREP (i.e., TYCOM approved ZA9 high time component), pass the requisition by updating the local status to REFER using LSC Update. In either case where the requisition is referred and it is a high priority requisition, notify ERS a repairable, high priority requisition has been referred.

(4) OFFMP for Matched Set Requisitions for IMA Requirements. In NALCOMIS all requisitions for matched sets will be ordered individually and processed as separate documents.

c. Processing Requisition with Offline for Alternate NIIN Review (OFFAR) Status. Requisitions assigned an LSC of OFFAR by NALCOMIS are those for which the requested NIIN is not available, but another NIIN within the Family Group (a potential suitable substitute) is available. All NIINs within a Family Group will be loaded to NALCOMIS based on their Relationship Code in NAVSUP WSS database. The NIIN will be reviewed for interchangeability in the NAVSUP WSS Database. If the NIIN in question is a suitable substitute, process the requisition for issue in NALCOMIS Requisition Maintenance ALT NIIN Clearing. Then, update the NALCOMIS Master Record File ALT NIIN Update. If a suitable substitute cannot be issued, the requisition should now be processed as an EXREP utilizing LSC Update.

d. Processing Spot inventories/Warehouse Refusals. Spot inventories (i.e., unscheduled inventory) may be required when a known or suspected

imbalance exists between the recorded and actual on-hand balance. A Warehouse Refusal Spot Inventory/Unscheduled Inventory request occurs when the on-hand balance and physical inventory in designated location cannot be located to satisfy a customer requirement. Processing of a warehouse refusal could result in referral of the requisition or an adjustment of stock record on-hand balance to zero. If necessary, the spot inventory adjustment will be completed within fifteen (15) calendar days of the warehouse refusal. All inventory adjustments made must be retained for ten (10) years in accordance with reference (m).

(1) R-Supply Warehouse refusal input by user (Consumables). An unscheduled inventory will be conducted anytime a quantity discrepancy exists between the actual location on-hand quantity and R-Supply on-hand quantity. The record(s) will be set for spot inventory (X11) in R-Supply and a physical count initiated. Follow procedure outlined in reference (m).

(2) R-Supply Warehouse refusal Inventory created automatically. Whenever an issue transaction (X31) suspends for insufficient on hand quantity, R-Supply will automatically set the Spot Inventory Flag (X11) on the record(s). Physical count will be initiated. Follow procedure outlined in reference (m).

(3) NALCOMIS Warehouse Refusal (Repairable). An unscheduled inventory will be conducted anytime a quantity discrepancy exists between the actual location on-hand and the NALCOMIS RFI Quantity. Upon processing of a Warehouse Refusal in NALCOMIS, the LSC on the requirement will change to EXREP and the NIIN record(s) will automatically transfer the entire RFI quantity plus the SO IOU quantity, generated by the requisition, for the NIIN ordered, to NALCOMIS Suspense (X 40) with Management Code of "WR". The X40s will also interface to R-Supply and quantity suspended will reflect under the Sub-custody on-hand quantity with a spot inventory flag via Pic Tic B. Physical count will be initiated. If an RFI quantity exists under a member NIIN, and there are assets available, an ISSUE Select will be processed for the member NIIN. If no other RFI quantities exist within the family, determine whether to EXREP the materiel or pass the requisition. After the requisition has been processed, WCB will investigate the inventory discrepancy. If the variance still exists at the conclusion of physical count procedures, Pre-adjustment / Adjustment Authorizations Form(s) (NAVSUP FORM 4550/5) cited in reference (m), must be initiated within 24 hours of the warehouse refusal. If the discrepancy is resolved by locating the materiel, then move the quantity from Suspense to RFI using NALCOMIS Suspense List. Issue Select will be called automatically to allow issue of materiel for any outstanding EXREP requisitions.

NOTE: AVDLRs are managed under the Family Group Code, which may contain several different National Stock Numbers (NSNs). This requires an unscheduled/spot inventory of the Head of Family (HOF) and all member NSNs prior to processing any inventory adjustment.

e. Processing Reorder DTO Requisitions for Repairable. Occasionally, DTO requisitions may be canceled erroneously (by the system or your own activity) and require reorder. The WCB will notify the requisitioner to submit a new requisition. If a turn-in was made, the WCB will obtain a new requisition from the customer and process the reorder utilizing "BY" Contingency Code and reference the original DDSN in "REF LOC USE" field. The LSC of the new

requisition will automatically set itself to REFER. WCB will tie-in the carcass of the original DDSN via NITA Module in eRMS.

f. Processing Requisitions for Fleet Controlled Repairable. These requisitions will be processed in accordance with TYCOM and NAVSUP WSS directives.

g. Processing Requisitions from Non-NALCOMIS Supported Units. All requirements must be submitted through NALCOMIS. Non-NALCOMIS supported units will utilize their resident ASD to input requirements.

h. Backfitting Requisitions. There will be occasions when requisitions must be processed manually due to non-availability of the NALCOMIS System. As soon as the system becomes available, these requisitions will be introduced into NALCOMIS using the Contingency Direct Support Materiel Requirement Function. Before input, the status of the transaction must be known (e.g., EXREP, BCM, RFI, RIP, etc.) to determine the appropriate Contingency Processing Code to use. NALCOMIS will automatically update the transaction based on the Contingency Code selected.

i. Processing Receipts with Exception

(1) Stock Receipts. WCB will receive documentation and materiel from WSB for stock which cannot be processed. WCB must determine why the receipt would not process, make necessary corrections, and process the receipt. If a duplicate shipment has been received verify the shipping activity and post a receipt with exceptions via the stock control option in the receipt's menu in R-Supply. If the document is sent under a suffix document and it is not loaded into R-Supply the WCB will load the suffix and process the receipt function. If a substitute is received but is not loaded into the database, WCB will verify the relationship and load the NIIN then process the receipt.

(2) DTO. The most common reason for problem receipts is the receipt document does not match an outstanding record in the R-Supply Requisition File. For DTO materiel, the first step is to determine whether the requisitioner still requires the materiel by checking the LSC of the requisition in NALCOMIS DDSN Inquiry. If the DDSN is still outstanding, pull a copy of the DD Form 1348-1/1A and forward the remaining copies to WSB with the annotation "deliver". Next, attempt to correct the problem in NALCOMIS. If successful, process the receipt which will record the receipt in NALCOMIS and R-Supply. If the NALCOMIS problem cannot be corrected, process the DTO receipt in R-Supply WSB will then forward the paperwork and materiel to WDS for normal delivery. If the DDSN is not on file or has already been completed, the receipt must be processed in R-Supply and the materiel processed as DTO No Longer Required as described in the following paragraph.

(3) Carcass Processing. Repairable assets will be processed as follows:

(a) Outstanding Carcass and Outstanding Requirement. After receipt processing has been completed, check to see if a D6A is available to close carcass tracking on the outstanding carcass charge. If a D6A is available, process the match in NITA to close the carcass charge; otherwise, the RFI component must be returned to the supply system to close the carcass charge. In the case where the D6A is available to close the carcass charge, the materiel may be picked up in stock by processing a Materiel Turn-in (MTI)

as described in the above paragraph. The MTI will interface to NALCOMIS and increase the RFI quantity. If an outstanding DTO requirement exists as a potential rescreen candidate, then ERS and WCB will coordinate to process the Rescreen Issue or Issue Select. The DD Form 1348-1/1A receipt document will be signed and dated by the person processing the transaction, annotated with Receipt/MTI/R/S Issue and DDSN of the requirement being filled and then filed in the CTF.

(b) Outstanding Carcass - No Outstanding Requirement. After receipt processing has been completed and determination that a Carcass Charge exists, the DD Form 1348-1/1A original receipt document will be annotated RFI Turn-in, signed and dated by the person processing the transaction. WCB will then process an MTI in eRMS using the Other RFI Turn-in Option and file the original DD Form 1348-1/1A in the CTF. The RFI materiel will be forwarded with a copy of the DD Form 1348-1/1A to SSB for shipment.

(c) No Outstanding Carcass - Outstanding Requirement. After receipt processing has been completed, process an MTI. The MTI will interface to NALCOMIS increasing the RFI quantity. WCB will then process the 'Issue Select' in NALCOMIS.

(d) No Outstanding Carcass - No Outstanding Requirement. After the Receipt Processing has been completed, process a MTI. Annotate the receipt with “Divert to Stock”, the location of the materiel and forward to WSB for storing the materiel.

j. Processing Classified and KMI Materiel. WCB will perform all duties concerning classified and KMI materiel. This includes receipt, storage, issue, packaging and shipment (classified only, KMI manager will ship KMI assets). Procedures for handling classified materiel are contained in reference (l) and local ASD procedures. Documentation filing requirements (i.e., POD, DD Form 1348-1/1A) are the same as for other aeronautical materiel.

21. Ensure the identification and management data of all records is accurately maintained. Materiel managed by WMD, like any other materiel, has numerous symbols and identification data to categorize and specifically identify it (e.g., COG, MCC, NSN, SMIC, etc.). Most of this information is updated by the Supply System and provided to your activity via the Monthly Change Notice Files. A SAMMA/SAL will be run before and after every major evolution affecting database records. WCB will ensure the records in R-Supply/NALCOMIS are accurate and current by monitoring and working the reports produced from Change Notice and by monitoring special management codes/flags to ensure they are valid. The below reports will be signed and dated by the person conducting the review and retained as specified in table 2-3.

a. SAMMA/SAL. The SAMMA/SAL is an important management report for the Inventory Manager. It stratifies the inventory by ATC and provides the data necessary to evaluate an activity’s overall inventory position based on Stock Item Query data such as excess conditions and erroneous database conditions. The SAMMA/SAL will be run monthly and maintained for current and prior to ensure TYCOM goals for RAO, and Def to RO are maintained. Additionally, it will be run before and after major evolutions affecting the Stock Item Query or inventory, to ensure changes are captured, (i.e., Inventory Processing and Offloads).

(1) The RAO Detail Report identifies stock items on order above the established total on-hand authorized levels. When this condition results,

stock items are subjected to cancellation. Identify causes in excessive RAO values and conduct further actions as required.

NOTE: Ensure to follow appropriate guidance as it pertains to current goals as depicted in fiscal year guidance published by Aviation Sustainment Branch-31.

(2) The Def to RO Detail Report identifies stock items, where the sum of the on-hand quantity (including substitutes and interchangeable materiel), plus the on-order quantity (stock due) is less than the Requisitioning Objective for authorized levels. When this condition yields stock item records, identify causes and process a stock reorder as required.

b. Change Notice

(1) R-Supply. The Master Record File and Stock Item Query Records may be updated through local (interactive) or System Change Notices. Whenever System Change Notices are processed in R-Supply, four listings are produced:

(a) Storeroom Action Listing (SAL). The SAL lists records which have had any of the following changes: NSN, UI, Security Code, Shelf-Life Code (SLC)/Shelf-Life Action Code (SLAC) and records to exhaust, delete, supersede or condemn stock (EDSCS). Action required on the SAL will be accomplished by WSB.

1. National Stock Number (NSN) Changes. WSB personnel will physically change the NSN on all materiel in stock.

2. Unit of Issue (UI) Changes. WSB personnel will physically change the packaging of all materiel in stock to conform to the new UI and notify WCB of the new physical O/H quantity.

3. Security Code Changes. These may require movement of materiel either to or from a security location. If physical locations are changed, the WSB will input the location change in R-Supply.

4. Shelf-Life Code (SLC)/Shelf-Life Action Code (SLAC) Changes. These changes require WSB personnel to review each item having an SLC/SLAC other than 0/00 to ensure the materiel has not surpassed its shelf-life. Materiel past its shelf-life will be pulled and action taken according to the SLC/SLAC and appendix Q.

5. Exhaust, Delete, Supersede, or Condemn Stock (EDSCS). Records appearing on this part of the listing will have a message indicating the action to be taken. This materiel will be marked or processed (or both) based on the condition identified. All materiel except that identified to be used until exhausted will be off-loaded.

(b) Stock Control Decision Listing (SCDL). The SCDL will be produced whenever a Change Notice Reversal takes place. During Change Notice Reversal Processing, data elements are not updated; therefore, the record will appear in the SCDL to alert WCB the records must be corrected using Local Change Notice. WCB will annotate appropriate corrective action on records listed in the SCDL. For detailed procedures, please refer to appendix B.

(c) Repairable MCC Decision Listing (RMDL). The RMDL contains stock numbers having had an MCC change to or from D, E, G, H, Q or X (Repairable MCCs). Depending on the new MCC, materiel will be moved to or from the repairable locations. For materiel changing from consumable to repairable, or repairable to consumable, WCB will have WSB pull the materiel and correct all necessary data elements.

(d) Change Notice Error Report. The Change Notice Error Report contains all updates that did not successfully process into R-Supply/NALCOMIS. Corrective actions must be taken to successfully process erroneous updates.

(2) NALCOMIS. Whenever system change notice is received, it must be processed against the NALCOMIS database. During the NALCOMIS Change Notice Update, reports like those produced by R-Supply are generated. Following are the applicable NALCOMIS Change Notice Reports and their R-Supply equivalent.

NALCOMIS	R-Supply
CHANGE NOTICE LIST CONSUMABLE/ REPAIRABLE LIST	REPAIRABLE MCC DECISION LISTING
CHANGE NOTICE REPORT CANDIDATES DELETION	STOREROOM ACTION LISTING FOR
CHANGE NOTICE REPORT NIIN CHANGE REPORT LISTING	STOCK CONTROL DECISION

(3) WCB will compare the data on the R-Supply and NALCOMIS Change Notice Listings. The individual NSNs affected by change notice should be the same. If not, then there is a discrepancy between the databases that must be corrected by WCB. The current and prior NALCOMIS Change Notice Reports will be signed, dated, filed, and retained with the corresponding R-Supply reports.

c. Stock Item Record (SIR) Maintenance. Although the data elements of SIRs are updated monthly by change notice, there are other records maintenance type functions needing to be accomplished. After the monthly change notice is processed, run the ADHOC listings and the DBAG14 as described below. The current report for the following will be maintained.

(1) Repairable with no Materiel Control Code (MCC). Determine the correct MCC by checking the appropriate references (e.g., NAVY ERP, One-Touch, etc.).

(2) Repairable Records with No Net Unit Price (NUP) or NUP Greater than Unit Price. Determine and update the correct pricing information by checking the appropriate references (e.g., NAVY ERP, One touch, etc.).

(3) DBAG14 – Cognizance Symbol (COG)/Materiel Control Code (MCC) Error Report. This report compares NIIN records against the COG/MCC Repairable Validation Table for correct COG and MCC combinations and displays the mismatches. Blank COG and MCC fields on the NIIN records are also identified. Execute DBAG14 following after each Monthly Change Notice.

d. NALCOMIS Out of Balance Records. WCB will request the DBAG 21 to determine why each record is out of balance. This report will be ran daily

and retained for current and prior. The reason for the out of balance condition will be annotated for each record (i.e., erroneous Job Complete (JC) Qty in DIFM). WCB will correct the discrepancy by running the appropriate DBAG to re-compute the fields for those erroneous quantities and annotate corrective action on the report. Spot inventories will be conducted to ensure the DBAG makes the appropriate change to the database. Out of Balance Records are those records whose summary line total(s) does not equal the Account Balance (ACBAL).

(1) Out of Balance Records can be identified on the Out of Balance Indicator Report or they can be viewed and updated online utilizing DBAG17. The DBAG17 will be run daily and retained for current and prior. The ACBAL is computed as ACBAL = RFI + (DIFM-ER-OW) + (SUSPENSE - EI-OW) + SUB-CUSTODY + PACK-UP O/H + PACK-UP DEP + SO IOU. WCB will run DBAG 17 after DBAG 21 is completed. Refer to appendix L for procedures.

e. Providing Assistance in Maintaining the Individual Component Repair List (ICRL). Occasionally, the IMA ICRL Manager will require a CAGE/PN to be loaded to NALCOMIS, so that they can in load the ICRL Record. Utilizing the Master Record File (MRF) New function in NALCOMIS, WCB will load the CAGE/PN/SM&R Code. Reference (x) provides guidance on SM&R codes.

22. Conduct R-Supply/NALCOMIS Reconciliation. An automated matching process was developed which compares stock number and requisition data, then produces reports which identify discrepancies in both R-Supply/NALCOMIS. Management of consumable and repairable is accomplished using both the R-Supply and NALCOMIS Systems. The majority of transactions are processed through NALCOMIS, which creates appropriate transactions to interface and update R-Supply. Likewise, transactions process through R-Supply interface and update NALCOMIS. NALCOMIS has replaced manual methods of local control. R-Supply maintains the official inventory and financial records of the ASD. To ensure the effectiveness of a dual system, information on item records contained in both databases must be the same. To accomplish this, the SAA will run the complete data base reconciliation at least monthly. Several exception reports will be produced from this process, which will be reviewed and worked by WCB. WCB will also assist ERS in correcting Repairable DTO requisitions that appear on supply DTO requisitions not on NALCOMIS report. Procedures for running the data base reconciliation and working the reports produced are contained in appendix L.

a. In addition to the R-Supply/NALCOMIS Reconciliation report, the following reports will each be signed, dated, and legibly printed or stamped by the person conducting and reviewing the reports. The original will be given to the SAA and WCB will retain a copy of the current and prior months report. Detailed procedures are outlined in appendix L.

(1) N6R60654 -NIIN Analysis Report Supply Products Indicator (SPI) Listing.

(2) N6R60673 (NALCOMIS/SUPPLY Quantities Discrepancy Report – On Hand/Fixed Allowance Quantity Mismatch)

b. On each report every reconciliation imbalance/discrepancy shall be documented with corrective action taken or assigned. The designated representative, shall sign, date, and legibly print or stamp name on the

first page of the report and all KSDs shall be electronically or physically retained for ten (10) years.

NOTE: SAA will retain the completed and signed required R-Supply/NALCOMIS Reconciliation reports for two (2) years.

23. Review Technical Directives Compliance (TDCs) for storeroom availability. Upon receipt of a TDC, WCB will coordinate with the TD Coordinator to take the appropriate action. For consumables, screen the stock item table to determine if the established RO is adequate to support projected usage. For materiel, which is NC, the record will be established on the stock item table by TRS and forward to the WAS to establish an allowance. ROs for carried materiel will be adjusted via WAS as required and requisitioned via normal stock buy processes.

a. Processing Repairable Components for Technical Directive Change (TDC) Compliance

(1) WCB will be provided a copy of all applicable TDC Compliance Messages from the IMA's Production Control and will update both R-Supply and NALCOMIS as required. A copy of all applicable TDCs will be maintained for the current and two prior fiscal years.

(2) Screen assets (Shelf Stock, FSA and DIFM) requiring TD compliance. This will include alternates and suitable substitutes.

NOTE: The decision to upgrade stock, or a portion of stock, will be based upon the rate at which the squadrons install the TDC and the O/H availability of the kit/bit piece parts.

(3) If component serial numbers are required for Kit Requisitioning, then provide the serial numbers to the IMA's Production Control along with the authorized allowance quantity.

(4) WCB will induct SO Assets via NALCOMIS suspense for TD compliance upon IMA notification. Upon completion of upgrade, ensure PN and/or NSN changes have been updated accordingly in the operating systems.

24. Review and Maintain the NAVSUP WSS Stock In Transit (SIT) Discrepancies Listing. WCB personnel are responsible for ensuring proper follow up actions are executed in eRMS/NITA module, https://applications.navsup.navy.mil/erms/ and correct receipt transactions are inputted into R-Supply when applicable. Weekly, WCB personnel are required to pull SIT Report/Workload Document Listing from NITA and resolve SIT following the guidance listed in reference (m). The SIT Report/Workload Document Listing provides the full listing of all open SIT documents requiring action. NAVSUP's metric for identifying aged SIT is when SIT is open for greater than (30) calendar days. If the loss is not processed within (30) calendar days, a standard price bill will be issued to the Action UIC. The Document Listing must be annotated with follow up actions, reviewed and signed by WCB SNCOIC/OIC to ensure appropriate actions have been taken. Responses must be provided via NITA for all documents requiring POS/POD/POR/OHA within (5) business days of the issue transaction being posted in R-Supply. Also, WCB Personnel must respond to inquiries received via phone calls or emails from Navy representatives researching the status of open SIT. The signed Document Listing will be retained for two (2) calendar years. For further instructions refer to appendix S.

NOTE: Every reconciliation imbalance/discrepancy shall be documented with corrective action taken or assigned. The designated representative shall sign and date the report, and all Key Supporting Documents (KSDs) shall be physically or electronically retained for ten (10) years. If no inventory adjustment is required, all Key Supporting Documents (KSDs) shall be physically or electronically retained for two (2) years as cited in reference (m).

25. Maintain Accountability of All Repairable during the Local Issue, Recovery, Induction and Repair Process. The flow of repairable is as follows: assets are issued to the customer, a turn-in is recovered/inducted to the IMA for repair and the turn-in component is repaired/returned to the shelf or BCM'd and returned to the supply system for repair. WCB is responsible for maintaining accountability of all repairable during this entire process.

a. DIFM Reconciliation. All repairable in the IMA for repair will be reconciled prior to the scheduled repairable inventory. The NALCOMIS DIFM Status Report or ADHOC tools will be used to conduct the reconciliation. In NALCOMIS, this report is requested by selecting the DIFM Status Report in the Reports Subsystem. WCB will separate the report by Work Center and coordinate with Production Control to reconcile the materiel populated on the report with each work center. WCB personnel will go to each work center to conduct a physical reconciliation to identify any potential discrepancies and upon completion the work center supervisor will sign the report indicating the reconciliation is accurate. WCB will ensure all discrepancies are corrected within 48 hours. There will be two types of discrepancies found during DIFM reconciliation:

(1) Record on the DIFM Status Report, but no materiel in the Work Center. WCB personnel will screen all areas where in-transit assets are routinely staged and screen the CTF to locate either the materiel or proof of shipment. If the discrepancy is resolved, IMA and WCB personnel will process the respective, appropriate transactions in NALCOMIS. If the discrepancy is not resolved and the IMA cannot provide proof the materiel was returned to supply, then the IMA personnel will prepare a DD Form 200. The WCB will process a DIFM Survey.

(2) Materiel in the Work Center but, no record on the DIFM Status Report. WCB will ensure the appropriate transactions are input into NALCOMIS.

b. Processing Aeronautical Materiel Screening Unit (AMSU) Induction Discrepancies. AMSU induction discrepancies are created whenever a maintenance or supply transaction is processed in NALCOMIS and there is incorrect, insufficient or no corresponding maintenance or supply data. WCB will review and correct all AMSU induction discrepancies daily via AMSU IND DISP Mailbox as well as the AMSU Induct Disc Update Function. To clear these discrepancies, select the MTIS Option on the second screen. The following are transactions which create AMSU induction discrepancies and descriptions of how the discrepancies occur:

(1) NALCOMIS AMSU Approval List. This will create an AMSU induction discrepancy whenever it is processed on an MCN and there is no corresponding turn-in DDSN or the DDSN has a LSC of OFFAR, OFFMP or OFFTR.

(2) MAF Contingency. This will create an AMSU induction discrepancy whenever it is processed on an MCN and there is no corresponding turn-in DDSN.

(3) DIFM Return. This will create an AMSU induction discrepancy whenever the corresponding turn-in DDSN has been cancelled on an MCN.

c. Processing Components in Suspended Stock Status. Repairable are generated into NALCOMIS Suspense by two means. NALCOMIS will automatically transfer quantities to Suspense whenever certain transactions are processed or the user can move quantities to Suspense by processing the Suspense New Function in NALCOMIS. Suspense records are viewed and updated in the Repairable Suspense Function. WCB will review all NALCOMIS Suspense Records daily. Retention will be current and prior. The following is a list of ACBAL related Suspense Management Codes, a description of each, how they are created and how to correct them.

(1) CR - Customer Refusal. When a repairable is delivered and the customer refuses it, WDS will annotate the reason why the materiel is being refused on the picking ticket and forward the repairable and picking ticket to WCB for processing. WCB will process a Customer Refusal in the Requisition Maintenance Function. NALCOMIS will automatically transfer one SO IOU quantity to Suspense with a "CR" Suspense Management Code. WCB must determine why the materiel was refused and take action as described below:

(a) Requisitioner Ordered Incorrect Materiel. Process a Customer Refusal indicating the requisition is to be canceled and the component is to be returned RFI to Stock. Indicate on the requisition the reason for the refusal (i.e., INCORRECT MATERIEL ORDERED) on the DD Form 1348-1/1A. Forward the materiel and paperwork to the WDS SNCOIC for immediate processing and return to the shelf. The customer must reorder the materiel needed.

(b) Incorrect Materiel Delivered. If incorrect materiel was delivered, WCB will return the incorrectly identified materiel to WIS and ask for the correct materiel. If correct materiel is provided, WIS will forward to WDS for delivery. If the correct materiel is not available, WIS forward to WCB for Customer Refusal processing.

NOTE: Ensure all PODs are in compliance with FMO standards as outlined in appendix D.

(c) Requisitioner Has No Required Turn-in. When a requisitioner does not have a required turn-in, WDS will return the materiel to WIS for return to storage. A Customer Refusal will be processed to cancel the document, and the component will be returned RFI to Stock. The requisition will be annotated "CANX - NO TURN-IN" and filed in the CTF.

(d) Materiel Missing Required Documentation. If the component requires documentation (e.g., Logbook, SRC Card, EHR Card, etc.) and it is missing, the component is considered NRFI. WDS will forward to WCB to process a Customer Refusal to suspend the asset and coordinate with WCB to locate all missing paperwork.

NOTE: Reference (o) provides instructions for materiel received new from a manufacturer and does not have a Scheduled Removal Component (SRC)/Equipment History Record (EHR) card.

(e) Materiel is Not Ready for Issue (NON-RFI). If there is sufficient RFI stock on the shelf to satisfy the issue, WDS forward to WCB process a Customer Refusal to suspend the NRFI quantity and draw a RFI asset from stock to issue to the customer. The NRFI component will be forwarded to WCB for induction on a Test and Check MAF. If there are no RFI assets in stock to complete the issue, WDS will process a customer refusal to suspend the quantity creating an Expeditious Repair (EXREP) condition.

NOTE: WCB requires the appropriate maintenance SMQs to accomplish Test and Checks.

(2) MA - Maintenance Action. Quantities in Suspense with this management code were transferred there by a user if the record does not contain an MCN. If the record has an MCN, the quantity is there as a result of a DIFM Return on a Failed Test & Check. These quantities can be corrected by following the procedures for Test & Check Processing.

(3) RB - Receipt on Board (ROB). Quantities with this management code are in Suspense because a ROB has been processed for a Stock Receipt in Process (ROB-S) coming from R-Supply and there has been no receipt posted. These quantities will be cleared when the receipt is processed.

(4) SO - Supply Officer's Asset. Quantities with this management code are in Suspense as a result of a user processing Suspense New Transaction with no management code specified. NALCOMIS automatically assigns an SO Management Code. It must be determined why these quantities were placed in Suspense prior to taking corrective action. The Suspense Remarks should give the reason. After the specific reason is determined, appropriate corrective action will be taken.

(5) WR - Warehouse Refusal. Whenever a repairable is requisitioned and an RFI quantity is reflected in NALCOMIS, a requisition will be printed in WIS. If the component cannot be found, WIS will process a Requisition Warehouse Refusal in NALCOMIS. NALCOMIS will then automatically transfer the entire RFI quantity plus the SO IOU quantity for the record into Suspense. This represents an inventory discrepancy; therefore, causative research will be conducted, documented and corrected as described in appendix N.

d. Processing Components for Test and Check

(1) On occasion, when a Supply Officers Asset is damaged in handling or found in stock without an RFI tag, it will be inducted into the IMA on a discrepancy MAF to be tested, repaired or BCM'd. In NALCOMIS, the first step is to use the 'Suspense New' function to move the component from RFI to Suspense; ensuring action requested is transferred 'XFER' to Suspense for Work Request. The actual part number and serial number of the item will be used. This will move the component to Suspense with an "MA" Suspense Management Code. WCB will provide a supply JCN for the induction then create a manual AMSU Turn-in in NALCOMIS. The Type MAF Code must be a "D", the TEC must end with a nine, the serial number must match the Suspense Summary Screen and the Turn-in DDSN must be left blank. Once the item has been inducted, it will move from the Suspense Column to the DIFM Column of the Repairable Stock Summary Screen in NALCOMIS. It will be processed as any other DIFM asset with the exception of a NRFI. Once a NRFI Test and Check is processed off the Completed Repair Action Mailbox, with a 1700 document

series DD Form 1348-1/1A Offload Shipping Document, "F" condition code will print off for the NRFI.

(2) The DSB has the ability to process their own inductions for test and check but there will be occasions when the DSB brings WCB a Fly-in Support Allowance (FSA) asset needing to be inducted for Test and Check on a Discrepancy MAF. WCB will process a pack-up return (X24) in R-Supply to move the component quantity from pack-up to location O/H. Induct the component utilizing proper procedures. The MAF must state "FSA ASSET RETURN TO FSA" and request a Work Priority of one. If the component is RFI'd, WCB will process a DIFM Return in NALCOMIS and Pack-up Return (X24) in R-Supply. The component will be returned to DSB for placement back into the FSA. If the component is BCM, WCB will process a DIFM Return and notify DSB of the action taken and provide the stock requisition number generated by NALCOMIS.

26. Process all Repairable Returned from the IMA and Ensure Proper Screening and Carcass Tracking of BCM Components. All repairable that complete the IMA repair cycle will be returned to the WCB. A staging area will be established for these components and will be segregated at least into the following categories: EXREP, RFI, BCM, EI/PQDR, Outgoing Repair and Return. Every repairable returned from the IMA will either be processed or placed in its appropriate staging area. EXREPs will be processed immediately. All other completed repair actions will be processed by the end of each shift. Both NALCOMIS and R-Supply have files for documenting repairable in the repair cycle. NALCOMIS tracks all components through the entire repair process and provides a mailbox message on each completed repair action. R-Supply tracks Supply Officer Assets in the repair cycle through the X30 created by NALCOMIS. Returns from the IMA are processed in NALCOMIS through the Completed Repair Action Mailbox using the Repair MCN of the returned component. Ensure the RFI/BCM Tag, MAF, any logs and records (Equipment History Record (EHR)/Scheduled Removal Component (SRC) Card, etc.) and materiel reflect the same part number and serial number information on the Completed Repair Action Mailbox. WCB will forward all materiel requiring shipment to SSB with required shipment documentation (DD Form 1348-1/1A, BC2, BMD, BEI, D6A etc.). WCB will review the Completed Repair Action Mailbox at the beginning of each shift to ensure DIFM Returns on Completed Repair Actions are accounted for and being processed promptly. Current and Prior reports will be maintained. Procedures for processing each type of return are described in the following paragraphs.

a. Ready For Issue (RFI) Returns. An RFI return will be an RFI EXREP, Supply Officer's Asset, component owed to another activity, or FSA Asset. The Action Taken Code displayed on the DIFM Return will be an "A", "B" or "C". A visual inspection will be made to ensure the RFI Tag, MAF and materiel reflects the same part number and serial number information. This will then be compared to the Completed Repair Action Mailbox.

(1) RFI EXREP. When you process a RFI EXREP off the Completed Repair Action Mailbox an Issue Select Screen appears. Select and process the DDSN of the RFI EXREP. A new requisition document will be printed and the LSC of the requisition will automatically be updated to ISSIP. Forward the requisition document and the materiel with the Repair MAF to WDS for delivery. When WDS delivers the materiel and processes the Receipt POD, a signed hard copy will be filed in the CTF.

(2) Ready For Issue (RFI) Supply Officer's Asset. Process an RFI SO Asset off the Completed Repair Action Mailbox, if there is an outstanding EXREP document, an Issue Select Screen appears. NALCOMIS users will select the override box and not select EXREPs for Rescreen from this list. All EXREP Rescreens will be processed once the RFI quantity is returned to the shelf in NALCOMIS. Then it can be rescreened through the Issue Select Function. If there are no outstanding requirements, a DIFM Return Stow Notice will be printed. Attach the Stow Notice to the materiel with the repair MAF and forward to WSB for storage.

(3) RFI Owed Asset. An RFI Owed Asset will have an "OW" Management Code. It can either be owed to another organization or to the system as a carcass turn-in. If owed to another organization, the ORG Code of the activity will be displayed on the first screen of the Completed Repair Action Mailbox. In either case, NALCOMIS will generate an offline Excess Offload Hard Copy Notice (HCN). Create shipping document in eRMS prior to forwarding to SSB.

(4) Fly-in Support Allowance (FSA) Asset. WCB will process a DIFM Return in NALCOMIS and pack-up return (X24) in R-Supply. The component will be returned to DSB for placement back in the FSA.

b. Beyond Capable Maintenance (BCM) Returns. A BCM Return will be either a BCM EXREP, Supply Officer's Asset, component owed to another activity or FSA Asset. The Action Taken Code displayed on the DIFM Return will be a number one through nine. All BCM materiel will be screened to ensure the BCM Tag, MAF, any logs and records (SRC, EHR, etc.) and materiel reflect the same part number and serial number information as the materiel. Create shipping document in eRMS prior to forwarding to SSB.

(1) Beyond Capable Maintenance (BCM) EXREP. BCM EXREPs will be processed immediately once maintenance action is complete, and the materiel has been received. Process off the Completed Repair Action Mailbox. This will update the LSC of the requisition to REFER and generate an appropriate interface transaction. Immediately after processing the DIFM Return, notify OMD a repairable high priority requisition has been referred. Create shipping document in eRMS prior to forwarding to SSB.

(2) Beyond Capable Maintenance (BCM) Supply Officer's Asset. When processed off the Completed Repair Action Mailbox, NALCOMIS will create interface records to go to R-Supply. A 1700 series stock replenishment A0_ requisition will also be created in this process. Create shipping document in eRMS prior to forwarding to SSB.

(3) Closeout Returns. The Action Taken Code for these components displayed on the Completed Repair Action Mailbox will be "D". A Closeout means no RFI or BCM action was taken.

(4) Beyond Capable Maintenance (BCM) Fly-in Support Allowance (FSA) Asset. When processed off the Completed Repair Action Mailbox, NALCOMIS will create interface records to go to R-Supply. A 1700 series stock replenishment A0_requisition will also be created in this process. WCB will notify DSB of the action taken. Create shipping document in eRMS prior to forwarding to SSB.

27. Processing Components for Repair and Return. There are two categories of Repair and Return components, components received by WMD to be repaired for

another activity (Incoming Repair and Return) or components WMD sends to another activity to repair (Outgoing Repair and Return).

NOTE: The movement of incoming/outgoing repair and return components will be accomplished via eRMS. When the activity requesting repair and return uses eRMS for processing, the receiving activity must also utilize eRMS. Refer to eRMS User's Manual for processing procedures.

a. Incoming Repair and Return. WCB will utilize the following procedures to process Incoming Repair and Returns.

(1) Check eRMS daily for Incoming Repair and Returns. If a component is received, process a receipt within eRMS.

(2) The MAF will be stamped Repair and Return and annotated with the ORG Code of the activity to which the component belongs. If the ORG Code has not been established in the database, WCB will contact the SAA to add the ORG Code and the MRIL Address.

(3) The component will then be taken to AMSU where an Induction MAF will be processed. AMSU must indicate on the Induction MAF Screen the component is Repair and Return as well as the OWED Organization. When this MAF is approved, the quantity will be reflected in the DIFM under Management Code "OW" for owe. When maintenance personnel RFI or BCM the component, WCB will process a DIFM Return which will create a DD Form 1348-1/1A Repairable Movement Document for returning the component. Both RFI and BCM components will be returned to the originating activity via eRMS, unless the originating activity requests the BCM asset to be shipped to the Depot Overhaul Point (DOP).

b. Outgoing Repair and Return. WCB will utilize the following procedures to process Outgoing Repair and Returns:

(1) Verify in eRMS that the perspective repair site has the required ICRL capability. If repair capability is available, coordinate with Production Control and proceed with entering the Repair and Return Transaction into eRMS.

(2) When a component is received from your own IMA for Outgoing Repair and Return, the Action Taken Code reflected on the DIFM Return Screen will be "D". The UIC of the repair site must be entered. The component will remain in DIFM with its original Management Code. The UIC of the Inter/IMA-Customer Repair Site will be shown on the NALCOMIS Repairable Stock Status Inquiry. A DD Form 1348-1/1A Repairable Retrograde Shipping Document will be generated to ship the component to the repair site. The component will remain in DIFM until returned. The WCB will reconcile all records in the Inter/IMA-Customer Service Mailbox in eRMS daily to determine repair site action taken. EXREP and Inbound Repair and Returns will be expedited. Upon receipt of the component, an Inter-IMA/Customer Service Return will be processed. The Inter-IMA/Customer Service Screen allows the user to process either an RFI or NRFI Return. NALCOMIS will then process the transaction in the same manner as any other RFI or NRFI Return. If your activity authorized the repair site to ship the BCM component to the DOP, select "Rpr Acty Shpd to DOP." Additional information can be found in reference eRMS Desk Guide via the eRMS website.

28. Carcass Tracking. There are two types of carcass tracking for repairable, Internal Carcass Tracking and External Carcass Tracking. Initiation of carcass tracking depends on the Advice Code of the requisition.

a. Internal Carcass Tracking. Whenever a customer is issued a repairable, the customer's turn-in will be tracked locally by the NALCOMIS System until it is processed from the CRA.

b. External Carcass Tracking. This process begins when the BCM is processed in NALCOMIS, which generates a DTO A0_ or X31 to interface to R-Supply. System reporting is accomplished when the X31 is reported via the daily Transaction Item Reporting (TIR) or when DTO A0_ is referred.

c. Carcass Turn-in. Each time a carcass turn-in is recorded in R-Supply, a DI X22 (Carcass Turn-in) is placed in the Repairable Requisition File in R-Supply. The eRMS generates BC2 DD Form 1348-1/1A shipping documents, once the POS is posted, and shipping information will be reported to the respective ICP automatically by eRMS. Responding promptly and accurately to system carcass inquiries, ensuring validity of carcass charges appearing on the Difference Listing (DL) and NAVSUP WSS carcass tracking reports (NITA module in eRMS) are the primary tasks in controlling system carcass tracking. Each is described in detail in the following paragraphs.

d. R-Supply Carcass Tracking Module. WCB utilizes the eRMS to post the POS and the NITA Module to work the pending/actual carcass bills. A shipment date must still be posted in R-Supply to clear the record and keep from creating a system backlog. At least monthly WCB will use one of two options to post the POS:

(1) Manually load a POS date to each record in R-Supply.

(2) Use a Structured Query Language (SQL) to automatically load a POS to all outstanding records.

e. External Carcass Tracking. WCB is responsible for accessing and working Carcass Tracking in the NITA Module within eRMS. For detailed information on Carcass Tracking see appendix S.

29. Initiate the MRC for applicable LOEs.

a. Disposal LOE. The WCB NCOIC/SNCOIC will initiate the monthly Disposal Transactions (DSP) LOE in accordance with reference (m). The First-Line Supervisor will run an SQL to sample five (5) of the prior month's transactions. The First-Line Supervisor will ensure separation of key duties and were performed within the required timelines. If a sample has failed the review, the discrepancy found, and the corrective action taken will be annotated on the MRC workbook. Once the MRC is initiated and all KSDs have been gathered and reviewed, the entire MRC packet will be forwarded to the WMD OIC/SNCOIC for review, signature, and retention.

30. Designated as the IAPO. The WCB OIC is designated via appointment letter by the Accountable Officer (CO) and is responsible for signing pre-adjustments/inventory adjustments/causative research for up to 50K, reference (m).

Reports and files Required for Performance of Duties, WCB			
Report name	Frequency	Retention	Reference
1. Pack-up Listing	As Required	Until materiel or survey returned	2401.2
2. Sub-Custody Listing	Annually	10 years	2401.2
3. R-Supply Master Stock Status Locator Listing (MSSLL)	Monthly	Current only	2401.3
4. Local Management Code (LMC) and the Automatic/Reorder Restriction Code (ARRC) Letter and listing	Quarterly	Current Only	2401.5
5. Automatic Reorder Review Report, R-Supply (non-repairable)	Daily	Current & Four Prior Days	2401.7d(1)
6. Automatic Reorder Review Report, R-Supply (Repairable)	Daily	Current & Four Prior Days	2401.7d(2)
7. Requisition Listing with no ESD	Weekly	Current & Prior	2401.8a
8. Requisition Listing with expired ESD	Weekly	Current & Prior	2401.8b
9. Requisition Listing AC/AK Status	Weekly	Current & Prior	2401.8c
10. No Status Stock Requisition Reconciliation Listing, R-Supply	Daily	Current & Prior	2401.8d
11. Processing exception DRBs	Daily	Current	2401.8e, appendix K
12. Stock Requisitions with Overage Shipment Status	Twice per month	Current & Prior	2401.9
13. Materiel Obligation Validation (JSL311), R-Supply	Quarterly	Current & Prior	2401.10
14. Post Materiel Obligation Validation.	Quarterly	Current & Prior	2401.10
15. Supply Discrepancy Report/Transportation Discrepancy Report (SDR/TDR) File	As Required	10 years	2401.11
16. Open SDR Reconciliation	Weekly	Current & Prior	2401.11a
17. Engineering Investigation (EI)/ Quality Deficiency Report (PQDR) Report File/Hazardous Materiel Report File	As Required	Until it is closed	2401.12
18. Open EI/PQDR Reconciliation	Weekly	Current & Prior	2401.12c
19. Location Audit, R-Supply	Fiscal Year	10 Years	2401.13b appendix M

20. Inventory Processing, R-Supply	Fiscal Year	10 Years	2401.13c appendix N
21. Stock Survey File Update	Monthly	Current & Prior	2401.13e(1)
22. Supply Effectiveness	Monthly	Current & Prior	2401.13f
23. Root Cause Analysis (CST Summary Change Report)	Weekly	Current & Prior	2401.13f(1)
24. Offload Processing, Regular, R-Supply (JSI209)	As Required	10 Years	2401.14
25. Offload Processing or SAMMA-SAL RAB Extract, R-Supply	As Required	10 Years	2401.14
26. Issue Listing, R-Supply (JSL314)	Daily	Current & Prior	2401.17
27. Suspended Transaction Report, R-Supply	Daily	Current & four prior days	2401.18a(1) appendix J
28. Unprocessed Interface Report, NALCOMIS	Daily	Current & four prior days	2401.18a(2) appendix J
29. Outgoing Internal Interface Report, NALCOMIS	Daily	Current & four prior days	2401.18a(3) appendix J
30. Stock Control Review Listing, R-Supply	Daily	Current & four prior days	2401.18a(4) appendix C
31. DTOs with On-hand Qtys	Daily	Current & Prior	2401.20a(1)
32. SAMMA/SAL, R-Supply	Monthly	Current & Prior	2401.21a
33. Storeroom Action Listing, R-Supply (change notice)	Monthly	Current & Prior	2401.21b(1)(a)
34. Stock Control Decision Listing, R-Supply (change notice)	Monthly	Current & Prior	2401.21b(1)(b)
35. Repairable MCC Decision Listing, R-Supply (change notice)	Monthly	Current & Prior	2401.21b(1)(c)
36. Change Notice Error Report, R-Supply (change notice)	Monthly	Current & Prior	2401.21b(1)(d)
37. Change Notice List, Consumable/Repairable List, NALCOMIS (change notice)	Monthly	Current & Prior	2401.21b(2)
38. Change Notice Report, Candidates for Deletion, NALCOMIS (change notice)	Monthly	Current & Prior	2401.21b(2)
39. Change Notice Report NIIN Change Report, NALCOMIS (change notice)	Monthly	Current & Prior	2401.21b(2)

40.	Repairable COGs with no MCC, R-Supply ADHOC	Monthly	Current Only	2401.21c(1)
41.	Repairable COGs with no NUP or NUP greater than Unit Price, R-Supply ADHOC	Monthly	Current Only	2401.21c(2)
42.	DBAG14 NALCOMIS	Monthly	Current Only	2401.21c(3)
43.	DBAG17 and DBAG21 NALCOMIS	Daily	Current & Prior	2401.21(d)
44.	NALCOMIS/R-Supply Reconciliation Report	Monthly	Current & Prior	2401.22
45.	NAVSUP WSS Stock In Transit (SIT) Discrepancies Listing	Weekly	2 Calendar Years	2401.24 appendix S
46.	DIFM Status Report, NALCOMIS (J62300) / ADHOC Tools	Quarterly	Current & Prior	2401.25a
47.	NALCOMIS Repairable Suspense Records	Daily	Current & Prior	2401.25c
48.	CRA Mailbox	Daily	Current & Prior	2401.26
49.	Inter/IMA-Customer Service Mailbox	Daily	Current	2401.27a
50.	Carcass Reports, NITA Carcass Tracking Reports	Daily	Current & Prior	2401.28 appendix S
51.	MRC for Applicable LOE	Monthly	10 Years	2401.29

Table 2-3.--Reports required for performance of duties, WCB.

CHAPTER 2

WAREHOUSE MANAGEMENT DIVISION (WMD)

SECTION 5: PRE-EXPENDED BRANCH (PEB)

2500. General

1. Responsibilities. PEB is responsible for establishing, maintaining, and replenishing PEB sites authorized by the AvnSupO/Maintenance Officer and for the assembly and issue of phase kits. PEB materiel consists of low cost, frequently used maintenance related items which are pre-expended from ASD stock and stored in departmental work centers readily accessible to maintenance personnel. For complete details of the stocking policy of PEB items refer to reference (k)and reference (o).

2. Duties

a. PEB will perform the following duties. A list of reports required to perform these duties is contained in table 2-4:

(1) Establish PEB sites.

(2) Maintain the NALCOMIS ISPEB Mailbox.

(3) Maintain the NALCOMIS PBROB/PHROB Mailbox.

(4) Inventory and Replenish PEB sites.

(5) Review and process PEB change requests.

(6) Ensure Pre-Expended Bin (PEB) flags are set for all NSNs in any PEB site.

(7) Monitor and Reconcile Pre-Expended Bin (PEB) Requisitions.

(8) Conduct Rescreens on Outstanding Pre-Expended Bin (PEB) Requisitions.

(9) Maintain the PEB High Dollar Value Letter File.

(10) Request and Review from the Automated Pre-Expended Bin (PEB) Demand Frequency Process.

(11) Coordinate the assembly of all Maintenance Kits.

2501. Procedures

1. Establish Pre-Expended Bin (PEB) Sites. PEB will use the PEB/PACKUP site/new add to establish a new PEB site to NALCOMIS. Prior to establishing a new PEB site, coordination must be made with the SMD/SAA to ensure a work center and document number series is established and the NALCOMIS and R-Supply Databases are updated to show the new PEB document series. The following data will be entered into NALCOMIS (see figure 2-9) when establishing the PEB site:

a. Squadron ORG

b. Squadron Work Center

c. Site Loc

d. Site Name

e. Req ORG

f. Req WC

g. Sup Add

h. Sig (Signal Code)

i. Prj Code (774)

j. Iss Priority (12/13 depending on FAD)

k. TEC (Applicable Weapons System)

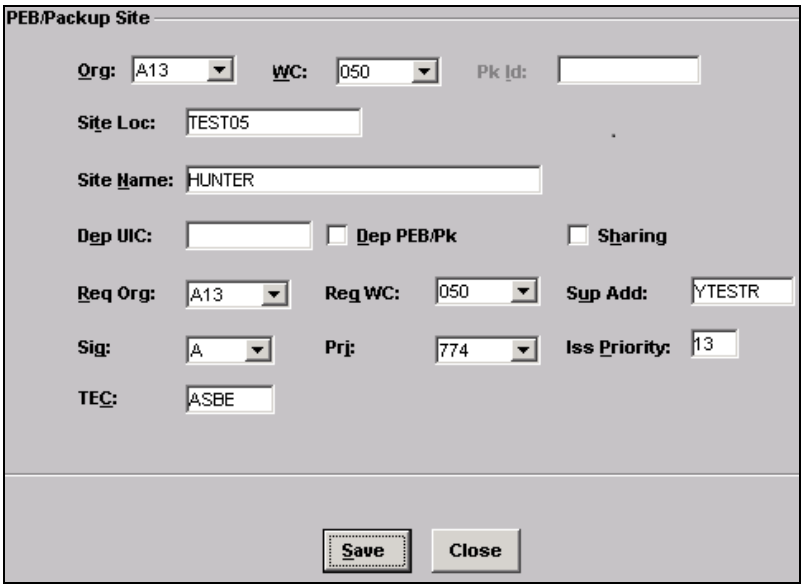

Figure 2-9.--Establishing a PEB Site.

NOTE: If the Force Activity Designator (FAD) for the squadron changes at any time, the priority set for the PEB documents must be updated to reflect the appropriate priority or NALCOMIS will provide an error message indicating there is not a document series assigned.

l. Once the actual PEB site is established, the ORG Code and work centers need to be assigned to the PEB. This is done in NALCOMIS by selecting the PEB > PACKUP module and then selecting ASSIGNED WCS (figure 2-7). Select the appropriate PEB site, then add the necessary ORGS/WC from listing on the left under available WC and add to the WCs assigned to PEB. Even if a work center does not physically have a PEB, they will be assigned one, so the automated

PEB demand process captures the demand data for providing recommended additions.

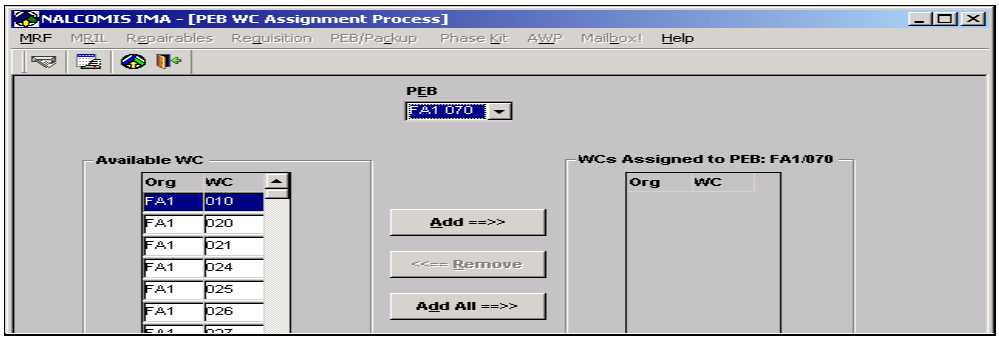

Figure 2-9.--Establishing a PEB Site, Continued.

m. NSNs will need to be added to the PEB. NSNs will not be established in a PEB if the NSN does not have an RO established in R-Supply, and will never exceed the RO. Additionally, ensure the sum of all ROs for the same NIIN in various PEBs never equates to more than the RO in R-Supply. Select PEB SITE LIST and select the appropriate PEB site, then select the Add Inventory Button. The high limit set in the PEB will not exceed one month's usage for that particular customer. The low limit will normally be set to 50 percent of the high limit. If the NSN being added to a PEB does not have the PEB flag set on the MRF record, an error message will appear indicating the PEB flag needs to be set first.

NOTE: If the actual unit of issue is other than each, the PEB HI/LOW will need to be set based on container unit of issue. Low limits for UI other than EA will be set to 20 percent of the high limit. Example: Actual UI is HD and PEB quantity requested is 1 HD. PEB HI limit would be set to 100 and low limit set to 20. When the PEB on hand reaches 20, NALCOMIS will automatically reorder 1 HD.

n. Once the NSN has been established in a NALCOMIS PEB, R-Supply needs to have the PEB flag set using the Inventory Module.

2. Maintain the NALCOMIS ISPEB MAILBOX. When a customer orders materiel showing an on-hand quantity in their PEB, the document will post in NALCOMIS with a local status of ISPEB. PEB will coordinate with the PEB managers in the squadrons/work centers to ensure these documents have been issued from the customer's PEB site. All parts ordered by the customers shall be validated for JCN, MCN, BuNo, WUC and valid reference. The ISPEB mailbox will be cleared daily, and the reports will be retained as specified in table 2-4.

a. Maintain PEB Sites

(1) Full Quantity Available in the Pre-Expended Bin (PEB). This occurs when a customer orders a part showing the full-on hand quantity from the requisition in their PEB or shared PEB (if set), NALCOMIS will set an LSC of ISPEB to the requisition. PEB will review the ISPEB mailbox in NALCOMIS and coordinate with the customer to ensure the materiel was issued from the PEB. If the requirement was issued from the PEB, the document will be cleared from the mailbox by selecting the requisition and entering the full quantity issued. This process will decrement a customer's PEB site on hand quantity

and update the local status on the requisition to 'CMPEB'. If after the issue is processed, the PEB on hand plus PEB Dues plus SUB O/H Plus SUBS Dues falls to or below the low limit, NALCOMIS will automatically create a PEB replenishment document with a local status of AWREL (Awaiting Release).

NOTE: The PEB Manager in the IMA work centers can clear the requisitions from the ISPEB Mailbox if given the authorization from SMD and WMD. This capability is not available to the O-Level PEB managers unless they have access to the I-Level system.

(2) Partial Quantity Available in the Pre-Expended Bin (PEB). When a customer orders a part showing a partial quantity available in the PEB, a two-step process must be followed to process the document. PEB will click the 'Reprocess' button in the ISPEB Mailbox module which will set the document to OSPEB.

(a) The document will post to the ISPEB Mailbox with a "Y" Suffix Code for the quantity available in the PEB. This partial quantity must be cleared from the mailbox before the remaining quantity can be processed.

(b) Once the quantity available in the PEB is cleared out of the ISPEB Mailbox, the document for the remainder of the quantity will be assigned an LSC of INPRO and will be processed as a normal requisition, issued, if possible, referred off station if NIS.

(3) Materiel NIS in the Pre-Expended Bin (PEB). If the materiel is no longer available in the PEB, the PEB on hand will need to be adjusted, if necessary, before being able to mark the requisition as NIS. Checking the NIS RQN Block will clear the requisition from the ISPEB Mailbox and update the LSC to INPRO and print the document to the appropriate printer. The requisition will then be handled as any normal requisition. If a customer pulls materiel out of a PEB without ordering it, the PEB on hand quantity must be manually adjusted. This is accomplished on the NALCOMIS menu: PEB > Inventory List or Inventory Search, selecting the NIIN and making the adjustment. NALCOMIS will ask if you want to record a PEB demand, if yes, you will need to enter the ORG Code, quantity, MCN and JCN. If after the quantity is adjusted, the PEB O/H plus PEB Dues plus SUB On Hand Plus SUBS Dues falls to or below the low limit, a replenishment document is automatically created and placed in PEB/Replenishment Review awaiting approval.

NOTE: When PEB identifies this scenario, they should immediately call the customer and inform them of proper procedures for ordering PEB materiel.

3. Maintain the NALCOMIS PBROB/PHROB MAILBOX. When a DTO PEB or PHASE KIT requisition is received and the ROB has been processed, the document goes into the PBROB/PHROB Mailbox. PEB will be responsible for performing the POD in NALCOMIS to clear the requisitions from the mailbox. The PBROB/PHROB Mailbox will be cleared daily. The reports will be retained as specified in table 2-4.

4. Inventory and Replenish Pre-Expended Bin (PEB) Sites

a. Inventory PEB Sites. PEB will visit each PEB site quarterly to inspect/inventory locations for contents. During these visits, PEB will correct any mixing of items in the PEB site and remove any unauthorized items

or excess materiel which is in the PEB locations. Excess materiel will be returned to Supply Officer's Stock by processing Materiel Turn-ins (MTIS X75). Any materiel identified from the PEB Candidate Lists as increases, decreases or deletes should be filled or returned from/to WMD at this time. Materiel returned should be reviewed to determine if any of the materiel can be used for other PEB deficiencies.

b. Pre-Expended Bin (PEB) Replenishment Review

(1) PEB replenishment documents will automatically be created, as issues post, when the PEB on hand falls to or below the low limit. The replenishment review of a PEB will be accomplished at least daily by using the NALCOMIS menu: PEB/Replenishment Review. A list of ORGs/PEB sites having documents pending approval will be displayed. Select the PEB site for review and then select the view button.

(2) All documents showing in PEB Replenishment Review will have a local status of AWREL. These documents must be cancelled or approved. If the documents are not to be processed for some reason, such as no funds available, you must cancel the document using the Cancel Requisition Button. This will update the local status to CANCL. If a replenishment is cancelled it will need to be regenerated manually to replenish deficient PEB items. If you want to process the replenishment documents:

(a) Highlight the documents and select the Release Button. This will update the local status to INPRO. The documents will then print to the designated WMD printer.

(b) Pull materiel from location.

(c) Update the local status to ISSIP.

(d) Turn over PEB materiel to the WDS for delivery to the customer.

(e) After WDS delivers the materiel, process the POD in NALCOMIS. Forward the DD Form 1348-1/1A for inclusion into the CTF or scanned into the applicable IBS database.

(f) If only a partial quantity can be filled from the warehouse, PEB will update the local status to ISSIP with the quantity actually issued. The remainder will be cancelled, and a new replenishment document generated if necessary and referred off station.

(g) If the total quantity is NIS, all NIS materiel will be verified by WIS designated personnel. PEB will update the local status to NIS/REFER. This will generate a DTO requisition to be passed off station.

(3) Documents appearing in the PEB Replenishment Review will be cleared daily.

c. For complete details of the stocking policy of PEB items refer to reference (k) and reference (o).

d. Pre-Expended Bin (PEB) site manager assignment and responsibilities. For each site having a PEB, the PEB supply site manager will ensure site

manager and assistant site manager are assigned in writing and held accountable for the following:

(1) Site PEB will be organized, and gear properly accounted for.

(2) Maintain in a secure location which can be secured during non-working hours.

(3) Ensure the receipt and proper storage of all PEB items.

(4) Act as sole managers of all issues from PEB.

(5) Ensure the proper submission of addition, deletion, and modification requests.

(6) Ensure limits are being properly maintained.

The PEB letter will be maintained with PEB site screening file and will be updated anytime there is a change in site manager. Current letter will be retained.

From: Warehouse Management Division Officer in Charge, Marine Aviation Logistics Squadron XX
To: Maintenance Material Control Officer
Via: Aviation Supply Officer, Marine Aviation Logistics Squadron XX

Subj: PRE EXPENDED BIN (PEB) SITE MANAGER ASSIGNMENT DUTIES AND RESPONSIBILITIES

1. The listed personnel are appointed as the Pre Expended Bin site managers:

PRIMARY

_____

PEB CUSTODIAN DATE

ALTERNATE

_____

PEB CUSTODIAN DATE

2. The PEB site managers are responsible for the following requirements:

a. Site PEB will appear neat and orderly, and be secured during non-working hours.
b. Site PEB manager and alternate will ensure the receipt and proper storage of all PEB items.

Figure 2-10.--PEB Site Manager Assignment Duties and Responsibilities Letter.

c. Site PEB manager and alternate will be the sole controllers of all issues from PEB.

d. Site PEB managers will ensure the proper submission of addition, deletion, and modification requests.

e. Site PEB managers will ensure limits are being properly maintained.

3. In the event that the above requirements are not met, site PEB will be subject to re-inspection within 7 working days. In the event that the standards are still not met, actions will be taken to remove the PEB site and return all assets to the Aviation Supply Department.

4. Point of contact for this matter is the WMD OIC/SNCOIC at 858-577-1234.

I. M. MARINE

_____

Squadron/WC SNCOIC/OIC DATE

Figure 2-10.--PEB Site Manager Assignment Duties and Responsibilities Letter, Continued.

5. Review and Process Pre-Expended Bin (PEB) Change Requests. Figure 2-10 shows a sample form for the PEB changes. This form will be utilized by the maintenance customer to request changes/additions/deletions to the PEB. If WMD is originating the change/addition/deletion based on the automated reports or manual review, a change request is not required. Upon receipt of a request for an addition, deletion or change of a PEB item, the PEB will screen the request for completeness and annotate/verify required R-Supply Data.

a. PEB will attach a printout of the R-Supply Stock Item Query for the requested NIIN, paying attention to the Average Monthly Demand (AMD) and ensuring an RO exists. PEB will attach a printout of the PEB/Pack-up/PEB Demand Inquiry selecting the NIIN to obtain the requisition history for this NIIN; ensuring sufficient demand from this customer exists. An ADHOC query against the NALCOMIS DR09Table may also be used for checking demand data. PEB will utilize NALCOMIS PEB > PACKUP Inventory Search to determine if the requested NIIN is authorized for another PEB site. Prior to annotating number(s) and corresponding High and Low Limit(s) verify if it exists in another PEB site before forwarding the request to the WMD OIC.

b. Upon return of an approved or disapproved request by the WMD OIC, PEB will provide a copy to the requestor and file the original in date sequence. Requests will be retained on file for current and prior fiscal years.

c. Upon return of an approved addition for a PEB item, PEB will utilize NALCOMIS PEB > PACKUP > Inventory List to establish the high and low limits using procedures listed under establish PEB site. If the requested modification was for an increase or decrease to the high and low limits, PEB will utilize NALCOMIS PEB > PACKUP > Inventory Search to change the high and low limits.

(1) If the high and low limits were increased, upon making the change, if the on hand plus dues and/or SUBS on hand plus dues is at or below the low limit, a replenishment document will be created for review with LSC AWREL.

(2) If the high and low limits were decreased, PEB will screen for any outstanding PEB DTO documents and take action to cancel any outstanding PEB requisition for that customer. If unable to cancel the requisition, load a YE1 "Divert to Stock". Once the materiel is received, process via a materiel turn-in (MTIS X75), PEB will screen all PEB sites with the same NSN for any deficiencies and use the excess to replenish the deficient PEB. If the PEB site being replenished has an outstanding PEB DTO requisition, attempts will be made to cancel the document in the system.

(3) If the request was for a deletion, PEB will screen for any outstanding PEB DTO documents for this particular ORG/WC and take action to cancel the requisitions. If unable to cancel the requisition, load a YE1 "Divert to Stock". Once materiel is received, process via a MTIS X75, PEB will screen all PEB sites with the same NSN for any deficiencies and use the excess to replenish the deficient PEB. If the PEB site being replenished has an outstanding PEB DTO requisition, attempts will be made to cancel the document in the system. The PEB flags will be removed from the NIIN in both NALCOMIS and R-Supply if not in any other PEB.

From: PEB Site OIC
To: WMD OIC

Subj: REQUEST FOR PEB ADDITION/DELETION/CHANGE

1. It is requested the below listed item be added, deleted or changed for PEB site number .

NOMENCLATURE:

NSN:

CAGE:

P/N:

REF:

REQUESTED HIGH:

LOW:

JUSTIFICATION:

OIC PEB SITE SIGNATURE

Figure 2-11.--Pre-Expended Bin Addition/Deletion/Modification Request.

ENDORSEMENT
From: WMD OIC
To: PEB Site Officer in Charge

1. The following information is provided:

AMD:

U/P:

COG:

MCC:

R-Supply U/I:

CONTAINER UI:

CONTAINER QTY:

CURRENTLY ON MASTER PEB: YES:

NO:

PEB SITE:

PEB NBR:

CURRENT HIGH:

LOW:

RECOMMENDED HIGH:

LOW:

2. Your request is: APPROVED:

DISAPPROVED:

3. Reason for disapproval:

WMD OIC SIGNATURE

Figure 2-11.--Pre-Expended Bin Addition/Deletion/Modification Request, Continued.

6. Ensure Pre-Expended Bin (PEB) flags are set for all NSNs in any PEB site

a. General. Monthly PEB will ensure all PEB NSNs have the PEB Flag set in R-Supply and NALCOMIS. This can be accomplished by several methods, e.g. comparing/reconciling NSNs with PEB flags in R-Supply and NALCOMIS in any application within Microsoft 365 or similar, or with utilizing ADHOC utility in both R-Supply and NALCOMIS databases, or by utilizing NALCOMIS SQL provided in this instruction and a batch process to set reconciled flags into R-Supply. Steps for this example are as follows,

(1) Clearing PEB Flags in R-Supply. This should be the first step as this process will clear all current PEB flags set in R-Supply, that way they can be re-added after the NALCOMIS X08 process. The file path to access this module in R-Supply is Inventory> Management> Inventory Actions> Stock Item Maintenance. Once in the module, click Store Types then General Stores, Add, Ok. Ensure under the Clear Flags/Indicators field that the PEB tab is clicked, once done then click Save. This will generate a batch job number in which needs to be released by the SAA, after the batch job is done running the PEB flags in R-Supply will be successfully cleared.

(2) Running SQL in NALCOMIS. The SQL identifies materiel in PEB sites that requires corrective action. The current SQL can be found in the Marine Aviation Supply SharePoint>OTHER>NAVMC ADHOC/SQL. The file path to access this module in NALCOMIS is Reports> Ad hoc> Expert. Once in the module, select new, click Tables, select any table (this is required to enable the SQL function) and click on "Ok". Next, click Options, SQL Expert, paste SQL then click "Ok". Now that the SQL is pasted, click on Run Query and Ok on the Query impact screen.

(3) Generating The X08 File Process (NALCOMIS). This file extract process will generate a list of consumable NIINs in NALCOMIS that have a PEB flag indicator of 'Y'. This also checks that an actual PEB inventory exists within the respective PEB sites, if there is not a corresponding inventory then the process clears the PEB flag from the NALCOMIS NIIN record. This process is exclusively done in NALCOMIS, once in NALCOMIS> BATCH>PEB Demand> PEB R-Supply Activities> X08 File. Click 'Yes' when asked do you want to create the X08 file. This is going to generate an electronic file in which needs to be released in NALCOMIS via the Batch Reports Request Queue.

(4) Releasing the X08 File Process (NALCOMIS). The next phase is releasing the above stated electronic file in NALCOMIS. Once in NALCOMIS enter the batch menu by clicking the following. Batch> Queue> Job Requests. Once in the Batch Reports Request Queue find the respective PEB X08/X09 Extract, click View. Click under the status tab drop down and change 'HOLD' to 'RELEASE', then click Apply. It will then prompt a sub window N9085-Submit batch process for PEB X08/X09 extract, click Yes. By clicking yes, a batch job number will be generated, and the job will run in NALCOMIS which will conduct the batch change. It will also create an 80-card column X08 file in which needs to be extracted from NALCOMIS and input into R-Supply.

(5) Batch File Transfer NALCOMIS. To upload the X08 files into R-Supply, the X08 file needs to be extracted from NALCOMIS. PEB will utilize the NALCOMIS. System> Utility> File Transfer to complete this task. Once in the file transfer module the PEB user will click Receive from Server at the top right of the screen. In the Drive section it is imperative that the PEB user inputs the correct file path for the file to write to (file location to

save to). Under the second Receive from Server towards the middle left of the screen ensure File is selected. Input the batch job number in which was generated from releasing the X08 file, ensure that _X08 is added at the end of the batch job number, or the file will not write properly. After all the appropriate information is inputted to the required fields click OK, the module will then prompt asking to continue, click yes. By clicking yes, NALCOMIS will write an 80-card column mentioned earlier for upload to R-Supply.

(6) Transfer To Server Via Relational Supply. The X08 file will now be uploaded to R-Supply. In R-Supply the module can be accessed by the following, File> Utilities> File Transfer> Batch File Transfer. In the module click Transfer to Server, in the process section select Establish/Change Stock Records. Click Browse, go to the file path in which the NALCOMIS file transfer was written to and select the correct file. Then click the save disk, this will save the file into R-Supply for further action.

(7) Predefined Parameters. The final step is going into the Predefined Parameters module in order to prompt the X08 file to be ran into R-Supply. The module can be enabled by clicking Site> Management> Site Internal> Batch Job Scheduling> Predefined Parameters. In the module select the JSS305 Establish/Change Stock Records then click the save disk. Once saved R-Supply will generate a batch job number which will require the SAA to release, after the SAA releases the job R-Supply will then be updated with all the PEB flags from the NALCOMIS X08 file.

NOTE: It is recommended to re-run the above mentioned ADHOCs to ensure the entire process was ran successfully.

b. R-Supply/NALCOMIS Reconciliation. An automated matching process was developed which compares stock number and requisition data and produces reports which identify discrepancies in both R-Supply/NALCOMIS. The SAA will generate and distribute a copy of this reconciliation monthly. PEB will take corrective action on any NIIN appearing on the report, which will be labeled 'NALCOMI/SUPPLY Exception Report' with a heading 'PEB DISCREPANCY REPORT'.

c. The reports will be signed and dated by the person conducting the review and current and prior copies will be retained. Refer to appendix L for additional guidance.

7. Monitor and Reconcile Pre-Expended Bin (PEB) Requisitions

a. General. PEB requisitions will be monitored and reconciled using various requisition reconciliation aids. Requisition listings will be generated via R-Supply (utilizing 774 project code) and a reconciliation of all outstanding PEB DTO Requisitions will be conducted at least monthly. PEB will verify all requisitions have a valid status and verify the O/H and dues listed for the appropriate PEB site. The below reports will be signed and dated by the person(s) conducting the review and retained for current and prior.

(1) Reviewing Pre-Expended Bin (PEB) DTO Requisitions with No Status. A requisition listing for all PEB DTO requisitions with "no status" will be requested and worked daily. Each individual requisition must be reviewed and annotated with the appropriate action taken (i.e., ATA). The methods to

determine appropriate requisition follow-up submission will be accomplished in accordance with reference (k) and appendix K.

(2) Reviewing Pre-Expended Bin (PEB) Direct Turnover (DTO) Requisitions for Follow-up. All PEB DTO Requisitions will be reviewed for follow-up at least monthly. This review should be conducted by using the R-Supply Requisitions Listing > R-Supply Requisition Follow-ups or BMT. Whichever program is used will be tailored to PEB DTO Requisitions only. The requisition listing method must be reviewed, and the appropriate follow-up manually entered into R-Supply. Determining which requisitions require a follow-up and the type of follow-up to submit will be accomplished in accordance with appendix K and reference (k), volume I, chapter 3, part D, section II. Each requisition on the listing will be annotated with the action taken.

(3) Pre-Expended Bin (PEB) Direct Turnover (DTO) Requisitions with Overage Shipment Status. PEB DTO Requisitions are considered to have Overage Shipment Status if the materiel has not been received within 15 days (for CONUS shipments) or 45 days (for overseas shipments) from the shipment date. These time frames are based on SDR submission time frames established by NAVSUP, which are 60 days (for CONUS shipments) or 150 days (for overseas shipments) from shipment date. This will allow the requisitioner time to prepare and submit SDRs to the issuing activity. PEB DTO Requisitions meeting the criteria for having overage shipment status will be identified, researched, and corrected at least twice monthly. These requisitions can be identified when reviewing the consumable R-Supply Requisition Listing by selecting only PEB DTO Requisitions with overage shipment status. Any unresolved PEB DTOs will be forwarded to WCB for review. For detailed procedures, please refer to appendix K.

(4) Pre-Expended Bin (PEB) Direct Turnover (DTO) Cancellations (AC1/AK1). The PEB manager will only submit cancellation requests on PEB items which will exceed the requested high limit in order to avoid any potential excess materiel. PEB will coordinate with SMD prior to running this report. PEB will refer to appendix K for further action.

(5) System Materiel Obligation Validation (MOV). A materiel obligation is the unfilled quantity of an overage requisition held by an ICP not available for issue to your activity but is recorded as a commitment against the ICP's existing stock dues. The SAA is responsible for receipt, acknowledgment, overall coordination, and response to the Supply System for the ASD. PEB will; however, review and validate responses to MOV requests for PEB DTO requisitions and return the annotated responses to SAA within 10 working days. Additionally, PEB will work any items generated on the Post MOV. For instructions on reviewing the MOV refer to appendix E.

(6) Suspended Transaction Report. The Suspended Transaction Report will be made available daily by the SAA. PEB is responsible for correcting and processing all PEB DTO Transactions suspending in R-Supply. All suspended transactions which PEB is responsible for will be corrected daily and retained for current and four prior days. Detailed procedures for working the Suspended Transaction Report are contained in appendix J.

(7) Interface Reports. These reports will be made available daily by the SAA. PEB is responsible for reviewing and taking corrective action on all PEB DTO transactions on these reports. Reports requiring corrective action

and relevant procedures are contained in appendix J. There are two types of unprocessed interface records: from NALCOMIS to R-Supply (Outgoing Solicited/Echo Records) and from R-Supply to NALCOMIS (Incoming Unsolicited Error Records). Outgoing Solicited/Echo Records are those which NALCOMIS created and sent to R-Supply and a successfully processed transaction has not returned. These transactions will appear on the Suspended Transaction Report and will complete processing in NALCOMIS when corrected in R-Supply. Incoming Unsolicited Error Records are those which R-Supply sent to NALCOMIS and could not process for some reason. These records appear on the Unprocessed Interface Records portion of the Daily Interface Summary Reports. These records will be reviewed and corrected daily and retained for current and four prior days. Detailed procedures for correcting these records are contained in appendix J.

8. Conduct Rescreens on Outstanding Pre-Expended Bin (PEB) Requisitions. PEB will conduct a weekly rescreen of all outstanding PEB requisitions in R-Supply or Buffer Management Tool as follows:

a. PEB will request the Outstanding DTO with On Hand Quantity Report in R-Supply weekly and retain for current and prior.

b. Upon receipt of the Outstanding DTO with On Hand Quantity Report, PEB will screen the report for outstanding PEB documents and verify the location for the materiel and if available, pull the outstanding quantity from stock and stage for further processing.

c. PEB will input the document to be rescreened in R-Supply using Logistics, Materiel Requirements and Rescreen. Enter the NIIN to be rescreened and select the document from the list of available documents.

d. The rescreen document will print to the designated R-Supply printer. PEB will pull the DD Form 1348-1/1A and match it up to the gear previously pulled from stock.

e. PEB will complete the rescreen issue process in R-Supply by using Logistics > Issuing > Storeroom Issue Process. Once cleared from the Storeroom Issue Process, a cancellation request will be automatically created to cancel the original document along with a YE1 identifying the re-screen DDSN.

f. PEB will manually adjust the PEB sites on hand quantity and turn over the materiel to the WDS for delivery to the appropriate PEB site.

g. The signed copy of the DD Form 1348-1/1A will be maintained for inclusion in the CTF or scanned into the IBS Database.

h. PEB will initiate the Spot Inventory Process for NSNs which are NIS. Spot inventories will be conducted by the WCB and any necessary adjustments processed.

9. Maintain a Pre-Expended Bin (PEB) High Dollar Value Letter. At the beginning of each quarter, PEB will prepare a letter for signature by the AvnSupO as shown in figure 2-11. The subject of the letter will be "AUTHORIZATION TO STOCK PRE-EXPENDED ITEMS WITH A UNIT PRICE IN EXCESS OF $250.00". Enclosure (1) will be a listing of all PEB items with a unit price greater than $250.00. The listing can be obtained from either NALCOMIS or R-

Supply using ADHOC queries. Paragraph one will state, "Authorization is hereby granted to pre-expend the items listed in the enclosure, which have a unit price that exceeds $250.00". Current and prior quarter letters will be retained. A copy of the letter will also be provided to the appropriate PEB site manager.

NOTE: MALS Commanders may increase the PEB unit price limit to $500.

From: Aviation Supply Officer
To: Warehouse Management Division Officer in Charge

Subj: AUTHORIZATION TO STOCK PRE-EXPENDED ITEMS WITH A UNIT PRICE IN EXCESS OF $250.00

Encl: (1) Stock pre-expended items with a unit price in excess of $250.00

1. Authorization is hereby granted to pre-expend the items listed in the enclosure, which has a unit price that exceeds $250.00.

AVNSUPO SIGNATURE

Figure 2-12.--Authorization Format to Stock Pre-Expended Items With a Unit Price in Excess of $250.00.

10. Request and Review from the Automated Pre-Expended Bin (PEB) Demand Frequency Process. Quarterly, PEB must run the Automated PEB Demand Frequency Process and review the output. The reports can be produced via NALCOMIS > Batch > PEB Demand > Automated PEB Demand Frequency (figure 2-12). The below reports will be signed and dated by the person conducting the review. These reports will be retained as specified in table 2-4. The following automated PEB demand frequency batch jobs are available for activities having the Automated PEB Flag set on the ASD Site Record:

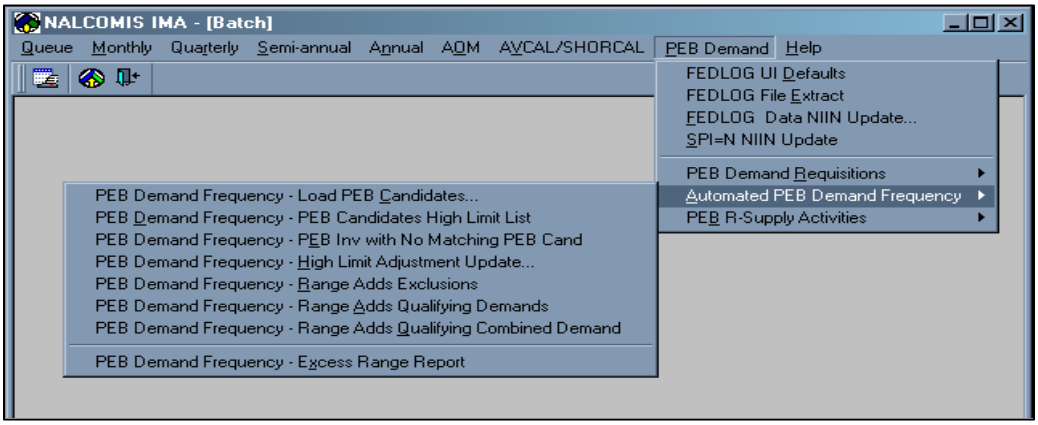

Figure 2-13.--PEB Demand Frequency Process.

a. Load PEB Candidates. Select the months for review, enter months of stock (should be 1), unit price range and average demand. This batch process runs against the PEB Demand File and creates two files of requisition data.

(1) Contains calculated limits and adjustments performed in the batch process.

(2) Contains PEB demand and requisition data up to 12 months.

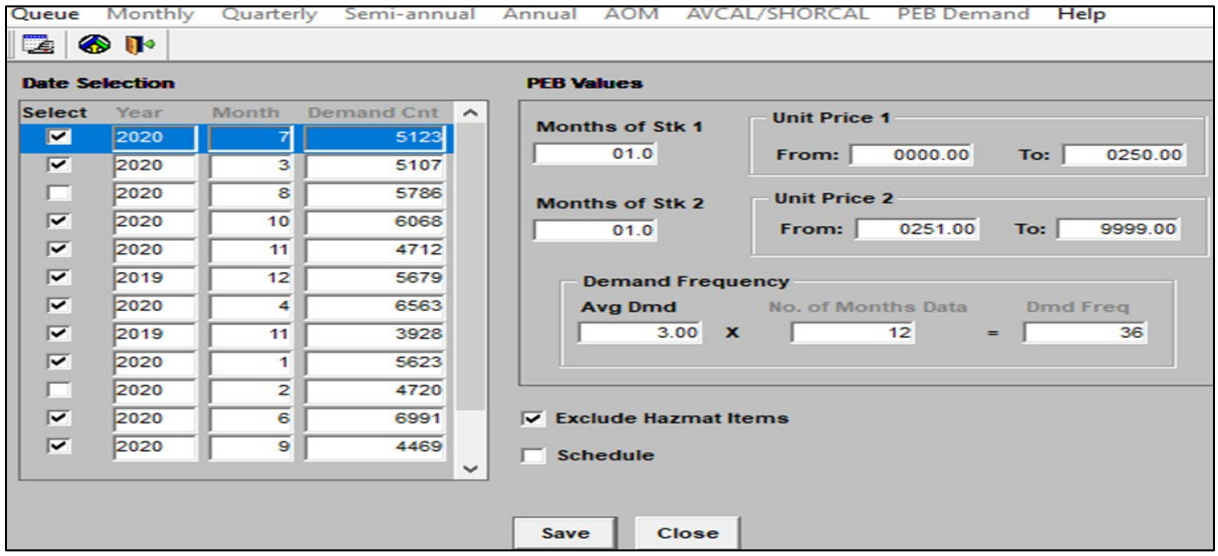

Figure 2-13.--PEB Demand Frequency Process, Continued. (Load PEB candidates).

b. PEB Candidates High Limit List. The PEB Candidates High Limit List contains all PEB demands from the PEB Candidate File whose calculated high limit is different from the actual high limit on the inventory record. The system uses the prime NIIN and PEB to match records for comparison. All recommended limit changes will be screened against ROs and other PEB sites to control excess materiel.

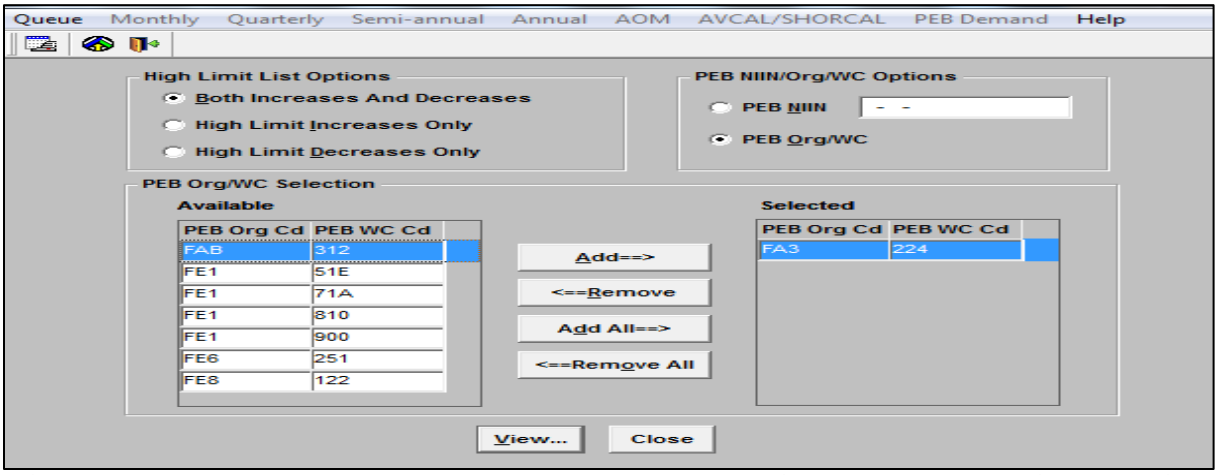

Figure 2-13.--PEB Demand Frequency Process, Continued. (PEB Candidates High Limit).

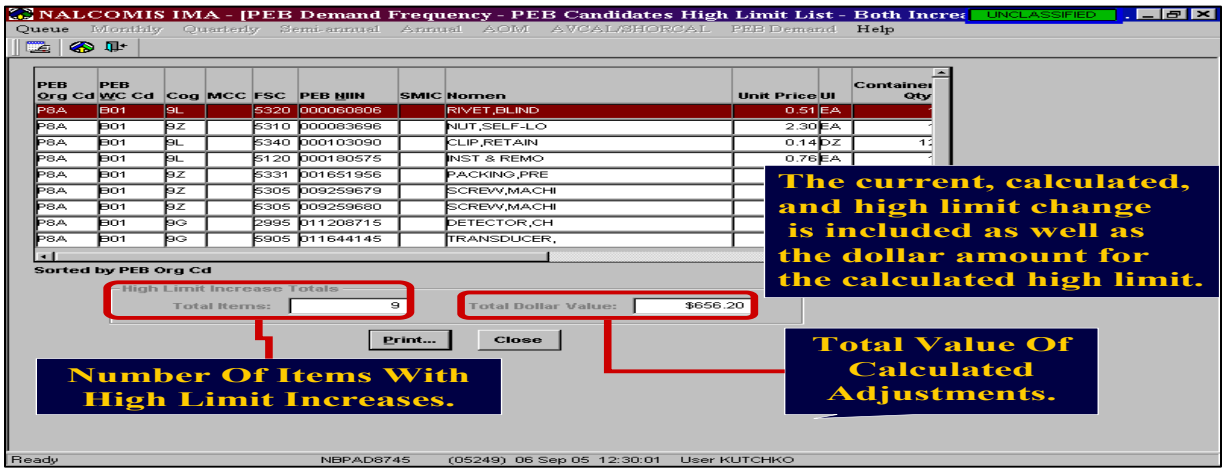

Figure 2-13.--PEB Demand Frequency Process, Continued. (PEB Candidates High Limit).

c. PEB Inventory with No Matching PEB Candidate. List of PEB inventory items having no demands against them. The list can be limited to a specific NIIN or to one or more PEB sites. The PEB manager will retrieve all materiel on this listing and screen for other deficient PEB sites or divert to stock.

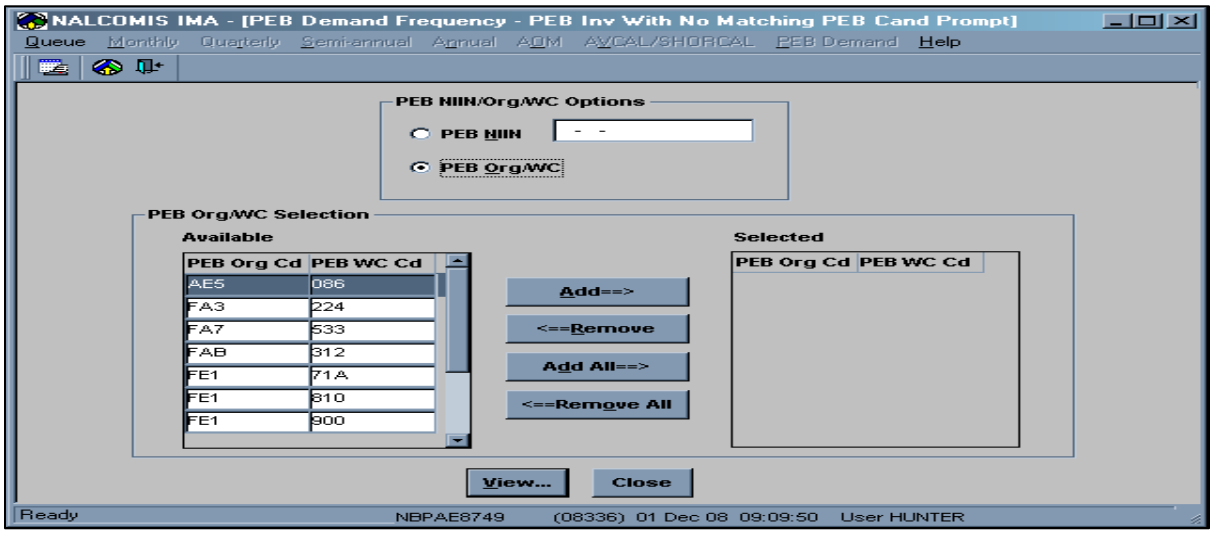

Figure 2-13.--PEB Demand Frequency Process, Continued. (PEB Inventory with No Matching PEB Candidates).

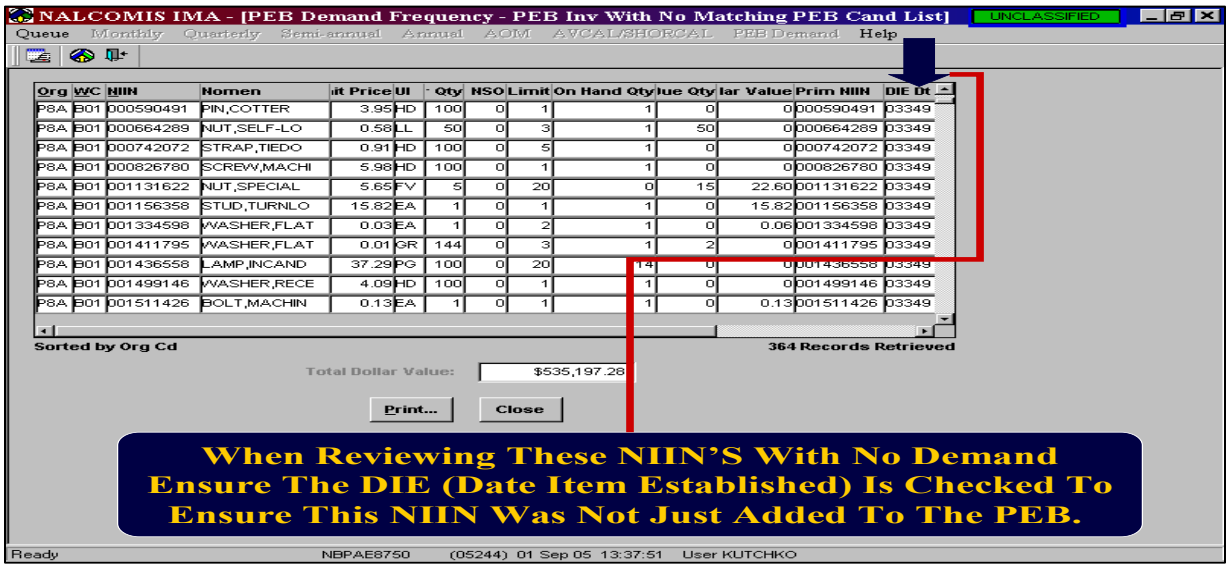

Figure 2-13.--PEB Demand Frequency Process, Continued. (PEB Inventory with No Matching PEB Candidate).

d. Range Adds Exclusions. Used to enter FSC and COG/MCC for item to be excluded from the PEB process.

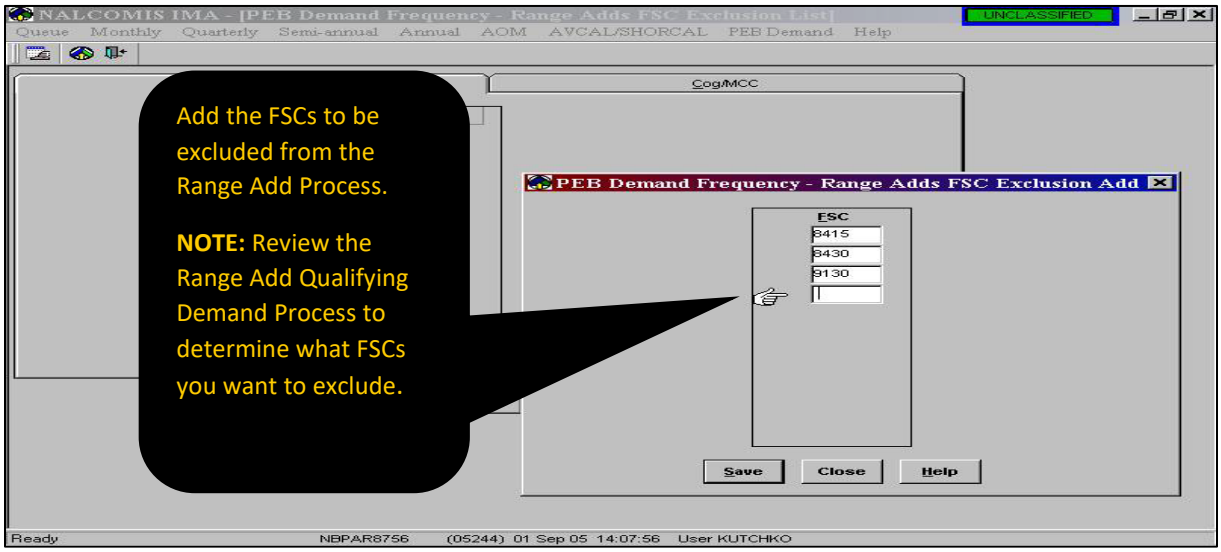

Figure 2-13.--PEB Demand Frequency Process, Continued. (Range Adds Exclusions).

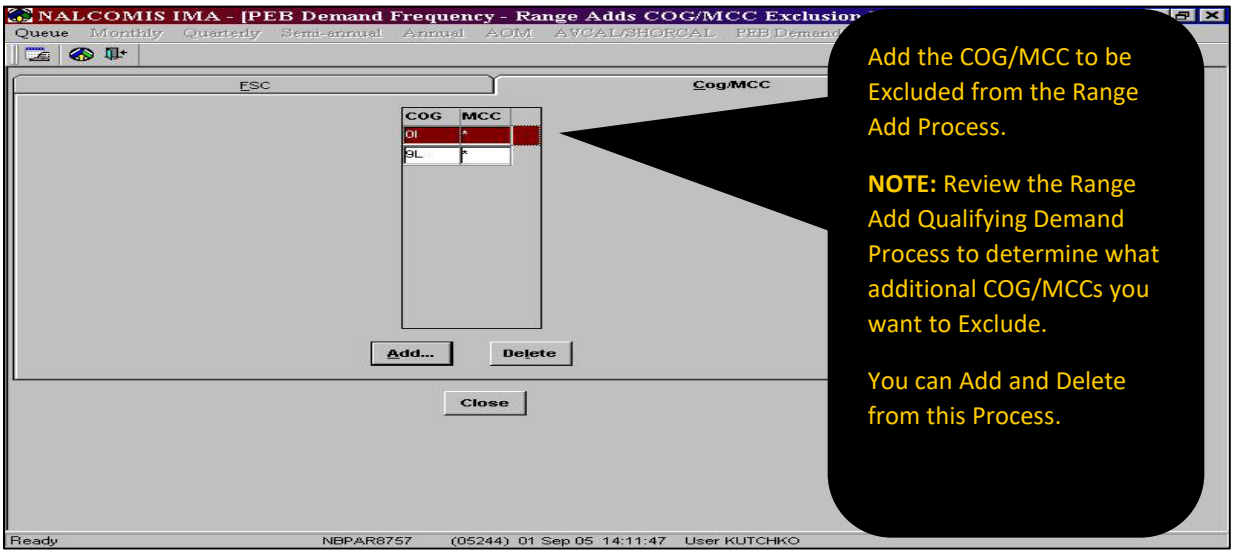

Figure 2-13.--PEB Demand Frequency Process, Continued. (Range Adds Exclusions).

e. Range Adds Qualifying Demands. Enables you to select all or specific PEB sites to be considered when generating a list of PEB demand candidates whose frequency of demand is high enough to qualify them for inclusion in the PEB inventory. It is recommended that this listing is highly scrutinized to ensure it does not exceed the established RO.

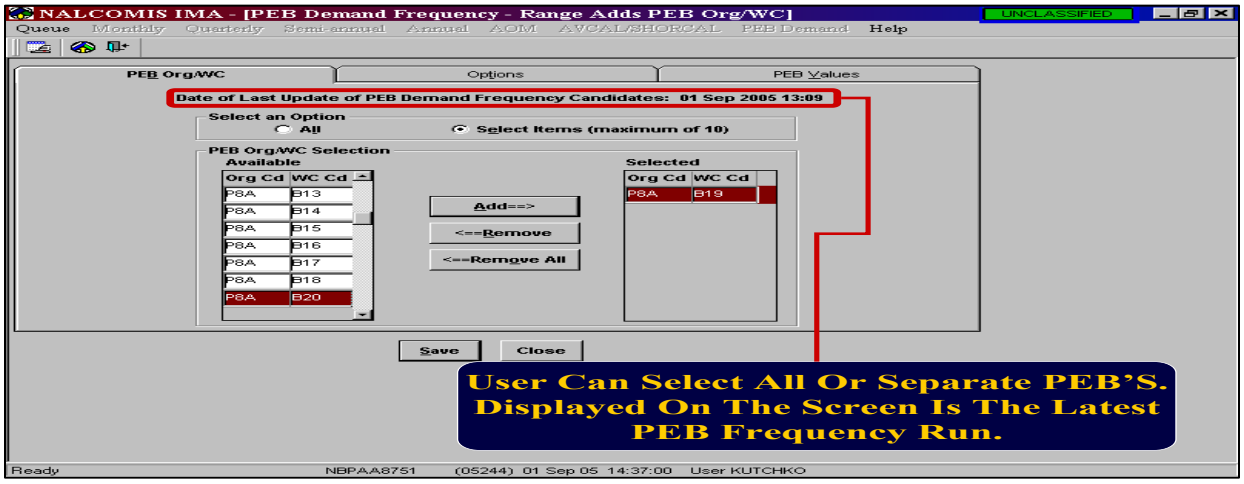

Figure 2-13.--PEB Demand Frequency Process, Continued. (Range Adds Org/WC).

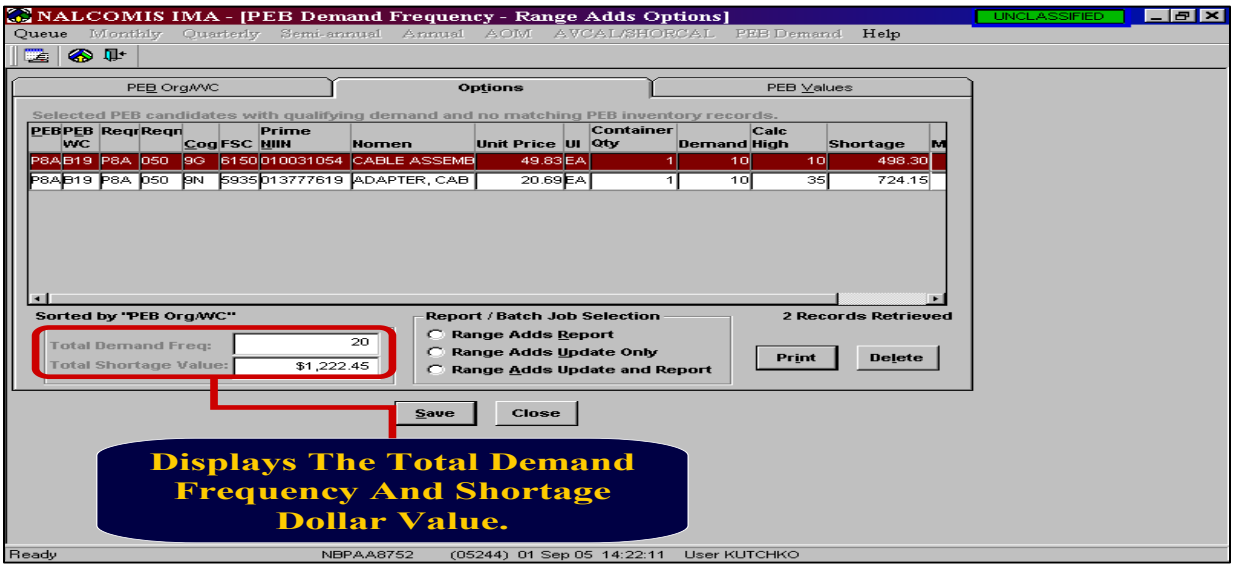

Figure 2-13.--PEB Demand Frequency Process, Continued. (Range Adds Qualifying Demands).

f. Range Adds Qualifying Combined Demand. List of PEB candidates whose demand by a single PEB organization/work center is not high enough to qualify the item as an inventory record, but whose demand is high enough across multiple PEB organization/work centers to qualify them for inclusion in the PEB inventory. It is recommended to only add these items if there are shared PEBs across the MAG.

g. Excess Range Report. Enables you to select all or up to 10 specific PEB sites to be included in a list of PEB demands at or below frequency or a list of PEB inventories with low demand. This materiel is close to becoming PEB Inventory with No Matching PEB Candidate and will be reviewed with the customer to identify if the materiel is still applicable to their PEB.

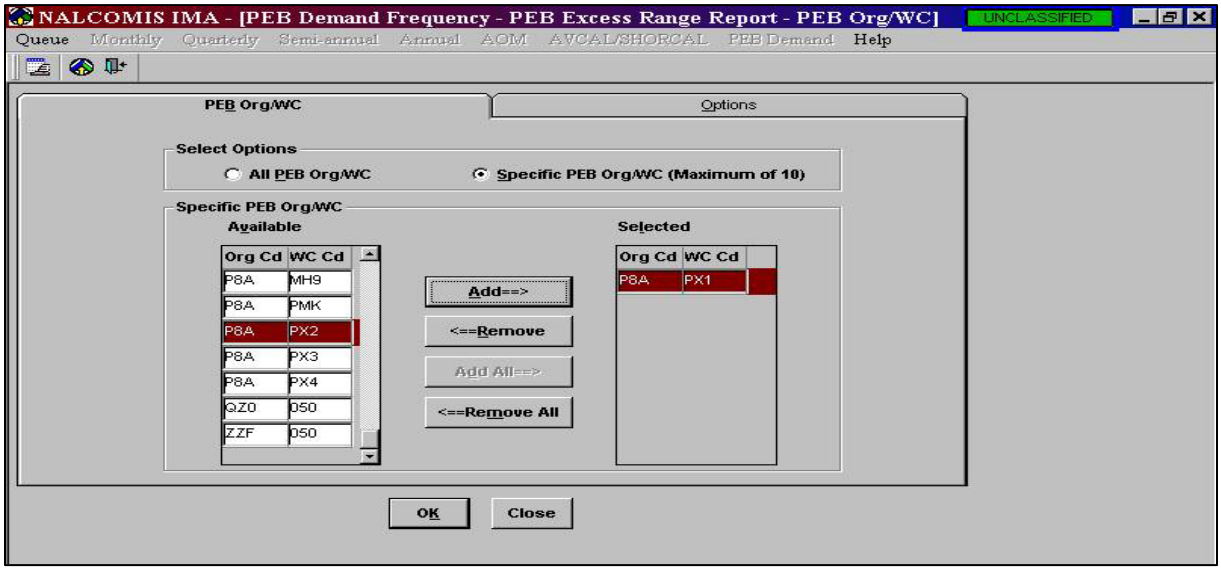

Figure 2-13.--PEB Demand Frequency Process, Continued. (Excess Range Report).

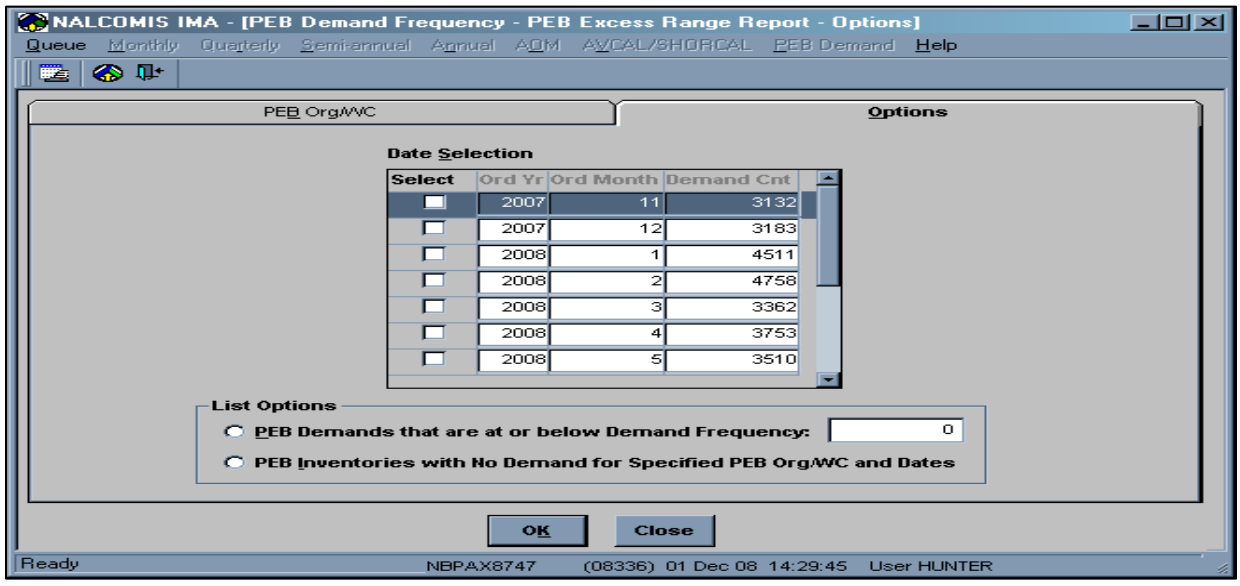

Figure 2-13.--PEB Demand Frequency Process, Continued. (Excess Range Report).

h. High Limit Adjustment Update. (Recommended this batch process not be utilized). This process adjusts the high limits of existing PEB inventory items based on the calculated high limits in the PEB Candidate File, without taking R-Supply demand into consideration and may exceed the established RO. When a high limit is adjusted, the low limit is automatically adjusted accordingly. If high/low limits need to be adjusted, process manually.

11. Coordinate the Assembly of Maintenance Kits. DLA has a process for assigning NSNs to kits. If an NSN has been assigned to the appropriate phase kit by DLA, then the customer can order the kit as a normal requisition through NALCOMIS if local policy dictates. Refer to the following website to initiate the assembly of maintenance kits: http://www.dla.mil/Aviation/Business/IndustryResources/PartsKittingOpportunities.aspx. It is recommended to pre-build Local Item Control Number (LICN) based phase kits and maintain a shelf quantity via NALCOMIS for increased customer support and completeness of LICN phase kits. This process will allow for delinquent phase kit quantities to arrive from off station resulting in a complete phase kit. PEB will not establish a LICN for those phase kits established by DLA.

a. PEB will utilize the Phase Kit Module in NALCOMIS to establish and replenish maintenance kits. The following procedures will be utilized to establish a Maintenance Kit in NALCOMIS.

(1) A LICN will be established by TRS in NALCOMIS for the Master Kit, using the MRF NEW option. The SPI Indicator will not be checked, and the Phase Kit Block will be checked. A location also needs to be added to the kit LICN.

(2) After adding the kit LICN, select Phase Kit > Master Phase Kit > New > and type in the kit LICN. Fill in the following information (figure 12):

(a) TEC

(b) High Limit

(c) Low Limit

(d) Reference (if any)

(e) REQ ORG

(f) REQ WC

(g) SUP ADD

(h) SIG

(i) PROJ (774)

(j) ISS PRI (12/13 depending on FAD)

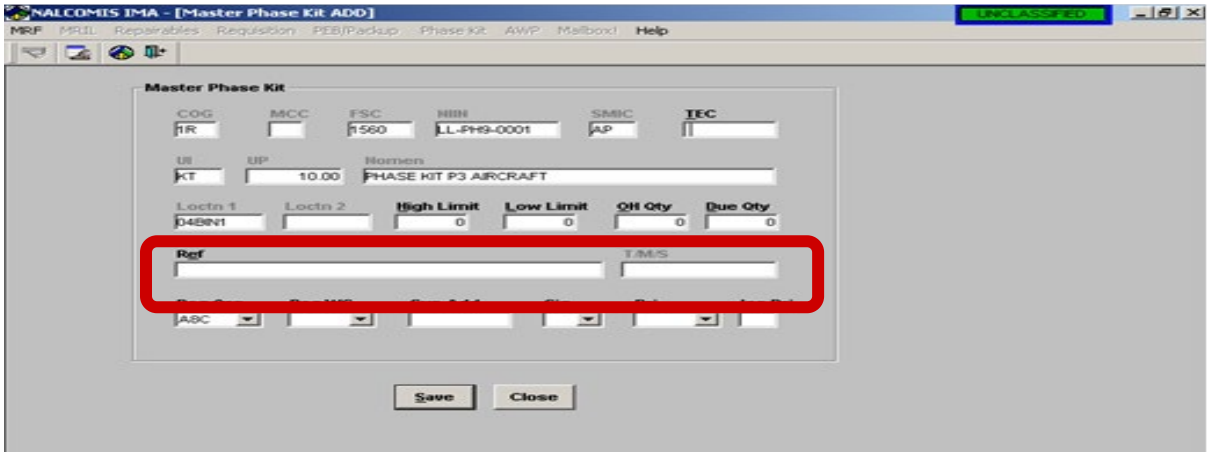

Figure 2-14.--Assembly of Maintenance Kits.

NOTE: If the FAD for the squadron changes at any time, the priority set for the phase kit documents must be updated to reflect the appropriate priority or NALCOMIS will provide an error message indicating there is not a document series assigned.

(3) After selecting the Save Button, the following message will appear: "No items for inventory. ADD phase kit inventory record?" Answer yes to add individual NIINs making up the phase kit. Before adding individual NIINs to a phase kit, the Phase Kit Block needs to be checked for the NIINs on the NALCOMIS Stock Item Table Record. Enter the appropriate NIIN and requested quantity. Continue until all NIINs have been loaded.

b. Maintenance Kit Replenishment. To assemble a maintenance kit in NALCOMIS, select Phase Kit > Master Phase Kit List. It is recommended only one kit at a time be replenished. This will prevent the crossing over of Julian dates on requisitions if a large number of NSNs are in a kit. Select the appropriate maintenance kit and click the Replenish Button. This will generate a Batch Job (J67300) which will need to be approved by the SAA. Once

the job has completed, the documents will go to the Phase Kit Replenishment Review Module for review. Ensure to check the OFVAL mailbox, requisitions may populate due to preset parameters in NALCOMIS.

(1) Select: Phase Kit

(2) Select: Replenishment Review

(3) Select the appropriate kit from the list in the Available Column and add to the Selected Column.

(4) The documents will then need to be released or cancelled (if cancelled the entire LICN will suspend) on the next screen which comes up.

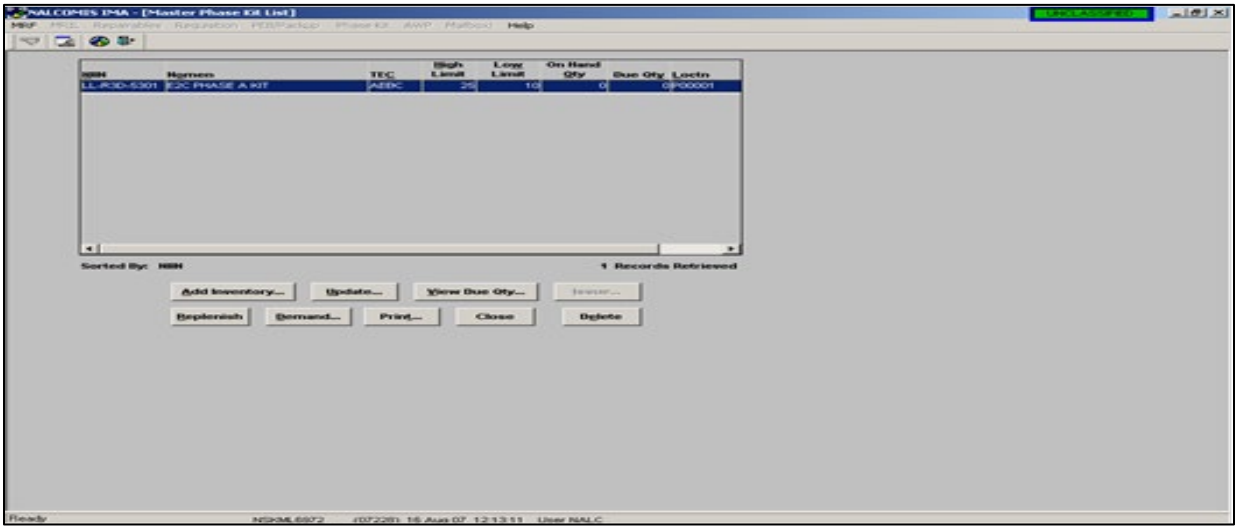

Figure 2-14.--Assembly of Maintenance Kits Replenishment

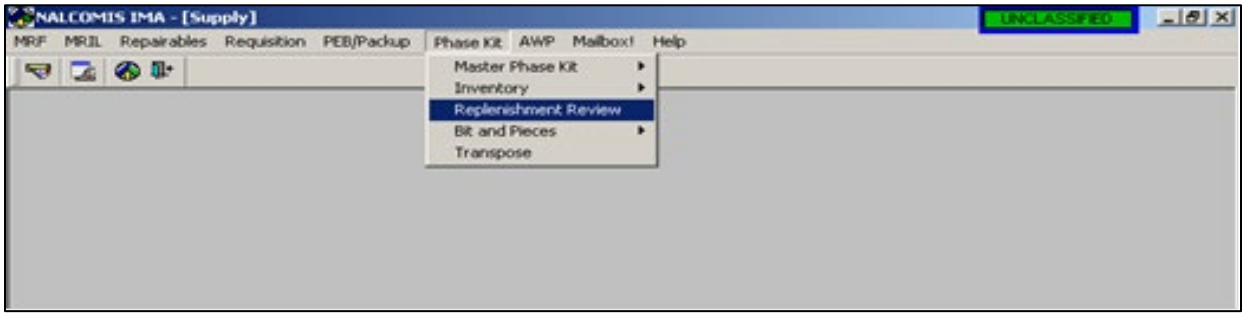

Figure 2-14.--Assembly of Maintenance Kits Replenishment, Continued

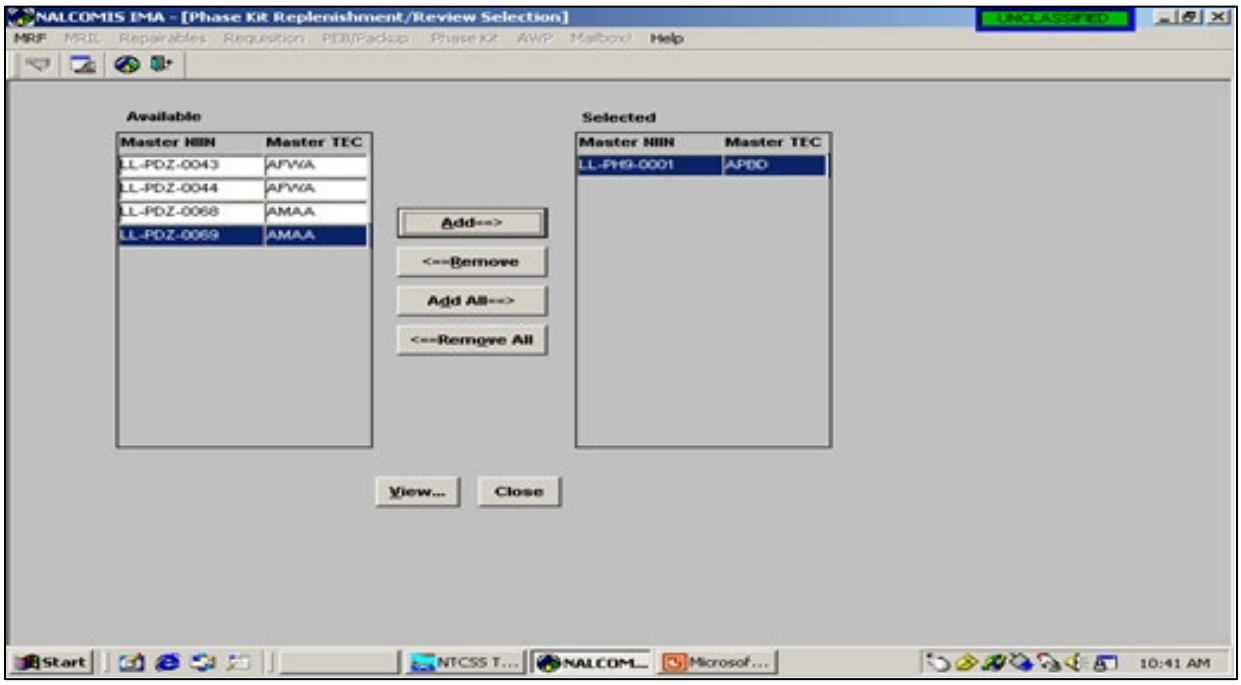

Figure 2-14.--Assembly of Maintenance Kits Replenishment, Continued

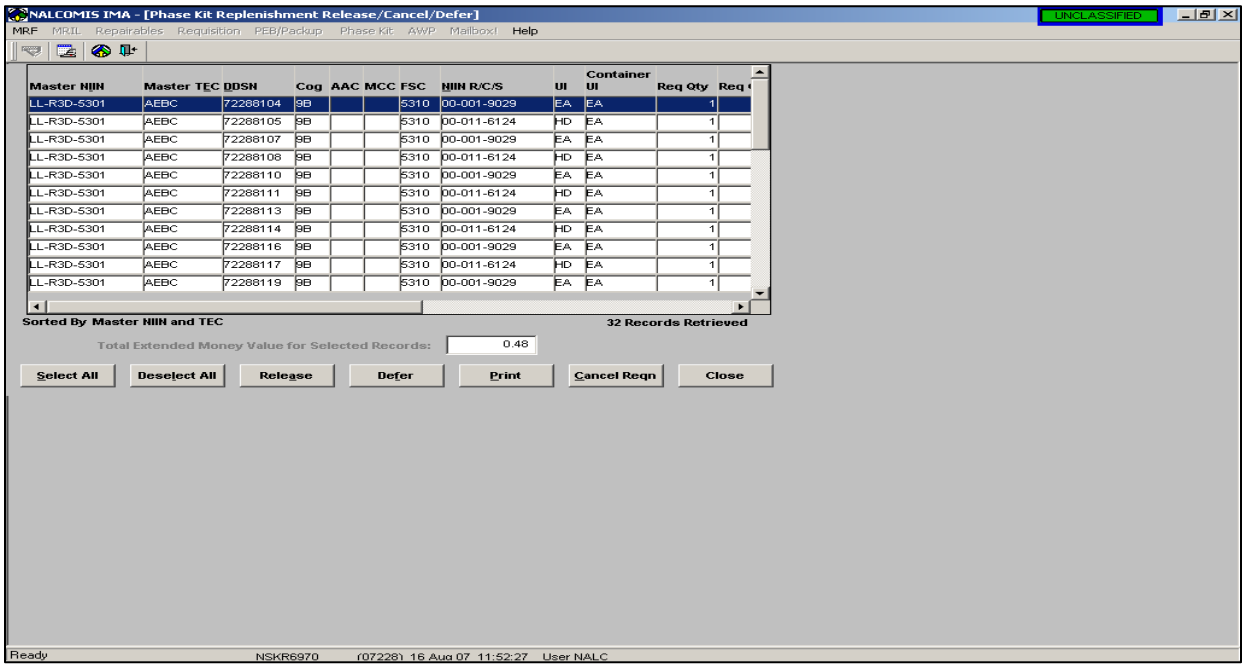

Figure 2-14.--Assembly of Maintenance Kits, Continued. (Replenishment).

NOTE: In the Maintenance Kit Replenishment Process, the first document number is assigned to the Master Maintenance Kit and subsequent document numbers assigned to individual NIINs making up the maintenance kit. If during the replenishment process, not all documents are filled, the Master Maintenance Kit DDSN will remain outstanding until all individual NIINs are updated to reflect O/H quantities.

(5) Individual documents are initially assigned an LSC of AWREL. Once released, the LSC is updated to INPRO. The materiel will be pulled from location and PODS posted in NALCOMIS. If the partial quantity is filled, then the entire LICN will suspend in the Phase Kit Bits and Pieces Mailbox and will require a manual input for a due quantity outlined below. The materiel will be assembled into the appropriate maintenance kit.

(6) If the materiel is NIS in the warehouse, the LSC of the requisition will be updated to NIS and REFER. This will generate a DTO requisition to be processed.

(7) PEB will reconcile outstanding maintenance kit requisitions, just as required for PEB documents.

c. Review the NALCOMIS Phase Kit Bit and Pieces Mailbox

(1) At least weekly, PEB will review the Outstanding Master Maintenance Kit Requisitions. This can be done by selecting Phase Kit, Phase Kit Bit and Pieces and then List.

(2) Every NIIN ordered for a kit will appear until all items in the phase kit reflect the required-on hand quantity. This listing should be reviewed to ensure any NIIN showing a deficiency reflects a due quantity. If the deficient quantity was filled by other than a maintenance kit replenishment requisition, the on-hand quantity must be manually updated.

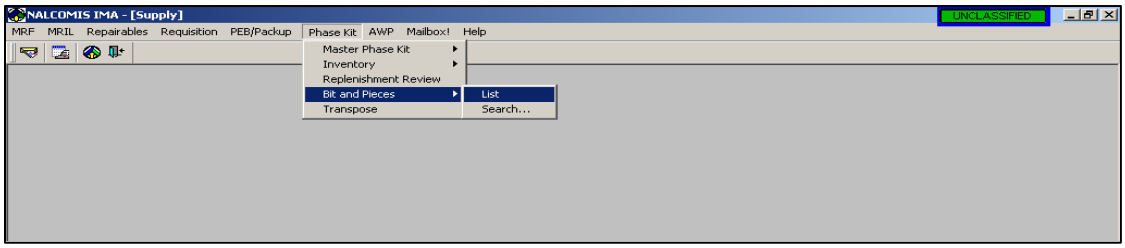

Figure 2-14.--Assembly of Maintenance Kits, Continued.

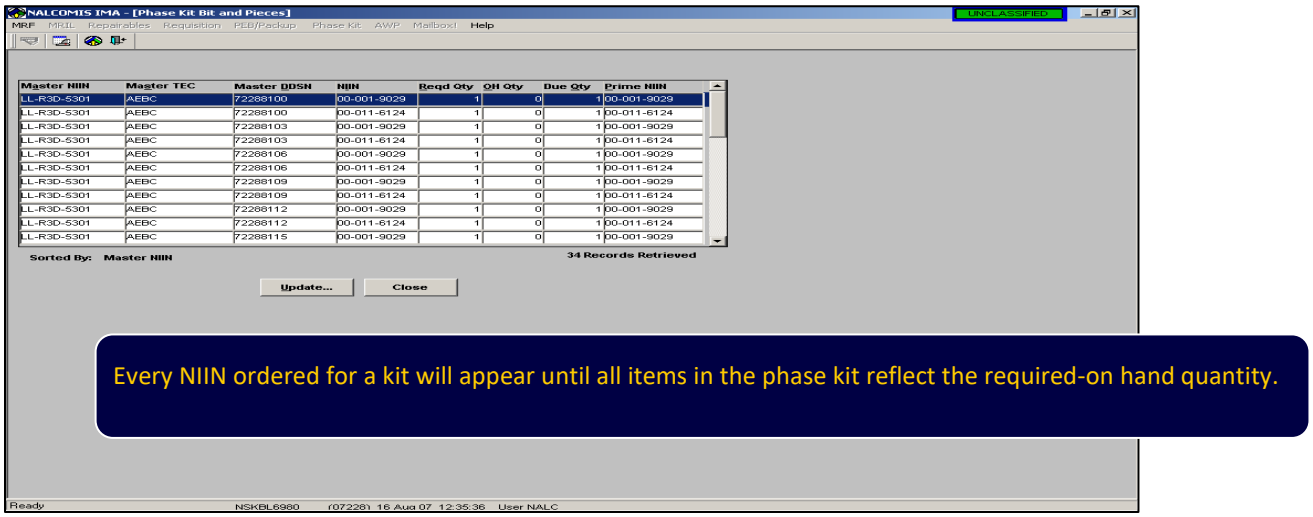

Figure 2-14.--Assembly of Maintenance Kits, Continued. (Phase Kit Bit and Pieces Mailbox).

(3) The documents cancelled in either the release process or by the supply system will need to be reordered using menu options: Requisition > New > Phase Kit and then entering the deficient NIIN. On the requisition screen, enter the REQ QTY and Original Master Maintenance Kit DDSN, this will populate a DUE QTY for that NIIN in the Phase Kit Replenishment Review. From there the only options are to issue the quantity from the shelf or NIS/REFER the requisition.

NOTE: After Clicking 'Save' a new document number will be generated for the delinquent requirement. The new document will either be in the Phase Kit > Replenishment Review which will require to be released to INPRO, or the OFVAL mailbox requiring it to be processed.

Reports and files Required for Performance of Duties, PEB			
Report name	Frequency	Retention	Reference
1. NALCOMIS ISPEB Mailbox	Daily	Current & Prior	2501.2
2. NALCOMIS PBROB/PHROB Mailbox	Daily	Current & Prior	2501.3
3. PEB Site Screening File	Quarterly	Current & Prior	2501.4a
4. PEB Replenishment Review	Daily	Current & Prior	2501.4b
5. PEB Site Manager Letter	As Required	Current	2501.4d
6. PEB Change Request File	As Required	Current & Prior	2501.5
7. PEB Flag Report and PEB Discrepancy Report (NIIN Indicative Report)	Monthly	Current & Prior	2501.6
8. NALCOMIS/R-Supply Reconciliation Reports	Monthly	Current & Prior	2501.6b appendix L
9. Requisition No Status Listing, R-Supply	Daily	Current & Prior	2501.7a(1) appendix K
10. Requisition Reconciliation Listing, R-Supply	Monthly	Current & Prior	2501.7a(2) appendix K
11. PEB DTO Requisitions With Overage Shipment Status, R-Supply	Twice per Month	Current & Prior Months	2501.7a(3) appendix K
12. PEB DTO AC1/AK1, R-Supply	Monthly	Current & Prior	2501.7a(4) appendix K
13. Materiel Obligation Validation (MOV) Report	Quarterly	Current & Prior	2501.7a(5) appendix E
14. Suspended Transaction Report	Daily	Current & Four Prior Days	2501.7a(6) appendix J
15. Interface Summary Report	Daily	Current & Four Prior Days	2501.7a(7) appendix J
16. DTOs With On Hand Qty	Weekly	Current & Prior	2501.8
17. PEB High Dollar Value Letter	Quarterly	Current & Prior Quarter	2501.9
18. PEB Demand Frequency Report	Quarterly	Current & Prior	2501.10
19. Phase Kit Replenishment Review	Daily	Current & Prior	2501.11b

Table 2-4.--Reports Required for Performance of Duties, PEB.

CHAPTER 2

WAREHOUSE MANAGEMENT DIVISION (WMD)

SECTION 6: SUPPLY SHIPPING BRANCH (SSB)

2600. General

1. Responsibilities. SSB is responsible for packaging and shipping all aviation related components and equipment.

2. Duties

a. SSB will perform the following duties:

(1) Receive and prepare materiel for shipment.

(2) Obtain signatures on all shipment paperwork.

2601. Procedures

1. Receive and Prepare Materiel for Shipment. SSB will receive aviation related materiel and equipment from all sections of the ASD.

a. SSB will ensure appropriate shipment paperwork is properly prepared.

(1) eRMS. SSB will screen the DD Form 1348-1/1A shipping document to ensure the component part number and serial number match. Verify all components which require special paperwork (e.g., SRC/EHR records), and process in appropriate eRMS module according to the DOC ID (e.g., BC2, D6A, BMD, BEI, etc.) with reference eRMS Desk Guide. Have all paperwork inside the container and a copy attached prior to the manifesting in eRMS. Once properly packed, manifest all materiel processed in eRMS.

NOTE: For eRMS procedures reference eRMS Desk Guide via eRMS website and appendix S.

(2) DD Form 1149. SSB will screen the DD Form 1149 shipping document to ensure it is properly filled out in accordance with local Distribution Management Office (DMO) policy.

(3) Electronic Turn-in Document (ETID). Customer Support Branch (CSB) will forward non-aeronautical materiel (i.e., TBA, IMRL, Tools, etc.) with Turn-In Request form(s) and correlating ETID(s) to SSB. SSB will screen the ETID(s) and Turn-In Request Form(s) to ensure the component part number and serial number match (if applicable). Once screened, SSB will sign the Turn-In Request Form in the SSB Marine block as materiel is turned over from CSB for disposal. A copy of the signed Turn-In Request Form will be made for SSB.

b. SSB will ensure all materiel is properly packaged for shipment in accordance with reference (p).

(1) Certain repairable components have special containers which provide tailored protection for the components. Components will be shipped in their designated container. SSB will screen the eRMS website

https://applications.navsup.navy.mil/erms/ for the container NIIN and/or specific packaging instructions for all components.

(2) SSB will ensure all materiel being shipped for EI or PQDR is properly packaged and preserved in accordance with information listed on https://applications.navsup.navy.mil/erms/ and other guidance as may be directed by the EI/PQDR authority providing disposition instructions. A copy of the EI/PQDR Request Document (message/e-mail), dispositions instructions and the DD Form 1348-1/1A shipping document will be provided by WCB and securely attached to the outside of the container for shipment. If possible, provide additional copies of all applicable paperwork inside the container. Containers for all EI/PQDR exhibits will be clearly marked with the following information:

(a) EI/PQDR Control Number

(b) NSN of Materiel

(c) Document Number (UIC/Julian Date/Serial Number)

(d) Serial Number of Component (if available)

(3) SSB will coordinate and/or assist WCB with the shipment of classified aeronautical components. Reference (l) and (h) contains procedures for shipment of classified aeronautical components. Refer to appendix S for further shipment guidance.

(4) In order to turn in non-aeronautical materiel to DLADS, SSB will set up an appointment with their regional DLADS. DLA Disposition Services sites are located around the world. For specific regional information or requests, visit the applicable link below:

https://www.dla.mil/Disposition-Services/Contact/

NOTE: Contact the local DLADS site for specific policies and procedures.

2. Obtain Signatures on all Shipment Paperwork. After components are properly packaged and marked, SSB will forward them to the appropriate destination (e.g., DLADS, Advanced Traceability and Control (ATAC), DMO, or Depot).

a. SSB will have the receiving agent sign the DD Form 1348-1/1A, eRMS shipping manifest, or DD Form 1149.

b. For all eRMS shipments, SSB will post the Proof of Shipment in eRMS within five (5) business days.

NOTE: For eRMS procedures reference eRMS Desk Guide via eRMS website and appendix S.

3. Maintain a Proof of Shipment File (POSF) and eRMS Open Proof of Shipment (OPOS) report

a. The POSF is maintained to substantiate proof of custody transfer for materiel shipped from the ASD to include proof of turn-in/shipment for BCM returns from the IMA. The POSF will be segregated by signed and dated eRMS

Manifest, DD Form 1149, and DLADS (ETID and DD Form 1348-1/1A) and maintained in date shipped sequence and will be retained per reference (aj) for 10 Fiscal Years.

b. Daily, SSB will utilize the eRMS Open Proof of Shipment report to account for all eRMS materiel awaiting shipment. SSB will research all records where the materiel cannot be located. If the materiel was shipped, post the POS in eRMS to clear the record. If the record was created erroneously reverse the record to clear it from the report.

Reports and files Required for Performance of Duties, SSB			
Report name	Frequency	Retention	Reference
1. Proof of Shipment File	As Required	10 Fiscal Years	2601.3a
2. Open Proof of Shipment (eRMS)	Daily	Current and Prior	2601.3b

Table 2-5.--Reports Required for Performance of Duties, SSB.

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CHAPTER 3

OPERATIONS MANAGEMENT DIVISION (OMD)

3000. Organization. OMD is organized as follows and as illustrated in figure 3-1:

1. Customer Reconciliation Branch (CRB)

    a. Technical Research Section (TRS)

    b. Expeditor Reconciliation Section (ERS)

    c. Readiness Section (RS)

2. Customer Support Branch (CSB)

    a. Customer Assistance Section (CAS)

    b. Custody Records Section (CRS)

    c. Financial Accounting Section (FAS)

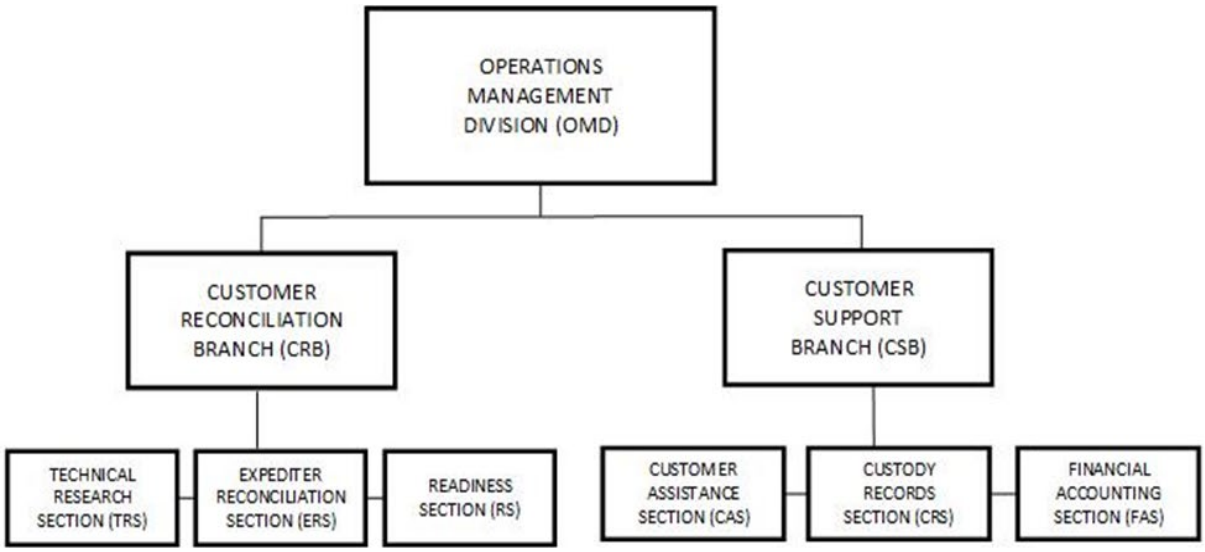


Figure 3-1.--OMD Organization Chart.

3001. Functions

1. The Operations Management Division (OMD) is responsible for the internal and external expediting, reconciliation, and monitoring of customer requirements. Additional functions include the technical research, as well as receiving, processing and monitoring all requirements for non-aeronautical related controlled equipage. The OMD will maintain Custody Records for all organizational allowances (excluding IMRL items) and monitor all financial accounts granted to the Aviation Supply Department (ASD).

2. The Division OIC/SNCOIC will maintain a current turnover jacket which outlines specific duties and responsibilities. The Division OIC/SNCOIC will ensure each branch has a current turnover jacket which outlines specific

duties/responsibilities and provides step-by-step procedures. The Division OIC/SNCOIC will ensure the following letters are on file:

a. AvnSupO's Designation as Accountable Officer for supply system stock surveys.

b. AvnSupO's Delegation of Authority to approve obligation and de-obligation of funds.

c. Appendix AD Contingency Ops.

d. Current and prior Internal/External Audit/Assist with corrective actions.

3. The Division OIC/SNCOIC is responsible to ensure all personnel assigned to the division are technically proficient utilizing Advanced Skills Management (ASM). The Division OIC/SNCOIC will utilize appendix I in order accomplish this task.

4. The Division OIC/SNCOIC will ensure corrective actions are completed and submitted to the Supply Management Division Audit Branch following any internal/external audits of their division.

5. The Division OIC/SNCOIC will ensure reports from all respective branches and sections are reviewed and monitored for the performance of duties, listed in tables 3-1, 3-2, 3-4, 3-5, 3-6, and 3-7 to ensure accuracy and completeness.

6. The Division OIC/SNCOIC will ensure the division conducts contingency operations, for system non-availability, in accordance with appendix AD.

7. The Division OIC/SNCOIC will ensure all OMD Marines have access to necessary sites to perform duties specific to OMD (e.g., One Touch, Naval Air Technical Data and Engineering Command (NATEC), FedMall, Wide Area Workflow (WAWF), Navy-Standard, Accounting, Budgeting and Reporting System (N-SABRS), ASKITWEB, etc.).

8. The Division OIC/SNCOIC will review and sign the Stock Control Review Listing daily and retain for five working days.

9. The Division OIC/SNCOIC will monitor the Government Commercial Purchase Card (GCPC) Program by ensuring the GCPC Approving Official/Assistant Approving Official (AO/AAO) maintains an accurate AO/AAO binder in accordance with the GCPC publications. The OIC/SNCOIC will also ensure that the same individual authorized to obligate/de-obligate is not assigned as the AO/AAO. Additionally, the OIC/SNCOIC will ensure OMD has an adequate number of GCPC holders for mission success (minimum of Primary and Alternate). When applicable, the OMD OIC/SNCOIC will ensure the AO/AAO completes the requested GCPC Insights On Demand (IOD). The Approving Official is required to complete an assessment of transactions flagged by the IOD filters at the close of each billing cycle. Actual due dates are set forth by respective GCPC RCO. For detailed procedures on certification, contact your unit APC. Any flagged IOD shall be recorded in a file with all documentation that was provided by the OMD OIC/SNCOIC and retained for 10 years.

10. The Division OIC/SNCOIC will maintain a Survey File. This file may be kept physically or electronically. Upon receipt of a survey, the OIC/SNCOIC will verify the DD Form 200 is prepared in accordance with reference (w), (t), and appendix Z.

NOTE: All surveys that are electronically signed will be maintained electronically to retain the digital certificate and authenticate the electronic signature.

a. Pending Survey File. This file contains all Reports of Survey, DD Form 200 and supporting documentation, preliminary and causative research, awaiting approval by the Commanding Officer/AvnSupO. After the survey is approved the pending file copy will be removed. This file will be maintained in NIIN sequence.

b. Completed Survey File (Non-Supply Officer Stores). This file contains the original approved DD Form 200 and any supporting documentation received from supported units having no direct impact against the stock inventory (e.g., IMRL, TBA, AIR Card®, Flight Equipment, and other Custodial Materiel). Additionally, these surveys will be approved and signed by the appropriate squadron Commanding Officer. This will include those DTO requisitions lost in shipment and approved by the AvnSupO. This file will be maintained in NIIN or Inquiry Number (block 2) sequence separated by fiscal year and will be kept per FIAR requirements (10 years).

11. The Division OIC/SNCOIC will be held accountable for the timely submission and accuracy of all financial reports. Therefore, the OIC/SNCOIC will be the only authorized personnel to submit all financial reports and listings to the AvnSupO. Corrected Budget OPTAR Reports (BOR) are sometimes necessary due to flight hour changes, but corrected BORs for administrative errors will not exceed 5% of the total original closeout BORs submitted thus far for the fiscal year.

12. The Division OIC/SNCOIC will audit the local form used to submit the current Status of Funds (SOF) and will ensure no Fund Code has a negative balance without authorization.

13. The Division OIC/SNCOIC will monitor all estimated fuel documents and defuel transactions as referenced in appendix Y.

14. The Division OIC/SNCOIC will perform a Completed Money Value Only (MVO) Verification. The Division OIC/SNCOIC will audit all completed MVO requisitions monthly to ensure accuracy and compliance. This audit will be performed by utilizing the reconciliation worksheet located in appendix G and validating all receipts against either R-Supply or ASKIT ensuring all obligations match the actual cost listed on the source document. If any discrepancies are found, FAS will be notified and be given 1 week to rectify any discrepancies and provide the corrective action to the AvnSupO via SMD. This audit along with the corrective actions will be filed in the MVO Verification File for 12 months.

15. The Division OIC/SNCOIC will ensure Responsible Officers are notified prior to inventories being conducted, outlining procedural details to be followed in conducting their scheduled inventories of Custodial Allowance Materiel.

16. The Division OIC/SNCOIC will ensure the Budget Request Input Letter is distributed to the supported squadrons/work centers at the end of August and February for Budget Review preparation. The Letter will be signed by the AvnSupO prior to distribution.

17. The OIC/SNCOIC will ensure all memorandums for the record pertaining to OMD are routed through SMD for notification of the AvnSupO. All approved memorandums for the record will be filed in the OIC/SNCOIC Turn-over binder.

18. The Division OIC/SNCOIC will ensure root cause analysis is conducted on all "OMD Action" records identified by WAS in the weekly CST report.

CHAPTER 3

OPERATIONS MANAGEMENT DIVISION (OMD)

SECTION 1: CUSTOMER RECONCILIATION BRANCH (CRB)

3100. General

1. Responsibilities. Customer Reconciliation Branch (CRB) is responsible for the technical research, expediting and reconciliation of customer requirements.

Part A: Technical Research Section (TRS)

3110. General

1. Responsibilities. TRS is responsible for the technical research of all requisitions assigned an OFFTR, OFVAL, NIS and NC LSCs. TRS is the first line of defense in managing customer demand.

2. Duties

a. TRS will perform the following duties:

(1) Maintain a Pending Data Entry File (PDEF).

(2) Obtain access to Technical Publications and Technical references.

(3) Perform Technical Research.

(4) Load NSN/Navy Item Control Number (NICN)/Local Item Control Number (LICN) to R-Supply and NALCOMIS.

(5) Maintain a Logbook of locally assigned Family Groups Codes (FGC).

(6) Review and process requisitions in NALCOMIS which fall into exception categories.

(7) Review and refer all DTO requisitions.

(8) Process Database Reconciliation.

(9) Process the Stock Control Review Listing.

(10) Contingency Operations.

(11) Maintain an R-Supply Master Stock Status and Locator Listing (MSSLL) and access to FEDLOG.

(12) Review and Maintain the Local Management Code (LMC) and the Automatic Reorder Restriction Code (ARRC) Letter and Listing

3111. Procedures

1. Maintain a Pending Data Entry File (PDEF)

a. The PDEF is a holding file for source documents of transactions processed during temporary system non-availability. For TRS, the documents in this file will normally be requisitions pending release to the Supply System, alternate/interchangeability data and part numbers (PN) to National Stock Numbers (NSNs). Although no specific sequence is required, transactions will be grouped by like transaction categories.

b. Whenever system(s) become available, all transactions will be removed from the PDEF and entered in the appropriate system.

2. Obtain access to Technical Publications and Technical references

a. TRS will obtain access to NATEC publications https://mynatec.navair.navy.mil.

b. Technical publications give detailed information on their purpose, content, sequencing, and applicability in the forward or special instructions section.

(1) Technical references. Used to identify applicable airframes, equipage list and supported systems.

(a) Federal Logistics (FED-LOG). (current month)

(b) Navy Logistics Library (NLL) of Publications and Forms (CDROM/WEB).

(c) Access to the following web sites: ERP, One Touch, and FedMall.

3. Perform Technical Research. When requisitions fail the NALCOMIS validation process, and/or meets one of the five exceptions it is assigned an LSC of OFFTR or OFVAL. If WMD is unable to fill a requisition, it is assigned an LSC of NIS/NC.

a. NMCS Requisitions: Technical research will be conducted using the technical Edit Sheet for NMCS requisitions prior to referral. Once finalized, the completed tech-edit sheet will be filed electronically. Electronic technical edit sheet can be found in the Marine Aviation SharePoint.

b. If an NSN is not listed as Navy user (MOE: DN) and the MILSTRIP is released in the "outgoings" without taking the necessary steps to establish the NSN, the external systems will respond with a rejection status as the requirement is not listed for Navy users. The following steps will be taken to establish an NSN for Navy users.

(1) TRS will contact Navy ERP via Heat Ticket (NAV_helpdesk.fct@navy.mil) requesting that the NSN be added to ERP and list the Navy (DN) as a user utilizing the information found in FLIS. This will ensure that all basic information for the NSN be entered in Navy ERP and will prevent your requisition from being rejected.

c. OFFTR: If an NSN/NICN is not found after the technical research has been completed, establishment of a LICN will be required if the part has a valid SM&R Code. For establishment of a LICN, refer to procedures outlined in paragraph 3111.4f.

d. NIS/NC: If an NSN/NICN/Alternate or multiple NSNs/NICNs/Alternates have been found, they will be validated to see if it is available, procurable, and applicable to the USMC/USN Type/Model/Series (T/M/S) squadron or work center requisitioning the part. Check the following to validate the NSN(s)/NICN(s) found:

(1) Acquisition Advice Code (AAC).

(2) Item Notes (One Touch or FedMall).

(3) Source of Supply (SOS).

(4) Major Organizational Entity (MOE).

(5) Federal Logistics Information System (FLIS) Management Data found in FEDLOG.

e. If the following scenarios occur, the PN has not been replaced and is still required by the squadron or work center; proceed to establish a LICN as outlined in paragraph 3111.4f.

(1) Terminal AAC (AAC = Y).

(2) Discontinued AAC (AAC = V) with no on-hand assets available.

(3) No FLIS Management Data in FEDLOG.

(4) No FLIS Management Data in One Touch.

f. If an NSN/NICN is verified as valid and applicable to the USMC/USN T/M/S, proceed to load the NSN/NICN as outlined in paragraph 3111.4.

g. The following scenarios outline when a requisition could be cancelled during technical research. It is recommended a second look of the technical research is completed to ensure requisitions are not cancelled for an invalid reason. Cancellations are not limited to the below reasons, rather they are examples of cancellations during technical research.

(1) A valid reference could not be provided by customer.

(2) SM&R Code indicates the item is not procurable.

(3) SM&R Code indicates the item is not authorized to remove/replace.

(4) AAC indicates the item is not procurable.

(5) Requests for stock numbered materiel assigned an AAC of L with no unit price will be ordered via a Part Number Message. Upon receiving a cancellation status, that requirement with substantiating cancellation paperwork will be forwarded to CAS.

(6) Requests for Flight Equipment stock numbered materiel assigned an LMC/ARRC of “FE” will be cancelled and reordered through CAS.

NOTE: The above procedures are basic steps personnel will utilize during technical research. Local policy may dictate if additional steps are required to complete technical research.

4. Load NSN, NICN or LICN to R-Supply and NALCOMIS

a. Ensure the following fields are entered in R-Supply and NALCOMIS:

(1) FSC.

(2) FGC (Only applicable to repairable).

(3) FRC (Only applicable to repairable).

(4) SMIC (applicable to some consumables and all repairable).

(5) COG.

(6) MCC (applicable to some consumables and all repairable)

(7) UI.

(8) Nomenclature.

(9) Unit Price.

(10) Net Unit Price (Only applicable to depot level repairable).

(11) SMCC (Only applicable to repairable).

(12) RIP (Only valid to repairable).

(13) DMIL.

(14) SLC.

(15) SLAC.

b. Ensure the following NALCOMIS specific data fields are entered:

(1) Sec CL.

(2) Rep Item (Only applicable to repairable).

(3) Container UI (Only applicable to consumables).

(4) Container QTY (Only applicable to consumables).

(5) Metal Code.

(6) RTC.

c. Ensure the following R-Supply specific data fields are entered:

(1) LMC (Local policy will dictate use of LMC except for Mission Impact Codes).

(a) MIC 1: Pri: 02/03 (AK0/AK7/706/707/730/756/757/9GF)

(b) MIC 2: Pri: 03 (BK0/ZC8/ZQ9)

(c) MIC 3: Pri: 05/06 (AK1)

(d) MIC 4: Pri: 12/13 (Non-JCN requirements)

(2) ERC.

(3) TSC.

(4) CIIC.

(5) PMIC.

(6) Limit Flag.

(7) No Drop Flag (Applicable to all repairable).

d. All repairable items must have the Head of Family (HOF) NIIN or NICN loaded prior to loading any member NIIN or NICN. Repairable items can be identified by a Materiel Control Code (MCC) of D, E, G, H, Q, or X. Repairable NIIN/NICNs must have an FGC loaded (e.g., LTCB) and have all other NSNs in the FGC tied to each other with a FRC (e.g., M), an alternate NIIN Cognizant Code (i.e., 1) and an alternate NIIN Relationship Code (i.e., 21). These codes are critical for proper NALCOMIS processing.

NOTE: The FGC information can be found utilizing One Touch or ERP.

e. After the NIIN/NICN has been saved to NALCOMIS, TRS is required to add the PN ordered by the customer to NALCOMIS and R-Supply. Additionally, ensure the SM&R Code is entered in NALCOMIS.

f. TRS will utilize NALCOMIS when generating a MALS specific LICN. The following data is entered when generating a LICN:

(1) FSC. Last four of the MALS UIC.

(2) COG. 9P

(3) Sec CI. U

(4) UI. EA

(5) UP. 100.00

(6) RTC. 3

(7) DMIL CD. A

(8) PMIC. A

(9) SLC. 0

(10) SLAC. 00

(11) RIC. This field will be left blank for consumables and a Y will be entered for repairable.

5. Maintain a log of locally assigned Family Group Codes (FGC). When adding a repairable NSN or Navy Item Control Number (NICN) into NALCOMIS and R-Supply with no FGC information available in One Touch and/or Navy ERP websites, it is necessary for TRS to establish a locally assigned FGC. TRS will coordinate with WCB to prevent the use of established FGCs, when creating a repairable NSN, NICN or LICN. The following entries are mandatory when establishing an FGC Log.

a. Family Group Code.

b. Part Number.

c. NSN/NICN/LICN.

d. Last Name.

6. Review and process requisitions in NALCOMIS which fall into exception categories.

a. NALCOMIS OFFTR Requisitions. All direct and indirect Requisitions will be processed through NALCOMIS and CAGEs/PNs not crossing to an NSN, NICN or LICN will be assigned an LSC of OFFTR. TRS will conduct technical research on OFFTR requisitions as outlined in paragraph 3111.3.

(1) NALCOMIS OFFTR Requisitions having a valid NSN or NICN. If a valid system NSN or NICN is found after performing technical research outlined in 3111.3, TRS will check R-Supply and NALCOMIS to validate the NSN/NICN is in both systems. If the NSN/NICN is not in R-Supply and NALCOMIS, TRS will utilize procedures outlined the paragraph 3111.4.

(2) NALCOMIS OFFTR Requisitions not having a valid NSN or NICN. If no NSN or NICN can be identified, a MALS specific LICN (i.e., LL-Q__-0001) will be generated. There are two ways to generate a MALS Specific LICN.

NOTE: Local Policy will dictate how a MALS Specific LICN is generated.

(a) Generating a MALS specific LICN utilizing R-Supply. To establish a MALS specific LICN in R-Supply, TRS will select the Inv>Stock Item>Maintain Stock Items Drop Down Selection Box. When the Stock Item Search Box appears, enter the PN/FSCM and then select Ok. The user will be informed the PN does not exist and asked if they wish to continue. The user will select "Yes" to continue. This action will open the Maintain Stock Item Screen. The system will automatically assign a LICN when establishing a record for a PN that does not cross reference to an NSN. In the Maintain Stock Item Screen, TRS will ensure the following information is entered:

1. FSC. TRS will enter the last four of the MALS UIC for the FSC.

2. COG. TRS will enter 9P for the COG.

3. UI. TRS will enter EA for the UI.

4. Nomen. TRS will enter the nomenclature from the publication.

5. UP. TRS will enter 100.00 for the Unit Price. TRS will now click on the Management Data Tab to continue the data entry for the newly established LICN. On the Management Data Tab, TRS will ensure the following information is entered:

a. Equipage Repairable/Consumable (ERC) Code. TRS will enter a 'C' for the ERC.

b. Demil. TRS will enter an A for the Demilitarization Code.

c. Controlled Inventory Item Codes (CIIC). TRS will enter a U for the CIIC.

d. Shelf-Life Code (SLC). TRS will enter 0 for the SLC.

e. Shelf-Life Action Code (SLAC). TRS will enter 00 for the SLAC.

f. Limit. TRS will check the Limit Flag Indicator.

NOTE: When the above information has been entered, TRS will click on the Apply button to complete the addition of the LICN to R-Supply. TRS will view all requisitions in an OFFTR status by utilizing the Supply Subsystem Mailbox Screens in NALCOMIS. TRS will view all requisitions in an OFFTR status and ensure corrective action is taken immediately. Once the requisition is updated or cancelled, the OFFTR notice may be discarded.

(b) Generating a MALS specific LICN utilizing NALCOMIS. TRS can generate a MALS Specific LICN by utilizing the MRF>New Screens>LICN Option Button and selecting Ok. This action will open the Basic Master Record (BMR) Screen. On this screen, TRS will enter the following information:

1. Federal Supply Classification (FSC). TRS will enter the last four of the MALS UIC for the FSC.

2. Allowance Type Code (ATC). ATC will always be set to eight (8) and should not be changed.

3. Cognizant Symbol (COG). TRS will enter 9P for the COG.

4. Security Classification Indicator (Sec CI). TRS will enter a U for the Sec CI.

5. Unit of Issue (UI). TRS will enter EA for the UI.

6. Unit Price (UP). TRS will enter 100.00 for the UP.

7. Nomenclature (Nomen). TRS will enter the nomenclature from the publication.

8. Record Type Code (RTC). TRS will enter 3 for the RTC.

9. Demilitarization Code (Demil CD). TRS will enter an A for the Demil CD.

NOTE: When the above information has been entered, TRS will click on Apply to complete the addition of the LICN into NALCOMIS. TRS must also add the CAGE and PN to the newly established LICN. To establish the CAGE and PN to the LICN, TRS will select the CAGE/PN Tab, click on the Add Button, enter the CAGE/PN and select the Save Button to complete the process.

b. NALCOMIS Offline for Validation (OFVAL) Requisitions. All direct and indirect requisitions will be processed through NALCOMIS, and certain requisitions will be flagged for review with an LSC of OFVAL. The assignment of the LSC OFVAL is controlled by five fields (listed below) locally loaded on NALCOMIS Tables:

(1) High Dollar Value.

(2) Excess Quantity Ordered.

(3) HAZMAT Indicator Field.

(4) PEB Indicator Field.

(5) Automatic Reorder Restriction Codes.

NOTE: TRS will review OFVAL Requisitions to ensure the excessive quantities and/or the high dollar values are valid by screening the Illustrated Parts Breakdown (IPB) or reference provided by the customer. If a requisition has a 2L Advice Code, the customer will be contacted to verify excessive quantity. Hazardous Materiel (HAZMAT) Requirements will be validated and processed in accordance with local policy. Special Materiel Indicator Requirements will be validated and processed in accordance with local policy.

c. NALCOMIS NIS and NC Requisitions. When WIS determines a requisition for consumable materiel cannot be filled from stock, the LSC will be updated to either NIS or NC. Utilizing the Technical Edit Sheet, TRS will research all NIS and NC requisitions. All requisitions will be validated against the Technical Edit Sheet before being referred off station, only those Technical Edit Sheets that pertain to IPG I NMCS requirements will be annotated/retained. When all means of research have been exhausted, and a part or alternate cannot be found within the ASD, TRS will refer the requisition in NALCOMIS.

d. Cancelling a requisition in NALCOMIS. When cancelling a requisition in NALCOMIS, ensure a clearly stated reason for the cancellation is placed in the Reference/Local Use Field. TRS will only cancel requisitions with an LSC of OFFTR, OFVAL, NIS or NC. TRS will contact (coordinate with Readiness Section) the customer for all High Priority requisitions prior to cancellation.

e. Loading P/N Cage Support Equipment Requirements. When maintenance loads a requirement / Serial number for support equipment with a P/N that has no NSN assigned, these items will appear in this mailbox. Daily, TRS will review this mailbox and utilize the procedures in paragraph 3111.4 to load the NSN to MRF. Once the NSN has been loaded TRS will then be able to clear the item from the mailbox.

7. Review and Refer DTO Requisitions. TRS will review and refer all DTO requisitions which cannot be filled from the Supply Officer's Stock. Referral of DTO requisitions falls into two categories:

a. NALCOMIS NIS and NC Requisitions. These requisitions are reviewed and referred as outlined in paragraph 3111.6c.

(1) Consumable Sizing (via ADHOC utility tool). Upon completion of weekly sizing, the WAS will provide a "OMD Action" report of invalid NC requisitions requiring OMD corrective action.

(2) TRS will conduct technical research utilizing the "OMD Action" report and submit cancellations.

b. NALCOMIS Requisitions for Non-standard Items. As with any system, there are exceptions which must be processed manually. All direct and indirect requirements will be received via NALCOMIS. The following are examples of Non-standard Requisitions:

(1) PN Requisitions. All PN Requisitions will be submitted to NAVSUP-WSS utilizing the One Touch Part Number Requisitioning System. Before requirements are submitted, ensure the following:

(a) Verify BuNo to ensure correct configuration orders.

(b) Verify SM&R code and review for appropriate action.

(c) Verify UPA.

NOTE: If alternate part numbers are identified, check for NSNs and availability.

(2) Source Codes. Source code is the first two positions of the SM&R code. See common source codes below or reference (x) for action to take:

(a) KD, KF, KB: Cancel, should be ordering the maintenance kits.

(b) MO, MF, MH, ML, MG: NAVSUP will inquire why it is not being locally manufactured. Cancel and locally manufacture the item.

NOTE: On MG source coded Hydraulic lines check the Hydraulic tube guide in Interactive Electronic Technical Manual System (IETMS), to determine capability to manufacture.

(c) AO, AF, AH, AL, AG: Cancel, should be assembled locally.

(d) XA: Cancel, order Next Higher Assembly (NHA).

(e) XC: Installation, cancel should be ordering piece parts or subassemblies.

NAVY SM&R CODING REFERENCE CHART — **NAVSUP INSTR 4423.29** — **PUB719 (NSN 0530-LP-011-2960)**

SOURCE			MAINTENANCE				RECOVERABILITY		SERVICE OPTION CODE	
1ST POS	2ND POSITION		3RD POSITION		4TH POSITION		5TH POSITION		6TH POSITION	
MEANS OF ACQUIRING SUPPORT			USE: LOWEST LEVEL AUTHORIZED TO REMOVE/REPLACE THE ITEM.		REPAIR: LOWEST LEVEL WITH CAPABILITY AND RESOURCES TO PERFORM COMPLETE REPAIR ACTION.		DISPOSITION: WHEN UNSERVICABLE OR UNECONOMICALLY REPAIRABLE, CONDEMN OR DISPOSE.		ASSIGNED TO SUPPORT ITEMS TO CONVEY SPECIFIC INFORMATION TO THE SERVICE' S LOGISTICS COMMUNITY/OPERATING FORCES.	
P	A	ITEM: STOCKED	O	ORG/UNIT	O	ORG/UNIT	O	ORG/UNIT	1	I-LEVEL 1ST DEGREE
	B	ITEM: STOCKED, INSURANCE	2 3 4 5 6	MINESWEEPER SUBMARINES AUX/AMPHIB DESTROYER, FFG CRUISER/CARRIER	2 3 4 5 6	MINESWEEPER SUBMARINES AUX/AMPHIB DESTROYER, FFG CRUISER/CARRIER	F	I/AFLOAT	2	I-LEVEL 2ND DEGREE
	C	ITEM: STOCKED, DETERIORATIVE	F	I/AFLOAT	F	I/AFLOAT	G	ASHORE AND AFLOAT	3	I-LEVEL 3RD DEGREE
	D	ITEM: SUPPORT, INITIAL ISSUE OF OUTFITTING & STOCKED ONLY FOR ADDITIONAL INITIAL ISSUE	G	ASHORE AND AFLOAT	G	ASHORE AND AFLOAT	H	I/ASHORE	6	COMMERCIAL ITEM, ORGANICALLY MFR'D
	E	EQUIPMENT: SUPPORT, STOCKED FOR INITIAL ISSUE OR OUTFITTING OF SPECIFIED MAINTENANCE ACTIVITIES	H	I/ASHORE	H	I/ASHORE	K	DLR; CONTRACTOR FACILITY	8	NON-CONSUMABLE; 2ND DEGREE ENGINE I-LEVEL
	F	EQUIPMENT: SUPPORT, NONSTOCKED, CENTRALLY PROCURED ON DEMAND	K	CONTRACTOR FACILITY	K	CONTRACTOR FACILITY	L	INTERMEDIATE SRA LEVEL	9	NON-CONSUMABLE; 3RD DEGREE ENGINE I-LEVEL
	G	ITEM: STOCKED FOR SUSTAINED SUPPORT. UNECONOMICAL TO PRODUCE AT A LATER TIME	L	INTERMEDIATE SRA	L	INTERMEDIATE SRA	D	DLR; CONDEMN OR DISPOSE AT DEPOT	E	END TO END TEST
	H	ITEM: STOCKED, CONTAINS HAZMAT. HMIS/MSDS REPORTING REQUIRED	D	DEPOT	D	DEPOT	Z	NON-REPAIRABLE	J	INTER-SERVICE DLR REPAIRABLE BELOW D-LEVEL
	R	TERMINAL OR OBSELETE, REPLACED	Z	REF ONLY	Z	NON-REPAIRABLE	A	NON-REPAIRABLE BUT REQUIRES SPECIAL HANDLING	P	PROGRESSIVE MAINTENANCE
	Z	TERMINAL OR OBSELETE, NOT REPLACED			B	RECONDITION			R	GOLD DISC REPAIR
K	D	ITEM: DEPOT O/H & MAINTENANCE KITS							T	TRAINING DEVICES
	F	ITEM: MAINTENANCE KIT, PLACE AT O,F,H,L								
	B	ITEM: IN BOTH DEPOT REPAIR & MAINT. KITS								
M	O	MFR OR FAB AT UNIT LEVEL								
	F	MFR OR FAB AT INTERMEDIATE/DS LEVEL								
	H	MFR OR FAB AT INTERMEDIATE/GS LEVEL								
	L	MFR OR FAB AT SPECIALIZED REPAIR ACTIVITY (SRA)								
	G	MFR OR FAB AT BOTH AFLOAT AND ASHORE								
	D	MFR OR FAB AT DEPOT MAINTENANCE LEVEL								
A	O	ITEM: ASSEMBLED AT ORG/UNIT								
	F	ITEM: ASSEMBLED AT INTERMEDIATE LEVEL - AFLOAT								
	H	ITEM: ASSEMBLED AT INTERMEDIATE LEVEL - ASHORE								
	L	ITEM: ASSEMBLED AT SRA								
	G	ITEM: ASSEMBLED AFLOAT OR ASHORE								
	D	ITEM: ASSEMBLED AT DEPOT MAINTENANCE LEVEL								
X	A	ITEM: REQUISITION NEXT HIGHER ASSEMBLY								
	B	ITEM: NOT PROCURED OR STOCKED. AVAILABLE THRU SALVAGE. REQ. BY CAGE/PART NUMBER								
	C	INSTALLATION DRAWING, DIAGRAM, INSTRUCTION SHEET. IDENTIFY BY CAGE/PART NUMER								
	D	NON-STOCKED. OBTAIN VIA LOCAL PURCHASE								

Figure 3-2.--SM&R Coding reference Chart.

(3) After the requisition has been submitted, a YE1 will be entered in R-Supply with the Batch Identification Number from One Touch.

(a) Requests for stock numbered materiel assigned an AAC of L with no unit price will be ordered via a Part Number Message. Upon receiving a cancellation status, that requirement with substantiating cancellation paperwork will be forwarded to CAS.

(4) Part Number Requisition input. Part number requisitions will not be released on the outgoing external, instead, they will be directly input into One Touch. This function integrates standard MILSTRIP (A0A/1) and exception MILSTRIP (A0E/5) requisitions for direct requisitioning line to specific Point of Entry (POE) and from different source of supply such as NRP, GSA and SMS.

(a) On the requisition input screen, enter either the NSN or NIIN. If the NSN or NIIN is not available, enter the Part number and corresponding CAGE code. After hitting the enter key or clicking the submit button, if your criteria match any DLIS and NRP technical information, it will take you to the MILSTRIP template screen. Populate all mandatory 80 card column MILSTRIP data fields. Certify the financial obligation block and click on submit.

NOTE: OTS does not reroute any MILSTRIP documents to the RIC To/Supply Source. All requisitions are sent directly to the Defense Logistics Agency

Transaction Services (DLATS). Once at DLATS, the requisitions fall totally under DLA's rules and validation criteria. All Service Code N, R or V must use NRP as the RI-To unless otherwise justified and documented.

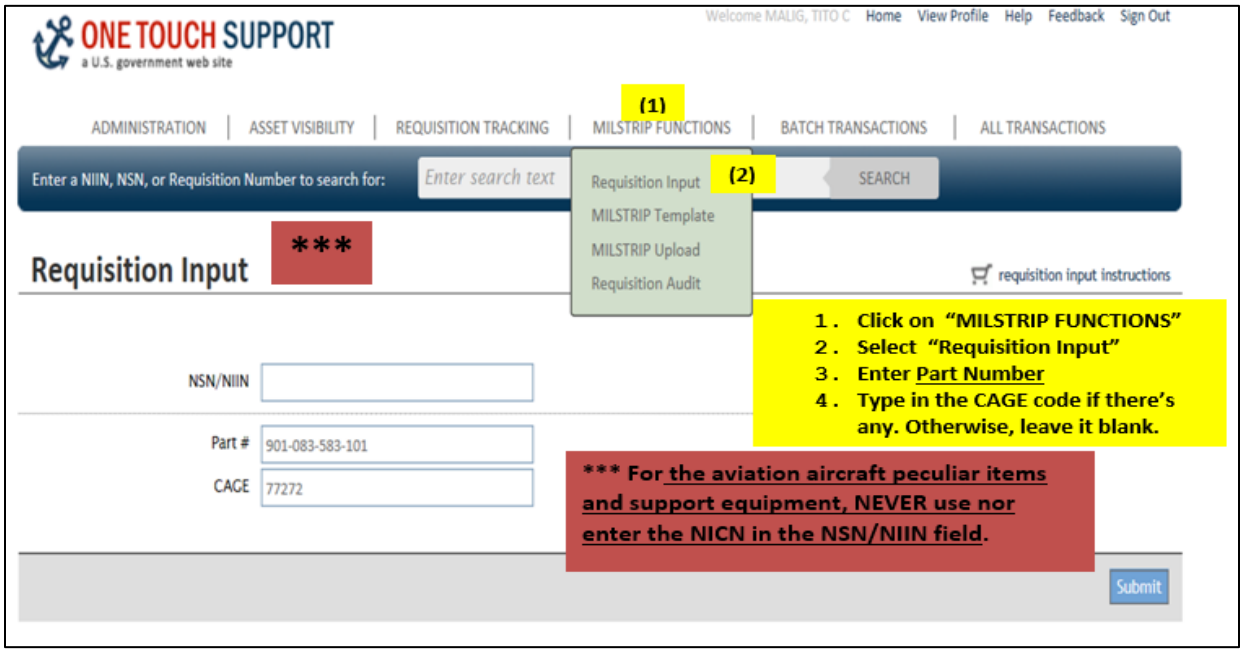


Figure 3-3.--One Touch Requisition Input.

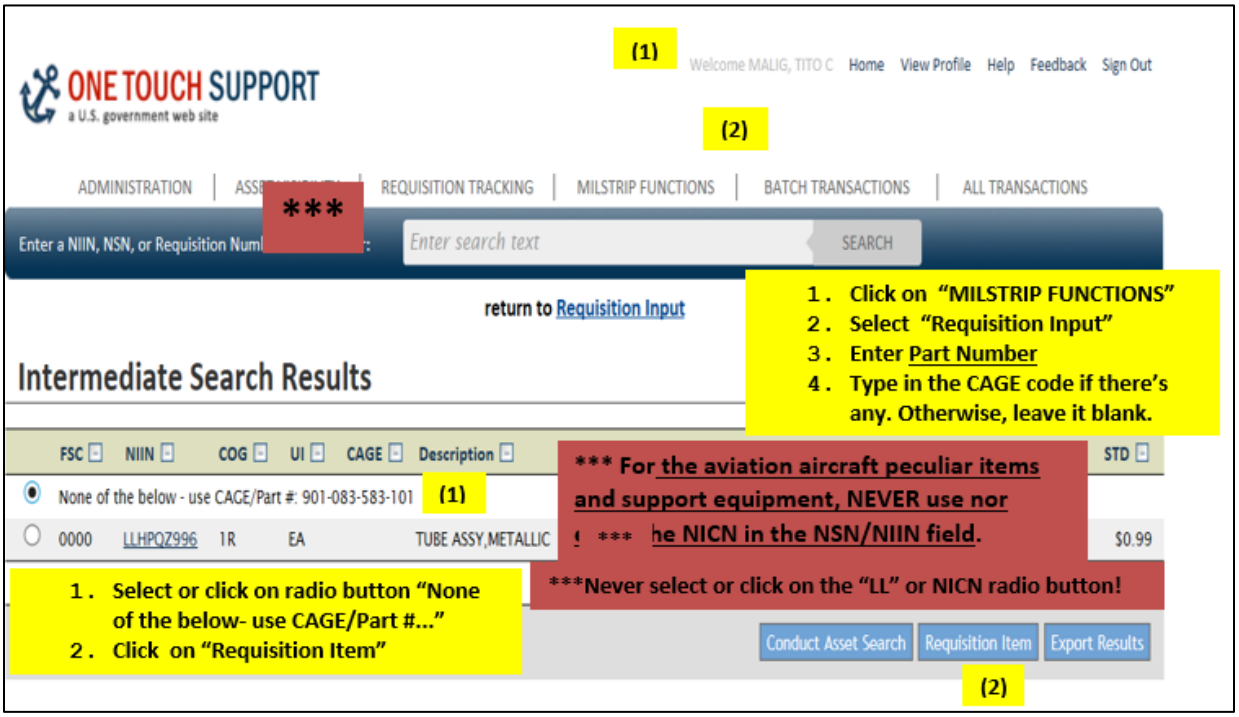


Figure 3-3.--One Touch Requisition Input, Continued.

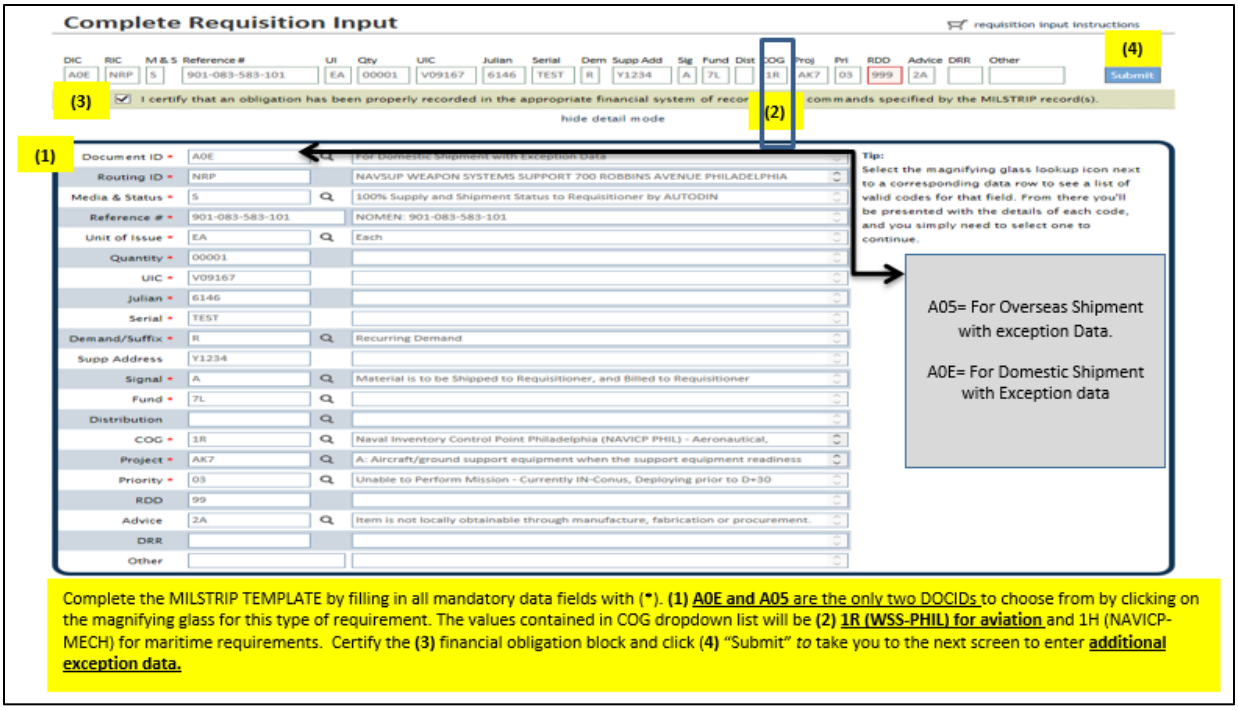


Figure 3-3.--One Touch Requisition Input, Continued.

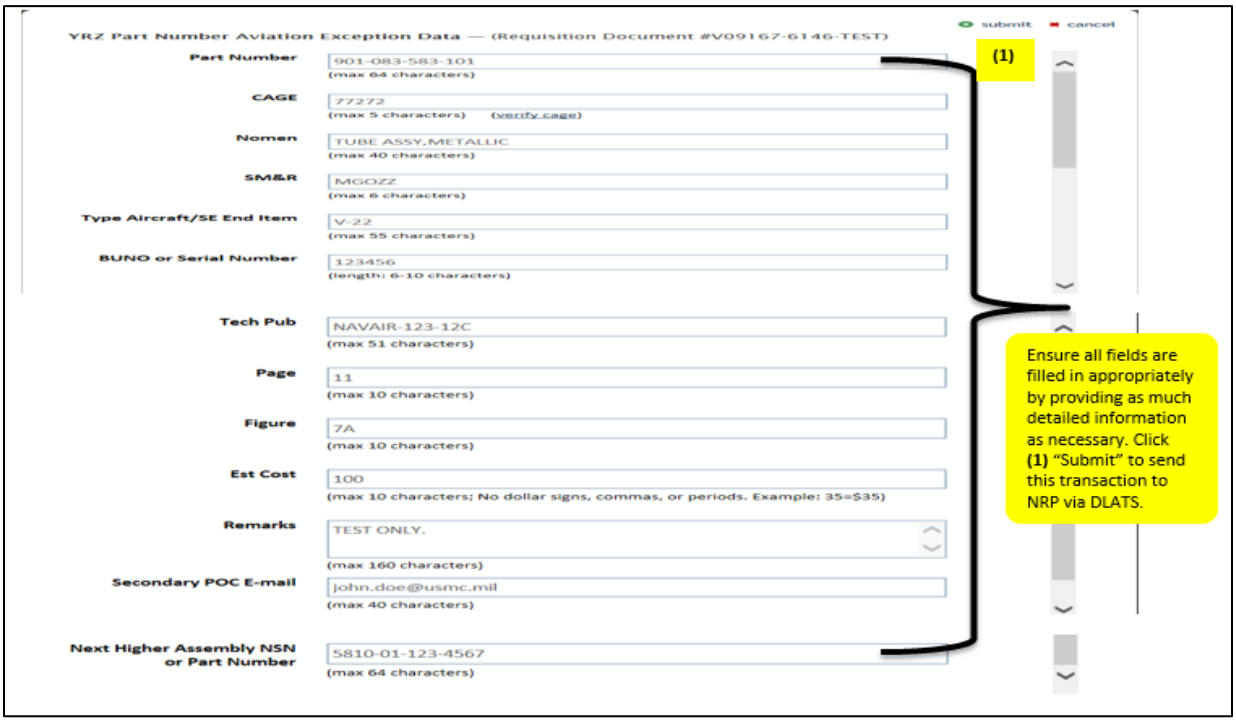


Figure 3-3.--One Touch Requisition Input, Continued.

(b) After the requisition has been submitted, BD status will be loaded and a YE1 will be entered in R-Supply with the Batch Identification Number from One Touch.

1. Requests for stock numbered materiel assigned an AAC of L with no unit price will be ordered via a Part Number Message.

2. If a cancellation status, that requirement with substantiating cancellation paperwork, will be forwarded to CAS.

c. Technical Directive (TD) Kit Requisitions. All TD Kit Requisitions can be submitted via phone, fax or email to the appropriate Kit Manager. Kit Manager Information can be obtained from the https://www.navair.navy.mil/logistics/deckplate/index.html website. After the requisition has been submitted, BD status will be loaded and a YE1 will be entered in R-Supply.

8. Process Database Reconciliation. R-Supply is the official inventory and financial database for the ASD. The importance of ensuring both R-Supply and NALCOMIS reflect the same data cannot be overemphasized. Database reconciliation is processed monthly between R-Supply and NALCOMIS. Current and prior reports will be retained. Detailed procedures are outlined in appendix L.

a. Reconciliation Reports. The following reports will be completed and maintained by TRS as a result of the NSN analysis portion of the R-Supply/ NALCOMIS reconciliation.

(1) N6R60655 – COG/MCC not on NALCOMIS.

(2) N6R60670 – Supply NIINs not on NALCOMIS repairable/consumables; NIINs are in Navy ERP/R-Supply Force but are not in NALCOMIS.

(a) The report will be individually signed, dated, and legibly printed or stamped by the person conducting and reviewing the report.

(b) The original report will be given to the SAA and TRS will retain a copy of the current and prior months report.

(3) N6R60676 – Supply NIINs added to NALCOMIS.

(4) N6R60650 - NSN Records with no COG symbol.

(5) N6R60651 - NSN Records assigned repairable COG with blank MCC.

(6) N6R60652 - NSN Records with repairable COG/MCC but no FGC assigned.

NOTE: SAA will retain the completed and signed required R-Supply/NALCOMIS Reconciliation reports for two (2) years.

b. Reconciliation ADHOC. The Reconciliation Reports will not capture all NIIN/NICN/LICN Records missing required data fields. The missing data fields can be captured by executing an appropriate ADHOC utility tool.

9. Process Stock Control Review Listing. The Stock Control Review Listing is produced daily by the SAA for review of transactions posting to R-Supply. The report will be signed and dated by the individual conducting the review and the designated SNCOIC to ensure accuracy and completeness. The report

will be retained by the division OIC/SNCOIC for the current and four prior days. Detailed procedures for required actions are contained in appendix C.

10. Contingency operations. During times of system non-availability, TRS will be the Point of Entry (POE) for all requisitions. TRS will perform technical research as prescribed above. Upon completion of technical research TRS will forward the requisition to the appropriate division for issue. Upon system restoration, the TRS will backfit any consumable requisitions that were NIS/NC.

a. Repairable requisitions will be forwarded to WCB after technical research is conducted by TRS.

b. Detailed procedures can be found in appendix AD.

11. Maintain an R-Supply Master Stock Status and Locator Listing (MSSLL) and access to FEDLOG

a. The MSSLL provides NIIN/location cross reference for use during periods of system non-availability. The MSSLL will be requested monthly by SMD/SAA and stored electronically via the SharePoint for each division to access. TRS will ensure access to the current electronic MSSLL listing via SharePoint.

b. FEDLOG, downloaded and maintained by the SAA, will be used as the means to cross part numbers to stock numbers when processing requisitions during periods of system non-availability.

12. Review and Maintain the Local Management Code (LMC) and the Automatic Reorder Restriction Code (ARRC) Letter and Listing. TRS will review and maintain the LMC and the ARRC letter as well as a listing, which identifies LMCs and ARRCs assigned to each Stock Item Record applicable to OMD, to ensure LMCs and ARRCs are accurately assigned.

a. Quarterly, SMD will initiate, coordinate and be responsible for dispersing a copy of the LMC/ARRC lists and LMC/ARRC letter for review. Once review is complete, TRS will return the LMC/ARRC list to SMD with updates annotated as necessary.

b. TRS will produce an ADHOC/SQL of all Stock Item Records pertaining to OMD as follows:

(1) LMC: Utilized for any items on the stock item table managed by OMD [e.g., TL (Tools), IM (IMRL), FE (Flight Equipment)].

(2) ARRC: Only required for OMDs that have stock item records in R-Supply (e.g., Safety Boots and Coveralls).

c. TRS will review the listing to determine the following:

(1) Is the current LMC/ARRC assigned still required?

(2) Is the current LMC/ARRC assigned still valid? Validation is conducted in both R-Supply and the external system to ensure accuracy of information.

d. TRS will update any required information as applicable and delete any LMC/ARRC that is no longer valid/necessary. Only the current letter and listing will be retained.

Reports and files Required for Performance of Duties, TRS			
Report name	Frequency	Retention	Reference
1. CST Summary Change Report	Weekly	Current & Prior	3111.7a(1)
2. N6R60655 – COG/MCC not on NALCOMIS. N6R60670 – Supply NIINs not on NALCOMIS repairable/consumables. N6R60676 – Supply NIINs added to NALCOMIS. N6R606050 - NSN Records with no COG symbol. N6R60651 - NSN Records assigned repairable COG with blank MCC. N6R60652 - NSN Records with repairable COG/MCC but no FGC. Reconciliation ADHOC	Monthly	Current	3111.8
3. Stock Control Review Listing, R-Supply	Daily	Current & Four Prior days	3111.9 appendix C
4. Maintain a Master Stock Status and Locator Listing (JSL322)	Monthly	Current	3111.11
5. LMC/ARRC Listing and Letter	Quarterly	Current	3111.12

Table 3-1.--Reports required for performance of duties, TRS.

CHAPTER 3

OPERATIONS MANAGEMENT DIVISION (OMD)

SECTION 1: CUSTOMER RECONCILIATION BRANCH (CRB)

PART B: EXPEDITOR RECONCILIATION SECTION (ERS)

3120. General

1. Responsibilities. ERS is responsible for the internal and external reconciliation, monitoring and expediting of all IPG I (non-critical), IPG II & III DTO Requisitions (with the exception of PEB).

2. Duties

a. ERS will perform the following duties:

(1) Maintain a Pending Data Entry File (PDEF).

(2) Generate a Monthly Reconciliation Schedule.

(3) Maintain a R-Supply Suspended Transaction Report.

(4) Maintain a Stock Control Review Listing.

(5) Maintain a NALCOMIS Interface Report.

(6) Coordinate and perform DTO Requisition Reconciliations with the customer.

(7) Initiate and monitor requisition actions resulting from DTO requisition reconciliation with the customer.

(8) Maintain Reconciliation Files.

(9) Conduct External Materiel Obligation Validations (MOVs).

(10) Perform R-Supply/NALCOMIS Reconciliation (DRAWDOWN).

3121. Procedures

1. Maintain a Pending Data Entry File (PDEF). The PDEF is a holding file for source documents of transactions processed during temporary system non-availability. Whenever system(s) become available, all transactions contained in the PDEF will be entered into the appropriate system.

2. Generate a Monthly/Quarterly Reconciliation Schedule. ERS will coordinate with all customers to generate a reconciliation schedule for IPG I (non-critical), IPG II & III DTO Requisitions (with the exception of PEB). The schedule should be in the form of a calendar and visibly show which customer will be reconciling and at what time. An example of this is found in figure 3-5.

January 2018						NAVMC 4400.177
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
SQUADRONS WILL RECONCILE THE IPG1 NMCS/PMCS, THE AMSRR AND OOMA DAILY	1 400s, 500s	2 600s	3 700s	4 800s	5 900s	6
7	8 400s, 500s	9 600s	10 700s	11 800s	12 900s	13
14	15 400s, 500s	16 600s	17 700s	18 800s	19 900s	20
21	22 400s, 500s	23 600s	24 700s	25 800s	26 900s	27
28	29 400s, 500s	30 600s	31 700s	1 800s	2 900s	*SQUADRON MONTHLY REPORTS WILL BE RECONCILED ON THE LAST WORK DAY OF EACH MONTH*
	400s 0700 - 1100 500s 1300 - 1500	600s 0700 - 1100	700s 0700 - 1100	800s 0700 - 1100	900s 0700 - 1100	

Figure 3-4.--Monthly Reconciliation Schedule Example.

3. Maintain an R-Supply Suspended Transaction Report. ERS will be required to correct requisition and status related transactions for DTO's on the R-Supply Suspended Transaction Report. The Suspended Transaction Report is generated daily as a result of routine processing by the SAA. The current and four prior reports will be retained. Detailed procedures for correcting these records are contained in appendix J.

4. Maintain a Stock Control Review Listing. The Stock Control Review Listing is produced daily by the SAA for review of transactions posting to R-Supply. The report will be signed and dated by the individual conducting the review and the designated SNCOIC to ensure accuracy and completeness. The report will be retained by the division OIC/SNCOIC for the current and four prior days. Detailed procedures for required actions are contained in appendix C.

5. Maintain a NALCOMIS Interface Report. There are two types of unprocessed interface records:

a. NALCOMIS to R-Supply (Outgoing Records): Outgoing Records are those created in NALCOMIS and sent to R-Supply and a successfully processed transaction has not returned. These transactions will appear on the Suspended Transaction Report and will complete processing in NALCOMIS when corrected in R-Supply.

b. R-Supply to NALCOMIS (Incoming Error Records): Incoming error records are those created in R-Supply sent to NALCOMIS and they could not be processed. These records appear on the Online Incoming/Outgoing Interface Reports of NALCOMIS.

c. These records will be reviewed and corrected daily. Current and four prior reports will be retained. Detailed procedures for correcting these records are contained in appendix J.

6. Coordinate and perform DTO Requisition Reconciliations with the customer

a. ERS is responsible for the internal reconciliation, monitoring and expediting of all IPG I (non-critical), IPG II and III DTO requisitions (with the exception of PEB). ERS will monitor and conduct requisition reconciliations for all customers.

b. Reconciliation Aids. ERS has several programs available to produce reconciliation listings:

(1) ADHOC - Utility program against NALCOMIS and R-Supply tables.

(2) JSL311 – R-Supply Materiel Obligation Validation.

(3) J62500 - NALCOMIS Outstanding Materiel Requirements Report.

NOTE: Due to the almost limitless selection and sequencing capabilities of the above programs, ERS must experiment with each program's options and determine which program will provide the most useful tool for conducting reconciliations. The NALCOMIS Outstanding Materiel Requirements Report (OMRR) is generally the most user friendly to run; however, the R-Supply requisition aid is the best report for reconciling with customers when validating requirements and ensuring items that are no longer required are researched. No matter which program is used to generate reconciliation listings, ERS will ensure at least two copies of the listing are printed so both ERS and the customer have a copy of the listing.

c. Timeframe for reconciliation. For IPG I (non-critical) requisitions ERS will schedule, monitor, and conduct requisition reconciliations with all customers external to the ASD monthly/quarterly.

(1) Monthly for IPG I (non-critical), and Quarterly for IPG II & III, Priorities 4-15, Routine Requisition

(a) ERS will coordinate with all customers and create a reconciliation schedule to reconcile all IPG I (non-critical) and IPG II & III outstanding DTO requisitions. This will include but not limited to IMRL, TBA, EAF, Weather, MACS, ADP, as well as squadrons and IMA requisitions. ERS will utilize the OMRR, R-Supply reconciliation aids, or alternate database/ADHOC as the standard requisition aid to conduct reconciliations.

(b) Each requisition on the listing will be validated to ensure the requirement is still valid and has not yet been received. If the customer shows an outstanding requirement, which is not on the listing or vice versa, the ERS representative will log into NALCOMIS and view the status of the requisition. If the requisition is outstanding in NALCOMIS, but not in R-Supply; the ERS representative will take appropriate measures to establish the record in R-Supply.

(c) If the requisition is not in NALCOMIS, but outstanding in R-Supply; ERS will take appropriate measures to establish the requisition in NALCOMIS. If the requisition is not in either database, then the customer will reorder the requirement. Upon completion of the reconciliation, ERS and the customer will sign the listing certifying all the outstanding requisitions are valid and all other annotations are accurate.

7. Initiate and monitor requisition actions resulting from DTO Requisition Reconciliation with the customer. After ERS has conducted the reconciliation, they are responsible for ensuring the appropriate requisition action is taken (e.g., receipt, cancellation, follow-up, etc.). This is accomplished based upon whether the user has received the materiel, no longer required the materiel or still required the materiel.

a. Follow Up Action

(1) Materiel received. If the customer indicated the materiel was received, ERS must verify if the materiel was received from the supply system.

(a) Materiel received from the Supply System. ERS will process the receipt in NALCOMIS. ERS will generate an administrative receipt in accordance with reference (m). It will be signed, dated, printed or stamped name by the customer. It will also be signed, dated, printed or stamped name by an E7 or above. Annotate as complete during the reconciliation and forward the print screen to the appropriate division/section for scanning into the Image Retrieval System (IRS) database or filing into the CTF.

(b) Materiel not received from the Supply System. If research determines the requisition was not received from the Supply System, a cancellation request (AC1) will be submitted. A message will be loaded in the remarks box as to why the cancellation request is being submitted.

(2) Materiel no longer required. When the customer no longer requires materiel (consumables), ERS will request cancellation of the requisition. All repairable materiel no longer required will be forwarded to WCB for cancellation. Document Identifier AC1 is used to request cancellation. An information message will be entered into the remarks box stating why the materiel is no longer required in accordance with appendix K.

(3) Materiel still required. When the customer still requires the materiel, ERS will review the status of the requisition and, if necessary, send the appropriate follow-up in accordance with appendix K.

b. Incoming Status. Incoming status is processed in two forms, Batch and Interactive.

(1) Batch Processing. When status is received via One Touch, the SAA will schedule an R-Supply Batch Job to load the incoming status.

(2) Interactive processing for R-Supply/NALCOMIS. Status received via online systems (e.g., One Touch, FedMall, etc.) or telephone will be processed via the appropriate system (e.g., ASKIT, R-Supply or NALCOMIS). If R-Supply is unavailable, ERS may input status directly into NALCOMIS; however, the status must be placed in the PDEF because status loaded directly to NALCOMIS does not generate an interface record to update R-Supply. The R-Supply Status Processing Function does interface and update NALCOMIS records.

8. Maintain Reconciliation Files. ERS will maintain a Completed Reconciliation File. Reports included in this file are as follows:

a. Customer Reconciliation File. This file may be maintained manually or electronically and will contain the signed listing used to reconcile customer requisitions in accordance with appendix K. A separate file will be maintained for each customer, refer to table 3-2 for retention.

b. Requisitions with no Estimated Ship Date (ESD). Weekly, run a listing or ADHOC equivalent showing all outstanding requisitions with no ESD. For the process of ordering this requisition listing in R-Supply, see appendix K, paragraph 5a. Annotations are only required for those items requiring action. Current and prior reports will be maintained.

c. Requisitions with expired ESD. Weekly, run a listing or ADHOC equivalent showing all outstanding requisitions with an ESD that has expired. For the process of ordering this requisition listing in R-Supply, see appendix K, paragraph 5b. Refer to table 3-2 for retention.

d. Requisition with Cancellation Request / Cancellation Follow-up (AC/AK). Weekly, ERS will run a Requisition Listing (JSL311) in R-Supply or ADHOC equivalent to produce a listing of all DTO requisitions with cancellation requests (AC_/AK_) pending. ERS will review all records on this report and initiate the action described in appendix K. Refer to table 3-2 for retention.

e. Process requisitions with Overage Shipment Status (AS/AU/AB1). Twice a month, ERS will identify and process requisitions with Overage Shipment Status. ERS will review all records on this report and initiate action as described in appendix K, paragraph 10g(3). ERS will submit an SDR for DTOs identified as LIS. ERS will notify the customer to reorder LIS consumable DTO requisitions. WCB will assist ERS with the reorder process for LIS repairable DTO requisitions. Refer to table 3-2 for retention.

f. Requisitions with No Status. Daily, ERS will run a No Status Requisition Listing (JSL311) in R-Supply to produce a listing of all DTO requisitions with no status, with days plus set to 5. ERS will review all records on this report and initiate the action described in appendix K. The current and prior reports will be maintained.

NOTE: Any Tools procured via NALCOMIS will be reconciled by ERS.

g. Correct requisitions with Exception DRB. Daily, ERS will review and process Tool, IMRL, TBA and Non-Standard Procurement requisitions in R-Supply with Exception DRBs. Procedures for processing requisitions with Exception DRBs are described in appendix K.

9. Conduct External Materiel Obligation Validations (MOVs). To validate requisitions on their backorder files, ICPs generate MOV requests. The ICP provides each customer with a Document Identifier AN1 Record for each requisition. ANls are received through One Touch and batched by UIC. Quarterly, ERS will receive from the SAA a copy of the AP_ Responses for validation. The AP_ Responses will be returned within 10 working days from receipt.

a. Post MOV. ERS will respond to all DTO requisitions (to include IMRL, Tool, Custodial (TBA). ERS is also required to work the post MOV and take action on requisitions that appear on this report. Records appearing on the post MOV will be worked in accordance appendix K. MOV will be conducted in accordance with appendix E. ERS is required to retain current and prior quarterly MOV and post MOV reports.

10. Perform R-Supply/NALCOMIS Reconciliation (DRAWDOWNS). Monthly, the SAA will coordinate and run the NALCOMIS/Supply DTO Report (J60680) in R-Supply and the Reconciliation Report from NALCOMIS in accordance with appendix L of this Manual. As a result of the DTO Reconciliation portion of this reconciliation, ERS will take the action prescribed in appendix L to correct DTO requisitions on these reports. Repairable DTO requisitions, which appear on the Supply DTO Requisitions not on NALCOMIS Report, will be corrected via coordination with WMD. The current and prior report will be maintained.

Reports and files Required for Performance of Duties, ERS			
Report name	Frequency	Retention	Reference
1. Reconciliation Schedule	Monthly	Current & Prior	3121.2
2. Suspended Transaction Listing	Daily	One Week (current & four prior)	3121.3
3. Stock Control Review Listing	Daily	One Week (current & four prior)	3121.4
4. NALCOMIS Interface Listing	Daily	One Week (current & four prior)	3121.5
5. Customer Reconciliation File IPG-I Non-Critical	Monthly	Current & Prior	3121.6c
6. Customer Reconciliation File IPG-II and IPG-III	Quarterly	Current & Prior	3121.6c
7. Requisition Listing with no ESD	Weekly	Current & Prior	3121.8b
8. Requisition Listing with Expired ESD	Weekly	Current & Prior	3121.8c
9. Requisition Listing AC/AK Status	Weekly	Current & Prior	3121.8d
10. Requisition Listing with Overage Shipping	Twice Monthly	Current & Prior	3121.8e
11. No Status Report	Daily	Current & Prior	3121.8g
12. External MOV	Quarterly	Current & Prior	3121.9
13. Post MOV	Quarterly	Current & Prior	3121.9a
14. R-Supply/NALCOMIS Reconciliation	Monthly	Current & Prior	3121.10

Table 3-2.--Reports required for performance of duties, ERS.

CHAPTER 3

OPERATIONS MANAGEMENT DIVISION (OMD)

SECTION 1: CUSTOMER RECONCILIATION BRANCH (CRB)

PART C: READINESS SECTION (RS)

3130. General

1. Responsibilities. RS is responsible for the internal and external reconciliation, monitoring, and expediting of all IPG I (Critical) DTO Requisitions.

2. Duties

a. RS will perform the following duties.

(1) Maintain a Pending Data Entry File (PDEF).

(2) Upload Supply Status and Remarks AMSRR.

(3) Coordinate and Perform IPG I, Priorities 1-3, Critical Requisitions Reconciliation and Follow up Actions.

(4) Review and Expedite, Expeditious Repair (EXREP) Broad Arrow/Test Bench Out of Service (TBOS) Components associated with IPG I, Priorities 1-3, Critical Requisitions.

(5) Requisition Expediting.

(6) Process, Review and Reconcile Offline Requisitions.

(7) Conduct Requisition Rescreens for High Priority Materiel.

(8) Maintain a Supply Assist Request file.

3131. Procedures

1. Maintain a Pending Data Entry File (PDEF). The PDEF is a holding file for source documents of transactions processed during temporary system non-availability. Whenever system(s) become available, all transactions contained in the PDEF will be entered into the appropriate system.

2. Upload Supply Status and remarks on the AMSRR

a. Daily, RS will update supply status and remarks on the AMSRR. The purpose of the AMSRR is to report up-line the materiel readiness of aircraft currently under the cognizance of the Marine Corps. RS will utilize the web-based program, AMSRR Web ((https://amsrrashore.csd.disa.mil/main), to upload the NMCS/PMCS High Priority Requisition Report (J72400). RS will update all remarks on requisitions as required. Once supply status is updated, the current and 4 prior (daily) reports will be filed/maintained with the NMCS/PMCS High Priority Requisition Report.

NOTE: Requisitions with project code ZC8 will require a manual upload. Procedures for loading data from notepad to AMSRR are found in appendix K.

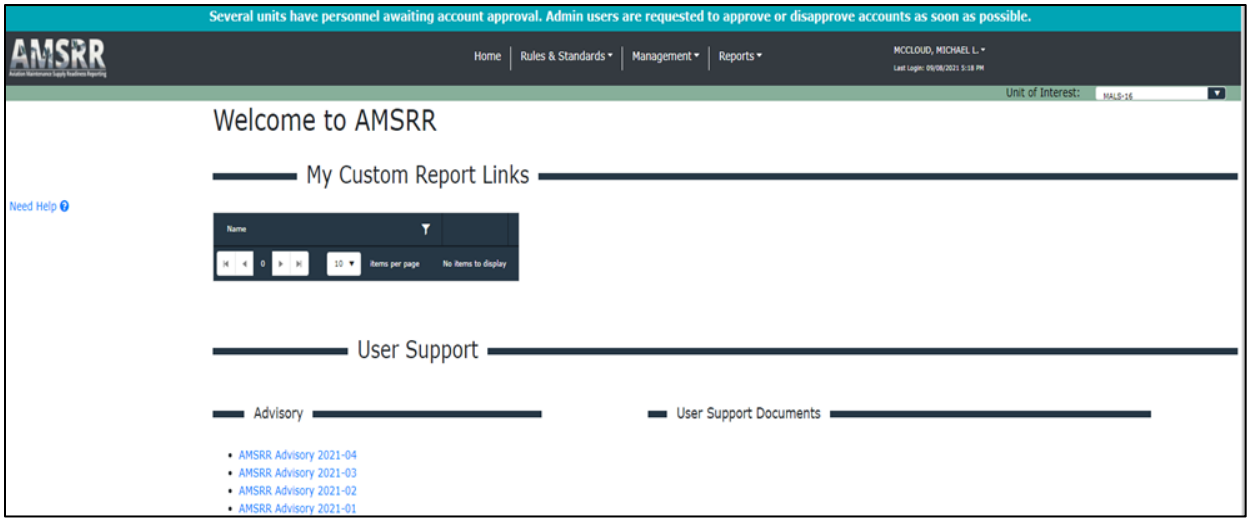


Figure 3-5.--NMCS/PMCS High Priority Report Upload.

(1) Requesting the NMCS/PMCS High Priority Report. Requisitions appearing on the AMSRR will be pulled from NALCOMIS. The following procedures will be followed to obtain this report:

(a) In NALCOMIS: Reports > Supply > High Priority NMCS/PMCS

(b) Select "ALL" Org Codes.

(c) Select "706,707,730,756,757, AK0, AK7, Z9L, ZA9" Project Codes.

NOTE: Ensure to include site specific project codes that may apply.

(d) Select "ORG, BuNo, DDSN" (in that order) for the Layout.

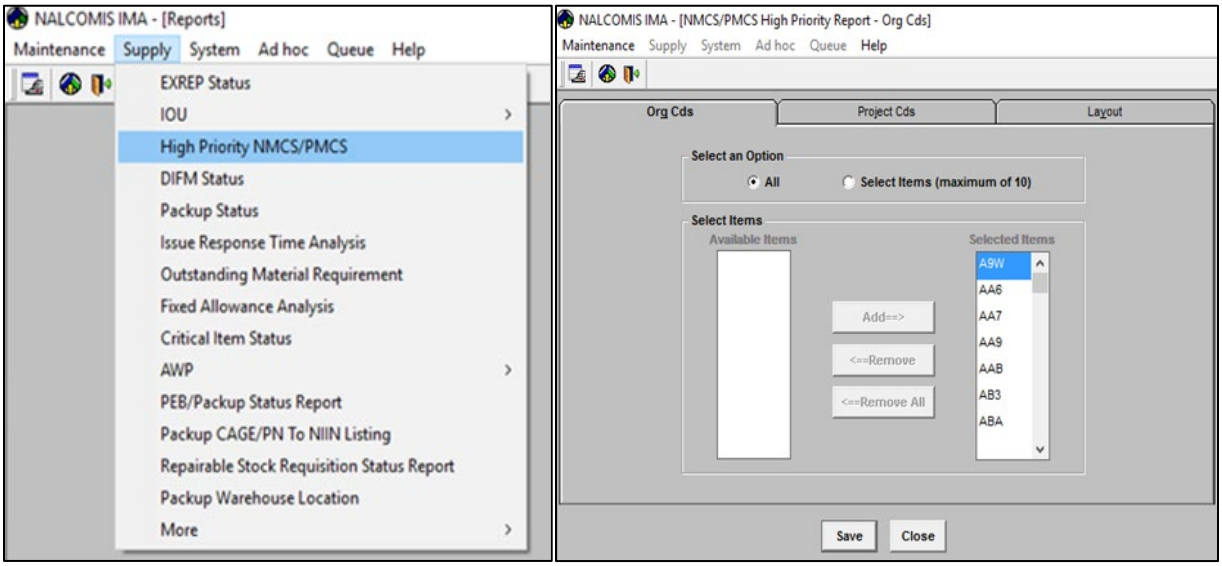


Figure 3-5.--NMCS/PMCS High Priority Report Upload, Continued.

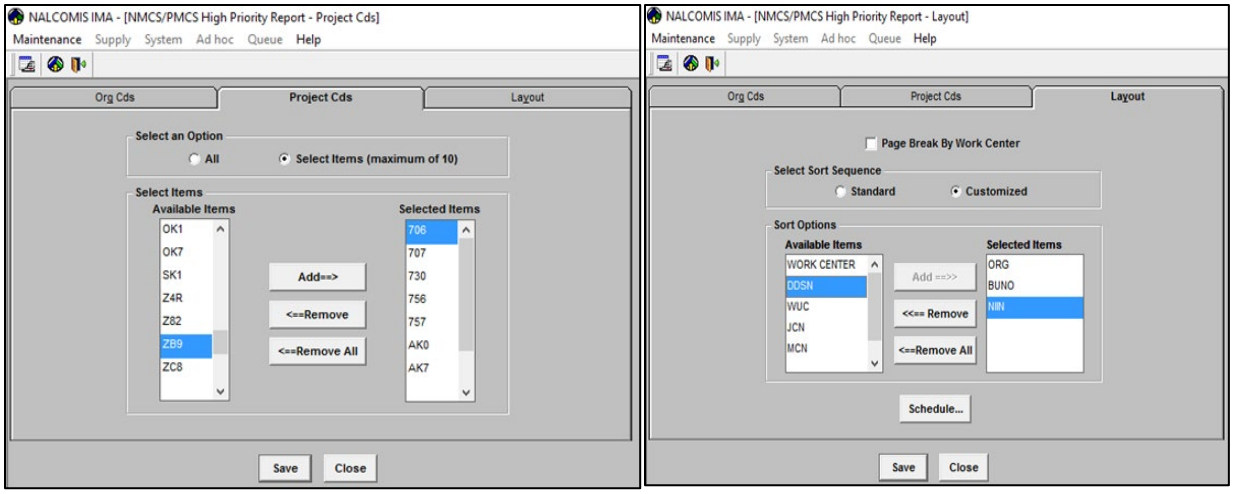


Figure 3-5.--NMCS/PMCS High Priority Report Upload, Continued.

(2) Exporting NMCS/PMCS Report. The NMCS/PMCS report will be exported from NALCOMIS daily for upload to the AMSRR website as follows:

(a) In NALCOMIS: Reports > Queue > Job Requests

(b) Double click on report requested.

(c) Set status to 'Release' and click 'Apply'.

(d) Click 'Yes' to submit batch process request.

(e) Select any printer and set the copies to '0' then click 'OK.'

(f) Take note of the BATCH REQUEST ID NUMBER and click 'No.'

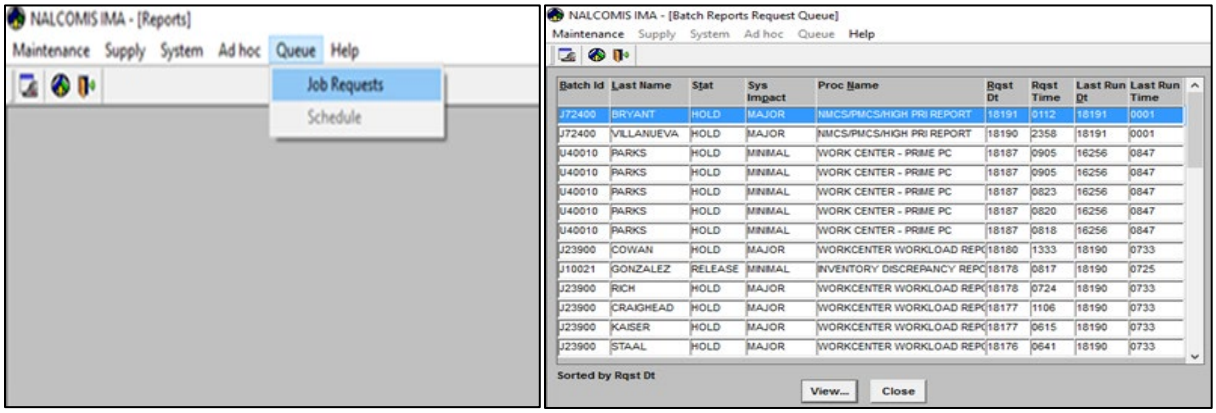


Figure 3-5.--NMCS/PMCS High Priority Report Upload, Continued.

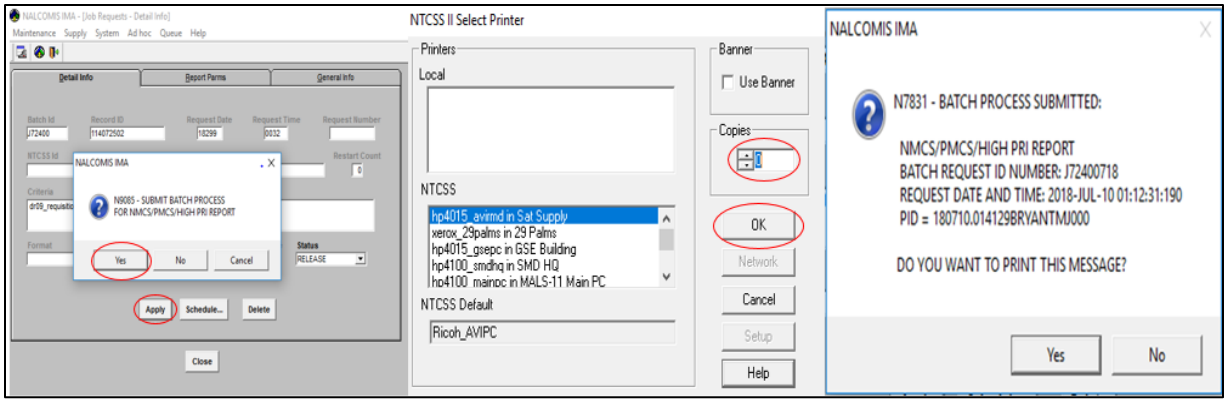


Figure 3-5.--NMCS/PMCS High Priority Report Upload, Continued.

(3) File transfer of NMCS/PMCS Report. The NMCS/PMCS report will be transferred from NALCOMIS to notepad daily for upload to the AMSRR website as follows:

(a) In NALCOMIS: System > Utility > File Transfer.

(b) Select 'Receive From Server'.

(c) Ensure Drive is set to 'C:\Users\first.last\Desktop\'.

(d) Select 'Report' under Receive From Server.

(e) Input Batch Job Number and click 'OK'.

(f) Take note of the BATCH REQUEST ID NUMBER and click 'No'.

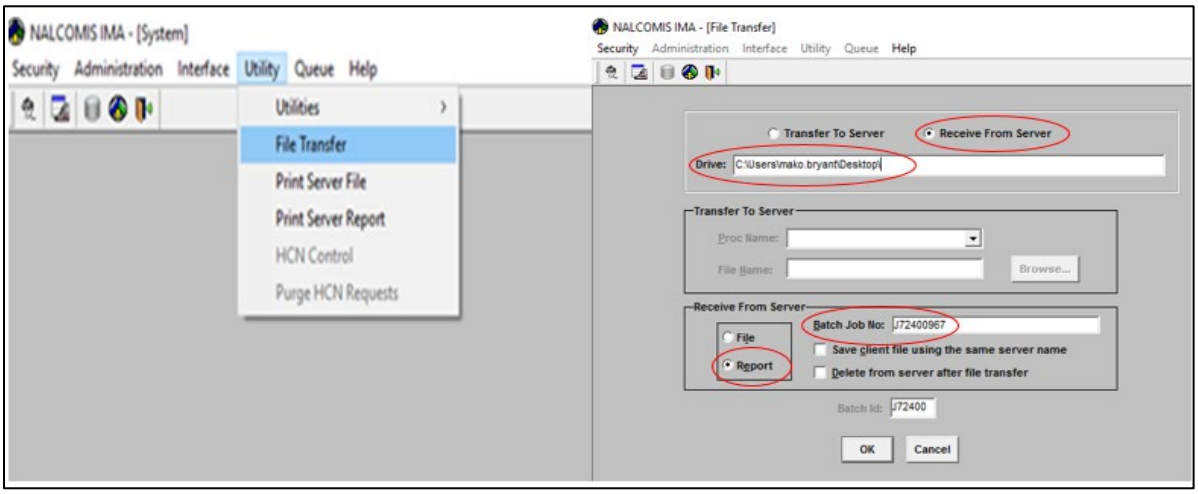


Figure 3-5.--NMCS/PMCS High Priority Report Upload, Continued.

(4) Format for upload to AMSRR website. Once the NMCS/PMCS report file is transferred, from NALCOMIS to notepad, the file will need to be formatted as follows:

(a) Open file using Notepad.

(b) Remove the following data from the report: suffixes (leave head doc only), ISSIP, INPRO, ISPEB, OSPEB, and the supply Org code section (e.g., GFZ, GHZ).

(c) The report format must be maintained exactly (if not, it will not take once you attempt to input to the AMSRR).

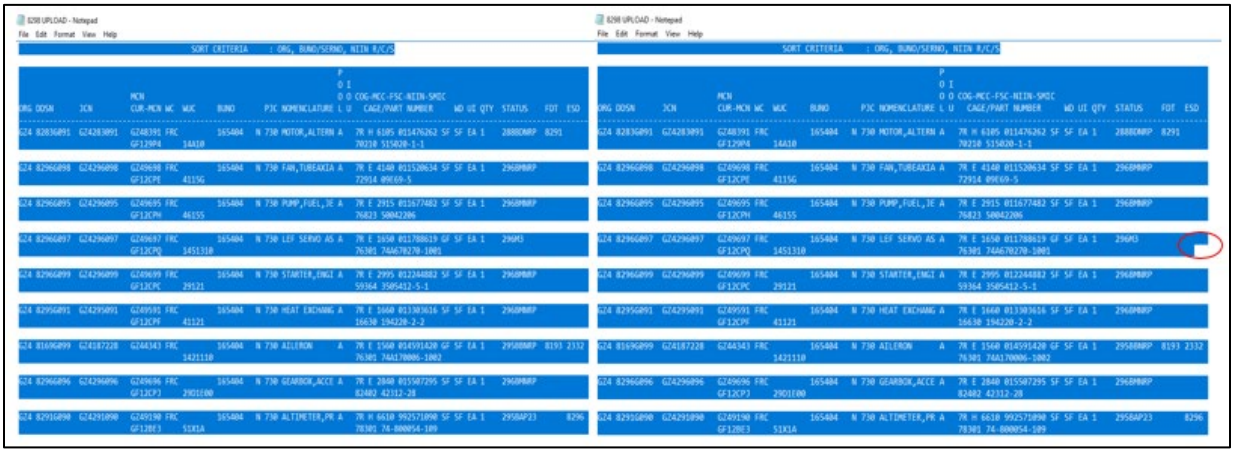


Figure 3-5.--NMCS/PMCS High Priority Report Upload, Continued.

(d) In the AMSRR website: Select "Unit of Interest" Management> Discrepancies and Documents> Import NALCOMIS.

(e) Click Select File and select the report you wish to upload.

(f) Click 'Open' and then 'Submit'.

(g) 'Upload History' should update indicating that the report was successfully uploaded.

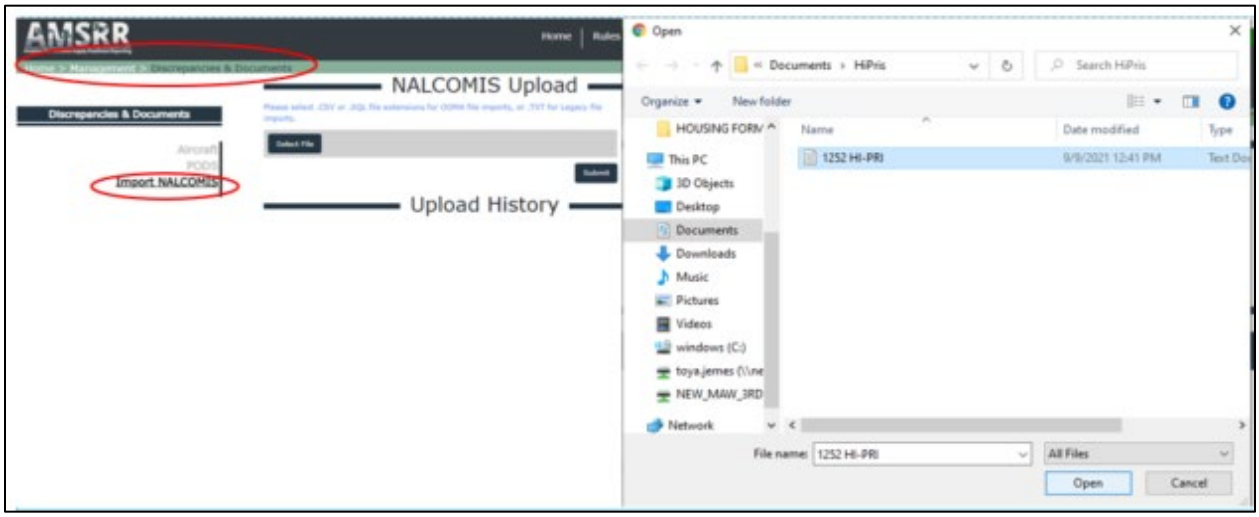


Figure 3-5.--NMCS/PMCS High Priority Report Upload, Continued.

(5) Working the AMSRR

(a) Squadron discrepancies. Click 'Aircraft', then click on 'edit' for the requisition you want to update. Ensure that Estimated Shipping Dates (ESDs) are not expired. Update any notes that were changed or added when working the High Pri Report. Be aware that the screen will time out (ex.15 Minutes Remaining). To save changes, click the 'Save' button.

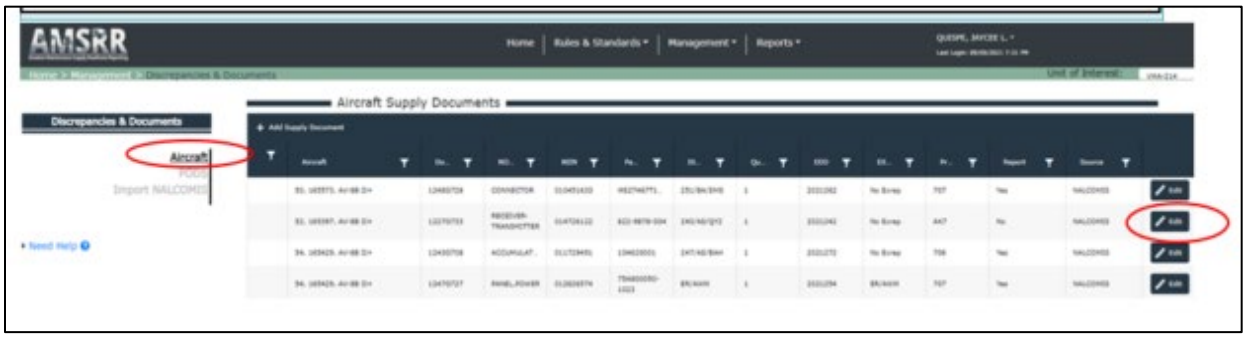


Figure 3-5.--NMCS/PMCS High Priority Report Upload, Continued.

(b) Aircraft discrepancies. Input remarks and check each aircraft for COMPL/CANX statuses.

1. Adding Supply Discrepancies to Aircraft. Click the plus (+) under Aircraft Supply Documents and add the required information and click 'Save'.

2. BuNo Swap. Click the plus 'Edit' button next to the Supply Discrepancy, then click on the 'Aircraft' drop down box, select the Aircraft you wish to transfer the discrepancy to, and click 'Save'.

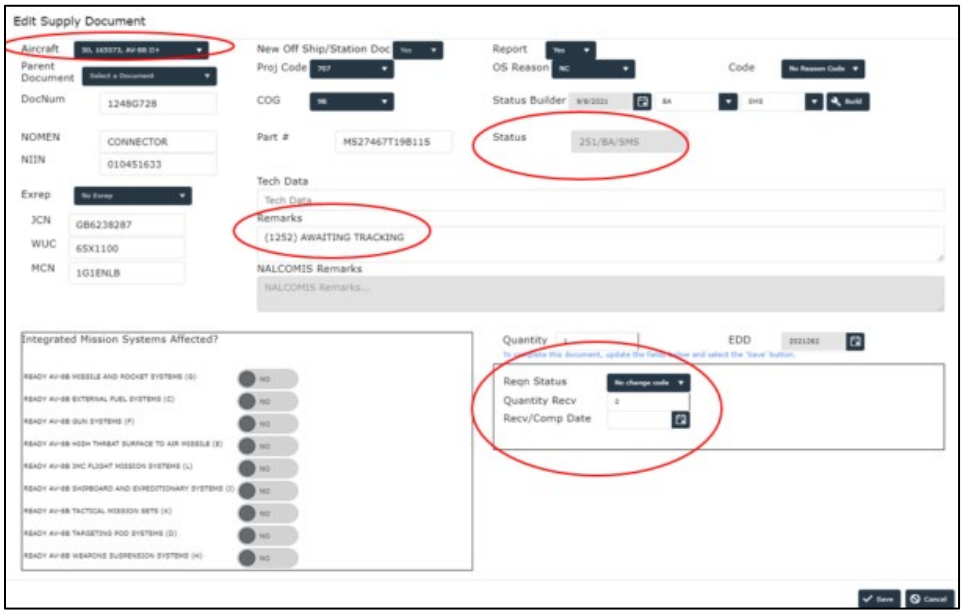


Figure 3-5.--NMCS/PMCS High Priority Report Upload, Continued.

(6) Request the AMSRR Report. Once the NMCS/PMCS report has been properly formatted, upload will be executed as follows:

(a) In AMSRR website: Reports > Preformatted Reports > AMCR Reports > Unit(s) Selected for Report > Select your unit(s) > >Report Name > Select Daily Status/ NMC/PMC Report > Run/Save> Save.

(b) Save the AMSRR report (excel file).

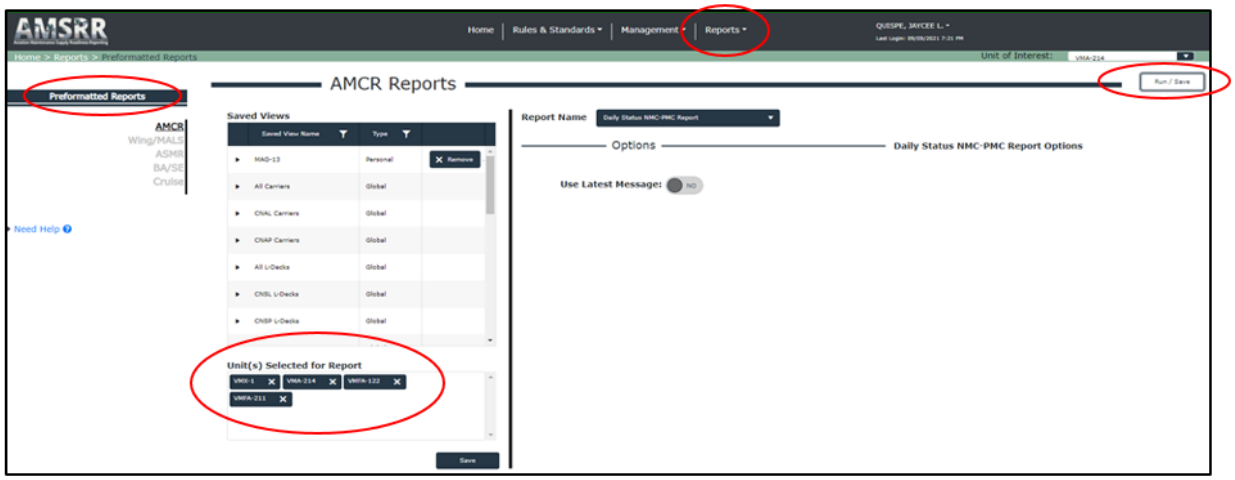


Figure 3-5.--NMCS/PMCS High Priority Report Upload, Continued.

3. Coordinate and Perform IPG I, Priorities 1-3, Critical Requisitions Reconciliation and Follow Up Actions

a. RS is responsible for the internal reconciliation, monitoring and expediting of NMCS/PMCS DTO IPG I, Priorities 1-3, Critical Requisitions as well as Awaiting Parts (AWP) requirements appearing on the AMSRR. RS will schedule and conduct customer reconciliations for IPG I, Priorities 1-3, critical requisitions daily.

b. Reconciliation Aids. RS will utilize programs available to produce reconciliation listing.

(1) ADHOC - Utility program against NALCOMIS/R-Supply tables

(2) JSL311 - R-Supply Materiel Obligation Validation

(3) J62500 - NALCOMIS Outstanding Materiel Requirements Report

(4) High Priority Requisition Report

(5) EXREP Status, Test Bench Out of Service (TBOS)/ Broad Arrow Report.

c. Time frame for Reconciliation

(1) RS will schedule and conduct IPG I, Priorities 1-3, Critical Requisitions: NMCS/PMCS, Anticipated NMCS, TBOS/Casualty Report (CASREP).

(2) Daily, RS will utilize the NALCOMIS NMCS/PMCS/High Priority Requisition Report and AMSRR to conduct reconciliation with each customer, ensuring items appearing on the high priority requisition report match those reported on the AMSRR. RS will provide a copy of the NMCS/PMCS High Priority Requisition Report for validation of requirements to all customers. RS will annotate the report, make appropriate NTCSS adjustments, and file the signed by the customer and annotator High Priority Requisition report and AMSRR in the NMCS/PMCS High Priority Requisition Report File. Current and 4 prior annotated reports will be retained.

(3) Daily, RS will utilize the EXREP Status, Test Bench Out of Service (TBOS)/ Broad Arrow Report to conduct IPG I, Priorities 1-3, Critical Requisitions reconciliation with I-Level customer. RS will reconcile with the customer utilizing the applicable report produced by the customer. RS will annotate the report, make appropriate NTCSS adjustments, and file the signed by customer and annotator EXREP Status, Test Bench Out of Service (TBOS)/Broad Arrow Report in the NMCS/PMCS High Priority Requisition Report file. Current and prior annotated reports will be retained.

d. Post Reconciliation. Once RS has conducted the reconciliation, they are responsible for ensuring the appropriate requisition action (e.g., cancellation, follow-up, etc.) is accomplished based upon whether the customer has received the materiel or still requires the materiel. RS will coordinate with WCB for all requisitions identified by the customer as delivered. Refer to appendix K for proper follow-up procedures. The reconciliation files can be maintained physically or electronically.

4. Review and Expedite, Expeditious Repair (EXREP) Broad Arrow/Test Bench Out of Service (TBOS) Components associated with IPG I, Priorities 1-3, Critical Requisitions

a. Daily, RS will use the NALCOMIS Reports Subsystem to request the Squadron EXREP Status Report. The report reflects Supply Officer Assets for the same FGC currently in the DIFM, all outstanding bit/piece parts for which a requisition was submitted/with no asset available for issue and the customer has turned in their asset in an attempt to repair it. Every attempt must be made to expedite the parts needed to repair an asset in the DIFM and return it to the customer. Current and 4 prior annotated reports will be retained. The following are some steps which may be taken to help expedite those hard-to-get items:

(1) Possible substitutes.

(2) Parts/Phase kits.

(3) Next Higher Assembly (if not end item).

(4) Lateral Support Request.

(5) Supply Assist.

(6) Possible BCM-4 Action (if end item is available).

(7) Direct Vender Support.

(8) Contact Item Manager for Bit/Piece Parts as well as Components.

(9) Local Technical Representatives (Boeing, Lockheed, Sikorsky, etc.).

(10) Contact the Naval Depot (NADEP) Overhaul Activity for repair cycle of the Component.

5. Escalation of Requisition Expediting. The purpose of the following procedures is to ensure all supply and maintenance actions have been performed for NMCS requisitions that have no ESD or an ESD greater than 60 days.

NOTE: The 706/AK0 Tracker is only a tool that can be used and not a requirement for expediting.

a. Enter all applicable information.

b. Validate all supply actions (SA) have been taken (these steps are not required to be completed in sequential order), as follows:

706/AK0 Action Tracker (No EDD or EDD greater than 60 days and on AMSRR more than 1 week)

Requisition Background							Supply Actions (SA)																	Maintenance Actions (MA)									Leadership Actions (LA)			
SQD	T/M/S	BUNO	DDSN	NIIN	NOMEN	Note:	Valid and Working (SA-1)	Correct Quantity (SA-2)	Supply Status (SA-3)	EDD (SA-4)	Planner/CAS Contacted (SA-5)	Searched all Substitutes(SA-6)	PEB/Phase & Other Kits (SA-7)	Local Support Package (SA-8)	LATSUP MALS (SA-9)	Restricted/TYCOM (SA-10)	NHA (SA-11)	LATSUP (Ship) (SA-12)	FSA (Local & Global) (SA-13)	Salvage (SA-14)	Production (SA-15)	Open Purchase (SA-16)	Offline Inventory (SA-17)	Local Repair (MA-1)	Depot Repair (MA-2)	Local Manufacture (MA-3)	Depot Manufacture (MA-4)	Purchase and Modify (MA-5)	Low Risk Cann (MA-6)	Cann Options Identified (MA-7)	Reuseble (MA-8)	Engineering Extension (MA-9)	ALD-C Engagement (LA-1)	Deputy Engagement (LA-2)	AC/S Engagement (LA-3)	CG Engagement (LA-4)

(4) EDD (Estimated Delivery Date) (SA-4). Input the system generated or externally given Estimated Shipping/Delivery Date (Retain E-mail's with improved ESD or EDD).

(5) Planner/Customer Account Specialist (CAS) Contacted (SA-5)

(a) Consumable

1. 1st level of correspondence, submit Supply Assist Request (SAR) IAW paragraph 3131.4g (2). Disposition from DLA should be received within 24 hours for initial response and each situation will dictate before following up with the site or weapon system specific CAS (If no correspondence has been received within 2 working days, then follow up with appropriate personnel). See below process on how to initiate a SAR.

2. Next level- Deputy Weapons System Program Managers (T/M/S Specific).

(b) Repairable

1. 1st level of correspondence, contact Supply Planner/Item Manager (found via OTS) for assistance.

2. Next level- contact the Integrated Weapon Systems Team (T/M/S Specific).

(6) Search all substitutes (SA-6). Verify all substitutes and alternates have been checked (part number and NIIN), verified through internal/external systems, and deemed non-procurable.

NOTE: Sources for Subs/Alts are as follows: NALCOMIS, R-Supply, One Touch, FedMall, FEDLOG and Haystack GOLD.

(7) PEB/Phase & Other Kits (SA-7)

(a) Validate the requirement isn't stocked in any PEB or Phase Kit within the MAG.

(b) Validate this item is not part of another procurable TD or Maintenance Kit that it could be extracted from.

(8) Local Support Package (SA-8). Validate this is not stocked in any Local Packages.

(9) LatSup MALS (SA-9). Verify there are no assets available at any other MALS site.

(10) Restricted/Protected Stock (TYCOM) (SA-10)

(a) Consumable. Verify there is no protected stock through a FedMall Supportability Analysis Stock Out Report (SASOR). (These assets are requested through a DLA SAR).

(b) Repairable. Requested through Supply Planner/Item Manager.

(c) TYCOM Controlled Assets. Validate from appropriate TYCOM

Representative that item is not available.

(11) NHA (SA-11). Verify if there is a Next Higher Assembly and validate whether or not it is procurable.

(12) LatSup (Ship) (SA-12). Validate there are no assets aboard ship, through One Touch (OTS) and CNAL representatives.

(13) FSA (local & global) (SA-13). Validate the item isn't stocked in any Protected Packages.

(14) Salvage (SA-14)

(a) Validate this item is not available through any means of Salvage.

(b) Bone Yards or Stricken Aircraft.

(15) Production (SA-15). Validate this item is not available to be pulled from the production line.

(16) Open Purchase (SA-16). Validate whether part is available through open purchase.

NOTE: Used only for nonstandard items without an NSN assigned.

(17) Offline Inventory (SA-17)

(a) Validate whether this item is available through offline inventory means.

(b) Verify the last activity or end user to receive this item has installed the asset.

(c) Validate whether excess from FRC or NADEP is available.

(d) Check availability at Smart Offload Facility (Norfolk).

c. Verify all Maintenance Actions (MA) have been deemed as nonviable options (these items are not required to be completed in sequential order).

NOTE: This may require coordination from appropriate squadrons or work centers.

(1) Local Repair (MA-1). Can this be locally repaired?

(2) Depot Repair (MA-2). Can this be repaired at the depot?

(3) Local Manufacture (MA-3). Can this be locally manufactured, or manufactured by example?

(4) Depot Manufacture (MA-4). Can this be manufactured at the depot?

(5) Purchase and Modify (MA-5)

(a) If there were something relatively close to this item, could it be purchased and modified (e.g., sheet metal or cutting bolts to length)?

(b) What specifications/dimensions does this item need to meet?

(6) Low Cann Risk (MA-6)

(a) Can this be Canned?

(b) If yes, is it low risk or high risk?

(7) Cann Options Identified (MA-7)

(a) If there is an option for cannibalization, does the unit have appropriate aircraft to cannibalize from?

(b) Is a fleet cannibalization request possible?

(8) Reusable (MA-8)

(a) Can this item go back on the aircraft safely?

(b) If yes, is the asset still available (i.e., bolts and screws that usually last for a specific amount of time, but were changed for ease but didn't necessarily "NEED" to be changed)?

(9) Engineering Extension (MA-9)

(a) Can engineering extend the life of this item on the aircraft?

(b) Are there possibly new damage limits to the item?

(c) Can additional troubleshooting be done to keep the item on the aircraft?

d. Ensure all supply and maintenance actions have been annotated appropriately on the AK0/706 action tracker in accordance with the following legend:

(1) C=Checked (Not a viable option)

(2) S=Success (Option was utilized and worked)

(3) P=Pending (Option is awaiting correspondence)

(4) A=Available (Viable option, but not being utilized)

e. After all means of expediting have been exhausted, perform and incorporate Leadership Actions (LA) and elevate to your respective MAW ALD as needed. If requirement needs further elevation, Wing ALD will engage higher.

NOTE: All E-mail correspondence will be retained. After an attempt to contact, allow a maximum of 2 days before sending a follow up with same source. After 2nd attempt to source, send E-Mail traffic to an alternate POC or elevate to next level, with appropriate permission from chain of command.

f. When a follow-up action does not suffice, the following steps will be utilized, in conjunction with the 706/AK0 tracker, to expedite an urgent requirement:

(1) Requesting Lateral Support (LatSup). If a document with BB status is identified as being available for issue, OMD will contact the Item Manager/DLA Customer Interaction Center (CIC) for 9B/3B cog materiel, to BM the requisition to the supporting activity. Failure to follow proper procedure may result in the original document remaining outstanding at the original ICP and in future DL charges.

(2) Requesting DLA supply assistance/submission of a Supply Assist Request (SAR). A SAR is generated to request assistance from the ICP to expedite NSN/NICN materiel when the ESD is considered unacceptable. For DLA managed materiel (e.g., 9B, 3B cognizance), each MALS is assigned a Customer Account Specialist (CAS). The CAS is responsible for expediting materiel for their designated MALS.

(a) Supply Assist Requests will be submitted via the DLA Call Center or FedMall SAR Automated Process and a ticket will be assigned and forwarded to the CAS for action. A YE1 will be loaded into R-Supply to show that a SAR was submitted and will include the following information: 'SAR #8675309 submitted via FedMall 8/6/2018 by Sgt Marine'.

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

1. Priority Designator.

2. RDD.

3. Project Code.

4. Requisition status with unacceptable ESD.

5. Materiel/Component availability via surplus.

(c) Distributor, Retail Vendor or OEM (request for quote, copy of original materiel packaging label(s) with DOD contract number and a copy of materiel certifications).

(d) Supply Assist Request can be submitted at the following website: https://www.fedmall.mil utilizing the following menu path: Tools>DLA Orders> Requisition Customer Return Inquiry. Input steps are as follows:

1. Input requisition number and click submit.

2. Click on the requisition hyperlink.

3. Click on the Supply Assistance Request button.

4. Fill out required information and click submit.

NOTE: Do not use an email distribution address under the "CC Email". List out the individual's email address or use an Office Mailbox (OMB) if available.

5. Load a YE1 with pertinent information including the SAR number.

6. File SAR.

(e) CAS priorities are as follows:

1. Emergency: PD 01- Resolution within 2 days.

2. High: PD 02- Resolution within 4 days.

3. Medium: PD03- Resolution within 6 days.

(f) Supply Assist Requests can be submitted via FedMall, phone call to the Customer Interaction Center (CIC), or email to the CIC. SARs will have an interim response provided from DLA within 24 hours of receiving the ticket.

1. Example 1: 8/6/18: A request has been escalated to post awards to obtain status of the delinquent contract and provide an updated CDD. Updates to follow pending post award response from vendor.

2. Example 2: 9/1/18: Tracking information has been requested from the vendor, updates to follow pending response.

(g) Interim responses will be detailed information of what actions are being taken (from DLA). When follow up information is received from touch points (post awards, vendors, product specialist etc.), this information will be forwarded to the customer (MALS) within 24 hours.

(h) The following steps should be taken prior to submitting a SAR:

1. Check WEBVLIPS for the latest status of the requisition and which activity (NAVSUP or DLA) is the holding activity for your requisition.

2. Check FedMall Item Notes. If the note is less than 30 days old and delivery date is firm, recommend continuing to monitor FedMall for updates.

3. Submit only one SAR per NSN. List multiple requisitions (to include stock requisitions) in the text and clearly state what you are asking for (e.g., request for expedite, request updated item notes, request for tracking, request to BM requisition for approved lateral support requests from another activity, etc.).

4. Review NSNs that have already had SARs submitted recently to avoid submitting redundant SARS for the same item.

5. All SAR submissions regardless of priority need to have a mission impact statement to justify an expedite request. It is difficult to request and expedite without proper justification.

6. For urgent requirements such as Aircraft on Ground (AOG), Broad Arrow or Work Stoppage, include a thorough mission impact statement with aircraft tail/BuNo and the actual need no later than dates if possible.

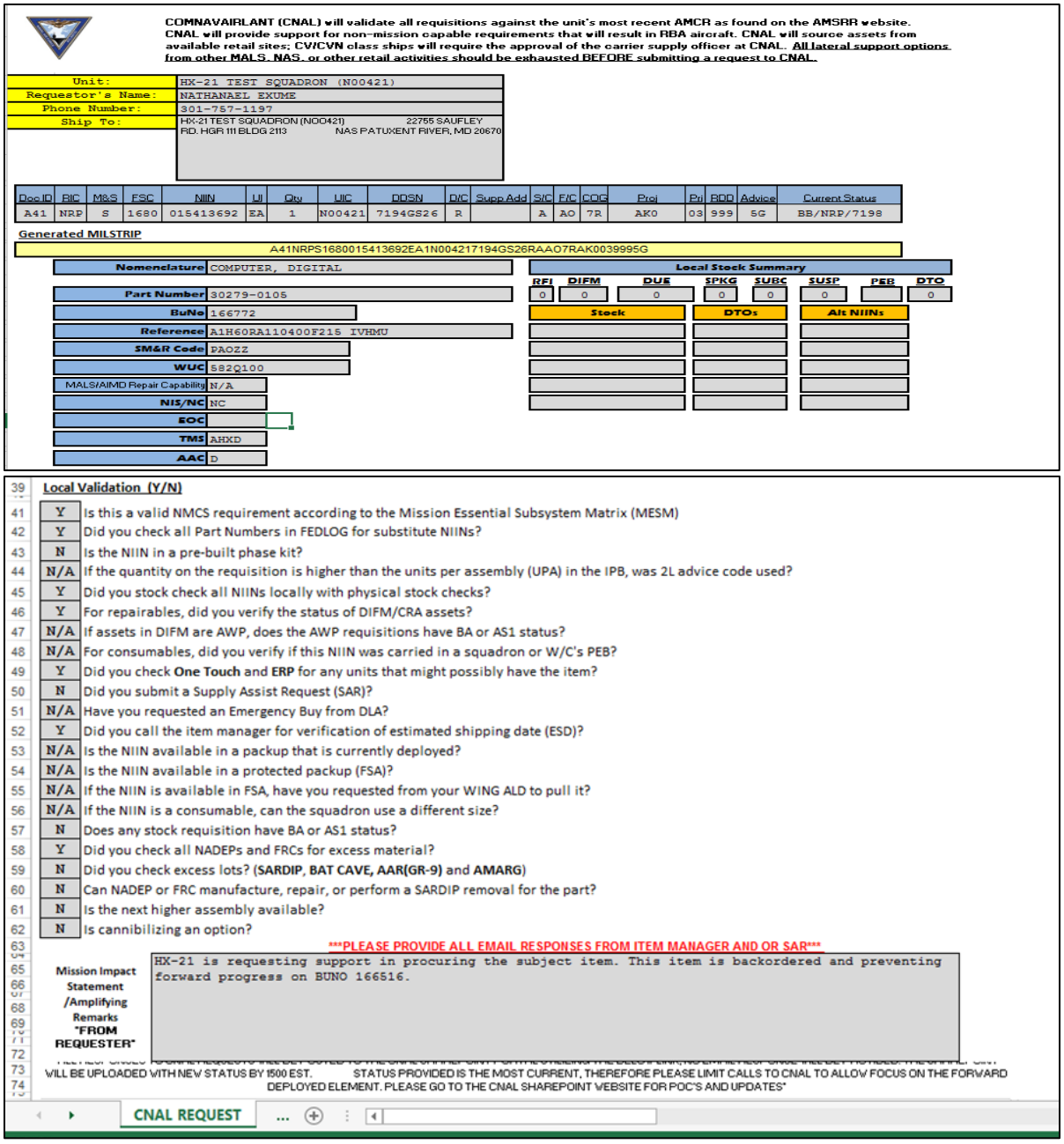
a. Example 3: SINGLE DOWNER: THIS ITEM IS THE LAST REMAINING PART NEEDED FOR T/M/S CH-53E AOG BuNo # 456789. THIS AIRCRAFT IS SCHEDULED FOR UPCOMING DEPLOYMENT WITH 31ST MEU.

(i) Supply Assist Request file will be maintained manually or electronically, sorted in NIIN sequence, and maintained until the part is received. The SAR file will be reviewed monthly.

(3) Requesting NAVSUP-WSS assistance. For NAVSUP-WSS managed materiel, (e.g., 1R, 7R cognizance) each NIIN is assigned a Supply Planner (SP)/Item Manager (IM). Each TMS is also assigned an Inventory Weapons Systems Team (IWST). The SP/IM and IWST are responsible for expediting materiel for their designated NIIN and/or TMS. The SP/IM name and telephone number can be obtained via One Touch along with item notes and stock posture.

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

(5) Requesting COMNAVAIRLANT (CNAL) assistance. If all the above means have been exhausted, CNAL will provide assistance on NMCS requirements. CNAL will validate all requisitions against the units most recent AMCR found on the AMSRR website. CNAL will provide support for non-mission capable requirements that will result in RBA aircraft. CNAL will source assets from available retail sites; CV/CVN class ships will require the approval of the Carrier Supply Officer at CNAL. All lateral support options from other MALS, NAS, or other retail activities should be exhausted before submitting a request to CNAL. CNAL SharePoint can be accessed at the following URL: https://flankspeed.SharePoint-mil.us/sites/USFF-CNAL-HQ/N41



COMNAVAIRLANT (CNAL) will validate all requisitions against the unit's most recent AMCR as found on the AMSRR website. CNAL will provide support for non-mission capable requirements that will result in RBA aircraft. CNAL will source assets from available retail sites; CV/CVN class ships will require the approval of the carrier supply officer at CNAL. All lateral support options from other MALS, NAS, or other retail activities should be exhausted BEFORE submitting a request to CNAL.

Unit:	HX-21 TEST SQUADRON (N00421)
Requestor's Name:	NATHANAEL EXUME
Phone Number:	301-757-1197
Ship To:	HX-21 TEST SQUADRON (N00421) 22755 SAUFLEY RD. HGR 111 BLDG 2113 NAS PATUXENT RIVER, MD 20670

Doc ID	RIC	M&S	FSC	NIIN	UI	Qty	UIC	DDSN	D/C	Supp Add	S/C	F/C	COG	Proj	Pri	RDD	Advice	Current Status
A41	NRP	S	1680	015413692	EA	1	N00421	7194GS26	R		A	AO	7R	AK0	03	999	5G	BB/NRP/7198

Generated MILSTRIP

A41NRPS1680015413692EA1N004217194GS26RAAO7RAK0039995G

Nomenclature	COMPUTER, DIGITAL
Part Number	30279-0105
BuNo	166772
Reference	A1H60RA110400F215 IVHMU
SM&R Code	PAOZZ
WUC	582Q100
MALS/AIMD Repair Capability	N/A
NIS/NC	NC
EOC	
TMS	AHXD
AAC	D

Local Stock Summary

RFI	DIFM	DUE	SPKG	SUBC	SUSP	PEB	DTO
0	0	0	0	0	0		0

Stock	DTOs	Alt NIINs

Local Validation (Y/N)

Y	Is this a valid NMCS requirement according to the Mission Essential Subsystem Matrix (MESM)
Y	Did you check all Part Numbers in FEDLOG for substitute NIINs?
N	Is the NIIN in a pre-built phase kit?
N/A	If the quantity on the requisition is higher than the units per assembly (UPA) in the IPB, was 2L advice code used?
Y	Did you stock check all NIINs locally with physical stock checks?
Y	For repairables, did you verify the status of DIFM/CRA assets?
N/A	If assets in DIFM are AWP, does the AWP requisitions have BA or AS1 status?
N/A	For consumables, did you verify if this NIIN was carried in a squadron or W/C's PEB?
Y	Did you check **One Touch** and **ERP** for any units that might possibly have the item?
N	Did you submit a Supply Assist Request (SAR)?
N/A	Have you requested an Emergency Buy from DLA?
Y	Did you call the item manager for verification of estimated shipping date (ESD)?
N/A	Is the NIIN available in a packup that is currently deployed?
N/A	Is the NIIN available in a protected packup (FSA)?
N/A	If the NIIN is available in FSA, have you requested from your WING ALD to pull it?
N/A	If the NIIN is a consumable, can the squadron use a different size?
N	Does any stock requisition have BA or AS1 status?
Y	Did you check all NADEPs and FRCs for excess material?
N	Did you check excess lots? (**SARDIP**, **BAT CAVE, AAR(GR-9)** and **AMARG**)
N	Can NADEP or FRC manufacture, repair, or perform a SARDIP removal for the part?
N	Is the next higher assembly available?
N	Is cannibilizing an option?

PLEASE PROVIDE ALL EMAIL RESPONSES FROM ITEM MANAGER AND OR SAR

Mission Impact Statement /Amplifying Remarks "FROM REQUESTER"

HX-21 is requesting support in procuring the subject item. This item is backordered and preventing forward progress on BUNO 166516.

WILL BE UPLOADED WITH NEW STATUS BY 1500 EST. STATUS PROVIDED IS THE MOST CURRENT, THEREFORE PLEASE LIMIT CALLS TO CNAL TO ALLOW FOCUS ON THE FORWARD DEPLOYED ELEMENT. PLEASE GO TO THE CNAL SHAREPOINT WEBSITE FOR POC'S AND UPDATES"

CNAL REQUEST

Figure 3-7.--CNAL Request Form.

(6) Documentation of expediting actions. The most effective measure of expediting materiel is via phone, email or expeditors conducting aggressive and detailed research. When the Marine has effectively expedited the materiel, the individual working the RECAID will ensure a YE1 is loaded with details explaining action taken. A YE1 is not a follow up; it is an internal and administrative message documenting actions taken and responses received. The YE1 will consist of the following information:

(a) The rank and name of the Marine who initiated the contact.

(b) The action that was requested and/or taken.

(c) The contact information for whom contact was made and/or attempted (name/email address/phone number).

(d) Applicable date if additional action is required.

6. Process, Review and Reconcile Offline Requisitions

a. In special cases, RS will have to offline a requisition. Requisitions will only be moved offline, or removed from the High Priority Requisition Report, if approved by the CRB OIC/SNCOIC. The Offline report will be requested weekly, by utilizing the NMCS/PMCS High priority report with the local supply org code and specific offline BuNo. Follow-ups will be processed the same as an online requisition, in accordance with appendix K. To ensure the requisition is not misdirected, a YE1 will be entered into R-Supply stating the reason why the requisition is offline to include original ORG and BuNo. Current and prior annotated reports will be retained.

b. The following is a list of reasons for a NMCS/PMCS document to be placed offline:

(1) A payback is required to replenish the FSA. The AvnSupO will approve issues from the FSA when the DTO has an ESD of less than 7 days. When the DTO does not have a shipping status, the Wing Operations Section (WOS) will approve issues from the FSA; the DTO will be modified/updated to a ZB9 project code (stock replenishment) as the valid payback.

(2) A payback is required to replenish stock materiel. This will only be required when the DTO Requisition(s) have shipping status or BA status on file and the WMD officer(s) have been notified.

(3) A payback is required to replenish a Lateral Support Request (LSR) when an End-use Requisition cannot be processed from the supporting activity.

(4) Payback to NADEP, this includes Fleet Readiness Center (FRC), Planned Maintenance Interval (PMI), RESET. Payback requirement will be based on action taken and situation dependent.

(5) A document is No Longer Required (NLR) by the customer, with shipping status or BA status on file.

c. The following figure is a list of BuNo designated for requisitions taken Offline:

BuNo LISTING
111111 Payback to the FSA
222222 Payback to Stock Material
333333 Payback to Lateral Support Requirement
444444 NADEP Requirement
555555 Requisition NLR, Shipping Status on File

Figure 3-8.--BuNos Designated for Offline Requisitions.

7. Conduct Requisition Rescreens for High Priority Materiel

a. Daily, the Outstanding DTO with on hand quantity (JSL305) will be requested to identify High Priority requisitions for potential rescreen. A rescreen is the issue of newly available materiel, to fill a requisition for which materiel was previously unavailable, and a DTO requisition has been referred. Information concerning the Outstanding DTO with on hand quantity (JSL305) for R-Supply is contained in the R-Supply User's Manual. RS will coordinate with WCB to determine if an issue can be made. The current and prior report (with WCB annotations) will be maintained.

(1) Exception Records. These Records will print on the Outstanding DTO with On Hand Quantity Report with the following notations in the Remarks Column:

Remarks	Condition
Inventory in process.	Inventory Code is set.
Shipping status on file.	Shipment-Prepared-Date is set.
DTO receipt in process.	Receipt-Onboard-Date is set.
Suffixed doc on file.	Suffix-Indicator is set.
REQN not released.	Non-Released-A0-Ind is set.
Dupe REQN Flag set.	Duplicate-Requisition-Flag is set.
Partial Qty Available.	Insufficient On-hand Qty for DTO.

(a) RS will validate and coordinate with WCB, the availability of stock for rescreen, to support the customer's requirement. For suffixed documents, RS will request cancellation of each suffixed requirement and have the customer reorder the remaining quantity.

8. Maintain a Supply Assist Request (SAR) File

a. This file will contain all SAR initiated by RS.

b. See paragraph 3131.5f.2 for procedures on how to initiate SARs. The file will be manual or electronic and will contain all correspondence pertaining to the SAR. The SAR File will be sorted in NIIN sequence. Maintain SAR for one year from the date the materiel was received.

Reports and Files Required for Performance of Duties, RS			
Report name	Frequency	Retention	Reference
1. Aviation Maintenance and Supply Readiness Reporting (AMSRR)	Daily	Current & Four Prior	3131.2
2. NMCS/PMCS High Priority Report	Daily	Current & Four Prior	3131.3c(2)
3. AWP/Broad Arrow/TBOS associated with critical requisitions	Daily	Current & Four Prior	3131.4
4. Offline Requisitions	Weekly	Current & Prior	3131.6
5. Outstanding DTO with On-hand Quantity (JSL305)	Daily	Current & Prior	3131.7
6. Supply Assist Request File	As Required	One Year	3131.8

Table 3-3.--Reports required for performance of duties, RS.

CHAPTER 3

OPERATIONS MANAGEMENT DIVISION (OMD)

SECTION 2: CUSTOMER SUPPORT BRANCH (CSB)

3200. General

1. Responsibilities. CSB is responsible for receiving, processing and monitoring all requirements for non-aeronautical related controlled equipage and for maintaining Custody Records for all organizational allowances (excluding IMRL items). CSB will also monitor all financial accounts granted to the ASD.

Part A: Customer Assistance Section (CAS)

3210. General

1. Responsibilities. CAS is responsible for receiving, processing, and monitoring all Non-Standard Procurement (NSP) requests for non-aeronautical related materiel.

2. Duties

a. CAS will maintain the following files and reports as well as perform the following duties:

(1) Maintain a Pending Data Entry File (PDEF).

(2) Maintain Authorized Signature File.

(3) Assist Supported Units with Turn-in of Non-Aeronautical Materiel.

(4) Non-Standard Procurements for Non-Aeronautical Related Materiel

(5) Manage a Tool Purchasing Process (TPP).

(6) Process All ServMart / MILSTRIP Requests.

(7) Process All Open Purchase Requests.

(8) Certify GCPC statements and Insights On Demand (IOD) via U.S. Bank.

(9) Reconcile all Non-Standard Procurement Requisitions.

3211. Procedures

1. Maintain a Pending Data Entry File (PDEF). The PDEF is a holding file for source documents of transactions processed during temporary system non-availability. Whenever system(s) become available, all transactions contained in the PDEF will be entered into the appropriate system.

2. Maintain an Authorized Signature File

a. CAS will maintain an Authorized Signature File containing current authorization letter/letters which identify personnel designated to act on behalf of another person or persons of higher authority. These authorization

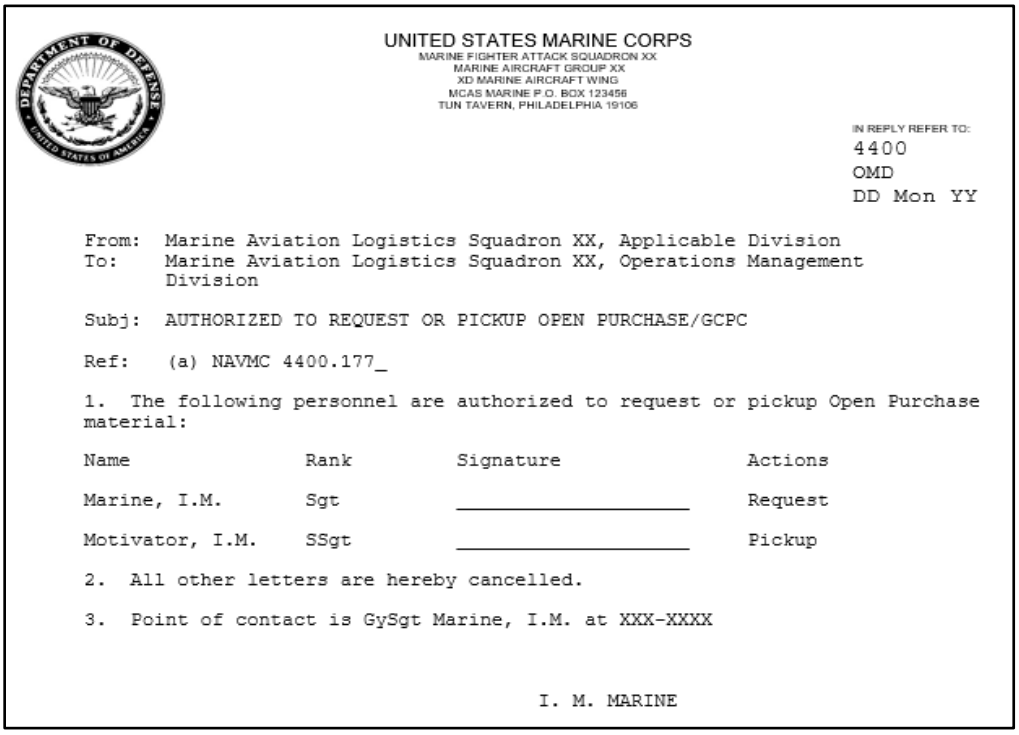
letter/letters assign responsibility and authority for designated personnel to sign for requests and receipts of materiel (see figure 3-9). Letter/Letters will authorize the Marines to procure the specified type of materiel regardless of the means of procurement utilized by CAS. CAS will use accurate authorization letters with the correct personnel. If personnel changes occur, CAS will require updated letters. A copy of the Authorized Signature Letter identifying the requestor will be maintained with its applicable requisitions. The same copy may be used to identify the receiving Marine if no updates have been made to the letter; otherwise, provide a separate Authorized Signature Letter at the time of receipt. Authorization letter/letters will be "from" the head of the unit (e.g., squadron MMCO, division OIC) to the Customer Assistance Section. Each individual on the Authorization Letter can have either "request" and/or "pick-up" capabilities but cannot perform both actions on the same order. The following programs will have letter/letters of authorization for purchases, receipt of materiel and turn-in of materiel (request/pickup):

(1) Open Purchase (GCPC).

(2) Tool Control Purchasing Program.

(3) ServMart (Office Supplies).

(4) Table of Basic Allowance (TBA).



UNITED STATES MARINE CORPS
MARINE FIGHTER ATTACK SQUADRON XX
MARINE AIRCRAFT GROUP XX
XD MARINE AIRCRAFT WING
MCAS MARINE P.O. BOX 123456
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:
4400
OMD
DD Mon YY

From: Marine Aviation Logistics Squadron XX, Applicable Division
To: Marine Aviation Logistics Squadron XX, Operations Management Division

Subj: AUTHORIZED TO REQUEST OR PICKUP OPEN PURCHASE/GCPC

Ref: (a) NAVMC 4400.177_

1. The following personnel are authorized to request or pickup Open Purchase material:

Name	Rank	Signature	Actions
Marine, I.M.	Sgt	_____	Request
Motivator, I.M.	SSgt	_____	Pickup

2. All other letters are hereby cancelled.

3. Point of contact is GySgt Marine, I.M. at XXX-XXXX

I. M. MARINE

Figure 3-9.--Authorization Letter.

3. Assist Supported Units with Turn in of Non-Aeronautical Materiel

a. Turn-in of Non-Aeronautical Materiel. Customer will create an Electronic Turn-In Document (ETID) DD Form 1348-1/1A in the DLADS website for

all no longer required Non-Aeronautical Controlled Equipage or materiel turned in for disposal. If asset is TBA or FE; upon receipt, CAS will coordinate with CRS to verify all data to ensure the item is properly identified and is currently under that supported unit's charge. CAS will ensure they have six copies of the approved DD Form 1348-1/1A, in accordance with the procedures described in reference (k), volume I, chapter 5, part A, section II, subsection 5, paragraph 5024.

b. Turn-in of Materiel for Disposal. Materiel to be turned into DLADS will fall into one of three categories: (1) materiel requiring an approval message from MAW IMRL Manager, (2) Controlled Equipage materiel (e.g., TBA/FE) or (3) scrap/waste. To turn in materiel to DLADS, materiel will be forwarded to the SSB. CAS will pull the correlating ETID form(s) from the Pending Section of the DLADS Materiel Turn-in File and have SSB sign a copy of the 1348-1Aas materiel is turned over to SSB for disposal.

c. DLADS Materiel Turn-in File. This file will contain a copy of all DD Form 1348-1/1A ETID. The file will be maintained in Julian date sequence and retained per reference (aj). ETID documents will be retained in one of the following:

(1) Pending: ETIDs awaiting DLADS approval

(2) Transferred: Materiel transferred to SSB.

NOTE: At no time will CAS accept garrison property (e.g., desks, chairs, etc.) from supported units. Garrison property is the responsibility of the supported units S-4.

TURN-IN REQUEST

This form must be entirely filled out in order to be accepted

UIC: _____

UNIT/WC: _____ DATE: _____

ETID NUMBER: _____
(FROM APPROVED ETID/DD Form 1348-1/1A ON DLADS WEBSITE)

BTR/WTR/MTR: _____

IF WTR, REMAIN IN PLACE? YES / NO

NOMENCLATURE: _____ QTY:___

U/I: _____ PART NUMBER:
_____

NSN/LSN: _____ COG: _____ S/N:
_____

CAGE: _____ UNIT PRICE: _____

REASON FOR TURN-IN: _____
_____

AUTHORITY OR MESSAGE: _____

CONDITION OF MATERIEL (CHECK ONE): RFI: _____ NRFI: _____

POINT OF CONTACT AND PHONE: _____

PRINTED NAME: _____ SIGNATURE: _____

CSB MARINE:	SSB MARINE:
Print: _____	Print: _____
Sign: _____	Sign: _____
Date/Time: _____	Date/Time: _____

Remarks:

Figure 3-10.—Turn-in Request Form

4. Non-Standard Procurements for Non-Aeronautical Related Materiel

a. CAS is the point of entry for all Non-Aeronautical Materiel requests. If approved, these requests are procured outside of "normal supply means" and require the establishment of a Money-Value Only (MVO) document in either R-Supply or ASKIT. Some examples of these requests are, but are not limited to: office supplies, tools, non-NSN flight gear, TBA items, custom ear molds, custom helmet covers, etc. These requests are referred to as "Non-Standard Procurement" (NSP) requests throughout this reference. All NSP Requests will contain the following:

(1) Justification Letter. Prior to accepting a NSP request, CAS will ensure every request has a justification letter from the requesting squadron citing the operational impact of not having the request fulfilled. If there is a Navy or Marine Corps Aviation publication available, it will be cited as a reference or as an enclosure on the justification letter. This letter must be in Standard Naval Letter format with the squadron's unit letterhead and signed or endorsed by one of the following from the requesting squadron: Commanding Officer, Executive Officer, Operations Officer, Assistance Operations Officer, Materiel Control Officer, Maintenance Materiel Control Officer, Production Control Officer, Maintenance Officer, or Assistance Maintenance Officer. The letter will remain with the NSP package for retention purposes per reference aj.

(2) Quote. CAS will assist the requestor from the justification letter in obtaining a quote from the mandatory government procurement sources. These sources include, but are not limited to: SERVMART, Global Supply, Unicor, and FedMall. If the mandatory sources do not meet the customer's specification, (further justification would be required as to why) then the NSP could be procured via the Government Credit Purchase Card (GCPC). Further details for the GCPC process are available in appendix T of this reference. CAS will ensure the quote is not expired prior to accepting a NSP request.

b. Validation. CAS will screen the justification letter, quote, reference, and any other information provided by the customer for validity and/or accuracy. CAS will ensure the justification for the materiel satisfies the reasoning for procuring materiels outside of "normal supply means". Any questionable purchases shall be reconciled with the AvnSupO or Regional Contracting Officer to ensure it does not violate any laws or policies if it was ordered. CAS will ensure the quote is valid, and that the vendor adheres to any government terms (no sales tax, etc.)

c. Custodial Materiel. After validation, CAS checks if the request is for custodial materiel. All requests for custodial materiel are forwarded to CRS for concurrence. Custodial materiel is any type of materiel where individual(s) is/are appointed to manage it and/or inventories are conducted to account for it. CRS will determine if the materiel is authorized using appropriate references and inventories from the squadron's Custody Record file (if applicable). After concurrence, CRS will endorse the request with their legible printed name, signature, and date of review, and forward the request back to CAS for procurement. Legible printed name means that an outside auditor can easily determine the name of the person signing the document/receipt. See the CRS section for further procedures on NSP packages for custodial materiel.

d. Funding Approval. Once validated, CAS will forward NSP packages under $3,500 to a Fund's Manager for approval. The Fund's Manager is any person appointed on the "Delegation of Authority" letter signed by the AvnSupO. Any request over $3,500 must be approved by the AvnSupO. After approval, CAS will forward the request to FAS for appropriate fund code designation and MVO establishment. After FAS annotates the MVO document on the request, they will forward the NSP package back to CAS.

e. Procurement. CAS will place the request on order through the original vendor and ensure the quote has not changed. Once the request is on order, CAS will immediately load a "BD" status into R-Supply for that MVO and an ESD of 30 days from the order date. Any other vendor or important information involving the request shall be loaded via YE1 into R-Supply. Once R-Supply is updated, the original request will be filed in the NSP Pending File and arranged by squadron and funding document date.

f. Status and Follow-Ups. Monthly, CAS will reconcile with the customer all NSP requests that are outstanding. CAS will run a Requisition Listing for all outstanding MVOs using the following path: R-Supply > Log > Management > Logistics Reports > Requisition Monitoring > Requisition Listing: "Outstanding" and "MVOs". For tools, use the same path with an added step of selecting "Divisions" then enter your appropriate accounts for the unit specific tool's document series. Using the MVO JSL and the NSP Pending File, CAS will reconcile with each customer to verify if the materiel is still required or no longer required and provide updated status. Statuses will be acquired from vendors, SAIC, ServMart, etc., and loaded into R-Supply accordingly. If no status change has occurred since last required reconciliation, a YE1 will be loaded in accordance with appendix K.

g. Delivery and Completion. When the request arrives, CAS will obtain a FIAR-compliant receipt/invoice from the authorized "receiver" Marine who was identified on the justification letter for that NSP package. CAS will move the justification letter in the "Squadron Request/Order Historical File" from "Outstanding" to "Complete". CAS forwards the FIAR-compliant receipt and NSP file to FAS for action. Once FAS completes the MVO document, the following is filed in the Completed Transaction File (CTF) for 10 years in accordance with reference (aj):

(1) Justification Letter and all references/enclosures

(2) Original Quote

(3) Fund's Manager/AvnSupO endorsement/approval

(4) Any CAS correspondence with the vendor and any quote adjustments

(5) FIAR-compliant receipt from designated pick-up Marine (can be an administrative receipt if the vendor did not supply an original receipt with the materiel.)

(6) FAS validation of MVO establishment and completion (screenshots from R-Supply or ASKIT)

5. Manage a Tool Purchasing Process

a. The Tool Control Program (TCP) is in place to reduce pilferage, initial outfitting costs, in-use inventories, tool replacement costs and

maintenance man hours. The TCP is based on the concept of a family of specialized toolboxes and pouches configured for instant inventory before and after each maintenance action. The content and configuration of each container is tailored to the task, work center and equipment maintained by the Tool Control Coordinator. Each squadron will have a TCP established and maintained according to reference (o). Broken tools, excessive quantities or missing tools should be disposed of IAW reference (o). All tools will be procured through the normal supply system or other means authorized by respective MAW policy (e.g., SAIC, ServMart, Open Purchase). All Outstanding requests will be filed in the Non-Standard Procurement Pending File.

b. Tool Purchasing Process

(1) CAS will purchase tools on behalf of supported units. When purchasing tools, these tools/toolboxes will be treated as a one for one exchange, an initial issue purchase or remain in place. Refer to appendix V for detailed Tool Purchasing procedures.

(2) Listed below are circumstances in which a customer will require the purchase of tools:

(a) Exchange Purchase. Squadrons will bring broken tools to CAS for purchase along with a Broken/Missing/Worn Tool Report (BTR/MTR/WTR). To place a tool on order, a BTR/MTR/WTR with a signature from the work center's Quality Assurance (QA) will be required. The CAS clerk will verify the signature and applicable information pertaining to the tool/toolboxes on the BTR and ensure the tool/toolboxes are present for turn-in. Broken and/or worn tools will be processed in DLADS per paragraph 3211.3b. Once all information has been verified, it is at that time the tool can be placed on order per local procedures.

(b) Initial Issue Purchase. When initial issue tools or toolboxes are to be purchased, a justification letter signed by either the AMO, MMCO, or PCO stating the tools/toolboxes are approved for purchase needs to be brought to CAS with the request. If a valid reference is available, it must be submitted along with the justification letter. CAS will then place the tool/toolboxes on order using local tool purchasing procedures.

(c) Remain in place. When a WTR is submitted to CAS and the tool is still required for maintenance, justification must be provided by the customer, in the remarks section, explaining why the tool is remaining in place. Upon receipt of the new tool, the worn tool must be turned in to CAS in exchange for the new tool. If the remain in place tool is lost or broken a BTR/MTR will be provided to CAS and filed with the initial order.

(3) CAS will reconcile monthly all tools that have been procured (Open Purchase, ServMart, or SAIC), and the ERS will reconcile all tools procured via NALCOMIS. Current and prior monthly reconciliations will be maintained.

(4) In many cases, the tools purchased have a warranty and can be replaced on a one for one exchange with the tool manufacturer. In these instances, the squadron will contact the local representative for the appropriate company and exchange the tool/toolboxes on their own. Ensure the warranty information is verified prior to reordering another tool/toolbox.

6. Process All ServMart / MILSTRIP Requests

a. Supported units will submit their request to CAS. Each request will cite only items authorized for procurement and CAS will review/verify each request for signature approval against the Authorized Signature File. Requests will be screened for excessive quantities, duplicate items, unauthorized purchases, etc. After reviewing the list will be forwarded to the Funds Manager for review and approval. Any purchase request greater than $3,500 will require AvnSupO approval and signature. Once approved, the ServMart request will be forwarded to FAS to obligate funds. After funds are obligated, FAS will authorize CAS to place the request on order. All outstanding requests will be filed in the Non-Standard Procurement Pending File.

b. MILSTRIP procurement will be utilized depending on the capability of the vendor chosen (e.g., GSA Advantage, DLA SOE/TLSP).

(1) GSA Advantage. This Program will be utilized only if the materiel is in the GSA Advantage catalog. You will need to register for an account with GSA Advantage (http://www.gsaadvantage.gov) prior to placing an initial order.

(a) GSA Stocked Items

1. The Customer will screen GSA Advantage for the items required and forward the cart to CAS.

2. CAS will review the cart and submit a copy to FAS for funding.

3. Once funding is approved and obligated the CAS clerk will place the order.

4. A confirmation will be provided from GSA Advantage once the request is placed on order, and status updates may be acquired in the GSA Advantage website.

(b) Special Order Program. This program will be utilized when the items in the GSA catalog are not stocked by a GSA warehouse.

1. The Customer will screen GSA Advantage for the items required and forward the cart to CAS.

2. The CAS clerk will review the cart provided and utilize it to complete the DD Form 1348-6 for each line item requested.

3. CAS will submit an electronic copy of the product detail page in GSA Advantage along with the completed DD Form 1348-6 via email to SpecialOrderProgram@gsa.gov.

4. A confirmation will be provided from GSA Advantage once the request is placed on order, and status updates may be acquired in the GSA Advantage website

(2) Defense Logistics Agency Troop Support. The Tailored Logistics Support Program (TLSP) will have six vendors compete on price and delivery to fulfill each customer order.

(a) You will need to register with DLA TLSP to register the CAS clerk as a customer and the FAS clerk as a Finance Office Point of Contact (FOPOC) prior to placing an initial order. Visit the DLA TLSP website (https://www.dla.mil/TroopSupport/ConstructionandEquipment/SpecOpsmarinelifesaving/) in order to download the Customer Registration/FOPOC Designation form.

(b) The Customer Order Request Template will be filled out and submitted to SOEorders@dla.mil in order to obtain pricing and delivery for requested items. This excel document will be used only for non-NSN items that have manufacturer part numbers.

(c) A series of email notifications will be generated and sent to the registered customer and FOPOC.

1. The first email confirms that the request has been received and loaded.

2. The second email is the Price Acknowledgement Spreadsheet. This email requires a response from the FOPOC to continue with the process.

3. The third email notification informs of the award, and includes the vendor information, pricing, and delivery information.

4. The fourth email notification will occur once DLA has obligated the funds and authorizes the vendor to proceed.

5. The final email notification will be sent once the vendor has shipped the materiel.

NOTE: A rejection email will be received following the initial confirmation response (if applicable).

c. Upon receipt of the materiel CAS will notify the customer. CAS will refer to the Authorized Signature File to ensure adherence to the Separation of Functions requirements. Separation of duties occur when the requestor, requisitioner, funds approver, approving official and signed receipt are all different. A receipt signed by the customer will be forwarded to FAS for completion. The entire order will be filed in the CTF and maintained for 10 years in accordance with the FIAR retention requirements.

7. Process All Open Purchase Requests. The GCPC is used to procure items that are not available through the normal supply system and are unable to be manufactured through a government contract. This method of procurement assists the Aviation Supply Department in providing support to the squadrons and work centers to ensure the mission is accomplished. An AO will be nominated by their units AvnSupO and appointed in writing by the APC. The Card Holder (CH) will be nominated by the AO and appointed by the APC. The CH uses the GCPC to acquire authorized materiel or services per their delegated authority. Detailed procedures for processing Open Purchase Requests can be found in appendix T.

8. Certify GCPC statements and Insights On Demand (IOD) via U.S. Bank

a. GCPC Statements. GCPC billing cycles begin on the 20th of the month, and end on the 19th of the following month. Five business days after the billing statement is available for certification, the AO/AAO must certify the

statement for payment. The reconciliation will be accomplished by the CH via verification of the following files: Purchase Log, U.S. Bank Statement, transaction file(s) and GCPC Checklist.

b. GCPC Insights On Demand (IOD). The Approving Official is required to complete an assessment of transactions flagged by the IOD filters at the close of each billing cycle. Actual due dates are set forth by respective GCPC RCO.

c. For detailed procedures on certification, contact your unit APC.

9. Reconcile all Non-Standard Procurement Requisitions. CAS will reconcile all outstanding Non-Standard procurements with the customer to ensure all requests are placed on order and are still required. Reconciliation will be conducted monthly; retention is current and prior months. The following will be reconciled:

a. Tools (MVO)

b. Open Purchase/GCPC

c. ServMart/MILSTRIP

Upon completion of reconciliation, take necessary action and update/annotate required information as applicable. CAS will also reconcile weekly with FAS to ensure all orders are obligated in R-Supply.

10. Completed Transaction File (CTF). The CTF is maintained as a historical record file of all OMD completed transactions. Once FAS has completed the Non-Standard Procurement (NSP) document, CAS will file the completed request in the CTF. All receipts will have the customer's legible printed name, signature, and date. Legible printed name means that an outside auditor can easily determine the name of the person signing the document/receipt. This file will be arranged by squadron, category (e.g., GCPC, ServMart, Tools, Flight Equipment), and in DDSN sequence, for 10 years in accordance with reference (aj).

Reports and files Required for Performance of Duties, CAS			
Report name	Frequency	Retention	Reference
1. Authorized Signature File	As Required	Current	3211.2
2. DLADS File	As Required	10 Years	3211.3c
3. Non-Standard Procurement Pending File	As Required	Current	3211.4
4. Certify GCPC Statements	Monthly	10 Years	3211.8a
5. Certify GCPC Insights on Demand (IOD)	Monthly	10 Years	3211.8b
6. Reconcile Non-Standard Procurement Requests	Monthly	Current & Prior Months	3211.9
7. Completed Transaction File	As Required	10 Years	3211.10

Table 3-4.--Reports required for performance of duties, CAS.

CHAPTER 3

OPERATIONS MANAGEMENT DIVISION (OMD)

SECTION 2: CUSTOMER SUPPORT BRANCH (CSB)

PART B: CUSTODY RECORDS SECTION (CRS)

3220. General

1. Responsibilities. CRS is responsible for maintaining the Custody Records for all Custodial Allowance Materiel (e.g., Table of Basic Allowances (TBA), Flight Equipment Pool listed in reference (ae), and Maintenance Assist Modules (MAM)/Test Bench Installations (TBI), (excluding IMRL items).

2. Duties

a. CRS will maintain the following files, reports, publications /instructions, and perform the following duties:

(1) Maintain Appointment Letters.

(2) Prepare Custody Records.

(3) Conduct Inventories of All Custodial Allowance Materiel.

(4) Maintain a Custody Record File.

(5) Maintain a Deficiency and Not Mission Essential File.

(6) Maintain an Allowance Revision File.

(7) Coordinate, Prepare, Submit and Monitor the Budget for Custodial Allowance Materiel.

(8) Maintain a Budget File.

(9) Review and Process Requisitions for Custodial Allowance Materiel.

(10) Conduct General Equipment (GE) Inventories

3221. Procedures

1. Maintain Appointment Letters

a. CRS will maintain Appointment letters of all personnel designated as a Responsible Officer (RO) and Responsible Individual (RI) for all Custodial Allowance Materiel. These letters of authority/appointment assign responsibility to Officers or Staff Non-Commissioned Officers to exercise proper custody, care and protection of allowanced materiel. The individuals on the Appointment Letter for a unit are the only individuals authorized to sign for inventories. Upon appointment of a new Commanding Officer, a new Appointment Letter will be produced.

b. CRS will provide assistance as necessary to Squadron ROs during turnover periods. Figure 3-11 provides a sample of the Custodial Allowance Materiel RO Assignment Letter. Each RO will provide CRS a copy of the Acceptance of Inventory Letter following the inventory with the off-going RO, ensuring all materiel is accounted for. If materiel is missing, the off-going RO will generate a survey.

c. ROs may assign (in writing) a Responsible Individual (RI) who is authorized to act in place of the RO if the RO is not available for inventories or any administrative actions relating to their custodial account. The RO will ultimately be responsible for all assets within that custodial account.

NOTE: Assignment of an RI will be at the discretion of the RO utilizing figure 3-12.

d. All letters will be filed in the Custody Records File.

UNITED STATES MARINE CORPS
MARINE FIGHTER ATTACK SQUADRON XX
MARINE AIRCRAFT GROUP XX
XD MARINE AIRCRAFT WING
MCAS MARINE P.O. BOX 123456
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:
4400
OMD
DD Mon YY

From: Commanding Officer, Marine Fighter Attack Squadron XX
To: Captain U.S. Marine, XXXXXXXXX/1775 USMC

Subj: APPOINTMENT AS RESPONSIBLE OFFICER FOR TABLE OF BASIC ALLOWANCE (TBA) MATERIAL

Ref: (a) TN3125-OI
(b) NAVSUP P485 Vol I
(c) NAVMC 4400.177_

1. You are hereby appointed as the Responsible Officer (RO) for all Table of Basic Allowance (TBA) material for this squadron in relief of Captain U.S. America. As the RO you are directed to exercise custody, care and safekeeping of the property entrusted to your possession or supervision. This may include financial liability for losses occurring because of failure to exercise this obligation.

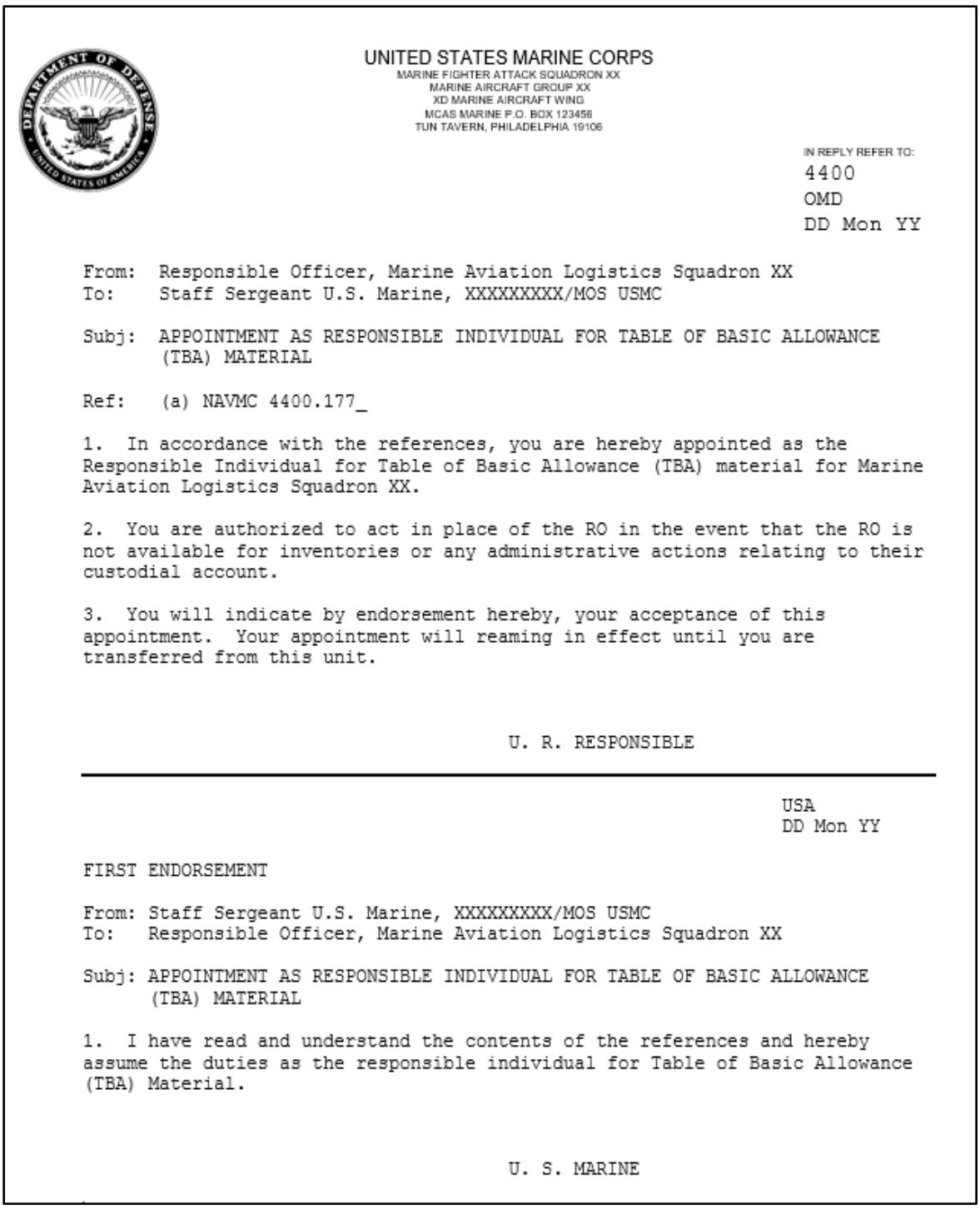
2. A joint inventory will be conducted and the results will be submitted to me in your acceptance letter via the Aviation Supply Officer of Marine Aviation Logistics Squadron XX (MALS-XX) within 20 working days. A request for an extension to this deadline will be submitted in writing with a copy to the Aviation Supply Officer of MALS-XX.

3. You will be guided in the performance of your duties by references (a) through (c). Additionally, the Operations Management Division Officer is available for assistance with issues/questions regarding your assignment and can be reached at extension XXXX.

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

C. O. NAME

Figure 3-11.--Appointment as Responsible Officer for TBA.



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MARINE AIRCRAFT GROUP XX
XD MARINE AIRCRAFT WING
MCAS MARINE P.O. BOX 123456
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:
4400
OMD
DD Mon YY

From: Responsible Officer, Marine Aviation Logistics Squadron XX
To: Staff Sergeant U.S. Marine, XXXXXXXXX/MOS USMC

Subj: APPOINTMENT AS RESPONSIBLE INDIVIDUAL FOR TABLE OF BASIC ALLOWANCE (TBA) MATERIAL

Ref: (a) NAVMC 4400.177_

1. In accordance with the references, you are hereby appointed as the Responsible Individual for Table of Basic Allowance (TBA) material for Marine Aviation Logistics Squadron XX.

2. You are authorized to act in place of the RO in the event that the RO is not available for inventories or any administrative actions relating to their custodial account.

3. You will indicate by endorsement hereby, your acceptance of this appointment. Your appointment will reaming in effect until you are transferred from this unit.

U. R. RESPONSIBLE

USA
DD Mon YY

FIRST ENDORSEMENT

From: Staff Sergeant U.S. Marine, XXXXXXXXX/MOS USMC
To: Responsible Officer, Marine Aviation Logistics Squadron XX

Subj: APPOINTMENT AS RESPONSIBLE INDIVIDUAL FOR TABLE OF BASIC ALLOWANCE (TBA) MATERIAL

1. I have read and understand the contents of the references and hereby assume the duties as the responsible individual for Table of Basic Allowance (TBA) Material.

U. S. MARINE

Figure 3-12.--Responsible Individual Appointment Letter.

NOTE: Appointment letters and inventory results letters should be reviewed for statement accuracy. These letters should be adjusted to address known circumstances prior to routing for signature.

2. Prepare Custody Records

a. CRS is responsible for preparing Custody Records for all custodial allowance types. Custody Records will be prepared electronically. Figure 3-13 provides an example of a Custody Record. Any database or spreadsheet program authorized by the AvnSupO may be used.

b. Custody Records will only contain items which have an on-hand balance. These will be separated by squadron or work center and listed in item number sequence. The Custody Record will reflect at a minimum the following information:

(1) Item Number

(2) Nomenclature

(3) Manufacturer

(4) Model

(5) Serial Number

(6) Squadron/Account

(7) Remarks/Comments

(8) Inventory Occasion (semi-annual, quarterly etc.)

(9) Type of Custody Record (TBA, Flight Equipment Pool, TBI/MAMs)

NOTE: All TBA assets will be assigned a TBA Serial Number to be identified with a TBA label on each item.

SQUADRON/ACCOUNT
TYPE OF CUSTODY RECORD
INVENTORY OCCASION

ITEM NUMBER	NOMENCLATURE	MANUFACTURER	MODEL	SERIAL NUMBER	REMARKS

RO PRINT: _____ OMD OIC/SNCOIC PRINT: _____
SIGN: _____ SIGN: _____
DATE: _____ DATE: _____

Figure 3-13.--Custody Record.

c. Types of Custodial Allowance Materiel Accounts

(1) TBA for Fleet Marine Forces (FMF), Aviation Units.

(a) The TBA for Fleet Marine Forces, Aviation Units is issued to provide initial outfitting allowances of authorized materiel as in-use organizational property for supported units.

(b) The TBA Manual reference (ae) lists special equipment, tools, and unique maintenance materiels required for performance of specific missions. These allowances have been specifically established for different types of units (e.g., MALS, VMA, VMFA, etc.). The designated allowances for all activities fall into one of three categories:

1. CATEGORY I: Items required (the bare minimum) to execute the mission.

2. CATEGORY II: Items provide substantial work-related benefits (increase overall effectiveness of the unit).

3. CATEGORY III: Items considered nice to have and will be procured after outfitting the unit with most of Category I and II items.

(c) Requests for Initial Issue and Replacement TBA items will be routed through CRS and forwarded to CAS for requisitioning.

(d) Authorized allowances indicated in reference (ae) may be adjusted via approval from the WOS OIC, as required to support independent squadron operations. Requests for excess will be routed to the WOS OIC using figure 3-14, and an approval endorsement must be received, prior to requisitioning the item(s).

UNITED STATES MARINE CORPS
MARINE FIGHTER ATTACK SQUADRON XX
MARINE AIRCRAFT GROUP XX
XD MARINE AIRCRAFT WING
MCAS MARINE P.O. BOX 123456
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:
4400
OMD
DD Mon YY

From: Operations Management Division, Officer in Charge,
Marine Aviation Logistics Squadron XX
To: Wing Operations Section, Officer in Charge,
Xd Marine Aircraft Wing
Via: Aviation Supply Officer, Marine Aviation Logistics Squadron XX

Subj: TABLE OF BASIC ALLOWANCE (TBA) EXCESS MATERIAL REQUEST

Ref: (a) NAVMC 4400.177_
(b) TM 3125-OI/1 TBA Manual

1. In accordance with references (a) and (b), the following material is requested to be requisitioned as excess to the authorized allowance, for the following squadrons.

LINE NO.	ITEM	UNIT	TOTAL A/A	TOTAL O/H QTY	EXCESS QTY REQUESTED

2. Excess material facilitates MALS XX operations. If approved for requisitioning, material will be tracked on custody records and will be properly disposed of once material is no longer in a serviceable condition. If disapproved for requisitioning, material will not be ordered.

3. Point of contact is 1stLt Marine at (XXX)XXX-XXXX.

U. S. MARINE

Figure 3-14.--Excess Materiel Request.

(2) Flight Equipment Pool. The purpose of the Flight Equipment (FE) Pool is for emergency replacement of non-RFI items, enlisted crew members not assigned permanent flight status and for one-time issue for flights as authorized by local Commanders. All pool requirements will be forwarded to CRS for action. The Flight Equipment Pool will be maintained at the O-level activity within the Flight Equipment Division with a Flight Equipment Responsible Officer (FE RO) assigned by the Squadron's Commanding Officer. Further details are explained in paragraph 9 of the CRS section in this reference.

NOTE: CRS is not responsible for ALSS materiel stored by I-level as listed in reference (o).

(a) Initial issue Flight Equipment Pool items will be validated utilizing reference (u) for authorized FE materiel and pool allowances and the unit's FE Custody Record to ensure the FE materiel requested and quantity ordered is authorized.

(b) Replacement issues for Flight Equipment Pool requires the turn-in, which will be documented on the Custody Record, and disposed of via SSB (DLADS).

(c) Requests for Initial Issue and Replacement Flight Equipment Pool items will be forwarded to CRS for action.

(3) Maintenance Assistance Modules (MAM)/Test Bench Installations (TBI). MAMs/TBIs are replaceable assemblies required to execute approved maintenance plans which call for progressive or selective module substitution or both. Most MAMs/TBIs are also DLRs. Designated items and allowance quantities for MAMs are established by the activity's applicable Aviation Consolidated Allowance List (AVCAL) and will be accounted for as Operating Space Materiel. Initial allowances will be funded by the appropriate Industrial Control Point's (ICP) Open Allotment. The replacement items will be requisitioned in the same manner as other Operating Space Materiel and will be chargeable to the appropriate OPTAR Funds. They will be under the management of the AvnSupO but will be sub-custody to the IMA. The AvnSupO will establish electronic or manual records for each MAM/TBI authorized. CRS will compare the allowance loaded into the BPR to what the MALS actually requires. Coordination will be made with WAS to delete any unnecessary allowances. CRS will provide the semi-annual inventory results to WOS. Justification will be provided for any adjustments made to the inventory.

3. Conduct Inventories of All Custodial Allowance Materiel

a. CRS is required to conduct inventories of TBA materiel, Flight Equipment Pool, and TBI/MAMs. The inventory occasions are as follows:

(1) Annually (Fiscal Year). The inventory will be conducted for Custody records by the designated RO. CRS will inform the RO of the deadline and retain the completed inventory. In the event of any discrepancies, the RO will be responsible for resolving the issues.

(2) Quarterly (Fiscal Year). This inventory will be conducted for Flight Equipment Pool. Inventories will be conducted at a minimum of 30 days apart.

(3) Upon deactivation of a unit/account. This inventory will be conducted when a unit is closing a Custodial Allowance Materiel Account. Utilize local SOP for accountability of assets returned to Supply.

(4) Responsible Officer Change. This inventory will be conducted with the off-going and oncoming Responsible Officers.

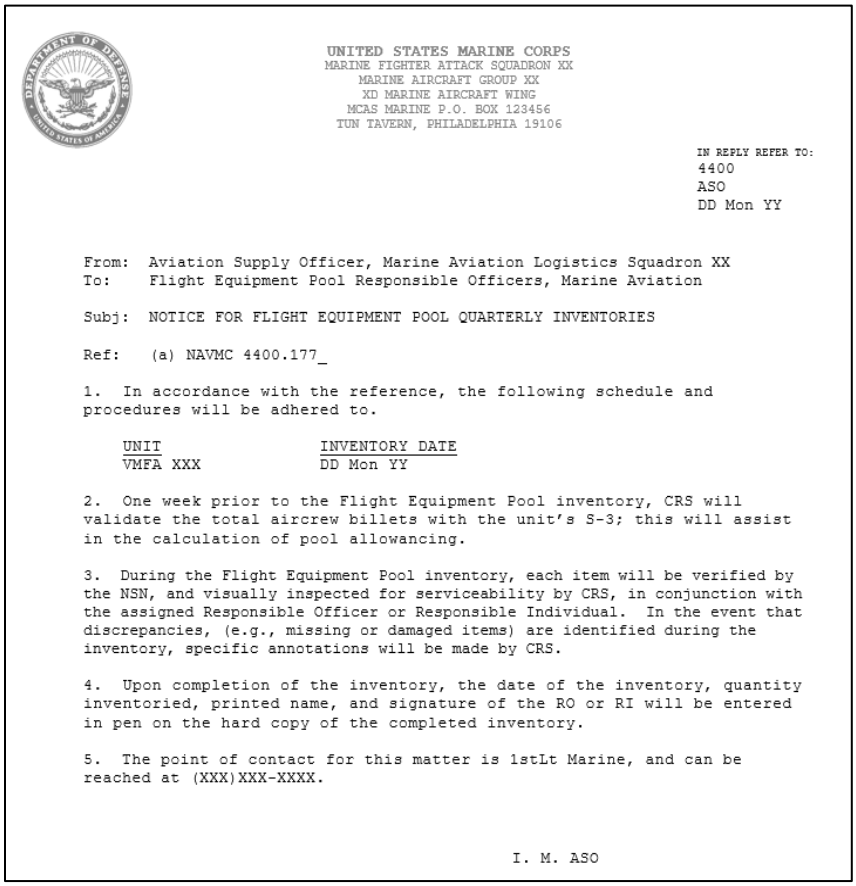
(5) Upon change of command. This inventory will be conducted at the discretion of the oncoming Commanding Officer.

(6) Pre-deployment and post deployment. This inventory will be conducted no more than 90 days prior to deployment, and no later than 30 days post deployment.

NOTE: Inventories conducted within 30 days of the required quarterly inventory may be used to fulfill that requirement.

b. Preparation for Inventory

(1) No more than 30 days prior to conducting the quarterly/semi-annual inventory, the CRS will contact the ROs to schedule the inventory and outline procedural details to be followed. Correspondence will include the OMD OIC and will be retained in the Custody Record File.



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MARINE AIRCRAFT GROUP XX
XD MARINE AIRCRAFT WING
MCAS MARINE P.O. BOX 123456
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:
4400
ASO
DD Mon YY

From: Aviation Supply Officer, Marine Aviation Logistics Squadron XX
To: Flight Equipment Pool Responsible Officers, Marine Aviation

Subj: NOTICE FOR FLIGHT EQUIPMENT POOL QUARTERLY INVENTORIES

Ref: (a) NAVMC 4400.177_

1. In accordance with the reference, the following schedule and procedures will be adhered to.

UNIT	INVENTORY DATE
VMFA XXX	DD Mon YY

2. One week prior to the Flight Equipment Pool inventory, CRS will validate the total aircrew billets with the unit's S-3; this will assist in the calculation of pool allowancing.

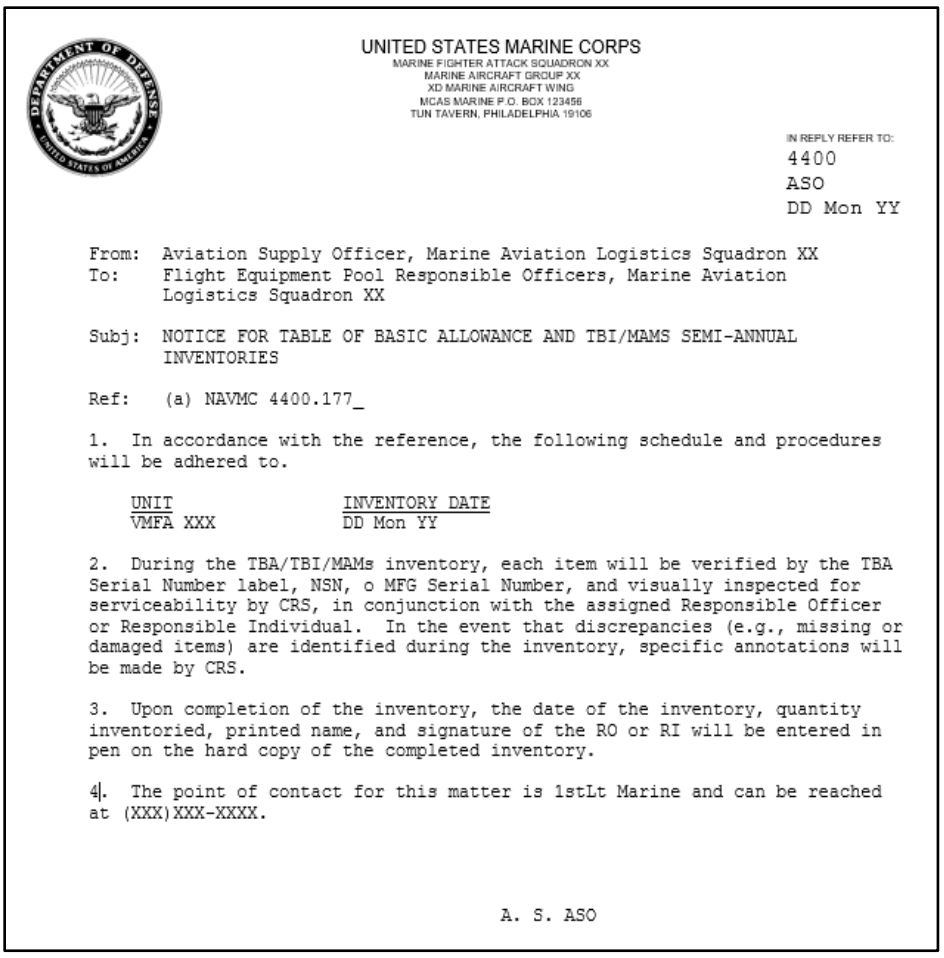
3. During the Flight Equipment Pool inventory, each item will be verified by the NSN, and visually inspected for serviceability by CRS, in conjunction with the assigned Responsible Officer or Responsible Individual. In the event that discrepancies, (e.g., missing or damaged items) are identified during the inventory, specific annotations will be made by CRS.

4. Upon completion of the inventory, the date of the inventory, quantity inventoried, printed name, and signature of the RO or RI will be entered in pen on the hard copy of the completed inventory.

5. The point of contact for this matter is 1stLt Marine, and can be reached at (XXX)XXX-XXXX.

I. M. ASO

Figure 3-15.--Notice For Flight Equipment Pool Quarterly Inventory.



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XD MARINE AIRCRAFT WING
MCAS MARINE P.O. BOX 123456
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:
4400
ASO
DD Mon YY

From: Aviation Supply Officer, Marine Aviation Logistics Squadron XX
To: Flight Equipment Pool Responsible Officers, Marine Aviation Logistics Squadron XX

Subj: NOTICE FOR TABLE OF BASIC ALLOWANCE AND TBI/MAMS SEMI-ANNUAL INVENTORIES

Ref: (a) NAVMC 4400.177_

1. In accordance with the reference, the following schedule and procedures will be adhered to.

UNIT	INVENTORY DATE
VMFA XXX	DD Mon YY

2. During the TBA/TBI/MAMs inventory, each item will be verified by the TBA Serial Number label, NSN, o MFG Serial Number, and visually inspected for serviceability by CRS, in conjunction with the assigned Responsible Officer or Responsible Individual. In the event that discrepancies (e.g., missing or damaged items) are identified during the inventory, specific annotations will be made by CRS.

3. Upon completion of the inventory, the date of the inventory, quantity inventoried, printed name, and signature of the RO or RI will be entered in pen on the hard copy of the completed inventory.

4. The point of contact for this matter is 1stLt Marine and can be reached at (XXX)XXX-XXXX.

A. S. ASO

Figure 3-16.--Notice For TBA and TBI/MAMs Semi-Annual Inventory.

(2) One week prior to the Flight Equipment Pool inventory, CRS will validate the total aircrew billets with the unit's S-3; this will assist in the calculation of pool allowancing.

(3) A hard copy of the inventory (figure 3-13) will be produced to conduct the physical inventory with the Responsible Officer or Responsible Individual.

c. Conducting the Inventory

(1) The hard copy will be used by CRS to conduct and record physical inventories of Custodial Allowance Materiel.

(2) Each item will be verified by the TBA Serial Number label, NSN, or MFG Serial Number, and visually inspected for serviceability by CRS, in conjunction with the assigned RO. Any discrepancies or changes will be annotated in the remark's column.

(3) The date of the inventory, quantity inventoried, printed name and signature of the RO or RI will be on the retained copy of the completed inventory.

NOTE: For RO Change Inventories, only the oncoming RO will be required to sign the inventory listing.

d. Post-Inventory Actions. After the inventory has been completed, additional actions are required as follows:

(1) Shortages and unserviceable items discovered in result of an inventory will be surveyed in accordance with reference (k) volume I, chapter 5, part A, section III and appendix Z. If the off-going RO has departed, the oncoming RO is responsible for producing the survey.

(2) If a Custody Record is found missing during the inventory and the survey is placed in the Pending Survey binder, but the asset is later located, the survey will be removed. A memorandum-for-record will also be created and filed to account for the increase of inventory that will be on the following inventory.

(3) If a Custody Record is found missing during the inventory and a survey is placed in the Completed Survey binder, but the asset is later located, the survey will stay on file. A memorandum-for-record will also be created and filed to account for the increase of inventory that will be on the following inventory.

(4) An Inventory Results Letter (figure 3-17) will be Signed by the RO or the RI upon completion of a physical inventory. The letter will include the following information:

UNITED STATES MARINE CORPS
MARINE FIGHTER ATTACK SQUADRON XX
MARINE AIRCRAFT GROUP XX
XD MARINE AIRCRAFT WING
MCAS MARINE P.O. BOX 123456
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:
1000
RO
DD Mon YY

From: Responsible Officer, Marine Aviation Logistics Squadron XX
To: Commanding Officer, Marine Aviation Logistics Squadron XX

Subj: INVENTORY RESULTS LETTER

Ref: (a) NAVMC 4400.177_

1. In accordance with the reference, an inventory was conducted for MALS XX.

2. The findings during the inventory are as follows. Shredder, Serial No. XYZ-321 is no longer functional. The RO will complete Turn-In Request Form for item to be turned into DLADs, and will submit an Open Purchase Request to replace the item.

A. S. ASO

Figure 3-17.--Inventory Results Letter.

(a) A Custodial Allowance Materiel inventory has been completed.

(b) The findings during the inventory (e.g., missing items).

(c) Surveys applicable to shortages and unserviceable items have been submitted (or reasons why they have not been submitted).

(d) If excess materiel is identified during the inventory, other than that materiel which has previously been approved by the WOS OIC, with the corrective action taken (e.g. Excess gear turned in, Excess Letter submitted to retain).

(5) Additions/deletions will be identified on the 'Remarks' section of the Custody Record by DDSN (additions) and ETID Number or Survey Inquiry Number (deletions). The Custody Record, signed by the RO and OMD OIC/SNCOIC, will be maintained upon completion of each record adjustment in the Custody Records File.

(6) All inventories will be placed in the Custody Record File.

4. Maintain a Custody Record File

a. CRS will maintain a Custody Record File. The records will be filed separately for each squadron and subdivided into categories by the Custodial Allowance Materiel type.

(1) Appointment Letters of all personnel designated as a Responsible Officer (RO), and Responsible Individual (RI) if appointed.

(2) Excess Request Letters (figure 3-134) with corresponding approval or disapproval endorsements from the WOS OIC.

(3) Hard copy of the completed inventories signed by the RO or RI, to include the Inventory Notice correspondence and the Inventory Results Letter.

b. These records will be maintained for 10 years in accordance with reference (aj).

5. Maintain a Deficiency and Not Mission Essential File. CRS will maintain a Deficiency and Not Mission Essential listing designed to identify items below the authorized allowance or not required by the supported unit. This listing will be utilized for budgeting and/or requisitioning.

a. Deficiency Listing. CRS will establish a Deficiency listing for all custodial allowance materiel.

(1) The Deficiency quantities will be calculated using the formula below:

Authorized Allowance – On Hand Quantity = Deficiency Quantity

b. Not Mission Essential Listing. CRS will establish a Not Mission Essential listing for all custodial allowance materiel deemed Not Mission Essential by the RO or RI. Any items with a deficient quantity that is not required will be deemed Not Mission Essential by the RO or RI.

c. The file will be divided by the Custodial Allowance Materiel type and further subdivided by squadron. The file will be maintained for current and prior fiscal year per reference (b).

d. The printed name and signature of the RO or RI, and the date, will be entered on the Deficiency and Not Mission Essential Listing. The RO or the RI will print, sign, and date the Deficiency and Not Mission Essential Listing in conjunction with all inventories.

e. Deficiencies and Not Mission Essential Listings will assist CRS with budget submissions. Items approved on budgets will be requisitioned once funds are available.

6. Maintain an Allowance Revision File

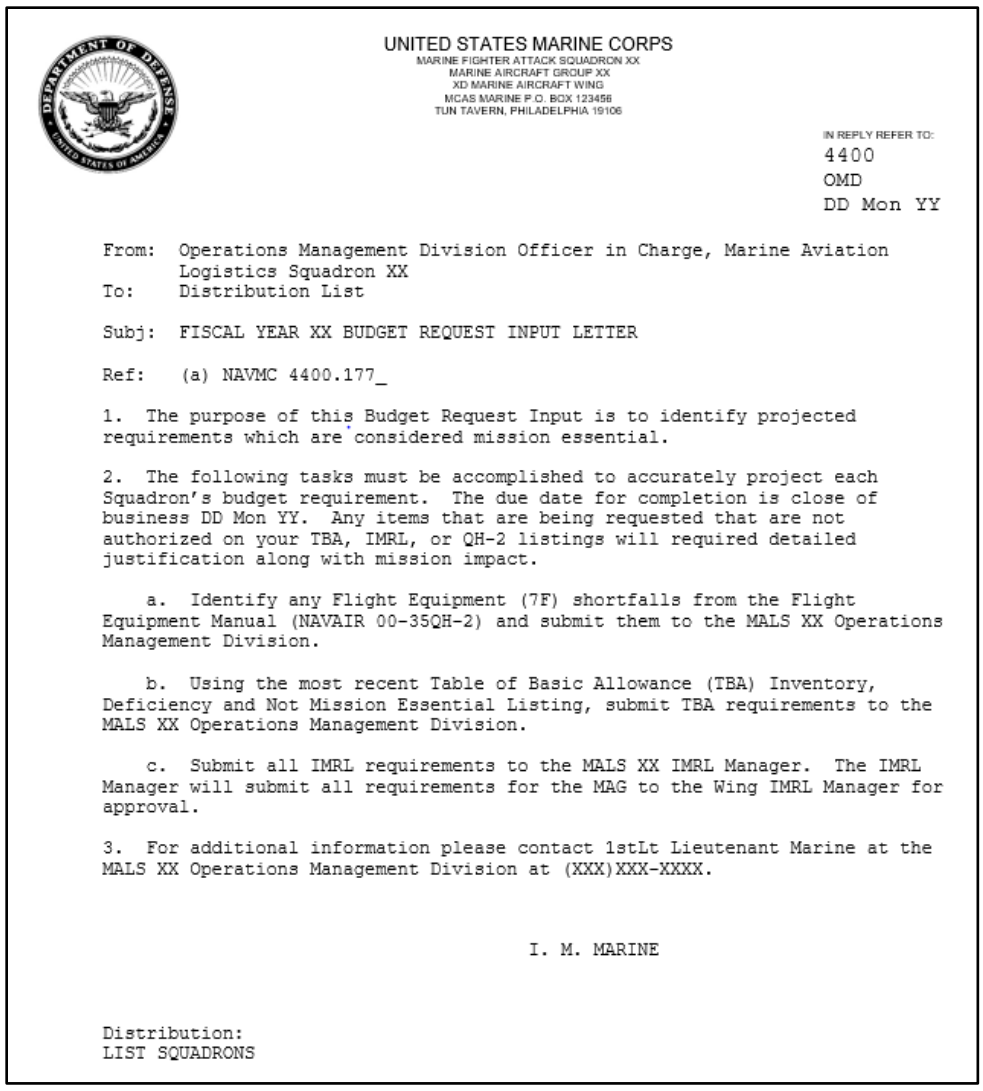
a. An Allowance Revision File maintains records for squadrons/units that request additions, deletions, and changes to authorized allowances of custodial materiel.

b. Requests for additions, deletions, or changes to the TBA will be submitted via electronic means and endorsed via the chain of command to CMC (code ASB) for approval/disapproval via the (Wing Operation Section) WOS. The NAVSUP 1220-2 form will be utilized in requesting an allowance change, addition or deletion. A copy, paper or digital, will be retained in the Allowance Revision File.

c. The file will be arranged into three categories: Additions, Deletions and Changes and subdivided into categories by the type of allowance and further divided into pending, approved, and disapproved categories. Requests will be maintained until incorporated into reference (ae).

7. Coordinate, prepare, submit, and monitor the budget for Custodial Allowance Materiel. CRS will initiate semi-annual fiscal year budgets at the end of August and February. In addition to the semi-annual budget, CRS will provide budgets to Wing G-8 when requested.

a. Semi-annually, a review will be conducted in accordance with cognizant TYCOM/WING instructions. The OMD OIC will prepare the Budget Request Input Letter (figure 3-18), route to the AvnSupO for signature, and distribute to the supported squadrons/work centers at the end of August and February for Budget Review preparation. The Budget Review input (including negative responses if applicable) will be returned to CRS by mid-September and March. The OMD OIC and AvnSupO will review overall input and sign the finalized budget for September and March.



UNITED STATES MARINE CORPS
MARINE FIGHTER ATTACK SQUADRON XX
MARINE AIRCRAFT GROUP XX
XD MARINE AIRCRAFT WING
MCAS MARINE P.O. BOX 123456
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:
4400
OMD
DD Mon YY

From: Operations Management Division Officer in Charge, Marine Aviation Logistics Squadron XX
To: Distribution List

Subj: FISCAL YEAR XX BUDGET REQUEST INPUT LETTER

Ref: (a) NAVMC 4400.177_

1. The purpose of this Budget Request Input is to identify projected requirements which are considered mission essential.

2. The following tasks must be accomplished to accurately project each Squadron's budget requirement. The due date for completion is close of business DD Mon YY. Any items that are being requested that are not authorized on your TBA, IMRL, or QH-2 listings will required detailed justification along with mission impact.

a. Identify any Flight Equipment (7F) shortfalls from the Flight Equipment Manual (NAVAIR 00-35QH-2) and submit them to the MALS XX Operations Management Division.

b. Using the most recent Table of Basic Allowance (TBA) Inventory, Deficiency and Not Mission Essential Listing, submit TBA requirements to the MALS XX Operations Management Division.

c. Submit all IMRL requirements to the MALS XX IMRL Manager. The IMRL Manager will submit all requirements for the MAG to the Wing IMRL Manager for approval.

3. For additional information please contact 1stLt Lieutenant Marine at the MALS XX Operations Management Division at (XXX)XXX-XXXX.

I. M. MARINE

Distribution:
LIST SQUADRONS

Figure 3-18.--Budget Request Input Letter.

b. All deficiencies for controlled equipage (e.g., TBA, IMRL and ALSS) will be submitted on a Budget Request. The budget submission is a coordinated effort of supported squadrons, CRS, CAS, FAS, and IMRL's input. All budgets and requisitions will be submitted in accordance with cognizant TYCOM/Wing instructions.

c. Items approved on budgets will be requisitioned once funds are available. The document number will be recorded on the Custody Record to indicate the materiel has been requisitioned.

d. The finalized budget, submitted in September, will contain projections for the following fiscal year. The finalized budget for March, will contain updates to the budget provided in September, and projections for the remainder of the fiscal year.

8. Maintain a Budget File. CRS will establish and maintain a Budget File. The file will be arranged by fiscal year and subdivided by squadron and appropriate allowance list (e.g., IMRL, TBA, ALSS, and NAVAIR Allowance list). CRS will utilize a database/spreadsheet to manage deficiencies and

budgets. Each unit's Deficiencies and Not Mission Essential Listing will assist CRS in building a budget for each allowance list. All semi-annual budgets, along with budget submission email, will be retained for current and prior fiscal years.

9. Review and Process Requisitions for Custodial Allowance Materiel

a. Nonstandard Procurement (NSP) Requests. CRS will verify all NSP requests for TBA materiel. If the materiel is authorized, CRS will endorse the NSP with their printed name, signature, and date reviewed, and forward the package to CAS for action. CRS will update the customer's TBA account stating there is a pending request on order for the materiel and quantity. Requests for IT equipment (non-NMCI assets) will be routed through ALIMS for concurrence/non-concurrence prior to any purchases. An IT waiver must be attached to the NSP package. If ALIMS approves the request, CRS will forward the NSP to CAS for procurement.

(1) Upon arrival of the materiel, CRS will contact the authorized receiver to establish a pick-up date. During pick-up, CRS obtains a FIAR-compliant receipt and will forward the NSP package and receipt to FAS for completion of the MVO.

(2) CRS and the TBA RO will utilize a hard copy of the custody record card, with the inventory occasion assigned as "Addition" to update the squadrons TBA account.

b. IMRL. Prior to any IMRL requisitions being submitted, the IMRL Manager must provide authorization (naval message or email) from the Wing IMRL Manager citing a redistribution of assets was attempted with negative results. Once the negative redistribution reply is received and appropriate funding (8X for Initial Issue and 7L for replacement issue) is provided then the requisition can be submitted (based on the acquisition advice code).

c. Flight Equipment Pool Requirements. The purpose of the Flight Equipment (FE) Pool is for emergency replacement of non-RFI items, enlisted crew members not assigned permanent flight status and for one-time issue for flights as authorized by local Commanders. All pool requirements will be forwarded to CRS for action. Any personal FE requirements will remain with CAS for appropriate action. CRS will determine the authorized allowance of an item utilizing the current pool inventory and the pool allowance formula outlined in reference (u) so a squadron does not exceed their pool limit.

(1) Screening/Validating. CRS will screen all OPNAV 4790/11 requests for the following:

(a) Initial or Replacement (replacement must have a turn-in request and ETID attached)

(b) Verify reference with line number

(c) Current price is updated using FEDMALL/FEDLOG

(d) "POOL" is identified under the " BuNo " block

(e) Quantity is authorized using the formula from reference

(g) and current FE inventory from the requesting squadron

(f) Authorized “requestor” is listed on the OPNAV 4790/11

(2) Requisitioning. CRS will have access to ASKIT. After confirming there is 7F funding available via FAS, CRS will place all valid pool requirements on order. CRS will provide the document numbers to the FE RO using an Outstanding Unfilled Order (UFO) list. CRS will also place a copy of the Outstanding UFO in the squadron’s pool account file to prevent additional requests or duplicate orders of like items prior to the squadron receiving their requests. Immediately after requisitioning, CRS will provide the ASKIT MILSTRIP to the SAA for appropriate action.

(3) Statuses, Follow-ups, and Reconciliations. CRS will utilize appendix K to update statuses and submit follow-ups for all outstanding pool requirements. Monthly, CRS will conduct a reconciliation with each squadron FE RO to verify if requirements are valid or no longer required. If the FE RO states a requirement is no longer required, CRS will take appropriate action to cancel the item per appendix K. CRS shall utilize appendix K for any pool item requiring external follow-ups. After reconciliation, the FE RO will print, sign and date the UFO. This UFO is filed in the FE RO's Custody Record File and retention is current and prior.

(4) Issue/Completion. When Pool items are delivered to supply, CRS will receive the materiel on-board via ASKIT. Once an authorized receiver has provided FIAR-compliant receipts, CRS will update the custody record with the corresponding document numbers and update all quantities. CRS and the FE RO will sign the "Additions" Custody Record to update the squadron's account. After obtaining a legible print/sign/date from the FE RO and the OMD OIC/SNCOIC, CRS will file the Custody Record in the squadron’s Custody Record File. The FIAR-compliant receipts and original OPNAV 4790/11 request will be filed in the appropriate CTF.

10. CRS will conduct General Equipment (GE) Inventories in accordance with appendix AI.

Reports and files Required for Performance of Duties, CRS			
Report name	Frequency	Retention	Reference
1. Maintain a Custody Record File	As Required	10 Years	3221.4
2. Maintain a Deficiency and Not Mission Essential File	Per Inventory	Current and Prior Fiscal Years	3221.5
3. Maintain an Allowance Revision File	As Required	Current and Prior Fiscal Years	3221.6
4. Maintain a Budget File	Fiscal Year	Current and Prior Fiscal Years	3221.7
5. DPAS Inventory File	As Required	10 Years	3221.10

Table 3-5.--Reports required for performance of duties, CRS.

CHAPTER 3

OPERATIONS MANAGEMENT DIVISION (OMD)

SECTION 2: CUSTOMER SUPPORT BRANCH (CSB)

PART C: FINANCIAL ACCOUNTING SECTION (FAS)

3230. General

1. Responsibilities. FAS is responsible for verifying the financial processing of all transactions as well as maintaining related financial files, reports, and listings used to support posted financial transactions. Additionally, FAS will utilize electronic accounting procedures using the appropriate systems to support Flight Operations (FLTOPS) requirements.

2. Duties

a. FAS will maintain the following files and reports as well as perform the following duties:

(1) Maintain a Pending Data Entry File (PDEF).

(2) Review and Process Non-Standard Procurement Requests.

(3) Receive and Process Aircraft INTO-Plane Reimbursable Card (AIR Card) Charges.

(4) Receive, Validate, and Process Fuel Charges.

(5) Estimate Fuel Obligations.

(6) Process In-Flight Refueling Transactions.

(7) Flight Packets and AIR Card.

(8) Maintain Flight Packet File.

(9) Process Financial Support Listings.

(10) Prepare, Review, and Submit a Status of Funds (SOF).

(11) Prepare, Review, and Submit Transmittal Letters (TL).

(12) Review and Post Flight Hours.

(13) Receive, Post, and Report Operating Target (OPTAR) Grants.

(14) Prepare, Review, and Submit Budget OPTAR Reports (BOR).

(15) Perform Outstanding Money Value Only Verification.

(16) Initiate Flight Equipment Requisitions.

(17) Review the Stock Control Review Listing.

3231. Procedures

1. Maintain a Pending Data Entry File (PDEF). The PDEF is a holding file for source documents of transactions processed during temporary system non-availability. Whenever the system(s) become available, all transactions contained in the PDEF will be entered into the appropriate system.

2. Review and Process Non-Standard Procurements (NSP) Request. "Non-Standard Procurement" requests are Non-Aeronautical Materiel requests that are routed through CAS, because they cannot be procured through "normal supply means" and require the establishment of a Money-Value Only (MVO) document in either R-Supply or ASKIT. CAS receives a NSP requests from the customer and validates the package. After screening the request to ensure items/services are authorized, CAS will forward the request for funding approval. A "Funds Manager" is assigned on the "Delegation of Authority" letter and may approve NSP requests under $3,500.00; requests over $3,500.00 must be approved by the AvnSupO. After approval, CAS forwards the request to FAS for the establishment of a Money Value Only (MVO) document.

a. FAS will determine which fund code will be used based on the requested materiel/services. Utilizing the Status of Funds (SOF), FAS will establish a (MVO) document in the appropriate system (depending on fund code). The establishment of the MVO produces a funding document for the Line of Accounting (LOA). Only one funding document will be assigned to one request; "bulk funding" documents are prohibited (one funding document for multiple NSP requests). If funds are not available, FAS is responsible for communicating the funding requirement to their respective G-8 Comptroller. Until funding is provided, FAS will place the NSP package into the "NSP Awaiting Funds" File with email communication of the funding requirement from FAS to G-8.

b. Establish Money Value Only (MVO) Documents. The Aviation Storekeeper Information Tracking (ASKIT) system is only for "7F" fund code requests. R-Supply will be used for all other fund codes. FAS will obligate funds in ASKIT under the C9999 Transaction section (figure 3-19). For R-Supply NSP requests, choose the role "Requestor", "Initiate Requisitions", and select the "MVO Process" check box (figure 3-20). To aide in the MVO reconciling process, it is paramount that the funding document and/or LOA is easily identified on the request once it is established (attach a screen shot from the financial system to the NSP request), and the remarks entered into the system assist you in identifying the purpose of the MVO document. At a minimum, both systems require the following information to be entered:

(1) Document Number. The funding document number is determined by the appropriate document serial number assignment, depending on the fund code that is determined.

(2) Routing Identifier Code (RIC). RICs allow funding documents to post into SABRS so DFAS can pay vendors. Contact your respective TYCOM for RIC guidance.

(3) Price. This is the exact quote price from the vendor that is listed on the request. In ASKIT, this is the "Original Price" block; in R-Supply, it is the "Total Cost" block.

(4) Fund Code. "7F" requests are entered into ASKIT and all other fund codes are entered in R-Supply in the "FC" block.

(5) Quantity. Because NSP requests are unique, the quantity is one (1) so that the "total cost" matches the exact quoted amount.

(6) Remarks. Enter remarks which will aide you in identifying the purpose of the MVO document for reconciling purposes.

NOTE: See the ASKIT Manual for specific C9999 processing procedures and the R-Supply system manual for specific MVO processing procedures.

c. DD Form 1149. NSP Requests procured via entities with General Term and Conditions (GT&C) contracts between the repair site and your respective TYCOM use DD Form 1149s as payment. FAS will establish the MVO in the appropriate financial system and fill out the appropriate blocks on the form. The full LOA, to include the funding document number, is entered in block 4. All DD Form 1149s must be signed by the AvnSupO in block 10 before forwarding the form back to CAS. Only one DD Form 1149 may be assigned per work request; bulk funding documents are prohibited.

d. Completing MVO Documents. Once the request is delivered/received, CAS verifies the materiel against the original request to ensure all items (if applicable) were delivered. CAS contacts the authorized receiver to retrieve the NSP. The receiver fills out the receipt to meet FIAR compliance. CAS will forward the completed request and receipt to FAS. After verifying that the receipt is FIAR compliant, FAS will process the receipt in the appropriate system for the exact dollar amount on the receipt documentation. Any price adjustment (X78 in R-Supply) between the original quote and the receipt requires supporting documentation which is obtained by CAS from the vendor. Price adjustments that were not previously authorized/approved during the review process require further investigation as this may constitute an Unauthorized Commitment (UAC) by the vendor. If the MVO does not require an X78 update, FAS will complete the MVO (X73) in the R-Supply. If the MVO is in ASKIT, the C9999 document will also need to be completed by entering the amount on the funding document so it reflects in ASKIT as "Available Amount $0.00". FAS will place documentation that the MVO was completed and for what dollar amount into the NSP request and return the request to CAS to be filed in the CTF.

Figure 3-19.--ASKIT C9999 MVO Establishment.

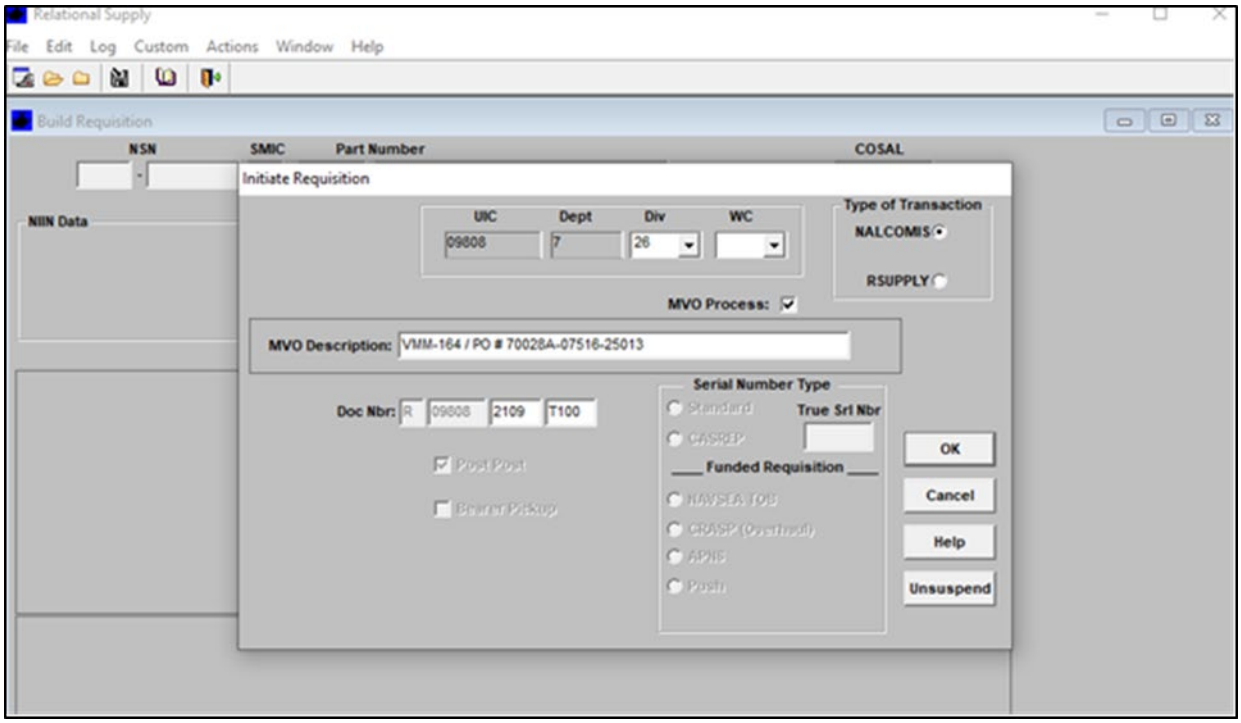


Figure 3-20.--R-Supply MVO Establishment.

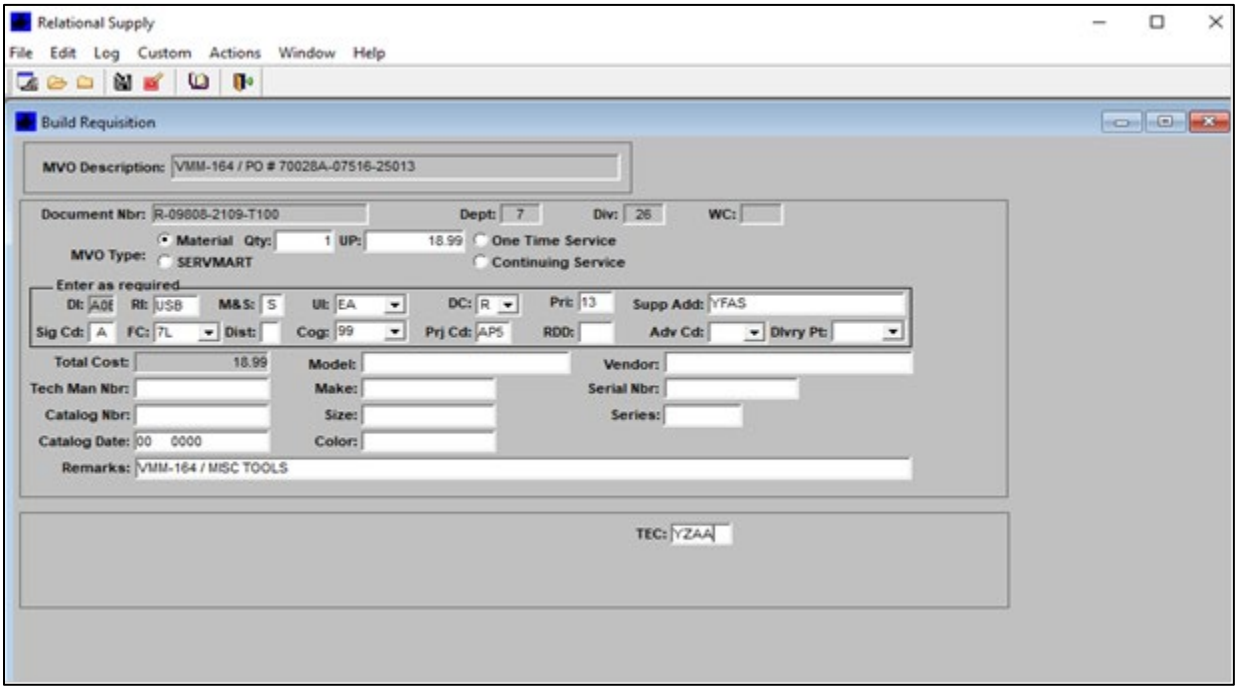


Figure 3-20.--R-Supply MVO Establishment, Continued.

3. Receive and Process Aviation Into-Plane Reimbursement Card (AIR Card) Non-Fuel Charges. The AIR Card® is the preferred method of payment for aviation fuel purchases and flight line services.

a. FAS personnel will be appointed as the AIR Card Approving Officer/Certifying Officer (ACO). This appointee will complete an Accountable Official Nomination Form and DD Form 577; these forms will assign them as the ACO in the AIR Card Program. The FAS clerk (Accepting Official) using Wide Area Workflow (WAWF) certifies AIR Card® Non-Fuel Purchases (flight line services). The OMD OIC/SNCOIC will process the payment in WAWF as the Local Process Office (LPO). FAS will obligate funds in ASKIT on a 7F C9999 document for each separate AIR Card® invoice using the document series assigned.

b. Certify Non-Fuel AIR Card Invoices and File. The AIR Card® invoices are available on the AIR Card Website, which the ACO will have to register for. Weekly, the ACO will download the AIR Card® Invoice Report, which will be used to ensure all invoices are processed. The ACO will ensure the receipt, invoice, WAWF certification and all other supporting documentation are filed in the AIR Card Certification File and maintained for 10 years in accordance with reference (aj). Refer to appendix U for detailed instructions on certifying AIR Card invoices.

4. Receive, Validate and Process Fuel Charges. FAS will be responsible for the processing of Aircraft fuel into ASKIT daily along with ground fuel into R-Supply at least weekly. Refer to appendix Y for detailed instructions on fuel processing procedures.

a. Aircraft Fuel. The squadron Flight Packet RO will designate a fuel chit drop-off for the pilots and aircrew upon completion of flights and collect them daily. FAS will reconcile with the RO at least weekly to obtain fuel receipts. FAS will identify In-Flight Refueling transactions from the Enterprise External Business Portal (EEBP) Customer Sales Detail Report (transaction type 3) and reconcile with the appropriate fuel seller. Daily, FAS will download fuel transactions from EEBP to be uploaded into ASKIT.

(1) EPoS Transactions. FAS will upload/input all EEBP transactions into ASKIT that have an EPoS Transaction ID (e.g., starting with "EPoS", "fixed", etc.). There is no requirement to collect the fuel receipt for a transaction found in EPoS. Transactions that have an EPoS Transaction ID will have an electronically generated 1898 stored in EPoS.

(2) Non-EPoS Transactions. FAS will attempt to collect fuel receipts for all transactions downloaded from EEBP that do not have an EPoS Transaction ID. All non-EPoS receipts will be reconciled and matched to their corresponding financial transactions found in EEBP. After validation, EEBP charges will be processed into ASKIT. At least weekly, the Customer Sales Detail Report from EEBP will be used to reconcile fuel transactions that are missing receipts. Once identified, the RO has a minimum of 5 working days to provide receipt documentation for each transaction. In the event receipts cannot be obtained, the RO will be provided with a FIAR approved EEBP Customer Sales Detail Report.

(3) EEBP Customer Sales Detail Report. At a minimum, FAS will ensure all FIAR required data elements are visible on the report prior to submitting to the Flight Packet RO for signature. The document provided in place of an original receipt is considered an administrative receipt and will be labeled

accordingly. Example can be found in figures 3-21. The Customer Sales Detail Report from EEBP will at a minimum display specific data such as source transaction ID, date, UIC/Unit name, document number, fuel type, date, quantity, extended cost, unit of measure, unit cost, fund code, plant DoDAAC description, merchant name, location, Bureau Number (BuNo), TEC, TMS, and Air Card number. The RO and the FAS Marine will physically or electronically print, sign, and date the report. Each transaction will then be uploaded into ASKIT and filed in the appropriate fuel file.

b. Ground Fuel. At least weekly, FAS will download ground fuel transactions from EEBP.

(1) EPoS Transactions. FAS will input all EEBP transactions into R-Supply as an MVO document that have an EPoS transaction ID (e.g., starting with "EPoS", "fixed", etc.). FAS will then post the receipts (X73) in R-Supply. There is no requirement to collect the fuel receipts for a transaction found in EPoS. Transactions that have an EPoS transaction ID will have an electronically generated 1898 stored in EPoS.

(2) Non-EPoS Transactions. FAS will attempt to collect all ground fuel receipts or logs from the fuel farm for transactions downloaded from EEBP that do not have an EPoS transaction ID. All non-EPoS receipts will be reconciled and matched to their corresponding financial transactions found in EEBP. After validation, EEBP charges will be processed into R-Supply. In the event receipts or logs cannot be obtained, the FAS Marine will provide the Funds Manager with a FIAR approved EEBP Customer Sales Detail Report.

(3) EEBP Customer Sales Detail Report. At a minimum, FAS will ensure all FIAR required data elements are visible on the report prior to submitting to the Funds Manager for signature. The document provided in place of an original receipt is considered an administrative receipt and will be labeled accordingly. Example can be found in figures 3-22. The Customer Sales Detail Report from EEBP will at a minimum display specific data such as source transaction ID, date, document number, fuel type, NSN, quantity, unit of measure, extended cost, unit cost, fund code, plant DoDAAC description, plant state, vehicle ID, MDS, and activity code. The Funds Manager and the FAS Marine will physically or electronically print, sign, and date the report which will then be entered into R-Supply as an MVO document. FAS will then post the receipts (X73) in R-Supply and file the EEBP report in the appropriate fuel file.

c. Any record considered invalid will be challenged by contacting the DLA Energy Helpdesk. If the record is not corrected by the time the DL is released, it will be challenged on the DL report. Refer to appendix Y for detailed instructions for processing EEBP fuel charges.

d. Once all receipts/EEBP reports are collected, they will be filed in the appropriate fuel file. A successful reconciliation of source documentation to financial transaction represents the foundation of a supportable, auditable process. Unsuccessful reconciliation of source documents to EEBP transactions requires further action. Fuel Files will be maintained for 10 years in accordance with reference (aj).

(1) EEBP Matched File (EMF). The EMF will contain all matched fuel receipts to EEBP fuel transactions and/or the reconciled EEBP Customer Sales Detail Report.

(2) Pending Fuel File (PFF). FAS will make every effort to receive maximum daily fuel data (physical receipts, in-flight logs, daily reports or other transmissions) to support fueling events. The PFF will contain the paper or electronic copy fuel receipts which were collected from the squadron RO. Once reconciled, the financial document number found in EEBP should be written on the source document and moved to the EEBP Matched File. This file will be maintained until all transactions are matched and moved to the EEBP Matched File.

(3) Challenge Fuel File. The Challenge Fuel File will contain fuel transactions, which were challenged during validation in EEBP or challenged during DL processing. This file will contain correspondence between DLA Energy Help Desk and challenging unit along with supporting documentation.

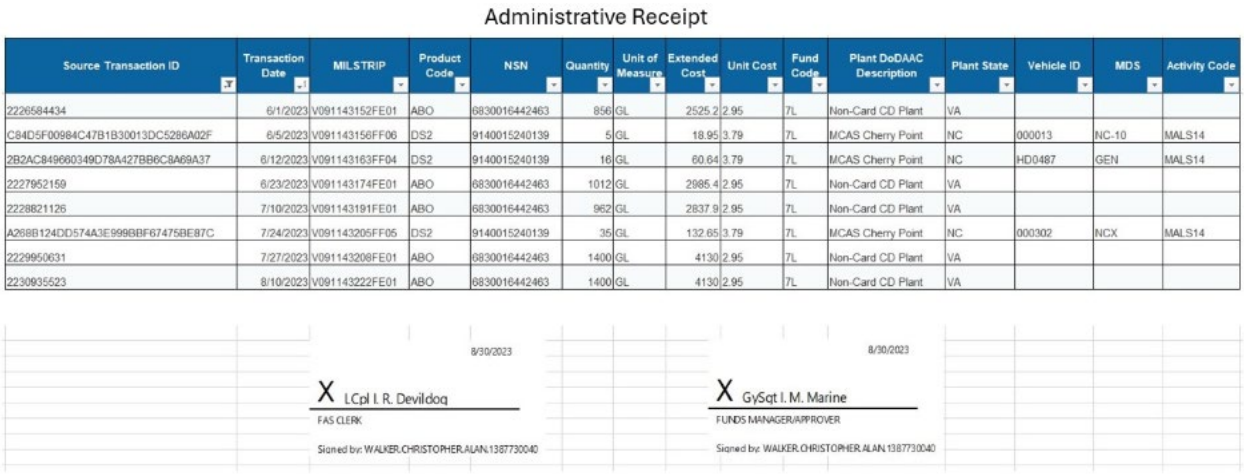
Administrative Receipt

Source Transaction ID	Transaction Date	MILSTRIP	Customer DoDAAC	Product Code	Quantity	Unit of Measure	Extended Cost	Unit Cost	Fund Code	Plant DoDAAC Description	Merchant Name	Merchant State	Tail Number	TEC	TMS	Card Number	VALID CHARGE (Y/N)	RO REMARKS
M006313006	8/3/2023	V529483215FA02	V52948	NAA	1216	GL	5812.48	4.78	7B	Air Card Non-Contract Plant	TIDEWATER AIR SERVICES	NC	165356	AYLF	AV-8B	7896820159402066	N	
M006313099	8/3/2023	V529483215FA01	V52948	NAA	1196	GL	5726.44	4.78	7B	Air Card Non-Contract Plant	TIDEWATER AIR SERVICES	NC	165356	AYLF	AV-8B	7896820125357146	Y	
BC55EE7885684F7CB89C41C1A2306BEF	8/7/2023	V529483219FF02	V52948	JP5	1520	GL	6955.64	3.93	7B	MCAS Cherry Point			165574	AYLF	AV-8B	7896820146170004	Y	
M006322432	8/11/2023	V529483223FA02	V52948	NAA	1347	GL	6438.66	4.78	7B	Air Card Non-Contract Plant	TIDEWATER AIR SERVICES	NC	165574	AYLF	AV-8B	7896820146170004	N	
M006322433	8/11/2023	V529483223FA01	V52948	NAA	1377	GL	6582.06	4.78	7B	Air Card Non-Contract Plant	TIDEWATER AIR SERVICES	NC	164552	AYLF	AV-8B	7896820162042321	Y	
722912FEB0B84B898B5B2933478DCCE1	8/12/2023	V529483224FF04	V52948	JA1	819	GL	3628.17	4.43	7B	DDHQ			164552	AYLF	AV-8B	7896820162042321	Y	
9611E6086CE4436EA67E9569000E9DF5	8/12/2023	V529483224FF03	V52948	JA1	606	GL	2684.58	4.43	7B	DDHQ			164552	AYLF	AV-8B	7896820162042321	Y	
99A58DC8FC154F5B93380D868EF724C8	8/12/2023	V529483224FF01	V52948	JA1	804	GL	3561.72	4.43	7B	DDHQ			165574	AYLF	AV-8B	7896820146170004	Y	
C165689AC47544A8991D831EAA0596CD	8/12/2023	V529483224FF02	V52948	JA1	596	GL	2640.28	4.43	7B	DDHQ			165574	AYLF	AV-8B	7896820146170004	Y	

8/30/2023
X Capt I. M. Marine
VMFA-231 RO
Signed by: WALKER.CHRISTOPHER.ALAN.1387730040

8/30/2023
X LCpl I. R. Devildog
FAS CLERK
Signed by: WALKER.CHRISTOPHER.ALAN.1387730040

Figure 3-21.--Aircraft Fuel Manifest.



Administrative Receipt

Source Transaction ID	Transaction Date	MILSTRIP	Product Code	NSN	Quantity	Unit of Measure	Extended Cost	Unit Cost	Fund Code	Plant DoDAAC Description	Plant State	Vehicle ID	MDS	Activity Code
2226584434	6/1/2023	V091143152FE01	ABO	6830016442463	856	GL	2525.2	2.95	7L	Non-Card CD Plant	VA			
C84D5F00984C47B1B30013DC5286A02F	6/5/2023	V091143156FF06	DS2	9140015240139	5	GL	18.95	3.79	7L	MCAS Cherry Point	NC	000013	NC-10	MALS14
2B2AC849660349D78A427BB6C8A69A37	6/12/2023	V091143163FF04	DS2	9140015240139	16	GL	60.64	3.79	7L	MCAS Cherry Point	NC	HD0487	GEN	MALS14
2227952159	6/23/2023	V091143174FE01	ABO	6830016442463	1012	GL	2985.4	2.95	7L	Non-Card CD Plant	VA			
2228821126	7/10/2023	V091143191FE01	ABO	6830016442463	962	GL	2837.9	2.95	7L	Non-Card CD Plant	VA			
A268B124DD574A3E999BBF67475BE87C	7/24/2023	V091143205FF05	DS2	9140015240139	35	GL	132.65	3.79	7L	MCAS Cherry Point	NC	000302	NCX	MALS14
2229950631	7/27/2023	V091143208FE01	ABO	6830016442463	1400	GL	4130	2.95	7L	Non-Card CD Plant	VA			
2230935523	8/10/2023	V091143222FE01	ABO	6830016442463	1400	GL	4130	2.95	7L	Non-Card CD Plant	VA			

8/30/2023
X LCpl I. R. Devildog
FAS CLERK
Signed by: WALKER.CHRISTOPHER.ALAN.1387730040

8/30/2023
X GySgt I. M. Marine
FUNDS MANAGER/APPROVER
Signed by: WALKER.CHRISTOPHER.ALAN.1387730040

Figure 3-22.--Ground Fuel Manifest.

5. Estimate Fuel Obligations. Knowing how to create estimated fuel obligations is an essential step in maintaining the unit's financials, because it captures delayed fuel transactions that have not been downloaded into ASKIT due to various delays. On all flying squadron's Budget OPTAR Report (BOR), there is column 39A "Consumption Rate" data that displays each specific Type Equipment Code (TEC) and how many gallons are required to fly that TEC for one flight hour. This data was established after years of studying each specific TEC and how much fuel is required to fly one flight hour. Refer to appendix Y for details, procedures, and retention information.

6. Process In-flight Refueling (IR) Transactions. To ensure accurate accounting, the Aircraft Commander, Squadron Operations Officer, Fuel Farm Coordinator, and MALS OMD OIC each have specific responsibilities. Optimum cooperation must exist between these individuals.

a. Obtain required information to complete the IR log.

(1) The squadron's Operations Officer will ensure Aircraft Commanders are aware and knowledgeable of the IR procedures. The squadron Operations Officer will provide each Aircraft Commander with sufficient copies of the IR Log (figure 3-23) to accommodate the projected IR prior to each mission.

IN-FLIGHT ISSUE LOG

1. MISSION NO:		3. MISSION DATE AND TIME			
		a. START		b. END	
2. TANKER (DoDAAC, Organization/Squadron Code, and Home Station)		DATE	TIME (Zulu)	DATE	TIME (Zulu)
		4. TANKER TYPE	5. TANKER NUMBER		6. FUEL GRADE

7. ISSUES

a. AIRCRAFT COMMAND (Note 1)	b. AIRCRAFT TYPE (Note 2)	c. AIRCRAFT NUMBER (Note 3)	d. AIRCRAFT CALL SIGN (Note 4)	e. AIRCRAFT (DoDAAC), Organization/ Squadron Code, and Home Station) (Note 5)	f. QUANTITY ISSUED (Note 6)	
					(1) POUNDS	(2) GALLONS

(2) The Aircraft Commander will complete the IR Log for each aircraft refueled. Gallons dispensed will be recorded by BuNo.

(3) Upon completion of the mission, the Aircraft Commander will turn-in all fuel receipts and IR Logs to the Operations Officer who will review them for completeness before delivering them to the Fuel RO. FAS will obtain all IR logs from the Fuel RO.

b. Weekly, FAS will submit all IR Logs to the station Fuel Farm for processing, and a copy will be retained by the FAS. Once the IR transactions are processed by the Fuel Farm, FAS will email the IR Logs to the supporting FAS of that receiving USMC squadron. The receiving units IR transactions and the credits issued to the tanker squadron will be visible in EEBP. IR transactions will be reviewed and reconciled for validity and loaded to ASKIT to avoid receiving them as first-time charges on the N-SABRS Difference Listing (DL).

c. Perform reconciliation of issues and credits. FAS will reconcile the EEBP Customer Sales Detail Report with the corresponding IR Log. A credit will post for each issue processed. Once all credits are accounted for, attach the IR Log to the EEBP Customer Sales Detail Report (Transaction Type 3 Credits) or ASKIT 1348.

d. Maintain In-Flight Refueling Files. IR Logs and corresponding supporting documentation will be filed in the appropriate In-Flight Refueling File.

(1) In-Flight Refueling Pending File. This file contains the IR LOG (DD Form 791; figure 3-14), of which a copy has been forwarded to the Fuel Farm and is awaiting posting of Transaction Type 3 Credits in EEBP. This file will be in date sequence. This file will be maintained until all transactions are complete and moved to the In-Flight Refueling Completed File.

(2) In-Flight Refueling Completed File. The In-flight Refueling completed File is a historical record of all issues to supported and non-supported units and credits to the tanker unit generated as a result of IR. This file should contain the IR LOG (DD Form 791), which a copy is forwarded to the Fuel Farm, and the EBBP Customer Sales Detail Report (Transaction Type 3 Credits). This file will be in date sequence and maintained for 10 years in accordance with reference (aj).

7. Flight Packets and Aircraft INTO-Plane Reimbursable Card® (AIR Card®)

a. Responsible Officer. Each Commanding Officer of a flying squadron shall appoint-in writing-a SNCO or Officer to be the flight packet and AIR Card® Responsible Officer (RO). The RO maintains control of all flight packets and AIR Cards® assigned to his or her squadron as detailed in references (k) and (av) and appendix U. When not in use or issued, the RO maintains the security of flight packets and AIR Cards® in a locked location. The RO is responsible for ensuring that only appropriate personnel who have completed all training requirements as directed in the above references are issued the AIR Card® or flight packet.

(1) Training. Upon appointment, FAS will conduct an initial training with the newly appointed RO that encompasses all requirements as outline for

Hierarchy Level 5 (HL5) APCs in reference (av) as well as any local internal operating procedures such as inventories, fuel receipt collection, aircraft transfers, and lost/stolen items procedures. A copy of the training will be signed by the RO and maintained in the squadron's flight packet file.

(2) Obligations. The person who checks out the flight packet or AIR Card from the RO is responsible for providing a FIAR-compliant receipt for each transaction. The RO will collect and retain these receipts until they are collected by FAS. If it is discovered that receipts are missing or are not compliant, the RO will assist FAS with obtaining appropriate documentation (e.g., administrative receipt) for retention per reference aj. The RO may also provide assistance to FAS during the processing of Non-Fuel Charges as detailed in paragraph 3 of this section.

b. Flight Packet. A flight packet is when an aircraft is tasked with an extended flight or is flying outside of their home station's Area of Operations. This packet is the alternate method for purchasing aviation fuel, fuel related supplies and ground services when a location does not accept the AIR Card®. FAS will ensure each flight packet has all requirements listed in reference (k), volume I, chapter 3. If any item in the flight packet is used, a FIAR-compliant receipt shall be obtained by the pilot who used the flight packet.

(1) Initial Issue. Upon appointment, the RO will communicate to FAS the number of flight packets the squadron will require to conduct extended flights. Unlike AIR Cards®, flight packets are unique to the squadron's Unit Identification Code (UIC) and are not aircraft BuNo specific. This allows the RO to have flexibility in determining how many flight packets they require to conduct the squadron's missions; however, the number of flight packets will never exceed the number of assigned aircrafts. When the packets are ready for issue, FAS and the RO will conduct an initial inventory to indicate the specific number of flight packets and all the flight packet contents. The inventory will be maintained in the Flight Packet File. If the number of packets from the initial issue is ever adjusted, an inventory must be conducted and filed in the squadron's flight packet file.

(2) Inventory. Quarterly, FAS and the RO will conduct a joint inventory of all flight packets issued to the squadron. Figure 3-24 is an example of a flight packet inventory. FAS will immediately correct any discrepancies noted during the inventory and ensure all items within the flight packet are compliant with reference (k), volume I, chapter 3. If the RO wishes to increase or decrease the number of flight packets, FAS will make the annotation on the inventory and take appropriate action. The squadron's RO and FAS Marine who conducted the inventory will print, sign and date the inventory. The OMD OIC/SNCOIC will ensure FAS has taken any appropriate action prior to the filing of the completed inventory in the squadron's flight packet file.

(3) If at any time a flight packet or its serialized contents are discovered missing, a DD Form 200 (Survey) must be conducted by the RO as outlined in appendix Z prior to receiving a replacement.

Flight Packet Inventory Checklist

ITEMS	162877		162442		163153		162451		162466		Discrepancy	Remarks
DD Form 1348	B100	✓	B102	✓	B104	✓	B106	✓	B108	✓		
Standard Form 44 (7B)	B101	✓	B103	✓	B105	✓	B107	✓	B109	✓		
Instructions for safeguarding and shipping damaged aircraft	N/A	✓	N/A	✓	N/A	✓	N/A	✓	N/A	✓		
Instructions for procuring services and supplies	N/A	✓	N/A	✓	N/A	✓	N/A	✓	N/A	✓		
Statement of Witness (SF 94)	N/A	✓	N/A	✓	N/A	✓	N/A	✓	N/A	✓		
Claim for Damage or Injury (SF 95)	N/A	✓	N/A	✓	N/A	✓	N/A	✓	N/A	✓		
Indelible pencil or ball-point pen, and carbon paper	N/A	✓	N/A	✓	N/A	✓	N/A	✓	N/A	✓		
Engineering Investigation Reports	N/A	✓	N/A	✓	N/A	✓	N/A	✓	N/A	✓		
Visual Information Display System/Maintenance Action Form (VIDS/MAF)	N/A	✓	N/A	✓	N/A	✓	N/A	✓	N/A	✓		
Fuel Sample Log Sheet	N/A	✓	N/A	✓	N/A	✓	N/A	✓	N/A	✓		
AIR Card	2686-3489	✓	2686-3490	✓	2686-3491	✓	2686-3492	✓	2686-3493	✓		
Oil Sample Kits (3)	N/A	✓	N/A	✓	N/A	✓	N/A	✓	N/A	✓		

ITEMS	164070		Any AIR Card		Any AIR Card		Any AIR Card				Discrepancy	Remarks
DD Form 1348	B110	✓	N/A	✓	N/A	✓	N/A	✓				
Standard Form 44 (7B)	B111	✓	N/A	✓	N/A	✓	N/A	✓				
Instructions for safeguarding and shipping damaged aircraft	N/A	✓	N/A	✓	N/A	✓	N/A	✓				
Instructions for procuring services and supplies	N/A	✓	N/A	✓	N/A	✓	N/A	✓				
Statement of Witness (SF 94)	N/A	✓	N/A	✓	N/A	✓	N/A	✓				
Claim for Damage or Injury (SF 95)	N/A	✓	N/A	✓	N/A	✓	N/A	✓				
Indelible pencil or ball-point pen, and carbon paper	N/A	✓	N/A	✓	N/A	✓	N/A	✓				
Engineering Investigation Reports	N/A	✓	N/A	✓	N/A	✓	N/A	✓				
Visual Information Display System/Maintenance Action Form (VIDS/MAF)	N/A	✓	N/A	✓	N/A	✓	N/A	✓				
Fuel Sample Log Sheet	N/A	✓	N/A	✓	N/A	✓	N/A	✓				
AIR Card	2686-3500	✓	2686-3501	✓	2686-3502	✓	2686-3503	✓				
Oil Sample Kits (3)	N/A	✓	N/A	✓	N/A	✓	N/A	✓				

FAS CLERK:_____ RO :_____ OMD OIC/SNCOIC:_____ Date:_____

Figure 3-24.--Flight Packet Inventory Checklist example.

c. AIR Card. The AIR Card serves as an identification, 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. AIR Cards are only issued to personnel who are compliant in training requirements set forth in reference (k) and (av). If a squadron transfers an aircraft (on or off station), the RO will immediately contact FAS to ensure a transfer request is submitted for the AIR Card Further details for the utilization, requirements, and accountability of all AIR Cards is provided in appendix U.

8. Maintain Flight Packet File. A flight packet file will be created for each squadron supported by the MALS. This file will be maintained for 12 months. The Flight Packet File will contain the following:

a. Flight Packet RO Letters.

b. Accountable Official Nomination Form.

c. Certifying Official Card (DD FORM 577).

d. Prompt Payment Certification Form/WAWF training certificate.

e. Certificates of training:

(1) APC Certification (Agency Program Coordinator) for each Squadron.

(2) Accountable Official Certification Course (Approving Official and Certifying Official).

f. Semi-annual Flight Packet Training.

g. Last twelve months of completed AIR Card Inventories.

h. Last twelve months of quarterly flight packet inventories (signed by the Flight Packet RO and OMD OIC/SNCOIC) and KHI account printout (identifies all BuNos/Card numbers assigned).

i. Applicable references.

9. Process Financial Support Listings. Every month DFAS produces three financial support listings, Obligation Validation Review (OVR), Difference Listing (DL), and Unmatched Disbursements (UMD) for each OPTAR holder to process. These listings are a result of Standard Accounting and Reporting System – Fleet Level (STARS-FL)/Navy – Standard Accounting Budgeting and Reporting System (N-SABRS) reconciliation between obligations from the Fleet OPTAR holders and expenditures from vendors. The financial listings will be provided when available from the respective TYCOMs and must be promptly processed. Proper management and processing of these listings is necessary to identify erroneous charges and invalid unfilled orders.

a. Obligation Validation Review (OVR). This listing contains all unfilled orders (obligations) held in STARS-FL/N-SABRS that have not matched with related expenditure documents and have not been cancelled. It also contains those records with only a partial receipt of materiel or materiel which has been received but not matched to a corresponding expenditure. The OVR represents the portion of the obligation still outstanding from the originally submitted Z0A record. Refer to appendix W for OVR processing procedures.

b. Unmatched Disbursements. This listing is produced monthly, typically before the DL or OVR, and provided to each OPTAR holder for appropriate action. The listing shows expenditures that do not have a matching obligating document in N-SABRS. Why UMD's occur vary, therefore each TYCOM provides guidance on frequency and appropriate corrective action.

c. Difference Listing (DL). This listing displays variances between obligations and expenditures. Differences will appear for each fiscal year in which they occur. Regardless of the situation, all DL differences with your UIC will be posted to R-Supply/ASKIT. Account solvency will not be the deciding factor. Refer to appendix W for DL processing procedures.

d. Financial support listings will be filed in month sequence separated by fiscal year. This file will be maintained for 10 years in accordance with appendix (aj). Listings will be signed by the OIC/SNCOIC.

10. Prepare, Review and Submit a Status of Funds (SOF). A SOF provides higher headquarters with an up-to-date OPTAR balance broken out by fund code, Account Group/Sub-account Group (AGSAG) and reimbursable funding. The format will be established by higher headquarters.

a. Accounting Systems. Accounting and financial management system is required to control and report how the various types of funds are used. The accounting system must provide accounts, records, and procedures for recording transactions and must summarize accounting data into a prescribed reporting format. This data is used by management for controlling current operations (remaining within budget), and it is used as a basis for future operations (collecting information for future budget estimates).

b. Accounting Appropriation System. Congress passes legislation known as appropriation acts to provide funds for various military programs. DOD has

set up the future Year's Defense Plan (FYDP) to establish planned force structure and financial levels for the military departments that covers a five-year period. To permit meaningful accumulation and control of information, categories called Budget Activity Programs (BA) were established and are reflected below:

Program	Title
I	Operating Forces
II	Mobilization
III	Training and Recruiting
IV	Administration and Service Wide Activities

The BA structure is further broken down into four major Activity Groups (AG). Appropriation data will include a one-digit field in the third position of the subhead that identifies the AG for which funds are being obligated or expended.

Major AG	Title
1A	Air Operations
1B	Ship Operations
1C	Combat Operations/Support
1D	Weapons Support

Minor AG	Title
2A	Maritime Prepositioning Support
4A	Public Affairs, External

Activity Groups will be broken down into Sub-Activity Groups (SAGs), Special Interest Codes (SICs), Program Elements (PEs), and other smaller categories.

AG	SAG	SIC	FUND CODE	DESCRIPTION
1A	1A TACAIR	FA	9S	**Depot Aviation Repairs**
		FF	7B	**Fuel**
		FM	7F/7L	**Maintenance Consumables** -7F-Flight equipment -7L-Aircraft Maintenance Consumables
		FO	8X/2F (TOT/TOP)	**TBA/IMRL/Other Support**
		FW	* FC ID on Contract	**Contracts**
	2A Fleet Readiness Squadron	FA	9S	**Depot Aviation Repairs**
		FF	7B	**Fuel**
		FM	7F/7L	**Other** TAD/Transportation of Things/ Other Support
		FW	* FC ID on Contract	**Contracts**

Figure 3-25.—Funding Categories.

c. Operating Target (OPTAR) Funds. OPTARs are issued to activities for a particular FY. New obligations can only be incurred during the first 12 months of the accounting cycle. Expenditures, (i.e., payment for obligations), can be made throughout the entire 72 month or six-year period. The six-year period includes the current FY and next five years to where expenditures can be incurred, or previous obligations may be adjusted or canceled.

(1) OPTARs are identified by OPTAR Functional Categories (OFCs)

(a) OFC-50. Aviation Operations Maintenance (AOM). This OPTAR is provided to fund the procurement of materiel and services necessary to support the Aircraft Maintenance Department at aviation activities. AOM funds are properly chargeable for repairs to aircraft and supporting maintenance equipment.

(b) OFC-01. Flight Operations (FLTOPS). Provided to aviation squadrons, this OPTAR is used to procure fuel consumed in flight, flight crew clothing and administrative materiel for support of the squadron.

(c) OFC-09. OPTAR used for fleet Initial Outfitting for Individual Materiel Readiness List (IMRL) and Marine Table of Basic Allowance (TBA).

(d) OFC-10. OPTAR used for aircraft support, other (includes support for automated data processing equipment, and drones and targets).

(e) OFC-21. OPTAR used for travel of personnel in connection with aviation-related travel. (Primarily managed at Comptroller/Fiscal Office).

d. Fleet Aviation Fund Codes

(1) OFC-01

(a) 7B – Aviation fuels, (JP/AVGAS) which is consumed in flight operations.

(b) 7F – NWCF Materiel, other (includes shock lubricants and bearing greases). Used for requisitioning flight equipment, administrative. Supplies for aviation squadrons, Oxygen/LOX/NOX consumed during flight by either pilot or aircraft systems, ground services performed at Fixed Based Operators such as ramp fees, de-icing etc.

(2) OFC-50

(a) 7L/2N/2P – Materiel used in aircraft maintenance including Petroleum, Oils and Lubricants (POL), aircraft oil/lubricants/ fuel additives used in flight operations, packing, preparation and presentation, and IMRL repair, (non-AVDLR). Field Level Repairable, Consumable Repair Parts.

(b) 9S/9R – NWCF Aviation Depot Level Repairable, Cog 7R materiel.

(3) OFC-10

(a) 2F/2E – Flight Training Support Cost including maintenance of

drones and targets. TBA Repair, Van maintenance, INMARSAT, Range Fees.

(b) 9E – non-AVDLRs for repair of TBA assets (predominantly) and TBA maintenance and repair. (Used by COMNAVAIRPAC)

(4) OFC-09

(a) 8X – NWCF Materiel, Individual Materiel Readiness List (IMRL) and Marine Table of Basic Allowance Outfitting/Re-outfitting.

e. Line of Accounting (LOA). A data structure representing a DoD account that may be used to track funding associated with an organization's budget and to ensure accurate accounting transactions. The following is an example of an AIRLANT Operations and Maintenance, Navy (O&MN line of account:

(1) AA/1761804/60AE/000/57012/F/060951/2D/V52847/005274F0017F

(a) AA - Accounting Classification Reference Number

(b) 17 - Treasury Symbol (Dept. of Navy)

(c) 6 - Fiscal Year (2016)

(d) 1804 - Appropriation (O&M,N)

(e) 60 - Major Claimant (COMNAVAIRLANT)

(f) A - Activity Group (AIROPS)

(g) E - Serial Number (Assigned by Major Claimant)

(h) 000 - Object Class

(i) 57012 - Bureau Control Number (UIC of Operating Budget Holder, COMNAVAIRLANT)

(j) F - Sub-allotment Group

(k) 060951 - UIC of Authority Accounting Activity (DFAS Cleveland-Norfolk)

(l) 2D - Transaction Type (Payment)

(m) V52847 - Property Accounting Activity (UIC of the OPTAR Holder)

(n) 005274F0017F - Cost Code (Two Zeroes, the Julian Date and Serial number of the requisition and the fund code).

f. Navy Working Capital Fund. DEPARTMENT OF DEFENSE WORKING CAPITAL FUND (DWCF). The DWCF is a revolving fund for many defense support functions. It utilizes business-like cost accounting to determine total cost of the business activity. The DWCF is made up of the Army Working Capital Fund, the NWCF, the Air Force Working Capital Fund, the Transportation Working Fund and the Defense-Wide Working Capital Fund.

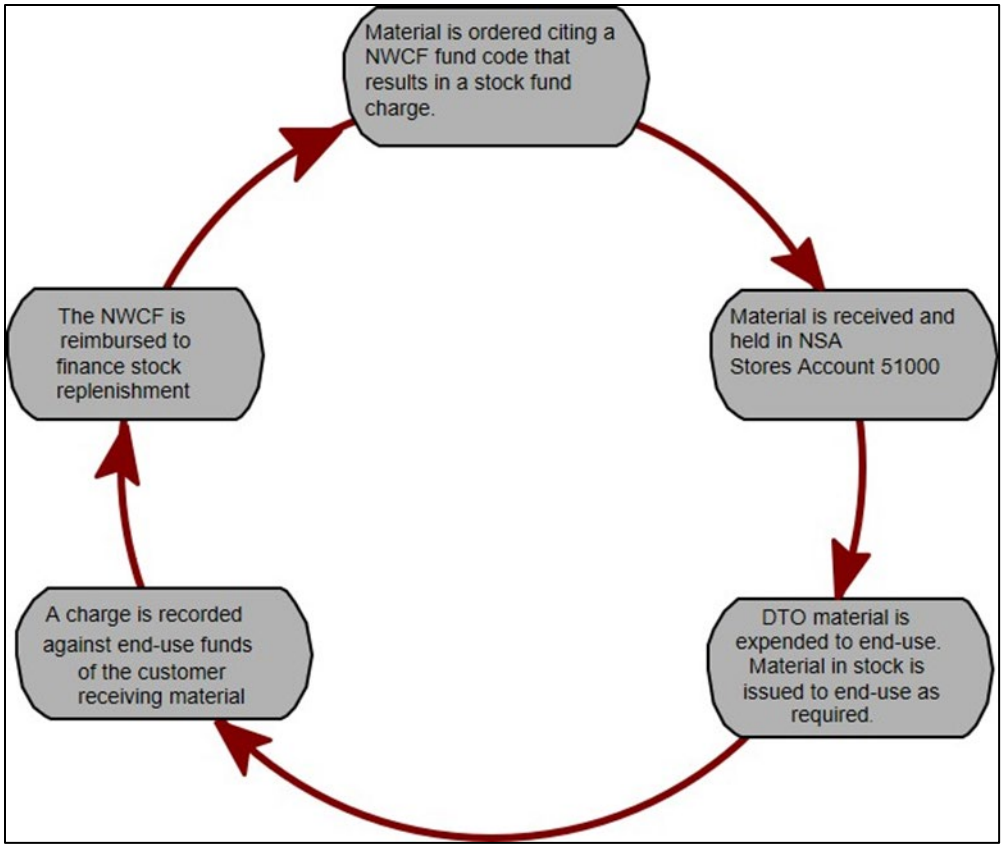


Figure 3-26.--DWCF Flow.

The Navy Working Capital Fund-Supply Management (NWCF-SM) finances the procurement of materiel carried at designated naval activities ashore and afloat. As a revolving fund, the NWCF-SM is reimbursed when materiel is issued/billed. NWCF-SM is reimbursed based on the sale of the materiel and the working capital is made available to replenish the activity's stock. The NWCF charter provides that, under the direction of SECNAV and the CNO, NAVSUP will manage the NWCF-SM. NAVSUP delegates to NAVSUP WSS and other project managers, control and management responsibilities for assigned categories of NWCF-SM materiel. The Navy Working Capital Fund is used to buy procurement lead time, therefore not tying up appropriated funds until materiel availability, it also absorbs market and cost risks for the Fleet. Each category of NWCF-SM materiel is assigned a BP manager. Each BP manager is responsible for maintaining adequate stocks of materiel, determining budget requirements, and administering NWCF-SM funds.

g. Prepare the Status of Funds (SOF)

(1) ASKIT. Ensure all daily processing, Flight Equipment requirements, NSP requests, and Fuel Downloads have been completed prior to preparing the SOF. FAS will prepare the SOF by using the totals displayed in the Fuel and Non-Fuel OPTAR Summaries from ASKIT.

(2) R-Supply. FAS will prepare the SOF by using the totals displayed on the Trial Financial Report ran in R-Supply. It may be necessary to break down these totals into further detail not provided by R-Supply such as displaying them by AGSAG and reimbursable accounts. Higher headquarters will

direct the procedures on how this level of detail is calculated. The sum total should always match the R-Supply Trial Financial Report.

h. Review the SOF. The OIC/SNCOIC will perform a thorough review of the SOF to ensure accuracy. The SOF review shall include verifying grant authorizations, obligations, and reimbursable data against source documentation; comparing the current SOF against the previous SOF to identify cost spikes; and ensure current guidance from higher headquarters is being adhered to for financial management.

i. Submit the SOF. After reviewing the SOF, it will be submitted in accordance with guidance and local procedures conducted at each MAW G-8. File the prepared SOF either as a hard copy or electronically for 12 months.

11. Prepare, Review, and Submit Transmittal Letters (TL). The TL is an official listing of obligations (DI Z0A) and cancellations (X0A) which requires weekly submission to the TYCOM's official accounting system N-SABRS via CFMS. The TL is required for all OFCs for current and prior fiscal years. The TYCOM will publish a TL reporting schedule at the beginning of every fiscal year, normally 4 per month totaling 48 per unit/DoDAAC.

NOTE: 7B obligations for aviation fuel are not reported on a TL.

a. Preparing the TL. FAS will prepare the TL electronically in ASKIT or R-Supply accordingly. The Aviation Storekeeper Information Tracking (ASKIT) system generates the OFC-01 TLs. R-Supply generates the TLs for OFC-10, OFC-50, and OFC-09. Refer to the ASKIT System Manual or Help Option for specific procedures on TL processing. TLs will be prepared in accordance with the TL due dates established by the TYCOM and provided in the Fiscal Year Guidance Message.

(1) Non-Pure MILSTRIP. A Non-Pure MILSTRIP is an item that does not have an NSN. Some examples are ServMart, tools, AIR Card payments, open purchases, and GCPC purchases. Non-Pure MILSTRIPs require a specific RIC in order for CFMS and SABRS-N to transmit financial data appropriately. Without the proper RIC financial data will error causing delinquencies in billing and invoicing. Below are the categorized/designated RICs the MALS must manually input into R-Supply and ASKIT prior to producing a TL.

(a) FDM – Marine Corps Base Contracting; payments via iRAPT/WAWF (AIR Card® / PR Builder submissions).

(b) MOP – Marine Corps Base Contracting; payment via credit card above threshold (mostly applies to green dollar or exceptions when prior authorization is given to produce above threshold).

(c) PWC – NAVFAC Public Works, such as Camp Lejeune MSC ServMart, tools, and work orders (1149) to FRC.

(d) USB – Credit card purchases under threshold.

b. Reviewing TLs

(1) OFC-01 TLs are Flight Equipment, ServMart, and AIR Card obligations and cancellations generated in ASKIT. Prior to uploading/submitting a TL it must be reviewed by the OIC/SNCOIC. Both the .txt file and the 2156 data should be reviewed for accuracy.

(a) TL number should be in sequence.

(b) Validate excessive ZOA/XOA's, excessive quantities, excessive prices.

(c) Ensure fund code is 7F.

(d) Ensure proper RIC is used for non-standard MILSTRIP.

(e) Validate unit of issue, quantity, cog, and priority. Non-pure MILSTRIPs COG MUST be 99.

(f) Ensure no new obligations for prior year, only amendments to already existing obligations.

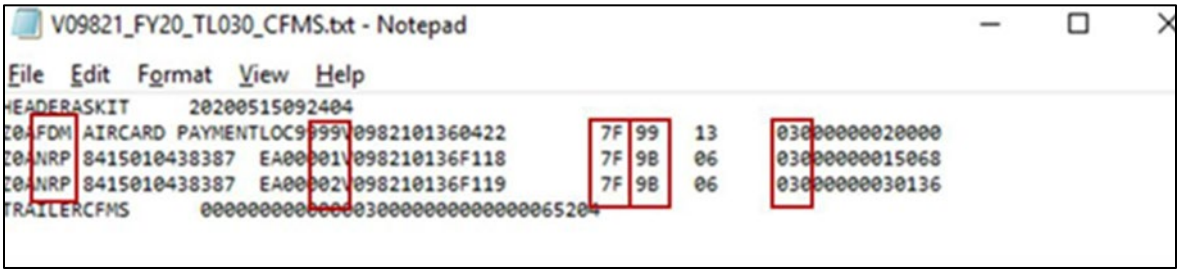


Figure 3-27.--TL Example.

V09821_FY20_TL030.txt - Notepad

File Edit Format View Help

```
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REQUISITIONS FROM 5/9/2020 TO 5/15/2020

V09821 VMAT 203
       MAG-14 MALS-14 BLDG 1016 BAY J



Number of
Transactions                                                  Total Funds
------------                                                  -----------
    3          Obligations                                        652.04

    0          Cancellations                                        0.00
------------                                                  -----------
    3          TL 030/0 Total                                     652.04

Remarks


                        _____________________________________________
                        CROCKETT, ROY B. MAJ, AVIATION SUPPLY OFFICER
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DOC                                                F                  F
ID     STOCK NUMBER   UI  QTY  DOC NUMBER          C DIS   PR     TL Y   Amount

HEADERASKIT     20200515092404
Z0AFDM AIRCARD PAYMENTLOC9999V0982101360422        7F 99   13     03000000020000
Z0ANRP 8415010438387  EA00001V098210136F118        7F 9B   06     03000000015068
Z0ANRP 8415010438387  EA00002V098210136F119        7F 9B   06     03000000030136
TRAILERCFMS      000000000000030000000000000065204

                          TOTAL FUNDS OBLIGATED FOR TL 030/0 $      652.04
```

Figure 3-27.-- TL Example, Continued.

(2) OFC-50 TLs are obligations and cancelations generated in R-Supply. Prior to uploading/submitting a TL it must be reviewed by the OIC/SNCOIC. Both the .txt file and the 2156 data should be reviewed for accuracy.

(a) TL number should be in sequence.

(b) Validate excessive ZOA/XOA's, excessive quantities, excessive prices.

(c) Ensure fund code is 7F.

(d) Ensure proper RIC is used for non-standard MILSTRIP.

(e) Validate unit of issue, quantity, cog, and priority. Non-pure MILSTRIPs COG MUST be 99.

(f) Ensure no new obligations for prior year, only amendments to already existing obligations.

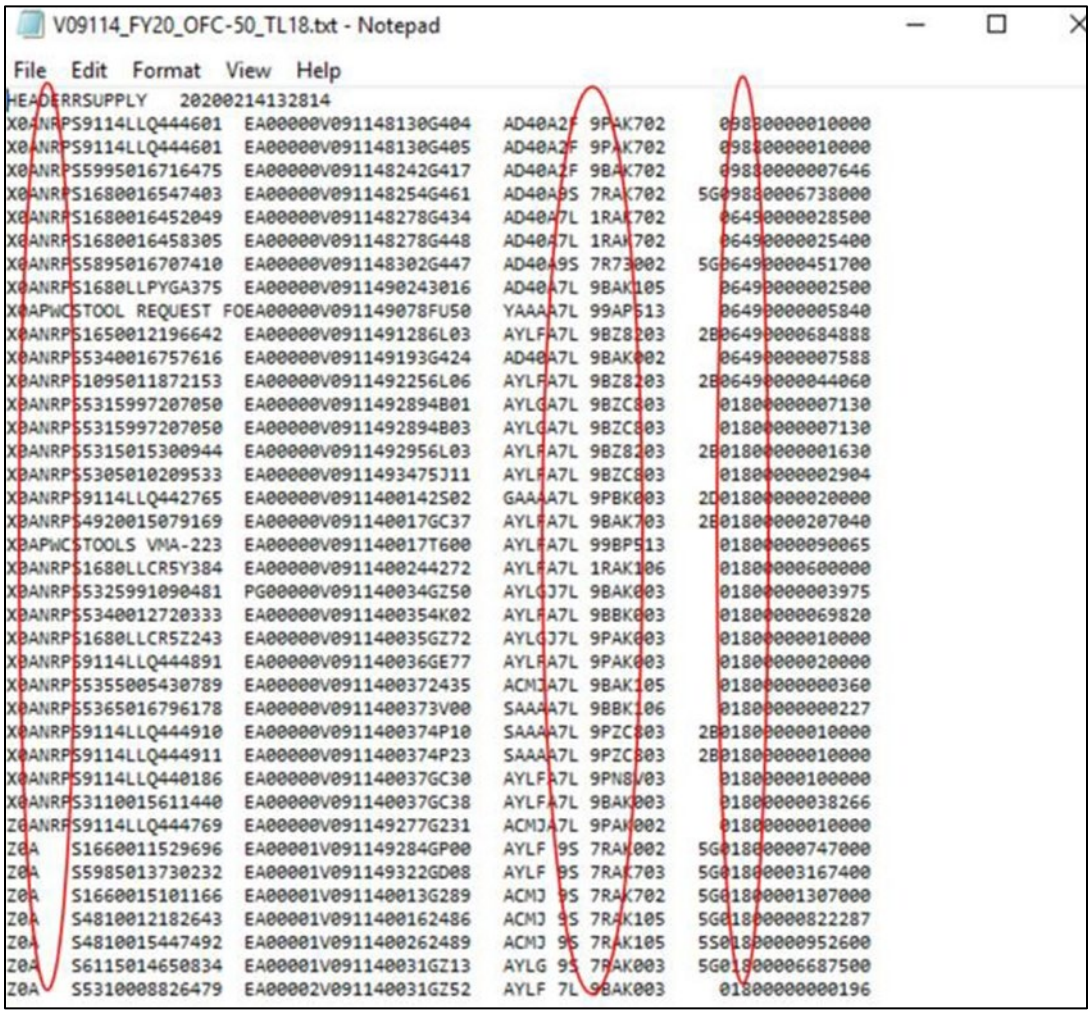

Figure 3-27.-- TL Example, Continued.

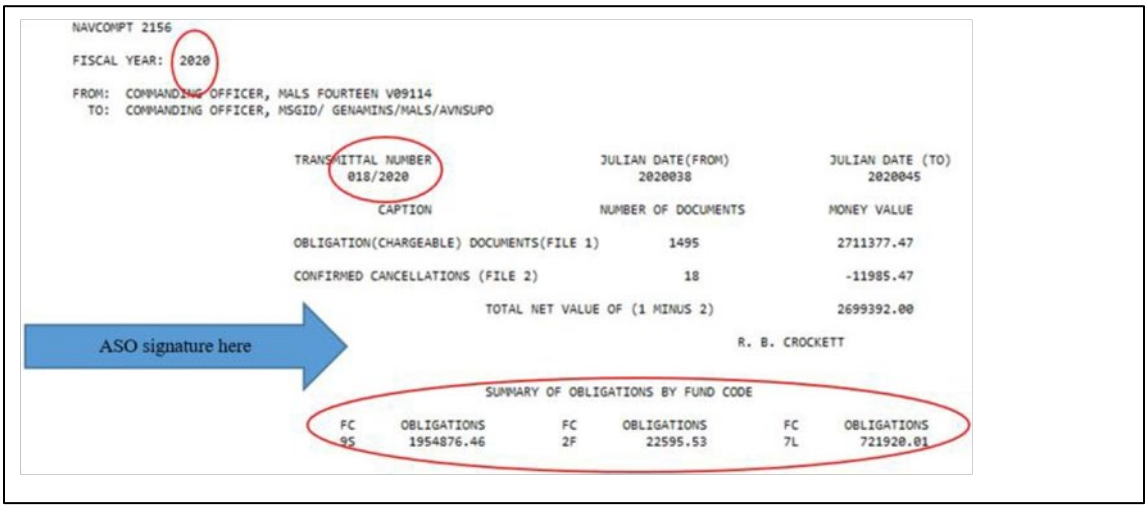

Figure 3-28.--2156 TL Summary.

c. Preparing the OFC-09/10/50 TL (Financial Trial and Appendix G Audit)

(1) FAS will perform an appendix G audit on the R-Supply Trial Financial Report prior to processing the weekly TL. The OIC/SNCOIC will review and sign the audit prior to filing it in the Monthly Financial report File.

(2) A Trial Financial Audit requires you to compare obligation and authorization data between the NAVCOMPT 2156 and NAVCOMPT 2157 of the Trial you produced from R-Supply. The NC 2156 is what the TL will look like when you run the actual LIVE and the NC 2157 is the data that feeds the BOR in R-Supply. Below are the items that will be reviewed:

(a) Transmittal Letter (TL) obligations. If there is a difference between the NC 2156 and NC 2157, you will need to conduct research to determine why. There should be NO difference.

(b) Current total Obligations

a. Match all Transmittal Numbers (TL#) and total dollar amounts on each OPTAR Document Transmittal Report NAVCOMPT 2156 to its corresponding Part III of the Budget OPTAR Report NAVCOMPT 2157. All amounts must be equal and TLs must be in the correct consecutive order.

OPTAR (UIC):
CURRENT FY:

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156		BUDGET OPTAR REPORT, PART III NAVCOMPT 2157		
TL#	AMOUNT	TL#	AMOUNT	DIFF
Total		Total		

1st PRIOR FY:

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156		BUDGET OPTAR REPORT, PART III NAVCOMPT 2157		
TL#	AMOUNT	TL#	AMOUNT	DIFF
Total		Total		

Input the total dollar amount from the NAVCOMPT 2156 and NAVCOMPT 2157. There should be NO difference amount.

Figure 3-29.--Financial Trial and Appendix G Audit.

b. The value of the previous month Chargeable Obligations FYTD (Column 22 of the previous month NAVCOMPT 2157), plus the total of the Current Month Transmittals (NAVCOMPT 2156) will equal the value of the current month Chargeable Obligations (Column 22 of the current month NAVCOMPT 2157).

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156/2157		
	CURRENT FY	1ST PRIOR FY
1. PREV. MONTH COL. 22		
2. CUR. MONTH TL TOTAL		
3. TOTAL (1+2)		
4. CUR. MONTH COL. 22		
5. DIFFERENCE (3-4)		

1. Equals the previous month's Monthly Transmittal Live Column 22. This number will NOT change throughout your current month.

Figure 3-29.--Financial Trial and Appendix G Audit, Continued.

b. The value of the previous month Chargeable Obligations FYTD (Column 22 of the previous month NAVCOMPT 2157), plus the total of the Current Month Transmittals (NAVCOMPT 2156) will equal the value of the current month Chargeable Obligations (Column 22 of the current month NAVCOMPT 2157).

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156/2157		
	CURRENT FY	1ST PRIOR FY
1. PREV. MONTH COL. 22		
2. CUR. MONTH TL TOTAL		
3. TOTAL (1+2)		
4. CUR. MONTH COL. 22		
5. DIFFERENCE (3-4)		

2. Equals the current month's TL total stated above in 1.A NAVCOMPT 2156/2157.

Figure 3-29.-- Financial Trial and Appendix G Audit, Continued.

b. The value of the previous month Chargeable Obligations FYTD (Column 22 of the previous month NAVCOMPT 2157), plus the total of the Current Month Transmittals (NAVCOMPT 2156) will equal the value of the current month Chargeable Obligations (Column 22 of the current month NAVCOMPT 2157).

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156/2157		
	CURRENT FY	1ST PRIOR FY
1. PREV. MONTH COL. 22		
2. CUR. MONTH TL TOTAL		
3. TOTAL (1+2)		
4. CUR. MONTH COL. 22		
5. DIFFERENCE (3-4)		

4. Equals the current month's column 22 total under the NAVCOMPT 2157 Part II "Chargeable Obligations FY to date"

Figure 3-29.-- Financial Trial and Appendix G Audit, Continued.

b. The value of the previous month Chargeable Obligations FYTD (Column 22 of the previous month NAVCOMPT 2157), plus the total of the Current Month Transmittals (NAVCOMPT 2156) will equal the value of the current month Chargeable Obligations (Column 22 of the current month NAVCOMPT 2157).

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156/2157		
	CURRENT FY	1ST PRIOR FY
1. PREV. MONTH COL. 22		
2. CUR. MONTH TL TOTAL		
3. TOTAL (1+2)		
4. CUR. MONTH COL. 22		
5. DIFFERENCE (3-4)		

5. The total difference between Box 3 and Box 4 will populate. There should be <u>NO</u> difference.

Figure 3-29.-- Financial Trial and Appendix G Audit, Continued.

C.

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156		
	CURRENT FY	1ST PRIOR FY
1. Are Fund Codes Valid?	Y/N **1. Utilize the "SUMMARY OF BOR BY FUND CODE" from the NAVCOMPT 2157**	Y/N
2. Identify 5A/53 advice code transactions. (Count/EMV)	**2. Identify all 5A/53 transactions and ensure surveys are on file in WMD/OMD prior to executing the Live TL**	
3. Are prior year obligations valid?	N/A **3. Authorized obligations for prior fiscal years must have prior approval from HHQ.**	Y/N

Figure 3-29.-- Financial Trial and Appendix G Audit, Continued.

(c) Random audits on the NC 2156 enables you to identify discrepancies. Review for valid fund codes and that the cog fund code

relationship is valid. Ensure FLTOPS OPTAR only uses 8X fund code. Check high dollar value requisitions to include quantity. Review the total DI: Z0As with 5A Advice Code and ensure a DD Form 200 is on file for each. Validate only authorized obligations for prior fiscal years are obligation adjustments to previous existing requisitions or an obligation generated for a repairable inducted during the prior year but BCM'd during the current year.

d. The total of OPTAR GRANTS Fiscal Year to Date must match authorizations received from the latest grant message.

	CURRENT FY	1ST PRIOR FY
1. NAVCOMPT 2157	**Total Grant FYTD from the**	**NAVCOMPT 2157 Part III**
2. AUTHORIZATION (Grants received from G-8)	**Total authorized Grants for OFC-50/10/09 from G-8**	
3. DIFFERENCES (1-2)		

3. If there is a difference then a grant adjustment needs to be made in R-Supply to match the total authorized grants received from G-8

Figure 3-29.-- Financial Trial and Appendix G Audit, Continued.

e. The value of Cumulative Differences on Part II of the Budget OPTAR Report must equal the value of the FYTD difference on the last posted DL.

	CURRENT FY	1ST PRIOR FY
1. NAVCOMPT 2157 Col 23 Total	**Total Column 23 from the**	**NAVCOMPT 2157**
2. DL Report FYTD DIFF	**Cumulative Difference Total on the DL**	
3. DIFFERENCES (1-2)		

3. If there is a difference then research is required on all DL requisitions to make the proper adjustment ensuring R-Supply matches the authorized DL listing FYTD total.

Figure 3-29.--Financial Trial and Appendix G Audit, Continued.

f. Check for erroneous Budget OPTAR Reports (NAVCOMPT 2157) (blank subheads, erroneous fiscal years, N/A BORS that should be negative reports, erroneous service identifier code, etc.). Enter the information on the table for each error found.

LIST OF ERRONEOUS BUDGET OPTAR REPORTS			
	ERROR 1	ERROR 2	ERROR 3
FISCAL YEAR			
UIC			
SUBHEAD			
BUDGET OPTAR CODE			
FUND CODE & DOLLAR AMOUNT			
TYPE EQUIP CODE			
OBLIGATIONS FYTD (22)			
CUMULATIVE DIFFERENCES (23)			
EXPENDITURES FYTD (24)			
OTHER/COMMENTS:			

All errors identified must be documented here.

Figure 3-29.--Financial Trial and Appendix G Audit, Continued.

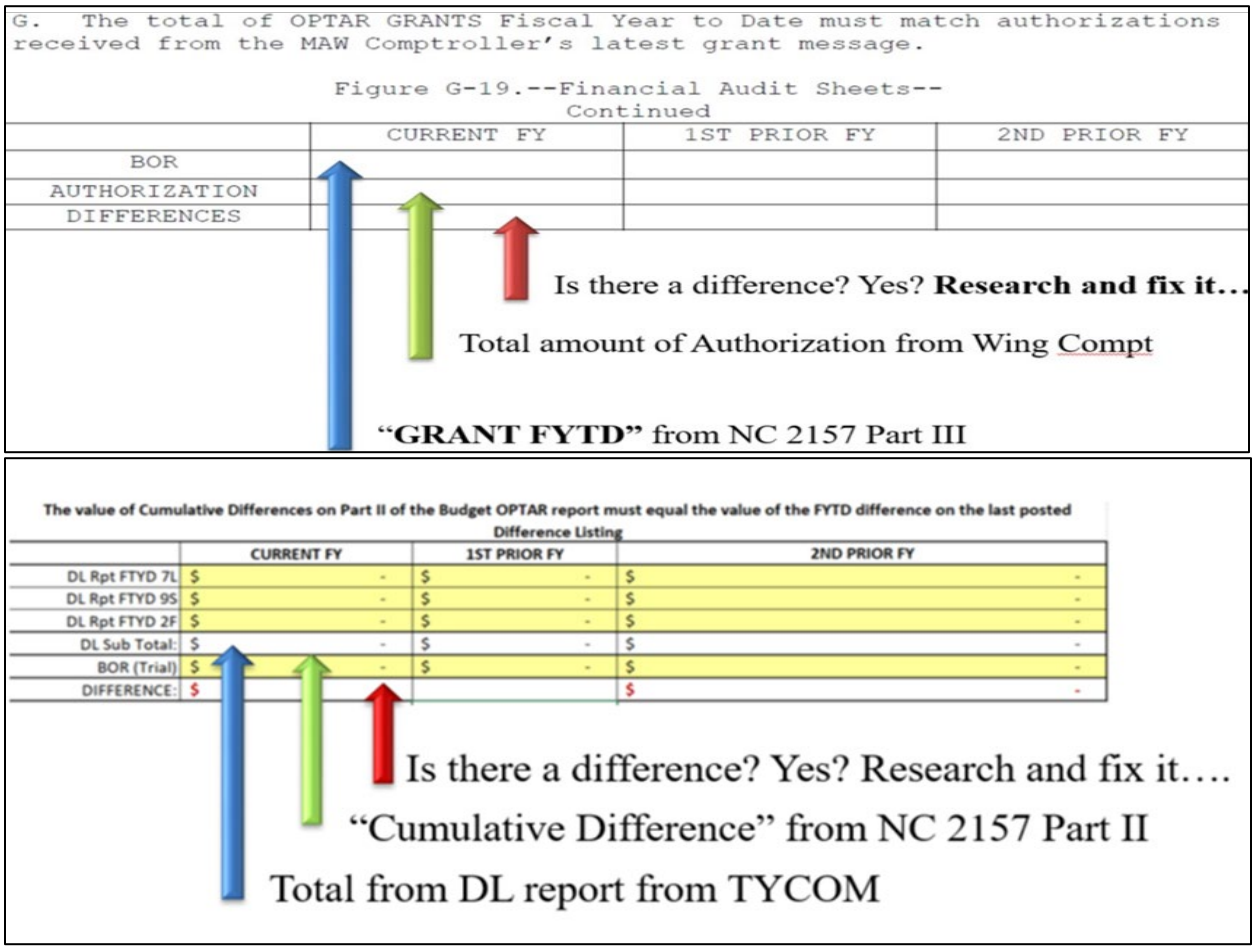

Figure 3-29.-- Financial Trial and Appendix G Audit, Continued.

(d) Screen the NC 2157 for erroneous errors or mistakes.

(2) If FAS determines a correction is required for a transaction appearing on the financial reports, FAS will notify the appropriate division, branch, squadron, or work center. The only transactions FAS will correct are financial transactions within R-Supply (grants, difference listing adjustments and obligation adjustments). If there are no issues found during the audit, FAS will proceed with the processing TL or go "Live". Prior to submitting the TL, it must be reviewed and signed by the AvnSupO.

d. Submitting TLs. After reviewing the TL, it will be officially submitted using the Command Financial Management System (CFMS); however, TYCOMs may prescribe other methods of submission when appropriate. CFMS will transmit to SABRS-N and SABRS-N will pay out via DFAS. The electronic or manually signed and submitted TL will then be placed in the TL File. If the TL cannot be submitted on the scheduled due date, FAS will follow one of the following procedures:

(1) If either system is down for any period, it is permissible to prepare and submit a TL as soon as the system returns to operating condition. The TYCOM should be notified by electronic means that the TL will be

forthcoming. Prepare and submit the next TL in accordance with TYCOM instructions.

(2) Units anticipating it will be unable to transmit on the scheduled date should prepare and submit a TL in advance of the due date. Prior to executing advance TLs, FAS shall request and receive permission from the TYCOM.

e. TL File Maintenance. FAS will maintain a file of signed copies of TL reports. In addition, electronic copies of the stars.txt TL file will be maintained. FAS will maintain a TL Control Log, separated by OPTAR and fiscal year to show the net dollar value and cumulative value of TLs for the year. The log will be retained in the TL File. This file will also contain all supporting documentation and appendix G audit sheets used to verify the accuracy of the reports. The reports will be filed in month sequence within fiscal year and will be maintained for 10 years in accordance with reference (aj).

f. Prior Years TLs. A fiscal year is considered a prior fiscal year after the 12th month of execution (i.e., FY 2018 is a current year from Oct 1, 2017 – Sep 30, 2018, and a prior year beginning on Oct 1, 2018). A Prior Year TL will be prepared, reviewed, and submitted as required. When the Daily Live Option is selected in R-Supply, the next TL in sequence for the prior year will be automatically generated if any Z0A and/or X0A records exist for the reporting period. In ASKIT a Prior Year TL will be prepared, reviewed, and submitted once monthly (during the third monthly TL submission for the current fiscal year), if no obligations or cancellations occurred for the prior fiscal year then a zero value TL is not required. Valid prior year obligations are limited to amendments to existing documents, prior year Beyond Capability of Maintenance (BCM) actions and obligations to account for unmatched disbursements. The prior year TL must be reviewed to ensure obligations for new requirements have not been created.

12. Review and Post Flight Hours. Flying squadrons are required to manage flight hours using M-SHARP. This web-based training management system is designed to support all units which fall under the Aviation Training and Readiness Program. M-SHARP users shall maintain the integrity of their hour's data for budgeting and accounting purposes per reference (s).

a. FAS will download and review flight hours reported in M-SHARP Sortie Based Training Plan (SBTP) Execution Summary File for proper management, preparation, and reporting of executed flight hours on the BOR. The OFC-01 BOR is the Squadron Commander's official financial record of obligations and execution of flight hours for assigned aircraft reported to TYCOM via Marine Aircraft Wing (MAW) and the MARFORs.

b. Squadrons are budgeted for fuel based on programmed flight hours multiplied by the specific aircraft burn-rate. Burn-rate is how many gallons per hour (on average) a given T/M/S will utilize during an hour of flight. Due to this dependency on flight hours, it is essential that FAS inputs squadron executed hours into ASKIT at the end of each month. Flight hours will be filed in the Flight Hours File.

c. Late/Rollover Hours

(1) It is common for flight hours to change in M-SHARP from what was originally reported on the BOR due date (this could happen for all previous

months). FAS will reconcile Fiscal Year to Date (FYTD) flight hours in ASKIT with those reported in M-SHARP. If the FYTD hours do not match, then reconcile each month to determine where the adjustment took place. Enter adjustments into ASKIT and make note that late/rollover hours will be annotated on the next BOR for hour adjustments made to previous months.

(2) If the adjustment hours are for a month prior to the current month BOR, it will be necessary to report this in Line 38 as Late/Rollover Hours followed by the number of hours adjusted, month of adjustment, Type Equipment Code (TEC) and hours category. Ensure to follow the appropriate TYCOM guidance as it pertains to updated BOR verbiage/requirements.

(3) Hour adjustment for current month. If the hour adjustment occurs for the current month in between the BOR's due date and the deadline for corrected BOR, it may be necessary to submit a corrected BOR. Refer to TYCOM instructions to determine the hour adjustment criteria required for a corrected BOR (i.e., if the current month flight hours are adjusted by 15 hours or more, a corrected BOR must be submitted as depicted in the fiscal year guidance message). If it meets the criteria, then enter the adjustment for the current month in ASKIT and generate the corrected BOR. If the hour adjustment does not meet the criteria for a corrected BOR, the hours may be reported as Late/Rollover Hours on the following month's BOR.

d. FAS will maintain a file of flight hours received from the M-SHARP SBTP Execution Summary File which was reported on the BOR. The filed paper copy flight hours should match those which were reported on the BOR. The file will be maintained for current and prior fiscal years.

13. Receive, Post, and Report Operating Target (OPTAR) Grants. A grant is an authorization of funding passed down to subordinate commands by OFC, Fund Code, AGSAG, and reimbursable. These funds are for specific budgeted or programmed requirements. Requirements for additional funding will be identified as far in advance as possible. Quarterly and Fiscal Year obligation rates will meet percentages established by higher headquarters. Excess funds will be reported to higher headquarters for possible redistribution or reprogramming.

a. Receive. Upon receipt of the OPTAR grant, FAS will review and validate the grant message. Ensure the amendment number and amount reflects continuity with the previous grant message. File the grant message in the Allocation File.

b. Post. After receiving and validating the grant, FAS will properly distribute the funding across all supported units. It is the duty of FAS to determine how to break this grant down to the squadron level. Fuel (7B) funding per squadron will be budgeted based on the number of programmed flight hours for the month times the appropriate aircraft burn-rate. Flight equipment (7F) will be budgeted based on needs identified by each squadron. Using these local criteria, grants will be posted to each individual squadron's ASKIT account. All other fund codes will be promptly posted in R-Supply. The cumulative grant amount of all squadrons shall not exceed the grant authorization total for each fund code provided from higher headquarters.

c. Allocation File. The Allocation File is a chronological record of all correspondence affecting the allocation amount (increase or decrease) of the OPTAR. It contains a ledger (manual or electronic) documenting the

grants or withdrawal of funds entered into ASKIT or R-Supply. This file provides supporting documentation for the OPTAR Grant FYTD Caption of the BOR. The Allocation File will be maintained by correspondence date within fiscal year per reference (b). This file will be maintained for the current and prior fiscal year.

14. Prepare, Review and Submit the Budget Operating Target (OPTAR) Report (BOR)

a. Prepare. The BOR (NAVCOMPT 2157) reports official fiscal year to date financial totals to the TYCOM. Prior to processing the BOR, FAS will ensure the systems are ready and that no additional transactions will be processed. BORs will be produced for each OPTAR by OFC. There are two systems in which a BOR is created, and the preparation steps are as follows:

(1) ASKIT

(a) FAS will ensure grants or authorization of funds are entered into ASKIT as received from higher headquarters.

(b) FAS will ensure the monthly DL report has been processed into ASKIT in order to capture differences between obligations and expenditures to the OPTAR.

(c) FAS will ensure prior to conducting monthly close out processes, flight hours are received from M-SHARP and entered into ASKIT.

(2) R-Supply

(a) FAS will ensure grants or authorization of funds are entered into R-Supply as received from higher headquarters prior to executing the Monthly Live Financial Report.

(b) FAS will ensure the monthly DL report has been processed into R-Supply to capture differences between obligations and expenditures to the OPTAR.

(c) FAS will process and audit trial Financial Reports until there are at least two matching financial reports. During the audit process, FAS will ensure total obligations do not exceed the grant authorization and obligation goals have been met. Make any necessary adjustments in R-Supply at this time for issues discovered during the audit, and process additional Trial Financial Reports to ensure adjustments have processed. Once FAS has two confirmed matching trial Financial Reports, the Monthly Live Financial Report can be executed.

(d) Each respective SMD will release their Monthly Live Financial Report, and the SAA will monitor it to ensure it does not abort. Once the Live has completed, FAS will review and perform an audit to ensure correctness. FAS will notify SMD when the Live passes the audit before SMD continues with EOM procedures.

b. Review. The OIC/SNCOIC will conduct an audit of the BOR using appendix X before submitting it to TYCOM. Refer to appendix X for BOR Format Instructions and appropriate OFC checklist.

c. Submit. Once all BORs have been reviewed and approved (ASKIT BORs must be approved in ASKIT prior to submitting), they will be officially submitted via the method prescribed by TYCOM. This must be accomplished prior to beginning the next financial reporting period. If a corrected BOR is required, make necessary adjustments, and use the Corrected BOR Option in ASKIT. Submit the BOR with "Corrected" in the Subject Line and the reason for the corrected BOR in the Remarks Block.

d. If flight hours cannot be received in a timely manner or the system is not available, it may be necessary to process an Estimated BOR. Ensure "Estimate" is included in the Subject Line of the message and reason for the Estimate BOR is included in the Remarks Block.

e. Prior Years. The life cycle of a BOR is 18 months. Once an allocation and/or obligation has been incurred against an OPTAR, the BOR will be prepared, reviewed and submitted for 18 months regardless of changes to the OPTAR. After the 18th month (beginning on April 1st after becoming a prior fiscal year) the BOR will only be prepared, reviewed, and submitted if there is any change to the Gross Adjusted Obligations (GAO) column 24 or the grant amount.

f. Budget Operating Target (OPTAR) Report (BOR) File. FAS will maintain a file of BORs submitted. The file will be maintained in month sequence within fiscal year. This file will be maintained for 10 years in accordance with the appendix (av).

15. Perform Outstanding Money Value Only (MVO) Verification. FAS will audit all outstanding MVO requisitions on a monthly basis to ensure no erroneous obligations have posted in STARS-FL/N-SABRS.

a. This audit will be performed by utilizing a local reconciliation worksheet that will contain at a minimum the following:

(1) Document Number

(2) Fund Code

(3) Obligation amount (R-Supply/ASKIT)

(4) Expenditure amount (N-SABRS)

(5) Still outstanding? (Y/N POD On File)

(6) Discrepancies/Corrective Action

b. If an obligation was posted and the receipt has not been received, FAS will coordinate with CAS to ensure the materiel has not been delivered or services have not been completed. The audit results along with corrective actions for discrepancies found will be submitted to the OMD OIC/SNCOIC for review and signature.

c. Money Value Only Verification File. A ledger will be maintained for the MVO audit detailing which documents were selected for the review. This audit along with the corrective actions will be filed for 12 months.

16. Initiate Flight Equipment Requisitions. Personnel designated as Naval Aviators, Flight Officers, Flight Surgeons (while in a flying status),

aviation operators or student pilot personnel under orders to basic flight training are eligible to receive articles of flight clothing and flight operational equipment as authorized in reference (g). These individuals must be on flight orders (also known as "flight status") for that squadron. If an individual is not on flight orders/status, they are not to be issued any Flight Equipment (FE). All FE assets are controlled items. Every operational-level Commanding Officer appoints a FE Responsible Officer (referred to as the Accountable Officer in reference (g)) in writing. The FE RO maintains the squadron personnel's Naval Air Training and Operating Procedures Standardization (NATOPS) Flight Jacket and annotates them when personal FE is issued. The FE RO may assign Flight Equipment Responsible Individuals (FE RIs) to assist with the ordering, receiving, inventory, and managing of all FE.

a. Requests (OPNAV 4790/11). When authorized personnel on flight orders attach to a unit; the FE RO screens their NATOPS for FE deficiencies. All deficiencies will be ordered utilizing the OPNAV 4790/11 request form. Only one NSN will be on the OPNAV 4790/11 request, per person; no group or bulk orders for like NSNs for multiple people shall be allowed. The FE RO will separate OPNAV 4790/11 requests by Personal or Pool (see below). Once separated, the FE RO delivers the OPNAV 4790/11 requests to FAS for action

(1) Personal Issue. When the issuance of flight equipment affects an individual's custody status, these requirements are known as "personal issues" and will be the responsibility of FAS. Reference (g) authorizes the FE RO to request FE on individual's behalf and annotate/update NATOPS. FAS screens the requirements similar to how the Technical Research Section (TRS) screens the OFVAL/OFFTR mailbox. At a minimum, the following requirements will be screened:

(a) Initial or Replacement (replacement must have a turn-in and ETID attached).

(b) Verify reference matches line number from the NAVAIR 00-35-QH-2.

(c) Current price is updated using FEDMALL/FEDLOG.

(d) Pilot's information is identified under the "BUNO" block.

(e) Verify an authorized requestor from the Authorized Requestor Letter is listed on each OPNAV 4790/11.

(2) Pool. The purpose of the Flight Equipment Pool is for emergency replacement of non-RFI items, enlisted crew members not assigned permanent flight status and for one-time issue for flights as authorized by local Commanders. All pool requirements will be forwarded to CRS for validation. After validation from CRS, pool requirements will be processed and tracked via ASKIT. Pool assets will be delivered to CRS for issue and annotation into the squadron FE Pool Custody Record.

b. Order Process via ASKIT. After screening and validating OPNAV 4790/11 requests using the above procedures, FAS will order all items via ASKIT. Each OPNAV 4790/11 request will have its own document number. Once ordered via ASKIT, the FE document numbers are annotated on the OPNAV 4790/11 request. All OPNAV 4790/11 requests are filed in the Outstanding Flight Equipment File

(OFEF) in document number sequence. Once FAS has completed the ASKIT order process, they will generate an ASKIT MILSTRIP and submit it to the supply SAA for appropriate action.

c. ASKIT Reports.

(1) Daily. FAS will run a UFO without status in ASKIT. FAS will review all records on this report and initiate the action described in appendix K. The current and prior reports will be maintained.

(2) Weekly. FAS will work the Un-Filled Order (UFO) requirements with an expired or No ESD greater than 3 days as well as items with overage shipping status and items pending cancellation. FAS will review all records on this report and initiate action as described in appendix K. FAS will input any updated Flight Equipment status directly into ASKIT. Refer to table 3-6 for retention.

d. Reconciliation. FAS will coordinate with all customers and create a monthly reconciliation schedule to reconcile all ASKIT requisitions (UFO with/without status). The UFO printout will include proper annotations and the squadron's Flight Equipment Manager signature showing the reconciliation was completed. FAS will retain these signed reconciliation reports in accordance with table 3-6.

e. Materiel Obligation Validation (MOV)/Post MOV.

(1) MOV. Quarterly, FAS will receive from the SAA a copy of the AP_ responses for validation. The AP_ responses will be returned within 10 working days from receipt.

(2) Post MOV. FAS will respond to all FE requisitions. Records appearing on the post MOV will be worked in accordance with appendix K. Files retention is current and prior quarter.

f. Delivery and Completion. Once the requirement is delivered to supply, FAS will process the ROB in ASKIT and contact an authorized receiver. FAS will obtain a FIAR compliant receipt (DD Form 1348-1/1A) from the receiver and validate the NATOPs are annotated. FAS will complete the document number in ASKIT. The signed DD Form 1348-1/1A will be filed in the CTF in document number sequence.

17. Review the Stock Control Review Listing. The Stock Control Review Listing is produced daily by the SAA for review of transactions posting to R-Supply. The report will be signed and dated by the individual conducting the review and the designated SNCOIC to ensure accuracy and completeness. The report will be retained by the division OIC/SNCOIC for the current and four prior days. Detailed procedures for required actions are contained in appendix C.

Reports and files Required for Performance of Duties, FAS			
Report name	Frequency	Retention	Reference
1. AIR Card® Certification File	Weekly	10 Years	3231.3
2. Fuel Files	As Applicable	10 Years	3231.4-6
3. Flight Packet File	Quarterly	12 Months	3231.8
4. Financial Support Listing File	Monthly	10 Years	3231.9
5. Status of Funds (SOF) File	Per MAW G-8	12 Months	3231.10
6. Transmittal Letters (TL) File	Weekly	10 Years	3231.11
7. Flight Hours File	Monthly	Current & Prior Fiscal Year	3231.12
8. Allocation File	Monthly	Current & Prior Fiscal Year	3231.13c
9. Budget OPTAR Report (BOR) File	Monthly	10 Years	3231.14
10. MVO Verification File	Monthly	12 Months	3231.15
11. Outstanding Flight Equipment File	As required	12 months	3231.16b
12. UFO without status	Daily	Current & Prior	3231.16c
13. Flight Equipment Reconciliation File	Weekly	Current & Prior	3231.16d
14. Post MOV	Quarterly	Current & Prior	3231.16e
15. Stock Control Review Listing	Daily	Current & 4 Prior Days	3231.17

Table 3-6.--Reports required for performance of duties, FAS.

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CHAPTER 4

SUPPLY MANAGEMENT DIVISION (SMD)

4000. Organization. SMD is composed of the following branches (as illustrated in figure 4-1):

1. Audit Branch (AB).

2. Deployed Support Branch (DSB).

3. Supply Applications Administration Branch (SAAB).

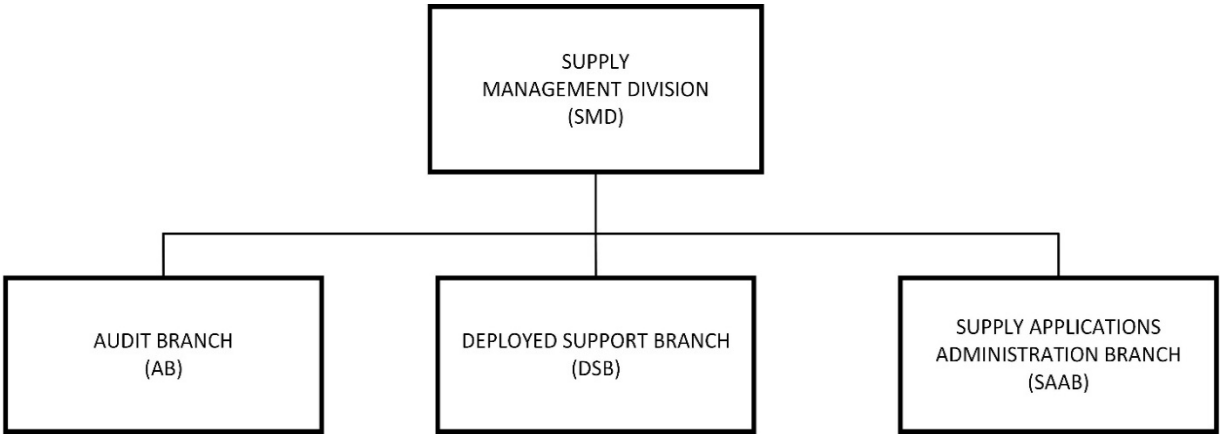


Figure 4-1.--SMD Organization Chart.

4001. Functions

1. SMD will be composed of the most knowledgeable and experienced aviation supply personnel, as they are responsible for:

    a. Monitoring overall ASD operations.

    b. End of the Month (EOM)/End of the Fiscal Year (EOFY) processing.

    c. Supply applications administration.

    d. ASD Technical Training Program.

    e. MALSP allowance validation.

    f. Local Support Package development.

2. The Division OIC/SNCOIC will maintain a current turnover jacket which outlines duties and responsibilities which are site specific. They will also ensure each branch has a current turnover jacket which outlines specific duties/responsibilities, and step-by-step procedures. Additionally, copies of the following letters will be filed in the OIC/SNCOIC and applicable turnover jackets:

    a. Supply Grams.

b. Wing Orders.

c. Deployed Operations SOP.

d. Document Serial Number Assignment Letter.

e. Appendix AD Contingency Ops.

3. The Division OIC/SNCOIC is responsible to ensure all personnel assigned to the division are technically proficient utilizing Advanced Skills Management (ASM). The Division OIC/SNCOIC will use appendix I to accomplish this.

4. The Division OIC/SNCOIC will ensure all applicable departmental references per appendix AF are current and on file.

5. The Division OIC/SNCOIC will ensure corrective actions are completed and submitted to the Audit Branch following any internal/external audits of their division.

6. The Division OIC/SNCOIC will review and sign the Stock Control Review Listing (SCRL) daily. One listing will be maintained for the division, for five working days. Detailed procedures for required SCRL actions are contained in appendix C.

7. The Division OIC/SNCOIC will ensure the Division conducts contingency operations, for system non-availability, in accordance with appendix AD.

8. The Division OIC/SNCOIC will ensure all SMD Marines have access to necessary sites to perform duties specific to SMD (e.g., One Touch, NATEC, FedMall, etc.).

9. The Division OIC/SNCOIC will obtain access to AMHS with proper permissions for their respective MALS mailbox. The Division OIC/SNCOIC will review all messages/correspondence pertaining to aviation supply operations daily, distribute to respective division and ensure appropriate action is taken. Messages will be filed for one year or as required.

10. The Division OIC/SNCOIC will review all Aviation Consolidated Allowance List (AVCAL), Coordinated Shipboard Allowance List (COSAL) received from the Wing Allowancing Section (WAS).

a. Maintain a current Commander, Naval Air Force, Pacific (CNAP) allowancing working schedule, which identifies specific milestones in the allowancing process. The SMD OIC/SNCOIC will identify each milestone and what action needs to be taken. Current milestone schedule will be maintained.

b. During the AVCAL process, the SMD OIC/SNCOIC will review preliminary allowance products received from WAS and forward appropriate recommendations to the WAS within the time frame prescribed. For COSAL review, preliminary allowances are not provided, but COSAL products will be worked in conjunction with the WAS. All reviewed Recommended Allowance Change (RAC) listings will be maintained until the next AVCAL and COSAL allowancing cycle.

11. The Division OIC/SNCOIC will coordinate with the Deployment OIC/SNCOIC and submit supply reports concerning the Fleet Marine Forces (FMF) Unit

Deployment Program (UDP)/Marine Expeditionary Unit (MEU), L-CLASS/CV-N Aviation Maintenance and Materiel Readiness Program to MALS Operations.

a. The OIC/SNCOIC will consolidate data for all reports required and ensure all supply milestones are met, and input is provided to the MALS' Milestone Manager in MALS Operations for submission.

b. The OIC/SNCOIC will maintain milestones for current and prior reporting cycle.

12. The OIC/SNCOIC will ensure all memorandums for the record pertaining to SMD are routed through SMD for notification of the AvnSupO. All approved memorandums for the record will be filed in the OIC/SNCOIC Turn-over binder.

13. The OIC/SNCOIC will ensure Management Review Controls (MRC) are performed for physical inventory, inventory adjustments, and NALCOMIS reconciliation Line of Efforts (LOE) for completeness and accuracy of internal control procedures, in accordance with reference (m). Sign, date, and legibly print or stamp name as evidence of a thorough, complete, and corrective action completed if applicable. Retained for ten (10) years, as required by the source cited in reference (bl). The OIC/SNCOIC will ensure the Audit Branch submits all MRC results to the MOP dashboard.

14. SMD will act as the central collection point for all external reports and responses as required by Higher Headquarters and external entities.

CHAPTER 4

SUPPLY MANAGEMENT DIVISION (SMD)

SECTION 1: AUDIT BRANCH (AB)

4100. General

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

2. Duties

a. AB will perform the following duties. A list of reports required to perform these duties is contained in table 4-1:

(1) Review and respond to Wing Functional Area Inspection/Assist Reports.

(2) Conduct Internal Audits/Assists and publish Internal Audit/Assists schedule.

(3) Publish and maintain Internal Audit/Assist Reports.

(4) Publish Inventory Schedule.

(5) Conduct Post LAP/Inventory Audits.

(6) Submit Inventory Accuracy Reports.

(7) Monitor Supply Management Goals.

(8) Maintain all External Audit Reports.

(9) Review all Change/Correction/Deviation Proposals to the ASDTP and Automated Systems.

(10) Establish and maintain the ASD Technical Training Program.

(11) Monitor ASM Accounts for All ASD personnel.

(12) Produce the Local Management Code (LMC) and the Automatic Reorder Restriction Code (ARRC) Letter.

(13) Conduct Financial Liability Survey Audits.

(14) Maintain access to Master Directive File.

(15) Conduct the Management Review Controls (MRC) for all applicable Lines of Effort (LOE).

(16) Submit all MRC results into the MOP Dashboard.

4101. Procedures

1. Review and Respond to Wing Functional Area Inspection/Assist Reports. The AB will maintain Wing Functional Area Inspection/Assist reports from external commands (e.g., Wing, TYCOM, etc.). This file will contain the External Inspection/Assist results and a copy of the letter(s) of corrective action submitted to the inspecting command as a result of their findings as required by higher headquarters.

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

b. If corrective action letter is required by the inspecting activity, AB will compile all the corrective actions from the applicable divisions and create a consolidated letter of corrective action for the ASD to be submitted to the AvnSupO for comment and or action.

(1) Once corrective action plans are approved by the AvnSupO, the letter of corrective action will be submitted to the command that conducted the inspection/assist via the Commanding Officer. The inspecting command will set a submission date for these reports. A copy of this letter will be retained with the corresponding inspection/assist report.

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

c. Divisions will have 30 days to implement their corrective action plans upon approval from the AvnSupO. If the actions to correct discrepancies take more than 30 days to accomplish, AB will provide a written synopsis of their progression monthly to the AvnSupO until all corrective actions are complete.

d. The Functional Area Inspection/Assist reports with the letter of corrective actions and monthly synopsis (as required per paragraph. 4101.1c) will be maintained in date sequence for three fiscal years per reference (b) SSIC 3501.2.

2. Conduct Internal Audits/Assists and publish a schedule. Quarterly, AB will alternate between internal audits/assists, at a minimum all corrective actions from prior quarter discrepancies will be validated. An internal audit/assist of SMD will also be included on this schedule. The look back period of the AB will be Quarterly as prescribed in current G audits. Retention for this schedule will be current and prior fiscal year. SMDs will ensure their audits/assists are aligned with the WASMAT FAI/FAA schedule. Qualified personnel, other than Audit Branch personnel, will conduct the SMD internal audit/assist.

a. Internal Audits. AB will use appendix G and H to perform all internal audits. The purpose of the internal audit is to verify division compliance with authorized procedures and achievement of established goals.

(1) Corrective Actions. A corrective action letter is required for all noted findings. The Division OIC/SNCOIC will create a consolidated letter and submitted to AB NLT 10 days from the conclusion of the audit/debrief, for review and approval by the AvnSupO.

(2) Once the corrective action plan is approved by the AvnSupO, the signed letter will be submitted to AB and a copy of this letter will be retained with the corresponding inspection report.

(3) Divisions will have 30 days to implement their corrective action plans upon approval from the AvnSupO.

(4) The Audit report will be maintained in date sequence for three fiscal years per reference (b) SSIC 7540.

b. Internal Assists. AB will use at a minimum, appendix G to perform internal assists. The purpose of the assist is to provide training and amplified guidance on discrepancies identified from previous quarterly audits along with historical trends. Additionally, AB will validate corrective actions from the prior quarter audit.

c. Additional Wing specific checklists are also authorized to be used in conjunction with appendix G and H for internal audits/assists.

d. ASDs are authorized to utilize WASMAT FAIs/FAAs as fulfillment of an internal audit/assist scheduled for that quarter.

e. Prior to the beginning of each quarter, AB will publish the internal audit/assist schedule.

(1) After coordinating with each division, AB will develop and route the quarterly internal audit/assist schedule to the AvnSupO for approval.

(2) Once approved by the AvnSupO, AB will publish the schedule of upcoming internal audits/assists.

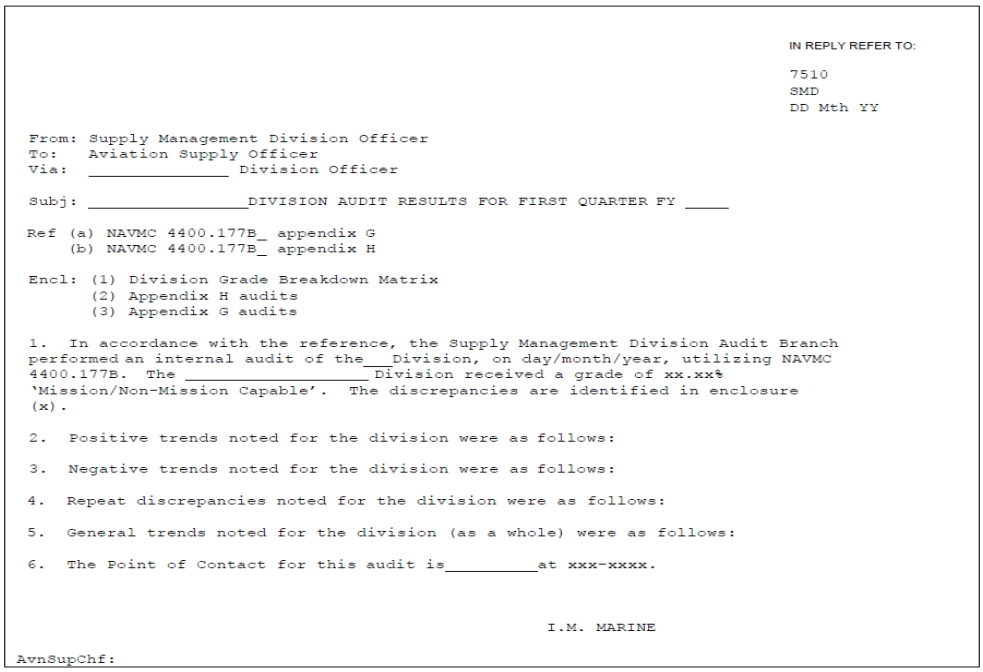
NOTE: An FAI can be used to supplement an internal inspection, and an FAA can be utilized to supplement an internal assist. A FAI will not take the place of an internal assist, nor will an FAA take the place of an internal inspection.

3. Publish and Maintain Internal Audit/Assist Files. Upon completion of each internal audit/assist, AB will submit an internal report to the AvnSupO. See figures 4-2 and 4-3 for sample internal audit/assist reports.

a. Internal audit reports will cite positive and negative findings of the audit performed, repeated discrepancies from the previous division Internal Audit, general trends and copies of appendix G and H results. Divisions with discrepancies will submit corrective actions plans to SMD following an internal audit within 10 days, to include corrective action for "G" Audit failures.

b. Internal assist reports will cite positive and negative findings as well as a summary of training provided to the division.

c. The internal audit/assist reports will be maintained with internal audit results within division and date audit/assist performed sequence, for the current and prior fiscal year.



IN REPLY REFER TO:

7510
SMD
DD Mth YY

From: Supply Management Division Officer
To: Aviation Supply Officer
Via: _____ Division Officer

Subj: _____DIVISION AUDIT RESULTS FOR FIRST QUARTER FY ____

Ref (a) NAVMC 4400.177B_ appendix G
(b) NAVMC 4400.177B_ appendix H

Encl: (1) Division Grade Breakdown Matrix
(2) Appendix H audits
(3) Appendix G audits

1. In accordance with the reference, the Supply Management Division Audit Branch performed an internal audit of the___Division, on day/month/year, utilizing NAVMC 4400.177B. The _____ Division received a grade of xx.xx% 'Mission/Non-Mission Capable'. The discrepancies are identified in enclosure (x).

2. Positive trends noted for the division were as follows:

3. Negative trends noted for the division were as follows:

4. Repeat discrepancies noted for the division were as follows:

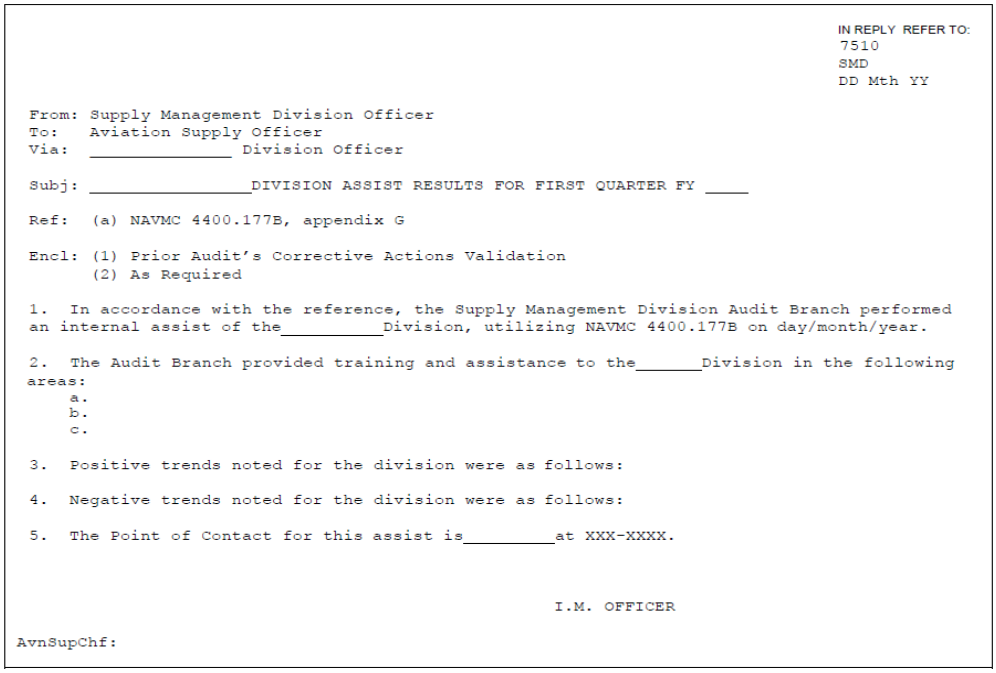
5. General trends noted for the division (as a whole) were as follows:

6. The Point of Contact for this audit is_____at xxx-xxxx.

I.M. MARINE

AvnSupChf:

Figure 4-2.--Sample Internal Audit Report.



IN REPLY REFER TO:
7510
SMD
DD Mth YY

From: Supply Management Division Officer
To: Aviation Supply Officer
Via: _____ Division Officer

Subj: _____DIVISION ASSIST RESULTS FOR FIRST QUARTER FY ____

Ref: (a) NAVMC 4400.177B, appendix G

Encl: (1) Prior Audit's Corrective Actions Validation
(2) As Required

1. In accordance with the reference, the Supply Management Division Audit Branch performed an internal assist of the_____Division, utilizing NAVMC 4400.177B on day/month/year.

2. The Audit Branch provided training and assistance to the_____Division in the following areas:
a.
b.
c.

3. Positive trends noted for the division were as follows:

4. Negative trends noted for the division were as follows:

5. The Point of Contact for this assist is_____at XXX-XXXX.

I.M. OFFICER

AvnSupChf:

Figure 4-3.--Sample Internal Assist Report.

4. Publish and Submit Inventory Schedule. Publish and Submit Inventory Schedule. Per reference (m), the AB will submit an inventory schedule to the WOS via the AvnSupO.,

a. Prior to the beginning of each fiscal year, the AB will publish the annual Inventory schedule NLT 31 August.

(1) Refer to reference (m) for inventory categories and accuracy requirements.

(2) After coordinating with WMD and DSB, AB will prepare and route the annual Inventory schedule to the AvnSupO (figure 4-4) for approval.

(3) Once approved by the AvnSupO, AB will publish the annual inventory schedule and submit to the WOS. The annual Inventory schedule will be maintained for current and prior fiscal year.

From: Aviation Supply Officer, Marine Aviation Logistics Squadron XX

To: Aviation Supply Officer, Aviation Logistics Department,
XXX Marine Aircraft Wing

Subj: AVIATION SUPPLY DEPARTMENT FY-XX INVENTORY SCHEDULE

Ref: (a) NAVSUP P-723
(b) NAVMC 4400.177_

1. IAW references (a) and (b) the following inventory schedule is provided for the following categories:

a. Category A: Unit Price greater than $1,000 and all Depot Level Repairables (DLRs), CIIC U (only), all other AVDLRs not CIIC U are CAT C.

(1) Unit Price greater than $1,000

WMD Date: Month Day Year
DSB Date: Month Day Year

(2) DLRs (MCCs): E, G, H, Q, and X.

WMD Date: Month Day Year
DSB Date: Month Day Year

b. Category B: All other materiel (CIICs): U

WMD Date: Month Day Year
DSB Date: Month Day Year

c. Category C: Controlled Inventory Items: All other CIICs other than U.

(1) Classified and Controlled Materiel:

WMD Date: Month Day Year
DSB Date: Month Day Year

(2) Flight Clothing Items

1st Qtr: Month Day Year
2nd Qtr: Month Day Year
3rd Qtr: Month Day Year
4th Qtr: Month Day Year

2. Residual NIINs must be inventoried by 30 Sep 20XX.

WMD Date: Month Day Year
DSB Date: Month Day Year

3. Point of contact at this command is I. M. Marine at Commercial: (XXX) XXX-XXXX or DSN: XXX-XXXX.

Aviation Supply Officer

Copy to:
XX MAW (ALD-C) Files

Figure 4-4.--Aviation Supply Department FY-XX Inventory Schedule.

5. Conduct Post LAP/Inventory Audits. Per references (k) and (m), the AB will submit post inventory audit results.

a. After completion of a schedule inventory, the AB will publish the post inventory audit results letter.

(1) Refer to reference (m) for inventory categories and accuracy requirements.

(2) After coordinating with WMD and DSB, AB will conduct the post inventory audit utilizing appendix G to verify inventory accuracy, once the audit is complete, AB will prepare and route the post inventory results to the AvnSupO.

(3) Once reviewed by the AvnSupO, AB will distribute a signed copy to WMD and DSB for filing purposes.

(4) The post inventory audit will be maintained by date inventory completed for the current and prior fiscal year.

6. Submit Inventory Accuracy Reports. Per reference (m), the AB will prepare and submit Inventory Accuracy Reports to the Wing Operations Section via the AvnSupO who is designated as the Appointing Authority

a. After completion of inventory accuracy reports, the AB will publish the inventory accuracy reporting documents.

(1) Refer to reference (m) for inventory categories and accuracy requirements.

(2) Upon completion of inventory accuracy verification per reference (m), the AB will consolidate the WMD and DSB (appendix N, figure N-18, N-29) inventory results with corrective action plan (as required). AB will utilize ADHOC utility to validate the number of records inventoried for the quarter, generate appendix A and appendix B, and submit to the AvnSupO for approval (figures 4-5 and 4-6).

(3) Once the AvnSupO approves the consolidated inventory accuracy reports, the AB will submit the Appendix A (INVENTORY ACCURACY REPORTING FORM), Appendix B (QUARTERLY CONTROLLED/CLASSIFIED INVENTORY ACCURACY FORM), the WMD/DSB inventory results (for the fiscal quarter) in accordance with Appendix N, and the raw data from ADHOC utility use. These requirements will be submitted to the Wing Operations Section within 10 business days after the end of the fiscal quarter (Oct, Jan, Apr, Jul).

(4) The Inventory Accuracy reports will be maintained by completed inventory date, for the current and prior fiscal year.

(5) Items which can be included in more than one category will be inventoried and reported in accordance with the criteria that requires the greater inventory frequency as outlined in reference (m).

NAVSUP P-723 REV 6

INVENTORY ACCURACY REPORTING FORM SAMPLE

SECTION 1

Command:

Quarter Ending:

Use additional pages as necessary.

Total number of pages:

ERP Plant Codes	Total # of Unique NIINs Sampled	Total Quantity Sampled	Total # of Unique NIIN Exceptions	Total Quantity by Exception	Category A or B (see Table 4.1)	Range Accuracy Rate %	Depth Accuracy Rate %

SECTION 2

Detail Corrective Action Plan in block below.

SECTION 3

Per the NAVSUP P-723 and NAVSUP guidelines, IAO asserts below that the inventory accuracy assessment herein is complete and fairly presented.

Printed Name, IAO:			
Signature, IAO:		Date:	

Submit completed form to NAVSUP Task Force Functional Mailbox at: NAVSUPlocp-p.wss.fct@us.navy

NOTE: Fillable form can be found on the NFOL.

NAVSUP 4550/1 5/22 PREVIOUS EDITIONS ARE OBSOLETE

SAMPLE

Figure 4-5.--Quarterly Controlled Inventory Reporting Form.

NAVSUP P-723 REV 6

QUARTERLY CONTROLLED/CLASSIFIED INVENTORY ACCURACY FORM SAMPLE

SECTION 1

Command:

Quarter Ending:

Use additional pages as necessary.
Total number of pages:

ERP Plant Codes	Total # of Unique NIINs Sampled	Total Quantity Sampled	Total # of Unique NIIN Exceptions	Total Quantity by Exception	Range Accuracy Rate %	Depth Accuracy Rate %

SECTION 2

Detail Corrective Action Plan in block below.

SECTION 3

Per the NAVSUP P-723 and NAVSUP guidelines, IAO asserts below that the inventory accuracy assessment herein is complete and fairly presented.

Printed Name, IAO:			
Signature, IAO:		Date:	

Submit completed form to NAVSUP Task Force Functional Mailbox at: NAVSUPocp-p.wss.fct@us.navy

NOTE: Fillable form can be found on the NFOL.

NAVSUP 4550/2 5/22 PREVIOUS EDITIONS ARE OBSOLETE

SAMPLE

Figure 4-6.--Quarterly Controlled Classified Inventory Accuracy Form.

7. Monitor Supply Management Goals. The AB will act as the central collection and submission point for all external reports as outlined in appendix AB and other TYCOM/WING orders.

a. Collect and submit the following external reports to the Wing Operations Section (WOS):

(1) External reports outlined in appendix AB.

(2) Other TYCOM/WING directed reports (e.g., Special Purpose Marine Air Ground Task Force (SPMAGTF) charts, Metrics data, AMHS Message(s) etc.).

b. Utilizing the reports collected and submitted to higher, SMD will review, monitor and advise the AvnSupO on external supply management goals as established by higher authority, and any internal goals directed by the AvnSupO. Reference (f) identifies performance areas to be charted. AB will also provide IMPR justifications, to the Wing Operations Section (WOS), for those performance areas that fall below established goals.

c. All external reports, to include Inventory Management Performance Report (IMPR) and justifications, will be maintained in date submitted sequence for the current and prior fiscal year. External reports may be maintained via an electronic copy via SharePoint or hard copy. The creation of back-ups for electronic files is critical to ensuring the continuity of historical data.

8. Maintain all External Audit reports. The AB will act as the central collection point for all External Audit reports and corrective action responses as required. This may include such things such as a Government Accounting Office (GAO) audit, Naval Audit Service, Financial Improvement, and Audit Readiness (FIAR), GCPC Audits, or Commander, Naval Air Forces (CNAF) Aviation Logistics Management Advisory Team (ALMAT) Audit. This file will contain the External Audit results and a copy of the letter(s) of corrective action submitted via WASMAT, to the auditing activity as a result of their findings as required by higher headquarters.

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

b. If corrective action letter is required by the auditing activity, the AB will compile all the corrective actions from the applicable divisions and create a consolidated letter of corrective action for the ASD to be submitted to the AvnSupO for comment and or action.

(1) Once corrective action plans are approved by the AvnSupO, the letter of corrective action will be submitted via WASMAT to the external auditing activity. The external auditing activity will set a submission date for these reports. A copy of this letter will be retained with the corresponding External Audit report.

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

c. The External Audit reports with the letter of corrective actions (as required) will be maintained by type of External Audit in date performed sequence for three fiscal years per reference (b).

9. Review All Change/Deviation Proposals to the ASDTP. AB will review all change recommendations and requests for deviation from the ASDTP and automated systems.

a. All proposed changes for the ASDTP, will be forwarded to the AvnSupO with a cause-and-effect statement.

(1) If endorsed by the AvnSupO, change requests will be submitted to the Wing, via the chain of command for approval, as outlined in appendix F.

(2) Change recommendations will be maintained in division sequence by date submitted sequence until the corrections or changes have been incorporated into to ASDTP.

b. All proposed deviations to the ASDTP, will be forwarded to the AvnSupO with cause-and-effect statement.

(1) If endorsed by the AvnSupO, deviations will be submitted to the appropriate MAW for approval as outlined in appendix F.

(2) Deviations will be maintained in division sequence by date submitted. The deviation will remain on file until no longer applicable.

10. Establish and Maintain the ASD Technical Training Program. The AB will ensure training within the department is conducted at a minimum of one time per month. The training requirement can be satisfied utilizing the methods noted within appendix I and will be documented using the OJT feature within ASM. the quarterly formal OJT training schedule and quarterly OJT summary report will be retained for current and 3 prior quarters. The AB will publish a quarterly formal OJT training schedule based on division input. The AB will coordinate with Division OIC/SNCOIC to ensure only Officers/SNCOs and marines with a corresponding task sign off conduct the training. The SMD OIC will approve the schedule, and it is the Division OIC's/SNCOIC's responsibility to ensure formal OJT complies with the guidelines in appendix I.

a. Division. Division formal OJT will be conducted one time per month by an Officer/SNCO or Marine who has a corresponding T&R task signed off for the training topic. Division leadership may also choose aviation logistic topics relating to the division, to include negative trends identified by internal audits/assists, and T&R tasks. All frequency and retention requirements can be found in appendix I.

(1) A monthly OJT Summary report will be included in the T&R Summary report to show Marines that have had no T&R progression and no OJT for the month (figure 4-9)

b. Monitoring of Technical Training. All OJT must be conducted through presentation, practical application, or over-the-shoulder. AB will coordinate to schedule and monitor at least one formal OJT class per month and provide a written critique (figure 4- 7) to the AvnSupChf, AvnSupO, and Division Leadership via the SMD OIC.

From: SMD
To: Aviation Supply Officer

Subj: TECHNICAL TRAINING CRITIQUE SHEET

Ref: (a) Technical Training Class of _____.

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

	YES	NO
a. Was class informative?	___	___
b. Did the instructor hold the students' attention?	___	___
c. Were instructional aids adequate?	___	___
d. Did the instructor achieve his stated learning Objective?	___	___
e. Did the instructor involve the class in the presentation of subject matter?	___	___

Comments:
_____
_____
_____

_____
(SIGNATURE)

Copy to:
Appropriate Division

Figure 4-7.--Sample Technical Training Critique Sheet.

11. Monitor Advanced Skills Management (ASM) accounts for all ASD personnel. The AB SNCOIC will be assigned as the Primary Fleet Administrator (FA). For FA roles and responsibilities refer to appendix I.

a. The FA will assist ASD personnel with ASM related functions.

b. The FA will ensure Marines have accounts and are transferred to their respective MALS upon check in/check out.

c. The AB will submit a monthly report (figure 4-9) to the AvnSupO/AvnSupChf. The report will be maintained in division sequence for current and prior month and will contain the following:

(1) ASD personnel without ASM accounts or inactive accounts.

(2) ASD personnel without T&R progression for 30 days or more.

NOTE: After forwarded to the AvnSupO/AvnSupChf for review, report will be forwarded to the Wing.

From: Supply Management Division
To: Aviation Supply Officer

Subj: MONTHLY ADVANCED SKILLS MANAGEMENT REPORT

Ref: (a) NAVMC 4400.177C

1. In accordance with the reference, the following Advanced Skills Management Report is submitted:

Personnel without ASM accounts or with inactive accounts:

RANK	NAME	DIVISION

2. Personnel without T&R progression and OJT for 30 days or more:

RANK	NAME	DIVISION

_____
(SIGNATURE)

Figure 4-8.--Sample Monthly Advanced Skills Management Report.

12. Produce the LMC and the ARRC Letter. Quarterly, AB will initiate, coordinate and be responsible for dispersing a copy of the LMC and ARRC letter of authorization with corresponding list from R-Supply to be reviewed for accuracy by WCB and TRS and updated as necessary.

a. The source for obtaining LMC/ARRCs will be the SAAB via the Validation Tables in R-Supply, R-Supply>Site>Validation Tables>LMC/ARRC.

b. The AB will forward the LMC/ARRC list and SAMMA/SAL Part 5, to WCB and TRS to validate the LMC/ARRCs are still required.

c. The AB will review inputs and forward the letter to the AvnSupO for approval and signature.

d. Once authorized, the AB will coordinate with the SAAB for any applicable changes.

13. Financial Liability Survey Audit (FLSA). Prior to EOM closeout, the AB will conduct the FLSA, utilizing appendix G of this Manual, Gain/Loss/Survey Listing, and SQL (on figure 4-10). For monthly validation purposes, AB will use the current month's transactions. If a transaction which meets the criteria for survey is discovered, without a survey on file, the appropriate division will be contacted for correction prior to EOM closeout. FLSA retention is 12 months.

a. Refer to appendix N for Risk Categories.

b. Refer to figure 4-9 for Lost in Shipments expenditure/transaction codes.

NOTE: Change your date criteria (Quarterly Internal Audit vs EOM).

```
    ************************************************************************
    THIS SQL RUNS ALL INVENTORY ADJUSTMENTS BASED ON EXPENDITURE CODES
    SEE BELOW SQL FOR FURTHER EXPLANATION v.1
    ************************************************************************
    SELECT
       CASE
            WHEN inv_expenditure.xpndtr_cd = 'A' THEN 'LBI Inv Adj'
            WHEN inv_expenditure.xpndtr_cd = 'D' THEN 'LBS Inv Adj (Lost, Damaged,
Stolen)'
            WHEN inv_expenditure.xpndtr_cd = 'H' THEN 'LBI Unfit for Issue (Unit)'
            WHEN inv_expenditure.xpndtr_cd = 'K' THEN 'LBS Nalc Survey (Major
Disaster)'
            WHEN inv_expenditure.xpndtr_cd = 'N' THEN 'GBI Inv Adj'
            WHEN inv_expenditure.xpndtr_cd = 'O' THEN 'Offload'
            WHEN inv_expenditure.xpndtr_cd = 'P' THEN 'LBS Nalc Survey (Lost,
Damaged,
            Stolen)'
            WHEN inv_expenditure.xpndtr_cd = 'X' THEN 'LBS Inv Adj (Major Accident)'
            WHEN inv_expenditure.xpndtr_cd = 'Y' THEN 'LBS Receipt (LIS)'
            WHEN inv_expenditure.xpndtr_cd = 'Z' THEN 'GBS Receipt (GIS)'
            ELSE NULL
       END 'Adjustments',
      inv_expenditure.trans_dt,
      inv_expenditure.doc_id,
      inv_expenditure.xpndtr_cd,
      inv_expenditure.rvrsl_ind,
      CONVERT(char(10),inv_expenditure.rvrsl_dt,101) as rvrsl_date,
    RIGHT(DATENAME(YY,inv_expenditure.doc_dt),1)+RIGHT(STR(1000+DATEPART(DY,inv_expe
nditure.doc_dt)),3) + inv_expenditure.dsn as ddsn,
      inv_expenditure.cog,
      inv_expenditure.fsc,
      inv_expenditure.niin,
      item.security_code as ciic,
      inv_expenditure.adv_cd,
      inv_expenditure.ui,
      inv_expenditure.qty,
      inv_expenditure.up,
      inv_expenditure.mony_val,
      inv_expenditure.suprt_pkg_serno,
      inv_expenditure.loc,
      inv_expenditure.fc,
      inv_expenditure.org_cd,
      inv_expenditure.expndtr_org_cd,
      inv_expenditure.expndtr_doc_dt,
      inv_expenditure.expndtr_dsn
    FROM
      inv_expenditure LEFT JOIN item
      ON inv_expenditure.niin = item.niin
    WHERE
      inv_expenditure.xpndtr_cd in ('A','D','H','K','N','P','X','Y','Z')
      AND inv_expenditure.trans_dt >=  '05/01/2021'
      AND inv_expenditure.trans_dt <=  '10/19/2021'
    ************************
    *EXPENDITURE INDICATORS*
    ************************
    Exp Ind DI Type Origin
```

```
A X13 LBI Inv Adj (LBI)
D X43 LBS Inv Adj (Lost, Damaged, Stolen)
H X13 LBI Unfit for issue (Unit)
K X43 LBS NALC Survey (Major Disaster)
N X13 GBI Inv Adj (GBI)
O OFF N/A Offload
P X43 LBS NALC Survey (Lost, Damaged, Stolen)
X X43 LBS Inv Adj (Major Disaster)
Y X13 LBS Receipt (Loss in shipment)
Z X13 GBS Receipt (Gain in shipment)
**************************
*TRANSACTION LEDGER CODES*
**************************
Code Process Action
SHG Inventory Adjustments Loss by Inventory
SHH Inventory Adjustments Loss by Inventory (Reversal)
SHI Inventory Adjustments Gain by Inventory
SHJ Inventory Adjustments Gain by Inventory (Reversal)
SQA Inventory Adjustments Survey - Location Change
SQB Inventory Adjustments Survey - Loss
SQC Inventory Adjustments Survey - Loss (Reversal)
SQF Inventory Adjustments Survey - Major Disaster
SQE Inventory Adjustments Survey - Major Disaster (Reversal)
SZU Inventory Adjustments Location Add
SZV Inventory Adjustments Location Delete
SZW Inventory Adjustments Location O/H Change
SAD Inventory Posting Loss by Inventory
SAR Inventory Posting Internal Audit - Loss
SAS Inventory Posting Internal Audit - Gain
SHE Inventory Posting Gain by Inventory
SHP Inventory Posting Location O/H Change
SHQ Inventory Posting Location Delete
SHR Inventory Posting Location Add
SZC Maintain Strm Location O/H Change
SZD Maintain Strm Location Delete
SZE Maintain Strm Location Add
```

Figure 4-9.--FLSA Inventory Adjustments (based on Expenditure Codes).

14. Maintain a Master Directive File. The AB will distribute copies of correspondence, directives, manuals, and applicable changes to appropriate divisions.

a. Appendix AF lists publications, orders, and instructions pertinent to the operation/management of the ASD, and web sites addresses for obtaining these documents.

b. AB will maintain an active DOD SharePoint account to the Marine Aviation Supply DOD SharePoint website: https://usmc.SharePoint-mil.us/teams/Aviation375/Supply

This website contains the following items for retrieval (as required):

(1) Aviation Supply Publications

(2) Aviation Supply Deviations

(3) Aviation Supply Corrections

(4) Aviation Supply Changes

15. Initiate the MRC for applicable LOEs.

a. Physical Inventory LOE. The AB SNCOIC will initiate the two (2) monthly Physical Inventory LOEs in accordance with reference (m). If a sample has failed the review, the discrepancy found, and the corrective action taken will be annotated on the MRC workbook.

(1) Physical Inventory (PHY) LOE. The First-Line Supervisor will sample twenty (20) of the prior month's physical inventory records. The First-Line Supervisor will ensure separation of key duties and were performed within the required timelines. Once the MRC is initiated and all KSDs have been gathered and reviewed, the entire MRC packet will be forwarded to the SMD OIC/SNCOIC for review, signature, and retention.

(2) Inventory Adjustments (Adj) LOE. The First-Line Supervisor will sample twenty (20) of the prior month's inventory adjustments. The First-Line Supervisor will ensure separation of key duties and were performed within the required timelines. Once the MRC is initiated and all KSDs have been gathered and reviewed, the entire MRC packet will be forwarded to the SMD OIC/SNCOIC for review, signature, and retention.

b. NALCOMIS/R-Supply Force Reconciliation Report. The AB SNCOIC will initiate the monthly NALCOMIS/R-Supply Force Reconciliation Report (NAL)LOE in accordance with reference (m). The First-Line Supervisor will ensure separation of key duties, shows accurate annotations, and were performed within the required timeline. If a sample has failed the review, the discrepancy found, and the corrective action taken will be annotated on the MRC workbook. Once the MRC is initiated and all KSDs have been gathered and reviewed, the entire MRC packet will be forwarded to the SMD OIC/SNCOIC for review, signature, and retention.

16. MOP Dashboard Submission. Monthly, AB will collect all MRC results and submit the results into the MOP Dashboard by the 15th of every month or next business day.

Reports and files Required for Performance of Duties, AB			
Report name	Frequency	Retention	Reference
1. Wing Functional Area Inspection/Assist Reports	As Required	3 Fiscal Years	4101.1
2. Internal Audit/Assist Schedule	Quarterly	Current & Prior Fiscal Year	4101.2
3. Internal Audit/Assist Reports	Quarterly	Current & Prior Fiscal Year	4101.3
4. Publish Inventory Schedule	Annually	Current & Prior Fiscal Year	4101.4
5. Post LAP/Inventory Audits	As Required	Current & Prior Fiscal Year	4101.5
6. Inventory Accuracy Reports	Quarterly	Current & Prior Fiscal Year	4101.6
7. External Reports	As Required	Current & Prior Fiscal Year	4101.7 & appendix AB

8. External Audit Reports	As Required	Current & Two Prior Fiscal Years	4101.8
9. Desktop Change Recommendation/Deviation Requests	As Required	Until Incorporated into ASDTP	4101.9 & appendix F
10. Monthly Technical Training Report	Quarterly	Current & 3 Prior Quarters	4101.10
11. ASM Reports	Monthly	Current & Prior	4101.11
12. LMC/ARRC Letter	Quarterly	Current & Prior	4101.12
13. Financial Liability Survey Audit (FLSA)	Monthly	12 Months	4101.13
14. MRC for Applicable LOEs	As Required	10 Years	4101.15

Table 4-1.--Reports Required for Performance of Duties, AB

CHAPTER 4

SUPPLY MANAGEMENT DIVISION (SMD)

SECTION 2: DEPLOYED SUPPORT BRANCH (DSB)

4200. General

1. Responsibilities. DSB is responsible for validating and managing Marine Aviation Logistics Support Package (MALSP) allowance and monitoring local support packages. Refer to reference (g) for general MALSP information. DSB will coordinate with the (WAS) for the establishment and loading of FSA and local support package allowances.

2. Duties

a. DSB will perform the following duties. A list of reports required to perform these duties is contained in table 4-2:

(1) Ensure Fly-In Support Allowances (FSA) are properly identified/managed in R-Supply/NALCOMIS.

(2) Ensure FSA is maintained in a ready-to-deploy, RFI condition.

(3) Identify and validate FSA deficiencies.

(4) Maintain established goals for FSA Inventory/Location validity.

(5) Receive and review Logistics Support Requests (LSRs).

(6) Maintain Deployed/Exercise Support Package Files.

(7) Coordinate Allowance Change Requests (ACR).

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

(9) Establish and implement a management program for Global Communication System (GCS) testing and reporting.

(10) Review the Stock Control Review Listing (SCRL).

4201. Procedures

1. Ensure Support Package Allowances are properly identified in R-Supply/NALCOMIS. Utilizing reference (g), the DSB will:

a. Identify proper MALSP building blocks.

b. Ensure all packages resident in R-Supply/NALCOMIS adhere to the building block criteria. Validation tables (R-Supply: Support Package Serials and NALCOMIS: Support Packages) will be retrieved by the SAA. The validation will be considered complete when the support package serial numbers match between both systems.

c. The MALS SMD will coordinate with the WAS on any MALSP transfers to ensure allowances are properly loaded. Procedures on how to conduct a MALSP transfer can be found in the Aviation Supply SharePoint.

2. Ensure FSA is maintained in a Ready-to-deploy, RFI condition

a. FSA Management Requirement. DSB is responsible for managing and maintaining each FSA in a deployment ready condition. Until activated in support of a contingency operation, an FSA is protected stock materiel under the cognizance of the MALS AvnSupO and assets will only be removed to rotate stock. Additionally, FSAs will not be used as "pack-ups" to support garrison squadron deployments, training exercises, or Weapon Tactics Instructor classes without the approval of appropriate Marine Forces Command.

(1) FSA assets will not be removed to fill materiel requirements in support of garrison operations without the written approval of the appropriate Wing Commander. FSA assets will require Wing approval when term payback is greater than seven days. FSA assets may be approved for removal by the AvnSupO when a near term payback (less than 7 days) has been identified. Appropriate approval paperwork (either from the Wing ALD-C or Wing AvnSupO) will be maintained until there is no longer a deficiency in the FSA. Requests must meet the following criteria:

(a) Single NMCS or PMCS requirement that impedes mission requirements.

(b) Squadron must be below established T/M/S readiness goal or in direct support of a high priority mission. Refer to perspective MAG/MAW's established goals.

(c) Cannibalization is NOT an option. Cannibalization options must be exhausted (not merely 'not recommended').

(2) DSB will establish a secured and controlled access area for storage of materiel separate from storage areas used for normal Supply Officer's stock. Each asset will be stowed in accordance with paragraph 2301.7b and segregated by their standard support package serial number for ease of deployment. Regardless of storage location an FSA must be deployable within 48 hours.

(3) DSB will ensure all repairable assets are maintained in a RFI condition. This will be accomplished as follows:

(a) On an annual basis and in conjunction with a LAP, all repairable assets must be screened for an RFI date older than 36 Months. When a repairable asset has an RFI date older than 36 Months, DSB will coordinate with WCB and AMSU for the induction of the FSA asset(s) into the local IMA in accordance with procedures in paragraph 2401.25d(2) or obtain the next available RFI asset. This screening process will only be conducted once annually and does not require additional screening in between annual periods.

1. DSB will verify the Source Maintenance and Recoverability (SM&R) Code (See appendix A or reference (x)). If the SM&R Code's 4th position indicates a "G"/"H" (IMA repair), "O" (Organizational level repair) or "D" (Depot repair) and the local IMA has "X1" repair capability and no

available shelf stock; then DSB will perform a visual inspection of the materiel based on the following conditions:

a. If no damage to the materiel and/or manufacture packaging is evident, the materiel has a serviceable RFI tag/paperwork, and SRC/EHR cards (as required); the materiel will be deemed RFI and the materiel will be annotated with the inspector's name, date reviewed and the phrase "Not available for rotation." These items will remain in the FSA until the next annual inspection.

b. If the materiel is missing an RFI tag or the component appears damaged, the materiel will be removed from the FSA and inducted into the IMA for BCM-1 disposition in accordance with paragraph 2401.25d(2).

c. Items having exceeded or will exceed the 36-month rotation cycle, where WMD does not have available assets for rotation, will require an annotation to the stow tag. The annotations will consist of the inspector's name, date reviewed and the phrase "Not available for rotation." These items will remain in the FSA until the next annual inspection.

2. In the event an FSA asset has a RFI date older than 36 months, Supply Officer's stock is not available to be rotated, and the asset has C1 or C3 repair capability it will be inducted into the IMA on a discrepancy MAF to be tested, repaired, or BCM'd.

a. DSB will process a pack-up return (X24) in R-Supply to move the quantity from the FSA to location O/H quantity. In NALCOMIS, the 'Suspense New' function will be used to move the component from RFI to Suspense; ensuring 'XFER to Susp for Work Request' is selected. The actual serial number of the component must be used. This will move the component to Suspense with an "MA" management code. Ensure asset is turned over to DIFM for AMSU induction and transfer of accountability is documented as applicable. AMSU will then create a manual AMSU Turn-in in NALCOMIS. The Type MAF Code must be a "D", the TEC must end with a nine (verify ICRL TEC exists or is added by the IMA ICRL Manager); the serial number must match the Suspense Summary Screen provided by DSB and the Turn-in DDSN must be left blank. The MAF must state "FSA ASSET RETURN TO FSA" and request a Work Priority of one. All other information will be filled in by AMSU. Once the item has been inducted, it will move from the suspense to DIFM in NALCOMIS.

b. All FSA repairable assets that complete the IMA repair cycle will be returned to DSB. Returns from the IMA are processed in NALCOMIS through the Completed Repair Action Mailbox using the Repair MCN of the returned component. DSB will coordinate with WCB for the clearing of FSA assets from the Completed Repair Action Mailbox. Ensure the RFI/BCM Tag, MAF, any logs and records (Equipment History Record (EHR)/Scheduled Removal Component (SRC) Card, etc.) and materiel reflect the same part number and serial number information on the Completed Repair Action Mailbox.

c. If the component is RFI, DSB will process a Pack-up Return (X24) in R-Supply, and the component will be placed back into the FSA.

d. If the component is BCM, DSB will coordinate with WCB to process the NRFI from the Completed Repair Action Mailbox. When processed from the Completed Repair Action Mailbox, NALCOMIS will create interface records to go to R-Supply. A 1700 series stock replenishment A0_requisition

will also be created in this process. The BCM component along with the BC1 DD Form 1348-1/1A shipping document will be forwarded to SSB pending eRMS processing. DSB will ensure to assign a 'ZB9' project code to the requisition to fill the deficiency.

e. If a Supply Officer asset becomes available before the repair cycle has been completed; DSB will coordinate with WCB to pull the asset from the shelf to fill the deficiency and return the DIFM component to WCB once the repair process is completed.

(b) DSB will inspect all shipping containers to ensure the integrity of the container is maintained. Any shipping container which is damaged or fails to meet the required packaging standards per reference (p) will be repaired or replaced.

(4) DSB will ensure that all Shelf-Life materiel is screened quarterly utilizing the Shelf-Life Review Program (appendix Q). Any assets that are expired or will expire prior to the next review will be rotated with AvnSupO's stock on a one-for-one basis and in coordination with WCB. If this cannot be accomplished for any reason, DSB will remove the expired shelf-life materiel from the FSA and turn the materiel over to WCB. If WMD has no stock available, DSB will submit an AM_ document identifier to modify a stock replenishment with a ZB9 Project Code. Additionally, DSB will screen the monthly Change Notice Storeroom Action Listing for any changes and ensure that appropriate action is taken in accordance with appendix B as applicable.

(5) FSA on-hand quantities will be maintained at 100% of the allowance. Deficiencies to the RO will be reflected in normal stock, not as deficiencies to the FSA. If the FSA total allowance quantity cannot be filled due to lack of shelf stock within WMD, DSB will ensure a stock requisition is identified to track the FSA deficiency, utilizing ZB9 project code.

(6) When materiel is relocated from Supply Officer's Stock and placed in the FSA, DSB will update support package quantities in R-Supply. Utilize R-Supply menu options INV – Maintain Support Packages to add, change and/or delete support package records. Additionally, DSB will verify and ensure repairable FSA support package quantities interface and update NALCOMIS table(s) accordingly by working the R-Supply/NALCOMIS Recon in accordance with appendix L. Report will be worked monthly; retention is current and prior.

3. Identify and validate FSA deficiencies. At a minimum weekly, but recommended daily, DSB will identify and validate all FSA deficiencies IAW appendix G. Each record on the report will be annotated with assigned requisitions, MCN or action taken. DSB will use R-Supply>Inv>Management>Inventory Reports>Support Package Reports>Specify: Parent Serial and Deficiencies. DSB will coordinate action being taken with WCB before the removal of any materiel from stock. Retention of the report is current and prior.

a. If no stock materiel is available to fill FSA deficiencies, DSB will ensure available stock requisitions are modified citing Project Code ZB9. If no stock requisitions are currently on order for the FSA deficiency, DSB will coordinate with WCB to ensure a stock buy is initiated to submit AM_ document identifier and modify the stock requisition with a ZB9 Project Code.

b. The following circumstances are possible causes of deficiencies without dues, requiring corrective action:

(1) Requisition Cancelled. Requisitions may be cancelled for many reasons; however, repairable are most frequently cancelled because the NSN has become obsolete or the requisitioner has submitted a requisition exceeding the authorized allowance reflected on the Inventory Control Point's (ICP) records. Additionally, users sometimes erroneously cancel requisitions internally as a result of the local requisition validation process. These conditions require different courses of action for correction refer to appendix K for proper follow up and/or corrective action.

(2) Obsolete NSN. If the ICP has determined the NSN is obsolete, research must be conducted to identify the replacement NSN (if one exists). If a new NSN is identified, determine if it is stocked in the FSA. If the new NSN is carried in the FSA, ensure a prime/substitute relationship, or 'supersede' action is processed on the R-Supply Stock Item Table by WCB and/or TRS. If the relationship has been established, determine if a deficiency still exists and coordinate with WCB to reorder for stock. An ACR (for a repairable asset) or email request (for consumable assets) will be submitted (via the WAS) to delete the allowance for the obsolete NSN.

(3) Excessive Quantity Ordered. If the ICP determines the quantity ordered exceeds the allowance reflected on their records, they will cancel all requisitions received in excess of allowances for the NSN (see appendix K for common rejection codes). In this instance, review local records to ensure the local allowance corresponds with the NAVSUP WSS Database (via the WAS). If the allowances are the same, review the ICP database to determine if they reflect outstanding stock requisitions which are not on the R-Supply Requisition Table. If this is the case, coordinate with WCB for further action. In the event the allowances are not the same, review the AVCAL/COSAL Product received from WAS to identify the negotiated allowance. Coordinate with WAS to determine if an ACR has been submitted and subsequently approved without the ICP updating their records. Additionally, check to see if the item is an AT Code 3 allowance with the difference being caused by the COSAL allowance. If the allowance reflected on R-Supply COSAL Table differs from the negotiated allowance, coordinate with WAS to correct. If it is the same as the negotiated allowance, coordinate with WAS to contact the inventory manager and determine the reason for the change and initiate the appropriate action required as a result of this contact. For minimum order materiel cancellations (C8) coordinate with WCB to ensure stock reorder is submitted with appropriate quantity.

c. Initial Issue. In case of an approved allowance increase by NAVSUP WSS, an initial-issue requisition will be generated by WAS.

d. Issue from FSA Stock. Upon receiving approval of FSA pull request or when directed by COMNAVAIRFOR (N416), DSB will issue the asset as detailed below.

(1) Locally Supported Unit. DSB will either:

(a) DTO Off-station. OMD or DSB will ensure the BuNo number is updated against the outstanding DTO NMCS/PMCS requirement to reflect offline

Payback to DSB BuNo 111111 per table 3-3) and update to Supply's Organization (ORG) Code.

1. DSB will run the offline report weekly and ensure appropriate action is taken and report is annotated in accordance with Appendix K. Retention of the offline report will be current and prior.

2. Upon receipt of the materiel, WRB will conduct change of custody with DSB. DSB will ensure the asset is expeditiously returned to the FSA. It's highly recommended that DSB keep a log of associated FSA paybacks and track them as they are received by WRB.

(b) EXREP. Return the support package quantity to the shelf and coordinate with WMD to ensure the Issue Select is processed in NALCOMIS. Upon receipt of the RFI asset in WMD, the quantity will be returned from a DIFM status, and the materiel will be delivered to DSB. DSB will ensure the asset is expeditiously returned to the FSA.

NOTE: If an EXREP action exists, do not change the BuNo and ORG code, attempting to clear out of the CRA will cause a processing error. The above action will have to be accomplished manually.

(c) Non-supported Unit [excluding COMNAVAIRFOR (N416)]. When COMNAVAIRFOR (N416) directs the appropriate MAW AC/S ALD to issue an asset from the FSA, DSB will issue the asset against the non-supported unit's outstanding DTO requirement (via A4A Referral process) and coordinate with SSB to ensure the asset is packaged in accordance with reference (p) and shipped via fastest traceable means. DSB will coordinate with WCB to initiate an FSA stock replenishment citing Project Code ZB9 or DSB will submit an AM_ document identifier to modify a stock replenishment with a ZB9 Project Code. Upon receipt of the materiel, WRB will conduct change of custody with DSB. DSB will ensure the asset is expeditiously returned to the FSA.

e. BCM of FSA Stock. When an FSA asset has been inducted and subsequently BCM'd by the IMA, DSB will coordinate with WCB of action taken, and the document number generated for the FSA stock replenishment or perform query validation.

(1) Referred Documents. DSB will input an AM_ requisition modifier to update the R-Supply Requisition File Project Code to ZB9. Use menu options Log>Status>Supply and select the Outgoing Status Option. Enter the document number and then select Doc ID AM_. Users will then change the Project Code Field to ZB9 and click the Apply Icon.

(2) Non-Referred Documents. DSB will notify the SAA to change the Project Code to ZB9 prior to transmittal into the system. DSB will then input an AM_ as stated above, then load incoming status of BK with a Project Code of ZB9 into R-Supply to change the A0_ to reflect the change. The AM_ should be removed from the outgoing status file by the SAA.

f. Follow-up on Deficiencies. Weekly, DSB will monitor and submit proper follow-ups per appendix K. The listing will be legibly print, signed, and dated by the person conducting the review.

g. External Materiel Obligation Validations (MOVs). To validate requisitions on their backorder files, ICPs generate MOV requests. The ICP provides each customer with a Document Identifier AN1 Record for each

requisition. AN1s are received through One Touch and batched by UIC. Quarterly, DSB will receive from the SAA a copy of the AP_ Responses for validation. The AP_ Responses will be returned within ten (10) working days from receipt. DSB will respond to all stock requisitions with a ZB9 project code. DSB is also required to work the post MOV and take action on ZB9 requisitions that appear on this report. Records appearing on the post MOV will be worked in accordance appendix K. MOV will be conducted in accordance with appendix E. DSB is required to retain current and prior quarterly reports for the MOV and post MOV.

h. Deploying the FSA. DSB will act as the ASD Coordinator when the need arises to deploy an FSA. Permission from respective MARFOR, via Wing ALD-C, must be granted prior to FSA deployment.

(1) DSB will assist the designated representative (E5 and above) with inventorying the FSA to ensure all assets are provided, in accordance with reference (m).

(2) Deploying FSA. The Support Package Listing (with 'Deficiencies' specified, will be used to screen all Supply Officer's Assets in an effort to fully stock the FSA. If assets are not available to fully stock the FSA, DSB will coordinate with appropriate activities (e.g., DLA/NAVSUP, MARFOR, CNAL, etc.) to expedite.

(3) DSB will ensure R-Supply/NALCOMIS Support Package Records reflect the actual quantities deployed. After obtaining a custody signature from the designated representative (E5 or above), DSB will retain the original print, signed, and dated copy on file for the life of the PUK in deployed status.

4. Maintain established goals for FSA Inventory/Location Validity

a. General. The required inventory/location validity category A is 99%, category B 98%, category C 100%, and classified 100%. To ensure these levels of validity are maintained, AB will conduct FSA inventory and location validity samples at least quarterly as described in appendix G. Whenever either sample results in validity less than required, a complete FSA Location Reconciliation and Physical Inventory will be conducted within 30 days.

b. Location Audit Program (LAP). A LAP is the process of reconciling actual locations of materiel with those reflected in R-Supply. LAPs for materiel will be conducted at annually and in conjunction with a scheduled inventory. DSB is responsible for coordinating all LAPs of materiel in the FSA. Procedures for conducting a LAP are contained in appendix M. A LAP will be completed no more than five days prior to the physical count in accordance with reference (m).

c. Scheduled Inventories

(1) Scheduled inventory requirements for all materiel categories are described in reference (m). In addition, DSB will inventory all FSA packages on an annual basis, utilizing criteria set forth in appendix N and G audit for inventories.

(2) Inventory results will be generated and submitted to the AvnSupO via OIC/SNCOIC in accordance with appendix N upon review from AvnSupO ensure a copy of the Inventory Report Letter is provided to AB.

(3) Inventory files will be retained for ten (10) years in accordance with reference (m), and (z).

NOTE: Fillable FSA inventory POA&M and inventory results letter can be found in https://usmc.sharepoint-mil.us/teams/Aviation375/Supply/INVENTORY%20MANAGEMENT/Forms/AllItems.aspx

5. Receive Logistics Support Requests (LSRs). Upon the receipt of an LSR, DSB will validate materiel requirements, develop local support packages, and coordinate the staging of materiel with WCB. For detailed procedures, refer to appendix AA.

a. Receive LSRs. DSB will be the entry point of all LSRs and pack-up requests. They will receive pack-up requests detailing dates of deployment and numbers of aircraft from the MALS Operations and/or S-4 Office. Communication will be maintained for improved deployment support.

b. Develop Local Support Packages and coordinate the staging of materiel with WMD

(1) DSB is responsible for maintaining allowances of new or existing local support package allowances based upon the T/M/S, number of aircraft involved, location, duration, etc.

(a) When establishing new local support packages, DSB will assign a six position Local Support Package (LSP) serial number per reference (g). The first position of the LSP serial number must begin with letter "L" (i.e., LWTI01).

(b) DSB will establish LSP allowances for each applicable NIIN in R-Supply.

(2) DSB will produce R-Supply consumable and repairable support package listings and forward to WSB to have the materiel pulled from stock. After support package materiel has been staged, WCB will update the support package on-hand quantities in R-Supply. WCB will request a support package listing in NALCOMIS to ensure all repairable support package quantities entered interface to NALCOMIS.

(3) When WCB completes the data entry process, DSB will produce new R-Supply Support Package Listings with on-hand quantities. DSB will conduct a 100% repairable inventory validation and a 30% consumable inventory validation with WCB. If a discrepancy is found in the 30% inventory, 100% inventory will be conducted.

(4) Once inventory validation is complete, DSB will produce the R-Supply Support Package Listings. The listing will be signed by the deployment designated representative (E5 and above), and a designated representative from DSB and WCB. Three copies will be produced; the original signed copy will be retained by DSB. The second copy will be provided to the deployment RO or designated representative (E5 and above), and the third copy will be provided to WCB in accordance with appendix AA and reference (m).

6. Maintain Deployed/Exercise Support Package Files. DSB will maintain Local Support Package Files:

a. Current Support Package File. The DSB will maintain a file of support package listings for all support packages currently in process of being pulled, already on deployment, or with an on-hand quantity (due to further causative research post deployment).

b. Completed Support Package File. The DB will maintain a file of Support Package Listings for returned support packages. X24s will be processed, and materiel physically returned to location within five days. Once all X24Rs have been processed, a completed Support Package Listing with zero on had quantities will be generated and filed. Deployed database files (e.g., materiel control registers or Expeditionary Pack-Up Kit (EPUK) database files), and the demand history analysis used to determine possible adjustments will be maintained with the completed Support Package Listing until the next iteration from the support package's return date.

c. DSB will conduct a demand history analysis for each T/M/S prior to and after all exercises. DSB will use the Materiel Control Register/EPUK data as well as demand analysis tools [i.e., Support Package Establishment Analysis Database (SPEAD)] to review all NIS/NC demands received during the deployment to determine possible adjustments to package allowances for future deployments. This analysis will also be conducted monthly for those operational deployments that last more than 30 days, (i.e., SPMAGTF). DSB will identify any Pack-up adds/deletes and coordinate with the det site to ensure the inventory is refreshed. For enduring requirements (over 30 days), package effectiveness and other data points will be collected and provided to the WOS via the AvnSupO/AvnSupChf as requested.

NOTE: Upon return of each package, DSB will provide the WAS with an electronic copy of all requirements for validation and review. The WAS will conduct the appropriate allowance adjustments required.

d. For those operational deployments lasting more than one year, DSB will conduct a support package inventory reconciliation with the deployed site annually.

(1) DSB will produce the R-Supply Support Package Listing and provide it to the deployed site. The deployed site will conduct an inventory of the deployed support package and return it to the DSB. Once received, DSB will validate the inventory, conduct causative research, and correct any inventory discrepancies as required per reference (m). All hard or soft copies of completed and signed count sheets, including annotation of correct counts and gain/loss updates shall be physically or electronically filed by DSB and retained for ten (10) years as cited in reference (z).

(2) Upon completion of paragraph 4201.6.d.1, DSB will produce a new R-Supply Support Package Listing, provide copies to the deployed site and WCB. DSB will ensure they receive a signature or electronic receipt acknowledgement from the deployed site and WCB.

7. Coordinate Repairable FSA Allowance Change Requests (ACR). The WAS will submit all ACRs and provide the SMD info copy of both the ACR and any responses received. The DSB will coordinate with respective WAS for recommended repairable FSA allowance changes as well as validating ACR responses and interim allowance changes are received and processed.

8. Maintain up-to-date publications for use during deployed operation(s). Appendix AA delineates publications required on deployment. DSB will maintain sufficient copies of all publications (electronic or hard copy) listed in appendix AA. These publications will be kept current and provided to the designated representative (E5 and above) prior to every deployment.

9. Establish and implement a management program for GCS testing reporting. DSB will establish and implement a quarterly management program for GCS testing and reporting the condition of all GCS equipment to include the GCS in the EPUK suites.

a. Quarterly Testing of each asset

(1) Set up the GCS properly.

(2) Conduct voice test and check.

(3) Conduct data test by connecting a deployable computer to validate internet connectivity.

b. Reporting. Submit a quarterly GCS Status/Subscriber Identification Module (SIM) Card Inventory Report (figure 4-11) to the WOS by E-Mail, providing the condition (e.g., Active, inactive, RFI, NON-RFI, IW, and AWP) of all GCS equipment maintained by the ASD. For GCS equipment deemed NRFI, submit a brief status update on the Quarterly GCS Status/SIM Card Inventory Report on when the asset will be RFI.

From: Supply Management Division, Marine Aviation Logistics Squadron XX
To: Xd Marine Aircraft Wing, Aviation Logistics Department Supply

Subj: FY-XX XX QUARTER GLOBAL COMMUNICATION SYSTEM (GCS) AND SIM CARD INVENTORY/STATUS REPORT

Ref: (a) NAVMC 4400.177C, PARA 4201.9

1. In accordance with reference (a), the following is provided concerning the condition of all GCS gear on hand:

NOMENCLATURE	S/N	CONDITION	TEST DATE	LOCATION
INMARSAT	80386403	RFI	YYYYMMDD	DEPLOYED
EPUK GCS	351785-00-104114-5	NRFI	YYYYMMDD	SMD

2. In accordance with reference (a), the following is provided concerning the condition of all SIM cards on hand:

NOMENCLATURE	S/N	CONDITION	TEST DATE	LOCATION
SIM CARD	1234567891	ACTIVE	YYYYMMDD	DEPLOYED
SIM CARD	1234567891	INACTIVE	YYYYMMDD	SMD

3. The following actions are being taken on the NFRI GCS gear annotated above:

NOMENCLATURE	S/N	ACTIONS TAKEN
SIM CARD	1234567891	Inactive returned to ALD-C, awaiting replacement
EPUK GCS	351785-00-104114-5	NRFI-AWP, ALIMS ordered document number 8275XXXX to replace flux capacitor.

4. Point of contact is I. M. Marine at (XXX) XXX-XXXX.

I. M. MARINE

Figure 4-10.--Sample Global Communications System (GCS) Report.

10. Stock Control Review Listing (SCRL). The Stock Control Review Listing is produced daily by the SAA for review of transactions posting to R-Supply. The report will be signed and dated by the individual conducting the review and the designated SNCOIC to ensure accuracy and completeness. The report will be retained by the division OIC/SNCOIC for the current and four prior days. Detailed procedures for required actions are contained in appendix C.

Reports and files Required for Performance of Duties, DSB			
Report name	Frequency	Retention	Reference
1. FSA Pull Request (and approval)	As Required	Until filled	4201.2
2. FSA Rotation Report	Annually	Current & Prior	4201.2
3. Shelf-Life Inspection Listing	Quarterly	Current & Prior	4201.2a(4) appendix Q
4. Expired Shelf-Life Inspection Listing	Quarterly	Current & Prior	4201.2a(4) appendix Q

5. Storeroom Action Listing (change notice)	Monthly	Current & Prior	4201.2a(4) appendix B
6. R-Supply/NALCOMIS Database Reconciliation Report	Monthly	Current & Prior	4201.2a(6)
7. FSA Deficiency Report	Weekly	Current & Prior	4201.3
8. Offline Requisition Report	Weekly	Current & Prior	4201.3d(1)(a)
9. ZB9 Requisition Listing	Weekly	Current & Prior	4201.3e(1)
10. FSA Location Audit	As required per appendix M	12 Months	4201.4b appendix M
11. FSA Inventory Processing	As required per appendix M	10 Years	4201.4c appendix N
12. Consolidated Support Package Listings, R-Supply	As changes occur	10 Years	4201.6a appendix AA
13. Global Communication System Status Report/SIM Card Inventory	Quarterly	Current & Prior	4201.9
14. Stock Control Review Listing	Daily	Current & Four Prior	4201.10

Table 4-2.--Reports Required for Performance of Duties, DSB.

CHAPTER 4

SUPPLY MANAGEMENT DIVISION (SMD)

SECTION 3: SUPPLY APPLICATIONS ADMINISTRATOR BRANCH (SAAB)

4300. General

1. Responsibilities. The Supply Applications Administrator (SAA) must be capable of solving problems in a timely and efficient manner. The SAA is responsible for NTCSS applications consisting of R-Supply and NALCOMIS. The SAA is the direct liaison between the ASD, Aviation Logistics Information Management and Support (ALIMS) and other external activities for standalone applications.

2. Duties

a. SAAB will perform the following duties. A list of reports required to perform these duties is contained in table 4-3:

(1) Maintain a Software Update File.

(2) Maintain NTCSS system security and access.

(3) Maintain User Registration for all Aviation Supply applicable NTCSS applications.

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

(5) Assist supply users on proper use of all stand-alone applications as applicable.

(6) Maintain direct liaison with the ALIMS Network Support Division (NSD).

(7) Troubleshoot functional software problems and submit application Trouble Calls (TCs) as required.

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

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

(10) Direct and coordinate all End of Month (EOM)/End of Fiscal Year (EOFY) processing for R-Supply/NALCOMIS.

(11) SAA Processes and Procedures; daily, weekly, and monthly requirements.

(12) Create a MILSTRIP account roster.

(13) Coordinate and process R-Supply MFCS Inventory Reconciliation.

(14) Receive, coordinate, and respond to external Materiel Obligation Validations (MOV).

(15) Produce the Document Serial Number Assignment Letter.

4301. Procedures

1. Maintain a Software Update File

a. All R-Supply/NALCOMIS incoming blocks, patches, data alignment programs (DAPS) and releases will be accompanied by a list of all the software changes made. ALIMS will maintain all software in an off-site safe. A copy of all R-Supply/NALCOMIS incoming blocks/patches/releases and software synopsis of changes will be maintained in the ASD by the SAA in date-installed order for the life cycle of the current baseline. The SAA will distribute a copy of the synopsis of changes to all supply divisions. ALIMS must provide changes and work hand in hand with NMCI. A list of current software updates can be obtained from the following website: (https://sailor.navy.mil).

b. Maintain copies of all stand-alone systems application software (e.g., IBS or FIMS).

c. Download and maintain the current month's FEDLOG.

2. Maintain NTCSS system security and access. The SAA will maintain security and access to the NTCSS applications.

a. Application Level. Each functional system, such as R-Supply and NALCOMIS, features authorization controls limiting user access to specific functions. This involves Logon IDs, Special Maintenance Qualification (SMQ) Codes, Menu Roles or tasks identifying the user and control which menu options a user may access. This system is based on the concept each user has authority to perform a given set of functions and only those functions.

(1) The SAA in conjunction with ALIMS is responsible for maintaining user registration, system security, and access to all NTCSS applications.

(a) In order to maintain strict adherence to Financial Improvement and Audit Readiness (FIAR) requirements, on the first month of every quarter, the SAA will utilize appendix G, reference (ak) and reference (bn) to conduct a system access and Segregation of Duties (SOD) Validation for R-Supply and NALCOMIS.

R-SUPPLY USER REQUEST FORM

Unit/Activity: _____ UIC: _____

User Name: _____ Rank/Rate: _____ Dept/Div: _____

Wk Center/Branch/Section: Tel No: NTCSS Server: NTCSS ID:

_____ _____ _____ _____

Unit Defined Custom Roles

☐ Warehouse User ☐ WCB
☐ SMD ☐ OMD
☐ FAS ☐ Query

Business Justification

_____
_____
_____

R-Supply Template Roles

☐ Commanding Officer (CO) ☐ Department Head
☐ Division Officer ☐ WC Supervisor
☐ WC Worker ☐ Financial Audit (FinAudit)
☐ Administrator (ADMIN)

Custom Segregation of Duty (SOD) Roles

☐ Requestor
☐ Receiver
☐ Approver

Provide SOD Justification if any of the following apply.

-Any 2 of the 3 following are selected (Requestor, Receiver, Approver)
- Any of the following roles are selected with Requestor or Approver (Commanding Officer, Department Head, Division Officer, WC Supervisor, WC Worker).
- Administrator is selected.

_____
_____
_____

R-Supply Compensating Controls:

To mitigate the risk of individuals having SOD conflicts, RSUPPLY management has the following compensating controls in place:
1) Access to RSUPPLY is restricted to individuals with a valid business case and need-to-know
2) Access is removed on a timely basis when no longer required
3) Quarterly user access reviews are completed to determine access matches with job responsibilities
4) Segregation of Duties (SOD) analysis is performed on a periodic basis to identify any SOD access and role risks within R-SUPPLY

User Printed Name: _____ Signature: _____ Date: _____

DBA Printed Name: _____ Signature: _____ Date: _____

ASO Printed Name: _____ Signature: _____ Date: _____

Access Expiration

DBA Printed Name: _____ Signature: _____ Date: _____

Figure 4-11.--R-Supply User Role Request Form.

(b). All assigned roles/tasks within R-Supply/NALCOMIS must be accurately annotated on the R-Supply User Request Form (figure 4-11) or NALCOMIS User Request form (figure 4-12) and approved by the AvnSupO.

1. All assigned roles/tasks within R-Supply/NALCOMIS not authorized on the User request forms or assigned task to personnel no longer at the command will be deleted.

NALCOMIS USER REQUEST FORM

Unit/Activity: _____ UIC: _____

User Name: _____ Rank/Rate: _____ Dept/Div: _____

Wk Center/Branch/Section: Tel No: NTCSS Server: NTCSS ID:

AIMD Material Requirements
- ☐ Indirect Mat Aprv/Update
- ☐ Mat Receipt
- ☐ Mat Rqmt Aprv/Update

AOM Processing
- ☐ AOM[5]

ASD Material Requirements
- ☐ Dir/Ind Spt Matl Reqmt Contingency[4]
- ☐ Direct Support Material Requirements[1]
- ☐ Indirect Support Material Requirements[1]
- ☐ Material Requirement Contingency[4]

AWP Management
- ☐ AWP Component Receipt
- ☐ AWP Component Release/Update
- ☐ AWP Reorder[1]
- ☐ AWP Transpose

Aviation Material Screening Unit
- ☐ AMSU Turn-in Rcpt
- ☐ Auto AMSU Rcpt

Batch Processes
- ☐ Allowance Change Report
- ☐ Enable the Batch Menu
- ☐ Execute Batch Processes
- ☐ HCN Control
- ☐ Interface Control
- ☐ SHML

Configuration
- ☐ Engine
- ☐ Engine/Component/TD Baseline
- ☐ SE Actual Inspections
- ☐ SE Baseline Inspections
- ☐ SE Inventory Gain
- ☐ SE Inventory Loss
- ☐ SE Subcustody
- ☐ Support Equipment
- ☐ Technical Directives

Consumable PEB/Packup Management
- ☐ ASD PEB Manager
- ☐ PEB Issue[2]
- ☐ PEB Replenishment[3]
- ☐ PEB/Packup On Hand Adjustment
- ☐ PEB/Packup Record Add/Update/Delete
- ☐ PEB/Packup Record Establish/Transfer
- ☐ PEB/Packup Record Reorder[1]
- ☐ PEB/Packup Site Add/Update/Delete

Consumable Phase Kit Management
- ☐ Master Phase Kit Add/Update/Delete
- ☐ Master Phase Kit Reorder[4]
- ☐ Phase Kit Inventory

Contingency
- ☐ MAF Contingency

Data Analyst
- ☐ Data Analyst Review

Database Administration
- ☐ AIMD Site Record Update[5]
- ☐ ASD Site Record Update[5]
- ☐ Batch Process Table Add[5]
- ☐ Batch Process Table Update[5]
- ☐ Bureau/Serial # Table Add/Update/Delete[5]
- ☐ Data Alignment Processes[5]
- ☐ DB Error Delete[5]
- ☐ Fund Code Add/Update/Delete[5]
- ☐ JON Table Add/Update/Delete[5]
- ☐ OMA Material Turn In (Menu)[5]
- ☐ OMA Material Turn In (Detail)[5]
- ☐ Organization Code Add/Update/Delete[5]
- ☐ Project Code Add/Update/Delete[5]
- ☐ R-Supply Logon Add/Update/Delete[5]
- ☐ System Table Add/Update/Delete[5]
- ☐ TEC Add/Update/Delete[5]
- ☐ Validation Tables Add/Update/Delete[5]
- ☐ Work Center Add/Update/Delete[5]
- ☐ WUC Add/Update/Delete[5]

ICRL
- ☐ Maintain ICRL

Interface Processing
- ☐ Exclude Supply Effectiveness Ind Update
- ☐ Recreate Interface Records[5]
- ☐ SPI Update[5]
- ☐ Stock Replenishment[1]

Inventory Control
- ☐ DIFM Survey
- ☐ Generate Inventory
- ☐ Inventory Status Monitoring
- ☐ IOU Survey
- ☐ Lost in Shipment Survey
- ☐ Packup Record update (UADPS)
- ☐ RFI Inventory posting
- ☐ RFI Quantity Update[5]
- ☐ Subcustody Record Update
- ☐ Supply Officers Survey
- ☐ Suspense Record Update

Logs and Records
- ☐ LR MAF Sign Off

Maintenance reports
- ☐ Engine Cost Accounting
- ☐ Equipment Discrepancy
- ☐ Equipment Operation Capability
- ☐ ICRL Report
- ☐ Maintenance Extract
- ☐ Production Report
- ☐ Test Bench Status Report
- ☐ Turn Around Time
- ☐ Workload Report

Manage OOMA Server Certificates
- ☐ Load OOMA Server Certificate[5]
- ☐ Unlock/Lock/Del OOMA Server Certificate[5]

PEB Demand
- ☐ PEB Demand

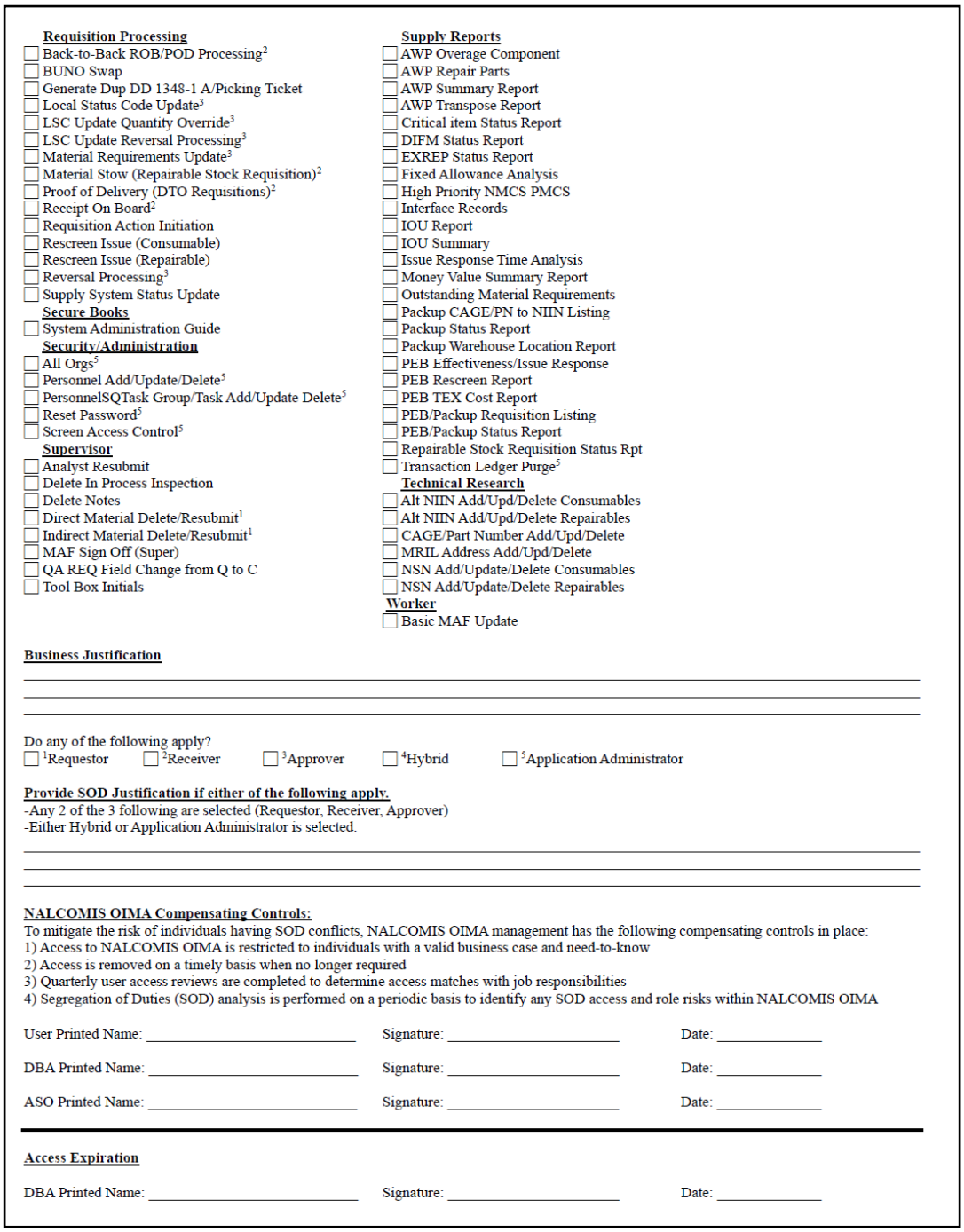
Production Control
- ☐ Change Work Center
- ☐ Change Work Pri
- ☐ Equip Status Change
- ☐ I LVL To O LVL Cannibalization
- ☐ MAF Approval
- ☐ MAF Cancellation
- ☐ Off-Equip Cannibalization
- ☐ ON-Equip Cannibalization
- ☐ PC Review
- ☐ Update TD Info

Quality Assurance
- ☐ In Process Insp. Sign Off
- ☐ MAF Sign Off (CDI)
- ☐ MAF Sign Off (QAR)

Repairable Management Division
- ☐ Alternate NIIN Review Clearing[3]
- ☐ AMSU Induction Discrepancy
- ☐ Customer Refusal
- ☐ Delete/Update Pool Code[5]
- ☐ DIFM Return
- ☐ FGC Management
- ☐ Inter-IMA/Customer Service Return
- ☐ Issue Select
- ☐ Matched Set Requisitioning Clearing
- ☐ Material Turn-In
- ☐ Repairable NIIN Data Update[5]
- ☐ Repairable Packup Add/Update
- ☐ Repairable Packup Copy/Transfer
- ☐ Repairable Packup Deploy
- ☐ Return From Suspense/Subcustody/Packup
- ☐ Stock Replenishment Management
- ☐ Technical Directive MAF Initiation
- ☐ Transfer to Suspense/Subcustody
- ☐ Warehouse Refusal
- ☐ Work Request Initiation

Reports/ADHOC
- ☐ ADHOC Expert
- ☐ ADHOC Normal
- ☐ Canned Reports
- ☐ Enable the Reports Menu
- ☐ Report Details

Figure 4-12.--Optimized NALCOMIS User Request Form.



Requisition Processing
- ☐ Back-to-Back ROB/POD Processing[2]
- ☐ BUNO Swap
- ☐ Generate Dup DD 1348-1 A/Picking Ticket
- ☐ Local Status Code Update[3]
- ☐ LSC Update Quantity Override[3]
- ☐ LSC Update Reversal Processing[3]
- ☐ Material Requirements Update[3]
- ☐ Material Stow (Repairable Stock Requisition)[2]
- ☐ Proof of Delivery (DTO Requisitions)[2]
- ☐ Receipt On Board[2]
- ☐ Requisition Action Initiation
- ☐ Rescreen Issue (Consumable)
- ☐ Rescreen Issue (Repairable)
- ☐ Reversal Processing[3]
- ☐ Supply System Status Update

Secure Books
- ☐ System Administration Guide

Security/Administration
- ☐ All Orgs[5]
- ☐ Personnel Add/Update/Delete[5]
- ☐ PersonnelSQTask Group/Task Add/Update Delete[5]
- ☐ Reset Password[5]
- ☐ Screen Access Control[5]

Supervisor
- ☐ Analyst Resubmit
- ☐ Delete In Process Inspection
- ☐ Delete Notes
- ☐ Direct Material Delete/Resubmit[1]
- ☐ Indirect Material Delete/Resubmit[1]
- ☐ MAF Sign Off (Super)
- ☐ QA REQ Field Change from Q to C
- ☐ Tool Box Initials

Supply Reports
- ☐ AWP Overage Component
- ☐ AWP Repair Parts
- ☐ AWP Summary Report
- ☐ AWP Transpose Report
- ☐ Critical item Status Report
- ☐ DIFM Status Report
- ☐ EXREP Status Report
- ☐ Fixed Allowance Analysis
- ☐ High Priority NMCS PMCS
- ☐ Interface Records
- ☐ IOU Report
- ☐ IOU Summary
- ☐ Issue Response Time Analysis
- ☐ Money Value Summary Report
- ☐ Outstanding Material Requirements
- ☐ Packup CAGE/PN to NIIN Listing
- ☐ Packup Status Report
- ☐ Packup Warehouse Location Report
- ☐ PEB Effectiveness/Issue Response
- ☐ PEB Rescreen Report
- ☐ PEB TEX Cost Report
- ☐ PEB/Packup Requisition Listing
- ☐ PEB/Packup Status Report
- ☐ Repairable Stock Requisition Status Rpt
- ☐ Transaction Ledger Purge[5]

Technical Research
- ☐ Alt NIIN Add/Upd/Delete Consumables
- ☐ Alt NIIN Add/Upd/Delete Repairables
- ☐ CAGE/Part Number Add/Upd/Delete
- ☐ MRIL Address Add/Upd/Delete
- ☐ NSN Add/Update/Delete Consumables
- ☐ NSN Add/Update/Delete Repairables

Worker
- ☐ Basic MAF Update

Business Justification

_____
_____
_____

Do any of the following apply?
☐ [1]Requestor ☐ [2]Receiver ☐ [3]Approver ☐ [4]Hybrid ☐ [5]Application Administrator

Provide SOD Justification if either of the following apply.
-Any 2 of the 3 following are selected (Requestor, Receiver, Approver)
-Either Hybrid or Application Administrator is selected.

_____
_____
_____

NALCOMIS OIMA Compensating Controls:
To mitigate the risk of individuals having SOD conflicts, NALCOMIS OIMA management has the following compensating controls in place:
1) Access to NALCOMIS OIMA is restricted to individuals with a valid business case and need-to-know
2) Access is removed on a timely basis when no longer required
3) Quarterly user access reviews are completed to determine access matches with job responsibilities
4) Segregation of Duties (SOD) analysis is performed on a periodic basis to identify any SOD access and role risks within NALCOMIS OIMA

User Printed Name: _____ Signature: _____ Date: _____

DBA Printed Name: _____ Signature: _____ Date: _____

ASO Printed Name: _____ Signature: _____ Date: _____

Access Expiration

DBA Printed Name: _____ Signature: _____ Date: _____

Figure 4-12.--Optimized NALCOMIS User Request Form, Continued.

(c) Additional information on system security can be obtained from reference (i) and (j).

b. The SAA will be responsible for coordinating with the Division OIC/SNCOIC to identify the needs and allowing access for each Aviation Supply User.

3. Maintain user registration for all Aviation Supply applicable NTCSS applications

a. The SAA will maintain user registrations for all aviation supply site applicable NTCSS applications. Most NTCSS applications have varied levels of security allowing SAAs to grant or restrict user access to specific applications. It is important to note that the Maintenance DBA also has access to modify access to supply user roles. The SAA must coordinate with the Maintenance DBA to ensure that the SAA is the only person authorized to make changes, updates or deletions to Aviation Supply user registrations within NTCSS applications. ALIMS is responsible for maintaining NTCSS registrations.

b. The SAA will maintain R-Supply User Access and Menu Roles. These processes, accessed via R-Supply Menu Options SITE>ACTIVITY CONTROLS>USERS ACCESS, identify people or groups and their authority levels within the R-Supply application. The SAA will only provide User Access and Menu roles after receipt of an R-Supply User Request form (4-12) per reference (ak) approved by the AvnSupO. The file will be maintained in accordance with reference (aj).

c. The SAA will maintain NALCOMIS User Access and Menu Tasks. These processes, accessed via NALCOMIS Menu Options SYSTEM>SECURITY>PERSONNEL, allows the SAA to add, update and/or delete user access and assign menu tasks related to the individual's access needs within NALCOMIS. The SAA will only provide User Access and Menu Tasks after receipt of an NALCOMIS User Request form (figure 4-13) approved by the AvnSupO. The file will be maintained in accordance with reference (aj).

d. The SAA will be the only person to make changes, updates or deletions to the R-Supply/NALCOMIS user registration files for supply personnel. The SAA will be able to access these files by logging into an R-Supply/NALCOMIS user terminal.

e. When delegated by the AvnSupO, the SMD OIC may approve User Request Forms that do not require SOD Justification.

4. Assist supply users with proper use of NTCSS applications (R-Supply/NALCOMIS). There will be times when the SAA will need to assist other supply divisions on proper application procedures. The SAA will assist on such things as input, scheduling, reading output and inventory. A log will be kept (hard copy or electronic) of assistance provided, detailing the following information: Date/Name/Rank (of Marine assistance provided to), Error and Resolution. The SAA can also review system diagnostics: System->Utility->Utilities->diagnostic, to review user and system errors.

5. Assist supply users with proper use of all stand-alone applications. The SAA will be the central point of contact within the ASD for all stand-alone application systems. The SAA will attempt to resolve any software problems and/or request assistance from external supporting activities as required.

6. Maintain direct liaison with the ALIMS Network Support Division (NSD). The Supply and Maintenance SAA will maintain operational control of the NTCSS applications. Together will coordinate with ALIMS in such operations as interface processing, job scheduling, scheduling system up/down times, EOM Processing, ALIMS required maintenance actions and file management.

7. Troubleshoot functional software problems and submit application Trouble Calls (TCs) as required. The SAA will assist ALIMS in identifying, researching, troubleshooting and reporting NTCSS related application problems. The SAA will assist and coordinate with Maintenance Administrators on NALCOMIS related software troubleshooting. Problems will be reported to NAVWARSYSCOM as appropriate to the site's geographic location. Reports will be in the form of a TC, TR or CP and will be generated via the web based NAVWAR NIWC Atlantic/Pacific NTCSS/OOMA help desk located at URL https://seitsm.sscno.nmci.navy.mil/. Software design functionality TCs will be prepared and submitted by the respective SAA. The SAAs will provide ALIMS copies of all NAVWAR NIWC Atlantic/Pacific help desk submissions and solicit recommendations/concurrences if warranted. Reports will be sent from the SMD OIC/SNCOIC or the AMO as appropriate, with an information copy provided to ALIMS. Reports must contain enough information for NAVWARSYSCOM to resolve the problem in a timely manner. The appropriate Wing ALD will be an info addressee regarding all problems reported, which require system non-availability for more than 24 hours.

a. Report descriptions

(1) Fleet Trouble Calls (TCs). Fleet TCs will be used to report errors via NAVWAR NIWC Atlantic/Pacific help desk when a NTCSS application does not function as designed. NAVWARSYSCOM will review TCs and escalate it to a TR/CP as appropriate or may cancel it and provide an explanation (i.e., TC is a duplicate of existing TR or CP #XXXXXX). TC priorities will be assigned as follows:

(a) Critical – Cannot continue operations and no work around exist. Critical TCs must be forwarded to NAVWARSYSCOM via NAVWAR NIWC Atlantic/Pacific help desk immediately upon identification of the problem (inform appropriate Wing).

(b) Essential, Work Around Does Not Exist - Resolution is urgently required. Urgent TCs will be submitted using NAVWAR NIWC Atlantic/Pacific help desk via the appropriate Wing.

(c) Essential, Work Around Exists - Resolution is urgently required. Urgent TCs will be submitted using NAVWAR NIWC Atlantic/Pacific help desk via the appropriate Wing.

(d) Non-Essential – Problem not deemed as urgent but creates an inconvenience to the users. TCs will be submitted using NAVWAR NIWC Atlantic/Pacific help desk via the appropriate Wing.

(e) Other - Any TC not deemed critical, urgent or as a user inconvenience. Routine TCs will be submitted using NAVWAR NIWC Atlantic/Pacific help desk via the appropriate Wing.

b. Maintain TC/TR/TC Files. The SAA will maintain TC/TR/CP files for TCs/TRs/CPs submitted by the respective MALS for onsite NTCSS/Stand Alone applications. Files will contain a copy of all TCs/TRs/CPs sent out with the status attached. It is the SAA's responsibility to ensure current and accurate status. The SAA will be familiar with TC/TR/CP procedures as outlined in paragraph 4301.7 of this chapter.

(1) TC/TR/CP File Organization. The SAA will maintain a separate TC/TR/CP File for TCs/TRs/CPs submitted by the respective MALS's applicable

NTCSS/Stand Alone application. Each file will be subdivided by pending, escalated and completed. TCs will be moved from pending to escalated when NAVWARSYSCOM assigns a TR or CP tracking number. Retention for completed TCs/TRs/CPs will be current and prior Fiscal Year.

(2) Ensure latest status. The SAA will update status monthly for TCs/TRs/CPs submitted by the respective MALS. Status sources are NAVWARSYSCOM response naval messages or the web based NAVWAR NIWC Atlantic/Pacific help desk. If a response or NAVWAR NIWC Atlantic/Pacific help desk record is not provided in a timely manner, the SAA will contact NAVWARSYSCOM for investigation and status.

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

a. Monthly, the SAA will coordinate with the supply division heads, WAS and FAS to identify system requirements to accomplish major evolutions (e.g., EOM/Inventory/MOV/MALSP transfers/AVCAL/COSAL loads) and create a schedule.

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

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

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

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

10. Direct and coordinate all EOM/EOY processing for R-Supply/NALCOMIS. The SAA assumes responsibility for coordination of the EOM/EOY processes. An ADHOC will be ran a month prior to EOFY closeout to ensure all NIINs with locations have been inventoried in the current FY. NIINs identified that did not have an inventory completed during the current FY will be forwarded to WCB to ensure an inventory is completed prior to the EOFY. Once inventory is complete, another ADHOC will continue to be produced to ensure all NIINs with locations have been inventoried during the FY. The original and updated NIIN inventory listing will be maintained for the current and prior fiscal year. The SAA will schedule EOM/EOY saves accomplished by the ALIMS. The SAA will review and approve all EOM/EOY job requests. Additionally, the SAA will coordinate with FAS for EOFY EOM/EOY schedules and provide a copy of the EOM/EOY schedule to ALIMS and FAS.

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

b. NALCOMIS EOM/EOY will be run in conjunction with Maintenance Administration. The SAA will ensure ALIMS accomplishes two saves of the database before starting the EOM/EOY closeout process.

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

11. SAA Processes and Procedures

a. Daily Verification. Prior to starting the daily reports, the SAA should ensure that ALIMS has performed their daily requirements. To validate ALIMS' daily requirements, the SAA should review via the NTCSS Applications Batch Job Queue that the required two jobs in NALCOMIS and the required three jobs in R-Supply are running and that the dates are current. If required jobs are not running or the date is not current, contact ALIMS for corrections before moving to daily reports, reference figure 4-16.

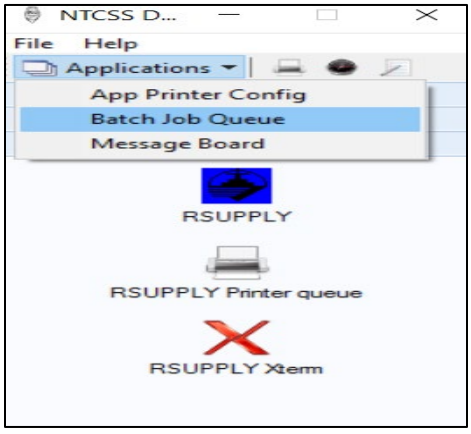
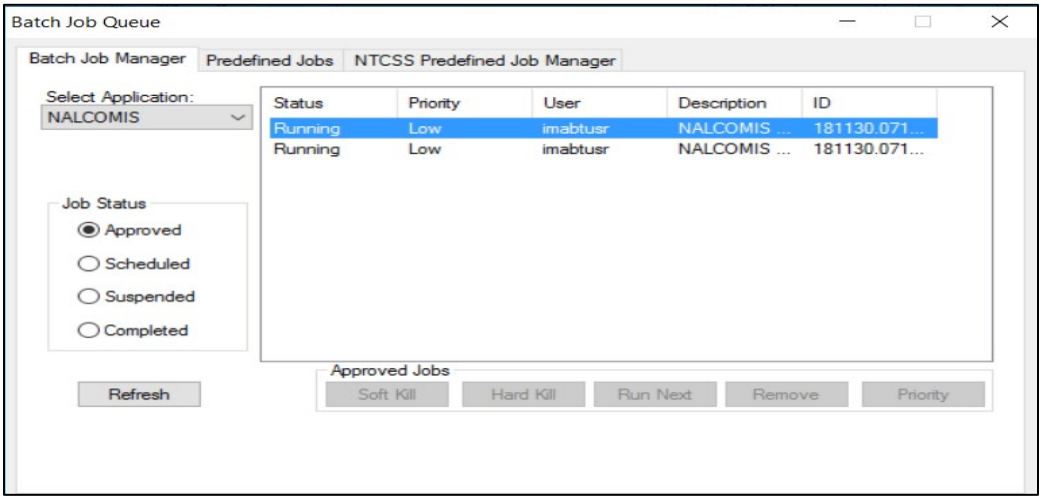


Figure 4-13.--NTCSS Batch Job Queue.



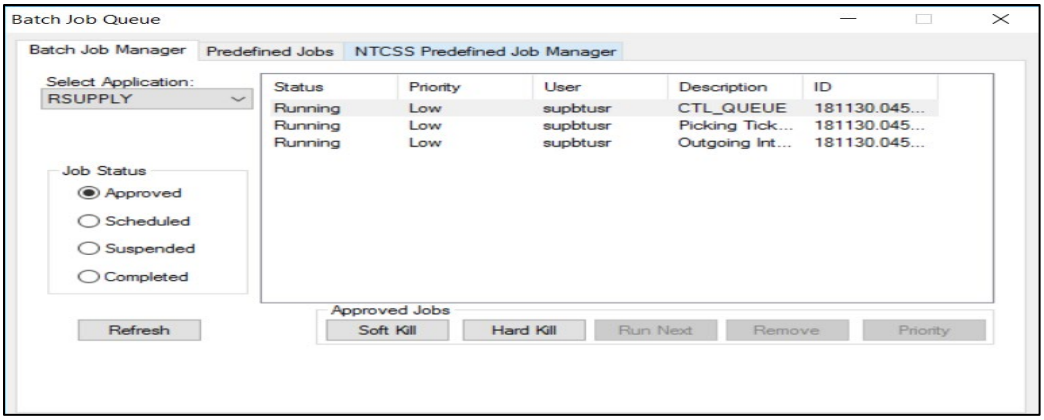


Figure 4-13.--NTCSS Batch Job Queue, Continued.

b. Daily Processes and Procedures. The following is a list of SAA daily processes, tasks, and procedures (figure 4-17 and figure 4-18). It is recommended that the AM reports are run first thing in the morning and uploads to One Touch occur at 1000. PMs should be run at 1400-1500 and Upload to One Touch at 1600.

DAILY REPORTS CHECKLIST					
Julian date: _____					
Daily Reports	Send To	Job Number	AM	PM	
Stock Control Review (RSUP)	Distro List	JSS225			
External Records (NALC)	Distro List/OTS	E60450			
Reorder (RSUP)	OTS	JSI208			
Suspense Report (RSUP)	Distro List	JSL325			
No Status report (RSUP)	Distro List	JSL311			
Outgoing Status (RSUP)	OTS	JSL319			
Incoming Status(RSUP/NALC)	Distro	JSS220			
MFCS TIR	SALTS	JSS292			

Figure 4-14.--Daily Reports Checklist.

Daily Tasks	Compl	
Check Interface		
Daily Metrics/Mismatches		
BP28 Budget to Wing		
FAS Incoming Status		
External Review		
OTS Nalcomis Outgoing		
OTS Rsupply Outgoing		
Salts TIR		
WMD Daily Buys		

Figure 4-14.--Daily Tasks Checklist, continued.

(1) Stock Control Review Listing (SCRL). To run the SCRL (in the morning), utilize the following path: R-Supply> Site>Management> Site internal> Batch Job Scheduling> Predefined Parameters> Click drop down box> Select Stock Control Review (JSS225)> Click Save button> Record job number on daily report sheet, Click ok. Next, you will release the report by going to

the following path: Site>management> Site internal> Batch job scheduling> Approval. Put an 'R' next stock control report, click off report and select save. For the printer selection, select appropriate printer and select print 0 copies, next click print. You will now have the ability to batch file transfer.

(2) Externals (NALCOMIS). The NALCOMIS extract will be run twice daily. The report can be run more often as local policy dictates. To run the External reports (NALCOMIS), utilize the following path: NALCOMIS> Click PC Icon on toolbar> Interface>external record extract> MILSTRIP pop up box click yes. Select the appropriate printer and print 0 copies. Annotate job number on your daily report sheet. Click no to print message.

(a) Batch File Transfer (external). Go to the following path: NALCOMIS> PC Icon> Utility File transfer> Receive from server. Copy and paste daily and monthly path from the C: drive into the drive box. Next add a \ (backslash) behind the path. Enter in the job number, click ok and then click yes. Click Ok and rename file as shown above.

(3) Reorder. To run the Reorder report, utilize the following path: R-Supply> Site>Management> Site internal> Batch Job Scheduling> Approval. Release the job that WMD submitted and send out via One Touch (JSL319 Release Rqn Status).

(4) Suspense Report. To run the suspense report, utilize the following path: R-Supply>LOG> Management> Logistics Reports > Suspense Listing > Select "ALL"> Click Save Button on toolbar> Record job # on daily report sheet.

(5) No Status Report. To run the No Status report, utilize the following path: R-Supply>LOG> Management> Logistics Reports >Requisition monitoring > Requisition listing > Select: outstanding / non-repairable / repairable / days plus "3" / no incoming status / all status > Click Save Button on toolbar> Record job # on daily report sheet.

(6) Coordinate and Process the Daily Transaction Item Reporting (TIR). To accomplish the TIR, the SAA will execute the MFCS Build Transfer File Process. This utility will process against the MFCS_dtl Table and will extract data into a TIR record format for processing to the MFCS Retail Afloat Databases (NRP/N35/NUA). This will provide end of day balances for all non-Appropriate Purchase Account (APA) data.

(a) Execution. To run the TIR, utilize the following path in R-Supply: R-Supply> Utilities>file transfer> MFCS Build transfer file.

1. Click save button and write job number on daily report sheet. Click ok and wait five seconds for R-Supply to process. Next go to the following path: file> utilities> File transfer> Batch file transfer> Receive from server> Click MFCS Download box. Next, click on date in drop down box and save to 'C' drive (C:\Daily Reports\TIRS) and create a folder for that day. Click save button.

2. After completion of the MFCS Build Transfer File Process, the SAA must obtain all output reports/data to include the following:

- ULMTJJJ.N32: TIR data for COGS 1R, 5R, and 7R.
- ULMTJJJ.N35: TIR data for COGS 1H, 3H, 7E, 7G, 7H, 7N, and 7Z.

- ULMTJJJ.NUA: TIR data for all other COGS.
- ULMBJJJ.WK1: BP Management, A0_s.
- ULMSJJJ.WK1: BP Management Status.
- ULMNJJJ.WK1: New Basic Materiel File NSN/NICN/LICN Additions.
- ULMMJJJ.WK1: 260 SERVMART and Open Purchase Receipt and Expenditure TIR.
- ULMPJJJ.N32: POS data for COGs 1R, 5R, and 7R.
- ULMPJJJ.N35: POS data for COGs 1H, 3H, 7E, 7G, 7H, 7N, and 7Z.
- ULMPJJJ.NUA: POS data for all other COGs.
- ULMZJJJ.DLA: POS data to DLA.
- ULMZJJJ.CHG: Automated Local Change Notice Notification.
- ULMXJJJ.SSD: Automated TIR Work Sheet.

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

(b) There will be 14 files total to email to the appropriate distribution list and upload to NAVSUP TIR Uploader.

NOTE: Ensure your MALS UIC is selected before clicking the "submit files".

(c) If there is a problem with the output, the Afloat/MALS Logistics liaison will notify the unit.

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

(e) MALS activities will transmit the MFCS Build Transfer Files to NAVSUP Support Contractor Afloat/MALS Logistics Liaison Office Personnel. Upon receipt, NAVSUP personnel will review and distribute the data to Commander Fleet Forces Command (CFFC), COMNAVAIRFOR and to NAVSUP as required. This data will be utilized to monitor TIR transmissions to MFCS-Retail Afloat and alert them of any problems encountered during the TIR processing.

(7) Outgoing Status Report. To run the outgoing status report, utilize the following path: R-Supply>LOG> Release Outgoing transactions> Status> (don't fill in anything). Click Ok> Click red check on toolbar> Click Save Button on toolbar> Record job # on daily report sheet.

(a) Process Materiel Receipt Acknowledgement

1. General. The external supply system tracks how long it takes for materiel to be received by an activity after it is ordered. This is done through process called 'Materiel Receipt Acknowledgement' (MRA). This applies to both stock and direct turn-over (DTO) requisitions. Figure 4-19 and figure 4-20 displays Receipt acknowledgement screens from R-Supply and ASKIT.

2. Document Identifiers

a. The DRA is a 'materiel receipt acknowledgement' from activity notifying the system that the document was received.

b. DRF is a 'delayed receipt follow-up' from the ICP to activity due to over-aged shipping status and no receipt of DRA.

c. DRB is the response to the incoming DRF.

3. Activities are required to submit the DRA on a document within 5 calendar days from date materiel received. This is normally done through the receipt posting in R-Supply.

4. If a document shows being shipped and no DRA was sent by an activity, the ICPs will send out a delayed receipt follow-up (DRF) within the following time frames:

a. 30 calendar days from the DI AB_/AS_/AU_ date shipped field entry for non-receipt (CONUS destination), and

b. 90 calendar days from the DI AB_/AS_/AU_ date shipped field entry for non-receipt (Overseas destination).

(b) R-Supply provides for automated MRA processing. R-Supply provides for automated MRA processing. Receipts and Receipts in Process (RIP) scanned into the Integrated Barcode System (IBS) will automatically generate the Document Identifier (DI) "DRA" transaction when downloaded to R-Supply. An “MRA” flag will be set in the requisition file, and the DI DRA transaction will automatically go to the Status Output File for transmission to DLATS. Receipts entered manually will also automatically create a DI DRA transaction when the MRA flag is not set, and the transaction will be sent to the Status Output File. In ASKIT the DI DRA must be enabled to automatically generate the DI DRA transaction.

1. Non-Standard Tool documents are loaded into R-Supply as a money value only document for quantity of 1 each. When the receipt is posted in R-Supply, no DRA is created because the document was a MVO transaction. SMS however will send out DRFs for each item ordered on the document that has been shipped. Each individual shipment must have a DRA submitted when received. To prevent the incoming DRF, OMD should submit the DRA through FEDMALL when received.

(c) Delinquent Materiel Receipt Acknowledgements

1. When materiel shipment is confirmed, the issuing activity will monitor for receipt of a DRA. If the DRA is not received, the issuing activity will send a delayed receipt follow-up (DI DRF).

2. The DRFs will come in with normal MILSTRIP transactions from One Touch.

3. If an activity is using the RSMS program, the document ID “DRF” needs to be added to the DOC ID settings or the DRFs will write to the exception file and will need to be added to status file that gets loaded to R-Supply.

4. Below are examples of incoming DRFs:

DRFSMSS5310014443242 EA00001RXXXXX82650828 A V9B264RXXXXX82650828XXXJ310
DRFSMSS5330012571705 EA00002RXXXXX82650136 A V9B265RXXXXX2650136XXXJ310
DRFSMSS5330014444775 EA00009RXXXXX82650853 A V9B265RXXXXX82650853XXXJ310
DRFSMSS5331009359150 EA00004RXXXXX82641335 A V9B265RXXXXX82641335XXXJ310
DRFSMSS5331013771499 EA00004RXXXXX8264XW29 MXXXXXJ9B265RXXXXX8264XW29XXXJ310
DRFSMSS5340014719400 EA00002RXXXXX82651481F A V9B265RXXXXX82651481FXXJ310
DRFSMSS5365014719201 EA00001RXXXXX82651459F A V9B264RXXXXX82651459FXXJ310
DRFSMSS5865014366123 EA00002RXXXXX82650762 A V9B265RXXXXX82650762XXXJ310

5. When DRFs are loaded into R-Supply, the following actions occur automatically:

a. If a receipt or DRA is on file that matches the DRF on the document number (including suffix code) and quantity, a DRB is created with no discrepancy code, duplicating data from the DRF.

b. If no receipt or DRA is on file, a DRB is created, duplicating data from the DRF. In addition, a Discrepancy Indicator Code "F" is written in CC 63 of the DRB.

c. If the document is completed, but the quantity or suffix code does not match the DRF, the DRF is written to the "rqn_status_in" table, and the user will have to manually review and process the DRB though the incoming status/supple (DRA/DRB) window.

d. If an incoming DRF suspends in R-Supply for no requisition on file, the document needs to be researched to see why it did not get loaded.

(1) If it is possible to load the document, backfit into NALCOMIS and load appropriate status and receipt. If the document cannot be loaded, a manual DRB needs to be loaded to either the outgoing file from R-Supply or manually into FEDMALL.

(2) The system will continue to send out DRFs until they receive a DRA/DRB indicating receipt.

(d) Releasing outgoing DRA/DRA transactions

1. To release all pending DRAs/DRBs, from the R-Supply menu, choose Logistics, Release Outgoing Transactions, and select Status and then select "Receipt Acknowledgment (DRA/DRB)" and select Click ok (figure-19)

2. If you select 'Release All Records' the DRAs/DRBs will also be pulled but will not come up for review.

3. There is no review of the records before release. All DRAs / DRBs are selected for output.

4. An output file will be created with batch number JSL319XXXXXXX. Write down this number on your daily report sheet.

5. The output file will need to be transferred from R-Supply to local computer for uploading into One Touch as normal outgoing MILSTRIP transactions by the SAA.

6. If any of the records do not pass the One Touch validation, they will need to be edited online or saved to file for later editing and resubmission.

7. After uploading the file into One Touch, it is recommended that the SAA provide any DRB with an 'F' response to divisions for research for overage ship status. The 'F' response tells the system that the document has not been received based on what is loaded into R-Supply.

8. The output file of DRAs/DRBs are created by selecting the 'Receipt Acknowledgment (DRA/DRB) option. There is no review of individual

records. The output (JSL319XXXXXXX) file will need to be transferred from R-Supply and sent out in One Touch. The output records will look like the below transactions:

```
DRAAN5A1560016317790V2EA00001V0916733530326 YBC21B   AN5AE6361     361 3355
DRAAN5A1560016455563  EA00001V0916733530328 YBC47F   AN5AE2361     361 3355
DRASDHJ1560016455572V2EA00001V0916733530329 YAC07F   SDHAE3361     361 3354
DRAAN5A1560016753455  EA00001V0916733530330 YCB08E   AN5AE3361     361 3355
DRAAN5A5306002021629  EA00002V0916733530331 YBC20C   AN5AE4361     361 3355
DRASDDA5306011429401  EA00002V0916733530333 YBC03D   SDDAE6361     361 3355
DRASDHJ5320013396455  EA00002V0916733530334 YBC09D   SDHAE7361     361 3354
DRAQR8 1615014179093V2EA00001V0916733531741 YSTOCK   QR8AE0361     361 3361
DRASMSV1560015773458V2EA00001V0916733531747 YSTOCK   SMSAE0361     361 3361
```

9. The DRAs are created from normal receipt processing and the DRBs are created from incoming DRFs. The last DRB has an 'F' in CC63 which is notifying the system that the requisitions have not been completed. The two DRBs with no NSN are from tool documents and will not pass validation in One Touch. The records will need to have the NSN put in before sending out.

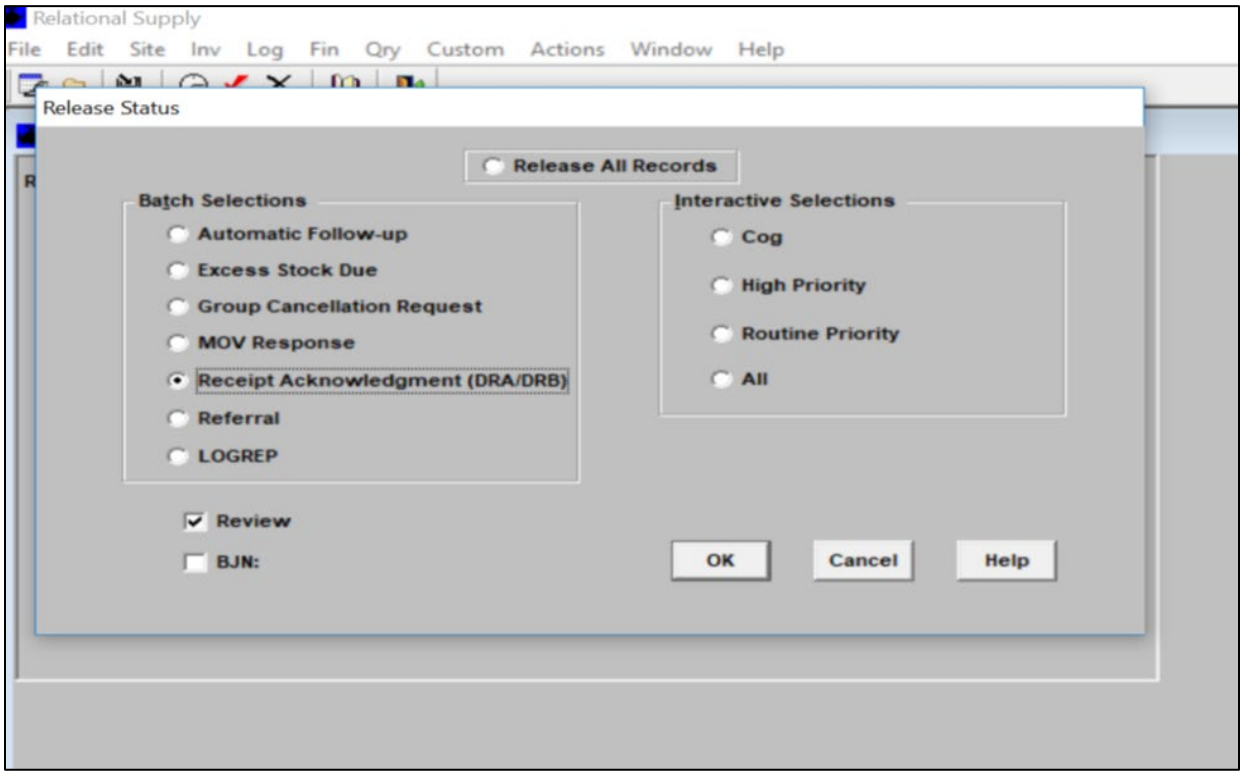


Figure 4-15.--Receipt Acknowledgement Screen.

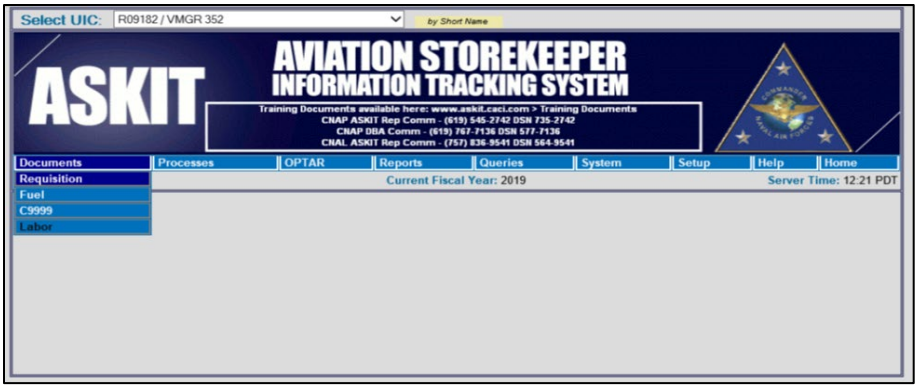


Figure 4-16.--ASKIT DI DRA.

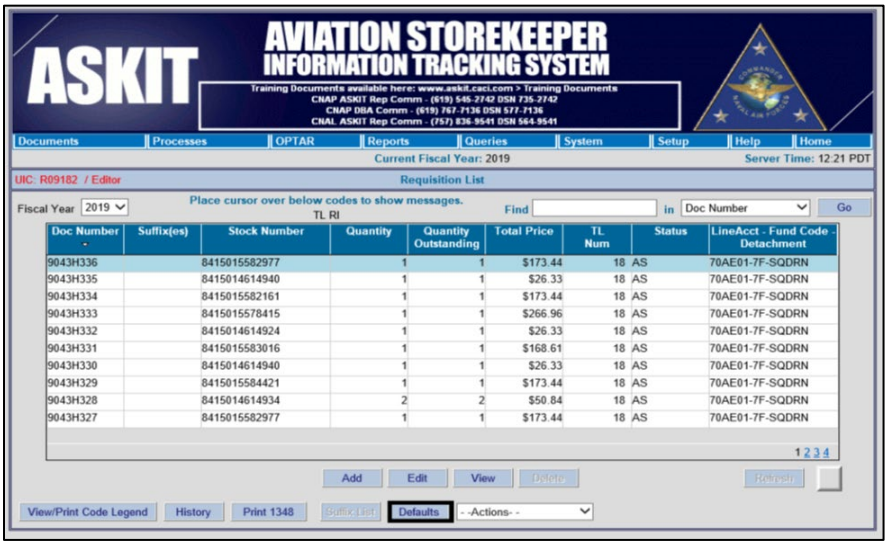


Figure 4-16.--ASKIT DI DRA, Continued.

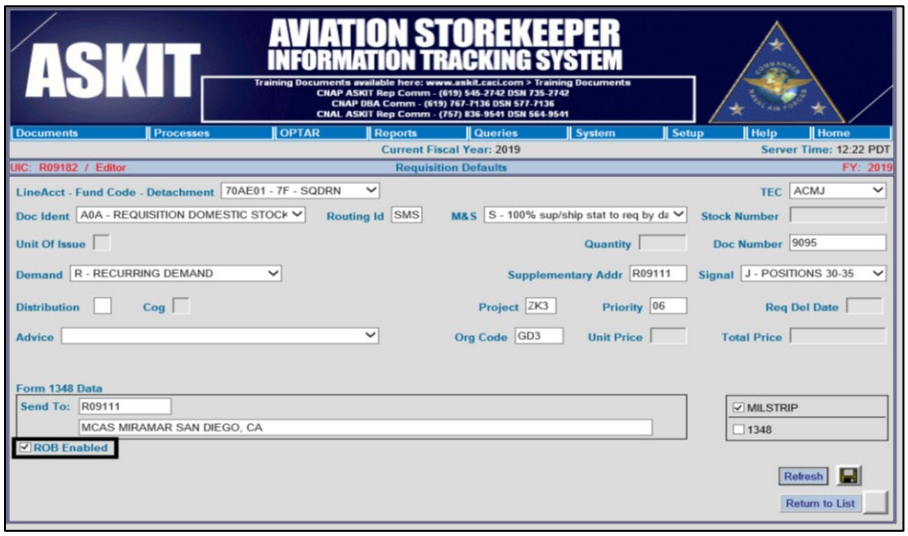


Figure 4-16.--ASKIT DI DRA, Continued.

(e) Exception DRBs. The documents appearing in this window (figure 4-17) have a receipt posted, but the receipt quantity is different than the quantity on the incoming DRF. OMD / WMD will review this window daily and process all transactions. The DRBs must be manually processed. Each record must be processed, there is no deleting of records.

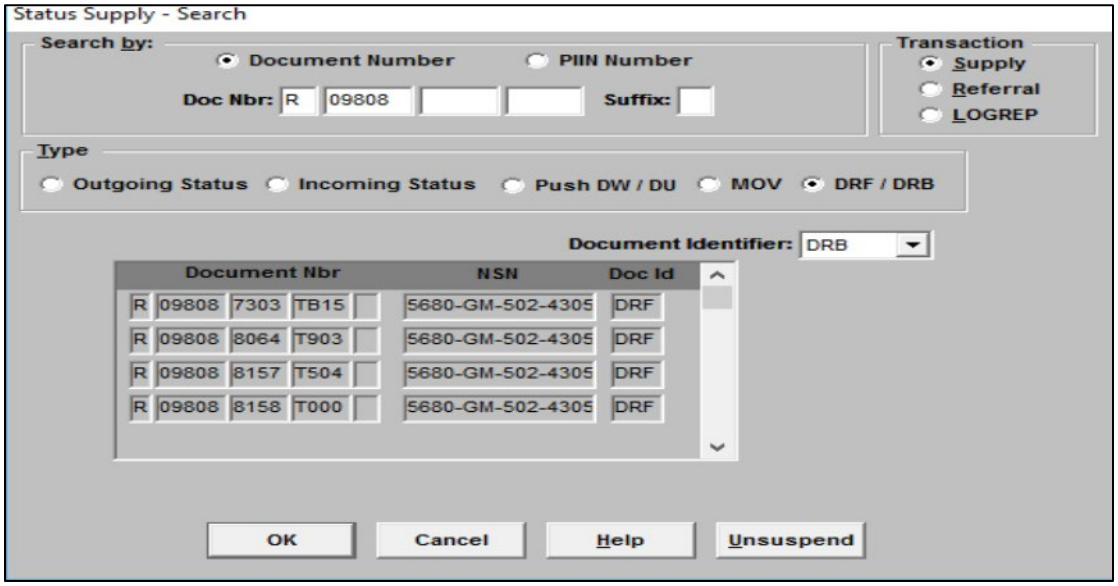


Figure 4-17.--Exception DRBs.

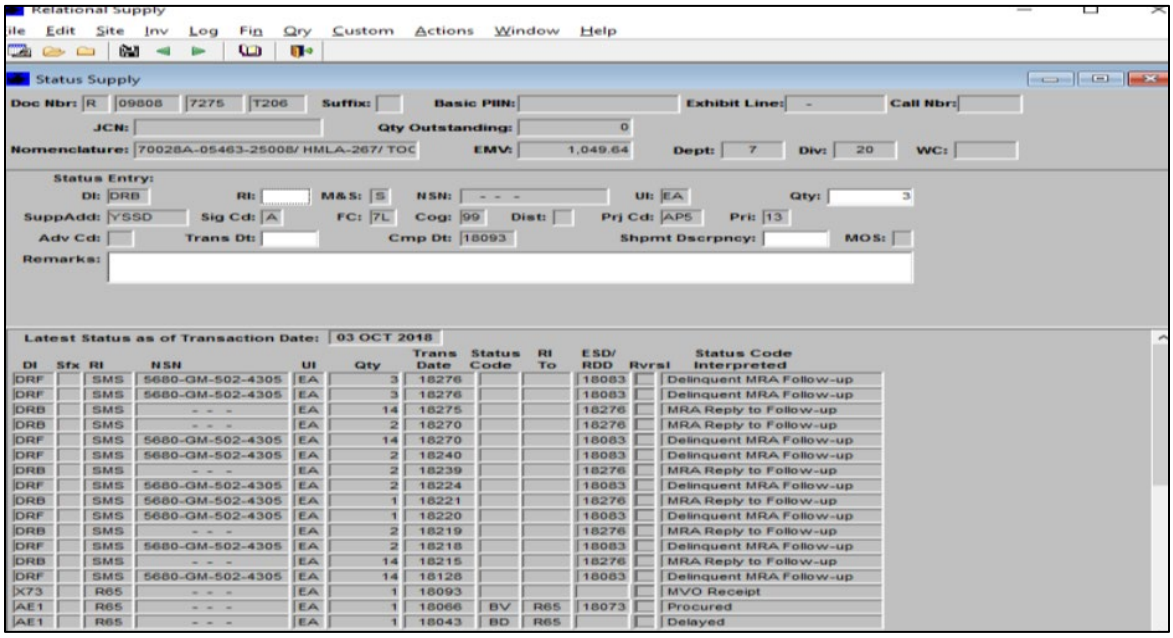


Figure 4-17.--Exception DRBs, Continued.

1. Double click the first record.

2. Enter the RI of ICP and the trans Dt: (current 5-digit Julian date) and then save the transaction. R-Supply will automatically bring up the next record. Continue to review all documents until completed.

3. If there was a problem with the original receipt, go to the next record. Reverse the original receipt and process correctly. Then go back and process the DRB.

(f) DRA/DRB exception record examples

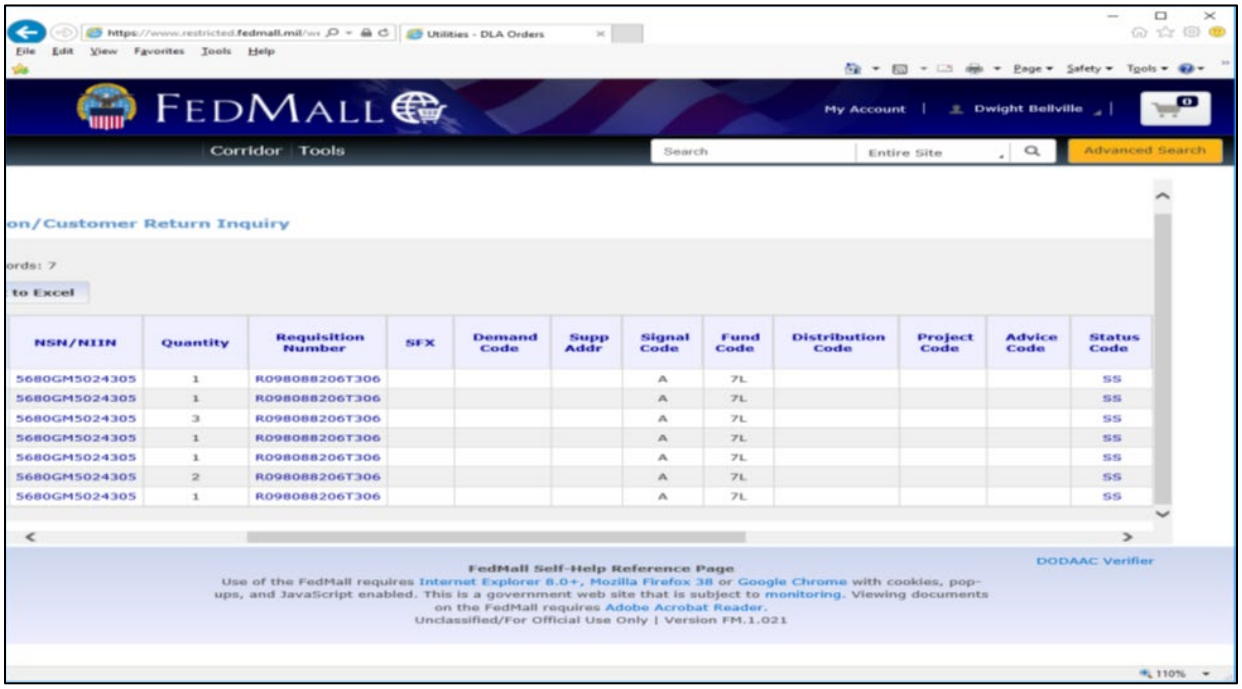


Figure 4-18.--Exception DRA.

1. The above document (figure 4-22) was a tool document that was loaded in R-Supply as an MVO transaction for 1 EA. There were 7 different items ordered for total quantity of 10. The system will expect 7 different incoming DRAs. One for each shipment. The best way to prevent the incoming DRFs is to manually load a DRA into FEDMALL when each one is received.

2. Partial Shipments. In the case where a document is shipped in partial shipments, a DRF will be submitted for each shipment. The incoming receipt document should indicate 'partial shipment' at the bottom center of the DD Form 1348-1/1A. The below document is an example of a partial shipment. The total quantity ordered on the document was for 140. All 140 were shipped but under 4 different shipment TCNs. The system actually expects that 4 different receipts be processed and 4 different DRAs submitted. If gear all came in together and 1 receipt for 140 got processed, the system will send out 4 different DRFs, 1 for each shipment. The DRFs will write to the pending DRBs for review.

(8) Batch File Transfer (reports/status). For DRA, Outgoing Status, Stock Control Review, and Incoming status follow steps below:

(a) Go to the following path: R-Supply> File>Utilities> File Transfer> Batch File Transfer. Click the "receive from server" option. Enter in Job number for the report you want to transfer.

(b) Next, Go to C: drive and copy Daily and Monthly Path. Paste in drive option in R-Supply. Click the save button. Go to Daily and Monthly folder and name Julian Date AM REPORT NAME.TXT.

NOTE: Select File option for DRA, Outgoing Status and Report option for stock Control Review, and Incoming Status.

(9) Batch File Transfer (external). Go to the following path: NALCOMIS> PC Icon> Utility File transfer> Receive from server. Copy and paste daily and monthly path from the C: drive into the drive box. Next add a \ (backslash) behind the path. Enter in the job number, click ok and then click yes. Click Ok and rename file as shown above.

(10) Manage and Process all outgoing/incoming MILSTRIP transactions

(a) Prior to release of NALCOMIS External Record data and pending R-Supply Release Outgoing Transactions, divisions will provide input to the SAA in regard to updates to files before release (i.e., strip from external, etc.). The SAA will edit the pending files as required prior to being uploaded in One Touch. The SAA will maintain 30 days of all external released files.

(11) The SAA will screen all incoming MILSTRIP files received and process them in the system

(a) Utilizing One Touch, the SAA will download status daily, from the point at which status was last retrieved. The SAA will import the status files from One Touch and input into the Requisitions Status Management System (RSMS) Host Status Output File to eliminate known erroneous incoming status prior to processing into R-Supply. SAA will also need to review exception records (e.g., flight equipment, Ord, referrals etc.) and pass to appropriate division as applicable. Status transactions processed into R-Supply will interface with NALCOMIS.

(b) Daily, the SAA will export and distribute all RSMS Exception Data Files to applicable division(s)/squadron(s) for further action.

(12) Incoming status will be processed before performing any other tasks or running any other reports in the morning. This will ensure latest status is reflected on any reports requested after that point. Incoming Status will be processed as follows:

(a) Open One Touch. Select all Transactions TAB> select Recent Status>. Next, check the box with yesterday's date and download the file.

(b) System Upload

1. R-Supply. Select file> utilities>file transfer>Batch file transfer>transfer to server>process drop down box. Find your incoming status job number (will be JSS220). Click browse> select RMS and find file. Next click save button then ok and close box. Next select site management>site internal>Batch Job Scheduling>predefined parameters. In drop down box find JSS220 and select save. Record the job# on daily report checklist (see daily report example in figure 4-14). Select SMD printer, print 0 pages, then select ok.

2. ASKIT.

a. Flight Equipment Status Download. As required, flight equipment status is downloaded from OneTouch within the "recent status" file. The recent status .STA file is processed through RSMS and flight equipment statuses are filtered and placed within the "flight equipment" tab in RSMS. Flight Equipment status is then exported out of RSMS and generates a text file which then is used to upload into each UIC, individually by the SAA into ASKIT. See Figure 4-24 for uploading instructions.

b. Upload. Select the UIC. Next, select 'Processes' and "Status from Disk'. Select 'New Status File' and upload the file, see figure 4-24.

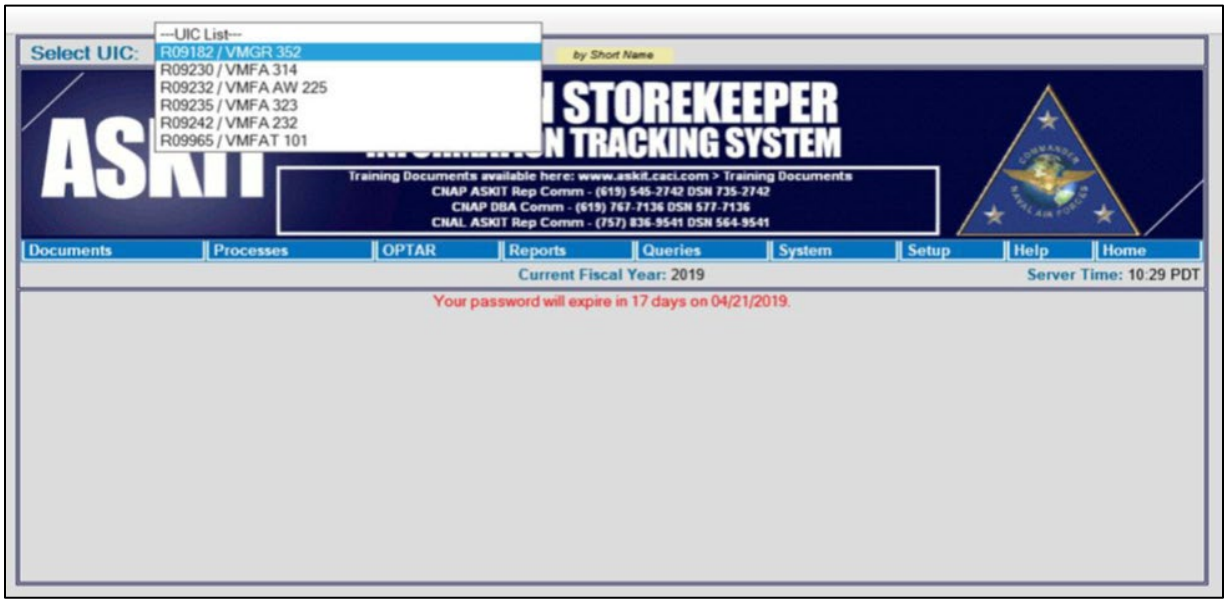


Figure 4-19.--ASKIT Status Upload.

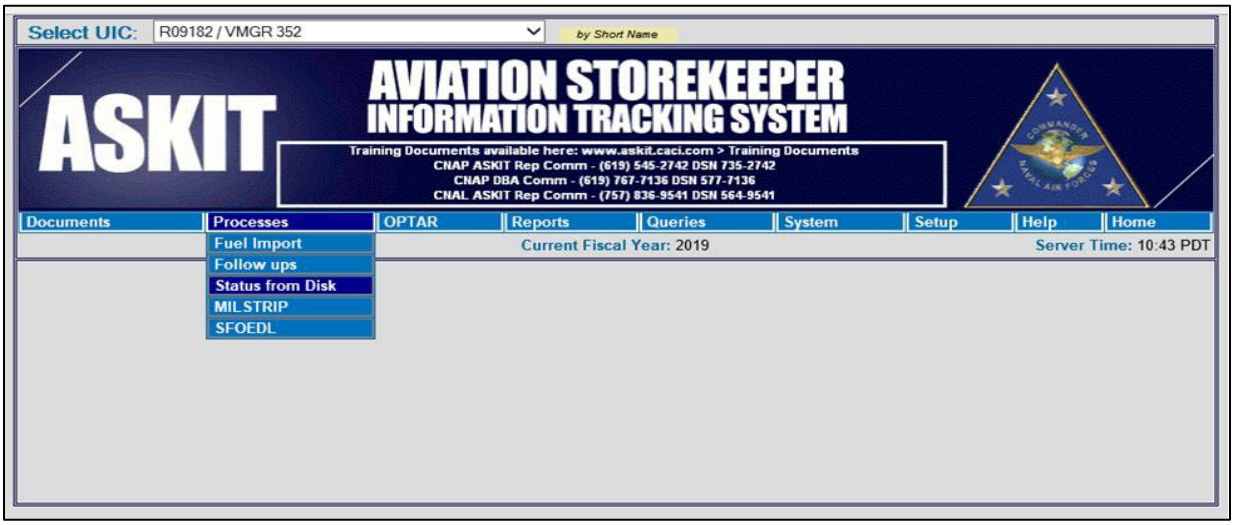


Figure 4-19.--ASKIT Status Upload, Continued.

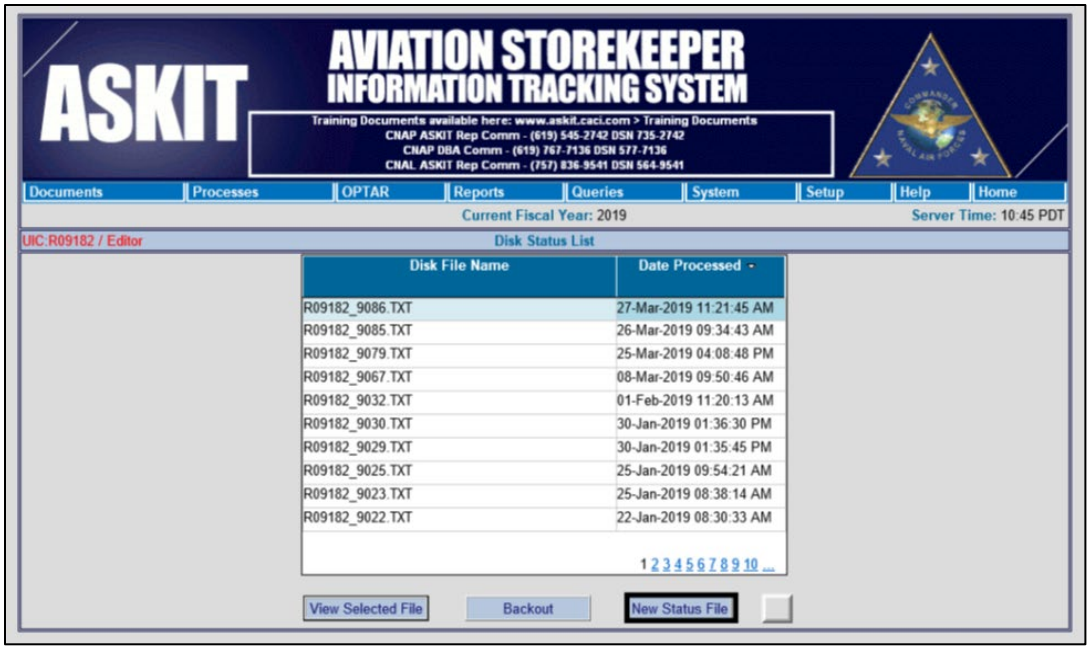


Figure 4-19.--ASKIT Status Upload, Continued.

(12) Uploading status to One Touch. Ensure all NICN/LICNs are removed. Log into One Touch > Batch Transactions Tab> MILSTRIP Upload. Drag the DRA, OUT GOING EXTERNALS, and OUTGOING STATUS one at a time, to the Load File box. Click standard MILSTRIP records and select submit (format will be check at this point). Click next (if any files are incorrect you will need to change and validate them or remove them from your file). Then click submit and annotate the batch job number (you will not be able to see the files you sent). Additionally, the SAA will download all MILSTRIPS from the ASKIT MILSTRIP mailbox (figure 4-24) and upload the file into One Touch. The ASKIT MILSTRIP mailbox will include all Follow ups processed in ASKIT (e.g., AF1, AP1, DRA, etc.) and initial orders processed by CAS.

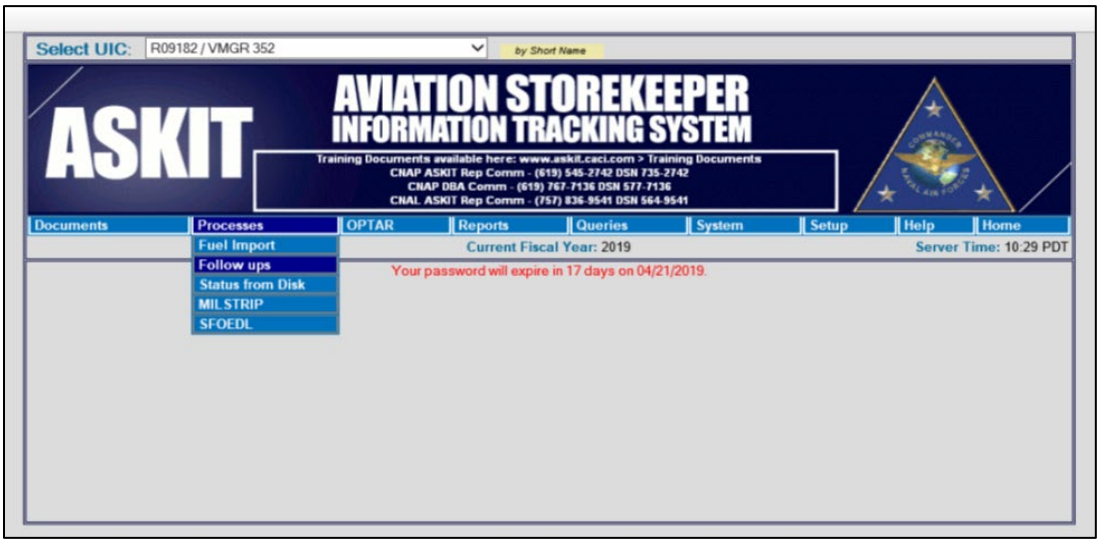


Figure 4-20.--ASKIT MILSTRIP Download.

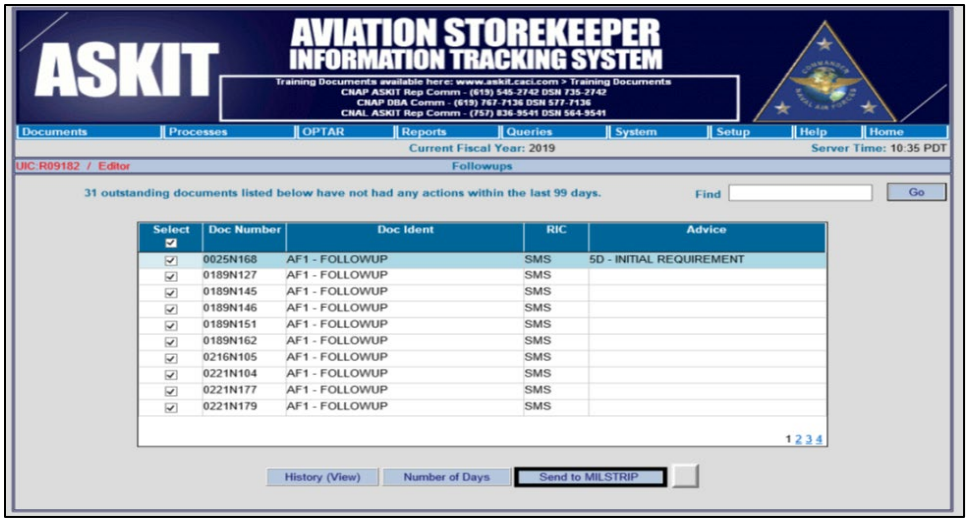


Figure 4-20.--ASKIT MILSTRIP Download, Continued.

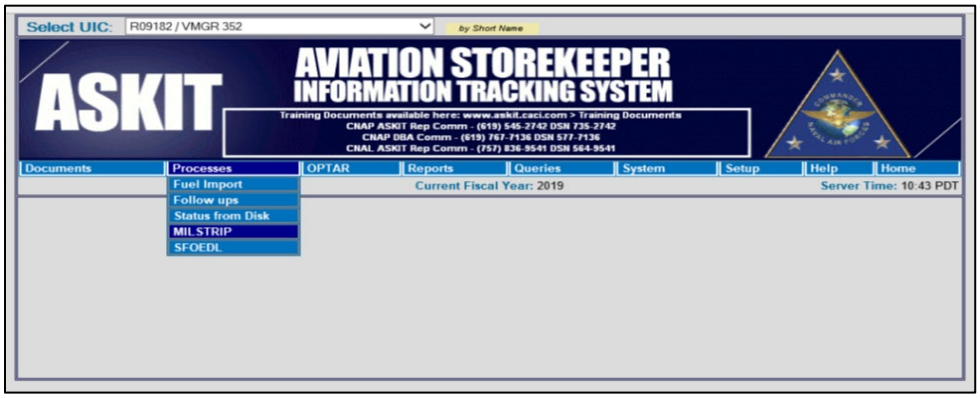


Figure 4-20.--ASKIT MILSTRIP Download, Continued.

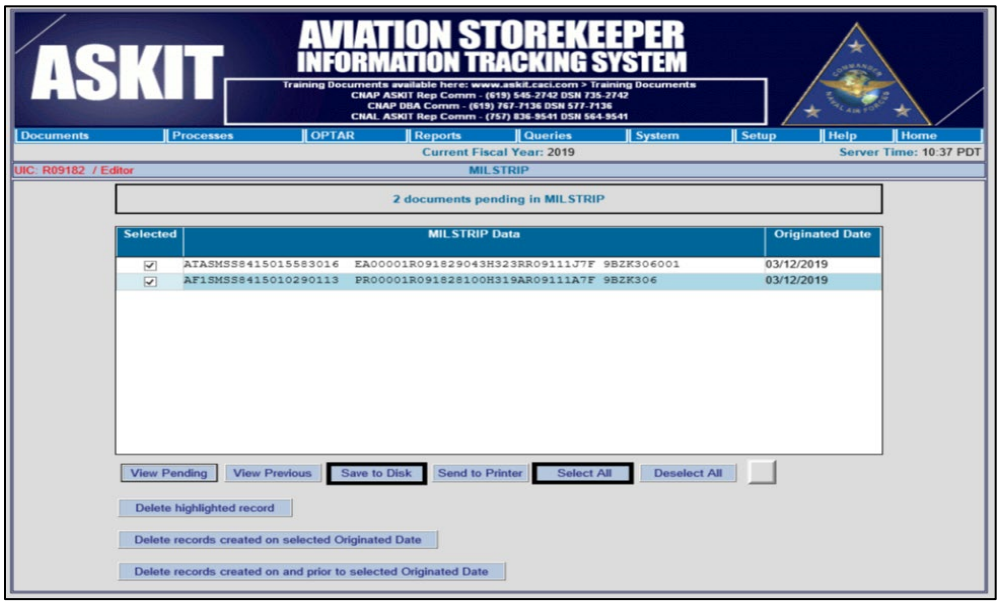


Figure 4-20.--ASKIT MILSTRIP Download, Continued.

c. Weekly Processes and Procedures

(1) TL Processing. Weekly, TL processing for OMD (FAS) occurs. The SAA working with FAS will notify the Supply Department that interface will be down for TL processing. After interface has been taken offline, the SAA will notify FAS that they can begin their "Trial" processing. The FAS should run two trial (JSF403) jobs to ensure the file size is the same. This is done to ensure the Stars file and the NC2156 match. File sizes can be reviewed through Batch Review/Reports (figure 4-25).

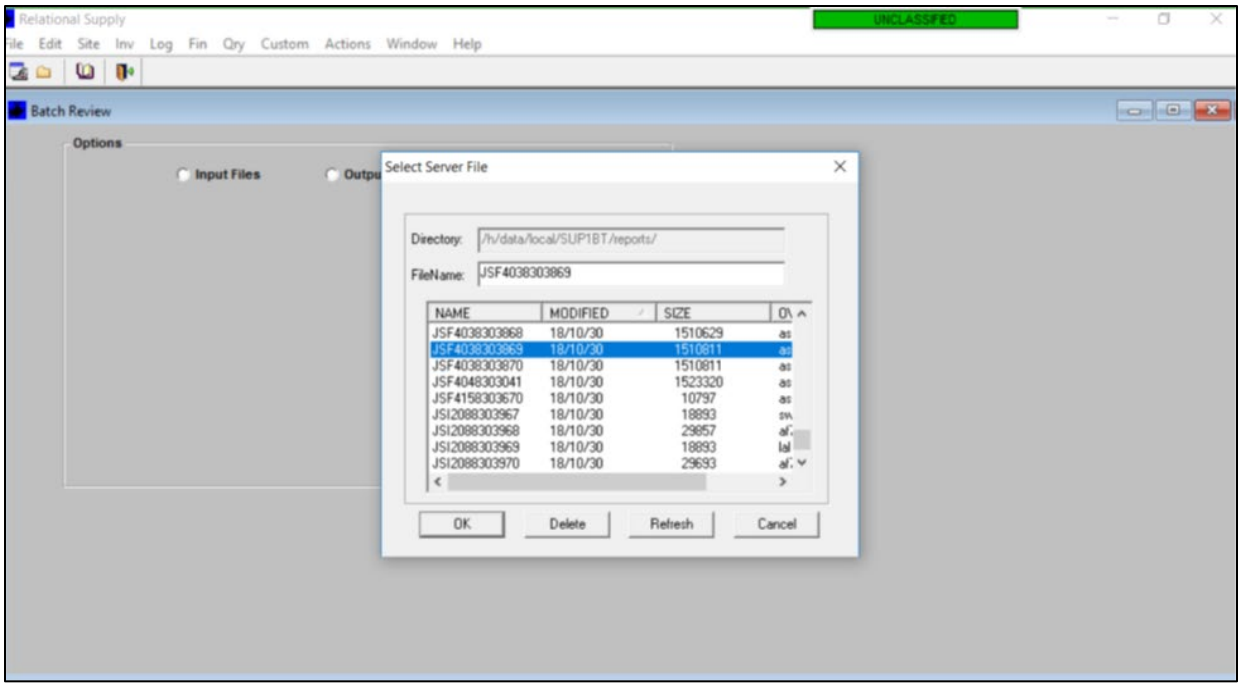


Figure 4-21.--Trial Batch Review.

d. Monthly Processes and Procedures

(1) Coordinate and process R-Supply/NALCOMIS Database Reconciliation. Coordinate and process R-Supply/NALCOMIS Database Reconciliation. The SAA will schedule and process Database Reconciliation monthly. The report shall be executed seven (7) days prior to the End of the Quarter/Fiscal Year. The SAA will provide OMD, WMD, DSB, and WAS copies of database discrepancy reports for further action. Refer to appendix L of this Manual for detailed procedures. Reports will be produced monthly with a retention of current and prior with the exception of the following reports which will be retained for two (2) calendar years. The SAA will receive the original reports from WMD and OMD and ensure each report is signed, dated, and legibly printed or stamped by the person conducting the review.

(a) N6R60654 -NIIN Analysis Report Supply Products Indicator (SPI) Listing.

(b) N6R60670 -Supply NIINs not on NALCOMIS Report - Consumables and repairable; NIINs are in Navy ERP/R-Supply Force but are not in NALCOMIS.

(c) N6R60673 -NALCOMIS/SUPPLY Quantities Discrepancy Report On Hand/Fixed Allowance Quantity Mismatch)

(2) Coordinate and Process the monthly change notice. The SAA will be responsible for producing and distributing the monthly change notice as well as the annual price change. Each record appearing on the listing requires annotation of action taken. The SAA will retain the signed and annotated copy of the reports. Change Notice Reports will be produced monthly, and Annual Price Change Reports and log will be produced annually, retention is 10 years in accordance with reference (aj). Refer to appendix B for detailed procedures.

(3) Maintain the R-Supply Master Stock Status Locator Listing (MSSLL). The MSSLL provides NIIN/location cross reference for use during periods of system non-availability. The MSSLL will be requested monthly by the SAA and stored electronically on the SharePoint for each division to access. A MSSLL will also be printed quarterly in the event of system non-availability.

(4) Stock/DTO Due and Issue Pending Quantity Reconciliation. Prior to starting processing for the new month, the SAA should first process the Stock and DTO Due Reconciliation (per Figure 4-22). This report can be found in R-Supply utilizing the following path: R-Supply> Utilities>Stock/DTO Dues Reconciliation, Unclick "report only" and process. Additionally, the Issue Pending Quantity Reconciliation (per Figure 4-23) should be produced utilizing the same process as above except selecting "Issue Pending Qty Reconciliation". A report of all update records will be provided. Retention will be current and prior.

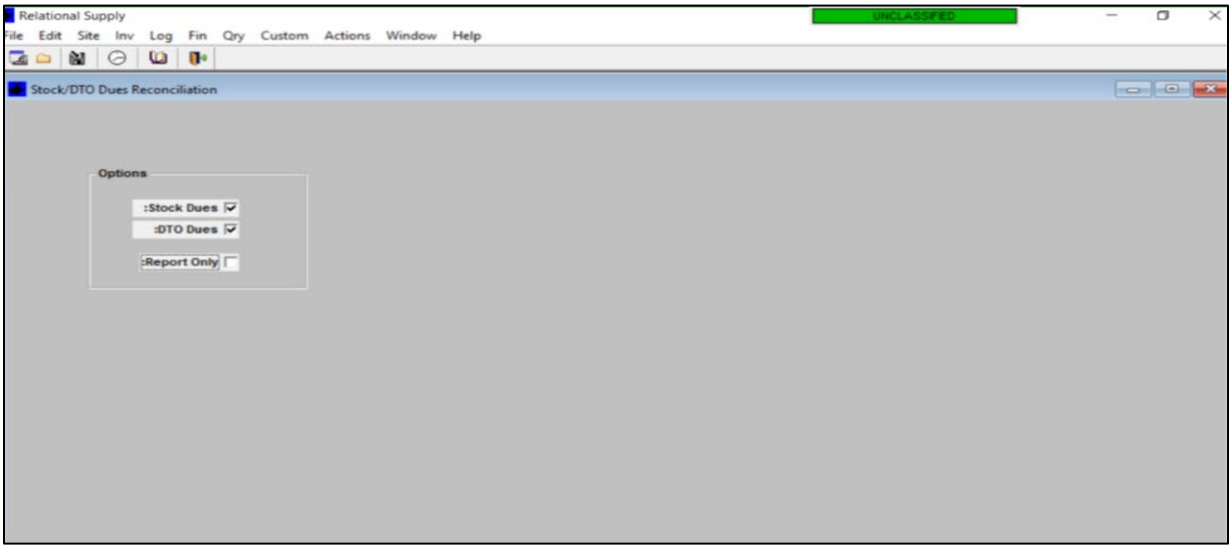


Figure 4-22.--Stock/DTO Due Recon.

NOTE: The Monthly Change Notice and Reconciliation process can be conducted after running these reports.

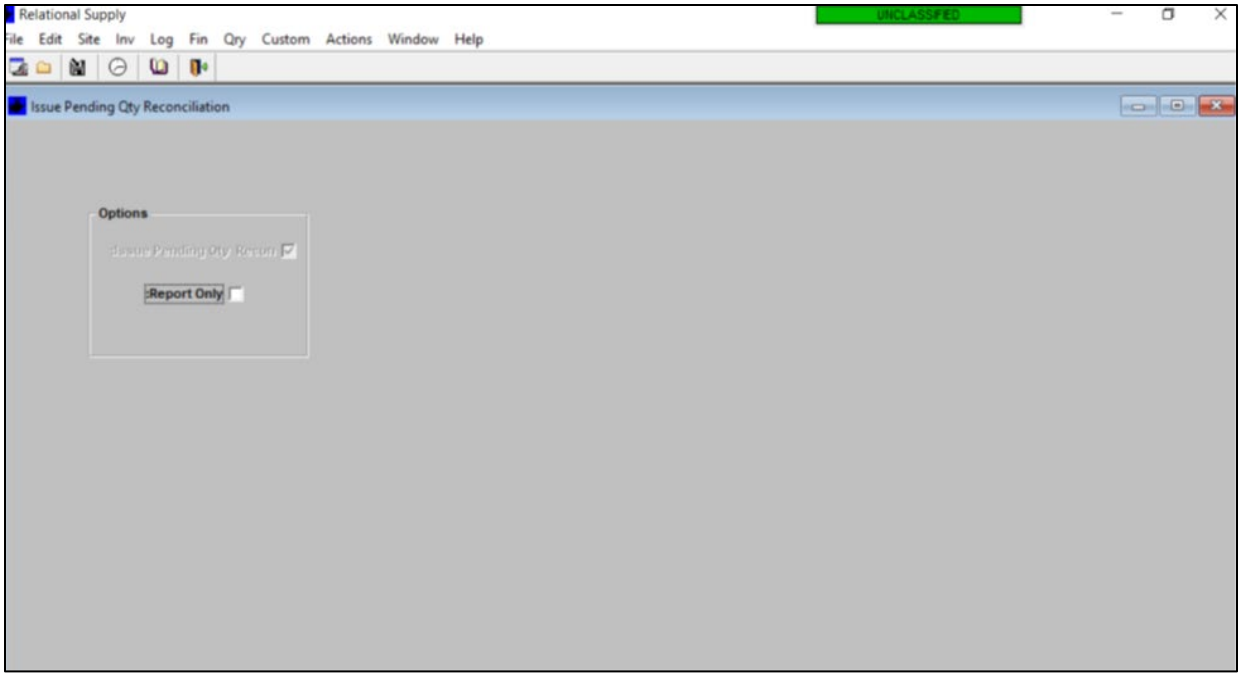


Figure 4-23.--Issue Pending Qty Recon.

(5) SIR to External SLC Reconciliation. Upon the completion of downloading FED Log, the SAA will conduct an SIR to External SLC reconciliation. Detailed procedures for required actions are contained in appendix Q.

(6) Process Defective Materiel Summaries. The SAA will produce the Defective Materiel Summary Report and distribute to WSB and DSB for action. There are two types of Defective Materiel Summaries:

a. Category I Deficiency Report. A report of a critical defect which may cause death, injury, or severe occupational illness; would cause loss or major damage to a weapon system; critically restricts the combat readiness capabilities of the using organization; or any defect which would result in a production line stoppage.

b. Category II Deficiency Report. A report of a product quality deficiency, which does not meet the criteria, set forth in Category I. Category II normally is used for reporting major and minor defects.

c. NAVSUP WSS-M conducts monthly updates of the Defective Materiel Summaries, which are located on the NAVSUP WSS Extranet website at: https://my.navsup.navy.mil/apps/sites/navsup_wss_extranet/pages/defective_material_summaries. These summaries include a list of NSNs which should be inspected, suspended or reported. They direct activities to suspend and report on hand quantities of defective items.

12. Create a MILSTRIP Account Roster. IAW FIAR requirements within reference (aj), the SAA will maintain monthly rosters of users with MILSTRIP capabilities, for their UIC, within the supply department. The Division

OIC/SNCOIC will ensure users check in with the SAA for inclusion into the supply squadron roster prior to registering for MILSTRIP type websites.

a. Monthly, the SAA will collect all current users and build the squadron roster per example in figure 4-24.

b. SAA will ensure individual users have their capabilities revoked upon checking out of the unit.

c. Any user identified as not being in that unit will be deleted.

d. To obtain a user roster for your UIC in One Touch, go to MILSTRIP Functions > MILSTRIP User Report.

e. To obtain a user roster for FedMall submit a trouble ticket via DLA contact center at fedmallreports@dla.mil and specify the requested users and MILSTRIP data for the unit UIC.

NOTE: This process is not always successful. Maintain correspondence with DLA contact center identifying either personnel with MISTRIP access or DLA inability to provide requested information.

RANK	NAME	DIV	ROTATION DATE	One Touch	FEDMALL	SAIC	GSA	Oth	Oth
Sgt	Doe, John	OMD	190411	X		X	X		
LCpl	Smith, Jane	WMD	190401	X	X	X			

Figure 4-24.--MILSTRIP Account Roster Example Template.

13. Coordinate and process R-Supply MFCS Inventory Reconciliation

a. The MFCS Consolidated Research Team (CRT), located at Naval Air Station, Norfolk, VA, will annually schedule the MFCS Inventory Reconciliation for each MALS. This reconciliation will identify on-hand quantity differences, referred to as Unreconciled Balances (URBs), and certain management data element differences (e.g., stock number, cognizance symbol, unit price, CIIC, etc.). The MFCS CRT will contact the MALS to provide a MFCS Inventory Reconciliation File.

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

(2) Upon completion of the reconciliation, MFCS CRT will produce and return a Change Notice Data File and/or spreadsheet(s), which will reflect the differences. The SAA will schedule, and batch process the Change Notice Data File in the same manner as a Monthly Change Notice in the R-Supply/NALCOMIS Systems. Stock number and unit of issue changes will be provided via spreadsheet(s). These changes must be manually processed into R-Supply/NALCOMIS systems accordingly. MFCS CRT will also identify URBs and request the MALS to take corrective action.

14. Receive, coordinate and respond to external Materiel Obligation Validations (MOV). The SAA will be responsible for coordinating and responding to the external MOV. Both current and prior quarters will be retained. Refer to appendix E of this Manual for detailed procedures.

15. Produce the Document Serial Number Assignment Letter. Prior to the beginning of each FY, the SAA will reconcile mismatches between NALCOMIS and R-Supply, and coordinate with OMD to verify proper accounting and document serial number assignment. The letter will be updated as changes occur throughout the year. Detailed example of the Document Serial Number Assignment letter can be found in appendix AE. The current listing is required to be signed by the AvnSupO and printed in the event of system non-availability. Additionally, the current listing will be maintained and stored electronically on the SharePoint for each division to access.

a. The SAA will validate the NALCOMIS DF_15suadps_logon table and R-Supply Serial table to ensure they are aligned with the proper activities.

Reports and Files Required for Performance of Duties, SAAB			
Report name	Frequency	Retention	Reference
1. Software Update File	As Required	Life Cycle of Current Baseline	4301.1
2. Segregation of Duties Validation	Quarterly	10 Years	4301.2
3. R-Supply User Request Form File	As Required	10 Years	4301.3
4. NALCOMIS User Request Form File	As Required	10 Years	4301.3
5. SAA Log	As Required	Current	4301.4
6. Standalone Access	As Required	10 Years	4301.5
7. TC/TR/CP Files	As Required	Current & Prior Fiscal Year	4301.7
8. R-Supply/NALCOMIS Processing Schedule	Monthly	Current	4301.8
9. EOFY NIIN Inventory Listing	Fiscal Year	Current & Prior	4301.10
10. Daily TIR	Daily	12 Months	4301.11b(6)
11. MILSTRIP Outgoing External Release Files	Daily	30 Days	4301.11b(7)
12. Incoming MILSTRIP Files	Daily	30 Days	4301.11b(11)

13.	R-Supply/NALCOMIS Database Reconciliation a. N6R60654 - NIIN Analysis Report Supply Products Indicator (SPI) Listing b. N6R60670 - NIINs not on NALCOMIS Report Consumables and Repairable; NIINs are in Navy ERP/R-Supply Force but are not in NALCOMIS c. N6R60673 - (NALCOMIS/SUPPLY Quantities Discrepancy Report On Hand/Fixed Allowance Quantity Mismatch)	Monthly	24 Months	4301.11d(1)
14.	Change Notice	Monthly	10 Years	4301.11d(2) appendix B
15.	Annual Price Change Reports/Log	Annual	10 Years	4301.11d(2)
16.	Master Stock Status Locator Listing	Monthly (electronic) Quarterly (physical)	Current	4301.11d(3)
17.	Stock/DTO Due Reconciliation	Monthly	Current & Prior	4301.11d(4)
18.	Issue Pending Quantity Reconciliation	Monthly	Current & Prior	4301.11d(5)
19.	MILSTIP Account Roster	Monthly	10 Years	4301.12
20.	MFCS Inventory Reconciliation	Annual	Current & Prior	4301.13
21.	Materiel Obligation Validation File	Quarterly	Current & Prior	4301.14 appendix E
22.	Document Serial Number Assignment Letter	Annual	Current	4301.15

Table 4-3--Reports Required for Performance of Duties, SAAB.

CHAPTER 5: AVIATION LOGISTICS DEPARTMENT, SUPPLY (ALD-C)

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CHAPTER 5

AVIATION LOGISTICS DEPARTMENT, SUPPLY (ALD-C)

5000. Organization. ALD-C is composed of the following sections (as illustrated in figure 5-1):

1. Wing Aviation Supply Management Advisory Team (WASMAT).

2. Wing Allowancing Section (WAS).

3. Wing Operations Section (WOS).

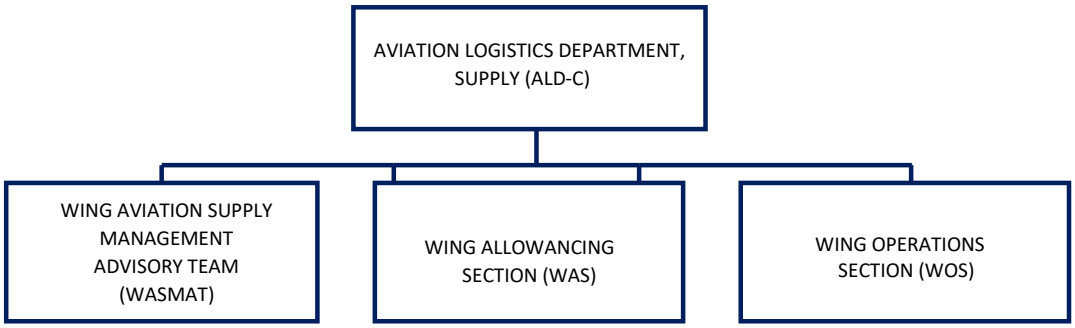


Figure 5-1.--ALD-C Organization Chart.

5001. Functions

1. ALD-C's primary responsibilities include coordinating aviation materiel (such as inventory management, distribution, storage, and transportation), financial matters, training, and related programs in support of squadrons assigned within subordinate MAGs. The Aviation Supply Officer and staff are the principal points of contact for coordinating aviation supply matters between the aircraft TYCOM, the MAW commander and the assigned MAGs.

2. Conduct a monthly Wing level telecon with subordinate MALS to discuss IMPR goals and justification. Once per quarter, IMPR goals and justifications will be discussed via telecon with MARFOR. Reference (f) and ASB IMPR message identify performance areas to be tracked and discussed.

3. The Wing AvnSupO/Department Chief is responsible to ensure all personnel assigned to ALD-C are technically proficient by using ASM and the available tools provided in appendix I. The Wing AvnSupO/Department Chief will:

a. Monitor personnel MOS technical skills and progression through ASM.

b. Provide results from audits and assists, conducted by the WASMAT, to the ALD AC/S.

4. The Wing AvnSupO/Department Chief will maintain a current turnover jacket which outlines specific duties and responsibilities.

5. The Wing AvnSupO/Department Chief will ensure each section has a current turnover jacket which outlines specific duties and responsibilities and provides step-by-step procedures.

6. The Wing AvnSupO/Department Chief will review all messages and correspondence pertaining to Aviation Supply operations on a daily basis and ensure appropriate action is taken. This includes those messages residing in AMHS. Each section OIC/SNCOIC is responsible for reviewing messages and correspondence distributed (as required) and ensuring appropriate action is taken. Annotations denoting action taken can be made in the message distribution processing system. Retention is one year.

7. Additional functions include

a. Implement and coordinate Aviation Supply policy within the MAW.

b. Coordinate with the MAW comptroller on all matters concerning Operations, Maintenance, and Navy expenditures.

c. Conduct liaison with external agencies in support of aircraft readiness within supported MALS.

d. Coordinate aviation materiel support for ship and unit deployments.

e. Coordinate the assignment of personnel in the 6602, 6604, and 6672 MOS's.

f. Analyze aviation supply and financial management performance.

g. Monitor weapons system materiel support transitioning from commercial supply to Navy supply.

h. Coordinate with the ALIMS branch on policy development input to HHQ for changes/updates to NTCSS and other aviation logistic information systems.

CHAPTER 5

AVIATION LOGISTICS DEPARTMENT, SUPPLY (ALD-C)

SECTION 1: WING AVIATION SUPPLY MANAGEMENT ADVISORY TEAM (WASMAT)

5100. General

1. Responsibilities. WASMAT serves as the management and advisory team for Aviation Supply Departments for all MALS within the MAW. WASMAT should be comprised of Marines from each division within the MALS ASD. WASMAT monitors all supply functions within the Wing Supply Departments to ensure compliance with authorized procedures and achievement of established goals.

2. The Section OIC/SNCOIC is responsible for the following:

a. The section Officer in Charge (OIC)/Staff Non-Commissioned Officer In Charge (SNCOIC) is responsible for ensuring all personnel assigned to the section are technically proficient. The section OIC/SNCOIC will use appendix I in or to accomplish this.

b. Maintain a current turnover jacket which outlines specific duties and responsibilities and provides step-by-step procedures. Ensure the following correspondence is on file:

(1) All ASB-31 messages pertaining to the MALS/MAW Operations.

(2) Supply Grams/Wing messages (as applicable).

(3) Internal MAW Standard Operating Procedures (SOP)/Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU) (as applicable).

(4) Appointment Letters.

c. Review messages and correspondence distributed as required (via AMHS) and ensure appropriate action is taken.

d. Consolidate and provide to the Wing AvnSupO corrective actions for ALD-C internal audits/assists.

e. Review and monitor the reports required for the performance of duties, listed in table 5-1 to ensure accuracy and completeness.

3. Duties

a. WASMAT will perform the following duties. A list of reports required to perform these duties are contained in table 5-1.

(1) Publish and maintain an annual Functional Area Inspection (FAI)/Functional Area Assist (FAA) schedule for subordinate units.

(2) Conduct annual FAI/FAA for subordinate units.

(3) Publish and Maintain FAI/FAA Reports for subordinate units.

(4) Publish an Internal Audit/Assists schedule.

(5) Conduct Internal Audits/Assists.

(6) Publish and Maintain Internal Audit/Assist Reports.

(7) Establish and maintain the ALD-C Technical Training Program.

(8) Coordinate, consolidate, review, and respond to all external inspections and audit visits.

(9) Monitor Wing Advanced Skills Management accounts for Occupational Fields: 6602, 6604, and 6672.

(10) Monitor, review, and respond to the submission of all changes to the Aviation Supply Desk-Top Procedures (ASDTP)

(11) Assist in Monitoring End of Month (EOM) reports and Supply Management Goals (IMPR).

5101. Procedures

1. Publish and maintain a Functional Area Inspection (FAI)/Functional Area Assist (FAA) schedule for subordinate units. WASMAT will coordinate with subordinate unit Supply Management Division to schedule and publish the Fiscal Year inspection/assist visit schedule prior to 1 October of the FY in which the FAA/FAI is conducted.

a. The inspection/assist visit schedule should be de-conflicted with unit Training Exercise Employment Plan (TEEP) events when possible. After unit coordination and approval from ALD AC/S. The schedule will be released via naval message to subordinate units.

b. The FAI/FAA will alternate every fiscal year.

c. The FAA/FAI schedule will be maintained for current and 3 prior FYs.

NOTE: 2d MAW will include HMX-1 in their FAA/FAI schedule.

2. Conduct FAI/FAA for subordinate units

a. WASMAT should alternate between FAIs and FAAs every fiscal year, repeating events when necessary.

(1) The purpose of the FAI is to conduct an in-depth, graded inspection and evaluation of the Supply Department programs and practices. The primary focus of the FAI is to evaluate their ability to effectively support operational requirements.

(2) The FAA is a non-graded event. No scores will be provided. The purpose of the FAA is to assess the ASD's functions to identify areas of concern and conduct focused training in underperforming programs and tasks.

b. An FAI will be conducted over a period of ten working days. On the first day of the evaluation, the WASMAT Officer in Charge (OIC) shall conduct an in-brief with the Squadron CO, AvnSupO, AvnSupChf and key billet holders within the Aviation Supply Department. Out-briefs shall be scheduled for the last day of the evaluation with the personnel mentioned above.

(1) Grading of the FAI shall be accomplished using the FAI Standardized grading database (matrix) from the DOD SharePoint, (https://usmc.SharePoint-mil.us/teams/Aviation375/Supply/SitePages/MARINE-AVIATION-SUPPLY-HOME.aspx). Key concepts of the grading system database for FAIs are as follows:

(a) Appendix G and H audits will each account for 50 percent of the total grade.

(b) Each appendix H question has been weighted by subject matter experts from throughout the fleet.

(1) A value of one is assigned to a low mission impact question. These questions are usually a yes or no type of answer. If the function is being performed correctly then the full value will be given. If the function is not being performed correctly then no points are given.

(2) A value of two is assigned to questions which have a moderate impact on mission readiness. These questions jeopardize supply effectiveness and flight line support but still allow for mission accomplishment. If the function is being performed correctly, then the full value will be given. If the function is being performed with minor mistakes/errors, then a value of one is given. If the function is not being performed or is being performed with major mistakes/errors, then no points are given.

(3) A value of three is assigned to questions which substantially impact mission readiness and could be the difference between a MC or NMC aircraft. A value of 3 is also assigned to those items having an adverse impact to financial and/or inventory integrity. If the function is being performed correctly, then the full value is given. If the function is being performed with minor mistakes/errors, then a value of two is given. If the function is being performed with major mistakes/errors, then a value of one is given and if the function is not performed, then no points are given.

(2) FAIs will receive one of the following grades:

(a) On Track. Departments/divisions receiving a percentage of 90 to 100 percent shall be graded On Track. These departments/divisions demonstrated proper performance/procedures of a majority of the required tasks and/or stated goals in accordance with this Manual.

(b) Needs More Attention. Departments/divisions receiving a percentage of 80 to 89 percent shall be graded as Needs More Attention. These departments/divisions did not achieve a majority of the stated goal(s); however, unit personnel showcased both the ability and knowledge to rectify and correct any noted discrepancy and demonstrated general knowledge and adherence to this Manual.

(c) Off Track. Department/divisions receiving a percentage of 79 percent and below shall be graded as Offtrack. These departments/divisions incorrectly demonstrated procedures. Neither task nor stated goals were achieved in accordance with this Manual. Additional assistance and re-inspection are required.

(3) Rules of engagement (ROE) will be published to all concerned (ALCON) no later than two weeks prior to each inspection/assist.

(a) Verify previous assists results, corrective actions, deviations, and other issues that may affect the inspected unit's outcome. Review memorandums of record provided by each ASD and tie to the corresponding portion of this Manual. The look back period for the conduct of G and H audits/assists will start from end date of previous FAI/FAA to date.

(b) Reiterate ROE during In-Brief with the ASD.

(c) Inspectors will provide a daily brief to the Supply Management Division (SMD)/inspected Division OIC/SNCOIC and a brief synopsis of potential discrepancies or concerns at the completion of each day.

(d) Upon completion of each appendix G and H audit, all disputed discrepancies will be validated via the respective Aviation Supply Department's SMD.

(e) Each potential appendix G and H discrepancy will be discussed amongst the inspection team for validation prior to becoming an official discrepancy.

NOTE: Divisional/section daily synopsis of potential discrepancies is not a declaration of an official discrepancy or finding. Discrepancies or findings are only determined after WASMAT inspector's validation at the end of each day, prior to the SMD daily out brief. Discrepancies or findings for a FAA/FAI will only be given to the SMD OIC/SNCOIC and AB SNCOIC.

(f) Final scores for the respective branches and divisions will be provided during the end of inspection out-brief.

(g) When applicable, monitor and report the unit's excellence; appraise leadership, organization, efficiency, and overall effectiveness during the Commanding Officer's out-brief.

(h) Ensure all ASDs or divisions that receive a grade of off-track, are scheduled for re-inspection. Re-inspections will normally be conducted between 60 and 90 days after completion of the initial inspection. WASMAT will coordinate this effort via the unit SMD to schedule and publish the re-inspections. This will include any 'G' audit failures. If, during the re-inspection, the corrective actions have not been accomplished, the inspection team will forward the results to the Wing AvnSupO (ALD-C) for further action.

c. FAAs will be conducted in accordance with paragraph b, with the exception of the grading criteria. The following scale will be used to determine the state of the department, identifying areas that may need further assistance or training, to be provided by the WASMAT.

(1) Green = On track.

(2) Yellow = Needs More Attention.

(3) Red = Off Track.

NOTE: 2d MAW will also conduct FAA/FAIs for HMX-1.

3. Publish and Maintain FAI/FAA Reports for subordinate units

a. Upon completion of each FAI, WASMAT will submit an after-action report to the MALS Commander via the MALS AvnSupO. This report will also be provided to the Wing ALD AC/S via the Wing AvnSupO. At a minimum, inspection reports will cite positive and negative findings of the inspection performed, repeat discrepancies from the previous inspections, general trends, and copies of appendix G/H results.

b. Upon completion of each FAA, WASMAT will submit an after-action report to the MALS Commander via the MALS AvnSupO. This report will also be provided to the Wing ALD AC/S via the Wing AvnSupO. The FAA after action report shall detail FAA objectives, WASMAT and MALS participants, types of training/assistance provided, the degree to which objectives were met, and discrepancies/findings found during the conduct of the G/H assist.

c. The FAI/FAA briefs, appendix G/H products, after action reports and corrective actions/responses will be maintained for each MALS electronically or physically, segregated by Fiscal Year for the current and three prior fiscal years.

4. Publish an Internal Audit/Assist schedule. Prior to the beginning of each Fiscal Year, WASMAT will publish the Internal Audit/Assist schedule for ALD-C (WASMAT, WOS and WAS).

a. After coordinating with each section, WASMAT will develop and route the Internal Audit/Assist schedule to the AvnSupO for approval. An Internal Audit/Assist of WASMAT will also be included on this schedule.

b. Once approved by the AvnSupO, WASMAT will publish the schedule of upcoming Internal Audits/Assists.

c. The Internal Audit/Assist schedule will be maintained for current and 3 prior Fiscal Years.

5. Conduct Internal Audits/Assists. Semi-annually, WASMAT will conduct Internal Audits/Assists of all sections on an alternating schedule (i.e., 1st Half Internal Audit, 2nd Half Assist, etc.) for ALD-C (WASMAT, WOS and WAS). Qualified personnel will conduct the WASMAT Internal Audit/Assist.

a. WASMAT will use appendix H to perform all Internal Audits/Assists. Additional Wing specific checklists are also authorized to be used in conjunction with appendix H for internal audits.

(1) The purpose of the Internal Audit is to verify compliance with authorized procedures and achievement of established goals.

(2) The purpose of the Assist is to provide training to personnel to ensure compliance with authorized procedures and achievement of established goals.

6. Publish and Maintain Internal Audit/Assist Reports. Upon completion of each Internal Audit/Assist, WASMAT will submit an After-Action report to the AvnSupO for ALD-C (WASMAT, WOS and WAS).

a. At a minimum, Internal Audit Reports will cite positive and negative findings of the audit performed, repeat discrepancies from the previous

section Internal Audit, general trends, and a copy of the appendix H checklist.

b. At a minimum, Internal Assist Reports will cite training provided to the sections and copies of the appendix H checklists.

c. The Internal Audit/Assist briefs, appendix H products, After Action reports and corrective actions/responses will be maintained semi-annually by Fiscal Year for the current and three prior fiscal years.

7. Establish and maintain the ALD-C Technical Training Program. The WASMAT will coordinate all technical training to be conducted. The Monthly OJT Summary and technical training report will be retained for the current Quarter and three prior Quarters by the WASMAT, unless OJT logged into ASM. The WASMAT will publish a Monthly OJT Summary (see appendix I, figure I-2) based on section input and negative trends identified by audits/assists. WASMAT will coordinate with section OICs/SNCOICs to ensure only Officers and SNCOs conduct the training. Refer to Chapter 4, paragraph 4101.10a

8. Coordinate, consolidate, review, and respond to all external inspections/ audit visits. WASMAT will act as the central collection and submission point for all external inspection/audit visits and inquiries. This may include such audits from the following agencies: NAVSUP SUP 18, Government Accounting Office (GAO), Naval Audit Service, Financial Management Office, Fleet Financial Improvement and Audit Readiness (FIAR) team, NAVSUP, and Independent Public Accountant (IPA) firms.

a. WASMAT will coordinate external inspection/audit inquiries with MALS ASDs upon notification from higher headquarters.

(1) WASMAT will consolidate, and review responses received from MALS ASDs prior to submitting to higher headquarters.

(2) Provide and maintain results (as applicable).

(3) The WASMAT will review all external audit results with applicable MALS, ASDs and assist them in formulating plans of corrective action (as required) on all noted discrepancies and/or recommendations.

(4) If a corrective action letter is required by the auditing activity, WASMAT will compile all corrective actions from the applicable MALS ASDs and create a consolidated letter of corrective action to be submitted to the Wing AvnSupO for comment and/or action.

(5) Once corrective action plans are approved by the Wing AvnSupO, the corrective action letter will be submitted to the external auditing activity, and appropriate MALS ASDs. The external auditing activity will set a submission date for these reports. The WASMAT will provide any assistance required to implement the corrective actions. A copy of this letter will be retained with the corresponding External Audit report.

b. The WASMAT will maintain an External Audit File.

(1) At a minimum, this file will contain the external audit results, and a copy of the corrective action letter(s) submitted to the auditing activity.

(2) The external audit reports with the corrective action letter(s) (as required) will be maintained by type of external audit in date performed sequence for three Fiscal years per reference (b).

9. Monitor Wing Advanced Skills Management accounts for Occupational Fields: 6602, 6604, and 6672

a. Change Requests. The WASMAT is responsible for validating all content related to ASM change requests (references, procedures, and tests) to determine the impact on established Wing policies, inspection checklists, and to ensure changes are in accordance with higher headquarters policies. Changes that are administrative in nature do not require Wing ALD approval. Collaboration between each Wing ALD is required to provide standardization and judgment on change recommendations that cannot be agreed upon within the community. The WASMAT OIC and SNCOIC will be assigned as the ALD-C Primary Fleet Administrators (FA). For FA roles and responsibilities refer to reference (an).

b. ASM Reporting. The MALS ASM reports will be generated and provided by the respective MALS Supply Department, along with a copy of the morning report. Utilizing the below reports, WASMAT will monitor ASM accounts and T&R progression for 6602, 6604, and 6672 Marines. The following is a list of reports that will be submitted monthly to the Wing AvnSupO/AvnSupChf. Retention is current and prior.

(1) MALS personnel without ASM accounts.

(2) MALS personnel without T&R progression for 30 days or more.

(3) ALD/G-8 personnel without ASM accounts.

(4) ALD/G-8 personnel without T&R progression for 30 days or more.

10. Monitor, review, and respond to the submission of all changes to the Aviation Supply Desk-Top Procedures (ASDTP). WASMAT will review and maintain all change recommendations and requests for deviation to this Manual from the MALS ASDs.

a. Deviation

(1) After WASMAT review, deviations to this Manual will be forwarded to the Wing AvnSupO, with a cause-and-effect statement. If endorsed by the Wing AvnSupO, deviations will be incorporated and submitted via AMHS to the respective MAWs (for information purposes) in accordance with appendix F.

(2) Deviation requests (approved and disapproved) will be maintained in division sequence by date submitted until the deviation has been incorporated into to this Manual, or as long as it remains in effect. Disapproved requests will be maintained until the next revision of this Manual. If a deviation is incorporated as a change, the deviation will be discarded.

b. Change. WASMAT will review and coordinate all requested changes in accordance with appendix F.

11. Assist in Monitoring EOM reports and Supply Management Goals (IMPR). WASMAT will assist the WOS in monitoring and reviewing end of month reports

and external supply management goals as established by higher authority and internal goals directed by the ALD AC/S. The WASMAT will provide input and action items, as required, in preparation for the monthly/quarterly teleconference/correspondence. The WASMAT, in conjunction with the WOS, will establish and maintain the monthly IMPR teleconference.

Reports and files Required for Performance of Duties, WASMAT			
Report name	Frequency	Retention	Reference
1. FAI/FAA Schedule	Annual	Current & 3 Prior Fiscal Years	5101.1
2. FAI/FAA Reports	Annual	Current & 3 Prior Fiscal Years	5101.3
3. Internal Audit/Assist Schedule	Annual	Current & 3 Prior Fiscal Years	5101.4
4. Internal Audit/Assist Reports	Annual	Current & 3 Prior Fiscal Years	5101.6
5. OJT Summary report	Quarterly	Current and three prior Quarters	5101.7
9. External Audit Results	As Required	3 Fiscal Years	5101.8
10. ASM Reports	Monthly	Current & Prior	5101.9b
11. Change/Deviation	As Required	Per appendix F	5101.10 appendix F

Table 5-1.--Reports Required for Performance of Duties, WASMAT.

CHAPTER 5

AVIATION LOGISTICS DEPARTMENT, SUPPLY (ALD-C)

SECTION 2: WING ALLOWANCING SECTION (WAS)

5200. General

1. Responsibilities. WAS serves as a regional control point for the management of allowances and stock levels, for all MALS within the MAW.

2. OIC/SNCOIC

a. The Section OIC/SNCOIC will maintain a current turnover jacket which outlines duties and responsibilities and provides step-by-step procedures on the performance of duties, which are site specific. Additionally, copies of the following letters will be filed in the OIC/SNCOIC turnover jackets or electronically:

(1) CNAP Schedule.

(2) Weapons System Planning Document (NAVAIRINST 13100.11D)

NOTE: To access the NAVAIRINST 13100.11D, utilize the following URL: https://myteam.navair.navy.mil/km/71/Directives

(3) Aviation Consolidated Allowance List (NAVSUPWSSINST 4441.15L)

(4) COSAL Manual (NAVSUP P-488)

b. The Section Officer in Charge (OIC)/Staff Non-Commissioned Officer in Charge (SNCOIC) is responsible to ensure all personnel assigned to the section are technically proficient utilizing Advanced Skills Management (ASM).

c. The Section OIC/SNCOIC will be responsible for the oversight of ASM to include signoff of Marines within their section

d. The Section OIC/SNCOIC will ensure corrective actions are completed and submitted to the Wing Aviation Supply Management Advisory Team (WASMAT) following any internal/external audit of their section.

e. The Section OIC/SNCOIC will ensure reports listed in table 5-2 are reviewed and monitored for accuracy and completeness.

f. The Section OIC/SNCOIC will ensure all WAS Marines have access to necessary sites to perform duties specific to WAS (e.g., NALCOMIS, R-Supply, One Touch, ERP, FEDMALL, N414 BPR, Schoolhouse SharePoint, CNAP AFAST, NATEC etc.).

g. The Section OIC/SNCOIC will review and sign the Consumable Sizing Tool (CST), and Repairable Analysis of Missed Sales (RAMS) Summary Change Repots monthly. Current and prior listings will be retained.

h. The Section OIC/SNCOIC will review messages/correspondence distributed as required and ensure appropriate action is taken.

i. The Section OIC/SNCOIC will work with DLA and NAVSUP as appropriate on any allowancing initiatives.

3. Duties

a. WAS will perform the following duties. A list of computer-generated reports required to perform these duties are contained in table 5-2.

(1) Maintain Stock Levels for all materiel.

(2) Review and request modifications of allowances.

(3) Coordinate and Validate all AVCAL aids and milestone process.

(4) Coordinate and monitor the MEU AVCAL allowancing milestone process.

(5) Coordinate and monitor COSAL review process.

(6) Ensure all MALSP support package building block allowances are properly identified in R-Supply/NALCOMIS.

(7) Submit Offload recommendations to the MALS.

(8) Review and Manage Applicable Allowancing Local Management Codes/Flags.

(9) Conduct Database Maintenance

(10) Assist in Monitoring Supply Management Goals (IMPR).

(11) Assist the MALS ASD with Creating and Reviewing Local Support Packages.

5201. Procedures

1. Maintain Stock Levels for all Materiel. Stock levels are described in terms of range and depth. Range is the number of different line items stocked, and depth is the quantity of a specific line item. In R-Supply, stock levels are described as the Requisitioning Objective (RO), which is the high limit, and the Reorder Point (RP), which is the low limit. Initially, stock levels are established based on applicable allowance lists. These initial levels will be reviewed and may be adjusted according to historical or forecasted demand. Level adjustments may also come by naval message directed by the TYCOM due to weapon systems configuration changes passed through the Integrated Weapon Systems Team (IWST). For detailed allowancing procedures, see appendix AC.

a. Execute Level Setting (JSI205). The Level Setting (JSI205) will be processed on a quarterly basis post COLT/PDL load to adjust allowance type codes and update average monthly demand. Level Setting parameters will be in accordance with reference (f).

(1) On the trial level set, any changes other than report 10 will be validated/corrected prior to running a live Level Set.

(2) WAS is responsible for reviewing the output reports. Upon completion of the review, the report will be signed and dated by the person conducting the

review. Report 10 of the live will be forwarded to WCB/WSB for action with the verbiage "Please ensure all NIINs with a location have no physical on-hand quantity, identifiable location marking, and remove the location in NALCOMIS".

b. Stores Account Materiel Management Afloat/Ship Authorized Levels (SAMMA/SAL). The SAMMA/SAL is an important tool in the management of stock levels. It identifies the inventory by ATC and provides the data necessary to evaluate the overall inventory position based on SIR data such as excess conditions and erroneous SIR conditions. The SAMMA/SAL will be ran before and after any major evolutions affecting the SIR (e.g., COLT/PDL, COSAL/ AVCAL loads, etc.). The following are common discrepancies that may occur and will be reviewed/rectified: 1. AT_4 2. Changes in SAL value. SAMMA/SAL will be retained as required according to retention of corresponding evolution.

2. Review and Request Modifications of Allowances

a. Consumable Allowancing. Consumable allowances shall be established/ reviewed by the following means:

NOTE: DLA managed field level repairable will be reviewed and allowanced semi-annually.

(1) Consumable Sizing Tool database. Allowances and LMCs shall be established/modified in accordance with appendix AC. Weekly, the WAS will utilize the database to review all missed sales for trend analysis. Allowances for consumable not-carried (NC) demands will be adjusted utilizing the CST. Weekly, upon completion of the CST, the WAS will provide analysis to the MALS SMD, utilizing the summary change report. Any invalid NIS/NC will be forwarded to OMD for cancelation. Any possible inventory discrepancies will be forwarded to WMD/WCB for spot inventories.

NOTE: During COLT/PDL processing months, WAS will refrain from making any allowance changes via the CST for the scheduled MALS until the load has been processed.

(2) Customer Oriented Leveling Technique (COLT)/Proactive Demand Level (PDL). The WAS will receive allowance products from the contracted logistics service provider, review allowance products and load the products in accordance with appendix AC. Quarterly, all products will be retained electronically for the current and prior year.

NOTE: WAS will review the NIIN & FSC Exclusion Listing to identify NIIN's that require to be excluded from allowancing (i.e., AAC Y, X, or erroneous demand).

(3) TMS AVCAL Consumable Review (FSA/SASS). In conjunction with the NAVSUP-WSS AVCAL review, the WAS will develop and review consumable demand data utilizing the Support Package Establishment and Analysis Database (SPEAD). Lead TMS WAS will coordinate consumable review with other Wing Allowancing Sections as well as the respective MALS. Consumable products will be developed according to CNAPs AVCAL milestone guidance. For detailed instructions, refer to appendix AC.

b. Repairable Allowancing

(1) The type of allowance for repairable depends on the type of materiel. Repairable items are grouped into two types, Aviation Repairable and Non-Aviation Repairable. These two types are further divided into Aviation Depot Level Repairable (AVDLRs) and Field Level Repairable (FLR). The ICP for AVDLRs is NAVSUP WSS-P and the allowance list is the Aviation Consolidated Allowance List (AVCAL). NAVSUP WSS-M manages non-AVDLRs, and the allowance list is the Coordinated Shipboard Allowance List (COSAL). Fixed allowance quantities for repairable will be reflected in R-Supply as AVCAL, COSAL/Hull, Mechanical & Electrical (HME) or both.

(2) In addition, the sum of all pack-up allowances (excluding those with a pack-up ID of 'L"), must equal the AVCAL/COSAL allowance and ultimately the RO. For repairable, the RO in R-Supply will match the Fixed Allowance Quantity (FAQ) in NALCOMIS. Allowances for DLRs are fixed and will not be changed without documented approval from the appropriate NAVSUP WSS.

(3) Repairable Analysis of Missed Sales (RAMS). The WAS will also conduct an analysis of those repairable that are identified as EXREP, utilizing the RAMS database. Weekly, the WAS will review allowances for potential ACRs. The WAS will ensure the most up to date Software is being utilized prior to review. Upon completion of the review, WAS will provide a list of those missed sales, to the MALS SMD, utilizing the summary change report. A weekly summary change report will be retained current and four priors.

c. Allowance Change Request

(1) The Allowance Change Request (ACR) is a vehicle for the fleet to recommend a revision to an authorized AVCAL/COSAL fixed allowance level. ACRs are submitted when the current allowance quantity does not sufficiently support an activity's present and continuing maintenance mission (increase or decrease). ACRs affecting FSA/SASS packages will require concurrence from all affected MAWs prior to submission IAW reference (g).

(2) Submitting Allowance Change Requests (ACR). Whenever records requiring new allowances are identified and the appropriate quantity determined, an ACR will be prepared and submitted in accordance with TYCOM Instructions. Procedures for requesting an addition, increase, decrease or deletion of current allowances are provided below. Allowance adjustments are not authorized until approved by NAVSUP-WSS M/P. NAVSUP WSS-P will process site specific ACRs for MSA/ICA/SSA allowances within 15 days from receipt or will provide interim status. For ACRs affecting FSA/SASS, concurrence from all affected MAWS (WAS) are required. Once concurrence from all affected activities is received, NAVSUP WSS-M/P will take the ACR for action and notify all affected activities by naval message. If approved, the new allowance will be loaded to appropriate support package. If authorized, instruction on naval message for proper fund authorization. If the ACR is requesting a decrease in allowance, and is approved, delete from appropriate support package and the excess quantity will be reduced through attrition. The MALS can also request modifications of allowances via the WAS. AVDLR and NAVSUP managed consumable ACRs are submitted via https://my.navsup.navy.mil/apps/ops$aacr.acr_form. Non-AVDLR ACRs are submitted via https://my.navsup.navy.mil/apps/ops$acr.main#.

(3) Maintain an Allowance Change Request (ACR) File. Its purpose is to monitor pending ACRs, submitting follow-ups when required, and to maintain a centralized approved and disapproved file of all allowance increases and

decreases from NAVSUP WSS-P/M. The ACR file will be segregated by TMS, then pending, approved, disapproved, and in NIIN sequence. The file will be retained physically or electronically until the next Allowance Review Conference.

(4) Allowance Review. The review of the repairable FSA/SASS/MSA/ICA/SSA normally occur every two years during the allowance review conference. Rotary wing reviews occur even years and fixed wing odd years. Each T/M/S will be reviewed in accordance with schedules developed jointly by the Type Commanders (TYCOMs) and NAVSUP. See paragraph 5201.3 for detailed AVCAL milestone process.

(5) Newly provisioned items. Allowances for aircraft or systems, which have been under Navy support for less than 2 years will be determined using contractor, estimated removal/failure rates including a 5-day Turn Around Time (TAT) for WRAs and 7-day TAT for SRAs. Until fleet demand has been experienced, these allowances may, however, be negotiated via ACR-F based on actual site usage or at the allowance review conference in accordance with reference (al).

3. Coordinate and Validate all AVCAL aids and milestone process. The WAS will coordinate and monitor the NAVSUP WSS-P milestone message to ensure the MALS meet all milestones in the AVCAL Review Process. The AVCAL process begins with the review and validation of the Weapon System Planning Document (WSPD). A Naval Message is published by CNAP Allowancing and contains information relative to the planned materiel requirements and configuration of aircraft to the supported Marine Aircraft Group (MAG). Detailed procedures on how to conduct and AVCAL review, and milestone actions can be found in appendix AC.

NOTE: Review of MAMs/TBI will be conducted upon request in accordance with appendix AC.

4. Coordinate and monitor the MEU AVCAL allowancing milestone process. WAS will coordinate and monitor the CNAP milestone message to ensure all milestones in the MEU AVCAL allowancing process are met. The allowance must be determined collaboratively by WAS, the L-Class ship, and the participating MALS. Refer to the outfitting directive and milestone message provided by CNAP for details on the AVCAL procedures, as well as appendix AC.

5. Coordinate and Monitor the COSAL review process. NAVSUP WSS-M will conduct a review which validates each MAGs COSAL. NAVSUP WSS-M will initiate this process by forwarding the validation packages to the appropriate WAS. WAS is responsible for coordinating the validation of the MAG's COSAL assets with the affected units SMD, in accordance with the reference (am). WAS will ensure the results of this validation are returned to NAVSUP WSS-M by the due date. Refer to appendix AC for detailed allowance processing procedures.

6. Ensure all MALSP support package building block allowances are properly identified in R-Supply/NALCOMIS. Standard naming convention gives Marine aviation logisticians a means to identify all support package building block allowances under MALSP Modernization and link those allowances to specific supported unit/units. Understanding the composition of the naming convention and the meaning of the various data elements will aid in the ready recognition of the codes. A detailed explanation can be found in reference (g). The WAS will ensure the naming conventions are properly loaded in R-

Supply and NALCOMIS in accordance with reference (g) when AVCAL and COSAL products are received from NAVSUP-WSS P/M.

7. Screen and Submit Offload recommendations to the MALS. WAS will review potential consumable excess and submit an offload candidate listing comprised of AT code 6, 7, and 8 to the MALS quarterly, for review/execution, as required. Prior to submission to the MALS, the WAS will review and consider the following:

NOTE: CARP is only available CONUS. CARP accepts 9B and 3B cogs, except for Hazmat, e.g. chemicals, paint, oil, etc., and classified material. For details on items accepted by CARP see reference (bm).

a. Items directed to DRMO.

- AAC Y, V, J, H, and X
- Any AAC with limited or no quantities on hand at DLA (SA-SOR)
- Monthly Consumption Rate, ALT/PLT, DLA SOH (SA-SOR)
- Items identified by the FST as still being usable on MALS specific TMS'
- Sundown schedule if applicable.
- NIIN deleted, obsolete items (AAC: V & Y), Unit of Issue: FT, & ID. Defected materiel (DMS), items less than $2.00 dollar value, items with a demand of zero with a dollar value of $5 or less, and expired shelf-life (18 months or less).

b. NIINs identified to be excluded from offload, will be allowanced and placed in a IEXF excess package, and reviewed annually.

(1) The IEXF excess package is a COLT/PDL pass-through package therefore allowances within the package will not be changed during the quarterly COLT/PDL sustainment update. WAS will utilize an LMC of NO (Do not offload) to identify the NIIN's excluded from offload. Allowances in the IEXF will be reviewed annually.

a. Consumables. The Consumable Listing will be generated from the ADHOC utility tool (CST) "offload candidates" button. Ensure AFAST data is imported prior to generating this list.

b. The WAS will submit to SMD the listing for review and concurrence. WAS will coordinate with SMD on an offload schedule. WAS will then coordinate with the fleet offload coordinator and NAVSUP WSS N413. The approved listing will be returned to the appropriate SMD for processing. The WAS will retain Offload candidate listings for current and prior quarters.

8. Review and Manage Local Management Codes/Flags

a. Local Management Code. A code assigned to NIIN records to identify a specific category of materiel for special attention. In conjunction with the COLT/PDL quarterly update, WAS will ensure NIINs only have one MIC LMC assigned. Upon completion of quarterly updates, WAS will validate all NIINs with multiple MIC LMCs, via ADHOC and ensure the correct MIC LMC is assigned.

NOTE: An LMC of CS will be assigned to NIINs where allowances were made via the CST.

b. Limit Flags. Flags designed to maintain a predetermined level of stock, independent of demand, by establishing a static RO on a stock item record. Prior to processing, the WAS will identify and correct all NIINs without a limit flag in R-Supply. These NIINs will be identified via the database clean-up process and corrected.

c. The WAS will maintain the current and prior quarters validated listing (via electronic means).

9. Conduct Database Maintenance. Will be conducted monthly and prior and post to any quarterly, AVCAL or COSAL allowance update. The following steps or ADHOC utility clean up database tool will be utilized.

a. Phase I

(1) Phase I Step 1 Identify $$ LMC.sql. Review all management codes (Limit Flags, No Drop Flags and LMCs). Identify and correct all $$ LMCs (RO not equal to sum of cosal_list).

(2) Phase I Step 2 suprt_pkg_itm not on suprt_pkg_allow.txt. Identify all records on the suprt_pkg_itm table not on the suprt_pkg_allow table. Delete these records from the suprt_pkg_itm table by removing them from the reported support package (batch X24 or interactively)

(3) Phase I Step 3 Cosal type code compare.sql. Identify NIINs having suprt_pkg_allow.cosal_ty_cd not equal cosal_list.cosal_type_code. Correct stock item allowances or support package allowances as required.

NOTE: Legitimate ATC-3 NIINs should be the only items remaining.

(4) Phase I Step 4a suprt_pkg_allow with no cosal_list.txt and step 4b suprt_pkg_item with no cosal_list.txt. Identify and correct all records on the suprt_pkg_allow/ suprt_pkg_itm tables but not on the cosal.list table. An ADHOC /SQL can be used in conjunction with Excel to identify and delete.

(5) Phase I Step 5 bad item.nomen.sql. Review the item table for all NOMENs containing special characters, correct as required.

(6) Phase I Step 6 Allowance Qty Mismatches. Verify high qty increases and verify the nomenclatures; these should be MIC 1 priority 02/03 NIINS.

(7) Run ADHOC/Microsoft Access comparison to identify and fix all SPKG allowances not equal to Cosal_List allowances.

(8) Run ADHOC to identify multiple MIC LMC’s loaded to a single NIIN

b. Phase II

(1) Phase II Step 3 stk_itm pu qty no match.sql. Identify any NIIN having stock_item.pack_up_quantity does not equal the sum of suprt_pkg_loctn.oh_qty. Use the inventory audit password/option to correct any records identified.

(2) Phase II Step 6 Create X07. Validate X24 NIIN list against item_loc table and create standardized loc for items with no location.

(3) Phase II Step 9 Correct Non-Recurring Qty's (NRQ). Identify and validate any records with NRQ. Records with an invalid NRQ should be removed prior to the next buy.

(4) Phase II Step 11 9 Cog w ERC R. Use SQL to correct 9 cogs with an ERC of R to be changed to C.

(5) Phase II Step 12b Set Stk Item Table Limit. Use SQL to produce and set the limit flags in the Item Table and Stock Item Table.

c. Output produced with corrective action from the monthly database cleanup will be filed monthly. The current and prior report will be retained.

10. Assist in Monitoring Supply Management IMPR Goals. If requested, WAS will assist in monitoring and reviewing supply effectiveness and allowancing related goals as established by higher authority and internal goals directed by the ALD AC/S. WAS will also identify and correct any FSA/SASS support package allowance mismatches.

11. Assist in Creating and Monitoring the Performance of Local Support Packages. Upon request, the WAS will assist with building local support packages. The WAS will utilize SPEAD and build support packages per T/M/S based upon expected storage space and expected net effectiveness required. When a NIIN's suggested range or depth in a local support package is not consistent with the overall allowance the WAS will consider allowance adjustments to ensure no negative impacts on effectiveness. Upon return of each package, the SMD will provide the WAS with an electronic copy of all requirements for allowance validation and corrective action.

Reports and files Required for Performance of Duties, WAS			
Report name	Frequency	Retention	Reference
1. Level Setting	Quarterly	Current & Prior	5201.1a
2. SAMMA/SAL	As Required	Current & Prior	5201.1b
3. Consumable Sizing Tool database	Weekly	Current & Prior	5201.2a(1)
4. COLT/PDL	Quarterly	Current & Prior Years	5201.2a(2)
5. Repairable Analysis of Missed Sales (RAMS) database	Weekly	Current & Prior	5201.2b(4)
6. Allowance Change Request File	Current	Until next review	5201.2c
7. NAVSUP WSS-P Milestone Message	As Published	Current	5201.3
8. AVCAL Products	Current	Until next review	5201.3
9. MEU AVCAL Milestone	Current	Until next review	5201.4
10. COSAL Files	Current	Until next review	5201.5
11. Offload Recommendations	Quarterly	Current & Prior	5201.7
12. LMC	Quarterly	Current & Prior	5201.8
13. Database Maintenance	Monthly	Current & Prior	5201.9
14. FSA/SASS Allowance Mismatch Review	Monthly	Current and prior	5201.10

Table 5-2.--Reports required for Performance of Duties, WAS.

CHAPTER 5

AVIATION LOGISTICS DEPARTMENT, SUPPLY (ALD-C)

SECTION 3: WING OPERATIONS SECTION (WOS)

5300. General

1. Responsibilities. WOS monitors all supply functions within the Wing to ensure compliance with authorized procedures and achievement of established goals. WOS OIC/SNCOIC will be responsible for accountable property inventories as they apply to ALD (to include TBA items).

2. The section OIC/SNCOIC is responsible for the following:

a. Ensure all personnel assigned to the section are technically proficient by using the available tools provided in appendix I. The section OIC/SNCOIC will:

(1) Ensure personnel attend section technical training once per month.

(2) Validate and sign technical training lesson plans given by WOS personnel, prior to conducting training in accordance with appendix I.

(3) Ensure Lesson Plans are signed by the WOS OIC/SNCOIC, and attendance rosters and tests are forwarded to the WASMAT.

b. The section OIC/SNCOIC will maintain a current turnover jacket which outlines specific duties/responsibilities and provides step-by-step procedures. Ensure the following are on file:

(1) ALD-C Battle Rhythm (daily/weekly/monthly meetings/deliverables)

(2) Det/MEU/UDP Deployment Milestone Tracker

c. Review messages/correspondence distributed (via AMHS) as required and ensure appropriate action is taken.

d. Review and monitor the reports required for the performance of duties, listed in table 5-3 to ensure accuracy and completeness.

3. Duties

a. WOS will perform the following duties. A list of computer-generated reports required to perform these duties are contained in table 5-3.

(1) Monitor EOM reports and Supply Management Goals (IMPR).

(2) Review the Aviation Maintenance Supply and Readiness Report (AMSRR) daily.

(3) Partner with the Wing Comptroller and assist in resolving flight hour budget issues.

(4) Conduct General Equipment (GE) Inventories.

(5) Receive and consolidate NWCF Annual Inventory Schedule.

(6) Consolidate, review, and submit all NAVSUP inventory accuracy reports to the respective MARFOR.

(7) Review and respond to Det/MEU/UDP Deployment Milestones.

(8) Approve requests to issue Fly-In-Support Allowance Assets.

(9) Global Communication Systems (GCS) reporting.

(10) Table of Basic Allowance (TBA) Excess and Change Request approval.

(11) Act as the MAW Agency Program Coordinator (APC) and liaison for DON AIR Card® Program Hierarchy Level 4.

5301. Procedures

1. Monitor EOM reports and Supply Management Goals. Monthly, the WOS will submit EOM reports, identified in appendix AB, to their respective MARFOR. The WOS will identify potential problem areas and advise the Wing AvnSupO/Chief of their findings. Additionally, WOS will review external supply management goals as established by higher authority and internal goals directed by the ALD AC/S. The WOS will provide input and action items, as required, Additionally, the WOS will conduct trend analysis on those items published on the monthly IMPR. IMPR validation will be done monthly at the MAW level and as requested at the MARFOR level.

2. Review the Aviation Maintenance Supply and Readiness Report (AMSRR) daily. WOS shall review the AMSRR, taking appropriate action with subordinate units, higher headquarters, and external agencies to validate readiness degraders. The current and 4 prior reports shall be retained.

3. Partner with the Wing Comptroller and assist in resolving flight hour budget issues. See appendix O for detailed instructions.

4. Conduct General Equipment (GE) Inventories. WOS OIC/SNCOIC will be responsible for GE inventories as applicable, in accordance with appendix AH as they apply to ALD (to include TBA items). This also includes GE reporting requirements of the MALS IAW appendix AI.

5. Receive and consolidate NWCF Annual Inventory Schedule. Each Fiscal Year, provide a consolidated annual inventory schedule, broken out by MALS, IAW with reference (m). The current and prior fiscal year reports shall be retained.

6. Consolidate, review, and submit all NAVSUP inventory accuracy reports to the respective MARFOR. The Wing Assistant AvnSupO will act as the Wing Operations Inventory Accuracy Officer (IAO), and be responsible for consolidating and validating the appendix A (Inventory Accuracy Reporting Form), appendix B (Quarterly Controlled/Classified Inventory Accuracy Form), the WMD/DSB inventory results (for the fiscal quarter) in accordance with appendix N, and the raw data from ADHOC utility use, (via SQL) and forward the combined results of all statistical sampling inventories to the appropriate MARFOR using the inventory accuracy reporting memo forms in appendices A and B of reference (m). In addition, provide a corrective action plan for activities which fall below the goals established in NAVSUP P-723, chapter 3. Only the consolidated appendix A and appendix B forms

will be forwarded to the appropriate MARFOR. All other supporting documentation will be filed and retained by WOS. Retention is current and prior fiscal year.

7. Review and respond to Det/MEU/UDP Deployment Milestones. Review all supply reports concerning the Fleet Marine Forces (FMF), Unit Deployment Program (UDP)/Marine Expeditionary Unit (MEU, L-Class/CV-N Aviation Maintenance and Materiel Readiness Program. Milestones and reports required for UDP/MEU/CV-N deployments are outlined in reference (h). Retention is current and prior fiscal year.

8. Approve requests to issue Fly-In-Support Allowance Assets. On occasion, the MALS will request an FSA pull in support of garrison operations. The WOS will be the approving authority of FSA pulls that meet the following criteria:

a. The squadron must be below the Wing established T/M/S RBA goal or in direct support of high priority missions (e.g., Contingency, Unit Deployed Program (UDP), Transpac, etc.).

b. The requested part must be a single awaiting parts (AWP) or mission degrader (AK0) keeping the aircraft down.

c. Cannibalization is not a viable option given the item in question.

d. A rescreen issue cannot fill the requirement

e. Payback plan will be provided.

Any requests not meeting this requirement may be denied. WOS will validate all requests against the current AMSRR to ensure request is accurate. WOS may approve/disapprove requests for scenarios not covered above. All requests with approval/disapproval will be retained for current and prior Fiscal year and can be retained electronically.

9. Global Communication Systems (GCS) reporting. The WOS will receive and review the MALS quarterly GCS Status/Subscriber Identification Module (SIM) Card Inventory Report (figure 4-11) to ensure 100 percent accountability of assets within the MALS. Retention is current and prior quarter.

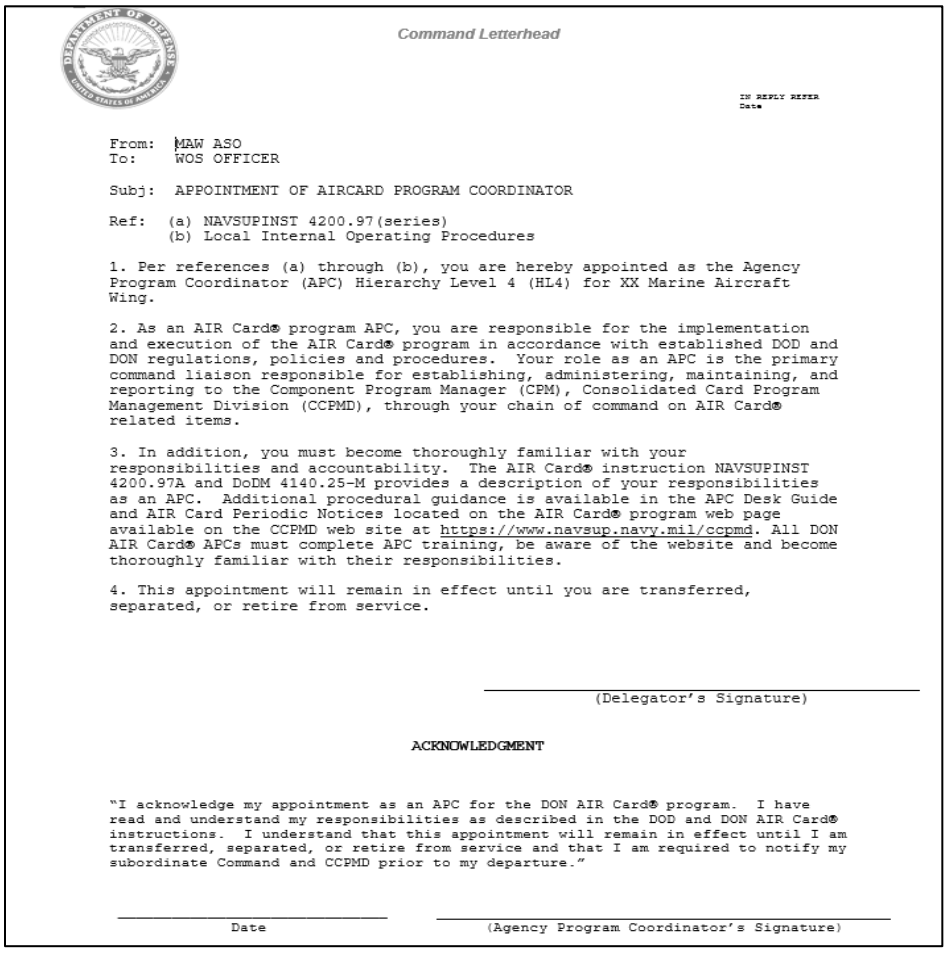
10. Table of Basic Allowance (TBA) Excess and Change Request approval. The WOS will review requests received from the MALS for authorized allowance adjustments and additions, as indicated in reference (ae) required to support independent squadron operations.

a. Excess Request. Approved requests for excess will be endorsed forwarded to the respective MALS prior to requisitioning the item(s). Approved excess request will be retained as long as the item is in excess. Denied requests will be retained for a year.

b. Change Request. Approved change requests will be forwarded to ASB-31 for determination. Endorsement must be received and forwarded to the respective MALS prior to requisitioning the item(s). Approved change request will be retained until incorporated into reference (ae). Denied requests will be retained for a year.

11. MAM/TBI Inventories. WOS will be the repository of all inventories. Current prior or as changes occur.

12. Act as the MAW Agency Program Coordinator (APC) and liaison for DON AIR Card Program Hierarchy Level 4. The purpose of a hierarchy structure is to provide program oversight, training and communication at all levels of the organization. The WOS will provide oversight of each MALS AIR Card program in accordance with appendix U and reference (av). The APC will be assigned in writing. An example letter can be found in figure 5-4. The following is a list of the HL4 APC's responsibilities.



Command Letterhead

IN REPLY REFER
Date

From: MAW ASO
To: WOS OFFICER

Subj: APPOINTMENT OF AIRCARD PROGRAM COORDINATOR

Ref: (a) NAVSUPINST 4200.97(series)
(b) Local Internal Operating Procedures

1. Per references (a) through (b), you are hereby appointed as the Agency Program Coordinator (APC) Hierarchy Level 4 (HL4) for XX Marine Aircraft Wing.

2. As an AIR Card® program APC, you are responsible for the implementation and execution of the AIR Card® program in accordance with established DOD and DON regulations, policies and procedures. Your role as an APC is the primary command liaison responsible for establishing, administering, maintaining, and reporting to the Component Program Manager (CPM), Consolidated Card Program Management Division (CCPMD), through your chain of command on AIR Card® related items.

3. In addition, you must become thoroughly familiar with your responsibilities and accountability. The AIR Card® instruction NAVSUPINST 4200.97A and DoDM 4140.25-M provides a description of your responsibilities as an APC. Additional procedural guidance is available in the APC Desk Guide and AIR Card Periodic Notices located on the AIR Card® program web page available on the CCPMD web site at https://www.navsup.navy.mil/ccpmd. All DON AIR Card® APCs must complete APC training, be aware of the website and become thoroughly familiar with their responsibilities.

4. This appointment will remain in effect until you are transferred, separated, or retire from service.

(Delegator's Signature)

ACKNOWLEDGMENT

"I acknowledge my appointment as an APC for the DON AIR Card® program. I have read and understand my responsibilities as described in the DOD and DON AIR Card® instructions. I understand that this appointment will remain in effect until I am transferred, separated, or retire from service and that I am required to notify my subordinate Command and CCPMD prior to my departure."

Date

(Agency Program Coordinator's Signature)

Figure 5-2.--AIR Card Appointment Letter Template.

a. Communicate policy and administrative notices to the next lower-level APC.

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

c. Ensure DON's Role Based Training (initial and every three years) compliance and systems access are achieved within 30 days from appointment (located online at https://my.navsup.navy.mil/webcenter/portal/ccpmd_ac/pages_training

d. Document any action taken which reveals non-compliance, misuse and/or abuse and report up the hierarchy chain and to the CPM (this can be done via the WASMAT FAA/FAI).

e. Maintain communication throughout the chain including with the CPM as required.

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

g. Respond appropriately to monthly AIR Card® delinquency report (via Enterprise Task Management Software Solution (ETMS2)., ensuring delinquencies listed are paid and communicated in a timely matter.

Reports and files Required for Performance of Duties, WOS			
Report name	Frequency	Retention	Reference
1. EOM Reports	Monthly	12 Months	5301.1
2. Supply Management Goals	Monthly	12 Months	5301.1
3. Aviation Maintenance and Supply Readiness Report (AMSRR)	Daily	Current & Four Prior	5301.2
4. DPAS Inventory File	As Required	10 Years	5301.4
5. Annual Inventory Schedule	Annual (FY)	Current & Prior	5301.5
6. Inventory Accuracy Reports	Quarterly	Current & Prior Fiscal Years	5301.6
7. Det/MEU/UDP Deployment Milestones	As Required	Current & Prior Fiscal Year	5301.7
8. FSA Requests	As Required	Current & Prior Fiscal Year	5301.8
9. GCS Reports	Quarterly	Current & Prior	5301.9
10. TBA Excess Request	As Required	Until no longer Excess	5301.10a
11. TBA Change Request	As Required	Until incorporated	5301.10b
12. HL4 APC Letter and Training Certificate	As Required	Until PCS/EAS/Retirement	5301.11

Table 5-3.--Reports Required for Performance of Duties, WOS.

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CHAPTER 6

JOINT STRIKE FIGHTER DIVISION (JSD)

6000. Organization. F-35 Operations are organized as follows:

1. Joint Strike Fighter Receiving Branch (JRB)

2. Joint Strike Fighter Issue Branch (JIB)

3. Joint Strike Fighter Storage Branch (JSB)

4. Joint Strike Fighter Control Branch (JCB)

5. Joint Strike Fighter Operations Branch (JOB)

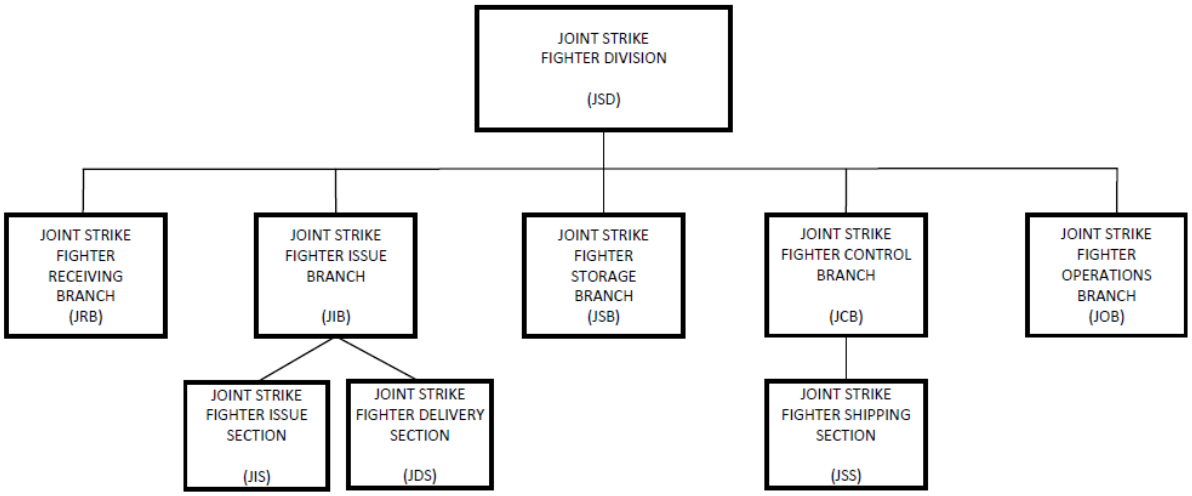

Figure 6-1.--JSD Organization Chart.

6001. Introduction

1. F-35 Operations are unique to each fixed wing MALS, dependent upon each unit's progress in transition and other supported T/M/S. For detailed instructions on processes within the Autonomic Logistics Information System (ALIS) Supply Chain Management (SCM) application, refer to reference (ao) and the British Aerospace (BAE) user guides within ALIS. User guides, Target Stock Levels (TSL), the daily Mission Impaired Capability Awaiting Parts (MICAP) report, and other pertinent information can be found on the Joint Data Library (JDL) or within ALIS SCM. JDL is a Lockheed Martin (LM) managed SharePoint. Similar to NAVSUP and DLA, technical support for supply related issues is available through the F-35 Sustainment Supply Operations Center (Ops Center) in Wright Patterson AFB, Ohio. The Sustainment Supply Ops Center can be reached at: jsf-item-management.fcaerofw@lmco.com, or 1-888-433-5677.

The F-35 is supported through the Joint Spares Pool (JSP), which is a single global spares pool that includes consumable and repairable assets. The JSP is made up of the Global Spares Package (GSP), Base Spares Package

(BSP), Afloat Spares Package (ASP), and Deployment Spares Package (DSP). Unlike legacy platforms, the GSP and BSP are not owned by the Navy/Marine Corps, and the Target Stock Levels (TSL) are managed and adjusted by Lockheed Martin (LM) Item Analysts (IA). The ASP and DSP are owned by the Marine Corps and are equivalent to the ships' AVCAL and the FSA. Local support packages are referred to as Pack-Up Kits (PUK) and are also modeled by LM.

F-35 requisitions do not utilize legacy project codes or priorities. Priority 1 requisitions are NMCS, priority 2 are PMCS or a parts requirement in support of a maintenance work order, and priority 3 are general replenishments not tied to a maintenance work order. Also, BuNos are referred to as Unique Aircraft Identifiers (UAI). Squadrons and IMA work centers utilize the Computerized Maintenance Management System (CMMS) module in ALIS instead of legacy OOMA and OIMA NALCOMIS.

6002. Functions

1. The JSD supports all F-35 operations and is responsible for all local supply functions associated with the support of F-35 operational units. The JSD is responsible for the management and control of all repairable and consumable materiel to include:

a. Reconciliation

b. Inventory

c. Delivery

d. Receipt Processing

e. Storage

f. Issue

g. Monitoring and recovery of F-35 materiel into/from the Intermediate Maintenance Activity (IMA)

h. Return Materiel Authorizations (RMA)

i. Shipment and Tracking Asset Transfer (AT) and Source of Repair (SOR) components, to the appropriate activity.

j. Shelf-Life Program

k. Management and control of special handling materiel

2. The Division OIC/SNCOIC will maintain a current turnover jacket, which outlines site specific duties and responsibilities, with step-by-step procedures as outlined in the Sustainment Supply Users Guide and BAE User Guides. They will also ensure each branch has a current turnover jacket, which outlines specific duties/responsibilities and provides step-by-step procedures. Copies of the following will be filed in the OIC/SNCOIC and applicable turnover jackets:

a. Local SOPs (i.e., Defense Logistics Agency Disposition Services, and Contingency Operations)

b. F-35 specific POCs

c. Local Alternate Mission Equipment (AME) procedures

d. Classified SOP

e. Local SOP as required for SCM exception procedures, IAW reference (ao).

f. Local SOP as required for special handling IAW reference (ao).

g. Current copy of the Sustainment Operation Instructions (SOI's):

h. Current copy of Global Pooling Business Rules

3. The Division Officer In Charge (OIC)/Staff Non Commissioned Officer In Charge (SNCOIC) is responsible to ensure all personnel assigned to the division are technically proficient. The Division OIC/SNCOIC will use appendix I to accomplish this.

4. The Division OIC/SNCOIC will ensure corrective actions are completed and submitted to the Supply Management Division Audit Branch following any internal/external audits of their division.

5. The Division OIC/SNCOIC will ensure reports from all respective branches and sections are reviewed and monitored for accuracy and completeness.

6. The Division OIC/SNCOIC will comply with reference (ao) and metrics contained within, to ensure the F-35 program's ability to meet the supply objectives and guidance set by Joint Program Office (JPO).

7. The Division OIC/SNCOIC will have access to Joint Data Library (JDL) to review and monitor the daily Mission Impaired Capability Awaiting Parts (MICAP) report to ensure accuracy and completeness.

8. The Division OIC/SNCOIC will ensure all JSD Marines have access to necessary sites to perform duties specific to JSD (e.g., ALIS, JDL, AMSRR, DLADS, etc.).

9. The Division OIC/SNCOIC will obtain access to Customer Relationship Management (CRM) within ALIS. The Division OIC/SNCOIC will review all messages/correspondence pertaining to Aviation Supply operations on a daily basis and ensure appropriate action is taken.

10. The Division OIC/SNCOIC will maintain a Survey File. Upon receipt of a survey, the JSD will verify the DD Form 200 is prepared in accordance with reference (ao).

a. Pending Survey File. This file contains all Reports of Survey, DD Form 200 and supporting documentation, preliminary and causative research, awaiting approval by the Commanding Officer/AvnSupO. After the survey is approved the pending file copy will be removed.

b. Completed Survey File (Supply Officer Stores). This file contains the original approved DD Form 200 to include all supporting documentation (causative research) to substantiate the survey directly impacting the stock inventory. This file will be maintained in Vendor Part Number sequence separated by fiscal year and will be kept for 10 years in accordance with reference (aj).

CHAPTER 6

JOINT STRIKE FIGHTER DIVISION (JSD)

SECTION 1: JOINT STRIKE FIGHTER RECEIVING BRANCH (JRB)

6100. General

1. Responsibilities. JRB is responsible for receiving all F-35 materiel shipped from external sources.

2. Duties

a. JRB is responsible for the following:

(1) Maintain a Pending Data Entry File (PDEF)

(2) Screen, inspect and segregate incoming materiel for condition, quantity, and type (e.g., expiry dates for shelf-life materiel)

(3) Process all materiel receipts.

(4) Receive and identify Mission Impaired Capability Awaiting Parts.

6101. Procedures

1. Maintain a Pending Data Entry File (PDEF). The PDEF is a holding file for source documents of transactions processed during contingency operations. For JRB, the documents in this file will be for Purchase Order (PO) receipt documents. Whenever the system becomes available, all transactions represented by the source documents in the PDEF will be entered into the ALIS.

2. Screen, inspect and segregate incoming materiel for condition, quantity, and type. JRB will screen incoming materiel to ensure the quantity that is received matches the quantity on the Purchase Order (PO) and that the materiel is not damaged. Additionally, JRB will screen any other documentation such as the Certificate of Conformance (COC) (if applicable) and the Electronic Equipment Logbook (EEL) (if applicable), serial number (if applicable), and shelf-life.

a. Materiel will be segregated by the following categories/type:

(1) Purchase Order (PO) Materiel (DTO). Priority 1 Purchase Orders and asset transfers will be processed first, followed by subsequent priority materiel. The segregated PO materiel will be received into Supply Chain Management (SCM) Arrival Location One (ARR01) for priority 1 or Arrival Location two (ARR02) for priority 2. JRB will create a demand pick list number within 'process demands', to generate a picking ticket and forward the materiel and its associated paperwork to JDB for delivery. Refer to reference (ao for more details.

(2) Replenishment Stock (RS) Materiel (repairable and consumable). The JRB will segregate stock materiel and receive in SCM under Arrival Location three (ARR03). Receiving will reference the table below to assist in identifying types of replenishment of materiel based on the PO number range.

Table 6.2.3-1. Purchase order number to part type translation

Purchase Order Number Range	Definition
RS3300000000 — RS3499999999	Aircraft or other, depot lay-in, life-limited parts, or cannibalization
RS3100000000 — RS3299999999	HAZMAT
RS3500000000 — RS3699999999	Kit Replenishment
RS3700000000 — RS3899999999	Production or Sustainment Pilot Flight Equipment (PFE)
RS3900000000 — RS4099999999	Production or Sustainment Alternate Mission Equipment (AME)
RS4100000000 — RS4299999999	Pack-Up Kit
RS4300000000 — RS4499999999	Support Equipment
RS4500000000 — RS4699999999	Time Compliance Technical Directive
RS4700000000 — RS4899999999	Training Equipment
RS4900000000 — RS4999999999	ALIS hardware, Production Asset Inspection Requirements (PAIR), Labs
RS7100000000 — RS7199999999	Afloat Spares Package (ASP)
RS7300000000 — RS7399999999	Deployment Spares Package (DSP)

Figure 6-2.--Purchase Order Number Translation.

(3) Time Compliance Technical Directive (TCTD) Kits. Receipt and forward to Joint Strike Fighter Control Branch (JCB) for processing.

b. JRB will ensure the condition code on the EEL is set to serviceable along with the condition code being set to A-SERV within SCM when receiving the materiel.

c. Any materiel with discrepancies will require an Action Request (AR) be created to address the discrepancy. All discrepant and/or damaged materiel will be forwarded to JCB, with all related paperwork, for appropriate action. If the materiel arrives without the appropriate documentation, place it in a quarantine location and notify the control branch for possible submission of AR.

3. Process all F-35 Receipts

a. Receive parts will be utilized to process all inbound materiel with a Purchase Order. All F-35 receipts will be processed using the following options:

(1) Receive Parts. For material received with an open Purchase Order, utilize the 'Receive Parts' link and select 'Receive Part', then enter the Purchase Order number for the material received.

(2) Receive inventory part. When material is received without a Purchase Order, and no open Purchase Order exists for the material received, use the 'Receive Inventory Part' function for processing.

b. Annotate that the part number, serial number, cage, and quantity match the physical part when processing the receipt. The location will be annotated on the 1348 to assist JSB in the stowing process When processing the Purchase Order, if the materiel is EEL required, ensure EEL availability on the receiving SOU via EEL Data Viewer.

(1) If the Customer Order is cancelled when receiving the ASN, JRB must cancel the ASN through the Incoming Dispatch Advice Page.

(2) If there is no existing location in ALIS, the materiel will be forwarded to JSB for processing.

c. Verify EEL availability on receiving SOU via EEL Date Viewer.

d. If the materiel is EEL required but not available, the following steps are required.

(1) Move materiel to EEL/Quarantine location.

(2) Request assistance from the Field Service Representative (FSR).

(3) If not resolved, email Data Quality Integration Management (DQIM) and notify JCB to start the AR process.

NOTE: If the site is receiving multiple purchase orders without an ASN. Contact JCB for processing of an AR.

4. Receive a daily copy of the Mission Impaired Capability Awaiting Parts (MICAP). Daily, the JRB will utilize the MICAP report to identify and track high priority materiel scheduled to arrive that day. This report can be filtered down to material scheduled to arrive that day. JRB will annotate high priority material with a check mark when the material has been received. Any material scheduled to arrive, but does not will be researched via the appropriate tracking system (FedEx, Crowly etc.) If tracking says it arrived on station, appropriate research will be conducted to locate the material. If tracking shows that asset did not arrive the ESD will be updated and tracked the following day. This report will be obtained from the JOB or can be accessed from the Joint Data Library. Current and prior reports will be retained.

Reports and files Required for Performance of Duties, JRB/WRB			
Report name	Frequency	Retention	Reference
1. Mission Impaired Capability Awaiting Parts (MICAP)	Daily	Current & Prior	6101.5

Table 6-1.--Reports Required for Performance of Duties, JRB.

CHAPTER 6

JOINT STRIKE FIGHTER DIVISION (JSD)

SECTION 2: JOINT STRIKE FIGHTER ISSUE BRANCH (JIB)

6200. General

1. Responsibilities. The JIB is responsible for the issue and delivery of warehouse issues, DTOs, and receipt processing for related transactions. JIB will also retrieve all Not Ready for Issue (NRFI) repairable components from the customer ensuring accuracy of all documents (e.g., Logbook, Unserviceable Part Tag, Electronic Equipment Log (EEL), etc.). In a fully integrated MALS, Joint Strike Fighter Issue Branch will fall under WMD (WIB).

Part A: Joint Strike Fighter Issue Section (JIS)

6210. General

1. Responsibilities. The JIS is responsible for the issue of all F-35 materiel. In a fully integrated JSF MALS, Joint Strike Fighter Issue Section will be the responsibility of WMD (WIS).

2. Duties

a. Issue Section will perform the following duties. A list of reports required to perform these duties is contained in table 6-2.

(1) Pending Data Entry File

(2) Maintain a Not in stock Research File (NISRF)

(3) Maintain the Arrival Location Report (ARR01 and ARR02)

(4) Process Customer Demands

(5) Maintain the ALIS O/I Level RMA Summary Report

6211. Procedures

1. Maintain a Pending Data Entry File (PDEF). The PDEF is a clearly identified (i.e., labeled) holding file for source documents of transactions processed during temporary system non-availability. Whenever the system(s) become available, all transactions represented by the source documents in the PDEF will be entered into the appropriate system.

2. Maintain a Not in Stock Research File (NISRF). The NISRF will consist of requisition documents for which materiel was reflected as available for issue but could not be found. Any warehouse inventory discrepancies will be verified by a section NCO prior to providing the information to JCB for further research and inventory adjustment.

a. The JIS NCOIC or designated personnel will conduct a physical stock check for all documents in the NISRF by verifying gear is not in the warehouse location(s) or surrounding locations. Priority 1 requirements will be screened within one hour of receipt of the request. All others will be screened prior to the end of each shift. When screening NIS requirements, if

all or part of the materiel is found, the requirement will be processed for issue or partial issue.

b. In the instance that the part is discrepant and/or inventory discrepancy is identified, forward to JCB for action.

c. All NIS picking tickets will be cleared from the NISRF before the close of each shift.

d. All requisitions found to be NIS will be placed in the NISRF for further review by the Warehouse Chief. The Warehouse Chief will sign off on all NIS requirements, ensure the Customer order is processed for a quantity of zero (0) in ALIS, and forward to JCB for follow up action.

3. Maintain the Arrival Location Report (ARR01 and ARR02). These reports identify customer requirements and asset transfers from off station, which need to be processed and delivered to the respective customer. JIS will run the arrival location reports as follows: Inventory part in stock> Location>type ARR01; ARR02>qty great than 0. This report will be produced and annotated by the end of each shift, the off going and oncoming shift will sign the report for the transfer of custody. Current and Prior will be retained.

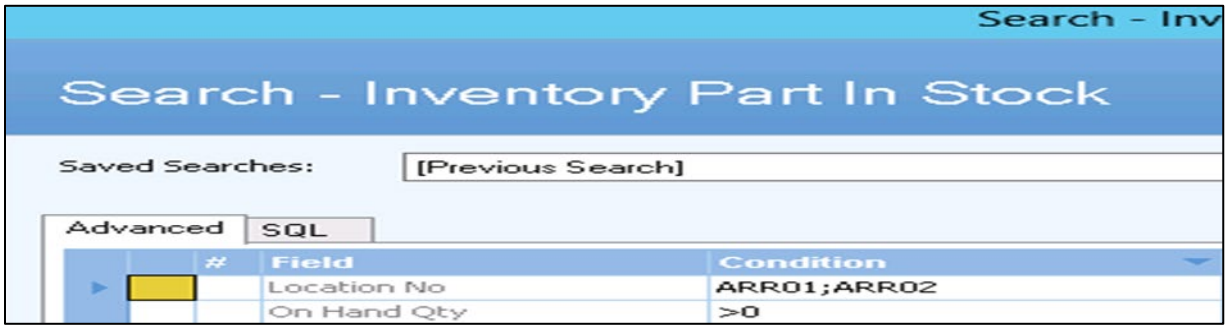

Figure 6-3.--Arrival Location Report Query.

4. Process Customer Demands. The Issue Section will electronically and physically process demands for issue and ensure materiel is staged in the appropriate delivery location. JIS will ensure materiel is properly marked and corresponding documentation is attached to materiel. The following reports will be produced and annotated at the end of each shift, the off going and oncoming shift will sign the report for the transfer of custody. Current and Prior reports will be retained. For more details refer to reference (ao).

a. Process Demand Links. JIS will work the following links:

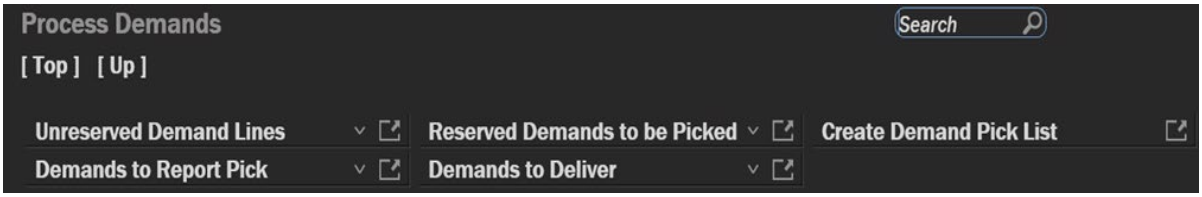

Figure 6-4.--Process Demands.

(1) Reserved Demands to be Picked. This link shows information for parts that are pending to be reported picked. JIS will use the pick list number to print the pick list and validate the customer order. The pick list will be validated for the following: Quantity, serial number (if applicable), serviceability, and COC/EEL (if applicable), prior to issuing the gear to the customer.

(2) Demands to Report Pick. This link shows parts that can be reported picked. When the part has been physically pulled from the location and staged for delivery, JIS will report pick the appropriate pick list number. These demands will be in 'Reserve' status until action is taken.

(3) Demands to deliver. This link shows materiel that is currently in a "Picked" status awaiting delivery. This materiel is staged on the shelf to be delivered. Assets that are physically on their way to customer, the status will be marked as delivered.

(4) Monitor the Delivery Report). JIS will ensure all electronic processes are completed within ALIS, CMMS and SCM on all delivery requirements. The Delivery Report is a listing of all parts that were delivered to the customer but are still pending a receipt in CMMS. When the customer updates CMMS to receive the part, SCM receives a receipt confirmation message, and automatically changes the customer order status to "Invoiced/Closed".

(5) Invoice/Closed

(a) During each shift, JIS will run a delivery report utilizing the following criteria: customer order lines> status will be delivered> Customer NO> Export to an Excel document. JIS will reconcile with the customer to ensure customer orders are being closed and that the customer signs for the gear electronically in CMMS at the end of every shift.

(b) The customer order will reflect a status of "Invoice/Closed" in SCM once the delivery process has been completed in CMMS. In the event the customer order has been physically delivered and a signed proof of delivery has been obtained JIS will invoice close the requisition manually. This report will be produced and annotated at the end of each shift, the off going and oncoming shift will sign the report for the transfer of custody. Current and prior will be retained.

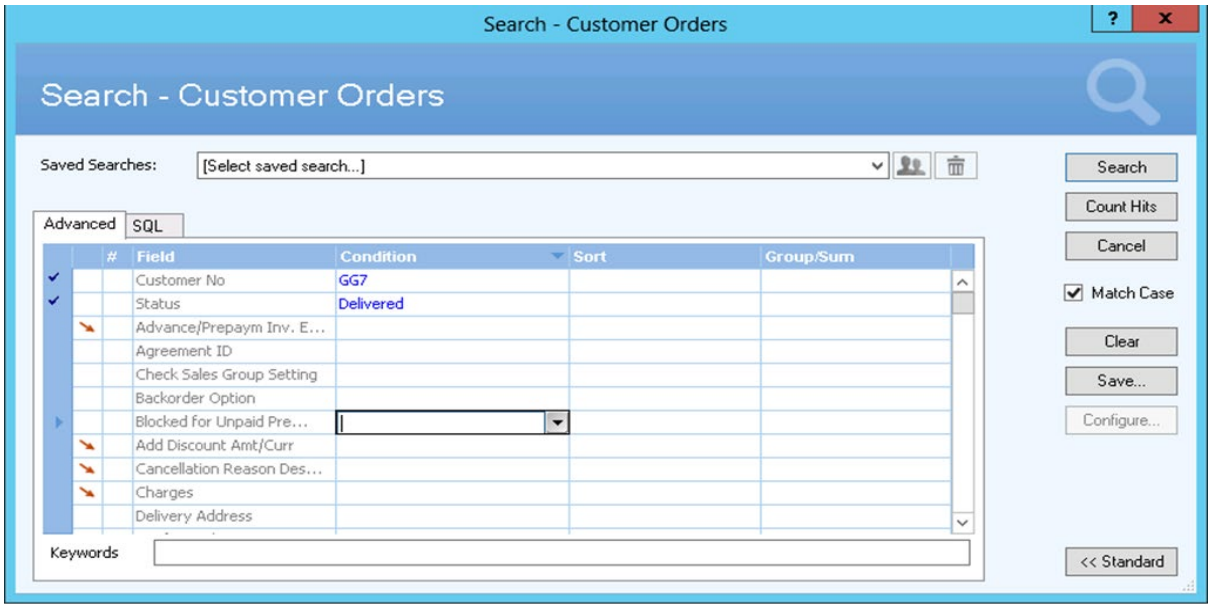

Figure 6-5.--Customer Orders.

NOTE: Once asset is in a delivered status, it can no longer be returned to the shelf automatically.

5. Maintain the ALIS O/I Level RMA Summary Report. When Maintenance receives a part that was issued on a customer order, SCM creates a Return Materiel Authorization (RMA), also known as a Due-in from Maintenance (DIFM), for the retrograde part. After removing the part from the aircraft, Maintenance creates a turn-in in CMMS, which SCM links to the customer order and the RMA. JIS personnel will monitor planned RMAs in SCM and follow up with Maintenance on the status of any outstanding turn-ins.

NOTE: An RMA is not created for items ordered through the Part Catalog or for orders with the type "PRS", which is a CMMS requisition inspection. For more information, see 2PGN00126, RMA Instructions.

NOTE: Retrograde aircraft engines are sent to the back shop unless they require depot-level repair. In this case, they are sent to the PSC for disposition and maintenance. JCB will coordinate with HPSI and DLA prior to shipping IAW references FRD and T.O. 00-85-20 Ch. 1 for proper shipping procedures.

a. JIS will utilize the Manage Retrograde links to process the following:

(1) Notifications Received. This report is a listing of all SERV/UNSERV spares that have been identified by the customer, as ready to be recovered. JIS will provide this report to JDS for recovery of UNSERV components and ensure all Retrogrades are turned in under the same customer order number.

(a) Any items appearing on this report without a customer order number will be rejected and reprocessed by the squadron to include the customer order number.

(b) JIS will work with JDS to annotate the status of the RMAs on this report. Any RMA that the squadron does not have ready will be annotated and brought to the NCOIC and SNCOIC of JIS/JDS. Material not ready will be discussed with maintenance control leadership as to why an asset was not ready for pick up but was turned in electronically. It will be worked at the end of each shift, the off going and oncoming shift will sign the report. Current and Prior will be retained

NOTE: Once retrieved, these assets will be processed by JIS/JDS via the 'Perform Turn-In' function.

Reports and files Required for Performance of Duties, JIS			
Report name	Frequency	Retention	Reference
1. Not in Stock Research File (NISRF)	As Required	As Required	6211.2
2. Arrival Report (ARR01 & ARR02)	End of each shift	Current & Prior	6211.3
3. Process Demands Mailbox	End of each shift	Current & Prior	6211.4
4. Delivery Report	Daily	Current & Prior	6211.4a(4)
5. RMA Notification Received	Daily	Current & Prior	6211.5a(2)

Table 6-2.--Reports Required for Performance of Duties, JIS.

CHAPTER 6

JOINT STRIKE FIGHTER DIVISION (JSD)

SECTION 2: JOINT STRIKE FIGHTER ISSUE BRANCH (JIB)

PART B: JOINT STRIKE FIGHTER DELIVERY SECTION (JDS)

6220. General

1. Responsibilities. Joint Strike Fighter Delivery Section (JDS) is responsible for delivering all materiel (Inventory Orders and Purchase Orders) to the customer. JDS will pick-up all unserviceable (UNSERV)/ serviceable (SERV) components from the customer, while ensuring accuracy of all documents (e.g., Logbook, SERV/UNSERV tag).

2. Duties

a. JDS will maintain the following files and reports:

(1) Maintain a Pending Data Entry File (PDEF)

(2) Recover SERV/UNSERV components from the customer

(3) Conduct Delivery of all Materiel

6221. Procedures

1. Maintain a PDEF. The PDEF is a holding file for source documents of transactions processed during system(s) non-availability. Once the system becomes available, JDS will process any Pending and materiel awaiting to be delivered both physically and electronically.

2. Recover UNSERV components from the customer

a. JDS will utilize the ALIS O/I Level RMA Notifications Received Report to conduct retrieval of UNSERV materiel as follows:

(1) Notifications Received. This report is a listing of all SERV/UNSERV spares that have been identified by the customer, as ready to be recovered. JDS will receive this report from JIS and utilize this report to recover all UNSERV components.

(2) Prior to transporting UNSERV components from the customer, WDS will ensure an unserviceable part tag is present. The unserviceable part tag will have the required information filled in that is outlined in reference (ao).

(3) JDS will not pick up a UNSERV turn-in without a part tag and will ensure the part tag matches the physical part. If there is no work order/JCN on the part tag due to a system anomaly, ensure there are notes annotated on the part tag with a signature from the CDI/QAR explaining in detail any and all discrepancies. Required data fields on the part tag are as follows:

(a) Part Nomenclature

(b) Part Number

(c) Serial Number

(d) Remove Date/Time

(e) JCN, LCN and EIUI

(f) Removal Maintenance Action

(g) Corrective Action (enter any additional details that lead to the replacement of the LCN)

(h) HRC (to include WO Description) required if electronic component; 13-digit code)

(i) Work Order (WO) Comments (required if HRC code ends in 980004; specific details describing fault details)

(j) Inventory Remarks (required if the part did not fix the fault)

(4) Upon returning from with RMA items, they will be given to JCB for processing

3. Conduct Delivery of all Materiel. All materiel will be properly packaged and placed on padding (foam or similar texture) within a government vehicle. JDS will ensure the following:

a. Materiel is properly packaged and/or protected (e.g., drained and purged, ESD plugs, etc.)

b. Prior to transporting UNSERV components from the customer, JDS will ensure an unserviceable part tag is present. The unserviceable part tag will have the required information filled in that is outlined in reference (ao).

(1) If there is no work order due to a system anomaly, ensure there are notes on the tag with a signature from the CDI/QA explaining in detail all discrepancies.

(2) JDS will verify the part by ensuring the tag matches the part. JDS will not pick up a turn-in with a part tag.

c. JDS will ensure that document (POD) has legible printed name, signature, date, time, and circled quantity.

d. During system non-availability, all issue documents and related paperwork will be placed in the PDEF. When the system becomes available, the file will be verified to ensure the action taken was processed in ALIS.

CHAPTER 6

JOINT STRIKE FIGHTER DIVISION (JSD)

SECTION 3: JOINT STRIKE FIGHTER STORAGE BRANCH (JSB)

6300. General

1. Responsibilities. The JSB is responsible for the storage and inventory of all JSF and PEB materiel.

2. Duties

a. JSB will maintain the following files and reports:

(1) Maintain a Pending Data Entry File (PDEF)

(2) Maintain an Inventory Parts in Stock Listing (IPSL)

(3) Process Spot Inventory Requests

(4) Conduct a Shelf-Life Review

(5) Maintain a Completed Transaction File (CTF)

(6) Maintain the Arrival (ARR03) Report

(7) Stow all materiel received for stock

(8) Conduct the Location Audit Program (LAP)

(9) Pull and stage Pack-up Kits (PUK) for shipment

(10) Maintain an effective Electrostatic Discharge (ESD) Program

(11) Prepare and input location additions, deletions, and changes

(12) Assist in the management and coordination of the ASD Hazardous Materiel/Waste (HM/W) Program

6301. Procedures

1. Maintain a Pending Data Entry File (PDEF). The PDEF is a holding file for source documents of transactions processed during system(s) non-availability. For JSB, the documents in this file will normally be unprocessed picking tickets, DD Form 1348-1/1A Receipts or handwritten location changes. Transactions will be grouped by like category: issues, receipts, etc. When the system becomes available, all source documents will be entered in ALIS.

2. Maintain an Inventory Parts in Stock Listing (IPSL). The IPSL provides pertinent information on materiel carried in stock and will be used to issue and store materiel during periods of system non-availability (interruption in ALIS operations). The IPSL will be requested and distributed monthly by the SAA and can be printed or stored electronically. Only the current month's electronic listing must be retained.

3. Process Spot Inventory Requests. A spot inventory request is an unscheduled physical inventory which is taken to verify the actual quantity of materiel in storage. JCB will forward all spot inventories to JSB as required. JSB will complete the inventory immediately and return it to JCB for updating ALIS SCM.

4. Conduct a Shelf-Life Review. JSB will conduct a quarterly Shelf-Life review. The expiration date on the materiel will be verified for accuracy utilizing the Shelf Life Code and the Shelf Life in ALIS. Next, verify all expiration dates in ALIS match what is on the materiel in location. During this review, JSB will remove any materiel that is no longer shelf-life, ensure materiel with the oldest RFI date is issued first (stock new materiel behind older stock), and ensure all Shelf-Life Materiel is stored in a segregated/designated location. All shelf-life materiel will be marked with an expiration date. To conduct shelf-life review, utilize the IPSL filtered by materiel in a shelf-life location as well as materiel with an expiration date.

a. ALIS Shelf-Life Managed Parts. Shelf-life managed parts report from quick reports in ALIS will be requested monthly. This report shows all shelf-life material that does not have an expiration date assigned in ALIS. The report is worked by printing the shelf-life managed report and going to location to retrieve the correct expiration date from the material, the expiration date will be annotated on the report. If material has been stocked in a non-shelf-life location, material will be moved to the segregated shelf-life location as required above. The new location will be annotated on the report. Once all material expiration dates have been identified, JSB will enter the expiration dates and new location into ALIS. Entering the expiration date will clear the shelf-life item off this report. This report will be worked prior to the Shelf-life expiry report and the quarterly report to ensure that all shelf-life material is being reviewed as required. Current and prior month report will be retained.

b. ALIS Shelf-Life Expiry Listing Report. A Shelf-Life Listing will be requested monthly for the purpose of screening shelf-life materiel in stock, which has expired or is expected to expire within the next thirty (30) days. This will be done to ensure no expired materiel is maintained in stock and inadvertently issued to a customer.

(1) Expired Shelf-Life Materiel. JSB will utilize the ALIS Shelf-Life Expiry Report to identify expired materiel. JSB will remove expired materiel from the picking location and move materiel into DISP location. The expired shelf-life listing will be annotated to reflect the move to DISP. JSB will electronically process the inventory into DISP and give a copy of the listing to JCB. A copy of the annotated listing will be forwarded to JCB for processing to DRMO. Current and prior month report will be retained.

5. Maintain a Completed Transaction File (CTF). The CTF is maintained to substantiate proof of materiel received for stock. The CTF can be maintained via Hard Copy or electronic copy. DD Form 1348-1/1As will be filed containing a legible signature and date received. The CTF will be maintained in completed Julian or calendar date sequence for 10 years in accordance with reference (aj).

6. Maintain the Arrival (ARR03) Report. JSB will run an ARR03 report daily validate the materiel that is stored electronically in that location. Any items appearing on this report will be physically verified, report annotated and filed. Current and prior will be retained.

7. Stow all materiel received for stock. All materiel will be stocked under the Vendor Part Number (VPN) with the appropriate stow tag (see figure 6-6).

a. All repairable assets will have a stow tag attached, which will be annotated with the following information: serial number, vendor part number, spec drawing number, cage code, item unique identifier, nomenclature, COC (if applicable), date, and initials of the individual stowing the materiel.

b. For consumable materiel, JSB will ensure all materiel is appropriately marked and identified with the asset part number. Materiel will be marked legibly to aid in the issue, stowage, and inventory process. Prior to stocking, all incoming materiel will be screened to determine shelf-life applicability, as well as, checking for expired materiel or materiel that will expire during the current quarter. Shelf-life materiel will be segregated to shelf-life locations.

c. It is not required but is recommended that consumable and repairable materiel are stored in segregated locations. To verify if materiel has a repairable flag, refer to Part Characteristics in reference (ao).

d. Once parts are stored, JSB will annotate the location on the receipt and electronically move the part to that annotated location in ALIS.

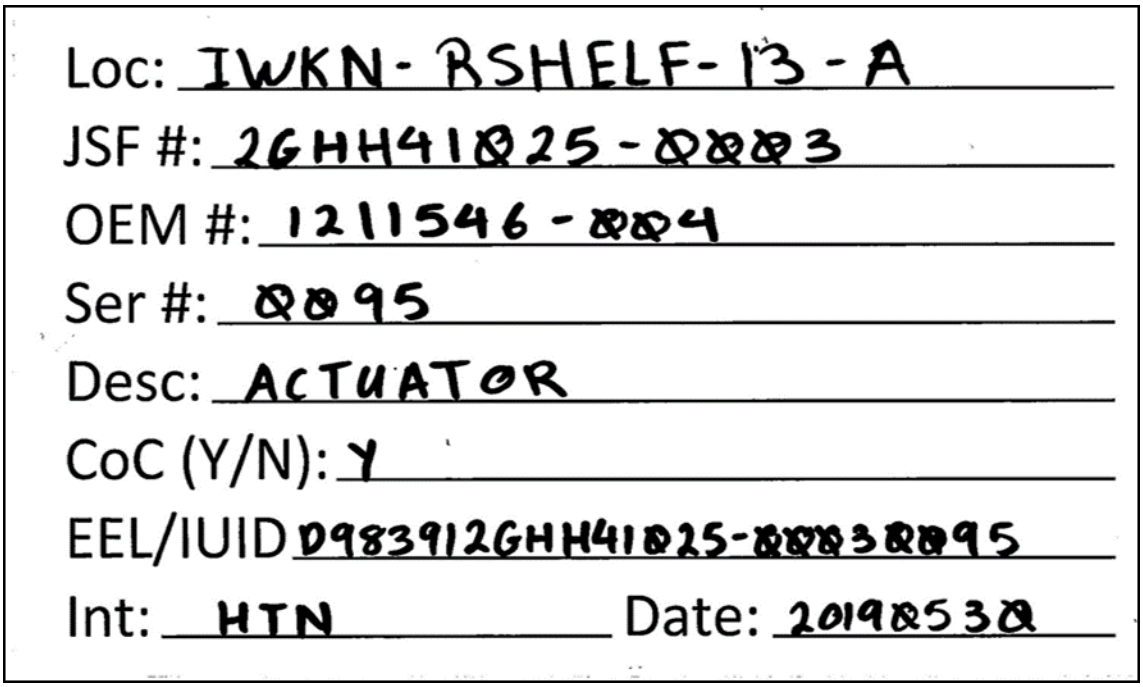

Figure 6-6.--F-35 Materiel Stow Tag.

e. Conduct Unserviceable Assets in Inventory Validation. In the case where Line Replaceable Component (LRC) UNSERV assets are found on hand in a ready for issue picking location, JSB Personnel will need to verify the physical part for a COC or equivalent documentation that will indicate serviceability. This validation will be conducted daily and can be retrieved at the following: Manage Retrograde -> Unserviceable assets inventory or

IPSL > 0, Condition code F%, On Hand Qty > 0. Current and prior reports will be retained.

(1) If the component is verified to be serviceable (A_SERV) from the COC, equivalent conformance statement, or the EEL, the condition code of the component will be updated to 'A_SERV' and the report annotated with remarks documenting the condition code change.

(2) If documentation cannot be located, then the component will be moved to a Quarantine location.

(a) If material is EEL required, JSB will attempt to transfer the EEL from LDM. JSB will inform the FSR if unable to transfer/locate the EEL. If the FSR is unable to locate the EEL, forward to JCB for the creation of an AR.

(b) If material is not EEL required, JSB will coordinate with the supply FSR to obtain the COC or equivalent conformance statement. If the FSR is unable to resolve, forward to JCB for the creation of an AR or disposal.

8. Conduct Location Reconciliation. The Location Audit Program (LAP) is designed to validate and update physical and electronic (system) location data. This process results in improved inventory accuracy, reduced issue processing time and increased Supply Effectiveness. JSB will conduct a LAP prior to all scheduled inventories. A LAP will be completed no more than five days prior to the physical count. The required location validity, frequency and inventory audit process for consumables and repairable components is located in references (ao).

9. Pull and stage Pack-up Kits (PUKs) for shipment. JSB will pull all items on the provided pack-up listing from JCB. The materiel will be staged in the proper container that allows for ease of transportation and security. All items will be labeled with the part number, serial number, and cage. Repairable components will have the IUID clearly identified.

a. JSB will annotate deployment locations on the listing and forward to JCB to prepare for processing. JCB will conduct a joint inventory with SMD. Upon completion, SMD, JCB, and the detachment OIC/SNCOIC will sign, print, and date the pack-up inventory sheet.

b. The annotated and signed listing will be forwarded to JCB for retention. Refer to reference (ao)(DSP-ASP CONOPS) for detailed instructions.

10. Maintain an effective Electrostatic Discharge (ESD) Program. ESD is the transfer of an electrostatic charge between bodies at different electrostatic potentials caused by direct contact or induced by an electrostatic field. It is potentially damaging to electrical and electronic equipment. Knowing the effects of ESD on solid-state electronic components and equipment is a necessary part of aviation logistics. Improper handling, transportation and storage techniques can cause electrostatic sensitive devices and components to fail. ESD induced failures require ESD control protection measures to be an integral part of aviation maintenance and supply disciplines. All solid-state electronic components and assemblies containing such components are considered ESD items unless otherwise directed by higher authority. F-35 suppliers are required to use industry-accepted ESD labels to clearly mark materiel that is sensitive to electrostatic discharge. Warehouse personnel

can easily identify ESD-sensitive materiel by these labels.

a. The AvnSupO will: Designate an ESD Program Coordinator and Alternate ESD Program Coordinator from JSD using an ESD Program/Coordinator Designation Assignment Letter.

b. The Program Coordinator will

(1) Be responsible to the AvnSupO for implementing the ESD Program and enforcing compliance within JSD

(2) Retain ESD items in protective packaging while in storage areas

(3) Ensure ESD items are properly packaged per reference (p) prior to shipment

(4) Ensure the ESD tape is not used as a replacement for ESD Caps. Refer to reference (ao)for more details on ESD handling and packaging

(5) Provide initial and refresher training to all personnel who handle, inspect, package or transport ESD items. Reference (g) contains information to aid in developing appropriate lessons

(6) Establish and maintain an ESD workstation as identified in reference (o), chapter 10, paragraph 10.21.3

(7) Conduct periodic work area reviews ensuring sufficient ESD protective materials are available and being used.

(8) Maintain a Program File to include:

(a) Applicable POCs

(b) List of personnel who completed training

(c) Program related correspondence and message traffic

(d) Applicable references and cross reference locator

(e) ESD Program Coordinator/Assistant Coordinator assignment letters (filed in JSD OIC/SNCOIC turnover binder)

(9) Coordinate/assist the Quality Assurance (QA) Division with annual audits

(10) Ensure all discrepancies identified during annual QA audits are corrected and results forwarded back to QA via the SMD OIC

c. The ESD Assistant Program Coordinators for the ASD shall: Assist the ASD ESD Program Coordinator with implementing and maintaining this program within their divisions.

11. Prepare and input location additions, deletions and changes. Location changes and deletions are processed to consolidate and protect materiel in the storeroom following materiel being physically relocated due to a location audit being conducted.

a. Establish Storage Locations. F-35 locations are created using ALIS SCM storage location designators: Site, Location No, Warehouse/building, bay/row, tier, and bin i.e., YUMA(Warehouse)-C01(Bay)- C(Row)-02(Bin), YUMA-C04-C-02. For more information, refer to reference (ao).

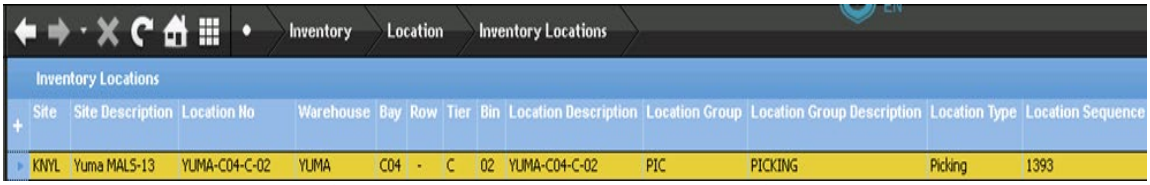

Figure 6-7.--Inventory Locations.

NOTE: Tier is not required.

(1) Multiple storage locations for the same vendor part number are acceptable.

(2) For best inventory practices, name and freeze locations based on the structure of the warehouse and bay. For detailed procedures refer to reference (ao).

12. Assist in the management and coordination of the ASD Hazardous Materiel/Waste (HM/W) Program. The AvnSupO will appoint in writing, a HM/W Coordinator and an alternate. This individual will be responsible for the management and coordination of the ASD Hazardous Materiel/Waste (HM/W) Program. Copies of these appointment letters will be retained in the OIC/SNCOIC turnover binder for current and prior appointees.

a. MSDS Files, manual or electronic, will be maintained for every type of HAZMAT recorded in ALIS for all on-hand assets. Information required to complete the MSDS file is in appendix R. Additional information such as HAZMAT definitions, sample MSDS, and a list of Federal Supply Classifications (FSC) considered HAZMAT can be found in reference (k).

b. For information concerning management and coordination of the ASD Hazardous Materiel/Waste (HM/W) Program, refer to appendix R and reference (ao).

NOTE: HAZMAT must be received into and issued out of ALIS SCM to ensure proper information is available for tracking and replenishment by the ASC.

Reports and files Required for Performance of Duties, JSB			
Report name	Frequency	Retention	Reference
1. Inventory Part in Stock Listing (IPSL)	Monthly	Current	6301.2
2. Shelf-Life Reports/Review	2 Monthly 1 Quarterly	Current & Prior	6301.4
3. Completed Transaction File	As Required	FIAR Retention Requirements	6301.5
4. Pending Move to Stock Report (ARR03)	Daily	Current & Prior	6301.6
5.Unserviceable Assets Report	Daily	Current & Prior	6301.7

6. Lap Audit Procedures (LAP)	Annual	FIAR Retention Requirements	6301.8 appendix M

Table 6-3.--Reports Required for Performance of Duties, JSB.

CHAPTER 6

JOINT STRIKE FIGHTER DIVISION (JSD)

SECTION 4: JOINT STRIKE FIGHTER CONTROL BRANCH (JCB)

6400. General

1. Responsibilities. JCB is responsible for maintaining the inventory accuracy of the Base Spares Package (BSP) for the F-35. JCB is also responsible for communicating system interface and logistic issues, concerns, and supporting requests with Lockheed Martin, Pratt & Whitney and higher headquarters. JCB will communicate and coordinate all Action Request (AR) issues. JCB will also and prioritize and process all shipment notifications which includes the Source of Repair (SOR).

2. Duties

a. JCB will perform the following duties. A list of reports required to perform these duties is contained in table 6-4:

(1) Maintain a Pending Data Entry File (PDEF)

(2) Submit Action Requests (AR)

(3) Maintain Established Goals for Inventory/Location Validity

(4) Maintain ALIS Re-Screen Report

(5) Process Asset Transfers

(6) Process Frustrated Materiel

(7) Maintain Accountability of Materiel Pulled for Pack-Up Kit (PUK)

(8) Review and take appropriate action on the Pending Replenishment Orders Report

(9) Maintain Accountability of all assets during the Local Issue and Recovery Process.

(10) Review all assets with No EEL on SOU

(11) Process Return Materiel from the customer

6401. Procedures

1. Maintain a Pending Data Entry File (PDEF). The PDEF is a clearly identified (i.e., labeled) holding file for source documents of transactions processed during temporary system non-availability. Whenever the system becomes available, all transactions contained in the PDEF will be entered/processed into the ALIS system.

2. Submit Action Requests (AR). An AR is a formal action request submitted by a site via the ALIS CRM tool assigned to a designee to analyze and correct a reported problem. An AR includes a unique AR number for tracking. The AR number is formatted with the ALIS node name with a sequence number appended to it. JCB will communicate issues and supply needs as they pertain to JSD via Action Request (AR) to JPO HPSI, Lockheed Martin, Pratt & Whitney, and Data Quality Integration Management (DQIM). Action Requests will be reviewed by the JSD OIC/SNCOIC prior to submission.

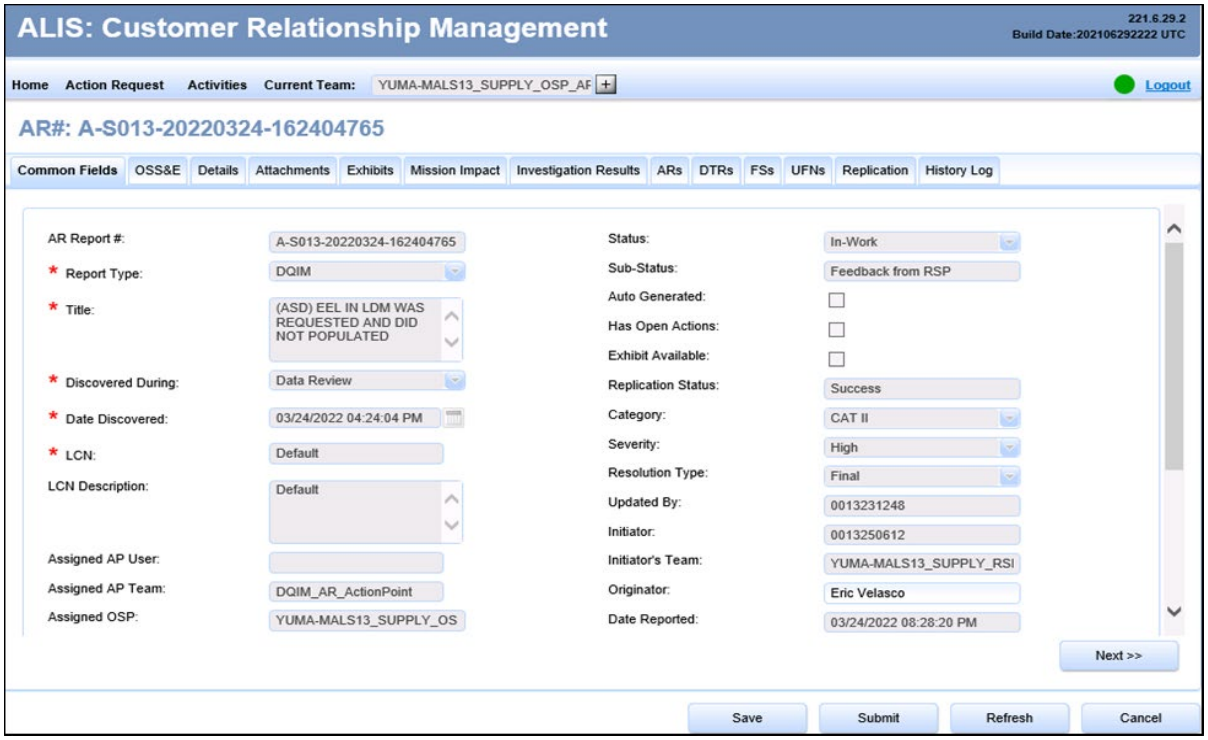

Figure 6-8.--Customer Relationship Management.

a. Daily,, JCB will review CRM for updated information on action items. JCB will generate an AR tracker from CRM to identify open action requests specific to their MALS supply department, requiring response from the action point (AP), and ensure information is up to date. Current tracker will be retained either manually or electronically. For detailed instructions on how to create an AR as well a detailed list of scenarios/examples that may require an AR, refer to reference (ao).

3. Maintain Established Goals for Inventory/Location Validity. The required inventory validity of all materiel categories is in reference (ao). To ensure these levels of validity are maintained, JCB will manage the inventory and location audit program for all described reference (ao). In addition to formal inventories, spot inventories will be conducted anytime a discrepancy is discovered between the physical O/H quantity and the ALIS SCM location quantity.

a. Location Audit Program (LAP). A LAP is the process of reconciling actual locations of materiel with those reflected in ALIS SCM. JCB is responsible for coordinating all LAPs of all materiel. Procedures for conducting a LAP are contained in appendix M. In the event a scheduled

inventory is conducted (wall-to-wall or selected locations), a LAP will be completed no more than five (5) days prior to the physical count. The completed LAP will be retained for twelve (12) months. JSB will input any location changes resulting from a LAP.

b. Conduct Formal Inventory. Formal inventory requirements for all materiel inventory types are described in reference (ao).

(1) JCB will maintain inventory oversight of base-level spares and conduct inventory audits. A formal inventory audit is performed on a scheduled basis for each active bin and storage location in the warehouse and applicable storage facilities. JCB will conduct and document causative research on discrepancies, input corrective transactions for resolving discrepancies, and process inventory adjustments on unresolved discrepancies. JCB will email and submit an AR to LM Property Management requesting if any of the adjusted materiel requires a DD Form 200.

(2) After completion of a formal inventory, JCB will complete the part audit inventory and post results in ALIS SCM. Within ten (10) days of the inventory completion, JCB will submit the inventory reporting information to SMD for post inventory audit sampling. JCB will run a query in ALIS SCM prior to end of the fiscal year IAW reference (ao), to ensure inventories on materiel with a location has been conducted on an annual basis (quarterly for Line Replaceable Components). Procedures for conducting scheduled inventories are contained in reference (ao).

(3) Per reference (ao), a formal inventory must be performed on a scheduled basis for each active bin and storage location in the warehouse and applicable storage facility.

Table 8.1-1. Inventory audit schedule requirements

Supply Point	Plant Type	Inventory Type	Frequency
Retail	BSP	All	Annual
		Unserviceable	Daily Reconciliation / Quarterly Inventory
		Return Material Authorization (RMA)	
		Sensitive Unclassified (SU)	Annual
		Electro-Optical Targeting System (EOTS)	Semiannual Inventory / Annual Radiation Survey
		Classified	Semiannual Inventory
		Communications Security (COMSEC) / Controlled Cryptographic Item (CCI)	
	ASP	All	Annual
		Unserviceable	Daily Reconciliation / Quarterly Inventory
		RMA	
		SU	Annual
		EOTS	Semiannual Inventory / Annual Radiation Survey

Figure 6-9.--Inventory Audit Schedule.

Supply Point	Plant Type	Inventory Type	Frequency
		Classified	Semiannual Inventory
		COMSEC / CCI	
	DSP	All	Annual
		Unserviceable	Daily Reconciliation / Quarterly Inventory
		RMA	
		SU	Annual
		EOTS	Semiannual Inventory / Annual Radiation Survey
		Classified	Semiannual Inventory
		COMSEC / CCI	

Figure 6-9.--Inventory Audit Schedule, Continued.

(a) Conduct Inventories on Special Interest Location. These locations will be used to track the movement of all discrepant materiel pending resolution. The locations listed in Figure 6-10 can be created and utilized as required.

Table 6.2-2. Common SCM locations

Location	Description
ARRxx	Receiving location at a warehouse: • ARR01 – Priority 1 (with CMMS demand) • ARR02 – Priority 2 (with CMMS demand) • ARR03 – Replenishments (without CMMS demand)
COC	Quarantine location for parts that are missing a Certificate of Conformance (COC) or equivalent conformance statement; for more information, see 3.2 Certificate of Conformance (Volume 2).
DISP01	Location for parts that are awaiting disposal
DOR	Quarantine location for parts that are found to be damaged on receipt
EEL	Quarantine location for parts that are missing an EEL
ERR_MDATE	Quarantine location for parts that are missing a verifiable Manufacture Date
EXPIRED	Quarantine location for parts that are found to be expired during the receipt process
MAINTxx	Picking location for parts pending on-base maintenance (repair on base) and parts shipped in STCs
QUARxx	Quarantine location for unreceivable material awaiting disposition
SHIxx	Shipment location where parts are staged for off-site transport **Note** Some sites use SHIPxx.
SOR01	Source of Repair location for unserviceable parts that are awaiting disposition
TURNIN01	Default turn-in location for parts with no transaction history and without a default location defined by the site

Figure 6-10.--SCM Locations.

1. Source of Repair (SOR) location. JCB will conduct weekly inventories for all materiel in the Source of Repair (SOR) location. JCB will ensure that all materiel has an unserviceable part tag. Once complete, this report will be forwarded to the FSR for appropriate action.

2. Quality Assurance/EEL location. JCB will conduct daily inventories for all materiel in quality assurance/EEL locations. JCB will ensure all materiel in location has report annotations/remarks describing corrective measures taken to address materiel discrepancy or cite the action

request (AR) submitted against it. Once complete, this report will be forwarded to the FSR for appropriate action.

3. DISP01. JCB will coordinate with JSS to conduct the bi-weekly inventory of all Disposition/DLADS materiel. JCB will ensure all materiel in location has the required disposition paperwork.

4. MAINT01. JCB will coordinate with JDS to conduct the daily inventory of this picking location to ensure all materiel has been issued to their respective work center for repair.

5. SHIP01. JCB will coordinate with JSS to conduct daily inventory of this location to ensure transportation has been received for respective consignment orders. If assets have not received transportation within 24 hours, forward to FSR for appropriate action.

6. TURNIN01. JCB will coordinate with JDS to conduct daily inventory of this location to ensure all materiel has been moved to their proper transit location for processing.

c. Conduct Spot Inventories. A spot inventory is an unscheduled physical inventory performed to verify the actual quantity of materiel O/H for a specific stock item. A spot inventory will be conducted anytime a quantity discrepancy between the actual location O/H quantity is different than ALIS.

(1) Spot Inventory Review. Upon completion of the Spot Inventory, JCB must determine if the physical count quantity matches the quantity reflected in the system location quantity. If the physical count quantity does not match the system location quantity, then an inventory adjustment must be processed. Refer to reference (ao) for details on processing inventory adjustments.

4. Maintain ALIS Rescreen Report. JOB will notify JCB of all potential rescreen candidates after the reviewing outstanding Purchase Orders with available quantity on hand and current MICAP status. After conducting a physical inventory of the materiel, JCB will take action on any requisitions that can be rescreened, annotated on the report and returned to JOB. The report signed by JOB and JCB will be maintained.

5. Process Asset Transfers. JCB will ensure all outbound Asset transfer and Pilot flight equipment (PFE) requests from the Lightning Sustainment Centern (JSC) are processed. JCB will coordinate with the shipping branch for shipping of these assets. For more details refer to reference (ao).

NOTE: If a shipping label has not been received within 24 hours, JCB will coordinate with the FSR and HPSI for resolution.

6. Process Frustrated Materiel. Daily, JCB will process and take appropriate action on any frustrated materiel (e.g., parts not loaded to ALIS, materiel coming in without a PO) in a quality assurance location. JCB will ensure the appropriate actions are taken with quarantined materiel (e.g., submit an AR, coordinate with DQIM, AeroPort LDM, and Lockheed Martin support teams). To ensure accountability of this frustrated materiel, JCB will maintain a Frustrated Materiel File with all pertinent paperwork, in Part Number sequence. Documentation for frustrated materiel will be

maintained in the file until resolved. For procedures on processing frustrated materiel, refer to reference (ao).

7. Maintain Accountability of Materiel Pulled for Pack-Up Kit (PUK). Any time materiel is issued for pack-up, a Pack-up Inventory Listing will be forwarded to JCB from DSB. JCB will provide the listing to JSB. JSB will pull and stage the requested materiel and annotate the pulled quantity on the listing. The annotated listing will be returned to JCB.

a. JCB will input inventories in ALIS SCM. Once complete, JCB will then verify the IPSL (for that PUK listing). Procedures can be found in reference (ao).

b. Processing Pack-Ups. JCB personnel will ensure the following:

(1) A joint inventory is conducted by JCB, DSB and the Detachment's Responsible Officer.

(2) Support Package transaction listing must be signed and dated by JCB, DSB and Detachment's Responsible Officer.

(3) The original listing is forwarded to DSB, a copy will be retained in JCB, and a copy will be provided to the Detachment's Responsible Officer.

(4) The Pack-up listing will be maintained in the Pack-up Signature File until pack-up has been returned. The listing will be signed by the Responsible Officer or designated personnel prior to relinquishing physical custody of the materiel.

(5) DSB will ensure the spares pack transfer is processed out of the supply departments SOU and verify that the deployment/detachment SOU has the spares pack inventory loaded.

c. Processing Pack-up Returns. In accordance with the timeline set forth in reference (ao), when pack-ups are returned, DSB will load the spares pack back into the supply departments SOU, and a joint inventory will be conducted by JCB, DSB and the Detachment's Responsible Officer or designated personnel utilizing the pack-up listing, DD Form 1348-1/1A shipping documents representing pack-up replenishment and issue documents representing issues made during deployment. After the joint inventory, JCB will return all materiel from pack-up to a pickable location. RFI components will be forwarded to JSB for storage. UNSERV components will be moved to DISPOSITION/SOR location.

8. Review and Take appropriate action on Pending Replenishment Orders. Monthly, JCB will request the Outstanding ASNs Report and review for appropriate action. Assets without an estimated shipping date or a shipping date that is expired will require follow up action. JCB will communicate with the Operations center for updated status via email. JCB will show proof of validation of action taken. Validation can be maintained physically or electronically. Current and prior reports will be maintained.

a. For all replenishment stock orders that have not arrived 24 hours after the promised delivery date listed in the ASN, verify the causes for delay delivery and conduct causative research. If causative research yields negative results, submit an AR.

9. Process Returned Materiel from Customers.

a. Process Customer Refusals. The customer must accept the inventory in CMMS. The customer will have to sign for the part and then turn the part in electronically or physically.

(1) Consumables. Customer is required to receive the materiel in CMMS to close out the outstanding Customer Order.

(2) Line Replaceable Components. Customer is required to receive the materiel in CMMS to close out the outstanding Customer Order and then process the serviceable part as a retrograde return in SCM.

10. Return Materiel Authorization. The flow of line replaceable components is as follows: assets are issued to the customer, a turn-in is recovered, and returned to the supply system for repair.

a. When the customer receives a part that was issued on a customer order, SCM creates a Return Materiel Authorization (RMA) for the retrograde part. After removing the part from the aircraft, the customer creates a turn-in in CMMS, which SCM links to the customer order and the RMA. JCB will utilize the Manage Retrograde links to process the following:

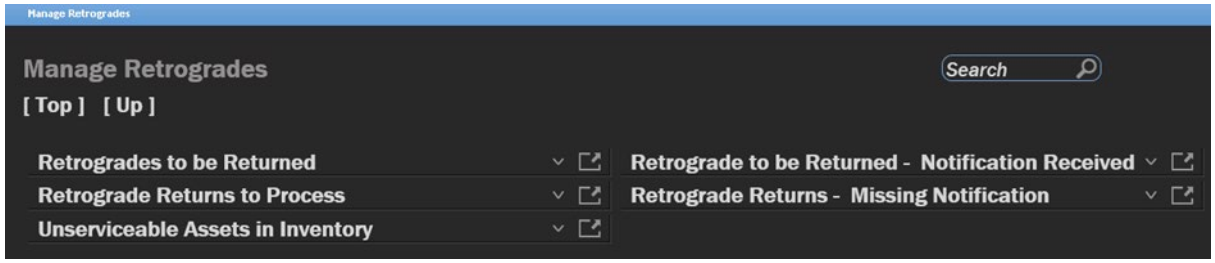

Figure 6-11.--Retrograde Management.

b. Notifications Received. All SERV/UNSERV spares needing to be processed will appear in this mailbox. Upon receipt of SERV/UNSERV spares from JDS, JCB will ensure the EEL has been properly transferred and will process the asset from this mailbox. JCB will assist with any frustrated materiel.

c. Denying an RMA. This is only done when a valid reason is given from the customer, (i.e., asset is a consumable and the SMR code justifies disposal, or the customer submitted the RMA without a requisition ID attached).

(1) Retrograde Returns to Process. Items appear in this mailbox if the RMA was released within the notifications received mailbox vice the 'perform turn-in' function. An electronic turn-in will need to be performed.

(2) Missing Notification. Retrograde returns with inaccurate information or missing data fields will appear in the Missing Notification link. There are two ways to correct items appearing in the Missing Notifications link:

(a) Contact the MALS ALIS administrator to cancel the RMA in SCM. Once the RMA is cancelled, contact the Squadron ALIS administrator to update the status to 'pending' in CMMS. Once the status is updated to reflect 'pending', the expeditor will re-process the retrograde return.

(b) Fill in the missing data fields in the document text within SCM and then process. Contact the Squadron to change the turn-in status to 'sent' in CMMS. If applicable, ensure the EEL is on the base kit.

(3) If the retrograde is linked to a customer order, JCB will ensure the retrograde is processed with or under the same customer order number.

(4) Retrograde to be returned (IOU). Weekly, JCB will generate this report and forward it to the squadron for status. JCB will utilize the report to monitor all UNSERV components still held by the customer. All assets are retained by the customer until SERV components is delivered. Per reference (ao), the customer will have 24 hours to turn-in the UNSERV component after delivery of the SERV replacement. For detailed procedures on Retrogrades to be returned, refer to reference (ao). Retention is current and prior. When an RMA is denied for any reason, there has to be a note attached to

Reports and files Required for Performance of Duties, JCB			
Report name	Frequency	Retention	Reference
1. Action Request Report	Weekly	Current	6401.2
2. Inventory Processing	As Required (annually)	10 Years	6401.3
3. Location Audit	As Required (annually)	12 Months	6401.3a appendix M
4. Inventory Reporting Information (to SMD)	10 days following an inventory	10 Years	6401.3b appendix N
5. QUAR/EEL	Daily	Current & Prior	6401.3b(3)(a)2
6. MAINT01	Daily	Current & Prior	6401.3b(3)(a)4
7. SHIP01	Daily	Current & Prior	6401.3b(3)(a)5
8 . TURNIN01	Daily	Current & Prior	6401.3b(3)(a)6
9 . ALIS Re-Screen Report	Daily	Current & Prior	6401.4
10 Pack-up Inventory Listing File	As Required	Until all materiel is returned	6401.7
11 Outstanding ASN Listing	Weekly	Current & Prior	6401.8
12. RMA Summary Report	Daily	Current & Prior	6401.10

Table 6-4.--Reports Required for Performance of Duties, JCB.

CHAPTER 6

JOINT STRIKE FIGHTER DIVISION (JSD)

SECTION 5: JOINT STRIKE FIGHTER SHIPMENT SECTION (JSS)

6500. General

1. Responsibilities. JSS is responsible for proper packaging (in compliance with MIL-STD-2073-1E) and shipment of all aeronautical related components and equipment. JSS will verify and ensure unserviceable part tags are available when shipping to the Source of Repair (SOR) facility and ensure transfer of ownership documentation (e.g., DD Form 1149, DD Form 1348-1/1A, manual travelers, and generated shipping labels in ALIS) follows asset movement.

2. Duties

a. JSS will maintain the following files and reports:

(1) Maintain a Pending Data Entry File (PDEF)

(2) Process and Package all Lockheed Martin and Pratt & Whitney materiels.

(3) Conduct an informal and formal inventory for all items in the Source of repair (SOR) location.

(4) Process Disposition/DLADS materiel

6501. Procedures

1. Maintain a PDEF. The PDEF is a holding file for source documents of transactions processed during temporary system non-availability. When the system becomes available, all transactions contained in the PDEF will be entered into the ALIS.

2. Unserviceable Part Required Data. JSS will ensure appropriate data on the unserviceable tag is filled out prior to receiving the materiel from the delivery branch or shipping out the materiel. Required information is as follows:

(1) Part Number

(2) Cage

(3) Serial Number

(4) Part Nomenclature

(5) Condition

(6) Remove Date

(7) WO Description (typically the HRC description)

(8) WO JCN

(9) EIUI

(10) HRC (required if electronic component; 13-digit code

(11) Corrective Action (enter any additional details that lead to the replacement of the LCN)

(12) Removal Maintenance Action

(13) LCN

(14) Inventory Remarks (required if the part did not fix the fault)

(15) Work Order Comments (required if HRC ends in 980004; specific details describing fault details.

3. Maintain a Proof of Shipment Files (POSF). The POSF is maintained to substantiate proof of custody transfer for materiel shipped from the ASD to include proof of turn-in/shipment for BCM returns from the IMA. The POSF will be maintained in date shipped sequence and will be retained per reference (b) SSIC 4419.1 (10 Fiscal Years).

(1) All shipping electronical records will be maintained in ALIS.

(2) All manual travelers and shipping documents will be retained for 10 Fiscal Years.

4. Package and Process all Lockheed Martin and Pratt & Whitney materiels. JSS will use MIL-STD-2073-1E for packaging instructions.

a. Ship unserviceable or serviceable materiels and equipment when directed from the notifications in ALIS or LSC to support deployments. This will also include aircraft spares, alternate mission equipment (AME), support equipment (SE), and SE spares.

b. Affix required documentation appropriately inside and outside the container, as directed by F-35 Sustainment.

(1) Part tag Required Data. JSS will ensure all part tags match the physical part, and the parts tag is filled out prior to receiving the materiel from the control branch for shipment. Once disposition is received, JSS will process materiel for shipment in SCM.

c. Verify proper drain and purge procedures

(1) Ensure Maintenance has completed all procedures for hydraulic system or items containing petroleum, oil and lubricant (POL) prior to acceptance of parts and shipment processing. Verify the following:

(a) The item has been wiped down/cleaned, has no leaks, and has been bagged and sealed.

(b) Maintenance drained and purged the part and signed and attached the appropriate drain and purge tag.

(c) All ports and access panels have been appropriately closed, capped, secured and sealed.

d. Utilize Shipment Links to process Shipments. JSS will process shipment through shipment links in SCM. For more details refer to reference (ao).

(1) Manual Traveler. Authorized shipping documentation required for special handling materiel is provided by the FSR/Operations Center. JSS will ensure the inventory is issued from SCM and must include notes such as the invoice, tracking number, and POC for whomever processed the shipment.

EXAMPLE: Manual Traveler//Tracking5252656265// by Rank SNM. If the part is EEL required, ALIS will prompt users to confirm if the desire to release the EEL.

NOTE: To manually issue a part out of ALIS, go to part handing and issue inventory part or type in Issue inventory part on the IFS Navigator filter. For details, refer to reference (ao).

e. Engine Shipping Procedures. It is imperative that engines are transported in the most secure means possible. At no time should the condition of an engine (A_SERV or UNSERV) be further degraded due to negligence during transportation. Engine will be lifted with the proper engine hoist as required. All engine movements will be properly coordinated with LSC and DLA TRANSCOM. JSS will utilize reference FRD and T.O. 00-85-20-20 Ch. 1 for further guidance for shipping engines.

5. Maintain Accountability and Process Source of Repair (SOR) Materiel (F35 specific). JSS will maintain accountabilities for all SOR materiel. JSS will conduct weekly inventories to track all SOR materiel. Prior to shipping, JSS will ensure all materiel is properly packaged with all required documentation (e.g. unserviceable part tag).

6. Disposition/DLADS materiel. To turn in non-aeronautical materiel to DLADS, the materiel along with the Turn-In Request form(s) and correlating ETID(s), will be forwarded to JSS. JSS will sign the Turn-In Request and will set up an appointment with the DLADS Site Manager to have them inspect the materiel. Following the appointment, JSS will deliver the materiel to the DLADS site for turn-in. JSS will maintain accountability for all disposition/DLADS materiel. JSS will ensure the materiel in the DISPO location has an NSN and send the materiel to DLADs. If the part has an NSN and is in the Master Part Catalog, schedule a property turn-in with DLA Disposition Services.

(1) If the materiel does not have an NSN, research the part number at www.DLA.mil/dispositionservices/DDSR/Turnin/LSNs/. If no NSN can be found, coordinate with the FSR. For more information on this process, see B.4.2 Scrap Nonconforming Parts reference (ao).

(2) Provide a completed copy of DD Form 1348-1/1A (including the IUID and S/N, if required) and file a copy for audit purposes.

(3) If the part has an NSN but is not in the Master Part Catalog, put the physical part in a holding area and wait for disposition instructions from the LSC Items Analyst.

(4) If the part is EEL required, JSS will transfer the EEL back to LDM.

Reports and files Required for Performance of Duties, JSS			
Report name	Frequency	Retention	Reference
1. Proof of Shipment File (POSF)	As Required	FIAR Retention Requirements	6501.3
2. Source of Repair (SOR)	Weekly	Current & 2 Prior	6501.5
3. Disposition/DLAD Materiel (informal)	Weekly	FIAR Retention Requirements	6501.6

Table 6-5.--Reports Required for Performance of Duties, JSS.

CHAPTER 6

JOINT STRIKE FIGHTER DIVISION (JSD)

SECTION 6: JOINT STRIKE FIGHTER OPERATIONS BRANCH (JOB)

6600. General

1. Responsibilities. The JOB is responsible for internal and external reconciliation and monitoring of all F-35 purchase orders in ALIS SCM that are not available in the F-35 Base Spare Package (BSP)/local stock. JOB is also responsible for reconciling with the squadron and work centers to ensure the validity of the Supply Status Reports, Time Compliance Technical Directives (TCTD), Mission Impaired Capability Awaiting Parts (MICAP), Rotary Mission System (RMS), and the Aviation Maintenance Support Readiness Report (AMSRR).

2. Duties

a. JOB will perform the following duties. A list of reports required to perform these duties is contained in table 6-6:

(1) Maintain a Pending Data Entry File (PDEF)

(2) Upload Supply Status and Remarks on the AMSRR

(3) Coordinate and perform reconciliation on the Mission Impaired Capability Awaiting Parts (MICAP) Report

(4) Review and Reconcile the Rotary Mission Report (RMS)

(5) Coordinate and Reconcile the Time Compliance Technical Directives (TCTD)

(6) Maintain an Inventory Part in Stock Listing (IPSL)

(7) Expedite, Monitor and Conduct Customer Reconciliation of Customer and Purchase Orders

(8) Obtain Access to Joint Data Library (JDL)

(9) Work the Administer Demands Links

(10) Process the ALIS Rescreen Report

6601. Procedures

1. Maintain a PDEF. The PDEF is a holding file for source documents of transactions processed during temporary system non-availability. Whenever the system becomes available, all transactions contained in the PDEF will be entered into the ALIS.

2. Upload Supply Status and Remarks on the AMSRR. The purpose of the AMSRR is to report up-line the materiel readiness of aircraft currently under the cognizance of the Marine Corps. JOB will utilize the AMSRR web site, (https://amsrrashore.csd.disa.mil) to update status.

a. JOB will utilize the MICAP to update remarks on the AMSRR. The JOB is responsible to update the following:

(1) Status BM/BA/BB/AS/Pending Canx/Awtg EEL

(2) Non-Mission Capable Supply (NMCS) and Partial Mission Capable Supply (PMCS)

(a) If the part is down for data issues, the customer needs to add in the notes that the part has arrived with data issues (e.g., purchase order, EDD, tracking number and any additional remarks).

b. The AMSRR will be worked daily, and retention will be current and 4 priors.

3. Coordinate and perform reconciliation on the Mission Impaired Capability Awaiting Parts (MICAP) report

a. JOB is responsible for the internal reconciliation and monitoring of Priority 1 and Priority 2 (critical) purchase orders appearing on the AMSRR. JOB will schedule and conduct customer reconciliations for Priority 1 and Priority 2 (critical) requisitions daily.

b. JOB will schedule and conduct Reconciliation of Priority 1 and Priority 2 (critical) purchase orders daily. JOB will utilize the MICAP and AMSRR to conduct reconciliation with each customer ensuring items appearing on the MICAP report match those reported on the AMSRR. JOB will make available one copy of the MICAP Report for validation of requirements to all customers. JOB will annotate the report, make appropriate adjustments, and file the signed original MICAP report and AMSRR in the Report File. Current and four prior annotated reports will be retained.

c. JOB will ensure that all Priority 1 and Priority 2 requirements with a Unique Aircraft Identifier (UAI) assigned are captured on the MICAP. After JOB has conducted the reconciliation, they are responsible for ensuring the appropriate requisition action (e.g., cancellation, follow-up via email/call or FSR, etc.) is accomplished based upon whether the customer has received the materiel or still requires the materiel. JOB will coordinate with Lockheed Martin Sustainment Operations Center and Pratt & Whitney (PW) Operation Center to communicate issues for requirements on the MICAP. JOB will coordinate with JCB for all requisitions identified by the customer as delivered.

4. Review and reconcile the Rotary Mission Report. Following customer reconciliation, JOB will also validate outstanding purchase orders utilizing the Rotary and Mission Systems Report (RMS) provided by LM. The RMS report manages, tracks, and delivers a range of non-Air Vehicle materiels. The RMS report can be requested by email from jsf-se-ops-center.helpdesk@lmco.com or by query in the Joint Data Library. The Rotary and Mission Systems Report will be filed with the customer reconciliation. The RMS report is worked weekly and retention is current and prior.

5. Coordinate and Reconcile the Time Compliance Technical Data

a. To run a TCTD report in ALIS, you need to ensure the squadron adds in the ordering notes. JOB will go to customer orders in SCM and query the following:

(1) Status: Not equal to Cancelled

(2) Customer NO: Choose your squadron organizational code

(3) Order Type: TCD

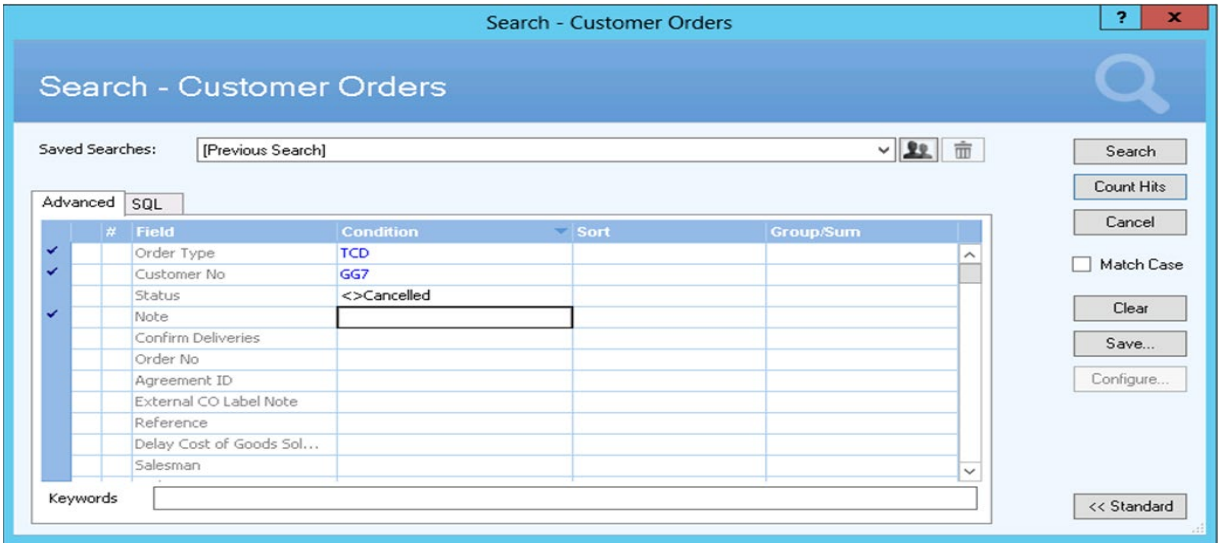

Figure 6-12.--TCTD Report.

b. JOB will access the TCTD report from JDL and coordinate with the Squadron TCTD coordinator and reconcile for validity.

c. JOB will ensure SCM TCTD record match the TCTD report downloaded from JDL. This report will be worked monthly, and retention will be current.

6. Maintain an Inventory Parts in Stock Listing (IPSL). The IPSL provides pertinent information on materiel carried in stock and will be used to issue and store materiel during periods of system non-availability (interruption in ALIS operations). The IPSL will be requested and distributed monthly by the SAA and can be printed or stored electronically on the SharePoint. Only the current month's electronic listing and quarterly printed listing must be retained.

7. Monitor and Conduct Customer Reconciliation of Customer and Purchase Orders. RECAIDS are tools utilized to validate outstanding stock and purchase order requisitions to ensure they are active in the Wholesale Supply System. Purchase orders are further validated during a reconciliation process with the customer to ensure a need for the requested materiel still exists. These aids provide both the customer and the JOB with a complete requisition status history. Based on this information, the JOB representative can determine the appropriate follow-up action. This reconciliation ensures the AMSRR, MICAP, RMS, and Local Statuses match with the internal system (ALIS).

a. Customer Order Lines Report (COLR). This report will be worked in accordance with the available customers in the SOU. JOB will filter the report by Customer Number (Org Code) and priority. Additionally, JOB will establish a schedule to reconcile with F-35 customers.

NOTE: Work centers do not have an ORG code, only the MALS and Squadron. An AR can be submitted to have ALIS administrator create a Division Customer Name in SCM for the work centers.

(1) The JOB will ensure that the Customer Order Lines Report matches all available external reports, (e.g., AMSRR, MICAP, RMS).

(2) Customer Order Lines (Released) Priority 1 (NMCS) and Priority 2 (PMCS) will be worked daily. JOB will ensure all Priority 1 and 2 requirements are being externally tracked and worked by the Operations Center. JOB will communicate with the Operations center for update status via email for any active purchase order, ordered against a UAI, not reflected on the next published MICAP report. Retention will be current and 4 priors.

(3) Customer Order Lines (Released) Priority 2, Non-UAI requirements will be worked weekly. JOB will ensure reports are being worked and annotated with the appropriate status. This procedure can only be monitored via the Local Status Report for Non-AV requirements. Retention will be current and prior.

(4) JOB will coordinate with all customers to generate a monthly reconciliation schedule. The schedule may be in the form of a calendar and visibly show which customer will be reconciling and at what time. An example of this is found in figure 3-5.

b. Purchase Order Report Validation. This report will be retrieved from ALIS to ensure the Customer Order (CO) is linked to a valid Purchase Order (PO). If the CO is cancelled and the PO is still outstanding, JOB will cancel the PO. This report will be worked monthly, and retention will be current and prior.

(1) JOB will take appropriate action on all valid purchase orders with a ASN that are 24 hours overdue from the Promised Delivery Date. Procedures for this can be found in reference (ao).

c. Purchase Order Stopped Status Report. This report will be retrieved from ALIS via Purchase Order Lines. This allows visibility of requisitions with a stopped status.

8. Obtain Access to Joint Data Library (JDL). JOB will obtain access to JDL by requesting access to Exostar. Once access to Exostar is granted, access

will be requested through OARS. JDL access will be required to access the MICAP, TCTD, and any related reconciliation reports to support the customer with status.

9. Work Administer Demands Links. During the materiel demand process, the maintenance department can submit a demand adjustment in CMMS to change or cancel an SCM customer order. Utilize the Administer Demands query options in the ALIS SCM to process demand adjustments and resolve demand errors.

a. Demand Adjustments. At any time during the materiel demand, Maintenance can submit a demand adjustment in CMMS to change or cancel an SCM customer order. JCB must monitor and process incoming change requests within 24 hours; after seven days, purchase changes cannot be processed. A list of Demand Adjustment scenarios and detailed procedures are listed in reference (ao). These scenarios consist of change request that include:

(1) Cancellations

(2) BuNo swaps

(3) Priority upgrades

(4) Quantity decreases for non-serialized parts

(5) Note changes

b. Demand Errors. When Maintenance submits a requisition in CMMS, SCM creates a corresponding customer order. When SCM detects an error in a CMMS requisition, it updates the status of the customer order and sends an exception message to CMMS. A list of Demand Error scenarios and detailed procedures are contained in reference (ao). These scenarios consist of demand errors that include:

(1) Part does not exist in the SCM Part Catalog

(2) Quantity for a serialized part is greater than one

(3) Demand already exists on a replenishment order

(4) Requested serial number has an availability control ID set and is not available for issue

(5) Requested serial number does not exist

(6) Order has an incorrect or invalid part data

(7) Order has an incorrect address ID

(8) Asset transfer demand has incorrect data (for example, inventory could have a different CAGE code or vendor part number)

c. JOB will coordinate with JCB for all internal administer demands that cannot be resolved within JOB. It is JOBs responsibility to cancel Purchase Orders that are no longer valid or required.

NOTE: This is a separate step as canceling the customer order line will not automatically cross over and cancel the Purchase Order due to a SCM system

issue.

10. Conduct Requisition Rescreens for High Priority Materiel. The ALIS rescreen Report identifies on-hand quantities that can be utilized to perform rescreen issues for outstanding purchase orders. JOB will run a daily query of available quantity on hand for all outstanding purchase orders utilizing the following link: manage demands>demands to be satisfied by wholesale supply-available locally.

a. JOB will provide this report with identified candidates for rescreen to JCB for review. JCB will utilize this report to determine if any outstanding purchase orders can be filled from available inventory by conducting a physical inventory of the materiel. Any requisitions that can be rescreened will be processed and annotated on the report(s). JOB will retain the current copy of this report and provide a copy to JCB.

NOTE: Rescreen is only for BSP materiel and not the DSP.

b. After identifying available on-hand quantities for all outstanding purchases, JCB will pull the materiel and stage it for issue. Refer to reference (ao) for detailed manual reservation procedures.

c. Partial Delivery. The Partial Delivery Report will identify the partial quantity of parts for a customer order that are available in local inventory. After reviewing this report, JOB will contact the customer to validate that the remaining quantities are still required. If the partial quantities are still required, JOB will fill the requisitions from stock on hand. Refer to reference (ao) for detailed partial quantity rescreen issue procedures.

d. If partial quantity is no longer required, the customer will submit a pending cancellation notice, that will ensure that a customer order and related purchase order was cancelled. Refer to reference (ao).

NOTE: Verify if the customer can cancel a partial delivery. Notify ALIS administrator to cancel partial delivery status.

e. JOB will file the ALIS re-screen report with a signature from JCB. Retention is current and prior.

Reports and files Required for Performance of Duties, JOB/OMD			
Report name	Frequency	Retention	Reference
1. AMSRR	Daily	Current & 4 Prior	6601.2
2. Mission Impaired Capability Awaiting Parts	Daily	Current & 4 Prior	6601.3
3. Rotary Mission Report	Daily	Current & Prior	6601.4
4. Time Compliance Technical Data	Monthly	Current	6601.5
5. Inventory Part In Stock Listing	Monthly	Current	6601.6
6. Customer Order Lines (Released) Priority 1 (NMCS) and Priority 2 (PMCS)	Daily	Current & 4 Prior	6601.7

7.	Customer Order Lines (Released) Priority 2, Non-UAI Requirements	Weekly	Current & Prior	6601.7
8.	Purchase Order Validation	Monthly	Current & Prior	6601.7
9.	Customer Reconciliation Schedule	Monthly	Current & Prior	6601.7
10.	Administer Demands	Daily	N/A	6601.9
11.	ALIS Re-Screen Report	Daily	Current & 4 Prior	6601.10

Table 6-6.--Reports Required for Performance of Duties, JOB.

CHAPTER 6

JOINT STRIKE FIGHTER DIVISION (JSD)

SECTION 7: SUPPLY MANAGEMENT DIVISION (SMD)

6700. Organization. SMD is composed of the following branches (as illustrated in figure 6-1):

1. Audit Branch (AB).

2. Deployed Support Branch (DSB).

3. Supply Applications Administration Branch (SAAB).

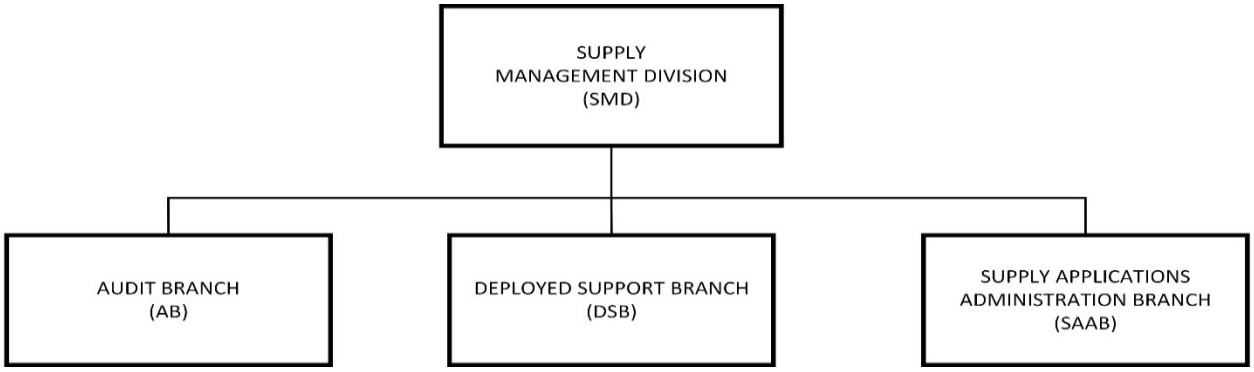

Figure 6-13.--SMD Organization Chart.

6701. Functions

1. SMD will be composed of the most knowledgeable and experienced aviation supply personnel, as they are responsible for:

a. Monitoring overall ASD operations

b. Maintain Deployed Spares Packs

c. Supply applications administration

d. ASD Technical Training Program

e. MALSP allowance validation

f. Local Support Package development

2. In addition to the functions required to be performed by the OIC/SNCOIC in chapter 4 of this Manual, SMD OICs/SNCOICs that support the F-35 will be required to perform the below functions.

3. Current Turnover Jacket: copies of the following letters/information will be filed in the OIC/SNCOIC and applicable turnover jackets:

a. F-35 specific POCs.

b. Current copy of the Sustainment Operation Instructions (SOI's): https://cpf.navy.deps.mil/sites/cnap/N42/N422/n422b/n422b4/Shared%20Documents/Forms/AllItems.aspx

4. The Division OIC/SNCOIC will ensure the Division conducts ALIS contingency operations, for system non-availability, in accordance with reference (ao).

5. The Division OIC/SNCOIC will ensure all SMD Marines have access to necessary sites to perform duties specific to SMD (e.g., JDL, ALIS etc.).

6. The Division OIC/SNCOIC will obtain access to Customer Relationship Management (CRM) application within ALIS. The Division OIC/SNCOIC will review all messages/correspondence pertaining to Aviation Supply operations on a daily basis and ensure appropriate action is taken. Messages related to that division will be filed for one year or as required.

a. ALIS

(1) Review and Take Action On Urgent Field Notification (UFN). The OIC/SNCOIC will review all Urgent Field Notices (UFNs) and ensure appropriate action is taken. UFNs are available in the CRM application module or received from the ALIS Administrator. Retention of UNFs applicable to Supply is one year

7. The Division OIC/SNCOIC will comply with reference (ao) and metrics contained within, to ensure the divisions ability to meet the supply goals, objectives and guidance set by TYCOM and Joint Program Office (JPO).

6702. General

1. Responsibilities. In addition to the functions required to be performed in chapter 4 of this Manual, SMD's that support the F-35 will all be required to perform the following functions set forth in this section.

2. Duties

a. SMD will perform the following duties. A list of reports required to perform these duties is contained in table 6-7:

(1) Conduct post Inventory audits, and submit Inventory Accuracy reports (Audit Branch)

(2) Maintain all External Audit reports (AB)

(3) Receive Logistics Support Requests (LSRs) (DSB)

(4) Maintain Deployed/Exercise Support Package Files (DSB)

(5) Submit Action Requests (AR) as required (SAAB)

(6) Maintain an Inventory Part in Stock Listing (IPSL) (SAAB)

6703. Procedures

1. Conduct post Inventory audits and submit Inventory Accuracy reports. Audit Branch (AB) will conduct a post inventory audit to verify inventory accuracy and submit results to the AvnSupO. Additionally, for F-35 MALS, SMD will submit the inventory results via email to the Supply Property Management Team within 10 days, IAW with reference (ao). The post-inventory audit will be maintained by date inventory completed, for the current and prior fiscal year.

2. Maintain all External Audit reports. The AB will act as the central collection point for all External Audit reports and corrective action responses as required. This will include F-35 sustainment contractor property management assessment. This file will contain the External Audit results and a copy of the letter(s) of corrective action submitted to the auditing activity as a result of their findings as required by higher headquarters.

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

b. If corrective action letter is required by the auditing activity, the AB will compile all the corrective actions from the applicable divisions and create a consolidated letter of corrective action for the ASD to be submitted to the AvnSupO for comment and or action.

(1) Once corrective action plans are approved by the AvnSupO, the letter of corrective action will be submitted to the external auditing activity. The external auditing activity will set a submission date for these reports. A copy of this letter will be retained with the corresponding External Audit report.

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

c. The External Audit reports with the letter of corrective actions (as required) will be maintained by type of External Audit in date performed sequence for three Fiscal years per reference (b) SSIC 3501.2.

3. Receive Logistics Support Requests (LSRs). Upon the receipt of an LSR, DSB will validate materiel requirements, develop local support packages (generated from LM) and coordinate the staging of materiel with JCB.

a. Receive LSRs. DSB will be the entry point of all LSRs and Pack-Up

requests. They will receive pack-up requests detailing dates of deployment and numbers of aircraft. Upon the receipt of an LSR, SMD will submit a PUK request to LM and Pratt & Whitney.

b. Validate materiel requirements. Upon receipt of PUK listing, DSB will coordinate with the Squadron to validate materiel requirements (if applicable).

c. Develop Local Support Packages and coordinate the staging of materiel with JSD

(1) DSB is responsible for maintaining allowances of new or existing local support package allowances based upon the T/M/S and number of aircraft involved.

(a) ALIS. DSB will coordinate the processing and staging of materiel with JCB.

NOTE: A Spare Package will be created for all Pack Up Kits (PUK) that will be physically and electronically operating at another site. The Spares Pack will be transferred to the deployed or local SOU for the deployment site. For more details, refer to the ALIS SCM User Guide for Release 3.5.x Spares Pack, available on JDL at URL:: https://edcs-jsf.lmaeronautics.com/jsf/livelink?func=ll&objId=105383933&objAction=browse&viewType=1

(2) After coordinating with Lockheed Martin's modeling team, DSB will review the packing listing provide by LM a list of assets that cannot be filled from the local Base Spares Pack (BSP). Once DSB completes their review, the listing will be forwarded to JCB to have the materiel pulled from stock. After support package materiel has been staged, JCB will update the support package on-hand quantities.

(3) When JCB completes the data entry process, DSB will produce a new Support Package Listing with on-hand quantities. DSB will conduct a 100% repairable inventory validation and a 30% consumable inventory validation with JCB. If a discrepancy is found in the 30% inventory, 100% inventory will be conducted.

(4) Once inventory validation is complete, DSB will produce the Support Package Listings. The listing will be signed by the deployment Responsible Officer (RO) or designated representative, and a designated representative from DSB and JCB. Three copies will be produced; the original signed copy will be retained by DSB. The second copy will be provided to the deployment RO or designated representative, and the third copy will be provided to JCB.

d. Spares Pack Transfer Material to Detachment SOU. After the completion of the joint inventory, DSB will conduct the spares pack transfer off the MALS SOU and import the spares pack onto the Detachments SOU. It is the responsibility of DSB to ensure the Supply Marine going on the detachment has access to the squadrons detachment SOU and understands how to conduct the Spares Pack transfer.

4. Maintain Deployed/Exercise Support Package Files. DSB will maintain Local Support Package Files:

a. Current Support Package File. The DSB will maintain a file of support package listings for all support packages currently in process of being pulled, already on deployment, or with an on-hand quantity.

b. Completed Support Package File. The DSB will maintain a file of Support Package Listings for returned support packages for twelve (12) months from the support packages return date. Upon return of the package, DSB will ensure the spares pack is received back into the MALS SOU. They will produce an inventory listing from the MALS SOU and then a joint inventory will be conducted with the detachment RO, DSB and JCB. The DSP-RES availability control ID must be removed in ALIS within 48 hours for repairable and 96 hours for consumables. This allows the parts to be put back into the Global Spares pool as required in the SSUG. Deployed database files (demand history, inventory Parts and Stock Listing, purchase orders etc.) from the detachments SOU (ALIS SCM) will be maintained electronically for research purposes for 12 months from the support package's return date. Any discrepancy from the final joint inventory will be researched with the detachment SOU's database files.

(1) DSB will maintain the original listing with the respective Support Package file as well as all inventory listings from the deployed site and causative research (as required). Retention will be 12 months.

5. Submit Action Requests (AR) as required. The SAA will assist ALIMS in identifying, researching, troubleshooting, and reporting ALIS related application problems.

a. Action Requests (AR). An AR is a formal action request submitted by a site via the ALIS CRM tool assigned to a designee to analyze and correct a reported problem. An AR includes a unique AR number for tracking. The AR number is formatted with the ALIS node name with a sequence number appended to it. SAA will communicate issues and supply needs as they pertain to SAA via Action Request (AR) to JPO LSC, Lockheed Martin, Pratt & Whitney and Data Quality Integration Management. Action Request will be reviewed by the SMD OIC/SNCOIC prior to submission.

b. Daily, SAA will review CRM for updated information on action items. The SAA will generate an AR tracker from CRM to identify open action requests specific to their MALS supply department, requiring response from the action point (AP), and ensure information is up to date. A current tracker will be retained either manually or electronically. For detailed instructions on how to create an AR as well a detailed list of scenarios/examples that may require an AR, refer to reference (ao).

c. Maintain AR files. The SAA will maintain AR Files for ARs submitted by the respective MALS for onsite ALIS applications. Files will contain a copy of all ARs sent out with the status attached. It is the SAA's responsibility to ensure current and accurate status. The SAA will be familiar with AR procedures as outlined in reference (ao).

6. Maintain the Inventory Parts in Stock Listing (IPSL). The IPSL provides pertinent information on materiel carried in stock and will be used to issue and store materiel during periods of system non-availability (interruption in ALIS operations). The SAA will ensure access to the current month's electronic IPSL via SharePoint.

Reports and files Required for Performance of Duties, SMD			
Report name	Frequency	Retention	Reference
1. Urgent Field Notification	As Required	1 Year	6701.6(a)(1)
2. Inventory Results	As Required	Current & Prior Fiscal Year	6703.1
3. External Audit Reports	As Required	3 Fiscal Years	6703.2
4. Support Package File	As Required	12 Months	6703.4
5. Action Requests	Monthly	Current	6703.5
6. Inventory Part In Stock Listing	Monthly	Current	6703.6

Table 6-7.--Reports Required for Performance of Duties, SMD.

CHAPTER 7: 4th MARINE AIRCRAFT WING (MAW)

Preface:
Due to the unique operating environments of 4th MAW units, this chapter was developed to address the differences between Active Duty and Reserve Component Aviation Supply Procedures. The Wing Allowancing Section (WAS) will not be established within 4th MAW Aviation Logistics Department, Aviation Supply Department (ALD-C). The functions allocated for this section will be performed by the Supply Management Division (SMD-R) and the Financial Accounting Section (FAS-R) respectively. The appendix G & H checklists for all sites within 4th MAW will be managed by 4th MAW Aviation Logistics Department, Aviation Supply Department (ALD-C). The below sections outline those functions and responsibilities which will differ from the standardized operating procedures described in chapters 1 through 5 of this Manual.

AVIATION SUPPLY DEPARTMENT/SITE SUPPORT STRUCTURE

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CHAPTER 7

AVIATION SUPPLY DEPARTMENTS/SITE SUPPORT STRUCTURE

7000. Organization

1. The Aviation Supply Departments/Site Supports will be structured as follows:

a. Supply Personnel and Administrative Division Reserve (SPAD-R)

b. Customer Support Branch Reserve (CSB-R)

(1) Customer Assistance Section Reserve (CAS-R)

(2) Custody Records Section Reserve (CRS-R)

(3) Financial Accounting Section Reserve (FAS-R)

c. Supply Management Division Reserve (SMD-R)

(1) Audit Branch

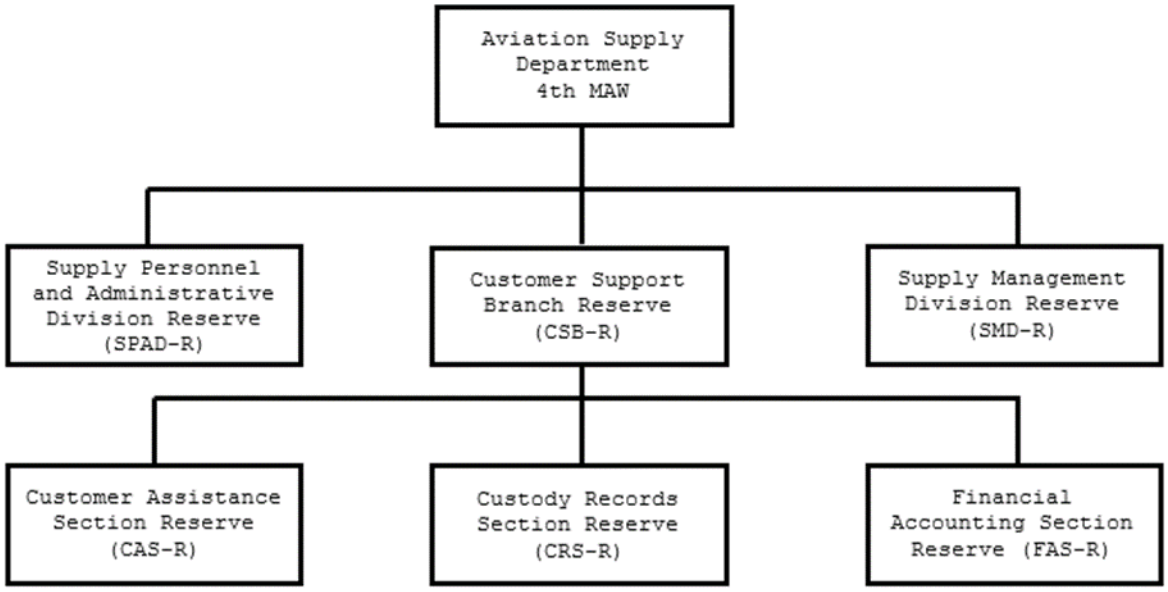

Figure 7-1.--Reserve Supply Department Structure.

CHAPTER 7

4th MARINE AIRCRAFT WING (MAW)

SECTION 1: SUPPLY PERSONNEL AND ADMINISTRATIVE DIVISION (SPAD-R)

7100. Functions

1. SPAD-R is responsible for the administrative control of all personnel assigned to the Aviation Supply Department (ASD). Personnel within the division perform clerical functions and maintain the master files for correspondence and directives for the ASD.

2. The AvnSupO/AAvnSupO is responsible to the MALS CO for the financial and administration performance of all the ASD functions. Additionally, he/she will maintain liaison with external supporting supply activities and higher headquarters staff. The AvnSupO will coordinate with the Aviation Maintenance Officer (AMO) for materiel planning procedures to support aircraft maintenance. The AvnSupO is assigned with the management of the following duties/tasks:

a. Operations & Maintenance, Navy (O&MN) OPTAR funds (accounting).

b. Approve Non-Standard Procurement requests that require the establishment of a Money Value Only (MVO) document in the financial database in excess of $3,500 and all GCPC documents.

c. Reviewing Authority for the Financial Liability of Property Loss/DD Form 200.

d. Advance Skills Management (ASM) Aviation Supply Department Officer.

3. AvnSupChf

a. Serve as the senior enlisted advisor to the AvnSupO.

b. Provide input and experience on personnel and matters of policy within the department.

c. Facilitate the professional and technical development of all Marines assigned to the ASD.

d. Ensure all enlisted Marines are deployment ready.

e. Supervise the ASD to ensure personnel are accounted for and properly trained.

NOTE 1: The AvnSupO/AvnSupChf will be responsible for ensuring all Aviation Supply Marines have access to all the required databases to perform their duties. (e.g., One Touch, NATEC, FedMall, etc.).

NOTE 2: The AvnSupO/AvnSupChf will be responsible for managing their Marine's account within ASM and signing off applicable Marines T&Rs.

f. Communicate with HQMC and MMEA to ensure that proper staffing goals are met with respect to the ASR and, the Table of Organization (T/O), for the ASD with the experience capable of meeting all established and emerging mission requirements.

g. Review and maintain an active Automated Message Handling System (AMHS) account. (i.e., MAG-XX specific correspondence, LSR for DFT's, Supply Grams, etc.).

4. The ASD's AvnSupO/AvnSupChf will maintain a current turnover jacket which outlines current HQMC, MAW and MAG policies and initiatives that are site specific and applicable SPAD Memorandums for the Record. The AvnSupO/AvnSupChf will also ensure specific guidelines for duties/responsibilities are addressed. Memorandums for the Record will be maintained until no longer applicable to current file retention. Additionally, copies of the following letters will be filed in the AvnSupO/AvnSupChf turnover jackets to ensure remote accountability can be established and normal business operations can be performed:

a. Current Letter of Acceptance. Letter from the Commanding Officer (CO) assigning the AvnSupO to his or her current position.

b. Delegation of Authority to Obligate/Deobligate funds (AvnSupO). Letter from the CO delegating the authority to the AvnSupO To Obligate/Deobligate funds not to exceed $15 million. This cannot be delegated to the division or section Officers/SNCOs.

c. Authorization to Review/Approve Customer Requests that require an MVO Document. Letter from the AvnSupO delegating authority to appropriate personnel within the ASD to review/approve any request that requires the generation of an MVO document in the financial database; where the MVO will not exceed $3,500.

d. Authorization to Sign Official Correspondence "By Direction" (AvnSupO). Letter from the CO designating the AvnSupO to sign official correspondence "By Direction".

e. Printed Current Rosters. Printed rosters will include the ASR, T/O, Morning Report and Recall Rosters. Other rosters and or letters may be required depending on local policy (e.g., Safety Rep, Equal Opportunity, Sexual Assault Prevention Officer, ESD Coordinator)

f. Reviewing Authority. The Reviewing Authority is designated in writing by the Approving Authority to complete/review Blocks 1 through 11 of the DD FORM 200 and to complete Block 12. Refer to the accountability framework in reference (w) and appendix Z of this reference.

NOTE: Per FIAR guidance and reference (w), archived letters (i.e., Letter of Authority/Appointment letters) have a 10-year retention requirement.

7110. General

1. Duties

a. SPAD will perform the following duties:

(1) Maintain the ASD Personnel Board.

(2) Maintain the ASD Personnel File.

(3) Maintain and publish the ASD Recall Roster.

(4) Maintain the ASD Correspondence File.

(5) Review and publish the Morning Report via Marine Online (MOL).

(6) Maintain an active Continuous Process Improvement Management System (CPIMS) account.

(7) Manage the division assignment of incoming personnel as directed by the AvnSupO and AvnSupChf.

(8) Maintain and distribute copies of correspondence, directives, instructions, notices and applicable changes to the appropriate division.

(9) Maintain, submit and conduct training, to include reports /schedules to the MALS HQ as required.

7111. Procedures

1. Maintain the ASD Personnel Board. Reference chapter 1, paragraph 1101.1.

NOTE 1: Per chapter 1, paragraph 1101.1, the ASD Personnel Board will be displayed as depicted in the current ASD organization chart. SPAD-R will utilize figure 7-1. The Personnel Board will reflect Active Duty, Active Reserve, and Selected Marine Corps Reserve (SMCR) Marines.

NOTE 2: Per chapter 1, paragraph 1101.1A, the ASR breakout will be constructed per figure 1-1. SPAD-R will construct one (1) ASR breakout for Active Duty (AD) and Active Reserve (AR) Marines, and one (1) ASR breakout for SMCR Marines. The ASR will be drawn down in the months of February and August. Core T/O value will be calculated from MALS Table of Organization, ASR value will be calculated from Command Profile, and On Hand (O/H) value will match the Aviation Supply Morning Report.

2. Maintain the ASD Personnel File. Reference chapter 1, paragraph 1101.2.

3. Maintain and publish the ASD Recall Roster. Reference chapter 1, paragraph 1101.3.

NOTE: Per chapter 1, paragraph 1101.3, SPAD-R will maintain and publish a recall roster. SPAD-R, will maintain and publish one (1) recall roster for AD and AR Marines, and one (1) for Selected Marine Corps Reserve (SMCR) Marines.

4. Maintain the ASD Correspondence File. Reference chapter 1, paragraph 1101.4.

NOTE: The SPAD-R OIC/SNCOIC will obtain access to the AMHS with proper permissions for their respective ASD. SPAD-R will review all messages/correspondence pertaining to Aviation Supply operations on a daily basis and ensure appropriate action is taken. Messages related to the supply department will be filed for a minimum of one year or longer if still applicable.

5. Review and publish the Morning Report via MOL. Reference chapter 1, paragraph 1101.6.

NOTE: Morning Reports are required to be printed and signed by the AvnSupChf. Current and four prior reports will be maintained, to include any SMCR Marines on orders. Morning Reports and Drill Manager Module (DMM) Muster Reports will be printed and signed by the AvnSupChf for Drill Weekends. Retention for drill weekend reports is current and prior month. Refer to reference (bf) for DMM functions.

6. Maintain an active CPIMS account. Reference chapter 1, paragraph 1101.5.

7. Manage the division assignment of incoming personnel as directed by the AvnSupO and AvnSupChf. Reference chapter 1, paragraph 1101.7.

8. Maintain and distribute copies of correspondence, directives, instructions, notices and applicable changes to the appropriate division. Reference chapter 1, paragraph 1101.8.

9. Maintain and Submit training reports/schedules to MALS as required. Reference chapter 1, paragraph 1101.9.

CHAPTER 7

4th MARINE AIRCRAFT WING (MAW)

SECTION 2: CUSTOMER SUPPORT BRANCH RESERVE (CSB-R)

7200. General

1. Responsibilities. CSB-R is responsible for receiving, processing and monitoring all requirements for non-aeronautical related controlled equipage and for maintaining Custody Records for all organizational allowances (excluding IMRL items). CSB-R will also monitor all financial accounts granted to the ASD.

PART A: CUSTOMER ASSISTANCE SECTION RESERVE (CAS-R)

7210. General

1. Responsibilities. CAS-R is responsible for receiving, processing, and monitoring all non-aeronautical related custodial materiel Non-Standard Procurement (NSP) requests.

2. Duties

a. CAS-R will maintain the following files and reports as well as perform the following duties:

(1) Maintain a Turnover Jacket.

(2) Maintain a Pending Data Entry File (PDEF)

(3) Maintain Authorized Signature File

(4) Assist Supported Units with Turn-in of Non-Aeronautical Materiel

(5) Initiate Flight Equipment Requisitions

(6) Review, Process, and File Non-Standard Procurement Request for Non-Aeronautical Related Materiel

(7) Manage a Tool Purchasing Process (TPP)

(8) Process All ServMart / MILSTRIP Requests

(9) Process All Open Purchase (GCPC) Requests

(10) Certify GCPC statements and Insights On Demand (IOD) via U.S Bank.

(11) Reconcile all Non-Standard Procurement Requisitions

7211. Procedures

1. Maintain a Turnover Jacket. The Section SNCOIC will maintain a current turnover jacket which outlines duties and responsibilities which are site specific and provides step-by-step procedures. Additionally, Memorandums for

the Record will be maintained until no longer applicable to current file retention.

2. Maintain a Pending Data Entry File (PDEF). Reference chapter 3, paragraph 3211.1.

3. Maintain an Authorized Signature File. Reference chapter 3, paragraph 3211.2.

NOTE: The authorization letter for the ServMart program needs to be titled as "ServMart/MILSTRIP".

4. Assist Supported Units with Turn in of Non-Aeronautical Materiel

a. Turn-in of Non-Aeronautical Controlled Equipage. CAS-R will create an Electronic Turn-In Document (ETID) DD Form 1348-1/1A in the DLADS website using the information from the Turn-in Request Form in accordance with the procedures described in reference (m), volume I, chapter 5, part A, section II, subsection 5. Instructions on obtaining access and how to create ETIDs can be found on http://www.dla.mil/DispositionServices/. Upon turn-in, the supported unit will be given a signed copy of the DD Form 1348-1/1A as proof of turn-in. CAS-R will remove the custodial materiel (TBA, Flight Equipment, etc.) from the respective Responsible Officer Account. For controlled equipment items requiring a replacement, ensure the DLADS documentation is annotated with the corresponding requisition number used to procure replacement assets. This will provide an audit trail to substantiate the disposal of NRFI/procurement of replenishment assets.

b. Turn-in of Materiel for Disposal. Materiel to be turned into DLADS will fall into one of three categories:

(1) Materiel requiring an approval message (i.e., from MAW IMRL Manager)

(2) Controlled Equipage materiel (e.g., TBA/FE)

(3) Scrap/waste

CAS-R will create an Electronic Turn-In Document (ETID) DD Form 1348-1/1A in the DLADS website using the information from the Turn-in Request Form in accordance with the procedures described in reference (m), volume I, chapter 5, part A, section II, subsection 5. CAS-R will retain a signed copy of DD Form 1348-1/1A from DLADS or receiving entity (establishing chain of custody) and file it in the DLADS Materiel Turn-in File.

c. DLADS Materiel Turn-in File. This file will contain a copy of all original Turn-in Request Forms attached to the correlating DD Form 1348-1/1A ETID. The file will be maintained in Julian date sequence and retained per reference (av). Required documents will be retained in one of the following:

(1) Pending: ETIDs awaiting DLADS approval

(2) Transferred: Materiel has been signed for by the receiving entity

NOTE: At no time will CAS-R accept garrison property (e.g., desks, chairs, etc.) from supported units. Garrison property is the responsibility of the supported units S-4.

5. Initiate Flight Equipment Requisitions

a. Personnel designated as naval aviators, naval flight officers, naval flight surgeons (while in a flying status), naval aviation operators or student pilot personnel under orders to basic flight training are eligible to receive articles of flight clothing and flight operational equipment as authorized in reference (g). CAS-R will receive requests from customers of supported squadrons, MAGs and MAWs ensuring only authorized personnel are issued flight clothing and flight operational equipment. Source documents will be maintained per reference (c) as appropriate. There are two types of flight equipment requirements the customer may have:

(1) Personal Issue. A Personal Issue is when the issue of flight equipment affects an individual's custody status. The customer will present their Naval Air Training and Operating Procedures Standardization (NATOPS) Flight Jacket at the time of request. CAS-R will review the flight orders to determine if the customer is permanent issue or temporary issue. CAS-R will ensure that the FE division makes entries in the Record of Flight Equipment Issues (OPNAV 3760/32BB) for all initial and replacement personal issues. A copy of the OPNAV 3760/32BB will be added to the PRD prior to routing for approval. An additional copy, created after the gear issue and annotated with quantity and date of issue, will be maintained with the PRD in the applicable CTF.

(2) Pool Issue. The purpose of the Flight Equipment Pool is for emergency replacement of Non-RFI items, enlisted crew members not assigned permanent flight status, and for one-time issue for flights as authorized by local commanders. Validate the authorized allowances according to reference (g) and whether ample on hand quantities exist as cited by current inventories. Once approved by CRS-R, route to FAS-R for funding of the requisition.

b. File Signed DD Form 1348-1/1As in the Completed Transaction File (CTF). Following customer pick-up, CAS-R will coordinate with FAS-R to post receipts in prescribed financial system. Daily, CAS-R will ensure all signed DD Form 1348-1/1As and OPNAV 4790/11s for flight equipment completed requisitions are filed in document number sequence with PRD and any other supporting documentation. All receipt documents will be annotated with the legible print, signature, circled quantity, and date.

6. Review, Process, and File Non-Standard Procurement Request for Non-Aeronautical Related Materiel

a. CAS-R will receive and review all requests for Non-Aeronautical Materiel. Requests for custodial materiel (e.g., TBA, Aviation Life Support Systems (ALSS) or NAVAIR Allowance List QH-2) will be forwarded to CRS-R for appropriate action. CRS-R will ensure the custodial materiel is authorized and the requesting unit is not over their prescribed allowance per reference (u). The respective account's Responsible Officer will then forward the request to CAS-R for purchase. Non-Standard procurement can also be utilized to purchase non-custodial materiel (e.g., office supplies, hand tools, logbooks, etc.).

b. The file will be split between pending and outstanding non-standard procurement requests (e.g., ServMart, FedMall). Any non-standard procurement request over $3,500 must be approved by the AvnSupO in CFMS (Command Financial Management System). The pending file will contain purchase requests which are being screened by CRS-R or awaiting FAS-R obligation. Once the requests are placed on order, they will be moved to the outstanding file. Once materiel has been received, the completed original with the receipt and CFMS approval (if applicable) will be filed in the CTF and maintained within CSB-R per FIAR requirement. This file may be maintained manually or electronically if available.

NOTE: Ensure receipts meet the criteria outlined in reference (t), volume I, chapter 4, part B: Receipt Documentation. For administrative receipts, see reference (k) paragraph 4108. All receipt documents will be annotated with the legible print, signature, circled quantity, and date.

c. Before CAS-R processes any requests, strict adherence of separation of functions must be exhibited on the Non-Standard Procurement (NSP) Purchase Request Document (PRD). Separation of duties and functions exist when the requester, requisitioner, funds approver, approving official, and signed receipt are all different individuals.

d. CAS-R will review and requisition Non-Standard Procurement Requests. Supported units/divisions will submit their NSP Request PRD to CAS-R with supporting documentation. Each list will cite only items authorized for procurement. Requests will be screened by CAS-R for authorized signature, excessive quantities, duplicate items, unauthorized purchases, TCP items, etc. Any Non-Standard Procurement request over $3,500 must have the obligation approved in CFMS by the AvnSupO. For procurement of replacement Custodial Materiel, ensure the purchase request document is annotated with the corresponding DLADS ETID number. CAS-R will route the request to FAS-R for review of appropriate charges, funds approval, and obligation. FAS-R will then forward the request back to CAS-R for procurement. Figure 7-2 shows the Non-Standard Procurement (NSP) Purchase Request Document (PRD) to be used.

NON-STANDARD PURCHASE REQUEST DOCUMENT (PRD)

REQUESTOR: _____ **PHONE #:** _____ **DATE:** _____
(Print name, title and sign)

SECTION, DEPT, UNIT _____ **PURCHASE LOG DOCUMENT #:** _____

	Item	DOCUMENT #	SKU/Part/NSN	U/I	Qty	Unit Price	Total Price
1							
2							
3							
4							
5							
6							
						GRAND TOTAL: $	

Justification for request: (Attach additional sheets as needed)

_____

REQUIRED SIGNATURES PRIOR TO PURCHASE:

Non-GCPC purchases, under $3,500 may be approved in CFMS by an authorized CSB SNCOIC/OIC

The MALS/Site ASO must be the CFMS Document Approver if the Document Dollar Value is over $3,500 or GCPC.

CSB-R SNCOIC/OIC Approval: _____ Date Approved: _____
(Print name, title, and sign)

CFMS document was approved by: _____ Date Approved in CFMS: _____
(Print name, title, and sign)

CAS-R Personnel who purchased the material from the vendor: _____ Date Ordered: _____
(Print name, title, and sign)

ORDER INFORMATION:

Date Received: _____ Actual Cost: _____

REQUIRED SIGNATURE AFTER PURCHASE:

Authorized Person who Received the Material: _____ Date: _____
(Print name, title, and sign)

Figure 7-2. --Non-Standard Procurement (NSP) Purchase Request Document (PRD).

e. Upon receiving the order, CAS-R will contact the appropriate individual to pick up the order. CAS-R will receive a signature from personnel authorized to sign for the receipt of order. The purchase order will then be removed from the outstanding file and filed in the CTF.

(1) The completed NSP Request PRD Package will contain at a minimum the following items:

(a) Written request for supplies/services (PRD)

(b) Documentation of screening mandatory sources and market research (e.g., printed screen shots)

(c) Original Receipts

(d) Other relevant documentation pertaining to this transaction (e.g., packing slips, warranties, emails, custody cards, etc.)

7. Manage a Tool Purchasing Process (TPP). Reference chapter 3, paragraph 3211.6.

8. Process All ServMart / MILSTRIP Requests. Reference chapter 3, paragraph 3211.7.

9. Process All Open Purchase (GCPC) Requests. The GCPC is used to procure items that are not available through the normal supply system and are unable to be manufactured through a government contract. This method of procurement assists the Aviation Supply Department in providing support to the squadrons and work centers to ensure the mission is accomplished. An AO will be nominated by their units AvnSupO and appointed in writing by the APC. The Card Holder (CH) will be nominated by the AO and appointed by the APC. The CH uses the GCPC to acquire authorized materiel or services per their delegated authority. An example of the GCPC MFR PRD can be found in the 4th MAW SharePoint (https://usmc.SharePoint-mil.us/sites/4MAW_ALD_SUPPLY). Detailed procedures for processing Open Purchase Requests can be found in appendix T.

a. GCPC Usage/Maintenance

(1) The GCPC Program will be maintained in accordance with reference (j), TYCOM/Wing Instructions, MARFORRES RCO GCPC IOP, and the MARFORRES Level IV APC.

(2) GCPC Program Participants will maintain the following files:

(a) Set-up Form

(b) Appointment Letters

(c) Delegation of Authority to use the GCPC

(d) DoD (DAU) Trainings

(e) DON CCPMD GCPC Training (Role Specific)

(f) Ethics Training

(g) DD 577 Form

(h) Record of any disciplinary action

(i) Expired DON Training

(j) Expired Ethics Training

(k) Other Historical Data

GCPC Program Participant Files		
File Name	Frequency	Retention
1. Set Up Form	Initial	10 Years
2. Appointment Letters	Initial	10 Years
3. Delegation of Authority for use of a GCPC	Initial	10 Years
4. DAU CLG006 – Certifying Officer Legislation Training	Approving Official Initial/Annual	10 Years
5. DAU CLG0010 – DOD Government Wide Commercial Purchase Card Overview	Initial/Every 2 years	10 Years
6. DON CCPMD GCPC Training (Role Specific)	Initial/Every 2 years	10 Years
7. DON Ethics Training	Initial/Annual	10 Years
8. DD577 Form	Initial	10 Years
9. Record of any Disciplinary Action	As Required	10 Years

Table 7-1.—GCPC Program Participant Requirements.

(2) The purchase card shall be used to purchase supplies and services under the current micro-purchase threshold. APCs may increase a single purchase spending limit in strict accordance with reference (j).

(3) The purchase card shall only be used for authorized U.S. Government purchases. Intentional misuse of the GCPC for other than official government business or goods will be considered fraud against the U.S. Government, will result in immediate cancellation of an individual's purchase card and subject the CH and the AO to financial and criminal liability.

b. This file will be arranged by card holder, statement closing date, document number, and split between pending, outstanding, and completed requests. The pending file will contain purchase requests which are being screened by CAS-R, awaiting FAS-R obligation, or awaiting purchase. Once the requests are placed on order, they will be moved to the outstanding file. Once materiel has been received/receipted by one of the customers identified on the authorization letter, the outstanding request will be pulled from the file, attached to the receipt document and filed in the CTF per FIAR compliance.

(1) The completed GCPC PRD will contain at a minimum the following items:

(a) Written request for supplies/services (PRD)

(b) Approved financial database Memorandum Encumbrance Document

(c) Documentation of screening mandatory sources and market research (e.g. printed screen shots)

(d) Signed Charge Slip (if not ordered by phone or internet)

(e) Signed 889 Compliance Form

(f) Original Receipts

(g) Record of Receipt from someone other than the CH, AO, or FM

(h) Other relevant documentation pertaining to this transaction (i.e. packing slips, warranties, emails, custody cards, etc.)

c. Micro-purchase Threshold. Requirements exceeding the micro-purchase threshold will be submitted to Marine Forces Reserve (MFR) Regional Contracting Office (RCO) for contractual procurement. Requests will adhere to the prescribed MFR RCO guidelines and 4th MAW guidance. These requests will be maintained separately from GCPC purchases, separated between pending and completed, filed in Julian date sequence, and retained per FIAR requirement.

10. Certify GCPC statements and Insights On Demand (IOD) via U.S. Bank. Reference chapter 3, paragraph 3001.10 & 3211.9.

11. Maintain Reconciliation Files. CAS will maintain a Completed Reconciliation File and conduct a monthly requisition reconciliation to ensure all requisitions have valid and current statuses, annotated on the reconciliation aid (RECAID) (see Appendix K for annotations). Once all requisition statuses are validated, CAS will generate a separate listing of requisitions to conduct a monthly customer reconciliation, in accordance with Chapter 3, Paragraph 3211.6. A single RECAID listing can capture all requisition types (GCPC, MILSTRIP, TBA, TOOLS, etc.) for each squadron. Two types of monthly reports will be maintained: the RECAID, with each requisition annotated, printed, and signed, and one customer RECAID per squadron, also annotated, printed, and signed. Retention is current and prior month.

Reports and Files Required for Performance of Duties, CAS-R			
Report name	Frequency	Retention	Reference
1. Authorized Signature File	As Required	10 Years	3211.2
2. DLADS File	As Required	10 Years	7211.3
3. Outstanding Flight Equipment File	As Required	Current	7211.4
4. Non-Standard Procurement Pending File	As Required	Current	7211.5
5. Certify GCPC Statements	Monthly	10 Years	3211.9
6. Certify GCPC Insights on Demand (IOD)	Monthly	10 Years	3001.10
7. Maintain Reconciliation Files	Monthly	Current & Prior Months	3121.8

Table 7-2.--Reports required for the performance of duties, CAS-R.

CHAPTER 7

4th MARINE AIRCRAFT WING (MAW)

SECTION 2: CUSTOMER SUPPORT BRANCH RESERVE (CSB-R)

PART B: CUSTODY RECORDS SECTION RESERVE (CRS-R)

7220. General

1. Responsibilities. CRS-R is responsible for maintaining the Custody Records for all Custodial Allowance Materiel (e.g., Table of Basic Allowances (TBA), Flight Equipment Pool listed in reference (u), and Maintenance Assist Modules (MAM)/Test Bench Installations (TBI), (excluding IMRL items).

2. Duties

a. CRS-R will maintain the following files, reports, publications /instructions, and perform the following duties:

(1) Maintain Appointment Letters

(2) Prepare Custody Records

(3) Conduct Inventories of All Custodial Allowance Materiel

(4) Maintain a Custody Record File

(5) Maintain a Deficiency and Not Mission Essential File

(6) Maintain an Allowance Revision File

(7) Review and Process Requisitions for Custodial Allowance Materiel

7221. Procedures

1. Maintain a Turnover Jacket. The Section SNCOIC will maintain a current turnover jacket which outlines duties and responsibilities which are site specific and provides step-by-step procedures. Additionally, Memorandum for the Records will be maintained until no longer applicable to current file retention.

2. Maintain Appointment Letters. Reference chapter 3, paragraph 3221.1.

3. Prepare Custody Records. Reference chapter 3, paragraph 3221.2.

NOTE 1: The Custody Record will be signed by the RO and CSB-R OIC/SNCOIC.

NOTE 2: Maintenance Assistance Modules (MAM)/Test Bench Installations (TBI). MAMs/TBIs are replaceable assemblies required to execute approved maintenance plans which call for progressive or selective module substitution or both. Most MAMs/TBIs are also DLRs. Designated items and allowance quantities for MAMs are established by the activity's applicable Aviation Consolidated Allowance List (AVCAL) and will be accounted for as Operating Space Materiel. Initial allowances will be funded by the appropriate Industrial Control Point's (ICP) Open Allotment. The replacement items will be requisitioned in

the same manner as other Operating Space Materiel and will be chargeable to the appropriate OPTAR Funds. They will be under the management of the AvnSupO but will be in sub-custody to the IMA. The AvnSupO will establish electronic or manual records for each MAM/TBI authorized. MAMs/TBIs will be inventoried semi-annually and, as necessary, surveys will be processed for missing or damaged items in accordance with reference (k), volume I, chapter 5, part A, section III and appendix Z. The ASD CSB-R/SMD-R/IMA will do a complete validation of all TBIs/MAMs rated in conjunction with their FOSP review. CSB-R/SMD-R will contact the Fleet Requirement Division at NAVSUP WSS-P (215-697-2047) to receive a complete list of their rated TBIs/MAMs for validation. All rated TBIs/MAMs must be supported by a Maintenance Plan.

4. Conduct Inventories of All Custodial Allowance Materiel. Reference chapter 3, paragraph 3221.3.

NOTE: Inventory Results Letters are required at the conclusion of all inventory occasions.

5. Maintain a Custody Record File. Reference chapter 3, paragraph 3221.4.

6. Maintain a Deficiency and Not Mission Essential File. Reference chapter 3, paragraph 3221.5.

7. Maintain an Allowance Revision File. Reference chapter 3, paragraph 3221.6.

NOTE: The Allowance Revision File maintains copies of Pending, Outstanding, and Completed NAVSUP 1220-2 forms; utilized to update the TM3125-OI/1.

8. Review and Process Requisitions for Custodial Allowance Materiel. Reference chapter 3, paragraph 3221.9.

NOTE: KB Fund code will be used for all requisitions.

Reports and Files Required for Performance of Duties, CRS-R			
Report name	Frequency	Retention	Reference
1. Maintain a Custody Record File	As Required	10 Years	3221.4
2. Maintain a Deficiency and Not Mission Essential File	Per Inventory	Current and Prior Fiscal Years	3221.5
3. Maintain an Allowance Revision File	As Required	Current and Prior Fiscal Years	3221.6

Table 7-3.--Reports required for the performance of duties, CRS-R.

CHAPTER 7

4th MARINE AIRCRAFT WING (MAW)

SECTION 2: CUSTOMER SUPPORT BRANCH RESERVE (CSB-R)

PART C: FINANCIAL ACCOUNTING SECTION RESERVE (FAS-R)

7230. General

1. Responsibilities. FAS-R is responsible for maintaining and reporting all funds allocated to the ASD. FAS-R will utilize mechanized accounting procedures using the prescribed financial accounting system to maintain and report expenditures, authorizations, and flight hours as promulgated in this section. Funds allocated are for the support of Flight Operations (FLTOPS). Authorized use of funds is outlined in reference (t) in conjunction with Type Commander (TYCOM) directives.

2. Duties

a. FAS-R will perform the following duties and maintain the following files:

(1) Maintain a Turnover Jacket.

(2) Review and follow-up on requisitions in the Pending Data Entry File (PDEF).

(3) Review and Process Non-Standard Procurements.

(4) Receive and Process Aviation Into-Plane Reimbursement Card (AIR Card®) Non-Fuel Charges.

(5) Receive, Validate, and Process Fuel Charges.

(6) Process In-Flight Refueling Transactions.

(7) Prepare, Manage, and Inventory Flight Packets and AIR Cards®.

(8) Maintain Flight Packet File.

(9) Process Financial Support Listings.

(10) Review and Submit a Checkbook Summary (CBS).

(11) Maintain Financial Files.

(12) Perform Money Value Only Verification.

(13) Review and File Resource Authorizations (RAs).

(14) Maintain Survey Files.

7231. Procedures

1. Maintain a Turnover Jacket. The Section SNCOIC will maintain a current turnover jacket which outlines duties and responsibilities which are site specific and provides step-by-step procedures. Additionally, Memorandums for the Record will be maintained until no longer applicable to current file retention.

2. Review and follow up on requisitions in the Pending Data Entry File. Reference chapter 3, paragraph 3231.1.

3. Review and Process Non-Standard Procurements. FAS-R will receive squadron requests from CAS-R for administrative supplies and applicable procurements. The purchase card shall be used to buy and/or pay for all authorized requirements under the micro-purchase threshold. Other amounts may be authorized as determined by the local Agency Program Coordinator (APC). Requirements exceeding the micro-purchase threshold will need to be routed through the local contracting office. CAS-R will determine the method of procurement for all requests.

a. Receive, Review, and Process Requests. FAS-R will receive Non-Standard Procurement requests from CSB-R and ensures funding is available. FAS-R will approve the purchase request document, create the obligation and submit it to the FAS-R Approving Official (AO) for approval. After AO approval, FAS-R will provide the assigned document number and signed purchase request to CSB-R.

(1) Upon receipt of materiels/services, CSB-R will review the receipt to ensure all charges are within the scope of the request and that only those items specifically authorized for purchase have been made. CSB-R will forward the receipt to FAS-R for completion in the prescribed financial system.

(2) If the total of the purchase exceeds the original obligation amount, FAS-R will process an amendment adding sufficient funds (contingent upon availability of funds). Once the amendment has been processed and approved by the AO, FAS-R will process the receipt.

b. Establish Block Funding Documents. FAS-R will establish block funding documents for the purpose of reducing the cost to the Government for individual line-item expenditures incurred during a billing cycle or fiscal year. Personnel will obligate funds in the appropriate financial system using a single document number established as a Military Interdepartmental Purchase Request (DD448), or Order for Work and Services (NC2275). In the Original Price Field, enter a value that will be sufficient to capture the estimated cost chargeable to cover a three-month period. Additionally, enter remarks which will assist you in identifying the purpose of the block funding documents.

(1) To ensure sufficient funds are being maintained on block funding documents, FAS-R will reconcile charges against receipts, the office providing supplies/services, and the regional comptrollers' office. An amendment will be created if it is discovered that there are insufficient funds.

(2) FAS-R will establish an individual Request for Contractual Procurement (NC2276) or Order for Work and Services/Direct Citation (NC2276A) for each purchase made through contracting.

(3) Signed copies of accepted block funding documents, supporting documentation and any subsequent amendments will be printed, filed in document number sequence and retained per FIAR requirements.

4. Receive and Process Aviation Into-Plane Reimbursement Card (AIR Card®) Non-Fuel Charges. The AIR Card® is the preferred method of payment for aviation fuel purchases and flight line services.

a. FAS-R personnel will be appointed as the AIR Card® Approving Officer/Certifying Officer (ACO). This appointee will complete an Accountable Official Nomination Form, a DD Form 577, Accountable Official Certification Course, and forward them to AIR_card@us.navy.mil for assignment as the ACO in the AIR Card® Program. The FAS-R clerk (Accepting Official) using Wide Area Workflow (WAWF) certifies AIR Card® Non-Fuel Purchases (flight line services). The FAS-R OIC/SNCOIC will process the payment in WAWF as the Local Process Office (LPO). FAS-R will obligate funds in CFMS using an MD document for each separate AIR Card® invoice using the document series assigned.

b. Certify Non-Fuel AIR Card® Invoices and File. Reference chapter 3, paragraph 3231.3b.

5. Receive, Validate and Process Fuel Charges. Reference chapter 3, paragraph 3231.4. Refer to appendix Y for detailed instructions on fuel processing procedures.

NOTE 1: Air Stations that do not have access to electronic fuel receipts by logging into Electronic Point of Sale (EPoS) website via Enterprise Business System (EBS) will refer to paragraph 7231.5a for further instruction. Air Stations with access to electronic fuel receipts through EPoS will refer to paragraph 7231.5b for further instruction.

a. Sites without access to EPoS. FAS-R will attempt to obtain as many fuel receipts as possible from the squadrons. If receipts are unavailable, FAS-R will utilize the Enterprise External Business Portal (EEBP) Customer Sales Detail Report to reconcile with the squadron Flight Packet Responsible Officer (RO) for Aircraft fuel and with fuel farm for ground fuel.

(1) Fuel Receipts

(a) Aircraft Fuel. The squadron Flight Packet RO will designate a fuel chit drop-off for the pilots upon completion of flights and collect them daily. FAS-R will identify In-Flight Refueling transactions from the EEBP Customer Sales Detail Report (transaction type 3) and reconcile with the appropriate fuel seller. Fuel receipts, if available, will be reconciled and matched to the corresponding financial transactions found in EEBP. Fuel receipts are matched to specific data elements in EEBP, such as fuel type, date, TEC, quantity, UIC/Unit Name, Bureau Number (BUNO), and location. After validation, EEBP charges will be processed in the prescribed database. Detailed instructions for processing EEBP fuel charges are contained in the EEBP STARS-FL/WCOS/FAST DATA Report Job Aid and the B1 Fuel-

Tool Squadron User Guide. Once all receipts are collected and reconciled, they will be filed in the appropriate fuel file.

(b) Ground Fuel. At least weekly, FAS-R will coordinate with the local fuel farm to arrange collection of ground fuel receipts or logs. These transactions will be validated in EEBP by reviewing data such as the fuel type, vehicle ID, vehicle type, quantity, document number and Fund Code. After validation, obligations will be entered into the prescribed financial systems via the B1 "Create Transaction" Tool utilizing the EEBP document number.

(2) EEBP Customer Sales Detail Report. At least weekly, the Customer Sales Detail Report from EEBP will be used to reconcile fuel transactions with no receipts. At a minimum FAS-R will ensure all FIAR required data elements are visible on the report prior to submitting it to the Responsible Officer; Flight Packet RO for Aircraft Fuel and Funds Manager for Ground Fuel. Example can be found in figures 7-3 for aircraft fuel and 7-4 or ground fuel. Once the EEBP report is reconciled, the RO will physically or electronically print, sign, and date the report, it will then be filed in the appropriate fuel file. EEBP charges will be processed in the appropriate database.

b. Sites with access to EPoS. FAS-R will have access to electronic fuel receipts by logging into EPoS website via EBS.

(1) Aircraft Fuel. At least weekly, FAS-R will upload all EEBP transactions into ASKIT that have an EPoS transaction ID (e.g., starting with "EPoS", "fixed", etc.). All other fuel transactions found in EEBP will be reconciled with the squadron Flight Packet RO IAW paragraph 3231.4b(3). FAS-R will identify In-Flight Refueling transactions from the EEBP Customer Sales Detail Report (transaction type 3) and reconcile with the appropriate Fuel Seller. After validation, EEBP charges will be processed in ASKIT. Detailed instructions for processing EEBP fuel charges are contained in the EEBP STARS-FL/WCOS/FAST DATA Report Job Aid and the B1 Fuel-Tool Squadron User Guide. Once all receipts are collected and reconciled, they will be filed in the appropriate fuel file.

(2) Ground Fuel. At least weekly, FAS-R will validate each EEBP transaction that has an EPoS transaction ID (e.g. starting with "EPoS", "fixed", etc.) then the obligations will be entered into the prescribed financial systems via the B1 "Create Transaction" Tool utilizing the EEBP document number. FAS-R will reconcile with the local fuel farm for all non-EPoS transactions that are found in EEBP by verifying the date, fuel type, vehicle ID, vehicle type, quantity and fund code. Once all receipts and/or logs are collected and reconciled, they will be filed in the appropriate fuel file.

(3) Non-EPoS transactions. At least weekly, the Customer Sales Detail Report from EEBP will be used to reconcile fuel transactions with no receipts. At a minimum FAS-R will ensure all FIAR required data elements are visible on the report prior to submitting them to Responsible Officer; Flight Packet RO for Aircraft Fuel and Funds Manager for Ground Fuel. Example can be found in figures 7-3 for aircraft fuel and 7-4 for ground fuel. Once the EEBP report is reconciled, the RO will physically or electronically print, sign, and date the report, it will then be filed in the appropriate fuel file. EEBP charges will be processed in the appropriate database. Any record that is considered invalid will be challenged on the DL report. Refer to appendix Y for detailed instructions for processing EEBP fuel charges.

(4) All local receipts are electronically saved in EPoS and retained for 10 years in accordance with reference (av).

c. Any record considered invalid will be challenged by contacting the DLA Energy Helpdesk. If the record is not corrected by the time the DL is released, it will be challenged on the DL report. Refer to appendix Y for detailed instructions for processing EEBP fuel charges.

d. The successful reconciliation of source documentation to financial transaction represents the foundation of a supportable, auditable process. Unsuccessful reconciliation of source documents to EEBP transactions requires further action. Fuel Files will be maintained for 10 years in accordance with reference (av).

(1) EEBP Matched File (EMF). The EMF will contain all matched fuel receipts to EEBP fuel transactions and/or the reconciled EEBP Customer Sales Detail Report.

(2) Challenge Fuel. Challenged fuel will be processed in accordance with Appendix Y.

Source Transaction ID	Transaction Date	MILSTRIP	Customer DoDAAC	Product Code	Quantity	Unit of Measure	Extended Cost	Unit Cost	Fund Code	Plant DoDAAC Description	Merchant Name	Merchant State	Tail Number	TEC	TMS	Card Number	VALID CHARGE (Y/N)	RO REMARKS
~~M008313098~~	~~8/3/2023~~	~~V529483215FA02~~	~~V52948~~	~~NAA~~	~~1216~~	~~GL~~	~~5812.48~~	~~4.78~~	~~7B~~	~~Air Card Non-Contract Plant~~	~~TIDEWATER AIR SERVICES~~	~~NC~~	~~165355~~	~~AYLF~~	~~AV-8B~~	~~7896820156949296~~	~~N~~	
M008313099	8/3/2023	V529483215FA01	V52948	NAA	1198	GL	5726.44	4.78	7B	Air Card Non-Contract Plant	TIDEWATER AIR SERVICES	NC	165356	AYLF	AV-8B	7896820125357144	Y	
0C55EE78B5684F7CB89C41C1A2306BEF	8/7/2023	V529483219FF02	V52948	JP5	-1528	GL	-6005.04	3.93	7B	MCAS Cherry Point			165574	AYLF	AV-8B	7896820146170044	Y	
~~M008322432~~	~~8/11/2023~~	~~V529483223FA02~~	~~V52948~~	~~NAA~~	~~1347~~	~~GL~~	~~6438.66~~	~~4.78~~	~~7B~~	~~Air Card Non-Contract Plant~~	~~TIDEWATER AIR SERVICES~~	~~NC~~	~~165574~~	~~AYLF~~	~~AV-8B~~	~~7896820146170044~~	~~N~~	
M008322433	8/11/2023	V529483223FA01	V52948	NAA	1377	GL	6582.06	4.78	7B	Air Card Non-Contract Plant	TIDEWATER AIR SERVICES	NC	164552	AYLF	AV-8B	7896820162042323	Y	
722912FEBDBB4B898B5B2033478DCCE1	8/12/2023	V529483224FF04	V52948	IA1	819	GL	3628.17	4.43	7B	DEHQ			164552	AYLF	AV-8B	7896820162042323	Y	
9611E60B6CE4438EA87E0569D0DE9DF5	8/12/2023	V529483224FF03	V52948	IA1	606	GL	2684.58	4.43	7B	DEHQ			164552	AYLF	AV-8B	7896820162042323	Y	
99A5BCBFC154F5B933B0D860EF724C8	8/12/2023	V529483224FF01	V52948	IA1	804	GL	3561.72	4.43	7B	DEHQ			165574	AYLF	AV-8B	7896820146170044	Y	
C165600AC47544A8991D831EAA0598CD	8/12/2023	V529483224FF02	V52948	IA1	596	GL	2640.28	4.43	7B	DEHQ			165574	AYLF	AV-8B	7896820146170044	Y	

8/30/2023

X Capt I. M. Marine

VMFA-231 RO

Signed by: WALKER.CHRISTOPHER.ALAN.1387730040

8/30/2023

X LCpl I. R. Devildog

FAS CLERK

Signed by: WALKER.CHRISTOPHER.ALAN.1387730040

Figure 7-3.--Aircraft Fuel Manifest.

Source Transaction ID	Transaction Date	MILSTRIP	Product Code	NSN	Quantity	Unit of Measure	Extended Cost	Unit Cost	Fund Code	Plant DoDAAC Description	Plant State	Vehicle ID	MDS	Activity Code
2226584434	6/1/2023	V091143152FE01	ABO	6830016442463	856	GL	2525.2	2.95	7L	Non-Card CD Plant	VA			
C84D5F00984C47B1B30013DC5286A02F	6/5/2023	V091143156FF06	DS2	9140015240139	5	GL	18.95	3.79	7L	MCAS Cherry Point	NC	000013	NC-10	MALS14
2B2AC849660349D78A427BB6C8A69A37	6/12/2023	V091143163FF04	DS2	9140015240139	16	GL	60.64	3.79	7L	MCAS Cherry Point	NC	HD0487	GEN	MALS14
2227952159	6/23/2023	V091143174FE01	ABO	6830016442463	1012	GL	2985.4	2.95	7L	Non-Card CD Plant	VA			
2228821126	7/10/2023	V091143191FE01	ABO	6830016442463	962	GL	2837.9	2.95	7L	Non-Card CD Plant	VA			
A268B124DD574A3E999BBF67475BE87C	7/24/2023	V091143205FF05	DS2	9140015240139	35	GL	132.65	3.79	7L	MCAS Cherry Point	NC	000302	NCX	MALS14
2229950631	7/27/2023	V091143208FE01	ABO	6830016442463	1400	GL	4130	2.95	7L	Non-Card CD Plant	VA			
2230935523	8/10/2023	V091143222FE01	ABO	6830016442463	1400	GL	4130	2.95	7L	Non-Card CD Plant	VA			

8/30/2023

X LCpl I. R. Devildog

FAS CLERK

Signed by: WALKER.CHRISTOPHER.ALAN.1387730040

8/30/2023

X GySgt I. M. Marine

FUNDS MANAGER/APPROVER

Signed by: WALKER.CHRISTOPHER.ALAN.1387730040

Figure 7-4.--Ground Fuel Manifest.

6. Process In-Flight Refueling Transactions. Refer to procedures outlined in chapter 3, paragraph 3231.6, "Process In-Flight Refueling (IR) Transactions". Utilize fund code "KB" in lieu of "7B" for SF-44s and AIRCards.

7. Prepare, Manage, and Inventory Flight Packets. Refer to chapter 3, paragraph 3231.7.

NOTE 1: The KHI printed report for Flight Packet and Air Card Inventories will display the date generated from the KHI website, which initiates the five working day timeline for conducting the inventories.

NOTE 2: Flight packet training will be provided to the squadrons every six months, at which point the importance of pilots and aircrew turning in fuel receipts will be emphasized. Emailing the flight packet training to each squadrons Ops-O, XO, AMO, Flight Packet RO, and CC all card users (Pilots, Air Crew, etc.) is an acceptable form dissemination. Print and file the email in the flight packet file.

NOTE 3: Conduct Flight Packet Inventories per 3231.7. Conduct Air Cards® Inventories per Appendix U Paragraph 3c

8. Maintain Flight Packet File. Refer to procedures outlined in chapter 3, paragraph 3231.8, "Maintain Flight Packet File".

AIR Card® Program Participant Files		
File Name	Frequency	Retention
1. Appointment Letter	APC Initial	10 Years
2. Nomination Letter	AO & CO Initial	10 Years
3. DD577 Form	AO & CO Initial	10 Years
4. Accountable Official (AO) Certification Training	AO Initial / Every 2 Years	10 Years
5. Certifying Officer (CO) Certification Training	CO Initial / Every 2 Years	10 Years
6. Agency Program Coordinator (APC) Certification Training	APC Initial / Every 2 Years	10 Years
7. DON Ethics Training	Initial / Annual	10 Years
8. Flight Packet Responsible Officer (RO) Letter	Initial	10 Years
9. Fuel Receipt Responsible Officer (RO) Letter	Initial	10 Years

Table 7-4.— AIR Card® Program Participant Requirements.

9. Process Financial Support Listings. FAS-R will process financial listings provided by the regional comptrollers.

a. Suspense Report. This report contains a listing of requisitions for which no obligation exists in the prescribed financial system, but payment has been processed by DFAS. FAS-R will process daily suspense reports provided by Regional Comptrollers. Annotated and signed reports will be maintained on file for current and prior fiscal years.

b. Miscellaneous Financial Reports. As required, Regional Comptroller's office will task FAS-R to validate financial transactions. FAS-R will provide a response within the prescribed timeframe. Possible reports are not limited to the following:

(1) Unliquidated Obligations (ULO/NULOs)

(2) Undelivered Orders (UDOs)

(3) Work Lists

(4) DOTJ

10. Review and submit Checkbook Summary (CBS). FAS-R will print a CBS to provide higher headquarters with an up-to-date Operating Target (OPTAR) balance.

a. Review the CBS. Weekly, the FAS-R OIC/SNCOIC will perform a thorough review of the current fiscal year's CBS. Validate the allocation with the last resource authorization, ensure the obligations do not exceed the allocation and compare the current CBS with the last submission to identify any cost spikes. Any abnormalities such as the cause of an OPTAR obligation exceeding the allocation and the corrective action being taken should be reported along with the CBS.

b. Submit the CBS. Signed reports for current and two prior fiscal years will be submitted to the comptrollers' office monthly and maintained on file for 10 years.

11. Maintain Financial Files. These files contain all source documents having a direct effect on OPTAR. Financial files will be retained per FIAR guidelines except for the AIR Card® Certification File which will be retained for six years and three months.

a. Resource Authorization File (RAF)

(1) The Resource Authorization File is a chronological record of all correspondence affecting the allocation amount (increase or decrease) of the OPTAR. It contains a ledger (manual or electronic) documenting the increase or decrease of funds entered into the prescribed financial system.

(2) The Resource Authorization File will be maintained by OPTAR then amendment number within the fiscal year for the prescribed FIAR timeline.

b. Status of Funds (SOF)/Checkbook Summary (CBS) File. FAS-R will maintain a file for the SOF which was submitted to higher headquarters. The SOF can be filed either electronically or as a hard copy for the prescribed FIAR timeline.

c. AIR Card® Certification File. This file will maintain the AIR Card® receipt, invoice, WAWF certification and all supporting documentation. This file will be maintained per FIAR retention requirements.

12. Perform Money Value Only Verification. MVO requisitions will be validated monthly by checking all receipts against the appropriate financial database, and ensuring all obligations match the actual cost. The FAS-R MVO reconciliation worksheet is listed in appendix G. Results will be submitted

monthly to the FAS-R OIC/SNCOIC for review and signature. MVO reconciliation worksheet (audit) will be retained for 12 months. Detailed procedures on how to conduct the MVO audit can be found in appendix G.

13. Review and File Resource Authorizations (RAs). A Resource Authorization is funding distributed down to subordinate commands through the Regional Comptroller's office. These funds are for specifically budgeted or programmed requirements. Obligations will not exceed authorizations for the duration of the appropriation (current plus five years). Requirements for additional funding will be identified as far in advance as possible and directed at the Regional Comptroller's office for action. Quarterly and Fiscal Year obligation rates will meet percentages established by higher headquarters. Upon receipt of the Resource Authorization, FAS-R will review and validate the message. For FY18 and prior years, RA's will be distributed from the Regional Comptroller's office. For FY19 and on, RA's will be obtained through the CFMS database. Ensure the amendment number and amount reflect continuity with the previous grant message. File the RA in the Resource Authorization File (RAF).

14. Maintain Survey Files. Reference chapter 3, paragraph 3001.11

Reports and files Required for Performance of Duties, FAS-R			
Duty	Frequency	Retention	Reference
1. Review and Follow-up on Requisitions in the Pending Data Entry File (PDEF)	Daily	N/A	3231.1
2. Review and Process Non-Standard Procurement Requests	Daily	10 Years	7231.2
3. Receive and Process AIR Card® charges	Weekly	10 Years	7231.3
4. Receive, Validate, and Process Fuel Charges	Twice a week	10 Years	7231.4
5. Receive, Validate, and Process In-Flight Refueling Transactions	Weekly	10 Years	3231.6
6. Prepare, manage, and inventory Flight Packets	Quarterly	12 Months	3231.7
7. Process Financial Support Listings	Monthly	10 Years	7231.8
8. Prepare, Review, and Submit a Status of Funds (SOF)/Checkbook Summary (CBS)	Weekly/ Monthly	10 Years	7231.10
9. Perform Money Value Only Verification	Monthly	12 Months	7231.11
10. Review and maintain Resource Authorizations	As required	Current & Prior Fiscal Year	7231.12
11. Survey File	As required	10 Years	3001.11 & appendix Z

Table 7-5.--Reports required for the performance of duties, FAS-R.

CHAPTER 7

4th MARINE AIRCRAFT WING (MAW)

SECTION 3: SUPPLY MANAGEMENT DIVISION RESERVE (SMD-R)

7300. General

1. Responsibilities. SMD-R will be composed of the most knowledgeable and experienced Aviation Supply personnel, as they are responsible for monitoring overall ASD operations and coordinating AVCAL/COSAL allowances with the supporting MALS or Navy ASD.

a. The Division OIC/SNCOIC is responsible to ensure all personnel assigned to the division are technically proficient.

b. The Division OIC/SNCOIC will ensure all applicable departmental references per appendix AF are current and on file.

2. Duties.

a. SMD will maintain the following files and reports as well as perform the following duties:

(1) Maintain a Turnover Jacket.

(2) Maintain access to AMHS.

(3) Maintain the NALCOMIS IOU Report.

(4) Reconcile External Carcass Tracking.

7301. Procedures

1. Maintain a Turnover Jacket. The Section SNCOIC will maintain a current turnover jacket which outlines duties and responsibilities which are site specific and provides step-by-step procedures. Additionally, copies of the following letters will be filed in the OIC/SNCOIC and applicable turnover jackets:

a. Supply Grams.

b. Wing Orders.

c. Site Specific Deployment and Detachment Operations SOP.

d. Document Serial Number Assignment Letter.

e. Memorandums for the Record maintained until no longer applicable to current file retention.

2. The Division OIC/SNCOIC will obtain access to AMHS with proper permissions for their respective MALS mailbox. The Division OIC/SNCOIC will review all messages/correspondence pertaining to aviation supply operations on a daily basis. Messages will be filed for one year or as required.

3. Maintain a NALCOMIS IOU Report. Reference Chapter 2, paragraph 2211.9.

NOTE 1: NALCOMIS IOU reports are only required to be ran by sites supported by Navy ASDs; sites supported by active component MALS are exempt from this requirement. Reports will be reconciled, annotated, and signed by the SMD Chief.

NOTE 2: NALCOMIS O-Level IOU reports can either be populated in NALCOMIS by AB or obtained from supporting Navy ASD.

NOTE 3: IOU Reports will be run and reconciled weekly. Retention is current and prior reports.

4. External Carcass Tracking. Reference Chapter 2, paragraph 2401.28b, 2401.28c, 2401.28e & appendix S, paragraph 6a.

NOTE 1: NITA Pending Carcass Charges and Actual Carcass Bills reports are only required to be ran by sites supported by Navy ASDs; sites supported by active component MALS are exempt from this requirement. Reports will be reconciled, annotated, and signed by the SMD Chief.

NOTE 2: NITA Pending Carcass Charges and Actual Carcass Bills reports will be run and reconciled weekly. Retention is current and prior reports.

PART A: AUDIT BRANCH RESERVE (AB-R)

7310. General

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

2. Duties

a. AB will maintain the following files and reports as well as perform the following duties:

(1) Review and Respond to Wing Functional Area Inspection/Assist Reports.

(2) Conduct Internal Audits/Assists and publish a Schedule.

(3) Publish and Maintain Internal Audit/Assist Files.

(4) Maintain all External Audit Reports.

(5) Review All Change/Deviation Proposals to the ASDTP.

(6) Monitor Advanced Skills Management (ASM) accounts for all ASD personnel.

(7) Maintain a Master Directive File.

7311. Procedures

1. Review and Respond to Wing Functional Area Inspection/Assist Reports. Reference chapter 4, paragraph 4101.1.

NOTE 1: Corrective Action Plans must include completion dates or estimated completion dates for each question's corrective action within 30 days of the letter date. If these dates are not provided or not within the 30-day window, a monthly synopsis will be required.

NOTE 2: Functional Area Assists that receive a grade of "Off Track" will require Corrective Actions to be submitted to the WASMAT.

2. Conduct Internal Audits/Assists and publish a Schedule. Reference chapter 4, paragraph 4101.2.

NOTE 1: All Marine Transport Squadrons (VMR) and Marine Fighter Training Squadron (VMFT) are exempt from appendix H audits on internal audits/assists.

NOTE 2: Corrective Action Letters must include completion dates or estimated completion dates for each question's corrective action within 30 days of the letter date. If these dates are not provided or not within the 30-day window, a monthly synopsis will be required.

NOTE 3: The utilization of a 4th MAW FAI/FAA to supplement an internal audit/assist must be requested prior to the commencement of the 4th MAW FAI/FAA.

3. Publish and Maintain Internal Audit/Assist Files. Reference chapter 4, paragraph 4101.3.

4. Maintain all External Audit Reports. Reference chapter 4, paragraph 4101.8.

5. Review All Change/Deviation Proposals to the ASDPT. Reference chapter 4, paragraph 4101.9.

6. Monitor Advanced Skills Management (ASM) accounts for all ASD personnel. Reference chapter 4, paragraph 4101.11.

7. Maintain a Master Directive File. AB will maintain access to the 4th MAW Aviation Supply and Marine Aviation Supply DOD SharePoint.

APPENDIX A

SUPPLY/MAINTENANCE CODES

1. General

a. Background. This appendix provides Supply and Maintenance codes used in the daily performance of duties. It contains codes that are most often used but is not all inclusive.

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3. R-**Supply Daily Transaction Codes:**

X01 Deletion of Due Records

X05 Allowance/Load List Update Tape Processing

X06 Establish, Delete, Locate Part Number File Records

X07 Storeroom Location Process

X08 Add/Change/Delete SIR Data Elements

X09 Establish/Change SIR Data Elements

X10 Add/Delete APL/RIC Records

X11 Spot Inventory

X13 On-hand Gain or Loss Adjustment

X13R On-hand Gain/Loss Reversal

X21 Demand Recording

X22 SO BCM - BC1 Carcass Turn-in Data (DIFM Return)

X22 SO EXREP/RIP BCM - BC1 Carcass Turn-in Data (DIFM Return)

X22 SO RFI Return – NRFI to RFI (DIFM Return)

X24 Establish/Change Pack-up Data

X30 NRFI Update (LSC Compl)

X31 Materiel Requirement Internal/Materiel Request Internal (MRI)

X32 MTIS by Ship's Department or Supported Unit

X33 NRFI Sub Update (Substitute Induction)

X34 Materiel Issue External, Transfer to Non-supported End-Use Ships or Units

X35 Materiel Issue External, Cash Sales

X37 Materiel Issue External, OSO Transfer Ashore

X38 Materiel Issue External, Transfer to End-Use Ashore

X39 OSO Transfer Adjustment (Not Authorized with MFCS)

X40 Sub-Custody Update

X43 Survey Adjustment

X49 Maintaining Currency of Appropriation Data

X50 Process OPTAR Grant/Withdrawal

X52 Adjust Financial Data

X70 Receipt Processing, Aviation Fuel

X71 Receipt Processing

X71R Receipt Reversal

X72 Receipt in Process

X73 Receipt Processing, Money Value Only (MVO)

X76 OPTAR Adjustment

X77 Unmatched Stock Fund Transaction Adjustment (Not Authorized with MFCS)

X78 Obligation Adjustment

X84 Scheduled Inventory Process

X91 Maintenance Data System Input

X92 Aviation Maintenance Data System Input

YE1 Internal Information Message

4. Allowance **Type Codes**:

1 COSAL/BCOSAL/QCOSAL
2 AVCAL
3 DUAL (AVCAL/COSAL)
4 DEMAND BASED ITEM (DBI)
5 TYCOM CONTROLLED
6 EXCESS
7 ECONOMIC RETENTION
8 DEMAND RECORDING ONLY
9 SUBSTITUTE

5. Repair **Capability Codes**:

A1 TEST AND CHECK ONLY
C1 FULL REPAIR
C3 LIMITED REPAIR
D1 FULL DEPOT CAPABILITY
D3 PARTIAL DEPOT CAPABILITY
M1 ASSEMBLE/MANUFACTURE
R1 REPAIR & RETURN TO SITE #1
X1 REPAIR NOT AUTHORIZED
X2 LACK OF AUTH EQUIP/TOOLS/FACIL
X3 LACK OF REQUIRED TECH SKILLS
X6 LACK OF TECH DATA
Z1 CONSUMABLE MATERIEL

6. Action **Taken Codes:**

0	INSPECTION CONTROL, LOOK PHASE
1	REPAIR NOT AUTHORIZED
2	LACK OF EQUIP, TOOLS, FACILITIE
3	LACK OF TECHNICAL SKILLS
4	LACK OF PARTS
5	FAILS CHECK AND TEST
6	LACK OF TECHNICAL DATA
7	BEYOND AUTHORIZED REPAIR DEPTH
8	ADMINISTRATIVE
9	CONDEMNED
A	NO REPAIR REQUIRED
B	REPAIR (NON-WUC ITEM)
C	REPAIR (WUC ITEM)
D	CLOSEOUT - NOT REPAIRED
F	FAILED TEST AND CHECK (WORK REQUEST)
J	CALIBRATED - NO ADJUST REQUIRED
K	CALIBRATED - ADJUST REQUIRED
L	WORK STOPPAGE – AWP
N	WORK IN PROCESS – CLOSEOUT
P	REMOVED
Q	INSTALLED
R	REMOVE AND REPLACE
S	REMOVE AND REINSTALL
T	REMOVE AND REPLACE FOR CANNIBALIZATION
Y	TROUBLESHOOTING
Z	CORROSION TREATMENT

7. Job **Status Codes:**

A1	PRE-INDUCTION SCREENING
CC	MAF CANCELED (SYS ASSIGN)
CM	CONTRACTOR MAINTENANCE
CP	CONTRACTOR PARTS
DD	ANALYST DELETE (SYS ASSIGN)
IW	IN WORK
JC	JOB COMPLETE
M1	AWM DEPOT
M2	AWM SE/HANGAR
M3	AWM BACKLOG
M4	AWM OFF SHIFT
M5	AWM OTHER
M6	AWM AWAITING AIMD

M7 AWM FLIGHT/OPERATIONAL
M8 AWM AWAITING OTHER SHOPS
M9 AWM FUNDING
WB IN TRANSIT FROM AWP LOCKER
WP AWP IN SHOP
WQ AWP IN AWP UNIT
WS AWP WORK STOPPAGE
WT IN TRANSIT TO AWP LOCKER

8. NALCOMIS **Suspense Management Codes:**

CR CUSTOMER REFUSAL

EI ENGINEERING INVEST.

FC FLEET CTRL BCM CANDIDATE

IN SUSPENDED FROM INVENTORY

MA AWAITING MAINT INDUCT

RB RECEIPT ONBOARD

SS SUPPLY, UNSPECIFIED

WR WAREHOUSE REFUSAL

9. DIFM**/Completed Repair Action Mailbox Management Codes:**

CX DDSN CANCELLED

ER EXREP

OW OWED TO SYSTEM

SO SUPPLY OFFICER ASSET

10. Type **Equipment Codes:**

AAED EA-6B PROWLER

ACMJ KC-130J SUPER HERCULES

ACMY KC-130T HERCULES

AFBA F-35 JOINT STRIKE FIGHTER

AHAA UH-1Y SUPER-HUEY

AHAB AH-1Z SUPER COBRA

AHAP UH-1N HUEY

AHAX AH-1W COBRA

AHCS VH-3D SEA KING

AHRH CH-46E SEA KNIGHT

AHXC CH-53D STALLION

AHXD CH-53E SUPER STALLION

AHXK CH-53K SUPER STALLION

AHZG VH-60N WHITE HAWK

AMAA FA-18A HORNET (ONE SEAT)

AMAE FA-18B HORNET (TWO SEAT)

AMAF FA-18C HORNET ALL WEATHER (ONE SEAT)

AMAG FA-18D HORNET ALL WEATHER (TWO SEAT)

AMAH FA-18E SUPER HORNET (ONE SEAT)

AMAJ FA-18F SUPER HORNET (TWO SEAT)

ATFE T34C BEECHCRAFT MENTOR

AYLF AV-8B HARRIER

AYLG TAV-8B HARRIER TRAINER

AYNE MV-22B OSPREY

11. Acquisition **Advice Codes:**

A	SERVICE/AGENCY REGULATED
B	ICP REGULATED
C	SERVICE/AGENCY REGULATED
D	DOD INTEGRATED MATERIEL MGR STK AND ISS
E	OTH SRVICE MNGD STKED AND ISS
F	FABRICATE OR ASSEMBLE NON-STK-ITM
G	GSA INTEGRATED MATERIEL MGR STK IS
H	DIR DLV UNDR CEN CNTR NON-STK
I	DIR ORD CEN CNTR/SCHL NON-STK
J	NOT STK CEN PROCURED NON-STK-IT
K	CEN STK OVERSEAS NON-STK-ITM
L	LOCAL PURCHASE NON-STK-ITMS
M	RESTRICTED REQN MAJ OVERHAUL
N	RESTRICTED REQN DISPOSAL
O	PACKAGED FUELS NON-STOCK
P	RESTRICTED REQN SEC ASSIST PRG (SAP)
Q	BULK PETROLEUM PRODUCTS
R	RESTRICTED REQN GOV FURND MATERIEL (GFM)

S	RESTRICTED REQN OTH SERVICE FUNDED
T	CONDEMNED NON-STOCKED ITEMS
U	LEAD SERVICE MANAGED
V	TERMINAL ITEM
W	RESTRICTED REQN SPECIAL INSTRUCTIONS APPLY NSI
X	SEMI-ACTIVE ITEM NO REPLACEMENT
Y	TERMINAL ITEM (NONSTOCKED ITEMS)
Z	INSURANCE/NUMERIC STOCK OBJECTIVE ITEM

12. NALCOMIS **Transaction Ledger Codes:**

AE1REV	Reversal of cancellation status stock DDSN (R-Supply)
AEINFC	AE1 cancellation status
AEIREV	AEI reversal of cancellation status previously posted on a stock requisition (R-Supply)
AMDCUP	AMSU discrepancy update
AWDUE	Create AWDUE requisition (UADPS-U2 sites)
AWPREC	AWP component receipt
AWPREL	AWP component release
CANCEL	Requisition LSC set to CANCEL
CMSUF	Total Qty on suffixes is complete
CNXRFI	RFI action on a cancelled EXREP requisition
COMPL	Total Qty Orders has been received
CSRBCM	Inter-IMA/customer service return BCM
CSRDEL	Inter-IMA/customer service return deleted
CSRRFI	Inter-IMA/customer service return RFI
CSRSHP	Inter-IMA/customer service return asset shipped to DOP by repair site
CSTRFS	Customer refusal
CTGRQN	Requisition backfitted via contingency
CTGWRA	Backfit of a WRA via MAF contingency
CXCMP	Partial Qty Received on Suffix
CXSUF	Partial Qty Received, Qty remain
DBAG17	ACBAL update program
DBAG1R	Sub-Custody update program
DBAG75	DIFM update program
DBAG76	Stock due update program
DBAG79	IOU update program
DBAG80	Pack-up on-hand update
DBAG81	RFI update
DBAG83	Suspense update program
DBAG84	Pack-up deployed update program
DELNIN	Delete NIIN

DELSTK	Stock requisition has been deleted
DFESUR	DIFM EXREP survey
DFOSUR	DIFM OW survey
DFSSUR	DIFM SO survey
DLSSUR	DTO lost in shipment survey
DTOEMR	DTO receipt erroneous materiel received
DTOLIS	DTO receipt lost in shipment
DTOMLT	DTO receipt multiple shipment
DTOREC	DTO due reconciliation
DTOSUB	DTO receipt substitute received
DVTSTK	DTO diverted to stock
EIEBCM	EI EXREP BCM return
EIESPS	EI EXREP asset return to suspense
EIOSUR	EXREP IOU survey
EIOWPS	EI owed asset return to suspense
EISBCM	EI SO asset BCM return
EISSPS	EI SO asset return to suspense
EOFFAR	EXREP awaiting alternate NIIN review
EXEIND	EXREP EI induction
EXRBCM	EXREP BCM return
EXRDCD	EXREP D-coded MAF return
EXREP	Item EXREP
EXRIND	EXREP induction
EXRIOU	EXREP IOU
EXRRFI	EXREP RFI return
FAQADJ	FAQ adjustment
FGCCHG	FGC change
FRCCHG	FRC change
IGNOR	MATL RQMT Rejected by PC
INPRO	MATL RQMT being processed by Supply
ISCXEX	Issue select CX asset to an EXREP requisition
ISEXEX	Issue select EXREP to an EXREP requisition
ISORAR	Issue select to an outstanding repair and return requisition
ISOWEX	Issue select OW asset to an EXREP requisition
ISSER	Issue in Process for SERNO
ISSIP	Issue In Process
ISSEXR	Issue select for EXREP with no cross issue
ISSMA	Issue from DIFM return
ISSNEX	Issue non-exchange advice code
ISSOEX	Issue select for SO asset to EXREP requisition
LIS	Lost in Shipment
LSCREV	Requisition LSC is being reversed
MAFCNX	MAF cancellation

MAFDEL	MAF deletion
MAFKILL	MAF kill program
MAFPOD	Materiel receipt
MATLTI	Materiel turn-in
MATRUP	Materiel requirement update
MCEADD	MAF contingency E record add
MCECHG	MAF contingency E record change
MCEDEL	MAF contingency E record delete
MCRCHG	MAF correction E record change
MODREC	Modify requisition (used internally by PGM)
MODSTK	Stock requisition has been modified
MTSIND	MTIS induction
NC	Item Not Carried
NIS	Item Not In Stock
NQTYCI	No quantity change from inventory
NSNREC	NSN reconciliation
OFFAR	Off-line for ALT NIIN Review
OFFMA	Off-line for LSC update by ASD
OFFMP	Off-line for manual processing
OFFTR	Off-line for technical research
OFVAL	Off-line for validation
OFTRUP	OFFTR DDSN updated via materiel requirement update
OMPIOU	OFFMP non-RIP exchange advice code
OMPRIP	OFFMP RIP exchange advice code
OSSUF	Outstanding req with suffix status
OWEBCM	OW asset BCM return
OWEDCD	OW asset D-coded return
OWERFI	OW asset RFI return
OWISUR	OW IOU survey
OWRIND	OW induction
PARTC	Partial Qty Canx
PARTI	Partial Qty Issued
PARTR	Partial Qty Received
PKDPKP	Transfer from pack-up deployed to pack-up on-hand
PKDRFI	Transfer from pack-up deployed to RFI
PKPAPC	Transfer pack-up on-hand to P/C A
PKPPKD	Transfer from pack-up on-hand to pack-up deployed
PKPREC	Pack-up reconciliation
PKPRFI	Transfer from pack-up on-hand to RFI
RARBCM	Repair and return MAF BCM return
RARDCD	Repair and return MAF D-coded return
RARIND	Repair and return induction
RARRFI	Repair and return MAF RFI return

RCANC	Cancellation requested
RCSUF	Request cancel, suffixed req.
REFER	Requisition referred to another supply activity
REFNEX	Referred non-exchange advice code
REFRIP	Referral of a RIP DTO
REORDR	Reorder of a lost in shipment DDSN
REQKIL	Requisition kill program
REQUPD	Requisition update (used internally by PGM)
RFIGBA	RFI gain by accounting
RFIGBI	RFI gain by inventory
RFILBA	RFI loss by accounting
RFILBI	RFI loss by inventory
RFINSN	Repairable issue to an OFFTR requirement
RFIPKD	SO pack-up asset RFI return
RFIPKD	SO pack-up asset return
RFIPKD	Transfer from RFI to pack-up deployed
RFIPKP	Transfer from RFI to pack-up on-hand
RFISPS	Transfer from RFI to suspense
RFISUB	Transfer from RFI to sub-custody
RISOEX	Rescreen issue SO asset to an EXREP requisition
RISORR	Rescreen issue SO asset to a Referred requisition
ROBN	Received on Board NALCOMIS
ROBS	Received on Board R-Supply
RSDIOU	Rescreen issue delete of IOU record (contingency codes BX and BY)
SDAIND	Special discrepancy requirement issue and induction
SDEIND	Special discrepancy requirement EXREP and induction
SDREQN	Special discrepancy MAF
SLSSUR	SO lost in shipment survey
SOABCM	SO asset BCM return
SOADCD	SO asset D-coded MAF return
SOAIND	SO asset induction
SOAIOU	SO IOU
SOARFI	SO asset RFI return
SOASUR	SO survey
SOEIND	SO EI induction
SOFCDC	SO asset F-coded return
SOISUR	SO IOU survey
SOREID	SO RFI return NSN re-identification
SPINO	Supply product indicator (SPI) turned off on MRF record
SPSEIS	Transfer from suspense EI shipped to DOP UIC
SPSRFI	Transfer from suspense to RFI
SPSRNR	Transfer from suspense to RFI NSN reidentified
SPSRTD	Transfer from RFI to suspense for TD process

SPSWRK	Transfer from RFI to suspense for work request
SROFF	Stock replenishment check box cleared
SROFF	Stock replenishment check box cleared
SROFF	Stock replenishment check box cleared
SRSBCM	Secondary repair site BCM return
SRSDCD	Secondary repair site D-coded return
SRSIND	Secondary repair site induction
SRSRFI	Secondary repair site RFI return
SSABCM	SO shelf stock BCM return
SSADCD	SO shelf stock D-coded return
SSARFI	SO shelf stock RFI return
SSSIND	SO shelf stock work request/TD induction
STKCNX	Stock requisition cancel request (UADPS-U2 DBOF sites)
STKEMR	SO stock receipt erroneous materiel
STKLIS	SO stock receipt lost in shipment
STKMLT	SO stock multiple shipment receipt
STKNFD	SO stock not from due stock receipt
STKREC	SO stock receipt
STKREC	Stock due reconciliation
STKRPL	Stock replenishment
STKSTW	Stock replenishment stow of materiel
STKSUB	SO stock receipt substitute received
SUBRFI	Transfer from sub-custody to RFI
SUBSPS	Transfer from sub-custody from to suspense
TIRISS	Issue of 7R COG FSC 2620 (tires). No IOU created
VALIOU	OFVAL exchange advice code
WHSRFS	Warehouse refusal
WPCAPC	Transfer P/C W to P/C A (UADPS-U2 DBOF sites)
XMSUF	Combination of CANCL and COMPL

13. NALCOMIS **Contingency Codes**

CODE	ADVICE CODE	RSUP INTERFACE	LSC	OH BALANCE	IOU QTY	MILSTRIP	STOCK REPLEN
AA	CONSUMABLE	A0_/X92 COMBO	INPRO-NC-REFER	N/A	N/A	YES	N/A
AB	CONSUMABLE	A0_/X92 COMBO	INPRO-NIS-REFER	N/A	N/A	YES	N/A
AC	CONSUMABLE	X31/X92 COMBO	INPRO-ISSIP	N/A	N/A	N/A	N/A
AD	CONSUMABLE	NO	INPRO-ISSIP	N/A	N/A	N/A	N/A
AE	CONSUMABLE	NO	INPRO-NC-REFER	N/A	N/A	N/A	N/A
AF	CONSUMABLE	NO	INPRO-NIS-REFER	N/A	N/A	N/A	N/A
AG	CONSUMABLE	X31/X92 COMBO	INPRO-ISSIP-COMPL	N/A	N/A	N/A	N/A
AH	CONSUMABLE	NO	INPRO-ISSIP-COMPL	N/A	N/A	N/A	N/A
AI	CONSUMABLE	A0_/X92 COMBO	INPRO-NC-REFER	N/A	N/A	N/A	N/A
AJ	CONSUMABLE	A0_/X92 COMBO	INPRO-NIS-REFER	N/A	N/A	N/A	N/A
BA	NON-EXCHANGE	NO	NC, REFER	NO	NO	NO	NO
BB	EXCHANGE	NO	NC, REFER	NO	NO	NO	NO
BC	NON-EXCHANGE	NO	NIS, REFER	NO	NO	NO	NO
BD	EXCHANGE	NO	NIS, REFER	NO	NO	NO	NO
BE	NON-EXCHANGE	X31/X92 COMBO,	OFFMP, ISSIP	RFI (-)	NO	NO	R-SUPPLY
BF	NON-EXCHANGE	A0_STK REPLEN	OFFMP, ISSIP	RFI (-)	NO	NO	R-SUPPLY
BG	NON-EXCHANGE	X31/X92 COMBO, A0_ STK REPLEN	OFFMP, ISSIP, COMPL	RFI (-)	NO	NO	R-SUPPLY
BH	NON-EXCHANGE	A0_STK REPLEN	OFFMP, ISSIP, COMPL	RFI (-)	NO	NO	R-SUPPLY
BI	EXCHANGE	NO	NC, EXREP	NO	ERIOU (+)	NO	N/A
BJ	EXCHANGE	NO	NIS, EXREP	NO	ERIOU (+)	NO	N/A
BK	EXCHANGE	NO	NC, EXREP	NO	ERIOU (+) IF MAF IS NOT ON FILE	NO	N/A
BL	EXCHANGE	NO	NIS, EXREP	NO	ERIOU (+) IF MAF IS NOT ON FILE	NO	N/A
BM	EXCHANGE	X30	ISSIP, COMPL	RFI (-)	SOIOU (+) IF MAF IS NOT ON FILE	NO	N/A
BN	EXCHANGE	NONE	ISSIP	RFI (-)	SOIOU (+) IF MAF IS NOT ON FILE (FSC 2620 DOES NOT SET IOU)	NO	N/A
BO	NON-EXCHANGE	A0_/X92	OFFMP, NIS, REFER	NO	NO	NO	N/A
BP	NON-EXCHANGE	A0_/X92	OFFMP, NC, REFER	NO	NO	NO	N/A
BQ	EXCHANGE	NO	ISSIP, COMPL	NO	NO	NO	N/A
BR	EXCHANGE	NO	NC, REFER	NO	NO	NO	N/A
BS	STOCK REPLEN	NO	REFER	STK DUE	NO	NO	N/A
BT	EXCHANGE	A0_/X92	NIS, REFER	NO	NO	NO	N/A
BU	STK RPLN, FAQ INCREASE	A0_	REFER	STK DUE (+)	NO	R-SUPPLY	R-SUPPLY
BV	STOCK REPLEN	A0_	RFER	STK DUE	NO	R-SUPPLY	R-SUPPLY
BW	A4_ REFERRAL	NO	ISSIP, COMPL	ACBAL (-)	NO	NO	NO
BX	EXCHANGE	X30/X31/X22	ISSIP	RFI (-)	NO	NO	YES
BY	EXCHANGE	A0_/X22	REFER	NO	NO	R-SUPPLY	NO
BZ	EXCHANGE	NO	COMPL	NO	NO	NO	NO
PA	EXCHANGE	X24C/X30	ISSIP, COMPL	DEP PK (-)	SOIOU (+)	NO	N/A
RA	RIP	A0_	REFER	NO	ERIOU (+)	YES	N/A
RB	RIP	NO	REFER	NO	ERIOU (+)	NO	N/A
RC	RIP	A0_	REFER	NO	ERIOU (+)	NO	N/A
RD	RIP	NO	REFER, ROBN, COMPL	NO	ERIOU (+)	NO	N/A

14. Unit **of Issue:**

AM	AMPOULE
AT	ASSORTMENT
AY	ASSEMBLY
BA	BALL
BD	BUNDLE
BE	BALE
BF	BOARD FOOT
BG	BAG
BK	BOOK
BL	BARREL
BO	BOLT
BR	BAR
BT	BOTTLE
BX	BOX
CA	CARTRIDGE
CB	CARBOY
CD	CUBIC YARD
CE	CONE
CF	CUBIC FOOT
CK	CAKE
CL	COIL
CN	CAN
CO	CONTAINER
CT	CARTON
CS	CASE
CY	CYLINDER
CZ	CUBIC METER
DR	DRUM
DZ	DOZEN
EA	EACH
FT	FOOT
FV	FIVE
FY	FIFTY
GL	GALLON
GP	GROUP
GR	GROSS
HD	HUNDRED
HK	HANK
IN	INCH
JR	JAR
KT	KIT

LB	POUND
LG	LENGTH
LI	LITER
MC	THOUSAND CUBIC FEET
ME	MEAL
MR	METER
MX	THOUSAND
OT	OUTFIT
OZ	OUNCE
PD	PAD
PG	PACKAGE
PM	PLATE
PR	PAIR
PT	PINT
PZ	PACKET
QT	QUART
RA	RATION
RL	REEL
RM	REAM
RO	ROLL
SD	SKID
SE	SET
SF	SQUARE FOOT
SH	SHEET
SK	SKEIN
SL	SPOOL
SO	SHOT
SP	STRIP
SX	STICK
SY	SQUARE YARD
TD	TWENTY-FOUR
TE	TEN
TF	TWENTY-FIVE
TN	TON
TO	TROY OUNCE
TU	TUBE
VI	VIAL
YD	YARD

15. Precious **Metal Indicator Codes:**

2	GOLD-PLATINUM HAVING LESS THAN 10 GRAMS
3	UNECONOMICAL TO DETERMINE
A	NO KNOWN PRECIOUS METALS
B	PRECIOUS METALS BUT AMOUNT UNK
C	PRECIOUS METALS VARIES BETWEEN ITEMS OF PRODUCTION
D	SILVER HAVING 15 GRAMS OR MORE
E	SILVER HAVING LESS THAN 15 GRAMS
F	GOLD HAVING 10 GRAMS OR MORE
G	GOLD HAVING LESS THAN 10 GRAMS
H	PLATINUM HAVING 10 GRAMS OR MORE
I	PLATINUM HAVING LESS THAN 10 GRAMS
J	PALLADIUM HAVING 5 GRAMS OR MORE
K	PALLADIUM HAVING LESS THAN 5 GRAMS
L	IRIDIUM HAVING 20 GRAMS OR MORE
M	IRIDIUM HAVING LESS THAN 20 GRAMS
N	RHODIUM HAVING 15 GRAMS OR MORE
O	RHODIUM HAVING LESS THAN 15 GRAMS
P	OSMIUM HAVING 10 GRAMS OR MORE
Q	OSMIUM HAVING LESS THAN 10 GRAMS
R	RUTHENIUM HAVING 10 GRAMS OR MORE
S	RUTHENIUM HAVING LESS THAN 10 GRAMS
T	SILVER-GOLD HAVING 15 GRAMS OR MORE
U	SILVER-GOLD HAVING LESS THAN 15 GRAMS
V	SILVER-PLATINUM HAVING 15 GRAMS OR MORE
W	SILVER-PLATINUM HAVING LESS THAN 15 GRAMS
X	SILVER-GOLD-PLATINUM HAVING 15 GRAMS OR MORE
Y	SILVER-GOLD-PLATINUM HAVING LESS THAN 15 GRAMS
Z	GOLD-PLATINUM HAVING 10 GRAMS OR MORE

16. Fund **Codes:**

26	NSA Materiel NWCF Stock
26	APA Materiel NWCF Stock
27	Shore Site Requisitions
2F	Flight Training Support Costs
3W	Fleet Exercise Log Suprt - Other Prchs Srvc
6U	Other Purchased Services
7B	Aviation Fuels
7F	NWCF Materiel, Other (Includes Lubricants/Bearing Greases)
7L	Materiel Used For Aircraft Maintenance (NON-AVDLR)
8X	NWCF Materiel (IMRL)
9E	NON-AVDLR Repair TBA
9S	NSA AVDLR 7R COG
A1	NSA Non AVDLR ROV

CO	NAVAIR NAWC Point Mugu
CZ	NWCF - SPCC Repair Part
D2	Hull & Structural (Facilities) Maintenance Preservation
D3	NSA AVDLR Materiel
D6	Hazardous Waste Disposal
D7	Medical/Dental
D9	Petroleum, Oil, and Lubricants - Other
DA	Reimbursable Work
DB	NSA Non/AVDLR
DC	Consumable NSA Type Materiel
DD	Passenger Vehicle Rental
DE	NSA Type Equipment/Equipage
DJ	ADP and AIS Equipment
DK	Charter and Hire
DR	EM RM/NSA Type Repair Parts
DS	Communications
DU	Other Purchased Services
DV	Printing and Publications
DW	Purchased Utilities
DY	Audio Visual
DZ	NWCF – Forms
GW	NSA Materiel NWCF Stock
J3	MATERIEL USED FOR AIRCRAFT MAINTENANCE
JE	NSA MATERIEL
JZ	NWCF - Non AVDLR
KB	NSA Non/AVDLR
KZ	NWCF - Consumable Materiel Stock
LX	Maintenance of Real Property and Minor Construction
QT	NSA Materiel NWCF Stock
QU	NAVAIR Funded
QZ	NAVAIR Funded
RZ	NWCF - AvnSupO Materiel (Consumable, Repair Parts)
S2	Hull & Structural (Facilities) Maintenance Preservation
S9	Petroleum, Oil, and Lubricants - Other
SB	NSA Non/AVDLR
SC	Consumable NSA Type Materiel
SR	EM RM/NSA Type Repair Parts
UB	NSA MATERIEL USED FOR REPAIR
UZ	NWCF - Fuel (Petroleum Products)
V7	New Construction
VO	NAVSEA
VZ	NWCF - AVDLR
XP	Cash Sales
Y6	APA Materiel DTO

17. **Shelf-Life Codes:**

0	NON DETERIORATIVE
1	3 MONTHS
2	6 MONTHS
3	9 MONTHS
4	12 MONTHS
5	18 MONTHS
6	24 MONTHS
7	36 MONTHS
8	48 MONTHS
9	60 MONTHS
A	1 MONTH
B	2 MONTHS
C	3 MONTHS
D	4 MONTHS
E	5 MONTHS
F	6 MONTHS
G	9 MONTHS
H	12 MONTHS
I	72 MONTHS
J	15 MONTHS
K	18 MONTHS
L	21 MONTHS
M	24 MONTHS
N	27 MONTHS
P	30 MONTHS
Q	36 MONTHS
R	48 MONTHS
S	60 MONTHS
T	84 MONTHS
U	96 MONTHS
V	108 MONTHS
W	120 MONTHS
X	MEDICAL/CHEM CLOTHING/PARACHUTES > 60 MONTHS
Y	144 MONTHS
Z	240 MONTHS

18. **Shelf Life Action Codes:**

00	NOT DETERIORATIVE
C0	INSPECT IAW IM INST
C1	MAKE CHNGS-EXT BY 3 MNTHS
C2	MAKE CHNGS-EXT BY 6 MNTHS

C3	MAKE CHNGS-EXT BY 9 MONTHS
C4	MAKE CHNGS-EXT BY 12 MONTHS
C5	MAKE CHNGS-EXT BY 18 MONTHS
C6	MAKE CHNGS-EXT BY 24 MONTHS
C7	MAKE CHNGS-EXT BY 36 MONTHS
C8	MAKE CHNGS-EXT BY 48 MONTHS
C9	MAKE CHNGS-EXT BY 60 MONTHS
CA	CAN NOT BE EXTENDED
CB	CAN NOT BE EXTENDED
CC	CAN NOT BE EXTENDED
CD	CAN NOT BE EXTENDED
CE	CAN NOT BE EXTENDED
CF	CAN NOT BE EXTENDED
CG	CAN NOT BE EXTENDED
CH	CAN NOT BE EXTENDED
CI	CAN NOT BE EXTENDED
CJ	CAN NOT BE EXTENDED
CK	CAN NOT BE EXTENDED
CL	CAN NOT BE EXTENDED
CM	CAN NOT BE EXTENDED
CN	CAN NOT BE EXTENDED
CP	CAN NOT BE EXTENDED
CQ	CAN NOT BE EXTENDED
CR	CAN NOT BE EXTENDED
CS	CAN NOT BE EXTENDED
CT	INCORPORATE ALL MAND CHNGS
CU	CAN NOT BE EXTENDED
CV	CAN NOT BE EXTENDED
CW	CAN NOT BE EXTENDED
CX	TEST-EXTEND BY>60 MONTHS
CY	CAN NOT BE EXTENDED
CZ	CAN NOT BE EXTENDED
L0	TEST – NON-DETERIORATIVE
L1	TEST - EXTEND BY 3 MONTHS
L2	TEST-EXTEND BY 6 MONTHS
L3	TEST - EXTEND BY 9 MONTHS
L4	TEST - EXTEND BY 12 MONTHS
L5	TEST - EXTEND BY 18 MONTHS
L6	TEST - EXTEND BY 24 MONTHS
L7	TEST - EXTEND BY 36 MONTHS
L8	TEST - EXTEND BY 48 MONTHS
L9	TEST - EXTEND BY 60 MONTHS
LA	CAN NOT BE EXTENDED

LB	CAN NOT BE EXTENDED
LC	CAN NOT BE EXTENDED
LD	CAN NOT BE EXTENDED
LE	CAN NOT BE EXTENDED
LF	CAN NOT BE EXTENDED
LG	CAN NOT BE EXTENDED
LH	CAN NOT BE EXTENDED
LI	CAN NOT BE EXTENDED
LJ	CAN NOT BE EXTENDED
LK	CAN NOT BE EXTENDED
LL	CAN NOT BE EXTENDED
LM	CAN NOT BE EXTENDED
LN	CAN NOT BE EXTENDED
LP	CAN NOT BE EXTENDED
LQ	CAN NOT BE EXTENDED
LR	CAN NOT BE EXTENDED
LS	CAN NOT BE EXTENDED
LU	CAN NOT BE EXTENDED
LV	CAN NOT BE EXTENDED
LW	CAN NOT BE EXTENDED
LX	TEST - EXTEND BY 60 > MONTHS
LY	CAN NOT BE EXTENDED
LZ	CAN NOT BE EXTENDED
RD	REPLACE DETERIORATED PART
RJ	ASSIGN TO FUEL METER EQMT
RN	PROVIDE FOR FLUID TESTS
S9	SAFETY ITEMS
SA	SALVAGE
SB	REQUEST INST FROM IM
T0	TEST – NON-DETERIORATIVE
T1	TEST - EXTEND BY 3 MONTHS
T2	TEST - EXTEND BY 6 MONTHS
T3	TEST - EXTEND BY 9 MONTHS
T4	TEST - EXTEND BY 12 MONTHS
T5	TEST - EXTEND BY 18 MONTHS
T6	TEST - EXTEND BY 24 MONTHS
T7	TEST - EXTEND BY 36 MONTHS
T8	TEST - EXTEND BY 48 MONTHS
T9	TEST - EXTEND BY 60 MONTHS
TA	CAN NOT BE EXTENDED
TB	CAN NOT BE EXTENDED
TC	CAN NOT BE EXTENDED
TD	CAN NOT BE EXTENDED

TE	CAN NOT BE EXTENDED
TF	CAN NOT BE EXTENDED
TG	CAN NOT BE EXTENDED
TH	CAN NOT BE EXTENDED
TI	CAN NOT BE EXTENDED
TJ	CAN NOT BE EXTENDED
TK	CAN NOT BE EXTENDED
TL	CAN NOT BE EXTENDED
TM	CAN NOT BE EXTENDED
TN	CAN NOT BE EXTENDED
TP	CAN NOT BE EXTENDED
TQ	CAN NOT BE EXTENDED
TR	CAN NOT BE EXTENDED
TS	CAN NOT BE EXTENDED
TU	CAN NOT BE EXTENDED
TV	CAN NOT BE EXTENDED
TW	CAN NOT BE EXTENDED
TX	TEST - EXTEND BY > 60 MONTHS
TY	CAN NOT BE EXTENDED
TZ	CAN NOT BE EXTENDED
UU	UNSUITABLE FOR RESTORATION
X0	TEST - EXTEND BY 60 MONTHS
X1	TEST - EXTEND BY 3 MONTHS
X2	TEST - EXTEND BY 6 MONTHS
X3	TEST - EXTEND BY 9 MONTHS
X4	TEST - EXTEND BY 12 MONTHS
X5	TEST - EXTEND BY 18 MONTHS
X6	TEST - EXTEND BY 24 MONTHS
X7	TEST - EXTEND BY 36 MONTHS
X8	TEST - EXTEND BY 148 MONTHS
X9	TEST - EXTEND BY 60 MONTHS
XA	CAN NOT BE EXTENDED
XB	CAN NOT BE EXTENDED
XC	CAN NOT BE EXTENDED
XD	CAN NOT BE EXTENDED
XE	CAN NOT BE EXTENDED
XF	CAN NOT BE EXTENDED
XG	CAN NOT BE EXTENDED
XH	CAN NOT BE EXTENDED
XI	CAN NOT BE EXTENDED
XJ	CAN NOT BE EXTENDED
XK	CAN NOT BE EXTENDED
XL	CAN NOT BE EXTENDED

XM	CAN NOT BE EXTENDED
XN	CAN NOT BE EXTENDED
XP	CAN NOT BE EXTENDED
XQ	CAN NOT BE EXTENDED
XR	CAN NOT BE EXTENDED
XS	CAN NOT BE EXTENDED
XU	CAN NOT BE EXTENDED
XV	CAN NOT BE EXTENDED
XW	CAN NOT BE EXTENDED
XX	TEST - EXTEND BY > 60 MONTHS
XY	CAN NOT BE EXTENDED
XZ	CAN NOT BE EXTENDED

19. Advice **Codes:**

2A Item is not locally obtainable through manufacture, fabrication, or procurement.

2B Requested item only will suffice. Do not substitute/interchange. Also applies to "obsolete/inactivated" items previously rejected with Status CJ. When used in response to Status Code CJ, the submission of a new requisition will be on DD Form 1348-6 with all appropriate technical data; for example, end item usage, component, make, model, series, serial number, drawing piece and/or part number, manual reference, or applicable publication.

2C Do not backorder. Reject any unfilled quantity not available to meet Standard Delivery Date (SDD)/Required Delivery Date (RDD). Suitable substitute acceptable.

2D Furnish exact quantity requested (i.e., do not adjust to quantity unit pack unless adjustment is upward and the dollar value increase is not more than $5.00 over the requisition's extended money value).

2F Item know to be coded "obsolete" but still required for immediate consumption. Service coordinated/approved substitute is acceptable. If unable to procure, reject requisition with Status CJ.

2G Multi-use: Ship new stocks or stocks having new appearance, strategic mission requires latest model and configuration (for electronic items), or strategic mission requires newest stock only (for photographic film or for aerial requirements for ammunition devices or cartridges.

2J Do not substitute or backorder any unfilled quantities.

2L Quantity reflected in quantity field exceeds normal demands; however, this is confirmed valid requirements.

2N	Item required in one continuous length.
2P	Item required in one continuous length, but multiple packs are acceptable.
21	Combination of Advice Codes 2L and 2T.
22	Combination of Advice Codes 2C and 2L.
23	Combination of Advice Codes 2L and 2G.
24	Combination of Advice Codes 2B and 2G.
25	Combination of Advice Codes 2A and 2F.
26	Combination of Advice Codes 2B and 2L.
27	Combination of Advice Codes 2D and 2L.
28	Combination of Advice Codes 2N and 2L.
29	Combination of Advice Codes 2D and 2G.
5A	Item is in receipt of a survey (Do not process without a completed DD-200 survey form).
5D	Initial Issue of item.
5G	Required one-for-one exchange of materiel.
5S	Required one-for-one exchange of materiel, but only after receipt and installation of RFI materiel.
5V	Combination of Advice Codes 2B and 5G.
5X	One-for-one exchange of materiel not expected (stock materiel).
52	Combination of Advice Codes 2B and 5S.
53	Combination of Advice Codes 2B and 5A.
58	Combination of Advice Codes 2B and 5D.
59	Combination of Advice Codes 2B and 5X.

20. Document **Identifier Code**:

A01	Requisition - For overseas shipment with NSN/NATO stock number.
A02	Requisition - For overseas shipment with part number.
A05	Requisition - For overseas shipment with exception data.
A0A	Requisition - For domestic shipment with NSN/NATO stock number.
A0B	Requisition - For domestic shipment with part number.
A0E	Requisition - For domestic shipment with exception data.
A41	Referral Order/Lateral Redistribution Order for Retail Assets – For overseas shipment with NSN/NATO stock number.
A4A	Referral Order/Lateral Redistribution Order for Retail Assets – For domestic shipment with NSN/NATO stock number.
A51	Materiel Release Order - For overseas shipment with NSN/NATO stock number.
A5A	Materiel Release Order - For domestic shipment with NSN/NATO stock number.
A61	Materiel Release Denial - For overseas shipment with NSN/NATO stock number.
A6A	Materiel Release Denial - For domestic shipment with NSN/NATO stock number.
AB1	Direct Delivery Notice - To requisitioner (rp 30-35).

AC1 Cancellation - By requisitioner (rp 30-35).

AE1 Supply Status - To requisitioner (rp 30-35) in U.S. requisition or to Grant Aid country status recipient from ILCO/Monitoring activity.

AF1 Follow-up - By requisitioner (rp 30-35).

AFC Follow-up - Request for improved ESD - Furnished by requisitioning activities to supply sources.

AK1 Follow-up on Cancellation Request (Process as cancellation if original cancel request not recvd) - By requisitioner (rp 30-35).

AM1 Document Modifier (Process as requisition if original document not recvd) - For overseas shipment with NSN/NATO Stock Number.

AMA Document Modifier (Process as requisition if original document not recvd) - For domestic shipment with NSN/NATO Stock Number.

AN1 Materiel Obligation Validation Request - To requisitioner (rp 30-35).

AP1 Materiel Obligation Validation Response - From requisitioner (rp 30-35).

AR0 Materiel Release Confirmation - To ICP from storage.

AS1 Shipment Status.

AT1 Follow-up (process as requisition if original requisition not received) - For overseas shipment with NSN/NATO stock number.

ATA Follow-up (process as requisition if original requisition not received) - For domestic shipment with NSN/NATO stock number.

AU1 Reply to Cancellation Request - Shipment Status - To requisitioner (rp 30-35).

D6A Materiel Receipt (Other than Procurement Instrument Source) (Own Service/Agency).

D6B Materiel Receipt (Other than Procurement Instrument Source) (DOD Activities).

D6K Materiel Receipt (Other than Procurement Instrument Source) (Relocation).

DRA Materiel Receipt Acknowledgement - From reporting activity to supply source to acknowledge materiel receipt.

DRB Materiel Receipt Acknowledgment Reply to Follow-Up - From reporting activity to supply source to acknowledge materiel receipt in reply to follow-up.

DRF Follow-Up for Delinquent Materiel Receipt Acknowledgement - From supply source to reporting activity to follow-up when materiel receipt has not been acknowledged on time.

21. Supply **Status Codes**:

B2 Status of supply/procurement action precludes requested modification.

B5 Follow-up request recd. Current status or improved ESD pending.

B8 Qty requested for cancellation or diversion not accomplished.

B9	Cancellation request recd. Attempting to cancel or divert shipment.
BA	In process of release
BB	Item back ordered against due-in to stock
BD	Request is delayed for manager review
BF	No record of requisition for which AF_ or AC_ was submitted.
BG	One or more of following fields changed: Stock Number, UI, req part number.
BH	Substituted/Interchangeable item identified in stock number field will be supplied
BJ	Quantity changed to conform to unit pack or because of contract variance.
BK	Requisition data elements modified as requested.
BM	Document fwd to activity. Forward future transactions to that activity.
BN	Requisition being processed as a free issue. Signal & FC corrected.
BP	Requisition deferred per customer instructions
BQ	Cancelled. Cancellation request received (AC_).
BR	Req activity auth cancellation in response to MOV req furnished by processing point
BS	Canceled. Requesting activity failed to respond to MOV request from processing point.
BV	Item procured and on contract for direct shipment to consignee
BZ	Item being procured for direct shipment to requestor
CD	Rejected. Error in quantity, date, serial number, or signal code.
CE	Rejected. Error in unit of issue.
CG	Rejected. Unable to identify requested item. NSN or part number may be incorrect.
CH	Rejected. Error in Source of Supply.
CJ	Rejected. Item obsolete or inactive.
CK	Rejected. Unable to procure. No interchangeable/substitute item available.
CP	Rejected. Source Of Supply is local manufacturer, fabrication or procurement.
CS	Rejected. Qty err/excessive amnt; partial qty suppl; use AC 2L for new req if reqd.
CU	Rejected. Unable to procure item requested. No known source.
CV	Rejected. Item prematurely requisitioned
CX	Rejected. Unable to ID bill to/ship to address as per signal code
CY	Rejected. Item no longer produced by any known source, attempts to obtain item failed.
RF	Rejected. Stock item ordered is in excess of approved allowance

22. **Special Materiel Content Code:**

2	ELECTROSTATIC DISCHARGE/ELECTR
3	ELECTROSTATIC DISCHARGE SENSIT
4	ELECTROMAGNETIC SENSITIVE
5	HAZARDOUS MATERIEL (NON-SPECIFIC)
6	EXPLOSIVE ORDNANCE
7	DANGEROUS WHEN WET

8	SPONTANEOUSLY COMBUSTIBLE MATE
9	NON-HAZARDOUS/NON-SENSITIVE
A	MEDICAL ITEM (DRUGS/MEDICAL KI
B	FLAMMABLE COMPRESSED GAS
C	CORE SOLID/CORE LIQ (NOT ACID)
D	ALCOHOL (ETHOL, ETHYL,GRN ALC)
E	PRECIOUS METALS
F	FLAMMABLE LIQ 60 DGS C/140 DGS
G	COMBUSTIBLE LIQ 60 DGS C TO 93
H	PCB ITEMS CNT POLYCHLOR BIPHEN
I	MERCURY NOT FOR SUBMARINES USE
J	OXIDIZING MATERIEL
K	ORGANIC PEROXIDES
L	O.R.M. OR CLASS 9 MISC HAZ MTR
M	MAGNETIC
N	ASBESTOS EMITS ASBST DUST FIBS
O	MERCURY NOT FOR SHIPBOARD USE
P	POISON
Q	EXPLOSIVE NON-ORDNANCE ITEMS
R	RADIOACTIVE MATERIEL
S	OILS/PETROLEUM PRODUCTS
T	TOXIC SUBSTANCE
U	MERCURY (ATHRZD GENERAL USE)
V	ACID
W	NON-FLAMMABLE COMPRESSED GAS
X	RADIOACTIVE AND MAGNETIC MATERIEL
Y	NON-MAGNETIC (SPECIAL STORAGE)
Z	FLAMMABLE SOLIDS

23. ERP **Movement Codes:**

CODE	ERP DESCRIPTION	DOC ID	DEFINITION
101	GR Goods receipt	D6K	Perfect SIT receipt
102	GR for PO reversal	D6K (-1)	101 reversal
301	TF trfr plnt to plnt		Redistribution order issue or Change of Receipt Plant
302	TR trfr plnt to plnt reversal		301 reversal
309	TF tfr ps.mat.to mat		Change NIIN or cond. code of redistrib order issue
310	TR tfr ps.mat.to mat reversal		309 reversal
343	TF blocked to unre.		Transfer "blocked" stock to "unrestricted" stock
344	TR blocked to unre.		343 reversal
501	Receipt without PO	D6K	Unmatched SIT receipt
502	Receipt without PO reversal	D6K (-1)	501 reversal
541	Goods Issue		Issue from warehouse to subcontractor stock
542	Receipt		Receipt from subcontractor stock to warehouse
551	GI Scrapping		Used to scrap material
552	RE Scrapping		551 reversal
561	Initial Entry of Inventory		Move stock qty from legacy system to ERP
601	GD Goods issue:delvy	D7A	Carcass Tracking issue
602	RE Goods delvy reversal	D7A (-1)	601 reversal
641	Transfer to SIT	D7K	SIT issue
642	Transfer to SIT reversal	D7K (-1)	641 reversal
653	GD returns unrestr	D6A	Carcass Tracking receipt
654	GD returns unrestr reversal	D6A (-1)	653 reversal
902	Inventory Loss	D9	
903	Inventory Gain	D8	
904	Shipping Loss	D9	
905	Shipping Gain	D8	
906	Inv Loss (other)	D9	
907	Inv Gain (other)	D8	
908	Negative URB		
909	Positive URB		
910	Negative URB Write-Off		
911	Postive URB Write-Off		
913	Unmtch Carcass Receipt	D6A	
914	Unmtch Carcass Receipt Reversal	D6A (-1)	
917	Discrete Gain		
918	Discrete Gain Reversal		
951	PBL Receipt Reversal		
952	PBL Receipt		
953	MTIS Receipt	D6A	
954	MTIS receipt Reversal	D6A (-1)	
955	SIT Write-Off		
956	SIT Write-Off Reversal		
961	Rcpt Donated Matl		
962	Rcpt Donated Matl reversal		
991	Freight Agent Loss		
992	Freight Loss reversal		

24. Federal **Supply Group (FSG):** Code Description first two digits of a stock number

10 Weapons
11 Nuclear Ordinance
12 Fire Control Equipment
13 Ammunition and Explosives
14 Guided Missiles
15 Aircraft and Airframe Structural Components
16 Aircraft Components and Accessories
17 Aircraft Launching, Landing, and Ground Handling Equip.
18 Space Vehicles
19 Ships, Small Craft, Pontoons, and Floating Docks
20 Ship and Marine Equipment
22 Railway Equipment
23 Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles
24 Tractors
25 Vehicular Equipment Components
26 Tires and Tubes
28 Engines, Turbines, and Components
29 Engine Accessories
30 Mechanical Power Transmission Equipment
31 Bearings
32 Woodworking Machinery and Equipment
34 Metalworking Machinery
35 Service and Trade Equipment
36 Special Industry Machinery
37 Agricultural Machinery and Equipment
38 Construction, Mining, Excavating, and Highway Maint. Equip.
39 Materiels Handling Equipment
40 Rope, Cable, Chain, and Fittings
41 Refrigeration, Air Conditioning and Air Circulating Equip.
42 Fire Fighting, Rescue, and Safety Equipment
43 Pumps and Compressors
44 Furnace, Steam Plant, and Drying Equip, Nuclear Reactors
45 Plumbing, Heating and Sanitation Equipment
46 Water Purification and Sewage Treatment Equipment
47 Pipe, Tubing, Hose, and Fittings
48 Valves
49 Maintenance and Repair Shop Equipment
51 Hand Tools
52 Measuring Tools
53 Hardware and Abrasives
54 Prefabricated Structures and Scaffolding
55 Lumber, Millwork, Plywood, and Veneer
56 Construction and Building Materiels
58 Communications, Detection and Coherent Radiation Equipment
59 Electrical and Electronic Equipment Components
60 Fiber Optics Materiels and Components, Assemblies and Access.
61 Electric Wire, and Power and Distribution Equipment
62 Lighting Fixtures and Lamps
63 Alarm, Signal and Security Detection Systems

65 Medical, Dental, and Veterinary Equipment and Supplies
66 Instruments and Laboratory Equipment
67 Photographic Equipment
68 Chemicals and Chemical Products
69 Training Aids and Devices
70 ADP Equipment Software, Supplies and Support Equip
71 Furniture
72 Household and Commercial Furnishings and Appliances
73 Food Preparation and Serving Equipment
74 Office Machines
75 Office Supplies and Devices
76 Books, Maps, and Other Publications
77 Musical Instruments, Phonographs, and Home-Type Radios
78 Recreational and Athletic Equipment
79 Cleaning Equipment and Supplies
80 Brushes, Paints, Sealers, and Adhesives
81 Containers, Packaging, and Packing Supplies
83 Textiles, Leather, Furs, Apparel and Shoes, Tents, Flags
84 Clothing, Individual Equipment, and Insignia
85 Toiletries
87 Agricultural Supplies
88 Live Animals
89 Subsistence (Food)
91 Fuels, Lubricants, Oils, and Waxes
93 Nonmetallic Fabricated Materiels
94 Nonmetallic Crude Materiels
95 Metal Bars, Sheets, and Shapes
96 Ores, Minerals, and Their Primary Products

25. **Federal Supply Code (FSC):** Description, first 4 digits of a stock number.

1005 Guns through 30 mm
1010 Guns over 30 mm Up to 75 mm
1015 Guns 75 mm through 125 mm
1020 Guns over 125 mm through 150 mm
1025 Guns over 150 mm through 200 mm
1030 Guns over 200 mm through 300 mm
1035 Guns over 300 mm
1040 Chemical Weapons and Equipment
1045 Launchers, Torpedo and Depth Charge
1055 Launchers, Grenade, Rocket and Pyrote
1070 Nets and Booms Ordnance
1075 Degaussing and Mine Sweeping Equipment
1080 Camouflage and Deception Equipment
1090 Assemblies Interchangeable between Two or More Classes
1095 Misc Weapons

FSC 11 - Nuclear Ordnance
FSC Description
1105 Nuclear Bombs
1110 Nuclear Projectiles
1115 Nuclear Warheads and Warhead Sections
1120 Nuclear Depth Charges
1125 Nuclear Demolition Charges

1127 Nuclear Rockets
1130 Conversion Kits, Nuclear Ordnance
1135 Fusing and Firing Devices, Nuclear Ordnance
1140 Nuclear Components
1145 Explosive and Pyrotechnic Comps, Nuclear
1190 Special Test and Handling Equipment, Nuclear Equipment
1195 Misc Nuclear Ordnance

FSC 12 - Fire Control Equipment
FSC Description
1210 Fire Control Directors
1220 Fire Control Computing Sights and Device
1230 Fire Control Systems, Complete
1240 Optical Sighting and Ranging Equipment
1250 Fire Control Stabilizing Mechanisms
1260 Fire Control Designating-Indicating Equipment
1265 Fire Control Equipment Except Airborne
1270 Aircraft Gunnery Fire Control Comps
1280 Aircraft Bombing Fire Control Comps
1285 Fire Control Radar Equipment Except Airborne
1287 Fire Control Sonar Equipment
1290 Misc Fire Control Equipment

FSC 13 - Ammunition and Explosives
FSC Description
1305 Ammunition through 30mm
1310 Ammunition over 30 mm Up to 75 mm
1315 Ammunition 75 mm through 125 mm
1320 Ammunition over 125 mm
1325 Bombs
1330 Grenades
1336 Guided Missile Warheads-Explosive Components
1337 Missile and Space Vehicle Explosive Propulsion Units, Solid Fuel
1338 Missile and Space Vehicle Inert Propulsion Units, Solid Fuel
1340 Rockets and Rocket Ammunition
1345 Land Mines
1350 Underwater Mine Inert Components
1351 Underwater Mine Explosive Components
1355 Torpedo Inert Components
1356 Torpedo Explosive Components
1360 Depth Charge Inert Components
1361 Depth Charge Explosive Components
1365 Military Chemical Agents
1370 Pyrotechnics
1375 Demolition Materiels
1376 Bulk Explosives
1377 Cartridge and Propellant Devices
1380 Military Biological Agents
1385 Surface Explosive Ord Disposal Tool
1386 Underwater Explosive Ord Disposal
1390 Fuse and Primers
1395 Miscellaneous Ammunition
1398 Ammunition Handling and Servicing Equipment

FSC 14 - Guided Missiles

FSC Description
1410 Guided Missiles
1420 Guided Missile Components
1425 Guided Missile Systems, Complete
1427 Guided Missile Subsystems
1430 Guided Missile Remote Control Systems
1440 Launchers, Guided Missile
1450 Guided Missile Handling Service Equipment

FSC 15 - Aircraft and Airframe Structural Components
FSC Description
1510 Aircraft, Fixed Wing
1520 Aircraft, Rotary Wing
1540 Gliders
1550 Drones
1560 Airframe Structural Components

FSC 16 - Aircraft Components and Accessories
FSC Description
1610 Aircraft Propellers
1615 Helicopter Rotor Blades-Drive Mech
1620 Aircraft Landing Gear Components
1630 Aircraft Wheel and Brake systems
1650 Aircraft Hydraulic Vacuum De-Icing
1660 Aircraft Air Condition Heating Equipment
1670 Parachutes, Aerial Pick-Up, Delivery and Recovery Systems and Tie Down Equipment
1680 Miscellaneous Aircraft Accessories Components

FSC 17 - Aircraft Launching, Landing, and Ground Handling Equip
FSC Description
1710 Aircraft Arresting Barrier and Equipment
1720 Aircraft Launching Equipment
1730 Aircraft Ground Servicing Equipment
1740 Airfield Special Trucks and Trailers

FSC 18 - Space Vehicles
FSC Description
1810 Space Vehicles
1820 Space Vehicle Components
1830 Space Vehicle Remote Control Systems
1840 Space Vehicle Launchers
1850 Space Vehicle Handling and Service Equipment
1860 Space Survival Equipment

FSC 19 - Ships, Small Craft, Pontoons, and Floating Docks
FSC Description
1900 Frigates and Corvettes
1901 Aircraft Carriers
1902 Cruisers
1903 Destroyers
1904 Submarines
1905 Subchasers
1906 Minelayers and Minesweepers
1907 Landing Craft
1908 Torpedo Boats and Gun Boats
1909 Hydrofoils

1910 Transport Vessels-Passenger and Troop
1911 Amphibious Assault Ships
1915 Cargo and Tanker Vessels
1920 Fishing Vessels
1921 Tugs and Towboats
1922 Fire Boats
1923 Ice Breakers
1924 Repair Ships
1925 Tender Vessels
1926 Lightships
1927 Cable Ships
1928 Salvage Vessels
1929 Rescue Vessels
1930 Barges and lighters Cargo
1935 Barges and lighters Special Purpose
1940 Small Craft
1945 Pontoons and Floating Docks
1950 Floating Dry-docks
1955 Dredges
1990 Miscellaneous Vessels

FSC 20 - Ship and Marine Equipment
FSC Description
2010 Ship and Boat Propulsion Components
2020 Rigging and Rigging Gear
2030 Deck Machine
2040 Marine Hardware and Hull Items
2050 Buoys
2060 Commercial Fishing Equipment
2090 Miscellaneous ship and Marine equipment

FSC 22 - Railway Equipment
FSC Description
2210 Locomotives
2220 Rail Cars
2230 Railroad Right of Way Constr Equipment
2240 Locomotive and Rail Car Accessories
2250 Track Materiels Railroad

FSC 23 - Motor Vehicles, Trailers, and Cycles
FSC Description
2305 Ground Effect Vehicles
2310 Passenger Motor Vehicles
2320 Trucks and Truck Tractors Wheeled
2330 Trailers
2340 Motorcycle, Motor Scooters and Bikes
2350 Combat Assault and Tactical Veh

FSC 24 - Tractors
FSC Description
2410 Tractors Full Track Low Speed
2420 Tractors Wheeled
2430 Tractors Track Laying High Speed

FSC 25 - Vehicular Equipment Components
FSC Description
2510 Vehicle Cab Body Frame Structural Components

2520 Vehicle Power Transmission Components
2530 Vehicle Brake Steering Axle Wheel Components
2540 Vehicle Furniture and Accessories
2590 Miscellaneous Vehicular Components

FSC 26 - Tires and Tubes
FSC Description
2610 Tires and Tubes Pneumatic Except Aircraft
2620 Tires and Tubes Pneumatic Aircraft
2630 Tires Solid and Cushion
2640 Tires and Tubes Rebuilding-Repair Materiel

FSC 28 - Engines, Turbines, and Components
FSC Description
2805 Gas Reciprocating Engine - Except Aircraft
2810 Gas Reciprocating Engine - Aircraft
2815 Diesel Engines and Components
2820 Steam Engines Reciprocating and Components
2825 Steam Turbines and Components
2830 Water Turbines, Water Wheels and Components
2835 Gas Turbines and Jet Engines Except Aircraft
2840 Gas Turbines and Jet Engines Aircraft
2845 Rocket Engines and Components
2850 Gasoline Rotary Engines and Components
2895 Miscellaneous Engines and Components

FSC 29 - Engine Accessories
FSC Description
2910 Engine Fuel Sys Components Nonaircraft
2915 Engine Fuel System Components Aircraft
2920 Engine Electrical Sys Comps Nonaircraft
2925 Engine Electrical Sys Comps - Aircraft
2930 Engine Cooling Sys Comps - Nonaircraft
2935 Engine Cooling Sys Components - Aircraft
2940 Engine Air and Oil Filters - Nonaircraft
2945 Engine Air and Oil Filters - Aircraft
2950 Turbosuperchargers
2990 Miscellaneous Engine Accessories - Nonaircraft
2995 Miscellaneous Engine Accessories - Aircraft

FSC 30 - Mechanical Power Transmission Equipment
FSC Description
3010 Torque Converters and Speed Changers
3020 Gear Pulley Sprocket and Transmission Chain
3030 Belting Drive Belts Fan Belts and Accessories
3040 Miscellaneous Power Transmission Equipment

FSC 31 - Bearings
FSC Description
3110 Bearings Antifriction Unmounted
3120 Bearings Plain Unmounted
3130 Bearings Mounted

FSC 32 - Woodworking
FSC Description
3210 Sawmill and Planning Mill Machine

3220 Woodworking Machines
3230 Tools - Attachments for Woodwork Machinery

FSC 34 - Metalworking Machinery
FSC Description
3405 Saws and Filing Machines
3408 Machining Centers and Way-Type Machines
3410 Electrical and Ultrasonic Erosion Machines
3411 Boring Machines
3412 Broaching Machines
3413 Drilling and Tapping Machines
3414 Gear Cutting and Finishing Machines
3415 Grinding Machines
3416 Lathes
3417 Milling Machines
3418 Planers and Shapers
3419 Miscellaneous Machine Tools
3422 Rolling Mills and Drawing Machines
3424 Metal Heat Treating Equipment
3426 Metal Finishing Equipment
3431 Electric Arc Welding Equipment
3432 Electric Resistance Welding Equipment
3433 Gas Weld Heat Cut - Metalizing Equipment
3436 Welding Positioners and Manipulators
3438 Miscellaneous Welding Equipment
3439 Miscellaneous Weld Solder and Brazing Supply
3441 Bending and Forming Machines
3442 Hydraulic/Pneumatic Power Press Dr
3443 Mechanical Presses Power Driven
3444 Manual Presses
3445 Punching and Shearing Machines
3446 Forging Machine and Hammers
3447 Wire and Metal Ribbon Forming Machs
3448 Riveting Machines
3449 Miscellaneous Secondary Metal Form-Cut Mach
3450 Machine Tools Portable
3455 Cutting Tools for Machine Tools
3456 Secondary Metal Mach-Cutting Tools
3460 Machine Tool Accessories
3461 Secondary Metalworking Mach-Access
3465 Production Jigs Fixtures and Template
3470 Machine Shop Sets Kits and Outfits

FSC 35 - Service and Trade Equipment
FSC Description
3510 Laundry and Dry Cleaning Equipment
3520 Shoe Repairing Equipment
3530 Ind Sew Mach and Mobile Textile Shops
3540 Wrapping and Packaging Machine
3550 Vending and Coin Operated Machines
3590 Miscellaneous Service and Trade Equipment

FSC 36 - Special Industry Machinery
FSC Description
3605 Food Products Machine and Equipment
3610 Printing, Duplicating and Bookbind Equipment
3611 Industrial Marking Machines

3615 Pulp and Paper Industries Machine
3620 Rubber and Plastic Working Machine

3625 Textile Industries Machine
3630 Clay-Concrete Products Mach
3635 Crystal and Glass Industries Machine
3640 Tobacco Manufacturing Machine
3645 Leather Tanning and Working Machine
3650 Chemical and Pharmaceutical Machine
3655 Gas Generating and Dispensing System
3660 Industrial Size Reduction Machine
3670 Printed Circuit Board Mfg Mach
3680 Foundry Machine - Related Equipment and Supplies
3685 Special Metal Container Mfg Mach
3690 Special Ammunition and Ordnance Mach
3693 Industrial Assembly Machines
3694 Clean Work Stations Environment Equipment
3695 Miscellaneous Special Industry Machine

FSC 37 - Agricultural Machinery and Equipment
FSC Description
3710 Soil Preparation Equipment
3720 Harvesting Equipment
3730 Dairy Poultry and Livestock Equipment
3740 Pest Disease and Frost Control Equipment
3750 Gardening Implements and Tools
3760 Animal Drawn Vehicle and Farm Trailer
3770 Saddlery, Hamess, Whips and Furnishing

FSC 38 - Construction, Mining, Excavating, and Highway Maint Equip
FSC Description
3805 Earth Moving and Excavating Equipment
3810 Cranes and Crane-Shovels
3815 Crane and Crane-Shovel Attachments
3820 Mining, Rock Drilling, Earth Bore Equipment
3825 Road Clearing and Cleaning Equipment
3830 Truck and Tractor Attachments
3835 Petroleum Production-Distrib Equipment
3895 Miscellaneous Contruct Equipment

FSC 39 - Materiels Handling Equipment
FSC Description
3910 Conveyors
3915 Materiels Feeders
3920 Mat Handling Equipment - Nonself-Propelled
3930 Warehouse Trks and Tractors Self-Prop
3940 Blocks Tackle Rigging and Slings
3950 Winches Hoists Cranes and Derricks
3960 Elevators and Escalators
3990 Miscellaneous Materiels Handling Equipment

FSC 40 - Rope, Cable, Chain, and Fittings

FSC Description
4010 Chain and Wire Rope
4020 Fiber Rope Cordage and Twine
4030 Fittings for Rope Cable and Chain

FSC 41 - Refrigeration and Air Conditioning Equipment
FSC Description
4110 Refrigeration Equipment
4120 Air Conditioning Equipment
4130 Refrigeration and Air Condition Components
4140 Fans Air Circulators and Blower Equipment

FSC 42 - Fire Fighting, Rescue, and Safety Equipment
FSC Description
4210 Fire Fighting Equipment
4220 Marine Lifesaving and Diving Equipment
4230 Decontaminating and Impregnating Equipment
4240 Safety and Rescue Equipment

FSC 43 - Pumps and Compressors
FSC Description
4310 Compressors and Vacuum Pumps
4320 Power and Hand Pumps
4330 Centrifugals Separators and Filters

FSC 44 - Furnace, Steam Plant, and Drying Equip, Nuclear Reactors
FSC Description
4410 Industrial Boilers
4420 Heat Exchangers and Steam Condensers
4430 Industrial Furnaces, Kilns and Ovens
4440 Dryers Dehydrators and Anhydrators
4460 Air Purification Equipment
4470 Nuclear Reactors

FSC 45 - Plumbing, Heating and Sanitation Equipment
FSC Description
4510 Plumbing Fixtures and Accessories
4520 Space Heating Equipment and Water Heaters
4530 Fuel Burning Equipment Units
4540 Miscellaneous Plumbing, Heat and Sanitation Equipment

FSC 46 - Water Purification and Sewage Treatment Equipment
FSC Description
4610 Water Purification Equipment
4620 Water Distill Equipment-Marine and Indust
4630 Sewage Treatment Equipment

FSC 47 - Pipe, Tubing, Hose, and Fittings
FSC Description
4710 Pipe and Tube
4720 Hose and Tubing Flexible
4730 Fittings - Hose Pipe and Tube

FSC 48 - Valves

FSC	Description
4810	Valves Powered
4820	Valves Nonpowered

FSC 49 - Maintenance and Repair Shop Equipment

FSC	Description
4910	Motor Vehicle Maint Equipment
4920	Aircraft Maint and Rep Shop Equipment
4921	Torpedo Maint Rep and Checkout Equipment
4923	Depth Charges-Mines Maint and Rep Equipment
4925	Ammunition Maint - Checkout Equipment
4927	Rocket Maint and Rep Equipment
4930	Lubrication and Fuel Dispensing Equipment
4931	Fire Control Maint Equipment
4933	Weapons Maint Equipment
4935	Guided Missile Maint Equipment
4940	Miscellaneous Maint Equipment
4960	Space Vehicle Maint Equipment

FSC 51 - Hand Tools

FSC	Description
5110	Hand Tools Edged Nonpowered
5120	Hand Tools Nonedged Nonpowered
5130	Hand Tools Power Driven
5133	Drill Bits, Counterbores and Sinks
5136	Taps, Dies and Collets-Hand and Machine
5140	Tool and Hardware Boxes
5180	Sets Kits and Outfits of Hand Tools

FSC 52 - Measuring Tools

FSC	Description
5210	Measuring Tools Craftsmens
5220	Gages and Precision Layout Tool
5280	Sets, Kits and Outfits of Measuring Tools

FSC 53 - Hardware and Abrasives

FSC	Description
5305	Screws
5306	Bolts
5307	Studs
5310	Nuts and Washers
5315	Nails Keys and Pins
5320	Rivets
5325	Fastening Devices
5330	Packing and Gasket Materiels
5335	Metal Screening
5340	Miscellaneous Hardware
5345	Disks and Stones Abrasive
5350	Abrasive Materiels
5355	Knobs and Pointers

5360 Coil, Flat and Wire Springs
5365 Rings Shims and Spacers

FSC 54 - Prefabricated Structures and Scaffolding
FSC Description
5410 Prefabricated and Portable Buildings
5411 Rigid Wall Shelters
5420 Bridges Fixed and Floating
5430 Storage Tanks
5440 Scaffolding Equipment and Concrete Forms
5445 Prefabricated Tower Structures
5450 Miscellaneous Prefabricated Structures

FSC 55 - Lumber, Millwork, Plywood, and Veneer
FSC Description
5510 Lumber and Related Wood Materiels
5520 Millwork
5530 Plywood and Veneer

FSC 56 - Construction and Building Materiels
FSC Description
5610 Mineral Construct Materiels Bulk
5620 Building Glass Tile Brick and Block
5630 Pipe and Conduit Nonmetallic
5640 Wallboard Building and Thermal Insulation
5650 Roofing and Siding Materiels
5660 Fencing, Fences and Gates
5670 Building Components Prefabricated
5680 Miscellaneous Construction Materiels

FSC 58 - Communications Equipment
FSC Description
5805 Telephone and Telegraph Equipment
5810 Communications Security Equipment and Components
5811 Other Cryptologic Equipment and Components
5815 Teletype and Facsimile Equipment
5820 Radio and TV Equipment - Except Airborne
5821 Radio and TV Equipment - Airborne
5825 Radio Navigation Equipment - Except Airborne
5826 Radio Navigation Equipment - Airborne
5830 Intercom Public Address Sys - Except Airborne
5831 Intercom Public Address Sys - Airborne
5835 Sound Recording and Reproducing Equipment
5836 Video Recording and Reproducing Equipment
5840 Radar Equipment - Except Airborne
5941 Radar Equipment - Airborne
5845 Underwater Sound Equipment
5850 Visible Invisible Light Communications Equipment
5855 Night Vision Equipment
5860 Stimulated Coherent Radiation Devices
5865 Electronic Countermeasure and Quick Reaction Equipment
5895 Miscellaneous Communications Equipment

FSC 59 - Electrical and Electronic Equipment Components

FSC	Description
5905	Resistors
5910	Capacitors
5915	Filters and Networks
5920	Fuses Arresters Absorbers and Protector
5925	Circuit Breakers
5930	Switches
5935	Connectors, Electrical
5940	Lugs Terminals and Terminal Strips
5945	Relays and Solenoids
5950	Coils and Transformers
5955	Oscillators Piezoelectric Crystals
5960	Electron Tubes and Assoc Hardware
5961	Semi-Conductor Devices
5962	Microcircuits - Electronic
5963	Electronic Modules
5965	Headset, Handset, Microphone and Speak
5970	Electrical Insulators and Insulating Materiels
5975	Electrical Hardware and Supplies
5977	Electrical Contact Brushes and Electrodes
5980	Optoelectrical Devices and Associated Hardware
5985	Antennas Waveguides and Related Equipment
5990	Synchros and Resolvers
5995	Cable Cord Wire Assembly - Communications Equipment
5998	Electrical Assemb-Bds Cards-Assoc Hardware
5999	Miscellaneous Electrical and Electronic Components

FSC 60 - Fiber Optics Materiels

FSC	Description
6004	Rotary Joints
6005	Couplers, Splitters, and Mixers
6006	Attenuators
6007	Filters
6008	Optical Multiplexers/Demultiplexers
6010	Fiber Optic Conductors
6015	Fiber Optic Cables
6020	Fiber Optic Cable Assembly and Harness
6021	Fiber Optic Switches
6025	Fiber Optic Transmitters
6026	Fiber Optic Receivers
6029	Fiber Optic Repeaters
6030	Fiber Optic Devices
6031	Integrated Optical Circuits
6032	Fiber Optic light Sources
6033	Fiber Optic Photo Detectors
6034	Fiber Optic Mod/Demodulators
6035	Fiber Optic Light/Image Transfer
6040	Fiber Optic Sensors
6050	Fiber Optic Passive Devices
6060	Fiber Optic Interconnectors
6070	Fiber Optic Accessories and Supplies
6080	Fiber Optic Kits and Sets

6099 Miscellaneous Fiber Optic Components

FSC 61 - Electric Wire, and Power and Distribution Equipment
FSC Description
6105 Motors Electrical
6110 Electrical Control Equipment
6115 Generators and Generator Sets Elect
6116 Fuel Cell Power Units, Comp, Acc
6117 Solar Elec Power Systems
6120 Transformers - Distrib and Power Sta
6125 Converters Electrical Rotating
6130 Converters Electrical Non Rotating
6135 Batteries Nonrechargeable
6140 Batteries Rechargeable
6145 Wire and Cable, Electrical
6150 Miscellaneous Electric Power and Distribution Equipment

FSC 62 - Lighting Fixtures and Lamps
FSC Description
6210 Indoor and Outdoor Electrical lighting Fixtures
6220 Electric Vehicular lights and Fixtures
6230 Electric Portable and Hand lighting Equipment
6240 Electric Lamps
6250 Ballasts Lampholders and Starters
6260 Nonelect lighting Fixtures

FSC 63 - Alarm and Signal Systems
FSC Description
6310 Traffic and Transit Signal Systems
6320 Shipboard Alarm and Signal Systems
6330 Railroad Signal and Warning Devices
6340 Aircraft Alarm and Signal Systems
6350 Miscellaneous Alarm, Signal, Sec Systems

FSC 65 - Medical, Dental, and Veterinary Equipment and Supplies
FSC Description
6505 Drugs, Biologicals and Official Reagents
6506 Blood
6507 Blood Derivatives
6508 Medicated Cosmetics and Toiletries
6510 Surgical Dressing Materiels
6515 Medical and Surgical Instruments, Equipment and Supplies
6520 Dental Instruments Equipment and Supplies
6525 X-Ray Equipment Supplies - Medical, Dental and Veterinary
6530 Hosp Furniture, Eq, Utensils and Supplies
6532 Hospital and Surgical Clothing
6540 Ophthalmic Instruments Equipment and Supplies
6545 Medical Sets Kits and Outfits
6550 In vitro Diagnostic Substances, Reagents

FSC 66 - Instruments and Laboratory Equipment
FSC Description
6605 Navigational Instruments

6610 Flight Instruments
6615 Auto Pilot Mechanisms Airborne Gyro
6620 Engine Instruments
6625 Electrical and Electronic Measuring Instruments
6630 Chemical Analysis Instruments
6635 Physical Properties Test Equipment
6636 Environmental Chambers and Related Equipment
6640 Laboratory Equipment and Supplies
6645 Time Measuring Instruments
6650 Optical Instruments
6655 Geophysical Instruments
6660 Meteorological Instruments and Apparatus
6665 Hazard-Detecting Instru and Apparatus
6670 Scales and Balances
6675 Drafting Surveying and Mapping Instruments
6680 Liquid-Gas-Motion Measuring Instruments
6685 Pressure Temp Humidity Instruments
6695 Combination and Miscellaneous Instruments

FSC 67 - Photographic Equipment
FSC Description
6710 Cameras, Motion Picture
6720 Cameras, Still Picture
6730 Photographic Projection Equipment
6740 Photo Developing and Finishing Equipment
6750 Photographic Supplies
6760 Photographic Equipment and Accessories
6770 Film Processed
6780 Photographic Sets Kits and Outfits

FSC 68 - Chemicals and Chemical Products
FSC Description
6810 Chemicals
6820 Dyes
6830 Gases Compressed and Liquefied
6840 Pest Control Agents and Disinfectants
6850 Miscellaneous Chemical Specialties

FSC 69 - Training Aids and Devices
FSC Description
6910 Training Aids
6920 Armament Training Devices
6930 Operational Training Devices
6940 Communication Training Devices

FSC 70 - ADP Equipment Software, Supplies and Support Equip
FSC Description
7010 ADPE System Configuration
7020 ADP Central Processing Unit-Analog
7021 ADP Central Processing Unit-Digital
7022 ADP Central Processing Unit-Hybrid
7025 ADP Input/Output and Storage Devices
7030 ADP Software

7035 ADP Support Equipment
7040 Punched Card Equipment
7042 Mini and Micro Computer Control Devices
7045 ADP Supplies
7050 ADP Components

FSC 71 - Furniture
FSC Description
7105 Household Furniture
7110 Office Furniture
7125 Cabinets Lockers Bins and Shelving
7195 Miscellaneous Furniture and Fixtures

FSC 72 - Household and Commercial Furnishings and Appliances
FSC Description
7210 Household Furnishings
7220 Floor Coverings
7230 Draperies Awnings and Shades
7240 Household and Common Utility Containers
7290 Misc. Household Furnishings Appliance

FSC 73 - Food Preparation and Serving Equipment
FSC Description
7310 Food Cooking Baking Serving Equipment
7320 Kitchen Equipment and Appliances
7330 Kitchen Hand Tools and Utensils
7340 Cutlery and Flatware
7350 Tableware
7360 Set Kit and Outfit Food Preparation and Service

FSC 74 - Office Machines
FSC Description
7420 Accounting and Calculating Machines
7430 Typewriter and Office Composing Machines
7435 Office Information System Equipment
7450 Office Sound Recording Reproduction Machines
7460 Visible Record Equipment
7490 Miscellaneous Office Machines

FSC 75 - Office Supplies and Devices
FSC Description
7510 Office Supplies
7520 Office Devices and Accessories
7530 Stationery and Record Forms
7540 Standard Forms

FSC 76 - Books, Maps, and Other Publications
FSC Description
7610 Books and Pamphlets
7630 Newspapers and Periodicals
7640 Maps Atlases Charts and Globes
7650 Drawings and Specifications

7660 Sheet and Book Music
7670 Microfilm Processed
7690 Miscellaneous Printed Matter

FSC 77 - Musical Instruments, Phonographs, and Home-Type Radios
FSC Description
7710 Musical Instruments
7720 Musical Instrument Parts and Acc
7730 Phonograph, Radio and TV-Home Type
7740 Phonograph Records

FSC 78 - Recreational and Athletic Equipment
FSC Description
7810 Athletic and Sporting Equipment
7820 Games Toys and Wheeled Goods
7830 Recreational and Gymnastic Equipment

FSC 79 - Cleaning Equipment and Supplies
FSC Description
7910 Floor Polishers and Vacuum Cleaners
7920 Brooms Brushes Mops and Sponges
7930 Cleaning polishing Compounds and Prep

FSC 80 - Brushes, Paints, Sealers, and Adhesives
FSC Description
8010 Paint, Dope, Varnish, and Related Prod
8020 Paint and Artists Brushes
8030 Preservative and Sealing Compounds
8040 Adhesives

FSC 81 - Containers, Packaging, and Packing Supplies
FSC Description
8105 Bags and Sacks
8110 Drums and Cans
8115 Boxes Cartons and Crates
8120 Gas Cylinders
8125 Bottles and Jars
8130 Reels and Spools
8135 Packaging and Packing Bulk Materiels
8140 Ammunition and Nuclear Ordnance Boxes
8145 Special Shipping and Storage Contain

FSC 83 - Textiles, Leather, Furs, Apparel and Shoe Findings, Tents and Flags
FSC Description
8305 Textile Fabrics
8310 Yarn and Thread
8315 Notions and Apparel Findings
8320 Padding and Sewing Materiels
8325 Fur Materiels
8330 Leather
8335 Shoe Findings and Soling Materiels
8340 Tents and Tarpaulins
8345 Flags and Pennants

FSC 84 - Clothing, Individual Equipment, and Insignia

FSC	Description
8405	Outerwear Men's
8410	Outerwear Women's
8415	Clothing Special Purpose
8420	Underwear and Nightwear, Men's
8425	Underwear and Nightwear, Women's
8430	Footwear Mens
8435	Footwear Womens
8440	Hosiery Handwear and Clothing Acc-Men
8445	Hosiery Handwear Clothing Acc-Women
8450	Children and Infants Apparel and Acc
8455	Badges and Insignia
8460	Luggage
8465	Individual Equipment
8470	Armor Personal
8475	Spec Flight Clothing and Accessories

FSC 85 - Toiletries

FSC	Description
8510	Perfume, Toilet Preparation and Powder
8520	Toilet Soap, Shave Prep and Dentifrice
8530	Personal Toiletry Articles
8540	Toiletry Paper Products

FSC 87 - Agricultural Supplies

FSC	Description
8710	Forage and Feed
8720	Fertilizers
8730	Seeds and Nursery Stock

FSC 88 - Live Animals

8810	Live Animals Raised for Food
8820	Live Animals Not Raised for Food

FSC 89 - Subsistence (Food)

FSC	Description
8900	Perishable Subsistence $10K - 25K
8905	Meat Poultry and Fish
8910	Dairy Foods and Eggs
8915	Fruits and Vegetables
8920	Bakery and Cereal Products
8925	Sugar Confectionery and Nuts
8930	Jams Jellies and Preserves
8935	Soups and Bouillons
8940	Special Dietary Food and Special Prep
8945	Food Oils and Fats
8950	Condiments and Related Products
8955	Coffee Tea and Cocoa
8960	Beverages Nonalcoholic
8965	Beverages Alcoholic
8970	Composite Food Packages
8975	Tobacco Products

8999 Food Items for Resale

FSC 91 - Fuels, Lubricants, Oils, and Waxes

FSC	Description
9110	Fuels Solid
9130	Liquid Propellants - Petroleum Base
9135	Liquid Propellants - Chemical Base
9140	Fuel Oils
9150	Oil and Grease - Cutting, Lubricants, and Hydraulic
9160	Miscellaneous Waxes Oils and Fats

FSC 93 - Nonmetallic Fabricated Materiels

FSC	Description
9310	Paper and Paperboard
9320	Rubber Fabricated Materiels
9330	Plastics Fabricated Materiels
9340	Glass Fabricated Materiels
9350	Refractories and Fire Surfacing Materiels
9390	Miscellaneous Fabricated Nonmetal Materiels

FSC 94 - Nonmetallic Crude Materiels

FSC	Description
9410	Crude Grades of Plant Materiels
9420	Fibers Vegetable Animal and Synthetic
9430	Miscellaneous Crude Animal Prods - Inedible
9440	Miscellaneous Crude Agricultural and Forestry Prod
9450	Nonmetallic Scrap Except Textile

FSC 95 - Metal Bars, Sheets, and Shapes

FSC	Description
9505	Wire Nonelect Iron and Steel
9510	Bars and Rods Iron and Steel
9515	Plate Sheet and Strip Iron and Steel
9520	Structural Shapes Iron and Steel
9525	Wire Nonelect Nonferrous Base Metal
9530	Bars and Rods Nonferrous Base Metal
9535	Plate Sheet Strip-Nonferrous Metal
9540	Structural Shapes Nonferrous Metal
9545	Plate, Sheet, Strip, and Wire-Prec Metal

FSC 96 - Ores, Minerals, and Their Primary Products

FSC	Description
9610	Ores
9620	Minerals Natural and Synthetic
9630	Additive Metal Materiels and Master Alloys
9640	Iron and Steel Primary and Semifinished
9650	Nonferrous Base Metal Refinery
9660	Precious Metals Primary Forms
9670	Iron and Steel Scrap
9680	Nonferrous Metal Scrap

FSC 99 - Miscellaneous

FSC	Description
9905	Signs, Advertisement Displays and Identification Plates
9910	Jewelry
9915	Collectors/Historical Items
9920	Smokers Articles and Matches
9925	Ecclesiastical Equipment Furnishing and Supplies
9930	Memorials-Cemetery and Mortuary Equipment
9998	Nonfood Items for Resale
9999	Miscellaneous Unclassifiable Items

APPENDIX B

CHANGE NOTICE REPORT/ANNUAL PRICE CHANGE

1. General. Stock records must be periodically updated with the latest management data and pricing information to ensure accuracy in requisitioning and reduce financial differences. Various methods exist for updating stock records based on the Automated Information System (AIS) in use. R-Supply activities will process Monthly Change Notice and Annual Price Changes. Monthly Change Notice updates are distributed by NAVSUP BSC and are downloaded from NAVY ERP at the beginning of each month. The Annual Price Change is distributed by NAVSUP WSS and is available to be downloaded and processed annually at the beginning of each fiscal year. Both the Annual Price Change and Monthly Change Notice files are downloaded from NAVY ERP at: https://ep.erp.navy.mil/navy/Z_Frameset/PkgFrameset.jsp?dest=MATERIALUPDATES. Each month, the SAA runs the monthly change notice file in both NALCOMIS and R-Supply. Once processed, reports are produced to identify further action that should be taken or errors that may have occurred and require corrective action. Change notice will be processed IAW reference (f), reference (k) and the R-Supply Procedures User's Manual.

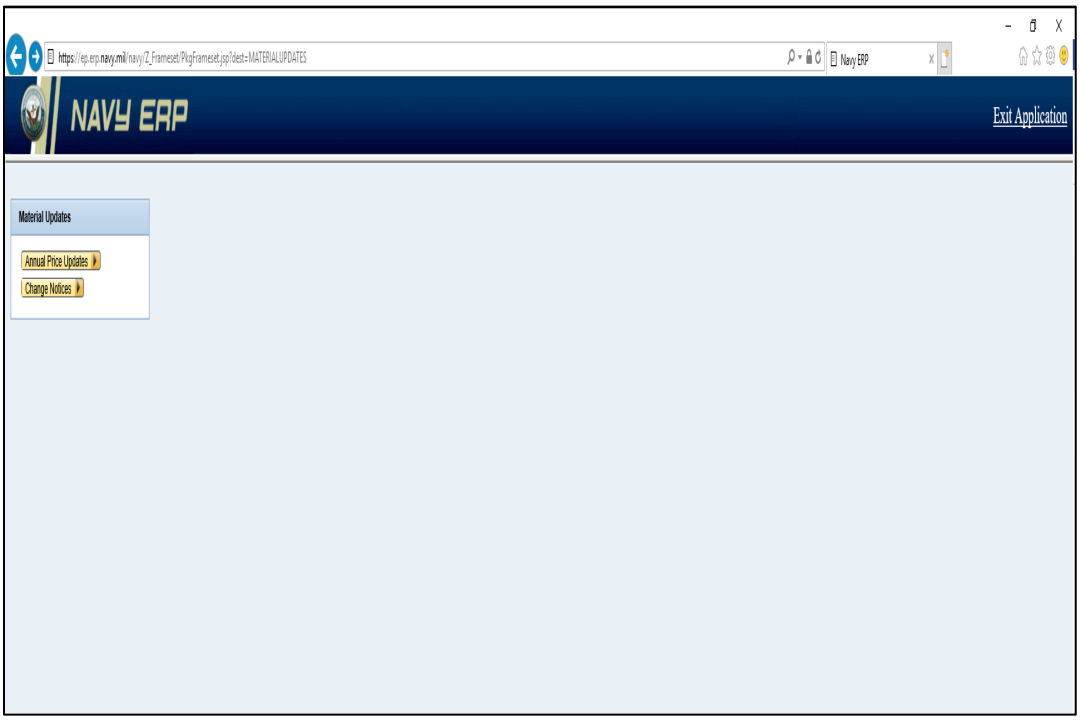
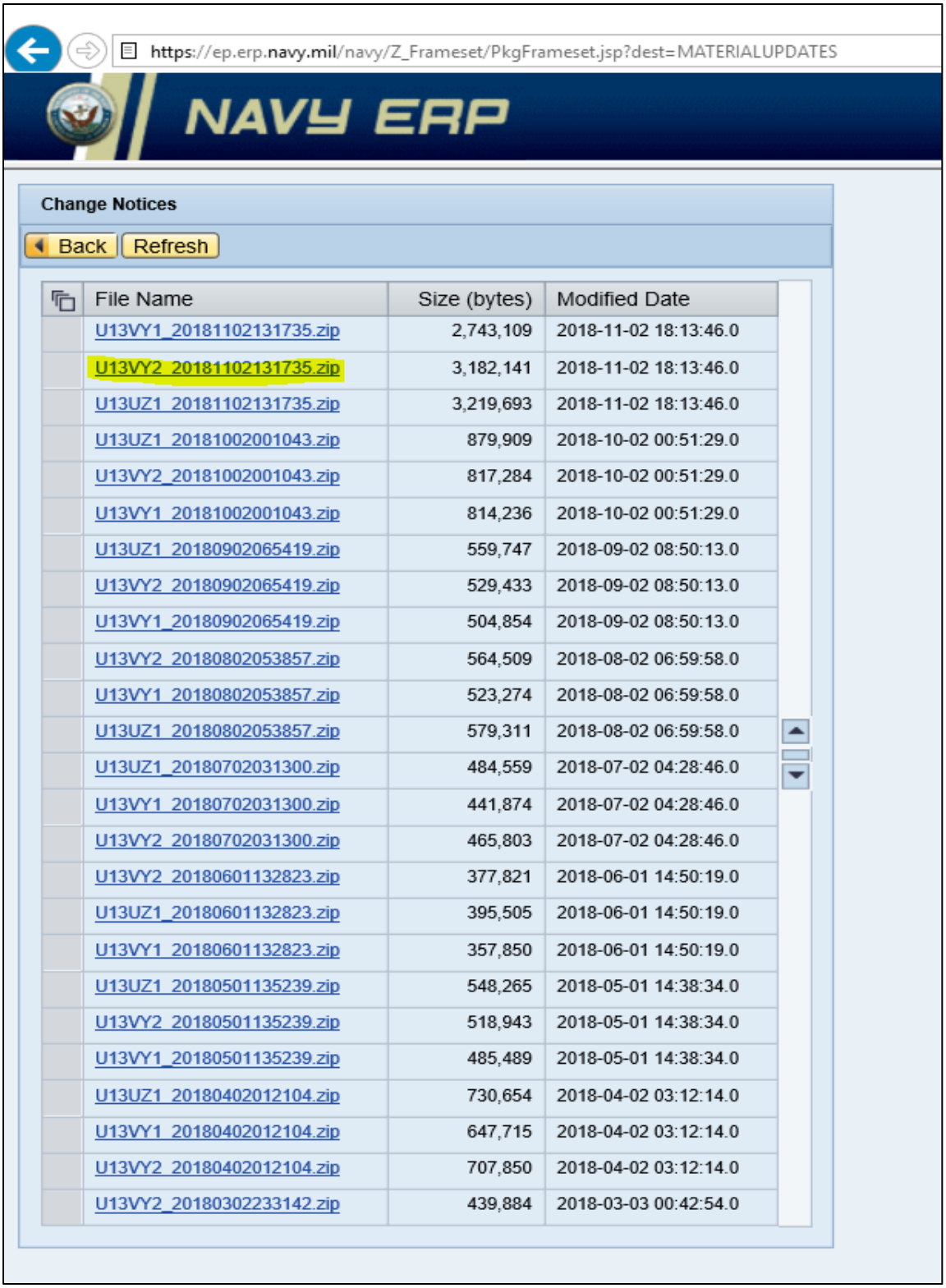


Figure B-1.--Navy ERP Materiel Updates.



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U13VY1_20181002001043.zip	814,236	2018-10-02 00:51:29.0
U13UZ1_20180902065419.zip	559,747	2018-09-02 08:50:13.0
U13VY2_20180902065419.zip	529,433	2018-09-02 08:50:13.0
U13VY1_20180902065419.zip	504,854	2018-09-02 08:50:13.0
U13VY2_20180802053857.zip	564,509	2018-08-02 06:59:58.0
U13VY1_20180802053857.zip	523,274	2018-08-02 06:59:58.0
U13UZ1_20180802053857.zip	579,311	2018-08-02 06:59:58.0
U13UZ1_20180702031300.zip	484,559	2018-07-02 04:28:46.0
U13VY1_20180702031300.zip	441,874	2018-07-02 04:28:46.0
U13VY2_20180702031300.zip	465,803	2018-07-02 04:28:46.0
U13VY2_20180601132823.zip	377,821	2018-06-01 14:50:19.0
U13UZ1_20180601132823.zip	395,505	2018-06-01 14:50:19.0
U13VY1_20180601132823.zip	357,850	2018-06-01 14:50:19.0
U13UZ1_20180501135239.zip	548,265	2018-05-01 14:38:34.0
U13VY2_20180501135239.zip	518,943	2018-05-01 14:38:34.0
U13VY1_20180501135239.zip	485,489	2018-05-01 14:38:34.0
U13UZ1_20180402012104.zip	730,654	2018-04-02 03:12:14.0
U13VY1_20180402012104.zip	647,715	2018-04-02 03:12:14.0
U13VY2_20180402012104.zip	707,850	2018-04-02 03:12:14.0
U13VY2_20180302233142.zip	439,884	2018-03-03 00:42:54.0

Figure B-2.--Change Notice File.

2. Overview

a. Annual Price Change (APC)/JSS130 and Monthly Change Notice (MCN)/JSS140. The MCN report is downloaded and processed after close-out is complete. The APC is downloaded and processed after closing the fiscal year and no later than 1 October. If APC is not run on time, commands must document the reason on the first page of the change notice report, just above the signature and date. Review the APC output report to ensure total records read by R-Supply are approximately 2.5 to 3 million records. If less records are read, resolve within 24 hours or contact TYCOM for assistance.

(1) SMD will annotate the corrective action taken to resolve processing discrepancy next to each APC and MCN report line item. If no errors/action exists, annotate "NEGATIVE REPORT" on the listing. The AvnSupO or designated representative will sign, legibly print name, and date the MCN reports to confirm processing completion.

3. Procedures

a. Output. The change notice is available and produced at the beginning of each month. The SAA will ensure ALIMS accomplishes two saves of the database before the Change Notice is produced. The change notice report will be processed by the SAA and distributed to the respective divisions. Execution of the Change Notice process will produce one report from R-Supply and two from NALCOMIS. Divisions are required to correct and annotate the CN Info/Action output listings no later than the 5th of the month. In addition, these signed reports are required to be maintained by SMD for 10 years. All other divisions will retain current and prior files.

(1) Divisions must ensure they compare the data on the R-Supply and NALCOMIS Change Notice Listings. The individual NSNs affected by both NALCOMIS and R-Supply change notice should be the same. If not, then there is a discrepancy between the databases that must be corrected unless levels are run in R-Supply which makes a NIIN inactive. Those inactive NIINs will remain in NALCOMIS until manually deleted. Change notice processing will only process against active NIINs. WCB will forward the Storeroom Action Listing and the Repairable MCC Decision Listings to WSB for action on stock records. WCB will retain and work all records on the Stock Control Decision Listing. Each record on all listings will be annotated with the action taken. WSB will return their completed reports to WCB. All listings will be filed by WCB. Ensure that both systems reflect any changes.

b. Change Notice Reports are broken down into the following sections, which consist of 10 total reports.

(1) NALCOMIS Change Notice Load Process. Change notice processing in NALCOMIS is done in two steps (load and update). The change notice load process reads the input file for NIINs in NALCOMIS and writes matching NIINs to the ds11_chg_ntc table for use in the change notice update process. The load process produces the CANDIDATES FOR DELETION report and the exception report. The output report from NALCOMIS (J03310XXX) will contain the following reports:

(a) NORO3300 - Change Notice Report Candidates for Deletion. This report shows all records in NALCOMIS that are eligible for deletion with a change notice code of DN or D0. These records will be deleted in NALCOMIS

and R-Supply. Prior to deleting a record, causative research will be performed to validate the recommended change. If a replacement NIIN is found, ensure that the NIIN is superseded.

1. To work this report, you will locate the Change Notice code at the top of the report and match with the codes below, as well appendix 13 of reference (k). These codes will identify necessary action to be taken.

Action Code	Phrase Code	Type of change
D	T	Item in rp 8-20 is condemned. Dispose of stock in accordance with disposition instructions. Replacement item, if applicable, is contained in rp 33-45.
D	0	Item deleted. Attrite retail item stocks. If Navy centrally managed item, contact inventory manager for instructions if item is received in the future.
M	A	Management activity (cognizance symbol) change. Consolidate material under the new stock number.
M	L	Management activity (cognizance symbol) change. Future receipts under the new NSN in rp 33-45 will be reported to the acquiring inventory manager.
M	0	Management activity (cognizance symbol) change. Material transferred to new inventory manager under the same NSN.
M	4	Cognizance symbol change within the same inventory manager under the same stock number.
N	0	Establishment of an item of supply under the inventory management of the activity indicated by the cognizance symbol.
N	X	Reinstate an item of supply which was previously deleted, canceled, or cross referenced to another number.
R	A	Deletion of a NICN or NSN (rp 8-20) and transfer of material to new NSN (rp 33-45) within the same inventory manager.
R	B	Change to FSC of item within same inventory manager.
R	C	Item in rp 8-20 is canceled and replaced by NSNs in rp 33-45 (multiple transactions).
R	D	Change to NIIN of item or replacement of a NICN with a NSN within the same FSC and inventory manager.
R	E	Old NSN in rp 8-20 replaced by new NSN in rp 33-45. Exhaust old stock before issuing new NSN material. Used with change code RG.
R	F	When stocks of old item (rp 8-20) are exhausted, use new item in rp 33-45.
R	G	Use item in rp 33-45 until exhausted. Replacement item is contained in rp 8-20. Used with change code RE.
R	L	Old NSN in rp 8-20 superseded by new NSN in rp 33-45. Fill future requirements/requests with the new NSN.
R	P	Replacement of item by next higher assembly. Stocks of item in rp 8-20 will be used until exhausted.
R	Y	NSN in rp 8-20 and 33-45 are completely interchangeable except for unit of issue or quantity per unit pack.

Figure B-3.--Change Notice Codes.

rp 3 Action Code	rp 32 Phrase Code	Type of change
R	Z	NSN in rp 8-20 is to be discontinued, use NSN in rp 33-45 when old NSN is exhausted. Distributed as code RF.
R	0	Change to Navy Special Material Identification Code (SMIC).
R	1	Change to DODIC (Department Of Defense Identification Code)/NALC (Navy Ammunition Logistics Code). Applicable only to conventional Ammunition/Expendable Ordnance items.
R	3	Physical item for NSN in rp 33-45 (reversal of phrase code S – NAVSUP Business Systems Center (BSC))
R	7	Use old NIIN in rp 33-45 until exhausted (NAVSUP BSC)
Z	1	Change to material control code.
Z	3	Change to the repair net price.
Z	5	Change to authorization/restriction code.
Z	6	Change to special material content code.
Z	7	Change to storage code
9	0	Change to Ammunition Nomenclature. May be in one or more cards. Applicable only to conventional Ammunition/Expendable Ordnance items.
9	2	Change to Ammunition Class and Index Number. Applicable only to conventional Ammunition/Expendable Ordnance items.
9	3	Change to Index Number within Ammunition Class. Applicable only to conventional Ammunition/Expendable Ordnance items.

Figure B-3.--Change Notice Codes, Continued.

NORO3300 CHANGE NOTICE REPORT PAGE 1
RUN DATE 06/30/10 CANDIDATES FOR DELETION

CHANGE NOTICE : ON

COG	MCC	FSC	NIIN	UI	UNIT PRICE	DEMIL CD	METAL IND CD	LOCATION 1	LOCATION 2	LOCATION 3	LOCATION 4
6R	X	4920	005900164	EA	18010.00	A	A				
7R	E	6620	010610339	EA	5708.00	B	A				
3H	D	6625	010972246	EA	671.98	A					
7R	H	5855	011384748	EA	13650.00	F	A				
3H	D	6130	011449495	EA	4556.84	B	A				
6R	X	4920	013130164	EA	84810.00	A	A				
6R	X	4920	014242848	EA	21170.00						
OR	H	1680	015238105	EA	18848.00	D					
OR	H	1680	015238106	EA	47120.00		A				
7R	E	6620	004098506	EA	5708.00	B	P	RCB009			

Figure B-4.--Change Notice Report, Candidates for Deletion.

(b) NORO3310 - Change Notice Tape Download Exception Report. This report lists exception messages encountered during the downloading of the Monthly Change Notice file. This report indicates COGs on the input file that are not in the database. COGs must be loaded and corrective action taken to correct exception message.

N0R03310 CHANGE NOTICE TAPE DOWNLOAD EXCEPTION REPORT PAGE 1
RUN DATE 03/05/18

DI	RI	PMIC	OLD FSC	OLD-NIIN	OLD SMIC	OLD COG	OLD UI	C/N PHRASE	NEW FSC	NEW-NIIN	NEW SMIC	NEW COG	NEW SCC	NEW UI	MCC	DEMIL	ISSUE UP RESTR	UNIT PRICE
BND			5340	012044339	9B		EA	T	5340	012044339	9B							0.00
EXCEPTION: 2 DIFFERENT NIINS ARE REQUIRED FOR THIS DI																		

Figure B-5.--Change Notice Tape Download Exception Report.

(c) NORO3301 - Change Notice Error Report. The NALCOMIS Change Notice Error Report shows changes that could not be processed. The process is the same on this report as it is for the R-Supply report, with the exception that there is no error code given. Instead, under the record line, a description of the error is provided.

NOTE: There will be situations where a NIIN is superseded by another. If the old NIIN is not loaded in the database, an actual supersede does not need to be processed.

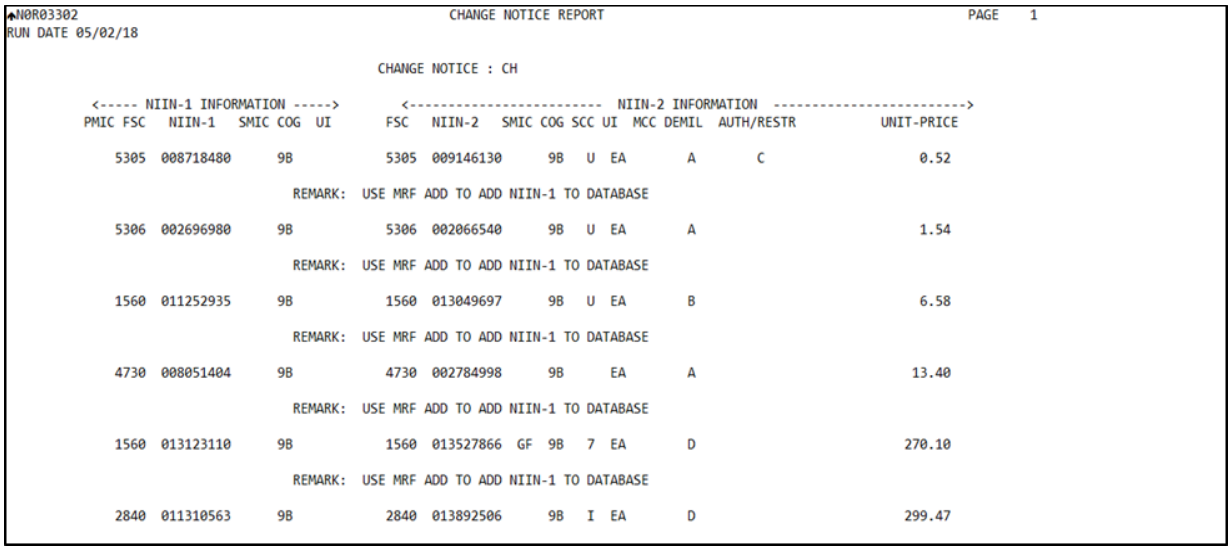
(2) NALCOMIS change notice update process. The update process reads the NIINs in the ds11_chg_ntc table and updates the ds05_niin table with applicable data. Not all data is automatically updated during the process and must be manually corrected. For example, if the UI is changed, the container_qty and container_UI must be manually corrected. Additionally, Shelf Life Codes and Shelf Life Action Codes are not updated.

N0R03301 CHANGE NOTICE ERROR REPORT PAGE 1
RUN DATE 05/02/18

DI	RI	PMIC	OLD FSC	OLD-NIIN	OLD SMIC	OLD COG	OLD UI	C/N PHRASE	NEW FSC	NEW-NIIN	NEW SMIC	NEW COG	NEW SCC	NEW UI	MCC	DEMIL	ISSUE UP RESTR	UNIT PRICE
BNC			5305	009146130	9B			H	5305	008718480	9B							0.00
ERROR: USE MRF ADD TO ADD NEW-NIIN TO DATABASE																		
BNC			1560	011252825	3B			H	1560	013038427	3B							0.00
ERROR: NEW-NIIN IS REPRBLE, NO INTERCHGBLE RELATION MADE																		
BNC			5995	011258004	3B			H	6150	013037685	3B							0.00
ERROR: NEW-NIIN IS REPRBLE, NO INTERCHGBLE RELATION MADE																		
BNC			6680	011367884	3B			H	6680	012132614	3B							0.00
ERROR: NEW-NIIN IS REPRBLE, NO INTERCHGBLE RELATION MADE																		
BNC			1680	011403386	3B			H	1680	014453858	3B							0.00
ERROR: NEW-NIIN IS REPRBLE, NO INTERCHGBLE RELATION MADE																		
BNR		A	1560	011403548	GF	7R	EA	E	1560	012866709	GF	7R	7	EA	H	D	AR	0.00
ERROR: NO LINK DONE, NIINS ARE NOT WITHIN SAME FGC																		
BNC			1560	011403838	3B			H	1560	013655603	3B							0.00
ERROR: NEW-NIIN IS REPRBLE, NO INTERCHGBLE RELATION MADE																		
BNR		A	5895	011407634	SF	7R	EA	F	5895	014932057	QF	7R	7	EA	H	D	AR	0.00
ERROR: NO LINK DONE, NIINS ARE NOT WITHIN SAME FGC																		
BNC			1560	011440038	3B			H	1680	013786273	3B							0.00
ERROR: NEW-NIIN IS REPRBLE, NO INTERCHGBLE RELATION MADE																		
BNC			1560	011440038	3B			H	1560	012364658	3B							0.00
ERROR: NEW-NIIN IS REPRBLE, NO INTERCHGBLE RELATION MADE																		
BNC			1560	011440038	3B			H	1560	012328814	3B							0.00
ERROR: NEW-NIIN IS REPRBLE, NO INTERCHGBLE RELATION MADE																		
BNC			1560	011440038	3B			H	1680	014453856	3B							0.00
ERROR: NEW-NIIN IS REPRBLE, NO INTERCHGBLE RELATION MADE																		
BNC			1680	011440066	9B			H	1680	011258629	9B							0.00
ERROR: USE MRF ADD TO ADD NEW-NIIN TO DATABASE																		

Figure B-6.--Change Notice Error Report.

(a) NORO3302 - Change Notice Report. This report is broken down by individual change notice codes. These are for NIINs that are replaced by or substitutes for another NIIN and have the message, "USE MRF ADD TO ADD NIIN-1 TO DATABASE". If during research, NIIN-1 shows with AAC of "V", the item should be adjusted to reflect the continued use of item until exhaustion from wholesale system. If the item has an AAC of "Y", there is no reason to load the terminal NIIN to the database.



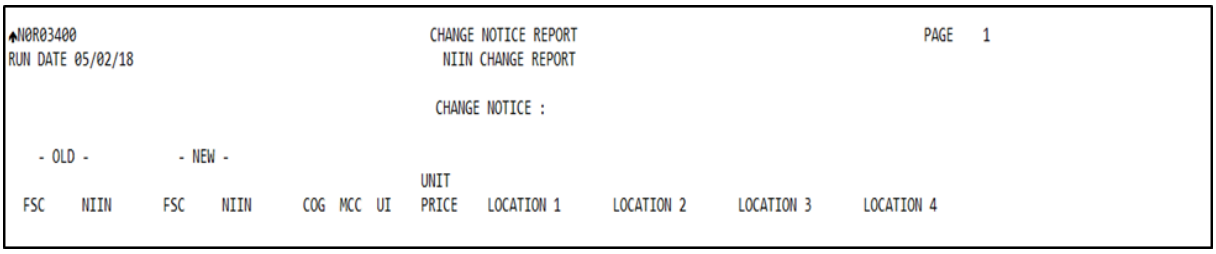
N0R03302 CHANGE NOTICE REPORT PAGE 1
RUN DATE 05/02/18

CHANGE NOTICE : CH

<----- NIIN-1 INFORMATION ----->				<---------- NIIN-2 INFORMATION ---------->						
PMIC FSC	NIIN-1	SMIC	COG UI	FSC	NIIN-2	SMIC	COG SCC UI	MCC DEMIL	AUTH/RESTR	UNIT-PRICE
5305	008718480	9B		5305	009146130	9B	U EA	A	C	0.52
	REMARK: USE MRF ADD TO ADD NIIN-1 TO DATABASE									
5306	002696980	9B		5306	002066540	9B	U EA	A		1.54
	REMARK: USE MRF ADD TO ADD NIIN-1 TO DATABASE									
1560	011252935	9B		1560	013049697	9B	U EA	B		6.58
	REMARK: USE MRF ADD TO ADD NIIN-1 TO DATABASE									
4730	008051404	9B		4730	002784998	9B	EA	A		13.40
	REMARK: USE MRF ADD TO ADD NIIN-1 TO DATABASE									
1560	013123110	9B		1560	013527866	GF 9B	7 EA	D		270.10
	REMARK: USE MRF ADD TO ADD NIIN-1 TO DATABASE									
2840	011310563	9B		2840	013892506	9B	I EA	D		299.47

Figure B-7.--Change Notice Report.

(b) NORO3400 - NIIN Change Report. If a NIIN is replaced by a new NIIN, it will be listed on this report. Part number and locations will be verified in NALCOMIS and R-Supply. If there is materiel on hand, the materiel will be physically changed to reflect the new information.



N0R03400 CHANGE NOTICE REPORT PAGE 1
RUN DATE 05/02/18 NIIN CHANGE REPORT

CHANGE NOTICE :

- OLD -		- NEW -								
FSC	NIIN	FSC	NIIN	COG	MCC	UI	UNIT PRICE	LOCATION 1	LOCATION 2	LOCATION 3	LOCATION 4

Figure B-8.--NIIN Change Report.

(c) NORO3500 - Change Notice List Consumable/Repairable. This report shows NIINs that have migrated from consumable to repairable or repairable to consumable. If the new status is repairable, NALCOMIS automatically assigns a family group code to the NIIN. The FGC/FRC will be validated against the ALTNIINS database from CNAP and changed if necessary. The ALTNIINS database can be downloaded from the AFAST website.

1. The FGC/FRC will need to be added to R-Supply manually. If the COG is a DLR, 1R, or 0Q, then check ERP for the correct family group code and correct NALCOMIS and R-Supply.

(3) R-Supply Batch Change Notice process (pre-defined jobJSS140). The change notice file is loaded in R-Supply using the pre-defined job_ (JSS140) and produces the following output report.

(a) Batch Change Notice Storeroom Action Listing (SAL). The SAL is a five part report which lists records that had any of the following changes: NSN, Unit of Issue (UI), Security Code, Shelf-Life Code (SLC)/Shelf-Life Action Code (SLAC), and records to exhaust, delete, supersede or condemn stock (EDSCS). If a quantity exists in a support package, separate listings

will be generated. Action required on the SAL will be accomplished by WSB and DSB within five working days per reference (f).

(b) The storeroom action listing shows changes to the following data elements:

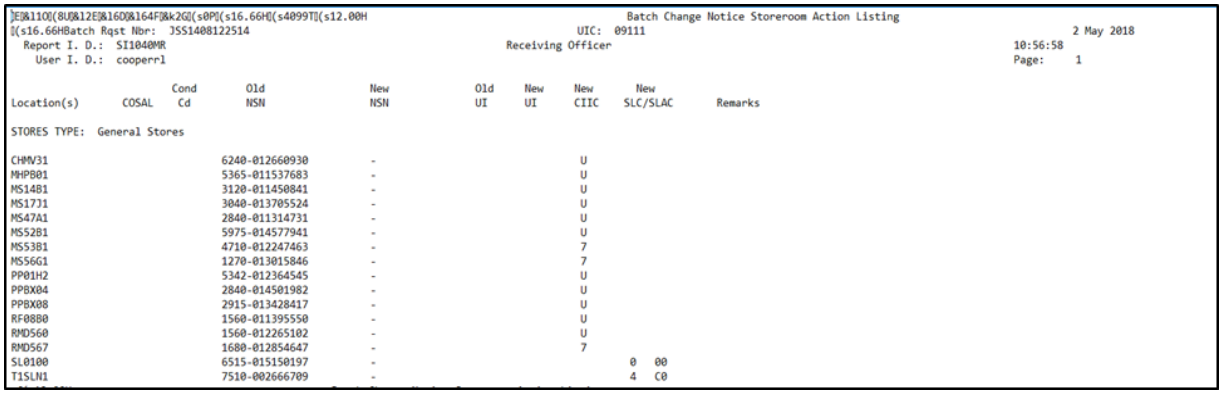
1. National Stock Number (NSN) Changes. Requires the physical change to the NSN on all materiel in stock.

2. Unit of Issue (UI) Changes. Requires the physical change to the packaging of all materiel in stock to conform to the new unit of issue.

3. Security Code Changes. These may require movement of materiel either to or from a security location. If physical locations are changed, input the location change in R-Supply and NALCOMIS. Procedures on the handling of classified materiel can be found in reference (k).

4. Shelf Life Code (SLC)/Shelf Life Action Code (SLAC) Changes. These changes may require personnel to relocate materiel from a designated shelf-life location to a standard general population location. Also, from a general population location to a designated shelf-life location with paying close attention to the shelf-life type. Furthermore, personnel may also have to relocate materiel from a Type II location to a Type I location based upon the SLC, for further shelf-life stocking policy refer to appendix Q of this Manual and reference (k). If physical locations are changed, input the location change in R-Supply and NALCOMIS.

5. Exhaust, Delete, Supersede, or Condemn Stock (EDSCS). Records appearing on this part of the listing will have a message indicating the action to be taken. This materiel will be marked or processed (or both) based on the condition identified. All materiel except that identified to be used until exhausted will be off-loaded.



Batch Change Notice Storeroom Action Listing

Batch Rqst Nbr: JSS1408122514 UIC: 09111 2 May 2018

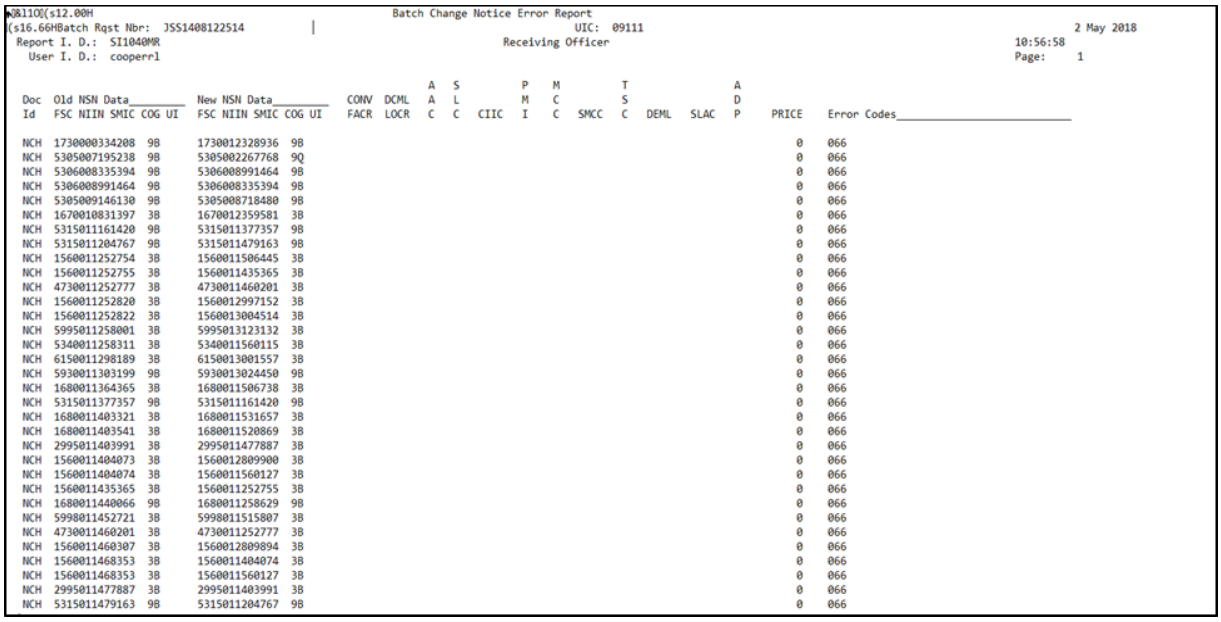
Report I. D.: SI1040MR Receiving Officer 10:56:58

User I. D.: cooperrl Page: 1

Location(s)	COSAL	Cond Cd	Old NSN	New NSN	Old UI	New UI	New CIIC	New SLC/SLAC	Remarks
STORES TYPE: General Stores									
CHMV31			6240-012660930	-			U		
MHPB01			5365-011537683	-			U		
MS14B1			3120-011450841	-			U		
MS17J1			3040-013705524	-			U		
MS47A1			2840-011314731	-			U		
MS52B1			5975-014577941	-			U		
MS53B1			4710-012247463	-			7		
MS56G1			1270-013015846	-			7		
PP01H2			5342-012364545	-			U		
PPBX04			2840-014501982	-			U		
PPBX08			2915-013428417	-			U		
RF08B0			1560-011395550	-			U		
RMD560			1560-012265102	-			U		
RMD567			1680-012854647	-			7		
SL0100			6515-015150197	-				0 00	
T1SLN1			7510-002666709	-				4 C0	

Figure B-9.--Batch Change Notice Storeroom Action Listing (SAL).

(c) Batch Change Notice Error Report. This report contains all updates that did not successfully process into R-Supply/NALCOMIS. Each record is assigned an error code, a detailed list of the codes can be found at the bottom of the Change Notice Report. Corrective actions must be taken to successfully process the records and updates must be made in NALCOMIS and R-Supply.



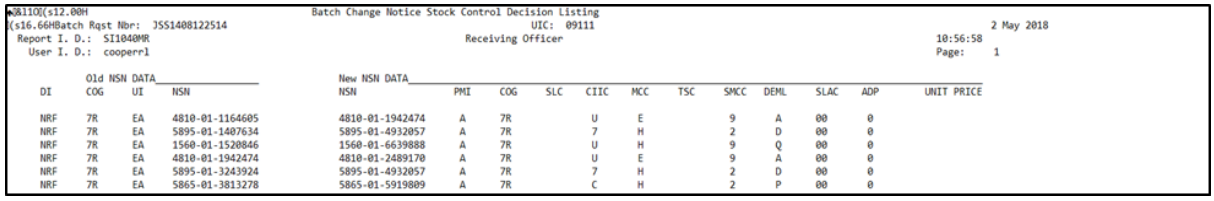
Batch Change Notice Error Report

(s16.66HBatch Rqst Nbr: JSS1408122514 | UIC: 09111 2 May 2018
Report I. D.: SI1040MR Receiving Officer 10:56:58
User I. D.: cooperrl Page: 1

Doc Id	Old NSN Data FSC NIIN SMIC COG UI	New NSN Data FSC NIIN SMIC COG UI	CONV FACR	DCML LOCR	A A C	S L C	CIIC	P M I	M C C	SMCC	T S C	DEML	SLAC	A D P	PRICE	Error Codes
NCH	1730000334208 9B	1730012328936 9B													0	066
NCH	5305007195238 9B	5305002267768 9Q													0	066
NCH	5306008335394 9B	5306008991464 9B													0	066
NCH	5306008991464 9B	5306008335394 9B													0	066
NCH	5305009146130 9B	5305008718480 9B													0	066
NCH	1670010831397 3B	1670012359581 3B													0	066
NCH	5315011161420 9B	5315011377357 9B													0	066
NCH	5315011204767 9B	5315011479163 9B													0	066
NCH	1560011252754 3B	1560011506445 3B													0	066
NCH	1560011252755 3B	1560011435365 3B													0	066
NCH	4730011252777 3B	4730011460201 3B													0	066
NCH	1560011252820 3B	1560012997152 3B													0	066
NCH	1560011252822 3B	1560013004514 3B													0	066
NCH	5995011258001 3B	5995013123132 3B													0	066
NCH	5340011258311 3B	5340011560115 3B													0	066
NCH	6150011298189 3B	6150013001557 3B													0	066
NCH	5930011303199 9B	5930013024450 9B													0	066
NCH	1680011364365 3B	1680011506738 3B													0	066
NCH	5315011377357 9B	5315011161420 9B													0	066
NCH	1680011403321 3B	1680011531657 3B													0	066
NCH	1680011403541 3B	1680011520869 3B													0	066
NCH	2995011403991 3B	2995011477887 3B													0	066
NCH	1560011404073 3B	1560012809900 3B													0	066
NCH	1560011404074 3B	1560011560127 3B													0	066
NCH	1560011435365 3B	1560011252755 3B													0	066
NCH	1680011440066 9B	1680011258629 9B													0	066
NCH	5998011452721 3B	5998011515807 3B													0	066
NCH	4730011460201 3B	4730011252777 3B													0	066
NCH	1560011460307 3B	1560012809894 3B													0	066
NCH	1560011468353 3B	1560011404074 3B													0	066
NCH	1560011468353 3B	1560011560127 3B													0	066
NCH	2995011477887 3B	2995011403991 3B													0	066
NCH	5315011479163 9B	5315011204767 9B													0	066

Figure B-10.--Batch Change Notice Error Report.

(d) Batch Change Notice Stock Control Decision Listing (SCDL). The Stock Control Decision Listing will be produced whenever a change notice reversal is processed. During original Change Notice Processing, data elements such as RO, ATC, ARRC, IRC and substitute records are updated. During Change Notice Reversal Processing, data elements are not updated; therefore, the record will appear in the SCDL to identify records needing manual corrections. There are times when the change notice process will delete limit flags, Family Group Codes and substitute NIINS on the Stock Control Decision Listing. All NIINS will be reviewed in R-Supply and NALCOMIS, and if necessary, load missing data elements. Procedures for processing Local Change Notice (interactive) are described in the R-Supply User Guide (PDF) file from NIWC Atlantic/Pacific, or reference (k). Annotate appropriate corrective action on records listed in the SCDL.



Batch Change Notice Stock Control Decision Listing

(s16.66HBatch Rqst Nbr: JSS1408122514 UIC: 09111 2 May 2018
Report I. D.: SI1040MR Receiving Officer 10:56:58
User I. D.: cooperrl Page: 1

DI	Old NSN DATA COG	UI	NSN	New NSN DATA NSN	PMI	COG	SLC	CIIC	MCC	TSC	SMCC	DEML	SLAC	ADP	UNIT PRICE
NRF	7R	EA	4810-01-1164605	4810-01-1942474	A	7R		U	E		9	A	00	0	
NRF	7R	EA	5895-01-1407634	5895-01-4932057	A	7R		7	H		2	D	00	0	
NRF	7R	EA	1560-01-1520846	1560-01-6639888	A	7R		U	H		9	Q	00	0	
NRF	7R	EA	4810-01-1942474	4810-01-2489170	A	7R		U	E		9	A	00	0	
NRF	7R	EA	5895-01-3243924	5895-01-4932057	A	7R		7	H		2	D	00	0	
NRF	7R	EA	5865-01-3813278	5865-01-5919809	A	7R		C	H		2	P	00	0	

Figure B-11.--Batch Change Notice Stock Control Decision Listing (SCDL).

(e) Batch Change Notice Repair Parts MCC Decision Listing (RMDL). The Repair Parts MCC Decision Listing contains records whose MCC has migrated from consumable to repairable or repairable to consumable. When an MCC changes the record will be verified and materiel will be remarked.

```
&1000(s12.00H                  Batch Change Notice Repair Parts MCC Decision Listing
)(s16.66HBatch Rqst Nbr:  JSS1408122514                    UIC:  09111                    2 May 2018
  Report I. D.:  SI1040MR                          Receiving Officer                    10:56:58
    User I. D.:  cooperrl                                                               Page:    1

                NSN_____          MCC Old     MCC New    Stores Type   Location     COSAL    Cond Cd

                4810-01-2489170                              0          RMD559
```

Figure B-12.--Batch Change Notice Repair Parts MCC Decision Listing (RMDL).

c. Annual Price Change. The Annual Price Change (APC) is distributed by NAVSUP WSS and is available for download and processing annually in conjunction with the end of year closeout (EOY) procedures. The APC file must be loaded following EOY closeout and in accordance with reference (aj). The APC file is processed in R-Supply using pre-defined job (JSS130) and NALCOMIS using batch process (J01000 NIIN Annual Price UPD RPTS).

(1) NALCOMIS APC Processing

(a) Initiating File Transfer in NALCOMIS

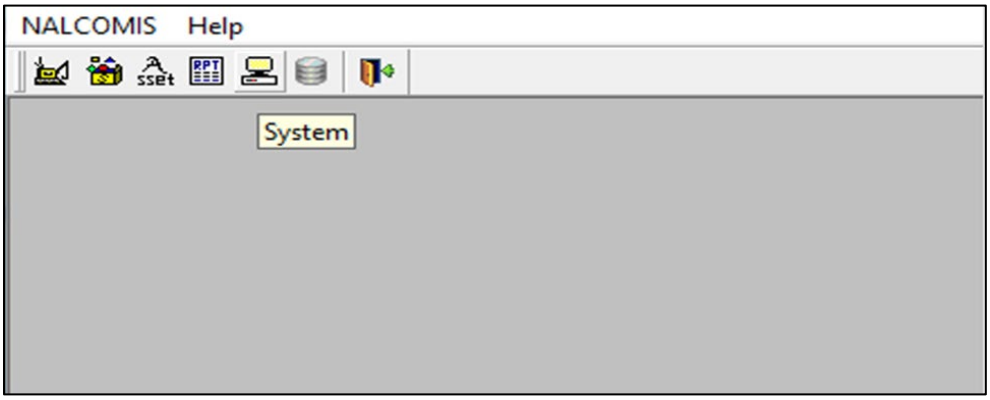


Figure B-13.--Initiating File Transfer in NALCOMIS.

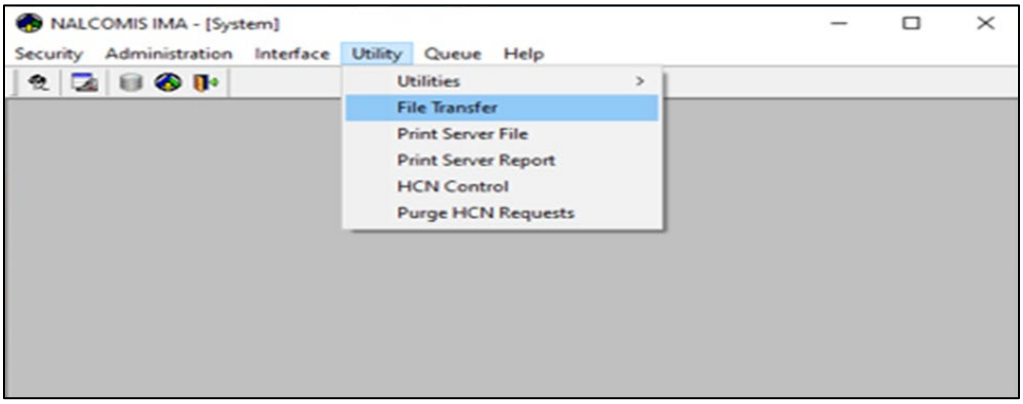


Figure B-13.--Initiating File Transfer in NALCOMIS, Continued.

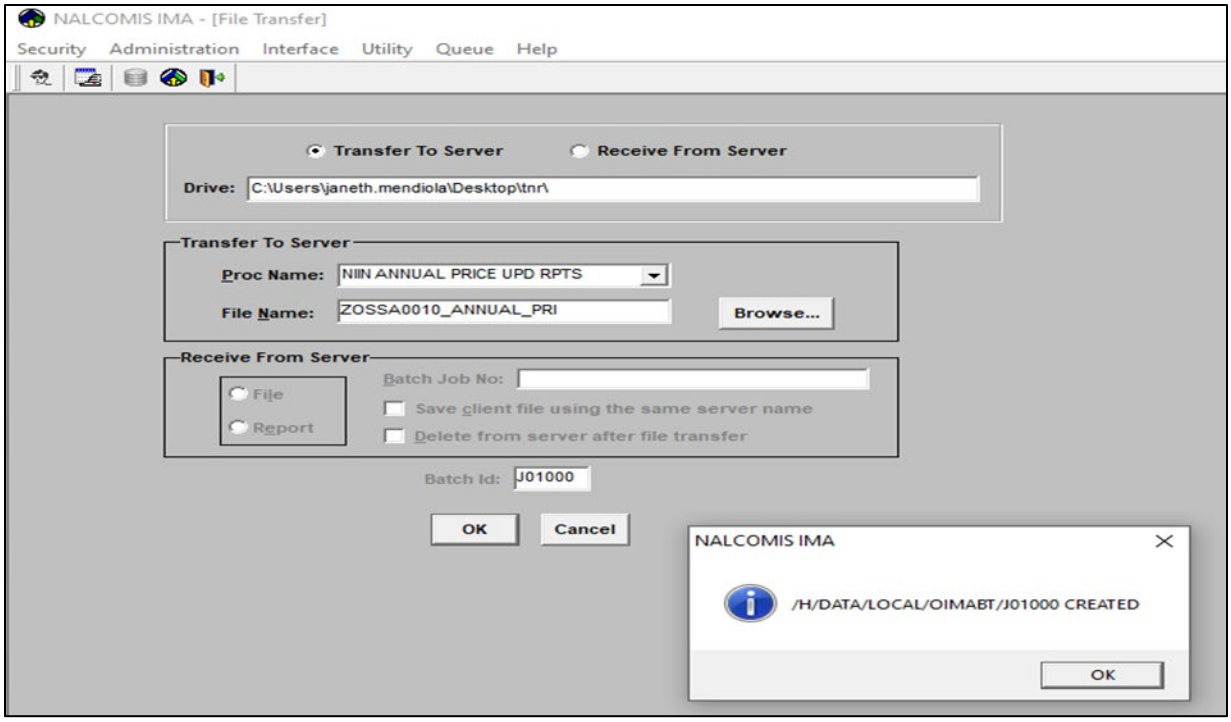


Figure B-13.--Initiating File Transfer in NALCOMIS, Continued.

(b) Initiating Job in NALCOMIS

Figure B-14.--Initiating Job in NALCOMIS.

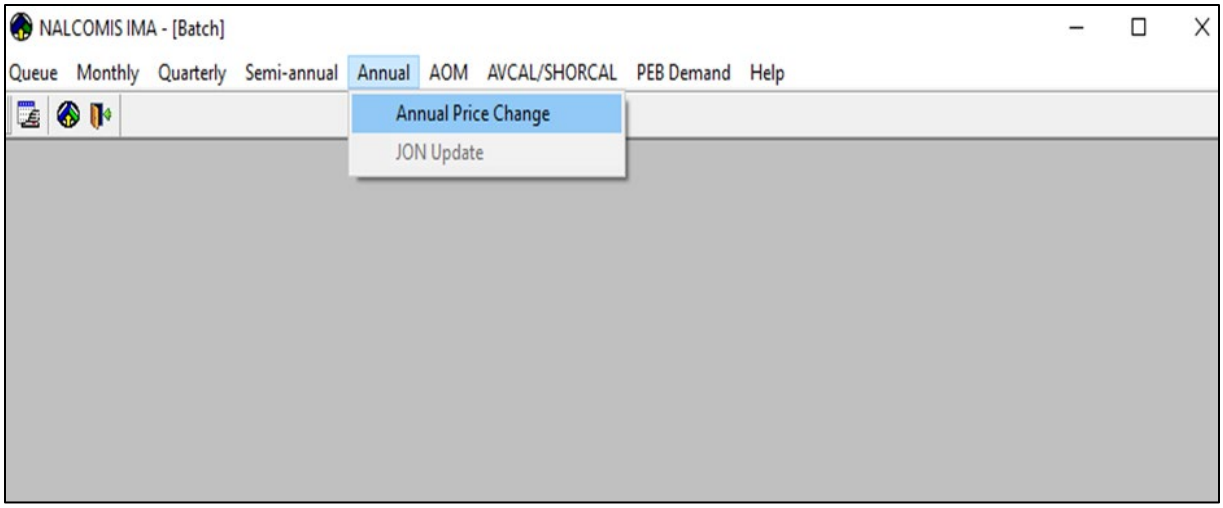


Figure B-14.--Initiating Job in NALCOMIS, Continued.

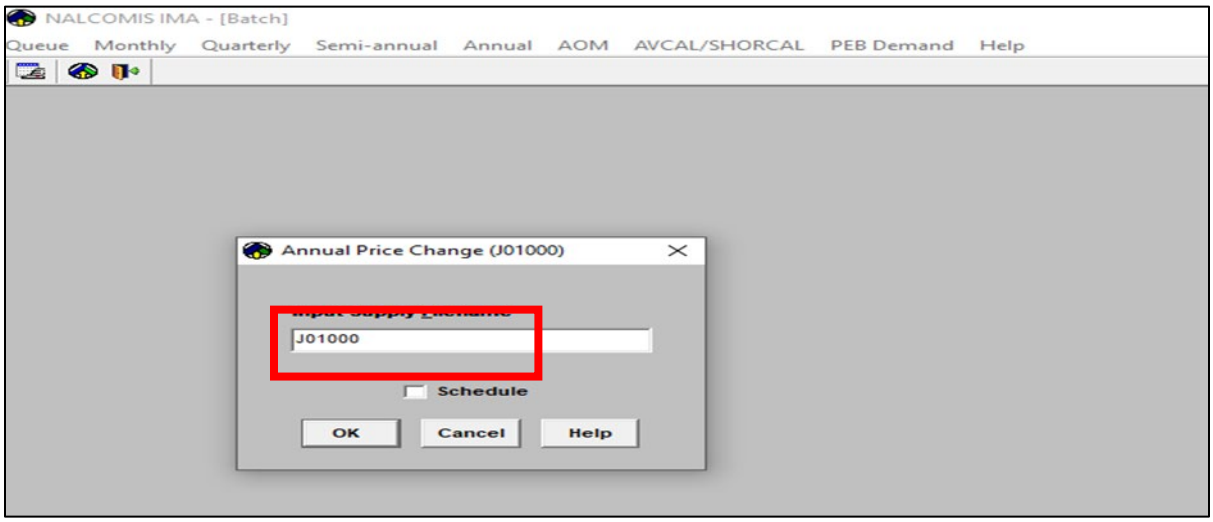


Figure B-14.--Initiating Job in NALCOMIS, Continued.

(c) Releasing Job in NALCOMIS

Figure B-15.--Releasing Job NALCOMIS.

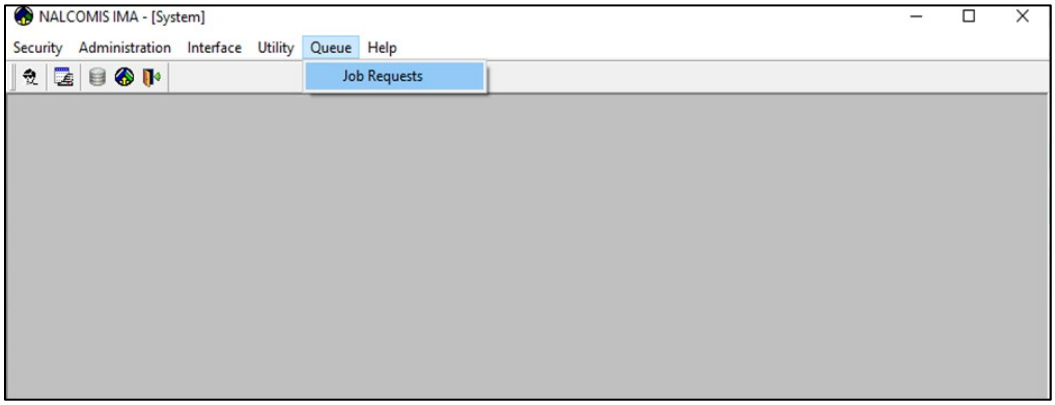


Figure B-15.--Releasing Job NALCOMIS, Continued.

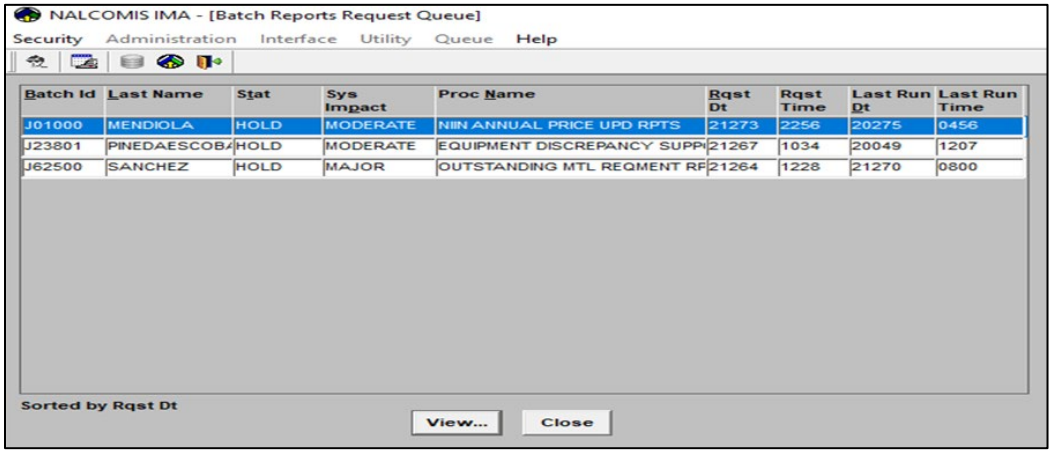


Figure B-15.--Releasing Job NALCOMIS, Continued.

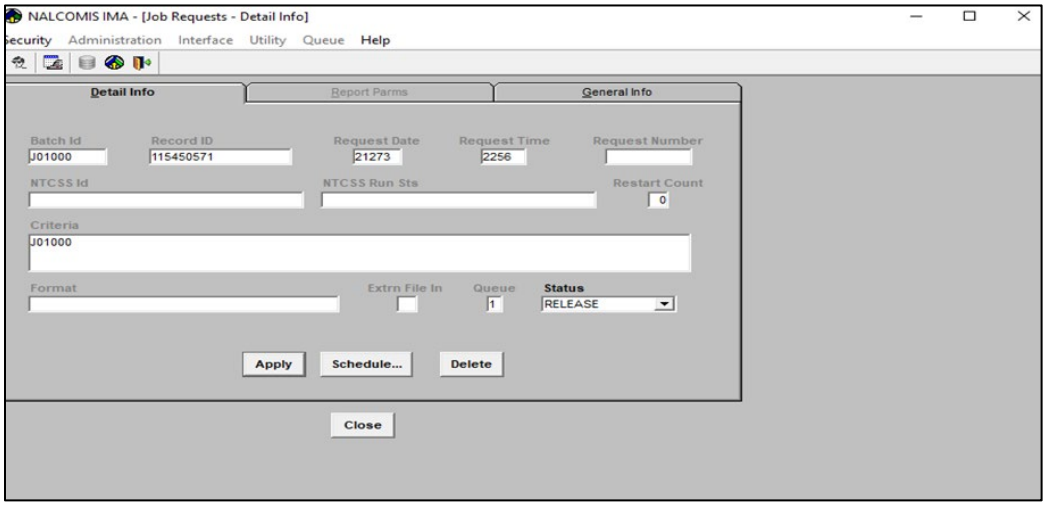


Figure B-15.--Releasing Job NALCOMIS, Continued.

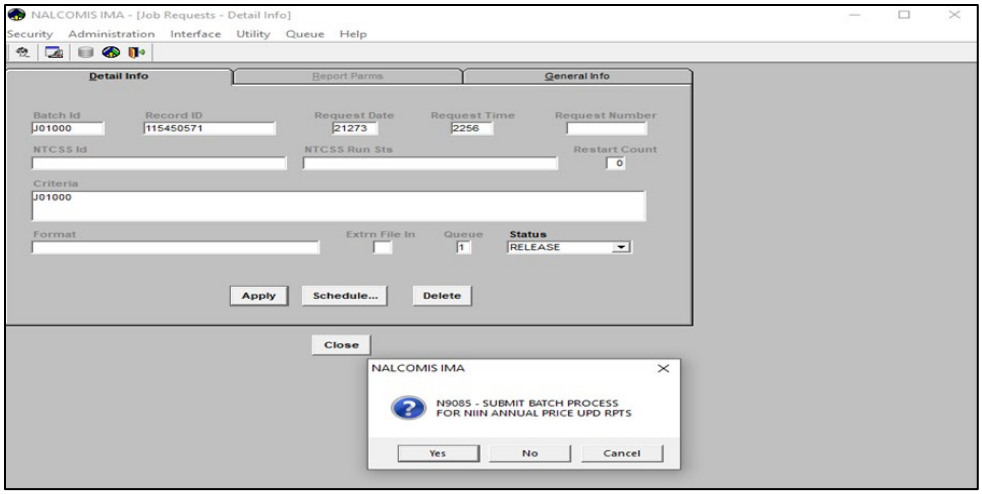


Figure B-15.--Releasing Job NALCOMIS, Continued.

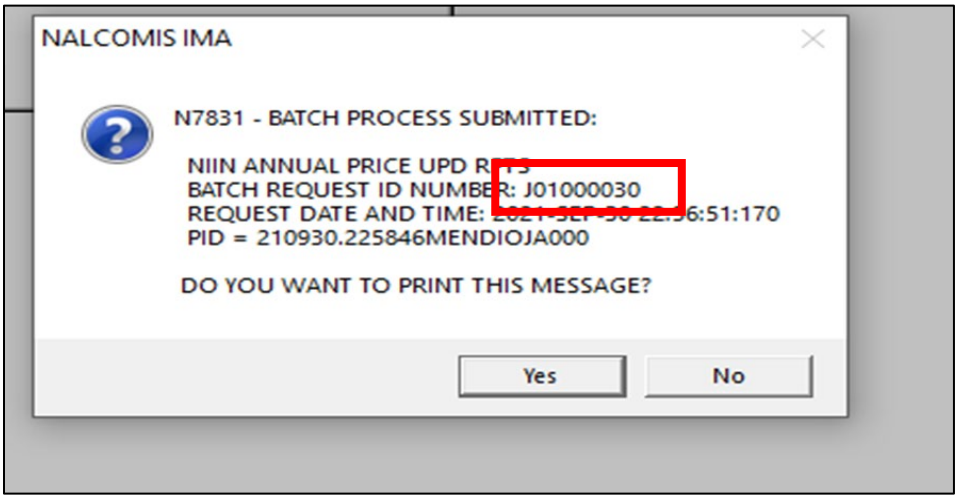


Figure B-15.--Releasing Job NALCOMIS, Continued.

(d) File Transfer (AUD File) Job in NALCOMIS

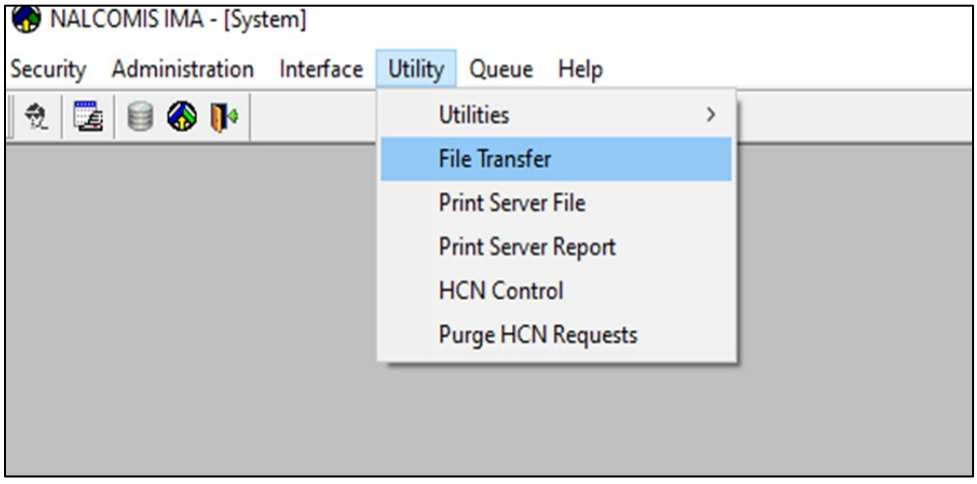


Figure B-16.--File Transfer (AUD File) Job in NALCOMIS.

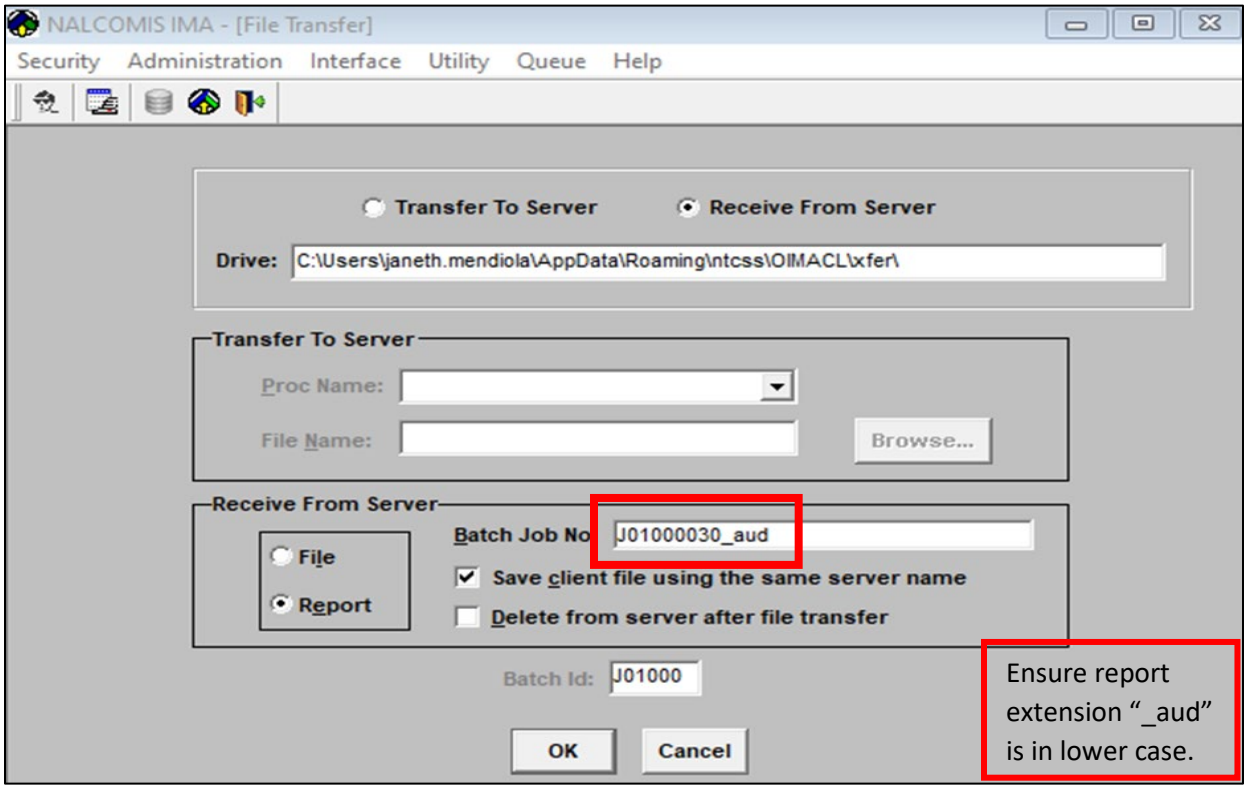


Figure B-16.--File Transfer (AUD File) Job in NALCOMIS, Continued.

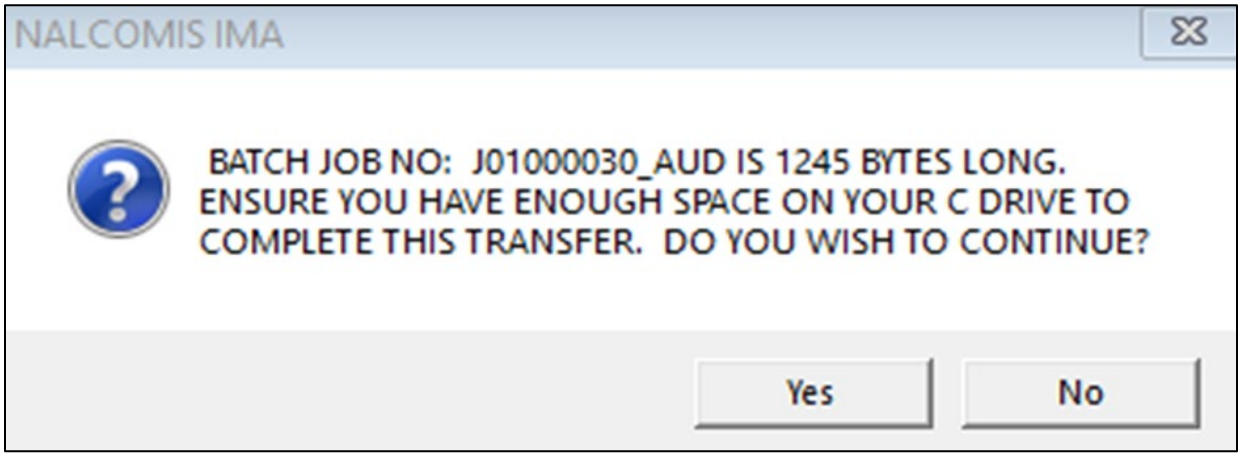


Figure B-16.--File Transfer (AUD File) Job in NALCOMIS, Continued.

(e) File Transfer (LOG File) Job in NALCOMIS

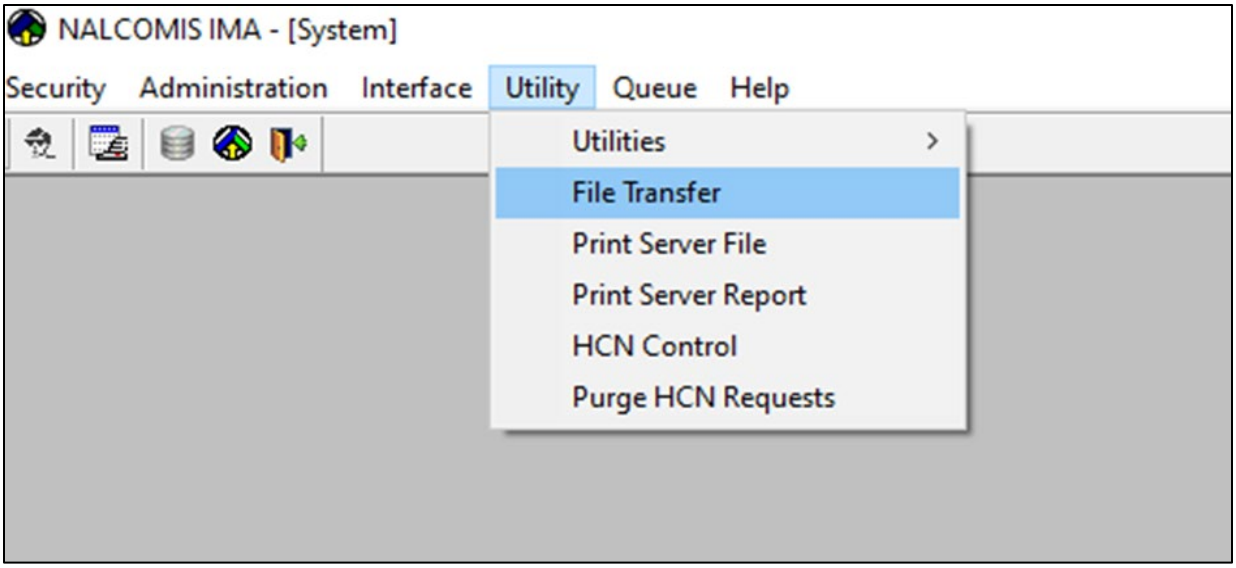


Figure B-17.--File Transfer (LOG File) Job in NALCOMIS.

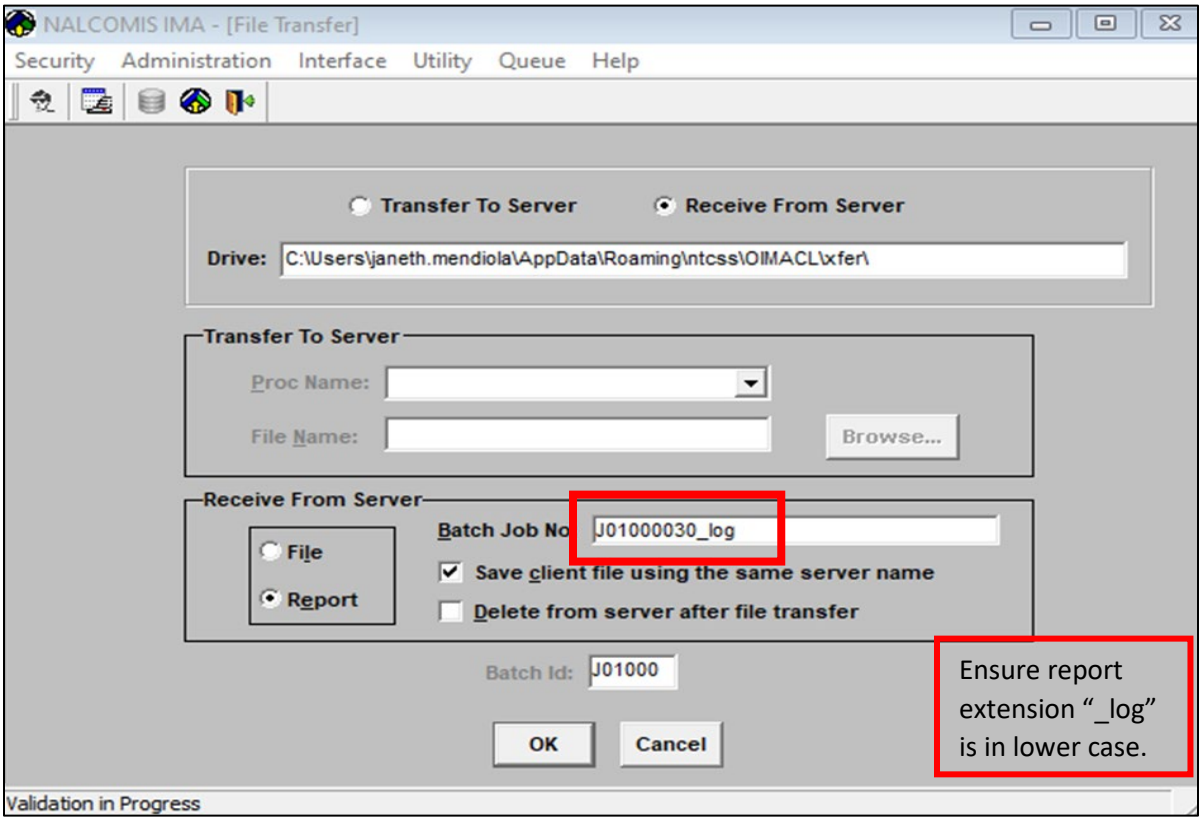


Figure B-17.--File Transfer (LOG File) Job in NALCOMIS, Continued.

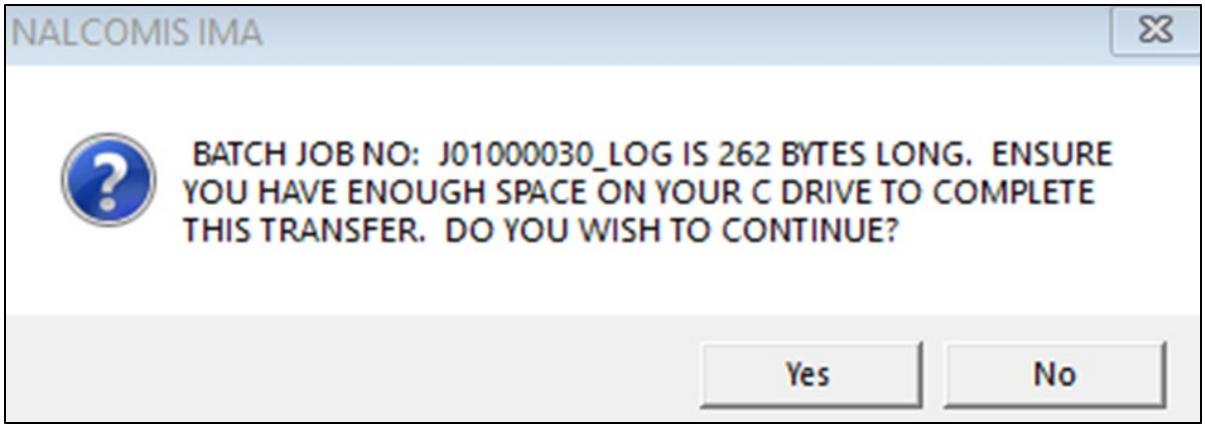


Figure B-17.--File Transfer (LOG File) Job in NALCOMIS, Continued.

(f) NALCOMIS AUD Output. Review for accuracy prior to submitting for EOFY compliance via WASMAT to MARFOR, in accordance with reference (aj) and appendix D of this reference.

Figure B-18.--NALCOMIS AUD Output.

(g) NALCOMIS LOG Output. Review for accuracy prior to submitting for EOFY compliance via WASMAT to MARFOR, in accordance with reference (aj) and appendix D of this reference.

ASD Org = GFZ
AIMD Org = GF1
ASD RT ID = Q41
RT ID FISC = NDZ
CLST INAS = N00244
FISC UIC =
NSN INTG FG = Y
AIMD MATL FG = Y
HIGH MONEY VALUE = 5000.00
EXCESS QTY ORD = 5
SUP SYS NM = R-SUPPLY
PEB CONV FG = Y
ERP STK REPLEN FG = N
REPL 60 SER FG = Y

Figure B-19.--NALCOMIS Log Output.

(2) R-Supply APC Processing

(a) Initiating File Transfer in R-Supply

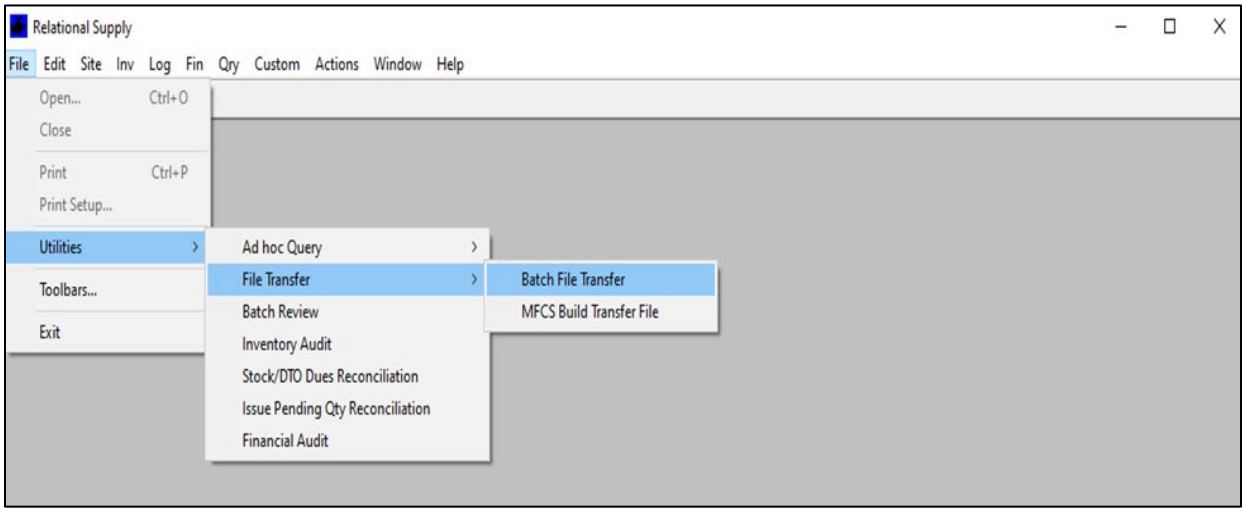


Figure B-20.--Initiating File Transfer in R-Supply.

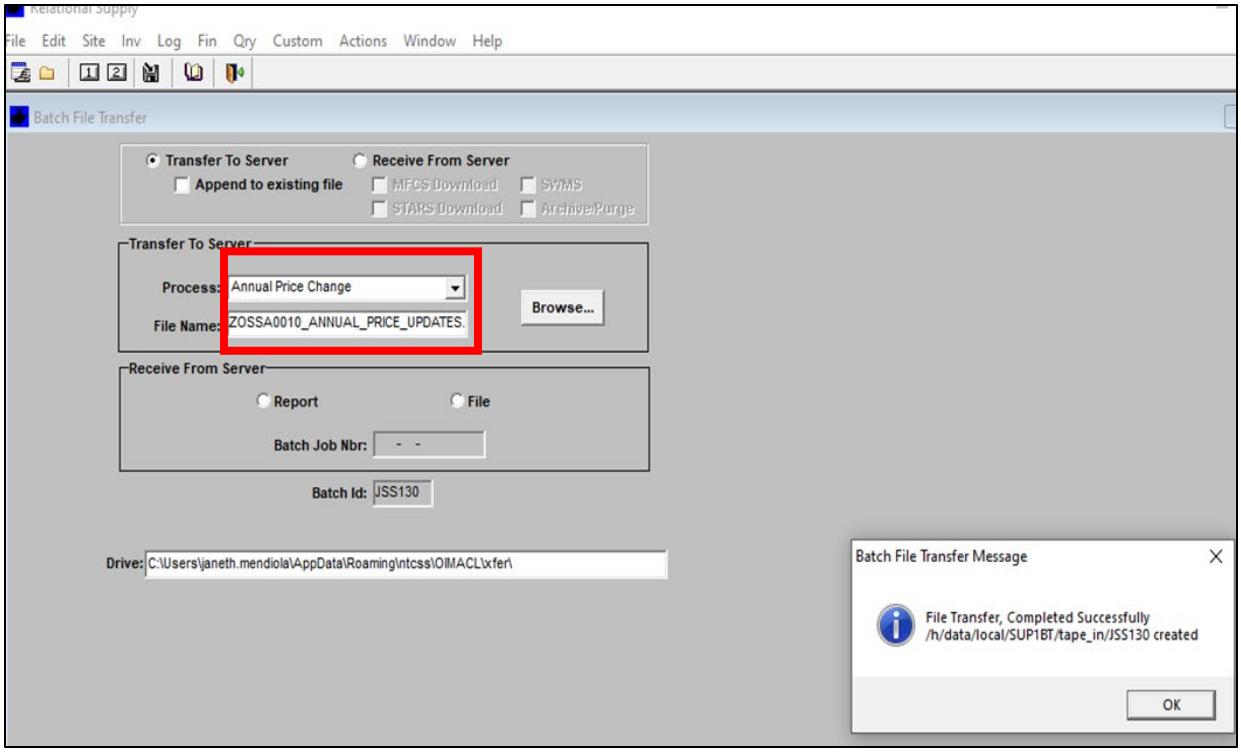


Figure B-20.--Initiating File Transfer in R-Supply, Continued.

(b) Scheduling APC in R-Supply

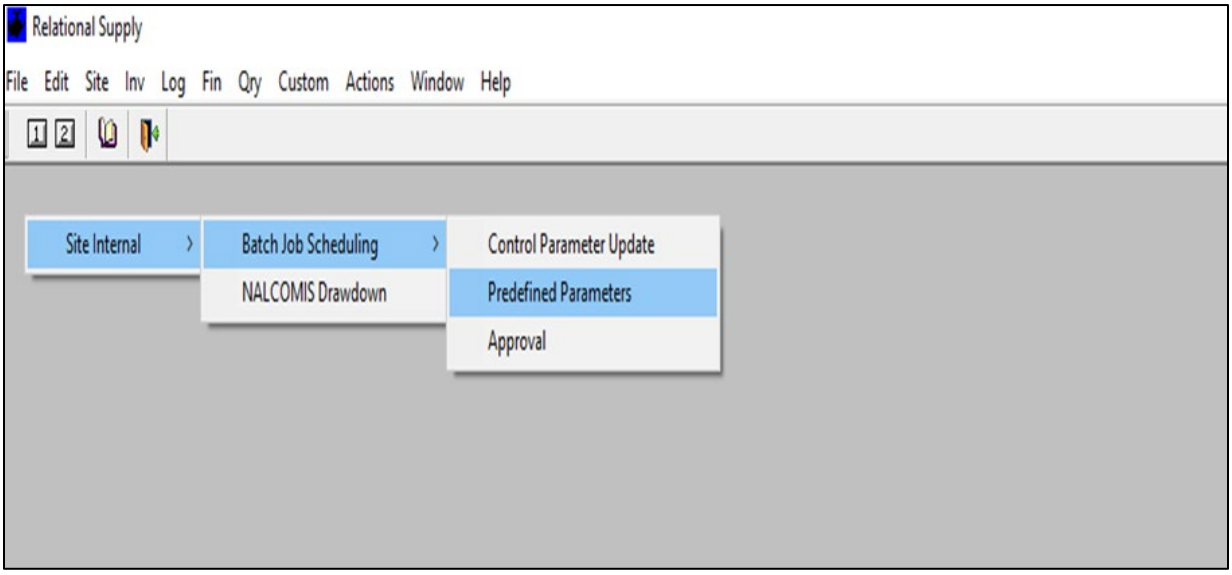


Figure B-21.--Scheduling APC in R-Supply.

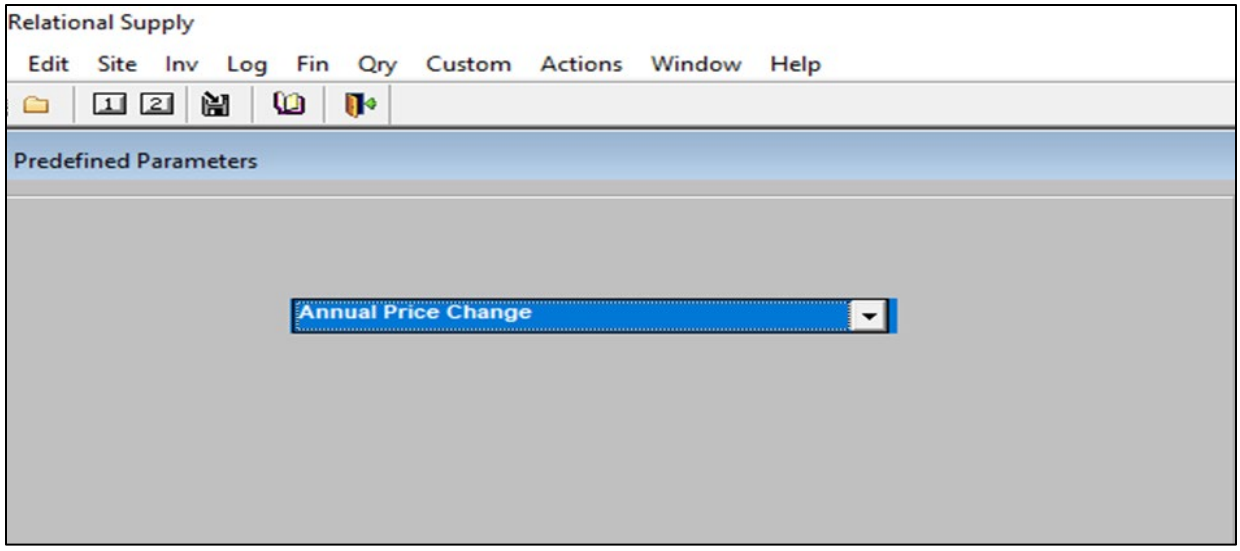


Figure B-21.--Scheduling APC in R-Supply, Continued.

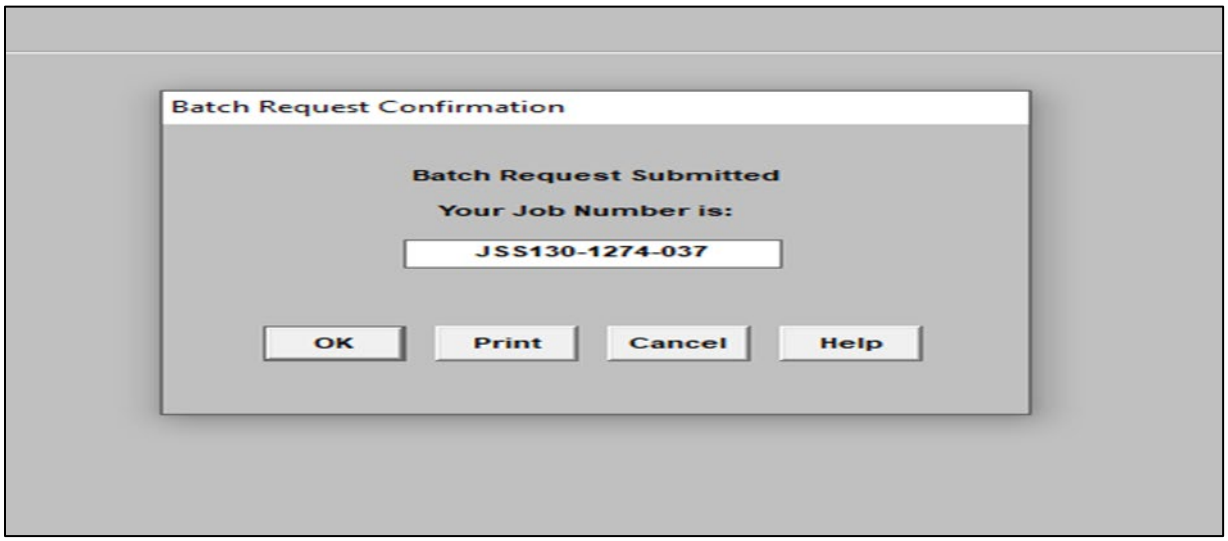


Figure B-21.--Scheduling APC in R-Supply, Continued.

(c) Releasing APC in R-Supply

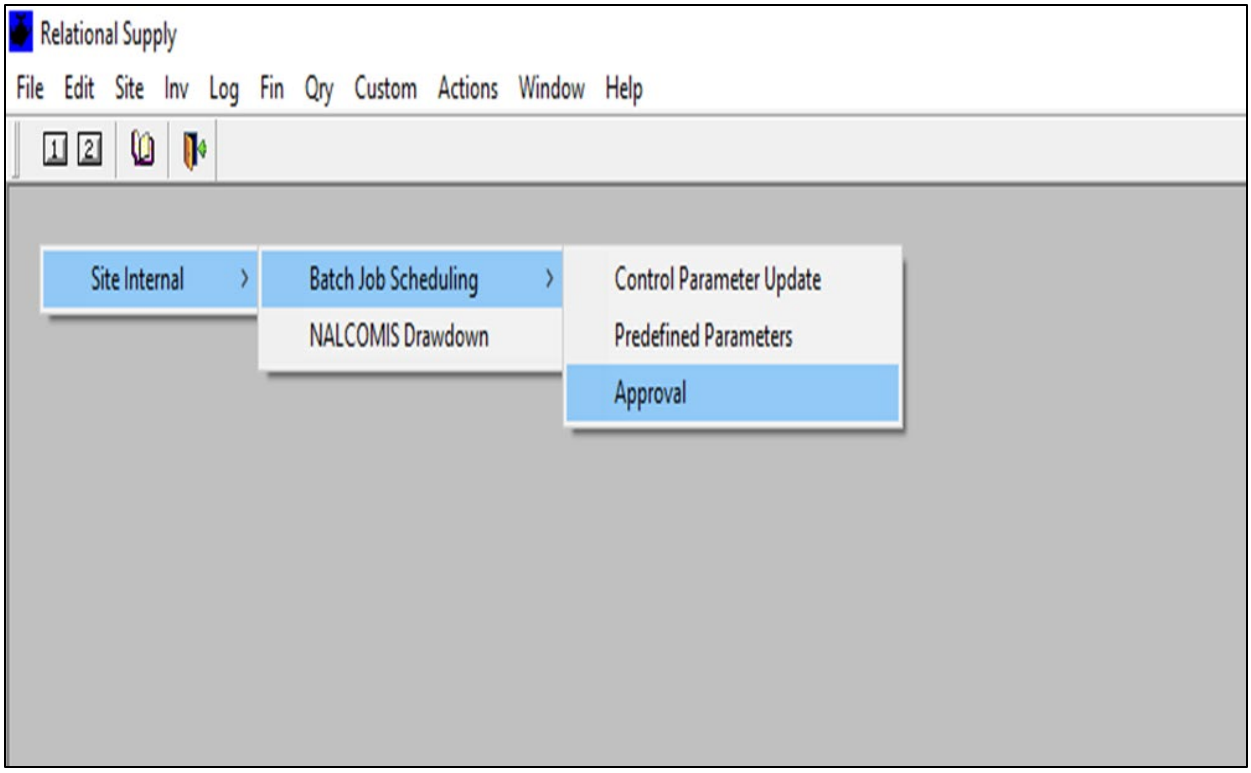


Figure B-22.--Releasing APC in R-Supply.

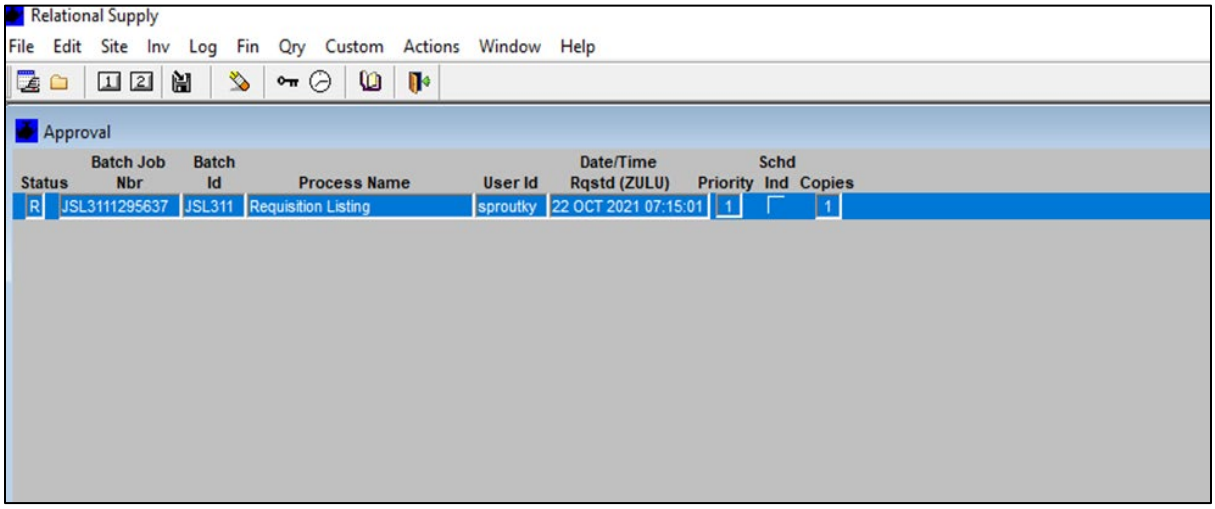


Figure B-22.--Releasing APC in R-Supply, Continued.

(d) File Transfer in R-Supply

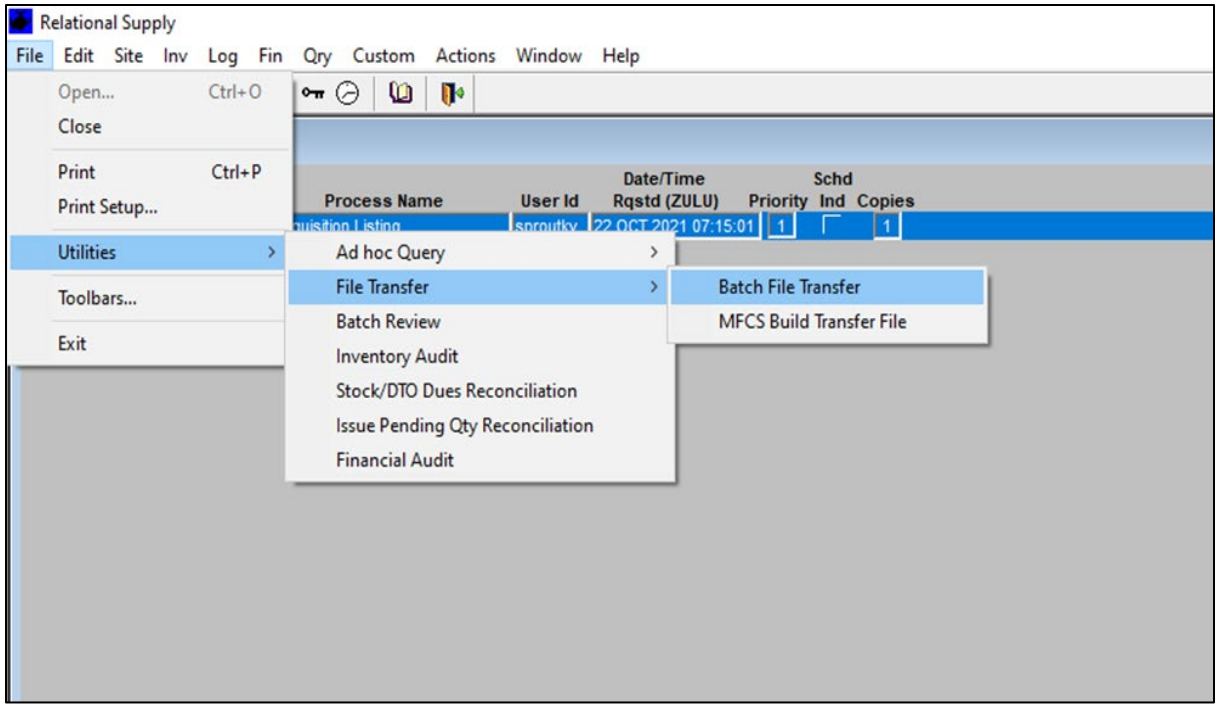


Figure B-23.--File Transfer in R-Supply.

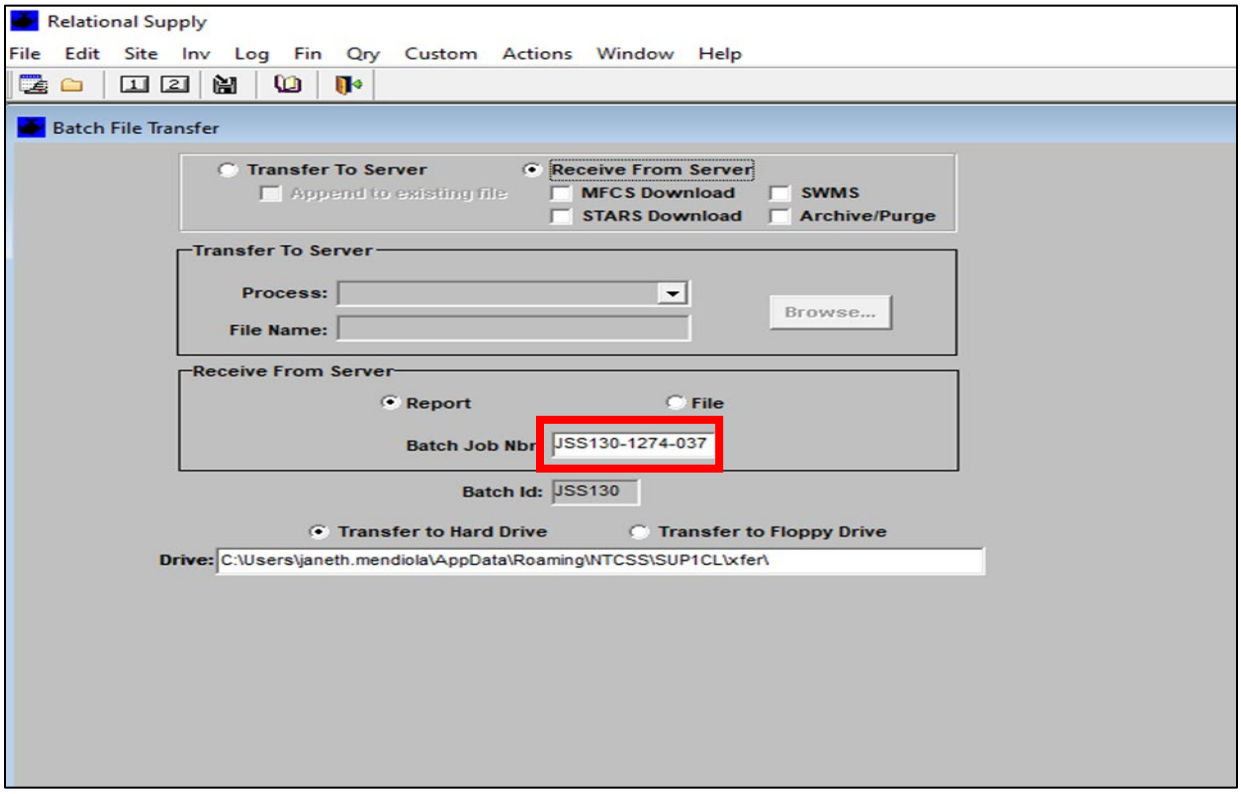


Figure B-23.--File Transfer in R-Supply, Continued.

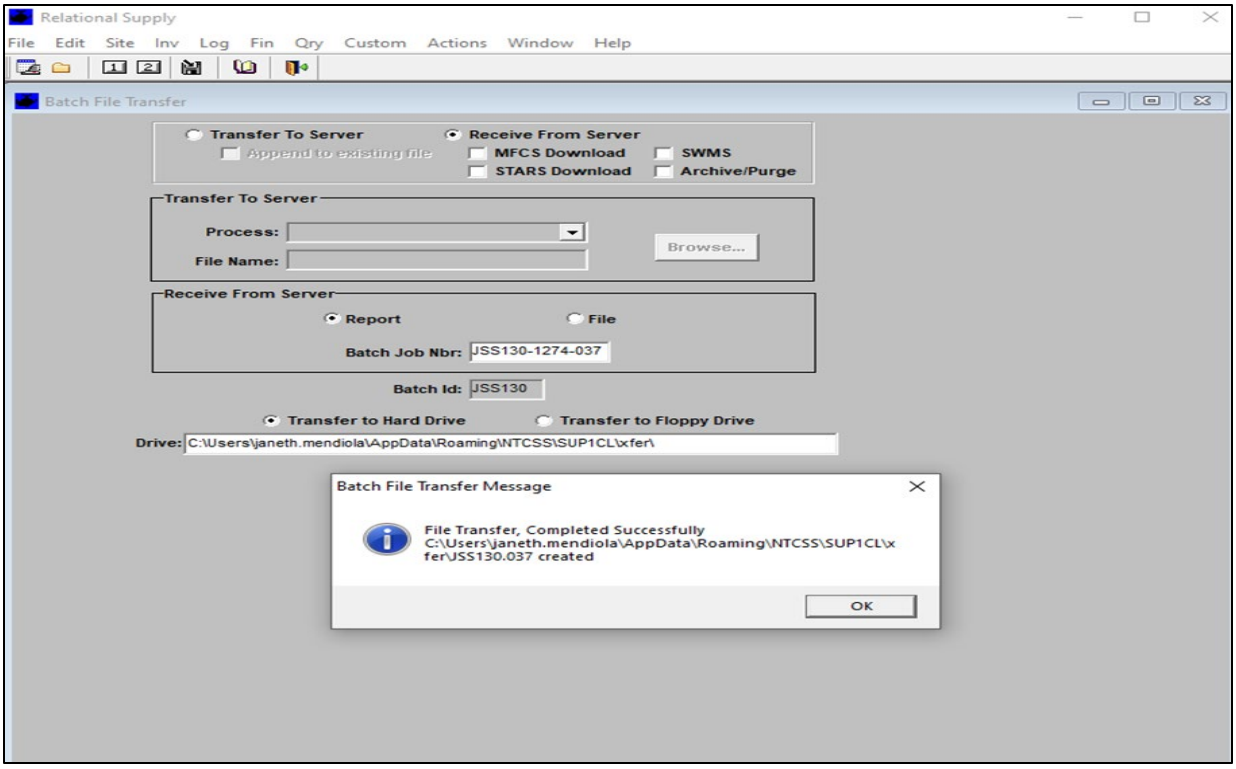


Figure B-23.--File Transfer in R-Supply, Continued.

(e) R-Supply Output. Review for accuracy prior to submitting for EOFY compliance via WASMAT to MARFOR, in accordance with reference (aj) and appendix D of this reference.

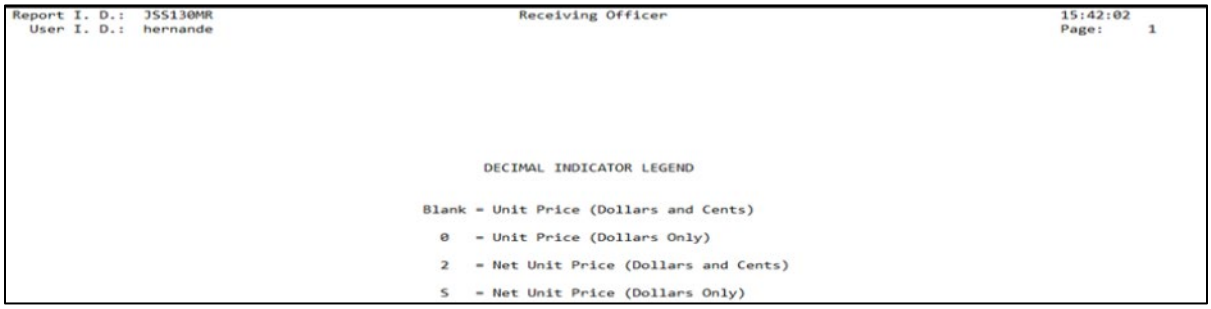
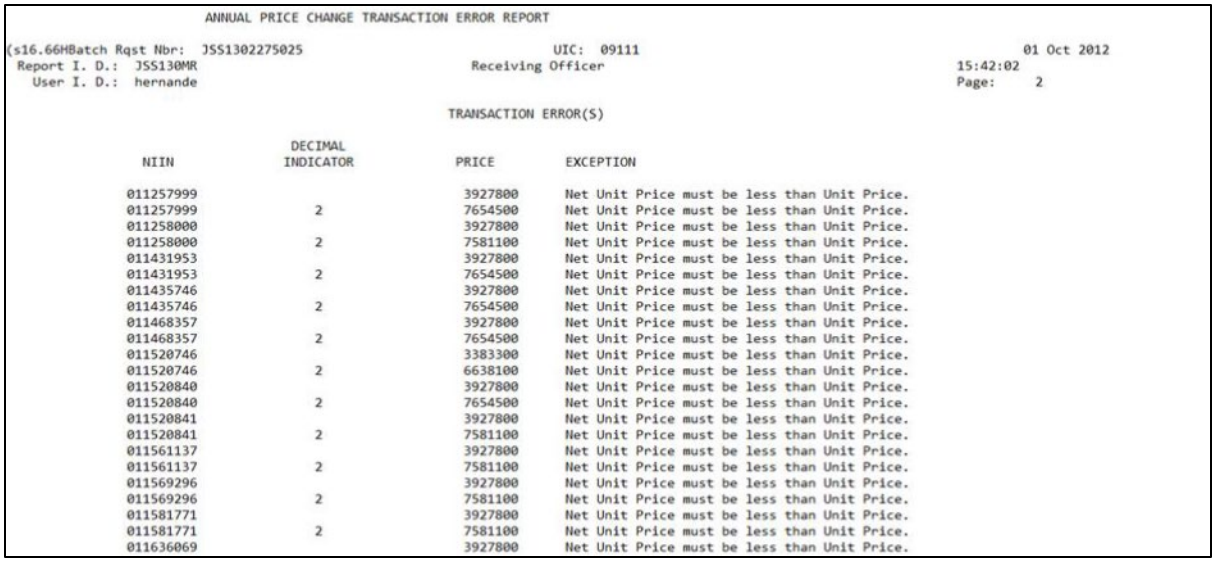


Figure B-24.--APC Report.



ANNUAL PRICE CHANGE TRANSACTION ERROR REPORT

(s16.66HBatch Rqst Nbr: JSS1302275025 UIC: 09111 01 Oct 2012
Report I. D.: JSS130MR Receiving Officer 15:42:02
User I. D.: hernande Page: 2

TRANSACTION ERROR(S)

NIIN	DECIMAL INDICATOR	PRICE	EXCEPTION
011257999		3927800	Net Unit Price must be less than Unit Price.
011257999	2	7654500	Net Unit Price must be less than Unit Price.
011258000		3927800	Net Unit Price must be less than Unit Price.
011258000	2	7581100	Net Unit Price must be less than Unit Price.
011431953		3927800	Net Unit Price must be less than Unit Price.
011431953	2	7654500	Net Unit Price must be less than Unit Price.
011435746		3927800	Net Unit Price must be less than Unit Price.
011435746	2	7654500	Net Unit Price must be less than Unit Price.
011468357		3927800	Net Unit Price must be less than Unit Price.
011468357	2	7654500	Net Unit Price must be less than Unit Price.
011520746		3383300	Net Unit Price must be less than Unit Price.
011520746	2	6638100	Net Unit Price must be less than Unit Price.
011520840		3927800	Net Unit Price must be less than Unit Price.
011520840	2	7654500	Net Unit Price must be less than Unit Price.
011520841		3927800	Net Unit Price must be less than Unit Price.
011520841	2	7581100	Net Unit Price must be less than Unit Price.
011561137		3927800	Net Unit Price must be less than Unit Price.
011561137	2	7581100	Net Unit Price must be less than Unit Price.
011569296		3927800	Net Unit Price must be less than Unit Price.
011569296	2	7581100	Net Unit Price must be less than Unit Price.
011581771		3927800	Net Unit Price must be less than Unit Price.
011581771	2	7581100	Net Unit Price must be less than Unit Price.
011636069		3927800	Net Unit Price must be less than Unit Price.

Figure B-24.--APC Report, Continued.

APPENDIX C

STOCK CONTROL REVIEW LISTING

1. General

a. Background. This appendix provides information concerning the Stock Control Review Listing (SCRL) and should be utilized as a reference guide when working and reviewing the daily report. Furthermore, this report is a managerial report, which is used as a check and balance, ensuring all personnel are adhering to policies/procedures outlined in this Manual.

b. Overview. The SCRL is provided daily as a result of routine SAA processing, which records transactions processed in R-Supply and warrants managerial attention. The SCRL will only record transactions from the date of the last report. Supply managers and supervisors determine if corrective action is necessary. Some example transactions include, but are not limited to cancelled requisitions, deleted suspense records, and exceptions records.

NOTE: Personnel working the NALCOMIS interface and R-Supply Suspense will not work the SCRL.

c. Purpose. This report provides notification of transactions that may require corrective action. In addition, it identifies transactions with high financial impact that may require managerial attention.

d. Frequency. The SCRL is a report which the SAA will produce and provide daily.

2. Required Annotations. Each record on the report will be annotated with the action taken, SCRL must be signed and dated by the individual working the report. OIC/SNCOIC's will sign and date after reviewing and validating the report.

3. The Stock Control Review Listing consists of the following six sections:

a. Maintain Stock Item Information/Action. This section will reflect changes, such as COG, SLC/SLAC, requisition quantity, etc. All items in this section need to be validated with accurate supply information from WebFLIS, One Touch, FedMall, or ERP. In addition, ensure correct information is processed in both NALCOMIS and R-Supply, as required. Below are some common messages that appear on this section and possible actions:

(1) Change. Via supply status "BG" (NSN replaced or consolidated). Customer or Locations need to be validated to ensure change is appropriate based on initial requirement.

(2) Cog has been changed. Locations/on-hand quantities need to be annotated with correct information. Repairable to Consumable or vice versa may require a location change.

(3) Quantity Change. Via supply status "BJ" (quantity change). Customer or Location (space) needs to be validated to ensure change, due to unit pack, is appropriate based on initial requirement.

(4) SLAC/SLC Change. Storeroom Actions Required. Locations/on-hand quantities need to be annotated with correct information, screened for expiration, and possible location change.

(5) Substitute. Via supply status "BH" (substitute/interchangeable item). Validate with the customer if item is a suitable substitute and update NALCOMIS and R-Supply appropriately. Ensure appropriate Allowance Type (AT) Code and Primary-Substitute Indicator (PSIND) is loaded in R-Supply.

(6) Unit price has changed. Via supply status "B7" (unit price change) or manual via Maintain Stock Item. Make note and review for future DL/OVR charges.

(7) Security code change. Storeroom Action Required. If changed to classified/unclassified, coordinate with WMD OIC/SNCOIC to ensure the materiel is properly stowed.

(8) Stock number change. Storeroom Action Required. Locations/on-hand quantities need to be annotated with correct information.

(9) Repairable MCC has been changed. Repairable to Consumable or vice versa may require a location change.

(10) Establish cross reference data. Part number from current NIIN has been added to new NIIN.

b. Stock Control Information/Action. This section reflects requisitions that were deleted during R-Supply Suspense processing. The report will post the transactions as "Cancelled". Requisitions cancelled in suspense and incoming interface portions must be reviewed and action taken as failure to rectify the transaction can prevent requisitions from being financially obligated in R-Supply. All items in this section need to be validated with accurate supply information from WebFLIS, One Touch, FedMall, or ERP. In addition, ensure correct information is processed in both NALCOMIS and R-Supply, as required. Below are some common messages that appear in this section and recommended actions to be taken:

(1) Cancelled in requisition release. Records populate in this section when they are cancelled from the requisition release module in R-Supply when executing an Automatic Reorder.

(a) Review for deficiency or appropriate change to Requisitioning Objective (RO).

(b) May be due to lack of BP-28 funds.

(c) Did not meet minimum order requirement.

(2) Cancelled in suspense. Transaction was deleted from R-Supply Suspense without properly processing the transaction. In some cases, cancelling transactions in suspense is warranted, if the information is posted in R-Supply. Research as indicated below:

(a) Validate transactions to ensure correct action was taken in both NALCOMIS and R-Supply.

(b) Review of suspense listing for action taken and identify personnel deleting transactions.

(c) Validate for duplicate shipments/issues.

(d) Can be caused by reprocessing NALCOMIS interface.

(3) Cancelled in incoming interface. A transaction was deleted on the NALCOMIS Internal Outgoing interface.

(a) Validate to ensure correct action was taken in both NALCOMIS and R-Supply.

(b) May require review of NALCOMIS Internal Outgoing Interface listings for action taken and identify personnel processing transactions.

(4) Receipt reversal. Check for Supply Discrepancy Report (SDR) credit, receipt was reprocessed, suffix correction, or erroneous receipt posted.

(5) Requisition completed/Status not processed. Requisition is completed or cancelled, and status cannot load.

(a) Validate to ensure it was not cancelled locally but still working in the system.

(b) Validate for duplicate shipments.

(c) Ensure an erroneous receipt was not processed.

(6) Cancelled in status release. Follow-ups that were determined not to be released in the outgoing requisition and release batch process.

(7) Cancelled in carcass suspense. A repairable inventory or carcass information transaction was deleted, (e.g., X30, X33, and X22). This is a common contributing factor of repairable inventory discrepancies.

(a) Validate to ensure correct action was taken in both NALCOMIS and R-Supply.

(8) Reversal of cancellation. Stock/DTO requisition cancellation was reversed and is now outstanding in NALCOMIS/R-Supply.

(a) Validate requisition is not cancelled externally.

(9) Cancelled in status processing. A cancellation status has posted via incoming status by the SAA or manually loaded by a user. Below are some common statuses and possible actions:

(a) RF. Excessive stock ordering (above set allowance by NAVSUP).

1. Verify authorized allowance matches Fixed Allowance Quantity (FAQ) in NALCOMIS and RO in R-Supply.

2. Verify current stock dues with NAVSUP stock dues. NAVSUP may reflect the requisition outstanding but R-Supply/NALCOMIS reflects complete or cancelled.

3. Validate how the allowance reflects in external system (ERP/BPR) and/or contact item manager for further validation.

(b) BF. No record.

1. Verify follow-up submitted to correct activity.

2. Verify if an invalid AF1 was sent vice an AT_.

(c) CJ. Rejected (obsolete or inactive).

1. Verify if valid substitutes exist.

2. Verify if NIIN in status record is different than NIIN ordered, it may be a suitable substitute.

3. If, after deep technical research, the original NIIN is still required, reorder with "2B" advice code and load appropriate Automatic Reorder Restriction Code (ARRC)/limit flag.

(d) BQ. System response to AC1.

1. Ensure it is reflected in the external system and not manually loaded.

(e) RX. Internal cancellation (manual).

1. Ensure requisition is canceled or inactive in the external system.

2. Ensure YE1 is loaded stating reason for cancellation.

(f) CG. Unable to identify.

1. Validate NSN data in local system against external supply source. Federal Supply Class (FSC) is usually wrong, e.g., 6270 vice correct 6207.

(g) C8. Vendor will not accept order less than the quantity indicated in 80 cc 76-80, or in requisition query status in R-Supply.

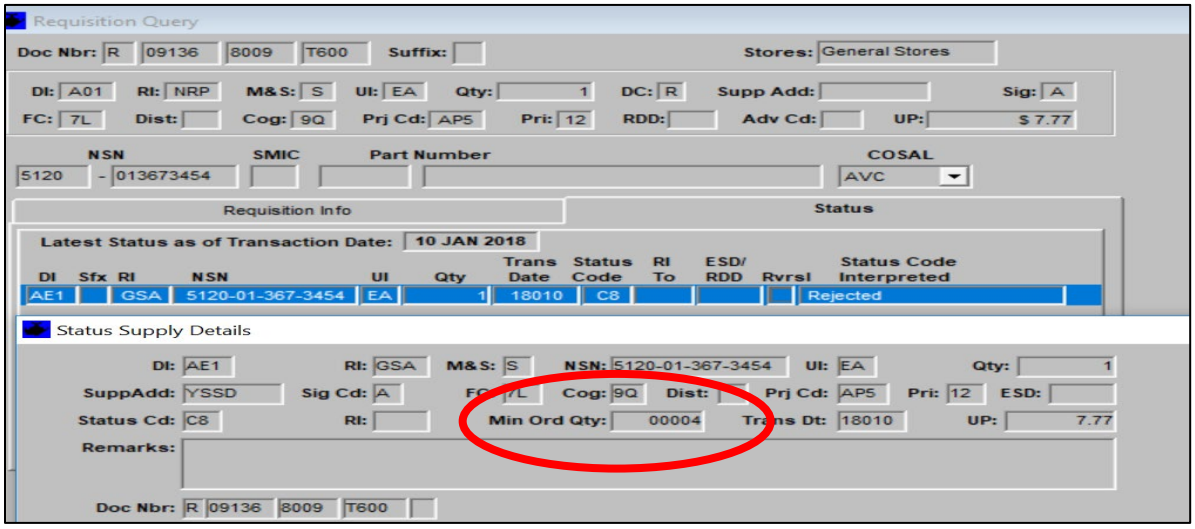


Figure C-1.--R-Supply MOQ

c. Inventory adjustments. Reflects Depot Level Repairable Gains, Losses, Surveys, and Inventory Reversals. If necessary, ensure survey paperwork is on file with appropriate division or accounted for if being routed for signature.

d. Transactions from NALCOMIS interface. This portion has transactions coming from NALCOMIS into R-Supply from the date of the last report. Below are some common messages and possible actions.

(1) Issue does not exist – Cannot reverse. Spot inventory is required. Ensure proof of delivery (POD) is on file.

(2) Support package serial number does not match materiel request

(a) WCB may need to work with DSB/SAA in order to correct errors via pack-up recon (DRAWDOWN) in both NALCOMIS and R-Supply.

(3) NIIN does not exist – Could not update demand. The NIIN was never loaded in R-Supply or was "inactive". R-Supply could not activate the NIIN to process the X92 from NALCOMIS Outgoing Internal Interface.

(a) Coordinate with TRS to have NIIN loaded.

(4) DSN does not match serial table. Document Serial Number (DSN) needs to be established/validated in R-Supply tables by SAA.

(5) Not repairable - Cannot be a sub custody. Validate correct COG/MCC information is loaded via NALCOMIS MRF and R-Supply Maintain Stock Item and process the X40.

(6) Transaction in deadlock situation. Contact SAA to correct situation.

e. Transactions with High Money Value. This portion is information only and contains transactions that exceed the default threshold and should be reviewed for excessive quantity and Extended Money Value (EMV). Items reflected on this portion may have been reflected in earlier portions of this report.

f. Requested HAZMAT not authorized for Shipboard Use. This section of the SCRL will identify HAZMAT requisitioning. Refer to local command procedures or coordinate with the Hazardous Materiel/Hazardous Waste coordinator to verify the requirement and/or storage capabilities for these items.

Maintain Stock Item Information/Action:	SEE BELOW:
CHANGE	DSB/WCB/ERS/RS
COG HAS BEEN CHANGED	DSB/ERS/PEB/WCB
QUANTITY CHANGE	DSB/ERS/PEB/WCB
SLAC/SLC CHANGE	DSB/ERS/PEB/WCB
SUBSTITUTE	DSB/ERS/PEB/TRS/WCB
UNIT PRICE HAS CHANGED	FAS
SECURITY CODE CHANGE	DSB/WCB
STOCK NUMBER CHANGE	DSB/WCB
REPAIRABLE MCC HAS BEEN CHANGED	DSB/WCB
ESTABLISH CROSS REFERENCE DATA	TRS
Stock Control Information/Action:	SEE BELOW:
CANCELLED IN REQUISITION RELEASE	WCB
CANCELLED IN SUSPENSE	DSB/ERS/PEB/WCB
CANCELLED IN INCOMING INTERFACE	ERS/PEB/WCB
RECEIPT REVERSAL	WCB
REQUISITION COMPLETED. STATUS NOT PROCESSED	DSB/ERS/PEB
CANCELLED IN STATUS RELEASE	ERS/WCB
CANCELLED IN CARCASS SUSPENSE	WCB
REVERSAL OF CANCELLATION	ERS/WCB/RS
CANCELLED IN STATUS PROCESSING	ERS/WCB
INVENTORY ADJUSTMENTS:	WCB
TRANSACTIONS FROM NALCOMIS INTERFACE:	ERS/TRS/WCB
Transactions with High Money Value:	FAS/WCB
Requested HAZMAT not authorized for Shipboard Use:	ERS/WCB

Figure C-2.—-SCRL Responsibilities.

APPENDIX D

FINANCIAL IMPROVEMENT AND AUDIT READINESS (FIAR)

1. General

a. Information. The Office of the Under Secretary of Defense (Comptroller) [OUSD(C)] priorities require reporting entities and service providers to focus on improving controls and processes supporting information that is most often used to manage the Department of Defense (DOD), while continuing to work toward financial, information technology, and supporting documentation improvements that facilitate the achievement of unmodified audit opinions on their financial statements. To support these overarching objectives, the FIAR strategy was developed to define focus areas, set priorities, and ultimately serve as the DOD's roadmap for becoming audit ready.

(1) Reference (aj) serves as a standard reference guide for existing and new users involved in all audit readiness initiatives across the DOD. It provides instructions for implementing a consistent, DOD-wide plan for achieving the Department's financial improvement and audit readiness objectives. In addition to defining the Department's goals, priorities, strategy, and methodology for becoming audit ready, the guidance details the roles and responsibilities of reporting entities and service providers, as well as the processes they should follow to achieve audit readiness.

(2) The FIAR methodology defines the key tasks, underlying detailed activities and resulting work products that all reporting entities should follow to become audit ready. The FIAR methodology maximizes the potential for successful financial statement audits by considering the methods financial statement auditors use to assess financial statement accuracy in accordance with auditing standards. This guidance draws on the definitions, criteria and requirements that financial statement auditors use to help reporting entities adequately prepare for their first-time financial statement audits.

(3) To succeed in an audit, reporting entities need to demonstrate they have achieved all Financial Reporting Objectives (FRO) relevant to an assessable unit. Reporting entities demonstrate achievement of a FRO through internal control and Key Supporting Documentation (KSD) testing. Reporting entities, in accordance with the FIAR methodology, are required to perform both internal control testing and KSD testing. It is through the combination of internal controls testing and key supporting document testing that reporting entities will be able to demonstrate achievement of relevant FROs. Reporting entity management must decide how it will demonstrate audit readiness. The reporting entity must rely on internal controls to some extent but has flexibility with regard to the extent to which it relies on internal controls to achieve FROs.

b. Goal. The Financial Improvement and Audit Readiness goal is to improve the Department's financial management operations; by helping provide America's Service men and women with the resources they need to carry out their mission and improving our stewardship of the resources entrusted to us by the taxpayers. Success will be demonstrated through a financial statement audit performed by independent auditors resulting in an unmodified audit opinion on the Department's financial statements.

c. Overview. As required, the DON will request Key Supporting Documents (KSDs) for the below listed audits:

(1) MILSTRIP Control Activity MR-2: Annual Price Change. Supply officer (or designee) confirms execution of the Annual Price Change (APC) update and resolves any exceptions notated on the report as evidenced by legible signature (or legible printed name under illegible signature) on Annual Price Change Report.

(2) MILSTRIP Control Activity MR-2: Change Notice (NALCOMIS and R-Supply). Supply officer (or designee) confirms execution of the monthly Change Notice update and resolves any exceptions notated on the report as evidenced by legible signature (or legible printed name under illegible signature) on Change Notice Report.

(3) MILSTRIP Control Activity MR-4: NALCOMIS (Evidence of requirements approval in Business Logistics Applications [BLA]). Department Accountable Officer (DAO) reviews materiel requirements prior to release of order for time, purpose, and amount as evidenced by approval of the order in BLA (requisitioning system).

(4) MILSTRIP Control Activity MR4: R-Supply (evidence of requirements approval in BLA). DAO reviews materiel requirements prior to release of order for time, purpose, and amount as evidenced by approval of the order in BLA (requisitioning system).

(5) MILSTRIP Control Activity MR5: NALCOMIS (receipt standardization and hard copy receipt retention). DAO physically receives all materiel via manual or electronic entry into the BLA as evidenced by circle, sign, and date on the hard-copy receipt; the hard copy receipt must be physically or electronically retained for 10 years.

(6) MILSTRIP Control Activity MR5: R-Supply (receipt standardization and hard copy receipt retention). DAO physically receives all materiel via manual or electronic entry into the BLA as evidenced by circle, sign, and date on the hard-copy receipt; the hard copy receipt must be physically or electronically retained for 10 years.

(7) MILSTRIP Control Activity FL-13/14: Surface Combatant and Aviation Fuel. Monthly, all surface combatant and aviation fueling events are reported in the Units BLA as evidenced by circle, sign, and date on the hard-copy receipt; the hard copy receipt must be physically or electronically retained for 10 years.

(8) Receipt and Acceptance Verification for Stock Transport Orders (STO) CP-6: R-Supply. DAO physically receives all materiel via manual or electronic entry into the BLA (R-Supply) as evidenced by circle, sign, and date on the Hardcopy Receipt. The Hardcopy Receipt must be physically or electronically retained for 10 years. DAO must ensure the receipt transaction is reported to the Accountable Property System of Record (APSR), (Navy ERP), within 10 calendar days of physical receipt. The R-Supply operator must be authorized to input information into the BLA.

(9) Administrative/Dummy Receipts for Stock Transport Orders (STO) CP-6: R-Supply. DAO physically receives all materiel via manual or electronic entry into the BLA (R-Supply) as evidenced by circle, sign, and date on the Hardcopy Receipt; the Hardcopy Receipt must be physically or

electronically retained for 10 years. The DAO must ensure the receipt transaction is reported to the APSR, (Navy ERP), within 10 calendar days of physical receipt. The R-Supply operator must be authorized to input information into the BLA. If an Administrative/Dummy Receipt was provided in lieu of a Hardcopy Receipt, confirm the attributes depending upon the type of Administrative/Dummy receipt used.

Marine Aviation Logistics Squadron 11 (R09111)

Administrative Receipt

Document Number	Suffix	Date Received	UIC (fuel recpt)
NSN/Part Number	Unit of Issue	Quantity Received (circled)	Fuel Type (if applicable)
COG	Stow Location	Unit Price	Buno (fuel recpt)
Received From	Received by (Print/Rank)	Received by (Signature)	Date/Time
	Supply Print/Rank (E-7 or above)	Supply Signature (E-7 or above)	Date/Time

Reason for Dummy Receipt:

____ No Receipt with Material ____ Overage administratively completed ____ Other (explain)_____

____ DTO MOV ____ Required data elements missing ____ Inventory Adjustment

____ Stock MOV ____ Receipt document illegible ***Attach substantiating records.**

Figure D-1.--Administrative Receipt Example.

(10) Book-to-Floor Inventory CP-7A: R-Supply. The substantive test provides assurance of the existence and completeness (E&C) of the Department of the Navy's Working Capital Fund – Supply Management (NWCF-SM) Inventory.

(a) A physical inventory for a random number of samples will be performed on site by an independent observer. Discrepancies between the APSR (Navy ERP) to physical count must be reconciled.

(b) Pack-up, Sub-custody and NRFI assets will also be physically counted at this time as they will be included in the sum or all assets in the APSR.

(11) Book-to-Floor Inventory CP-7B: Pack-Up Kits. Pack-up Kits (PUK) On-Hand (staged)/PUK Deployed: Spare parts and consumables (NWCF-SM inventory) most commonly needed by deployed air detachment(s) for rapid maintenance repairs. Inventories are sufficient for short and long-term deployment.

(12) Disposal Inventory CP-10A: Inventory sent to Disposal. Inventory disposition includes materiel disposition due to excess inventory.

(a) Local disposal/scrap of inventory with a unit price of $100 or less or expired shelf-life does not require NAVSUP approval. Field Level Repairables (FLR) identified with a Materiel Control Code (MCC) of "D", are authorized for disposal when determined to be "Beyond Repair". All other disposal transactions require NAVSUP authorization. Authorization for materiel disposition due to excess is provided via the NAVSUP approval and documented at the field locations using an authorized disposal document. When a file is used for the NAVSUP Authorization, it will be provided to the field activities signed, dated and in a file which cannot be manipulated (PDF file). The field activities must maintain the NAVSUP Authorization with the disposal document(s). Upon receipt of the NAVSUP Authorization, the activity has up to one (1) year to dispose of the inventory.

(b) Disposal Reversals must be made within the same accounting period (i.e., within the same fiscal year (FY) quarter). The R-Supply operator must be authorized to input disposal transactions into the BLA.

(13) Disposition Inventory CP-10B: Inventory losses. Inventory Disposition includes materiel disposition due to missing/lost/stolen materiel or physical inventory loss with risk category outlined in reference (m). Depending on the Risk Category, NAVSUP Form 4550/5 pre-adjustment authorization form or NAVSUP Form 4550/3 causative research is required before posting the inventory adjustment.

(a) A pre-adjustment or causative research is required prior to posting the inventory adjustment in the APSR/BLA. In addition, a FLIPL/DD 200 may be required and must be completed within forty-five (45) days posting the adjustment in BLA.

(b) Loss Reversals should be made within the same accounting period (i.e., within the same FY quarter). The R-Supply operator must be authorized to input Disposition loss transactions into the BLA.

(14) R-Supply System Access and Segregation of Duty (SOD) Controls. To avoid conflicts of interest there must be a distinct SOD, which will be controlled via R-Supply roles assigned. Unless an approved waiver is on file, an R-Supply user may only have one of the following roles assigned:

(a) Requestor - Personnel who submit requests for materiel.

(b) Approver - Supply Department personnel who approve requisitions or issues from stock.

(c) Receiver - Supply Department personnel who process stock and Direct Turn-Over (DTO) receipts.

NOTE: The R-Supply role control requirements provides reasonable assurance that requestor, approver and receiver duties are effectively separated and can be audited to ensure compliance, (see appendix G for conducting SOD audit). Refer to the R-Supply System Access and Segregation of Duties (SOD) Policy and Procedures for further guidance in regard to proper utilization of user roles. See below for an Example SOD waiver letter.

DATE

MEMORANDUM

From: Supply Applications Administrator, Marine Aviation Logistics Squadron XX
To: Aviation Supply Officer, Marine Aviation Logistics Squadron XX

Subj: MEMORANDUM FOR THE RECORD

Ref: (a) R-Supply System Access and Segregation of Duties (SOD) Policy
(b) NAVMC 4400.177_

1. In accordance with reference (a), Marines in the Warehouse Management Division are required to maintain SOD. SOD cannot be maintained due to daily tasks outlined in reference (b). The Marines listed below must have multiple SOD roles for the purpose of:

a. Releasing requisitions for automatic reorders. The below Marines also require access to perform issue reversals on erroneous issues.

b. Reversing any erroneous receipts, working the overage report and posting X71's for any gear found to be on hand but a receipt was not previously posted.

	SUPPLY DEPARTMENT UIC: XXXXXX	SHOP	ROLE			
RANK	NAME		REQUESTOR	RECEIVER	APPROVER	FAS
SSgt	Marine, I.M.	WMD		X	X	
Sgt	Marine, I.B.	WMD		X	X	
Cpl	Marine, I.C.	WMD		X	X	

2. If there are any questions or concerns, please contact the Supply Applications Administrator at XXX-XXXX.

I. I. MARINE

Figure D-2.--Approved SOD Waiver.

APPENDIX E

EXTERNAL MATERIEL OBLIGATION VALIDATION

1. General

a. Purpose. A materiel obligation represents an unfilled quantity of a requisition that is not immediately available for issue to the requisitioner but is recorded as a commitment against existing or prospective stock dues or direct deliveries from vendors. Materiel obligations are considered to be overaged for validation purposes when priority 01-08 requisitions have been outstanding more than 30 days past the requisition date, or when priority 09-15 requisitions have been outstanding more than 75 days past the requisition date. The purpose is to ensure these overaged materiel obligations reflected in the supply planners records agree with the materiel outstanding records of the requisitioning activity. This process helps to determine whether requirements for the materiel still exist and, if so, whether the total quantity requested is still required.

(1) Frequent comparisons, "Internal" MOV's, should be made of the R-Supply Requisition File and the Work Center reports to ensure outstanding requisitions are valid requirements. The "Internal" MOV and reconciliation will enable the MALS to initiate cancellation of invalid or excess requirements prior to the scheduled quarterly ICP MOV cycle. Continuous "Internal" MOVs will result in better requisition file maintenance and will also provide a good start on the quarterly MOV cycle.

(2) An MOV response is a reply by a requisitioner to an MOV request advising the supplier to:

(a) Hold a materiel obligation until supplied, or

(b) Cancel all or a portion of materiel obligation.

b. Frequency. Materiel obligation validations will be conducted quarterly in accordance with the following schedule:

MOV cycle	Supply source cutoff date for MOV requests	Supply source must receive MOV responses by
1	20 January	5 March
2	20 April	5 June
3	20 July	5 September
4	20 October	5 December

Figure E-1.—MOV Schedule

(1) Sources of Supply (Inventory Control Points) are required to transmit MOV requests to the Defense Automatic Addressing System (DAAS) within five days of the cutoff date of each MOV cycle. Refer to reference (k), chapter 3, part D, section III for specific procedures on validation of outstanding requisitions and for MOV response procedures. A source of supply is defined as any component activity that maintains materiel obligation records and includes, but is not limited to, those activities commonly referred to as Integrated materiel Managers (IMM), Inventory Control Points (ICP), requisition processing points, stock points, and Stock Control Activity (SCA).

(a) NAVY-NRP/NCB/ERP

(b) DLA-SMS

(c) GSA

(d) Air Force. RI starting with "F" (e.g., FHZ, FGZ, FLZ)

(e) Army. RI starting with "A", "B", or "M"

(2) All ICPs will transmit the MOV products to DAAS. The products will be captured by OTS and can be viewed by selecting the "REQUISITION FUNCTIONS" from the menu and then selecting the "Materiel Obligation Validation" function.

b. MOV Processing. The SMD SAA is responsible for receiving, coordinating, and responding to the quarterly ICP MOV requests. Starting at the beginning of the MOV cycle, the SAA will check the MOV function in OTS to see if products are available. The SAA requires access to OTS for the MALS UIC and all the squadron UICs that they support. Once products are available, the SAA will download them from OTS and place them in a MOV folder. Follow the OTS procedures for downloading the products.

d. SAA responsibilities:

(1) The SAA is the external MOV coordinator for the Supply Department and will work with each division on the MOV validation process and will be responsible for the following:

(a) Receiving all MOV products from OTS.

(b) Monitoring the MOV process from beginning to end.

(c) Validating and loading of MOV records into R-Supply.

(d) Validating and loading flight equipment MOV records into ASKITWEB.

(e) Distribute the AP1s that need validating to appropriate division.

(f) Distributing the exception AN_ (ordnance and TPL) to appropriate division for validation.

(g) Releasing the AP9s from RSMS.

(h) Releasing the AP1 MOV responses from OTS.

(i) Releasing the BMV certification record from RSMS and submitting the file into OTS.

(j) Executing the Post MOV process and distributing to divisions for research.

(k) Maintain MOV file for the current and prior quarter. The file will contain all correspondence/listings/MOV incoming and outgoing records and post MOV report.

(l) If not using RSMS, process all outgoing MOV products through OTS MOV process.

(2) MOV products will be loaded in OTS and can be accessed by selecting the REQUISITION FUNCTIONS and then "Materiel Obligation Validation".

(3) Once all files are received, the SAA will download them from OTS and place them in a unique folder to identify the current MOV cycle (i.e., 1STQTRMOV_3016) referred to as the MOV request file. The MOV products from the ICPs are sent to OTS by DAAS. The file will need to be saved as a .txt.

(a) Verify the total number of AN1 records match the total on the AN9 records. If necessary, adjust the count on the AN9. If multiple batches are received from a single RIC, edit the record count on the last batch.

(b) Correct any missing FSC, COGs or fund codes. If a COG or fund code is missing, the records will error in R-Supply and will need to be reprocessed.

(c)Ensure the estimated shipping date (ESD) in CC 62-64 is not "000". If it is, it must be changed to 3 spaces.

(d) Verify CC 44 (suffix code) of the AN1 does not have the 'R' demand code instead of a suffix code. If there is an 'R', then delete it. If not deleted, the AN1 goes to the error report with message 'No requisition on file' because the 'R' is not a valid suffix code.

(4) The following incoming MILSTRIP records are processed during each MOV cycle.

(a) AN9 - MOV Control Card. Provides a summary of AN1 records sent to an activity.

AN9SMS0104493	RXXXXX6111	6158
AN9SMS0204493	RXXXXX6111	6158
AN9SMS0304493	RXXXXX6111	6158
AN9SMS0404058	RXXXXX6111	6158

Figure E-2.—MOV Control Card.

1. 1-3 Document Identifier AN9.

2. 4-6 Routing Identifier code of the supply source that initiated the request.

3. 7-10 Batch control number assigned each batch of AN_ records forwarded to an activity for validation. CC 7-8 will include the batch number and CC 9-10 will indicate the total number of batches being forwarded.

4. 11-13 Number of AN1/2 record(s) in batch

5. 14-29 Blank

6. 30-35 Address to UIC of recipient of the MOV requests

7. 36-39 Cutoff date: Julian date prescribed as the cut-off date for the validation cycle.

8. 40 Blank

9. 41-44 Date Received When used in responding (DI AP9), enter date MOV requests were received.

10. 45 Blank

11. 46-49 Response due date - Julian date on which validated MOV requests are due at the supply source.

12. 50-53 Blank

13. 54-56 Distribution code when applicable; otherwise, blank.

(b) AN1/AN2/AN3-Individual MOV request records

AN1SMS 5930012401895 EA00001RXXXXX60540086	YDP67CAKZV9BAE106142BB	111 158
AN1SMS 5315014613816 EA00001RXXXXX60540165	YDP83FAKZV9BAE406022BB	111 158
AN1SMS 1560014816895 EA00001RXXXXX60540181	YCHMV1AKZV9BAE506346BB	111 158

Figure E-2.—Individual MOV request.

1. 1-3 Document Identifier Appropriate code to indicate the recipient of the MOV request: AN1 for requisitioner, AN2 for supplementary addressee, AN3 for CC 54.

2. 4-6 Routing Identifier Appropriate code to indicate the supply source initiating the request.

3. 7 Blank

4. 8-22 Stock Number NSN, NICN, or part number of the item for which MOV is required (the item identification number should agree with that in the most recent status card).

5. 23-24 Unit of issue applicable to the identification number in CC 8-22.

6. 25-29 The unfilled quantity of the materiel obligation, which is being validated.

7. 30-43 Document number is the same as the requisition.

8. 44 Suffix code assigned to the requisition at the time the materiel obligation was established if applicable.

9. 45-61 Various fields are the same as those in the requisition.

10. 62-64 Estimated Shipping Date. When known, the last three digits of the Julian date on which it is estimated that materiel will be released by the supply source. The ESD can be blank, but cannot be "000," or they will error in R-Supply processing.

11. 65-66 Status code is the appropriate status code to indicate the current status of the requisition.

12. 67-70 Blank

13. 71-73 Cutoff date is the last three digits of the Julian date prescribed as the cutoff date for the MOV cycle (e.g., 020 for 20 Jan 1980 cycle).

14. 74 Blank

15. 75-77 Reply due date is the last three digits of the Julian date on which the MOV response must be received by the supply source.

(5). The following outgoing MILSTRIP records are processed during each MOV cycle.

(a) AP9-MOV Receipt Confirmation record. Notifies the ICP that the batch was received.

```
AP9NRP0101002     RXXXXX5110 5121 5156
AP9NRP0101335     RXXXXX5110 5121 5156
AP9SMS0104493     RXXXXX5110 5121 5157
AP9SMS0101002     RXXXXX5110 5121 5157
AP9SMS0101002     RXXXXX5110 5121 5157
```

1. 1-3 Document Identifier AP9 or AN9

2. 4-40 Duplicated from AN9 record received activity.

3. 41-44 Julian Date AN9 were received by validating.

4. 45-80 Duplicate from DI AN9 record received.

NOTE: The most AN1 records that can be sent in one batch file are 493 records. If the total of AN1 records from a single RIC and a single UIC exceeds 493 AN1s, then multiple batches will be sent.

(b) AP1/2/3-Materiel Obligation Validation Response. One for each AN_ record received that is no longer required or is partially required.

AP1GSA 7290006160109 EA00000RXXXXX52752389	J7L 9QAP512	131
AP1GSA 7920016217910 EA00000RXXXXX53223190	A7L 9QAP513	131
AP1GSA 7920016178008 EA00000RXXXXX53233138	A7L 9QAP513	131
AP1GSA 7920016178009 EA00000RXXXXX53233140	A7L 9QAP513	131

Figure E-3.—MOV Response.

(c) BMV. Certification Response: One for each UIC that received AN9. The BMV record tells DAAS that the MOV cycle is complete for the UIC. OTS will automatically submit the BMVSGA by response due date if you have submitted at least one package from the OTS in the cycle.

BMVSGA RXXXXX
BMVSGA RXXXX1
BMVSGA RXXXX2
BMVSGA RXXXX3
BMVSGA RXXXX4
BMVSGA RXXXX5
BMVSGA RXXXX6

1. 1-3 Document Identifier – Enter BMV

2. 4-6 Routing Identifier – Enter DLATS RIC “SGA”. Do not use ICP RIC.

3. 7-29 Blank

4. 30-35-Service code and UIC of each one that received an incoming AN9.

5. 36-80 Blank

(6) Once the files have been verified, change the files from a .txt file to a .sta file. Place the .sta file into the Incoming Status folder. At this point, run the files through RSMS.

(7) Validation of MOV records

(a) The MOV Control Record (AN9) information must be verified with what has been received. This process can be completed in the RSMS program.

(b) MOV requests received must be acknowledged promptly by reviewing the RSMS MOV records received.

(c) If the number of batches and number of AN1’s received do not match the AN9’s, then follow the directions provided in NON-RECEIPT OF MOV CARDS in accordance with the references.

(d) Log into RSMS >Go to MOV>Select Display MOV Records Received

(e) Sample RSMS MOV Records Received

NOTE: The user has the option to browse list, print, and export to EXCEL. Recommend printing this and maintain in quarterly MOV file.

(f) The SAA will validate the record in OTS match the count in RSMS. Example below, if there is a count difference, the error tab will be screened and validated. Once all data fields have been corrected, the record may be reprocessed.

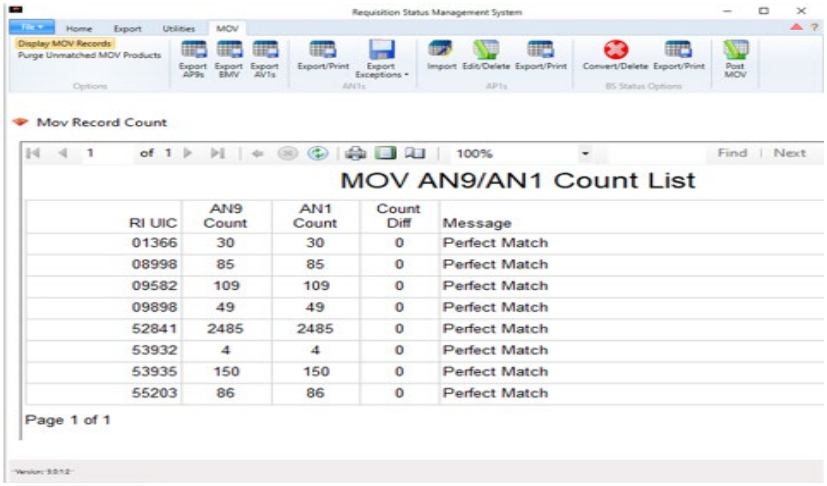


Figure E-4.—MOV RSMS.

(g) After all, AN1 records have been input into RSMS, the SAA will use the MOV> Export AN1s> MOV Export by UIC and RI option to create a file of AN1s for R-Supply upload. Separating the files of AN_s created from RSMS into different files based on RIC makes it easier to correct any errors and reprocess if necessary.

(h) In RSMS, use the MOV > Export Exception AN1s option to export AN1s for tech publications (NCB is LP) and ordnance (COG is 2E). The files along with the tech publications and ordnance AP1s (if applicable) will be forwarded to OMD. CSB/OMD will validate the requirements with TPL or ordnance to see if documents are still required. If the documents are no longer required, OMD will notify the SAA. These AP1s will be added to the outgoing file of the documents edited in OTS. The flight equipment AN1s are exported and processed into ASKITWEB by the SAA. These documents are manually validated.

(i) Once each file has been created, it will be screened once more for any errors that would prevent processing in R-Supply.

(j) Export the AP9s from RSMS and send out as normal MILSTRIP in OTS. This notifies DAAS that products were received.

(k) Select Export AP9s to include flight equipment.

(l) After selecting the Export AP9s option, an Open Dialog window will appear. Select your desired drive, directory, and filename to export. Click Export when ready. For example, C:/MOV/AP9JDXX. Save as a .txt file.

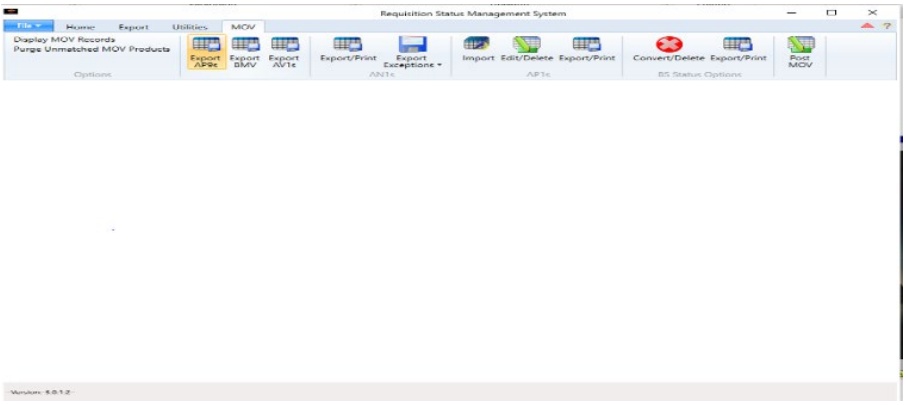


Figure E-4.—MOV RSMS, Continued

NOTE: RSMS is utilized for these steps because it will produce AP9s for all UICs received while R-Supply only produces the AP9 for the MALS and does not include Flight Equipment UIC's.

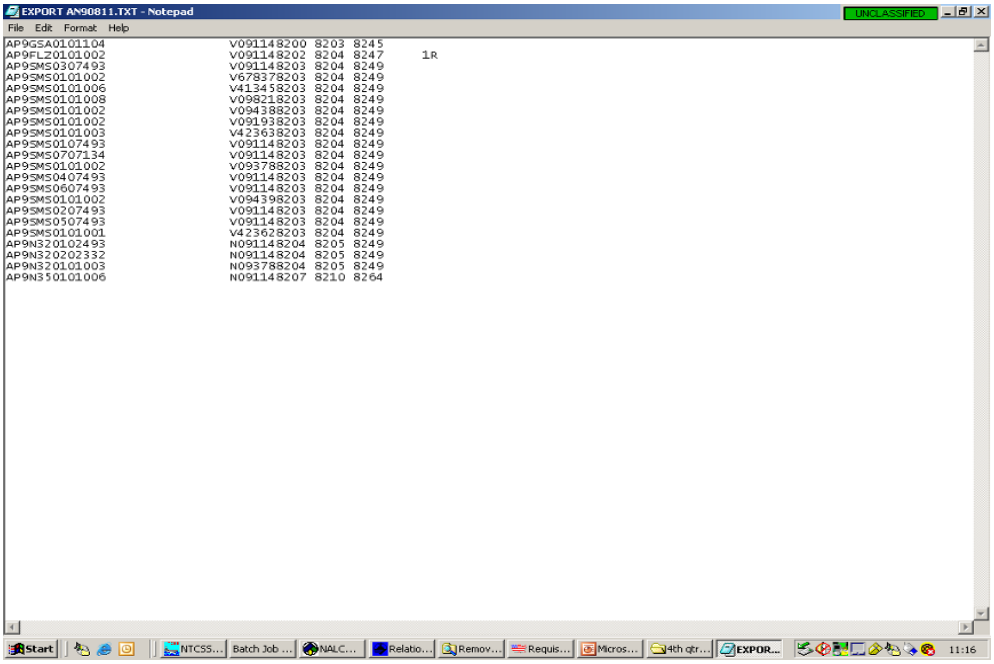


Figure E-4.—MOV RSMS, Continued

(m) Log into NAVSUP OTS Support to upload as a MILSTRIP upload.

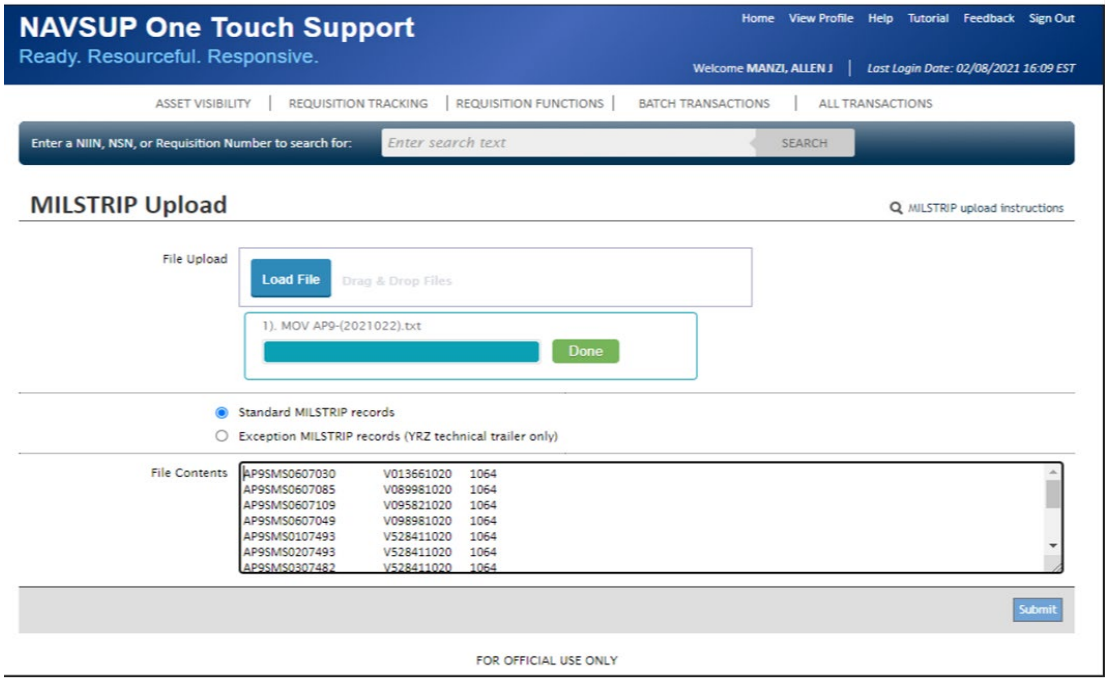


Figure E-4.—MOV RSMS, Continued

(8) The MOV process should take no more than five working days to complete after loading into R-Supply.

(9) After reviewing and correcting any missing data fields, the files will be loaded into R-Supply using predefined job JSS220 (Incoming status).

(a) Ensure only one job is being ran at a time, from start to finish.

(b) Either print the batch job or batch file transfer the report. Review the output job for any errors. If there is an error stating a record mismatch between the AN9 header records and AN1 records, then the entire file will be reloaded into R-Supply after correcting the header record.

(c) If there are any other errors other than "Requisition not on file", then a new batch job will be created with just the error record(s) and a new header record showing count of AN1 records. The AN1s that error can be manually loaded via incoming status.

(d) Any AN1 errors for no requisition on file will be researched to determine why. A common problem is when a document has a suffix code that was never loaded into R-Supply and the requisition. These errors will be copied from the output file, placed into an error file document for distribution to the divisions for further research.

```
03 Feb 2021  AN1SMS 2995015331225 KT00003V5284101491390HYSLCG1AKZV9BAE006213BB  020 064  02031 No record of requisition
03 Feb 2021  AN1SMS 1680011440040 EA00001V528410322G230E  A7L 9BAK003366BV       020 064  02022 Invalid Document Date- Estimated Ship Date
03 Feb 2021  AN1SMS 1615004360523 EA00001V528419151YS23G  A7L 9BZ7S03031BB       020 064  02031 No record of requisition
03 Feb 2021  AN1SMS 8340015331660 EA00001V5284191894961   A2FA9BAK106366BZ       020 064  02022 Invalid Document Date- Estimated Ship Date
03 Feb 2021  AN1SMS 5306001511636 EA00004V528419198GF15F  A7L 9BZ7R03297BV       020 064  02031 No record of requisition
```

Figure E-5.—AN1 file.

(10) R-Supply processing

(a) Total Quantity Outstanding. R-Supply will not generate any AP1 responses for requisitions where the total outstanding quantity matches the incoming AN1 quantity unless there is an AC1 loaded to the document.

(b) Completion date set in R-Supply. If the completion date is set in R-Supply on a document, an AP1 is created with all zeros in the quantity field to notify the ICP that the document is no longer required.

(c) Quantity outstanding and AC1 loaded. If a document is outstanding and there is an AC1 loaded, R-Supply creates an AP1 with all zeros in the quantity field to inform the ICP that it is no longer required.

(d) Partial quantity outstanding. If the requisition quantity outstanding in R-Supply is less than the quantity on the AN_ or the requisition quantity outstanding minus any cancellation quantity is less than the AN_ quantity, R-Supply will write an AP_ to status output file for excess quantity. If the outstanding quantity in R-Supply is greater than the AP_ quantity, no AP_ is created.

(11) Once all the AN1s have been loaded in R-Supply, the SAA will need to run the following SQL to pull a listing of AP1s that are pending release in R-Supply for total or partial quantity no longer required and pass to divisions for validation.

R-Supply_AP1_Pending_Release.sql

```
SELECT
   rqn_status_out.doc_id 'Di',
   rqn_status_out.ri_to 'Ri',
   rqn_status_out.fsc 'Fsc',
   rqn_status_out.niin 'Niin',
   rqn_status_out.qty 'Qty',
   active_rqn_tbl.fc_svc_dsg + active_rqn_tbl.org_cd 'Uic',
   RIGHT (DATENAME (YY, active_rqn_tbl.doc_dt), 1) +
   RIGHT (STR (1000+DATEPART (DY, active_rqn_tbl.doc_dt)), 3) 'Jdate',
   active_rqn_tbl.dsn 'Dsn',
   active_rqn_tbl.doc_suf_cd 'SufCd',
   active_rqn_tbl.fc 'Fc',
   active_rqn_tbl.cog 'Cog',
   active_rqn_tbl.proj_cd 'Proj',
   active_rqn_tbl.pri 'Pri',
   active_rqn_tbl.adv_cd 'Adv',
   active_rqn_tbl.qty_ord,
   active_rqn_tbl.qty_rcvd,
   active_rqn_tbl.qty_cncl,
   active_rqn_tbl.cmp_dt 'CompDate'
FROM
```

```
   active_rqn_tbl,
   rqn_status_out
WHERE
   active_rqn_tbl.org_cd = rqn_status_out.org_cd
   AND active_rqn_tbl.doc_dt = rqn_status_out.doc_dt
   AND active_rqn_tbl.dsn = rqn_status_out.dsn
   AND active_rqn_tbl.doc_suf_cd = rqn_status_out.doc_suf_cd
   AND rqn_status_out.doc_id like 'AP%'
   AND (rqn_status_out.sts_rels_dt is NULL)
   AND (rqn_status_out.rqst_no is NULL or rqn_status_out.rqst_no = ' ')
```

(12) The output file should be saved as EXCEL/CSV with headers. Sort by project code to separate the documents that need work by each division.

Stock	WCB/WMD
Pre-Expended BIN (PEB)	PEB/WMD
FSA Replenishment	DSB/SMD
IMRL/TBA	CSB/OMD
DTO (All others)	CRB/OMD
Flight Equipment	CSB/OMD

(13) The SAA will notify the divisions that the MOV cycle has begun and the MOV records have been loaded to R-Supply. The AP1s pending release need to be reviewed and returned to the SAA by date specified.

(14) Each document on the listing must be researched to determine if the AP1 is still required and the annotated listing returned to the SAA.

(a) Receipt posted to R-Supply after the start of the MOV cycle and there is BA/AS_ status loaded. Annotate listing, “No longer required”.

(b) Cancellation status loaded to R-Supply after the start of the MOV cycle. Annotate listing, “Send, No longer required”.

(c) Receipt posted in R-Supply before start of the MOV cycle.

1. If there is receipt paperwork on file, annotate listing “Send AP1, No longer required”.

2. If receipt paperwork is not on file and there is no BA/AS status, reverse receipt, and load YE1 why receipt was reversed. If document is no longer required, annotate listing “Send AP1, Receipt Reverse”. If the document is still required, annotate listing as follows: “Delete, Still required/Receipt reversed”.

3. If receipt paperwork is not on file but there is BA/AS status on file, annotate listing “Send AP1, No longer required”.

(d) Cancellation status loaded to R-Supply with date prior to the start of the MOV cycle.

1. Check external systems to see if the cancellation status is valid.

2. If valid, annotate listing “Send, No longer required”.

3. If not valid, reverse the cancellation status and if document is still required, annotate listing "Delete AP1, Still required/Cancellation status reversed" Load YE1 in R-Supply as to why the status was reversed.

(e) R-Supply listing shows a document not on file.

1. If the document has a suffix code, but the status was never loaded to the suffix.

2. Research the document on external systems and if necessary, reverse transaction that completed the document in R-Supply and then load the suffix code status in R-Supply to include the AN1.

3. If a receipt was posted, but should have been inputted with a suffix code, reverse the receipt, and reprocess with the correct suffix code.

4. Take appropriate action on remaining suffix codes.

5. Load a YE1 to indicate why the receipt was reversed.

NOTE: All pending MOV records will be processed, and SAA will release outgoing AP1s in R-Supply using the MOV Response option.

(15) The SAA will update the AP1 quantities in R-Supply utilizing Logistics> Status> Supply> MOV. All outstanding requisitions will appear for review. Upon completion, the file will be transferred over to MOV File. This will also process all remaining AN1 records in R-Supply. In the QtyCncl box, the user must enter the quantity they want to remain as outstanding. A "0" will result in full cancellation.

(16) The file will be edited to remove the BMV record. If there are any other MILSTRIP transactions other than AP1s, delete and place it into another file.

(17) Send out the AP1 file through OTS and do a screen capture showing successful transmission of the file and place in MOV file.

NOTE: If the transactions have been edited and submitted through OTS do not submit the R-Supply transactions.

(a) If any of the exception AN1s are returned as no longer required, they will need to have an AP1 with "00000" quantity manually added to the output file from R-Supply before sending out in OTS.

NOTE: It is strongly recommended that all AP1 responses be processed manually in the ICP files in OTS to prevent any erroneous BS status.

(b) If processing in OTS, the SAA will find the batch file that the requisition is in.

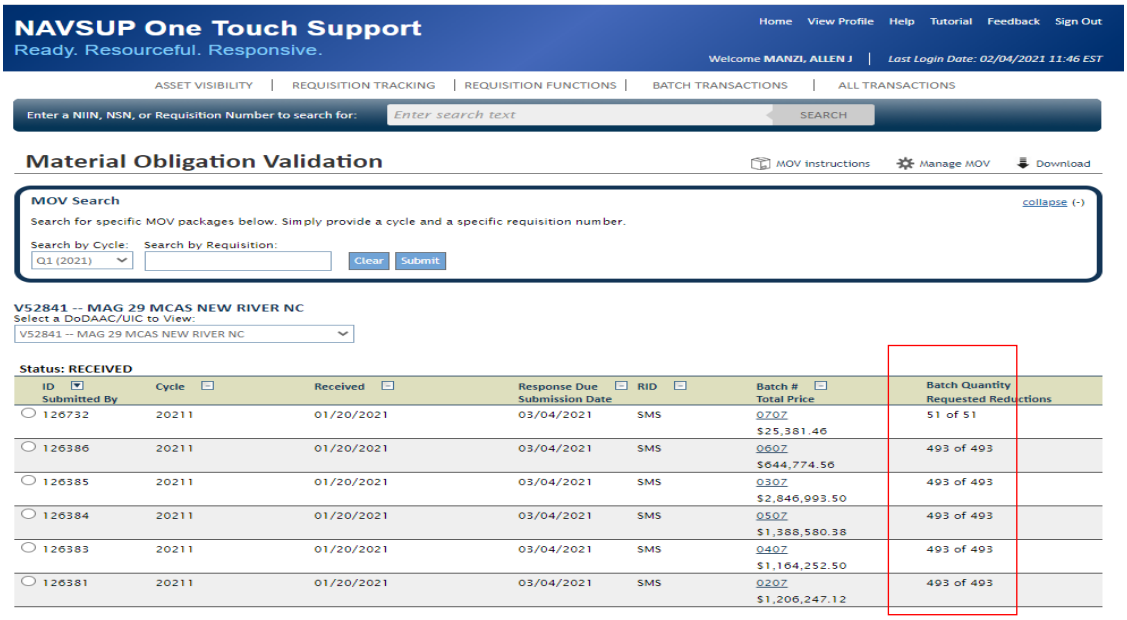


Figure E-6.—OneTouch MOV.

(c) Enter the "0" in the "Modified Quantity Type" for full cancellation OR enter the quantity still required for partial cancellation. These responses must be saved in each package prior to the BMV submission.

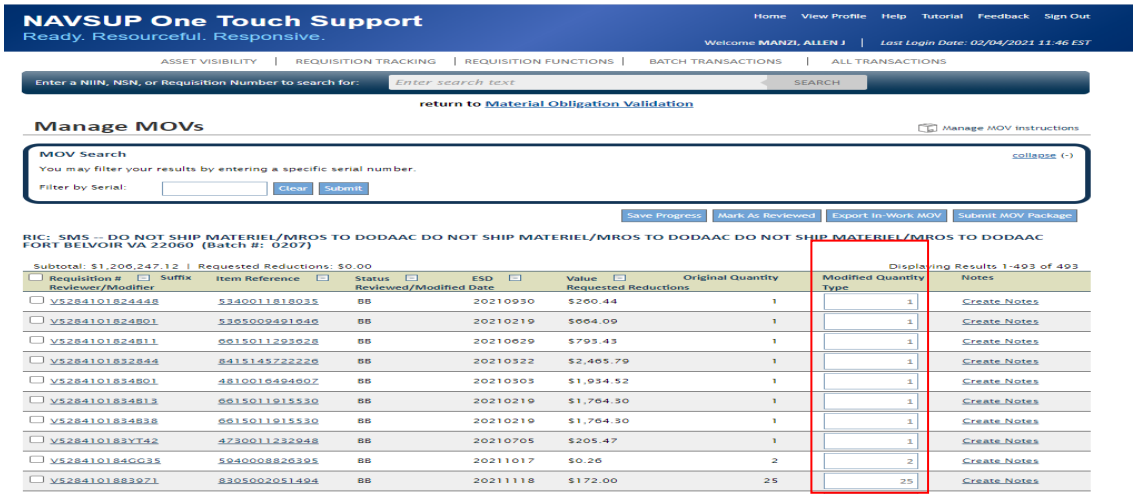


Figure E-6.—OneTouch MOV, Continued.

NOTE: Depending on WING guidance, requisitions can either be cancelled or updated/released in R-Supply if OTS was utilized. OTS will export a report by batch number for validation. OTS will prevent erroneous 'BS' status records.

(18) A single MOV Certification Card (DI "BMV") for each UIC received must be transmitted to DAAS immediately after transmission of AP1/2 response records. Do not make any changes to this file. BMV is automatically generated and sent via OTS once the AP1 responses are

validated as long as at least one batch is processed through OTS.

(19) If using RSMS, BMV records may be exported as follows. In the RSMS main menu select following options: RSMS>Select MOV>Select Export BMV's. After selecting Export BMV's option an Open Dialog window will appear. Select your desired drive: directory and filename to export. Click Export when ready.

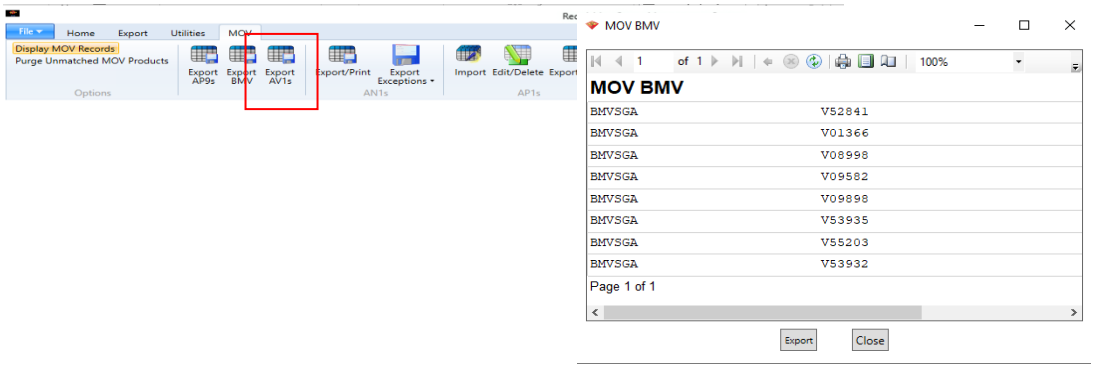


Figure E-7.—BMV records in RSMS.

(20) Upload the BMV's into OTS as MILSTRIP. This tells NAVSUP that you are done with your MOV cycle.

(21) Post MOV Process. The post MOV process is a review of documents outstanding in R-Supply that should have had an incoming AN1 by age criteria, but did not, and need to be researched to determine validity.

(a) If using RSMS, the SAA will run the activerqn.ah (Viking-Patriot) ADHOC in the RSMS folder in R-Supply. Save the output as Excel with headers called ACTIVERQN in the RSMS folder. This ADHOC pulls a listing of all outstanding documents in R-Supply.

(b) Open RSMS and select the MOV > Post MOV process. The program reads the R-Supply data and compares it to the AN1s on file. If the date of the document is before the start of the MOV cycle, and there is no matching AN1 record, then the document is written to a postmov.xlsx file.

(c) The file will be sent to each division for research.

(d) These documents need to be researched to determine if they are still valid working documents in the system.

(e) The following is a partial list of problems that may arise.

1. Contract/Shipping Status on file. Research for over-aged status and take actions to close out requisition.

2. Part Number requisitions. Currently not being included in AN1s from NRP.

3. Suffix Code Requisitions. There may be multiple Suffix Codes on one document that have been changed to additional Suffix Codes. Research for correct suffix being worked by ICP.

4. Multiple documents from same ICP. If there are multiple documents with valid status from the same ICP, contact the ICP to determine why documents were not included.

5. Document outstanding with pending AC1/AK1. Contact ICP to see what is happening with the document.

6. Any document that has status from the supply system indicating that the document is still open will have appropriate follow-up action submitted.

a. TD kit requisitions do not have incoming AN1s.

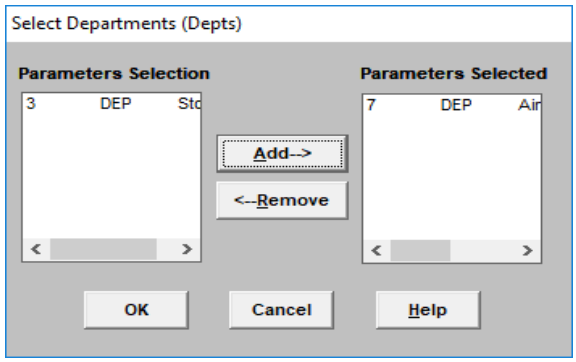
b. Money Value Only (MVO) requisitions.

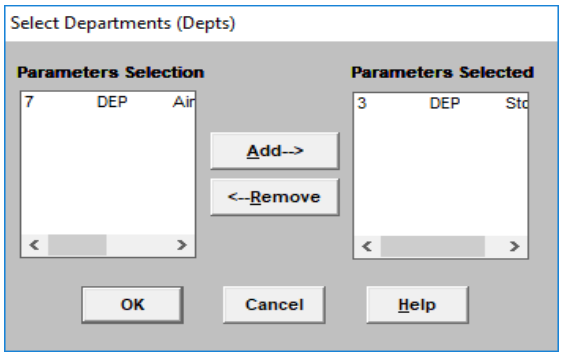
(f) The post MOV report will be annotated with action taken on the document and maintained by each division in their external MOV file.

(22) If not using RSMS, then you will need to run a requisition listing in R-Supply using the 'department' and 'date' serial range options. First you would need to run an ADHOC for all outstanding documents in R-Supply to get the date for the oldest one. As an example, the following screen shots show selections for stock and DTO with end date of 20 April CY 2019 second quarter MOV.

(23) Each document on the listing will need to be reviewed for any that did not have an incoming AN1 for current cycle and appropriate action taken.

Stock Selection with MOV start date of 20 April





Selection for DTO with MOV Start date of April 20 end date and oldest document on system from 2014.

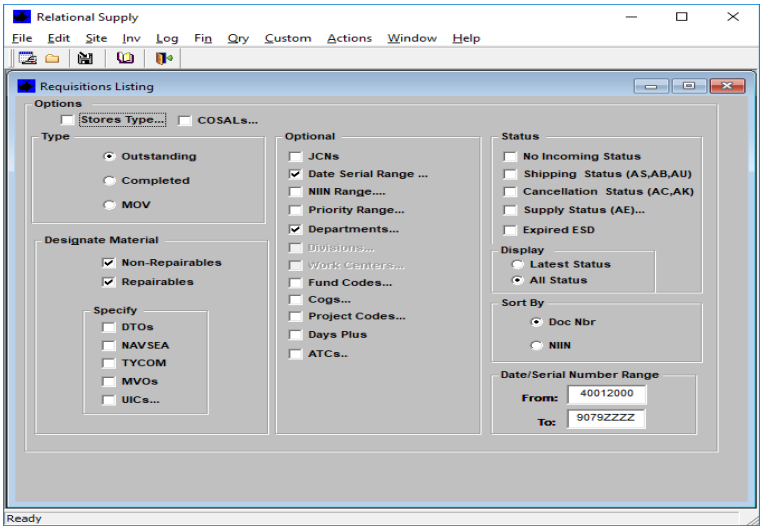


Figure E-7.— R-Supply Requisitions Listing

(24) The SAA will maintain an External MOV file that contains all correspondence and files relating to External MOV. This file should include the following:

(a) Copy of all incoming AN1s, AN9s and MOV files from OTS

(b) Print out of MOV records received from RSMS.

(c) Error file output from R-Supply distributed to divisions for review.

(d) Copy of all outgoing MOV files, AP9s, AP1s, BMV records successfully transmitted.

(e) Annotated file of AP1s validated by the divisions.

(f) File showing that the AP9s, AP1s and BMV records were successfully transmitted in OTS with batch number indicated, (i.e., Your file(s) have been submitted – Batch Number #1558644345956).

(g) Post MOV file annotated with corrective actions will be maintained by each division.

(25) SAA will download the Flight Equipment MOV products from OTS and process in ASKITWEB utilizing the below steps.

NOTE: Each UIC must be processed separately.

(a) Login to ASKITWEB and select the required squadron.

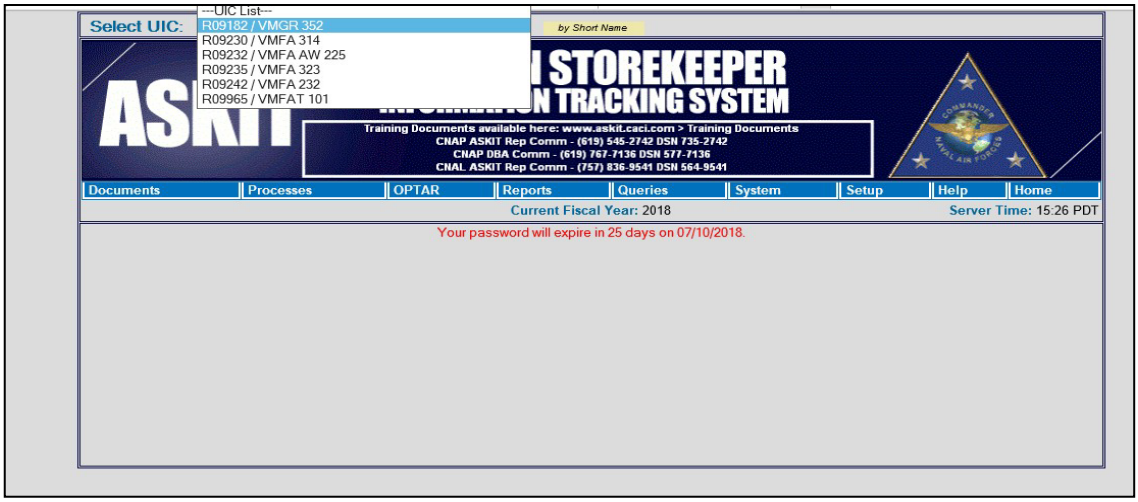
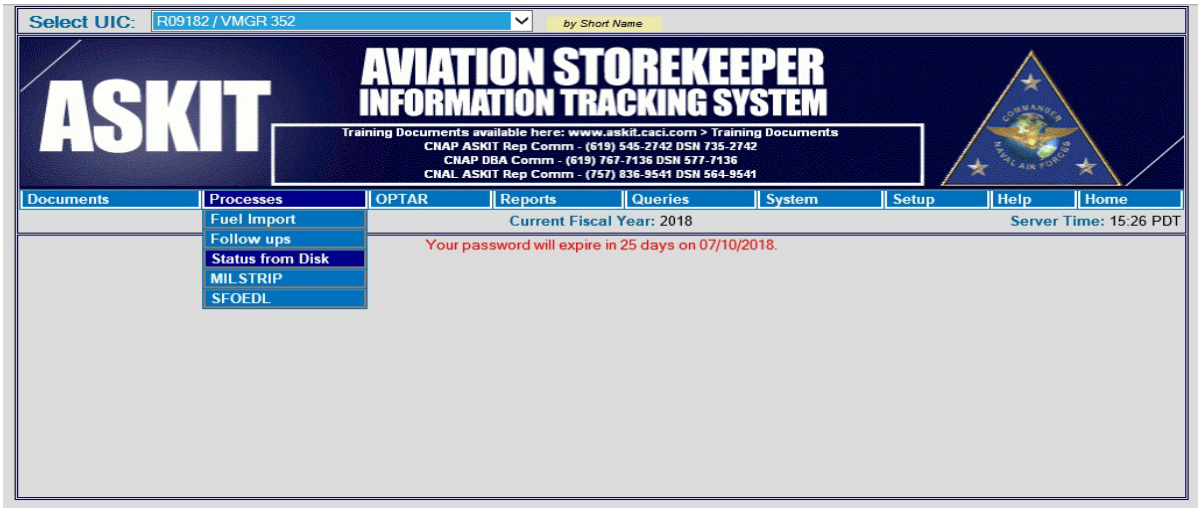
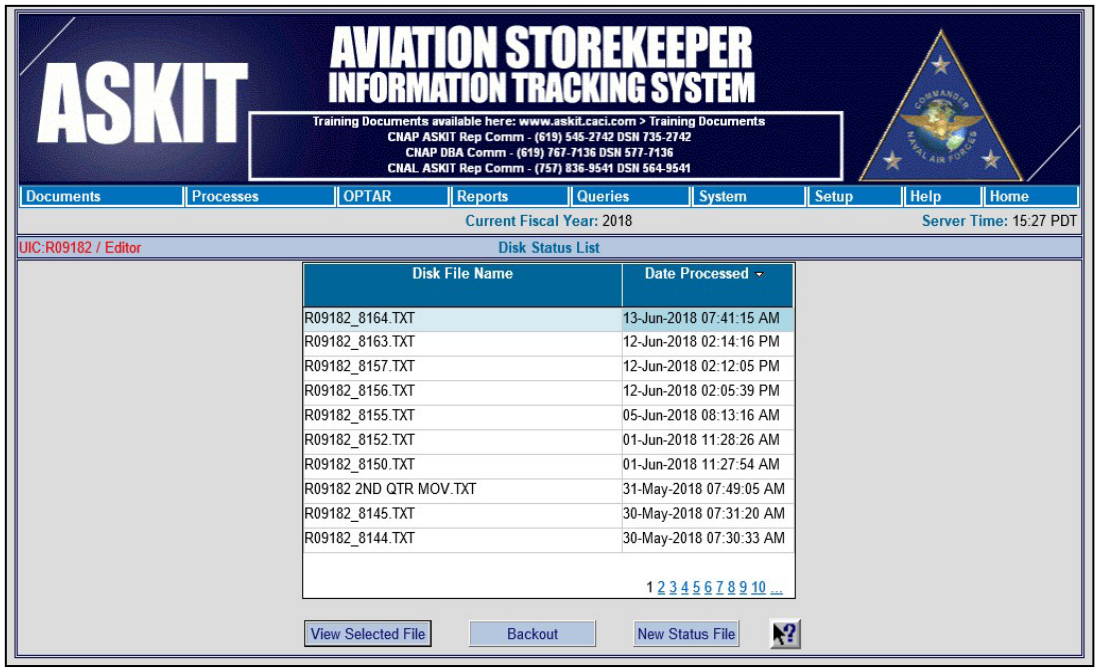


Figure E-8.—ASKIT.

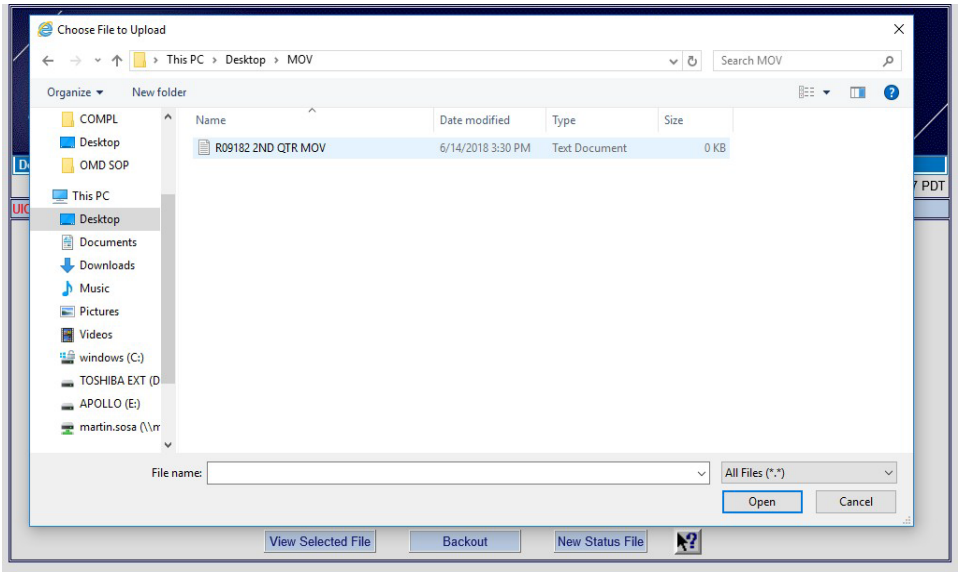
(b) Select Processes > Status from Disk. The text file downloaded from OTS will then be uploaded.



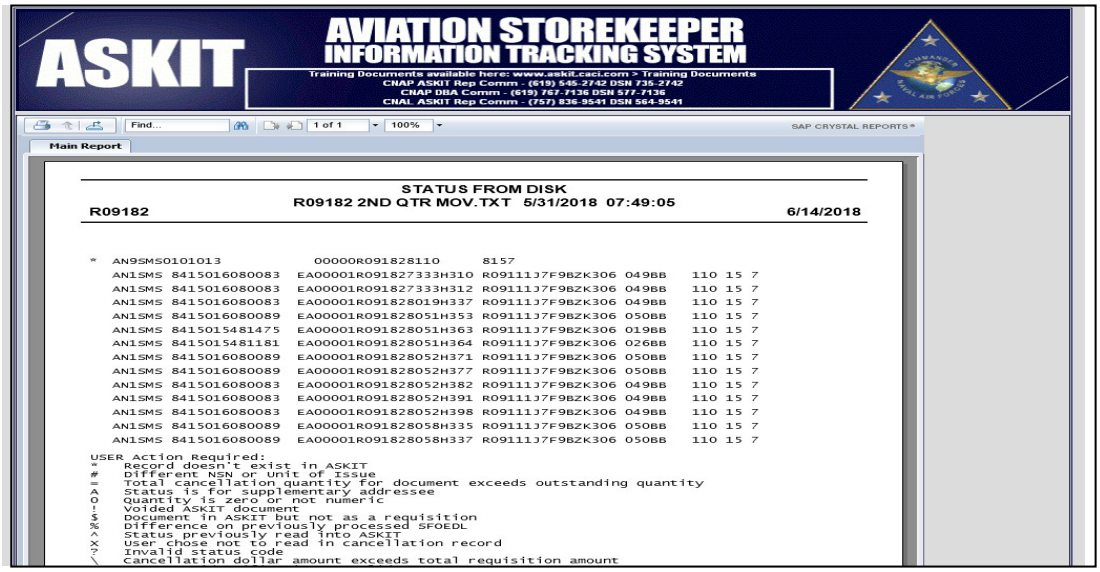
(c) Click on the New Status File.



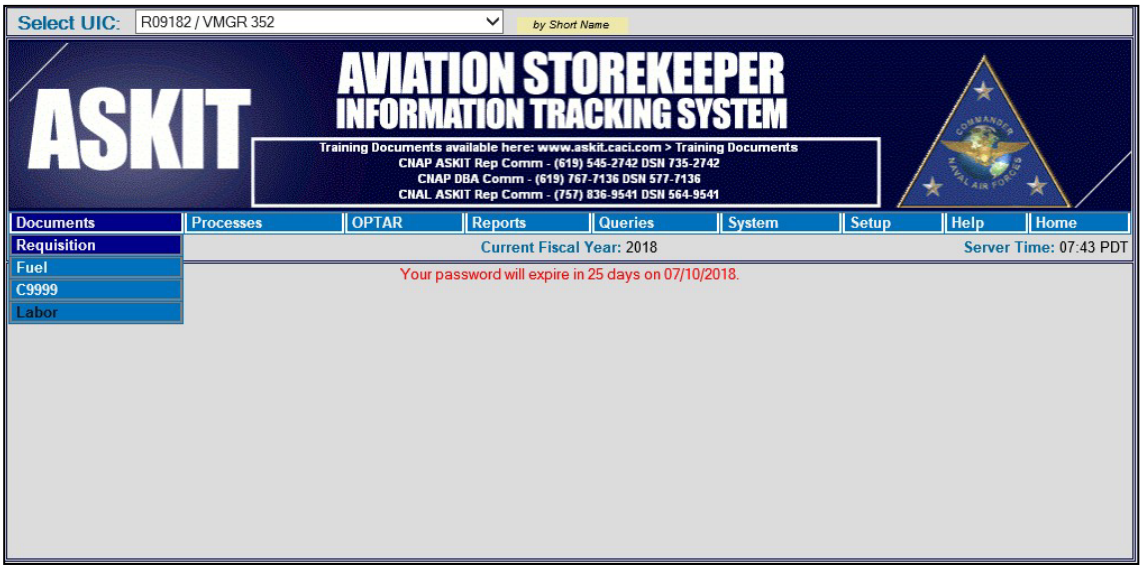
(d) Browse the saved OTS file, then select open.



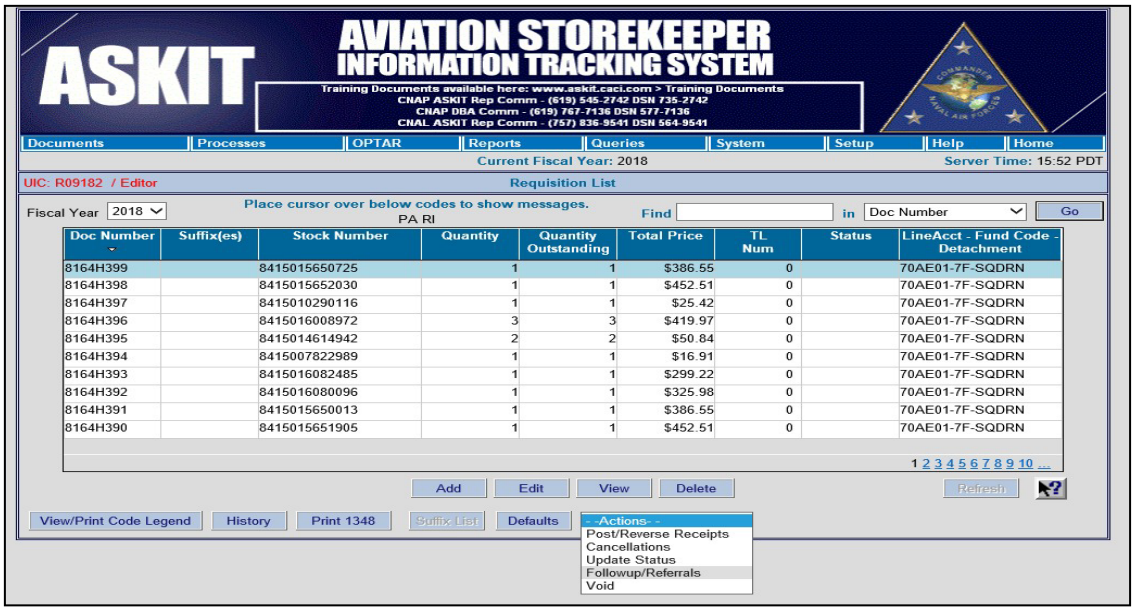
(e) Once the report is uploaded the below page will appear showing all the documents loaded into ASKITWEB. File this report in the MOV file.



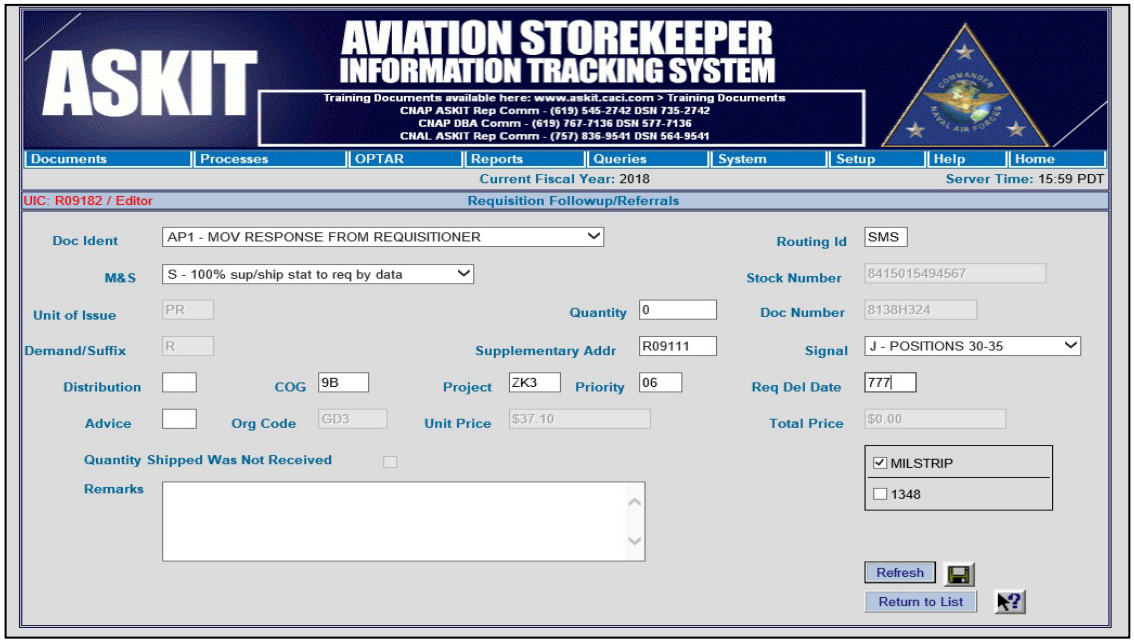
(f) Now that the MOV report is in ASKITWEB research will be conducted with appropriate follow-ups sent. If a document is no longer required, select Documents > Requisition.



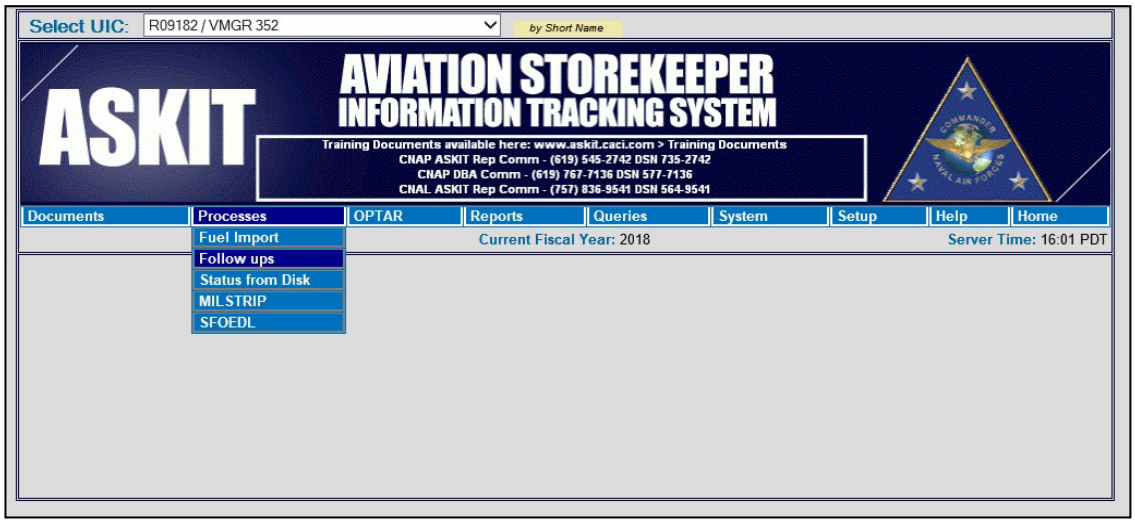
(g) Find the requisition. Select Actions > Follow-up/Referrals.



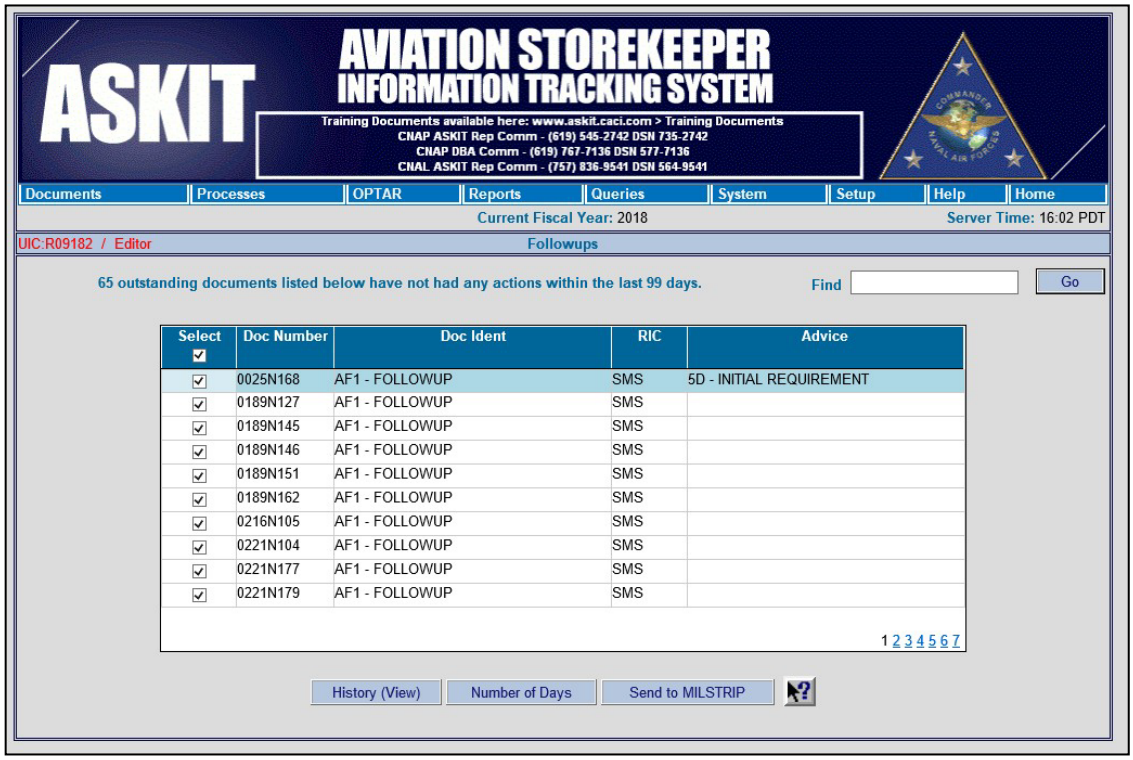
(h) Fill in the information required below and select the save button.

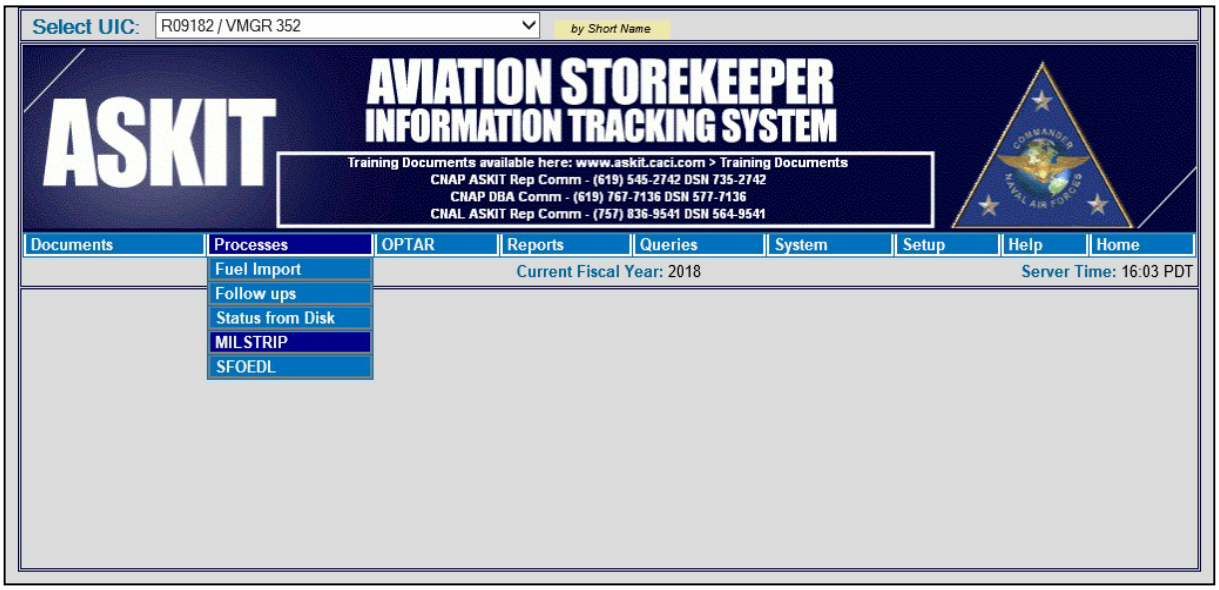


(i) Once all required follow ups are processed, they will be moved to a file within ASKITWEB. In the ASKITWEB home page, select Processes > Follow ups.



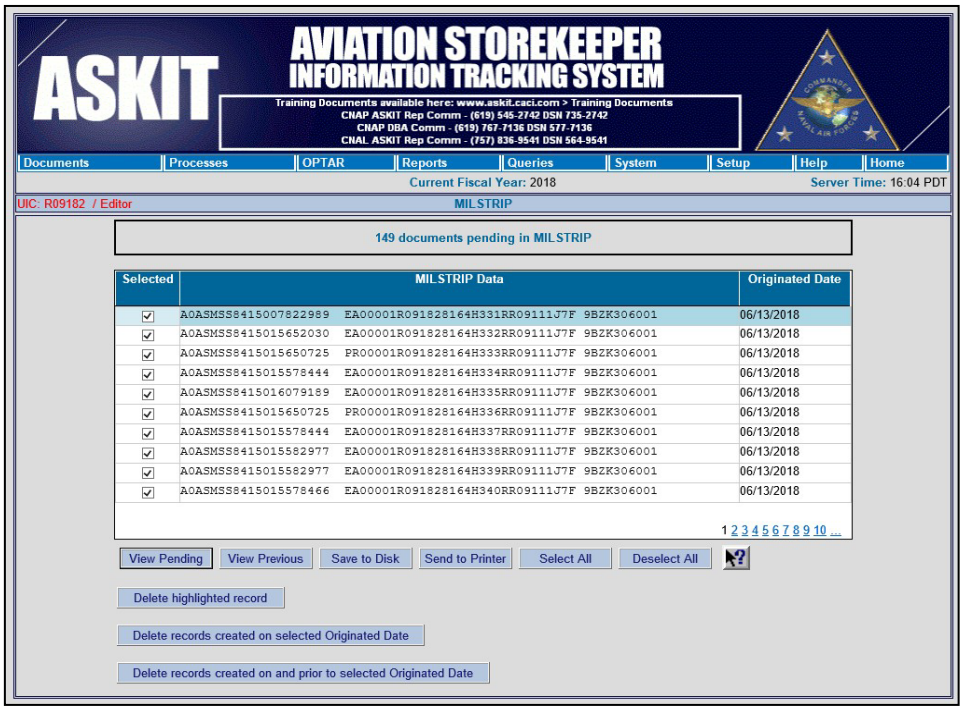
(j) Select all the AP1 follow ups and then select the Send to MILSTRIP button.





(k) Select Processes > MILSTRIP

(l) Select > Select All > Save to Disk button. This will move all the follow ups into a text file in MILSTRIP format. The text file will be uploaded into OTS.



APPENDIX F

DEVIATION AND CHANGE REQUESTS TO NAVMC 4400.177C

1. General. All HQMC directives, changes, and revisions shall be fully coordinated with the appropriate HQMC staff agencies/offices and, when applicable, Marine Corps field commands and other external government agencies that the sponsor deems necessary. When directives require signature by the CMC or ACMC, the Director of the Marine Corps Staff (DMCS) will determine any additional coordination that may be required.

a. Upon completion of initial staffing and resolution of comments, the sponsor shall send the original unsigned copy of the directive, the verbatim digitized version of the directive, and all background materiel for signature.

b. If any changes are required, the complete package will be sent back to the sponsor for correction. Upon signature, the final package will be sent to CMC (ARDB) for publishing.

2. Definitions

a. Deviation. A departure from policies, procedures and/or responsibilities contained in the ASDTP. Deviations are granted by the appropriate Marine Aircraft Wing (ALD) for a specific situation or set of circumstances which does not require a revision, addition, or deletion to the order.

b. Administrative Change. Amends non-substantive portions of a directive, such as date of references and organizational symbols. These changes need not be coordinated between ALDs. They will be reviewed for administrative accuracy and nature by the Marine Forces Commands (MARFOR).

c. Substantive Change. This type of change amends an essential portion of a directive, such as, policy, applicability, responsibilities, purpose, procedures, reports, and implementation. These changes must be coordinated with organizations who have mutually related responsibilities for review and concurrence or comments.

3. Submission of a Deviation. Requests for deviation will be submitted to the appropriate ALD via the chain of command as shown in figure F-1, with a cause-and-effect statement. An information notification will be submitted via ETMS2 to all ALDs, MARFORs, and ASB-31 for all approved deviation requests.

4. Submission of an Administrative Change. Requests for change will be submitted via the Aviation Supply Share Point at URL: https://usmc.SharePoint-mil.us/teams/Aviation375/Supply/SitePages/MARINE-AVIATION-SUPPLY-HOME.aspx. The changes will be reviewed by the SMDO/ AvnSupO (when applicable) prior to MAW level review. Each MAW will review these changes and concur/non-concur on the Share Point according to the schedule in appendix F, paragraph 6. Changes will replace applicable pages in the current order.

a. Submission of an Administrative Change. Administrative changes are those that correct basic errors, i.e. grammar, punctuation, style, etc.

Requests for administrative change will be submitted via the Aviation Supply Share Point. Administrative changes will include the following criteria:

(1) Date: Date of original submission.

(2) Source: Choose the appropriate activity for the submitting author.

(3) Submitted by: Input originator's email as it appears in the GAL.

(4) Type of Change: Administrative

(5) Chapter/ Appendix(s): Enter all applicable chapters/appendices.

(6) Page: Enter the appropriate NAVMC page number.

(7) Paragraph: Enter the applicable paragraph(s)

(8) Current state: Input the exact text as currently stated in the NAVMC that is recommended for change.

(9) Change Summary: Input corrected text/format.

(10) Rationale: Input type of error/update, (i.e., grammar, typo, inconsistency).

(11) App G Update Required: Check Yes or No

(12) App H Update Required: Check Yes or No

(13) Conflict with higher publication: Originator should ensure submission change submission does not conflict with a higher publication but leaves this block blank. It is to be verified and check yes or no by audit branch or WASMAT as applicable.

(14) SMD Concurrence: When applicable, the SMDO/ AvnSupO will check yes, no, or N/A.

(15) The remaining items will be validated by the applicable Wing/MARFOR for concurrence/non-concurrence, amplifying reasoning, and tracking.

b. Submission of a Substantive Change. Substantive changes are those that will impact the process or requirement within the NAVMC. Requests for substantive change will be submitted via the aviation supply Share Point and include the following criteria:

(1) Date: Date of original submission.

(2) Source: Choose the appropriate activity for the submitting author.

(3) Submitted by: Input originator's email as it appears in the GAL.

(4) Type of Change: Administrative

(5) Chapter/ Appendix(s): Enter all applicable chapters/appendices.

(6) Page: Enter the appropriate NAVMC page number.

(7) Paragraph: Enter the applicable paragraph(s)

(8) Current state: Input the exact text as currently stated in the NAVMC that is recommended for change.

(9) Change Summary: Input corrected text/format.

(10) Rationale: Input type of error/update, (i.e., grammar, typo, inconsistency).

(11) App G Update Required: Check Yes or No

(12) App H Update Required: Check Yes or No

(13) Conflict with higher publication: Originator should ensure submission change submission does not conflict with a higher publication but leaves this block blank. It is to be verified and check yes or no by audit branch or WASMAT as applicable.

(14) SMD Concurrence: When applicable, the SMDO/ AvnSupO will check yes, no, or N/A.

(15) The remaining items will be validated by the applicable Wing/MARFOR for concurrence/non-concurrence, amplifying reasoning, and tracking.

5. Change Submission Schedule. Critical NAVMC changes will be submitted and reconciled annually and administrative NAVMC changes will be submitted and reconciled bi-annually, per the following schedule.

a. Initiated to Share Point and reviewed by respective SMD/ AvnSupO (if applicable) NLT 31 May.

b. Changes will be marked with concurrence or non-concurrence by ALL WASMATs NLT 30 June. Color code for items awaiting WASMAT review is Orange.

c. Virtual meeting for all changes not receiving unanimous approval or rejection NLT 3rd week of July.

(1) Originator Rep, MAWs

(2) Results updated in the SharePoint to reflect current status and close denied changes.

(3) Approved changes submitted to respective WASMAT in final format NLT 15 August.

d. Final submissions submitted to MARFOR NLT 31 August and will be approved or disapproved with SharePoint updates made by MARFORs NLT 15 Sept. Color code for items awaiting MARFOR review is Purple.

e. Final review of ASDTP NLT 30 September. This review will include discussion and finalization of recommended changes as well as proposed changes carried over from prior year. Any items requiring ASB decision will

also be discussed at this time. Attendance is for MAW, MARFOR, ASB, CACI NAVMC Coordinator, and SMEs by invitation.

f. Changes will be marked with concurrence or non-concurrence and all required documentation submitted to the CACI NAVMC coordinator NLT 15 October for Share Point update.

g. The final NAVMC will be submitted by the CACI NAVMC Coordinator via the MARFORs to ASB NLT 15 November.

h. Projected NAVMC approval 30 December.

UNITED STATES MARINE CORPS
MARINE FIGHTER ATTACK SQUADRON XX
MARINE AIRCRAFT GROUP XX
XD MARINE AIRCRAFT WING
MCAS MARINE P.O. BOX 123456
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:
4400
CO
DD Mon YY

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

Via: Chain of Command

Subj: SUBMISSION OF DEVIATION REQUEST TO NAVMC 4400.177_

Ref: (a) NAVMC 4400.177_

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

a. Situation. Describe the situation driving the need for deviation.

b. Mission. Define the plan for deviation incorporation, to include start and end dates, chapter, page, figure, paragraph, line, etc., to be deviated from.

(1) Use this line to identify how the text to be changed currently reads. Information paragraphs may be included when needed.

c. Execution. This paragraph should contain the revised text as it should read.

(1) Be detailed and include required deviations to the applicable appendices and or references. Please not to include App H and its tasks.

(2) MALS Commanders and AvnSupO's shall be responsible for the timely entry of changes and the physical maintenance of copies of this Manual.

d. Summary of Deviation. If needed, include this paragraph to clarify the complexity of the deviation or to call attention to important changes.

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

I. M. MARINE
By Direction

Copy to: (as applicable)

Figure F-1.--Sample ASDTP Deviation Request.

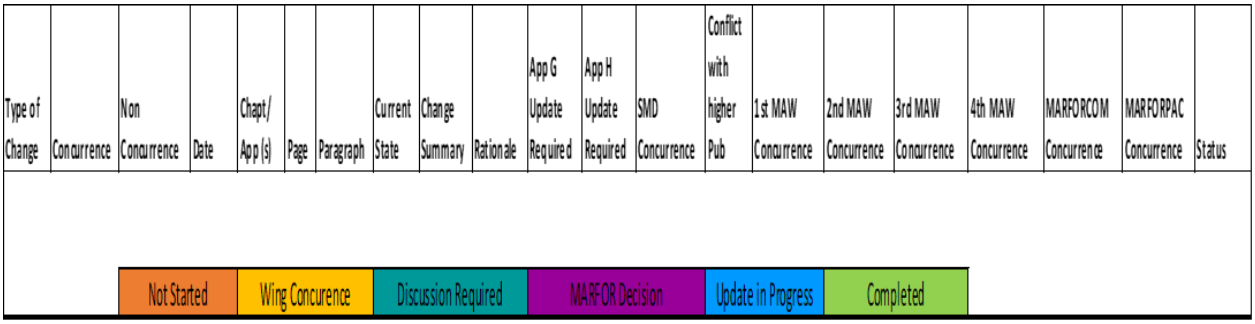


Figure F-2.--SharePoint Template/Color Codes.

APPENDIX G

INTERNAL AUDITS

1. Purpose

a. To provide procedures for conducting internal audits.

b. To provide the frequency of audits.

c. To provide inventory/requisition management acceptable percentages and actions to take if the percentages are unacceptable.

2. Information. This appendix provides a separate figure for each internal audit to be conducted by the Supply Management Division (SMD), Audit Branch (AB). The look back period for WASMAT audits/assists will start from the end date of the previous FAI/FAA to the start date of the current FAI/FAA.

3. Internal Audits. The following is a list of audits and their figure numbers:

AUDIT	FIGURE	PAGE
Location Content Validation (LCV) Audit.....		G-3
WMD LCV Audit Worksheet (SIR/MRF to LOC)	G-1	G-4
WMD LCV Audit Worksheet (LOC to SIR/MRF)	G-2	G-4
FSA LCV Audit Worksheet (SIR/MRF to LOC)	G-3	G-4
FSA LCV Audit Worksheet (LOC to SIR/MRF)	G-4	G-4
JSD-LCV Audit.....		G-6
JSD-LCV Audit Worksheet (SIR to LOC).....	G-5	G-7
JSD-LCV Audit Worksheet (LOC to SIR).....	G-6	G-7
Classified LCV Audit.....		G-9
WMD Classified LCV Audit Worksheet.....	G-7	G-9
FSA Classified LCV Audit Worksheet.....	G-8	G-9
Shelf-Life Audit.....		G-11
Shelf-Life SIR Audit Worksheet (Step 2)	G-9	G-13
Shelf-Life Location Audit Worksheet (Step 3)	G-10	G-13
JSD-Shelf-Life Location Audit.....		G-15
JSD-Shelf-Life Location Audit Worksheet (Step 3).....	G-11	G-17
Completed Transaction File (CTF) Audit.....	G-12	G-19

Requisition Audit..... G-13 G-22

Financial Report Audit..... G-25

OPTAR Document Transmittal Report
NAVCOMPT 2156 Audit Worksheet..... G-14 G-25

OPTAR Document Transmittal Report
NAVCOMPT 2156/2157 Audit Worksheet..... G-14.1 G-26

OPTAR Document Transmittal Current & Prior FY Report
NAVCOMPT 2156 Audit Worksheet..... G-14.2 G-26

OPTAR Grants/Authorization Difference Audit Worksheet..... G-14.3 G-27

Part II difference and FYTD difference comparison
Audit Worksheet..... G-14.4 G-27

Erroneous Budget OPTAR Reports Audit Worksheet..... G-14.5 G-27

Money Value Only (MVO) Requisition Audit..... G-15 G-29

Fuel Audit (Part One) G-16 G-32

Fuel Audit (Part Two) G-17 G-33

Fuel Audit (Part Three) G-18 G-34

Custody Record Audit..... G-19 G-37

User Role Audit..... G-39

Fly-in Support Allowance (FSA) Deficiency Audit..... G-20 G-42

Financial Liability Survey Audit..... G-45

Location Content Validation Audit
(LCV)

Reference: NAVSUP P-723, CNAFINST 4400.2, NAVSUP P-485, NAVMC 4400.177_, chapter 2, paragraph 2401.13, Appendix M and Appendix N

Frequency: Annually

Goal: WMD materiel: 95% (excluding Classified)
FSA materiel: 98% (excluding Classified)

Corrective Actions required: WMD = <95%
FSA = <98%

Sample: -Post Scheduled Inventory = 5% of all NIINs inventoried
-Inspection/Assist = 100 items SIR to Location
100 items Location to SIR

Action: 1. For Post Scheduled Inventory, perform Location Audit Program and Physical Inventory validation of inventoried items. If first sample falls below 80%, it constitutes a failure, and a second sample will be required. If the second sample is a failure, a complete Location Audit Program and Physical Inventory will be conducted within 30 days.

2. For internal audits, perform the Location Content Validation Audit. If first sample falls below 80%, it constitutes a failure and recorded. SMDO/Chief and ASO will determine if second sample will be required. If the second sample is a failure, a complete Location Audit Program and Physical Inventory will be conducted within 180 days.

3. For FAA/FAI only one validity sample will be collected.

Formula: $\text{Validity \%} = \frac{\text{\# NIINs audited - \# NIINs in error x 100}}{\text{\# NIINs audited}}$

Procedure:

1. SIR and MRF to Location:

a. Produce the sample to be analyzed via SQL/ADHOC isolating only materiel with a recorded inventory posted during the period to audited.

(1) Verify NIIN and actual location matches the SIR/MRF.

(2) Verify unit of issue on the materiel/location/stow tag matches the SIR/MRF.

(3) Verify the part number and serial number on the actual materiel matches the Serviceable Label-Materiel Tag, DD Form 1574-1 or equivalent (if applicable), and the stow tag.

(4) Count the materiel in location and compare it to SIR (include NALCOMIS RFI for repairable).

2. Location to SIR and MRF:

a. Randomly select sample from the range of locations being audited ensuring no more than 10% are Category B.

(1) Verify NIIN and actual location matches the SIR/MRF.

(2) Verify unit of issue on the materiel/location/stow tag matches the SIR/MRF.

(3) Verify the part number and serial number on the actual materiel matches the Serviceable Label-Materiel Tag, DD Form 1574-1 or equivalent (if applicable), and the stow tag.

(4) Count the materiel in location and compare it to SIR (include NALCOMIS RFI for repairable).

(5) Prior to computing the validation percentage, AB will research all the errors to see if transactions are pending which would eliminate the error.

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Location		NIIN		UI			Rep. Only		Count				
Loc	Item	NIIN	Item	UI	Item	MCC	Stow Tag	RFI Tag	Shelf	BLA	NALC RFI	Discrep	Remarks
	Y/N		Y/N		Y/N		Y/N	Y/N				Y/N	

Figure G-1.--SIR/MRF to Loc (WMD).

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Location		NIIN		UI			Rep. Only		Count				
Loc	BLA	Item	BLA	Item	BLA	MCC	Stow Tag	RFI Tag	Shelf	BLA	NALC RFI	Discrep	Remarks
	Y/N		Y/N		Y/N		Y/N	Y/N				Y/N	

Figure G-2.--Loc to SIR/MRF (WMD).

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Location		NIIN		UI			Rep. Only		Count				
PUK ID	Location	Item	NIIN	Item	UI	Item	MCC	Stow Tag	RFI Tag	Shelf	BLA	NALC RFI	Discrep	Remarks
		Y/N		Y/N		Y/N		Y/N	Y/N				Y/N	

Figure G-3.-- SIR/MRF to Loc (FSA).

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Location		NIIN		UI			Rep. Only		Count				
PUK ID	Loc	BLA	Item	BLA	Item	BLA	MCC	Stow Tag	RFI Tag	Shelf	BLA	NALC RFI	Discrep	Remarks
		Y/N		Y/N		Y/N		Y/N	Y/N				Y/N	

Figure G-4.-- Loc to SIR/MRF (FSA)

NOTE: BLA = R-Supply

Location Content Validation Audit Results

1) Total Number Audited: _____

2) Number Incorrect: _____

3) Number Correct: _____

4) Validity Percentage: _____ (#3 divided by #1) x 100

Date: _____

Auditor: _____

JSD-Location Content Validation Audit
(LCV-JSD)

Reference: F-35 Sustainment Operating Instruction 1511.02, NAVMC 400.177, Chapter 6, paragraph 6401.3, Appendix M and Appendix N

Frequency: Annually

Goal: JSD materiel: 95%

Corrective Actions required: JSD = <95%

Sample: -Post Scheduled Inventory = 5% of all NIINs inventoried
-Inspection/Assist = 100 items SIR to Location
100 items Location to SIR

Action: 1. For Post Scheduled Inventory, perform Location Audit Program and Physical Inventory validation of inventoried items. If first sample falls below 80%, it constitutes a failure, and a second sample will be required. If the second sample is a failure, a complete Location Audit Program and Physical Inventory will be conducted within 30 days.

2. For internal audits, perform the Location Content Validation Audit. If first sample falls below 80%, it constitutes a failure and recorded. SMDO/Chief and ASO will determine if second sample will be required. If the second sample is a failure, a complete Location Audit Program and Physical Inventory will be conducted within 180 days.

3. For FAA/FAI only one validity sample will be collected.

Formula: Validity % = $\frac{\text{\# PNs audited - \# PNs in error x 100}}{\text{\# Part Numbers audited}}$

Procedure:

1. SIR to Location:

a. Produce the sample to be analyzed via Inventory Part In Stock search utilizing search criteria On Hand Qty > 0.

b. Verify part number, serial number, batch number, and actual location matches the SIR.

(1) Verify the part number, serial number, and batch number on the actual materiel matches the associated documentation and the stow tag.

c. Count the materiel in location and compare to SIR.

2. Location to SIR:

a. Randomly select sample from the range of locations being audited.

b. Verify part number, serial number, batch number, and actual location matches the SIR.

(1) Verify the part number, serial number, and batch number on the actual materiel matches the associated documentation and the stow tag.

c. Count the materiel in location and compare to SIR.

3. Prior to computing the validation percentage, AB will research all the errors to see if transactions are pending, which would eliminate the error.

1	2	3	4	5	6	7	8	9	10	11	12	13
Location		Part Number		Serial Number		Batch Number				Count		
Location No	Item	Part No	Item	Serial No	Item	Batch No	Item	Stow Tag	Shelf	On Hand Qty	Discrep	Remarks
1016-C02-A-06	Y	NAS1149E0316R	Y	*	Y	*	Y	Y	208		No	

Figure G-5.--SIR to Loc (JSD).

1	2	3	4	5	6	7	8	9	10	11	12	13
Location		Part No		Serial Number		Batch Number			Count			
Location	BLA	Item	BLA	Item	BLA	Item	BLA	Stow Tag	Shelf	BLA	Discrep	Remarks
	Y		Y		Y		Y				YES	

Figure G-6.--Loc to SIR/MRF (JSD).

NOTE: BLA = ALIS

JSD-Location Content Validation Audit Results

1) Total Number Audited: _____

2) Number Incorrect: _____

3) Number Correct: _____

4) Validity Percentage: _____ (#3 divided by #1) x 100

Date: _____

Auditor: _____

Classified Location Content Validation Audit

(Classified LCV)

Reference: NAVMC 4400.177_

Frequency: Annually

Goal: 100%

Corrective Actions required: < 100%

Sample: 100%, inventory of all (classified) Controlled Item Identification Codes (CIIC).

Action: Perform Location Content Validation of Classified materiel. If sample falls below the acceptable percentage, it constitutes a failure.

Formula: Validity % = $\frac{\text{\# NIINs audited - \# NIINs in error x 100}}{\text{\# NIINs audited}}$

Procedure:

1. Produce a listing via R-Supply SQL or AdHoc by CIIC. Per reference (m), classified materiel are as follows: 6, 8, 9, A, B, C, D, E, F, G, H, K, L, O, S, T.

2. Column Definitions/Procedures for Inventory Worksheet:

a. See WMD LCV G-Audit. Column 7 (Column 8 for SMD) will list the controlled item identification code (CIIC). Repairable and consumable classified items will appear on one worksheet. For those columns that are not applicable to line items leave blank.

b. If there are any items which are not matched, AB will conduct research. Annotate pending issues or transaction in the remarks column. Unresolved variances could result in an inventory discrepancy. Any classified item that is not in a controlled storage location will be deemed discrepant.

c. Transcribe the information to the classified LCV audit results worksheet and compute the validity Percentage.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Location		NIIN		UI				Rep. Only		Count				
LOC	Item	NIIN	Item	UI	Item	CIIC	MCC	Stow Tag	RFI Tag	Shelf	BLA	NALC RFI	Discrep	Remarks
	Y/N		Y/N		Y/N			Y/N	Y/N				Y/N	

Figure G-7.--Classified Inventory Audit Worksheet (WMD).

1	2	3	4	5	6	7	8	9	10	11		12	13	14	15
Location			NIIN		UI				REP. Only			Count			
PUK_ID	LOC	Item	NIIN	Item	UI	Item	CIIC	MCC	Stow Tag	RFI Tag	Shelf	BLA	NALC PUK QTY	Discrep	Remarks
		Y/N		Y/N		Y/N			Y/N	Y/N				Y/N	

Figure G-8.--Classified Inventory Audit Worksheet (SMD).

Classified Location Content Validation Audit
Results

1) Total Number Audited: _____

2) Number Incorrect: _____

3) Number Correct: _____

4) Validity Percentage: _____ (#3 divided by #1) x 100

Date: _____

Auditor: _____

Shelf-Life Audit Procedures

Reference: NAVMC 4400.177C, chapter 2, paragraph 2301.12, and appendix Q

Frequency: Quarterly

Acceptable: 90%

Sample: See Below

Action: Any step that falls below 90% validity constitutes Shelf Life Audit failure. If the validity is below the acceptable percentage a physical review of all records and/or materiel on-hand will be required to correct any discrepancies found.

Formula: $\frac{\text{\# NIINs audited - \# NIINs in error x 100}}{\text{\# NIINs audited}}$

Procedures: Shelf-Life audit process consists of a four-pronged approach.

(1) Validating the SIR to ensure all NIINs have an SLC and SLAC established.

(2) Validating the SIR to ensure valid SLC and SLAC are loaded.

(3) Ensuring all materiel stocked as Shelf-Life is not in an expired, mislabeled or unidentified condition.

(4) Validating the SIR to ensure NIINs identified as Shelf Life are stowed in Shelf-Life locations and those that are not shelf-life are not stowed in Shelf-Life locations.

Step 1: Validate all SIR records appearing on the database, have a SLC/SLAC loaded.

a. Run an ADHOC for all NIINs on the SIR that DO NOT have a SLC/SLAC loaded.

b. Any SIR recorded without a SLC and/or SLAC loaded will be recorded as a discrepancy.

Step 2: Validate correct SLC/SLACs on the SIR

a. Select 5% of NIINs from the SIR.

b. Annotate the NIIN and the SLC/SLAC, obtained from the SIR on the Shelf-Life SIR Audit Worksheet.

c. Validate the SIR SLC/SLAC by researching each NIIN through FEDLOG.

d. SIR SLC/SLAC errors will be recorded as a discrepancy.

Step 3: Validation of Shelf-Life Materiel

a. Run an ADHOC for all NIINs with a SLC/SLAC loaded to the SIR, excluding SLC 0, with on hand > 0. Sort the listing in location sequence and include the following fields:

(1). NIIN

(2). Location

(3). SLC

b. Select 10% for audit.

c. Transcribe the fields listed above from the selected 10% sample, to the Shelf-Life Location Audit Worksheet.

d. The validation is conducted by physically going to the location and ensuring each NIIN selected has NO expired materiel in location.

(1). The following will constitute as an error during this validation:

(a) Any NIIN which has expired materiel in location will be considered an error.

(b) Any materiel labeled with incorrect expiration dates or extension dates will be considered an error.

(c) Any materiel not labeled will be considered an error.

(d) Any materiel not separated by Type I/II.

(e) Any materiel not physically available in location for this step (SIR O/H quantity > 0), with no pending transactions (awaiting to post), will be considered an error.

e. A copy of the audit worksheet will be provided to the WMD to correct any errors discovered by the Audit Branch.

Step 4: Validate Segregation of Materiel.

a. Run an ADHOC for all active SIR appearing on the database. Sort the listing in location sequence and include the following Fields.

(1). NIIN

(2). Location

(3). SIR O/H quantity > 0

(4). SLC

b. Since the data is already sorted in location sequence, filter the data to show only NIIN's with a SLC of 0 or blank. Next filter the original output data to exclude NIINs with a SLC of 0 or blank to see all NIINs stored in non-shelf-life locations.

c. The validation is conducted ensuring the Shelf-life NIINs are in the proper location and non-shelf-life NIINs are not contained in Shelf-Life location. Any NIINs that fall into this category are discrepant.

d. A copy of the audit worksheet will be provided to the WMD to correct any errors discovered by the AB.

NIIN	SIR SLC	SIR SLAC	FEDLOG SLC	FEDLOG SLAC	DISCREPANCY YES / NO

Figure G-9.--Shelf-Life SIR Audit Worksheet (Step 2).

1	2	3	4	5	6	7	8
NIIN	**LOCATION**	**SLC**	**EXPIRED YES/NO**	**MISLABELED/ NOT LABELED YES/NO**	**SEPERATED BY TYPE I/II YES/NO**	**DISCREPENCY YES/NO**	**REMARKS**

Figure G-10.--Shelf-Life Location Audit Worksheet (Step 3).

Shelf-Life Audit Results

Step 1

1. Number of NIINs on SIR with no SLC/SLAC loaded: _____

2. Number of SIR records: _____

3. Validity Percentage: (#2 minus #1 divided by #2) x 100 _____

Step 2

4. Number of NIINs validated (Fedlog): _____

5. Number of SIR records with incorrect SLC/SLAC: _____

6. Validity Percentage: (#4 minus #5 divided by #4) x 100 _____

Step 3

7. Number of NIINs audited (SL Loc): _____

8. Number of NIINs with expired/mislabeled/not labeled materiel on hand/separated (Type I/II): _____

9. Validity Percentage:(#7 minus #8 divided by #7) x 100 _____

Step 4

10. Total NIINs audited (segregation Validation) _____

11. Number of discrepancies: _____

12. Validity Percentage:(#10 minus #11 divided by #10)x 100 _____

Acceptable Percentage is 90%

Step 1 percentage (line 3): _____

Step 2 percentage (line 6): _____

Step 3 percentage (line 9): _____

Step 4 percentage (line 12): _____

NOTE: Any steps falling below 90% will constitute a failure of the entire Shelf-Life Audit.

Date: _____

Auditor: _____

Shelf-Life Audit Results.

JSD Shelf Life Audit Procedures

Reference: NAVMC 4400.177C, chapter 6, paragraph 6301.4, F-35 Sustainment Operating Instruction 1511.02, and appendix Q

Frequency: Quarterly

Acceptable: 90%

Sample: See Below

Action: Any step that falls below 90% validity constitutes Shelf Life Audit failure. If the validity is below the acceptable percentage a physical review of all records and/or materiel on-hand will be required to correct any discrepancies found.

Formula: $\frac{\text{\# PNs audited - \# PNs in error x 100}}{\text{\# PNs audited}}$

Procedures: Shelf-Life audit process consists of a three step assessment.

(1) Validating the SIR to ensure PNs identified as Shelf Life are stowed in Shelf-Life locations and those that are not shelf-life are not stowed in Shelf Life locations.

(2) Validating the SIR to ensure valid expiration dates are loaded and none are expired.

(3) Ensuring all materiel stocked as Shelf-Life is not in an expired, mislabeled or unidentified condition.

Step 1: Validate Segregation of Materiel.

1. Pull an IPSL for all PNs in SIR with an On Hand Quantity Greater than (>) zero on the database. Pull a Master Part Listing of all PNs with a SLC not equal (<>) 0 in SIR.

2. Input data into JSD Shelf Life Excel.

3. The validation is conducted ensuring the Shelf-life PNs are in the proper location and non-shelf-life PNs are not contained in Shelf Life location. Any PNs that fall into this category are discrepant.

4. A copy of the audit worksheet will be provided to the JSD to correct any errors discovered by the AB.

Step 2: Validate Expiration Date loaded in SIR and not expired.

1. Sort data in Expiration Date order.

2. Sort by expiration date order ascending to see all expired assets then filter by blanks to see all shelf life parts with no expiration date loaded.

3. Annotate any expired or missing expiration dates as discrepancies.

4. A copy of the audit worksheet will be provided to the JSD to correct any errors discovered by the AB.

Step 3: Validation of Shelf Life Materiel

1. Utilize Excel to assess PNs with a SLC/SLAC loaded to the SIR, excluding SLC 0, with on hand > 0. Sort the listing in location sequence and include the following fields:

a. Location

b. Part Number

c. Serial Number

d. Batch Number

e. Expiration Date

f. On Hand Qty

g. Shelf Life Code

h. Shelf Life (Days)

2. Select 25 PNs or 10% whichever is greater for audit.

3. Transcribe the fields listed above from the selected sample, to the Shelf Life Location Audit Worksheet.

4. The validation is conducted by physically going to the location and ensuring each PN selected has an accurate expiration date and is not expired. The verification of the expiration date is conducted by calculating from the manufactured date plus the timeframe that aligns with the shelf life code/ shelf life days.

a. The following will constitute as an error during this validation:

(1) Any PN which has expired materiel in location will be considered an error.

(2) Any materiel labeled with incorrect expiration dates will be considered an error.

(3) Any materiel not labeled will be considered an error.

(4) Any materiel not physically available in location for this step (SIR O/H quantity > 0) will be considered an error.

5. A copy of the audit worksheet will be provided to the JSD to correct any errors discovered by the Audit Branch.

1	2	3	4	5	6	7	8	9	10	11	12	13
Location No	Part No	Serial No	Batch No	Expiration Date	On Hand Qty	SLC	Shelf Life Days	Manufacture Date	Expired	Mislable/Not Labled	Discrepancy	Remarks

Figure G-11.—JSD Shelf Life Location Audit Worksheet (Step 3).

JSD-Shelf-Life Audit Results

Step 1

1. Total PNs audited (segregation Validation) _____

2. Number of discrepancies: _____

3. Validity Percentage:(#1 minus #2 divided by #1)x 100 _____

Step 2

4. Number of PNs on SIR with expired or no expiration loaded: _____

5. Total PNs audited: _____

6. Validity Percentage: (#5 minus #4 divided by #5) x 100 _____

Step 3

7. Number of PNs audited (SL Loc): _____

8. Number of PNs with expired/mislabeled/not labeled materiel on hand: _____

9. Validity Percentage:(#7 minus #8 divided by #7) x 100 _____

Acceptable Percentage is 90%

Step 1 percentage (line 3): _____

Step 2 percentage (line 6): _____

Step 3 percentage (line 9): _____

NOTE: Any steps falling below 90% will constitute a failure of the entire Shelf Life Audit.

Date: _____

Auditor: _____

JSD-Shelf-Life Audit Results.

Completed Transaction File (CTF) Audit

Reference: NAVMC 4400.177C, chapter 2, paragraph 2301.5, chapter 3, paragraph 3211.4c, 3211.5g, 3211.7c and reference (t)

Frequency: Quarterly

Acceptable: 100%

Sample: WMD 25 Random completed transactions
OMD 25 or All (if less than 25)

Action: Any step that falls below 100% validity constitutes audit failure. If the validity is below the acceptable percentage, discrepant records will be fixed and corrective action plan executed.

Formula: $\frac{\text{\# NIINs audited - \# NIINs in error x 100}}{\text{\# NIINs audited}}$

Column Definitions/Procedures for CTF Audit Worksheet: The CTF audit process for WMD consists of producing an R-Supply ADHOC of completed stock/DTO transactions and for OMD producing an R-Supply ADHOC of completed DTO transactions (Tools, IMRL, or TBA) as well as transactions retrieved from ASKIT completed Unfilled Orders (Flight Equipment). Records will be retrieved from the previous quarter and by selecting a random sample of 25 transactions. Auditor will validate that a legible printed name, signature, and date are annotated on the receipt document. Failure to meet the above criteria constitutes audit failure.

Column	Definitions/Procedures
1 through 7	Will be produced via ADHOC (SIR) and those transactions retrieved from the ASKIT completed Unfilled Orders (Flight Equipment).

NOTE: MCC will be N/A for Flight Equipment and some consumables.

8. Were a legible print, sign, and date annotated on the receipt? If so mark yes, if not mark no.

9. Were there any discrepancies identified? If so mark yes, if not, mark no.

10. Remarks (if any)

Once all requisitions are annotated and the worksheet is complete, utilize the CTF Audit Results worksheet on the next page and calculate the CTF validity.

1	2	3	4	5	6	7	8	9	10	11
DOCUMENT NUMBER	NIIN	QTY ORD	QTY RECD	COG	MCC	COMPLETION DATE	LEGIBLE PRINT/SIGN/DATE	QTY CIRCLED	DISCREPANCY	REMARKS
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	
							YES/NO	YES/NO	YES/NO	

Figure G-12.--CTF Audit.

Completed Transaction File (CTF) Audit Results

1. Number of Records: _____

2. Number Incorrect: _____

3. Number Correct: _____ (#1-#2)

4. Validity Percentage: _____ (#3 divided by #1) x100

Acceptable Percentage 100%

Date: _____

Auditor: _____

Requisition Audit

Reference: NAVMC 4400.177C, appendix K

Goal: IPG-I, Critical Requisitions: 96%
IPG-I, Non-Critical Requisitions: 94%
WMD Stock, PEB, & SMD FSA: 90%

Acceptable: IPG-I, Critical Requisitions: 80%
IPG-I, Non-Critical Requisitions: 80%
Other, WMD Stock, PEB, & SMD FSA: 80%

Sample: IPG-I, Critical Requisitions:
OMD: 50 or all if total requisition count is less than 50.

IPG-I, Non-Critical Requisitions:
OMD: 50 or all if total requisition count is less than 50.

Other Requisitions:
WMD Stock: 50 or all if total requisition count is less than 50.
PEB: 50 or all if total requisition count is less than 50.
SMD FSA: 50 or all if total requisition count is less than 50.

Action: Complete reconciliation (if less than above acceptable percentages)

Formula: $\text{Validity \%} = \frac{\text{\# reqns audited \#- reqns in error X100}}{\text{\# requisitions audited}}$

Column Definitions/Procedures for Requisition Audit Worksheet: Obtain a list of the outstanding document numbers from R-Supply and/or ASKIT, utilizing the Requisition Listing, ADHOC or UFO report (ASKIT).

Column	Definitions/Procedures
1. and 2.	Select the appropriate number of records from the sample above and record the appropriate data (DDSN and Pri), in column 1 and 2 respectively, on the Requisition Audit Worksheet.
3. thru 6.	Query the requisition in R-Supply and record the appropriate entries. For ASKIT records, this information will already be included on the UFO report, record this information on the Requisition Audit Worksheet.
7.	Status validation will be conducted via the internal/external system (e.g., one touch, transledger etc.), to determine current status and corrective action required for requisition. If the current status is valid (in accordance with appendix K), the question "Is Status Valid" will be answered "Yes". If column 7 is marked "Yes", skip to column 14. No other columns will need annotations. If the current status is not valid (in accordance with appendix K) then the question "Is Status Valid" will be answered "No" and the audit will be continued utilizing the remaining columns.
8. thru 12.	Annotate last follow up sent, date sent, what RI sent to, status code and ESD (if applicable).

13. If the last follow-up sent is correct in accordance with appendix K, the question "Correct Follow-up" will be answered "Yes" if not it will be answered "No" and column 15 will be marked "Yes", noting this as a discrepancy.

14. If the document exists in both NALCOMIS and R-Supply (as applicable) mark "Yes", if not, mark "No". If the Requisition Audit is for a ASKIT requirement, this column will be marked "N/A". If there is a status discrepancy, other than a confirmed cancellation status, between R-Supply and NALCOMIS, and other conditions are met it will not constitute a discrepancy on this audit. If a confirmed cancellation status is posted in one database, but not in the other or if a record is on file in one system but not the other (as applicable), it will constitute a discrepancy.

15. If either step 13 or 14 is answered "No" then column 15 "Discrepancy" will be answered "Yes". If there are no discrepancies, this column will be answered "No".

16. Annotate any additional remarks.

Once all requisitions are annotated and the worksheet is complete, utilize the Requisition Audit Results worksheet on the next page and calculate the requisition validity.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
DDSN	Pri	Current Status					Date From Last Follow-up						Outstanding In NALCOMIS & R-Supply	Discrepancy	Remarks
		Sts Date	Sts Cd	RI From	ESD	Is Status Valid	Follow-up	Date Sent	Sent To	Sts Cd	ESD	Correct Follow-up			
						Y/N						Y/N/NR	Y/N/NA	Y/N	
						Y/N						Y/N/NR	Y/N/NA	Y/N	
						Y/N						Y/N/NR	Y/N/NA	Y/N	
						Y/N						Y/N/NR	Y/N/NA	Y/N	
						Y/N						Y/N/NR	Y/N/NA	Y/N	
						Y/N						Y/N/NR	Y/N/NA	Y/N	
						Y/N						Y/N/NR	Y/N/NA	Y/N	
						Y/N						Y/N/NR	Y/N/NA	Y/N	
						Y/N						Y/N/NR	Y/N/NA	Y/N	
						Y/N						Y/N/NR	Y/N/NA	Y/N	
						Y/N						Y/N/NR	Y/N/NA	Y/N	
						Y/N						Y/N/NR	Y/N/NA	Y/N	

Figure G-13.--Requisition Audit Worksheet.

Requisition Audit Results

1. Number Requisitions Audited: _____

2. Number of Discrepancies: _____

3. Number Correct: _____ (1-2)

4. Validity Percent: _____ (3 divided by 1) x100

Date: _____

Auditor: _____

Requisition Audit Results.

Financial Report Audit

Reference: NAVMC 4400.177C, chapter 3, paragraph 3230.11

Frequency: Prior to and following every Live Financial Report

Acceptable: 100%

Sample: 100%

Action: Report validity (if less than 100% validity)

Formula: Any errors not corrected will constitute less than 100% validity

Procedure: The following R-Supply Financial Report Audit will be performed for each Pre-Live Financial Report, (Monthly Trial) conducted prior to processing the Live Financial Report (TL), to ensure all financial tables are accurate. All necessary corrective action will be completed prior to processing the Live Financial Report. Ensure an audit is performed for each OPTAR managed by the OPTAR holder.

1. R-Supply Financial Reports.

a. Match all Transmittal Numbers (TL#) and total dollar amounts on each OPTAR Document Transmittal Report NAVCOMPT 2156 to its corresponding Part III of the Budget OPTAR Report NAVCOMPT 2157. All amounts must be equal, and TLs must be in the correct consecutive order.

OPTAR (UIC):

CURRENT FY:

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156		BUDGET OPTAR REPORT, PART III NAVCOMPT 2157		
TL#	AMOUNT	TL#	AMOUNT	DIFF
Total		Tota		

1st PRIOR FY:

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156		BUDGET OPTAR REPORT, PART III NAVCOMPT 2157		
TL#	AMOUNT	TL#	AMOUNT	DIFF
Total		Tota		

Figure G-14.--OPTAR Document Transmittal Report NAVCOMPT 2156 Audit Worksheet.

b. The value of the previous month’s Chargeable Obligations FYTD (Column 22 of the previous month NAVCOMPT 2157), plus the total of the Current Month Transmittals (NAVCOMPT 2156) will equal the value of the current month Chargeable Obligations (Column 22 of the current month NAVCOMPT 2157).

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156/2157		
	CURRENT FY	1ST PRIOR FY
1. PREV. MONTH COL. 22		
2. CUR. MONTH TL TOTAL		
3. TOTAL (1+2)		
4. CUR. MONTH COL. 22		
5. DIFFERENCE (3-4)		

Figure G-14.1--OPTAR Document Transmittal Report NAVCOMPT 2156/2157 Audit Worksheet.

c. Prior to running the Daily Live TL, it must be audited, and discrepancies reviewed by the OIC/SNCOIC by performing the following:

(1) Review for valid fund codes (SUMMARY OF BOR BY FUND CODE from the NAVCOMPT 2157).

(2) Review all transactions with 5A/53 Advice Code and ensure a DD Form 200 is on file in OMD/WMD. If the DD Form 200 is not on file notify SMD for appropriate follow up. Annotate the number of documents with a 5A/53 Advice Code and the total dollar amount.

(3) The only authorized obligations for prior fiscal years are obligation adjustments to previous existing requisitions or an obligation generated from a repairable inducted during the prior year but BCM'd during the current year with prior approval from HHQ.

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156		
	CURRENT FY	1ST PRIOR FY
1. Are Fund Codes Valid?	Y/N	Y/N
2. Identify 5A/53 advice code transactions. (Count/EMV)		
3. Are prior year obligations valid?	N/A	Y/N

Figure G-14.2--OPTAR Document Transmittal Report NAVCOMPT 2156 Audit Worksheet.

d. The total of OPTAR GRANTS Fiscal Year to Date must match authorizations received from the latest grant message.

	CURRENT FY	1ST PRIOR FY
1. NAVCOMPT 2157		
2. AUTHORIZATION (Grants received from G-8)		
3. DIFFERENCES (1-2)		

Figure G-14.3--OPTAR Grants/Authorization Difference Audit Worksheet.

e. The value of Cumulative Differences on Part II of the Budget OPTAR Report must equal the value of the FYTD difference on the last posted DL.

	CURRENT FY	1ST PRIOR FY
1. NAVCOMPT 2157 Col 23 Total		
2. DL Report FYTD DIFF		
3. DIFFERENCES (1-2)		

Figure G-14.4--Part II difference and FYTD difference comparison Audit Worksheet.

f. Check for erroneous Budget OPTAR Reports (NAVCOMPT 2157) (blank subheads, erroneous fiscal years, N/A BORS that should be negative reports, erroneous service identifier code, etc.). Enter the information on the table for each error found.

LIST OF ERRONEOUS BUDGET OPTAR REPORTS			
	ERROR 1	ERROR 2	ERROR 3
FISCAL YEAR			
UIC			
SUBHEAD			
BUDGET OPTAR CODE			
FUND CODE & DOLLAR AMOUNT			
TYPE EQUIP CODE			
OBLIGATIONS FYTD (22)			
CUMULATIVE DIFFERENCES (23)			
EXPENDITURES FYTD (24)			
OTHER/COMMENTS:			

Figure G-14.5--Erroneous Budget OPTAR Reports Audit Worksheet.

Financial Report Audit Results

OPTAR (UIC) Audited: _____ Month and FY: _____

1. Transmittal Numbers Match: Y / N
2. NAVCOMPT 2157 (Column 22) Validation: Y / N
3. NAVCOMPT 2156 (Transactions) Validation: Y / N
4. FYTD Grants Validation: Y / N
5. FYTD DL Validation: Y / N

Acceptable: No Errors

Date: _____

Auditor: _____

Financial Report Audit Results.

Money Value Only (MVO) Requisition Audit

Reference: NAVMC 4400.177C, chapter 3, paragraph 3001.15

Frequency: Monthly (OMD OIC/SNCOIC)
Quarterly (Audit/Assist)

Acceptable: 98%

Sample: 50 random requisitions from external websites and the internal database (e.g., R-Supply/ASKIT) or all if total requisition count is less than 50.

Action: R-Supply/ASKIT validation and physical search for proof of delivery for all completed requisitions.

Formula: $\frac{\text{\# reqns audited - \# reqns in error x 100}}{\text{\# reqns audited}}$

Procedure: The following steps will be used for the MVO Audit:

STEP 1. Obtain a list of completed document numbers within the last quarter from all external websites (e.g., SAIC, FedMall, GCPC, ServMart, PR Builder, WAWF, and EEBP).

STEP 2. Select 50 requisitions at random to create your sample. At least one requisition from each website/database must be audited. Input the selected requisitions into column 1.

STEP 3. Query each document number to ensure it has been loaded into R-Supply or ASKIT. In column 2 annotate 'Yes' if document is in the internal database (R-Supply/ASKIT), if not mark 'No'.

STEP 4. Validate the fund code used for each requisition and enter it into column 3 on the worksheet. In column 4 annotate 'Yes' if fund code is valid or 'No' if an invalid fund code was utilized.

NOTE: The AIR Card® Invoice will show 7B as the fund code. If the transaction is for ground services ensure the document in ASKIT reflects a 7F fund code.

STEP 5. Validate if request is approved by the appropriate authority (e.g., AO, personnel appointed in the Delegation of Authority Letter, Card holder). The signatures and dates on the request should follow the proper workflow (e.g., requestor, CH, delegation of authority, AO). If request was approved by the appropriate authority annotate 'Yes', if not annotate 'No".

STEP 6. Query all documents in R-Supply/ASKIT to determine if an adjustment was processed via a DL. If an obligation difference was processed via DL annotate whether the charge was accepted (A) or challenged (C) in column 6.

Step 7: Locate the Proof of Delivery (POD) for each requisition being audited in the Completed Transaction File and annotate 'Yes' or 'No' in column 7.

Step 8: Validate that the dollar value on the receipt matches the expenditure within R-Supply/ASKIT. If receipt matches annotate 'Yes' in column 8, if it does not annotate 'No'.

Step 9: Validate that the obligation matches the expenditure processed in R-Supply/ASKIT. If obligation and expenditure match annotate 'Yes' in column 9, if it does not annotate 'No'.

Step 10: Ensure the requestor and the receiver are assigned in the Authorized Signature letter. If the signatures are authorized annotate 'Yes' in column 10, if they are not annotate 'No'.

STEP 11. If item is controlled materiel (e.g., TBA or Flight Equipment) annotate Yes in column 11, if not annotate No. If column 11 is Yes, verify materiel is documented in the custody record. If custody record is on file annotate 'Yes' in column 12, if it is not annotate 'No'.

STEP 12. If any column was annotated 'No' this will constitute a discrepancy; annotate 'Yes' in Column 13. Annotate any other Remarks in column 14.

Document Number	Loaded into R-Supply or Askit	Fund Code	Valid Fund Code	Appropriate Authority Approved Request	DL Accepted or Challenge	POD on File	POD Dollar Value Match R-Supply and Askit	Obligation and Expendenture Match	Requester and Reciever Authorized Signiture	Controlled Material	Custody Record on File	Discrepancy	Remarks
	YES / NO		YES / NO	YES / NO	A / C / NA	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	
	YES / NO		YES / NO	YES / NO	A / C / NA	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	

Figure G-15.--MVO Requisition Audit Results.

MVO Requisition Audit Results

1. Number of Document Numbers: _____

2. Number Incorrect: _____

3. Number Correct: _____

4. Validity Percentage: _____

Acceptable Percentage 98%

Date: _____

Auditor: _____

MVO Requisition Audit Results.

Fuel Audit

Reference: NAVMC 4400.177_, chapter 3, paragraph 3231.4-6, and appendix Y

Frequency: Quarterly

Goal: 95%

Acceptable: 80%

Sample: 100 Random from beginning of prior FY to beginning of current quarter.

PART One: 50 Random from EEBP (25 Ground fuel and 25 Aviation Fuel)

PART Two: 25 Random from ASKIT

PART Three: 25 Random from R-Supply

Action: Complete Reconciliation

Formula: Validity % = $\frac{\text{\# docs audited - \# docs in error}}{\text{\# docs audited}} \times 100$

Procedure: Part One focuses on ensuring EEBP is properly reconciled (i.e., transaction vs receipt/EEBP manifest vs accounting system, and actions are taken when erroneous charges are discovered. Part Two verifies that charges uploaded into ASKIT have corresponding FIAR compliant receipts in accordance with reference (t) and the FIAR FL-14 guidebook. Part Three verifies that charges uploaded into R-Supply have corresponding FIAR compliant receipts in accordance with reference (k) and the FIAR FL-14 guidebook.

Part One: Verify EEBP Transactions in R-Supply/ASKIT.

Sample: 50 Random from EEBP

STEP 1. Obtain a list of fuel documents (Aviation and Ground) from EEBP for the beginning of the prior FY to beginning of the current quarter.

STEP 2. Randomly select 50 records (25 Ground fuel and 25 Aviation fuel) and record the appropriate data (Column 1, 3, 5, 7, 9, 11, and 13) on the Fuel Audit Worksheet.

STEP 3. Go into the appropriate accounting system (R-Supply/ASKIT) and validate that the obligation has been made for each fuel document. If the obligation is found, annotate 'Yes' in Column 2, if not annotate 'No'.

Step 4. Validate the correct Fund Code reflects in R-Supply/ASKIT and EEBP. If Fund Code is valid, annotate 'Yes' in column 3, if not annotate 'No'.

Step 5. Validate the TEC in column 5 matches the TEC processed in ASKIT (not Receipt). If TEC is valid annotate 'Yes' in column 6, if not annotate 'No'.

Step 6. Validate the BuNo in column 7 matches the BuNo annotated on the receipt and processed in ASKIT. If BuNo is valid annotate 'Yes' in column 8, if not annotate 'No'.

Step 7. Validate the fuel quantity in column 9 matches the quantity annotated on the receipt and processed in R-Supply/ASKIT. If quantity is valid annotate 'Yes' in column 10, if not annotate 'No'.

Step 8. Validate the transaction EMV in column 11 matches the transaction EMV annotated on the receipt and processed in R-Supply/ASKIT. If transaction EMV is valid annotate 'Yes' in column 12, if not annotate 'No'.

Step 9. Validate the Fuel Type in column 13 matches the fuel type annotated on the receipt and processed in ASKIT. If fuel type is valid annotate 'Yes' in column 14, if not annotate 'No'.

STEP 10. If obligation was not found, verify if the transaction was challenged in the DL or thru the DLA Energy Helpdesk. If it is a valid challenge, annotate 'Yes' in column 15, this will not be considered a discrepancy. If it was not challenged or an invalid challenge was processed, annotate 'No' and Skip to step 11.

Step 11. If any column was annotated 'No' this will be considered a discrepancy; annotate 'Yes' in column 16. If there were no discrepancies annotate 'No' annotate any other remarks in column 17.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
EEBP MILSTRIP	Obligation Found	EEBP Fund Code	Fund Code Match	EEBP TEC	TEC MATCH	EEBP BuNo	BuNo Match	EEBP Fuel QTY	Fuel QTY Match	EEBP EMV	EMV Match	EEBP Product Code	Fuel Type Match	Challenged	Discrepancy	Remarks
	YES / NO		YES / NO		YES / NO		YES / NO		YES / NO		YES / NO		YES / NO	YES / NO / NA	YES / NO	

Figure G-16.-- Fuel Audit, (Part One).

PART Two: ASKIT Verification

Sample: 25 Random from ASKIT

STEP 1. Login to ASKIT. Export each squadron's Outstanding Fuel File Report for the appropriate timeframe outlined for the sample.

STEP 2. Randomly select 25 ASKIT documents and record the appropriate data (Column 1, 5, 7, and 9) on the Fuel Audit Worksheet.

STEP 3. For EPoS transactions, verify the fuel document is on file in EEBP with an EPoS Transaction ID and annotate in column 2. For non-EPoS transactions, obtain the EEBP manifest or receipt from the appropriate fuel file. If the EEBP manifest or fuel receipt is provided, annotate 'Yes' in column 3 and proceed to step 4. If no EEBP manifest or receipt is provided annotate 'No' in column 3 and 'Yes' in column 12.

Step 4. Validate the EPoS transaction/receipt/manifest is in accordance with reference (k) and the FIAR FL-14 guidebook (e.g., UIC, Fuel Type, Legible printed name and date, Signature). If it does, annotate 'Yes' in column 4. If they do not match, annotate 'No' in column 4, and 'Yes' in column 12.

STEP 5. Verify the TEC/BuNo match between the receipt and column 5. If they match, annotate 'Yes' in column 6. If they do not match, annotate 'No' in column 6.

STEP 6. Verify the fuel type match between the receipt and column 7. If they match, annotate 'Yes' in column 8. If they do not match, annotate 'No' in column 8.

Step 7. Validate the gallon amount in column 9 matches the receipt. If it does, annotate 'Yes' in column 10. If they do not match, annotate 'No' in column 9.

Step 8. If any discrepancy between the EEBP manifest/receipt and ASKIT was discovered, validate if the charge was challenged. If the charge is challenged, it should be recorded in the Estimated Fuel File. If recorded in the Estimated Fuel File, annotate 'Yes' in column 11. If not recorded in the Estimated Fuel File annotate 'No' in column 11 and 'Yes' in column 12.

1	2	3	4	5	6	7	8	9	10	11	12	13
DDSN	EPoS Transaction ID	EEBP Report / Receipt Provided	FIAR Compliant	TEC/BuNo	TEC/BuNo Match	Fuel Type	Fuel Type Match	Gallons	Gallons Match	Challenged	Discrepancy	Remarks
	YES / NO / NA	YES / NO / NA	YES / NO		YES / NO		YES / NO		YES / NO	YES / NO / NA	YES / NO	

Figure G-17.--Fuel Audit, Continued (Part Two).

Part Three: R-Supply Verification

Sample: 25 Random from R-Supply

STEP 1. Log into R-Supply. Obtain a list of ground fuel documents from the beginning of the prior FY to the beginning of the current quarter.

STEP 2. Randomly select 25 ground fuel documents and record the appropriate data (Column 1, 5, and 7) on the Fuel Audit Worksheet.

STEP 3. For EPoS transactions, verify the fuel document is on file in EEBP with an EPoS Transaction ID and annotate in column 2. For non-EPoS transactions, obtain the EEBP manifest or receipt from the appropriate fuel file. If the EEBP manifest or fuel receipt is provided, annotate 'Yes' in column 3 and proceed to step 4. If no EEBP manifest or receipt is provided annotate 'No' in column 3 and 'Yes' in column 10.

Step 4. Validate the EPoS transaction/receipt/manifest is in accordance with reference (k) and the FIAR FL-14 guidebook. If it does, annotate 'Yes' in column 4. Annotate 'No' in column 4 and 'Yes' in column 10.

STEP 5. Validate the fund code used for each requisition and enter it into column 5 on the worksheet. In column 6, annotate 'Yes' if fund code is valid or 'No' if an invalid fund code was utilized.

Step 6. Validate that the dollar value on the EEBP manifest/receipt and enter it into column 7. In column 8, annotate 'Yes' if it matches the expenditure within R-Supply. Annotate 'No' if it does not match the expenditure within R-Supply.

Step 7. If any discrepancy between the EEBP manifest/receipt and R-Supply was discovered, validate if the charge was challenged. If the charge is challenged, it should be recorded in the Estimated Fuel File. If recorded in the Estimated Fuel File, annotate 'Yes' in column 9. If not recorded in the Estimated Fuel File annotate 'No' in column 9 and 'Yes' in column 10.

1	2	3	4	5	6	7	8	9	10	11
DDSN	EPoS Transaction ID	EEBP Report / Receipt Provided	FIAR Compliant	Fund Code	Fund Code Match	EMV	EMV Match	Challenged	Discrepancy	Remarks
	YES / NO / NA	YES / NO / NA	YES / NO		YES / NO		YES / NO	YES / NO / NA	YES / NO	

Figure G-18.--Fuel Audit, Continued (Part Three).

Fuel Audit Results

1. Number of Document Numbers: _____

2. Number Incorrect: _____

3. Number Correct: _____

4. Validity Percentage: _____

Acceptable Percentage 100%

Date: _____

Auditor: _____

Fuel Audit Result

Custody Records Audit

Reference: NAVMC 4400.177C, chapter 3, paragraph 3221.2

Frequency: Annually

Acceptable: 100%

Sample: 100% of TBA, TBI/MAMS and F/E accounts

Action: Validate accounts

Formula: Validity % = $\frac{\text{\# records audited - \# records in error}}{\text{\# records audited}}$ X 100

Procedure: The following steps will be used for the Custody Records Audit:

STEP 1. Obtain all Custody Records and annotate the unit and account (e.g., TBA, TBI/MAMS, F/E) in column 1.

STEP 2. Validate the appropriate RO Appointment Letter is filed and annotate 'Yes' in column 2, if not filed annotate 'No'.

STEP 3. Validate the current quarterly/annual inventory is complete and filed or an official schedule is submitted to the RO for notice of the upcoming quarterly/annual inventory. If the inventory/notice is on file annotate 'Yes', if not annotate 'No'.

STEP 4. Validate the Inventory Results Letter to ensure all discrepancies were justified. Ensure the date on the Inventory Results Letter is on or after the date on the inventory. If Inventory Results Letter is valid annotate 'Yes', if not annotate 'No'.

STEP 5. Validate all previous required inventories are on file and accurate. Review all inventories conducted since the last audit/assist. If inventories are on file annotate 'Yes', if not annotate 'No'.

STEP 6. Validate the Inventory Results Letter for previous inventories and ensure all discrepancies were justified. If Inventory Results Letters are valid annotate 'Yes', if not annotate 'No'.

STEP 7. If any column was annotated No this will be considered a discrepancy; annotate 'Yes' in column 9. If there were no discrepancies annotate 'No'. Annotate any other remarks in column 10.

Unit/Account	RO Appointment Letter	Acceptance Letter	Change of RO Inventory	Current Inventory	Inventory Results Letter	Previous Inventories	Inventory Results Letter	Discrepancy	Remarks
	Yes / No	Yes / No	Yes / No	Date: Yes / No / NA	Yes / No	Date: Yes / No / NA	Yes / No	Yes / No	
	Yes / No	Yes / No	Yes / No	Date: Yes / No / NA	Yes / No	Date: Yes / No / NA	Yes / No	Yes / No	

Figure G-19.--Custody Records Audit Worksheet.

Custody Record Audit Results

1. Number of accounts Audited: _____

2. Number Incorrect: _____

3. Number Correct: _____

4. Validity Percentage: _____

Acceptable Percentage 100%

Date: _____

Auditor: _____

Custody Records Audit Results.

User Role Audit

Reference: NAVMC 4400.177C, chapter 4, paragraph 4301.3, and reference (ak) and reference (bn)

Frequency: Quarterly

Acceptable: 85%

Sample: 100%

Action: This audit validates user access, menu level assignments, and Segregation of Duties (SOD) compliance within the R-Supply and NALCOMIS systems.

Step 1: User Access Authorization (NALCOMIS/R-Supply)

Objective: To validate that every user with system access has a corresponding, properly approved access form on file.

Procedure:

1. Run an ADHOC query for all user accounts in R-Supply and all NALCOMIS accounts assigned to the supply organizational code.

2. Validate each user against a signed and dated NALCOMIS/R-Supply User Request Form.

3. Validate that users assigned roles with inherent "Requestor" capability (CO, Department Head, Division Officer, WC Supervisor, WC Worker) are not also assigned Approver or Receiver roles without an approved SOD Waiver (SOD Policy, Sections 6.2 & 6.7).

4. Validate that any user assigned more than one of the core SOD roles (REQUESTOR, APPROVER, RECEIVER) has a signed and approved SOD Waiver on file.

5. Validate that any user assigned Administrator and any additional role has a signed and approved SOD Waiver on file.

NOTE: If the User Request Form meets the requirements of an SOD Waiver (SOD Policy, Section 6.7), it may be used in place of an SOD Waiver. Users that require SOD justification on their User Request Form may not have their approval delegated.

Step 2: User Task Assignment Validation (NALCOMIS)

Objective: To ensure assigned tasks in NALCOMIS match the authorized User Request Form.

Procedure:

1. Using the ADHOC query, compare the tasks assigned to each user in NALCOMIS against their approved User Request Form.

Step 3: User Role Assignment Validation (R-Supply)

Objective: To ensure assigned user roles in R-Supply match the authorized User Request Form, and that prohibited legacy roles are not in use.

Procedure:

1. Using the ADHOC query, compare the roles assigned to each user in R-Supply against their approved R-Supply User Request Form.

2. Verify that no user is assigned the legacy template roles: “Supply Officer” or “Supply User”.

Step 4: Segregation of Duties (SOD) Menu Level Validation (R-Supply)

Objective: To validate SOD roles have applicable menu levels, and ensure that unit defined custom roles do not have any menu levels intended only for SOD Roles.

Procedure:

1. Validate the menu levels for APPROVER, RECEIVER, REQUESTOR user roles only contain the menu levels listed in reference (ak) figures 2 through 4.

2. Validate unit defined customs roles in R-Supply do not contain any of the menu levels intended for SOD Roles as listed in reference (ak) figures 2 through 4.

User Role Audit Results

Step 1:

Score *= (1 - (# of Users with Missing/Invalid Forms / Total # of Users)) * 25*

Step 2:

*Validity = (1 - (# of Users with Mismatched Tasks / Total # of Users)) * 100*

See below table for score calculation.

Step 3:

Validity = (1 - (# of Users with Mismatched or Prohibited Roles / Total # of Users)) * 100
See below table for score calculation.

Scoring Calculation (Steps 2-3)

Validity	**Score (Step 2)**	**Score (Step 3)**
100%	20	40
99%	17.5	35
98%	15	30
97%	12.5	25
96%	10	20
95%	7.5	15
94%	5	10
93%	2.5	5
Below 93%	0	0

Step 4:

Due to the severity of modifying these core functions, any discrepancy found in this step will result in a score of 0 out of 15 for the step.

Step 1 Score _____ / 25

Step 2 Score _____ / 20

Step 3 Score _____ / 40

Step 4 Score _____ / 15

Total Score _____ / 100

Date: _____

Auditor: _____

User Role Audit Results.

Fly-In Support Allowance Deficiencies Audit

Reference: NAVMC 4400.177C, chapter 4, paragraph 4201.3

Frequency: Quarterly

Acceptable: 100% Validity

Sample: 100% of all non-deployed FSAs

Action: Verify that each noted FSA deficiency is sufficiently addressed.

Formula: $\frac{\text{\#NIINs audited - \# NIINs in error X 100}}{\text{\# NIINs audited}}$

Procedures: Produce listing via R-Supply Support Package Listing with 'deficiencies' selected. You will have to batch file transfer the file, convert text to columns, and filter items with a deficiency quantity < or > than zero. This will ensure that substitutes and dual locations are identified during the validation. Excluding deployed FSA packages from this validation. Complete the FSA Deficiency audit worksheet as described below:

Column Definitions/Procedures for Deficiency Worksheet:

Column	Definition
1. FSA ID	Alphanumeric Code Specific to Each FSA.
2. NIIN	National Item Identification Number.
3. COG	Cognizant symbol
4. MCC	Materiel Control Code
5. UI	Unit of Issue
6. SP Allowance	Support Package Allowance
7. SP OH	Support Package On-Hand
8. DEF QTY	Deficiency Quantity (SP Allowance – SP OH)
9. STOREROOM QTY	WMD Location On Hand Qty
10. ZB9 RECORD	If there is a ZB9 record on file, circle yes, if not, circle no.

NOTE: If an RFI qty is not available, any FSA deficiency without a corresponding ZB9 will be identified as a potential discrepancy

11. SUSPENSE	If there is a suspense record on file, (specific to that FSA), circle yes, if not, circle no.
12. SUB OH	If there is a SUB OH record on file, (specific to that FSA),

circle yes, if not, circle no.

13. DISCREPANCY — NIIN is discrepant if any item marked 'no' remains unresolved. If so, circle yes, if not, circle no.

14. REMARKS — Any additional Comments.

If there is an RFI Qty on hand in WMD and the FSA is deficient, this constitutes a potential discrepancy, regardless of whether a ZB9 requirement exists.

If there are any items which are identified as potential discrepancies, AB will conduct causative research. Unresolved causative research will result in an FSA deficiency audit discrepancy.

NOTE: Verify receipt on board date. If the receipt on board date is older than the current week's deficiencies, this would constitute an exception.

Transcribe the information to FSA deficiency audit results worksheet and compute the validity percentage.

1	2	3	4	5	6	7	8	9	10	11	12	13	14
FSA ID	NIIN	COG	MCC	UI	SP ALLOWANCE	SP OH	DEF QTY	STORE ROOM QTY	ZB9 RECORD Yes/No	SUSPENSE Yes/No	SUB O/H Yes/No	DISCREPANCY Yes/No	REMARKS
									Yes/No	Yes/No	Yes/No	Yes/No	
									Yes/No	Yes/No	Yes/No	Yes/No	
									Yes/No	Yes/No	Yes/No	Yes/No	
									Yes/No	Yes/No	Yes/No	Yes/No	
									Yes/No	Yes/No	Yes/No	Yes/No	
									Yes/No	Yes/No	Yes/No	Yes/No	
									Yes/No	Yes/No	Yes/No	Yes/No	
									Yes/No	Yes/No	Yes/No	Yes/No	
									Yes/No	Yes/No	Yes/No	Yes/No	

Figure G-20.--FSA Deficiency Audit Worksheet.

Fly-In Support Allowance Deficiency Audit Results

1. Total Number of FSA Deficiencies: _____

2. Number of Actual Discrepancies: _____

3. Number Correct: _____ (#1-#2)

4. Validity Percentage: _____ (#3/#1) x 100

Overall Grade: _____

Acceptable: 100%

Date: _____

Auditor: _____

FSA Deficiency Audit Results.

Financial Liability Survey Audit

Reference: NAVMC 4400.177C, chapter 2, paragraph 2001.11 and 2401.13(e) chapter 3, paragraph 3001.11, chapter 4, paragraph 4101.13, chapter 6, paragraph 6002.10, and appendix Z

Frequency: Monthly (AB): Prior to End of Month/End of Year processing for current month transactions and/or
Audit/Assist: All transactions since last audit/assist.

Acceptable: 100%

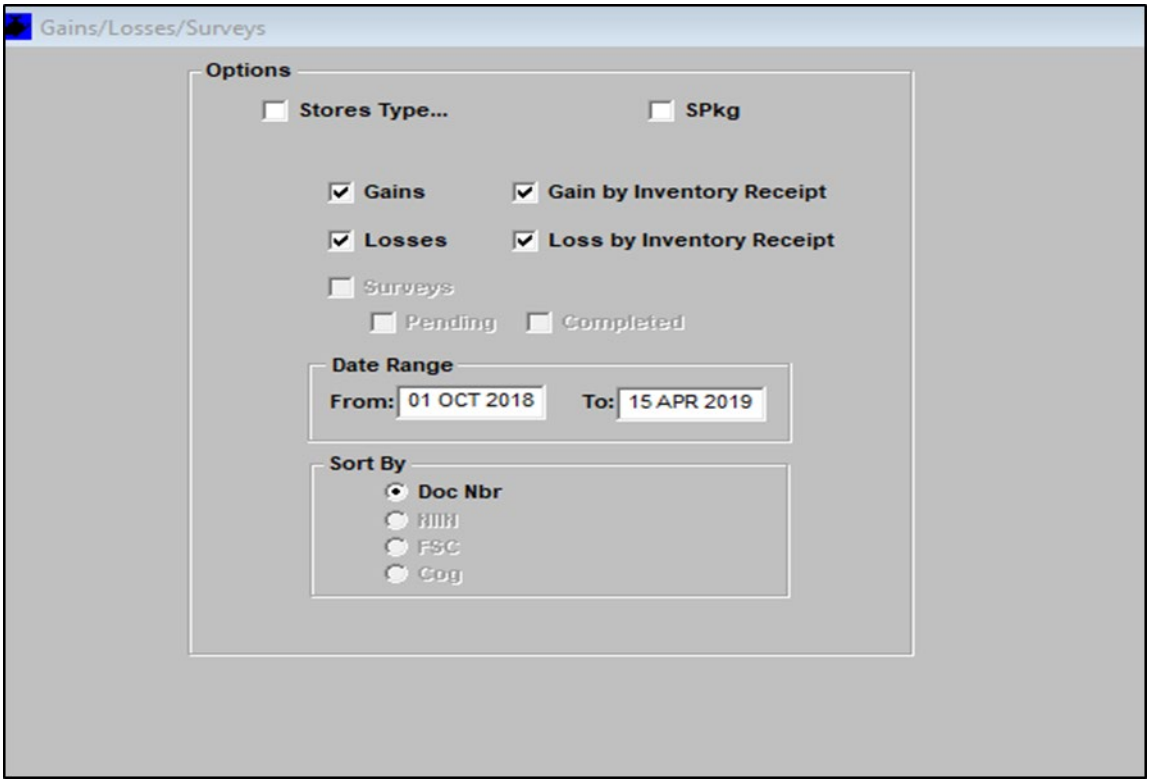
Sample: 100% of the Gains/Losses/Surveys with SPkgs, expenditure codes, and 5A/53 Advice Codes.

Action: Validation of Inventory Adjustments
Validation of all pending and completed surveys

Procedures: Financial Liability Survey Audit process consists of a three-pronged approach.

1. The Gains/Losses Report is a listing of all transactions of gains/losses by inventory and gains/losses in shipment processed against the Inventory Expenditure Table. Use the following parameters to produce the Gains/Losses report:

NOTE: A Survey, 'Pending' and 'Completed' aren't needed, due to populating on the Gains and Losses Option.



Step 1: Gross Inventory Adjustment - Use the Gains and Losses Total EMV to fill out the below:

ADJUSTMENT	AMOUNT (Total EMV)
1. Total Gain by inventory:	$_____
2. Total Loss by inventory:	$_____
3. Total Inventory Adjustment: (1+2)	$_____

Are Pre-Adjustment Authorization Forms or NAVSUP Form 4550/6 Inventory Adjustment Authorization > $500,000 completed and on file?
NOTE: Utilize Reference (m) to validate items requiring Pre-Adjustment / Authorization Forms. EMV, CIIC, and/or risk category will affect your Pre-Adjustment /Authorization Form validation(s).

YES_____ NO _____ N/A_____

NOTE: Step 1 will not be conducted during the internal/external audit.

Step 2: Supply Officer Stores Survey (NWCF) - Utilize the Gains/Losses/Surveys report to determine all transactions that require a Supply Officer Stores Survey IAW with reference (k), volume I, chapter 5. Annotate the amount of discrepant surveys found in the appropriate section.

NOTE: The auditor will need to retrieve the CIIC and, if applicable, the AvnSupO's Pilferable list utilizing an ADHOC utility tool to aid in this step.

NOTE: A DD form 200 is not needed for any gain or loss reversals.

a. If 30 business days have passed since the adjustment was processed, are all transactions requiring a DD form 200 completed survey file with causative research attached?

WMD_____SMD_____

NOTE: For FSA DD Form 200s, SMD will provide completed files/KSDs to WMD OIC/SNCOIC as the repository for all Supply Officer Stores DD Form 200s.

b. Are all LIS DD form 200s in the pending or completed survey file?

NOTE: The auditor will need to retrieve the LIS surveys utilizing an ADHOC utility tool. Refer to chapter 4, Audit Branch for SQL use (Expenditure Codes/Transaction Codes).

c. Are all DD form 200(s) free of financial error and signed by the appropriate Accountable Officer? Reconcile the DD form 200's Inquiry/Investigation number, NSN, Unit Price/Total Cost, and Quantity with R-Supply.

Step 3: Non-Supply Officer Stores Survey (FHP) - Utilize the 5A/53 Issue/Refer SQLs in R-Supply to produce a listing of transactions requiring a Non-Supply Officer Stores Survey. For all other Non-Supply Officer Stores Survey(s) not

processed in the R-Supply (e.g., TBA, AIR Card®, and Flight Equipment) verify financial data with the appropriate source. Annotate the amount of discrepant surveys found in the appropriate section.

a. Are all transactions requiring a DD form 200 in the pending or completed survey file with causative research attached (if applicable)?

WMD_____ OMD_____

NOTE: A DD form 200, signed by the Commanding Officer, must be received prior to processing the requisition. Only one DD form 200 should be routed for each item with a Unit Price of $5,000 or more or categorized as a Controlled item in accordance with reference (m).

b. Are all LIS DD form 200s in the pending or completed survey file?

WMD_____ OMD_____

c. Are all DD form 200(s) free of financial error and signed by the appropriate authority?

(1) Reconcile the DD form 200's Inquiry/Investigation number (original document if available, if not 'N/A', Document Number Used to Adjust Property Record (Block 17a.), NSN, Unit Price/Total Cost, and quantity with R-Supply.

WMD_____

(2) Reconcile the DD form 200's Inquiry/Investigation number (see note), Document Number Used to Adjust Property Record (Block 17a.), NSN, Unit Price/Total Cost, and quantity with the appropriate source.

OMD_____

NOTE: The first six digits will be the UIC of the squadron initiating the survey, followed by the Julian date and then assigned serial number (i.e., V09389-8100-TBA1).

Grading Criteria: The following errors constitute failure of this audit:

a. If any of the items above marked "No" are unresolved.

b. Appropriate signatures are not received on the DD form 200 in accordance with appendix Z and reference (k).

Financial Liability Survey Audit Results

WMD Surveys

1. Total Number of Surveys: _____

2. Number of Incorrect: _____

3. Number Correct: _____(#1-#2)

4. Validity Percentage: _____(#3/#1) x 100

OMD Surveys

1. Total Number of Surveys: _____

2. Number of Incorrect: _____

3. Number Correct: _____(#1-#2)

4. Validity Percentage: _____(#3/#1) x 100

Overall WMD Grade: _____

Overall OMD Grade: _____

Acceptable: 100%

Date: _____

Auditor: _____

Financial Liability Survey Audit Results.

APPENDIX H

INSPECTION CHECKLIST

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FUNCTIONAL ASSESSMENT (FA) OBJECTIVES

A. General. For a credible and accurate assessment of an individual's performance, the FA must accomplish the following objectives:

1. Assess the performance of assigned duties and responsibilities against an established set of tasks, conditions and standards; not against a personal set of precepts and unreasonable expectations.

2. Evaluate an individual's performance during a designated period of observation.

3. Report the finding of facts based on performance and Individual Training Standards.

4. Provide narrative portions of the assessment which are clear and free of personal opinions.

5. Provide fair and thorough evaluations utilizing the following assessment criteria:

a. Appendix H and G audits will each account for 50 percent of the total grade.

b. Each appendix H question has been weighted by subject matter experts from throughout the fleet. A value of one is assigned to a low mission impact question. These questions are usually administrative type questions. A value of two is assigned to questions which have a moderate impact on mission readiness. These questions jeopardize supply effectiveness and flight line support but still allow for mission accomplishment. A value of three is assigned to questions which substantially impact mission readiness and could be the difference between a mission capable or non-mission capable aircraft. A value of 3 is also assigned to those items having an adverse impact to financial and/or inventory integrity.

c. A one-point value question is generally a yes or no type of answer. If the function is being performed correctly then the full value of one is given. If the function is not being performed correctly then no points are given. Point values are as follows:

0 - The assigned task was not accomplished.
1 - The assigned task was accomplished.

d. A two-point value question can be awarded a value from zero through two. If the function is being performed correctly then the full value of two is given. If the function is being performed with minor mistakes/errors, then a value of one is given. If the function is not being performed or is being performed with major mistakes/ errors, then no points are given. Point values are as follows:

0 - The assigned task was not accomplished.
1 - The assigned task was accomplished with errors.
2 - The assigned task was accomplished.

e. A three-point value question can be awarded a value from zero through three. If the function is performed correctly then the full value of three

is given. If the function is being performed with minor mistakes/ errors, then a value of two is given. If the function is being performed with major mistakes/errors, then a value of one is given and if the function is not performed then no points are given. Point values are as follows:

0 - The assigned task was not accomplished.
1 - The assigned task was accomplished with major errors.
2 - The assigned task was accomplished with minor errors.
3 - The assigned task was accomplished.

6. Assign an overall grade which depicts the performance of each branch, division and the ASD as a whole:

a. Appendix G and H

(1) On Track. Departments/divisions receiving a percentage of 90 to 100 percent shall be graded On Track. These departments/divisions demonstrated proper performance/procedures of a majority of the required tasks and/or stated goals in accordance with this Manual.

(2) Needs More Attention. Departments/divisions receiving a percentage of 80 to 89 percent shall be graded as on Needs More Attention. These departments/divisions did not achieve a majority of the stated goal(s); however, unit personnel showcased both the ability and knowledge to rectify and correct any noted discrepancy and demonstrated general knowledge and adherence to this Manual.

(3) Off Track. Department/divisions receiving a percentage of 79 percent and below shall be graded as Off Track. These departments/divisions incorrectly demonstrated procedures. Neither task nor stated goals were achieved in accordance with this Manual. Additional assistance and re-inspection is required.

SUPPLY PERSONNEL AND ADMINISTRATIVE DIVISION (SPAD)

MALS _____ Date _____

AvnSupO _____ AAvnSupO _____

AvnSupChf _____

Inspector _____ SPAD Grade _____

APPENDIX H

SUPPLY PERSONNEL ADMINISTRATION DIVISION (SPAD)

AvnSupO/AvnSupChf

1. Does the AvnSupO approve all Non-Standard Procurement requests/purchases greater than $3,500? (paragraph 1000.2e) 0 1

2. Does the AvnSupChf ensure SPAD personnel attend technical training at least once per month? (paragraph 1000.3g) 0 1

3. Does the AvnSupChf maintain an active AMHS account? (paragraph 1000.3h) 0 1

4. Does the AvnSupO/AvnSupChf have a current and accurate turnover jacket, which outlines specific duties and responsibilities? (paragraph 1000.4) 0 1 2 3

a. Tasks. N/A

b. Validation. Internal/External Correspondence. (3 points)

(1) Current Letter of Acceptance (AvnSupO) _____

(2) Delegation of Authority to obligate/deobligate funds (AvnSupO) _____

(3) Designation as Appointing Authority Letter _____

(4) Authorization to Review/Approve Customer Requests that require an R-Supply or ASKIT MVO document (not to exceed $3,500) _____

(5) Authorization to Sign Official Correspondence By Direction (AvnSupO) _____

(6) Collateral Duty Assignment Letters and Printed Rosters (e.g., Safety Rep, Equal Opportunity, Sexual Assault Prevention Officer, ESD Coordinator) _____

(7) Morning Report, Authorized Strength Report, Table of Organization and Recall Roster. _____

(8) Delegation of Authority for User Role and Change Notice Report review and approval. _____

(9) Inventory Accountable Property Officer Letter _____

(10) Reviewing Authority Letter _____

(11) Designation as Regional Plant Oversight Authority Letter _____

SUPPLY PERSONNEL AND ADMINISTRATIVE DIVISION (SPAD)

1. Does SPAD have on hand a current copy of the MALS' and applicable squadron's Tables of Organization (T/O) and is the Personnel Board properly maintained? (paragraph 1101.1) 0 1 2

   a. Task. Populate current MALS supply personnel numbers on the Personnel Board. Figure 1-1. (1 point) _____

   b. Validation. (1 point)

      (1) T/O on hand numbers reflected? _____

      (2) ASR Breakout _____

      (3) Personnel Assignment _____

      (4) Daily Status _____

      (5) File Maintenance N/A _____

2. Is an ASD Personnel File (manual or electronic) being properly maintained? (paragraph 1101.2) 0 1

   a. Task. Generate ASD personnel file. _____

   b. Validation.

      (1) Storage _____

      (2) Current (Morning Report) _____

      (3) Personnel Assignment _____

      (4) Recall information _____

      (5) File Maintenance _____

3. Is an ASD Recall Roster published and properly maintained? (paragraph 1101.3) 0 1 2

   a. Task. Generate and publish a recall roster. (1 point) _____

   b. Validation. (1 point)

      (1) Current on file _____

      (2) Match morning report _____

      (3) File maintenance _____

4. Does SPAD properly maintain Correspondence Files? (paragraph 1101.4) 0 1 2

   a. Task. Perform task associated with maintaining the correspondence

file. (1 point)
(1) Properly file correspondence

(2) Disposal Process _____

b. Validation. Correctly file Internal/External Correspondence. (1 point)

(1) SSIC Sequence _____

(2) File Maintenance _____

5. Does SPAD (or the AvnSupChf) have access to CPIMS? (paragraph 1101.5) 0 1

a. Task. N/A

b. Validation. Show proof of active account and ability to view supply personnel. (1 point) _____

6. Does SPAD review and publish the morning Report via Marine On Line (MOL) in the format/time required? (paragraph 1101.6) 0 1 2

a. Task. Review/Publish the morning report. (1 point) _____

b. Validation. Are the following being conducted?. (1 point)

(1) Reviewed/Updated _____

(2) Submitted on time _____

(3) File maintenance _____

7. Does SPAD ensure all incoming personnel records reflect up-to-date division assignment? (paragraph 1101.7) 0 1

8. Is SPAD the central processing and distribution point for incoming correspondence, directives and associated directive changes? (paragraph 1101.8) 0 1

9. Does SPAD submit Training Reports/Schedules to the MALS as required? (paragraph 1101.9) 0 1

a. Task. N/A

b. Validation. Does the SPAD clerk have access or qualifications for the following? (1 point)

(1) MCTIMS access _____

(2) CPTR qualification _____

WAREHOUSE MANAGEMENT DIVISION (WMD)

MALS_____ Date_____

OIC_____ SNCOIC_____

Inspector_____

WMD Grade _____ OIC/SNCOIC Grade_____

WRB Grade_____ WIB Grade _____

WDS Grade_____ WIS Grade _____

WCB Grade_____ PEB Grade_____

SSB Grade_____ WSB Grade_____

WAREHOUSE MANAGEMENT DIVISION

1. Does the OIC/SNCOIC have on hand a current and accurate Turnover Jacket, which outlines specific duties and responsibilities? (paragraph 2001.2) 0 1 2

   a. Task. N/A

   b. Validation. Does each turnover jacket outline OIC/SNCOIC or branch duties/responsibilities? (2 points)

      (1) File Maintenance. _____

2. Does the OIC/SNCOIC support the long-term training plan of the AvnSupO utilizing ASM? (paragraph 2001.3, and appendix I)
0 1 2 3

   a. Task. (1 point)

      (1) Demonstrate how to document OJT within ASM

      (2) Demonstrate how to produce the OJT Summary report

      (3) Demonstrate how to assign task list within ASM

      (4) Demonstrate how to produce the T&R progress summary report

   b. Validation. Are the following being conducted? (2 points)

      (1) Task list signed for all Marines within the division

      (2) All assigned Marines have active accounts

      (3) All Marines have monthly OJT entries

3. Does the OIC/SNCOIC ensure all WMD Marines have access to necessary sites in order to perform duties specific to WMD? (paragraph 2001.7) 0 1

4. Does the OIC/SNCOIC review the Stock Control Review Listing (SCRL) and identify potential discrepancies on a daily basis? (paragraph 2001.8) 0 1 2

   a. Task. Perform tasks associated with review of the SCRL. (1 point) _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Review/discrepancies identified. _____

      (2) File Maintenance. _____

5. Does the OIC/SNCOIC review the NALCOMIS O/I Level IOU Report? (paragraph 2001.9) 0 1 2

   a. Task. Review an IOU Report with a Warehouse SNCO or WIB NCOIC (1 point) _____

b. Validation. Are the IOU reports being signed? (1 point) _____

6. Does the OIC/SNCOIC review the R-Supply Automatic Reorders? (paragraph 2001.10) 0 1 2

a. Task. Review an annotated Trial and Live Automatic Reorder. (1 point) _____

b. Validation. Are the Automatic reorders being signed? (1 point) _____

7. Does the OIC/SNCOIC maintain a survey file for items in the process of being surveyed? (paragraph 2001.11) 0 1

a. Task. N/A

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

8. Does the OIC/SNCOIC ensure the Management Review Controls (MRC) are being properly conducted? (paragraph 2001.13) 0 1 2 3

a. Task. Perform tasks associated with the review of an MRC.

_____ (2 points)

(1) Receipt to Stow _____

(2) Issues _____

(3) Materiel in Repair _____

(4) Disposal _____

b. Validation. Are the following being conducted? (1 point)

(1) MRC Workbook Annotations

_____

(2) File Maintenance

_____

WAREHOUSE RECEIVING BRANCH (WRB)

1. Does WRB maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 2101.1) 0 1

   a. Task. Identify and process source documents maintained in the PDEF. (1 point) _____

   b. Validation. N/A

2. Does WRB personnel utilize the Document Serial Number Assignment Letter? (paragraph 2101.2) 0 1 2

   a. Task. Identify who/where to distribute materiel? (1 point) _____

   b. Validation. Is the following being conducted? (1 point)

      (1) Maintain current Document Serial Number Assignment Letter _____

3. Does WRB screen materiel received from external sources to ensure it is marked for the MALS or a supported unit? (paragraph 2101.3) 0 1 2

   a. Task. Screen the manifest/materiel to identify materiel has been received. (2 points)

      (1) Incoming stock materiel _____

      (2) DTO materiel _____

      (3) Classified materiel/Cryptographic materiel _____

      (4) All other materiel _____

      (5) Identify materiel requiring an SDR _____

      (6) Identify incoming repairable items _____

      (7) Inspect/process multi packs _____

   b. Validation. N/A

4. Does WRB adhere to procedures for the receipt of materiel? (paragraph 2101.4) 0 1 2 3

   a. Task. Process DTO/Stock materiel. (3 points)

      (1) DTO materiel to be delivered to customer _____

      (2) DTO materiel diverted to stock _____

      (3) DTO materiel with no DDSN on file _____

      (4) PEB DTO materiel _____

      (5) Stock receipts using IBS _____

(6) Stock receipts using R-Supply _____

b. Validation. N/A

5. Does WRB personnel take appropriate action and process Other Special Receipt Materiel as outlined within the ASDTP? (paragraph 2101.5)
0 1 2

a. Task. Identify materiel requiring Special Circumstances Receipt Processing? (2 points)

(1) Receipt quantity versus actual ready for use quantity _____

(2) Suffix coded requisitions _____

(3) Non availability of IBS _____

(4) Frustrated materiel _____

(5) Handling Hazardous materiel _____

b. Validation. N/A

WAREHOUSE ISSUE BRANCH (WIB)

PART A: WAREHOUSE ISSUE SECTION (WIS)

1. Does WIS maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 2211.1) 0 1

   a. Task. Identify and process source documents maintained in the PDEF. (1 point) _____

   b. Validation. N/A

2. Does WIS personnel utilize the Document Serial Number Assignment Letter? (paragraph (2211.2) 0 1 2

   a. Task. Identify who/where to distribute materiel? (1 point) _____

   b. Validation. Is the following being conducted? (1 point)

      (1)Maintain current Document Serial Number Assignment Letter _____

3. Does WIS personnel perform tasks associated with the issuing of materiel? (paragraph 2211.3b) 0 1 2 3

   a. Task. Process a materiel requirement for issue. (3 points)

      (1) Not In Stock _____

      (2) In-Stock _____

      (3) Partial quantity available _____

      (4) Shelf Life Materiel _____

   b. Validation. N/A

4. Does WIS maintain a Not In Stock research file? (paragraph 2211.6) 0 1 2

   a. Task. Perform physical stock check and LSC update. (2 points)

      (1) Physical stock check _____

      (2) LSC Update _____

   b. Validation. N/A

5. Does WIS personnel properly maintain NALCOMIS Mailboxes? (paragraph 2211.3, 2211.5, and 2211.7) 0 1 2 3

   a. Task. Process the following materiel requirements. (2 points)

      (1) INPRO _____

      (2) ISSIP _____

      (3) DTO Materiel _____

b. Validation. Are the following being conducted? (1 point)

(1) Reconcile INPRO Mailbox _____

(2) Reconcile ISSIP Mailbox _____

(3) Reconcile DTO/ROB Mailbox _____

(4) File Maintenance _____

6. Does WIS maintain a Pending EXREP File? (paragraph 2211.4) 0 1

a. Task. Screen Pending EXREP. (1 point) _____

b. Validation. N/A

7. Does WIS maintain the NALCOMIS O/I Level IOU Report? (paragraph 2211.8) 0 1 2 3

a. Task. Request and reconcile an IOU Report. (2 points)

(1) Request an IOU Report _____

(2) Reconcile an IOU Report with customers _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

8. Does WIS personnel assist in the Excess Program? (paragraph 2211.10) 0 1

a. Task. Show DD Form 1348-1/1A preparation for Off-Load. (1 point) _____

(1) Locate off-load quantity _____

(2) DD Form 1348-1/1A quantity annotations _____

b. Validation. N/A

9. Does the First-Line Supervisor ensure the Management Review Controls (MRC) are being properly conducted? (paragraph 2211.11) 0 1 2 3

a. Task. Perform tasks associated with the review of assigned LOEs. (2 points)

(1) Issue _____

b. Validation. Are the following being conducted? (1 point)

(1) MRC Workbook Annotations _____

(2) File Maintenance _____

WAREHOUSE ISSUE BRANCH (WIB)

PART B: WAREHOUSE DELIVERY SECTION (WDS)

1. Does WDS maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 2221.1) 0 1

   a. Task. Identify and process source documents maintained in the PDEF. (1 point) _____

   b. Validation. N/A

2. Can WDS personnel perform task associated with the delivery of all components? (paragraph 2221.3, and 2221.4) 0 1 2 3

   a. Task. Deliver RFI components to the customer. (3 points)

      (1) Repairable components in original shipping containers or bubble-wrapped _____

      (2) Vehicle properly cushioned _____

      (3) FIAR compliant DD Form 1348-1/1A _____

   b. Validation. N/A

3. Can WDS personnel perform tasks associated with identifying Customer Refusals? (paragraph 2221.5) 0 1

   a. Task. Annotate reason for Customer Refusal on POD. (1 point) _____

   b. Validation. N/A

4. Can WDS personnel perform tasks associated with the recovery of NRFI Retrograde components utilizing the IOU Report? (paragraph 2221.2, and 2221.6) 0 1 2 3

   a. Task. Recover NRFI repairable components from customer? (3 points)

      (1) Properly packaged or bubble-wrapped _____

      (2) OMA/IMA Turn In Notice screened for accuracy _____

      (3) Recover and verify EHR/SRC Card and/or logbook (If applicable) _____

      (4) Deliver NRFI components to AMSU _____

   b. Validation. N/A

WAREHOUSE STORAGE BRANCH (WSB)

1. Does WSB maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 2301.1) 0 1

   a. Task. Identify and process source documents maintained in the PDEF. (1 point) _____

   b. Validation. N/A

2. Can WSB personnel process and annotate the Delayed Receipt report? (paragraph 2301.2) 0 1 2

   a. Task. Request and process the Delayed Receipt Report. (1 point) _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Report Annotations _____

      (2) File Maintenance _____

3. Does WSB personnel properly review/maintain the Stock ROB mailbox? (paragraph 2301.3) 0 1 2

   a. Task. Conduct review of the Stock ROB mailbox. (1 point) _____

   b. Validation. Is the following being conducted? (1 point)

      (1) File Maintenance _____

4. Does WSB personnel process IBS Management Reports? (paragraph 2301.4) 0 1 2 3

   a. Task. When applicable, review and process IBS Management Reports and demonstrate the ability to operate IBS. (2 points)

      (1) RIPs with no matching processed receipts _____

      (2) Processed receipts with no matching RIPs _____

      (3) Overage and shortages from processed receipts and RIP quantities _____

      (4) NIIN difference between processed Receipts and RIPs _____

      (5) Export report sent to R-Supply for processing _____

      (6) Batch Receipt Processing Report (JSS205) _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Report Annotations _____

      (2) File Maintenance _____

5. Does WSB maintain a CTF in Julian date sequence for consumables and NIIN sequence for repairables or can they retrieve documents from electronic CTF storage? (paragraph 2301.4) 0 1 2

   a. Task. Retrieve documents from CTF storage. (1 point) _____

   b. Validation. Is the following being conducted? (1 point)

      (1) File Maintenance. _____

6. Does the WSB maintain the required copies of the R-Supply 'Master Stock Status and Locator Listing' (MSSLL) and access to FEDLOG? (paragraph 2301.5) 0 1

   a. Task. Locate the MSSLL and demonstrate access to FEDLOG. _____

   b. Validation. Is the following being conducted?

      (1) File Maintenance _____

7. Can WSB personnel perform tasks associated with the receipt and storage of all components? (paragraph 2301.6) 0 1 2 3

   a. Task. Have WSB personnel process stock receipts. (3 points)

      (1) Screen incoming receipts _____

         (a) Screen for damaged materiel _____

         (b) Screen for shelf-life materiel _____

         (c) Screen for classified materiel _____

      (2) Process a stock receipt _____

      (3) Process a stock receipt with exceptions _____

      (4) Prepare stow tag _____

      (5) Stow materiel in proper location _____

      (6) Perform location additions, changes, and deletions as required _____

   b. Validation. N/A

8. Can WSB personnel demonstrate the ability to conduct a Spot Inventory Request? (paragraph 2301.7) 0 1

   a. Task. Conduct a spot inventory. (1 point) _____

   b. Validation. N/A

9. Does WSB conduct Location Audit Program (LAP) as required? (paragraph 2301.8, appendix M) 0 1 2 3

a. Task. Conduct a LAP. (3 points)

(1) Verify NIIN _____

(2) Verify Location _____

(3) Verify Unit of Issue _____

(4) Verify Shelf Life expiration date (as applicable) _____

(5) Verify Serviceable Label-Materiel Tag, DD Form 1574-1 _____

b. Validation. N/A

10. Can WSB personnel process and annotate the Storeroom Action Listing (SAL)? (paragraph 2301.10) 0 1 2 3

a. Task. Process a Storeroom Action Listing. (2 points)

(1) NSN changes _____

(2) Unit of Issue change _____

(3) Security code change _____

(4) Shelf Life Codes/Shelf Life Action Codes _____

(5) Exhausted, Deleted, Superseded or Condemned Stock _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

11. Does WSB conduct a Shelf Life Review on a quarterly basis? (paragraph 2301.11) 0 1 2 3

a. Task. Conduct a Shelf Life Review. (2 points)

(1) Produce Shelf Life Listing/Reports

(a) Shelf Life Inspections Listing _____

(b) Blank SLC/SLAC _____

(c) Shelf Life Location Validation _____

(2) Validate expiration date _____

(3) Validate SLC _____

(4) Validate SLAC _____

(5) Rotation of materiel _____

(6) Segregation of Type I and Type II

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

12. Does WSB maintain all files, publications, and appointment letters pertaining to the handling of Hazardous Materiel in accordance with appendix R? (paragraph 2301.12) 0 1 2

a. Task. N/A

b. Validation. Are the following being conducted? (2 points)

(1) Maintain MSDS Sheets for all processed HAZMAT _____

(2) Maintain publications identified within the ASDTP _____

(3) HM/W Appointment Letters _____

(4) File Maintenance _____

13. Can WSB personnel perform all tasks associated with the management of the ESD Program? (paragraph 2301.13) 0 1 2

a. Task. Demonstrate Electrostatic Discharge (ESD) Procedures. (1 point)

(1) Conduct a functionality check of the ESD station _____

(2) Is protective materiel readily available for the handling of all ESD sensitive materiel? _____

(3) Are ESD work areas properly tested, certified and maintained?

(4) Are signs posted to identify ESD work station area? _____

(5) Indoctrination and refresher training conducted _____

b. Validation. Are the following being conducted? (1 point)

(1) File Maintenance _____

14. Does WSB personnel process Defective Materiel Summaries (DMS)? (paragraph 2301.14) 0 1 2

a. Task. Conduct a Defective Materiel Summaries review. (1 point)

(1) Review Defective Materiel Summaries _____

(2) Dispose of defective materiel _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

15. Does WSB personnel pull, and stage pack-ups as required? (paragraph 2301.16, and appendix AA) 0 1

a. Task. Assist WCB in pack-up preparation. (1 point)

(1) Pull requested materiel _____

(2) Annotate pack-up listing _____

b. Validation. N/A

16. Does the First-Line Supervisor ensure the Management Review Controls (MRC) are being properly conducted? (paragraph 2301.17) 0 1 2 3

a. Task. Perform tasks associated with the review of assigned LOEs. (2 points)

(1) Receipt to Stow _____

(2) Materiel in Repair _____

b. Validation. Are the following being conducted? (1 point)

(1) MRC Workbook Annotations _____

(2) File Maintenance _____

WAREHOUSE CONTROL BRANCH (WCB)

1. Does WCB maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 2401.1) 0 1

   a. Task. Identify and process source documents maintained in the PDEF. (1 point) _____

   b. Validation. N/A

2. Can WCB personnel perform tasks associated with Pack-Up/Sub-Custody procedures? (paragraph 2401.2, and appendix AA) 0 1 2 3

   a. Task. Process Pack-up/Sub-Custody materiel. (2 points)

      (1) Request a support package listing _____

      (2) Input a pack-up quantity in R-Supply _____

      (3) Return a pack-up quantity in R-Supply _____

      (4) Input a sub-custody quantity to NALCOMIS _____

      (5) Compare sub-custody listing in NALCOMIS _____

      (6) Return a sub-custody quantity in NALCOMIS _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Report Annotations _____

      (2) File Maintenance _____

3. Does WCB process pack-up replenishment requisitions from deployed units? (appendix AA) 0 1

   a. Task. Conduct pack-up replenishment. (1 point) _____

   b. Validation. N/A

4. Does the WCB maintain a copy of the current month's R-Supply 'Master Stock Status and Locator Listing' (MSSLL) and access to FEDLOG? (paragraph 2401.3, and 2401.4) 0 1

   a. Task. Demonstrate access to MSSLL and FEDLOG. _____

   b. Validation. Are the following being conducted?

      (1) File Maintenance _____

5. Does WCB personnel properly maintain a Listing and Letter of Authorization of Special Management Codes/Flags used in the Stock Item Query? (paragraph 2401.5) 0 1 2 3

   a. Task. Review LMC and ARRC listings for accuracy and completeness. (2 points)

(1) Utilize ADHOC to retrieve and review all stock items records on the stock item table, which have LMCs and ARRCs assigned. _____

b. Validation. Are the following being conducted? (1 point)

(1) Authorization Letter _____

(2) LMC Listing _____

(3) ARRC Listing _____

(4) File Maintenance _____

6. Does WCB maintain the Classified Storage files? (paragraph 2401.6) 0 1 2

a. Task. N/A

b. Validation. Are the following being conducted? (2 points)

(1) Access list of persons authorized to access classified materiel locker _____

(2) Standard Operating Procedures for classified materiel signed by the AvnSupO _____

(3) File Maintenance _____

7. Can WCB personnel with authorized clearance perform tasks associated with the receipt, issue, storage, shipment and inventory of classified materiel? [paragraph 2401.6e, reference (k), volume I, chapter 4, part E, section IV, paragraph 4417, and chapter 6, part A, section III, paragraph 6012 and reference (l)] 0 1 2 3

a. Task. Perform following tasks for classified materiel. (3 points)

(1) Process receipt for classified component _____

(2) Prepare stow tag for classified component _____

(3) Access classified storage area _____

(4) Stow classified component _____

(5) Demonstrate chain of custody for issue/shipping procedures _____

(6) Log entries into classified storage area _____

b. Validation. N/A

8. Does WCB perform tasks associated with stock replenishment? (paragraph 2401.7) 0 1 2 3

a. Task. Process a stock replenishment. (2 points)

(1) Request a Trial Automatic re-order _____

(2) Review requisitions created by Live Automatic Re-order _____

(3) Demonstrate how to release requisitions created by Live Automatic Re-order _____

(4) Perform a manual re-order _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

9. Does WCB personnel properly review the status of outstanding requisitions and initiate appropriate follow-up action? (paragraph 2401.8,10, and appendix K) 0 1 2 3

a. Task. Request and review the reports for stock requisitions. (2 points)

(1) Requisition with no ESD _____

(2) Requisition with expired ESD _____

(3) Requisition with cancellation status (AC/AK) _____

(4) Requisition with no status _____

(5) External Materiel Obligation Validation (MOVs) _____

(6) Post MOV _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

10. Can WCB personnel properly demonstrate procedures for requisitions with Exception DRB status? (2401.8.e, and appendix K) 0 1

a. Task. Process requisitions with Exception DRB. (1 point) _____

b. Validation. N/A

11. Are stock requisitions with overage shipping status identified, researched and have appropriate corrective actions (e.g., SDR'S/Survey's/Lost in Shipment) taken. (paragraph 2401.9, and appendix K)
0 1 2 3

a. Task. Process requisitions with overage shipping status. (2 points)

(1) CTF/IBIS _____

(2) Location validation _____

(3) System validation _____

(4) Receipt process _____

(5) DD Form 200 _____

(6) Supply Discrepancy Report _____

(7) YE1 submission _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

12. Does WCB personnel properly maintain a Supply Discrepancy Report (SDR) File? [paragraph 2401.11, appendix P, and reference (k), and (m)] 0 1 2 3

a. Task. Conduct Reconciliation. (1 point)

(1) Reconcile open SDRs _____

(2) Submit Message to Action Point or Other (as applicable) _____

(3) Submit Notes or Reference Briefs (as applicable) _____

b. Validation. Are the following being conducted? (2 points)

(1) Original request _____

(2) Staging area _____

(3) Disposition instructions _____

(4) Shipping documentation _____

(5) File Maintenance _____

13. Does the WCB properly maintain and reconcile 'Engineering Investigations' (EIs) and 'Product Quality Deficiency Reports' (PQDRs)? [paragraph 2401.12, appendix P, and reference (o)] 0 1 2 3

a. Task. Conduct Reconciliation. (1 point)

(1) Reconcile open EI/QDRs. _____

(2) Submit Technical Dialogues (as applicable) _____

b. Validation. Are the following being conducted? (2 points)

(1) Original request _____

(2) Staging Area _____

(3) Disposition instructions _____

(4) Shipping documentation _____

(5) File Maintenance _____

14. Can WCB personnel demonstrate the Location Audit Program (LAP) for all materiel on annual basis?
(paragraph 2401.13b, and appendix M) 0 1 2 3

a. Task. Conduct a LAP (2 points)

(1) Produce a LAP listing _____

(2) Verify NIIN _____

(3) Verify Location _____

(4) Verify Unit of Issue _____

(5) Verify Shelf life expiration date (as applicable) _____

(6) Verify Serviceable Label-Materiel Tag, DD Form 1574-1 _____

b. Validation. Are the following being conducted? (1 point)

(1) NALCOMIS/R-Supply Comparison Report _____

(2) NALCOMIS/R-Supply Dual Location Listing _____

(3) File Maintenance _____

15. Does WCB personnel conduct scheduled inventories for all materiel?
(paragraph 2401.13c, and appendix N) 0 1 2 3

a. Task. Perform inventory procedures. (2 points)

(1) Schedule an inventory _____

(2) Input inventory counts _____

(3) Causative research _____

(4) Pre-Adjustment research _____

(5) Inventory Adjustment _____

(6) Inventory status and reporting _____

(7) Demonstrate a DBAG17/DBAG21 _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

16. Does WCB personnel initiate and make inventory adjustments resulting

from Spot Inventories? (paragraph 2401.13e, and appendix N) 0 1 2 3

a. Task. Conduct a Spot Inventory. (3 points)

(1) Initiate spot inventory _____

(2) Location validation _____

(3) Conduct causative research _____

(4) Conduct Pre-Adjustment research _____

b. Validation. N/A

17. Does WCB review and conduct analysis of NC and NIS issues? (paragraph 2401.13f) 0 1 2

a. Task. Conduct analysis of missed sales and identify the root cause of NC and NIS issues. (1 point) _____

b. Validation. Are the following being conducted? (1 point)

(1) Supply Effectiveness Report _____

(2) CST WMD Action Root Cause Analysis _____

(3) File Maintenance _____

18. Does WCB review and process Excess Offloads as required? (paragraph 2401.14) 0 1 2 3

a. Task. Conduct Excess Offload processing. (2 points)

(1) Review offload listing _____

(2) Process approved offload materiel _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

19. Does WCB personnel process frustrated materiel? (paragraph 2401.15) 0 1

a. Task. Process frustrated materiel. (1 point) _____

b. Validation. N/A

20. Can WCB personnel process requisitions for Lateral support? (paragraph 2401.16) 0 1 2

a. Task. Process requisitions for Lateral support. (2 points)

(1) Other Supply Officer (OSO)

(2) End Use Requisitions

(3) A4_ referral

b. Validation. N/A

21. Does WCB personnel process and maintain the Issues Listing (JSL314)? (paragraph 2401.17) 0 1 2

a. Task. Process Pending Issues. (1 point)

(1) Materiel Request Internal _____

(2) Materiel Request External _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

22. Are R-Supply and NALCOMIS unprocessed Interface records properly reviewed and corrected daily? (paragraph 2401.18a(1)(2)(3), and appendix J) 0 1 2 3

a. Task. Correct Interface Records. (2 points)

(1) R-Supply Suspended transactions _____

(2) NALCOMIS Incoming Interface _____

(3) NALCOMIS Outgoing Interface _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

23. Does WCB personnel review and maintain the Stock Control Review Listing? (paragraph 2401.18a(4), and appendix C) 0 1 2

a. Task. Identify transactions appearing on the Stock Control Review Listing. (1 point) _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

24. Does WCB personnel perform tasks associated with the rescreen of requisitions? (paragraph 2401.20a) 0 1 2 3

a. Task. Process requisitions requiring rescreen. (2 points)

(1) Rescreen issue, turn in still EXREP (NALCOMIS issue select) _____

(2) Rescreen issue, DTO outstanding (Consumable) _____

(3) Rescreen issue, DTO outstanding (Repairable) _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

25. Does WCB personnel perform tasks associated with manual processing? (paragraph 2401.20b) 0 1 2

a. Task. Process requisitions requiring manual processing. (2 points)

(1) Process requisition with OFFMP status _____

(a) Process requisition with 5A/53 advice code _____

(b) Process requisition with 5D advice code _____

(c) Process requisition with 5S/52 advice code _____

(2) Process requisition with OFFAR status _____

(3) Process a Warehouse Refusal _____

b. Validation. N/A

26. Does WCB personnel perform tasks associated with the receipt of requisitions with exceptions? (paragraph 2401.20i) 0 1 2

a. Task. Perform functions associated with receipt of requisitions with exception. (2 points)

(1) Process a stock receipt with exceptions _____

(2) Process a DTO receipt with exceptions _____

(3) Carcass processing _____

b. Validation. N/A

27. Does WCB personnel review RAO, Def to RO records and maintain the SAMMA/SAL? (paragraph 2401.21a) 0 1 2

a. Task. Request and review sections of the SAMMA/SAL to ensue adherence to TYCOM goals. (1 point)

(1) RAO _____

(2) Def to RO _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

28. Does WCB personnel execute Change Notice Processing in accordance With established procedures? (paragraph 2401.21b, and appendix B) 0 1 2 3

a. Task. Perform task associated with Change Notice Processing. (1 point)

(1) Store Room Action Listing (SAL)/Candidates for Deletion _____

(2) Stock Control Decision Listing (SCDL)/NIIN Change Report Listing _____

(3) Repairable MCC Decision Listing (RMDL/Consumable/Repairable List) _____

(4) Change Notice Error Report _____

b. Validation. Are the following being conducted? (2 points)

(1) Report Annotations _____

(2) File Maintenance _____

29. Does WCB personnel conduct database maintenance following the Change Notice Process? [paragraph 2401.21b(1)(d)] 0 1 2

a. Task. Conduct database maintenance. (1 point)

(1) Repairable with no MCC (R-Supply) _____

(2) Repairable Records with no NUP or NUP Greater than UP (R-Supply) _____

(3) DBAG14 (NALCOMIS) _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

30. Does WCB personnel monitor the NALCOMIS Out of Balance Records? (paragraph 2401.21d, and appendix L) 0 1 2

a. Task. Conduct NALCOMIS Out of Balance Record review. (1 point)

(1) DBAG17 _____

(2) DBAG21 _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

31. Does WCB personnel correct, process and annotate corrective actions on transactions contained within the R-Supply/NALCOMIS Reconciliation Reports? (paragraph 2401.22, and appendix L) 0 1 2

a. Task. Take appropriate action on the R-Supply/NALCOMIS Reconciliation Reports. (1 point) _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

32. Can WCB personnel perform tasks associated with reviewing Technical Directives Compliance (TDC)? (paragraph 2401.23) 0 1

a. Task. Review a TDC for required action. _____

b. Validation. Are the following being conducted?

(1) File Maintenance _____

33. Does WCB research and correct the NAVSUP Stock in Transit (SIT) discrepancies within NITA? (paragraph 2401.24, and appendix S) 0 1 2 3

a. Task. Correct SIT discrepancies. (2 points)

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

34. Can WCB personnel perform tasks associated with maintaining accountability of all repairable? (paragraph 2401.25) 0 1 2 3

a. Task. Conduct procedures required for local IMA repairable accountability. (2 points)

(1) Conduct a DIFM Reconciliation _____

(2) Process AMSU Induction Discrepancies _____

(3) Process components in Suspended Stock Status _____

(4) Process components for Test and Check _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

35. Does the WCB properly review all NALCOMIS Suspense Records daily? (paragraph 2401.25c, and appendix J) 0 1 2

a. Task. Review NALCOMIS Suspense records. (1 point) _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

36. Can WCB personnel perform tasks associated with the return of repairable components from the IMA? (paragraph 2401.26 thru 2401.27) 0 1 2 3

a. Task. Process repairable components returned from the IMA. (2 points)

(1) Review the Completed Repair Action Mailbox _____

(2) Process a RFI DIFM return _____

(3) Process a BCM DIFM return _____

(4) Process Incoming Repair and Return _____

(5) Process Outgoing Repair and Return _____

(6) Reconcile Inter/IMA-Customer Service Mailbox _____

b. Validation. Is the following being conducted? (1 point)

(1) Is WCB reconciling the Inter/IMA-Customer Mailbox against eRMS? _____

37. Can WCB personnel perform tasks associated with Carcass Tracking? (paragraph 2401.28, and appendix S) 0 1 2 3

a. Task. Conduct research to resolve Carcass Charges. (2 points)

(1) Access carcass reports via the NITA module in eRMS _____

(2) Demonstrate steps in viewing NITA Pending and Actual Records _____

(3) Demonstrate causative research on an existing open carcass record (actual or pending) _____

(4) Demonstrate validation of proof of shipment in eRMS _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

38. Does the First-Line Supervisor ensure the Management Review Controls (MRC) are being properly conducted? (paragraph 2401.29) 0 1 2

a. Task. Perform tasks associated with the review of assigned LOEs. (2 points)

(1) Disposal _____

b. Validation. Are the following being conducted? (1 point)

(1) MRC Workbook Annotations _____

(2) File Maintenance _____

PRE-EXPENDED BRANCH (PEB)

1. Does PEB personnel establish sites in accordance with ASDTP Guidelines? (paragraph 2501.1) 0 1 2 3

   a. Task. Conduct PEB site establishment. (3 points)

      (1) Verify PEB site manager letter _____

      (2) SMD/SAA coordination _____

      (3) Input NALCOMIS Data Sets _____

      (4) NSN establishment _____

      (5) High/Low Limit _____

      (6) Set PEB flag _____

   b. Validation. N/A

2. Does PEB personnel maintain the NALCOMIS ISPEB and PBROB/PHROB Mailboxes? (paragraph 2501.2, and 2501.3) 0 1 2 3

   a. Task. Process ISPEB and PBROB/PHROB Mailbox Actions. (2 points)

      (1) Full Quantity Issues _____

      (2) Partial Quantity Issues _____

      (3) Not In Stock (NIS) Actions _____

      (4) DTO requisition _____

      (5) Phase Kit Requisition _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Report Annotations _____

      (2) File Maintenance _____

3. Does PEB personnel visit each Authorized OMA/IMA PEB Site on a quarterly basis to inspect/inventory locations? (paragraph 2501.4a-d) 0 1 2 3

   a. Task. Screen PEB sites. (2 points)

      (1) Conduct Inspection/Inventory _____

      (2) Process excess materiel _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Report Annotations _____

(2) File Maintenance _____

4. Does PEB personnel replenish sites? (paragraph 2501.4b) 0 1 2

a. Task. Process PEB Replenishment. (2 points)

(1) AWREL action _____

(2) CXPEB action _____

(3) Not In Stock (NIS) actions _____

b. Validation. N/A

5. Does PEB personnel review and process PEB Change Requests? (paragraph 2501.5) 0 1 2 3

a. Task. Process PEB Change Request. (2 points)

(1) Review Change Request _____

(2) Additions _____

(3) Deletions _____

(4) Changes _____

(5) Approve/Disapprove Letter _____

b. Validation. Are the following being conducted? (1 point)

(1) File Maintenance _____

6. Are PEB Flags set for all Authorized PEB Items? (paragraph 2501.6) 0 1 2 3

a. Task. Conduct a review of PEB Flags. (2 points)

(1) NALCOMIS _____

(2) R-Supply _____

(3) NALCOMIS/SUPPLY Exception report _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

7. Does PEB personnel maintain, review and reconcile all Outstanding PEB DTO Requisitions? (paragraph 2501.7a(1)(2)(3)(4)(5), and table 2-5) 0 1 2 3

a. Task. Can PEB personnel produce the following reports? (2 points)

(1) PEB DTO No Status _____

(2) PEB DTO Monthly Reconciliation _____

(3) PEB DTO Overage _____

(4) PEB DTO AC1/AK1 Cancellation _____

(5) PEB DTO MOV _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

8. Does PEB personnel correct database errors for DTO requisitions? (paragraph 2501.7a(6)(7), and table 2-4) 0 1 2

a. Task. Process database errors. (1 point)

(1) Suspended Transaction Report _____

(2) Interface Report _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

9. Does PEB personnel review all PEB DTO rescreens? (paragraph 2501.8) 0 1 2

a. Task. Produce the PEB Outstanding DTO with On Hand Quantity Report. (1 point)

(1) Process R-Supply rescreen _____

(2) Update PEB site _____

(3) Initiate Spot Inventory _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

10. Does PEB personnel maintain and review the High Dollar Value Letter? (paragraph 2501.9) 0 1 2

a. Task. Produce the PEB High Dollar Value Letter (1 point) _____

(1) Obtain listing of PEB high dollar value items _____

b. Validation. Are the following being conducted? (1 point)

(1) File Maintenance _____

11. Does PEB personnel request and review Automated Demand Frequency Report quarterly? (paragraph 2501.10) 0 1 2 3

a. Task. Process Demand Frequency Reports. (2 points)

(1) Loading of PEB Candidates _____

(2) PEB Candidates High Limit List _____

(3) PEB Inventory With No Matching PEB Candidate _____

(4) Range Adds Exclusions _____

(5) Range Adds Qualifying Demands _____

(6) Range Adds Qualifying Combined Demand _____

(7) Excess Range Report _____

(8) High Limit Adjustment Update (manually processed) _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

12. Does PEB personnel establish, assemble and maintain all Phase Maintenance Kits? (paragraph 2501.11) 0 1 2

a. Task. Conduct the assembly of Phase Maintenance Kits (1 point)

(1) DLA coordination _____

(2) Establish Phase Maintenance Kit _____

(3) Review NALCOMIS Phase Kit Mailbox _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

SUPPLY SHIPPING BRANCH (SSB)

1. Can SSB personnel perform tasks associated with the packaging and shipment of aeronautical related components and equipment? (paragraph 2601.1, and appendix S) 0 1 2 3

   a. Task. Process materiel for shipment. (3 points)

      (1) Screen and verify materiel for shipment _____

         (a) Materiel processed in eRMS _____

         (b) Materiel processed by CSB for DLADS _____

      (2) Prepare/package materiel for shipment _____

         (a) Access the P700 _____

         (b) Prepare an EI/QDR for shipment _____

         (c) Process a manifest in eRMS _____

         (d) Classified materiel _____

      (3) Schedule an appointment for DLADS materiel _____

   b. Validation. N/A

2. Are all eRMS Manifest, DD Form 1149, and DLADS (ETID and DD Form 1348-1/1A) shipping documents signed by the Receiving Agent and maintained on file in the POSF? (paragraph 2601.3a) 0 1

   a. Task. N/A

   b. Validation. Are the following being conducted? (1 point)

      (1) File Maintenance _____

3. Are all proof of shipment entries posted in eRMS in a timely manner? (paragraph 2601.3b, eRMS Desk Guide, and appendix S) 0 1 2

   a. Task. Screen Open Proof of Shipment file to ensure timely shipment of materiel. (1 point) _____

   b. Validation. Are the following being conducted? (1 point)

      (1) File Maintenance _____

OPERATIONS MANAGEMENT DIVISION (OMD)

MALS_____ Date_____

OIC_____ SNCOIC_____

Inspector_____

OMD Grade _____ OIC/SNCOIC Grade_____

RS Grade_____ TRS Grade _____

ERS Grade_____ CAS Grade_____

CRS Grade_____ FAS Grade_____

OPERATIONS MANAGEMENT DIVISION (OMD)

OIC/SNCOIC

1. Does the OIC/SNCOIC have on hand a current and accurate Turnover Jacket, which outlines specific duties and responsibilities? (paragraph 3001.2) 0 1 2

   a. Task. N/A

   b. Validation. Does each turnover jacket outline OIC/SNCOIC or branch duties/responsibilities? (2 points)

      (1) File Maintenance. _____

2. Does the OIC/SNCOIC support the long-term training plan of the AvnSupO utilizing ASM? (paragraph 3001.3, and appendix I) 0 1 2 3

   a. Task. (2 points)

      (1) Demonstrate how to document OJT within ASM _____

      (2) Demonstrate how to produce the OJT Summary report _____

      (3) Demonstrate how to assign task list within ASM _____

      (4) Demonstrate how to produce the T&R progress summary report _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Task list signed off for all Marines within the division _____

      (2) All assigned Marines have active accounts _____

      (3) All Marines have monthly OJT entries _____

3. Does the OIC/SNCOIC ensure all OMD Marines have access to necessary sites in order to perform duties specific to OMD? (paragraph 3001.7) 0 1

4. Does the OIC/SNCOIC Review the Stock Control Review Listing (SCRL) and identify potential discrepancies on a daily basis? (paragraph 3001.8) 0 1 2

   a. Task. Perform tasks associated with review of the SCRL. (1 point) _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Review/discrepancies identified. _____

      (2) File Maintenance. _____

5. Does the OIC/SNCOIC monitor the GCPC program? (paragraph 3001.9) 0 1 2 3

   a. Task. (1 point)

(1) Check for IOD _____

(2) Submit appropriate IOD documentation as per local APC _____

b. Validation. Is the following being conducted? (3 points)

(1) GCPC AO/AAO maintains an accurate AO/AAO binder _____

(2) AO/AAO is not authorized to obligate/de-obligate _____

(3) IOD submissions _____

(4) Adequate number of Government Commercial Purchase Card holders _____

6. Does the OIC/SNCOIC maintain a survey file for items in the process of being surveyed? (paragraph 3001.10) 0 1

a. Tasks. N/A

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

7. Does the OIC/SNCOIC ensure the accurate and timely submission of financial report/listings to the chain of command? (paragraph 3001.11) 0 1

8. Can the OIC/SNCOIC audit and update the local form used to report the Status of Funds? (paragraph 3001.12) 0 1 _____

9. Does the OIC/SNCOIC review estimated and defueled transactions? (paragraph 3001.13) 0 1 _____

10. Can the OIC/SNCOIC perform the MVO Verification? (paragraph 3001.14) 0 1 2

a. Task. Perform the Completed MVO Verification. (1 point) _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

11. Does the Division OIC/SNCOIC ensure the Budget Request Input Letter is prepared, and signed by the AvnSupO prior to distribution? (paragraph 3001.16) 0 1 _____

12. Does the OIC/SNCOIC review the technical research conducted on invalid NIS/NC requisitions? (paragraph 3001.18) 0 1 2

a. Task. Perform tasks associated with conducting root cause analysis on all “OMD Action” records. (1 point) _____

b. Validation. Are the following being conducted? (1 point)

(1) Review discrepancies identified _____

(2) File Maintenance _____

CUSTOMER RECONCILIATION BRANCH

PART A: TECHNICAL RESEARCH SECTION (TRS)

1. Does TRS utilize the PDEF to hold source documents during temporary system non-availability? (paragraph 3111.1) 0 1

   a. Task. Process source documents maintained in the PDEF. (1 point) _____

   b. Validation. N/A

2. Does TRS have access to Technical Publications and Technical references? (paragraph 3111.2, and appendix AF) 0 1

   a. Task. Access the Technical Publications and Technical References. (1 point)

      (1) Technical Publications _____

      (2) Technical References _____

         (a) FEDLOG (current month) _____

         (b) Navy Logistics Library (NLL) of Publications and Forms (CDROM/WEB) _____

         (c) ERP _____

         (d) NAVSUP One Touch _____

         (e) FEDMALL _____

   b. Validation. N/A

3. Can TRS personnel conduct technical research utilizing the Tech Edit Sheet? (paragraph 3111.3) 0 1 2 3

   a. Task. Conduct technical research utilizing the Tech Edit Sheet. (1 point) _____

   b. Validation. Are the following being conducted? (2 points)

      (1) Proper research/Annotate Tech Edit Sheet _____

      (2) File Maintenance _____

4. Can TRS personnel load NSN/NICN/LICN to R-Supply and NALCOMIS? (paragraph 3111.4) 0 1 2 3

   a. Task. Load an NSN, NICN, and LICN to R-Supply and NALCOMIS. (3 points)

      (1) Load common data fields in R-Supply and NALCOMIS _____

      (2) Load NALCOMIS specific data fields _____

(3) Load R-Supply specific data fields _____

b. Validation. N/A

5. Does TRS personnel assign Local FGCs when establishing repairable NSNs and no FGC information is available? (paragraph 3111.5) 0 1 2 3

a. Task. Research and assign a Local FGC. (2 points)

(1) Utilize One Touch or other applicable system _____

(2) Enter required entries into NALCOMIS/R-Supply _____

b. Validation. Are the following being conducted? (1 point)

(1) Required entries entered into the FGC Log _____

(2) File Maintenance _____

(a) FGC Log _____

6. Can TRS personnel conduct technical research on requisitions which fall into the following exception categories? (paragraph 3111.6) 0 1 2 3

a. Task. Conduct technical research. (3 points)

(1) Research an OFFTR requisition with valid NSN/NICN _____

(2) Research an OFFTR requisition without a valid NSN/NICN _____

(3) Research an OFVAL requisition _____

(4) Research a NIS/NC requisition _____

(5) Research a P/N Cage Support Equipment requisition _____

b. Validation. N/A

7. Can TRS review and refer DTO Requisitions? (paragraph 3111.7) 0 1 2

a. Task. Review and refer DTO requisitions. (2 points)

(1) Requisitions for non-standard items

(a) Part Number Requisitions _____

(b) Technical Directive Compliance Requisitions _____

(2) CST OMD Action Review _____

b. Validation. N/A

8. Can TRS personnel research and take action to correct discrepancies in both R-Supply and NALCOMIS identified in the Monthly Reconciliation Report? (paragraph 3111.8, and appendix L) 0 1 2

a. Task. Take appropriate action as a result of the NSN analysis portion of the R-Supply/NALCOMIS Reconciliation Report for the below categories. (1 point)

(1) COG/MCC not on NALCOMIS _____

(2) Supply NIINs not on NALCOMIS Repairable/Consumables _____

(3) Supply NIINs added to NALCOMIS _____

(4) NSN Records with no COG symbol _____

(5) NSN Records assigned repairable COG with blank MCC _____

(6) NSN Records with repairable COG/MCC but no FGC assigned _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

9. Does TRS review and maintain the Stock Control Review Listing? (paragraph 3111.9, and appendix C) 0 1 2

a. Task. Review the Stock Control Review Listing. (1 point)

(1) Substitute _____

(2) Establish Cross Reference Data _____

(3) Transaction from NALCOMIS Interface _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

10. Does TRS utilize a current MSSLL and access to FEDLOG during temporary system non-availability? (paragraph 3111.11) 0 1

a. Task. Locate the MSSLL and demonstrate access to FEDLOG _____

b. Validation. Is the following being conducted?

(1) File Maintenance _____

11. Does TRS review and maintain the Local Management Code (LMC) and the Automatic Reorder Restriction Code (ARRC) Letter and Listing? (paragraph 3111.12) 0 1 2

a. Task. Review the LMC/ARRC. (1 point)

(1) Produce Listings _____

(2) Conduct validation _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

CUSTOMER RECONCILIATION BRANCH

PART B: EXPEDITOR RECONCILIATION SECTION (ERS)

1. Does ERS utilize the PDEF to hold source documents during temporary system non-availability? (paragraph 3121.1) 0 1

   a. Task. Process source documents maintained in the PDEF. (1 point) _____

   b. Validation. N/A

2. Does ERS coordinate with all customers to generate a monthly reconciliation schedule? (paragraph 3121.2) 0 1

   a. Task. N/A

   b. Validation. Is the following being conducted? (1 point)

      (1) File Maintenance _____

3. Can ERS personnel correct DTO Records appearing on the R-Supply Suspended Transaction Report? (paragraph 3121.3, and appendix J) 0 1 2

   a. Task. Process Suspended Transactions appearing on the Suspense Report. (1 point)

      (1) Process DTO requisitions _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Report Annotations _____

      (2) File Maintenance _____

4. Does ERS review and maintain the Stock Control Review Listing? (paragraph 3121.4, and appendix C) 0 1 2

   a. Task. Review the Stock Control Review Listing. (1 point)

      (1) DTO Records _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Report Annotations _____

      (2) File Maintenance _____

5. Can ERS personnel review the NALCOMIS Interface Report Listing? (paragraph 3121.5, and appendix J) 0 1 2 3

   a. Task. Review and take action on all transactions from the NALCOMIS Interface Report Listing. (2 points)

      (1) NALCOMIS to R-Supply (Outgoing Records) _____

(2) R-Supply to NALCOMIS (Incoming Error Records) _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

6. Can ERS personnel properly conduct Requisition Reconciliations? (paragraph 3121.6) 0 1 2 3

a. Task. Conduct a Reconciliation. (2 points)

(1) Request appropriate Reconciliation Aid _____

(2) Conduct a reconciliation with a customer _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

7. Can ERS personnel properly initiate requisition actions resulting from the Customer reconciliation? (paragraph 3121.7, and appendix K) 0 1 2

a. Task. Initiate appropriate requisition action. (2 points)

(1) Follow-up action _____

(2) Incoming Status _____

b. Validation. N/A

8. Can ERS personnel review and take actions on all DTO Requisitions with no ESD? (paragraph 3121.8b, and appendix K) 0 1 2

a. Task. Review requisitions with no ESD. (1 point)

(1) Request appropriate requisition listing

(a) R-Supply _____

(b) ASKIT _____

(2) Submit appropriate follow-up _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

9. Can ERS personnel review and take actions on all DTO Requisitions with an expired ESD? (paragraph 3121.8c, and appendix K) 0 1 2

a. Task. Review requisitions with an expired ESD. (1 point)

(1) Request appropriate requisition listing

(a) R-Supply _____

(b) ASKIT _____

(2) Submit appropriate follow-up _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

10. Can ERS personnel review and take actions on all DTO Requisitions with a cancellation request (AC/AK)? (paragraph 3121.8d, and appendix K) 0 1 2

a. Task. Review requisitions with a cancellation request. (1 point)

(1) Request appropriate requisition listing _____

(2) Proper procedure for AC_ follow-up _____

(3) Proper procedure for AK_ follow-up _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

11. Can ERS personnel identify, research and process requisitions with Overaged Shipping Status? (paragraph 3121.8e, and appendix K) 0 1 2

a. Task. Identify requisitions with Overaged Shipping Status and take appropriate action. (1 point)

(1) Conduct research to determine whether or not materiel has been received _____

(2) WMD Coordination _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

12. Can ERS personnel identify and process requisitions with no Status in R-Supply? (paragraph 3121.8f, and appendix K) 0 1 2

    a. Task. Identify requisitions with no Status and take appropriate action. (1 point)
        (1) Request appropriate requisition listing _____

            (a) R-Supply _____

            (b) ASKIT _____

        (2) Submit appropriate follow-up _____

    b. Validation. Are the following being conducted? (1 point)

        (1) Report Annotations _____

        (2) File Maintenance _____

13. Can ERS personnel process requisitions with Exception DRB status? (paragraph 3121.8g, and appendix K) 0 1

    a. Task. Process requisitions with Exception DRB status. (1 point) _____

    b. Validation. N/A

14. Does ERS conduct the Quarterly External MOV? (paragraph 3121.9, and appendix E) 0 1 2

    a. Task. Validate AP_ and Post MOV records from the Quarterly External MOV. (1 point)

        (a) R-Supply _____

        (b) ASKIT _____

        (c) Post MOV _____

    b. Validation. Are the following being conducted? (1 point)

        (1) AP_ Responses _____

        (2) File Maintenance _____

15. Can ERS personnel research and take action to correct discrepancies in both R-Supply and NALCOMIS identified in the Monthly Reconciliation report? (paragraph 3121.10, and appendix L) 0 1 2

a. Task. Research and take action to correct discrepancies identified in the Monthly Reconciliation Report. (1 point)

(1) Consumable DTOs _____

(2) Repairable DTOs _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

CUSTOMER RECONCILIATION BRANCH (CRB)

PART C: READINESS SECTION (RS)

1. Does RS utilize the PDEF to hold source documents during temporary System non-availability? (paragraph 3131.1) 0 1

   a. Task. Process source documents maintained in the PDEF. (1 point) _____

   b. Validation. N/A

2. Does RS update the supply information on the daily AMSRR? (paragraph 3131.2) 0 1 2

   a. Task. Update the supply information on the daily AMSRR. (1 point)

      (1) NMCS/PMCS High Priority Report upload _____

      (2) Edit requisition status and remarks on the AMSRR _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Correct information from NALCOMIS _____

      (2) Valid requisition and status reported on the AMSRR _____

      (3) File Maintenance _____

3. Can RS personnel properly conduct Reconciliations on IPG I, Critical Requisitions? (paragraph 3131.3) 0 1 2

   a. Task. Conduct a Reconciliation. (1 point)

      (1) Request appropriate Reconciliation Aid _____

      (2) Conduct a reconciliation with a customer _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Is the Reconciliation Aid annotated as required _____

      (2) File Maintenance _____

4. Can RS personnel properly review the status of outstanding requisitions and initiate appropriate follow-up action? (paragraph 3131.3d, and appendix K) 0 1 2

   a. Task. Review the status of outstanding requisitions and initiate proper follow-up based on current status and customer response. (1 point)

      (1) Materiel has been received _____

      (2) Materiel is NLR _____

      (3) Materiel is still required _____

b. Validation. Are the following being conducted? (1 point)

(1) Are the proper follow-ups annotated on the Reconciliation Aid _____

(2) File Maintenance _____

5. Can RS personnel properly conduct Reconciliation on AWP/Broad Arrow/ TBOS associated with critical requisitions? (paragraph 3131.4) 0 1 2

a. Task. Conduct a Reconciliation. (1 point)

(1) Request appropriate Reconciliation Aid _____

(2) Conduct a reconciliation with a customer _____

b. Validation. Are the following being conducted? (1 point)

(1) Is the Reconciliation Aid annotated as required? _____

(2) File maintenance _____

6. Does RS properly process and review Offline Requisitions? (paragraph 3131.6) 0 1 2

a. Task. Request and review the Offline Report. (1 point)

(1) ORG Code/Offline BuNo utilized _____

(2) YE1 loaded in R-Supply _____

b. Validation. Are the following being conducted? (1 point)

(1) Follow-ups annotated on the Offline Report _____

(2) File Maintenance _____

7. Can RS personnel identify, and process requisition rescreens for high priority materiel? (paragraph 3131.7) 0 1 2

a. Task. Request and review the Outstanding DTO with on hand quantity report. (1 point)

(1) Request appropriate listing _____

(2) Take appropriate action _____

(3) WMD coordination _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

8. Can RS initiate a Supply Assist Request? [paragraph 3131.5f(2)]
   0 1 2

   a. Task. Initiate a Supply Assist Request. (1 point) _____

   b. Validation. Is the following being conducted? (1 point)

      (1) File Maintenance _____

CUSTOMER SUPPORT BRANCH

PART A: CUSTOMER ASSISTANCE SECTION (CAS)

1. Does CAS utilize the PDEF to hold source documents during temporary System non-availability? (paragraph 3211.1) 0 1

   a. Task. Process source documents maintained in the PDEF. (1 point) _____

   b. Validation. N/A

2. Does CAS maintain an Authorized Signature File? (paragraph 3211.2) 0 1

   a. Task. N/A

   b. Validation. Are the following letters maintained? (1 point)

      (1) Open Purchase/GCPC _____

      (2) Tool Purchasing Process _____

      (3) ServMart/MILSTRIP _____

      (4) Table of Basic Allowance _____

      (5) Flight Equipment _____

3. Does CAS assist supported units with turn-in of Non-Aeronautical materiel? (paragraph 3211.3) 0 1 2

   a. Task. Assist supported units with turn-in of Non-Aeronautical materiel. (1 point)

      (1) Materiel requiring an approval message from MAW IMRL Manager _____

      (2) Controlled Equipage materiel _____

      (3) Scrap and Waste _____

      (4) Transfer materiel to SSB _____

   b. Validation. Are the following being conducted? (1 point)

      (1) DD Form 1348-1/1A is attached to (original) Turn-in Request Form _____

      (2) File Maintenance _____

4. Does CAS review, process and file Non-Standard Procurement Request for Non-Aeronautical Related Materiel? (paragraph 3211.4) 0 1 2

   a. Task. Review Non-Standard Procurement Request for Non-Aeronautical related materiel. (1 point)

      (1) Authorized materiel _____

(2) Authorized quantity _____

(3) Valid NSP _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

5. Does CAS properly manage a Tool Purchasing Process? (paragraph 3211.5, and appendix V) 0 1 2

a. Task. Process a Tool Purchase. (1 point)

(1) Verify the BTR/MTR/WTR is with the tool turned-in _____

(2) Is formal correspondence attached with Initial Issue Requests? _____

(3) Purchase requirement _____

b. Validation. Are the following being conducted? (1 point)

(1) Reconciliation/Annotations _____

(2) File Maintenance _____

6. Does CAS review and process ServMart/MILSTRIP requests? (paragraph 3211.6) 0 1 2

a. Task. Review and process a ServMart/MILSTRIP request. (1 point)

(1) Required documentation _____

(2) Approval Signatures _____

(3) Separation of functions _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

7. Does CAS review and process Open Purchase requests? (paragraph 3211.7, and appendix T) 0 1 2 3

a. Task. Review and process an Open Purchase request. (2 points)

(1) MCI Form _____

(2) Justification Letter _____

(3) Mandatory Sources of Supply _____

(4) Quote _____

(5) Reference/Publication _____

(6) Authorized Signatures _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

8. Can CAS reconcile and submit to the AO/AAO the required documentation for the monthly GCPC Statement certification? (paragraph 3211.8a) 0 1 2 3

a. Task. Reconcile and submit the proper documentation to the AO/AAO. (1 point)

(1) Purchase Log _____

(2) U.S. Bank Statement _____

(3) Transaction File(s) _____

b. Validation. Are the following being conducted? (2 points)

(1) AO/AAO Certification _____

(2) File Maintenance _____

9. Does CAS reconcile all Non-Standard Procurement Requisitions? (paragraph 3211.9) 0 1 2

a. Task. Reconcile Non-Standard Procurement Requisitions. (1 point)

(1) Tools (MVO) _____

(2) Open Purchase/GCPC _____

(3) ServMart/MILSTRIP _____

b. Validation. Are the following being conducted? (1 point)

(1) Annotations _____

(2) File Maintenance _____

10. Does CAS maintain a Completed Transaction File? (Paragraph 3211.10) 0 1 2

a. Task. N/A

b. Validation. Is the following being conducted? (2 points)

(1) File Maintenance _____

CUSTOMER SUPPORT BRANCH

PART B: CUSTODY RECORDS SECTION (CRS)

1. Does CRS prepare Custody Records in accordance with NAVMC 4400.177C? (paragraph 3221.2) 0 1 2

   a. Task. Prepare a Custody Record. (2 points)

      (1) Item Number _____

      (2) Nomenclature _____

      (3) Manufacturer _____

      (4) Model _____

      (5) Serial Number _____

      (6) Squadron/Account _____

      (7) Remarks/Comments _____

      (8) Inventory Occasion (semi-annual, quarterly etc.) _____

   b. Validation. N/A

2. Can CRS identify all Custodial Allowance Materiel Accounts? (paragraph 3221.2c) 0 1 2

   a. Task. Explain the different types of Custodial Allowance Materiel Accounts. (2 points)

      (1) Table of Basic Allowance _____

      (2) NAVAIR 00-35QH Series _____

      (3) Maintenance Assist Modules (MAM) _____

      (4) Test Bench Installations (TBI) _____

   b. Validation. N/A

3. Does CRS conduct inventories of all Custodial Allowance Materiel in accordance with the NAVMC 4400.177C? (paragraph 3221.3) 0 1 2 3

   a. Task. Conduct Inventory. (3 points)

      (1) Preparation for Inventory _____

      (2) Quarterly Inventory of Flight Equipment Pool _____

      (3) Semi-Annual Inventory of TBI, MAM, and TBA accounts _____

      (4) Pre/Post Deployment Inventory _____

      (5) Post Inventory Actions _____

b. Validation. N/A

4. Does CRS maintain a Custody Record File? (paragraph 3221.4) 0 1 2 3

a. Task. N/A

b. Validation. Is the following being conducted? (3 points)

(1) Appointment Letters _____

(2) Additions/Deletions _____

(3) Completed Inventories _____

(4) Completed Inventory Results Letters _____

(5) Excess Request Letter (if applicable) _____

(6) File Maintenance _____

5. Does CRS maintain a Deficiency and Not Mission Essential File? (paragraph 3221.5) 0 1 2

a. Task. Establish a Deficiency and Not Mission Essential Listing. (1 point)

b. Validation. Is the following being conducted? (1 point)

(1) RO/RI Signature _____

(2) File Maintenance _____

6. Does CRS request and submit Additions/Deletions/Changes for TBA materiel? (paragraph 3221.6b) 0 1 2

a. Task. Request and submit Additions/Deletions/Changes for TBA using the NAVSUP 1220-2. (1 point)

(1) TBA Addition _____

(2) TBA Deletion _____

(3) TBA Change _____

(4) Submission to WOS _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

7. Does CRS prepare and submit a budget for Custodial Allowance Materiel? (paragraph 3221.7, and 3221.8) 0 1 2

a. Task. Prepare and submit a budget. (1 point)

(1) Budget Request Letter/ Customer responses _____

(2) Identify deficiencies _____
(3) Submit budget _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

8. Are all requisitions for custodial allowance materiel properly reviewed and/or processed in accordance with the NAVMC 4400.177_? (paragraph 3221.9) 0 1 2

a. Task. Review and/or process requisitions. (2 points)

(1) IT equipment _____

(2) IMRL materiel _____

(3) NSP _____

(4) FE Pool Requests _____

b. Validation. N/A

CUSTOMER SUPPORT BRANCH

PART C: FINANCIAL ACCOUNTING SECTION (FAS)

1. Does FAS maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 3231.1) 0 1

   a. Task. Identify and process source documents maintained in the PDEF. (1 point) _____

   b. Validation. N/A

2. Does FAS review and process a Non-Standard Procurement requests? (paragraph 3231.2, and appendix T) 0 1 2

   a. Task. Review and process a Non-Standard Procurement request. (2 points)

      (1) Valid Fund Code _____

      (2) Funding available _____

      (3) Funds approval signature _____

      (4) DD 1149 prepared and filed (if applicable) _____

      (5) MVO document _____

         (a) ASKIT _____

         (b) R-Supply _____

   b. Validation. N/A

3. Does FAS have access to the AIR Card® website/publications/instructions and are the appropriate letters/certificates on file? (paragraph 3231.3a, and appendix U) 0 1

   a. Task. Access website/publications/instructions. (1 point)

      (1) DESC AIR Card® Homepage _____

      (2) DOD 4140.25_M Fuel Management Regulations _____

      (3) DOD Financial Management Regulations 7000.14-R volume 5, Chapter 5 _____

      (4) AIR Card® Policy Notes (ACPNs) _____

      (5) AIR Card® Administrative Notices (ACANs) _____

   b. Validation. N/A

4. Can FAS process AIR Card® Non-Fuel payments through WAWF? (paragraph 3231.3b, and appendix U) 0 1 2

   a. Task. Process an AIR Card® payment through WAWF. (1 point)

(1) Receipt/invoice reconciliation _____

(2) Certify invoice _____

(3) Submit invoice _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

5. Can FAS process disputes on AIR Card® charges and AIR Card® transfers. (appendix U) 0 1 2

a. Task. Process disputes on AIR Card® charges and AIR Card® transfers. (2 points)

(1) Disputes _____

(a) ACO Notification on Discrepancies _____

(b) Duplicate billing _____

(c) Undisclosed aircraft transfers _____

(d) Other erroneous billings _____

(e) Ensure tax exemption _____

(2) AIR Card® transfer _____

(a) Receipt of Aircraft Transfer Letter of Aircraft Transfer Order _____

(b) Losing and/or receiving squadron to provide details to the (CCPMD) _____

b. Validation. N/A

6. Can FAS review and process fuel charges? (paragraph 3231.4) 0 1 2 3

a. Task. Review and process fuel charges? (2 points)

(1) Process Aviation Fuel _____

(2) Process Ground Fuel _____

(3) EEBP/EPoS reconciliation _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

7. Can FAS process "Estimated" fuel documents? (paragraph 3231.5) 0 1 2

a. Task. Process an "Estimated" Fuel document. (1 point)

(1) Determine amount of fuel _____

(2) ASKIT Input _____

(3) OMD OIC/SNCOIC Validation _____

(4) Defuel Procedures _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

8. Can FAS process In-flight Refueling (IR) transactions? (paragraph 3231.6, and appendix Y) 0 1 2 3

a. Task. Process an IR transaction. (2 points)

(1) Obtain IR Log _____

(2) Notify receiving activity (USMC) _____

(3) ASKIT Input _____

(4) IR Log/EEBP reconciliation _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

9. Does FAS manage and inventory Flight Packet and AIR Card® requirements? (paragraph 3231.7) 0 1 2 3

a. Task. (2 points)

(1) Conduct a Flight Packet Inventory. _____

(2) Conduct an AIR Card® Inventory _____

b. Validation. Is the following being conducted? (1 points)

(1) File Maintenance _____

10. Does FAS manage the Flight Packet File? (paragraph 3231.8) 0 1

a. Task. N/A

b. Validation. Is the following being conducted? (1 point)

(3) File Maintenance

11. Can FAS Process the Unmatched Disbursements (UMD)? (paragraph 3231.9, and appendix W) 0 1 2 3

a. Task. Process the UMD. (1 point)

(1) Validate listing _____

(2) Submit UMD to TYCOM _____

b. Validation. Are the following being conducted? (2 points)

(1) Report Annotations _____

(2) File Maintenance _____ _____

12. Can FAS Process the Obligation Validation Review (OVR)? (paragraph 3231.9, and appendix W) 0 1 2 3

a. Task. Process the OVR. (1 point)

(1) Validate listing _____

(2) Process Recoupment _____

(3) Submit OVR to TYCOM _____

b. Validation. Are the following being conducted? (2 points)

(1) Report Annotations _____

(2) File Maintenance _____

13. Can FAS process the DL? (paragraph 3231.9, and appendix W) 0 1 2 3

a. Task. Process the DL. (1 point)

(1) R-Supply/ASKIT import _____

(2) Un-Matched Expenditures _____

(3) Carcass difference _____

(4) FYTD difference _____

(5) Correct Challenge codes _____

(6) Submit Challenges _____

b. Validation. Are the following being conducted? (2 points)

(1) Report Annotations _____

(2) File Maintenance _____

14. Can FAS prepare, review, and submit a Status of Funds (SOF) in accordance with local procedures? (paragraph 3231.10) 0 1 2 3

a. Task. Prepare, review and submit a Status of Funds (SOF). (2 points)

(1) Prepare the SOF _____

(2) Review the SOF _____

(3) Submit to the OIC/SNCOIC _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

15. Can FAS prepare and submit the Transmittal Letter (TL)? (paragraph 3230.11, and appendix G) 0 1 2 3

a. Task. Prepare, review and submit the TL. (1 point)

(1) Prepare TL _____

(2) Review TL _____

(3) Submit TL _____

b. Validation. Is the following being conducted? (2 points)

(1) File Maintenance _____

16. Can FAS review and post flight hours? (paragraph 3231.12) 0 1 2

a. Task. Review and post flight hours. (1 point)

(1) Download Hours _____

(2) ASKIT input _____

(3) Capture Late/Rollover hours _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

17. Does FAS receive and properly post OPTAR grants? (paragraph 3231.13) 0 1 2

a. Task. Post OPTAR grants. (1 point)

(1) Review OPTAR grant message _____

(2) Funding allocated to the squadron level _____

(3) ASKIT/R-Supply Grant input _____

(4) Verify allocations match _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

18. Can FAS prepare, review, and submit the Budget OPTAR Report? (paragraph 3231.14, and appendix X) 0 1 2 3

a. Task. Prepare, Review, and submit a BOR. (2 points)

(1) ASKIT

(a) Process "For Approval" BOR _____

(b) Audit "For Approval" BOR _____

(c) Submit BOR to OIC/SNCOIC _____

(d) Approve BOR _____

(2) R-Supply

(a) Create BOR _____

(b) Audit BOR _____

(c) Submit BOR to OIC/SNCOIC _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

19. Can FAS perform the MVO Verification? (paragraph 3231.15) 0 1 2

a. Task. Perform the MVO verification. (1 point)

(1) Outstanding MVO requisition audit _____

(2) Corrective actions _____

(3) Submit results _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

20. Does FAS process and receipt Flight Equipment requisitions via ASKIT? (paragraph 3231.16) 0 1 2

a. Task. Process and receipt Flight Equipment requisitions. (1 point)

(1) Verify authorized requestor _____

(2) Verify OPNAV 4790/11 _____

(3) Input requisition into ASKIT _____

(4) Download MILSTRIP and submit to SAA _____

(5) ASKIT ROB Process _____

(6) Complete a document in ASKIT _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

21. Does FAS review the Stock Control Review Listing? (paragraph 3231.16, and appendix C) 0 1 2

a. Task. Review the Stock Control Review Listing. (1 point)

(1) High Money Value _____

(2) Unit Price Change _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

SUPPLY MANAGEMENT DIVISION (SMD)

MALS_____ Date_____

OIC_____ SNCOIC_____

Inspector_____

SMD Grade _____ OIC/SNCOIC Grade_____

AB Grade_____ DSB Grade_____

SAAB Grade_____

SUPPLY MANAGEMENT DIVISION (SMD)

OIC/SNCOIC

1. Does the OIC/SNCOIC have on hand a current and accurate Turnover Jacket, which outlines specific duties and responsibilities? (paragraph 4001.2) 0 1 2

a. Task. N/A

b. Validation. Does each turnover jacket outline OIC/SNCOIC or branch duties/responsibilities? (paragraph 4001.2) (1 point)

(1) File Maintenance. _____

2. Does the OIC/SNCOIC review Urgent Field Notification when published by ALIS Administrator? [paragraph 6701.6a.(1)] 0 1 2 3

a. Task. Perform tasks associated with accessing and reviewing UFNs. (2 points).

(1) Obtain and Review UFNs _____

(2) Take appropriate action _____

b. Validation. Are the following being conducted? (1 point)

(1) File Maintenance _____

3. Does the OIC/SNCOIC support the long-term training plan of the AvnSupO utilizing ASM? (paragraph 4001.3, and appendix I)
0 1 2 3

a. Task. (1 point)

(1) Demonstrate how to document OJT within ASM _____

(2) Demonstrate how to produce the OJT Summary report _____

(3) Demonstrate how to assign task list within ASM _____

(4) Demonstrate how to produce the T&R progress summary report _____

b. Validation. Are the following being conducted? (2 points)

(1) Task list signed off for all Marines within the division _____

(2) All assigned Marines have active accounts _____

(3) All Marines have monthly OJT entries _____

4. Does the OIC/SNCOIC submit corrective actions to the Audit Branch following any internal/external audits of their division? (paragraph 4001.5) 0 1

5. Does the OIC/SNCOIC Review the Stock Control Review Listing (SCRL) and identify potential discrepancies on a daily basis? (paragraph 4001.6)

0 1 2

a. Task. Perform tasks associated with review of the SCRL. (1 point) _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations. _____

(2) File Maintenance. _____

6. Does the OIC/SNCOIC ensure all Marines have access to necessary sites in order to perform duties specific to SMD? (paragraph 4001.8) 0 1

7. Does the OIC/SNCOIC Review Aviation Supply Operations related messages/correspondence on a daily basis? (paragraph 4001.9) 0 1 2

a. Task. Perform tasks associated with accessing AMHS. (1 point)

(1) Review messages/correspondence.

b. Validation. Are the following being conducted? (1 point)

(1) Distribution. _____

(2) Corrective actions (applicable) _____

(3) File Maintenance _____

8. Can the OIC/SNCOIC identify and discuss MALSP Milestones? (paragraph 4001.10) 0 1 2

a. Task. Demonstrate the following (1 point)

(1) CNAP Schedule (milestone identification) _____

(2) Review RACs received from WAS _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

9. Does the OIC/SNCOIC ensure action is taken on UDP/MEU Milestones? (paragraph 4001.11) 0 1 _____

a. Task. N/A

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

10. Does the OIC/SNCOIC ensure the Management Review Controls (MRC) are being properly conducted? (paragraph 4001.13) 0 1 2 3

a. Task. Perform tasks associated with the review of assigned LOEs.

(2 points)

(1) Physical Inventory _____

(2) Inventory Adjustment _____

(3) PUK/SASS _____

(4) NALCOMIS Reconciliation _____

b. Validation. Are the following being conducted? (1 point)

(1) MRC Workbook Annotations _____

(2) File Maintenance _____

AUDIT BRANCH (AB)

1. Does AB maintain a file of Wing Functional Area Inspection/Assist visit reports containing inspection results and letter of corrective actions approved by the AvnSupO and submitted to the inspecting command for three years in date inspected sequence? (paragraph 4101.1)
0 1 2 3

   a. Task. N/A

   b. Validation. Are the following being conducted? (3 points)

      (1) Corrective Action Plan _____

      (2) Monthly Synopsis of Corrective Actions _____

      (3) File Maintenance _____

2. Does AB conduct Internal Audits of all divisions on a quarterly basis? (paragraph 4101.2a, 4101.3a, and 4101.3c, appendix H, and appendix G)
0 1 2 3

   a. Task. Demonstrate how to conduct an Internal Audit. (1 point)

      (1) Generate Audit Schedule _____

      (2) Conduct Internal Audit _____

      (3) Prepare appendix G Audit worksheets _____

      (4) Prepare appendix H Audit Checklist _____

      (5) Perform appendix G/H Results Calculation _____

   b. Validation. Are the following being conducted? (2 points)

      (1) File Maintenance.

         (a) Internal Audit schedule _____

         (b) Positive/Negative findings noted _____

         (c) Repeat Discrepancies noted (audit only) _____

         (d) General Trends noted (audit only) _____

         (e) 'G" Audit _____

         (f) 'H' Audit _____

         (g) Audit report _____

         (h) Corrective Actions (audit only) _____

3. Does AB conduct Internal Assists of all divisions on a quarterly basis? (paragraph 4101.2b, 4101.3b, 4101.3c, appendix H, and appendix G) 0 1 2 3

a. Task. Demonstrate how to conduct an Internal Assist. (1 point)

(1) Generate Assist Schedule _____

(2) Conduct Internal Assist _____

(3) Prepare appendix G Audit worksheets _____

(4) Prepare appendix H Audit Checklist (as required) _____

(5) Perform appendix G _____

(6) Conduct Validation of Corrective Actions _____

b. Validation. Are the following being conducted? (2 points)

(1) File Maintenance

(a) Internal Assist schedule _____

(b) Positive/Negative findings noted _____

(c) 'G" Audit _____

(d) 'H' Audit (As Required) _____

(e) Assist report _____

(f) Corrective Actions for prior qtr. Validation(assist only)_____

(g) Training provided (assist only) _____

4. Does the AB Publish Inventory Schedules, and submit Inventory accuracy reports to the Wing Operations Section (WOS) (paragraph 4101.4, and 4101.6)? 0 1 2 3

a. Task. Perform tasks associated with Inventory Accuracy Reporting. (1 point)

(1) Generate an Annual Inventory schedule _____

(2) Consolidate and Submit results _____

(3) Conduct ADHOC prior to EOFY closeout, identifying all NIINs with locations that have not inventoried for the current year. _____

b. Validation. Are the following being conducted? (2 points)

(1) Annual Inventory Schedule _____

(2) Inventory Accuracy Report _____

(3) File Maintenance _____

5. Does the AB conduct Post LAP/Inventory Audits and submit to the AvnSupO? (paragraph 4101.5) 0 1 2

a. Task. Perform tasks associated with Post LAP/Inventory Audit. (1 point)

(1) Conduct Post LAP/Inventory Audit _____

(2) Submit results _____

b. Validation. Are the following being conducted? (1 points)

(1) Post Inventory Audits _____

(2) File Maintenance _____

6. Does AB monitor and advise the AvnSupO/AAvnSupO on all external supply management goals as established by higher authority, as well as internal goals directed by the AvnSupO? (paragraph 4101.7, and appendix AB) 0 1 2 3

a. Task. Perform tasks associated with producing the Inventory Management Performance Report. (2 points)

(1) Generate EOM Reports _____

(2) Identify potential problem areas _____

(3) Generate IMPR Justifications _____

b. Validation. Are the following being conducted? (1 point)

(1) Back up via SharePoint or hard copy _____

(2) File Maintenance. _____

7. Does AB maintain an external audit file containing the current and prior year in date audit performed within division sequence for all external audits/validations, corrective actions and responses to auditing activities as required? (paragraph 4101.8) 0 1 2 3

a. Task. N/A

b. Validation. Is the following being conducted? (3 points)

(1) File Maintenance. _____

8. Does AB maintain a file for all ASDTP changes/deviations until the next ASDTP revision? (paragraph 4101.9, and appendix F) 0 1 2

a. Task. Perform tasks associated with reviewing Changes/Deviations. (1 point)

(1) Demonstrate the ability to review Changes _____

(2) Demonstrate the ability to review Deviations _____

b. Validation. Is the following conducted? (1 point)

(1) Cause and Effect statement _____

(1) File Maintenance _____

9. How effective is formal Departmental OJT within the Training and Readiness Program? (paragraph 4101.10, and appendix I) 0 1 2 3

a. Task. Review the ASDs OJT Program to ensure completeness and accuracy for the requirements listed below: (2 point)

(1) Published Quarterly Formal OJT Schedule

(2) Critique Sheet

(3) OJT summary report

(4) T&R Progress summary

b. Validation. Is the following conducted? (2 points)

(a) File Maintenance _____

10. Does AB monitor all accounts within ASM for the ASD? (paragraph 4101.11) 0 1

a. Task. Monitor ASM accounts.

(1) Conduct Check in/Check out _____

(2) Draw down/submit required ASM reports. _____

b. Validation. Are the following being conducted? (1 point)

(1) File Maintenance _____

11. Can AB personnel produce the LMC/ARRC Letter? (paragraph 4101.12) 0 1 2 3

a. Task. Perform tasks associated with producing the LMC/ARRC Letter. (1 point)

(1) Obtain current LMC/ARRC _____

(2) Produce SAMMA/SAL Part 5 _____

(3) Divisional validation _____

(4) Produce the LMC/ARRC letter _____

b. Validation. Is the following conducted? (2 points)

(1) File Maintenance _____

12. Does AB conduct the Financial Liability Survey Audit monthly and retain a FLSA file for 12 months? (paragraph 4101.13, and appendix G) 0 1 2 3

a. Task. Demonstrate the following: (2 point)

(1) Produce Gain/loss/survey listing _____

(2) Produce 5A/53 ADHOC _____

(3) Run Inventory Adjustments SQL by Expenditure Code _____

(4) Run Inventory Adjustments SQL by Transaction Code _____

(5) Demonstrate WMD Audit _____

(6) Demonstrate OMD Audit _____

b. Validation. Is the following conducted? (1 point)

(1) Report Annotations _____

(2) SQL Annotations _____

(3) File Maintenance _____

13. Does AB maintain access to the Master Directive File? (paragraph 4101.14) 0 1

a. Task. Access the DOD SharePoint. (1 point) _____

b. Validation. N/A

14. Does AB conduct the Management Review Controls (MRC)(paragraph 4101.15) 0 1 2 3

a. Task. Perform tasks associated with the review of assigned LOEs. (2 points)

(1) Physical Inventory _____

(2) Inventory Adjustment _____

(3) NALCOMIS Reconciliation _____

(4) Demonstrate review process _____

b. Validation. Are the following being conducted? (1 point)

(1) MRC Workbook Annotations _____

(2) File Maintenance _____

15. Does AB collect all MRC results and post into the MOP dashboard? (paragraph 4101.16) 0 1

a. Task: Perform tasks associated with posting MRC results into the MOP dashboard (1 point)

(1) Demonstrate MOP dashboard input _____

b. Validation: N/A

DEPLOYED SUPPORT BRANCH (DSB)

1. Are MALSP FSA/SASS/SSA/MSA/ICA/Non-Aeronautical Materiel Allowances properly loaded using the standard naming convention on R-Supply and NALCOMIS? (paragraph 4201.1, and appendix AC) 0 1 2

   a. Task. Perform tasks associated with loading Allowances (1 point)

      (1) Identify proper FSA building blocks _____

   b. Validation. Is the following conducted? (1 point)

      (1) R-Supply/NALCOMIS validations _____

2. Does DSB maintain the FSA in a deployment ready condition? [paragraph 4201.2.a(1) thru 4201.2.a(4), appendix A, appendix L, and appendix Q, and reference (p)] 0 1 2 3

   a. Task. Perform tasks associated with FSA deployment readiness. (1 point)

      (1) FSA Pull Request _____

      (2) Controlled Access Area _____

      (3) Segregated by Standard Pack-up Serial Numbers _____

      (4) 36 months RFI FSA screening in coordination with WMD _____

      (5) Manufacturer Hermetically Gear screening _____

      (6) Repairable IMA inductions on assets exceeding 36 months _____

      (7) Annual Visual inspections on applicable SM&R codes with X1 repair capability _____

      (8) Shipping Containers Inspections _____

      (9) Conduct a Quarterly Shelf Life Review _____

   b. Validation. Are the following conducted? (2 points)

      (1) Open FSA Requests _____

      (2) FSA Rotation Program _____

      (3) Shelf-Life Review _____

      (4) Visual Inspections _____

      (5) File Maintenance _____

3. On a monthly basis, does DSB review the Change Notice Storeroom Action Listing (SAL) and take appropriate action? (paragraph 4101.2a(4), and appendix B) 0 1 2

   a. Task. Perform tasks associated with reviewing Change Notice Storeroom Action Listing (1 point)
      (1) NSN changes _____

      (2) Unit of Issue change _____

      (3) Security Code change _____

      (4) Shelf-Life Codes/Shelf Life Action Codes _____

      (5) Exhausted, Deleted, Superseded or Condemned Stock _____

   b. Validation. Are the following conducted? (1 point)

      (1) Report Annotations _____

      (2) File Maintenance _____

4. On a monthly basis, does DSB review the R-Supply/NALCOMIS Recon and take appropriate action? (paragraph 4101.2.a(6), and appendix L) 0 1 2

   a. Task. Perform tasks associated with reviewing R-Supply/NALCOMIS Recon (1 point)

      (1) NALCOMIS Pack-up Discrepancy Report _____

      (2) Supply/NALCOMIS Pack-up Quantity Discrepancy Report _____

      (3) Supply Pack-up Addition Report _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Report Annotations _____

      (2) File Maintenance _____

5. Does the DSB ensure FSA deficiencies are properly ordered and tracked citing ZB9 as the Project Code? (paragraph 4201.3a thru 4201.3b, and appendix K) 0 1 2 3

   a. Task. Perform tasks associated with FSA ZB9 deficiencies. (1 point)

      (1) Perform review of FSA deficiencies _____

      (2) Conduct requisition follow up action

      (3) Causes of deficiencies without dues _____

      (4) External Materiel Obligation Validations _____

b. Validation. Is the following conducted? (2 points)

(1) Report Annotations _____

(2) File Maintenance _____

6. Are outstanding offline FSA requisitions with a BuNo of 111111 identified as pay back to the FSA? (paragraph 4201.3d) 0 1 2

a. Task. Perform tasks associated with outstanding offline FSA requisitions. (1 point)

(1) Run offline FSA requisitions _____

(2) Conduct review of offline FSA requisitions _____

(3) Conduct change of custody with WRB _____

b. Validation. Are the following conducted? (1 point)

(1) Report/log Annotations _____

(2) File Maintenance _____

7. Does DSB conduct a LAP prior to all FSA inventories? (paragraph 4201.4b, and appendix M) 0 1 2

a. Task. Perform tasks associated with conducting a LAP. (1 point)

(1) Produce Repairable FSA LAP Listing _____

(2) Produce Consumable FSA LAP Listing _____

(3) Verify NIIN _____

(4) Verify Location _____

(5) Verify Unit of Issue _____

(6) Verify Shelf Life Expiration date (as applicable) _____

(7) Verify Service Label-Materiel Tag, DD Form 1574-1 (if applicable) _____

(8) Equipment History Record (EHR), Scheduled Removal Card (SRC) or equivalent (if applicable) _____

b. Validation. Are the following being conducted? (1 point)

(1) NALCOMIS/R-Supply Comparison Report _____

(2) R-Supply Dual Location Listing _____

(3) File Maintenance _____

8. Does DSB personnel conduct annual scheduled inventories for all materiel? (paragraph 4201.4c, and appendix N) 0 1 2 3

a. Task. Perform inventory procedures. (2 points)

(1) Schedule an inventory _____

(2) Input inventory counts _____

(3) Pre-Adjustment Research _____

(4) Process Inventory Adjustment _____

(5) Causative Research _____

(6) Inventory status and reporting _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) POA&Ms _____

(3) File Maintenance _____

9. Does DSB properly receive, distribute, monitor, and review all Logistics Support Requests? (paragraph 4201.5a, and appendix AA) 0 1 2 3

a. Task. Perform tasks associated with processing a Local Support Request (LSR). (2 points)

(1) Validate Materiel Requirements _____

(2) Establish a Local Pack-up Serial Number _____

(3) Load an NSN to the newly established Pack-up _____

(4) Delete the NSN from the newly established Pack-up _____

(5) Delete the newly established Pack-up _____

b. Validation. Are LSRs being filed? (1 point)

(1) File Maintenance _____

10. Does DSB conduct a 100% Repairable Inventory Validation and 30% Consumable Inventory Validation with WCB once the deployment pack-up data entry process has been completed? [paragraph 4201.5b(3)] 0 1 2 3

a. Task. Perform tasks associated with deployment pack up inventory validation. (1 point)

(1) Produce deployed support package listing _____

(2) Conduct repairable and consumable inventory validation _____

(3) Conduct 100% Repairable and 30% Consumable _____

b. Validation. Is the following being conducted? (2 point)

(1) Appropriate signatures _____

(2) Submit to WAS _____

(3) File Maintenance _____

11. Does DSB maintain a listing of all Pack-ups (FSA/LOCAL) currently in process of being pulled/already deployed. (paragraph 4201.6a, and 4201.6b) 0 1 2

a. Task. N/A

b. Validation. Is the following conducted? (2 points)

(1) File Maintenance _____

12. Does DSB review Materiel Control Registers for all NIS/NC demands generated during a deployment to determine possible adjustments to package allowances for future deployments? (paragraph 4201.6c) 0 1 2 3

a. Task. Perform tasks associated with reviewing a Materiel Control Register for NIS and NC. (1 point)

(1) Materiel Control Register Review _____

b. Validation. Is the following conducted? (2 points)

(1) Demand Analysis conducted Post Deployment. _____

(2) Submit to WAS _____

(3) Demand Analysis (dets> 30 days) _____

(4) Pack-up Add Deletes (dets> 30 days) _____

(5) Report Annotations _____

(6) File Maintenance _____

13. For those operational deployments lasting more than one year, does DSB will conduct a support package inventory reconciliation with the deployed site? (paragraph 4201.6d, and appendix N) 0 1 2 3

a. Task. Perform tasks associated with Annual Inventory Reconciliation (1 point)

(1) Produce an Annual Inventory Listing _____

(2) Perform Inventory Reconciliation _____

b. Validation. Is the following conducted? (2 points)

(1) Inventory Reconciliation _____

(2) Pre-Adjustment Research _____

(3) Process Inventory Adjustment _____

(4) Causative Research _____

(5) File Maintenance _____

14. Does DSB provide up-to-date publications listed in appendix AA of the ASDTP to the Responsible Officer for use during deployed operations? (paragraph 4201.8, and appendix AA) 0 1

a. Task. Produce listings associated with deployed operation support.

(1) Complete MSSLL _____

(2) Part Number File _____

(3) FEDLOG or equivalent (e.g., WebFLIS, One Touch, Navy ERP) _____

(4) NAVSUP P-700 _____

(5) ICRL (Individual Component Repair List) _____

(6) CRIPL (Consolidated Remain-In-Place List) _____

b. Validation. Is the following conducted?

(1) File Maintenance _____

15. Does DSB have a viable Global Communication System (GCS) Management Program? (paragraph 4201.9) 0 1 2 3

a. Task. Perform tasks associated with GCS Management. (2 points)

(1) Testing _____

(2) GCS Status Reports Submission _____

b. Validation. Is the following conducted? (1 points)

(1) File Maintenance _____

SUPPLY APPLICATIONS ADMINISTRATOR BRANCH (SAAB)

1. Does the SAA maintain a software update file? (paragraph 4301.1) 0 1

   a. Task. N/A

   b. Validation. Is the following conducted?

      (1) File Maintenance _____

2. Does the SAA maintain R-Supply/NALCOMIS system security and access? (paragraph 4301.2, and appendix G) 0 1 2 3

   a. Task. (1 point)

      (1) Conduct R-Supply SOD validation. _____

      (2) Conduct NALCOMIS SOD validation. _____

   b. Validation. Are the following conducted? (2 points)

      (1) File Maintenance _____

3. Does the SAA maintain User Registration for R-Supply and NALCOMIS? (paragraph 4301.3, and appendix G) 0 1 2 3

   a. Task. Conduct a User/Menu role validation. (1 point)

      (1) Run R-Supply ADHOC User_Role and review for additions or deletions _____

      (2) Run NALCOMIS ADHOC DU05_PERSONNELL/DU10_TASK TABLES and review for additions or deletions. _____

   b. Validation. Are the following conducted? (2 points)

      (1) Delegation Letter _____

      (2) File Maintenance _____

4. Does the SAA assist supply users on the proper use of R-Supply, NALCOMIS and Stand Alone Applications? (paragraph 4301.4, and 4301.5) 0 1

   a. Task. Perform functions associated with assisting supply users.

      (1) Applicable Systems _____

   b. Validation. Is the following conducted?

      (1) File Maintenance (Log) _____

5. Does the SAA trouble shoot functional software problems and submit approved (by the SMD OIC/SNCOIC) TCs as required? (paragraph 4301.7) 0 1 2 3

a. Task. Perform functions associated with trouble shooting and submission of TC. (2 points)

(1) Conduct trouble shooting. _____

(2) Conduct submission of TC. _____

(3) Conduct TCs/TRs/CPs Review. _____

b. Validation. Is the following conducted? (1 point)

(1) File Maintenance _____

6. Does the SAA approve, prioritize and schedule all processing for R-Supply/NALCOMIS? (paragraph 4301.8) 0 1 2

a. Task. Perform functions associated with requesting, scheduling and approving Job Requests. (1 point)

(1) Discuss scheduling, prioritization and approval of reoccurring report requirements. _____

(2) Request a Trial Financial in R-Supply _____

(3) Approve the Trial Financial in R-Supply _____

(4) Request an IMA IOU Report in NALCOMIS _____

(5) Approve the IOU Report in NALCOMIS _____

b. Validation. Is the following conducted? (1 point)

(1) File Maintenance (schedule) _____

7. Can the SAA maintain NALCOMIS and R-Supply Validation Tables? (paragraph 4301.9) 0 1 2 3

a. Task. The SAA will perform the following task involved with the Validation Tables in R-Supply/NALCOMIS. (3 points)

(1) Demonstrate the ability to transfer a BuNo from one squadron to another squadron in NALCOMIS _____

(2) Demonstrate the ability to add a new ORG Code in NALCOMIS _____

(3) Demonstrate the ability to load an Other Activity in R-Supply _____

(4) Demonstrate the ability to add a Fund Code in R-Supply _____

(5) Demonstrate the ability to add a BuNo in R-Supply _____

b. Validation. N/A _____

8. Does the SAA direct and coordinate all ASD End of the Month/Fiscal Year Processing for R-Supply/NALCOMIS? [paragraph 4301.10] 0 1 2 3

a. Task. Demonstrate the ability to coordinate all ASD End of the Month/Fiscal Year Processes. (2 points)

(1) Conduct Procedures/Scheduling for EOM/EOFY Closeout _____

(2) Conduct Stock/DTO Recon _____

(3) Conduct Issue Pending Qty Reconciliation _____

b. Validation. Is the following conducted? (1 point)

(1) File Maintenance _____

9. Does the SAA effectively manage daily processes, and MILSTRIP transactions? [paragraph 4301.11b(1) thru 4301.11b(5)] 0 1 2 3

a. Tasks. Process Daily Reports and Tasks. (1 point)

(1) Generate and distribute Stock Control Review listing._____

(2) Review, edit, and process all MILSTRIP Transactions utilizing NALCOMIS external records. (Removed RSMS) _____

(3) Generate and distribute the R-Supply Suspense _____

(4) Generate and distribute the R-Supply No Status _____

b. Validation. Is the following conducted? (2 points)

(1) SCRL _____

(2) NALCOMIS external records _____

(3) Reorder _____

(4) Suspense _____

(5) No Status _____

(6) File Maintenance _____

10. Does the SAA properly execute and submit the daily Transaction Item Reporting (TIR)? [paragraph 4301.11b(6)] 0 1 2

a. Task. Submit the daily TIR. (1 point)

(1) Outgoing MILSTRIP Transaction Status _____

b. Validation. Is the following conducted? (1 points)

(1) Outgoing MILSTRIP Transaction Status _____

11. Does the SAA properly execute and process R-Supply outgoing transactions? [paragraph 4301.11b(7)] 0 1 2

a. Task. Review outgoing status report. (1 point)

(1) Process Outgoing status report _____

b. Validation. Is the following conducted? (1 point)

(1) File Maintenance _____

12. Does the SAA effectively manage and process all Incoming MILSTRIP Transactions utilizing RSMS? [paragraph 4301.11b(10) thru 4301.11b(11)] 0 1 2

a. Task. Incoming MILSTRIP Transactions. (1 point)

(1) Review, edit, and process all Incoming MILSTRIP Transactions _____

b. Validation. Is the following conducted? (1 point)

(1) File Maintenance _____

13. Does the SAA effectively manage and process all Outgoing MILSTRIP Transactions? [paragraph 4301.11b(12)] 0 1 2

a. Task. Outgoing MILSTRIP Transactions. (1 point)

(1) Review, edit, and process all Outgoing MILSTRIP Transactions via OTS _____

b. Validation. Is the following conducted? (1 point)

(1) File Maintenance _____

14. Does the SAA effectively manage weekly processes? (paragraph 4301.11c) 0 1 2

a. Tasks. Process Weekly Processes. (1 point)

(1) Trial Processing _____

b. Validation. Is the following conducted? (1 points)

(1) File Maintenance _____

15. Does the SAA coordinate and process the R-Supply/NALCOMIS Database Reconciliation on a monthly basis? (paragraph 4301.11d(1), and appendix L) 0 1 2

a. Task. R-Supply/NALCOMIS Database Reconciliation. (1 point)

(1) Process R-Supply/NALCOMIS Database Reconciliation _____

b. Validation. Is the following conducted? (1 point)

(1) File Maintenance _____

16. Does the SAA produce and distribute the Monthly Change Notice

Report and Annual Price Change? (4301.11d(2), and appendix B)
0 1 2 3

a. Task. Conduct Change Notice Processing. (1 point)

(1) Drawdown Change Notice _____

(2) Drawdown APC _____

(3) Produce Change Notice _____

(4) Produce APC _____

(5) Produce APC Run Log _____

b. Validation. Is the following conducted? (2 points)

(1) Processed by the 5th of the Month (Change Notice), and 1st of October (APC) _____

(2) Legible Sign/Print/Date (AvnSupO or designated Representative). _____

(3) File Maintenance _____

17. Does the SAA request and maintain the required copies of the R-Supply Master Stock Status and Locator Listing? [paragraph 4301.11d(3)]
0 1 2

a. Task. Request a MSSLL. (1 point) _____

b. Validation. Are the following being conducted? (1 point)

(1) File Maintenance _____

18. Does the SAA maintain a MILSTRIP account roster? (paragraph 4301.12) 0 1 2 3

a. Task. Create the MILSTIP Account Roster. (1 point) _____

b. Validation. Is the following conducted? (2 points) _____

(1) File Maintenance _____

19. Does the SAA coordinate and process the R-Supply MFCS Inventory Reconciliation on an annual basis? (paragraph 4301.13) 0 1 2

a. Task. Process R-Supply MFCS Inventory Reconciliation (1 point) _____

b. Validation. Is the following conducted? (1 point)

(1) File Maintenance _____

20. Does the SAA receive, coordinate and respond to Quarterly MOV Files? (paragraph 4301.14, and appendix E) 0 1 2 3

a. Task. Conduct Quarterly MOV Review. (1 point)

(1) MOV Drawdown and Loading process _____

(2) MOV Drawdown (Flight Equipment) _____

(3) MOV Consolidation and Validation procedures _____

(4) MOV Upload/Processing (ASKIT) _____

(5) MOV Releasing Process (R-Supply and ASKIT) _____

(6) Post MOV _____

b. Validation. Is the following conducted? (2 points)

(1) File Maintenance _____

21. Does the SAA produce the Document Serial Number Assignment Letter? (paragraph 4301.15) 0 1

a. Task. N/A

b. Validation. Is the following conducted? (1 point)

(1) Tables aligned with the proper activities _____

(a) NALCOMIS _____

(b) R-Supply _____

(2) File Maintenance _____

AVIATION LOGISTICS DIVISION, SUPPLY (ALD-C)

Wing_____ Date_____

AvnSupO_____ Supply Chief_____

Inspector_____ WASMAT Grade_____

WAS Grade_____ WOS Grade_____

	Assigned	Remarks
Asst. Supply Chief (6672): GySgt	_____	_____
Wing Aviation Supply Management Advisory Team		
OIC (6604): CWO4	_____	_____
SNCOIC (6672): GySgt	_____	_____
Avn Supply Spec (6672): GySgt	_____	_____
Avn Supply Spec (6672): GySgt	_____	_____
Avn Supply Spec (6672): SSgt	_____	_____
Avn Supply Spec (6672): Sgt	_____	_____
Wing Operations Section		
OIC (6602): Capt		
SNCOIC (6672): SSgt	_____	_____
Avn Supply Spec (6672): Sgt	_____	_____
Avn Supply Spec (6672): Cpl	_____	_____
Wing Allowancing Section		
OIC (6604): CWO3		
SNCOIC (6672): SSgt	_____	_____
Avn Supply Spec (6672): Sgt	_____	_____
Avn Supply Spec (6672): Cpl	_____	_____
Avn Supply Spec (6672): Cpl	_____	_____

Additional personnel assigned in excess of T/O (Augments):

1. _____

2. _____

3. _____

1. Is the AvnSupO/Department Chief responsible for oversight of ASM to include signoff of Marines within department. (paragraph 5001.3b) 0 1 _____

2. Does the AvnSupO/Department Chief have on hand a current and accurate Turnover Jacket, which outlines specific duties and responsibilities? (paragraph 5001.4) 0 1 2

   a. Task. N/A _____

   b. Validation. Does each turnover jacket outline AvnSupO/Department Chief or section duties/responsibilities? (paragraph 5001.4)

      (1) File Maintenance _____

3. Does the AvnSupO/Department Chief review Aviation Supply Operations related messages/correspondence on a daily basis? (paragraph 5001.6) 0 1 2

   a. Task. Perform tasks associated with accessing AMHS. (1 point) _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Review messages/correspondence. _____

      (2) File Maintenance. _____

SECTION 1: WING AVIATION SUPPLY MANAGEMENT ADVISORY AND TRAINING (WASMAT)

1. Does WASMAT publish and maintain an annual Functional Area Inspection (FAI)/Functional Area Assist (FAA) schedule for subordinate units, alternating between FAIs and FAAs every year? (paragraph 5101.1) 0 1

   a. Task. N/A

   b. Validation. Are the following being conducted? (1 point)

      (1) File Maintenance _____

2. Does WASMAT OIC/Chief evaluate FAIs using the FAI matrix and grading scale? [paragraph 5101.2b(1)] 0 1 2

   a. Task. Demonstrate how to conduct an FAI. (2 points)

      (1) Produce appendix H _____

      (2) Prepare appendix G Audit worksheets _____

      (3) Perform appendix G/H Results Calculation _____

   b. Validation. N/A

3. Does WASMAT publish and maintain an FAI/FAA file for each unit, containing the current and three prior fiscal years in date audit performed sequence for all FAIs/FAAs, with corrective actions and responses as required? (paragraph 5101.3) 0 1 2 3

   a. Task. N/A

   b. Validation. Are the following being conducted? (3 points)

      (1) FAI/ FAA briefs _____

      (2) FAI appendix G and H products _____

      (3) FAI inspection reports _____

      (4) FAA after action reports _____

      (5) Corrective actions and responses _____

4. Does WASMAT coordinate, publish and route a semi-annual internal audit schedule through ALD's sections prior to submitting it to the AvnSupO for approval? (paragraph 5101.4) 0 1 2

   a. Task. Publish an internal audit schedule. (1 point) _____

   b. Validation. Are the following being conducted? (1 point)

      (1) File Maintenance _____

5. Does WASMAT publish and maintain an internal audit/assist file containing the current and three prior fiscal years in date audit performed within section sequence for all internal audits/assists,

with corrective actions and responses as required? (paragraph 5101.5, and 5101.6) 0 1 2 3

a. Task. Demonstrate how to conduct an Internal Audit/Assist. (1 point)

(1) Produce appendix H _____

(2) Perform appendix H Calculation _____

b. Validation. Are the following being conducted? (2 points)

(1) Audit appendix H products _____

(2) Audit inspection reports _____

(3) Assist after action reports _____

(4) Corrective actions and responses _____

(5) File Maintenance _____

6. How effective is the Department Technical Training Program? (paragraph 5101.7, and appendix I) 0 1 2 3

a. Task. Validate the ALDs technical training program for completeness of the following: (2 points)

(1) Published Quarterly Training Schedule _____

(2) Subject Matter Experts Provide Training _____

(3) Produce monthly OJT summary Report _____

b. Validation. Are the following being conducted? (1 point)

(1) File Maintenance _____

7. Does WASMAT serve as a central collection and submission point for all external inspection/audit visit requests and inquiries? (paragraph 5101.8a) 0 1 2

a. Task. Perform tasks associated with external inspection/audit. (1 point)

(1) Review consolidated responses received from MALS ASD. _____

(2) Review external audit results. _____

(3) Distribute results to applicable MALS ASDs. _____
(4) Distribute corrective action plans to appropriate MALS ASD. _____

b. Validation. File Maintenance. (1 point) _____

8. Does WASMAT monitor Wing Advanced Skill Management accounts for Occupational Fields: 6602, 6604, and 6672? (paragraph 5101.9) 0 1 2

a. Task. Demonstrate the following. (1 point)

(1) Validate ASM change requests _____

(2) Review required reports from MALS ASD _____

b. Validation. Are the following being conducted? (1 point)

(1) File Maintenance _____

9. Does WASMAT monitor, review and respond to the submission of changes to NAVMC 4400.177_ by means of change/deviation requests? (paragraph 5101.10) 0 1 2

a. Task. Take appropriate action(s) of submissions of change/ deviation requests. (1 point) _____

b. Validation. Are the following being conducted? (1 point)

(1) File Maintenance _____

10. Does WASMAT monitor Supply Management goals, End of the Month Reports, and internal goals directed by the ALD AC/S, to identify potential problem areas? (paragraph 5101.11) 0 1 2

a. Task.

(1) Review EOM Reports identified in appendix AB. (1 point) _____

(2) Review the IMPR for missed Supply Management Goals. (1 point) _____

b. Validation. N/A

WING ALLOWANCING SECTION (WAS)

1. Does the OIC/SNCOIC have on hand current and accurate turnover jacket, which outlines specific duties and responsibilities? (paragraph 5200.2a) 0 1 2

   a. Task. N/A

   b. Validation. Does the turnover jacket outline OIC/SNCOIC and branch duties/responsibilities? (2 points)

      (1) File Maintenance _____

2. Does WAS screen applicable reports to generate and maintain stock levels for MALS ASD? (paragraph 5201.1) 0 1 2 3

   a. Task. Demonstrate the ability to maintain stock levels for all materiel. (2 points)

      (1) Level Setting parameters and review output _____

      (1) SAMMA/SAL _____

   b. Validation. Is the following being conducted? (1 point)

      (1) File Maintenance _____

3. Does WAS utilize approved tools to review and request modifications to allowance? (paragraph 5201.2) 0 1 2 3

   a. Task. Demonstrate the ability to produce and review the following reports. (2 points)

      (1) Daily Consumable Sizing _____

      (2) CST Summary Change Report _____

      (3) COLT/PDL Quarterly Update _____

      (4) TMS AVCAL Consumable Review _____

      (5) Repairable Analysis of Missed Sales _____

   b. Validation. Is the following being conducted? (1 point)

      (1) File Maintenance _____

4. Does WAS submit Allowance Change Requests (ACR) for fixed allowance materiel? (paragraph 5201.2c) 0 1 2

   a. Task. Demonstrate ability to submit and ACR. _____

   b. Validation. Is the following being conducted?

      (1) File Maintenance _____

5. Does WAS coordinate and validate all AVCAL aid and milestone processes

to ensure allowances are properly loaded? (paragraph 5201.3, appendix AC) 0 1 2

a. Task. Demonstrate the steps in AVCAL Review Process. (1 point) _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

6. Does WAS coordinate and monitor the MEU AVCAL allowancing process and ensure all milestones are met? (paragraph 5201.4, and appendix AC) 0 1 2

a. Task. Demonstrate the steps in MEU AVCAL allowancing Process. (1 point) _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

7. Does WAS coordinate and monitor the COSAL review process and ensure all milestones are met? (paragraph 5201.5, and appendix AC) 0 1 2

a. Task. Demonstrate the steps in COSAL Review Process. (1 point) _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

8. Does WAS ensure all MALSP support package building block allowances are properly identified in R-Supply/NALCOMIS? (paragraph 5201.6) 0 1

a. Task. Identify support package building blocks. (1 point) _____

b. Validation. N/A

9. Does WAS review and submit offload recommendations to the MALS ASD? (paragraph 5201.7) 0 1 2

a. Task. Generate and review potential offload candidates. (1 points)

(1) Consumable materiel _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

10. Does WAS review and manage applicable LMC/Flags? (paragraph 5201.8) 0 1 2

a. Task. Conduct review. (1 point)

(1) LMC _____

(2) Limit Flags _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

11. Does WAS conduct Database Maintenance monthly and prior to any quarterly, AVCAL or COSAL allowance update? (paragraph 5201.9) 0 1 2

a. Task. Demonstrate the proper steps to conduct Database Maintenance. (1 point)

(1) Execute appropriate Adhoc/SQLs _____

(2) Correct Database discrepancies _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

12. Does WAS monitor Supply Management goals established by higher authority and internal goal directed by ALD AC/S? (paragraph 5201.10) 0 1

a. Task. Review the IMPR for missed Supply Management Goals. _____

b. Validation. Are the following being conducted?

(1) FSA/SASS count _____

WING OPERATIONS SECTION (WOS)

1. Does the OIC/SNCOIC have on hand a current and accurate Turnover Jacket, which outlines specific duties and responsibilities? (paragraph 5300.2b) 0 1 2

   a. Task. N/A

   b. Validation. Does each turnover jacket outline OIC/SNCOIC or branch duties/responsibilities? (2 points)

      (1) File Maintenance. _____

2. Does the WOS submit EOM Report and monitor Supply Management Goals? (paragraph 5301.1) 0 1 2

   a. Task. Perform tasks associated monitoring supply management goals. (1 point)

      (1) Conduct Trend Analysis _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Trend Analysis _____

      (2) Monthly/Quarterly Correspondence _____

      (3) File Maintenance _____

3. Does the WOS review the AMSRR and take appropriate action to expedite readiness degraders? (paragraph 5301.2) 0 1 2

   a. Task. Perform tasks associated with expediting. (1 point)

      (1) Identify requisitions on the AMSRR requiring action _____

   b. Validation. Is the following being conducted? (1 point)

      (1) File Maintenance _____

4. Does the WOS receive, consolidate and submit the Annual Inventory Schedule? (paragraph 5301.5) 0 1 2

   a. Task. Perform tasks associated Annual Inventory Schedule Reporting. (1 point)

      (1) Consolidate and produce an Inventory Schedule _____

   b. Validation. Is the following being conducted? (1 point)

      (1) File Maintenance _____

5. Does the WOS review and submit all NAVSUP inventory accuracy reports? (paragraph 5301.6) 0 1 2

   a. Task. Perform tasks associated with review and submission of reports. (1 point)

(1) Validate MALS submission _____

(2) Consolidate and produce memo _____

b. Validation. Are the following being conducted? (1 point)

(1) ADHOC Output _____

(2) File Maintenance _____

6. Does WOS review Det/MEU/UDP Deployment milestones? (paragraph 5301.7) 0 1 2

a. Task. Review Det/MEU/UDP Deployment milestones for timely completeness. (1 point) _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

7. Does WOS approve requests to issue Fly-In-Support Allowance Assets? (paragraph 5301.8) 0 1 2

a. Task. Review requests to issue Fly-In-Support Allowance Assets. (1 point)

(1) Criteria Review _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

8. Does WOS review the MALS quarterly GCS Reports? (paragraph 5301.9) 0 1 2

a. Task. Review the MALS quarterly GCS Reports. (1 point) _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

9. Does WOS review and approve TBA excess/change request? (paragraph 5301.10) 0 1 2 _____

a. Task. Review and approve TBA excess/change request. (1 point) _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance

_____

10. Is the WOS assigned in writing as the HL4 APC? (paragraph 5301.12)
0 1

a. Task. N/A

b. Validation. Is the following being conducted? (1 point)
(1) APC Letter _____

(2) Training Certificate _____

JOINT STRIKE FIGHTER DIVISION

MALS_____ Date_____

OIC_____ SNCOIC_____

Inspector_____

JOINT STRIKE FIGHTER DIVISION

OIC/SNCOIC

1. Does the OIC/SNCOIC have on hand a current and accurate turnover jacket, which outlines specific duties and responsibilities? (paragraph 6002.2) 0 1 2

   a. Task. N/A

   b. Validation. Does each turnover jacket outline OIC/SNCOIC or branch duties/responsibilities? (2 points)

      (1) File Maintenance _____

2. Does the OIC/SNCOIC submit corrective actions to the Supply Management Division Audit Branch following any internal/external audits of their division? (paragraph 6002.4) 0 1

   a. Task. N/A

   b. Validation. Is the following conducted? (1 point)

      (1) File Maintenance _____

3. Does the OIC/SNCOIC have access to the latest version of the F-35 Supply Sustainment Operating Procedures? (paragraph 6002.6) 0 1

   a. Task. N/A _____

   b. Validation. Is the following conducted? (1 point)

      (1) File Maintenance _____

4. Does the OIC/SNCOIC comply with reference (ao) and metrics contained within, to ensure the F-35 program's ability to meet the supply objectives and guidance set by Joint Program Office (JPO)? (paragraph 6002.6) 0 1 2

   a. Task. Identify metrics applicable to warehouse operations. (1 point) _____

   b. Validation. Is the following conducted. (1 point)

      (1) Provide inventory schedule for the Base Spares Pack. _____

5. Does the OIC/SNCOIC ensure all JSD Marines have access to necessary sites in order to perform duties specific to JSD? (paragraph 6002.8) 0 1

6. Does the OIC/SNCOIC Review Aviation Supply Operations related messages/correspondence on a daily basis? (paragraph 6002.9) 0 1 2

   a. Task. Perform tasks associated with accessing CRM. (1 point) _____

   b. Validation. Is the following conducted. (1 point)

(1) Demonstrate or explain the process of approving an AR. _____

7. Does the OIC/SNCOIC maintain a pending and completed survey file for items in the process of being or already surveyed? (paragraph 6002.10) 0 1

a. Task. N/A

b. Validation. Is the following conducted?

(1) File Maintenance _____

JOINT STRIKE FIGHTER RECEIVING BRANCH (JRB)

1. Does JRB maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 6101.1) 0 1

   a. Task. Identify and process source documents maintained in the PDEF. (1 point) _____

   b. Validation. N/A

2. Does JRB personnel screen and segregate incoming materiel for condition, quantity, and type? (paragraph 6101.2) 0 1 2 3

   a. Task. Demonstrate how to screen and segregate. (3 points)

      (1) Quantity _____

      (2) Type _____

      (3) Priority _____

      (4) Serviceability _____

      (5) Segregation (PO/RS/TCTD) _____

   b. Validation. N/A

3. Does JRB Process all F-35 receipts? (paragraph 6101.3) 0 1 2 3

   a. Task. Process F-35 receipts. (3 points)

      (1) Receive Parts _____

      (2) Receive inventory part _____

      (3) EEL Required? Verify EEL in SOU _____

   b. Validation. N/A

4. Does JRB personnel obtain a daily copy of the MICAP to track and monitor High Priority materiel. (paragraph 6101.4) 0 1 2

   a. Task. Identify High Priority Materiel. (1 point) _____

   b. Validation.

      (1) File Maintenance. (1 point) _____

JOINT STRIKE FIGHTER ISSUE BRANCH (JIB)

PART A: JOINT STRIKE FIGHTER ISSUE SECTION (JIS)

1. Does JIS maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 6211.1) 0 1

   a. Task. Identify and process source documents maintained in the PDEF. (1 point) _____

   b. Validation. N/A

2. Does JIS maintain a Not In Stock research file? (paragraph 6211.2) 0 1 2 3

   a. Task. Perform physical stock check and ALIS update. (2 points)

      (1) Physical stock check _____

      (2) ALIS SCM Update _____

   b. Validation. Is the following being conducted? (1 point)

      (1) JCB coordination _____

3. Does JIS maintain the Arrival Location Reports? (paragraph 6211.3) 0 1 2 3

   a. Task. Request and reconcile Arrival Reports. (2 points)

      (1) Request an Arrival Reports _____

      (2) Reconcile Arrival Reports _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Report Annotations _____

      (2) File Maintenance _____

4. Can JIS personnel properly process Demands Links? (paragraph 6211.4a) 0 1 2 3

   a. Task. Process the Demands Links. (2 points)

      (1) Reserved Demands to be Picked _____

      (2) Demands to Report Pick _____

      (3) Demands to Deliver _____

      (4) No Longer Required _____

   b. Validation. Is the following being conducted? (1 point)

      (1) File Maintenance _____

5. Do JIS personnel produce and reconcile with the customer for materiel in delivered status for more than 24 hours? [paragraph 6211.4a(5)(b)] 0 1 2 3

   a. Task. Produce the Delivery Report (2 points)

      (1) Reconcile report with the Customer _____

   b. Validation. Is the following being conducted? (1 point)

      (1) File Maintenance _____

6. Does JIS work the RMA Summary Reports? (paragraph 6211.5) 0 1 2 3

   a. Task. Demonstrate how to process the Manage Retrograde Link. (2 points)

      (1) Retrograde to be returned _____

      (2) Notifications Received _____

   b. Validation. Is the following being conducted? (1 point)

      (1) File Maintenance _____

JOINT STRIKE FIGHTER ISSUE BRANCH (JIB)

PART B: JOINT STRIKE FIGHTER DELIVERY SECTION (JDS)

1. Does JDS maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 6221.1) 0 1

   a. Task. Identify and process source documents maintained in the PDEF. (1 point) _____

   b. Validation. N/A

2. Can JDS personnel perform task associated with the recovery of UNSERV Components from the customer? (paragraph 6221.2) 0 1 2

   a. Task. Pick up an NRFI materiel utilizing the notifications received Report (1 point) _____

   b. Validation. Is the following being conducted? (1 point)

      (1) Part Tag verification (annotations as applicable). _____

3. Can JDS personnel perform task associated with the delivery of all components? (paragraph 6221.3) 0 1 2

   a. Task. Deliver RFI components to the customer? (2 points)

      (1) Deliver properly packaged Materiel to the Customer _____

      (2) Legible printed name, signature, date, and circled qty. _____

   b. Validation. N/A

JOINT STRIKE FIGHTER STORAGE BRANCH (JSB)

1. Does JSB maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 6301.1) 0 1

   a. Task. Identify and process source documents maintained in the PDEF. (1 point) _____

   b. Validation. N/A

2. Does the JSB maintain the 'Inventory Parts in Stock Listing' (IPSL)? (paragraph 6301.2) 0 1

   a. Task. Obtain the IPSL. _____

   b. Validation. Is the following being conducted? (1 point)

      (1) File Maintenance _____

3. Can JSB personnel demonstrate the ability to conduct a Spot Inventory Request? (paragraph 6301.3) 0 1 2

   a. Task. Conduct the following. (1 point)

      (1) Process a spot inventory _____

   b. Validation. N/A

4. Can JSB personnel demonstrate the ability to screen for Unserviceable Assets in Inventory? (paragraph 6301.3) 0 1 2

   a. Task. Conduct the following. (1 point)

      (1) Run query for Unserviceable Assets in Inventory

      (2) Demonstrate or discuss actions to be taken on Unserviceable Assets identified in a picking location _____

   b. Validation. Is the following being conducted? (1 point)

      (1) File Maintenance _____

5. Does JSB conduct a Shelf-Life Review on a monthly/quarterly basis? (paragraph 6301.4) 0 1 2 3

   a. Task. Conduct a Shelf-Life Review. (2 points)

      (1) Shelf-Life Managed Report (Monthly) _____

      (2) Shelf-Life Expiry Report (Monthly) _____

      (3) Rotation of materiel (Quarterly) _____

      (4) Location Validation/expiration validation (Quarterly) _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

6. Does JSB maintain a CTF in Completed Julian or calendar date sequence? (paragraph 6301.5)
0 1 2

a. Task. Retrieve documents from CTF storage. (1 point) _____

b. Validation. Are the following being conducted? (1 point)

(1) File Maintenance _____

7. Does JSB personnel review and process part pending move to stock ARR03? (paragraph 6301.6) 0 1 2

a. Task. Demonstrate how to work the ARR03 report/pending move to stock. (1 point)

(1) Process AAR03 report _____

b. Validation. Are the following being conducted? (1 point)

(1) File Maintenance _____

8. Can JSB personnel properly stow all JSF materiel and properly annotate stow tags? (paragraph 6301.7) 0 1 2

a. Task. Properly process materiel for stock. (1 point)

(1) Stock materiel _____

b. Validation. Annotating stow stags (1 point)

(1) Are stow tags properly filled out? _____

9. Does JSB conduct Location Audit Program (LAP) as required? (paragraph 6301.8, and appendix M) 0 1 2 3

a. Task. Conduct a LAP. (2 points)

(1) Produce a LAP Listing _____

(2) Verify Part Number _____

(3) Verify Location _____

(4) Verify Stow Tag is properly filled out _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

10. Does JSB personnel prepare the Pack-Up Kit (PUK) and stage for shipment? (paragraph 6301.9, and appendix AA) 0 1 2

a. Task. Assist JCB with pack-up preparation. (2 points)

(1) Pull requested materiel/annotate listing _____

(2) Location creation _____

b. Validation. N/A

11. Can JSB personnel perform all tasks associated with the management of the ESD Program? (paragraph 6301.10) 0 1 2

a. Task. Demonstrate Electrostatic Discharge (ESD) Procedures. (1 point)

(1) Conduct a functionality check of the ESD station _____

(2) Is protective materiel readily available for the handling of all ESD sensitive materiel? _____

(3) Are ESD work areas properly tested, certified and maintained? _____

(4) Are signs posted to identify ESD workstation area? _____

(5) Indoctrination and refresher training conducted _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

12. Does JSB perform location additions, changes, and deletions as required? (paragraph 6301.11) 0 1 2

a. Task. Perform location additions, changes, and deletions (2 points) _____

b. Validation. N/A

13. Does JSB maintain all files, publications, and appointment letters pertaining to the handling of Hazardous Materiel in accordance with appendix R, and reference (ao)? (paragraph 6301.12, and appendix R) 0 1 2

a. Task. N/A

b. Validation. Are the following being conducted? (2 points)

(1) Maintain MSDS Sheets for all processed HAZMAT _____

(2) Maintain publications identified within the ASDTP _____

(3) HM/W Appointment Letters _____

(4) File Maintenance _____

JOINT STRIKE FIGHTER CONTROL BRANCH (JCB)

1. Does JCB maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 6401.1) 0 1

   a. Task. Identify and process source documents maintained in the PDEF. _____

   b. Validation. N/A

2. Does JCB personnel communicate and coordinate all supply issues via Action Request? (paragraph 6401.2) 0 1 2

   a. Task. Ensure JCB personnel know how to utilize the CRM application. (1 point)

      (1) Demonstrate how to submit an Action Request _____

      (2) Demonstrate how to monitor the outstanding AR in CRM _____

   b. Validation. Is the following being conducted? (1 point) _____

      (1) File Maintenance _____

3. Can JCB personnel maintain established goals for inventory/location validity? (paragraph 6401.3) 0 1 2

   a. Task. Conduct a LAP. (1 point)

      (1) Conduct an Inventory _____

      (2) Conduct a Spot Inventory _____

      (3) Causative research _____

      (4) Survey _____

      (5) Conduct a LAP _____

      (6) Shelf-Life Materiel _____

      (7) Serviceable Label/Tag _____

   b. Validation. Are the following being conducted (1 point)

      (1) Report Annotations _____

      (2) Final Inventory result submission _____

      (3) File Maintenance _____

4. Does JCB work the rescreen report when they receive it from JOB? (paragraph 6401.4) 0 1

   a. Task. Ensure JCB personnel take action on rescreens. (1 point)

      (1) Determine if Outstanding Purchase orders can be filled _____

      (2) Demonstrate ability to take action on outstanding orders _____

   b. Validation. Are the following being conducted (1 point)

      (1) Report Annotations _____

      (2) File Maintenance _____

5. Do JCB personnel respond to Lightning Sustainment Center (LSC) requests for F-35 assets redistribution? (paragraph 6401.5) 0 1

   a. Task. Demonstrate ability to process asset redistribution.(1 point)

      (1) Perform tasks associated with asset transfer. _____

   b. Validation. N/A

6. Does JCB personnel work frustrated materiels accordingly? (paragraph 6401.6) 0 1 2

   a. Task. Demonstrate how to work quality assurance materiel. (2 points)

      (1) Identify all materiel in Quality Assurance Locations _____

      (2) Take appropriate action on quarantine materiel _____

   b. Validation. N/A

7. Does JCB prepare and inventory Deployment Spare Package and Pack-Up Kits. (paragraph 6401.7) 0 1 2 3

   a. Task. Demonstrate how to create a Spare Package (2 points)

      (1) Build a Spare Package in SCM and transfer the PUK to another SOU, if applicable _____

   b. Validation. Is the following being conducted? (1 point)

      (1) File Maintenance _____

8. Does JCB coordinate with the Operations Center to work all outstanding Replenishment orders? (paragraph 6401.8) 0 1 2 3

   a. Task. Demonstrate the ability to review and take action on Wholesale Parts due in. (2 points)

      (1) Demonstrate ability to request report _____

      (2) Demonstrate required action _____

b. Validation. Is the following being conducted? (1 point)
(1) File Maintenance _____

9. Does JCB maintain accountability of all assets during the local issue and recovery process? (paragraph 6101.10) 0 1 2 3

a. Task. Demonstrate the ability to maintain and process repairable materiel. (2 points)

(1) Demonstrate ability to process customer refusals _____

(2) Demonstrate return materiel authorization processing _____

(3) Notification Received (EEL transfer) _____

(4) Retrograde return process _____

(5) Missing Notification _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

JOINT STRIKE FIGHTER SHIPMENT SECTION (JSS)

1. Does JSS personnel utilize the PDEF to hold source documents during temporary system non-availability? (paragraph 6501.1) 0 1

   a. Task. Identify and process source documents maintained in the PDEF. (1 point)

_____

   b. Validation. N/A

2. Are all manifests, DD Form 1149 or DD Form 1348-1/1A shipping documents signed by the Receiving Agent and maintained on file in the POSF? (paragraph 6501.3) 0 1

   a. Task. N/A

   b. Validation. Is the following being conducted? (1 point)

      (1) File Maintenance _____

3. Does JSS package and process all Shipping Records. (paragraph 6501.4) 0 1 2 3

   a. Task. Demonstrate how to use the shipment links in SCM. (1 point)

      (1) Verify Part Tag required data _____

      (2) Manual Travelers documentation in ALIS _____

   b. Validation. Is the following being conducted? (2 points)

      (1) File Maintenance _____

4. Does JSS maintain accountability of items in the SOR? (paragraph 6501.5) 0 1

   a. Task. Conduct Inventory. (1 point) _____

   b. Validation. N/A

5. Does JSS process all materiel in the DISP Location? paragraph 6301.6) 0 1 2 3

   a. Task Demonstrate how to process in the DISP in ALIS (2 points)

      (1) Obtain NSN for the materiel in the DISP _____

      (2) Process the materiel through local DLA Disposition _____

      (3) Process the materiel in SCM _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Report Annotation _____

      (2) File Maintenance _____

JOINT STRIKE FIGHTER OPERATIONS BRANCH (JOB)

1. Does JOB maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 6601.1) 0 1

   a. Task. Identify and process source documents maintained in the PDEF. (1 point) _____

   b. Validation. N/A

2. Do JOB personnel upload status and remarks on the AMSRR daily? (paragraph 6601.2) 0 1 2 3

   a. Task. Update the AMSRR. (2 points)

      (1) Utilize the MICAP report to update AMSRR status _____

      (2) Discuss and update data issues _____

   b. Validation. Is the following being conducted? (1 point)

      (1) File Maintenance _____

3. Does JOB perform reconciliation of the MICAP? (paragraph 6601.3) 0 1 2 3

   a. Task. Extract report and perform reconciliation. (2 points)

      (1) Extract the MICAP report _____

      (2) Reconcile discrepancies _____

   b. Validation. Is the following being conducted?

      (1) File Maintenance (1 point) _____

4. Does JOB review and reconcile the Rotary Mission Report? (paragraph 6601.4) 0 1 2

   a. Task. Request report and perform reconciliation. (1 point)

      (1) Request the Rotary Mission Report _____

      (2) Conduct Reconciliation _____

   b. Validation. Is the following being conducted? (1 point)

      (1) File Maintenance _____

5. Does JOB coordinate and reconcile the Time Compliance Technical Data? (paragraph 6601.5) 0 1 2

   a. Task. Request report and perform reconciliation. (1 point)

      (1) Request the Time Compliance Technical Data Report _____

      (2) Conduct Reconciliation _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

6. Does JOB utilize a current IPSL during temporary system non-availability? (paragraph 6601.6) 0 1

a. Task. Obtain the IPSL _____

b. Validation. Is the following being conducted?

(1) File Maintenance _____

7. Does JOB Expedite, Monitor and Conduct Customer Reconciliation of Customer and Purchase Orders? (paragraph 6601.7) 0 1 2 3

a. Task. Request report and perform reconciliation. (1 point)

(1) Request the Customer Order Lines Report _____

(2) Request the Purchase Order Report _____

(3) Conduct Reconciliation _____

b. Validation. Is the following being conducted? (2 points)

(1) File Maintenance _____

8. Does JOB personnel have access to Joint Data Library (JDL)? (paragraph 6201.8) 0 1

a. Task. Demonstrate access to JDL (1 point) _____

b. Validation. N/A

9. Can JOB personnel work the Administer Demand Links? (paragraph 6201.9) 0 1 2

a. Task. Demonstrate how to work the demand adjustments (2 points)

(1) Demand Adjustments _____

(2) Demands Errors _____

b. Validation. N/A

10. Does JOB Identify requisition rescreens for High Priority Materiel? (paragraph 6201.10) 0 1 2

a. Task. Demonstrate how to work and print the ALIS Rescreen Report. (1 point)

(1) Work the Manual Reservation _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance

_____

SUPPLY MANAGEMENT DIVISION (SMD)

1. Does the OIC/SNCOIC review Urgent Field Notifications when published by the ALIS Administrator? [paragraph 6701.6a(1)] 0 1 2 3

   a. Task. Perform tasks associated with accessing and reviewing UFNs. (2 points)

      (1) Obtain and Review UFNs _____

      (2) Take appropriate action _____

   b. Validation. Are the following being conducted? (1 points)

      (1) File Maintenance _____

2. Does the OIC/SNCOIC comply with reference (ao) and metrics contained within, to ensure the F-35 program's ability to meet the supply objectives and guidance set by Joint Program Office (JPO)? (paragraph 6701.7) 0 1 2

   a. Task. Perform tasks associated with obtaining metrics. (1 point) _____

   b. Validation. Are the following being conducted? (1 point)

      (1) File Maintenance _____

3. Does the AB conduct Post Inventory Audits and submit results to the Supply Property Management Team? (paragraph 6703.1) 0 1 2 3

   a. Task. Perform tasks associated with Inventory Reporting. (1 point)

      (1) Conduct Post Inventory Audit _____

      (2) Consolidate and Submit results _____

   b. Validation. Are the following being conducted? (2 points)

      (1) Post Inventory Audits _____

      (2) Inventory Results submitted _____

      (3) File Maintenance _____

4. Does AB maintain an external audit file containing the current and prior year in date audit performed within division sequence for all external audits/validations, corrective actions and responses to auditing activities as required? (paragraph 6703.2) 0 1 2

   a. Task. N/A

   b. Validation. File Maintenance (2 points)

      (1) F-35 sustainment contractor property management assessment _____

(2) Corrective Actions _____

5. Does DSB properly receive, distribute, monitor and review all local pack-up requests? (paragraph 6703.3a) 0 1 2

a. Task. Perform tasks associated with processing a Local Support Request (LSR). (1 point)

(1) Validate Materiel Requirements _____

(2) JCB Coordination _____

b. Validation. Is the following being conducted? (1 points)

(1) File Maintenance _____

6. Does DSB conduct a 100% Repairable Inventory Validation and 30% Consumable Inventory Validation with JCB once the deployment pack-up data entry process has been completed the Data Entry Process? [paragraph 6703.3c(3)] 0 1 2 3

a. Task. Perform tasks associated with deployment pack up inventory validation. (1 point)

(1) Produce deployed support package listing _____

(2) Conduct repairable and consumable inventory validation _____

b. Validation. Are the following being conducted? (2 points)

(1) Appropriate signatures _____

(2) File Maintenance _____

7. Does DSB maintain a listing of all Pack-ups (DSP/LOCAL) currently in process of being pulled/already deployed. (paragraph 6703.4) 0 1 2

a. Task. N/A

b. Validation. Is the following being conducted? (2 points)

(1) File Maintenance _____

8. Does the DSB conduct Monthly reconciliation inventories for those deployments lasting more than 30 days and perform inventory adjustments as necessary? (paragraph 6703.4b) 0 1 2 3

a. Task. Perform tasks associated with Monthly Inventory Reconciliation (1 point)

(1) Produce a Monthly Inventory Listing _____

(2) Perform Inventory Reconciliation _____

b. Validation. Are the following conducted? (2 points)

(1) Inventory Reconciliation _____

(2) Inventory adjustments _____

(3) Signatures/Acknowledgement _____

(4) File Maintenance _____

9. Does the SAA Communicate and coordinate all supply issues via Action Request? (paragraph 6703.5) 0 1 2

a. Task. Ensure SAA personnel know how to utilize the CRM application. (1 point)

(1) Demonstrate how to submit an Action Request _____

(2) Demonstrate how to monitor the outstanding AR in CRM _____

b. Validation. Is the following being conducted (1 point) _____

(1) File Maintenance

10. Does the SAA distribute and maintain the 'Inventory Parts in Stock Listing' (IPSL)? (paragraph 6703.6) 0 1

a. Task. Obtain the IPSL. _____

b. Validation. Is the following being conducted? (1 point)

(1) File Maintenance _____

Supply Personnel and Administrative Division-R (SPAD-R)

Site _____ Date _____

AvnSupO _____ AvnSupChf _____

Inspector _____ SPAD-R Grade _____

Inspected _____

SUPPLY PERSONNEL ADMINISTRATION DIVISION RESERVE (SPAD-R)

AvnSupO/AvnSupChf

1. Does the AvnSupO Approve all Non-Standard Procurement requests/purchases greater than $3,500 and all GCPC documents? (paragraph 7100.2b) 0 1

2. Does the AvnSupChf maintain an active AMHS account? (paragraph 7100.3g) 0 1

3. Does the AvnSupO/AvnSupChf have a current and accurate turnover jacket, which outlines specific duties and responsibilities? (paragraph 7100.4) 0 1 2 3

   a. Current Letter of Acceptance (ASO) _____

   b. Delegation of Authority to obligate/deobligate funds (ASO) _____

   c. Authorization to Review/Approve Customer Requests that require an MVO Document _____

   d. Authorization to Sign Official Correspondence "By Direction" (ASO) _____

4. Does the AvnSupO/AvnSupChf have oversight of ASM to include signoff of Marines? (paragraph 7100.3e NOTE 2) 0 1

5. Does the AvnSupO/AvnSupChf ensure all Marines have access to necessary sites in order to perform the functions specific to their division/branch? (paragraph 7100.3e) 0 1

SUPPLY PERSONNEL AND ADMINISTRATIVE DIVISION RESERVE (SPAD-R)

1. Does SPAD-R have on hand a current copy of the MALS' and applicable squadron's Tables of Organization (T/O) and is the personnel board properly maintained? (paragraph 7111.1) 0 1 2

   a. Task. Populate current MALS supply personnel numbers into the personnel board. Figure 1-1. (1 point) _____

   b. Validation. (1 point)

      (1) T/O on hand numbers reflected _____

      (2) ASR Breakout _____

      (3) Personnel Assignment _____

      (4) Daily Status _____

      (5) File Maintenance _____

2. Is an ASD Personnel File (manual or electronic) being properly maintained? (paragraph 7111.2) 0 1 2

   a. Task. Generate ASD personnel file. (1 point) _____

   b. Validation. (1 point)

      (1) Storage _____

      (2) Current (Morning Report) _____

      (3) Personnel Assignment _____

      (4) Recall Information _____

      (5) File Maintenance _____

3. Is an ASD Recall Roster published and properly maintained? (paragraph 7111.3) 0 1 2

   a. Task. Generate and publish a recall roster. (1 point) _____

   b. Validation. (1 point)

      (1) Current on file _____

      (2) Match morning report _____

      (3) File maintenance _____

4. Does SPAD-R properly maintain Correspondence Files? (paragraph 7111.4) 0 1 2

   a. Task. Perform tasks associated with maintaining the correspondence file. (1 point)

(1) Properly file correspondence _____

(2) Disposal Process _____

b. Validation. Correctly file Internal/External Correspondence. (1 point)

(1) SSIC sequence _____

(2) File maintenance _____

5. Does SPAD-R maintain an active AMHS account and review Aviation Supply Operations related messages/correspondence on a daily basis? (paragraph 7111.4) 0 1 2

a. Task. Show proof of active account and ability to view messages related to Aviation Logistics. (1 point) _____

b. Validation. (1 point)

(1) Review messages/correspondence. _____

(2) File maintenance _____

6. Does SPAD-R review and publish the morning Report via Marine OnLine (MOL) or Drill Manager Module (DMM) in the format/time required? (paragraph 7111.5) 0 1 2

a. Task. Review/Publish the morning report. (1 point) _____

b. Validation. Are the following being conducted? (1 point)

(1) Reviewed/Updated _____

(2) Submitted on time _____

(3) File Maintenance _____

7. Does the SPAD-R (or the AvnSupChf) have access to CPIMS and ability to view supply personnel? (paragraph 7111.6) 0 1

8. Does SPAD-R ensure all incoming personnel records reflect up-to-date division assignment? (paragraph 7111.7) 0 1

9. Is SPAD-R the central processing and distribution point for incoming correspondence, directives and associated directive changes? (paragraph 7111.8) 0 1

10. Does SPAD submit Training Reports/Schedules to the MALS as required? (paragraph 7111.9) 0 1

a. Submit reports to MALS _____

b. Active MCTIMS account _____

Customer Assistance Section-R (CAS-R)

Site _____ Date _____

OIC _____ SNCOIC _____

Inspector _____ CAS-R Grade _____

Inspected _____

CUSTOMER SUPPORT BRANCH RESERVE (CSB-R)

PART A: CUSTOMER ASSISTANCE SECTION RESERVE (CAS-R)

1. Does CAS-R have appropriate turnover jackets, which outlines specific duties and responsibilities? (paragraph 7211.1) 0 1 2

2. Does CAS-R utilize the PDEF to hold source documents during temporary system non-availability? (paragraph 7211.2) 0 1

3. Does CAS-R maintain an Authorized Signature File? (paragraph 7211.3) 0 1

   a. Open Purchase/GCPC _____

   b. Tool Purchasing Process _____

   c. ServMart/MILSTRIP _____

   d. Table of Basic Allowance _____

   e. Flight Equipment _____

4. Does CAS-R assist supported units with turn-in of Non-Aeronautical material? (paragraph 7211.4) 0 1 2

   a. Task. Assist supported units with turn-in of Non-Aeronautical material. (1 point)

      (1) Material requiring an approval message from MAW IMRL Manager _____

      (2) Controlled Equipage material _____

      (3) Scrap and Waste _____

   b. Validation. Are the following being conducted? (1 point)

      (1) DD Form 1348-1/1A is attached to (original) Turn-in Request Form _____

      (2) File Maintenance _____

5. Does CAS-R process F/E requisitions in accordance with local procurement procedures and the ASDTP?(paragraph 7211.5) 0 1 2 3

   a. Task. Process Flight Equipment requisitions for pool/personal issues. (2 points)

      (1) 4790/11 and PRD _____

      (2) Funds availability _____

      (3) Requisition via local means _____

      (4) Validate NATOPS Jacket _____

      (5) Process Turn-in (if applicable)(p.7211.4) _____

(6) Customer Signature _____

(7) Ensure NATOPS/Custody Card entry _____

(8) Ensure Receipt process _____

b. Validation. File Maintenance. (1 point) _____

6. Does CAS-R properly maintain a Non-Standard Procurement Program for purchases outside of GCPC/RCO? (paragraph 7211.6) 0 1 2 3

a. Task. Review and verify Non-Standard Procurement requests. (2 points)

(1) Receive/Review Non-Standard PRD _____

(2) Screen Non-Standard PRD for excessive qty's, duplicate items, unauthorized item _____

(3) Approval Signatures _____

(4) Funding Document _____

(5) Receive appropriate receipt _____

(6) Ensure separation of functions _____

b. Validation. File Maintenance. (1 point) _____

7. Does CAS-R properly manage a Tool Purchasing Process? (paragraph 7211.7) 0 1 2

a. Task. Process a Tool Purchase. (1 point)

(1) Verify the BTR/MTR/WTR is with the tool turned-in _____

(2) Is formal correspondence attached with Initial Issue Requests? _____

(3) Purchase requirement _____

b. Validation. File Maintenance. (1 point) _____

8. Does CAS-R maintain a GCPC Program IAW with DON policies and procedures outlined in the provisions of the GCPC Program? (paragraph 7211.9 and appendix T) 0 1 2 3

a. Program participant letters _____

b. Card security _____

c. PRD on file _____

d. Approved Financial Obligation form _____

e. Completed Purchase Log _____

f. Appropriate Receipt _____

g. Completed ROR _____

h. Coordinate receipt is posted _____

9. Can CAS-R process a Non-JCN request through RCO? (paragraph 7211.9c)
0 1 2 3

a. Task. Demonstrate how to process a Non-JCN Request for Material and Services exceeding the micro-purchase threshold through RCO. (paragraph 7211.9c) (2 points)

(1) Receive PRD _____

(2) Perform Technical Research _____

(3) Receive financial obligation from FAS-R _____

(4) Compile package for submission _____

(5) Submit CFMS Request _____

b. Validation. File Maintenance. (1 point) _____

10. Can CAS-R reconcile and submit to the AO/AAO the required documentation for the monthly GCPC Statement certification? (paragraph 7211.10a)
0 1 2 3

a. Task. Reconcile and submit the proper documentation to the AO/AAO. (1 point)

(1) Purchase Log _____

(2) U.S. Bank Statement _____

(3) Transaction File(s) _____

b. Validation. Are the following being conducted? (2 points)

(1) AO/AAO Certification _____

(2) File Maintenance _____

11. Does CAS-R review and submit the GCPC Insight on Demand (IOD) to the AO/AAO for certification via U.S. Bank? (paragraph 7211.10b)
0 1 2 3

a. Task. Review and submit a GCPC Insight on Demand (IOD) to the AO/AAO. (1 point)

(1) Purchase Log _____

(2) U.S. Bank Statement _____

(3) Transaction File(s) _____

(4) GCPC Checklists _____

b. Validation. Are the following being conducted? (2 points)

(1) AO/AAO Certification _____

(2) APC Submission _____

(3) File Maintenance _____

12. Can CAS personnel properly conduct Requisition Reconciliations? (paragraph 7211.11) 0 1 2 3

a. Task. Conduct a Reconciliation. (2 points)

(1) Request appropriate Reconciliation Aid _____

(2) Conduct a reconciliation with a customer _____

b. Validation. Are the following being conducted? (1 point)

(1) Report Annotations _____

(2) File Maintenance _____

13. Can CAS personnel properly initiate requisition actions resulting from the Customer reconciliation? (paragraph 7211.11 and appendix K) 0 1 2

a. Follow-up action _____

b. Incoming Status _____

Custody Records Section-R (CRS-R)

Site _____ Date _____

OIC _____ SNCOIC _____

Inspector _____ CRS-R Grade _____

Inspected _____

CUSTOMER SUPPORT BRANCH RESERVE (CSB-R)

PART B: CUSTODY RECORDS SECTION RESERVE (CRS-R)

1. Does CRS-R have appropriate turnover jackets, which outlines specific duties and responsibilities? (paragraph 7221.1) 0 1 2

2. Does CRS-R prepare Custody Records in accordance with NAVMC 4400.177_? (paragraph 7221.3) 0 1 2

   a. Task. Prepare a Custody Record. (1 point)

      (1) Item Number _____

      (2) Nomenclature _____

      (3) Manufacturer _____

      (4) Model _____

      (5) Serial Number _____

      (6) Squadron/Account _____

      (7) Remarks/Comments _____

      (8) Inventory Occasion (semi-annual, quarterly etc.) _____

   b. Validation. File Maintenance. (1 Point) _____

3. Can CRS-R identify all Custodial Allowance Material Accounts? (paragraph 7221.3) 0 1 2

   a. Table of Basic Allowance _____

   b. NAVAIR 00-35QH Series _____

   c. Maintenance Assist Modules (MAM) _____

   d. Test Bench Installations (TBI) _____

4. Does CRS-R conduct inventories of all Custodial Allowance Material in accordance with the NAVMC 4400.177_? (paragraph 7221.4) 0 1 2 3

   a. Preparation for Inventory _____

   b. Quarterly Inventory of Flight Equipment Pool _____

   c. Semi-Annual Inventory of TBI, MAM, and TBA accounts _____

   d. Pre/Post Deployment Inventory _____

   e. Post Inventory Actions _____

5. Does CRS-R maintain a Custody Record File? (paragraph 7221.2 and 7221.5) 0 1 2 3

   a. Appointment Letters _____

   b. Additions/Deletions _____

   c. Completed Inventories _____

   d. Completed Inventory Results Letters _____

   e. Excess Request Letter (if applicable) _____

   f. File Maintenance _____

6. Does CRS-R maintain a Deficiency and Not Mission Essential File? (paragraph 7221.6) 0 1 2

   a. Task. Establish a Deficiency and Not Mission Essential Listing. (1 Point) _____

   b. Validation. Is the following being conducted? (1 point)

      (1) RO/RI Signature _____

      (2) File Maintenance _____

7. Does CRS-R request and submit Additions/Deletions/Changes to for TBA material? (paragraph 7221.7) 0 1 2

   a. Task. Request and submit Additions/Deletions/Changes for TBA using the NAVSUP 1220-2. (1 point)

      (1) TBA Addition _____

      (2) TBA Deletion _____

      (3) TBA Change _____

      (4) Submission to WASMAT _____

   b. Validation. File Maintenance. (1 point) _____

8. Can CRS review and/or process requisitions for custodial allowance material in accordance with the NAVMC 4400.177_? (paragraph 7221.8) 0 1 2

   a. IMRL material _____

   b. NSP and FE _____

   c. Funding available _____

Financial Accounting Section-R (FAS-R)

Site _____ Date _____

OIC _____ SNCOIC _____

Inspector _____ FAS-R Grade _____

Inspected _____

CUSTOMER SUPPORT BRANCH RESERVE (CSB-R)

PART C: FINANCIAL ACCOUNTING SECTION RESERVE (FAS-R)

1. Does FAS-R have appropriate turnover jackets, which outlines specific duties and responsibilities? (paragraph 7231.1) 0 1 2

2. Does the FAS-R maintain a Pending Data Entry File (PDEF)? (paragraph 7231.2) 0 1

3. Can FAS-R process Non-Standard Procurement Requests? (paragraph 7231.3a) 0 1 2 3

   a. Ensure funding is available _____

   b. Approval signature _____

   c. Financial obligation _____

   d. Post Expenditure/completion _____

4. Can FAS-R establish a Block Funding Document? (paragraph 7231.3b) 0 1 2 3

   a. Task. Demonstrate how to create a Block Funding Document. (2 points)

      (1) Financial Obligation _____

      (2) Appropriate Signatures _____

   b. Validation. (1 point)

      (1) Sufficient funds maintained _____

      (2) File Maintenance _____

5. Are the following letters and/or certifications on file? (paragraph 7231.4 and appendix U) 0 1

   (a) Accountable Official Nomination Form _____

   (b) Certifying Official Card (DD FORM 577) _____

   (c) Accountable Official Certification Course _____

   (d) Agency Program Coordinator Certification Course _____

   (e) Ethics training _____

6. Can the activity process the AIR Card Non-Fuel payments through WAWF? (paragraph 7231.4 and appendix U) 0 1 2 3

   a. Task. Process an AIR Card payment through WAWF. (2 point)

      (1) Receipt/invoice reconciliation _____

(2) Ensure Local Processing Officer (LPO) Certifies invoice _____

(3) Ensure LPO Submit invoice _____

b. Validation. File Maintenance. (1 point) _____

7. Can FAS-R process disputes on AIR Card charges? (paragraph 7231.4 and appendix U) 0 1 2

a. ACO Notification on Discrepancies _____

b. Duplicate billing _____

c. Undisclosed aircraft transfers _____

d. Other erroneous billings _____

e. Ensure tax exemption _____

8. Can FAS-R validate and download the fuel file from EEBP? (paragraph 7231.5) 0 1 2 3

a. Task. Demonstrate how to validate and download the fuel file from EEBP. (2 points)

1. Collect fuel receipts twice a week _____

2. Log into the EEBP System _____

3. Create Download File _____

4. Validate fuel receipts with EEBP documents _____

5. Import into prescribed financial system _____

6. Frequency _____

b. Validation: File Maintenance. (1 point) _____

9. Can FAS-R process Challenge Fuel Documents? (paragraph 7231.5c and appendix Y) 0 1 2

a. Task. Demonstrate how to verify, submit, and reconcile challenge fuel requirements. (1 point)

(1) Validation of Challenge Fuel Requirement _____

(2) Challenge submission to DLA _____

b. Validation. File Maintenance. (1 point) _____

10. Can FAS-R process IR transactions? (paragraph 7231.6) 0 1 2 3 N/A

a. Obtain IR Log _____

b. Station Fuel Farm reconciliation _____

c. Notify receiving activity (USMC) _____

d. Financial System Input _____

11. Does FAS-R reconcile IR Charges? (paragraph 7231.6)
0 1 2 N/A

12. Does the activity have access to the AIR CARD website/copies of the following publications/instructions on file within the division? (paragraph 7231.4 and appendix U) 0 1

a. DESC AIR CARD Homepage _____

b. DOD 4140.25_M Fuel Management Regulations _____

c. DOD Financial Management Regulations 7000.14-R _____

d. AIR CARD Policy Notes (ACPNs)/Administrative Notices (ACANs) _____

13. Are AIR CARD purchases in accordance with instructions? (paragraph 7231.4 and appendix U) 0 1 2

14. Does the activity process AIR Card transfers? (paragraph 7231.11 and appendix U) 0 1 2

a. Task. Demonstrate how to do an AIR Card transfer. (1 point)

(1) Receipt of Aircraft Transfer Letter of Aircraft Transfer Order _____

(2) Losing and/or receiving squadron to provide details to the Consolidated Card Program Management Division (CCPMD) _____

b. Validation. File maintenance. (1 point) _____

15. Can FAS-R account for Flight Packet requirements? (paragraph 7231.7 and 7231.8) 0 1 2 3

a. Task:

(1) Conduct a Flight Packet Inventory. (2 points)

(a) Prepare Flight Packet Inventory _____

(b) Quarterly _____

(c) Contains all requirements _____

(2) Conduct an Air Card® Inventory

(a) Prepare Air Card® Inventory _____

(b) Monthly _____

b. Validation. File Maintenance. (1 point) _____

16. Does FAS-R provide training to appropriate squadron personnel on their responsibilities for Flight Packet document utilization? (paragraph 7321.7 NOTE 2) 0 1 2

17. Does FAS-R receive and process Financial Support Listings? (paragraph 7231.9) 0 1 2 3

    a. Task. Demonstrate how to review, process, and submit Financial Support listings. (2 points)

        (1) Suspense Report _____

        (2) Miscellaneous Financial Reports _____

    b. Validation. File Maintenance. (1 point) _____

18. Can a Checkbook Summary be prepared, validated, and submitted in accordance with higher headquarters direction? (paragraph 7231.10 and 7231.11) 0 1 2 3

    a. Task. Demonstrate how to prepare, validate and submit the CBS. (2 points)

        (1) Prepare the CBS _____

        (2) Validate the CBS _____

        (3) Submit the CBS to the OIC/SNCOIC _____

    b. Validation. File maintenance. (1 point) _____

19. Can FAS-R prepare, review, and submit Money Value Only Verification? (paragraph 7231.12) 0 1 2 3

    a. Task. Demonstrate how to prepare, validate, and submit the Money Value Only Report. (2 points)

        (1) Prepare MVO Report _____

        (2) Reconcile MVO Report with CAS-R for follow on actions _____

        (3) Submit to FAS-R OIC/SNCOIC _____

    b. Validation. File Maintenance (1 point) _____

20. Does FAS-R properly maintain resource authorization file? (paragraph 7231.11 and 7231.13) 0 1 2

21. Does FAS-R review and maintain the following Survey Files IAW ASDTP? (paragraph 7231.14) 0 1 2

    a. Pending Survey File _____

    b. Completed Survey File _____

Supply Management Division-R (SMD-R)

Site _____ Date _____

OIC _____ SNCOIC _____

Inspector _____ SMD-R Grade _____

Inspected _____

SUPPLY MANAGEMENT DIVISION-R (SMD-R)

1. Does SMD-R have on hand a current and accurate Turnover Jacket, which outlines specific duties and responsibilities? (paragraph 7301.1) 0 1 2

2. Does the SMD-R OIC/SNCOIC maintain an active AMHS account? (paragraph 7301.2) 0 1

3. Can SMD-R obtain and reconcile the NALCOMIS O-Level IOU report? (paragraph 7301.3) 0 1 2 3 N/A

   a. Task. Demonstrate how to obtain and reconcile the NALCOMIS O-Level IOU report. (1 point)

      (1) Obtain the IOU report _____

      (2) Reconcile an IOU report with customer(s) _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Report Annotations _____

      (2) File maintenance _____

4. Can SMD-R perform tasks associated with Carcass Tracking? (paragraph 7301.4) 0 1 2 3 N/A

   a. Task. Demonstrate how to prepare, validate, and reconcile External Carcass Tracking reports. (2 point)

      (1) Access carcass reports via the NITA module in eRMS _____

      (2) Demonstrate steps in viewing NITA Pending and Actual records _____

      (3) Demonstrate causative research on an existing open carcass Record (actual or pending) _____

   b. Validation. Are the following being conducted? (1 point)

      (1) Report annotations _____

      (2) File Maintenance _____

AUDIT BRANCH (AB)

1. Does AB maintain a file of Wing Functional Area Inspection/Assist visit reports containing inspection results and letter of corrective actions approved by the AvnSupO and submitted to the inspecting command for three years in date inspected sequence? (paragraph 7311.1) 0 1 2 3

   a. Corrective Action Plan _____

   b. Monthly Synopsis of Corrective Actions _____

   c. File Maintenance _____

2. Does AB conduct Internal Audits/Assists of all divisions on a quarterly basis?(paragraph 7311.2 and 7311.3) 0 1 2 3

   a. Task. Demonstrate how to conduct an Internal Audit/Assist. (1 point)

      (1) Generate Audit Schedule _____

      (2) Conduct Internal Audit _____

      (3) Prepare appendix G Audit worksheets _____

      (4) Perform appendix G/H Results Calculation _____

   b. Validation. File Maintenance. (2 points)

      (1) Internal Audit/Assist schedule _____

      (2) 'G' Audit _____

      (3) 'H' Audit _____

      (4) Corrective Actions (audit only) _____

      (5) Validate Corrective Actions for prior qtr (assist only) _____

      (6) Audit/Assist report _____

      (7) Positive/Negative findings _____

      (8) Repeat Discrepancies (audit only) _____

      (9) General Trends noted (audit only) _____

      (10) Training provided (assist only) _____

3. Does AB maintain an external audit file containing the current and prior year in date audit performed within division sequence for all external audits/validations, corrective actions and responses to auditing activities as required? (paragraph 7311.4) 0 1 2

   a. Task. Perform tasks associated with external audits. (1 points)

      (1) FIAR _____

(2) AIRCARD/DARQ _____

b. Validation. File Maintenance. (1 points) _____

4. Does AB maintain a file for all ASDTP changes/deviations until the next ASDTP revision? (paragraph 7311.5) 0 1 2

a. Task. Perform tasks associated with reviewing Changes/Corrections/ Deviations. (1 point)

(1) Demonstrate the ability to review Changes _____

(2) Demonstrate the ability to review Deviations _____

b. Validation. File Maintenance. (1 point) _____

5. Does AB monitor all accounts within ASM for the ASD? (paragraph 7311.6) 0 1 2

a. Task. Monitor ASM accounts. (1 point)

(1) Conduct Check in/Check out (MALS proper only) _____

(2) Draw down/submit required ASM reports _____

b. Validation. Monthly ASM Report? (1 point) _____

6. Does AB maintain a Master Directive File? (paragraph 7311.7) 0 1

a. Access to the Marine Aviation Supply DOD SharePoint _____

b. Access to the 4th MAW Aviation Supply SharePoint _____

APPENDIX I

Aviation Supply Training and Readiness Program (AVSTRP)

1. Purpose. This appendix defines the AVSTRP and provides guidance and techniques for conducting Division Technical Training within the ASD and ALD. This appendix will cover implementation and describe how it improves aviation readiness and productivity through the utilization of a standardized training management system

2. Background.

a. Technical Training is critical to a unit's ability to conduct supply operations both in garrison and while deployed, and leaders must use the best available instructional method to enhance the technical training. The AVSTRP is a standardized, technical skills training management and evaluation program for technical training within the Aviation Supply Occupational Fields (OCCFLD). While there are many methods of facilitating and capturing technical training, the AVSTRP is a performance-based program, intended to satisfy all requirements for the development of community-based, MOS approved syllabi and to conform to established aviation related training guidelines. The AVSTRP provides standardized training within a MOS. The program further serves as a mechanism for MOS training management by:

(1) Identifying tasks required to attain proficiency in a PMOS/NMOS and related systems.

(2) Providing a standardized training record that is retained in a centralized location, regularly updated, maintained, and made available to the individual Marine (Private to Master Gunnery Sergeant and Warrant Officer/Second Lieutenant to Lieutenant Colonel) throughout the Marine's career, regardless of assignment or grade.

(3) Providing an evaluation for the proficiency of personnel and their associated training throughout a Marine's career.

(4) Providing community accepted standards allowing for the transfer of T&R task completion.

(5) Providing documentation required to facilitate the conduct of technical training at the division level from which the work center supervisors base their training program.

b. The AVSTRP provides the digital means for tracking and managing OJT tasks which are performed in each MOS, regardless of T/M/S or functional area by means of utilizing a Training and Readiness (T&R) matrix module within ASM specific to every PMOS/NMOS. Upon reporting to the division or section, individuals must be assigned a T&R syllabus for continued progression. This policy's contents and instructions apply to all commands responsible for the individual/collective training of personnel in Aviation Supply OCCFLDs.

This appendix will cover methods for facilitating and documenting training.

3. Division OIC/SNCOIC Responsibilities: OIC's and SNCOIC's are responsible for ensuring the training, fluency, and lifelong learning of their Marines. Additionally, it is equally important to ensure those skills are documented

as they progress throughout their career.

a. Review ASM for all Marines within the division for monthly OJT entries.

b. Review ASM monthly to ensure accounts are active, and task sign-off are being performed at least every 30 days.

NOTE: In the event a Marine is attempting to complete a T&R task but does not meet the training requirement to sign them off, OJT will be logged in

NOTE: Technical Training will only be given on Aviation Supply related materiel.

4. 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 with the available resources.

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

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

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

d. Practical Application. Practical application involves students applying previously learned knowledge or skills under controlled conditions with close instructor supervision. Practical application provides students with realistic experience in performing those tasks performed on the job, often with the same equipment or resources used on the job. Practical application can involve all five of the student's senses and therefore has the

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

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

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

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

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

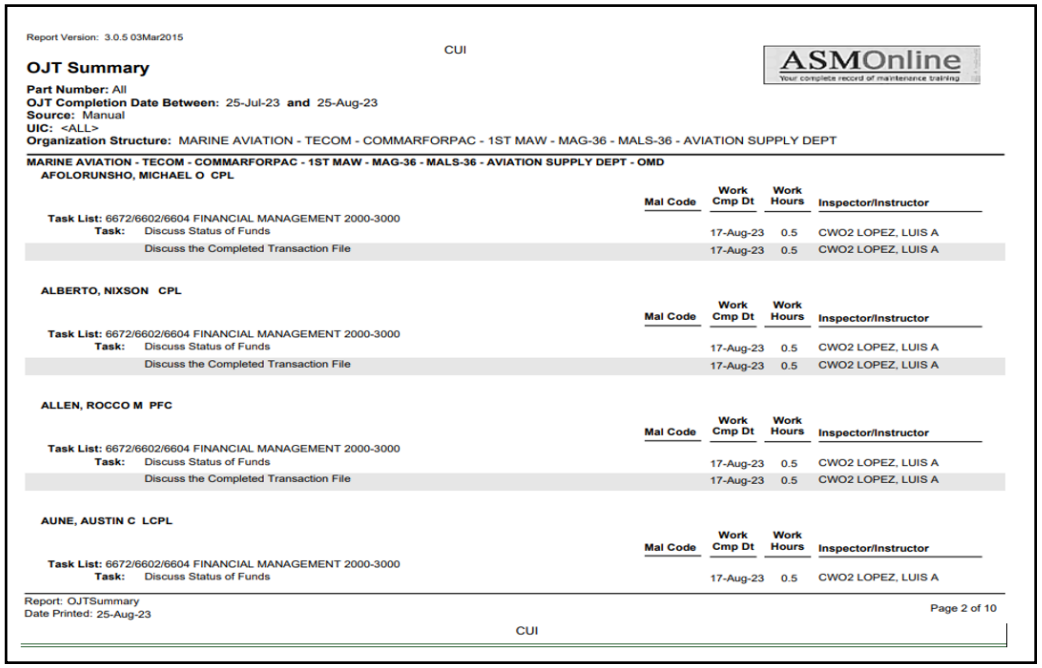
From: Supply Management Division
To: Aviation Supply Department

Subj: QUARTERLY FORMAL OJT SCHEDULE 4TH QUARTER FY21.

DATE	DIVISION	TASK	DESRCIPTION	LENGTH	INSTRUCTOR
7/2/2021	SMD	MSMD-2034	ADVANCED SKILLS MANAGEMENT (ASM)	1 HR	MSGT J.M.
7/2/2021	WMD	IWMD-2056	RECEIVING	1 HR	MSGT B.S.
7/2/2021	OMD	ROMD-2086	AMSRR	1 HR	CAPT A.G.
8/6/2021	SMD	DSMD-2011	EOM CLOSEOUT	1 HR	GYSGT S.S.
8/6/2021	WMD	IWMD-2075	ISSIP MAILBOX	1 HR	GYSGT D.W.
8/6/2021	OMD	ROMD-2079	MATERIEL RECONCILIATION	1 HR	GYSGT E.N.
9/3/2021	SMD	DSMD-2005	EPUK GATEWAY	1 HR	CWO3 C.D.
9/3/2021	WMD	IWMD-3081	INVENTORY PROCEDURES	1 HR	GYSGT L.R.
9/3/2021	OMD	FOMD-2100	FUEL TRANSACTIONS	1 HR	MSGT C.M.

(SIGNATURE)

Figure I-1.--Sample Quarterly Formal OJT Schedule.



Report Version: 3.0.5 03Mar2015

CUI

OJT Summary

ASMOnline
Your complete record of maintenance training

Part Number: All
OJT Completion Date Between: 25-Jul-23 **and** 25-Aug-23
Source: Manual
UIC: <ALL>
Organization Structure: MARINE AVIATION - TECOM - COMMARFORPAC - 1ST MAW - MAG-36 - MALS-36 - AVIATION SUPPLY DEPT

MARINE AVIATION - TECOM - COMMARFORPAC - 1ST MAW - MAG-36 - MALS-36 - AVIATION SUPPLY DEPT - OMD

AFOLORUNSHO, MICHAEL O CPL

	Mal Code	Work Cmp Dt	Work Hours	Inspector/Instructor
Task List: 6672/6602/6604 FINANCIAL MANAGEMENT 2000-3000				
Task: Discuss Status of Funds		17-Aug-23	0.5	CWO2 LOPEZ, LUIS A
Discuss the Completed Transaction File		17-Aug-23	0.5	CWO2 LOPEZ, LUIS A

ALBERTO, NIXSON CPL

	Mal Code	Work Cmp Dt	Work Hours	Inspector/Instructor
Task List: 6672/6602/6604 FINANCIAL MANAGEMENT 2000-3000				
Task: Discuss Status of Funds		17-Aug-23	0.5	CWO2 LOPEZ, LUIS A
Discuss the Completed Transaction File		17-Aug-23	0.5	CWO2 LOPEZ, LUIS A

ALLEN, ROCCO M PFC

	Mal Code	Work Cmp Dt	Work Hours	Inspector/Instructor
Task List: 6672/6602/6604 FINANCIAL MANAGEMENT 2000-3000				
Task: Discuss Status of Funds		17-Aug-23	0.5	CWO2 LOPEZ, LUIS A
Discuss the Completed Transaction File		17-Aug-23	0.5	CWO2 LOPEZ, LUIS A

AUNE, AUSTIN C LCPL

	Mal Code	Work Cmp Dt	Work Hours	Inspector/Instructor
Task List: 6672/6602/6604 FINANCIAL MANAGEMENT 2000-3000				
Task: Discuss Status of Funds		17-Aug-23	0.5	CWO2 LOPEZ, LUIS A

Report: OJTSummary
Date Printed: 25-Aug-23

Page 2 of 10

CUI

Figure I-2 Monthly OJT Summary

5. Facilitation and Documentation

a. TRAINING AND READINESS USAGE. Under the T&R construct, each Marine must understand that training is continuous. Some form of training occurs every time a Marine completes a task. The tasks that are listed in the T&R matrix provide the expectations for this training. The tasks identify what the Marine under instruction must demonstrate knowledge of or proficiency in. The performance standard will identify what conditions must be met for the student to receive credit for the task's completion. The T&R task sign off authority identifies who may instruct and sign off task completion within ASM. The elements of the task included in the T&R matrix provide amplifying guidance that assists both the instructor and the trainee in completing the training task in the most efficient manner.

b. Aviation Supply T&R does not fall under the COMNAVAIRFORINST 4790.2 Naval Aviation Maintenance Program (NAMP) / 0200 Maintenance in Service program. Supply Marines generally do not require NAMP indoctrination or Navy Occupational Safety and Health (NAVOSH) Tasks. Quality Assurance (QA) division has no responsibilities on behalf of Supply Marines. Audits and compliance will be conducted under the authority of MCO 4400.177 series. However, in any case where Aviation Supply Marines require specific training / certification that is governed by the NAMP (e.g. Tire and Wheel or HAZMAT), this training will fall under QA/FA and be administered under the NAMP.

c. Any questions regarding T&R usage can be directed to TECOM Aviation Standards Branch (ASB). Points of Contact can be reached at the web link below.

https://vcepub.tecom.usmc.mil/sites/directorates/mtesd/asb/AMS/default.aspx

d. AVIATION SUPPLY TRAINING AND READINESS (T&R). Aviation related T&R structures are approved by CG TECOM. T&R matrices contain individual training syllabi for applicable MOSs. An up-to-date T&R matrix for each community can be found under the reports tab in ASM utilizing the task list sign off report.

e. PMOS T&R ASSIGNMENT. Supervisors must ensure all aviation supply Marines are assigned the applicable 2000-4000 level T&R.

f. SKILL LEVELS. Skill levels are described in terms of expected subject knowledge, and or task performance. The ability of a Marine to perform a task at a specific skill level is evaluated by a competent authority. Skill levels are not required to be executed in a linear fashion; however, the individual task progression and sign off is typically conducted linearly. While Marines are not required to have an entire level signed off before moving on to a higher level, it is unlikely for a Marine to adequately demonstrate mastery of a specific task without having the pre-requisite knowledge of that task from a previous level.

(1). SKILL LEVEL 1000. All 1000 level tasks signify a formal school completion in a Marine's career. All potential applicable formal schools with a course identifier will be listed here in no specific order. All 1000 level schools should auto-sign when the system updates. If applicability changes, or a new school is deemed necessary for career progression or required by the Supply Operations Manual (SOM) COMNAVAIRFORINST 4440.2 series, the supporting TECOM ASB analyst should be contacted for consideration of additional courses.

(2). SKILL LEVEL 2000. 2000 level tasks are taught or discussed at the fleet unit level and do not require an On the Job (OJT) link. (2000 level tasks labeled (OJT) require a link or documented OJT prior to sign off.) 2000 level tasks are designed to measure a Marine's ability to explain the designated task and its purpose. Assessment methods for 2000 level tasks and subtasks are standardized in the form of interview questions contained on the "Comments" tab for that task. The Marine should be able to discuss the task adequately with the aid of reference without citing the reference verbatim. Additional sign off requirements are noted within the performance standard portion of each task. Sign off authority level for 2000 level tasks is at the Division OIC/SNCOIC level for those who have been assigned the Aviation Supply Division Officer (MC), Aviation Supply Division Chief (MC), or Aviation Supply Work Center Supervisor (MC) duties within ASM.

(3). SKILL LEVEL 3000. 3000 level tasks are fleet tasks primarily derived from actual jobs performed. 3000 level tasks that are labeled OJT in the task name, require manually added OJT from an appropriate sign off authority. 2000-3000 level tasks are career tasks and are not considered a requirement for any qualification. These tasks are used to identify the experience level or fleet exposure for a given Marine's career as a whole. 3000 level tasks are designed to measure a Marine's ability to perform a task. Most of these tasks will require utilizing R-Supply and NALCOMIS or associated database; however, some tasks will require demonstration outside of a database. Specific requirements of what a Marine needs to complete prior to sign off are on the "Comments" tab for that task. 3000 level tasks only require discussion if the performance task cannot be demonstrated

utilizing a database to show proficiency of the task. A Marine does not meet the 3000 level standard (i.e. sign off of a task), if it becomes clear the Marine only knows "how" but not "why" they are performing a task. Sign off authority for 3000 level tasks is at the Division OIC/SNCOIC level for those who have been assigned the Aviation Supply Division Officer (MC), Aviation Supply Division Chief (MC), or Aviation Supply Work Center Supervisor (MC) duties within ASM.

(4). SKILL LEVEL 4000. 4000 level tasks are fleet management level specific tasks that are derived from actual jobs performed and / or a prerequisite to a particular qualification. 4000 level tasks are designed to measure a Marine's mastery of those responsibilities that managers of a division must ensure are completed in order to effectively supervise their area of responsibility. 4000 level tasks will require a combination of discussion and performance in order to demonstrate mastery. Sign off authority for 4000 level tasks is at the Division OIC/SNCOIC level for those who have been assigned the Aviation Supply Division Officer (MC), Aviation Supply Division Chief (MC), or Aviation Supply Work Center Supervisor (MC) duties within ASM. Functional Area 4000 level sign off, and successful completion of the Marine Corps Aviation Supply Management Course (N42SCJ3) are required to be considered fully qualified as a Functional Area Expert. Skill level 4000 can be assigned and completed without previously completing levels 2000 or 3000. While Marines are not required to have prior levels completed, it is unlikely for a Marine to adequately demonstrate mastery of a specific task without having the pre-requisite knowledge of that task from a previous level. 4000 level tasks must not be signed off as not applicable (N/A). For task(s) that are identified as an N/A requirement, contact TECOM (ASB) and the appropriate Supply Training Syllabus Sponsor (STSS) via the change request process.

(5). SKILL LEVEL 5000. 5000 level is currently undeveloped for Aviation Supply.

(6). SKILL LEVEL 6000. 6000 level is currently undeveloped for Aviation Supply.

g. TECHNICAL TRAINING GUIDANCE. T&R tasks, ASM, and related publications are utilized to conduct and document technical training. Division OIC's, SNCOIC's, and Work center supervisors are responsible for identifying any training deficiencies and scheduling formal technical training utilizing the task title within each assigned T&R in the career training tab.

h. OJT DOCUMENTATION GUIDANCE. Each OJT type T&R task must have supporting documentation when identified as an OJT task. This should be accomplished by either the auto-sign feature, manually linked simulated OJT from logged technical training, or manually assigning OJT within the task. Discussion items do not require supporting documentation.

i. Qualification Types

(1). Basic (B). The basic qualification type includes all OJT associated with a specific aviation supply related MOS. Initial accession and lateral move Marines must be assigned the basic qualification.

(2). Refresher . The refresher qualification type is assigned as a means to reintroduce Marines to aviation supply tasks and can be assigned as required.

(3). Functional Area. Functional Area qualifications will be achieved when the Marine has successfully completed all of the tasks within and test for a Functional Area.

NOTE: Grandfathering or manually granting of any T&R is NOT authorized without approval from TECOM ASB.

6. Roles and Responsibilities

a. HEADQUARTERS MARINE CORPS, TECOM AVIATION SUSTAINMENT BRANCH (HQMC ASB). Responsible for reviewing and arbitrating recommendations and providing guidance on ASM change requests that are not resolved at the Wing level.

b. TRAINING & EDUCATION COMMAND, AVIATION STANDARDS BRANCH (TECOM ASB). TECOM ASB is the authority responsible for the standardization of ASM training policies, content, and standard operating procedures (SOPs) established for the entire community by the identified STSS. TECOM ASB retains the right to revoke improper unit role assignments to include Fleet Administrator (FA) and external roles, establish and enforce ASM change request procedures, assign STSS units for specific T/M/S, MOS, and functional areas as required.

c. WING AVIATION SUPPLY MANAGEMENT ADVISORY TEAM (WASMAT). WASMATs are responsible for monitoring the MOS skill progression for the Marines within their MAW utilizing the automated tools within ASM. During Functional Area Assessments of the division OIC / SNCOIC, WASMATs will validate skill progression of the Marines is being enforced as noted in this reference.

(1). WASMATs will have the Aviation Supply Management Division Representative (MC) duty assigned within ASM, which will provide the capability of assigning task lists, administering tests, and signing off tasks and functional areas. Pre-requisites for this duty are noted in the duties and billets portion of this document.

(2). WASMATs are responsible for validating new or otherwise non-standard content related ASM change requests (references, procedures) to determine the impact on established Wing policies, inspection checklists, and to ensure changes are in accordance with higher headquarters policies. Changes that are administrative in nature do not require Wing ALD-C approval. Collaboration between each Wing ALD-C is required to provide standardization and judgment on change recommendations that cannot be agreed upon within the community.

d. SUPPLY TRAINING SYLLABUS SPONSOR (STSS). The STSS is a unit designated by TECOM ASB as the central facilitator for all matters pertaining to a specific functional area. CG TECOM ASB generally assigns T&R sponsorship to a training unit but may designate any unit from the Operating Forces (OPFOR) for certain functional areas. The STSS for Aviation Supply is currently designated as the Marine Detachment, located at NAS Whiting Filed in Milton, FL. The STSS duties are facilitating standardization of community training requirements, coordinating training requirements, changes

and revisions on behalf of the aviation supply community, chairing review working groups, coordinating updates and changes to ASM content for all supply training items, ensuring that re-occurring training is standardized in accordance with all applicable orders and directives. Contractors fulfilling the role of STSS in any capacity must be designated by TECOM ASB. TECOM ASB will release a Naval Message documenting assignment.

e. The STSS is responsible for standardizing training requirements within the community. STSS will gather community feedback when ASM changes are proposed. The STSS will maintain the test bank questions and will be the primary POC that communicates with TECOM to have the community agreed upon changes made relating to testing within ASM. The STSS will coordinate with the community and TECOM on any tasks or items that need addressed and/or worked. The STSS POC must be a member of the unit which is designated by TECOM ASB. The STSS or the delegate will serve as the primary POC for all change requests. Additionally, the STSS will work closely with the WASMATs to facilitate standards across the functional areas. All procedures/SOPs/policies from the STSS (Functional Area Manager) will be vetted through the WASMATs and must be forwarded to TECOM ASB for review and signature. All changes made to ASM are the exclusive responsibility of TECOM.

f. SUPPLY FLEET ADMINISTRATOR (FA). FAs are responsible for the administration of the ASM program within the Aviation Supply Department. The primary FA will be a duty assignment within the Supply Management Division (SMD) and must be a Chief Warrant Officer, or SNCO who is skill qualified in the primary MOS OCCFLDs 6604/6672. This duty assignment must be designated by the Aviation Supply Officer. Prior to assignment of this duty, all FAs must complete training with the local FSR. All FA assignments/changes must be provided to CG TECOM ASB utilizing the ASM change request link located on the TECOM ASB SharePoint site. New check-in interviews must be conducted by the FA. At no time will the FA role be assigned to any Marine within the unit unless they are undergoing FA training to turnover as the new FA. The FA role within ASM must be strictly controlled by the primary FA. Each Aviation Supply Department must assign only one primary FA.

g. ASSISTANT FLEET ADMINISTRATOR (AFA). The Aviation Supply Department may also assign an additional Marine with a collateral duty to assist the FA. This AFA may reside in SPAD and will assume the duties of the FA in their absence. Prior to assignment of this duty, all AFAs must complete training with the local FSR training class. AFAs may perform check-in interviews in the absence of the primary FA.

NOTE: For detachments and during other times of high operational commitment, additional Assistant Fleet Administrators can be designated. *In the event of additional requirements, the primary FA must contact their TECOM analyst for approval.

h. ASM FIELD SERVICE REPRESENTATIVES (FSR). An FSR provides recurring ASM training and technical assistance. FSRs will provide formal training as needed and are the primary source of training for all Fleet Administrative training. FSR training cannot be delegated. An FSR is located at each MAW.

7. ASM Duties and Billets. Marine Corps aviation units are commonly given Marine Corps-specific direction to fill certain billets or duties, and Marine Corps personnel, MOSs, and ranks vary from those of their Navy counterparts.

As a result, Marine Aviation units must adapt to meet those Marine Corps-specific personnel and policy requirements while also maintaining overall compliance. Marine Corps aviation has established the below listed Marine Corps-specific duties to accomplish its assigned mission of abiding by Marine Corps and NAVMC policies.

a. Aviation Supply Department Officer (MC). The Aviation Supply Department Officer oversees the proper execution of all internal Aviation Supply Processes and responsibilities within the Supply Department. The Aviation Supply Officer will designate the Aviation Supply Division Officer, the Aviation Supply Division Chief, and the Aviation Supply Management Division Representative duties within ASM. This assignment will commence after the division OIC / SNCOIC have demonstrated their proficiency in the division assigned as well as their proficiency within ASM. ASM proficiency will be demonstrated by assigning a task list to a Marine, as well as signing off a task within ASM. The Aviation Supply Officer must validate each Marine assigned a T&R duty has performed training with their local FA and the work center view course with the regional FSR. This will act as a check and balance that the Marine assigned understands their responsibilities within ASM.

b. Aviation Supply Management Division Representative (MC). The Aviation Supply Management Division Representative duty is designed to be given to the WASMAT/ Supply Management Division Officer, Supply Management Division Chief, and Audit Branch SNCOIC. This duty has the ability to administer and proctor functional area tests. Therefore, assignment must be kept to a minimum to ensure the integrity of the functional area tests within ASM. Prior to assignment of this duty, the Marine must demonstrate their proficiency in the ability to assign tests within ASM, properly proctor tests, and sign off tasks. Additionally, Marines must have attended training with the local FA or regional FSR.

c. Aviation Supply Division Officer (MC). The Aviation Supply Division Officer is the Officer-in-Charge within the respective division. The Division Officer will designate and assign the Aviation Supply Work Center Supervisor (MC) and Aviation Supply Supervisor (MC) and Aviation Supply Work Center Supervisor (MC) duties within ASM. Pre-requisites for the Aviation Supply Division Officer (MC) assignment demonstrate the ability to assign a task list, sign off a task, and has conducted training with the local FA.

(1). The Division Officer will ensure the continuous skill progression of the Marines within their division, as well as possess signature authority on Marines that have successfully completed the requirements denoted in the performance standards within each task.

(2). Additional requirements are located within this reference.

d. Aviation Supply Division Chief (MC). The Aviation Supply Division Chief is the senior enlisted Staff Non Commissioned Officer In-Charge (SNCOIC) within the respective division. Pre-requisites for the Aviation Supply Division Chief assignment are demonstrate the ability to assign a task list, sign off a task, and has conducted training with the local FA.

(1). The Division Chief will designate and assign the Aviation Supply Work Center Supervisor (MC), and the Aviation Supply Supervisor (MC)

duties within ASM. Prior to assigning a Marine the Aviation Supply Work Center Supervisor (MC), the SNCOIC must ensure that the same pre-requisites are met as noted in the Aviation Supply Division Officer (MC). Prior to assigning a Marine the Aviation Supply Supervisor (MC) duty within ASM, the Marine must demonstrate their proficiency by assigning a task list, and running reports within ASM, and have conducted training with the local FA.

(2). The Division Chief will monitor the continuous skill progression of the Marines within their division as well as perform signoffs on Marines that have successfully completed the requirements denoted in the performance standards within each task.

(3). Additional requirements are located within this reference.

e. Aviation Supply Work Center Supervisor (MC). The Aviation Supply Work Center Supervisor (MC) is reserved for the SNCOIC of the Work Center within a Division (such as the Warehouse Storage Branch SNCOIC). Pre-requisites for the Aviation Supply Work Center Supervisor (MC) assignment are demonstrating the ability to assign a task list, sign off a task, and have conducted training with the local FA. Additional signature authorities may be assigned to provide appropriate coverage for multiple shifts or additional personnel but still must be assigned only to those Marines who meet the prerequisites and have demonstrated their proficiency within ASM and the leadership position they are filling.

f. Aviation Supply Supervisor (MC). The Aviation Supply Supervisor (MC) role is assigned to the training NCOs within a division by the Division OIC or Division SNCOIC. This duty carries no signature authority for Task Lists. The primary purpose of this role is to enable the training NCO the ability to develop training plans, document OJT on Trainee's Training Completion Record, and run T&R based reports as needed. Prior to assignment of this role, the Marine must have conducted training with the local FA.

g. ASM Testing Process and Procedures. Testing within ASM occurs when a Marine has successfully completed all the tasks within a functional area. When a Marine is ready to take a functional area test, they will go to SMD to have it proctored. The Aviation Supply Management Division Representative (MC) will verify the Marine's tasks for the functional area are completed in ASM before administering the test. Upon completion of the test the Marine will be provided the results. If the Marine has successfully achieved a score of 80%, they will be signed off for the functional area. If the Marine does not achieve a successful score, they will be required to remediate in the areas missed and allowed to retake in 30 days. The following guidelines apply for testing:

(1). Test Administration

(a). The functional area tests will be administered within ASM and proctored by Aviation Supply Management Division Representative (MC).

(b). The proctor will ensure that the test can be completed within two hours before starting the test.

(c). Ensure no recording devices, paper, or cell phones are present while testing.

(d). The trainee will use a computer within the area of the proctor (SMD, WASMAT).

(e). Test will be taken without the aid of reference (closed book).

(f). Questions that are noted as possible discrepancies or errors should be marked for further test analysis.

(g). The test administrator will read the instructions to the trainee.

(2). Instructions To Be Read To The Trainee

(a). This is a closed book test that consists of matching, multiple choice, and true/false questions.

(b). There will be no talking during the test.

(c). This is a 10-question test. You must achieve an 80% or greater to pass.

(d). You are not permitted to leave your seat without permission. If you have a question, raise your hand and the administrator will come to you.

(e). If you are caught cheating, you will be given a zero on the test and remanded to the Aviation Supply Officer / Aviation Supply Chief.

(f). Trainees will not have cell phones or any other form of recording in the testing area.

(g). After the test, trainees will not share or discuss testing content outside of the testing environment.

(h). You may begin the test.

(3). Scoring and Review

(a). The test will be automatically graded within ASM. The proctor will ensure the Marine receives the score, so they are aware if they successfully completed the functional area. Once successfully completed, the proctor will then sign off the functional area.

(b). The proctor will review areas missed and provide the references to the Marine so they can review the areas within the NAVMC. This will be done within 72 hours of the Marine completing the test. This will only be required if the Marine did not achieve a successful score and must remediate.

(4). Remediation

(a). Remediation occurs when the Marine fails to achieve an 80% or greater on the functional area test.

(b). Prior to re-examination, the proctor will verify that the Marine has not taken the test in the last 15 days.

(c). If the Marine fails to achieve an 80% or greater after two consecutive examinations, the proctor will review the areas missed along with the associated tasks and provide the information to the Division OIC / SNCOIC for the Marine to remediate the tasks.

APPENDIX J

SUSPENSE AND UNPROCESSED INTERFACE PROCESSING PROCEDURES

1. Purpose. This appendix provides procedural guidance for processing records from the R-Supply Suspense Report and NALCOMIS unprocessed Incoming/Outgoing Interface Reports.

2. Background. Transactions that fail to process to R-Supply will populate on the R-Supply Suspense Report and NALCOMIS Outgoing internal Interface Report. Transactions that fail to process in NALCOMIS will populate on the NALCOMIS Unprocessed Incoming Interface Report. The appropriate action will be conducted daily to process the transaction to the appropriate database or delete from the report(s). A suspended record originates from a transaction being successfully processed in NALCOMIS and transmitted via the interface to R-Supply Suspense File. Actions will be conducted daily to either correct the suspended record or delete the record from suspense. The Suspense File is a cumulative report and if corrections are not processed in a timely manner, the report may become unmanageable. Failure to do so will result in reduced inventory validity, lost assets, poor requisition reconciliation validity, database mismatches, and an increased workload on all divisions. Additionally, these conditions have a negative impact on the effective financial management of the unit's OPTAR. Additional references for working the Suspense Report are the R-Supply User Guide and NALCOMIS IMA User Guide.

a. Each branch/section will work only the records applying to their respective division/department.

(1) WMD. All internal/external materiel records (e.g., X31, X37, X30, X22, X40, X71) and PEB records with 774 Project Code.

(2) OMD. All Tools, TBA, IMRL records, all A0_'s and AWP (ZC8, ZQ9, BK1) and all other applicable Project Codes.

(3) WAS. Coordinate with WMD for stock records, in conjunction with allowance loads.

3. R-Supply Suspense Processing

a. Reports Used to Identify Suspended R-Supply Transactions

(1) R-Supply Suspense Report (JSL325). The Suspense Report is a useful listing for identifying transactions not posted in R-Supply. The appropriate action will be conducted on a daily basis to process failed transactions to the appropriate database or deleted from the report. Establishing an effective research program allows the divisions to maintain this report at a manageable level. All avenues of corrective action should be exhausted prior to deletion of suspense records. When a user deletes a record from the suspense file, the transaction is cleared and will not reappear on any other Suspense Reports. The only other opportunity to capture the deleted transaction is when it appears on the Stock Control Review Listing or NALCOMIS Outgoing Internal Interface report.

NOTE: A list of common transaction codes is listed in figure J-1.

(2) This report is requested by selecting: Logistics>Management>Logistic Reports> Suspense Listing). There are two options that are available for sorting the Suspense Report: select "ALL" suspended transactions or individual suspense categories (e.g., Status, Receipts, Issues, etc.). Suspense Report Layout consists of the following portions:

(a) Suspended Transaction Parameter Listing. Displays the Organization UIC, Batch Indicator (shows where the transaction originated), Report Type (R-Supply DI, i.e., X05 - Allowance List Adjustments) and sort sequence selected by the requestor.

(b) Suspended Transaction Report. This portion of the report is divided by transaction categories. This report displays basic information for the transaction and the reason the transaction suspended. The reason displayed may not be the only error preventing the transaction from processing. When R-Supply processes a transaction, the first validation error encountered will cause the transaction to suspend.

(c) Summary Report of Suspended Records. This portion of the report is divided into two parts.

1. Part 1. This report is a numerical summary of suspended transactions listed in suspense code sequence and then the applicable DI's, number of days the transaction has been on the Suspense Report and the total number of records suspended.

2. Part 2. This report displays the Suspense Code and definition of the reason the transaction suspended. A complete list of all R-Supply Suspense Codes is only available by running an R-Supply ADHOC.

b. Processing Frequency. Each division with the exception of SPAD is required to review and correct suspended transactions on a daily basis. Additionally, SMD is tasked with monitoring and auditing the corrective action taken by the applicable divisions. Each division will request a copy of the report or have the SAA schedule and distribute copies to each division. Reports will be annotated with the action taken to correct the errors and retention will be current and four prior days.

c. Common Causes and Corrective Action for Suspended Transactions

(1) Inventory Discrepancies. Occurs when the On-Hand Quantity reflects zero and the user attempts to process an issue, carcass data, transfer, sub-custody, stock survey or receipt reversal. Perform a spot inventory and input the appropriate adjustment(s) to process the suspended record. Research should include reviewing the Suspense Report (suspended stock receipts or turn-in), overaged stock dues (stock receipts with a shipping status over 15 days CONUS and 45 days OCONUS) and the Pending Data Entry File for unprocessed receipts or turn-ins (e.g., materiel turn-ins, non-RFI updates, divert to stock, customer refusal).

(2) Data Base Mismatches. Records will suspend if an issue is processed in NALCOMIS for a NIIN not loaded in R-Supply or if the NIIN is inactive on the Stock_Item_Table. Conduct research to identify the discrepant database and correct the discrepancy. Majority of mismatches between NALCOMIS and R-Supply databases are the result of failure to execute

the monthly R-Supply/NALCOMIS Reconciliation process as outlined in Appendix L of the of this Manual.

(a) Tables File Mismatches. Frequently encountered when table files are not updated to reflect changes in Type/Model/Series (T/M/S) of aircraft supported, Department/Division Code changes, Unit of Issue not on tables or changes in document serial number assignments. Update appropriate tables and process suspended records.

(b) Receipt Mismatches. Records will suspend if a receipt is processed (without an override code) and a matching outstanding A0_ is not on the Active_RQN_Table, the requisition was previously completed or if any data element on the receipt (UI, QTY, etc.) does not match the original A0_. Research to determine if the requisition was cancelled in R-Supply either interactively/batch or if a duplicate shipment was made. If the A0_ cannot be located, back-fit the A0_ and process the receipt.

NOTE: R-Supply does not allow the back-fitting of an A0_ if the requisition number was used (e.g., issue or materiel turn-in). Coordinate with respective division to process suspended transaction (e.g., back-fit new requisition, tie-in carcass for repairable records).

1. If research determines a duplicate shipment has been received, process the receipt utilizing the "Stock Control" module (Receiver Role>Log>Receipts>Stock Control).

2. If a requisition was administratively/batch canceled, reverse the administrative or batch cancellation and process the receipt.

3. Ensure the materiel received matches the materiel requested. Correct any data element on the receipt to match the original A0_.

(3) Materiel Under Inventory. Occurs when attempts are made to process transactions against an NSN under inventory. Once the inventory is completed and the count has been recorded, R-Supply will clear the inventory flag, which will allow the user to process transactions from the Suspense Report.

(4) Requisition Not on File. Encountered when requisitions are processed to the supply system via telephone, GDSC, FEDMALL and One-Touch. The stock point provides status prior to the requisition being released via "Logistics/Release Outgoing Requisitions". Releasing the requisition will allow the user to process records from the Suspense.

(5) Stock Item Record Mismatches. Occurs when transactions produced by NALCOMIS cite a different Unit of Issue (UI), Cognizance Symbol or location residing in R-Supply. The transaction will be processed from the suspense once the database has been updated with the correct information.

(6) Incorrect Maintenance Data. Occurs when requisitions are processed citing erroneous maintenance data, (e.g., Type Equipment Code (TEC), Bureau Number (BuNo), Work Unit Code (WUC), Job Control Number (JCN), etc.). Conduct research to determine if the error is a result of user input or Tables File errors. Correct the discrepant transaction or update the

appropriate Tables File to allow processing of record from the suspense report.

NOTE: For any table adjustments in NTCSS, contact SMD for assistance.

4. NALCOMIS Interface Processing. The NALCOMIS Interface Records Report is produced interactively from NALCOMIS under the "SYSTEM/Interface" option. There are two types of interface reports, Incoming and Outgoing. NALCOMIS interface records will be worked daily by WMD, OMD, and WAS. These reports will be produced, annotated and retained by each respective division. The retention is current and 4 prior.

a. Incoming Interface Reports. The incoming interface lists all processed R-Supply transactions not interfacing to NALCOMIS due to data integrity and/or database/system errors. Causative research will be performed to determine the reasoning for the unprocessed interface record not posting in NALCOMIS. The unprocessed incoming report is worked interactively in NALCOMIS by either reprocessing or deleting the record. This process attempts to locate (i.e., match) the interface record on the NALCOMIS database. If no match is found, the record is written to the Unprocessed Interface Record Report. The major cause for unprocessed records is due to interface non-availability between R-Supply and NALCOMIS. The reports listed below are generated interactively through the NALCOMIS interface process.

(1) Processed Interface Records Report. This report lists incoming interface records successfully processed in NALCOMIS and no action is required on these transactions.

(2) Unprocessed Interface Records Report. This report lists records not processed successfully under a batch/interactive process by NALCOMIS because of a database or validation error. Review and/or correct all records on the Unprocessed Incoming Interface Reports daily. The only time a transaction should be deleted off the unprocessed listing is if the record already exists on NALCOMIS or the transaction is not valid. Failure to review, validate, and/or process the records on the report may cause financial and inventory discrepancies.

(a) Status Exception Report 1. This report displays a list of incoming interface records with document identifier codes of AB_, AE_, AS_, AU_ not having a corresponding requisitions in NALCOMIS. These interface records also appear on the Unprocessed Tab.

(b) Status Exception Report 2. This report lists AE_ records with cancellation/rejection status codes of BQ, BR, ES, B4, C_ or R_. These interface records also appear on the Processed Tab and no action is required.

(c) Status Exception Report 3. This report lists AE_ records with status codes of BG, BH, BJ, NR or NU having active requisitions on NALCOMIS. These interface records also appear on the Processed Tab and no action is required.

(d) Status Exception Report 4. This report lists all incoming A__ status with existing Status History Records in NALCOMIS. These interface records also appear on the Processed Tab and no action is required.

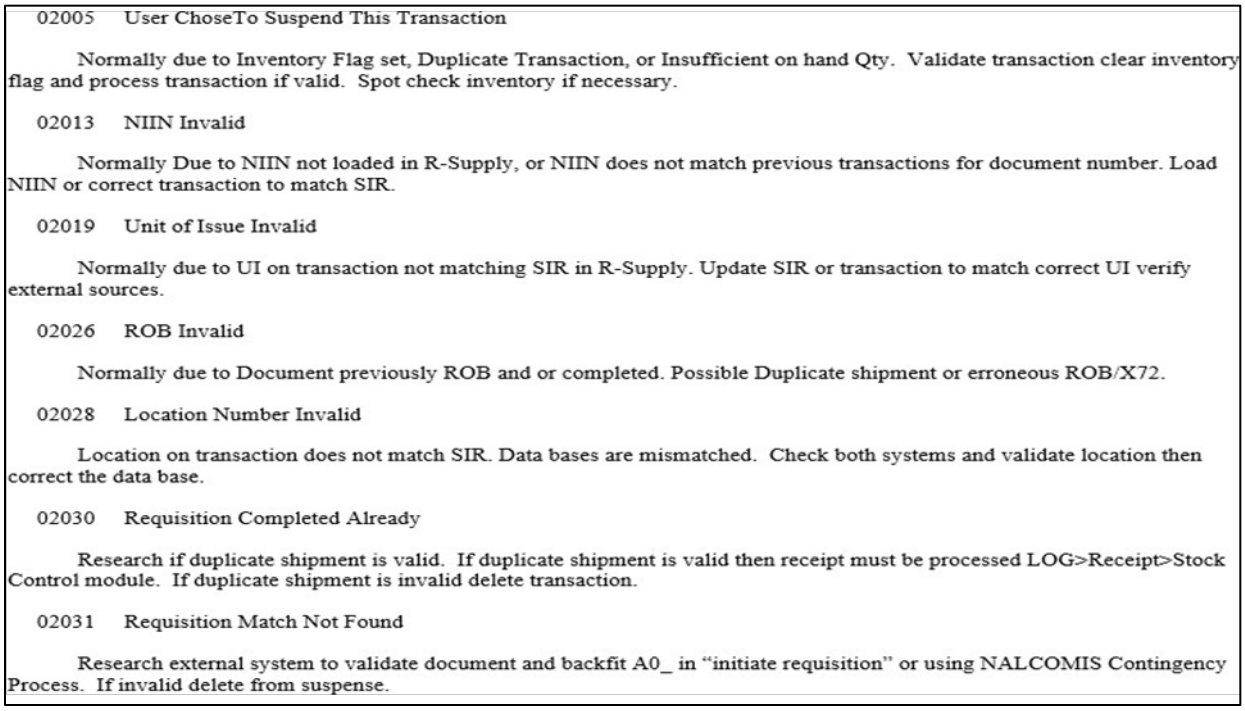
(e) Status Exception Report 5. This report lists all incoming AE_ records with status codes of BA, BD or BF having active requisitions in

NALCOMIS. These interface records also appear on the Processed Tab and no action is required.

b. Outgoing Interface. The outgoing interface lists all external records not released by NALCOMIS and internal records not processed in R-Supply pending a response indicating the record was processed. Causes for internal conditions are due to validation errors, system errors or R-Supply suspense deletions. Causative Research will be performed to determine the reasoning for the outgoing interface record not posting in R-Supply. The internal records are worked interactively by either reprocessing or deleting the record in NALCOMIS. The reports listed below are generated interactively through the NALCOMIS interface process.

(1) Outgoing External Interface Report. The Outgoing External Interface Report lists all records pending the External Record Extract process. The External Record Extract is the process by which outgoing records (those sent to ICP or POE) are prepared to be sent out via OneTouch. When activated, the process extracts all external outgoing records from the application database and places them in one file on the NALCOMIS server.

(2) Outgoing Internal Interface Report. Whenever NALCOMIS creates transactions to interface with R-Supply, a mirror image of that transaction is retained on the Outgoing Internal Interface awaiting the return of the successfully processed transaction (Echo Record) in R-Supply. When the transactions are successfully processed in R-Supply the mirror transactions in NALCOMIS Outgoing Internal Interface are automatically deleted. Transactions created by NALCOMIS, which are not successfully processed in R-Supply, are returned to NALCOMIS Outgoing Internal Interface. Each record will be researched in both NALCOMIS and R-Supply to determine if it requires further processing. When working the Outgoing Internal Interface, the end state is to ensure the record has been processed and is on file in R-Supply.



02005 User ChoseTo Suspend This Transaction

Normally due to Inventory Flag set, Duplicate Transaction, or Insufficient on hand Qty. Validate transaction clear inventory flag and process transaction if valid. Spot check inventory if necessary.

02013 NIIN Invalid

Normally Due to NIIN not loaded in R-Supply, or NIIN does not match previous transactions for document number. Load NIIN or correct transaction to match SIR.

02019 Unit of Issue Invalid

Normally due to UI on transaction not matching SIR in R-Supply. Update SIR or transaction to match correct UI verify external sources.

02026 ROB Invalid

Normally due to Document previously ROB and or completed. Possible Duplicate shipment or erroneous ROB/X72.

02028 Location Number Invalid

Location on transaction does not match SIR. Data bases are mismatched. Check both systems and validate location then correct the data base.

02030 Requisition Completed Already

Research if duplicate shipment is valid. If duplicate shipment is valid then receipt must be processed LOG>Receipt>Stock Control module. If duplicate shipment is invalid delete transaction.

02031 Requisition Match Not Found

Research external system to validate document and backfit A0_ in "initiate requisition" or using NALCOMIS Contingency Process. If invalid delete from suspense.

Figure J-1.--Suspense Transaction Codes Example.

02037 Cannot Process During Inventory

The inventory flag must be cleared prior to processing transaction.

02078 Insufficient Quantity Onhand To Send Transaction Quantity To Sub-custody

X40 generated from NALCOMIS. R-Supply and NALCOMIS RFI and Location quantity is mismatched. Research any transactions that have processed in NALCOMIS but not R-Supply that update location oh qty such as: X22 SO RFI, X71 Stock Receipt, Customer Refusals, Divert to Stock, Material Turn-ins.

02091 Insufficient Item Location onhand qty. Unable to transfer Item location onhand qty to Support package location.

R-Supply and NALCOMIS RFI and Location quantity is mismatched. Research any transactions that have processed in NALCOMIS but not R-Supply that update location oh qty such as: X22 SO RFI, X71 Stock Receipt, Customer Refusals, Divert to Stock, Material Turn-ins.

02092 The Increase or decrease in Support Package onhand quantity must equal the quantity removed from the Item Location.

X24 generated in NALCOMIS suspends due to NALCOMIS RFI and R-Supply Location Quantity being mismatched. Research any transactions that have processed in NALCOMIS but not R-Supply that update location oh qty such as: X22 SO RFI, X71 Stock Receipt, Customer Refusals, Divert to Stock, Material Turn-ins.

02105 Supplementary Address Invalid

R-Supply does not recognize the Supplementary address. Delete the supplementary address and process the transaction.

02203 NIIN Is Under Inventory.

Similar to the error "Cannot Process During Inventory." The inventory flag must be cleared prior to processing transaction.

Figure J-1.--Suspense Transaction Codes Example, Continued.

02240 Insufficient Onhand Qty to Subtract Issue

X31 Consumable or X30 Repairable generated in NALCOMIS. R-Supply and NALCOMIS RFI and Location quantity is mismatched. Research any transactions that have processed in NALCOMIS but not R-Supply that update location oh qty such as: X22 SO RFI, X71 Stock Receipt, Customer Refusals, Divert to Stock, Material Turn-ins.

02241 NRFI Quantity Is Insufficient.

X30 must be processed prior to processing transaction. Normally an error for X22 transaction.

02243 Item Location Quantity Onhand Insufficient.

R-Supply and NALCOMIS RFI and Location quantity is mismatched. Research any transactions that have processed in NALCOMIS but not R-Supply that update location oh qty such as: X22 SO RFI, X71 Stock Receipt, Customer Refusals, Divert to Stock, Material Turn-ins.

02259 X30 must be processed for this document.

X30 Must be processed this error is normally found on suspended X33 transactions. X33 is processed when members are issued instead of head NIINs.

02261 No Matching Document Found To Reverse

Document X31 or X30 must be processed in suspense prior to processing reversal.

02265 Item Not In Sub-custody

Failed X40 transaction.

02287 Document NumberAlready Exists In Material Request Table

X31 duplicate once a document number has been written to the Material Request Table it cannot be process again. An X31 and an A0_ cannot be written to the Material Request Table for the same document.

Figure J-1.--Suspense Transaction Codes Example, Continued.

02288 Duplicate Document received from Nalcomis Interface.

Document was reprocessed on the Outgoing Internal Interface and has already posted to R-Supply's transactions ledger. Research transaction has posted and delete from suspense and interface.

02290 Document Number Previously Processed

Document was reprocessed on the Outgoing Internal Interface and has already posted to R-Supply's transactions ledger. Research transaction has posted and delete from suspense and interface.

02295 NIIN does not exist for Support Package Serial Number.

NIIN and Allowance must be loaded to the support package prior to processing X24. Validate X24 prior to loading and clearing transaction with spot inventory coordinate the correction with SMD.

03005 Process X30/X31 prior to X22 being processed.

X30 and X31 are both on the suspense and have to be processed prior to processing the X22 SO BCM.

03027 Issue must be reversed prior to processing this requisition.

This error normally appears in Requisition Suspense on A0_ transactions. Verify the A0_ has posted to R-Supply you can do this by looking at the transaction ledger or by an Stock/DTO Query if the A0_ is not of file save the transaction. If the A0_ transaction is found then delete the transaction from suspense.

03030 Issue cannot be processed. NRFI Update was not processed or was reversed.

X30 must be process prior to processing the X31 found on the MRI suspense. X30 is found in Carcass Suspense.

Figure J-1.--Suspense Transaction Codes Example, Continued.

APPENDIX K

RECONCILIATION AIDS AND EXPEDITING PROCESS

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

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

a. Automated Reports

(1) R-Supply 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 the release with the SAA if the report release option is restricted.

(2) NALCOMIS Outstanding Materiel Requirement Report (J62500). The user can access this report in NALCOMIS from the Reports Submenu>Supply>Outstanding Materiel Requirement Dropdown Selection Box. This action will bring up the Outstanding Materiel Requirement Report Screen. The user will select the parameters according to the type of report they require.

b. ADHOC Query. ADHOC/SQLs, in combination with excel and/or access database, can be used to retrieve requisition data from NALCOMIS/R-Supply. Ensure all fields that appear on the R-Supply/NALCOMIS requisition listings listed above are present in the output.

3. Reconciliation Frequency. All outstanding DTO and stock requisitions will be reviewed, and appropriate action taken as outlined throughout this appendix:

a. Issue Priority Group I Critical (priorities 01-03) - daily. Requisitions include NMCS, PMCS, ANMCS, TBOS, CASREPS and any other categories as directed by the AvnSupO. Requisitions will be reconciled with the customer daily. Any changes will be updated in the system immediately following the reconciliation. Annotated report signed by the customer will be filed. Report will be retained for current and 4 prior days.

b. Issue Priority Group I Non-Critical (priorities 01-03) and Issue Priority Group II & III (priorities 04-15) - monthly. Requisitions will be reconciled with the customer monthly. Any changes will be updated in the system immediately following the reconciliation. A detailed schedule including the date of reconciliation, name and signature of customer and Marine conducting reconciliation will be generated and maintained reflecting that the reconciliations are being conducted with the customer. Report and schedule will be retained for current and prior.

c. Stock. Reconciliation of stock records will be conducted during the external Materiel Obligation Validation (MOV). See appendix E for details outlining the external MOV process.

4. Reconciliation. Reconciliation with the customer identifies whether the user has already received the materiel, no longer requires the materiel, or still requires the materiel.

a. Materiel Received. If the customer indicated the materiel was received, verify if the materiel was received from the supply system (receipt posted).

(1) Materiel was received from the Supply System. Process the receipt in NALCOMIS. Print the Requisition Screen in NALCOMIS and annotate as complete during the reconciliation and forward the "print screen" to the appropriate division for scanning into the Image Retrieval System (IRS) database or filing into the CTF.

(2) Materiel not received from the Supply System. If research determines the requisition was not received from the Supply System, a cancellation request (AC1) will be submitted. A message will be loaded in the remarks box as to why the cancellation request is being submitted.

b. Materiel no longer required. When the customer no longer requires materiel, request cancellation of the requisition using document identifier AC1. An information message will be entered into the remarks box, stating why the materiel is no longer required.

NOTE: If the requisition has been confirmed by the OIC/SNCOIC to have no status in the Supply System, the requisition can be canceled with an RX status code. Under no circumstances will an RX be loaded without some type of confirmation from the external supply system. An information message (YE1) will be entered stating the document has no status in the Supply System. For critical requisitions no longer required or where payback is required, and requirement cannot be cancelled, refer to OFFLINE processing in chapter 2. Part number requisitions will be canceled via NAVSUP OneTouch along with an AC1 submitted in R-Supply.

(1) Materiel still required. When the customer still requires the materiel, review the status of the requisition and send the appropriate follow-up (if applicable).

(a) Deployments. Squadrons participating in the Unit Deployment Program (UDP), a deployed MEU, or other prolonged deployment may have outstanding requisitions for materiel still required, despite not being present for reconciliation. Prior to a squadron's deployment, all JCN requirements should be reviewed to determine validity and whether they should be cancelled or remain outstanding. Follow-up action will be executed during their absence for documents that remain outstanding. The shipment of these items, upon their receipt to the deployed squadron, will be based upon the discretion of the OIC/SNCOIC and squadron MMCO's.

1. All Non-Job Control Number (JCN) Requisitions are recommended for cancellation.

2. All requisitions for Technical Directive Change Kits and modification kits will be considered materiel still required after a squadron

has departed. Once received, these kits will be shipped via fastest traceable means to the deployed squadron when practical.

NOTE: If the squadron takes their aircraft, the items will be shipped to the deployed site. If the squadron transfers aircraft within the MAG, the requisitions will automatically transfer to the new ORG Code.

(b) Modifications. Documents requiring modification will be annotated as such. The only fields that can be modified are: Required Delivery Date (RDD), Project Code, Media and Status Code, Supplementary Address, Distribution Code, Signal Code, Fund Code, Advice Code and Priority.

(2) Annotations for customer reconciliation. Annotate each requisition with the following:

(a) Required: Check Mark þ

(b) No longer required (canx): NLR

(c) Complete (Received): Comp

(d) Modify: AM_ and field to be modified (ex: for modification of Project code: annotate AM_/ZB9)

NOTE: If customer is a no show for reconciliation, RECAID will be annotated as 'no show' and proof (i.e., email traffic) of additional attempts to reconcile will be obtained. Current and prior months are to be retained with the schedule.

5. Requisition Listings (all priorities). To request reconciliations for DTOs, utilize department code 7, for stock, use Department code 3. Utilize paragraph 7 of this appendix to assist in identifying statuses and correct follow-ups. Requisitions will be expedited for records falling into the following categories:

a. Requisitions with No Estimated Ship Date (ESD). Run a listing or ADHOC equivalent showing all outstanding requisitions with no ESD. To order the requisition listing in R-Supply, utilize the figure below. Do not select the "supply status AE" option. If selected, it will not capture all requirements needing follow up. Annotations are only required for those items requiring action. Current and prior reports will be maintained.

(1) Submit an AF1 if the latest status is greater than 3 days. In instances when an AF1 has already been sent and an ESD cannot be established, attempt to contact GDSC, IM, CASREP, ICP, etc. via phone-con or email to obtain the estimated ship date or utilize contract information available via FedMall, One Touch (IM Notes), ERP, etc. to establish an ESD. If an ESD is unavailable, based on research and information received, load an ESD of 30 days out as well as an information YE1. Continue to follow-up on the record prior to expiration.

(2) If a valid/updated status is retrieved from the external system (e.g., OneTouch, FedMall, ERP, etc.) and the status does not exist in R-Supply, then load via R-Supply>Log>Status>Supply>Incoming Status.

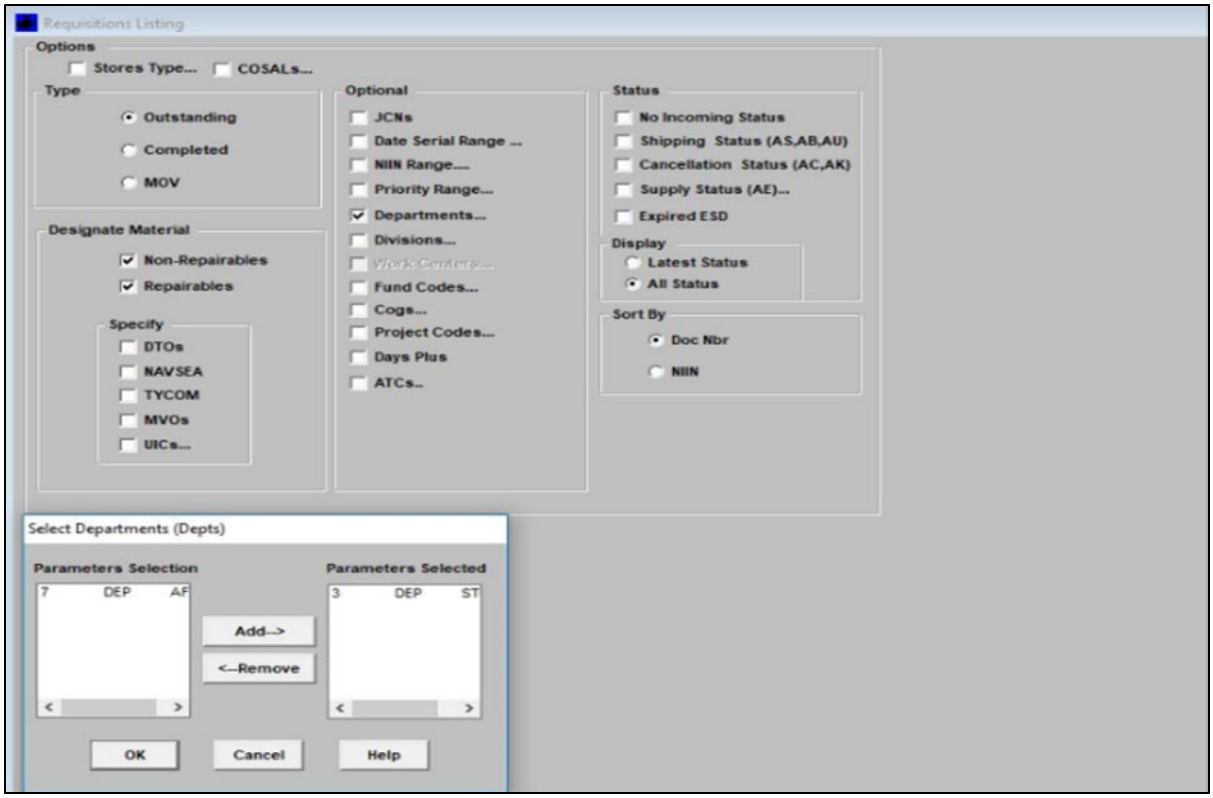


Figure K-1.--Requisition Listings No Estimated Ship Date.

b. Requisitions with expired ESD. Run a listing or ADHOC equivalent showing all outstanding requisitions with an ESD that has expired. To order the requisition listing in R-Supply, utilize the figure below. Annotations are only required for those items requiring action. Current and prior reports will be maintained.

(1) Submit an AF1. In instances when an AF1 has already been sent and an ESD cannot be established, attempt to contact GDSC, IM, CASREP, ICP, etc. via phone-con or email to obtain the estimated ship date or utilize contract information available via FedMall, One Touch (IM Notes), ERP, etc. to establish an ESD. If an ESD is unavailable, based on research and information received, load an ESD of 30 days out as well as an information YE1. Continue to follow up on the record prior to expiration.

(2) If a valid/updated status is retrieved from the external system (e.g., One Touch, FedMall, ERP, etc.) and the status does not exist in R-Supply, then load via R-Supply>Log>Status>Supply>Incoming Status.

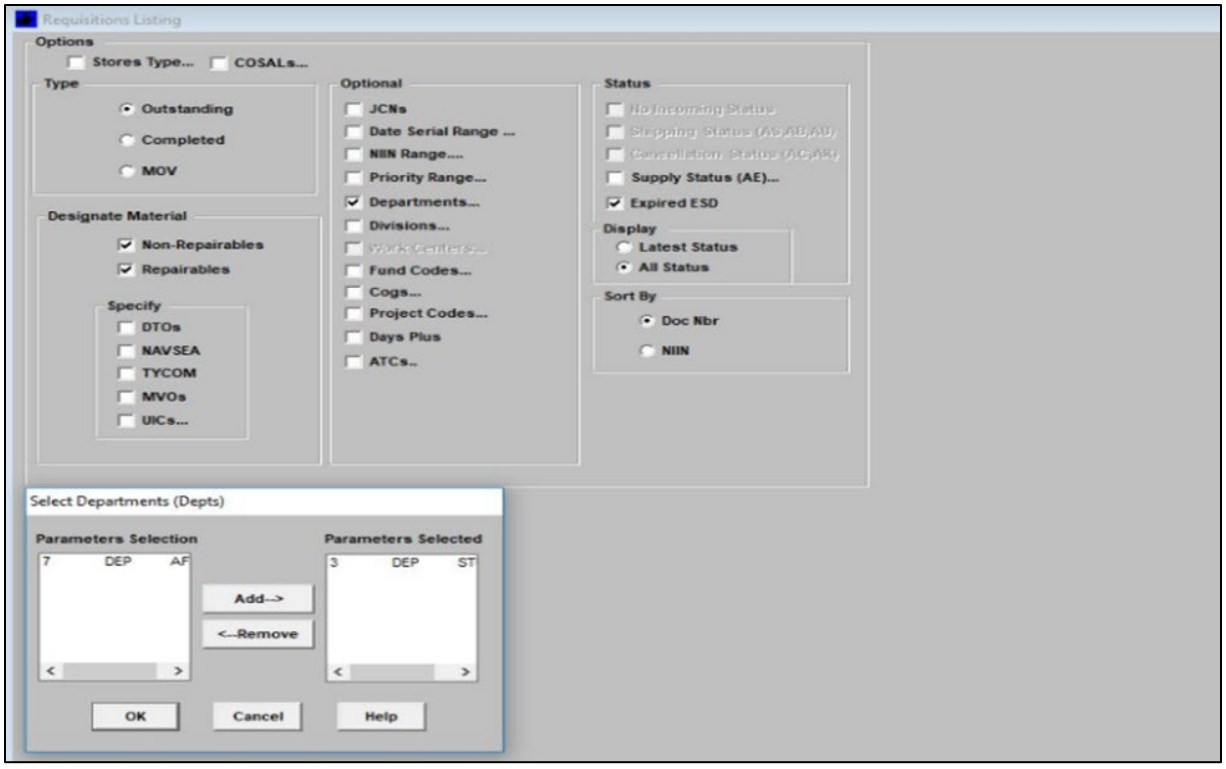


Figure K-2.--Requisition Listings with Expired ESD.

c. Request for Cancellation/Cancellation Follow-up (AC/AK). Weekly, run a Requisition Listing (JSL311) in R-Supply or ADHOC equivalent to produce a listing of all requisitions with cancellation requests (AC_/AK_) pending. Submit follow-up or take appropriate action for cancellation. Retention is current and prior.

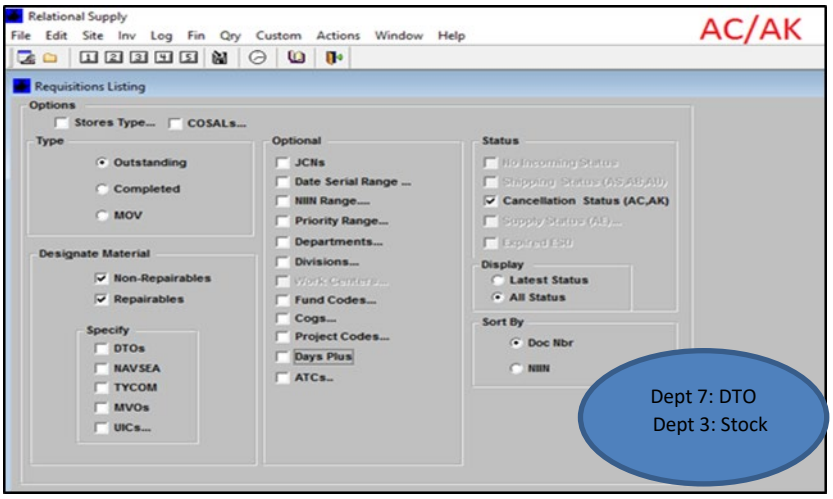


Figure K-3.--Requisition Listings AC/AK.

d. Overage Shipment Status (AS/AU/AB1). Twice a month, at a minimum 10 business days apart, identify and process requisitions with Overage Shipment Status. "Days plus" will be set to 15 for CONUS activities and 45 for OCONUS

activities. There are three status document identifiers which provide shipment status (ex.: AS_, AU and AB1). If there is a current ESD loaded, the requisition will continue to remain as an outstanding requirement with follow-ups to be submitted as required. Procedures for completing the Standard Form 364 (SF364) for reporting shipping discrepancies are outlined in reference (p) (when the discrepancy is attributable to a shipper error) and reference (m).

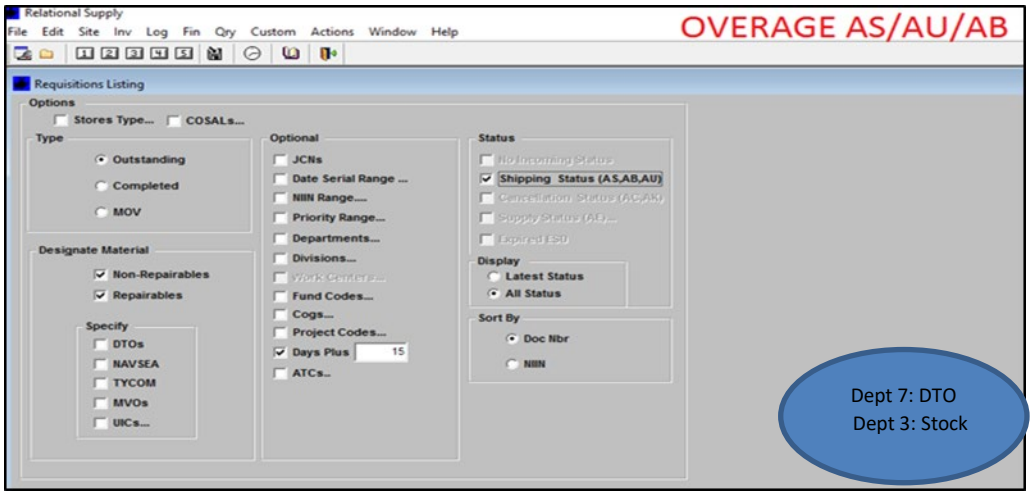


Figure K-4.--Requisition Listings AS/AU/AB1.

e. No Status in R-Supply and UFO without Status

(1) No Status in R-Supply. Daily, run a No Status Requisition Listing (JSL311) in R-Supply, parameters for "days plus" is 5. This report will produce a listing of all requisitions with no status. Review all records on the report and verify whether incoming and outgoing status has been released by the SAA. It is recommended that if a current status does not exist in NALCOMIS/R-Supply, the external system be validated (e.g., One Touch or ERP). If valid/updated status is retrieved, update R-Supply to reflect. If the requisition has been verified as not appearing in the external system, submit an AT requisition status follow up. For requisitions that are required to be submitted manually (Part Number Requisitions and TDC Kit Requisitions), conduct follow-up action as applicable. Retention is current and prior.

(2) UFO without Status in ASKIT. Daily, run a UFO without status report via ASKIT. This report will produce a listing of all requisitions with no status. Review all records on the report and verify whether incoming and outgoing status has been released by the SAA. Once requisition has been verified as not appearing in the external system, submit an AT_ requisition status follow-up. Retention is current and prior.

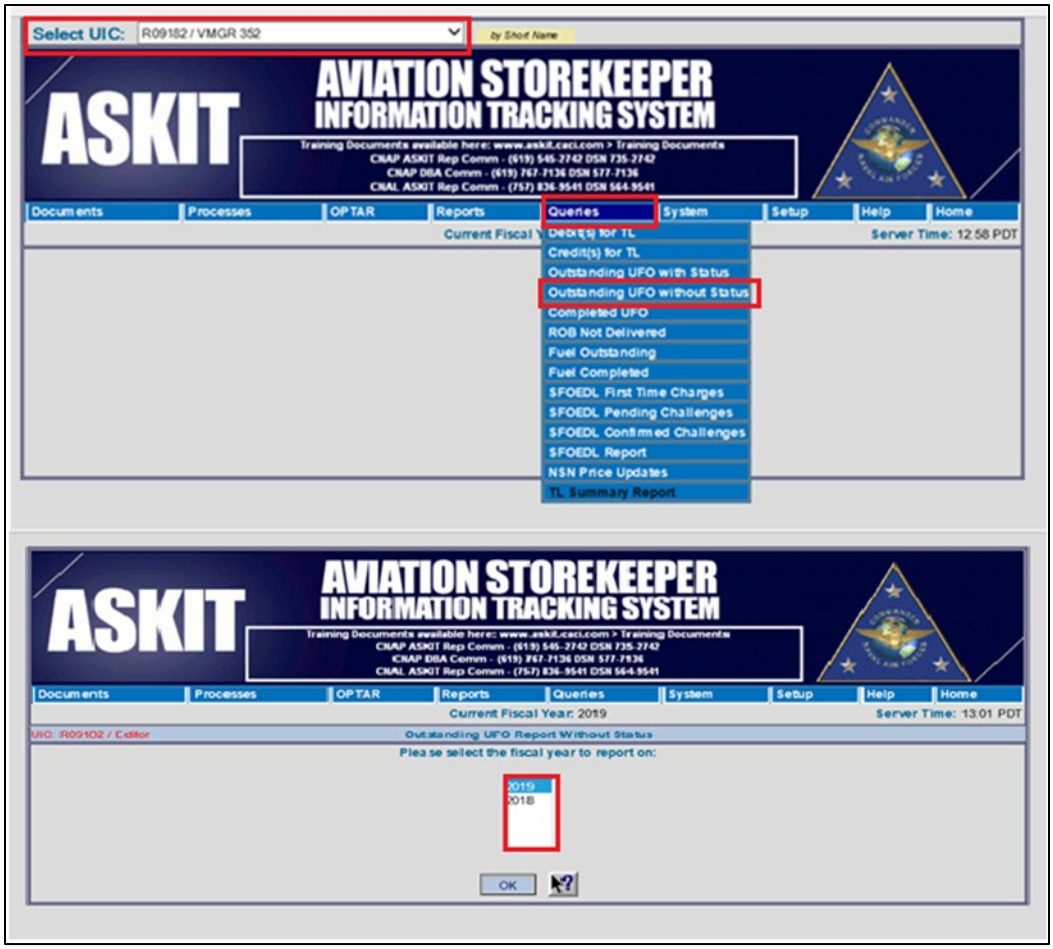


Figure K-5.--UFO without Status.

f. Requisition Listing IPG-I Critical. Daily, a report will be produced for review and validation of all records. Retention is current and 4 prior. Report will be requested as follows:

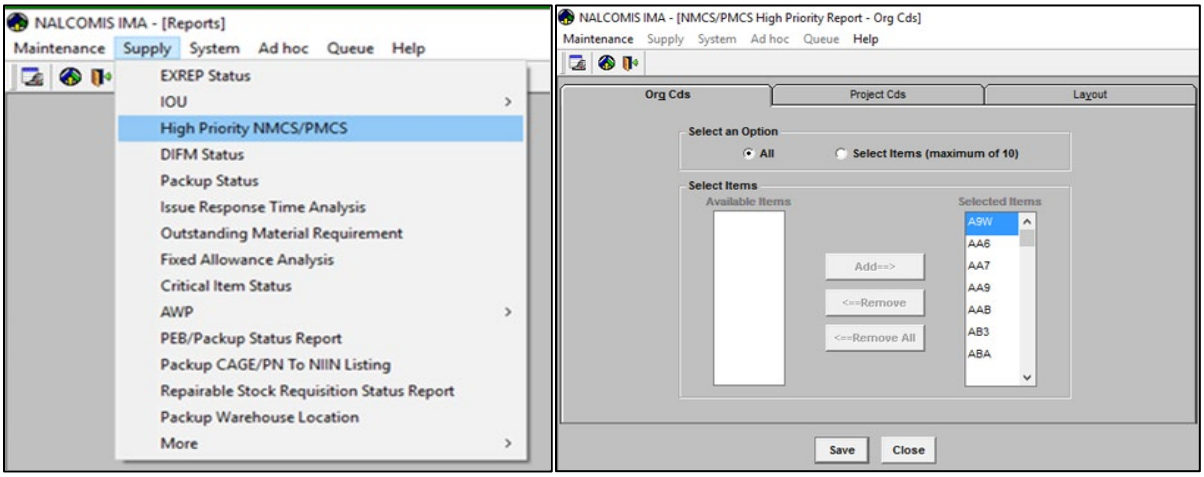


Figure K-6.--Requisition Listings IPG-I Critical.

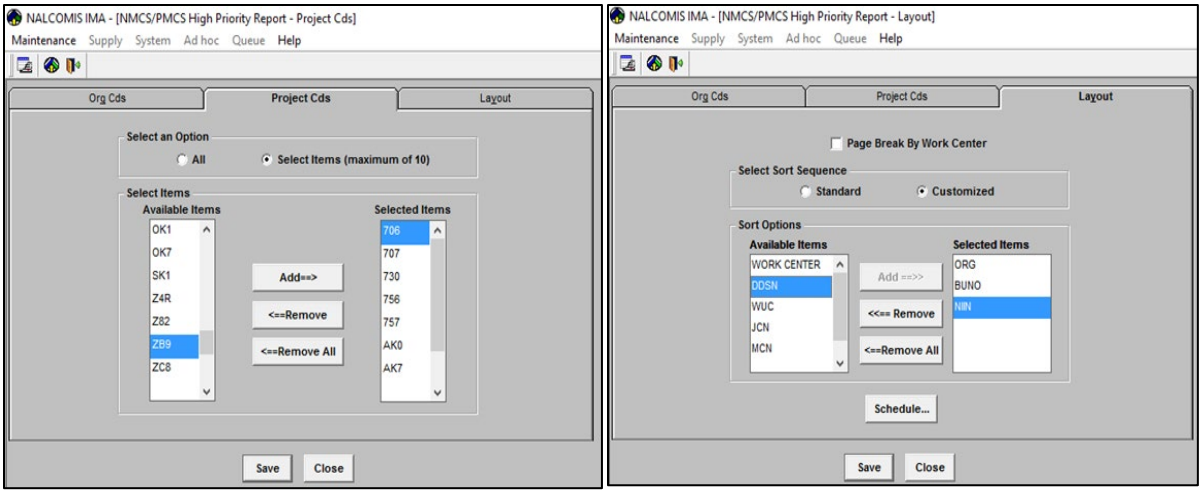


Figure K-6.--Requisition Listings IPG-I Critical, Continued.

g. Materiel Obligation Validation (MOV). Quarterly, the SAA will provide the MOV and Post MOV for review and validation of all records. This will act as your "catch all" to ensure all requisitions are valid and working in the external supply system. For detailed procedures on how to work the MOV, see appendix E. Retention is current and prior.

6. Review of requisition and status records

a. Incoming Status. Incoming status is processed in two forms, Batch and Manual.

(1) Batch Processing of status for R-Supply. When status is received via One Touch, the SAA will schedule an R-Supply Batch Job to load the incoming status.

(2) Manual processing of status for R-Supply/NALCOMIS. Status received via online systems (e.g., NAVSUP One Touch, FEDMALL, etc.) or telephone will be processed via R-Supply. Since R-Supply Status Processing Function does interface and update NALCOMIS records, it will be the primary method for manual processing. This may be required if status in R-Supply/NALCOMIS differs from that in any of the above listed online systems.

(a) R-Supply. Action is initiated in R-Supply using menu option: LOG>Status>Supply. Enter the document number and suffix (if applicable). Choose incoming status, then select the appropriate document identifier from the list; Select OK to continue. On the Supply Status Screen, enter data into the appropriate data blocks (RIC, transaction date, etc.). Enter any necessary information appearing in the enabled data blocks of the status entry group box, click apply. Select the New Request Option to process another record or the Close Screen Option to exit from this process.

(b) NALCOMIS. If R-Supply is unavailable, input status directly into NALCOMIS; however, the requisition must be placed in the PDEF as status loaded directly to NALCOMIS does not generate an interface record to update R-Supply. Once system becomes available, load status of the PDEF requisition into R-Supply.

b. Review. All status and previous follow-up records will be reviewed to ensure appropriate follow-up action is taken. The four key elements that comprise an AE_ status are as follows:

AE1SMSS6650016333968EA00001RXXXXX61373054GA7LBAK106211BBSMS62450025979

(1) Status Date. '211' Position 62-64, is the date the status was prepared by the activity whose RIC appears in position 4-6.

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

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

(4) Estimated Shipping Date (ESD). '6245' Position 70-73, represents the date the LHA expects materiel to be available for shipment to satisfy your requisition.

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

(6) The current status of a requisition is normally determined by the most recent status date; however, a requisition may be subjected to more than one status update on a single day. The Status Code and RI-LHA must also be taken into consideration when more than one line of status has the same status date. The most common occurrence shows the Point of Entry (POE passing a requisition to NAVSUP WSS-P (NRP). NRP passes it to an Inventory Control Point (ICP), or other holding activity, who fills the requirement and/or gives the requisition an updated Status. The status would be recorded as follows:

AE1/NRP/239/BM/SMS	Status from POE
AE1/SMS/239/BD/SMS	Status from LHA
AE1/SMS/239/BB/SMS/6277	Status from LHA

NOTE: In the example above 239/BB/SMS/6277 is the most current status.

(7) When reviewing requisition status records, ensure follow-up action is submitted to the correct activity. It is very easy to confuse the date of the last status, especially for requisitions having been outstanding for longer than 365 days. Additionally, some requisitions may display multiple status records with the same Julian date (e.g., 100/BM/NRP, 100/BM/SMS and 100/BD/SMS). The submission of follow-up action to the wrong activity could result in the receipt of BF Status (no record of requisition), which will cause unnecessary delays in the shipment of required materiel.

c. MILSTRIP Breakdown

```
A0A/Q39/S/1680/015763902/**/EA/00001/V52841/2276GV78/R/******/A/**/ 9N/AK0/03/999/**/*
 ^   ^ ^   ^       ^         ^    ^      ^         ^     ^   ^    ^ ^   ^   ^   ^   ^
 1   2 3   4       5         6    7      8         9     10  11   12 13  14  15  16  17
```

Figure K-7.--MILSTRIP.

(1) (DIC) Document Identifier Code: A0A is for domestic shipments with NSN and A01 is for overseas shipment with NSN.

(2) (RI) Routing Identifier: Requisitioning from.

(3) (MS) Media Status: determine to where supply status will be received, (i.e., M&S code of S: 100% of supply and shipment status to requisitioner).

(4) (FSC) Federal Supply Classification: First 4 numbers of the NSN.

(5) (NIIN) National Item Identification Number

(6) (UI) Unit of issue

(7) (QTY) Quantity

(8) (DODAAC) Department Of Defense Activity Address Code (activity)

(9) Document Number

(10) (DC) Demand Code: "R" is Recurring Demand and "N" is Non-Recurring Demand (Most likely will always be "R")

(11) Supp Address: Y and last four of document number. *When using signal code J, the DODAAC for the ship to will be used.

(12) (SC) Signal Code: Signal code "A" primarily used for ship to the "UIC". If using "signal code "J," then you will have to enter the "UIC" that you want to ship the part to.

(13) (FC) Fund Code///It's the billing method.

(14) COG

(15) (PC) Project Code

(16) Priority Code

(17) (RDD) Required Delivery Date: "777" is used for Stock gear and "999" is used for priorities 1 through 3.

NOTE: For more detailed information on MILSTRIP see reference (ah).

7. Identifying action for follow-up. The type of follow-up action depends on the status received from the external Supply System. Requisitions with a Status Code of BZ/BB/BV/NM/NA or a status of AB1, with valid ESDs, are not

required to have an AFC follow-up submitted but expediting via other means is sometimes necessary.

a. All IPG I critical requisitions with a valid status of BB/BZ/BV, or any other status with a valid ESD greater than 30 days, will require a document identifier "YE1" to be loaded into R-Supply every 60 days to document all expediting actions that have been taken.

b. Unlike IPG I critical requisitions, IPG I (non-critical), II & III documents do not require the same level of expediting action. Therefore, required YE1 guidance for IPG I records does not apply. If after two generic follow ups (e.g., AF1/AFC) have been submitted, and no response is received, and the external system does not reflect an updated status, a follow up via phone or email will be required. Results of the phone-con/email will be documented via YE1 and will reflect action taken/follow up results.

(1) Follow-up document identifiers are as follows:

DI	Definitions
AC_	Cancellation request by requisitioner.
AK_	Follow up to cancellation request.
AF_	This DI is used only to request current status of requisitions from a LHA. For PD 01-08 demands – after the latest status has been expired for at least three days, an AF_ may be sent. For PD 09-15 demands – after the latest status has been expired for at least seven days, an AF_ may be sent.
AFC	Does not apply, may be submitted; however, unlikely to receive a response from LHA.
AFT	Request for shipment tracer action for materiel shipped via Registered, Insured, Certified Parcel Post, and/or TCN or GBL assigned. Research requisition on all external systems prior to submitting AFT.
AM_	Used to request modification of the Required Delivery Date (RDD), Project Code, Media and Status Code, Supplementary Address, Distribution Code, Signal Code, Fund Code, Advice Code and Priority.
AT_	Used to request current status of a requisition. Additionally, if the supply source has no record of the submitted requisition, this follow-up will be processed as the requisition. AT_ should be submitted only after researching external systems for status. AT_ will not be submitted on part number or TD kit requisitions. Part number requisitions will be inputted into OneTouch and TD kit requisitions will be emailed to kit manager. AT_'s cannot be submitted through R-Supply if there is incoming status loaded to the document. If a regular DTO or repairable stock document has BM status only, submit an AT_ on the documents through NALCOMIS. The AT_ will interface over and process in R-Supply. If the document is

for consumable stock, process an AT_ using OneTouch and load YE1 with batch number.

(2) Requisition Transaction Status Codes are as follows:

Status Code	Definition/Follow-up DI
BA	Item being processed for release and shipment. AF1 - If BA status is greater than 3 days with no further updates.
BB	Item backordered against a due-in to stock. The ESD for release of materiel to the customer is contained in CC 70-73. AF1 – If the ESD is past the current Julian date.
BC	Item or original requisition containing this document number has been back 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 cancelation for the original requisition. AC1 - If substitute offered is acceptable.
BD	Requisition is delayed due to the need to verify requirements pertaining to Authorized Application, Item identification or Technical Data. AF1 – If status is greater than 3 days.
BF	No record of your document on which a follow-up or cancelation request was submitted. If received in response to a cancelation request, subsequently received requisitions or other documents (AM_, AT_) will be returned by the supply source with BF Status. Funds are de-obligated and, if the item is still required, a requisition will be submitted with a new document number. If R-Supply is showing cancelled from the BF status, load AE1-RX status in NALCOMIS to close out the document. If received in response to an erroneous follow-up request, and still required, submit AT_ follow-up to the appropriate activity.
BG	One or more of the following fields in the stock number have been changed (as the result of a formal catalog change): The requisitioned NSN has been replaced by or consolidated with the NSN in the Stock Number Field. The NSN is assigned to a part number that was requisitioned. The FSC has changed, but the NIIN remains the same as originally requisitioned. Review the NSN (FSC & NIIN) to ensure the

requisition under process is for the desired item. If not, submit cancelation request to the Source of Supply (SOS).

AC1 - If substitute is unacceptable.
AF1 - If substitute is acceptable.

BH Service approved substitute/interchangeable item, identified in the stock number field will be supplied. Examine unit of issue, quantity and unit price fields for possible changes. Revise appropriate records accordingly. Additional status will be provided.

AF1 - If ESD is not established or ESD has passed.

BJ Quantity changes to conform to unit pack, adjust the Due in Records accordingly. Unit of issue is not changed.

AF1 - If ESD is not established or ESD has passed.

BK Requisition data elements have been modified as requested by AM_ transaction. Examine data fields in this status document for current requisition data.

AF1 - If ESD is not established.

BM Your document was forwarded to the activity indicated in CC 67-69. Forward all future transactions for this document number to the activity indicated.

AT_ - If status is greater than 3 days.

NOTE: R-Supply does not allow an AT_ after status has been received. If the document is a DTO or repairable stock, submit AT_ in NALCOMIS. If for consumable stock, load AT_ manually in OneTouch or FedMall.

BN Requisition being processed as a free issue. Signal and Fund Code field corrected as noted. Adjust local fund obligated records.

BP AF1 - If ESD is not established.
Requisition has been deferred per customer instructions. The ESD is contained in CC 70-73.

AF1 – If the ESD is past the current Julian date.

BV Item procured and on contract for direct shipment to consignee. The contract shipment date is entered in CC 70-73. No Follow-up action to be performed, expedite via phone or email to ICP. Upon completion of contract negotiation, the requisitioner will be furnished supply status (DI AB_), which will indicate the Procurement Instrument Identification Number (PIIN) and the scheduled ESD. If the scheduled ESD is adjusted, BP status will be provided indicating the new ESD.

BZ Requisition delayed due to processing for Direct Delivery Procurement. Upon completion of procurement action, additional status will be provided. The ESD is indicated in CC 70-73. No Follow-up action to be performed, expedite via phone or email to ICP.

B5 Activity identified by the code in CC 4-6 in receipt of requisitioner's follow-up request. Action to determine current status and/or improve the ESD being attempted. Further status will be furnished.

AF1 – If status received is greater than five days.

B7 Unit price change. The latest unit price for the item identified by the stock number or part number in CC 8-22 is shown in CC 74-80.

AF1 - If ESD is not established.

B8 Quantity requested for cancelation or diversion not accomplished. No follow-up action to be performed. Expedite cancelation via phone or email to ICP. Do not de-obligate funds.

B9 The activity identified by the code in CC 4-6 is in receipt of submitted cancelation 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. DI AK1 can be submitted after 30 days have passed.

C8 Rejected. Vendor will not accept order for quantity less than the quantity indicated in CC 76-80. If requirement still exists, submit a new requisition for a quantity that is not less than what is reflected in CC 76-80.

PD The item has been physically delivered to the artisan by the local industrial activity worksite. Applies to DLA/Navy industrial activity support procedures. No follow-up action to be performed. Track via phone or email to ICP.

NOTE: For a complete list of status codes, refer to reference (auh.

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

Status Code	DEFINITION/FOLLOW-UP DI
NA	Requirement has been validated and outfitting funds are available for obligation, but requisition is being held by the NAVSEA OPN Outfitting Account Allotment Holder (NAVSUP FLCPS) pending availability of system assets. Additional status will be provided when release action is initiated. No follow-up action is required.
NM	Requirement has been validated and is being held by the NAVSEA OPN Outfitting Account Allotment Holder (FISCPS) pending funding authorization. No follow-up action is required. Expedite via phone or email to NAVSUP-WSS IWST. Additional status will be provided when funding is available.
NU	Requisition being processed. Stores account has been changed to Navy Stock Account/Defense Stock Fund. Establish a fund obligation or take

action to cancel. Requisition forwarded to activity indicated in CC 67-69 for action.
AF1 - If status received is greater than five days.

8. Annotating RECAIDS. Annotate each requisition with the Document Identifier (DI) submitted, receiving activity Routing Identifier Code (RIC), and date submitted.

-AF1/SMS/8175

a. A system follow up or annotation is not required if the document has a valid status with a valid ESD (with the exception of IPG I critical).

b. The individual conducting the review and submitting follow-up actions will annotate printed name, signature and date of completion, on the parameters listing page of the RECAID.

9. Input of Follow-up Action and YE1

a. Follow-up. Action is initiated in R-Supply using menu option: LOG > Status > Supply. Enter the document number and suffix (if applicable). Choose outgoing status, then select the follow-up action (AC_, AF_, AK_, AM_ or AT_) from the list and select OK to continue. On the Supply Status Screen, enter data into the appropriate data blocks (RIC, transaction date, etc.). Enter any necessary information appearing in the Enabled Data Blocks of the Status Entry Group Box, click apply. Select the New Request Option to process another record or the Close Screen Option to exit from this process.

b. YE1. If additional comments are necessary, submit a YE1. Action is initiated in R-Supply using menu option: LOG>Status>Supply. Enter the document number and suffix (if applicable). Choose incoming status, then select 'YE1' from the list and select OK to continue. Enter comments as applicable and click apply. Select the New Request Option to process another record or the Close Screen Option to exit from this process.

10. Processing requisitions with exception

a. Requisitions no longer required by the customer. Requisitions identified by the customer during the validation process as No Longer Required (NLR) will have a cancelation request submitted if there is no shipment status or in process status on file (e.g., BA, AS_). Requesting cancelation of a requisition is a two-step process.

(1) Submit a cancelation request (AC1). An information message will be entered into the remarks box, stating why the materiel is no longer required.

(2) If no response is received confirming cancelation after 10 days from date of transmittal of the AC1, submit a follow-up on cancelation request (AK1).

(3) If the holding activity responds, stating the cancelation of the requisition cannot be carried through for any reason, no further attempts will be made to cancel the requisition. If B9 status is received acknowledging receipt of the cancelation request, no further follow-up may be submitted until 30 days after receipt of B9 status.

(a) AC1 Sent within the last 10 Days. No action required.

(b) AC1 Sent More than 10 Days ago (i.e., on the 11th day). Submit AK1 to RI-LHA.

(c) AK1 Sent within Last 10 Days. No action required.

(d) If cancelation status or denial of the cancelation request has not been received after 10 days of an AK1 being sent, check external system for cancellation status. If there is no external cancellation status, a phone-con or email will be sent requesting cancelation. A YE1 information message will be entered stating the cancelation is being transmitted or the requisition will not be canceled.

(e) If 30 days has elapsed from the time of the initial AK1, and it has been confirmed by the section NCOIC and/or the External Supply System the requisition is inactive or considered dead, an internal cancelation (AE1/RX) can be processed in R-Supply.

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

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

b. Demand History Adjustment. There will be times when there are requisitions identified by the customer during the validation process as No Longer Required, due to being received by other means (open purchase, goody locker etc.). Submission of DHA (for consumables) will ensure that all customer demands are included in the Defense Logistics Agencies (DLA) demand planning process. DHAs shall be submitted through DOD FedMall for all materiel obtained by the customer through other sources that are normally supplied by DLA. DHAs shall be submitted for all locally repaired consumables and any additive manufactured parts that are managed by DLA.

(1) Submit DHA (manual). Submit a DHA on a transactional basis if the requisition was cancelled and acquired through other means. Below are some scenarios and reasons to help determine when to submit a DHA.

(a) You cannibalize a part and transfer the existing requisition to another aircraft/end item. In this instance, DLA already has the demand signal and you would not need to do a DHA.

(b) You cannibalize a part and cancel the existing requisition. In this instance, you would submit a DHA because you cancelled the demand signal.

(c) You manufactured the part and cancel the existing requisition. In this instance, you would submit a DHA because you cancelled the demand signal.

(2) Submit DHAs (bulk upload). MILSTRIP transactions should only pertain to those that occurred during that month. Example: The I-Level

locally repaired 100 consumables during the month of November. During the month of December, upload only those requisitions that were locally repaired during the month of November.

c. Customer has no record. If a requisition is outstanding in R-Supply/NALCOMIS, but the customer has no record of the requirement, validate whether the items in "No Longer Required (NLR)," or "Required" by the customer. Take appropriate action based on need of customer.

d. Suffixed Requisitions. In those cases where a requisition is suffixed and referred to more than one activity, a follow-up must be submitted to each activity. Careful attention must be paid to the suffix codes to ensure that the correct suffix code is being viewed. It is not uncommon for a document to have multiple suffix codes assigned. Reversal and re-processing of suffixed records may need to occur to fix a record in some scenarios. Utilize the external supply system to validate appropriate status and update accordingly (as applicable).

e. No Outstanding Record NALCOMIS/R-Supply but required by customer. Any record identified by the customer during the validation process which is not on the reconciliation listing will require research. This research will consist of a review of NALCOMIS and R-Supply to determine if the requirement was previously completed (e.g., canceled, received, etc.). If the requirement is not in NALCOMIS or R-Supply, validate existence in external supply systems. The customer will have to reorder the requisition if still required and not in any system.

f. Processing follow-up action on requisitions with no status. If status is not received within five days from date of initial transmittal of the requisition, send a requisition follow-up (AT_) to the POE. If status is not received within five days after transmission of the requisition follow-up (AT_), the requisition will be passed via electronic means (i.e., OneTouch). R-Supply does not allow an AT_ after status has been received.

(1) If the document is a DTO or repairable stock, submit AT_ in NALCOMIS. If for consumable stock, load AT_ manually in OneTouch or FedMall. If the document is a part number requisition, check OneTouch to see if the document was ever processed. If not, input as normal part number requisition. If the document is a TD kit requisition, do not submit AT_, instead email the kit manager for status. Kit Manager Information can be obtained from: https://www.navair.navy.mil/logistics/deckplate/index.html

(2) For requisitions processed in ASKIT, once requisition has been verified as not appearing in the external system, submit an AT_ requisition status follow up and conduct extraction. Upon completion of follow up action, extract the file from ASKIT and send to the SAA for release.

g. Processing follow-up action for requisitions with shipping status

(1) Follow-up action via R-Supply will not be processed on a requisition receiving shipment (AS, AU, etc.) status or direct delivery (AB1) status. Traceable shipments will be tracked via web-based tracking tools (e.g., DLA MRO Tracker, GTN, FedEx, DHL, UPS, OneTouch, WEBVLIPS, etc.).

(2) Shipment Status Format. For AS, AU status, the shipment date is in position 57-59. The shipment number (GBL, TCN, etc.) is in position 62-76. The mode of shipment is in position 77.

(a) For AB status, the Procurement Instrument Identifier Number (PIIN) is recorded in position 60-72 and the ESD is recorded in position 77-80.

(3) Requisitions are considered to have Overage Shipment Status if the materiel has not been received within 15 days for CONUS shipments or 45 days for OCONUS shipments, from the shipment date. An additional 30 days is authorized to identify Overage Shipment Status Requisitions, conduct the necessary research, prepare and submit the SDR. Once records are determined to have Overage Shipment Status, the actions outlined in the following paragraphs will be taken.

(a) The first step is to determine whether the materiel was received. To determine if the materiel was received, verify if the materiel was delivered to the ASD. In most cases, materiel has been entered into the DLA MRO Tracking Website: https://wegal.ogden.disa.mil/mrostatus/index2.html. When it has been determined, the materiel was delivered to the ASD, check for a Proof of Delivery (POD) in the appropriate division's Completed Transaction File (CTF). If a POD is not on file, check with the customer. If the customer has received the materiel, follow procedures outlined in paragraph 4a (1) of this appendix, to complete the requisition.

(b) If the customer has not received the materiel, coordinate with WMD to determine if materiel was received at the ASD. If materiel was delivered, WMD will process the receipt. If the customer has not received the materiel and the materiel has not been delivered to the ASD, initiate an SDR in accordance with appendix P. WMD will submit SDRs to the issuing activity per appendix P. A YE1 Information Message identifying the Report Control Number (RCN) and expounding information will be entered into R-Supply.

(c) The customer will be notified for the reorder of lost in shipment consumable DTO requisitions. WCB will assist ERS with the reorder process for lost in shipment repairable DTO requisitions. ERS will reconcile as required with WCB for updates on lost in shipment DTO SDRs. For detailed procedures on how to process an SDR, refer to appendix P.

NOTE: All Depot Level Repairable (DLRs) will have a survey processed. Materiel with a dollar threshold over $5,000.00 will have a survey processed.

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

(1) Required Delivery Date (RDD)

(2) Project Code

(3) Media and Status Code

(4) Supplementary Address

(5) Distribution Code

(6) Signal Code

(7) Fund Code

(8) Priority

(9) Advice Code

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

j. Delinquent Materiel Receipt Acknowledgements (DRF). When materiel shipment is confirmed, the issuing activity will monitor for receipt of a DRA. If the DRA is not received, the issuing activity will send a delayed receipt follow-up (DI DRF). The DRFs will come in with normal MILSTRIP transactions from One Touch.

(1) DRF load. When DRFs are loaded into R-Supply, the following actions occur automatically:

(a) If a receipt or DRA is on file that matches the DRF on the document number (including suffix code) and quantity, a DRB is created with no discrepancy code, duplicating data from the DRF.

(b) If no receipt or DRA is on file, a DRB is created, duplicating data from the DRF. In addition, a Discrepancy Indicator Code "F" is written in CC 63 of the DRB.

(c) If the document is completed, but the quantity or suffix code does not match the DRF, the DRF is written to the "rqn_status_in" table, and the user will have to manually review and process the DRB though the incoming status/supply (DRA/DRB) window.

(d) If an incoming DRF suspends in R-Supply for no requisition on file, the document needs to be researched to see why it did not get loaded.

1. If it is possible to load the document, back-fit into NALCOMIS and load appropriate status and receipt. If the document cannot be loaded for some reason, a manual DRB needs to be loaded to either the outgoing file from R-Supply or manually into FedMall.

2. The system will continue to send out DRFs until they receive a DRA/DRB indicating receipt.

(2) Processing exception DRBs. The documents appearing in this window (figure 4-20) have a receipt posted, but the receipt quantity is different than the quantity on the incoming DRF. OMD/WMD will review this window daily and process all transactions. The DRBs have to be manually processed, there is no deleting of records.

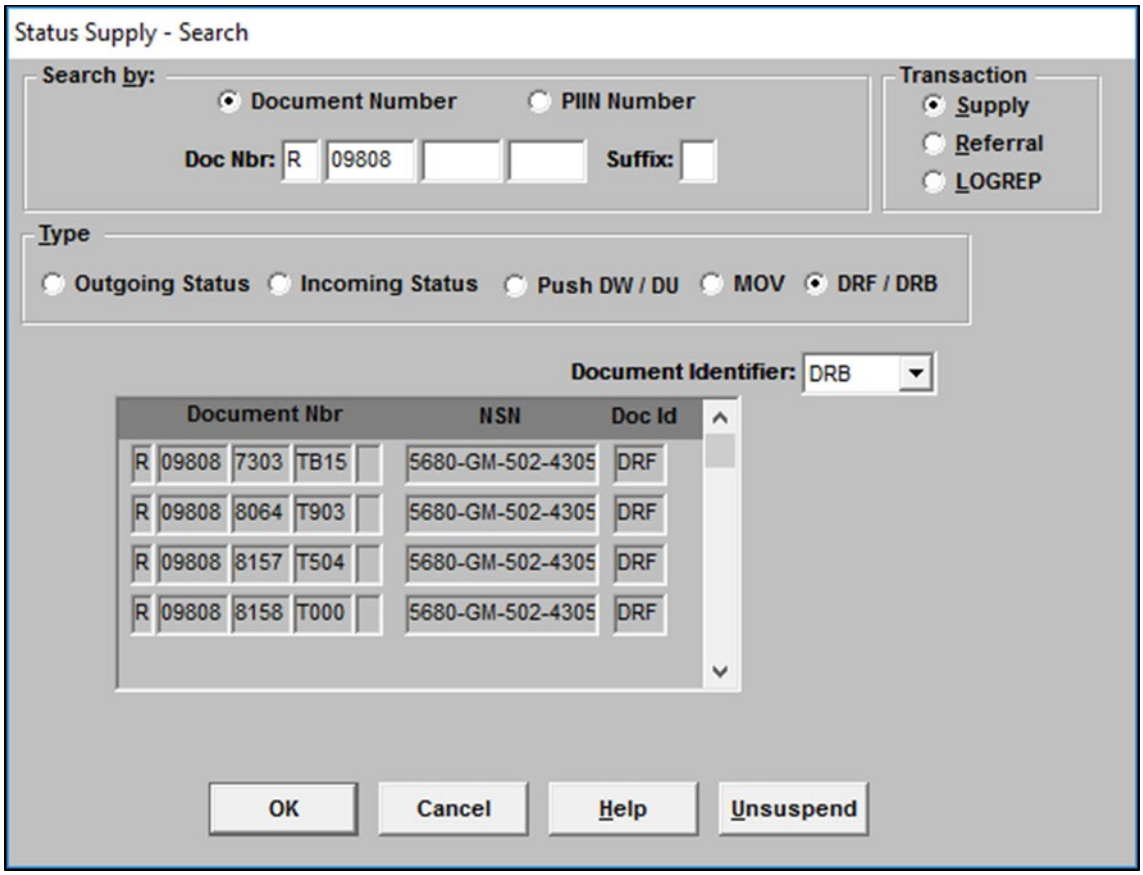


Figure K-8.--Exception DRB.

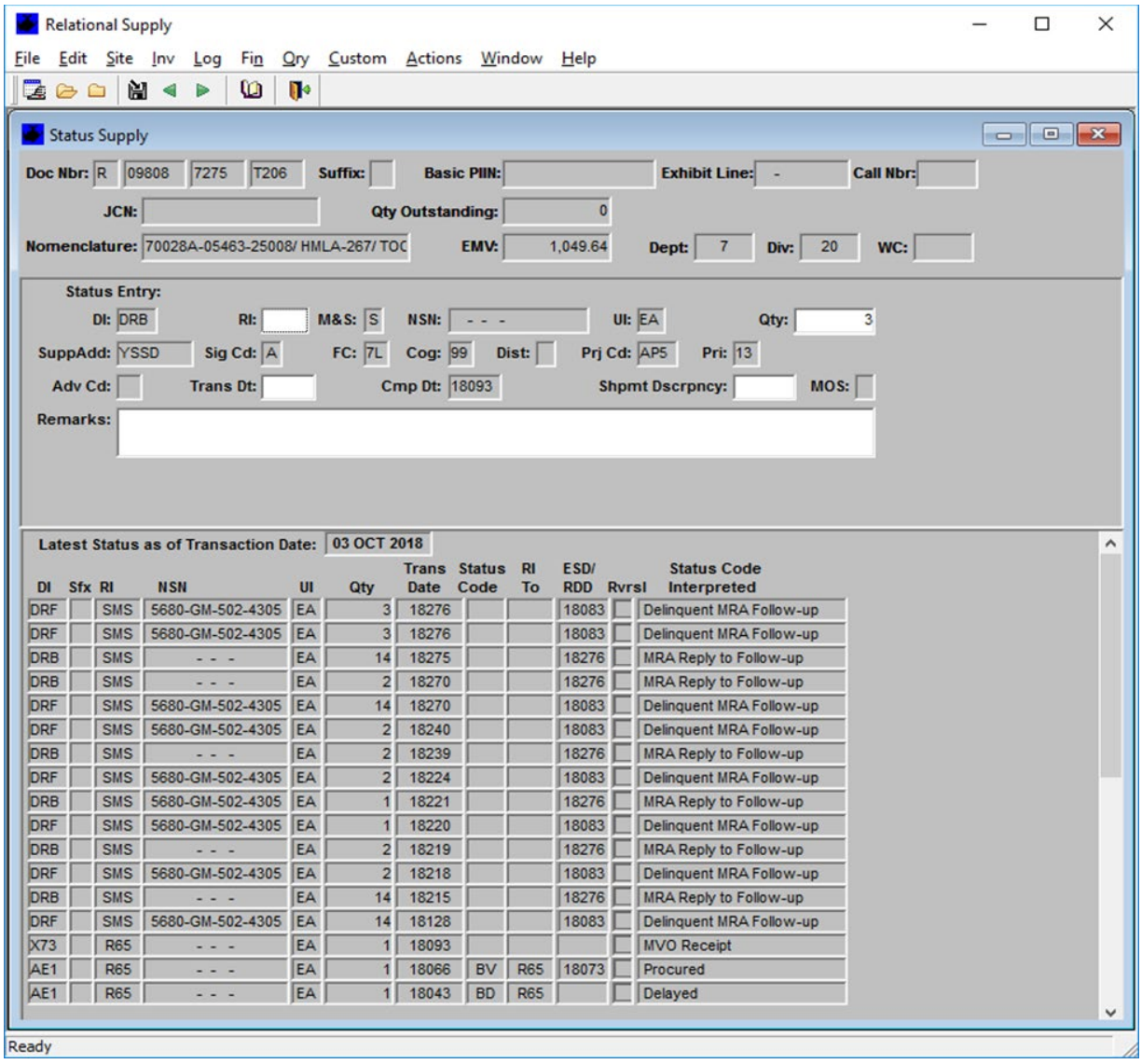


Figure K-8.--Exception DRBs, Continued.

(a) Double click the first record.

(b) Enter the RI of ICP and the trans Dt: (current 5 digit Julian date) and then save the transaction. R-Supply will automatically bring up the next record. Continue to review all documents until completed.

(c) If there was a problem with the original receipt, go to the next record. Reverse the original receipt and process correctly. Then go back and process the DRB.

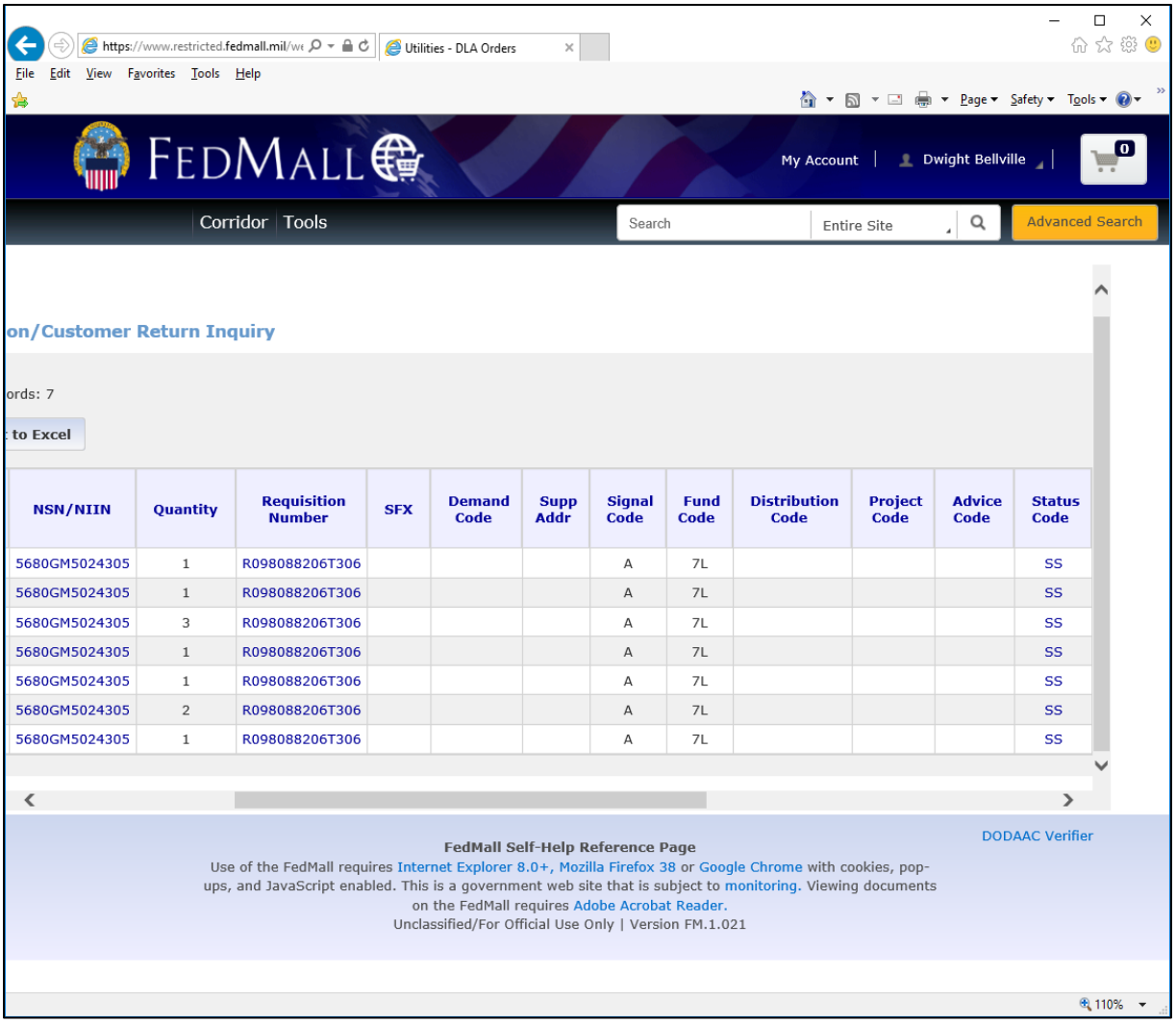


Figure K-9.--Exception DRA.

(3) DRA/DRB exception record examples (FedMall). The above document was a tool document that was loaded in R-Supply as an MVO transaction for one EA. There were seven different items ordered for total quantity of 10. The system will expect seven different incoming DRAs, (one for each shipment). The best way to prevent the incoming DRFs is to manually load a DRA into FEDMALL when each one is received.

(a) Partial Shipments. In the case where a document is shipped in partial shipments, a DRF will be submitted for each shipment. The incoming receipt document should indicate 'partial shipment' at the bottom center of the DD Form 1348-1.

(b) The below document is an example of a partial shipment. The total quantity ordered on the document was for 140. All 140 were shipped but under four different shipment TCNs. The system actually expects that four different receipts be processed and four different DRAs submitted. If all gear came in together and one receipt for 140 were processed, the system will

send out four different DRFs, one for each shipment. The DRFs will write to the pending DRBs for review.

```
AS8SMSS8960011244543 EA00020RXXXXX82220871 YSLBK0 KZV9B233R0980882220871XDXJ
AS8SMSS8960011244543 EA00040RXXXXX82220871 YSLBK0 KZV9B233R0980882220871XCXJ
AS8SMSS8960011244543 EA00040RXXXXX82220871 YSLBK0 KZV9B233R0980882220871XBXJ
AS8SMSS8960011244543 EA00040RXXXXX82220871 YSLBK0 KZV9B233R0980882220871XAXJ
```

APPENDIX L

RELATIONAL SUPPLY/OPTIMIZED NALCOMIS RECONCILIATION

1. Purpose. The purpose of this appendix is to outline procedures for conducting NALCOMIS and R-Supply reconciliation.

2. Background. An automated matching process was developed to compare stock number and requisition data to maintain the integrity of NALCOMIS/R-Supply databases. Reports are generated when discrepancies exist between both databases. Stock number and requisition data can be loaded in NALCOMIS/R-Supply to correct the discrepancy.

3. Overview. The following paragraphs are provided as an overview of the prerequisites and sequence of events when conducting the NALCOMIS/R-Supply reconciliation. The sequence detailed in the following paragraphs allows the reconciliation process to be tailored to an activity's needs. Reports will be run monthly but can be run more frequently. The most efficient method is to schedule all the reports consecutively. Deviations from the order shown in paragraphs 3c through 3e will create excess or duplicate corrections for the Marines working the reports. The Supply Applications Administrator (SAA) is the coordinator of the reconciliation process. This entails working with WMD, and OMD. The SAA will provide SMD, WMD and OMD a copy of all reports. Divisions will legibly print, sign, date, time the reports. Divisions will retain current and prior reports. The reconciliation process is broken down into five basic steps.

a. Step 1. Databases will be maintained using a combination of manual corrections and database alignment programs (DBAGs). Maintenance procedures are detailed in paragraph 4 of this appendix.

b. Step 2. Extract the Stock Item, DTO Due, Sub-Custody, Non-RFI, Support Packages (MALSP) and Stock Due drawdowns from R-Supply.

c. Step 3. Run the reconciliation process for NIIN, DTO Due, Sub-Custody, Non-RFI, Support Packages (MALSP), and Stock Due.

d. Step 4. Run the Report Generator Options.

e. Step 5. Work, annotate, and retain the reconciliation reports.

4. NALCOMIS Database Maintenance. In order to conduct an effective NALCOMIS/R-Supply reconciliation, the NALCOMIS database must be analyzed to identify inaccurate records that will affect the reports. Inaccuracies need to be corrected first, failure to correct will result in duplicate work and larger discrepancy reports.

a. Error Identification. WMD will run the NALCOMIS Program DBAG21 by utilizing the System Subsystem>Utility>Utilities>Data Base>Reports>DBAG21. This process allows the user to review a list of Out of Balance quantities and non-DIFM items attached to a MAF. It specifically identifies discrepancies between the inventory data records and its supporting detail records and discrepancies between the DS02 INVDATA Table Due Quantity and the actual due quantities recorded in the DS03 ITEM Table.

b. Error Correction. All errors generated by DBAG 21 will be corrected by manual research or the following DBAGs:

Error Category	DBAG Program
RFI	DBAG 81
SUSPENSE	DBAG 83
DIFM	DBAG 75
SUBCUSTODY	DBAG 1R
PACK-UP	DBAG 80 and 84
DUES	DBAG 76
IOUs	DBAG 79

c. Recalculation. WMD will run DBAG 17 after each DBAG listed in paragraph 4b above to recalculate ACBAL and Family Group Code Data.

5. Extract R-Supply data. When NALCOMIS Database Maintenance has been performed, information will be extracted from R-Supply [NIIN, Stock Due, DTO Due, NRFI, Sub-Custody and Support Packages (MALSP)] via the drawdown process.

a. Stock Item Drawdown. SAA will ensure the NIIN drawdown is requested properly using the following steps.

(1) Log on to R-Supply.

(2) Select SITE>Management.

(3) Select Site Internal>NALCOMIS Drawdown (figure L-1).

(4) In the NALCOMIS Drawdown screen select "Stock Item" (figure L-2).

(5) In the Select Allowance Type Codes (ATCs) Screen (figure L-3), select all of the Allowance Type Codes Parameters (all nine ATCs should be selected). Select Ok, then select the Apply Icon. Record the Batch Job Number (figure L-4) for approval.

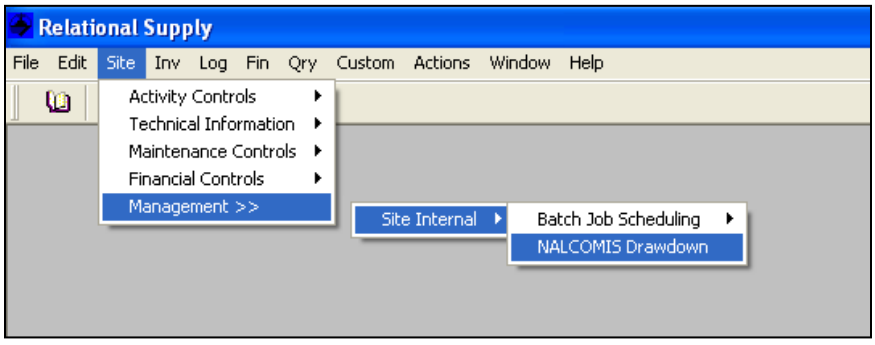


Figure L-1.--Stock Item Drawdown.

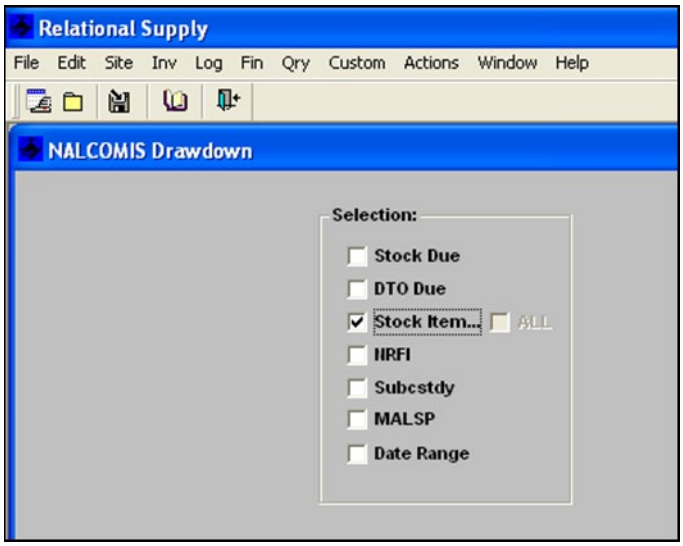


Figure L-2.--Select Allowance Type Codes (ATCs).

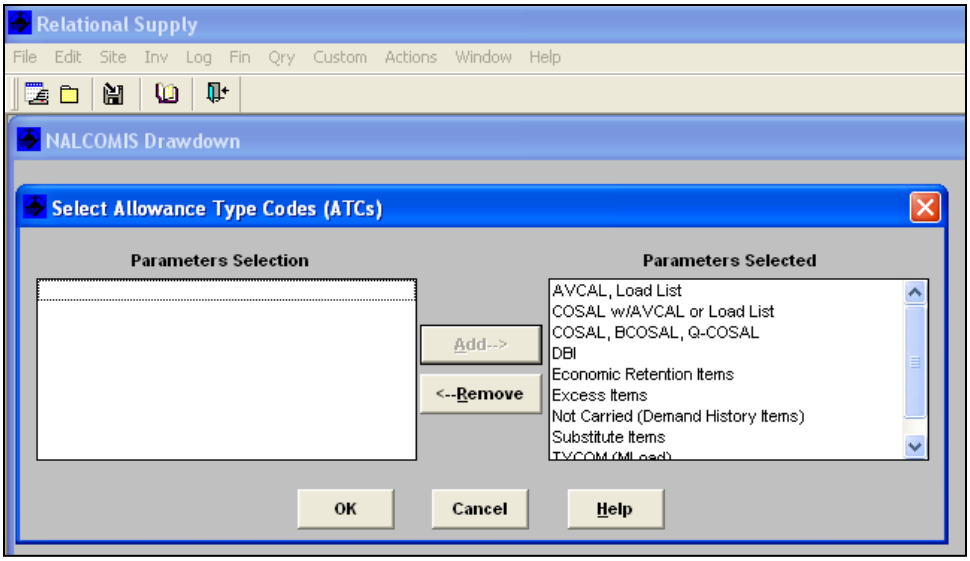


Figure L-3.--Allowance Type Codes Parameters.

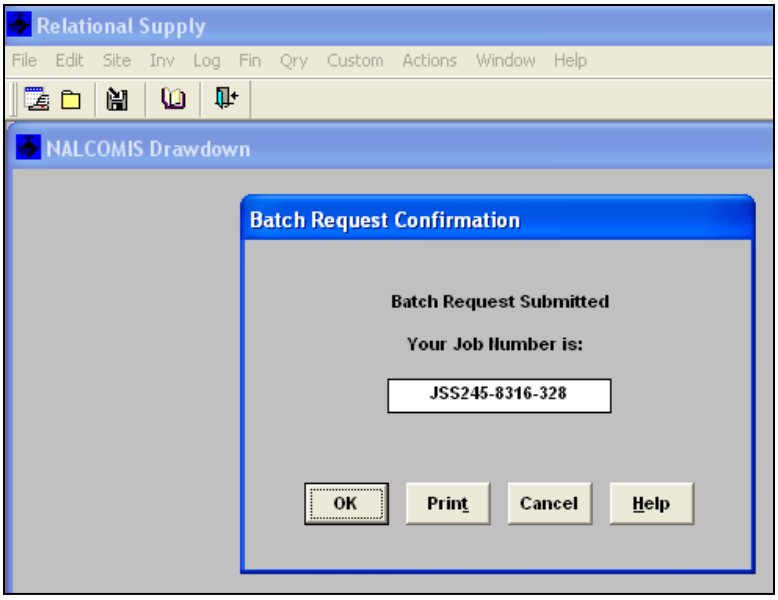


Figure L-4.--Batch Job Number.

(6) Select SITE>Management.

(7) Select Site Internal>Batch Job Scheduling>Approval (figure L-5).

(8) Locate Batch Job Number from list and enter an R in Status Window (figure L-6).

(9) Select the Apply Icon to release the job.

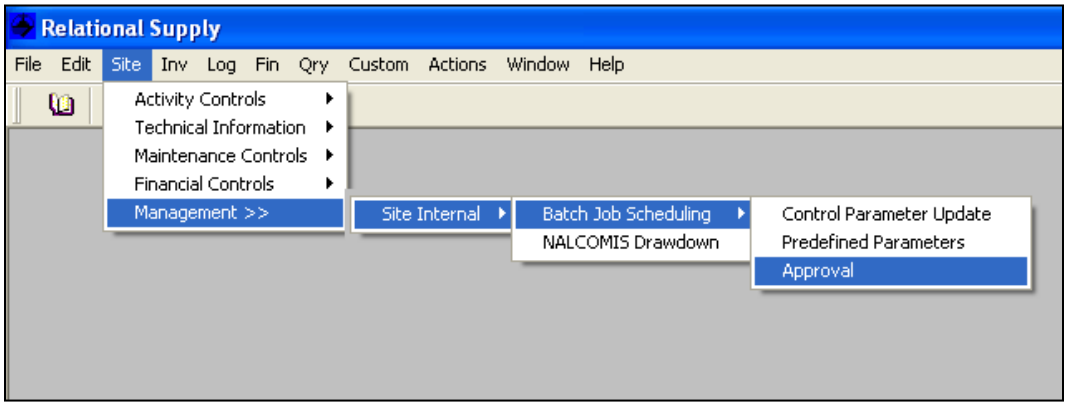


Figure L-5.--Batch Job Approval.

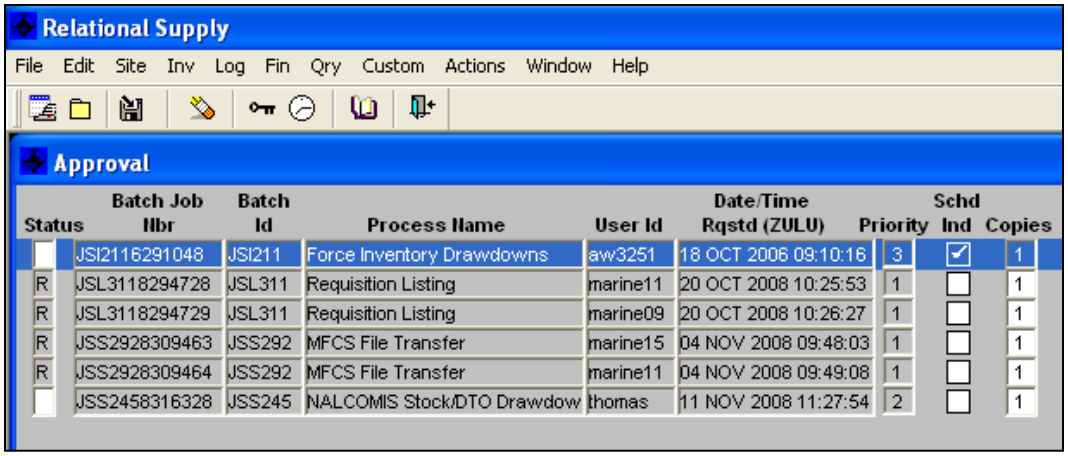


Figure L-6.--Batch Job Release.

(10) Obtain the NALCOMIS Drawdown Sheet generated from the Job Request. The Batch Request Number will be required to run the reconciliation process. This process is detailed in paragraph 7.

b. Stock Due Drawdown. The Supply SAA will ensure the Stock and DTO Due Drawdowns are requested properly using the following steps.

(1) Log on to R-Supply.

(2) Select SITE>Management.

(3) Select Site Internal>NALCOMIS Drawdown (figure L-1).

(4) In the NALCOMIS Drawdown Screen, select Stock Due and then select the Apply Icon (figure L-2).

(5) The pop-up screen will prompt the user to either accept the job requested or cancel the current job selection. Record the Batch Job Number for Approval.

(6) Select SITE>Management.

(7) Select Site Internal>Batch Job Scheduling>Approval (figure L-5).

(8) Locate Batch Job Number from list and enter an R in the Status Window (figure L-6).

(9) Select the Apply Icon to release the job.

(10) The NALCOMIS Drawdown files will now be produced. The Batch Request Number will be required to run the Stock Due Reconciliation Process. This process is detailed in paragraph 7.

c. DTO Due Drawdown for R-Supply. The SAA will ensure the DTO Due Drawdown is requested properly using the following steps.

(1) Log on to R-Supply.

(2) Select SITE>Management.

(3) Select Site Internal>NALCOMIS Drawdown (figure L-1).

(4) On the NALCOMIS Drawdown Screen (figure L-2), select DTO Due and select the Apply Icon.

(5) The pop-up screen will prompt the user to either accept the job request or cancel the current job selection. Record the Batch Job Number for Approval.

(6) Select SITE>Management.

(7) Select Site Internal>Batch Job Scheduling>Approval (figure L-5).

(8) Locate the Batch Job Number from the list and enter an R in the Status Window (figure L-6).

(9) Select the Apply Icon to release the job.

(10) The NALCOMIS Drawdown file will now be produced. The Batch Request Number will be required to run the reconciliation process. This process is detailed in paragraph 7.

d. NRFI Drawdown for R-Supply. The SAA will ensure the NRFI Drawdown is requested properly using the following steps.

(1) Log on to R-Supply.

(2) Select Site>Management.

(3) Select Site Internal>NALCOMIS Drawdown (figure L-1).

(4) On the NALCOMIS Drawdown Screen (figure L-2), select NRFI and then select the Apply Icon.

(5) The pop-up screen will prompt the user to either accept the job request or cancel the current job selection. Record the Batch Job Number for Approval.

(6) Select Site>Management.

(7) Select Site Internal>Batch Job Scheduling>Approval (figure L-5).

(8) Locate the Batch Job Number from the list and enter an R in the Status Window (figure L-6).

(9) Select the Apply Icon to release the job.

(10) The NALCOMIS Drawdown Sheet will now be produced. The Batch Request Number will be required to run the reconciliation process. This process is detailed in paragraph 7.

e. Sub-Custody Drawdown for R-Supply. The SAA will ensure the Sub-Custody Drawdown is requested properly using the following steps.

(1) Log on to R-Supply.

(2) Select Site>Management.

(3) Select Site Internal>NALCOMIS Drawdown (figure L-1).

(4) On the NALCOMIS Drawdown Screen (figure L-2), select Sub-Custody and select the Apply Icon.

(5) The following screen will prompt the user to either accept the job request or cancel the current job selection. Record the Batch Job Number for approval.

(6) Select Site>Management.

(7) Select Site Internal>Batch Job Scheduling>Approval (figure L-5).

(8) Locate the Batch Job Number from the list and enter an R in the Status Window (figure L-6).

(9) Select the Apply Icon to release the job.

(10) The NALCOMIS Drawdown File will now be produced. The Batch Request Number will be required to run the reconciliation process. This process is detailed in paragraph 7.

f. Support Package (MALSP) Drawdown for R-Supply. The SAA will ensure the Support Packages (MALSP) Drawdown is requested properly using the following steps.

(1) Log on to R-Supply.

(2) Select Site>Management.

(3) Select Site Internal>NALCOMIS Drawdown (figure L-1).

(4) On the NALCOMIS Drawdown Screen (figure L-2), select MALSP and select the Apply Icon.

(5) The pop-up screen will prompt the user to either accept the job request or cancel the current job selection. Record the Batch Job Number for Approval.

(6) Select Site>Management.

(7) Select Site Internal>Batch Job Scheduling>Approval (figure L-5).

(8) Locate the Batch Job Number from the list and enter an R in the Status Window (figure L-6).

(9) Select the Apply Icon to release the job.

(10) The NALCOMIS Drawdown File will now be produced. The Batch Request Number will be required to run the reconciliation process. This process is detailed in paragraph 7.

6. NALCOMIS Update Options. The SAA can begin the NALCOMIS reconciliation process with the Batch Request Number provided from the NALCOMIS Drawdown Files.

a. NIIN Reconciliation. Steps 1 - 24 must be run in the order below. These specific steps will ensure NALCOMIS has the most current information and produce the most accurate discrepancy reports. Instructions for working the reports produced from steps 12, 14, 16 and 19 are detailed in paragraph 9. Additional instructions and information can be obtained from the sources listed in paragraph 13.

(1) Log on to NALCOMIS and select the Batch Subsystem.

(2) In the Batch Subsystem select Monthly>Reconciliation>NIIN (figure L-7).

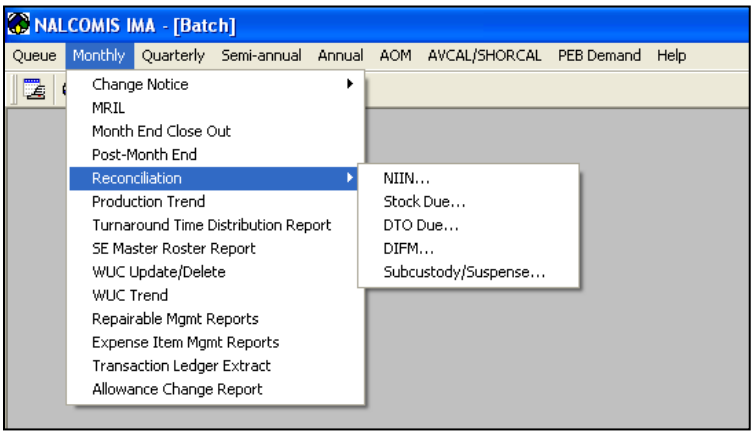


Figure L-7.--NALCOMIS Reconciliation Prompt.

(3) On the NIIN Reconciliation Prompt (figure L-8), select Delete Supply NSN File (J60670) and select OK.

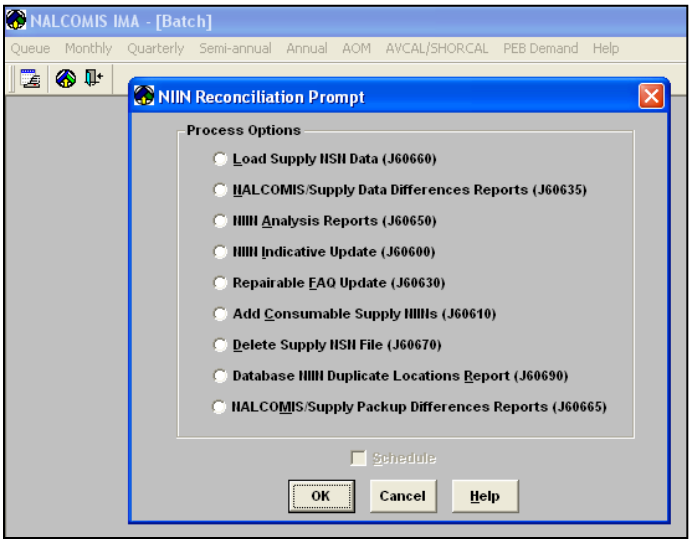


Figure L-8.--NALCOMIS NIIN Reconciliation Prompt.

(4) The user will now be asked "All Required Process have not been run submit Anyway?" select Yes.

(5) Release the Delete Supply NSN File (J60670) Batch Process from the Job Request Queue (figure L-9 and L-10) Reports>Queue>Job Request.

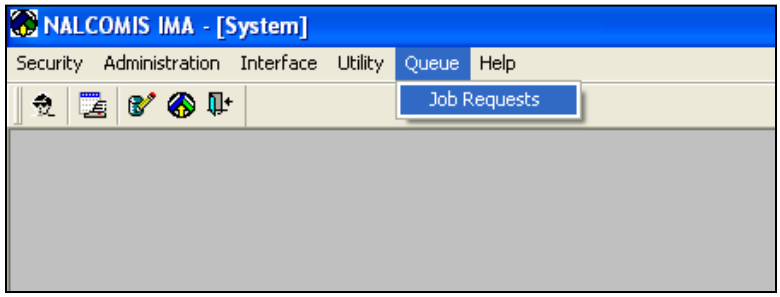


Figure L-9.--NALCOMIS Job Request.

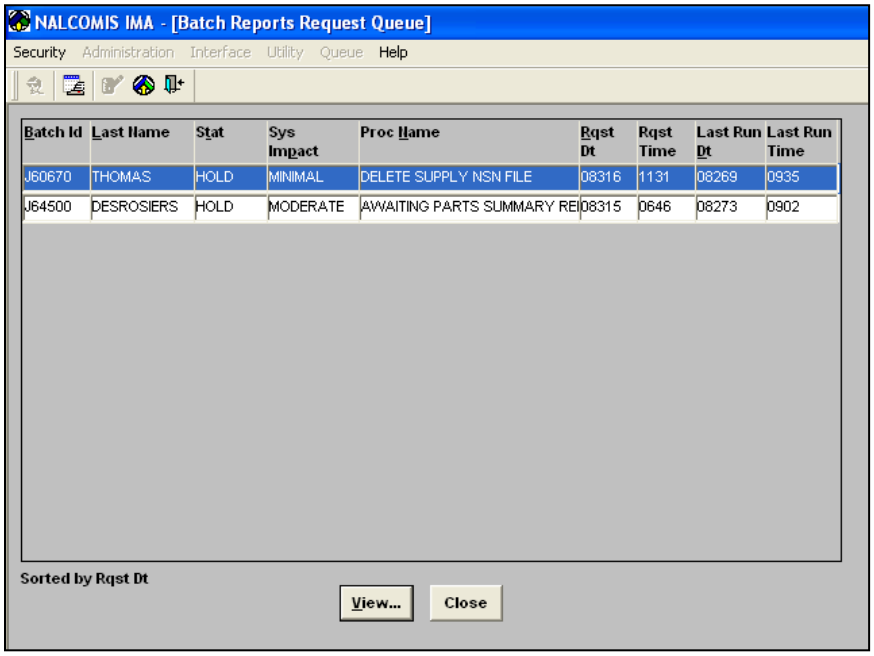


Figure L-10.--NALCOMIS Batch Reports Request Queue.

(6) For the NALCOMIS IMA Submit Batch Process for Delete Supply NSN File (J60670) (figure L-11) select YES.

(7) On the NIIN Reconciliation Prompt, select Load Supply Data (J60660) (figure L-8) and select OK. Ensure the Delete Supply NSN Job has completed otherwise this job will not provide correct information.

(8) On the Load Supply NSN (J60660) Prompt, enter the Input Supply Filename (filename of the file transferred to NALCOMIS) and select OK.

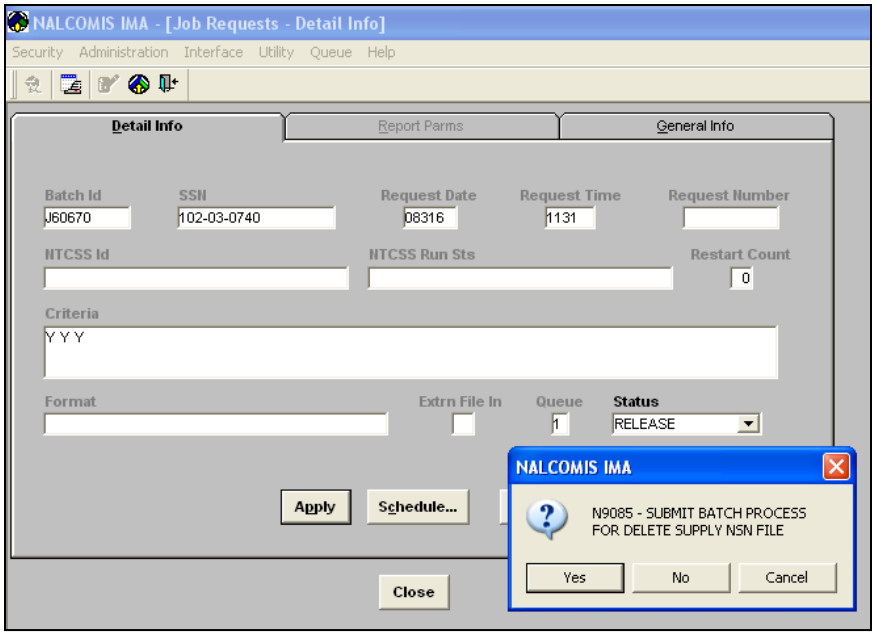


Figure L-11.--NALCOMIS IMA Submit Batch Process.

(9) Release the Load Supply NSN File (J60660) Batch Process from the Job Request Queue Reports>Queue>Job Request (figure L-9 and L-10).

(10) On the NALCOMIS IMA Submit Batch Process for Load Supply NSN File (figure L-11) select YES.

(11) Now select the printer you want the output to go to and select OK.

(12) Next, there will be a message generated asking the user "Do you want to print this Report"; Select No. This process produces the COG/MCC Not on NALCOMIS Report automatically.

(13) On the NIIN Reconciliation Prompt, select the NIIN Indicative Update (J60600) (figure L-8) and select OK. Ensure the Load Supply NSN Job has completed otherwise this job will not provide correct information.

(14) On the NIIN Indicative Update (J60600) Prompt, select OK.

NOTE: Do not select Location Blanking or Record Blanking as not all NIINS in R-Supply are extracted in the draw-down process. Location Blanking can be ran quarterly or when duplicate locations are found in NALCOMIS. Record Blanking is ran only after a Re-AVCAL. Under Process Options, select Produce all Reports.

(15) Release the NIIN Indicative Update (J60600) Batch Process from the Job Request Queue Reports>Queue>Job Request.

(16) On the NALCOMIS IMA Submit Batch Process for NIIN Indicative Update select YES. This process produces the following reports automatically.

(a) COG Exception Report: Repairable to Consumable.

(b) COG Exception Report: Consumable to Repairable.

(c) PEB Discrepancy Report.

(d) Supply NIINS not in NALCOMIS Report.

(e) Location Exception Report: Supply Primary Location Blank - NALCOMIS ACBAL not Zero.

(17) On the NIIN Reconciliation Prompt, select the Add Consumable Supply NIINs (J60610) and select OK. Ensure the NIIN Indicative Update Job has completed otherwise this job will not provide correct information.

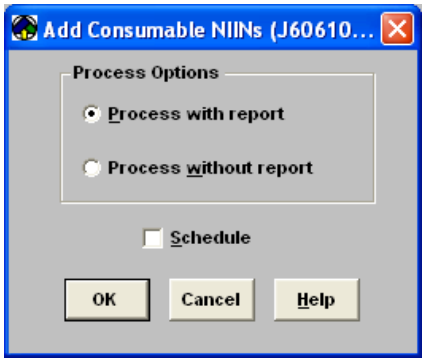


Figure L-12.--Add Consumable NIINs.

NOTE: Both Process with Report and Process without Report on figure L-12 will update the database; however, only Process with Reports will print the report.

(18) Release the Add Consumable Supply NIIN (J60610) Batch Process from the Job Request Queue Reports>Queue>Job Request.

(19) On the NALCOMIS IMA Submit Batch Process for Add Consumable Supply NIINs (J60610) select YES. The Supply NIINs Added to NALCOMIS Report is automatically produced.

(20) On the NIIN Reconciliation Prompt, select the Repairable FAQ Update (J60630) and select OK.

NOTE: Ensure the Add Consumable Supply NIIN Job has completed otherwise this job will not provide correct information.

(21) Repairable FAQ Update (J60630) Prompt. Selecting this option will produce the Information Listing of all changes made to NALCOMIS.

NOTE: This report is very large and unworkable. It is recommended not to print this report. By not selecting the box in figure L-13, the report will not be printed. Just select OK.

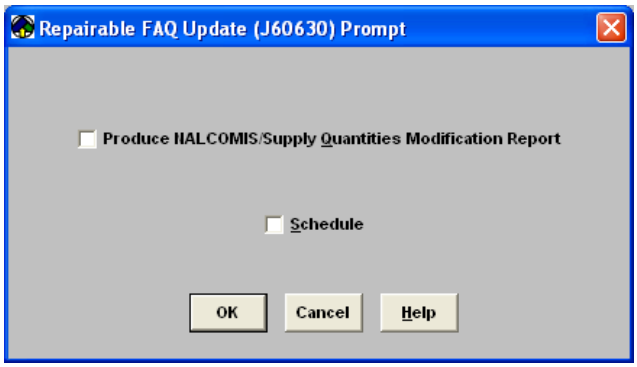


Figure L-13.--Repairable FAQ Update (J60630) Prompt.

(22) Release the Repairable FAQ Update (J60630) Batch Process from the Job Request Queue Reports>Queue>Job Request.

(23) In the NALCOMIS IMA Submit Batch Process for Repairable FAQ Update select YES.

(24) Run the NIIN Reconciliation Report Generators. This procedure is detailed in paragraph 8.

NOTE: When all reconciliation reports are being executed at the same time, step 24 can be conducted at the end of the NALCOMIS Update Options.

b. Stock Due Reconciliation. Steps 1 - 15 must be run in the order below. This will ensure NALCOMIS has the most current information and produces the most accurate discrepancy reports. Instructions for working the reports produced from steps 9 and 14 are detailed in paragraph 9. Additional instructions and information can be obtained from the sources listed in paragraph 13.

(1) Log on to the NALCOMIS IMA System.

(2) Select the Batch Subsystem Icon.

(3) On the Batch Subsystem select the Monthly>Reconciliation>Stock Due Options.

(4) On the Repairable Stock Due Reconciliation Prompt, select the Load Supply Stock Due File (J60641) and select OK.

(5) On the Load Supply Stock Due (J60641) Prompt, enter the Input Supply Filename (filename of the file transferred to NALCOMIS). Place a check on the Produce Exception Report Box and select OK.

(6) Release the Load Stock Due Indexed File (J60641) Batch Process from the Job Request Queue Reports>Queue>Job Request.

(7) On the NALCOMIS IMA Submit Batch Process for Load Stock Due Indexed File select Yes.

(8) On the NTCSS II Select Printer Window, select the appropriate printer you wish the output to be printed to and select OK.

(9) On the NALCOMIS IMA Batch Process Submitted Screen, you will be asked "Do you want to print this message?" It is recommended you select No (This process will simply print this screen for verification). This process produces the following reports automatically.

(a) NALCOMIS/Supply Stock Due Load Exception Report.

(b) Repairable Stock Dues.

(10) Go back into the Repairable Stock Due Reconciliation Prompt and select Add Supply Stock Dues and Produce Report (J60645) and select OK.

(11) Release the Repairable Stock Due Update (J60645) Batch Process from the Job Request Queue Reports>Queue>Job Request.

(12) On the NALCOMIS IMA Submit Batch Process for Repairable Stock Due Update, select Yes.

(13) On the NTCSS II Select Printer Window, select the appropriate printer you wish the output to be printed to and select OK.

(14) On the NALCOMIS IMA Batch Process Submitted Screen you will be asked "Do you want to print this message?" It is recommended you select NO (This process will simply print this screen for verification). This process produces the following reports automatically.

(a) NALCOMIS Requisitions not on Supply Files.

(b) Repairable Stock Dues.

(c) Supply Requisitions not in NALCOMIS.

(15) Run the Stock Due Reconciliation Report Generator. This procedure is detailed in paragraph 8.

NOTE: When all reconciliation reports are being executed at the same time, step 15 can be conducted at the end of the NALCOMIS Update Options.

c. DTO Due Reconciliation. Steps 1 – 8 must be executed in the order shown. This will ensure NALCOMIS has the most current information and produce the most accurate discrepancy reports.

(1) Log on to the NALCOMIS system.

(2) Select the Batch Subsystem Icon.

(3) In the Batch Subsystem menu select Monthly>Reconciliation>DTO Due Option.

(4) On the Repairable DTO Due Reconciliation Prompt, select Load Supply DTO Due File (J60681) and select OK.

(5) On the Load Supply DTO Due (J60681) Prompt, enter the Input Supply Filename (filename of the file transferred to NALCOMIS) and select OK.

(6) Release the Load DTO Due File (J60681) Batch Process from the Job Request Queue Reports>Queue>Job Request.

(7) On the NALCOMIS IMA Submit Batch Process for Load DTO File, select Yes.

NOTE: There is no output provided through this option.

(8) Run the DTO Due Reconciliation Report Generator. This procedure is detailed in paragraph 8.

NOTE: When all reconciliation reports are being executed at the same time, step 8 can be conducted at the end of the NALCOMIS Update Options.

d. Support Package (MALSP) Reconciliation. Steps 1 - 6 must be run in the order below. This will ensure NALCOMIS has the most current information and produce the most accurate discrepancy reports.

(1) Log on to the NALCOMIS System.

(2) Select the Batch Subsystem Icon.

(3) On the Batch Subsystem Menu, select Monthly>Reconciliation>NIIN Option.

(4) On the NIIN Reconciliation Prompt, select NALCOMIS/Supply Pack-up Differences (J60665) and select OK.

(5) On the NALCOMIS/Supply Pack-up Differences (J60665) Prompt, enter the Input Supply Filename (filename of the file transferred to NALCOMIS) and select OK.

(6) Release the NALCOMIS/Supply Pack-up Differences (J60665) Batch Process from the Job Request Queue Reports>Queue>Job Request.

(7) On the NALCOMIS IMA Submit Batch Process for Sub-Custody/Suspense Recon Process FILE (figure L-11), select Yes.

(8) Now select the printer you want the output to go to and select OK.

(9) A message will be generated asking the user "Do you want to print this message?" Select NO. This process produces the Sub-Custody/Suspense Recon Report automatically.

(a) NALCOMIS IMA Pack-up Records not on R-Supply.

(b) NALCOMIS IMA Pack-up Quantities not Equal to R-Supply Quantities.

(c) R-Supply Pack-up Records Added to NALCOMIS.

e. DIFM Non-RFI Reconciliation. Steps 1 - 6 must be run in the order below. This will ensure NALCOMIS has the most current information and produces the most accurate discrepancy reports.

(1) Log on to the NALCOMIS System.

(2) Select the Batch Subsystem Icon.

(3) On the Batch Subsystem Menu, select the Monthly>Reconciliation> DIFM Option.

(4) On the DIFM Recon Process (J60710) Prompt, enter the Input Supply Filename (filename of the file transferred to NALC) provided from the NALCOMIS Drawdown Sheet and select OK.

(5) Release the DIFM Recon Process (J60710) Batch Process from the Job Request Queue Reports>Queue>Job Request.

(6) On the NALCOMIS IMA Submit Batch Process for DIFM Recon File (figure L-11), select Yes.

(7) Select the printer you want the output to go to and select OK.

(8) A message will be asking the user "Do you want to print this message?" Select No. This process produces the DIFM Reconciliation Report automatically.

(a) R-Supply not on NALCOMIS.

(b) NALCOMIS not on R-Supply.

(c) DDSN Matched – Different NIIN.

f. Sub-Custody/Suspense Reconciliation. The following steps must be executed in order. This will ensure NALCOMIS has the most current information and produces the most accurate discrepancy reports.

(1) Log on to the NALCOMIS System.

(2) Select the Batch Subsystem Icon.

(3) On the Batch Subsystem menu, select "Monthly>Reconciliation> Sub-Custody/Suspense Option".

(4) On the Sub-Custody/Response Recon Process (J60720) Prompt, enter the Input Supply Filename (filename of the file transferred to NALCOMIS) and select OK.

(5) Release the Sub-Custody/Suspense Recon Process (J60720) Batch Process from the Job Request Queue Reports>Queue>Job Request.

(6) On the NALCOMIS IMA Submit Batch Process for Sub-Custody/Suspense Recon Process File (figure L-11), select Yes.

(7) Select the printer you want the output to go to and select OK.

(8) A message will be generated asking the user "Do you want to print this message?" Select No. This process produces the Sub-Custody/Suspense Recon Report automatically.

(a) R-Supply Not on NALCOMIS.

(b) NALCOMIS Not on R-Supply.

(c) Unmatched Quantities.

(d) DDSN Matched – Different NIIN.

8. Report Generator Options. Once NALCOMIS has been updated in accordance with paragraph 7, the individual user can produce reconciliation reports as shown. The procedures for working these reports are detailed in paragraph 9. Additional instructions and information can be obtained from the sources listed in paragraph 13.

a. Log on to NALCOMIS.

b. Select the Batch Subsystem Icon.

c. From the Batch Subsystem Menu, select Monthly>Reconciliation.

d. Select the options "NIIN", "Stock Due" or "DTO Due" depending upon which reports are being requested.

(1) NIIN Reconciliation Reports. On the NALCOMIS IMA Batch Subsystem Menu, select Monthly>Reconciliation>NIIN and select one or all the below listed options.

(a) Option 2 NALCOMIS/Supply Data Differences Reports (J60635). This option will produce the following reports:

1. NALCOMIS/Supply Exception Report

a. COG Exception Report.

b. PEB Discrepancy Report.

2. Supply NIINs not on NALCOMIS Report

a. Repairables.

b. Consumables.

3. NALCOMIS/Supply Comparison Report

a. Repairables.

b. Consumables.

c. NALCOMIS/Supply Head of Family Discrepancy Report.

d. ONHAND/Fixed Allowance Qty Mismatch (Repairables).

(b) Option 3 NIIN Analysis Report (J60650). This option will produce the following reports:

1. NSN Record Exception Report.

2. NSN Records with no COG Symbol.

3. NSN Records Assigned Repairable COG with Blank MCC.

4. NSN Records with Repairable COG/MCC but no FGC Assigned.

5. Repairable NSN Records with no Head of Family NSN.

6. Supply Products Indicator Listing.

7. COG/MCC not on NALCOMIS.

(c) Option 8 Database NIIN Duplicate Location Report (J60690). This option will produce the following report:

1. NIIN Duplicate Location Report.

(2) Stock Due Reconciliation Reports

(a) On the NALCOMIS IMA Batch Subsystem Menu, select Monthly>Reconciliation>Stock Due.

(b) On the Repairable Stock Due Reconciliation Prompt Menu, select NALCOMIS/Supply Stock Dues Difference Reports (J60640).

(c) NALCOMIS/Supply Stock Dues Difference Reports (J60640) will produce the following reports:

1. NALCOMIS Requisitions not on Supply Files, (Repairable).

2. Supply Requisitions not in NALCOMIS Requisitions, (Repairable).

(2) DTO Due Reconciliation Reports

(a) On the NALCOMIS IMA Batch Subsystem Menu, select Monthly>Reconciliation>DTO Due.

(b) On the Repairable DTO Due Reconciliation Prompt Menu, select NALCOMIS/Supply DTO Dues Differences Reports (J60680).

(c) NALCOMIS/Supply DTO Dues Difference Report (J60680) will produce the following reports:

1. Supply DTO Requisitions not on NALCOMIS.

2. NALCOMIS DTO Requisitions not on Tape.

9. Working the reconciliation reports. Reconciliation reports will be worked immediately, and corrective transactions processed. Instructions for working the reports are contained in subsequent paragraphs. Reports that are executed via R-Supply are broken down by category (NIIN, Stock Due, DTO Due, Support Packages (MALSP), DIFM and Sub-Custody) and production options (NALCOMIS Update or Report Generator). Due to the way these programs have been written, some reports are produced twice (from the update options and from the report generator options). When duplicate reports are received, compare them to ensure all records are identified and they are worked once. Duplicate reports are identified by an asterisk (*).

a. R-Supply NIIN Reconciliation Reports

(1) Load Supply NSN File (J60660)

(a) Reconciliation Load Exception Report (N6R60660)

1. COG/MCC not on NALCOMIS. This report lists all COG/MCC combinations from R-Supply Item Table not listed on the NALCOMIS Site Validation Table.

a. Valid COG/MCC. If the COG/MCC combination is valid, OMD will annotate the reconciliation report and forward it to the SAA for action. The SAA will load the data to the NALCOMIS tables using the System Submenu, Administration>System Tables>Site Validation>COG/MCC Repairable Valid. Once the SAA has loaded the table changes, the reconciliation reports will be annotated and returned to the appropriate division for filing.

b. Invalid COG/MCC. If the COG/MCC combination is invalid, OMD will identify the NIIN via R-Supply ADHOC - Item Table and input the correct COG/MCC in R-Supply and NALCOMIS OMD will use the Supply Submenu MRF>Search Screen to annotate and file the listing. The SAA will then ensure the R-Supply Validation Tables match or make changes as appropriate.

(2) NIIN Indicative Update (J60600)

(a) Location Exception Report (N6R60607)

1. MSIR Errors/Duplicate locations. This report shows records in NALCOMIS and R-Supply with duplicate locations. Prior to removing erroneous locations from the database, verify physical duplicate locations in storeroom for correct NIIN and continue with consolidation procedures. WCB will use the NALCOMIS Supply Submenu MRF>Search>Locations and R-Supply Inventory>Stock Item>Storeroom Locations to delete erroneous duplicate location. The report will be annotated and filed by WCB.

2. No BMF/MSIR Record - NALCOMIS ACBAL not Zero. This report will show records in R-Supply with an O/H quantity, in any condition, with no location. This is worked and filed by WCB. WCB will conduct a spot inventory on the FGC and verify O/H quantity. When the quantity is verified, WCB will log in to R-Supply and add the location given by NALCOMIS using the Supply Submenu INV>Stock Item>Maintaining Storeroom LOCS Screen.

(b) Supply NIINS not on NALCOMIS Report (N6R60670)

1. Repairables. This report will show repairable NIINs in R-Supply and not in NALCOMIS. It is worked and filed by OMD. OMD will determine if the NIIN is valid, load it to NALCOMIS using the Supply Submenu MRF>New (New Master Record Prompt).

2. Consumables. This report will show consumable NIINs in R-Supply and not in NALCOMIS. It is worked and filed by the OMD. This report can be automatically worked utilizing the Add Consumable Supply NIINs (J60610). If the NIIN Reconciliation is executed in the correct order, this report will produce a negative output.

NOTE: This option will not add CAGE/Part Number information. This information must be manually loaded to NALCOMIS. This report must be retained by the SAA for two (2) years and individually signed, date, and legibly printed or stamped by the person conducting and reviewing the report.

(c) NALCOMIS/Supply Modified NIIN Report (N6R60675)

1. Repairables. This report lists information that has been modified on a repairable stock record. If the modification is erroneous take the appropriate action to correct the stock record.

2. Consumables. This report lists information that has been modified on a repairable stock record. If the modification is erroneous take the appropriate action to correct the stock record.

(d) NALCOMIS/Supply Exception Report (N6R60677)

1. COG Exception: Repairable to Consumable. This report will list items having a consumable or repairable COG in R-Supply and vice versa in NALCOMIS. WCB will need to check FEDLOG and NAVY ERP to obtain the correct materiel information for the NIIN(s) on this report. WCB will use the Supply Submenu MRF>Search screen to update NALCOMIS and R-Supply Maintain Stock Item to make appropriate changes. The listing will be annotated and filed.

2. COG Exception: Consumable to Repairable. This report will list items having a consumable or repairable COG in R-Supply and vice versa in NALCOMIS. WCB will need to check FEDLOG and NAVY ERP to obtain the correct materiel information for the NIIN(s) on this report. WCB will use the Supply Submenu MRF>Search screen to update NALCOMIS and R-Supply Maintain Stock Item to make appropriate changes. The listing will be annotated and filed.

3. PEB Discrepancy Report. This report will list items having a PEB Flag set in one system and not in the other. A negative report is produced if no records fall into this category. WCB will forward this report to the PEB. PEB will make corrections, annotate, legibly print, sign, date, and time the report, and return it to WCB for filing.

(3) NALCOMIS/Supply Data Differences Reports (J60635)

(a) Supply NIINS not on NALCOMIS Report (N6R60670)

1. Repairables. This report will show repairable NIINs in R-Supply and not in NALCOMIS. It is worked and filed by OMD. OMD will determine if the NIIN is valid, load it to NALCOMIS using the Supply Submenu MRF>New (New Master Record Prompt).

2. Consumables. This report will show consumable NIINs in R-Supply and not in NALCOMIS. It is worked and filed by the OMD. This report can be automatically worked utilizing the Add Consumable Supply NIINs (J60610). If the NIIN Reconciliation is executed in the correct order, this report will produce a negative output.

NOTE: This report, Supply NIINS not on NALCOMIS Report (N6R60670), is also on the NIIN Indicative but may have different records that require action. This report must be retained by the SAA for two (2) years and individually signed, date, and legibly printed or stamped by the person conducting and reviewing the report.

(b) NALCOMIS/Supply Comparison Report (N6R60671). Every NIIN on this report will have a difference between NALCOMIS and R-Supply in at least one of the columns displayed. Most differences are easily identified (e.g.,

NALCOMIS has a SMIC, and R-Supply does not; there is a difference in the unit price or the net price). If the difference is not obvious, the problem may be in the locations. For example, R-Supply may not have a numeric zero as part of a location and NALCOMIS has an alpha character O in the corresponding position. Some printers do not differentiate between a numeric zero and an alpha character O, but these differences would be obvious if the data were displayed on a computer screen via NALCOMIS or R-Supply query. WCB will correct invalid data using the NALCOMIS Supply Submenu MRF>Search (Master Record Prompt), annotate the report and file it.

(c) Head of Family Discrepancy Report (N6R60672). This report is worked and filed by WCB. The NIINs on this report have different Prime/Sub Relationship Data on R-Supply and NALCOMIS. The NIINs are (1) loaded to R-Supply as ATCs 1, 2 or 3, but are recorded in NALCOMIS as a member (FRC = M); or (2) loaded to R-Supply as other than ATCs 1, 2 or 3 and are recorded on NALCOMIS as a Head of Family (HOF) (FRC = H). WCB will research the Family Relationship Code in the NAVY ERP database and load the correct family relationships in NALCOMIS. After NALCOMIS is correct, WCB will verify and correct R-Supply data to match NALCOMIS. The HOF NIIN must not be recorded in R-Supply as an ATC 9. In the event an allowance is authorized for both the HOF NIIN and the member NIIN(s), WCB will combine the allowances and load the combined allowance to the HOF NIIN. Documentation of this process will be provided to SMD who will update the appropriate Building Block Allowances. Occasionally repairable items must be loaded to R-Supply prior to receiving an authorized fixed allowance. In this case, WCB will load the HOF NIIN to R-Supply as an ATC 8. These records will be displayed on this report, but require no corrective action. WCB will annotate "Valid ATC 8" next to these records. Once all records are corrected/annotated, WCB will file this report.

(d) Quantities Discrepancy Report (N6R60673)

1. On Hand/Fixed Allowance Qty Mismatch - Repairable. This report lists repairable NIINs which have either a discrepancy between the NALCOMIS ACBAL and the R-Supply O/H quantities or the NALCOMIS FAQ and the R-Supply requisition objective or both. WCB will research each NIIN on this report and correct all discrepancies between the NALCOMIS ACBAL/FAQ and the R-Supply O/H and RO quantities.

2. On Hand/Fixed Allowance Qty Mismatch – Consumables. This report should be negative due to consumables not having an ACBAL or FAQ in NALCOMIS.

NOTE: This report must be retained by the SAA for two (2) years and individually signed, date, and legibly printed or stamped by the person conducting and reviewing the report.

(e) NALCOMIS/Supply Exception Report (N6R60677)

1. COG Exception: Repairable to Consumable. This report will list items having a consumable or repairable COG in R-Supply and vice versa in NALCOMIS. WCB will need to check FEDLOG and NAVY ERP to obtain the correct materiel information for the NIIN(s) on this report. WCB will use the Supply Submenu MRF>Search screen to update NALCOMIS and R-Supply Maintain Stock Item to make appropriate changes. The listing will be annotated and filed.

2. COG Exception: Consumable to Repairable. This report will list items having a consumable or repairable COG in R-Supply and vice versa in NALCOMIS. WCB will need to check FEDLOG and NAVY ERP to obtain the correct materiel information for the NIIN(s) on this report. WCB will use the Supply Submenu MRF>Search screen to update NALCOMIS and R-Supply Maintain Stock Item to make appropriate changes. The listing will be annotated and filed.

3. PEB Discrepancy Report. This report will list items having a PEB Flag set in one system and not in the other. A negative report is produced if no records fall into this category. WCB will forward this report to the PEB. PEB will make corrections, annotate, legibly print, sign, date, and time the report, and return it to WCB for filing.

NOTE: This report, NALCOMIS/Supply Exception Report (N6R60677), is also on the NIIN Indicative but may have different records that require action.

(4) NIIN Analysis Report (J60650)

(a) NSN Records with no COG Symbol (N6R60650). OMD will research the NIINs and determine the correct COG/MCC and load to NALCOMIS using the Supply Submenu MRF>Search (Master Record Prompt). If the Master Record Search errors because the COG/MCC combination is not in NALCOMIS COG/MCC Repairable Validation Table, OMD will annotate the reconciliation report and forward it to the SAA for action. The SAA will load the data to the NALCOMIS Tables using the System Submenu Administration>System Tables>Site Validation>COG/MCC Repairable (System Table Addition). Once the SAA has loaded the table changes, the reconciliation reports will be annotated and returned to the appropriate division for action and filing. The SAA will also annotate the System/Table Reports and request a new set of Validation Table Reports when all changes have been made.

(b) NSN Records assigned Repairable COG with blank MCC (N6R60651). OMD will research the NIINs, determine the correct COG, annotate the reconciliation report and load the information to NALCOMIS using the Supply Submenu MRF>Search (Master Record Search Prompt). If the Master Record Search errors because the COG/MCC combination is not in the NALCOMIS Site Validation Table, OMD will annotate the reconciliation report and forward it to the SAA for action. The SAA will load the data to the NALCOMIS Tables using the System Submenu Administration>System Tables…>Site Validation> COG/MCC Repairable (System Table Addition). Once the SAA has loaded the table changes, the reconciliation reports will be annotated and returned to OMD for filing. The SAA will also annotate the system/table reports and request a new set of Validation Table Reports when all changes have been made.

(c) NSN Records with Repairable COG/MCC but no FGC Assigned (N6R60652). OMD will research these NIINs to determine the correct FGC and load to NALCOMIS using the Supply Submenu MRF>Search (Master Record Search Prompt).

(d) Repairable NSN records with no head of family NSN (n6r60653). Refer to paragraph 9.a.(3)(c).

(e) Supply Products Indicator (SPI) Listing (N6R60654). This report lists all NIINs in NALCOMIS with the SPI set to 'N'. When the SPI is set to 'N', no interface records will be sent to R-Supply. WCB will monitor

these NIINs and change the SPI using the NALCOMIS Supply Submenu MRF>Search (Master Record Search Prompt).

NOTE: This report must be retained by the SAA for two (2) years and individually signed, date, and legibly printed or stamped by the person conducting and reviewing the report.

(f) COG/MCC not on NALCOMIS Report (N6R60655). Refer to paragraph 9.a(1)(a)1.

(5) Add Consumable Supply NIINs (J60610)

(a) Supply NIINS Added To NALCOMIS Report (N6R60676). This report lists every NIIN added to NALCOMIS. OMD will add CAGE/Part Number information to the NIINs on this report via the Supply Submenu MRF>Search (Master Record Search Prompt.

(6) Database NIIN Duplicate Locations Report (J60690)

(a) NIIN Duplicate Location Report (N6R60690). This report shows records in NALCOMIS with duplicate locations. Prior to removing erroneous locations from the database, verify physical duplicate locations in storeroom for correct NIIN and continue with consolidation procedures. WCB will use the NALCOMIS Supply Submenu MRF>Search>Locations to delete erroneous duplicate location. The report will be annotated and filed by WCB.

b. R-Supply Stock Due Reconciliation Reports

(1) NALCOMIS/Supply Stock Due Load Exception Report (N6R60642). This report generates a list of invalid requisitions excluded from the load process due to errors. Procedures for correcting these errors are detailed in subsequent paragraphs.

(a) Repairable Stock Dues. Records on this report have the following error.

1. COG/MCC not in NALCOMIS. This error means the requisition has a COG/MCC combination not listed on the NALCOMIS COG/MCC Validation Table. OMD will determine if the COG/MCC combination is valid and annotate the reconciliation report and forward it to the SAA for action. The SAA will load the data to the NALCOMIS COG/MCC Table using the System Submenu Administration>System Table>Site Validation> COG/MCC Repairable Validation (System Table Addition). Once the SAA has loaded the table changes, the reconciliation reports will be annotated and returned to OMD for action.

(2) NALCOMIS Requisitions not on Supply Files (N6R6040)

(a) Repairable Stock Dues. WMD will research all records on this report by referring to table L-1 (stock due not on R-Supply Decision Table) for corrective action.

REQN in R-Supply	REQN on R-Supply Suspense Listing	REQN on NALCOMIS Echo Report	Interface Backlogged	Appendix L Paragraph
YES	-	-	YES	9c(2)(b)1
NO	-	-	-	9c(2)(b)2
NO	YES	-	-	9c(2)(b)3
NO	NO	YES	YES	9c(2)(b)4
NO	NO	YES	NO	9c(2)(b)5

Table L-1.--Stock Due not on R-Supply Decision Table.

1. This condition occurs when the Stock Due Reconciliation was executed before all Interface Records processed in NALCOMIS and R-Supply. No action is required except to annotate "On File" and verify NALCOMIS and R-Supply have the most recent status.

2. This condition occurs when a requisition was completed or canceled in R-Supply, but the interface transaction did not process correctly in NALCOMIS. WCB will process the transaction in NALCOMIS and annotate "Comp" or "Canx" in NALCOMIS. If the transaction is a receipt (DI X71), NALCOMIS will generate an Interface Record which will suspend because the A0_ is not on the Active Requisition Table (ART). WCB will delete the suspended transaction since it has already processed in R-Supply.

3. This condition occurs when the NALCOMIS Interface Record could not process in R-Supply. WCB will correct the suspense condition, process the A0_ from R-Supply Suspense and annotate the report "Suspended A0_ Corrected".

4. This condition occurs when the Requisition Interface Record was generated by NALCOMIS, but did not process in R-Supply. WCB will manually load the requisition to R-Supply via regenerating the requisition from the outgoing interface. Once the requisition has been processed into R-Supply, WCB will annotate the report with the proper corrective action.

5. This condition occurs when NALCOMIS does not generate an Interface Record or the "Echo" Record held by NALCOMIS was deleted. WCB will manually load the requisition to R-Supply using the Requisition Maintenance Function in NALCOMIS. Once the requisition has processed, WCB will annotate the report with the proper corrective action.

(3) Supply Requisitions not in NALCOMIS (N6R60641). WMD will research all records on this report and back-fit the requisitions into NALCOMIS if required.

c. DTO Reconciliation Reports

(1) NALCOMIS/Supply DTO Dues Differences Reports (J60680)

(a) Supply DTO Requisitions not on NALCOMIS (N6R60680). This report lists all Department Code 7 (DTO) requisitions that are outstanding in the R-Supply Requisition File, but are not listed in NALCOMIS for one of the below reasons. Identify the reason and take the appropriate corrective action.

1. Requisitions Cancelled in NALCOMIS. OMD will load the cancellation status (AC1) into R-Supply using Logistics\Status\Supply\Incoming.

2. Requisitions Completed in NALCOMIS. OMD will process the receipt in R-Supply.

3. IMA Requisitions. These requisitions must be linked to the correct MAF. The work center has to load the requisition in NALCOMIS. WCB will back-fit all requisitions in accordance with chapter 2, using the NALCOMIS Supply Submenu Requisition>Contingency>Direct.

4. Consumable OMA Requisitions. WCB will back-fit these requisitions using the NALCOMIS Supply Submenu Requisition>Contingency> Direct for JCN Requisitions or Requisition>Contingency>Indirect for Non-JCN Requisitions.

5. Repairable OMA Requisitions. WCB will validate all these requisitions, reconcile with the OMA and annotate the report. If the requisitions are not valid, WCB will research them for completion by receipt or cancellation. If the requisition was canceled, WCB will ensure it is also canceled in R-Supply and the Supply System. If the requisitions are valid and still required by the OMA, WCB will backfit them in accordance with chapter 2. If the requisition was received, WCB will backfit and complete the document in accordance with chapter 2.

(b) NALCOMIS DTO Requisition not on Supply (N6R60681). OMD will research all records on this report by referring to table L-2 (DTO Due not on R-Supply Decision Table) for corrective action.

REQN R-SUPPLY	REQN ON R-SUPPLY SUSPENSE LISTING	REQN ON NALCOMIS ECHO REPORT	INTERFACE BACKLOGGED	APPENDIX L PARAGRAPH
YES	-	-	YES	9d(1)a
NO	-	-	-	9d(1)b
NO	YES	-	-	9d(1)c
NO	NO	YES	YES	9d(1)d
NO	NO	YES	NO	9d(1)e
NO	NO	NO	-	9d(1)f

Table L-2.--DTO Due not on R-Supply Decision Table.

1. This condition occurs when the DTO Reconciliation was executed before all Interface Records processed in NALCOMIS and R-Supply. No action is required except to annotate "PENDING INTERFACE" and verify NALCOMIS and R-Supply have the most recent status.

2. This condition occurs when a requisition was completed or canceled in R-Supply, but the interface transaction did not process correctly in NALCOMIS. OMD will process the completion transaction in NALCOMIS and annotate "Comp" or "Canx in NALCOMIS". If the completion transaction is a receipt (DI X71), NALCOMIS will generate an Interface Record that will suspend because the A0_ was completed or cancelled previously. OMD will

delete the outgoing internal interface record the following day (must be over 24 hours to delete).

3. This condition occurs when the NALCOMIS Interface Record could not process in R-Supply. OMD will correct the suspense condition, process the A0_, and annotate "Suspended A0_ Corrected".

4. This condition occurs when the Requisition Interface Record was generated by NALCOMIS but did not process in R-Supply. OMD will reprocess the Outgoing Internal Interface Record. Once the requisition has processed, OMD will annotate the report "Loaded".

5. This condition occurs when NALCOMIS does not generate an Interface Record, or the "Echo" Record held by NALCOMIS was deleted. These Interface Records can be regenerated using the Requisition Maintenance Function in NALCOMIS. Once the requisition has processed, OMD will annotate the report with the proper corrective actions.

d. Pack-Up Reconciliation Reports (N7R60665)

(1) NALCOMIS Pack-up Discrepancy Report. This report shows NIINs that have a pack-up allowance in NALCOMIS, but no allowance exists in R-Supply. The SAA will correct the mismatch by deleting the record via Utility> Utilities> Database> Update> DBAG84.

(2) Supply/NALCOMIS Pack-up Quantity Discrepancy Report. This report shows NIINs that have mismatched pack-up quantities in NALCOMIS and R-Supply. DSB will research and correct the quantities in R-Supply to ensure that they match with NALCOMIS.

(3) Supply Pack-up Addition Report. This report is for information only. This report shows R-Supply pack-up records that were added to NALCOMIS.

e. DIFM Reconciliation Reports (N6R60710)

(1) Part I – R-Supply Not On NALCOMIS. This condition occurs when the X31/X22 does not interface to R-Supply or when a requisition is killed via DBAG 0P and the X30 is not reversed in R-Supply. The corrective action for this discrepancy is to first attempt the X30 Reversal (X30R) via the Requisition Maintenance>Regenerate Interface Menu Path. If unsuccessful, contact NAVWARSYSCOM for remedial action.

(2) Part II - NALCOMIS Not On R-Supply. This condition occurs when the X30 does not interface to R-Supply. The corrective action for this discrepancy is to regenerate the X30 via the Requisition Maintenance>Regenerate Interface Menu Path.

(3) PART III - DDSN MATCHED - DIFFERENT NIIN. This condition occurs when the X33 does not interface to R-Supply. The corrective action for this discrepancy is to reprocess the X33 via the Requisition Maintenance>Regenerate Interface Menu Path.

f. Sub-Custody/Suspense Reconciliation Report (N6R60720)

(1) Part I – R-Supply Not On NALCOMIS. This condition occurs when the requisition number used to create a sub-custody/suspense record in NALCOMIS (DS 03 Item Table) does not match the requisition number in R-

Supply. The corrective action for this discrepancy is to verify the X40 is in the Outgoing Unprocessed Interface. There is no action required if the X40 is located. If not located, contact NAVWARSYSCOM for remedial action.

(2) Part II - NALCOMIS Not On R-Supply. This condition occurs when the X40 did not interface to R-Supply. The corrective action for this discrepancy is return the Sub-Custody/Suspense Quantity in NALCOMIS and reprocess, if required.

(3) Part III - Unmatched Quantities. This condition occurs when the Sub-Custody/Suspense Quantities do not match between NALCOMIS and R-Supply. The corrective actions for this discrepancy are as follows:

(a) R-Supply Quantity > NALCOMIS. Contact NAVWARSYSCOM for remedial action.

(b) NALCOMIS Quantity > R-Supply. Return all sub-custody/suspense items and reprocess required records.

(4) Part IV - DDSN Matched - Different NIIN. This condition occurs due to database anomalies. The corrective action for this discrepancy is to contact NAVWARSYSCOM for remedial action.

10. Report Annotations and Retention. Each branch is responsible for correcting errors/differences and will annotate the report with corrective action taken, legibly print, sign, and date the report(s). Report retention for OMD and WMD is current and prior. Report retention for SMD is 24 months.

NOTE: Negative reports will also be filed.

11. Report Distribution. Table L-3 is a distribution chart for all reconciliation reports.

12. Corrective Action Review. SMD/AB will review the NALCOMIS/R-Supply Reconciliation Reports during their quarterly division audits and report discrepancies in accordance with chapter 4 of this Manual.

REPORT DISTRIBUTION	
REPORT DESCRIPTION	DIVISION
a. R-SUPPLY NIIN RECONCILIATION REPORTS	
(1) LOAD SUPPLY NSN FILE	
(a) RECONCILIATION LOAD EXCEPTION REPORT (**N6R60660**)	OMD/SAA
(2) NIIN INDICATIVE REPORT	
(a) LOCATION EXCEPTION REPORT (**N6R60607**)	WMD
(b) SUPPLY NIINS NOT ON NALCOMIS REPORT (**N6R60670**)	OMD
(c) NALCOMIS/SUPPLY MODIFIED NIIN REPORT (**N6R60675**)	OMD/WMD
(d) NALCOMIS/SUPPLY EXCEPTION REPORT (**N6R60677**)	WMD
(3) NALCOMIS/SUPPLY DATA DIFFERENCES REPORTS	
(a) SUPPLY NIINS NOT ON NALCOMIS REPORT (**N6R60670**)	OMD
(b) NALCOMIS/SUPPLY COMPARISON REPORT (**N6R60671**)	WMD
(c) HEAD OF FAMILY DISCREPANCY REPORT (**N6R60672**)	WMD
(d) QUANTITIES DISCREPANCIES REPORT (**N6R60673**)	WMD
(e) NALCOMIS/SUPPLY EXCEPTION REPORT (**N6R60677**)	WMD
(4) NIIN ANALYSIS REPORT	
(a) NSN RECORDS WITH NO COGS SYMBOL (**N6R60650**)	OMD/SAA
(b) NSN RECORDS ASSIGNED REPAIRABLE COG WITH BLANK MCC (**N6R60651**)	OMD/SAA
(c) NSN RECORDS WITH REPAIRABLE COG/MCC BUTH WITH NO FGC ASSIGNED (**N6R606525**)	OMD
(d) REPAIRABLE NSN RECORDS WITH NO HEAD OF FAMILY NSN (**N6R60653**)	WMD
(e) SUPPLY PRODUCTS INDICATOR LISTING (**N6R60654**)	WMD
(f) COG/MCC NOT ON NALCOMIS (**N6R60655**)	OMD
(5) ADD CONSUMABLE SUPPLY NIINS	
(a) SUPPLY NIINS ADDED TO NALCOMIS REPORT (**N6R60676**)	OMD
(6) DATABASE NIIN DUPLICATE LOCATIONS REPORT	
(a) NIIN DUPLICATE LOCATION REPORT (**N6R60690**)	WMD
b. R-SUPPLY STOCK DUE RECONCILIATION REPORT	
(1) NALCOMIS/SUPPLY STOCK DUE LOAD EXCEPTION REPORT (**N6R60642**)	OMD
(2) SUPPLY REQUISITION NOT ON NALCOMIS REPORT (**N6R60401**)	WMD
(3) SUPPLY REQUISITION NON IN NALCOMIS (**N6R60641**)	WMD
c. DTO RECONCILIATION REPORTS	
(1) NALCOMIS/SUPPLY DTO DUES DIFFERENCES REPORT	
(a) SUPPLY DTO REQUISITIONS NOT ON NALCOMIS (**N6R60680**)	OMD/WMD
(b) NALCOMIS DTO REQUISITION NOT ON SUPPLY (N6R60681)	OMD
d. PACKUP RECONCILIATION REPORTS (N7R60665)	SAA/DSB
e. DIFM RECONCILIATION REPORTS (N6R60710)	WMD

Table L-3.--Report Distribution Table.

APPENDIX M

LOCATION AUDIT PROGRAM

1. Purpose. This appendix covers procedures used for the Location Audit Program (LAP).

2. Background. The LAP is designed to validate and update R-Supply Stock Item Record (SIR) and NALCOMIS location information. The verification of actual physical locations to recorded locations improves all aspects of supply operations including inventory accuracy, issue processing times and supply effectiveness.

3. Overview. The LAP will be conducted in two phases:

a. Location Consolidation.

b. Location Reconciliation phase.

4. Location Consolidation

a. The purpose of a Location Consolidation is to improve the utilization of available storage space, save time in issuing, stowing, and inventorying of materiel. The ideal condition is to have only one location per NIIN. All SIRs with multiple locations assigned will be searched, regardless of the on-hand quantity. ADHOC utility will be utilized to identify any SIR record with multiple locations for consolidation as applicable.

b. Procedures

(1) The following reports can be requested to aid in conducting the locations consolidation:

(a) NALCOMIS/R-Supply Comparison report. This report will show all NIINs having location differences between NALCOMIS and R-Supply. All locations between R-Supply and NALCOMIS must match. Add or delete locations as required via R-Supply > Maintain Storeroom Locations (R-Supply User Manual, key phrase Maintain Storeroom Locations) and NALCOMIS > Master Record Form (MRF) (NALCOMIS User Manual, key phrase Master Record Form). This report will be requested through the SAA or produced via ADHOC utility tool.

(b) R-Supply/NALCOMIS Duplicate Location Report. This listing will show all NIINs having multiple locations within the SIR. Add or delete locations as required via R-Supply > Maintain Storeroom Locations (R-Supply User Manual key phrase Maintain Storeroom Locations) and NALCOMIS > Master Record Form (MRF) (NALCOMIS User Manual, key phrase Master Record Form). This report will be requested through the SAA or produced via ADHOC utility tool.

(2) Review each NIIN and consolidate materiel in as few locations as possible. Take into consideration the size and item's RO. Since NALCOMIS only allows four locations, all locations on the Multiple Location File (MLF) must be reviewed along with the locations on the SIR. When possible, consolidate materiel down to one location. After materiel consolidation make appropriate changes in NALCOMIS and R-Supply.

NOTE: Materiel should be inventoried before and after relocation to ensure the quantity in each location in R-Supply/NALCOMIS and the location matches. This can reduce future discrepancies when making issues.

5. Location Reconciliation

a. The purpose of a Location Reconciliation is to physically verify materiel in storage locations matches with location data recorded in the SIR in R-Supply and MRF in NALCOMIS. A Location Reconciliation should be scheduled so it is accomplished no more than five days prior to the scheduled inventory of a particular storage area. A Location Reconciliation will also be conducted when the random sampling by SMD falls below the Location Audit Program and Physical Inventory Audit acceptable level of 80 percent, located in appendix G. Specifically, the following data will be verified during the Location Reconciliation:

(1) National Item Identification Number. (All Locations)

(2) Location. (All Locations) to include verifying controlled items are in a secured storage location.

(3) Unit of Issue. (All Locations)

(4) Shelf-Life Expiration Date, if applicable. (Shelf-Life Locations)

(5) Serviceable Label-Materiel Tag, DD Form 1574-1 (RFI TAG) or equivalent, if applicable. (Repairable Locations)

(6) Equipment History Record (EHR), Scheduled Removal Card (SRC) or equivalent, if applicable. (Repairable Locations)

(7) For FSA LAP only, conduct screening of repairable assets for rotation with an RFI date older than 36 Months annually.

b. The Location Reconciliation will be requested via ADHOC utility or alternate means.

c. Procedures. During the reconciliation process, the Reconciliation Team will remove all materiel from the location (depending on size and weight) and place on the deck by NIIN. As the Location Reconciliation Sheet is checked off, place the materiel back (neatly) in location.

(1) Verify NIIN and actual location matches the SIR. If the NIIN on the materiel and location does not match the SIR and MRF, it is considered an error (BULK locations will only be on the materiel). If a classified item is not in a controlled storage location, it must be relocated to a controlled storage location in accordance with local SOP.

(2) Verify unit of issue on the materiel/location, matches the SIR. If the unit of issue is different, change the unit of issue on the materiel/location to match the SIR unit of issue and repackage the materiel if necessary.

(3) Verify the part number and serial number on the actual materiel matches the Serviceable Label-Materiel Tag, DD Form 1574-1 or equivalent (if applicable), EHR/SRC or equivalent (if applicable), and the stow tag.

NOTE: Do not open manufacturer sealed parts, if applicable.

(4) The Reconciliation Team will also check different sizes of materiel with the same NIIN for the possibility the materiel may be misidentified.

(5) Any materiel left on the deck because the NIIN was not on the Location Reconciliation Sheet will be taken to the Reconciliation Control Desk staging area. If the item is too large or heavy for the Reconciliation Team to safely carry, they will ensure the NIIN/PN and the location (where the materiel is located) is written down and given to the Reconciliation Control Desk. When the Reconciliation Team performs a reconciliation on cabinet locations, it is imperative the bottom drawer is removed and examined for loose or erroneously placed materiel which may have fallen from other locations.

(6) All discrepant materiel that cannot be corrected immediately will be taken to the Reconciliation Control Desk staging area for further review. Reconciliation Control Desk personnel will determine the correct NIIN and location for all materiel located in the staging area to ensure each item is restored to its proper location. If it is determined the materiel is not carried after checking for prime/sub relationships, the Reconciliation Control Desk will perform causative research (see appendix N) to determine from where the materiel was received and process corrective action to establish on-hand quantity. If applicable, an X75 Materiel Turn-In to Stock will be processed to establish an on-hand quantity. After the reconciliation has been completed, delete all invalid locations from both R-Supply/NALCOMIS.

(7) In conjunction with an FSA LAP, all repairable assets in an FSA package will be screened for rotation in accordance with chapter 4, paragraph 4201.2a(3)(a).

d. The listings will be annotated by the Reconciliation Team with any changes or discrepancies found during the reconciliation. The Reconciliation Team will sign/date the listing and forward to the control branch. The control branch will review and update all changes made to the listing. Upon completion of the review, the listing will be signed and dated by the control branch.

e. An annual LAP will be established for the fiscal year to satisfy minimum requirements per reference (k) and (m) and will be maintained for 10 years.

f. ALIS Location Audit Program. WCB will initiate LAP Procedures IAW this appendix, with the exception of the following:

(1) Information retrieved from ALIS.

(2) Utilize Lockheed Martin Standard stow tags.

(3) Information Validated (LAP sheet): Vendor part number (also known as OEM), JSF Specification number (applies to repairables), Lot/Batch number, serial number (if applicable), location and Item Unique Identifier (IUID), Certificate of Conformance (COC if applicable), date and initial of individual stowing gear.

g. WSB will input any location changes resulting from a LAP. LAP data sheets will be retained for 10 years in accordance with references (k) and (m).

APPENDIX N

INVENTORY/RECONCILIATION PROCEDURES

1. General. Per reference (w), the Operational Force are required to complete a 100 percent wall-to-wall inventory annually for Categories A and C and shall complete a 10 percent random sample inventory of the total population of items for Category B, see goals listed in Figure N-1.

a. Category A (Cat A). Materiel with a unit price greater than $1000 and all Depot Level Repairables (DLR) regardless of money value.

b. Category B (Cat B). Defined as all other materiel that does not meet Category C or A criteria.

c. Category C (Cat C). Controlled inventory materiel that has characteristics requiring them to be identified, accounted for, secured, segregated, or handled in a special manner, to ensure their safety or integrity, i.e. classified, sensitive, and pilferable materiel.

Category	Sub-Population	Goal
A	Unit price > &1,000 and all DLRs	99%
B	All other materiel	98%
C	Controlled inventory items	100%

Figure N-1.--Inventory Accuracy Reporting Requirements.

2. Information

a. Refer to reference (m) for detailed information concerning inventory categories, however an inventory can be scheduled more than once per year. Inventory Accuracy Reporting (IAR)is reported to NWCF-SM for accuracy and any relevant mitigation plans for underperforming activities. The form shall be submitted within 10 calendar days following the end of the quarter.

b. Anytime the post inventory audit prescribed in paragraph 4101.5 of this Manual results in a validity percentage less than the requirements found in reference (m) and figure N-1, a complete inventory reconciliation is required within 30 days of said sample audit.

3. Overview. The WMD OIC/SNCOIC or WCB OIC/SNCOIC will coordinate with SMD for system availability and support requirements during the inventory process. The inventory reconciliation will be conducted in three phases. They are: (1) Preparatory Phase, (2) Count Phase and (3) Audit and Reconciliation Phase. Each is described in succeeding paragraphs of this section.

4. Preparatory Phase. The purpose of this step is to minimize research for records that should have initially been reconciled if proper file/record clean-up was accomplished. Personnel requirements will be established at this point. A coordinator and an alternate will be designated if an Automated Information System (AIS) is being used

a. NALCOMIS Preparation and Database Clean-up. NALCOMIS is the system used to monitor the stock status and perform local tracking of DLRs and FLRs. To conduct an inventory reconciliation for DLRs and FLRs regardless of category, the information in NALCOMIS must be validated, and necessary corrective actions taken. The preparation and clean-up of NALCOMIS can be segregated into two categories as follows:

(1) Database Records Validation and Reconciliation.

(2) Validation of Mailbox, Inquiry, and Reports Information.

(a) Database Records Validation and Reconciliation. The purpose of this process is to identify and correct discrepancies between INVDATA, ITEM, IOU, and Requisition records as well as ACBAL and FGC summary calculations. Since quantities of accountable materiel not physically located in storage will be drawn from NALCOMIS, discrepancies in the NALCOMIS database must be identified and corrected to ensure accurate inventory quantity calculation. NALCOMIS contains a series of Database Alignment Programs (DAPS), known collectively as Database Alignment Generic (DBAG), which provides the means to identify and correct database discrepancies. The following will be processed and reviewed prior to conducting inventory reconciliation.

1. DBAG 21 (Inventory Discrepancy Report)

2. DBAG 17 (Calculate Accountable Balance)

(b). Validation of Inquiries, Mailboxes and Reports Information. NALCOMIS contains a series of inquiries, mailboxes, and reports to aid in the local tracking and control of repairables. Information contained in these areas will be validated prior to undertaking inventory reconciliation. The following paragraphs describe each mailbox and report, providing procedures for validation and correction. All actions described for each inquiry, mailbox and report will be accomplished prior to proceeding.

1. Suspense. All records in the suspense will be reviewed for accuracy and discrepancies corrected. Paragraph 2401.25c of this Manual provides detailed procedures.

2. OFFMP DDSN Mailbox. This mailbox, unique to repairables, shows any requisitions off-line for manual processing. Paragraph 2401.20b of this Manual describes each OFFMP condition and how to process them.

3. OFFAR DDSN Mailbox. This mailbox shows requisitions offline for alternate NIIN review. All records in the inquiry will be processed in accordance with paragraph 2401.20c of this Manual.

4. Completed Repair Action Mailbox. Every MCN in this mailbox will be reviewed and the physical existence of materiel for each

confirmed prior to proceeding. Ideally, there should be no MCN in this mailbox just prior to inventory. Paragraph 2401.26 of this Manual provides more information.

5. AMSU Induction Discrepancy Mailbox. All AMSU induction discrepancies will be reviewed and corrected as described in paragraph 2401.25b of this Manual.

6. Materiel Contingency Mailbox. This type of mailbox message is created whenever a materiel requirement is placed on a Maintenance Action Form (MAF) created by MAF contingency processing and there is no corresponding requisition. WCB will determine if requirements represented by these messages are valid, and if so, back-fit the requisition using Requisition Contingency and the appropriate Contingency Code.

7. ISSIP DDSN Mailbox. This mailbox shows requisitions which have an LSC of ISSIP (Issue-in-Process). It shows pending issues of materiel not having a Proof-of-Delivery (POD) processed. Ideally, the report should always be negative since PODs should be performed as soon after delivery as possible. Any records on the report will be researched and action taken in accordance with paragraph 2211.5 of this Manual.

8. INPRO DDSN Mailbox. The In-Process mailbox contains a list of requisition entered into NALCOMIS and no action taken. The INPRO requisitions will be researched, processed for issue, NIS, or cancelled.

9. STKROB Mailbox. This report shows stock requisitions having a Receipt-on-Board (ROB) accomplished with no corresponding POD. Records on the report for repairables will be researched and cleared in accordance with paragraph 2301.3 of this Manual before proceeding.

b. R-Supply Preparation and Database Clean-up. R-Supply maintains the official inventory and financial records for a MALS ASD. There are several areas of file clean-up within R-Supply required prior to inventory reconciliation. Each condition and area of clean-up and preparation is discussed in the following paragraphs.

(1) Suspended Transaction Report. The Suspended Transaction Report contains a list of transactions not posted to R-Supply. All transactions on the report will be corrected prior to inventory. The inventory process will not proceed until all suspended transactions are corrected in accordance with appendix J.

(2) Delayed Receipt Report/IBS Management Reports

(a) Delayed Receipt Report. This is an R-Supply receipt control report showing DI X72s [Receipt-in-Process (RIP)] processed with no corresponding DI X71 within the timeframe specified in report parameters. All transactions on the report will be cleared prior to inventory.

(b) IBS Management Reports. The IBS management reports contain a list of receipts having not been completed within a specified number of days after RIP processing. These transactions will be processed and corrected in accordance with paragraph 2301.4. The report will be obtained via IBS. Refer to the IBS help file for detailed instructions.

(3) Issue Listing. The Issue Pending Listing shows material

requirement transactions having been entered in R-Supply (e.g., MRI, MRE, Rescreens) and have no corresponding warehouse action processed. It is an Issue Control Report within R-Supply. Transactions will be researched and cleared from this report in accordance with paragraph 2211.10.

c. NALCOMIS/R-Supply Reconciliation. Prior to an inventory reconciliation, the data in R-Supply, and NALCOMIS will be reconciled. Appendix L of this Manual provides procedures for conducting this reconciliation.

d. Location Consolidation/Reconciliation. Appendix M of this Manual provides procedures for conducting the Location Consolidation/Reconciliation. Ensure all scheduled and unscheduled inventory flags (spot) have been cleared for the locations designated to be inventoried prior to setting the inventory flags.

e. Final Preparation and Count/ Aids Production. During this stage of the preparatory phase, actions must be taken to delay transactions from posting to the databases. Ensure the required areas of NALCOMIS and R-Supply are clean, prepare for the physical count, and produce count aids.

(1) Immediately prior to the planned physical count, ensure all transactions for materiel has been delayed (inventory flags set). To accomplish this, set a specific time for termination of receipt, issue, and induction processing. After this time, stage all incoming stock receipts and DIFM return notices in the PDEF until completion of the Count Phase. Ensure all receipts and DIFM returns pending prior to the cutoff are processed. Once the processing cutoff has been reached, a final check of the R-Supply and NALCOMIS reports, inquiries and mailboxes listed below is required. Each must meet the criteria established for its pre-inventory condition as described earlier in this section. The inventory process will not proceed unless all clean-up and preparation tasks have been accomplished.

f. Preparation for Count. To prepare for the physical count, the following actions will be taken:

(1) Set-up inventory control area with location diagram and the appropriate administrative supplies.

(2) Conduct training brief for controllers, verifiers, count teams, and research personnel.

(3) A 'pre-inventory' SAMMA/SAL will be produced prior to commencing the inventory. This SAMMA/SAL will be used to produce the Inventory Results Letter.

g. High Priority Materiel Requirements Processing. Upon completion of preparation and clean-up, the following issue procedures will be implemented:

(1) Organizational Level Requests. Only valid NMCS/PMCS requirements will be accepted. WCB will issue, process EXREPs, or refer the requisition as appropriate.

(2) The IMA personnel may continue to process only IPG-1 critical requirements; however, only those required to perform work on a valid Organizational NMCS/PMCS EXREP will be accepted. All others will not be

processed by WCB until the completion of the inventory. The same control desk notification criteria described in the preceding paragraph apply.

h. Production of Count/Reconciliation Aids. The WCB OIC/SNCOIC and IBS coordinator or designated personnel will use R-Supply to schedule an inventory on the selected locations. Directions for scheduling an inventory, setting inventory flags, and producing counts can be found in the below paragraphs.

(1) R-Supply. The WCB OIC/SNCOIC or designated personnel will enter the Inventory Job via R-Supply menu: Inventory > Management > Inventory Actions > Inventory Processing. Select desired Parameter Options (SPKG or IBS) and/or Specify Materiel Category (e.g., LMC, SMIC, etc.). Write down the job number assigned and notify SAA to release the job.

(2) IBS. From the R-Supply menu, > Inventory > Management > Inventory Actions >Inventory Processing. Select desired Parameter Option – IBS and/or Specify Materiel Category (e.g., LMC, SMIC, etc.). Write down the job number assigned and notify SAA to release the job. The batch number will be used to transfer the R-Supply data to the IBS database. Refer to the IBS help file for detailed instructions.

NOTE: Storeroom listing, and supervisor listing are the default reports. Additional management reports are available to monitor the inventory once the initial inventory is executed. The inventory statistical results are compiled by extracting the data after the completion of each count phase.

5. Count Phase. Per reference (m), all physical counts will be blind counts; that is, personnel conducting physical counts will have no prior knowledge or access to the on-hand quantity balance. The physical count is conducted by using the R-Supply generated "Storeroom Listing" created during processing the inventory job or equivalent listing. "Storeroom listing" produces an itemized report of materiel under inventory meeting the selected criteria. The Storeroom Listing does not display the on-hand quantity total for each line item but provides space to enter the quantities counted. The Supervisor listing produces an itemized report of materiel under inventory meeting the selected criteria. This report is used by storeroom supervisors to monitor current inventory workload, reconcile inventory discrepancies, and identity missing inventory records. The Supervisor listing displays the on-hand quantity total for each line item. The physical count of materiel will be conducted using the storeroom listing and the supervisor listing, which shall be kept from the counters and maintained by the inventory control desk for count validation. Personnel running the inventory control desk are responsible for ensuring all materiel in locations are counted, verified, and all counts are recorded in R-Supply via Inventory Posting. Under this count method, a control register/board is recommended to control the count and count sheets, which should be separated by location. These tasks will be accomplished by inventory controllers well in advance of the scheduled count time. Furthermore, the inventory control desk will ensure count teams are composed of two people, and in instances where second (or subsequent) counts are required, someone other than the first counters must perform the secondary count (and subsequently). The inventory report used is annotated for the count, follow up and review conducted, and retained as evidence of physical inventory for ten (10) years. There are four basic parts to the

count: controlling the count, conducting the count, verifying the count, and recording the count.

a. Controlling the Count. Personnel running the control desk are responsible for ensuring all locations are counted, the required verification is accomplished, and all counts are recorded in R-Supply. The inventory count sheets, and control register/board (if utilized) are the primary tools used to accomplish this. Ensure that the inventory sheets are issued and retrieved in a controlled manner. Other methods of control are acceptable if the desired results are the same. If using IBS, the inventory control desk must maintain strict accountability of all scanners during the conduct of scheduled inventories.

b. Performing the First Count

(1) R-Supply Count Sheets. Count teams will be composed of two people. Teams will receive count sheets from the control desk. To perform the first count, one person will remove all materiel (bulk excepted) from the location, segregate it by NIIN, and count the quantity of each NIIN while returning it to location. Ensure NIINs (eaches) are counted by unit of issue. The other person will record the count quantity on the inventory sheet. Any materiel on floor with no corresponding NIIN on the count sheet will be taken to the control desk for research. Any NIIN on the sheet with no materiel in location will be annotated with a zero. The names of each member will be printed legibly or stamp name, signed, and dated on the front page of the count sheet.

(2) Issue Control during the Count Phase. During the inventory count all issues will be processed through the control desk. When an issue is made, personnel operating the control desk must determine whether the location from which the materiel was pulled has been inventoried. If it has not, then a copy of the requisition will be annotated `BEFORE COUNT' and placed in a holding file. These quantities must be added to the shelf count prior to entry into R-Supply. If the location(s) from which issues are made have already been inventoried, then a copy of the requisition will be annotated `AFTER COUNT' and placed in a holding file for consideration during the recount. Do not add the quantity of `AFTER COUNT' issues to the initial shelf count.

(3) Mislocated/Misidentified/Unidentified Materiel. During the count, any materiel in these categories will be taken to the control desk. If the LAP was done properly, there will not be any materiel to correct. Materiel variances that are heavy or in bulk, will have the following identifying information: NIIN, location(s) and document number recorded and taken to the control desk. Assigned personnel will research all materiel in these categories and determine disposition. Any materiel crossed to a carried NIIN will be returned to location. The quantity must be added to the shelf count if the materiel has already been counted. Not carried materiel will be staged for research after the inventory process is complete.

c. Verifying the count. First count team will conduct the counts in location upon receipt of Storeroom Listing from the inventory control desk as aforementioned. Once completed, both team members will legibly print name or stamp name, sign, and date first page and return them to the control desk. The inventory control desk will physically reconcile the first counts against the Supervisor Listing and identify any inventory variances.

d. Recording the First count in R-Supply. When all locations have been inventoried, the quantities will be entered in R-Supply via Inventory Posting ("Scheduled Inventory", "Initial Count" utilizing the "Batch Job Number"). Answer "yes" for "is inventory complete". If the count quantity matches the Stock Item Record and location quantity, then the record is cleared from the Physical Inventory Table and the inventoried date is posted to the stock item record.

(1) Initial Match/Discrepancy Processing

(a) The "Physical Inventory Table" must be checked to ensure there are no records still pending a count quantity. If there are records with no count quantity, these records will be counted, and the appropriate quantities entered into R-Supply >Inventory Posting> Scheduled Inventory> Initial Count > Batch Job Number. When prompted "Is inventory complete?" select "Yes". Processing will not be continued until all records have an initial count quantity.

(b) If the actual on-hand does not match the Stock Item Record Location, then the record remains in the Physical Inventory table.

(c) All records remaining in the inventory file are discrepant.

(d) All records with inventory discrepancies will be recounted. Another Inventory Processing Job will be inputted using the path Schedule Inventory > Management Reports > sort by "LOC" > Potential Gains/Losses > Supervisor Listing > Storeroom Listing > Pending Recount >and select Batch Job Number.

e. Second Count. A second Count will be conducted by individuals who did not count those same locations on the first count. First counts, quantity on hand, or amounts of variances will not be disclosed to the counters. To conduct second counts, count teams will be provided count sheets from the control desk. Once completed, both team members will legibly print name or stamp name, sign, and date the first page and return them to control desk. Inventory control desk will physically reconcile against the Supervisor Listing and identify any inventory variances. If the reconciled second count quantity of the NIIN matches the Supervisor Listing, the item will be considered reconciled.

f. Third Count. Third counts must be conducted when the first and second counts do not match the on-hand quantity. Third counts shall be performed by the person conducting the Pre-Adjustment research (to include but not limited to the inventory control desk or the control branch). Ensure count team legibly prints name or stamp name, sign and dates the first page. If the reconciled third count quantity of the NIIN matches the R-Supply on hand quantity, the item will be considered reconciled, the inventory posted in R-Supply, count sheet annotated, and filed. If the variance still exists, follow the risk category adjustment procedures in accordance with reference (m), see Figure N-2. NAVSUP 4550/5 the Pre-Adjustment Form and NAVSUP 4550/3 Causative Research Authorization Form can be found on the Aviation Supply SharePoint website. URL: https://usmc.SharePoint-mil.us/teams/Aviation375/Supply/SitePages/MARINE-AVIATION-SUPPLY-HOME.aspx

CONDITION OF DISCREPANCY	Required Research		Post Adjustment	
NOTE: Value is EMV	Pre-Adjustment Research	Causative Research	Number of days (Scheduled Inventory)	Number of days (Unscheduled Inventory)
Risk Category I				
< $1,000, Non-DLR, CIIC U or 7, and No Suspected Fraud, Waste, or Abuse	No	No	≤ 5 Business Days	≤ 5 Business Days
Risk Category II				
≥ $1000 and ≤ $5,000, Non-DLR, CIIC U or 7, and No Suspected Fraud, Waste, or Abuse	Yes	No	≤ 5 Business Days	≤ 5 Business Days
Risk Category III				
> $5,000	No	Yes	≤ 30 Calendar Days	≤ 15 alendar Days
All DLRs regardless of dollar value	No	Yes	≤ 30 Calendar Days	≤ 15 Calendar Days
All CIIC except U and 7 regardless of dollar value	No	Yes	≤ 30 Calendar Days	≤ 15 Calendar Days

Figure N-2 Research Requirements for Pre-Adjustment and Causative Research

(1) Final Match/Discrepancy Processing

(a) The Inventory Reconciliation/Audit Aids produced by R-Supply provides some of the data needed to perform adjustment research. WCB will request another Inventory Processing Job using the path Schedule Inventory> Management Reports> sorted by "LOC"> Potential Gains/Losses> Inv RECON Report> Not Counted> Pending Recount> and select "Batch Job Number".

(b) A management report "Potential Gain/Loss Report from Inventory schedule" will be produced showing each NIIN with an inventory discrepancy, the discrepant quantity, dollar value and the totals are summarized at the end of the report.

6. Research and Audit Phase. Conduct and document all inventory variances prior to posting any adjustment. A description and procedures are described in the following paragraphs, and reference (m). The forms can be downloaded from URL: https://usmc.SharePoint-mil.us/teams/Aviation375/Supply/SitePages/MARINE-AVIATION-SUPPLY-HOME.aspx

a. R-Supply Reconciliation aids. Reconciliation aids can be produced via R-Supply to aid the process of potential discrepant materiel. The reconciliation aids will also produce a Potential Gain/Loss Report from Inventory Schedule "GIA Report" in NIIN Sequence. The reconciliation aid sheets will print out in descending EMV order beginning with the gains and then the losses. The reconciliation aids can be electronic or printed. The reconciliation aids will be the start of the Pending Research file leading into the adjustment research. Look back period to review all transactions is back to the last physical inventory or within one (1) year, whichever is recent to determine the possible cause of a discrepancy. The Reconciliation Aid and Potential Gain/Loss Report from Inventory Schedule will be retained for ten (10) calendar years.

(1) Pending Research File. All research sheets/packages will be placed in this file separated by risk category, then by gains and losses. Research must be completed for all potential inventory discrepancies that fall within the criteria's, see Figure N-2

b. Risk Categories. The control branch will place all potential inventory discrepancies into Risk Category I, II, or III. Risk categories are determined by the Extended Money Value (EMV), Controlled Inventory Items Code (CIIC), and if it is a Depot Level Repairable (DLR). See reference (w) and Figure N-2 for charts and details.

(1) Risk Category I. EMV of the adjustment is less than $1,000, cognizance symbol is a Non-DLR, CIIC is U or 7, and there is no suspicion of fraud, waste, or abuse. Control branch shall search adjacent locations/storage areas, check pending transactions, erroneous transactions, and overage stock documents. If discrepancy still exist, the control branch will write the unit price on the count sheet next to each required inventory adjustment and the IAPO will legibly print or stamp name, sign, and date on the first page of the final count sheet prior to posting the final count. BLA quantity shall be adjusted to support balance within five (5) business days of the final count.

(2) Risk Category II. EMV of the adjustment greater than or equal to $1,000 but less than or equal to $5,000, cognizance symbol is a Non-DLR, CIIC is U or 7, and there is no suspicion of fraud, waste, or abuse. A NAVSUP 4550/5 Pre-Adjustment Research Checklist will be initiated and completed within five (5) business days of the discovery of an inventory discrepancy. The form requires a legible print or stamp name, signature, and date from the IAPO. Once verified and approved by the IAPO, the inventory adjustment will be posted within five (5) business days of final count. To download the form go to URL: https://usmc.SharePoint-mil.us/teams/Aviation375/Supply/SitePages/MARINE-AVIATION-SUPPLY-HOME.aspx

(3) Risk Category III. All materiel with an EMV of the adjustment greater than $5000, all DLR regardless of EMV, all CIIC except U and 7, and there is no suspicion of fraud, waste or abuse. A NAVSUP 4550/3 Causative Research Checklist is required. For schedule inventories, causative research will be completed, authorized signature obtained, and the inventory adjustment will be posted within thirty (30) calendar days of the final count. For unscheduled/AdHoc inventories, causative research will be completed, authorized signature obtained, and the inventory adjustment will be posted within fifteen (15) calendar days. In addition, a Financial Liability Investigation of Property Loss DD Form 200 will be required within forty-five (45) days of posting the adjustment. See appendix z and the accountability framework in reference (m). All adjustment for controlled items must be reported to the Security Officer.

NOTE: All adjustments, count sheets, and KSDs must be retained physically or electronically for ten (10) calendar years.

c. Audit Steps. The following are the steps taken in performing causative research for both gains and losses.

(1) Ensure all member NIINs and the Family Group Code (FGC) are known.

(2) Determine if the NIIN being researched has superseded one

or more previous ones. All NIINs in the family must be checked in all audit steps.

(3) The transaction ledgers of R-Supply and NALCOMIS will be compared to ensure all transactions which should have processed in one system has processed in the other.

(4) Unprocessed Stock Receipts (DI X71). Materiel has been received for stock and an X71 has not successfully processed in R-Supply.

(a) Check all stock dues of the discrepant record for overage shipping status or internal cancellation with no system cancellation. If proof of receipt can be established (e.g., hard copy receipt document in file, document number on gear in location or copy of receipt scanned into image retrieval system), then annotate the required information on the research sheet for receipt processing.

(b) Check the Transaction Ledger data for receipt reversals. If receipt reversals are present, then attempt to confirm receipt. If confirmed, annotate the research sheet for re-input of the receipt.

(5) DTO Materiel Diverted to Stock, no DI X75. Materiel requisitioned for DTO, received, and no longer required and diverted to stock with no DI X75. DTO's are good candidates for X75 providing proof of diverting to stock is present. Prior to processing X75s for gains, the owed carcasses and carcass bills listings will be checked to see if a carcass is owed to the system. If a carcass is owed and the stock posture is in excess, then pull the materiel for shipment. Do not process the X75. If the stock posture is deficient and the decision is made to retain the materiel, then process the DI X75. Keep in mind the carcass will be billed to your units OPTAR and the cancellation of a stock requisition may be required.

(6) Erroneous MTIS (Offload) or OSO Transfer (DI X37/X34). Offload or OSO X37/X34 may have been processed but the materiel was never pulled and shipped.

(a) Compare X37/X34s on the Transledger and/or OSO Data to the hard copies in the CTF and/or the image retrieval system database.

(b) For MTIS, if it can be confirmed the materiel was never shipped, then either pull it for shipment (if the record is still in an excess position) or reverse the X37/X34 if not.

(c) For possible erroneous OSO Transfer, if it can be confirmed the materiel was never shipped, prior to reversing the X37/X34 you must verify the receiving activity didn’t receive the asset. Reversing X37/X34’s can cause a SIT concern, if not received then reverse the DI X37/X34.

(7) Erroneous Survey (DI X43). Materiel may have been previously lost by inventory and or surveyed in error.

(a) Since the record is now a gain discrepancy, it is possible the materiel was never lost.

(b) If the above situation can be confirmed, then reverse the loss and survey, if applicable. A Loss reversal survey will not be required.

(8) Erroneous Issue DI X31. Ensure all issue transactions are

valid by confirming POSF hard copy. On occasion, transactions are processed inaccurately in NALCOMIS and a BCM is processed instead of an RFI. If this situation or other erroneous issue transactions can be confirmed, then reverse the X31 via SMTS trouble ticket to NIWC Atlantic/Pacific.

(9) Unprocessed Issues (DI X31). Materiel has been BCM'd and an X31 has not successfully processed in R-Supply.

(a) Ensure all BCM's in the POSF/image retrieval system have a corresponding X31 in R-Supply. Pay particular attention to the possibility of rescreen issues. Processing a repairable rescreen correctly requires manual intervention in both R-Supply and NALCOMIS. Rescreen issues are shown on the NALCOMIS Transaction Ledger.

(b) Ensure all DIFM Returns for SO BCM's recorded in the NALCOMIS Transaction Ledger have a corresponding X31 in R-Supply.

(c) Match issues posted in NALCOMIS to the R-Supply MTL to ensure all have posted.

(10) Unprocessed OSO Transfer (DI X37/X34). Materiel may have been offloaded (MTIS) or transferred to another activity and no X37 was processed, or X37 input and then reversed and not re-input.

(a) Ensure all shipment documents in the CTF for OSO transfers have the corresponding and appropriate OSO Transfer DI (e.g., X37/X34) in R-Supply.

(b) Process the appropriate OSO Transfer DI for any which were omitted and re-input any that were reversed erroneously.

(11) Erroneously Processed Gain By Inventory. Gains from a previous situation may be reversed if found to be in error. A gain reversal may require a DD Form 200 survey to be completed prior to the actual reversal transaction, unless the gain was posted during the current month. Refer to appendix Z, paragraph 2 for survey criteria.

(12) Erroneous Materiel Turn-in (DI X75). All X75s should be reviewed and if it is determined the materiel was not diverted to stock, then the X75 should be reversed.

(13) Erroneously Processed Stock Receipts (DI X71). The following situations involving X71s may represent reasons for an inventory discrepancy.

(a) Receipt for materiel lost in shipment may have been processed wrong. If so, reverse the receipt and re-input as a lost-in-shipment receipt as described in the R-Supply user's guide key phrase "Receipt Processing" so the loss will process along with the receipt.

(b) Receipt may have been processed twice. If a receipt was erroneously processed twice, one should be reversed. On occasion, the wholesale supply system erroneously issues duplicate materiel on a single requisition. Therefore, the requisition in question must be researched to ensure it was not an actual duplicate shipment.

d. Corrective Transaction Processing. All approved corrective

transactions will be processed in R-Supply. Ensure the interface between R-Supply and NALCOMIS is operational so that the transactions for DLRs will also be recorded in NALCOMIS.

e. Post Inventory Reconciliation Actions. The WMD/WCB OIC/SNCOIC will ensure a 'post inventory' SAMMA/SAL is produced, coordinate the validity sample with SMD, report the results of the inventory to the AvnSupO.

7. Post LAP/Inventory Audit. The SMD will perform a post LAP/Inventory Audit, immediately after the completion of the inventory. The post audit will be conducted in accordance with the procedures described in appendix G of this Manual. Anytime the post inventory audit, prescribed in paragraph 4101.5 of this Manual reflects a validity percentage less than the requirement found in reference (m) and figure N-1, a complete inventory reconciliation is required within thirty (30) business days.

8. Inventory Status and Reporting. The WMD/WCB OIC will submit the "Inventory Results Letter" to the Aviation Supply Officer (AvnSupO) via the SMD Officer containing the "Inventory Statistical Results", the SMD Audit Branch "Post Location Audit Program/Inventory Results". To compile the inventory statistical results, the data must be extracted after the completion of each count phase, immediately following the conclusion of pre-adjustment research and once all inventory adjustments have been posted. Additionally, WMD/WCB OIC will identify the root cause of the inventory discrepancies and formulate a corrective action plan to diminish future need for adjustments. All forms can be downloaded from the Marine Aviation Share Point, under the Inventory Management folder. URL: Marine Aviation Supply - INVENTORY MANAGEMENT - All Documents (sharepoint-mil.us)

NOTE: On a quarterly basis, the Supply Management Division will submit the NWCF-SM Inventory accuracy forms and a relevant mitigation plan for underperforming categories using the forms found in appendix A and B of reference (m). These forms must be submitted to the Wing Operations Section within ten (10) calendar days after the end of each quarter.

APPENDIX O

COST ANALYSIS PROCEDURES

1. General. Cost performance is central to the understanding of the Marine Corps Aviation Current Readiness (CR) program, as cost becomes an impact to readiness. Marine Aviation commanders and leaders plan, manage, and execute the CR process to maximize equipment and personnel readiness. The CR process is essential to the generation of effective combat readiness and the effort of preserving the quality of aviation equipment and improving readiness through integration with the Naval Aviation Enterprise (NAE).

a. Marine Corps Aviation commanders and leaders, in conjunction with the NAE, will plan, execute, and manage the CR process to maximize the availability of aviation equipment and personnel. Reference (ag) states that the MALS Commander, as the senior aviation logistician within the Marine Aircraft Group, is the principal aviation logistics advisor to the MAG Commander. Additionally, MALS Commanders are ultimately responsible for financial management within their commands. The MAW Comptroller is available to advise commanders on all financial management issues. While Operations & Maintenance, Marine Corps (O&M, MC) funding is managed at the Group level, the following types of funding are executed at the MALS level:

b. Operations & Maintenance, Navy (O&M, N) Flying Hour Program (FHP) funding in support of Tactical Air (TACAIR) and Fleet Air Training (FAT)/Fleet Replacement Squadrons (FRS) funding is accounted for by the Operations Management Division (OMD) and the MALS Commander should be aware of the following four cost drivers of the FHP:

(1) Aviation Depot Level Repairables (AVDLRs)

(2) Aviation Fleet Maintenance (AFM)

(3) Contract Maintenance Support (CMS)

(4) Fuel/Flight Equipment

c. Operations & Maintenance, Navy (O&M,N) Non-Flying Hour Program (NFHP) funding is managed by the OMD, with the exception of NFHP TAD/TOT funding, which is managed at the Group level.

2. Cost War Room (CWR). The purpose of the CWR is to periodically examine aircraft support cost, utilizing performance indices while drilling down to components and documents. It’s also used to develop an understanding of unique Type Model Series (TMS) cost issues by:

a. Identifying cost and demand variances

b. Identifying a way forward to reduce support costs

The CWR is also used to assist TMS Leads Wings in preparing for NAE brief cycles, to obtain information for the MAERB VTC and ultimately the Air Board Current Readiness Cross Functional Team (CR CFT). One of the primary support providers is the Aviation Financial Analysis Tool (AFAST) throughout Naval Aviation.

MALS Commanders should receive weekly status of funds briefs by the Operations Management Division Officer. MALS Commanders should brief the Group Commander monthly on status of FHP funding and cost drivers. A key responsibility of the MALS Commander is the Cost War Room (CWR).

3. Financial Data Source and Tools

a. ACE Reporter. ACE Reporter is designed to be an Internet landing zone for retrieval of Flight Program information relevant to Comptroller, Air Operations, Aviation Maintenance and Logistics personnel. Authorized users can log onto ACE Reporter to access reports generated by the Aviation Cost Evaluation System (ACES). In addition to report distribution, ACE Reporter provides a directory of key players involved in the Flying Hour Program and links to other Navy and Non-Navy Information resources on the web. ACE Reporter can be accessed by utilizing the following URL: https://www.aces.caci.com/acer/Login.aspx.

b. Aviation Cost Evaluation System (ACES). ACES is the joint flying hour cost collection system used by Commander, Naval Air Forces, U. S. Pacific Fleet (COMNAVAIRPAC) and the Commander, Naval Air Forces, U. S. Atlantic Fleet (COMNAVAIRLANT). The ACES application is essential for the effective management of the FHP and for all up-line reporting requirements for the type commander staff, subordinate commands, and higher authority. ACES functionality covers three major areas:

(1) Planning

(2) Budgeting

(3) Flight Hour Execution

(a) The ACES program captures all costs incurred in support of the FHP from various sources. This includes all Pacific (PAC) and Atlantic (LANT) aviation squadrons (tactical, training, support and strategic), aircraft carriers, MALS, Naval Air Stations (Continental United States (CONUS) and overseas) and the Type Commander's (TYCOM) headquarters.

(b) Aviation Cost Evaluation System (ACES) is the certified financial reporting system and data provider of the Big Four/Five Cost KPI. ACES does not provide users with the necessary level of granularity to investigate incurred costs. Drill-down capability is provided via the Aviation Financial Analyst Tool (AFAST).

c. Aviation Financial Analysis Tool (AFAST). The AFAST was developed in an effort to apply cost management to the FHP. AFAST cost data represents approximately 92% of direct FHP costs but does not track Contract (FW) costs. Though AFAST is not a certified financial reporting system for FHP it does provide important analysis tools for T/M/S teams to identify maintenance cost drivers affecting Aircraft Readiness. AFAST pulls its Aviation Operation Maintenance (AOM) data from NALCOMIS (AVDLR & AFM) and ACES (Fuel & Flight Hours). AFAST allows users to drill down to see what was actually purchased by each unit. The cost in AFAST will not match the cost in ACES, because the inputs are slightly different. AFAST can be accessed by utilizing the following URL: https://flankspeed.SharePoint-mil.us/sites/CPF-CNAF-AFAST. Additionally, AFAST has several tools available to help units manage cost associated with the Flying Hour Program (FHP) and explain CPH deviations as required. The tools enable detailed analysis (NIIN level) and identification

of incurred costs for Aviation Depot Level Repairables (FA), Aviation Fleet Maintenance (FM), and Fuel (FF). These tools include:

(1) Cockpit Charts. The FHP Cockpit Chart provides the WING/Staff with an Executive Summary of the FHP cost status for the applicable TMS and is updated monthly. The purpose of this EXCEL chart is to give the WING a graphic representation of the status of the FHP for their respective TMS. It presents an overall picture of costs for the fiscal year to date as well as trends in AVDLR and AFM expenditures. The AFM cost are broken out into squadron direct costs as well as Aviation Intermediate Maintenance Department (AIMD) generated costs. Fuel and Overhead costs are broken out as well. Overhead costs are peculiar to AFAST and describes all aviation requisitions that DO NOT utilize the ORG Code of a flying squadron in the JCN. They instead use the ORG Code of either the MAG or MALS (IMA and ASD). A monthly CPH is displayed together with a year to date average and the target CPH.

(2) AFAST User Tool. A Microsoft Access database application that provides summary CPH information at many levels including Squadron, Type Model, and TMS. This summary data is displayed in various time slices such as Fiscal Year (FY) to date, monthly, quarterly, previous FY or selected period. The basic screen displays the hours flown for the selected period along with the executed costs in three categories. These categories are Fuel, AVDLR and AFM costs. These executed costs are compared with expected "Should Cost" based on the hours flown. The "should cost" is calculated using the hours flown multiplied by the target CPH for the TMS that flew the hours. The AFAST User Guide, which provides detailed discussion of AFAST Tools and utilization, can be found on the Commander Naval Air Forces Pacific website at https://flankspeed.SharePoint-mil.us/sites/CPF-CNAF-AFAST?e=1%3A1c694fe3154d4025b2a346251c330039

(3) TWING Tool. A Microsoft Access database application that provides detailed transaction data, cost drivers, item research capability, custom ADHOC reports, and can be utilized to analyze CPH information. When deviations are identified on the WING Cockpit Charts or AFAST User, the TWING tool is used to answer the question of what specifically contributed to that deviation. Detailed requisition and the Maintenance Action Form (MAF) data for the current and previous fiscal year are provided in the monthly updates that are posted on the CNAP Extranet WEB site. The updates start the FY with 13 months of data and build to 24 months of data at the end of the FY. These updated files are unique to each Type Wing and are imported into the basic TWING Tool to form a WING specific TWING Tool. The following is a basic flow chart of the data flow for AFAST:

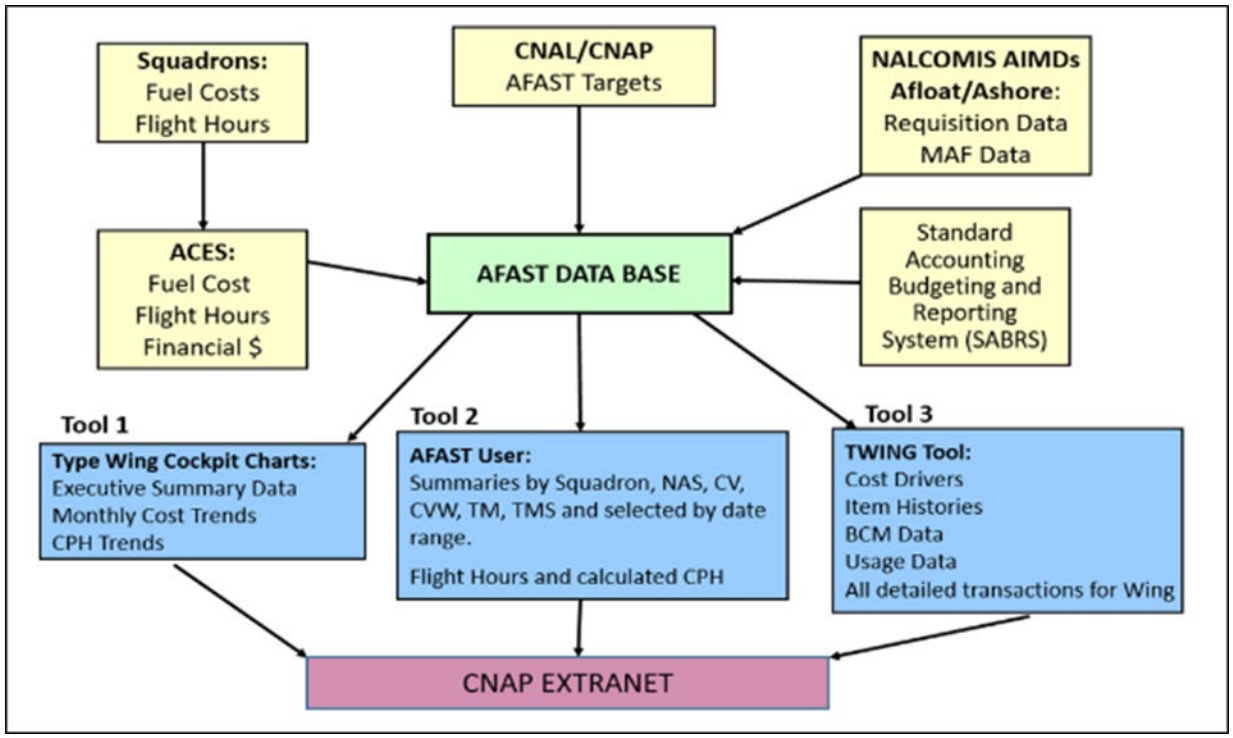


Figure O-1.--AFAST Data Flow.

d. Aviation Storekeeper Information Tracking System (ASKIT). ASKIT is a program used by Navy and Marine Aviation units to report fuel and squadron flight equipment, flight hours, gallons expenditures, and aircraft counts. The ASKIT program generates the monthly Budget OPTAR Report (BOR), which provides number of aircraft, monthly and Fiscal Year to Date (FYTD) hours flown, fuel obligation values, flight administrative funds obligation values, type of aviation fuel consumed, gallons consumed by fuel type, reimbursable hours flown, contingency hours flown, and any other data deemed necessary for import into the Aviation Cost Evaluation System to generate the monthly Official Flying Hour Cost Report (FHCR).

NOTE: ASKIT can be accessed by utilizing the following URL: https://cnafcs.dc3n.navy.mil/cnafcs_1/askit/Login/Login.aspx

4. Cost War Room schedule

a. Semi-Annual CWR. The Annual CWR schedule is approved and released via Naval Message on the AFAST SharePoint 2-3 months prior to the start of a new calendar year. The schedule will also include dial in instructions, as well as the agenda. MALS will be required to participate in the semi-annual CNAP/CNAF hosted Cost War Rooms. The CNAP/CNAF CWR is design to supplement the MALS hosted monthly CWR and facilitate the TMS briefing cycle. Figure O-2 contains an excerpt of a CWR message.

3. Schedule for CY 2021 is as follows (dates are subject to change only to compliment changes in NAE events):

DATE	SERVICE	T/M/S	ASD METRICS
27JAN2021	USMC	AV-8	MALS-14 CHERRY POINT
17FEB2021	USN/USMC	SE/CVN	ALL SITES/SHIPS W/ACTION ITEMS
24FEB2021	USMC	C-130	MALS-41 FORT WORTH
17MAR2021	USN	P-3/EP-3/P-8	WHIDBEY ISLAND
24MAR2021	USMC	MV-22	MALS-26 NEW RIVER
14APR2021	USN	E-2/C-2	NORFOLK
28APR2021	USMC/USN	CH/MH-53	MALS-29 NEW RIVER/ FRC NORFOLK
19MAY2021	USN	MH-60	NORTH ISLAND
26MAY2021	USMC	H-1	MALS-39 PENDLETON
16JUN2021	USN	FA-18E-F/EA-18G	LEMOORE
23JUN2021	USMC	FA-18 A-D	MALS-11 MIRAMAR
14JUL2021	USN	P-3/EP-3/P-8	JACKSONVILLE
21JUL2021	USMC	AV-8	MALS-14 CHERRY POINT
28JUL2021	USN	E-2/C-2	PT MUGU
11AUG2021	USMC	C-130	MALS-41 FORT WORTH
18AUG2021	USN/USMC	SE/CVN	ALL SITES/SHIPS W/ACTION ITEMS
25AUG2021	USMC/USN	CH/MH-53	MALS-29 NEW RIVER/ FRC NORFOLK
15SEP2021	USN	MH-60	NORFOLK
22SEP2021	USMC	MV-22	MALS-26 NEW RIVER
13OCT2021	USN	FA-18E-F/EA-18G	OCEANA
20OCT2021	USMC	FA-18 A-D	MALS-11 MIRAMAR
10NOV2021	USN/	P-3/EP-3/P-8	WHIDBEY ISLAND
17NOV2021	USMC	H-1	MALS-39 PENDLETON
10DEC2021	USN	E-2/C-2	NORFOLK
17DEC2021	USMC	AV-8	MALS-14 CHERRY POINT

4. The CWR review will start at 1000 Pacific time for both USN and USMC. Dial in number is (877)972-5797, passcode is 343287.

5. MS CVR Teams will be used as a visual means to follow the CWR review. Link will be provided in separate emails by the CWR Chairmen.

Figure O-2.--Sample Cost War Room Schedule.

b. Monthly Cost Analysis Procedures. Conduct and participate in a monthly CWR to facilitate RBA/RFT gap discussions with supporting MALS Commanders prior to the CR Action Officer (CR AO) meetings and CNAP/CNAF hosted CWR to properly identify root causes of gaps and develop Actions Items (AIs) to mitigate gaps. The monthly CWR will complement the AO Telecon and build towards the TMS VTC.

There are three primary cost charts that are required to be submitted to the Cost Analysis Team Leads monthly. The charts are downloaded and populated by the CAT Tier I personnel, all members of Tier I should provide necessary information to justify the variances in the indices. The ACES charts are taken from the AFAST website and are part of each TMS'ACES spreadsheet.

(1) Cost Performance Chart). Provides Key Performance Indicators (KPI) of cost performance for a TMS; Cost Per Hour (CPH), Schedule Performance Index (SPI), Cost Performance Index (CPI), and Execution Index (EI). Cost information is derived from the ACES cost tool.

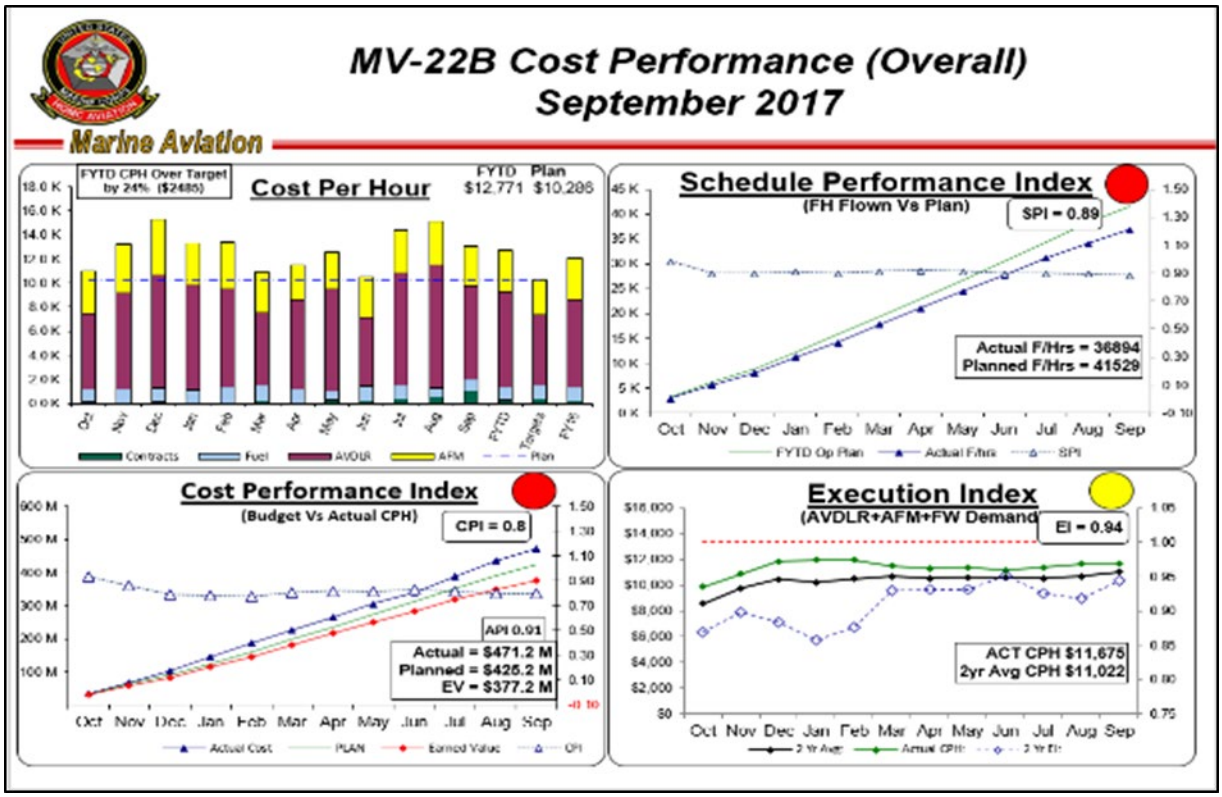


Figure O-3.--Cost Performance Chart.

(2) Cost Performance Chart with root causes/behavior driving the indices and cost initiatives. Provides root causes or behaviors that are driving the indices. Additionally, units should identify cost avoidance initiatives as per reference (u).

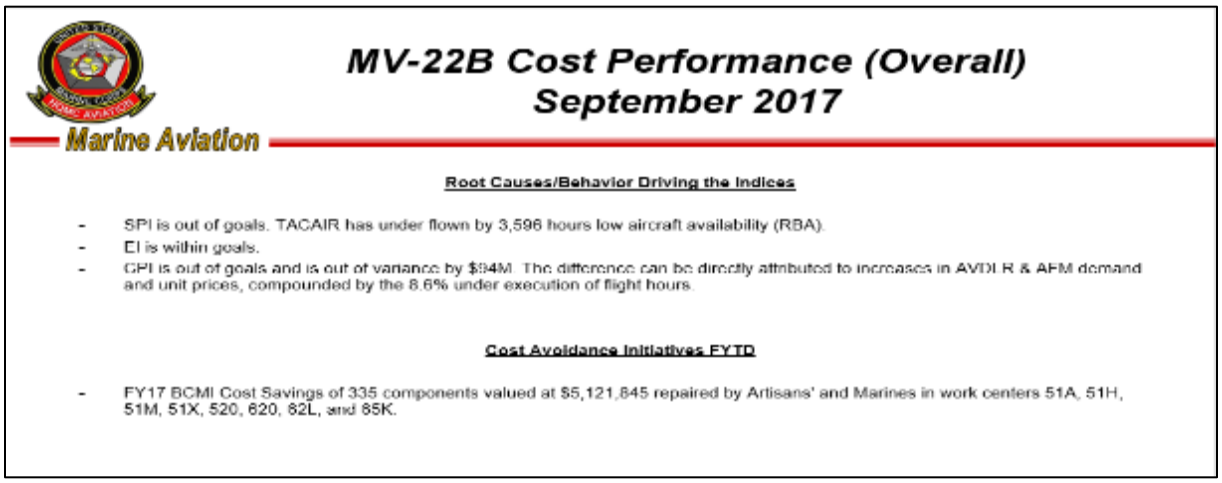


Figure O-4.--Cost Performance Chart--Part 2.

(3) Cost and Trend Analysis. When conducting analysis on what is driving the TMS cost, it is important to consider that there may be a single factor or multiple factors that contribute to cost increases. The top degrader prior year comparison report (FYCompare) from the applicable TMS

AFAST TWING tool can be utilized for root cause analysis of your top cost drivers. Additionally, it's important to note that just because an item is a "high" cost driver, it may not be the obvious reason that your TMS cost has increased. There are high-cost drivers that are consistent year to year.

(a) Demand Variation. Below are potential reasons for demand variation:

1. Increase/decrease in demand over the previous period.

2. Reliability factors.

3. Maintenance capability changes.

4. Supply processes (carcass bills, surveys).

5. Change in the number of hours flown.

6. Environmental factors.

(b) Cost Variation. Below are potential reasons for cost variation:

1. Increase/decrease in cost over the previous period.

2. Price Change.

3. Demand Change.

4. SM&R/COG change.

5. Changes in Maintenance Contracts.

5. Cost War Room Review Process. Two cost workbooks (AFM & AVDLR) are built by CNAP prior to the review. These workbooks make up about 85% of the workload. Activities will review and work their specified action items prior to the review. All research results will either be emailed in advance or briefed during the CWR teleconference. Attendees will click through the workbooks and/or follow the brief utilizing the Defense Connect Online. All inputs will be consolidated, workbooks will be updated with discussion/action items, and reposted to the AFAST SharePoint. AFAST software pulls all notes into a NIIN level database, which are used in future Cost Workbooks. All action items will remain open, until closed by CNAP. The following are reviewed at the CWR:

a. Cockpit Charts

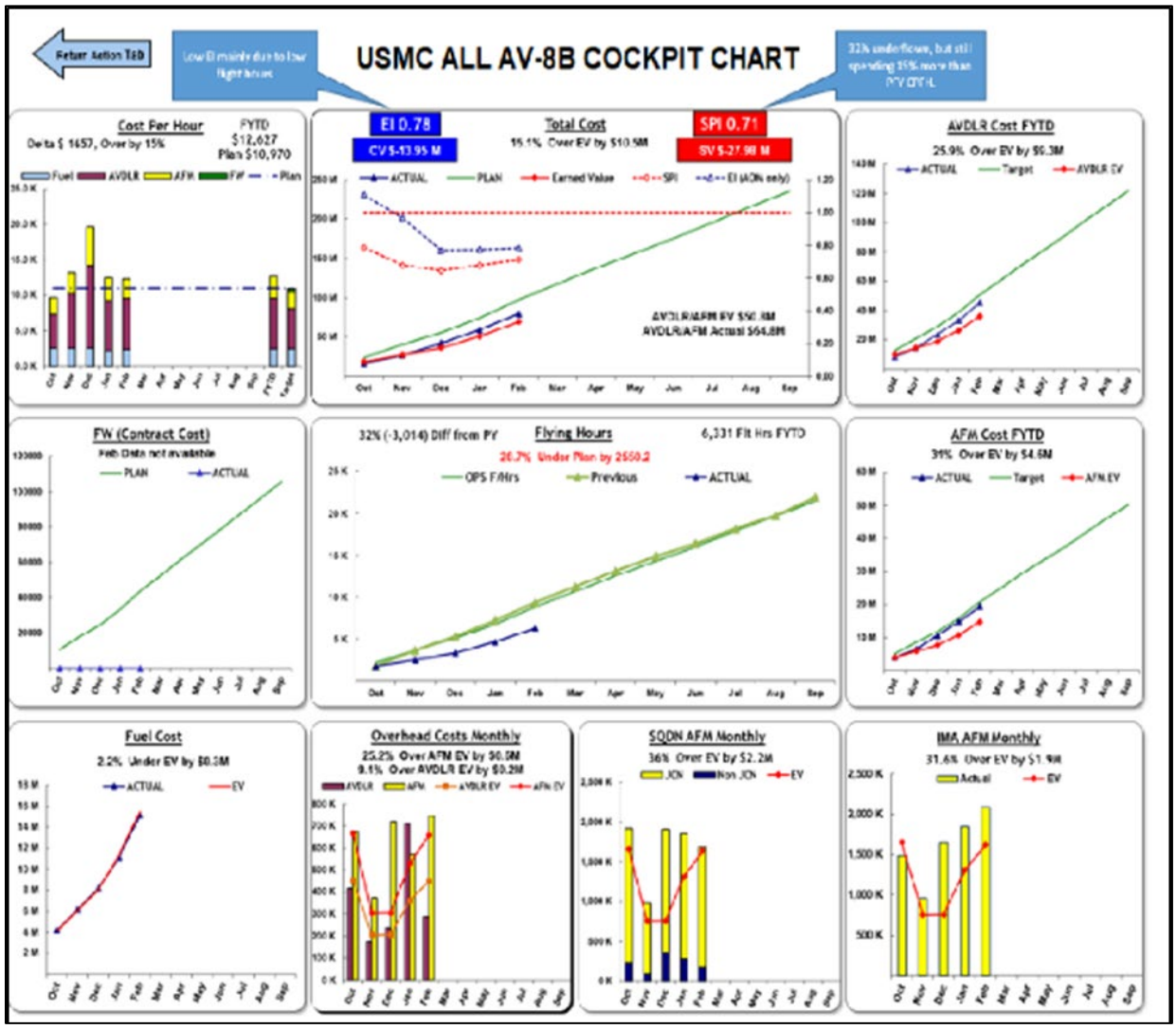
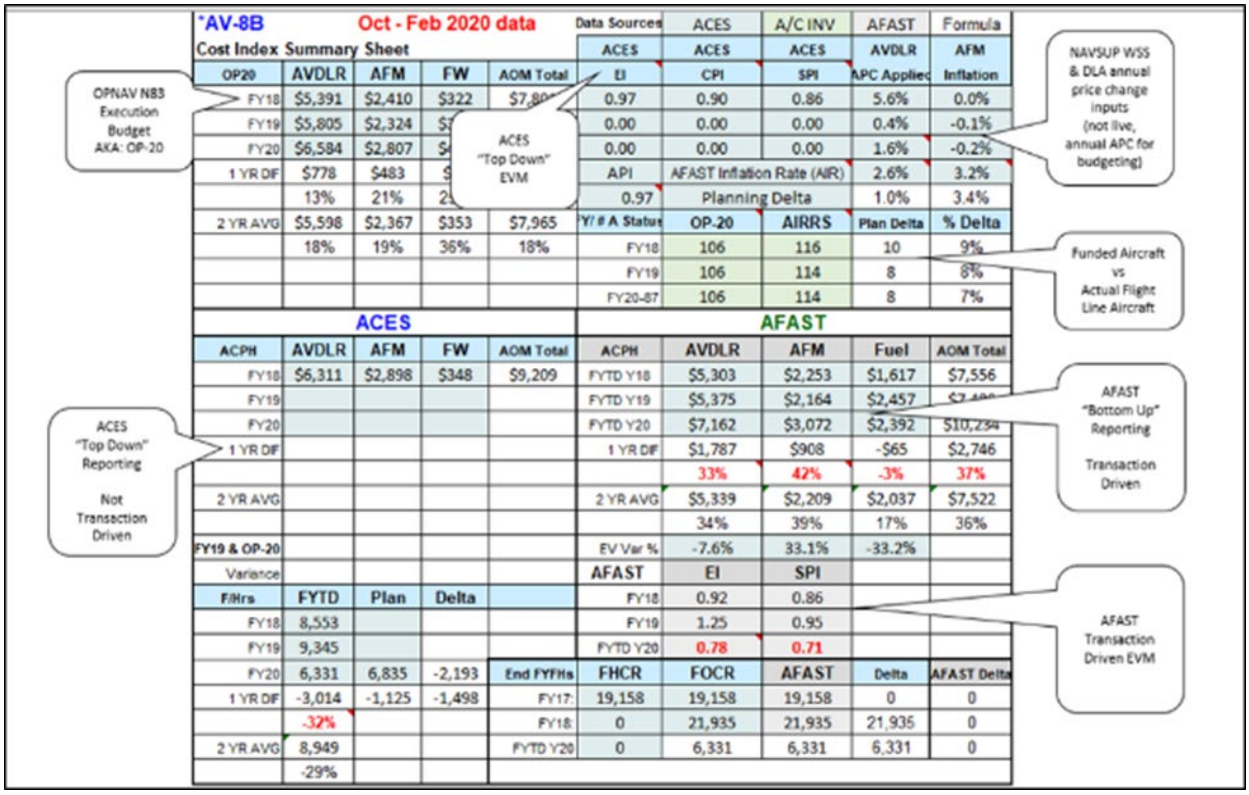


Figure O-5.--Cockpit Charts.

b. AFAST EI Summary



*AV-8B Oct - Feb 2020 data

Cost Index Summary Sheet

OP20	AVDLR	AFM	FW	AOM Total
FY18	$5,391	$2,410	$322	$7,80
FY19	$5,805	$2,324	$	
FY20	$6,584	$2,807	$	
1 YR DIF	$778	$483	$	
	13%	21%	2	
2 YR AVG	$5,598	$2,367	$353	$7,965
	18%	19%	36%	18%

ACES	AVDLR	AFM	FW	AOM Total
FY18	$6,311	$2,898	$348	$9,209
FY19				
FY20				
1 YR DIF				
2 YR AVG				
FY19 & OP-20				
Variance				

F/Hrs	FYTD	Plan	Delta	
FY18	8,553			
FY19	9,345			
FY20	6,331	6,835	-2,193	End FYFHs
1 YR DIF	-3,014	-1,125	-1,498	FY17:
	-32%			FY18:
2 YR AVG	8,949			FYTD Y20
	-29%			

Data Sources	ACES	A/C INV	AFAST	Formula
ACES	ACES	ACES	AVDLR	AFM
EI	CPI	SPI	APC Applied	Inflation
0.97	0.90	0.86	5.6%	0.0%
0.00	0.00	0.00	0.4%	-0.1%
0.00	0.00	0.00	1.6%	-0.2%
API	AFAST Inflation Rate (AIR)		2.6%	3.2%
0.97	Planning Delta		1.0%	3.4%
Y/ # A Status	OP-20	AIRRS	Plan Delta	% Delta
FY18	106	116	10	9%
FY19	106	114	8	8%
FY20-87	106	114	8	7%

ACES

AFAST

ACPH	AVDLR	AFM	Fuel	AOM Total
FYTD Y18	$5,303	$2,253	$1,617	$7,556
FYTD Y19	$5,375	$2,164	$2,457	$7,4
FYTD Y20	$7,162	$3,072	$2,392	$10,254
1 YR DIF	$1,787	$908	-$65	$2,746
	33%	42%	-3%	37%
2 YR AVG	$5,339	$2,209	$2,037	$7,522
	34%	39%	17%	36%
EV Var %	-7.6%	33.1%	-33.2%	
AFAST	EI	SPI		
FY18	0.92	0.86		
FY19	1.25	0.95		
FYTD Y20	0.78	0.71		

FHCR	FOCR	AFAST	Delta	AFAST Delta
19,158	19,158	19,158	0	0
0	21,935	21,935	21,935	0
0	6,331	6,331	6,331	0

OPNAV N83 Execution Budget AKA: OP-20

ACES "Top Down" EVM

NAVSUP WSS & DLA annual price change inputs (not live, annual APC for budgeting)

Funded Aircraft vs Actual Flight Line Aircraft

ACES "Top Down" Reporting

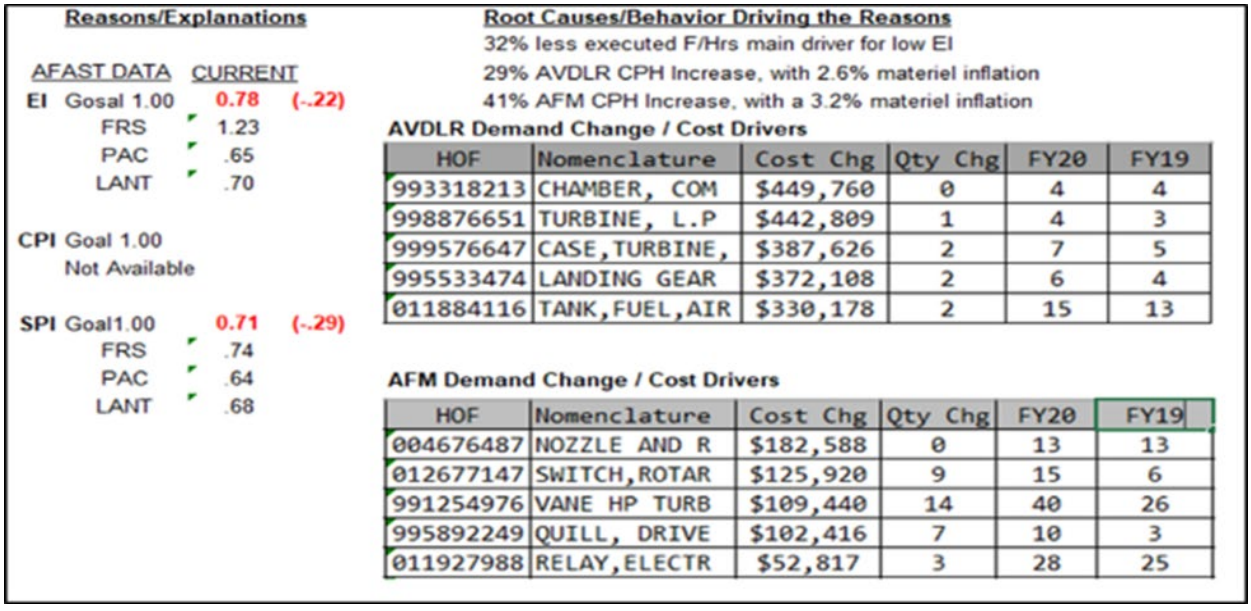
Not Transaction Driven

AFAST "Bottom Up" Reporting

Transaction Driven

AFAST Transaction Driven EVM

Figure O-6.--AFAST EI Summary.



Reasons/Explanations

AFAST DATA	CURRENT	
EI Gosal 1.00	0.78	(-.22)
FRS	1.23	
PAC	.65	
LANT	.70	
CPI Goal 1.00		
Not Available		
SPI Goal1.00	0.71	(-.29)
FRS	.74	
PAC	.64	
LANT	.68	

Root Causes/Behavior Driving the Reasons

32% less executed F/Hrs main driver for low EI

29% AVDLR CPH Increase, with 2.6% materiel inflation

41% AFM CPH Increase, with a 3.2% materiel inflation

AVDLR Demand Change / Cost Drivers

HOF	Nomenclature	Cost Chg	Qty Chg	FY20	FY19
993318213	CHAMBER, COM	$449,760	0	4	4
998876651	TURBINE, L.P	$442,809	1	4	3
999576647	CASE,TURBINE,	$387,626	2	7	5
995533474	LANDING GEAR	$372,108	2	6	4
011884116	TANK,FUEL,AIR	$330,178	2	15	13

AFM Demand Change / Cost Drivers

HOF	Nomenclature	Cost Chg	Qty Chg	FY20	FY19
004676487	NOZZLE AND R	$182,588	0	13	13
012677147	SWITCH,ROTAR	$125,920	9	15	6
991254976	VANE HP TURB	$109,440	14	40	26
995892249	QUILL, DRIVE	$102,416	7	10	3
011927988	RELAY,ELECTR	$52,817	3	28	25

Figure O-6.--AFAST EI Summary, Continued.

c. Integrated Logistics Support (ILS) & Support Equipment (SE) Charts

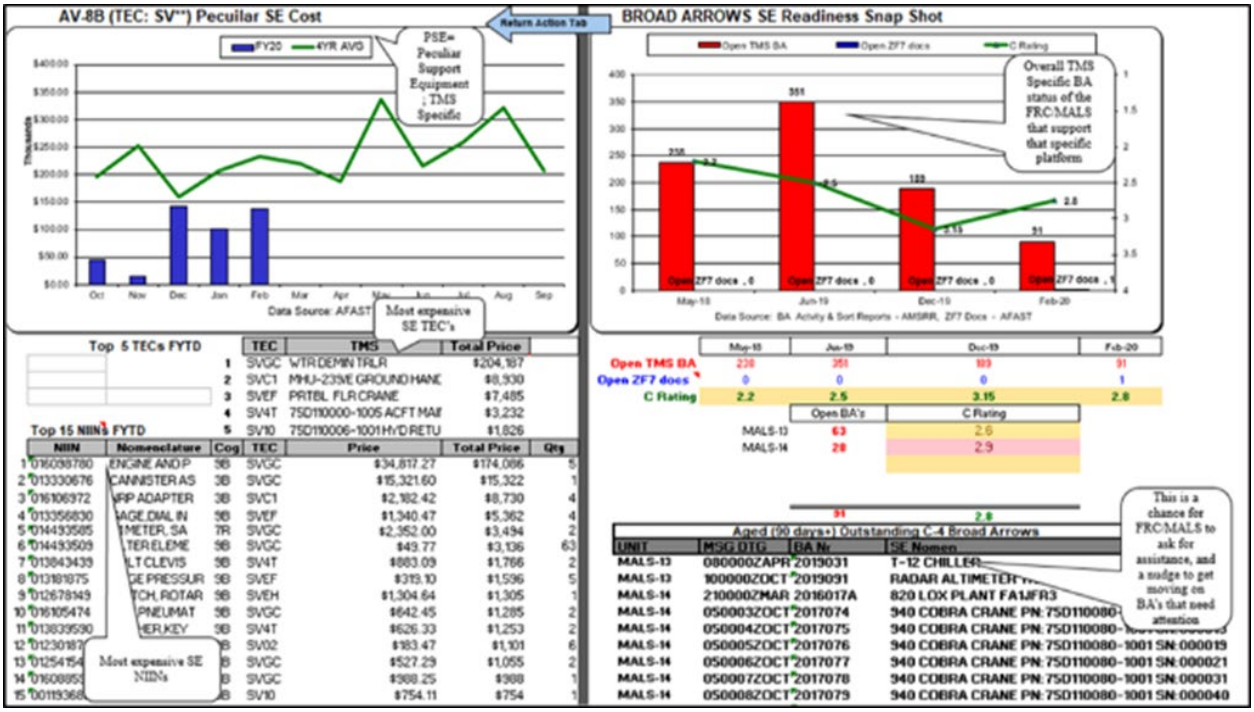


Figure O-7.--ILS & SE Charts.

d. Squadron Rack and Stack

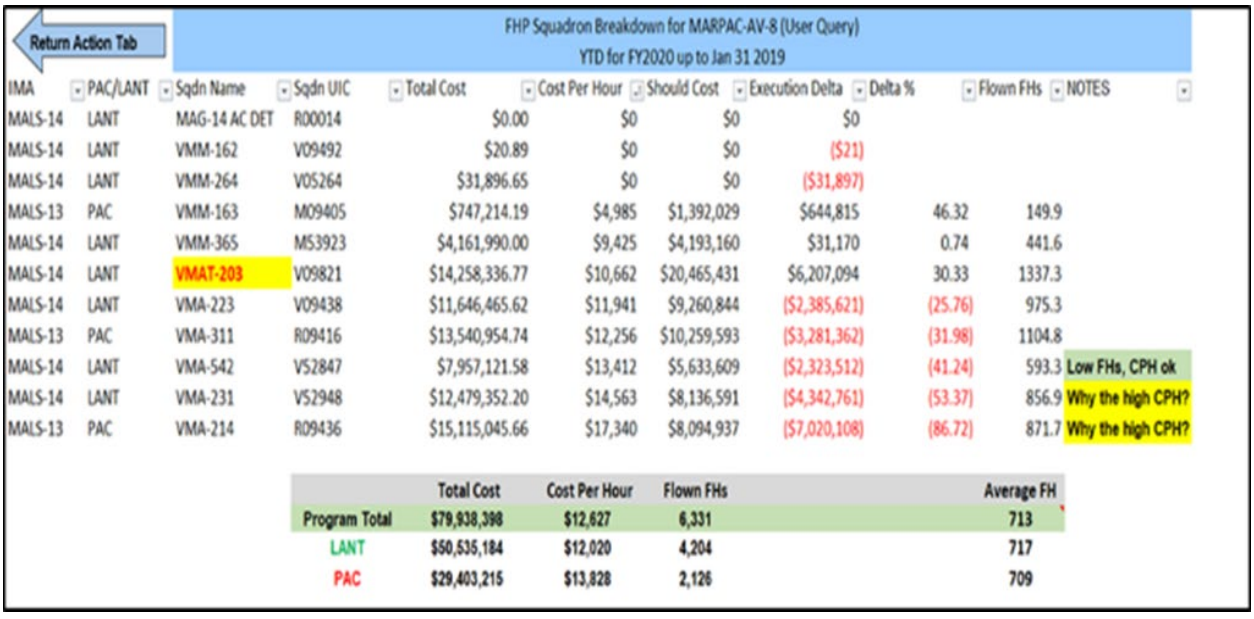


Figure O-8.--Squadron Rack and Stack.

e. Squadron Overhead

Overhead Cost Allocations		PAC/LANT		
IMA Generating OVH	Sqdrn Receiving OVH	LANT	PAC	Grand Total
MALS-14 (Cherry Point)	VMAT-203	$ 742,757.72		$ 742,757.72
	VMA-223	$ 632,238.73		$ 632,238.73
	VMA-231	$ 533,924.33		$ 533,924.33
	VMA-542	$ 376,294.27		$ 376,294.27
	VMM-365	$ 95,519.00		$ 95,519.00
MALS-13 (Yuma)	VMA-311		$ 900,348.29	$ 900,348.29
	VMA-214		$ 817,187.37	$ 817,187.37
USS BATAAN	VMM-365	$ 659,357.84		$ 659,357.84
USS MAKIN ISLAND	VMM-163		$ 73,236.62	$ 73,236.62
USS BOXER	VMM-163		$ 48,925.74	$ 48,925.74
USS KEARSARGE	VMM-264	$ 31,896.65		$ 31,896.65
MALS-12 (Iwakuni)	VMAT-203	$ 64.29		$ 64.29
	VMA-223	$ 38.76		$ 38.76
	VMA-231	$ 38.62		$ 38.62
	VMA-542	$ 18.05		$ 18.05
NAS WHIDBEY ISLAND	VMA-231	$ 28.78		$ 28.78
	VMA-223	$ 23.54		$ 23.54
	VMA-542	$ 18.46		$ 18.46
	VMAT-203	$ 17.64		$ 17.64
	VMM-365	$ 11.87		$ 11.87
USS IWO JIMA	VMM-162	$ 20.89		$ 20.89
Grand Total		$ 3,072,269.42	$ 1,839,698.03	$ 4,911,967.45

- Transaction driven when we know who to bill in SABRS-N, but Overhead billed to FRC/MALS ORG Codes has to be proportionally billed to customer squadrons based on hours flown
- FRC/AIMD/MALS do not own aircraft to support, FRC/AIMD/MALS do not have appropriations to support aircraft, that is for the squadrons to pay
- Lesson to learn is to bill appropriately (JCN/ORG), or the costs are going to be skewed

	MARFORCOM	MARFORPAC	USMC AV-8B
3Y Average	$502	$605	$535
FY-19	$550	$729	$616
FY-18	$529	$497	$517
FY-17	$426	$590	$471

Figure O-9.--Squadron Overhead.

f. MALS

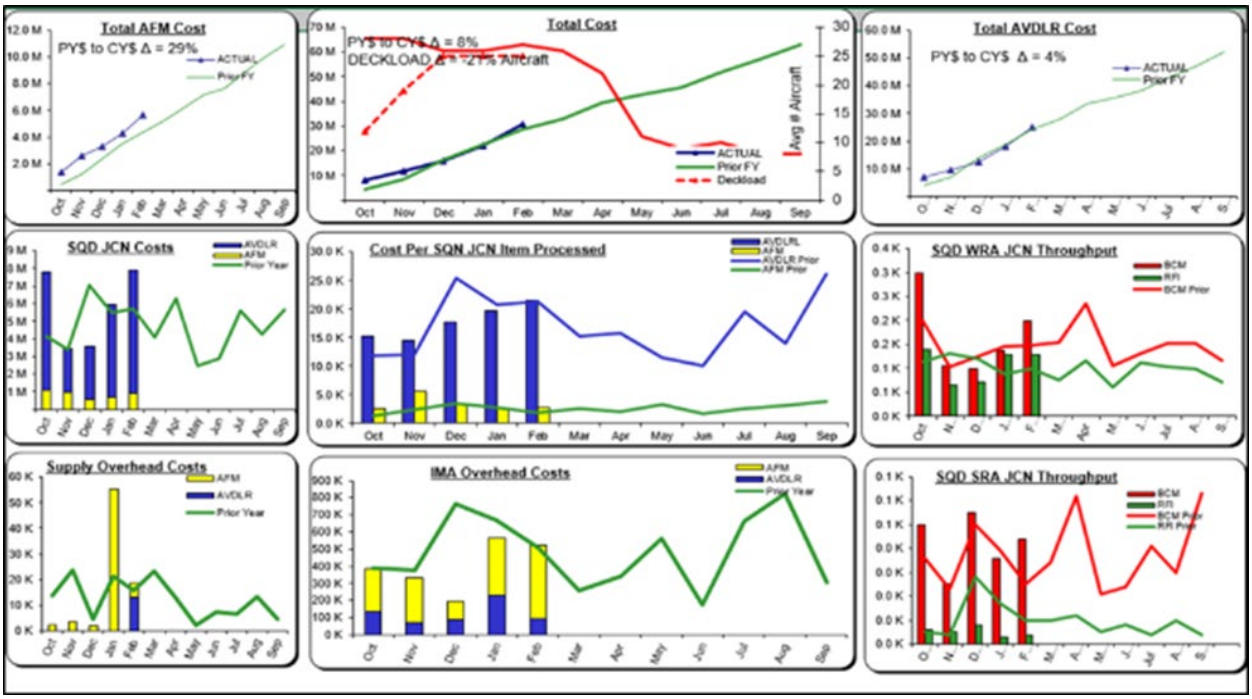


Figure O-10.--MALS Costs.

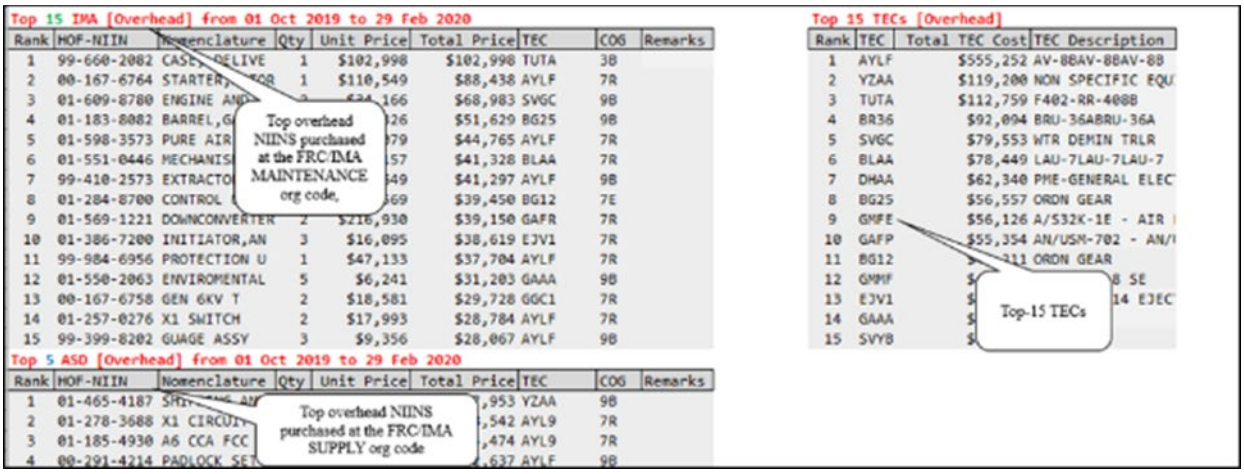


Figure O-11.--Top Overhead Cost MALS (IMA/ASD/TEC).

g. CWR Action Item List

AV-8 CWR AVDLR Action Item List

AIP Activity	Code	Item follow-up NLT next review Description of Action	Tab Hyper Link	Date Identified
CNAF N41 N42 AFAST CNAP-COMFRC			Top 10 AVDLR	
MALS-13 PAC *Yuma (GE1)*	MAINT/SUPPLY	ICRL to Part Number mismatches	ICRL-PN	3/16/2020
	MAINT/SUPPLY	Why does DDSN 00272281 havea 3X Net Price Charge?	30-AVDLR	3/16/2020
	MAINT/SUPPLY	JCN GE13128001C (DDSN 93466R06) Overhead charge, charge squadron.	71-AVDLR	3/16/2020
	MAINT/SUPPLY	Why JCNs GB6007347/GB6298143 have Net Charge on Action CD "D"?	73-AVDLR	3/16/2020
	MAINT/SUPPLY	Why is MATSS ordering aircraft parts? Are the requisitions legitimate?	93-AVDLR	3/16/2020
MALS-14 LANT *Cherry Point (FA1)*	MAINT/SUPPLY	ICRL to Part Number mismatches	ICRL-PN	3/16/2020
	MAINT/SUPPLY	Why is MATSS ordering aircraft parts? Are the requisitions legitimate?	49-AVDLR	3/16/2020
	SUPPLY	MALS-14: Which bit and piece parts caused three BCM-4s?	61-AVDLR	3/16/2020
	MAINT/SUPPLY	JCN FA13382341A (DDSN 93396S01) Overhead charge, charge squadron.	71-AVDLR	3/16/2020
	MAINT/SUPPLY	MALS-14 charged for JCN FA5234856, can you charge the squadron?	90-AVDLR	3/16/2020
APML	FST			
NAVSUP	IWST	IWST: Sudden price growth of 673% on 01-557-4190, request price challenge	37-AVDLR	3/16/2020
	IWST	IWST: Sudden price growth of 404% on 99-125-4638, request price challenge	43-AVDLR	3/16/2020

Figure O-12.--CWR Action Item List.

h. AFM Action List

AV-8 CWR INTRO & AFM Action Item List			TOP-100	
AIP Activity	Code	Item follow-up NLT next review Description of Action	Tab Hyper Link	Date Identified
CNAF	N415 N422 AFAST		Top 100 AFM	
MALS-13	MAINT/SUPPLY	? Review Maintenance/Supply Overhead charges highlighted for TEC and billing.	MALS-13 TAB	3/13/2020
PAC	MAINT/PCO	Should items be BCM 8 due to current total cost being greater than Net Price?	MALS-13 TAB	3/13/2020
Yuma	MAINT/SUPPLY	? Review Broad Arrows for accuracy and current status - are any C-4's BA stopping any maintenance?	ILS-SE	3/13/2020
	MAINT/SUPPLY	? Why the 250% demand spike? Why were 2 ordered for the same BUNO (DDSN 93023V04)?	18-AFM	3/13/2020
	MAINT/SUPPLY	MALS-13: What is going on with the breechplates at MAG-13?	28-AFM	3/13/2020
	MAINT/SUPPLY	? Why the 1780% demand increase? All for VMA-214	47-AFM	3/13/2020
	MAINTENANCE	Why did you BCM-1 four assets with a C1 ICRL (PAOGG)?	77-AFM	3/13/2020
MALS-14	MAINT/SUPPLY	? Review Maintenance/Supply Overhead charges highlighted for TEC and billing.	MALS-14 TAB	3/13/2020
LANT	MAINT/PCO	? Should items be BCM 8 due to current total cost being greater than Net Price?	MALS-14 TAB	3/13/2020
Cherry Point	MAINTENANCE	? Review Broad Arrows for accuracy and current status - are any C-4's BA stopping any maintenance?	ILS-SE	3/13/2020
	MAINTENANCE	? What was the Broad arrow that caused four BCM2s?	8-AFM	3/13/2020
	MAINT/SUPPLY	? Why the 250% demand spike? Are the Horizontal Stab Tip failing?	18-AFM	3/13/2020
	MAINT/SUPPLY	? Why the 300% demand spike?	25-AFM	3/13/2020
	MAINT/SUPPLY	? Why the 500% demand spike? (2 for the same BUNO)	27-AFM	3/13/2020
	MAINT/SUPPLY	? 238% increase, why did VMA-223 have 52% (14) of all requirements?	43-AFM	3/13/2020
DLA	DLA	? DLA&WSS: from $14K to $28.7K ea (95% ↑ requesting a price challenge on 00-467-6487 before this g	3-AFM	3/13/2020
	DLA	? DLA&WSS: from $8K to $21K ea (159% ↑ requesting a price challenge on 00-101-8818 before this get	60-AFM	3/13/2020
		DLA&WSS: from $3K to $10.7K ea (236% ↑ requesting a price challenge on 01-157-4685 before this g	92-AFM	3/13/2020
FST/PMA	FST/PMA	No specific AFM or AVDLR requests this cycle, please take a look to see if there is anything we missed		

Figure O-13.--AFM Action Item List.

i. AFM Top 100

Highlighted NIIN is CWR discussion item — CNAF — Template Ver 2.8a

FYTD — *AV-8B Top AFM Cost Drivers As of January 2020 Data — Actions Items ≥ 30% Δ

Rank	NIIN HOF	Nomenclature	TMS TEC	Unit Price	Total Cost FYTD	Cost Diff	Demand	FLR?	Price Δ	Maint	Demand Δ
1	99-462-9209	WHEEL,LANDING GEAR	AYLF, AYLG	$10,876	$435,044	$40,248	87	FLR			
2	99-724-2152	HEAT PACK ASSEMBLY	AYLF, AYLG	$13,888	$374,967	-$60,545	27				
3	00-467-6487	NOZZLE AND RING	PHBA	$28,754	$373,798	$182,588	13		95%		
4	00-094-8582	FLAME TUBE ASSEMBLY	PHBA	$49,350	$296,102	-$37,277	6				
5	99-125-4976	VANE,COMPRESSOR,AIRCRAFT GAS TUR	TUTA, YEAA	$7,184	$287,375	$109,440	40				54%
6	01-192-7988	RELAY,ELECTROMAGNETIC	AYLF, B008	$9,205	$257,726	$52,817	28				
7	01-267-7147	SWITCH,ROTARY	AYLF, AYLG	$13,482	$202,229	$125,920	15				150%
8	01-172-8451	ACCUMULATOR,HYDRAULIC	AYLF, AYLG	$21,497	$150,481	-$119,217	21	FLR			
9	01-460-5521	ANTENNA	AYLF	$28,816	$144,081	-$200,957	6	FLR			
10	99-589-2249	SHAFT ASSEMBLY,SHOULDERED	PHBA	$14,415	$129,734	$88,001	9				200%
11	01-182-0533	SENSING ELEMENT,FIRE DETECTOR SY	AYLF	$7,275	$123,670	$75,089	17		35%		89%
12	01-278-3541	WINDSHIELD PANEL,AIRCRAFT	AYLF	$17,538	$122,766	-$80,334	7				
13	01-360-3761	HOUSING,LIGHT	AYLF, AYLG	$4,929	$113,362	$32,673	23				
14	01-191-5051	TRANSMITTER,LIQUID QUANTITY	BYTB, AYLF	$3,038	$109,356	$52,187	36				71%
15	99-660-2082	CASE,DELIVERY	TUTA	$106,728	$106,728	$106,728	1	FLR			NO PY HISTORY
16	00-512-3638	MOUNTING PLATE	PHBA	$25,823	$103,292	$28,531	4				
17	99-789-1807	VALVE,SOLENOID	AYLF	$32,217	$96,650	$58,988	3				200%
18	01-310-7548	TIP,HORIZONTAL STAB	AYLF	$13,639	$95,473	$73,563	7				250%
19	01-072-6479	HOSE,DUAL WALL	AYLF	$32,651	$94,949	-$62,801	3				
20	00-307-7618	TERMINAL BOX	AYLF	$18,963	$94,817	$58,215	5				150%
21	99-783-3900	TIRE,PNEUMATIC,AIRCRAFT	AYLF, AYLG	$666	$86,149	-$33,485	120				
22	01-250-2951	COVER,AIRCRAFT GROUND SERVICING	YZAA	$17,040	$85,199	$68,755	5				400%
23	01-653-4794	COVER,ACCESS	YZAA, BYLF	$36	$77,682	$77,650	4				300%
24	99-545-4467	FILTER,FLUID	AYLF	$23,754	$71,261	$28,656	3				50%
25	01-578-4257	CONNECTOR SET,ELECTRICAL	B008, AYLF	$4,368	$69,886	$53,025	16				300%
26	01-185-0002	SENSING ELEMENT,FIRE DETECTOR SY	AYLF	$5,762	$69,142	$3,859	12		41%		
27	01-496-4932	CANOPY,EJECTION SEAT	YPCL, YPCM	$11,392	$68,353	$57,359	6				500%

Figure O-14.--AFM Top 100.

j. AFM Cost Quad Chart

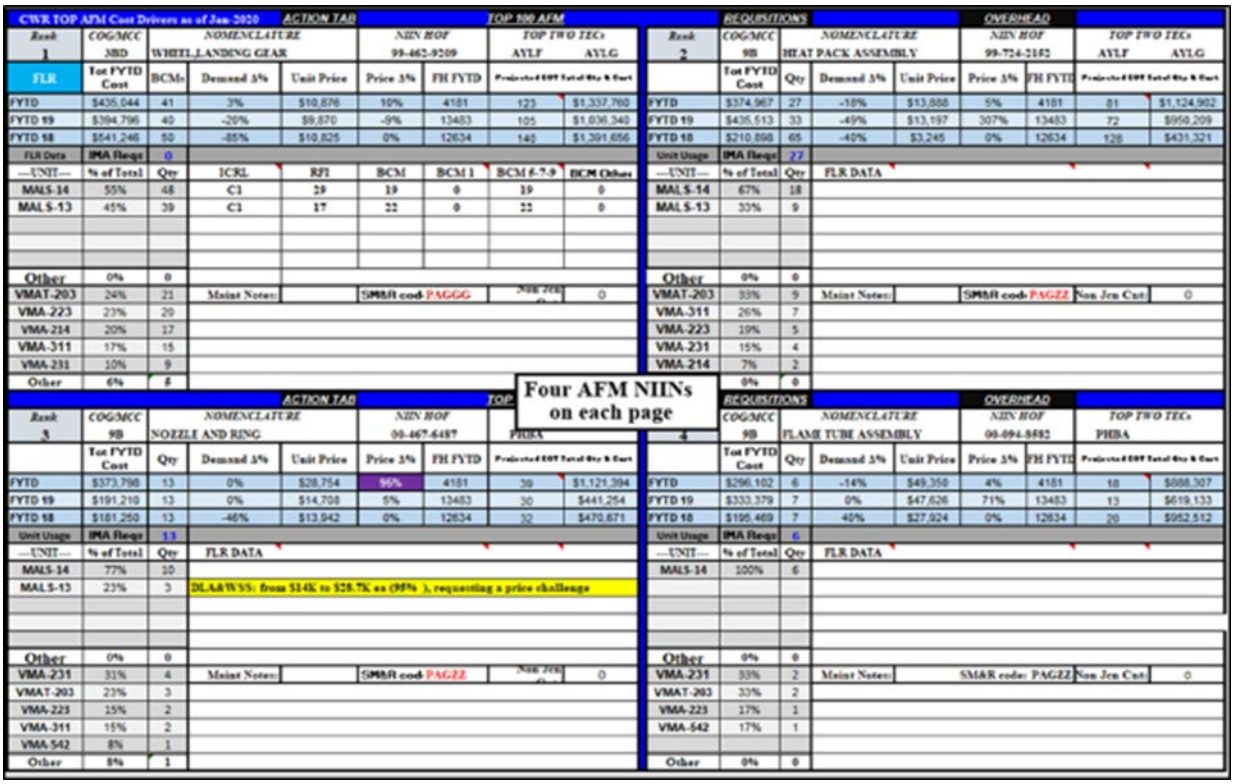


Figure O-15.--AFM Cost Quad Chart.

k. AVDLR Top 100

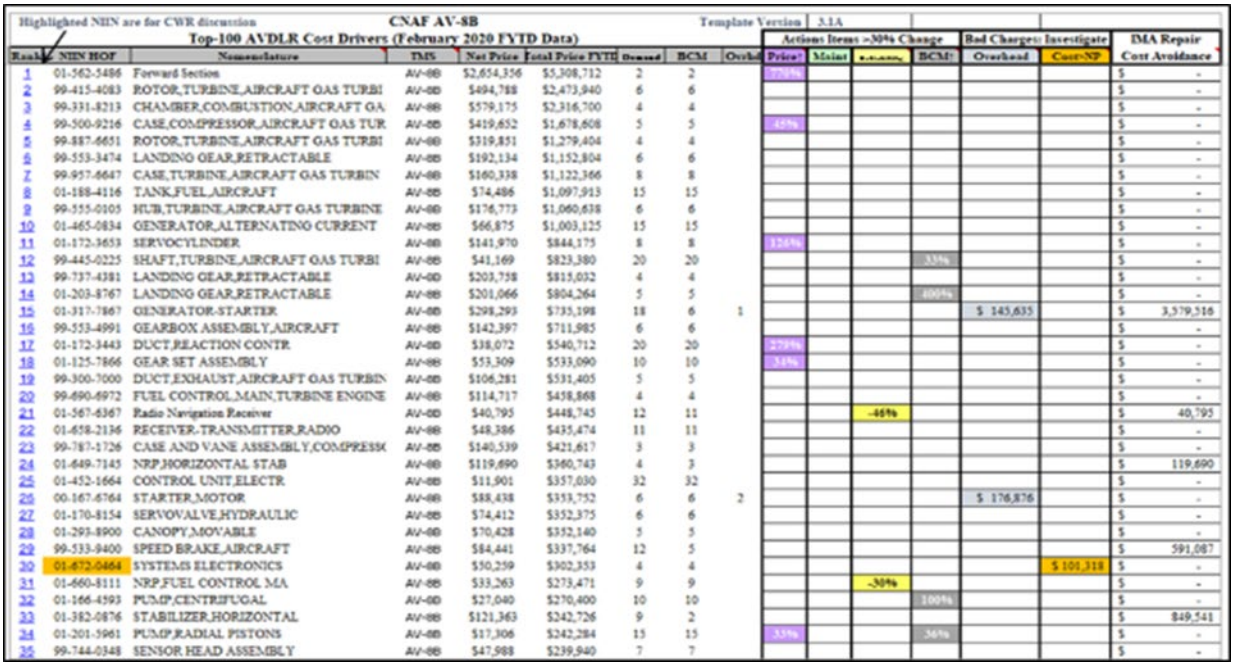
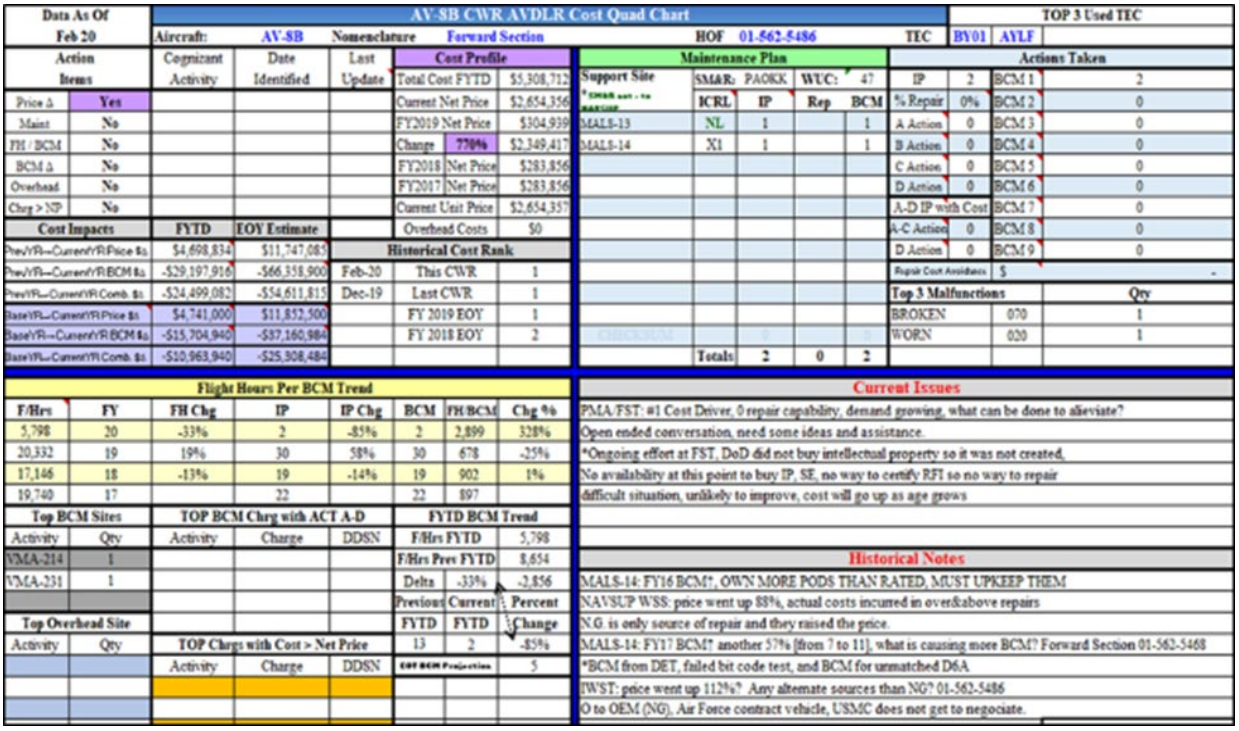


Figure O-16.--AVDLR Top 100.

1. AVDLR Cost Quad Charts



Data As Of Feb 20	AV-8B CWR AVDLR Cost Quad Chart											TOP 3 Used TEC		
	Aircraft:	AV-8B	Nomenclature	Forward Section			HOF	01-562-5486		TEC		BY01	AYLF	
Action Items		Cognizant Activity	Date Identified	Last Update	Cost Profile		Maintenance Plan					Actions Taken		
Price Δ	Yes				Total Cost FYTD	$5,308,712	Support Site	SMAR:	PAOKK	WUC:	47	IP 2	BCM 1	2
Maint	No				Current Net Price	$2,654,356		ICRL	IP	Rep	BCM	% Repair 0%	BCM 2	0
FH / BCM	No				FY2019 Net Price	$304,939	MALS-13	NL	1		1	A Action 0	BCM 3	0
BCM Δ	No				Change 770%	$2,349,417	MALS-14	XI	1		1	B Action 0	BCM 4	0
Overhead	No				FY2018 Net Price	$283,856						C Action 0	BCM 5	0
Chrg > NP	No				FY2017 Net Price	$283,856						D Action 0	BCM 6	0
Cost Impacts		FYTD	EOY Estimate		Current Unit Price	$2,654,357						A-D IP with Cost	BCM 7	0
Prev/YR--Current/YR Price $Δ		$4,698,834	$11,747,085		Overhead Costs	$0						A-C Action 0	BCM 8	0
Prev/YR--Current/YR BCM $Δ		-$29,197,916	-$66,358,900	Feb-20	Historical Cost Rank							D Action 0	BCM 9	0
Prev/YR--Current/YR Comb. $Δ		-$24,499,082	-$54,611,815	Dec-19	This CWR	1						Repair Cost Avoidance	$	-
Base/YR--Current/YR Price $Δ		$4,741,000	$11,852,500		Last CWR	1						Top 3 Malfunctions		Qty
Base/YR--Current/YR BCM $Δ		-$15,704,940	-$37,160,984		FY 2019 EOY	1						BROKEN	070	1
Base/YR--Current/YR Comb. $Δ		-$10,963,940	-$25,308,484		FY 2018 EOY	2						WORN	020	1
								Totals	2	0	2			

Flight Hours Per BCM Trend							
F/Hrs	FY	FH Chg	IP	IP Chg	BCM	FH/BCM	Chg %
5,798	20	-33%	2	-85%	2	2,899	328%
20,332	19	19%	30	58%	30	678	-25%
17,146	18	-13%	19	-14%	19	902	1%
19,740	17		22		22	897	

Top BCM Sites		TOP BCM Chrg with ACT A-D			FYTD BCM Trend		
Activity	Qty	Activity	Charge	DDSN	F/Hrs FYTD		5,798
VMA-214	1				F/Hrs Prev FYTD		8,654
VMA-231	1				Delta	-33%	-2,856
					Previous	Current	Percent
Top Overhead Site					FYTD	FYTD	Change
Activity	Qty	TOP Chrgs with Cost > Net Price			13	2	-85%
		Activity	Charge	DDSN	EOY BCM Projection		5

Current Issues
PMA/FST: #1 Cost Driver, 0 repair capability, demand growing, what can be done to alleviate?
Open ended conversation, need some ideas and assistance.
*Ongoing effort at FST, DoD did not buy intellectual property so it was not created,
No availability at this point to buy IP, SE, no way to certify RFI so no way to repair
difficult situation, unlikely to improve, cost will go up as age grows

Historical Notes
MALS-14: FY16 BCM↑, OWN MORE PODS THAN RATED, MUST UPKEEP THEM
NAVSUP WSS: price went up 88%, actual costs incurred in over&above repairs
N.G. is only source of repair and they raised the price.
MALS-14: FY17 BCM↑ another 57% [from 7 to 11], what is causing more BCM? Forward Section 01-562-5468
*BCM from DET, failed bit code test, and BCM for unmatched D&A
TWST: price went up 112%? Any alternate sources than NG? 01-562-5486
O to OEM (NG), Air Force contract vehicle, USMC does not get to negociate.

Figure O-17.--AVDLR Cost and Quad Charts.

6. Cost Analysis Team. In support of the Marine Aviation Current Readiness Program, a four-tiered Cost Analysis Team (CAT) was designed to provide integrated, full-spectrum cost visibility, analysis, and counsel to TMS Team Leads IOT more effectively manage cost elements as they relate to the production of readiness.

a. The CAT structure and associated analysis processes are designed to provide the following benefits:

(1) Empowers TMS Logistics Lead as the TMS cost voice/expert.

(2) Detailed cost explanations, expertise, and visibility in direct support of each TMS Lead and Team.

(3) Standardization and unity of effort within and between TMS Teams, Marine Air Wings, and Marine Forces Commands.

(4) Integration of cost-related subject matter experts into the CR process, in support of TMS Team battle rhythms, and to provide appropriate training.

(5) Provides a stratified level of effort and level of expertise (Tiers 1-4).

(6) Ensures communication at all levels about cost.

(7) Puts the right Marines in the right place at the right time.

(8) Provides for a more comprehensive and integrated cost management process.

(9) Establishes a requirement for MARFOR and MAW ALD/Comptroller involvement within the NAE processes.

b. Membership. All tiers will assist the Type Model Series (TMS) Lead and Team in briefing cost-related data and trends at all Naval Aviation Enterprise (NAE) Air Board venues (TMS Team meetings, TMS Readiness Workshop (TRW), Current Readiness Cross Functional Team (CR CFT), Marine Aviation Executive Readiness Board (MAERB), and Air Board). Ancillary members to this process shall engage at the request of the TMS Team when unusual cost circumstances or conditions warrant.

(1) Tier 1: The TMS Logistics Lead (Lead MALS CO) will chair their respective TMS Tier 1 Cost Analysis Team. Other participants will include MALS Supply and Maintenance Officers; Supporting MALS; operational squadrons (AMO, AAMO, MMCO, S-3), MAG Current Readiness Action Officer and TMS Analyst.

(2) Tier 2: Include Wing ALD/G-3/Compt.

(3) Tier 3: Include MARFOR ALD/G-3/G-8.

(4) Tier 4: Include HQMC ASL/APP and Commander Naval Air Forces (CNAF).

(5) Ancillary support members: Include NAVAIR, NAVSUP WSS and DLA.

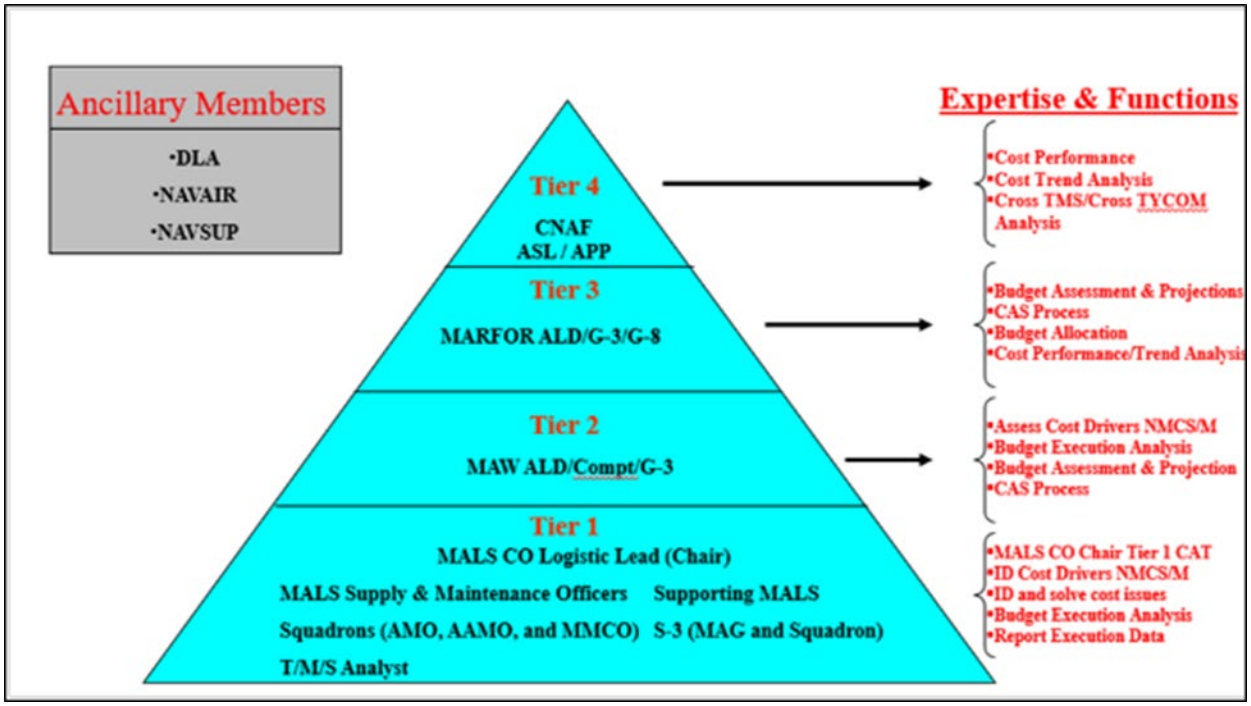


Figure O-18.--CAT Team Membership.

c. CAT Respoonsibilities

(1) Tier 1

(a) Chaired by the MALS Commander (TMS Logistics Lead); functions as a monthly CWR to TMS Leads and Teams.

(b) Utilize ACES/AFAST/NALCOMIS/R-Supply data for identifying trends and explaining root causes for top cost drivers for TMS teams.

(c) Identify and justify cost variances and explore ways to reduce costs through best business practices.

(d) Function as a TMS specific monthly Cost War Room.

(e) Provide a monthly out brief to TMS Leads and operational squadron commanders on Cost War Room findings.

(f) Provide a Cost Performance/Cost Gap Analysis Chart to their respective TMS Lead and Tiers 2-4 for all NAE briefing venues.

(2) Tier 2-4

(a) Provide the TMS Lead with an increased level of effort, participation, scope and expertise related to cost.

(b) Provide cost expertise to TMS Teams in the following areas:

(1) Cost Drivers (NMCS/NMCM).

(2) Contract Maintenance Support.

(3) Budget Execution Analysis.

(c) Assist the TMS Team with cost data as required for inclusion in briefing cost-related data and trends at NAE venues.

(d) Participate in all NAE briefing venues.

d. Headquarters Marine Corps (HQMC) Cost Guidance. The following is HQMC's guidance on focus areas with regards to cost:

e. At the TMS level, the focus of effort is on the EI and SPI. (See reference (at) for additional information and guidance).

f. While the TMS Team cannot directly impact the OP-20 budget process, they need to understand the process and its drivers, to understand and articulate the impact to the TMS. The MAW/MARFOR should facilitate this process and is responsible for CPI justifications.

g. The Cost Performance/Cost Gap Analysis charts detailed in appendix B of reference (ag) will be used to explain why cost and schedule performance (EI and SPI) at the TMS level, API at the NAVSUP level, and CPI at the MARFOR and Wing level, is green, yellow or red, and shall be developed as part of each TMS Team's monthly battle rhythm reporting. Each TMS will submit their Cost Gap Analysis chart per the schedule in effect, which is promulgated separately.

7. Cost Drivers of the Flying Hour Program

a. AVDLRs. AVDLRs are Navy managed items that have been selected for special inventory control based on unit cost, annual demand, difficulty of repair, and other economic considerations. AVDLRs must be returned to the Designated Overhaul Point (DOP) when they are Beyond Capable Maintenance (BCM) at the authorized maintenance activity.

(1) NAVSUP Weapon Systems Support (NAVSUP WSS) manages 7R Cog repairable materiel that must return to depot for repair if they are beyond the intermediate maintenance level capability or declared beyond economic repair.

(2) AVDLRs are allowance items appropriated by NAVSUP WSS using Navy Working Capital Fund (NWCF) approximately two years before the anticipated need of fleet activities to accommodate for long production lead times. Requisitioning of AVDLRs by squadrons using current FY O&M, N or, in some cases APN-6 funds for initial outfitting or changes in allowances, reimburses the NWCF and allows NAVSUP WSS to replenish materiel.

(3) Squadron expenses are reported on the monthly OFC-50 BOR under fund code 9S. The OP-20 reflects AVLDRs under Special Interest Category (SIC) "FA" and is part of the Cost per Hour calculations.

b. AFM. Organizational and intermediate level maintenance funds granted to procure consumable parts, materiels, tools, lubricants and services to repair aircraft, support equipment, aeronautical components or ground fuel (SE and test cells). Squadron expenses are reported on the BOR under fund code 7L. The OP-20 reflects AFM under Special Interest Category (SIC) "FM" and is part of the Cost per Hour calculations.

c. FW. Aircraft maintenance and support services outsourced to civilian or NWCF activities to support squadron operations when military personnel and/or equipment are not available or as economical as a Contract Field Teams (CFT). Contracts are written and approved at either the fleet command level or Naval Air Systems Command, Washington, DC (NAVAIRSYSCOM) and are financially managed at the TYCOM level. The costs are calculated based on fixed and variable estimates. Fixed cost obligates funds regardless of hours flown, while variable costs are determined by planned squadron hours. Contract Maintenance is seen as SIC "FW" on the OP-20 and is part of the CPH calculations.

d. Fuel/Flight Equipment

(1) OFC-01 BOR is the squadron commander's official financial record of obligations and the execution of flight hours for assigned aircraft reported to MAW, MARFOR, and TYCOM. 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. OFC-01 7F fund code obligations are funded from OP20, OFC-50, Aviation Fleet Maintenance (AFM-7L).

(2) Weekly transmittals summaries of flight equipment charges (7F) and monthly detailed summary fuel reports of aviation fuel (7B) combine to create a BOR that provides the TYCOM with account balances and execution information. The TYCOM summarizes all financial accounting records and provides obligations to the Defense Finance and Accounting Service.8. Cost Per Hour. The CPH represents the historical as well as the expected

maintenance costs to train aircrews to fly one flight hour. It is a summation of fuel, AVDLR, AFM (consumables), and contract maintenance CPH. The historical CPH represents the actual cost reported by squadrons from BORs, while budgeted CPH signifies a 01-20 calculated estimate based on planned hours for each T/M/S. The budgeted CPH uses the last completed year of execution data as the baseline for Op-20 programming and then escalates the CPR by adjustment sheets, Center for Naval Analysis aircraft aging factor, NAVSUP WSS Logistic Engineering Change Proposals and NAVAIR contract estimates.

9. Basis For Measurements (BFM). The Marine CR Program established three indices for the BFM for the TMS Leads. The BFM for the ACES TMS Cockpit Charts (CpC) and Earned Value Management (EVM) acronyms are defined in the ACES CpC BFM. For those TMS's costs not reported in ACES, the data will be extracted from AFAST. The ACES cost charts are updated monthly and posted in the NAE SharePoint and will be used to explain and justify the reasons the indices are "yellow" or "red" during NAE Briefings. The Green/Yellow/Red criteria may differ between TMS and is listed in the ACES CpC BFM. Analysts use AFAST/ACES/LCWR tools to identify root causes, determine the underlying factors, and provide quantitative insight on drivers and their effects on schedule, cost, and execution performance metrics (SPI, CPI, EI).

a. Cost Performance Index. The CPI compares Earned Value (EV) against Actual Cost, otherwise known as "should cost" to actual cost (FUEL, AVDLR, AFM & FW). It also displays visually if a TMS is within goals or not. Please note the following:

(1) A CPI greater than 1.00 = cost less than budget (under budget)

(2) A CPI less than 1.00 = cost more than budget (over budget)

(3) (BCPH x Executed FHrs) / (ACPH x Executed FHrs) = CPI

(4) CPI values comply with the following parameters:

(a) +/- .05 = Green

(b) +/- .06 to .10 = Yellow

(c) +/- .11 and below = Red

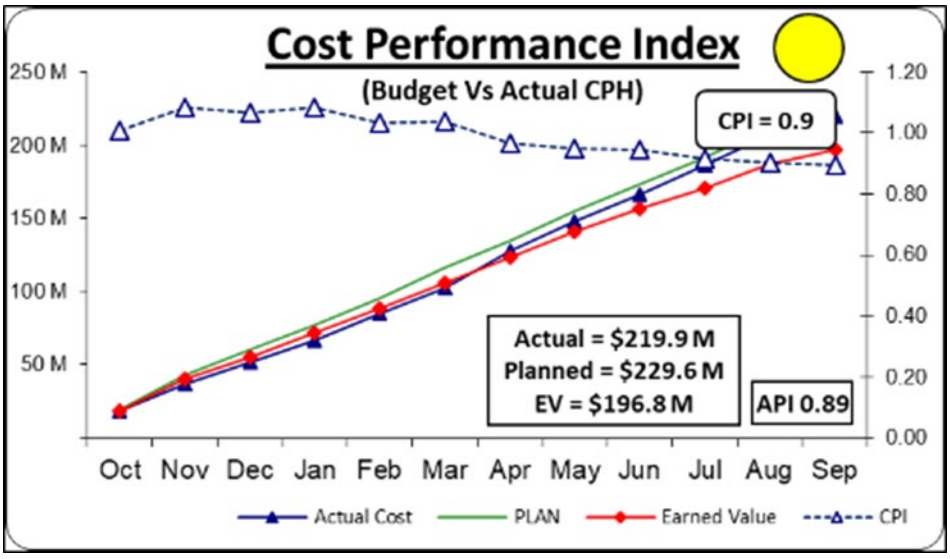


Figure O-19.--Cost Performance Index.

(5) Root Causes/Behavior Driving the Indices (Example). CPI is out of goals primarily due to flight hour under-execution driving higher costs per hour. A spike in engine repair costs also contributed to the higher CPH.

Additional information can be found in appendix B of reference (ag) and on the AFAST website at https://cpf.navy.deps.mil/sites/cnap-afast/sitePages/home.aspx.

CPI & SPI	
1.11 & Above	Red
1.06 to 1.10	Yellow
0.94 to 0.90	Yellow
0.89 & Below	Red

Figure O-20.--CPI/SPI goals.

b. Execution Index (EI). The ACES EI Panel compares the previous 2 FY average CPH (AVDLR, AFM, & FW) and current FY CPH. It also displays visually if the TMS is within goals or not. Please note the following:

(1) A EI greater than 1.00 = spending less than previous FY

(2) A EI less than 1.00 = spending more than previous FY

(3) Fuel is not included in the calculation

(4) The Average of 2 previous FY CPH / Current FY CPH = EI

(5) EI values comply with the following parameters:

(a) Within .05 or above Strategic Goal = Green

(b) .06 to .10 below Strategic Goal = Yellow

(c) Within .11 below NAE Strategic Goal = Red

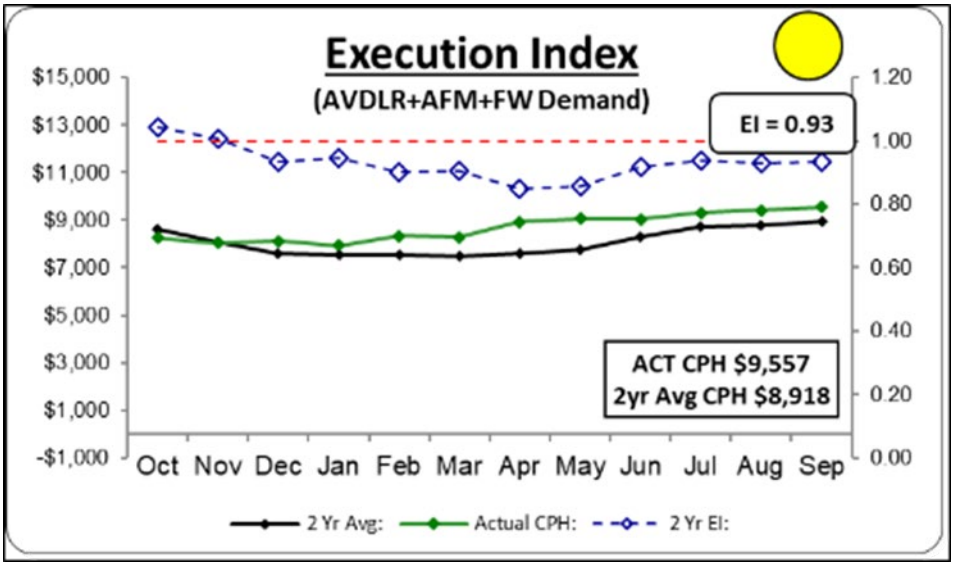


Figure O-21.--Execution Index Example.

c. Schedule Performance Index (SPI). The SPI panel compares EV against the planned flight hours, otherwise known as should cost against planned cost (Fuel, AVDLR, AFM & FW). It also displays visually if a TMS is within goals or not. Please note the following:

(1) A SPI greater than 1.00 = flying more than planned

(2) A SPI less than 1.00 = flying less than planned

(3) AVDLR, AFM, Fuel, and FW are utilized in the computations

(4) (BCPH x Executed FHrs) / (BCPH x Planned FHrs) = SPI

(5) The primary variable in the SPI calculation is flight hours

(6) SPI values comply with the following parameters:

(a) +/- .05 = Green

(b) +/- .06 to .10 = Yellow

(c) +/- .11 and below = Red

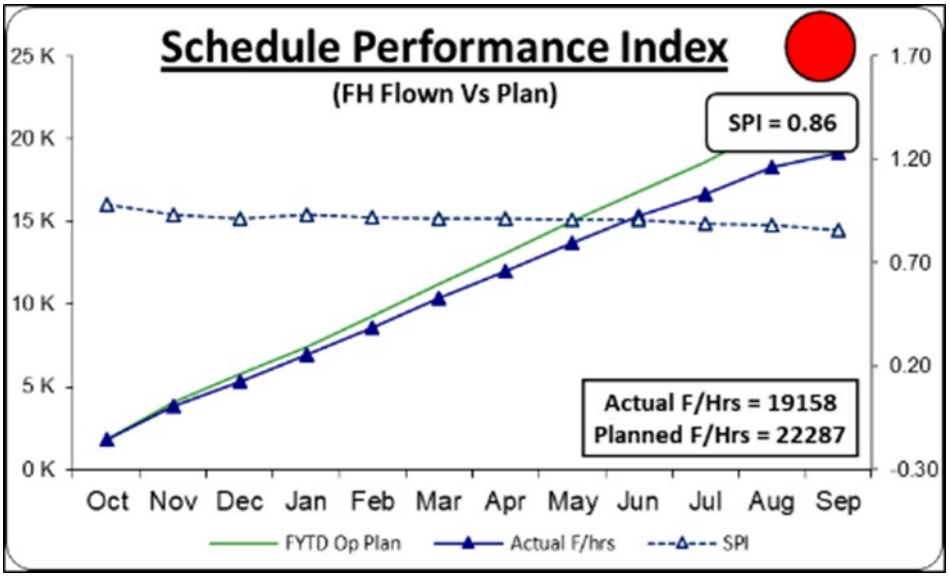


Figure O-22.--Schedule Performance Index.

(7) Root Causes/Behavior Driving the Indices (Example). SPI is in the red due to under execution of flight hours by 13%. LANT under executed 6% of their planned flight hours (Planned: 2,036 / Actual: 1921). PAC under executed 22% of their planned flight hours (Planned: 3,767 / Actual: 2937). FRS executed 100% of their planned flight hours.

Additional information can be found in appendix B of reference (at) and on the AFAST website at https://flankspeed.SharePoint-mil.us/sites/CPF-CNAF-AFAST?e=1%3A1c694fe3154d4025b2a346251c330039.

d. Cost Gap Analysis Charts. Provides the monthly and FY to date total cost per flight hour, breaking out each of the cost components, AFM, AVDLR, Fuel and Contracts, as a per flight hour cost. Cost information is derived from the ACES cost tool.

(1) Cost Gap Quad to Budget charts are used as a budget cost drill down for CPI issues.

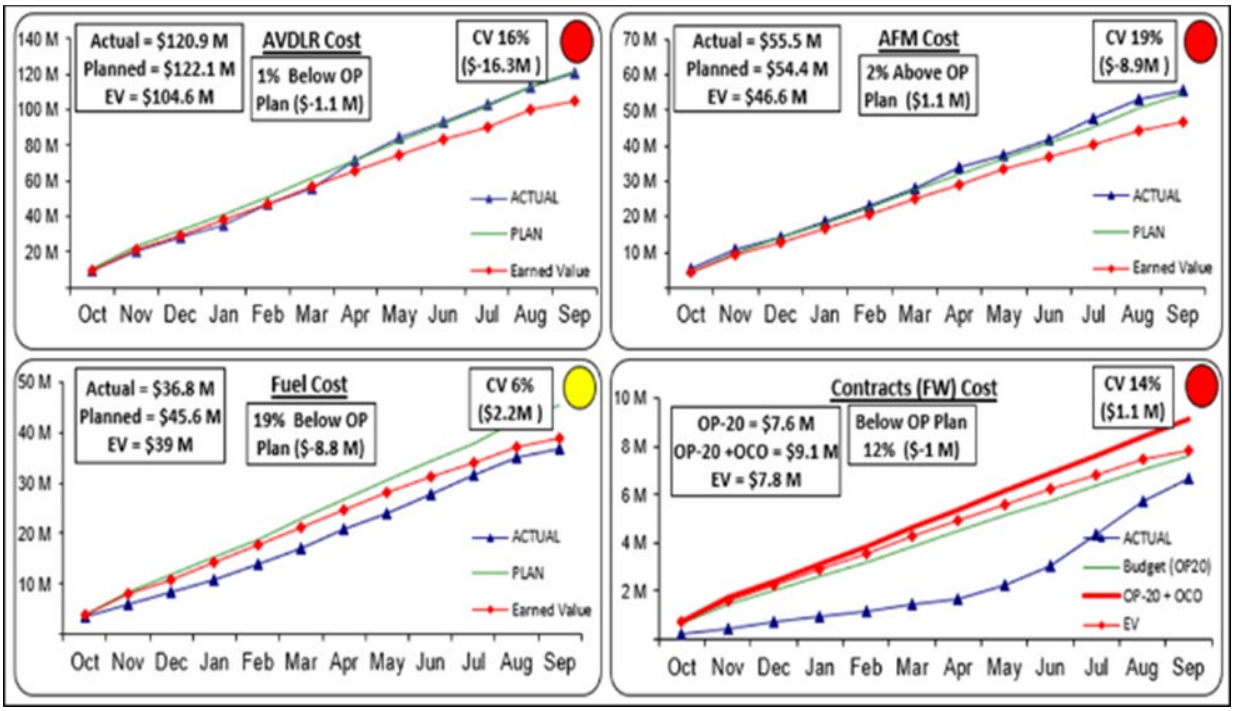


Figure O-23.--GAP Cost Analysis Quads.

(a) Reasons / Explanations (Examples)

1. AVDLR in the red due to an increase in components reaching their life span for the month of September.

2. AFM in the red due to high AFM costs for the month of September.

3. Fuel above plan due to receipt of late fuel charges from VMAQ-1 (WTI) and VMAQ-4 (Iwakuni).

4. Contracts in the red due to higher contract costs for the month of September.

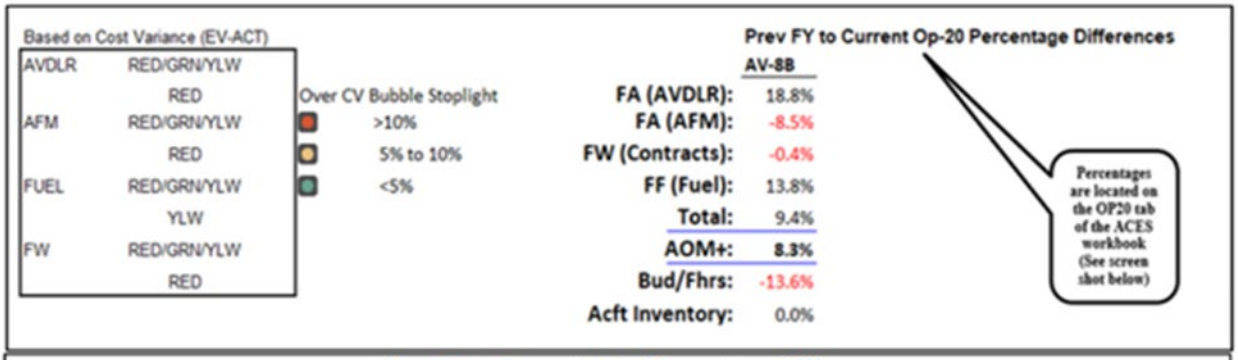
(b) Root Causes / Behavior Driving the Reasons (Examples)

1. AVDLR. The top AVDLR driver for April was the Governor, Ram (01-409-1557). The (5) BCMs were caused by the component reaching its 500 hour operating limit and required a complete replacement to a new Governor. VMAQT-1 had the highest usage of this driver.

2. AFM. The top AFM driver in April was the Stinger, Assembly (01-138-8596). The (4) components were NRFI due to VMAQ-4 crashing an aircraft at MALS-13 after the landing gear failed to deploy.

3. Fuel. FYTD Fuel costs are in the red due to being $900 thousand over EV. VMMT- 204 has been over executing by 3% above the OP Plan due to erroneous fuel charges. Actual hours flown 2,461 hrs instead of the planned 2,864 hrs. VMM-204 under executed by 14%.

4. Contracts. Contracts in the red due to higher contract costs for the month of August.



Prev FY to Current Op-20 Percentage Differences

				Cost per Hour					Total Cost					
AV-8B	FY	Acft	BudHrs	AVDLR	AFM	Fuel	FW	Total	AVDLR	AFM	Fuel	FW	Total	AOM+
	PFY	106	23,417	4,539.05	2,634.97	1,786.57	323.44	9,284.02	106,291,000	61,703,000	41,836,000	7,574,000	217,404,000	7,497.46
	CFY	106	20,239	5,390.63	2,410.30	2,033.05	322.30	10,156.28	109,101,000	48,782,000	41,147,000	6,523,000	205,553,000	8,123.23
		0	-3,178	851.58	-224.67	246.49	-1.14	872.26	2,810,000	-12,921,000	-689,000	-1,051,000	-11,851,000	625.77
		0.0%	-13.6%	18.8%	-8.5%	13.8%	-0.4%	9.4%	2.6%	-20.9%	-1.6%	-13.9%	-5.5%	8.3%
									53.1%	23.7%	20.0%	3.2%	100.0%	

Figure O-24.--Root Causes / Behavior Driving the Reasons (Examples).

(2) Cost Gap Quad to Historical. These charts are used to compare current and historical cost elements for EI issues, and FH trends for SPI comparison. Please note the following:

(a) Historical Value (HV): (Historical average CPH x Executed FHs)

(b) Cost Variance label: Depicts the difference from HV (should cost) and actual cost (HV-Actual = CV)

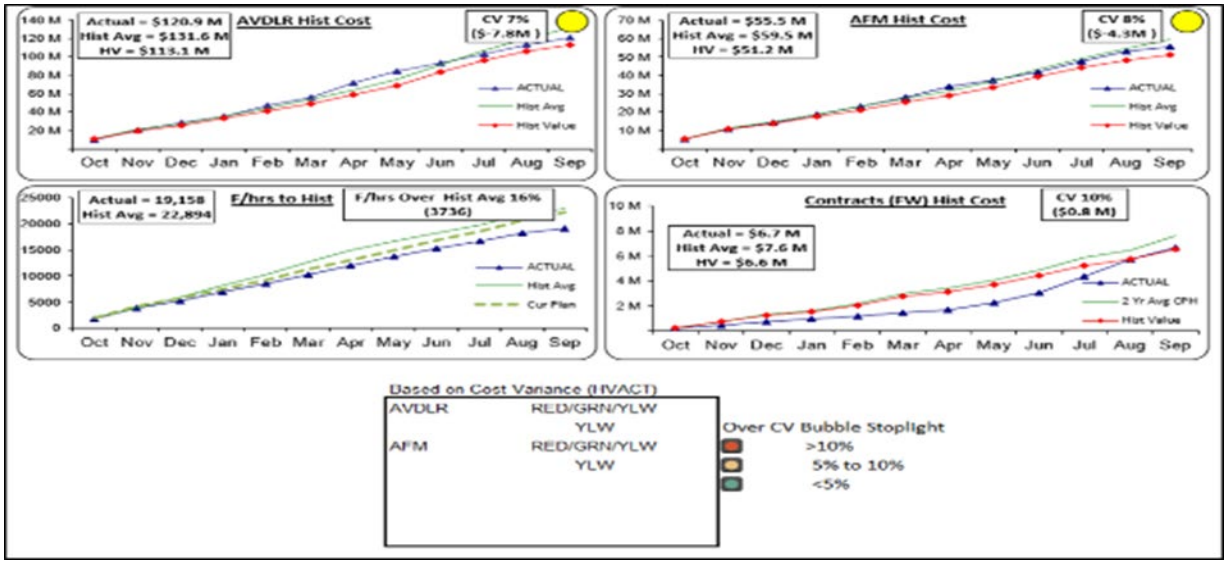


Figure O-25.--GAP Cost Analysis Historical.

(3) Cost Gap Quad Merge. These charts are the Quad to Budget and Quad to Historical combined.

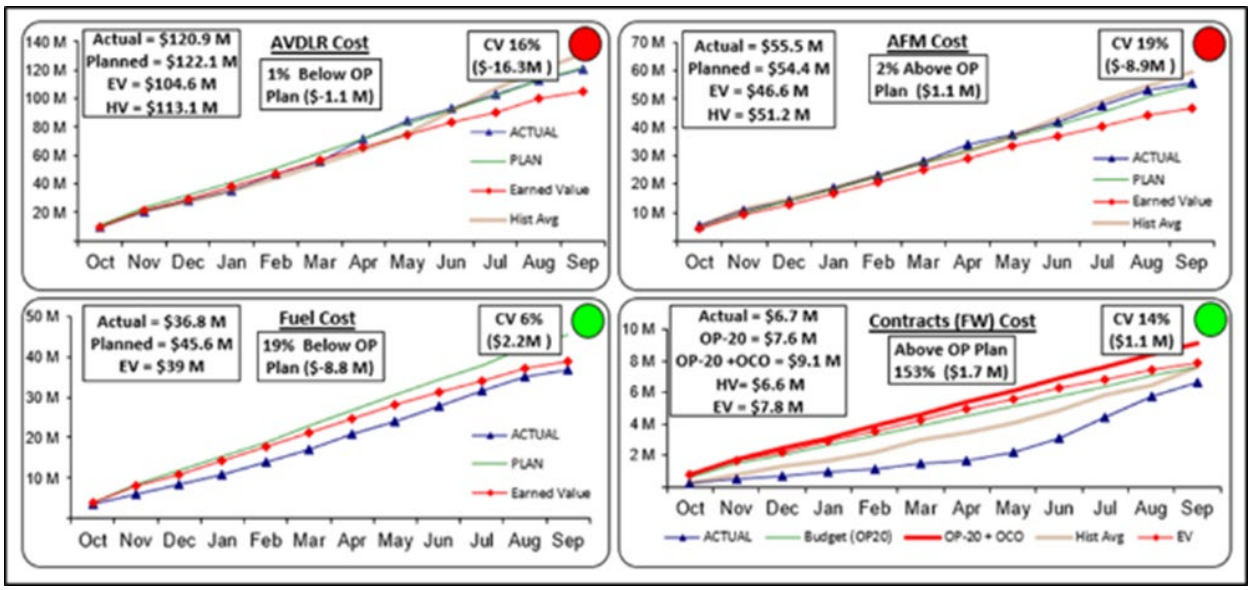


Figure O-26.--Cost GAP Quad Merge.

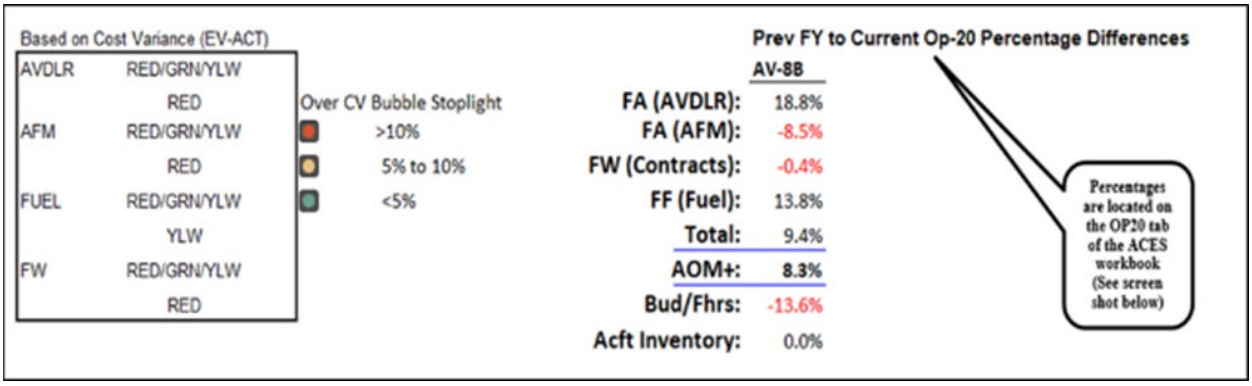


Figure O-26.--Cost GAP Quad Merge, Cont.

Prev FY to Current Op-20 Percentage Differences

				Cost per Hour					Total Cost					
AV-8B	FY	Acft	BudHrs	AVDLR	AFM	Fuel	FW	Total	AVDLR	AFM	Fuel	FW	Total	AOM+
	PFY	106	23,417	4,539.05	2,634.97	1,786.57	323.44	9,284.02	106,291,000	61,703,000	41,836,000	7,574,000	217,404,000	7,497.46
	CFY	106	20,239	5,390.63	2,410.30	2,033.05	322.30	10,156.28	109,101,000	48,782,000	41,147,000	6,523,000	205,553,000	8,123.23
		0	-3,178	851.58	-224.67	246.49	-1.14	872.26	2,810,000	-12,921,000	-689,000	-1,051,000	-11,851,000	625.77
		0.0%	-13.6%	18.8%	-8.5%	13.8%	-0.4%	9.4%	2.6%	-20.9%	-1.6%	-13.9%	-5.5%	8.3%
									53.1%	23.7%	20.0%	3.2%	100.0%	

Figure O-26.--Cost GAP Quad Merge, Cont.

e. Areas of Concern during Analysis

(1) SPI or EI value .89 and below.

(2) Difference between flight hours reported in the Flight Operations Cost Report (FOCR) and the Flying Hour Cost Report (FHCR)

(3) Differences >10% in actual flight hours (Current to previous year).

(4) Current flight hours compared to the Sortie Based Training Program (SBTP).

(5) Significant differences in CPH among a TMS elements (MARFORCOM/PAC).

(6) Significant differences in NIIN demand (Current to previous years).

(7) Significant differences in repair/BCM rates (FLRs and AVDLRs).

(8) Significant differences in Net Prices (Current to previous years).

(9) Significant amount of overhead.

10. Coast to Coast Year to Year. In the first quarter of the Fiscal Year, both MARFORs compile EOY execution to include the previous FY execution and compare East & West coast EI (Execution Index) for each T/M/S. AVDLR and CFM (Maintenance) Variances greater than (+ or -) 15% have to be explained. Depending on the T/M/S an individual MALS will be responsible to address any issues concerning a specific type model. For example, MALS-14 is required to provide input to explain why their FY20 EI is out of variance for the AV-8 community. Examples are listed below:

Coast to Coast (FY17)

F/A-18A (TACAIR-AFM)

After a detailed analysis of the T/M/S in AFAST, it was determined the contributing factors to MARFORCOM's higher overall T/M/S CPH are due to the application of miscellaneous cost distribution in ACES. The FA-18A miscellaneous overall AFM cost at MALS-31 ($2.16M) was significantly higher than the overall AFM cost at MALS-11 ($900K). The MALS direct AFM costs varied less than $42,000 between the two MALS.

F/A-18A (TACAIR-AVDLR)

After a detailed analysis of the T/M/S in AFAST, it was determined the contributing factors to MARFORCOM's higher overall T/M/S CPH are due to incurred costs from MALS 12 deployment tempo. The MALS 12 costs for MARFORCOM were ~$3.17M compared to MARFORPAC costs of ~$137,000. As noted in the FY comparison below some of the top cost drivers were repaired at MALS 12 while VMFA-115 was on deployment directly attributing to the ~$3.17M. Actual costs incurred at the respective MALS had less than a 1% variance.

MV-22B (AVDLR & AFM)

MARFORCOM's MV-22 total CPH was $14,736. When compared to MARFORPAC's MV-22 total CPH of $11,666, this represents a 21% cost difference for the same TMS. After the detailed analysis of the TMS, it was determined that a contributing factor to MARFORCOM's higher CPH is due to maintaining older Block A models; they were not replaced with solely B/C models until the end of the year. The BCM rate of high dollar material was significantly higher for multiple NIINs, contributing to BCM cost increase of $22,666,633. MARFORCOM also conducted multiple IMA repair and returns for HMX-1 and conducted Hub Assembly repairs for VMM-774 during their deployment to SPMAGTF-CR-AF.

HOF	Nomenclature	COG	Net Price	Total Price	LANT-BCMs	PAC-BCMs	BCM DIF	INC Cost
016669507	LH PRGB TYCO	7R	$897,396	$19,742,712	14	8	6	$5,384,376
016668517	RH PRGB TYCO	7R	$874,886	$22,747,036	16	10	6	$5,249,316
015353463	FLIR,AIRCRAF	7R	$65,882	$922,348	8	6	2	$131,764
015283353	POWER UNIT A	7R	$267,588	$10,703,520	24	16	8	$ 2,140,704
015988197	PYLON CONVERS	7R	$106,362	$2,552,688	24	0	24	$2,552,688
015486318	COMPUTER,FLI	7R	$19,572	$19,572	1	0	1	$19,572
014749949	SWASHPLATE A	7R	$84,703	$14,399,510	87	83	4	$338,812
016003206	GENERATOR,DIR	7R	$74,677	$20,386,821	163	110	53	$3,957,881
014606256	LEFT HUB GRIP	7R	$36,711	$550,665	15	0	15	$550,665
014744638	PRIMARY HPDU	7R	$52,019	$2,340,855	45	0	45	$2,340,855
								$22,666,633

Figure O-27.--Coast to Coast Example.

Year to Year FY17 (TACAIR)

EA-6B (AVDLR & AFM)

In FY17, MARFORCOM's EA-68Bs experienced a 38.4% decrease in AVDLR CPH from $3,731.00 (FY16) to $ 2,297.13 (FY17). The AFM CPH decreased by 26.5% from $ 1,949.49 (FY16) to $ 1,433.73 (FY17). The total CPH decreased by 27% from $8,082.36 (FY16) to $ 5,906.07 (FY17). The key driving factor for the lower CPH was the significant decrease in demand for both AVDLR and AFM as VMAQ-4 phased out however, flight hours increased 15% over the previous year. Overall, there was a decrease of $7.13M, 45% less than FY16.

The following items represent the greatest AVDLR cost increases from the previous year:

HOF	Nomenclature	COG	Cost Chg	Unit Price	Net Price	Qty	FY16 Qty	FY17 Qty	FY16 BCMs	FY17 BCMs
015283339	PROCESSOR UN	7R	-$718,992	$108,137	$86,507	6	14	-8	14	-8
015283332	AUXILIARY RE	7R	-$509,623	$149,644	$119,713	5	9	-4	9	-4
014289999	INERTIAL NAVI	7R	-$175,140	$151,892	$21,164	16	29	-13	24	-9
015697772	CONTROL PANE	7R	-$162,132	$357,640	$24,349	15	24	-9	24	-9
013786421	STARTER,ENGI	7R	-$113,901	$47,104	$37,483	12	15	-3	15	-3
014997085	CANOPY,FORWA	7R	-$7,247	$211,941	$99,892	3	3	0	3	0
001034452	LANDING GEAR	7R	$1,361	$513,918	$249,950	1	1	0	1	0
001034450	L/H LANDING	7R	$1,854	$361,235	$288,987	2	2	0	2	0
004091557	GOVERNOR,RAM	7R	$103,335	$36,502	$21,591	15	10	5	10	5
015780940	MODULE HIGH	7R	$213,525	$42,840	$42,839	10	5	5	5	5

The following items represent the greatest AFM cost increases from the previous year:

HOF	Nomenclature	COG	Cost Chg	Unit Price	Net Price	Qty	FY16 Qty	FY17 Qty	FY16 BCMs	FY17 BCMs
009712699	SHROUD,ENGIN	3B	-$79,587	$14,331	$14,331	11	14	-3	13	-5
009712698	SHROUD,ENGIN	3B	-$13,609	$9,314	$9,314	11	15	-4	10	-1
001868700	DISC,BRAKE	9B	-$6,139	$741	$741	125	154	-29	0	0
001868701	DISC,BRAKE	9B	$13,799	$1,049	$1,049	103	108	-5	0	0
001868702	PLATE ASSY,B	9B	$29,501	$5,907	$5,907	27	28	-1	0	0
009712703	SHROUD,ENGIN	3B	$30,335	$11,850	$11,850	7	5	2	5	2
011409014	HOUSING,SUB	9B	$32,367	$7,199	$7,199	25	22	3	0	0
014996703	CRU-103A/P O	3B	$67,074	$3,125	$3,125	28	7	21	7	21
012426165	DUCT ASSEMBL	9B	$85,219	$85,219		1		1		0
015549254	BACKSHELL EL	9B	$95,185	$2,025		47		47		0

Figure O-28.--Year to Year Example.

APPENDIX P

PRODUCT QUALITY DEFICIENCY/ENGINEERING INVESTIGATIONS/SUPPLY DISCREPANCY REPORT

A. General

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

a. Identifying an EI. Reference (o) identifies criteria for the 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 when unsafe conditions exist.

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

(3) Aircraft readiness to include Support Equipment (SE) is seriously impaired due to poor materiel reliability.

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

(5) Environmental issues force materiel or process changes conflicting with existing publications or Technical Directives (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 materiel which may indicate nonconformance with contractual or specification requirements or substandard workmanship.

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

(1) PQDRs are targeted toward reporting possible deficiencies in Quality Assurance (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 an EI as appropriate.

b. The goal is to improve the quality of work done by Fleet Readiness Centers (FRC), contractors, and sub-contractors. Reference (o) provides the 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 materiel 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 materiel occurring in the Department of Defense (DOD) Logistics System when the shipping (item) and packaging discrepancies are attributable to a shipper (issuer) error. All elements of the U.S. Navy receiving or shipping (issuing) materiel through the U.S. Navy Supply System, the DOD, or General Services Administration (GSA) Supply Systems shall process SDRs as prescribed in reference (m).

a. Shipments of new production materiel and reworked materiel are included in this system. Also included are discrepancies on materiel received from contractors, Other Supply Officer (OSO, Navy to Navy) transfers, materiel turned into stores (MTIS) and to Defense Logistics Agency Disposition Services (DLADS) and discrepancies involving shipments to or from Security Assistance, Grant Aid, and Military Assistance Program customers.

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

(1) Receipt of materiel 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.

(10) Technical data missing or erroneous.

(11) Total non-receipt of materiel.

(12) U.S. Postal Service shipment not received or damaged.

(13) Unauthorized customer returns.

(14) No advanced record of shipment.

(15) Lumber discrepancies.

(16) Repetitive shipping discrepancies.

(17) Other discrepancies not described unless specifically excluded by this publication.

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

(1) Improper packaging.

(2) Improper customer returned materiel.

(3) Improper packing.

(4) Improper preservation.

(5) Improper marking.

(6) Improper unitization.

(7) Mission or life endangering.

(8) Hazardous materiel.

(9) Excessive packaging.

(10) Personal property packaging discrepancies.

(11) Discrepancies causing delay or additional cost.

(12) Latent packaging discrepancies.

(13) Repetitive packaging discrepancies.

d. Discrepancies excluded from SDR reporting:

(1) Shipping discrepancies found while materiel is in storage except for 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 Logistics Center (FLC)/DLA shipments.

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

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

(5) Shipping discrepancies involving personal property shipments except for packaging discrepancies.

4. Transportation Discrepancy Report (TDR). A transportation discrepancy occurs when United States (U.S.) Government (USG)-owned materiel shipped via any mode of transportation (e.g. highway, rail, air, or water) by a Military Surface Deployment and Distribution Command (SDDC)-approved Transportation Service Provider (TSP) in accordance with Defense Travel System (DTS) policy and procedure is damaged, lost, or improperly shipped.

a. TDR discrepancy list:

(1). Astray Freight

(2). Shortage

(3). Pilferage

(4). Theft

(5). Damage (including consumable materiel that arrive expired or unfit for consumption)

(6). Vandalism

(7). Material Overage

(8). Contract and/or accessorial services ordered but not provided

(9). Non-conformance with hazardous materiel (HAZMAT) shipping requirements

(10). Non-delivery of material

(11). Report of Shipment (RESHIP) message not received prior to receipt of shipment.

B. Procedures

1. Processing an Engineering Investigation (EI) and Product Quality Deficiency Report (PQDR). The following steps identify the processing procedures for an EI/PQDR:

a. Component will be identified as an EI/PQDR by the maintenance activity.

b. Squadron will order materiel.

c. Maintenance Control will process the required paperwork, Maintenance Action Form (MAF), Quality Assurance (QA) will enter the report into the Joint Deficiency Reporting System (JDRS) website http://www.jdrs.mil (figure P-1).

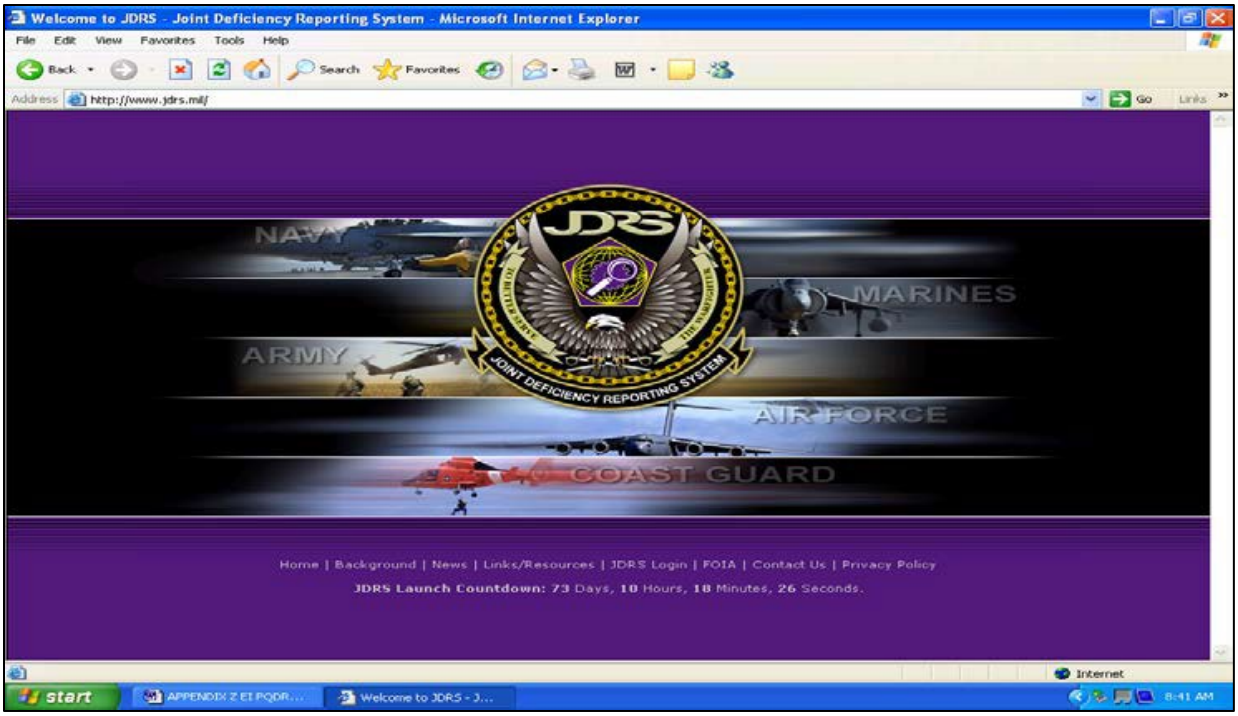


Figure P-1.--Joint Deficiency Reporting System (JDRS) Website.

d. Materiel and paperwork will be clearly marked in three-inch red letters EI/PQDR.

e. The Warehouse Delivery Section (WDS) will deliver RFI materiel to the squadron and ensure all the paperwork is correct.

f. NRFI component (EI/PQDR exhibit) will be inducted into Production Control (PC).

g. PC will annotate the Report Control Number (RCN) in the MAF. Discrepancy block and BCM 8 (Administrative) the induction MAF indicating EI/PQDR. Consumables will be processed in the same manner as a DLR.

h. Once the materiel is returned to the Warehouse Management Division (WMD) for processing, the Warehouse Control Branch (WCB) personnel need to ensure all the appropriate paperwork is attached to the EI/PQDR exhibit.

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

(a) WCB personnel will select the Materiel Control Number (MCN) for the EI/PQDR exhibit. At the DIFM return screen, verify the EI box is checked (If the Box is not checked reject MAF back to PC) and press the save button. This will move the DIFM quantity to suspense, and an EI management code will be assigned to the record.

(b) The WCB clerk needs to make copies of all paperwork and create a folder in the "Pending" section of the EI/PQDR file.

(c) WCB personnel will then place the EI/PQDR exhibit in the EI/PQDR storage location awaiting disposition.

(2) Once shipping disposition is received from the JDRS website via email notification, the EI/PQDR exhibit will be pulled from the EI/PQDR staging area and shipped to the appropriate destination utilizing the premium shipping tool on the JDRS website. All shipments will be documented on the JDRS website, regardless of the method of shipment. WCB will first return the suspense quantity by indicating the UIC the materiel is going to be shipped to. Next, WCB personnel will process the shipment information via the JDRS website. Once the EI/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 PQDR module of eRMS.

(3) JDRS is a Common Access Card (CAC) login website and requires a SAAR form. Instructions for log on and procedures are described below:

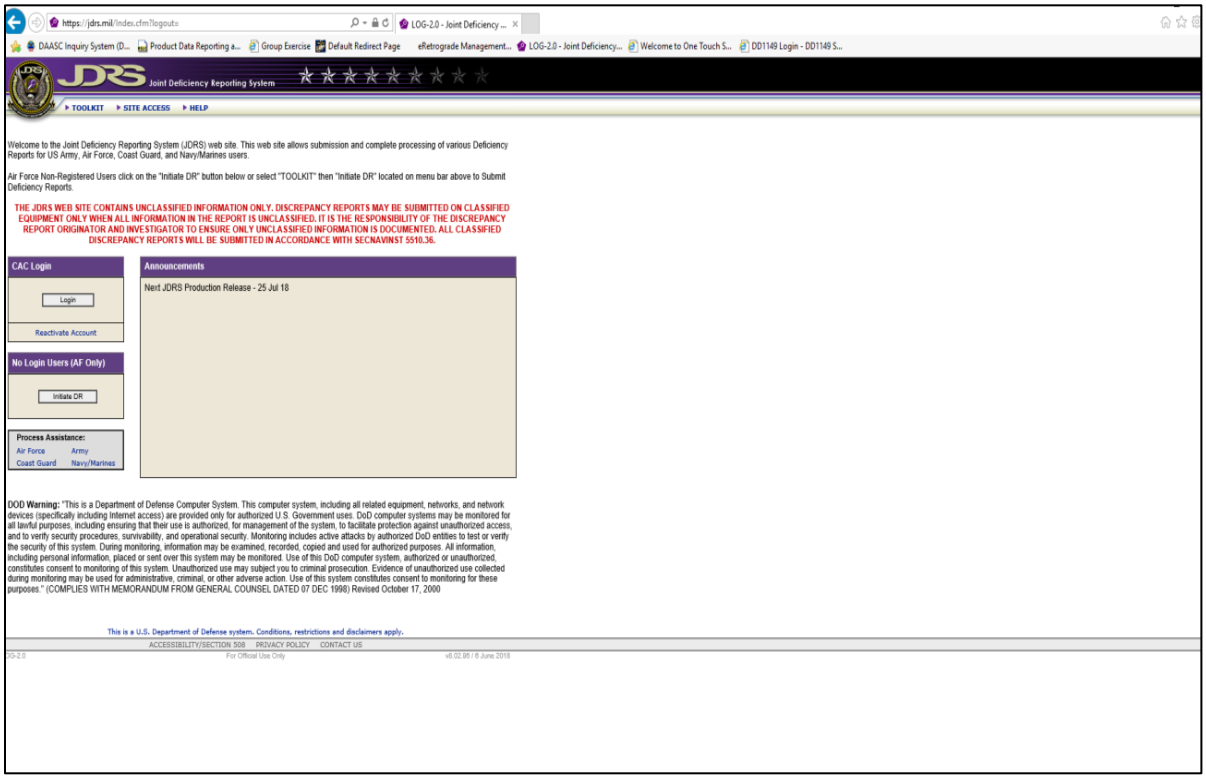


Figure P-2.--Joint Deficiency Reporting System (JDRS) Log In page.

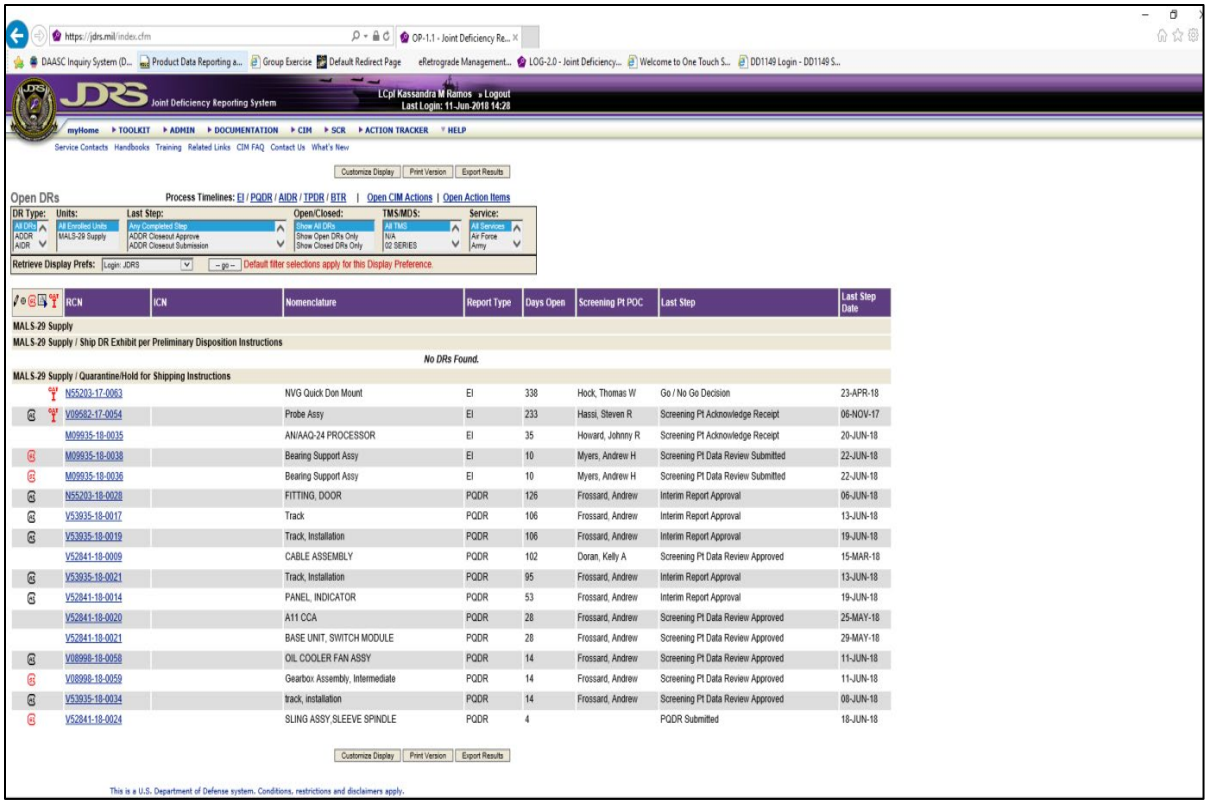
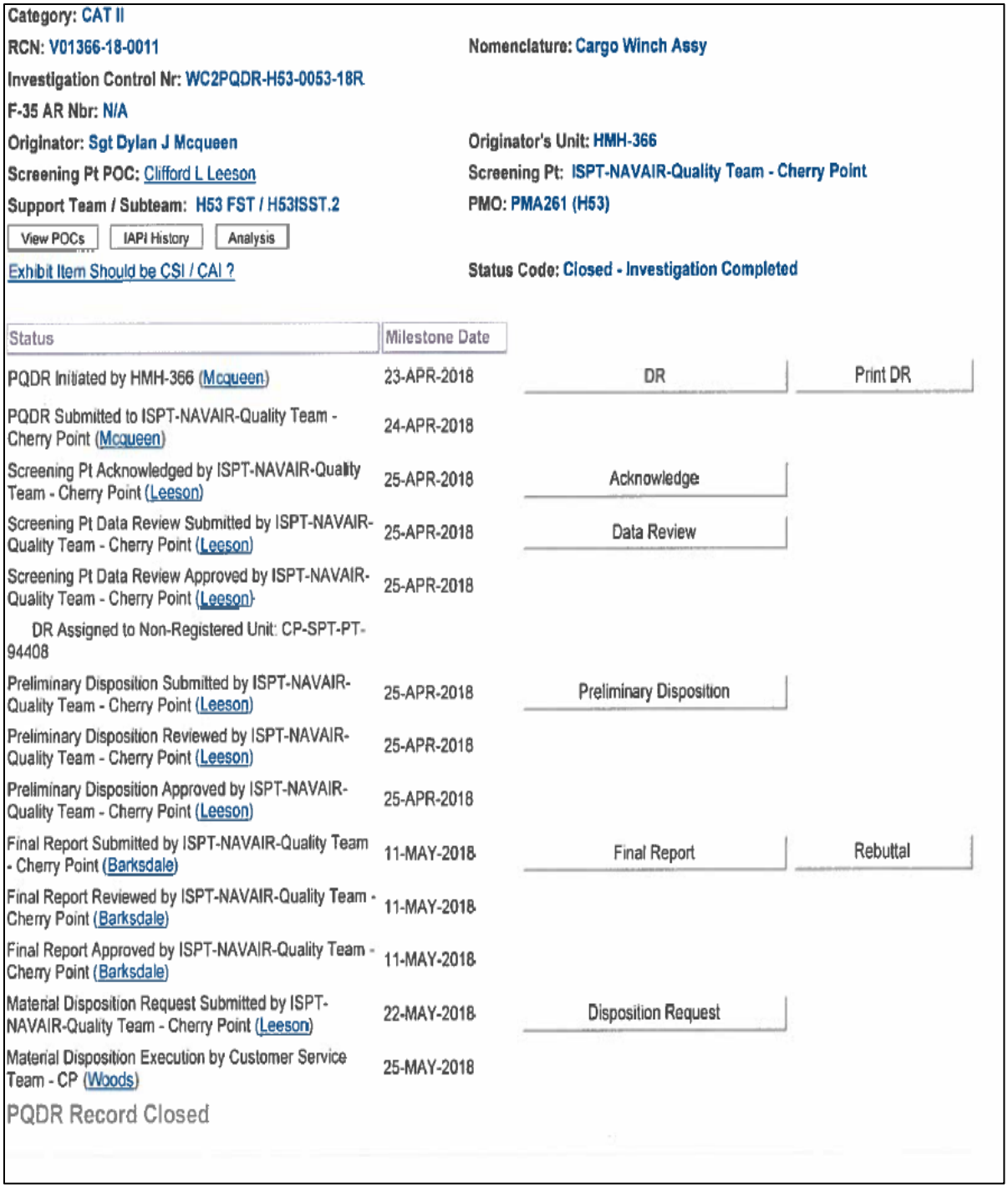


Figure P-3.--EI/PQDR Query Page.

Once logged in all open EI and PQDRs will be displayed reflecting the RCN and current status. Once you see that dispositions instructions have been provided, the NRFI asset will be removed and shipped to appropriate activity as indicated in the JDRS website.



Category: CAT II

RCN: V01366-18-0011 Nomenclature: Cargo Winch Assy

Investigation Control Nr: WC2PQDR-H53-0053-18R

F-35 AR Nbr: N/A

Originator: Sgt Dylan J Mcqueen Originator's Unit: HMH-366

Screening Pt POC: Clifford L Leeson Screening Pt: ISPT-NAVAIR-Quality Team - Cherry Point

Support Team / Subteam: H53 FST / H53ISST.2 PMO: PMA261 (H53)

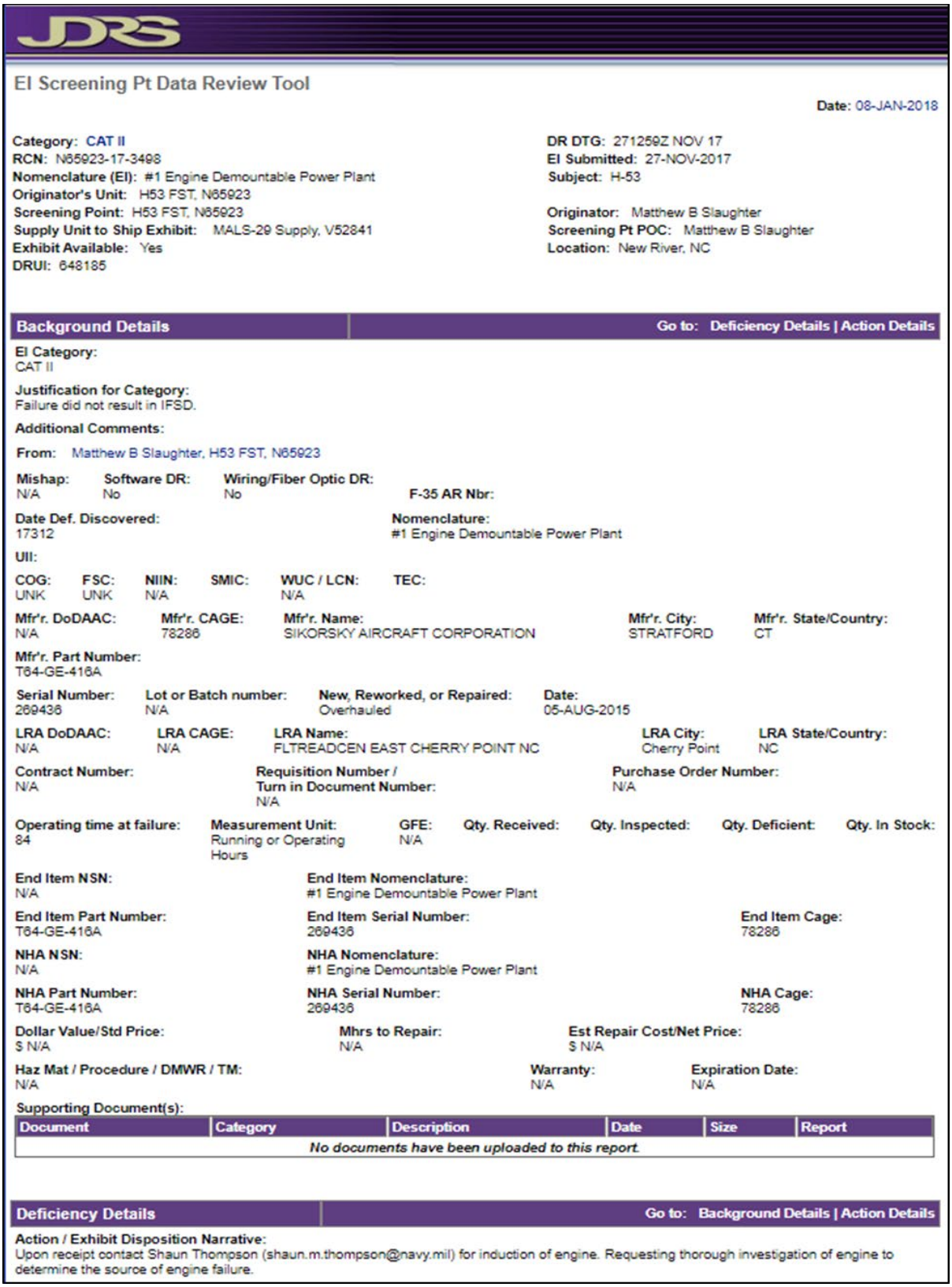
View POCs | IAPI History | Analysis

Exhibit Item Should be CSI / CAI ? Status Code: Closed - Investigation Completed

Status	Milestone Date		
PQDR Initiated by HMH-366 (Mcqueen)	23-APR-2018	DR	Print DR
PQDR Submitted to ISPT-NAVAIR-Quality Team - Cherry Point (Mcqueen)	24-APR-2018		
Screening Pt Acknowledged by ISPT-NAVAIR-Quality Team - Cherry Point (Leeson)	25-APR-2018	Acknowledge	
Screening Pt Data Review Submitted by ISPT-NAVAIR-Quality Team - Cherry Point (Leeson)	25-APR-2018	Data Review	
Screening Pt Data Review Approved by ISPT-NAVAIR-Quality Team - Cherry Point (Leeson)	25-APR-2018		
DR Assigned to Non-Registered Unit: CP-SPT-PT-94408			
Preliminary Disposition Submitted by ISPT-NAVAIR-Quality Team - Cherry Point (Leeson)	25-APR-2018	Preliminary Disposition	
Preliminary Disposition Reviewed by ISPT-NAVAIR-Quality Team - Cherry Point (Leeson)	25-APR-2018		
Preliminary Disposition Approved by ISPT-NAVAIR-Quality Team - Cherry Point (Leeson)	25-APR-2018		
Final Report Submitted by ISPT-NAVAIR-Quality Team - Cherry Point (Barksdale)	11-MAY-2018	Final Report	Rebuttal
Final Report Reviewed by ISPT-NAVAIR-Quality Team - Cherry Point (Barksdale)	11-MAY-2018		
Final Report Approved by ISPT-NAVAIR-Quality Team - Cherry Point (Barksdale)	11-MAY-2018		
Material Disposition Request Submitted by ISPT-NAVAIR-Quality Team - Cherry Point (Leeson)	22-MAY-2018	Disposition Request	
Material Disposition Execution by Customer Service Team - CP (Woods)	25-MAY-2018		

PQDR Record Closed

Figure P-4.--Completed EI/PQDR.



JDRS

EI Screening Pt Data Review Tool

Date: 08-JAN-2018

Category: CAT II
RCN: N65923-17-3498
Nomenclature (EI): #1 Engine Demountable Power Plant
Originator's Unit: H53 FST, N65923
Screening Point: H53 FST, N65923
Supply Unit to Ship Exhibit: MALS-29 Supply, V52841
Exhibit Available: Yes
DRUI: 648185

DR DTG: 271259Z NOV 17
EI Submitted: 27-NOV-2017
Subject: H-53

Originator: Matthew B Slaughter
Screening Pt POC: Matthew B Slaughter
Location: New River, NC

Background Details — Go to: Deficiency Details | Action Details

EI Category:
CAT II

Justification for Category:
Failure did not result in IFSD.

Additional Comments:

From: Matthew B Slaughter, H53 FST, N65923

Mishap:	Software DR:	Wiring/Fiber Optic DR:	F-35 AR Nbr:
N/A	No	No	

Date Def. Discovered: 17312
Nomenclature: #1 Engine Demountable Power Plant

UII:

COG:	FSC:	NIIN:	SMIC:	WUC / LCN:	TEC:
UNK	UNK	N/A		N/A	

Mfr'r. DoDAAC:	Mfr'r. CAGE:	Mfr'r. Name:	Mfr'r. City:	Mfr'r. State/Country:
N/A	78286	SIKORSKY AIRCRAFT CORPORATION	STRATFORD	CT

Mfr'r. Part Number: T64-GE-416A

Serial Number:	Lot or Batch number:	New, Reworked, or Repaired:	Date:
269436	N/A	Overhauled	05-AUG-2015

LRA DoDAAC:	LRA CAGE:	LRA Name:	LRA City:	LRA State/Country:
N/A	N/A	FLTREADCEN EAST CHERRY POINT NC	Cherry Point	NC

Contract Number:	Requisition Number / Turn in Document Number:	Purchase Order Number:
N/A	N/A	N/A

Operating time at failure:	Measurement Unit:	GFE:	Qty. Received:	Qty. Inspected:	Qty. Deficient:	Qty. In Stock:
84	Running or Operating Hours	N/A				

End Item NSN: N/A
End Item Nomenclature: #1 Engine Demountable Power Plant
End Item Part Number: T64-GE-416A
End Item Serial Number: 269436
End Item Cage: 78286
NHA NSN: N/A
NHA Nomenclature: #1 Engine Demountable Power Plant
NHA Part Number: T64-GE-416A
NHA Serial Number: 269436
NHA Cage: 78286

Dollar Value/Std Price:	Mhrs to Repair:	Est Repair Cost/Net Price:
$ N/A	N/A	$ N/A

Haz Mat / Procedure / DMWR / TM:	Warranty:	Expiration Date:
N/A	N/A	N/A

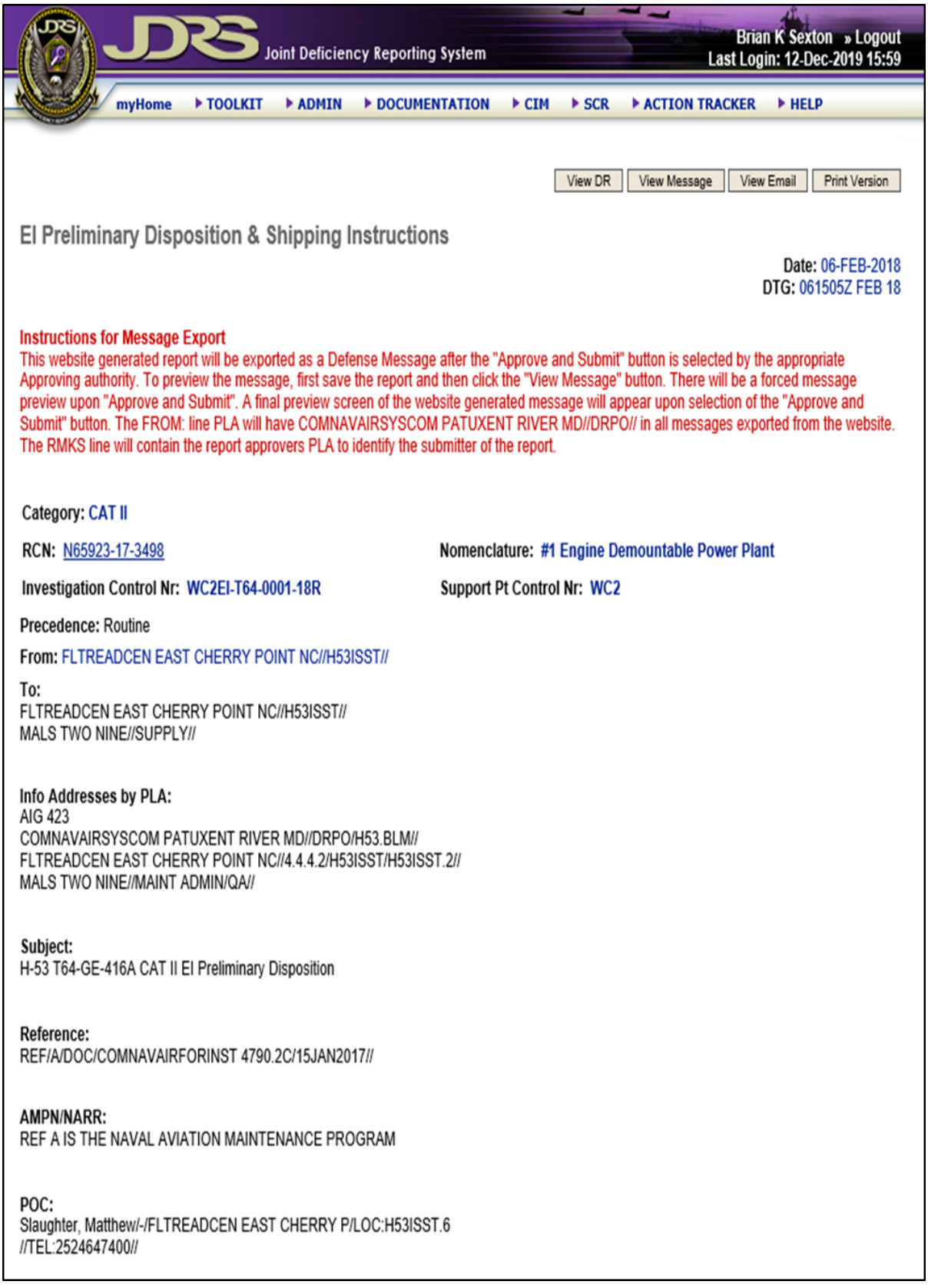
Supporting Document(s):

Document	Category	Description	Date	Size	Report
No documents have been uploaded to this report.					

Deficiency Details — Go to: Background Details | Action Details

Action / Exhibit Disposition Narrative:
Upon receipt contact Shaun Thompson (shaun.m.thompson@navy.mil) for induction of engine. Requesting thorough investigation of engine to determine the source of engine failure.

Figure P-5.--Sample EI Message.



JDRS Joint Deficiency Reporting System

Brian K Sexton » Logout
Last Login: 12-Dec-2019 15:59

myHome ▸ TOOLKIT ▸ ADMIN ▸ DOCUMENTATION ▸ CIM ▸ SCR ▸ ACTION TRACKER ▸ HELP

View DR | View Message | View Email | Print Version

EI Preliminary Disposition & Shipping Instructions

Date: 06-FEB-2018
DTG: 061505Z FEB 18

Instructions for Message Export
This website generated report will be exported as a Defense Message after the "Approve and Submit" button is selected by the appropriate Approving authority. To preview the message, first save the report and then click the "View Message" button. There will be a forced message preview upon "Approve and Submit". A final preview screen of the website generated message will appear upon selection of the "Approve and Submit" button. The FROM: line PLA will have COMNAVAIRSYSCOM PATUXENT RIVER MD//DRPO// in all messages exported from the website. The RMKS line will contain the report approvers PLA to identify the submitter of the report.

Category: CAT II

RCN: N65923-17-3498

Nomenclature: #1 Engine Demountable Power Plant

Investigation Control Nr: WC2EI-T64-0001-18R

Support Pt Control Nr: WC2

Precedence: Routine

From: FLTREADCEN EAST CHERRY POINT NC//H53ISST//

To:
FLTREADCEN EAST CHERRY POINT NC//H53ISST//
MALS TWO NINE//SUPPLY//

Info Addresses by PLA:
AIG 423
COMNAVAIRSYSCOM PATUXENT RIVER MD//DRPO/H53.BLM//
FLTREADCEN EAST CHERRY POINT NC//4.4.4.2/H53ISST/H53ISST.2//
MALS TWO NINE//MAINT ADMIN/QA//

Subject:
H-53 T64-GE-416A CAT II EI Preliminary Disposition

Reference:
REF/A/DOC/COMNAVAIRFORINST 4790.2C/15JAN2017//

AMPN/NARR:
REF A IS THE NAVAL AVIATION MAINTENANCE PROGRAM

POC:
Slaughter, Matthew/-/FLTREADCEN EAST CHERRY P/LOC:H53ISST.6
//TEL:2524647400//

Figure P-6.--Sample Shipping Disposition Page 1.

Nomenclature:
#1 Engine Demountable Power Plant

TMS/MDS:
CH-53E

Bureau/Tail Number:
163085

FSC:
UNK

NIIN:
N/A

WUC/LCN:
N/A

TEC:

Manufacturer:
SIKORSKY AIRCRAFT CORPORATION

Manufacturer's CAGE Code:
78286

Manufacturer's Part Number:
T64-GE-416A

Serial Number:
269436

Lot or Batch Number:
N/A

UII:

Contract Number:
N/A

Manufactured/Reworked/Repaired Date:
05-AUG-2015

Last Rework Activity:
FLTREADCEN EAST CHERRY POINT NC

Last Rework Activity CAGE Code:
N/A

Time Since New:
4945

Time Since Rework:
84

Operating time at failure:
84 Running or Operating Hours

End Item (Nomenclature):
#1 Engine Demountable Power Plant

Next Higher Assembly (Nomenclature):
#1 Engine Demountable Power Plant

Investigation Control Number (ICN) WC2EI-T64-0001-18R is assigned to this investigation per ref A. Refer to Ref A, Chapter 10 for turn in, handling and preparation of exhibit.

The requested EI will be conducted as a **Routine** EI.

Support Point Control Number: WC2

Exhibit status:

Exhibit is required for investigation, ship exhibit via fastest traceable means to address provided below utilizing Commercial Express Shipment (i.e. FedEx) whenever possible. For repairables (DLRs), ensure turn-in of exhibit in a condition code "L", via supply holding point, in-support of aviation depot level repairable program, to receive proper credit. Use document ID "BEI" on DD Form 1348-1A.

Supply Unit responsible for exhibit shipment:
MALS-29 Supply

Quantity of Exhibits Requested:
1

Customer Service / Exhibit Receiving Activity: Customer Service Team - CP (Engines)
DoDAAC: N65923
CAGE Code:
Name: MCAS Cherry Point NC
Company 1: Customer Service Team - CP (Engines)
Company 2:
Address: Bldg 1798 DLA Engine Control Desk
City: Cherry Point
State: NC
ZIP: 28533-0021
Country: U.S.A.
Phone: 252-464-7267

Figure P-7.--Sample Shipping Disposition Page 2.

2. The following steps identify shipping procedures for NRFI asset VIA eRMS:

eRMS Link: https://applications.navsup.navy.mil/erms/

Step 1: Select New Document>QDR

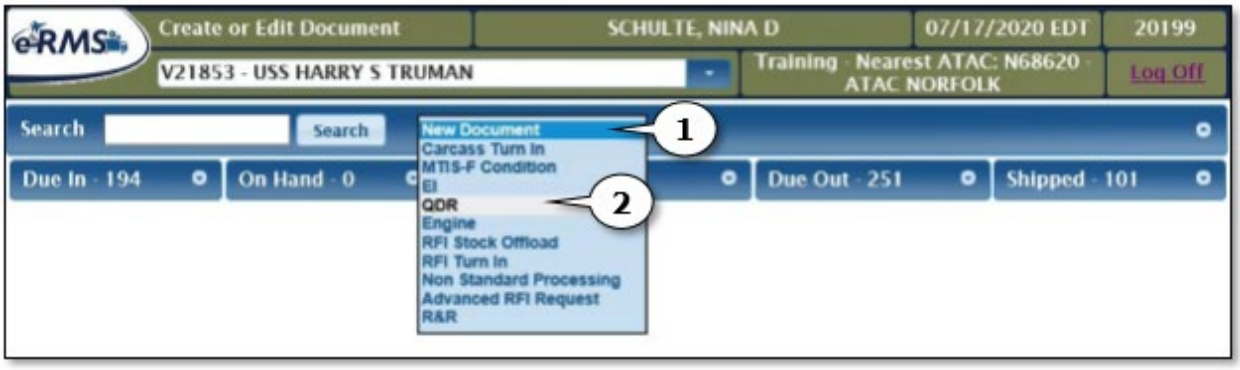


Figure P-8.--Main Menu.

Step 2: Enter Document Number, NIIN, Ship to Activity

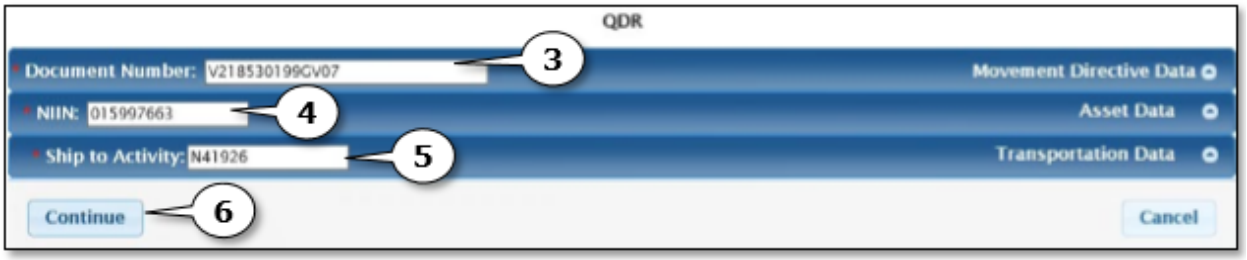


Figure P-8.--Main Menu, Continued.

Step 3: Verify Dimensions, Part Number, and Serial number (Also useful for filling out JDRS)

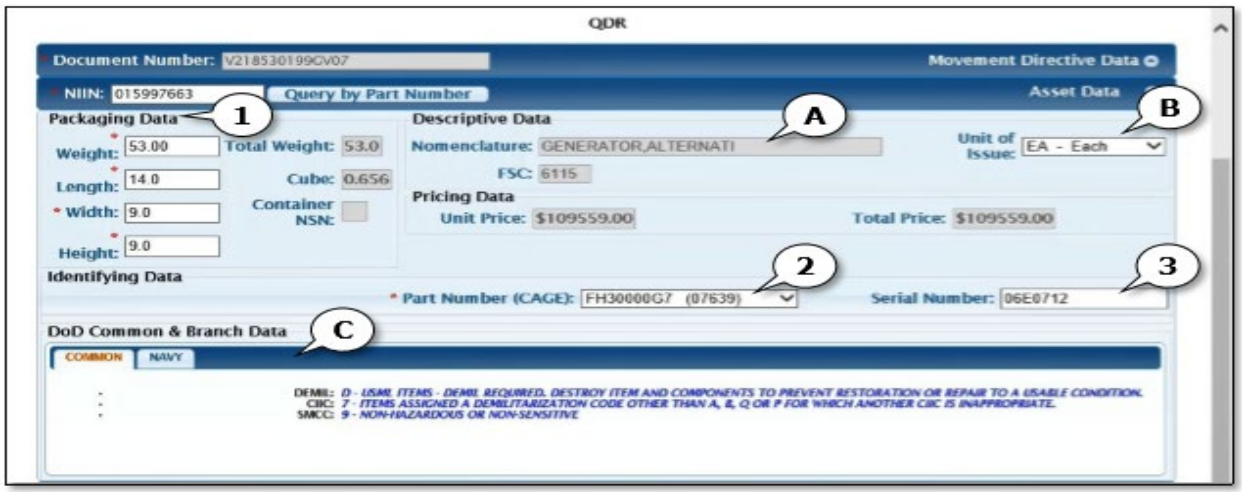


Figure P-9.--Asset Data.

ID		QDR TURN-IN – ASSET DATA
1	**Weight**	Value representing the packaged weight of the item.
	Length (Largest)	Value in inches representing the packaged length of the item. This will always be the largest of the three dimensions.
	Width (Middle)	Value in inches representing the packaged width of the item. This will always be the second (middle) largest of the three dimensions.
	Height (Smallest)	Value in inches representing the packaged height of the item. This will be the smallest of the three dimensions.
2	**Part Number (CAGE)**	The value identifying a part number established by the Commercial and Government Entity (CAGE) vendor for the part being processed.
3	**Serial Number**	If known, the serial number should always be entered.
A	**Nomenclature**	Description of the item being investigated.
B	**Unit of Issue (U/I)**	A code indicating the physical measurement, the count, or when neither is applicable, the container or shape of an item for purposes of requisitioning.
C	**DoD Common & Branch Data**	Miscellaneous and potentially critical data about the item is displayed in this section. There are two tabs; Common and Navy.

Figure P-9.--Asset Data, Continued.

Step 4: Fill in the shipping address information from Disposition message

NOTE 1: If the address needs to be altered for this shipment, click the Override Default Address checkbox. This will unlock the defaulted Ship To Name and Address fields for editing.

NOTE 2: Click the Selected Address drop-down icon to select or change an address.

Figure P-10.--eRMS QDR Address.

Step 5: Verify Movement Directive Data.

NOTE: All EI, and QDR'S will be shipped utilizing Condition Code "L"

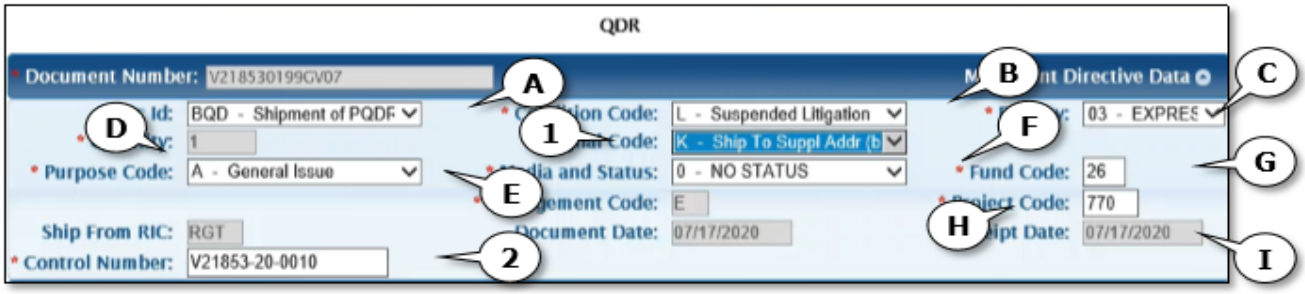


Figure P-11.--Movement Directive Data.

ID	QDR TURN-IN – MOVEMENT DIRECTIVE DATA	
1	**Signal Code**	Identifies where the Ship To and Bill To should be based upon; not valid for FMS.
2	**Control Number**	The number provided by JDRS or PDREP identifying the item to be shipped.
A	**Doc ID (Identifier)**	Provides a means of identifying a given product to the Supply Distribution System and further identifies such data as to its intended purpose and usage. This will be defaulted to BQD.
B	**Condition Code**	Classifies material as to readiness for issue and use. For a QDR this will be defaulted to "L".
C	**Priority**	Sets the urgency for this item/part. For a QDR this will be defaulted to Express.
D	**Quantity**	The amount of the item being moved.
E	**Purpose Code**	Provides the means of identifying the purpose or reason for reserving the inventory balance.
F	**Media and Status**	Indicates the recipient of status and the means of transmission.
G	**Fund Code**	Indicates the funds to be charged, i.e. the Bill To office.
H	**Project Code**	Project codes contained in requisitions will be perpetuated in all related documentation and appear as a part of the shipping container markings. Project codes are not related to priority.
I	**Receipt Date**	Indicates the effective date the document was received into eRMS.

Figure P-11.--Movement Directive Data, Continued.

Step 6: Scroll down to view the bottom of the screen.

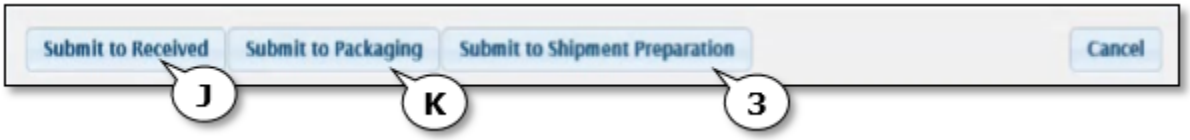


Figure P-11.--Movement Directive Data, Continued.

NOTE: At this point, you have three options:

ID	SUBMIT TO RECEIVED | PACKAGING | SHIPMENT PREPARATION		
		Description	**Saved Location**
3	**Submit to Shipment Preparation**	Sends asset to "Shipment Preparation" in order to be manifested for shipment to an ATAC or final destination.	Due Out > Shipment Preparation
J	**Submit to Received**	Ex. If attempting to create a DD1348-1A and the user doesn't have all required data or is unable to complete.	On Hand > Received
K	**Submit to Packaging**	Sends asset to "Packaging" requiring a crate or additional packaging before shipping to an ATAC or final destination.	Due Out > Packaging

Figure P-11.--Movement Directive Data, Continued.

Step 7: Click the Submit to Shipment Preparation button to create/save the document and display it in Due Out > Shipment Preparation.

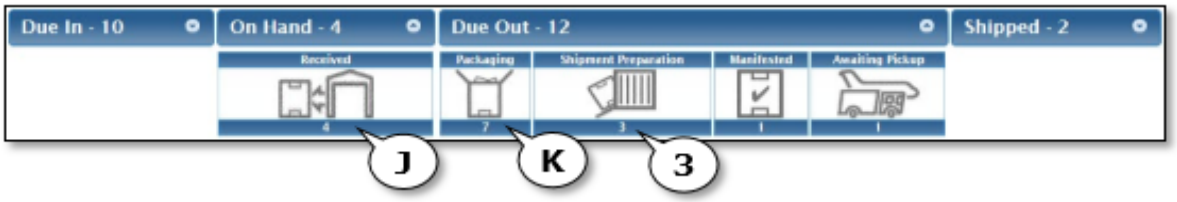


Figure P-11.--Movement Directive Data, Continued.

Step 8: Print the DD1348-1A and Unit Container Label.

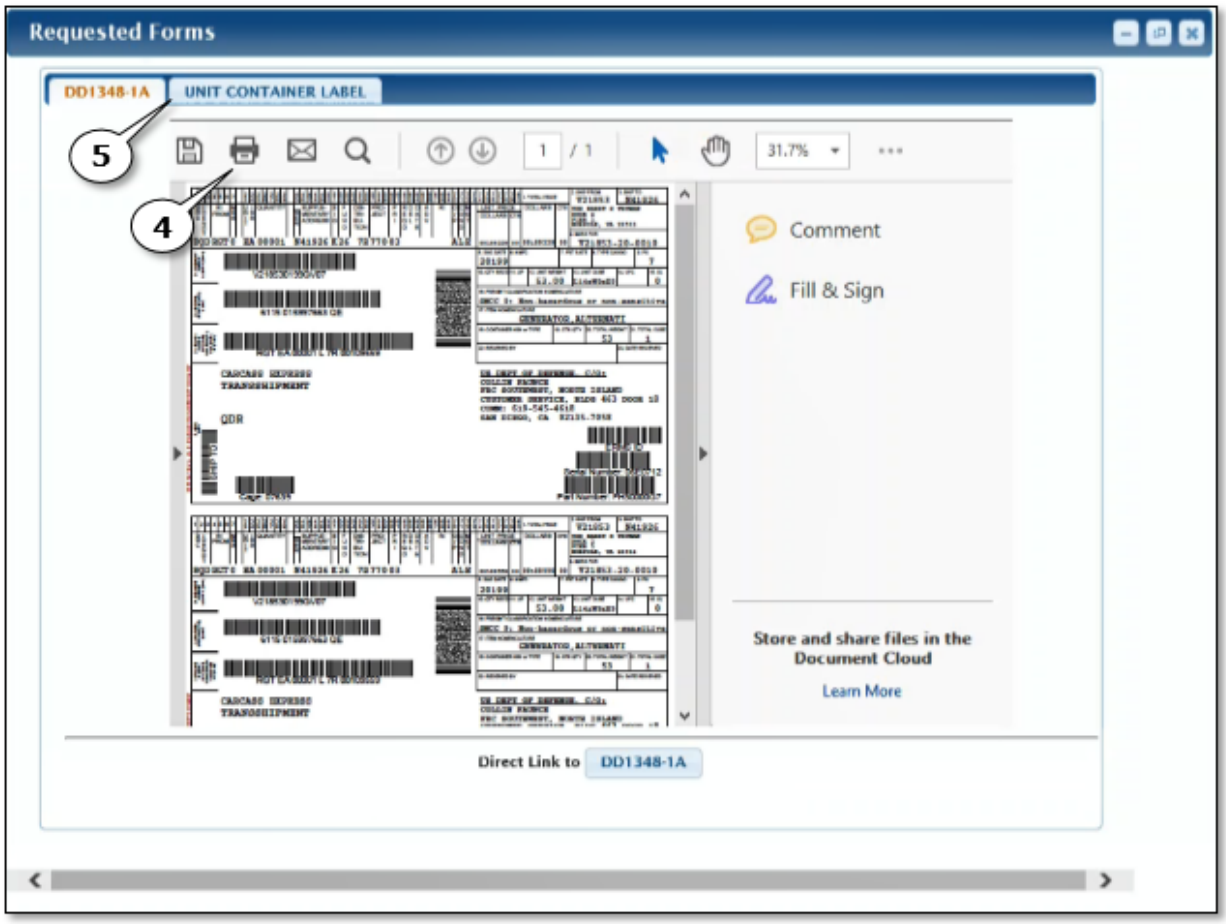


Figure P-12.--QDR Sample DD1348-1A.

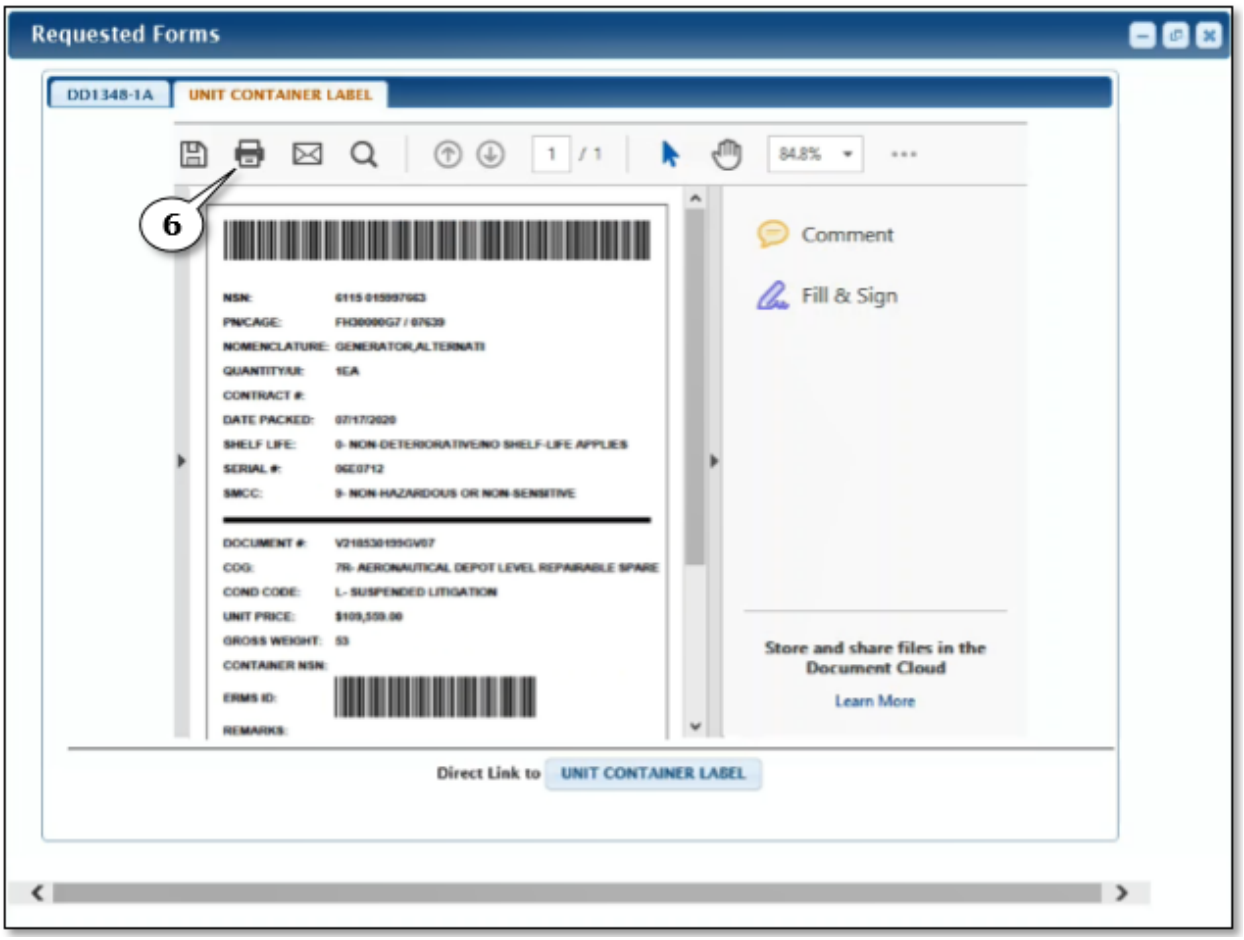


Figure P-12.--QDR Sample DD1348-1A, Continued.

NOTE: A copy of eRMS shipment paperwork and the JDRS paperwork will be filed in WCB and a secondary copy attached to the NRFI. The NRFI, applicable documentation (e.g., MAF, SRC, etc.) and shipping paperwork will then be forwarded to the Supply Shipping Branch (SSB) for shipment and further processing.

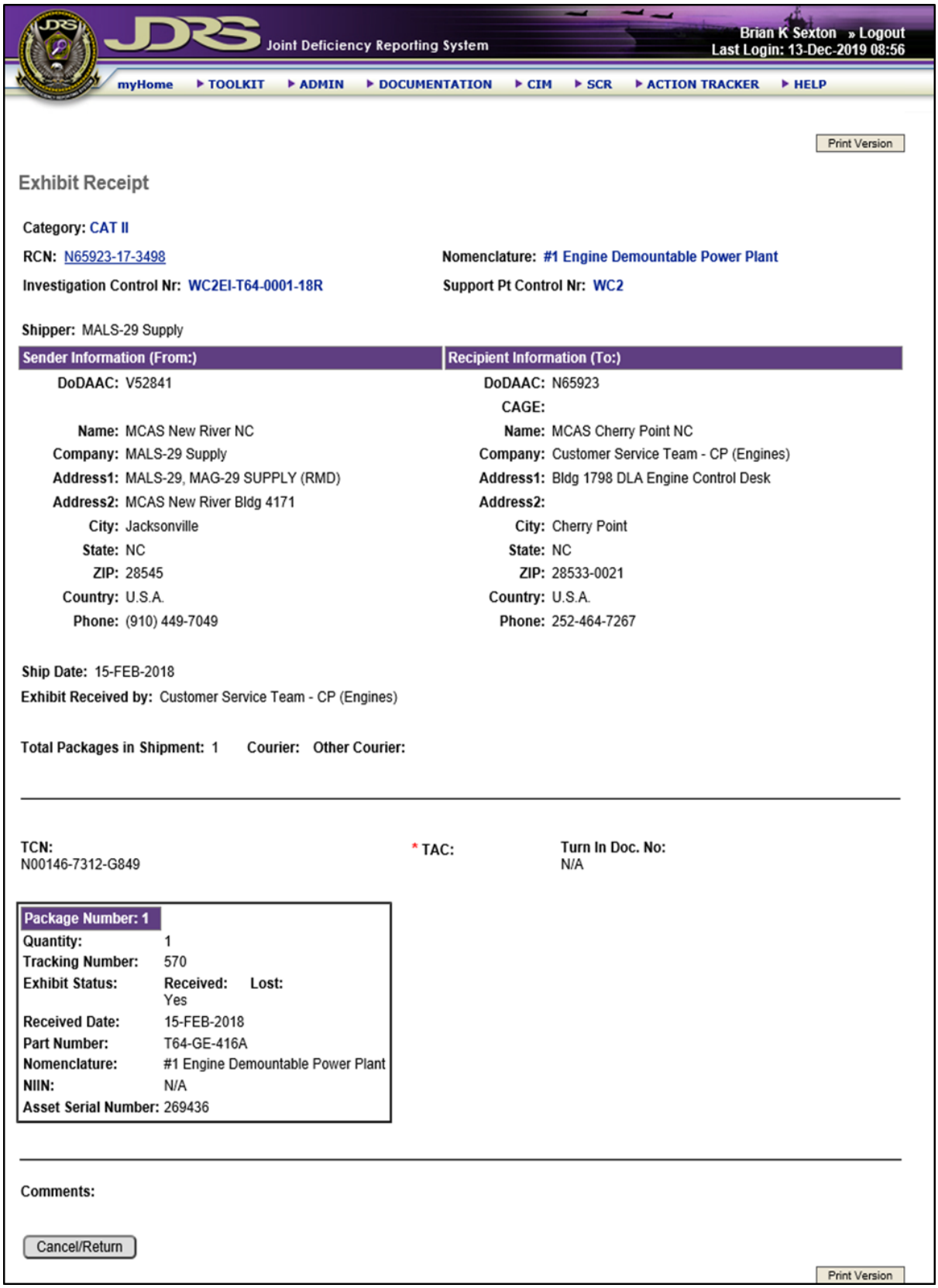


Figure P-13.--Confirmation of receipt closing of carcass tracking.

i. WCB will print all open EI/PQDRs weekly and take action as required to include accountability of all materiel in the EI/QDR staging area. Retention is current and prior. If no disposition is received within the first twenty days of submission, send a Technical Dialog via the JDRS web site requesting the In-Service Support Center (ISSC) or Quality Team provide disposition instructions. If no disposition instructions are received within thirty days after the Technical Dialog submission, then ship the carcass through normal channels. Submit a Technical Dialog to inform investigation team of the action taken.

C. Processing a Supply Discrepancy Report (SDR)

1. WCB will process the required paperwork per reference (aa) for Supply Discrepancy Reporting into the Product Data Reporting and Evaluation Program (PDREP) website https://pdrep.csd.disa.mil/pdrep/pdrephome.action.

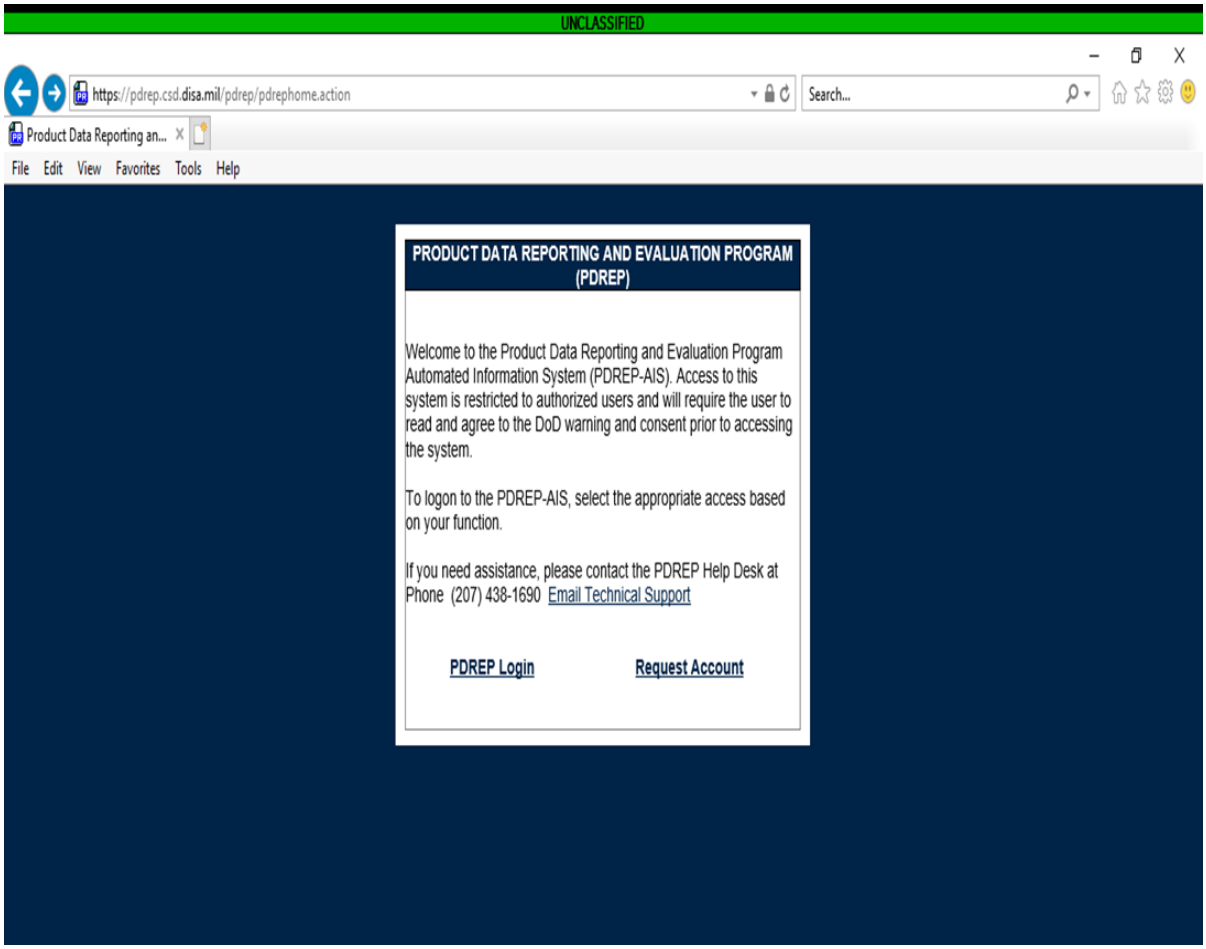


Figure P-14.--Product Data Reporting and Evaluation Program (PDREP) Website.

2. Use figure P-15 arrow 1 to access the PDREP user module and arrow 2 to enter the Supply Discrepancy Report Module.

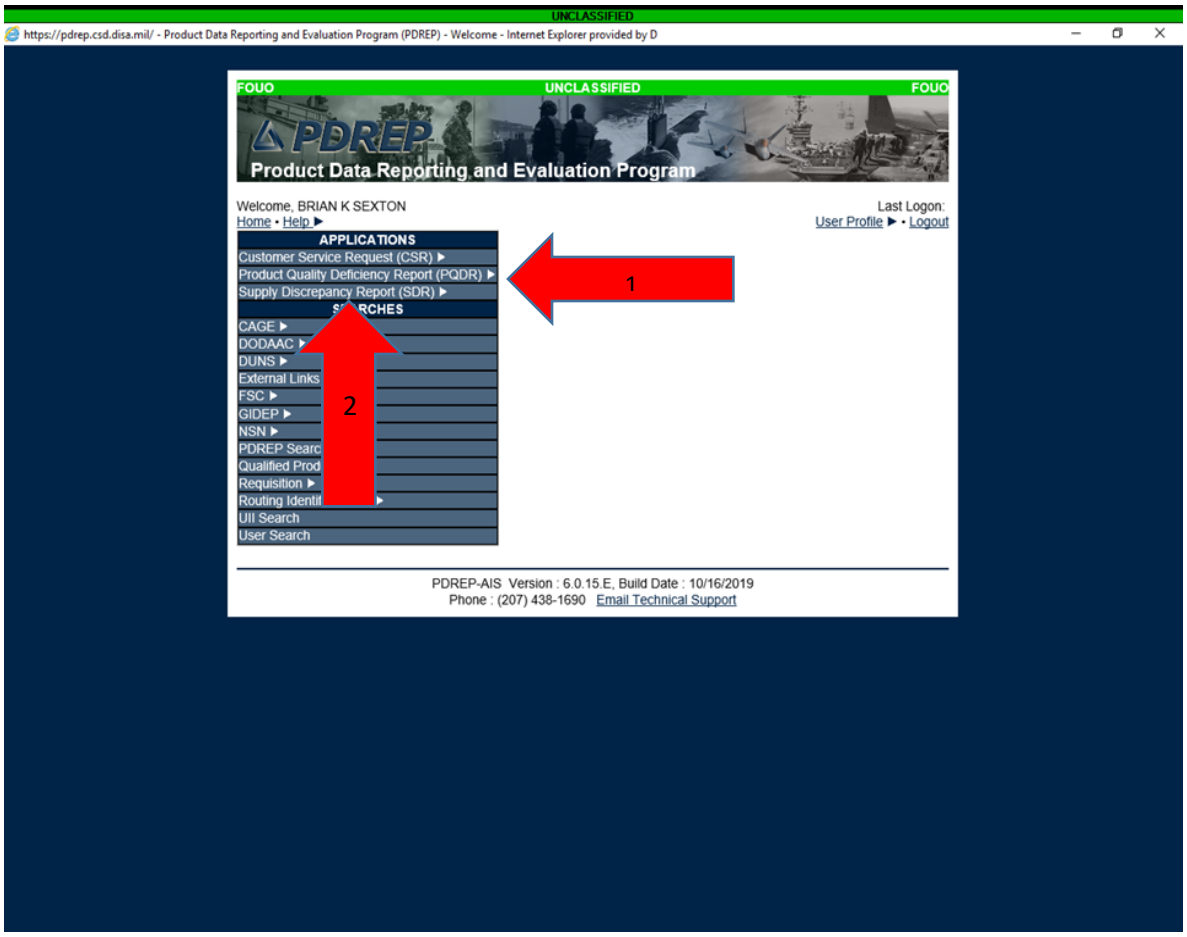


Figure P-15.--Product Data Reporting and Evaluation Program (PDREP) Website, Continued.

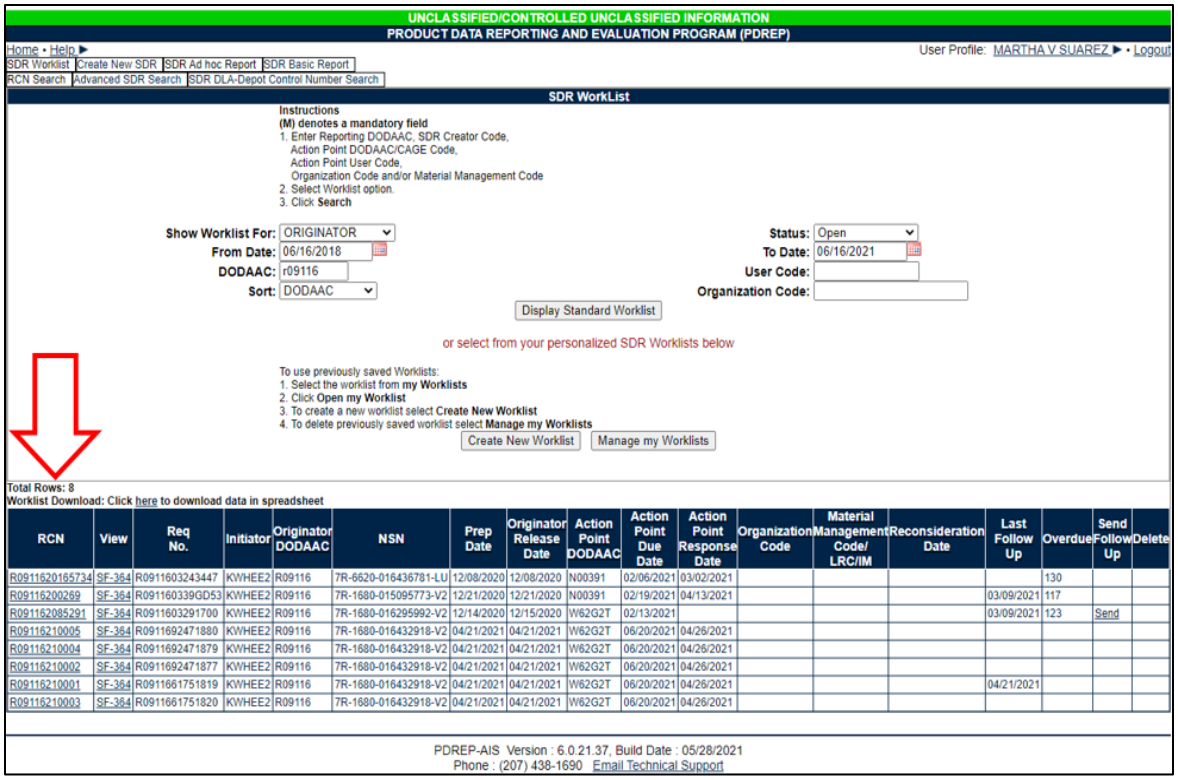


Figure P-16.--View/Add Notes or Reference Briefs.

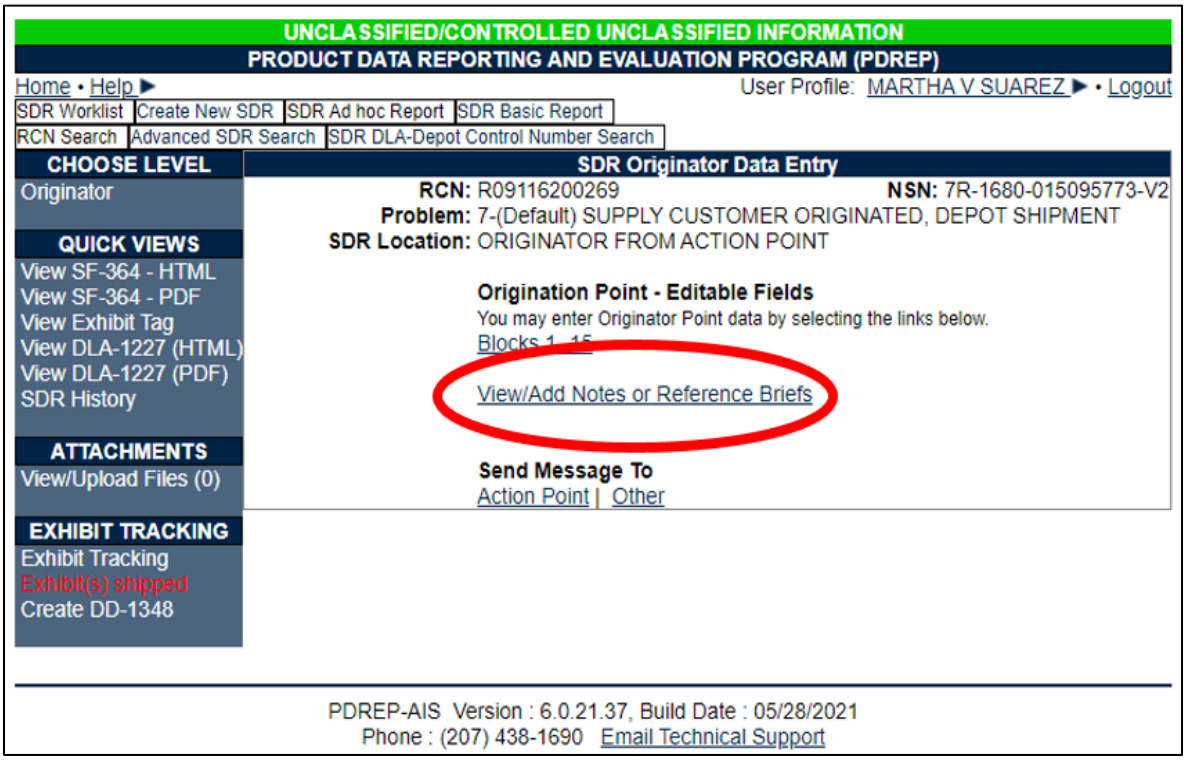


Figure P-16.--View/Add Notes or Reference Briefs, Continued.

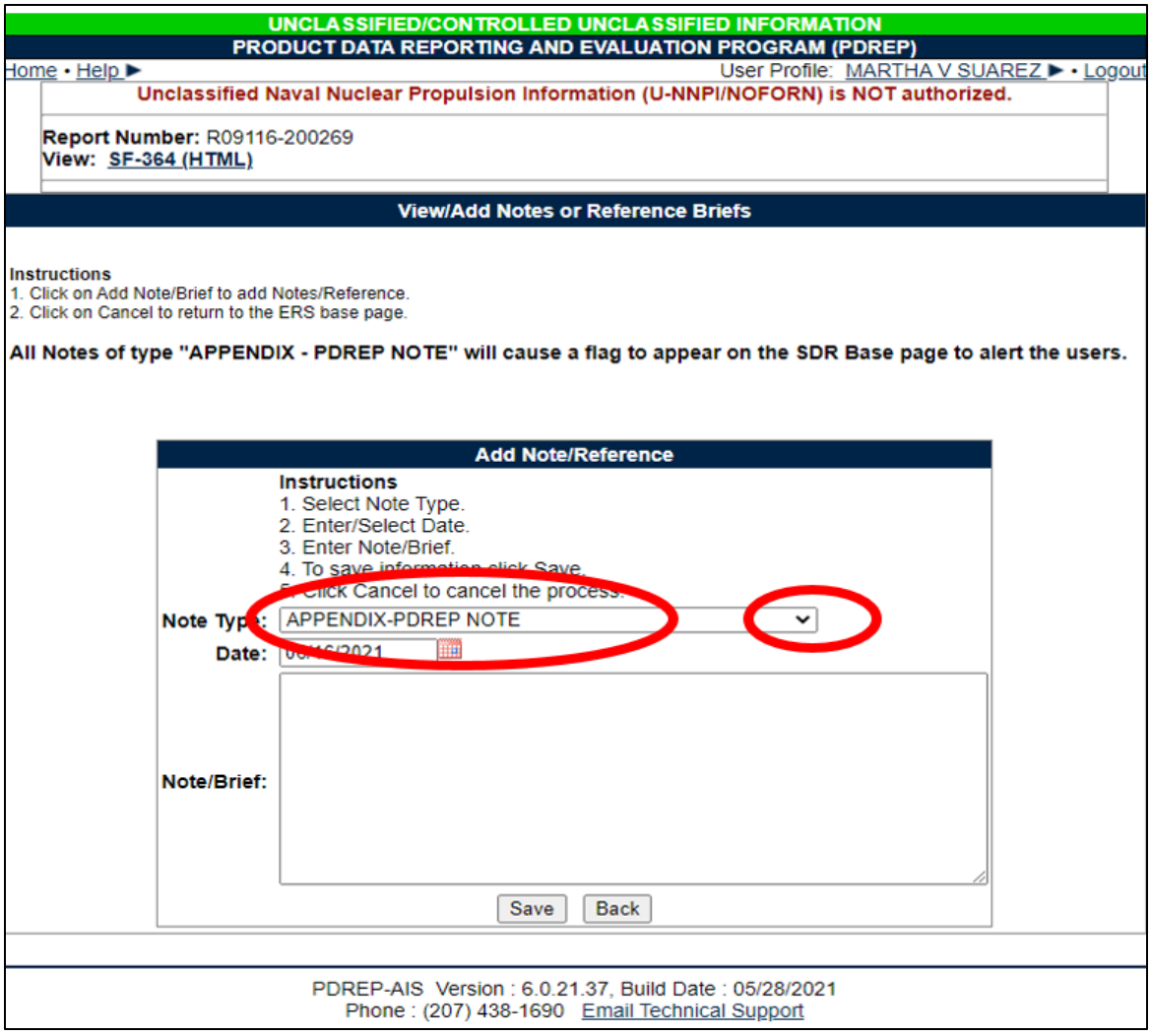


Figure P-16.--View/Add Notes or Reference Briefs, Continued.

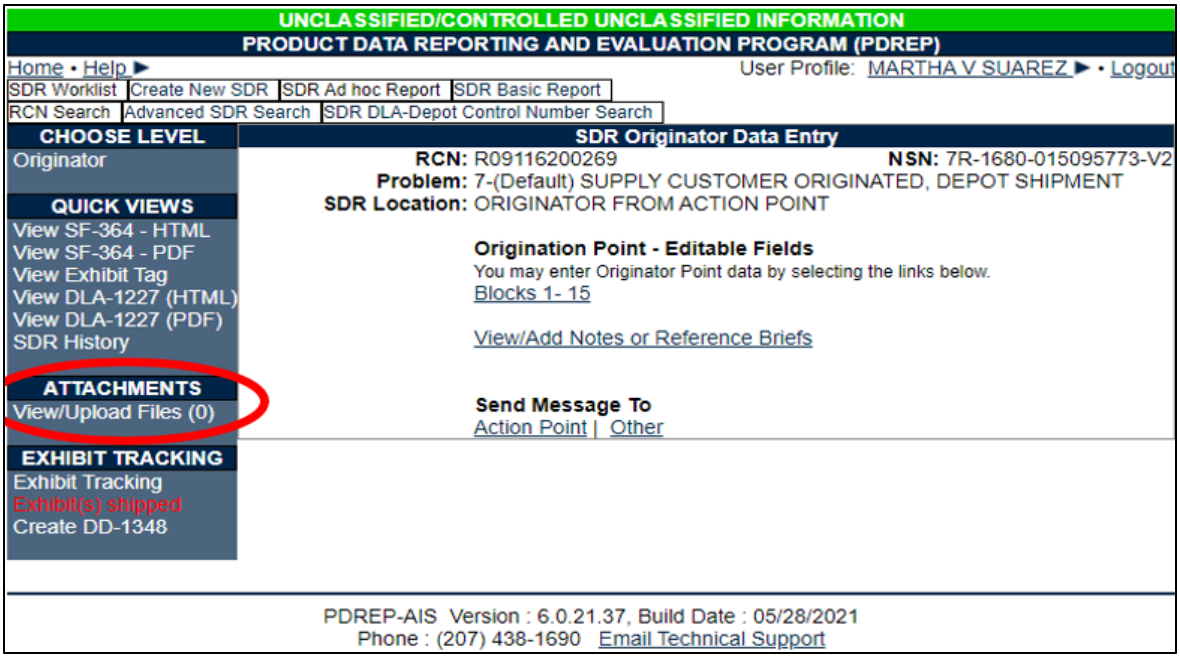


Figure P-17.--View/Upload Files.

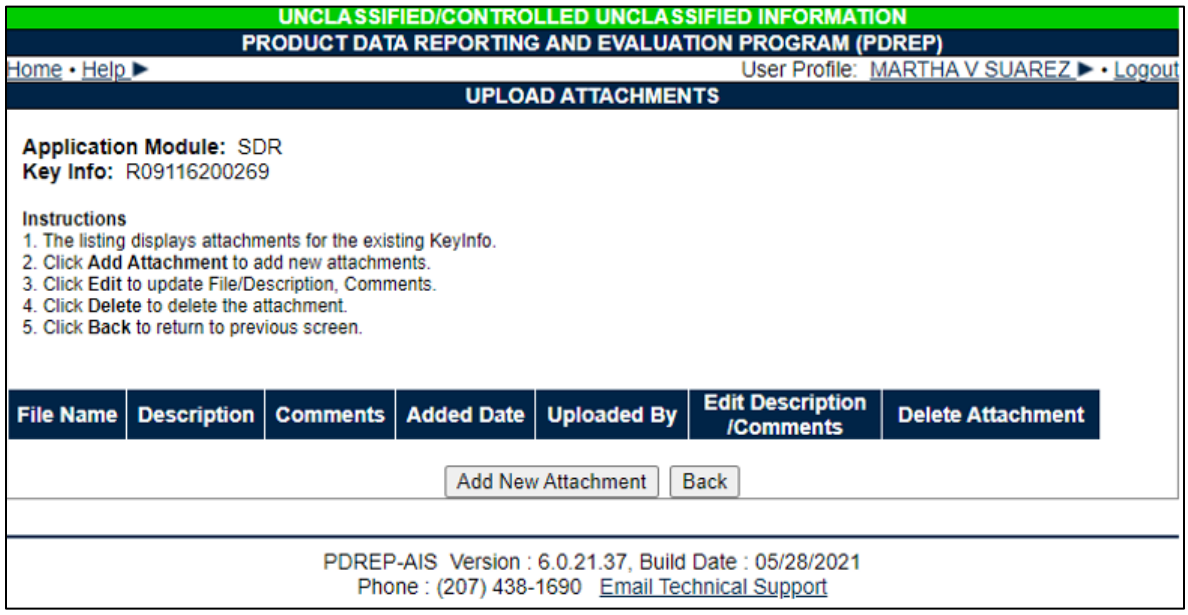


Figure P-17.--View/Upload Files, Continued.

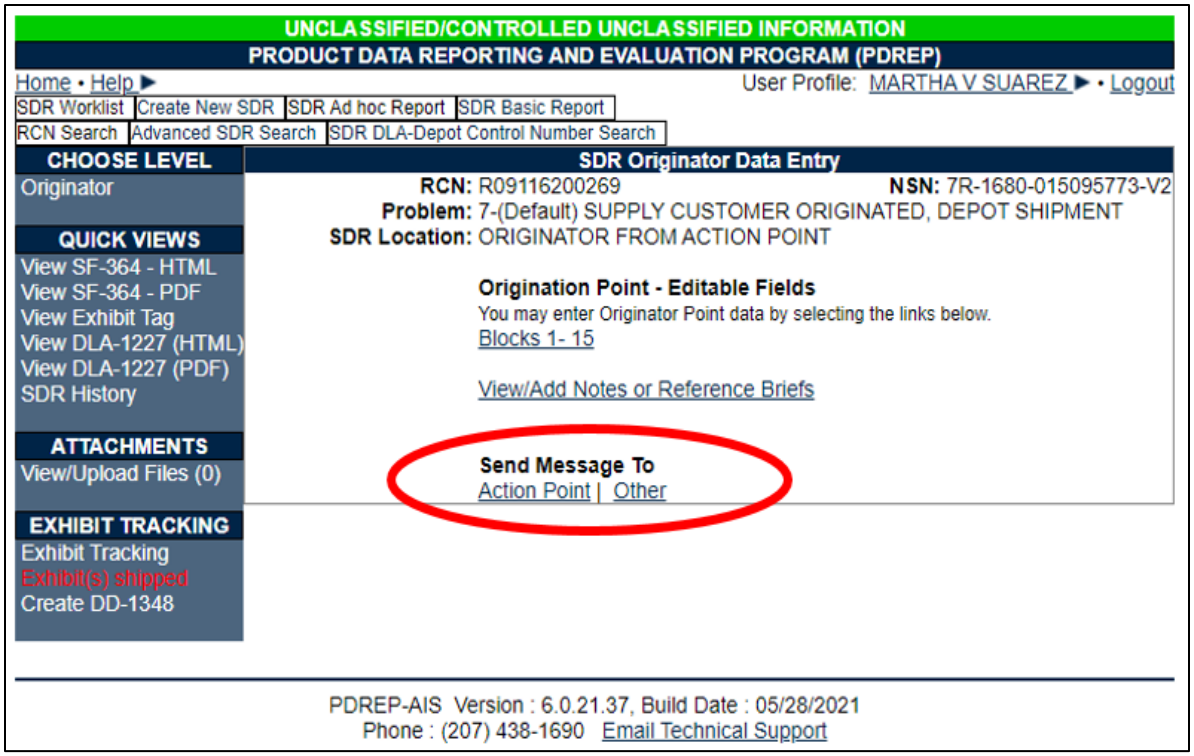


Figure P-18.--Submit Message to Action Point/Other.

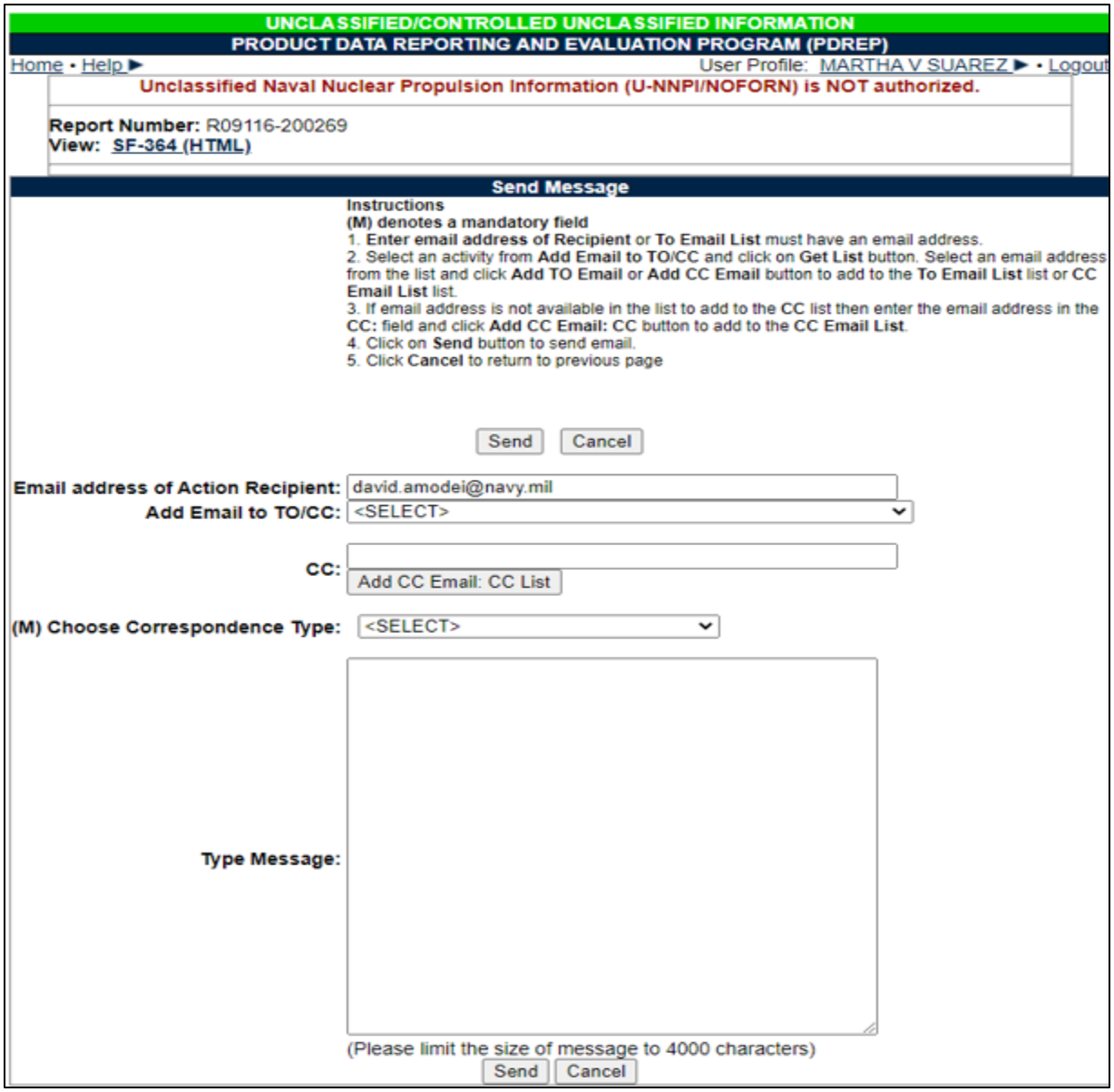


Figure P-18.--Submit Message to Action Point/Other, Continued.

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

a. Materiel 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 materiel ordered on the requisition in question is considered LIS. In this situation the following actions will be taken:

(1) WCB will prepare a Supply Discrepancy Report (SDR) and submit it to the issuing activity for each individual requisition for which the

materiel is LIS and valued in excess of $100 per line item, except for inventory controlled items that are reported regardless of dollar value. The Discrepancy Code cited in Block 10 will be 'S' - "Shortage or Non-receipt". The Action Code cited in block 11 of the SDR will be '1Z' - "Other Action Requested (See Remarks)". Ensure your remarks state an issue reversal is being requested due to non-receipt of materiel.

(2) The issuing activity has 30 days to respond. Each possible response and actions to take are described in the following paragraphs:

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

(b) If the issuing activity does not provide "traceable proof of shipment data" or "delivery signature(s)", NAVSUP policy requires that they grant credit providing SDR(s) were submitted within the required time frames of 60 days CONUS or 120 days OCONUS from the date of shipment. The issuing activity grants credit by processing an issue reversal. 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 previously processed Lost in Shipment Receipt will be reversed using the procedures described in the R-Supply Online User's Guide, keywords "Receipt Reversal." When the receipt reversal processes, the survey 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 is completed, the response to the SDR will be attached to the original FLIPL (DD Form 200) in the Survey File.

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

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

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

b. Incorrect Materiel Received. When the incorrect materiel is received for stock and consumable or repairable DTO's, the following steps will be taken:

(1) Stock

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

(b) Determination will be made as to the disposition of the materiel (i.e., retain or offload at your convenience to the nearest DDC).

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

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

(2) Consumable DTO

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

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

(c) Determination will be made as to the disposition of the materiel (i.e., retain or offload at your convenience to nearest DDC).

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

(e) Inform customer to submit a new requisition.

(3) Repairable DTO

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

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

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

(d) If a turn-in was NOT made, WCB will notify the customer to submit a new requisition. If a turn-in was made, WCB will obtain a new requisition from the customer and process the reorder utilizing "BY" Contingency Code and reference the original DDSN in "REF LOC USE" field. The LSC of the new requisition will automatically set itself to REFER. WCB will tie-in the carcass of the original DDSN via NAVSUP WSS In-Transit Accountability (NITA) Module in eRMS.

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

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

4. Closing SDR's

a. Closing an SDR in PDREP. Only the Originator and the Administrator have the ability to close an SDR via PDREP per reference (aa). Closing an SDR is done by entering the Closed Date within the system. Generally, when the Originator is satisfied that the response received from the Action Point adequately addresses the issue that was reported, the SDR will be closed.

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

c. Re-Opening an SDR. If response received is inadequate, the issuer can be contacted for clarification. If response received is still inadequate, the SDR can be reopened by the Originator by removing the closed date. At this point, additional action can be requested.

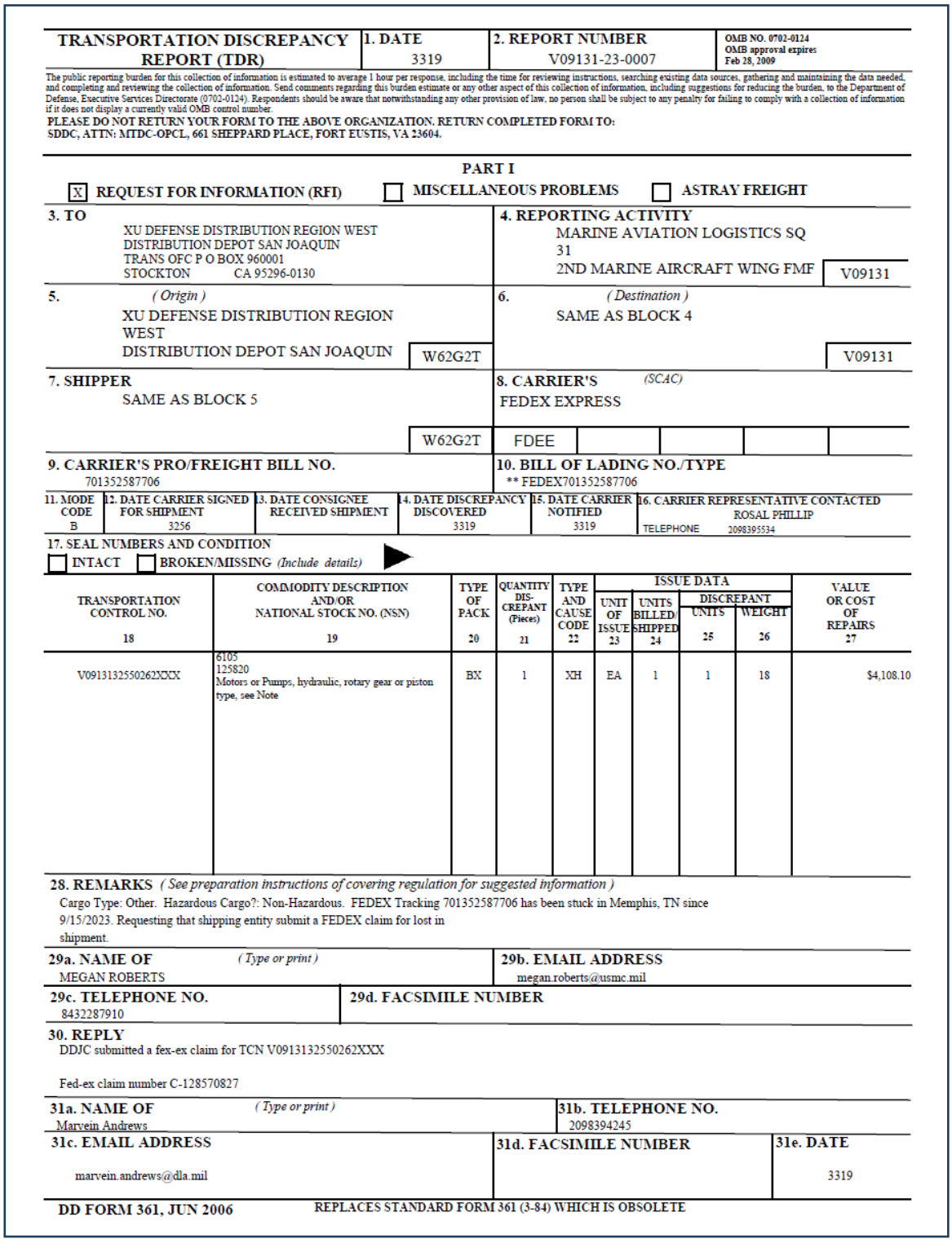
5. Processing a TDR. TDR is submitted for both DTO and Stock materiel. When materiel is deemed lost in shipment (LIS) due to mishandling of the transportation agency, the discrepancy will be reported to Discrepancy Identification System (DIS). No response is required from the system for the actionable activity to move forward with internal procedures. In addition to submitting the TDR, an informational SDR will also be submitted. A YE1 will be loaded citing both the Report Control Number (RCN).

a. Stock –The document will be completed for the requisitioned quantity by the actionable activity to close out the SIT record. If inventory discrepancy exists, post the inventory adjustment in accordance with reference (m).

b. DTO-The document will be completed with a quantity of zero (0). If materiel is still required, notify customer to re-order.

c. To obtain access to process a TDR utilize the link below: : https://eta-teams.transport.mil/teams/registration/request

NOTE: If materiel arrives on base or is physically received on station, it is considered an SDR. If there is traceable proof of shipment and the item is lost by the shipping company, a TDR must be submitted. OMD submits TDRs only for DTOs. WMD is responsible for all other SDR/TDR submissions. TDRs must be followed up on no less than 30 days and no more than 90 days after submission.



TRANSPORTATION DISCREPANCY REPORT (TDR)

1. DATE	2. REPORT NUMBER	OMB NO. 0702-0124 OMB approval expires Feb 28, 2009
3319	V09131-23-0007	

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0702-0124). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO:
SDDC, ATTN: MTDC-OPCL, 661 SHEPPARD PLACE, FORT EUSTIS, VA 23604.

PART I

[X] REQUEST FOR INFORMATION (RFI) [ ] MISCELLANEOUS PROBLEMS [ ] ASTRAY FREIGHT

3. TO
XU DEFENSE DISTRIBUTION REGION WEST
DISTRIBUTION DEPOT SAN JOAQUIN
TRANS OFC P O BOX 960001
STOCKTON CA 95296-0130

4. REPORTING ACTIVITY
MARINE AVIATION LOGISTICS SQ 31
2ND MARINE AIRCRAFT WING FMF — V09131

5. *(Origin)*
XU DEFENSE DISTRIBUTION REGION WEST
DISTRIBUTION DEPOT SAN JOAQUIN — W62G2T

6. *(Destination)*
SAME AS BLOCK 4 — V09131

7. SHIPPER
SAME AS BLOCK 5 — W62G2T

8. CARRIER'S *(SCAC)*
FEDEX EXPRESS — FDEE

9. CARRIER'S PRO/FREIGHT BILL NO.
701352587706

10. BILL OF LADING NO./TYPE
** FEDEX701352587706

11. MODE CODE	12. DATE CARRIER SIGNED FOR SHIPMENT	13. DATE CONSIGNEE RECEIVED SHIPMENT	14. DATE DISCREPANCY DISCOVERED	15. DATE CARRIER NOTIFIED	16. CARRIER REPRESENTATIVE CONTACTED
B	3256		3319	3319	ROSAL PHILLIP TELEPHONE 2098395534

17. SEAL NUMBERS AND CONDITION
[ ] INTACT [ ] BROKEN/MISSING *(Include details)*

TRANSPORTATION CONTROL NO. 18	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN) 19	TYPE OF PACK 20	QUANTITY DIS-CREPANT (Pieces) 21	TYPE AND CAUSE CODE 22	ISSUE DATA				VALUE OR COST OF REPAIRS 27
					UNIT OF ISSUE 23	UNITS BILLED/ SHIPPED 24	DISCREPANT UNITS 25	DISCREPANT WEIGHT 26	
V0913132550262XXX	6105 125820 Motors or Pumps, hydraulic, rotary gear or piston type, see Note	BX	1	XH	EA	1	1	18	$4,108.10

28. REMARKS *(See preparation instructions of covering regulation for suggested information)*
Cargo Type: Other. Hazardous Cargo?: Non-Hazardous. FEDEX Tracking 701352587706 has been stuck in Memphis, TN since 9/15/2023. Requesting that shipping entity submit a FEDEX claim for lost in shipment.

29a. NAME OF *(Type or print)*
MEGAN ROBERTS

29b. EMAIL ADDRESS
megan.roberts@usmc.mil

29c. TELEPHONE NO.
8432287910

29d. FACSIMILE NUMBER

30. REPLY
DDJC submitted a fex-ex claim for TCN V0913132550262XXX

Fed-ex claim number C-128570827

31a. NAME OF *(Type or print)*
Marvein Andrews

31b. TELEPHONE NO.
2098394245

31c. EMAIL ADDRESS
marvein.andrews@dla.mil

31d. FACSIMILE NUMBER

31e. DATE
3319

DD FORM 361, JUN 2006 REPLACES STANDARD FORM 361 (3-84) WHICH IS OBSOLETE

Figure P-19 Transportation Discrepancy Report Submission Example (TDR).

PART II - *(FOR CLAIMS PURPOSES)*

32. TO:

FOR VOLUNTARY & NEGOTIATED TENDER SHIPMENTS COMMANDER DEFENSE FINANCE AND ACCOUNTING SERVICE INDIANAPOLIS CENTER
8899 EAST 56TH STREET INDIANAPOLIS
IN 46249

33. EXCEPTION NOTED ON CARRIERS DELIVERY RECEIPT? *(If NO explain in Remarks)*

☐ **YES** ☒ **NO**

34. INSPECTION DATA

☐ **CARRIER INSPECTED** *(Report attached)*
☐ **INSPECTION WAIVED** *(Wavier attached)*
☐ **ORAL WAVIER** *(Provide name, title, and date in Remarks)*
☐ **GOVERNMENT INSPECTED** *(Reports attached)*

35. DISPOSITION DATA

☐ **REJECTED** *(Receipt attached)*
☐ **REPAIRED AT GOVERNMENT EXPENSE** *(Bill attached)*
☒ **OTHER** *(Explain in Remarks)*

36. REMARKS *(See preparation instructions of covering regulation for suggested information)*

W62G2T: DDJC submitted a fex-ex claim for TCN V0913132550262XXX

Fed-ex claim number C-128570827
V09131: Requesting financial adjustment for part lost in shipment from FEDEX.

37. ATTACHMENTS

☐ **CY BOL**
☐ **CY CARRIER'S TENDER**
☐ **CY CARRIER'S DELIVERY RECEIPT**
☐ **PHOTOGRAPH**
☐ **CARRIER'S INSPECTION REPORT**
☐ **DD FORM 1348-1**
☐ **CY DD FORM 250**
☐ **ACTUAL REPAIR COST COMMODITY**
☒ **OTHER** Miscellaneous
☐ **OTHER**

38. ACCOUNTING CLASSIFICATION

USMC, 2nd MAW, blue dollars.

DD FORM 361 (BACK), JUN 2006

Figure P-19 Transportation Discrepancy Report Submission Example (TDR) continued.

APPENDIX Q

SHELF-LIFE

1. General

a. Background. The Shelf-Life Program is a means to identify those items having a limited life expectancy or require periodic inspections for serviceability of both consumable and repairable materiel. The program will also reduce financial losses within the ASD incident to non-use of deteriorative items prior to their shelf-life expiration dates. Materiel monitoring must begin at the receipt of materiel and will continue until the item is issued or the shelf-life expectancy has expired, and it is disposed of in accordance with local policy.

b. Overview. The Shelf-Life Program/review is conducted quarterly by calendar year provided Shelf–life items are managed and stored in accordance with the policies contained in DOD 4140.27 Vol I & II, Shelf-Life Management Manual as mandated in DODM 4140.01, DOD Supply Chain Materiel Management Procedures. A shelf-life item is an item of supply possessing deteriorative or unstable characteristics to the degree that a storage time must be assigned to ensure that it will perform satisfactorily in service. Shelf life is the total period of time beginning with the date of manufacture, date of cure (for elastomeric and rubber products only), date of assembly, or date of pack (subsistence only), and terminated by the date by which an item must be used (expiration date) or subjected to inspection, test, restoration, or disposal actions; or after inspection/laboratory test/restorative action that an item may remain in the combined wholesale (including manufacturers) and retail storage systems and still be suitable for issue or use by the end user.

c. Purpose. The Shelf-Life Program/review identifies all assets active in the local Supply System that are assigned a Shelf Life Codes (SLC) and Shelf Life Action Code (SLAC).

d. Frequency/Retention. The shelf-life review is conducted quarterly and maintained for the current and prior quarter. Each record generated from the Utility Program/ADHOC output will be annotated with the action taken. Shelf-life review must be signed and dated by the individual working the report. OIC/SNCOIC’s will sign and date after reviewing and validating the report.

2. Shelf Life Code/Shelf Life Action Code

a. SLC is a single digit alpha or numeric code. They denote the shelf-life span of materiel from date of manufacture to the date the materiel can no longer be used and should be disposed of or tested in accordance with the Inventory Manager’s instructions in order to extend the shelf-life. A detailed list of SLCs is provided in the chart below. Additionally, SLCs are detailed in reference (k), SLCs are further broken down into the following categories:

(1) Type I. Materiel whose life expectancy is not extendable beyond the expiration date. These items are identifiable by an alphabetic character (excluding “X” and “O”).

(2) Type II. Materiel whose life expectancy is extendable for a limited period of time beyond the original expiration date and is identifiable by a numeric character (SLC OF 1-9 AND "X").

			Materiel will have 85 percent shelf-life remaining upon receipt from contractor to first government activity.	
Shelf-life Period	**Type I**	**Type II**	**Months**	**Quarters**
Non Shelf-life Item No Shelf-life Applies	0 (zero)	0 (zero)	N/A	N/A
01 Month	A	N/A	25 days	N/A
02 Months	B	N/A	50 days	N/A
03 Months	C	1	75 days	N/A
04 Months	D	N/A	3	1
05 Months	E	N/A	4	1
06 Months	F	2	5	2
09 Months	G	3	8	3
12 Months (1.00-Year)	H	4	10	3
15 Months (1.25-Years)	J	N/A	13	4
18 Months (1.50-Years)	K	5	15	5
21 Months (1.75-Years)	L	N/A	18	6
24 Months (2.00-Years)	M	6	21	7
27 Months (2.25-Years)	N	N/A	23	8
30 Months (2.50-Years)	P	N/A	26	9
36 Months (3.00-Years)	Q	7	31	10
48 Months (4.00-Years)	R	8	41	14
60 Months (5.00-Years)	S	9	51	17
72 Months (6.00-Years)	I	N/A	61	20
84 Months (7.00-Years)	T	N/A	71	24
96 Months (8.00-Years)	U	N/A	82	27
120 Months (10-Years)	W	N/A	102	34
180 Months (15-Years)	Y	N/A	153	51
240 Months (20-Years)	Z	N/A	204	68
Non-standard shelf-life period as assigned by the ICP.	V	X	85 percent of number of months	85 percent of number of quarters

Figure Q-1.--Shelf Life Codes.

b. SLAC is a two-digit code and is detailed in reference (k), appendix 9, part P. The SLAC is used to define the action taken by the storage activity at the end of the designated shelf-life-time period. SLACs are used to determine if the materiel is non deteriorative, unsuitable for restoration to issuable status or whether the materiel can be checked, inspected, and tested in accordance with the Inventory Manager's instructions. SLACs do not provide sufficient direction needed to properly perform the inspections or tests; therefore, each item must be researched and verified using the Shelf-Life Extension System (SLES). The SLES specifies the extension of shelf-life time period after the restorative action has been completed. The three applicable SLACs required for use can be found in figure Q-2.

SLAC	Description	Definition
00	Non deteriorative	Used for all items that are not shelf-life.
UU	Unsuitable for restoration to issuable status	At the end of the shelf-life period materiel will be disposed of by offloading to the local DLADS. Used for all Type I shelf-life items.
C0 (zero)	Check/Inspect/Test in accordance with the inventory managers instructions	Used for all Type II shelf-life items.

Figure Q-2.--Shelf Life Action Codes.

c. Determining the shelf-life period. Normally the materiel will be stamped by the manufacturer with the manufacture date, shelf-life type, expiration date and inspection/test date. Calendar year dates will be shown as quarter/year (i.e., 12/06 converts to 4Q/06). The shelf-life period begins with the date of manufacture. The SLC will identify the shelf-life period. To determine the length of time the shelf-life can be extended the NIIN must be verified in the Shelf-Life Extension System (SLES) using the following link: www.shelflife.dla.mil. For further instructions refer to reference (f) and (ab).

3. Receipt Processing. All incoming materiel will be inspected to ensure the shelf-life expectancy will not expire in accordance with figure Q-1 and has the required number of months/quarters of shelf-life remaining upon receipt by the government agency and may be extended utilizing the Shelf-Life Extension System (SLES). The receipt will be processed through the appropriate system in accordance with established receipt procedures. If the materiel is expired, then the receipt paperwork will be annotated as "Expired Shelf-Life Materiel" and forwarded with the materiel to the control branch for processing. If expired materiel is received and extended valued is more than $100 per line item, an SDR will be submitted per reference (k),appendix P.

a. DTO Receipts. WRB is responsible for screening all DTO receipts and forwarding all expired shelf-life materiel for processing to the control branch. Corrective action to be taken depends on the type of shelf-life materiel:

(1) Expired Type I materiel. The receipt will be processed through NALCOMIS in accordance with established receipt procedures. The receipt paperwork will be annotated with "Expired Shelf-Life Materiel" and along with the materiel, forwarded to the control branch. WCB will conduct a materiel turn-in on the expired materiel and process/dispose the materiel in accordance with local Defense Logistics Agency Disposition Services (DLADS) policies.

(2) Expired Type II materiel

(a) The materiel will be inspected and extended in accordance with the SLAC based on the SLES instructions. If extendable, an updated label will be attached to the packaging citing the new shelf-life expiration date and the part will be issued to the customer.

(b) Determine whether this item can be extended in accordance with the local IMA's repair capability. If so, coordinate with customer to accept and submit a work request to the IMA.

(c) Materiel that is not able to be extended or requiring inspection by an external maintenance activity to the local MALS, will not be issued to the customer and will be processed the same as Type I materiel.

b. Stock Receipts. WSB will screen all incoming materiel prior to placing in location for expired or close to expired shelf-life. If not already on the materiel, a label will be attached, including the expiration date. Materiel must be stored in such a manner as to facilitate the issuing of the oldest stock first (expiration date from newest to oldest with the oldest in front) commonly referred to as stock rotation. If the shelf-life

can be extended the NIIN must be verified in the SLES using the following link: www.shelflife.dla.mil. The materiel will be extended before placing it in stock. For the detailed process of extending materiel and extension labeling, see paragraph 8. If the materiel is expired and may not be extended, or there is uncertainty as to condition, the materiel will not be placed in stock. The receipt paperwork will be annotated "Expired Shelf-Life Materiel" and forwarded with the materiel to WCB for receipt processing and the materiel will be received but stored in a separate location from the RFI materiel. It is recommended a number of locations be set aside for the temporary storage of materiel pending disposal. WCB will perform the offload process and dispose the materiel in accordance with local DLADS policies.

NOTE: Offloading materiel should be processed expeditiously in order to mitigate potential NIS requisitions and possible erroneous loss by inventory adjustments.

4. Storage. To ensure proper screening and management of shelf-life materiel, all shelf-life coded items will be segregated from other Supply Officer assets, furthermore, Type I and Type II will be stored separately. If shelf-life materiel meets other storage criteria such as PEB, FSA, and Security Cage then it should be segregated from other non-shelf-life items and maintained within those areas.

5. Reports/listings. The following reports/listings will be worked in order to perform actions within the Shelf-Life Program.

a. Storeroom Action Listing. The Storeroom Action Listing is produced from Change Notice Processing in R-Supply. Upon receipt of a SAL from WCB, the WSB will perform the required actions. WSB will work the Shelf-Life Code/Shelf Life Action Code Changes (SLC/SLAC) portion.

(1) Shelf Life Code/Shelf Life Action Code Changes (SLC/SLAC). Changes appearing on the SAL are a result of Monthly Change Notice Processing. The WSB will check the Manufactured Date on each item in stock and take the required action in accordance with the appropriate SLC/SLAC (figure Q-1) and www.shelflife.dla.mil. Definitions and required actions for SLC/SLAC are in reference (k). Two columns will be made on the SLC/SLAC Listing, one titled Materiel within shelf-life and Materiel with expired shelf-life. The quantity of expired materiel will be placed in a separate location (pending offload, as applicable) and the quantity will be placed in the second column. When all materiel in stock has been screened (ensure the PDEF is screened), the SLC/SLAC Listing will be returned to WCB. WCB will initiate Offload Processing to generate a DD 1348-1A for each line item to be off-loaded. Expired materiel must be offloaded to the appropriate DLADS Office. WSB will pull expired materiel from the location and forward it with the DD 1348-1A to SSB for shipment. One copy of the DD 1348-1A will be returned to WCB for input of the Offload Release to update the Stock Item Location Qty. This report will be worked on a monthly basis and a current and prior annotated/worked listing will be maintained.

b. Stock Control Review Listing. The Stock Control Review Listing will list changes on SLC/SLAC items. WCB will work the Stock Item Information/Action portion of the listing. Each record will be validated to ensure the physical and system changes were conducted. Annotations will detail the action taken to correct/update each record. These records will be

reviewed on a daily basis and retained for 5 working days by WCB, (Current and 4 prior).

c. SIR to External SLC Reconciliation. Monthly, upon the publication of Fed Log, the SAA will conduct a SIR to external SLC reconciliation.

(1) SAA will extract all active NIINS from the SIR in R-Supply utilizing a Utility Program/ADHOC. The ADHOC will be ran using the following pathway: R-Supply>File>Utilities>ADHOC>ADHOC Expert.

```
SELECT
   item.fed_sup_classification,
   item.niin,
   item.shelf_life_code,
   item.shelf_life_action_code,
   item.cognizance_symbol,
   item.unit_of_issue,
   item_loc.location_number
FROM
   item,
   item_loc
WHERE
   item.niin *= item_loc.niin
   AND    item.active niin = 1
```

Figure Q-3.--Active NIIN ADHOC.

NOTE: The NIINs produced will be transferred to a text file in order to conduct the SIR Extract Import to External System.

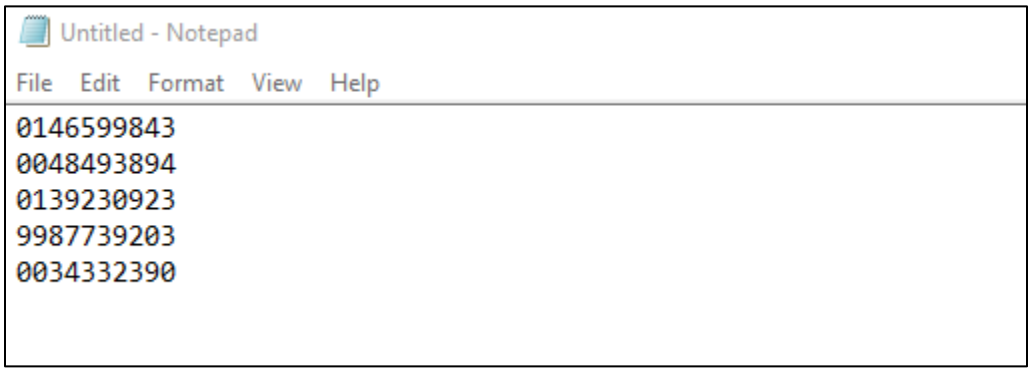


Figure Q-4.--Active NIIN ADHOC Results (example).

(2) SIR Extract Import to External System. Utilize the following steps to Import NIIN list and export results.

(a) Click on Search Batch.

Figure Q-5.--FEDLOG Export.

(b) Select "Create a new job" and title it Shelf Life.

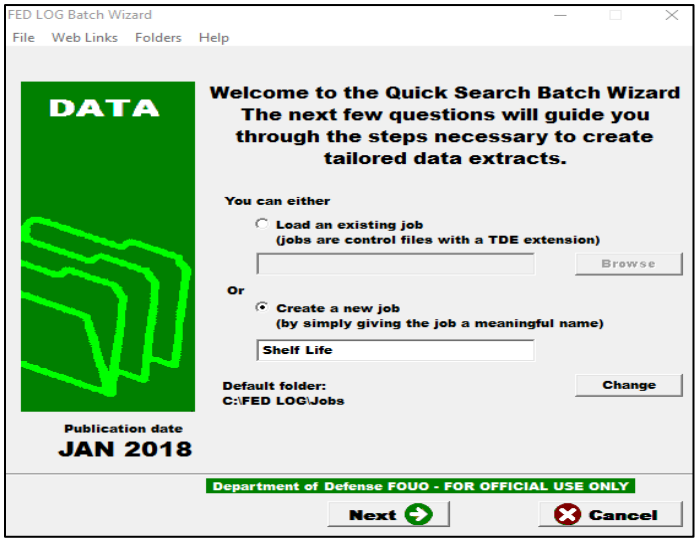


Figure Q-5.--FEDLOG Export, Continued.

(c) Select Data under Organize Batch Wizard by:

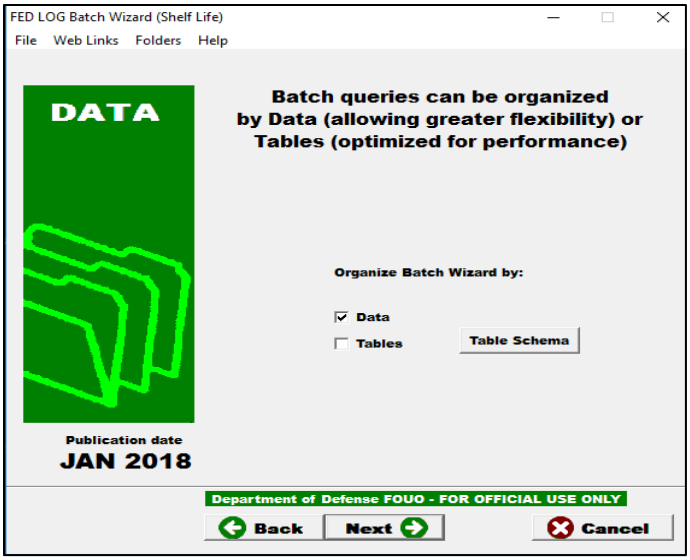


Figure Q-5.--FEDLOG Export, Continued.

(d) Select the NIIN field. Select "file containing Queries", browse for the R-Supply NIIN list produced from the ADHOC.

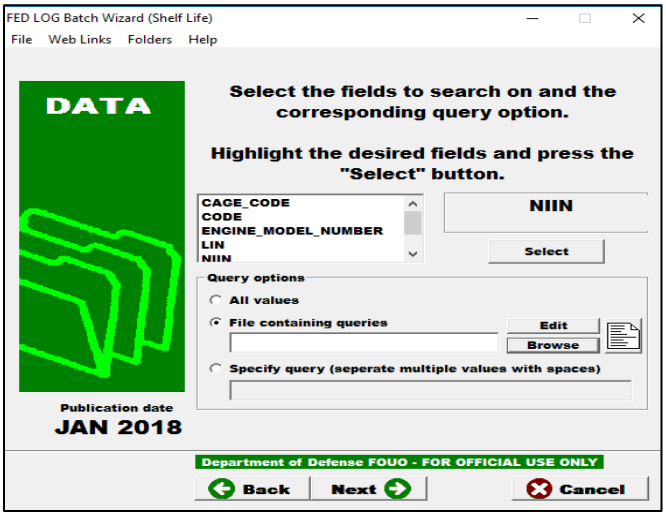


Figure Q-5.--FEDLOG Export, Continued.

(e) Select Field Delimited.

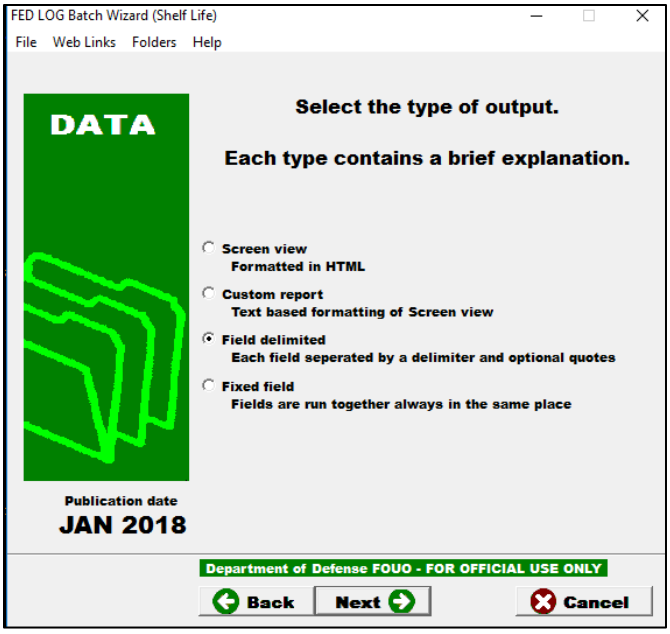


Figure Q-5.--FEDLOG Export, Continued.

(f) Select the three fields required (NIIN, MOE, and SLC).

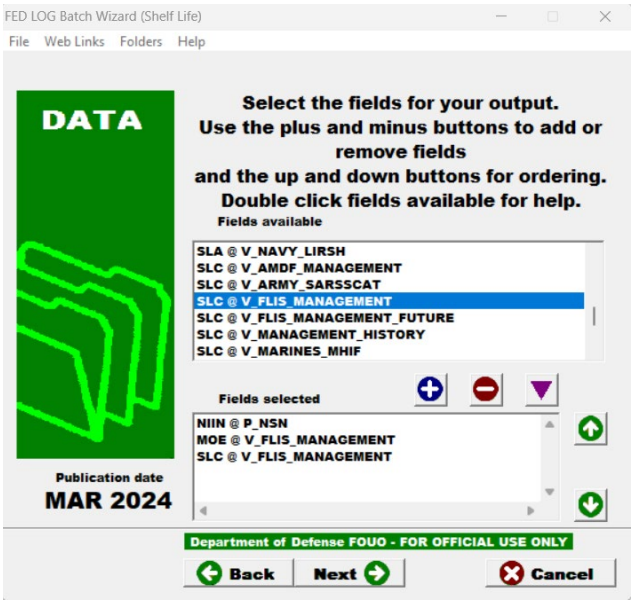


Figure Q-5.--FEDLOG Export, Continued.

(g) Ensure to uncheck "Include double quotes around fields".

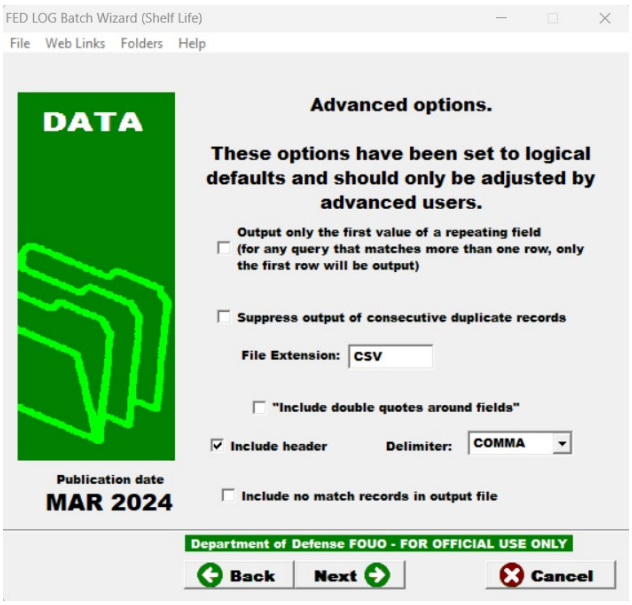


Figure Q-5.--FEDLOG Export, Continued.

(h) Click "Run" and save extract to the appropriate location.

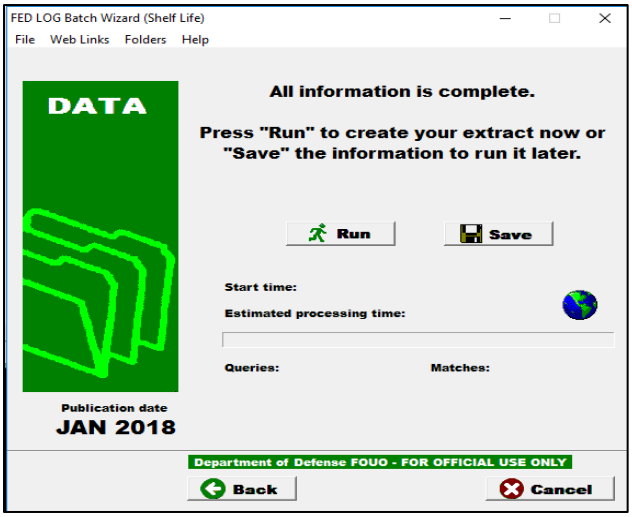


Figure Q-5.--FEDLOG Export, Continued.

d. SLC Mismatch Reconciliation. Once the external extract is downloaded, the SAA will verify extracted SLC/SLAC with SIR. Once mismatch data is identified, the SAA will update SIR records in R-Supply and NALCOMIS. The SAA will print and distribute copies of mismatches, which have a SIR location, to WSB and DSB to take appropriate action. These records will be reviewed monthly and a current and prior annotated/worked listing will be maintained by DSB and WSB.

6. Shelf Life Review Listing. Shelf life materiel will be inspected on a quarterly basis; a current and prior annotated/worked Shelf Life Listing will be maintained. All expired materiel will be extended if possible or disposed. During this inspection, the materiel will be rotated within the

location to facilitate the issue of the oldest materiel first (expiration date from newest to oldest with the oldest in front). WSB will generate the Shelf Life Review Listing by using Utility Program/ADHOC or Structured Query Language (SQL).

a. Generate Listing. This listing will be utilized to conduct the quarterly Shelf Life Review. The listing will be ran in location sequence utilizing one of the two following options:

(1) SQL. The SQL will be ran using the following pathway: R-Supply>File>Utilities>ADHOC>ADHOC Expert.

```
SELECT
    item.fed_sup_classification,
    item.niin,
    item.nomenclature,
    item.shelf_life_code,
    item.shelf_life_action_code,
    item.cognizance_symbol,
    item.material_control_code,
    item.spcl_matl_idfcn_code,
    item.type_of_storage_code,
    item_loc.location_number
FROM
    item,
    stock_item,
    item_loc
WHERE
    item.niin = item_loc.niin
    AND stock_item.niin = item.niin
    AND    item.shelf_life_code not like '0'
ORDER BY
    item.shelf_life_code  asc,
    item_loc.location_number  asc
```

Figure Q-6.--Shelf Life Review Listing SQL.

7. Conducting the Review

a. After printing the listing, the WSB will conduct the review by going to the location and physically verifying that the shelf-life materiel is marked with the expiration date, manufacture or cure date, segregated by Type I or Type II, expired materiel is identified and corrective action taken in accordance with paragraph 8. Additionally, WSB will ensure that all materiel is stocked by expiration date from newest to oldest with the oldest in front. During the review, if there is a discrepancy between the on hand quantity and the physical count a spot inventory will be conducted in accordance with local procedures.

b. The following actions will be taken to conduct the Shelf Life Review:

(1) Markings. The following markings will be verified during the Shelf Life Review. Shelf life markings shall include the manufactured, cured, assembled or packed date. Apply one date and the expiration or inspect/test date, as appropriate (see figure Q-4). For other than cure dated items (see figure Q-3), the manufactured date, assembled date, packed date, and the inspect/test date shall be expressed by the numeric month followed by the last two digits of the calendar year, with the day of the month being the last day. For cure dated items, the cured date, expiration date, and the inspect/test date (see figure Q-3) shall be expressed by the calendar quarter followed by the last two digits of the calendar year, with

the day of the quarter being the last day. When two or more unit packs of the same item containing the same expiration date, these items should be consolidated and properly marked.

(2) Types. The phrase "TYPE I" or "TYPE II" will not be annotated on the materiel, but the location will be marked and segregated by "TYPE I" or "TYPE II".

(a) Type I shelf-life items have a definite non-extendible period of shelf-life. They are assigned alpha Shelf-Life Codes (SLCs) (excluding "X" and "O").

(b) Type II shelf-life items have an assigned shelf-life time period that may be extended after completion of visual inspection, certified laboratory test, or restorative action. Type II items are assigned numeric SLCs and "X". Items that are assigned a SLC of zero (non-deteriorative) do not require shelf-life marking. Type II materiel will be extended in accordance with the Shelf-Life Extension System (SLES) using the following link: www.shelflife.dla.mil. For the detailed process of extending materiel and extension labeling, see paragraph 8.

(c) If Type II materiel is found in a Type I location it will be moved to a Type II location and vice versa.

(3) Shelf Life Uncertain. Those items not marked with a date from which shelf-life can be determined will be researched using the SLES via www.shelflife.dla.mil. If unable to verify Lot/Batch Number or information in the SLES is inconclusive then contact the cognizant item manager by the e-mail function located under the POC's Tab and request disposition instructions. The email should contain the following for each item: COG/NSN and part number, serial number (if applicable), item description, estimated date of receipt and supply source. These items will be removed from the location and forwarded to WCB for DLADS processing.

(4) Check for Expired Materiel

(a) Stock Materiel

1. Expired Type I materiel will be removed from stock and disposed of through the local DLADS office.

2. Expired Type II materiel will be extended (when within the local ASD or IMA's capability) in accordance with the extension information (figure Q-7) in the SLES via www.shelflife.dla.mil. The new expiration date will be annotated on the label. Materiel requiring inspection by an external activity will be removed from the location and forwarded to WCB for processing.

Extension Months:	006
Number of Extensions:	1
HazMat Code:	

Figure Q-7.--SLES Extension Information.

a. Repairable. Some repairable assets require inspection to ensure components installed are still in working order. These items will be inducted into the local IMA for test and check in accordance with established NALCOMIS procedures by WCB. The MAF will indicate "Test and Check, Expired Shelf Life" in the discrepancy area.

(1) RFI. When materiel has been deemed RFI by the IMA, WSB will create a new stow tag along with the Shelf-Life Extension Notice (refer to paragraph 8).

(2) NRFI. For items beyond the local IMA's capability, the asset will be BCM'd and submitted to SSB for further processing. Offload procedures will be conducted for all X1 items.

(3) D-Code. NRFI items, in some cases, may qualify to be submitted into the Repair and Return Program.

(b) Expired PEB Shelf-life Materiel. Expired shelf-life materiel can be identified during the PEB inspection/inventory of PEB sites.

1. PEB sites. When expired materiel is identified, the PEB site manager/Supply PEB manager will remove all expired/unauthorized shelf-life materiel.

a. Expired Type I materiel will be removed from the PEB site.

(1) If on-hand quantity is available in the warehouse locations the PEB Supply manager will conduct a one for one swap (this would mitigate the need to conduct a replenishment through the system). The expired materiel will be forwarded to WCB for processing/disposal through the local DLADS office ensuring they inform WCB that the one for one swap was conducted.

(2) If there is no on-hand quantity, the PEB Supply manager will decrement the quantity from the PEB site utilizing NALCOMIS, update PEB/Pack-up Inventory Record Option. They will also generate a PEB replenishment document. Additionally, a materiel turn-in will be conducted on the expired materiel and forward to WCB for processing/disposal through the local DLADS office.

2. Type II materiel will be removed from the PEB site.

a. If on-hand quantity is available in the warehouse locations the PEB Supply manager will conduct a one for one swap (this would mitigate the need to conduct a replenishment through the system). Materiel will be extended in accordance with the SLES. Once materiel is extended the materiel will be placed in stock. If there is no on-hand quantity, the PEB Supply manager will decrement the quantity from the PEB site utilizing NALCOMIS, update PEB/Pack-up Inventory Record Option. They will also generate a PEB replenishment document.

b. Materiel will be extended in accordance with the SLES. Once materiel is extended a materiel turn-in will be processed to increase the on-hand quantity and place the materiel in stock. If materiel cannot be extended the materiel will be disposed of in accordance with paragraph (6).

(5) Disposal of expired shelf-life materiel. Extreme care must be exercised to ensure expired shelf-life materiel is not returned into the supply system. Normally, expired shelf-life materiel will be turned-in to the nearest DLADS; however, local directives must be followed for proper disposal. Some installations have a reutilization center where all hazardous materiels are turned in. Regardless of where the materiel is turned-in, offload must be processed to decrement the Stock Item Record on hand quantity and a DD1348-1A must be prepared for shipping of the materiel. The DD1348-1A must be clearly marked with the remarks "Expired Shelf-Life Materiel" and cite the SLC, SLAC and condition code of F.

(6) Completion of Shelf-Life Review Listing. A completed listing will consist of annotations and action taken by WSB to mark, extend or identify DLADs materiel. WSB will print, sign, date and forward the completed listing to WCB for further action (e.g., Test and Check, Offload, Repair and Return).

(7) Assistance in the extension of shelf-life period. WCB will coordinate with the MALS PC Division to determine the capability of the local IMA in inspecting or correcting any discrepancies for the extension of shelf-life. Additionally, the MALS PC can assist in the identification of those maintenance activities external to the MALS who can assist in the extension of the shelf-life for those items beyond the local MALS capability.

8. How to verify the SLC, extendibility, and conducting an extension. Shelf Life codes and extensions will be verified using the SLES. SLES is an online database accessible through the DOD Shelf-Life Program Home Page at www.shelflife.dla.mil. It consists of two parts, Materiel Quality Control Storage Standards (MQCSS) Data and Quality Status List (QSL) Data. Storage standards provide instructions on whether an item is subject to inspection or test and if it is subject to inspection provides the inspection criteria necessary to extend the materiel. QSL provides the results of tests conducted by Physical Science Laboratories and is used to either extend the test date or condemn and dispose of the property on hand. Reference (ac), Materiel Quality Control Storage Standards (MQCSS), prescribes the criteria for extending materiel.

NOTE: To access SLES select Registered Non-DLA Log-in, select the Shelf-Life Program from the Defense Logistics Agency Enterprise Portal.

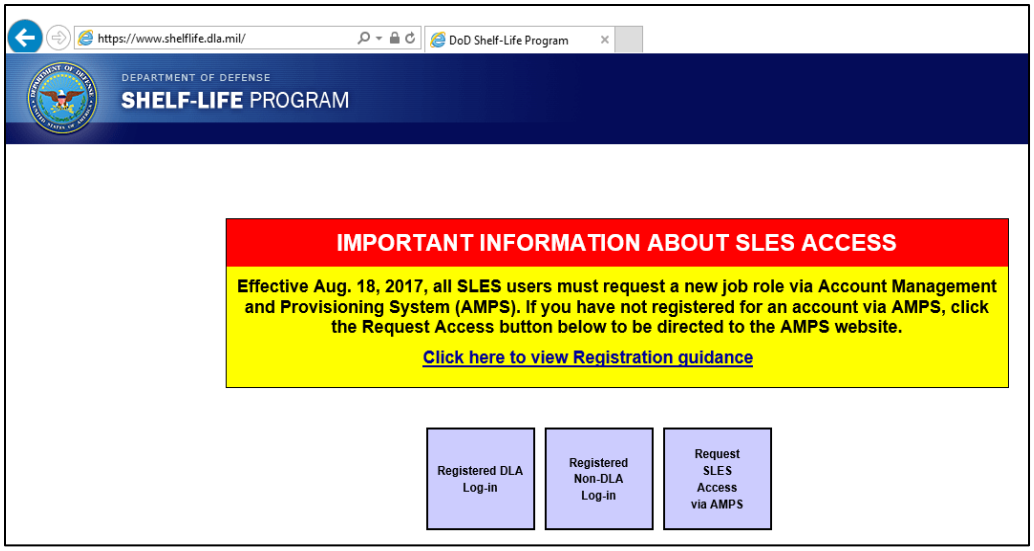


Figure Q-8.--SLES LOGIN.

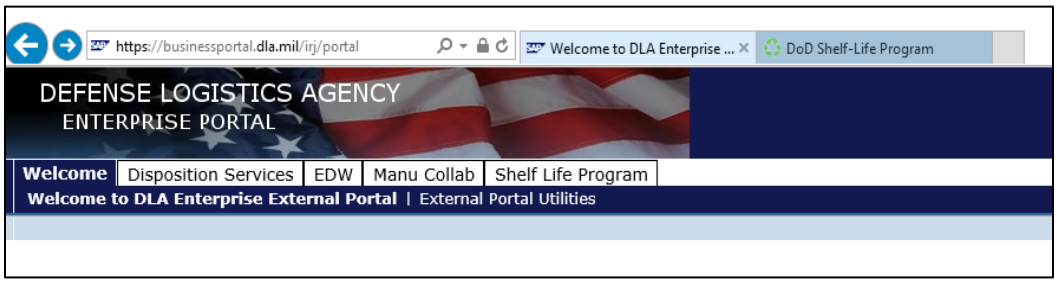


Figure Q-8.--SLES LOGIN, Continued.

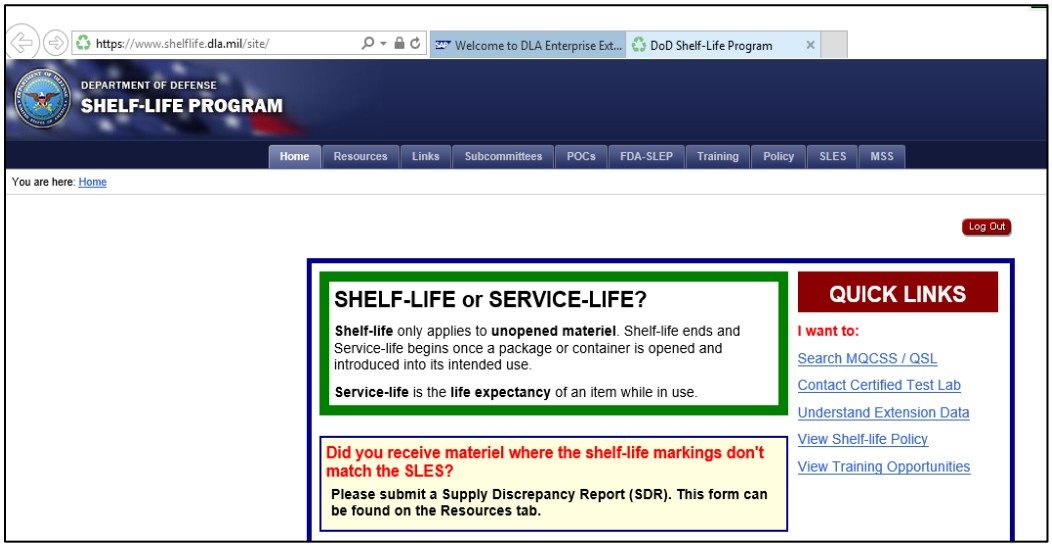


Figure Q-8.--SLES LOGIN, Continued.

a. MQCSS. The objective of MQCSS is to provide the capability for use of the automated, online, real-time application for developing and

maintaining current storage standards for the DOD, the FAA, the GSA and the Coast Guard (CG) managed Type II shelf-life items.

(1) The DOD 4140.27 Vol I & II instruction (Shelf-Life Management Manual) requires all Sources of Supply (SOS) develop and maintain storage standards for the Type II shelf-life items under their management. These standards are used by storage activities in performing storage surveillance and they also provide inspection and test criteria for materiel procured, managed, received, maintained, shipped, and stored by the government. The DOD Automated Program for Shelf-Life Extensions (DAPSE) Program is designed to provide current storage standards for the DOD, GSA and CG managed items and make storage data more accessible to SOSs/Depots to help reduce the dollar value of shelf-life disposals caused by limited inspection/testing of Type II shelf-life items.

(2) The MQCSS database is NSN driven and interfaces with the Hazardous Materiel Information Resource System (HMIRS NEXT-GEN). If HMIRS NEXT-GEN NSNs are not present in the MQCSS file, the system will automatically update the MQCSS Database and add the HMIRS NEXT-GEN Hazardous Code. If multiple codes apply to an NSN in the HMIRS NEXT-GEN file, an IX Code will be applied to the MQCSS file. The Hazardous Characteristic Code will be displayed whenever the file is displayed.

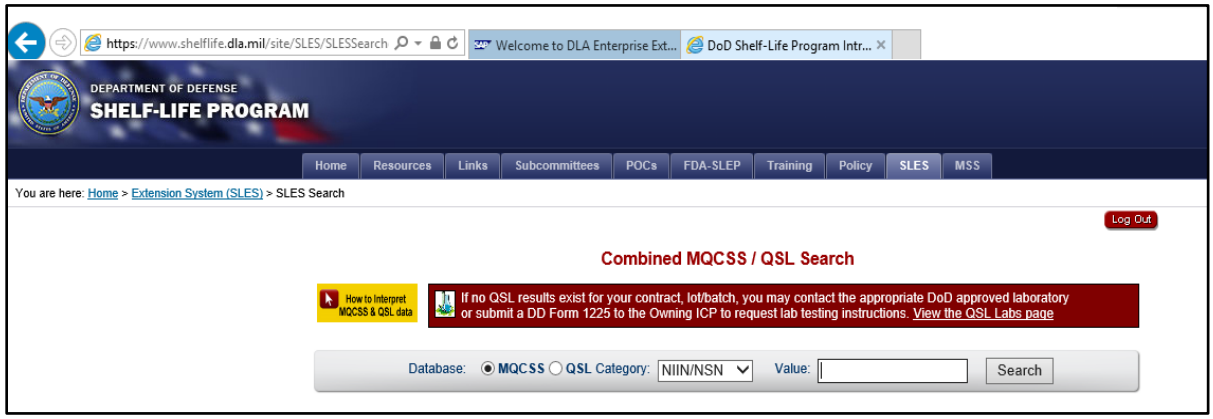


Figure Q-9.--MQCSS Search.

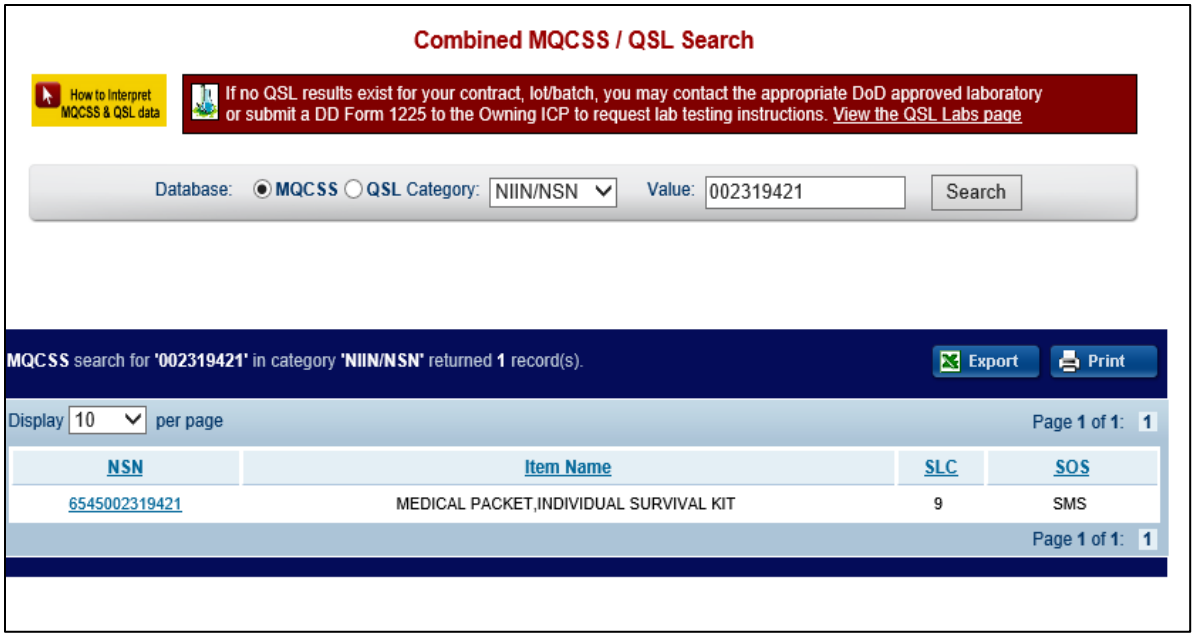


Figure Q-9.--MQCSS Search, Continued.

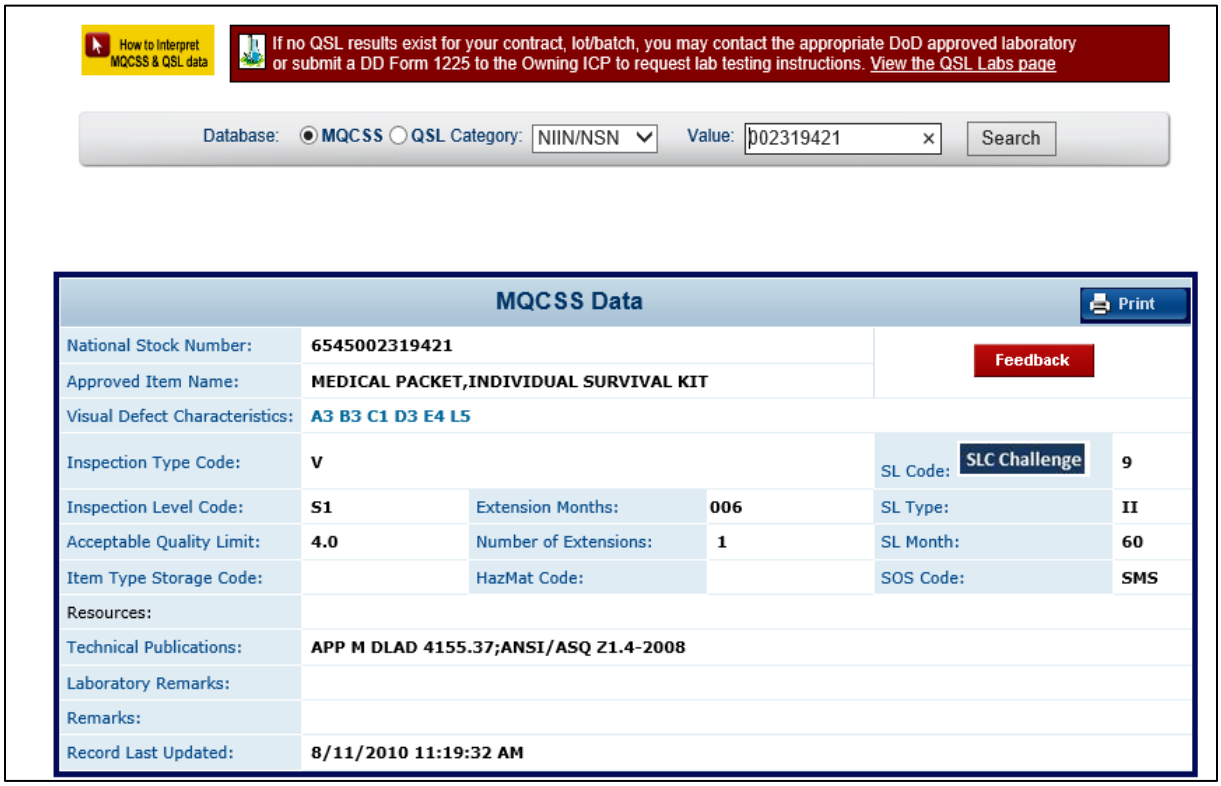


Figure Q-9.--MQCSS Search, Continued.

(3) Data Element Definitions

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

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

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

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

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

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

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

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

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

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

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

1. TYPE I. An individual item of supply, which is determined through an evaluation of technical test data and/or actual experience, to be an item with a definite non-extendible period of shelf-life. One exception is Type I Medical shelf-life items (FSC 6505), which may

be extended if they have been accepted into and passed testing for extension through the DOD/FDA SLEP.

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

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

NOTE: The actual re-inspection or retest date will be derived from the last inspection or test date and the Inspection Type Code. Optimally it will be nine months less than the re-inspection months for items requiring laboratory testing, and six months less than the re-inspection months for items requiring visual inspections.

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

(k) HAZMAT Indicator Code. A one (1) character alphabetic code used to identify all known or suspected hazardous items as defined by safety, health, transportation and/or environmental regulations to serve as a flag that a procuring activity must acquire a Materiel Safety Data Sheet (MSDS) when a hazardous item is procured, and to inform Federal Catalog System users when more detailed information on an item is available in the Hazardous Materiel Information System. Codes are Y = Information is in the Hazardous Materiels Information Resource System (HMIRS), N = There is no data in the HMIRS NEXT-GEN and the NSN is in an FSC not generally suspected of containing hazardous materiel, P = There is no information in the HMIRS NEXT-GEN; however, the NSN is in an FSC in table II of Federal Standard 313 and an MSDS may be required by the user. The requirement for an MSDS is dependent on a hazard determination of the supplier or the intended end use of the product. and D = There is no information in HMIRS NEXT-GEN; however, the NSN is in an FSC in table I of Federal Standard 313 and an MSDS should be available to the user.

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

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

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

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

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

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

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

b. QSL. The QSL contains the result of tests by DOD/GSA/Commercial Physical Science Laboratories on Type II shelf-life materiel. These tests determine whether the unstable characteristics of the materiel have experienced any deterioration, which may render it unusable. The results are used by SOS/depots and their customers to either extend the shelf-life or transfer it to disposal. For the test results on one unit of materiel to be applied to other units in storage worldwide, the materiel must share the same unique identifiers of NSN, contract and/or lot/batch.

(1) When Type II materiel reaches inspect/test date and it requires Visual Inspection & Laboratory Testing, always accomplish Visual inspection first. Only after passing visual inspection should, you extend your exact NSN/LOT/BATCH if it has been tested and/or extended in the QSL. QSL extension data is valid only if the shelf-life stock has been stored per applicable storage standards as stated in reference (ad), volume 10, table 182.

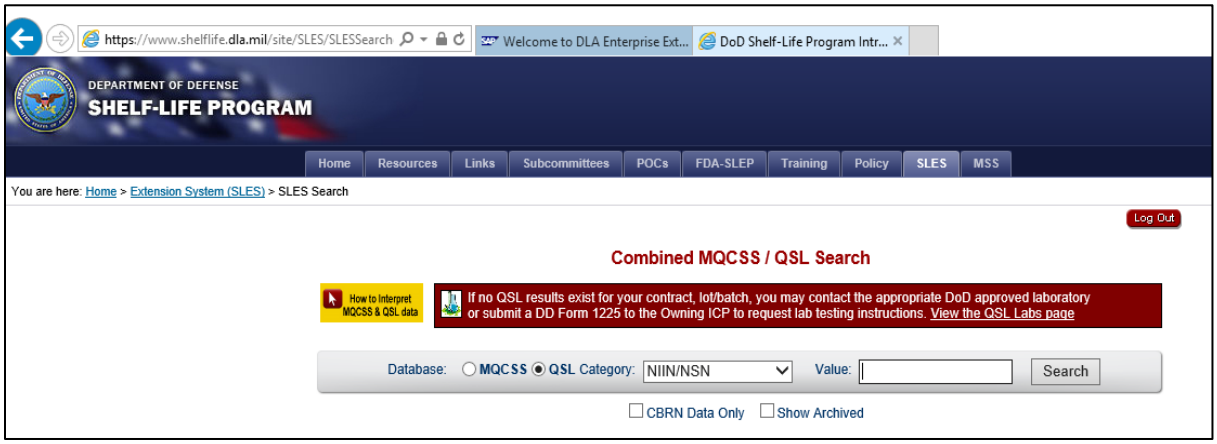


Figure Q-10.--QSL Search.

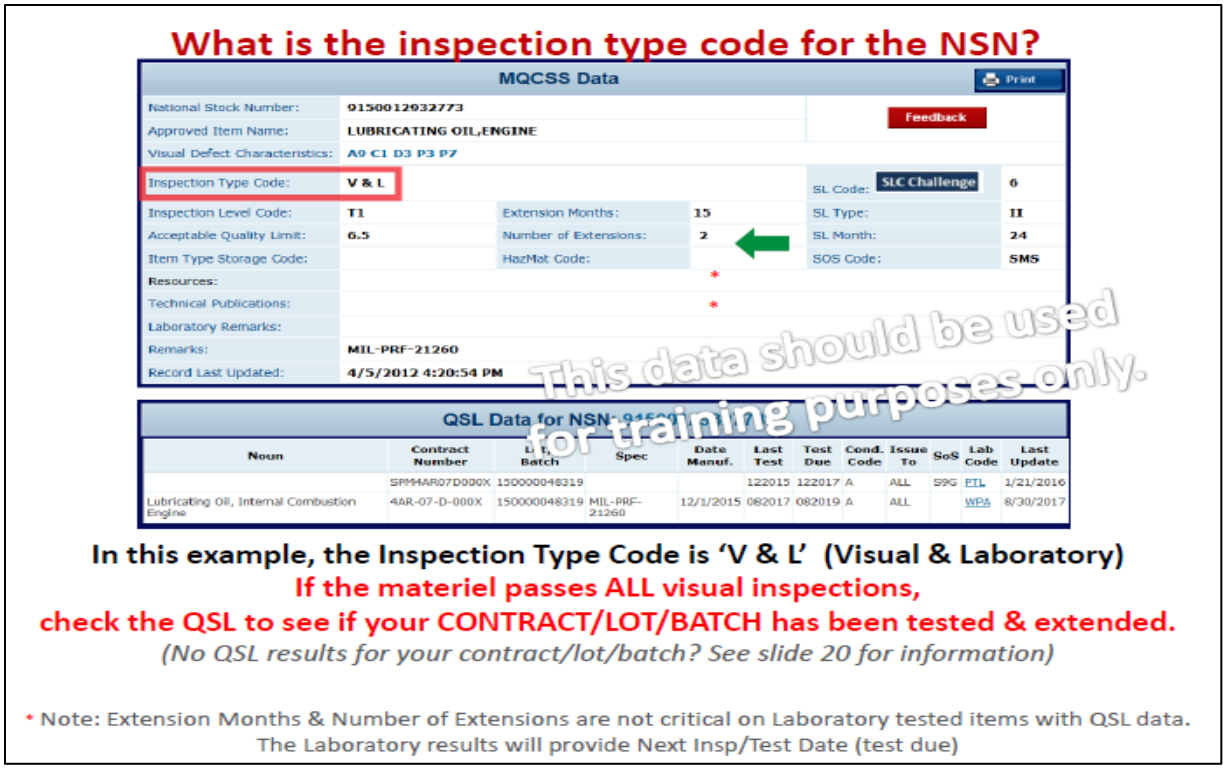


Figure Q-10.--QSL Search, Continued.

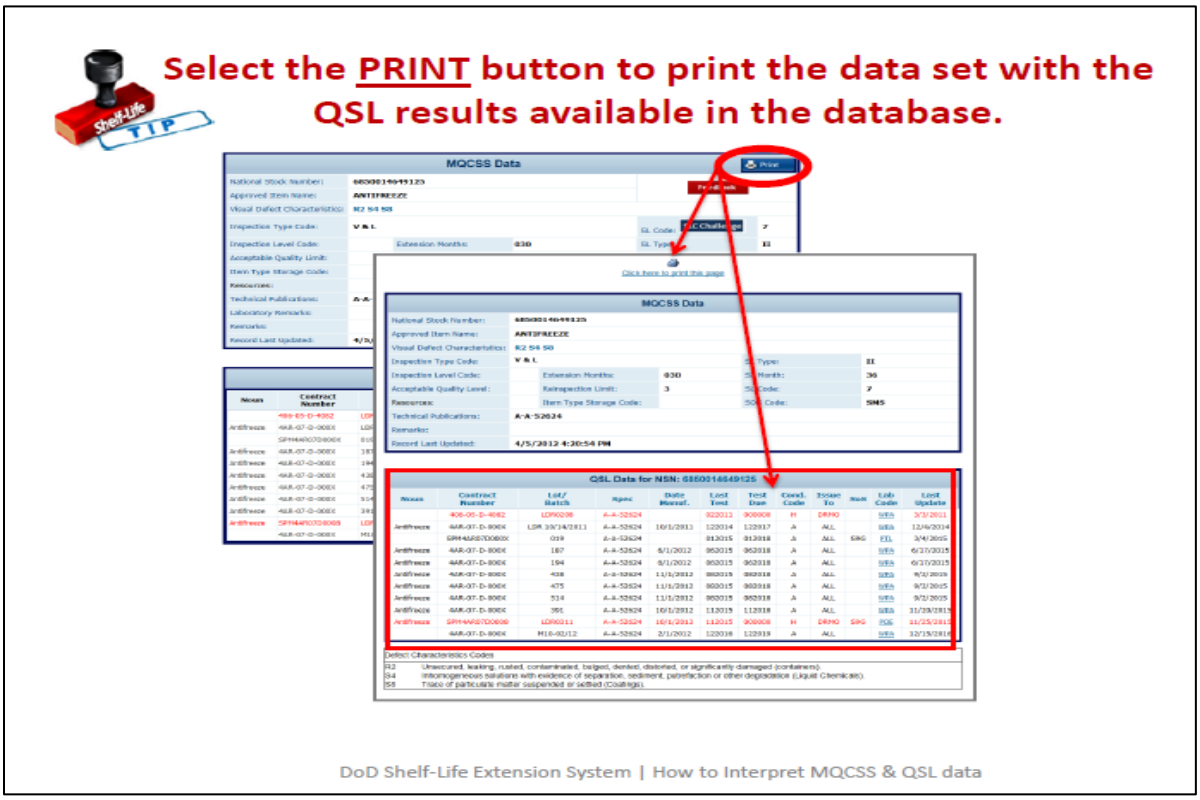


Figure Q-10.--QSL Search, Continued.

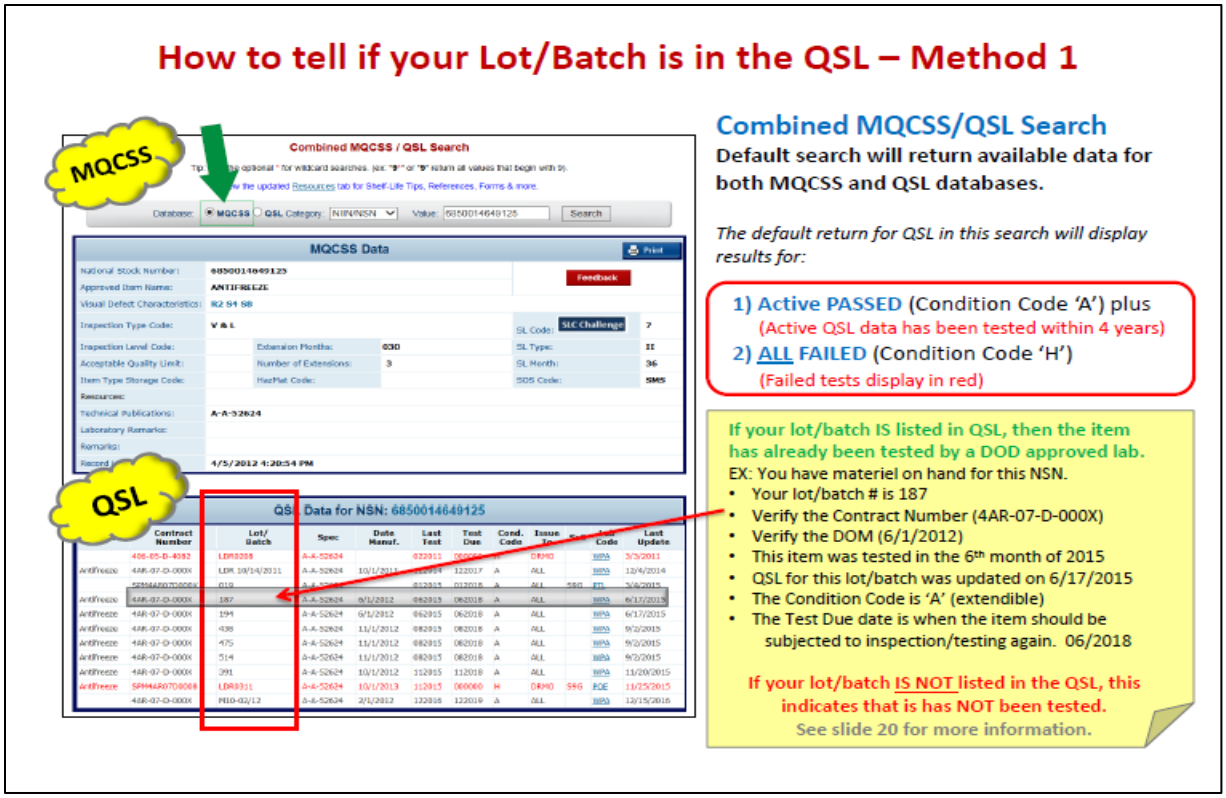


Figure Q-10.--QSL Search, Continued.

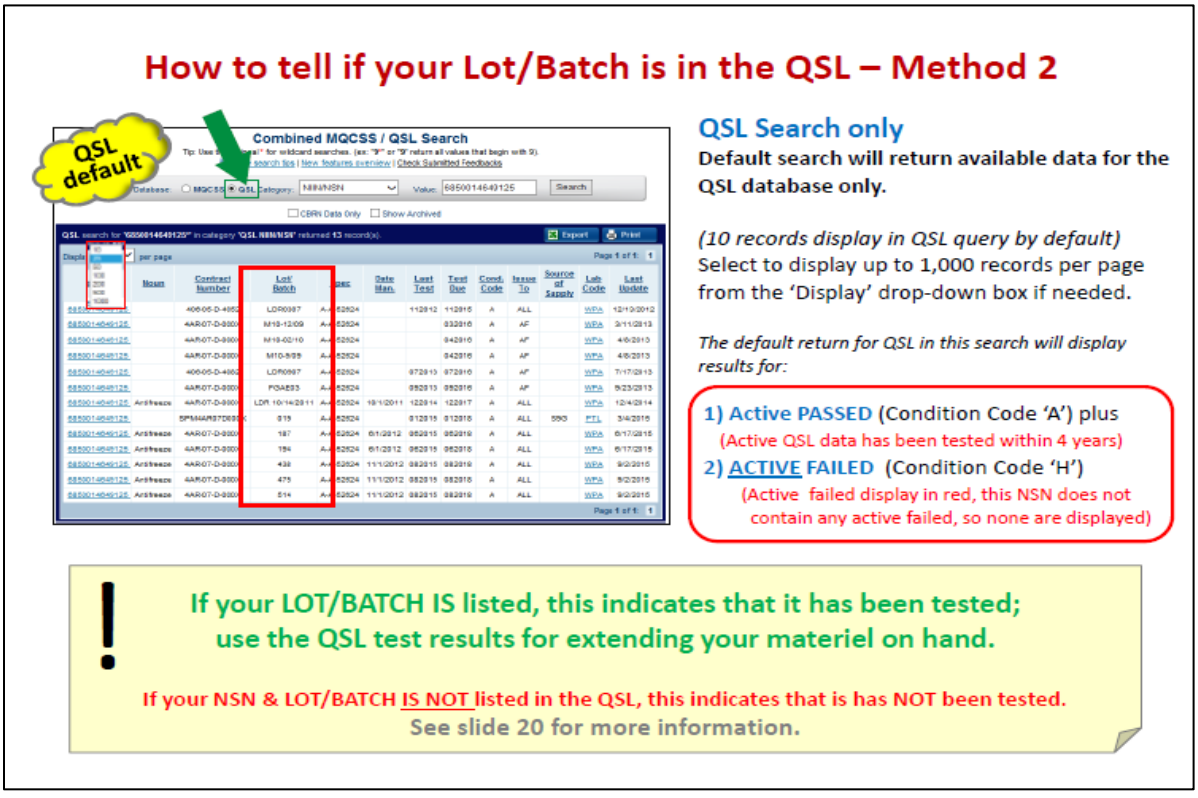


Figure Q-10.--QSL Search, Continued.

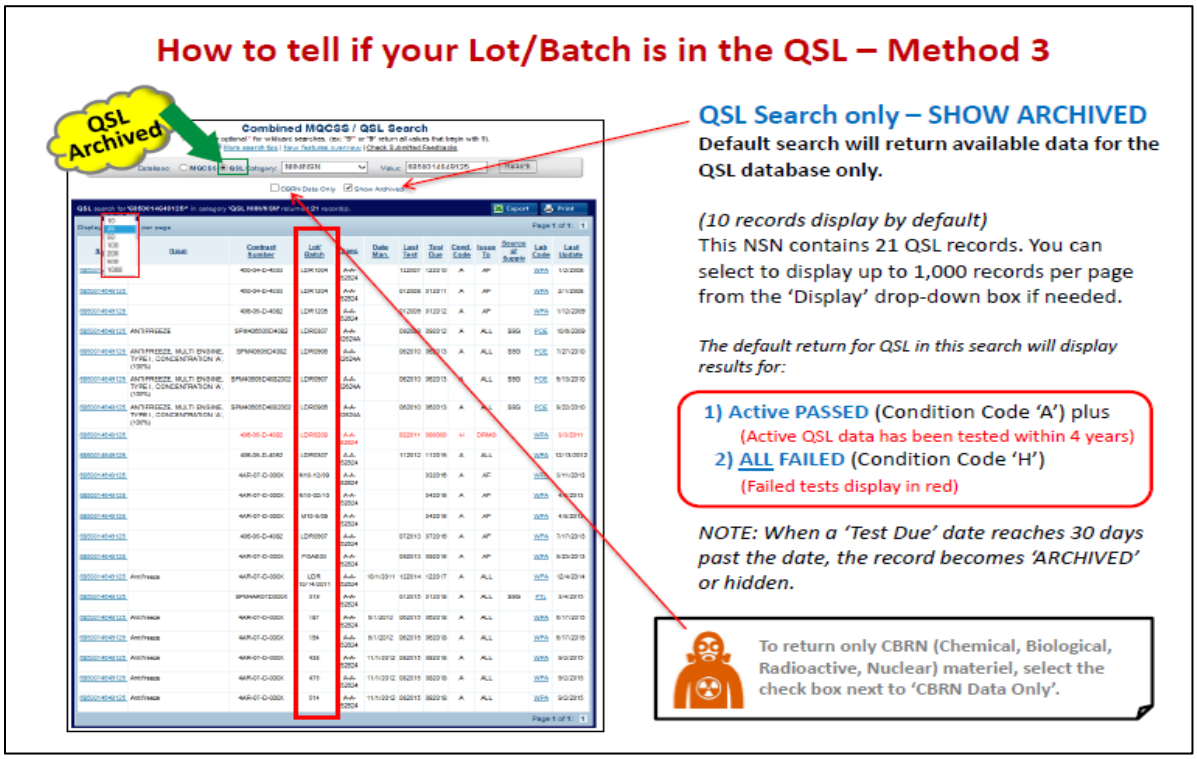


Figure Q-10.--QSL Search, Continued.

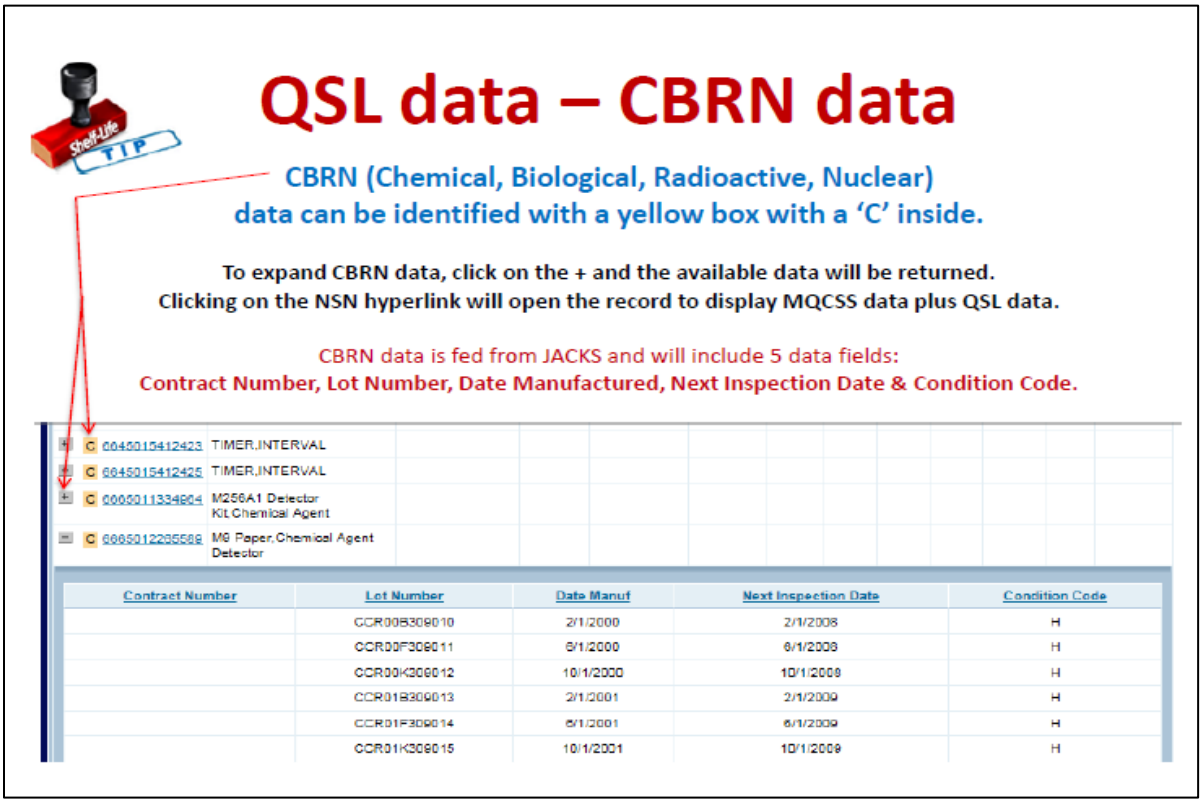


Figure Q-10.--QSL Search, Continued.

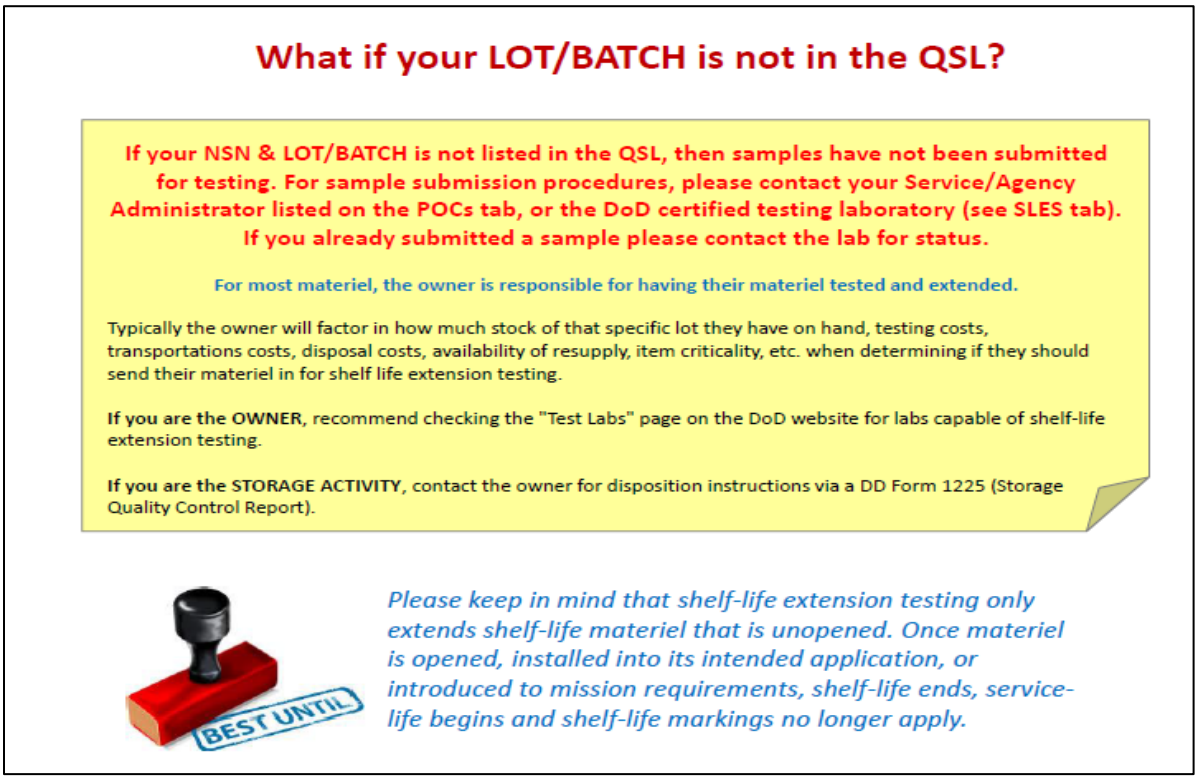


Figure Q-10.--QSL Search, Continued.

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

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

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

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

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

(5) Purging. At the end of each month, records are purged and transferred from the Active File to the History File when either the Test Due Date is passed (the existing record is replaced with a record with a later

Test Due Date) or the materiel has been in Condition Code H for six months past the Last Test Date.

(6) QSL Data Elements

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

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

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

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

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

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

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

(h) Condition Code

1. A: Usable for all services/Agencies.

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

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

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

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

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

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

c. Extensions. When materiel deemed to be extended is identified during the Shelf Life Review, the following will take place.

(1) Verify the SLC and Type of materiel through SLES.

(2) MQCSS & QSL may be used as the authority to extend materiel.

(3) If extension data is not present, submit a feedback request to updated MQCSS.

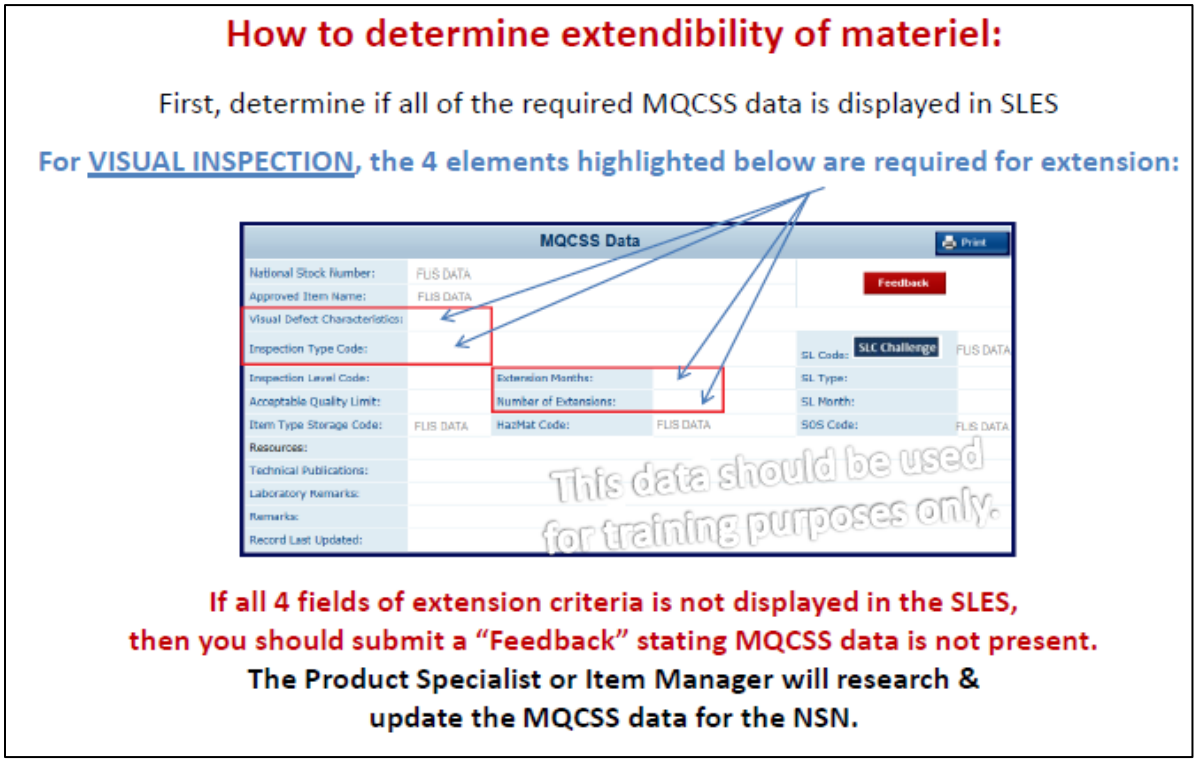


Figure Q-11.--Extension Information.

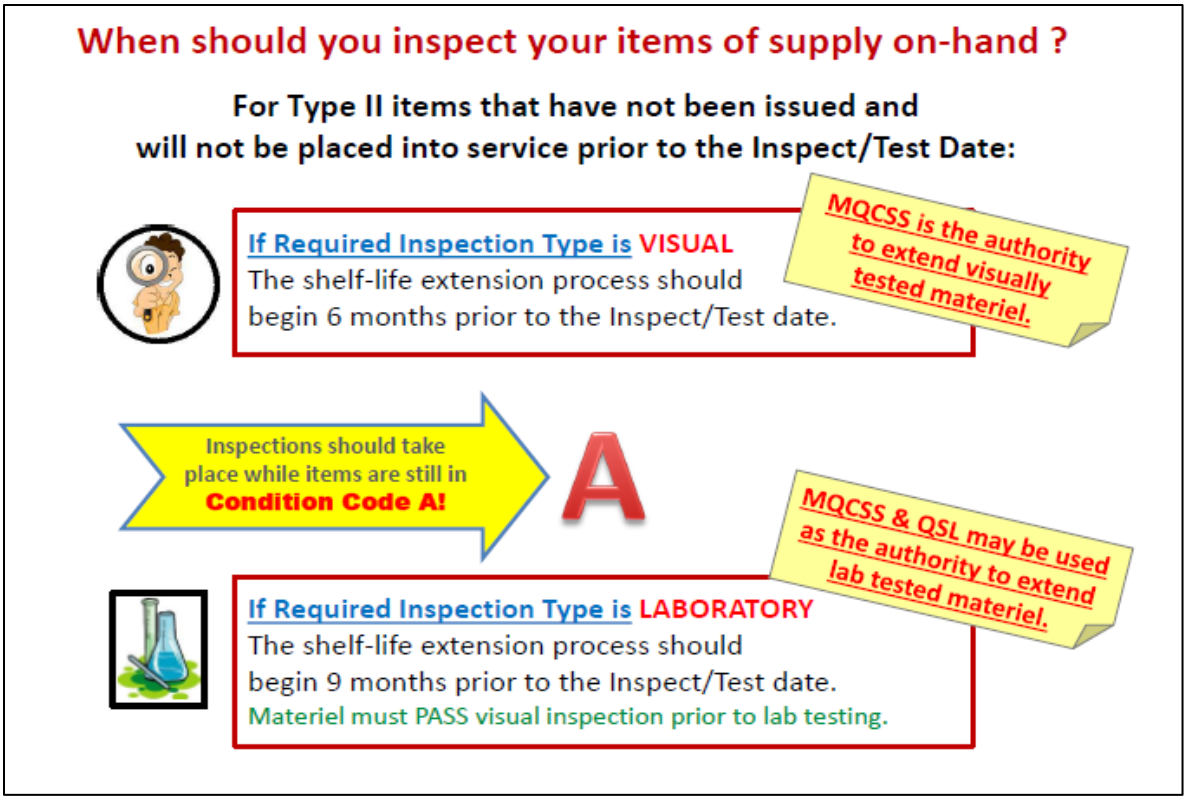


Figure Q-11.--Extension Information, Continued.

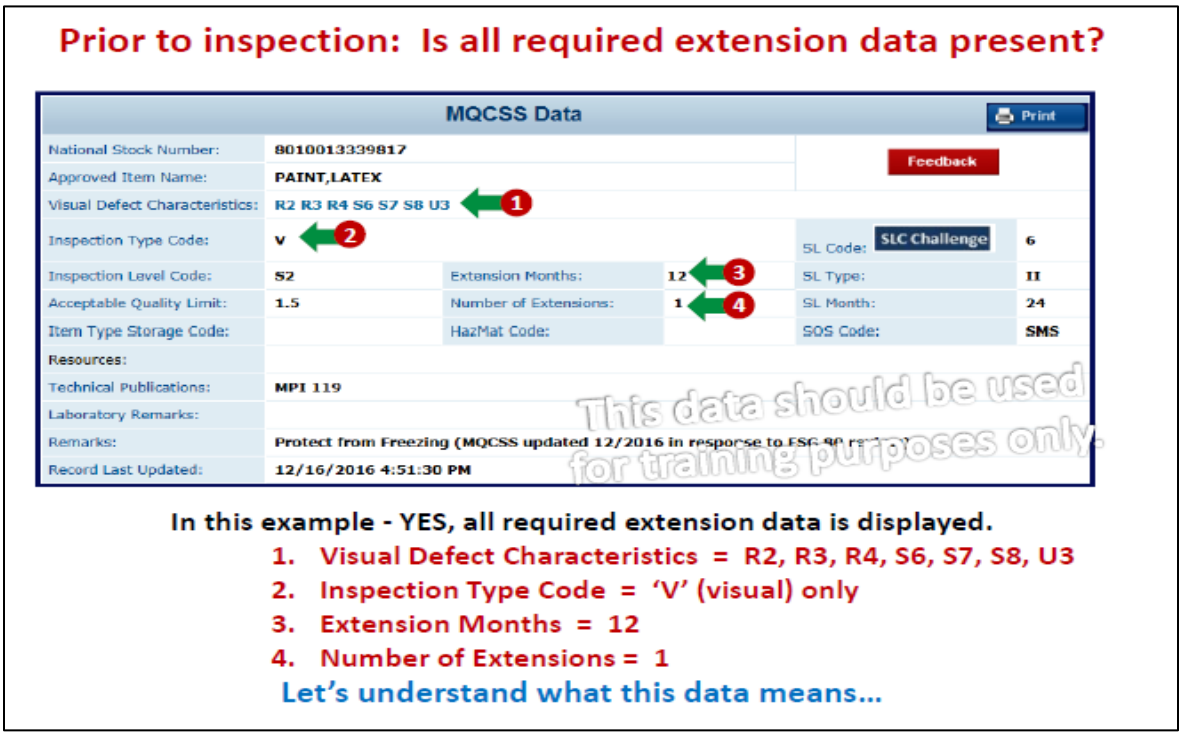


Figure Q-11.--Extension Information, Continued.

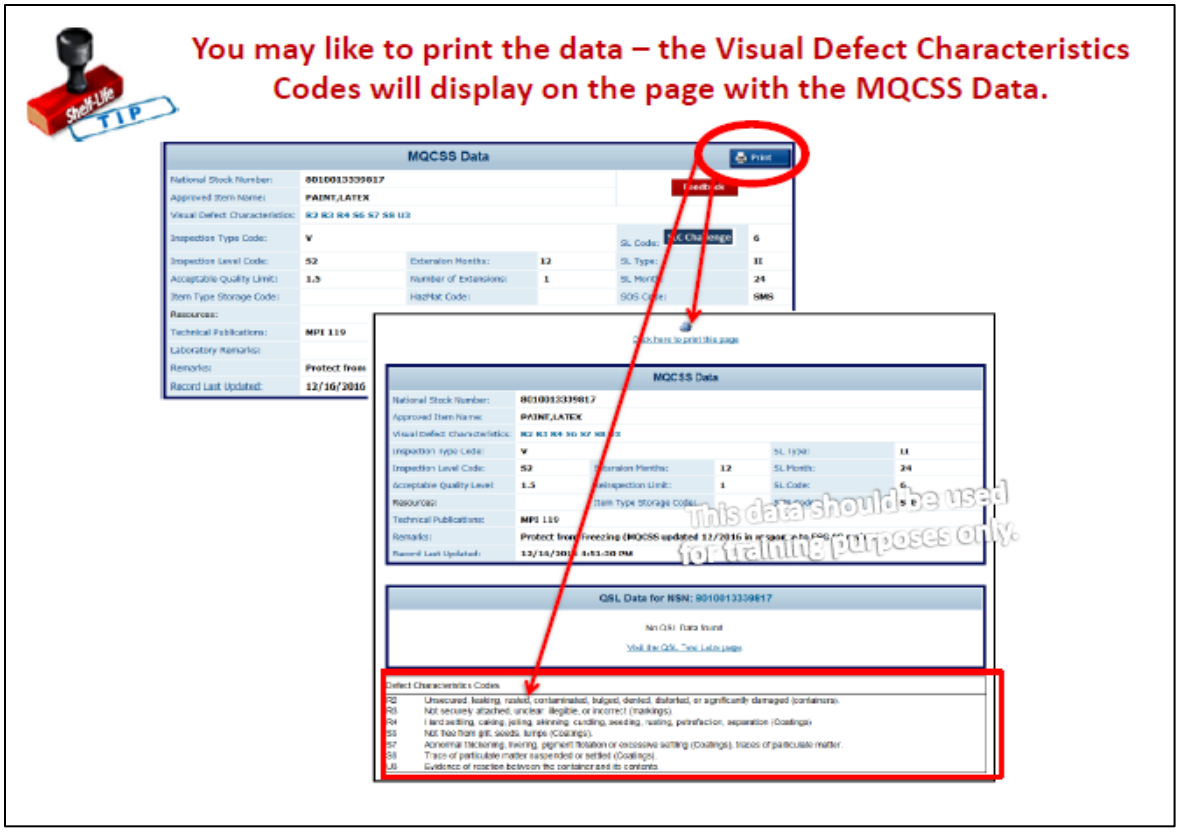


Figure Q-11.--Extension Information, Continued.

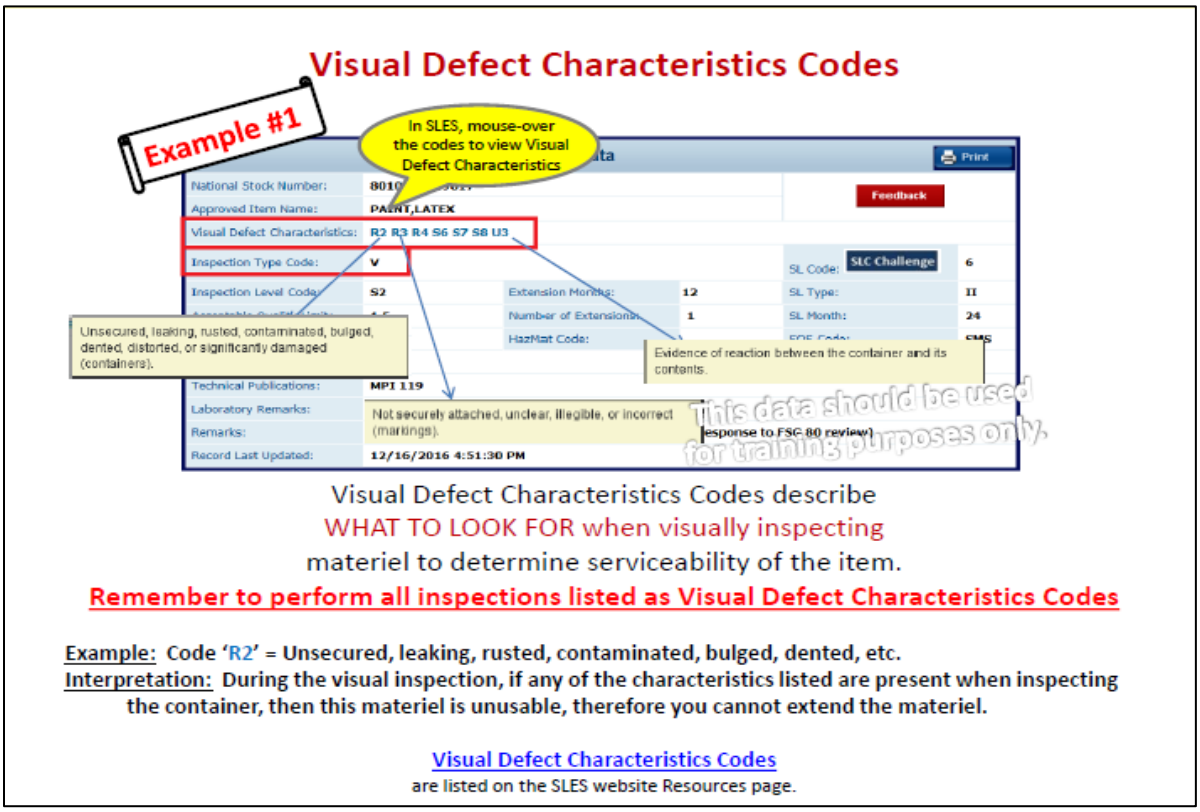


Figure Q-11.--Extension Information, Continued.

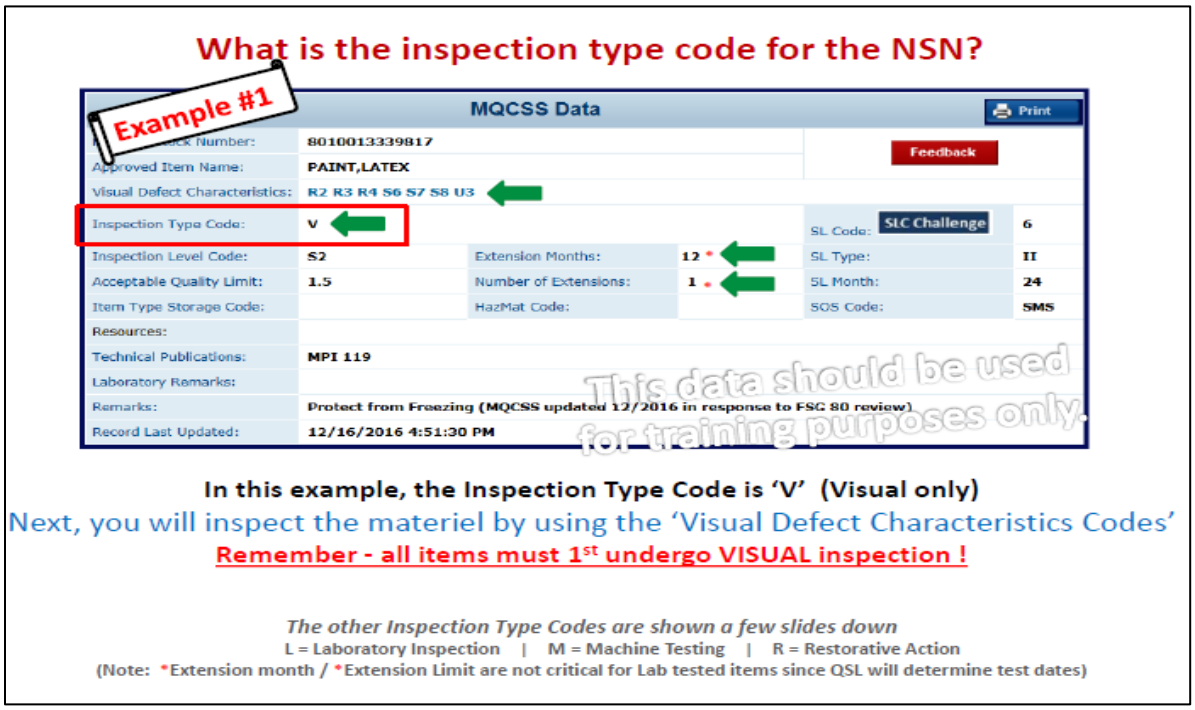


Figure Q-11.--Extension Information, Continued.

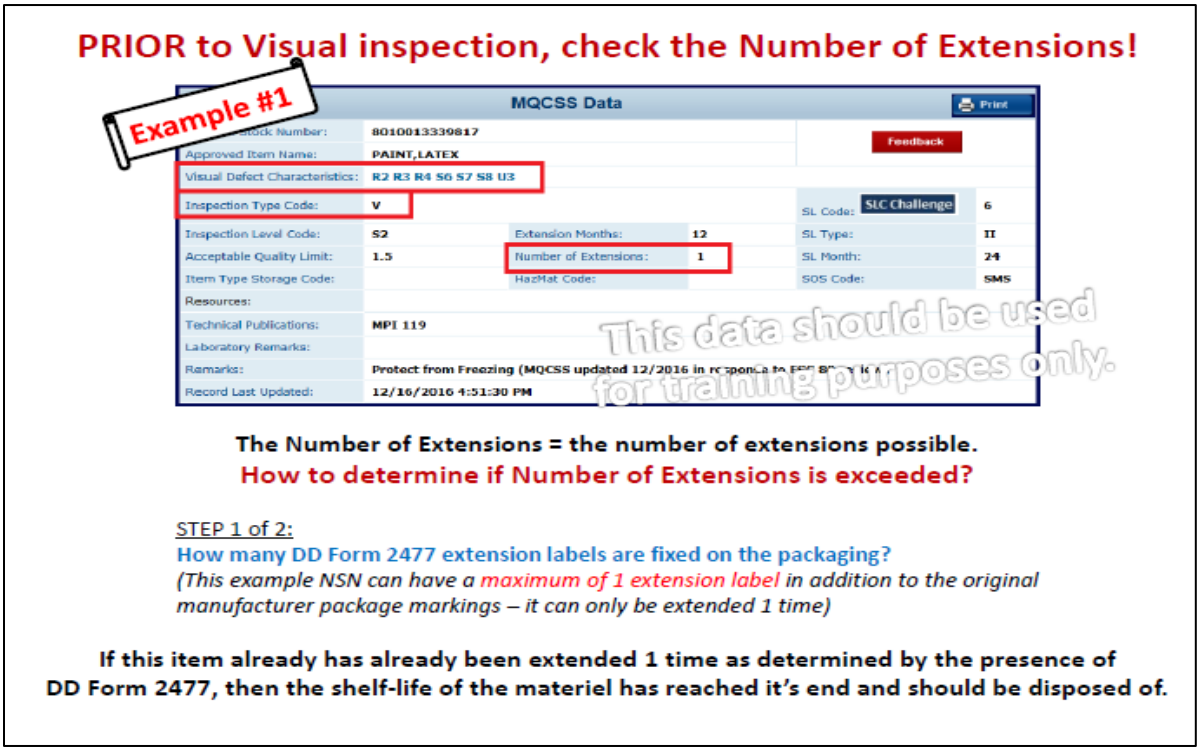


Figure Q-11.--Extension Information, Continued.

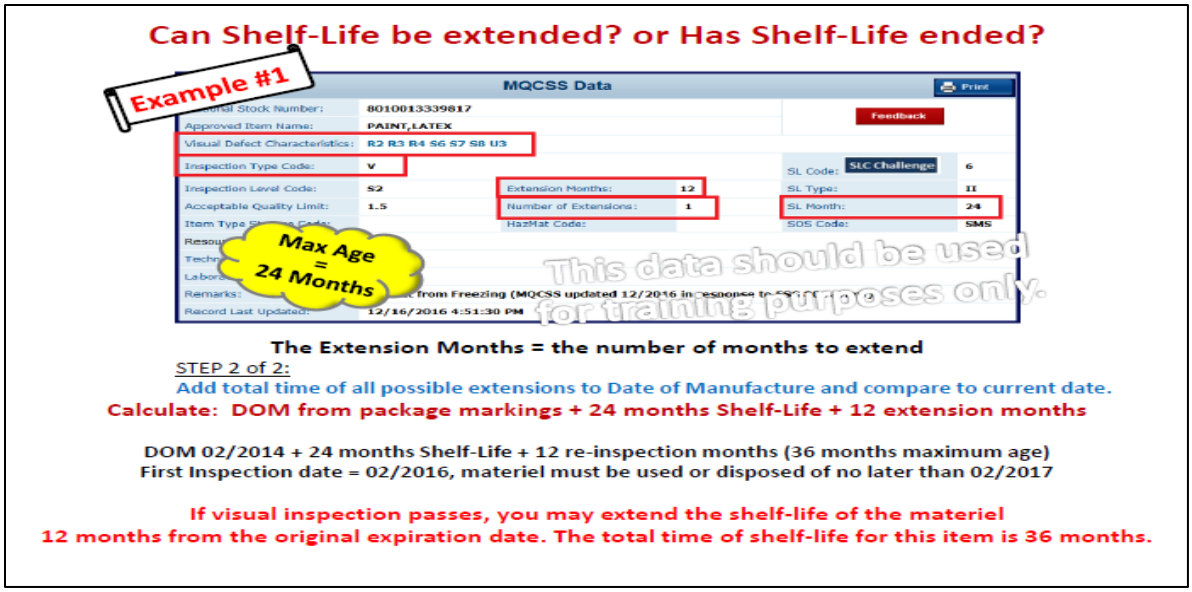


Figure Q-11.--Extension Information, Continued.

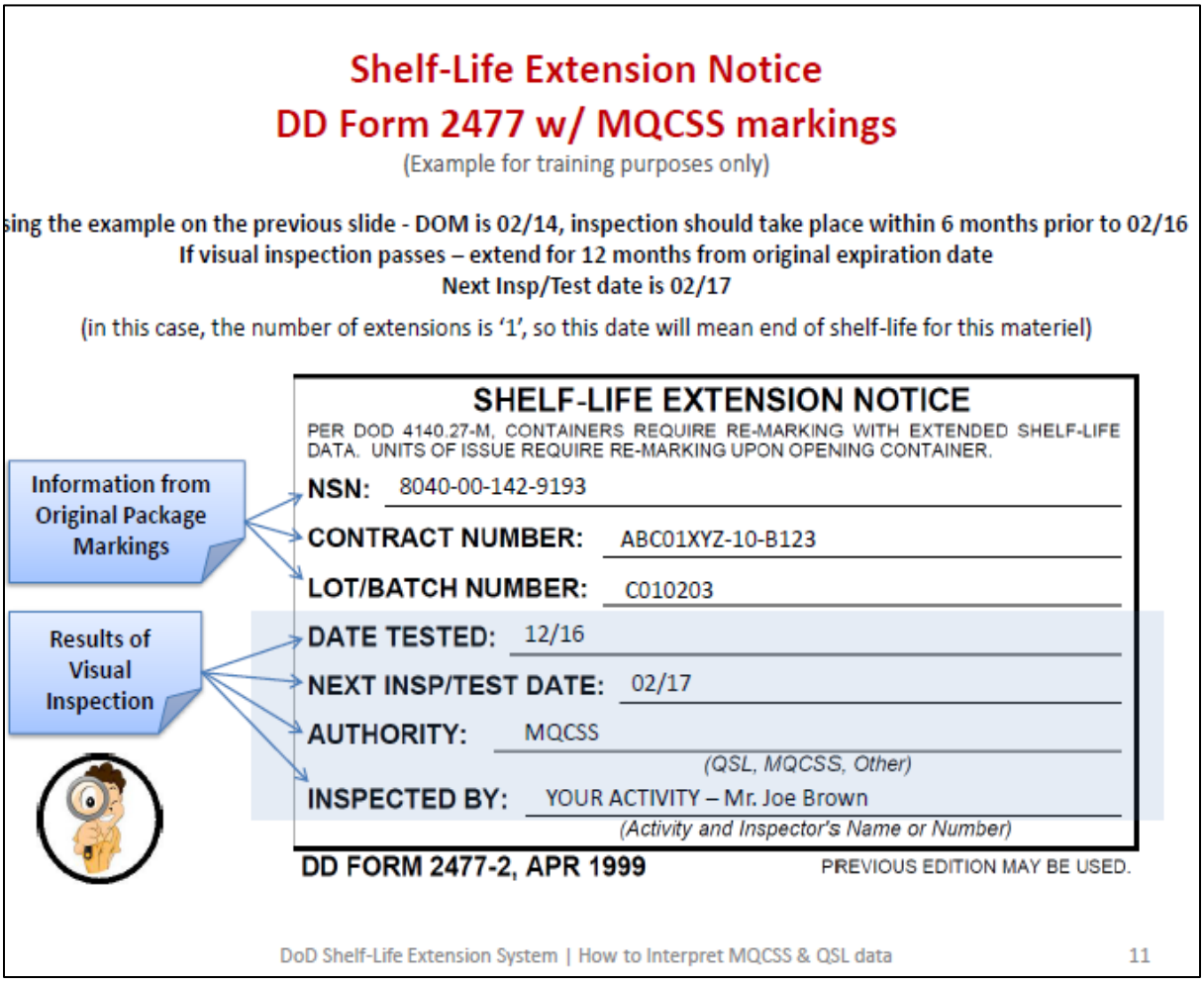
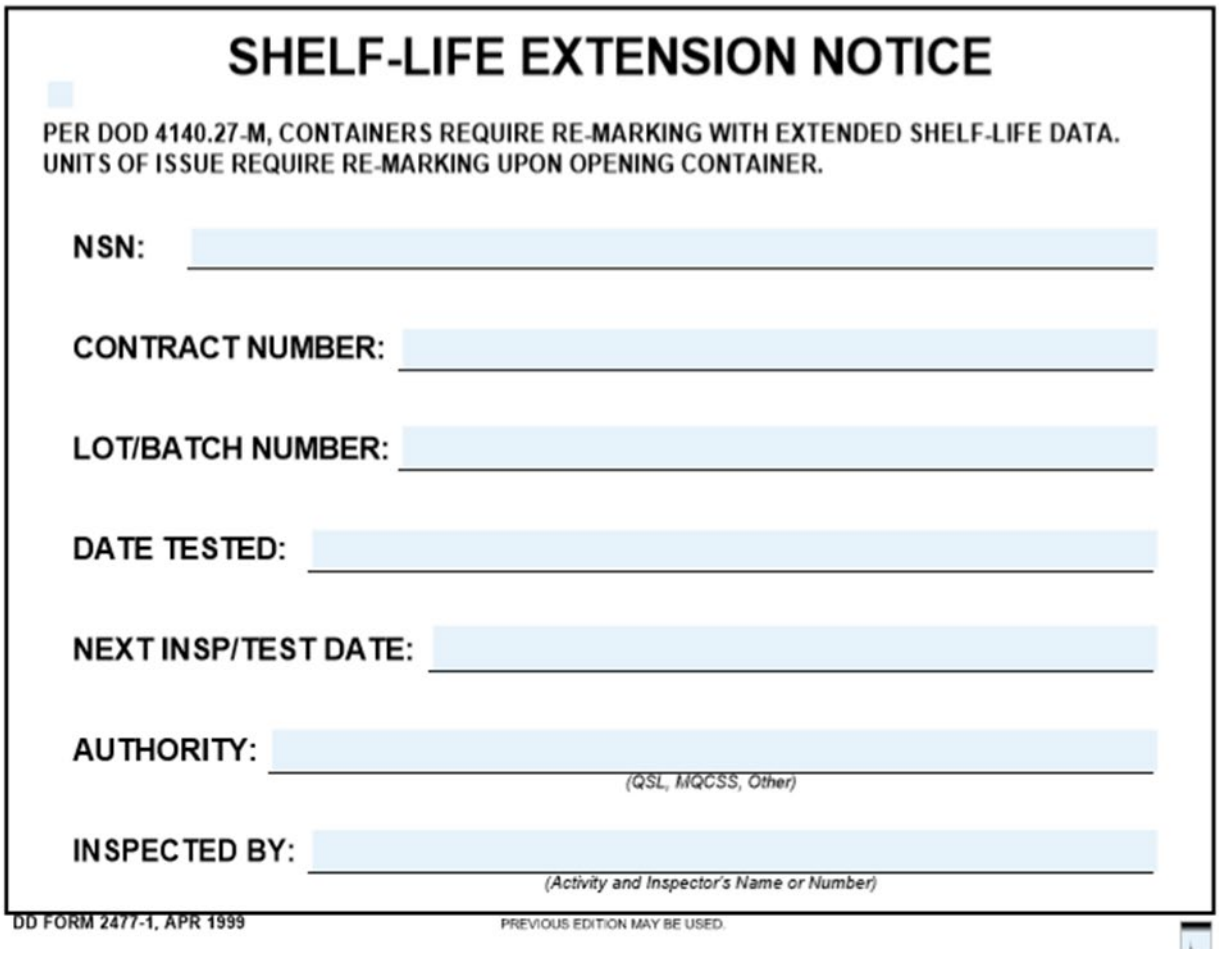


Figure Q-11.--Extension Information, Continued.

(4) The following extension labels will be utilized when extending materiel. Ensure the precedence of extension is noted (e.g., 1st extension, 2nd extension) and the original expiration label is retained on the materiel to show the initial expiration date and cumulative extensions.

(a) A PDF version can be downloaded using: https://www.esd.whs.mil/portals/54/documents/dd/forms/dd/dd2477-3.pdf which generates a document holding 20 extension labels.

(b) A PDF version can be downloaded using: https://www.esd.whs.mil/portals/54/documents/dd/forms/dd/dd2477-2.pdf which generates a document holding 6 extension labels.



SHELF-LIFE EXTENSION NOTICE

PER DOD 4140.27-M, CONTAINERS REQUIRE RE-MARKING WITH EXTENDED SHELF-LIFE DATA. UNITS OF ISSUE REQUIRE RE-MARKING UPON OPENING CONTAINER.

NSN: _____

CONTRACT NUMBER: _____

LOT/BATCH NUMBER: _____

DATE TESTED: _____

NEXT INSP/TEST DATE: _____

AUTHORITY: _____
(QSL, MQCSS, Other)

INSPECTED BY: _____
(Activity and Inspector's Name or Number)

DD FORM 2477-1, APR 1999 PREVIOUS EDITION MAY BE USED.

Figure Q-12.--Shelf-Life Extension Notice.

d. Feedback

(1) Feedback is submitted by SLES users when a TYPE II NSN is queried and the MQCSS data is missing extension data that is necessary to determine whether the shelf-life of an item of supply may be extended for use or if the materiel should be disposed of.

(a) Example scenario: An end user has an item of supply on hand and the expiration date is approaching. When the user queries the TYPE II

NSN in the SLES MQCSS, they notice that the 'Inspection Type Code' and the 'Inspection Limit' is not present in the data set. In this case, the user should submit a Feedback to notify the product specialist or item manager of the missing data so that it may be updated.

(b) Example: Do you have a TYPE II item of supply that requires Visual & then Lab testing AND your specific lot/batch is not listed in the QSL?

1. In this case, you should not submit feedback. If your lot/batch is not listed in the QSL for an item that requires a lab test to determine extendibility, this indicates no one has sent the materiel to a DOD approved laboratory for shelf-life extension testing. For most materiel, the owner is responsible for having their materiel tested and extended. Typically the owner will factor in how much stock of that specific lot they have on hand, testing costs, availability of resupply, item criticality, when determining if they should send their materiel in for shelf-life extension testing. Also, before any materiel is sent for laboratory testing, it must first pass visual inspection.

2. Your Feedback Manager will usually update the data set for the requested NSN within 5 days. At the time the update is made in MQCSS, the Feedback Manager will respond to your SLES feedback submission with a reply stating that the data has been updated and you will be notified via e-mail notification. If you have not received an e-mail notification within 5 days of your feedback submission and need further assistance, you may contact SLES.DOD@dla.mil to find out the status of the request.

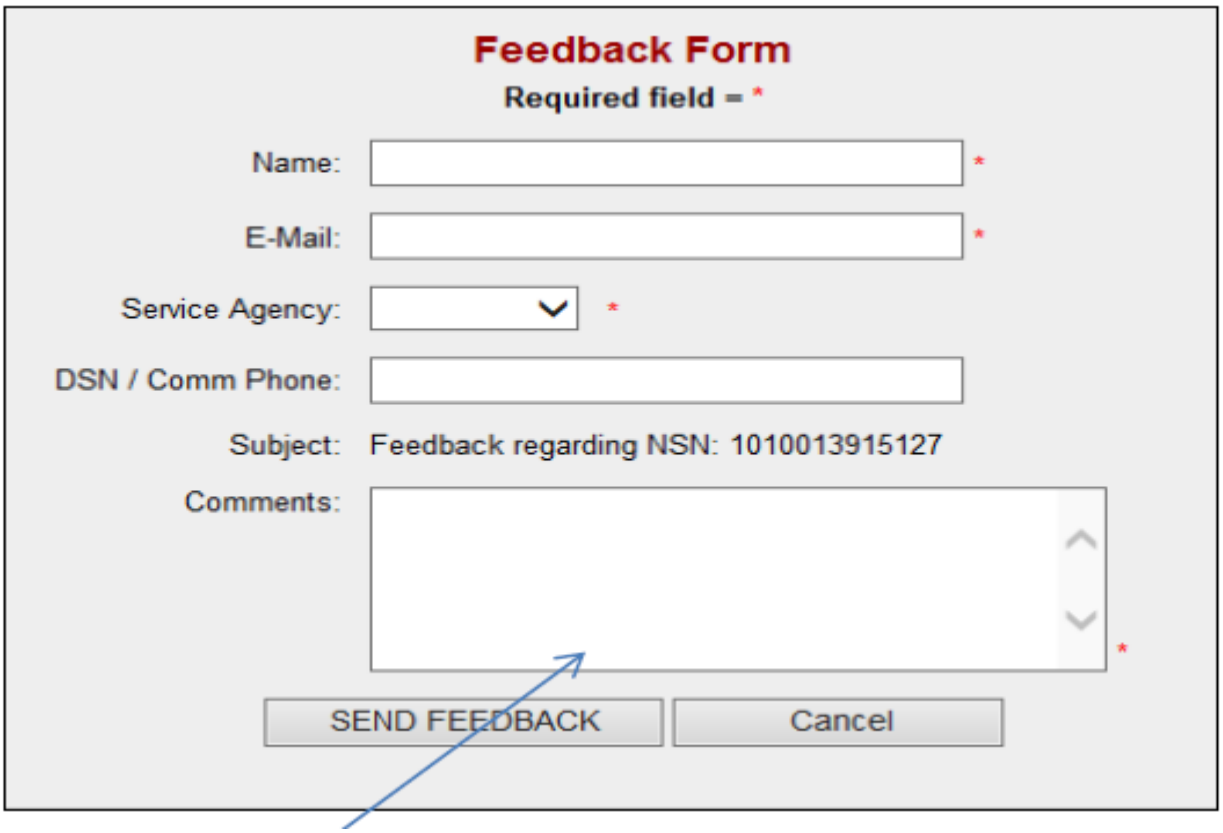


Figure Q-13.--Feedback Form.

(2) The image displayed in figure Q-13 shows the fields that are required for submitting a Feedback. In the 'Comments' section: Your submission should include a short message stating that the data is missing (QCSS extension data is missing for this item of supply).

(3) Once you have submitted feedback and the feedback manager responds, you may use the 'Feedback Tracking Link' and feedback tracking ticket number located in the e-mail notification for each NSN to correspond with the feedback manager with follow up questions or concerns about the data.

APPENDIX R

HAZARDOUS MATERIEL (HAZMAT) MANAGEMENT

1. General. The purpose of this appendix is to provide general information and procedures regarding establishment and management of the HAZMAT Inventory Management Program within the ASD. This appendix will be used in conjunction with appendix Q (Shelf-Life Program) of this Manual, state regulations, Air Station Orders and local DLADS Turn-in Policies. HAZMAT Management procedures only apply to those ASDs which physically receive/store and issue HAZMAT. It is understood numerous MALS have different local HAZMAT operating procedures and the ASDTP does not cover all of them. Additionally, the HAZMAT handling, storage and inventory procedures outlined below are provided in the event the ASD must assume full HAZMAT responsibilities in a deployed environment.

2. Publications. The Hazardous Materiel Information Resource System Next Generation (HMIRS Next-Gen) on CD-ROM (Distributed Annually) will be maintained in SMD to assist the WMD with HAZMAT management. It can also be accessed at URL: http://www.dla.mil/HQ/InformationOperations/Offers/Products/LogisticsApplications/HMIRS.aspx. In addition to the above publication, any local directives or orders pertain to HAZMAT will be maintained in SMD.

3. Background. According to reference (ap), Consolidated Hazardous Materiel Reutilization and Inventory Program (CHRIMP), the intent is to reduce the amount of HAZMAT and HAZWASTE sites within an activity through consolidation. The ability for reutilization needs to be recognized. Excess/turned-in assets need to be redistributed among users at no cost. Through effective consolidation and reutilization of HAZMAT, a significant reduction in overall inventory levels and HAZWASTE is recognized, thus improving HAZMAT management and reducing funds being expended in support of HAZMAT. The following definitions apply:

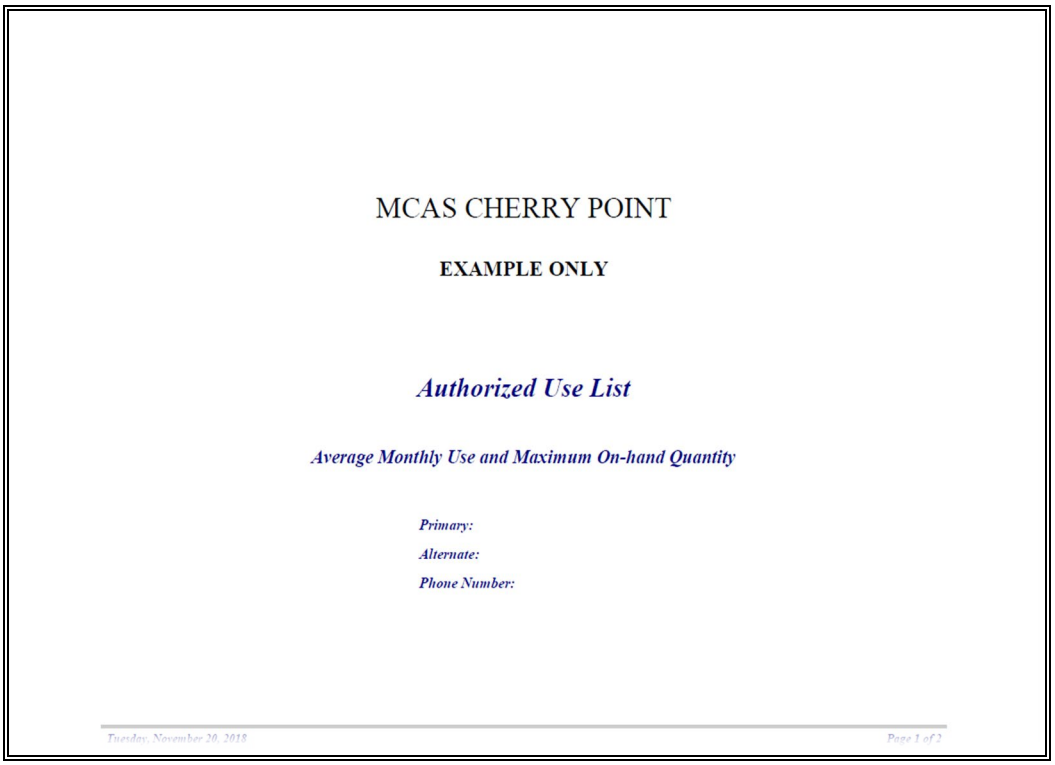
a. HAZMAT. Defined as a materiel, which, because of its quantity, concentration or physical, chemical, or infectious characteristics may pose a substantial hazard to human health or the environment when released or spilled. Such materiels include ammunition, explosives and explosive-actuated devices, propellants, pyrotechnics, chemical and biological warfare materiels, medical and pharmaceutical materiels, medical waste and infectious materiels, bulk fuels, radioactive materiels and other materiels such as asbestos and mercury. These materiels should be considered hazardous as exposure may occur during storage, use and demilitarization.

b. HAZWASTE. Defined as any discarded materiel (liquid, solid or gaseous) because of quantity, concentration or physical or chemical characteristics, may either cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness; or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed. HAZWASTEs are specific, listed products, certain mixtures of listed products and/or other wastes exhibiting any of the characteristics of ignitability, corrosive, react able or toxicity. In general, any container containing more than one inch of hazardous residue is also considered to be a HAZWASTE and is subject to HAZWASTE regulations.

Additionally, any petroleum or oil based product, such as grease, lubrication oil or motor oil; exceeding the maximum allowable concentration of 1000 mg/1 of chlorinated organic is considered to be HAZWASTE.

c. Hazardous Substance. Based on regulations, implies HAZMAT or HAZWASTE which has been discharged from its packaging, in a specific "reportable quantity", into the environment and which may have an impact on the environment or human health.

d. Authorized Use List (AUL). A document used to identify all HAZMAT a specified activity is authorized to use and have on-hand. The AUL is updated by the customer. An updated copy must be provided to the HAZMAT/HAZWASTE Coordinator and the ASD. (see figure R-1).



MCAS CHERRY POINT

EXAMPLE ONLY

Authorized Use List

Average Monthly Use and Maximum On-hand Quantity

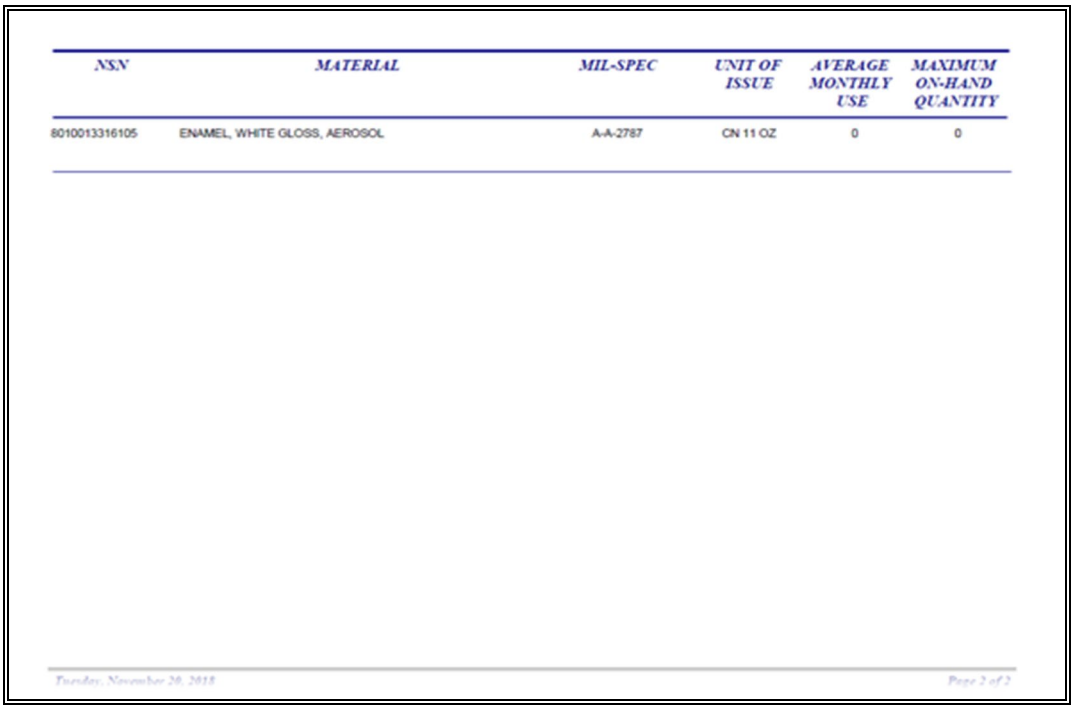
Primary:

Alternate:

Phone Number:

Tuesday, November 20, 2018 *Page 1 of 2*

Figure R-1.--Example AUL.



NSN	MATERIAL	MIL-SPEC	UNIT OF ISSUE	AVERAGE MONTHLY USE	MAXIMUM ON-HAND QUANTITY
8010013316105	ENAMEL, WHITE GLOSS, AEROSOL	A-A-2787	CN 11 OZ	0	0

Tuesday, November 20, 2018 Page 2 of 2

Figure R-1.--Example AUL, Continued.

e. HAZMAT/HAZWASTE/Petroleums, Oils, and Lubricants (POLs) Operating File. Consists of all orders and directives necessary for daily operation and control of HAZWASTE/HAZMAT management within the ASD. It will consist of the following:

(1) Local Orders/Directives.

(2) Authorized Use Lists.

(3) Current inventory of all HAZMAT/HAZWASTE under control of the ASD.

(4) The ASD generated DD Form 1348-1As for HAZMAT/HAZWASTE.

(5) Local Air Station Inspection Check Lists.

(6) Completed Weekly Stock Inspection Checklists.

(7) Spill Contingency Plans.

(8) Current Assignment Letters.

(9) Master copy of all MSDSs of materiel on-hand.

4. ASD HAZMAT/HAZWASTE Program. The ASD HAZMAT/HAZWASATE Coordinator, appointed by the AvnSupO (see figure R-2) is responsible for the daily administration, operation and management of the program within the ASD. The WMD OIC will assign the primary and alternate HAZMAT/HAZWASTE Coordinator and HAZMAT/HAZWASTE Handlers. The HAZMAT/HAZWASTE Coordinator will maintain all required files and references pertaining to HAZMAT/HAZWASTE. The required

files and references include, but are not limited to, HAZMAT/HAZWASTE Operating File, MSDS for all HAZMAT in stock, HAZMAT/HAZWASTE Coordinator Appointment Letters, HMIRS Next-Gen access and all applicable publications listed in paragraph 2 of this appendix. Additionally, WCB will ensure the proper Type Storage Code (TSC) of "H" is recorded for each HAZMAT NIIN on the Stock Item Record (SIR) per reference (k), appendix 27. WCB will also assign a Local Management Code of "HZ" to all HAZMAT NIINs in the SIR.

a. The following duties apply only to those ASDs physically stocking Hazardous Materiel.

UNITED STATES MARINE CORPS
MARINE FIGHTER ATTACK SQUADRON XX
MARINE AIRCRAFT GROUP XX
XD MARINE AIRCRAFT WING
MCAS MARINE P.O. BOX 123456
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:
4400
ASO
DD Mon YY

From: Aviation Supply Officer, Marine Aviation Logistics Squadron XX
To: Staff Sergeant U.S. Marine, XXXXXXXXX/1775 USMC

Subj: APPOINTMENT OF HAZARDOUS MATERIAL WASTE COORDINATOR

Ref: (a) MCO 5090.2
(b) ASO 5090.3A
(c) ASO 5090.5A
(d) ASO 5090.6
(e) ASO 5090.9
(f) SqdnO 6200.1B

1. You are hereby assigned as the Hazardous Material Waste Coordinator for Marine Aviation Logistics Squadron XX.

2. You will be guided in the performance of your duties in accordance with references (a) through (f). Be sure to familiarize yourself with the references. You will ensure that copies of these references are readily available.

3. A copy of this letter will be maintained in your training file. This appointment will remain in effect until reassignment or transfer, at which time this appointment will be automatically revoked.

U. R. ASO

USM
DD Mon YY

FIRST ENDORSEMENT

From: Staff Sergeant U.S. Marine, XXXXXXXXX/1775 USMC
To: Aviation Supply Officer, Marine Aviation Logistics Squadron XX

1. I have assumed the duties as the Hazardous Material Waste Coordinator and have read and familiarized myself with the provisions of the orders and instructions cited in the references.

U.S. MARINE

Copy to:
ASO
WMD OIC
WMD SNCOIC
HAZMAT
FILE

Figure R-2.--Example Hazmat Coordinator appointment letter.

(1) HAZMAT/HAZWASTE Coordinator Daily Duties. The HAZMAT/HAZWASTE Coordinator or assistant will conduct walk through inspections of the supply HAZMAT inventory locations during normal working hours. Special attention will be directed towards evidence of leaks, leaking containers, open containers and improper labeling. The daily inspections will be documented into the HAZMAT Daily Walk-through Checklist (see figure R-3), annotating all observations and maintain current and four prior days. The HAZMAT Coordinator will not assume the duties of the Unit or Maintenance HAZMAT Coordinator. The function of the Unit/Maintenance HAZMAT Coordinator is to ensure proper management of work center HAZMAT sites controlled by the Aviation Maintenance Officer.

HAZMAT DAILY WALK-THROUGH LOG

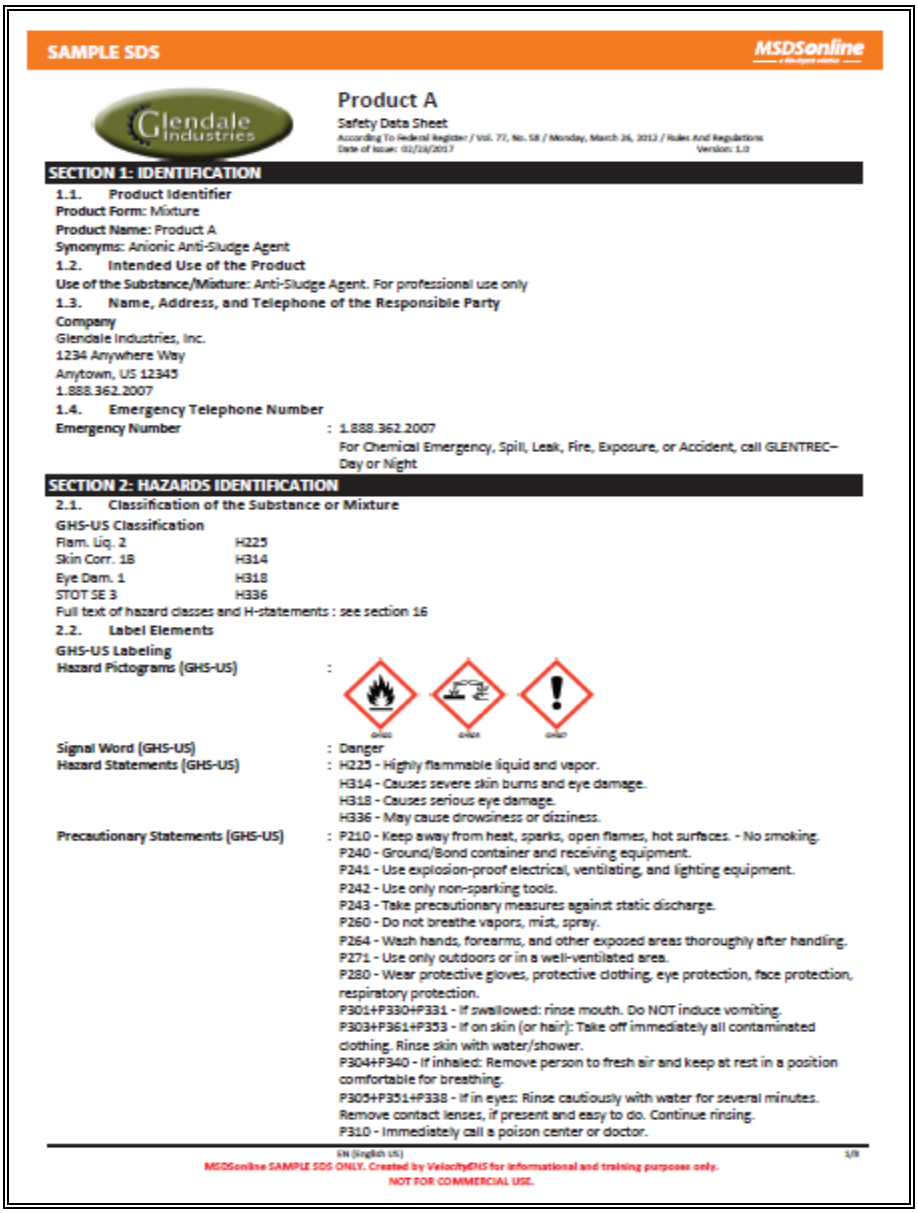
Date	Time	Inspector	Observation	Corrective Action	Corr Act Date
5/10/2012	0730	Sgt Smith	Leak in loc HMA01	Remove & waste	5/10/2012
5/11/2012	0730	Sgt Smith	Materiel in aisle	Place in location	5/11/2012
5/12/2012	0730	Sgt Smith	Waste barrels not labeled	Properly label barrel	5/12/2012

Figure R-3.--HAZMAT Daily Walk-Through Log.

(2) HAZMAT/HAZWASTE Coordinator Weekly Duties. The HAZMAT/ HAZWASTE Coordinator or assistant will conduct a comprehensive weekly inspection of supply stock utilizing an inspection checklist provided by local directives. These inspection checklists will be maintained in the Operating File for three years and are subject to review by the Environmental Affairs Department as well as federal and state officials.

(3) MSDS. MSDS must accompany all HAZMAT. An MSDS will be on file and quickly accessible for all stocked/issued HAZMAT. The MSDS is used for chemical storage compatibility, personal protective equipment (PPE) and emergency procedures in case of spill, contact on unprotected skin, inhalation or ingestion. MSDS are also used in the identification of chemical composition for HAZWASTE reporting and disposal. If an MSDS is unavailable, an MSDS may be obtained using the Hazardous Materiel Information Resource System Next Generation (HMIRS Next-Gen) CD-ROM or http://www.dla.mil/HQ/InformationOperations/Offers/Products/LogisticsApplications/HMIRS. See figure R-4 for an MSDS Example.

NOTE: Ensure current MSDS are on hand for all HAZMAT and HAZWASTE in the ASD.



SAMPLE SDS

MSDSonline

Product A

Safety Data Sheet

According To Federal Register / Vol. 77, No. 58 / Monday, March 26, 2012 / Rules And Regulations

Date of Issue: 02/24/2017 Version: 1.0

SECTION 1: IDENTIFICATION

1.1. Product Identifier

Product Form: Mixture

Product Name: Product A

Synonyms: Anionic Anti-Sludge Agent

1.2. Intended Use of the Product

Use of the Substance/Mixture: Anti-Sludge Agent. For professional use only

1.3. Name, Address, and Telephone of the Responsible Party

Company

Glendale Industries, Inc.

1234 Anywhere Way

Anytown, US 12345

1.888.362.2007

1.4. Emergency Telephone Number

Emergency Number : 1.888.362.2007

For Chemical Emergency, Spill, Leak, Fire, Exposure, or Accident, call GLENTREC– Day or Night

SECTION 2: HAZARDS IDENTIFICATION

2.1. Classification of the Substance or Mixture

GHS-US Classification

Flam. Liq. 2	H225
Skin Corr. 1B	H314
Eye Dam. 1	H318
STOT SE 3	H336

Full text of hazard classes and H-statements : see section 16

2.2. Label Elements

GHS-US Labeling

Hazard Pictograms (GHS-US) :

Signal Word (GHS-US) : Danger

Hazard Statements (GHS-US) : H225 - Highly flammable liquid and vapor.
H314 - Causes severe skin burns and eye damage.
H318 - Causes serious eye damage.
H336 - May cause drowsiness or dizziness.

Precautionary Statements (GHS-US) : P210 - Keep away from heat, sparks, open flames, hot surfaces. - No smoking.
P240 - Ground/Bond container and receiving equipment.
P241 - Use explosion-proof electrical, ventilating, and lighting equipment.
P242 - Use only non-sparking tools.
P243 - Take precautionary measures against static discharge.
P260 - Do not breathe vapors, mist, spray.
P264 - Wash hands, forearms, and other exposed areas thoroughly after handling.
P271 - Use only outdoors or in a well-ventilated area.
P280 - Wear protective gloves, protective clothing, eye protection, face protection, respiratory protection.
P301+P330+P331 - If swallowed: rinse mouth. Do NOT induce vomiting.
P303+P361+P353 - If on skin (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower.
P304+P340 - If inhaled: Remove person to fresh air and keep at rest in a position comfortable for breathing.
P305+P351+P338 - If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
P310 - Immediately call a poison center or doctor.

EN (English US) 1/8

MSDSonline SAMPLE SDS ONLY. Created by VelocityEHS for informational and training purposes only.
NOT FOR COMMERCIAL USE.

Figure R-4.--MSDS Example.

(4) HAZWASTE Management. Ensure procedures for collection, segregation, containerization, labeling, transportation and disposals of expired HAZMAT inventory are in accordance with current directives. Ensure all HAZWASTE containers are properly marked and the DD Form 1348-1A is properly prepared for turn-in. A copy of the DD Form 1348-1A will be will be retained in the HAZMAT/HAZWASTE/POL Operating File for ten years, in accordance with reference (aj) found at URL: https://cpf.navy.deps.mil/sites/PACFLT/fiar/SitePages/Home.aspx.

(5) Materiel Turned-in to Store (MTIS). Ensure all excess materiel is properly labeled and processed for MTIS.

(6) Spill Contingency Plan. The Supply HAZMAT/HAZWASTE Coordinator will develop a Spill Contingency Plan and will assign Spill Response

Coordinators as part of a Spill Response Team in accordance with current directives. The Spill Response Team will initiate first response containment in the event of a spill and will contact emergency responders if required. The spill contingency plan will contain the following:

(a) Procedures for reporting spills during and after working hours.

(b) Procedures for containment of spills.

(c) Clean-up of spills, including equipment and staffing.

(d) First aid measures.

(e) Evacuation Plan.

(7) Spill History File. A Spill History File will be developed and included as part of the HAZMAT/HAZWASTE/POLs Operating File.

(8) PPE. Ensure adequate and serviceable PPE is located within close proximity of HAZMAT/HAZWASTE locations.

(9) Assistant HAZMAT/HAZWASTE Coordinator. The Assistant HAZMAT/HAZWASTE Coordinator will perform all duties of the HAZMAT/HAZWASTE Coordinator when the primary is not available. Additionally, the assistant will perform all tasks assigned by the coordinator as pertaining to HAZMAT/HAZWASTE.

(10) HAZMAT/HAZWASTE Handler. The HAZMAT/HAZWASTE handler will assist in the handling, collection and transfer of inventory HAZMAT/HAZWASTE in accordance with local policies and procedures.

(11) Inventory Management. If applicable, HAZMAT inventory will be managed via R-Supply in conjunction with HMIRS Next-Gen. WCB, in coordination with the HAZMAT/HAZWASTE Coordinator, will manage, turn-ins, shelf-life management, inventory validity and reorders.

(12) Stocking Levels. WAS, in conjunction with WCB, and the HAZMAT/HAZWASTE Coordinator will manage stocking levels. Allowance lists, demand history and AULs constitute the basic stocking authority for MALS activities.

(a) Reviewing Stocking Levels. For MALS that stock HAZMAT, WAS will review HAZMAT stocking levels on a weekly basis, in conjunction with consumable sizing. In addition, WAS will review HAZMAT stocking levels during scheduled allowance reviews. The following special consideration must be given to HAZMAT Requisitioning Objectives (RO) due to inflated demand, shelf-life and available storage.

1. If the stocking level is too high, then the RO and Reorder Point (RP) may be adjusted using the R-Supply Maintain Stock Item Screen to prevent shelf-life expiration.

2. If the decision is made to adjust the RO, ensure there is adequate stock on-hand to support the units while in garrison and on upcoming deployments.

3. To prevent the RO from adjusting automatically, establish a "Limit Flag" on the item.

4. Demand data must be reviewed to ensure ROs were not inflated due to erroneous demand.

5. Current wholesale availability of assets and Time to Reliably Replenish the materiel must be considered.

6. Special/sufficient/proper storage requirements must be considered (i.e., refrigeration).

7. Seasonal HAZMAT requirements must be considered.

8. Validate supported activities Authorized User Lists (AULs) to ensure the HAZMAT is authorized for use.

9. Verify whether the HAZAMT has special handling required?

(13) Inventory of HAZMAT. In addition to inventory requirements set forth in reference (f), all HAZMAT will be inventoried annually in accordance with chapter 2, paragraph 2401.14, and DOD HMIRS Next-Gen Procedures. A Report of Inventory will be prepared and retained by the HAZMAT/HAZWASTE coordinator. Additionally, installation commanders may incorporate a HAZMAT tracking program or system to abide by state and federal regulations. If so, the HAZMAT/HAZWASTE Coordinator will ensure strict adherence to implemented control program.

(14) Shelf-Life Management. The Shelf-Life Program is a means to identify those items having a limited life expectancy or require periodic inspections. This monitoring must begin at the time of receipt and will continue until the item is issued, or the life expectancy has expired and cannot be extended, and it is properly disposed. For detailed instructions for Shelf-Life Procedures, refer to appendix Q.

(15) Storage. When HAZMAT is received from WRB, the HAZMAT/HAZWASTE Coordinator or Assistant will ensure it is not damaged/leaking, it is properly labeled, a complete MSDS is on file, and it is ultimately stored in an approved HAZMAT storage location. Care must be taken to ensure only compatible materiels are stored with or near each other, in accordance with Type Storage Codes (i.e., don't store acids or corrosives with paints or oils). Stock rotation should occur at this time, paying close attention to the SLC, SLAC and manufacture date. Place the newest materiel in the rear of the location and the oldest to the front. This will assist in ensuring stock rotation is accomplished and only RFI materiel is issued. Refer to appendix Q for marking inspections, re-inspections, and expiration dates on the materiel.

NOTE: Controlled radioactive commodities (e.g., In-flight Blade Inspection System [IBIS] on the CH-53 and Electro-Optical Targeting System [EOTS] on the F-35) are required to be stored IAW reference (ag).

(16) Issue of HAZMAT. All HAZMAT requirements will be screened against the customers AUL. If local policy dictates, the requirement will be screened against "free issue" before an item is pulled from the AvnSupO's Shelf. If a requirement is not available in "free issue", the HAZMAT/HAZWASTE Coordinator will ensure to issue only the allotted amount on

the customers AUL and any remaining materiel will be moved to "free issue". When HAZMAT is issued, the HAZMAT/HAZWASTE Coordinator or Assistant will ensure it is properly labeled, not damaged or leaking and an MSDS is made available. In order to conform to the customer's AUL, HAZMAT not issued to the customer will be placed in "free issue". The HAZMAT/HAZWASTE Coordinator will adhere to local policies or Station Orders pertaining to tracking of HAZMAT aboard station.

(17) Shipping of HAZMAT. All shipments of HAZMAT will be shipped via DMO or military transport.

NOTE: Controlled radioactive commodities (e.g., In-flight Blade Inspection System [IBIS] on the CH-53 and Electro-Optical Targeting System [EOTS] on the F-35) may not be shipped unless they are packaged, marked, and transported in accordance with reference (n). To preclude violating international shipping regulations, items containing radioactive materiels being shipped overseas, or to forward-deployed commands, shall be sent via military transport.

(18) Storeroom Action Listing (SAL). The SAL is produced from Change Notice Processing in R-Supply. WCB will coordinate with the HAZMAT/HAZWASTE Coordinator in the event any physical HAZMAT inventory changes are required due to Change Notice Processing. Refer to appendix B for detailed Change Notice Processing procedures.

5. Air Station or Shared Site Commercial Hazardous Materiel Site Considerations

a. When HAZMAT responsibilities are either shared with or managed by external agencies (either commercial or governmental), special considerations must be taken to ensure adequate surge/deployment materiel exists.

b. As a customer service provider, the ASD must retain the ability to execute HAZMAT management in a deployed, stand-alone environment.

c. Considerations

(1) Demand Recording. If HAZMAT Demand Process/Level Setting is not managed by the ASD, WMD must ensure timely receipt of demand data on a quarterly basis from the external agency to ascertain HAZMAT requirements for deployed operations.

(2) Initial Inventory Depth and Deployment Response Time Requirements. Surge/deployment timeframes will be dictated by established DSB doctrine.

(3) Currency in HAZMAT handling. The WMD will ensure adequate personnel are available and maintain requirements, in accordance with OSHA Standards and chapter 2 of this Manual.

(4) Surge Deployment Capabilities. Ensure the external agency maintains the capability to provide range and depth of HAZMAT to support DSB doctrine.

(5) Reconciliation to ensure currency of stocked materiel. Provide additions/changes or deletions to the AULs to support operations in a deployed environment.

APPENDIX S

CARCASS TRACKING/STOCK IN TRANSIT (SIT) PROCEDURES

1. General

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

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

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

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

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

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

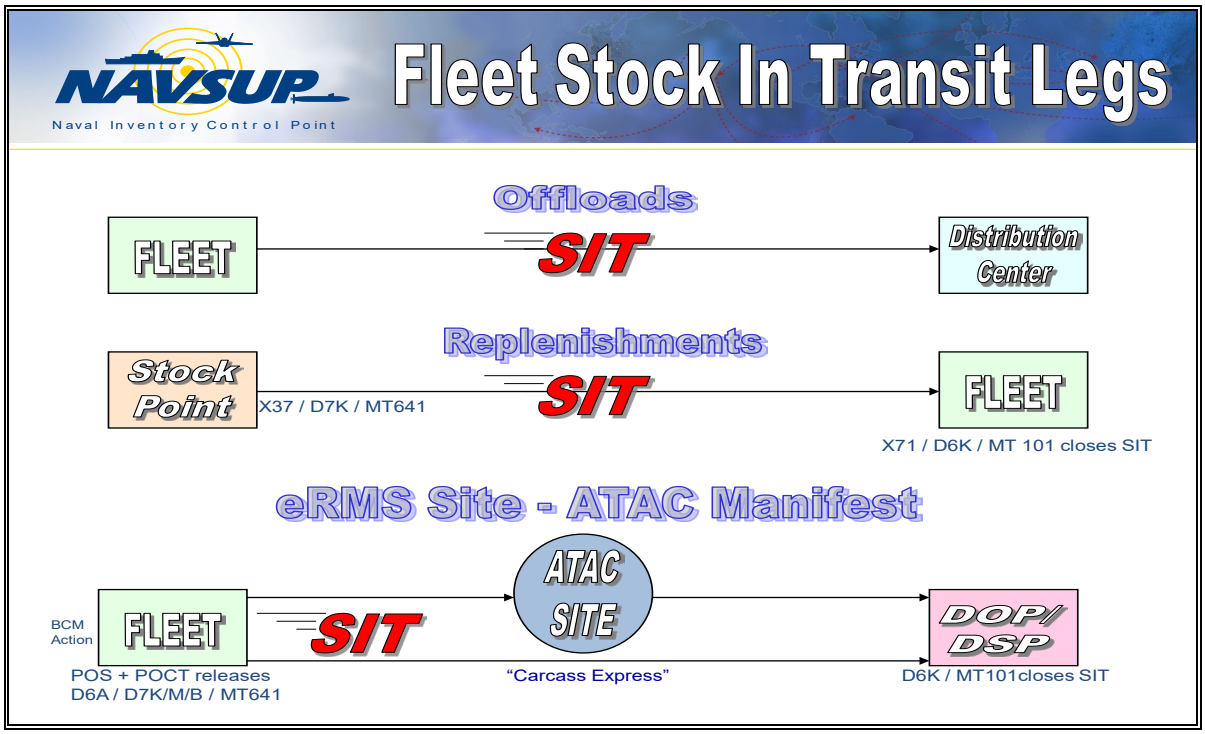


Figure S-1.--Fleet Stock In Transit Legs.

2. Electronic Retrograde Management System (eRMS). eRMS provides asset visibility during the entire retrograde turn-in process. When a turn-in (DD Form 1348-1A) document (Document ID D6A, D6K, BC2, BGJ, BEI, BQD) is created, manifested, and POS posted, an eRMS transaction is generated providing Proof of Custody Transfer (POCT). POCT relieves the activity of carcass responsibility. TIRing for DLRs takes place within the Advance Traceability and Control (ATAC) system, or the ultimate destination. In addition, eRMS provides non-TIRing capability for USMC Secondary Repairables (SECREPs), Repair and Return (R&R), and Pack-Up Kit (PUK) movements. The web Shipping Discrepancy Reporting (SDR) system is then used to follow-up on any transaction where SIT was initiated and no subsequent POS/Proof of Delivery (POD) was provided. Carcass tracking remains open for items requisitioned where no turn-in was made.

NOTE: The Desk Guide and training manuals for the Electronic Retrograde System (eRMS) are available for download at https://applications.navsup.navy.mil/erms click on Help button.

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

(1) Identify retrograde materiel.

(2) Print a bar-coded DD Form 1348-1 turn-in shipping document reflecting the Designated Overhaul Point (DOP)/Depot Supply Point (DSP) and other critical information such as Carcass Express, HAZMAT, CLASSIFIED, ATAC Exclusions, Defense Logistics Agency Disposition Services (DLADS), etc.

(3) Create bar-coded turn-in/shipping documents (DD Form 1348-1s).

(4) Create shipping manifests and Military Shipping Labels (DD Form 1387s).

(5) Post POS providing POCT.

(6) Capture POD.

(7) Create Engineering Investigation (EI) turn-in/shipping documents, Product Quality Discrepancy Report (PQDR) turn-in/shipping documents, and aircraft engine shipping and tracking documentation.

(8) Create shipping documentation for Repair & Return assets.

(9) Identify other retrograde DLR requirements such as logbooks, Scheduled Replacement Component (SRC) cards, or Equipment History Records (EHRs).

(10) Identify appropriate shipping containers and Crown Jewel assets.

(11) Access a "hot link" to the P700-Common Naval Packaging (CNP).

(12) Access to historical data by document, NIIN, Part Number or Serial Number.

(13) Identify the cognizant Inventory Manager.

3. Requesting Access. Before a user can access the eRMS 2.0 system, you must meet the following criteria:

a. All eRMS 2.0 users must have a current Common Access Card (CAC) with Public Key Infrastructure (PKI) for digital identification. After obtaining a CAC, it will need to be registered in the NAVSUP Master Directory (https://my.navsup.navy.mil/registration/). Users are also required to fill out and email a System Access Authorization Request (SAAR) form to ermsaccess@navy.mil. Information Assurance Awareness training must be completed and documented on the SAAR-N form. Refer to the My Navy portal (https://my.navsup.navy.mil/) for the current Cyber Awareness course.

b. After obtaining and registering a CAC, as well as receiving an approved SAAR-N, users must request eRMS 2.0 access for a specific DoDAAC(s) that you need to process Retrograde transactions for.

(1) Navigate to https://my.navsup.navy.mil/webcenter/portal/RequestAccess

(2) Select Request Access located on the left side menu.

(3) Select eRMS on the subsequent screen.

NOTE: The link for the SAAR is located at the bottom of the screen.

If you need more than one activity, please list them in the "reasons for" access box. Each approved DoDAAC will appear in the Dashboard for user selection.

4. Logging into the eRMS System. Once users have obtained access to eRMS, they can log into the system utilizing the following URL: https://applications.navsup.navy.mil/erms.

NOTE: Internet Explorer is the preferred browser, as some functionality may not be available with alternate browsers such as Chrome.

a. Enter https://applications.navsup.navy.mil/erms into the Internet Browser URL field, press Enter, and click the acknowledge button.

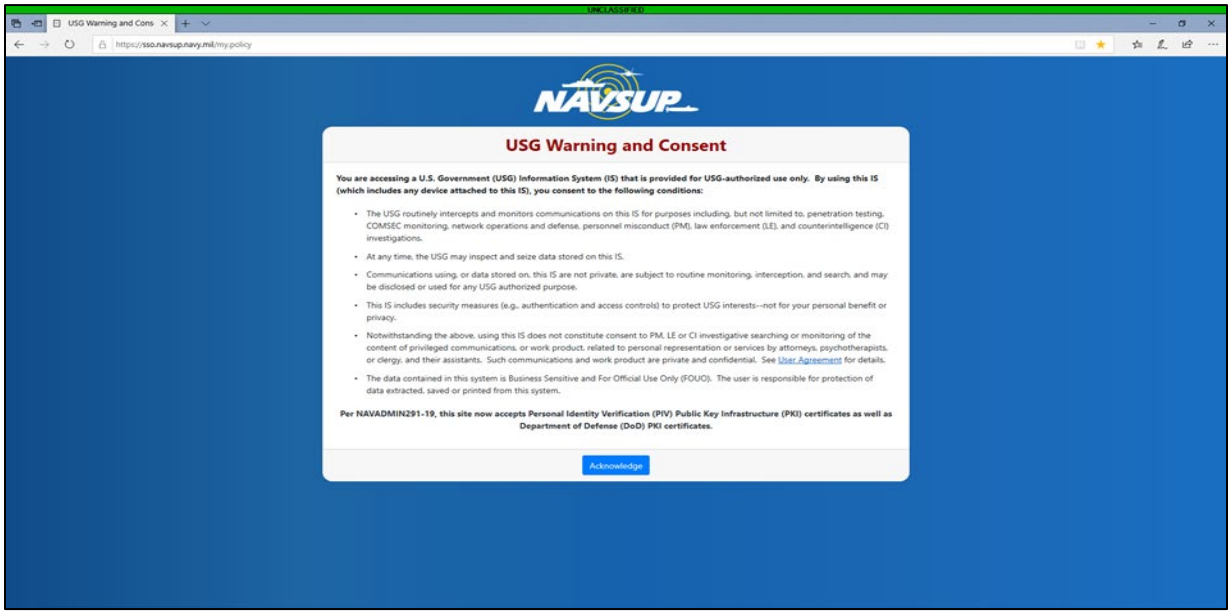


Figure S-2.--eRetrograde Management System Logon Page.

b. Enter you CAC Pin and click OK.

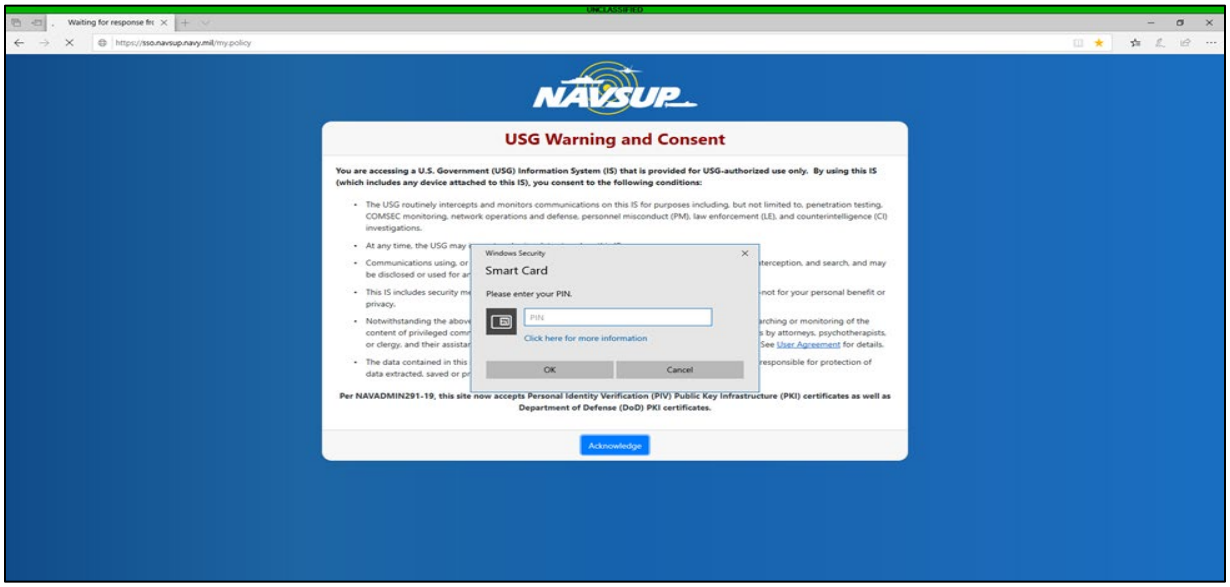


Figure S-2.--eRetrograde Management System Logon Page, Continued.

c. **OPTIONAL:** Click the Don't Show This Message Again checkbox.

d. Click the OK button.

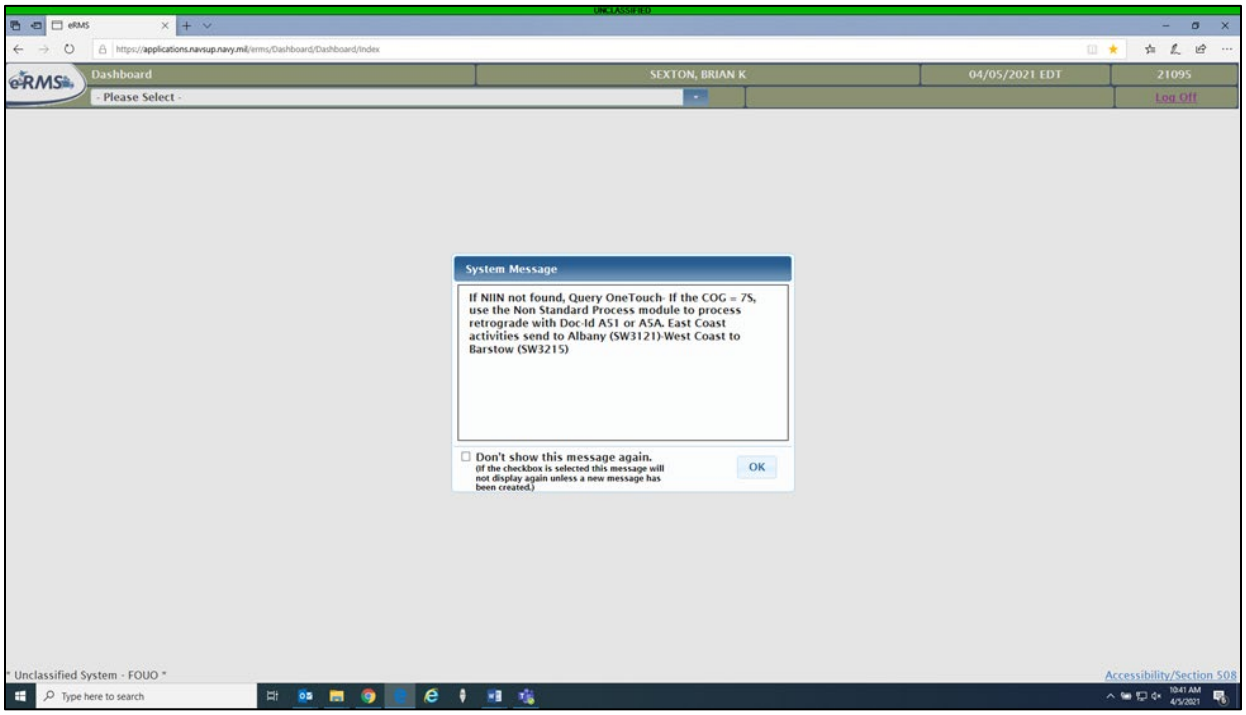


Figure S-3.--End Use Activity Dashboard.

e. Click the OK button.

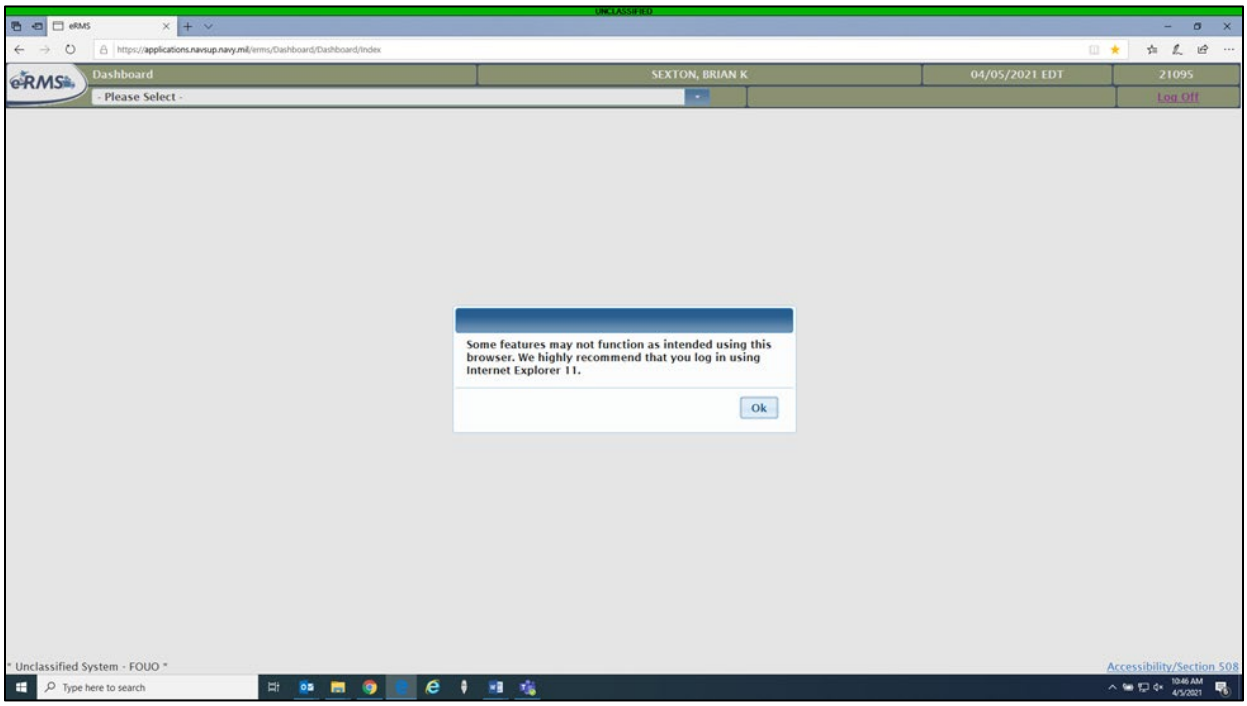


Figure S-4.--End Use Activity Dashboard, Continued.

5. eRMS User Dashboard Ribbon and Modules. After logging in, the Dashboard Ribbon is displayed and the user can begin processing.

a. This is the main menu that all sites are offered to use.

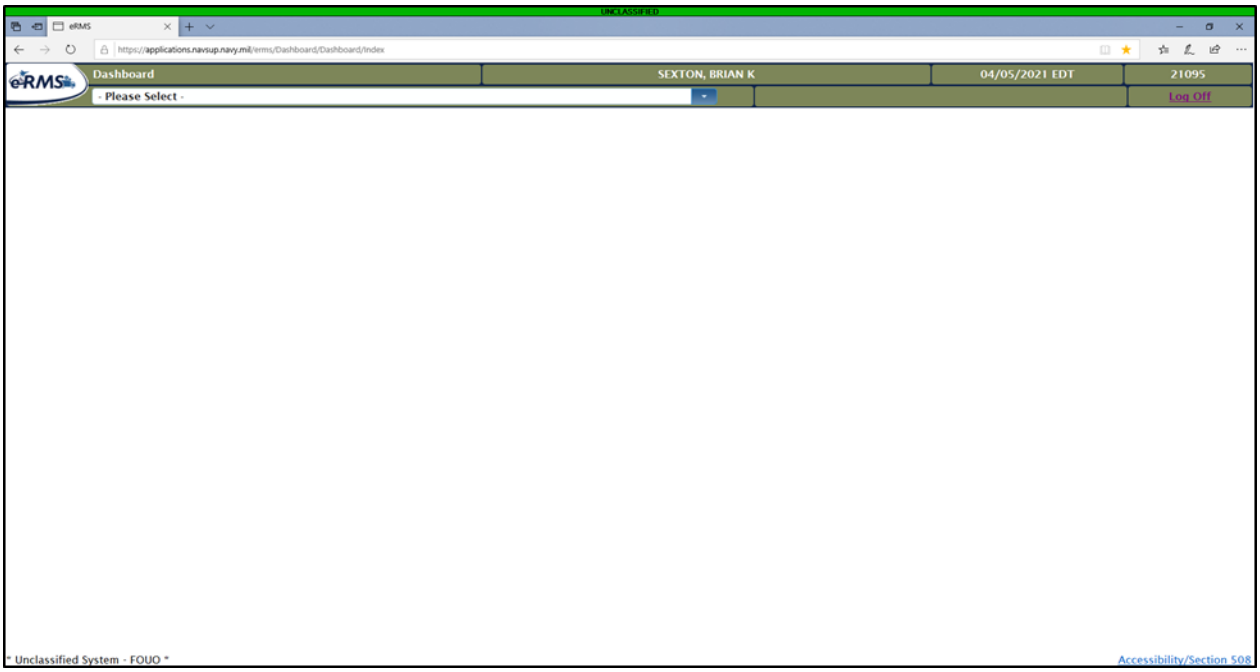


Figure S-5.--User Dashboard Ribbon and Modules.

b. Hover over the eRMS Logo to see the different options listed.

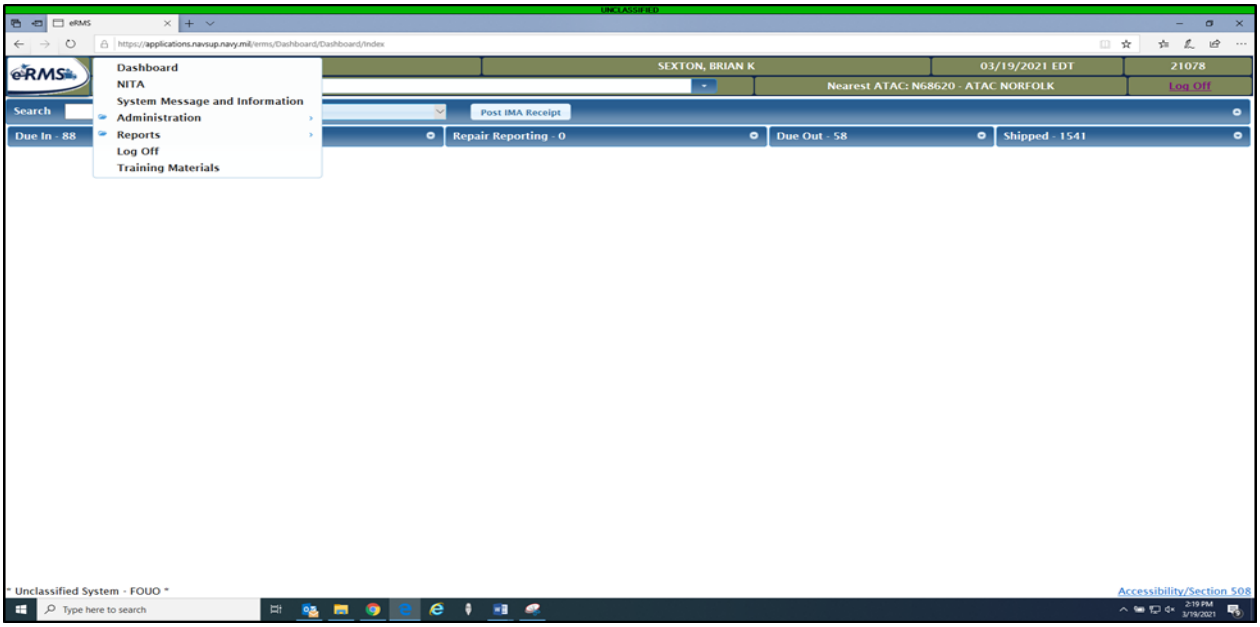


Figure S-6.--User Dashboard Ribbon and Modules, Continued.

c. Click the dropdown to select the appropriate unit.

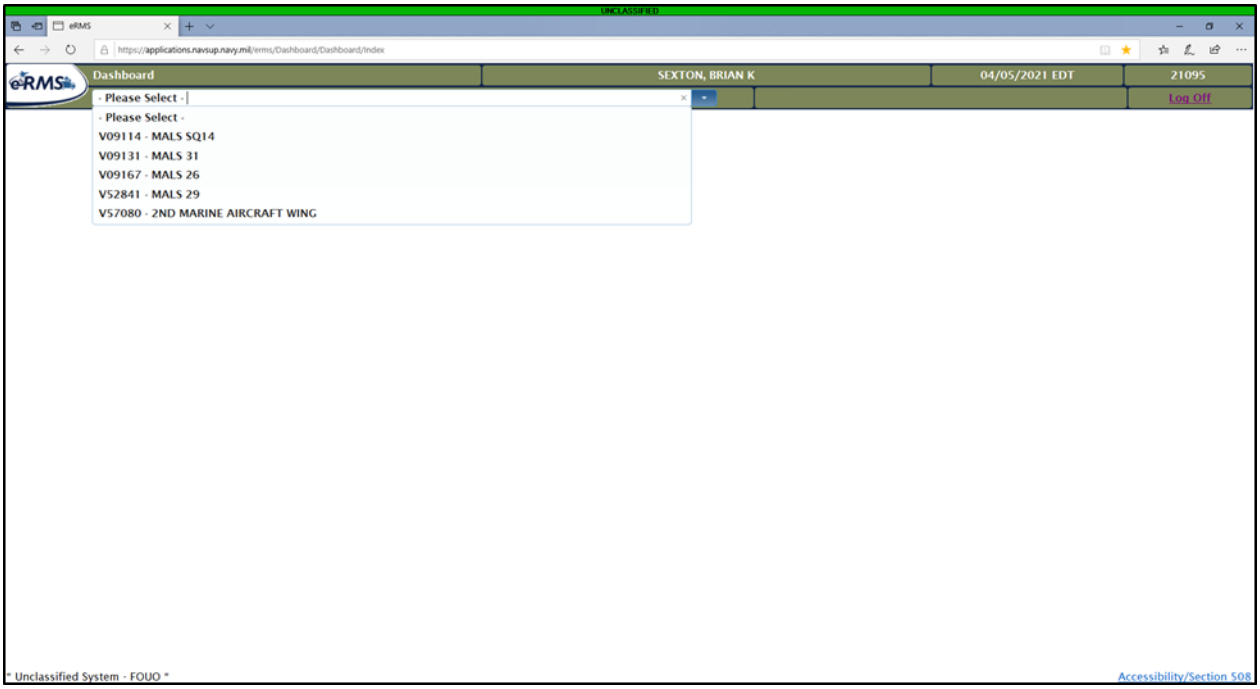


Figure S-7.--User Dashboard Ribbon and Modules, Continued.

d. Click the new document tab to display the different modules.

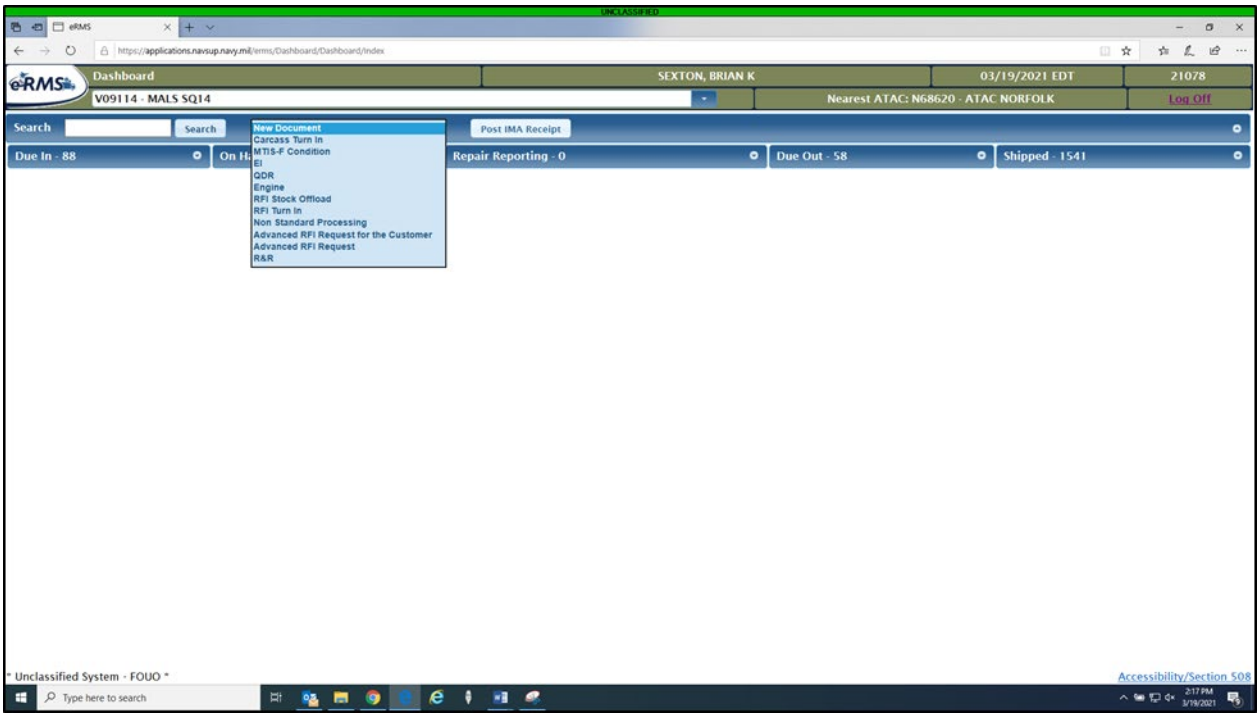


Figure S-8.--User Dashboard Ribbon and Modules, Continued.

(1) Carcass Turn-in Module. The Carcass Turn-in module is the standard module all sites (with a few exceptions) can use. The standard module may come with one or more of the other modules.

(2) MTIS-F Condition Module. Used to process miscellaneous non-exchange turn-ins. Creates "C" management code for NWCF credit and unmatched receipt record

(3) EI Module. Provides directions on how to create movement directives (DD1348-1A) for the shipment of Engineering Investigation (EI) exhibits.

(4) QDR Module. This module gives guidance on how to prepare a Quality Deficiency Report (QDR) (Doc ID BQD), as well as details regarding the installation and the type of failure.

(5) Aircraft Engine Module. This module provides for processing, movement, and tracking visibility of aircraft engines. This is not a TIRing module.

(6) RFI Stock Offload Module. The RFI Stock Offload Module provides In-Transit Visibility (ITV) and accountability for offloads. This module TIRs and tracks "A" condition assets to the Designated Storage Point (DSP) via ATAC. TARP verifies asset condition and document accuracy so that the DSP will not open and subsequently bill the services.

(7) RFI Turn In Module. Used for creating a Movement Directive for the turn-in of "A" condition code assets by End Use activities. Most commonly used for duplicate issues.

(8) Non-Standard Processing Module. The Non-Standard Processing (NSP) module is primarily to create movement directives (DD1348-1A) for moving materiel from point-to-point. A Document Identifier (Doc ID) BMD, A55, A5A, A5E, A51 documents are generated.

NOTE: This process does not generate a Transaction Item Report (TIR). Do not use this module for turn-in of Excess Stock or for end-use Direct Turnovers (DTO).

(9) Advanced RFI Request for the Customer Module. Utilized when the repair of an AVDLR component requires expedited processing and an intermediate level repair authorized.

(10) Advanced RFI Request Module. This module explains when a customer requires that an RFI component be obtained immediately to satisfy a Not Mission Capable Supply (NMCS) or Partial Not Mission Capable Supply (PMCS) requirement prior to deployment, or it is urgently needed, and the component is classified as Remain-in-Place (RIP) eligible. To fill this requirement, the Advanced RFI Request process is used.

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

(a) Customer Sub-Module. Designed to provide ITV/Accountability for those sites that send NRFI assets to other Navy repair sites for repair and return.

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

6. NITA Procedures

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

(1) Pending Carcass Charges. Carcass records will appear on the Pending Carcass Charges Query when an exchange transaction (AO_ or X31/D7_) posts. Requisitioned DLRs that have an exchange Advice Code, the Net price is obligated and the ICP will track the carcass to ensure that it is returned to the system for repair. Users can view and work these records from the first day the exchange transaction posts. To resolve carcass charges, use the "Comments" function within NITA to communicate with NAVSUP WSS/TYCOM.

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

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

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

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

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

b. SIT. WCB is responsible for working open SIT. The following situations create open SIT records:

(1) Materiel issued (D7_) to receiving activity with no receipt (D6_) processed.

(2) Quantity received differs from quantity shipped.

(3) Duplicate shipments with one receipt processed.

(4) Receiving activity has not TIR'd receipt of offloaded materiel.

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

(6) MALSP Transfers

SIT is closed only when:

(1) The SIT issue (D7_) is reversed.
-or-
(2) A SIT receipt (D6_) is posted
-and-
The document number matches
-and-
Issue quantity = Receipt quantity
-and-
(2 out of 3 rule)
Issue and Receipt NIIN are identical
Issue and Receipt Condition Code are identical (automatic at R-Supply sites)
Issue and Receipt receiver plant identical (automatic at R-Supply sites)

c. Generally, SIT records will resolve themselves through regular business. Users will review open SIT records that qualify as overaged according to references (k) and (m) utilizing the SIT Reports/Workload module within NITA. Communication with NAVSUP WSS to resolve problematic SIT records is conducted via "Comments" function within NITA.

NOTE: SIT Reports may be maintained as either electronic or hard copy files as long as the overaged records are annotated appropriately. There are several useful presentations within the NAVSUP WSS Extranet at the following website:

https://my.navsup.navy.mil/webcenter/portal/navsupwss_extranet/pages_defectivematerielsummaries

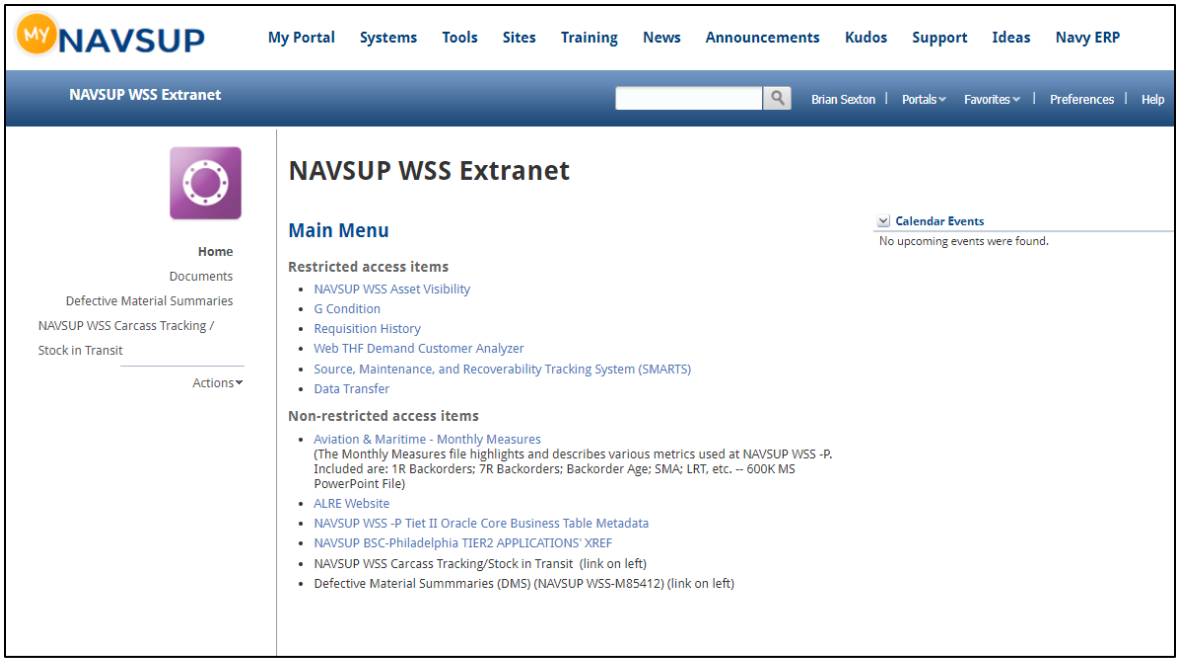


Figure S-9.--NAVSUP WSS Extranet.

7. Pre-REPSHIP and REPSHIP Procedures. A Report of Shipment (REPSHIP) is required for all classified shipments. When manifesting CIIC classified items, a Pre-REPSHIP is required to be sent to the POC(s) for the item. Users will enter POC(s) email addresses to notify them of the CIIC status of the item. The manifest status will change to Pending REPSHIP and cannot be shipped until the status returns to Ready to Ship.

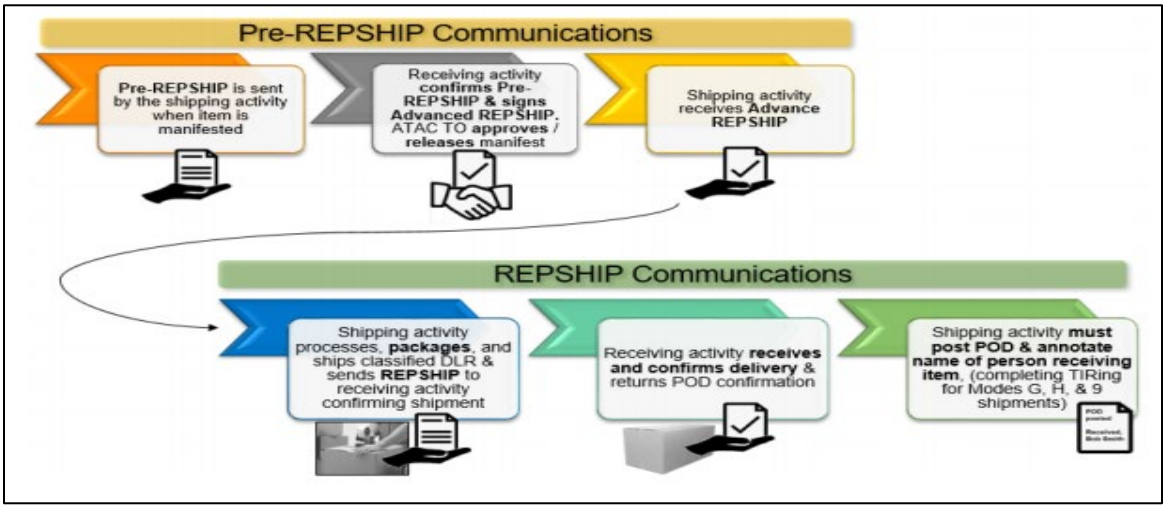


Figure S-10.--Pre-REPSHIP Communications.

a. Enter the email address of the person to whom you want to receive an emailed copy of the Pre-REPSHIP and REPSHIP, then click the Add Email button. The email address appears in the Email column.

NOTE: Repeat to add additional email addresses, as needed.

b. Click to place a checkmark next to each POC to whom the Pre-REPSHIP message should be sent to.

NOTE: At least one email address must be selected in order to process the Pre-REPSHIP.

OPTIONAL: To delete a name from the list, click the checkbox next to the email contact you want deleted, then select the Trash Can icon.

c. Click the OK button to finish manifesting and send the pre-REPSHIP email.

NOTE: Use the Cancel button to cancel the process.

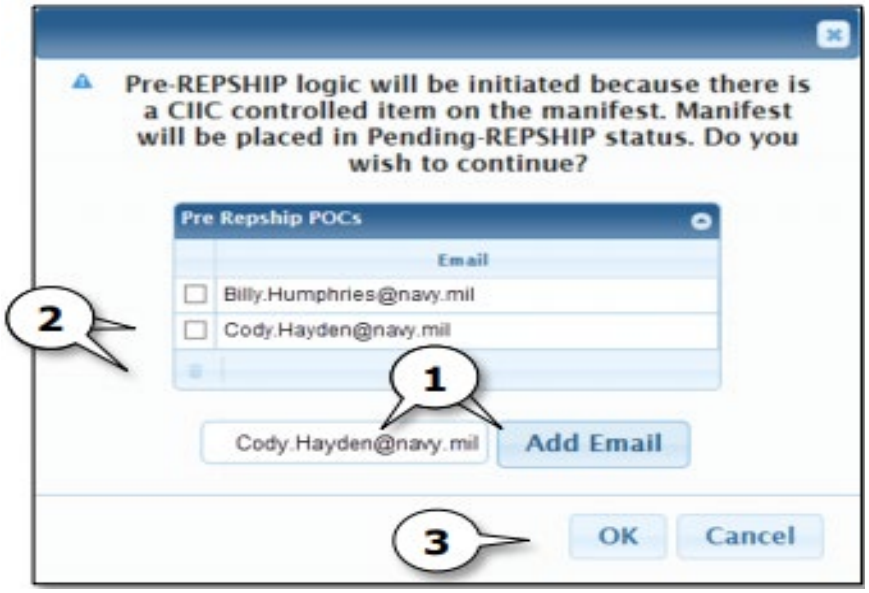


Figure S-11.--Pre-REPSHIP Dialog Box.

From: Billy.Humphries@navy.mil
Sent: Wednesday, August 12, 2020 9:01 PM
To: Cody.Hayden@navy.mil; ATACCustomerService@navy.mil

Subject: EXTERNAL: - eRMS (PRE-)Shipment Notification - 8/12/2020 10:15:25 AM

PRE REPSHIP

PLEASE BE ADVISED THAT YOUR SHIPMENT WILL NOT LEAVE OUR FACILITY UNTIL THIS FORM IS SIGNED AND RETURNED TO US

ATAC TRANSPORTATION OFFICE
DODAAC: N4338A
TO/TA PHONE: 877-846-8728
TO/TA FAX: 619-767-7814
TO/TA EMAIL: ATACCustomerService@navy.mil

IN ACCORDANCE WITH THE DEFENSE TRANSPORTATION REGULATION PART II CHAPTER 205 PARAGRAPH A2a, ARE YOU WILLING TO RECEIVE CIIC RESTRICTED MATERIAL FROM THE FOLLOWING COMMAND?

SHIPPING CUSTOMER
COMMAND/POC NAME: ATAC Customer Service
COMMAND/POC EMAIL: ATACCustomerService@navy.mil

TCN: N4338A02250001RXX

Document Number	CIIC	NIIN
N4338A0225SE03	S	016433222
N4338A0225SE04	C	011506549

Estimated Weight 140lbs.

I HAVE THE ABILITY TO RECEIVE AND AM WILLING TO RECEIVE THE SHIPMENT. MY POC INFORMATION IS:

RECIPIENT: SV3100
COMMAND/POC NAME(PRINT):
POC PHONE:
POC EMAIL:
SIGNATURE (IF SENDING VIA EMAIL, DIGITALLY SIGN E-MAIL MESSAGE):
DATE/TIME:

PLEASE INDICATE YOUR THREATCON LEVEL: A B C D

NOTE: MATERIAL WILL NOT BE SENT WITHOUT CONFIRMATION

Figure S-12.--Pre-REPSHIP Email Example.

From: ATACCustomerService@navy.mil <ATACCustomerService@navy.mil>
Sent: Thursday, August 13, 2020 1:45 PM
To: Billy.Humphries@navy.mil

Subject: eRMS (PRE-)Shipment Release Notification - 8/13/2020 9:39:05 AM

Please be advised that your shipment has been released by ATAC and is available for further processing.

SHIPMENT INFORMATION
Manifest Number: N4338A02250001RXX

Document Number	CIIC	NIIN
N4338A0225SE03	S	016433222
N4338A0225SE04	C	011506549

If the carrier does not pick up daily from your location, please call the carrier to schedule this pick up at your site.

Ensure the asset is packaged in accordance with the DTR Chapter 205 and attached only the carrier shipping label.

Attach Military Shipping labels for this shipment to the outside of the container.

Please place 3 copies of the DD1348-1A and 1 copy of the label inside the container.

"DO NOT" place any copies of the DD1348-1A on the outside of the container or mark the outside of the container with the asset identification such as 'Classified'

"DO NOT" disclose to the Carrier/Driver the nature or sensitivity of the shipment.

Shipments must move Monday through Thursday ONLY, if not, the asset must be held in a secured location at your activity.

The DD1907 is NOT required for specific carriers with small packages that are 150 LBs and below shipments. These carriers are exempt from the DD1907 process.

After the carrier has taken physical custody of the item, immediately advise ATACCustomerservice@navy.mil and the ATAC shipment coordinator as applicable and include ALCON.

Figure S-13.--Shipment Release Notification Email from ATAC Example.

From: Billy.Humphries@navy.mil
Sent: Thursday, August 13, 2020 1:45 PM
To: ATACCustomerService@navy.mil; Billy.Humphries@navy.mil; Cody.Hayden@navy.mil
Cc: Billy.Humphries@navy.mil

Subject: eRMS Shipment Notification - 8/13/2020 12:39:44 PM

Report of Shipment

DODAAC: N4338A
ATAC TRANSPORTATION OFFICE
TO/TA PHONE: 877-846-8728
TO/TA FAX: 619-767-7814
TO/TA EMAIL: ATACCustomerService@navy.mil

In accordance with the defense transportation regulation Part II Chapter 205 Paragraph L, the following item has been shipped:

Date/Time: 8/13/2020 2:15:00 PM UTC

Document Number	CIIC	NIIN
N4338A0225SE03	S	016433222
N4338A0225SE04	C	011506549

Total Shipment Weight: 140.00LB(S)
Carrier: FEDEX 8004633339
Commercial Bill of Lading/Tracking Number: N4338A02250001RXX/00077779999

Return verification of this REPSHIP required. Failure to report Material Received within 24 hours of RDD will result in a filing of a TOR and filing of a Security Discrepancy Report by N46433.

Figure S-14.--REPSHIP Email Example.

8. Classified Shipments

a. All manifests (including classified) which are not scheduled for shipment are displayed in Due Out > Manifested.

Figure S-15.--Due Out Manifest.

Step 1: Click Due Out > Manifested.

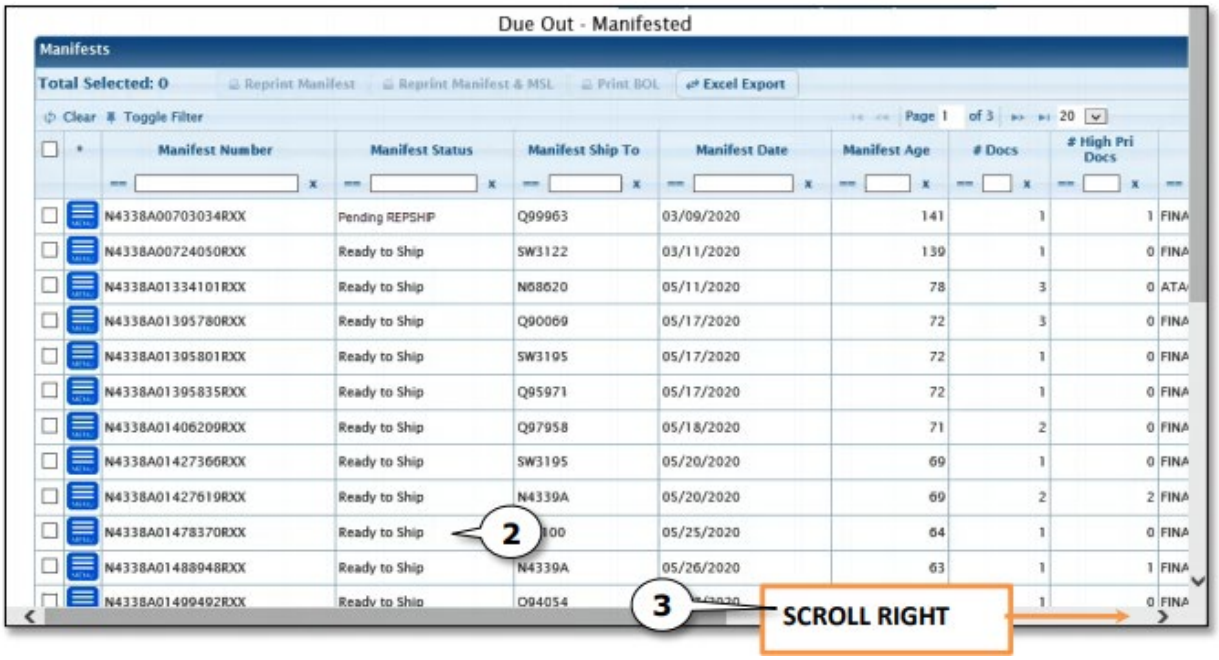


Figure S-16.--Due Out Manifest, Continued.

Step 2: In order to ship a classified manifest, it must have a "Ready to Ship" or "Released for Shipment" status. If there is any pending status being displayed, it cannot be shipped. Classified shipments will display "Pending REPSHIP" until the ATAC TO receives an acknowledgement from the destination activity, indicating they can receive the materiel being shipped.

Step 3: Scroll right to see additional columns.

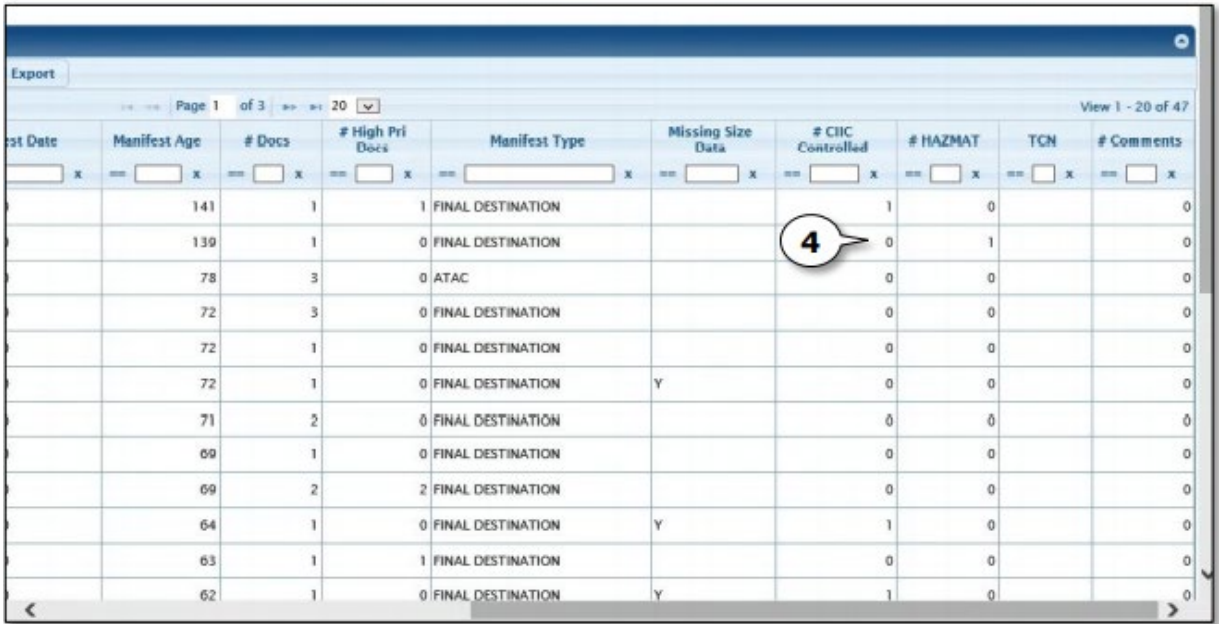


Figure S-16.--Due Out Manifest, Continued.

Step 4: Classified shipments may be identified by examining the quantity in the # CIIC Controlled column of the grid.

b. The only authorized methods of shipping are military (AMC) and via United States Postal Service (USPS). USPS is considered a commercial shipper so you would select Commercial as the Type of Carrier and then USPS from the Carrier (SCAC) drop-down menu. All classified USPS shipments must be registered and the tracking number entered in the tracking number field. For CONUS to CONUS shipments, FEDEX, UPS, and Defense Courier Service are authorized for overnight service. The only caveat is that the package cannot be scheduled to arrive on a weekend, as the destination may not be able to sign for the shipment.

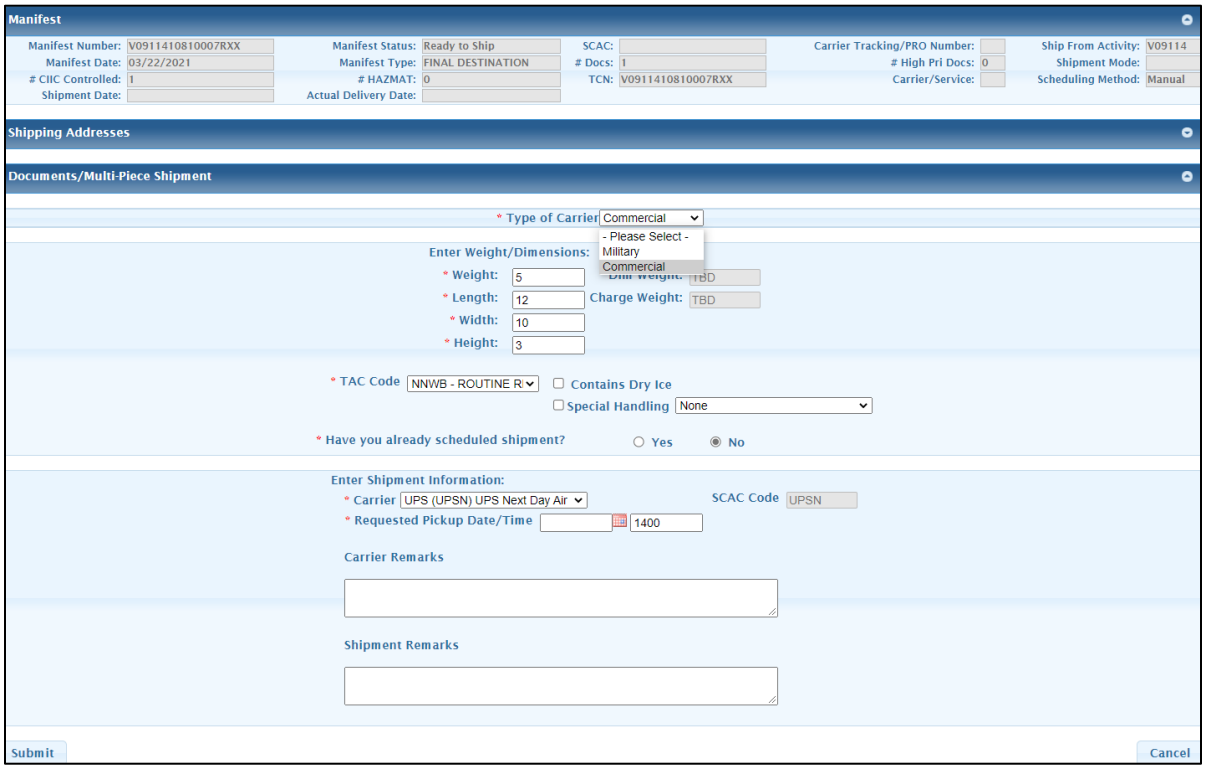


Figure S-17.--Schedule Shipment Example.

APPENDIX T

GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC)

1. General. The processing of open purchase/contract transactions involves the following steps:

a. Use of the GCPC.

b. Materiel or service determination.

c. Requisition Preparation.

d. Forwarding for approval/disapproval.

e. Input the requirement into R-Supply.

f. Adjusting obligations for open purchase/contract.

g. Process the receipt into R-Supply.

2. Procedures

a. Use of the GCPC. The GCPC is used to procure items that are not available through the normal supply system and are unable to be manufactured through a government contract. This method of procurement assists the Aviation Supply Department in providing support to the squadrons and work centers to ensure the mission is accomplished.

(1) Control and accountability of the GCPC. The AO will have control and accountability of GCPC cards within the guidelines and instructions governing its use from NAVSUP, the respective Regional Contracting Office (RCO) and other directives and instructions as provided.

(a) Approving Official (AO). AOs are nominated by their units and appointed in writing by the Agency Program Coordinator (APC) following their completion of the appropriate AO training. The AOs should be specified and approved by the Commanding Officer or AvnSupO and will be the AO for all cardholders within the applicable MALS and subordinate units.

(b) Cardholder (CH). The CH uses the GCPC to acquire authorized materiel or services per the limit outlined within their letter of delegation. When making a purchase, the CH must comply with statutory, contractual, administrative, and respective RCO requirements.

NOTE: At no time will an AO be a CH.

(c) Card Security. The GCPC will not be used for personal purchases. It is the CH's responsibility to safeguard the credit card and account number at all times while in their possession. The CH must not allow anyone to use their card or account number. Intentional misuse of the GCPC for other than official government business or goods will be considered fraud against the U.S. Government. This will result in immediate cancellation of an individual's purchase card and subject the CH and AO to financial and criminal liability. Cards that are held in the cognizance area of the AO, will be secured at all times and a log will be used to record the issue and

return of the card from CHs when not in use. The AO will be notified immediately if the GCPC is lost or stolen.

(2) Monthly Reconciliation. Throughout the month, the CH will validate that all the required documentation is filed in the respective transaction file as updates are received. If receipt documentation is not available, the CH must conduct proper research to identify the chain of custody and locate materiel.

(a) Documents with an invoice charge greater than the obligated amount will require an immediate obligation adjustment to cover the total cost. Failure to do so will cause the GCPC to become delinquent, thus causing suspension of card using privileges as defined by the APC. Under no circumstances will a purchase be made without having all required documents approved.

(b) The AO will review and validate the following:

1. The purchase is appropriate.

2. The document number assigned to each purchase.

3. The invoice is accurate.

4. All required documentation is in the appropriate transaction file, the CH Call Log, and the U.S. Bank statement.

(c) Within five working days of receipt of each statement, the AO will reconcile and certify the CH's statement via the U.S. Bank website (https://www.access.usbank.com/cpsApp1/AxolPreAuthServlet/logout.do?requestCmdId=logoutSuccess).

NOTE: At no time will the CH perform the certification process on behalf of the AO.

b. Materiel or service determination. The CH will make a determination whether a requirement is for materiel or a service. A materiel requirement is defined as something that is tangible and a service requirement is defined as routine maintenance/repair.

c. Requisition Preparation

(1) The requestor will submit a complete Non-Standard Procurement (NSP) package which will include: a Marine Corps Installations (MCI WEST/EAST) form, justification, Mandatory Sources of Supply (MSOS) screening, a quote(s), and any references/publications required. This package will be signed by the requestor on the authorized signature letter before submitting the paperwork to Customer Account Section (CAS). The CAS will then screen for completeness and forward the NSP package to Technical Research Section (TRS) for technical review (i.e., P/N to NSN validation). Once TRS has completed the technical review the NSP package will be returned to CAS for processing.

(a) The respective MCI form will be completed by the customer. This form will assist the customer in ensuring they have all the required information for Non-Standard Procurement. This form will be signed by an authorized requestor.

(b) The justification will answer the 5Ws (Who, What, When, Where, and Why). Ensure there is an explanation as to why the item is critical to the mission/operational requirements. If further justification is required, a Justification Letter (figure T-1) will be attached and signed by the same authorized requestor who signed the MCI form.

UNITED STATES MARINE CORPS
MARINE FIGHTER ATTACK SQUADRON XX
MARINE AIRCRAFT GROUP XX
XD MARINE AIRCRAFT WING
MCAS MARINE P.O. BOX 123456
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:
4400
ASO
DD Mon YY

From: Applicable Unit, Applicable Division
To: Marine Aviation Logistics Squadron XX, Operations Management Division

Subj: JUSTIFICATION FOR NON-STANDARD PROCUREMENT

Ref: (a) NAVMC 4400.177_, Appendix T

1. Per the reference, the Applicable Division is requesting Non-standard Procurement for (requested item/service). This item/service is required because (elaborate the impact that the item or service has on the mission/how having the item/service will affect mission readiness).

2. The point of contact for this matter is GySgt Marine, I.M. at XXX-XXXX

I. M. MARINE
By Direction

Figure T-1.--Justification Letter.

(c) The customer will screen all Mandatory Sources of Supply (MSOS) and provide a physical/electronic copy of the results. Ensure the search criteria (e.g., part number or nomenclature) is visible on all copies of MSOS.

(d) Quote(s) will be required if the materiel is not available through the Mandatory Sources of Supply. The customer will ensure that they confirm with the vendor, all requirements listed on the MCI form under the vendor screening section.

(e) The reference/publication is required as proof of the customer's requirement. If a reference does not exist, it must be outlined in the 'why' portion of the justification.

NOTE: All required documentation within the NSP package will be screened and validated by the CH for completeness and accuracy.

(2) Once the decision to procure the requested item is made, a determination of submitting via the local contracting office or using the GCPC will be made.

(a) If the requested item is over the established micro-purchase threshold, all required paperwork will be uploaded in PR Builder (www.prbuilder.usmc.mil). Once approved, the request will be routed to the local contracting office via the appropriate workflow.

(b) If the requested item is under the established micro-purchase threshold, the requirement will be purchased using the GCPC.

(3) Service requirements must be identified as a One-time Service or a Continuing Service:

(a) Continuing Services are services in which invoices will be forwarded for payment on a scheduled or regular basis, typically monthly. Examples of continuing services are copier repair, electric/gas vehicle preventive maintenance, and repair agreements.

1. Continuing Services Requests will cite a unit of issue of each (EA), quantity of C9999 and a COG of 99.

2. The unit price will equal the Extended Money Value (EMV).

(b) A One-time Service is where an invoice will be forwarded for payment at the completion of the service requested. One-time service requests will cite a Unit of Issue of EA, a Quantity of 00001 and a COG of 99.

d. Forwarding for approval/disapproval

(1) Once all information has been prepared, the minimum workflow requirements for approval/disapproval are:

(a) Requirements user (CH)

(b) Fiscal Clerk (FAS)

(c) Aviation Supply Officer (AvnSupO)

(d) Approver/Responsible Officer (AO)

(2) If disapproved, CAS will notify the requesting squadron/IMA work center that the request has been disapproved and the reason for disapproval.

(3) Once the request has been approved, the entire package will be filed in the Non-Standard Procurement Pending File.

(4) Upon receipt of the items requested, the Authorization Letter will be verified prior to allowing the customer to pick-up. If authorized, the customer will sign for and receive the materiel. The outstanding copy will be moved from the Open Purchase Pending File, attached to the receipt document and filed in the OMD CTF.

e. Input the document into R-Supply. Money Value Only (MVO) documents are utilized for payment of all GCPC transactions. An obligation of funds

will be recorded for each individual transaction. Individual documents will facilitate the reconciliation of outstanding/completed MVO records.

(1) Open purchase and contract requisitions will be input into R-Supply by the FAS clerk once the proper workflow is approved. Each MVO Document processed will be funded to cover the exact amount on the quote.

(a) To create an MVO document, select Log > Initiate Requisitions > select the applicable UIC, Department and Division > select the MVO Process Data Block. When the MVO Process Data Block is selected, select the NALCOMIS Option. Enter the assigned document number in the Document Number Field, then select the Ok Option to complete this process.

1. If the requested materiel possesses an NSN with an AAC: L, and has met all Open Purchase/Contract requirements for items with an NSN; enter the NSN in the MVO Description Block.

2. If there is no NSN for the Open Purchase/Contact requisition, site Open Purchase/Contract and a description of the materiel/service in the MVO Description Block.

(b) The Build Requisition Screen provides the capability to create the following types of MVO requisition: Materiel, SERVMART, One-time Service, and Continuing Service.

1. The Materiel Option is used when procuring materiels from vendors. Ensure the Qty block and UP block are filled in the Build Requisition screen; this will update the Total Cost for the request. The document will be completed once the materiel is received.

2. The SERVMART option is used when procuring materiel available at SERVMART (i.e., office supplies). In the Total Cost Data Block, site the total cost of the request. The document will be completed once the materiel is received.

3. The One-time Service is used when a single service request is submitted by the customer. This will be billed at the completion of the service. In the Total Cost Data Block, site the total cost of the request. The document will be completed once the service is completed.

4. The Continuing Service is used when a service request is submitted by the customer for repeated services. This will be billed at the completion of each scheduled service. In the Total Cost Data Block, site the total cost of the request. The document will be completed once the last scheduled service is completed.

f. Obligation adjustments for open purchase/contract. On occasion, the money value obligated will not cover the total invoice for an open purchase or contract. When this occurs, the additional cost must be obligated. In those instances where an over obligation has been processed, an adjustment transaction will be processed in the Financial Reconciliation Option to recoup the over obligation prior to posting the receipt. All pertinent information will be provided to Financial Accounting Section (FAS) for the input of a DI X78.

(1) The Obligation Adjustment Option allows the user to make financial adjustments to requisitions. Use this function to increase (debit) or decrease (credit) the obligation of funds.

(2) To access the Reconciliation option in R-Supply, select Financial (Fin) > select Reconciliation > select Obligation Adjustment on the dropdown menu > enter the Document Number (Doc Nbr) data block > Select Ok.

(a) Once in the Obligation Adjustment screen, enter the value of the adjustment in the Difference data block > select the debit (+) or credit (-) option > select apply to finalize this process.

NOTE: A debit adjustment will increase the EMV and a credit adjustment will decrease the EMV.

g. Input the receipt into R-Supply. CHs are responsible for verifying receipt of all transactions. The CH must certify the quantity and quality of all items received are in accordance to the agreement with the vendor. The Call Log and respective MCI form must be documented to indicate proper receipt and acceptance has been accomplished.

(1) Before processing a receipt, attention must be given to whether or not the entire shipment has been received for materiel requirements or if this is the final invoice billed for a service. Open purchase and contract transactions will be completed using the Receipt Processing option. The transaction will post as DI X73 to the MVO document.

(a) To access the Receipt Option in R-Supply, select the Logistics (Log) > Receipts > Receipt Processing > enter the document number.

(b) Review the invoice and enter quantity and unit price > select apply.

(2) Once the open purchase is completed, the signed receipt will be filed with the complete GCPC purchase request. The completed GCPC purchase request will be filed in the respective CH Completed Purchase file and maintained for 10 years per reference (t).

APPENDIX U

AIR CARD®/WIDE AREA WORKFLOW PROCEDURES

SECTION I: AIR CARD®

1. General. The Naval Supply Systems (NAVSUP) Command Consolidated Card Program Management Division (CCPMD) is the Department of Navy (DON) Consolidated Program Manager (CPM) for the Aircraft INTO-Plane Reimbursable (AIR) Card® program. They are responsible for providing oversight and management for all DON activities. The AIR Card® is the only credit card authorized to purchase aviation fuel, fuel related supplies and ground services for DON owned aircraft from Defense Energy Support Center (DLA) Into-Plane contract sites and non-contract locations. AIR Cards® will never be used for lodging, meals or any other unauthorized charges as outlined in the guidance provided by NAVSUP CCPMD.

2. Types of AIR Cards®

a. BuNo Assigned AIR Cards®. An AIR Card® is issued to each aircraft BuNo, which allows the aircraft to refuel using the card. These cards are not to be shared between aircrafts. In the event the aircraft is transferred to another squadron, the AIR Card® must accompany the aircraft and FAS will request the transfer of the AIR Card® to its new location utilizing the steps outlined in this appendix.

b. Any Aircraft (ANY ACFT) Cards. Each squadron may have up to three any aircraft (ANY ACFT) AIR Cards® that are only to be issued in emergencies. These cards allow any aircraft to refuel regardless of the BuNo. When these cards are used, EEBP fuel charges are not aircraft type model series specific and display as "9999" which result in spending additional man-hours associating fuel charges to the correct type model series. These cards are to remain with FAS unless they are issued to the RO for a temporary period.

3. Procedures

a. AIR Cards® are mandatory at all DLA Into-Plane contract locations and other merchants listed on the “FBO locator” on the website https://aircardsys.com/cgi-bin/fbo_locate to procure aviation fuel, ground services, and other authorized charges.

b. Kropp Holdings Inc. (KHI) Website. All AIR Cards® are managed through the KHI website. To establish an AIR Card® account, an email must be sent to DON CCPMD along with a completed Accountable Official Nomination Form and a DD FORM 577, which is located online at https://www.navsup.navy.mil/ccpmd on the AIR Card® Policies Page. FAS will complete the requirements for gaining access as the Agency Program Coordinator (APC) of their respective squadron’s. This allows FAS to request replacements of old AIR Cards®, conduct transfers, and receive new cards for aircrafts that have never had one issued before.

c. Accountability. Monthly, FAS will conduct an AIR Card® inventory with the squadron's RO. FAS will print all "Active" cards from the KHI website and print the squadron's current AMSRR. Within five days, FAS will physically verify all cards are accounted for and ensure they match between the AMSRR and KHI data. Any discrepancy discovered during the inventory shall be immediately corrected. The squadron's RO and FAS Marine who

conducted the inventory will print, sign and date the inventory. The OMD OIC/SNCOIC will ensure FAS has taken appropriate action on any discrepancy prior to filing the completed inventory in the squadron's flight packet file. Provided are some examples of discrepancies and their resolutions that you may encounter during inventory:

(a) Example 1: During inventory, the squadron's AMSRR has aircraft 130200, but this BuNo is not listed on KHI. You physically check all AIR Cards® and there is one for 130200. The RO informs you it was a transfer from an outside MAG and provides a transfer letter. You annotate on the KHI inventory the date the squadron received the aircraft. To correct the discrepancy, you must contact the previous FAS and have them request to transfer the aircraft to your squadron's KHI account number.

(b) Example 2: During inventory, BuNo 123456 is listed as an active card on KHI, however, you cannot find the AIR Card® at the squadron and it is not on the AMSRR. The RO provides the transfer letter and says BuNo 123456 was transferred to the squadron in the next hanger. You annotate on the KHI inventory that BuNo 123456 was transfer on (date) to (new squadron). You login to that squadron's KHI account and submit a transfer for BuNo 123456 to its new squadron.

d. Replacing AIR Cards®. If an AIR Card® is ever lost, stolen, destroyed, etc., the RO shall immediately notify FAS. FAS will request a cancellation of that AIR Card® in KHI. Once the RO provides FAS a completed DD Form 200 (survey) from the squadron's Commanding Officer, a card can be reordered.

(1) Example 3: During inventory, the RO informs you that the AIR Card® for BuNo 987654 was lost the night. You annotate the KHI inventory so you can cancel the card in KHI. Per your local internal operating procedures, you issue an ANY ACFT to the RO for 30 days while a survey is being routed for approval to the squadron's Commanding Officer. You annotate the ANYACFT is used for that specific BuNo so when fuel charges (9999) are validated between EEBP and the receipt, you know which aircraft the charges are for. Once FAS has the completed survey, a new replacement AIR Card® is ordered via KHI. When the new card is delivered to the RO, FAS conducts a new inventory for chain of custody purposes and retrieves ANYACFT card from the RO.

(2) Delays in any of these steps may result in delayed fuel charges or erroneous fuel charges between squadrons and could lead to BOR variance discrepancies.

4. Policies and Regulations. The following instructions outline the policies and procedures for operation and management of the AIR Card® Program.

a. References (av)-(bf)

b. Reference (k), volume I, chapter 3, part C, section V.

5. Program Hierarchy. The structure for the Navy AIR Card® Program is:

a. Hierarchy Level 1: Government Fuel Card PMO: DLA Energy.

b. Hierarchy level 2: Component Program Manager (DoN CCPMD): DoN Consolidated Card Program Management Division (CCPMD).

c. Hierarchy Level 3: Major Commands: HQMC, DC I&L.

d. Hierarchy Level 4: Regions and Wings: MAW.

e. Hierarchy Level 5: Accountable Officials and Card Holders: MALS.

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

a. Commanding Officer. Each Squadron Commanding Officer (excluding the MALS) is responsible for assigning in writing (appointing) a representative as the command's Agency Program Coordinator (APC) who will provide support and oversight to all participants (pilots and or crew members) within their command. Once signed, this letter is retained at the unit and a copy given to the supporting MALS.

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

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

d. Certifying Officer. The FAS personnel will be assigned as the Certifying Officer. For the DON AIR Card® Program, there are two areas where certification is required.

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

(2) Non-fuel purchases are certified by the Certifying Officer or ACO located at the MALS. The appointee must complete a DD Form 577, Appointment/Termination Record – Authorized Signature (only required if the AO and Certifying Officer are different individuals). The appointment letter shall specifically identify the types of payments to be certified. The activity's Certifying Officer is responsible for the validation, certification and payment of all non-fuel purchases made with the AIR Card® within their purview. They are pecuniary liable for erroneous payments

resulting from their negligent actions. To ensure the proper separation of functions, the Certifying Officer cannot perform the duties or assignments of an APC. Any change in Certifying Officer assignment must be accompanied with a new AO Nomination Form and DD577 to AIR_card@navy.mil.

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

7. Authorized AIR Card® purchases. Authorized AIR Card® fuel and authorized non-fuel purchases include:

a. Aviation Fuel

b. Flowage Fees

c. Fuel Additives

d. Taxes

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

(2) State Excise Tax. Many states also provide a State Excise Tax (SET) exemption for federal Government purchase of aviation or jet fuel. State information concerning SET exemptions may be viewed online at https://my.navsup.navy.mil/webcenter/portal/ioc/pages_policy.

e. An authorized list of ground and ramp services can be found at https://my.navsup.navy.mil/webcenter/portal/ioc/pages_policy and can include:

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

(2) Aviation Landing Fees.

(3) Aviator Breathing Oxygen.

(4) Callout Fees.

(5) De-Icing Service.

(6) Defuel and Refuel Service Fees.

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

(8) Hydraulic Fluids.

(9) Lubricants and Oils.

(10) Overtime Charges.

(11) Parking Fees.

(12) Ramp Fees.

(13) Rapid/Hot Refueling Fees.

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

(15) Slot Time Fees.

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

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

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

8. Unauthorized AIR Card® purchases. Unauthorized charges are as follows:

a. Transactions conducted outside official DON business.

b. Transactions for unauthorized fuel products and ground services.

c. Transactions for fuel quantities exceeding the aircraft's capacity.

d. Transactions for meals, food, beverages, tobacco and alcohol.

e. Taxi or shuttle service.

f. Transactions other than those authorized.

9. Priority of Resources

a. The AIR Card® User is responsible to be aware of authorized vendors in their area of operations prior to commencement of flight. A list of DLA Into-Plane contract locations and accepting non-contract airports worldwide is available at https://aircardsys.com. The following is the order of priority for refueling.

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

b. If the aircraft is outside of 48 hours of the schedule/unscheduled mission, the AIR Card® User is responsible to be aware of authorized vendors in their area of operations prior to commencement of flight, utilizing the below steps in the following order:

(1) The AIR Card® FBO locator (Worldwide Merchant Directory) must be checked at https://aircardsys.com, which will provide both fuel and service locations that accept the AIR Card® for payment. The website will show both DLA Into-Plane Vendors as well as Multi Service Merchant Agreements

(2) If the location has no DLA Contract in place, the pilot/aircrew must contact their APC.

(3) The APC will contact Kropp Holdings Inc. (KHI) and verify there is no DLA Contract or Multi Service Agreement in place.

(4) Once verified there is no DLA contract or Multi Service agreement in place, the APC will fill out the Online Pre-Arrangement Fuel Form https://aircardsys.com/cgi-bin/fbo_locate.

(5) KHI will establish an agreement with the vendor in order to make a direct payment. DLA will make the payment to KHI and bill the DoDAAC attached to the AIR Card®.

c. If the aircraft is inside of 48 hours of the schedule/unscheduled mission, the pilot/aircrew is authorized to use the following:

(1) The pilot/aircrew must contact KHI by phone at 866-308-3811 or 913-217-9303 to make arrangements. KHI will establish an agreement with the vendor in order to make a direct payment. DLA will make the payment to KHI and bill the DoDAAC attached to the AIR Card®.

(2) U.S. Government Purchase Order - Invoice - Voucher Standard Form 44 (SF44); refer to reference (k) for the purchase thresholds. The pilot/aircrew will notify the OMD OIC/SNCOIC prior to utilization of a SF44.

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

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

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

11. Responsibilities of the FAS. Weekly, FAS clerks will obtain receipts from the squadron. All receipts will be reviewed by the FAS 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 uploaded into ASKIT as outlined in paragraph 3231.4a 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. If there is a discrepancy between the receipt document and the downloaded transaction, it must be resolved via the DLA Energy Helpdesk or the DL challenge process.

b. FAS will establish a non-fuel requisition document in ASKIT for each AIR Card® Invoice (non-fuel charges). The document will have a specific document series (established on the DDSN Assignment Letter). Upon receipt of a non-fuel transaction, the clerk will file the document in the PDEF until receipt of a KHI Invoice. The KHI Invoice will only contain non-fuel charges for the current billing cycle. The FAS clerk will validate the invoice charges with the original transaction(s) on the receipt to ensure all charges are authorized. If receipt is not obtained from the squadron, the FAS clerk will contact KHI or utilize the KHI website for digital copy of receipt.

c. After the validation of the charges, the FAS clerk will certify the invoice in WAWF and submit to the LPO (OMD OIC/SNCOIC)for payment. Once the invoice is certified by the LPO, it will be filed in the AIR Card® Certification File.

NOTE: In cases where there is a difference between the AIR Card® Invoice and the receipt or if the bill contains unauthorized charges, the ACO will immediately notify the CPM that there is a discrepancy.

12. Disputing AIR Card® Charges

a. This paragraph delineates the AIR Card® Dispute Procedures. In addition to contacting KHI, 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, DLA (in coordination with the ACO) reviews the transaction details and verifies duplicate billing occurred. DLA and the ACO 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/Services at contract/non-contract locations. The losing and gaining aircraft units coordinate between themselves. The transfer of funds will be accomplished 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.

(3) Erroneous billing other than duplicate billing or aircraft transfers. There are instances where an invoice cites an incorrect card number, quantity, unit or related data. When this occurs, contact the DESC Help Desk. The vendor/merchant will be contacted to determine errors and issue corrected invoice with revised applicable billing.

(4) Tax Issues. DLA cannot file for recovery of taxes from the Internal Revenue Service (IRS).

13. Lost or stolen AIR Cards®

a. In the event an AIR Card® is lost or suspected of being stolen, it is the responsibility of the pilot/aircrew to immediately notify the squadron APC. The squadron APC will then immediately notify the ACO of the situation. Upon notification, the ACO will contact the AIR Card® Program Manager (CPM) and provide the following information:

(1) Home station DoDAAC.

(2) Aircraft tail number/BuNo number.

(3) Unit/Wing/Squadron Name.

(4) AIR Card® account number(s).

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

b. Additionally, the card user who had custody of the AIR Card® when it was lost or stolen will be required to prepare a DD Form 200. Any SF-44 lost or stolen will also require a DD Form 200. The DD Form 200 will be submitted through the chain of command to the ACO. The DD Form 200 will be filed and maintained per FIAR requirement. The DD Form 200 will be completed IAW appendix Z.

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

a. Any AIR Card® transaction by an unauthorized user.

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

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

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

e. AIR Card® transactions for unauthorized fuel products and ground services.

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

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

h. Any AIR Card® transaction not performed as official DOD business.

15. Responsibilities of the ACO. The appointment of ACO will be limited to FAS personnel. The following is a list of the ACO's responsibilities.

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

b. After the invoice has been certified for payment, the AIR Card® Invoice, WAWF Payment Certification and receipt document(s) will be maintained for 10 years per reference (t).

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

d. Maintain communication throughout the chain including with the CPM as required.

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

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

g. Ensure all receipts are matched to each invoice.

h. Advise CPM of aircraft transfers (except Any Aircraft specified cards) to ensure gaining DoDAAC billing information is updated.

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

j. Ensure accurate and prompt financial payments/reporting.

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

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

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

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

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

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

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

r. ACOs must obtain access to applicable electronic systems provided by DLA Energy in order to load obligations into the financial accounting system. The Enterprise External Business Portal (EEBP) provides visibility of all fuel transactions.

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://my.navsup.navy.mil/webcenter/portal/ioc/pages_policy.

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

a. HL3 and HL4 APCs (MAW HL4)

(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://my.navsup.navy.mil/webcenter/portal/ioc/pages_policy).

(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 CPM as required.

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

(7) Attend the DON APC Conference held annually.

(8) Completion of annual program review.

b. HL5 APCs (MALS)

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

(2) Develop Local Internal Operating Procedures (IOPs) specific to command mission. Sample Local IOP is available online at https://my.navsup.navy.mil/webcenter/portal/ioc/pages_policy, 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://my.navsup.navy.mil/webcenter/portal/ioc/pages_policy 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 (k).

(9) Ensure accountability for each card assigned to the command.

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

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

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

(13) Ensure new and replacement AIR Cards® are ordered in a timely manner.

(14) Establish an individual file for each program participant. The file shall be retained per reference (av):

(a) Appointment documentation. (SOU and Ethics training)

(b) Initial and all refresher training documentation.

APPENDIX U

AIR CARD®/WIDE AREA WORKFLOW PROCEDURES

SECTION II: WIDE AREA WORKFLOW (WAWF) PROCESSING PROCEDURES

1. General. Non-Fuel AIR Card® Invoices are processed through WAWF as a Miscellaneous Pay Voucher (Misc Pay) by the AIR Card® Managers. Once the Misc Pay Voucher is submitted through WAWF, the FAS clerk's primary function is the role of Government Acceptor and the OMD OIC/SNCOIC primary function is the role of Government Local Processing Office (LPO). Within WAWF, the FAS clerk will accept the Non-fuel AIR Card® Invoices prior to forwarding to LPO. Within WAWF the LPO will certify non-fuel AIR Card® Invoices prior to forwarding to DFAS.

2. All FAS personnel are required to obtain a user ID and password to gain access to WAWF. To obtain access to this site, a DD Form 2875 and a DD FORM 577 is required, this will be submitted to the Group Administrator (GAM).

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

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

(2) The screen displayed is the Login/Registration Screen where the FAS clerk will click on Registration under New User.

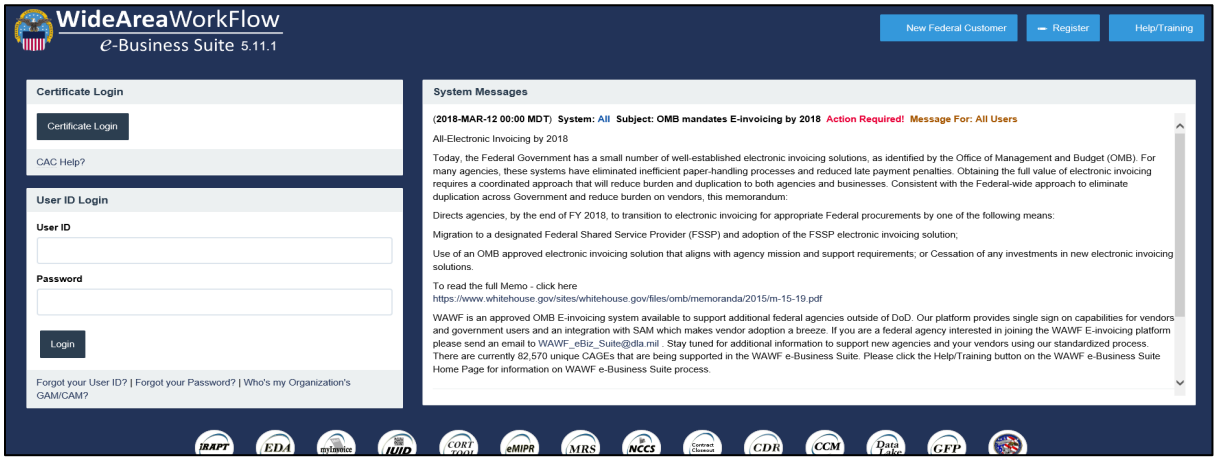


Figure U-1.--WAWF Registration Process.

(3) The next screen displayed will allow the User to select a User Type. Ensure the user selects the Government DOD Role.

Figure U-1.--WAWF Registration Process, Continued.

(4) The next screen displayed will allow the User to select a User ID/Password or Common Access Card (CAC).

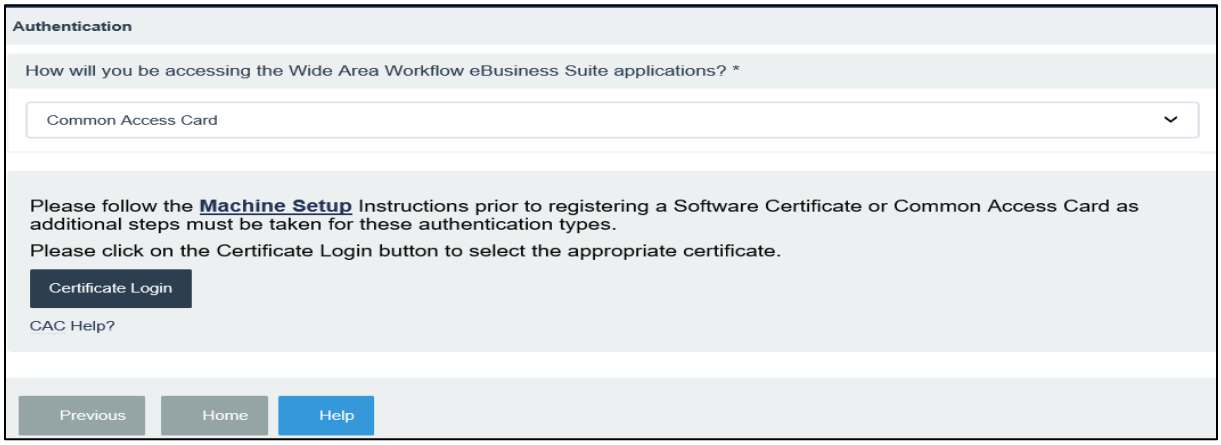


Figure U-1.--WAWF Registration Process, Continued.

(5) In order to build your WAWF profile, enter all required information on the below two screens.

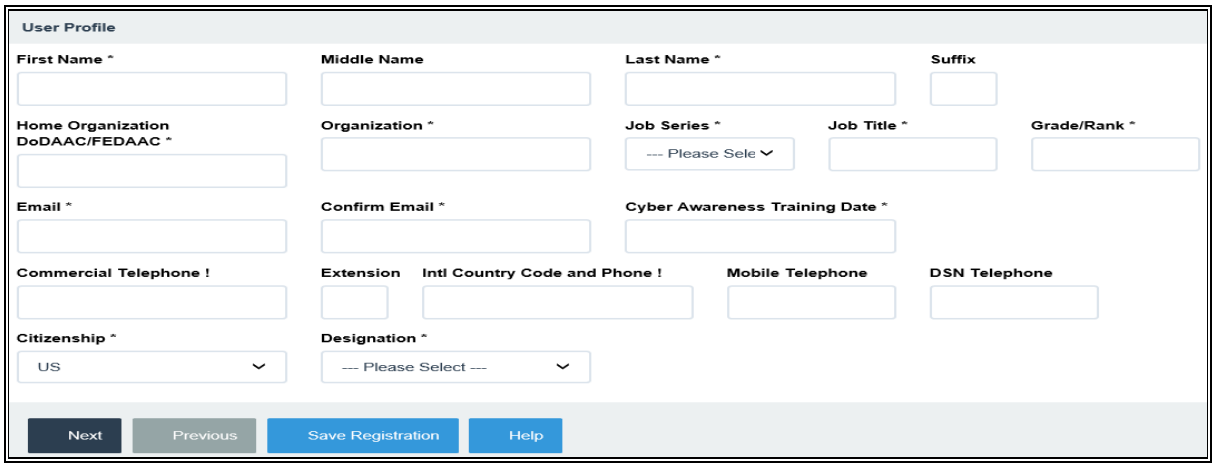


Figure U-1.--WAWF Registration Process, Continued.

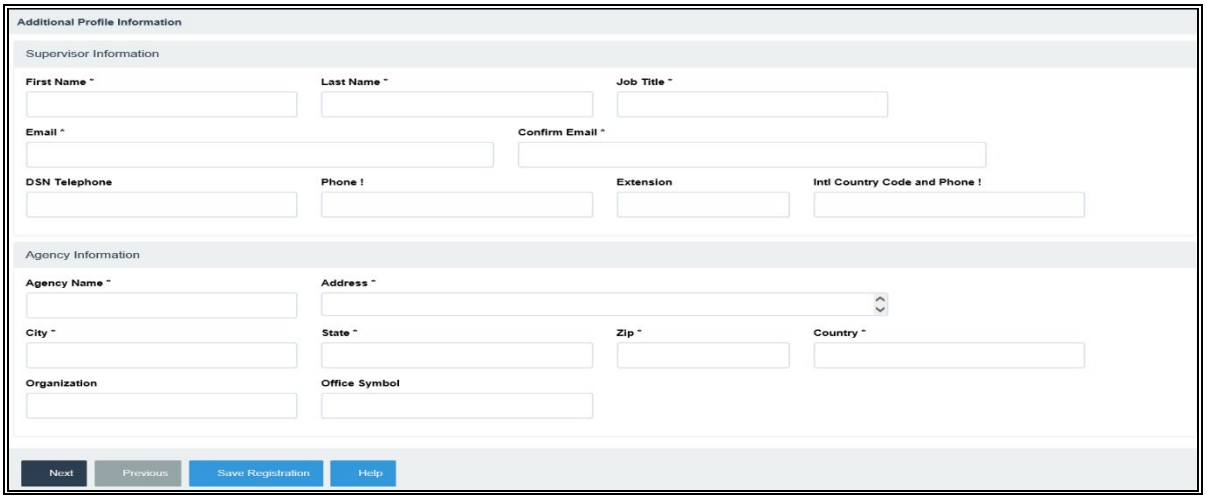


Figure U-1.--WAWF Registration Process, Continued.

(6) Select iRAPT, then click on the drop down box under User Roles to select the Acceptor role. Select Add roles and enter the DoDAACs you need to register in order to process the AIR Card® Invoice.

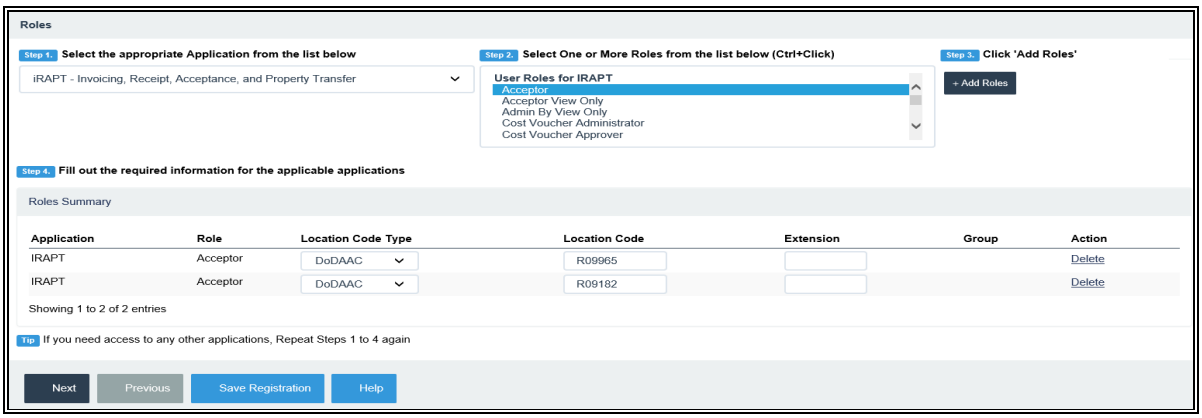


Figure U-1.--WAWF Registration Process, Continued.

(7) Click on the drop down box under User Roles to select the Local Processing Office Reviewer role. Select Add roles and enter the DoDAACs you need to register in order to process AIR Card® Invoices.

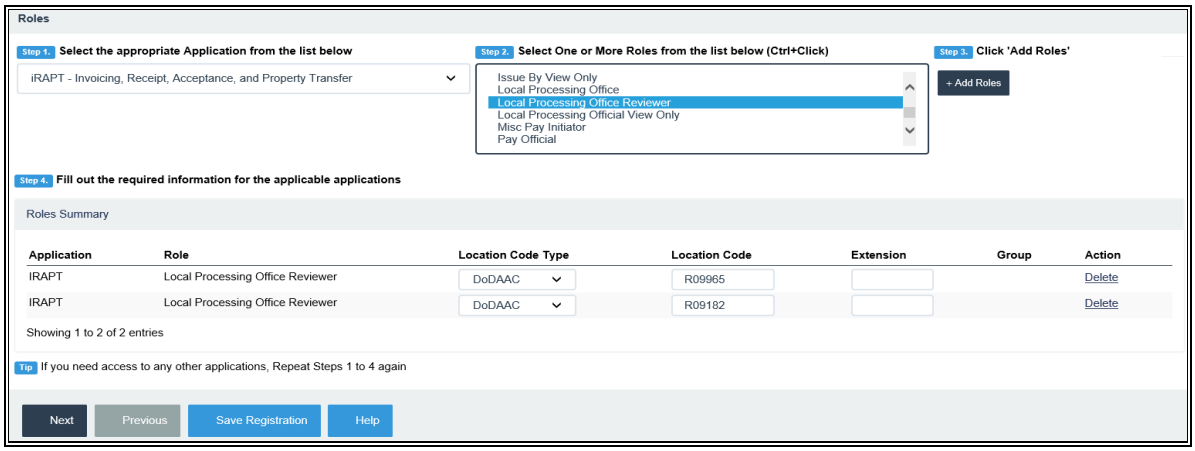


Figure U-1.--WAWF Registration Process, Continued.

(8) Submit your justification and upload DD Form 2875 and DD Form 577.

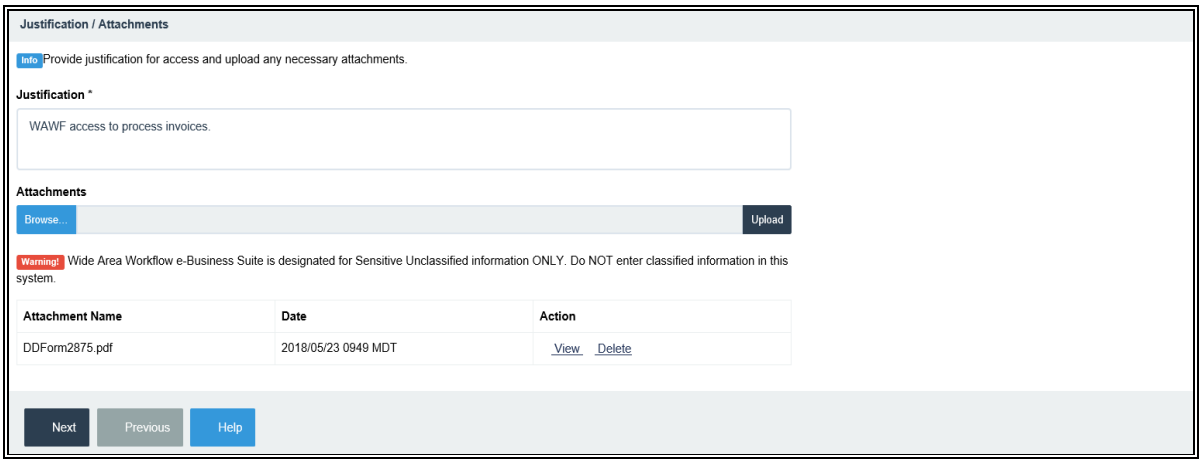


Figure U-1.--WAWF Registration Process, Continued.

(9) Click the Signature block to finalize registration.

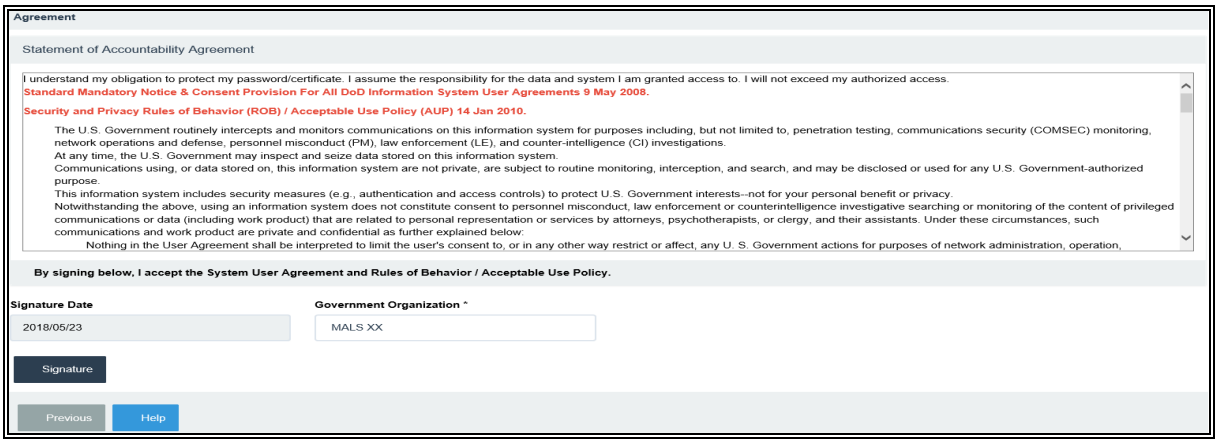


Figure U-1.--WAWF Registration Process, Continued.

(a) Processing as the WAWF Government Acceptor

1. Click on the iRAPT icon.

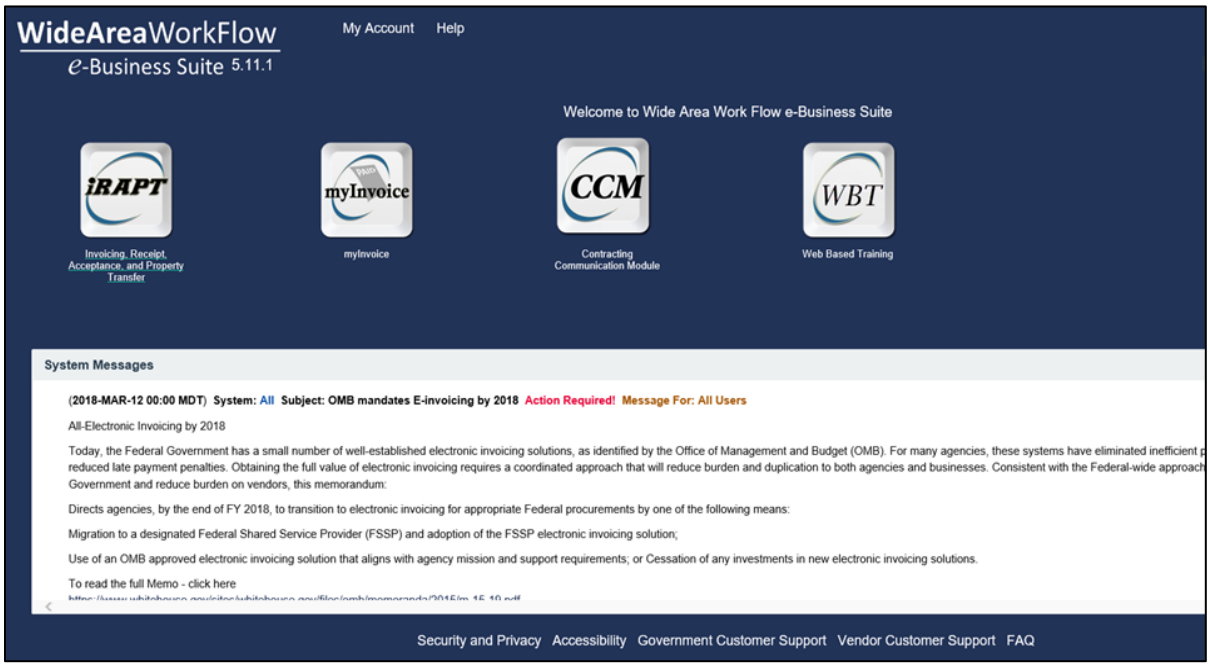


Figure U-2.--WAWF Government Acceptor.

2. Click Government>Acceptor>Acceptance Folder.

Figure U-2.--WAWF Government Acceptor, Continued.

3. Select the appropriate DoDAAC.

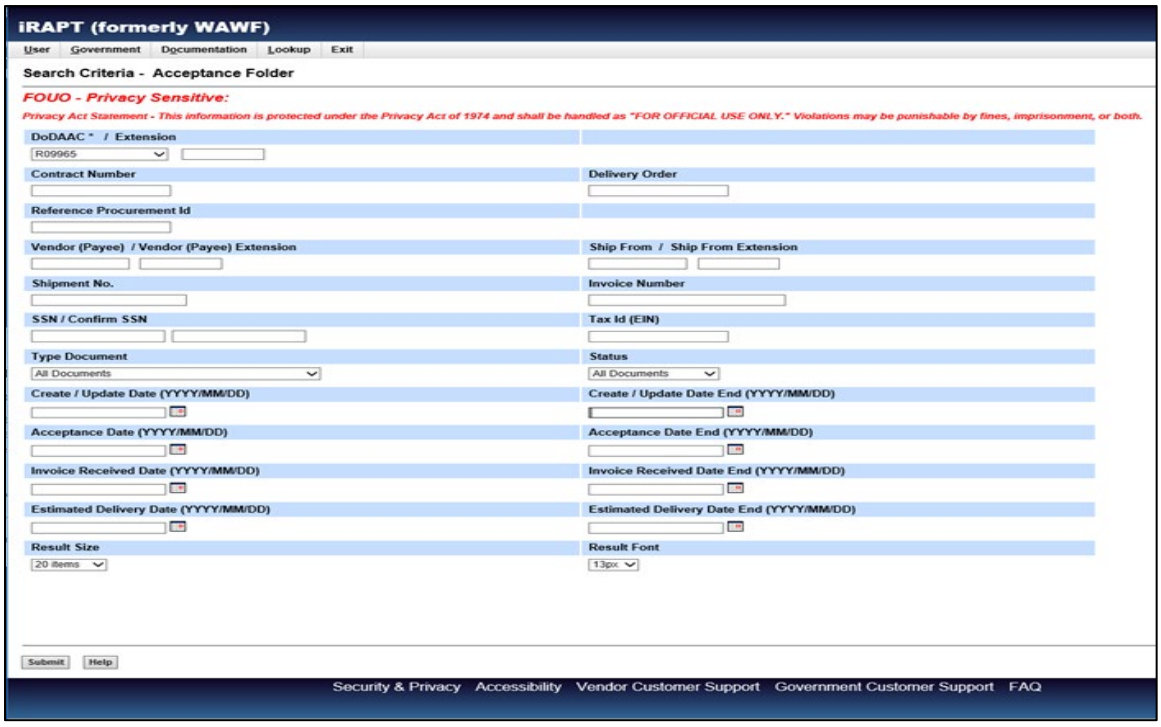
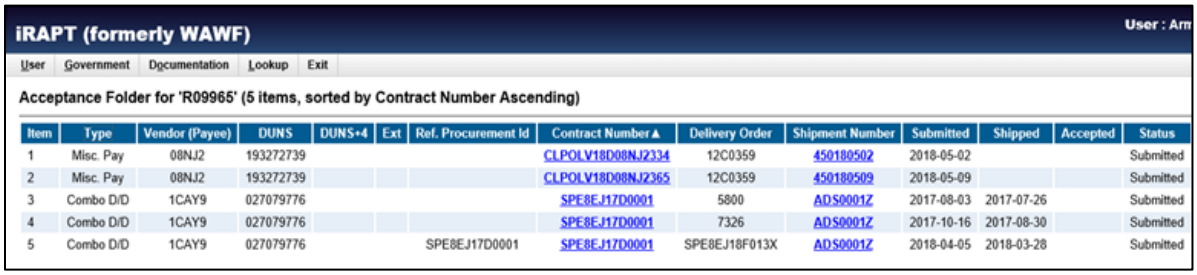


Figure U-2.--WAWF Government Acceptor, Continued.

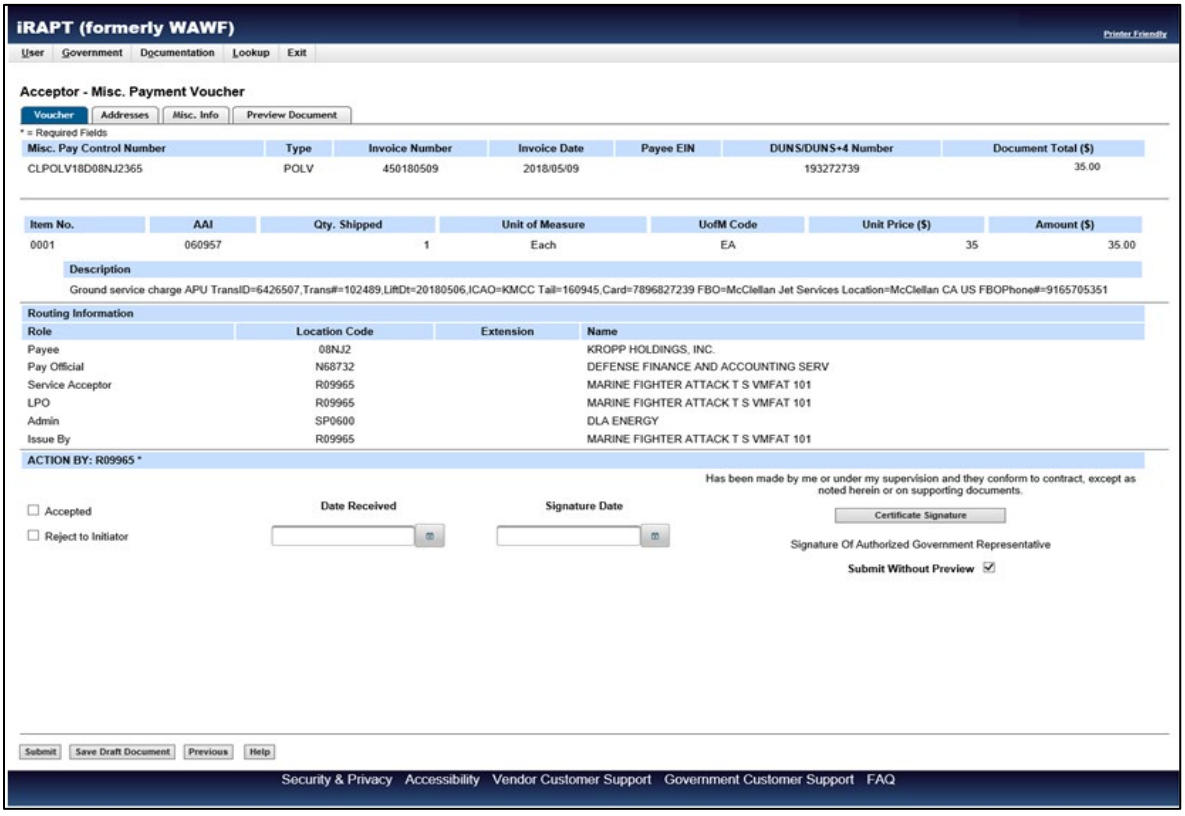
4. Select the appropriate Shipment Number to view the AIR Card® Invoice.



Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Ref. Procurement Id	Contract Number▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status
1	Misc. Pay	08NJ2	193272739				CLPOLV18D08NJ2334	12C0359	450180502	2018-05-02			Submitted
2	Misc. Pay	08NJ2	193272739				CLPOLV18D08NJ2365	12C0359	450180509	2018-05-09			Submitted
3	Combo D/D	1CAY9	027079776				SPE8EJ17D0001	5800	ADS0001Z	2017-08-03	2017-07-26		Submitted
4	Combo D/D	1CAY9	027079776				SPE8EJ17D0001	7326	ADS0001Z	2017-10-16	2017-08-30		Submitted
5	Combo D/D	1CAY9	027079776			SPE8EJ17D0001	SPE8EJ17D0001	SPE8EJ18F013X	ADS0001Z	2018-04-05	2018-03-28		Submitted

Figure U-2.--WAWF Government Acceptor, Continued.

5. Review the voucher to ensure it matches the AIR Card® Invoice.



Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total ($)
CLPOLV18D08NJ2365	POLV	450180509	2018/05/09		193272739	35.00

Item No.	AAI	Qty. Shipped	Unit of Measure	UofM Code	Unit Price ($)	Amount ($)
0001	060957	1	Each	EA	35	35.00

Description

Ground service charge APU TransID=6426507,Trans#=102489,LiftDt=20180506,ICAO=KMCC Tail=160945,Card=7896827239 FBO=McClellan Jet Services Location=McClellan CA US FBOPhone#=9165705351

Routing Information

Role	Location Code	Extension	Name
Payee	08NJ2		KROPP HOLDINGS, INC.
Pay Official	N68732		DEFENSE FINANCE AND ACCOUNTING SERV
Service Acceptor	R09965		MARINE FIGHTER ATTACK T S VMFAT 101
LPO	R09965		MARINE FIGHTER ATTACK T S VMFAT 101
Admin	SP0600		DLA ENERGY
Issue By	R09965		MARINE FIGHTER ATTACK T S VMFAT 101

Figure U-2.--WAWF Government Acceptor, Continued.

6. Once the invoice is verified and all charges match between the AIR Card® Invoice, Receipt, and WAWF voucher; click on Accepted. Enter the date you received the invoice and date you signed as the Acceptor.

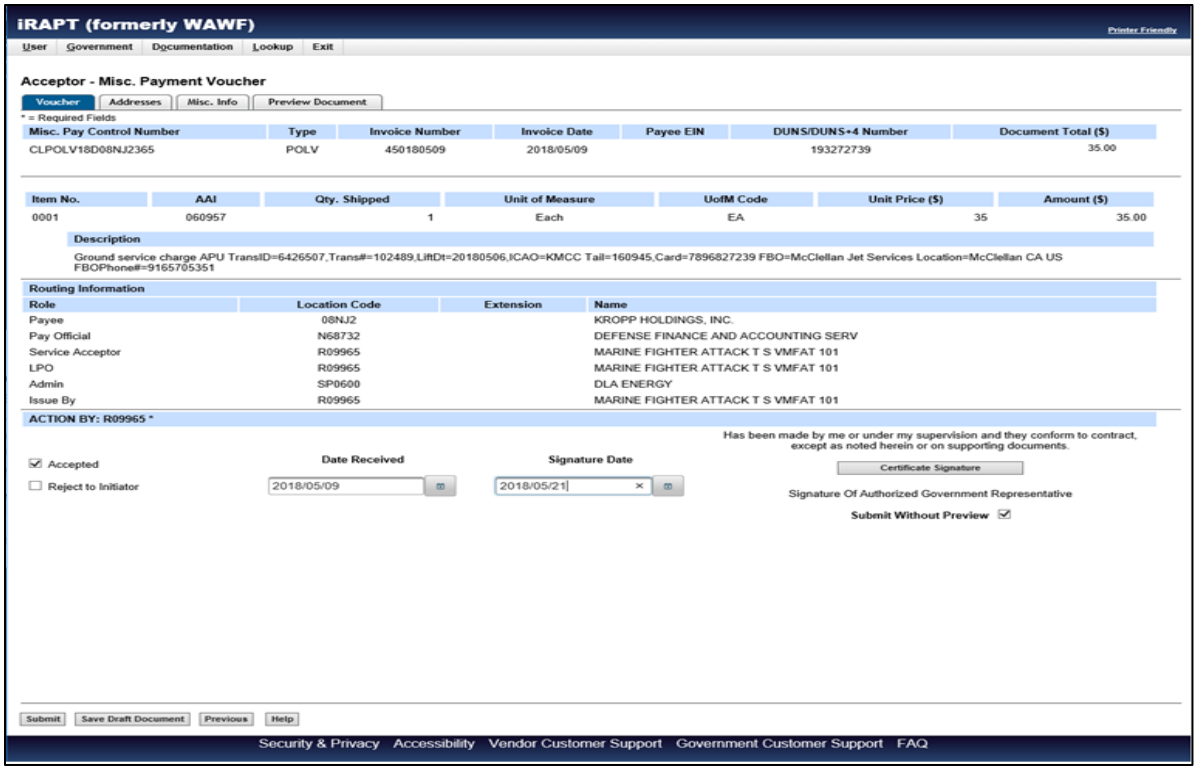


Figure U-2.--WAWF Government Acceptor, Continued.

(b) Processing WAWF Invoices as the LPO

1. Click Government> Local Processing Office> Certification Folder.

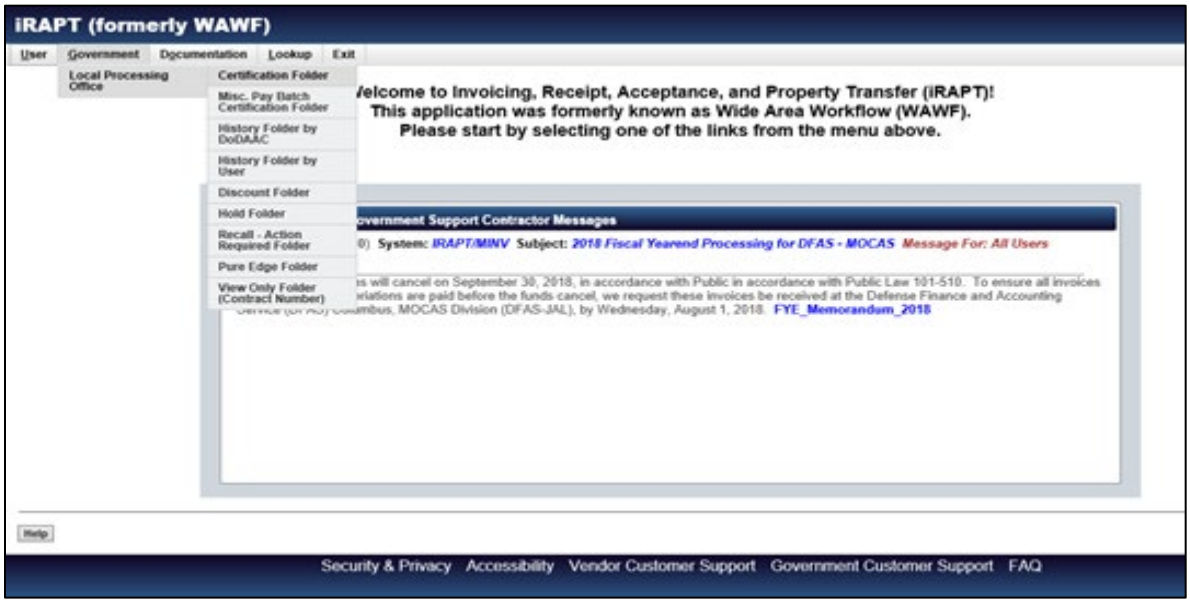


Figure U-3.--WAWF Government LPO.

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

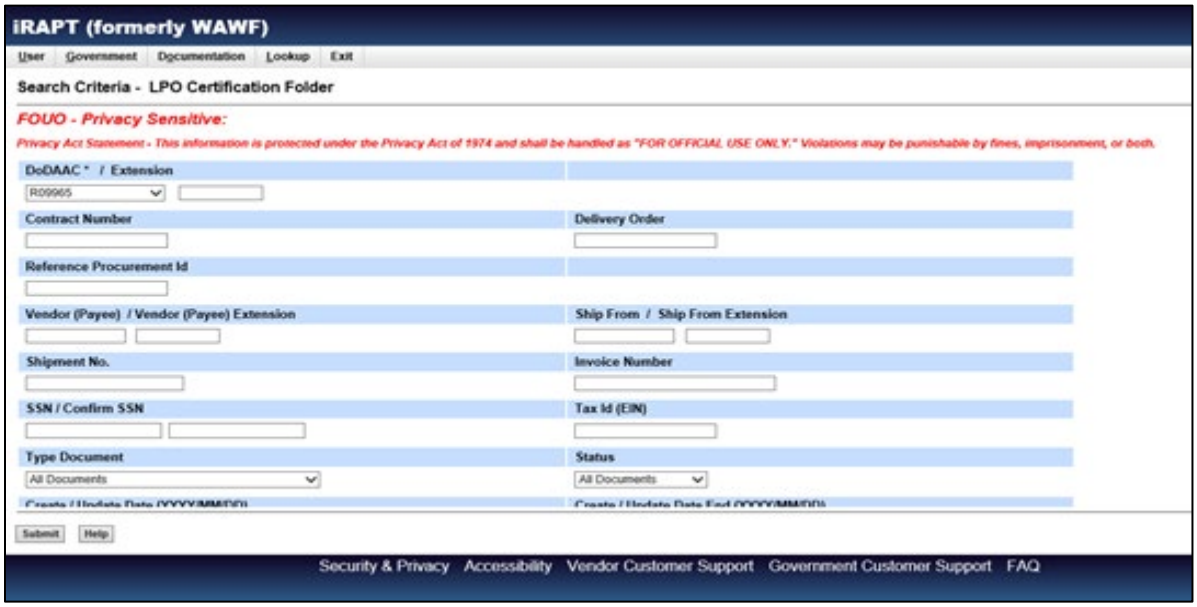


Figure U-3.--WAWF Government LPO, Continued.

3. Click on the Shipment Number to view the AIR Card® Invoice.

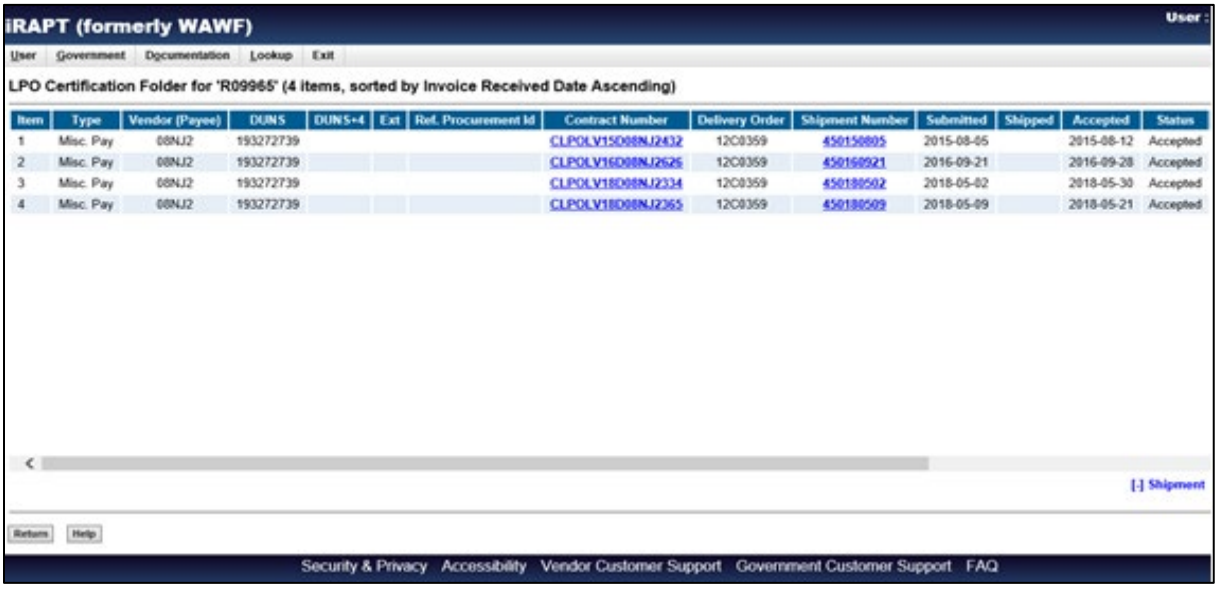


Figure U-3.--WAWF Government LPO, Continued.

4. Review the voucher for accuracy. Ensure the Invoice is obligated in ASKIT, submitted via a TL, and posted in STARS-FL prior to certification.

NOTE: The document will not be completed in ASKIT until the approved payment is posted in STARS-FL/N-SABRS.

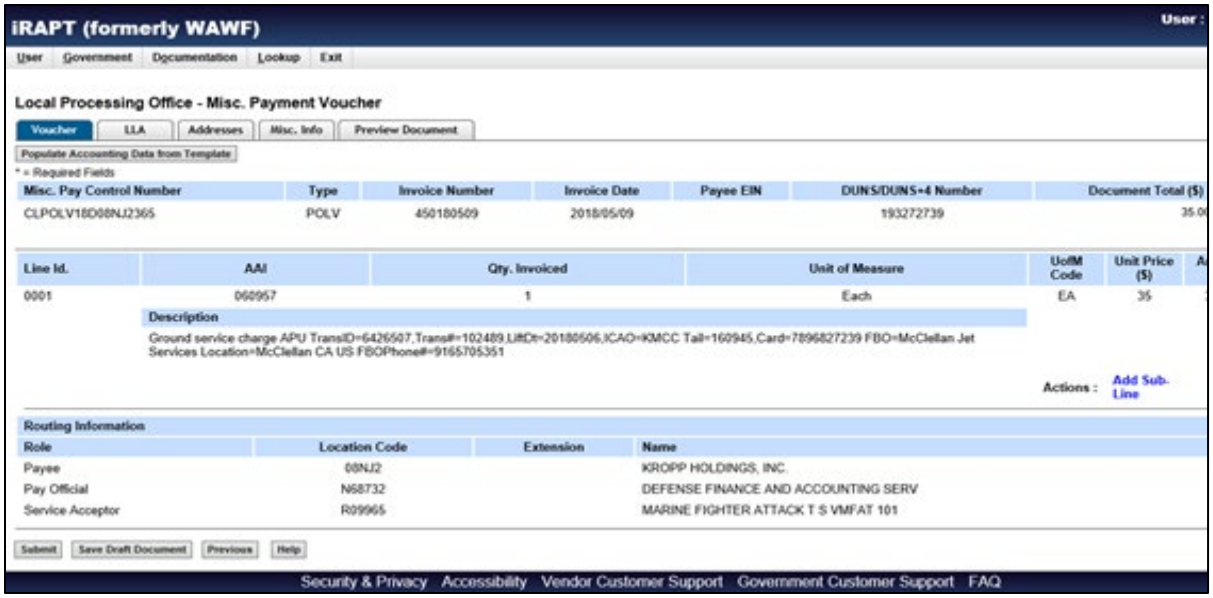


Figure U-3.--WAWF Government LPO, Continued.

5. To certify, click on the LLA Tab and enter required information with the Cost Code.

a. Enter the document number assigned from ASKIT in the Document Record Reference ID.

b. Enter the Agency Accounting ID assigned to the appropriate MARFOR (e.g., 060957 MFP, 060951 MFC).

c. For ACRN enter AA.

d. The Cost Code will be comprised of: 00, DDSN and Fund Code.

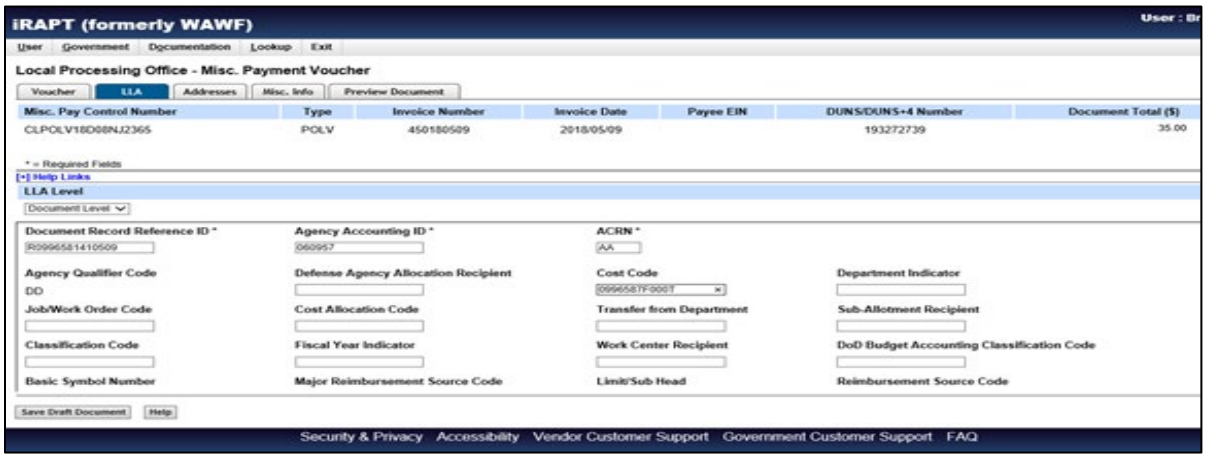


Figure U-3.--WAWF Government LPO, Continued.

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

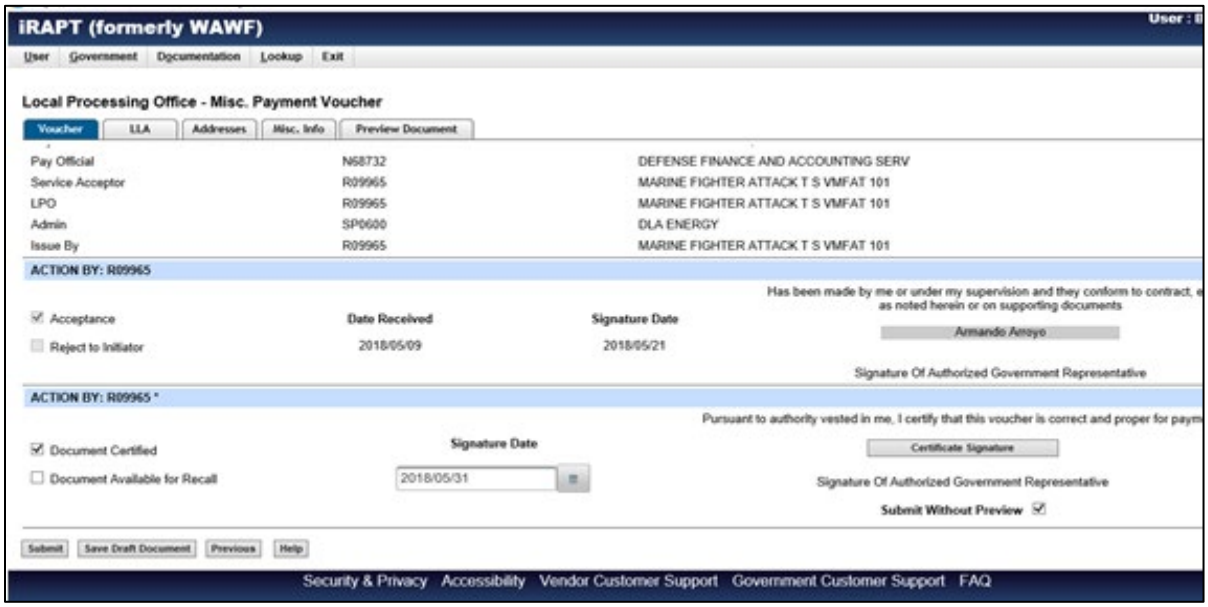


Figure U-3.--WAWF Government LPO, Continued.

APPENDIX V

TOOL PROCESSING

1. General. The Tool Control Program (TCP) is in place to reduce pilferage, initial outfitting costs, in-use inventories, tool replacement costs and maintenance man hours. The TCP is based on the concept of a family of specialized toolboxes and pouches configured for instant inventory before and after each maintenance action. The content and configuration of each container is tailored to the task, work center and equipment maintained by the Tool Control Coordinator. Each squadron/unit will have a TCP established and maintained according to reference (o). Broken tools, excessive quantities or missing tools should be disposed of IAW reference (o). All tools will be procured through the normal supply system or other means authorized by respective MAW policy (e.g., SAIC, ServMart, Open Purchase Request).

2. Methods of procurement

    a. NALCOMIS

    b. SAIC Purchase Place

    c. ServMart (e.g., MSC Industrial Supply or Granger Industrial Supply)

    d. Open Purchase Request (OPR)

3. Procurement requirement

    a. NALCOMIS

        (1) BTR/MTR/WTR number

        (2) Approved DD Form 1348-1A

        (3) The turn-in (if applicable)

            (a) Worn tool can be remain in place

            (b) Broken tool

        (4) Justification Letter

            (a) Initial issue (signed by AMO/PCO/MMCO)

        (5) Tool Verification Form

    b. SAIC Purchase Place

        (1) Purchase Order (PO) (SAIC)

        (2) BTR/MTR/WTR number

        (3) Approved DD Form 1348-1A

        (4) The turn-in (if applicable)

(a) Worn tool may be remain in place

(b) Broken tool

(5) Justification Letter

(a) Initial issue (signed by AMO/PCO/MMCO)

(6) Tool Verification Form

c. ServMart: (e.g., MSC Industrial Supply or Granger Industrial Supply)

(1) ServMart Form (applicable to individual MAW)

(2) BTR/MTR/WTR number

(3) Approved DD Form 1348-1A

(4) The turn-in (if applicable)

(a) Worn tool can be remain in place

(b) Broken tool

(5) Justification Letter

(a) Initial issue (signed by AMO/PCO/MMCO)

(6) Tool Verification Form

d. Open Purchase Requests

(1) MCI West/East Form

(2) BTR/MTR/WTR number referenced on order

(3) Approved DD Form 1348-1A

(4) The turn-in (if applicable)

(a) Worn tool can be remain in place

(b) Broken tool

(5) Justification Letter

(a) Initial issue (signed by AMO/PCO/MMCO)

(6) Tool Verification Form

(7) Additional GCPC requirements as outlined in appendix T.

4. Process for ordering. Regardless of the means of procurement, an accurate Authorization Letter must be verified to ensure that the requestor is authorized prior to accepting any paperwork from customers, IAW paragraph 3.

a. NALCOMIS

(1) Upon receipt of all required paperwork, CAS will screen for completeness and accuracy.

(2) Once packet is verified using the verification form (figure V-1), the supported unit will then be able to place on order using OOMA and ensure that the BTR/MTR/WTR number is entered in the reference block.

TOOL VERIFICATION FORM				
BTR/MTR/WTR #	Nomenclature	Part Number	TRS Marine	Initial
I have verified that the documentation for the requested tools is accurate and complete, and they are able to be placed on order by the squadron/work center.				
The below section will be filled by the CAS.				
Print: _____				
Sign: _____				
Date/Time: _____				

Figure V-1.--Tool Verification Form.

(3) The original verification form will be filed with the packet, and a copy of the form will be forwarded to TRS for mailbox screening purposes.

(4) TRS will ensure that the requisition is referred off station.

(5) Pending NALCOMIS tool orders will be filed by CAS.

NOTE: The BTR/MTR/WTR entered in the reference block will be used by CAS to identify the requisitions when they arrive on station, in order to issue the tools to the correct unit.

b. SAIC

(1) Upon receipt of all required paperwork, CAS will screen for completeness and accuracy.

(2) CAS will forward complete packet with document number assigned to FAS for creation of Money Value Only (MVO) document in R-Supply.

(3) Once MVO documented has been created, CAS Marine will then open the PO in SAIC (https://saic.purchaseplace.com), by selecting 'POs by PO Number' > Enter the PO number provided in the 'Search' bar > Go > Select PO Number > Edit > Enter assigned requisition > Select respective 'Ship To' address > Save > Release PO in order to release the PO for requisitioning. (figure V-2)

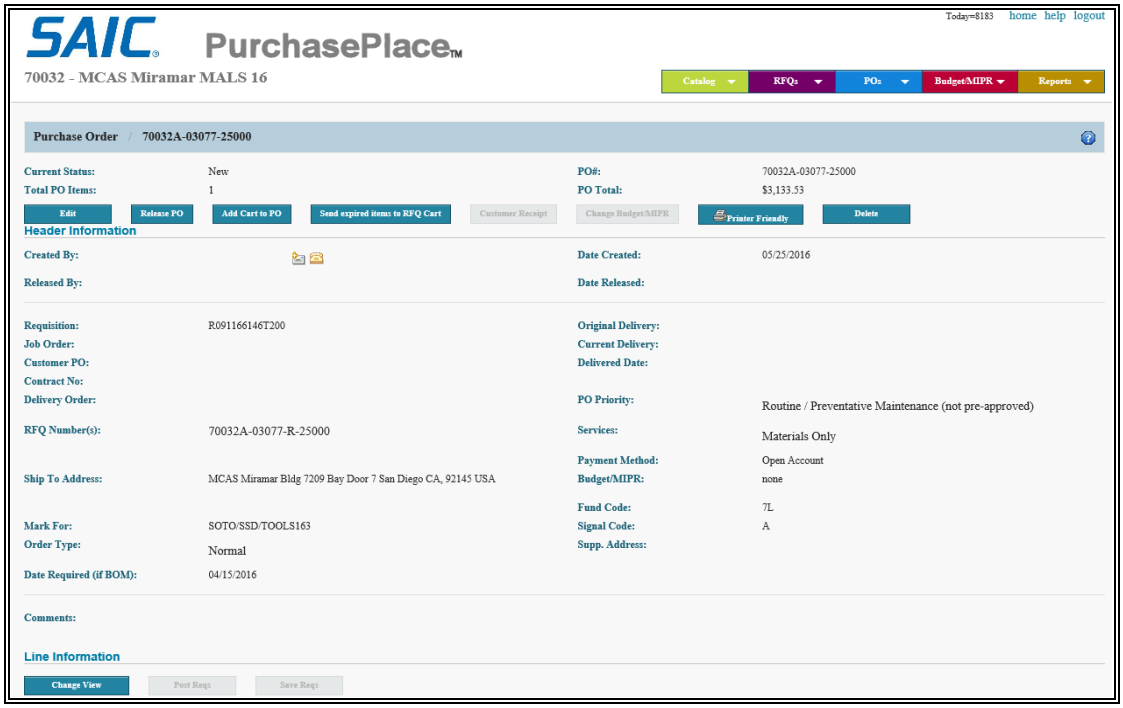


Figure V-2.--SAIC.

(4) Pending SAIC orders will be filed in the Tools section of the Bearer Suspense File (BSF).

c. ServMart: (e.g., MSC Industrial Supply or Granger Industrial Supply)

(1) Upon receipt of all required paperwork, CAS will screen for completeness and accuracy.

(2) CAS will forward complete packet with document number assigned to FAS for creation of Money Value Only (MVO) document in R-Supply.

(3) Upon receipt of funded packet from FAS, CAS will then submit to ServMart using local procedures (e.g., email, in person).

(4) Pending ServMart tool orders will be filed in the Tools section of the Non-Standard Procurement Pending File.

d. Open Purchase Requests

(1) Upon receipt of all required paperwork, CAS will screen for completeness and accuracy.

(2) CAS must ensure that the proper routing process for OPRs is completed and obligated prior to placing an order in accordance with appendix T.

(3) Dependent upon the chosen vendor, the GCPC holder will place the requirement on order (e.g., phone call, online).

(4) Pending Tool OPRs will be filed in the Tools section of the Non-Standard Procurement Pending File.

5. Tool Reconciliation

a. R-Supply

(1) R-Supply > Log > Management > Logistics Reports > Requisition Monitoring > Requisition Listing:

(a) Select 'Type': Outstanding

(b) Select MVOs under 'Specify'

(c) Select 'Divisions' a pop-up window will appear > select divisions specific to your supported units > OK. (figure V-3)

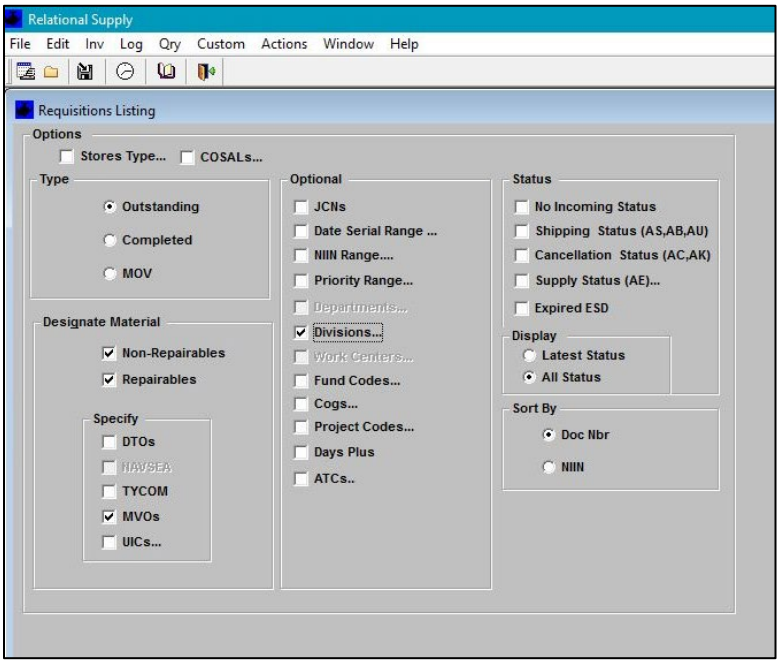


Figure V-3.--R-Supply Tool Parameters.

NOTE: Statuses will be acquired from vendors, SAIC or ServMart and loaded into R-Supply accordingly. If no status change has occurred since last required reconciliation, a YE1 will be loaded in accordance with appendix K.

(2) CAS will reconcile with the customer monthly, all tools that have been requisitioned locally (Open Purchase, ServMart, or SAIC). This reconciliation will verify if the materiel is still required, or the materiel is no longer required and provide updated status to the customer.

b. NALCOMIS – Refer to appendix K (Reconciliation Aids Processing).

(1) Expeditor Reconciliation Section will reconcile all tools procured via NALCOMIS.

6. Receipt of materiel

a. All materiel will be issued by CAS to the supported unit.

(1) Regardless of the means of procurement, an accurate Authorization Letter must be verified prior to allowing customer to pick-up to ensure that they are authorized.

(2) The Marine picking up the materiel will annotate their printed name, signature, and date of receipt on the invoice (per FIAR).

(3) CAS will forward annotated receipt to FAS for completion.

(4) Completed Tool orders will be filed in the Tools section of the BSF within their respective sub-section (e.g., NALCOMIS/SAIC/ServMart/OPRs).

NOTE: In the event that a tool was worn and remained in place, the customer is required to provide proof of disposal (DD Form 1348-1A stamped or signed by DLADS) or turn-in the worn tool along with providing an DLAD approve DD Form 1348-1A at the time of issue in exchange for the new tool.

APPENDIX W

FINANCIAL SUPPORT LISTINGS

1. General

a. Information. Monthly, an N-SABRS Report is sent to each OPTAR Holder listing the itemized differences between unfilled orders submitted by the OPTAR Holder and expenditures submitted by the issuing activities.

b. Overview. Monthly the TYCOM produces three listings for each activity: Obligation Validation Review (OVR), Difference Listing (DL), and Un-Matched Disbursements (UMD).

(1) OVR. This listing contains all unfilled orders (obligations) held in N-SABRS that have not matched with related expenditure documents and have not been cancelled. It also lists unfilled orders that are partially complete; some of the requisitioned materiel or service has been received and an expenditure processed; the outstanding quantity and partial dollar value will appear on the list.

NOTE: An OVR recoupment is identified as a UOL recoupment in R-Supply.

(2) DL. This listing contains DTO documents that have not cleared the matching cycle at DFAS Operating Locations (OPLOC). As part of the accounting process, TYCOM personnel match unfilled order documents transmitted by the OPTAR Holder with corresponding expenditure documents received from supply activities. The DL contains the results of the reconciliation performed by TYCOM personnel since distribution of the last DL to the activity (OPTAR Holder). These listings are forwarded to the OPTAR holder for review and processing. The activity must annotate action taken adjacent to each record. The system generated Challenge Response Page detailing each challenge will be forwarded to TYCOM.

(3) Unmatched Disbursements (UMD). This listing is produced monthly, typically before the DL or OVR, and provided to each OPTAR holder for appropriate action. The listing shows expenditures that do not have a matching obligating document in N-SABRS. Why UMD's occur vary, therefore each TYCOM provides guidance on frequency and appropriate corrective action.

c. Obtaining Listings. The Financial Support Listings are produced on approximately the 25th of the month, they report transactions from the prior month (i.e., transactions processed in October will populate on the listing released in November). They are forwarded to the MALS OMD via TYCOM (CNAP/CNAL).

2. Processing Procedures

a. OVR Procedures. The OVR is produced and distributed monthly for the 1st through the 24th report months and then as needed through the 33rd report month. Processing of the OVR is performed in a mechanized environment utilizing the ship's and MALS' Automated Reconciliation Tracking System (SMARTS) within R-Supply for OFC-09/10/50 Accounts; and the Aviation Store Keeper Information Tracking (ASKIT) System for OFC-01 Accounts.

(1) OVRs are processed by TYCOM and distributed to each MALS.

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

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

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

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

(a) The data in columns S thru U are provided to you as the most current MILSTRIP status for the OVR Requisition. You no longer have to look up MILSTIP status. Also included is MILSTRIP logic based on your MILSTRIP status (i.e., Action Codes and Remarks). You are required to review all Action Codes and Remarks (Columns V and W provided and edit, if required.

b. OVR Process

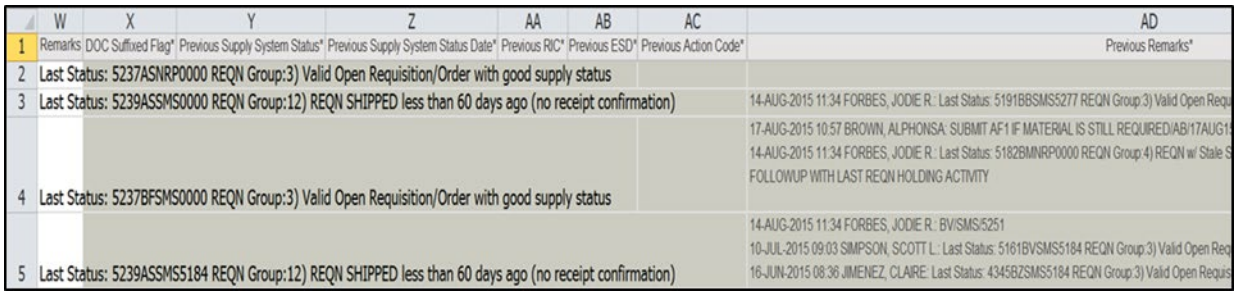
(1) Begin by verifying that all records on the OVR belong to the appropriate unit. Review all record from oldest to newest. The data in Columns S thru U provides the most current MILSTRIP status for each OVR requisition. You no longer have to look up MILSTIP status. Also included is MILSTRIP logic based on your MILSTRIP status (i.e., Action Codes and Remarks). You are required to review all Action Codes and Remarks (columns V and W provided and edit, if required).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	OVR Code (*Read Only)	Fiscal Year*	APPN*	DOC UIC Nomen*	OVR DOC Number*	OVR DOC ACRN*	OVR DOC AAA UIC*	JON*	First TL Number*	Last TL Number*	Stock Number*	POE Date*	Ordered Qty Reviewed*
2	SEP 2015 OVR	2015	1804	ACB 2	V551055225AM65	AA	60951	551055BR000	045	045	2910011789971		1
3	SEP 2015 OVR	2015	1804	ACB 2	V551055190AM17	AA	60951	551055BR000	040	040	5340012007689		1
4	SEP 2015 OVR	2015	1804	ACB 2	V5510551821537	AA	60951	551055BR000	040	040	6685015583125		2
	SEP 2015 OVR	2013	1804	ACB 2	V551053242B313	AA	60951	551053BR000	046	046	5340015326122		1

Figure W-1.--Sample OVR.

	M	N	O	P	Q	R	S	T	U	V	W	X
1	Ordered Qty Reviewed*	Received Qty Reviewed*	Outstanding Qty Reviewed*	Commited Amt (915) Reviewed*	Unfilled Order Amt (540) Reviewed*	AP Amt (510) Reviewed*	Supply System Status	RIC	ESD	Action Code	Remarks	DOC Suffix
2	1	0	1	$0.00	$12.65	$0.00	AS	NRP		A	Last Status: 523	
3	1	0	1	$0.00	$48.31	$0.00	AS	SMS		A	Last Status: 523	
4	2	0	2	$0.00	$22.60	$0.00	BF	SMS		A	Last Status: 523	
	1	0	1	$0.00	$301.32	$0.00						

Figure W-1.--Sample OVR, Continued.



	W	X	Y	Z	AA	AB	AC	AD
1	Remarks	DOC Suffixed Flag*	Previous Supply System Status*	Previous Supply System Status Date*	Previous RIC*	Previous ESD*	Previous Action Code*	Previous Remarks*
2	Last Status: 5237ASNRP0000 REQN Group:3) Valid Open Requisition/Order with good supply status							
3	Last Status: 5239ASSMS0000 REQN Group:12) REQN SHIPPED less than 60 days ago (no receipt confirmation)							14-AUG-2015 11:34 FORBES, JODIE R.: Last Status: 5191BBSMS5277 REQN Group:3) Valid Open Requ
4	Last Status: 5237BFSMS0000 REQN Group:3) Valid Open Requisition/Order with good supply status							17-AUG-2015 10:57 BROWN, ALPHONSA: SUBMIT AF1 IF MATERIAL IS STILL REQUIRED!AB/17AUG1 14-AUG-2015 11:34 FORBES, JODIE R.: Last Status: 5182BMNRP0000 REQN Group:4) REQN w/ Stale S FOLLOWUP WITH LAST REQN HOLDING ACTIVITY
5	Last Status: 5239ASSMS5184 REQN Group:12) REQN SHIPPED less than 60 days ago (no receipt confirmation)							14-AUG-2015 11:34 FORBES, JODIE R.: BV/SMS/5251 10-JUL-2015 09:03 SIMPSON, SCOTT L.: Last Status: 5161BVSMS5184 REQN Group:3) Valid Open Req 16-JUN-2015 08:36 JIMENEZ, CLAIRE: Last Status: 4345BZSMS5184 REQN Group:3) Valid Open Requis

Figure W-1.--Sample OVR, Continued.

NOTE: Units will only validate a MILSTRIP status in the Supply System (e.g., One Touch and FedMall) if the status provided is not a valid outstanding status (e.g., BQ, BF, CJ).

(2) The current MILSTRIP status provided will be validated in R-Supply/ASKIT to ensure the proper obligation adjustment was processed. Review and annotate the proper Action Codes in (Column V) and remarks (Column W) as applicable. Unit's research findings should be entered after pre-existing information in Remarks (Column W) field. Most of CFMS Action Codes such as A, B, D are self-explanatory. Usage of other Action Codes may require additional feedback by the unit to resolve the Unliquidated Obligation issue. Units will also provide the information required under each code in the Action Code table (i.e., provide valid status), see figure W-2 for the CFMS Action Codes.

Action Codes (CFMS Library):

Code	Description
A	REQN is Outstanding and has valid status (Provide valid status i.e. BB/SMS/1152).
B	REQN has been received (Provide JD of receipt, QTY and RI of shipping activity (i.e. 1067/1EA/SMS)
C	REQN was cancelled (Provide CANX status and TL No. the XO_ was submitted (i.e. BQ/SMS/1067 TL021/1)
D	REQN No longer required (Cancellation request (AC1) submitted. Provide date and where the cancellation was submitted (i.e. AC1/SMS/1067)
E	Obligation is for a C9999 REQN. UOL amount is required to cover remaining charges.
F	Obligation is for a C9999 REQN. A partial cancellation to deobligate excess funds has been submitted (Provide the TL No. under which the XO_ doicument was submitted)
G	No record of this REQN
H	OTHER (Provide additonal information to assist the Accounting Tech for further review and processing of credits (i.e. Unable to process an X0A in R-SUP due to REQN EMV = 0. Request process credit in STARS). Any credits provided will appear on the SFOEDL.

Figure W-2.--Action Codes.

NOTE: CFMS OPTAR Web will reject any OVR upload that is missing an Action Code and/or contains an Action Code that is not included in the above table.

(3) Comprehensive research, proper coding/remarks annotation, and timely return are critical in resolving Unliquidated Obligations and preventing the same transactions appearing on the subsequent month OVR. FAS will still process recoupments in R-Supply/ASKIT and submit to TYCOM records which could not be recouped in R-Supply/ASKIT. If a previous month record appears in the new OVR, review Columns Y thru AD to validate the previous action taken and remarks annotated. Take appropriate action and ensure to follow up with TYCOM until record is adjusted and removed from the OVR.

NOTE: Records that require a recoupment of funds appearing for multiple months on the OVR without the proper follow up will be considered a discrepancy.

(4) Once the OVR is completed with appropriate annotations, it will then be uploaded into CFMS, (See figure W-3).

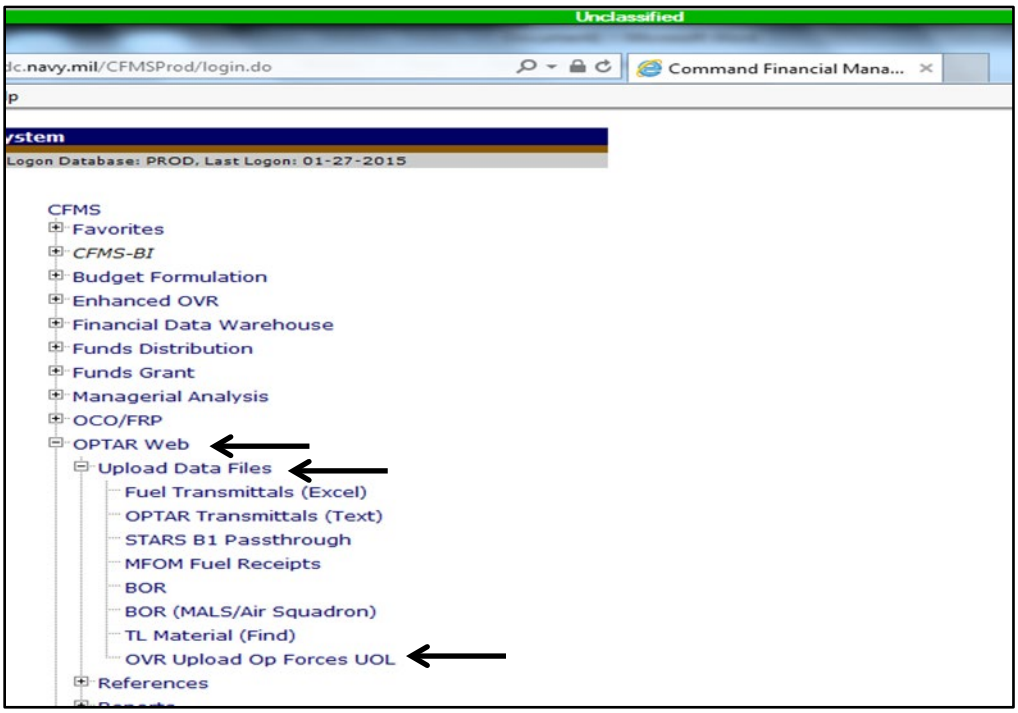


Figure W-3.--Upload OVR to CFMS.

(a) Upload: Navigate to CFMS OPTAR Web>Upload Data Files>OVR Upload Op forces UOL.

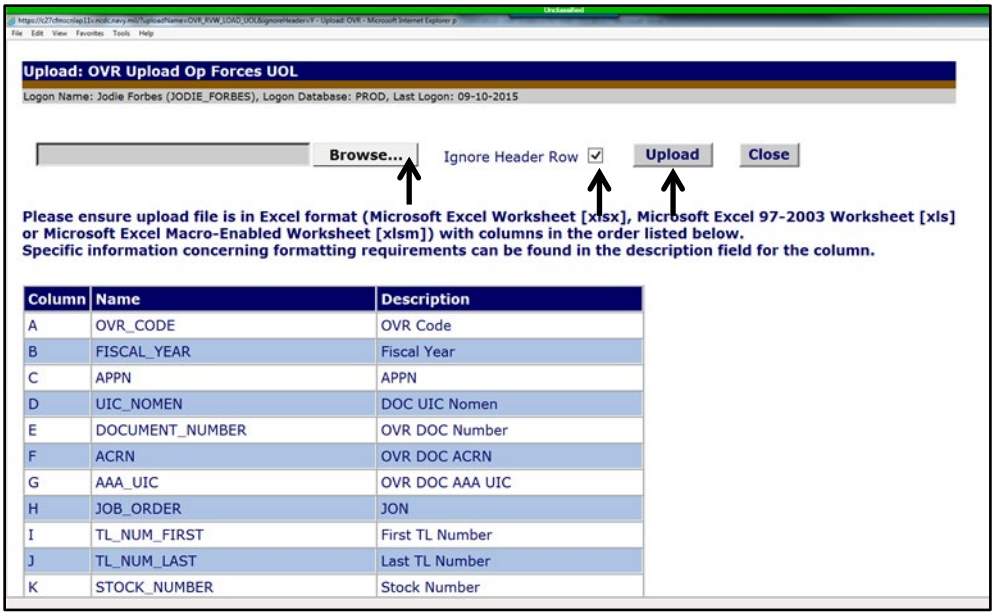


Figure W-3.--Upload OVR to CFMS, Continued.

(b) Select "Browse" and select your file (ensure there is a check in the "Ignore Header Row" block), and select "Upload".

(c) You should receive a successful message after uploading. If you receive an error message, contact your assigned Financial Management Analyst (FMA) for further instructions.

(5) Print out the annotated OVR Excel and obtain the following signatures.

Processed by: _____ Date: _____
Reviewed by: _____ Date: _____
Approved by: _____ Date: _____

(6) The OVR will be maintained per FIAR requirement.

c. OVR Research

(1) Causative research is required when determining whether or not the clerk may recoup those funds listed on the OVR. It must be understood funds may not be recouped when materiel has been received (regardless of whether it has processed on a DL or not). Only the portion of funds which will not be expended may be recouped. An exception to this rule is when it can be proven the TL was received after the processing of the DL and a duplicate obligation now exists. FAS will utilize the N-SABRS Management Analysis Retrieval Tools System (SMARTS) to ensure funds are still available in N-SABRS for recoupment.

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

(3) If research on the DL and R-Supply/ASKIT indicates the remaining funds are a result of a price change or quantity change then funds may be recouped. If a partial receipt of materiel has occurred and status indicates future shipment will occur then funds must remain in place and annotate the record with the latest status.

(4) Clerks can use the date posted in the POE Date Field to determine which DL the financial transaction occurred on. This will assist the clerk in determining the billing cost and how to make the necessary adjustment.

NOTE: Prior to processing a recoupment in R-Supply/ASKIT the FAS clerk needs to ensure the adjustment wasn't previously adjusted through an OVR recoupment the previous month or during the Difference Listing. An erroneous recoupment will create a new difference in the Difference Listing and cause the transaction to repopulate in a future OVR.

(5) If R-Supply shows the obligation was generated as a result of an issue from stock, then the corresponding bill should have been processed as a result of Transaction Item Report (TIR) Processing. For outstanding obligations for issues from stock, contact the TIR point of contact to ensure the TIR has been received and query the status of the bill. OVR examples are as follows:

Scenario 1: OVR listing cites CANC/REJECT status. REQN previously completed with same CANC/REJECT status previously.

NOTE: This condition exists due to (a) timeline issue between previous X0A TL submission date and OVR record generation date, or (b) previous X0A TL failed to make into N-SABRS.

Action: Action Code "C". Annotate Remarks field with CANC status, QTY, SOS, postdate (that was posted to complete MOF) as well as corresponding X0A TL number/year info (e.g., CJ/1EA/NRP/8140, TL 027/18)

Scenario 2: OVR listing cites CANC/REJECT status. REQN previously completed with receipt (X71). No CANC/REJ status previously posted on R-Supply.

NOTE: This condition may be from a receipt from given Source of Supply (SOS) despite the evidence of CANC/REJ status from another SOS, or due to Dummy receipt posting.

Action: Verify receipt source document to ensure it is not a Dummy/administrative receipt. If receipt is valid (DD Form 1348, DD Form 1149 etc.), annotate Action Code "B". Remarks with X71 receipt, QTY, SOS, and X71 post-date (ex: X71/1EA/NRP/8025). If receipt is an invalid Dummy/administrative receipt, reverse X71, then annotate Action Code "C" and Remarks with X71R, CANC posting, and new X0A TL INFO (e.g., X71R, CJ/1EA/NRP/8140, TL 027/18).

Scenario 3: OVR listing cites AE1/BN. REQN previously completed with receipt (X71). Free Issue (AE1/BN) previously posted.

Action: Annotate Action Code "C" and Remarks with previously posted BN status post info, as well as X0A TL info (e.g., BN/1EA/NRP/8020, TL 028/18). If dollar amount is still outstanding, post a recoupment in R-Supply for the outstanding dollar amount.

Scenario 4: OVR listing cites AE1/BN. REQN previously completed with receipt (X71). Free Issue (AE1/BN) was never posted.

NOTE: AE1/BN may not have posted due to X71 posting first, and thus Suspended out. Thus, no X0A was generated previously to recoup OPTAR.

Action: Perform X71 Reversal, Post AE1/BN, Repost X71. Annotate Action Code "C" and Remarks with X71R, CANC posting, and new X0A TL INFO (e.g., X71R, BN/1EA/NRP/8025, TL 028/18). Also, load a YE1 (local status) statement "X71 Reposting for OVR RECON MM/YY."

Scenario 5: OVR listing cites AE1/BF. Materiel still required.

NOTE: AE1/BF > 7 days old is an invalid status.

Action: Coordinate with ERS to submit an ATA. Annotate Action Code "A". Check back after 7 days, if no response or AE1/BF, ERS will perform an ADCANC - AE1/RX.

Scenario 6: OVR listing cites AE1/BF. Materiel no longer required.

Action: Coordinate with ERS to submit an AC1 to last SOS. Annotate Action Code "D" and Remarks with AC1, SOS, and date (i.e., AC1/SMS/8135). Check back in 3 days. If AE1/BQ received, resulting X0A/TL will reconcile this record.

Scenario 7: OVR listing cites AE1/BF. REQN previously completed with receipt (X71).

Action: Verify receipt source document to ensure is not a Dummy/Administrative receipt. If receipt is valid (DD Form 1348, DD Form 1149 etc.), annotate Action Code "B" and Remarks with X71 receipt, QTY, SOS, and X71 post-date (e.g., X71/1EA/NRP/8025). If invalid Dummy/administrative receipt, reverse X71, then follow Scenario 5 – AE1/BF, materiel still required action steps.

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

d. OVR Recoupment

(1) ASKIT

(a) When utilizing ASKIT ensure the correct squadron UIC is selected prior to processing any recoupments. See figure W-4 for ASKIT recoupment processing instructions.

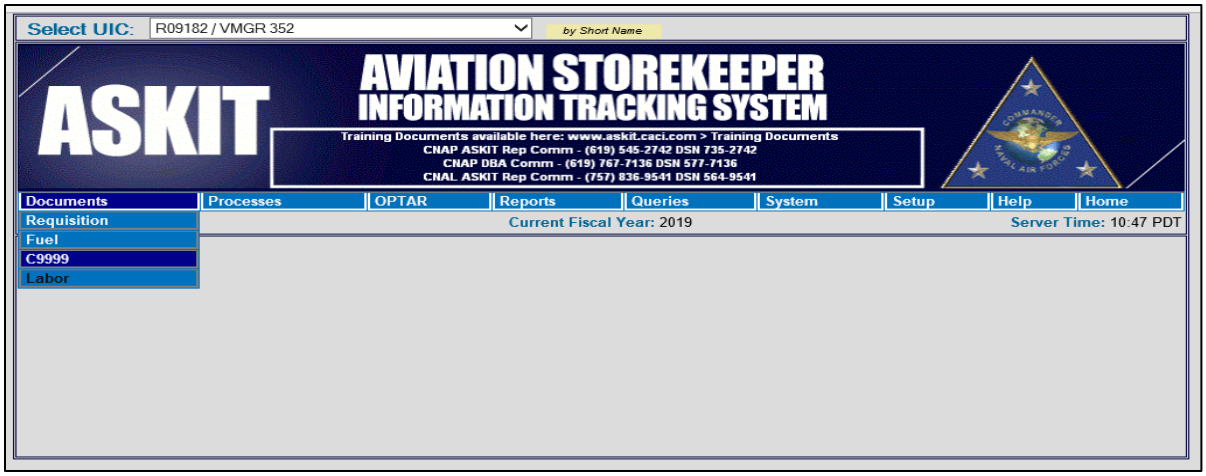


Figure W-4.--ASKIT Recoupment Process.

(b) Select the requisition that requires a recoupment. In the 'Actions' dropdown menu select 'Charges'.

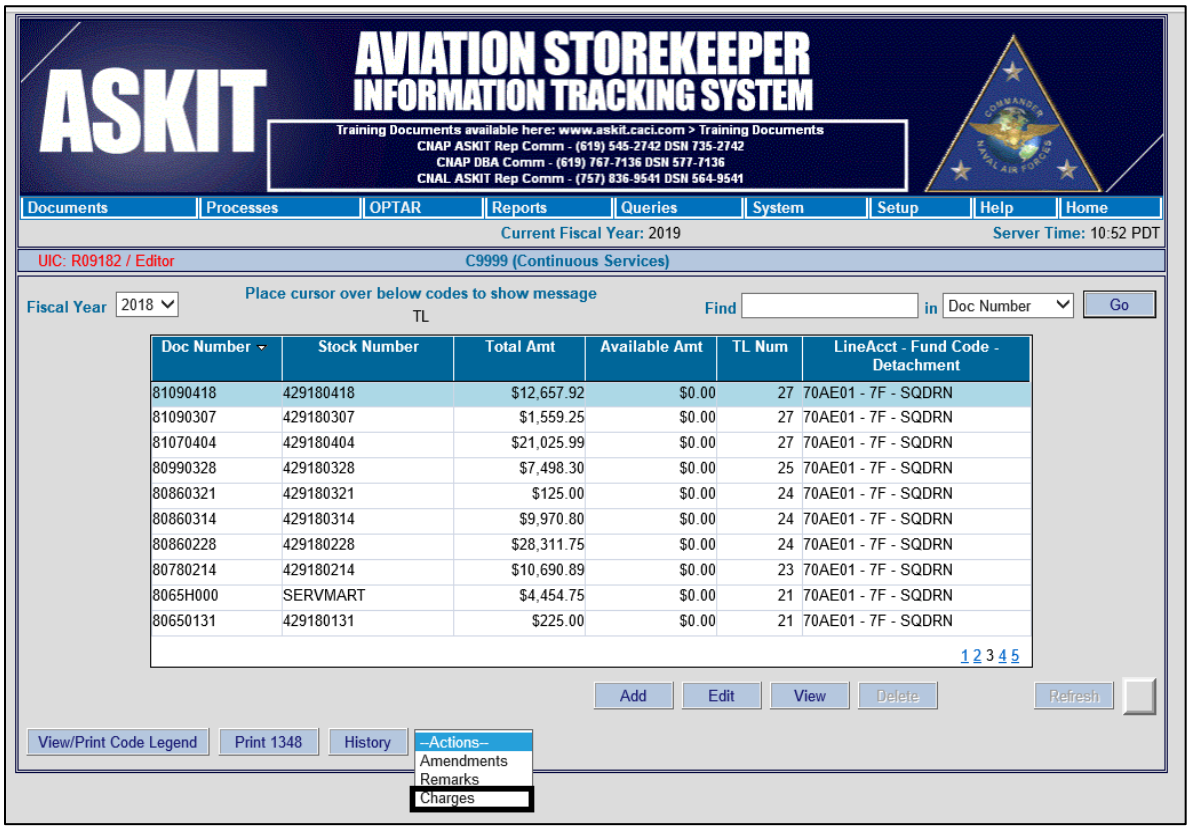


Figure W-4.--ASKIT Recoupment Process, Continued.

(c) A receipt reversal is required in order to process a recoupment on the document. Select the receipt and then select 'delete'.

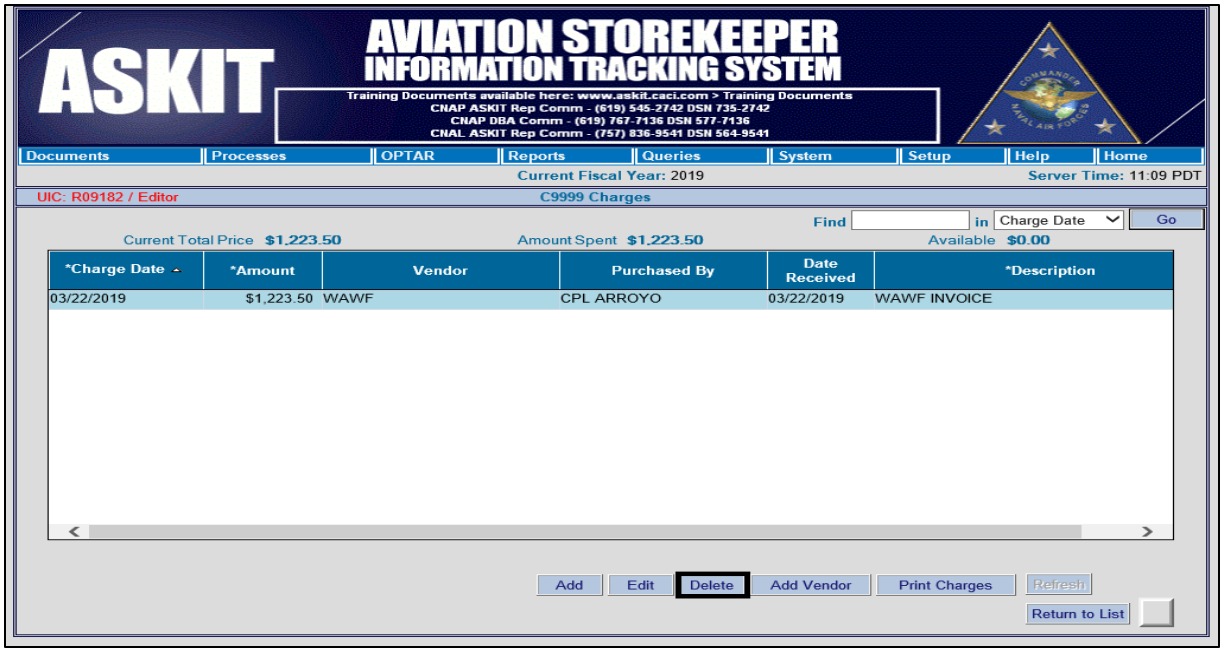


Figure W-4.--ASKIT Recoupment Process, Continued.

(d) After the receipt reversal is processed, select 'Amendments' under 'Actions'.

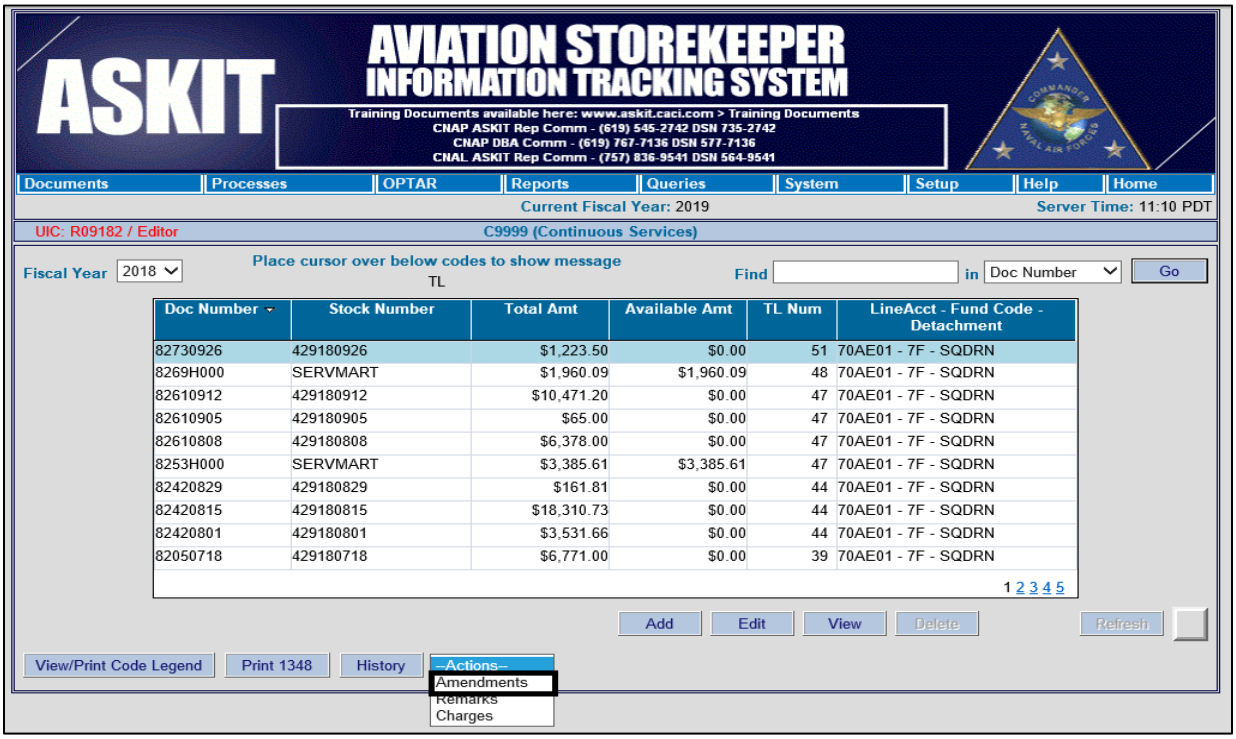


Figure W-4.--ASKIT Recoupment Process, Continued.

(e) Select Add. Type in the amount that needs to be recoup (i.e., -$100) and then select save.

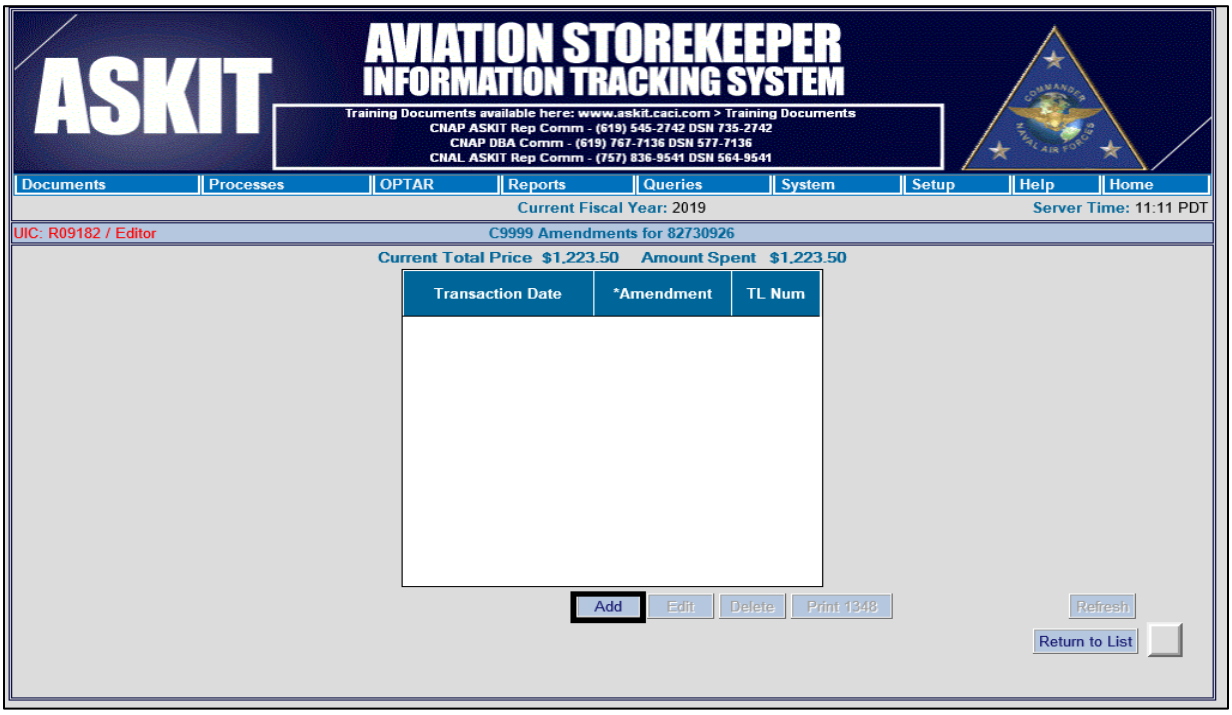


Figure W-4.--ASKIT Recoupment Process, Continued.

(2) R-Supply

(a) Select 'Financial' and then 'Reconciliations'.

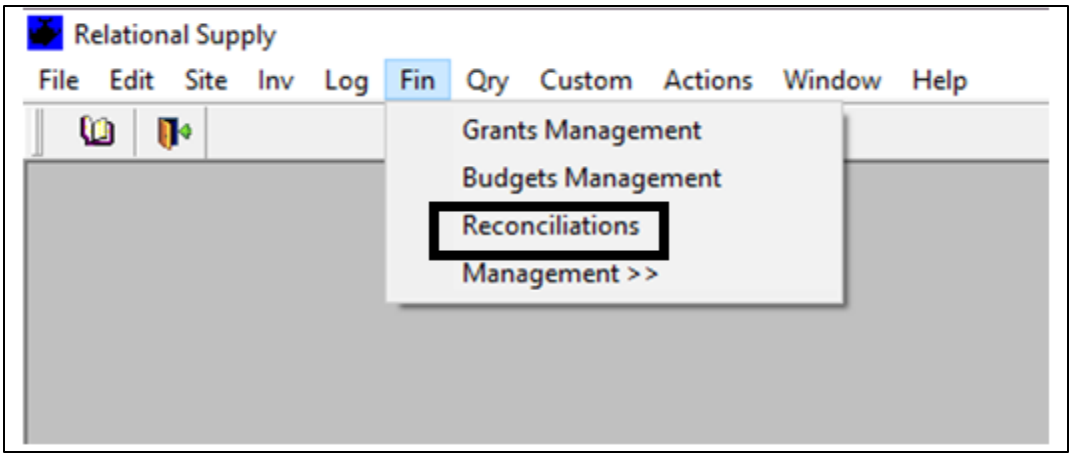


Figure W-5.--R-Supply Recoupment Process.

(b) Under 'Options' select 'UOL'. Type in the month and year the listing was released and the document number that requires a recoupment.

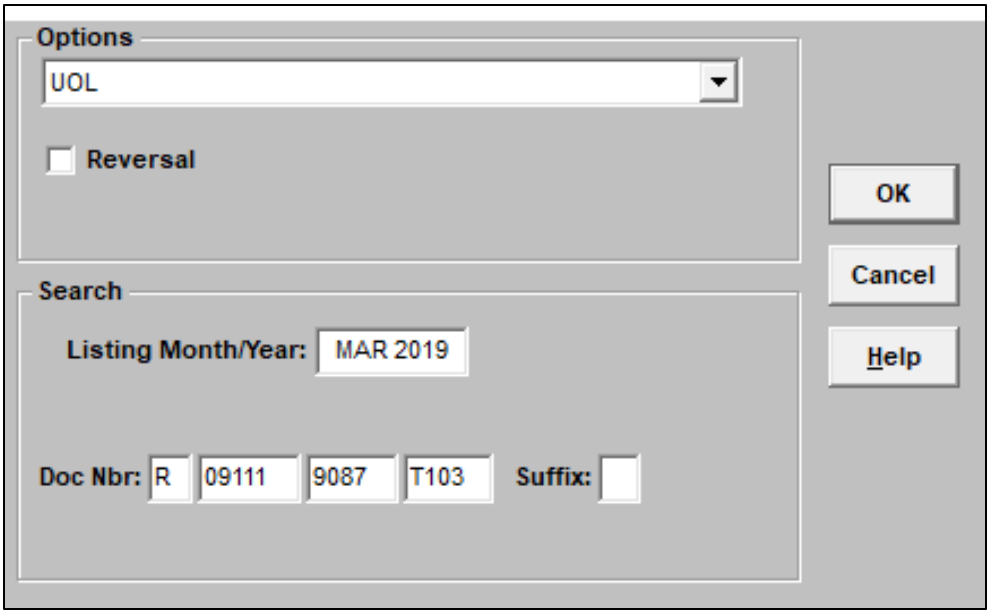


Figure W-5.--R-Supply Recoupment Process, Continued.

(c) Type in the recoupment dollar amount and ensure credit is selected.

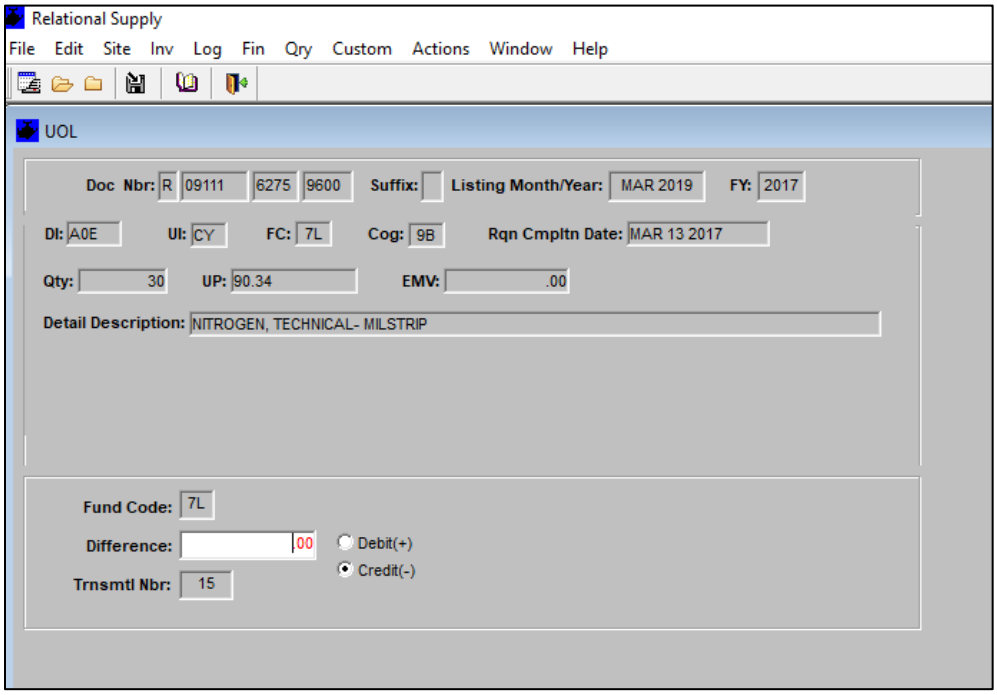


Figure W-5.--R-Supply Recoupment Process, Continued.

e. DL Procedures. The DL is produced and distributed monthly for the 1st through the 24th report months and then as needed through the 33rd report month. Processing of the DL is performed in a mechanized environment utilizing the ship's and MALS' Automated Reconciliation Tracking System (SMARTS) within R-Supply for OFC-09/10/50 Accounts; and the Aviation Store

Keeper Information Tracking (ASKIT) System for OFC-01 Accounts. The DL will be submitted to TYCOM NLT the last day of the month.

(1) DLs are reviewed by TYCOM and distributed to each MALS.

(2) DLs provide the unit with a list of documents with an obligation/expenditure difference recorded in N-SABRS versus the unit's TLs.

(3) Financial clerks will review and process documents with differences listed on the DL. If there are any erroneous transactions FAS will challenge the difference.

f. DL Process

(1) Begin by researching the "By document Difference Amount".

(2) Post the differences each month in R-Supply. The DL will be processed in R-Supply by individual document (The SMARTS upload is no longer used).

(a) Go to R-Supply Path: Financial>Reconciliations>SFOEDL Individual Requisition Fund Code Differences.

(b) Enter the Difference Listing Month/Year (e.g., JUL 2019).

(c) Enter the document number the difference is associated to (R09111-8190-FF01).

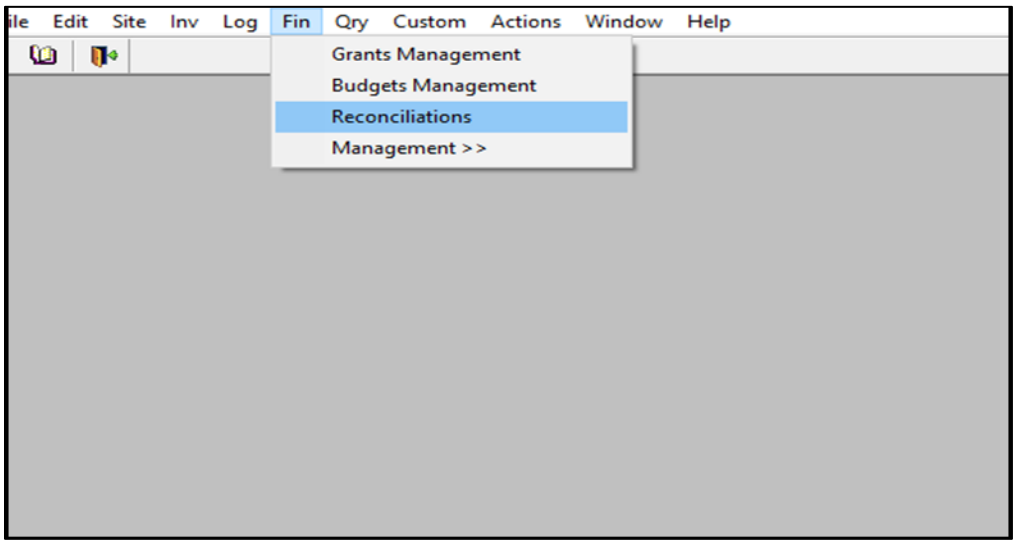


Figure W-6.--R-Supply DL Process.

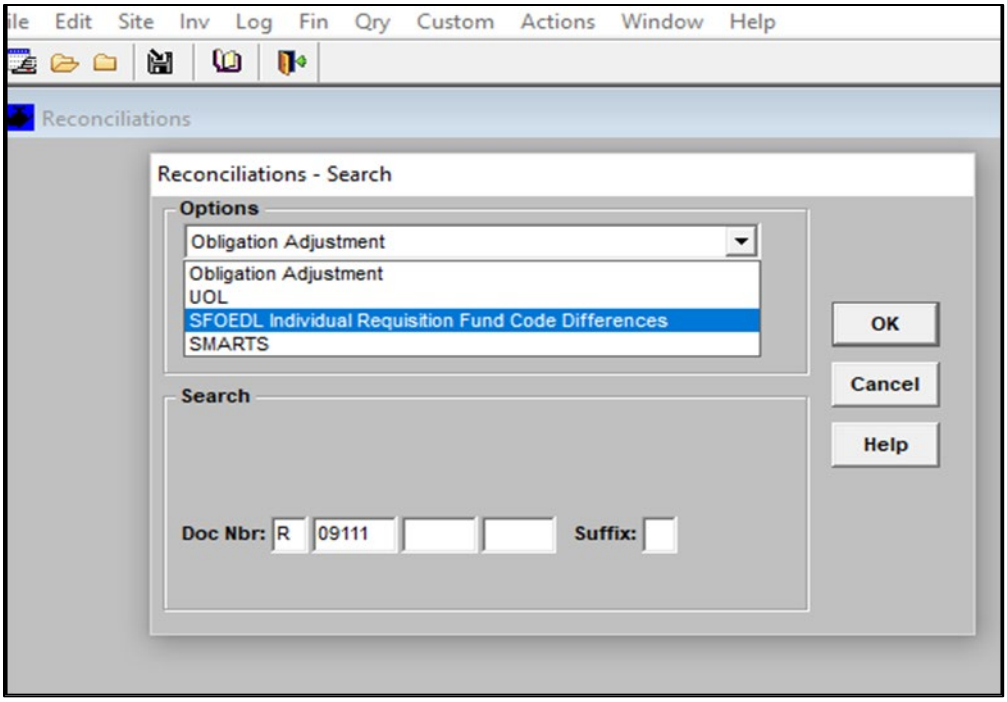


Figure W-6.--R-Supply DL Process, Continued.

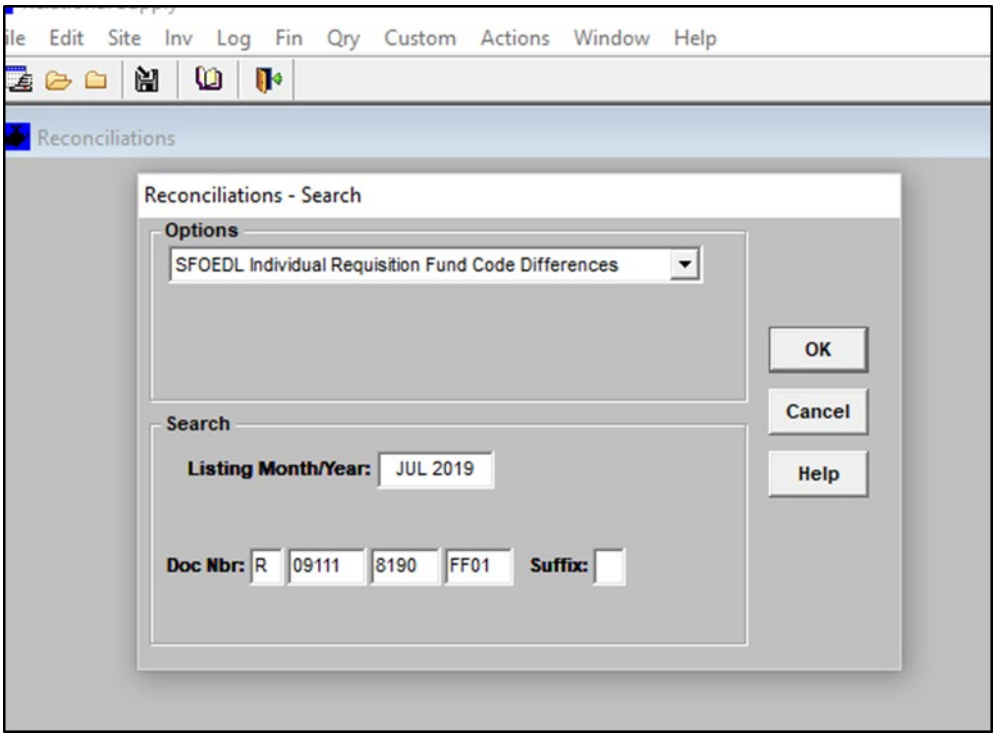


Figure W-6.--R-Supply DL Process, Continued.

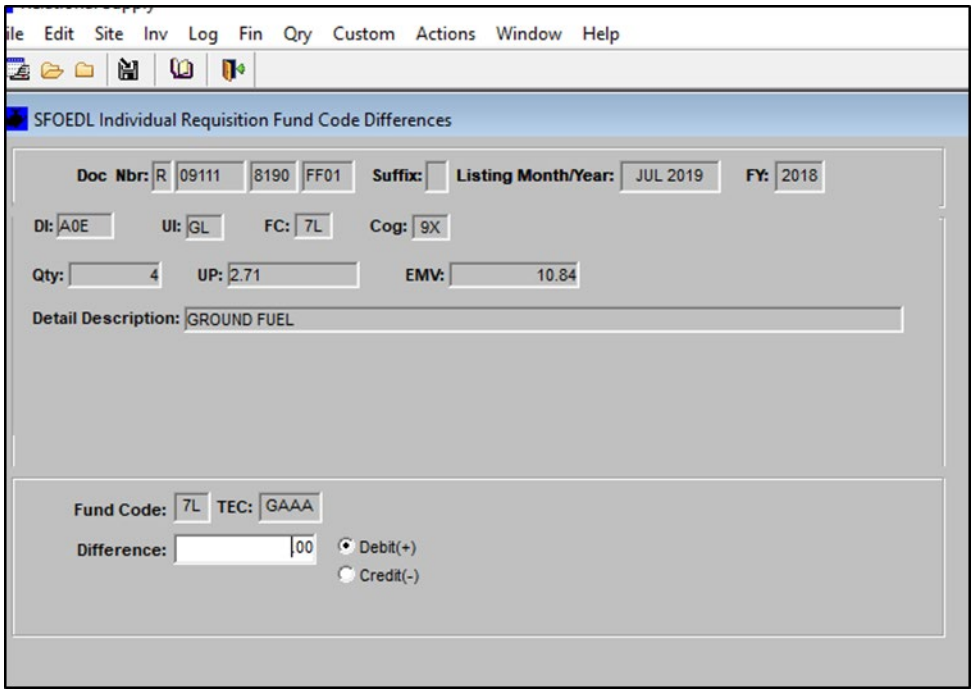


Figure W-6.--R-Supply DL Process, Continued.

(3) FAS will forward all Carcass Differences to WCB. They have five days to research and return a response to FAS whether to challenge or accept the charge.

(4) Enter any applicable challenges/remarks in CFMS.

(5) Verify the FYTD Difference (Column 23 total) of the OPTAR matches the Cumulative Difference Amount listed (By Fund Code file) in the current DL posted. If two figures do not match, research and reconcile. Once R-Supply matches the DL submit a copy of the Monthly Trial Financial Report to TYCOM for confirmation.

(6) Post Action after Challenge upload to CFMS.

(a) Monitor FMA's response on Challenged and FMA Review transactions.

(b) Print "By Fund Code" tab of Worked DL Excel (e.g., R09116 DL MAR 19 Worked.xlsx). Annotate the print out with the following, and obtain signatures.

Processed by: _____ Date: _____
Reviewed by: _____ Date: _____
Approved by: _____ Date: _____

(c) Retain the monthly annotated DL Excel with challenge action and the signed "By Fund Code" print out and maintain per FIAR requirement.

g. DL Research

(1) Review all transaction differences that are over TYCOM challenge threshold and conduct the necessary research to verify the validity of the transactions.

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

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

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

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

(d) Validated. This term refers to the rejection of a challenge from the unit. Personnel at the billing activity advise the charge is valid. OPTAR holders will not reject these transactions when they process the listing. This type of transaction applies to all of the following types of expenditures:

1. Rejected by the TYCOM.

2. Investigated by the issuing supply activity and found to be valid.

3. Re-billed by the issuing activity with the required documentation supporting the validity of the charges.

(e) Unmatched Expenditure. These transactions refers to the difference caused by an expenditure (debit or credit) not matching with an unfilled order in the system. Another possibility is the unfilled order was found; however, insufficient funds existed due to a cancellation processing against the unfilled order prior to the expenditure posting or a second expenditure may have hit against a previously completed requisition. In all cases, the OPTAR Holder must ensure receipt of materiel or service prior to accepting charge. The system processes a threshold charge to the OPTAR Holder for the same amount as the difference of these transactions.

(f) Carcass. This term refers to a debit or credit for DLR materiel. It can be the result of a price change or the absence of a turn-in. This is because unit personnel have not turned in a DLR.

(3) Research. Check the applicable document in the DTO or MVO Requisition Query or the Materiel/Financial Transaction Ledger in R-Supply. In ASKIT, select the record and click the History Option. Research all Above Threshold Expenditures (these are transactions with a value above the

threshold established by TYCOM. Annotate any invalid expenditure and process challenge in CFMS. Adjust OPTAR financial records to reflect all differences appearing on the DL even if they are invalid. Personnel at TYCOM will investigate the OPTAR Holder's comments and either give credit for the difference or let the transaction stand as a valid difference.

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

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

2. Check for a transposed document number. If an item is received with a transposed document number, you may process a DI X76 transaction and challenge transaction and annotate the proper document number and TL number. Personnel at TYCOM will validate the challenge submitted and if valid a credit difference will appear on a subsequent DL.

3. Transactions with no receipt of materiel will be subject to regular follow-up with the supply activity and is not a valid reason for challenging the transaction.

4. Charges for receipt of substitute and duplicate shipments will be accepted as valid.

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

NOTE: Personnel at supply activities bill according to data on the latest Price Change Notice. Review unit prices for materiel issues from Army, Air Force, DLA activities, GSA and from commercial sources. These prices may vary considerably from unit prices in the Navy Stock Account. Packing, transportation, postage and price discounts will result in price variances for receipts from GSA or commercial purchases. Check unit prices and additional cost data on receipt documents before posting challenges.

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

7. Consider whether cancellation action was valid. Consider as well adjustments of Cancellations for documents not in N-SABRS. Also, consider cancellations whose values exceed the original obligation. TYCOM personnel will administratively cancel the invalid or excessive cancellation transaction and process a charge for the debit difference to the OPTAR Holder. This will offset the amount by which the OPTAR holder previously increased the OPTAR balance.

8. Challenge all invalid differences using the appropriate challenge code from figure W-7. OPTAR Holders must accept and process DI X76 transactions for all differences shown on the DL. The OPTAR Holder is not authorized to process an adjustment for any transaction on the Challenge Response Page until after it is corrected by TYCOM personnel. TYCOM will reverse valid rejections with a correction transaction.

h. DL Challenges

(1) Enter any applicable challenges/remarks in OPTAR Web (path: OPTAR Web > OpForces Difference Challenge Review.

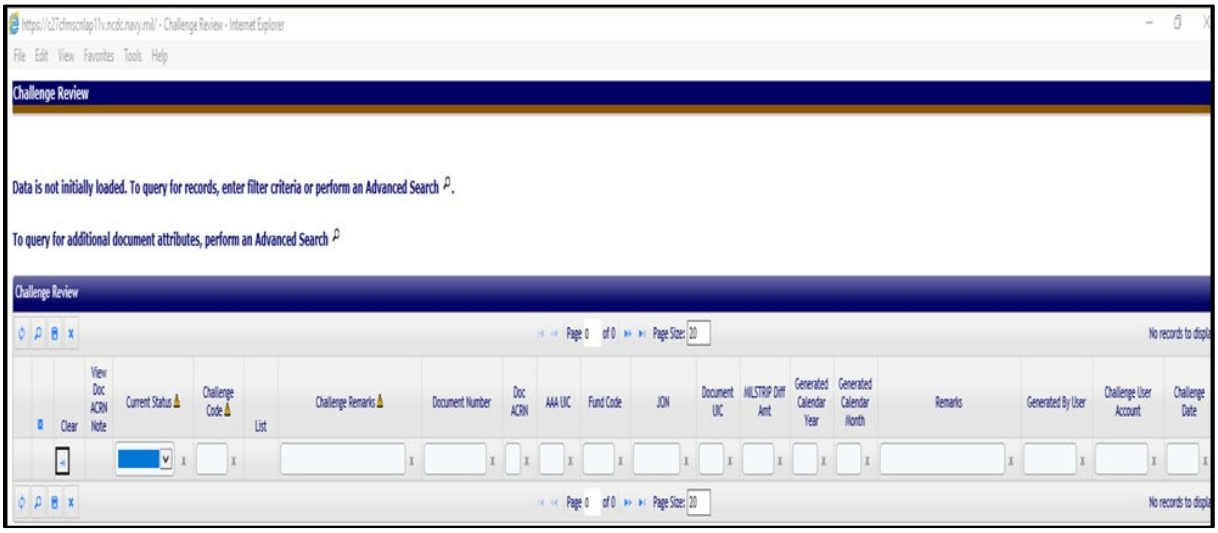


Figure W-7.--CFMS Challenge Review.

(2) Current Status. The following options are available to be selected:

(a) Blank: Pulls all differences (daily) that are not locked.

(b) Generated: Differences that were locked on the 25th.

(c) Challenged: Pulls all differences with an assigned Challenge Code.

(d) Resolved: Differences marked resolved were previous Challenges.

(3) Challenge Code. Enter a challenge code required. Remarks can also be entered to provide further justification.

Challenge Code	Definition
A	Duplicate Charge
B	Wrong Price Charged
C	Expenditure Error; wrong reqn charged
D	Erroneous Charge
E	Advance Adjustment Taken
F	Invalid ADCANC
G	Material not requisitioned or received
H	MILSTRIP CANC confirmed
I	Unmatched Expenditure - reqn error
J	Other. Provide more details
FMA Review	Under TYCOM Review

Figure W-8.--Challenge Codes

When to Use the Challenge Code

A- Duplicate Charge.
When the charge is for a requisition with a previous charge posted and there is no record of duplicate receipt.

B- Wrong Price Charged.
*When the charge is not for the current price.

C- Expenditure Error, Wrong reqn charged.
*When the charge is for lost obligation documents in CFMs/SABRS.
*When the charge is for lost TL.
*When the charge is billed to the incorrect document number.

D- Erroneous Charge.
When the Charge does not belong to the requisition or the account.

E- Advance Adjustment Taken.
*When the charge is for a previously submitted price adjustment transmitted on a TL and did not reconcile in SABRS on Time.

F- Invalid ADCANC
*When the charge is for a cancellation (X0_document) that errored out in SABRS and prevented the cancellation from matching the original obligation.
*When the charge is for a Supply activity confirmed CANC or the ADCANC submitted by the OPTAR holder exceeds the value of the original unfilled order.
*When SABRS does not hold the original unfilled order on file.

G- Material not requisitioned or received.
*When the charge is for material not ordered, not received and no supply status received indicating shipment was submitted.

H- MILSTRIP CANC confirmed.
*When the charge is for a confirmed cancellation received, no material received, no duplicate requisition and a CANC (X0_) document was transmitted on a TL but SABRS still received a billing from the supplying activity.

I- Unmatched Expenditure- reqn error.
*When the charge is for a requisition with erroneous/transposed Julian date or Serial Number. Original requisition number should be listed on OVR)

J- Other. Provide more details.
*When SABRS cannot match certain requisitions due to partial charges, but total value of obligation was submitted or corresponding obligations were transmitted on various TLs.
*When credit difference was caused by previously submitted cancellations.
*Anything else that requires an explanation for SABRS to expeditiously process the credit.

FMA Review- TYCOM is already working to resolve the issue.

Figure W-8.--Challenge Codes, Continued.

(4) Uploading Documented Evidence in support of Challenges (Path: CFMS-F>Document Review).

(a) Enter document number (i.e., V216878274PC19).

(b) Select Find.

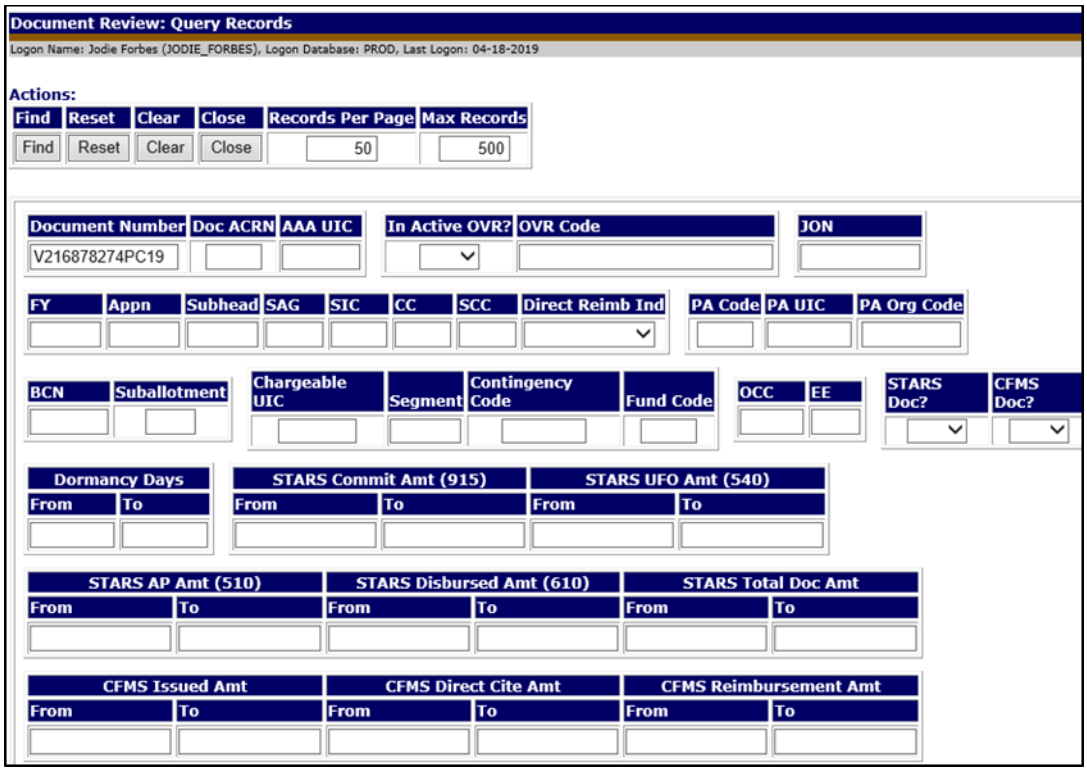


Figure W-9.--Uploading Evidence.

(c) Select Edit.

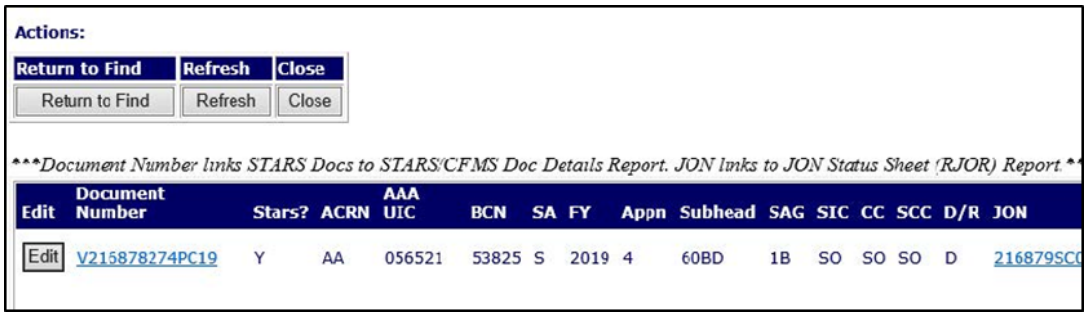


Figure W-9.--Uploading Evidence, Continued.

(d) Select Attachments.

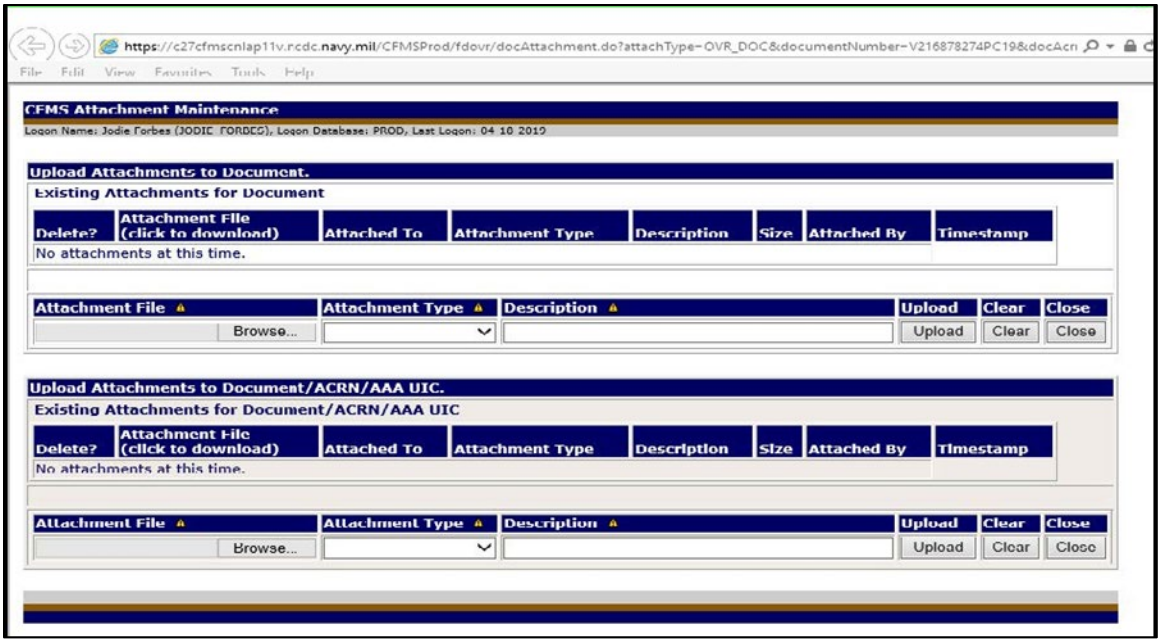


Figure W-9.--Uploading Evidence, Continued.

(e) Select Browse.

(f) In the Attachment Type menu, select "General Attachment"

(g) In the Description, type the name of the attachment. Document Number, Challenge, and date in the file name (i.e., V216878274_Challenge_190401)

(h) Select Upload.

i. UMD Procedures. This listing is produced monthly, typically before the DL or OVR, and provided to each OPTAR holder for appropriate action. The listing shows expenditures that do not have a matching obligating document in N-SABRS. Why UMD's occur vary, therefore each TYCOM provides guidance on frequency and appropriate corrective action.

(1) UMDs are reviewed and distributed to each Wing Comptroller Office (G-8), and/or appropriate MALS from TYCOM (CNAP/CNAL) on a monthly basis prior to the DL and/or OVR.

(2) UMDs provide the unit with a list of documents that have unmatched obligations.

(3) Wing and/or appropriate MALS clerks will review the listing and take the appropriate action as set forth by TYCOM (CNAP/CNAL).

A	B	C	D	E	F	G	H	I	J	K	L	M
SDN	ERROR UNMATCH CD 01	ERROR UNMATCH CD DESCR 01	MRI	ARI	SRI	WCI	AAC	BCN	AI	BSYM	SBHD	TRANS TYPE CD
V091140106G401	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V091140106G405	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V091140106G443	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V091140106G446	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V0911401120352	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V091140118J120	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V0911401350134	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V091140153FF01	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V091140160FF01	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V091140164T200	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V0911401680630	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V091140168FF01	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V0911401690682	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V0911401754113	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D
V091140189K120	S01	NO ACT/RET RECORD FOUND	NM0060	NE7012	NE7026	NW7080	V09114	E7026	056521	1804	6A1A	2D

Figure W-10.--Sample UMD listing.

AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC
EXTRACT DATE	ORIG CYCLE DATE	PAID DATE	RCVD DATE	ISN	DISC AMT	REDIST AMT	REDIST AVAIL AMT	UNIT PRICE	COLL PAID AMT	TRANSACTION TOTAL	REMARKS
20200910 06:01:22	20200909	20200902	20200909	158949	$0.00	$0.00	$66.00	$0.01	$66.00	1	DOCUMENT RECEIVED, RECIEPTED IN R-SUP// NOT RELEASED ON TL
20200910 06:01:22	20200909	20200902	20200909	160016	$0.00	$0.00	$66.00	$0.01	$66.00	1	DOCUMENT RECEIVED, RECIEPTED IN R-SUP// NOT RELEASED ON TL
20200910 06:01:22	20200909	20200902	20200909	160017	$0.00	$0.00	$66.00	$0.01	$66.00	1	DOCUMENT RECEIVED, RECIEPTED IN R-SUP// NOT RELEASED ON TL
20200910 06:01:22	20200909	20200902	20200909	160018	$0.00	$0.00	$66.00	$0.01	$66.00	1	DOCUMENT RECEIVED, RECIEPTED IN R-SUP// NOT RELEASED ON TL
20200713 08:42:35	20200711	20200702	20200711	390757	$0.00	$0.00	$939.14	$0.01	$939.14	1	DOCUMENT RECEIVED, RECIEPTED IN R-SUP// WENT OUT ON TL 08
20200911 05:30:11	20200910	20200904	20200910	166865	$0.00	$0.00	$334.84	$0.11	$334.84	1	COORDINATED W CONTROL BRANCH AWAITING FURTHER FEEDBACK // STOCK(WCB) DOC, NO EVIDENCE THAT THIS EVER SHIPPED// WENT OUT ON TL 10
20200623 18:31:00	20200617	20200612	20200617	325946	$0.00	$0.00	($5,960.66)	$24.94	($5,960.66)	1	UNMATCHED DUE TO FUEL PRICE CHANGE EFFECTIVE JUNE 1ST/ CORRECT PRICE IN R-SUP// WENT OUT ON TL 34
20200623 18:31:00	20200617	20200612	20200617	325945	$0.00	$0.00	($260.51)	$1.09	($260.51)	1	UNMATCHED DUE TO FUEL PRICE CHANGE EFFECTIVE JUNE 1ST/ CORRECT PRICE IN R-SUP// WENT OUT ON TL 34
20200725 08:12:31	20200711	20200701	20200711	396184	$0.00	$0.00	$259.96	$0.01	$259.96	1	PART ON BACK ORDER AWAITING FOR PART TO COME IN// WENT OUT ON TL 34
20200625 09:15:24	20200624	20200619	20200624	349353	$0.00	$0.00	$15,562.20	$0.04	$15,562.20	1	DOC COMPL IN R-SUPPLY VALID CHARGE// WENT OUT ON TL 12
20200702 09:11:39	20200701	20200626	20200701	374814	$0.00	$0.00	($5,506.56)	$23.04	($5,506.56)	1	DOC COMPL IN R-SUPPLY VALID CHARGE// WENT OUT ON TL 35
20200625 09:15:24	20200624	20200619	20200624	349717	$0.00	$0.00	$24,959.70	$0.09	$24,959.70	1	ITEM RECEIVED, MATERIAL ACKOWLEDGEMENT SENT (DRA)// WENT OUT ON TL 12

Figure W-10.--Sample UMD listing, Continued (with remarks).

A	B	C	D	E	F	G	H	I
SDN	ERROR UNMATCH CD DESCR 01	AAC	BCN	NSN	PAAN	BCN	AVAIL AMT	U/P
V091140143FF01	NO ACT/RET RECORD FOUND	V09114	09114	9130002732379	FJ1SMS	09114	$239.20	$0.80
V091140143FF02	NO ACT/RET RECORD FOUND	V09114	E7026	9140015240139	FJ1SMS	E7026	$128.70	$0.45
V091140143FF03	NO ACT/RET RECORD FOUND	V09114	E7026	9140015240139	FJ1SMS	E7026	$114.40	$0.40
V091140144FF01	NO ACT/RET RECORD FOUND	V09114	E7026	9130002732379	FJ1SMS	E7026	$8,108.88	$27.12
V091140144FF02	NO ACT/RET RECORD FOUND	V09114	E7026	9130002732379	FJ1SMS	E7026	$12,372.62	$41.38
V091140153FF01	NO ACT/RET RECORD FOUND	V09114	E7026	9130002732379	FJ2SMS	E7026	($5,960.66)	$24.94
V091140157FF01	NO ACT/RET RECORD FOUND	V09114	E7026	9130010901093	FJ1SMS	E7026	$20.79	$0.09
V091140157FF02	NO ACT/RET RECORD FOUND	V09114	E7026	9140015240139	FJ1SMS	E7026	$57.00	$0.25
V091140157FF03	NO ACT/RET RECORD FOUND	V09114	E7026	9140015240139	FJ1SMS	E7026	$68.40	$0.30
V091140157FF04	NO ACT/RET RECORD FOUND	V09114	09114	9130002732379	FJ1SMS	09114	$2,179.68	$9.12
V091140157FF05	NO ACT/RET RECORD FOUND	V09114	E7026	9140015240139	FJ1SMS	E7026	$47.88	$0.21
V091140160FF01	NO ACT/RET RECORD FOUND	V09114	E7026	9130002732379	FJ2SMS	E7026	($260.51)	$1.09

Figure W-11.--Sample Ground Fuel UMD listing.

j. UMD Process

(1) Begin by ensuring that all data on the listing is correct, (e.g., document number, NIIN, price, etc.)

(2) Utilize R-Supply, NALCOMIS, as well as external resources, (e.g., OTS, Navy ERP, GSA, CFMS, etc.) to begin the research process.

(3) Annotate what action needs to be taken or was taken in the remarks column.

(4) If applicable, the unit may need to challenge certain documents and provide the reason for the challenge once the requisition hits the DL.

k. UMD Research

(1) Review each document as stated above.

(2) Some common transactions that cause UMDs are listed below and in figure W-12.

(a) Improper cancellations of DTO requirements, (e.g., utilizing the AE1/RX cancellation process vice the proper way of using the AC1/AK1 process).

(b) Requisition did not TIR correctly and didn't interface with Navy ERP.

(c) Requirement was inputted internally as one document number, but it was phone passed or manually loaded to OTS as another.

(d) Requirement was a Ground Fuel transaction and was obligated in SABRS, but not obligated in R-Supply.

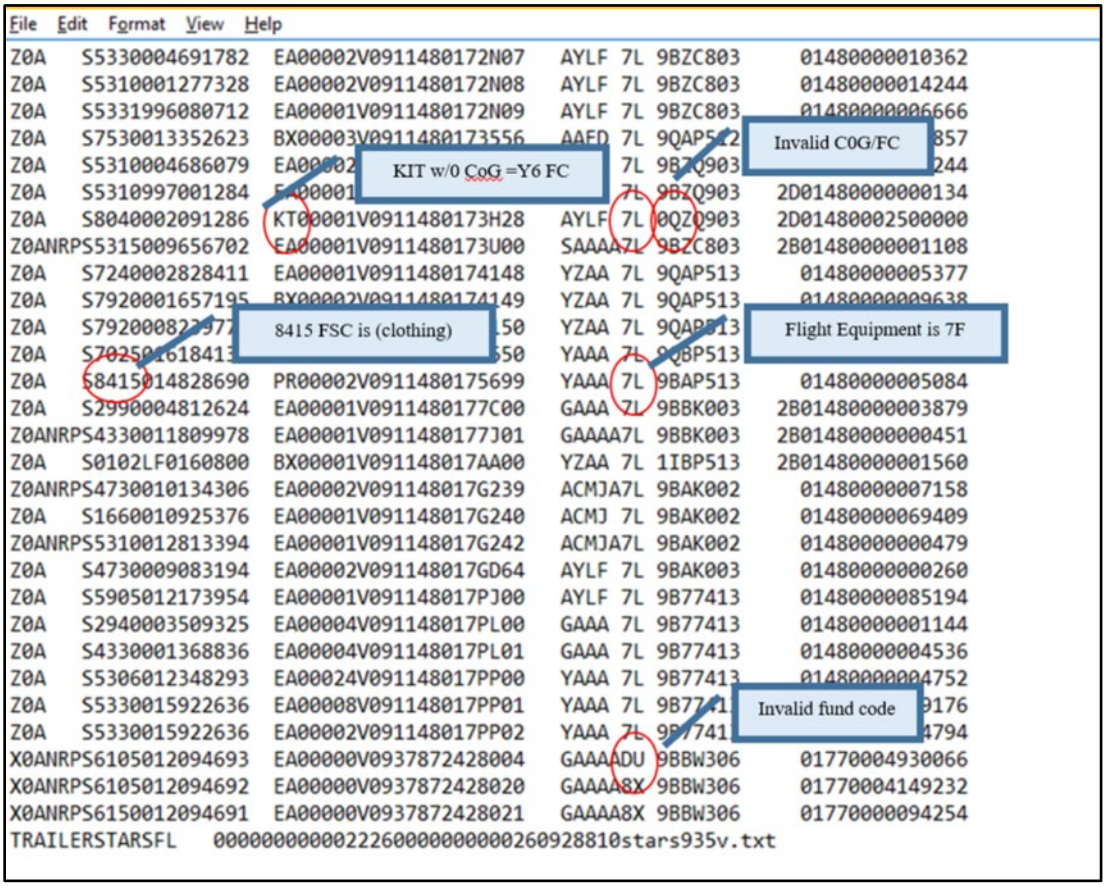


Figure W-12.--STARS Report from R-Supply.

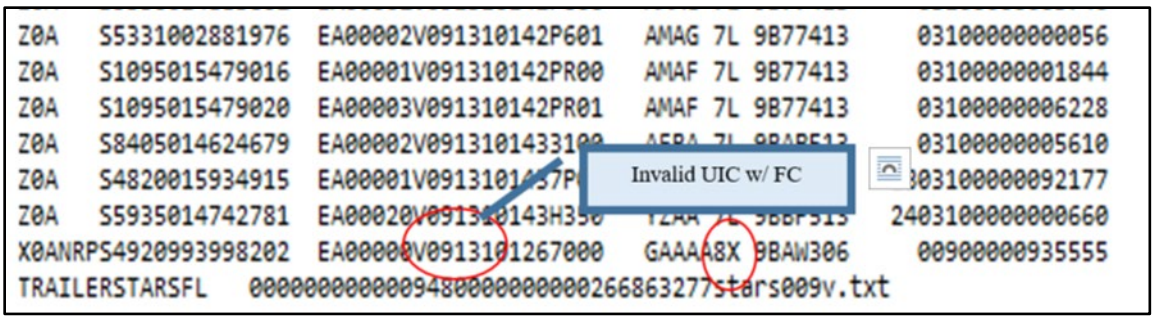


Figure W-12.-- STARS Report from R-Supply, Continued.

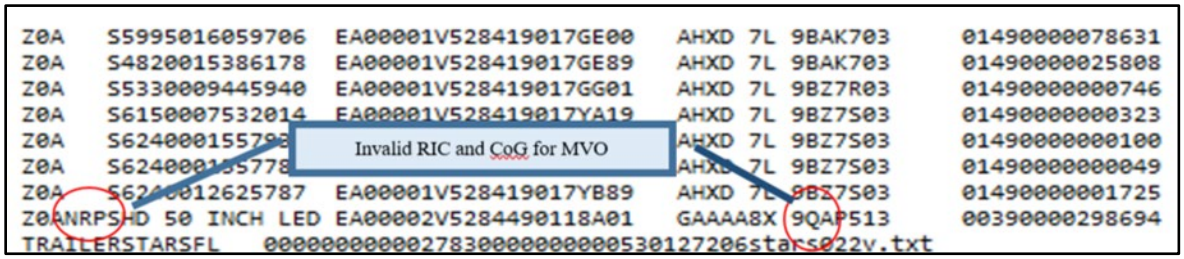


Figure W-12.-- STARS Report from R-Supply, Continued.

APPENDIX X

BUDGET OPTAR REPORT (BOR) FORMAT INSTRUCTIONS

1. General. The BOR lists the OPTAR Holder's obligations, differences and gross adjusted obligations (obligations plus or minus the differences) for each Fund Code and Type Equipment Code (TEC). The report also contains a recap of all Transmittal Letters (TLs) submitted by the OPTAR holder during the month, the value of the OPTAR grant to date, information concerning the most recent financial listings processed by the OPTAR Holder and contains a space to report other specific financial information requested by the TYCOM. When the BOR is received, the total gross obligations for each Fund Code are compared to the total of funds obligated by the detailed obligations recorded in STARS-FL or N-SABRS. Both Air TYCOMs currently restrict the number of BORs to one per naval message.

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

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

c. The OFC-10 BOR is a monthly summary report of flying other (FO), which are other cost such as van maintenance, TBA repair, EAF, etc. Fund code 2F is used for OFC-10 at 2dMAW while 1st and 3dMAW uses fund code 9E for van maintenance cost and 2F for EAF and MACS.

d. The OFC-09 BOR is a monthly summary report of costs for the procurement of initial outfitting of allowance list (Individual Materiel Readiness List (IMRL)/Aircraft Maintenance Materiel Readiness List (AMMRL), and Table of Basic Allowance (TBA) materiel.

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

2. BOR Message Format. The below provides a shell for the BOR message format used to identify areas where the information is to be entered by the individual activity. To ensure accurate and timely reporting, utilize the appropriate TYCOM guidance for formatting and submission requirements. The following is a sample of a line-by-line explanation of the BOR Message (see figure X-1):

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

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

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

d. Classification Line. Identifies the appropriate security classification.

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

```
FM MALS FIFTY SIX//AVNSUPO/SA//
TO COMNAVAIRFOR SAN DIEGO CA//N01FE//
INFO COMNAVAIRFOR NORFOLK VA//N413/FILE//
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/FY18 FLTOPS BUDGET OPTAR REPORT//
RMKS/1. DEC/V62741/60AE/57012/FY18/OFC01/RCC (IF APPLICABLE)
```

Figure X-1.--Sample BOR Addressee.

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

(1) 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) Month. Enter the first three letters of the month (i.e., "JUL" for the month of July).

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

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

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

(e) Fiscal Year. Four alpha-numeric characters (i.e., FY18).

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

(g) Reimbursable Control Code. Assigned by the Fleet or TYCOM to each reimbursable order to identify the customer and work order number for

subsequent billing. Consists of two alpha-numeric characters and will be structured as follows (unless otherwise directed by the TYCOM). The first position will be an alpha (A through F) or numeric (1 through 9) character. The second position will be a numeric (1 through 9) or alpha character (A through Z). The alpha characters I and O should not be used.

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

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

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

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

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

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

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

(d) Column (24). This column is the row total for dollars in Column (22) (FYTD gross obligated amount), Column (23) Difference Listing (DL) by Fund Code and for OFC 01/09/10/50 by TEC. This column will match the obligations reported on the EOM Status of Funds.

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

must continue to be reported throughout the fiscal year, regardless of its status.

(f) Column (26). A numeric field used to display the number of aircraft attached to the squadron. This field is to be used by activities reporting OFC 01 Funds only.

(g) Column (27). The Monthly Flight Hours field is a numeric field reporting the actual flight hours flown for the month. These monthly flight hours are extracted from Marine Corps Sierra-Hotel Aviation Readiness Program (M-SHARP). 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 year to date. These FYTD flight hours are extracted from M-SHARP. 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 prior month's flight hours that occurred between BOR due date and corrected BOR due date will be submitted using adjusted M-SHARP monthly/FYTD flight hours with remarks in column (38) labeled "rollover hours" by month and TEC.

(i) Total line for Columns (22) through (28), except Column (25 and 26). This row displays the totals of all dollars, monthly flight hours and FYTD flight hours reported. The OIC/SNCOIC will screen the BOR totals for accuracy and process only those BORs that are error free. BORs flagged for errors are not to be released until the errors are corrected.

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

(k) Line 30 of the OFC 01 BOR. The title line for TL lists the applicable number for each TL submitted during month, with the last entry on this line being the word Month Total. Directly under the TL number(s), insert the dollar value applicable to the TL. The total dollar amount transmitted during the current month must be inserted under the word Total. Add the TL amounts for the month together with the total 7B dollar amount and enter the total (TL + TL + TL + 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.

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

(m) Line 32 of the OFC 01; Line 30 for OFC 09, OFC 10, and OFC 50. Enter the month and year shown on the last DL received from COMNAVAIRFOR.

(n) Line 33 of the OFC 01; Line 31 for OFC 09, OFC 10, and OFC 50. Enter the month and year shown on the last DL processed and posted to R-Supply/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 contain the type of fuel reported (e.g., JP4, JP5, JP8, Commercial, Free and INTO). The third column will contain the gallons consumed for the month for each TEC. The fourth and last column will contain the FYTD gallons for each TEC.

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

(q) Line 36 (OFC 01 only). This line is to list challenges from the DL 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, DL date and TL number. If there are no challenges, omit this line (not currently used).

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

(s) Line 38. This paragraph should be used for any narrative remarks to communicate concerns, explanations or other report related comments from the activity. The remarks are mandatory on the OFC 01 BOR if Line 39A is off the percentage dictated by TYCOM (CNAL plus or minus 5%, CNAP plus or minus 10%).

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

1. 39A. Consumption Rates

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

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

c. MO VAR = Monthly Variance. This is the variance of the monthly consumption rate from the budgeted consumption rate. Its value

is derived from MO GPH divided by BUD GPH minus one, displayed as a whole percentage. Example from below: (128.0/133.7) - 1 = -4%.

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

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

2. 39B. FYTD CPG Reconciliation

a. CALCULATED = The FYTD fuel cost based on the gallons reported by fuel type. Its value is derived from the sum of each fuel type's FYTD quantity multiplied by the CPG for that fuel type, excluding COMM fuel. This will match the Column 22 7B obligation.

NOTE: The total COMM fuel obligation will be calculated by multiplying each COMM transaction gallon amount and the CPG charged for that transaction.

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

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

3. 39C. Cost Per Hour (CPH)

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

(u) Line 40 (Line 33 for OFC 50). Special/reimbursable programs should be cited by the OFC 01 and OFC 50 OPTAR Holder on this line. The first column lists the purpose of the flight operation for OFC 01 and aviation maintenance for OFC 50. Strike, FMS, Staff, Drug and MEU are examples of purpose titles for OFC 01 Funds. Aircraft TEC is the title of the next column, both OFCs label the columns the same. Columns A and B contain different values depending on which OFC 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.

```
     (21)      (22)          (23)       (24)          (25)    (26)    (27)       (28)
     7B    3,774,613.20     0.00   3,774,613.20      AYLF     17    272.3     1,139.9
     7F       16,185.53     0.00      16,185.53      AYLF      0      0.0         0.0
     TTL   3,790,798.73     0.00   3,790,798.73                     272.3     1,139.9
     29.   FUND CODE RECAP
           7B    3,774,613.20
           7F       16,185.53
     30.   LEDGER SUMMARY
                  TL 13/8          TL 14/8          TL 15/8          TL 16/8
                     0.00             0.00         3,536.81             0.00
                 7B VALUE       MONTH TOTAL
                887,899.94       891,436.75
     31.   FYTD OPTARS:          7B DOLLARS       7F DOLLARS       FLT HOURS
           GRANT                3,916,553.00        27,500.00        3,129.20
           BALANCE                141,939.80        11,314.47        1,989.30
     32.   DEC 2018
     33.   DEC 2018
     34.   TEC     FUEL TYPE        MO GLNS       FYTD GLNS
           AYLF    COMMFAS                0          23,535
           AYLF    INTO               5,424         106,623
           AYLF    INTO-A             2,843           2,843
           AYLF    JP-5             -96,558          55,743
           AYLF    JP-5A            232,918         232,918
           AYLF    JP-8                   0         432,404
           AYLF    JP-8A             88,998          88,998
           AYLF    TOTAL            233,625         943,064
     35.   N/A
     36.   N/A
     37.   SSGT MARINE, I.M. (XXX) XXX-XXXX, IM.MARINE@USMC.MIL MALS-XX
OPERATIONS MANAGEMENT DIVISION (XXX) XXX-XXXX (ASKIT8.0)
     38.   REMARKS:
           EMBARK DATA:     START MONTH     END MONTH     DEPLOYMENT CODE
                              UNKOWN          UNKNOWN         UNKNOWN
                                MONTHLY          FYTD
           CONUS HOURS:           272.3        1139.9
           UNKNOWN HOURS:           0.0           0.0
           TOTAL:                 272.3        1139.9
                                  GRANT           OBLIG        HOURS
           7B SQDN  AYLF   3,916,553.00    3,774,613.20     1,139.9
                    TOTAL  3,916,553.00    3,774,613.20     1,139.9
              TOTAL        3,916,553.00    3,774,613.20     1,139.9
           7F SQDN  AYLF      27,500.00       16,185.53         0.0
                    TOTAL     27,500.00       16,185.53         0.0
              TOTAL           27,500.00       16,185.53         0.0
                                MONTHLY           FYTD
                                GALLONS         GALLONS
            SQDN  AYLF  COMMFAS        0           23535
                        INTO         5424          106623
                        INTO-A       2843            2843
                        JP-5       -96558           55743
                        JP-5A      232918          232918
                        JP-8            0          432404
                        JP-8A        88998           88998
                        TOTAL       233625          943064
```

Figure X-2.--Sample OFC-01 BOR Body.

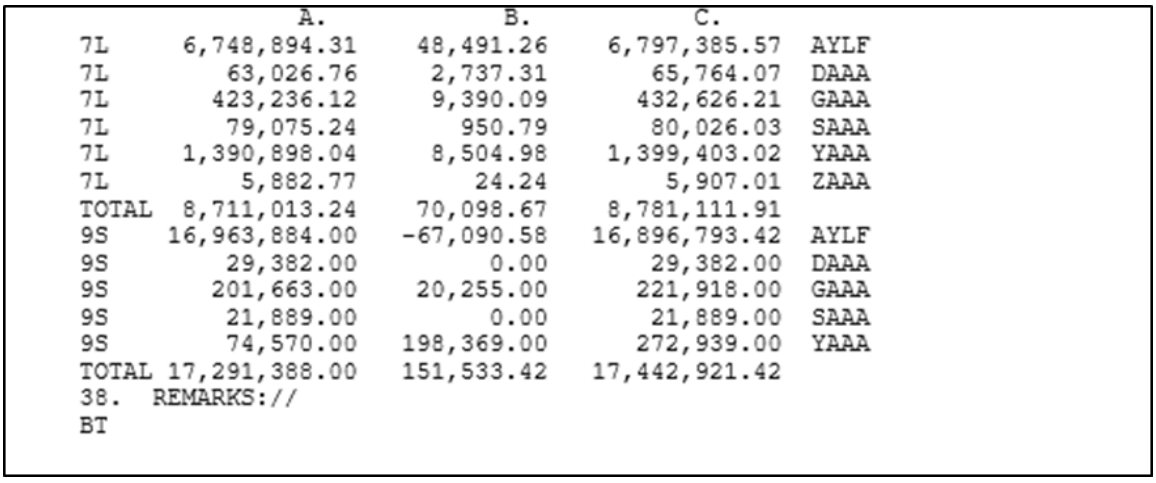
```
     TOTAL                      233625          943064
     TOTAL GALLONS              233625          943064
39A. CONSUMPTION RATES:
           TEC    BUD GPH     MO GPH    MO VAR   FYTD GPH  FYTD VAR
     SQDN  AYLF    840.0       858.0       2%      827.3       -2%
39B. FYTD CPG RECONCILIATION:
           TEC      CALCULATED           DELTA       COMM
     SQDN  AYLF    3,774,613.20          0.00        N/A
39C. COST PER HOUR:
           TEC          MONTH           FYTD
     SQDN  AYLF       3,260.74        3,311.35
40.  REIMBURSABLE/SPECIAL INTEREST HOURS:
    A.  REIMBURSABLE
    NONE
    B.  SPECIAL INTEREST
      NAME                  TEC          MONTH       FYTD
      T & R                AYLF          272.3     1,139.9//
BT
```

Figure X-2.--Sample OFC-01 BOR Body, Continued.

```
A. OBLIGATION DATA:
(21)          (22)              (23)             (24)       (25)
7L            17,396.39           0.00           17,396.39   AXXA
7L         6,906,623.62       48,491.26       6,955,114.88   AYLF
7L            63,026.76        2,737.31          65,764.07   DAAA
7L           423,236.12        9,390.09         432,626.21   GAAA
7L            79,075.24          950.79          80,026.03   SAAA
7L         1,390,898.04        8,504.98       1,399,403.02   YAAA
7L             5,882.77           24.24           5,907.01   ZAAA
9S           144,420.00            0.00         144,420.00   AHAZ
9S        19,751,082.00      -67,090.58      19,683,991.42   AYLF
9S            29,382.00            0.00          29,382.00   DAAA
9S           201,663.00       20,255.00         221,918.00   GAAA
9S            21,889.00            0.00          21,889.00   SAAA
9S            74,570.00      198,369.00         272,939.00   YAAA
TOTAL     29,109,144.94      221,632.09      29,330,777.03
26.   TL/013          TL/014          TL/015          TL/016
    1,141,850.96    1,823,012.12    1,568,924.95    1,340,283.82
        TOTAL
     5,874,071.85
28.  FUND CODE RECAP:
               COL 22              COL 23              COL 24
7L           8,886,138.94          70,098.67          8,956,237.61
9S          20,223,006.00         151,533.42         20,374,539.42
TOTAL       29,109,144.94         221,632.09         29,330,777.03
29.  OPTAR GRANT FYTD:
7L          USMC TACAIR          10,500,000.00
9S          USMC TACAIR          22,174,040.00
TOTAL                            32,674,040.00
30.  LAST SFOEDL RECEIVED:     DEC 2018
31.  LAST SFOEDL PROCESSED:    DEC 2018
32.  LAST OVR RECEIVED:        DEC 2018
33.  REIMBURSABLE COSTS:
 A.  USMC LANT

7L          16,366.51          0.00         16,366.51  AYLF  FB9  VMA-231
7L         141,362.80          0.00        141,362.80  AYLF  FCG  VMM-263
9S       1,474,725.00          0.00      1,474,725.00  AYLF  FCG  VMM-263
9S       1,312,473.00          0.00      1,312,473.00  AYLF  FFF  VMA-223
 B.  NAVAIR VMU
                A.              B.             C.
7L          11,675.98          0.00         11,675.98  AXXA  GEF  VMU-1
7L           5,720.41          0.00          5,720.41  AXXA  GEG  VMU-3
REIMBURSABLE TOTAL:
                A.              B.             C.
           157,729.31          0.00        157,729.31  7L  TTL  A.  USMC LANT
            17,396.39          0.00         17,396.39  7L  TTL  B.  NAVAIR VMU
           175,125.70          0.00        175,125.70  TOTAL
         2,787,198.00          0.00      2,787,198.00  9S  TTL  A.  USMC LANT
         2,787,198.00          0.00      2,787,198.00  TOTAL
         2,962,323.70          0.00      2,962,323.70  TOTAL
35.  AUDITABLE PERSON: 2NDLT MARINE, I.M. FAS OIC XXX-XXXX
36.  POC: SSGT MARINE, I.M. FAS DSN: XXX-XXX
37.  ALL PARAGRAPH (1) OBL DISTRIBUTED BY FUND SOURCE:
 A.  USMC TACAIR
```

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



	A.	B.	C.	
7L	6,748,894.31	48,491.26	6,797,385.57	AYLF
7L	63,026.76	2,737.31	65,764.07	DAAA
7L	423,236.12	9,390.09	432,626.21	GAAA
7L	79,075.24	950.79	80,026.03	SAAA
7L	1,390,898.04	8,504.98	1,399,403.02	YAAA
7L	5,882.77	24.24	5,907.01	ZAAA
TOTAL	8,711,013.24	70,098.67	8,781,111.91	
9S	16,963,884.00	-67,090.58	16,896,793.42	AYLF
9S	29,382.00	0.00	29,382.00	DAAA
9S	201,663.00	20,255.00	221,918.00	GAAA
9S	21,889.00	0.00	21,889.00	SAAA
9S	74,570.00	198,369.00	272,939.00	YAAA
TOTAL	17,291,388.00	151,533.42	17,442,921.42	

38. REMARKS://
BT

Figure X-3.--Sample OFC-50 BOR Body, Continued.

3. Budget OPTAR Report Audit

a. OFC-01 BOR CHECKLIST

(1) Is there continuity in the Column 22 total?

(a) Add current month TL total (Line 30) to prior month Column 22 total. This will equal current month Column 22 total.

(b) Prior Year: The 7B Column 22 cannot be verified using this step. 7B continuity can be verified by utilizing the following:

1. Current month Column 22- previous month Column 22 = Total.

2. Previous month Line 30 balance +/- Total= Current month Line 30 balance.

(2) Does Column 22 and Column 23 equal Column 24?

(a) Add Column 22, 23, and 24 down to verify totals.

(3) Does the Column 23 total match the FYTD total on the current DL? (7F Only)

(4) Does the Column 24 total match the total obligations reported on the End of the Month Status of Funds?

(5) Are the correct TECs listed in Column 25?

(6) Are the correct number of aircraft reported? (Use the latest AMSRR to reconcile the aircraft assigned in ASKIT and the KHI website).

(7) Are the correct flight hours reported in Column 27? The monthly flight hours listed in Column 27 will match the monthly hours listed in the M-SHARP SBTP report.

(8) Is there continuity in Column 28 FYTD hours?

(a) Add the current month's Column 27 to the prior month's BOR Column 28 + any late flight hours in Line 38 remarks of the current BOR. The FYTD hours listed in Column 28 will match the FYTD hours listed in the M-SHARP SBTP.

(9) Does the Fund Code Recap listed in Column 29 match the total listed in Column 24?

(10) Does dollar amount listed in Line 30 match the dollar amount on the TLs produced for the current month?

(a) Then add the TLs total with the 7B monthly Obligation to validate the Month Total.

(11) Does Line 31 match the latest grant authorization received?

(12) Does Line 32 state the last month and year a DL was received?

(13) Does Line 33 state the last month and year a DL was processed?

(14) Is the Recap of Fuel Consumption in Line 34 accurate? If not, is the disparity reported in Line 38?

(a) Add the monthly gallons per fuel type to the prior month BOR FYTD gallons, this will equal the current BOR FYTD gallons.

(b) Multiply FYTD gallons for each fuel type by the fuel price. Add up the totals and match the total to the Column 22 7B total. If they don't match, subtract the total calculation of Line 34C from Column 22 7B to find the disparity.

(15) Does Line 35 state the last month an OVR was processed?

(16) Does Line 36 list all challenges from the DL found by the activity?

(17) Does Line 37 state the AUDITABLE PERSON: “OMD OIC” and the POC: “CSB SNCOIC”?

(18) Does Line 38 state all remarks or explanations that need to be relayed from the activity? (e.g., disparity in Column 22,23, or 24, late/rollover hours, disparity between Column 22 and Column 39B, or variance justification)

(19) Does the Line 38 7B & 7F grants match Line 31? Do the obligations match the Column 24 total? Do the gallons match Line 34? Do the hours match Column 28?

(20) Line 39A calculates the consumption rates. Is the FYTD variance within +/- percentage dictated by TYCOM (CNAL 5%, CNAP 10%)? If not, is the justification reported in Line 38?

BUD GPH	MO GPH	MO VAR	FYTD GPH	FYTD VAR
788.7	645.0	-18%	782.8	-1%

CONSTANT Monthly GAL/ Monthly Hours MO GPH/ BUD GPH-1*100 FYTD GAL/ FYTD HOURS FYTD GPH/ BUD GPH-1*100

(21) Line 39B calculates the FYTD CPG. Does the dollar amount match the FYTD 7B obligations listed in Column 22? If not, is the justification reported in Line 38?

(22) Does Line 39C calculate the monthly and FYTD cost per hour?

Month - Monthly 7B/Monthly Flight Hours
FYTD - FYTD 7B/FYTD Flight Hours

(23) Are all Reimbursable/Special interest hours reported in Line 40?

(a) The hours will be separated in MSHARP by category. Ensure the hours are tied to the correct category in ASKIT.

(b) Home flight hours are identified as T & R hours.

(24) Does the Reimbursable/Special interest hours and the T & R hours match the hours reported in Column 27 and Column 28?

TYPE OF HOURS	TEC	MONTHLY HOURS	FYTD HOURS
OFS-T	ACMJ	265.9	547.8
T & R	ACMJ	273.2	681.3

b. OFC-09 BOR CHECKLIST

(1) Is there continuity in the Column 22 total?

(a) Add the current month TL total (Line 26) to the prior month Column 22 total. This will equal current month Column 22 total.

(2) Does Column 22 and 23 equal Column 24?

(3) Does the Column 23 total match the FYTD total on the current DL?

(4) Does the Column 24 total match the total OFC-09 obligations reported on the End of the Month Status of Funds?

(5) Does Line 26 match the dollar amount on the TLs produced for the current month?

(6) Does Line 29 match the latest grant authorization received?

(7) Does Line 30 state the last month and year a DL was received?

(8) Does Line 31 state the last month and year a DL was processed?

(9) Does Line 32 state the last month and year an OVR was received?

(10) Do Lines 33 and 34 report the Reimbursable and special purpose costs?

(11) Does Line 35 state the AUDITABLE PERSON: OMD OIC?

(12) Does Line 36 state the POC: CSB SNCOIC?

(13) Does Line 38 state all remarks or explanations that need to be relayed from the activity? (i.e., disparity in Column 22, 23, or 24)

c. OFC-10 BOR CHECKLIST

(1) Is there continuity in the Column 22 total?

(a) Add the current month TL total (Line 26) to the prior month Column 22 total. This will equal current month Column 22 total.

(2) Does Column 22 and 23 equal Column 24?

(3) Does the Column 23 total match the FYTD total on the current DL?

(4) Does the Column 24 total match the total OFC-10 obligations reported on the End of the Month Status of Funds?

(5) Does Line 26 match the dollar amount on the TLs produced for the current month?

(6) Does Line 29 match the latest grant authorization received?

(7) Does Line 30 state the last month and year a DL was received?

(8) Does Line 31 state the last month and year a DL was processed?

(9) Does Line 32 state the last month and year an OVR was received?

(10) Do Lines 33 and 34 report the Reimbursable and special purpose costs?

(11) Does Line 35 state the AUDITABLE PERSON: OMD OIC?

(12) Does Line 36 state the POC: CSB SNCOIC?

(13) Does Line 38 state all remarks or explanations that need to be relayed from the activity? (i.e., disparity in Column 22, 23, or 24)

d. OFC-50 BOR CHECKLIST

(1) Is there continuity in the Column 22 total?

(a) Add the current month TL total (Line 26) to the prior month Column 22 total. This will equal current month Column 22 total.

(2) Does Column 22 and 23 equal Column 24?

(3) Does the Column 23 total match the FYTD total on the current DL?

(4) Does the Column 24 total match the total OFC-50 obligations reported on the End of the Month Status of Funds?

(5) Are the correct TEC utilized in Line 25?

(a) If there is a $0 in Column 22 with a dollar amount in Column 23, those transaction are attached to the wrong TEC.

(6) Does Line 26 match the dollar amount on the TLs produced for the current month?

(7) Does the Line 28 Fund code recap match the 7L & 9S totals in Column 24?

(a) Add Column 22, 23, and 24 down to verify 7L & 9S totals separately.

(8) Does Line 29 match the latest grant authorization received?

(9) Does Line 30 state the last month and year a DL was received?

(10) Does Line 31 state the last month and year a DL was processed?

(11) Does Line 32 state the last month and year an OVR was received?

(12) Does Line 33 lists all Reimbursable Cost, breaking down the reimbursable obligations reported (e.g., LANT, Navy and Reserve)?

(a) Verify the totals as detailed in Step 2.

(b) Verify the Column 24 total for each reimbursable account matches to the obligations reported on the End of Month Status of Funds.

(c) Verify the total for all reimbursable accounts combined (separated by 7L and 9S).

(d) Are all TECs and units valid?

(13) Does Line 34 report the special purpose costs?

(14) Do Lines 33 and 34 report the Reimbursable and special purpose costs?

(15) Does Line 35 state the AUDITABLE PERSON: OMD OIC?

(16) Does Line 36 state the POC: CSB SNCOIC?

(17) Does Line 37 lists all obligations other than reimbursable?

(a) Verify the totals as detailed in Step 2.

(b) Verify the Column 24 total matches to the obligations reported on the End of Month Status of Funds.

(18) Does Line 38 state all remarks or explanations that need to be relayed from the activity (i.e., disparity in Column 22, 23, or 24)?

APPENDIX Y

FUEL PROCESSING PROCEDURES

SECTION I: AVIATION FUEL RECEIPT COLLECTION

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

2. Responsibilities

a. Fuel Farm Responsibilities

(1) Accept updated aircraft custody records from the MALS.

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

b. Squadron Responsibilities

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

(2) Aircrews are required to obtain a fuel receipt for every refuel and turn it into the Squadron RO upon return of the aircraft to base. Sites utilizing EPoS will only be required to obtain fuel receipts for non-EPoS transactions. Fuel receipts must be legible and accurately annotated.

(3) The designated Squadron RO will validate and verify the accuracy of the daily refueling charges. The RO will ensure all fuel receipts (DD Form 1898s and commercial receipts) are collected from the aircrew. Any missing non-EPoS DD Form 1898s will be acquired by the RO from the fuel issuing activity. The RO will maintain custody of verified fuel receipts until collected by the MALS FAS representative. When the MALS FAS representative submits a request for missing fuel receipts, they will provide the Squadron RO with all the necessary information (date of issue, location, fuel type, quantity, BuNo, and TEC) in order to assist in obtaining the requisite documentation. The RO will use this information to collect the receipts from the fuel source and provide them to the MALS FAS within five working days from the date of the request. If fuel receipt cannot be found, FAS will provide a FIAR approved document to the RO for signature.

(4) The Squadron RO will return all flight packet and supporting documentation not on their official custody record to MALS FAS when an

aircraft is transferred out of the squadron. The only exception is the AIR Card® assigned to each aircraft. It will accompany the aircraft when transferred.

UNITED STATES MARINE CORPS
MARINE FIGHTER ATTACK SQUADRON XXX
MARINE AIRCRAFT GROUP XX
XD MARINE AIRCRAFT WING
MCAS MARINE P.O. BOX 123456
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:
4400
CO
DD Mon YY

From: Commanding Officer, Marine Fighter Attack Squadron XXX
To: Captain R.O. Marine, XXXXXXXXXX/6004 USMC

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

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

2. MALS-XX Financial Accounting Section (FAS) personnel will obtain all receipts weekly for validation of Fuel Charges obligated in ASKIT. Upon receipts of missing fuel receipts from FAS, the RO must provide the missing fuel receipts within 5 working days. If receipt cannot be found, a signed ASKIT 1348 will be provided to FAS.

3. It is the responsibility of the RO to designate an alternate RO approved by the Commanding Officer. The "Alternate" will precede the Responsible Officer or RO whenever it is cited in the appointment letter.

4. This appointment remains in effect until you are relieved in writing. You will inform the Commanding Officer of the requirement to appoint a relief 30 days prior to your departure to allow adequate time for the appointment of your relief.

C. O. NAME

Figure Y-1.--RO Assignment Letter.

c. MALS FAS Responsibilities

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

(2) At least weekly, FAS will collect fuel receipts from the Squadron RO.

(3) At least weekly, the Customer Sales Detail Report from EEBP will be used to reconcile fuel transactions with no receipts. This report will be provided to the Squadron RO, to obtain source documentation to validate fuel transactions. The Squadron RO will have five working days upon receipt of request to provide documentation. In the case supporting documentation was unable to be obtained, the Squadron RO will submit an acknowledgement referencing the fuel documents which were unable to be obtained. MALS FAS will establish local command procedures (e.g., logbook, e-mail, message) to document the formal notification of missing fuel transaction(s) documentation. For fuel documents which were acknowledged by Squadron RO as missing, the FAS will provide a FIAR approved document to the RO for signature.

d. Marine Expeditionary Unit (MEU) Responsibilities

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

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

(3) When outgoing communication with the MEU is temporarily suspended, estimated documents will be entered immediately when communication resumes (if still necessary). Relevant remarks will be required on the following month's BOR. This estimated fuel will be defueled when the charges appear in EEBP.

(4) Validation of MEU fuel charges appearing on the DL will require communication with Afloat/MALS LLO AMALLO1@outlook.com, and the MEU AvnSupO.

(5) The MEU AvnSupO, as the representative of the parent MALS, is a critical element for accurate fuel reporting for aircraft onboard a MEU. Prior to embarkation of the MEU, the MEU AvnSupO will coordinate with the ship's Boatswain, the Parent MALS' FAS and Afloat/MALS LLO AMALLO1@outlook.com to ensure all requirements are understood.

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

(6) The MEU AvnSupO will ensure the ship has established a document number series for each T/M/S and all fuel is loaded to the correct series (e.g., AYLF, AYNE, AMAG, AHXD, etc.). These serial numbers along with the Reinforced (REIN) Squadron's Department of Defense Activity Address Code (DODAAC) and the Routing Identifier Code (RIC) of the ship will be relayed to Afloat/MALS LLO AMALLO1@outlook.com.

(7) All documents and the resulting Military Standard Requisitioning

& Issue Procedures (MILSTRIP) for fuel charges must have the T/M/S of the aircraft receiving the fuel entered into the Supplementary Address Field on the MILSTRIP. This entry will act as a code for Afloat/MALS LLO AMALLO1@outlook.com to use when processing fuel charges for input into EEBP.

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

e. Aircraft Carriers (CVN) Responsibilities

(1) The Squadron RO will coordinate with the ship's Boatswain, the parent MALS and Afloat/MALS LLO AMALLO1@outlook.com in the same manner as described in the MEU section of this appendix. All reporting guidance contained in the MEU section will apply to Marine Corps fuel transactions on aircraft carriers.

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

f. In-Flight Refueling

(1) FAS will obtain all fuel logs on a weekly basis from each applicable squadron.

(2) FAS will provide a copy of all fuel logs on a weekly basis to the fuel farm that originally charged the KC-130 squadron.

(3) The appropriate fuel farm will credit the KC-130 squadron in EEBP with all fuel in-flight refueled to the other T/M/S. The fuel farm will also charge the receiving squadrons EEBP account using the accurate BuNo and UIC.

(4) FAS will provide an email to pre-established contacts at each USMC squadron receiving in-flight refueling. This email will contain the DD Form 791 listing all in-flight refueling transactions from the previous week. This will occur on a weekly basis.

(5) In the event an in-flight refueling was issued to a squadron from a different Marine Aircraft Group (MAG) or Marine Aircraft Wing (MAW), the DD Form 791 will be sent to the appropriate MALS FAS for use in reconciliation.

(6) When In-Flight Refueling is received from the Army, Navy or Air Force, source documentation or confirmation will be obtained through the DLA Energy Helpdesk. FAS will also utilize the Air Force FARM database (https://MAFops.us.af.mil) to obtain In-Flight logs from the Air Force.

(7) FAS will reconcile all fuel log activity in EEBP on a weekly basis and initiate corrective action on any outstanding credits and debits.

g. Unit Deployment Program (UDP)

(1) The Squadron RO will maintain all hard copy fuel receipts and submit (scan and email) them to the parent MALS FAS twice a month.

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

h. Contingency Operations

(1) The parent MALS will provide an accounting representative for every deployment involving a squadron supported by the parent MALS. In the event manpower limitations prohibit this allocation, the parent MALS will closely coordinate with the detachment or permanent MALS in the host country to ensure policies are adhered to. The accounting representatives will collect and transmit all fuel receipts and in-flight refueling logs via email weekly. Additionally, all hard copy fuel receipts will be submitted (scan and email) to the parent MALS FAS at a minimum of twice per month.

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

APPENDIX Y

FUEL PROCESSING PROCEDURES

SECTION II: ASKIT AVIATION FUEL PROCESSING PROCEDURES

1. General. Aviation fuel transactions are entered into ASKIT manually (estimated fuel) or by uploading the fuel obligations downloaded from the current reporting Website. The following paragraphs will discuss in detail the process to upload these transactions, ASKIT validation and DL processing procedures.

2. Procedures

a. Estimated Fuel Research. Prior to establishing any estimated fuel document in ASKIT, FAS must communicate with the squadron to locate the reason why the squadron is not within TYCOM's variance goals. If the findings are from misaligning fuel transactions due to aircraft transfers or delayed fuel transactions (common when a squadron deploys, Deployment for Training, etc.), estimated fuel documents may be established under the OMD OIC/SNCOIC supervision. This allows FAS to properly account for consumed fuel that is not currently available for downloaded from EEBP or is awaiting corrections from challenged fuel charges.

(1) Formula Calculation for Delayed Charges. On the squadron’s BOR, utilize column 39A data labeled "BUD GPH" (Budgeted Gallons Per Hour) for the specific TEC and the squadron's projected monthly flight hours. Multiply the two together and that is the estimated amount of monthly gallons that squadron requires. If you have already downloaded fuel obligations for the month, you will subtract the projected monthly gallons by the current monthly gallons located in column 34 of the BOR. Below are some examples on situations where estimated fuel may be required.

(a) Example A. Squadron X transfers one aircraft to squadron Y, but notifies doesn’t notify FAS. The transfer is not completed in the KHI website, resulting in the aircraft’s AIR Card® reflecting the old account during fueling. In this scenario, squadron X will continue to receive the fuel charges while squadron Y reports the flight hours. Squadron X will be over obligated for fuel obligations, while squadron Y is under obligated.

(b) Example B. Squadron A is deployed to a remote location and has limited connectivity. The squadron can report flight hours via MSHARP during the operation, but no fuel charges have been uploaded to EEBP. In this scenario, you cannot leave a squadron under obligated for fuel when it is apparent that fuel is being expended through the reporting of flight hours.

(2) Calculation Example. FAS will produce the projected monthly flight hours utilizing the MSHARP website, then obtain the TEC BUD GPH data from column 39A of the BOR. For AHAA the current BUD GPH is 126.0 gallons. If HMLA-XYZ has projected monthly flight hours of 300.5 for AHAA, take 126.0 and multiple by 300.5. This means HMLA-XYZ requires 37,863 gallons for AHAA in one month. If you have downloaded fuel for AHAA for the month, subtract the total monthly gallons from the 37,863. This will be the estimated fuel document required to help account for late fuel charges. Repeat for any other TECs and squadrons.

(3) ASKIT Procedures. Once the fuel transactions are downloaded from the EEBP website, the estimate fuel documents are immediately defueled. Establishing estimated fuel documents in ASKIT to maintain a squadron's monthly or Fiscal Year-To-Date variance in column 39 of the BOR is prohibited. The following procedures are used to manually input fuel transactions for estimated fuel documents.

(a) From the Documents Menu select the Fuel Option.

(b) ASKIT will display the Select Fiscal Year below the UIC.

NOTE: ASKIT will default to the current fiscal year.

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

(d) ASKIT will display the Fuel Entry (Add Mode) Screen, enter the required information, and select the Commit (Save) Button at the bottom of the screen.

(4) Estimated Fuel File. The OMD OIC/SNCOIC will monitor, control, and sign all established estimated documents to ensure no abuse occurs. FAS will print the ASKIT 1348 once the Estimate Fuel Document is established. The OMD OIC/SNCOIC will (at minimum) legibly print, sign, date, and annotate the TEC, unit of issue, and BuNo on the ASKIT 1348. This receipt will be filed in the estimate fuel file until it is defueled.

(5) Defuel Procedures. Monthly, FAS will validate all outstanding estimated fuel documents to determine which estimated documents require defueling (examples: late fuel charges were downloaded or challenged fuel was corrected). Once the defuel amount is identified, FAS will locate the fuel document in ASKIT and select "Defuel" under the "Actions" option. Next, you select "Add", and enter the amount of defueled gallons. The estimated fuel ASKIT 1348 will be removed from the estimated fuel file. The original ASKIT 1348 will remain on file, because the defueled ASKIT 1348 does not replace the original posting of the estimated fuel document.

b. ASKIT Processing of EEBP Fuel Documents. Successful verification of EEBP fuel charges requires the fuel receipt, current BuNo listings (historical BuNo listings if needed), and an EEBP detail report.

c. Uploading EEBP transactions into ASKIT

(1) Log into the EEBP System.

(2) After the Login Screen, select the Business Objects button, select the Documents tab, and then select the Folders tab.

(3) After opening the Folders tab, open the public folders “+”, open the Energy Convergence folder “+”, and then select the External Portal folder.

(4) Right Click on the EEBP Report for ASKIT (Crystal Reports) and select Schedule (figure Y-2). Ensure to select Plain Text from the Format options for upload into ASKIT (figure Y-3).

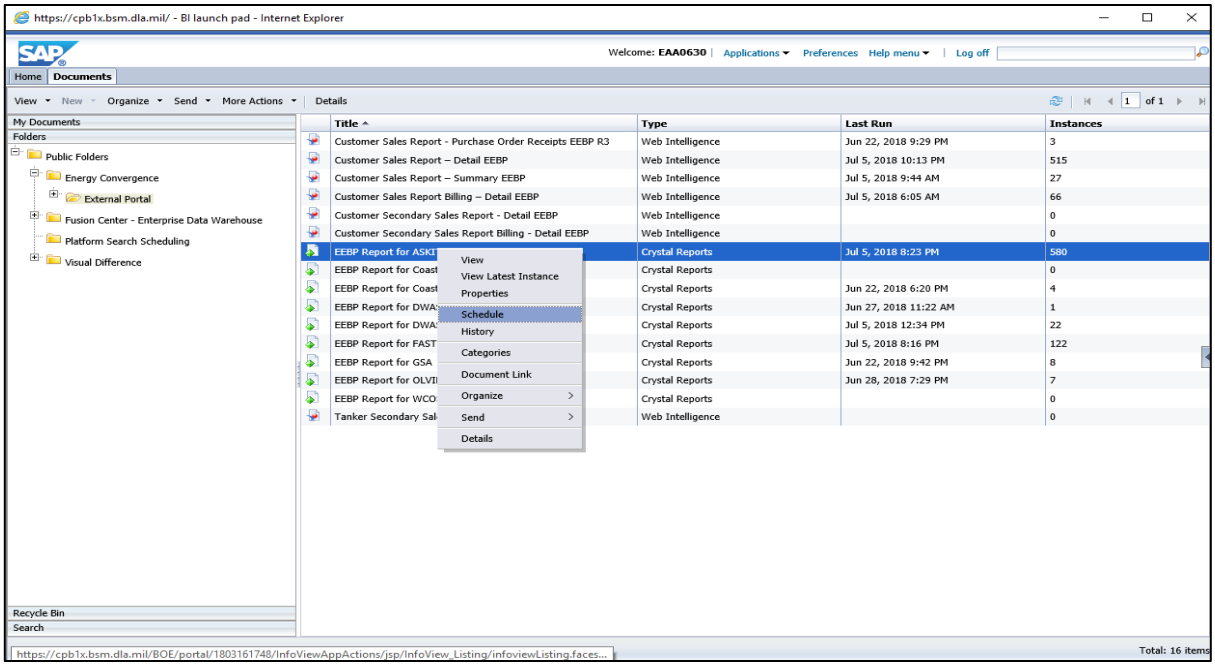


Figure Y-2.--ASKIT EEBP Reports.

(5) Select Prompts. Type the information requested, click the Add Range button after entering data for each prompt selected and then click the schedule button (figure Y-3).

NOTE: EBS Processing Date (Start): and EBS Processing Date (End): option is best for capturing all fuel requisitions that posted in EEBP within that time frame. Processing Date option includes fuel requisitions having a Julian date prior to the dates applied. Suggested for scheduled or daily ASKIT fuel uploads as it will capture any possible gallon deficiencies responsible for low burn rate.

If you utilize the Transaction Date option, you will not capture any fuel transactions prior to the Start Date. Suggested for validation reviews when the time period is known and is the only data desired.

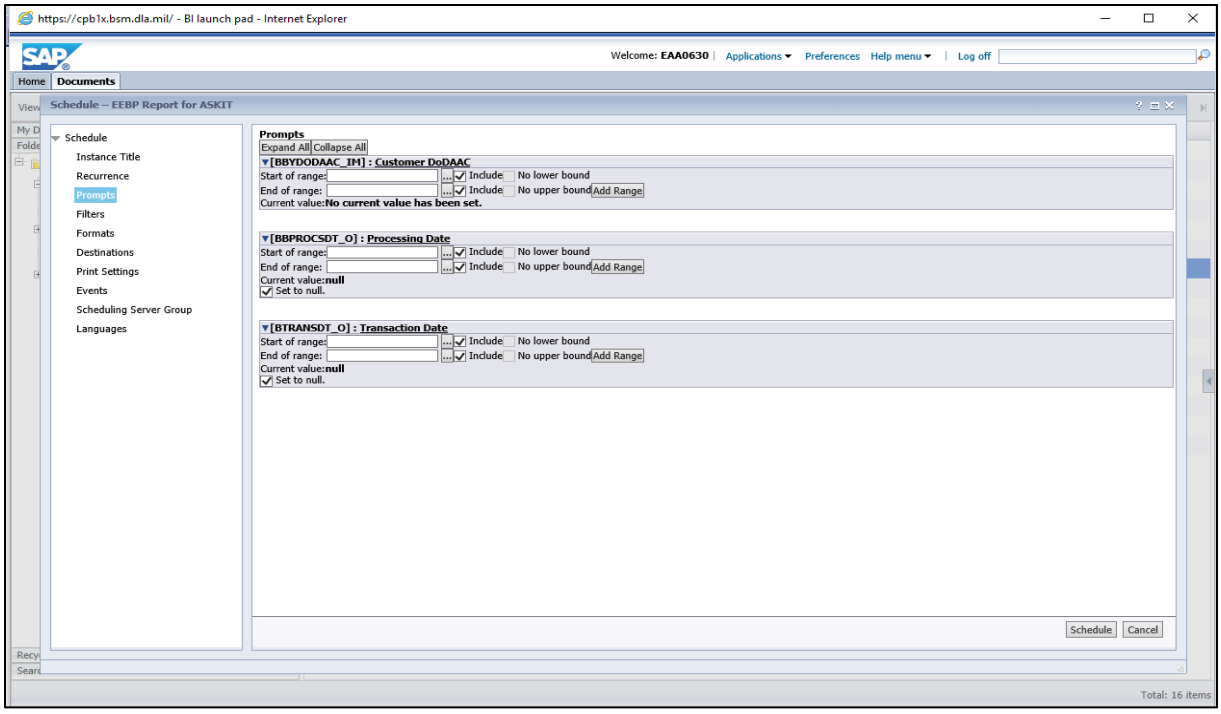


Figure Y-3.--Prompts.

(6) Select Destinations. Enter the information as it applies. The EEBP Report for ASKIT is available by right clicking on EEBP Report for ASKIT, Select History, choose the report by Double Clicking the Notepad Icon with a checkmark in the first untitled column, click the Date and Time in the Instance Time column, or click on EEBP Report for ASKIT in the Title column. Select Open to view data and Save for upload to ASKIT.

NOTE: Using the Destinations> Email option allows individuals without EEBP access to receive, review, and assist in the upload of fuel charges.

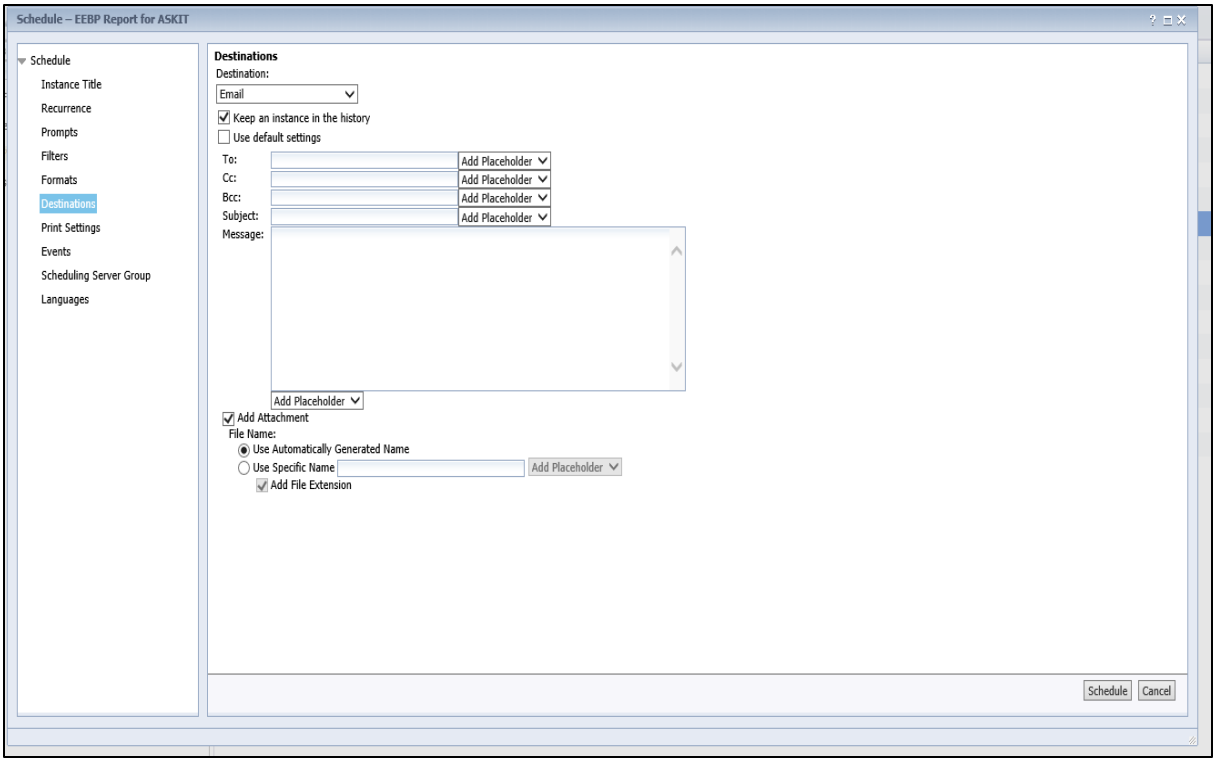


Figure Y-4.--Destinations.

(7) Login to ASKIT. Select Fuel Import Option under the Processes Menu.

(8) Select the New Fuel Import File.

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

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

1. VIEW/PRINT EXCEPTION/WARNING LEGEND.

2. PRINT FILE.

3. ADD TO FUEL.

4. RETURN TO LIST.

(9) If the documents fail validation, a list of warning and exception codes with descriptions will display with the code listed to the left side of the document number. Make note of any exceptions and make necessary corrections in ASKIT if possible (i.e., correct invalid TECs by selecting the Dropdown Button). Uncorrected exceptions will not be added to the OPTAR when the Add to Fuel Option is selected. Select Add to Fuel then click on OK to retrieve the 1348s.

(a) Do not upload any documents that require to be challenged. Initiate all necessary challenges with the DLA Energy Helpdesk. File the trouble ticket in the Challenged Fuel File. Fuel is challenged through DLA Energy and or elevated to TYCOM.

APPENDIX Y

FUEL PROCESSING PROCEDURES

SECTION III: EEBP FUEL VERIFICATION

1. General. EPoS is used to capture real-time military fleet management fuel retail transactions at unattended military service stations, mobile ground fuel transactions, and aviation fuel transactions for mobile airfield/flight line operations. Successful verification of non-EPoS EEBP fuel charges require the supporting document(s) (DD Form 1898 or other receipt), current BuNo listings (historical BuNo listings if needed) and EEBP fuel documents. Verify each fuel charge by matching the date, quantity, fuel type, TEC, BuNo and purchase location in EEBP to the fuel receipt.

2. Procedures

a. Match supporting documentation to transactions displayed on the Customer Sales Detail Report from EEBP by verifying location bought, fuel quantity, date, fuel type, UIC/Unit Name, BuNo and other information. This matching process will result in one of the following scenarios:

(1) Full Match. A Full Match is when each charge has a corresponding fuel receipt. Annotate the document number on the fuel receipt.

(2) No Match. A No Match is when there is no fuel receipt received to match to the non-EPoS EEBP fuel charge. FAS will provide the Fuel RO the information required to locate the missing fuel receipt; quantity, date, fuel type, BuNo and location. The lack of a fuel receipt does not warrant immediate challenge. Conduct verification of EEBP fuel charges, if the transaction is valid, upload the fuel transaction into ASKIT. Weekly, all missing fuel receipts will be reconciled with the Squadron RO via the Customer Sales Detail Report from EEBP. Once the EEBP report is reconciled, the RO will physically or electronically print, sign, and date the report, it will then be filed in the appropriate fuel file.

(3) Fuel receipt with no corresponding EEBP document. If the attempt to match the receipt by location bought, fuel quantity, date, fuel type, UIC/Unit Name, BuNo and other information fails then it is possible the fuel charge has not processed through EEBP. Review the EEBP Matched File (EMF) and Estimated Fuel File to determine if the transaction has been filed there. Prior to generating the monthly BOR, charges which have not yet been entered into EEBP, but have been validated by the squadron with a fuel receipt on hand will be manually entered into ASKIT as an estimated fuel document under the appropriate squadron and TEC. This estimated fuel will be defueled upon download of the actual charge.

NOTE: An estimated document can contain multiple fuel transactions from the same location.

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

b. All challenged fuel charges will be maintained in the Challenged Fuel File. The Challenged Fuel File will contain the document number, date of challenge, type of action requested, DLA Energy Help Desk Ticket Number, any follow-ups, completion dates, and any appropriate remarks. Help Desk Tickets will not be closed until final resolution is achieved.

c. The DLA Energy Help Desk is the primary avenue for all fuel charge challenges and can be contacted at 1-800-446-4950 or dlaenergyhelpdesk@dla.mil.

(1) All fuel will be accounted for in ASKIT. DLA requires all challenges to be submitted within 90 days of the transaction date or they will not process them. Any record considered invalid will be challenged by contacting the DLA Energy Helpdesk within 90 days of the transaction date. A separate estimated fuel document will be created for each challenged transaction utilizing the document number from EEBP. The ASKIT 1348 will be printed and filed in the challenged fuel file. The remarks in the estimated fuel file will be updated with the any follow up actions taken. The estimated fuel document will not be defueled until disposition has been received from DLA. If the challenged fuel creates a variance problem, remarks will be made on the BOR addressing the challenged fuel.

APPENDIX Y

FUEL PROCESSING PROCEDURES

SECTION IV: GROUND FUEL PROCESSING

1. General. Fuel used in support of maintenance is charged to the AFM, Fund Code 7L. FAS will obtain access to the MALS UIC in EEBP for the review and download of ground fuel transactions at least weekly. FAS will coordinate with the local fuel farm to arrange pick up of ground fuel receipts or logs.

2. Procedures

a. EEBP Fuel Validation Procedures. Log into EEBP and perform the following procedures.

(1) After the Login Screen, select the Business Objects button, then the select the Documents tab.

(2) After the Documents tab appears, open the public folders and select the External Portal folder.

(3) Right Click on the Customer Sales Report-Detail EEBP (Web Intelligence) and select Schedule (figure Y-5). When the Schedule – Customer Sales Report – Detail EEBP menu options appear, input all information requested and click on the Apply button (figure Y-6).

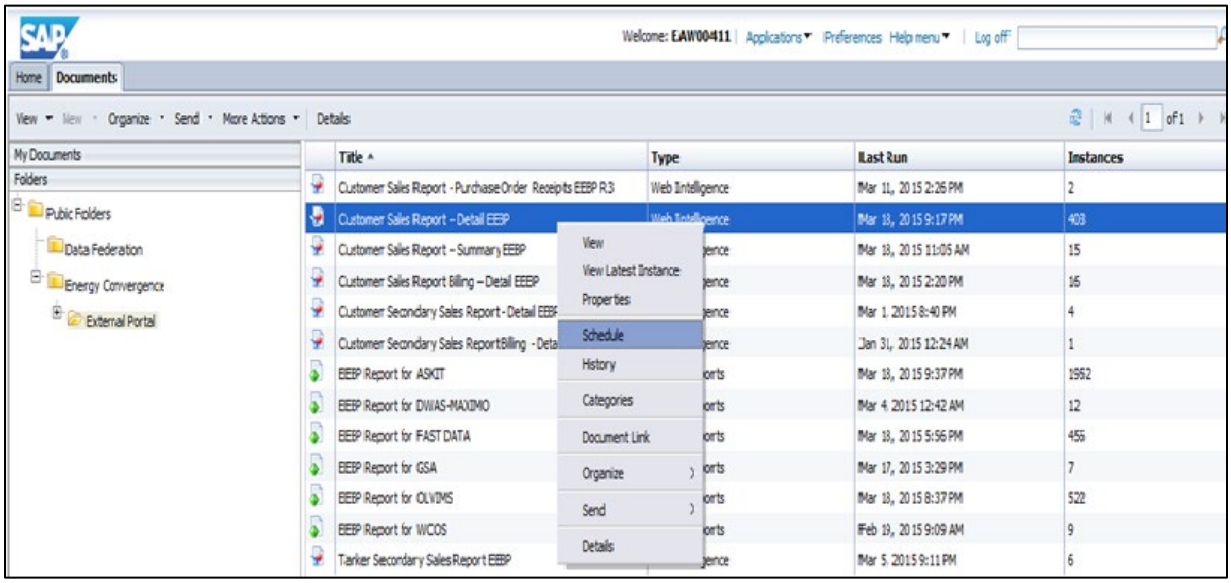


Figure Y-5.--Detail EEBP Report.

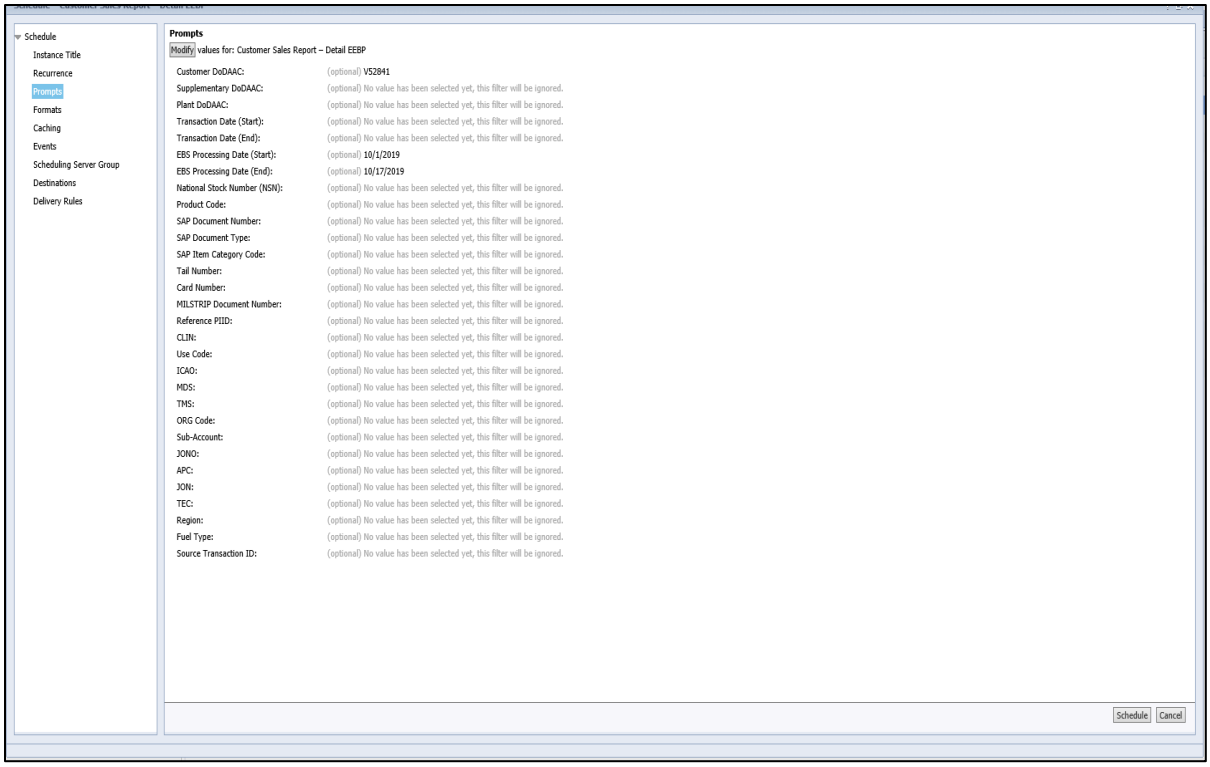


Figure Y-6.--Ground Fuel Prompts.

(4) Validate each record by checking for things such as vehicle type, fuel type, gallons, and Fund Code in order to match with fuel receipts/logs received from the fuel farm. Annotate the fuel document number on the fuel receipt/log.

(5) If a transaction is considered invalid, it can be challenged by contacting the DLA Energy Help Desks at 1-800-446-4950 or dlaenergyhelpdesk@dla.mil.

b. Preparing data for entry into R-Supply. Prepare an electronic EEBP Fuel Log that contains the data described below.

(1) After reviewing each document, write down the appropriate information for valid documents required to create the obligation in R-Supply.

(2) Columns of the EEBP Fuel Log should include Document Number, Vehicle Type, Fuel Type, Unit Price, Gallons, Total Price and Fund Code.

NOTE: Individual transactions will be created for each EEBP fuel document.

c. R-Supply processing of EEBP fuel documents. FAS will review EEBP charges and post obligations to R-Supply at least weekly to prevent unmatched disbursements. Utilize the following procedures to obligate individual ground fuel transactions into R-Supply.

(1) Enter R-Supply and select Initiate Requisitions Option under the Logistics menu.

(2) Place a check mark in MVO Process. Change the Type of Transaction to NALCOMIS. Change the Division to FF. Enter the MVO Description (Ground Fuel). Enter the document number which was assigned from EEBP and select Ok.

(3) Select MATERIEL, enter the quantity and unit price. The total price will automatically calculate and verify this amount with the Log. Enter required data (Ex: RI: PWC, UI: GL, DC: N, Pri: 13, FC: 7L, Cog: 9X, Prj Cd: AP5, TEC: GAAA). The TEC should be GAAA for Diesel or MoGas consumed by GSE equipment and the appropriate aircraft TEC for aviation fuel used by the Test Cell Division. Select Apply.

NOTE: Ground Fuel document will remain outstanding in R-Supply until receipt or log is obtained.

(4) Select Receipts>Receipt Processing from the Logistics Menu.

(5) Enter the document number and select OK.

(6) Enter the appropriate quantity and unit price then select Apply.

d. Filing of Ground Fuel Transactions. After the EEBP Fuel document number is annotated on the fuel receipt/log and the obligation has been added into R-Supply, file the receipt/log in the EMF separated by Ground fuel.

APPENDIX Z

PREPARATION OF FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS, DD FORM 200

1. General. This appendix provides guidance for the preparation of the Financial Liability Investigation of Property Loss (FLIPL), DD Form 200 for supply system stock and other property inventory. It is meant to be a general guide for common type surveys, for more detailed instructions refer to reference (t)vol. 12 chapter 7 and reference (m). For the purpose of this appendix, the term Supply System Stock applies to those items stocked in the ASD. Those assets that are not deemed Supply Officer's Stores are referred to as Other Property Inventory. Other Property Inventory applies to all materiel (IOU's, IMRL, TBA, etc.) owed to supply from supported activities (OMA, IMA, etc.) where no turn in is available and the financial charge for the loss is not against NWCF-SM inventory.

NOTE: All DD Form 200s that are electronically signed will be maintained electronically to retain the digital certificate and authenticate the electronic signature.

2. Purpose. The DD Form 200 is a financial document only and must be used for documenting financial liability. When inventory losses meet the criteria, DD Form 200 must be used to substantiate adjusting the inventory and accounting records to the stock on hand, and provide relief from property accountability or responsibility, determine the financial liability of those found to be culpable for financial losses, and to identify problem areas or trends for corrective actions.

CONDITION OF DISCREPANCY	Required Research		Post Adjustment	
NOTE: Value is Extended Money Value (EMV)	Pre-adjustment Research	Causative Research	Number of days (Scheduled Inventory)	Number of days (Unscheduled Inventory)
Risk Category I				
< $1,000, Non DLR, CIIC U or 7, and No Suspected Fraud, Waste, or Abuse	No	No	≤ 5 Business Days	≤ 5 Business Days
Risk Category II				
≥ $1000 and ≤ $5,000, Non DLR, CIIC U or 7, and No Suspected Fraud, Waste, or Abuse	Yes	No	≤ 5 Business Days	≤ 5 Business Days
Risk Category III				
> $5,000	No	Yes	≤ 30 Calendar Days	≤ 15 Calendar Days
All DLRs regardless of dollar value	No	Yes	≤ 30 Calendar Days	≤ 15 Calendar Days
All CIIC except U and 7 regardless of dollar value	No	Yes	≤ 30 Calendar Days	≤ 15 Calendar Days

Figure Z-1.--Research Requirements for Pre-Adjustment and Causative Research.

3. Survey Criteria. A DD Form 200 must be completed for all loss, damage, destruction, or theft of government-owned inventory with an extended value of $5,000 or greater, all DLRs, and controlled items [see reference (m)]. Extended value is the standard price of the inventory multiplied by the quantity. Investigations may also be conducted when circumstances warrant.

For example, when the loss, damage, destruction, or thefts of small amounts of property occur frequently enough to suggest a pattern of wrongdoing, then an investigation may be warranted.

a. Stock Surveys. The stock record will be adjusted with a physical inventory gain or loss after appropriate research has been conducted and the inventory adjustments have been approved via appendix C-E of reference (m), Form 4550/5 5-22, Pre-Adjustment Authorization Form, Form 4550/3 5-22 Causative Research Authorization Form and/or NAVSUP Form 4550/6 5-22, Inventory Adjustment Authorization > $500,000 by the appropriate position prior to completion. Categories of materiel requiring the submission of a DD Form 200 can be found in reference (m).

b. Bulk Surveys. Bulk surveys will only be authorized when all items listed result from the same, clearly defined event or occasion. Scenarios for bulk surveys are, but not limited to, a scheduled inventory, a spot inventory, a MALSP transfer, or a PUK return. Wall-to-Wall inventories are NOT considered the same occasion, therefore bulk surveys will NOT be authorized.

(1) Repairable and consumables will be processed on separate DD Form 200. Due to the heightened scrutiny of controlled items, all items with a CIIC other than U or 7 will require an individual DD Form 200. Any item suspected of fraud, waste, or abuse will require an individual DD Form 200 ensuring a clear investigative pathway. All causative research will be conducted for each individual item in accordance with reference (m). Due to the character limitation within block 17a, the first entry will be a requisition number (UIC and DDSN), and the subsequent entrees will only contain the DDSN. No survey will contain more than 13 items.

(2) Extended Money Value (EMV) is the standard price (UP) of an item multiplied by the adjustment quantity (UP x Qty). The grand total of the DD Form 200 does not reflect the EMV and will not dictate the routing process. Routing is solely based on the highest individual EMV within the DD Form 200. If the bulk survey contains an item with an EMV exceeding $100K, the entire survey will follow the routing level dictated within reference (m). Items with an EMV exceeding $100k may be processed on a separate DD Form 200 due to routing path.

c. Survey Reversal. A survey reversal does not require a Memorandum FLIPL (DD Form 200) describing the reason for the survey reversal. The original survey will stay on file in the completed survey file for (10) years. There must be annotations on the original survey stating why it was reversed.

4. Accountability Framework Purpose. The accountability and framework, per reference (m), establishes a standard structure with clear lines of responsibilities and authorities for Commanders and key personnel holding, storing, or managing NWCF-SM materiel. The framework designates accountable positions and provides financial thresholds for Commanders and key personnel to approve both inventory adjustments and associated DD Form 200. Due to the independent nature and variability of operational commitments, Operational Forces (OPFOR) Activity, Commanders assume Accountable Officer and Approving Authority (less than $500,000) responsibilities upon taking command. The Accountable Officer and Approving Authority can further appoint key accountable positions within their organization.

For other property type of materiel, the Commanding Officer (CO) of the squadron having custody of the materiel or to whom the materiel was delivered, and proof of delivery can be established, will retain survey approval authority if the financial adjustment for the loss is not against supply officer NWCF-SM inventory. Refer to figure Z-2 for role assignment.

a. Approving Authority. The Approving Authority determines to either relieve involved individuals from responsibility and/or accountability or approve assessment of financial liability. The Approving Authority reviews and approves/disapproves all DD Form 200's for unresolved adjustments for classified, sensitive, and pilferable items; all unresolved adjustments caused by theft, fraud, or negligence; and all other unresolved adjustments of less than or equal to $500,000 per transaction.

The approving authority is the Marine Aviation Logistics Squadron (MALS) CO and shall complete Block 14 of DD Form 200. This responsibility may be delegated to the Appointing Authority. Refer to reference (t) and paragraph 4b for more details on Appointing Authority. Furthermore, the approving authority:

(1) Must have no direct accountability for the discrepant items.

(2) May act as Appointing Authority or designate one in writing.

(3) Determines to either relieve involved individuals from responsibility and/or accountability or approve assessment of financial liability.

(4) Forwards all DD Forms 200 that demonstrate financial liability caused by theft, fraud, or negligence to the Judge Advocate/Counsel for review before taking final action.

(5) Once finalized, the Approving Authority forwards all DD Forms 200 to the Causative Research POC for file.

b. Appointing Authority and Financial Liability Officers. The Appointing Authority is designated in writing via reference (m), by the Approving Authority to review DD Form 200 for accuracy and compliance with policies. The Approving Authority may act as the appointing authority. The Appointing Authority appoints Financial Liability Officers, where circumstances mandate, approves or disapproves the recommendations of the Responsible Officer, Reviewing Authority, or Financial Liability Officers; and recommends actions to the approving authority. The Appointing Official is normally senior to the Responsible Officer, Inventory Accountable Property Officer, and Financial Liability Officer. The Appointing Authority completes Block 13 of DD Form 200 and provides final approval/disapproval when delegated to do so by the Approving Authority only for adjustments less than $100,000; where theft, fraud, or negligence is not involved; and the item is sensitive, classified, or pilferable. Refer to reference (t) for more details on Appointing Authority.

c. Inventory Accountable Property Officer. The MALS CO, as the Approving Authority, designates the Inventory Accountable Property Officer (IAPO) via appointment letter found in reference (m). The IAPO has the same responsibilities as the Regional Plant Oversight Authority. The IAPO has the authority to approve pre-adjustment research and causative research not to exceed $50,000 per transaction when negligence or abuse is not evident or

suspected, and when the materiel is sensitive, classified, or pilferable. The IAPO does not have the authority to approve/disapprove any DD Form 200s. Furthermore, the IAPO completes Block 12 as the Reviewing Authority.

5. Lost in Shipment (LIS) survey approval authority. The AvnSupo can approve surveys for all DTO repairable requisitions LIS. All stock LIS surveys will be submitted in accordance with reference (m).

6. DD Form 200 for Supply System Stock. Survey action for Supply System Stock will consist of the following steps:

a. Identification of the loss.

b. Pre-adjustment Research must be conducted if the loss meets risk category II criteria outlined in reference (m). Pre-adjustment Research is defined as an investigation of potential discrepancies or preliminary research which involves the consideration of recent transactions, unprocessed or rejected documentation, and search of adjacent or temporary storage location areas. The purpose of Pre-Adjustment Research is to determine a correct balance or count. Pre-adjustment Research ends when the physical balance has been verified, and the inventory adjustment quantity of the NIIN is determined. Physical inventory results, including count sheets, and completed NAVSUP Form 4550/5 Pre- Adjustment/Adjustment Authorization Form must be routed to the appropriate position for approval and signature prior to posting any inventory adjustments as required in accordance with reference (w). These actions must be completed within five business days of the discovery of an inventory variance.

c. Causative research must be completed within (30) business days if the date the inventory loss or gain was discovered by conducting a scheduled inventory or (15) business days for an unscheduled inventory. Causative research must be completed for all inventory discrepancies that fall within risk category III criteria outlined in reference (m). Activities shall use the Causative Research Form (NAVSUP FORM 4550/3 5/22) provided in reference (m).

(1) Causative research is defined as an in-depth investigation of specific physical inventory discrepancies to determine why they occurred so that corrective action can be taken. The purpose of causative research is to identify, analyze, and evaluate the causes of inventory adjustments to eliminate the contributing errors and, therefore, diminishing the future need for adjustments. This consists of a complete review of all transactions (to include receipts, issues, catalog change actions, etc.) back to the last physical inventory or within one year, whichever occurs first. This review begins with the analysis of validation of source or supporting documentation processing. Causative research ends when the discrepancy has been discovered or when, after review of paperwork and bookkeeping/database entries, an unresolved discrepancy still exists. Additional guidance on performing causative research may be found in appendix N.

(2) Conducting inventories without taking corrective action to eliminate causes of errors merely brings the records back into balance at a specific point in time. The likelihood that the contributing error will occur again is high unless proper corrective actions are accomplished. Furthermore, shortcuts to resolve inventory discrepancies can have a negative impact to warehouse allowances (e.g., improper backfit issues to resolve a loss creates a false demand that will affect depth).

d. Once the Pre-Adjustment/Causative Research has been approved by the appropriate personnel the adjustment may be posted. The DD Form 200 will be initiated and completed within (45) business days of posting the adjustment. All surveys will be routed to the Appointed and Approving Authority for approval/disapproval. Additional time may be warranted if a formal investigation was recommended.

e. A formal investigation into the loss will be conducted when the pre-adjustment and causative research reveals grounds for suspicion of fraud, theft, negligence, or other personal involvement when a law is broken and/or directed by the CO. All gains and losses of items classified as classified or sensitive will be reported to the Security Officer and will be the subject of a formal investigation. The DD Form 200 will not be submitted until the completion of the formal investigation. A copy of the results of the formal investigation will be attached to the DD Form 200 and sent for approval/disapproval to the Approving Authority. See reference (t) for more details on formal investigations.

f. The original DD Form 200 and all pre-adjustment/ causative research documentation will be forwarded to appropriate accountable position for approval. A copy of the DD Form 200 and all supporting paperwork will be retained in a Pending Survey File maintained by WMD.

g. After the DD Form 200 has been approved by the appropriate accountable position, the original DD Form 200 and pre-adjustment/causative research will be filed in the Completed Survey File maintained by the WMD; a copy may be used if the originator keeps the original DD Form 200.

h. Inventory adjustments of greater than $500,000 per transaction. In accordance with appendix E of reference (m), the NAVSUP Form 4550/6 Inventory Adjustment Authorization > $500,000 is required when conducting an inventory adjustment for transactions greater than $500,000 to provide relief from property accountability or responsibility. The completed form will be routed via Wing AvnSupO to MARFOR who then will submit to NAVSUP Inventory Operations Center. A copy of the approval will be attached to the DD Form 200 and filed in the Completed Survey File.

7. Preparation of the DD Form 200. Current downloadable forms can be found in the Inventory Management Library at URL: https://usmc.SharePoint-mil.us/teams/Aviation375/Supply/INVENTORY%20MANAGEMENT/Forms/AllItems.aspx

a. Block 1 Date Initiated: Date the DD Form 200 is prepared.

b. Block 2 Inquiry: Inquiry/Investigation Number - For Supply System Stock Requisitions and DTO Requisitions, the original document number will be entered in Block 2. For materiel that does not have an original document number assigned, (e.g., LBI), "Not Applicable" will be entered in this block. If an investigation is required, the investigation number provided will be entered.

(1) For controlled equipage the survey document number will be assigned by OMD. The first six digits will be the UIC of the squadron initiating the survey, followed by the Julian date and then assigned serial number (i.e., V09389-8100-TBA1, V09114-4039-FE01, etc.).

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

NOTE: Complete blocks 4-8 ONLY IF one item is being reported as lost, damaged, destroyed, or stolen. If multiple items are being reported, LEAVE BLOCKS 4-8 BLANK, except type "See Continuation Page" in Block 5, and list all items on the Continuation Page. This procedure must be followed due to auto-calculations in the electronic version of the DD Form 200.

d. Block 4 NSN: Enter the NSN, if no NSN available enter the Part Number.

e. Block 5 Item Description: Enter nomenclature, serial number (if known), security codes and model number.

f. Block 6 Quantity: Enter the quantity and unit of issue.

g. Block 7 Unit Cost: Enter the unit price.

h. Block 8 Total Cost: Enter the EMV.

i. Block 9 Circumstances: Check the appropriate box. Provide a complete and concise Statement of Facts. If additional space is required attach additional sheets. Check relevant Block (add "gain" when applicable). Enter complete statement of facts, including date/place of incident, name, and grade of person(s) involved. The statement must answer who, what, when, where, and how. Identify any helpful data (i.e., transaction or contract numbers and identify as exhibit 1, exhibit 2, etc.).

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

k. Block 11 Signature: The Causative Research Validation Block will contain the typed name and signature (physical or digital) of the individual performing the research documented in block 1 through 10. Ensure the squadron address and billet title are identified in block 11a.

l. Block 12 Reviewing Authority (Supply System Stocks) / Responsible Officer (Property Record Items): The Reviewing Authority / Responsible Officer is the individual appointed by proper authority to exercise custody, care and safekeeping of the Property Book Materiel. The Reviewing Authority is the individual designated in writing as the IAPO per reference (m). The reviewing authority reviews and analyzes the results of Supply System Stock research. Ensure the squadron address and billet title are identified in block 12c.

m. Block 13 Appointing Authority: The Approving Authority designates the Appointing Authority. The Approving Authority may act as the Appointing Authority. Ensure the squadron address and billet title are identified in block 13d.

n. Block 14 Approving Authority: The Approving Authority will be the Commanding Officer.

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

15a. Findings: Enter findings and recommendations only when evidence of fraud, theft, or negligence is obtained.

15b. Dollar Value: Use standard price of item to determine amount of loss (complete only when evidence of Fraud, theft, or negligence is Obtained)

15c. Monthly Basic Pay: To be completed by supervisor or individual charged when individual charged, when appropriate.

15d. Financial Liability: To be completed by the Financial Liability Officer, when appropriate.

15e thru 15k: The typed name and signature (physical or digital) of the Financial Liability Officer

p. Block 16 Individual Charged: The Individual Charged Block will be completed only when it was determined personal responsibility is evident. If the individual charged refuses to sign this block, the refusal should be noted. Ensure the squadron address and billet title are identified in block 16c.

q. Block 17 Accountable Officer (MALS ASO): Accountable individual, accountable official, and accountable officer are used synonymously throughout Volume 5. The term "accountable official" is used in 31 U.S.C. § 3527 to refer to the class of officers or employees of an agency who are pecuniarily liable for repayment of losses or deficiencies of public money, vouchers, checks, securities, or records. Such officials are appointed using a DD Form 577, Appointment/Termination Record - Authorized Signature. Only officers and employees of an agency are eligible for appointment as accountable officials

(1) Since Block 17 has no space for comments by the Accountable Officer and considering Survey Files are maintained per FIAR requirements, the AvnSupO has the option to attach a "Memorandum for the Record" to provide additional comments. 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.

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

NOTE: For OMD controlled equipage materiel, CRS will record the Replenishment Requisition Number used to correct the survey adjustment, if still required.

s. Block 17b thru 17f: The organization address, typed name, DSN Number, signature (physical or digital), and date signed of the Accountable Officer.

8. Division Responsibilities/Procedures. Each Division within the ASD performs different functions as they apply to survey action.

	NWCF <$100,000 & ALL LIS	**NWCF <$500,000**	***FHP/NFHP**
Individual Completing Blocks 1-10	E-5 or above	E-5 or above	E-5 or above
Reviewing Authority Block 12	IAPO	IAPO	RO, MMCO, MCO, or PCO
Appointing Authority Block 13	MALS ASO	MALS ASO	AMO or XO
Approving Authority Block 14	N/A	MALS CO	Unit CO
Accountable Officer Block 17	MALS ASO	MALS ASO	MALS ASO

Figure Z-2.--Assignment of Roles for DD Form 200.

***Completed by the unit responsible for the asset*

NOTE: If the Approving Authority is acting as the Appointing Authority or does not assign an Appointing Authority, no signature is required in block 13. If the Appointing Authority is approving the survey, no signature is required in block 14.

APPENDIX AA

DEPLOYED/DETACHMENT FOR TRAINING (DFT) OPERATIONS

1. Purpose. This appendix provides procedural guidance for preparing and managing support assets during deployment/DFT ashore.

2. Background. Marine Corps flying squadrons deploy to remote operating sites without immediate access to Supply Officer's Stores. During these operations, Aviation Supply support is provided through personnel and pack-ups. Pre-deployment/DFT preparation, communication and procedures are outlined in the following paragraphs.

3. Pre-Deployment/DFT Preparation

a. General. Upon notification of required Aviation Supply support for an upcoming deployment/DFT, the SMD OIC/SNCOIC in conjunction with the AvnSupChf will appoint personnel to deploy and serve as the Aviation Supply Marines for the designated squadron or Supply Detachment. The Deployed Support Branch (DSB) will publish a Standard Operating Procedures (SOP) detailing Aviation Supply support for the deployment/DFT utilizing the DFT checklist to aide in the development of this SOP. To download a copy of the checklist, go to URL: https://usmc.SharePoint-mil.us/teams/Aviation375/Supply/INVENTORY%20MANAGEMENT/Forms/AllItems.aspx. The SOP will include a detailed requisition and replenishment materiel flow chart (both repairable and consumable) to guide the appropriate Division(s) and the Deployed Support Unit (DSU). See an example of a flow chart in figure AA-8.

b. Procedures

(1) Pack-up Development. The deploying squadron will submit a Logistics Support Request (LSR) (see figure AA-9), to the MALS S-3 (Operations) and SMD. The following data will be displayed:

(a) Aircraft Type/Model/Series (T/M/S)

(b) Number of aircraft involved

(c) Duration of the deployment/DFT

(d) Time to Reliably Replenish (TRR) the Pack-up

(e) Size/weight restrictions

(f) Customer "Wish List", if provided

Once the above information is obtained, DSB will determine the pack-up range and depth (see figures AA-1 thru AA-3), by utilizing the Support Package Establishment and Analysis Database (SPEAD), Logistics Planning Tool (LPT) and/or the Wing Allowancing Section (WAS). To download the latest version of the database and the User Guide, go to URL: https://usmc.SharePoint-mil.us/teams/Aviation375/Supply/SitePages/MARINE-AVIATION-SUPPLY-HOME.aspx

A DSB Marine will input the information obtained from the LSR in the upper middle section, (see figure AA-1). SPEAD utilizes this information to

populate the Range, Depth and Review Criteria sections below with the default values. The Unit field will pull on hand quantities and it will be used to create datasets based on the unit selected. The number of aircraft field will build depth based on input value if the "Compute Depth Based on Number of Aircraft" check box is selected. The TRR field is used for the window of time SPEAD uses to calculate the allowance quantity during the depth calculation.

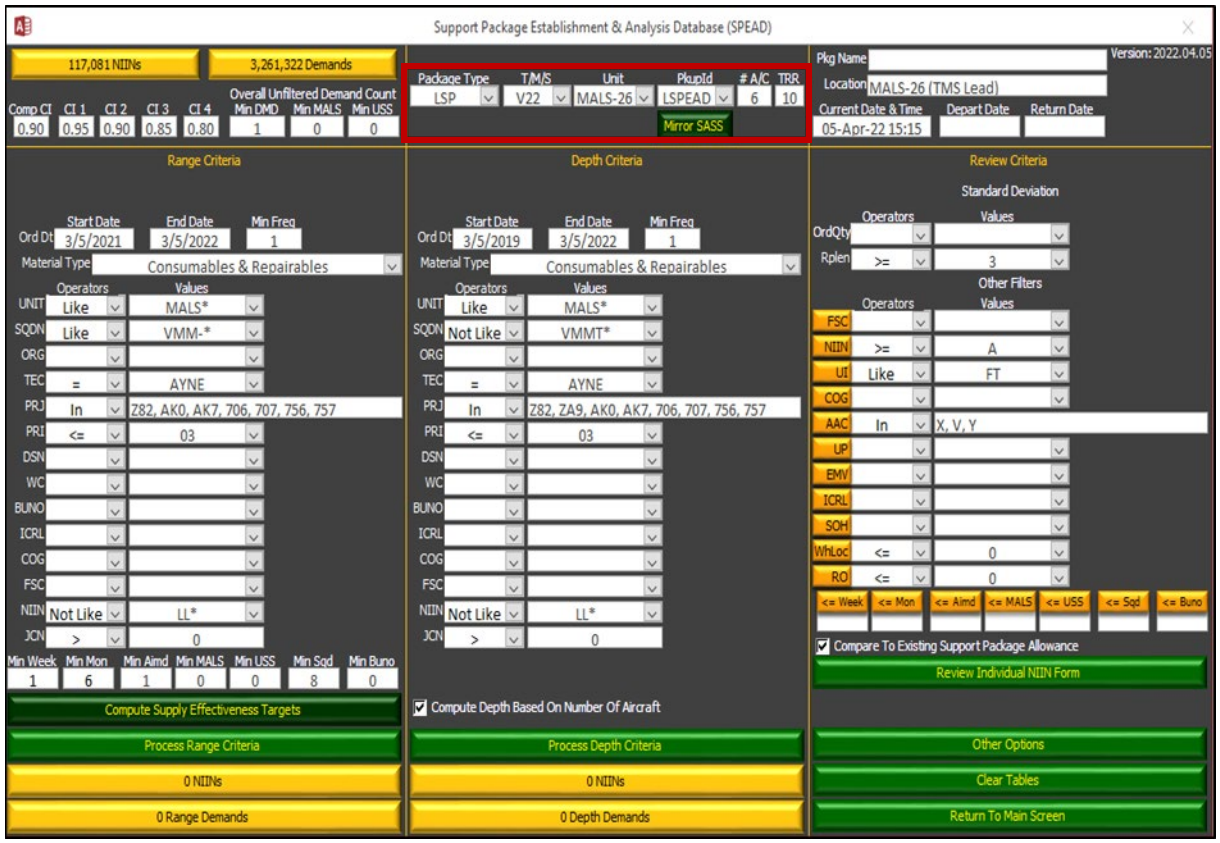


Figure AA-1.--Sample SPEAD.

The upper right corner is available for record keeping to determine what this package was built for, the duration, and location of the exercise. This has no bearing on any calculations, (see figure AA-2).

Figure AA-2.--Sample SPEAD.

If Local Pack up Kit (LPUK) is selected, SPEAD provides a button that allows the user to build a LPUK based on one of a units Supplemental Aviation Spares Support (SASS) packages, (see figure AA-3). The purpose of LPUK and SASS is to provide on-site supply and maintenance service items to deployed units. When you select the "Mirror SASS" button, the Select SASS window pops up and the user can select which SASS they would like the LPUK to copy. SPEAD will then create X24s to build that LPUK with the Pack-up ID that is entered by the user. It is important to know that all SASS packages are built with a 75 percent Supply Effectiveness. If mirroring the SASS is not desired, SPEAD will still compute the LPUK range and depth based on a 75 percent Supply Effectiveness. SPEAD also provides the ability to compute range and depth based on targeted Supply Effectiveness by clicking on "Compute Supply Effectiveness Targets". This button will populate an excel workbook separated into ten sections. DSB SNCOIC or SMD OIC/SNCOIC will review this workbook for completeness and accuracy. This workbook will be electronically maintained for the life of the LPUK.

Figure AA-3.--Sample SPEAD.

This SPEAD populated workbook is divided as follows:

(g) DFT Checklist. DSB Marine will add the DFT Checklist to the first tab of this workbook. Marine will then continue to annotate progress until the pack-up has been returned to the Supply Department and materiel is back on the shelf.

(h) LSR. DSB Marine will add the LSR to this tab for record keeping.

(i) Parameters. SPEAD automatically selects a target Supply Effectiveness of 75%; however, users have the ability to select a different Supply Effectiveness. If a different one is chosen, DSB Marine will annotate the change in this tab and explain why. It is salient to mention that when selecting a target Supply Effectiveness of higher than 75%, the allowances of the newly created LPUK will be greater than the SASS. This may cause more Not-in-Stock at the primary MALS.

(j) Effectiveness vs Weight. If there is a weight restriction, DSB Marine has the ability to select the pack-up range based on max gross weight of unit pack.

(k) Effectiveness vs Cube. If there is a space restriction, DSB Marine has the ability to select the pack-up range based on max cube of unit pack.

(l) Effectiveness vs Extended Money Value. If there is money restriction, DSB Marine has the ability to select the pack-up range based on extended money value.

(m) SPEAD Parameters Screenshot. Once the target supply effectiveness has been chosen based on the above options, Marine will input those values into the SPEAD set-up screen under range. This completes all options needed to calculate the pack-up Depth and Range. DSB Marine will take a screenshot of this screen and add it to the workbook. It is imperative DSB Marines assess all NIINs flagged for review.

(n) Final SPEAD Pack-up Listing. This is the most important step while building a LPUK. DSB SNCOIC or SMD OIC/SNCOIC will review this output and ensure all NIINs have been reviewed. If the "Compare to Existing Support Package Allowance" option box is checked, it will allow you to compare all new allowances to a previous package (i.e., SASS), show you what NIINs didn't qualify, what parameters each NIIN failed to meet, and it will also show what LPUK allowances exceed the current SASS package for that T/M/S. This step is required to reduce the number missed sales at the Primary MALS.

(o) X24 Datasets. Once all NIINs have been reviewed, X24 datasets will be created and added to the workbook. These X24s will be utilize to build the support package into R-Supply.

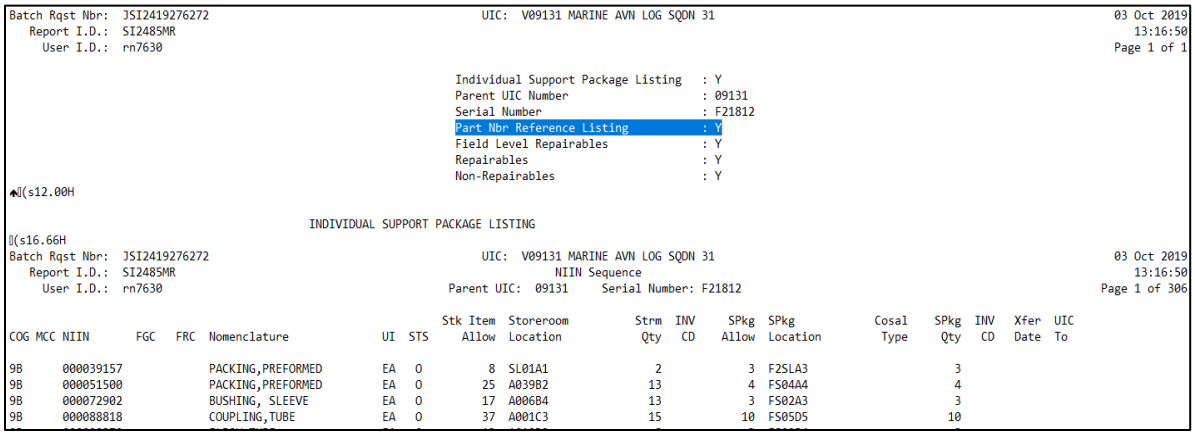
(p) R-Supply Pack-up Listing. Once the Support Package has been built into R-Supply, a pack-up listing can be generated. DSB SNCOIC or SMD OIC/SNCOIC will compare this pack-up listing to SPEAD X24 Datasets to ensure all records were added to R-SUPPLY. If records are missing or were altered, DSB SNCOIC or SMD OIC/SNCOIC will annotate the reasoning and, if needed, rectify the issue.

(2) Pack-up Review by Customer. Having determined the pack-up range and depth required, and the data reviewed by the SMD OIC/SNCOIC, the Responsible Officer, (Sgt or above) will (in conjunction with DSB) initiate the following:

(a) Request (from the DSB) a computer-generated listing pack-up serial number of the materiel required to support the deployment/DFT. Several options are available (e.g., Support Package Listing, ADHOC, etc.) to accomplish this. This listing (see figure AA-4) will be printed and show the combined materiel for the deploying squadron. This listing will be provided with the Part Number Cross Reference Option to assist the deploying squadron with recommended changes. The following data will be displayed:

1. COG
2. MCC
3. NIIN
4. UI
5. Pack-up Allowance
6. Part Number
7. On-hand Quantity
8. Pack-up Location
9. Warehouse Location

10. Nomenclature



Batch Rqst Nbr: JSI2419276272 UIC: V09131 MARINE AVN LOG SQDN 31 03 Oct 2019
Report I.D.: SI2485MR 13:16:50
User I.D.: rn7630 Page 1 of 1

Individual Support Package Listing : Y
Parent UIC Number : 09131
Serial Number : F21812
Part Nbr Reference Listing : Y
Field Level Repairables : Y
Repairables : Y
Non-Repairables : Y

INDIVIDUAL SUPPORT PACKAGE LISTING

Batch Rqst Nbr: JSI2419276272 UIC: V09131 MARINE AVN LOG SQDN 31 03 Oct 2019
Report I.D.: SI2485MR NIIN Sequence 13:16:50
User I.D.: rn7630 Parent UIC: 09131 Serial Number: F21812 Page 1 of 306

COG	MCC	NIIN	FGC	FRC	Nomenclature	UI	STS	Stk Item Allow	Storeroom Location	Strm Qty	INV CD	SPkg Allow	SPkg Location	Cosal Type	SPkg Qty	INV CD	Xfer Date	UIC To
9B		000039157			PACKING,PREFORMED	EA	0	8	SL01A1	2		3	F2SLA3		3			
9B		000051500			PACKING,PREFORMED	EA	0	25	A039B2	13		4	FS04A4		4			
9B		000072902			BUSHING, SLEEVE	EA	0	17	A006B4	13		3	FS02A3		3			
9B		000088818			COUPLING,TUBE	EA	0	37	A001C3	15		10	FS05D5		10			

Figure AA-4.--Sample Pack-up Listing.

(b) DSB will make any necessary changes to the pack-up allowances upon receiving the revised listing from the deploying squadron. DSB will provide a copy of the support package listings to the WAS for allowance review. This will allow the WAS to complete the final block of the allowancing process and permit for immediate action (i.e., allowance adjustments) as needed when a NIIN's suggested range or depth in a local pack-up kit is not consistent with the overall allowance.

(c) DSB will then submit a listing in warehouse location sequence to WMD for staging of pack-up assets for incorporation into the deployable pack-up. DSB will clearly identify to WMD the date the materiel will be required.

(3) Pack-up Preparation. Upon receipt of a pack-up request, WMD will pull and stage available assets on or before the requested date. WMD will ensure all components are adequately packaged to prevent damage in transit, and each asset is clearly labeled with a NIIN and UI. For those repairable assets with a zero RFI OH quantity and NRFI asset in the repair cycle, WMD along with DSB will initiate action to upgrade the In Work Assets to a Work Priority One status ensuring maximum pack-up materiel availability by the time the package is ready for deployment/DFT. WMD will also ensure all pack-up deficiencies are screened for available member/alternate items. DSB should pay close attention to items in the listing which are identified as HAZMAT, classified, cryptographic, carded items, and tires (deflator tags). HAZMAT, classified, and cryptographic materiel will be handled in accordance with their respective appendices/local procedures. WMD will post the pack-up quantities being pulled in R-Supply via X24 process. For those deployment/DFTs utilizing an Aviation Information System (AIS) for requisition, inventory, and retrograde management, the Expeditionary Pack-up Kit (EPUK) is the program of record. Refer to the EPUK manuals for system setup and functionality instructions.

(4) Pack-up Acceptance. The designated deployment/DFT designated representative (Sgt or above) will conduct a joint inventory of pack-up assets with WMD and DSB personnel. Both releasing and receiving parties will

be sign, date, with a legible printed name on the first page of the PUK listing.

(5) Reference tools. The following tools are available to assist in the support of the deployed unit. Additionally, the pack-up custodian will obtain the items listed below from DSB. DSB is responsible for keeping up-to-date publication on-hand for use during deployment/DFT.

(a) Complete Master Stock Status Locator Listing (MSSLL). To identify those assets which are carried by the parent MALS to aid in research of requisitions.

(b) Part Number File (PNF). This file provides users with the ability to cross part numbers to stock numbers or stock numbers to part numbers and can be obtained via NALCOMIS ADHOC using the "dp01_cagepn" table.

(c) FEDLOG (or equivalent e.g., WebFLIS, One Touch, Navy ERP). These systems allow authorized users to research, locate, audit and track the status of requisitions.

(d) NAVSUP P-700. Provides mandated packaging requirements for all Navy activities, contractors & trans-shippers performing packaging, handling, storage, and transportation functions for DLRs. The P-700 can be accessed by CD or by utilizing the following URL: https://tarp.navsup.navy.mil/

(e) ICRL (Individual Component Repair List). The ICRL is designed to advise users of the IMA repair capability for repairable components being screened.

(f) CRIPL (Consolidated Remain-in-Place List). This listing identifies those repairable components which have been designated as RIP. This list is pushed by the respective ICP and the individual NIIN RIP information can be found in OneTouch.

(g) Repairable Item List (RIL). This listing identifies all repairable components on the NALCOMIS Database. To obtain this listing the user needs to use the NALCOMIS ADHOC function and the "ds05_niin" table.

(h) Support Package List. This listing identifies all physical materiel at the deployed pack-up site. The pack-up listing will be in pack-up location order and will show the OH quantity for inventory tracking.

(6) Replenishment Pipeline. The designated deployment/DFT OIC/Sgt will coordinate with SMD to establish/identify the logistical support pipeline to be utilized for replenishment of depleted pack-up assets and delivery of DTO requirements. In some instances, deployment/DFTs of exceptionally short duration (deployment/DFTs to remote sites, etc.), pack-up replenishment may not be an option. Identify those areas where materiel will be staged for pick-up and delivery on both ends of the pipeline.

(7) Retrograde Management. SMD and WMD will determine if NRFI retrograde materiel will be shipped during the deployment/DFT. If NRFI retrogrades are being sent back, DSB will establish a cutoff date and notify WMD/DSU and deployment/DFT in order to prevent any lost in transit materiel to the parent MALS. The deployed/DFT site will provide tracking information via EPUK or spreadsheet to WMD. In some deployments/DFTs, NRFI retrogrades with an X_ ICRL code are shipped to the supply system via eRMS. In such

cases, WMD will ensure that the auto-BCM process takes place. WMD will reconcile the NALCOMIS IOU report with the deployed/DFT site on a daily basis to ensure proper accountability and timely shipments.

(8) Points of Contact. The designated deployment/DFT OIC/SNCOIC will coordinate with SMD to identify points of contact and applicable phone numbers (both commercial and DSN) and e-mail addresses. Ensure a point of contact is established for all requisition points of entry (e.g., TRS, DSU, DSB, etc.)

(9) Home Guard Org or Det Org. DSB will coordinate with the squadron to determine if the Home Guard Org or Det Org will be used for the deployment/DFT. If the Det Org is utilized, ensure OIMA NALCOMIS and the DET OOMA NALCOMIS have the same Org loaded.

(10) Document Series. In some instances, it will be determined to use the Home Guard Document Series. If this is the way forward, then a block of home guard document numbers needs to be established. Most cases G*51-G*99. If using the DET Org, ensure OIMA NALCOMIS and the DET OOMA NALCOMIS have the same Document Series loaded.

(11) BuNos. It is imperative that the correct BuNos are loaded in both NALCOMIS and the DET OOMA as this can prevent delayed support when the squadron is ordering materiel. DSB will coordinate with the SAA to ensure the correct BuNos are assigned to the proper Org code.

(12) Force/Activity Designator (F/AD) update. When an F/AD change is directed via Naval Message from CNAL, DSB will provide the Naval Message to the SAA in order to have the specific ORG updated.

NOTE: F/AD changes are common prior to a MEU, UDP, and SPMAGTF.

(13) Direct Shipment. A signal code of 'J' will be utilized for assets that need to be shipped directly to the deployment site. The MALS detachment site UIC will be utilized as the supplementary address when backfitting requisitions into NALCOMIS or OneTouch. In some instances, the deploying squadron's UIC address will need to be updated to the deployed site's address in the Cargo Routing Information File (CRIF), refer to MCO 4400.201, volume II.

(14) Kit Requirements. Identify from the deploying squadron's Monthly Maintenance Plan (MMP) all potential kit requirements such as phase, engine, potential TDs, and ensure sufficient kits are on-hand to satisfy all kit commitments during the deployment/DFT.

(15) High Time Components. Identify high time components via the MMP. Ensure adequate materiel is on-hand in the pack-up to allow change out of these high time assets. Coordinate with the squadron to determine feasibility of changing out components prior to unit deployment/DFT or in concert with an aircraft phase inspection.

(16) Flight Packets. FAS will ensure flight packets are inventoried and updated with all applicable forms for the appropriate BuNo(s) that are scheduled to deploy.

(17) Fuel Receipts. The deployment/DFT OIC/SNCOIC is responsible for obtaining all fuel receipts from the flying squadron(s) and returned to the

FAS. The acceptable fuel receipts are the DD Form 1898, and a commercial fuel receipt. The TMS, BuNo, gallons, transaction date, UIC, price per gallon, vendor source, unit of issue, printed name, and legible signature will need to be verified and clearly visible. A fuel receipt is required for all individual transactions. It is also recommended to coordinate with the site/fuel farm in order to obtain a local form which has the total number of gallons/liters from the exercise which will facilitate a reconciliation.

(18) Flight Equipment. OMD will coordinate with squadron personnel to procure flight equipment deficiencies and provide to SMD prior to deployment/DFT.

(19) Petroleum, Oils and Lubricants (POLs)/HAZMAT. DSB should coordinate with squadron personnel to ensure sufficient POL/HAZMAT assets are provided to support deployment/DFT operational and maintenance needs.

4. Communications. During deployed operations, the primary method of communications with the home guard will be via phone, email, or WIFI enabled device (as a contingency). When unable to communicate via telephone, satellite communications may be established via Global Communications System (GCS) such as INMARSAT and Iridium Phones. Deploying units should refer to the appropriate operator's manual for setup and operational procedures for the GCS system being deployed.

5. Deployment/DFT Procedures

a. Pack-up Accountability/Storage. During deployment/DFT operations, pack-up accountability will be maintained by the designated representative (Sgt or above). Materiel will be stored in a facility/container which provides adequate protection from the elements and pilferage. When the deployment/DFT exceeds one year, DSB will schedule an inventory with the site to ensure R-Supply pack-up inventory is reconciled with the deployment/DFT site inventory. If any discrepancies are found, DSB, the designated representative and WCB will follow procedures listed in appendix M, Z and reference (m). Results will be provided to SMD.

b. Requisitioning Procedures

(1) The Aviation Supply Marine(s) will be the point of entry for all Aviation Supply support. Materiel requirements will be submitted via a DD Form 1348 hard card or electronically. See figure AA-5 for required fields.

NOTE: The below procedures are not required if utilizing an electronic database for requisitioning/inventory management system (EPUK).

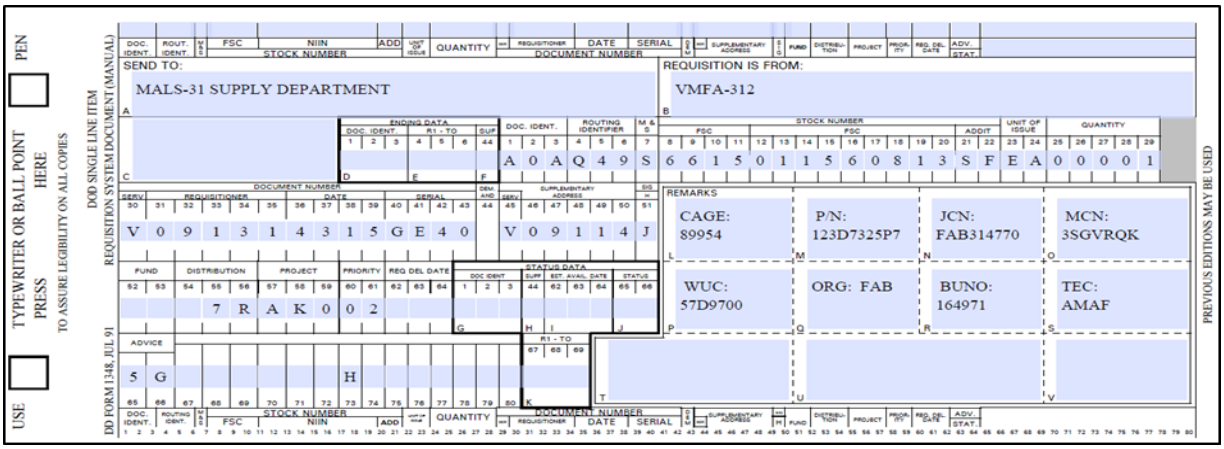


Figure AA-5.--Sample Hard Card.

(a) DOC # (DDSN)

(b) NOMEN

(c) NSN (NIIN)

(d) PART NUMBER

(e) CAGE

(f) COG

(g) U/I

(h) MCC

(i) SMIC

(j) QTY

(k) SIGNAL CODE

(l) SUPP ADDRESS

(m) PROJ CODE

(n) PRIORITY

(o) ADVICE CODE

(p) ORG

(q) MCN

(r) JCN

(s) TEC

(t) WUC

(u) BuNo

(v) Reference/publication

NOTE: Ensure serial and part numbers on components match serial and part numbers on MAFs. (REPAIRABLES ONLY)

(2) Enter the following data onto the Materiel Control Register or equivalent (figure AA-6):

DOC NBR	NIIN FSCM/PART NBR	COG/ MCC	TEC	QTY	PROJ	ADVICE CODE	ISSUE/ NIS/NC	COMPL DATE/TIME	PKUP REPLEN DOC #	PKUP REPLEN RCVD

Figure AA-6.--Sample Materiel Control Register (Offline).

(a) Document Number

(b) NIIN FSCM/Part Number

(c) Cog/MCC

(d) TEC Code

(e) Quantity

(f) Project Code

(g) Advice Code

(h) Issue/NIS/NC

(i) Completion date and time
(j) Pack-up replenishment document number

(k) Pack-up replenishment received

(3) Utilize the available research aids (FEDLOG, Part Number File, RIL, etc.), attempt to cross the part number provided to an NSN. If an NSN is available, proceed to paragraph 5b(3)(a). If an NSN is not available, proceed to paragraph 5b(3)(b).

(a) Stock Number Available. Having obtained an NSN, check the pack-up listing to determine if the materiel is carried. If the materiel is carried, pull the asset(s) from the pack-up, annotate the Materiel Control Register Issue, and obtain a signature from the squadron representative. If the component is a repairable, ensure a carcass is turned-in, and verify the data on the VIDS/MAF. If a pack-up replenishment is required, coordinate with parent MALS and enter the requirement in the Pack-up Replenishment Logbook. Post the Replenishment Document Number to the Materiel Control Register. Ensure the repairable carcass is properly packaged (per P-700) and has the required documentation. When a repairable component is delivered, the NRFI must be available for simultaneous exchange in accordance with the CRIPL. In some instances, it is not feasible or advisable to remove a repairable component until a replacement is in hand due to safety (RIP code S), mobility (RIP code V), maintenance (RIP code M), partial mission capable supply (PMCS) flight (RIP code P), or containerization (RIP code C). These items are identified in the CRIPL. Those items designated as RIP will be available for turn-in within 24 hours after the issue of an RFI replacement. For components that are not on the CRIPL and requested for delayed turn-in, a delayed turn-in will be submitted to and approved by the deployment OIC/SNCOIC in coordination with the WCB OIC/SNCOIC. For further guidance on RIP codes and procedures refer to OPNAVINST 4440.25_.

DOC NBR	NIIN	Serial #	QTY	DATE BCM SHIPPED	Tracking #	TURN-IN MAF (Y/N)	CARD SRC/EHR (Y/N)

Figure AA-7.--Sample Retrograde Log.

(b) Stock Number is Not Available. Refer to the maintenance publication, RIL and PN cross reference to identify possible alternate part numbers and Next Higher Assembly (NHA). If an alternate part number is identified, which can be tied to a NSN, refer to paragraph 5b(3); if not, attempt to issue the NHA. If none of these actions are feasible, refer the requisition to the parent MALS.

6. Deployed Support Unit (DSU) Standard Operating Procedures for deployment/DFT support

a. Preface. If a Marine Aviation Logistic Squadron (MALS) Aviation Supply Department (ASD) determines a DSU is needed to support deployment/DFT site(s), the DSU should be composed of qualified Aviation Supply Marines. The purpose of a DSU is to be a liaison between the deployed/DFT unit and the MALS ASD, not become a mini MALS ASD. DSU should not tech edit requisitions prior to input into NALCOMIS, instead allow TRS, the ability to perform tech edit. The same applies for reconciling IOUs with the deployed/DFT unit, WMD should reconcile with the unit(s). This will allow you to have minimal manpower for DSU and allow DSB to supervise the DSU.

b. Responsibilities

(1) The DSU Marines are responsible for supporting all forward deployed units and DFT by acting as liaisons between deployed/DFT units and the parent MALS ASD. The DSU will be ultimately responsible for the initial screening, shipping, status update, and reconciliation of all requisitions ordered.

(2) The DSU NCOIC is responsible for ensuring all Marines assigned to DSU are technically proficient with all tools and understand the internal system functions of NALCOMIS, R-Supply and the external site functions of One Touch Support (OTS), FedMall, EPUK, eRMS, etc.

(3) DSU will maintain a current turnover jacket which outlines duties, responsibilities, and step-by-step procedural flow chart for each specific deployment/DFT currently deployed.

(4) The DSU SNCOIC will review and monitor all reports required for the performance of duties. Additionally, ensure that the DSU personnel understand and can perform the functions outlined in this appendix.

c. Duties

(1) DSU will perform the following duties:

(a) Maintain the Pending Data Entry File (PDEF).

(b) Screen all requisitions prior to processing into NALCOMIS.

(c) Input deployed/DFT unit requisitions into NALCOMIS.

(d) Provide updated supply status on requisitions.

(e) Coordinate and conduct requisition reconciliations.

(f) Ship all deployed/DFT unit materiel via appropriate shipment method.

(g) Process replenishments for deficient pack-up allowances.

d. Procedures

(1) Maintain a Pending Data Entry File (PDEF)

(a) The PDEF is a holding file for source documents that are pending immediate actions during system non-availability.

(b) When the system becomes available, all source documents will be removed from the PDEF, screened, and processed into NALCOMIS.

(2) Screen all requisitions prior to processing into NALCOMIS. DSU will be the first line of defense for all requirements from deployed/DFT units. When deployed/DFT units do not have capabilities to order materiel through NALCOMIS, requirements will be requisitioned utilizing a MILSTRIP/hard card via in-person, phone, text message, email, or EPUK. DSU will screen all deployed/DFT unit's requisitions and complete all of the following steps prior to processing into NALCOMIS:

(a) Ensure all MILSTRIP data fields are complete and accurate.

(b) Determine if the requirement is a deployment/DFT site NIS/NC or a pack-up issue.

(c) For deployment/DFT site NIS/NC, conduct a stock check query in R-Supply to ensure the NIIN ordered, or substitutes are NIS in the deployed/DFT unit's pack-up. If confirmed NIS in the pack-up, proceed to paragraph 7 in this appendix. If quantity is on hand in the pack-up, conduct causative research to resolve inventory discrepancy.

(d) DSU will process X24 reversal in the respective pack-up for the quantity issued, then proceed to paragraph 7 of this appendix.

(3) Input deployed/DFT unit requisitions to NALCOMIS. Once screened, DSU will utilize the MILSTRIP/hardcard/DLS to input the requisition to NALCOMIS using Supply Submenu "Requisition>New>Direct". If contingency code is required, utilize the Supply Submenu "Requisition>Contingency>Direct" and the appropriate contingency code. For pack-up issues utilize the Supply Submenu "Requisition>New>Direct". Once the requisition is processed, DSU will ensure the following:

(a) Coordinate with TRS on all OFFTR, OFVAL, NIS and NC requisitions until the appropriate status is reflected in the system.

(b) Coordinate with WMD on all EXREP, INPRO, ISSIP, and OFFMP requisitions until the appropriate status is reflected in the system.

(4) Provide updated supply status on requisitions. DSU does not expedite referred requisitions. Expediting of referred requisitions will be the responsibility of OMD (e.g., WTI, ITX, Fallon, etc.) and CNAL (e.g., SPMAGTF, MEU). Daily, DSU will reconcile all outstanding requisitions with deployed/DFT units to ensure the requirements are still valid/required. DSU will keep an accurate record and ensure the validity of all requisitions that were backfitted into NALCOMIS. Depending on the deployed/DFT unit's requisition flow, DSU will provide updated status via phone, text message, email, or EPUK. Statuses that will be used are as follows:

(a) Status codes for Issues:

1. BA – in process to be shipped

2. AS1 – Shipped (tracking and/or TCN provided)

(b) Status code for NIS and NC:

1. BM – requisition is referred off station

(c) Status code for Cancelled:

1. BQ – wrong part ordered, NLR, cancelled by the system, etc.

2. RX – No pack-up replenishment

(5) Coordinate and conduct internal requisition reconciliations. DSU will reconcile all outstanding requisitions with deployed/DFT units to ensure the requirements are still valid/required. DSU will also ensure all valid/required requisitions are still active in the external sites (e.g., one touch and internal systems such as, NTCSS, EPUK, etc.).

(6) Ship all deployed/DFT unit materiel via appropriate method. DSU is responsible for the shipping of all deployed/DFT unit materiel via MarLog, DMO, eRMS Shipment Manager, or commercial shipping. DSU will receive the specific deployed/DFT unit flow chart from the DSB. Depending on the deployed/DFT unit's site, one or a combination of the below shipping methods may be used to ship materiel.

(a) MarLog driver/flight. When supporting local DFTs, materiel may be driven or flown to the DFT site. DSU will ensure materiel is signed for by the MarLog driver/flight representative.

(b) DMO. DSU may utilize DMO as a shipping source for consumables to CONUS and OCONUS deployed/DFT unit sites. DSU will utilize the local DMO SOP when shipping consumable materiel via DMO. Additionally, all Hazmat will require an Impact Statement and MSDS.

(c) eRMS Shipment Manager. DSU should utilize eRMS Shipment Manager as the main shipping source for repairables to CONUS and OCONUS deployed/DFT unit sites. Repairable shipments within eRMS are funded by NAVSUP vice Transportation of Things (TOT) funds.

(d) Commercial shipping. DSU may utilize commercial shipping, if available, in support of OCONUS deployments or other scenarios with a high urgency of need, such as WTI. Use of commercial shipping should limited to instances when other shipping methods will not meet operational timelines.

7. Process replenishments for deficient pack-up allowances. SMD will determine if replenishments are required and how frequent the site and DSU will execute site replenishments. DSU will provide a list of deficiencies to WCB to be pulled and staged. WCB and DSU will conduct a joint inventory and then WCB will process all X24s into the respective pack-up. DSU will ship all pack-up replenishments to the deployment/DFT and provide updated shipping status.

NOTE: DSB will file the joint pack-up deficient inventory with the original pack-up listing.

8. Post Deployment/DFT Procedures. Upon completion of deployment/DFT operations, DSB will facilitate the transition of assets back to WMD. The following actions must be accomplished within thirty (30) calendar days of PUK return to home site.

a. DSB will ensure delivery of the pack-up to WMD and conduct a joint inventory with the designated representative (Sgt or above), DSB, and WCB. Pack-ups (repairable = NRFI + RFI) (consumable = on-hand + issues) must match exactly. Components not accounted for will be researched by the designated representative (Sgt or above) and DSB to resolve all discrepancies. If unable to resolve, DSB with assistance from WCB will the follow steps listed in appendix M and reference (m). A survey will be produced by the designated representative, as outlined in appendix Z.

b. WMD will batch return all items via Inventory > Management > Support package processing, specify Location and quantities to return all items to avoid Un-Reconcilable Balance (URB) issues.

c. If applicable, WMD will backfit all requisitions via NALCOMIS Contingency Direct Support Materiel Requirement function.

d. DSB will run a new Support Package Listing to ensure all on-hand quantities are now showing zero.

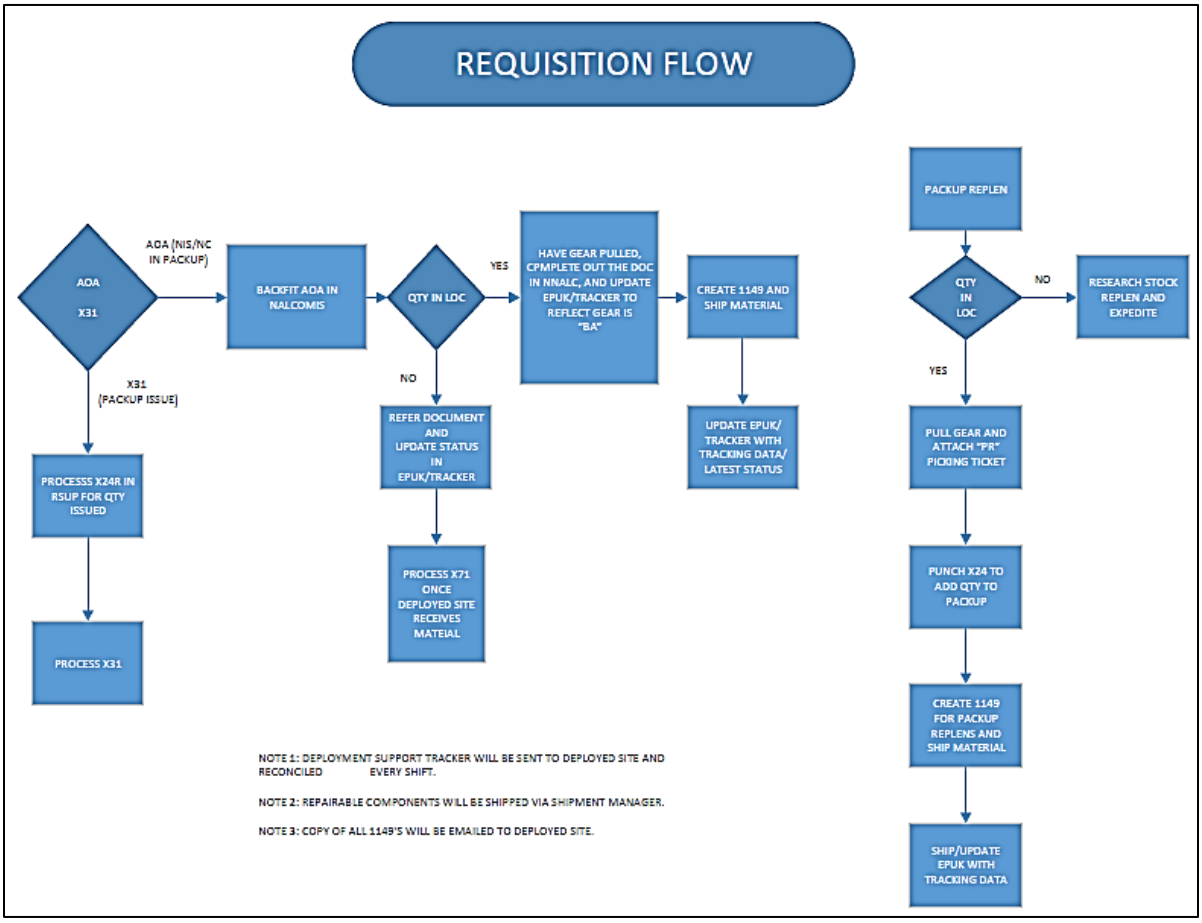


Figure AA-8.--Sample Requisition and Replenishment Materiel Flow.

UNITED STATES MARINE CORPS
MARINE MEDIUM TILTROTOR SQUADRON XXX
MARINE AIRCRAFT GROUP XX
XD MARINE AIRCRAFT WING
MCAS MARINE P.O. BOX 123456
TUN TAVERN, PHILADELPHIA 19106

IN REPLY REFER TO:
1600
MMCO
DD Mon YY

From: Maintenance Material Control Officer, Marine Medium Tiltrotor Squadron XXX
To: Operations Department, Marine Aviation Logistics Squadron XX

Subj: LOGISTICS SUPPORT REQUEST IN CASE OF DEPLOYMENT FOR TRAINING, TUN TAVERN, PHILADELPHIA 10 NOV - 20 NOV 1775

Ref: (a) GruO 4400.1g

Encl: (1) Support Equipment Off Station Request ICO Deployment for Training

1. The following information applies:

   a. Deployment: DFT 1775

   b. Location: Tun Tavern, PA

   c. Number of aircraft: 5

   d. Dates: 10 Nov 1775 to 20 Nov 1775

   e. Pack-up delivery date: 20 Sep 1775

2. One (1) Supply Representative is requested to accompany VMM-XXX during the duration of the training.

3. Request that the Ground Support Equipment listed on enclosure (1) accompany VMM-XXX for the duration of the exercise.

I. M. NAME

Figure AA-9.--Sample LSR.

LOGISTIC SUPPORT REQUEST

UNCLASSIFIED//
MSGID/GENADMIN/VMFA-312//
SUBJ/LOGISTICS SUPPORT REQUEST (LSR) ISO VMFA-312/HILL AFB, UT//
REF/A/DOC/WGO 4082.1F/12 AUG 2019//
AMPN/REF A PROVIDES A FORMAT AND STANDARDIZES THE SUB OF LOGISTICS SUPPORT REQUEST (LSR'S) WITHIN 2D MAW//
POC/T. NEWCOMB/MAJ/VMFA-312 OPERATIONS OFFICER/-/DSN: 335-7749//
POC/M. SIMMONS/MAJ/MAG-31 LOGISTICS OFFICER/-/DSN: 335-7148//
RMKS/

1. THE FOLLOWING LOG SPT IS REQ IN SPT OF VMFA-312 DEPLOYMENT FOR TRAINING. THIS IS A TEEP EVENT:

A. LOCATION AND ARRIVAL/DEPARTURE DATES:

LOCATION	ARR DATE	DEPART DATE
MCAS BEAUFORT		30 SEP 19
HILL AFB UT	2 OCT 19	17 OCT 19
MCAS BEAUFORT	21 OCT 19	MISSION COMPLETE

B. DATES ARE TO BE USED AS PLANNING FACTOR. DATES MAY SLIDE PRIOR TO OR DURING MOVEMENT. ADVON ARRIVAL IS SCHEDULED FOR 30 SEP 2019. AIRCRAFT WILL ARRIVE IN HILL AFB, UT ON 1 OCT 2019. THE AIRCRAFT WILL DEPART ON 17 OCT 2019.

C. NR OF SORTIES: 58

D. PARKING, HANGAR, OFFICES, AND SERVICE REQR:

(1) RAMP SPACE REQR:
- (A) NR/TYPE OF MODEL ACFT: 8 X F/A-18C
- (B) FIRE EXTINGUISHERS: 10 HALON

(2) HANGAR SPACE REQR:
- (A) SQFT: 4000
- (B) POWER REQR: 3 PHASE 115 VAC 400 HZ/ 115 60 HZ
- (C) FLIGHT EQUIP STORAGE: 400 SQ FT CAPACITY W/ 1.4 N.E.W., CLASS 4 EXPLOSIVES STORAGE
- (D) OVERHEAD CRANE: 10000 LBS CAPACITY

(3) MAINTENANCE SPACE REQR:
- (A) SQFT/NR OF WORK SPACES: 200/5 WORK CENTERS
- (B) PHONES/CLASS/ACCESS: 1 PHONE LINE/CLASS A (DSN/COMM)
- (C) POWER REQR: 3 PHASE 115 VAC 400 HZ/ 115 60 HZ
- (D) ACFT WASH REQR: YES
- (E) HIGH POWER REQR: YES
- (F) CLIMATE CONTROLLED WORKSPACE: YES
- (G) AIRCREW GEAR SHELF UNIT: YES
- (H) SECURED LOCKER: YES
- (I) SECURED LOCATION FOR CSEL PLANNING: YES

(4) COMMAND, ADMIN, READY ROOM SPACE REQR:
- (A) SQFT: 2000 SQ FT (2 BRIEFING ROOMS WITH 1 WHITEBOARD EACH/OPS-ADMIN SPACES/ READY ROOM/2 COMMAND SPACES/INTEL SPACES WITH 1 WHITEBOARD)
- (B) PHONES/CLASS/ACCESS/COPY MACHINE: 4 DSN/ A/ 4 LOCAL / NIPR ACCESS / COPY MACHINE
- (C) WIFI PUC (X4)
- (D) UHF BASE RADIO WITH SL-3 INCLUDING SQUAWK BOX / UHF EXTERIOR ANTENNA FOR LOS (SEE PRC-117 REQUEST FOR BACKUP)
- (E) POWER REQR: 110 VAC 60 HZ/ 3 PHASE 120/208 VAC 60 HZ
- (F) ALL ADMIN SPACE REQUIREMENTS PROVIDED BY 75TH FW

(5) FLIGHT LINE SECURITY REQR: YES

E. AIRFIELD SERVICES REQR:
- (1) ACFT RESCUE AND FIRE FIGHTING (ARFF): YES
- (2) WEATHER: YES
- (3) AF SERVICES:
  - (A) E-28 OR BAK-12 ARRESTING GEAR: YES
  - (B) FRESNEL LENS: YES
  - (C) AIRFIELD LIGHTING: YES
  - (D) CVA/LHA DECK: NO

F. MEDICAL SPT REQR: EMERGENCY MEDICAL FACILITIES AS REQR.

G. FUEL/POL REQR: (GALS PER DAY)
- (1) JP 5/8: 16,000
- (2) DIESEL:NO
- (3) MOGAS: 50
- (4) M970 REFUELER: YES
- (5) M970 DEFUELER: YES
- (6) TAFDS: NO
- (7) HERS: NO
- (8) POL: 15
- (9) LIQUID(LOX): NO

H. VMFA-312 HAS COORDINATED ROOMS VIA SEPCOR WITH LOGISTICS SUPPORT SQUADRON, 75TH FW, HILL AFB USAF WITH LODGING FOR 120 MARINES AND SAILORS. MESSING PROVIDED LOCALLY A AL CARTE MENU ON BASE (PMR)

J. COMMUNICATION REQR:

(1) EQUIPMENT:

NOMENCLATURE QTY OPR RQRD JLTI DATE

HANDHELD RADIO PRC-153 W/ BATT/CHARGERS (4) NO 26 NOV - 03 DEC 18

PRC-117(OR PRC-119) W/ BATT/SL-3 COMPL (1) NO 26 NOV - 03 DEC 18

(2) RESPONSIBLE OFFICER:

NAME RANK SSN PHONE NR

Figure AA-10--Sample LSR.

APPENDIX AB

EXTERNAL REPORTS

1. General

a. Purpose. This appendix provides information concerning the frequency and submission of external reports required from the ASD.

b. Background. Every MALS ASD operates as a Centralized Accounting and Billing (CAB) activity within the Navy Supply System and utilizes Navy-owned materiel and funds to support its customers. R-Supply is the official financial and inventory management system required to control and report how funds and materiels are used within the MALS. There are various financial, inventory and materiel management reports which must be produced from R-Supply and other external systems that will be submitted to external activities (e.g., Wing, TYCOM, Marine Forces Command) on a regular basis. These reports are listed in figures AB-1 and AB-2 along with frequency, point of submission and the reference directing their submission. SMD is responsible for the coordination, review and submission of the interactively generated R-Supply external reports.

2. Financial Management Reports. OMD is responsible for the preparation and submission of financial reports prescribed in figures AB-1.

3. Inventory Management Reports. SMD is responsible for the preparation and submission of inventory management reports prescribed in figures AB-2.

OPERATING TARGET (OPTAR) REPORTS					
REPORT	REPORT NAME	FREQUENCY	RESPONSIBLE BRANCH	SUBMIT TO	REFERENCE
JSF404	OPTAR Document Transmittal Report NAVCOMPT 2156 OFC/09/10/50	TLs will be submitted in accordance with TYCOM Instructions	CSB(FAS)	TYCOM	Reference (c)
JSF404	FLTOPS Aviation Operating Forces Budget/OPTAR NAVCOMPT 2157	Monthly	CSB(FAS)	TYCOM	Reference (c)
JSF404	AOM Aviation Operating Forces Budget/OPTAR NAVCOMPT 2157	Monthly	CSB(FAS)	TYCOM	Reference (c)
JSF404	Live EOM FIN Update Reports	Monthly/Day of execution	CSB(FAS)	Wing/ TYCOM	Reference (f)
JSF411	DL Challenge	Monthly/25th Of the month	CSB(FAS)	Wing/ TYCOM	Reference (f)

Figure AB-1.--Operating Target (OPTAR) Reports.

INVENTORY/MATERIEL MANAGEMENT REPORTS					
REPORT	REPORT NAME	FREQUENCY	RESPONSIBLE BRANCH	SUBMIT TO	REFERENCE
JSI217	SAMMA/SAL Report	Monthly/ EOM	AB	Wing/ TYCOM	Reference (f)
SQLs	IMPR Data	Monthly/ EOM	AB	Wing/ TYCOM	Reference (f)
JSF415	Supply Effectiveness Report	Monthly/ EOM	AB	Wing/ TYCOM	Reference (f)
JSI221	Gain/Loss Inventory Report	Monthly/ EOM	AB	Wing/ TYCOM	Reference (f)
JSI215	Master Stock Status Report	Monthly/ EOM	AB	TYCOM	Reference (f)
JSF292	MFCS Daily TIRS	Daily	SAAB	MFCS CRT	Reference (f)
Word Doc	Inventory Accuracy Reporting Memorandums	Quarterly	AB	Wing/ TYCOM	Reference (m)
Word Doc	Global Communications System Report (GCS)	Quarterly	DSB	Wing	Current Wing order

Figure AB-2.--Inventory/Materiel Management Reports.

APPENDIX AC

AVIATION CONSOLIDATED ALLOWANCE LIST AVCAL/COORDINATED SHIPBOARD ALLOWANCE LIST COSAL ALLOWANCE PROCEDURES

1. General

a. Purpose. This appendix provides amplified instructions to reference (g) and (am) as it pertains to the allowancing process of an AVCAL or COSAL. AVCAL and COSAL are terms that identify spares (repairables and consumables) in support packages, tailored for specific missions and levels of support under MALSP Modernization concepts reference (as).

2. AVCAL. An AVCAL review is typically an eight-month process where NAVSUP WSS-P manages all fixed allowances and COMNAVAIRPAC directs action and facilitates the milestones for all stake-holders. The AVCALs will be reviewed by support package and/or by site, every twenty-four months and developed based on the current signed copy of reference (ar), and per the master AVCAL schedule developed jointly by COMNAVAIRPAC and NAVSUP WSS-P. Supplemental AVCAL products, known as a Splinter, will be provided to support aircraft system growth and/or baseload changes outside of the regular allowance schedule as well as Interim Supply Support (ISS) for pre-materiel support dated (pre-MSD) items (0_ cogs).

a. Consumables. Allowance processing for consumable (9_ cog) AVCAL support packages varies depending on the type of package.

(1) Consumable allowancing for Mirror-image packages such as the Fly-in Support Allowance (FSA) and Supplemental Aviation Spares Support (SASS) are sized using the Support Package Establishment and Analysis Database (SPEAD). ASB approved parameters are used to standardize allowance candidates from SPEAD. The lead MAW WAS will run the model in conjunction with an AVCAL review, in accordance with the milestone dates and solicit inputs from respective Wings, for concurrence and review. After thorough review, the output files from SPEAD will then be submitted to NAVSUP WSS-P as Recommended Allowance Changes (RACs), for approval, as outlined in the milestone message.

(2) Consumable AVCAL allowancing for site specific packages, such as the MAG Support Allowance (MSA), I-Level Contingency Allowance (ICA), Strategic Support Allowance (SSA), and Demand Based Indicator (IDBI) are reviewed quarterly. With the assistance of the logistics support provider, Marine Corps uses a Customer Oriented Leveling Technique (COLT) and Proactive Demand Leveling (PDL) database to allowance all MALS MSA AVCAL packages. The following is an overview of COLT/PDL defined.

(a) Customer Oriented Leveling Technique (COLT).

1. COLT is a software solution utilized to optimize allowances for DLA managed materiel based on site-specific demand that prioritizes the stockage of readiness degrading materiel utilizing marginal analysis to minimize customer wait time (CWT).

2. COLT assigns mission impact codes (MIC) to categorize and prioritize to maximize allocations of funds.

LMC of M1: Priority 02/03, Project Codes AK0, AK7, 706, 707, 756, and 757.

LMC of M2: Priority 02/03, Project Codes ZC8, BK0 and all other priority 02/03 requirements.

LMC of M3: Priority 05/06, Project Code AK1 and all other priority 05/06.

LMC of M4: Priority 12/13, Non-JCN requirements.

3. COLT Allowancing Business Rules:

a. One local demand in 24 months for MIC 1

b. Two local demands in 24 months for MIC 2.

c. Three local demands in 24 months for MIC 3 & 4.

d. Maximum days of replenishment cap of 120 days CONUS and 180 days OCONUS.

e. COLT/PDL Allowances will be retained for 36 months until no local demand is on file at which time the allowance will be deleted the AT code will be changed to a 6 or 7.

(b) Proactive Demand Leveling (PDL). PDL is a software solution that recommends establishing consumable allowances to COLT by using NMCS/PMCS enterprise demand for like T/M/S sites. Each T/M/S has a unique allowance criteria as displayed below.

4. PDL Allowancing Business Rules:

T/M/S	# of MALS	Price cap
C130	1	$200
CH53E	2	$900
F18	1	$500
H1Y	2	$400
H1Z	2	$300
MV22	2	$700

Example: One demand from any C-130 MALS that is below the price cap of $200 will qualify for PDL for any MALS with the same TMS. However, the CH-53E must have demand from at least two separate MALS and be below $900 price cap to qualify as PDL for any MALS with the TMS.

NOTE: The PDL allowance quantity will not exceed a quantity of 15.

(c) DLA managed FLR Allowancing Business Rules:

1. One local demand in 24 months for MIC 1.

2. Two local demands in 24 months for MIC 2.

NOTE: DLA managed FLRs will continue to be allowanced during the NAVSUP AVCAL review as well as semi-annually via COLT.

(d) On a quarterly basis, the WAS will receive proposed allowance updates via COLT/PDL for review. The criteria detailed below will be utilized during this process to validate allowance changes. This review will at a minimum consist of the following:

1. MIC 1 & 2

a. 9Q Cog allowanced NIINs

1. Excessive quantities for unit of issue other than EA

2. AAC's other than D & Z

3. MALS specific not stocked policies

4. Alternate NIIN

(e) Upon completion of the review, the WAS will ensure any recommended allowance changes or deletions have been applied prior to the generation of the allowance products for processing in R-Supply.

b. Repairables. All AVCAL DLR allowances managed by NAVSUP WSS-P are considered to be fixed, meaning the allowance established cannot be changed without approval from NAVSUP WSS-P via the Allowance Change Request (ACR) process or during a re-AVCAL review, or when RACs can be submitted for a specific support package as identified in a milestone message. These fixed allowances are visible within Navy ERP. COMNAVAIRPAC N414 provides an access database with an extract of the latest BPR allowances for fleet use via web portal https://flankspeed.sharepoint-mil.us/sites/CPF-CNAP HQ/N41/N414/Shared%20Documents/Forms/AllItems.aspx. BPRs are maintained by Unit Identification Code (UIC) and Supplemental Address ID which correlates to a MALSP support package serial number. Reconciliation Assist Management Team (RAMATs) are conducted to ensure authorized allowances in the BPR file match to those loaded at retail activities using R-Supply (e.g., MALS, L-Class or CVNs).

NOTE: BPRs are also maintained for Interim Supply Support (ISS) materiel and temporarily for some FLRs that migrate post-MSD.

c. MALSP Modernization Support Packages. It is important to ensure the composition of the various MALSP MOD AVCAL/COSAL allowances are well understood.

(1) Fly-In Support Allowance (FSA). A mirror-image allowance built to support a particular T/M/S and quantity of aircraft. It consists of O-level parts to support the Fly-in Echelon (FIE) aircraft of the MAGTF ACE. FSAs are computed at T/M/S community demand combat utilization rates to provide support for a 30-day endurance period. FSAs are additive to AVCAL/COSAL allowances.

(2) Supplemental Aviation Spares Support (SASS). A mirror-image

allowance built to support a particular T/M/S and quantity of aircraft. It contains O-level parts designed to support MAGTF ACE operations. SASS allowances provide the spare parts normally removed and replaced at the squadron organizational maintenance level. The allowances are computed at a 30-day wartime utilization rate to support a particular T/M/S and quantity of aircraft and are additive to AVCAL/COSAL allowances. SASS packages can be utilized to support training and contingency operations.

(3) MAG Support Allowance (MSA). A non-mirror image allowance built to support the specific mix/quantity of T/M/S aircraft and IMRL/SE for a MAG's active, reserve, and training squadrons. It consists of "O" and I-level Weapons Replaceable Assemblies (WRA), Shop Replaceable Assemblies (SRA) and SE required to provide support for a specific MAG. MSAs are computed at peacetime utilization rates to provide support for a 90-day endurance period and can be divided to provide supplemental detachment/deployment support.

(4) I-Level Contingency Allowance (ICA). A non-mirror image allowance built to support the specific mix/quantity of T/M/S aircraft and IMRL/SE supported by a MALS. It consists of I-level SRAs and parts to support contingencies and increased wartime utilization. ICAs are computed at combat utilization rates to provide support for a 90-day endurance period and offer flexible operational scenario support. ICAs can be divided to provide supplemental detachment/deployment support.

(5) Strategic Support Allowance (SSA). A non-mirror image allowance built to provide worldwide support of all T/M/S aircraft from a central location. It contains aggregated parts, which are centrally located because they are low demand/high cost, carcass constrained, seasonal demand, or are dynamic components with Outside the Continental United States airlift and/or sealift constraints. SSAs can provide supplemental detachment/deployment support.

(6) Training Support Allowance (TSA). A mirror image allowance of the FSA built to support the T/M/S and quantity of aircraft participating in Weapons and Tactics Instructor (WTI) courses. It consists of parts normally removed and replaced at the squadron organizational maintenance level. TSA allowances are built using community demand, at combat utilization rates and provide support for a 30-day endurance period. These allowances provide support for Marine aviation training and readiness to assist in developing and employing aviation weapons and tactics.

(7) Integrated Demand Based Items (IDBI). A non-mirror image allowance list built for non-equipment related, general use consumable demand-based items.

(8) Interim Support Allowance List (ISAL). A non-mirror image allowance list of all designated interim support spares and repair parts required to support a new and modified weapon systems and support equipment provided by NAVSUPWSS for the time period for Initial Operational Capability (IOC) date to Materiel Support Date (MSD). ISALs are part of the total MALS AVCAL/COSAL allowances. For further guidance on ISAL see reference (al).

(9) Extra Functioning Allowances (IEXF). A non-mirrored image allowance list of items required during high TEEP cycle, offload candidates for retention, and allowance list requiring COLT/PDL pass through.

Standard Naming Convention gives Marine aviation logisticians a means to identify Marine Aviation Logistic Support Program (MALSP) Modernization allowances and link those allowances to specific supported unit(s). Understanding the composition of the naming convention and the meaning of the various data elements will aid in the recognition of the codes. Accordingly, a detailed explanation follows. All standard names are comprised of six positions. Each position represents a specific category of information related to that MALSP allowance. The meaning of each of the six positions can be found in reference (g)

d. WAS Milestone Responsibility

(1) Deckload Verification. The subject AVCAL will determine the necessary validation. The primary means for NAVSUP's deckload validation is the WSPD however, this milestone provides the fleet an opportunity to justify or confirm the aircraft mix to be supported. The validation request is sent by COMNAVAIRPAC via Naval Message and requires communication between the ALD-B (Class Desk) and ALD-G (Plans) to confirm which aircraft (TMS) and number of aircraft to be supported. Type of aircraft engine and level of maintenance is also required in response to the deckload verification.

(2) Aircraft Equipment Configuration List (AECL) Validation. This is a critical step in the AVCAL process where the configuration of the aircraft is validated to ensure that SNAO allowanced for the correct configurations currently installed on the aircraft. Avionics components installed on the aircraft are confirmed by the Avionics Department, airframe and ordnance configurations are also validated depending on the TMS. Depending on the type of review and if I-Level capabilities are required, it is forwarded to Production Control or ship's AIMD for ICRL incorporation. The WAS will coordinate and liaise with ALD-E (Avionics) to facilitate oversight on the Avionic components, ALD-E will then disseminate to their maintenance couterparts down at the squadron level for verification, accuracy, and review. For mirrored/O-level AVCAL support packages, such as the FSA and SASS, the lead WAS will consolidate the inputs from the various squadrons to ensure all applicable weapon systems are identified. There is no ICRL requirement for FSA or SASS AECL validations, since these packages are mostly WRAs with the purpose of being deployed without an immediate capability of an IMA. For any items being deleted, it is recommended the WAS validates with recent demand data. For further verification, see reference (x).

Addition (ADD)	Use to add a system/component for support, along with justification. Fill in all fields/columns, except for Joint Electronic Type Designation System (JETDSNOMEN) and list code and component code if unknown.
Delete (DEL)	Use to denote a system/component that is not required.
Affirmation (YES)	Use to denote a system/component that is required.
Change (CHG)	Denotes a change in part number

Figure AC-1.--COMNAVAIRPAC/COMNAVAIRLANTINST Annotation.

(3) Interim Supply Support Validation. Interim Supply Support (ISS) is the supply and inventory management support for new and modified weapon systems and support equipment provided by NAVSUP WSS-P from Initial Operational Capability (IOC) date to Materiel Support Date (MSD). The ISS Catalog is validated similar to the AECL where instead of validating the NIIN by the Allowance Register Requirement/Component Code (ARR/CC), an Interim Support Item List (ISIL) is assigned to a system. ISS Catalog is validated by Avionics O-level for Avionics Report (Air Type Wing) and I-Level for Ground Support Equipment (Ground Report). The WAS will coordinate, distribute and consolidate the file to be validated. Details can be found in reference (al).

(4) Provide Pack Up Information File (PUI). Upon receipt of email from CNAP, run the provided SQL for the pertaining MALS and provide output back to CNAP. This file is used by CNAP as a picture in time of the allowances in order for them to build RACs based on their demand model.

(5) MALS MAMs/TBI Inventory. During site specific AVCAL reviews, a MAMs and TBI inventory is required to validate authorized items . NAVSUP WSS-P keeps track of allowances for MAMs/TBIs in ERP under the BPR files with a supplementary address identifying MAMs or TBIs. The Wing Allowancing Section (WAS) will provide each MALS CRS a complete list of their rated TBIs/MAMs for validation upon request.

(6) Preliminary Product. For this milestone, NAVSUP produces an excel spreadsheet with the preliminary allowances and forwards to the WAS via CNAP for review. CNAP may configure the product to an access database in order to facilitate the review. The WAS will coordinate and solicit inputs from the MALS and O-level for the new recommended allowance to then provide a response via Recommended Allowance Changes (RACs) back to NAVSUP via CNAP.

NOTE: A systematic approach shall be taken to review allowances such as comparing recent AFAST demand. It is imperative to coordinate with the maintenance personnel on the importance and readiness impact that these recommended allowance change(s) may have.

(7) Provide Recommended Allowance Changes (RACs). Date on this milestone is when Fleet/WAS submits the RACs back to NAVSUP via CNAP and/or lead WAS.

(8) L-Class AVCAL. The AVCAL review process for the Navy L-Class ships is similar to that of the MALSP AVCAL review. COMNAVSURFPAC or COMNAVSURFLANT acts as the liaison between the MAG units and the Ship’s company. The WAS will track the milestones from deckload verification, AECL validation (except for ICRL), and provide RACs on the preliminary product, utilizing SPEAD with tailored L-Deck parameters. RACs can also be provided upon request for any Phase Refresh. This data will only include adds and increases based on recent AFAST usage data.

NOTE: L-Class RACs will be provided to CNSP/CNSL for review and consolidation.

(9) Pre-AVCAL Review/AVCAL Review. A pre-AVCAL review can be coordinated locally by the WAS or electronically via email, dependent upon the type of AVCAL review and timeframe changes. A pre-AVCAL review is utilized to gain concurrence/non-concurrence on recommended allowance changes prior to the AVCAL review milestone. Only RACs that were ‘non-concurred’

will be left to negotiate during the AVCAL review. An AVCAL review may also be conducted via email, teleconference or physical meeting to negotiate and justify items not pre-approved from the RACs previously submitted. The WAS shall coordinate participation of the supported TMS and MALS during an AVCAL review.

(10) Update R-Supply and NALCOMIS Records. Once allowances have been finalized, NAVSUP will send (via CNAP) the files required to load and update R-Supply and NALCOMIS records. The WAS will review the files to ensure format is correct and follow loading instructions provided by CNAP. Any errors or discrepancies will be worked through with CNAP.

(11) Drop Requisitions. This milestone refers to the reorder of deficiencies from the R-Supply and NALCOMIS records load. Reorders should be a result of the allowance difference set by the load process and a non-reoccurring quantity (NRQTY) within R-Supply. Requisitioning instructions are also provided by CNAP and requisition funding is dependent on the cognizant of the NIIN (e.g., QU/9_, QZ/7_, 26/0_).

(12) Conduct RAMAT. The Reconciliation Assist Management Team is a process of reconciling allowances loaded to the MALS R-Supply, ensuring they match those reflected by NAVSUP WSS-P, authorized via the re-AVCAL process. R-Supply records are reconciled against this milestone and are specific to those NIINs from which the re-AVCAL was tailored to support.

3. COSAL Overview

a. All COSAL allowances are managed by NAVSUP WSS-Mechanicsburg (NAVSUP WSS-M). Allowances for COSAL items will be reviewed yearly in accordance with the schedule. The COSAL allowance review for Aviation Marine units is considered to be a category four (CAT 4); however, supported units will be required to validate Allowance Parts Lists (APL) and Allowance Equipment Lists (AEL) triennially. NAVSUP WSS-M will distribute COSAL In Access (CIA) via latest NAVSUP WSS-M distribution method. NAVSUP WSS-M initiates the allowance process by forwarding validation packages to the appropriate MAW AAvnSupO.

b. The WAS in coordination with the OMD OIC/SNCOIC (via the SMD OIC/SNCOIC) is responsible for coordinating the Validation Inventory of the COSAL Aids.

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

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

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

(2) COSAL instructions.

(3) COSAL addition work sheet.

(4) Instructions for conducting the validation.

e. WAS will provide copies of NAVSUP WSS-M Validation Aids to the appropriate activities for validation and provide assistance, as necessary. The WAS will work in conjunction with the MALS SMD for coordination as applicable. Working copies will be separated by customer, to conduct the validation and provide necessary training on how to annotate the sheets. During the validation, any NAVSUP WSS-M controlled items found with no validation aid will have an add-on sheet submitted. Add-on sheets will be provided by NAVSUP WSS-M. Add-ons can also be identified via spreadsheet vice hard copies or PDFs.

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

g. Once the respective customers return the validated packages back to the WAS, the WAS will transpose all information onto the Master COSAL Validation Spreadsheet. After all changes have been made, the spreadsheet along with any add-ons, will be forwarded to NAVSUP WSS-M. Original, validated copies will be maintained in the WAS.

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

i. COSAL Allowance Products. New COSAL products will be provided to the WAS after NAVSUP WSS-M reconciles the recommended changes and updates their database. NAVSUP WSS-M will provide via email the following files:

(1) X05 - Loads new allowances

(2) X05D - Deletes allowances

(3) X06 - Loads part number cross reference data

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

(5) X24 - Loads new support package allowances quantities

(6) Fleet Aid Allowance List (FAAL)

NOTE: These files must be maintained by the WAS until the next COSAL is completed.

j. COSAL In Access (CIA) database. A complete dataset will be provided to WAS and the appropriate maintenance customer (i.e., IMRL, EAF, WEATHER, etc.). WAS will also distribute a copy to CRS. WAS will retain a copy of all datasets and retain until the next completed COSAL Review.

(1) Detailed instructions for navigating the CIA are contained within each dataset. Utilize the data by following prompts as they appear on the screen.

(2) The “Select Tables to Download” Menu provides the ability to download files meeting certain criteria that may be necessary to research

APLs/AELs.

(3) CRS will review the Master COSAL once received from the WAS to ensure all Controlled Equipage Materiel (CE) is identified and custody records are established and signed.

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

(5) WAS is required to maintain the Master COSAL Copy of each package ID. Additionally, the WAS will ensure the allowance aids are properly processed (after the allowances are loaded) and the DSB will inform WCB when new allowances have been loaded.

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

(1) Data Integrity. When allowance aids are received, the WAS will review the data files for integrity of all data elements. Basic Dataset Formats are contained in R-Supply user's guide.

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

l. MALSP packages have been built to support non-aeronautical Navy-funded materiel (e.g., Expeditionary AirField and Weather). While these packages are comprised of six data elements, their structure is built differently. The standard naming convention for these packages is provided below:

(1) First Position.

W: Weather.

E: Expeditionary Air Field (EAF).

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

WEATHF: Weather support fixed wing.

WEATHR: Weather support rotor wing.

EEAFRW: Expanded Expeditionary Airfield rotor wing.

EEAFFW: Expanded Expeditionary Airfield fixed wing.

MACSXX: Marine Air Control Squadron

(3) Marine Air Control Squadron (MACS) allowance. These allowances provide support for air surveillance and control of friendly aircraft and surface to air weapons in support of offensive air support and anti-air warfare, continuous all-weather radar, no-radar, tower air traffic control services, airspace management, and meteorological and oceanographic services in support of the ACE, MAGTF and/or joint force commander.

(4) Marine Wing Support Squadron (MWSS) allowance. These allowances provide support for essential aviation requirements to a designated FW/RW component of an ACE or to supplement air base facilities and services provided by a Marine Corps Air Station (MCAS). This includes tactical aviation refueling, essential runway services, expeditionary airfield services and second echelon maintenance.

m. Allowance Validation. WAS will review the following listings/data files for excessive differences prior to processing the allowance data files into R-Supply/NALCOMIS.

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

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

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

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

n. Loading Allowances

(1) Monitor Corrections. MSB will monitor the warehouse functions which must be accomplished by WMD to reflect the changes made to the R-Supply/NALCOMIS Databases.

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

(b) Ensure excess materiel is scheduled to be properly offloaded IAW Wing/TYCOM Procedures.

(c) Ensure new stock materiel is placed on order for storeroom or support package.

(d) Ensure new FSA materiel is properly stored in appropriate package location.

(e) Remove support package materiel no longer required.

4. Initial Buy Procedures. COSAL Repairable. NAVSEA OPN Outfitting Account Funds will be used to procure both allowance additions and increases in COSAL Repairable Allowances. Requisitions will cite an RI of NUV, Media Status Code U, R-Supply will auto assign the applicable Service Code, Demand Code N, Supplementary Address of N48096, Signal Code C, Fund Code VO, and Advice Code 5D. All repairable VO Fund Code requisitions are transmitted to Fleet

Logistics Center (FLC), Puget Sound (Code 70), and Bremerton, WA 98314. RI NUV via electronic MILSTRIP submission. NAVSEA OPN Outfitting Account Allotment Holder is a centralized operation concept. Individual units submit COSAL initial outfitting requisitions citing NAVSEA OPN Funds directly to FLC Puget Sound in accordance with reference (K). These funds will only be used to requisition COSAL initial outfitting for DLR materiel. Funding of consumable COSAL requirements will cite normal NWCF Fund Codes.

a. WAS will receive the CIA Report from NAVSUP WSS-M on an annual basis and whenever an OPNAV 4790/CK configuration change is submitted. WAS will verify the CIA reports and listings for allowance increases or decreases and will ensure the allowance aids are properly processed. Once allowance changes are processed, the CIA will be forwarded to CRS and TRS for filing. Reference (am) provides detailed instructions on how to properly process the CIA.

5. NAVSUP WSS Website ACR Submission. Mandatory entries are highlighted in red and marked with an asterisk. Further explanation of key fields are as follows:

a. Enter Message. Package Type specification is important due to different requirements depending on package.(I.E FSA/SASS). Reason for Request Precise specification of what type of request is desired (e.g. Establish, Delete, etc). Clear and concise remarks to support a change in current allowance. Ensure specific support package is identified for the NIIN you are requesting be adjusted. If the lead for the T/M/S is submitting the ACR, the lead WAS will write the Date Time Group (DTG) in the concurrence tracker located on the Marine Aviation Supply SharePoint.

b. Item. Item information will be inserted in required blocks in accordance with Figure 5-3 (See Below). Information can be retrieved via external sources (I.E One Touch, FedMall, ERP). Current allowance in specified package with be provided as well as the SUPPAD (e.g. 1MSAXX,1ICAXX).

Note: The SUPPAD must identical to the package type entered previously. The desired requested allowance will be entered in the final block.

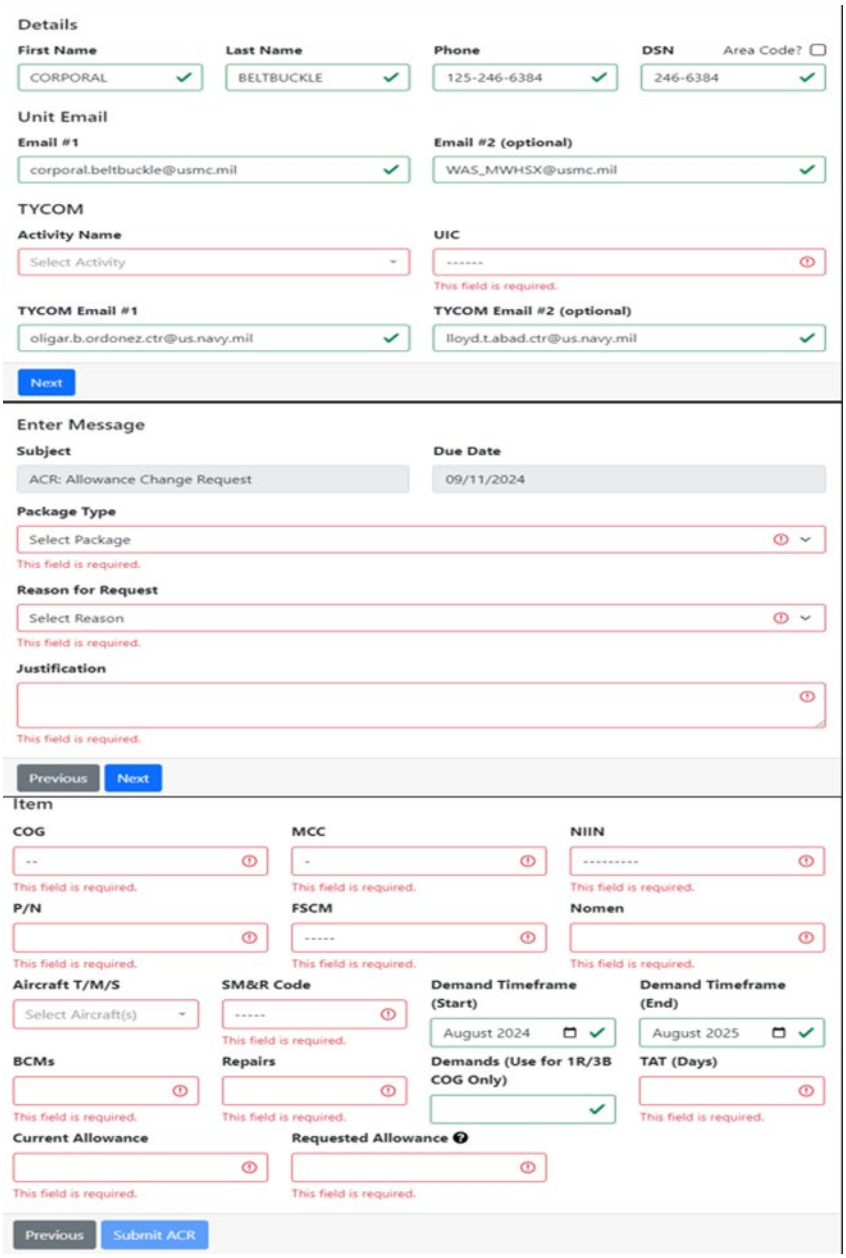


Figure AC-2.--NAVSUP WSS Website ACR Screen.

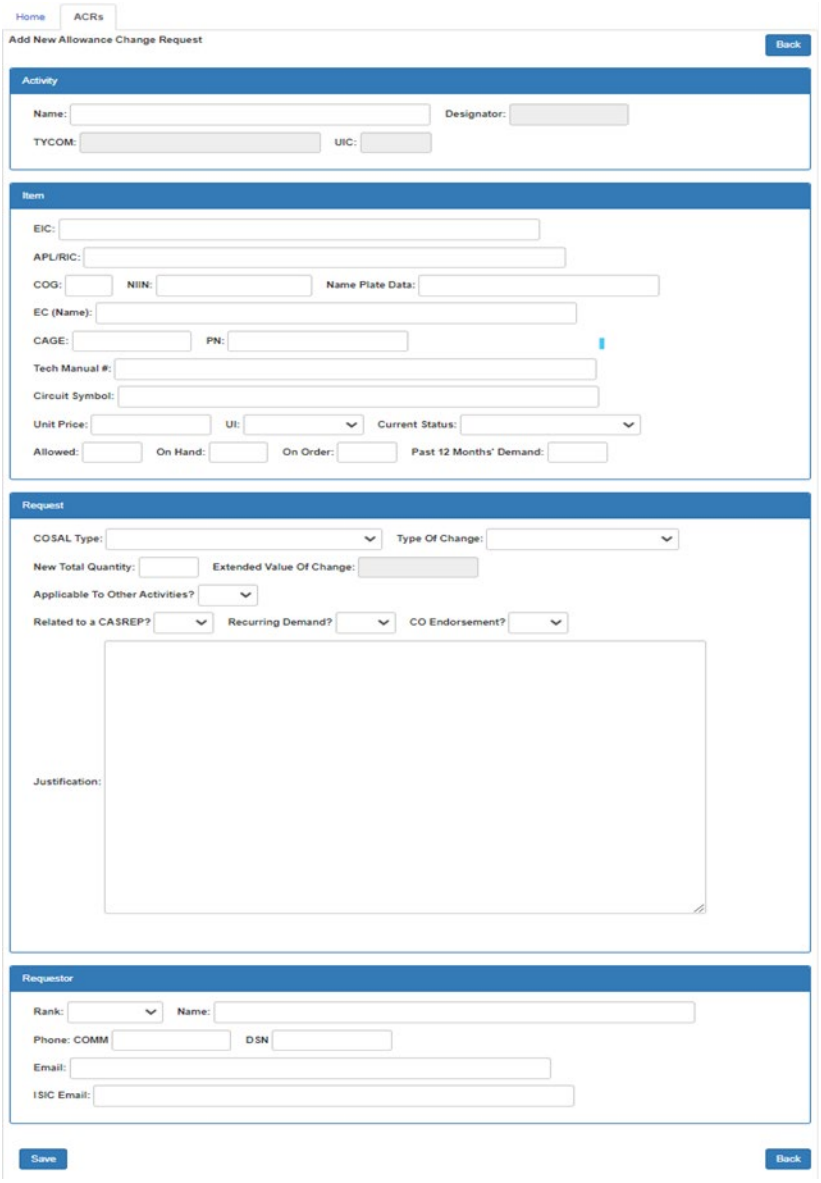


Figure AC-2.--NAVSUP WSS Website ACR Screen, Continued.

6. Level Set. A Level Set can be requested as follows:

a. Open R-SUPPLY Menu path Inv >> Management >> Inventory Actions >> Level Setting

b. Date Range:
Surface: 2 years (use a complete 24-month date range, not the current month)
Aviation: 2 years (use a complete 24-month date range, not the current month)

DBI:
DBI Qualification Period 12 Months
DBI Qualification Frequency 4 Freq

DBI Retention Period 24 Months
DBI Retention 1 Demand

Computation:
Current Month/Year: Autofill: The month/year the report is processed.
Demand Trend Test % 100%
Economic Retention Value $100.00
Recomputation Test % 0%
Percentage RO Factor 75%

Designate Materiel: Select all fields:
Non-Repairables
Repairables
Field Level Repairables

Optional: N/A

Trial Run: Uncheck to run Live (Save Mandatory Parameters)
Exclude Demands Records:
Allowance Parameters:
Order/Shipping Time Non-Fill (OST) 1
Order/Shipping Time Fill (OST) 1
Safety Level Factor (SL) 1
Operating Level Multiplier (OLM) 6
Max Months in Operating Level 3

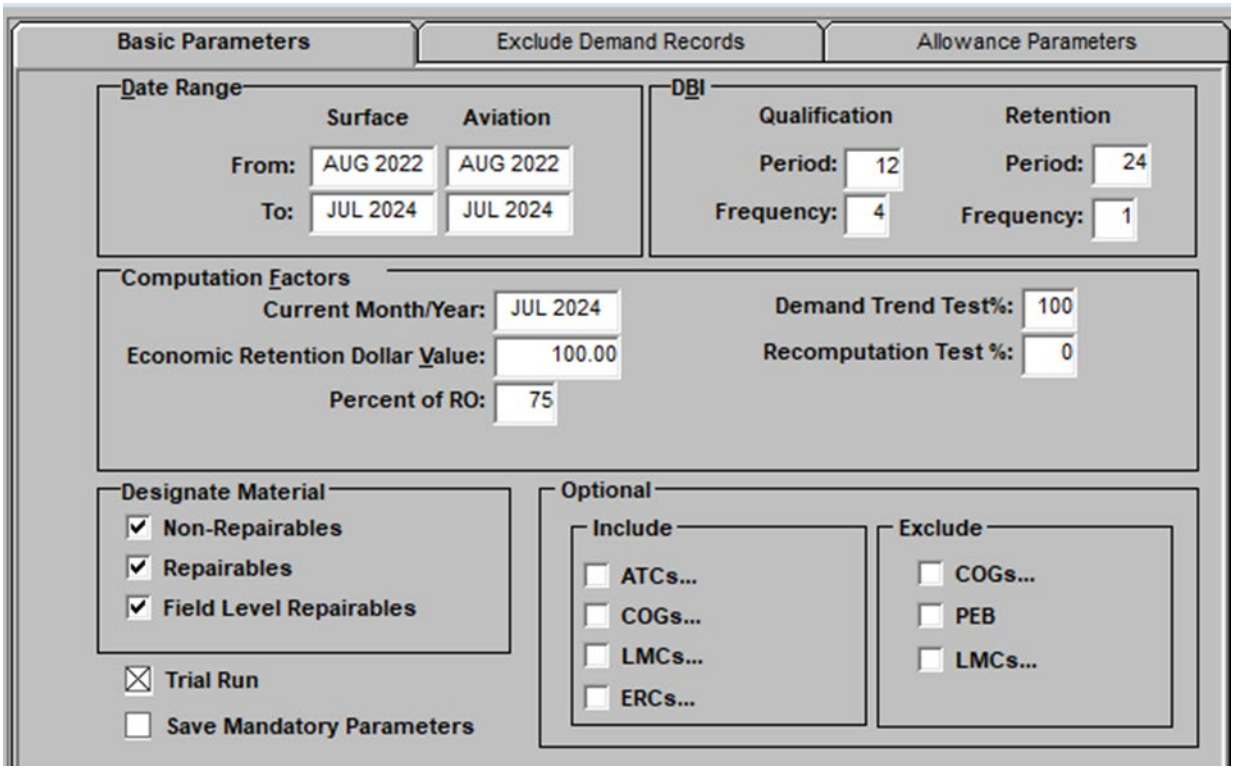


Figure AC-3.--Level Set Parameters Screen.

APPENDIX AD

MANUAL CONTINGENCY OPERATIONS

1. General

a. Purpose. To standardize the procedures and administrative instructions for the operation and management of the initiation, processing, induction, repair, return and completion of all aviation materiel requirements received by personnel within the ASD during periods of system non-availability.

b. Background. Manual contingency operations are defined as those procedures necessary to enable a MALS ASD to continue daily operations in conjunction with Organizational Maintenance Activities (OMA) and Intermediate Maintenance Activities (IMA), but without use of R-Supply and/or NALCOMIS.

c. Scope. System non-availability for customers should not interrupt daily operations. At the discretion of the AvnSupO, specific Project Codes will be accepted depending on the duration of the system non-availability. As a rule, IPG-I Critical Requisitions will be accepted immediately upon interruption of R-Supply/NALCOMIS Databases. If system availability is anticipated to be more than 48 hours, the AvnSupO will publish specific guidance for all customers affected. The following paragraphs will delineate actions for all divisions within the ASD, depending on which databases are available.

2. Both NALCOMIS and R-Supply Systems unavailable. When both systems are unavailable and supply assets are required by the customer, a combination of procedures outlined in paragraph 3 and paragraph 4 will be used. The ASD will apply those procedures as necessary to provide customer service while maintaining inventory and financial integrity during system non-availability.

NOTE: This scenario will take place at least annually during the scheduled EOY closeout.

3. R-Supply available and NALCOMIS unavailable

a. OMD Procedures. OMD will perform the following steps for all requirements received during NALCOMIS system non-availability.

(1) OMD will be the single point of entry for all requirements. OMD will utilize a DD Form 1348-6 or a form equivalent when transcribing phone passed requirements. The expeditor will either hand deliver any of the above mentioned forms to OMD or the expeditor may email the requirement to the ASD.

(2) Upon receipt of a requisition, OMD will verify the following mandatory data was provided.

(a) BuNo

(b) JCN

(c) MCN

(d) WC

(e) WUC

(f) Advice Code

(g) TEC

(h) DDSN

(i) Proj/Pri

(j) Qty/UI

(k) Cage

(l) Part No

(m) Nomenclature

(n) Reference

(3) After the mandatory data has been verified, the requirement will be logged into the Manual Contingency Logbook (figure AD-1). The Manual Contingency Logbook will be maintained in OMD. This will be the Master Logbook for all incoming requirements during system non-availability. This logbook can be either electronic or hard copy. However, it's recommended that it be maintained in electronic format when possible, to allow continuous updates.

(4) OMD will perform technical research as described in this Manual and verify the MSSLL to confirm assets' location and availability. All items with a valid NSN and location (if applicable to include YSTOCK), will be forwarded to WMD for further processing.

(5) OMD will provide WMD with either a DD Form 1348-6, or an equivalent requisition form. WMD will sign in the Manual Contingency Logbook in the appropriate block indicating receipt of the requisition.

(6) WMD will provide requisition status to OMD immediately. This will ensure OMD has the most current information for reconciliation purposes.

(a) If the requirement is a Consumable and it is determined to be NIS upon the location stock check, WMD will return the original requisition form to OMD. OMD will then pass the requisition to the appropriate POE and update the Manual Contingency Logbook with the current status of the requisition.

(b) If the requirement is a Repairable and the requisition is determined to be BCM (X1 or EXBCM) or RIP, WCB will notify OMD the requisition must be referred. Once OMD is notified the requisition must be referred, WCB will then pass the requisition to the appropriate POE and OMD will update the Manual Contingency Logbook.

(c) All Consumable items determined to be NC will be passed by OMD to the appropriate external activity and the Manual Contingency Logbook will be updated with the current status of the requisition. OMD personnel will screen the Storage Branch PDEF to ensure there was no potential YSTOCK received for issue.

(d) If materiel is available for issue, WIS will forward the signed POD to WCB for entry to PDEF to back fit upon system availability.

(7) OMD will utilize the daily AMSRR, the Manual Contingency Logbook and if necessary, a computer based NMCS/PMCS Hi-Pri Report to reconcile all requirements prior to and during system non-availability.

(8) All DD Form 1348-6s and/or equivalent forms, for requisitions passed off station will be maintained in the OMD PDEF. Upon system availability, all DTO Consumable Requisitions will be back-fitted utilizing the DD Form 1348-6s or equivalent form. OMD will utilize appropriate Contingency Codes to back-fit all consumable requisitions when NALCOMIS becomes available. Additionally, OMD will ensure the latest status is posted. All issues from the warehouse will be back-fitted by WCB.

DOC NBR	TIME/DATE RECEIVE	QTY	NSN	TO WMD	FROM OMD WMD	INTERNAL STATUS	OMD MARINE REFERING DTO	REFERING DTO	EXTERNAL STATUS	DTO REFER DATE

Figure AD-1.--Manual Contingency Logbook.

b. WMD Procedures. WMD will perform the following steps for all requirements received during NALCOMIS System non-availability.

(1) WRB

(a) Upon receipt of incoming materiel, WRB will segregate materiel into the following two categories:

1. DTO. WRB will process all DTOs to include NMCS/PMCS and ROBs through R-Supply if the requisition is on file. Requisitions not in R-Supply will be placed in the PDEF awaiting back-fitting of the requisition by OMD into NALCOMIS. WRB will then forward the remaining copies and materiel to WDS for delivery to the customer. When the system becomes available, WRB will process all DTO Receipts utilizing Receipt Processing in NALCOMIS.

2. Stock. Stock Receipts will be processed in accordance with normal IBS procedures; upon system availability IBS upload will be conducted. Upon IBS non-availability, conduct standard procedures to process manually via R-Supply. WRB will forward all stock to WSB for proper stowing.

(2) WSB

(a) WSB will continue normal receipt processing.

(b) If a location change or new location is required, a DD Form 1348-1A with the location change/addition will be maintained in the PDEF.

Upon system availability, WSB will utilize the PDEF to ensure both databases reflect the appropriate location changes.

(3) WIS

(a) WIS will receive all new requirements from OMD during system non-availability. After receipt of materiel requirements, WIS will determine whether an issue can be made.

(b) If the issue can be made from stock, the materiel will be pulled from the location. For all Repairable requirements WIS will verify the P/N and RFI Tag ensuring it reflects the same data as the item being requested by the customer. The requisition (DD Form 1348-6 or equivalent) and the materiel will be forwarded to WDS for delivery. WIS will provide OMD with the current status for all IPG-I Critical Requirements.

(c) If the issue cannot be made from stock, the requisition will be returned to OMD for appropriate action.

(4) WDS

(a) WDS will receive new requirements from WIS.

(b) All consumable materiel, accompanied by two copies of a DD Form 1348-1A, will be delivered to the customer. The customer will confirm the delivery by authenticating (print/sign/date/time and circling quantity delivered) a DD Form 1348-1A and giving it to the driver. WDS will place the signed DD Form 1348-1A in the PDEF for entry into NALCOMIS when available. When the system becomes available, WDS will process all DTO Receipts utilizing NALCOMIS. Upon completion of NALCOMIS Receipts, the signed DD Form 1348-1A will be forwarded to WSB for inclusion in the CTF.

(c) Upon delivery of repairable materiel (except RIP) WDS will pick-up the NRFI component if required along with the appropriate VIDS MAF/record. WDS will ensure the customer signs and dates the requisition. WDS will transport the NRFI component and MAF to AMSU/PC for induction into the IMA. WDS will then place the POD in the appropriate PDEF.

(d) Upon notification of an EXREP requirement, WDS will pick-up the retrograde and the MAF from the customer. WDS will transport the NRFI component and MAF to AMSU/PC for induction as an EXREP. WDS will return the requisition to be placed in the appropriate PDEF.

(e) Upon notification, WDS will pick up all RFI/BCM materiel from AMSU/PC and return the materiel to WMD for disposition.

(5) WCB

(a) WCB will process all repairable materiel requirements. Once materiel availability/non-availability has been determined, the actual steps taken will differ depending on whether there is a NRFI repairable ready for turn-in or not. If the materiel will be issued/EXREP'd, WCB will immediately notify OMD with the status.

(b) If the materiel requirement is available for issue, WCB will forward the document to WSB for issue. If the materiel requirement is available for issue and the document indicates a Non-exchange Advice Code of

5A or 5D, WCB will validate the requirement by confirming the Survey and/or Initial Issue. If these conditions have been met, WCB will forward the document to WSB for issue. WCB will maintain a copy of the requisition in the PDEF indicating an issue is in process. Once WDS returns the signed copy from the customer and/or AMSU/PC, WCB will replace the pending issue copy of the requisition with the signed copy. This signed copy will be utilized for proper back-fitting upon system availability. If these conditions have not been met, WCB will take appropriate action to reject the requisition.

(c) If the materiel is either NIS or N/C and the requisition has an Exchange Advice Code (except RIP), the requisition is EXREP. WCB will forward the document to WDS for pick-up and induction of the NRFI retrograde. WCB will maintain a copy of the requisition in the Pending EXREP Induction File. Once WDS returns the signed copy from AMSU confirming induction, WCB will replace the Pending EXREP Induction File Copy of the requisition with the signed copy in the PDEF. This signed copy will be utilized for proper tracking/back-fitting upon system availability.

(d) When the materiel is returned from PC, WCB will screen the materiel and separate it into the following categories and determine whether the materiel was inducted prior to the system non-availability or during the system non-availability. WCB will maintain the appropriate PDEF entries for the conditions mentioned below.

PRE-SYSTEM NON-AVAILABILITY	DURING SYSTEM NON-AVAILABILITY
EXREP RFI/BCM	EXREP RFI/BCM
SO Assets RFI/BCM	SO Assets RFI/BCM

1. EXREP RFI returns, loaded prior to and during NALCOMIS System non-availability, will be forwarded to WDS for delivery to the customer. WCB will notify OMD of EXREP issues as they occur. Upon system availability WCB will coordinate with PC for appropriate back-fitting/DIFM Return.

2. WCB will notify OMD of all EXREP BCMs and DTO requirements. Upon system availability, WCB will coordinate with PC for appropriate back-fitting.

(e) SO Asset RFI returns, loaded prior to and during NALCOMIS System non-availability, will be forwarded to WSB for stowage. Upon system availability, WCB will coordinate with PC for appropriate back-fitting/DIFM return.

(f) SO Asset BCMs, loaded prior to and during NALCOMIS System non-availability, will be forwarded to SSB for proper shipping. Upon system availability, WMD will coordinate with PC for appropriate back-fitting/DIFM Return.

(g) If stock replenishment is required, due to the prolonged period of system non-availability it will be initiated in R-Supply via Initiate Requisition.

NOTE: Upon system availability, all repairable stock requisitions must be backfitted into NALCOMIS using appropriate Contingency Codes prior to processing the DIFM Return.

NOTE: PEB. All supported units will utilize their PEB assets until exhausted. Once the PEB bins have been exhausted, all manual contingency operation requirements (NMCS/PMCS) will be submitted through OMD for processing.

(6) WDS

(a) Upon notification a delivery is required, WDS will transport the materiel to the customer and pick-up the NRFI component if required along with the appropriate VIDS MAF/record. The customer will confirm the delivery by authenticating (print/sign/date/time and circling quantity delivered) a DD Form 1348-1A and giving it to the driver. WDS will transport the NRFI component and MAF to AMSU for induction into the IMA. WDS will have AMSU sign and date the requisition indicating the induction process has been initiated. WDS will return the requisition to WMD to be placed in the appropriate PDEF.

(b) Upon notification of an EXREP requirement, WDS will pick-up the retrograde and the MAF from the customer. WDS will transport the NRFI component and MAF to AMSU for induction as an EXREP. WDS will have AMSU sign and date the requisition indicating the induction process has been initiated. WDS will return the requisition to be placed in the appropriate PDEF.

(c) Upon notification, WDS will pick up all RFI/BCM materiel from AMSU and return the materiel to WCB for disposition.

(d) WDS will deliver all DTOs and return the signed receipts to WCB.

(7) SAA. During NALCOMIS downtime, the SAA will continue to process status in R-Supply.

4. NALCOMIS available and R-Supply unavailable

a. OMD Procedures. OMD will perform the following steps for all requirements received during R-Supply System non-availability.

(1) Requirements for NALCOMIS customers will continue to be processed as normal through NALCOMIS. Once R-Supply is available those transactions will interface into R-Supply.

(2) The CAS will have no materiel requirement responsibilities during R-Supply System non-availability.

(3) The FAS will follow normal ASKIT procedures as directed in chapter 3 of this Manual.

(4) If R-Supply is unavailable for normal End of the Month Processing, FAS will request an extension via the chain of command to their respective Wing G8/ALD and may be required to submit estimated BORs.

b. WMD Procedures. WMD will perform the following steps for all requirements received during R-Supply System non-availability.

(1) WRB, WSB, WIS, and PEB will continue normal operations. MSSLL or Master Record File will be utilized to obtain locations for all materiel.

(a) If incoming stock does not have an assigned location on DD Form 1348 (YSTOCK), WSB will create it in NALCOMIS, annotate a new location on the POD and place it into a designated PDEF.

(b) When the system is available WSB will reconcile all PODs to ensure both R-Supply and NALCOMIS locations match.

(2) WCB

(a) WCB will maintain a current MSSLL on hand to ensure proper annotations on DD Form 1348s and requisition flow is maintained during system non-availability.

(b) WCB will be responsible for all WMD's processes during system non-availability.

c. SAA Procedures

(1) The SAA will notify the chain of command that TIR processing has been temporarily suspended until R-Supply availability.

(2) The SAA will continue to download status via One Touch Support and hold for processing until R-Supply is available.

APPENDIX AE

REQUISITION SERIAL NUMBER ASSIGNMENTS

1. Purpose. To provide standardized requisition serial number assignments to be used by all MALS. Paragraph 2a lists the requisition serial numbers to be used for all supported squadrons and IMA Work Centers. Those MALS that have Fleet Readiness Center (FRC) work centers will use the requisition serial numbers identified in paragraph 2b.

2. Background. Requisition serial number assignments have historically varied from MALS to MALS. To prevent confusion of transferring personnel and the ultimate misrouting of materiel the following assignments are promulgated:

a. MAG Requisition Serial Number Assignments. (See Note 1 and Note 2)

	ON-LINE			CONTINGENCY	
PURPOSE	LOW VALUE	HIGH VALUE	PRI	LOW VALUE	HIGH VALUE
CONSUMABLE STOCK	0001	1389	LP	1390	1399
CONSUMABLE OFFLOAD (SEE NOTE 3)	1400	1489	LP	1490	1499
INVENTORY ADJUSTMENTS (SEE NOTE 4)	1500	1699	LP	N/A	N/A
NALCOMIS REPAIRABLE STOCK	1700	1799	LP	1950	1999
R-SUPPLY REPAIRABLE STOCK	1800	1899	LP	1900	1949
OMA NON NMCS (7L/9S)					
SQUADRON #1	2000	2089	HP	2090	2099
SQUADRON #1	2100	2189	LP	2190	2199
SQUADRON #2	2200	2289	HP	2290	2299
SQUADRON #2	2300	2389	LP	2390	2399
SQUADRON #3	2400	2489	HP	2490	2499
SQUADRON #3	2500	2589	LP	2590	2599
SQUADRON #4	2600	2689	HP	2690	2699
SQUADRON #4	2700	2789	LP	2790	2799
SQUADRON #5	2800	2889	HP	2890	2899
SQUADRON #5	2900	2989	LP	2990	2999
SQUADRON #6	3000	3089	HP	3090	3099
SQUADRON #6	3100	3189	LP	3190	3199
SQUADRON #7	3200	3289	HP	3290	3299
SQUADRON #7	3300	3389	LP	3390	3399
SQUADRON #8	3400	3489	HP	3490	3499
SQUADRON #8	3500	3589	LP	3590	3599
SQUADRON #9	3600	3689	HP	3690	3699
SQUADRON #9	3700	3789	LP	3790	3799
SQUADRON #10	3800	3889	HP	3890	3899
SQUADRON #10	3900	3989	LP	3990	3999
SQUADRON #11	4000	4089	HP	4090	4099
SQUADRON #11	4100	4189	LP	4190	4199
SQUADRON #12	4200	4289	HP	4290	4299
SQUADRON #12	4300	4389	LP	4390	4399
SQUADRON #13	4400	4489	HP	4490	4499
SQUADRON #13	4500	4589	LP	4590	4599
SQUADRON #14	4600	4689	HP	4690	4699
SQUADRON #14	4700	4789	LP	4790	4799

SQUADRON #15	4800	4889	HP	4890	4899
SQUADRON #15	4900	4989	LP	4990	4999
FLIGHT SIMULATOR	5000	5089	HP	5090	5099
EAF	5100	5189	LP	5190	5199
MWSS	5200	5289	NM	5290	5299
WEATHER	5300	5389	NM	5390	5399
MATCS	5400	5489	NM	5490	5499
MACS	5500	5589	NM	5590	5599
MORE THAN 16 SQUADRONS	5600	__89	HP/LP	__90	5999
SERV-MART (7L)	6000	6089	NA	6090	6099
OPEN PURCHASE (1149 7L)	6100	6189	NA	6190	6199
OPEN PURCHASE (GCPC 7L)	6200	6289	NA	6290	6299
OPEN PURCHASE (GCPC 2F)	6300	6389	NA	6390	6399
OPEN PURCHASE (GCPC 9E)	6400	6489	NA	6490	6499
DLADS (no financial impact)	6500	6589	NA	6590	6599
SSD EXCESS/SHIPPING	6600	6689	NA	6690	6699
RESERVED FOR DOD FUTURE USE	6700	__89	NA	__90	6999
TBA INITIAL ISSUE/REPLACEMENT (8X)	7000	__89	NA	__90	7899
TBA REPAIR (7L/9S)	7900	7989	NA	7990	7999
IMRL INITIAL ISSUE/REPLACEMENT(8X)	8000	__89	NA	__90	8999
IMRL/AMMRL REPAIR (7L/9S)	8A00	__89	NA	__90	8Z99
9S GRANT MANAGEMENT	9500	9589	NA	9590	9599
7L GRANT MANAGEMENT	9600	9689	NA	9690	9699
8X GRANT MANAGEMENT	9700	9789	NA	9790	9799
2F GRANT MANAGEMENT	9800	9889	NA	9890	9899
9E GRANT MANAGEMENT	9900	9989	NA	9990	9999
RESERVED FOR DOD FUTURE USE	A000	__89	HP/LP	__90	B999
CONTRACTS	C000	__89	HP/LP	__90	C999
RESERVED FOR DOD FUTURE USE	B000	__89	HP/LP	__90	F999
FUEL CHARGES (FAS SEE NOTE 5) (7B)	FF00	FF89	N/A	FF90	FF99
OMA NMCS/PMCS/ANMCS (7L/9S) (see paragraph 2.a(2))					
SQUADRON #1	G000	G089	NM	G090	G099
SQUADRON #2	G100	G189	NM	G190	G199
SQUADRON #3	G200	G289	NM	G290	G299
SQUADRON #4	G300	G389	NM	G390	G399
SQUADRON #5	G400	G489	NM	G490	G499
SQUADRON #6	G500	G589	NM	G590	G599
SQUADRON #7	G600	G689	NM	G690	G699
SQUADRON #8	G700	G789	NM	G790	G799
SQUADRON #9	G800	G889	NM	G890	G899
SQUADRON #10	G900	G989	NM	G990	G999
SQUADRON #11	GA00	GA89	NM	GA90	GA99
SQUADRON #12	GC00	GC89	NM	GC90	GC99
SQUADRON #13	GD00	GD89	NM	GD90	GD99

SQUADRON #14	GG00	GG89	NM	GG90	GG99
SQUADRON #15	GH00	GH89	NM	GH90	GH99
MORE THAN 16 SQUADRONS	GI00	__89	NM	__90	GZ99
BROAD ARROW (7L/9S)	GB00	GB89	NM	GB90	GB99
FLIGHT SIMULATOR	GF00	GF89	NM	GF90	GF99
EAF	GE00	GE89	NM	GE90	GE99
MWSS	GM00	GM89	NM	GM90	GM99
WEATHER	GW00	GW89	NM	GW90	GW99
MATCS	GT00	GT89	NM	GT90	GT99
MACS	GA00	GA89	NM	GA90	GA99
RESERVED FOR SPECIAL PROJECTS (SEE NOTE 6)	H000	HZ99			
RESERVED FOR DOD FUTURE USE	I000	OZ99			
PEB SITE #1	P000	P099			
PEB SITE #2	P100	P199			
PEB SITE #3	P200	P299			
PEB SITE #4	P300	P399			
PEB SITE #5	P400	P499			
PEB SITE #6	P500	P599			
PEB SITE #7	P600	P699			
PEB SITE #8	P700	P799			
PEB SITE #9	P800	P899			
PEB SITE #10	P900	P999			
PEB SITE #11	PA00	PA99			
PEB SITE #12	PB00	PB99			
PEB SITE #13	PC00	PC99			
PEB SITE #14	PD00	PD99			
PEB SITE #15	PE00	PE99			
MORE THAN 15 PEB SITES	PF00	PZ99			
RESERVED FOR DOD FUTURE USE	Q000	QZ99			
R-SUPPLY RESCREENS	R000	RZ99			
RESERVED FOR DOD FUTURE USE	S000	SQ99			
MATERIEL TURN-IN TO STOCK (ALL)	SR00	SR99			
RESERVED FOR DOD FUTURE USE	ST00	SZ99			
LOW PRIORITY TOOL REQUIREMENTS	T000	TZ99			
RESERVED FOR DOD FUTURE USE	U000	VZ99			
CASREP (MACS)	W000	W099			
CASREP (MWSS)	W100	W199			
CASREP (MALS COSAL)	W200	W299			
RESERVED FOR FUTURE USE	W300	WW99			

METOC (WEATHER)	WX00	WX99			
RESERVED FOR DOD FUTURE USE	WY00	WZ99			
RESERVED FOR DOD FUTURE USE	X000	ZZ99			
IMA WORK CENTERS					
020 (IMA PC)	2A00	2A89	HP	2A90	2A99
020 (IMA PC)	AA00	AA89	LP	AA90	AA99
024 (P/P PC)	2B00	2B89	HP	2B90	2B99
024 (P/P PC)	AB00	AB89	LP	AB90	AB99
025 (A/F PC)	2C00	2C89	HP	2C90	2C99
025 (A/F PC)	AC00	AC89	LP	AC90	AC99
026 (AVI PC)	2D00	2D89	HP	2D90	2D99
026 (AVI PC)	AD00	AD89	LP	AD90	AD99
027 (ORD PC)	2E00	2E89	HP	2E90	2E99
027 (ORD PC)	AE00	AE89	LP	AE90	AE99
028 (ALSS PC)	2F00	2F89	HP	2F90	2F99
028 (ALSS PC)	AF00	AF89	LP	AF90	AF99
029 (S/E PC)	2G00	2G89	HP	2G90	2G99
029 (S/E PC)	AG00	AG89	LP	AG90	AG99
02A (VAST PC)	2H00	2H89	HP	2H90	2H99
02A (VAST PC)	AH00	AH89	LP	AH90	AH99
02B (PME PC)	7Q00	7Q89	HP	7Q90	7Q99
02B (PME PC)	FQ00	FQ89	LP	FQ90	FQ99
02M (AMCM MAINT CONT)	7X00	7X89	HP	7X90	7X99
02M (AMCM MAINT CONT)	FX00	FX89	LP	FX90	FX99
030 (MAINT ADMIN)	7R00	7R89	HP	7R90	7R99
030 (MAINT ADMIN)	FR00	FR89	LP	FR90	FR99
040 (QA/ANALYSIS)	7S00	7S89	HP	7S90	7S99
040 (QA/ANALYSIS)	FS00	FS89	LP	FS90	FS99
04A (TPL)	7T00	7T89	HP	7T90	7T99
04A (TPL)	FT00	FT89	LP	FT90	FT99
04D (QA/VERIFICATION)	7V00	7V89	HP	7V90	7V99
04D (QA/VERIFICATION)	FV00	FV89	LP	FV90	FV99
050 (MATERIEL CONT)	7W00	7W89	HP	7W90	7W99
050 (MATERIEL CONT)	FW00	FW89	LP	FW90	FW99
05D (TOOL CONT CTR)	7U00	7U89	HP	7U90	7U99
05D (TOOL CONT CTR)	FU00	FU89	LP	FU90	FU99
05M (AMCM MAT CONT)	2J00	2J89	HP	2J90	2J99
05M (AMCM MAT CONT)	AJ00	AJ89	LP	AJ90	AJ99
410 (JET ENG BRANCH)	2L00	2L89	HP	2L90	2L99
410 (JET ENG BRANCH)	AL00	AL89	LP	AL90	AL99
411 (JET ENG COMP REP)	2M00	2M89	HP	2M90	2M99
411 (JET ENG COMP REP)	AM00	AM89	LP	AM90	AM99
412 (APU/SE GAS ENG)	2N00	2N89	HP	2N90	2N99
412 (APU/SE GAS ENG)	AN00	AN89	LP	AN90	AN99
413 (AFTERBURNER SHOP)	2K00	2K89	HP	2K90	2K99
413 (AFTERBURNER SHOP)	AK00	AK89	LP	AK90	AK99
414 (P/P MOD REP)	2P00	2P89	HP	2P90	2P99
414 (P/P MOD REP)	AP00	AP89	LP	AP90	AP99
41A (J52)	2Q00	2Q89	HP	2Q90	2Q99
41A (J52)	AQ00	AQ89	LP	AQ90	AQ99
41E (J79)	2U00	2U89	HP	2U90	2U99

41E (J79)	AU00	AU89	LP	AU90	AU99
41F (J85)	2V00	2V89	HP	2V90	AV99
41F (J85)	AV00	AV89	LP	AV90	AV99
41G (TF30)	2W00	2W89	HP	2W90	2W99
41G (TF30)	AW00	AW89	LP	AW90	AW99
41H (TF34)	2X00	2X89	HP	2X90	2X99
41H (TF34)	AX00	AX89	LP	AX90	AX99
41L (T56)	3A00	3A89	HP	3A90	3A99
41L (T56)	BA00	BA89	LP	BA90	BA99
41M (T58)	3B00	3B89	HP	3B90	3B99
41M (T58)	BB00	BB89	LP	BB90	BB99
41N (T64)	3C00	3C89	HP	3C90	3C99
41N (T64)	BC00	BC89	LP	BC90	BC99
41P (T76)	3D00	3D89	HP	3D90	3D99
41P (T76)	BD00	BD89	LP	BD90	BD99
41Q (T400)	3E00	3E89	HP	3E90	3E99
41Q (T400)	BE00	BE89	LP	BE90	BE99
41R (T700)	3F00	3F89	HP	3F90	3F99
41R (T700)	BF00	BF89	LP	BF90	BF99
41S (F400)	3G00	3G89	HP	3G90	3G99
41S (F400)	BG00	BG89	LP	BG90	BG99
41T (F402)	3H00	3H89	HP	3H90	3H99
41T (F402)	BH00	BH89	LP	BH90	BH99
41U (F404)	3T00	3T89	HP	3T90	3T99
41U (F404)	BT00	BT89	LP	BT90	BT99
41W (F110)	2R00	2R89	HP	2R90	2R99
41W (F110)	AR00	AR89	LP	AR90	AR99
420 (RECIP ENG)	3J00	3J89	HP	3J90	3J99
420 (RECIP ENG)	BJ00	BJ89	LP	BJ90	BJ99
421 (RECIP ENG COMP REP)	3K00	3K89	HP	3K90	3K99
421 (RECIP ENG COMP REP)	BK00	BK89	LP	BK90	BK99
430 (PROP BRANCH)	3L00	3L89	HP	3L90	3L99
430 (PROP BRANCH)	BL00	BL89	LP	BL90	BL99
431 (PROP COMP REP)	3M00	3M89	HP	3M90	3M99
431 (PROP COMP REP)	BM00	BM89	LP	BM90	BM99
440 (ROTOR DYN BR)	3N00	3N89	HP	3N90	3N99
440 (ROTOR DYN BR)	BN00	BN89	LP	BN90	BN99
450 (TEST CELL)	2S00	2S89	HP	2S90	2S99
450 (TEST CELL)	AS00	AS89	LP	AS90	AS99
460 (AUX FUEL STORE)	3P00	3P89	HP	3P90	3P99
460 (AUX FUEL STORE)	BP00	BP89	LP	BP90	BP99
470 (JOAP ANYL. LAB)	3Q00	3Q89	HP	3Q90	3Q99
470 (JOAP ANYL LAB)	BQ00	BQ89	LP	BQ90	BQ99
480 (P/P WELDING)	3R00	3R89	HP	3R90	3R99
480 (P/P WELDING)	BR00	BR89	LP	BR90	BR99
510 (STRUCTURE BR)	3U00	3U89	HP	3U90	3U99
510 (STRUCTURE BR)	BU00	BU89	LP	BU90	BU99
51A (STRUCTURES SHOP)	3V00	3V89	HP	3V90	3V99
51A (STRUCTURES SHOP)	BV00	BV89	LP	BV90	BV99
51B (PAINT SHOP)	3W00	3W89	HP	3W90	3W99
51B (PAINT SHOP)	BW00	BW89	LP	BW90	BW99
51C (WELDING SHOP)	3X00	3X89	HP	3X90	3X99
51C (WELDING SHOP)	BX00	BX89	LP	BX90	BX99
51D (MACHINE SHOP)	3Y00	3Y89	HP	3Y90	3Y99
51D (MACHINE SHOP)	BY00	BY89	LP	BY90	BY99
51E (TIRE/WHEEL SHOP)	3Z00	3Z89	HP	3Z90	3Z99

51E (TIRE/WHEEL SHOP)	BZ00	BZ89	LP	BZ90	BZ99
51F (COMPOSITE REP)	4A00	4A89	HP	4A90	4A99
51F (COMPOSITE REP)	CA00	CA89	LP	CA90	CA99
520 (HYD/PNEUT BR)	4B00	4B89	HP	4B90	4B99
520 (HYD/PNEUT BR)	CB00	CB89	LP	CB90	CB99
52A (HYD SHOP)	4C00	4C89	HP	4C90	4C99
52A (HYD SHOP)	CC00	CC89	LP	CC90	CC99
52B (BRAKE SHOP)	4D00	4D89	HP	4D90	4D99
52B (BRAKE SHOP)	CD00	CD89	LP	CD90	CD99
52C (STRUT SHOP)	4E00	4E89	HP	4E90	4E99
52C (STRUT SHOP)	CE00	CE89	LP	CE90	CE99
530 (NDI BRANCH)	4F00	4F89	HP	4F90	4F99
530 (NDI BRANCH)	CF00	CF89	LP	CF90	CF99
53A (RADIOGRAPHY)	4G00	4G89	HP	4G90	4G99
53A (RADIOGRAPHY)	CG00	CG89	LP	CG90	CG99
53B (ELECT/CHEM SHOP)	4H00	4H89	HP	4H90	4H99
53B (ELECT/CHEM SHOP)	CH00	CH89	LP	CH90	CH99
60A (AVI CORR CONT)	4J00	4J89	HP	4J90	4J99
60A (AVI CORR CONT)	CJ00	CJ89	LP	CJ90	CJ99
610 (COM/NAV BR)	4K00	4K89	HP	4K90	4K99
610 (COMM/NAV BR)	CK00	CK89	LP	CK90	CK99
61A (COMM SHOP)	4L00	4L89	HP	4L90	4L99
61A (COMM SHOP)	CL00	CL89	LP	CL90	CL99
61B (NAV SHOP)	4M00	4M89	HP	4M90	4M99
61B (NAV SHOP)	CM00	CM89	LP	CM90	CM99
61C (COMPUTER SHOP)	4N00	4N89	HP	4N90	4N99
61C (COMPUTER SHOP)	CN00	CN89	LP	CN90	CN99
61D (COMSEC/CRYPTO)	4W00	4W89	HP	4W90	4W99
61D (COMSEC/CRYPTO)	CW00	CW89	LP	CW90	CW99
620 (ELECT INSTR BR)	4P00	4P89	HP	4P90	4P99
620 (ELECT INSTR BR)	CP00	CP89	LP	CP90	CP99
62A (ELECT SHOP)	4Q00	4Q89	HP	4Q90	4Q99
62A (ELECT SHOP)	CQ00	CQ89	LP	CQ90	CQ99
62B (INSTR SHOP)	4R00	4R89	HP	4R90	4R99
62B (INSTR SHOP)	CR00	CR89	LP	CR90	CR99
62C (BATT SHOP, LEAD)	4S00	4S89	HP	4S90	4S99
62C (BATT SHOP, LEAD)	CS00	CS89	LP	CS90	CS99
62D (BATT SHOP, NICK)	4T00	4T89	HP	4T90	4T99
62D (BATT SHOP, NICK)	CT00	CT89	LP	CT90	CT99
62E (CSD/GEN SHOP)	4U00	4U89	HP	4U90	4U99
62E (CSD/GEN SHOP)	CU00	CU89	LP	CU90	CU99
62F (INERT NAV SHOP)	4V00	4V89	HP	4V90	4V99
62F (INERT NAV SHOP)	CV00	CV89	LP	CV90	CV99
630 (FIRE CONT BR)	4X00	4X89	HP	4X90	4X99
630 (FIRE CONT BR)	CX00	CX89	LP	CX90	CX99
63A (AWG-9 SHOP)	4Y00	4Y89	HP	4Y90	4Y99
63A (AWG-9 SHOP)	CY00	CY89	LP	CY90	CY99
63B (AWG-10 SHOP)	4Z00	4Z89	HP	4Z90	4Z99
63B (AWG-10 SHOP)	CZ00	CZ89	LP	CZ90	CZ99
63D (APG-65 SHOP)	5J00	5J89	HP	5J90	5J99
63D (APG-65 SHOP)	DJ00	DJ89	LP	DJ90	DJ99
640 (RADAR/ECM BR)	5A00	5A89	HP	5A90	5A99
640 (RADAR/ECM BR)	DA00	DA89	LP	DA90	DA99
64A (RADAR SHOP)	5B00	5B89	HP	5B90	5B99
64A (RADAR SHOP)	DB00	DB89	LP	DB90	DB99
64B (ECM SHOP)	5C00	5C89	HP	5C90	5C99

64B (ECM SHOP)	DC00	DC89	LP	DC90	DC99
64C (DECM SHOP)	5D00	5D89	HP	5D90	5D99
64C (DECM SHOP)	DD00	DD89	LP	DD90	DD99
64D (FLIR SHOP)	5E00	5E89	HP	5E90	5E99
64D (FLIR SHOP)	DE00	DE89	LP	DE90	DE99
64E (POD SHOP)	5F00	5F89	HP	5F90	5F99
64E (POD SHOP)	DF00	DF89	LP	DF90	DF99
64F (EA6B VANS)	5N00	5N89	HP	5N90	5N99
64F (EA6B VANS)	DN00	DN89	LP	DN90	DN99
650 (SACE/ATE BR)	5G00	5G89	HP	5G90	5G99
650 (SACE/ATE BR)	DG00	DG89	LP	DG90	DG99
65A (RADCOM)	5H00	5H89	HP	5H90	5H99
65A (RADCOM)	DH00	DH89	LP	DH90	DH99
65B (CASS)	2T00	2T89	HP	2T90	2T99
65B (CASS)	AT00	AT89	LP	AT90	AT99
65D (SACE RADAR SHOP)	5K00	5K89	HP	5K90	5K99
65D (SACE RADAR SHOP)	DK00	DK89	LP	DK90	DK99
65E (MISS COMP SHOP)	5L00	5L89	HP	5L90	5L99
65E (MISS COMP SHOP)	DL00	DL89	LP	DL90	DL99
65F (FTE/DTS SHOP)	5M00	5M89	HP	5M90	5M99
65F (FTE/DTS SHOP)	DM00	DM89	LP	DM90	DM99
65H (ATS STA MAINT)	2Y00	2Y89	HP	2Y90	2Y99
65H (ATS STA MAINT)	AY00	AY89	LP	AY90	AY99
65P (VAST SHOP)	5P00	5P89	HP	5P90	5P99
65P (VAST SHOP)	JP00	JP89	LP	JP90	JP99
65Q (VAST STA MAINT)	5Q00	5Q89	HP	5Q90	5Q99
65Q (VAST STA MAINT)	DQ00	DQ89	LP	DQ90	DQ99
65R (VAST TPS MAMS)	5R00	5R89	HP	5R90	5R99
65R (VAST TPS MAMS)	DR00	DR89	LP	DR90	DR99
65S (VAST CAL LAB)	5S00	5S89	HP	5S90	5S99
65S (VAST CAL LAB)	DS00	DS89	LP	DS90	DS99
660 (ASW BRANCH)	5T00	5T89	HP	5T90	5T99
660 (ASW BRANCH)	DT00	DT89	LP	DT90	DT99
66A (ACOUSTIC EQUIP)	5U00	5U89	HP	5U90	5U99
66A (ACOUSTIC EQUIP)	DU00	DU89	LP	DU90	DU99
66B (NON-ACOUSTIC)	5V00	5V89	HP	5V90	5V99
66B (NON-ACOUSTIC)	DV00	DV89	LP	DV90	DV99
670 (PME/CAL FAC)	5X00	5X89	HP	5X90	5X99
670 (PME/CAL FAC)	DX00	DX89	LP	DX90	DX99
67A (PME REC/ISS)	5Y00	5Y89	HP	5Y90	5Y99
67A (PME REC/ISS)	DY00	DY89	LP	DY90	DY99
67B (PME ELECT CAL)	5Z00	5Z89	HP	5Z90	5Z99
67B (PME ELECT CAL)	DZ00	DZ89	LP	DZ90	DZ99
67C (PME MECH CAL)	6A00	6A89	HP	6A90	6A99
67C (PME MECH CAL)	EA00	EA89	LP	EA90	EA99
67D (PME TAMS REP)	2Z00	2Z89	HP	2Z90	2Z99
67D (PME TAMS REP)	AZ00	AZ89	LP	AZ90	AZ99
67E (ALIMS COMPUTER REP)	MT00	MT89	HP	MT90	MT99
67E (ALIMS COMPUTER REP)	MM00	MM89	LP	MM90	MM99
680 (RECON/PHOTO)	6B00	6B89	HP	6B90	6B99
680 (RECON/PHOTO)	EB00	EB89	LP	EB90	EB99
690 (MOD/MICRO REP)	6C00	6C89	HP	6C90	6C99
690 (MOD/MICRO REP)	EC00	EC89	LP	EC90	EC99
69A (MOD/TROUBLE)	6D00	6D89	HP	6D90	6D99
69A (MOD/TROUBLE)	ED00	ED89	LP	ED90	ED99
69B (MICRO/MINI REP)	6E00	6E89	HP	6E90	6E99

69B (MICRO/MINI REP)	EE00	EE89	LP	EE90	EE99
69C (CABLE/CONNECT REP)	6F00	6F89	HP	6F90	6F99
69C (CABLE/CONNECT REP)	EF00	EF89	LP	EF90	EF99
710 (ORD BRANCH)	6H00	6H89	HP	6H90	6H99
710 (ORD BRANCH)	EH00	EH89	LP	EH90	EH99
71A (ARM EQUIP POOL)	6G00	6G89	HP	6G90	6G99
71A (ARM EQUIP POOL)	EG00	EG89	LP	EG90	EG99
71B (GUN SHOP)	6J00	6J89	HP	6J90	6J99
71B (GUN SHOP)	EJ00	EJ89	LP	EJ90	EJ99
71C (ARM EQUIP REP)	6K00	6K89	HP	6K90	6K99
71C (ARM EQUIP REP)	EK00	EK89	LP	EK90	EK99
71D (RACKS/LAUNCH)	6L00	6L89	HP	6L90	6L99
71D (RACKS/LAUNCH)	EL00	EL89	LP	EL90	EL99
71E (TOW REEL REP)	6Q00	6Q89	HP	6Q90	6Q99
71E (TOW REEL REP)	EQ00	EQ89	LP	EQ90	EQ99
720 (SPEC WEAP BR)	6M00	6M89	HP	6M90	6M99
720 (SPEC WEAP BR)	EM00	EM89	LP	EM90	EM99
72A (SPEC WEAP TEST)	6N00	6N89	HP	6N90	6N99
72A (SPEC WEAP TEST)	EN00	EN89	LP	EN90	EN99
730 (WEAPONS DEPT)	6X00	6X89	HP	6X90	6X99
730 (WEAPSON DEPT)	EX00	EX89	LP	EX90	EX99
731 (ARM WPN SUP EQ)	6P00	6P89	HP	6P90	6P99
731 (ARM WPN SUP EQ)	EP00	EP89	LP	EP90	EP99
740 (AMCM BRANCH)	3S00	3S89	HP	3S90	3S99
740 (AMCM BRANCH)	BS00	BS89	LP	BS90	BS99
74A (AMCM SLED SHOP)	5W00	5W89	HP	5W90	5W99
74A (AMCM SLED SHOP)	DW00	DW89	LP	DW90	DW99
74B (AMCM STRUC/COMP)	7Z00	7Z89	HP	7Z90	7Z99
74B (AMCM STRUC/COMP)	FZ00	FZ89	LP	FZ90	FZ99
74C (AMCM AVI/ELECT)	9000	9089	HP	9090	9099
74C (AMCM AVI/ELECT)	9100	9189	LP	9190	9199
74D (AMCM HYD COMP)	9200	9289	HP	9290	9299
74D (AMCM HYD COMP)	9300	9389	LP	9390	9399
810 (SAFE/SURV EQUIP)	6R00	6R89	HP	6R90	6R99
810 (SAFE/SURV EQUIP)	ER00	ER89	LP	ER90	ER99
81A (PARACHUTE SHOP)	6S00	6S89	HP	6S90	6S99
81A (PARACHUTE SHOP)	ES00	ES89	LP	ES90	ES99
81B (AVI SAFE EQUIP)	6T00	6T89	HP	6T90	6T99
81B (AVI SAFE EQUIP)	ET00	ET89	LP	ET90	ET99
81C (OX/REG EQUIP)	6U00	6U89	HP	6U90	6U99
81C (OX/REG EQUIP)	EU00	EU89	LP	EU90	EU99
81D (EJECT SEAT)	6V00	6V89	HP	6V90	6V99
81D (EJECT SEAT)	EV00	EV89	LP	EV90	EV99
820 (OX/NIT GEN FAC)	6W00	6W89	HP	6W90	6W99
820 (OX/NIT GEN FAC)	EW00	EW89	LP	EW90	EW99
901 (SE TRAIN/LIC)	6Y00	6Y89	HP	6Y90	6Y99
901 (SE TRAIN/LIC)	EY00	EY89	LP	EY90	EY99
902 (SE IMRL MANAGE)	6Z00	6Z89	HP	6Z90	6Z99
902 (SE IMRL MANAGE)	EZ00	EZ89	LP	EZ90	EZ99
903 (SE MATL CONT)	7A00	7A89	HP	7A90	7A99
903 (SE MATL CONT)	FA00	FA89	LP	FA90	FA99
90A (SE POOL)	7B00	7B89	HP	7B90	7B99
90A (SE POOL)	FB00	FB89	LP	FB90	FB99
910 (SE GAS ENG REP)	7C00	7C89	HP	7C90	7C99
910 (SE GAS ENG REP)	FC00	FC89	LP	FC90	FC99
91A (SE GAS TURB REP)	7D00	7D89	HP	7D90	7D99

91A (SE GAS TURB REP)	FD00	FD89	LP	FD90	FD99
91B (A/C HAND/SERV)	7E00	7E89	HP	7E90	7E99
91B (A/C HAND/SERV)	FE00	FE89	LP	FE90	FE99
920 (SE STRUCT/HYD)	7F00	7F89	HP	7F90	7F99
920 (SE STRUCT/HYD)	JF00	JF89	LP	JF90	JF99
92A (SE STRUCT REP)	7G00	7G89	HP	7G90	7G99
92A (SE STRUCT REP)	FG00	FG89	LP	FG90	FG99
92B (SE HYD REP)	7H00	7H89	HP	7H90	7H99
92B (SE HYD REP)	FH00	FH89	LP	FH90	FH99
92C (LOX/OX/NIT SERV)	7Y00	7Y89	HP	7Y90	7Y99
92C (LOX/OX/NIT SERV)	FY00	FY89	LP	FY90	FY99
92D (SE CORR CONT)	9A00	9A89	HP	9A90	9A99
92D (SE CORR CONT)	JA00	JA89	LP	JA90	JA99
930 (SE ELECT REP)	7J00	7J89	HP	7J90	7J99
930 (SE ELECT REP)	FJ00	FJ89	LP	FJ90	FJ99
940 (SE COMP REP)	7K00	7K89	HP	7K90	7K99
940 (SE COMP REP)	FK00	FK89	LP	FK90	FK99
950 (SE PERIOD MAINT)	7L00	7L89	HP	7L90	7L99
950 (SE PERIOD MAINT)	FL00	FL89	LP	FL90	FL99
960 (INSTALL/COMBAT)	7M00	7M89	HP	7M90	7M99
960 (INSTALL/COMBAT)	FM00	FM89	LP	FM90	FM99
970 (AIR COND REP)	7N00	7N89	HP	7N90	7N99
970 (AIR COND REP)	FN00	FN89	LP	FN90	FN99
980 (FLT DECK TROUBLE)	9B00	9B89	HP	9B90	9B99
980 (FLT DECK TROUBLE)	JB00	JB89	LP	JB90	JB99
990 (MOBILE MAINT SUP)	7P00	7P89	HP	7P90	6P99
990 (MOBILE MAINT SUP)	FP00	FP89	LP	FP90	FP99
DEPLOYED OPERATIONS	9P00	__89	HP/LP	__90	9Z99

NOTE 1: Document Serial Numbers containing alpha "I" and "O" characters will not be used.

NOTE 2: Those activities requiring additional document serial numbers can use those serial numbers not assigned to local work centers (i.e., W/C 980, Flight Deck Troubleshooting).

NOTE 3: If conducting a major offload, change Offload Document Series to 0100 - 1499 in R-Supply. Until the completion of the offload process, ensure no Consumable Stock Reorders are processed. At the completion of the offload the document series for Consumable Stock Reorders must be reset to 0001 - 1399.

NOTE 4: If conducting a major inventory, change Inventory Adjustment Document Series to 0100 - 1399 in R-Supply. Until completion of the Inventory Adjustment processing, ensure no Consumable Stock Reorders are processed. At the completion of Inventory Adjustment processing, the document series for Consumable Stock Reorders must be reset to 0001-1399.

NOTE 5: FF00-FF99 ARE RESERVED FOR FUEL CHARGES EXPENDED for the purpose of maintenance as received from the Fuels Automated System (FAS).

NOTE 6: "H" Series is reserved for Marine Corps aviation special programs (CLOUD/STORM) requirements or to identify requisitions for HAZCON items in the DEFENSE SATELLITE COMMUNICATIONS SYSTEM (used with Project Code LGP).

(1) Reimbursable OPTARS. MALS that receive Reimbursable OPTARS must coordinate with the Cognizant Wing/Brigade to ensure that the Reimbursable Control Code and Document Serial Number Assignment do not conflict with the Serial Number Assignments outlined in this appendix.

(2) NMCS/PMCS Requisitions. When an NMCS/PMCS requisition is input to Optimized NALCOMIS the user must enter the AFM document serial number in the supplementary address field. In order to eliminate confusion at the customer level whenever a 'G' series document is used, the AFM serial number will cite a 'Z' and the same last three digits as the document serial number (e.g., G342/Z342, GA09/ZA09).

(3) WTI Document Serial Number. For WTI Operations, each participating MALS will provide sufficient document numbers for each squadron participating, as well as a block of document numbers for Support Equipment (BK0s) for DTO requirements. Prior to submission of the requisition serial number assignment letter, each MALS will coordinate with Marine Aviation Tactical Training Squadron-1 to prevent duplication of requisition serial numbers between MALS participating in Weapons Tactical Instruction (WTI). This will ensure correct processing of regional support model requisitions during WTI.

(4) ITX Document Serial Number. For ITX Operations, each participating MALS will provide sufficient document numbers for each squadron participating, as well as a block of document numbers for Support Equipment (BK0s) for DTO requirements.

(5) Contingency serial numbers are used for two purposes:

(a) Those serial numbers assigned to requisitions manually prepared when R-Supply/Optimized NALCOMIS are not available.

(b) Those serial numbers assigned to requisitions which are manually prepared and input to R-Supply (i.e., manual stock reorders).

(6) Out of reporting aircraft. For aircraft that will be out of reporting. The BuNo will be moved to a centralized MALS ORG so that the materiel will still be ordered by the respective command.

(7) CASREP Requisitions. Utilize the document serial number of "W" for all supported MACS, MWSS and MALS COSAL supported equipment.

b. Fleet Readiness Center (FRC) Requisition Serial Number Assignments

(1) The following serial numbers will be used by MALS who have FRC work centers embedded in their IMA. Multiple FRC work centers have been assigned a single document series. If additional document serial numbers are required to support the FRC work centers, the MALS will contact HQMC, ASB for approval prior to establishment.

(a) Hi-Pri J100 – J150 and Low Pri J151 – J190

1. 51H FRC STRUCTURES SHOP

2. 51L FRC PAINT SHOP

3. 51M FRC WELDING SHOP

4. 51N FRC MACHINE SHOP

5. 51P FRC TIRE/WHEEL SHOP

6. 51Q FRC COMPOSITE REP SHOP

7. 51X FRC STRUCTURES BRANCH

(b) Hi-Pri J200 - J250 and Low Pri J251 - J290

1. 52D FRC HYDRAULICS SHOP

2. 52E FRC BRAKE SHOP

3. 52F FRC STRUT SHOP

4. 52X FRC HYD/PNEUMATIC BRCH

5. 531 FRC NDI

(c) Hi-Pri J300 - J350 and Low Pri J351 - J390

1. 53C FRC RADIOGRAPHY SHOP

2. 53D FRC ELEC/CHEMICAL SHOP

3. 54A FRC ELECPLATING/ANODI

(d) Hi-Pri JH00 - JH50 and Low Pri JH51 - JH90

1. 60B FRC AVI CORROSION CTL

2. 61F FRC COMMUNICATION SHOP

3. 61G FRC NAVIGATION SHOP

4. 61L FRC MISSION COMP SHOP

5. 61M FRC COMSEC/CRYPTO REP

6. 61X FRC COMM/NAV BRANCH

(e) Hi-Pri JK00 - JK50 and Low Pri JK51 - JK90

1. 62G FRC ELECTRIC SHOP

2. 62H FRC INSTRUMENT SHOP

3. 62J FRC LEAD/ACID BATTERY

4. 62K FRC NICKEL/CADMIUM BAT

5. 62L FRC CSD/GENERATOR SHOP

6. 62M FRC INERTIAL NAV SHOP

7. 62X FRC ELEC/INSTRUMENT

(f) Hi-Pri JC00 - JC50 and Low Pri JC51 - JC90

1. 63J FRC APG-65/73 CASS

2. 63X FRC FIRE CONTROL RADAR

3. 64K FRC NON FIRE CONTROL RADAR

4. 64L FRC ECM SHOP

5. 64M FRC DECM SHOP

6. 64N FRC FLIR/OPTICAL SHOP

7. 64P FRC DECM POD SHOP

8. 64Q FRC EA6B ALQ-99 SHOP

9. 64R FRC ALQ-99 CASS

10. 64S FRC S-3 CASS

11. 64T FRC Misc ECM CASS

12. 64U FRC DECM CASS

13. 64X FRC RADAR/ECM BRANCH

(g) Hi-Pri JD00 - JD50 and Low Pri JD51 - JD90

1. 65J FRC RADCOM STATION MAINT

2. 65K FRC MISC AVIONICS(CASS) WRA'S

3. 65L FRC CASS BENCH MAINT

4. 65M FRC MISC AVIONICS

5. 65N FRC WEAPONS SYSTEMS MISSILE

6. 65P FRC ATS/IATS

7. 65Q FRC ATS/IATS STATION MAINT

8. 65R FRC FTE/DTS

9. 65X FRC INTEGRATED WPNS SYS

(h) Hi-Pri JE00 - JE50 and Low Pri JE51 - JE90

1. 66C FRC ACOUSTIC EQUIPMENT SHOP

2. 66D FRC NON ACOUSTIC EQUIP SHOP

3. 66X FRC ASW BRANCH

4. 67F FRC PME ELEC/ELECTRONIC CAL

5. 67G FRC PME PHYSICAL/MECH CAL

6. 67H FRC PME TAMS REPAIR SHOP

7. 67J FRC COMPUTER REPAIR SHOP

8. 67X FRC PME BRANCH/FIELD CAL

(i) Hi- Pri JL00 – JL50 and Low Pri JL51 – JL90

1. 68D FRC LANTIRN SHOP

2. 68E FRC TARPS SHOP

3. 68F FRC SHARP SHOP

4. 68X FRC RECONNAISSANCE/PHOTO

5. 69J FRC HTS MODULE TEST/TROUBLE

6. 69K FRC MICRO/MINIATURE REPAIR

7. 69L FRC CABLE/CONNECTOR REPAIR

8. 69M FRC CAT IIID MODULE TEST/SHOP

9. 69N FRC MODULE ANALYSIS SHOP

10. 69P FRC EMTC MODULE TEST/SHOP

11. 69Q FRC PINPOINT/PROTRACK

12. 69X FRC MODULE/MICROMINIATURE REP

(j) Hi-Pri JG00 – JG50 and Low Pri JG51 – JG90

1. 81X FRC ALSS/EJECTION SEAT SHOP

APPENDIX AF

REFERENCES

1. This appendix lists the publications pertinent to the management of materiel, 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/ Section
DLM 4000.25-1	MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES	OMD, WMD
DLR (JP) 4155.37	SHELF LIFE MATERIEL QUALITY CONTROL STORAGE STANDARDS	SMD, WMD
DOD 5400.11-R	DOD PRIVACY PROGRAM	ALL DIVISIONS
DOD FMR 7000.14-R	FINANCIAL MANAGEMENT REGULATION	OMD
DODI 5000.64	ACCOUNTABILITY AND MANAGEMENT OF DOD EQUIPMENT AND OTHER ACCOUNTABLE PROPERTY	OMD
DODM 4100.39	FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES	OMD, SMD, WMD
DODM 4140.25	DOD MANAGEMENT OF ENERGY COMMODITIES	OMD
DODM 4140.27	DOD SHELF LIFE MANAGEMENT PROGRAM VOLUME I: PROGRAM ADMINISTRATION VOLUME II: MATERIEL QUALITY CONTROL STROAGE STANDARDS	SMD, WMD
DODM 4160.21	DEFENSE MATERIEL DISPOSITION MANUAL	OMD, SMD, WMD
DODM 4140.01	DOD SUPPLY CHAIN MATERIEL MANAGEMENT PROCEDURES	ALL DIVISIONS
DON MEMO	AUDIT DOCUMENTATION RETENTION GUIDANCE FOR INVENTORY AND RELATED PROPERTY	SMD, WMD, OMD
DON MEMO	REVISED RECORD RETENTION REQUIREMENTS TO SUPPORT DEPARTMENT OF THE NAVY FINANCIANL STATEMENT AUDITS	OMD
SECNAVINST 4410.23	JOINT REGULATION GOVERNING THE USE OF UNIFORM SOURCE MAINTENANCE AND RECOVERABILITY CODES	WMD
SECNAVINST 4855.3_	PRODUCT DATA REPORTING AND EVALUATION PROGRAM	OMD, SMD, WMD

Reference	Title	Applicable Division/ Section
SECNAVINST 5211.5_	DEPARTMENT OF THE NAVY PRIVACY PROGRAM	ALL DIVISIONS
SECNAVINST 5200.45	GENERAL EQUIPMENT-ACCOUNTABILITY AND MANAGEMENT	OMD
SECNAVINST 5430.7_	ASSIGNMENT OF RESPONSIBILITIES AND AUTHORITIES IN THE OFFICE OF THE SECRETARY OF THE NAVY	OMD
SECNAVINST 5510.36_	DON INFORMATION SECUIRTY PROGRAM INSTRUCTION	ALL DIVISIONS
SECNAV M-5200.45	GENERAL EQUIPMENT-ACCOUNTABILITY AND MANAGEMENT PROCEDURES MANUAL	OMD
SECNAV M-5216.5_	NAVAL CORRESPONDENCE MANUAL	SPAD
SECNAV M-5210.1_	RECORDS MANAGEMENT MANUAL	SPAD
SECNAV M-5210.2_	STANDARD SUBJECT IDENTIFICATION CODES (SSIC)	SPAD
OPNAVINST 4400.9_	DEPOT LEVEL REPAIRABLE ITEM MANAGEMENT	SMD, WMD
OPNAVINST 4440.25_	CONSOLIDATED REMAIN-IN-PLACE LIST (CRIPL) FOR AVIATION MATERIEL	SMD, WMD
OPNAVINST 4441.12_	RETAIL SUPPLY SUPPORT OF NAVAL ACTIVITIES AND OPERATING FORCES	OMD, SMD, WMD
OPNAVINST 4442.5_	READINESS BASED SPARING	SMD, WAS, WMD
OPNAVINST 4520.1_	NAVY DEMILITARIZATION POLICY	OMD, SMD, WMD
OPNAVINST 4614.1_	UNIFORM MATERIEL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)	OMD, WAS
OPNAVINST 4790.15_	AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT MAINTENANCE PROGRAM	OMD, WMD
OPNAVINST 5090.1_	ENVIRONMENTAL READINESS PROGRAM	HAZMAT COORDINATOR
OPNAVINST 5100.19_	NAVY SAFETY AND OCCUPATIONAL HEALTH PROGRAM MANUAL FOR FORCES AFLOAT	HAZMAT COORDINATOR
OPNAVINST 5102.1_	NAVY AND MARINE CORPS MISHAP AND SAFETY INVESTIGATION, REPORTING, AND RECORD KEEPING	ALL DIVISIONS
OPNAVINST 5239.1_	US NAVY CYBERSECURITY PROGRAM	ALL DIVISIONS
OPNAVINST 5442.2_	AIRCRAFT INVENTORY REPORTING SYSTEM	OMD

Reference	Title	Applicable Division/ Section
MCO 1510.74	INDIVIDUAL TRAINING STANDARDS SYSTEM FOR AVIATION SUPPLY	ALL DIVISIONS
MCO 2020.1	ALIMS SOP	SMD
MCO 3125.1_	MARINE CORPS FLYING HOUR PROGRAM MANAGEMENT	OMD
MCO 3710.7	MARINE CORPS AVIATION CURRENT READINESS PROGRAM	ALD, SMD, WMD
MCO 4400.177_	AVIATION SUPPLY DESTOP PROCEDURES	ALL DIVISIONS
MCO 4450.12_	STORAGE AND HANDLING OF HAZARDOUS MATERIEL	HAZMAT COORDINATOR, WMD
MCO 5040.6_	MARINE CORPS READINESS INSPECTIONS AND ASSESSMENTS	SMD
MCO 5215.1	MARINE CORPS DIRECTIVES MANAGEMENT PROGRAM	SPAD
MCO 13670.1_	MOBILE FACILITY PROGRAM AND RELATED EQUIPMENT	SMD
MCTP 3-20A	AVIATION LOGISTICS	ALL DIVISIONS
NAVMC 4400.177_	AVIATION SUPPLY DESKTOP PROCEDURES	ALL DIVISIONS
NAVMC 4790.1_	AVIATION MAINTENANCE AND SUPPLY TRAINING AND READINESS PROGRAM	ALL DIVISIONS
MARFORPACO P3120.10_	UNIT DEPLOYMENT PROGRAM	ALL DIVISIONS
DLA ENERGY P-8	FUEL CARD PROGRAM	FAS
DLA ENERGY I-26	PROCUREMENT OF IMPRINTERS, FORMS, AND STATION PLATES USED FOR FUEL SALE/CREDIT TRANSACTIONS	FAS
DTR 4500.9-R	DEFENSE TRANSPORTATION REGULATION PART II CARGO MOVEMENT	SSB
NAVAIR 00-25-100	TECHNICAL PUBLICATIONS LIBRARY MANAGEMENT PROGRAM	OMD, WMD
NAVAIR 00-35QH-2	ALLOWANCE LIST OF AVIATION LIFE SUPPORT SYSTEM AND AIRBORNE OPERATIONAL EQUIPMENT FOR AIRCRAFT SQUADRONS NAVY AND MARINE CORPS	OMD

Reference	Title	Applicable Division/ Section
NAVAIR 01-1A-23	STANDARD MAINTENANCE PRACTICES MINIATURE/MICROMINIATURE (2M) ELECTRONIC ASSEMBLY REPAIR	WMD
NAVAIR 17-600-193-6-2	PRC-2000-2M SYSTEM MAINTENANCE REQUIREMENT MANUAL	OMD, WMD
NAVAIRNOTE 1300	WEAPONS SYSTEM PLANNING DOCUMENT	WAS
NAVAIRNOTE 5200	PROGRAM PLANNING DOCUMENT FOR THE MARINE AVIATION LOGISTICS SUPPORT PROGRAM	SMD
NAVAIRINST 13670.1_	NAVAL AIR SYSTEMS COMMAND MOBILE FACILITY (MF) MANAGEMENT	SMD
NAVAIRINST 5104.2	NAVAL AIR SYSTEMS COMMAND RADIOLOGICAL AFFAIRS SUPPORT PROGRAM AND NAVAL AIRCRAFT RADIOACTIVE MATERIELS PERMIT REQUIREMENTS	WMD
NAVSUP P-409	MILSTRIP/MILSTRAP DESK GUIDE	ALD, OMD, SMD, WMD,
NAVSUP P-485	NAVAL SUPPLY PROCEDURES VOLUME I – OPERATIONAL FORCES SUPPLY VOLUME II – SUPPLY APPENDICES	ALL DIVISIONS
NAVSUP P-488	COORDINATED SHIPBOARD ALLOWANCE LIST USE AND MAINTENANCE MANUAL	OMD, SMD, WAS, WMD
NAVSUP P-700	COMMON NAVAL PACKAGING DATA	SSB
NAVSUP P-719	GUIDE FOR THE ASSIGNMENT, APPLICATION AND USE OF SOURCE, MAINTENANCE AND RECOVERABILITY CODES	OMD, SMD, WMD
NAVSUP P-722	CONSOLIDATED HAZARDOUS MATERIEL REUTILIZATION AND INVENTORY MANAGEMENT PROGRAM (CHRIMP) MANUAL	HAZMAT COORDINATOR, WMD
NAVSUP P-723	NAVY INVENTORY INTEGRITY STANDARDS	SMD, WMD
NAVSUPINST 4030.28_	PACKAGING OF MATERIEL	SSB
NAVSUPINST 4200.97_	NAVY POLICIES AND PROCEDURES FOR THE OPERATION AND MANAGEMENT OF THE AIRCRAFT INTO-PLANE REIMBURSEMENT (AIR) CARD PROGRAM	FAS

Reference	Title	Applicable Division/ Section
NAVSUPINST 4200.99_	DON POLICIES AND PROCEDURES FOR THE OPERATION AND MANAGEMENT OF THE GOVERNMENT PURCHASE CARD PROGRAM	OMD
NAVSUPINST 4400.93_	INTERIM SUPPLY SUPPORT FOR WEAPON SYSTEMS AND EQUIPMENT	OMD, WMD
NAVSUPINST 4420.35_	DEFENSE LOGISTICS AGENCY (DLA) WEAPON SYSTEMS SUPPORT PROGRAM (WSSP)	OMD, WMD
NAVSUPINST 4423.29_	NAVY UNIFORM SOURCE, MAINTENANCE AND RECOVERABILITY (SMR) CODES	OMD, SMD, WMD
NAVSUPINST 4440.182_	REMAIN-IN-PLACE LIST FOR SPCC-MANAGED DEPOT LEVEL REPAIRABLES (DLRS)	SMD, WMD
NAVSUPINST 4440.195	OFFLOAD AND REDISTRIBUTION POLICY FOR NAVY WORKING CAPITAL FUND INVENTORY AND MATERIEL RE-CAPITALIZED INTO NAVY WORKING CAPITAL FUND	WMD
NAVSUPINST 4800.6_	DIMINISHING MANUFACTURING SOURCES AND MATERIEL SHORTAGES (DMSMS) PROGRAM	OMD, WMD
NAVSUPWSSINST 4400.16	TRANSITION FROM INTERIM SUPPORT TO GOVERNMENT SUPPORT FOR AVIATION WEAPONS AND SUPPORT EQUIPMENT	SMD, WMD
NAVSUPWSSINST 4400.19	INTERIM SUPPLY SUPPORT FOR AVIATION WEAPON SYSTEMS AND SUPPORT EQUIPMENT	SMD, WMD
NAVSUPWSSINST 4440.450	ESTABLISHMENT OF AUTHORIZED FIXED ALLOWANCES FOR ALL DLR (DEPOT LEVEL REPAIRABLES) CONTAINED IN NAVICP GENERATED ALLOWANCE LISTS	SMD, WAS, WMD
NAVSUPWSSINST 4440.80_	PROCESSING SUPPLY DISCREPANCY REPORTS	OMD, WMD
NAVSUPWSSINST 4441.1_	MARINE AVIATION LOGISTICS SUPPORT PROGRAM	SMD, WMD
NAVSUPWSSINST 4441.15_	AVIATION CONSOLIDATED ALLOWANCE LIST	WAS
NAVSUPWSSINST 4790.4_	MAINTENANCE ASSIST MODULES AND TEST BENCH INSTALLATIONS	OMD, WMD
NAVICP ARR-100	ALLOWANCE REQUIREMENT REGISTER	SMD, OMD, WAS, WMD

Reference	Title	Applicable Division/ Section
NAVSO P-3013-2	FINANCIAL MANAGEMENT OF RESOURCES OPERATING PROCEDURES	OMD
COMUSFLTFORCOMINST 5200.45	COMMANDER, U.S. FLEET FORCES COMMAND GENERAL EQUIPMENT	OMD
COMPACFLT M-5200.1	GENERAL EQUIPMENT POLICES AND PROCEDURES	OMD
COMNAVAIRFORINST 4440.2_	SUPPLY OPERATIONS MANUAL	ALL DIVISIONS
COMNAVAIRFORINST 4790.2_	THE NAVAL AVIATION MAINTENANCE PROGRAM (NAMP)	ALD, OMD, SMD, WMD
COMNAVAIRPACINST/ COMNAVAIRLANTINST 13650.3_	AIRCRAFT MAINTENANCE MATERIEL READINESS LIST (AMMRL) PROGRAM	OMD
COMNAVAIRPACINST 4200.4_	COMNAVAIRPAC WIDE COMMERCIAL PURCHASE CARD PROGRAM (**NOTE:** CNAP ACTIVITIES ONLY)	OMD
COMNAVAIRPACINST 4235.6_	SUPPLY PROCEDURES AND POLICIES RELATING TO CASUALTY REPORTS (CAREPS) (**NOTE:** CNAP ACTIVITIES ONLY)	OMD, SMD, WMD
COMNAVAIRPACINST/ COMNAVAIRLANTINST 4423.13_	AIRCRAFT EQUIPMENT CONFIGURATION LIST (AECL) VALIDATION AND REVIEW PROCEDURES (**NOTE:** CNAP ACTIVITIES ONLY)	OMD, SMD, WMD
COMNAVAIRPACINST/ COMNAVAIRLANTINST 7310.2_	ADMINISTRATIVE AND ACCOUNTING PROCEDURES FOR FLIGHT ADMINISTRATIVE FUNDS	FAS
COMNAVAIRPACINST 4441.13_	AIRCRAFT EXTERNAL AUXILIARY FUEL TANKS (**NOTE:** CNAP ACTIVITIES ONLY)	OMD
COMNAVAIRPACINST 7305.1_	INSTRUCTION CONCERNING AIRCRAFT OPERATIONS AND MAINTENANCE FUNDS (**NOTE:** CNAP ACTIVITIES ONLY)	FAS
COMNAVAIRPACINST 10126.2_	EXTREME COLD WEATHER CLOTHING (ECWC) POOL (**NOTE:** CNAP ACTIVITIES ONLY)	OMD
COMNAVAIRLANTINST/ COMNAVAIRPACINST 4470.2_	PROCEDURES GOVERNING FLEET RATIONING CONTROL OF AERONAUTICAL MATERIEL	SMD, WMD

Reference	Title	Applicable Division/ Section
COMNAVAIRLANTINST/ COMNAVAIRPACINST 4790.21_	FLEET MARINE FORCE (FMF) UNIT DEPLOYMENT PROGRAM (UDP) PRE-DEPLOYMENT AVIATION LOGISTICS READINESS PLAN (ALRP)	SMD
MARFORPACO P-3120.10_	UNIT DEPLOYMENT PROGRAM	SMD
MARADMIN 331/15	OFFLINE AND INTERNET-BASED ORDERING POLICY	OMD
FEDERAL STANDARD NO. 313_	MATERIEL SAFETY DATA, TRANSPORTATION DATA AND DISPOSAL DATA FOR HAZARDOUS MATERIELS FURNISHED TO GOVERNMENT ACTIVITIES	WMD
MIL-HDBK-263B_	ELECTROSTATIC DISCHARGE CONTROL HANDBOOK FOR PROTECTION OF ELECTRICAL AND ELECTRONIC PARTS, ASSEMBLIES AND EQUIPMENT (EXCLUDING ELECTRICALLY INITIATED EXPLOSIVE DEVICES) (METRIC)	WMD
MIL-HDBK-773_	ELECTROSTATIC DISCHARGE PROTECTIVE PACKAGING	WMD
MIL-STD-1686_	ELECTROSTATIC DISCHARGE CONTROL PROGRAM FOR PROTECTION OF ELECTRICAL AND ELECTRONIC PARTS, ASSEMBLIES AND EQUIPMENT (EXCLUDING ELECTRICALLY INITIATED EXPLOSIVE DEVICES)	WMD
MIL-STD-2073-1_	DEPARTMENT OF DEFENSE STANDARD PRACTICE FOR MILITARY PACKAGING	WMD
TM 3125-OI/1	TABLE OF BASIC ALLOWANCES FOR FLEET MARINE FORCES AVIATION UNITS	OMD
2PGN00059_	F-35 SUSTAINMENT SUPPLY USER GUIDE (SSUG)	JSD
MCTP 3-20A	AVIATION LOGISTICS	ALL DIVISIONS
OMB CIRCULAR A-123	A RISK MANAGEMENT FRAMEWORK/OR GOVERNMENT CHARGE CARD PROGRAMS	FAS
FEDERAL ACQUISTION REGULATION SUBPART 32.9	PROMPT PAYMENTS	OMD
OFFICE OF MANAGEMENT AND BUDGET 5 CFR PART 1315	PROMPT PAYMENT; FINAL RULE	OMD

Reference	Title	Applicable Division/ Section
USD MEMO	GOVERNMENT CHARGE CARD DISCIPLINARY GUIDE FOR CIVLILIAN EMPLOYEES	OMD
ASD MEMO	SUSPENSION OF ACCESS TO CLASSIFIED INFORMATION DUE TO ABUSE OR MISUSE OF GOVERNMENT CHARGE CARDS	OMD
DRILL MANAGEMENT MODULE	DRILL MANAGER USER MODULE (NOTAL)	4TH MAW

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 13 major subject groups refer to reference (b). Additionally, some of these documents may be in Adobe PDF format and require Adobe Reader to be installed on your machine 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, https://www.esd.whs.mil/DD/. Click the drop down next to DOD Issuances or DOD Forms (depending on the type of directive you are looking for), then click the issuance type that you are searching for. Scroll down until you find the applicable directive. From there you will be able to open the document, save it to your computer or print as required.

b. Chief of Naval Operations (OPNAV), and Secretary of Navy (SECNAV) instructions are located at URL, https://www.secnav.navy.mil/doni/default.aspx Click the menu button at the top of the page and then select the issuing authority that you are searching for. The next screen will display the general SSIC categories. Select the appropriate category and then scroll down until you find the applicable document. From there you will be able to open the document, save it to your computer or print as required.

c. Naval Supply Command (NAVSUP/NAVSUPWSS), Naval Air Systems Command (NAVAIR), and Naval Inventory Control Point (NAVICP) instructions and publications are located at URL, https://nll.navsup.navy.mil/login.cfm. Click OK to select certificate. Click Accept button on the DoD Notice and Consent Banner screen. Click on "Navy Publication Index" (red box). Enter searching criteria and click "Search Now". On the next screen, select the desired document. From there you will be able to open the document, save it to your computer or print as required.

NOTE: SECNAV instructions can also be found on the NLL site.

d. Commander Naval Air Forces (CNAF) instructions are located at URL, https://cpf.navy.deps.mil/sites/cnap/n004/Pages/directives.aspx. On the directives screen select the applicable issuing activity, COMNAVAIRFOR,

CNAVAIRPAC, COMNAVAIRPAC/COMNAVAIRLANT, etc. The next screen will display all instructions associated with the tab that was selected. Scroll down until you find the applicable document. From there you will be able to open the document, save it to your computer or print as required.

NOTE: You may be asked to provide a reason for requesting access to this particular site.

e. Naval Air Systems Command (NAVAIR) publications are located at URL, https://mynatec.navair.navy.mil/natechome.htm. On the home page, click Technical Manual Application System (TMAPS), then click Technical Manuals (Central Repository) on the next page. Type in the publication number or title that you are searching for and click submit. From there you will be able to open the document, save it to your computer or print as required.

NOTE: Utilize your email certificate (if applicable), otherwise use your authentication certificate.

f. Marine Corps orders and directives are located at URL, https://www.marines.mil/News/Publications/MCPEL. Select the type of publication you're searching for by clicking on one of the filter tabs. From there you will be able to open the document, save it to your computer or print as required.

g. Federal Standard and Military Handbooks can be located by typing the handbook name into the Google search engine or at URL, http://everyspec.com. On the homepage, click library at the top. On the next page, scroll down and click the type of handbook that you are searching for. The following page will allow the user to save the document to your computer or print as required.

h. The Table of Basic Allowances for Fleet Marine Forces Aviation Units is controlled by ASB-31. Each Wing is provided the current version each FY. Contact your corresponding Wing to obtain the latest version.

i. In order to download the latest version of the SSUG, the user must first liaise with ASC to obtain access to JDL (F-35 Ops Center/MICAO/General Use Consumables List folder) by doing the following:

(1) The requestor emails the ASC team (f35_acct_provision.fc-aero@lmco.com) stating the need for a JDL account.

(2) The ASC team will respond back and request the required user information to start the request process for a JDL account.

(3) The ASC internal request process starts.

(4) The ASC team will email the requester instructions to access the ASC's Online Account Request System in order to request a JDL account.

(5) The requester will receive an automated email when the request for the JDL account is complete and access has been granted.

(6) Once the account is complete and access has been granted, the user will go to the following URL, https://edcs-jsf.lmaeronautics.com/jsf/livelink?func=ll&objId=99340852&objAction=browse&vi

ewType=1. From there you will be able to open the document, save it to your computer or print as required.

j. All other reference types not listed above can be located by simply typing the reference name and/or number into the Google search engine.

APPENDIX AG

STANDARD TERMS, ABBREVIATIONS & ACRONYMS

Part 1 - Abbreviations and Acronyms

AAA	Authorization Accounting Activity
AAC	Activity Address Code or Acquisition Advice Code
AAO	Assistant Approving Official
AAP	Allowance Appendix Page
AAVNSUPO	Assistant Aviation Supply Officer
AB	Supply Management - Audit Branch
ACC	Aircraft Controlling Custodian
ACE	Aviation Combat Element
ACL	Allowance Components List
ACN	Activity Control Number or Advance Change Notice
ACO	Approving Officer/Certifying Official
ACR	Allowance Change Request
A/C	Aircraft
ADCANC	Administrative Cancellation
ADD	Automatic Data Distribution
ADLV	Additional Demand Listing Unit
ADMRL	Application Data for Materiel Readiness List
ADP	Automated Data Processing
ADPE	Automatic Data Processing Equipment
ADRL	Automatic Distribution Requirements List
ADS	Automated Data System
AE	Ammunition Ship
AECL	Aircraft Equipment Configuration List
AEL	Allowance Equipage List
AERP	Advance Equipment Repair Program
AESR	Aeronautical Equipment Service Record
AFAO	Approved Force Acquisition Objective
AFC	Airframes Change
AFLC	Air Force Logistics Command
AFM	Aviation Fleet Maintenance
AFMC	Air Force Materiel Command
AFR	Air Force Regulation
AFRTS	Armed Forces Radio and Television Service
AMHS	Automated Message Handling System
AIMD	Aviation Intermediate Maintenance Department
AINAC	Application Identification Number Activity Code
AIR	Aviation Into-Plane Reimbursement
AIRRS	Aircraft Inventory and Readiness Reporting System
AIS	Automated Information System
AISAD	Administrative Division of the AISD
AIT	Automatic Identification Technology
ALC	Air Logistics Center
ALD	Aviation Logistic Department
ALIMS	Aviation Logistic Information Management Support
ALIS	Autonomic Logistics Information System
ALMAT	Aviation Logistic Management Team
ALSS	Aviation Life Support System
AMARC	Aerospace Maintenance and Regeneration Center

AMC	Air Mobility Command (formerly MAC) or Army Materiel Command
AMCL	Approved MILSTRIP Change Letter
AMD	Average Monthly Demand
AME	Alternate Mission Equipment
AMF	Average Monthly Frequency
AMMRL	Aviation Maintenance Materiel Readiness List
AMO	Aircraft Maintenance Officer
AMRR	Aircraft Materiel Readiness Report
AMSU	Aeronautical Materiel Screening Unit
AMSRR	Aviation Maintenance Supply Readiness Report
ANC	Allowance Note Code
AO	Approving Official or Accountable Official
AOE	Airborne Operational Equipment
AOG	Aircraft on Ground
AOM	Aviation Operation Maintenance
APA	Appropriation Purchase Account
APADE	Automation of Procurement and Accounting Data Entry
APC	Agency Program Coordinator or Annual Price Change
APL	Allowance Parts List
APN	Appropriation
APO	Army/Air Force Post Office
APOD	Aerial Port of Debarkation/Discharge
APOE	Aerial Port of Embarkation
APSR	Accounting Property System of Record
AQL	Acceptable Quality Level
AR	Authorized Retention or Action Request
ARAD	Automated Report of ATAC Discrepancies
ARS	Agricultural Research Service
ARR	Allowance Requirements Register
ARRC	Automatic Reorder Restriction Code
ASC	Allowance Support Code or Aviation Supply Chief
ASCII	American Standard Code for Information Interchange
ASB	Aviation Sustainment Branch
ASD	Aviation Supply Department
ASE	Armament Support Equipment or Aviation Support Equipment
ASG	Afloat Shopping Guide
ASKIT	Aviation Storekeeper Information Tracking System (OFC_01)
ASM	Advanced Skills Management
ASN	Advanced Shipment Notices
ASP	Afloat Spares Package
ASR	Authorized Strength Report
ATAC	Advance Traceability and Control
ATC	Allowance Type Code
AUOL	Aged Unfilled Order Listing (replaced by UOL)
AUTO-MCMAR	Automated Monthly Coordinated Shipboard Allowance List Maintenance Action Report
AVCAL	Aviation Consolidated Allowance List
AVCARD	Aviation Fuel Card
AVDLR	Aviation Depot Level Repairable
AVORD	Aviation Ordnance
AVNSUPCHF	Aviation Supply Chief
AVNSUPO	Aviation Supply Officer
AV-3M	Aviation Maintenance Materiel Management
AWDUE	Awaiting Due (NALCOMIS)
AWREL	Awaiting Release
AWM	Awaiting Maintenance

AWP	Awaiting Parts
B/L	Bill of Lading
BCM	Beyond Capability of Maintenance
BCN	Bureau Control Number
BIC	Billet Identification Code
BLA	Business Logistics Application
BMR	Basic Master Record
BMT	Buffer Management Tool
BOR	Budget OPTAR Report
BP	Budget Project
BPA	Blanket Purchase Agreement
BPR	Budgeted Planned Requirements
BSF	Bearer Suspense File
BTR/MTR/WTR	Broken/Missing/Worn Tool Report
BSP	Base Spares Package
BuNo	Bureau Number
CAB	Centralized Accounting and Billing
CAC	Common Access Card
CAGE	Commercial and Government Entity (formerly FSCM)
CAS	Customer Assistance Section
CASCAN	Casualty Canceled
CASCOR	Casualty Corrected
CASREP	Casualty Report
CAT	Cost Analysis Team
CBL	Commercial Bill Of Lading
CBS	Checkbook Summary
CBRN	Chemical, Biological, Radiative, Nuclear
CBT	Computer Based Training
CC	Card Column
CCA	Circuit Card Assembly
CCBL	Commercial Collect Bill of Lading
CCF	Configuration Change Form
CCI	Controlled Cryptographic Item
CCPMD	Command Consolidated Card Program Management Division
CCR	Configuration Change Report
CDA	Central Design Activity
CDI	Collateral Duty Inspector
CD	Compact Disk
CDD	Contract Delivery Date
CERF	Consolidation Engine Repair Facility
CFE	Contractor Furnished Equipment
CFF	Completed Fuel File or Challenge Fuel File
CFM	Contractor Furnished Materiel
CFMS	Command Financial Management System
CGFMFLANT	Commanding General, Fleet Marine Force, Atlantic Fleet
CGFMFPAC	Commanding General, Fleet Marine Force, Pacific Fleet
CH	Card Holder
CHIL	Consolidated Hazardous Item List
CHRIMP	Consolidated Hazardous Materiel Reutilization and Inventory Management Program
CIA	COSAL In Access (CIA) database
CIC	Customer Information Center
CIIC	Controlled Inventory Item Code
CJCS	Chairman, Joint Chiefs of Staff
CMC	Commandant of the Marine Corps
CMMS	Computerized Maintenance Management System
CMPEB	Complete Pre-Extended Bin

CMS	Contract Maintenance Support
CNAF	Commander, Naval Air Forces
CNAL	Commander, Naval Air Forces, Atlantic Fleet
CNAP	Commander, Naval Air Forces, Pacific Fleet
CNET	Chief, Naval Education and Training
CNO	Chief of Naval Operations
CNP	Common Naval Packaging
CO	Customer Order
COB	Close of Business
COG	Cognizance Symbol
COLR	Customer Order Lines Report
COLT	Customer Oriented Leveling Technique
COMLANTFLT	Commander, U.S. Atlantic Fleet (2nd Fleet)
COMMARFORLANT	Commander, Marine Forces, Atlantic
COMMARFORPAC	Commander, Marine Forces, Pacific
COMNAVAIRFOR	Commander, Naval Air Forces
COMNAVAIRLANT	Commander Naval Air Forces, Atlantic Fleet
COMNAVAIRPAC	Commander Naval Air Forces, Pacific Fleet
COMNAVRESFOR	Commander Naval Reserve Forces
COMNAVSURFLANT	Commander Naval Surface Forces, Atlantic Fleet
COMNAVSURFPAC	Commander Naval Surface Forces, Pacific Fleet
COMPACFLT	Commander, U.S. Pacific Fleet (3rd and 7th Fleets)
COMSEC	Communications Security
COMSUBLANT	Commander Submarine Forces, Atlantic Fleet
COMSUBPAC	Commander Submarine Forces, Pacific Fleet
COMUSNAVEUR	Commander, U.S. Naval Forces Europe
CONEX	Containerized Transfer of Container Express
CONUS	Continental United States
COSAL	Coordinated Shipboard Allowance List
CP	Change Proposal
CPI	Continuous Process Improvement or Cost Performance Index
CPIMS	Continuous Process Improvement Management System
CRHF	Custody Record History File
CRIPL	Consolidated Remain-In-Place Listing
CRL	Cross Reference Listing
CRS	Custody Records Section
CRT	Consolidated Research Team
CSB	Customer Support Branch
CSD	Customer Support Division
CSP	Contingency Support Package
CST	Consumable Sizing Tool
CTPL	Central Technical Publication Library
CTF	Completed Transaction File
CXPEB	Cancel Pre-Extended Bin
DAAS	Defense Automatic Addressing System
DAASC	Defense Automatic Addressing System Center
DAASO	Defense Automatic Addressing System Office
DAO	Department Accountable Official
DAPS	Data Alignment Programs
DAR	Defense Acquisition Regulation
DBAG	Database Alignment Generic
DBI	Demand Based Item
DBIR	Demand Based Item Retention
DCSC	Formerly Defense Construction Supply Center, Columbus, OH (merged with DESC to form DSCC)
DD Form 200	Financial Liability Investigation of Property Loss
DD Form 1149	Requisition and Invoice/Shipping Document

DD Form 1348-1A	DOD Single Line Item Release/Receipt Document
DD Form	Department of Defense Form
DDSN	Date Document and Serial Number
DEF to RO	Stock deficiency to requisitioning objective
DEMIL	Demilitarization
DESC	Defense Energy Supply Center (formerly DFSC)
DESC	Formerly Defense Electronics Supply Center, Dayton, Ohio (merged with DCSC to form DSCC)
DFARS	Defense Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service (formerly FAADC)
DFR	Defense Fuel Region
DHA	Demand History Adjustment
DI	Document Identifier
DIA	Defense Intelligence Agency
DIE	Date Item Established
DIFM	Due-In From Maintenance
DISC	Defense Industrial Supply Center, Philadelphia PA
DISCON	Discrepancy In Shipment Confirmation (SF 363)
DISREP	Discrepancy In Transportation Shipment Report (SF 361)
DL	Difference Listing
DLA	Defense Logistics Agency
DLADS	Defense Logistics Agency Disposition Services
DLAPS	Defense Logistics Agency Publishing System
DLAR	Defense Logistics Agency Regulation
DLIS	Defense Logistics Information Service (formerly DLSC)
DLMS	Defense Logistics Management System
DLMSO	Defense Logistics Management Standards Office
DLP	Date Last Processed
DLR	Depot Level Repairable
DLSS	Defense Logistics Standard Systems
DLSSD	Defense Logistics Standard Systems Division
DLUP	Decimal Locator for Unit Price
DMIL	Demilitarization
DMISA	Depot Maintenance Inter-Service Support Agreement
DMM	Drill Manager Module
DMR	Date Materiel Required
DMS	Defective Materiel Summaries
DOB	Date of Birth
DOCID	Document Identifier Code
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DODAAD	Department of Defense Activity Address Directory
DODAAF	Department of Defense Activity Address File
DODAC	Department of Defense Ammunition Code (i.e., 1305-A250)
DODD	Department of Defense Directive
DODDS	Department of Defense Dependent Schools
DODFMR	Department of Defense Financial Management Regulation
DODI	Depart Of Defense Instruction
DODIC	Department of Defense Identification Code (i.e., A250)
DOE	Department of Energy
DON	Department of the Navy
DOP	Designated Overhaul Point/Depot Overhaul Point
DOR	Date of Rank
DOT	Department Of Transportation
DPT	Deployment Planning Tool
DQIM	Data Quality Integration Management
DRMS	Defense Reutilization and Marketing Service

DSB	Deployed Support Branch
DSC	Defense Supply Center
DSCC	Defense Supply Center Columbus, OH (formerly DESC and DCSC)
DSCP	Defense Supply Center Philadelphia (formerly DPSC)
DSCR	Defense Supply Center Richmond VA (formerly DGSC)
DSF	Data Services Facility
DSN	Document Serial Number or Defense Switched Network
DSP	Designated Support Point/Deployment Support Package Depot Supply Point
DSS	Distribution Standard System
DSU	Deployed Support Unit
DTG	Date Time Group
DTID	Disposal Turn-In Document
DTMR	Defense Traffic Management Regulation
DTO	Direct Turnover
DTS	Defense Transportation System
DUSD (L)	Deputy under Secretary of Defense (Logistics)
DVD	Direct Vendor Delivery/Digital Versatile Disc
EAS	Expiration of Active Service/Digital Video Disk
EAF	Expeditionary Airfield System
EAS	End of Active Service
ECP	Engineering Change Proposal
ECC	End of Current Contract
EDD	Estimated Delivery Date
EDIPI	Electronic Data Interchange Personal Identifier
EDSCS	Exhaust, Delete, Supersede, or Condemn Stock
EEBP	Enterprise External Business Portal
EEL	Electronic Equipment Logbook
EHR	Equipment History Record
EI	Engineering Investigation or Execution Index
EIC	Equipment Identification Code
EMF	EEBP Matched File
EMV	Extended Money Value
EOA	End of Availability
EOB	Expense Operating Budget
EOC	Equipment Operational Capability
EOD	Explosive Ordnance Disposal
EOFY	End of Fiscal Year
EOM	End of the Month
EOQ	Economic Order Quantity
EOTS	Electro-Optical Targeting System
EPUK	Expeditionary Pack-up Kit
ER	Economic Retention
ERC	Equipage, Repairable/Consumable
ERIOU	Expeditious Repair IOU
eRMS	electronic Retrograde Management System
ERP	Naval Enterprise Resource Planning
ERS	Expeditor Reconciliation Section
ESD	Electrostatic Discharge or Estimated Shipping Date
ETA	Estimated Time of Arrival
ETID	Electronic Turn-in Document
ETMS2	Enterprise Task Management Software Solution
EUB	Supply Accounting - End-Use Branch
EXREP/ER	Expeditious Repair
FA	Fleet Administrators
FAA	Functional Area Assist
FAD	Force/Activity Designator

FACTS	Fleet Automated Control Tracking System
FAI	Functional Area Inspection
FAP	Fleet Assistance Program
FAQ	Fixed Allowance Quantity
FAR	Federal Acquisition Regulations
FAS	Fuel Accounting System
	Fuel Automated Server
	Functional Area Supervisor
	Financial Accounting Section
	Fuels Automated System
FASO	Field Aviation Supply Office
FASTDATA	Funds Administration and Standardized Document Automation
FC	Fund Code
FCFBR	Fleet COSAL Feedback Report
FE	Flight Equipment
FEDLOG	Federal Logistics Data
FedMall	Federal Mall
FET	Federal Excise Tax
FFSF	Fleet Financial Support Facility
FGC	Family Group Code
FHCR	Flight Hour Cost Reports
FHF	Financial Holding File
FHP	Flight Hour Program
FIAR	Naval Audit Service, Financial Improvement Audit Readiness
FILL	Fleet Issue Load List
FIMARS	Force Inventory Management Analysis Reporting System
FIMS	Fleet Image Management System
FITS	Fleet Inventory Transmission System
FISC	Fleet and Industrial Supply Center (formerly NSC, NSD)
FLIPL	Financial Liability Investigation of Property Loss (DD Form200)
FLIS	Federal Logistics Information System
FLR	Field Level Repairable
FLTOPS	Flight Operations
FM	Aviation Fund Maintenance
FMA	Financial Management Analyst
FMC	Full Mission Capable
FMB	ALIMS - File Management Branch
FMF	Fleet Marine Force
FMO	Department of the Navy Office of Financial Operations
FMR	Financial Management Regulation
FOD	Foreign Object Damage
FOFF	Financial Outstanding Fuel File
FOPOC	Finance Office Point of Contact
FPO	Fleet Post Office
FRAA	Fleet Repairables Assistance Agent
FRC	Fleet Readiness Center
FRS	Fleet Replacement Squadron
FSA	Fly-In Support Allowances
FSC	Federal Supply Classification
FSG	Federal Supply Group
FSR	Fleet Support Representative
FY	Fiscal Year
FYTD	Fiscal Year to Date
F/W	Fixed-Wing
GAM	Group Administrator
GAO	Gross Adjusted Obligation/Government Accounting Office

GBI	Gain by Inventory
GBL	Government Bill Of Lading
GCPC	Government Commercial Purchase Card
GCS	Global Communication System
GDSC	Global Distance Support Center
GFM	Government Furnished Materiel
GIA	Gross Inventory Adjustment
GMT	Greenwich Mean Time or General Military Training
GOVCC	Government Credit Card
GPETE	General Purpose Electronic Test Equipment
GPH	Gallons per Hour
GSA	General Services Administration
GSE	Ground Support Equipment
GSP	Global Spares Package
GUCL	General Use Consumables List
HAZMAT	Hazardous Materiel
HAZWASTE	Hazardous Waste
HCC	Hazardous Control Code
HICS	Hazardous Inventory Control System
HIPRI	High Priority
HM	Hazardous Materiel
HM/W	Hazardous Materiel/Waste
HMC&M	Hazardous Materiel Control and Management Program
HMIS	Hazardous Materiel Information Systems
HMIRS	Hazardous Materiel Information Resource System
HMR	Hazardous Materiel Report
HOF	Head of Family
HW	Hazardous Waste
HMX-1	Marine Helicopter Squadron One
HPSI	Hybrid Product Support Integrator
IA	Item Analysts
IAO	Inventory Accuracy Officer
IAW	In Accordance With
ICP	Inventory Control Point
IBS	Integrated Barcode System
ICA	I-Level Contingency Allowance
ICRL	Individual Component Repair List
ICSS	Interim Contractor Supply Support
ID	Identification
I Level	Intermediate Level
IL	Identification List
ILO	Integrated Logistics Overhaul
ILR	Integrated Logistics Review
ILS	Integrated Logistics Support
ILSMT	Integrated Logistics Support Management Team
ILSP	Integrated Logistics Support Plan
IM	Item Manager or Inventory Manager
IMA	Intermediate Maintenance Activity
IMPR	Inventory Management Performance Report
IMRL	Individual Materiel Readiness List
INFO	Information
INMARSAT	International Maritime Satellite
INPRO	In Process (NALCOMIS)
INV	Inventory
IOD	Insight on Demand
IOL	Initial Outfitting List
IOP	Internal Operating Procedures

IPA	Independent Public Accountant
IPAL	Interim Publications Applicability List
IPB	Illustrated Parts Breakdown
IPD	Issue Priority Designator
IPF	Issue Pending File
IPG	Issue Priority Group
IPL	Interim Parts List
IPSL	Inventory Parts in Stock Listing
IR	In-Flight Refueling
IRC	Issue Restriction Code
IRIM	Intensive Repairable Item Management
IRRC	Issue, Repair and Requisition Restriction Code
IRRD	Issue Release/Receipt Document
IRS	Image Retrieval system/Internal Revenue Service
ISSIP	Issue in Process (NALCOMIS)
ISPEB	Issue Pre-Expended Bin
ITX	Integrated Training Exercise
IWST	Integrated Weapons Systems Team
JASMMM	Joint Aviation Supply and Maintenance Materiel Management
JCN	Job Control Number
JCS	Joint Chiefs of Staff
JC	Job Complete
JDL	Joint Data Library
JDS	Joint Strike Fighter Delivery Branch
JCB	Joint Strike Fighter Control Branch
JIB	Joint Strike Fighter Issue Branch
JIS	Joint Strike Fighter Issue Section
JOB	Joint Strike Fighter Operations Branch
JON	Job Order Number
JRB	Joint Strike Fighter Receiving Branch
JSB	Joint Strike Fighter Storage Branch
JSD	Joint Strike Fighter Division
JSP	Joint Spares Pool
JSS	Joint Strike Fighter Shipment Section
JTR	Joint Travel Regulation
KHI	Kropp Holding Inc.
KMI	Key Management Infrastructure
KPI	Key Performance Indicator
KSD	Key Supporting Documents
LA	Leadership Action
LAMS	Local Asset Management System
LAP	Location Audit Program
LBI	Loss by Inventory
LCV	Location Content Validation
LICN	Local Item Control Number
LIPS	Logistics Information Processing System
LIRSH	List of Items Requiring Special Handling
LIS	Lost in Shipment
LM	Lockheed Martin
LMC	Local Management Code
LOC	Location
LOGMARS	Logistics Marking and Reading Symbols
LPO	Local Process Office
LPT	Logistics Planning Tool
LRCA	Local Repair Cycle Asset
LSC	Local Status Code
LSR	Logistics Support Request

M&S	Media and Status Code
MA	Maintenance Action
MACS	Marine Air Control Squadron
MAF	Maintenance Action Form
MAG	Marine Aircraft Group
MAGTF	Marine Air-Ground Task Force
MAL-EIT	Marine Aviation Logistics Enterprise Information Technology
MALS	Marine Aviation Logistics Squadron
MALSP	Marine Aviation Logistics Support Program
MALSP MOD	Marine Aviation Logistics Support Program Modernization
MAM	Maintenance Assist Module
MATCS	Marine Air Traffic Control Squadron
MAW	Marine Aircraft Wing
MESM	Mission Essential Subsystem Matrix
MC	Mission Capable
MCAR	Mission Capable Aircraft Ready
MCAS	Marine Corps Air Station
MCC	Materiel Control Code or Mission Criticality Code
MCMAR	Monthly COSAL Maintenance Auto Report
MCN	MAF Control Number
MCO	Marine Corps Order
MCR	Materiel Control Register
MCRL	Master Cross Reference List
MDP	Materiel Delivery Point Market Demand Pull (pg. W-4)
MDS	Maintenance Data System
MEB	Marine Expeditionary Brigade
MEC	Military Essentially Code
MEF	Marine Expeditionary Force
MEU	Marine Expeditionary Unit
MFCS	Materiel Financial Control System
MFG	Manufacturer
MFR	Marine Forces Reserve
MFRF	Missing Fuel Receipt File
MIC	Mission Impact Code
MICAP	Mission Impaired Capability Awaiting Parts
MILSBILLS	Military Standard Billing System
MILSPEC	Military Specification
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTD	Military Standard
MILSTEP	Military Supply and Transportation Evaluation Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MIT	Materiel in Transit
MLSR	Missing, Lost, Stolen or Recovered
MMCO	Maintenance Materiel Control Officer
MMF	Mobile Maintenance Facility
MOA	Memorandum of Agreement
MOE	Major Organizational Entity
MOL	Marine Online
MOS	Military Occupational Specialty
MOV	Materiel Obligation Validation
MPD	Movement Priority Designator
MPS	Maritime Pre-positioned Ships
MPSRON	Maritime Pre-positioning Squadron

MQCSS	Materiel Quality Control Storage Standards
MRE	Materiel Requirement External Materiel Request External
MRF	Master Record File (NALCOMIS)
MRI	Materiel Requirement Internal/Materiel Request Internal
MRIL	Master Repairable Item List
MRL	Master Repairable List
MRO	Materiel Release Order
MSA	MAG Support Allowance
MSD	Maintenance Support Division
MSD	Materiel Support Date
MSDS	Materiel Safety Data Sheet
M-SHARP	Marine Sierra Hotel Readiness Program
MSOS	Mandatory Sources of Supply
MSP	Maintenance Support Package
MSSLL	Master Stock Status and Locator Listing
MTIS	Materiel Turned Into Store
MTI	Materiel Turn-ins
MTR	Mandatory Turn-In Repairable
MVO	Money Value Only
N-SABRS	Navy-Standard, Accounting, Budgeting and Reporting System
NAD	Network Administration Division
NADEP	Naval Aviation Depot
OPT NALCOMIS	Optimized Naval Aviation Logistics Command Management Information System
NALDA	Naval Aviation Logistics Data Analysis
NAMDRP	Naval Aviation Maintenance Discrepancy Reporting Program
NAMP	Naval Aviation Maintenance Program OPNAV 4790.2_
NAMSO	Navy Maintenance Support Office (Mechanicsburg, PA)
NARSUP	Navy Acquisition Regulation Supplement
NATEC	Naval Air Technical Data and Engineering Service Center
NATOPS	Naval Air Training and Operating Procedures Standardization
NAVAIRSYSCOM	Naval Air Systems Command, Washington, Dc
NAVAVNLOGCEN	Naval Aviation Logistics Center
NAVCOMPT	Navy Comptroller
NAVICP-M	Naval Inventory Control Point Mechanicsburg, PA.
NAVICP-P	Naval Inventory Control Point, Philadelphia, PA.
NAVSEA	Naval Sea Systems Command, Washington, Dc
NAVSISA	Navy Supply Information Systems Activity
NAVSUPSYSCOM	Naval Supply Systems Command, Mechanicsburg PA
NAVSUP	Naval Supply
NAVSUP WSS	Naval Supply Weapon System Support
NAVTRANS	Naval Transportation Support Center (formerly NAVMTO)
NAVWARSYSCOM	Naval Information Warfare Systems Command
NC	Not Carried
NCB	National Codification Bureau Code
NCOIC	Non-Commissioned Officer-in-Charge.
NCMS	Naval COMSEC Materiel System (NMCS)
NFHP	Non-Flight Hour Program
NGBMS	Next Generation Buffer Management System
NHA	Next Higher Assembly
NICN	Navy Item Control Number
NIIN	National Item Identification Number
NIL	NALCOMIS Item List
NIS	Not in Stock
NISRF	Not in Stock Research File
NITA	NAVSUP WSS In-Transit Accountability

NIWC	Naval Information Warfare Center
NLR	No Longer Required
NLL	Navy Logistics Library
NLT	Not Later Than
NMC	Not Mission Capable
NMCI	Navy/Marine Corps Intranet
NMCM	Non-Mission Capable Maintenance
NMCS	Non-Mission Capable-Supply
NMR	Number
NOAP	Navy Oil Analysis Program
NORS	Not Operationally Ready-Supply
NPFD	Naval Publications and Forms Directorate (formerly NPFC)
NPPS	Navy Publication and Printing Service
NRFC	Navy Regional Finance Center
NRFI	Not Ready for Issue
NRP	Navy Enterprise Resource Planning
NSD	ALIMS Network Support Division
NSN	National Stock Number
NSP	Process Non-Standard Procurements
NTCSS	Navy Tactical Command Support System
NTDS	Navy Tactical Data System
NTO	Net Total OPTAR
NUP	Net Unit Price
NWCF	Navy Working Capital Fund (formerly NSF or DBOF)
OCD	Overseas Control Date
O Level	Organizational Level
O/H	On Hand
O&M, N	Operation and Maintenance, Navy (appropriation)
OCONUS	Outside Continental United States
OEM	Original Equipment Manufacturer
OFC	OPTAR Functional Category
OFE	Outstanding Flight Equipment File
OFFAR	Off-line for Alternate NIIN Review (NALCOMIS)
OFFMP	Off-line for Manual Processing (NALCOMIS)
OFFTR	Off-line for Technical Research (NALCOMIS)
OFISS	Off-line for Issue (NALCOMIS)
OFROB	Off-line when Receipt on Board
OFVAL	Offline for Validation (NALCOMIS)
OHF	OPTAR History File
OIC	Officer-in-Charge
OJT	On-the-Job Training
OL	Operating Level
OLM	Operating Level Multiplier
OMA	Organizational Maintenance Activity
OMD	Operation Management Division
OMEPS	Obligation Materiel in Transit Expenditure Processing System Program
OMMS	Organizational Maintenance Management System
OMRR	Outstanding Materiel Requirements Report
OPLOC	Operating Location
OPN	Other Procurement Navy
OPNAV	Office of Chief of Naval Operations
OPTAR	Operating Target
OOMA	Optimized Organizational Maintenance Activity
ORD	Ordnance
ORG	Organization Code
OSD	Office of the Secretary of Defense

ORF	Outstanding Requisition File
ORR	Outstanding Reconciliation Report
OSCD	Over-Seas Control Date
OSI	Operating Space Item
OSL	Order and Shipping Level
OSO	Other Supply Officer (relates to transfer of materiel)
OST	Order and Shipping Time
OTS	One Touch System
OW	Owe Asset
OVR	Obligation Validation Review
P-NICN	Permanent-Navy Item Control Number
P/N	Part Number
PBROB	Pre-Expended Bin Receipt on Board (NALCOMIS)
PC	Production Control
PCF	Pending Credit File
PCO	Production Control Officer
PCS	Permanent Change of Station
PD	Priority Designator
PDD	Priority Delivery Date
PDEF	Pending Data Entry File
PDL	Proactive Demand Leveling
PEB	Warehouse Management - Pre-Expended Branch
PFF	Pending Fuel File
PHROB	Phase Kit Receipt on Board (NALCOMIS)
PIB	Performance Indicator Brief
PICA	Primary Inventory Control Activity
PII	Personally Identifiable Information
PM	Preventive Maintenance
PMC	Partial Mission Capable
PMCM	Partial Mission Capable, Maintenance
PMCS	Partial Mission Capable, Supply
PMIC	Precious Metal Indicator Code
PMOS	Primary Military Occupational Specialty
PNF	Part Number File
PN	Part Number
PO	Purchase Order
POA&M	Plan of Action and Milestone
POCT	Proof of Custody Transfer
POD	Proof of Delivery
POE	Point of Entry
POH	Pack-Up on Hand
POL	Petroleum, Oils and Lubricants
POS	Peacetime Operating Stock or Proof of Shipment
POSF	Proof of Shipment File
PPE	Personal Protective Equipment
PQDR	Product Quality Deficiency Report
PR	Purchase Request
PR Builder	Purchase Request Builder
PRD	Purchase Request Document
PRI	Priority
PSIND	Primary/Secondary Indicator
PUF	Pack-up File
PUI	Pack-up Item File
PUK	Pack-Up Kits
PW	Pratt & Whitney
Q COSAL	Nuclear Reactor Plant COSAL
QA	Quality Assurance

QDR	Quality Deficiency Report
QSL	Quality Status List
QEC	Quick Engine Change
QTY	Quantity
QUP	Quantity per Unit Pack
RA	Resource Authorizations
RAB	Redistributable Assets Onboard
RAC	Recommended Allowance Changes
RAF	Resource Authorization File
RAMAT	Reconciliation and Management Assistance Team
RAMS	Repairable Analysis of Missed Sales
RAO	Redistributable Assets on Order
RB	Readiness Branch
RBA	Ready Basic Aircraft
RC	Reject Reason Code or Recoverability Code
RCO	Regional Contracting Office
RCTF	Repairable Completed Transaction File
RDD	Required Delivery Date
RECON	Reconciliation
RECAID	Reconciliation Aid
RFI	Ready for Issue
RI	Responsible Individual Routing Identifier
RIC	Routing Identification Code or Repairable Item Code
RIL	Repairable Item List
RIP	Receipt in Process or Remain In Place
RMA	Return Materiel Authorizations
RMDL	Repairable MCC Decision Listing
RMS	Rotary Mission System
RO	Requisitioning Objective Responsible Officer
ROB	Receipt On Board
ROD	Report of Discrepancy (Standard Form 364)
ROE	Rules of Engagement
RP	Reorder Point
RQN	Requisition
RRTMIS	Requisition Response Time Management Information System
RS	Readiness Section
RSMS	Requisition Status Management System
R-Supply	Relational Supply
RTAT	Repair Turn-Around-Time
RTC	Record Type Code
RTF	Repairable Tracking File
R/W	Rotary-Wing. Refers to Helicopter Groups/Squadrons
SA	Supply Action
SAA	Supply Applications Administrator
SAAB	Supply Applications Administration Branch
SAC	Special Accounting Class
SAF	Support Action Form
SAIC	Science Application International Corp.
SAL	Storeroom Action Listing Ship Authorized Levels
SAMMA/SAL	Stores Account Materiel Management Afloat/Ship Authorized Levels
SAR	Supply Assist Request
SASS	Supplemental Aviation Spares Support
S&E	Supplies and Equipage OPTAR

SAMMS	Stand-Alone Materiel Management System
SAVAST	Ship’s AVCAL Asset Demand Tape
SBTP	Sortie Based Training Plan
S/C	Source Code
SCDL	Stock Control Decision Listing
SCRL	Stock Control Review Listing
SCM	Supply Chain Management
SDD	Standard Delivery Date
SDE	Stock Asset Dollar Value Extension
SDLM	Schedule Depot Level Maintenance
SDR	Supply Discrepancy Report
SE	Support Equipment
SECDEF	Secretary of Defense
SECNAV	Secretary of the Navy
SERMIS	Support Equipment Resources Management Information System
SERV	Serviceable
SERVMART	Service Market
SF	Standard Form
SFB	Supply Accounting - Stock Fund Branch
SFF	Safety Footwear File
SGL	Standard General Ledger
SHORCAL	Shore Consolidated Allowance List
SI	Supply Instruction
SIG	Signal Code
SIL	Special Interest Location
SIM	Subscriber Identification Module
SIR	Stock Item Record
SIT	Stock in Transit Stock Item Table
SIVF	Survey Integrity Verification File
SL	Safety Level
SLAC	Shelf Life Action Code
SLC	Shelf Life Code
SLEP	Service Life Extension Program
SMCC	Special Materiel Content Code
SM&R	Source, Maintenance and Recoverability Code
SMARTS	Ships and MALS Automated Reconciliation Tracking System SABRS Management Analytical Retrieval Tools System
SMD	Supply Management Division
SME	Subject Matter Expert
SMIC	Special Materiel Identification Code
SMQ	Special Maintenance Qualification
SMTS	Software and Maintenance Tracking System
SNAP	Shipboard Non-tactical ADP Program
SNDL	Standard Navy Distribution List
SNSL	Stock Number Sequence List
SOB	ALIMS - Systems Operations Branch
SOI	Sustainment Operation Instructions
SOIOU	Supply Officer’s Asset IOU
SO	Supply Officer’s Asset
SOD	Segregation of Duties
SOF	Status of Funds
SOP	Standard Operating Procedures
SOR	Source of Repair
SOS	Source of Supply
SPAD	Supply Personnel and Administrative Division
SPEAD	Support Establishment & Analysis Database

SPD	Systems Processing Division
SPI	Supply Product Indicator or Scheduled Performance Index
SPMAGTF	Special Purpose Marine Air Ground Task Force
SQL	Structured Query Language
SRA	Shop Replaceable Assembly
SRC	Scheduled Removal Component
SSA	Strategic Support Allowance
SSAN	Social Security Account Number
SSB	Supply Shipping Branch
SSC	Supply Support Center
SSIC	Standard Subject Identification Code
SSR	Supply Status Report
STARS-FL	Standard Accounting and Reporting System - Fleet Level
STKDUE	Stock Due
SUPADD	Supplementary Address(ee)
T-NICN	Temporary-Navy Item Control Number
T/M/S	Type/Model/Series
T/L	Transmittal Listing (OPTAR Obligations)
T/O	Table of Organization
TAD	Temporary Additional Duty
TAR	Tri-Annual Review
TAT	Turnaround Time
T&R	Training and Readiness
TAV	Total Asset Visibility or Tender Availability
TBA	Table of Basic Allowances
TBI	Test Bench Installed
TBOS	Test Bench Out of Service
TC	Trouble Calls
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TCP	Tool Control Plan Tool Control Program
TCTD	Time Compliance Technical Directives
TD	Technical Directive
TDC	Technical Compliance Directive
TDR	Transportation Discrepancy Report
TE	Table of Equipment or Test Equipment
TEC	Type Equipment Code
TECH PUB	Technical Publication
TFSMS	Total Force Structure Management System
TIR	Transaction Item Reporting or Total Item Record
TL	Transmittal Report
TLSP	Tailored Logistics Agency Troop Support
TM	Technical Manual
TO	Technical Order
TOA	Table of Allowance
TPL	Technical Publications Library
TPP	Tool Purchase Process
TR	Transaction Report Trouble Report
TRS	Technical Research Section
TSC	Type of Storage Code
TSL	Target Stock Levels
TTRA	Travel and Transportation Reform Act
TYCOM	Type Commander
UAI	Unique Aircraft Identifiers
UCMJ	Uniform Code of Military Justice

UFN	Urgent Field Notifications
UFO	Unfilled Orders
UDO	Undelivered Orders
UDP	Unit Deployment Program
UI	Unit of Issue
UIC	Unit Identification Code
ULS	Unauthorized Long Supply
UMMIPS	Uniform Materiel Movement and Issue Priority System
ULO	Unliquidated Obligations
UMR	Unmatched Receipt Report
UND	Urgency of Need Designator
UOL	Unfilled Order Listing
UP	Unit Price
UPA	Units per Assembly
UPC	Unit Price Code
URB	Unreconciled Balance
USID	Uniform System Identification Code
UNSERV	Unserviceable
USMC	United States Marine Corps
USN	United States Navy
USPS	United States Postal Service
VIDS	Visual Information Display System
VIDS/MAF	Visual Information Display system/Maintenance Action Form
VMA	(Marine) Attack Squadron
VMAAW	(Marine) Attack (All Weather) Squadron
VMAQ	(Marine) Electronic Warfare Squadron
VMFA	(Marine) Fighter-Attack Squadron
VMFP	(Marine) Photo Reconnaissance Squadron
VMGR	(Marine) Refueller-Transport Squadron
VMO	(Marine) Observation Squadron
VPN	Vender Part Number
WAS	Wing Allowancing Section
WASMAT	Wing Aviation Supply Management Advisory Team
WAWF	Wide Area Work Flow
WEBSALT	Web enabled Standard Automated Logistics Tool Set
WEBVLIPS	Web Visual Logistic Information Process System
WCB	Warehouse Control Branch
WC	Work Center
WCC	Work Center Code
WDB	Warehouse Delivery Branch
WDS	Warehouse Delivery Section
WESTPAC	Western Pacific
WINSALTS	Windows version of the SALTS program
WIB	Warehouse Issue Branch
WIP	Work in Process
WIS	Warehouse Issue Section
WISSA	Wholesale Inter-Service Supply Support Agreement
WMD	Warehouse Management Division
WOS	Wing Operations Section
WRA	Weapon Replaceable Assembly
WRB	Warehouse Receiving Branch
WSDC	Weapon System Designator Code
WSB	Warehouse Storage Branch
WSE	Weapons Support Equipment
WSF	Weapon System File
WTI	Weapons Tactical Instruction
WSPD	Weapon System Planning Document

WUC Work Unit Code
3M Maintenance and Materiel Management
Part 2 - Standard Terms

-A-

Abstract	Copy of a payment voucher for materiel purchased from a commercial source. DFAS uses abstracts as expenditure documents to match against FIR Code A1 (receipts).
Accountability	The obligation which is imposed upon any person authorized to have public property in custody or possession, or to produce the property, or evidence of its authorized disposition when directed by proper authority or upon proper occasion. A final conclusion on any question of accountability generally depends upon the facts involved in that particular case.
Accountable Activity	Activities which will receive and issue materiel in and out of a stores account (Navy Stock Account or Appropriation Purchases Account), i.e., special accounting class 207 ships.
Accountable Officer	An individual appointed by proper authority who maintains inventory or financial records or both in connection with government property, irrespective of whether the property is in that individuals possession for use or storage or in the possession of others to whom it has been officially entrusted for use or care and safekeeping. An accountable officer may incur financial liability for failure to exercise assigned obligations. For supply system stocks held in SAC 207, the supply officer is normally assigned this responsibility.
Accounting Period	A definite period of time, the beginning of which is fixed either by law or by administrative action, for assembling, recording, or reporting accounting data.
Acquisition Advice Codes (AAC)	A one-character alphabetic code which indicates how and under what restrictions an item of supply will be acquired (NAVSUP P-485, volume II, appendix 23).
Activity Address Code (AAC)	A six-character code, consisting of the service code ("N", "R", or "V") and the unit identification code (UIC), which identifies a specific activity and translates to a clear text address (NAVCOMPT Manual volume II, chapter 5).
Activity Control Number (ACN)	The activity service designator code and UIC. Address A data storage location that can be referred to in a program.
Administrative Cancellation (ADCANC)	Used in processing financial difference listings to identify below threshold services received but not

	billed at DFAS, more than 60 days prior to the cut-off date of the listing. Also used as the financial cancellation of an unfilled order by the OPTAR holder with DFAS without reference to or action by the supply system.
Advance Traceability and Control	System used to monitor movement of DLR carcasses through the transportation system.
Advice Code	Used by the requisitioner to provide special instructions to the supply source, such as "Do not substitute," "Do not backorder," "Furnish exact quantity" etc. (NAVSUP P-485, volume II, appendix 1.)
Adhoc	Adhoc is a utility in the NTCSS environment that enables you to create customized queries to meet the application's requirements. This Ad Hoc utility assists maintenance managers in asset management and helps reduce man-hours expended in the manual processing of available data.
Aeronautical Equipment	Aircraft, support equipment, aviators' equipment, and other similar devices.
Aeronautical Materiel	All the materiel used in the operation and maintenance of aircraft.
Afloat Shopping Guide (ASG)	Designed to assist fleet personnel in identifying the NSN items most frequently requested by the ships. It includes a detailed description of each item, a specific code to designate items carried by Combat Logistic Force ships and, when applicable, stock numbers of substitute items.
Aged Unfilled Order Listing (AUOL)	A listing of all unfilled orders in the DFAS files over 120 days old which have not matched related expenditure documents, and which have not been canceled. It also consists of end-use transactions for which no matching bill has been processed for 120 days and DFAS holds the requisition outstanding.
Aircraft Controlling Custodian (ACC)	Air commands and Naval Air Systems Command (NAVAIR) who exercise administrative control of assignment, employment, and logistics support of certain aircraft and aircraft engines as specified by the CNO.
Aircraft Equipment Configuration List	Listing of the avionics components installed in aircraft, cross-referenced to applicable allowance requirements registers that contain the support requirements for outfitting purposes.
Aircraft Intermediate Maintenance Department (AIMD)	The department responsible for the check, test, repair, or manufacture of aeronautical components and support equipment for the supported aircraft.
Aircraft Maintenance Materiel Readiness List (AMMRL)	The title for the overall program which provides the data required for effective management of

	ground support equipment at the organizational and intermediate levels of aircraft maintenance.
Airframe Accessories	Items of equipment that are required for operation of the aircraft and that cannot be considered an integral part of the airframe or engine, such as wheels, brakes, hydraulic equipment, fuel systems, de-icing equipment, anti-icing equipment, and other items regardless of whether attached to the engine or airframe.
Allocation	Action taken by the Comptroller of the Navy granting obligational authority.
Allotment	Method utilized by project managers for granting obligational authority to accountable activities within the overall limits of its allocation. The last 3 digits of the bureau control number is the allotment number which designates the activity receiving the allotment.
Allowance Change Request (ACR)	Utilized for requesting item additions/deletions or quantity increases/decreases in all published allowance lists (item may be an equipment/component, repair part, or equipage).
Allowance Components List (ACL)	A system validation aid prepared for variable installations of electronic weapons systems. It also links together large systems supported by more than one APL. The ACL contains a list of components with APL numbers as well as components not supported by an APL but it does not provide COSAL support.
Allowance Equipage List (AEL)	An allowance document prepared by NAVICP MECH for various categories of equipage for mechanical, electrical, or ordnance systems. When used for systems, the AELs include the items required for the operation of the systems and/or the repair parts to support it. Items listed on an AEL generally are Operating Space Items (OSI) n the custody of various shipboard departments.
Allowance Items	Items which appear in authorized allowance documents (e.g., COSAL, AVCAL, and ISL) with an allowed quantity.
Allowance Note Code (ANC)	A code used in Part II, Sections A and C and Part III of the COSAL. A list of these codes can be found in NAVSUP P-488, appendix A.
Allowance Parts List (APL)	A document prepared for each equipment or major component onboard a ship which lists repair parts and characteristics/descriptive data.
Allowance Parts List File (APL)	Contains APL records which identify the APL numbers associated with a specific stock number.
Allowance Requirements Registers (ARR)	A list of repair parts, accessories, and other materiels which, based on anticipated flight hours,

	will be required to support aircraft maintenance and operations for a 90-day period.
Allowance Support Code (ASC)	A five-digit alphabetic code listed in Part l, Sections A and B of the COSAL. The first digit indicates the technical cognizance code. The second and third digits indicate the application or identification number activity and the fourth and fifth digits represent the logistic support status of equipment or components.
Allowance Type Code (ATC)	A one-character number used to identify the basis for stocking/demand recording and the item's relationship to the ship. These codes are found in the NAVSUP P-485, volume II, appendix 9, part C.
Allowed Items	Allowance items and non-allowance items which qualify for local stocking, or which are authorized to be procured as DTO materiel for immediate or planned use.
Alternate Number	A type of reference number. Identification to an NSN is made normally by use of a primary reference number. Additional numbers that can be used to determine an NSN, such as manufactures part numbers, drawing and piece numbers, are referred to as alternate numbers.
American Standard Code for Information Interchange (ASCII)	This code is used by various computer systems, including Honeywell, to translate machine language into readable English language.
Application Data for Materiel Readiness Lists (ADMRL)	A master list of GSE required to support selected ranges of aircraft, engines, and systems at any Navy organizational or intermediate maintenance level activity.
Application Identification Number Activity Code (AINAC)	The second and third character of the allowance support code established to identify equipment/component from equipage (NAVSUP P-488).
Appointing Official	An individual designated in writing by the approving official. The approving official may act as the appointing official. If authorized by the approving official, the appointing official approves or disapproves Reports of Survey only when there is no evidence of negligence or abuse. The appointing official is normally senior to the responsible officer, accountable officer, and survey officer. For supply system stocks held in SAC 207, the appointing official will normally be the Supply Officer. The appointing official may act as the survey officer.
Appropriation (APN)	An authorization by an Act of Congress to incur obligations for specified purposes to make payments out of the treasury to liquidate those obligations. Both the incurring of obligations and the making of

	payments are restricted by time and monetary limitations.
Appropriation File (APP)	Contains a record for each line of accounting data used by various activities to which issues can be made.
Appropriation Purchase Account (APA)	Materiel which has been purchased by a bureau or command and already charged to appropriated funds. Materiel is available for issue to end-users without charge to operating funds (OPTAR). APA materiel is assigned an even COG (e.g., 6A, 8P, 8X) and must cite a Y6 fund code on all internal and external requisitions.
Approving Official	The approving official approves or disapproves the Report of Officer Survey and makes a determination to relieve all concerned from responsibility and/or accountability or to approve assessment of financial liability. The approving official appoints the survey officer in writing. When evidence of personal responsibility is suspect or the adjustment involves a classified or sensitive item or arms, ammunition, and explosives, the approving officials' responsibility cannot be delegated and must remain with the Commanding Officer.
Assembly	A number or parts or subassemblies or any combination thereof joined together to perform a specific function (e.g., power shovel front, fan assembly, audio frequency amplifier). The distinction between an assembly and a subassembly is not always exact; an assembly in one instance may be a subassembly in another (i.e., when it forms a portion of an assembly).
Assets	Funds, materiel and personnel available to an activity.
Attachment	A part, assembly, or subassembly, designed for use in conjunction with another assembly, unit, or set, contributing to the effectiveness thereof by extending or varying the basic function of the assembly, unit, or set (e.g., hoisting attachment on a truck, milling attachment for a lathe).
Audit	A periodic evaluation of detailed plans, policies, procedures, products, directives, and records as applied to a Quality Assurance (QA) Program.
Augment	An additional allowance, usually an increase in OPTAR funds.
Authorization Accounting Activity (AAA)	Performs operating budget or allotment accounting. Maintenance of operating target (OPTAR) records is not to be considered as "Operating budget" or "Allotment accounting". Authorization accounting activities are those activities which render accounting reports required by the Comptroller of

	the Navy (e.g., DFAS OPLOC Norfolk, VA and San Diego, CA).
Authorized Retention	All long-supply assets which are authorized for retention.
Automated Data Processing (ADP)	Data processing performed by a system of electronic or electrical machines interconnected to reduce the need for human assistance or intervention.
Automated Data Processing Equipment (ADPE)	A one-character numeric identification code indicating an item of ADPE or containing ADPE regardless of assigned FSC (NAVSUP P-485, volume II, appendix 8, part L).
Automated Voice Network (AUTOVON)	A voice communications network under control of the Department of Defense.
Automatic Digital Network (AUTODIN)	Interpreted to include all electrical transmissions including teletypewriters, since these circuits are connected to the AUTODIN system.
Automatic Identification Technology (AIT)	Allows for automated data collection and data transmission to Automated Information Systems (AIS).
Automatic Reorder Restriction Code (ARRC)	A code assigned to stock records to identify items for additional screening prior to reordering under automated supply systems.
Availability Cost Report (ACR)	Provides obligations and expenditure data for ROV funds for current month and fiscal year to date.
Availability Period	A specific period of time established by the type commander for the accomplishment of approved maintenance by a Naval Shipyard.
Average Endurance Level	The quantity of materiel normally required to be on hand to sustain operations for a stated period without augmentation; it is the median between the safety level and stockage objective (i.e., the safety level plus one half the operating level).
Average Monthly Demand (AMD)	The sum of the demand experienced for an item during a selected period divided by the total months in that period.
Average Monthly Frequency (AMF)	The sum of the frequency experienced for an item during a selected period divided by the total months in that period. Aviation Capable Ship A non-aviation ship that can be used as an aviation operating platform.
Aviation Consolidated Allowance List (AVCAL)	A document that lists the items and quantities of aeronautical materiel authorized to be stocked by an aircraft carrier/MALS to support the maintenance and operations of assigned or embarked aircraft. It is tailored for each aircraft carrier/MALS; LPH/LHA and the items listed are selected for all ARRs/ALs that apply to the assigned or embarked aircraft.

Aviation Depot Level Repairables (AVDLR)	NAVICP PHIL managed items which are identified by the cognizance symbol 7R and MCC of E, H, or X; or for interim support items COG 1R and MCC of E, H, or X (see DLR for additional information).
Aviation Fleet Maintenance (AFM)	OPTAR funds issued by the TYCOM to buy parts and materiel used by the AIMD/IMA and supported squadrons to repair aircraft and aircraft components.
Aviation Fleet Maintenance (AFM)	Budget/OPTAR Summarizes maintenance costs for supported squadrons or ship's VT aircraft (AV 207 only).
Aviation Life Support System (ALSS)	The items of equipment and clothing needed to allow aircrew members and aircraft passengers to function within all parameters of the flight environment, safely egress from disabled aircraft and descend to the surface and survive on land and water until the arrival of rescue forces.
Aviation Operation Maintenance (AOM)	OPTAR funds issued by the TYCOM to buy parts and materiel used by the AIMD/IMA and supported squadrons to repair aircraft and aircraft components.
Awaiting Induction	The condition that exists when an item has been received by a supply activity but has not been inducted into the maintenance cycle for test/check/repair. Precedes an in work/awaiting maintenance status.
Awaiting Parts Unit (AWP)	The condition that exists when materiels required to complete a maintenance action are not available on station/ship or in the MALS.

-B-

Backorder	A requisition that cannot be filled by an off-ship supply activity from current stock and is being held until additional stock is received.
Backorder Reconciliation Response	Reply to a reconciliation request advising the supplier to either hold the backorder until supplied or cancel the backorder.
Backup	The process of duplicating transaction files as protection should destruction of original data occurs.
Bar Code	A method of labeling materiel which provides for automated data collection for processing and storing received items, issuing transactions, and inventorying and auditing stowed materiels. The labels consist of a series of vertical lines and spaces that provide coded information. They are read and interpreted by special scanning equipment.

Batch Processing	Allows the system user to process large amounts of transactions without the need for interactive processing of each transaction.
Beyond Capability of Maintenance (BCM)	A piece of equipment which cannot be repaired by the AIMD/IMA.
Bill To	For all inter-service transactions and intra-Navy cash sales "Bill to" means to prepare and forward the proper billings to the activity designated. For other intra-Navy use, the "Bill to" activity is the activity to be charged or summarized for the transaction.
Billback	End-use transactions appearing on the DL that have been challenged by the accounting activity or by the activity whose OPTAR funds have been charged.
Billings	Invoices forwarded to DFAS from DLA activities, the GSA, or some DOD activities for which the activity must report a corresponding receipt.
Blanket Purchase Agreement (BPA)	An agreement established with a vendor to furnish designated categories of materiel for a specific period of time.
Broad Arrow	An urgently required aviation test bench item.
Budget Activity	A major program of the appropriation structure under which costs are collected.
Budget OPTAR Report (BOR)(NAVCOMPT Form 2157)	Monthly financial report (by fiscal year) of expended funds.
Budget Project	A five-digit number which defines the item manager and centrally managed allotment for NWCF materiel. It is used to identify materiel assets and expenditures on various financial reports.
Bureau Control Number (BCN)	The UIC of the activity in receipt of the operating budget. Operating budgets are distributed to TYCOMs.
Bureau Number	A unique six-digit number assigned to a specific aircraft, usually by the manufacturer.

-C-

Cancellation	Total or partial discontinuance of supply action requested of and confirmed by the supplier.
Cannibalize	Removal of serviceable parts from one component for installation on another.
Capitalization	The absorption of the financial value of materiel into the NWCF.

Caption Code	Used by DFAS to identify different types of transactions which appear on an unmatched listing: A Receipt Invoices C Unmatched OSO summaries G Unmatched Inspection Reports H Unmatched Public Vouchers (DOV) and Interdepartmental Billings J Unmatched Carcass Billing.
Carcass	A not-ready-for-issue (NRFI) repairable component which requires turn-in to a repair facility or designated overhaul point (DOP).
Carcass Value	The value of the repairable NRFI carcass; equal to the standard price minus the net price (e.g., standard price of $10,000 net price of $3,000 = carcass value of $7,000).
Carried Items	Items that are stocked (i.e., items for which the ASD is required to maintain on board).
Cash Sale	A transaction used to record the sale of materiel to other government departments, the Coast Guard, foreign governments, or merchant ships whether or not cash actually changes hands.
Casualty Report (CASREP)	Requisitions for emergency replacement parts for equipment/components out of commission that are essential to the ship's mission. Requisitions submitted for a CASREP requirement are identified by a W in the first position of the serial number of the document number.
Causative Research	An in-depth investigation of specific physical inventory discrepancies to determine why they occurred, so corrective action can be taken. This consists of a complete review of all transactions (to include receipts, issues, change notice action listings (i.e., quantity per unit pack), location updates, previous adjustments, and suspended or erroneous documentation) within the allowable look- back period. This review begins with the analysis of transactions posted to the master stock record and concludes with the validation of source or supporting documentation. Causative research ends when the cause of the discrepancy has been discovered or when, after review of all existing records, an unresolved discrepancy exists. Supporting documentation generated during causative research will be retained for a three-year period.
Central Design Activity (CDA)	The activity responsible for the overall design and implementation of a system. The CDA for R-Supply and Optimized NALCOMIS is NAVWARSYSCOM.
Change Notice Action (CNA)	Generated either locally or by an ICP and provides updated information to the Basic

	Materiel File (e.g., COG and UI changes, substitute/interchangeable data) or the Basic Requisition File (i.e., substitute data).
Chargeable Activity	The activity for which expenditures represent a cost of operation regardless of funds used, the activity administering the funds, the activity performing the accounting, or the activity preparing the requisition.
Code 3 of 9	A bar code consisting of various arrangements of 5 bars and 4 spaces (hence the 9) of which 3 are wide (hence the 3) to represent any of 43 different characters. The digits 0-9, letters A-Z, 6 special characters (/ + % $), and a blank space can be encoded by the 3-of-9. This code is read by electronic devices called scanners.
Cognizance Symbol	A two-position numeric alpha code that identifies a stock numbered item with the Navy inventory manager of the specific category of materiel in which the item is included, and also indicates whether the materiel is manage in an NSA stores account, an APA stores account, or a non-stores account (NAVSUP P-485, volume II, appendix 18).
Commercial and Government Entity (CAGE) code	A five-digit code assigned to manufacturers which have or are currently producing items used by the federal government (formerly federal supply code for manufacturers (FSCM)).
Commercial Bill of Lading (CBL)	A bill for transportation charges received from a commercial carrier.
Common Item	An item of standard design, application, and specification normally procurable from several manufacturers or suppliers, or available from only one manufacturer but with wide usage, or an item of such design that multiple applicability is apparent.
Condition Code	One-character alphabetic codes which classifies materiel in terms of readiness for issue and use or identifies action underway to change the status of materiel.
Configuration Change Form (CCF) OPNAV 4790/CK.	Used to report the installation, removal, relocation, or modification of any system equipment, component, or unit.
Configuration Control	The systematic evaluation, coordination, approval or disapproval of proposed changes and the implementation of all approved changes to the configuration of an item.
Confirmed Cancellation	Official notification by the supply system that supply action will not be taken on a requisition and that the requisition is cancelled.

Consignee	The recipient (unit, depot or person) to whom cargo is addressed or consigned for final delivery.
Consignor	The person or activity that is the supplier or shipper of a product.
Consolidated Remain-ln-Place Listing (CRIPL)	A listing of all authorized remain-in-place items published by NAVICP PHIL and approved by TYCOMs and NAVAIR.
Consumables	Administrative and housekeeping items, common tools, paints, cognizance symbol II forms, or any other items not specifically defined as equipage or repair parts. Materiels such as general-purpose hardware, metals, lumber, and lubricating oil also are considered to be consumables in procurement transactions but will be treated as repair parts in shipboard issue transactions when the materiel is to be used for accomplishing maintenance actions.
Continuing Services	A service in which invoices will be forwarded for payment on some type of scheduled or regular basis, usually monthly. Copier rental, telephone, and garbage removal services are all examples of continuing services requirements (identified by C9999 in the requisition quantity field and 99 in the COG field).
Contracting Management Review (CMR)	Performed by Naval Regional Contracting Centers (NRCCs), Fleet and Industrial Supply Centers (FISCs) with regional contracting management responsibilities in accordance with NAVSUPINST 4200.85_.
Contractor Furnished Equipment (CFE)	Items manufactured or purchased by the contractor for inclusion in or for the support of an aeronautical system.
Contractor Support Programs	Maintenance programs associated with commercial derivative Navy aircraft where Navy personnel perform the Organization (0) level maintenance with limited Intermediate (I) level effort. The contractor issues ready-for-issue (RFI) components and provides limited diagnostic assistance.
Coordinated Shipboard Allowance List (COSAL)	A basic and unique guide for determining the items and quantities which should be stocked by the Supply Department to support the equipment installed onboard. This list can also be used to define the basis for which an item is stocked by the ship. It also contains nomenclature, nameplate data on equipment and identification data for repair parts.
Corrective Action (QDR)	Those actions taken to correct the defective items reported and/or actions taken to correct

	systemic conditions that allow defects to go undetected.
Cost Center	A subdivision of a responsibility center for which identification of costs is desirable and capable of being easily controlled. A ship, aircraft squadron, or other operating unit having a UIC and incurring costs against an operating budget is classified as a cost center.
Cost Code	Consists of a twelve-position field used to further classify accounting transactions by providing the eight-position Julian date and serial number from a requisition number and a two-position fund code. The cost code is always preceded by two zeros on accounting data entries.
Credit Transaction	Transaction which increases the OPTAR balance.
Credit Unfilled Order	Receipt of an unfilled order cancellation by DFAS for which no related unfilled order is on file or if the unfilled order cancellation is for an amount greater than the related unfilled order (excessive cancellation).
Critical Equipment	Systems, equipment, and components essential to the activity's ability to perform its mission.
Critical Item	An item that is essential to the operational readiness of an aircraft and is in short supply in system stocks (or is expected to be in short supply for an extended period). Lists of critical items, with appropriate materiel control and/or inventory reporting instructions, are distributed periodically by certain inventory managers (NAVICP's MECH and PHIL) to specifically designate ashore and afloat activities. The term "critical items" also may be used afloat to refer to high usage, bulky consumables (e.g., "never out" items such as rags, toilet paper, etc.) which, because of space constraints, must be replenished at every opportunity.
Custodial Record	A record maintained by the storage activity reflecting standard catalog data; owner/manager identification code; and may include lot/serial number and/or on hand quantity by supply condition code; for controlling assets in storage and aiding in inventory.
Custodial Responsibility	A storage activity, depot, or agent responsibility to maintain proper custody, care safekeeping, receipt, issue, and balance data for stored DOD wholesale materiel.
Custody	The responsibility for proper care, stowage, use, and record keeping of government materiel.

-D-

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

Decapitalization	Action involving the transfer of the financial value of materiel out of the NWCF.
Defect (QDR)	Any nonconformance of a characteristic with specified requirements. In accordance with the Federal Acquisition Regulation, defects are classified as follows: **Critical** - A nonconformance that judgment and experience indicate is likely to result in hazardous or unsafe conditions to individuals or prevent performance of a vital mission. **Major** - A nonconformance, other than critical, that is likely to result in failure, or to materielly reduce the usability of the item for its intended purpose. **Minor** - A nonconformance that is not likely to materielly reduce the usability of the item(s) for their intended purpose or is a departure from established standards having little bearing on the effective use or operation.
Defense Automatic Addressing System (DAAS)	A real time random access digital computer system which utilizes electronic communications networks to receive and automatically retransmit MILSTRIP messages to the proper addresses.
Defense Finance Accounting Service (DFAS)	Operating Locations (OPLOC) Norfolk and San Diego receive, audit, and prepare consolidated reports of monthly NSA Financial Inventory Returns in accordance with current manuals and directives.
Defense Logistics Agency (DLA)	A supply support organization assigned management responsibility and control of items in common use by all military services. About 60% of the line items in the integrated Navy Supply System are managed by DLA. These items are identified by a 9 in the first position of the cognizance symbol.
Defense Logistics Agency Disposition Services (DLADS)	Responsible for the disposal of excess DOD personal property, foreign excess personal property (FEPP), scrap, hazardous waste, and property requiring demilitarization.
Demand	A request for materiel which will be procured or an issued from stock.
Demand Based Item (DBI)	Those items which have a comparatively high issue rate (also referred to as POS). Normally an item which experiences two frequencies of demand in a period of six months and continues to have at least one demand every six months thereafter.
Demand Code	A single alphabetic character entered by the initiator of the requisition to indicate to the management element of a distribution system

	whether the demand is recurring or non-recurring (NAVSUP P-485, volume II, appendix 8, part E).
Department of Defense Activity Address Code (DODAAC)	A six-position code that uniquely identifies a unit, activity, or organization that has the authority to requisition and/or receive materiel. The first position is the Service Designator Code, the last 5 positions are normally the UIC.
Department of Defense (DOD)	Component Registry Military Department or Agency that maintains visibility of all small arms serial numbers within that Component and provides the DOD Central Registry with small arms status.
Department of Defense (DOD) Working Capital Funds	Established on January 1, 1997 and formerly referred to as Defense Business Operating Fund (DBOF). Consists of the Army Working Capital Fund, Navy Working Capital Fund, Air Force Working Capital Fund, and Defense-Wide Working Capital Fund. Revolving industrial fund concept for a large number of defense support functions. Utilizes business-like cost accounting to determine total cost of business activity.
Depth	The quantity of a specific NSN carried. To increase the stock depth is to increase the quantity on hand.
Depot Level Repairables (DLR)	Repairables that are repaired and condemned at the Depot maintenance level in accordance with the repair maintenance and recoverability codes specified in FEDLOG.
Designated Overhaul Point (DOP)	Depot level rework facility assigned technical and overhaul responsibility for designated equipment.
Designated Rework Point (DRP)	A depot-level rework facility assigned the technical and rework responsibility for designated equipment.
Designated Support Point (DSP)	An activity assigned to provide supply support to a designated overhaul point (DOP).
Difference	Adjustment value required to cause the value of unfilled orders to agree with the value of related expenditures as a result of the reconciliation process by DFAS.
Difference Listing	OPFORCES Difference Listing (DL) lists obligation/expenditure (OBL/EXP) differences recorded in N-SABRS versus the unit’s uploaded Transmittal (TL) total value in CFMS-F/OPTAR Web. These differences must be reconciled in order to bring N-SABRS and unit’s R-Supply OPTAR into balance.
Direct Charge	Process by which DFAS charges certain designated expenditure documents, regardless of the amount, to the accounting data cited therein without the requirement of matching unfilled orders.

Direct Turnover (DTO)	Any consumable, repair part, or equipage ordered from sources external to the ship for direct issue to the using department. Such materiel is required for immediate or planned use.
Discrepancy	Overages, shortages, damages, incorrect materiel received, or non-receipt of materiel and/or materiel received which cannot be used for its intended purpose because it does not meet the form, fit, or function requirements.
Disposal Authority Code	A code entered on disposal related documents to indicate that the item being transferred to DLADS is authorized to be transferred due to IMM/ICP instructions relayed through the MRP or other proper authority (NAVSUP P-485, volume II, appendix 8, part M).
Disposition	The proper destruction or transfer of materiel which is in excess or no longer of any value for its intended purpose.
Distribution Code/Field	The first position indicates the distribution code which, in conjunction with the service designator code, indicates a monitoring activity that will receive 100% supply and shipment status on the requisition. The second and third positions indicate the cognizance symbol which is significant only to the service originating the requisition. The distribution code (assigned by the requisitioner) and the cognizance symbol will be perpetuated on all subsequent documentation. (NAVSUP P-485, volume II, appendix 3.)
Document Identifier	A three-character code which identifies the purpose of the document (e.g., requisition, referral order, supply status, follow-up, cancellation request). The document identifier is a mandatory entry in all MILSTRIP documents (NAVSUP P-485, volume II, appendix 4).
Document Number	A 14 digit non duplicative number constructed to identify the military service, requisitioner, Julian date, and serial number.
Download	The action of moving a specific set of data files from the data base of the Host computer to the remote processing system (RPS).
Due-In From Maintenance (DIFM)	DLR assets which are inducted into AIMD/IMA and are expected to be placed in stock upon completion of repair.
Dump	To transfer all the information contained in a record into another storage medium or listing. Usually, however, dump refers to copying from an internal storage device to an extended storage device for a specific purpose such as to allow other use of the storage, as a safeguard against faults or errors or in connection with debugging.

-E-

Economic Retention (ER) Level	Long supply materiel that may be retained until the next overhaul if the computed long supply total value is less than $20 or other money value entered in parameters. All AT Code 7 items are economic retention materiel regardless of extended money value.
Electronic Repairable Management System	Web based system used to track the turn-in of retrograde, engine movements in the transportation channels, SIT/MIT, etc.
End Item	A combination of products, component parts, and/or materiels which is ready for its final intended use. It is equipment or one of its major subdivisions.
End Use	The accounting for materiel after it is issued from a stores account and charged to an operating fund.
Endurance	The period of time required for a ship to use a definite quantity of supplies
Engine Type Equipment Code (ETC)	A cross-reference between all maintenance type equipment codes and aircraft type equipment codes under which OPTAR obligations and expenditures will be accumulated (see OPNAVINST 4790.2).
Engineering Investigation (EI)	If a component fails under suspicious conditions or prematurely, the user may request that an engineering investigation be performed to determine the cause of failure.
Equipage	Those items which require management control afloat due to any one or a combination of high unit cost, vulnerability to pilferage, and/or are essential to the ship's mission. Equipage does not encompass installed mechanical, electrical, ordnance, or electronic equipment's (fewer personal computers), components, or systems. Equipage items generally are identifiable to end use applications aboard ships to the extent that an allowed quantity of the item can be and is determined on an individual ship basis. Chargeable items of equipage are identified in procurement, receipt, and consumption documents by the letter "E" in the second position of the applicable fund code.
Equipage and Equipment Categorization and Custody (EEC) Code	One-character alphabetic code (E, R, C, or S) used with BMF records. Codes are defined as follows: E Equipage Item. R Repair parts and equipment-related consumables.

	C General-use consumables. S Signature required.
Equipment	Any functional unit of hull, mechanical, electrical, ordnance, or electronic type materiel which is operated singly or as a component of a system or subsystem and which is identified by a Component Identification Number (CID), Numerical Control Code (NCC), Allowance Parts List (APL), or similar designation.
Equipment Applicability Index	Part II of the Naval Aeronautical Publications Index. A listing of aircraft and equipment, arranged in alphabetical order, with applicable manuals shown by their publication number.
Equipment Identification Code (EIC)	A seven-character alphabetic- numeric code that identifies a specific hardware item from the highest to lowest level (i.e., system to component/subassembly level).
Equipment Maintenance Related Materiel (EMRM)	All repair parts including non-AVDLRs and equipment related consumables required to accomplish specific maintenance actions which are within the capability of the ship's force to perform.
Equipment Validation	The procedure of ensuring that the equipment descriptions shown on the allowance lists agree with the nameplate data on the equipment installed.
Equivalent Item	An item that is like another item to the extent that its characteristics are in strict accordance with drawings, specifications, standards, performance qualification test, within limits, or tolerances and compounds specified therein. Repairable assemblies are equivalent only if their “purchased repair parts” and performance also are equivalent. “Purchased repair parts” are limited to those items of a design peculiar to the repairable assembly concerned.
Error File (ERR)	Contains a 5-position message number, a narrative description, the elements that caused the error, and additional error information. It is used to identify suspense or error conditions and provide messages to the use.
Estimated Shipping Date (ESD)	The estimated date on which materiel will be released by the supply source.
Exception Status	Any supply action taken by the supply system on a requisition other than issue of materiel in the quantity requested.
Excess Materiel	The quantity of materiel, on hand or on order, above the requisitioning objective.
Exhibit (QDR)	The item reported as being deficient, or a sample item which represents the reported deficient

	condition, which can be analyzed to determine the possible cause of the defect.
Expeditious Repair (EXREP)	The removal of a component from an aircraft/equipment, expedited delivery, and immediate induction for repair with the goal of the earliest return to the customer. Used when a replacement from stock is not available.
Expenditure	Use of materiel or funds by issue, transfer, sale, or loss. Also, a disbursement or payment of appropriated funds.
Expenditure Invoice Number	A document number assigned to a transaction which expends materiel or funds.
Expense Authority	Budgeted amount within an operating budget approved for incurring expenses.
Expense Element	A classification of expenses for cost accounting and reporting. The Navy wide assigned fund codes identify specific expense elements or subdivisions of expense elements.
Expense Limitation	Financial authority issued by a major claimant (Fleet Commander) to an intermediate level command (Type Commander). Amounts therein are available for further issuance of operating budgets.
Expenses	Costs of materiel, services, labor or other resources that have been consumed or applied.
Expired Appropriation	An appropriation which is no longer available for obligation but is still available for disbursements to liquidate existing obligations.
Extended Money Value (EMV)	A five-digit field which indicates the total value of a transaction.
External Record Release (ZOC)	The process used in R-Supply to review requisitions and status records before releasing and transmitting them to the supply system.

-F-

Failure Rate	The number of failures of an item per unit measure of life (e.g., cycles, time, miles, events, etc., as applicable for the item).
Family Group Code (FGC)	A code assigned by NAVICP-P to identify those repairable items which are interchangeable by form, fit, and function.
Federal Acquisition Regulations (FAR)	Used in conjunction with NAVSUPINST 4200.85 series to provide policy and procedures for the acquisition of supplies and services via contracting.
Federal Catalog System	The cataloging system under which all items carried under centralized inventory control by

	the DOD and civil agencies of the U.S. Government are named, described, classified, and numbered.
Federal Logistics Data (FEDLOG)	A CD-ROM cross reference of all materiel used by the Navy.
Federal Supply Classification (FSC)	The first four digits of the NSN which indicate the group and class of a particular materiel. The first two digits indicate the group or major division of commodities; the last two digits indicate the class or subdivision of commodities within a group.
Field Level Repairables (FLR)	Repairables that are repaired and condemned at either the organizational maintenance level or the intermediate maintenance level in accordance with the FEDLOG repair maintenance and recoverability codes (NAVSUP P-485, volume I, paragraph 3206).
File Maintenance	The activity of keeping a file up to date by adding, changing, or deleting data.
Filled Order	An obligation that has matched with an expenditure during reconciliation by DFAS.
Financial Holding File (FHF)	Contains all the detailed records for financial processing.
Financial Integrity Verification File (FIVF)	A file utilized to reconcile transactions to financial reports to verify processing.
Financially Outstanding Fuel File (FOFF)	Contains a copy of all fuel documents that have not appeared, by document number, on a DL.
First In, First Out (FIFO)	A method based on shelf-life expiration of shelf-life materiel rather than on date of materiel's receipt.
Fiscal Year (FY)	A continuous accounting year beginning 1 October and ending 30 September of the following year (e.g., FY20 begins on 1 October 2019 and ends on 30 September 2020).
Fleet Automated Control Tracking System (FACTS)	Facilitates the turn-in of retrograde materiel and provides visibility from the point of turn-in by the end user through receipt into the ATAC system.
Fleet and Industrial Supply Center (FISC)	Command organizations which furnish supply support to fleet units, shore activities, and overseas bases established in their mission. They are under the management of NAVSUP.
Fleet COSAL Feedback Report (FCFBR) NAVSUP Form 1371.	Used to call attention to and seek correction of any technical deficiencies found on APLs/AELs. It is not used to report configuration changes or request a change in allowance for repair parts or equipage.
Fleet Financial Support Facility (FFSF)	Receives, audits, and prepares consolidated reports of monthly NSA Financial Inventory

	Returns in accordance with current manuals and directives. Mailing addresses are as follows: Commander Naval Base Norfolk (FFSF) 1682 Piersey Street Norfolk, VA 23511-2797 Fleet Financial Support Facility 4181 Ruffin Road San Diego, CA 92132-1819
Fleet Image Management System (FIMS)	Is designated to provide electronic storage and retrieval of Issue Release and Receipt Document (IRRD) within a Windows operating environment.
Fleet Inventory Transmission System (FITS)	Is a software program and procedures which provide for generation and SALTS transmission of an automated Asset Visibility Report (AVR) by an afloat unit to a central site. FITS software and procedures are available for installation/use on SNAP I and II sites.
Fleet Issue Load List (FILL)	Consolidated listing of materiel to be carried onboard combat stores ships for the support of operating afloat forces to ensure maximum fleet readiness. It is based on actual past demands of those items most requested by the fleet units.
Fleet Marine Force (FMF)	A force comprising land, air, and surface elements of the U.S. Marine Corps. It is an integral part of the Fleet and has the status of an operational TYCOM.
Flight Operations (FLTOPS)	OPTAR Funds assigned to support (non-maintenance) costs for supported squadrons or ship's VT aircraft (AV 207 only) (e.g., fuel consumed in flight, flight crew clothing, and administrative materiel for support of the squadron).
Flight Packets	Flight Packets are used to support requirements for materiel and services when aircraft are away from the supporting unit. Flight packets will contain documents necessary to procure parts, fuel, lodging, and meals from both military and civilian sources as outlined in cognizant Wing/Brigade/TYCOM instructions.
Follow-Up	An inquiry as to the action taken on a requisition previously submitted
Follow-up Reply	A reply to a requisitioner’s follow-up or to a request for cancellation.
Force/Activity Designator (F/AD)	A Roman numeral designator established by each military service or the Joint Chiefs of Staff which relates to the military mission of the force or activity.
Force Inventory Management Analysis Reporting System (FIMARS)	Is utilized with FITS, which together provide the capability for establishing Afloat Asset Visibility and facilitating centralized

	management of inventory retail assets held by a MALS or force of afloat ships.
Foreign Object Damage (FOD)	Damage of aeronautical equipment (e.g., aircraft, engines, missiles, drones, support equipment) caused by an object that is external to that equipment.
Frequency Of Demand	The number of requests (i.e., "hits") that an item experiences within a given time frame, regardless of the quantities requested or issued.
Frustrated Cargo	Materiel which is received without shipping documentation and the document number is not known.
Fund	A segregated sum of money or other resource to be expended or used for specified purposes.
Fund Code	A two-character code which is used to cite accounting data on Navy requisitions.
Future Years Defense Plan (FYDP)	Lists all Department of Defense program elements of the major programs.

-G-

Gain By Inventory (GBI)	Required when the validated inventory figure is greater than the verified stock record balance (after all transactions affecting the balance have been posted). The difference (GBI) will be posted as an increase to the on-hand quantity.
General Purpose Electronics Test Equipment (GPETE)	Non-APL related materiel required for support of onboard equipment.
General Services Administration (GSA)	Responsible for the cataloging and inventory control of 9Q cognizance materiel or nonmilitary items in general use by both military and civilian agencies within the U.S. Government.
General Use Consumable List (GUCL)	A list of generally used non-equipment-related consumable items for initial outfitting of a ship's operating spaces and storerooms. It is prepared at NAVICP MECH only for new construction, major conversion, modernization, or reactivated ships.
Government Bill of Lading (GBL)	Serves as a transportation contract between a commercial carrier and the U. S. Government. The Standard Form 1103 provides delivery instructions to the carrier while the Standard Form 1103B serves as a receipt document for the consignee.
Government Furnished Equipment (GFE)	Equipment that has been selected and is to be furnished by the government to a contractor or government activity for installation in, use

	with, or in support of the aeronautical system during production, conversion, or modification.
Government Furnished Materiel (GFM)	Materiel in the possession of, or acquired by the Government, and later delivered or otherwise made available to a contractor. GFM is property that may be incorporated into or attached to a deliverable end item, or that may be consumed or expended in performing a contract. GFM includes assemblies, components, parts, raw and processed materiels, small tools, and supplies that are consumed in performing a contract.
Grants	An allocation of funds which the TYCOM issues to individual units to cover costs they incur while performing day-to-day operating maintenance and administration activities.
Gross Adjusted Obligation	Obligation plus the year-to-date expenditures.

-H-

Hard Copy	Machine output in a permanent visually readable form (e.g., printed reports, listings, documents, and summaries).
Hazardous Inventory Control System (HICS)	System used for the management of hazardous materiel inventories.
Hazardous Materiels Information System (HMIS)	Provides accurate, complete information to both fleet personnel on the procurement, use, transportation, handling, storage, and disposal of hazardous materiels. Information may be obtained via request to the Navy Environmental Health Center (Navy HMIS focal point).
Hazardous Materiel Information System (HMIS) Code	A two-character alphabetic code that identifies an item that is subject to the more stringent regulatory controls imposed by safety, health, transportation and/or environmental considerations which are required to assure proper handling, storage, use, transportation, and disposal of hazardous materiels.
High Limit	The maximum quantity of materiel to be maintained on hand and on order to sustain current operations; it includes the sum of stocks represented by the operating level, the safety level, and order and shipping time (equivalent to "requisitioning objective").
Holding Files	There are two Financial Holding Files. These files contain documents that support entries to the Estimated Cost Chargeable and Difference columns of the Requisition/OPTAR Log (blocks 10-17). - Holding File #1 - This file contains all obligations and advanced debit adjustment

documents. In other words, copies of those documents that decrease the OPTAR balance.

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

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

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

-I-

Identification List (IL) — Developed and published by the Defense Logistics Information Service (DLIS) to provide approved national item description and related identification data. ILs include supply items used by all services. ILs have three sections which are an Index, a Descriptive Data Section, and a Reference Data Section.

Illustrated Parts Breakdown (IPB) — Prepared, when requested by NAVAIR, by the manufacturer for each model aircraft, engine, accessory, or other aeronautical equipment enabling quick and positive identification of each component and detail-part comprising the assembly.

Imprest Fund — Formerly a simple, economic purchase method used for small purchases not to exceed $150 ($300 under emergency conditions). The imprest fund has been discontinued.

Integrated Barcode System (IBS) — This is a receipt processing and inventory management system used to record incoming transactions by scanning bar codes and physically accounting for materiel stowed in warehouse locations.

Integrated Logistics Overhaul (ILO) — The concerted efforts of assigned shipboard personnel, under the supervision of ashore based ILO team members, to refine shipboard inventories of repair parts; to update related stock records criteria; and to identify materiel deficiencies and/or excesses. An ILO, which is designed to improve the supply readiness of the ship, entails

	the off load, identification, and inventory of shipboard stocks of repair parts disposition of excesses, requisitioning of deficiencies, and the reload and storage of allowed items in authorized quantities. ILOs are performed (usually during a shipyard overhaul) in ships designated and scheduled by the type commander.
Integrated Logistic Support (ILS)	A composite of all the support considerations necessary to ensure the effective and economical support of a system for its life cycle. It is an integral part of all other aspects of system acquisition and operation.
Integrated Logistics Support Plan (ILSP)	The total comprehensive plan, prepared by the contractor, for management and execution of the Integrated Logistics Support (ILS) program requirements. The ILSP is the consolidation of all individual logistics support-element plans into an interrelated, interfaced, and phased program to provide effective and timely logistics support for a designated weapon system/subsystem/component.
Integrated Stock List (ISL)	A list in NIIN/NICN sequence of all repair parts required to support onboard equipment after the ship has undergone a shipyard overhaul. It is prepared as part of the Integrated Logistics Overhaul (ILO). It is the SNSL of storeroom items updated to integrate modified allowances incident to configuration changes accomplished during the overhaul.
Interim Repair Parts (IRP)	A contractor-provided parts support kit to be used until an APL is developed and allowances of parts are determined. The Supply Officer should manage these repair parts according to inventory control procedures, ensure that usage data is recorded, and replacement parts are ordered in a timely manner. When the APL is received, allowances will be compared against the parts kit and allowed items are taken up as AT Code 1 and non-allowed as AT Code 5.
Intermediate Maintenance Activity (IMA)	Technical Stores Supply department stocks of repetitively demanded repair parts and equipment related consumables which are stored in other departmental spaces for ready availability in accomplishing IMA functions. To qualify for inclusion in “IMA technical stores”, an item must be used by only one shop (or one group of contiguous shops), and must meet the frequency of demand criteria specified by the type commander. The quantity of each item in the custody of another department, plus the on-hand quantity of any “backup” stock in supply department storerooms, must not exceed the ship’s prescribed

	stockage objective). IMA technical stores will not include DLR items, critical items, or PEB items; nor will they include bulkhead mounted spares or bulky consumables which are otherwise authorized to be stored in other departmental spaces (NAVSUP P-485, volume I, chapter 4, part D).
Intra-Service	The exchange of materiel, inventory control documentation, and other management data within or between the distribution systems or a single military service or within the Defense Logistics Agency.
Inventory	The quantity of stocks on hand for which stock records (cards/listings/tape) are maintained, or to the function whereby the materiel on hand is physically inspected and counted, and stock records reconciled accordingly.
Inventory Adjustment	A gain or loss by inventory processed in conjunction with inventory reconciliation. Causative research will be conducted either before or after posting the adjustment to the stock record. Inventory adjustments may not be taken because of certain automated file maintenance actions (unmatched expenditure/receipt processing, suspended/error list processing, MOV processing) without first performing the requisite preliminary and causative research.
Inventory Control Point (ICP)	The organizational element within a distribution system which is assigned responsibility for system-wide control of materiel. In a centralized inventory control system, the inventory control point also may perform the functions of a stock control activity.
Inventory File	A temporary file used in the inventory process for both Spot and Scheduled inventories. A record is written to this file for each stock record location. The count quantities by location are then reported and collected through this file. Upon the completion of the inventory action, the count quantities are accumulated, on-hand/financial adjustments made, and inventory records are deleted from the Inventory File.
Inventory Manager	Inventory control points under the primary support of the Naval Supply Systems Command, or bureaus. Systems commands, and offices which exercise inventory control over materiel.
Invoice	A vendor's bill for goods provided or services rendered.
Issue	Expenditure of materiel from the Supply Officer's custody to the requisitioner for its intended use.

Issue Pending File (IPF)	Contains records of requisitioned items for which a response from storeroom personnel has not been received indicating physical issue of materiel
Issue Priority Group (IPG)	Determines the need and processing time of the requirement.
Issue Restriction Codes (IRC)	One-position alphabetic or numeric codes locally devised to flag any item desired for local issue restrictions.

-J-

Job Control Number (JCN)	A unique identifier for maintenance actions consisting of a unit identification code (UIC), work center code (WCC), and job sequence number (JSN).
Job Sequence Number (JSN)	A sequential control number assigned to each maintenance action submitted by a work center to identify it uniquely and link it to associated supply transactions.
Julian Date	Consists of two elements; the last digit of the calendar year and the numeric consecutive day of the calendar year, (i.e., 9274 represents 1 October 2019). The numeric consecutive day of the year may be found on government issue calendar pads.

-L-

Lapsed Appropriation	Appropriation which is no longer available for obligation. Formal allotment ledgers are discontinued at the field level and no further accounting will be performed for this allotment.
List of Items Requiring Special Handling (LIRSH)	A reference to identify items in the supply system which requires special handling.
Local Asset Management System (LAMS)	An automated MIS which provides standardized local management of IMRL assets using bar code technology. It provides for an accurate wall to wall inventory, which can be accomplished by unit personnel, resulting in significant reductions of manpower expenditures and operational disruptions.
Local Item Control Number (LICN)	Commonly called Local Stock Number, may be assigned to stocked consumable items not identified by an NSN or navy item control number (NICN). An LICN will only be used locally not in MILSTRIP documents.

Local Management Code (LMC)	A two-position alphabetic or numeric code devised locally and assigned by management to provide special attention to a stock number or group of stock numbers.
Local Purchase	The function of acquiring a decentralized item of supply from sources outside the DOD.
Location	The storeroom location is the place where materiel is stored. Each storeroom or warehouse is assigned an alphabetic-numeric identifier code.
Location Content Validation (LCV)	The inventory process that combines the LAP and inventory program. This process ensures the accuracy and completeness between the physical location and the database. This will only be completed during an audit/assist conducted by SMD/WASMAT.
Logistics	The planning and carrying out of the movement and maintenance of forces. The military operations that deal with: 1. Design and development, acquisition, storage, movement, distribution, maintenance, evaluation, and disposition of materiel. 2. Movement, evaluation, and hospital inspection of personnel. 3. Acquisition or construction, maintenance, operation, and disposition of facilities. 4. Acquisition or furnishing of services.
Logistics Support Status Code (LSSC)	The 4th and 5th position of the Allowance Support Code found in the COSAL Part I, Sections A and B. It indicates the type and degree of support required as well as the method of support rendered (NAVSUP P-488).
Long Supply	The level of stock on hand (assets onboard) equal to the sum of the ship's authorized levels (SAL) and the authorized retention (AR).
Look Back Period	The period of time in the past history of the item being researched during which transactions may be considered relevant for processing or correction. In SAC 207 activities, the look-back period goes back to the last major inventory change or load adjustment in the current operating cycle (i.e., Re-Aviation Consolidated Allowance List (Re-AVCAL), Integrated Logistics Overhaul (ILO), Integrated Logistics Repair (ILR), Tender and Repair Ship Load List (TARSLL)). This look-back period recognizes the fact that most activities conduct major inventory reconciliation events in relation to operating cycles rather than by fiscal or calendar year. The entire operating cycle should be considered for identification of changes or corrections that

	would resolve apparent inventory imbalances during the reconciliation process; however, if the operating cycle has recently commenced, a minimum look-back period of twelve (12) months is appropriate. Thus, the look-back period extends to the date of the last inventory change or load adjustment in the current operating cycle or twelve months, whichever is longer.
Loss By Inventory (LBI)	Required when the validated inventory figure is less than the verified stock record balance (after all transactions affecting the balance have been posted). The difference (LBI) will be posted in the Stock Record to adjust the balance.
Low Limit	The stock position which signals the need to initiate replenishment action. It includes the sum of stocks represented by the safety level and the order and shipping time. Equivalent to "reorder point".

-M-

Maintenance	The act of testing, measuring, replacing, adjusting, repairing, and updating that is intended to keep equipment, data, management systems, and computer programs in satisfactory working order.
Maintenance and Materiel Management System (3M)	A maintenance tracking system that ties in supply with maintenance. It tracks the repairs needed and coordinates preventative maintenance and repairs with supplies. It also sets up schedules for preventive maintenance and needed repairs.
Maintenance Assistance Modules (MAMs)	Replaceable assemblies (modules) required to execute an approved maintenance plan which calls for identifying the fault of a failed module through progressive and/or selective module substitution. MAMs appear in the COSAL Part III, Section CF of the SNSL with Allowance Note Code "N".
Maintenance Code	Two-position codes with the first position indicating the lowest maintenance echelon authorized to remove, replace, and use the support item. The second position indicates the maintenance echelon with the capability to perform complete repair. MCs are designated as Organizational, Shipboard, Intermediate, or Depot Level. The various codes are listed in NAVSUP P-488, appendix A.
Maintenance Data Collection System (MDCS)	Provides a method of accumulating data on labor and materiel used in equipment maintenance.

Maintenance Data System (MDS)	A basic element of the 3M program designed to provide a means of recording maintenance actions in substantial detail, so that a great variety of information may be retrieved concerning maintenance requirements and equipment performance. In addition to recording maintenance actions performed, the system provides data concerning the initial discovery of the malfunction, how equipment malfunctioned, how many man-hours were expended, which equipment was involved, what repair parts and materiels were used, what delays were incurred, the reasons for delay, and the technical specialty or rating which performed the maintenance.
Maintenance Requirement Card (MRC)	Provides the procedures and lists the parts and tools needed to perform PMS.
Maintenance Source Code	A numeric code which identifies the source of parts or other materiels obtained from other than normal supply channels, and, when applicable, is entered in data block 18 of NAVSUP Form 1250-1 (or in data block V of DD Forms 1348) prepared to document and report usage only. The maintenance source codes to be used are as follows: 1. Part or materiel used was cannibalized from another equipment. 2. Part or materiel used was drawn from salvage, or was obtained by stripping a ship. 3. Parts used were manufactured by the tender or another activity. 4. Parts or materiel used were furnished by ship being tended or by another activity.
Maintenance Support Package (MSP)	Small, low-cost items included in the AVCAL allowance designated for specialized storage near the activity's aircraft maintenance department.
Major Claimant	Bureau, office or command (e.g., COMLANTFLT, COMPACFLT) designated as administering office under operation and maintenance appropriations which receive operating budgets directly from the CNO.
Major Component	An item that is supported by an APL but which is used in a larger item, such as an equipment. For example, the meat slicer in the enlisted dining facility is an equipment which is supported by an APL, and contains two components, the drive motor and the starter motor, both supported by individual APLs.
Major Unit Or Component	A particular component or segment of an equipment (i.e., a radar set may have several major units, among them an amplifier, tuner, antenna pedestal, etc.).

Management Control Activity (MCA)	DOD component activity designated to initially receive and effect control over service initiated and contractor initiated requisitions for Government Furnished Materiel (GFM). GFM would be supplied from the wholesale supply system.
Mandatory Turn-ln Repairable (MTR)	An item that is required to be turned in to a collection point or DOP for repair when a replacement part is ordered. The repair part is then returned to the supply stock system.
Marine Aviation Logistics Support Program (MALSP)	MALSP provides the conceptual framework within which a number of programs have been developed to enable the Marine Corps to rapidly task organize aviation logistics support for combat operations anywhere in the world. The MALSP defines, in broad terms, the logistics elements (e.g., spare parts, support equipment, mobile facilities, and personnel) that are combined to form a variety of different allowance support packages.
Master Index of APLs/AELs (MIAPL)	An index of HMEO&E, nuclear, and mobile equipment's, components, and systems cataloged by NAVICP MECH. Its various cross-reference lists, which relate equipment/components of system nomenclatures and identification numbers to applicable technical manuals and/or allowance documents (and vice versa), are especially useful guides for determining APL/AEL availability and validity of onboard equipment and requesting/reporting configuration changes.
Master Repairable Item List (MRIL)	A catalog of selected Navy managed items which, when serviceable and not locally repairable, are required to be turned in to a collection point or to a DOP for repair and return to stock.
Master Validation Table (MVT)	Used by the computer to validate data elements of input documents to prevent erroneous data from entering the system. It also contains certain elements of information used in other file maintenance programs which are passed to the proper program as a part of the record in the transaction tape.
Materiel	Supplies, repair parts, equipment, and equipage used in the Navy/Marine Corps.
Materiel Control Code (MCC)	A single-alphabetic character assigned by an inventory manager to separate items into more manageable groupings (fast, medium, or slow movers) or to relate to the special reporting and/or control requirements (i.e., MTRs) of field activities. MCCs are listed in NAVSUP P-485, volume II, appendix 9, part I.
Materiel Control Code Decision Listing	By-product of change notice processing, contains a listing of stock numbers that have had a change to or from materiel control code (MCC), D, E, G,

	H, Q, and X. Utilized to relocate the materiel from one storeroom to another.
Materiel Financial Control System (MFCS)	This is an account for management of the NWCF for NAVICP-M/NAVICP-P.
Materiel In Transit (MIT)	This includes bills from non-OSO activities (e.g., GSA, DLA and DOV).
Materiel Obligation	That unfilled quantity of a requisition that is not immediately available for issue, but is recorded by the inventory manager or stock point as a commitment for future issue. Materiel Obligations are normally assigned status code BB, BC, BD, BP, or BV.
Materiel Obligation Validation (MOV)	Used to verify the unfilled quantity of a requisition which is recorded as a commitment against existing or prospective stock dues or direct deliveries from vendors.
Materiel Obligation Validation (MOV) Request	Request from an inventory manager or stock point to a requisitioner for a validation of the requirement of unfilled requisitions held as materiel obligations with outstanding requisitions held by the requisitioner.
Materiel Obligation Validation (MOV) Response	Reply by a requisitioner to an MOV request advising the requisition holder to continue action to fill materiel obligation or to cancel all or a portion of materiel obligation.
Materiel Receipt Acknowledgment (MRA)	A transaction used to advise that materiel has been received and posted and/or to indicate that a discrepancy affects the receipt posting/acknowledgment process.
Materiel Requirement External (MRE)	The function of processing materiel requirements from other than the user's own activity, supported units, or embarked aircraft squadrons.
Materiel Requirement Internal (MRI)	The function of processing materiel requirements from the users own activity, supported units, or non-supported embarked squadrons.
Media And Status Code (M&S)	A single character code that indicates the type of status required, who is to receive status, and how status is to be furnished, i.e., by what communications media (NAVSUP P-485, volume II, appendix 16).
Military Essentiality Code (MEC)/Mission Criticality Code (MCC)	MECs/MCCs give a quantitative rating to the impact of the loss of the equipment, component, or part on the ship's mission and safety. Equipment/component MECs appears in the COSAL Parts IA and B under EQUIP/COMP MEC and in Part ID under MCC. Part MECs appears in COSAL Part IIA. MIL ESS (Military Essentiality) appears in COSAL Part IIIA and includes EQUIP/COMP MEC/MCC from Part I and Part MEC from Part II.

	Equipment/Component MECs and Part MECs are listed in NAVSUP P-488, appendix A.
Military Standard Requisitioning and Issue Procedures (MILSTRIP)	Used for ordering commodities from the naval supply system, other military installations, Defense Logistics Agency, and General Services Administration.
Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)	Enlarges upon MILSTRIP by extending uniform communicating procedures, codes, forms, and formats for the transmission of items and financial data between the management, stock control, and storage elements of the military services and DLA distribution systems.
Military Standard Transportation and Movement Procedures (MILSTAMP)	Provides standard procedures, forms, and language to be used by all military services and other agencies using the DOD transportation system.
Military Standards (MILSTD)	A prescribed engineering method or related practice which, when referenced in a contract, becomes a mandatory procedure for suppliers to follow in furnishing materiel to the military. An example is MIL-STD-100 (Engineering Drawing Practices).
Missing, Lost, Stolen, or Recovered (MLSR)	A program which requires the reporting of MLSR property valued at over $500.00, serialized items valued at over $100.00, and all losses of arms, ammunition, and explosives coded as sensitive in OD 12067/NAVAIR 11-1-116 (Catalog of Navy Ammunition Stock).
Mode Of Shipment Code	A one character alphabetic or numeric character which identifies the initial method of movement by the shipper (NAVSUP P-485, volume II, appendix 5, part F).
Money Value Only (MVO)	Identifies a receipt posted to expend money obligated for materiel not assigned an NSN or services from an outside vendor.

-N-

National Codification Bureau (NCB)	Code A two-digit code which is included as the fifth and sixth digits of a national stock number (NSN) or a NATO stock number. In an NSN, it identifies the United States as the country that assigned the stock number. In a NATO stock number, it identifies the NATO country that assigned the stock number, or it indicates that the stock number is used by two or more countries.

National Item Identification Number (NIIN)	A nine-digit number consisting of two elements utilized to identify an item. The first element is a two-digit NCB code and the second element is a seven-digit non-significant item identification number assigned by the appropriate inventory manager.
National Stock Number (NSN)	A 13-digit stock number assigned by the Defense Logistics Information Service (DLIS), Battle Creek, MI, to identify an item of materiel in the supply distribution system of the United States. It consists of a four-digit federal supply class (FSC), and a nine digit national item identification number (NIIN) which includes an NCB code as the first two digits.
Naval Information Warfare Systems Command (NAVWARSYSCOM)	Identifies, develops, delivers and sustains information warfighting capabilities and services that enable naval, joint, coalition and other national missions operating in warfighting domains from seabed to space.
Naval Supply Systems Command (NAVSUPSYSCOM)	Provides for and meets those materiel support requirements of the Department of the Navy within the assigned materiel support responsibility of the Naval Supply Systems Command. They provide supply management with policies, methods, and staff assistance to the Assistant Secretary of the Navy.
Naval Inventory Control Point, Mechanicsburg, PA. (NAVICP-M)	The Inventory Control Point for Cogs 0J, 0M, 0O, 0S, 0U, 1H, 2B, 2E, 2Q, 2T, 3H, 4E, 4T, 4Y, 6A, 6B, 6C, 6D, 6H, 6L, 6M, 6X, 6Y, 7E, 7G, 7H, 7N, 7Z, 8A, 8S, 8U
Naval Inventory Control Point, Philadelphia, PA. (NAVICP-P)	The Inventory Control Point for all `_R’ Cog materiel plus Cogs 0Q, 4Z, 6K, 8N, OI, 1I.
Navy Item Control Number (NICN)	A 13 character identification number which is assigned by an ICP or other Navy item manager to control an item which has not yet been (or will not be) assigned a national stock number (NSN).
Navy Regional Contracting Center (NRCC)	Responsible for centralized buying and other purchase-related functions assigned by the Naval Supply Systems Command.
Navy Regional Finance Center (NRFC)	Located in Washington, DC and Great Lakes, IL is primarily responsible for the payment of dealer invoices as directed on contractual documents (i.e., DD Form 1155) provided by the requisitioner.
Navy Regional Finance Center Codes	A single-numeric code assigned for identification purposes of the Navy Regional Finance Centers.
Navy Retail Office (NRO)	Items Those items for which integrated military supply management responsibility is vested in the Defense Logistics Agency (DLA). The NRO is assigned Navy retail management responsibility

	for the items it will fund and control stockage within the Navy retail system.
Navy Supply Information Systems Activity (NAVSISA)	Located in Mechanicsburg, PA, NAVSISA is responsible for maintaining demand data and load list changes, performing Inventory Control Point (ICP) functions, and designing shore-based inventory control systems.
Navy Working Capital Fund (NWCF)	Formerly Navy Stock Fund or Defense Business Operating Fund. A revolving fund which is used to buy materiel and hold it in inventory until requisitioned for end-use.
Net Unit Price (NUP)	Price charged for a DLR when the carcass will be turned in. Net Unit Price includes repair cost, attention (replacement fee when item is Beyond Capability/Maintenance (BCM)), and surcharges.
Node	A DLR collection, consolidation and transshipment point (validation of drawing/part number to NSN is not performed). It may be operated by a freight agent or government personnel.
Nomenclature	The descriptive name of an item.
Non-Allowance Items	Items which do not appear in authorized allowance documents or, if listed, appear without an allowed quantity.
Non-Demand Based Items (Non-DBI)	Items in the Basic Materiel File carried in stock as allowed (COSAL, AVCAL, etc.) type items vice being carried based on customer demand. The RO is equal to the allowance/load quantity of the item.
Non-Recurring Demand	A demand made on a one time basis, normally, to provide initial stockage allowances, meet planned programmed requirements, and to meet one time project or maintenance requirements.
Non-Reorder Depot Level Repairable Carcass File (NDC)	Holds turn-in document numbers for carcass tracking.
Non-Standard Materiel	Materiel that is procured through open purchase with no stock number assigned, thus requiring exception data.
Not Carried (NC) Items	Items that are not stocked (i.e., items for which the supply department does not maintain stock records showing current on hand stock balances).
Not In Stock (NIS)	Items not on board when demand occurs.
Not Mission Capable Supply (NMCS)	Materiel condition of an aircraft that is not capable of performing any of its missions because maintenance required to correct the discrepancy cannot continue due to a supply shortage.

Not Ready for Issue (NRFI)	Term applied to items that are not in a condition to satisfy the purpose for which intended due to failure or damage.

-O-

Obligation	Funds allocated for procurement of materiel/services not yet received.
Obligational Authority	Budgeted amount for incurring obligations within an operating budget. Obligational Ceiling Maximum amount of funds which can be legally obligated.
Off-Line	A particular document that has been temporarily removed from the automated process for special attention (NALCOMIS). OFFAR Off-line for Alternate NIIN Review (NALCOMIS). OFFMP Off-line for Manual Processing (NALCOMIS). OFFTR Off-line for Technical Research (NALCOMIS). All materiel requirements (entered through NALCOMIS Phase II) where the FSCM/PN cannot be crossed to a National Stock Number will automatically be assigned a LSC of OFFTR and the document will print in OMD. OFISS Off-line when the Proof of Delivery (POD) quantity differs from the issue quantity (NALCOMIS). OFROB Off-line when Receipt on Board quantity differs from POD quantity (NALCOMIS). OFVAL Offline for Validation (NALCOMIS). All materiel requirements (that have an excessive quantity or price based on parameters established in NALCOMIS will automatically be assigned a Local Status Code of OFVAL and the document will print in OMD.
Off-load	Term applied to materiel turned in ashore (e.g., to FISCs, Property Disposal Office, or salvage).
Operating Budget	Annual budget and financial authority granted to an activity or command to perform its mission. Type Commanders subdivide their expense limitations into various operating budgets.

Operating Level	The terms "operating level" is the quantity of materiel (exclusive of safety level) required to sustain operations during the interval between successive requisitions; normally, it is the difference in the quantity between the requisitioning objective (high limit) and the reorder point (low limit).
Operating Level Multiplier (OLM)	A mathematical factor relating to the economic order quantity formula in the levels computation (derived by NAVSISA).
Operating Space Items (OSI)	Items required in shipboard operating spaces (e.g., shipfitter shop, electrical shop, laundry, etc.). Such items are not recorded in stock records and are not under control of the supply officer. Management of operating space items is vested in the department heads that control the operating spaces in which the items are located. Section B of Part III of the COSAL (SNSL of Operating Space Items) is a consolidated list of operating space items for the guidance of department heads. Section B items generally are equipage type items or specific equipment related consumables maintained under individual department head custody. However, Section IIIB of the nuclear weapons COSAL also includes general use consumables for which back up materiel may be stocked by the supply department when supply department stowage space is adequate.
Operating Target (OPTAR)	An estimate of the money required by an operating ship, staff, squadron, or other unit to perform the task and function assigned.
Order and Shipping Level (OSL)	Quantity of materiel which may reasonably be expected to be used between the time the item is ordered and the date the materiel is received.
Order and Shipping Time (OST)	Time between the submittal of a requisition and receipt of the materiel requisitioned (equivalent to procurement lead time).
Organization Code	Code which identifies the reporting and processing activity associated with maintenance and operational data.
Organizational Issue Materiel (OIM)	Any Navy property that is issued to an individual on a loan basis for use in the performance of official duties. This materiel will be returned when the individual no longer requires it, transfers to another command, or is separated (e.g., flight clothing, and foul weather gear).
Other Procurement Navy (OPN)	Funds which can be used only for investment-type items.
Other Supply Officer (OSO)	Transfer of materiel between two accountable officers within the Navy Working Capital Fund.

Outstanding Requisition	A requisition for which requested materiel has not been received.
Overage	The quantity received is greater than that ordered or shown on the shipping document. A shipping type overage is not evident on delivery but is discovered when the article of freight as described on the transportation document is opened and the contents are checked.
Override Code	Codes which enable the computer to process transactions that would otherwise error out or that have already errored out.

-P-

Pack-Up	Selected supply officer's assets considered mission critical or high usage that are deployed with Marine aviation units to enhance on-site mission support.
Pack-up File (PUF)	Contains a record for each defined pack-up item. Applicable to USID C and M activities.
Pack-up Item File (PUI)	Contains a record for each stock number within each pack-up. Applicable to USID C and M activities.
Packaging	The cleaning, preserving, packaging, packing, and marking required to protect items during every phase of shipment, handling, and storage.
Part	One piece or two or more pieces joined together which are not normally subject to disassembly without destruction of the designed use (e.g., outer front wheel bearing of 3/4 ton truck, electron tube, composition resistor, screw, gear, mica capacitor, audio transformer).
Part Number (P/N)	Identification number assigned to an item by the manufacturer. When used with a CAGE code it identifies the item. It is used along with other technical data (e.g., model, series, manufacturer of next higher unit, end-use application, etc.) to requisition an item when no stock number is assigned.
Partial Mission Capable Supply (PMCS)	Materiel condition of an aircraft that can perform at least one but not all of its missions because maintenance required to correct the discrepancy cannot continue due to a supply shortage.
Passing Action	Forwarding of materiel demands from one supply source to another supply source.
Passing Order	An order used to pass an erroneously routed requisition to the appropriate depot or

	distribution point, and to pass a requisition from one distribution system to another.
Peacetime Operating Stock (POS)	Items which have a relatively high issue rate, normally, two or more demands in a period of six months and continue to have at least one demand every six months thereafter (equivalent to criteria for SIM items in non-automated ships). The POS quantity of a POS item is that portion of the requisitioning objective which supplements the allowance and/or load list quantity; if a POS item is not an allowance or load list item, the entire quantity of the requisitioning objective is considered to be POS. Semiannual review of stock records for POS items is required for recomputation of requisitioning objectives. POS is synonymous with DBI.
Pending Credit File (PCF)	A cumulative report as part of the DI 100 which reflects issue reversals. Credit listed on the report will be shown on a subsequent DL received by the MALS.
Pending Data Entry File (PDEF)	A file established for the placement of supply documentation during those periods when computer access is not possible.
Percentage Report AVCAL/COSAL	Produces an Aviation Consolidation Allowance List (AVCAL) or Coordinated Shipboard Allowance List (COSAL) percentage or analysis report (but not both at the same time). These reports help to determine fleet materiel requirements and additive levels of supply, distribution of fleet materiel assets, and shipboard endurance levels.
Permanent Navy Item Control Number (PNICN)	Assigned by ICPs or other Navy item managers to identify and monitor certain non-NSN items which are not expected to produce enough demand to qualify for assignment of an NIIN. It is a 13-character alphabetic numeric designation with an LL in the fifth and sixth positions and FSC other than 0099 or the actual FSC.
Piece Parts	Piece parts required for 2M repairs have been formalized into APLs for each ship class (either as I-Level or as O-Level) having 2M repair capability. NAVSEASYSCOM has funded piece parts and Fleet deployment of an assembled 2M piece part cabinet (OSI) for I-Level only, O-Level support is provided via the ASI process for items to be coded as SRI allowances. 2M support AEL piece parts will be taken up as shipboard allowed items on allowance documents and stock records. Additionally augmented APLs have been developed as more gold disks have become available. Currently these APLs are supported via the ASI process and will continue to be updated via the ASI process as the number of gold disks continues to increase. All of the allowances from the

	augmented APLs are coded as SRI for both levels (I and O) of maintenance
Pilferable Items	Materiel especially vulnerable to theft due to its' ready resale value or application for personal use.
Pipeline	A full pipeline is defined as a sufficient quantity of assets, on hand or on order, to meet forecasted demands through a period equal to the procurement lead time plus the safety level and protectable mobilization reserve assets of the LIM, if applicable.
Plan Of Action and Milestone (POA&M)	A document that identifies actions or tasks in the specific order needed to accomplish an objective. This document assigns to each action the office responsible and the start and completion date for each action.
Planned Maintenance System (PMS)	Identifies planned maintenance to be performed on equipment, procedures to be followed, and tools, parts, materiels, and test equipment required to perform planned maintenance.
Planned Maintenance System Feed Back Report (PMSFBR)	Used by fleet personnel to notify the Naval Sea Support Centers or TYCOM, on discrepancies relating to PMS.
Pre-expended Bin (PEB) File	Used to record pre-expended bin high and low limits for each PEB item within each established PEB site. Also a cross-reference for PEB item number to stock number.
Pre-Expended Bin (PEB)	A self-service storage area stocked with low cost, high usage, maintenance related items which have been expended from stock to department work centers. The criteria for determining PEB items are listed in NAVSUP P-485, volume I, paragraph 6105.
Pre-Positioned War Reserve Stock (PWRS)	The term “PWRS”, as defined in the Dictionary of United States Military Terms for Joint Usage, Joint Chiefs of Staff (JCS) Pub. 1, is the quantity of an item acquired and positioned against a pre-positioned war reserve requirement, i.e., materiel which strategic plans dictate be positioned prior to hostilities at or near the point of planned use or issue to the user, to ensure timely support of a specific project or designated force during the initial phase of war, pending arrival of replenishment shipments.
Precious Metals Indicator (PMI)	A one-position alphabetic-numeric code identifying the type and content value of precious metal contained in a certain item. These codes are listed in NAVSUP P-485, volume II, appendix 8, part K.
Preliminary Research	An investigation of potential discrepancies or pre-adjustment research which involves the

	consideration of recent transactions, unposted or rejected documentation, search of adjacent or temporary location areas, and verification of cataloging data to determine the correct balance. Preliminary research ends when the physical balance has been verified and the physical inventory adjustment quantity determined.
Preventive Maintenance (PM)	The care and servicing needed to maintain equipment and facilities in satisfactory operating condition by providing for systematic inspection, detection, and correction of failures either before they occur or before they develop into major defects.
Primary/Secondary Indicator (PSIND)	Indicates the level of substitute compatibility. (i.e., P = primary, S = secondary, I = interchangeable, N = not carried).
Priority Designator (PD)	The priority designator (01-15) expresses the relationship between the requisitioner assigned force/activity designator and his selected urgency of need designator, and determines the time frame within which the requisition will be processed (NAVSUP P-485, volume I, paragraph 3019).
Procurement	The act of obtaining materiels or services either through the supply system or via open purchase.
Procurement Item Identification Number (PIIN)	A 13-position number used by the ICP to identify contracts for procurement items (i.e., N00612-87-Y-0001).
Procurement Lead-time	The interval in months between the initiation of procurement action and receipt into the supply system of a production model, excluding prototypes, purchased as the result of such actions.
Product Quality Deficiency	A defect or non-conforming condition detected on new or newly reworked products, premature equipment failures, and products in use that do not fulfill their intended use, operation, or service due to deficiencies in design, specification, materiel, manufacturing, and workmanship.
Progressive Depot Level Repairables (PDLR)	DLRs that are repaired or tested and checked at the intermediate maintenance level in accordance with the FEDLOG repair maintenance code, but that must be repaired and condemned at the depot maintenance level in accordance with the FEDLOG recoverability code if they cannot be repaired at the intermediate level.
Project Code	A three character code assigned to identify projects of a special program nature for recognition throughout any distribution system. General usage project codes (group 1), which

	comprise most of the project codes normally used by Navy ships, identify the type of activity or weapons system and the purpose for which the materiel is being procured (NAVSUP P-485, volume II, appendix 6).
Proof of Delivery (POD)	Documentation which has been signed by the requisitioner is commonly referred to as the "Proof of Delivery" copy.
Provision Item File (PIF)	A cross-reference record used to relate the provision item number to the National Item Identification Number (NIIN).
Provisioning	The process of: (1) Accomplishing technical planning necessary to establish item support plan, piece by piece, assembly by assembly; (2) Establishing the minimum levels responsible for repair; (3) Identifying the kind and type of support equipment requirements, handbooks, manuals, and other maintenance publications; (4) Determining the basic factory and field training requirements and; (5) Providing for the establishment of inventory management records.
Purpose Code	Provides the owner of materiel with a means of identifying the purpose or reason for which an inventory balance is reserved.

-Q-

Quality Assurance (QA)	A planned, systematic pattern of all actions necessary to provide adequate confidence that the item or product conforms to established technical requirements.
Quantity Deficiency Report (QDR)	Used to report quality deficient materiel to activities responsible for the design, development, purchasing, supply, maintenance, and contract administration so that the cause of the deficiency can be determined, deficiencies can be corrected, and action to prevent recurrence can be initiated.
Quarterly Asset Report	Produced through the batch processing method. The computer reads various data elements on all BMF records for the user's USID except those having local stock numbers and COGs 9 for retail stock, 01 and 1I forms and printed matter, and 1Q

	ship's store and commissary stock; then, it generates a status report. AT Code 2 items are included in this report. The computer program formats the extracted information and writes the record to tape.
Query	A query allows a user to see specific records in a particular file without changing the records.
Quicktrans	A scheduled cargo airlift system utilizing commercial air carriers under contract to the U.S. Navy.

-R-

Random (Statistical) Sampling Inventory in Automated Ships	An acceptable method of determining the current inventory accuracy level and whether there is a need for a total item count. It is considered to be part of the annual scheduled inventory program and a measure of the stock record accuracy for a segment of materiel based on the physical count of a specified number of randomly selected items within the segment.
Range	The number of different line items stocked. To increase the stock range is to add new line items to stock.
Ready For Issue (RFI)	Materiel or equipment which does not require any rework, replacement of overage parts, or other than routine installation condition verification prior to use. RFI items are not necessarily new or like new but are functionally reliable and meet applicable performance specifications.
Ready Service Spares (RSS)	Formerly repair parts and spares which were designated by Hardware Systems Commands (HSCs) during Maintenance Engineering Analysis (MEA) to be stored in or near certain equipment’s for troubleshooting and for effecting rapid equipment/system repairs. RSS, as an additional layer of shipboard inventory, has been eliminated; however, RSS is identified on the APL (Allowance Note Code 6) and will be included as a Storeroom Item (SRI) if the NSN has a valid storeroom allowance
Real Time	As related to SUADPS-RT, a system that provides electronic exchange of data with NALCOMIS.
Receipt	Documented acknowledgment of physical receipt/stowage of materiel onboard.
Receipt-in-Process (RIP)	Used to prepost stock receipt documents. This DI will not complete the outstanding requisition record, perform any financial functions, or post any quantity to the BMF on-hand quantity; however, if the receipt is not processed within XX days, the computer will generate a follow-up

	listing for research based upon the parameters set by the user in the Delayed Receipt Report.
Reconciliation (RECON)	An effort between two or more activities, units, or work centers to bring a common file into agreement, such as a PMO RECON where outstanding requisitions are validated between the tender and PMOLANT, Charleston or Report 21 RECONs where manual OPTAR logs are balanced against the SUADPS financial statements (Report 21).
Record Identification Number (RIN)	A machine-assigned number to identify a specific entry in the APL/AEL record in the Weapons System File (WSF). It is used by WSF programs to store, retrieve, and report automated information.
Recoverability Code (RC)	The RC is the third position of the maintenance code, indicating the lowest level authorized to condemn and dispose of an item. The various RCs are listed in NAVSUP P-719, chapter 5.
Recurring Demand	A demand to replenish materiel utilized on a day to day basis.
Redistributable Assets on Order (RAO)	All on order assets above the Requisitioning Objective (RO), when total assets (which include dues) have caused an item to be in a Redistributable-assets-on-board position. Previously known as Unauthorized On Order (UOO).
Redistributable Assets Onboard (RAB)	The level of stock on hand which exceeds the sum of the Ships Authorized Levels (SAL) and the Authorized Retention (AR). AT Code 6 assets are by definition RAB. Also known as Unauthorized Long Supply (ULS).
Redistribution	The act of effecting transfer in control, use, or location of materiel between units or activities within or among the military services and other federal agencies.
Refer	Requisition has been referred to another supply activity.
Reference Number	Any number other than the current stock number, or circuit symbol in electronic equipment’s, that is used to identify a part. The most important reference numbers are manufacturer’s part numbers. Superseded stock numbers are also a type of reference number. Reference numbers are used in FEDLOG and COSAL to determine the NSN.
Referral Order	An order used between depots, supply centers, inventory managers, or other managers in an established supply distribution system for the purpose of passing correctly routed requisitions for continued supply action when the initial activity cannot fill the demand. When a not carried item is referred to another Navy source (including bounce backs of ICP

	referrals/redistribution orders) the referring activity will insert an "N" in cc 77 in addition to structuring the referral in the normal manner. This will permit proper demand recording and creation of audit trails.
Regular Allotment	A method used by project managers to grant obligational authority to accountable authorities. These three-digit numbers are assigned by NAVSUP and used as the last three digits of the Bureau Control Number.
Reimbursable OPTAR	Separate OPTAR granted to an activity specifically to perform work or provide services.
Reject Reason or Reason Codes (RC)	A code used in the DLR carcass tracking system to relay messages between the ICP and user activities about the disposition of NRFI carcasses. These codes will appear on document identifiers BK1, BK2, and BK3.
Reliability	The probability that an item will perform its intended function for a specific interval under stated conditions.
Remote Expeditionary Support Package	Deployment support package containing the FISP plus selected I level repair capabilities and associated support items.
Remain-in-Place (RIP)	An MTR item that cannot be removed from the equipment in which it is installed until the new item is received. Removal of the old item earlier will cause a system failure.
Reorder Point (RP)	The stock position which signals the need to initiate replenishment action; it includes the sum of stocks represented by the safety level and the order and shipping time. (Equivalent to “low limit”).
Repair Part	Any item, including modules and consumable type materiels, which has an equipment application and appears in an APL, SNSL, ISL, AVCAL, Naval Ship Systems Command drawing, or a manufacturer’s handbook. Section A of Part III of the COSAL (SNSL of Storeroom Items) lists repair parts and equipment related consumables normally stocked by the supply department. Any item in Section A is considered, by definition, a repair part.
Repairable	A component, module, assembly, subassembly or equipment determined by the inventory manager to be economically repairable when it becomes unserviceable. A repairable is identified as a MTR which consists of AVDLAR, DLR, PDLR or as FLR. A MTR is identified by Materiel Control Codes (MCC) E, G, H, Q, or X. An FLR is identified by MCC D. A repairable is sent to a DSP/DOP indicated in FEDLOG for repair or

	disposed of in accordance with FEDLOG when it cannot be repaired locally.
Repairable Identification Code (RIC)	A numeric code (APL, AEL, or field change numbers) for electronic materiel similar to APLs and AELs for hull, mechanical, electrical, and ordnance items.
Repairable Item Code (RIC)	File Cross-reference of repairable identification code numbers to corresponding stock numbers.
Repairables Tracking File (RTF)	Contains records of items that are to be carcass tracked. Records will stay on file for 2 years after completion date.
Replacement Item	A different item supplied as a spare or repair part in place of the originally used part. Replacement items are not necessarily interchangeable with the items they replace; they may be of better quality or may have greater capacity than the items replaced. Replacement items are not substitutes because they are supplied on a continuing basis.
Report Of Discrepancy (ROD) Standard Form 364.	Used to report shipping or packaging discrepancies attributable to or the responsibility of the shipper (including contractors, manufacturers, or vendors). This form is prepared by the receiving activity.
Reporting Activity	A service activity which has reported materiel to an ICP/IMM.
Request For Improvement In Estimated Shipping Date (ESD)	A follow-up inquiry requesting supply action to improve the estimated shipping date contained in previously furnished supply status documents.
Required Delivery Date (RDD)	The specific Julian date (other than the priority delivery date) when the materiel is required by the requisitioner.
Requirement	A request for materiel or services submitted to the supply department for supply action. A requirement is also prepared by the supply department for stock replenishment.
Requisition	The document submitted to a supply source to obtain materiel. Requisitions may be transmitted by message, telephone, or radio when time is of the essence. Such requisitions will be relayed in the same coded format as that specified for message requisitions. Written confirmation of receipt of these requisitions is not required and will not be forwarded.
Requisitioner	Any Navy activity, afloat or ashore, with a unit identification code assigned in the Navy Comptroller Manual, volume 2, chapter 5, requisitioning materiel from a supply source.
Requisitioning Objective (RO)	The maximum quantity of materiel to be maintained on hand and on order to sustain current

	operations; it includes the sum of stocks represented by operating level, safety level, and order and shipping time (equivalent to “high limit”).
Rescreen	The act of checking stock on hand posture for NSN's of requisitions previously declared Not in Stock. This is normally accomplished by use of a DI 071 (Outstanding DTO with On Hand Quantity Report) listing generated by R-Supply upon request. It can also be accomplished by use of spot inventories.
Resolved Discrepancy	If through preliminary or causative research, it is determined that a discrepancy is due to a transaction error or omission, the proper accounting adjustment will be made to correct the stock or custody records. No survey action (DD Form 200) is required.
Responsibility Center	Command designated to receive and administer an operating budget. A Type Commander is designated as a responsibility center.
Responsible Officer	An individual appointed by proper authority to exercise custody, care, and safekeeping of property entrusted to that individual’s possession or supervision. This may include financial liability for losses occurring because of failure to exercise this obligation. For supply system stock held in SAC 207, the Supply Officer is normally assigned this responsibility.
Retention Limit	The maximum quantity of an item authorized to be retained on board. The retention limit consists of the allowance and/or load list quantity (or the requisitioning objective for demand-based items), plus the economic retention quantity as authorized in COMLANTFLTINST 4440.5 (series) or COMPACFLTINST 4440.3 (series).
Retrograde	Any movement of materiel from the forward theater which is being returned to rear supply or maintenance echelons.
Reversal	The act of backing out or adjusting a previous transaction that was processed erroneously.
Revolving Fund	A fund established to carry out a cycle of operations. Such a fund is replenished by earnings or is reimbursed by collections or by charges to other appropriations for such items as commodities furnished or services rendered. The NWCF is a revolving fund.
Reworked Materiel	Materiel which has been overhauled, repaired, rebuilt, reworked or modified by a commercial or Government facility and proven during actual system operation. Such materiel will be

	considered newly repaired until it has been proven during actual system operation.
Routing Identifier	A three-character code used to identify the intended recipient of a supply document. Also, it may indicate the originator of status or the actual consignor of materiel when used in upper line print positions 4-6 or in lower line print positions 8-10 respectively of status documents (NAVSUP P-485, volume II, appendix 7).

-S-

Safety Level	The quantity of materiel, in addition to the operating level, required to be on hand to permit continuous operations in the event of interruption of normal replenishment or unpredictable fluctuations in issue demand.
Scheduled	Periodic prescribed inspection/servicing of equipment, done on a Maintenance calendar, mileage, or hours of operation basis.
Security	The protection against unauthorized disclosure, transfer, modification, or destruction, whether accidental or intentional.
Sensitive Items	Materiel that requires a high degree of protection and control due to statutory requirements or regulations, such as: narcotics and drug abuse items; precious metals; items that are of high value, highly technical or of a hazardous nature; and small arms, ammunition, explosives and demolition materiel.
Service Application Code (SAC)	A variable 5-10-digit code used by NAVICP MECH to enter into the WSF, the service application of an equipment/component.
Service Designator Code	A single character code that identifies a service or element of a service. The letters R, V, and N have been established to provide identification of naval requisitioning activities. (e.g., R-Pacific Fleet, V-Atlantic Fleet, N-activities other than Pacific and Atlantic Fleet).
Service Life	The time period during which the item can be maintained in service without replacement.
Service Life Extension Program (SLEP)	The restoration/replacement of a primary aircraft/ship structure which has reached its life limit. SLEP is performed for the express purpose of establishing an increased service life.
Serviceable	The condition of an end-item in which all requirements for repair, bench check, overhaul, or modification, as applicable, have been accomplished, making it capable of performing the

	function or requirements for which originally designed. When appearance is not a primary consideration, and the condition of the item meets all safety and performance requirements, it will be processed as serviceable.
Services	Non-materiel requirements such as equipment rental, commercial telephone, ferry tickets, or similar services authorized by proper authority.
SERVMART	A self-service store which is operated by an ashore supply activity to provide a ready supply of relatively low-cost items frequently required by customers in the area.
Shelf Life Action Code (SLAC)	A two-character code assigned to a shelf-life item to indicate specific inspections, tests, or restorative actions to be taken when the item reaches its storage shelf-life and the extension time of the shelf-life following such action (NAVSUP P-485, volume II, appendix 9, part P).
Shelf Life Code (SLC)	A one-character alphabetic or numeric code which identifies the shelf-life of materiel. Alphabetic codes (Type I) apply to items whose shelf-life cannot be extended. Numeric codes (Type II) apply to items whose shelf-life can be extended (NAVSUP P-485, volume II, appendix 9, part Q).
Shelf-Life Item	An item possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure that it will perform satisfactorily in service.
Ship Authorized Levels (SAL)	The maximum value of stock authorized for an activity. For a non-POS, the SAL is equal to the Requisitioning Objective (RO); for a POS, the SAL is computed by multiplying the Requisitioning Objective (RO) minus the Order and Shipping Time (OST) quantity by the unit price of the materiel.
Ship Equipment Configuration Accounting System (SECAS)	The recording and reporting of the information that is needed to manage configuration identification and the status of changes to configuration. It is the central authority within the Navy for integrated ship configuration in addition to a wide range of installed shore equipment.
Shipboard Non-Tactical ADP Program (SNAP)	A system designed to replace manual efforts, through automation, in the areas of supply, OPTAR accounting, maintenance management, and administration. SNAP I is the Honeywell DPS-6 computer equipment normally installed on large ships, SIMA's, and Marine Aircraft Groups. SNAP II is general purpose, commercial equipment normally installed on small surface ships and submarines.
Shipment Status	Consists of advice of shipment, including the estimated shipment date or the date shipped, the

	transportation control number (TCN) or bill of lading number, parcel post registration number, when applicable, the mode of shipment, and the port of embarkation (overseas) or date available for shipment in the United States excluding Alaska and Hawaii.
Shipping Activity	A service/agency activity that originates shipments and plans, assembles, consolidates, documents, and arranges for movement of materiel.
Ships and MALS Automated Reconciliation Tracking System (SMARTS)	The purpose of SMARTS is to automate the processing of DL and the OVR.
Ship's Configuration and Logistic Support Index (SCLSI)	Designed to provide the ship's crew and other users with a convenient index of the ship's equipment.
Shortage	When the quantity received is less than that ordered or shown on the shipping document. A shipping-type shortage is not evident on delivery but is received but is discovered when the item of freight as described on the transportation document is opened and checked.
Signal Code	Designates the fields (card columns) which contain the intended consignee (ship to) and the activity (bill to) to receive the bills and effect payment, when applicable. The "Bill to" activity for intra-Navy transactions also may indicate the chargeable or accountable activity. All requisitions and documents resulting there from will contain the appropriate signal code (NAVSUP P-485, volume II, appendix 8, part I).
Source Code	These codes appear on APLs/AELs. See NAVSUP P-719, chapter 5 for a complete listing of source codes. Source codes consist of two digits which indicate the source of an item required for the maintenance, repair, or overhaul of an equipment. Specifically, the code indicates whether the part is to be procured and carried in the supply system; not to be carried in the supply system but to be procured on demand; to be manufactured; to be obtained from salvage; to be assembled using component parts; not to be replaced since installation of next higher assembly is more practicable; or not to be replaced due to impracticality of replacement in that the failure or damage of part indicates a requirement for a complete overhaul or scrapping of the assembly or equipment.
Source Document	An original document which is used to enter data into a computer system.
Special Accounting Class (SAC) 207	A segment of the Navy Stock Account (NSA) which identifies materiel carried onboard tenders, repair ships, combat stores ships, aircraft

	carriers, amphibious assault ships, and at Marine Aviation Logistics Squadrons (MALS).
Special Maintenance Qualification (SMQ)	A security code that indicates authorization to use a particular conversation. SMQ's are assigned to individual personnel in NALCOMIS. For example, a CDI has an SMQ that allows him to perform the CDI approval conversation.
Special Materiel Content Code (SMCC)	A single-digit alphabetic code which indicates that an item must be specially handled and/or safeguarded (NAVSUP P-485, volume II, appendix 9, part T).
Special Materiel Identification Code (SMIC)	A two-position alphabetic or alphabetic-numeric code assigned by NAVSUP to certain items which require a source of quality control; technical design or configuration control; and special controls for procurement, receipt, inspection, test, or storage.
Standard Delivery Date (SDD)	The latest date by which the supply system normally is expected to process a requisition and to affect delivery of materiel to a requisitioner.
Standard Form 364 (Report of Discrepancy)	Item and packaging discrepancies will be reported on a Standard Form 364.
Standard Item	Materiel, parts, components, subassemblies, or equipment identified or described in military or approved federal and industry standards.
Standard Unit Price	The price a customer is charged for a DLR when there is no NRFI turn-in.
Status Codes	Two character alphabetic-alphabetic or alphabetic-numeric codes which are used by inventory managers or supply sources to advise the requisitioner, consignee, or designated monitoring activity of the status of requisitions (NAVSUP P-485, volume II, appendix 2).
Stock	Any consumable or repair part, which is stored in a storeroom or space under the control and responsibility of the Supply Officer.
Stock Control Activity (SCA)	The organization that is assigned responsibility for maintaining inventory data on the quantity, ownership/purpose, condition, and location of materiel due in, on hand, and backordered, to determine availability of materiel for issue and to facilitate distribution and management of materiel.
Stock In Transit (SIT)	Navy-owned materiel transferred between two custodial units.
Stock Unit	The smallest quantity of a stock item that can be issued.

Stockage Objective	The maximum quantity of materiel to be maintained on hand to sustain current operations; it includes the sum of stocks represented by the operating level and the safety level.
Storage Activity	The organization that is assigned responsibility for the physical handling of materiel, incident to receipt storage, selection, and shipment.
Storeroom	A secure stowage space of various sizes, shapes, or locations designed to store all stock materiel carried on the BMF.
Storeroom Action Listing (SAL)	A five part listing produced as a result of change notice processing. This listing reflects NSN changes, Unit of Issue changes, Shelf Life Action code changes, and Exhaust/Delete/Supersede/Condemned Stock. Also, output as part of the Delayed Receipt Report (DI 094). This listing displays all receipts in process (DI X72) without a corresponding DI X71.
Stores Account Materiel Management Afloat/Shipboard Authorized Levels (SAMMA/SAL)	Designed to provide management personnel at the shipboard and TYCOM levels with summary and dollar value information regarding a ship's total inventory.
Stow	The act of physically storing materiel properly so that it is protected from loss or damage, as well as ensuring it will not cause any hazard to storeroom personnel.
Streamlined Automated Logistics Tool Set (SALTS)	A program used for passing information from one activity to another.
Subassembly	Two or more parts which form a portion of an assembly or a unit replaceable as a whole, but having a part or parts which are individually replaceable (e.g., gun mount stand, window sash, recoil mechanism, floating piston, terminal board with mounted parts).
Sub-Category (SCAT) (electronics)	A four-digit numeric code used to identify a range of measurement requirements by functional category for Portable Electrical/Electronic Test Equipment (PEETE).
Substitute	An item authorized for one time use in place of another item, based on a specific application and request. Equivalent or interchangeable items are not included in the term “substitute items”. No substitute will be used that might adversely affect any one of the following: a. Safety of flight (considering all primary structure and equipment) b. Efficient functioning of performance of any aircraft, engine, accessory, or equipment

c. Manufacturer’s guarantee or warranty

d. Delicate sensitive, or critical assemblies, or those subject to environmental condition, high speed, or high loads

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

Supply Applications Administrator (SAA)	The SSA is an R-Supply/Optimized NALCOMIS knowledgeable person who controls system access and report generations for the Supply Department. Refer to chapter 4, section 3 of this Manual for a list of all responsibilities.
Suffix Code	A single character code that relates and identifies supply transactions for partial quantities to the original requisition or transaction without duplicating or causing loss of identity of the original document number (NAVSUP P-485, volume II, appendix 8, part F).
Summaries	Expenditure documents sent by other supply activities to DFAS to match against the ship's receipts reported as FIR Codes F4 and F5.
Summary	A bill for materiel transferred to an activity that performs NWCF accounting such as an OSO activity or Fleet and Industrial Supply Center.
Summary of Effective APLs/AELs (SOEAPL)	A numerical sequence listing, by identification number of APLs/AELs that have repair part support and ACLs with accessories.
Supply Assist	When follow-ups do not render adequate status from the supply system, a supply assist can be submitted via DOD FedMall to the activity/item manager. Additional Process for Repairables (DLR’s) – Send Item Managers an email and utilize the IWST when applicable.
Supplementary Address	Used by the requisitioner to designate another activity by its unit identification code for such purposes as "Ship to" or "Bill to" if either shipment or billing is to other than the requisitioner. When a UIC is not required in this field, the requisitioner may use it for local information by entering the letter Y in card column 45.
Supply Source Code	An alphabetic code which identifies the basis or means of materiel availability at the time an item is requested, or a numeric code which identifies previously issued materiel that is returned to the supply department in RFI

	condition (NAVSUP P-485, volume II, appendix 9, part B).
Support Equipment	Equipment such as test equipment, fixtures, hand tools, etc., required for the maintenance, assembly, disassembly, overhaul, repair, and test or check of the end item.
Support Equipment Resources Management Information System (SERMIS)	A collection of technical and cataloging data identifying support equipment end items required for O, I and D level aircraft maintenance.
Supported Unit	Any unit whose financial records are maintained on the same R-Supply database as the host MALS.
Survey	A procedure for determining the cause of gains, losses, or damage to Navy property, establishing personal responsibility (if any), and documenting necessary inventory adjustments to stock records.
Survey Integrity Verification File (SIVF)	This file contains a copy of all surveys pending verification of processing against the Report 34. EUB will ensure that the total money value on Report 34 matches the total money value of all surveys in the SIVF.
Survey Officer	An individual who is appointed in writing by the approving official to conduct a survey when personal responsibility is suspected for lost government property. Individuals so appointed will not be accountable or responsible for or in any way directly interested in the property being surveyed. The individual must be a commissioned officer, a warrant officer, an enlisted member in grades E-7, E-8, or E-9, or a civilian employee GS-09 or above. The appointing official may act as the survey officer. The Commanding Officer will appoint the survey officer on all adjustments of classified or sensitive items, as well as on all cases where personal responsibility is evident.

-T-

Table of Basic Allowance (TBA)	Lists the shop equipment’s and maintenance materiels required for the performance of specific missions. They also include allowances of tools and materiels required for use by such activities as Fleet Marine Force squadrons, and Navy Tactical Control squadrons.
Tailored Outfitting List (TOL)	An automatic test equipment (ATE) user allowance list, which is tailored for each aviation training activity and intermediate and depot (D) level maintenance activity.

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

	MCN's. Transposition may be recommended by the IMA but it is accomplished by AWPB.
Transshipment	A transfer of materiel from one place to another for further shipment or delivery.
Turnaround Time (TAT)	The interval between the time a repairable item is removed from use and the time it is available for reissue in a serviceable condition.
Type/Model/Series (T/M/S)	Refers to the Type/Model/Series of aircraft.
Type Equipment Code (TEC)	A four-character code which uniquely identifies type, model, and series for an aircraft and the major system for some type of ground support equipment (OPNAVINST 4790.2).
Type Equipment Code (TEC)	File Contains supply type equipment codes and type equipment code indicators. This table contains the valid TECs for which the user might issue materiel.

-U-

Unfilled Order Listing (UOL)	A listing of all unfilled orders (COG 99 transactions only) in the FFSF files over 120 days old which have not matched related expenditure documents, and which have not been canceled. It also consists of end-use transactions (i.e., COG 99/services) for which no matching bill has been processed for 120 days and FFSF holds the requisition outstanding.
Uniform Materiel Movement and Issue Priority System (UMMIPS)	A performance report which indicates the number and percentage of requisitions introduced into the Supply System by Urgency of Need Designator (UND) since the last report. Its purpose is to show what percentage of an activity's requirements is high priority versus routine.
Uniform System Identification Code (USID)	Used to identify a particular type of activity: A = AFS/T-AFS C = CV/CVN/LPH/LHA/LHD M = MALS Units T = AD/AR/AS/SIMA
Unit	An assembly or any combination of parts, subassemblies, and assemblies mounted together, normally capable of independent operation in a variety of situations (e.g., hydraulic jack, electric motor, electronic power supply, internal combustion engine, electric generator, radio receiver). The size of an item is a consideration in some cases. An electric motor for a clock may be considered as a unit, since it is not normally subject to disassembly.

Unit Identification Code (UIC)	A five-digit code assigned by the Navy Accounting and Finance Center (NAFC-624), Washington, DC, to identify a specific Navy activity for supply and accounting purposes. Unit identification codes and related information are listed in the Navy Comptroller Manual, volume 2, chapter 5. The unit identification code is normally preceded by a one-digit service designator code R, V, or N, as appropriate.
Unit of Issue (UI)	A two-digit abbreviation used throughout the Navy for requesting, issuing, and recording all materiel in the Navy Supply System. The plural of the abbreviation will be the same as the singular (NAVSUP P-485, volume II, appendix 19).
Unit Price (UP)	The cost of an item per unit of issue.
Unmatched Expenditure	Expenditures of materiel by public voucher, OSO transfer, or billing for which the unit has not reported receipt to DFAS.
Unmatched Expenditure Processing Program (UNMEX)	Monthly, DFAS will forward an unmatched expenditure tape to an activity. A tape record for each unmatched and partially matched expenditure document on file is provided for the ship and supported units, if applicable. The UNMEX programs compare the DFAS unmatched expenditure tape against the current BRF/RSF/RHF and output listings and skeletonized documents to help resolve differences and/or post adjustments.
Unmatched Receipt	Receipt reported by the unit for which a billing or summary has not been received by DFAS.
Unresolved Discrepancy	An unresolved discrepancy exists when an imbalance still exists between the BMF or MRF record and the physical status of materiels in storage after preliminary and causative research are completed, and no evidence of erroneous or omitted transactions is found. Records must be reconciled to agree with on-hand balances.
Urgency of Need Designator (UND)	Provides specific information to all levels of management as to the importance of the requirement for materiel requisitioned in the supply system. This requirement is assigned a priority depending on the urgency of the requirement.
Usage Data	Past usage figures showing the rate of issue for specific items of stock.
Utility Program	A specialized program performing a frequently required everyday task (e.g., sorting, report generation, file updating, file dump, and backup).

-V-

Vendor	A company that supplies materiel or services.

-W-

Warehouse Refusal	When there is not enough materiel available to fill a customer's requisition although the stock record shows the materiel is on hand.
Wash Through	The process of an immediate receipt and transaction offsetting expenditure processing through SAC 207 accounts to OPTAR accounts when a DTO receipt is processed.
Weapons System Designator Code	A code identifying the type and model of aircraft (NAVSUP P-485, volume II, appendix 24).
Weapons System File (WSF)	A computerized data base maintained by NAVICP MECH which contains configuration data as well as piece parts data for Navy systems.
Work Center Code (WCC)	A code used to identify an organizational subdivision (CNAFINST 4790.2_, appendix A).

APPENDIX AH
BASIC ADHOC AND SQL

1. Purpose. This appendix provides amplified instructions on how to create ADHOCs and SQLs. Ability to create ADHOC/SQL gives the user the ability to create tailored reports or data analysis with specific criteria.

2. Background. An ADHOC is a Graphical User Interface (GUI) client/server Utility Application in the Optimized NTCSS environment, which enables users to create customized queries to meet specific requirements. A user can select specific data elements from the application database tables to create a query. Criteria can be established for the data elements to include calculation performance, ability to sort and group items, as well as specify print formats. ADHOC also enables a user to perform analysis on data currently maintained in the database tables. The user can manually create and print graphs by using values not related to the database.

a. Pros and Cons

(1) Pros. Available on multiple subsystems. Predecessors were only available on Supply Sub-System. Table joining links data elements between tables with similar data fields. Access not limited to just the SAA; users can run their own reports without waiting on them to be released. There are multiple file formats available for saving data.

(2) Cons. Limited to accessing data from single database. Although option to match external files is available, utility is slow & not user friendly. Exporting of data does not retain modified format characteristics. Output size is limited to retrieve only 100K rows/lines of data.

b. Database Basics. A large collection of data organized especially for rapid search and retrieval (as by a computer). A container (usually a file or set of files) to store organized data. The database name for R-Supply is "SUPPLY". The database name for Opt IMA NALCOMIS is "P2DB".

(1) Tables. A systematic arrangement of data, within the database, usually in rows and columns for ready reference. A structured file that stores data of a specific type. A table might contain a list of part numbers, stock numbers, or any other list of information.

(2) Columns. Tables are made up of one or more columns. Columns contain a particular piece of information within a table. It is a single field in a table.

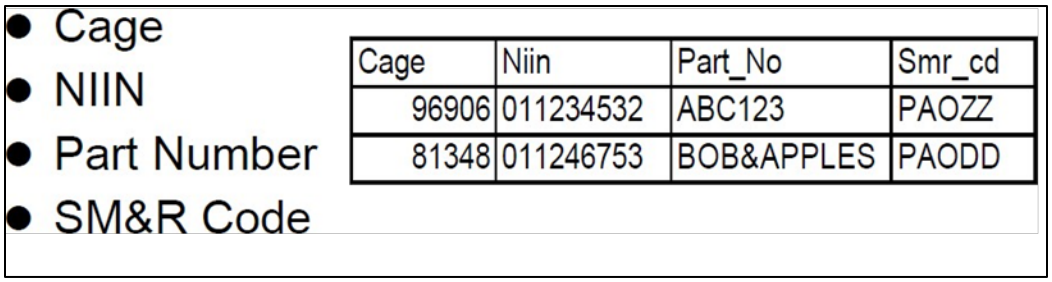


Figure AH-1.--Column Example.

(3) Rows. A row is a record in a table.

(4) NTCSS Data Type. Every table column has an associated data type. Restricts (or allows) specific data in that column.

(5) Data Type Examples. Every table column has an associated data type. Restricts (or allows) specific data in that column.

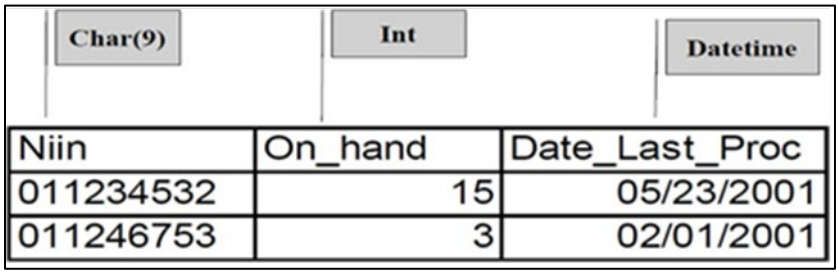
(a) Int – Integer, has a range of -2,147,483,648 to +2,147,483,647.

(b) Numeric (p,s) - Exact numeric values have specified degrees of precision (p) and scale (s)

(c) Char (n) - A character string that can have 1 to 255 letters, symbols, and numbers.

(d) Money - MONEY data can range from -922,337,203,685,477.5808 to 922,337,203,685,477.5807.

(e) DateTime - Values can range from January 1, 1753 to December 31, 9999.



Niin	On_hand	Date_Last_Proc
011234532	15	05/23/2001
011246753	3	02/01/2001

Figure AH-2.--Data Type Example.

(6) Keys. There are two types of keys.

(a) Primary - A column (or set of columns) whose values uniquely identify every row in a table.

(b) Foreign - A column in a table whose values must be listed as a primary key in another table.

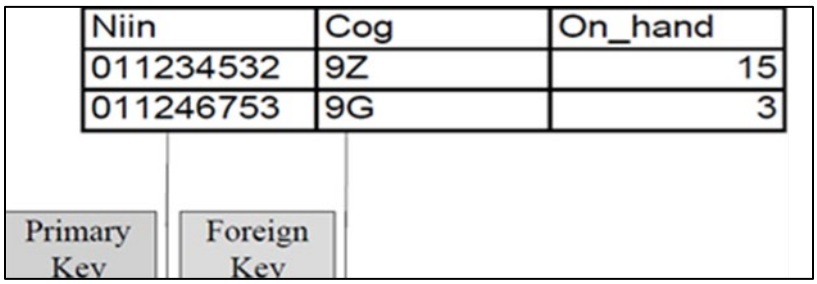


Figure AH-3.--Key Example.

(7) Before you start. It is best to identify what you hope to obtain from this data pull. Formulate in your mind (or on paper) the results you desire. Ask some basic questions like; What table(s) will you need to

use? What fields/columns from the table(s) do you want displayed? What scope or selection criteria will you need? Do you want the output data sorted? What about calculation?

SAMPLE ADHOC QUERY FORMULATION FORM
QUERY REQUEST: List of all allowance type code 9 records that have a total on-hand quantity.
TABLES:
COLUMNS:
CRITERIA:
CALCULATIONS:
SORT:
GROUPING:
OTHER INSTRUCTIONS:

Figure AH-4.--ADHOC Query Formulation Form.

3. Structured Query Language (SQL) Overview. Pronounced as the letters S-Q-L or as sequel. Designed specifically for organizing, managing, and retrieving data stored in databases. Not a proprietary language. Used by individual database vendors (i.e., Oracle, Sybase, MS Server, etc.). Easy to learn. Despite the apparent simplicity, SQL is actually a very powerful language. Need a (DBMS) Database Management System to run SQL queries. This class will use the Expert SQL option in the ADHOC application.

a. SQL Expert. DBMS utility imbedded in the R-Supply and Optimized NALCOMIS ADHOC application. The SQL examples in this text are related to R-Supply only.

(1) Start the ADHOC application.

(2) R-Supply ADHOC Query path is File>Ad hoc Query>Expert.

(3) Select File > New from the menu bar.

(4) Select the Tables option from the Query Checklist.

(5) Select one table (i.e., adpe). Click the Add button and the OK button.

NOTE: This is the only way to effectively activate the SQL Expert menu from the Options menu.

(6) Select the SQL Expert menu from the Options menu.

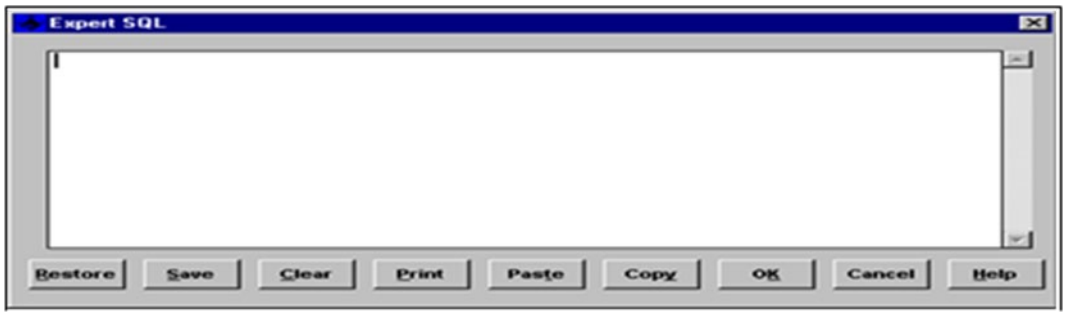


Figure AH-5.--SQL Expert.

SQL Expert Buttons

Restore – Restore previously saved SQL statement from disk.

Save – Save the displayed SQL to disk. *You should always periodically save your work to prevent losing data.*

Clear – Clear SQL window.

Print – Print the SQL statement displayed in the box.

Paste – Paste a SQL query from the clipboard into the current query window.

Copy – Copy to the clipboard any highlighted part of the SQL.

OK – Accept selections and modifications on this window.

Cancel – Cancel selections and modifications on this window.

Figure AH-6.--SQL Button Definitions.

b. SQL Commands

(1) SELECT. This is a mandatory entry and is the most frequently used command. The purpose is to retrieve column(s) from one or more tables. Each column name entered must be separated with a comma except the last. Table name and a dot (.) must precede the column name (i.e., item.niin).

(2) FROM. This is a mandatory entry and is the most frequently used command. The purpose is to identify the table name(s) where data is retrieved. Each table name must be separated with a comma except the last.

Single Column SELECT

```
SELECT
  item.niin
FROM
  item
```

Figure AH-7.--Table Selection Examples.

Multiple Column SELECT

```
SELECT
 item.cognizance_symbol,
 item.material_control_code,
 item.fed_sup_classification,
 item.niin
FROM
 item
```

Figure AH-7.--Table Selection Examples, Continued.

All Column SELECT

```
SELECT *
FROM item
```

NOTE: The asterisk (*) selects All columns from all tables listed in the SQL query. You can precede the asterisk with a table name if more than one table is listed.

Example:

```
SELECT item.*
FROM item, stk_item
WHERE item.niin = stk_item.niin
```

Figure AH-7.--Table Selection Examples, Continued.

(3) CASE. This is an optional entry within the SELECT statement. It allows the query writer to evaluate a column value on a row against multiple criteria, where each criterion might return a different value. The first criterion that evaluates to true will be the value returned by the CASE function. Must contain WHEN, THEN, ELSE, END, and AS statements.

Simple CASE Format

```
SELECT
CASE input_expression
 WHEN when_expression
 THEN result_expression [  ...n ]
     [ELSE else_result_expression  ]
  END AS column_name
 FROM
 item
```

Figure AH-8.--"CASE" Examples.

Using CASE within SELECT

```
SELECT
 item.niin,
 item.unit_price,
 (CASE
      WHEN item.unit_price > 500000
      THEN "BIG MONEY!"
      ELSE "CHUMP CHANGE"
      END ) AS MonVal
FROM
 item
WHERE
 item.active_niin = 1 AND
 item.cognizance_symbol = '7R'
```

Figure AH-8.--"CASE" Examples, Continued.

(4) ORDER BY. **U**sed to sort the output by one or more columns in Ascending or Descending sequence. The default is ascending and does not need to be specified in the query. The column(s) not listed with the SELECT command can be sorted. Each column name entered must be separated with a comma except the last. This must be the last statement in a SQL query. The ORDER BY column name must be preceded with the table name and a dot (.)

Sorting by Single Column

```
SELECT
  item.niin
FROM
  item
ORDER BY
  item.niin
```

Figure AH-9.--Sorting or "ORDER BY" Command Examples.

Sorting by Multiple Columns

```
SELECT
  item.cognizance_symbol,
  item.material_control_code,
  item.fed_sup_classification,
  item.niin
FROM
  item
ORDER BY
  item.cognizance_symbol,
  item.niin
```

Figure AH-9.--Sorting or "ORDER BY" Command Examples, Continued.

Specify Sort Direction

```
SELECT
  item.cognizance_symbol,
  item.material_control_code,
  item.fed_sup_classification,
  item.niin
FROM
  item
ORDER BY
  item.Cognizance_symbol DESC,
  item.niin
```

Figure AH-9.--Sorting or "ORDER BY" command examples, Continued.

(5) WHERE. The where command narrows the scope and amount of data retrieved. Retrieving just the data you want involves specifying a search criteria, also known as a filter condition. The where command must follow the FROM command. When using both ORDER BY and WHERE commands in the same query, make sure ORDER BY follows the WHERE command. When two or more conditions are used, each condition in the WHERE statement must be separated with an AND/OR operator. The column names in the WHERE condition must be preceded with the table name and a dot (.).

WHERE Command Operators

Operator	Description
=	Equal to
<> Or !=	Not equal to
<	Less than
<=	Less than or equal to
!<	Not less than
>	Greater than
>=	Greater than or equal to
!>	Not greater than
IN	Allows multiple values
LIKE	Allows use of wildcard %
BETWEEN	Between two specified values
IS NULL	Is a NULL value

Figure AH-10.--"WHERE" Command Examples.

WHERE Criteria Greater Than

```
SELECT
  item.niin,
  item.unit_price
FROM
  item
WHERE
  item.unit_price > 100000
```

Figure AH-10.--"WHERE" Command Examples, Continued.

WHERE Criteria Not Equal to

```
SELECT
  item.cognizance_symbol,
  item.niin,
  item.unit_price
FROM
  item
WHERE
  item.cognizance_symbol <> '7R'
```

Figure AH-10.--"WHERE" Command Examples, Continued.

WHERE Criteria BETWEEN

```
SELECT
  item.cognizance_symbol,
  item.niin,
  item.unit_price
FROM
  item
WHERE
  item.unit_price BETWEEN 100 AND 500
```

Figure AH-10.--"WHERE" Command Examples, Continued.

WHERE Criteria Using the AND Operator

```
SELECT
 item.cognizance_symbol,
 item.niin,
 item.unit_price
FROM
 item
WHERE
 item.cognizance_symbol <> '7R'
 AND item.unit_price > 100000
```

AND – A keyword used in a WHERE clause to specify that only rows matching all the specified conditions should be retrieved.

Figure AH-10.--"WHERE" Command Examples, Continued.

Using the OR Operator

```
SELECT
 item.cognizance_symbol,
 item.niin,
 item.unit_price
FROM
 item
WHERE
 item.cognizance_symbol = '7R'
 OR item.Cognizance_symbol = '1R'
```

OR – A keyword used in a WHERE clause to specify that any rows matching either of the specified conditions should be retrieved.

Figure AH-10.--"WHERE" Command Examples, Continued.

Understanding Order of Evaluation

```
SELECT
 item.cognizance_symbol,
 item.niin,
 item.unit_price
FROM
 item
WHERE
 item.cognizance_symbol = '7R'
 OR item.Cognizance_symbol = '1R'
 AND item.unit_price < 100
```

In this sample you would see every record with a cog of 7R regardless of the unit price AND every record with a cog of 1R with a unit price less than $100. SQL (like most languages) processes AND operators before OR operators.– A keyword used in a WHERE clause to specify that only rows matching all the specified conditions should be retrieved. However, you wanted to see every 7R and 1R cog with a unit price less than $100. The solution to this problem is to use parenthesis to explicitly group related operators. See next example.

Figure AH-10.--"WHERE" Command Examples, Continued.

Using Parenthesis in WHERE Clauses

```
SELECT
 item.cognizance_symbol,
 item.niin,
 item.unit_price
FROM
 item
WHERE
 (item.cognizance_symbol = '7R'
 OR item.cognizance_symbol = '1R')
 AND item.unit_price < 100
```

Whenever you insert the WHERE command and use both AND / OR operators, use parenthesis to explicitly group operators. Don't ever rely on the default evaluation order, even if it is exactly what you want. There is no downside to using parenthesis, and you are always better off eliminating any ambiguity.

Figure AH-10.--"WHERE" Command Examples, Continued.

Using the IN Operator

```
SELECT
   item.cognizance_symbol,
   item.niin,
   item.unit_price
FROM
   item
WHERE
   item.cognizance_symbol IN ('7R','1R')
```

IN – A keyword used in a WHERE clause to specify a range of conditions, any of which can be matched. IN takes a comma-delimited list of valid values, all enclosed within parenthesis. The IN operator accomplishes the same results as an OR operator.

Figure AH-10.--"WHERE" Command Examples, Continued.

Using the NOT Operator

```
SELECT
  item.cognizance_symbol,
  item.niin,
  item.unit_price
FROM
  item
WHERE
  NOT item.Cognizance_symbol = '7R'
```

NOT – The NOT operator has one function and one function only – NOT negates whatever condition comes next. Same as using the <> not equal operator.

Figure AH-10.--"WHERE" Command Examples, Continued.

Using the Percent Sign % Wildcard

```
SELECT
 item.cognizance_symbol,
 item.niin,
 item.unit_price,
 item.nomenclature
FROM
 item
WHERE
 item.nomenclature LIKE 'PAPER%'
```

To use wildcards in search clauses, the LIKE operator must be used. LIKE instructs the DBMS that the following search pattern is to be compared using a wildcard pattern rather than a straight equality match. This example will display all records that have a Nomenclature starting with PAPER. A percent sign before the word '%PAPER' will display all records with nomenclature ending with PAPER. Percent Signs before and after the word '%PAPER%' will display all records with PAPER anywhere in the nomenclature.

Figure AH-10.--"WHERE" Command Examples, Continued.

Using the Underscore (_) Wildcard

```
SELECT
  item.cognizance_symbol,
  item.niin,
  item.unit_price,
  item.nomenclature
FROM
  item
WHERE
  item.nomenclature LIKE '__ INCH RULER'
```

The underscore is used just like %, but instead of matching multiple characters the underscore matches just a single character. This example has two underscore marks which means it will match anything with two characters preceding INCH RULER.

Figure AH-10.--"WHERE" Command Examples, Continued.

TIPS for Using Wildcards

- Extremely powerful. Power comes with a price. Wildcard searches typically take far longer to process than any other search types.
- Don't overuse wildcards. If another search operator will do, use it instead.
- When you do use wildcards, try to not use them at the beginning of the search pattern unless absolutely necessary. Search patterns that begin with wildcards are the slowest to process.
- Pay careful attention to the placement of the wildcard symbols. If they are misplaced, you might not get the data you intended.

Figure AH-10.--"WHERE" Command Examples, Continued.

(6) GROUP BY. Used to groups results into selected column(s). Also allows the division of data into logical sets to perform aggregate calculations (i.e., SUM(), COUNT(), etc.) on each group. It can contain as many columns as you want and must come after the WHERE command, if used, and before any ORDER BY command. Each column name entered must be separated with a comma except the last. The ORDER by column name must be preceded with the table name and a dot (.). Every column listed in GROUP BY must be included with the SELECT command and cannot be an aggregate function.

GROUP BY Single Column

```
SELECT
  item.cognizance_symbol,
 COUNT(*) 'RECNT'
FROM
  item
GROUP BY
  item.cognizance_symbol
```

This example contains the COUNT() aggregate function to provide the number of records for each cognizance symbol in the item table. Records must be grouped by the cognizance symbol first so that the count will be accurate for each cog.

Figure AH-11.--"GROUP BY" Command Examples.

(7) HAVING. The "HAVING" command is similar to the "WHERE" command and is reserved for aggregate functions. It is only used in conjunction with GROUP BY command. This command is typically placed near the end of the SQL query.

HAVING Command Using Single Aggregate

```
SELECT
  item.cognizance_symbol 'COG',
 COUNT(*) 'RECNT'
FROM
  item
GROUP BY
  item.cognizance_symbol
HAVING
  COUNT(*) >= 100
```

This query also contains an aggregate function, COUNT(). You will learn more about aggregate functions later.

This query returns the COUNT of records in the item table, grouped by COG, HAVING a record count greater than or equal to 100.

HAVING is similar to the WHERE command. Most DBMSs treat them as the same thing if no GROUP BY is specified. Use HAVING only in conjunction with GROUP BY clauses. Use WHERE for standard row-level filtering.

Figure AH-12.--"HAVING" Command Examples.

4. Understanding Calculated Fields. Data stored within database tables is often not available in the exact format needed by your application. For example, you may want to create a NSN field to include the SMIC. The item table does not have an NSN field. This is where calculated fields come in. Calculated fields do not exist in database tables. Rather, a calculated field is created on the fly within a SQL SELECT statement. When dealing with text fields this process is called Concatenation. When dealing with numeric fields you are performing mathematical calculations.

Concatenating Fields Example 1

```
SELECT
  item.cognizance_symbol,
  item.fed_sup_classification+item.niin+item.spcl_matl_idfcn_code 'NSN',
  item.unit_price
FROM
  item
WHERE
  item.cognizance_symbol = '7R'
```

Concatenate – Joining values together (by appending them to each other) to form a single long value. This example joins three database table fields together to create one field called 'NSN'.

Figure AH-13.--Calculated Field Examples.

Concatenating Fields Example 2

```
SELECT
  item.cognizance_symbol,
  item.fed_sup_classification+'-'+ item.niin+spcl_matl_idfcn_code
'NSN',
  item.unit_price
FROM
  item
WHERE
 item.cognizance_symbol = '7R'
```

This example joins the same three fields from the first example. However, notice the dash (-) inserted. The created NSN field will have a dash between the FSC and NIIN. If you wanted spaces between columns you would simply put a quote – space – quote " ".

Figure AH-13.--Calculated Field Examples, Continued.

Using Aliases

```
SELECT
  item.cognizance_symbol 'COG',
  item.fed_sup_classification+'-'+
  item.niin+item.spcl_matl_idfcn_code 'NSN',
 item.unit_price 'UP'
FROM
  item
WHERE
  item.cognizance_symbol = '7R'
```

This example uses aliases to rename a column. In this case the column name is shortened to commonly known abbreviations (I.e. COG, NSN, UP).

Figure AH-13.--Calculated Field Examples, Continued.

Using Mathematical Calculations

```
SELECT
 item.niin,
 stock_item.on_hand_quantity_total 'ONHD',
 (item.unit_price * stock_item.on_hand_quantity_total) 'ONHD EMV'
FROM
 item,
 stock_item
WHERE
 item.niin = stock_item.niin
 AND item.Cognizance_symbol = '7R'
 AND stock_item.on_hand_quantity_total > 0
```

This example uses a mathematical calculation to determine the total money value of each 7R cog record with an on-hand quantity. Note: two tables are used in this query which requires joining tables. In this example we have an inner join. Also note that each column is preceded with the table name and a dot (.) SQL mathematical operators include + addition, - subtraction, * multiplication, and / division.

Figure AH-13.--Calculated Field Examples, Continued.

Using Mathematical Calculations with Table Aliases

```
SELECT
 t1.niin,
 t2. on_hand_quantity_total 'ONHD',
 (t1.unit_price * t2.on_hand_quantity_total) 'ONHD EMV'
FROM
 item t1,
 stock_item t2
WHERE
 t1.niin = t2.niin
 AND t1.cognizance_symbol = '7R'
 AND t2.on_hand_quantity_total > 0
```

This example is identical to the previous example with the exception of the use of table names. Here we've used table alias names to replace the actual database table name. This minimizes on the size of the table names and makes writing SQL queries much easier.

Figure AH-13.--Calculated Field Examples, Continued.

Using Mathematical Calculations in the WHERE Command

```
SELECT
 t1.cognizance_symbol,
 t1.niin,
 t2.requisitioning_objective 'RO',
 t2.on_hand_quantity_total 'ONHD',
(t2.requisitioning_objective - t2.on_hand_quantity_total) 'DEF QTY'
FROM
 item t1,
 stock_item t2
WHERE
 t1.niin = t2.niin
 AND t1.cognizance_symbol = '7R'
 AND (t2.requisitioning_objective - t2.on_hand_quantity_total) > 0
```

This example extracts all 7R COG items where the REQUISITIONING OBJECTIVE minus ON HAND QUANTITY TOTAL is greater than zero.

Figure AH-13.--Calculated Field Examples, Continued.

5. Understanding Functions. Like other computer languages, SQL supports the use of functions to manipulate data. Functions are operations performed against columns to facilitate conversion and manipulation of data retrieved. Functions sometimes are problematic in that very few functions are supported identically by all major DBM systems.

a. Function Types

(1) Text Functions. Used to manipulate strings of text.

Text Functions	
Function	**Description**
SUBSTRING()	Extract part of a string
RIGHT()	Extract right part of string
RTRIM()	Trim spaces from right portion of text field
LTRIM()	Trim spaces from left portion of text field
LENGTH()	Returns the length of a string
LOWER()	Converts string to lowercase
UPPER()	Converts string to uppercase
STR()	Converts integer to text string

Figure AH-14.--Text Function Examples.

Using Text Function SUBSTRING() Example 1

```
SELECT
 t1.cognizance_symbol 'COG',
 t1.niin,
 SUBSTRING(t1.nomenclature,1,15) 'NOMEN'
FROM
 item t1
WHERE
 t1.cognizance_symbol = '7R'
 AND t1.nomenclature IS NOT NULL
```

This example will retrieve all 7R COG items where the NOMENCLATURE field is not blank. Only the first 15 characters of the NOMENCLATURE column will display on the output.

NOTE the SUBSTRING() format. The (1) represents the starting character of the text column and the (15) represents the number of characters to display.

Figure AH-14.--Text Function Examples, Continued.

Using Text Function SUBSTRING() AND RIGHT() Example 2

```
SELECT
 t1.cognizance_symbol 'COG',
 SUBSTRING(t1.niin,1,2)+'-'+SUBSTRING(t1.niin,3,3)+'-'+
  RIGHT(t1.niin,4) 'NIIN',
 t1.nomenclature 'NOMEN'
FROM
 item t1
WHERE
 t1.cognizance_symbol = '7R'
 AND t1.nomenclature IS NULL
```

This example uses both the SUBSTRING() and RIGHT() functions. We could have used SUBSTRING() in place of the RIGHT() function. This query will extract a list of all 7R COG items where the NOMENCLATURE field IS blank. Here we've used functions to break the NIIN apart and create a NIIN field on-the-fly with dashes.

Figure AH-14.--Text Function Examples, Continued.

Using Text Function RIGHT() AND STR() Example 1

```
SELECT
  t1.cognizance_symbol 'COG',
  t1.niin,
  RIGHT(STR(100000 + t2.on_hand_quantity_total),5) 'OHQTY'
FROM
  item t1,
  stock_item t2
WHERE
  t1.niin = t2.niin
  AND t2.on_hand_quantity_total > 500
```

In this example we want the on_hand_quantity_total zero filled on the output. To understand how this works we first need to read from the inner most parenthesis at the STR() function. The STR() function converts the calculated value of 100,000 plus the on_hand_quantity_total from a numeric value to a text value. Next we see the RIGHT() function. The RIGHT function returns the RIGHT 5 characters from the calculated STR() function value.

Figure AH-14.--Text Function Examples, Continued.

Using Multiple Text Functions Example

```
SELECT
  t1.cognizance_symbol 'COG',
  t1.niin,
RIGHT("000000"+LTRIM(SUBSTRING(STR(t1.unit_price*100,8),1,6)),6)
+"."+RIGHT("00"+LTRIM(STR(t1.unit_price*100)),2) 'UP'
FROM
  item t1
WHERE
  t1.unit_price > 50000
```

This example is complicated to say the least. Here we use the RIGHT(), LTRIM(), SUBSTRING(), and STR() functions to arrive at a unit_price, zero filled, with the decimal place. The LTRIM() function removes all spaces from the left of a text string.

Figure AH-14.--Text Function Examples, Continued.

(2) Convert function

(a) Used for conversion of character data between character sets.

Convert function – used for conversion of character data between character sets

SYNTAX

CONVERT(date type, expression [, format-style])

Parameters

Data type – The data type to which the expression will be converted.

Expression – The expression to be converted.

Format–style – For converting stings to date or time data type and vice versa, the format-style is a style code number that describes the date format string to be used. The values of the format-style argument have the following meanings:

Figure AH-15.--Convert Function examples.

Format-style

Without Century (yy)	With Century (yyyy)	Output
-	0 or 100	Mmm dd yyyy hh:nn:ss:sss AM (or PM)
1	101	mm/dd/yy[yy]
2	102	[yy]yy.mm.dd
3	103	dd/mm/yy[yy]
4	104	dd.mm.yy[yy]
5	105	dd-mm-yy[yy]
6	106	dd Mmm yy[yy]
7	107	Mmm dd, yy[yy]
8	108	hh:nn:ss
-	9 or 109	Mmm dd yyyy hh:nn:ss:sssAM (or PM)
10	110	mm-dd-yy[yy]
11	111	[yy]yy/mm/dd
12	112	[yy]yymmdd
13	113	dd Mmm yyy hh:nn:ss:sss (24 hour clock, Europe default + milliseconds, 4-digit year)
14	114	hh:nn:ss:sss (24 hour clock)
20	120	yyyy-mm-dd hh:nn:ss:sss (24-hour clock, ODBC canonical, 4-digit year)
21	121	yyyy-mm-dd hh:nn:ss.sss (24 hour clock, ODBC canonical with milliseconds, 4-digit year)

Figure AH-15.--Convert Function Examples, Continued.

(b) Data types. In order to better understand the CONVERT function, the user must become familiar with the various data types.

Sybase data types

data type	storage	range/length	comments
integer	4	+/- 2.1 billion	
smallint	2	+/- 32768	
tinyint	1	0 .. 255	
float	4		storage req is machine dependant
real	4		
double precision	8		
smallmoney	4	+/- 214,748	4 decimal places
money	8	+/- 922 trillion	4 decimal places
decimal/numeric	varies		
decimal(9,0)	4		
decimal(12,0)	5		
char(n)	n	length <= 255	
varchar(n)	varies	length <= 255 (over 4000 allowed in ASE 12.5)	
text	varies	length up to 2 GB	16 bytes stored in record (default)
image	varies	length up to 2 GB	16 bytes stored in record (default)
datetime	8	1/1/1753 .. 12/31/9999	precision to 1/300 second
smalldatetime	4	1/1/1900 .. 6/6/2079	precision to minutes
timestamp	8		same as varbinary(8)
bit	1	0/1	up to 8 bit fields stored within 1 byte
binary(n)	length n		
varbinary(n)	length n		

Only numeric data types with a precision of zero can be used for an identity column.

Figure AH-16.--Data Types.

Since various data types may be used to store information into database tables, the assigned data type may not be suitable for the output results desired. For example, the data type for the unit_price column in the item table is money. A money data type will accept values +/- 922 trillion and defaults to 4 decimal places. Without converting the money data type to another suitable data type, the output results will display the unit_price with 4 decimals places. To convert the output results to display 2 decimal places, the query writer would use the convert function within the SELECT statement as follows:

Convert Money data type to Decimal

```
SELECT
 item.niin,
 CONVERT( decimal(10,2) , item.unit_price ) 'UP'
FROM item
WHERE item.active_niin = 1
  AND item.unit_price > 500000
```

Figure AH-17.--Convert Money Data Type to Decimal.

Typically, datetime data type columns will display in MM/DD/YYYY HH:MM:SS format. By using the CONVERT function to convert a datetime data type to char (n) data type, the query writer is provided greater flexibility on the output results. Refer to the "Format-style" table above to obtain applicable format-style number for desired output format:

Convert Datetime data type to Char(n)

```
SELECT
  item.niin,
  item.date_initially_established,
CONVERT(char(10), item.date_initially_established, 103 ) 'DIE'
FROM
  item
WHERE
  item.active_niin = 1
  AND item.cognizance_symbol = '9G'
```

Figure AH-18.--Convert a Datetime Data Type to Char (n) Data Type.

In the "Multiple TEXT Functions Example", the unit_price field was converted and filled with zeros.

Using Multiple Text Functions Example

```
SELECT
 t1.cognizance_symbol 'COG',
 t1.niin,
RIGHT("000000"+LTRIM(SUBSTRING(STR(t1.unit_price*100,8),1,6)),6)
+"."+RIGHT("00"+LTRIM(STR(t1.unit_price*100)),2) 'UP'
FROM
 item t1
WHERE
 t1.unit_price > 50000
```

This example is complicated to say the least. Here we use the RIGHT(), LTRIM(), SUBSTRING(), and STR() functions to arrive at a unit_price, zero filled, with the decimal Place. The LTRIM() function removes all spaces from the left of a test string.

Figure AH-19.--Multiple TEXT Function Example.

The above example can be simplified by using the "CONVERT" function as depicted below.

Using CONVERT with Text Functions Example

```
SELECT
 t1.cognizance_symbol,
 t1.niin,
 t1.unit_price,
RIGHT(STR(CONVERT( numeric(9,0),(t1.unit_price*100)+100000000 )),8)
'UP'
FROM
  item t1
WHERE t1.unit_price > 5000
   AND t1.active_niin = 1
```

Figure AH-20.--CONVERT with TEXT Function Example.

Date and time functions - used to manipulate date and time values and to extract specific components from these values.

Date/Time Functions

Function	Description
DATEPART()	Extract parts of a date
GETDATE()	Get current date
DATEADD()	Add value to date
DATEDIFF()	Get the date interval difference between two dates
DATENAME()	Returns a character string representing the specified DATEPART of a date.

Figure AH-21.--Date and Time Function Example.

DATEPART Syntax

Returns an integer representing the specified datepart of a given date.
SYNTAX
DATEPART(datepart , date)
ARGUMENTS

DATEPART	ABBREVIATIONS
datepart(year,stk_item.dt_last_prcsd)	YY, YYYY
datepart(month,stk_item.dt_last_prcsd)	MM, M
datepart(day,stk_item.dt_last_prcsd)	DD, D
datepart(week,stk_item.dt_last_prcsd)	WW, WK
datepart(weekday,stk_item.dt_last_prcsd)	DW
datepart(dayofyear,stk_item.dt_last_prcsd)	DY
datepart(quarter,stk_item.dt_last_prcsd)	QQ, Q
datepart(hour,stk_item.dt_last_prcsd)	HH
datepart(minute,stk_item.dt_last_prcsd)	MI, N
datepart(second,stk_item.dt_last_prcsd)	SS, S
datepart(millisecond,stk_item.dt_last_prcsd)	MS

Figure AH-21.--Date and Time Function Example, Continued.

GETDATE Syntax

Returns the current system date and time from SQL Server

SYNTAX
GETDATE( )

Figure AH-21.--Date and Time Function Example, Continued.

DATEADD Syntax

Returns a new datetime value based on adding an interval to the specified date

SYNTAX
DATEADD(datepart , number, date)

datepart - See the DATEPART syntax for options

number - Is the value used to increment datepart. If you specify a value that is not an integer, the fractional part of the value is discarded. For example, if you specify day for datepart and 1.75 for number, date is incremented by 1.

date - Is an expression that returns a datetime value or a Unicode character string in a date format. For more information about specifying dates, see datetime in Data Types. If you specify only the last two digits of the year, values less than or equal to the last two digits of the value of the two digit year cutoff configuration option are in the same century as the cutoff year. Values greater than the last two digits of the value of this option are in the century that precedes the cutoff year. For example, if two digit year cutoff is 2049 (default), 49 is interpreted as 2049 and 2050 is interpreted as 1950. To avoid ambiguity, use four-digit years.

Figure AH-21.--Date and Time Function Example, Continued.

DATEDIFF Syntax

Returns the number of date and time boundaries crossed between two specified dates.

SYNTAX
DATEDIFF(datepart , startdate , enddate)

startdate - Is the beginning date for the calculation. startdate is an expression that returns a datetime value or a Unicode character string in a date format. If you specify only the last two digits of the year, values less than or equal to the last two digits of the value of the two digit year cutoff configuration option are in the same century as the cutoff year. Values greater than the last two digits of the value of this option are in the century that precedes the cutoff year.
For example, if the two-digit year cutoff is 2049 (default), 49 is interpreted as 2049 and 2050 is interpreted as 1950. To avoid ambiguity, use four-digit years.

enddate - Is the ending date for the calculation. Enddate is an expression that returns a datetime value or a Unicode character string in a date format.

Figure AH-21.--Date and Time Function Example, Continued.

Using Date/Time Function Example 1

```
SELECT
 RIGHT(DATENAME(YY, t1.doc_dt) ,1)+
  RIGHT(STR(1000+DATEPART(DY, t1.doc_dt)) ,3)
     AS 'J_DATE',
  t1.dsn,
  DATEDIFF(DD,t1.doc_dt,t1.cmp_dt) 'DELDAYS'
FROM
  active_rqn_tbl t1
WHERE
  t1.cmp_dt IS NOT NULL
  AND t1.proj_cd = 'AK0'
  AND trnsmtl_fy = '2004'
```

This example uses the DATENAME() and DATEPART() functions to format the active_rqn.doc_dt into a julian date format. The DATEDIFF() function is used to calculate the number of days between the active_rqn.doc_dt and active_rqn.cmp_dt. Text string formatting functions RIGHT() and STR() are also used to create the julian date.

Figure AH-21.--Date and Time Function Example, Continued.

Numeric functions are used to perform mathematical operations on numeric data.

Numeric Functions

Function	Description
ABS()	Returns a number's absolute value
COS()	Returns the trigonometric cosine of a specified angle
EXP()	Returns the exponential value of a specific number
PI()	Returns the value of PI
SIN()	Returns the trigonometric sine of a specified angle
SQRT()	Returns the square root of a specified number
TAN()	Returns the trigonometric tangent of a specified angle

Figure AH-22.--Numeric Functions Example.

AGGREGATE Functions

Function	Description
AVG()	Returns a column's average value
COUNT()	Returns the number of rows in a column
MAX()	Returns a column's highest value
MIN()	Returns a column's lowest value
SUM()	Returns the sum of a column's values

Figure AH-23.--Aggregate Functions Example.

Using Aggregate Function COUNT() Example 2

```
SELECT
  item.cognizance_symbol   'COG',
  COUNT(*)   'RECNT'
FROM
  item
GROUP BY
  item.cognizance_symbol
```

This query will COUNT how many records are in the item table by COG and display the COG with the record count for each.

Figure AH-23.--Aggregate Functions Example, Continued.

Using Aggregate Function SUM() Example 1

```
SELECT
  item.cognizance_symbol 'COG',
  SUM(item.unit_price * stock_item.on_hand_quantity_total)
'OH_VALUE'
FROM
  item,
  stock_item
GROUP BY
  item.cognizance_symbol
WHERE
  item.niin = stock_item.niin
 AND item.active_niin = 1
```

This example uses the SUM() aggregate function. This query will SUM the item.unit_price multiplied by the stock_item.on_hand_quantity_total. The results will list all COGS in the database and your total inventory value by COG.

Figure AH-23.--Aggregate Functions Example, Continued.

APPENDIX AI

GENERAL EQUIPMENT (GE) INVENTORY MANAGEMENT AND THE DEFENSE PROPERTY ACCOUNTABILITY SYSTEM (DPAS)

1. General

a. Purpose. This appendix provides amplified instructions to references (bg) through (bk) as it pertains to the accountability and management of General Equipment (GE).

b. Overview. This appendix discusses the assignment of roles and responsibilities within the Department of the Navy (DON) for accountability and management of all DON GE. Additionally, it provides a framework for financial and physical accountability and management of GE to support warfighter readiness, financial reporting and auditability requirements.

2. General Equipment (GE). GE is defined as tangible personal property that is functionally complete for its intended purpose, durable, and nonexpendable. GE typically has an expected service life of two years or more; is not intended for sale; does not ordinarily lose its identity or become a component part of another article when put into use; and has been acquired or constructed with the intention of being used. GE includes (but is not limited to): industrial plant equipment, information technology (IT) equipment, support equipment, office equipment, weapons (e.g., small arms and light weapons), weapon systems, ships, aircraft, spacecraft, submarines, vehicles, and materiel handling equipment. GE does not include Navy Working Capital Fund-Supply Management (NWCF-SM) inventory items (e.g., items intended for sale), Operating Materiels and Supplies (OM&S) (e.g., ordnance, spares and repair parts), real property (i.e., land buildings and structures), or heritage assets.

a. GE ownership. In instances where the command purchased equipment, has full responsibility for lifecycle management, and can dictate when it will be dispositioned, they will be considered the owner. GE that has been transferred or pushed to a command with no expectation that equipment will be returned is considered a transfer of ownership to the receiving command. Unless a written agreement is in place or a separate Department of Defense (DoD) or Department of the Navy (DON) policy states otherwise, commands will treat all GE within their cognizance as owned GE and remain responsible for adhering to this appendix and listed references.

b. GE custodianship. In instances where the command did not purchase the equipment, does not have lifecycle management, and does not have authorization to dispose of equipment the command may be considered a custodian. In these instances, the roles and responsibilities of the command will largely depend on a written agreement between the two parties and applicable DoD and DON instructions. Common examples of GE in which MALS commands are considered custodians and not owners include but are not limited to government vehicles.

c. GE Categories. GE is divided into two primary categories:

(1) Accountable GE. All accountable GE requires accountable property records to be established and maintained in an Accountable Property System of

Record (APSR). Any exception must be approved by the USFLTFORCOM/PACFLT PO. Accountable GE is divided into two sub-categories:

(a) Capitalized accountable GE ($100k or more). All GE purchased, or otherwise obtained, that has an acquisition cost equal to or greater than the capitalization threshold of $100,000.00.

(b) Non-Capitalized accountable GE (less than $100k). All GE purchased, or otherwise obtained, that has an acquisition cost less than the capitalization threshold of $100,000.00, and meets at least one of the following criteria:

1. Has an acquisition cost of $5,000 or greater.

2. As required by law, policy, regulation or agency direction.

3. GE of any value with controlled inventory item codes Identifying them as controlled, classified or sensitive which have no alternate governing DON or DoD issuance.

4. GE of any value provided to a contractor for performance on a contract.

(2) Locally accountable GE (TBA Assets). Locally accountable GE requires accountability records be established and maintained in either an APSR or another suitable system. Locally accountable GE includes all GE purchased, or otherwise obtained, with a unit acquisition cost less than $5,000 that meets at least one of the following criteria:

(a) The GE must be controlled and managed to protect against unauthorized use, disclosure, or loss; or when otherwise required by law, policy, regulation or agency direction.

(b) Information technology property containing personally identifiable information. This property may include, but is not limited to desktops, laptops, and mobile computing devices, mobile information storage devices and auxiliary hard drives, regardless of cost.

(c) Pilferable GE when it has been identified as a problem area.

(d) GE hazardous to public health, safety, or the environment.

(e) Small arms.

(f) Seized and confiscated GE.

(g) GE with national security implications.

(h) Tooling.

(i) Mobile buildings.

3. Accountability Requirements. Commands will develop local policies and procedures to ensure that all accountable GE procured by the command and otherwise in the possession of the command is identified upon physical

receipt. Accountable GE records will be kept current and will provide a complete audit trail of all transactions (i.e., transaction-based asset history of additions/deletions).

a. Receiving Procedures. The person who initially receives an asset is required to verify the item received matches the receipt document, circle the quantity, sign legibly, stamp or print name and date the receiving document to establish accountability. The individual signing the receipt will have authority necessary to receive property and sign the receipt on behalf of the command. Signature authority may be established by position description, local policies, delegation of authority letter, or DD Form 577 Appointment/Termination Record-Authorized Signature. This authority can be designated at the local level.

b. Receipt Documentation. Receipt and all other supporting documentation will be forwarded to the command Accountable Property Officer (APO) within seven (7) working days of physical receipt, to be uploaded to the APSR. All accountable GE will be supported by the purchase order or contract, Materiel Inspection and Receiving Report DD form 250, vendor invoices, and any other key supporting documents that capture and record direct and indirect costs including but not limited to obligation and expenditure transactions (e.g., DD Form 1348-1A Issue Release and Receipt Document, DD Form 1149 Requisition and Invoice/Shipping Document, DD Form 1155 Order for Supplies or Services, or DD Form 1342 DoD Property Record). If DD Form 1149 is used as supporting documentation for receipt transactions, a clear statement of intent to transfer ownership must be included on the document. Source documentation must be provided to the APO and uploaded to the APSR as part of GE record and maintained for 10 years or a minimum of 2 years following disposal of the asset.

c. Accountable Property System of Record (APSR) Entry. Accountable GE assets must be recorded and tracked in an APSR.

(1) GE receipts must have accountable records established in the APSR. The receipt transaction is complete once the signed receipt documentation from the receiver has been provided to the APO office and has been dated and annotated as received. At a minimum, APSR data fields identified in reference (bj) must be entered in the APSR and supported by required documentation.

(2) In the event an accountable GE record does not have required supporting documentation. Key Supplemental Supporting Documentation (KSSD) SECNAV 5200/3, [see enclosure (3)] will be completed and retained with the record. In the event an accountable GE record does not have supporting documentation to substantiate the original acquisition price and the receipt date a Historical Cost Estimation Worksheet (see enclosure (3)) will be completed and uploaded to the APSR in conjunction with the KSSD SECNAV 5200/3. Deviations will be recorded by a Memorandum for Record (MFR) with justification of delay of entry, and uploaded to the APSR. All GE will be barcoded within seven (7) working days of the receipt transaction being completed. Each accountable GE record will contain a barcode format which will be 10 digits in length. The first five digits will be the activity's Unit Identification Code (UIC) minus the Service Code, and the next five to seven digits will be a unique alpha-numeric code assigned by the activity.

(3) Secondary Level Review (SLR). For each property record that is added to the APSR, an SLR must exist by a government employee. The reviewing and approving official must have a level of authority above that of the preparer and is responsible for checking accuracy of the APSR entry and the adequacy and validity of the source supporting documentation. The second level reviewer will compare receipt documents to the APSR entry to ensure accuracy and completeness of that entry to include verification of all required data elements (see figure AI-2).

The second level reviewer does not have to be in the same chain of command and is not required to have APSR access. The SLR will be documented with a legibly printed name, signature, and date on the Increase Audit Checklist SLR. Template/example can be found by utilizing USFF/PACFLT website listed on the last page of this appendix.

4. Defense Property Accountability System (DPAS). All Capitalized Accountable and Non-Capitalized Accountable GE requiring tracking in a government approved APSR will be managed in DPAS.

a. Establish Records. Accountable records shall be established in the APSR (DPAS) for:

(1) All GE purchased or otherwise obtained having a unit acquisition cost of $5,000 or greater.

(2) As required by law, policy, regulation or agency direction.

(3) GE of any value with controlled inventory item codes identifying them as controlled, classified, or sensitive, which have no alternate governing DON or DoD issuance.

(4) GE of any value provided to a contractor for performance on a contract.

b. DPAS access and Required Training

(1) Full access user. The CO will designate personnel who will be responsible for recording acquisitions, dispositions, updates, etc. in DPAS. This person may be a contractor but must not be the person who physically received the asset on behalf of the command, or has authorization to do so. Due to separation of duties requirements, a custodian cannot be assigned to this role. Personnel that require full access to DPAS must submit the below, via their APO, to the USFLTFORCOM or USPACFLT PO:

(a) DPAS1024-Porperty Administrator for the Navy.

(b) DPAS1130-Data Inquiry

(c) DPAS1140-Reports and Forms Generation.

(d) A Completed DD Form 2875 System Authorization Access Request Navy (SAAR-N).

(e) Cyber Awareness Certificate.

(f) The appropriate designation letter (APO, DAPO or PS).

(2) Limited access user. Personnel may be granted limited access to DPAS, which will allow them to generate and view reports and inquiries with read only access. Limited access will allow personnel to view reports and inquiries. Personnel that require limited access to DPAS must submit below via their APO, USFLTFORCOM or USPACFLT PO:

(a) DPAS1130-Data Inquiry

(b) DPAS1140- Reports and Forms Generation.

(c) A Completed DD Form 2875 System Authorization Access Request Navy (SAAR-N).

(d) Cyber Awareness Certificate.

(3) DPAS users must log into the system at least once every 30 days or their account will be disabled after 45 days; after 180 days, the account is deleted.

5. Required Roles and Responsibilities. The following are a list of required roles and responsibilities as well as billet description and what level of command they reside at. All DPAS users with full access, must be designated in writing as either an APO, DAPO or PS. DPAS users with limited access do not require designation by the CO or OIC.

a. Deputy Command Property Officer (DCPO). The DCPO will reside at both the MAW and MARFOR level. DCPOs will have access to their own UIC as well as limited access to those UICs that fall under their area of responsibility. The DCPO will be appointed in writing by the activity CO or OIC.

(1) Property policy, guidance, workflow, and taskers will flow from USFLTFORCOM/PACFLT to DCPOs to individual activities. Multiple DCPOs may be designated if workload dictates the need. DCPOs are typically assigned to commands that are direct fund recipients (DFRs) from USFLTFORCOM BSO 60 and PACFLT BSO 70. A DCPO will be identified at all DFR USFLTFORCOM commands that have subordinate activities with an established property program.

(2) DCPOs will be designated by the CO or OIC at an appropriate level of seniority commensurate with duties and responsibilities at the command. The Deputy Command Property Officer Letter of Designation Template can be utilized to appoint designation as a DCPO and can be found by utilizing USFF/PACFLT website listed on the last page of this appendix. The DCPO will be required to perform the following duties:

(a) Ensure the appointment, in writing, of APOs at appropriate levels throughout their chain of command and subordinate commands reporting to their organization. DCPOs will assist the USFLTFORCOM/PACFLT PO in tracking all APO designation letters throughout their subordinate commands. Copies of all appointment letters will be uploaded to the USFLTFORCOM PO portal.

(b) Perform periodic reviews and audits throughout the chain of command to assess property accountability, management system effectiveness, and policy compliance. Report compliance and findings to the USFLTFORCOM/PACFLT PO.

(c) Assist the USFLTFORCOM/PACFLT PO and the APO in management of activities throughout their organization's chain of command, and subordinate commands reporting to their organization.

(d) Submit a consolidated GE inventory progress certification form (SECNAV 5200/4) to the USFLTFORCOM/PACFLT PO for all subordinate funded commands, no later than 30 calendar days following end of the third quarter.

b. Commanding Officer (CO)/Officer in Charge (OIC). The CO will be the accountable officer and designation authority. They will be accountable for all command GE, regardless of custodian or physical location in the command and publish local instructions to ensure all command GE is safeguarded, maintained, and accounted for by properly recording and reporting accurate physical and financial information. Additionally, they will ensure the performance of required reviews and audits to assess GE accountability, management system effectiveness and policy compliance throughout the command, by use of the WASMAT/SMD audit teams. Duties and responsibilities are as follows:

(1) Designate eligible personnel as APOs, DAPOs and PSs in writing and grant them authority to effect positive changes to standardize processes and controls at all levels of the command.

(2) Allow personnel assigned as APOs adequate time and funding to undergo formal training to fully qualify as an APO. CO/OICs will ensure APOs meet all formal training requirements no later than six months following appointment.

(3) Approve in writing physical inventory plans detailing the approach for ensuring 100 percent of all accountable GE is inventoried per reference (bk). Physical inventory plans will describe the methodology used to determine inventory candidates, which inventory methods are used and anticipated timelines for each inventory segment. Signed physical inventory plans, completed inventory supporting documentation, and signed SECNAV 5200/4 will be retained for no less than 6 years and be provided upon request for audit and inspection.

(4) Submit SECNAV 5200/4 via the chain of command.

(5) Serve as the Approving Authority for financial liability investigations of property loss as defined in volume 12, chapter 7 of reference (t). The approving authority's responsibilities may be delegated, if the asset value falls below the capital threshold of $100k as depicted in figure AI-1. The delegation must be in writing.

NOTE: At the MARFOR MAW levels, the Deputy Chief of Staff (DC/S) will be the accountable officer and designation authority.

Fund Type	Original Acquisition Value	GE Category	Record Type
U.S. Navy General Fund	Less than $5K	Locally Accountable	Accountability Record
	$5K - <$1M	Non-Capitalized Accountable	Accountable Record in APSR
	$1M or more	Capitalized Accountable	
U.S. Marine Corps General Fund	Less than $5K	Locally Accountable	Accountability Record
	$5K - <$100K	Non-Capitalized Accountable	Accountable Record in APSR
	$100K or more	Capitalized Accountable	
Working Capital Fund	Less than $5K	Locally Accountable	Accountability Record
	$5K - <$250K	Non-Capitalized Accountable	Accountable Record in APSR
	$250K or more	Capitalized Accountable	

Figure AI-1.--Accountability and Capitalization Thresholds.

NOTE: Only U.S. Navy General Fund is applicable to Aviation Logistics.

c. Accountable Property Officer (APO). An APO will reside at each individual MALS (OMD OIC/Officer), appointed in writing to establish and maintain an organization's accountable property records, irrespective of whether the property is in the individual's possession. APOs must be a government employee and designated in writing by the CO. Designation Template can be utilized to appoint designation as an APO and can be found by utilizing USFF/PACFLT website listed on the last page of this appendix. The responsibilities of the APO are inherently governmental and therefore not assignable to a contractor or other nongovernment entity. The APO cannot be a Government Commercial Purchase Card, Card Holder (GCPC CH) with the authority to purchase accountable GE. The APO will be required to perform the following duties:

(1) Be responsible for the administration and maintenance of the activity's property management program.

(2) Properly categorize and track GE throughout the lifecycle from acquisition through receiving, utilization, management, and disposal.

(3) Develop and document in writing local policies and procedures to ensure all accountable GE procured by command and otherwise in possession of the command is identified upon physical receipt.

(4) Research and locate missing documentation or develop replacement documentation, as required, when the original applicable source documentation is not available. Items found on installation identified as accountable GE will be recorded in the APSR within seven (7) working days of identifying GE, regardless of progress made to locate source documentation. Capital GE will be recorded in the APSR.

(5) Ensure all new applicable personnel have been scheduled for and completed appropriate property management training within 30 calendar days of assuming duties and other personnel have received refresher training as needed.

(6) Be responsible for maintaining the APSR for GE to include ensuring all accountable records are compliant with guidance contained in references (bg) through (bk).

(7) Coordinate physical inventories per published physical inventory plan, to include the development and implementation of corrective action plans when inventory accuracy falls below 98 percent (100 percent for classified and sensitive property) or inventory frequency requirements are not maintained. Corrective action plans will include a determination of root cause, planned actions to correct specific deficiencies and underlying systemic problems and an estimate of when the corrective action is expected to be complete.

(8) Designate custodial areas within an accountable area and designate custodians in writing for each custodial area. Additionally, establish local training programs to ensure all custodians and other personnel entrusted with management of GE are familiar with and abide by GE rules and regulations.

(9) Conduct a financial liability investigation of property loss inquiry (DD-200) when designated by approving authority or assist individual designated to conduct the inquiry. Serve as the Accountable Officer.

d. Deputy Accountable Property Officer (DAPO). The DAPO must be a Military or government civilian (i.e., not contracted personnel) and can act for the APO in his or her absence. The DAPO will assist the APO in their duties and responsibilities and is responsible for proper management and accountability of property under their assigned control. DAPOs will reside at each individual MALS (OMD SNCOIC/SNCO). They will assist the APO in protecting and maintaining all property types and be designated in writing by the CO. Designation Template can be utilized to appoint designation as a DAPO and can be found by utilizing USFF/PACFLT website listed on the last page of this appendix. Assignment is not mandatory but may be assigned and appointed at the discretion of the command.

e. Property Specialist (PS). Will be designated in writing by the CO utilizing Property Specialist Letter of Designation Template which can be found by utilizing USFF/PACFLT website listed on the last page of this appendix. Enter data into APSR as directed by the command APO or DAPO. The APSR property specialist may be a contractor.

f. Custodian. The custodian is typically the individual maintaining assets outside of the Aviation Supply Department (e.g., Polaris, ISU etc.). Custodians must be designated in writing by the APO. Designation template can be utilized to appoint designation of a custodian and can be found by utilizing USFF/PACFLT website listed on the last page of this appendix. The custodian will be responsible for the care and safekeeping of GE assigned to their custody. Each piece of equipment tracked and recorded as GE will have a custodian assigned within the APSR (DPAS).

A custodian must notify the APO of position changes immediately and complete a turnover inventory. Custodians cannot be a GCPC CH with the authority to purchase accountable GE and must not have an APSR access level

higher than limited access. The custodian will have direct knowledge of the asset's condition and location at all times.

6. Inventory requirements. Conducting an inventory is the act or process of locating, counting, and reporting property. The CO will publish, sign and retain physical inventory plans detailing the approach for ensuring 100 percent of all accountable GE and any locally accountable GE requiring special management is physically sighted and inventoried per local policy.

a. Local inventory procedures. APOs will develop and document inventory procedures in addition to providing training as needed. Inventory procedures will be written to adequately document specific actions personnel will perform to ensure the inventory is conducted per reference (bk). Inventories are conducted for the following:

(1) Change of Custodian.

(2) Annual for GE meeting capital threshold (depicted in figure AI-1).

(3) As directed by the CO.

(4) Upon evidence of forced or unlawful entry, or discovery of an open, or unattended storage area.

(5) Annually for CIIC of controlled, classified or sensitive.

(6) As required by higher authority such as FMO directed annual wall to wall inventory.

b. Floor-to-book inventories. Activities are required to perform annual floor-to-book inventories equal to or greater than 25 percent of the total known population of accountable GE assets using the Floor to Book Inventory Log. An example of this log can be found by utilizing USFF/PACFLT website listed on the last page of this appendix.

(1) GE will be physically validated to ensure required data elements on the count sheet are correct. This validation must be documented on a count sheet (i.e., DPAS Inventory Report). The personnel that conduct the inventory must sign, legibly print, and date applicable count sheet(s). All inventories will be initiated and reconciled in the APSR within 60 days. Results (e.g., changes in location, description, custodian, assets lost or found), or any required inventory data elements identified will be updated in the APSR within seven working days after inventory completion.

(2) Missing items. If the GE asset is determined to be missing after a reasonable search, a DD Form 200 Financial Liability Investigation of Property Loss Form must be submitted per reference (ae) and the asset must be updated in the APSR to indicate the appropriate suspected loss code. Once identified as missing, the subsequent investigation and DD Form 200 will be completed within 60 calendar days. Once DD Form 200 is complete, the designated personnel will remove the asset from the APSR within seven (7) working days.

(3) Inventory timeliness. Physical inventories will be opened in APSR and reconciled within 60 days. Inventory results will be reconciled in the APSR within 7 working days of completing the inventory. Once an

inventory has been opened for more than 60 days it will be flagged in the APSR. The USFLTFORCOM PO will notify commands when inventories are open past 60 days. APOs will report to USFLTFORCOM PO with justification of all inventories not reconciled in the APSR within 90 days. After 90 days, the USFLTFORCOM/USPACFLT PO will cancel and delete the inventory in the APSR if there is no justification provided by the APO.

(4) Inventory Analysis. The following rates will be documented for each inventory and retained locally for no less than six years as part of the commands inventory documentation.

(a) Located rate by line items is calculated as: Number of assets located divided by the number of assets in total inventory population.

(b) Located rate by dollar value is calculated as: Value of assets located divided by the value of assets in total inventory population

(c) Overage rate by number is calculated as: Number of overages divided by the number of assets in the total inventory population.

(d) Overage rate by dollar value is calculated as: Value of overages divided by the value of assets in total inventory population.

(e) Overall inventory accuracy rate is calculated as: Number of assets located minus overages divided by number of assets in total inventory population or (Number of assets located - Overages)/Number of assets in the total inventory population.

(5) Corrective Action Plan. The APO will develop and implement corrective action plans when inventory accuracy falls below 98 percent (100 percent for classified and sensitive property) or inventory frequency requirements are not maintained. Corrective action plans will include a determination of root cause, planned actions to correct specific deficiencies, and underlying systemic problems and an estimate of when corrective action is expected to be complete.

(6) Document Retention. Required physical inventory documentation per reference (bg) will be retained for no less than 10 years and be provided by request for audit and inspection. The signed physical inventory plans, with their supporting annual inventory progress certifications will be retained for no less than 6 years and be provided upon request for audit or inspection.

(7) Inventory progress report. ALL APOs will submit the SECNAV 5200/4 to MARFORCOM/MARFORPAC no later than 45 calendar days following the end of third quarter. MARFORCOM/MARFORPAC will submit one consolidated SECNAV 5200/4 that includes all subordinate activities.

7. GE Disposal. Commands will develop local policies and procedures to ensure that all accountable GE disposed of, or otherwise transferred from the command, is identified and the corresponding APSR record is updated. The CO or OIC will appoint disposition authority. The disposition authority will be responsible for approving disposition, transfer-out or sale of accountable GE. Approval of disposition will be evident by the disposition authority's signature and date on all authorized termination of accountability documentation. Disposition authority must be independent of individual that has been appointed as the custodian of asset(s). Prior to disposal,

personnel with the authority to do so will approve all accountable GE. This disposition authority may be established by the position description, local policies, delegation of authority letter, or DD Form 577.

a. Disposition Documentation. Disposition documentation must be uploaded to the APSR as part of GE record and must be retained at a minimum of 10 years after the asset is disposed of and removed from DON'S financial statements.

b. Disposition Forms. The APO will ensure completion of one of the following applicable disposition form(s):

(1) DD Form 1348-1A. For GE that has been identified for permanent removal from service and is not being transferred to another entity. At a minimum, the following APSR data elements are required to be on DD Form 1348-1 A, along with any additional requirements: name, part number and/or model number, description, serial number, stock number, Asset Id, quantity, unique item identifier (when applicable), and unit acquisition cost. The accountable property record including the acquisition cost, the related accumulated depreciation, and all other relevant information will be inactivated in the APSR, using receiving activity's signature and date, or DLA stamp on the 1348-A to substantiate the transaction.

(2) DD Form 1149. For GE that is being shipped and transferred outside of the activity. Clear statements of intent to transfer ownership and full financial reporting responsibilities must be included on this document. All required data elements must be recorded on the DD Form 1149. At a minimum, the following APSR data elements are required to be on DD Form 1149, along with any additional requirements: name, part number and/or model number, description, serial number, stock number, Asset Id, quantity, unique item identifier (when applicable), and unit acquisition cost. The accountable property record including the acquisition cost, the related accumulated depreciation, and all other relevant information will be inactivated in the APSR, using receiving activity's signature and date on the DD Form 1149 to substantiate the transaction.

(3) DD Form 200. For GE that is damaged or unfit for performance but not through normal use (e.g., vandalism or abuse) or when GE cannot be found because of loss or destruction. Commands will review and evaluate accuracy and timeliness of all DD Form 200 investigations. The DD Form 200 will be initiated and posted to the APSR within 7 working days from date the loss has been identified. Any DD Form 200 that has not been completed and reconciled in the APSR within 60 days of being initiated must be reported to the USFLTFORCOM/PACFLT PO with a written explanation of the delay. This document must be signed by the CO or their delegate and retained by the APO. The accountable property record including the acquisition cost, the related accumulated depreciation, and all other relevant information will be inactivated in the APSR, using the Approving Authority's signature date on the DD-200 to substantiate the transaction.

c. Missing Documentation. In the event the disposal document is not available, a KSSD SECNAV 5200/3 must be completed to provide the missing information. Local variants of this form are allowable, provided all fields represented on the form are included on the local variant. KSSD SECNAV 5200/3 example can be found by utilizing USFF/PACFLT website listed on the last page of this appendix. The accountable property record including the acquisition cost, the related accumulated depreciation, and all other

relevant information will be inactivated in the APSR, using the Actual Retirement Date from block 28 of the 5200/3 to substantiate the transaction.

d. APSR Status Entry. Within the APSR, disposed GE will be documented as "in-transit" until the receiving activity acknowledges receipt via authorized electronic or hard-copy documentation. Once GE has been received by the disposing activity, the accountable property record will be inactivated in the APSR within 7 working days of notice of receipt.

e. SLR or APSR Transactions. Just like those items added to the APSR, an SLR must also be conducted for each property record that is removed from the APSR, by a government employee. The reviewing and approving official must have a level of authority above that of the preparer and is responsible for checking accuracy of the APSR entry and the adequacy and validity of the source supporting documentation. The second level reviewer will compare disposition documents to the APSR entry to ensure accuracy and completeness of that entry to include verification of all required data elements (see figure AI-2). The second level reviewer does not have to be in the same chain of command and is not required to have APSR access. The SLR will be documented with a legibly printed name, signature, and date on the Decrease Audit Checklist SLR. The example checklist can be found by utilizing USFF/PACFLT website listed on the last page of this appendix. Documentation substantiating these transactions will be retained for 10 years following disposition.

8. Administrative Adjustment Disposition. In the event that an asset has been discovered to be erroneously recorded in the APSR (e.g., duplicate entry, item is not GE or not accountable GE, etc.) or when special disposal circumstances exist, process an Administrative Adjustment Report (AAR) to remove entry from the APSR.

a. An MFR must be completed to document the Asset Id(s) to be removed and the reason for removal. The MFR must be signed by the APO and will be uploaded to the APSR as part of the GE record. General usage of the AAR will not be a common practice in efforts to remove property records from the APSR unless it can be justified by an MFR that an error has occurred.

b. Administrative adjustments to terminate accountability of GE valued at $5K and above, must be approved by the USFLTFORCOM PO prior to removal from the APSR. Documentation substantiating the removal of the asset from the APSR will be provided to USFLTFORCOM PO for review. If the administrative adjustment is approved, all supporting documentation and an MFR must be uploaded to the APSR prior to the removal of the asset. Supporting documentation will be inclusive of a complete audit trail. All substantiating documentation must be retained for a minimum of 2 years following removal of the asset from the APSR.

REQUIRED DATA ELEMENTS AND DEFENSE PROPERTY ACCOUNTABILITY SYSTEM FIELDS

Required Data Elements for Accountable Property Records

Data Element	DPAS Field
Individual Item Identifier	Asset Id
Category / Asset Type	National Stock Nbr (NSN, or if no NSN is available: Mfr Part Nbr and Model Nbr and Mfr Name
Item Description	Item Desc
Reporting Organization	Actbl UIC
Custodial Organization	UIC
Status (i.e. active, inactive, retired, staged, stored, in-transit, transferred, declared excess, awaiting disposal, disposed of)	Asset Status
Quantity and unit of measure	Qty
General Ledger Classification/Asset Code	Asset Cd
Acquisition Cost	Total Cost
Accumulated Depreciation (if capital)	Accumd Deprn
Estimated Useful Life	Yr Svc Life
Unique Item Identifier (UII) or DoD recognized IUID equivalent/ Secondary Unique ID	VIN, or UII
Serial Number	Serial Nbr
Acquisition Date (Funds Approval/Obligation Date)	Acq Dt
Receipt Date	Local Rcpt Dt
Date Placed in Service	Origl In Svc Dt
Activation Date (if capital)	Activation Dt
Location	Loc
Current Condition	Cond Cd
Posting Reference (i.e. receiving report number, contract, PO, or other procurement ID number, invoice number)	Oblign Doc Nbr
Transaction Type (i.e. received, accepted, inventoried, transferred, shipped, retired, disposed)	Tran Cd
Asset Review Date	N/A (Documented on KSSD)

Figure AI-2.--Required Data Elements for Accountable Property Records.

TEMPLATES

1. Official SECNAV Forms can be obtained by accessing the SECNAV website at:

https://www.secnav.navy.mil/doni/NFOL/Forms/AHItems.aspx

MARFORCOM FORMS AND REPORTS (2d MAW and HMX)

1. Forms and Reports for MARFORCOM can be obtained by accessing the U.S. Fleet Forces (BSO 70) Command Property Office portal at:

https://flankspeed.SharePoint-mil.us/sites/USFF-HQ-N41/OperationsReadiness under Property Documents.

a. SECNAV 5200/3 Key Supplemental Supporting Document can be obtained on USFLTFORCOM Command Property Office Portal.

b. Historical Cost Estimation Worksheet can be obtained on USFLTFORCOM Command Property Office Portal.

c. DD Form 2875 (SAAR-N) - DPAS Access can be obtained on USFLTFORCOM Command Property Office Portal.

d. SECNAV 5200/4 - General Equipment Inventory Progress Certification Form can be obtained on USFLTFORCOM Command Property Office Portal.

e. Request for Cannibalization of Accountable Property can be obtained on
USFLTFORCOM Command Property Office Portal.

f. Increase Audit Checklist Second Level Review can be obtained on USFLTFORCOM
Command Property Office Portal.

g. Decrease Audit Checklist Second Level Review can be obtained on USFLTFORCOM Command Property Office Portal.

MARFORPAC FORMS AND REPORTS (1st and 3d MAW)

1. Forms and Reports for MARFORPAC can be obtained by accessing the U.S. Pacific Fleet Asset Management Portal at:

https://cpf.navy.deps.mil/sites/PACFLT/fiar/AssetManagement/PACFLT%20520045%20Forms%20Reports%20and%20Templates/Forms/AllItems.aspx

a. (Deputy) Accountable Property Officer Letter of Designation can be obtained on the U.S. Fleet Forces (BSO 60) Command Property Office portal.

b. Property Specialist Letter of Designation can be obtained on the U.S. Fleet Forces (BSO 60) Command Property Office portal.

c. Physical Inventory Plan can be obtained on the U.S. Fleet Forces (BSO 60) Command Property Office portal.

d. Custodian Letter of Designation can be obtained on the U.S. Fleet Forces (BSO 60) Command Property Office portal.

e. Floor to Book Inventory Log can be obtained on the U.S. Fleet Forces (BSO 60) Command Property Office portal.

f. Consolidated Inventory Log can be obtained on the U.S. Fleet Forces (BSO 60) Command Property Office portal.

APPENDIX AJ

Inventory Management Performance Report (IMPR)

1. General

a. Purpose. The performance of the DoD supply chain is essential to warfighter readiness. To monitor that performance, the Office of Deputy Assistant Secretary of Defense for Supply Chain Integration (ODASD[SCI]), in coordination with the military departments and the Defense Logistics Agency (DLA), adopted a comprehensive suite of supply chain metrics for Department-wide use. The metrics were selected to (1) assess the effectiveness and efficiency of the DoD supply chain enterprise and (2) measure the success of major initiatives to improve inventory and distribution management within the enterprise. These metrics evaluate the degree to which the DoD supply chain exhibits the attributes of responsiveness to customer requests, reliability of the internal processes, and consideration of supply chain costs and customers' supply chain expenditures, while ensuring necessary and appropriate planning and precision in support of materiel readiness.

2. IMPR Reporting. The IMPR is a reporting requirement for Marine Aviation. It fulfills the reporting requirement that reflects the performance of each unit's inventory posture, along with the reporting performance of the warfighter.

a. Reporting Requirements. NAVMC 4400.177C/HQMC ASB require the following be reported via the IMPR database tool.

(1) Monthly Total Demand

(2) Supply Effectiveness

(3) Excess Management

(4) DLR Deficiency to Requisitioning Objective

(5) Range and Depth

(6) Afloat BP-28 Obligation to Sales Ratio

(7) Carcass Tracking

(8) Overage Unmatched Stock In Transit (SIT)

(9) Monthly Inventory Adjustment (GIA)

(10) NMCS/PMCS Demands (overall effectiveness)

(11) NMCS/PMCS Effectiveness (TMS)

(12) Fly In Support Allowance (FSA) Status

(13) Supplemental Aviation Spares Support (SASS) Status

(14) NIIN Trend Analysis Category (NIIN/Doc Count)

b. Creation of the IMPR. The IMPR excel database is an automated

process utilized to import all required EOM reports (Internal and External) and SQLs. It is maintained by MARFOR/HQMC ASB-31, updated by HQMC/LMI and available copies can be found at each Wing/MARFOR. IMPR data is extracted utilizing the external reports listed in appendix AB (and below) following End of the Month (EOM) reports process. EOM reports and SQL's will be forwarded utilizing the below naming convention and formant, including unit name (i.e., MALS14_SAMMASAL.TXT) and forwarded to each respective MARFOR no later than the Tenth day of each month so that the combined IMPR can be generated. Required reports, naming conventions and file types are as follows:

(1) MALS Internal Requirements

(a) SAMMA/SAL (R-Supply JSI217) save as SAMMASAL.TXT

(b) Supply Effectiveness Report (R-Supply JSF415) save as SUPPLYEFFECTIVENESS.TXT

(c) Gains/Losses Inventory Listing (R-Supply JSI221) save as GAINS LOSSES INVENTORY LISTING.TXT

(d) Master Stock Status Report (R-Supply JSI215) save as MSSR.TXT

(e) FSA/SASS Range and Depth (R-Supply SQL) save as FSA RANGE DEPTH.CSV

(f) NALCOMIS Monthly Demand (NALCOMIS SQL) save as NALC MTHLY DMD.CSV

(2) MALS External Requirements

(a) NAVSUP BP-28 Sales Ratio report (MFLANT/MFPAC)

(b) ERMS/NITA Stock In Transit report

(c) COMNAVAIRLANT Carcass Performance Indicator Brief (PIB)

c. Report Parameters. The following parameters will be used for the above listed EOM reports:

(a) SAMMA/SAL

ORDER AND SHIPPING TIME (OST)	:1.0
ECONOMIC RETENTION VALUE (ERV)	:100.00
SAMMA/SAL OPTION	:Y
NSA	:Y
APA	:Y
REPAIRABLES	:Y
FIELD LEVEL REPAIRABLES	:Y
NON REPAIRABLES	:Y
STORES TYPE	:O
ATCS	:
COGS	:
BUDGET PROJECT CODES	:
INCLUDE SUBSTITUTES	:Y

INCLUDE RECEIPTS ON BOARD	:N
PRINT RAB DETAIL REPORT	:Y
PRINT RAO DETAIL REPORT	:Y
PRINT DEF TO RO DETAIL REPORT	:Y
EMV RANGE FROM	:.01

(b) Supply Effectiveness. Ensure the current month and year for the month that is being closed out is input on the R-Supply screen.

(c) Gains and Losses Report

GAINS REPORT	:Y
GAIN BY INVENTORY RECEIPT	:Y
LOSSES REPORT	:Y
LOSS BY INVENTORY RECEIPT	:Y
BEGINNING DATE	:*1st day closeout month
ENDING DATE	:*last day closeout month
STORE TYPES	:O
SUPPORT PACKAGE:	

NOTE: Ensure sort by NIIN option is selected at the bottom of request page.

(d) MSSR Listing

SUBS INCLUDED FLAG	:Y
INCLUDE ROBS	:N
PLATFORM	:M
STORES TYPES	:O
REPAIRABLES	:Y
FIELD LEVEL REPAIR	:Y
NON-REPAIRABLES	:Y
DBI	:N
HAZMAT	:N
FILL	:N
ALLOWANCE TYPE CDS	:
COGNIZANCE SYMBOLS	:
SUPPORT PKG FLAG	:N
SUPPORT PKGS	:

(e) FSA Range and Depth (Version-13)

(f) NALC MTHLY DMD (Version-11)

3. Reading the IMPR Report. IMPR is broken out into 14 paragraphs with each column representing a specific MALS. Each Wing is numerical in sequence, followed by numerical MALS. Additionally, it is important to understand the Cognizance code (Cog**) categorization. DLR reflects** 7 Cog items which utilizes NWCF BP-81 and BP-85. CON reflects odd Cog (excluding 7) and utilizes NWCF BP-14, BP-15, BP-28 and BP-34. APA reflects even Cog items. APA Cog items are not NWCF Cogs and not charged to MALS OPTAR.

a. Paragraph 1 not present on IMPR report. Paragraph one is notepad file (.txt) that is in AMHS message format while the actual IMPR is an attachment of the message. This format is required due to combining both the MARFORCOM and MARFORPAC IMPRs into one file.

FM CMC AVN ASB WASHINGTON DC
TO (INSERT AMHS PLADS FOR REQUIRED DISTRO)
MARFOR, WING ALD, MALS, DLA, ETC

BT UNCLAS
SUBJ/INVENTORY MANAGEMENT PERFORMANCE REPORT (IMPR)FOR MAY 2021//
REF/A/DOC/CNAF INST 4440.2C//
REF/B/MSG/HQMC AVN ASB/221321ZFEB19//
NARR/REF A TYCOM INSTRUCTION CITING CURRENT REQUIRED GOALS. REF B HQMC ASB IMPR DATA SUBMISSION GUIDELINES.//
POC/GAYLE H. N./MGYSGT/ASB/TEL: COM 703-693-9816/DSN 223-9816
EMAIL: HUBERT.GAYLE@USMC.MIL//
RHKS/1. THE FOLLOWING REPORT IS PROVIDED PER REF A.
ALL REFERENCES TO REPAIRABLES ARE DLR 7 COGS (BP-81,BP-85).
CONSUMABLES INCLUDE ALL OTHER COGS (BP-14,15,28,34).
APA INCLUDES ALL EVEN COGS TO INCLUDE 0.
2. TOTAL DEMANDS: SEE ATTACHMENT
3. DIRECT ANY QUESTION TO POC LISTED ABOVE.//

Figure AJ-1.-- IMPR Message Example (paragraph 1).

b. Paragraph 2 denotes the total qty of demands. Data is sourced from the R-Supply Effectiveness Report. DB-CR Credits (CR) are subtracted from Debits (DB).

TITLE/UNIT	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
2. TOTAL DEMANDS											
TOT DB	2,495	8,110	5,351	5,882	8,351	12,188	3,514	5,942	2,904	9,408	8,426
DLR	153	240	172	284	367	317	325	585	124	297	321
CON	2,302	7,790	5,108	5,550	7,841	11,848	3,170	5,301	2,702	9,036	7,908
APA	40	80	71	48	142	23	19	56	78	75	197
TOT CR	35	96	44	56	109	100	32	82	89	106	46
DLR	2	0	2	0	4	3	0	0	2	0	0
CON	31	86	39	56	103	93	15	37	26	101	42
APA	2	10	3	0	2	4	17	45	61	5	4
ISS DB-CR	2,139	6,768	4,531	4,992	6,959	9,893	2,940	5,132	2,298	7,769	7,090
DLR	130	139	111	206	233	170	272	454	89	181	178
CON	1,976	6,621	4,386	4,744	6,646	9,723	2,668	4,668	2,202	7,540	6,876
APA	33	8	34	42	80	0	0	10	7	48	36
NIS DB-CR	82	493	351	410	629	1,384	186	318	176	764	631
DLR	10	80	41	41	118	123	35	101	10	92	123
CON	70	413	308	365	509	1,260	151	216	166	665	507
APA	2	0	2	4	2	1	0	1	0	7	1
NC DB-CR	239	748	424	414	645	792	356	405	341	759	658
DLR	11	21	18	37	12	21	18	30	23	24	20
CON	225	665	374	375	574	753	336	375	308	720	482
APA	3	0	32	2	58	18	2	0	10	15	0

Figure AJ-2.-- IMPR Paragraph 2.

c. Paragraph 3 denotes the Overall Supply Effectiveness. Data sourced from R-Supply Supply Effectiveness report. NET calculated by total demands issued / total demands carried. Gross is calculated by total demands issued / total demands received.

NOTE: Goal is 85% NET and 65% Gross.

3. SUPPLY EFFECTIVENESS GOAL: NET >= 85%, GROSS >= 65%	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
NET(COMBINED)	96%	93%	93%	92%	92%	88%	94%	94%	93%	91%	92%
GROSS(COMBINED)	87%	84%	85%	86%	84%	82%	84%	88%	82%	84%	85%
NET(DLR)	93%	63%	73%	83%	66%	58%	89%	82%	90%	66%	59%
GROSS(DLR)	86%	58%	65%	73%	64%	54%	84%	78%	73%	61%	55%
NET(CON)	97%	94%	93%	93%	93%	89%	95%	96%	93%	92%	93%
GROSS(CON)	87%	86%	87%	86%	86%	83%	85%	89%	82%	84%	87%
NET(APA)	94%	100%	94%	91%	98%	0%	N/A	91%	100%	87%	97%
GROSS(APA)	87%	11%	50%	88%	57%	0%	0%	91%	41%	69%	19%

Figure AJ-3.-- IMPR Paragraph 3.

d. Paragraph 4 denotes the summary report that is contained in the Stores Account Materiel Management Afloat/Ship Authorized Levels (SAMMA/SAL). Data sourced from SAMMA/SAL for RAO, RAB, DEF compared to SAL.

(1) Redistributable Assets on Order (RAO). This is the total amount of a stock item when the addition of the on-order quantity (stock due) and the on-hand quantity will result in a total number of assets that is greater than the ship's authorized level (SAL) and place the item in an excess condition. All assets above the established allowance are subject to redistribution. When this condition exists, stock items are subjected to cancellation. Identify causes in excessive RAO values and conduct further actions as required.

NOTE: Goal: RAO- <= 0.2% for DLR, <= 1.0% for CON, and <= 0.2% for APA.

4. STORES ACCOUNT MATERIAL MANAGEMENT AFLOAT/SHIP AUTHORIZEDLEVELS (SAMMA/SAL) REDISTRIBUTABLE ASSETS ON ORDER (RAO) REDISTRIBUTABLE ASSETS ON BOARDS (RAB) RAO PERCENT OF SAL GOAL: DLR <= 0.2%, CON <= 1.0%, APA <= 0.2% RAB PERCENT OF SAL GOAL: DLR <= 0.5%, CON <= 4.5%, APA <= 0.5% DEF TO RO GOAL: DLR = 0 RECORD COUNT (RCNT)	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
RAO DLR $	2M	0	138K	0	676K	85K	0	243K	479K	13K	0
RAO DLR RCNT	6	0	1	0	3	3	0	2	3	1	0
RAO DLR % SAL	0.46%	0.00%	0.06%	0.00%	0.29%	0.03%	0.00%	0.07%	0.15%	0.00%	0.00%
RAO CON $	163K	45K	56K	174K	708K	406K	48K	367K	195K	115K	179K
RAO CON RCNT	64	28	77	116	234	155	50	136	104	116	67
RAO CON % SAL	0.56%	0.12%	0.14%	0.44%	1.69%	0.67%	0.18%	1.02%	0.67%	0.26%	0.38%
RAO APA $	693	0	0	3K	0	0	0	63K	792	736K	0
RAO APA RCNT	1	0	0	3	0	0	0	2	2	5	0
RAO APA % SAL	0.00%	0.00%	0.00%	0.01%	0.00%	0.00%	0.00%	0.25%	0.01%	2.31%	0.00%

Figure AJ-4.-- IMPR Paragraph 4 (RAO).

(2) Redistributable Assets on Board (RAB). This is the total amount of a stocked item when the on-hand quantity is greater than the ship's authorized level (SAL) and has no justification for on-board retention. All assets above the established allowance are subject to redistribution.

NOTE: Goal: RAB- <= 0.5% for DLR, <= 4.5% for CON, and <= 0.5% for APA.

4. STORES ACCOUNT MATERIAL MANAGEMENT AFLOAT/SHIP AUTHORIZEDLEVELS (SAMMA/SAL) REDISTRIBUTABLE ASSETS ON ORDER (RAO) REDISTRIBUTABLE ASSETS ON BOARDS (RAB) RAO PERCENT OF SAL GOAL: DLR <= 0.2%, CON <= 1.0%, APA <= 0.2% RAB PERCENT OF SAL GOAL: DLR <= 0.5%, CON <= 4.5%, APA <= 0.5% DEF TO RO GOAL: DLR = 0 RECORD COUNT (RCNT)	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
RAB DLR $	67M	33M	3M	29M	6M	2M	42M	55M	11M	264K	3M
RAB DLR RCNT	753	471	54	371	58	31	169	258	151	3	11
RAB DLR % SAL	20.09%	11.61%	1.27%	10.97%	2.52%	0.57%	14.66%	14.97%	3.38%	0.09%	1.15%
RAB CON $	16M	18M	14M	31M	11M	11M	12M	17M	11M	10M	11M
RAB CON RCNT	4757	5481	5012	7028	2895	3878	3323	6499	4128	4159	4181
RAB CON % SAL	55.38%	46.45%	36.75%	77.16%	25.63%	17.54%	43.24%	47.10%	38.72%	23.83%	22.88%
RAB APA $	3M	138K	37K	3M	2M	0	43K	3M	59K	127K	38K
RAB APA RCNT	146	17	13	234	139	0	1	298	27	115	30
RAB APA % SAL	18.59%	1.21%	0.19%	12.65%	6.64%	0.00%	98.95%	13.55%	0.84%	0.40%	0.40%

Figure AJ-5.-- IMPR Paragraph 5(RAB).

(3) Deficiency to Requisitioning Objective (Def-to-RO). A Navy Working Capital Fund (NWCF) stock item, where the sum of the on-hand quantity including substitute and interchangeable materiel plus the on-order quantity (stock due) is less than the Requisitioning Objective (RO) for AVCAL and COSAL authorized allowances. When this condition exists, the amount required to reach the RO is known as a deficiency to the Requisitioning Objective (DEF to RO). Identify causes and process a stock reorder as required.

NOTE: DEF: 0 Records for DLR's.

4. STORES ACCOUNT MATERIAL MANAGEMENT AFLOAT/SHIP AUTHORIZEDLEVELS (SAMMA/SAL) REDISTRIBUTABLE ASSETS ON ORDER (RAO) REDISTRIBUTABLE ASSETS ON BOARDS (RAB) RAO PERCENT OF SAL GOAL: DLR <= 0.2%, CON <= 1.0%, APA <= 0.2% RAB PERCENT OF SAL GOAL: DLR <= 0.5%, CON <= 4.5%, APA <= 0.5% DEF TO RO GOAL: DLR = 0 RECORD COUNT (RCNT)	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
DEF DLR $	0	0	0	0	0	7K	0	0	228K	0	859K
DEF DLR RCNT	0	0	0	0	0	1	0	0	1	0	6
DEF DLR % SAL	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.07%	0.00%	0.36%
DEF CON $	591K	3K	573K	990K	1M	2M	14K	967K	299K	1M	1M
DEF CON RCNT	847	19	1,066	1190	1442	2303	6	1,267	722	2,122	1,586
DEF CON % SAL	2.05%	0.01%	1.48%	2.50%	3.36%	3.18%	0.05%	2.70%	1.04%	3.08%	2.74%
DEF APA $	25K	0	37K	42K	228K	16	0	50K	119	53K	2K
DEF APA RCNT	25	0	16	28	30	1	0	29	3	10	8
DEF APA % SAL	0.14%	0.00%	0.20%	0.18%	0.64%	0.00%	0.00%	0.20%	0.00%	0.17%	0.03%

Figure AJ-6.-- IMPR Paragraph 4 (DEF to RO).

e. Paragraph 5 denotes the RANGE and DEPTH of NIINs allowanced in the warehouse. Range is the number of records in the Stock Item Table that have an on-hand quantity greater than zero. Depth is the number of records in the Stock Item Table that have an on-hand quantity greater than or equal to the requisitioning objective (RO). Data sourced from the Master Stock Status Report. Cogs are broken out on actual R-Supply report and therefore grouped/categorized as identified above under 3 a. Cog categorization.

NOTE: Range>=93%, Depth >=90%.

5. RANGE/DEPTH GOAL: RANGE >= 93%, DEPTH >= 90%	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
COMBINED RANGE	97.24%	95.42%	96.79%	95.85%	93.17%	93.92%	96.98%	96.26%	95.98%	94.99%	96.43%
COMBINED DEPTH	89.68%	91.60%	89.03%	84.51%	74.70%	76.82%	93.38%	85.02%	90.45%	79.66%	83.91%
DLR RANGE	91.91%	90.52%	92.97%	91.04%	90.77%	91.24%	90.39%	89.18%	83.02%	90.81%	91.10%
DLR DEPTH	78.49%	75.31%	73.66%	77.02%	60.31%	68.30%	78.60%	69.93%	76.81%	61.33%	70.59%
CON RANGE	97.59%	95.60%	96.91%	96.11%	93.20%	94.05%	97.35%	96.73%	97.06%	95.13%	96.61%
CON DEPTH	90.47%	92.19%	89.52%	84.91%	75.13%	77.17%	94.18%	85.99%	91.54%	80.38%	84.36%
APA RANGE	96.55%	95.31%	97.89%	94.16%	95.70%	65.00%	25.00%	92.81%	93.20%	96.12%	98.38%
APA DEPTH	85.94%	93.75%	90.94%	82.24%	72.58%	40.00%	25.00%	79.06%	90.40%	74.27%	88.11%

Figure AJ-7.-- IMPR Paragraph 5.

f. Paragraph 6 denotes the BP-28 Ratio report. This report is provided by NAVSUP on daily bases via email. The report that is provided on the first day of the month following the EOM process is utilized.

NOTE: USMC goal is < 1.07, NAVSUP goal is = 1.0 when combing NAVY and USMC.

6. BP-28 SALES RATIO GOAL: = < 1.07	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
RATIO	1.417	0.981	1.034	1.090	0.972	0.994	1.114	0.932	1.012	0.875	0.994

Figure AJ-8.-- IMPR Paragraph 6.

g. Paragraph 7 denotes the AVDLR CARCASS Performance Indicator Brief (PIB) report. This report provided by COMNAVAIRLANT via email. Report provides current and 2 prior Fiscal Years. IMPR only reports current and prior Fiscal year. Compares overall AVDLR OPTAR to actual carcass bills for that Fiscal Year.

NOTE: Goal: <= to 0.5 % of AVDLR OPTAR.

ACTIVITY		FY21				FY20				FY19			
		ACTUAL BILL	DOCNBR COUNT	AVDLR BUDGET ($ IN MIL)	BILLS AS % AVDLR BUDGET (<0.5%)	ACTUAL BILL	DOCNBR COUNT	AVDLR BUDGET ($ IN MIL)	BILLS AS % AVDLR BUDGET (<0.5%)	ACTUAL BILL	DOCNBR COUNT	AVDLR BUDGET ($ IN MIL)	BILLS AS % AVDLR BUDGET (<0.5%)
R09111	MALS-11	$12,660	2	$136.54	0.0%	$5,916	1	$162.02	0.0%	$0	0	$147.85	0.0%
R09112	MALS-12	$4,860	2	$16.98	0.0%	$71,663	3	$29.02	0.2%	$32,402	5	$40.79	0.1%
R57082	MALS-13	$0	0	$55.93	0.0%	$7,538	4	$43.17	0.0%	$16,278	2	$50.75	0.0%
R09116	MALS-16	$329,924	34	$240.86	0.1%	$576,264	17	$242.23	0.2%	$183,293	10	$181.69	0.1%
R09124	MALS-24	$3,926	1	$100.98	0.0%	$21,745	5	$105.35	0.0%	$346,978	21	$100.06	0.3%
R09136	MALS-36	$37,432	3	$98.68	0.0%	$60,814	4	$92.08	0.1%	$0	0	$103.38	0.0%
R09808	MALS-39	$428,882	3	$99.90	0.4%	$292,289	7	$120.80	0.2%	$321,335	3	$100.79	0.3%
R55660	MALS-16 FWD	$0	0	$0.00	0.0%	$0	0	$0.00	0.0%	$0	0	$0.00	0.0%
V55576	MALS-70 MEB-A	$0	0	$0.00	0.0%	$0	0	$0.00	0.0%	$0	0	$0.00	0.0%
V09114	MALS-14	$0	0	$105.32	0.0%	$0	0	$88.65	0.0%	$1,465	1	$84.83	0.0%
V09167	MALS-26	$0	0	$153.69	0.0%	$0	0	$139.16	0.0%	$0	0	$139.83	0.0%
V52841	MALS-29	$321,961	16	$174.15	0.2%	$169,718	13	$164.13	0.1%	$13,928	3	$161.90	0.0%
V09131	MALS-31	$0	0	$78.73	0.0%	$0	0	$83.88	0.0%	$0	0	$83.33	0.0%
SUBTOTAL:		$1,139,645	61	$1,261.76	0.0%	$0	0	$1,270.49	0.0%	$915,679	45	$1,195.20	0.1%

NOTE = BILLS AS % OF AVDLR BUDGET REPRESENTS ACTUAL BILLS ONLY
NOTE = SHADED "BILLS AS % AVDLR BUDGET", DO NOT MEET GOAL.
NOTE = BILLS REFLECTED AS OF 31 AUG

Figure AJ-9.-- PIB Report example.

h. Paragraph 8 denotes the Overage Stock In Transit (SIT) report. An unmatched Stock In Transit (SIT) (expenditure) condition arises when suppliers provide expenditure documents that fail to match to receipt documents at the NAVSUP Weapon System Support (NWSS) Activities. Offload and cross-deck transactions may also appear as unmatched SIT records until the activity receives proof of delivery (POD) or until revision of the DI X37 expenditure. eRMS records that appear also require proof of delivery for the carcass turn-in. A transaction becomes over-aged when it remains unmatched for more than 30 days. Upon receipt of incoming materiel, authorized personnel will process a receipt, which they then send for TIR processing. After receipt processing, a DRA transaction is also created, and this transaction is transmitted via the external to the shipping activity to acknowledge receipt of the item. This process confirms receipt of shipped materiel and closes the record. If the activity fails to process a receipt after shipment of materiel, the expenditure becomes an unmatched SIT. Activity personnel must review and work unmatched records from the on daily basis and conduct necessary causative research to determine why the unmatched condition exists or to process a receipt to clear the unmatched condition (or both). This report is sourced from eRetrograde Management System (ERMS). Report is pulled on the 1st of the Month following the EOM process. This report reflects documents that require one of the following actions:

(1) POR- Proof of Receipt

(2) POS- Proof of Shipment (must be posted within 5 business days)

(3) OHA- On Hand Acknowledgement. This occurs whenever the "DEST UIC" on transportation data is different than the "Receiver UIC".

(4) Condition codes being reported:

(a) "A" – RFI condition Asset

(b) "F" – NRFI condition Asset

(c) "L" – Asset is EI/QDR

NOTE: Goal: 0 records greater than 30 days

8. UNMATCHED STOCK IN TRANSIT GOAL: > 30 DAYS = 0 LINE ITEMS	M12	M24	M36	M14	M26	M31	M11	M13	M16	M39
A CONDITION	6	10919	42	0	134	1	1	14	112	14
F CONDITION	2	0	5	0	9	0	0	0	12	2
L CONDITION	0	1	0	0	1	0	1	0	0	0

Figure AJ-10.-- IMPR Paragraph 8.

i. Paragraph 9 denotes the GROSS INV ADJ report. The value of gross inventory adjustments (GIA) is equivalent to the absolute value of all inventory gains, losses, and surveys for a particular month. Data is sourced from Gains/Loss Inventory Listing and computed by dividing (sum total of gains and losses) by the (sum of SAL). COGs are categorized in same manner as 3a (DLR, CON, APA).

NOTE: Goal: less than or equal to +/- 0.1% of the categorized Inventory SAL.

9. GROSS INVENTORY ADJUSTMENT (GIA) GOAL: <=+/- 0.1% SAL	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
DLR & APA GIA	-16822	0	0	0	0	171K	0	0	0	0	38K
DLR & APA SAL	353M	293M	261M	289M	265M	320M	288M	389M	327M	338M	249M
DLR & APA % SAL	-0.005%	0.000%	0.000%	0.000%	0.000%	0.053%	0.000%	0.000%	0.000%	0.000%	0.015%
CON GIA	3K	0	18K	65K	320K	31K	9K	17K	213.94	54K	45K
CON SAL	29M	39M	39M	40M	42M	61M	27M	36M	29M	44M	47M
CON % SAL	0.009%	0.000%	0.046%	0.163%	0.761%	0.050%	0.034%	0.047%	0.001%	0.123%	0.097%

Figure AJ-11.-- IMPR Paragraph 9.

j. Paragraph 10 denotes the NMCS/PMCS demands for the month. Data is sourced from NALCOMIS utilizing the "NALC MTHLY DMD" SQL. Project codes being pulled are: AKO, AK7, 706, 707, 9GF, and 3HR. Cogs are categorized in same manner as 3a (DLR, CON, APA).

NOTE: Goal: Net greater than or equal to 90% and Gross greater than or equal to 85%.

10. NMCS/PMCS DEMANDS PROJECT CODES: AK0,AK7,706,707,9GF,3HR GOAL: NET >= 90% | GROSS >= 85%	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
TOTAL DMDS	557	2,996	2,174	1,623	3,139	2,552	1,008	2,236	742	3,696	2,925
ISS	526	2,769	2,054	1,437	2,983	2,335	972	2,106	673	3,251	2,610
NIS	21	202	97	135	117	170	16	84	40	317	236
N/C	10	25	23	51	39	47	20	46	29	128	79
NET%	96.16%	93.20%	95.49%	91.41%	96.22%	93.21%	98.38%	96.16%	94.38%	91.11%	91.70%
GROSS%	94.43%	92.42%	94.48%	88.53%	95.03%	91.49%	96.42%	94.18%	90.70%	87.95%	89.23%
CANC	36	285	164	119	146	267	71	176	73	353	250
# DOCS COMPLETED WITH JDATE NOT IN CURRENT MONTH	20	71	67	45	83	96	10	37	38	384	143
APA DMDS	22	11	43	42	85	4	1	6	8	52	28
ISS	21	11	41	40	82	1	0	6	7	45	27
NIS	0	0	2	1	3	3	0	0	0	4	0
N/C	1	0	0	1	0	0	1	0	1	3	1
NET%	100.00%	100.00%	95.34%	97.56%	96.47%	25.00%	0.00%	100.00%	100.00%	91.83%	100.00%
GROSS%	95.45%	100.00%	95.34%	95.23%	96.47%	25.00%	0.00%	100.00%	87.50%	86.53%	96.42%
CANC	2	4	7	3	7	9	6	5	1	8	0
DLR DMDS	129	215	184	239	192	216	209	372	89	297	256
ISS	119	147	149	188	168	154	198	341	76	210	176
NIS	7	56	30	38	20	52	5	25	9	72	72
N/C	3	12	5	13	4	10	6	6	4	15	8
NET%	94.44%	72.41%	83.24%	83.18%	89.36%	74.75%	97.53%	93.16%	89.41%	74.46%	70.96%
GROSS%	92.24%	68.37%	80.97%	78.66%	87.50%	71.29%	94.73%	91.66%	85.39%	70.70%	68.75%
CANC	10	18	17	7	13	28	5	29	11	30	25
CON DMDS	755	3,049	1,543	1,590	3,286	3,295	1,163	1,530	504	3,503	2,453
ISS	725	2,850	1,438	1,439	3,161	3,038	1,115	1,466	454	3,247	2,293
NIS	17	115	86	117	111	229	22	24	21	181	115
N/C	13	84	19	34	14	28	26	40	29	75	45
NET%	97.70%	96.12%	94.35%	92.48%	96.60%	92.99%	98.06%	98.38%	95.57%	94.71%	95.22%
GROSS%	96.02%	93.47%	93.19%	90.50%	96.19%	92.20%	95.87%	95.81%	90.07%	92.69%	93.47%
CANC	77	293	131	130	179	349	82	100	29	217	224

Figure AJ-12.-- IMPR Paragraph 10.

k. Paragraph 11 denotes the NMCS/PMCS demands for the month broken out by TMS. The same parameters as paragraph 10 are used, only difference is this paragraph breaks out each T/M/S separated by the TEC. Below reflects 3 T/M/S of the current 12 that are currently being reported on.

NOTE: Goal: Net greater than or equal 90% and Gross greater than or equal to 85%.

11. TEC NMCS/PMCS DEMANDS PROJECT CODES: AK0,AK7,706,707,9GF,3HR GOAL: NET >= 90% | GROSS >= 85%	M12	M24	M36	M14	M26	M29	M31	M11	M13	M16	M39
ACMJ/KC-130J TOTAL DMDS	143			298				137			
ISS	129			247				114			
NIS	9			28				13			
N/C	5			23				10			
NET%	93.47%	0.00%	0.00%	89.81%	0.00%	0.00%	0.00%	89.76%	0.00%	0.00%	0.00%
GROSS%	90.20%	0.00%	0.00%	82.88%	0.00%	0.00%	0.00%	83.21%	0.00%	0.00%	0.00%
CANC	11			29				13			
AD40/RQ-21A TOTAL DMDS		13		84					14		3
ISS		12		48					9		3
NIS		1		26					2		
N/C				10					3		
NET%	0.00%	92.30%	0.00%	64.86%	0.00%	0.00%	0.00%	0.00%	81.81%	0.00%	100.00%
GROSS%	0.00%	92.30%	0.00%	57.14%	0.00%	0.00%	0.00%	0.00%	64.28%	0.00%	100.00%
CANC		3		5					5		

Figure AJ-13.--IMPR Paragraph 11.

DLR DMDS	129	215	184	239	192	216	209	372	89	297	256
ISS	119	147	149	188	168	154	198	341	76	210	176
NIS	7	56	30	38	20	52	5	25	9	72	72
N/C	3	12	5	13	4	10	6	6	4	15	8
NET%	94.44%	72.41%	83.24%	83.18%	89.36%	74.75%	97.53%	93.16%	89.41%	74.46%	70.96%
GROSS%	92.24%	68.37%	80.97%	78.66%	87.50%	71.29%	94.73%	91.66%	85.39%	70.70%	68.75%
CANC	10	18	17	7	13	28	5	29	11	30	25

Figure AJ-13.--IMPR Paragraph 11, Continued.

1. Paragraph 12 denotes the status of all Fly In Support Allowances (FSA). Data is sourced from R-Supply utilizing the "FSA Range and Depth" SQL. All like T/M/S packages are grouped together. The heading/column format is different for FSA then rest of IMPR.

NOTE: Goal: Range and Depth both at 100%.

12. FLY-IN SUPPORT ALLOWANCE (FSA) STATUS GOAL: RANGE/DEPTH = 100%)			
T/M/S: (F/A-18) 12 AIRCRAFT / UNIT	M12	M31	
PACKUP-ID	F11812	F21812	
RECORD COUNT	1,720	1,725	
RANGE %	99.83%	99.71%	
DEPTH %	99.65%	99.42%	
REPAIRABLE RECORD RECOUNT	261	257	
REPAIRABLE RANGE %	99.23%	98.44%	
REPAIRABLE DEPTH %	98.08%	98.05%	
CONSUMABLE RECORD COUNT	1,459	1,468	
CONSUMABLE RANGE %	99.93%	99.93%	
CONSUMABLE DEPTH %	99.93%	99.66%	

T/M/S: (F/A-18) 24 AIRCRAFT / UNIT	M11	M12	M31
PACKUP-ID	F11824	F31824	F21824
RECORD COUNT	1,738	1,748	1,746
RANGE %	99.94%	99.83%	100.00%
DEPTH %	99.48%	99.31%	99.66%
REPAIRABLE RECORD RECOUNT	280	279	280
REPAIRABLE RANGE %	100.00%	99.28%	100.00%
REPAIRABLE DEPTH %	97.86%	96.42%	98.57%
CONSUMABLE RECORD COUNT	1,458	1,469	1,466
CONSUMABLE RANGE %	99.86%	99.93%	99.86%
CONSUMABLE DEPTH %	99.79%	99.86%	99.86%

Figure AJ-14.--IMPR Paragraph 12.

m. Paragraph 13 denotes the status of all Supplemental Aviation Spares Support (SASS) allowances. Data is sourced from R-Supply utilizing the "FSA Range and Depth" SQL. A color code is not affiliated to this paragraph and is monitored at the MARFOR/Wing level. All like T/M/S packages are grouped together. The heading/column format is different for FSA then rest of IMPR.

NOTE: Record counts and Total Allowance counts should match each similar SASS package.

13. SUPPLEMENTAL AVIATION SPARES SUPPORT (SASS)					
T/M/S: (F/A-18) 12 AIRCRAFT / UNIT	M11	M11	M12	M31	M31
PACKUP-ID	1S1812	2S1812	5S1812	3S1812	4S1812
RECORD COUNT	1,037	1,038	1,037	1,042	1,042
TOTAL ALLOWANCE	5,901	5,903	5,955	5,964	5,964
CONSUMABLE RECORD COUNT	801	802	804	806	806
CONSUMABLE ALLOWANCE TOTAL	5,581	5,583	5,638	5,644	5,644
REPAIRABLE RECORD RECOUNT	236	236	233	236	236
REPAIRABLE ALLOWANCE TOTAL	320	320	317	320	320

T/M/S: (C-130) 3 AIRCRAFT / UNIT	M11	M12	M14
PACKUP-ID	1SKJ03	2SKJ03	3SKJ03
RECORD COUNT	508	393	515
TOTAL ALLOWANCE	1,749	1,388	1,781
CONSUMABLE RECORD COUNT	411	293	414
CONSUMABLE ALLOWANCE TOTAL	1,620	1,254	1,646
REPAIRABLE RECORD RECOUNT	97	100	101
REPAIRABLE ALLOWANCE TOTAL	129	134	135

Figure AJ-15.--IMPR Paragraph 13.

n. Additional Requirements. Some MAWs may also require and conduct data analysis on items not listed in the IMPR to include (but not limited to) X75, Materiel Turn-ins (MTI).

4. IMPR Justification/Trend Analysis

a. Monthly requirement

(1) Each MAW will conduct trend analysis with their respective MALS to understand any +/-variations to a particular goal. Each item requiring justification will be identified for discussion on the monthly IMPR trend analysis telecon/meeting. Meeting time and discussion topics will be published in advance by each MAW to allow the opportunity for aviation supply officer participation.

(2) The MALS will submit required justification correspondence for areas identified by the MAW requiring analysis, that are out of goals, which includes any disparity in BPRs as it relates to SASS packages where the record count/Total Allowance do not match.

b. Quarterly requirement. A quarterly teleconference will be held with the MALS, MAWs and respective MARFOR, to discuss out of goals areas, which includes any disparity in BPRs as it relates to SASS packages where the record count/Total Allowance do not match.

c. Trend Analysis. The Pulse Points Management Desk Guide is a useful means for identifying and correcting areas that are out of goals. The following are some common reasons for missed goals.

(1) Supply Effectiveness. Common reason for not meeting Supply Effectiveness goals is due to the amount of Not In Stock (NIS) and/or Not Carried (N/C) demands. Few conditions are results of following:

(a) Poor receipt processing procedures.

(b) Improper management of items with an issue restriction code (IRC).

(c) Inventory and location validity problems.

(d) Inaccurate allowance RO and or RP quantities on stock item table.

(e) Processing suspended transactions incorrectly.

(f) Insufficient number or improper processing of stock reorders.

(g) Improper Tech Edit.

(h) Improper processing of AVCAL/COSAL loads.

(i) Inadequate storeroom/warehouse processing/procedures.

(2) RAO DLR/CON/APA. Common reasons for not meeting goals are:

(a) Decreased AVCAL allowance quantities.

(b) Processing Materiel Turn-in to Stock (X75).

(c) Substitute indicator not set or incorrectly set (P-Primary, S-Substitute, I-Interchangeable), Family Group code management problems.

(d) Incorrect processing of Materiel Obligation Validation (MOV).

(e) Posting Gains by Inventory (GIA) or reversals of Loss By Inventory (LBI).

(3) RAB DLR/CON/APA. Common reasons for not meeting goals are:

(a) Change notice processing i.e., Unit of Issue (UI) change.

(b) Failure to offload excess materiel.

(c) Processing Gain by inventory (GBI) or reversals of Loss by Inventory (LBI).

(d) Processing of Materiel Turn-in to Stock (X75).

(e) AVCAL allowance quantity change.

(f) Substitute indicator not set or incorrectly set (P-Primary, S-Substitute, I-Interchangeable), Family Group code management problems.

(4) DEF DLR RCNT. Common reasons for not meeting goals are:

(a) Inadequately reviewing pre-EOM reorder reports.

(b) Failure to process stock reorders on a regular basis.

(c) NALCOMIS to R-Supply interface problems.

(d) Failure of reviewing Stock Control Review Listing for cancellation status (CG,CJ).

(e) Inadequate stock item maintenance/record management.

(f) Improper LIS processing.

(5) Range and Depth (Combined/DLR/CON). Common reasons for not meeting goals are:

(a) Failure to conduct reorders correctly/properly.

(b) Improper requisition maintenance being conducted.

(c) Failure of processing incoming status.

(d) Incorrect stock item table (SIT) maintenance.

(e) Failure to process stock receipts in timely manner.

(6) BP-28 Sales. Common reasons for not meeting goals are:

(a) Conducting buys for NIINs that are not being issued/utilized.

(b) Utilizing BP-28 for Allowance increases vice APN-6.

(c) Improper processing on R-Supply suspended transaction listing.

(d) Failure to conduct regular buys as directed followed by conducting top-off buys.

(e) Running level set followed up by conducting a top-off buy. Level sets are not currently authorized.

(7) AVDLR Carcass Bills. Common reasons for not meeting goals are:

(a) Failure to properly work and research daily IOU report.

(b) Incorrectly processing items via ERMS/NITA module.

(c) Failure to turn in retrograde.

(d) Incorrectly processing beyond capability of maintenance (BCM) via NALCOMIS/R-Supply.

(e) Incorrect advice code on original requisition.

(8) Stock in Transit (SIT). Common reasons for not meeting goals are:

(a) Multiple issues from different shipping activities.

(b) Incorrect receipt processing at time of receipt, wrong RIC, wrong NIIN, wrong UI.

(c) Invalid or premature cancellation status on file.

(d) Incorrect processing of R-Supply suspended transaction listing.

(e) Failure to upload POS/POD into ERMS/NITA module.

(9) Gross Inventory Adjustment (GIA). Common reasons for not meeting goals are:

(a) Incorrect/poor receipt processing procedures.

(b) Improper causative research procedures.

(c) Lack of proper warehouse management and supervision.

(d) Failure to properly work Unmatched SIT report.

(e) Incorrectly/failure to work suspended transactions.

(10) NMCS/PMCS overall. Common reasons for not meeting goals are similar to the Supply Effectiveness goal, so below is additional reasons to think about:

(a) Improper assignment of automatic reorder restriction codes (ARRC)

(b) Incorrect processing of suspended transaction.

(c) Lack of verification of NIS conditions.

(d) Improper technical research being conducted during TECH research.

(e) Improper substitute relationships

(11) TEC NMCS/PMCS. Common reasons for not meeting goals are similar if not identical to overall NMCS/PMCS to include Supply Effectiveness, which below are additive or additional reasons:

(a) Failure to conduct /execute reorders as required.

(b) Incorrectly conducting requisition maintenance.

(c) Failure to properly review demand patterns (history).

(d) Inadequate/supervised storage procedures.

(e) Failure to use pre-expended bin (PEB) properly.

(12) FSA Range and Depth. Common reasons for not meeting goals are:

(a) Inadequate amount of wholesale inventory available.

(b) Inadequate amount of money to fund requisitions.

(c) Deployment operations.

(d) Incorrect utilization of support package during garrison deployments.

(e) Inadequate inventory/location validation procedures.

(13) SASS Record Count/Total Allowance. Common reasons for not meeting goals are:

(a) Increase/Decrease AVCAL allowance changes.

(b) Change notice processing, i.e., Unit of Issue (UI) changes.

(c) Improper family-group/substitute relationship management.

(d) Incorrectly updating support package post-deployment.

(e) Problematic hardware or software issues.

(14) X75 Materiel Turn in (MTI). As previously mentioned, MAWs may also require the conduct of data analysis on X75 materiel turn in and reversal. Common reasons for excess X75 transactions include:

(a) Customer turn in

(b) PEB turn in

(c) Strike Bird

(d) DTO No longer required

5. References. The following is a list of the references that will be beneficial in researching missed goals, computations causes and recommended corrective actions:

a. Pulse Points Management Desk Guide

b. NAVSUP P-485

c. COMNAVAIRFORINST 4440.2_

d. R-Supply Force User's Manual

e. NAVSUP P-

APPENDIX AK

Joint Strike Fighter Division (JSD) On-the-Job Training Standards

1. Purpose. To establish training standards for all Marines to perform the duty requirements as it pertains to executing F-35 supply chain management tasks.

2. Execution. All Marines must successfully complete a certificate producing period of instruction (i.e., Mobile Training Team, Eglin AFB formal period of instruction) and have a minimum of 12 months of experience addressing all the tasks within this training document.

3. Tasks.

a. Commanding Officers, Marine Aviation Logistics Squadrons

(1) Use this document as the basis for individual Aviation Supply JSD on-the-job training.

(2) Use this document as the basis to recommend an Aviation Supply Marine the additional military occupational specialty of 6035.

b. Aviation Supply Officer, Aviation Supply Department

(1) Ensure all Joint Strike Fighter Division (JSD) Marines are afforded the opportunity to attend a qualifying course that is referenced within this document.

(2) Ensure JSD leadership designs a training plan to perform each task as specified within this document with minimal assistance utilizing the appropriate instructions, training references, or other procedural guidance.

(3) Ensure JSD leadership review, revise and manage the upkeep of this document to ensure it’s in compliance with NAVMC 4400.177, F-35 Sustainment Supply User Guide (SSUG), and Autonomic Logistics Information System (ALIS) Supply Chain Management (SCM) User Guides within the ALIS SCM application.

4. This document is applicable to all MALS, JSD Marines.

Joint Strike Fighter Receiving Branch (JRB)						
			CERTIFICATION			
TASK NUMBER	**TASK**	**REFERENCE**	**START DATE**	**COMPLETE DATE**	**NCOIC INITIALS**	**SNCOIC/OIC INITIALS**
1	**Receiving Gear**	**ALIS SCM USER GUIDE**				
1.1	Demonstrate how to properly validate incoming components.	Receive Parts Sect: 1.2.1.2 - Receive Parts				
1.2	Demonstrate the process to receive a part via Purchase Order.	Part Receipt Sect: 3.1.2 - Receive Part from Register Purchase Order Arrivals				
1.3	Demonstrate how to receive a part during system non-availability	Appendix A Sect: A.1.1 - Receive Parts While SCM Is Off-line				
2	**Receiving Alternate Part Numbers**	**ALIS SCM USER GUIDE**				
2.1	Demonstrate how to receive an alternate part number from an IDA line	Part Receipt Sect: 3.3 - Alternate Part Received				
2.2	Demonstrate the process to check an EEL availability.	Receive Parts Sect: 1.7 - Receive Parts				
3	**Electronic Equipment Log (EEL)**	**ALIS SCM USER GUIDE**				
3.1	Request an EEL from LDM to ALIS base SOU.	Receive Parts Sect: 1.8.1 - Transfer EEL to ALIS from LDM				
4	**Segregating Incoming Gear**	**ALIS SCM USER GUIDE**				
4.1	Demonstrate the ability to separate Replenishment Stock from Customer Order Lines.	R**eceive Parts Sect: 1.2 - Receive Parts**				
5	**Shelf Life**	**ALIS SCM USER GUIDE SSUG VOL 2**				
5.1	Demonstrate the ability to identify/receive Life Limited Components.	ALIS SCM User Guide Receive Parts Sect: 1.3.5 - Purchase Orders to Process – Receive Life Limited Parts				
5.2	Demonstrate the ability to input an expiration date when receiving parts.	SSUG VOL 2 Sect: 3.3 - EELs and Parts with Shelf Life				

TASK NUMBER	TASK	REFERENCE	START DATE	COMPLETE DATE	NCOIC INITIALS	SNCOIC/OIC INITIALS
6	**Locations**	**ALIS SCM USER GUIDE**				
6.1	Demonstrate the ability to identify four system receipt locations.	Receive Parts Sect: 1.2.1.5 - System Checks Performed				

Joint Strike Fighter Issue Branch						
			CERTIFICATION			
TASK NUMBER	**TASK**	**REFERENCE**	**START DATE**	**COMPLETE DATE**	**NCOIC INITIALS**	**SNCOIC/OIC INITIALS**
1	**Pending Data Entry File (PDEF)**	**SSUG VOL 1**				
1.1	Explain the purpose of the PDEF.	Appendix A ALIS SCM Off-line Procedures				
2	**ALIS SCM Process Demand**	**ALIS SCM USER GUIDE**				
2.1	Explain the 5 menu options within SCM Process Demands screen.	Process Demands Sect: 1.1 - Process Demands Overview				
2.2	Explain the different status of a Customer Order.	Process Demands Sect: 1.2 - Customer Order Status in SCM				
3	**Issuing Customer Orders**	**ALIS SCM USER GUIDE SSUG VOL 1**				
3.1	Demonstrate how to process a customer order from Reserved to Picked status.	ALIS SCM User Guide Process Demands Sect: 1.4.1.2 - View Demands to be Picked				
3.2	Demonstrate the ability to print a Picking Ticket.	ALIS SCM User Guide Process Demands Sect: 1.4.1.3 - Print Pick List				
3.3	Demonstrate how to process a customer order from Picked to Delivered status.	ALIS SCM User Guide Process Demands Sect: 1.7 - Demands to Deliver				
3.4	Explain how a customer order status is moved to Invoice/Closed.	ALIS SCM User Guide Process Demands Sect: 1.7.1.1 - Receipt Confirmation from CMMS				

3.5	Demonstrate how to issue a part during system non availability.	SSUG VOL 1 Appendix A Sect: A.1.2				
TASK NUMBER	**TASK**	**REFERENCE**	**START DATE**	**COMPLETE DATE**	**NCOIC INITIALS**	**SNCOIC/OIC INITIALS**
4	**Processing Turn-In**	**ALIS SCM USER GUIDE**				
4.1	Explain how to process a retrograde.	Sect: 1.1 - Manage Retrogrades				
4.2	Demonstrate how to perform an asset turn in.	Sect: 1.5 - Process Turn-in into Warehouse				

Joint Strike Fighter Storage Branch						
			CERTIFICATION			
TASK NUMBER	**TASK**	**REFERENCE**	**START DATE**	**COMPLETE DATE**	**NCOIC INITIALS**	**SNCOIC/OIC INITIALS**
1	**Basic Skills**	**SSUG VOL 1 ALIS SCM USER GUIDE**				
1.1	Explain the difference between vendor part numbers (OEM) and SPEC drawing numbers (JSF).	SSUG Sect: 5.5.2 - JSF Specification/Vendor Part Number Search Options				
1.2	Demonstrate the ability to look up cage codes in ALIS SCM.	ALIS SCM User Guide Inventory Management Sect: 9.1 - Cage Code Lookup				
1.3	Demonstrate the ability to physically locate and validate parts queried in ALIS SCM locations (spot inventory).	ALIS SCM User Guide Inventory Management Sect: 1.3.1 - Inventory Part in Stock				
1.4	Demonstrate how to electronically move parts from one location to another.	ALIS SCM User Guide Inventory Management Sect: 12.2.1 - Move to Location				
1.5	Demonstrate the ability to pull an inventory part in stock listing (IPSL).	ALIS SCM User Guide Inventory Management Sect: 1.1 - Review Current Inventory Levels				
2	**Pending Data Entry File (PDEF)**	**SSUG VOL 1**				

2.1	Demonstrate how to identify documents to be stored in the PDEF during system non-availability.	Appendix A ALIS SCM Off-line Procedures				
TASK NUMBER	**TASK**	**REFERENCE**	**START DATE**	**COMPLETE DATE**	**NCOIC INITIALS**	**SNCOIC/OIC INITIALS**
3	**Stocking Procedures**	**ALIS SCM USER GUIDE**				
3.1	Demonstrate how to pull and work the ARR03 Report.	Inventory Management Sect: 1.3.6 - Parts Pending Move into Stock				
3.2	Demonstrate the ability to differentiate between repairable, consumable, and shelf-life materiel.	Inventory Management Sect: 9.3 - Part Catalog Master Part				
3.3	Demonstrate the ability to effectively use the Master Part in ALIS SCM to fill out a stow tag with all required information (I.E. EEL, COC, serial number).	Inventory Management Sect: 9.3 - Part Catalog- Master Part				
3.4	Demonstrate the ability to create/delete locations in ALIS SCM and label physical locations to match electronic locations.	Inventory Management Sect: 5.1 - Create Inventory Location				
4	**Unserviceable Assets in Inventory Procedures**	**SSUG VOL 2 ALIS SCM USER GUIDE**				
4.1	Demonstrate how to pull and work the Unserviceable Assets in Inventory report.	ALIS SCM USER GUIDE Manage Retrogrades Sect: 1.1.5 - Unserviceable Assets in Inventory				
4.2	Demonstrate the ability to differentiate between serviceable and unserviceable parts utilizing the COC, CDI-signed Serviceability Tag, EEL and/or physical appearance.	SSUG Sect: 3.1 - EEL SSUG Sect: 3.2 - COC				
4.3	Demonstrate the ability to update/change the condition code of an asset.	ALIS SCM USER GUIDE Inventory Management Sect: 12.1 - Change Condition Code				
5	**Location Audit Program (LAP)**	**SSUG VOL 1**				
5.1	Demonstrate the ability to conduct a LAP utilizing a listing provided by the JCB.	Sect: 8.1 - Types of Inventory Audits				
6	**Completed Transaction File (CTF)**	**NAVMC 4400.177 CH 6**				

6.1	Explain the requirements to maintain a CTF.	Sect: 6300.5 - Maintain a Completed Transaction File (CTF)				
7	**Electrostatic Discharge Program**	**SSUG VOL 2**				
TASK NUMBER	**TASK**	**REFERENCE**	**START DATE**	**COMPLETE DATE**	**NCOIC INITIALS**	**SNCOIC/OIC INITIALS**
7.1	Demonstrate the ability to identify ESD assets and exhibit safe handling procedures.	Sect: 10.1 - Electrostatic Discharge-Sensitive (ESDS) Materiel				
7.2	Explain the significance of the ESD program.	Sect: 10.1 - Electrostatic Discharge-Sensitive (ESDS) Materiel				

JOINT STRIKE FIGHTER CONTROL BRANCH						
			CERTIFICATION			
TASK NUMBER	**TASK**	**REFERENCE**	**START DATE**	**COMPLETE DATE**	**NCOIC INITIALS**	**SNCOIC/OIC INITIALS**
1	**Action Request (AR)**	**SSUG VOL 2**				
1.1	Explain the purpose of an AR.	Sect: 2 - Action Requests				
1.2	Explain the AR Process.	Sect: 2.1 - AR Process				
1.3	Explain the roles within the AR process.	Sect: 2.1 - AR Process				
1.4	Explain the different AR Categories.	Sect: 2.1 - Table 2.1-2 AR submittal and response time frames				
1.5	Explain the severity levels within an AR.	Sect: 2.1 - Table 2.1-2 AR submittal and response time frames				
1.6	Explain AR response times.	Sect: 2.1 - Table 2.1-2 AR submittal and response time frames				
1.7	Demonstrate how to submit an AR.	Sect: 2.1 - AR Process				
2	**Location Audit Program (LAP)**	**SSUG VOL 2 NAVMC 4400.177 CH 6 ALIS SCM USER GUIDE**				
2.1	Explain the purpose of a LAP.	SSUG Sect: 8.2 Prepare for Inventory Audit				

2.2	Demonstrate how to generate a LAP listing within SCM.	ALIS SCM QUICK Reference Checklist Sect: 8.2 - Initiate Inventory Audit				
TASK NUMBER	**TASK**	**REFERENCE**	**START DATE**	**COMPLETE DATE**	**NCOIC INITIALS**	**SNCOIC/OIC INITIALS**
3	**Inventories**	**ALIS SCM USER GUIDE SSUG VOL 1**				
3.1	Explain the three types of inventories.	SSUG Sect: 8.1 Types of Inventory Audits				
3.2	Explain what ALIS SCM permissions are required to initiate an inventory.	ALIS SCM User Guide Inventory Management Sect: 11.1 - Perform a Warehouse Inventory Audit by Bay				
3.3	Demonstrate planning and scheduling an inventory.	SSUG Sect: 8.2.1 - Plan and Schedule an Inventory Audit				
3.4	Demonstrate creating a Count Report.	ALIS SCM User Guide Inventory Management Sect: 11.1.1 - Initiate Inventory Audit (Create Count Report)				
3.5	Demonstrate printing the Inventory Count Report.	ALIS SCM User Guide Inventory Management Sect: 11.1.2 - Print Inventory Count Report				
3.6	Demonstrate how to input audit results.	ALIS SCM User Guide Inventory Management Sect: 11.1.3 – Input Audit Results				
3.7	Demonstrate how to approve the inventory audit results.	ALIS SCM User Guide Inventory Management Sect: 11.1.4 - Approve Audit Results				
3.8	Demonstrate how to print the Inventory Count Report.	SCM User Guide Inventory Management Sect: 11.1.5 - Print Control Counting Report				
3.9	Demonstrate how to conduct causative research for an inventory count discrepancy.	SSUG Sect: 8.4 Research and Reconcile Inventory Audit Discrepancy				
4	**Rescreen Report**	**NAVMC 4400.177 CH 6 ALIS SCM USER GUIDE**				
4.1	Explain the purpose of a Rescreen Report.	NAVMC Sect 6: Para Conduct Requisition Rescreens for High Priority Materiel				
4.2	Explain JCB’s role in working the Rescreen Report.	NAVMC Sect: 4 Para 6400.4 - Conduct Requisition Rescreens for High Priority Materiel				

4.3	Demonstrate how to validate a purchase order identified on the Rescreen Report.	NAVMC 4400.177 Sect: 4 Para 6400.4 - Maintain ALIS Rescreen Report				
TASK NUMBER	**TASK**	**REFERENCE**	**START DATE**	**COMPLETE DATE**	**NCOIC INITIALS**	**SNCOIC/OIC INITIALS**
4.4	Explain why you wouldn't Rescreen an item.	Refer to local policies and procedures				
4.5	Demonstrate the electronic process for a valid rescreen candidate.	ALIS SCM Quick Reference Checklist Sect: 3.4 - Manually Reserve Part Number/Cage Code				
5	**Asset Transfers**	**ALIS SCM User Guide SSUG VOL 2**				
5.1	Explain the definition of an asset transfer.	ALIS SCM User Guide Process Shipments Sect: 1 – Transportation (Off-site Issue of Assets) - Overview				
5.2	Explain the process of an Asset Transfer.	SSUG Sect: 5.1 - View POE Notification at Sending Site - Table 5.1 Procedures for asset transfers				
5.3	Demonstrate an Asset Transfer.	SSUG Sect: 5.2.1 - View Asset Transfer Purchase Order ALIS SCM User Guide Process Shipments Sect: 2 – Shipment Processing				
6	**Frustrated Materiel**	**NAVMAC 4400.177 SSUG VOL 2**				
6.1	Explain why a part may become frustrated.	NAVMC Sect: 4 Para 6400.6 - Process Frustrated Materiel				
6.2	Explain why a part becomes quarantined.	SSUG Sect: 6.6 - Quarantine Parts				
6.3	Demonstrate the steps in solving/dealing with frustrated materiel.	NAVMC Sect: 4 Para 6400.6 - Process Frustrated Materiel				
7	**Pack-up Kits (PUK)**	**ALIS SCM USER GUIDE SSUG VOL 1**				
7.1	Explain the process on how to create a PUK.	SSUG Sect: C.2.3 - Pack-Up Kits				
7.2	Demonstrate Issuing a spares pack.	ALIS SCM QUICK Reference Checklist Sect: 11.1 - Issue Spares Pack				
7.3	Explain the PUK return process.	SSUG Sect: C.2.3.4 - PUK Return				

7.4	Demonstrate how to solve any discrepancies when a PUK is returned.	ALIS SCM QUICK Reference Checklist Sect: 12.2 -Resolve Errors				
TASK NUMBER	**TASK**	**REFERENCE**	**START DATE**	**COMPLETE DATE**	**NCOIC INITIALS**	**SNCOIC/OIC INITIALS**
8	**Pending Replenishment Orders**	**NAVMC 4400.177 CH 6**				
8.1	Explain what a pending replenishment order is.	Sect: 4 Para 6400.9 - Review and Take Appropriate Action on Pending Replenishment Orders				
8.2	Demonstrate the process of printing out the pending replenishment report.	Sect: 4 Para 6400.9 - Review and Take Appropriate Action on Pending Replenishment Orders.				
8.3	Demonstrate the process of proper follow ups needed for expired dates.	Sect: 4 Para 6400.9 - Review and Take Appropriate Action on Pending Replenishment Orders				
8.4	Explain when an AR needs to be submitted.	Sect: 4 Para 6400.9 - Review and Take Appropriate Action on Pending Replenishment Orders				
9	**Customer Refusals**	**NAVMC 4400.177 CH 6**				
9.1	Explain what a customer refusal is.	Sect: 4 Para 6400.10a - Process Customer Refusal				
9.2	Demonstrate steps needed to process a customer refusal.	Sect: 4 Para 6400.10a - Process Customer Refusal				
10	**Return Materiel Authorizations (RMA)**	**ALIS SCM USER GUIDE SSUG VOL 2**				
10.1	Explain the purpose of a RMA.	SSUG Sect: 8 - Turn-ins				
10.2	Explain the Retrograde to be Returned screen.	ALIS SCM Manage Retrogrades Sect: 1.2 - Stage 1 - Identification of Due-Ins from Maintenance (DIFM)				
10.3	Explain the Notifications Received Screen.	ALIS SCM User Guide Manage Retrogrades Sect: 1.1.2 - Retrograde to be Returned – Notification Received				
10.4	Explain the Retrograde Returns Process.	SSUG Sect: 8.1.1 - View Retrograde to Be Returned				

10.5	Explain the Missing Notification screen.	ALIS SCM Manage Retrogrades Sect: 1.1.4 - Retrograde Returns – Missing Notification				
TASK NUMBER	**TASK**	**REFERENCE**	**START DATE**	**COMPLETE DATE**	**NCOIC INITIALS**	**SNCOIC/OIC INITIALS**
10.6	Demonstrate the validation of an RMA against a physical part.	ALIS SCM User Guide Manage Retrogrades Sect: 1.4 - Stage 3 – Validation/Acceptance of the Physical Part				
10.7	Demonstrate processing an RMA.	ALIS SCM User Guide Manage Retrograde Sect: 1 – Materiel Return				
11	**Source of Repair (SOR)**	**ALIS SCM USER GUIDE**				
11.1	Explain how a SOR Request is generated.	Manage Retrogrades Sect: 2.1 - SOR Request from SCM to Wholesale Supply (GSSM/PSC)				
11.2	Explain the key data elements in a SOR response message.	Manage Retrogrades Sect: 2.2.1 - Message Format				
11.3	Explain the three SOR Repair Instructions.	Manage Retrogrades Sect: 2.3 - Source of Repair (SOR) Response 2.4 - SOR Response – Scrape on Base 2.5 - SOR Response – Repair on Base				
12	**Shipments**	**ALIS SCM USER GUIDE**				
12.1	Demonstrate how to pull/pick assets from warehouse locations for shipments utilizing the appropriate pick list.	Process Shipments Sect: 2.3.1 - Shipment Header: Report Picking				
12.2	Demonstrate how to report an item picked for shipments within SCM.	Process Shipments Sect: 2.3.1 - Shipment Header: Report Picking				
12.3	Demonstrate the ability to properly package shipments.	Process Shipments Sect: 2.5.4 - Physically Pack Parts				
12.4	Demonstrate the ability to physically gather weights and dimensions for a shipment.	Process Shipments Sect: 2.5.5 - Enter weights and dimensions against shipment				
12.5	Demonstrate the ability to electronically log the weights and dimensions for a shipment.	Process Shipments Sect: 2.5.5 - Enter weights and dimensions against shipment				

12.6	Demonstrate the ability to request transportation for a shipment.	Process Shipments Sect: 2.6 - Request Transportation				
TASK NUMBER	**TASK**	**REFERENCE**	**START DATE**	**COMPLETE DATE**	**NCOIC INITIALS**	**SNCOIC/OIC INITIALS**
12.7	After receiving the consignments, demonstrate the ability to print the shipping labels.	Process Shipments Sect: 2.8 - Print Shipping Instructions				
12.8	Demonstrate the proper way to mark and stage a shipment for pickup.	Process Shipments Sect: 2.9 - Deliver Shipment on Collection by Carrier				
12.9	Display the ability to change the status of a shipment to Delivered.	Process Shipments Sect: 2.9 - Deliver Shipment on Collection by Carrier				

JOINT STRIKE FIGHTER OPERATIONS BRANCH						
			CERTIFICATION			
TASK NUMBER	**TASK**	**REFERENCE**	**START DATE**	**COMPLETE DATE**	**NCOIC INITIALS**	**SNCOIC/OIC INITIALS**
1	**Technical References**					
1.1	Locate the NAVMC 4400.177.	NA				
1.2	Locate the Sustainment Supply User Guide (SSUG) VOL 1 and 2.	NA				
1.3	Locate the ALIS SCM USER GUIDE.	NA				
2	**Coordinate and Reconcile the Mission Impaired Capability Awaiting Parts (MICAP) Report**	**SSUG VOL 1 & 2 NAVMC 4400.177 CH 6**				
2.1	Access the JSF Data Library (JDL) and explain the purpose.	SSUG VOL 1 Sect: 4.6 - JSF Data Library (JDL) and AeroPort Access				

2.2	Locate the Operations Center Points of Contact.	SSUG VOL 1 Sect: 1.4 - Points of Contact				
TASK NUMBER	**TASK**	**REFERENCE**	**START DATE**	**COMPLETE DATE**	**NCOIC INITIALS**	**SNCOIC/OIC INITIALS**
2.3	Explain the purpose of the Mission Impaired Capability Awaiting Parts Reports.	SSUG VOL 2 Sect: 4.1 - Priority NAVMC Para 6601.3 - Coordinate and perform reconciliation on the Mission Impaired Capability Awaiting Parts (MICAP) report				
2.4	Extract the Lockheed Martin MICAP Report from JDL.	SSUG VOL 1 Sect: 4.6 - JSF Data Library (JDL) and AeroPort Access				
2.5	Extract the Pratt & Whitney MICAP Report from JDL.	SSUG VOL 1 Sect: 4.6 - JSF Data Library (JDL) and AeroPort Access				
2.6	Demonstrate how to reconcile the MICAP Report.	NAVMC Para 6601.3b				
3	**Upload Supply Status and Remarks on the AMSRR**	**NAVMC 4400.177 CH 6**				
3.1	Access the Aviation Maintenance Supply Readiness Reporting (AMSRR) Web & explain the purpose.	Sect: 6 Para 6601.2 - Upload Supply Status and Remarks on the AMSRR				
3.2	Demonstrate how to upload Supply Status' and Remarks on the AMSRR utilizing the MICAP Report.	Sect: 6 Para 6601.2 - Review and reconcile the Rotary Mission Report				
4	**Review and Reconcile the Rotary and Mission Systems Report**	**NAVMC 4400.177 CH 6**				
4.1	Explain the reconciliation of the Rotary and Mission Systems Report.	Sect: 6 Para 6601.4 - Review and reconcile the Rotary Mission Report				
4.2	Demonstrate how to request the Rotary and Mission Systems Report.	Sect: 6 Para 6601.4 - Review and reconcile the Rotary Mission Report				
4.3	Demonstrate how to reconcile the Rotary and Mission Systems Report.	Sect: 6 Para 6601.4 - Review and reconcile the Rotary Mission Report				

5	**Coordinate and Reconcile Time Compliance Technical Directives (TCTD)**	**SSUG VOL 1 NAVMC 4400.177 CH** 6				
5.1	Explain what a Time Compliance Technical Directive is.	SSUG Sect: 4.5 - Time Compliance Technical Directives (TCTD) - 9.1 Definitions				
TASK NUMBER	**TASK**	**REFERENCE**	**START DATE**	**COMPLETE DATE**	**NCOIC INITIALS**	**SNCOIC/OIC INITIALS**
5.2	Demonstrate how to extract the Weekly Mod Kit Report from JDL.	SSUG Sect: 4.6 - JSF Data Library (JDL) and AeroPort Access				
5.3	Demonstrate how to pull a TCTD Report Query in ALIS SCM and Conduct Reconciliation.	NAVMC Sect: 6 Para 6601.5.a - Coordinate and Reconcile the Time Compliance Technical Data				
6	**System Non-Availability**	**SSUG VOL 1 NAVMC 4400.177 CH 6**				
6.1	Explain the Pending Data Entry File (PDEF).	NAVMC Sect: 6 Para 6601.1 - Maintain a PDEF				
6.2	Demonstrate how to maintain a Pending Data Entry File.	SSUG Appendix A Sect: A1 ALIS SCM Offline Procedures				
6.3	Explain the Inventory Parts in Stock Listing (IPSL).	NAVMC Sect: 6 Para 6601.6 - Maintain an Inventory Parts in Stock Listing (IPSL)				
6.4	Demonstrate how to generate an IPSL.	SSUG Appendix B Sect: B.10.1 - Inventory Part in Stock Report				
7	**Expedite, Monitor, and Reconcile Customer Orders and Purchase Orders**	**SSUG VOL 1 NAVMC 4400.177 CH 6**				
7.1	Explain Customer Order Lines.	NAVMC Sect 6 Para 6601.7.a - Expedite, Monitor and Conduct Customer Reconciliation of Customer and Purchase Orders				
7.2	Demonstrate how to generate the Customer Order Lines Report.	SSUG Appendix B Sect: Para B.10.5 - Customer Order Lines				
7.3	Explain Purchase Order Lines.	NAVMC Sect: 6 Para 6601.7.b - Purchase Order Report Validation				
7.4	Demonstrate how to generate the Purchase Order Lines Report.	SSUG Appendix B Sect: B.10.6 - Purchase Order Lines				

7.5	Demonstrate how to reconcile Non-Unique Aircraft Identifier (Non-UAI) Customer Orders.	NAVMC Sect: 6 Para 6601.7.a.(3)- Customer Order Lines Report (COLR)				
7.6	Explain the Purchase Order Validation Report.	NAVMC Sect: 6 Para 6601.7.b - Purchase Order Report Validation				
TASK NUMBER	**TASK**	**REFERENCE**	**START DATE**	**COMPLETE DATE**	**NCOIC INITIALS**	**SNCOIC/OIC INITIALS**
7.7	Demonstrate how to conduct a Purchase Order Validation.	NAVMC Sect: 6 Para 6601.7.b - Purchase Order Report Validation				
7.8	Demonstrate how to create a Customer Reconciliation Schedule.	NAVMC Sect: 6 Table 6601.7.b - Purchase Order Report Validation				
7.9	Demonstrate how to identify General Use Consumables.	SSUG VOL 1 Appendix D Sect: D.3 - GUC Procurement Decision Tree				
8	**Work/Administer Demands Link**	**SSUG VOL 2 NAVMC 4400.177 CH 6**				
8.1	Explain and Process Demand Adjustments.	SSUG Sect: 4.5 - Demand Adjustments (Senior LSP) Table 4.5.1 Procedures for Demand Adjustments NAVMC Sect: 6 Para 6601.9.a - Demand Adjustments				
8.2	Explain and Process Demand Errors.	SSUG Sect: 4.6 Demand Errors NAVMC Sect: 6 Para 6601.9.b - Demand Errors				
9	**Process the ALIS Rescreen Report**	**NAVMC 4400.177 CH 6**				
9.1	Demonstrate how to conduct Requisition Rescreens for High Priority Materiel.	NAVMC Sect: 6 Para 6601.10 - Conduct Requisition Rescreens for High Priority Materiel				
10	**File Maintenance**	**NAVMC 4400.177 CH 6**				
10.1	Explain File Retention and Frequency for all JOB Reports.	NAVMC Sect: 6 Table 6-6 - Reports Required for Performance of Duties, JOB				

ASD Authorization

[ ] Recommended for ADMOS 6035 [ ] Not Recommended for ADMOS 6035

Marine Name: _____ Rank/Title _____

Phone #:_____ Email: _____ Time in JSD: _____

ASO: _____ Date: _____
Print Name/Sign

Unit Authorization

[ ] Recommended for ADMOS 6035 [ ] Not Recommended for ADMOS 6035

Name: _____ Rank/Title _____

Phone #:_____ Email: _____

Signature: _____ Date: _____
Commanding Officer

Routing Instructions

[ ] Route approved package to S-1 for appropriate diary entry

[ ] Forward certificate to MMRP-20 to be included in your OMPF

[ ] Upload document into ASM Online