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COMDTNOTE 4400

NOV 6 2000

COMMANDANT NOTICE 4400

CANCELLED: NOV 5 2001

**Subj: CH-2 TO THE SUPPLY POLICY AND PROCEDURES MANUAL (SPPM),
COMDTINST M4400.19A**

1. **PURPOSE.** This Notice provides changes to the Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19A.
2. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Manual.
3. **DIRECTIVES AFFECTED.** None
4. **DISCUSSION.** The change updates Chapters 1 through 3, where required, and provides some changes to Chapters 4 and 5, the Glossary, Acronyms and Index. The next step will be a complete revision of the manual with G-SLP using a select team of experts from throughout the Coast Guard for its development.
5. **MAJOR CHANGES.** Major changes published in this revision are as follows:
 - a. **Chapter 1.** Chapter 1 directs the Inventory Control Points to follow policy and procedures set forth in the Uniform Supply Operations Manual (USO), COMDTINST M4121.4 rather than the SPPM. Program Managers are now included in the Organizational breakdown and responsibilities. Industrial Support Activities (ISAs) are required to maintain limited inventory (not OM&S) for industrial manufacturing of specific items (e.g., ATON day boards). The Table of Contents is updated in Section B and new associated references and web sites are added in Section C.
 - b. **Chapter 2.** Chapter 2 has been updated to reflect editorial changes.

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- c. Chapter 3. Chapter 3 states that ACNs are to be stocked at the CG ICPs. However, ACNs with CG Item Control Numbers (CG-ICNs) for MICA are assigned to CG unique items listed in APLs which are not stocked by CG ICPs and which can be locally procured. NICNS, used in CALMS, are not used in MICA and are being phased out. Any NICN material still required should be converted to a Coast Guard ICN. Several additions and changes have been made to section 3-B, Federal Supply Groups and Classes. Section 3-E, Federal Logistics Data (FED LOG) states that FED LOG is now available from DLIS on a DVD and via the Internet (both through purchase) as well as on CD-ROM. In addition, units can order other CD-ROM products, such as the Naval Logistics Library, directly from the Navy.
 - d. Chapter 4. Section 4-B changes the definition of SALTS to reflect its current title, Streamlined Automated Logistics Tool Set. Section 4-J, Fuel Credit Cards - How To Order, Cancel, or Replace Credit Cards was added. Section 4-K, DOT Fleet Credit Card was consolidated with Section 4-J, Fuel Credit Cards.
 - e. Chapter 5. Specifies items considered OM&S stock and expands on examples, exclusions and expended operating space items. Updates and adds new information pertaining to Unit Stock. Clarifies the frequency of when specific material is to be inventoried. Changes the requirement for quarterly self audits to a semi-annual sample count. Also changes some of the reporting requirements and provides guidance on reporting these requirements to the Fleet Logistics System (FLS). Updates requirements for Interservice Supply Support Agreements (ISSA). Revises/updates policy and procedures for Sales to Other Government Agencies, Public and Commercial for Aviation Fuels, Lubricants, Services and Storage and for Vessels and Other Watercraft.
 - f. List of Acronyms. Additions, deletions and modifications have been made to the List of Acronyms.
 - g. Glossary. Additions, deletions and modifications have been made to the Glossary.
 - h. Index. Additions, deletions and modifications have also been made to the Index.
6. **PROCEDURES**. Remove and insert the following pages as indicated:

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 Recommendations for Improvement

7. **COMMENTS.** Users are encouraged to submit their comments and suggestions via e-mail, mnoll@comdt.uscg.mil, or Letter of Recommendation or via the G-SLP website. The SPPM, as well as all G-SLP directives, are now on the CG website and comments can be provided electronically via a feedback recommendation form. The Recommendation Form can be found on <http://cgweb.uscg.mil/g-s/g-slp/index.htm>.
8. **FORMS AVAILABILITY.** The List of Forms is contained in the original printing of the Supply Policy and Procedure Manual.

COMDTNOTE 4400

Encl: (1) CH-2 to the Supply Policy and Procedures Manual (SPPM), COMDTINST
M4400.19A



COMDTNOTE 4400

JUL 27 1999

COMMANDANT NOTICE 4400

Subj: CH-1 TO THE SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

1. PURPOSE. This Notice provides changes to the Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19A.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this manual.
3. DIRECTIVES AFFECTED. Policy for Computer Assisted Management of Parts Inventory and Maintenance Tracking, COMDTINST M4400.21, is hereby cancelled.
4. DISCUSSION. The Chief Financial Officers (CFO) Act of 1990 set forth requirements incorporated into this manual by Change 1. The bulk of these changes are in Chapter 5, Section C, Physical Inventory. In addition, Change 1 includes changes to several other sections of the manual and adds an index for user ease in locating information. The manual also includes a revised "Recommendations for Improvement" Letter. Users are encouraged to use this letter to submit their recommendations for changes so that this manual can be the useful product we all would like. The letter is located at the end of the manual. Users may also fax their changes to G-SLP (202-267-4516) or e-mail them to mnoll@comdt.uscg.mil.
5. MAJOR CHANGES. Major changes published in this revision are as follows:
 - a. Chapter 1. New Table of Contents.
 - b. Chapter 4. This chapter contains new procedures for requisitions/procurements involving approval by the Hazmat Officer, Pollution Prevention Coordinator, Safety Officer, and Property Officer as well as current procedures for ozone depleting substances. Section C of this Chapter has been renamed "MILSTRIP/Supply/Mode of Shipment Codes" and lists Supply Codes previously omitted. Additional information has been added to explain the use of CASREPs and the CASREP document number. Section J contains policy and procedures pertaining to Aeronautical Equipment, including a Table of Types and how the various types of equipment are requisitioned and stocked. Section J also contains information on the Aviation Tool Control Program. Section K contains an update of the DOT Fleet Card Program. Editorial and other minor changes have been made throughout the newly published pages.

- c. Chapter 5. Chapter 5 reflects current CG supply policy required by the CFO Act of 1990 and findings based on the DOT IG FY96 Audit of Financial Statements. Although these requirements are reflected in various sections throughout the Chapter, some of the major changes appear in Section C, Physical Inventory. This chapter also contains changes in Section E, Storeroom and Handling of Materiel, which clarify the Storeroom Locator System, as well as location policy and procedures. Changes have also been made in Section H, Stock Record Systems and Processes; Section J, Depot Level Repairable (DLR) Management; and Section L, Supply Support concerning Allowance Change Requests (ACR's).
 - d. List of Acronyms. Additions, deletions and modifications have been made to the List of Acronyms.
 - e. Index. An Index has been added to the manual.
 - f. Letter of Recommendations for Improvement and Schedule for Future Manual Changes. A revised Letter of Recommendations for Improvement is contained the end of the manual. The reverse side of the letter contains a Schedule for Future Manual Changes and deadline for submissions to be included in that change.
6. PROCEDURES. Remove and insert the following pages as indicated:

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7. FORMS. Forms contained in this manual are listed in a separate section at the end of the manual. These forms are available on Forms Plus Laser or Jet Forms Filler or can be obtained in accordance with procedures stated in the Catalog of Forms, COMDTINST M5213.6 (series).

L. F. BOSMA
Director of Logistics

Encl: (1) CH-1 to COMDTINST M4400.19A

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of Transportation

United States
Coast Guard



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COMDTINST M4400.19A
APR 10 1998

COMMANDANT INSTRUCTION M4400.19A

Subj: SUPPLY POLICY AND PROCEDURES MANUAL (SPPM)

1. **PURPOSE.** This manual prescribes policies, procedures and standards for the administration of the supply system throughout the Coast Guard, including Headquarters and all ashore and afloat units in the field.
2. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, and commanding officers of Headquarters units shall ensure compliance with the provisions of this manual.
3. **DIRECTIVES AFFECTED.** The following directives are hereby canceled:
 - a. COMDTINST M4400.19, Supply Policy and Procedures Manual (SPPM)
 - b. COMDTINST M4400.17, Afloat Supply Procedures Manual (ASPM), and
 - c. COMDTINST M4400.15, Automated Requisition Management System (ARMS) User's Manual
4. **DISCUSSION.** This manual is a complete revision of COMDTINST M4400.19 and includes supply policy and procedures for both ashore and afloat units. The manual has also been restructured and is published in a new format for ease of use. We would appreciate user comments on the manual. Please use the form in the back of the manual and either send or fax (202-267-4516) your comments to us. You can also e-mail them to mnoll@comdt.USCG.mil (SWIII) or mnoll@comdt.USCG.mil/maillant (SWII).
5. **MAJOR CHANGES.** Major changes published in this revision are as follows:
 - a. Chapter 1. Responsibilities are aligned with the new streamlined Coast Guard organization implemented in 1996. As a result of the Coast Guard restructuring, logistics policy oversight functions now reside in Commandant (G-SLP). Supply Center Baltimore (SCB) and Supply Center Curtis Bay (SCCB) have been consolidated to form

the Engineering and Logistics Center (ELC), which is now under the program management of Commandant (G-SEN). This chapter clearly defines responsibilities of Commandant (G-SLP), the Inventory Control Points and the operating units.

- b. Chapter 2. This chapter includes current Coast Guard policies, procedures and responsibilities as they relate to and interface with the Defense Logistics Management Systems (DLMS).
 - c. Chapter 3. Chapter 3 provides changes in cataloging policy, including ELC/ARSC cataloging responsibilities.
 - d. Chapter 4. This chapter provides current requisitioning policies and procedures. It also includes Coast Guard fuel reporting requirements, including those for ozone depleting substances. COMDTINST M4400.19 did not contain fuel guidance.
 - e. Chapter 5. Chapter 5 reflects CG supply policy on the use of automation. Supply personnel, both afloat and ashore, must use the most advanced automated system available to them for their supply functions. STAR replaces Interactive ARMS. CMPlus automates manual supply operations. Configuration management policies and procedures, previously contained in the ASPM, COMDTINST M4400.17 have been incorporated into this chapter. The chapter also standardizes storeroom locations. In addition, this chapter sets forth physical inventory requirements. This includes annual audits for all OM&S and/or inventory items with a unit price of \$1,000 or more.
6. **GLOSSARY/LIST OF ACRONYMS**. The manual includes a glossary of major terms used in the manual and a List of Acronyms.
 7. **PROCEDURES**. This revised manual (COMSTINST M4400.19A) replaces two manuals: COMDTINST M4400.19, COMDTINST M4400.17 and replaces COMDTINST M4400.15, all of which you should now discard. COMDTINST M4400.19A is available only in hard copy until Standard Workstation III has been implemented throughout the Coast Guard. It will then be available on the CG Directives CD-ROM as well. Coast Guard users may order additional copies of the manual from the DOT warehouse using the procedures described in the Directives, Publications and Reports Index (COMDTNOTE 5600).
 8. **FORMS**. Forms contained in this manual are listed in a separate section at the end of the manual. These forms are available on Forms Plus Laser or Jet Forms Filler or can be ordered in accordance with procedures stated in the Catalog of Forms, COMDTINST M5213.6 (series).

/s/ R.K. JONES
Director of Logistics

Chapter 1

Introduction To The Supply Policy And Procedures Manual

Overview

Introduction

This chapter states Coast Guard supply policy and procedures on how to use the Federal Supply System and commercial sources. The authoritative publications that dictate the contents of this manual are also identified.

In this chapter

This chapter covers the following sections:

Section	Title	See Page
A	Policy and Organizational Responsibilities	1-A-1
B	Table of Contents	1-B-1
C	Associated References	1-C-1

Section A
Policy and Organizational Responsibilities

Overview

Purpose

The purpose of this manual is to:

State Coast Guard supply policy.
Provide procedures on how to use the Federal Supply System and commercial sources to acquire quality materiel and services on time at the most economical cost to meet operational needs.

Authority

The authorities that dictate the makeup of this manual are:

Federal Regulations (e.g., DLA, DoD, DOT, GSA Regulations and Procedures)

Policy

The Coast Guard shall comply with all Federal Regulations and Commandant Instructions applicable to a standard supply support system/structure capable of providing optimal user/customer support at minimal cost.

All Coast Guard supply elements shall comply with the instructions contained herein.

Organizational Responsibilities

The supply system encompasses a wide range of functions that require input from all levels of the organization.

Continued on next page

Policy and Organizational Responsibilities, Continued

Organizational Responsibilities The organizational breakdown and responsibilities are:
(continued)

Organization	Responsibilities
G-S: G-SLP	Engineering Logistics Interface with OGA Develop, implement and maintain supply policy, procedures, guidance and directions.
G-S:	Develop and implement technical logistics and philosophies, plans and maintenance support directions.
G-SEA G-SEN G-SEC G-SCE G-O:	Operations Develop and implement operations policy and requirements. Implement and maintain the Operations Logistics Support Plans (OLSPs). Implement and maintain supply support operations associated specifically with assigned commodities. Initiate provisioning and reprovisioning Cataloging Inventory Management Interface with OGA to perform Supply Center Functions. Warehousing Configuration Data Management Manage the pipeline and rotatable pool assets. Allowance Management Support Cutter Class Maintenance Plans
Engineering Logistics Center (ELC) and Aircraft Repair & Supply Center (ARSC)	

Continued on next page

Policy and Organizational Responsibilities, Continued

Organizational Responsibilities

(continued)

Organization	Responsibilities
ELC and ARSC, continued	Host Cutter Support Reviews Aircraft Maintenance Management Reviews Aircraft Technical Reviews
Maintenance and Logistics (MLCs) Command:	Implement and maintain all approved maintenance and support policies and procedures affecting their respective charters. Develop and maintain maintenance support plans.
MLCLANT MLCPAC	Monitor/evaluate maintenance and supply support performance. Ensure compliance with Supply Policy and Procedures.
District Commanders	Limited intermediate level small boat and shorebase unit maintenance and supply support.
Industrial Support Activities (ISCs)	Maintain a Support Activity Allowance List (SAAL). Maintain various Industrial shop stock. Maintain a limited rotating pool of repairable pipeline assets.
Units	Maintain maintenance and repair spare part allowance inventories. Make adjustments to allowance inventories as usage needs dictates. Provide feedback to the supply system to ensure proper supply support. (i.e. RODS, CASREPS, MICA changes) Maintain Configuration Management data via SCAMP/CMplus

Policy and Organizational Responsibilities, Continued

**Unit Commanding
Officer and Officer-
in-Charge**

Perform preventative maintenance on standard boat engines per established directives.

Accomplish removal, installation, and set up of centrally maintained engines in standard boats.

Initiate and submit warranty claims for overhauled engines to the ELC for resolution.

Section B

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Overview

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Section C

Associated References

Overview

Purpose

This section lists those references that apply to the material covered in this manual.

Policy

Users shall adhere to the Coast Guard Directives for policy guidance when referenced. OGA handbooks are listed for information only.

References and ordering procedures

Users of this manual should refer to the following publications for additional policy and procedural guidance.

Directives with an "M" designator can be ordered using the procedures found in the Directives Publications and Reports Index, COMDTNOTE 5600. If the directive is not a centrally managed publication, a note is provided for the point of contact. Most Coast Guard directives are also available on a CD-ROM. Contact Commandant (G-SII) for information.

Title	Directive/POC
Accounting Manual	M7300.6 (series)
Accountable Item Management (AIM) User Manual	OSC Martinsburg Support Hotline
Casualty Reporting Procedures	M3501.3 (series)
Certifying and Disbursing Manual	M7210.1 (series)
CMplus User Manual	OSC Martinsburg Support Hotline
Coast Guard Acquisition Procedures	M4200.19 (series)
Coast Guard Rescue and Survival Systems Manual	M10470.10 (series)

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Associated References, Continued

References and ordering procedures (continued)

Title	Directive/POC
Defense Logistics Agency Customer Assistance Handbook	DLA (703) 274-7871
Defense Utilization and Disposal Manual	DoD 4160.21M
Coast Guard FINCEN Standard Operating Procedures (SOP)	FINCENINST 7000.1
DLA Instruction on Credit Card Use	INST4280.1
Electronics Manual	M10550.25 (series)
Federal Acquisition Regulations (FAR)	G-CPM
FED LOG Users Handbook	DLSC (616) 961-4725
GSA Customer Assistance Guide	GSA (800) 488-3111
Hazardous Waste Management Manual	M16478.1 (series)
Inspection, Packaging, Handling, Storage and Transportation Handbook	M4450.1 (series)
LUFS User Manual	FINCEN
MILSTRIP/MILSTRAP Desk Guide	NAVSUP 409 NSN 0530-LP-186-6700
Oracle Fixed Asset Module Barcode Users Manual	IFAMS Hotline (757) 365-6556
Oracle Fixed Asset Module Users Manual	IFAMS Hotline
Ordnance Manual	M8000.3 (series)
Property Management Manual	M4500.5 (series)
Reporting Suspected Overpriced Parts	COMDTINST 4408.7
SCAMP Users Handbook	OSC Martinsburg Support Hotline
Simplified Acquisition Procedures Handbook	M4200.13 (series)
STAR User Manual	OSC Martinsburg Support Hotline
Subsistence Manual	M4061.3 (series)
Transportation of Freight	M4610.5 (series)

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Associated References, Continued

Web Sites

Following is a list of useful Web Sites:

- Defense Logistics Support Command
<http://www.supply.dla.mil>
- Defense Supply Center, Columbus, Ohio
<http://www.dsccl.dla.mil>
- Defense Supply Center Richmond
<http://www.dscr.dla.mil>
- Defense Supply Center Philadelphia
<http://www.dscp.dla.mil>
- Defense Logistics Services Center
<http://www.dlsc.dla.mil>
- Defense Reutilization and Marketing Service
<http://www.drms.dla.mil>
- Defense National Stockpile Center
<http://www.dnsc.dla.mil>
- Defense Distribution Center
<http://www.supply.dla.mil>
- Defense Logistics Agency
<http://www.dla.mil>
- **Defense Logistics Agency Publications Service**
<http://www.dlaps.hq.dla.mil>
- Defense Logistics Information Service
<http://www.dlis.dla.mil>
- Defense Energy Support Center
<http://www.desc.dla.mil>
- General Services Administration
<http://www.gsa.gov>

Section A

Defense Logistics Management Systems (DLMS)

Overview

Introduction

DLMS is a series of procedures that allows users to communicate standardized logistics data between Federal services/agencies and commercial contractors.

Coast Guard Participation in DLMS

The Coast Guard will actively participate in DLMS, along with both the DoD and non-DoD services/agencies, and provide comments on matters affecting Coast Guard supply support.

In this section

The topics in this section describe only DLMS procedures used by CG units, and explain its purpose and functions in support of logistics supply support.

Topic	Page
Military Standard Requisitioning and Issue Procedures (MILSTRIP)	2-A-2
Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)	2-A-4
Defense European and Pacific Redistribution Activity (DEPRA) Procedures	2-A-6

Military Standard Requisitioning and Issue Procedures (MILSTRIP)

Purpose

MILSTRIP is a DoD Defense Logistics Management System consisting of standards, procedures, codes, formats, documents and time standards for requisitioning materiel and obtaining supply status. MILSTRIP facilitates the exchange of logistics data by electronic communications, mail, telephone or courier between requisitioner and sources of supply.

Policy

- Coast Guard participates fully in MILSTRIP.
 - Coast Guard requisitioning systems shall be MILSTRIP compatible.
-

References

- STAR User Manual
 - [CMplus](#) User Guide
 - DoD 4000.25-1-M - DoD MILSTRIP Manual
 - Supplement 1 to DoD 4000.25-1-M - MILSTRIP Routing Identifier and Distribution Codes.
 - Supplement 2 to DoD 4000.25-1-M - Contains the European and Pacific Redistribution Activity (DEPRA) procedures.
 - Supplement 3 to DoD 4000.25-1-M - Defense Logistics Management System Electronic Data Interchange (DLMS/EDI) will be implemented in the future.
 - NAVSUP PUB 409 MILSTRIP/MILSTRAP Desk Guide.
 - DLA Customer Assistance Handbook.
-

Continued on next page

Military Standard Requisition and Issue Procedures (MILSTRIP), Continued

Responsibilities

The following table list the responsibilities of various commands for use of MILSTRIP:

Command	Responsibility
Commandant (G-SLP)	<ul style="list-style-type: none"> • Develop and implement MILSTRIP policies and procedures within the Coast Guard. • Serve as a member of the DoD Supply Process Review Committee (PRC). • Serve as Coast Guard point of contact for all MILSTRIP issues to the Defense Logistics Management System Office (DLMSO). • Initiate and monitor internal Coast Guard MILSTRIP training programs.
MLCs, District Commanders, Headquarters Units and ELC/ARSC	<ul style="list-style-type: none"> • Ensure compliance of MILSTRIP policies and procedures. • Implement and monitor MILSTRIP changes and revisions promulgated by Commandant (G-SLP). • Provide feedback for improvements to MILSTRIP to Commandant (G-SLP).

Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)

Purpose

MILSTRAP provides standard procedures, codes and formats for reporting:

- Decapitalization
 - Physical Inventory Request/Count/Notification
 - Materiel Requisitions
 - Stock Number Changes
 - Materiel Support
 - Storage Information
 - Materiel Receipt
 - Issues
 - Inventory Adjustments
 - Due-Ins
 - Backorders
 - Logistics Transfers/Reassignments
-

Policy

CG units will use MILSTRAP procedures for processing receipts in automated systems provided.

Definition

MILSTRAP is a Defense Logistics Management System (DLMS) that provides a timely and cost effective way to transmit inventory management and distribution data and to record financial transactions. Information is transmitted either electronically or by mail between ICPs, stock points, units, and services/agencies.

Continued on next page

Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), Continued

References

- DoD 4000.25-2-M, MILSTRAP manual
- STAR User Manual
- [CMplus](#) User Guide

Coast Guard roles

The following table lists the responsibilities of various commands for MILSTRAP:

Unit	Responsibility
Commandant (G-SLP)	<ul style="list-style-type: none"> • Develop and implement MILSTRAP policies and procedures for the CG. • Serve as CG member on DoD's Process Review Committees (PRC). • Ensure compliance with MILSTRAP policy and procedures. • Serve as point of contact for MILSTRAP issues to the DLMS office.
ELC/ARSC	<ul style="list-style-type: none"> • Implement and monitor MILSTRAP changes and revisions as promulgated by Commandant (G-SLP) • Provide feedback for improvement to Commandant (G-SLP) on MILSTRAP as it applies to the CG.
Operating Units	<ul style="list-style-type: none"> • Maintain record of receipt with STAR/SCAMP/CMplus. • Transmit receipts to ARMS2 through STAR/CMplus.

Defense European and Pacific Redistribution Activity (DEPRA) Procedures

Purpose

The Defense European and Pacific Redistribution Activity (DEPRA), supplement 3 to DoD 4000.25-1-M, provides guidance for Coast Guard (CG) participation. It is a service of the Defense Automatic Addressing System (DAAS).

DEPRA provides a central system for screening and redistribution of DoD assets among European and Pacific activities. It:

- Maximizes the redistribution of potential excess assets among DoD and authorized civilian agencies.
- Precludes the concurrent procurement and disposal of the same items by different DoD services or civilian agencies.
- Reduces the expenditure of transportation funds for shipment of items overseas when similar items are already available in the overseas area.
- Reduces item screening time among all potential users.
- Eliminates the duplication of separate redistribution systems among the military services and civilian agencies.

Policy

CG participation in DEPRA is limited to those Pacific or European activities listed in the Defense Automatic Addressing System Center (DAASC) as authorized requisitioners. All requests for authorization shall be forwarded to Commandant (G-SLP).

CG position on the DEPRA priority list is just below DoD retail activities worldwide and above all other federal agencies.

Continued on next page

Defense European and Pacific Redistribution Activity (DEPRA) Procedures, Continued

Responsibilities

- Commandant (G-SLP) will monitor servicewide participation in DEPRA.
 - Maintenance and Logistics Commands, district commanders and commanding officers of authorized requisitioners shall ensure that CG participation in DEPRA is accomplished to the fullest extent possible to fill known or future requirements **ONLY** and not for stockpiling or acquiring unauthorized items of supply.
-

Section B
Federal Standard Requisitioning and Issue Procedures
(FEDSTRIP)

Overview/Policy

Purpose The General Services Administration (GSA) issues the Federal Requisitioning and Issue Procedures (FEDSTRIP) Operating Guide for use by civil agencies requisitioning GSA materiel.

Policy Coast Guard (CG) requisitions, forwarded to GSA supply sources, will be formatted in accordance with MILSTRIP procedures ONLY!
FEDSTRIP procedures WILL NOT BE USED by CG requisitioners.

Section C
Uniform Materiel Movement and Issue Priority System
(UMMIPS)

Overview

Purpose UMMIPS responds to prioritized materiel requirements so a command can carry out its assigned mission. This system establishes time frames that ensure adequate response to unit needs.

In this section Topics in this section state policy and responsibilities, and explain how to use each segment of UMMIPS.

Topic	See Page
UMMIPS Policy And Responsibilities	2-C-2
UMMIPS Delivery Time Requirements	2-C-5
Force Activity Designator (FAD) Assignments	2-C-6
Urgency of Need Designator (UND) Assignments	2-C-11
Priority Designator (PD) Policy	2-C-12
Determining Priority Designator (PD)	2-C-13

Continued on next page

UMMIPS Policy and Responsibilities

Policy

The Coast Guard (CG) will follow UMMIPS policies and procedures in accordance with DoD Directive 4410.6, as amended, to requisition items in the Federal System (e.g., Coast Guard, GSA, DoD, DLA). Under UMMIPS, the CG will:

- abide by the FAD requirements and assignments
- comply with the UND requirements
- use a Priority Designator (PD)

Responsibilities

The following table lists the responsibilities of various commands when using UMMIPS:

Activity	Responsibilities
Commandant (G-SLP)	Issue policy guidance on CG use of UMMIPS. Ensure system-wide compliance including specific reviews of priority assignments. Emphasize to subordinate commands necessity of policy compliance for priority assignments. Require investigation of reports of suspected abuses of the priority system and take corrective action. When deliberate and intentional overstatement of assigned priorities is evident, provide corrective measures, including disciplinary measures if warranted. Establish and administer procedures for priority assignments to shipments of new procurement materiel from contractor's plants and for contractor's use in ordering Government Furnished Equipment (GFE). Assign initial FAD (other than FAD I) to CG units, operations, special projects, programs and contractors.

Continued on next page

UMMIPS Policy and Responsibilities, Continued

Responsibilities

(continued)

Activity	Duties Performed
Commandant (G-SLP), (continued)	Approve field project requests that qualify for FAD II assignment and designate a temporary termination date upon approval. Coordinate FAD assignments with Commander (G-O), (G-N) and (G-M) as required. Conduct periodic reviews of FADs III, IV and V assignments of MLCs, ICPs, and Headquarters Units. Assign expiration dates to temporary FADs. Review overall system performance to ensure adequate responsiveness. Review DAAS Logistics Information Data Service (LIDS) reports to ensure System Performance.
District Commanders, MLCs	Ensure policy compliance. Assign FADs III, IV and V to units under their commands beyond initial assignment by Commandant (G-SLP) Maintain current records of FAD assignment. Ensure compliance of FAD assignment. Emphasize to subordinate commands necessity of policy compliance for priority assignments. Provide Commandant (G-SLP) with recommendations for improvement to UMMIPS in writing.
ELC/ARSC	Procure materiel to meet Priority 01 through 08 requisitions without challenge; except when records indicate requisitions are suspect based on review of priority, project code, quantity or known end use application

Continued on next page

UMMIPS Policy and Responsibilities, Continued

Responsibilities

(continued)

Activity	Duties Performed
ELC/ARSC (continued)	Notify appropriate District Commander, MLC, Headquarters Unit, after issue of any suspect priority 01 through 08 requisitions, with copy to Commandant (G-SLP).
Commanding Officers, Officers-in Charge	Ensure compliance with UMMIPS standards. Either personally review or delegate in writing to specific personnel the authority to review the Urgency of Need Designator (UND) requirements (except CASREPS) to certify that the urgency of need was accurately determined due to inability to perform the assigned mission. This review will be accomplished prior to the transmission of requisitions to the supply source. Ensure accurate application of FAD assignment.

UMMIPS Delivery Time Requirements

Processing time

The following tables establish delivery dates by priority designator.

Processing Time:

Task	Priority Designators		
	01-03	04-08	09-15
1. Action Screening/Assign	1 day	1 day	2 days
2. Source of Supply Availability Determination	1 day	1 day	3 days
3. Depot/Storage Site Determination	1 day	2 days	8 days
4. Transportation Hold & transit to CONUS, Canada or Port of Embarkation (POE)	3 days	6 days	13 days

Delivery time

Delivery time:

Destination	Priority Designators		
	01-03	04-08	09-15
CONUS POE	2 days	12 days	31 days
Alaska/Hawaii, Caribbean	3 days	16 days	69 days
Europe/Africa	7 days	16 days	81 days
WESTERN PACIFIC	7 days	17 days	93 days

NOTE: The time standards above are the number of calendar days from the Julian date on the requisition.

They represent the cumulative days normally required for:

- Requisition submittal
- Availability determination and shipment planning
- Transportation and delivery
- Receipt processing by requisitioner

Force Activity Designator (FAD) Assignments

Purpose

The Force Activity Designator (FAD) indicates the importance of a unit's mission, its type of installation, project or program with respect to national objectives.

- A Force or Activity may be a unit, organization, body of troops, ships and aircraft performing a function or mission.
 - A FAD is an assigned number code from Roman Numerals I through V.
-

FAD Assignments

The following are the FAD assignments for CG Mission Support Programs:

FAD	Unit
II	Headquarters Cutters (WAGB, WHEC, WMEC, WPB) Air Stations/Facilities Loran C Stations (Including A/C and Monitors) National Drug Interdiction Task Force/Group Strike Teams Also for units with supporting programs and ordering mission related materiel for: <ul style="list-style-type: none"> • Law Enforcement • Search and Rescue • Oil Pollution Abatement • Aircraft Service Acceptance • Trials conducted by Board of Inspection and Survey

Continued on next page

Force Activity Designator (FAD) Assignments, Continued

FAD Assignments

(continued)

FAD	Unit
III	Districts
	Maintenance and Logistics Commands
	ISC's
	Stations
	Academy
	Aviation Technical Training Center, Mobile
	RTC Yorktown
	Engineer Logistics Center (ELC)
	Training Centers
	NMLB School
	R&D Center
	Electronics
	* Support Unit
	* Support Detachment
	* Shops - Telephone
	Radar Installation Teams
	Communications Stations
	AIDS to Navigation Teams (ATONS)
	Coast Guard Yard
	Aircraft Repair and Supply Center (ARSC)
	Ship Repair Detachment
	Vessel Traffic Services
	Primary Crew Assembly Facility
	Small Arms Repair Shops
	Cutters (the following classes):
	WLB, WYTL, WIX, WLI, WLIC, WLM, WTGB, WLR
	Boating Safety Detachment/Team

Continued on next page

Force Activity Designator (FAD) Assignments, Continued

FAD Assignments,
(continued)

FAD	Unit
III	
Cont.	Liaison Officer (NAVICP, DPSC, MSC Oakland)
	Light Stations
	Loran C Detail
	Marine Safety Offices/Detachments/Zones
	Port Safety Stations/Detachments
	National Data Buoy Detachments
	Mobile Dental Detachment
	Resident Inspection Offices (RIOs)
	Project Resident Offices (PROs)
	Marine Inspection Offices
	Marine Safety Officers
IV	
	Command and Control Engineering Center (C2CEN)
	Depots
	Fire and Safety Test Facility
	Merchant Marine Details
	Liaison Officer, CINCLANTFLT
	Human Resources Service and Information Center
	CG Institute

Determining unit FAD assignments for CG use are based on the following:

FAD

Type of FAD	Installation Project or Program
FAD I	CG peacetime programs of vital national concern. During wartime or hostilities as required by the Chief of Naval Operations (CNO). Authorized by the Joint Chiefs of Staff (JCS) and approved by the Secretary of Defense.

Continued on next page

Force Activity Designator (FAD) Assignments, Continued

Determining unit

FAD (continued)

Type of FAD	Installation Project or Program
FAD II and III	<p>Conditions considered to exist when Not Mission Capable Supply (NMCS); Casualty Report (CASREP); Partial Mission Capable Supply (PMCS) and Anticipated Not Mission Capable Supply (ANMCS) impede the assigned mission(s) of the unit. CG units included under DOD Navy Force Status (NAVFORSTAT). Reporting to Worldwide Military Command and Control Systems (WWMCCS) based on depth of readiness and combat support. CG units engaged in logistics support of Search and Rescue (SAR). CG units engaged in Law Enforcement missions. FAD II assignments are approved for aircraft service acceptance trials conducted by the Board Of Inspection and Safety.</p>
FAD IV	<p>CG units performing secondary type missions (e.g., host support functions (depots), activities such as testing, research, liaison duties).</p>
FAD V	<p>CG units performing administrative, training, inspection, medical liaison, and reserve missions.</p>

Initial or change procedure for FAD assignment

CG units will perform FAD assignment in accordance with the following steps:

Step	Action
1	Submit letter request to Commandant (G-SLP).
2	Provide project title.
3	Describe project.
4	Indicate length of Time FAD assignment required.
5	Provide statement when project is approved and funded.

Continued on next page

Force Activity Designator (FAD) Assignments, Continued

**Initial or change
procedure for FAD
assignment**

(continued)

Step	Action
6	Give justification for assignment of FAD.
7	Provide list of major CG Commands and program/support managers where interest exists.
8	Provide points of contact, organization code, phone numbers.

Exceptions

Temporary higher FAD use is authorized under the following conditions:

Stock Exhaustion - local stock is exhausted and immediate end use item must be requisitioned from a supported activity.

Materiel Returns - FAD assignment DOES NOT APPLY to materiel returns.

Urgency of Need Designator (UND) Assignments

Purpose

The Urgency of Need (UND) designator is used to describe a Coast Guard (CG) unit's needs in requisitioning materials.

Description

The UND is an alphabetic code, from A to C, which is used to identify the specific type(s) of unit needs.

**Determining Code
UND**

It is CG policy to use UND designators when determining materiel needs and requirements. UND's will be assigned as follows:

UND Code	Explanation
A	Materiel needed for immediate use; without it, the unit is unable to perform its mission or to make urgent repairs to essential equipment.
B	<ul style="list-style-type: none">• Materiel needed for immediate use; without it, the unit's mission capability is impaired.• Materiel needed for repair of auxiliary equipment, or to replace safety levels where the last spare has been issued.
C	Materiel needed for scheduled repairs, replenishment of stock and other routine purposes.

Priority Designator (PD) Policy

Purpose

The Priority Designator (PD) is used by the supply system to satisfy competing materiel requirements and stocking activity processing, except transportation mode selection.

Policy

The Coast Guard (CG) will utilize the PD when requisitioning from the Federal Supply System (e.g., Coast Guard, GSA, DoD, DLA) and it will be assigned as follows:

- The PD to be used when a unit orders an item will be based on the Force Activity Designator (FAD) and the Urgency of Need Designator (UND).
 - Only one priority will be assigned to each requisition and modified based on a change in the UND.
 - The priority will determine materiel allocation and stocking activity processing.
 - Only immediate requirements will be requisitioned under priorities 01 through 03.
 - Priority requisitions 05 through 15 will be transmitted by STAR/[CMplus](#).
 - All requisitions will be processed through automated systems provided. Requisitions may be transmitted via other media means (i.e., msg) only when CG automated systems are nonfunctional and for exception requisitions A0D/A0E or A04/A05.
-

Determining Priority Designator (PD)

Table The following table is used to determine the priority designator given to a unit's assigned FAD and selected urgency of need designator:

Designator	UND Description	FAD Priority Designators				
		I	II	III	IV	V
A	Mission Critical materiel needed immediately for repairs to essential equipment	01	02	03	07	08
B	Materiel needed: to maintain full mission capability to repair auxiliary equipment to replace safety levels when last spare has been issued	04	05	06	09	10
C	Materiel needed for: Scheduled repairs Replenishment of stock Other Routine Purposes	11	12	13	14	15

Continued on next page

Determining Priority Designator (PD), Continued

Exceptions The following exceptions are authorized without regard to FAD:

Topic	Action
Materiel Returns	Priorities assigned to materiel returns are determined by the Materiel Manager based on importance of materiel being returned. Priority 03 and 06 are used to return critical and intensive management items. Priority 13 is used for all routine materiel returns.

In the special circumstances listed below, priorities may be used as indicated by all requisitioners without regard for FAD:

Use Priority 02 for support of the SAR program.

Use Priority 02 for support of Law Enforcement and Oil Pollution abatement programs.

Use priority 02 for medical or disaster supplies or equipment required immediately for:

Prolonging life

Relieving avoidable suffering

Expediting recovery in case of injury, illness or disease

Avoiding or reducing the impact of epidemics or similar potential mass illness or diseases when professional opinion dictates that the probability is imminent.

Use priority 03 for emergency supplies or equipment required immediately for controlling civil disturbance, disorder or rioting.

Use priority 06 for emergency supply of individual or organizational clothing required immediately to provide a minimum of essential clothing to active duty CG military personnel who are without required clothing. If stocks are exhausted and the local supply activity must requisition a specific immediate end-use item for a supported activity with a higher FAD, the local supply activity may assign a priority equal to the higher priority authorized for use by the unit supported.

Continued on next page

Determining Priority Designator (PD), Continued

Exceptions
(continued)

The quantity of materiel included on priority 01 through 08 requisitions is restricted to the amount necessary to satisfy the immediate requirement. Requisition additional quantities required to replenish stocks under appropriate priority 09 through 15. DO NOT include immediate end-use requirements in order to achieve a higher priority.

Priorities may be upgraded or downgraded in accordance with MILSTRIP contained in the applicable DoD MILSTRIP or publication and Chapter 4 of this manual.

Section D
Defense Automatic Addressing System (DAAS)

Overview

Definition

DAAS is an automatic distribution system directing requisitions to the proper sources of supply providing status, follow up etc. DAAS is able to direct DLMS transactions to the proper addressee and/or originator by means of a Department of Defense Activity Address Directory (DoDAAD). The DoDAAD is a listing of the mailing, freight and billing addresses cross referenced to a code used on all DLMS transactions. The code is called the DoD Activity Address Code (DoDAAC).

Reference

DAAS procedures governing CG participation are prescribed in Defense Automatic Addressing System (DAAS), DOD 4000.25-10-M.
Basic DoDAAD policy and procedures are contained in the DoD Activity Address Directory, DoD 4000.25-6-M.

In this section

The topics in this section pertain to Coast Guard participation in DAAS and DoDAAD.

Topic	See Page
CG Policy and Responsibilities in DAAS and DoDAAD	2-D-2
What is DoDAAD, DoDAAC and a Requisition Address Code (RAC)?	2-D-5
Instructions for Completing a Change of Mailing, Freight and Billing Address Form (CG-4183)	2-D-7

CG Policy and Responsibilities in DAAS and DoDAAD

Policy

CG logistics policy requires that all DLMS transactions be transmitted via DAAS.

CG units are authorized to use electronic message capabilities for DAAS processing only when STAR/CMplus is not available or for requisitions with exception data.

The CG will use the Defense Automatic Addressing System (DAAS) for submitting DoDAAC additions/changes to the DoDAAD.

The CG will use DoDAACs to identify appropriate mailing, freight, and billing addresses. DoDAACs will consist of Operating Facility (OPFAC) numbers assigned per COMDTINST M5440.2 (series) (Operating Facilities of the U.S. Coast Guard). The Department of Defense Activity Address Code (DoDAAC) will consist of a service code "Z" (Coast Guards Service code) followed by five numerics (e.g., Z11401).

Responsibilities

This table lists the various command responsibilities for CG participation in DAAS and DoDAAD:

Command	Responsibility
Commandant (G-S)	Responsible for Coast Guard participation in DAAS through the delegation of authority to Commandant (G-SLP)
Commandant (G-SLP)	Exercise system wide management over Coast Guard participation and use. Participate in the DAAS Advisory Group. Develop and publish policies and procedures governing CG participation. Solicit & monitor feedback about DAAS from CG users.

Continued on next page

CG Policy and Responsibilities in DAAS and DoDAAD,
Continued

Responsibilities
(continued)

Command	Responsibility
Commandant (G-SLP), (continued)	Serve as CG point of contact with DoD Defense Automatic Addressing System Center (DAASC). Provide funds as available to improve CG participation in DAAS. Prescribe DoDAAD use within the CG. Act as CG DoDAAD focal point. Provide recommendations, comments and proposals on the DoDAAD to the DoDAAD Systems Administrator
Commandant (G-A)	Determine during logistics planning which units will require initial outfitting of spares to support Navy-owned equipment and request the assignment of the Navy (N) series code. Submit a Change of Mailing, Billing, and Freight Address (CG-4183) form to the Engineering Logistics Center (ELC) as early as possible in the logistics planning process to establish the "N" service code for requisitioning of initial outfitting materiel.
Commandant (G-SCT)	Render technical advice and assistance for automated data processing and telecommunications related to DAAS.

Continued on next page

CG Policy and Responsibilities in DAAS and DoDAAD,
Continued

Responsibilities
(continued)

Command	Responsibility
Commanding Officer, ELC	Maintain the official DoDAAD records for the CG. Receive and implement updates to official records. Coordinate with the Naval Finance and Accounting Center (NFAC) for the assignment and maintenance of "N" service codes. Provides the "N" service code number to the requesting office and Commandant (G-SLP) when assigned by the NFAC. Provide DoDAAD assistance to CG units upon request.
MLCs, district commanders, Headquarters units	Ensure maximum use of DAAS for supply data relevant to their commands. Provide comments/recommendations about DAAS to Commandant (G-SLP). Submit any DoDAAC or address changes and updates (e.g., zip codes) to the ELC in accordance with the CG Standard Distribution List (SDL) and CG-4183. Submit address changes and updates if the "N" service code is affected. Mailing, freight and billing addresses must contain the nine digit Zip code (zip + 4).

What is a DoDAAD, DoDAAC, and a Requisition Address Code (RAC)?

What is a Department of Defense Activity Address Directory (DoDAAD)?

A DoDAAD is a directory of addresses which provides uniform methods, codes, formats, and time standards for the establishment, maintenance, publication and dissemination of military services address data.

The CG subscribes to the DoDAAD to maintain current and accurate records on activity addresses (e.g., DoD Activities, Commercial, Other Government Agencies) which provide the CG with supply and logistics support. CG activity addresses are a part of the DoDAAD and provide mailing, freight and billing addresses.

To subscribe to the DoDAAD, fill out a "Change of Mailing, Freight, and Billing Address Form (CG-4183) in SWS II Forms Plus or SWS III Filler. Instructions are continued in this section.

What is a Department of Defense Activity Address Code (DoDAAC)?

A DoDAAC is a code used in identifying the appropriate mailing, freight, and billing addresses in DLMS (i.e. MILSTRIP) transactions. A DoDAAC consists of a service code "Z" (Coast Guards Service code) followed by five numerics (the last five digits of the Operating Facility (OPFAC) assigned per COMDTINST M5440.2 (series) (Operating Facilities of the U.S. Coast Guard) (e.g., Z11401)).

What is a Requisition Address Code (RAC)?

A RAC is a code used in identifying the appropriate mailing or freight address of a non-OPFAC unit in DLMS transactions. A RAC assigned by Commandant (G-SLP) consists of two alpha characters "ZZ" and four numbers (i.e., ZZ0101). RACs assigned before FY96 consist of two alpha characters (CG service code and distribution code) used by the district and four numbers used to identify the unit within the district.

A RAC is assigned to a non-OPFAC unit to only receive shipment of supplies/service. The parent OPFAC command (e.g.. MLC, district) pays for materiel shipped to the non-OPFAC unit under their command. To receive a RAC, notify Commandant (G-SLP) for assignment of a RAC.

Continued on next page

What is a DoDAAD, DoDAAC, and a Requisition Address Code (RAC)?, Continued

Reference DoD Activity Address Directory, DoD 4000.25-6-M.

Instructions for Completing a Change of Mailing, Freight and Billing Address Form (CG-4183)

Procedures

To be able to receive mail for freight requisitions using MILSTRIP, a CG-4183 must be filled out. The original copy must be forwarded to the ELC, with copies to distribution as shown on bottom of CG-4183 in forms plus (Standard workstation II) or filler (Standard workstation III). Fax copies can be sent to Commandant (G-SLP) (202) 267-4516, ARMS and ELC (code 053) (410) 762-3080, DODAAD. Submit the CG-4183 at least 30 days prior to the effective date of change (i.e., established, commissioned, disestablished).

Fill in CG-4183 with the following:

Block I. a. - Activity Address Code. Use the following information to determine entry:

Enter DoDAAC assigned in OFCO.

Enter X.25 address.

Block I. b. - Type of Change: Check appropriate block.

Block I. c. - Mailing Address: Enter appropriate address. All addresses must contain the nine-digit zip code.

Block I. d. - Effective Date: Enter Julian date the change is effective (YYDDD). Allow at least 30 days to change the Department of Defense (DoD) Activity Address Directory (DoDAAD).

Block I. e. - Freight Address: Enter freight address if different from mailing address. Enter a street address if the mailing address is a Post Office box.

Block I. f. - Effective Julian Date. See block I. d. above.

Block I. g. - SDL (COMDTNOTE 5605): Fill in characters found in OFCO.

Block I. h. - Billing Address: Enter six-digit code of the FINCEN (Z51800).

Continued on next page

**Instructions for Completing a Change of Mailing, Freight and
Billing Address Form (CG-4183), Continued**

Procedures
(continued)

Block I. i. - Effective Julian Date. See block I. d.
above.

Date and Signature Block. Enter date and appropriate
signature information for the command submitting the
request.

Block II. 1. Enter "X" in block for DoDAAD change.
Name, Telephone and E-mail Address of Person to Contact
Regarding This Change.

Self-explanatory.

Chapter 3
Materiel Identification

Overview

Introduction This chapter defines the policy and procedures used by the U. S. Coast Guard (CG) in the materiel identification process and Federal Catalog System.

Application The instructions provided in this chapter apply to all operational units of the U. S. Coast Guard.

In this chapter This chapter discusses the following topics:

Section	Topic	See Page
A	Federal Catalog System (FCS)	3-A-1
B	Federal Supply Groups and Classes	3-B-1
C	Major Organizational Entity (MOE) Codes	3-C-1
D	Federal Logistics Information System (FLIS)	3-D-1
E	Federal Logistics Data (FED LOG)	3-E-1

Section A
Federal Catalog System (FCS)

Overview

Purpose

The FCS is an essential management tool, used within and between Department of Defense (DoD) activities, Civil Agencies and foreign governments.

The purpose is to obtain, verify, record and provide item identification and supply management information to CG customers. It applies to items frequently procured, stocked and controlled, subject to central inventory management, reporting, distribution and disposal.

FCS Objectives

The FCS is a Government-wide program, administered by DoD and the General Services Administration (GSA) to:

Establish a single supply language of item identification.

Provide accurate information to identify an item of supply.

Record the Source of Supply (SOS) for each item.

Record the government activities that manage and use each item.

Provide other supply management data (e.g., freight, standardization).

Identify Substitutability/Interchangeability in FLIS.

Promote exchange of data between all DoD components, Civil agencies, NATO and other foreign countries and industry.

Continued on next page

Overview, Continued

Standardization objectives

To achieve effective supply support and significant savings through:

Increased efficiency resulting from management, procurement, installation and repair of new items.

Lower purchasing costs resulting from large volume buying.

Fewer procurements, inspections, receiving and accounting actions.

Reduced holding costs.

Reduced costs of cataloging.

In this section

Topic	See Page
Coast Guard Policy in the Federal Catalog System (FCS)	3-A-3
ELC/ARSC Catalog Responsibilities	3-A-5
Item Identification	3-A-8

Coast Guard Policy In the Federal Catalog System (FCS),
Continued

Authority The authority under which the FCS operates is:

The FCS Policy Manual, DoD 4140.1

The Federal Logistics Information System (FLIS)

Procedures Manual, DoD 4100.39-M (series)

ELC and ARSC Catalog Responsibilities

Introduction

The ELC and ARSC are responsible for cataloging and maintaining any CG managed materiel within the Federal Supply System.

Activity codes defined

Activity codes provide field units with points of contact for cataloging requests and assistance.

Coast Guard activity codes

The Federal Catalog System (FCS) has assigned the following activity codes to the CG. They are:

Activity Code	Activity
XG/XF	Commanding Officer USCG Engineering Logistics Center Mail Stop 25/ Code 028 Baltimore, MD 21226-5000
XH	Commanding Officer, USCG Aircraft Repair & Supply Center ATTN: Code 2500 Elizabeth City, NC 27909-5001

Continued on next page

ELC and ARSC Catalog Responsibilities, Continued

Cataloging process

Cataloging is performed by the ICPs in three stages as follows:

Stage	Action
I	<p>Screen the Federal Catalog System for an existing National Stock Number (NSN):</p> <ul style="list-style-type: none"> ● If an item has been selected as a Supply Support Candidate, identify the actual manufacturer part number, Commercial and Government Entity (CAGE) code, physical, electrical, and mechanical characteristics. ● If an item cannot be identified to an existing NSN, establish the item in the Federal Catalog System.
II	<p>Catalog a new item into the FCS for NSN assignment:</p> <ul style="list-style-type: none"> ● If no NSN exists for an item, determine if the item shall be centrally managed or locally (unit level) procured. ● If it is determined that the item will be centrally managed and an NSN is required, prepare an Item Entry Proposal. In the proposal, detail all the cataloging requirements per DoD/FLIS procedures and submit to the Defense Logistics Information Service (DLIS) for assignment of an NSN. ● If DLIS assigns a new NSN and the CG is assigned Inventory Management responsibility, the CG will maintain and support the item.
III	<p>If the CG has management responsibility for an NSN, inform DLIS of all changes that affect the cataloged item (e.g., price changes, additional manufacturers, change in availability, change in item manager).</p>

Continued on next page

ELC and ARSC Catalog Responsibilities, Continued

**Cataloging
exceptions**

A cataloging action/request for NSN is not required when an item is:

Procured on a one time basis

Furnished by a contractor in fulfillment of service contracts and is consumed in performance of the service. A printed form, chart, manual, book or other documents.

Item Identification

Introduction

This section describes the Supply Catalogs and Related Publications available to the Coast Guard (CG).

Background

Identification of items means naming, identifying, classifying and assigning a National Stock Number (NSN) to all items recorded in the Federal Catalog System (FCS).

Purpose

An item of supply is distinguished by its physical and functional characteristics and is the foundation for the identification or cataloging process.

Kinds of Cataloging Documents

Material identification does not end with the assignment of a National Stock Number (NSN). A variety of documents are now available to assist CG units in the identification of items of supply.

There are two kinds of documents available to CG customers - item related handbooks and catalog handbooks. Federal Catalog documents are distributed by the Defense Logistics Information Service (DLIS), Battle Creek, MI.

Process

The following are the various stages, not in any particular order or importance, in the item identification process.

WHAT IS IT?	EXPLANATION
Item Name	A single name is given to each item of supply, which is found in the Federal Item Name Directory.
Item Identification	Items of supply are described by their essential characteristics (e.g., physical, mechanical, electrical, material, dimensional, and performance data). If the item cannot be fully described, only the part or reference number is cited.

Continued on next page

Item Identification, Continued

Process The following are the various stages, not in any particular
(continued) order or importance, in the item identification process.

WHAT IS IT?	EXPLANATION
FSC System	Each item is classified by a four-digit Federal Supply Classification (FSC) code found in the H2 handbook or CD-ROM product. The first two digits of the code identify the group, and the last two digits identify the classes within the group.
National Stock Number (NSN)	DLIS assigns NSNs to items upon their entry into the FCS. One, and only one, National Item Identification Number (NIIN) is assigned to each item of supply. NSN format is as follows: NSN 5965-00-892-3597 5965 First four digits show the FSC 00 National Codification Bureau (NCB) number. Codes assigned to various NATO countries that produce an item of supply. 892-3597 Remaining digits are serially assigned 00-892-3597 Last nine digits comprise the. National Item Identification Number (NIIN)

*NOTE: The FSC may be subject to change.

Continued on next page

Item Identification, Continued

Process

(continued)

WHAT IS IT?	EXPLANATION
Special Material Identification Code (SMIC)	Two-positioned alpha or alphanumeric code, assigned by the Naval Supply Systems Command (NAVSUP) to certain NSNs which require: Source of Quality Control Technical design or configuration control Special controls for procurement, receipt, inspection, test, storage and/or issue When assigned, the SMIC will be suffixed to the NSN in all supply documents as follows:
Items not assigned NSNs	5330-00-020-1234-X3 Some items are normally not assigned an NSN. The following are some examples: Parts of an End Item or Major Assembly Industrial Processes (Assembly Methods or Fabrications) Major End Items (Aircraft, Cutters, Tanks) Printed Material Real Estate Research and Development Materials

Continued on next page

Item Identification, Continued

Process (continued)

WHAT IS IT?	EXPLANATION								
CG Catalog Interface with the FCS	<p>ICPs provide cataloging expertise in Hull, Mechanical and Electrical (HM&E), Electronics and Aircraft Parts. ELC/ARSC cataloging actions include:</p> <ul style="list-style-type: none"> • Entering CG Unique items of supply into the FCS • Ensuring NSNs are assigned for all items which are centrally managed or procured. NSNs will be used in all supply management functions and publications • Establishing/maintaining item identification and management data for DLIS publications 								
NSN Criteria	<p>Items subject to stockage for supply support or repetitive procurement, distribution and issue. These will be named, identified, classified and numbered for inclusion in the FCS.</p>								
Activity Control Numbers (ACNs)	<p>ACNs are configured similar to NSNs (13 digits, except that the last 9 characters may not all be numerics). These items are stocked at CG ICP's.</p> <p>The following provides the configuration of CG ICP ACNs:</p> <table border="1" data-bbox="805 1507 1427 1824"> <thead> <tr> <th data-bbox="805 1507 1133 1591"><u>Item Cataloged by ICP's</u></th> <th data-bbox="1133 1507 1427 1545"><u>ACN Format</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="805 1629 1133 1667">ELC (Acty XF)</td> <td data-bbox="1133 1629 1427 1667">1234-01-F**-1234</td> </tr> <tr> <td data-bbox="805 1709 1133 1747">ELC (Acty XG)</td> <td data-bbox="1133 1709 1427 1747">1234-01-G**-1234</td> </tr> <tr> <td data-bbox="805 1789 1133 1827">ARSC (Acty XH)</td> <td data-bbox="1133 1789 1427 1827">1234-01-H**-1234</td> </tr> </tbody> </table>	<u>Item Cataloged by ICP's</u>	<u>ACN Format</u>	ELC (Acty XF)	1234-01-F**-1234	ELC (Acty XG)	1234-01-G**-1234	ARSC (Acty XH)	1234-01-H**-1234
<u>Item Cataloged by ICP's</u>	<u>ACN Format</u>								
ELC (Acty XF)	1234-01-F**-1234								
ELC (Acty XG)	1234-01-G**-1234								
ARSC (Acty XH)	1234-01-H**-1234								

Continued on next page

Item Identification, Continued

Process (continued)

WHAT IS IT?	EXPLANATION
Activity Control Numbers (ACNs), (continued)	<p>Types of items that will have an ACN in lieu of NSN include:</p> <ul style="list-style-type: none"> • Patterns and Molds • Materiel stored for a short time • Certain tool kits • Electronic field changes • Bulletins • Certain Containers
Additional ACNs	<p>There are other ACNs used by the ICPs. They can be:</p> <ul style="list-style-type: none"> • CG Item Control Numbers (CG-ICN) for MICA. Assigned to CG unique items listed in APLs for information purposes. No failure rate anticipated. These items are not stocked by CG ICP's and can be locally procured. An example is 0000-XF-C**_**** • CG-ICN assigned to patterns, molds or other production equipment carried in ELC managed inventory. An example is 2015-01-FYY-XXXX • CG-ICN assigned to special tools and test equipment carried in ELC inventory. An example is 2015-01-FYY-XXXX

Continued on next page

Item Identification, Continued

Process (continued)

WHAT IS IT?	EXPLANATION
Additional ACNs, (continued)	<ul style="list-style-type: none"> • CG-ICN are temporarily assigned NSN's Example is: 0000-01-LG4-XXXX. • ACNs assigned for Yard/ELC/ARSC retail inventory not stocked. <p style="margin-left: 40px;">XXXX = Sequential number YY = Fiscal year</p>
NICNs	<p>Navy Item Control Numbers (NICNs) are assigned by Navy ICPs to items not included in the FCS but stocked or monitored by Navy Supply Centers. NICNs consist of four positions, a two position alpha code which identifies the type of NICN, followed by seven digits. NICNs, used in CALMS, are not used in MICA. As more Coast Guard units receive their MICA, in place of CALMS, NICNs are being phased out. Any NICN materiel still required is converted to a CG ICN. Examples of NICNs:</p> <ul style="list-style-type: none"> • Permanent NICN (P-NICN) items are considered maintenance significant, no failure rate anticipated, selected for an APL as “information only” pending further cataloging action if warranted. NICNs consist of 13 alphanumeric characters with “LL” in the fifth and six positions and a “C” in the seventh position. Example is: 0000-LL-CXX-XXXX

Continued on next page

Item Identification, Continued

Process (continued)

WHAT IS IT?	EXPLANATION
NICNs (continued)	<ul style="list-style-type: none">• Temporary NICN's (T-NICN) were developed by NAVICP with an "LL" in the fifth and six position and any letter except "C" in the seventh position. Assigned for temporary identification and control of selected non-NSN items that are pending NSN assignment. Example is: 0000-LL-DXX-XXXX

Section B
Federal Supply Groups And Classes

Overview

Description of

The following is a list of the Federal Supply

Groups/Classes

Groups/Classes, Description, and the Coast Guard managing activity:

Group /Class	Description	Cataloging Activity
10	Weapons	
1005	Guns, through 30mm	XG
1010	Guns, over 30mm up to 75mm	XG
1015	Guns, over 75mm through 125mm	XG
1020	Guns, over 125mm through 150mm	XG
1025	Guns, over 150mm through 200mm	XG
1030	Guns, over 200mm through 300mm	XG
1035	Guns, over 300mm	XG
1040	Chemical Weapons and Equipment	XG
1045	Launchers, Torpedo and Depth Charge	XG
1055	Launchers, Rocket and Pyrotechnic	XG
1070	Nets and Booms, Ordnance	XG
1075	Degaussing and Mine Sweeping Equipment	XG
1080	Camouflage and Deception Equipment	XG
1090	Assemblies Interchangeable Between Weapons in Two or More Classes	XG
1095	Miscellaneous Weapons	XG
11	Nuclear Ordnance	
1105	Nuclear Bombs	XG
1110	Nuclear Projectiles	XG
1115	Nuclear Warheads and Warhead Sections	XG
1120	Nuclear Depth Charges	XG

Continued on next page

Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
1125	Nuclear Demolition Charges	XG
1127	Nuclear Rockets	XG
1130	Conversion Kits, Nuclear Ordnance	XG
1135	Fusing and Firing Devices, Nuclear Ordnance	XG
1140	Nuclear Components	XG
1145	Explosive and Pyrotechnic Components, Nuclear Ordnance	XG
1190	Specialized Test and Handling Equipment, Nuclear Ordnance	XG
1195	Miscellaneous Nuclear Ordnance	XG
12	Fire Control Equipment	
1210	Fire Control Directors	XG
1220	Fire Control Computing Sights and Devices	XG
1230	Fire Control Systems, Complete	XG
1240	Optical Sighting and Ranging Equipment	XG
1250	Fire Control Stabilizing Mechanisms	XG
1260	Fire Control Designating and Indicating Equipment	XG
1265	Fire Control Transmitting and Receiving Equipment, except Airborne	XG
1270	Aircraft Gunnery Fire Control Components	XG
1280	Aircraft Bombing Fire Control Components	XG
1285	Fire Control Radar Equipment, except Airborne	XG
1287	Fire Control Sonar Equipment	XG
1290	Miscellaneous Fire Control Equipment	XG
13	Ammunition and Explosives	

Continued on next page

Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**

(continued)

Group /Class	Description	Cataloging Activity
1305	Ammunition, through 30mm	XG
1310	Ammunition, over 30mm up to 75mm	XG
1315	Ammunition, 75mm through 125mm	XG
1320	Ammunition, over 125 mm	XG
1325	Bombs	XG
1330	Grenades	XG
1336	Guided Missile Warheads and Explosive Components	XG
1337	Guided Missile and Space Vehicle Explosive Propulsion Units, Solid Fuel; and Components	XG
1338	Guided Missile and Space Vehicle Inert Propulsion Units, Solid Fuel; and Components	XG
1340	Rockets, Rocket Ammunition and Rocket Components	XG
1345	Land Mines	XG
1350	Underwater Mine Inert Components	XG
1351	Underwater Mine Explosive Components	XG
1355	Torpedo Inert Components	XG
1356	Torpedo Explosive Components	XG
1360	Depth Charge Inert Components	XG
1361	Depth Charge Explosive Components	XG
1365	Military Chemical Agents	XG
1370	Pyrotechnics	XG
1375	Demolition Materials	XG

Continued on next page

Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
1376	Bulk Explosives	XG
1377	Cartridge and Propellant Actuated Devices and Components	XG
1385	Surface Use Explosive Ordnance Disposal Tools and Equipment	XG
1386	Underwater Use Explosive Ordnance Disposal and Swimmer Weapons Systems tools and Equipment	XG
1390	Fuses and Primers	XG
1395	Miscellaneous Ammunition	XG
1398	Specialized Ammunition Handling and Servicing Equipment	XG
14	Guided Missiles	
1410	Guided Missiles	XG
1420	Guided Missiles Components	XG
1425	Guided Missiles Systems, Complete	XG
1427	Guided Missiles Subsystems	XG
1430	Guided Missiles Remote Control Systems	XG
1440	Launchers, Guided Missiles	XG
1450	Guided Missiles Handling and Servicing Equipment	XG
15	Aircraft and Airframe Structural Components	
1510	Aircraft, Fixed Wing	XH
1520	Aircraft, Rotary Wing	XH
1540	Gliders	XH

Continued on next page

Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
1550	Drones	XH
1560	Airframe Structural Components	XH
16	Aircraft Components and Accessories	
1610	Aircraft Propellers & Components	XH
1615	Helicopter Rotor Blades, Drive Mechanisms and Components	XH
1620	Aircraft Landing Gear Components	XH
1630	Aircraft Wheel and Brake Systems	XH
1650	Aircraft Hydraulic, Vacuum and De-icing System Components	XH
1660	Aircraft Air Conditioning, Heating and Pressurizing Equipment	XH
1670	Parachutes; Aerial Pack Up, Delivery, Recovery Systems; and Cargo Tie Down Equipment	XH
1680	Miscellaneous Aircraft Accessories and Components	XH
17	Aircraft Launching, Landing and Ground Handling Equipment	
1710	Aircraft Landing Equipment	XH
1720	Aircraft Launching Equipment	XH
1730	Aircraft Ground Servicing Equipment	XH
1740	Airfield Specialized Trucks and Trailers	XH
18	Space Vehicles	
1810	Space Vehicles	XH

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Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
1820	Space Vehicle Components	XH
1830	Space Vehicle Remote Control Systems	XH
1840	Space Vehicle Launchers	XH
1850	Space Vehicle Handling and Servicing Equipment	XH
1860	Space Survival Equipment	XH
19	Ships, Small Craft, Pontoons and Floating Docks	
1905	Combat Ships and Landing Vessels	XG
1910	Transport Vessels, Passenger and Troop	XG
1915	Cargo and Tanker Vessels	XG
1920	Fishing Vessels	XG
1925	Special Service Vessels	XG
1930	Barges and Lighters, Cargo	XG
1935	Barges and Lighters, Special Purpose	XG
1940	Small Craft	XG
1945	Pontoons and Floating Docks	XG
1950	Floating Dry-docks	XG
1955	Dredges	XG
1990	Miscellaneous Vessels	XG
20	Ship and Marine Equipment	
2010	Ship and Boat Propulsion Components	XG
2020	Rigging and Rigging Gear	XG
2030	Deck Machinery	XG

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Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
2040	Marine Hardware and Hull Items	XG
2050	Buoys	XG
2060	Commercial Fishing Equipment	XG
2090	Miscellaneous Ship and Marine Equipment	XG
21	Unassigned	
22	Railway Equipment	
2210	Locomotives	XG
2220	Rail Cars	XG
2230	Right-of-Way Construction and Maintenance Equipment, Railroad	XG
2240	Locomotive and Rail Car Accessories and Components	XG
2250	Track Materials, Railroad	XG
23	Ground Effect Vehicles, Motor Vehicles, Trailers and Cycles	
2305	Ground Effect Vehicles	XG
2310	Passenger Motor Vehicles	XG
2320	Trucks and Truck Tractors, Wheeled	XG
2330	Trailers	XG
2340	Motorcycles, Motor Scooters and Bicycles	XG
2350	Combat, Assault and Tactical Vehicles, Tracked	XG
24	Tractors	
2410	Tractors, Full Tracked, Low Speed	XG
2420	Tractors, Wheeled	XG
2430	Tractors, Full Tracked, High Speed	XG

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Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
25	Vehicular Equipment Components	
2510	Vehicular Cab, Body and Frame Structural Components	XG
2520	Vehicular Power Transmission Components	XG
2530	Vehicular Brake, Steering, Axle, Wheel, and Track Components	XG
2540	Vehicular Furniture and Accessories	XG
2590	Miscellaneous Vehicular Components	XG
26	Tires and Tubes	
2610	Tires and Tubes, Pneumatic, Except Aircraft	XH
2620	Tires and Tubes, Pneumatic, Aircraft	XH
2630	Tires, Solid and Cushion	XH
2640	Tire Rebuilding and Tire and Tube Repair Material	XH
27	Unassigned	
28	Engines, Turbines and Components	
2805	Gasoline Reciprocating Engines, Except Aircraft; and Components	XG
2810	Gasoline Reciprocating Engines, Aircraft, prime mover; and Components	XH
2815	Diesel Engines and Components	XG
2820	Steam Engines, Reciprocating; and Components	XG
2825	Steam Turbines and Components	XG

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Federal Supply Groups And Classes, Continued
Description of
Groups/Classes
 (continued)

Group /Class	Description	Cataloging Activity
2830	Water Turbines and Water Wheels; and Components	XG
2835	Gas Turbines and Jet Engines, Except Aircraft; and Components	XG
2840	Gas Turbines and Jet Engines, Aircraft prime moving; and Components	XH
2845	Rocket Engines and Components	XH
2850	Gasoline Rotary Engines and Components	XG
2895	Miscellaneous Engines and Components	XG
29	Engine Accessories	
2910	Engine Fuel System Components, Non-aircraft	XG
2915	Engine Fuel System Components, Aircraft	XH
2920	Engine Electrical System Components, Non-aircraft	XG
2925	Engine electrical System Components, Aircraft prime moving	XH
2930	Engine Cooling System Components, Non-aircraft	XG
2935	Engine Cooling System Components, Aircraft prime moving	XH
2940	Engine Air and Oil Filters, Strainers, and Cleaners, Non-aircraft	XG
2945	Engine Air and Oil Filters, Strainers, and Cleaners, Aircraft	XH
2950	Turbo Superchargers & Components (Except Cummins Parts)	XH

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Federal Supply Groups And Classes, Continued
Description of
Groups/Classes
 (continued)

Group /Class	Description	Cataloging Activity
2950	Turbo Superchargers (Cummins Parts)	XG
2990	Miscellaneous Engine Accessories, Non-aircraft	XG
2995	Miscellaneous Engine Accessories, Aircraft	XH
30	Mechanical Power Transmission Equipment	
3010	Torque Converters and Speed Changers	XG
3020	Gears, Pulleys, Sprockets and Transmission Chain	XG
3030	Belting, Drive Belts, Fan Belts and Accessories	XG
3040	Miscellaneous Power Transmission Equipment	XG
31	Bearings	
3110	Bearings, Anti-friction, Unmounted	XG
3120	Bearings, Plain, Unmounted	XG
3130	Bearings, Mounted	XG
32	Woodworking Machinery and Equipment	
3210	Sawmill and Planing Mill Machinery	XG
3220	Woodworking Machines	XG
3230	Tools and Attachments for Woodworking Machinery	XG
33	Unassigned	
34	Metalworking Machinery	
3405	Saws and Filing Machines	XG
3408	Machining Centers and Way-Type Machines	XG
3410	Electrical and Ultrasonic Erosion Machines	XG
3411	Boring Machines	XG

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Federal Supply Groups And Classes, Continued
Description of
Groups/Classes
(continued)

Group /Class	Description	Cataloging Activity
3412	Broaching Machines	XG
3413	Drilling and Tapping Machines	XG
3414	Gear Cutting and Finishing Machines	XG
3415	Grinding Machines	XG
3416	Lathes	XG
3417	Milling Machines	XG
3418	Planers and Shapers	XG
3419	Miscellaneous Machine Tools	XG
3422	Rolling Mills and Drawing Machines	XG
3424	Metal Heat Treating and Non-Thermal Treating Equipment	XG
3426	Metal Finishing Equipment	XG
3431	Electric Arc Welding Equipment	XG
3432	Electric Resistance Welding Equipment	XG
3433	Gas Welding, Heat Cutting and Metalizing Equipment	XG
3436	Welding Positioners and Manipulators	XG
3438	Miscellaneous Welding Equipment	XG
3439	Miscellaneous Welding, Soldering and Brazing Supplies and Accessories	XG
3441	Bending and Forming Machines	XG
3442	Hydraulic and Pneumatic Presses, Power Driven	XG
3443	Mechanical Presses, Power Driven	XG

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Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**

(continued)

Group /Class	Description	Cataloging Activity
3444	Manual Presses	XG
3445	Punching and Shearing Machines	XG
3446	Forging Machinery and Hammers	XG
3447	Wire and Metal Ribbon Forming Machines	XG
3448	Riveting Machines	XG
3449	Miscellaneous Secondary Metal Forming and Cutting Machines	XG
3450	Machine Tools, Portable	XG
3455	Cutting Tools for Machine Tools	XG
3456	Cutting and Forming Tools for Secondary Metalworking Machinery	XG
3460	Machine Tool Accessories	XG
3461	Accessories for Secondary Metal working Machinery	XG
3465	Production Jigs, Fixtures and Templates	XG
3470	Machine Shop Sets, Kits and Outfits	XG
35	Service and Trade Equipment	
3510	Laundry and Dry Cleaning Equipment	XG
3520	Shoe Repairing Equipment	XG
3530	Industrial Sewing Machines and Mobile Textile Repair Shops	XG
3540	Wrapping and Packaging Machinery	XG
3550	Vending and Coin Operated Machines	XG
3590	Miscellaneous Service and Trade Equipment	XG

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Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
2950	Turbo Superchargers (Cummins Parts)	XG
2990	Miscellaneous Engine Accessories, Non-aircraft	XG
2995	Miscellaneous Engine Accessories, Aircraft	XH
30	Mechanical Power Transmission Equipment	
3010	Torque Converters and Speed Changers	XG
3020	Gears, Pulleys, Sprockets and Transmission Chain	XG
3030	Belting, Drive Belts, Fan Belts and Accessories	XG
3040	Miscellaneous Power Transmission Equipment	XG
31	Bearings	
3110	Bearings, Anti-friction, Unmounted	XG
3120	Bearings, Plain, Unmounted	XG
3130	Bearings, Mounted	XG
32	Woodworking Machinery and Equipment	
3210	Sawmill and Planing Mill Machinery	XG
3220	Woodworking Machines	XG
3230	Tools and Attachments for Woodworking Machinery	XG
33	Unassigned	
34	Metalworking Machinery	
3405	Saws and Filing Machines	XG
3408	Machining Centers and Way-Type Machines	XG
3410	Electrical and Ultrasonic Erosion Machines	XG
3411	Boring Machines	XG

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Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group/ Class	Description	Cataloging Activity
3412	Broaching Machines	XG
3413	Drilling and Tapping Machines	XG
3414	Gear Cutting and Finishing Machines	XG
3415	Grinding Machines	XG
3416	Lathes	XG
3417	Milling Machines	XG
3418	Planers and Shapers	XG
3419	Miscellaneous Machine Tools	XG
3422	Rolling Mills and Drawing Machines	XG
3424	Metal Heat Treating and Non-Thermal Treating Equipment	XG
3426	Metal Finishing Equipment	XG
3431	Electric Arc Welding Equipment	XG
3432	Electric Resistance Welding Equipment	XG
3433	Gas Welding, Heat Cutting and Metalizing Equipment	XG
3436	Welding Positioners and Manipulators	XG
3438	Miscellaneous Welding Equipment	XG
3439	Miscellaneous Welding, Soldering and Brazing Supplies and Accessories	XG
3441	Bending and Forming Machines	XG
3442	Hydraulic and Pneumatic Presses, Power Driven	XG
3443	Mechanical Presses, Power Driven	XG

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Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group/ Class	Description	Cataloging Activity
3444	Manual Presses	XG
3445	Punching and Shearing Machines	XG
3446	Forging Machinery and Hammers	XG
3447	Wire and Metal Ribbon Forming Machines	XG
3448	Riveting Machines	XG
3449	Miscellaneous Secondary Metal Forming and Cutting Machines	XG
3450	Machine Tools, Portable	XG
3455	Cutting Tools for Machine Tools	XG
3456	Cutting and Forming Tools for Secondary Metalworking Machinery	XG
3460	Machine Tool Accessories	XG
3461	Accessories for Secondary Metal working Machinery	XG
3465	Production Jigs, Fixtures and Templates	XG
3470	Machine Shop Sets, Kits and Outfits	XG
35	Service and Trade Equipment	
3510	Laundry and Dry Cleaning Equipment	XG
3520	Shoe Repairing Equipment	XG
3530	Industrial Sewing Machines and Mobile Textile Repair Shops	XG
3540	Wrapping and Packaging Machinery	XG
3550	Vending and Coin Operated Machines	XG
3590	Miscellaneous Service and Trade Equipment	XG

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Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group/ Class	Description	Cataloging Activity
36	Special Industry Machinery	
3605	Food Products Machinery and Equipment	XG
3610	Printing, Duplicating and Bookbinding Equipment	XG
3611	Industrial Marking Machines	XG
3615	Pulp and Paper Industries Machinery	XG
3620	Rubber and Plastics Working Machinery	XG
3625	Textile Industries Machinery	XG
3630	Clay and Concrete Products Industries Machinery	XG
3635	Crystal and Glass Industries Machinery	XG
3640	Tobacco Manufacturing Machinery	XG
3645	Leather Tanning and Leather Working Industries Machinery	XG
3650	Chemical and Pharmaceutical Products Manufacturing Machinery	XG
3655	Gas Generating and Dispensing Systems, Fixed or Mobile	XG
3660	Industrial Size Reduction Machinery	XG
3670	Specialized Semiconductor Microcircuit and Printed Circuit Board Manufacturing Machinery	XG
3680	Foundry Machinery, Related Equipment and Supplies	XG
3685	Specialized Metal Container Manufacturing Machinery and Related Equipment	XG

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Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group/ Class	Description	Cataloging Activity
3690	Specialized Ammunition and Ordnance Machinery and Related Equipment	XG
3693	Industrial Assembly Machines	XG
3694	Clean Work Stations, Controlled Environment and Related Equipment	XG
3695	Miscellaneous Special Industry Machinery	XG
37	Agricultural Machinery and Equipment	
3710	Soil Preparation Equipment	XG
3720	Harvesting Equipment	XG
3730	Dairy, Poultry and Livestock Equipment	XG
3740	Pest, Disease and Frost Control Equipment	XG
3750	Gardening Implements and Tools	XG
3770	Saddlery, Harness, Whips and Related Animal Furnishings	XG
38	Construction, Mining, Excavating, and Highway Maintenance Equipment	
3805	Earth Moving and Excavating Equipment	XG
3810	Cranes and Crane-Shovels	XG
3815	Crane and Crane-Shovel Attachments	XG
3820	Mining, Rock Drilling, Earth Boring and Related Equipment	XG
3825	Road Clearing, Cleaning & Marketing Equipment	XG
3830	Truck and Tractor Attachments	XG
3835	Petroleum Production and Distribution Equipment	XG

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Federal Supply Groups And Classes, Continued

Description of
Groups/Classes
(continued)

Group/ Class	Description	Cataloging Activity
3895	Miscellaneous Construction Equipment	XG
39	Materials Handling Equipment	
3910	Conveyors	XG
3915	Materials Feeders	XG
3920	Materials Handling Equipment, Nonself-Propelled	XG
3930	Warehouse Trucks and Tractors, Self-Propelled	XG
3940	Blocks, Tackle, Rigging and Slings	XG
3950	Winches, Hoists, Cranes and Derricks	XG
3960	Freight Elevators	XG
3990	Miscellaneous Materials Handling Equipment	XG
40	Rope, Cable, Chain and Fittings	
4010	Chain and Wire Rope	XG
4020	Fiber Rope, Cordage and Twine	XG
4030	Fittings for Rope, Cable and Chain	XG
41	Refrigeration, Air Conditioning and Air Circulating Equipment	
4110	Refrigeration Equipment	XG
4120	Air Conditioning Equipment	XG
4130	Refrigeration and Air Conditioning Components	XG
4140	Fans, Air Circulators and Blower Equipment	XG
4150	Vortex Tubes & Other Related Cooling Tubes	XG
42	Fire Fighting, Rescue and Safety Equipment; and Environmental Protection Equipment and Materials	
4210	Fire Fighting Equipment	XG

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Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group/ Class	Description	Cataloging Activity
4220	Marine Lifesaving and Diving Equipment	XG
4230	Decontaminating and Impregnating Equipment	XG
4235	Hazardous Material Spill Containment and Cleanup Equipment & Material	XG
4240	Safety and Rescue Equipment	XG
4250	Recycling & Reclamation Equipment	XG
43	Pumps and Compressors	
4310	Compressors and Vacuum Pumps	XG
4320	Power and Hand Pumps	XG
4330	Centrifugal, Separators and Pressure and Vacuum Filters	XG
44	Furnace, Steam Plant and Drying Equipment; and Nuclear Reactors	
4410	Industrial Boilers	XG
4420	Heat Exchangers and Steam Condensers	XG
4430	Industrial Furnaces, Kilns, Leers and Ovens	XG
4440	Dryers, Dehydrators and Anhydrators	XG
4460	Air Purification Equipment	XG
4470	Nuclear Reactors	XG
45	Plumbing, Heating and Waste Disposal Equipment	
4510	Plumbing Fixtures and Accessories	XG
4520	Space and Water Heating Equipment	XG
4530	Fuel Burning Equipment Units	XG
4540	Waste Disposal Equipment	XG

Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
5810	Communications Security Equipment and Components	XG
5811	Other Cryptologic Equipment and Components	XG
5815	Teletype and Facsimile Equipment	XG
5820	Radio and Television Communication Equipment, Except Airborne	XG
5821	Radio and Television Communication Equipment, Airborne	XH
5825	Radio Navigation Equipment, Except Airborne	XG
5826	Radio Navigation Equipment, Airborne	XH
5830	Intercommunication and Public Address Systems, Except Airborne	XG
5831	Intercommunication and Public Address Systems, Airborne	XH
5835	Sound Recording and Reproducing Equipment	XG
5836	Video Recording and Reproduction Equipment	XG
5840	Radar Equipment, Except Airborne	XG
5841	Radar Equipment, Airborne	XH
5845	Underwater Sound Equipment	XG
5850	Visible and Invisible Light Communication Equipment	XG
5855	Night Vision Equipment, Emitted and Reflected Radiation	XG
5860	Stimulated Coherent Radiation Devices, Components and Accessories	XG

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Federal Supply Groups And Classes, Continued

**Description of
Group/Classes**
(continued)

Group /Class	Description	Cataloging Activity
5865	Electronic Countermeasures, Counter-Countermeasures and Quick Reaction Capability Equipment	XG
5895	Miscellaneous Communication Equipment	XG
59	Electrical and Electronic Equipment Components	
5905	Resistors	XG
5910	Capacitors	XG
5915	Filters and Networks	XG
5920	Fuses Arrestors, Absorbers & Protectors	XG
5925	Circuit Breakers	XG
5930	Switches	XG
5935	Connectors, Electrical	XG
5940	Lugs, Terminals and Terminal Strips	XG
5945	Relays and Solenoids	XG
5950	Coils and Transformers	XG
5955	Oscillators and Piezoelectric Crystals	XG
5960	Electron Tubes and Associated Hardware	XG
5961	Semiconductor Devices and Associated Hardware	XG
5962	Microcircuits, Electronic	XG
5963	Electronic Modules	XG
5965	Headsets, Handsets, Microphones and Speakers	XG
5970	Electrical Insulators and Insulating Materials	XG
5975	Electrical Hardware and Supplies	XG
5977	Electrical Contact Brushes and Electrodes	XG

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Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
5980	Optoelectronic Devices and Associated Hardware	XG
5985	Antennas, Waveguides and Related Equipment	XG
5990	Synchros and Resolvers	XG
5995	Cable, Cord and Wire Assemblies; Communication Equipment	XG
5996	Amplifiers	XG
5998	Electronic and Electrical Assembly Boards, Cards, and Associated Hardware	XG
5999	Miscellaneous Electrical and Electronic Components	XG
60	Fiber Optics Materials, Components, Assemblies and Accessories	
6010	Fiber Optic Conductors	XG
6015	Fiber Optic Cables	XG
6020	Fiber Optic Cable Assemblies and Harnesses	XG
6021	Fiber Optic Switches	XG
6030	Fiber Optic Devices	XG
6032	Fiber Optic Light Sources and Photo Detectors	XG
6035	Fiber Optic Light Transfer and Image Transfer Devices	XG
6060	Fiber Optic Inter-connectors	XG
6070	Fiber Optic Accessories and Supplies	XG
6080	Fiber Optic Kits and Sets	XG
6099	Miscellaneous Fiber Optic Components	XG
61	Electric Wire and Power and Distribution Equipment	

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Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
6105	Motors, Electrical	XG
6110	Electrical Control Equipment	XG
6115	Generators and Generator Sets, Electrical	XG
6116	Fuel Cell Power Units, Components and Accessories	XG
6117	Solar Electric Power Systems	XG
6120	Transformers: Distribution and Power Station	XG
6125	Converters, Electrical, Rotating	XG
6130	Converters, Electrical, Non-rotating	XG
6135	Batteries, Non-rechargeable	XG
6140	Batteries, Rechargeable	XG
6145	Wire and Cable, Electrical	XG
6150	Miscellaneous Electric Power and Distribution Equipment	XG
6160	Miscellaneous Battery Retaining Fixtures and Liners	XG
62	Lighting Fixtures and Lamps	
6210	Indoor and Outdoor Electric Lighting Fixtures	XG
6220	Electric Vehicular Lights and Fixtures	XG
6230	Electric Portable and Hand Lighting Equipment	XG
6240	Electric Lamps	XG
6250	Ballast, Lampholders and Starters	XG
6260	Non-electrical Lighting Fixtures	XG
63	Alarm, Signal and Security Detection Systems	
6310	Traffic and Transit Signal Systems	XG

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Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
6320	Shipboard Alarm and Signal Systems	XG
6330	Railroad Signal and Warning Devices	XG
6340	Aircraft Alarm and Signal Systems	XH
6350	Miscellaneous Alarm, Signal and Security Detection Systems	XG
64	Unassigned	
65	Medical, Dental and Veterinary Equipment and Supplies	
6505	Drugs & Biologicals	XG
6508	Medicated Cosmetics and Toiletries	XG
6510	Surgical Dressing Materials	XG
6515	Medical and Surgical Instruments, Equipment and Supplies	XG
6520	Dental Instruments, Equipment and Supplies	XG
6525	X-Ray Equipment and Supplies; Medical Dental, Veterinary	XG
6530	Hospital Furniture, Equipment, Utinsels, and Supplies	XG
6532	Hospital and Surgical Clothing and Related Special Purpose Items	XG
6540	Ophthalmic Instrument, Equipment and Supplies	XG
6545	Replenishable Field Medical Sets, Kits & Outfits	XG
6550	Diagnostic Substances, Reagents, Test Kits and Sets	XG

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Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
66	Instruments and Laboratory Equipment	
6605	Navigational Instruments	XH
6610	Flight Instruments	XH
6615	Automatic Pilot Mechanisms and Airborne Gyro Components	XH
6620	Engine Instruments (Except Cummins Parts)	XH
6620	Engine Instruments (Cummins Parts)	XG
6625	Electrical and Electronic Properties Measuring and Testing Instruments	XG
6630	Chemical Analysis Instruments	XG
6635	Physical Properties Testing Equipment	XG
6636	Environmental Chambers and Related Equipment	XH
6640	Laboratory Equipment and Supplies	XG
6645	Time Measuring Instruments	XG
6650	Optical Instruments, Test Equipment Components & Accessories	XG
6655	Geophysical Instruments	XG
6660	Meteorological Instruments and Apparatus	XG
6665	Hazard-Detecting Instruments and Apparatus	XG
6670	Scales and Balances	XG
6675	Drafting, Surveying and Mapping Instruments	XG
6680	Liquid and Gas Flow, Liquid Level and Mechanical Motion Measuring Instruments	XG
6685	Pressure, Temperature and Humidity Measuring and Controlling Instruments	XG
6695	Combination and Miscellaneous Instruments	XG

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Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
67	Photographic Equipment	
6710	Cameras, Motion Picture	XG
6720	Cameras, Still Picture	XG
6730	Photographic Projection Equipment	XG
6740	Photographic Developing and Finishing Equipment	XG
6750	Photographic Supplies	XG
6760	Photographic Equipment and Accessories	XG
6770	Film, Processed	XG
6780	Photographic Sets, Kits and Outfits	XG
68	Chemicals and Chemical Products	
6810	Chemicals	XG
6820	Dyes	XG
6830	Gases; Compressed and Liquefied	XG
6840	Pest Control Agents and Disinfectants	XG
6850	Miscellaneous Chemical Specialties	XG
69	Training Aids and Devices	
6910	Training Aids	XG
6920	Armament Training Devices	XG
6930	Operational Training Devices	XG
6940	Communication Training Devices	XG
70	Automatic Data Processing Equipment (Including Firmware) Software, Supplies and Support Equipment	
7010	ADPE System Configuration	XG

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Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
7020	ADP Central Processing Unit (CPU Computer) Analog	XG
7021	ADP Central Processing Unit (CPU Computer) Digital	XG
7022	ADP Central Processing Unit (CPU Computer) Hybrid	XG
7025	ADP Input/Output and Storage Devices	XG
7030	ADP Software	XG
7035	ADP Support Equipment	XG
7040	Punched Card Equipment	XG
7042	Mini and Micro Computer Control Devices	XG
7045	ADP Supplies	XG
7050	ADP Components	XG
71	Furniture	
7105	Household Furniture	XG
7110	Office Furniture	XG
7125	Cabinets, Lockers, Bins and Shelving	XG
7195	Miscellaneous Furniture and Fixtures	XG
72	Household and Commercial Furnishings and Appliances	
7210	Household Furnishings	XG
7220	Floor Coverings	XG
7230	Draperies, Awnings and Shades	XG
7240	Household and Commercial Utility Containers	XG
7290	Miscellaneous Household and Commercial Furnishings and Appliances	XG

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Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
73	Food Preparation and Serving Equipment	
7310	Food Cooking, Baking and Serving Equipment	XG
7320	Kitchen Equipment and Appliances	XG
7330	Kitchen Hand Tools and Utensils	XG
7340	Cutlery and Flatware	XG
7350	Tableware	XG
7360	Sets, Kits and Outfits & Modules: Food Preparation and Serving	XG
74	Office Machines, Text Processing Systems and Visible Record Equipment	
7420	Accounting and Calculating Machines	XG
7430	Typewriters and Office Type Composing Machines	XG
7435	Office Information System Equipment	XG
7450	Office Type Sound Recording and Reproducing Machines	XG
7460	Visible Record Equipment	XG
7490	Miscellaneous Office Machines	XG
75	Office Supplies and Devices	
7510	Office Supplies	XG
7520	Office Devices and Accessories	XG
7530	Stationery and Record Forms	XG
7540	Standard Forms	XG
76	Books, Maps and other Publications	
7610	Books and Pamphlets	XG
7630	Newspapers and Periodicals	XG

Continued on next page

Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
7640	Maps, Atlases, Charts and Globes	XG
7641	Aeronautical Maps, Charts, and Geodetic Products	XG
7642	Hydrographic Maps, Charts, and Geodetic Products	XG
7643	Topographic Maps, Charts, and Geodetic Products	XG
7644	Digital Maps, Charts, and Geodetic Products	XG
7650	Drawings and Specifications	XG
7660	Sheet and Book Music	XG
7670	Microfilm Processed	XG
7690	Miscellaneous Printed Matter	XG
77	Musical Instruments, Phonographs and Home-Type Radios	
7710	Musical Instruments	XG
7720	Musical Instrument Parts and Accessories	XG
7730	Phonographs, Radios and Television Sets: Home Type	XG
7740	Phonograph Records	XG
78	Recreational and athletic Equipment	
7810	Athletic and Sporting Equipment	XG
7820	Games, Toys and Wheeled Goods	XG
7830	Recreational and Gymnastic Equipment	XG
79	Cleaning Equipment and Supplies	
7910	Floor Polishers and Vacuum Cleaning Equipment	XG

Continued on next page

Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
7920	Brooms, Brushes, Mops and Sponges	XG
7930	Cleaning and Polishing Compounds and Preparations	XG
80	Brushes, Paints, Sealers and Adhesives	
8010	Paints, Dopes, Varnishes and Related Products	XG
8020	Paint and Artists' Brushes	XG
8030	Preservative and Sealing Compounds	XG
8040	Adhesives	XG
81	Containers, Packaging and Packing Supplies	
8105	Bags and Sacks	XG
8110	Drums and Cans	XG
8115	Boxes, Cartons and Crates	XG
8120	Commercial and Industrial Gas Cylinders	XG
8125	Bottles and Jars	XG
8130	Reels and Spools	XG
8135	Packaging and Packing Bulk Material	XG
8140	Ammunition and Nuclear Ordnance Boxes, Packages and Special Containers	XG
8145	Specialized Shipping and Storage Containers	XG
82	Unassigned	
83	Textiles, Leather, Furs, Apparel and Shoe Findings, Tents and Flags	
8305	Textile Fabrics	XG
8310	Yarn and Thread	XG
8315	Notions and Apparel Findings	XG

Continued on next page

Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
8320	Padding and Stuffing Materials	XG
8325	Fur Materials	XG
8330	Leather	XG
8335	Shoe Findings and Soling Materials	XG
8340	Tents and Tarpaulins	XG
8345	Flags and Pennants	XG
84	Clothing and Individual Equipment and Insignia	
8405	Outerwear, Men's	XG
8410	Outerwear, Women's	XG
8415	Clothing, Special Purpose	XG
8420	Underwear and Night wear, Men's	XG
8425	Underwear and Night wear, Women's	XG
8430	Footwear, Men's	XG
8435	Footwear, Women's	XG
8440	Hosiery, Hand wear and Clothing Accessories, Men's	XG
8445	Hosiery, Hand wear and Clothing Accessories, Women's	XG
8450	Children's and Infants' Apparel and Accessories	XG
8455	Badges and Insignia	XG
8460	Luggage	XG
8465	Individual Equipment	XG
8470	Armor, Personal	XG
8475	Specialized Flight Clothing and Accessories	XH

Continued on next page

Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
85	Toiletries	
8510	Perfumes, Toilet Preparations and Powders	XG
8520	Toilet Soap, Shaving Preparations and Dentifrice's	XG
8530	Personal Toiletry Articles	XG
8540	Toiletry Paper Products	XG
86	Unassigned	
87	Agricultural Supplies	
8710	Forage and Feed	XG
8720	Fertilizers	XG
8730	Seeds and Nursery Stock	XG
88	Live Animals	
8810	Live Animals, Raised for Food	XG
8820	Live Animals, Not Raised for Food	XG
89	Subsistence	
8905	Meat, Poultry and Fish	XG
8910	Dairy Foods and Eggs	XG
8915	Fruits and Vegetables	XG
8920	Bakery and Cereal Products	XG
8925	Sugar, Confectionery and Nuts	XG
8930	Jams, Jellies and Preserves	XG
8935	Soups and Bouillon's	XG
8940	Special Dietary Foods and Food Specialty Preparations	XG
8945	Food, Oils and Fats	XG

Continued on next page

Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
8950	Condiments and Related Products	XG
8955	Coffee, Tea and Cocoa	XG
8960	Beverages, Nonalcoholic	XG
8965	Beverages, Alcoholic	XG
8970	Composite Food Packages	XG
8975	Tobacco Products	XG
90	Unassigned	
91	Fuels, Lubricants, Oils and Waxes	
9110	Fuels, Solid	XG
9130	Liquid Propellants and Fuels, Petroleum Base	XG
9135	Liquid Propellant Fuels and Oxidizers, Chemical Base	XG
9140	Fuel Oils	XG
9150	Oils and Greases: Cutting, Lubricating, and Hydraulic	XG
9160	Miscellaneous Waxes, Oils and Fats	XG
92	Unassigned	
93	Nonmetallic Fabricated Materials	
9310	Paper and Paperboard	XG
9320	Rubber Fabricated Materials	XG
9330	Plastic Fabricated Materials	XG
9340	Glass Fabricated Materials	XG
9350	Refractories and Fire Surfacing Materials	XG
9390	Miscellaneous Fabricated Nonmetallic Materials	XG

Continued on next page

Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
94	Nonmetallic Crude Materials	
9410	Crude Grades of Plant Materials	XG
9420	Fibers: Vegetable, Animal and Synthetic	XG
9430	Miscellaneous Crude Animal Products, Inedible	XG
9440	Miscellaneous Crude Agricultural and Forestry Products	XG
9450	Nonmetallic Scrap, Except Textile	XG
95	Metal Bars, Sheets and Shapes	
9505	Wire, Non-electrical	XG
9510	Bars and Rods	XG
9515	Plate, Sheet, Strip, Foil & Leaf	XG
9520	Structural Shapes	XG
9525	Wire, Non-electrical, Nonferrous Base Metal	XG
9530	Bars and rods, Nonferrous Base Metal	XG
9535	Plate, Sheet, Strip and Foil: Nonferrous Base Metal	XG
9540	Structural Shapes, Nonferrous Base Metal	XG
9545	Plate, Sheet, Strip, Foil and Wire: Precious Metal	XG
96	Ore, Minerals and their Primary Products	
9610	Ores	XG
9620	Minerals, Natural and Synthetic	XG
9630	Additives Metal Materials	XG
9640	Iron and Steel Primary and Semi-finished Products	XG

Continued on next page

Federal Supply Groups And Classes, Continued

**Description of
Groups/Classes**
(continued)

Group /Class	Description	Cataloging Activity
9650	Nonferrous Base Metal Refinery and Intermediate Forms	XG
9660	Precious Metals Primary Forms	XG
9670	Iron and Steel Scrap	XG
9680	Nonferrous Scrap	XG
97	Unassigned	
98	Unassigned	
99	Miscellaneous	
9905	Signs, Advertising Displays and Identification Plates	XG
9910	Jewelry	XG
9915	Collectors and/or Historical Items	XG
9920	Smokers' Articles and Matches	XG
9925	Ecclesiastical Equipment, Furnishings, and Supplies	XG
9930	Memorials; Cemeteries and Mortuary Equipment and Supplies	XG
9999	Miscellaneous Items	XG

Section C
Major Organizational Entity (MOE) Codes

Overview
Purpose

This section identifies the MOE Codes. A MOE code is a two character alphabetic code that identifies the particular service, agency, or activity. The following table lists these codes:

Code	Service/Agency
DA	Army
DF	Air Force
DM	Marine Corps
DN	Navy
DS	Defense Logistics Agency (DLA)
GP	U. S. Coast Guard
TG	General Services Administration (GSA)

Section D

Federal Logistics Information System (FLIS)

Overview

Purpose

The Federal Logistics Information System (FLIS) is an automated data processing system designed to provide:

- A centralized data base to support the integrated logistics support programs of participating Department of Defense (DoD), Federal Civil Agencies and Foreign Nations.
 - Logistics management data for over seven million National Stock Numbers (NSNs) to ICPs and field units.
 - CG logistics management data to other participating entities.
-

Policy

The CG will use the FLIS data base to support the following logistics functions:

- Provisioning
 - Cataloging
 - Procurement
 - Standardization
 - Item Entry Control
 - Technical Data Management
 - Inventory Control
 - Maintenance
 - Preservation
 - Packing
 - Transportation
 - Warehousing
 - Excess Redistribution
-

Reference

The following publications are reference material regarding the cataloging process.

Continued on next page

Federal Logistics Information System (FLIS), Continued

References (continued)

- FLIS **Procedures** Manual, DoD 4100.39-M
- GSA-FSS Manual, 4100.39-M
- Federal Catalog System Manual, DoD 4130.2-M
- Defense Standardization **Program Policies and Procedures** Manual, DoD 4120.24-M
- Defense **Integrated** Materiel Management Manual for Consumable Items, DoD 4140.26-M

Also see catalog and standardization policy and procedures in this section.

Definitions

The following are definitions of requests used in the FLIS **Procedures Manual** process:

Name	Definition
System Change Request (SCR)	A formal request for modification of the FLIS database, structure, procedures manual and publications. SCR documents propose FLIS changes.
System Advisory Notice (SAN)	Notification to service/agencies of SCRs scheduled for implementation in a given System Management Release (SMR). The SAN is published approximately 300 days prior to a scheduled implementation date.
System Management Release (SMR)	Notification to service/agencies of a scheduled change that will be implemented. The SMR is published approximately 240 days prior to a scheduled implementation date.

SCR Process

SCRs are submitted by one of the following service/agencies:

- Defense Logistics Agency (DLA)
 - Defense Logistics **Information Service (DLIS)**
 - Military Services
 - Civil Agencies (includes the ICPs)
-

Continued on next page

Federal Logistics Information System (FLIS) , Continued

Responsibilities

The following table lists the responsibilities of various commands using FLIS:

UNIT	RESPONSIBILITIES
Commandant (G-SLP)	<p>Develop and implement policy & procedures relative to CG involvement with FLIS.</p> <p>Serves as CG point of contact on matters relating to FLIS.</p> <p>Coordinate FLIS changes with ICPs</p> <p>Request FLIS review and coordinate CG change proposals with other FLIS focal points.</p> <p>Provide monthly SCR status reports to ICPs on changes that impact the CG.</p>
Commandant (G-SL)	<p>Budget for major FLIS system changes (i.e., establish new FLIS segment).</p>
ELC/ARSC	<p>Review SCRs to ensure CG required support is developed and maintained.</p> <p>Approve/disapprove FLIS SCRs that qualify CG participation in the Federal Catalog System (FCS).</p> <p>Provide cost savings benefits (tangible/intangible) data on SCRs as required.</p>

Continued on next page

Federal Logistics Information System (FLIS) , Continued

Responsibilities (continued)

UNIT	RESPONSIBILITIES
ELC/ARSC (continued)	Make recommendations to G-SLP for improving CG participation in the FCS. Ensure implementation of approved SCRs on effective date. Use FLIS as required for provisioning and cataloging. Budget for minor FLIS system changes.

Section E
Federal Logistics Data (FED LOG)

Overview

Introduction

Since 1992, **DLIS** has replaced most of its catalog hard copy and microfiche publications with a CD-ROM product called Federal Logistics Data or FED LOG.

FED LOG is a basic four disc configuration containing data resident in the Federal Logistics Information System (FLIS). **Currently FED LOG contains the data found in the Master Cross Reference List, the Management List, Department of Defense Interchangeability and Substitutability, Freight Classification Data, Identification Lists (there were formerly 295 separate identification list publications), parts of the Federal Item Logistics Data Record, the Federal Item Name Directory and the Federal Supply Classification Cataloging Handbook H-2.** Two additional discs (**Characteristics Search and Drawings**) are available to certain units as required. **In addition, discs are now available on DVD and the internet as well as CD-ROM**

- Navy data in FED LOG consists of information found in the Master Repairable Item List (MRIL), Navy Item Control Numbers (NICNs), and the List of Items Requiring Special Handling (LIRSH).
- Army data in FED LOG includes information found in the Army Master Data File (AMDF).
- Air Force supplemental data in FED LOG consists of Transportation, Recoverable Item Movement Control System (RIMCS) data, Catalog Management Data (CMD), AF **Interchangeability & Substitutability (AF I&S)** File, Stock Number User Directory (SNUD), NIIN to Stock Record Account Number (SRAN) file, Master Base Address file, and AF Cross-Reference File.
- **Marine Corps data in FED LOG consists of Stock List (SL) 6-1 and SL 6-2 data in addition to the regular FED LOG databases.**
- Since 1993, the FED LOG Users Manual **has been available as** an on-line option.
- Not all Service/DOD microfiche products are available in FED LOG. The CG Descriptive Stock List is not available in FED LOG.

Continued on next page

Chapter 4

Materiel Procurement

Overview

Introduction This chapter covers policy and procedure topics concerning materiel procurement.

Methods of Procurement **Do one of the following** to acquire material:

- Use the Military Standard Requisitioning and Issue Procedure (MILSTRIP), or
- Purchase direct from a commercial source (i.e. vendor, manufacturer).
- Acquire from excess materials (i.e. Coast Guard or Other Government Agencies)

In this Chapter The information provided in the following sections applies to all operational units of the CG.

Section	Title	Page
A	General Procurement Policy & Responsibilities	4-A-1
B	Automated Materiel Acquisition	4-B-1
C	MILSTRIP/Supply/Mode of Shipment Codes	4-C-1
D	Non-Automated Materiel Acquisition/Requisitioning for Form DD-1348-6	4-D-1
E	MILSTRIP Messages	4-E-1
F	Use of Form DD-1149 for Materiel Acquisition/Requisitioning/ Transferring of Materiels	4-F-1
G	MILSTRIP Status Review	4-G-1
H	Actions on Outstanding MILSTRIP Requisitions	4-H-1
I	Materiel Obligation Validation	4-I-1
J	Acquisition of Special Items, Equipment, Supplies and/or Services	4-J-1
K	Fuel Purchases and Reporting Requirements	4-K-1
L	Commercial Procurement	4-L-1
M	Centralized Supply Management of Engines for Cutters and Standard Boats	4-M-1

Section A
General Procurement Policy and Responsibilities

Overview

Introduction

In this section the topics covered are policies and headquarters and command responsibilities for requisitioning and commercial purchases.

In this section

Topic	Page
General Purchase Policy	4-A-2
Headquarters and Command Responsibilities	4-A-3

General Purchase Policy

Purpose

To establish a uniform process by which the Coast Guard acquires supplies and materiel from Coast Guard sources of supply (e.g. ARSC and ELC), other government agencies and commercial sources.

General Purchase Policy

Procurements involving the purchase/requisitioning of hazardous material, safety equipment or property must be approved by the unit HAZMAT officer, pollution prevention coordinator, safety officer or property officer, as required, in accordance with the Simplified Acquisition Procedures Handbook (COMDTINST M4200.13 (series)) or Property Management Manual (COMDTINST M4500.5 (series)).

Acquiring or purchasing of material shall be done in the following sequence:

1. Excess material from other Coast Guard units,
2. Excess from Other Government Agencies (OGA) (i.e. DoD, DRMO),
3. Department of Defense (DoD) Military Standard Requisitioning and Issue Procedures (MILSTRIP) for requisitioning and issuing materiel (DoD 4400.25-1-M) and GSA contract,
4. If the item is coded in FEDLOG with an acquisition advice code of "L" local purchase, or there is a mission essential immediate operational need of the item that can not be obtained from the above sequences 1, 2, or 3 by the required delivery date, then commercial purchase is authorized. Requests for commercial purchase must be authorized by COMDT (G-SLP) if the items have the same form, fit or function as similar items that are available from one of the above sequences 1, 2 and 3.

Headquarters and Command Responsibilities

Responsibilities

Coast Guard procurement responsibilities are as follows:

<u>Activity</u>	<u>Responsible for:</u>
Commandant (G-CPM)	the issuance of Federal and Coast Guard procurement policies and procedures.
Commandant (G-S)	the issuance of Federal and Coast Guard Supply System (i.e. MILSTRIP) policies, procedures and systems for requisitioning material.
Commanders of Areas, MLCs & Districts, and Commanding Officers of Headquarter units	ensuring that: policies and procedures set forth in this manual are adhered to by subordinate units. quantities ordered and the scheduling of orders are within the Supply Fund (SF) capital and Operating Material and Supplies (OM&S) authorization. a supply officer or command designated supply officer is assigned for acquiring/procuring OM&S. all OM&S received at the unit is accounted for.

Section B

Automated Materiel Acquisition

Overview

Introduction

In this section the topics covered concern automated requisitioning systems and Military Standard Requisitioning and Issue Procedures (MILSTRIP) used by the Coast Guard.

Background

STAR and CMplus are the only standard requisitioning management applications for Coast Guard units. STAR/CMplus permits units to transmit MILSTRIP transactions through the Automated Requisitioning Management System (ARMS) to DAAS and the Source of Supply (SOS). Aviation units are authorized to use AMMIS.

In this Section

Topic	Page
Policy for Requisitioning	4-B-2
Responsibilities	4-B-4
Automated Requisitioning Management System (ARMS)	4-B-7
Standard Automated Requisitioning (STAR), Configuration Management plus (CMplus), and Streamlined Automated Logistics Tool Set (SALTS).	4-B-10
Fiscal Year Cutoff Processing	4-B-14
Types of Forms	4-B-15

Policy for Requisitioning

Automated Requisitioning Systems

Coast Guard units shall:

- use CMplus (when available) to interface with ARMS
- use STAR (when CMplus is not available) to interface with ARMS.
- use MILSTRIP procedures for requisitioning.
- use AMMIS for type 2, 4 and 6 materiel (air stations only)

Units without STAR or CMplus are authorized to forward their requisitions, request status, and receive updates from their supporting CG unit that has these capabilities (e.g. group offices).

Requirements shall be communicated electronically to the source of supply (STAR/ARMS, CMplus). Requirements may be communicated manually only if electronic means are not available. **Requisitions with Exception Data, however, are exempt.**

Communication Type Used	Method Is...
Electronic	Data transceiver (STAR/ARMS, CMplus)
Manual	Fax machine Message Courier Mail Telephone (Emergencies Only)

Requisitioning policies

Users and sources of supply are required to adhere to established requisitioning policies.

Activity	Is Responsible For...
Requisitioner/user	<ul style="list-style-type: none"> • submitting requisitions, followups, modifiers, and cancellations when required. • ensuring Priority Designator (PD) is consistent with Urgency of Need Designator (UND)/ See Chapter 2.

Continued on next page

Policy for Requisitioning, Continued

Requisitioning policies (continued)

Activity	Is Responsible For...
Requisitioner/user	<ul style="list-style-type: none">• data transmission consistent with PD• manual Requisitioning only when electronic transmission or formatted teletyped messages are not available.
Source of Supply (SOS)	<ul style="list-style-type: none">• ensure order meets Required Delivery Date (RDD)• select appropriate mode of transportation• provide supply status to the requisitioner/user• maintain stock to fill requisitions• expedite delivery of items under procurement, repair, maintenance, rebuild, renovation• issue or procure materiel to meet PD 02 through 08 requisitions. However, a requisition can be challenged if it is suspected of being in error based on review of priority, quantity, project code, etc. Requisitions with unauthorized FAD I priorities will be downgraded to FAD III.

Responsibilities

Responsibilities

The following table is a list of units and their responsibilities:

Agency	Responsibility
Commandant (G-SL)	<ul style="list-style-type: none"> • Establish and promulgate STAR/CMplus/ ARMS policies and procedures and serves as the Program Manager and Designated Approving Authority. • Direct efforts of project teams when introducing new logistics projects or changes thereto. • Ensure compliance with Commandant's logistics policies and compatibility with Coast Guard and DoD standards systems when new or changed operations are introduced. • Conduct periodic reviews of ARMS operations to ensure that all standard functions are being performed. • Submit budget requests to obtain ARMS funding. • Troubleshoot ARMS supply related problem and conduct ARMS Logistics Training. • Approve or disapprove field requests for ARMS changes and obtain user ID's for requesting units. Coordinate with Commandant (G-SCC). • Troubleshoot STAR/CMplus ADP related problems. • Coordinate assignment of STAR/CMplus user identification and conduct STAR/CMplus ADP technical training. • Monitor STAR/CMplus operations to ensure proper implementation of new or changed programs. • Provide STAR/CMplus with technical advice on communications equipment and capabilities. Serve as data processing expert for STAR/CMplus.

Continued on next page

Responsibilities, Continued

Responsibilities (continued)

Agency	Responsibility
Commandant (G-SL), continued	<ul style="list-style-type: none"> • Direct efforts of project teams when introducing new projects or changing existing ADP operations. • Coordinate hardware and software requirements with appropriate program managers. • Render technical advice to Commandant (G-SLP) and make system and programming changes to accommodate STAR/CMplus. • Approve use of SALTS.
Commandant (G-CFM)	<ul style="list-style-type: none"> • Render accounting advice and assistance for STAR/CMplus/ARMS transactions and interface with appropriate accounting systems.
Commandant (G-WTT)	<ul style="list-style-type: none"> • Provide STAR/CMplus training advice to the Program Manager and assist in the implementation of related training programs.
MLCs, District Commanders, and Commanding Officers of Headquarters Units	<ul style="list-style-type: none"> • Manage and administer STAR/CMplus for units under their authority. • Recommend changes to STAR/CMplus and monitor unit performance. • Provide data processing and telecommunication capabilities to STAR/CMplus users. • Serve as STAR/CMplus requisitioner for collocated activities. • Submit budget requests, obtain unit STAR/CMplus funding.

Continued on next page

Responsibilities, Continued

Responsibilities (continued)

Agency	Responsibility
OSC Martinsburg	<ul style="list-style-type: none"><li data-bbox="818 382 1414 495">• Designate and supervise STAR/CMplus CGSW operators and control assignments of user ID's and passwords.<li data-bbox="818 512 1414 583">• Recommend system improvements and submit STAR/CMplus budget data when required.<li data-bbox="818 600 1349 634">• Provide STAR/CMplus support to units.

Automated Requisitioning Management System (ARMS)

ARMS System

ARMS is an interactive system located at OSC Martinsburg, WV. Military Standard Requisition and Issue (MILSTRIP) requisitions are transmitted from STAR or CMplus programs to ARMS. ARMS allows the user to:

- Query the system and view actions and status relating to requisitions.
 - Edit all transactions initiated by the user to ensure MILSTRIP requirements are observed.
 - Automatically obligate funds when requisitioning.
-

ARMS Exceptions

ARMS Procedures are not applicable to:

- Non-reimbursable type 2 and type 4 aviation spares from Aircraft and Repair and Supply Center (ARSC).
 - Requisitions using Document Identifier Codes (DIC) A0E, A05 (Requisitions with exception data).
-

ARMS Functions

ARMS is designed to automatically:

- Receive, format, edit, and process requisitions and requisition status.
 - Forward processed unit requisitions for accounting to DAFIS. Units will see an obligation notice and the Program Element Status (PES) report. See FINCEN SOP for transaction codes.
 - Transmit requisitions to DAAS for further transmission to the appropriate source of supply.
 - Receive and pass requisition backorder validations to ARMS users for validation and reply.
 - Close a requisition when cancellation status is received.
-

Continued on next page

Automated Requisitioning Management System (ARMS),

Continued

ARMS functions,
continued

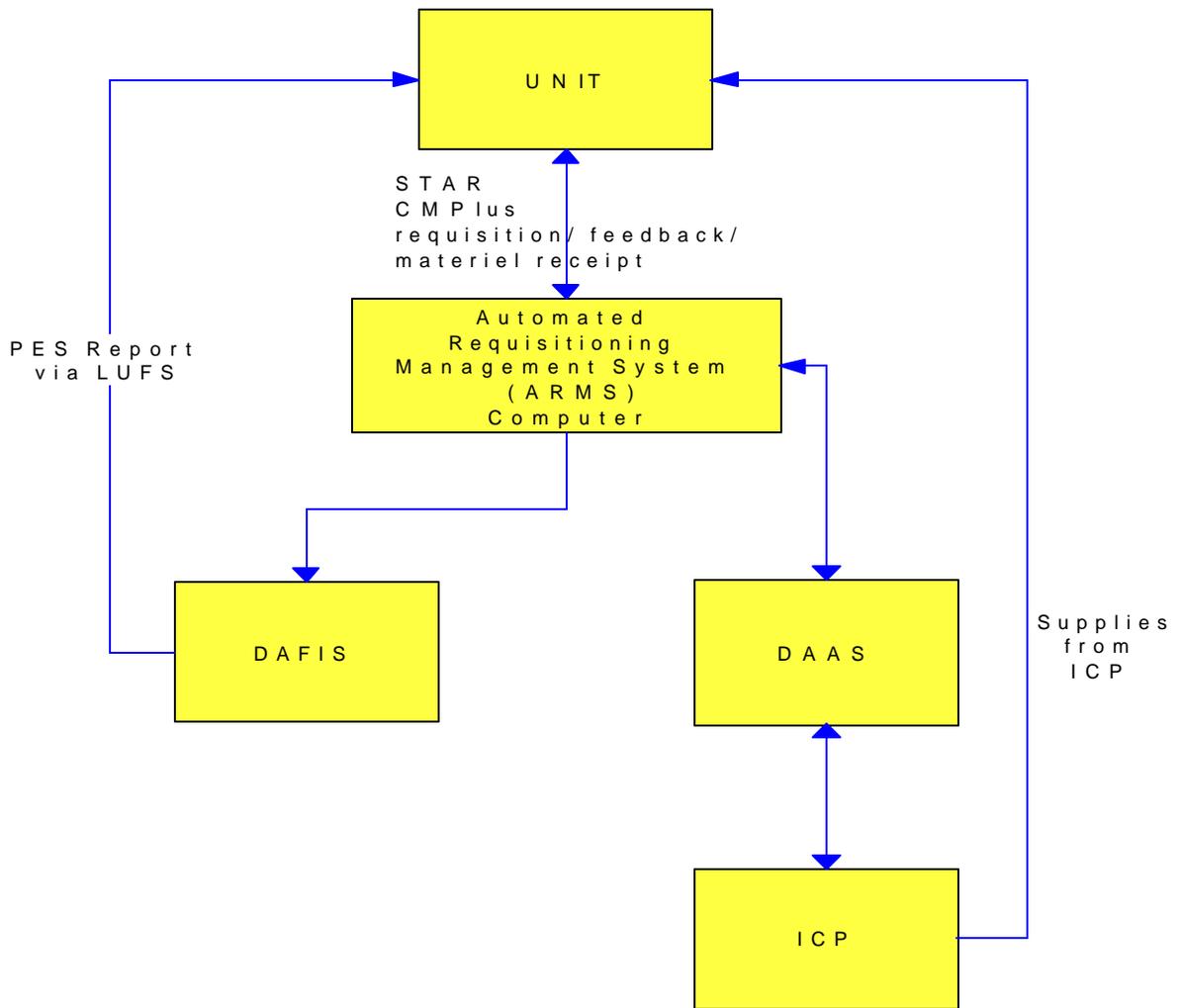
- Provide user query capability to view requisition records, status and follow-up, and the users cumulative transaction file and total obligations.
- Forward a materiel receipt acknowledgment (MRA) to DAAS.

Continued on next page

Automated Requisitioning Management System (ARMS), Continued

ARMS Functions (continued)

ARMS Chart



Units will see an obligation notice on the PES report. See FINCEN SOP for transaction codes.

Standard Automated Requisitioning (STAR)/Configuration Management Plus (CMplus) & Streamlined Automated Logistics **Tool Set (SALTS)**

Background

STAR/CMplus is the standard requisitioning system authorized for all Coast Guard units with a Coast Guard Standard Workstation (CGSW) or other appropriate computer terminal.

STAR/CMplus system

STAR/CMplus is an interactive system operated at the unit level which allows the user to:

- Initiate requisitions, follow-ups, cancellations and receipts.
 - Query the system and view actions and status relating to requisitions.
 - Validate backorders from supply sources.
 - Edit all transactions initiated by the user to ensure MILSTRIP requirements are observed. Edits occur transparently to the user.
 - Become familiar with MILSTRIP Codes, how they are used and what function they perform.
 - Retain a requisition history file of all MILSTRIP requirements, requisitions, status and receipts.
-

STAR/CMplus exceptions

STAR/CMplus Procedures are not applicable to:

- Non-reimbursable aviation spares from Aircraft Repair and Supply Center (ARSC), type 2 and [type 4 materiel](#).
 - Requisitions using Document Identifier codes (DIC) A0E, A05.
-

Continued on next page

STAR/CMplus & SALTS, Continued

STAR/CMplus functions

STAR/CMplus is designed to:

- Format, edit and process unit requisitions.
- Transmit requisitions to OSC Martinsburg which transmits hourly to appropriate Source of Supply via ARMS and DAAS.
- Receive and process requisition status as well as follow-ups, cancellations and modifications to and from supply sources.
- Provide the ability to adjust accounting records.

NOTE: STAR/CMplus may be accessed by afloat units when in port and connected to land based data, record Network (TELNET) Telephone Lines or via INMARSAT when deployed.

- Maintain a Unit Transaction file for each STAR/CMplus user.
- Receive and pass requisition backorder validations to STAR/CMplus users for validation and reply.
- Record and forward to ARMS/DAAS materiel receipt acknowledgment (MRA).

Automatically...	When...
Closes a requisition (receipt for materiel)	Shipment status for total quantity order is received or when cancellation status is received.

Provides user query capability to view:

- Requisition records, status and follow-ups.
- The users cumulative transaction file and total obligations.

Catalog of user registered Coast Guard, DoD and GSA items with current prices.

Continued on next page

STAR/CMplus & SALTS, Continued

Automated procedures

Automated Procedures for STAR users are contained in the STAR [User Manual](#).

Automated procedures for CMplus users are in the CMplus [User Guide](#).

Manual Requisition log

The optional Surf Requisition Log (CG Form 4940) is a multi-purpose form for recording MILSTRIP requirements, requisitions, status and receipts when STAR/CMplus is not available. Unit personnel place their requirements in the log and the storekeeper or supply Petty Officer then completes the form by creating a STAR/CMplus transaction, SF-344 or message or telephone MILSTRIP transaction. A computer generated report may be used in lieu of this form.

Emergency requirements

Emergency requirements exist when:

- A CASREP occurs.
 - Failure to receive an item results in an operational mission being impaired.
 - A costly work stoppage occurs at an industrial or other facility engaged in repair or modification of equipment is caused.
-

Emergency Actions

- Verify that the source of supply has received your requisition.
 - Call customer service of source of supply
 - Send a "Supply Assistance" message to the source of supply.
 - Request assistance from ARSC, ELC or MLC.
-

Emergency requisitions

Transmission of emergency requisitions (priority 02, or 03) is allowed via message or telephone ONLY when STAR/CMplus is not available or if there is exception data. **If the SOS is the ELC, emergency requisitions should be faxed to the Requisition Management Branch at (410) 762-6213.**

Continued on next page

STAR/CMplus & SALTS, Continued

Exceptions

MILSTRIP procedures do not apply when requisitioning:

- Bulk petroleum, coke or coal
 - Communication Security (COMSEC) equipment, COMSEC aids, including classified components, individual repair parts, and elements which are classified and designated cryptographic.
 - Industrial plant equipment.
-

Advantages

MILSTRIP provides users with a common language that:

- Transmits requirements
 - Processes and issues materiel
 - Establishes priority guidelines based on urgency of need
 - Uses standard codes to represent various types of information.
-

SALTS

Streamlined Automated Logistics [Tool Set](#) (SALTS) is authorized for use in transmitting requisitions. Requisitions must be created in CMplus first then exported to SALTS. Use is restricted when deployed with DOD and STAR/ARMS is not operable.

Fiscal Year Cutoff Processing

Procedure

Year-end Accounting. MLCs, district commanders and commanding officers of Headquarters units will issue guidance to accomplish year-end accounting functions per Comptroller Manual (COMDTINST M7300.4 (series)), Volume 1, Accounting.

Establishing Cutoff Dates. To ensure timely obligation of expiring fiscal year funds, ELC will, if circumstances dictate, publish cutoff dates for all funded requisitions prior to 30 June of each fiscal year. This applies to funded requisitions and free issue reparable items received without a carcass turn-in. Cutoff procedures will also address processing of all priority MILSTRIP requisitions with the exception of 1, 4, and 11. Cutoff dates may not be set earlier than the middle of August. ELC will ensure that contractual and/or requisitioning vehicles are in place to accomplish the timely obligation of fiscal year ending monies. The submission of requisitions for supply fund and non-reparable free issue items are not effected. ARSC will also provide FY close-out instructions to their customers.

Cancellation. The ELC may cancel requisitions for items in categories other than those defined above. Notify the requisitioner promptly in accordance with MILSTRIP procedures to deobligate and reuse funds prior to the end of the fiscal year.

Legal Obligations. Requisitions or purchase orders may be placed by ARSC, ELC, MLCs, district or Headquarters unit Offices prior to 1 October on commercial sources, the Yard Industrial Fund (as distinguished from Authorized Fund Transfer stock at the Yard) or other government agencies to replenish stock. Obligations covering requisitions and purchase orders in this category are legal obligations against current fiscal year. These obligations may be carried over into the subsequent fiscal year if the requisitions are accepted by the source of supply **prior to the close of business on 30 September.**

Types of Forms

Procedures

Specific forms allow the user to requisition materiel or request status of a requisition in various ways.

Form	Is Used As A...
CG-4940 Surf Requisition Log	Optional form for recording unit requirements
DD-1149 Requisition/Invoice Shipping Document	Requisition, transfer and/or ship materiel
NAVSUP 1250-1 Single Line Item Consumption/Requisition Document (manual)	Local use for initial order for Depot Level Repairables (DLRs).
DD-1348-1A Issue Release/Receipt Document	Release Materiel from Source of Supply (SOS) Release Materiel from DRMO Receipt by consignee
DD-1348-6 Manual Non-NSN Requisition	Requisition for Non-NSN materiel
SF-344 Multi-Use Standard Requisition/Issue System	Initial request for NSN materiel from unit supply office Local use only, not to be submitted to outside sources

Section C
MILSTRIP/Supply/Mode of Shipment Codes

Overview

Introduction

This section provides data elements for MILSTRIP, including Supply and Mode of Shipment Codes.

In this section

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Document Identifier Codes (RP 1-3)

Purpose

This section contains an abridged list of the most commonly used Document Identifier Codes (DIC), a three character code that identifies the type of transaction.

First position

The first position of the DIC is always an Alpha "A" except for the Materiel Returns Program (MRP) requisitions, which identifies a document relation to the requisitioning and issue system.

NOTE: See Chapter 5 (MRP) for "F" series DICs.

Second position

The second position is either alpha or numeric which signifies the type of document.

<u>Code</u>	<u>Type of Document</u>
0	Requisition (note: numeric (0) not letter O)
B	Direct delivery - supply status
C	Cancellation
E	Supply status
F	Follow-up
G	Reply to cancellation request
K	Follow-up on cancellation (process as cancellation)
M	Document modifier (process as requisition)
N	Materiel Obligation Validation Request
P	Materiel Obligation Response
S	Shipment status
T	Follow-up (process as requisition)
U	Reply to cancellation request (shipment status)

Third position

The third position is either alpha or numeric. In many instances this designates an overseas/domestic shipment, or the initiator/recipient of the document. Some DICs have a numeric code for both overseas and domestic use (i.e., cancellations).

Continued on next page

Document Identifier Codes (RP 1-3), Continued

Determining the DIC

Below are DICs used in standard requisitioning transaction:

<u>Document Title</u>	<u>DIC</u>	<u>Explanation</u>
Requisition	A01	Overseas shipment with NSN
	A02	Overseas shipment with part number
	A04	Overseas shipment with other number
	A05	Overseas shipment with exception data
	A0A	Domestic shipment with NSN
	A0B	Domestic shipment with part number
	A0D	Domestic shipment with other number
	A0E	Domestic shipment with exception data
Document Modifier	AM1	Overseas shipment with NSN
	AM2	Overseas shipment with part number
	AM4	Overseas shipment with other number
	AM5	Overseas shipment with exception data
	AMA	Domestic shipment with NSN
	AMB	Domestic shipment with part number
	AMD	Domestic shipment with other number
	AME	Domestic shipment with exception data
Follow-up	AT1	Overseas shipment with NSN
	AT2	Overseas shipment with part number
	AT4	Overseas shipment with other number
	AT5	Overseas shipment with exception data
	ATA	Domestic shipment with NSN
	ATB	Domestic shipment with part number
	ATD	Domestic shipment with other number
	ATE	Domestic shipment with exception data

Continued on next page

Document Identifier Codes (RP 1-3), Continued

Determining the DIC (continued)

<u>Document Title</u>	<u>DIC</u>	<u>Explanation</u>
Direct Delivery	AB1	Relates to requisitioner (RP 30-35)
Supply Status	AB2	Relates to supplementary address (RP 45-50)
	AB3	Relates to activity code (RP 54)
Cancellation	AC1	Relates to requisitioner (RP 30-35)
	AC2	Relates to supplementary address (RP 45-50)
	AC3	Relates to activity code (RP 54)
Supply Status form Stock	AE1	Relates to requisitioner (RP 30-35)
	AE2	Relates to supplementary address (RP 45-50)
	AE3	Relates to activity code (RP 54)
Follow-up	AF1	Relates to requisitioner (RP 30-35)
	AF2	Relates to supplementary address (RP 45-50)
	AF3	Relates to activity code (RP 54)
Follow-up request for improve ESD	AFC	Used to request an improved Estimated Shipping Date (ESD).
Follow-up on cancellation	AK1	Relates to requisitioner (RP 30-35)
	AK2	Relates to supplementary address (RP 45-50)
	AK3	Relates to activity code (RP 54)
Materiel obligation validation request	AN1	Relates to requisitioner (RP 30-35)
	AN2	Relates to supplementary address (RP 45-50)
	AN3	Relates to activity code (RP 54)

Continued on next page

Document Identifier Codes (RP 1-3), Continued

Determining the DIC (continued)

<u>Document Title</u>	<u>DIC</u>	<u>Explanation</u>
MOV Control Document	AN9	Header document used to forward AN_MOV request documents.
Materiel obligation validation response	AP1	Relates to requisitioner (RP 30-35)
Receipt	AP2	Relates to supplementary address (RP 45-50)
Confirmation for MOV request	AP3	Relates to activity code (RP 54)
	AP9	Document for acknowledging receipt of AN_MOV documents received.
MOV Reinstatement Request	APR	Notification to supply source requesting reinstatement of a requisition canceled under MOV.
Notice of non-receipt of total batch of MOV documents	APX	Document used to notify supply source that all AN_MOV documents were not received.
Shipment Status	AS1	Relates to requisitioner (RP 30-35)
	AS2	Relates to supplementary address (RP 45-50)
	AS3	Relates to activity code (RP 54)
Reply to cancellation request-shipment status	AU1	Relates to requisitioner (RP 30-35)
	AU2	Relates to supplementary address (RP 45-50)
	AU3	Relates to activity code (RP 54)

Additional Information

The following documents will be processed as a requisition or cancellation if the supply source has no record of the original document:

AM_

AT_

AK_

Routing Identifier Codes (RP 4-6, 67-69)

Purpose

The Routing Identifier (RI) Code are assigned by Services/agenies for processing inter-Service/Agency and intra-Service logistical transactions. The codes serve multiple purposes in that they are source of supply codes, intersystem routing codes, intrasystem routing codes and consignor (shipper) codes. This is an abridged listing of RICs; for complete listing see DoD 4000.25-1-S1.

If the document is... and the RIC is in record position... then the RIC identifies...

a requisition document	4-6	the intended recipient (source of supply).
a status document	4-6	the originator of the status.
a status document	67-69	the actual shipper of the material.

Use the FEDLOG file to determine the RIC for source of supply purposes. All RICs are listed in the MILSTRIP Routing Identifier and Distribution Code Manual (DoD 4000.25-1-S1), which is available at maintenance and logistics commands (MLCs), district offices and Headquarters units.

Units should contact the District Commander or Maintenance and Logistics Commands for identification of RI codes not included below.

Below are commonly used RICs for Defense Logistics Agency:

<u>RIC</u>	<u>Location</u>
SGA	DLA System Design Center, DAASC DODC-S, Wright Patterson AFB 45433-5328
SHA	Defense Automatic Addressing System Center, Defense Distribution Region West, Bldg. # 100, Tracy Facility, Tracy, CA 95376-0940

Continued on next page

Routing Identifier Codes (RP 4-6, 67-69), Continued

Determining the RIC (continued)

<u>RIC</u>	<u>Location</u>
S1T	Defense Orthopedic Footwear Clinic, 495 Summer St, Boston, MA 02210-2184
S9C	Defense Supply Center Columbus (DSCC), Columbus, OH 43216-5000
S9E	Defense Supply Center Columbus (DSCC), Columbus, OH 43216-5000
S9D	Defense Reutilization and Marketing Service (DRMS), Federal Center, Battle Creek, MI 49017-3092
S9F	Defense Energy Support Center (DESC), Fort Belvoir, VA 22060-6222
S9G	Defense Supply Center Richmond (DSCR), Richmond, VA 23297-5770
S9I	Defense Industrial Supply Center (DISC), 700 Robins Ave, Philadelphia, PA 19111-5096 Note: To be incorporated into DSCP in 1999.
S9L	Defense Logistics Information Service (DLIS), Federal Center, Battle Creek, MI 49017-3084 Defense Supply Center Philadelphia (DSCP), 2800 South 20th Street, Philadelphia, PA 19145-5099
S9M	Directorate of Medical Materiel
S9P	Directorate of Subsistence - Perishable Subsistence
S9S	Directorate of Subsistence - Semi-Perishable Subsistence
S9T	Directorate of Clothing and Textiles

Continued on next page

Routing Identifier Codes (RP 4-6, 67-69), Continued

Determining the RIC (continued)

Below are commonly used RICs for the Navy:

<u>RIC</u>	<u>Location</u>
N32	Navy Materiel, Aviation Supply Office, Philadelphia, PA 19111
N35	Navy Inventory Control Point, Mechanicsburg, PA 17055
NFZ	Naval Publications and Forms Center (NPFC), Philadelphia, PA 19120

Below are commonly used RICs for the Army:

<u>RIC</u>	<u>Location</u>
A12	USA Soldiers System Command (SSCOM) Natick, MA 01706-5000
AKZ	USA Tank Automotive and Armament Command (TACOM), Warren, MI 48397-5000
AP5	US Army Aviation and Troop Command, USA Support Activity, Philadelphia, PA 19101-3460
B14	Armament and Chemical Acquisition and Logistics Activity (ACALA); Industrial Operations Center (IOC), Rock Island, IL 61299-6000
B16	USA Communications-Electronics Command (CECOM), Fort Monmouth, NJ 07703-5000
B46	Electronics Materiel Readiness Activity (EMRA), Warrenton, VA 22186-5141
B56	Communications Security Logistics Activity (CSLA), Fort Huachuca, AZ 85613-7090
B64	USA Aviation and Missile Command (AMCOM) Missile, Redstone Arsenal, AL 35898-5239
B69	USA Medical Materiel Agency (AMMA), Frederick, MD 21701-5001

Continued on next page

Routing Identifier Codes (RP 4-6, 67-69), Continued

Determining the RIC (continued)

Below are commonly used RICs for the Air Force:

<u>RIC</u>	<u>Location</u>
FFZ	Sacramento Air Logistics Center, McClellan Air Force Base, Sacramento, CA 95652-1062
FGZ	Ogden Air Logistics Center, Hill AFB, Ogden, UT 84056-5713
FHZ	Oklahoma City Air Logistics Center, Tinker AFB, OK 73145-3055
FLZ	Warner Robbins Air Logistics Center, Robins AFB, Warner Robbins, GA 31098-1640
FPZ	San Antonio Air Logistics Center, Kelly AFB, San Antonio, TX 78241-6425

Below are the RICs for Coast Guard:

ZNC	US Coast Guard Engineering and Logistics Center (ELC), Electronics/ General Inventory Control Point (E/GICP), 2401 Hawkins Point Road, Baltimore MD 21228-1792
ZIC	US Coast Guard Engineering and Logistics Center (ELC), Ships Inventory Control Point (SICP), 2401 Hawkins Point Road, Baltimore MD 21228-1792
ZQC	US Coast Guard Aircraft Repair and Supply Center (ARSC), Aircraft Inventory Control Point (AICP), Elizabeth City, NC 27909-5001

Below are commonly used RICs for other Government Agencies:

HM8	National Imagery and Mapping Agency, Bethesda MD 20816-5003
GSA	General Service Administration, FSS Washington DC 20406 * Do not use for MILSTRIP or TWX mail.

Media and Status Codes (RP 7)

Responsibilities

Supply sources are required to provide status data to designated activities as notice of action taken or being taken on MILSTRIP requisition type documents materiel returns program documented and related transactions.

Status data is either "supply status" or "shipment status" and may be informational or require additional data by recipients. Activities to relieve status data and the type of data required are designated by a one-digit alpha-numeric code in RP 7. A significant distribution code in RP 54 also designates monitoring/control offices to receive all status data.

<u>Types of Status</u>	<u>RP 30-35</u>	<u>RP 45-50</u>	<u>RP 54</u>
GSA Mailer, GSA Form 10050	A, G,	H, G	-
100% Supply Status and shipment Status	-	-	-
100% Supply Status	J, P	Q, P	-
Exception Supply Status and Shipment Status			
Data Pattern (AUTODIN)	S, F	U, F	8, 0
100% Supply Status and Shipment Status	B	D	
100% Supply Status	K, Z	M, Z	Y
Exception Supply Status and Shipment Status	2	4	-
Exception Supply Status			
Readable Document (Mailed)	T	V	-
100% Supply Status and Shipment Status	C	E	-
100% Supply Status	L	N	-
Exception Supply Status and Shipment Status	3	5	-
Exception Supply Status			

NOTES:

1. If the entry in RP 54 is non-significant, shipment status (DI AS8) will be sent to DAASC.

Continued on next page

Media and Status Codes (RP 7), Continued

Responsibilities (continued)

2. A valid RP 54 entry will receive an image of all status regardless of media and status code and an image of all cancellation/rejections will be provided to all valid RP 30-35, 40-50 and 54 entries regardless of media and status codes.
3. On AM__/AT__/AFC documents when RP 54 contains a non-significant code and media and status code is zero (0) eight (8), or Y, status will be provided to the requisitioner (RP 30-35). Regardless of the media and status cited, supply sources will transmit all machine sensible status documents via DAASC. DAASC will determine appropriate transmission media as follows:

DAASC will transmit by data pattern message when the address is served by an AUTODIN data pattern terminal.

When an addressee is not served by an AUTODIN data pattern terminal, DAASC will transmit readable documents by mail unless status documents have M&S A, H, J or Q. DAASC will transmit GSA Form 10050.

Exceptions to the above apply to Navy Ships, mobile units, deployed units and to other activities served by teletype terminal who have justified their need for receiving status electronically.

Stock or Part Number (RP 8-22)

Introduction

The identifying number for the item being ordered may be:

- a National Stock Number (NSN),
- a manufacturer's part number, or
- a temporary Activity Control Number (ACN).

Entering the NSN or ACN

The NSN or ACN is entered in RP 8-20 of the Department of Defense (DoD) Single Line Item Requisition (DD-1348-1A or DD-1348-6) or the Multi-use Standard Requisition/Issue System Document (SF-344). When using part numbers, the Commercial and Government Entity (CAGE) code is entered in RP 8-12 and the part number in RP 13-22 of the DD-1348-1A, DD-1348-6 or SF-344.

If the CAGE code is not available in the Cataloging Handbook H4/H8 series, enter the manufacturer's name and part number in the remarks section of the DD-1348-6 or SF-344.

In the event a CAGE is found, research of FEDLOG may reveal a NSN.

Numbers greater than fifteen characters

Use DD-1348-6 (Non-NSN Requisition) when the CAGE and part number is greater than fifteen (15) digits.

Unit of Issue (RP 23-24)

Unit of issue

The unit of issue is a two character code representing an abbreviation describing the standard unit of which an item is ordered and issued.

AM	Ampoule	FT	Foot	QT	Quart
AT	Assortment	FV	Five		
AY	Assembly	FY	Fifty	RA	Ration
		RL	Reel		
BA	Ball	GL	Gallon	RM	Ream
BD	Bundle	GP	Group	RO	Roll
BE	Bale	GR	Gross		
BF	Board Foot			SD	Skid
BG	Bag	HD	Hundred	SE	Set
BK	Book	HK	Hank	SF	Square Foot
BL	Barrel			SH	Sheet
BO	Bolt	IN	Inch	SK	Skein
BR	Bar			SL	Spool
BT	Bottle	JR	Jar	SO	Shot
BX	Box			SP	Strip
		KT	Kit	SX	Stick
CA	Cartridge			SY	Square Yard
CB	Carboy	LB	Pound		
CD	Cubic Yard	LG	Length	TD	Twenty-four
CE	Cone	LI	Liter	TE	Ten
CF	Cubic Foot			TF	Twenty-five
CK	Cake	MC	Thousand CuFt	TN	Ton
CL	Coil	ME	Meal	TO	Troy Ounce
CN	Can	MR	Meter	TS	Thirty-six
CO	Container	MX	Thousand	TU	Tube
CY	Cylinder				
CZ	Cubic Meter	OT	Outfit	VI	Vial
		OZ	Ounce		
DR	Drum			YD	Yard
DZ	Dozen	PD	Pad		
		PG	Package		
EA	Each	PM	Plate		
		PR	Pair		
		PT	Pint		
		PZ	Packet		

Quantity (RP 25-29)

Quantity

The quantity is expressed in terms of units of issue. The number shall be placed as far to the right as is possible. The blank spaces to the left of the quantity shall be filled with zeros (0).

Example: Write "5" as "00005"

Write "36" as "00036"

Document Number and Requisitioning Address Codes (RP 30-43)

Definition

A document number is an alphanumeric code which uniquely identifies a MILSTRIP requisition.

The document number is a 14 digit non-duplicative number constructed from the four basic elements listed below:

Service Code. A "Z" is the single character code that identifies the Coast Guard.

Requisitioner. Use only the DoD Activity Address Code numbers (DoDAAC) assigned in accordance with the Operating Facilities of the U.S. Coast Guard (OPFAC), COMDTINST M5440.2 (series), or a Requisition Address Code (RAC) assigned in accordance with this enclosure.

Julian Date. A Julian date is composed of the last digit of the calendar year followed by the day of the year.

Serial Number. The serial number of the requisition is assigned in sequence beginning with 0001. CASREP requisitions are identified with a "W" in the first position of the serial number (i.e. W002).

Example of a complete document number is Z11401-5365-0001 and a CASREP document number is Z11401-5365-W002.

Serial numbers

Serial numbers are assigned consecutively to differentiate between different documents.

Blocks of serial numbers may be used to identify and distribute costs applicable to Coast Guard accounts on a manual system.

General rules for assigning serial numbers are as follows:

Do not duplicate the serial number on the same day.

The serial number may consist of any alpha or numeric characters except for I, O, and the following reserved alpha codes listed below.

Continued on next page

Document Number And Requisitioning Address Codes (RP 30-43), Continued

Reserved alpha codes

The following alpha codes are reserved for special use as follows:

Code	Used to...
J	Identify requisitions resulting from interrogations of the Interrogation Requirements Information System. For details, see the Defense Utilization and Disposal Manual (DoD 4160.21-M).
K	Identify requisitions submitted to the Defense Reutilization and Marketing Service (DRMS), the Defense Reutilization and Marketing Offices (DRMO), or the General Services Administration (GSA) for excess property located at a DRMO that is requested as a result of reviewing manual screening lists such as the Excess Personal Property Lists (EPPL).
L	Identify requisitions submitted to DRMOs which result from physical screening of property at the DRMO. This type of screening is referred to as "Local Area Screening" without any consideration of the distance traveled by the screener.
M	Reserved
N	Reserved
P	Reserved
Q	Reserved
R	Identify requisitions submitted to DRMS/DRMOs from Inventory Control Points or Integrated Materiel Managers based on a Final Asset Screening Notice of surplus personal property.
S	Identify requisition submitted to DRMS/DRMOs from Inventory Control Points or Integrated Materiel Manager based on Front End Screening Notice of excess personal property.
T	Reserved
U	Reserved
W	Identify CASREP requisitions.
Y	Identify Marine Corps ownership of materiel applicable to Contractor Inventory Utilization Group (CIUG) procedures.

Continued on next page

Demand/Suffix Code (RP 44)

Purpose

A demand code is entered by the requisitioner to indicate whether the demand is recurring or non-recurring.

Code Definition

N Non-recurring Demand. A request of a "one-time" nature.

R Recurring Demand. Random repetitive requests for the same item. These occurrences encompass most requirements. Therefore, a demand will be considered recurring when in doubt.

O No-Demand. A request for a substitute item which is acceptable in view of a previously requisitioned but delayed item.

Suffix code

The suffix code is an alphabetic letter starting with "A" entered by the supply source on supply status cards, shipment status cards, and release/receipt documents to indicate that the quantity shown on the document does not cover the entire quantity requisitioned. When the entire quantity requested is furnished, the suffix code will be left blank.

Supplementary Address (RP 45-50)

Purpose

This field will be used when required to identify the Service and Activity address to receive material, building or status data as provided by the assignment of Signal Codes B, J, K, L or M and/or Media and Status Codes 4, 5, D, E, M, N, U, or V.

When Not Required

If not required for this purpose, the letter "Y" may be entered in position 45 to indicate that the data in positions 46-50 is not significant to the system but is to be perpetuated in document processing.

Signal And Hold Codes (RP 51)

Purpose (signal code)

A signal code is entered on requisitions and subsequent documentation except shipment status, to designate who receives the materiel and who pays the bill.

Signal codes for "A" series DIC's

The following codes signify the materiel is to be shipped to the requisitioner (RP 30-35) and billed as follows:

Code Bill To...

- A RP 30-35 (Requisitioner)
- B RP 45-50 (Supplementary Address)
- C Not applicable to Coast Guard
- D No billing required (free issue)

The following codes signify the materiel is to be shipped to the Supplementary Address (RP 45-50) and billed as follows:

Code Bill To...

- J RP 30-35 (Requisitioner)
- K RP 45-50 (Supplementary Address)
- L Not applicable to Coast Guard
- M No billing required (free issue)

Signal codes for "FT" series DICs

The following codes signify the materiel is to be shipped from the unit in RP 30-35 and credited to:

Code Credit To...

- A RP 30-35 (Requisitioner)
- B RP 45-50 (Supplementary Address)
- C Not applicable to Coast Guard
- D No credit required (free issue)

Continued on next page

Signal And Hold Codes (RP 51), Continued

Signal codes for "FT" series DICs (continued)

The following codes signify the materiel is to be shipped to the Supplementary Address (RP 45-50) and credited as follows:

Code Credit To...

J	RP 30-35 (Requisitioner)
K	RP 45-50 (Supplementary Address)
L	Not applicable to Coast Guard
M	No credit required (free issue)

Shipment Hold Codes

In shipping status documents (AS_), the shipment hold code (RP 51) is used to record the delay of materiel at a shipping activity after it has been picked, packed, marked and made ready for shipment.

The following Hold Codes will be included in MILSTRIP shipment status and materiel release confirmation documents:

Code Explanation

A	Shipment unit held for consolidation.
B	Awaiting carrier equipment.
C	Awaiting export/domestic traffic release.
D	Delay due to diversion to surface resulting from challenge by air clearance activity.
E	Delay resulting from challenge by air clearance activity for which no diversion to surface occurs and materiel was shipped by air.
F	Embargo.
G	Strikes, riots, civil commotion.
H	Acts of God.

Continued on next page

Signal And Hold Codes (RP 51), Continued

Purpose (Hold Codes) (continued)

<u>Code</u>	<u>Explanation</u>
J	Shipment delayed to process customer cancellation request.
K	Diversion to surface movement due to characteristics of materiel that precluded air shipment (e.g., size, weight, or hazard classification).
L	Delay requested and/or concurred in by consignee.
M	Delay to comply with valid delivery dates at CONUS destinations/outloading terminals.
N	Delay due to diversion to air (requisition priority upgraded).
O-Y	Reserved.
Z	Holding action of less than 24 hours from date materiel is available for shipment.

Fund Codes (RP 52-53)**Fund code**

The fund code (RP 52-53) indicates to the supply source that funds are available to pay for the item requisitioned. It also provides the FINCEN with the data necessary for financial processing of applicable charges. Fund codes are established by the FINCEN as the result of a written request to the FINCEN by the units.

Free issue requisitions

On free issue requisitions, the Fund Code block will be left blank and either signal code "D" (no billing required, free issue; materiel to be shipped to the requisitioner) or "M" (no billing required, free issue; materiel to be shipped to the supplementary address) will be used, as applicable. STAR application users will use Fund Code "00" (zero zero), When requesting materiel from the National Imagery and Mapping Agency the Fund Code is "NS" and the Signal Code always "D".

Distribution Codes (RP 54)

Responsibility

The Distribution Code, RP 54 designates an activity to receive additional status. The appropriate alpha character will be entered in RP 54 when additional status must be furnished to a monitoring activity. The following table indicates the codes for Coast Guard activity when a "Z" is in RP 30:

Code Coast Guard Activity

A	Commander, First Coast Guard District
D	Commander, Fifth Coast Guard District/MLCLANT
E	Commander, Seventh Coast Guard District
F	Commander, Eighth Coast Guard District
G	Commander, Ninth Coast Guard District
H	Commander, Eleventh Coast Guard District
I	Commander, U.S. Coast Guard Yard
J	Commander (MF), MLCPAC
K	Commander, Thirteenth Coast Guard District
L	Commander, Fourteenth Coast Guard District
M	Commander, Seventeenth Coast Guard District
O	Commander, U.S. Coast Guard ELC (electronics)
P	Commander, U.S. Coast Guard ELC (HM&E)
Q	Commander, U.S. Coast Guard ARSC
Z	Commanding Officer, (HSC)

Cognizant Codes (RP 55-56)

Use

Record positions 55-56 indicate the cognizance symbol which is significant only to the service initiating the requisition. If used, the numeric stores account is entered in rp 55 and the alphabetic commodity code (cognizance symbol) is entered in rp 56. Leave blank on form.

Project Codes (RP 57-59)

Definition

Project Codes identify requisitions and shipments related to specific projects, programs, operations and exercises. Project codes may be alpha, numeric or alphanumeric except that no Coast Guard project code will have "9" in the first position (RP-57). Locally unit assigned Project Codes are authorized in the block as long as they do not duplicate reserved project codes below.

Project code categories

<u>Category</u>	<u>Is...</u>
A	For use when no meaning of the code will be perpetuated outside the originating service.
B	For use when recognition and exceptional processing action have been pre-arranged between services.
C	Assigned by the Defense Logistics Standard Systems Office (DLSSO-BM) and authorized for use by all specified services. Category C codes begin with a Numeric 3 followed by two alpha characters. Example 3AA, 3AL. Requests for Category C project codes shall be submitted to Commandant (G-SLP).
D	Assigned by the Joint Materiel Priorities and Allocations Board, an agency of the Joint Chiefs of Staff (JCS). Category D project codes begin with a numeric "9". Requisitions and materiel releases with Category D project codes are ranked above all other requisitions with the same PD. Category D project codes are for use on projects of direct interest to the JCS on behalf of the Secretary of Defense.

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Project Codes (RP 57-59), Continued

Introduction

Project codes are assigned by Headquarters, district offices, Headquarters units, and Inventory Control Points (ICPs) for the purpose of identifying requisitions and shipments related to specific projects, programs, certain operations and exercises.

Project code description

Project codes may be alpha, numeric or alpha-numeric.

Exception - no Coast Guard Project Code will have 9 in the first position (RP 57).

Project code assignments

Project codes 10A through 89Z may be assigned by Headquarters for projects. Submit all requests for Headquarters controlled projects at ELC to Commandant (G-SEN).

Local units may assign local unit project codes in this block and use the supplementary address preceded by a Y in RP 45 for additional information (i.e., SR1=Storeroom 1, Y01A1C=Location vidmar 01A1C). Local units may not use Headquarters assigned codes unless authorized.

Priority Designator (RP 60-61)

Definition

Combining the assigned Force/Activity Designator (F/AD) and the appropriate Urgency of Need Designator (UND) will enable the requisitioner to determine the appropriate Priority Designator. See Chapter 2 for more information.

Required Delivery Date (RDD) (RP 62-64)

When to use

A RDD is assigned to requisitions when:

materiel must be delivered before the standard delivery date (SDD), or when delivery after the SDD is denied, or to identify special situations.

RDD

The RDD depends on the requirement. The table below lists the appropriate formats for RDDs.

<u>If the RDD is...</u>	<u>Then...</u>
<u>earlier</u> than the SDD	use the appropriate three digit Julian date.
<u>later</u> than the SDD	show the RDD in terms of months from the latest day of the month of the requisition date in RP 63-64. Enter an "X" in RP 62.
<u>for a special situation</u>	use "999" for NMCS or ANMCS requisitions (explanation follows), or use "777" for priority transportation requests.

Not Mission Capable Supply (NMCS) requisitions

A NMCS condition exists when a unit's mission is impaired by a lack of parts and a Casualty Report (CASREP) has been submitted. The serial number in the document will have a "W" in place of the first numeric digit. Emergency requirements use "999" in the RDD vice a Julian date. "999" requisitions must be approved by the Commanding Officer or the designated representative.

Classifying a NMCS requisition

The following conditions support a "999" requisition:

Continued on next page

Required Delivery Date (RDD) (RP 62-64), Continued

Classifying a NMCS requisition (continued)

priority is 01-03

materiel is needed within 30 days of requisition date due to upcoming deployment or already deployed.

materiel needed supports equipment reported in CASREP system

failure to obtain materiel will result in NMCS requisition and casualty report within five days of requisition date

Anticipated not Mission Capable Supply (ANMCS) requisitions

ANMCS is a condition where there is an immediate expectation that essential equipment will no longer function and the unit's mission will be impaired by a lack of parts.

The Commanding officer or the designated representative must approve all ANMCS requisitions.

ANMCS or NMCS not requiring "999"

Follow these steps if the NMCS/ANMCS requisition does not qualify for a "999":

Note: CASREP not done and first numeric digit in serial number does not have a "W".

Step Action

- 1 Priority is 01-08
- 2 Enter "N" in RP 62 for NMCS requisitions
- 3 Enter "E" in RP 62 for ANMCS requisitions
- 4 Enter in RP 63-64, the number of days from requisition date when materiel receipt is required

Restrictions

The following restriction applies to all NMCS/ANMCS requisitions:

The materiel quantity ordered must equal only what is needed to return equipment to a mission-capable status.

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Required Delivery Date (RDD) (RP 62-64), Continued

Priority transportation requirements

Premium air transportation may be required. A RDD of "777" identifies these requisitions.

"777" guidelines

The following guidelines apply:

Requisition must be priority 01-08

RDD less than 21 days from date of requisition receipt

Expedited transportation (airlift) is required

NOTE: "777" does not preclude a challenge by the shipping activity.

Advice Codes (RP 65-66)

Record Position (65-66)

Advice codes provide coded instructions by the requisitioner to supply sources when such data are considered essential to supply action and entry in narrative form is not feasible. The requisition transaction advice codes flow from requisition originators to initial processing points and are thereafter perpetuated into passing actions and release/receipt documents. The excess transaction advice codes flow from a DAAS facility to an ICP/IMM to indicate that the excess transaction has been edited by DAAS. The method of assigning advice codes and listings of requisition/excess transaction advice codes are provided below. (Reference: DoD 4000.25-1-M/AR 725-50/NAVSUP 437/AFM 67-1/MCO P4400.71-72/DLAM 4140.2/CB 394.)

Category Assignments of Advice Codes

RECORD POSITION

65	66	USE
2	A thru Z (except O and I), 1 thru 9	For DLA, inter-Service
3	A thru Z (except O and I), 1 thru 9	and GSA transactions
1	A thru Z (except O and I), 1 thru 9	For intra-Army usage
6	A thru Z (except O and I), 1 thru 9	For intra-Air Force usage
5	A thru Z (except O and I), 1 thru 9	For intra-Navy usage
4	A thru Z (except O and I), 1 thru 9	For intra-Marine corps usage
7	A thru Z (except O and I), 1 thru 9	For intra-GSA usage
8	A thru Z (except O and I), 1 thru 9	For intra-DLA usage
9	A thru Z, 1 thru 9	Reserved - not to be used.
0	A thru Z, 1 thru 9	Reserved - not to be used

Continued on next page

Advice Codes (RP 65-66), Continued

<u>Code</u>	<u>Explanation</u>
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 Form DD-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	<p>Do not backorder. Reject any unfilled quantity not available to meet SDD/RDD. Suitable substitute acceptable.</p> <p>When entered in Brand Name Resale Subsistence Item, requisitions for overseas will be interpreted to authorize rejection of unfilled quantities not due to arrive in the overseas command by the RDD plus 30 days.</p> <p>Rejection status will be furnished the customer when it is determined by the supply source that unfilled requisitioned quantities cannot be shipped in time to arrive at the OCONUS destination by RDD plus 30 days. This may occur as a result of vendors' failure to ship required quantities to the CONUS transshipment depots by contract delivery date plus 15 days or, upon receipt at the CONUS transshipment depot, it is determined that the shipment could not reach the OCONUS destination by the RDD plus 30 days.</p>
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).
2E	Free issue. Stock lists or other publications offer this materiel without reimbursement. (To be used with Signal D or M on inter-Service requisitions.)

Continued on next page

Advice Codes (RP 65-66), Continued

<u>Code</u>	<u>Explanation</u>
2F	Item known 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	Multiple-use: Ship new stock or stock having new appearance; Strategic mission requires latest model and configuration (for electronic tubes); Strategic mission requires newest stock only (for photographic film or for aerial requirements for ammunition devices or cartridges), Anticipated usage requires latest expiration dates only (for biological items).
2H	Special textile requirement for use in airborne operation where personal safety is involved.
2J	Do not substitute or backorder any unfilled quantities.
2K	Item being requisitioned from CONUS pursuant to the balance of payments program. (To be used only by OCONUS requisitioner.)
2L	Quantity reflected in quantity field exceeds normal demands; however, this is a confirmed valid requirement.
2M	The MCA validation process has revealed that the requested item is authorized by a valid contract.
2N	Item required in one continuous length as expressed in RP 25-29 and unit of issue in RP 23-24. No other configuration is acceptable and/or multiples of the unit pack are not acceptable.
2P	Item required in one continuous length as expressed in RP 25-29 and the unit of issue in RP 23-24. If requirement exceeds the unit pack length, multiples of the unit pack are acceptable.

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Advice Codes (RP 65-66), Continued

Code Explanations

- 2Q The MCA validation process has revealed that the quantity cited on the DI AX1 transaction exceeds the contract authorized quantity. The total requisitioned quantity is to be rejected.
- 2R The MCA validation process has revealed that the quantity cited on the DI AX1 transaction exceeds the contract authorized quantity. The quantity field in this transaction (DI AX2) reflects the quantity that may be supplied. The quantity difference between the DI AX1 and this transaction will not be supplied.
- 2S Issue below established stock reservation levels is authorized. (To be used by Service owners of SMCA managed conventional ammunition items only.)
- 2T Deliver to the ultimate consignee by the SDD or RDD entered hereon or cancel the requirement.
- 2U The MCA validation process has revealed that no valid contract is registered at the MCA.
- 2V The MCA validation process has revealed that the contract is valid; however, the requisitioned item or requisitioner, or the DODAAC in RP 45-50, is not authorized GFM under the contract.
- 2W This requisition is submitted for free issue of assets above the AFAO on a fill or kill basis. (Applicable to MAP/MASF requisitions only.)
- 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.

Continued on next page

Advice Codes (RP 65-66), Continued

<u>Code</u>	<u>Explanation</u>
3A	Deleted.
3B	Item being requisitioned has been designated as commercial-type item. Unable to obtain item from commercial sources. Request supply of requisitioned quantity be accomplished against the FMS case reflected in RP 48-50.
3C*	Issue newest materiel but with no less than 75 percent of shelf life remaining. Applies to DPSC-Medical items for PWRR, MPSR and other requirements whose activities have received approval from their Service/Agency to use this code.
3D*	Combination of Advice Code 2L and 3C.
3E*	Combination of Advice Code 2B and 3C.
3F*	Combination of Advice Code 2D and 3C.
3G*	Combination of Advice Code 2J and 3C.
3H*	Combination of Advice Code 2C and 3C.
3J*	Combination of Advice Code 2T and 3C.
3K-3P	Deleted.
3Q	Requested item only will suffice. Do not substitute/interchange. Requisitioner will accept Condition E stock in a usable condition (ammunition stock only).
3V	Deliver to the ultimate consignee by the SDD entered hereon or cancel requirement. Requisitioner will accept Condition E stock in a usable condition (ammunition stock only).
3W	Furnish exact quantity requested (i.e., do not adjust to unit pack quantity). Requisitioner will accept Condition E stock in a usable condition (ammunition stock only).
3X	Requisitioner will accept Condition E stock (ammunition stock only).

Continued on next page

Advice Codes (RP 65-66), Continued

Code Explanation

- 3Y Do not substitute or back order any unfilled quantities. Requisitioner will accept Condition E stock in a usable condition (ammunition stock only).
- 3Z The quantity reflected in the quantity field exceeds normal demand; however this is a confirmed valid requirement. Requisitioner will accept Condition E stock in a usable condition (ammunition stock only).
- 31 Combination of Advice Codes 2J and 2G.
- 32 Combination of Advice Codes 2C and 2T.
- 33 Combination of Advice Codes 21 and 2J
- 34 Requested item only will suffice. Do not substitute/interchange. Item required in one continuous length as expressed in RP 25-29 and unit of issue in RP 23-24. No other configuration is acceptable and/or multiples of the unit pack are not acceptable. (Combination of Advice Codes 2B and 2N.)
- 39 Requested item only will suffice. Do not substitute/interchange. Item required in one continuous length as expressed in RP 25-29 and the unit of issue in RP 23-24. If requirement exceeds the unit pack length multiples of the unit pack are acceptable. (Combination of Advice Codes 2B and 2P.)
- * Activities will submit their requests to use Advice Codes 3C through 3J using internal Service/Agency guidance, to the authorized approving Service/Agency activity. The authorized Service/Agency activity will submit all approved requests to the DSCP with the following data: (1) DoDAAC of the approved activity; and (2) justification for the use of the new codes. The DSCP will provide approval/disapproval to the authorized approving Service/Agency activity with an effective date for submission of requisitions.

Continued on next page

Advice Codes (RP 65-66), Continued

DRMS Intransit Control Advice Code

Code	Explanation
35	There is a quantity variance between the DRMS receipt quantity and the AS3. (For use with DIs AFX and AFZ by DRMS only.)
36	A DRMO receipt exists for which a matching AS3 has not been received. (For use with DIs AFX and AFZ by DRMS only.)
37	An AS3 has been received for which a matching DRMO receipt has not been received. (For use with DIs AFX and AFZ by DRMS only.)

Navy Intra-Navy Advice Codes

The Coast Guard will use the following intra-Navy Advice Codes in conjunction with the processing of field units' requisitions for Mandatory Turn-In Repairable (MTR) items both Coast Guard peculiar and other government agency (OGA), and in the collection of statistical data to support secondary item budget preparation:

Code	Explanation
5A	Replacement Certification. Requested item is required to replace a MTR which has been surveyed as missing or obviously damaged beyond repair.
5D	Initial Requirement Certification. Requested item is a MTR required for initial outfitting/installation or increased allowance/stockage objective; no unserviceable unit is available for turn-in.
5E	Release of Planned Requirement or Reservation for
	(1) Mandatory turn-in repairable and not unserviceable unit is available for turn-in
	(2) Field Level Repairable and
	(3) Consumable

Continued on next page

Advice Codes (RP 65-66), Continued

Navy Intra-Navy Advice Codes (continued)

Code Explanation

5G Exchange Certification

Requested item is a MTR for which an unserviceable unit must be turned in on an exchange basis under the same document number used in the requisition.

Requested item is compressed gas for which an empty cylinder will be turned in on an exchange basis.

5R Release of Planned Requirement or Reservation for mandatory turn-in reparable and an unserviceable unit is or will be turned in.

5S Remain-in-Place Certification. Requested item is a MTR for which an unserviceable unit must be turned in on an exchange basis after receipt of a replacement (serviceable) unit. Turn-in must be on the same document number used in the replenishment requisition.

5V Applicable to 5G/2B combination, i.e., exchange requisition with immediate carcass return intended and substitute item not acceptable. Exchange Advice Code. Note: Users must be sure that items requested only will suffice. Use of these codes limits the ICPs ability to respond quickly to high priority requisitions when suitable substitute is available.

5X Stock Replenishment Certification.

1. Cognizance (Cog) 7 items. For use by Financial Inventory Reporting (FIR) activities in requisitioning Depot Level Reparables (DLR) for stock to be retained in Navy Stock Fund. 5X is not to be used for end use accounts. All 5X transactions will be at standard price and there will be no directly related turn-in.
2. Other than 7 Cog items. Requested item is required for stock replenishment of a mandatory turn-in reparable for which unserviceable units have been or will be turned in for repair. To be used only when circumstances preclude citing the same document number in both the requisition and turn-in document.

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Advice Codes (RP 65-66), Continued

Navy Intra-Navy Advice Codes (continued)

<u>Code</u>	<u>Explanation</u>
5Y	Applicable to 5R/2B combination, i.e., exchange requisition with delayed carcass return intended and substitute item not acceptable. Exchange Advice Code. Note: Users must be sure that items requested only will suffice. Use of these codes limits the ICPs ability to respond quickly to high priority requisitions when suitable substitute is available.
52	Applicable to 5S/2B combination, i.e., exchange requisition with delayed carcass return intended and substitute item not acceptable. Exchange Advice Code. Note: Users must be sure that items requested only will suffice. Use of these codes limits the ICPs ability to respond quickly to high priority requisitions when suitable substitute is available.
57	Fill or Kill at the ICP level. Item is a requirement for initial outfitting. Requested item is a mandatory turn-in; an unserviceable unit will not be turned in as an exchange.

Status Codes (RP 65-66)

Definition

Status codes are alphabetic/alpha/numeric and flow from supply sources to the creator of a requisition/excess report, consignee or service designated control office, from a Defense Automatic Addressing System (DAAS) subscriber or from storage activities to Inventory Control Point (ICP). Status codes inform recipients of the status of requisitions/excess reports and related transactions.

Inter-Service Status Codes

Listed are the inter-service status codes.

<u>Code</u>	<u>Explanation</u>
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BA	Item being processed for release and shipment. The estimated shipping date (ESD) is contained in record position (rp) 70-73 when provided in response to a follow-up.
BB	Item backordered against due-in to stock. The ESD for release of materiel to the customer is contained in rp 70-73.
BC	Item on original requisition containing this document number has been backordered. Long delay is anticipated and ESD is in rp 70-73. Item in NSN field (or "remarks" field if NSN field cannot accommodate the item number), which is not an automatic/coordinate substitute, can be furnished. The price of the substitute item is in rp 74-80. If desired, submit a cancellation for the original requisition and submit a new requisition 1/ for the offered substitute.
BD	Requisition is delayed due to need to verify requirements relative to authorized application, item identification, technical data. Upon completion of review, additional status will be provided to indicate action taken.
BE	Depot/storage activity has a record of the MRO but no supporting record of the action taken. (Depot/storage activity response to ICP request for MRO status, for use with DI AE6 only.)

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Status Codes (RP 65-66), Continued

Inter-Service Status Codes (continued)

Code Explanation

- BF No record of your document for which your DI AF_ follow-up or cancellation request was submitted.
- 1 If received in response to a cancellation request, subsequently received requisitions (AO_) or other documents (AM_, AT_) will be returned by the supply source with BF status. Deobligate funds and, if the item is still required, submit requisition using new document number. 2/.
 - 2 If received in response to a follow-up (AF_) request, supply source action to process subsequently received documents (AO_, AM_, AT_) will continue under regular MILSTRIP procedures. 1/.
 - 3 If received in response to DI AFX/AFZ follow-ups from DRMS, used by shipping activities to indicate that no shipment had actually been made or that no record of shipment could be located.
- B G One or more of the following fields have been changed:
1. Requisitioned NSN has been replaced by or consolidated with NSN in stock number field.
 - a. NSN is assigned to part number that was requisitioned.
 - b. FSC has changed but NIIN remains the same as originally requisitioned. Review NSN (FSC & NIIN) to ensure that requisition under process is for desired item. If NSN is not for desired item submit cancellation request to source of supply.
 - c. FSC has changed but NIIN remains the same as expressed in original transaction. (Applies to MILSTRAP DZ9 Status Notification only.)
 2. Unit of Issue (as the result of a formal catalog change).
 3. Requisitioned part number has been identified to/replaced by the part number reflected in the stock number field. Examine quantity and unit price as a result of the above changes. Revise appropriate records accordingly. Additional status will be provided by the supply source to indicate further action on this requisition.

Continued on next page

Status Codes (RP 65-66), Continued

Inter-Service Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
BH	Service coordinated/approved substitute/interchangeable item, identified in stock number field will be supplied. Examine unit of issue, quantity and unit price fields for possible changes. Revise appropriate records accordingly. Additional status will be provided.
BJ	Quantity changed to conform to unit pack; adjust the due-in records accordingly. Unit of issue is not changed.
BK	Requisition data elements have been modified as requested. Examine data fields in this status document for current requisition data.
BL	Notice of availability was forwarded to the country representative or freight forwarder on date entered in rp 70-73.
BM	Your document forwarded to activity indicated in rp 67-69. Forward all future transactions for this document number to that activity. (Also applies to DOD MILSTRAP DZ9 Status Notification.)
BN	Requisition being processed as free issue. Signal and fund code fields corrected as noted. Adjust local fund obligation records.
BP	Requisition has been deferred IAW rp 62 entry of "S" on incoming requisition document received by the ICP, indicating materiel is not to be released prior to 50 days before RDD requested. ESD appears in rp 70-73.
BQ	Canceled. Results from receipt of cancellation request from requisitioner, consignee, manager, or other authorized activity. Also applies to cancellations resulting from deletion of an activity from the DODAAD. Deobligate funds, if applicable.
BR	Canceled. Requisitioning activity authorized cancellation in response to materiel obligation validation request furnished by processing point.
BS	Canceled. Requisitioning activity failed to respond to Materiel Obligation Validation (MOV) request from processing point.
BT	Item being supplied against your Foreign Military Sales Case Designator reflected in rp 48-50; or your Grant Aid Program and Record Control Number reflected in rp 46-50. This document represents a duplicate of the requisition prepared by the U.S. Military Service.

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Status Codes (RP 65-66), Continued

Requisition Transaction Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
BU	Item procured and on contract for direct shipment to consignee. The contract shipping date is entered in rp 70-73. Cancellation, if requested, may result in billing for contract termination and/or transportation costs, if applicable.
BV	Item procured and on contract for direct shipment to consignee. The contract shipping date is entered in rp 70-73. Cancellation, if requested, may result in billing for contract termination and/or transportation costs, if applicable.
BW	Your FMS/Grant Aid requisition containing this document number has been received by the ILCO and submitted to the supply system. A current ESD is not presently available but will be provided by subsequent status transactions. (May be used by ILCOs in acknowledging requisition receipt or in reply to follow-up when ESDs are not available.)
BX	Reserved for Air Force /DEPRA interface
BY	Depot/storage has previously denied the MRO by DI A6_. (Depot/storage activity response to ICP request for MRO status, for use with DI AE6 only.)
BZ	Requisition is being processed for direct delivery procurement. Upon completion of necessary procurement action, additional status will be provided to indicate action taken. The ESD is in rp 70-73.
B1	Assets not currently available. Requisition will be retained by DRMS for 60 days from date of receipt awaiting possible arrival of assets. (DRMS use only.)
B2	Supply status or procurement action precludes requested modification.
B3	The Required Availability Date (RAD) contained in the original requisition is unrealistic. The date in rp 70-73 is the date when the materiel will be available.
B4	Canceled. Result from receipt of cancellation request from requisitioner, consignee, manager or other authorized activity. Do not deobligate funds. Billing for materiel or contract termination charges will be made.

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Status Codes (RP 65-66), Continued

Inter-Service Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
B5	The activity identified by the code in rp 4-6 is in receipt of your follow-up request. Action to determine current status and/or improve the ESD is being attempted. Further status will be furnished.
B6	The materiel applicable to the requisition requested for cancellation has been diverted to an alternate consignee.
B7	Unit price change. The latest unit price for the item identified by the stock or part number indicated in rp 8-22 is reflected in rp 74-80.
B8	Quantity requested for cancellation or diversion not accomplished.
B9	The activity identified by the code in rp 4-6 is in receipt of your cancellation request. Action to cancel the demand or to divert the applicable shipment is being attempted. Do not deobligate funds or delete due-in. Advice of final
CA	Rejected. 1. Initial provision of this status will be by narrative message. The message will also state the reason for the rejection. 2. When provided in response to a follow-up, this status will be sent via AUTODIN and no reasons for rejection will be included. Activity initiating follow-up may request reason for rejection off-line (by mail, message or telephone) if the initial narrative message containing the reasons for rejection cannot be located.
CB	Rejected. Initial requisition requested rejection of that quantity not available for immediate release or not available by the SDD or RDD. Quantity field indicates quantity not filled.
CC	Nonconsumable item. Your service is not a registered user. Submit your requisition to your service ICP for registration action.
CD	Rejected. Unable to process because of errors in the quantity, date and/or serial number fields. 1. If received in response to a requisition and the materiel is still required, submit a new requisition 1/ with correct data field entries.

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Status Codes (RP 65-66), Continued

Inter-Service Status Codes (continued)

Code Explanation

CD (cont)	2. If received in response to a cancellation request and materiel is not required, submit a new cancellation request with a valid quantity entry.
CE	Rejected. Unit of issue in original requisition, which is reflected in rp 23-24 of this status document, does not agree with ICP unit of issue and cannot be converted. If still required, submit a new requisition 1/ with correct unit of issue and quantity.
CG	Rejected. Unable to identify requested item. Submit a new requisition 1/ and furnish correct NSN or part number. If correct NSN or part number is unknown or if part number is correct, submit a new requisition 1/ on DD Form 1348-6 furnishing as much data as is available. SF 344 may be submitted by authorized activities.
CH	Rejected. Requisition submitted to incorrect single manager/technical service/distribution depot or Management Control Activity (MCA) and correct source cannot be determined. Research for correct source/MCA and submit a new requisition 1/.
CJ	Rejected. 1. "Obsolete" or "inactivated." Item in stock number field, if different from item requisitioned, can be furnished as a substitute. Unit price of the substitute item is in rp 74-80. 2. If offered substitute is desired, submit a new requisition 1/ with substitute item stock number. 3. If only original item is desired, submit a new requisition 1/ for procurement on DD Form 1348-6. SF 344 may be submitted by authorized activities. Cite advice code 2B. Furnish technical data (e.g., end item usage, component, make, model, series, serial number, drawing, piece and/or part number, manual reference, applicable publication). 4. DOD MILSTRIP DTA Assist Support Request submitted for obsolete/inactive NSN which cannot be supported. (Applies to DOD MILSTRIP DZG Transaction Rejects only.)

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Status Codes (RP 65-66), Continued

Inter-Service Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
CK	Rejected. Unable to procure. No substitute/interchangeable item is available. Returned for supply by local issue of components, kit, or next higher assembly. Suggest fabrication or cannibalization. If not available, submit a new requisition 1/ for components, kit or higher assembly.
CL	Rejected. Contractor requisition containing an "M" in rp 40 is to be processed by a Management Control Activity (MCA). Requisition entries indicate direct submission. Research for correct MCA and submit a new requisition 1/.
CM	Rejected. Fund obligation not cited and/or item is not or is no longer free issue. Submit a new funded requisition. 1/
CN	Nonconsumable item. Your service does not receive requisition support on this item or your requirement is a nonrecurring demand which cannot be satisfied. Support will be provided upon submission of an MIPR by your service ICP.
CP	Rejected. Source of supply is local manufacture, fabrication, or procurement from Federal Supply Schedule. If not available locally or activity lacks procurement authority, submit a new requisition 1/ with Advice Code 2A
CQ	Rejected. Item requested is command or service regulated or controlled. Submit a new requisition 1/ through appropriate channels.
CR	Rejected. Invalid DI for a GFM transaction.
CS	Rejected. Quantity requisition is suspect of error or indicates excessive quantity. Partial quantity being supplied. Quantity field in this transaction reflects quantity rejected. If requirement still exists, submit a new requisition for the required quantity using Advice Code 2 L.
CT	Rejected. FMS requisition contains a "U" or "V" in rp 36 and the entry in rp 72 is incorrect or blank. Review records and resubmit with a new document number and a correct CLPSC in rp72.

Continued on next page

Status Codes (RP 65-66), Continued

Requisition Transaction Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
CU	Rejected. Unable to procure item requested. Item is no longer produced by any known source and attempts to obtain item have failed. Item in stock number field can be furnished as a substitute. Unit price of the substitute item is in rp 74-80. (If offered substitute is desired, submit a new requisition 1/ with substitute item stock number.)
CV	Rejected. Item prematurely requisitioned. The effective date for requisitioning is contained in rp 70-73.
CW	Rejected. Item not available or is a nonmailable item whose transportation costs are uneconomical. Local procurement is authorized for this requisition only. If item cannot be locally procured, submit a new requisition 1/ using Advice Code 2A.
CX	Rejected. Unable to identify the "ship to" address as designated by the signal code, or the signal code is invalid. If still required, submit a new requisition 1/ with valid data field entries.
CY	Rejected. Unable to procure item requested. Item is no longer produced by any known source and attempts to obtain item have failed. If requirement still exists, contact appropriate S/A technical organization for assistance or, if substitute item is known, requisition 1/ that item.
CZ	Rejected. Subsistence item not available for resale. Reserve for troop issue only.
C1	Applies only to subsistence. Rejected. Requested item not available nationally. Do not requisition this item until advised by the activity identified in rp 4-6.
C2	Rejected. International Logistics Program funds are not available to process this requisition. (This code will be used between ILCO and requisitioners only.)
C3	Rejected. Applies to subsistence only. Vendor cannot make delivery during shipping period.
C4	Rejected. Applies only to subsistence. Item is seasonal and not available for delivery during current shipping period.

Continued on next page

Status Codes (RP 65-66), Continued

Inter-Service Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
C5	Rejected. Requisitioner, upon inspection of materiel located in the DRMO activity, rejected acceptance due to condition of materiel/unacceptable substitute and/or materiel incorrectly identified. This status code is generated by the DRMO and furnished to the appropriated status recipients.
C6	Rejected. Requisition is for commercial type item which is not authorized for supply under the Foreign Military Sales Program. If unable to obtain desired item from commercial sources, submit a new requisition 1/ containing Advice Code 3B after obtaining approval from the U.S. Service implementing the case.
C7	Rejected. Document identifier code indicates this is a remarks/exception data document. Supply source has no record of receipt of remarks/exception data. If still required, submit a new requisition. 1/
C8	Rejected. Vendor will not accept order for quantity less than the quantity indicated in rp 76-80. If requirement still exists, submit a new requisition 1/ for a quantity that is not less than that reflected rp 76-80.
C9	Rejected. Applies only to subsistence. Quantity in rp 25-29 canceled due to nonavailability during shipping period. If required in subsequent shipping period submit a new requisition. 1/
DA	Rejected. Source of supply is direct ordering from the Federal Supply Schedule identified in rp 76-80 (rp 76-77:Group; rp 78-79: Part, rp 80: Section). If activity lacks procurement authority, submit a new requisition 1/ with Advice Code 2A.
DB	Rejected. No valid contract registered at MCA.
DC	Processing of your CLSSA termination/drawdown requisition (CLPSC: A, B, C, or D) has resulted in the quantity reflected in rp 25-29 being absorbed by the ICP/IMM. Credit action this quantity is in process. Disposition on any remaining quantity will be communicated by separate status transaction.

Continued on next page

Status Codes (RP 65-66), Continued

Inter-Service Status Codes (continued)

Code Explanation

- DD Processing of your CLSSA termination/drawdown requisition (CLPSC: C or D) has resulted in the quantity reflected in rp 25-29 not being absorbed by the IMM/ICP. This quantity will not be delivered. Disposition of materiel will be in accordance with appropriate Service/Agency regulations. Billing action for this quantity is in process. Status on any remaining quantity will be communicated by a separate transaction.
- DE Canceled. Although shipment status (DI AS3) was sent, no shipment was made. (For use in controlling shipments intransit to disposal only. May be used in response to Dis AFX and AFZ with Advice Code 37.)
- DF Terminate intransit control processing. A signed receipt copy of the DTID is not available, but investigation indicates that property was removed from the storage area and cannot be located. Further research is being conducted with S/A channels. (For use in controlling shipments intransit to disposal only.)
- DG Shipment confirmed. The quantity in the DI AS3 transaction was the quantity shipped. A signed copy of the DTID acknowledging DRMO receipt of that quantity is on file. DRMS action required to resolve apparent discrepancy. (For use in controlling shipments intransit to disposal only. May be used only in response to DI AFX or AFZ with Advice Code 35 or 37.)
- DH Terminate intransit control processing. A signed copy of the DTID acknowledging receipt is on file. The quantity in the DTID is different from that in the original AS3. The quantity acknowledged in the DTID is included in the quantity field. Further research on the quantity discrepancy is being conducted within S/A channels. (For use in controlling shipments intransit to disposal only. May be used only in response to DI AFX or AFZ with Advice Code 35 or 37.)
- DJ Rejected. GFM quantity requisitioned partially exceeds the contract authorized quantity. The quantity that exceeds the authorized quantity will not be supplied. Quantity in this transaction has been adjusted to reflect the authorized quantity.

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Status Codes (RP 65-66), Continued

Inter-Service Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
DK	Rejected. Your DI APR transaction requesting reinstatement was received over 60 days after generation of the DI AE_ transaction containing Status Code BS.
DL	Rejected. Your DI APR transaction requesting reinstatement has been received. There is no record of a DI AE_ transaction containing Status Code BS.
DM	Rejected. Your DI APR transaction requesting reinstatement has been received. The DI APR transaction requesting reinstatement of a quantity larger than that which was canceled by the DI AE transaction containing Status Code BS. The quantity canceled is shown in rp 25-29.
DN	Rejected. A valid contract is recorded at the MCA; however, the requisitioned item, the requisitioner, or the DODAAC in rp 45-50 is not authorized GFM under the contract.
DP	Rejected. Unable to identify the ship-to and/or mail-to MAPAC to a valid address in the MAPAC to a valid address(es) under the procedures of DOD 4000.25-8-M, "Military Assistance Program Address Directory." Upon confirmation the code(s) and address(es) have been added to the MAPAD, resubmit the requisition.
DQ	Rejected. GFM quantity requisitioned totally exceeds the contract authorized quantity. The total requisitioned quantity is rejected.
DR	Rejected. The MCA, for the contract indicated by the requisition, failed to respond or provide a valid response to an ICP GFM validation request.
DS	Requisition received for an item for which your Service is not a registered user. Issue action is being processed. Request action be taken to register your Service as a user using the procedures outlined in DOD 4100.39-M.
DY	Rejected. Materiel shipped by non-traceable means or supplied by DVD from a contractor without an assigned DODAAC or there is no record of the transaction for which the DI AFY followup was submitted. (Use on DI ASY.)
D1	Canceled. Requisition was retained for 60 days. Requested asset did not become available. Quantity field indicates quantity not filled. (DRMS use only.)

Continued on next page

Status Codes (RP 65-66), Continued

Inter-Service Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
D2	Rejected. Item requested is Brand Name Resale and is in short supply
D3	Rejected. Activity did not respond to supply status request for additional information.
D4	Canceled. Applies only to subsistence. Quantity in rp 25-29 cancelled. Your requisition quantity, together with all other requisitions received this cycle for the specific port or depot, does not meet the contractor's minimum order quantity.
D5	Rejected. Item requested is Nuclear Reactor Plant materiel authorized for issue only to Nuclear Reactor Plant activities and support facilities. A similar item may be available under a different NSN. If unable to identify the non-nuclear NSN, submit a new requisition 1/ providing complete technical data (such as: APL/AEL, end use equipment, CAGE, part number, piece number, nameplate) and remarks indicating "NON-NUCLEAR APPLICATION" in the remarks block.
D6	Rejected. Manually prepared requisition contains unauthorized exception data.
D7	Requisition modifier rejected because of errors in one or more data elements.
D8	Rejected. Requisition is for controlled substance/item and requisitioner and/or "ship to" address is not an authorized recipient. Submit a new requisition 1/ on a DD Form 1348-6 furnishing intended application and complete justification for the item.
1/	Submit a new requisition using a new document number with a current julian date.
2/	If requisitioning via submission of a new document number, submit a cancellation request prior to fund deobligation to ensure against a potential duplicate shipment.

Intra-Navy Status Codes

Listed are the Intra-Navy Status codes

<u>Code</u>	<u>Explanation</u>
NA	Requirement has been validated and outfitting funds are available for obligation, but requisition is being held by the TOB site (NSCPS) pending availability of system assets. Additional status will be provided when release action is initiated. No follow-up is required.

Continued on next page

Status Codes (RP 65-66), Continued

Intra-Navy Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
NB	Suspended. Publication/form being revised/reprinted. NPFC is obtaining estimated completion date from item sponsor. No follow-up is required; updated status will be provided. (If need for this item is continual, submit justified request to cognizant SYSCOM for inclusion in automatic distribution as changes are released.)
ND	Issue from materiel previously reported on hand at your activity.
NE	Release of Propositioned War Reserve Stock (PWRS) is authorized. (For ICP use only.)
NF	(DUAL USAGE.) When used with a referral order (A4_): "Fill requirement from materiel scheduled on overhaul/repair or production program of your activity. "When used with Supply Status (AE_). "Item backordered at activity in rp 67-69 against materiel due from scheduled overhaul/repair.
NG	Item not available. Supply from overseas activity indicated in rp 67-69. Future follow-ups will be directed to activity in rp 67-69.
NH	Stock Number Changed (Substitute, Replacement, Interchangeable, Equivalent, etc.). See stock number field. Adequate materiel on hand at your activity. Issue the new stock number. This is a one-time action.
NJ	Stock number now assigned to part number and/or contract number. See stock number field. Adequate materiel on hand at your activity. Issue the assigned stock number. This is a continuing action.
NK	Requisition partially filled. Quantity indicated has been referred to activity indicated in rp 67-69.
NN	Requisition partially filled. Quantity indicated has been canceled. If still required, submit new requisition.
NP	Authority granted to exhaust stock to fill this requisition.
NQ	Duplicate shipment furnished. (FMS)
NR	Requisition being processed. Stores account has been changed to Appropriation Purchases Account (APA). Requisition forwarded to activity in rp 67-69 for action. Cancel fund obligations for NSA materiel.
NS	Rejected. Sponsor furnishing materiel by initial distribution. If materiel is not received within 60 days, resubmit.

Continued on next page

Status Codes (RP 65-66), Continued

Intra-Navy Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
NT	Rejected. Item being reprinted/revised. Resubmit after date shown in rp 62-64 or, if date omitted, after 90 days. If need for this publication is continual, submit justified request to cognizant SYSCOM for inclusion in automatic distribution as changes are released.
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 in rp 67-69 for action.
NX	Item available and will be shipped when called forward by the Military Traffic Management Command (applies to ammunition only).
NZ	Requisition referred to activity indicated in rp 67-69. Note supplementary address, signal code and fund code fields of the original requisition have been changed due to stock fund requirements.
N1	Applicable to 7R cog, Advice Code 5D Requisitions. Requisition is for valid requirements; however, funds are currently not available. Requisition has been backordered with financial status initiated.
N2	Requisition has been referred to a fleet unit for possible fill action. Upon notification of referral acceptance or rejection, current status will be provided.
N3	Modifier document received upgrading priority to 01-08 and materiel not available to fill requirement.
N4	Item being manufactured by a local Navy source.
N5	The change requested has been incorporated with all other related changes into a new basic publication. If not received by automatic distribution within 60 days, resubmit requisition using stock number of the old basic publication.
N6	Your request for reservation of ammunition has been received, and will be held in suspense until 60 days prior to RDD. At that time, if assets are available, a reservation will be established both centrally and locally at the activity designated by the ICP/Inventory Manager.
N7	Item has been referred for direct delivery against an existing commercial repair contract.

Continued on next page

Status Codes (RP 65-66), Continued

Intra-Navy Status Codes (continued)

Code Explanation

N8	NAVILCO is in receipt of your requisition. However, processing criteria precludes supply action. When requisition clears the MISIL edits and is submitted to the supply system, you will be furnished "BW" status by a subsequent transaction.
N9	Rejected. 1. Quantity requisitioned exceeds the maximum issue quantity imposed by the requisition sponsor. Partial quantity being supplied. Quantity field in this transaction reflects the quantity rejected. If the requirement remains, submit a new requisition with justification to sponsor shown in NAVSUP 2002. 2. Excessive/erroneous quantity. For 7_cog DLRs, this code will apply to requisitions with a quantity greater than one. (Refer to NAVSUP Pub 437, Chapter 2 for authorized DLR exceptions)
RA	Rejected. 1. Item requested has been transferred to Navy/Defense Stock Fund Account. Correct cognizance symbol appears in rp 55-56. If still required, submit a requisition citing appropriate fund code. 2. Change Kits. SYSCOM number/serial number omitted on requisition. Re-requisition providing appropriate information.
RB	Rejected. Item is fleet controlled. Emergency requirements only should be submitted in accordance with applicable Fleet Controlled Materiel Instructions.
RC	Rejected. Item is obsolete or is used in non-supported obsolete equipment, aircraft, etc. Request replacement equipment from applicable command; or obtain requirements from local procurement or cannibalize.
RD	Rejected. 1. Item is peculiar to aircraft, engine, equipment, assembly, etc., not supported at your activity. 2. Change Kits. Records reflect previous incorporation or request not applicable.
RE	Canceled. Funding lapsed. If materiel still required, submit a new requisition.

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Status Codes (RP 65-66), Continued

Intra-Navy Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
RF	Rejected. Quantity requisitioned for stock is in excess of authorized stock level. Quantity field indicates the amount that is rejected.
RG	Rejected. Allowance deficiency. Subsequent to preparation of allowance, determination was made that the item should not be included as an allowance item.
RH	Rejected. 1. RDD less than minimum required for conventional ammunition. 2. Submit a requisition modifier with a valid RDD within 10 days, otherwise the requisition will be canceled.
RJ	Rejected. Additional funds required. Submit requisition indicating sufficient funds available.
RK	Rejected. Requisition for item requested must contain certification indicating availability for repair of not-ready-for-issue item.
RL	Rejected. Activity is authorized to purchase or manufacture the quantity indicated.
RM	Rejected. 1. Critical item. Submit in accordance with ICP directive. 2. Cog II overprinting DD 1348-1A documents will be requisitioned in accordance with NPFC Field Instruction 4443.2A.
RN	Rejected. Issue condition coded materiel.
RP	Rejected. Item requested is Nuclear Reactor Plant materiel under the technical control of NAVSEA 08 (either 2S Cog X1 SMIC spare reactor plant components or OS Cog reactor plant technical manuals) and requires specific justification of need. Requisitioner did not provide adequate justification. Requisitioner should submit a new requisition as follows (DO NOT TRANSMIT VIA AUTODIN): 1. If requisition is for 2S/X1 item, submit requisition to NAVSEA 08H with complete justification IAW NAVSUP P-485 (par. 3259) and NAVSEAINST 9210.15 series.

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Status Codes (RP 65-66), Continued

Intra-Navy Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
RP (cont)	2. If requisition is for reactor plant technical manual, submit requisition to SPCC 009 with complete justification IAW NAVSUP P-485 (par. 3467) and NAVSEAINST 9210.29 (Procedure G-1).
RR	Rejected. One year has expired since the requisition date. Issuing activity maintains no record. If still required, submit a new requisition.
RS	Returned to ICP for further action due to erroneous Logistics Management Code in rp 70, 71, or 72.
RT	Rejected. 1. Item not available and purchase action is required and insufficient time remains in which to obligate the cited funds. Resubmit a new requisition citing current annual appropriation. 2. Change Kits. Materiel requested not in stock, procurement under review. Resubmit requisition in 90 days.
RU	Rejected. Quantity appears excessive. If still required and item is NSA funded, submit funded Request for Reservation. If APA funded, resubmit with justification. (Used in processing request for establishment of planned requirements/reservations.)
RV	Received in reply to a submission of a stock replenishment request for a Fixed Allowance deficiency of reparable materiel. Upon receipt of this status, transfer materiel from "A" to "V" or "W" Purpose Code, as applicable.
RW	BTE submitted for obsolete or outdated item. Disposition is authorized in accordance with current instructions. (Use on DI BTR.)
RY	Canceled. If Reservation, cancellation is due to passing of RDD; if Planned Requirement, cancellation due to passing of Expiration Date. (This code will be used with the Reservation Cancellation Card, DI "BRX," or the Planned Requirement Cancellation Card DI "BPX," as applicable, to advise the customer activity that a previously requested Reservation or Planned Requirement that was centrally protected has been disestablished and is no longer protected.)

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Status Codes (RP 65-66), Continued

Intra-Navy Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
RZ	Rejected. Modifier document received which would not result in upgrade or downgrade of issue group or change in order/ship time frames.
R1	Rejected. 1. Requisition contains invalid signal code. 2. Change Kits. Review Technical Directive for source of supply.
R2	Rejected. Requisition for stock unauthorized from ICP distribution system/reporting stock point.
R3	Rejected. All assets available are less than RFI and cannot be repaired or are already committed as ExReps to station requirements.
R4	Rejected. Nonstocked item. Special printing is required. If item is essential, submit with full justification to NAVSEASYCOM (Code CEL-TD), Washington DC. (RIC: N24)
R5	Rejected. Item condemned and replacement item is not yet assigned. This code will be used only when positive supply action to provide a substitute or refer the requisition is not possible.
R6	Rejected. Item not available in the supply system, nor due from procurement. Recommend submit request to Fleet Logistics Agent for support from in-theater assets.
R7	Ammunition requirement is being processed for release and shipment; the required delivery date has been changed.
R8	Noncreditable return authorized. Return quantity indicated in rp 25-29 to NPFC M/F Code 101. (Use DI BTR.)
R9	Rejected. Requisition is an exact duplicate of one processed.

Excess Transaction Status Codes

List of Excess Transaction Status codes.

<u>Code</u>	<u>Explanation</u>
SA	Rejected. If appropriate, resubmit with exception information as required by instructions disseminated separately by applicable ICP/IMM. (Assign a new document number if a new excess report is submitted.) (Use on DI FTR.)

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Status Codes (RP 65-66), Continued

Excess Transaction Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
SB	Rejected. Report garbled, incomplete. Corrective action cannot be determined. Review entire contents, correct and resubmit if appropriate. (Assign a new document number if a new excess report is submitted.) (Use on DI FTR.)
SC	Rejected. ICP/IMM of the report item cannot be determined. Research records and, if applicable, resubmit citing correct stock number. (Assign a new document number if a new excess report is submitted.) If NSN is GSA managed, item is nonstocked; disposition is authorized in accordance with local directives. (Response to FTE.) (Use on DI FTR.)
SD	Rejected. NSN not identifiable. Corrective action cannot be determined. Review, correct and resubmit if appropriate. (Assign a new document number if a new excess report is submitted.) (Use on DI FTR.)
SF	Rejected. Item not in authorized condition to be reported or condition code cannot be identified. Materiel should be screened for correct condition and new FTE submitted; or if not reportable, dispose of in accordance with current procedures. (Assign a new document number if a new excess report is submitted.) (Use on DI FTR.)
SG	Rejected. This transaction is a duplicate of a previously received report. Recipient must research excess records to determine if this transaction was previously rejected with an S_ series status/reject code. If so, resubmit a new excess report with a new document number. Otherwise, no action is required.
SH	Rejected. Unit of issue is incorrect and cannot be converted or corrected. (Assign a new document number if a new excess report is submitted.) (Use on DI FTR.)
SJ	Rejected. Signal code is incorrect. (Use on DI FTR.)
SK	Rejected. Signal Code requires compatible Fund Code. (Assign a new document number if a new excess report is submitted.) (Use on DI FTR.)
SL	Deleted.

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Status Codes (RP 65-66), Continued

Excess Transaction Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
SM	Rejected. Stock balance indicates disposal action is appropriate; however, item is in process of migrating and further action is deferred until date contained in rp 70-73. If still in excess position after that date, resubmit to appropriate Inventory Manager. (Assign a new document number if a new excess report is submitted.) (Use on DI FTR.)
SN	Rejected. Materiel reported not authorized for return. Disposition is authorized in accordance with current instructions. (Use on DI FTR.) (For Navy ammunition, materiels indicated in rp 25-29 will be retained for rework/renovation.)
SP	Rejected. Item reported as excess has also been requisitioned by the reporting activity (rp 30-35), or has been requisitioned by another activity for shipment to the reporting activity (reporting activity in rp 45-50). A DI FTC has been generated by DEPRA to the ICP. (For use with DI FTR.)
SQ	Rejected. Reported NSN is master item number (i.e., all makes and models) used for reference purpose only. Review records and resubmit with new document number(s), citing appropriate NSN(s) for the specific item(s) being reported. (Use DI FTR.)
TA	Creditable return. Credit will be granted for quantity indicated in rp 25-29. Ship materiel to activity in rp 54-56. (Use on DI FTR or FT6.)
TB	Noncreditable return. Return quantity indicated in rp 25-29 to activity indicated in rp 54-56. (For Navy ammunition, materiels indicated in rp 25-29 will be shipped to activity in rp 54-56 for rework/renovation.) (Use on DI FTR or FT6.)
TC	Not returnable. Quantity indicated in rp 25-29 is excess to authorized retention levels. Further processing must be in accordance with appropriate service/agency regulations. (Use on DI FTR)

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Status Codes (RP 65-66), Continued

Excess Transaction Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
TD	Not returnable. 1. Special instructions for disposition are stated in the Remarks field (continued on reverse side of card as necessary). In this case, the status card will be mailed. This code will not be used when other status codes have been established to convey applicable status. 2. When due to security reasons, or space limitations, instructions will be furnished by separate media referring to pertinent document numbers. In this case, the Remarks block will be left blank and TD status cards may be transmitted electrically. (Use on DI FTR.)
TE	Materiel required for lateral redistribution. A4 referral(s) will follow. (Use on DI FTR.)
TF	Materiel received. Status being investigated. (Use on DI FTR.)
TG	Materiel required for lateral redistribution. A4 referral(s) will follow, containing Stock Number and/or unit of issue as changed and as indicated in rp 8-22 and/or rp 23-24. Examine unit of issue and quantity fields for possible changes. (Use on DI FTR.)
TH	Credit will be granted for quantity indicated in rp 25-29. Stock number and/or unit of issue changed as designated in rp 8-22 and/or rp 23-24. Quantity (rp 25-29) is adjusted as required. Examine unit of issue and quantity fields for possible changes. Ship materiel to activity in rp 54-59. (Use on DI FTR or FT6.)
TJ	Noncreditable return. Stock number and/or unit of issue changed as designated in rp 8-22 and/or rp 23-24. Examine unit of issue and quantity fields for possible changes. Return quantity indicated in rp 25-29 to activity indicated in rp 54-56. (Use on DI FTR or FT6.)
TK	Not returnable. Stock number and/or unit of issue changed as designated in rp 8-22 and/or rp 23-24. Quantity indicated in rp 25-29 is excess to authorized retention levels. Examine unit of issue and quantity fields for possible changes. Further processing must be in accordance with appropriate service/agency regulations. (Use of DI FTR.)

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Status Codes (RP 65-66), Continued

Excess Transaction Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
TL	Materiel received. No credit allowed as item received was other than that authorized for return. (Use on DI FTZ.)
TM	Materiel received. No credit, or reduced credit, allowed as condition received was less than reported. Condition of materiel received is indicated in rp 71. (Use on DI FTZ.)
TN	Materiel received. Credit authorized for quantity in rp 25-29. (Use on DI FTZ.)
TP	Materiel not received within prescribed time frame. Credit authorization is canceled. (Use on DI FTZ.)
TQ	Materiel received. Noncreditable return as indicated in Reply to Report of Excess. (Use on DI FTZ.)
TR	Your FTE received and in process. Reply will be provided by date indicated in rp 70-73. (Use on DI FTD.)
TT	Materiel received and in process of inspection and classification. FTZ will be provided upon completion (Reply to FTT.) (Use on DI FTR.)
TU	Materiel not received. (Reply to FTT and FTP.) (Use on DI FTR and FTB.)
TV	Materiel not received within prescribed time frame. Noncreditable return authorization is canceled. (Use on DI FTZ.)
TW	Credit action in process. Financial transaction is forthcoming. (Reply to FTP.) (Use on DI FTB.)
TX	Financial transaction accomplished. Bill number of credit transaction appears in rp 76-80. Reply to DI FTP. (Use on FTB).
TY	DI FTZ generated on document number cited indicated no credit authorized for return. (Reply to DI FTP.) (Use on DI FTB.)
TZ	Your excess report has been changed by the DAAS facility identified in rp 4-6. Examine rp 8-22 for possible change in FSC/NSN part number converted to an NSN if the original report of excess transaction was DI FTG. Also, examine rp 67-69 to determine if the document has been routed to another Activity. (Use on DI FTQ.)

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Status Codes (RP 65-66), Continued

Excess Transaction Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
T1	Materiel received. No credit allowed because the stock number was changed from a stock fund to an appropriation financed item. For intraservice use only. (Use on DI FTZ.)
T3	FTM has been received. Materiel has not been received. Materiel should be shipped, tracer action initiated or FTC submitted, as appropriate. (Use on DI FT6.)
T4	Materiel not returnable. Quantity in rp 25-29 is excess IPE and must be reported to DIPEC (SE-4300) in accordance with DLAM 5215.1, AR 700-43, NAVSUP PUB 5009, AFM 78-9.
T5	Deleted. (Use TZ)
T6	Your FT_ document has been routed to the activity indicated in rp 67-69. Forward all future FT_ documents to that activity. (Use on DI FTR.)
T7	FSC has been changed by the ICP in rp 4-6. (Use on DI FTR.)
T9	Part number cannot be converted to an established NSN. Materiel reported is not authorized for return. Use current service/agency instructions for disposition of materiel. (Use on DI FTQ)

Supply Condition Codes (RP 71)

Record Position 71

Supply condition codes are used to classify materiel in terms of readiness for issue and use or to identify action underway to change the status of materiel. When materiel is determined to be in excess of approved stock levels and/or no longer serviceable,

Note: Supply Condition Codes A through H and S will be utilized to reflect materiel condition prior to turn-in to a Defence Reutilization and Marketing Office (DRMO).

Code	Title	Definition
A	Serviceable (Issuable Without Qualification)	New, used, repaired or reconditioned materiel which is serviceable and issuable to all customers without limitation or restriction. Includes materiel with more than 6 months shelf-life remaining.
B	Serviceable (Issuable With Qualification)	New, used, repaired, or reconditioned materiel which is serviceable and issuable for its intended purpose but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes materiel with 3 through 6 months shelf-life remaining.
C	Serviceable (Priority Issue)	Items which are serviceable and issuable to customers, but which must be issued before Supply Condition Codes A and B materiel to avoid loss as a usable asset. Includes materiel with less than 3 months shelf-life remaining.
D	Serviceable (Test/ Modification)	Serviceable materiel which requires test, alteration, modification, technical data marking, conversion, or disassembly. This does not include items which must be inspected or tested immediately prior to issue.

Continued on next page

Supply Condition Codes, Continued

Record Position 71, (continued)

Code	Title	Definition
E	Unserviceable (Limited Restoration)	Materiel which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the SA where the stock is located. May be issued to support ammunition requisitions coded to indicate acceptability of usable condition E stock.
F	Unserviceable (Reparable)	Economically reparable materiel which requires repair, overhaul, or reconditioning; includes reparable items which are radioactively contaminated.
G	Unserviceable (Incomplete)	Materiel requiring additional parts or components to complete the end item prior to issue.
H	Unserviceable (Condemned)	Materiel which has been determined to be unserviceable and does not meet repair criteria; includes condemned items which are radioactively contaminated; Type I shelf-life materiel has passed the expiration date; and Type II shelf-life materiel that has passed expiration date and cannot be extended. (Note: Classify obsolete and excess materiel to its proper condition before consigning to DRMO. Do not classify materiel in Supply Condition H unless it is truly unserviceable and does not meet repair criteria.)
I	Not Assigned	Reserved for future DOD assignment.

Continued on next page

Supply Condition Codes, Continued

Record Position 71, (continued)

Code	Title	Definition
J	Suspended (In Stock)	Materiel in stock which has been suspended from issue pending condition classification or analysis, where the true condition is not known. Includes shelf-life Type II materiel that has reached the expiration date pending inspection, test, or restoration.
K	Suspended (Returned)	Materiel returned from customers or users and awaiting condition classification.
L	Suspended (Litigation)	Materiel held pending litigation or negotiation with contractors or common carriers.
M	Suspended (In Work)	Materiel identified on inventory control record but which has been turned over to a maintenance facility or contractor for processing.
N	Suspended (Ammunition Suitable for Emergency Combat Use Only)	Ammunition stocks suspended from issue except for emergency combat use.
O	Not Assigned	Reserved for future DOD assignment.
P	Unserviceable (Reclamation)	Materiel determined to be unserviceable, uneconomically repairable as a result of physical inspections, teardown, or engineering decision. Item contains serviceable components or assemblies to be reclaimed.

Continued on next page

Supply Condition Codes, Continued

Record Position 71, (continued)

Code	Title	Definition
Q	Suspended (Quality Deficient Exhibits)	Air Force Only.
R	Suspended (Reclaimed Items Awaiting Condition Determination)	Air Force Only.
S	Unserviceable (Scrap)	Materiel that has no value except for its basic materiel content. No stock will be recorded as on hand in Supply Condition Code S. This code is used only on transactions involving shipments to DRMOs. Materiel will not be transferred to Supply Condition Code S prior to turn-in to DRMOs if materiel is recorded in Supply Condition Codes A through H at the time materiel is determined excess. Materiel identified by NSN will not be identified by this supply condition code.
T-Z	Not Assigned	Reserved for future DOD assignment.

Mode Of Shipment Codes (RP 77)

Record Position 77

Mode of shipment code identifies the general mode (e.g., air or surface) and the specific method (e.g., motor rail, air freight, parcel post, etc.) used for each segment of movement within the Defense Transportation System (DTS). When preparing advance Transportation Control and Movement Document (TCMD) for submission to a clearance authority, the code selected identifies the method of transportation which will deliver the shipment to the POE. (Reference DoD 4500.32-R MILSTAMP.)

Code Method of Shipment

A	Motor, truckload
B	Motor, less than truckload
C	Van (unpacked, uncrated personal or Government property)
D	Driveway, truck-away, tow-away
E	Bus
F	Air Mobility Command (AMC) Channel and Special Assignment Airlift Mission
G	Surface parcel post
H	Air parcel post
I	Government trucks, for shipment outside local delivery area
J	Air, small package carrier
K	Rail, carload (Includes TOFC/COFE (excluding SEAVAN)
L	Reserved
M	Surface - Freight forwarder
N	Reserved
O	Organic military air (including aircraft of foreign governments)
P	Through Government Bill of Lading (TGBL)
Q	Commercial Air freight

Continued on next page

Mode Of Shipment Codes, Continued

Record Position 77, (continued)

Code Method of Shipment

R	European Distribution System (EDS)/ or Pacific Distribution System (PDS)
S	Scheduled Truck Service (applies to contract carriage, guaranteed traffic routings and/or scheduled service)
T	Air freight forwarder
U	Reserved
V	SEAVAN
W	Water, river, lake, coastal (commercial)
X	Bearer, walk-through (customer pickup of materiel)
Y	Reserved
Z	Military Sea-lift Command (MSC); controlled, contract or arranged space
2	Government watercraft. barge, or lighter
3	Roll-on/roll-off (RORO) service
4	Armed Forces Courier Service (ARFCOS)
5	Surface - Small Package Carrier
6	Military Official Mail (MOM)
7	Express Mail
8	Pipeline
9	Local delivery by Government or commercial truck including on base transfers and deliveries between air, water, or motor terminals and adjacent activities. Local delivery areas are identified in commercial carrier's tariffs which are filed and approved by regulatory authorities.

Status Codes (RP 65-66), Continued

Inter-Service Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
BH	Service coordinated/approved substitute/interchangeable item, identified in stock number field will be supplied. Examine unit of issue, quantity and unit price fields for possible changes. Revise appropriate records accordingly. Additional status will be provided.
BJ	Quantity changed to conform to unit pack; adjust the due-in records accordingly. Unit of issue is not changed.
BK	Requisition data elements have been modified as requested. Examine data fields in this status document for current requisition data.
BL	Notice of availability was forwarded to the country representative or freight forwarder on date entered in rp 70-73.
BM	Your document forwarded to activity indicated in rp 67-69. Forward all future transactions for this document number to that activity. (Also applies to DOD MILSTRAP DZ9 Status Notification.)
BN	Requisition being processed as free issue. Signal and fund code fields corrected as noted. Adjust local fund obligation records.
BP	Requisition has been deferred IAW rp 62 entry of "S" on incoming requisition document received by the ICP, indicating materiel is not to be released prior to 50 days before RDD requested. ESD appears in rp 70-73.
BQ	Canceled. Results from receipt of cancellation request from requisitioner, consignee, manager, or other authorized activity. Also applies to cancellations resulting from deletion of an activity from the DODAAD. Deobligate funds, if applicable.
BR	Canceled. Requisitioning activity authorized cancellation in response to materiel obligation validation request furnished by processing point.
BS	Canceled. Requisitioning activity failed to respond to Materiel Obligation Validation (MOV) request from processing point.
BT	Item being supplied against your Foreign Military Sales Case Designator reflected in rp 48-50; or your Grant Aid Program and Record Control Number reflected in rp 46-50. This document represents a duplicate of the requisition prepared by the U.S. Military Service.

Continued on next page

Status Codes (RP 65-66), Continued

Requisition Transaction Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
BU	Item procured and on contract for direct shipment to consignee. The contract shipping date is entered in rp 70-73. Cancellation, if requested, may result in billing for contract termination and/or transportation costs, if applicable.
BV	Item procured and on contract for direct shipment to consignee. The contract shipping date is entered in rp 70-73. Cancellation, if requested, may result in billing for contract termination and/or transportation costs, if applicable.
BW	Your FMS/Grant Aid requisition containing this document number has been received by the ILCO and submitted to the supply system. A current ESD is not presently available but will be provided by subsequent status transactions. (May be used by ILCOs in acknowledging requisition receipt or in reply to follow-up when ESDs are not available.)
BX	Reserved for Air Force /DEPRA interface
BY	Depot/storage has previously denied the MRO by DI A6_. (Depot/storage activity response to ICP request for MRO status, for use with DI AE6 only.)
BZ	Requisition is being processed for direct delivery procurement. Upon completion of necessary procurement action, additional status will be provided to indicate action taken. The ESD is in rp 70-73.
B1	Assets not currently available. Requisition will be retained by DRMS for 60 days from date of receipt awaiting possible arrival of assets. (DRMS use only.)
B2	Supply status or procurement action precludes requested modification.
B3	The Required Availability Date (RAD) contained in the original requisition is unrealistic. The date in rp 70-73 is the date when the materiel will be available.
B4	Canceled. Result from receipt of cancellation request from requisitioner, consignee, manager or other authorized activity. Do not deobligate funds. Billing for materiel or contract termination charges will be made.

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Status Codes (RP 65-66), Continued

Inter-Service Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
B5	The activity identified by the code in rp 4-6 is in receipt of your follow-up request. Action to determine current status and/or improve the ESD is being attempted. Further status will be furnished.
B6	The materiel applicable to the requisition requested for cancellation has been diverted to an alternate consignee.
B7	Unit price change. The latest unit price for the item identified by the stock or part number indicated in rp 8-22 is reflected in rp 74-80.
B8	Quantity requested for cancellation or diversion not accomplished.
B9	The activity identified by the code in rp 4-6 is in receipt of your cancellation request. Action to cancel the demand or to divert the applicable shipment is being attempted. Do not deobligate funds or delete due-in. Advice of final
CA	Rejected. 1. Initial provision of this status will be by narrative message. The message will also state the reason for the rejection. 2. When provided in response to a follow-up, this status will be sent via AUTODIN and no reasons for rejection will be included. Activity initiating follow-up may request reason for rejection off-line (by mail, message or telephone) if the initial narrative message containing the reasons for rejection cannot be located.
CB	Rejected. Initial requisition requested rejection of that quantity not available for immediate release or not available by the SDD or RDD. Quantity field indicates quantity not filled.
CC	Nonconsumable item. Your service is not a registered user. Submit your requisition to your service ICP for registration action.
CD	Rejected. Unable to process because of errors in the quantity, date and/or serial number fields. 1. If received in response to a requisition and the materiel is still required, submit a new requisition 1/ with correct data field entries.

Continued on next page

Status Codes (RP 65-66), Continued

Inter-Service Status Codes (continued)

Code Explanation

CD (cont)	2. If received in response to a cancellation request and materiel is not required, submit a new cancellation request with a valid quantity entry.
CE	Rejected. Unit of issue in original requisition, which is reflected in rp 23-24 of this status document, does not agree with ICP unit of issue and cannot be converted. If still required, submit a new requisition 1/ with correct unit of issue and quantity.
CG	Rejected. Unable to identify requested item. Submit a new requisition 1/ and furnish correct NSN or part number. If correct NSN or part number is unknown or if part number is correct, submit a new requisition 1/ on DD Form 1348-6 furnishing as much data as is available. SF 344 may be submitted by authorized activities.
CH	Rejected. Requisition submitted to incorrect single manager/technical service/distribution depot or Management Control Activity (MCA) and correct source cannot be determined. Research for correct source/MCA and submit a new requisition 1/.
CJ	Rejected. 1. "Obsolete" or "inactivated." Item in stock number field, if different from item requisitioned, can be furnished as a substitute. Unit price of the substitute item is in rp 74-80. 2. If offered substitute is desired, submit a new requisition 1/ with substitute item stock number. 3. If only original item is desired, submit a new requisition 1/ for procurement on DD Form 1348-6. SF 344 may be submitted by authorized activities. Cite advice code 2B. Furnish technical data (e.g., end item usage, component, make, model, series, serial number, drawing, piece and/or part number, manual reference, applicable publication). 4. DOD MILSTRIP DTA Assist Support Request submitted for obsolete/inactive NSN which cannot be supported. (Applies to DOD MILSTRIP DZG Transaction Rejects only.)

Continued on next page

Status Codes (RP 65-66), Continued

Inter-Service Status Codes (continued)

Code Explanation

- CK Rejected. Unable to procure. No substitute/interchangeable item is available. Returned for supply by local issue of components, kit, or next higher assembly. Suggest fabrication or cannibalization. If not available, submit a new requisition 1/ for components, kit or higher assembly.
- CL Rejected. Contractor requisition containing an "M" in rp 40 is to be processed by a Management Control Activity (MCA). Requisition entries indicate direct submission. Research for correct MCA and submit a new requisition 1/.
- CM Rejected. Fund obligation not cited and/or item is not or is no longer free issue. Submit a new funded requisition. 1/
- CN Nonconsumable item. Your service does not receive requisition support on this item or your requirement is a nonrecurring demand which cannot be satisfied. Support will be provided upon submission of an MIPR by your service ICP.
- CP Rejected. Source of supply is local manufacture, fabrication, or procurement from Federal Supply Schedule. If not available locally or activity lacks procurement authority, submit a new requisition 1/ with Advice Code 2A
- CQ Rejected. Item requested is command or service regulated or controlled. Submit a new requisition 1/ through appropriate channels.
- CR Rejected. Invalid DI for a GFM transaction.
- CS Rejected. Quantity requisition is suspect of error or indicates excessive quantity. Partial quantity being supplied. Quantity field in this transaction reflects quantity rejected. If requirement still exists, submit a new requisition for the required quantity using Advice Code 2 L.
- CT Rejected. FMS requisition contains a "U" or "V" in rp 36 and the entry in rp 72 is incorrect or blank. Review records and resubmit with a new document number and a correct CLPSC in rp72.

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Status Codes (RP 65-66), Continued

Requisition Transaction Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
CU	Rejected. Unable to procure item requested. Item is no longer produced by any known source and attempts to obtain item have failed. Item in stock number field can be furnished as a substitute. Unit price of the substitute item is in rp 74-80. (If offered substitute is desired, submit a new requisition 1/ with substitute item stock number.)
CV	Rejected. Item prematurely requisitioned. The effective date for requisitioning is contained in rp 70-73.
CW	Rejected. Item not available or is a nonmailable item whose transportation costs are uneconomical. Local procurement is authorized for this requisition only. If item cannot be locally procured, submit a new requisition 1/ using Advice Code 2A.
CX	Rejected. Unable to identify the "ship to" address as designated by the signal code, or the signal code is invalid. If still required, submit a new requisition 1/ with valid data field entries.
CY	Rejected. Unable to procure item requested. Item is no longer produced by any known source and attempts to obtain item have failed. If requirement still exists, contact appropriate S/A technical organization for assistance or, if substitute item is known, requisition 1/ that item.
CZ	Rejected. Subsistence item not available for resale. Reserve for troop issue only.
C1	Applies only to subsistence. Rejected. Requested item not available nationally. Do not requisition this item until advised by the activity identified in rp 4-6.
C2	Rejected. International Logistics Program funds are not available to process this requisition. (This code will be used between ILCO and requisitioners only.)
C3	Rejected. Applies to subsistence only. Vendor cannot make delivery during shipping period.
C4	Rejected. Applies only to subsistence. Item is seasonal and not available for delivery during current shipping period.

Continued on next page

Status Codes (RP 65-66), Continued

Inter-Service Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
C5	Rejected. Requisitioner, upon inspection of materiel located in the DRMO activity, rejected acceptance due to condition of materiel/unacceptable substitute and/or materiel incorrectly identified. This status code is generated by the DRMO and furnished to the appropriated status recipients.
C6	Rejected. Requisition is for commercial type item which is not authorized for supply under the Foreign Military Sales Program. If unable to obtain desired item from commercial sources, submit a new requisition 1/ containing Advice Code 3B after obtaining approval from the U.S. Service implementing the case.
C7	Rejected. Document identifier code indicates this is a remarks/exception data document. Supply source has no record of receipt of remarks/exception data. If still required, submit a new requisition. 1/
C8	Rejected. Vendor will not accept order for quantity less than the quantity indicated in rp 76-80. If requirement still exists, submit a new requisition 1/ for a quantity that is not less than that reflected rp 76-80.
C9	Rejected. Applies only to subsistence. Quantity in rp 25-29 canceled due to nonavailability during shipping period. If required in subsequent shipping period submit a new requisition. 1/
DA	Rejected. Source of supply is direct ordering from the Federal Supply Schedule identified in rp 76-80 (rp 76-77:Group; rp 78-79: Part, rp 80: Section). If activity lacks procurement authority, submit a new requisition 1/ with Advice Code 2A.
DB	Rejected. No valid contract registered at MCA.
DC	Processing of your CLSSA termination/drawdown requisition (CLPSC: A, B, C, or D) has resulted in the quantity reflected in rp 25-29 being absorbed by the ICP/IMM. Credit action this quantity is in process. Disposition on any remaining quantity will be communicated by separate status transaction.

Continued on next page

Status Codes (RP 65-66), Continued

Inter-Service Status Codes (continued)

Code Explanation

- DD Processing of your CLSSA termination/drawdown requisition (CLPSC: C or D) has resulted in the quantity reflected in rp 25-29 not being absorbed by the IMM/ICP. This quantity will not be delivered. Disposition of materiel will be in accordance with appropriate Service/Agency regulations. Billing action for this quantity is in process. Status on any remaining quantity will be communicated by a separate transaction.
- DE Canceled. Although shipment status (DI AS3) was sent, no shipment was made. (For use in controlling shipments intransit to disposal only. May be used in response to Dis AFX and AFZ with Advice Code 37.)
- DF Terminate intransit control processing. A signed receipt copy of the DTID is not available, but investigation indicates that property was removed from the storage area and cannot be located. Further research is being conducted with S/A channels. (For use in controlling shipments intransit to disposal only.)
- DG Shipment confirmed. The quantity in the DI AS3 transaction was the quantity shipped. A signed copy of the DTID acknowledging DRMO receipt of that quantity is on file. DRMS action required to resolve apparent discrepancy. (For use in controlling shipments intransit to disposal only. May be used only in response to DI AFX or AFZ with Advice Code 35 or 37.)
- DH Terminate intransit control processing. A signed copy of the DTID acknowledging receipt is on file. The quantity in the DTID is different from that in the original AS3. The quantity acknowledged in the DTID is included in the quantity field. Further research on the quantity discrepancy is being conducted within S/A channels. (For use in controlling shipments intransit to disposal only. May be used only in response to DI AFX or AFZ with Advice Code 35 or 37.)
- DJ Rejected. GFM quantity requisitioned partially exceeds the contract authorized quantity. The quantity that exceeds the authorized quantity will not be supplied. Quantity in this transaction has been adjusted to reflect the authorized quantity.

Continued on next page

Status Codes (RP 65-66), Continued

Inter-Service Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
DK	Rejected. Your DI APR transaction requesting reinstatement was received over 60 days after generation of the DI AE_ transaction containing Status Code BS.
DL	Rejected. Your DI APR transaction requesting reinstatement has been received. There is no record of a DI AE_ transaction containing Status Code BS.
DM	Rejected. Your DI APR transaction requesting reinstatement has been received. The DI APR transaction requesting reinstatement of a quantity larger than that which was canceled by the DI AE transaction containing Status Code BS. The quantity canceled is shown in rp 25-29.
DN	Rejected. A valid contract is recorded at the MCA; however, the requisitioned item, the requisitioner, or the DODAAC in rp 45-50 is not authorized GFM under the contract.
DP	Rejected. Unable to identify the ship-to and/or mail-to MAPAC to a valid address in the MAPAC to a valid address(es) under the procedures of DOD 4000.25-8-M, "Military Assistance Program Address Directory." Upon confirmation the code(s) and address(es) have been added to the MAPAD, resubmit the requisition.
DQ	Rejected. GFM quantity requisitioned totally exceeds the contract authorized quantity. The total requisitioned quantity is rejected.
DR	Rejected. The MCA, for the contract indicated by the requisition, failed to respond or provide a valid response to an ICP GFM validation request.
DS	Requisition received for an item for which your Service is not a registered user. Issue action is being processed. Request action be taken to register your Service as a user using the procedures outlined in DOD 4100.39-M.
DY	Rejected. Materiel shipped by non-traceable means or supplied by DVD from a contractor without an assigned DODAAC or there is no record of the transaction for which the DI AFY followup was submitted. (Use on DI ASY.)
D1	Canceled. Requisition was retained for 60 days. Requested asset did not become available. Quantity field indicates quantity not filled. (DRMS use only.)

Continued on next page

Status Codes (RP 65-66), Continued

Inter-Service Status Codes (continued)

Code Explanation

- D2 Rejected. Item requested is Brand Name Resale and is in short supply
- D3 Rejected. Activity did not respond to supply status request for additional information.
- D4 Canceled. Applies only to subsistence. Quantity in rp 25-29 cancelled. Your requisition quantity, together with all other requisitions received this cycle for the specific port or depot, does not meet the contractor's minimum order quantity.
- D5 Rejected. Item requested is Nuclear Reactor Plant materiel authorized for issue only to Nuclear Reactor Plant activities and support facilities. A similar item may be available under a different NSN. If unable to identify the non-nuclear NSN, submit a new requisition 1/ providing complete technical data (such as: APL/AEL, end use equipment, CAGE, part number, piece number, nameplate) and remarks indicating "NON-NUCLEAR APPLICATION" in the remarks block.
- D6 Rejected. Manually prepared requisition contains unauthorized exception data.
- D7 Requisition modifier rejected because of errors in one or more data elements.
- D8 Rejected. Requisition is for controlled substance/item and requisitioner and/or "ship to" address is not an authorized recipient. Submit a new requisition 1/ on a DD Form 1348-6 furnishing intended application and complete justification for the item.
- 1/ Submit a new requisition using a new document number with a current julian date.
- 2/ If requisitioning via submission of a new document number, submit a cancellation request prior to fund deobligation to ensure against a potential duplicate shipment.

Intra-Navy Status Codes

Listed are the Intra-Navy Status codes

Code Explanation

- NA Requirement has been validated and outfitting funds are available for obligation, but requisition is being held by the TOB site (NSCPS) pending availability of system assets. Additional status will be provided when release action is initiated. No follow-up is required.

Continued on next page

Status Codes (RP 65-66), Continued

Intra-Navy Status Codes (continued)

Code Explanation

NB Suspended. Publication/form being revised/reprinted. NPFC is obtaining estimated completion date from item sponsor. No follow-up is required; updated status will be provided. (If need for this item is continual, submit justified request to cognizant SYSCOM for inclusion in automatic distribution as changes are released.)

ND Issue from materiel previously reported on hand at your activity.

NE Release of Propositioned War Reserve Stock (PWRS) is authorized. (For ICP use only.)

NF (DUAL USAGE.) When used with a referral order (A4_): "Fill requirement from materiel scheduled on overhaul/repair or production program of your activity. "When used with Supply Status (AE_). "Item backordered at activity in rp 67-69 against materiel due from scheduled overhaul/repair.

NG Item not available. Supply from overseas activity indicated in rp 67-69. Future follow-ups will be directed to activity in rp 67-69.

NH Stock Number Changed (Substitute, Replacement, Interchangeable, Equivalent, etc.). See stock number field. Adequate materiel on hand at your activity. Issue the new stock number. This is a one-time action.

NJ Stock number now assigned to part number and/or contract number. See stock number field. Adequate materiel on hand at your activity. Issue the assigned stock number. This is a continuing action.

NK Requisition partially filled. Quantity indicated has been referred to activity indicated in rp 67-69.

NN Requisition partially filled. Quantity indicated has been canceled. If still required, submit new requisition.

NP Authority granted to exhaust stock to fill this requisition.

NQ Duplicate shipment furnished. (FMS)

NR Requisition being processed. Stores account has been changed to Appropriation Purchases Account (APA). Requisition forwarded to activity in rp 67-69 for action. Cancel fund obligations for NSA materiel.

NS Rejected. Sponsor furnishing materiel by initial distribution. If materiel is not received within 60 days, resubmit.

Continued on next page

Status Codes (RP 65-66), Continued

Intra-Navy Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
NT	Rejected. Item being reprinted/revised. Resubmit after date shown in rp 62-64 or, if date omitted, after 90 days. If need for this publication is continual, submit justified request to cognizant SYSCOM for inclusion in automatic distribution as changes are released.
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 in rp 67-69 for action.
NX	Item available and will be shipped when called forward by the Military Traffic Management Command (applies to ammunition only).
NZ	Requisition referred to activity indicated in rp 67-69. Note supplementary address, signal code and fund code fields of the original requisition have been changed due to stock fund requirements.
N1	Applicable to 7R cog, Advice Code 5D Requisitions. Requisition is for valid requirements; however, funds are currently not available. Requisition has been backordered with financial status initiated.
N2	Requisition has been referred to a fleet unit for possible fill action. Upon notification of referral acceptance or rejection, current status will be provided.
N3	Modifier document received upgrading priority to 01-08 and materiel not available to fill requirement.
N4	Item being manufactured by a local Navy source.
N5	The change requested has been incorporated with all other related changes into a new basic publication. If not received by automatic distribution within 60 days, resubmit requisition using stock number of the old basic publication.
N6	Your request for reservation of ammunition has been received, and will be held in suspense until 60 days prior to RDD. At that time, if assets are available, a reservation will be established both centrally and locally at the activity designated by the ICP/Inventory Manager.
N7	Item has been referred for direct delivery against an existing commercial repair contract.

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Status Codes (RP 65-66), Continued

Intra-Navy Status Codes (continued)

Code Explanation

N8	NAVILCO is in receipt of your requisition. However, processing criteria precludes supply action. When requisition clears the MISIL edits and is submitted to the supply system, you will be furnished "BW" status by a subsequent transaction.
N9	Rejected. 1. Quantity requisitioned exceeds the maximum issue quantity imposed by the requisition sponsor. Partial quantity being supplied. Quantity field in this transaction reflects the quantity rejected. If the requirement remains, submit a new requisition with justification to sponsor shown in NAVSUP 2002. 2. Excessive/erroneous quantity. For 7_cog DLRs, this code will apply to requisitions with a quantity greater than one. (Refer to NAVSUP Pub 437, Chapter 2 for authorized DLR exceptions)
RA	Rejected. 1. Item requested has been transferred to Navy/Defense Stock Fund Account. Correct cognizance symbol appears in rp 55-56. If still required, submit a requisition citing appropriate fund code. 2. Change Kits. SYSCOM number/serial number omitted on requisition. Re-requisition providing appropriate information.
RB	Rejected. Item is fleet controlled. Emergency requirements only should be submitted in accordance with applicable Fleet Controlled Materiel Instructions.
RC	Rejected. Item is obsolete or is used in non-supported obsolete equipment, aircraft, etc. Request replacement equipment from applicable command; or obtain requirements from local procurement or cannibalize.
RD	Rejected. 1. Item is peculiar to aircraft, engine, equipment, assembly, etc., not supported at your activity. 2. Change Kits. Records reflect previous incorporation or request not applicable.
RE	Canceled. Funding lapsed. If materiel still required, submit a new requisition.

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Status Codes (RP 65-66), Continued

Intra-Navy Status Codes (continued)

Code Explanation

RF Rejected. Quantity requisitioned for stock is in excess of authorized stock level. Quantity field indicates the amount that is rejected.

RG Rejected. Allowance deficiency. Subsequent to preparation of allowance, determination was made that the item should not be included as an allowance item.

RH Rejected.

 1. RDD less than minimum required for conventional ammunition.

 2. Submit a requisition modifier with a valid RDD within 10 days, otherwise the requisition will be canceled.

RJ Rejected. Additional funds required. Submit requisition indicating sufficient funds available.

RK Rejected. Requisition for item requested must contain certification indicating availability for repair of not-ready-for-issue item.

RL Rejected. Activity is authorized to purchase or manufacture the quantity indicated.

RM Rejected.

 1. Critical item. Submit in accordance with ICP directive.

 2. Cog II overprinting DD 1348-1A documents will be requisitioned in accordance with NPFC Field Instruction 4443.2A.

RN Rejected. Issue condition coded materiel.

RP Rejected. Item requested is Nuclear Reactor Plant materiel under the technical control of NAVSEA 08 (either 2S Cog X1 SMIC spare reactor plant components or OS Cog reactor plant technical manuals) and requires specific justification of need. Requisitioner did not provide adequate justification. Requisitioner should submit a new requisition as follows (DO NOT TRANSMIT VIA AUTODIN):

 1. If requisition is for 2S/X1 item, submit requisition to NAVSEA 08H with complete justification IAW NAVSUP P-485 (par. 3259) and NAVSEAINST 9210.15 series.

Continued on next page

Status Codes (RP 65-66), Continued

Intra-Navy Status Codes (continued)

Code Explanation

RP (cont) 2. If requisition is for reactor plant technical manual, submit requisition to SPCC 009 with complete justification IAW NAVSUP P-485 (par. 3467) and NAVSEAINST 9210.29 (Procedure G-1).

RR Rejected. One year has expired since the requisition date. Issuing activity maintains no record. If still required, submit a new requisition.

RS Returned to ICP for further action due to erroneous Logistics Management Code in rp 70, 71, or 72.

RT Rejected.

 1. Item not available and purchase action is required and insufficient time remains in which to obligate the cited funds. Resubmit a new requisition citing current annual appropriation.

 2. Change Kits. Materiel requested not in stock, procurement under review. Resubmit requisition in 90 days.

RU Rejected. Quantity appears excessive. If still required and item is NSA funded, submit funded Request for Reservation. If APA funded, resubmit with justification. (Used in processing request for establishment of planned requirements/reservations.)

RV Received in reply to a submission of a stock replenishment request for a Fixed Allowance deficiency of reparable materiel. Upon receipt of this status, transfer materiel from "A" to "V" or "W" Purpose Code, as applicable.

RW BTE submitted for obsolete or outdated item. Disposition is authorized in accordance with current instructions. (Use on DI BTR.)

RY Canceled. If Reservation, cancellation is due to passing of RDD; if Planned Requirement, cancellation due to passing of Expiration Date. (This code will be used with the Reservation Cancellation Card, DI "BRX," or the Planned Requirement Cancellation Card DI "BPX," as applicable, to advise the customer activity that a previously requested Reservation or Planned Requirement that was centrally protected has been disestablished and is no longer protected.)

Continued on next page

Status Codes (RP 65-66), Continued

Intra-Navy Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
RZ	Rejected. Modifier document received which would not result in upgrade or downgrade of issue group or change in order/ship time frames.
R1	Rejected. 1. Requisition contains invalid signal code. 2. Change Kits. Review Technical Directive for source of supply.
R2	Rejected. Requisition for stock unauthorized from ICP distribution system/reporting stock point.
R3	Rejected. All assets available are less than RFI and cannot be repaired or are already committed as ExReps to station requirements.
R4	Rejected. Nonstocked item. Special printing is required. If item is essential, submit with full justification to NAVSEASYCOM (Code CEL-TD), Washington DC. (RIC: N24)
R5	Rejected. Item condemned and replacement item is not yet assigned. This code will be used only when positive supply action to provide a substitute or refer the requisition is not possible.
R6	Rejected. Item not available in the supply system, nor due from procurement. Recommend submit request to Fleet Logistics Agent for support from in-theater assets.
R7	Ammunition requirement is being processed for release and shipment; the required delivery date has been changed.
R8	Noncreditable return authorized. Return quantity indicated in rp 25-29 to NPFC M/F Code 101. (Use DI BTR.)
R9	Rejected. Requisition is an exact duplicate of one processed.

Excess Transaction Status Codes

List of Excess Transaction Status codes.

<u>Code</u>	<u>Explanation</u>
SA	Rejected. If appropriate, resubmit with exception information as required by instructions disseminated separately by applicable ICP/IMM. (Assign a new document number if a new excess report is submitted.) (Use on DI FTR.)

Continued on next page

Status Codes (RP 65-66), Continued

Excess Transaction Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
SB	Rejected. Report garbled, incomplete. Corrective action cannot be determined. Review entire contents, correct and resubmit if appropriate. (Assign a new document number if a new excess report is submitted.) (Use on DI FTR.)
SC	Rejected. ICP/IMM of the report item cannot be determined. Research records and, if applicable, resubmit citing correct stock number. (Assign a new document number if a new excess report is submitted.) If NSN is GSA managed, item is nonstocked; disposition is authorized in accordance with local directives. (Response to FTE.) (Use on DI FTR.)
SD	Rejected. NSN not identifiable. Corrective action cannot be determined. Review, correct and resubmit if appropriate. (Assign a new document number if a new excess report is submitted.) (Use on DI FTR.)
SF	Rejected. Item not in authorized condition to be reported or condition code cannot be identified. Materiel should be screened for correct condition and new FTE submitted; or if not reportable, dispose of in accordance with current procedures. (Assign a new document number if a new excess report is submitted.) (Use on DI FTR.)
SG	Rejected. This transaction is a duplicate of a previously received report. Recipient must research excess records to determine if this transaction was previously rejected with an S_ series status/reject code. If so, resubmit a new excess report with a new document number. Otherwise, no action is required.
SH	Rejected. Unit of issue is incorrect and cannot be converted or corrected. (Assign a new document number if a new excess report is submitted.) (Use on DI FTR.)
SJ	Rejected. Signal code is incorrect. (Use on DI FTR.)
SK	Rejected. Signal Code requires compatible Fund Code. (Assign a new document number if a new excess report is submitted.) (Use on DI FTR.)
SL	Deleted.

Continued on next page

Status Codes (RP 65-66), Continued

Excess Transaction Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
SM	Rejected. Stock balance indicates disposal action is appropriate; however, item is in process of migrating and further action is deferred until date contained in rp 70-73. If still in excess position after that date, resubmit to appropriate Inventory Manager. (Assign a new document number if a new excess report is submitted.) (Use on DI FTR.)
SN	Rejected. Materiel reported not authorized for return. Disposition is authorized in accordance with current instructions. (Use on DI FTR.) (For Navy ammunition, materiels indicated in rp 25-29 will be retained for rework/renovation.)
SP	Rejected. Item reported as excess has also been requisitioned by the reporting activity (rp 30-35), or has been requisitioned by another activity for shipment to the reporting activity (reporting activity in rp 45-50). A DI FTC has been generated by DEPRA to the ICP. (For use with DI FTR.)
SQ	Rejected. Reported NSN is master item number (i.e., all makes and models) used for reference purpose only. Review records and resubmit with new document number(s), citing appropriate NSN(s) for the specific item(s) being reported. (Use DI FTR.)
TA	Creditable return. Credit will be granted for quantity indicated in rp 25-29. Ship materiel to activity in rp 54-56. (Use on DI FTR or FT6.)
TB	Noncreditable return. Return quantity indicated in rp 25-29 to activity indicated in rp 54-56. (For Navy ammunition, materiels indicated in rp 25-29 will be shipped to activity in rp 54-56 for rework/renovation.) (Use on DI FTR or FT6.)
TC	Not returnable. Quantity indicated in rp 25-29 is excess to authorized retention levels. Further processing must be in accordance with appropriate service/agency regulations. (Use on DI FTR)

Continued on next page

Status Codes (RP 65-66), Continued

Excess Transaction Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
TD	Not returnable. 1. Special instructions for disposition are stated in the Remarks field (continued on reverse side of card as necessary). In this case, the status card will be mailed. This code will not be used when other status codes have been established to convey applicable status. 2. When due to security reasons, or space limitations, instructions will be furnished by separate media referring to pertinent document numbers. In this case, the Remarks block will be left blank and TD status cards may be transmitted electrically. (Use on DI FTR.)
TE	Materiel required for lateral redistribution. A4 referral(s) will follow. (Use on DI FTR.)
TF	Materiel received. Status being investigated. (Use on DI FTR.)
TG	Materiel required for lateral redistribution. A4_referral(s) will follow, containing Stock Number and/or unit of issue as changed and as indicated in rp 8-22 and/or rp 23-24. Examine unit of issue and quantity fields for possible changes. (Use on DI FTR.)
TH	Credit will be granted for quantity indicated in rp 25-29. Stock number and/or unit of issue changed as designated in rp 8-22 and/or rp 23-24. Quantity (rp 25-29) is adjusted as required. Examine unit of issue and quantity fields for possible changes. Ship materiel to activity in rp 54-59. (Use on DI FTR or FT6.)
TJ	Noncreditable return. Stock number and/or unit of issue changed as designated in rp 8-22 and/or rp 23-24. Examine unit of issue and quantity fields for possible changes. Return quantity indicated in rp 25-29 to activity indicated in rp 54-56. (Use on DI FTR or FT6.)
TK	Not returnable. Stock number and/or unit of issue changed as designated in rp 8-22 and/or rp 23-24. Quantity indicated in rp 25-29 is excess to authorized retention levels. Examine unit of issue and quantity fields for possible changes. Further processing must be in accordance with appropriate service/agency regulations. (Use of DI FTR.)

Continued on next page

Status Codes (RP 65-66), Continued

Excess Transaction Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
TL	Materiel received. No credit allowed as item received was other than that authorized for return. (Use on DI FTZ.)
TM	Materiel received. No credit, or reduced credit, allowed as condition received was less than reported. Condition of materiel received is indicated in rp 71. (Use on DI FTZ.)
TN	Materiel received. Credit authorized for quantity in rp 25-29. (Use on DI FTZ.)
TP	Materiel not received within prescribed time frame. Credit authorization is canceled. (Use on DI FTZ.)
TQ	Materiel received. Noncreditable return as indicated in Reply to Report of Excess. (Use on DI FTZ.)
TR	Your FTE received and in process. Reply will be provided by date indicated in rp 70-73. (Use on DI FTD.)
TT	Materiel received and in process of inspection and classification. FTZ will be provided upon completion (Reply to FTT.) (Use on DI FTR.)
TU	Materiel not received. (Reply to FTT and FTP.) (Use on DI FTR and FTB.)
TV	Materiel not received within prescribed time frame. Noncreditable return authorization is canceled. (Use on DI FTZ.)
TW	Credit action in process. Financial transaction is forthcoming. (Reply to FTP.) (Use on DI FTB.)
TX	Financial transaction accomplished. Bill number of credit transaction appears in rp 76-80. Reply to DI FTP. (Use on FTB).
TY	DI FTZ generated on document number cited indicated no credit authorized for return. (Reply to DI FTP.) (Use on DI FTB.)
TZ	Your excess report has been changed by the DAAS facility identified in rp 4-6. Examine rp 8-22 for possible change in FSC/NSN part number converted to an NSN if the original report of excess transaction was DI FTG. Also, examine rp 67-69 to determine if the document has been routed to another Activity. (Use on DI FTQ.)

Continued on next page

Status Codes (RP 65-66), Continued

Excess Transaction Status Codes (continued)

<u>Code</u>	<u>Explanation</u>
T1	Materiel received. No credit allowed because the stock number was changed from a stock fund to an appropriation financed item. For intraservice use only. (Use on DI FTZ.)
T3	FTM has been received. Materiel has not been received. Materiel should be shipped, tracer action initiated or FTC submitted, as appropriate. (Use on DI FT6.)
T4	Materiel not returnable. Quantity in rp 25-29 is excess IPE and must be reported to DIPEC (SE-4300) in accordance with DLAM 5215.1, AR 700-43, NAVSUP PUB 5009, AFM 78-9.
T5	Deleted. (Use TZ)
T6	Your FT_ document has been routed to the activity indicated in rp 67-69. Forward all future FT_ documents to that activity. (Use on DI FTR.)
T7	FSC has been changed by the ICP in rp 4-6. (Use on DI FTR.)
T9	Part number cannot be converted to an established NSN. Materiel reported is not authorized for return. Use current service/agency instructions for disposition of materiel. (Use on DI FTQ)

Supply Condition Codes (RP 71)

Record Position 71

Supply condition codes are used to classify materiel in terms of readiness for issue and use or to identify action underway to change the status of materiel. When materiel is determined to be in excess of approved stock levels and/or no longer serviceable,

Note: Supply Condition Codes A through H and S will be utilized to reflect materiel condition prior to turn-in to a Defence Reutilization and Marketing Office (DRMO).

Code	Title	Definition
A	Serviceable (Issuable Without Qualification)	New, used, repaired or reconditioned materiel which is serviceable and issuable to all customers without limitation or restriction. Includes materiel with more than 6 months shelf-life remaining.
B	Serviceable (Issuable With Qualification)	New, used, repaired, or reconditioned materiel which is serviceable and issuable for its intended purpose but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes materiel with 3 through 6 months shelf-life remaining.
C	Serviceable (Priority Issue)	Items which are serviceable and issuable to customers, but which must be issued before Supply Condition Codes A and B materiel to avoid loss as a usable asset. Includes materiel with less than 3 months shelf-life remaining.
D	Serviceable (Test/ Modification)	Serviceable materiel which requires test, alteration, modification, technical data marking, conversion, or disassembly. This does not include items which must be inspected or tested immediately prior to issue.

Continued on next page

Supply Condition Codes, Continued

Record Position 71, (continued)

Code	Title	Definition
E	Unserviceable (Limited Restoration)	Materiel which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the SA where the stock is located. May be issued to support ammunition requisitions coded to indicate acceptability of usable condition E stock.
F	Unserviceable (Reparable)	Economically reparable materiel which requires repair, overhaul, or reconditioning; includes reparable items which are radioactively contaminated.
G	Unserviceable (Incomplete)	Materiel requiring additional parts or components to complete the end item prior to issue.
H	Unserviceable (Condemned)	Materiel which has been determined to be unserviceable and does not meet repair criteria; includes condemned items which are radioactively contaminated; Type I shelf-life materiel has passed the expiration date; and Type II shelf-life materiel that has passed expiration date and cannot be extended. (Note: Classify obsolete and excess materiel to its proper condition before consigning to DRMO. Do not classify materiel in Supply Condition H unless it is truly unserviceable and does not meet repair criteria.)
I	Not Assigned	Reserved for future DOD assignment.

Continued on next page

Supply Condition Codes, Continued

Record Position 71, (continued)

Code	Title	Definition
J	Suspended (In Stock)	Materiel in stock which has been suspended from issue pending condition classification or analysis, where the true condition is not known. Includes shelf-life Type II materiel that has reached the expiration date pending inspection, test, or restoration.
K	Suspended (Returned)	Materiel returned from customers or users and awaiting condition classification.
L	Suspended (Litigation)	Materiel held pending litigation or negotiation with contractors or common carriers.
M	Suspended (In Work)	Materiel identified on inventory control record but which has been turned over to a maintenance facility or contractor for processing.
N	Suspended (Ammunition Suitable for Emergency Combat Use Only)	Ammunition stocks suspended from issue except for emergency combat use.
O	Not Assigned	Reserved for future DOD assignment.
P	Unserviceable (Reclamation)	Materiel determined to be unserviceable, uneconomically repairable as a result of physical inspections, teardown, or engineering decision. Item contains serviceable components or assemblies to be reclaimed.

Continued on next page

Supply Condition Codes, Continued

Record Position 71, (continued)

Code	Title	Definition
Q	Suspended (Quality Deficient Exhibits)	Air Force Only.
R	Suspended (Reclaimed Items Awaiting Condition Determination)	Air Force Only.
S	Unserviceable (Scrap)	Materiel that has no value except for its basic materiel content. No stock will be recorded as on hand in Supply Condition Code S. This code is used only on transactions involving shipments to DRMOs. Materiel will not be transferred to Supply Condition Code S prior to turn-in to DRMOs if materiel is recorded in Supply Condition Codes A through H at the time materiel is determined excess. Materiel identified by NSN will not be identified by this supply condition code.
T-Z	Not Assigned	Reserved for future DOD assignment.

Mode Of Shipment Codes (RP 77)

Record Position 77

Mode of shipment code identifies the general mode (e.g., air or surface) and the specific method (e.g., motor rail, air freight, parcel post, etc.) used for each segment of movement within the Defense Transportation System (DTS). When preparing advance Transportation Control and Movement Document (TCMD) for submission to a clearance authority, the code selected identifies the method of transportation which will deliver the shipment to the POE. (Reference DoD 4500.32-R MILSTAMP.)

Code Method of Shipment

A	Motor, truckload
B	Motor, less than truckload
C	Van (unpacked, uncrated personal or Government property)
D	Driveway, truck-away, tow-away
E	Bus
F	Air Mobility Command (AMC) Channel and Special Assignment Airlift Mission
G	Surface parcel post
H	Air parcel post
I	Government trucks, for shipment outside local delivery area
J	Air, small package carrier
K	Rail, carload (Includes TOFC/COFE (excluding SEAVAN)
L	Reserved
M	Surface - Freight forwarder
N	Reserved
O	Organic military air (including aircraft of foreign governments)
P	Through Government Bill of Lading (TGBL)
Q	Commercial Air freight

Continued on next page

Mode Of Shipment Codes, Continued

Record Position 77, (continued)

Code Method of Shipment

R	European Distribution System (EDS)/ or Pacific Distribution System (PDS)
S	Scheduled Truck Service (applies to contract carriage, guaranteed traffic routings and/or scheduled service)
T	Air freight forwarder
U	Reserved
V	SEAVAN
W	Water, river, lake, coastal (commercial)
X	Bearer, walk-through (customer pickup of materiel)
Y	Reserved
Z	Military Sea-lift Command (MSC); controlled, contract or arranged space
2	Government watercraft. barge, or lighter
3	Roll-on/roll-off (RORO) service
4	Armed Forces Courier Service (ARFCOS)
5	Surface - Small Package Carrier
6	Military Official Mail (MOM)
7	Express Mail
8	Pipeline
9	Local delivery by Government or commercial truck including on base transfers and deliveries between air, water, or motor terminals and adjacent activities. Local delivery areas are identified in commercial carrier's tariffs which are filed and approved by regulatory authorities.

Section D
Non-Automated Materiel Acquisition/Requisitioning For Form
DD-1348-6

Overview

Introduction This section covers the use of Form DD-1348-6 (6 parts) when exception data is required for non-standard part forms or exceptional end use data 13 required to fill a materiel need.

In this Chapter

Title	Page
Purpose for Usage of Form DD-1348-6	4-D-2
Procedure for Completion of Form DD-1348-6	4-D-3
Example of Completed Form DD-1348-6	4-D-6

Purpose for Usage of Form DD-1348-6

When to use Form DD-1348-6 is used to requisition materiel that:

- does not have a NSN or an ACN.
- the identification number exceeds the stock or part number field.
- requires exception data.
- is immediately available from a nearby supply center with a "walk through" requisition.

Sections of a DD-1348-6 There are two sections

upper - essentially the same data elements as a DD-1348-1A.

lower - includes additional information (e.g., exception data).

Procedure for Completion of Form DD-1348-6

Upper half The following table describes how to complete the upper half of the DD-1348-6

Record Position	Action
1-3	Enter A05 or A0E as appropriate.
4-6	Enter routing identifier of stock point to whom the requisition is being sent.
7	Enter the applicable code.
8-22	Enter the CAGE Code and part number, if known. If >15 spaces leave blank and place in Block 1. If only CAGE and p/n known, leave blank and place in Block 1.
23-24	Enter the two position alphabetic unit of issue for item requisitioned.
25-29	Enter the requested quantity.
30-35	Enter the service designator and DoDAAC of the chargeable activity requisitioning the material.
36-39	Enter the Julian date on which the request is submitted.
40-43	Enter the serial number of the request.
44	Enter the demand code.
45-50	Enter some designators code and OPFAC/RAC of "Ship to" activity. Enter Y in RP45, and local control code in RP 46-50 when desired and "A" in RP 51. Leave blank.
51	Enter signal code.
52-53	Enter fund code.
54	Enter the monitoring activity code if applicable; otherwise leave blank.
55-56	Leave blank.
57-59	Enter project code if applicable.

Continued on next page

Procedure for Completion of Form DD-1348-6, Continued

Upper half
(continued)

Record Position	Action
60-61	Enter the authorized priority designator.
62-64	Enter the required delivery date.
65-66	Enter the appropriate advice code or leave blank.
74-80	Enter the total estimated price.

Lower half

The following table describes how to complete the lower half of the DD 1348-6

Data Block	Action
1	Enter the CAGE and part number of the item when both the CAGE and complete part number can not be included in RP 8-22. Line out "Part No." From the data block caption and enter the CAGE if known. Line out "Manufacturer's Code" from the data block caption and enter the part number when only the part number is known. Leave RP 8-22 blank when any entry is included in data block 1.
2	Enter the name and address of the manufacturer, if known.
3	Enter the title, edition and page number of the manufacturer's catalog in which the item is described.
4	Enter date of manufacturer's catalog.
5	Enter the name of the issuing office, number of any technical order, note, bulletin, etc.
6	Enter the title, edition and page number of the technical manual.
7	Enter the noun name of the item.

Continued on next page

Procedure for Completion of Form DD-1348-6, Continued

Lower Half
(continued)

Data Block	Action
8	Enter a detailed description of the item other than the noun name, color and size. Include noun name, color and size in data blocks 7, 8a and 8b respectively. Include the circuit symbol number for electronic or ordnance items.
9	Enter the noun name of the component or equipment, preferably the component which the item goes to.
9a-9e	Enter the source of supply, make or type, model number, series and serial number respectively of the component or equipment indicated in data block 9.
10	Enter name and address of requisitioner.
11	Enter any additional technical information, such as, number, drawing number, piece number, service application, contract number, military specification number and any component or equipment nameplate data not included in data blocks 9 through 9e. If a component indicates the next higher assembly. If no fund code assigned in RP 52-53, enter accounting string.

Section E
MILSTRIP Messages

Overview

Introduction This section describes the procedure with message MILSTRIP preparation for routing, exception data, not mission capable supply and follow-ups.

In this section This section on MILSTRIP covers the following topics:

Topic	See Page
Routine MILSTRIP Messages	4-E-2
MILSTRIP Messages With Exception Data	4-E-6
Not Mission Capable Supply (NMCS) and Partial Mission Capable Supply (PMCS) Requisitions	4-E-8
Tracing MILSTRIP Message documents	4-E-11

Routine MILSTRIP Messages

Purpose This section details the procedures used to requisition materiel via MILSTRIP message.

Types of format There are two MILSTRIP message formats (formatted and narrative):

Format	Used for...
Formatted	routine requisitions.
Narrative	requisitions requiring amplifying information.
80 RP message (normally uses a formatted type message)	return of materiel. Note: See chapter 5, section J for procedures (BK2 response section).

Transmission Rules (formatted) The following rules apply to the transmission of formatted MILSTRIP requisitions when STAR/CMPlus is not available.

Messages transmitted directly to Source of Supply (SOS) are limited to 66 RP per data line.

MILSTRIP messages contain no paragraph number and no slash between numbers.

Data elements that are not applicable to a requisition shall not be filled. The letters "BLNK" are not needed.

A formatted message can contain 450 line items.

MILSTRIP data must be transmitted exactly as it appears in RP order. Extra characters, spaces or incorrect data will cause the requisition to be rejected.

Priority 01-08 MILSTRIP requisitions are authorized for transmission during periods of restricted communication (i.e., MINIMIZE).

Continued on next page

Routine MILSTRIP Messages, Continued

Preparing a Routine A routine MILSTRIP uses the same data elements (record positions 1-66) as a DD-1348-1A.

MILSTRIP

Requisition

Record Position	Field	Explanation
1-3	DIC	See section 4-C
4-6	RIC	Activity to which requisition is submitted. See section 4-C
7	M&S Code	See section 4-C
8-22	NSN/ACN	Applicable NSN/ACN.
23-24	Unit of Issue	Refer to FEDLOG.
25-29	Quantity	Must be five digits. Precede the significant numbers with zeroes as required.
30-43	Document Number	Comprised of unit DoDAAC, Julian date and serial number.
44	Demand	See section 4-C
45-50	Supplementary Address	See section on DD-1348-1A in 4-C for suggested uses.
51	Signal code	See section 4-C
52-53	Fund Code	Supplied by FINCEN
54-56	Distribution Code	Enter item cog if known otherwise leave blank. (see RP 54 - 56 Assignments)
57-59	Project code	Local use. Certain Project Codes are reserved for special tracking per OGA or CG.
60-61	Priority	See Chapter 2 to determine appropriate priority per unit FAD and UND.

Continued on next page

Routine MILSTRIP Messages, Continued

**Preparing a Routine
MILSTRIP
Requisition**
(continued)

Record Position	Field	Explanation
62-64	Required Delivery Date (RDD)	<p>If... standard delivery date (SDD) is satisfactory, SDD is untimely, requisition is for not mission capable supply (NMCS) item, item is needed to prevent work stoppage of a maintenance action with a unique job sequence number (JSN). ANMCS</p> <p>Then... no entry is required for these RPs. enter RDD per section 4-C enter 999. enter "R" in rp 62. RP63-64 are left blank if SDD is satisfact- ory or filled in with a RDD if unsatis- factory. Enter "N" in RP 62 Enter "E" in RP 62</p>
65-66	Advice Code	<p>See Chapter 4-C. <u>Note:</u> An advice code must be entered for mandatory turn-in reparable (MTR) items.</p>

Continued on next page

Routine MILSTRIP Messages, Continued

Reasons for MILSTRIP rejections DAAS or Source of Supply will reject formatted MILSTRIP requisitions for incorrect or omitted data elements such as:

Document Identifier Code,

Routing Identifier Code,

Stock Number,

Quantity,

Requisitioner, or
Signal Code.

Added spaces, extra characters or misaligned data elements.

Note: A requisition is rejected on the first detected error; but other errors may exist in the same requisition. Only rejected requisitions need to be resubmitted, not the entire original message.

Paragraph number (i.e., 1, 2, etc.), shall not be used. Slashes (/) and "BLNK" are NOT used!

Distribution The following table describes the distribution of all MILSTRIP messages:

Copy	Use
Original	Sent to communications center.
Copy	Filed to pending receipt file or transmission verification from communications center.

MILSTRIP Messages With Exception Data

- Purpose** This section provides direction on submitting narrative MILSTRIP messages.
- When to use** The narrative format is used for non-NSN/ACN items that require amplifying information so that the source of supply can process the requisition.
- Transmission rules (narrative)** The following rules apply to the transmission of narrative MILSTRIP requisitions:
- All requisitions on one message shall contain the same RIC.
 - No more than seven requisitions shall be included on a message.
 - Each requisition shall be listed in a separately numbered paragraph.
 - Requisitions shall be in MILSTRIP format, but each data element shall be separated by slash (/). Data elements that are not applicable or are unknown will be identified by "BLNK".
 - Document number shall be separated into 3 fields (e.g., Z12345/7123/6123).
 - The subject line of the message shall be SUBJ: MILSTRIP DOCUMENTS.
 - If the requisitioned item is related to a CASREP, the CASREP message date-time group will be listed as reference (a).
 - Messages shall not contain both CASREP and Non-CASREP requisitions.
 - All narrative messages shall be submitted directly to the source of supply.
 - If shipping to other than the requisitioner or supply address, provide a full and complete shipping address.

Continued on next page

MILSTRIP Messages With Exception Data, Continued

Example

This is an example of a non-NSN requisition for a CASREP item.

```
P182352Z NOV97
FM COMCOGARD MLC PAC ALAMEDA CA//VPL-2//
TO NAVICP MECHANICSBURG PA//101/101.CG//
INFO USCGC SHERMAN
COGARD INTSUPRTCOCOM ALAMEDA CA//SUP/S&R//
BT
UNCLAS //N04400//
SUBJ: CASREP REQUISITION 97045
1. AOB/N35/F/P/N5520107/EA/00001/ZJ7171/7321/W094/R/Z11406/
J/VT/1H/GMS/02/999/BLNK MK75 SHIFTING LEVER
2. REF: SW314-AO-IPB-B10, FIG. 13-19, SHEET 28, NUMBER 494.
3. MLCPCAC POC: SK2 ALVAREZ (510) 437-3995.
BT
```

See COMDTINST M3501.3 (series), Casualty Reporting Procedures (Materiel), for additional information and procedures.

Not Mission Capable Supply (NMCS) and Partial Mission Capable Supply (PMCS) Requisitions

Purpose This section describes the responsibilities and procedures to execute NMCS or PMCS requisitions.

Definition A NMCS requisition is submitted for a CASREP requirement. A PMCS requisition is submitted for anticipated casualties to mission essential components.

Message format The following format applies to NMCS requisitions:

Step	Block	Action
1		Follow the basic data elements required for MILSTRIP requisitions.
2	Media and Status (RP 7)	Enter appropriate code. See section 4-C.
3	Serial number (RP 40-43)	Enter serial number set aside for CASREP items "W___". For PMCS use regular serial number.
4	Distribution (RP 54)	See section 4-C to ensure appropriate activity receives 100% supply and shipment status.
5	Priority (RP 60-61)	Per urgency of need/FAD.

Continued on next page

Not Mission Capable Supply (NMCS) and Partial Mission Capable Supply (PMCS) Requisitions, Continued

Message format
(Continued)

Step	Block	Action				
6	RDD (RP 62-64)	<table border="0"> <tr> <td data-bbox="954 432 1027 457">If...</td> <td data-bbox="1235 432 1325 457">Then...</td> </tr> <tr> <td data-bbox="808 464 1162 1268"> priority 01, 02 or 03 for requisitions of critically needed supporting NMCS/PMCS material. unit is overseas or deploying within 30 days and assigned FAD I, II, or III, and one of the following applies: materiel is needed to correct a casualty to a primary weapon, search and rescue or other CASREP'd equipment, or materiel is needed to prevent casualty to a primary weapon, SAR or equipment within 15 days of actual combat or SAR or within five days for all other worldwide requirements. </td> <td data-bbox="1190 464 1373 638"> enter "999" enter "999" </td> </tr> </table>	If...	Then...	priority 01, 02 or 03 for requisitions of critically needed supporting NMCS/PMCS material. unit is overseas or deploying within 30 days and assigned FAD I, II, or III, and one of the following applies: materiel is needed to correct a casualty to a primary weapon, search and rescue or other CASREP'd equipment, or materiel is needed to prevent casualty to a primary weapon, SAR or equipment within 15 days of actual combat or SAR or within five days for all other worldwide requirements.	enter "999" enter "999"
If...	Then...					
priority 01, 02 or 03 for requisitions of critically needed supporting NMCS/PMCS material. unit is overseas or deploying within 30 days and assigned FAD I, II, or III, and one of the following applies: materiel is needed to correct a casualty to a primary weapon, search and rescue or other CASREP'd equipment, or materiel is needed to prevent casualty to a primary weapon, SAR or equipment within 15 days of actual combat or SAR or within five days for all other worldwide requirements.	enter "999" enter "999"					

Continued on next page

Tracing MILSTRIP Message Documents

Purpose This section describes how a unit can track its MILSTRIP message document's routing through DAAS. This is not a "follow-up" on a message as covered in section "G" of this chapter.

Time frame DAAS maintains input/output messages for a minimum of 30 days.

Procedure The following procedure is used to request a document tracer action:

Step	Action
1	Address tracer request to DAAS.
2	Subject line should read "DOCUMENT TRACER ACTION".
3	Header Data from the document in question is put in the reference line in the following order: unit communications routing indicator message serial number last three digits of the Julian date and the time of transmittal precedence and date-time group of original message.
4	Paragraph 1 will list the requisition document number in question.
5	Paragraph 2 may be used to request the time of receipt of the DAAS output message by the source of supply.

Section F
Use of Form DD-1149 for
Acquisition/Requisitioning/Transferring of Materiel

Overview

Introduction In this section the use of Form DD-1149 is provided for multi-purpose non-standard requisitioning and shipping of materiel requirements

In this section

Topic	Page
Procedures for the Use of Form DD-1149	4-F-2
Example of Completed Form DD-1149	4-F-5

Procedures for the Use of Form DD-1149

Uses

The DD-1149 may be used for the following reasons:

Requisitioning of those items excluded from MILSTRIP or other procurement documents to include:

Repairs

Rentals

Dry cleaning

Fuel

Transfer of materiel.

As prescribed by DoD or OGA supply sources or repair facilities.

Procedure

The following table describes how to fill out a DD-1149 for procurement of materiel (other than bulk fuel) or services:

Data Block	Block Title	Entry
1	From	Enter Commanding Officer, unit name and hull number (if vessel), and phone number.
2	To	Enter the name of the activity which will provide the materiel or service or receive transferred materiel, and phone number.
3	Ship to - Mark for	Enter the name of the requesting unit, point of delivery (or FPO address) and Point of Contact (POC). Include ship hull numbers.
4	Appropriation and subhead	Enter complete line of accounting data per the FINCEN SOP.
5	Requisition date	Enter the YY/MM/DD on which the requisition is prepared.

Continued on next page

Procedures for the Use of Form DD-1149, Continued

Procedure

(continued)

Data Block	Block Title	Entry
6	Requisition number	Enter the DoDAAC, Julian date and requisition serial number. Note: If an individual serial number is required for each line item, list each serial number in block (b).
7	Date materiel required	Enter the YY/MM/DD that delivery of materiel or completion of service is required.
8	Priority	Enter the appropriate two digit priority designator (i.e., Priority or Routine).
9	Authority or Purpose	When available, enter the authoritative reference applicable to procurement of the specific materiel or service requested; otherwise, state purpose.
10	Signature	The name, rank, and signature of the authorizing official (i.e., supply officer).
(a)	Item No.	Self explanatory.

Continued on next page

Procedures for the Use of Form DD-1149, Continued
Procedure
 (continued)

Data Block	Block Title	Entry										
(b)	Description of materiel service, and or repair	<table border="0"> <tr> <td style="vertical-align: top;">If used for...</td> <td style="vertical-align: top;">Then...</td> </tr> <tr> <td>materiel</td> <td>List NSN, item name (nomenclature for electronics) and a separate requisition number for each line item if required.</td> </tr> <tr> <td>service</td> <td>Describe service to be performed.</td> </tr> <tr> <td>repair</td> <td>Describe repair to be performed. Identify <u>affected equipment</u> by serial number</td> </tr> <tr> <td></td> <td>State value of any materiel leaving unit.</td> </tr> </table>	If used for...	Then...	materiel	List NSN, item name (nomenclature for electronics) and a separate requisition number for each line item if required.	service	Describe service to be performed.	repair	Describe repair to be performed. Identify <u>affected equipment</u> by serial number		State value of any materiel leaving unit.
If used for...	Then...											
materiel	List NSN, item name (nomenclature for electronics) and a separate requisition number for each line item if required.											
service	Describe service to be performed.											
repair	Describe repair to be performed. Identify <u>affected equipment</u> by serial number											
	State value of any materiel leaving unit.											
(c)	Unit of Issue	Enter the appropriate unit of issue or JOB if service is requested. requested										
(d)	Quantity	Enter the quantity required. (Enter quantity of 1 when the unit of issue is JOB.)										
(e)	Supply Action	Amount filled from request; otherwise leave blank.										
(f)	Type Container	Self explanatory, fill in as required.										
(g)	Container NOS	Self explanatory, fill in as required.										
(h)	Unit Price	Self explanatory, fill in as required.										
(i)	Total Cost	Self explanatory, fill in as required. Auto filled on Jet Filler										

Section G
MILSTRIP Status Overview

Purpose This section outlines the following subsections on requesting and interpreting status for MILSTRIP requisitions.

Types of status There are two types of status:

Supply status - information on the most recent supply action for a requisition.

Shipment status - information on quantity shipped, mode of shipment and applicable transportation numbers.

Types of status transmissions Both types of status may be transmitted by various means:

message via DAAS

ARMS to local system (STAR, CMPlus)

In this section This section covers the following topics:

Topic	See Page
MILSTRIP Status Requirements	4-G-2
Interpreting Supply Status	4-G-5
Interpreting Supply Status Messages	4-G-8
Interpreting Shipment Status Messages	4-G-9

MILSTRIP Status Requirements

Purpose This section describes how a unit may request and receive information on the status of its MILSTRIP requisitions.

Reference The following additional references serve as useful aids in requesting and interpreting MILSTRIP status:

DLA Customer Handbook

STAR or CMPlus User Manual

MILSTRIP/MILSTRAP Desk Guide (NAVSUP PUB 409)

Policy Supply sources shall provide status per the UMMIPS time frames and per the requisitioner's media and status code.

Requisitioners shall review the status of each requisition and take necessary actions to complete the requisition.

Status categories The following categories of status may be provided by the source of supply:

Status Categories	Use
Exception Status	Notifies requisitioner that for one of the following reasons the requisition has been affected: procurement for direct delivery partial issue substitution of requested item. change of unit of issue, NSN or COG requisition rejection referral order cancellation acknowledgment issue not expected to meet required time frames items are back ordered requisition passed to another source of supply

Continued on next page

MILSTRIP Status Requirements, Continued

Status categories

(continued)

	Status Categories	Use
	100% Supply Status	Provides all information on supply source actions in regards to the requisition, including release of materiel for shipment but not including bill of lading number or mode of shipment.
	Shipment Status	Provides only pertinent shipping information: date of shipment mode of shipment registered parcel number transportation control number bill of lading number date available for INCONUS shipment
	100% Supply Status, Plus Shipment Status	Provides the requested information from both categories.
	Exception Status, Plus Shipment Status	Provides the requested information from both categories.
Requesting status	There are three basic methods to obtaining status: Via the original requisition: Placing appropriate Media & Status Code (RP 7) in requisition Via follow-up message: See the following section for details. See the STAR or CMPlus User Manual for instructions on checking requisition status.	

Continued on next page

MILSTRIP Status Requirements, Continued

Time frames for furnishing status Sources of Supply are required to provide supply and shipment status within the following time frames:

Priority	Supply Status	Shipment Status
01-03	-	24 hours
01-08	48 hours	-
04-08	-	48 hours
09-15	5 work days	3 work days

Note: Those items with priority 01-15 that pertain to materiel obligations released for supply action will be reported 24 hours after release.

Method of status receipt Supply sources may provide status in several formats, which are determined by the selected Media and Status Code (RP 7) of the original requisition.

messages via DAAS

ARMS data supplied to STAR or CMPlus.

Interpreting Supply Status

Purpose This section provides requisitioners the information needed to interpret supply status.

Types of format There are two types of status formats:

1. Supply Status by message.
2. Supply Status received in electronic format for STAR or CMPlus.

Policy Each status transaction will be carefully reviewed to ensure that any required action is taken.

Interpreting supply status - regular The following table provides the elements needed to interpret supply shipment.

NOTE: Information may be split but MILSTRIP definitions have been maintained.

RP	Data Element	Explanation
Upper Line:		
1-3	DIC	Document identifier.
4-6	RIC	Routing identifier of supply source providing status.
7	M & S	Media & Status code from requisition.
8-22	NSN	NSN, ACN or part number. Note: If part number exceeds ten digits, field will be blank or will include CAGE and first 10 digits of part number.
23-24	Unit of issue	Most current unit of issue.
25-29	Quantity	Quantity being supplied.
30-43	Document Number	Same as requisition.
44	Suffix Code	Assigned to identify a supply action applicable to a partial quantity section 4-C. Otherwise blank.
45-50	Supplementary Address	Same as requisition.

Continued on next page

Interpreting Supply Status, Continued

Interpreting supply status - regular shipment
(continued)

RP	Data Element	Explanation
51	Signal Code	Same as requisition.
52-53	Fund Code	Same as requisition.
54	Distribution Code	Same as requisition.
55-56	Cognizance Symbol	Same as requisition.
57-59	Project Code	Same as requisition.
Lower Line:		
60-61	Priority	Same as requisition.
62-64	Transaction date	Last three digits of Julian date on which supply decision made.
65-66	Status Code	See Chapter 4-C.
67-69	RIC	Routing identifier of supply source to send any additional follow-ups to.
70-73	Estimated Shipping	When indicated by appropriate status code, the Julian date the material is expected to be shipped. Otherwise leave blank.
74-80	Unit Price	Unit price is applicable to RP 8-22. Blank if status is BK.

Note: RP 1-59 are typed on first data line. RP 60-80 are typed on the next line.

Example of regular shipments status

Below is an example of a status message for a regular shipment from a supply source. See 4-C for an explanation of fields.

```
BT
UNCLAS //N04400//
MILSTRIP SUPPLY STATUS DOCUMENTS
AE1N35S4320002183942 EA00001Z1140381836629 Z75160BSD
1H 05186BANDZ 0142000
AE1NDZS4320002183942 EA00001Z1140381836629Z75160BSD
1H 05186BANDZ91890142000
```

Continued on next page

Interpreting Supply Status, Continued

Supply status -direct delivery from vendor Supply sources will provide the following status for those items that are direct delivery from procurement:

When...	Then provide a status...
it is determined an item will be purchased for direct delivery, the procurement contract is in place,	Code BZ with a DIC of AE__ series and an estimated shipping date. Code BV with a DIC of AB__ series. Procurement instrument identification number and scheduled estimated shipping date shall be provided.

Interpreting supply status - direct shipment

The following table provides the data element information needed to interpret supply status for direct shipment requisitions.

Note: Data contained in AE__ series transactions have the same data elements as regular shipment status with the exception of the status code (always BV or BZ for direct shipments). The AB__ series transactions have the same data elements except as noted below.

RP	Data Element	Explanation
1-3	DIC	Appropriate document identifier in AB__ series.
4-13	Procurement Instrument Identification Number	Contract or instrument number under which the material is being procured.
14-17	Call/Order Serial Number	As appropriate to the procurement or left blank.
18-21	Estimated Shipping Date	Julian date of ESD schedule per contract.

Interpreting Supply Status Messages

Purpose This section provides requisitioners the information needed to interpret supply status messages.

Types of format There are two types of supply status messages:

Formatted - when requested by specific media and status code, units receive via DAAS a MILSTRIP format status.

Narrative - used as required for exception type status messages.

Interpreting a Formatted Message

A narrative message uses the same standard MILSTRIP elements as a supply status card. Certain data elements may not fit the format. All data elements are separated by a slash (/) and if a data element is not applicable the term "BLNK" will be present. A formatted MILSTRIP message response will not use a slash (/) between data elements. If a data element is not applicable, the space will be left blank.

Interpreting Shipment Status

Purpose This section provides the requisitioner information needed to interpret shipment status received.

Interpreting a Shipment Status The following table provides the data elements to interpret shipment status received:

RP	Data Element	Explanation
Upper line:		
1-3	DIC	Document identifier for shipment status.
4-6	RIC	Routing identifier of supply source furnishing status.
7	Media & Status Codes	Same as requisition.
8-22	NSN	NSN, ACN or part number. Note: If the part number exceeds 10 characters, this field will be blank or it will include the CAGE and the first 10 characters of the part number.
23-24	Unit of Issue	Current unit of issue.
25-29	Quantity	Quantity shipped.
30-43	Document Number	Same as requisition.
44	Suffix Code	Assigned to identify a supply action applicable to a partial quantity section 4-C, otherwise blank.
45-50	Supplementary Address	Same as requisition.
51	Hold Code	Defines shipment delays.
52-53	Fund Code	Same as requisition.
54	Distribution Code	Same as requisition.
55-56	Cognizance Code	Same as requisition
57-59	Shipment date	ESD if item not yet shipped.
Lower Line:		
60-61	Priority	Same as requisition

Continued on next page

Interpreting Shipment Status, Continued

Interpreting a Card
Shipment Status
(continued)

RP	Data Element	Explanation								
62-76	Transportation Control Number (TCN), Government Bill of Lading (GBL), Certified Mail, or United Parcel Service (UPS)	Use the following sub-table to identify shipment document number:								
		<table border="1"> <thead> <tr> <th>Type of Information Shipment</th> <th>Shipping</th> </tr> </thead> <tbody> <tr> <td>DoD, e.g. <u>Single Item Shipment</u>:</td> <td>AMC, TCN comprised of requisitioner, document number (minus service designator code) in RP 3-15, suffix code or an "X" in RP 17</td> </tr> <tr> <td><u>Consolidated Shipment</u>:</td> <td>TCN comprised of requisition number of the earliest SDD or RDD in the shipment in RP 3-15. The first position (split shipment code when required) or an "X" is omitted from shipment status documents.</td> </tr> <tr> <td>UPS</td> <td>RP 3-8: shipper's DODAAC. RP 9: The letter "U". RP 10-17: Shipment pick-up number (if pick-up number has less than eight digits, the significant digits are preceded by zeros).</td> </tr> </tbody> </table>	Type of Information Shipment	Shipping	DoD, e.g. <u>Single Item Shipment</u> :	AMC, TCN comprised of requisitioner, document number (minus service designator code) in RP 3-15, suffix code or an "X" in RP 17	<u>Consolidated Shipment</u> :	TCN comprised of requisition number of the earliest SDD or RDD in the shipment in RP 3-15. The first position (split shipment code when required) or an "X" is omitted from shipment status documents.	UPS	RP 3-8: shipper's DODAAC. RP 9: The letter "U". RP 10-17: Shipment pick-up number (if pick-up number has less than eight digits, the significant digits are preceded by zeros).
Type of Information Shipment	Shipping									
DoD, e.g. <u>Single Item Shipment</u> :	AMC, TCN comprised of requisitioner, document number (minus service designator code) in RP 3-15, suffix code or an "X" in RP 17									
<u>Consolidated Shipment</u> :	TCN comprised of requisition number of the earliest SDD or RDD in the shipment in RP 3-15. The first position (split shipment code when required) or an "X" is omitted from shipment status documents.									
UPS	RP 3-8: shipper's DODAAC. RP 9: The letter "U". RP 10-17: Shipment pick-up number (if pick-up number has less than eight digits, the significant digits are preceded by zeros).									

Continued on next page

Interpreting Shipment Status, Continued

**Interpreting a Card
Shipment Status**
(continued)

RP	Data Element	Explanation	
62-76 (cont.)	Transportation Control Number (TCN), Government Bill of Lading (GBL), Certified Mail, or United Parcel Service (UPS)	Type of Information Shipment	Shipping
		Certified Mail	RP 3-8: Shipper's DODAAC. RP 9: Letter "I" (insured), letter "R" (registered), letter "C" (certified). RP 10-17: insured, registered, certified number. Note: If number is less than eight digits, the significant numbers will be preceded by zeros.
		GBL	RP 3-8: Shipper's DODAAC RP 9: Letter "B" RP 10-17: GBL number
77	Mode of Shipment	See chapter 4, section C (not used by CG). Blank if materiel not yet shipped.	
78-80	Date Available for Shipment or Embarkation	CONUS: Date available for shipment overseas including Hawaii and Alaska: Port of Embarkation Code if TCN used in RP 3-17; otherwise blank.	

Interpreting Shipment Status Message

Example formatted Shipment Status Below is an example of a formatted shipment status message:

```
BT
UNCLAS MILSTRIP DOCUMENTS
AS1NNZ35330000382922 LB00001Z1140182916009 YEMK01
SD9C292 05N00189BPARPOST H
AS1NNZ343200001265322 EA00004Z1140182916010 YEMK01
SD 9C29805N00189BPARPOST H
AS1NOZ343200002183942 EA00001Z1140182916011 YEMK01
SD1H298 05025369100B470XXU103
```

Example Narrative Shipment Status Below is an example of a narrative shipment status message:

```
BT
UNCLAS //N04400//
MILSTRIP SHIPMENT STATUS
1. AS1/S9C/S/5620003989342/AY/00002/Z11403/8254/6355/
   BLNK/Y/EEMO1/BLNK/SE/J/9C/277/05/BLNK/H/BLNK
2. AS1/S9C/S/56600001234567/EA/00001/Z11403/8254/6356/
   BLNK/Y/EEMO1/BLNK/SE/J/9C/277/05/SC0700R00012345/
   H/BLNK
```

SECTION H
Actions On Outstanding MILSTRIP Requisitions

Overview

Purpose This section outlines the various actions a requisitioner can take on outstanding MILSTRIP requisitions.

Types of actions There are four types of basic actions a requisitioner can take on outstanding requisitions:

Type	Requested Action
Follow-up inquiries	Request for status, improve shipping dates, reinstate lost or canceled requisitions.
Tracer inquiries Requisition Modification	Request for a tracer on overdue, shipped materiel. Request by requisitioner, supplementary addressee or monitoring activity to modify priority, required delivery date, media and status code and/or distribution code.
Requisition cancellation	Request by requisitioner or supplementary addressee when materiel is no longer required.

In this section The following topics are found within this section:

Topic	See Page
Follow-ups To Request Latest Status (AF_ Series)	4-H-2
Follow-up Requests That Serve as Replacement Requisitions (AT_ Series)	4-H-6
Follow-up Requests To Improve Shipping Dates - AFC Document Identifier Code	4-H-7
Requests for Tracer Actions-AFT Document Identifier Code	4-H-9
Modifying a Requisition-AM_ Series Document Identifier Code	4-H-11
Canceling a Requisition - AC Series	4-H-13
Mass Cancellation of Requisitions	4-H-16

Follow-ups To Request Latest Status (AF__ Series)

Purpose This section provides procedures on how to request the latest status of a requisition.

Policy Units not using ARMS shall review their outstanding requisitions on the following time table to determine the need for follow-up action:

Priority	When to Review
1-3	Daily
4-8	At least weekly
9-15	At least monthly

Transmission methods There are three modes for transmitting a follow-up request:

Automated Systems (STAR, CMPlus)

Message via DAAS

Telephone inquiry

Follow-up Procedures for follow-up via ARMS are found in the STAR/ARMS Users Manual. Procedures may also be found in the CMPlus users guide. Use the following time frames for follow-ups:

Priority of Requisition	From Date of Original Requisition Follow-up sent after...
1-3	6 days
4-8	15 days
9-15	21 days

When to submit follow-up messages The following table lists time frame criteria for submitting a follow-up request:

If...	Then follow-up is submitted...
the original requisition did not request status,	only after the RDD or SDD has passed.

Continued on next page

Follow-ups To Request Latest Status (AF__ Series), Continued

When to submit follow-up messages
(continued)

If...	Then follow-up is submitted...	
requested status has not been received,	For priority	Submit
	1-8	After 3 days since the original requisition or previous follow-up request.
	9-15	After 7 days since the original requisition or previous follow-up request.
requested status has been received	after RDD or SDD has passed.	
last status gave an ESD	after the ESD has passed and the following transportation lead times have expired.	

Priority	CONUS (excluding Alaska and Hawaii)	Western Pacific, Persian Gulf, Red Sea	Other Areas
1-3	3 Days	8 Days	7 Days
4-8	6 Days	11 Days	10 Days
9-15	13 Days	80 Days	63 Days

Procedures for message follow-up

The following table provides the information needed to request a follow-up via message.

Note: The formatted message follow-up is prepared in the same manner as a requisition message except for the following:

Record Position	Data Element	Explanation
1-3	DIC	See section 4-C for appropriate (AF__) Document Identifier Code.
4-6	RIC	Routing Identifier of last known supply source.
7-64	ALL	Same as original requisition
65-66	Status Code	Last Status Code available (if any).

Continued on next page

Follow-ups To Request Latest Status (AF__ Series), Continued

Example This is an example of a formatted message follow-up:

MILSTRIP MESSAGE TRANSMITTAL WORKSHEET (12 PITCH) (2100)
 NUMBER 1280 REV. 5-78
 NOTE FOR USE ON CLITE TYPEWRITERS - 12 PITCH

SECURITY CLASSIFICATION

RELEASED BY: J. L. GARNER, LT, USCG
 DRAFTED BY: R. H. SMITH, SK1, USCG
 PHONE: _____ DATE: 2 JUL 1988

PAGE	DRAFTED OR RELEASED TIME	PRECEDENCE		LMP	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY					
		ACT	IMP				DATE	TIME	MONTH	YR		
1		P		TT	UUUU	BYUW						

FROM: USCGC HAMILTON
 TO: DAAS DAYTON OH

INFO: (AS REQUIRED)

CARD COLUMNS NOT REQUIRED
 MUST BE LEFT BLANK

USE THIS SPACE FOR ALIGNMENT (Elite type - 12 pitch)	DVI	RVI	STOCK NO		QTY	DOCUMENT NO		C	SUPP	S	P	R	P	REQ	D	A	
			FSC	NIIN		REQ	NR										DATE
P			AFAN	355330001213678	EA0001	171140181756754	FYEMK2	ASD	SZ	05							
Requisitions			AFAN	355330003217987	EA0001	171140181756755	FYEMK2	ASD	SZ	05							
Requisition Follow-up			AFAN	355330001112233	EA0001	171140181236478	FYDETH	BASE	SN	13							
			ATAN	355330001654021	EA0001	171140181486911	FYDETH	BASE	UH	05							

Continued on next page

Follow-ups To Request Latest Status (AF__ Series), Continued

Procedures for narrative follow-up

The following information applies to the follow-up request for requisitions requiring exception or narrative information:

- | Step | Action |
|------|--|
| 1 | Subject line of narrative message will read "MILSTRIP Follow-up" or "MILSTRIP NORS Follow-up". |
| 2 | The bulk of the message will adhere to the data elements found in a formatted requisition message. |
| 3 | A slash (/) will separate each data element. |
| 4 | The term "BLNK" will be used when a data element does not apply. |
| 5 | Each requisition follow-up will be separated into its own numbered paragraph. |
| 6 | A narrative follow-up message shall not exceed seven paragraphs. |
| 7 | All requisition follow-ups on the message shall be addressed to the same routing identifier. |
| 8 | The message shall be addressed directly to the last known supply source. |

Example

This is an example of a follow-up request by narrative message:

```
UNCLAS//N04491//
SUBJ: MILSTRIP FOLLOWUP
* 1. ATA/ZIC/S/BLNK/EA/00001/Z11403/8033/6754/R/Z75160/B/
  SP/BLNK/BLNK/05/BLNK/BLNK.
  IDENTIFICATION DATA: CAGE AND PART NO. 05073-N3-12291-
  P014; MFR BABCOCK AND WILCOX CO., NEW YORK, NY., COAST
  GUARD TECHNICAL MANUAL 351-0048; ITEM NAME: ELEMENT, SOOT
  BLOWER, UNIT A; END ITEM APPLICATION; BOILER, STEAM, MN,
  634 PSI, 1393 TB; APL 021200007; MFG DWG NO MX 235001;
  EQUIP SPEC MIL-R-18381 SHPS, ADDL ITEM DATA,
  ACN4410-01-G00-0001
  OR
** 2. AF1/ZIC/S/05073-N3-12291-P104/EA/00001/Z11403/8033/
  6754/R/Z75160/B/SP/BLNK/BLNK/05
BT
```

* Follow-up when status not received.
** Follow-up when status received.

**Follow-up Requests That Serve as Replacement Requisitions
(AT___ Series)**

Purpose

This section describes the AT___ series of follow-ups which are used when status has not been received. This lack of status may indicate the original requisition might have been lost in transit or processing. The AT___ series follow-ups will compel the supply source to act on the original requisition or treat the follow-up as a new requisition.

NOTE: This action may cause duplicate shipments and additional charges to unit funds. If this should occur, notify Commandant (G-SLP).

Procedure

The same procedure is followed as that for AF___ series follow-ups. The only exception is that the appropriate AT___ series Document identifier shall be used.

Follow-up Requests To Improve Shipping Dates - AFC

Document Identifier Code

- Purpose** This section provides the requisitioner information on how to improve an estimated shipping date (ESD).
- Policy** AFC documents are authorized only for priority 1-8 requisitions and may be submitted only if the materiel is required prior to the ESD. A higher priority is not authorized.
- Methods to improve ESD** There are two methods to improve estimated shipping dates:
- Request a follow-up using Document Identifier Code AFC.
 - Send a MILSTRIP Supply Assistance Request to the Supply Source.
- Procedure for AFC Documents** The same procedures are followed for AFC documents as for other AF___ series documents.
- Procedures for Supply Assistance Message** The following message example should be used as a guide to request supply assistance.
- Note:** It is critical to use the subject line "MILSTRIP Supply Assistance Request" and to include the requisition document number (s) in the first paragraph.

Continued on next page

Follow-up Requests To Improve Shipping Dates - AFC
Document Identifier Code, Continued

Supply Assistance
MSG

FM USCGC HAMILTON
TO (LAST KNOWN HOLDER OF REQUISITION)
INFO (AS REQUIRED)
BT
UNCLAS //N04491//
SUBJ: MILSTRIP SUPPLY ASSISTANCE REQUEST
1. THIS COMMAND IS EXPERIENCING SERIOUS PROBLEMS
DUE TO THE LACK OF ITEM(S) SHOWN BELOW. REQUEST
AGGRESSIVE ACTION TO ACCELERATE DELIVERY AND
IMPROVE ESD ON DOC NO Z11401-8101-9949, NSN 2010-01-
129-4595.
2. SUBSTITUTES. LIST ALL KNOWN AND ACCEPTABLE
SUBSTITUTE NSN OR PART NUMBERS. IF NONE KNOWN, SO
STATE.
3. NEXT HIGHER ASSEMBLY. IF NONE, SO STATE.
4. LATERAL SUPPORT. LIST ANY ACTIVITIES CONTRACTED
IN AN ATTEMPT TO OBTAIN ITEM THROUGH LATERAL
SUPPORT AND/OR KNOWN ACTIVITIES USING SAME END
ITEM OR WEAPON SYSTEM. IF NONE, SO STATE.
5. KNOWN, SOURCE: LIST ANY KNOWN SOURCES FOR THE
ITEM TO INCLUDE NAME, MAILING ADDRESS AND
TELEPHONE NUMBER (IF KNOWN). IF NONE, SO STATE.
6. MISSION IMPACT STATEMENT. INCLUDE END ITEM
DESCRIPTION, WEAPON SYSTEM APPLICATION. INDICATE
MISSION DEGRADATION CREATED BY LACK OF ITEM (S) OR
STATEMENT "A CLASSIFIED NMCS CONDITION EXISTS DUE
TO LACK OF REQUIRED ASSETS".
7. REMARKS. INCLUDE ADDITIONAL PERTINENT DATA NOT
COVERED ABOVE.
BT

Requests For Tracer Actions - AFT Document Identifier Code

Purpose This section provides information on how to request a follow-up for materiel that has been shipped by a traceable means but not received.

When to use A Tracer Action may be requested if a unit has been notified the material was shipped but has not been received within the transportation time frames.

Method of transmission There are three ways to transmit a tracer request:

- STAR/CMPlus
- formatted message
- narrative message

Procedure for formatted message The following table provides the needed information to prepare a formatted tracer request:

Step	Action
1	In RP 1-3, use "AFT" as the Document Identifier Code.
2	RP 4-6 should indicate the Routing Identifier of the shipping activity.
3	All other data elements are the same as the most recent status advising that the material was shipped.

When to submit an AFT Request The following information applies for items shipped; insured/registered, parcel post or certified mail shipments:

If materiel is...	Then submit...
regular consumable,	AFT no earlier than 10 days, no later than 60 days from shipping date.
medical materiel,	AFT no earlier than 10 days, no later than 90 days from shipping date.
not received after first AFT document,	second AFT within 15 days.

Continued on next page

Requests For Tracer Actions - AFT, Continued

Items not shipped by traceable means

The following steps shall be taken for those items that were shipped, not received and cannot be traced:

Step	Action
1	Submit a new requisition for the required material.
2	If materiel is DTO, advise appropriate work center of new requisition number.
3	Annotate "MAT'L shipped but not received" on outstanding files of previous requisition.
4	Transfer previous requisition to materiel completed file.
5	Submit Report of Discrepancy (ROD) to the source of supply as appropriate.

Modifying a Requisition - AM _ Series Document Identifier Code

Purpose This section describes the procedures to modify a previously submitted requisition.

Who may submit A requisition may be modified by:

the requisitioner,

supplementary addressee

monitoring activity

Data fields eligible for modification The following data fields may be modified on a previously submitted requisition:

- media and status code (RP 7)
- supplementary address (RP 45-50)
- distribution code (RP 54)
- Project Code (RP 57-59)
- priority designator (RP 60-61)
- required delivery date (RP 62-64)
- Advice Code (RP 65-66)

Modifying Quantity When the priority of an item previously requisitioned is modified and the quantity required is greater than the quantity previously requisitioned, a requisition modifier will be submitted for the original quantity and a new requisition will be submitted for the additional quantity required under the new priority. If the quantity required is less than the quantity previously requisitioned, a new requisition will be submitted for the quantity required under the new priority and if the quantity in the original requisition will be excess to needs, a cancellation request for this requisitions should be submitted

Continued on next page

Modifying a Requisition, Continued

Reasons to modify The following conditions may require modification of an outstanding requisition:

change of Force Activity Designator (FAD)

change in Urgency of Requirement

Note: Previously submitted CASREP MILSTRIPS cannot be modified.

Means of transmission

Requisition modifications may be submitted via:

Automated Systems Installed

MILSTRIP

STAR, CMPlus or message

Procedure

The following table describes the procedure for modifying a previously submitted requisition:

Record Position	Explanation
1-3	Appropriate AM__ series Document Identifier code.
4-6	Routing Identifier of the last known requisition holder.
All other	Enter original data elements or newly modified data element.

Canceling a Requisition - AC Series

Purpose This section describes the cancellation of previously submitted requisitions.

Who may submit Requests for cancellations may be submitted by:

- requisitioning activity
- supplementary addressee
- activity designated by the first character of the distribution code

When to submit A cancellation shall be requested when:

- the requirement for the materiel no longer exists.
- the unit has been scheduled for deactivation or decommissioning. (see Chapter 2-D for instructions)

When not to submit A cancellation request shall not be requested when the latest status indicates the materiel has been:

- mailed,
- shipped by air to an aerial port of embarkation 10 days prior to discontinuance of requirement
- shipped by surface transportation to a water port of embarkation 45 days or more prior to discontinuance of requirement.
- under contract for direct shipment to the unit "BV" status.

Canceling direct delivery procurements Cancellation requests shall not be requested for materiel procured for direct delivery from contractor.

Exception: If the materiel definitely cannot be utilized, even in the future, a request may be initiated.

Continued on next page

Canceling a Requisition AC Message, Continued

Transmission means Cancellation requests may be transmitted via:

Automated Systems Installed

Message

STAR, CMPlus

Basic MILSTRIP procedures The following format shall be used to request cancellation:

Record Position	Data Element	Explanation
1-3	DIC	AC__ Series section 4-C.
All other		Same as original requisition.
62-64	Request Date	Last three digits of Julian date on which cancellation requested.
65-66	Status Code	Status Code from most recently received status or blank.

Canceling non-NSN requisitions via narrative message The following procedures apply to cancellation of MILSTRIP requisitions requiring exception data:

Procedure	Exception Data Rules
1	Only seven cancellation requests per message.
2	All cancellation requests shall be routed to the same RIC.
3	Each cancellation shall be in a separately numbered paragraph.
4	Dividing slash (/) shall separate each data element.
5	Unknown or non-applicable data elements shall be identified by "BLNK".

Continued on next page

Canceling a Requisition AC Message, Continued

Example

This is an example of a narrative message cancellation request of a non-NSN requisition.

FM: USCGC MIDGETT
TO: (LAST KNOWN HOLDER OF REQUISITION)
INFO: (AS REQUIRED)
BT
UNCLAS//N04491//
SUBJ: MILSTRIP CANCELLATION
1. AC1/ZIC/S/05073-N4-14317/EA/00001/Z11412/8172/
6312/R/Y/01AZA/A/SP/BLNK/SR1/05/182/BV/ZIC/BLNK
2. AC1/ZIC/S/2010 00 1234567/EA/00001/Z11412/8172/
6313/R/Y/02AHB/A/SO/BLNK/SR1/05/182/BV/ZIC/BLNK
BT

Follow-up on cancellations

If cancellation is not confirmed within 10 days after submittal, follow-up action shall be initiated.

Cancellation follow-ups are prepared and submitted in the same manner as cancellation requests, except for the use of the DIC (AK __ series).

Note: The AK __ document serves as an original request for cancellation if there is no record of a corresponding AC __ document.

Confirmation

Supply sources should confirm cancellation within five days after receipt of the AC __ or AK __ document. The following codes indicate supply action:

If...	Then Supply Source issues...
cancellation is confirmed,	supply status BQ or B4, as appropriate.
cancellation is not possible because materiel has been shipped,	an AU __ document with shipping information.

Notification of all parties

The activity requesting cancellation shall notify supplementary addressees of cancellation action either through automated means or by message.

Mass Cancellation of Requisitions

Purpose A mass cancellation terminates all outstanding requisitions dated on or prior to effective date announced in a mass cancellation request for which Materiel Release Orders (MROs), DD Form 1348-1A or Purchase Requests (PRs) have not been created by the source of supply for a specific Department of Defense Activity Address Code (DoDAAC).

Policy Only the Engineering Logistics Center (ELC) can issue a mass cancellation request to the Federal Supply System (FSS).

Authority Units shall forward a message to the ELC requesting mass cancellation when:

An Operating Facility Change Order (OFCO) disestablishes a unit.

A project terminates

An Interservice agreement is terminated

Procedure Immediately upon receipt of appropriate authority, take the following actions:

STEP	ACTION	TO
1	Review all outstanding requisitions and send (AC_) cancellation transactions for materiel not required (including aviation materiel (Type 3 & 5)). For aviation materiel, record into AMMIS (AC1) cancellation transactions for materiel (Type 1, 2, 4, 6, and 7) not required.	Source of Supply
2	For materiel still required, unit submits modifier (AM_) with "555" in the Required Delivery Date (RDD).	Source of Supply

Continued on next page

Mass Cancellation of Requisitions, Continued
Procedure
 (continued)

STEP	ACTION	TO
3	CONUS UNITS 45 days/OCONUS UNITS 60 days before closing/decommissioning, will forward a message requesting a mass cancellation. NOTE: The ELC will info copy the unit on the mass cancellation request message. Unit will receive AE_ transactions with supply status BQ or B4 on requisitions canceled by the SOS under the mass cancellation procedure.	ELC
4	30 days before closing/ decommissioning, unit forwards Form CG-4183	ELC & G-SLP

NOTE: Modifiers (AM_) with "555" (Expedited Handling) in the RDD field will not be accepted by the SOS after the effective date of the mass cancellation.

Section I
Materiel Obligation Validation (MOV)

Overview

Purpose

The Materiel Obligation Validation (MOV) process was established to provide requisitioners with effective supply support and to minimize procurement, transportation and billing costs. The MOV process allows the unit to inform the source of supply its continued need for ordered items.

Policy

Requisitioners shall respond to MOV inquiries within required time frames, regardless of the type of transmission media used, i.e. manual, message or STAR/CMPlus. Coast Guard ICPs shall issue MOV inquiries per MOV time cycles and take appropriate action based on customer response to those MOVs. Warning: Failure to respond to MOVs within established timeframes will result in automatic cancellation of requisitions by source of supply (SOS).

Applicability

MOVs are provided for those requisitions for which status of BB, BC, BD, BV and BZ exists. Note: For any outstanding requisition for which a MOV was not received, verify continued need and follow up as required.

In this chapter

This section contains the following topics:

Topic	See Page
MOV Process	4-I-2
Validate MOV Request	4-I-4
Materiel Obligation Age Criteria	4-I-5
Schedule for Cyclic Validation of MOVs	4-I-6

MOV Process

Purpose This section explains the MOV process.

Procedure MOV Control transaction lets the requisitioner know the batch number, how many batches are being forwarded to the unit and how many request transactions are in the batch. The transaction is a Document Identifier Code (DIC) AN9.

MOV Request Transaction A MOV request (DIC AN_) is generated from a supply source to a requisitioner/control office for a comparison and validation of the continued requirement of outstanding requisitions held as materiel obligations by the supply source with those carried as due-in by the requisitioner.

MOV Response Transaction An MOV response is a reply by a requisitioner to a MOV request advising the supplier:

- to hold a materiel obligation until supplied, or
- to cancel all or a portion of a materiel obligation.

MOV Control Transaction Format The following is the format of the MOV Control Transaction.

Record Position (RP)	Field Legend	Entry
1-3	DIC	AN9 is the original card ANZ is the follow-up
4-6	RIC	Supply source making the request. Note: Pre-printed address of supply source is included on the card.
7-10	Control Number	RP 7-8 = batch number RP 9-10 = total number batches being forwarded.
11-13	Number of cards	number of request/response cards in this batch
30-35	Address	Unit DODAAC
36-39	Cut-off date	Julian date of cut-off for validation.
46-49	Reply due date	Julian date AP__ card is due at Supply Source.
54-56	Distribution Code	Distribution code where applicable. Otherwise blank.

Continued on next page

MOV Process, Continued

**Acknowledge
Receipt of MOV
control batch**

If the count is correct, acknowledge receipt of the batch by returning the control transaction utilizing DI AP9 and including the date in RP 41-44 that the batch was received.

If the count is not correct, acknowledge nonreceipt of the total batch by returning the control transaction utilizing DI APX and include the data in RP 41-44 that the total batch was not received

Validate MOV Request

Policy

Units that receive MOV requests are to conduct an item-by-item review to determine if a continued need for the requisitions outstanding are still required. The review is to divide quantity and priority designation requirement.

Reply to MOV requests

After validating the MOV requests, create a DI AP_ response (format shown on 4-I-6) for each DI AN_ request on the listing). The response will be furnished to the supply source which submitted the requests. Responses will be submitted to the supply source by the reply due date shown in the request. The requisitioner will indicate the action to be taken on each scheduled MOV request as follows:

The quantity field of the DI AP_ response will indicate the quantity still required. If total cancellation is desired, the quantity field will be zero filled.

Whenever a requirement is to be retained as a materiel obligation and the PD or RDD changes due to reassessment of requirements, a requisition modifier (DI AM_) will be prepared to reflect the revised PD/RDD. The requisition modifier document in this instance will be prepared by originating activities completing all prescribed data element entries for requisitions and reflecting the upgraded or downgraded PD/RDD.

If vessel cannot respond

Fleet type commander will advise supply sources by message within 10 days of fleet units which are unable to acknowledge receipt or to respond by the due date. Supply sources will temporarily suspend any cancellation actions until the appropriate fleet type commander of the fleet unit furnishes an estimated date as to when the fleet units are able to acknowledge receipt or respond.

Reinstatement not Authorized

DI APR Materiel Obligation Validation Reinstatement request is not authorized for use by the Coast Guard.

Materiel Obligation Age Criteria

Overage criteria Materiel obligations are considered overage and subject to this procedure when:

UMMIPS PD 01-08 requisitions have aged to 30 days past the requisition date.

UMMIPS PD 09-15 requisitions have aged to 75 days past the requisition date.

Schedule for Cyclic Validation of MOVs

Validation Schedule

Following is the schedule for validation of MOVs:

Cycle No	Cutoff for supply sources to prepare and forward validation request	Maximum ending date by which requisitioner response are due back to supply source
1	20 Jan	5 Mar
2	20 Apr	5 Jun
3	20 July	5 Sept
4	20 Oct	5 Dec

Response

Following is the MOV response:

Field Legend	Record Position	Entry and Instructions
Document Identifier	1-3	DI AP1 (RP 30-35). AP2-form supplementary address (RP 5-50)
Routing Identifier	4-6	Code indicating supply source to which the response is submitted.
Other Fields	7-24	Enter data from the request for which the response is prepared
Quantity	25-29	Enter quantity still required. If total cancellations desired, zero fill this field. For ammunition MOV response, items in FSG 13, quantities exceeding 99,999 will be expressed in thousand by placing an "M" in RP 29. Example: A quantity of 1,950,000 will be expressed as 1950M (1950 in RP 25-28 and an "M" in RP 29)
Other Fields	30-59	Enter data from the request for which the response is prepared.
Priority	60-61	Validated PD.
Blank	62-70	Leave Blank.
Transaction Day	71-73	Enter ordinal day of year on which the response is prepared.
Blank	74-80	Leave Blank.

Section J

Acquisition of Special Items, Equipment, Supplies and/or Services

Overview

Purpose

This section provides the information to obtain items requiring special considerations in ordering.

Policy

Units shall use the following policies and procedures when ordering items that require additional control, handling or are not a function of the Supply Department (e.g., weapons, ammunition, medical, etc.).

All materials/services ordered shall be documented with appropriate copies maintained by the Supply Department for unit record purposes.

In this section

This section contains the following topics:

Topic	See Page
Acquisition of Excess Property (OAG)	4-J-3
Ammunition	4-J-5
Automated Data Processing (ADP) Equipment	4-J-6
Auxiliary Flags and Pennants	4-J-7
Chronometers	4-J-8
Compressed Gas and Compressed Gas Cylinders	4-J-9
Customer Assistance	4-J-10
Deceased Members Services	4-J-12
Flag Officer Stationery	4-J-14
Fuel Credit Cards - How to Order, Cancel or New or Replace Credit Cards	4-J-18
GSA Customer Supply Centers (CSC)	4-J-24
Lumber, Mill Work, Plywood and Veneer	4-J-25
Manila and Nylon Rope	4-J-26

Acquisition of Special Items, Equipment, Supplies and/or Services, Continued

In this section
(continued)

Topic	See page
Medical Materiel	4-J-27
Miscellaneous Items	4-J-28
Navigational Charts, Maps and Related Materiels	4-J-29
Navy-Owned Equipment Aboard Coast Guard Units	4-J-33
Office Equipment and Furniture	4-J-36
Ordnance Materiel	4-J-37
Ozone Depleting Substances (ODS)	4-J-39
Paint and Preservative Coatings	4-J-44
Pesticides and Fumigation Services	4-J-45
Port Services	4-J-47
Portable Radiac Equipment	4-J-49
Printing, Blank Forms and Publications	4-J-51
Reporting Suspected Overpriced Parts	4-J-54
Safety Equipment and Personal Protective Clothing	4-J-56
Servmart Procurements	4-J-61
Special Materiel - Aeronautical	4-J-69
Subsistence	4-J-71
Table Linen and Bedding	4-J-72

Acquisition of Excess Property (OGA)

Introduction

With many Federal Agencies closing or downsizing, a multitude of excess property is now available from other Government Agencies (OGAs) to fill unit requirements.

Federal Agencies may access and review the available excess inventory via two different computerized systems:

- The Interrogation Requirements Information System (IRIS), an on-line program which provides visibility of all National Stock Number (NSN) items identified as excess in the worldwide inventory of the Defense Reutilization and Marketing Service (DRMS).
- The Federal Disposal System (FEDS)/Screen by Computer and Request Excess by Electronic Notification (SCREEN). FEDS/SCREEN is an on-line inquiry program with capability into the General Service Administration (GSA) excess/surplus assets inventory. (Replaces MUFFIN)

Purpose

To ensure Coast Guard (CG) personnel are aware of the availability of these excess assets and of the procedures for acquisition.

Policy

CG policy is to use excess supplies and equipment to the maximum extent possible; use excess supply and equipment to satisfy requirements before initiating new procurements, overhaul, or repair.

All CG personnel who process requests for supplies and equipment shall attempt to obtain their requirements from excess stocks first.

Accountability

All assets acquired through excess programs must be for official use only and accountable records maintained the same as with other assets that are purchased or requisitioned. This includes OM&S materials. Detailed instruction is provided in the Property Management Manual (COMDINST M4500.5 (series)).

Continued on next page

Acquisition of Excess Property From (OGA), Continued

Procedures

For detailed information on gaining access to these programs, refer to the Property Management Manual, COMDTINST M4500.5 (series). The Property Management Manual also provides details for obtaining handbooks from the above agencies that allow customers expanded use of the on-line systems.

Ammunition

Purpose

This topic provides information concerning policy and procedures for requisitioning ammunition.

Policy

- The Ordering of ammunitions shall be accomplished by the Ordnance Officer per instructions contained in COMDTINST 8000.2 (series).
 - Coast Guard requisitions can be submitted in either Requisition in English (RIE) or Military Standard Requisitioning (MILSTRIP).
 - Coast Guard requisitions shall be processed using either form through NAVORDCEN IMSD AMMO DETS located in Norfolk, VA or San Diego, CA.
 - The Supply Officer has no responsibility in requisitioning ammunition.
 - The Weapons Officer shall be the responsible person for all ammunition matters.
-

Requisitioning

The following responsibilities apply to requisitioning

Requisitioning	Responsibility
Service Allowance	Commandant (G-OCU) will provide original outfitting of service allowance to newly established floating units at no cost.
Refresher Training	Cutters obtain Non Combat Expenditure Allowances (NCEA) from Areas to support this requirement. Commandant (G-OCU) supports Areas with NCEAs to meet Coast Guard missions.
Training Ammunition for Cadet Cruises	Cutters obtain NCEAs from Areas to support scheduled Cadet Cruises.
Other Requirements	All HECs , MECs, Armory DETS and Areas can requisition ammunition using RIE or MILSTRIP via NAVORDCEN IMSD AMMO DETs.
Commercial Procurement	No commercial procurements are authorized without prior approval from (G-OCU). Morale ammunition: (i.e., 12GA, &.22 Cal) for morale weapons are not subject to this restriction.

Automated Data Processing (ADP) Equipment

Purpose This section provides information concerning requisitioning and procurement of ADP Equipment.

Policy Units that identify a need for ADP equipment and software shall obtain a wavier from Commandant (G-SIA) for additional allowances before procurement of such items.

Procedures Units shall request assistance from the MLCs for the following:

- Determining if the procurement complies with applicable federal regulations.
- Identifying which regulations apply to a procurement and meeting the requirements of those regulations, including obtaining delegated procurement authority if necessary.
- Serving as the point of contact with higher authority for regulatory compliance.
- Ensuring procurements comply with Federal Property Management Regulations 102-35.2, entitled "Management Acquisition, and Utilization of Automated Data Processing Equipment."
- Identifying the unit's needs based on information provided by the unit.

Auxiliary Flags and Pennants

Purpose

This section describes how to obtain Coast Guard Auxiliary flags and pennants.

Policy

Auxiliaries shall determine the authorized Coast Guard Auxiliary flags and pennants required in accordance with Auxiliary Operations Policy Manual (COMDTINST M16798.3 (series)).

Procedures

To order auxiliary flags and pennants:

- Submit a purchase order to:

Coast Guard Auxiliary National Board Inc.
9449 Watson Industrial Park
St. Louis, MO 63126
or Fax (314) 962-6804

Customer Service

Call (314) 962-8828 for additional information or help in obtaining flags and pennants.

Chronometers

Purpose This section provides information concerning requisitioning of Chronometers and timepiece rate books.

Policy All mechanical Chronometers have been replaced by battery powered quartz Chronometers. Activities should replace all current on board Chronometers through attrition.

Requisitioning Prepare requisitions in accordance with procedures in this chapter and submit requisitions to the NAVICP (N35) Mechanicsburg, PA.

Navigational Timepiece Rate Book The Navigational Timepiece Rate Book (NAVSHIPS Publication 4270) may be obtained from the Navy without charge. This publication will be used to record rates and errors.

Compressed Gas And Compressed Gas Cylinders

Purpose This section provides information concerning requisitioning of Compressed Gas and Compressed Gas Cylinders.

Policy Compressed Gas and Compressed Gas Cylinders shall be requisitioned from the nearest source of supply when possible.

Commercial procurement of Compressed Gas and Compressed Gas Cylinders is authorized when government sources are not available.

Units shall follow current procedures for handling of hazardous materials when ordering or disposal of compressed gases and cylinders.

Procedures Compressed Gas Required with Gas Cylinder. When gas is requisitioned and the cylinders of the exact type are being simultaneously exchanged, the requisitions for gas will show advice code 5G. A requisition is required for each type of compressed gas. Compressed gas will normally be procured using walk through requisitions because of the danger and restrictions involved in transporting the filled cylinders via commercial carriers.

Compressed Gas Required Without Gas Cylinder. When gas is requisitioned and the cylinder is not to be simultaneously exchanged, two requisitions are required. One requisition is required for the gas (appropriately cross referenced to the document number for the cylinder requisitioning the remark blocks). The use of the cross reference will assist in expediting requests through the processing cycle. The prompt return of all empty cylinders is essential for the maintenance of adequate stocks of gas.

Returning unused gas cylinders. Cylinders not being used for exchange and not needed shall be returned utilizing Form DD-1348-1A documentation to the nearest supply activity that handles Compressed Gas and cylinders.

Restrictions Ozone Depleting Substances (ODS), such as refrigerants (e.g., R-12, R-22) are authorized to be requisitioned from the Federal Supply System by authorized units including MLCs and Districts. These are no cost requisitions pulling CG owned supplies stored by DLA (DSCR).

Customer Assistance

Purpose

- To provide necessary communication between the customer, technical personnel and supply support facilities.
 - Serves as focal point for strengthening effectiveness, communications and responsiveness to customer needs.
 - Develops and coordinates customer-oriented programs.
-

Definitions

Numerous supply and technical support facilities within the government have customer assistance programs. The following names are commonly used and are interchangeable: Customer Assistance, Customer Service, Customer Relations Department, Liaison Officer.

References

- Coast Guard (CG) Aircraft Repair & Supply Center (ARSC) Customer Service Guide
 - Defense Logistics Agency (DLA) Customer Assistance Handbook
 - Navy Inventory Control Point (NAVICP) for ships (formerly the Navy Ship Parts Control Center (SPCC)) Customer Assistance Guide
-

Policy

CG units are authorized to use Customer Assistance in obtaining information for supplies and services to the maximum extent possible.

Procedures

The following table provides a list of the most common supported items and the Customer Service Points of Contact.

ASSISTANCE FOR	POINT OF CONTACT
CG Hull, Mechanical, Electrical (HM&E), Ordnance and Electronic and Logistics Support	CG Engineering Logistics Center (ELC)
Navy Materiel	CG Liaison Officer, NAVICP for ships, Mechanicsburg, PA (Code 101CG)
DLA Managed Items	DLA activities found in the DLA handbook by contacting the appropriate ICP.
GSA Materiel	GSA Office from the GSA Customer Assistance Handbook
CG Aircraft Materiel	Aeronautical Repair and Supply Center (ARSC)

Continued on next page

Customer Assistance, Continued

Unresolved problems Units unable to obtain assistance should contact the ELC Customer Service Branch. The ELC provides liaison with Other Government Agencies (OGAs) in regard to problems with receiving a critical item, the quality of an item, or in relation to form, fit or function.

Deceased Members Services

Purpose This section provides information concerning acquiring services for active duty deceased members.

Policy The Coast Guard Decedent Affairs Guide (COMDTINST M1770.1 (series)) provides guidance for the disposition of deceased members.

Responsibilities The following is a list of responsibilities for the various agencies:

Agency	Responsibility
Maintenance and Logistics Command or District Commander (a)	Shall provide units with necessary assistance and arrangements for disposal of remains as required by the unit.
Unit	Shall contact the MLCs or District (a) for a listing of Coast Guard government contractors in the area where death occurred. After hours units shall contact the appropriate Operations Center for contractor availability and information.

Procedures The unit supply officer may be required to assist in making arrangements for disposition of the remains of deceased personnel that die on active duty. They shall be guided by the policies in the Coast Guard Decedent Affairs Guide. Preexisting contracts for encasement of remains and services shall be used when available.

Non-availability of preexisting government contracts will require cost proposals from three undertakers before services are provided. Funeral directors have copies or access to government contracts and regulations for the specifications relative to preparation and encasement.

When multiple bids have been received and the lowest bid is in excess of the government contracts, expenditure of the amount equal to the lowest bid is authorized.

Continued on next page

Deceased Members Services, Continued

Procedures (continued)

If it is impractical to secure more than one bid, a contract may be awarded with the available undertaker in the amount not to exceed the Government contracts.

On death of an active duty member overseas, personnel shall contact the local Defense Attaché at the American Embassy or Consulate.

Flag Officer Stationery

Purpose This section provides procedures for requisitioning flag officer stationery.

Policy Flag officer stationery is for the use of flag officers in the grades of O-7 through O-10. Civilian or officer personnel filling a flag officer or equivalent billet are not authorized flag officer stationery.

Units shall charge stationery costs to Allotment Fund Code 30 made available to each Flag Officer.

Description Flag officer stationery (plain and partially printed) contains the official emblem which consists of the official blue flag flying on a gold halberd and staff bearing the appropriate number of white stars. The emblem is printed on:

- Invitations
- Place cards
- Letter and Letterhead
- Informal notes

Type	Description	Envelopes Included	Used for...
Plain Invitations	Card, 5 3/8"X4 1/4", containing the official emblem but without the standard Flag Command language	Plain	functions such as memorial services, military reviews, etc.
Printed Invitations	Card, 5 3/8"X4 1/4", printed with official emblem and applicable language	Plain	
Place Cards	Card, 5 1/8"X2 1/8", printed with official emblem; die-cut and scored for folding to stand upright	No	seating at official functions.

Continued on next page

Flag Officer Stationery, Continued

Description (continued)

Type	Description	Envelopes Included	Used for...
Letter Paper	Paper, 7"X8 1/2", printed with official emblem. Officer's name will NOT be printed.	Plain	
Letterhead Paper	Paper, 7"X8 1/2", printed with official emblem, and name and office address of the Flag Officer.	envelopes w/return address of Officer.	
Informal note	Paper, 5 3/8"X7 1/2", printed with official insignia centered on lower half of paper	Plain	used as short notes or replies to correspondence. When folded, used as a place card
Second Sheet	Paper, 7"X8 1/2", plain	No	continuation of Letter/ Letterhead.

Procedure

The requisition order for letterhead paper must include the title and address to be printed on the accompanying envelopes.

Stationery items should be ordered as follows:

Continued on next page

Flag Officer Stationery, Continued

How to order

Use the following information to order Flag Officer stationery; include the appropriate number of stars and the Flag insignia.

Item	Description	Order From	Stock Number	Unit of Issue
Stationery	7X8 1/2" (1 thru 4 stars) Include appropriate title and address on ordering document. Envelope not included.	COMDT (G-SI)	None	Box (500)
Stationery	7X8 1/2 " (4 and 3 stars) Plain envelope included.	COMDT (G-SI)	None	Box (500)
Stationery	7X8 1/2 " (2 stars) Plain envelope included.	ELC	7530-01-029-6638	Box (500)
Stationery	7X9 1/4" note papers (1 star) Plain envelope included.	ELC	7530-01-GF3-0890	Box (500)
Informal Note	5 3/8"X7 1/2" (4 and 3 stars) Plain envelope included.	COMDT (G-SI)	None	Box (250)
Informal Note	7X9 1/4" note papers (2 stars) Plain envelope included.	ELC	7530-01-029-6637	Box (250)
Informal Note	5 3/8"X7 1/2" (1 star) Plain envelope included.	ELC	7530-01-GF3-1000	Box (250)

Continued on next page

Flag Officer Stationery, Continued

How to order (continued)

Item	Description	Order From	Stock Number	Unit of Issue
Invitation	5-3/8" X 4-1/4" (4 and 3 stars) Printed with event information. Plain envelope included.	COMDT G-SI	None	Box (250)
Invitation	5-3/8"X4-3/8 " (2 stars) Printed with event information. Plain envelope included.	ELC	7530-01-031-8753	Box (250)
Invitation	5-3/8"X4-1/4" (1 stars) Printed with event information. Plain envelope included.	ELC	7530-01-GF3-0890	Box (250)
Placecard	5-1/8"X2-1/8" (4 and 3 stars)	COMDT G-SI	None	Box (250)
Placecard	5-1/8"X2-1/8" (2 stars)	ELC	7530-01-031-8754	Box (250)
Placecard	5-1/8"X2-1/8" (1 stars)	ELC	7530-01-GF3-0910	Box (250)

Fuel Credit Cards- How To Order, Cancel, or Replace Credit Cards

Purpose This section describes the procedure for ordering, canceling and replacing Fleet Fuel Credit Cards and Aircraft Fuel Credit Cards (AVCARD) by Email.

Responsibilities The following offices or units are responsible for placing credit card orders:

- Integrated Support Commands (ISCs),
- Maintenance and Logistics Commands (MLCs), and
- Commanding Officers of Headquarters units.

Procedure The following steps are required to order a new or replacement card:

Step	Who Does It	What Happens
1	Unit	The authorized individual at the unit submits a request to the Distribution Site Manager for a new or replacement fuel credit card. Note: AVCARD requests should be emailed directly to the email address "AVCARD" for processing.
2	Distribution Site Manager	Prepares an email message with the required information. The email is sent to FleetFuel, using the email address located in the US Coast Guard Global Email Address Listing.
3	FINCEN	<ul style="list-style-type: none"> • Copies the information into a FleetFuel database. • Extracts the information from the database and electronically sends it to the issuing credit card company, which is Bank One. • Questions or Inquiries for FleetFuel Credit Card(s) Contact: FleetFuel/FINCEN 1430A Kristina Way Chesapeake, VA 23326-1000 Tel: (757) 366-6561 Fax: (757) 523-6030

Continued on next page

Fuel Credit Cards - How To Order, Cancel, or Replace Credit Cards, Continued

Procedure
(continued)

3 (continued)	FINCEN	<ul style="list-style-type: none"> • Questions or Inquiries for <u>AVCARD</u> Credit Card(s) Contact: AVCARD Customer Service (757) 366-6561 or Inquiries Contact: FleetFuel/FINCEN 1430A Kristina Way Chesapeake, VA 23326-1000 Tel: (757) 523-6079 Fax: (757) 523-6030
4	Bank One	<ul style="list-style-type: none"> • Produces the credit card(s) based on the information received from FleetFuel. • Sends the new card(s) to FleetFuel for distribution to the requesting Distribution Site Manager. <p>Customer Service Number: Tel: (888) 297-0781</p>
5	FINCEN	<ul style="list-style-type: none"> • Mails the card(s) to the appropriate individual (Distribution Site Manager) as indicated by the billing account number.
6	Distribution Site Manager	<ul style="list-style-type: none"> • Forwards the card(s) to the appropriate individual at the requesting unit for usage.

Continued on next page

Fuel Credit Cards - How To Order, Cancel, or Replace Credit Cards, Continued

New Fleet Fuel Credit Card

The following information is **mandatory** on the email request for a **new fleet** fuel credit card:

Field	Action
Name	Provide the name of the USCG staff member.
Telephone	Provide the telephone number of USCG staff member.
Address	Provide the unit's mailing of address (for monthly memo statements from Bank One.
OPFAC	Provide the unit's five digits OPFAC number.
Asset Number	Provide the identification number located on the Hull/Tail/License Plate.
Object Class	Provide the appropriate object class: <ul style="list-style-type: none"> • 2632 Aircraft Fuel • 2634 Vehicle,etc. • 2637 Small Boat Fuel • 2639 Cutter Fuel • 2641 Shore Unit Fuel • 233Q LPG
Accounting Line	Provide the complete accounting line for fuel charges.

Replace A Fleet Fuel Credit Card

The following information is **mandatory** on the email request for a **replacement fleet** fuel credit card:

Field	Action
Name	Provide the name of the USCG staff member.
Telephone	Provide the telephone number of USCG staff member.
Address	Provide the unit's mailing of address (for monthly memo statements from Bank One.
Credit Card Number	Provide the credit card number of the card to be replaced, if known.
OPFAC	Provide the unit's five digits OPFAC number.

Continued on next page

Fuel Credit Cards - How To Order, Cancel, or Replace Credit Cards, Continued

Replace A Fleet Fuel Credit Card (continued)

Asset Number	Provide the identification number located on the Hull/Tail/License Plate.
Object Class	Provide the appropriate object class: <ul style="list-style-type: none"> • 2632 Aircraft Fuel • 2634 Vehicle,etc. • 2637 Small Boat Fuel • 2639 Cutter Fuel • 2641 Shore Unit Fuel • 233Q LPG
Accounting Line	Provide the complete accounting line for fuel charges.

Cancel A Fleet Fuel Credit Card

The following information is **mandatory** on the email request for **canceling** a **fleet** fuel credit card:

Field	Action
Name	Provide the name of the USCG staff member.
Telephone	Provide the telephone number of USCG staff member.
Address	Provide the unit's mailing of address (for monthly memo statements from Bank One.
Credit Card Number	Provide the credit card number of card to be cancelled.
OPFAC	Provide the unit's five digits OPFAC number.
Asset Number	Provide the identification number located on the Hull/Tail/License Plate.

Continued on next page

Fuel Credit Cards - How To Order, Cancel, or Replace Credit Cards, Continued

Cancel A Fleet Fuel Credit Card (continued)

Object Class	Provide the appropriate object class: <ul style="list-style-type: none"> • 2632 Aircraft Fuel • 2634 Vehicle,etc. • 2637 Small Boat Fuel • 2639 Cutter Fuel • 2641 Shore Unit Fuel • 233Q LPG
Reason for Cancellation	Provide a brief reason for the cancellation request. Indicate if a replacement card needs to be issued.
Accounting Line	Provide the complete accounting line for fuel charges.

Aircraft Fuel Credit Card (AVCARD)

The following information is **mandatory** on the email request when **ordering** or **canceling** an AVCARD:

Field	Action
Name	Provide the name of the USCG staff member.
Telephone	Provide the telephone number of USCG staff member.
Address	Provide the unit's mailing of address (for monthly memo statements from Bank One.
OPFAC	Provide the unit's five digits OPFAC number.
Tail Number	Provide the identification number located on the Tail of the aircraft.
Location	Provide the location that the aircraft (tail number) has transferred from/to.
Accounting Line	Provide the complete accounting line for fuel charges.

Continued on next page

Fuel Credit Cards - How To Order, Cancel, or Replace Credit Cards, Continued

Definitions

New Card - A new fuel credit card is a card that is NOT currently in the FleetFuel database. Therefore, it should not appear on the monthly statements received from Bank One.

Replacement Card - A replacement card is a card that is still active in the FleetFuel database. The request for a replacement must be ordered exactly as shown on the monthly statements received from Bank One.

Cancelled Card - A cancelled fuel credit card is a card that has been deleted from the FleetFuel database and is no longer valid for use.

Distribution Site Manager - Is the Regional/District Area Focal Point that is authorized to submit credit card requests to the FINCEN/FleetFuel. The Distribution Site Manager is normally located at the Integrated Support Commands (ISCs). A list of the Distribution Site Managers, by location, can found on the G-SLP Homepage.

NOTE: If the OPFAC number needs to be changed, order as a replacement card.

GSA Customer Supply Centers (CSC)

Definitions This section describes GSA Customer Supply Centers (CSC) and their use.

Purpose The CSC provides a fast, economical and efficient way of obtaining small quantities of immediate supply requirements required by Coast Guard units.

Reference General Services Administration Customer Assistance Guide. Contact the GSA Help Line , (202) GSA-HELP for the nearest GSA Customer Service Center.

Policy Units shall take advantage of the CSC program;

- Unit commanding officers must designate individuals, by title, authorized to approve CSC accounts. This information must be provided to the appropriate GSA CSC. Updates must be provided to GSA CSC as necessary.
- Unit Commanding officers shall ensure that only current personnel are authorized to use CSC accounts.
- Use of **Government-wide Commercial Purchase Card** is the preferred method of purchasing from GSA CSC.

Authorizing official Unit commanding officers are authorized the establishment of the CSC account with GSA.

Procedure Account setup and administration shall be accomplished in accordance with:

Action	Instruction
Setup	GSA Customer Assistance Guide
Accounting/Billing	FINCEN SOP

Lumber, Mill Work, Plywood And Veneer

Purpose

This section provides information concerning requisitioning of Lumber, Mill work, Plywood and Veneer.

Policy

Since reorder control of lumber and other Federal Supply Class (FSC) Group 55 items (with the exception of those plywood items required to support Aids to Navigation day markers) has been decentralized, direct local commercial procurement is authorized and preferred.

Procedures

Procurement procedures for commercial procurements shall be followed except where standard MILSTRIP procedures apply for the following exceptions:

- Large quantities (truckload 18,000 pounds or carload 36,000 pounds or more) will be ordered from Defense Supply Center Richmond (DSCR), Richmond, VA.
 - Items identified in Navy Stock List may be ordered from designated Navy Support points. The Afloat Shopping Guide, Group 55 provides a listing of most items used in damage control for shipboard purposes stocked by Navy Supply Activities.
 - Items identified in General Services Administration (GSA) Catalog that may be ordered from GSA supply points.
-

Manila and Nylon Rope

Purpose

This section provides information concerning requisitioning of manila and nylon rope.

Policy

Coast Guard units shall requisition from DLA or Navy Supply Sources using MILSTRIP procedures. Advice code "2N" should be used for continuous length.

Commercial procurement is not authorized.

Medical Materiel

Purpose

This topic provides information concerning requisitioning of medical supplies.

Policy

Supply support for medical and dental supplies is provided by the Defense Supply Center Philadelphia (DSCP).

Commandant (G-WKH) provides policy concerning medical support for units.

Medical and dental materials shall be stocked per the unit's Coast Guard Medical Allowance List. The List will vary according to type of unit as indicated below:

- Health Services Allowance List, Ashore (M6700.5 (series))
- Health Services Allowance List, Afloat (M6700.6 (series))
- Health Services Allowance List, Part III, Shore Units and Vessels (M6700.7 (series))

Initial outfitting will be coordinated by Commandant (G-WKH).

Requisition for medical and dental supplies shall be submitted to DSCP via STAR/[CMplus](#). Some units are allowed to requisition via the prime vendor program.

Problems concerning supply support for medical or dental supplies, except controlled drugs, shall be directed to Engineering Logistics Center.

Problems concerning controlled drugs shall be submitted to Commandant (G-WKH).

First aid kits for Coast Guard units identified in the Medical Allowance List shall be requisitioned by the unit directly from DoD or GSA supply sources as applicable.

Miscellaneous Items

Purpose

This section provides information concerning requisitioning of Miscellaneous Items or for items or services not covered.

Policy

Assistance shall be provided by local Coast Guard Supply Support Units to unit personnel.

Procedures

Engineering Logistics Center (ELC), Baltimore, MD, has a requisition management branch (410) 762-6900 to assist unit personnel with supply support problems, and personnel should use them when local assistance does not satisfy the units needs. **For general electronic or vessel related requisitioning problems and questions, activities should contact the ELC Customer Service Branch at (410) 762-6800.** For aviation items, call the appropriate ARSC Product Unit Manager at (919) 335-6597 for assistance. For items that are Navy supported, a Coast Guard representative is available at Navy ICP, (Code 101CG) Mechanicsburg, PA, and may be reached at (717) 605-3771 to help facilitate unit requirements.

Navigational Charts, Maps And Related Materiel

Purpose

This section provides information concerning requisitioning of navigational charts, maps and related materiel.

Policy

Coast Guard units are provided charts, maps and related materiel automatically with established Automatic Initial Distribution (AID) accounts from the National Imagery and Mapping Agency (NIMA).

Requisitioning of charts, maps and related materiel shall be through STAR/CMplus or NIMA using MILSTRIP. MILSTRIP will include Routing Identification Code (HM8), Signal Code "D" and Fund Code "NS".

Procedures

Urgent operational needs may be submitted to the nearest Defense Mapping Agency Hydrographic Center Office (DMAHCO) when operations do not permit normal requisitioning. CAUTION should be taken as limited issue and stocking is handled by these offices.

The NIMA has assigned National Stock Numbers (NSNs) to its products and have published them in the Semiannual Bulletin Digests. All charts and maps needed by the Coast Guard are listed in this publications by the old DMA stock number and new NSN. When ordering charts and maps, units are to use the new NSNs since the requisitions may then be placed through STAR/CMplus using the standard A0A, or A01 format.

This procedure went into effect on 1 September 1997. The purpose of this is to have a standard answer to the USCG customers when they call to order products from NIMA.

- When a call comes into Requisition [Processing](#), and it is determined that an order has not been placed and is needed, customers will be referred to order that item through the Coast Guard Supply System (e.g., STAR, CMplus or message (if a priority)).
-

Continued on next page

Navigational Charts, Maps And Related Materiels, Continued

Requisitions from USCG units

- When a call comes into Requisition Processing and it is determined that an order already exists within the system, the requisition number can be used to make inquiries.
- Orders that are received by fax or mail will be returned to sender and sender will be advised to submit the order through the Coast Guard Supply System (e.g., STAR/CMplus or message (if a priority)).
- Upon request from Coast Guard Commandant (G-OPN), a printout of current NIMA Customer Activity Address Directory will be forwarded to the Coast Guard Maps, Charts and Geographical (MC&G) officer.

The procedures that follow will be used for EMERGENCY SUPPORT.

- Emergency Support is provided to meet an immediate, one-time requirement that is mission critical. For such cases, NIMA Customer Support Teams (CSTs), liaisons, and/or the Coast Guard MC&G officers (202) 267-0358 will coordinate over-night delivery with the NIMA Inventory Control Point (ICP). Requirements will be faxed to the NIMA ICP and will include an account number (DODAAC), product stock numbers, quantities, a specific ship-to address (no P.O. Box), POC and commercial phone number.
- When required, supporting base activities/base supplies can validate and forward an over-night emergency request. Supply personnel will first receive the request from the customer and validate the emergency requirement. Supply personnel will then call the NIMA ICP and inform them telephonically that an emergency exists and an over-night requisition will be faxed to the office. This fax should be sent to the agent who was called and, upon receipt, will validate, process and forward the requisition to the depot. The request should include an account number (DODAAC), product stock numbers, quantities, a specific ship-to address (no P.O. Box), POC, and commercial phone number.

The following are CRISIS SUPPORT procedures.

- Crisis Support is defined and is in the NIMA Ordering Procedures Manual published within all NIMA Product Catalogs. Crisis Support is implemented as a result of a national crisis and is declared by the JCS Staff.

Continued on next page

Navigational Charts, Maps And Related Materiels, Continued

Requisitions from USCG units (continued)

- Information that is passed to the Requisition Processing personnel will come from the CST or command MC&G officer. All crisis will have a JCS assigned project code.
-

Customer Assistance

For assistance in ordering navigational charts, maps and related materiels contact:

- DLA at 1800-826-0342
E-mail address: pc9@dscr.dla.mil
Internet address: <http://www.dscr.dla.mil>
 - Commandant (G-OPN) (AID accounts & initial orders) at (202) 267-1600
 - Commandant (G-SLP) (requisitioning) at (202) 267-2601
 - MC&G Officers (overnight delivery) at (202) 267-0358
-

Continued on next page

Navigational Charts, Maps And Related Materiels, Continued

Example of MILSTRIP Message Requisition

P 022100Z JAN 97
FM COGARD STA SOUTH PORTLAND ME
TO DAAS DAYTON WRIGHT PATTERSON AFB OH
BT
UNCLAS //N04400//
SUBJ: MILSTRIP DOCUMENTS
A0AHM8S7642014010479EA00020Z3016270020001R*****DNS*****060152B**
BT
LEGEND:

RP 1-3 'A ZERO A' ONLY
RP 4-6 ROUTING IDENTIFIER CODE FOR NIMA: HM8
RP7 MEDIA & STATUS CODE: USE 'S'
RP 8-20 NATIONAL STOCK NUMBER
RP 21-22 COG CODE: USE ONLY WHEN REQUISITIONING MAPS OR CHARTS
FROM NAVY SOURCES; OTHERWISE LEAVE BLANK
RP 23-24 UNIT OF ISSUE
RP 25-29 QUANTITY REQUIRED
RP 30-43 REQUISITION NUMBER CONSISTING OF UNIT D₀DAAC, JULIAN DATE
AND SERIAL NUMBER
RP 44 DEMAND CODE: R= RECURRING DEMAND; N= NONRECURRING
DEMAND
RP 45-50 SUPPLEMENTARY ADDRESS: NOT TO BE USED
RP 51 SIGNAL CODE: SIGNAL CODE 'D' IS THE ONLY CODE ACCEPTED BY
NIMA FROM COAST GUARD ACTIVITIES
RP 52-53 FUND CODE: FUND CODE 'NS' IS THE ONLY FUND CODE ACCEPTED
BY NIMA FROM COAST GUARD UNITS
RP 54-59 DISTRIBUTED AND PROJECT CODES: LOCAL USE PER 4-C
RP 60-61 PRIORITY DESIGNATOR
RP 62-64 REQUIRED DELIVERY DATE
RP 65-66 ADVICE CODE: ONLY 2B, 2C OR 2J ARE TO BE USED FOR NIMA
PRODUCTS

**NOTE: ANY FIELD NOT USED IS TO BE LEFT AS A BLANK SPACE; E.G.,
REQUIRED DELIVERY DATE, ADVICE CODE, SUPPLEMENTARY
ADDRESS.**

Navy-Owned Equipment Aboard Coast Guard Units

Purpose

This section provides information concerning requisitioning of Coordinated Shipboard Allowance List (COSAL) spare parts for Navy-Owned equipment in Coast Guard custody.

Policy

The Navy provides Coast Guard units equipment to facilitate joint service operations. The Navy retains ownership of the equipment and provides funds via Coast Guard Headquarters for allowed COSAL spare parts. No Navy COSAL requisition will be filled until the unit registers installed equipment in the Navy Weapons System File (WSF) via the ELC. Units shall use the OPNAV 4790 CK form to report any configuration change of Navy owned equipment in their custody to the ELC .

Units shall requisition shipboard allowance spare parts for Navy owned equipment using the MILSTRIP process. Usually, initial spares parts are provided during installation of equipment. If the spares are not provided, The Navy installation team will provide MILSTRIP requisitions to be submitted after the equipment is registered on the Navy WSF by the ELC.

Procedure

- Identify all spare parts in the package
- Check the Allowance Parts List (APL) to insure receipt of all allowed items

NOTE: If unit personnel are unsure of allowed items, contact the ELC for guidance. If allowed items are missing from the spares package, contact the ELC for guidance.

- Place spare parts into unit inventory and register them on unit stock records in CMplus, SCAMP, etc. Do not stock as a package. Stock the individual spare parts by NSN or CAGE & P/N.
 - Fill out required OPNAV 4790CK(s) as per instructions in this manual and forward to the ELC.
 - Register the new equipment on unit property record (AIM/CMplus)
-

Continued on next page

Navy-Owned Equipment Aboard Coast Guard Units, Continued

Procedure (continued)

- Delete any equipment removed/replaced from unit property record.

Note: This includes version changes. For example, if a system is upgraded from an AN/equipment(V)3 to AN/equipment(V)4, you must add the (V)4 nomenclature to your property record AND delete the (V)3 nomenclature.

Procedures

If a spare parts package is not provided, the unit shall:

- Fill out required OPNAV 4790 CK(s) as per instructions in this manual and forward to the ELC.
- Register the new equipment on unit property record (AIM/CMplus)
- Delete any equipment removed/replaced from unit property record.

Note: This includes version changes. For example, if a system is upgraded from an AN/equipment (V)3 to AN/equipment (V)4, you must add the (V)4 nomenclature to your property record AND delete the (V)3 nomenclature.

- Requisition COSAL spare parts after confirming with the ELC that your unit has been registered on the NAVY WSF.

Units shall requisition replacement spares using the usual process (CMplus/STAR, narrative message...) and the codes outlined below. Units are authorized to requisition COSAL spares for equipment registered in their custody on the Navy WSF by the ELC.

The following format for requisitioning initial outfitting of spare parts shall be used and charged to a Coordinated Shipboard Allowance List (COSAL or CALMS/MICA) Technical Operating Budget (TOB) with the following exceptions:

Block	Field Legend	Entry
30	Service Designator	“N” Service Code
31-35	“N” Service Code UIC	As applicable
44	Demand	“N”

Continued on next page

Navy-Owned Equipment Aboard Coast Guard Units, Continued

Procedure (continued)

Block	Field Legend	Entry
45-50	Supplementary	Service Designator code "N" and UIC of Address of the Naval Supply Center holding the appropriate COSAL TOB.
51	Signal Code	"B"
52-53	Fund code	Leave blank if requisition is submitted to a NAVSEA TOB holder. Enter the fund code designated by the NAVSEA TOB holder if submitted to another supply activity.
57-59	Project Code	ZR3 (See note 1).
65-66	Advice Code	5D (See note 2).

Note 1: Project Code ZR3 applies to initial outfitting and repair parts support of Navy-owned equipment onboard Coast Guard Ships.

Note 2: Advice Code 5D must be used for all "7" Cog items.

Coast Guard requisitions for Navy Stock Account (NSA) materiel including Depot Level Repairables (DLRs) will be honored by Navy ICPs and Navy Stock Points on a cash sale basis. Where applicable, the Navy will reimburse the Coast Guard quarterly for funds expended in support of Navy-owned equipment.

Field changes, Ordnance Alterations (ORDALTS) and modification kits will be requisitioned directly from the cognizant Navy ICP or Hardware Systems Command inventory manager. Requisitions will contain a "D" or "M" signal code and no fund code.

Office Equipment and Furniture

Purpose This section provides information concerning requisitioning of office equipment.

Policy Office equipment and furniture will be assigned to positions or billets when performance of the duties require such equipment.

Guidelines and standards are listed in the Property Management Manual, (COMDTINST M4500.5 (series)) (except for ADP equipment) and should be reviewed prior to procuring office equipment or furniture.

Procedures Procure office equipment through MILSTRIP procedures or from **UNICOR** Federal Prison Industries or GSA Federal Supply Schedules to the maximum extent possible. **UNICOR will provide a waiver if they cannot meet a unit's needs, and the waiver must be included in the procurement file.** Commercial sources not on government contract shall not be used except under emergency conditions and only with appropriate justification detailing circumstances for not using government sources.

Ordnance Materiel

Purpose

Provides guidance pertaining to the ordering of Ordnance Materiel.

Policy

The Coast Guard shall utilize the Navy as the first source of supply for .50 cal, CIWS, 25mm, 76mm and SRBOC.

All small arms less than .50 cal (i.e., 7.62mm, 9mm, etc) are Coast Guard owned.

Ammunition may be ordered by servicing armories for all small arms less than .50 cal.

Servicing Armories and WHECs and WMECs can order .50 cal and greater ammunition using MILSTRIP requisitions IAW NAVORDCENINST 8010.2 (series).

All repair parts, .50 cal and pyrotechnics may be ordered only by servicing armories or those units authorized to maintain repair parts.

The Supply Officer has procurement responsibility for:

- authorized ordnance item repair parts (Navy owned .50 cal and up)
- allowance list items (Navy owned .50 cal and up)
- ordnance safety precaution signs
- ordalt and field change kits(s) (Navy owned .50 cal and up)
- providing requisition numbers and MILSTRIP information assistance to the ordnance officer for ordering parts

The Weapons Officer shall be the responsible person for ammunition orders.

- .50 cal and up via MILSTRIP
- less than .50 cal through servicing armory

Continued on next page

Ordnance Materiel, Continued

Procedures - New .50 cal

- OFCO goes to Commandant (G-OCU-3).
 - G-OCU-3 sends letter to NAVSEA for ordnance allowance
 - NAVSEA sends letter to G-OCU-3 and Naval Weapons Support Center (Code 4086), 300 Highway 361, Crane IN 47522-5001, authorizing allowance
 - Unit or District orders allowance items via MILSTRIP using RIC N35 and appropriate advice code.
-

Procedures- SARF (Small Arms Repair Facility)

Address:

US Coast Guard (USCG)
Small Arms Repair Facility
BLD 251, NAVSURFWARCENDIV
300 Highway 361
Crane IN 47522-5001

- Small arms no longer serviceable nor reparable by servicing armories shall be returned to SARF requesting replacement
 - Small arms lost shall request replacement from SARF with a letter and survey (including investigation report) to Commandant (G-CFM-3)
 - Small arms may be repaired or replaced from the nearest servicing armory
 - Replacement will be made to unit without cost
-

Ozone Depleting Substances (ODS)

Introduction

This section describes Coast Guard (CG) policy when requisitioning and returning Class 1 Ozone Depleting Substances (ODS).

Purpose

CG units will order and return Class 1 ODS materiel from the Defense Supply Center Richmond (DSCR), Richmond, VA. The Defense Logistics Agency (DLA) has designated DSCR as the ODS control activity. Class 1 ODS agents are defined as Halon, Freon (CFC), Carbon Tetrachloride, and Methyl Chloroform, which damage the ozone layer above the earth. Effective 31 Dec 95, production of Halon has not been legally permitted in the U. S. All other commonly used class 1 ODS agents were phased out by 31 Dec 95. This includes the commonly used refrigerant/coolant R-12.

Policy

In order to ensure that the CG has a sufficient supply of Class 1 ODS materiel until replacement items can be identified or developed, the CG will participate in the ODS Defense Reserve established by the Department of Defense (DOD). CG units will follow the following ODS guidelines:

Returning Procedures

- CG units will recover or turn-in all excess Chlorofluorocarbons (CFCs) and Halons not in mission critical applications to DSCR for the establishment of the CG Defense Reserve.
 - CG units are no longer required to submit Request for Credit (Document Identifier Code FTE) when returning Class 1 ODS to the Defense Reserve.
 - All types of cylinders will be accepted (e.g., fire extinguishers, spheres, canisters). Only recovery cylinders should be used when returning Class 1 ODS. Government recovery cylinders are available free of charge from DSCR and can be requisitioned by using MILSTRIP. Recovery cylinders are described as follows:
 - Recovering CFC's - cylinders are painted orange
-

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Ozone Depleting Substances (ODS), Continued

Policy (continued)

- Recovering Halons - cylinders are red with gray or white stripes
- Both types have yellow tops and dual ports or two valves
- All ODS cylinders must be tagged as follows:
 - The shipper's DoDAAC
 - Shipping activity with POC and phone number
 - The NSN of the cylinders containing the recovered Class 1 ODS
 - Type of ODS (e.g., Halon 1301 or CFC-12)
 - Qty of cylinders and pounds of ODS contained within the shipping container
 - Apply a "WARNING" or "HAZARDOUS" label in accordance with DOT Regulations, 49 CFR, part 172.101
 - If like NSN ODS items are shipped in a box, container or palletized, only one tag/label is necessary for that shipment.
- Fire suppression cylinders/canisters with electrical charges or initiators **MUST BE DEACTIVATED** prior to shipment. Safety caps **MUST** be used to cover exposed actuation mechanisms and discharge ports; otherwise dangerous safety situations could arise during the shipping, receiving and storage process.
- Financial credit will not be given for turned in ODS or cylinders. However, ownership credit will always be given to the CG for the pounds of ODS and government cylinders returned to the reserve. The ODS can be requisitioned and the cylinders reissued to the CG as needed in accordance with the requisitioning procedures contained herein.

Continued on next page

Ozone Depleting Substances (ODS), Continued

Policy (continued)

- Empty recovery and standard government cylinders can always be turned into the reserve. If unsure whether a cylinder is government owned or not, return them anyway; they will always be the property of the CG.

Transportation Procedures

- When shipping Class 1 ODS, refer to the following regulations if necessary:
 - MIL-STD-129L, MIL STD marking for shipment and storage
 - DLAR 4145.25, Storage and handling of Compressed Gases and Liquids in Cylinders
 - CRF 49, paragraph 173.301, Requirements for the Shipment of Compressed Gas Cylinders
 - CFR 49, part 172
 - DOD Regulation, 4000.25-1-M
 - COMDTINST M4610.5 (series), Transportation of Freight, Encl. (12)
- When shipment is ready, ship ODS/cylinders to:

Defense Distribution Depot Richmond (DDRV)
SW0400
Cylinder Operations
8000 Jefferson Davis Highway
Richmond, VA 23297-5000

Requisitioning Procedures

- “Mission Critical” refers to existing systems requiring Class 1 ODS to protect “life, equipment or property,” for which no suitable substitutes are available.

Continued on next page

Ozone Depleting Substances (ODS), Continued

Policy (continued)

Class 1 ODS items must be intended for use in one of the “mission critical” uses established by G-SEC, G-SEN, and G-SEA:

- Refrigerated ship’s stores
- Shipboard air conditioning systems, servicing mission-critical temperature sensitive equipment (i.e., electronics)
- Shipboard fire suppression system for engine rooms, machinery spaces, turbine enclosures, flammable liquid lockers and paint lockers
- Fire suppression aboard aircraft
- Fire suppression in flight simulators at ATC Mobile
- Fire suppression for ship control and navigation training system (SCANTS) at CG Academy
- Only the following CG users are authorized to requisition Class 1 ODS from the Defense Reserve at DSCR:
 - CG Academy
 - ARSC Elizabeth City
 - District (O) offices (Districts 1 to 17)
 - MLCLANT and MLCPAC (v) offices
- CG units will order Class 1 ODS in accordance with Military Standard Requisitioning and Issue Procedures (MILSTRIP).
The requisition document can be either the 80-column Form DD-1348-1A or in electronic format. When preparing your requisition, the following additional information is mandatory:
 - In column 4-6, enter S9G

Continued on next page

Ozone Depleting Substances (ODS), Continued

Policy (continued)

- In column 45-50, leave blank, enter a signal code “A” when FINCEN is the billing address.
 - In column 57-59, enter GDB
 - In column 67-69, enter SRG
 - In column 70, enter 7
 - In column 71, enter A
 - The following Class 1 ODS NSN’s are the only mission critical items that will be stocked by the Defense Reserve:
 - HALON 1301, NSN 6830-00-543-6623, 150 LBS
 - HALON 1301, NSN 6830-01-356-9751, 1240 LBS
 - R-12, NSN 6830-00-264-5913, 45 LBS
 - R-12, NSN 6830-00-292-0133, 145 LBS
 - R-12, NSN 6830-01-355-4011, 1190 LBS
 - Requisitions of Class 1 ODS for other than mission critical uses will be done by using the General Services Administration (GSA) or commercial sources of supply. Stockpiling of Class 1 ODS is not allowed or authorized.
-

Paint and Preservative Coatings

Purpose

This topic provides information concerning requisitioning of paints and preservative coatings.

Policy

Coast Guard units shall requisition from General Services Administration, except as authorized below:

- When repair and construction contracts specify contractor furnished paint.
 - Paints directed for use by the Coast Guard Coating and Color Manual, (COMDTINST M10360.3 (series)) or other appropriate directive and the paints are not available from government sources.
 - Problems concerning supply support of paints that cannot be resolved with the supporting activity shall be directed to the ELC.
-

Procedures

MILSTRIP requisition procedures shall be used to obtain paint and coating materials. Materiel orders shall be in compliance with Volatile Organic Compounds (VOC) and Hazmat regulations.

Material Safety Data sheets (MSDS) shall be obtained with each type of paint or coating order and provided to the requisitioner.

Commercial orders for paint and coating materials shall be justified and supported with complete item identification of the original painting requirement as identified in the CG Coating and Color Manual or other appropriate directive.

Requirements for paints and coatings not listed in the CG Coating and Color Manual or other appropriate directive shall be referred to Commandant (G-SEN) via the appropriate chain of command for procurement approval. For aircraft paints and coatings, contact Commandant (G-SEA).

Pesticides and Fumigation Services

Purpose

This section provides information concerning requisitioning of pesticide and fumigation services.

Policy

Required pest control materials and services are the responsibility of each unit command. Hazmat control officers shall approve all hazardous materiel requirements.

Local AFC funds shall be utilized for the procurement of materials and services.

Responsibilities

Maintenance and Logistics Commands (kse) shall assist units in planning and supervising vector and pest control measures, applying pesticides safely, and qualifying personnel for vector and pest control.

Units shall maintain safe and efficient programs for the control of disease carriers and pests that cause discomfort to personnel or damage to property and materials, and for preventing excessive pesticide contamination.

Procedures

The following is a list of procedures used for various items:

Item	Procedure
Standard Materiel	Requisitions for National Stock Number (NSN) items of pesticides and pesticide dispersal equipment will be submitted directly to normal supply sources using MILSTRIP procedures.
Non-standard Materiel	Requests for non-standard pesticides or pesticide dispersal equipment must be approved by the Maintenance and Logistics Command (kse). The authority shall be noted on the purchase.

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Pesticides and Fumigation Services, Continued

Procedures (continued)

Item	Procedure
Fumigation Services	Units will utilize Entomologists only when requiring fumigation services. The supply department should contact the Maintenance and Logistics Command (kse) for current contracts within their area with contractors knowledgeable about fumigation of seagoing vessels.
Navy Entomologists	<p>Units may obtain technical assistance in vector and pest control from Navy Entomologists from the following activities:</p> <ul style="list-style-type: none"> • Navy Disease Vector Ecology and Control Center Naval Air Station Jacksonville, FL 32212 (904) 772-2424 • NDVEC 19950 7th Avenue NE Poulsbo, WA 98370-5000 (360) 315-4450 • Naval Environmental and Preventative Medicine Unit No. 2 Naval Base Norfolk, VA 23511 (757) 444-7671 • Naval Environmental and Preventative Medicine Unit No. 5 Naval Station Box 143 San Diego, CA 92136 (619) 556-7070 • Naval Environmental and Preventative Medicine Unit No. 6 Pearl Harbor Naval Shipyard Pearl Harbor, HI 96860 (808) 417-9585

Port Services

Purpose This section provides information concerning Port Services and support for Coast Guard cutters.

Policy Support for Coast Guard cutters shall be provided by shore activities to the maximum extent possible within the capabilities of the unit.

Responsibilities Contracting for charter and services for cutters shall be in place to support the cutters' needs as follows:

Agency	Responsibility
Maintenance and Logistics Commands and units	Shall provide assistance to cutters in obtaining services with basic order agreements in place for cutter use. Shall provide assistance and information for port services at ports where no Coast Guard facilities exist including overseas ports and facilities.
Districts and District units	Shall provide assistance to cutters in obtaining services with Basic Order Agreements (BOAs) in place for cutter use. Shall provide assistance and information for port services at ports where no Coast Guard facilities exist.
Cutters	Government sources shall be utilized to the maximum extent possible. Cutters shall procure necessary services from established BOAs where available. Commercial sources may be utilized when no government services are available using Purchase Order for Supplies and Services Form (SF-1449) or Government-wide Commercial Purchase Card to the maximum extent possible for: <ul style="list-style-type: none">• Tugs,• Barge Services,• Pilotage,

Continued on next page

Port Services, Continued

Responsibilities (continued)

Agency	Responsibility
Cutters (continued)	<ul style="list-style-type: none">• Wharfage and docking (including docking and undocking services),• Removal of Oily Water Waste,• Sludge,• Oil Spillage,• Crane Services,• Telephone Services,• Tolls and related expenses for transit of canals and inland waterways,• Potable Water,• Electricity,• Sewage, and• Trash (including special containers and services for disposal, removal of trash and foods obtained from overseas ports of call when returning to the first U.S. port of call as required by Customs and the U.S. Department of Agriculture). <p>Where Purchase order SF-1449 will not be accepted, cash payments may be made per the procedures set forth in the Certifying and Disbursing Manual, (COMDTINST M7210.1 (series)), for Agent Cashiers.</p>

Portable Radiac Equipment

Purpose This section provides information concerning requisitioning of portable Radiac Equipment.

References The following publications shall be used concerning the procedures for requisitioning and surveys of Radiac equipment:

Number	Title
NAVSEA SE700-AA-MAN-210/RADIAC	Radiac, Policies and Procedures for the Radiac Equipment Calibration Program.
NAVSEA SE700-AA-MAN-410/RADIAC	Radiac Equipment Allowances for Ships.
NAVSEA SE700-AA-MAN-420/RADIAC	Radiac Equipment Allowances for Shore Activities, Coast Guard Property Management Manual, (COMDTINST M4500.5 (series)).

Policy The policy and procedures outlined in the above references shall be followed concerning Radiac equipment.

New or increased allowances for 2Z cognizance symbol portable Radiation, Detection, Indication and Computation (RADIAC) equipment are authorized automatically and will be shipped by the Navy as the equipment becomes available. Delays may occur for items which are considered critically short in supply.

Procedures Requisitioning procedures for replacement of Radiac equipment shall be per the instruction contained in the above listed references.

Requisitions for replacement 2Z cognizance Radiac Equipment being replaced by calibration activities as unserviceable or missing will be requisitioned with a DD-1348-1A for the replacement item.

A survey must be completed per the instructions found in the Property Management Manual, (COMDTINST M4500.5 (series)).

Continued on next page

Portable Radiac Equipment, Continued

Procedures

For unserviceable items, the DD-1348-1A shall contain the survey number and indicate the Radiac Calibrations Laboratory (RCL) that certified the equipment to be unserviceable under the units address in BLK 27.

Use a DD 1348-1A to requisition a replacement for a Mandatory Turn-in Repairable (MTR). Also attach a copy of the DD-1348-1A used for requisitioning to the unserviceable item being transferred to the designated overhaul point for repair.

Printing, Blank Forms and Publications

Purpose This section provides information concerning requisitioning of printing services, blank forms and publications.

Policy The procurement of all Federal printing will be governed by the Government Printing and Binding Regulations of the Joint Committee on Printing, Congress of the United States.

The Directive, Publications and Reports Index (COMDTNOTE 5600) is considered the allowance list for directives and publications for units listed therein.

The Directives, Publications and Reports Index (COMDTNOTE 5600) shall be used to establish basic distribution of required and informational publications.

Authorized forms, other than local forms, are listed in the Catalog of Forms (COMDTINST M5213.6 (series)). Most forms are available by automated means on forms plus laser or jet form filler for Coast Guard standard work stations.

Stationery type items, such as specially designed postcards, labels and letterhead, which have a form number assigned, will be considered as blank forms. If a form number is not assigned, the item will be considered as stationery.

Procedures The following is a list of procedures for various items:

Item	Procedure
Printing	Commandant, Area Commanders, Maintenance and Logistics Commands and District Commanders are authorized to obtain printing services from the following sources in the order listed: <ul style="list-style-type: none"><li data-bbox="677 1640 1386 1751">• Government Printing Officer Regional Printing Procurement Offices as listed in the Printing and Binding Regulations.

Continued on next page

Printing, Blank Forms and Publications, Continued

Procedures (continued)

Item	Procedure
Printing (continued)	<ul style="list-style-type: none"> • Federal Plants authorized to do printing as shown in Title V of the Printing and Binding Regulations for materiel which is determined to be commercially procurable. • Commercial sources listed in Federal Supply Schedules. <p>Other units requiring printing services will contact their area MLC/ISC for assistance in obtaining the nearest source of supply to meet the unit's needs.</p>
Forms (includes CG standard OGA)	<p>Most forms which have been authorized for use by the Coast Guard are available in electronic forms and should be utilized to the greatest extent possible. Instructions concerning sources of supply and requisitioning procedures for blank forms are contained in the CG Catalog of Forms (COMDTINST M5213.6 (series)), GSA Catalogs and NAVSUP 2002.</p>
Publications	<p>Normally, Coast Guard and other required publications and changes are distributed automatically to the using units and on CD-ROM.</p> <p>Changes and recommendations for the distribution of publications and instructions listed in COMDTNOTE 5600 shall be submitted to Commandant (G-SII) per COMDTNOTE 5600.</p>

Exceptions

Request for replacement copies of the following publications shall be requisitioned as follows:

Publication Name	Action
Navy Publications	<p>Many Navy publications are contained in the Naval Logistics Library (NLL) on P2002D. Items contained in P2002P, including the NLL, can be ordered using MILSTRIP procedures.</p>

Continued on next page

Printing, Blank Forms And Publications, Continued

Exceptions (continued)

Publication Name	Action
Navy Publications (continued)	Requisitions should be directed to the Naval Inventory Central Point 700 Robins Ave., Philadelphia, PA 19111-5098. Ordering questions should be directed to customer service (215) 697-2626/2997
Coast Guard Electronics and Naval Engineering Technical Manuals	Submit requisitions for manuals listed in the Coast Guard Naval Engineering Manual (COMDTINST M9000.6 (series)) and Electronics Materiel Identification Manual (ELC INST M4410.5 (series)), to Engineering Logistics Center (ELC), unless otherwise directed. The manuals are issued at no charge. Commercial technical publications, which are required in the operation and maintenance of equipment , may be obtained commercially using a unit's operating funds.
MICA (formerly ERPAL or CALMS) Publications	Units requiring replacement Allowance List documentation shall submit letters to the ELC.
Ordnance Publications	Ordnance publications will be ordered in accordance with the instructions contained in the Ordnance Publications Index, COMDTNOTE 8000.

Reporting Suspected Overpriced Parts

Introduction

The U. S. Government sometimes pays exorbitant prices for relatively common spare parts. To correct this problem, Federal Agencies initiated programs to identify instances of overpricing.

Having experience from working with various parts on a regular basis, the ultimate user is often the best suited to detect overpriced parts.

Coast Guard customers, encountering parts they suspect being overpriced, are encouraged to submit price challenges to the Navy's "Price Fighters" Office.

Purpose

This section is provided to inform all personnel who order supplies and equipment about the price challenge program and where to locate additional information on how to use it.

Policy

Coast Guard policy is that all spare parts and equipment be purchased at the lowest cost possible. To accomplish this, personnel (military and civilian members of the CG) must report all instances of suspected overpricing of any part within the [Federal Supply Schedule \(FSS\)](#). Refer to COMDTINST 4408.7 (series), Reporting Suspected Overpriced Parts, or the Defense Logistics Agency's Customer Assistance Handbook.

Causes of overpricing

Overpricing of items within the Federal Supply System (FSS) can occur for a variety of reasons such as:

- Use of excessive government specifications
 - Markups tacked on by contractors or distributors
 - Simple clerical errors
-

Continued on next page

Reporting Suspected Overpriced Parts, Continued

Procedures

U.S. Coast Guard personnel (both military and civilian) are authorized and encouraged to use the Navy Price Challenge Program to report any suspected overpriced part in the Federal Stock System. The Fitting Out and Supply Support Assistants Center (FOSSAC) researches challenges of Navy managed National Stock Numbers (NSNs) and forwards other NSN challenges to the managing ICP for evaluation. Items with Coast Guard Activity Control Numbers (ACNs) are forwarded to the appropriate Coast Guard ICP.

Send NSN challenges to:
FOSSAC
Price Fighters
P.O. Box 15129
Norfolk, VA 23511-0129

Include as much information about the part as possible. You must include the NSN, part number, description of the item, the price from FEDLOG and why you feel the cost is too high. If you know of a substitute item, include all information about the alternative part.

For Coast Guard assigned ACNs, send the information to Commandant (G-SLP).

Safety Equipment And Personal Protective Clothing

Purpose This section provides information concerning requisitioning of Safety Equipment and Personal Protective Clothing.

Policy Units shall acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees per the Occupational Safety and Health Act of 1970, P. L. 91-596, section 19.

The Federal Supply System will be utilized to the maximum extent possible, including GSA Federal Supply Schedule contracts.

Procurement of safety equipment and personal protective clothing is chargeable to unit AFC funds.

All property issued shall remain the property of the Coast Guard and marked to indicate Coast Guard ownership.

Personnel will be furnished protective clothing that they would not normally be expected to own or possess in non-hazardous occupations. Work clothing will be restricted to work of a nature that is unusually destructive to clothing, (e.g., painting, handling acids or corrosives, welding, bilge cleaning).

Responsibility Responsibilities for safety equipment and protective clothing are:

Agency	Responsibility
Unit Commanding Officer/Officer-in-Charge	Acquiring, maintaining and issuing protective clothing of the unit. Using AFC funds as appropriate to procure and maintain safety and personal protective clothing. Renovation of clothing will be limited to cleaning, disinfecting as necessary and minor repairs. Establishing local Safety and Personal Protective Clothing Instructions for the unit items. Utilizing Personal Clothing and Equipment Record (AF Form 538) for custody control when issuing personal protective clothing to unit personnel.

Continued on next page

Safety Equipment and Personal Protective Clothing, Continued

Responsibility (continued)

Agency	Responsibility
Unit Personnel	Taking appropriate care of and receipt for safety and personal protective clothing items on custody records.

Types of safety and personnel protective clothing items

The following is a list of various types of safety and personal protective clothing items that a unit may have:

- Protective clothing (Foul Weather Jackets, coveralls, footwear).
- Mess clothing (Shirts, trousers, caps, aprons, and serving jackets).
- Safety shoes shall normally be restricted to work that is unusually destructive, i.e., welding, bilge cleaning, cleaning fuel oil tanks, side cleanings, buoy deck work, adverse weather, or work of a comparable nature.
- Safety shoes for officers will be provided when exposed to hazards 30 percent of the time.
- Commercially procured deck shoes for boardings shall be issued per the Coast Guard Rescue and Survival Systems Manual (COMDTINST M10470.10 (series)). Shoes shall be issued on a pair for pair exchange and the old pair of shoes destroyed.
- Footwear for enlisted personnel is issued as part of the minimum outfit of clothing and must be maintained or replaced by the member under the clothing allowance system. A supplemental issue of safety shoes is authorized when, in the opinion of the commanding officer, a member's duties result in the safety shoes receiving abnormal wear and tear (i.e., Engineering Watch Standers, Buoy Tender Deck Workers).

Continued on next page

Safety Equipment and Personal Protective Clothing, Continued

Types of safety and personnel protective clothing items (continued)

- Unit funded replacement safety shoes are issued on a one for one exchange. The following statement shall be signed by the authorizing officer on the internal shipboard request. "I certify that the indicated individual works in an area where accelerated deterioration of safety shoes occurs. He/she should be provided replacement shoes from unit AFC funds in addition to the Clothing Maintenance Allowance being received." Replacement of lost or stolen safety shoes is the responsibility of the member.
- Boat Crew Protective Clothing may be procured from commercial sources when items are not available from Government sources including existing pre-negotiated contracts (GSA, Coast Guard or other government agency). See Coast Guard Rescue and Survival Systems Manual (COMDTINST M10470.10 (series)) for types of authorized protective clothing for boat crews.
- Safety Glasses must meet American National Standards Institute (ANSI) Standard [Z87-1989](#) for industry wear. Non-prescription safety glasses are furnished on a custody receipt basis. Prescription safety glasses issued are only to personnel with a current eye exam within the last 12 months and costs incurred are chargeable to unit AFC funds.
- Divers' and Swimmers' Clothing is issued to divers qualified and eligible to receive any or all specified articles of personal diving outfits and accessory equipment on completion of an approved Coast Guard diving school. Such items shall be issued on Personal Custody records, individual items (custom fitted wet suits, dive watches) shall be recorded in member's personnel record on the Administrative Remarks sheet or CG Form 3007. Outfitting for diving items shall use Federal Supply Schedules, (or local procurement only as a last resort if an immediate need exists) and issued on receipt. Wet suits will not be stocked in quantity. Masks, hoods and fins may be stocked in sizes required.
- Chemical, Biological and Radiological Defense (CBR-D) Materiel will be provided by the U.S. Navy for initial outfitting of cutters and newly established allowances of improved CBR protective clothing and defense materiel. CBR impregnated clothing will not be stocked at any Coast Guard unit.

Continued on next page

Safety Equipment and Personal Protective Clothing, Continued

Types of safety and personnel protective clothing items (continued)

- Ordering for newly authorized CBR materials, all non-chargeable requisitions are forwarded to Navy Supply Center Puget Sound using signal code D or M to identify non-chargeable.
- Ordering replacement CBR items chargeable to unit funds will be forwarded to Defense Supply Center Philadelphia (DSCP), Philadelphia, PA. (DIC S9T) to satisfy authorized allowances. CBR clothing items will be stored in dry, original unopened cartons as long as possible. Protect cartons from direct sunlight, high temperatures and ultraviolet rays because of destructive nature to impregnated clothing. Do not store near mothproofing agents and organic solvents such as alcohol, gasoline, dry cleaning solvents, chlorinated hydrocarbons or other similar materials since the vapors are harmful to CBR clothing.
- Disposition of materiel over 10 years old shall be considered for training operations or surveyed and turned into the DMRO. CAUTION should be taken not to burn CBR clothing as the residual materiel from combustion of CBR clothing contains zinc chloride, a defoliant which could destroy plant life.
- Renovation of Special Clothing is limited to cleaning, disinfection as necessary and minor repairs from commercial sources using unit AFC funds.
- Personnel should contact their Safety Officer for authorization.

Returnable and non-returnable items of safety and personal protective equipment

- There are two types of safety and personal protective equipment. They are classified as returnable and non-returnable.
 - Returnable is equipment that may be issued and recovered from an individual once the need for the items no longer exists.
 - Non-returnable is equipment that may be issued but not recovered from the individual.
- The following are items that are returnable
 - Rain gear (coat and coveralls)
 - Goggles
 - Bag, Parachute

Continued on next page

Safety Equipment and Personal Protective Clothing, Continued

Returnable and non-returnable items of safety and personal protective equipment
(continued)

- The following are items that are returnable, (continued):
 - Sunglasses, HUG-4P type
 - Knife, multipurpose
 - Lightweight [Kayaker](#) Helmet

 - The following items are not returnable:
 - Deck shoes
 - Gloves used with wool inserts
 - Custom fit wet suits
 - Boots, rubber
 - Thermal underwear
 - Socks
 - Wool glove inserts
-

Servmart Procurements

Introduction

The purpose of this chapter is to provide Coast Guard Policy and procedures for the use of the Department of Defense SERVMARTS.

Objectives

The objectives of SERVMARTS are to

- Expedite and improve service to customers.
 - Decrease cost of furnishing materiel to customers through bulk procurement.
 - Reduce inventory in the possession of the customer by affording more readily assessable material.
 - To reduce the number of individual requisition transactions.
-

Purpose

This section provides policies and procedures for utilizing SERVMARTS as a source to fill materiel requirements.

Policy

Unit supply or designated personnel shall ensure the following policies are adhered to when utilizing SERVMARTS:

- Utilize SERVMARTS to the extent possible to reduce administrative cost in processing materiel requirements.
 - Document list of items/materiels required using the SERVMART Shopping List (SSL) Form NAVSUP 1314 in triplicate.
 - Medical and dental supplies are only procured by authorized medical personnel.
 - Controlled equipage or personal property items are properly controlled, documented and reported in the Accountable Item Management (AIM) system and on Personal Clothing and Equipment Record Form AF 538.
 - All items obtained shall be documented by a MILSTRIP requisition number.
 - Items obtained are verified against SSL on return from SERVMART by designated supply or other personnel.
-

Continued on next page

Servmart Procurements, Continued

Policy (continued)

- NAVSUP Form 1314 shall be retained for three years.
-

General

A SERVMART is 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. A SERVMART also stocks certain items of medical and dental supplies which are stored in a segregated area and which can only be obtained by Medical and Dental Officers or by Hospital Corpsmen and Dental Technicians. These individuals shall be identified by an official letter of authorization signed by the Commanding Officer (or his designated representative) of the customer's command. Each SERVMART issues a SERVMART Shopping Guide which list the cognizance symbol, NSN, noun name, unit of issue, unit price and storage location of each item stocked in SERVMART. The self service feature of SERVMARTs, as well as the simplified requisitioning procedures explained in subsequent paragraphs, enables a shore supply activity to realize substantial cost savings. It permits its customers to obtain materiel quickly without having to prepare and submit a separate requisition for each item required. The range of materiel available, ease of acquisition and ready convertibility to personal use require all supply management personnel to rigorously monitor and control SERVMART shopping.

Purchase of Electrical or electronic items

Since SERVMARTs support both afloat and ashore activities, shoppers are cautioned on purchase of electrical or electronic items. Before authorizing the purchase of any operating space item which will require that use of the ship's electrical power, it is the responsibility of the ordering activity to ensure that the shopper is aware of the limitations in the use of any underground power supply. Upon return to the ship, any and all electrically powered items must be presented to the Electrical/Electronic Shop for approval and/or tagging in accordance with existing shipboard Electric Safety Regulations.

Servmart Shopping List (SSL)

An SSL (NAVSUP Form 1314) is used to list multiple items intended to be procured from a SERVMART and provides the accounting data necessary for procurement. The use for the SSL is mandatory in all procurement actions from SERVMART. The SSL will be prepared as follows:

Continued on next page

Servmart Procurements, Continued

Return from Servmart On returning from SERVMART the following actions shall be accomplished:

Step	Action
Customer:	
1	Notify Supply or designated personnel for verification of SSL and materiel obtained.
2	Provide all documents including SERVMART tape, (this normally provides a complete list of items in addition to the total cost) to the supply office or responsible accounting office for unit funds.
3	Date and sign for receipt of materiel's on SSL.
4	For items not available from SERVMART but still required, provide supply office necessary documented information to order through MILSTRIP process.
Supply officer or designated personnel:	
1	Obtain copies of all SERVMART documents from customer and provide copy to customer and department head.
2	Verify materiel and quantity received against authorized SSL on customer's return from SERVMART.
3	Obtain signature of customer(s) for receipt of materiel and date received.
4	If items not available from SERVMART, order for customer through normal MILSTRIP process.
5	Account for funds spent per FINCEN SOP.
6	Maintain NAVSUP Form 1314 for items obtained from SERVMART for three years.
7	Items obtained from SERVMART for unit inventory shall be posted to manual or automated unit inventory stock records. CMPlus users will use the "Miscellaneous Receipt" to record the gain.

Continued on next page

Servmart Procurements, Continued

Customer “Items Purchased Report”

All FISC SERVMARTS are equipped with Electronic Point of Sale (EPOS) II. One of the by products of EPOS that is available upon request is the Customer Items Purchased Report (CIPR) (see sample at end of this section). This report itemizes all materials, or all controlled items purchased by an activity over a period of time.

Maintaining an Audit Trail

The importance of ensuring that government funds are properly expended cannot be over emphasized. Use the following procedures to maintain an audit trail:

- Cash register tapes will be attached to SSLs. The original SSL, with EPOS tape or other cash register tape attached will be retained in the shipboard files for review during Supply Management Inspections. The SSL is to contain the printed name and rank or grade of the shopper as well as the authorized signature of both the Supply Officer (or his designated representative) and the individual completing the “Received, Inspected and Verified” portion of the shopping list.
 - SERVMARTS will return the yellow copy of the SSL by mail to the activity. Upon receipt, the yellow copy will be compared to the original SSL to ensure no discrepancies exist.
 - Copies of both the Customer Items Purchased Report and the Controlled Items Purchased Report will be obtained from EPOS equipped SERVMARTS and retained in the shipboard files for review during Supply Management Inspections.
 - If the total quantity requested is obtained, circle the quantity indicated on the SSL; if only a partial quantity is available, line out the requested quantity and enter and circle the quantity obtained; if the item is not available in any quantity, line out the requested quantity and enter “NIS” in the “QTY” column.
 - Correct the SSLs, when necessary, to reflect current prices, stock numbers, and units of issue of items obtained.
 - Group and check out the items obtained by materiel category (i.e., a separate group of items of each SSL); and as each group of items is checked out, give the original SSLs to the SERVMART clerk. The SERVMART clerk will return the white copy of the SSL with an adding machine/EPOS tape to the shopper
 - Prior to leaving the SERVMART, reconcile any differences between the prices listed in each adding machine/EPOS tape and those indicated in applicable SSLs.
-

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Servmart Procurements, Continued

Inspection

Upon completion of shopping action, all material will be returned to the ship. The Supply Officer or his designated representative, utilizing the SSL as an invoice, will examine the material for correct count. Receipt quantities will be verified by placing a check mark next to the quantity, and the original SSL will be dated and signed under "Received, Inspected and Verified".

Procurement of Materiel in Bulk Quantities

Since larger ships often require quantities of material which would exceed amounts reasonably expected to be stocked on the shelf, many SERVMARTs provide a bulk issue service. This service is designed to provide the large customer with higher quantity requirements permitting material to remain available on the shelf to fill smaller customer needs. However, SERVMARTs are not designed to be the source of supply for long term requirements or pre deployment loadouts. The use of SERVMARTs to fill such needs is not authorized.

Document Preparation

Category Material

One SSL is required to be prepared for each category of materiel that is to be procured from a SERVMART. The materiel categories are as follows:

1. stock replenishment of consumable
 2. stock replenishment of repair parts (SRRP)
 3. DTO consumable
 4. DTO repair parts
 5. equipage
 6. medical/dental materiel (all cog symbol 9L items)
 7. hull and structural (facilities) maintenance preservation materiel (HSMPM)
-

Continued on next page

Servmart Procurements, Continued

Date element entries (continued)

Data Element	Entry
Obj Class Code	Object class code will be "000" unless the transaction affects the international balance of payments
Org Code	N/A
Job Order	N/A
Item Number	Self-explanatory
Cog Sym & NSN	Cognizance symbol and national stock number
Description	Description of item
U/I	Appropriate unit of issue
Quantity	Quantity required
Unit Price	Price for each item
Extension	Quantity x unit price
Requiring Department	Work center code (for stock, the storage location)
Shopper	Enter Authorized Shopper
Authorized Signature	Signature of Authorized Requester per COMDTINST M4200.13 (series)
Supply Officer's Signature	Self-explanatory
Date, By	Date and name/signature of person receiving, inspecting, and certifying the materials
Unit mailing address	Enter ship/activity mailing address
Purchase Subtotal	Total Extended Price
Plus 10% for price variations	Add 10% of extended price
Purchase Total	Grand total

The Cog SYM/NSN or Description columns may be altered only when an NIS condition exists to obtain a like item (i.e., 6" screwdriver instead of 8" screwdriver). The addition of any item(s) or substitution of anything other than a like item is strictly prohibited.

Continued on next page

Servmart Procurements, Continued

SSL
(continued)

Data Element	Entry
Material Category	Appropriate category will be identified
Page ___ of ___	Self-explanatory
Julian Date	Current Julian date
Ship/Activity	Ship's name and hull number
Requisition No.	Document number in accordance with 4-C.
Fund Code	Fund code for the category of materiel being procured

Example

CUSTOMER CONTROLLED ITEMS PURCHASED REPORT													
FISC Puget Sound Servmart STORE 1 REPORT 00020													
CUSTOMER CONTROLLED ITEMS PURCHASED REPORT FOR N00										DATE 6295	PAGE 1		
TRANS	OPR	ID	DI	DOCUMENT	JOB/SUPPL	SIG	FUND	TIME	NSN	NOMENCLATURE	QNTY	UOI	TOTAL
6725	SB		A9E	N0000060653713		A	K9	1000	01 144 8447	FLOPPY DISK 5- N/o	-10	BX	-30.00
6711	SB		Z9E	N0000060653714		A	K9	0935	01 182 8534	CALCULATOR TI 30	-4	EA	-36.80
6699	SB		Z9E	N0000060656920		A	K9	1031	00 162 2205	KNIFE POCKET FOUR BLADE	-6	EA	-21.72
6704	SB		Z9E	N0000060658050		A	K9	1311	00 550 9123 00 835 7210	VACUUM CLEANER BATTERY D DRY ALKAE95 N/O S/L	-1 -24	EA EA	-105.00 -12.96

CUSTOMER CONTROLLED ITEMS PURCHASED REPORT													
FISC Puget Sound Servmart STORE 1 REPORT 00020													
CUSTOMER CONTROLLED ITEMS PURCHASED REPORT FOR N00										DATE 6295	PAGE 1		
TRANS	OPR			DOCUMENT	JOB/SUPPL	SIG	FUND	TIME	NSN	NOMENCLATURE	QNTY	UOI	TOTAL
				N0000062943718		A	K9	1052	00 187 6489	BINDER 3RG 1" BLK 11X8	-36	EA	-4464
									00 247 6069	ENVELOPE BLANK KRAFT 9X12	-1	BX	-14.50
									01 124 5660	PAPER PAD RULED 8X10 WHT	-6	DZ	-34.68
									00 243 1780	STAPLER HVY DUTY	-2	EA	-13.42
									LL 000 0633	NOTEBOOK PCKT SZ SPIRL TOP	-10	EA	-5.20
									00 162 2205	KNIFE PCKT FOUR BLADE	-3	EA	-10.86
									00 052 8698	FRAME PICTURE 8X10 WALNUT	-1	EA	-2.02
									00 904 2663	TAPE ADHESIVE 3/4 IN DBLBACK	-1	RO	-2.84
									00 826 1876	TAPE EMBOS BLK 1/2 IN	-12	RO	-2.04
									00 835 0443	MACHINE EMBOSING	-1	EA	-3.74
									00 082 2661	LABEL AVERY WHT 31/2 X 15/16	-1	BX	-6.90

Special Materiel - Aeronautical

Aeronautical Materiel Types

Type 1	Aeronautical Materiel under individual serial number management by ARSC. Procured and/or overhauled by ARSC and distributed where required.
Type 2	Aeronautical materiel, less avionics, with a \$250 or greater unit price. Also Coast Guard peculiar items regardless of price. Requisition processing, funding and technical review done by ARSC. Field units requisition or turn-in materiel according to ARSC instructions.
Type 3	Aeronautical materiel, less avionics, with a \$250 or lower unit price. Requisitions funded by aviation unit's AFC-30 funding. Considered local OM&S materiel.
Type 4	Avionics materiel which are either repairables, or have an \$800, or greater unit price. Requisition processing, funding and technical review done by ARSC. Field units requisition or turn-in materiel according to ARSC instructions.
Type 5	Avionics materiel with an \$800, or lower unit price. Requisitions funded by aviation unit's AFC-30 funding. Considered local OM&S materiel.
Type 6	Ground Support Equipment (GSE)
Type 7	Materiel owned by Allied Signal Engines and used to support the LTS-101 engine.

Aviation Tool Control Program

The Aviation Tool Control Program, authorized by the Aeronautical Engineering Maintenance Manual (COMDTINST M13020.1 (series)), is to ensure the safety of aviation personnel through the prevention of aircraft mishaps and foreign object damage (FOD) to aircraft systems that is caused by misplaced tools. Additional benefits of the program are a significant reduction of tool replacement costs and increased maintenance effectiveness due to proper tool availability.

Special Materiel – Aeronautical, Continued

Aviation Tool Control Program (continued)

Aviation tools will be of such quality that they meet or exceed Society of Aeronautical Engineers (SAE) Aerospace Standards (AS-954, AS-4167, etc.) and shall be purchased and maintained in the tool control program. Replacement tools, purchased to replenish existing aviation maintenance tool kits, must conform to the same shape and size as the original tools. This is essential to ensure Tool Control integrity under the foam cutout or other tool displacement method. The Tool Control program cuts tool replacement costs through the use of hand tool warranties and increased maintenance effectiveness due to proper tool availability. Neither complete tool kits, nor a full range of hand tools meeting stated requirements, may be available in the Federal Stock System. In those instances, needed replacement hand tools may have to be procured from commercial sources.

- Coast Guard users shall purchase tools not required to meet the aerospace standards cited above from General Services Administration (GSA), when the tools have proven to be effective and adequately satisfy requirements. When tools received through GSA are substandard or defective, a Quality Deficiency Report (SF-368) shall be submitted. If serial/batch numbers are not available, furnish as much information about the tool as possible. Purchase the needed replacement tool from appropriate sources to avoid work stoppage and cite the deficiency report on the procurement request as justification.
- When, due to wall thickness or plating requirements (or other valid criteria), needed tools are not available in the Federal Supply System (includes out of stock, obsolete or inferior tools, quantities inconsistent and unadaptable to Coast Guard requirements, and to avoid work stoppage) units may purchase the tools elsewhere.

Subsistence

Purpose This topic provides information concerning requisitioning of subsistence items.

Policy Defense Supply Center Philadelphia (DSCP) is responsible for the procurement and distribution of subsistence items.

Subsistence items shall be ordered from DSCP or Defense Logistics Agency (DLA). They have access to prime vendor sources to obtain maximum benefit consistent with the policies set forth in the Subsistence Manual (COMDTINST M4061.3 (series)).

Procedures The following procedures apply for ordering items chargeable to unit AFC funds:

Item	Procedure
Food Packets	For abandon ship and emergency condition food packets, order per the Subsistence Manual.
Canned Drinking Water	For emergency conditions and abandon ship, allowances established from unit allowance list Order using MILSTRIP procedures. Items are charged to unit AFC funds.
Ice	When ice making facilities are inoperative or not available, commercial procurement of ice is authorized and chargeable to unit AFC funds for: <ul style="list-style-type: none">• Support of EDF facilities• Cooling of drinking water• Care of sick and preserving medical specimens/supplies.

Section K

Expending Materiel From Records

Overview

Purpose

This section provides the policy and procedures for expending materiel from a unit inventory records due to sale, issues, transfers, surveys etc.

In this section

This section covers the following topics:

Topic	See Page
Types of Expenditures	5-K-2
Policy and Procedures for Expending Sale of Materiel From Records	5-K-3
Sales to Other Government Agencies (OGA)	5-K-5
Sales to Other Government Agencies (OGA), Public and Commercial , -Aviation Fuels, Lubricants, Services and Storage	5-K-6
Sales to Other Government Agencies (OGA), Public and Commercial Vessels and Other Watercraft	5-K-8
Distress Services to Vessels	5-K-11
Aids to Navigation Support	5-K-12

Types of Expenditures

Types of expenditures

The following table is a list of definitions to distinguish the types of transactions for accounting and record [purposes](#) for issues, transfers and surveys:

Type	Definition
Issues	An issue is the physical turning over of materiel by the supply department (either immediately upon receipt, direct turnover or DTO, or as requested from Supply Department stocks) to the using department. The term "issues" shall not be used interchangeably with the term "transfers". When items are issued from the stock, they are expended from the records and may be reordered. Automated procedures for expending materiel from unit inventory records shall be followed per the appropriate system user manual.
Transfers	A transfer is the movement (including turn-in) of materiel from the custody and records of a unit to the custody and records of another unit.
Surveys	A survey is the procedure required when Coast Guard materiel must be: <ul style="list-style-type: none">• condemned as a result of damage, obsolescence or deterioration.• appraised as a result of loss of utility, acknowledged as nonexistent, as a result of loss or theft, necessitating the removal of the accountable materiel from the records of the holding activity.

Fuel Inventory Reports, Continued

Disposal of Supply Fund Fuel for Decommissioned cutters/shore units

Supply fund fuel onboard decommissioned cutters or shore units shall be disposed of as follows:

Transfer to another unit using supply fund fuel of latest receipt price.

Sale to other Coast Guard activities not using supply fund fuel at the latest receipt price.

Fuel not disposed of shall be considered as cost of "placing vessel in inactive status".

Accounting transactions for the disposal of fuel are contained in the FINCEN SOP.

Finance center responsibilities

The Finance Center shall use the monthly fuel reports to determine the value of the unit's present inventory, inventory transferred and inventory expended.

Determine the present value of the unit's fuel inventories using the "First In First Out" (FIFO) method of inventory pricing.

Transfer

Transfer of fuel from a unit ordering fuel under the Supply Fund to other units, agencies or private parties shall be accounted for accordingly to ensure:

Reimbursement of the CG Supply Fund.

The receiving party is properly charged.

FINCEN Responsibilities

The price of fuel transferred shall be determined from the FINCEN inventory ledger. The price of fuel at the most recent refueling will be charged.

When a vessel transfers more fuel than it received at its most recent refueling, the difference in fuel will be priced at the cost of fuel at the second latest refueling, and so on, until the entire amount of fuel has been priced.

When fuel is transferred to an agency outside of the supply fund, the AFC-80 will be used to reimburse the fund in order to maintain efficient cash flow. The FINCEN will follow normal interagency billing procedures. Upon receipt of payment from the customer, reimbursement will go directly into AFC-30.

Continued on next page

Fuel Inventory Reports, Continued

FINCEN Reports

Quarterly (Dec, Mar, Jun, Sep), the Finance Center shall compute the value of the fuel inventory for each unit by the 15th calendar day of the following month. The value of inventory is determined by:

Multiplying the inventory (gallons) by the purchase price(s) per gallon. The inventory is then recomputed by multiplying the purchase price paid at the most recent refueling.

Disposal of Fuel on Decommissioned Cutters

Policy

Fuel onboard decommissioned cutters shall be disposed of as follows:

Transfer fuel to other units that are funded under Supply Account 85.00.

Sell fuel to other units that are not funded under Supply Account

Fuel not disposed of in either of the above manners shall be considered as cost of "placing vessel in inactive status."

Accounting Transactions for the disposal of fuel are contained in Part 5 Ch 1 of the FINCEN SOP.

Last-in-first-out pricing procedures

The value of fuel inventory will be determined by using the purchase price paid at the unit's last refueling and the number of gallons on hand. The difference between the earlier extended value and the recalculated inventory value will also be recorded.

Petroleum, Oil, And Lubricants (POL)

Purpose

This topic covers Coast Guard policy for the ordering of POL and identifies responsibilities supporting this policy at various levels..

Policy

The Coast Guard shall utilize contracts of the Defense Energy Support Center (DESC) and General Services Administration (GSA).

Contract bulletins are issued for each fiscal year and establish procedures to be followed by the purchasing unit in obtaining requirements.

Exceptions to policy

Procurements under contracts of DESC and GSA are not required when:

Maximum single order is less than the minimum quantity available under the contracts, or

Containers required are smaller than those available from the contractors, or

Purchase without regard to existing contacts is otherwise specifically authorized by Commandant (G-CFP).

Responsibilities

Unit responsibilities are outlined to ensure that proper procedures for obtaining POL are followed:

<u>Agency</u>	<u>Responsibility</u>
Commandant (G-CFM)	Provides fuel policy and overall energy management direction.
	Assists MLCs/District Offices as required in their coordination with DESC.

Continued on next page

Petroleum, Oil, And Lubricants (POL), Continued

Responsibilities (continued)

<u>Agency</u>	<u>Responsibility</u>
Maintenance & Logistics Commands and District Commanders	<p>Comply with procedures developed by DESC (see Management of Petroleum Products, DoD 4140.25M) and Commandant (G-CFP).</p> <p>Establish and maintain liaison with DESC managers for fuel support and resolve problems for responsible subordinate units.</p> <p>Determine the fuel requirements for subordinate units and submit to responsible DESC elements in accordance with DFSCI 4420.1 (series).</p> <p>Provide DESC the following information when registering new or changed requirements:</p> <ul style="list-style-type: none">DESC program numberType of fuel productReceiving unit name and locationQuantity requiredDelivery period or delivery dateMethod of delivery (barge, tank truck, etc.)Estimated average delivery sizeSpecial or modifying information <p>Ensure sufficient fuel is available to carry out assigned missions.</p> <p>Maintain fuel management information provided by DESC for subordinate units, tracking fuel usage history and forecast trends in fuel demands and cost.</p> <p>Initiate local procurement actions as authorized to supplement DESC support when necessary. Maintain documentation for each procurement situation.</p> <p>Ensure DESC Price Bulletins are provided for bulk petroleum products to subordinate offices and units.</p>

Continued on next page

Petroleum, Oil, And Lubricants (POL), Continued

Responsibilities (continued)

Agency	Responsibility
Maintenance & Logistics Commands and District Commanders (continued)	Coordinate with other military services that provide retail level support (retail bulk petroleum storage and related services). Determine maximum allowable sulfur content for equipment at subordinate units based on State environmental regulations and provide sulfur content report with fuel requirements when required by DESC. Refer unresolved problems or inquiries to Commandant (G-CFP).
Units	Engineer Officer: Determine unit fuel requirements and advises supply or procurement office of quantities and time of delivery desired. Prepare monthly fuel reports. Supply Officer: Generate procurement requisition for fuel. Make necessary delivery arrangements from supply activity or contractor. Make necessary arrangements for off-loading and transfer of bulk to appropriate fuel facilities with required documentation of transfer and accounting data reporting to FINCEN, MLC/District Commander and Commandant (G-CFM). Ensure proper stowage and handling requirements are in place for stowage of lubricants and solvents and appropriate Material Safety Data Sheets are obtained and issued to users for each item ordered, received or in inventory.

Continued on next page

Petroleum, Oil, And Lubricants (POL), Continued

Requirements submission

Commandant (G-CFP) shall be advised of any special circumstances which require consideration in preparation of contracts. Information shall include

- Unusual storage or geographic conditions.
- Addresses of separate delivery points.
- More than one delivery location.
- Methods of delivery when more than one is acceptable.
- Number of contract bulletins indicated in submission of requirements.

Bulk lube oil will include the following additional items:

- Exact consignment.
- Minimum delivery.
- Type of delivery desired for each bulk quantity, (i.e., tanker truck, transport truck, tank car).

Sources of supply

Supply or procurement personnel shall procure fuels from the following sources:

- US Navy Ships/USCG Cutters
- Military Sealift Command (MSC) Oilers;
- Naval shore activities, fuel depots and annexes;
- Commercial shore installations, both foreign and domestic, under DESC contracts (as listed in DESC Bulletins);
- Commercial shore installations in Alaska and Hawaii and outside the United States under contract to local Navy activities;
- Shore installations of other services or agencies; or
- Foreign commercial shore establishments not currently under DESC or local Coast Guard contracts.

Emergency sources

When normal sources of supply are not available and operations require emergency need, the following sources may be used:

- United States commercial ships,
- Foreign naval ships,
- Foreign naval shore activities, or
- Foreign commercial ships.

Continued on next page

Petroleum, Oil, And Lubricants (POL), Continued

Navy activities and Military Sealift Command

Requirements shall be included in underway replenishment UNREP or logistics requirement LOGREQ message.

Requisition or MILSTRIP number shall be included for each item requested. Actual document may not be required unless it is DLA owned bulk petroleum from a Military Sealift Command (MSC) tanker.

Requisition to a shore activity shall be provided on Form DD-1149.

Form preparation

The following information is the minimum to be furnished on a Form DD-1149. Data blocks not listed shall be left blank:

Block Entry

- 1 DoDAAC, Name of unit and hull number of vessel as appropriate.
- 2 DoDAAC Name and address of supply activity, (if a MSC tanker enter only name).
- 3 Commanding Officer, the name of unit (cutters include hull number), point of delivery, and pier number (or anchorage berth).
- 5 Calendar date (year, month, day) requisition is prepared.
- 6 Complete MILSTRIP requisition number (e.g., Z11401-9010-9500)
- 7 Calendar date (year, month, day) on which delivery is required.
- 10 Name, rank and signature of supply officer/authorized ordering official.
- b NSN and nomenclature of bulk petroleum product. Only one item on each DD-1149 and include the following information:
Signal code: "A" for cutters.
Fund code: Applicable two-character fund code.
Appropriation data.
- c Enter "GL" (gallon) for bulk petroleum products.
- d Enter quantity requested.

Section L
Commercial Procurement

Overview

In this section

The topics in this section pertain to procurement in support of the Coast Guard activities

Topic	See Page
Commercial Procurement	4-L-2
Small Purchase Procurements (Simplified Acquisitions)	4-L-5

Commercial Procurement

Purpose This section pertains to responsibilities, references and forms to be used in commercial procurement of supplies.

Responsibilities The Supply Officer shall ensure compliance with all procurement requirements and regulations, contained in the below listed references.

References The Federal Acquisition Regulation (FAR):
Provides the means for translating Presidential and Congressional polices and statutes into action documents for Federal agencies.

Transportation Acquisition Regulation (TAR) and the Transportation Acquisition Manual (TAM)

Provide Department of Transportation guidance on acquisitions.

Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series):

Provides CG guidance for procurements less than the simplified Acquisiton Threshold.

Coast Guard Acquisition Procedures, COMDTINST M4200.19 (series):

Provides internal procedural guidance to overall policy outlines in the FAR.

Certifying and Disbursing Manual, COMDTINST M7210.1 (series):

Provides authorization procedures and limitations for cash purchases.

Forms The following is a list of forms used for and in support of commercial purchases:

Form Number	Form Name	Description
SF-18	Request for Quotations	Used in obtaining price, cost, delivery and related information from suppliers

Continued on next page

Commercial Procurement, Continued
Forms
(continued)

Form Number	Form Name	Description
SF-30	Amendment of Solicitation or Modification of Contract	Used for modifying purchase orders or contracts.
SF-44	Purchase Order-Invoice-Voucher	Used primarily for on the spot, over-the-counter purchases of supplies and non-personal services while away from purchasing office. Multipurpose form that can be used as a purchase order, receiving report, invoice and public voucher.
OF 347 or SF-1449	Order for Supplies or Services	Used for Simplified Acquisitions, to establish Blanket Purchase Agreements (BPAs), to issue delivery orders under basic ordering agreements and contracts.
OF-348	Order for Supplies or Services Schedule	Continuation Sheet for OF347
SF-1165	Receipt for Cash-Sub-voucher	Used for Imprest Fund purchases.
DOT F 4200.1.2 4200.1.1	Procurement Request	Shall be used to provide information for items to be procured commercially or from a Federal Supply Schedule.

Continued on next page

Commercial Procurement, Continued

Guidelines

The following are basic procurement guidelines:

Guideline

- 1 Requirements shall not be broken into several purchases merely to avoid the dollar threshold established by the above references.
- 2a All purchases under \$2,500.00 follow micro purchases procedures. They can use any size business.
- 2b All procurements \$2,500.00 and over are reserved for small business concerns unless the Contracting Officer determines that there is no reasonable expectation of obtaining two or more quotations from small business that will be competitive in terms of market price, quality, and delivery.
- 3 Advance payments are generally prohibited except for subscriptions to newspapers, magazines or periodicals.
- 4 Federal Agencies are exempt from paying most state and local taxes.

The tax exempt number for the Coast Guard is B239641.

- 5 Simplified Acquisitions over \$2,500 must be fully documented in accordance with COMDTINST M4200.13 (series).
- 6 Appropriate funds must be available to pay for supplies and services.
- 7 Purchases that exceed \$25,000 are generally administered by the appropriate MLC/ISC.

Vessels underway may purchase fuel in excess of \$25,000 on the open market (Non DESC supplier), after approval from Commandant (G-CPM) and the appropriate MLC/ISC. Include the amount of authority requested in message (i.e. \$50,000.00, \$100,000.00, etc.).

Small Purchase Procurements (Simplified Acquisitions)

Purpose Acquisition of supplies, non-personal services, or construction of \$25,000 or less.

Small purchases forms/limitations The following limitations apply to small purchase forms:

Form	Limitations
Purchase Orders SF-44	SF-44 is limited to purchases of \$2,500 or less, except for fuel and oil for aircraft and vessels (\$25,000 or less). Do not exceed the individual's procurement authority. supplies and services are immediately available; only one delivery and one payment will be made; its use is determined to be more economical and efficient than use of other small purchase methods; personnel authorized to use SF-44 shall be designated by the Contracting Officer in writing; and no unit shall exceed its authorized dollar limitation established by the MLC/ISC.
OF-347 with OF-348 (continuation) & SF-1449	Used as a purchase order fpr supplies and services not to exceed the simplified acquisition limits or the unit's procurement authority; may be used when the unit considers it economical and efficient to do so; and multipurpose forms designed for the following:

Continued on next page

Small Purchase Procurements (Simplified Acquisitions),
Continued

**Small purchases
forms/limitations**
(continued)

Form	Limitations
OF 347 and OF 348 (continuation) & SF 1449, (continued)	Negotiated purchases of supplies and services not to exceed the simplified acquisition threshold. ordering or scheduling deliveries against established contracts or from government sources of supply, and a receiving inspection report. Imprest Fund A cash fund of a fixed amount established by an advance of funds without charge to an appropriation, from an agency finance or disbursing officer. Enables payments of a relatively small amount to be made in cash. Cash purchases cannot exceed \$500 without prior approval of G-CPM. G-CPM will coordinate the request with FINCEN(al). The authorization procedures and limitations of imprest fund cashiers are detailed in the Certifying and Disbursing Manual, COMDTINST M7210.1 (series).
Government Wide Commercial Credit Card Service	International Merchant Purchase Authorization Card (IMPAC) is the official name. May be used to pay for the full range of government purchases with restrictions for travel and subsistence materiel. See Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series) for additional information.

Continued on next page

Small Purchase Procurements (Simplified Acquisitions),
Continued

**Fast payment
procedures**

Allows payment under limited conditions to a contractor prior to government verification that supplies have been received and accepted.

See Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series) for additional information.

Section M
Centralized Supply Management of Engines for Cutters and
Standard Boats

Overview

Purpose Supply support management of cutter and standard boat engines is the responsibility of the Engineering Logistics Center (ELC), Baltimore, MD. The program is designed to ensure standard engine configurations through the accomplishment of remanufacture to standard specifications, and to control configuration of all engines in the program by serial number.

In this section This section covers the following topics:

Topic	See page
Program Funding	4-M-2
Serial Number Control	4-M-3
Engine Remanufacture/Overhaul	4-M-4
Intermediate Repair	4-M-5
Policy	4-M-6
Responsibilities	4-M-8
Central Engine Overhaul Engines	4-M-11
Ordering Information for Standard Small Boat Engines	4-M-13

Program Funding

**Charging
Procedures**

Engine overhaul costs will be determined by the ELC, and recovered from the customer via funded requisition through the billing process. The amount of funds to be obligated will be announced by the ELC through separate ELC message which will also provide the procedural guidance for issue and turn in of engines. Costs incurred by the ELC to replace missing or cannibalized hang-on equipment will be charged to the customer.

Serial Number Control

Maintenance of Control Number

Life cycle serial number control will be maintained by the ELC for all centrally supported engines through the various phases of transportation, overhaul, storage, and issue.

Note: Intermediate Repair (IR) engine serial numbers will be maintained by the cognizant MLC.

Engine Remanufacture/Overhaul

Definition

Engine remanufacture is defined as depot level restoration of an engine or engine set (engine & transmission) to a like new condition through a remanufacturing process to an approved ELC issued specification that includes the following:

Complete engine

Gear and accessories disassembly

Test

Inspection

Mandatory replacement of certain parts

Replacement or reconditioning of subassemblies units or parts that exceed manufactures limits

Subsequent assembly

Alignment

Calibration

Dynamometer test and run in

NOTE #1: Gear will be separate for 47' MLBs.

NOTE #2: Zeroing of engine hours is only authorized via the installation of an ELC Central Engine Overhaul (CEO) remanufactured engine.

NOTE #3: The ELC is the only activity authorized to contract remanufacturing service.

Intermediate Repair

Definition

Engine repair is defined as the return of an engine or engine set (engine and transmission) to an operating condition by the rework or substitution of only the failed parts using local (intermediate level) resources. These resources may include unit, group, station, support center, base personnel, Other Government Agencies, or local funding of contractor repairs.

This process, the Intermediate Repair (IR) Program, is maintained by the Districts and NESU's through the respective MLC.

NOTE: If cost of IR is to exceed 50% of the CEO priced asset, the engine shall be returned to ELC for remanufacture.

Policy

**Engine
identification**

Engines identified on page 4-M-11 shall be subject to the following:

ELC Baltimore, Md is the program and supply support manager.

Engines which are not installed, whether ready for issue (RFI), or not ready for issue (NRFI), are depot level repairable and must be returned to the ELC. No engines shall be acquired or remanufactured outside the CEO program unless prior written authorization is received from the ELC.

Units may transfer engines between boats, but must advise the ELC in writing when such action is taken to ensure serial number control is maintained.

Modification, or movement from port to starboard to port, is prohibited.

Units shall comply with current ELC instructions concerning the turn in of failed engines, and ensure that appropriate hang-on equipment is not removed, or cannibalized from the engines. ELC shall manage and administer the CEO program.

**Engine
remanufacture
under the CEO
program**

Engine remanufacture shall be accomplished by the ELC in accordance with standard ELC issued specifications.

Engine remanufacture cost is not to exceed 65 percent of the total cost of a new asset, excluding FT4A turbines.

Continued on next page

Policy, Continued

Warranty engine repair

Repair action during the warranty period shall be initiated only after discussion and concurrence with the Central Engine Overhaul (CEO) Team at the ELC. Group Commanders, Commanding Officers, Officers-in-Charge, and Contracting Officers should not construe this to mean local repair is not authorized during the life of the engine; rather that during the warranty period, local repair must be such that it will not jeopardize the Coast Guard's investment in a warranty. Contact with the CEO Team at the ELC via the respective MLC provides the unit with appropriate direction to safeguard that warranty.

The authority to proceed with local repairs during the warranty period is based upon the cause of the casualty, urgency, and extent of local repair required.

Non-warranty engine repair

An engine may be removed from a boat to perform repairs. If local repairs are elected, the operational commander will be responsible for placing the affected boat in a non-operational status for the duration of the repairs.

If replacement vice repair is elected, another engine shall be requisitioned from the ELC, or from an established IR pool. The failed engine (assembled with hang-ons) must be returned to the ELC.

Local engine repairs shall be in accordance with the appropriate engine manufacturer's or MLC technical repair specifications.

Responsibilities

Commandant

Commandant (G-SEN) has program oversight, promulgating program policies and goals, and providing feedback to other program and support managers.

Commandant (G-OCS) is responsible for providing funding for the repair and remanufacture of centrally managed engines in standard boats.

Commanding Officer, ELC

Manage and administer the CEO program for all centrally managed engines.

Responsible for technical oversight of the program. This includes setting small boat engine maintenance philosophy, approving standard engine remanufacture, repair and installation/removal specifications, and funding for remanufacture of centrally managed engines for cutters.

Publish program implementation plans, price information, requisitioning, turn in, and serial number reporting procedures regarding engines covered in the centralized engine management program. An installation information/warranty guidance package will be provided with each engine shipment.

Develop and maintain a life cycle serial number control program, to include engine specific historical data (e.g., engine hours between changeout, parts replaced, etc.) for both RFI & NRFI engines covered by this program.

Manage repairables per procedures established in the Uniform Supply Operations (USO) Manual (COMDTINST M4121.4 series).

Include program attrition replacement costs in annual budget submission.

Coordinate actions as necessary between field activities and the contract administrator for warranty claims.

Continued on next page

Responsibilities, Continued

Maintenance and Logistics Commands (MLCs)

Assist the group engineer in determining the appropriate level of maintenance.

Track all intermediate repair (IR) engines and/or red gears via serial number.
Review District request for increase/decrease to rotatable pool size and forward to the ELC for action.

District and Group Commanders

Ensure RFI or NRFI engines applicable to the CEO program are reported per ELC directives.

Submit funded Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions to ELC for replacement engines per ELC directives.

Coordinate, expedite, and ensure the return of replaced engines, and applicable hang-on equipment per ELC directives.

Support requisitions for unplanned or emergency engine replacement requirements via a Casualty Report (CASREP).

Ensure the CEO program is used when local resources and capabilities are exceeded.

Arrange for intermediate repairs and notify ELC of such repairs via CASREP.

Keep engines operational up to the limit of local resources.

Ensure MLC type desk is involved in all decisions regarding overhaul and repair of engines, and particularly when the decision is made to replace an engine managed under the CEO.

Continued on next page

Responsibilities, Continued

District and Group Commanders
(continued) Ensure all requests for increase/decrease to rotatable pool size are forwarded to the ELC platform via the respective MLC.

Unit Commanding Officer and Officer-in-Charge. Perform preventative maintenance on engines per established directives.

Accomplish removal, installation, and set up of centrally maintained engines.

Initiate and submit warranty claims for overhauled engines to the CEO Team, ELC Baltimore, Md for resolution.

Central Engine Overhaul Engines

Current engines in program The list below is subject to change. Engines covered under the CEO program, including small boat engines, are referred to in the annual ELC message each September. The noun, NSN, and current price of all CEO engines, reduction gears, and turbines are listed.

Stock Number	Type	Appl
*2815-01-033-3050	VT903M Port	41' UTB
*2815-01-040-2293	VT903M Starboard	41'UTB
*2815-01-135-6933	D6V53 Port	44'MLB
*2815-01-080-8830	D6V53 Starboard	44'MLB
*2815-01-120-4016	12V71TI Port	55'ANB
*2815-01-120-0992	12V71TI Starboard	55' ANB
*2815-01-F90-0160	3412 Port	82'WPB
*2815-01-F90-0159	3412 Starboard	82'WPB
**2815-99-739-4949	16RP200M	110'WPB A/B Class
**2815-01-342-4445	3516	110'WPB C Class
**2815-01-361-7603	6V92TA Port	47'MLB (pre- production)
**2815-01-361-3600	6V92TA Starboard	47'MLB (pre- production)
**2815-01-442-4541	6V92TA Port	47'MLB (production)
**2815-01-442-4549	6V92TA Starboard	47'MLB (production)
***3010-01-047-2577	MG509	41'UTB
***3010-01-243-5373	AS5-73CR	44'MLB
***3010-01-127-6490	MG514	55'ANB
***3010-01-058-0117	MG521	75'LIC
***3010-01-348-9756	MG518	82'WPB
***3010-99-741-9566	ZF1500	110'WPB A/B Class
***3010-12-327-7446	ZF755	110'WPB C Class
***3010-01-088-3782	MG540	160'LIC
***2010-12-330-0711	ZF160	47'MLB (pre- production)
***2010-01-F97-1006	WVS234UP	47'MLB (production)

Continued on next page

Central Engine Overhaul Engines, Continued

Current engines in * Engine with transmission
program ** Engine without transmission
(continued) ***Transmission ordered separately

Ordering Information for Standard Small Boat Engines

Procedure Units should use the stock numbers found on page 4-M-11 to requisition standard engines used on small boats.

CHAPTER 5

Material Management

Overview

Introduction

The instructions provided in this chapter are designed to interface with the Federal Supply System to the extent possible and provide optimum uniformity in the areas of Material Management.

Policy

The policies, procedures and instructions in this chapter are mandatory and applicable to all personnel throughout the Coast Guard (CG). Exceptions: subsistence, munitions, medical and other supply requirements which are governed by other directives.

Automated systems

There are several automated systems:

All OM&S shall be maintained on one of the following automated systems:

Type	Explanation
CMplus	Configuration Management plus . Mandatory for all OM&S, except for aeronautical material located at the Inventory Control Points (ICPs).
AMMIS/SCCR	Aviation Maintenance Management Information System/Supply Center Computer Replacement Inventory and OM&S located at the ICPs and ICP controlled OM&S located at field units.
SCAMP	Shipboard Computer-Aided Maintenance Program. Mandatory for all OM&S on all cutters and shore units including aeronautical material type 3 and 5 until superseded by CMplus. To request SCAMP, contact OSC Martinsburg.
Other Systems	The appropriate facility/program manager shall provide guidance to units that are not on the above systems. Waivers are granted by COMDT (G-SLS) to use a local system.

Continued on next page

Overview, Continued

In this chapter

This chapter covers the following sections in relation to Material Management in the Coast Guard:

Section	Title	See Page
A	Coast Guard Policies, Responsibilities and Procedures for Managing Inventory and Operating Materials and Supplies (OM&S) Stock	5-A-1
B	Determining Stock Requirements and Replenishment Quantities	5-B-1
C	Physical Inventory	5-C-1
D	Inventory Management of Shelf Life Items	5-D-1
E	Storage and Handling of Material	5-E-1
F	Temporary Transfer of Material for Storage	5-F-1
G	Transportation	5-G-1
H	Stock Record Systems and Shipping and Receiving Processes	5-H-1
I	Material Returns Program (MRP)	5-I-1
J	Depot Level Repairable (DLR) Management	5-J-1
K	Expending Material from Records	5-K-1
L	Supply Support	5-L-1
M	Configuration Status Accounting (CSA)	5-M-1
N	Discrepancy Reporting	5-N-1

Section A

Coast Guard Policies, Responsibilities and Procedures for Managing Inventory (Supply Fund Account) and Operating Materials and Supplies (OM&S) Stock

Overview

Applicability

The policies, responsibilities and procedures contained in this section are mandatory for management of all Coast Guard Inventory (Supply Fund Account) and OM&S stock. Material management is important to ensure proper accountability, control, and replenishment of these stocks in support of Coast Guard missions.

Definition of Inventory

Tangible personal property held by ICP's/Sources of Supplies (SOS) (i.e. ARSC, ELC, DLA) for sale to customers as normal course of business. [Inventory is purchased via Revolving Supply Fund Account.](#)

Examples of Inventory

Defined as:

- ELC stored supply fund managed items
- Fuel
- Subsistence
- Clothing

Definition of OM&S

Free issue and locally requisitioned or procured tangible personal property that will be consumed in normal operations by the end users (e.g. afloat and ashore units). OM&S is stocked in storerooms, warehouses, trailers etc., and accounted for physically and financially, [regardless of value](#) on automated or manual stock records until it is issued to end user. [OM&S consists of allowance, SIM, Non-SIM, reparable, and seasonal items. SIM, Non-SIM, reparable, and seasonal items may be allowance or non-allowance items.](#)

Examples of OM&S

Defined as:

- on board spare parts for HM&E equipment,
- electronic spare parts ([MICA previously ERPAL](#)) and components (including parts for Navy type Navy owned electronics equipment),

Continued on next page

Overview, Continued

Examples of OM&S (continued)

- reparable HM&E and electronics removed from vessel, aircraft and returned for repair to ICP/NESU or repair facility,
 - weapons spare parts (including Navy type Navy owned weapons equipment)(excluding ammunition),
 - rotatable pool equipment held by support units,
 - spare parts and material such as plumbing, electrical, lumber and carpentry supplies for engineering and industrial facilities
 - vehicle spare parts,
 - law enforcement supplies (not yet issued to users),
 - boatswain spares,
 - survival equipment (not yet issued to users/aircraft),
 - aviation material type 3 and 5,
 - Buoys and ATON hardware (except for lighted foam and steel buoys, and unlighted [foam](#) and steel buoys 3rd class and larger).
-

Excluded from OM&S

Excluded from OM&S; office supplies, housekeeping supplies, scrap material, real property, personal property as defined in the Property Management Manual (COMDTINST M4500.5 (series)), items procured by a revolving fund (e.g. supply fund), and [pollution control equipment stored in MSO immediate response trailers](#).

[Note: MSO immediate response trailers must be locked and have an inventory list.](#)

OM&S Expended (Shop stock/ Operating Space Item (OSI))

Users are not required to account for material on a stock record system (i.e. CMplus, SCAMP) when the material is transferred to a department as expended “shop stock” or operating space items under the following criteria’s.

- items with a unit price \leq \$500.00 consumed or installed on equipment/components [in the course of daily maintenance operations](#).
- items that do not make a complete unit of issue due to usage of some of the material. For example, links removed from a shot of chain, nails used from a package of nails.

[Note: See additional information on page 5-A-13](#)

Continued on next page

Overview, Continued

Restriction

Do not store expended OM&S in the same location (i.e. same shelf or vidmar drawer) as stocked OM&S. This also applies to keeping “F” condition materiel separate from “A” condition materiel.

Types of stock

There are four types of stocks with management responsibilities assigned in the Coast Guard.

Stock	Managed by
Wholesale	ICPs (e.g., ELC & ARSC)
Retail	ICPs, UDC and designated activities
Industrial	ICPs and Industrial Supply Facilities
Unit	Coast Guard Areas, Districts, ISCs and Units.

In this section

In this section, we provide policy, responsibilities and procedures for management of Coast Guard inventory and OM&S.

Topic	See Page
Materiel Management Policy	5-A-4
Headquarters and Command Responsibilities	5-A-5
ELC and ARSC Managed/Controlled Inventory and OM&S Stocks	5-A-7
Receipt of Wholesale OM&S, Inventory and Yard Fund Retail Inventory (YFRI) (ELC and ARSC Managed) at Stock Points	5-A-8
Retail Stock	5-A-11
Industrial Stock	5-A-12
Unit Stock	5-A-13

Materiel Management Policy

Policy

It is Coast Guard policy to stock materiel at or near the end user. Such stock shall be based on:

- Demand
- Maintenance plans and/or a predetermined allowance
- Being part of a rotatable pool

While the Coast Guard is not part of the Department of Defense (DoD), it is essential to standardize our supply policy and procedures to interface with the DoD and Other Government Agencies (OGA) supply systems to the maximum extent possible.

Headquarters and Command Responsibilities

Responsibilities

Coast Guard Materiel Management responsibilities are as follows:

Activity	Responsible for:
Commandant (G-S)	issuance of specific supply and logistics policies, procedures, criteria, and systems for the effective management of Coast Guard materiel.
Commandant (G-CFM)	oversight, analysis, and financial management standards for OM&S.
Commandant (G-CFS)	certifying systems for financial tracking of OM&S and inventory.
FINCEN	<ul style="list-style-type: none"> • maintaining Departmental Accounting & Financial Information System (DAFIS) general ledger balances for OM&S, and • ensuring annual reconciliation of subsidiary OM&S records with a unit price \geq\$1,000 and DAFIS general ledger and the CFO Act financial statements.
Facility/Program Managers and staff divisions	accountability and internal control systems for the following categories of OM&S: COMDT (G-SEA): OM&S located at ARSC/Air Stations COMDT (G-SEN): OM&S/Inventory located at the ELC COMDT (G-OCU): small arms COMDT (G-SCE): electronics COMDT (G-SL): cutters/shore stations/ ATON parts

Continued on next page

Headquarters and Command Responsibilities, Continued

Responsibilities,
(continued)

Coast Guard Materiel Management responsibilities are as follows:

Activity	Responsible for:
Facility/Program Managers and staff divisions (continued)	Provide assistance to Commandant (G-S) to: <ul style="list-style-type: none"> • Ensure responsive supply support to Coast Guard customers through the development, distribution, and maintenance of an automated supply system. • Integrate the progressive transition of supply management responsibilities into the Coast Guard supply system. • Allocate such funding as necessary to ensure supply effectiveness with minimum costs.
HQ Program Managers with the support of area, district, MLC and HQ units	Provide specific instructions and ensuring that field units maintain financial and physical accountability of OM&S stock, including the timely and complete accurate recording of all OM&S transactions.
ELC/ARSC	management of: <ul style="list-style-type: none"> • wholesale OM&S and inventory stock within the Coast Guard. • Yard Fund Retail Inventory (YFRI). (ELC ONLY) • wholesale materiel at the ELC and ARSC governed by the Uniform Supply Operations (USO) Manual, (COMDTINST M4121.4 (series)).
Units	<ul style="list-style-type: none"> • physical & financial accountability of OM&S under their control. • establishing and maintaining centralized supply.

ELC and ARSC Managed/Controlled Inventory and OM&S Stock

Overview

The ELC manages Yard Fund Retail Inventory (YFRI) in support of CG YARD projects.

ARSC manages aviation material type 1, 2, 4, and 6.

ELC and ARSC:

- may procure and stock materiel for redistribution.
 - may enter into rotatable pool agreements with the MLCs to support Coast Guard units in geographic or mission support areas.
 - have the option, based on demand, to stock items regardless of the unit cost.
 - are authorized to position wholesale system stocks on site and at other Coast Guard activities or designated remote locations (e.g. vessel/aircraft engines).
 - Maintain off-site storage of ICP stock on ICP records.
-

Receipt of Wholesale OM&S, Inventory and Yard Fund Retail Inventory (YFRI) (ELC/ARSC Managed) at Stock Points

Scope

The following procedures apply to Coast Guard ELC and ARSC controlled stock and to those activities which hold ELC and ARSC controlled stock, except as indicated below:

- CG Yard - Transaction reporting will be accomplished in accordance with ICP procedures.
- Navy Stock Points - transaction reporting will be accomplished in accordance with the Interdepartmental Agreement between the Navy Supply Systems Command and the USCG.

Receipt of materiel directed by ELC or ARSC

Some material receipts will be directed by the ELC/ARSC.

- ELC/ARSC shall provide advance notification to stock points of all incoming materiel as follows:

If Receipt is a...	Then...
New Procurement	(For ARSC only) Stamp copy of purchase order or procurement regulation with "ARSC MATERIAL EXPECTED RECEIPT" and forward to stock point.
Repair and Return or Replacement-In-Kind	Forward copy of the Repair and Return/Replacement-In-Kind letter prepared by the ELC or ARSC to the stock point.
Redistribution Action	Forward copy of the Material Release Order to the consignee.

Continued on next page

Receipt of Wholesale OM&S, Inventory and Yard Fund Retail Inventory (YFRI) (ELC and ARSC Managed) at Stock Points,

Continued

Receipt of materiel directed by ELC or ARSC (continued)

- ELC and ARSC shall report material received as the result of a new procurement, repair and return action or redistribution action to the stock point via message, within two working days from the date of physical receipt. The ELC or ARSC may request use of the Receipt of APA Material Form (CG-4589) for reporting the receipt of material.
- Stock points must post due-in information by electronic means and maintain a hard copy file of expected receipt documents.

Materiel not directed by ELC or ARSC

- Report receipt of material, turned in or picked up without ELC/ARSC knowledge, to the cognizant agency on CG-4589. Include all available descriptive information on the form.
- Use the Federal Supply Class (FSC) to determine the appropriate agency. FSC responsibility assignments are as designated in Chapter 3 of this manual.

Packing Procedures

All packing, crating, marking, preservation and storage procedures shall be in accordance with the Inspection, Packaging, Handling, Storage and Transportation Handbook ([COMDTINST M4450.1 \(series\)](#)).

Damage of materiel in storage

When materiel is discovered in a damaged condition, the stock point shall report it to the cognizant ICPs via the Controlled Materiel Report of Condition Change.

Continued on next page

Receipt of Wholesale OM&S, Inventory and Yard Fund Retail Inventory (ELC and ARSC Managed) at Stock Points, Continued

Damage of materiel in storage, (continued)

The Stock Point shall do the following:

- Determine the condition of the item prior to damage (i.e. stock records) and the present condition using the Condition codes. If the stock point is unable to determine the present condition, then the materiel shall be reported as "suspended from issue pending classification" (Condition Code "J").
- Physically segregate the damaged materiel by its new condition.

ELC or ARSC shall, upon receipt of the Controlled Material Report of Condition Change, determine if a Report of Survey (CG-5269) is required in accordance with the Property Management Manual, (COMDTINST M4500.5 (series)).

Retail Stock

Overview

Retail stock is managed by ELC, Uniform Distribution Center (UDC), ISC Boston and ISC Kodiak. Materiel management at the retail level utilizes a centralized system where the stocking activity maintains materiel (based on demand) to support authorized users.

Retail stocking activities are authorized to improve supply support to operating units by:

- Reducing the end-users lead time, especially for commercially procured items,
 - Reducing paperwork associated with the requisitioning of commonly used materiel when several units are collocated or located within the same geographic area, and
 - ELC can reduce the level of unit allowances (excludes UDC and ISC's) based on demand history or change of maintenance procedures.
-

Retail stock criteria, (excluding YFRI)

Retail activities may procure and stock items for local consumption or pick-up.

- Retail Supply Fund activities may not stock materiel for redistribution via mail, freight, or other modes of transportation (with exception of UDC).
 - Retail activities may not stock free issue or insurance items.
 - Retail activities may stock Coast Guard unique, OGA, and commercially procured items.
 - A maximum unit price for Retail Activities is \$1000.00.
 - All items must be consumable.
-

Industrial Stock

Industrial Stocking criteria (OE Appropriation)

Industrial stock will not exceed 60 days supply, based on historical demand; unless those items have a long procurement lead time, standard unit pack or Economical Order Quantity.

Industrial stock may consist of those items which are:

- Consumable and reparable, or
- High dollar value items that are charged against a particular project or work order, or
- Bulk stock items carried in shop stocks, or
- Items of a highly desirable and pilferable nature.

Industrial Stocking criteria (Supply Fund)

Industrial stock follows the same rules as Retail Stock on previous page.

- Industrial stock **procured** by the Supply Fund is managed as retail stock.
 - Consumable items
 - Approved by Commandant (G-CFM)
-

Unit Stock

Unit Stocking criteria Unit materiel management and accountability rests with the Commanding Officer or Officer In Charge. Unit OM&S stock consists of storeroom items (SRI). SRI's are allowance, SIM, Non SIM, reparable, and seasonal items. SIM, Non SIM, reparable, and seasonal items may be allowance or non-allowance items not used in the course of daily operations. They may consist of Allowance Parts List (APL) and Allowance Equipage List (AEL) items.

In the Supply Module of CMplus under allowances, the Configuration Parts Listing (CPL) lists all APL and AEL items.

Shop stock/Operating Space Items (OSI) criteria

Shop stock/OSI's are consumable items (i.e., gaskets, screws, washers, etc.) used in daily maintenance operations or construction of a finished product, are expended upon issue and considered consumed in use. The value of shop stock/OSI's are such that costing or charging their use to a specific project or work order is impractical. Since shop stock/OSI's are already expended to end-use they are not visible or available to the ICP or the supply system. Shop stock/OSI's are limited to consumable items having a unit price \leq \$500.00 and items that do not make a complete unit of issue due to partial usage of some material regardless of cost.

Note:

- Over-investment in shop stocks is not economical and should be avoided so they do not have to be accounted for on a stock record.
 - Reparable items are not considered shop stock.
 - SRI's costing \leq \$500.00 are not to be expended and considered shop stock/OSI's to avoid maintaining them on inventory records.
 - Recommend as a good inventory management practice that a local stock record be maintained on the material at the shop or with the OSI.
-

Aviation unit stocking criteria

Aviation units shall maintain a stock record for the following material types that are not accounted for in AMMIS:

- Type 3: Aeronautical material, less avionics, with a \$250, or lower unit price.
 - Type 5: Avionics material with a \$800, or lower unit price.
-

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Section B

Determining Stock Requirements and Replenishment Quantities

Overview

Introduction

The process of determining stock requirements requires that several basic questions be answered:

- What to requisition?
 - When to requisition?
 - How much to requisition?
-

In this section

The following topics in this section explains the process for determining stock requirements and quantities:

Topic	See Page
Determining Stock Requirements	5-B-2
Determining Replenishment Quantities	5-B-4
Selected Item Management (SIM) Tables	5-B-9

Determining Stock Requirements

Policy

Stock requirements shall be based on maintenance requirement, demand and/or a pre-determined allowance.

Stock Criteria's

Unit stocks are comprised of material and parts needed to perform the predictive, preventative and corrective maintenance activities. The following stock criteria's are authorized for non-centrally supported equipment particularly for non-aviation units in determining their stocking requirements.

- Allowance items: These items have been identified for centrally supported equipment through the provisioning process by ARSC, ELC and the Navy. These entities promulgate these items in a formal equipment allowance list called Management Information for **Configuration and Allowances (MICA)** or the Navy's COSAL. Units may adjust the allowance quantity upward or downward via the Allowance Change Request (ACR) process or Selected Item Management (SIM) criteria.
- Selected Item Management (SIM) items: have two or more demands recorded within the last six months. It is used to manage repair parts and consumables which have high usage.
- Non-SIM items should have a demand within two years or anticipated maintenance requirement. These items do not have a high usage demand as SIM, are not on the allowance list, and are usually not high dollar or reparable. Stocking should be kept at a minimum purchasing only the quantity per component required for maintenance or repairs.
- Depot Level Repairable (DLR) and Mandatory Turn-In Repairable (MTR) items are usually not stocked by units and are repaired and controlled by the ICP. Replacement is usually done on a one for one basis.

Continued on next page

Determining Stock Requirements, Continued

Stock Criteria's (continued)

Seasonal Demand Items. Special consideration is given to items that experience seasonal demand. Stock records for seasonal items should be identified separately to permit seasonal review. Seasonal demand experience serves as the basis for computing anticipated future seasonal demand.

Requisitioning what & when

Periodically review the following categories:

If the expended item is a ... Then the unit shall...

Allowance item listed in the MICA or COSAL	compute demand data for possible increase or decrease in allowance quantity using the SIM calculation or approval from the ACR process. Units may delete an item via the ACR process.
SIM	compute the demand data and procure as necessary. The items low limit shall be set at the allowed level.
Non SIM	compute the demand data and procure as necessary.
reparable	replenish on a one for one basis.
seasonal demand items	base the demand forecast on the average monthly demand computed over the peak demand periods.

Determining Replenishment Quantities

Types of unit stock levels

Stock shall consist of the following three levels of supply:

Operating Level (OL): the quantity of an item required to sustain operations in the interval between scheduled replenishments.

Order & Ship Time Level (O&ST): the quantity of an item expected to be issued during the time interval between initiation of stock replenishment action and the receipt of the item resulting from that action.

Safety Level (SL): the quantity of an item (in addition to the operating level) required to be on hand to continue normal issuance of stocks to customers in the event of minor interruption of normal replenishment or unpredictable fluctuations in demand.

Authorized days of supply

All activities aloft and ashore will use the following fixed months of supply:

<u>Level</u>	<u>Days of Supply</u>
Operating Level	75 Days
Order & Ship Level	See table
Safety Level	See table

Continued on next page

Determining Replenishment Quantities, Continued

Authorized demand period

The demand computation shall be based on a 12 month period for non-SIM and seasonal items and six months for SIM.

Items not eligible for SIM

The following items are not eligible for SIM

Reparables

Unusual demands

Surveys of unserviceable materiel for issue or transfer

Procedures to calculate SIM requirements

CMplus will automatically calculate unit SIM inventory requirements. If CMplus is not available to your unit, the following procedures shall be used to calculate inventory requirements:

Step Action

1 Review Demand Frequency

Step Action

1 After each demand, review stock record for last transactions.

2 If two or more demands are recorded within last six months, the item is a SIM candidate

* NOTE: Inventory losses do not count toward SIM

2 Calculate the total demand during the six month period.

3 Enter the High/Low Matrix tables using six month demand data, unit operating level and the appropriate order/shipping time.

4 Determine High Limit (HL)/Low Limit (LL)/Safety Level (SL).

Continued on next page

Determining Replenishment Quantities, Continued

Procedures to calculate requirements (continued)

5 Determine the quantity to requisition using the following steps for each item:

Step Action

- 1 Determine On Hand (OH) quantity.
- 2 Determine quantity Due In (D/I).
- 3 Determine quantity Back Ordered (BO).
- 4 Calculate: $OH+D/I-BO=$ Total Materiel available on order
- 5 Compare total materiel available and on order to calculated high/low/safety limits
- 6 Order to achieve new high limit or to return to authorized allowance levels

Order and shipping time (O&ST)

Order and shipping time is a factor in determining the high and low limit quantities listed for each demand quantity:

For units that are...

your ordering/shipping time is...

shore stations or cutters when items are readily obtainable from SERVMART or local support center,

0 days

shore stations or non-deployed cutters in the U.S., excluding Hawaii and Alaska and for deployed cutters obtaining items,

30 days

Continued on next page

Determining Replenishment Quantities, Continued

Order and shipping time (O&ST) (continued)

For units that are...	your ordering/shipping time is...
from stock points in Alaska, Hawaii and outside the U.S. or from mobile support force ships,	30 days
deployed cutters in areas other than Western Pacific when items can only be obtained from the U.S., excluding Hawaii or Alaska,	75 days
deployed cutters in Western Pacific when items can only be obtained from the U.S. excluding Hawaii or Alaska,	90 days

*NOTE: The above O&STs are suggested criteria and may be adjusted to meet operational needs.

Shelf-Life Items.

Requirement determinations and replenishment of shelf-life items shall be taken into account:

The assigned storage period, and

The feasibility of rotating stock on hand within their termination dates, and

The probability of extending the termination dates as a result of test or restorative action.

Continued on next page

Determining Stock Requirements Quantities, Continued

Economic Order Quantities (EOQ).

The replenishment quantity of low cost, small cube SIM items (e.g., pencils, paper clips, etc.) may be increased by an additional 75-day supply if the total dollar value of the additional quantity will not exceed \$100 per line item.

Population Related Consumables.

If a unit's normal onboard personnel count is increased incident to a special mission, the stock levels of SIM consumables with usage directly related to the number of personnel (e.g., toilet paper, mess gear, etc.) will be adjusted upward to reflect anticipated usage during the mission.

Selected Item Management (SIM) Tables

30 days average endurance, six month demand period

When the quarterly computation of demand is based upon a six month demand period, the HL/LL/SL quantities authorized for a 30 day average endurance are as follows:

6 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
1	1	0	1	0	1	0	1	0	0
2	1	0	1	0	2	1	2	1	0
3	1	0	2	1	2	1	3	2	0
4	1	0	2	1	3	2	3	2	0
5	2	1	3	2	4	3	4	3	1
6	2	1	3	2	4	3	5	4	1
7	2	1	3	2	5	4	6	5	1
8	2	1	4	2	6	4	6	5	1
9	3	1	4	3	6	5	7	6	1
10	3	1	5	3	7	5	8	6	1
11	3	1	5	3	8	6	9	7	1
12	3	1	5	3	8	6	9	7	1
13	4	2	6	4	9	7	10	8	2
14	4	2	6	4	10	7	11	9	2
15	4	2	7	4	10	8	12	9	2
16	4	2	7	4	11	8	12	10	2
17	5	2	8	5	12	9	13	10	2
18	5	2	8	5	12	9	14	11	2
19	5	2	8	5	13	10	15	12	2
20	5	2	9	5	14	10	15	12	2
30	8	3	13	8	20	15	23	18	3
40	10	4	17	10	27	20	30	24	4
50	13	5	21	13	34	25	38	30	5
60	15	5	25	15	40	30	45	35	5
70	18	6	30	18	47	35	53	41	6
80	20	7	34	20	54	40	60	47	7
90	23	8	38	23	60	45	68	53	8
100	25	9	42	25	67	50	75	59	9

Continued on next page

Selected Item Management (SIM) Tables, Continued

30 days average endurance, nine month demand period

When the quarterly computation of demand is based upon a nine month demand period, the HL/LL/SL quantities authorized for a 30 day average endurance are as follows:

9 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	2	1	2	1	0
4	1	0	2	1	2	1	2	1	0
5	1	0	2	1	3	2	3	2	0
6	1	0	2	1	3	2	3	2	0
7	2	1	2	1	4	3	4	3	1
8	2	1	3	2	4	3	4	3	1
9	2	1	3	2	4	3	5	4	1
10	2	1	3	2	5	4	5	4	1
11	2	1	4	2	5	4	6	5	1
12	2	1	4	2	6	4	6	5	1
13	3	1	4	3	6	5	7	6	1
14	3	1	4	3	7	5	7	6	1
15	3	1	5	3	7	5	8	6	1
16	3	1	5	3	8	6	8	7	1
17	3	1	5	3	8	6	9	7	1
18	3	1	5	3	8	6	9	7	1
19	4	2	6	4	9	7	10	8	2
20	4	2	6	4	9	7	10	8	2
30	5	2	9	5	14	10	15	12	2
40	7	3	12	7	18	14	20	16	3
50	9	3	14	9	23	17	25	20	3
60	10	4	17	10	27	20	30	24	4
70	12	4	20	12	32	24	35	28	4
80	14	5	23	14	36	27	40	32	5
90	15	5	25	15	40	30	45	35	5
100	17	6	28	17	45	34	50	39	6

Continued on next page

Selected Item Management (SIM) Tables, Continued

30 days average endurance, 12 month demand period

When the quarterly computation of demand is based upon a 12 month demand period, the HL/LL/SL quantities authorized for a 30 day average endurance are as follows:

12 Month Demand Quantity	O & ST high	0 days low	O & high	30 low	O & ST high	75 days low	O & ST high	90 low	Safety Level
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	1	0	2	1	0
4	1	0	1	0	2	1	2	1	0
5	1	0	1	0	2	1	2	1	0
6	1	0	1	0	2	1	3	2	0
7	1	0	2	1	3	2	3	2	0
8	1	0	2	1	3	2	3	2	0
9	2	1	2	1	3	2	4	3	1
10	2	1	2	1	4	3	4	3	1
11	2	1	3	2	4	3	5	4	1
12	2	1	3	2	4	3	5	4	1
13	2	1	3	2	5	4	5	4	1
14	2	1	3	2	5	4	6	5	1
15	2	1	4	2	5	4	6	5	1
16	2	1	4	2	6	4	6	5	1
17	3	1	4	3	6	5	7	5	1
18	3	1	4	3	6	5	7	6	1
19	3	1	4	3	7	5	8	6	1
20	3	1	5	3	7	5	8	6	1
30	4	2	7	4	10	8	12	9	2
40	5	2	9	5	14	10	15	12	2
50	7	3	11	7	17	13	19	15	3
60	8	3	13	8	20	15	23	18	3
70	9	3	15	9	24	18	27	21	3
80	10	4	17	10	27	20	30	24	4
90	12	4	19	12	30	23	34	27	4
100	13	5	21	13	34	25	38	30	5

Continued on next page

Selected Item Management (SIM) Tables, Continued

45 days average endurance, six month demand period

When the quarterly computation of demand is based upon a six month demand period, the HL/LL/SL quantities authorized for a 45 day average endurance are as follows:

6 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
1	1	0	1	0	1	0	1	0	0
2	1	0	1	0	2	1	2	1	0
3	1	0	2	1	3	2	3	2	0
4	2	1	2	1	3	2	4	3	1
5	2	1	3	2	4	3	5	4	1
6	2	1	3	2	5	4	5	4	1
7	3	2	4	3	6	5	6	5	2
8	3	2	4	3	6	5	7	6	2
9	3	2	5	3	7	6	8	6	2
10	4	2	5	4	8	6	9	7	2
11	4	2	6	4	9	7	10	8	2
12	4	2	6	4	9	7	10	8	2
13	5	3	7	5	10	8	11	9	3
14	5	3	7	5	11	9	12	10	3
15	5	3	8	5	12	9	13	10	3
16	6	3	8	6	12	10	14	11	3
17	6	3	9	6	13	10	15	12	3
18	6	3	9	6	14	11	15	12	3
19	7	4	10	7	15	12	16	13	4
20	7	4	10	7	15	12	17	14	4
30	10	5	15	10	23	18	25	20	5
40	14	7	20	14	30	24	34	27	7
50	17	9	25	17	38	30	42	34	9
60	20	10	30	20	45	35	50	40	10
70	24	12	35	24	53	41	59	47	12
80	27	14	40	27	60	47	67	54	14
90	30	15	45	30	68	53	75	60	15
100	34	17	50	34	75	59	84	67	17

Continued on next page

Selected Item Management (SIM) Tables, Continued

45 days average endurance, nine month demand period

When the quarterly computation of demand is based upon a nine month demand period, the HL/LL/SL quantities authorized for a 45 day average endurance are as follows:

9 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
2	1	0	1	0	1	0	2	1	0
3	1	0	1	0	2	1	2	1	0
4	1	0	2	1	2	1	3	2	0
5	2	1	2	1	3	2	3	2	1
6	2	1	2	1	3	2	4	3	1
7	2	1	3	2	4	3	4	3	1
8	2	1	3	2	4	3	5	4	1
9	2	1	3	2	5	4	5	4	1
10	3	2	4	3	5	4	6	5	2
11	3	2	4	3	6	5	7	5	2
12	3	2	4	3	6	5	7	6	2
13	3	2	5	3	7	6	8	6	2
14	4	2	5	4	7	6	8	7	2
15	4	2	5	4	8	6	9	7	2
16	4	2	6	4	8	7	9	8	2
17	4	2	6	4	9	7	10	8	2
18	4	2	6	4	9	7	10	8	2
19	5	3	7	5	10	8	11	9	3
20	5	3	7	5	10	8	12	9	3
30	7	4	10	7	15	12	17	14	4
40	9	5	14	9	20	16	23	18	5
50	12	6	17	12	25	20	28	23	6
60	14	7	20	14	30	24	34	27	7
70	16	8	24	16	35	28	39	32	8
80	18	9	27	18	40	32	45	36	9
90	20	10	30	20	45	35	50	40	10
100	23	12	34	23	50	39	56	45	12

Continued on next page

Selected Item Management (SIM) Tables, Continued

45 days average endurance, 12 month demand period

When the quarterly computation of demand is based upon a 12 month demand period, the HL/LL/SL quantities authorized for a 45 day average endurance are as follows:

12 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	2	1	2	1	0
4	1	0	1	0	2	1	2	1	0
5	1	0	2	1	2	1	3	2	0
6	1	0	2	1	3	2	3	2	0
7	2	1	2	1	3	2	3	2	1
8	2	1	2	1	3	2	4	3	1
9	2	1	3	2	4	3	4	3	1
10	2	1	3	2	4	3	5	4	1
11	2	1	3	2	5	4	5	4	1
12	2	1	3	2	5	4	5	4	1
13	3	2	4	3	5	4	6	5	2
14	3	2	4	3	6	5	6	5	2
15	3	2	4	3	6	5	7	5	2
16	3	2	4	3	6	5	7	6	2
17	3	2	5	3	7	5	8	6	2
18	3	2	5	3	7	6	8	6	2
19	4	2	5	4	8	6	8	7	2
20	4	2	5	4	8	6	9	7	2
30	5	3	8	5	12	9	13	10	3
40	7	4	10	7	15	12	17	14	4
50	9	5	13	9	19	15	21	17	5
60	10	5	15	10	23	18	25	20	5
70	12	6	18	12	27	21	30	24	6
80	14	7	20	14	30	24	34	27	7
90	15	8	23	15	34	27	38	30	8
100	18	9	25	17	38	30	42	34	9

Continued on next page

Selected Item Management (SIM) Tables, Continued

60 days average endurance, six month demand period

When the quarterly computation of demand is based upon a six month demand period, the HL/LL/SL quantities authorized for a 60 day average endurance are as follows:

6 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
1	1	0	1	0	1	0	1	0	0
2	1	0	2	1	2	1	2	1	0
3	2	1	2	1	3	2	3	2	1
4	2	1	3	2	4	3	4	3	1
5	3	2	3	2	5	4	5	4	2
6	3	2	4	3	5	4	6	5	2
7	3	2	5	3	6	5	7	6	2
8	4	2	5	4	7	6	8	6	2
9	4	3	6	4	8	6	9	7	3
10	5	3	6	5	9	7	10	8	3
11	5	3	7	5	10	8	11	9	3
12	5	3	7	5	10	8	11	9	3
13	6	4	8	6	11	9	12	10	4
14	6	4	9	6	12	10	13	11	4
15	7	4	9	7	13	10	14	12	4
16	7	4	10	7	14	11	15	12	4
17	8	5	10	8	5	12	16	13	5
18	8	5	11	8	15	12	17	14	5
19	8	5	11	8	16	13	18	15	5
20	9	5	12	9	17	14	19	15	5
30	13	8	18	13	25	20	28	23	8
40	17	10	24	17	34	27	37	30	10
50	21	13	30	21	42	34	46	38	13
60	25	15	35	25	50	40	55	45	15
70	30	18	41	30	59	47	65	53	18
80	34	20	47	34	67	54	74	60	20
90	38	23	53	38	75	60	83	68	23
100	42	25	59	42	84	67	92	75	25

Continued on next page

Selected Item Management (SIM) Tables, Continued

60 days average endurance, nine month demand period

When the quarterly computation of demand is based upon a nine month demand period, the HL/LL/SL quantities authorized for a 60 day average endurance are as follows:

9 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
2	1	0	1	0	2	1	2	1	0
3	1	0	2	1	2	1	2	1	0
4	2	1	2	1	3	2	3	2	1
5	2	1	2	1	3	2	4	3	1
6	2	1	3	2	4	3	4	3	1
7	2	1	3	2	4	3	5	4	1
8	3	2	4	3	5	4	5	4	2
9	3	2	4	3	5	4	6	5	2
10	3	2	4	3	6	5	7	5	2
11	4	2	5	4	7	5	7	6	2
12	4	2	5	4	7	6	8	6	2
13	4	3	6	4	8	6	8	7	3
14	4	3	6	4	8	7	9	7	3
15	5	3	6	5	9	7	10	8	3
16	5	3	7	5	9	8	10	8	3
17	5	3	7	5	10	8	11	9	3
18	5	3	7	5	10	8	11	9	3
19	6	4	8	6	11	9	12	10	4
20	6	4	8	6	12	9	13	10	4
30	9	5	12	9	17	14	19	15	5
40	12	7	16	12	23	18	25	20	7
50	14	9	20	14	28	23	31	25	9
60	17	10	24	17	34	27	37	30	10
70	20	12	28	20	39	32	43	35	12
80	23	14	32	23	45	36	49	40	14
90	25	15	35	25	50	40	55	45	15
100	28	17	39	28	56	45	62	50	17

Continued on next page

Selected Item Management (SIM) Tables, Continued

60 days average endurance, 12 month demand period

When the quarterly computation of demand is based upon a 12 month demand period, the HL/LL/SL quantities authorized for a 60 day average endurance are as follows:

12 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	2	1	2	1	0
4	1	0	2	1	2	1	2	1	0
5	2	1	2	1	3	2	3	2	1
6	2	1	2	1	3	2	3	2	1
7	2	1	3	2	3	2	4	3	1
8	2	1	3	2	4	3	4	3	1
9	2	1	3	2	4	3	5	4	1
10	3	2	3	2	5	4	5	4	2
11	3	2	4	3	5	4	6	5	2
12	3	2	4	3	5	4	6	5	2
13	3	2	4	3	6	5	6	5	2
14	3	2	5	3	6	5	7	6	2
15	4	2	5	4	7	5	7	6	2
16	4	2	5	4	7	6	7	6	2
17	4	3	5	4	8	6	8	7	3
18	4	3	6	4	8	6	9	7	3
19	4	3	6	4	8	7	9	8	3
20	5	3	6	5	9	7	10	8	3
30	7	4	9	7	13	10	14	12	4
40	9	5	12	9	17	14	19	15	5
50	11	7	15	11	21	17	23	19	7
60	13	8	18	13	25	20	28	23	8
70	15	9	21	15	30	24	33	27	9
80	17	10	24	17	34	27	37	30	10
90	19	12	27	19	38	30	42	34	12
100	21	13	30	21	42	34	46	38	13

Continued on next page

Selected Item Management (SIM) Tables, Continued

75 days average endurance, six month demand period

When the quarterly computation of demand is based upon a six month demand period, the HL/LL/SL quantities authorized for a 75 day average endurance are as follows:

6 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
1	1	0	1	0	1	0	1	0	0
2	1	0	2	1	2	1	2	1	0
3	2	1	2	1	3	2	3	2	1
4	2	1	3	2	4	3	4	3	1
5	3	2	4	3	5	4	5	4	2
6	3	2	4	3	6	5	6	5	2
7	4	3	5	4	7	6	7	6	3
8	4	3	6	4	8	6	8	7	3
9	5	3	6	5	9	7	9	8	3
10	5	4	7	5	10	8	10	9	4
11	6	4	8	6	11	9	11	10	4
12	6	4	8	6	11	9	12	10	4
13	7	5	9	7	12	10	13	11	5
14	7	5	10	7	13	11	14	12	5
15	8	5	10	8	14	12	15	13	5
16	8	6	11	8	15	12	16	14	6
17	9	6	12	9	16	13	17	15	6
18	9	6	12	9	17	14	18	15	6
19	10	7	13	10	18	15	19	16	7
20	10	7	14	10	19	15	20	17	7
30	15	10	20	15	28	23	30	25	10
40	20	14	27	20	37	30	40	34	14
50	25	17	34	25	46	38	50	42	17
60	30	20	40	30	55	45	60	50	20
70	35	24	47	35	65	53	70	59	24
80	40	27	54	40	74	60	80	67	27
90	45	30	60	45	83	68	90	75	30
100	50	34	67	50	92	75	100	84	34

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Selected Item Management (SIM) Tables, Continued

75 days average endurance, nine month demand period

When the quarterly computation of demand is based upon a nine month demand period, the HL/LL/SL quantities authorized for a 75 day average endurance are as follows:

9 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
2	1	0	1	0	2	1	2	1	0
3	1	0	2	1	2	1	2	1	0
4	2	1	2	1	3	2	3	2	1
5	2	1	3	2	4	3	4	3	1
6	2	1	3	2	4	3	4	3	1
7	3	2	4	3	5	4	5	4	2
8	3	2	4	3	5	4	6	5	2
9	3	2	4	3	6	5	6	5	2
10	4	3	5	4	7	5	7	6	3
11	4	3	5	4	7	6	8	7	3
12	4	3	6	4	8	6	8	7	3
13	5	3	6	5	8	7	9	8	3
14	5	4	7	5	9	7	10	8	4
15	5	4	7	5	10	8	10	9	4
16	6	4	8	6	10	8	11	9	4
17	6	4	8	6	11	9	12	10	4
18	6	4	8	6	11	9	12	10	4
19	7	5	9	7	12	10	13	11	5
20	7	5	9	7	13	10	14	12	5
30	10	7	14	10	19	15	20	17	7
40	14	9	18	14	25	20	27	23	9
50	17	12	23	17	31	25	34	28	12
60	20	14	27	20	37	30	40	34	14
70	24	16	32	24	43	35	47	39	16
80	27	18	36	27	49	40	54	45	18
90	30	20	40	30	55	45	60	50	20
100	34	23	45	34	62	50	67	56	23

Continued on next page

Selected Item Management (SIM) Tables, Continued

75 days average endurance, 12 month demand period

When the quarterly computation of demand is based upon a 12 month demand period, the HL/LL/SL quantities authorized for a 75 day average endurance are as follows:

12 Month Demand Quantity	O & ST high	0 days low	O & ST high	30 days low	O & ST high	75 days low	O & ST high	90 days low	Safety Level
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	2	1	2	1	0
4	1	0	2	1	2	1	2	1	0
5	2	1	2	1	3	2	3	2	1
6	2	1	2	1	3	2	3	2	1
7	2	1	3	2	4	3	4	3	1
8	2	1	3	2	4	3	4	3	1
9	3	2	3	2	5	4	5	4	2
10	3	2	4	3	5	4	5	4	2
11	3	2	4	3	6	5	6	5	2
12	3	2	4	3	6	5	6	5	2
13	4	3	5	4	6	5	7	6	3
14	4	3	5	4	7	6	7	6	3
15	4	3	5	4	7	6	8	7	3
16	4	3	6	4	7	6	8	7	3
17	5	3	6	5	8	7	9	8	3
18	5	3	6	5	9	7	9	8	3
19	5	4	7	5	9	8	10	8	4
20	5	4	7	5	10	8	10	9	4
30	8	5	10	8	14	12	15	13	5
40	10	7	14	10	19	15	20	17	7
50	13	9	17	13	23	19	25	21	9
60	15	10	20	15	28	23	30	25	10
70	18	12	24	18	33	27	35	30	12
80	20	14	27	20	37	30	40	34	14
90	23	15	30	23	42	34	45	38	15
100	25	17	34	25	46	38	50	42	17

Section C

Physical Inventory

Overview

Purpose

The objectives of a physical inventory are to:

- ensure on-hand quantities match stock record entries
 - identify stock deficiencies
 - ensure material is correctly identified, properly stored, and in good condition
 - update location and other management data
 - identify items that need to be repaired, replaced, or acquired.
-

In this section

The following topics explain the requirements and procedures for conducting a physical inventory:

Topic	See Page
Physical Inventory Requirements	5-C-2
Physical Inventory Procedures	5-C-7
Inventory Reporting Requirements	5-C-10
Reconciliation Requirements	5-C-15
Reporting of Discrepant OM&S	5-C-17

Physical Inventory Requirements

Policy

Physical inventories of Operating Material and Supplies (OM&S) stocks (locally funded items) and Inventory (Revolving Supply Fund Account) including reconciliation and reporting requirements, shall be conducted as directed in this section.

Responsibilities

G-S is responsible for the issuance, oversight and analysis of policy and procedures for conducting and reporting physical inventories.

G-CFM is responsible for oversight, analysis, and established financial management standards for OM&S stocks and Inventory.

G-CFS establishes/designates/certifies systems for financial tracking of OM&S stocks and Inventory.

Area, District, MLC Commanders and HQ Program Managers are responsible for ensuring physical inventories are scheduled, conducted, reconciled and reported in accordance with the procedures set forth in this section.

Types of physical inventories

Types of physical inventories are:

- Bulkhead-to-Bulkhead/Wall-to-Wall/Area: a complete physical count of all stock materials within a unit or a specific storeroom or other storage area.
 - Locator/Specific Commodity: a physical count of all items comprising a generic segment of materiel. (e.g., same COG, same FSC, all small boat spares)
 - Special Materiel: a physical count of all items which, because of their physical characteristics, cost, mission essentiality, criticality or other reasons are designated for separate identification and control. (e.g., HAZMATS, MAMs)
 - Cycle Count: Count of a portion of the inventory at designated times.
-

Continued on next page

Physical Inventory Requirements, Continued

Types of physical inventories (continued)

- Spot: an unscheduled physical count of any item or location.
- Velocity: a physical count of frequently demanded items.
- Location Survey: a physical count of locations in an area or storeroom. Ensure locations are marked correctly and items are properly identified.

Scheduled inventory requirements

The following scheduled inventory requirements are considered minimal for effective inventory control.

Items that can be included in more than one category will be inventoried using the criteria requiring more frequent inventories.

Material to be Inventoried	Frequency
All OM&S with a unit price \geq \$1,000	<ul style="list-style-type: none"> • Conduct in 4th quarter
Allowance, SIM and Non-SIM materiel (combined)	<ul style="list-style-type: none"> • Semi-annual random sample count IAW inventory tables 1 and 2 on page 5-C-5
<u>Special Materiel</u> :	<p><u>Classified</u>:</p> <ul style="list-style-type: none"> • Annually • Upon custodial change <p><u>Hazardous</u>:</p> <ul style="list-style-type: none"> • Annually <p><u>Shelf Life</u>:</p> <ul style="list-style-type: none"> • As required to ensure timely use

Continued on next page

Physical Inventory Requirements, Continued

Semi-Annual Sample Count

Unit CO/OINC shall ensure [semi-annual sample counts](#) are conducted to verify inventory accuracy. For a [semi-annual sample count](#), the following information amplifies the physical inventory requirements:

- [Every six months](#) a random sample (see [tables 1 and 2 on page 5-C-5 and 5-C-7](#)) of OM&S line items shall be checked to determine the accuracy of the quantity, location and unit price. Those items with no cost assigned at time of inventory shall be researched for a verifiable unit price. Discrepancies shall be documented using procedures established on pages 5-C-7 through 5-C-9 for each item of the random sample. Each of the following cases are examples of a discrepancy:
 1. An item has an incorrect quantity on hand without documentation to back up the differences between what is on hand and what is recorded in the system.
 2. An item could not be found in the correct location.
 3. An item held in the wrong location and recorded in the system.
 4. An item found in a location and not [recorded](#) in the system

If any discrepancies are recorded against an item, then one error is recorded. For example, if a widget does not have the correct quantity recorded, but the other attributes are correct, one error is recorded. If a widget has an incorrect quantity recorded and an undocumented unit price, then one error is counted. Only errors are counted and applied to the accuracy standard defined below. [However, if multiple errors occur against a single item, note the inventory record to facilitate investigation for possible internal procedure problems.](#)

To further define a “Random Sample” the American National Standards Institute/American Society for Quality Control (ANSI/ASQC) standard Z1.4-1993 shall be used as a statistically sound guideline. The standard sample size required for a 90 percent confidence level is listed by the total of inventory line items. Sample size is defined as the number of line items to be checked. Units shall use the appropriate sample size based on the total number of [stocked](#) line items recorded in the unit’s CMplus/SCAMP software. The implementation of this standard and the generation of a list of items to audit are included in the functionality of CMplus.

Continued on next page

Physical Inventory Requirements, Continued

Semi-Annual Sample Count (continued)

- The semi-annual sample count conducted towards the end of the 2nd quarter is for all OM&S items regardless of value.
- The annual capitalized inventory conducted in the 4th quarter on all items greater than or equal to \$1000 meets the semi-annual sample count requirement provided the following condition is met. The number of line items checked in the end of the fiscal year count must be equal to or greater than the unit's required sample size for semi-annual sample counts. Examples: If the number of stocked inventory line items is 1201 to 3200 and only 120 line items have been sampled, then add an additional 5 line items to the semi-annual sample count. If 130 line items have been sampled, then the quantity required is met.

Sample Size (Table #1)

Inventory Line Items	Sample Size	Errors allowed
1 to 150	20	0
151 to 280	32	1
281 to 500	50	2
501 to 1200	80	3
1201 to 3200	125	7
3201 to 10000	200	14
10001 to 35000	315	21

Unscheduled Physical Inventories The following unscheduled physical inventories can be conducted anytime during the year to ensure inventory accuracy or identify discrepancies.

Types of Inventory	Frequency
Bulkhead-to-Bulkhead or Wall-to-Wall or Area	<ul style="list-style-type: none"> • Anytime a storeroom or stock point inventory accuracy is less than the minimum 90% accuracy. • As directed by the Commanding Officer/OINC or higher authority.

Continued on next page

Physical Inventory Requirements, Continued

Unscheduled Physical Inventories
(continued)

Types of Inventory	Frequency
Spot	<ul style="list-style-type: none"> • When there is a discrepancy between on-hand quantities, location, condition code and/or stock records. • As directed by compliance teams, Inventory Control Point, Inventory Manager, or by the Commanding Officer/OINC.

Certifying Semi-Annual Sample Count

The semi-annual physical inventory sample counts must be completed by the ending dates listed in table #2. The supply officer or designated individual shall certify the results of the physical inventory count, include a pass/fail grade, the number of line items checked, number of errors (resolved and unresolved) and errors classified (e.g. receipt errors, location errors, quantity errors, etc.) on the inventory report. Prepare a certification letter with inventory report for CO/OINC signature. The CO/OINC shall approve the results within the timeframe established in table #2. The certification letter and report will be retained in the unit's files for three years as an official record document and the basis by which a unit can request assistance for a wall-to-wall inventory, if required. Report of Survey, inventory report or adjustment form shall be prepared and forwarded to the cognizant approving authority (see page 18).

Inventory (Table #2)

Sample Count	Ending Date	Approve Results
#1	31 March	1 February to 31 March
#2	30 September	1 August to 30 September

Physical Inventory Procedures

Procedure

The following steps shall be taken to ensure an accurate physical count of materiel and comparison of on-hand materiel to stock records.

Any discrepancies discovered will be reconciled within 30 days.

Step	Action
1	Prior to the count, post all receipts and issues (expenditure) documents pertinent to the materiel to be inventoried. Ensure unit price is on stock record.
2	<p>Pre-inventory plan - Prior to the count, inspect and arrange materiel to be inventoried so that:</p> <ul style="list-style-type: none"> • Items are placed in NIIN order within storage location when possible. • loose units of small items are packaged in standard lot size • all items are clearly identifiable with barcoded information • identifying information is visible • uniform items are stacked in rows and tiers to expedite counting • containers with broken seals but full quantities have contents reverified and resealed • ensure locations are marked properly • locations that do not store OM&S are to be marked, "Do not count as OM&S". Example: excess property
3	<p>Inventory teams count sheets must include the following:</p> <ul style="list-style-type: none"> • complete NSN, ACN or part number and CAGE code • item nomenclature • unit of issue • all storage locations for each item • remarks section for additional notes <p>Note: Do not list the quantity on the count sheet.</p>

Continued on next page

Physical Inventory Procedures, Continued

Procedure,
(continued)

4	Arrange count sheets so all locations are covered during the count.
5	Ensure each item is identified on the barcode label by NSN, ACN, or Part Number and CAGE code, item nomenclature, and unit of issue
6	Inspect each item for materiel condition.
7	Record the NSN, ACN, or Part Number and CAGE code, quantity, and location of all not ready for issue materiel.
8	Carefully count, measure or weigh each item.
9	Record the quantity using count sheets, or barcode equipment.
10	Ensure quantities and units of issue are compatible (e.g. if U/I is pair (pr) record 50 (pr) not 100 each).
11	Actual count sheet locations are verified or entered on count sheets or in the barcode equipment.
12	Review count sheets to ensure all scheduled items have been inventoried.
13	Compare count sheets against stock records item by item.
14	Note any differences in data on the count sheet.
15	<p>Post date to record (CMplus/SCAMP) items that are in balance (same quantity and location in stock and on record).</p> <p>Create the following reports for items that are in error or out-of-balance (i.e. different quantity and/or location in stock and on record) create:</p> <ul style="list-style-type: none"> • CMplus Physical Inventory Report (see example on page 5-C-11). • SCAMP Gain/Loss Inventory Discrepancy Report (see example on page 5-C-12). • All other records shall use an Adjustment form (CG-3114) (see page 5-C-13) or printout of discrepant items with the same information as an adjustment form.

Continued on next page

Physical Inventory Procedures, Continued

Procedure, (continued)

15	Note: In the remarks for each item the research and results of research completed. See table on page 5-C-16 for minimum research requirements and reporting of discrepant items on page 5-C-17.
16	Keep a count sheet with approval/review signature of CO/OINC on file for three years.
17	Update stock records as described in later section.
18	Procedures for inventory with Barcode equipment shall be followed per the Barcode/CMplus User Guide.

Warning

The following precautions should be taken during the physical count:

- The supply officer or designated supply petty officer must approve breaking of any preservation packaging.
- Special caution shall be taken for materiel sealed in electrostatic packaging.
- Taking, updating, and recording inventories shall be conducted per the CMplus and Barcode Users Manuals for units with barcoding equipment and CMplus procedures.

Continued on next page

Inventory Reporting Requirements

Inventory Reporting Requirements to Fleet Logistic Systems (FLS)

All CMplus/SCAMP equipped units shall execute a data extraction each fiscal quarter to the designated central system (e.g. FLS at OSC Martinsburg). A data extraction is defined as the execution of the extraction routine in the CMplus/SCAMP software that creates a compressed data file. The file contains (at a minimum) all the inventory data recorded by the unit as of the date the extraction routine was executed. The file created shall be submitted via electronic mail as close to the end of each fiscal quarter as possible. The following are the defined reporting windows for an electronic mail submission to be considered on-time:

Note: In the Utilities module of CMplus under “special export utilities” select TAV (formerly mini-TAV) to execute the data extraction routine.

Fiscal Quarter	Ending Date	Window to Report
1	31 December	1 December to 31 January
2	31 March	1 March to 30 April
3	30 June	1 June to 31 July
4	30 September	30 September to 15 October

Reports that are not received or are outside the window are considered delinquent. The window for the 4th quarter is shorter due to the close out of the fiscal year. The 4th quarter submission shall match the certified results reported for the fiscal year end inventory (30 September) of OM&S with a unit price greater than or equal to \$1000.

Continued on next page

Inventory Reporting Requirements, Continued

Documentation

Physical inventory documentation (i.e., certified physical inventory report, CMplus physical inventory report, SCAMP gain/loss discrepancy report, adjustment form (CG-3114), count sheets, report of surveys (CG-5269), etc.) shall be maintained for three years by the unit from date of action.

Sample of CMplus Physical Inventory Report

The CMplus Physical Inventory Report can be used instead of an adjustment form to document inventory and/or price changes. Listed automatically on the report are items on file, items reconciled, exception items and total exception adjustments. Manually type or print total inventory losses on the report as shown on the following sample.

Physical Inventory Report							Page	1
All Items on File as of 12/16/98							TOTAL	
Location	NIIN	Count	Discr	Type	Unit Price	Adj Amt	Remarks	INV LOSS
CA3	001451148	2			11.34			
CA3	001522996	12	1	D	0.93	0.93	Inv Loss	.93
CA3	002244828	13			0.83			
CA3	003996297	2			2.01			
CA3	004415138	6			5.06			
CA3	005190727	1			8.50			
CA3	006431310	2	1	C	18.64	18.64	Inv Gain	
CA3	008087909	1			8.58			
CA3	008664143	2			3.49			
CA3	008925248	2	1	D	11.14	11.14	Inv Loss	11.14
CA3	010155134	4			21.21			
CA3	012332334	4			41.00			
CA3	012394218	2			43.55			
Items on file:					13			
Items Reconciled:					13			
Exception Items:					3			
Total Exception Adjustments:								
					\$6.57			
							TOTAL INV LOSS	\$12.07

Continued on next page

Inventory Reporting Requirements, Continued

Sample of SCAMP Gain/Loss Inventory Discrepancy Reports

The following SCAMP Gain/Loss Inventory Discrepancy Reports can be used instead of an adjustment form to document inventory and/or price changes.

SCAMP Gains Inventory Discrepancy Report						
Dept Date	NSN/ User Part No.	Item Name/ CAGE	Location Scanned	Inventoried Qty	SCAMP QtyOH	Gains
ID						
S 09/17/98	3120001227037 GSLSL1	BEARING, SLEEVE	07B1A	2	1	\$0.01
	FF1505-5	70417				
S 09/17/98	5920001999502 GSLSL1	FUSE, CARTRIDGE	07B1A	5	2	\$1.65
	ABC15-250V	71400				
S 09/17/98	4240010489518 GSLSL1	CATCH, RIGHT *	07B1C	2	1	\$7.06
	459422	40912				
S 09/17/98	5920002810224 GSLSL1	FUSE, CARTRIDGE	07B2A	2	1	\$0.49
	AGC 1/2	71400				
					Total GAINS	\$9.21
SCAMP Losses Inventory Discrepancy Report						
Dept Date	NSN/ User Part No.	Item Name/ CAGE	Location Scanned	Inventoried Qty	SCAMP QtyOH	Losses (-)
ID						
S 09/17/98	5330014245273 GSLSL1	PACKING, PREFORMED	07B1B	1	2	\$2.92-
	2-168	02697				
S 09/17/98	5340012351911 GSLSL1	ANODE, CORROSION PREV	07B1D	1	2	\$3.54-
	029-0190-00-0	26840				
					TOTAL LOSSES	\$6.46-
SCAMP Not in SCAMP DB Inventory Discrepancy Report						
Dept Date	NSN/ User Part No.	Item Name/ CAGE	Location Scanned	Inventoried Qty	SCAMP QtyOH	
ID						
S 09/17/98	1234123456789 GSLSL1	* Not In Inventory *	07B2A	5	0	
SCAMP vs. Scanned Inventoried Items Statistics						
1).	Number of Items Matched:			2		
2).	Number of Discrepancies:			7		
3).	Number of Items Scanned:			9		
4).	Accuracy of Scanned Items:			22.22%		
5).	Total Cost of Gains/Losses(-):			\$2.75		

Physical Inventory Procedures, Continued

Sample of Adjustment Form (CG-3114)

An Adjustment Form (CG-3114) is used for documenting physical inventory of OM&S stock and/or price change. Following is a sample of an adjustment form.

DEPARTMENT OF TRANSPORTATION U. S. COAST GUARD CG-3114 (Rev. 3-67)		ADJUSTMENT FORM			
STOCK NUMBER, GROUP OR CLASS		STORES ACCOUNT		ADJUSTMENT NUMBER	
TYPE ADJUSTMENT <input type="checkbox"/> PRICE <input type="checkbox"/> INVENTORY <input type="checkbox"/> GROUP OR CLASS LEDGER				RECEIPT DOCUMENT NUMBER	
ITEM		QUANTITY	UNIT PRICE	VALUE	
ON STOCK RECORD					
RECEIVED					
ON HAND AND RECEIVED					
NEW UNIT PRICE					
PREVIOUS GROUP OR CLASS VALUE					
CURRENT GROUP OR CLASS VALUE					
ADJUSTMENT <input type="checkbox"/> GAIN <input type="checkbox"/> LOSS					
REASONS FOR ADJUSTMENT					
SIGNATURE			DATE		

PREVIOUS EDITION MAY BE USED

Continued on next page

Physical Inventory Procedures, Continued

Example of completed Adjustment Form (CG-3114)

The following information must be typed or written on the adjustment form. Example follows:

Stock number/or cage and part number

Stores Account type "OM&S"

Adjustment number

Type adjustment with "X" price, inventory, group or class

Fill in quantity, unit price and value for on stock record field.

If applicable, fill in quantity, unit price and value for received; on hand and received; and new unit price fields.

Fill in adjustment gain or loss, quantity, unit price and value fields

Explain adjustment in the reason for adjustment field

Signature and date.

DEPARTMENT OF TRANSPORTATION U. S. COAST GUARD CG-3114 (Rev. 3-87)		ADJUSTMENT FORM		
STOCK NUMBER, GROUP OR CLASS 5330-00-123-4567		STORES ACCOUNT OM&S	ADJUSTMENT NUMBER 0001-99	
TYPE ADJUSTMENT <input type="checkbox"/> PRICE <input checked="" type="checkbox"/> INVENTORY <input type="checkbox"/> GROUP OR CLASS LEDGER			RECEIPT DOCUMENT NUMBER	
ITEM	QUANTITY	UNIT PRICE	VALUE	
ON STOCK RECORD	200	10.00	2000.00	
RECEIVED				
ON HAND AND RECEIVED	190		1900.00	
NEW UNIT PRICE				
PREVIOUS GROUP OR CLASS VALUE				
CURRENT GROUP OR CLASS VALUE				
ADJUSTMENT <input type="checkbox"/> GAIN <input checked="" type="checkbox"/> LOSS	10	10.00	100.00	
REASONS FOR ADJUSTMENT LOSS OF "A" CONDITION OM&S DURING PHYSICAL INVENTORY DTD 09/29/98.				
SIGNATURE <i>B. D. Lichtman</i> B. D. LICHTMAN			DATE 10/01/98	

PREVIOUS EDITION MAYBE USED

Reconciliation Requirements

Research, Physical Inventory

An investigation of potential or actual discrepancies between physical count and recorded balances must be conducted. The purpose of research is to determine the correct balance and determine the cause of discrepancies.

Types of Research

There are three types of research.

Post count validation. A comparison of physical count with recorded balances and consideration of transactions that have occurred recently, but have not been posted to the records. Conduct another physical count of discrepant items. The purpose of post count validation is to determine the validity of the count. Post count validation research ends when the accuracy of the count has been verified or when any necessary recounts have been taken.

Pre-adjustment research. A review of potential discrepancies, which involves consideration of recent transactions, receipt/issue documentation and verification of catalog (FEDLOG) data. The purpose of pre-adjustment research is to determine the correct balance. Pre-adjustment research ends when the balance has been verified or the adjustment quantity determined.

Causative Research. An investigation of discrepancies (i.e. gains/losses) consisting of (as a minimum) a complete review of all transactions to include supporting documentation, catalog change actions, shipment discrepancies, and un-posted or rejected documentation occurring since the last completed inventory. The purpose of causative research is to identify, analyze, and evaluate the cause of inventory discrepancies with the aim of eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after review of the transactions, no conclusive findings are possible. If no conclusive findings occur, note in the stock record folder that causative research had been accomplished.

Continued on next page

Reconciliation Requirements, Continued

Minimum Research Requirements

The following minimum research requirements are for determining the amount of research required for physical inventory adjustments for lost, damaged or destroyed OM&S.

<u>Condition of Discrepancy</u>		<u>Required Research</u>	
<u>Total Dollar Value</u>	<u>Post Count Validation</u>	<u>Pre-adjustment Research</u>	<u>Causative Research</u>
<\$100	Yes	No	No
>\$100 but <\$1000	Yes	Yes	No
>\$1000 or pilferable/ classified/sensitive.	Yes	Yes	Yes

Note: At the command's discretion, any item can be researched to determine the cause for discrepancy.

Reporting of Discrepant OM&S

Reporting Requirements

The following minimum reporting requirements are for total number of OM&S items loss, damaged or destroyed with total dollar values are as follows.

<u>Total Dollar Value</u>	<u>Report</u>	<u>Approving Authority</u>
<\$5,000	Adjustment Forms (CG-3114) or SCAMP Gain/Loss Discrepancy Report, or CMplus Physical Inventory Report	Unit CO/OINC or designated authority at unit
>\$5,000 but <\$10,000	Report of Survey with above adjustment forms or SCAMP/CMplus Inventory Report	Unit CO/OINC
>\$10,000 but <\$100,000	Same as above	Unit forward to designated ISC (for MLCPAC units only), MLCLANT (flp) or CO HQ units.
>\$100,000	Same as above	COMDT (G-CFM), copy to COMDT (G-SLP)

Board of Survey

Conduct a Board of Survey in accordance with the Property Management Manual (COMDTINST M4500.5 (series)).

Continued on next page

Reporting of Discrepant OM&S, Continued

Preparation of Report of Survey (CG-5269)

Prepare Report of Survey as follows (example on page 5-C-20):

<u>Block</u>	<u>Action</u>
Date	Enter the date when the CG-5269 was prepared.
Number	Supply officer or designated individual in charge of supply assigns a four digit serial number suffixed by the last two digits of the fiscal year, e.g. 0001-98.
Activity	The name of the activity where the Board of Survey is convened.
Originator	Supply officer or designated individual in charge of supply.
Item(s)	Number items on attached CG-3114, SCAMP Discrepancy Report, or CMplus Physical Inventory Report.
Condition Code	Note on survey any condition other than "A" or CG-3114/CMplus/SCAMP inventory report attached.
Quantity, Unit	List on CG-3114, CMplus, or SCAMP inventory
Price and Total Value	report form attached.
Reason for Survey	Example, "Item is Lost or Missing" or "Damaged or Destroyed".
Accounting Classification	Insert ATU, Cost Center, OPFAC and use Operating Material and Supplies (OM&S) in Owner Code.
Action by Commanding Officer or Delegate	See Property Management Manual, Chapter 7 for "Survey To Be Made By" and "Signature Block".
Survey Report and Recommendation	Include the cause (if known), recommendations and corrective action.
Review of Survey Report	See table on page 5-C-13 for approving authority. If disapproved, note on report what corrective action is to be taken.

Continued on next page

Reporting of Discrepant OM&S, Continued

Distribution of Report of Survey

**If final approval
authority is**

Then

Unit	Retain original Report of Survey in units supply files.
ISC	Unit will forward original and one copy to ISC. ISC to return original of approved/disapproved report of survey to unit.
COMDT (G-CFM)	Unit will forward original and two copies to COMDT (G-CFM), one copy to COMDT (G-SLP), and one copy to ISC. COMDT (G-CFM) to return original of approved/disapproved report of survey to unit and copy to ISC.

Unit will retain approved report of surveys for three years.

Continued on next page

Reporting of Discrepant OM&S, Continued

Example of a blank Report of Survey Form (CG-5269)

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5269 (Rev. 6-90)		REPORT OF SURVEY			DATE 10/C5/98	
ACTIVITY USCGC NEVERHOME (WMEC-999)		DIRECTOR (Signature and Title) JOHN D. SMITH, CWO2, USCG SUPPLY OFFICER				
REQUEST FOR SURVEY						
ITEM	STEEL NUMBER AND DESCRIPTION	CONDITION CODE	QUANTITY	UNIT PRICE	TOTAL VALUE	
1.	SEE ATTACHED: NOTE: ATTACHMENT MAY CONSIST OF A CMEIUS "PHYSICAL INVENTORY REPORT", SCAMP "LOSS INVENTORY DISCREPANCY REPORT" OR ADJUSTMENT FORM (CG-3114). REPORT ONLY LOSSES, DAMAGED OR DESTROYED OM&S. DO NOT REPORT ANY GAINS, OR NET LOSS (LOSSES MINUS GAINS).		1 LOT	\$5,100.00	\$5,100.00	
REASON FOR SURVEY OM&S ITEMS MISSING DURING PHYSICAL INVENTORY COUNT		AM	ACCOUNTING CLASSIFICATION COST CENTER/OPAC 21 12345		OM&S CODE OM&S	
ACTION BY COMMANDING OFFICER OR DELEGATE						
SURVEY TO BE MADE BY: 1. ENS R. U. NUTTS, USCG		SIGNATURE (C.O. or delegate) JAKE DOE, CDR, USCG X.O.			DATE 10/09/98	
SURVEY REPORT AND RECOMMENDATION						
REPORT TO INCLUDE: INCLUDE THE CAUSE, IF KNOWN, RECOMMENDATIONS, AND ANY NECESSARY CORRECTIVE ACTIONS. REVIEW SUPPLY PROCEDURES AND ENSURE INTERNAL CONTROLS ARE IN PLACE. REPORT FINDINGS.						
ITEMS SURVEYED IN ACCORDANCE WITH COAST GUARD REGULATION 297 (Signature and Title/Number)						
(1) R. U. NUTTS, ENS, USCG	(2)	(3)				
REVIEW OF SURVEY REPORT						
<input checked="" type="checkbox"/> APPROVED	SIGNATURE (C.O. or delegate) I. M. RIGHT, CAPT, USCG COMMANDING OFFICER	DATE 10/16/98	FINAL APPROVING AUTHORITY			
<input type="checkbox"/> DISAPPROVED			<input type="checkbox"/> UNIT	<input type="checkbox"/> DISTRICT	<input type="checkbox"/> COMET	<input type="checkbox"/> OTHER <input type="checkbox"/> SMC
DISTRICT/SLC APPROVED/DISAPPROVED		DATE	COMMANDANT APPROVED/DISAPPROVED		DATE	
SPECIFIC DISPOSAL ACTION TAKEN			SIGNATURE RANK AND TITLE		DATE	

Continued on next page

Reporting of Discrepant OM&S, Continued

Example of a filled out Report of Survey Form (CG-5269)

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5269 (Rev. 6-90)		REPORT OF SURVEY			DATE 10/05/98
ACTIVITY USCGC NEVERHOME (WMEC-999)		ORIGINATOR (Signature and Title) JOHN D. SMITH, CW02, USCG SUPPLY OFFICER			
REQUEST FOR SURVEY					
ITEM	STOCK NUMBER AND DESCRIPTION	COMBINATION CODE	QUANTITY	UNIT PRICE	TOTAL VALUE
1.	SEE ATTACHED: NOTE: ATTACHMENT MAY CONSIST OF A COMELUS "PHYSICAL INVENTORY REPORT", SCAMP "LOSS INVENTORY DISCREPANCY REPORT" OR ADJUSTMENT FORM (CG-3114). REPORT ONLY LOSSES, DAMAGED OR DESTROYED OM&S. DO NOT REPORT ANY GAINS, OR NET LOSS (LOSSES MINUS GAINS).		1 LOT	\$5,100.00	\$5,100.00
REASON FOR SURVEY OM&S ITEMS MISSING DURING PHYSICAL INVENTORY COUNT		ADM 21	ACCOUNTING CLASSIFICATION COMBINATION CODE 12345		OM&S
ACTION BY COMMANDING OFFICER OR DELEGATE					
SURVEY TO BE MADE BY: 1. ENS R. U. NUTTS, USCG			SIGNATURE (C.O. or delegate) JANE DOE, CDR, USCG X.O.		DATE 10/09/98
SURVEY REPORT AND RECOMMENDATION					
REPORT TO INCLUDE: INCLUDE THE CAUSE, IF KNOWN, RECOMMENDATIONS, AND ANY NECESSARY CORRECTIVE ACTIONS. REVIEW SUPPLY PROCEDURES AND ENSURE INTERNAL CONTROLS ARE IN PLACE. REPORT FINDINGS.					
<small>(ITEMS) SURVEYED IN ACCORDANCE WITH COAST GUARD REGULATION BY: (Signature) (Date) (Initials)</small> (1) R. U. NUTTS, ENS, USCG (2) (3)					
REVIEW OF SURVEY REPORT					
<input checked="" type="checkbox"/> APPROVED	SIGNATURE (C.O. or delegate) I. M. RIGHT, CAPT, USCG COMMANDING OFFICER		DATE 10/16/98		FINAL APPROVING AUTHORITY
<input type="checkbox"/> DISAPPROVED					<input type="checkbox"/> UNF <input type="checkbox"/> DISTRICT <input type="checkbox"/> COMDT <input type="checkbox"/> OTHER <input type="checkbox"/> MLC
DISTRICT/MLC APPROVED/DISAPPROVED		DATE		COMMANDANT APPROVED/DISAPPROVED	
				DATE	
SPECIFIC DISPOSAL ACTION TAKEN			SIGNATURE RANK AND TITLE		DATE

Section D
Inventory Management of Shelf-Life Items

Overview

Introduction

Shelf-Life items require special attention because they must be used within a specific time from the date of manufacture. Shelf-Life codes are developed by managing ICP to indicate storage time periods of each item of supply. Items of supply that do not possess deteriorate or unstable characteristics will have Shelf-Life codes of zero(0), 0 or will not be marked with a Shelf-Life code.

Policy

Units shall ensure maximum utilization of shelf life items by keeping minimum levels of Shelf-Life stock. Units shall ensure all Shelf-Life stock received have appropriate package labeling and expiration dates which allow issue of materiel prior to expiration. Unit inventory records shall reflect Shelf-Life Codes (SLC).

Shelf-Life items shall be issued in expiration date order (shortest life first). Units shall perform maintenance on type II Shelf-Life items when necessary.

Term	Definition
Shelf Life	The total period of time, beginning with the date an item is manufactured, that an item can be stored and remain suitable.
Shelf Life Item	An item of supply possessing deteriorate or unstable characteristics to the degree that a storage time period must be assigned to ensure that it will perform satisfactorily while in service. Type I An item with a definite expiration date which can not be extended by inspection, test or restorative action.

Continued on next page

Inventory Management of Shelf Life Items, Continued
Policy

(continued)

Term	Definition
Shelf Life Item	<u>Type II</u> An item which has been assigned a Shelf-Life time period that may be extended after completion of inspection, testing or restorative action.
Shelf Life Code (SLC)	A one character alpha or numeric code that indicates the storage time period of an item.
Expiration Date	The date by which non-extendible items (Type I Shelf-Life) should be discarded as no longer suitable for issue or use.

References

DLAR 4155.37
DoD 4140.27-M
DLA Customer Handbook

Procedures

Before ordering stock, check FED LOG for SLC. For any items with SLC other than 0/0, unit shall monitor stock levels closely to avoid over stocking thereby avoiding waste. Unit inventory records shall reflect SLC.

Check incoming stock for Shelf-Life codes and expiration dates. Follow procedures in Chapter 4, section N of this manual if there are any discrepancies.

Unit shall conduct periodic inspections of all Shelf-Life items to ensure the storeroom does not stock expired items. Discard any items that have expired. Note inventory records to avoid over stocking in the future.

CMPlus users should indicate a debit loss by inventory UFI (unfit for use).

Issue Shelf-Life stock with earliest expiration date first.

For type II items, follow procedures for each item to extend the Shelf-Life until issued.

Continued on next page

Inventory Management of Shelf Life Items, Continued

Shelf life code (SLC) A one character alpha or numeric code that indicates the storage time period or perishability of an item. There are two types of SLC codes:

Type I is an item of supply which is determined through an evaluation of technical test data or actual experience to be on item with a definite non-extendible period of shelf-life.

Type II is an item of supply housing an assigned shelf-life time period that may be extended after completion of inspection, test or restoration action.

This information is available in FED LOG and the DLA Customer Assistance Handbook.

The SLC Codes are:

Type I	Type II	Storage Time Period
O	0	Non-deteriorate
A		1 Month
B		2 Months
C	1	3 Months
D		4 Months
E		5 Months
F	2	6 Months
G	3	9 Months
H	4	12 Months
J		15 Months
K	5	18 Months
L		21 Months
M	6	24 Months
N		27 Months
P		30 Months
Q	7	36 Months
R	8	48 Months
S	9	60 Months
	X	Military essential and medical items with shelf-life greater than 60 months.

Continued on next page

Inventory Management of Shelf Life Items, Continued

Shelf life code
(SLC) (continued)

NOTE: The SLC field may be blank only if the NSN is
in.

Federal Supply Group (FSG) 11, 13, or 14, or
FSC 2845, 8905, 8910, 8915, or 9135.

It may also be blank when:

the U/I is GL and the FSC is 9130 or 9140.

Section E
Storage and Handling of Materiel

Overview

Purpose

This section provides policy and procedural guidance for the efficient storage and handling of materiel.

In this section

This section contains the following:

Topic	See Page
Storage and Handling of Materiel	5-E-2
Storeroom Control	5-E-4
Storeroom Layout	5-E-5
Storeroom Locator System	5-E-7
Inter-Agency Cross-Servicing in Storage Activities	5-E-11

Storage and Handling Of Material

Policy

Inventory management practices shall be as uniform as practicable across Coast Guard units, afloat and ashore.

Materiel in storerooms and other storage areas shall be arranged to:

- ensure maximum use of available space
- provide orderly storage and ready accessibility
- prevent injury to personnel
- prevent damage to the materiel
- reduce the possibility of materiel loss or damage
- facilitate issue of oldest stock first (i.e. first in first out)
- facilitate physical inventories

Units shall take appropriate precautions in the storage and handling of hazardous materials.

Personal items and Non Storeroom Inventory (i.e., morale equipment) shall not be stored in unit storerooms without commanding officer approval. If approved, these items shall be tagged that they are not SRI.

Reference

Additional information may be found in:

Inspection, Packaging, Handling, Storage and Transportation Handbook, COMDTINST M4450.1(series)

Storage and Materials Handling Manual DoD 4145-19-R-1

Consolidated Hazardous Item List (CHIL), NAVSUP P-4500

Materiel identification

All items in storage shall be legibly marked, tagged or labeled with either:

NSN

ACN

Part Number/CAGE

other appropriate identifying numbers.

Continued on next page

Storage and Handling of Material, Continued

Materiel protection

The various inventory control points determine the degree of preservation, packaging and packing required to maintain materiel integrity.

Units shall:

Retain repair parts in their original packaging until issued

Repackage those items which were inadequately or improperly packaged

Report materials received in an unsatisfactory condition using a Supply Discrepancy Report (formerly Report of Discrepancy (SF-364))

Provide adequate protection of RFI materiels and unserviceable MTR/DLR items awaiting transfer

Storeroom Control

Policy

The supply officer or designated individual is responsible overall to the Commanding Officer for the storage, security and inventory control of materiel stored in supply storerooms or other areas assigned to the supply department.

Maintenance of spaces

The supply officer or designated individual shall ensure that all storerooms and storage areas are properly maintained, cleaned and secured.

Security of spaces

Materiel in storeroom spaces will be kept under lock and key in all possible cases. When the storeroom space is a designated work space, requires access for damage control purposes or security watches, then locking cabinets or other acceptable locking methods are authorized. Exception: Materiel in large quantities and dimensions (i.e., gravel) and stored in open areas are exempt.

Only authorized personnel shall have routine access to storage spaces. Other personnel will be admitted only as necessary for the storage and breakout of materiel, in emergencies, and by permission of the supply officer, or in his/her absence, the Commanding Officer or Officer of the Day.

Access for damage control purposes

Damage control personnel will be granted access to storage spaces to perform their duties.

Storage spaces will not be secured in such a manner that access by use of damage control equipment is impeded in an emergency.

Materiel condition of spaces

The supply officer or designated individual shall inspect storage areas and storerooms to ensure that the materiel condition of spaces and fixtures is satisfactory. Discrepancies shall be reported to the cognizant maintenance officer for repair.

Storerroom Layout

Storage considerations

There are several factors that must be considered when storing materiel:

Type of materiel

Quantity

Characteristics (i.e., flammable, HAZMAT)

Number of storerooms

Size and shape of storerooms

Condition code of materiel (i.e. codes A, F, & J)

Physical layout

Storerooms and storage areas will be laid out, using the guidelines found in DoD 4145-19-R-1, Storage and Materiels Handling Manual.

Storage aids

Consistent with layout factors and other storage considerations, storerooms will be outfitted with cabinets, bins, racks, shelving, lockers and other storage aids suited for the types and quantity of materiel stored. The supply officer or designated individual shall submit a work request to the cognizant maintenance officer for minor changes to installed storage aids.

Any major changes falling under a shipalt shall be approved as stated in paragraph 04 of the Naval Engineering Manual M9000.6(series)

General guidelines for storage

The following guidelines apply to all Coast Guard storage facilities:

<u>Guidelines</u>	<u>Explanation</u>
1	Locate frequently requested materiel (such as Selected Item Management [SIM] items) close to the point of issue.
2	Segregate materiels which are dissimilar in type or classification (i.e., hazardous/non-hazardous, classified, large/small, SIM/non-SIM, shelf life/non-shelf life).
3	Avoid multiple locations for the same item.
4	Arrange materiels with identification labels facing outward to facilitate issues and physical inventory.

Continued on next page

Storeroom Layout, Continued

General guidelines for storage (continued)

<u>Guidelines</u>	<u>Explanation</u>
5	Locate shelf-life items in a readily accessible area to facilitate periodic screening.
6	Locate light, bulky materiel in storerooms with high overhead clearance (to maximize the use of available space).
7	For cutters, locate heavy bulk materiels in areas most convenient to hatches and materiel handling equipment (to minimize the physical effort required for loading, storing and breakouts that does not affect stability).
8	Install appropriate aids in spaces which can be effectively used.
9	Multiple line items may be stored in the same location
10	Storeroom stock of different materiel conditions (e.g. "A", "F", & "J"), and OSI items shall not be stored or commingled in one location.
11	DLR/MTR NRFI return reparable items.

Storerroom Locator System

Policy

To reduce training requirements and learning curve inefficiencies, Coast Guard units will implement the following standard system for locating stock in inventory.

Standard storeroom numbering

All units maintaining stock shall number their storage aids with the location code in characters approximately one inch in height or use the Barcode Location Label.

Numbering rules

The following rules shall apply to all storerooms as much as practicable. A minimum five digit numeric-alpha storage location will be assigned to each space, cabinet, and drawer or shelf unit. CMplus will allow up to an eight digit numeric-alpha storage location as noted below. This prescribed numbering format shall be used in all stock records, automated or manual.

Numbering drawer shelf units

The following numbering rules apply:

<u>Character Position</u>	<u>Character Type</u>	<u>Explanation</u>
1 & 2	Numeric	For each cabinet/bulk storage area, drawer or shelf, standard damage control numbering has no bearing on this designation. On afloat units, it is preferred that numerics should be consecutively assigned from forward to AFT, and from port to starboard, starting with the foremost compartment starting with 01A1A. Numbering begins with the leftmost row nearest to the main entry and proceeds clockwise. Note: For units with more than 99 storage locations, up to five numeric characters can be used as long as the total characters for space location does not exceed eight spaces. The first location after 99Z9Z is 100A1A. It is not necessary to use every number in a series before starting a new series. An example is: Storerroom #1 01A1A - 53F1A, Storerroom #2 60A1A - 75F1A. See shore units below.

Continued on next page

Storeroom Locator System, Continued

Example Numbering drawer shelf units (continued)

<u>Character Position</u>	<u>Character Type</u>	<u>Explanation</u>
3	Alpha	One of the drawers or shelves of the unit. Consecutive numbering begins with the upper most drawer or shelf.
4	Numeric	Section of the drawer or shelf. Long shelves may be broken into vertical sections. Sections are numbered sequentially on each drawer or shelf, within a row, from left to right. Note: For units with more than 9 locations across, a second numeric character can be used as long as the total characters for space location does not exceed eight spaces. The next location after 01A9A is 01A10A.
5	Alpha	Drawer or Shelf Subsection. Different items may be stowed in the same section. Subsections will be numbered sequentially from the front (face) of the drawer or shelf to the back.

Example

An example of shelf numbering: 32A2A indicates

- 32 Designates the Cabinet or Bulk Storage Shelf Row.
- A Designates the first Drawer or Shelf
- 2 Designates the second Row or Section of the Shelf
- A Designates the first complement of the Drawer Section or Shelf

Afloat Units

The compartment number shall be shown in CMplus/SCAMP for each Cabinet/Bulk Storage location. CMplus allows up to 8 spaces for space ID, 20 spaces for space description, and 8 spaces for shelf location. An example:

Space ID is: SR1 (Storeroom #1)
Description is: 01-256-0-A (Location)
Shelf location is: 01A1A

Continued on next page

Storeroom Locator System, Continued

Afloat Units, continued

Shipboard storage does not require an alphabetic prefix. The first location is usually 01A1A. For shoreside storage, indicate W for warehouse, S for shed, and T for trailer. An example of shelf numbering W1A2B.

W1 Designates the Cabinet or Bulk Storage Shelf Row in Warehouse
A Designates the first Drawer or Shelf
2 Designates the Second Row or Section of Shelf
B Designates the Second Complement of the Drawer Section or Shelf

If more than 9 locations are required for storage in a warehouse the next location is W10A1A. A shed and trailer would use an "S" or "T" respectively in the first location in lieu of the "W".

Note: If a unit expects to have no more than 9 shore side locations, then W1A1A through W9Z9Z is used. If between 10-99 shore side locations, then W1A1A (or W01A1A) through W99Z9Z could be used.

Shore Units

Should indicate unit building or building number identification.

Note: CMplus allows up to 8 spaces for space ID, 20 spaces for space description, and 8 spaces for shelf location. An example:

Space ID is: WH (Warehouse)
Description is: Warehouse - Bldg 7 (Location)
Shelf location is: 01A1A.

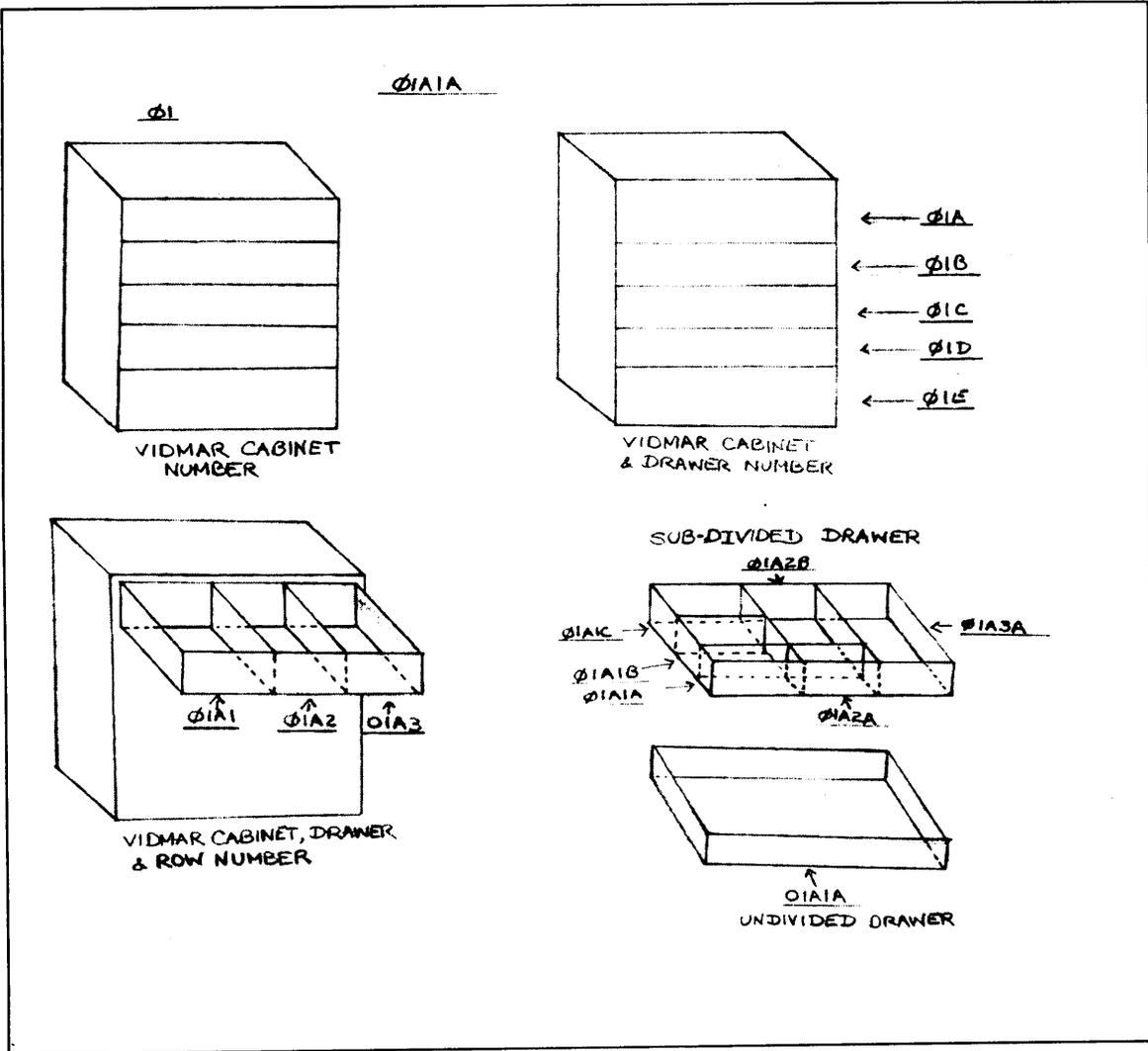
If there are more than 99 locations, the next location is 100A1A. (A maximum of 5 numeric characters can be used.) For different levels or storage rooms in a warehouse, the first location of a lower level, or first storeroom, may be 100A1A to 199Z9Z. The second level, or second storeroom, may be 200A1A to 299Z9Z. It is not necessary to use every number in a series before starting a new series.

Continued on next page

Storeroom Locator System, Continued

Shelf illustrations

The illustration below depicts numbering and lettering of shelving rows, shelves and shelf sections:



NOTE: Only the subdivided drawer plan is authorized. The other drawings are to illustrate how the breakdown is subdivided. 01A1 is actually 01A1A, 01A2 is actually 01A2A, etc.

Inter-Agency Cross-Servicing in Storage Activities

Purpose

This section covers the policy and procedures for cross-servicing of storage activities.

Cross-servicing storage activities are encouraged to use storage services of other government agencies to avoid new construction, unnecessary transportation of supplies, materiel and equipment to distant storage points.

Types of services usually include use of space, handling, checking, storing and withdrawal of materiel; preservation and packaging; packing and marking, conducting inventory and special security.

Policy

The General Services Administration (GSA) has entered into an agreement with DoD and civil agencies for cross-servicing in storage activities.

Definite rates are prescribed except where contract operated or leased facilities are involved, in which case rates will be negotiated by the agencies.

The GSA agreement does not alter current Coast Guard agreements with the Army, Navy or Air Force involving storage and warehouse services.

Additional cross-servicing arrangements whereby the Coast Guard obtains storage and warehousing services will be made under existing agreements with other military services in lieu of the GSA and DoD agreement.

The following units have been made a part of the GSA and DoD cross-servicing agreement on the basis that they may be able to provide storage with warehousing services:

<u>Name</u>	<u>Location</u>
Aircraft Repair and Supply Center (ARSC)	Elizabeth City, NC 27909-5001

Continued on next page

Inter-Agency Cross-Servicing in Storage Activities, Continued

Policy (continued)

<u>Name</u>	<u>Location</u>
Engineering Logistics Center (ELC)	2401 Hawkins Point Road Baltimore, MD 21226-1792
Integrated Support Command Boston, Portsmouth and Alameda	Boston, MA Portsmouth, VA Alameda, CA

Procedure

Federal agencies which request storage and warehousing services under the GSA and DoD agreement from Coast Guard units should be advised to forward their request directly to:

Department of Transportation
Office of Installation and Logistics
Washington, DC 20590-0001

Section F
Temporary Transfer of Materiel For Storage

Overview

Purpose

This section provides procedures for the temporary transfer of materiel for storage from one unit to another unit.

In this section

The following topics are discussed in this section.

Topic	See Page
Policy and Responsibilities	5-F-2
How To Fill Out a Requisition and Invoice/Shipping Document (DD-1149) for Temporary Storage	5-F-4

Policy and Responsibilities

Policy

Transfer of materiel shall be documented to ensure chain of custody and responsibility is clearly defined. Units will not transfer allowance equipment, equipage or parts to temporary storage in excess of six months without prior MLC/District Commander approval. Cutters with onboard storage designated for them shall not store repair parts, tools or general puRPOSE property ashore.

Bulk and consumable items may only be stored in those quantities supported by historical demand and in support of immediate deployment.

Exception: Consumable materiel, repair parts, tools and other items may be temporarily stored ashore during shipyard periods, dockside maintenance periods, deployments, and/or when awaiting turn-in approvals (i.e., excess materiel).

Responsibilities

The following table is a list of responsibilities for the various units:

Unit	Responsibility
Requesting Activity	Make arrangements for transfer of materiel to and from the storage unit.
	Notify the storage unit of any change in length of storage.
	Notify storage unit of any hazardous materiel being placed in storage.
	Provide required transfer documents.
	Inventory transferred items.
	Consecutively number each piece or container transferred.

Note: Some materiel may be placed in unit warehouse behind lock and key by supply officer. Possibly ISC/GIP should have a copy of all items and keys to find any requested materiel.

Continued on next page

Policy and Responsibilities, Continued

Responsibilities

(continued)

Unit	Responsibility
Storage Activity	Provide temporary storage space, if possible. Request disposition instructions from requesting activity upon expiration of requested storage period. Obtain a listing of those items requiring special storage or handling. Ensure proper storage of all materiel during custodial period.

How To Fill Out a Requisition and Invoice/Shipping Document (DD-1149) for Temporary Storage

Required documentation

All materiel transfers for temporary storage will be documented on a Requisition and Invoice/Shipping Document (DD-1149).

The DD-1149 will contain the following information:

Block	Required Data
1	Transferring Activity name
2	Receiving Activity name
3	Enter "Items for Temporary Storage"
4	Not Applicable
5	Date of transfer, YR/MO/DAY
6	Requisition number - used for tracking purposes only
7	Date materiel to be returned, YR/MO/DAY
8	Not Applicable
9	Enter "Temporary Storage"
10	Supply officer signature
11	Not Applicable
12-15	Shipping data, if applicable
a	Number each line item transferred
b	The following information is required for each item transferred: NSN, part number/CAGE or general description of the contents of each piece, box or other container. Classification of materiel. Type of storage required (e.g., covered, secure, HAZMAT). Estimated length of temporary storage.
c	Unit of issue (e.g., ea, bx)
d	Quantity per line item
e	Not Applicable
f	Type of container
g	Consecutive number of materiel transferred for tracking purposes
h	Value of materiel transferred

Continued on next page

How To Fill Out a Requisition and Invoice/Shipping Document (DD-1149) for Temporary Storage, Continued

Required documentation

Block	Required Data
i	Total value of materiel transferred per line item - auto fill
19	Sheet total - auto fill

Distribution of DD-1149 The DD-1149 will be distributed as follows:

Copy	Distribution
Original	Signed by receiving unit and returned to requesting unit.
Copy	Retained at receiving unit.
Copy	Inside each container.
Copy	Placed in a waterProof envelope securely attached to the outside of each container.

Section G

Transportation

Overview

Purpose

This section provides policies and procedures applicable to the transportation of materiel from field units to source of supply (e.g., ELC/ARSC, DoD and GSA, or between Coast Guard units).

Policy

Transportation of materiel shall be in accordance with the Transportation Manual, COMDTINST M4610.5 (series).

Transportation and handling costs

Transportation and handling costs, including packing and crating, incurred in the return of materiel to ELC/ARSC, DoD and GSA will be funded by the Coast Guard.

Packing and transportation costs

Shipment of ELC or ARSC controlled material will be accomplished by the most economical mode consistent with the requisitioner's urgency of need. The ELC or ARSC will determine the transportation mode except in the following cases:

- Materiel at Navy Stock Points - The shipment mode is determined in accordance with the "Interdepartmental Agreement between the Naval Supply Systems Command and the USCG on Coast Guard Stock Points - Navy Managed."
 - Materiel at Supporting Coast Guard Stock Point Facilities - The shipment made is determined by a local Transportation Officer (TO) in accordance the Freight Transportation Manual, COMDTINST M4610.5 (series).
-

Continued on next page

Transportation, Continued

Determining Funding Obligations

The method for determining funding obligations is as follows:

If Transportation costs are associated with	Then...
Routine Shipments	ELC or ARSC will fund
Issue priorities 01 thru 08 with "999," "777" RDD designations, or requisitioner's RDD (Julian date)	Requisitioner will fund shipment of material provided by ELC ARSC will fund shipment of material provided by ARSC

Transportation officer

Commanding Officer shall appoint a fully qualified person to serve as the Transportation Officer (TO), in accordance with COMDTINST M4610.5 (series

TIME STANDARD CALENDAR DAYS FOR UMMIPS PRIORITY DESIGNATORS (1)

EXPEDITE

ROUTINE

Time Segment	TP-1 PD 01 - 08 RDD OF 999, N, E					TP-2 PD 01-08 (01-15 for 444) RDD OF 444, 555, 777					TP-3 PD 01-15 Blank RDD				
	CO N	1	2	3	4	CON	1	2	3	4	CON	1	2	3	4
A. Requisition Submission															
B. Passing Action															
C. ICP Availability Determination (Note 5)															
D. Depot Storage Site or Base Processing and Packaging (Note 5)															
E. Transportation Hold and CONUS In-Transit															
F. POE and/or CCP Processing and In-	N/A		1	1		N/A	1	1	1	3	N/A	10	10	10	

Transit to Carrier															
G. In-Transit Overseas	N/A	1	1	2	3	N/A	1	1	2	3	N/A	10	15	25	30
H. POD Processing	N/A	1	1	1	1	N/A	1	1	1	2	N/A	3	3	3	5
I .Intra-theater In-Transit	N/A	1	1	1	3	N/A	1	1	1	1	N/A	5	5	5	5
J. Receipt Takeup by Requisitioner	0.5	0.5	0.5	0.5	0.5	1	1	1	1	1	3	3	3	3	3
K. Total Order-Ship	5	9	9	10	13	9	13	13	14	18	22	50	55	65	83

Continued on next page

Transportation, Continued

NA Not Applicable

RDD:

999 Indicates expedited handling required for Not-Mission-Capable Supply (NMCS)

N ___ Indicates expedited handling due to NMCS requirement CONUS customer

E ___ Indicates expedited handling due to anticipated NMCS requirement CONUS customer

555 Indicates exception to mass requisition cancellations, expedited handling required.

777 Indicates expedited transportation required for other than the above reasons.

444 Indicates handling service for customers collocated with the storage activity or for locally negotiated arrangements

--Specific date indicates handling to meet the date of delivery

--Bland RDD indicates routine handling

NOTES

1. Pipeline standards for materiel delivery exclude weekends and holidays except for segments D and E for requirements with RDDs 999, N___, or E___. Storage activities and transportation managers

may combine the times for segments D and E as long as the combined time is not exceeded. The pipeline time standards are service level targets; they shall be met or improved upon whenever physically and economically feasible. Individual segment standards should not be considered inviolate when subsequent savings in time and improved service can be achieved.

2. Areas:
 - a. To Alaska, Hawaii, Guam, Caribbean, or Central America.
 - b. To United Kingdom and northern Europe.
 - c. To Japan, Okinawa, Korea, and western Mediterranean.
 - d. Hard lift area--all other destinations not included in 1-3 (e.g., South America, eastern Mediterranean, North Atlantic, Africa, Diego Garcia, etc.) as determined by USTRANSCOM. Current information on air and surface hard lift areas is available from the Soviet clearance authorities
3. For manually submitted requisitions or those requiring manual review, one day for Priority Designations (PDs) 01-08 and three days for PDs 09-15.
4. Combine segments E and F as a single segment when a SEAVAN is loaded at source or when cargo is moved breakbulk to the POD.
5. Measurement of intra/inter-Service lateral support or redistribution begins a segment C or segment D (installation level).
6. See DOD 4140.1, Appendix 8.

Transportation, Continued

Shipment procedures Mode of shipment, level of transportation service and carrier selection are done in accordance with COMDTINST M4610.5 and are the responsibility of local Transportation Officers or Transportation Agents

For shipments of arms, ammunition, sensitive, classified, cryptographic, or shipment moving between CONUS and OCONUS in the DTS, mode of shipment, level of transportation service, documentation, and carrier selection are done in accordance with Defense Transportation Regulation (DTR) 45900.9R, Part II, Cargo Movement

**Defense
Transportation**

The portion of the worldwide transportation infrastructure which supports Department of Defense transportation needs in peace and war. DTS

Section H
Stock Record Systems and Shipping and Receiving
Processes

Overview

Introduction

Stock records are necessary to:

Maintain proper stock accountability (on-hand balance)

Record supply transactions (e.g., receipts, issues)

Assist in replenishment decisions (i.e., requisitions)

Assist in determining follow-up actions

Physical inventory checks

In this section

The topics under this section state policy, procedures, and responsibilities for the establishment and maintenance of stock record systems at the retail and unit level (excluding fuel).

<u>Topic</u>	<u>See Page</u>
Policy and Responsibility for Inventory	5-H-2
Data Requirements for Stock Record Systems	5-H-3
Procedure for Shipping and Receiving	5-H-5
Materiel Receipt Acknowledgment (MRA) Procedures	5-H-7

Policy and Responsibility for Inventory

Policy

Coast Guard (CG) units shall maintain automated stock records for all unit OM&S and supply fund inventory items in the following financially accountable inventories:

AFC 30

Or stocked in accordance with an assigned allowance

Only the following Coast Guard automated stock systems are authorized for maintaining records for unit OM&S or supply fund inventory:

Shipboard Computer Aided Maintenance Program (SCAMP)

Configuration Management plus (CMplus)

Aviation Materiel Management Information System (AMMIS)

Afloat and ashore units are required to have CMplus or SCAMP installed or have a waiver from COMDT (G-SLS) to use a local record system.

Note: Only ISC's Kodiak and Boston have supply fund inventory.

Responsibilities

Commandant (G-S) is responsible for:

The issuance of authorized inventory management systems and the policy and procedures governing these systems.

Monitoring materiel accountability within the CG.

Commanders of Headquarters offices, Area Offices, Maintenance and Logistics Commands (MLCs), District Commanders, and Commanding Officers of Headquarters units are responsible for:

Ensuring automated stock records are kept up-to-date.

Ensuring compliance with these policies and procedures.

Forwarding proposed changes/recommendations to the policies and procedures governing these systems to G-S.

Data Requirements for Stock Record Systems

Data Requirements

Data requirements have been established for the Coast Guard authorized automated stock record systems. Data requirements are the data elements required on a stock record (e.g. National Stock Number (NSN)/Activity Control Number (ACN) or CAGE and Part Number, quantity on-hand, condition code, unit price, location, and if applicable project material etc.). Refer to the User Manual of the automated stock record system (e.g., CMplus, SCAMP, AMMIS) you are using for the system data requirements.

Valuation of OM&S

All OM&S shall have a valuation (unit price) recorded on stock records. Valuation of entire OM&S will be certified by the supply officer/comptroller/XO/XPO or competent higher authority. Record on the stock record as follows:

The weighted/moving average method of valuing OM&S is computed in CMplus/FLS starting in FY 1999. Documentation to support valuation shall be maintained at the FINCEN. Units without CMplus shall value OM&S at the invoice/purchase price/receipt or historical cost; this includes items that are free issue to the unit.

OM&S shall be valued at invoice/purchase price/receipt (i.e. DD1348-1A) or historical cost for FY98; this includes items that are free issue to the unit.

If CMplus/SCAMP price is not available for OM&S purchased commercially prior to 1 October 1994, update the unit price with the last purchase order price, invoice cost or best "fair market" estimate. OM&S purchased/requisitioned from OGA:

1. prior to 1 October 1994, the system price will be used if the FEDLOG price is not available.
2. after 1 October 1994 and prior to 1 October 1998 use the latest acquisition cost.

Documentation supporting valuation and line item counts shall be retained for three years.

Continued on next page

Data Requirements for Stock Record Systems, Continued

Exclusions

Refer to Medical Manual (COMDTINST M6000.1 (series)) for inventory management procedures of medical supplies.
Refer to Subsistence Manual (COMDTINST M4061.3 (series)) for inventory management procedures for subsistence.

Publications

The following users guide/manuals are available for automated stock record systems CMplus, SCAMP and AMMIS

CMplus Users Guide

SCAMP Users Manual

AMMIS Users Manual

Documentation

The following documentation is to be filed and kept for three years from date of action:

Receipts

Issues

Inventory count sheets or work sheets for self audits and complete physical counts

Report of Survey (CG-5269)

Inventory adjustment form (CG-3114) or CMplus Physical Inventory

Report or SCAMPS Inventory Discrepancy Report

Inspection reports

Certification letter with quarterly physical inventory reports

Procedure for Shipping and Receiving

Types of transactions

The types of transactions that affect stock records are:

- Expected receipts (e.g., due-in)
- Receipts
- Issues
- Report of Surveys
- Inventory Adjustments (gains/losses)

Processing receipts

Definition: Receipt refers to materiel physically received by a unit. Receipt documents are:

- invoices,
- inspection reports, or
- other documents certifying the receipt of materiel.

Processing issues, transfers and sales

Definitions: An issue/sale is the movement of materiel from inventory at a unit to a component of that unit or to another unit where the materiel will be used. Transactions may involve reimbursements to the stocking activities or allowance inventories.

A transfer is the movement of materiel between units.

A recurring demand is a demand of a repetitive nature that must be requisitioned.

Nonrecurring demand is a one time purchase of materiel. It will not be used in determining requirements for stock replenishment. Some examples are:

- issues to satisfy demands of new construction,
- conversion outfitting, and
- special programs/projects

Continued on next page

Procedure for Shipping and Receiving, Continued

Procedures for processing at shipping/receiving

Shipping and Receiving shall use the following procedures to process receipts.

Step Action

- 1 Verify number of cartons, packs or pieces received against shipping documents and check for damage. Any damage, shortage or overage shall be noted on all copies of the receipt document.

NOTE: Materiel received without documentation shall be processed using a dummy invoice.

- 2 Sign and return a copy of DD-1348-1A or DD-1149 to the sender upon completion of receipt processing.
- 3 Forward a copy of the receipt document to the Stock Control Section, supply office or unit Accounting Section, for accounting purposes.
- 4 Forward materiel and copy of receipt document to storeroom.

Procedures for processing at storeroom

Upon receipt of materiel from Shipping & Receiving, the storeroom shall follow these procedures:

Step Action

- 1 Count and verify materiel against receiving documents. For purpose of this count, the quantity shown on the outside of the container may be used, if the package has not been previously opened. If the package has been opened, or appears to have been opened, the contents shall be verified by an item count.
- 2 Store materiel.
- 3 Forward a copy of the receiving document to the stock control section and indicate the storage location and any discrepancies in quantity received.

Note: For materiel requisitioned by one unit (i.e., MLC) and shipped to another (i.e., cutter, station, etc.), send a copy of the receipt document or a message to the originator.

Material Receipt Acknowledgment (MRA) Procedures

Policy

Materiel taken into custody by a unit at final destination, whether it has been accepted or not, shall be receipted for and posted to the automated stock record system (i.e. CMplus/SCAMPS) within seven calendar days (except deployed units).

If the materiel was acquired through the Federal Supply System, then the receiving unit or designated reporting command shall forward a MRA to the ICP or source of supply within:

5 calendar days of materiel receipt, or

30 calendar days from the release date when a shipment to a CONUS activity has not been received, or

90 calendar days from the release date when a shipment to an overseas activity has not been received, or

15 calendar days from when the DRF transaction (follow-up to MRA) was received.

Procedure

Forward a MRA:

for full, partial, split or non-receipt shipment,

for discrepant/deficient and non-discrepant shipment.

if the stock number/part number cannot be entered on the MRA, but the document number is on the MRA

if the ICP or source of supply is following up with a DRF transaction when materiel receipt has not been acknowledged on time.

Currently, a D6S (Document Identifier Code (DIC)) (materiel receipt) transaction is generated by the STAR program when a receipt is posted in STAR. The D6S transaction is forwarded through ARMS to DAAS. This procedure will be changed to the MRA program in a future version of CMplus.

Note: For materiel requisitioned by one unit (i.e. MLC) and shipped to another (i.e. cutter, station, etc.), send a copy of the receipt document or message to the originator. Only the originator may receipt for the received requisition.

Continued on next page

Material Receipt Acknowledgment (MRA) Procedures, Continued

How to fill out an MRA

Following are procedures for filling out an MRA

Field Legend	Record Position(s)	Entry and Instructions
Document Identifier	1-3	Enter DI Code DRA when submitting materiel receipt acknowledgment.
Routing Identifier (To)	4-6	Enter the RI code of activity to receive this transaction.
Multi-Use: Mode of Shipment or Service Use	7	For security assistance shipments, enter the applicable mode of shipment, if available; otherwise, leave blank. For US forces shipments, enter data prescribed by the Service or Agency (e.g., code for controlling receipt of partial or split quantities)
Stock or Part Number	8-22	Enter stock number or part number of the item received. For total or partial non-receipt, duplicate from due-in record. Note: If the stock number/part number of the item received cannot be fully entered in record positions 8-22, leave blank. If item received exceeds stock number field and is wrong item or cannot be identified, leave record position 8-22 blank and enter Discrepancy Indicator Code A in record position 63.
Unit of Issue	23-24	Enter UI of the item received. For total or partial non-receipt, duplicate from due-in record.

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Material Receipt Acknowledgment (MRA) Procedures, Continued

How to fill out an MRA (continued)

Field Legend	Record Position(s)	Entry and Instructions
Quantity	25-29	Enter total quantity received for the document number and suffix code entered in record positions 30-44. For total
or		partial non-receipt, enter the missing quantity and enter Discrepancy
Indicator		Code F in record position 63.
Document Identifier from	30-43	Duplicate from receipt document. For total or partial non-receipt, duplicate
Suffix	44	due-in record. Enter suffix code, if any, from receipt documentation. For total or partial
non-		receipt or missing documentation, duplicate from due-in record.
Supplementary Address from	45-50	Duplicate from receipt document. For total or partial non-receipt, duplicate
Signal	51	due-in record. Duplicate from receipt document. For total or partial non-receipt, duplicate
from		due-in record.
Blank	52-53	Leave blank
Routing Identifier (To) Distribution	54-56	When prescribed by Service or Agency, enter applicable RI code for:
position		Activity requiring MRA in addition to activity indicated in record
		4-6.
		MCA requiring MRA in addition to ICP (for GFM shipments to contractors).
valid		Note: DAAS will edit and provide an MRA to the activity identified by a
Project	57-59	RI code in record position 54-56 Duplicate from receipt document. For total or partial non-receipt, duplicate
from		due-in record.

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Material Receipt Acknowledgment (MRA) Procedures, Continued

How to fill out an MRA (continued)

Field Legend	Record Position (s)	Entry and Instructions
Day of Year (posted to record/shipped)	60-62	Enter ordinal day of calendar year as follows: <u>For US Forces</u> , enter day receipt was posted to stock record/property account or equivalent. If record position 63 is F, enter day this transaction is prepared <u>For security assistance shipments</u> , when mod is entered in record position 7 enter the day shipped; otherwise, enter day this transaction prepared.
Discrepancy Indicator	63	Enter discrepancy indicator code, when applicable; otherwise leave blank.
Blank	64-66	Leave blank.
Service Use	67-69	Enter data prescribed by the Service or Agency.
Blank	70-72	Leave blank
Service Use	73-80	Enter data prescribed by the Service or Agency.

Reply to Follow-up

In reply to follow-up, when no record of the basic requisition document number exists, duplicate record positions 8-24 and record positions 30-51 from the DI Code DRF Follow-up.

Duplicate from the following in listed order of preference:

record position 1-3 of the DI Code DRF, MRA follow-up or DI Code AS_ Shipment Status

record positions 4-6 of the original requisition

record positions 67-69 of the DD Form 1348-1A or DI Code AE_ Supply Status

Continued on next page

Material Receipt Acknowledgment (MRA) Procedures, Continued

Discrepancy Indicator Codes, Record Position 63

A one digit code used in the MRA to indicate when a supply or transportation discrepancy or product quantity deficiency affects the receipt posting and/or MRA process.

Code Definition

- A ROD (SF-364) being submitted. (Excludes shortage and partial or total non-receipt.)
- B No record of requisition. (Use in reply to DI Code DRB follow-up if there is no record of the requisition and the materiel has not been received.)
- C Reserved for future DoD assignment.
- D TDR form (SF-361) being submitted.
- E Product quality deficiency report being submitted.
- F Shortage or partial or total non-receipt. Quantity not received entered in record positions 25-29
- G-W Reserved for future DoD assignment.
- X Discrepant receipts, other than shortage and partial or total non-receipt, which does not meet qualifying criteria for discrepancy report submission.
- Y-Z Reserved for future DoD assignment.

Section I
Materiel Returns Program (MRP)

Overview

Purpose

The Materiel Returns Program establishes policy and procedures for the return of excess materiel and repairable items in condition E or F to the source of supply.

Reference

Retention and Transfer of Materiel Assets (DoD Directive 4100.37).

In this section

This section covers the following topics:

Topic	See Page
Policy and Responsibilities	5-I-2
Determining Reportability of Materiel	5-I-3
Materiel Return Process	5-I-5
Credit for Materiel Returns	5-I-6
How to Prepare a Report of Excess (FTE)	5-I-8
Responses to Reports of Excess (FTE)	5-I-9
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ICP Initiated Cancellation of Excess Reports	5-I-12
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Reporting MRP Shipment of Materiel	5-I-19
Interpreting Materiel Receipt Status (DIC/FTZ)	5-I-21
Table of MRP Document Identifier Codes (DIC)	5-I-22

Policy and Responsibilities

Policy

The Coast Guard adheres to DoD policy and shall report excess stocks to the source of supply for return to wholesale stock or other disposition as directed. The Materiel Returns Program (MRP) guidelines set forth in this section apply only to materiel ordered from, and for return to:

GSA

DoD

CG

Whenever possible, an automated information system (STAR or CMPlus) shall be used for the preparation, submission and receipt of MRP MILSTRIP formatted transactions. A MILSTRIP message can only be used when an automated system is not available.

Responsibilities

Units with inventories shall:

1. Report materials excess to authorized stocking levels to the appropriate source of supply, using MRP procedures.
2. Use STAR/CMPlus in processing MRP transactions.
3. Maintain a history file of MRP transactions sent and received. Follow-up on transactions over 30 days old with no response from the source of supply.
4. Dispose of materials that do not meet the MRP criteria. These will be processed through the local Defense Reutilization and Marketing Office (DRMO). No MRP materiel shall be disposed of in the local trash.
5. Returning activity is responsible for repackaging, marking, and disposal cost incurred by the ICP when material returned:

was not authorized

exhibited packaging discrepancies

were unaccompanied by required technical or return documentation

Determining Reportability of Materiel

Definition

Reportable materiel is materiel normally authorized for return under agency specific guidelines. Not all materiel can be returned under this program. Materiel which is eligible for return must first be reported as excess and authorization to return the materiel must be received.

Non-reportable materiel

DoD, GSA and Coast Guard have separate guidelines which establish what classes of materiel are eligible for return under this program

The following classes of materiel are excluded by GSA, DoD and the Coast Guard from the Materiel Returns Program and should not be reported:

GSA	DoD/ CG	Excluded from MRP
X	X	Items not identified by a Stock Number (NSN) / (ACN)
X	X	Perishable Subsistence items (FSG 89)
	X	Class V ground ammunition
	X	Class W surface ammunition
	X	Lumber
X		Tires (FSC 2610)
X		Forms (FSC 7540)
X		Boxes, crates (FSC 8115)
X	X	Terminal Items (Refer to Acquisition Advice Code)
X		Cost to repair exceeds 60% of current selling price
X	X	Less than 1 year remaining shelf life

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Determining Reportability of Materiel, Continued

Reportable materiel All other materiel is reportable to DoD, GSA and Coast Guard under this program, and shall be reported if the following criteria are met:

Agency	Return Criteria
DoD/CG	New, unused items or Used serviceable items and Totaling \$30 or more in value.
GSA	The minimum dollar value per item based on current GSA selling price for various classes of materiel is:

Class	Amount
Hand tools (FSC 51)	\$50
Measuring tools (FSC 52) FSCs	
Household Furniture (7105)	\$300
Office (7110)	
Cabinets, lockers, Bins Shelving (7125)	
Misc Furniture & fixtures (7195)	
Cleaning & Polishing Compounds and Preparations (7930)	
Paints, Dopes, Varnishes and Related Products (8010)	
Preservatives & Sealing Compounds (8030)	
Adhesives (8040)	
All others	\$100

Materiel Return Process

Stages in the MRP process The following table describes the MRP process:

Step	Description
1	Unit prepares and submits an Excess Report , Document Identifier Code (DIC) FTE, to the source of supply for each item being reported.
2	The source of supply responds to each FTE document with a Reply to Excess Report , DIC FTR, using status codes to provide the originator information about the FTE, including acceptance of the return request and/or FTD disposition instructions within 30 days of sending FTE.
3	At any time prior to actual shipment of the materiel to the source of supply, the originator may cancel the excess report by submitting a Cancellation of Excess Report , DIC FTC.
4	Immediately after shipment, the unit prepares and submits a Shipment Status DIC FTM.
5	The source of supply provides the unit with a Materiel Receipt Status DIC FTZ, when: The materiel has been received by the source of supply. A creditable return is being canceled because of a delay in shipment to the source of supply. (Note: see Credit for Returns.) The unit failed to reply to a follow-up request from the source of supply (DIC/FTG).

Credit For Materiel Returns

Purpose

This section outlines GSA, DoD and Coast Guard specific credit criteria. The unit may or may not receive credit on materiel returned to the source of supply. The source of supply will notify the unit with a "FTR " transaction, status code (creditable return or noncreditable return). In addition, the source of supply may elect to not give credit depending on condition code and shelf-life remaining on materiel received. If credit is given, the credit will be reported on the units PES report when source of supply completes inspection of materiel. Note: The credit is applied to the fiscal year of the document number and can only be used in that fiscal year.

Credit denied

The following criteria applied by GSA, DoD and Coast Guard result in no credit allowance being given.

GSA	DoD /CG	Credit denied for...
X	X	Materiel returned by unit prior to submission of the Report of Excess, DIC FTE.
X	X	Materiel returned by unit prior to receipt of shipping instructions from the source of supply, DIC FTR.
X	X	Unit fails to provide FTL (estimated ship date) or FTM (shipment released to carrier) status, or to deliver the asset, to the source of supply within 50 days of receiving the FTR (Reply to Excess Report) authorizing return.
X	X	Materiel approved for return is not received by the source of supply within: 120 days for CONUS 180 days for OCONUS of the date of the FTR authorizing return.
	X	For materiel returned in excess of the quantity approved for return.
	X	For materiel returned in a condition less than that reported.
X		Materiel received is unserviceable or incomplete and is not economically repairable.
	X	Materiel has 6 months or less shelf-life remaining.
	X	APA Materiel (free Coast Guard issue).

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Credit For Materiel Returns, Continued

Amount of credit The following GSA, DoD and Coast Guard criteria apply when determining the amount of credit to be given for a particular item returned to stock.

GSA	DoD /CG	Credit Criteria
	X	Credit granted may be the standard price, a reduced sale price, or an amount discounted to cover the cost of repairs, based on the condition of the materiel and its current selling price.
X		Credit will be granted at 80% of the current selling price for new or ready for issue (Condition Code A) items.
X	X	Credit will be granted at 30% of the current selling price for unserviceable or incomplete materiel that is economically repairable (Condition Code F) or requires additional parts (Condition Code G). Coast Guard items are Free Issue in most cases- no credit is given.

Amount of Charge

GSA	CG only	Credit Criteria
	X	Units are charged a set repair cost for certain vessel engines and shafts managed by the ELC. The repair and return items and their repair cost are reported to all units by message each year for the ELC.

How credit is received

GSA	DOD CG	Credit Criteria
	X	If credit is authorized through MILSTRIP, the credit will be recorded on units PES report under document number materiel was returned.

How To Prepare a Report of Excess (FTE)

When to use File a Report of Excess whenever items are held in excess of unit needs. See "Determining Reportability of Materiel".

How to submit To submit an FTE MRP transaction.

Prepare the FTE transactions using the program applications provided for this purpose (e.g., STAR, CMPlus).

Forward the FTE electronically through the STAR unit to ARMS. ARMS will forward the FTE to the ICP identified as the Source of Supply (SOS) in FEDLOG.

Required fields Ensure that entries are provided for the following MRP Report of Excess (FTE) transaction fields:

Field	Columns	Comments
DIC	1-3	Always "FTE"
*RIC	4-6	Source of Supply
Media & Status	7	Use only M&S codes 2,3,4, and 5
NSN	8-22	Self-explanatory
UI	23-24	Self-explanatory
QTY	25-29	Excess quantity
Document Number	30-43	MILSTRIP Document Number
Supp. Address	45-50	See Use chapter 4-C
Signal Code	51	See Chapter 4-C
Routing Identifier (RI)	67-69	RI of the activity preparing the document if assigned otherwise leave blank.
Materiel Condition	71	See Chapter 4-C

Reference The following publications offer additional guidance:

Defense Logistics Agency Customer Assistance Handbook

If GSA is the source of Supply, always use RIC-CGO.

Responses to Reports of Excess (FTE)

Types of responses The unit may receive three types of transactions from the source of supply in response to a unit Report of Excess.

DIC FTD: Disposition Instructions Delay

DIC FTR: Reply to Customer Excess Report,

Rejection/Disposition Instruction

FTD: Disposition instruction delay Occasionally, unit excess reports will require a period of extended review by the ICP. In such cases, the ICP will provide the unit with a Disposition Instruction Delay (DIC FTD) transaction. This transaction will contain status code TR with the anticipated response date in columns 70-73.

FTR: Rejection /Disposition instructions of customer report of excess A unit Report of Excess may be rejected by the ICP for a variety of reasons using the DIC FTR transaction. The specific reason for rejection will be identified through the status code. All rejection status codes begin with the letter "S". See Chapter 4-C for codes. Once a determination has been made by the ICP regarding the materiel reported as excess, a Reply to Excess Report providing specific disposition instructions will be provided. Disposition instructions are conveyed through the Excess Transaction Status Codes in columns 65-66. See Chapter 4-C for specific disposition codes.

Refer to the DLA Customer Assistance Handbook for specific Excess Transaction Status Code interpretations.

Return priority The ICP shall provide a priority designator in columns 60-61 indicating the degree of urgency with which the return should be handled. Authorized values for this field are:

Value	Meaning
03	Expedite critical items
06	Priority automatic return
13	Routine not covered above in excess stocks

Reference DoD 4000.25-1-M

Interpreting FTR Responses

Interpreting the FTR record

The following table explains the various field entries in the ICP reply generated FTR transaction.

Note: All fields listed as "From FTE" indicate that the information was extracted from the unit's Report of Excess and included in the FTR.

Field	Columns	Comments
DIC	1-3	Always "FTR"
RIC	4-6	RIC of the ICP
M/S	7	From FTE
NSN	8-22	From FTE
UI	23-24	From FTE
QTY	25-29	Quantity authorized for return
Document Number	30-43	From FTE
Suffix	44	Indicate suffix when split action indicated
Supp. Address	45-50	From FTE
Signal Code	51	From FTE
Fund Code	52-53	From FTE
Receiving Depot	54-56	RIC of ICP to ship materiel to
Project	57-59	From FTE
Priority	60-61	Urgency of return
Action Date	62-64	Julian date of this transaction
Status	65-66	See Chapter 4-C
Routing Identifier	67-69	RIC to which all future FT* transactions will be sent
Multi-Use	70-73	From FTE
Materiel Cond	71	ICP assigned
Demil Code	72	May be used by ICP for Reclamation
Reserved	73	Code, Special Reports, etc.
Unit Price	74-80	Unit price

Preparing an MRP Cancellation (DIC FTC)

When to submit File a Cancellation of Report of Excess to ICP/IMM as soon as the unit determines that the quantity of materiel, either partial or full, originally reported on the Report of Excess, is no longer available for return.

How to submit To submit a FTC transaction:

Prepare the FTC transactions using the program applications provided, citing only the quantity to be canceled.

Forward the report electronically to the ICP identified as the Source of Supply (SOS) in FED LOG.

Required fields Ensure that entries are provided for the following FTC transaction fields:

Note: All fields listed, except for the DIC, QTY and Suffix, should be taken from the Report of Excess (FTE) being canceled.

Field	Columns	Comments
DIC	1-3	Always "FTC"
RIC	4-6	From FTE
M/S	7	From FTE
NSN	8-22	From FTE
UI	23-24	From FTE
QTY	25-29	Quantity to Cancel
Document Number	30-43	From FTE
Suffix	44	Indicate suffix when split action indicated on DIC FTR from the ICP
Supp. Address	45-50	From FTE
Signal Code	51	From FTE
Materiel Condition	71	From FTE

ICP Initiated Cancellation of Excess Reports

- Applicable only to creditable returns** An ICP cancellation of Report of Excess will apply only to creditable returns.
- Criteria for cancellation** An ICP may initiate cancellation of a creditable return when no materiel has been received from the reporting unit and...
- 30 days has passed since a unit generated FTT (Materiel Receipt Follow-up) transaction to the ICP.
- 60 days has passed since a unit generated FTM (Shipment Status) transaction was received by the ICP for a CONUS shipment.
- 120 days has passed since a unit generated FTM (Shipment Status) transaction was received by the ICP for an OCONUS shipment.
- Unit response to ICP cancellations** No unit transaction is generated in response to an ICP cancellation of a Report of Excess. If the unit still holds the materiel in question, and still desires to return it for credit, then a new FTE (Report of Excess) must be generated and delivered to the ICP, effectively beginning the MRP process over again.

Instructions - Delay in Disposing Excess Materiel (FTD)

Procedures

The following describes the block breakdown of information provided to the customer.

Step	Column	Entry and Instructions
01	1-3	Document Identifier is "FTD".
02	4-59	Routing Identifier, Media and Status, Stock Number, Unit of Issue, Quantity, Document Number, Suffix, Supplementary Address, Signal, Fund Code, and Project Code. The same data contained in the "FTE" or "FTF" documentation.
03	60-61	Leave Blank
04	62-64	Julian date of documentation preparation.
05	65-66	Status. The applicable excess transaction status code.
06	67-69	Routing Identifier. The same data contained in the "FTE" or "FTF" documentation.
07	70-73	Expected Reply Date. The date final disposition instructions from the Inventory Manager may be expected.

How DAASC Handles Incorrect Transaction Information

Correct transaction If no errors are detected in the unit transaction, DAASC will:

Step	Action
1	Place advice code 3T in columns 65-66.
2	Forward the transaction on to the source of supply identified in columns 4-6 (RIC).

Incorrect FSC If the DAASC FSC validation identifies an incorrect FSC, DAASC will:

Step	Action
1	Correct the FSC.
2	Place advice code 3T in columns 65-66.
3	Forward the transaction on to the source of supply identified in columns 4-6 (RIC).
4	Generate an FTQ transaction and deliver it to the unit, placing status code T7 (FSC has been changed) in columns 65-66.

Note: Units should ensure that all subsequent transactions use the correct FSC/NSN identified in the DAASC FTQ transaction.

Incorrect RIC If the DAASC RIC validation identifies that another ICP is responsible for the item being reported, DAASC will:

Step	Action
1	Correct the RIC in the transaction.
2	Place advice code 3T in columns 65-66.
3	Forward the transaction on to the corrected source of supply.
4	Generate an FTQ transaction and deliver it to the unit, placing status code TZ (RIC has been changed) in columns 65-66.

Note: Units should ensure that all subsequent transactions are addressed to the correct RIC identified in the DAASC FTQ transaction.

Unit Follow-up Action

Description Follow-up transactions are one of two transaction types generated by the unit to determine the status of some aspect of the materiel return process. The two transaction types are:

Type	Description
FTF	Follow-up for ICP Reply to Customer Excess
FTT	Follow-up for ICP Materiel Receipt Status

When to use These follow-up transactions will be generated by the unit when uncertainty exists regarding the status of a materiel return approval, materiel return receipt or credit for materiel returned.

Follow-up time frames There are stipulations which apply to the amount of time which must pass before the unit can submit each type of follow-up transaction. These are:

Type	Follow-up Time Constraint
FTF	Not earlier than 30 days from submission of the FTE.
FTT	Not earlier than 30 days from the expected delivery date of the materiel to the ICP.

Processing of Unit Follow-up Requests

FTF

Follow-up for ICP Reply to Customer Excess Report:

The following steps will be followed by the ICP in response to a customer request for follow-up using DIC FTF:

If the ICP...	Then...
has record of the original FTE	the ICP will generate an FTD (Delay) or FTR (Reply) as appropriate.
has no record of the original FTE	(1) the FTF follow-up will be processed as an FTE. (2) an FTD (Delay or FTR (Reply) will be generated as appropriate.

FTT

Follow-up for ICP Materiel Receipt Status:

The following steps will be followed by the ICP in response to a customer request for follow-up using DIC FTT:

If the ICP...	Then...
has received and classified the materiel	the ICP will generate an FTZ (Materiel Receipt Status) transaction.
has received but not yet classified the materiel	(1) the ICP will generate an FTR (Reply) transaction with Status Code TT (Received, classification in process). (2) and FTD (Delay) or FTR (Reply) will be generated as appropriate.
has not received the materiel	(1) the ICP will generate an FTR (Reply) transaction with Status Code TU (Materiel not received). (2) the unit should initiated tracer action on the returned materiel.

Continued on next page

Processing of Unit Follow-up Requests, Continued

FTP

Follow-up for Credit:

The following steps will be followed by the ICP in response to a customer request for follow-up using DIC FTP:

If the ICP...	Then...
has received the materiel and already provided credit	the ICP will generate a FTB (Reply to Credit Follow-up) with Status Code TX (Financial transaction accomplished).
has received the materiel and not yet provided credit	the ICP will generate a FTB (Reply to Credit Follow-up) with Status Code TW (Credit action in process).
has received the materiel and determined that no credit will be provided	the ICP will generate a FTB (Reply to Credit follow-up) with Status Code TY (no credit authorized).
has not received the materiel	(1) the ICP will generate a FTB (Reply to Credit Follow-up) transaction with Status Code TU (Materiel not received). (2) the unit should initiate tracer action on the returned materiel.

Reply to Customer Follow-up For Credit Status (FTB)

Procedures

The following table describes the FTB document.

Step	Column	Entry and Instructions
01	1-3	Document Identifier is "FTB".
02	4-53	Routing Identifier, Media and Status, Stock Number, Unit of Issue, Quantity, Document Number, Suffix, Supplementary Address, Signal, Fund Code, and Project Code. The same data contained in the "FTP" documentation.
03	57-59 60-61	This data will be the same as that contained in the "FTP" documentation requesting a follow-up on credit status.
04	62-64	Julian date of documentation preparation.
05	65-66	The applicable excess transaction status code.
06	76-80	The identification number of the billing document on which the credit is recorded, or Blank.

Reporting MRP Shipment of Materiel

When to use The unit shall prepare the Shipment Status transaction (FTM) when materiel approved for return to the ICP has been released to a carrier. The FTM must follow one of the two following transactions :

DIC	Comments
FTR	A Reply to Customer Excess Report directing the return of the materiel.
FT6	If unit receives a FT6 and has no record of a FTR, then the FT6 will be treated as a FTR.

Note: The FT6 has all of the information contained in a FTR.

Required fields Entries provided for the following MRP Shipment Status (FTM) transaction fields are:

Field	Columns	Comments
DIC	1-3	Always "FTM"
RIC	4-6	From FTR/FT6 document
M/S	7	From FTR/FT6 document
NSN	7-22	From FTR/FT6 document
UI	23-24	From FTR/FT6 document
QTY	25-29	Quantity released to carrier
Document Number	30-43	From FTR/FT6 document
Suffix	44	From FTR/FT6 document
Supp. Address	45-50	From FTR/FT6 document
Signal Code	51	From FTR/FT6 document
Fund Code	52-53	From FTR/FT6 document
Routing Identifier	54-56	From FTR/FT6 document
Release Date	57-59	Date materiel released to carrier
Priority	60-61	From FTR/FT6 document
TCN, GBL or other Shipment Control #	62-76	See Table below
Mode of Shipment	77	See Chapter 4-C

Continued on next page

Reporting MRP Shipment of Materiel, Continued

Shipment control numbers Apply the following coding sequence for shipment control numbers used in columns 62-76 of the FTM transaction:

Type	Instructions
TCN	Enter TCN.
GBL	DoDAAC, letter B, and GBL number.
Insured Parcel	DoDAAC, letter I, and insured number.
Registered Parcel	DoDAAC, letter R, and registered number.
Certified Mail	DoDAAC, letter C, and certified number.

Interpreting Materiel Receipt Status (DIC/FTZ)

How the FTZ is used

The ICP Materiel Receipt Status transaction (DIC FTZ) notifies units of materiel receipt or non-receipt. Multiple FTZ documents will be provided when a single shipment is received in more than one materiel condition.

Status Codes are used to as follows:

Status	InterPretation
TN	Credit is granted for the condition and quantity of materiel received.
TM	Reduced or no credit granted because materiel condition of materiel received is less than that reported.
TL	No credit granted because materiel received is not what was reported.
TP	Credit is canceled because materiel was not received within prescribed time frames.

Interpreting the FTZ record

The following table explains the various field entries in the generated FTZ:

Column	Description
1-3	FTZ
4-6	RIC of ICP
7-43	From FTE
44	Suffix when action is split
45-64	From FTE
65-66	Status Code (TN, TM, TL, TP)
67-80	From FTE

Table of MRP Document Identifier Codes (DIC)

DICs used in MRP

Materiel Returns Program (MRP) MILSTRIP Document Identifier Codes (DIC)
 Below are the DICs, Record Positions (RP) 1-3, used in the Materiel Returns Program (MRP) transactions:

Document Title	DIC	Explanation
Unit Report of Excess	FTE	Initial Transaction
Unit Reply	FTF	Follow-up to ICP Reply
Unit Status	FTT	Follow-up to ICP Materiel Receipt Status
Unit Credit	FTP	Unit request for follow-up information about credit
Unit Cancellation	FTC	ILSTRIP transaction to cancel Report of Excess
Unit Est. Ship Date	FTL	Transaction indicating estimated shipping date Materiel
Unit Shipment Status	FTM	After ICP approval of return (FTR or FT6)
ICP Reply	FTR	Acknowledgment of FTE: Disposition, Rejection...
ICP Disposition Instr.	FTD	To notify unit of delay in processing
ICP Cancellation	FTC	ICP can cancel FTE transaction
ICP Materiel Receipt	FTZ	Reply to unit FTT, Mat. Receipt Status
ICP Credit Status	FTB	Reply to unit FTP, Credit Status
ICP Approval	FT6	Approval of return
DAAS Correction	FTQ	Transaction to unit, corrective action taken by DAAS

Section J
Depot Level Repairable (DLR) Management

Overview

Introduction

Significant cost savings are made possible through an effective Depot Level Repairables (DLR) management program. DLR are equipment or parts that are high cost items that can be serviced at a central site and then made available for future operations.

In this section

This section covers the following topics:

<u>Topic</u>	<u>See Page</u>
Policy and Responsibilities	5-J-2
How to Identify DLR Items	5-J-3
How to Place an Initial Order for DLR Items	5-J-7
ARSC DLR/MTR Summary	5-J-15
How to Requisition DLR Items	5-J-16
The DLR Carcass Tracking System	5-J-17
Types of "BK___" Documents	5-J-19
The DLR Turn-in Document, Form DD-1348-1A	5-J-32
Packaging for DLR Shipments	5-J-38
Labeling for DLR Shipments	5-J-39
Caution Labels	5-J-40
Unserviceable Item Labels	5-J-41
Unserviceable Item Tags, Form DD-1577-2	5-J-42
Marking of DLR Containers	5-J-44
Shipment of NRFI Carcasses	5-J-45
The ATAC Transshipment Program	5-J-47

Policy And Responsibilities

Policy

DLR items management pertains to DoD, and MTR to Coast Guard-owned equipment. Please note that MTR is the term used in CMPlus. Coast Guard customers shall provide funded requisitions to the DoD for all DLR items.

Coast Guard users shall comply with DoD's reparable tracking system to ensure carcasses are turned in for repair before final billing takes place. Coast Guard users of DLR shall use the proper milstrip advice code ("5_" series) to requisition DLR items.

Requisitioners shall respond within five work days to DLR follow-ups using proper response codes.

Coast Guard units turning in unserviceable items shall use the basic procedures of the Inspection, Packaging, Handling, Storage and Transportation Handbook (COMDTINST M4450.1 series) and other mandatory Coast Guard or Navy special packaging, marking and shipment requirements.

Unit DLR managers shall document and package unserviceable DLR items within 48 hours of receipt of replacement item. DLR items shall be shipped via traceable means.

Track DLR on CMplus, if available, or manual log with documentation of code shipped, method, confirmation received, etc.

Management policies and procedures for aviation reparables are contained in Aeronautical Engineering Maintenance Management Manual (COMDTINST M13020.1 (series)).

Responsibilities

The ELC/ARSC are guided by Chapter 11 of COMDTINST M4121.4 (series). Commanding Officers shall:

Ensure Unit DLR managers ship reparables via traceable means within 24 hours of receipt of replacement item.

Ensure Unit DLR managers utilized reusable containers to ship carcasses back to the depot or contracted repair facility to the maximum extent possible.

Be responsible for complying with the DLR program.

Continued on next page

How To Identify DLR Items

Responsibilities (continued)

Be required to pay the entire amount of the carcasses when the unit has failed to return the original carcass. (See Dual Pricing System on 5-J-5).

Types of DLR items

There are two types of DLR items.

DoD Stock-fund items: Those DLR items that are DoD-owned/ managed items. These items can be identified by their "7" series cog symbol.

Coast Guard Items: DLR items that are Coast Guard owned and managed.

DLR identity information

The applicable reparability code for each National Stock Number (NSN) is listed in The Federal Logistics Data System (FED LOG). Reparability codes denotes whether an item is reparable, and the lowest maintenance level at which repair or condemnation is normally accomplished.

Coast Guard reparability codes

Coast Guard reparability codes and disposal/condemnation authority levels follow:

<u>Code</u>	<u>Explanation</u>	<u>Responsibility</u>
C	Non-reparable (consumable) item. Dispose of at field level.	<u>Field Level.</u>
O	Reparable item. When not economical to repair, condemn and dispose of at the organizational level (field unit).	<u>Organizational.</u> Repair is performed by the user organization and consists usually of inspecting, servicing, lubricating, adjusting and replacing parts which can normally be replaced within the capability of the unit (field unit level).
H	Reparable item. Repair, condemnation and disposal not authorized below intermediate level (District/MLC level).	<u>Intermediate.</u> Repair is performed by designated activities assigned direct and general support responsibilities for user activities (commercial or government). Repair is usually accomplished at fixed or mobile shops and includes repair normally beyond the capability of the organizational unit District/Maintenance and Logistics Command (MLC).

Continued on next page

How To Identify DLR Items, Continued

Coast Guard reparability codes (continued)

<u>Code</u>	<u>Explanation</u>	<u>Responsibility</u>
R	Repairable item. Repair, condemnation and disposal not authorized below depot level (ICP level).	<u>Depot</u> (ICP). Repair is performed at maintenance activities (commercial or government) designated by program managers. These activities have extensive shop facilities, equipment, or personnel with higher technical skills than those available at lower levels of repair. Repair at this level shall be accomplished or authorized by Coast Guard.

Note: When Reparability Codes are not available in DLCS (FED LOG), refer to SM&R codes published in Allowance Parts List (APL).

Navy DLR COG

This table shows the cogs that identify Navy DLR items and their associated commodities.

<u>COG</u>	<u>Commodity</u>	<u>Item Manager</u>
7H	Ship, hull, mechanical and electrical NAVSEA electronics Surface to air ordnance Underwater ordnance Surface ordnance	Naval Sea Systems Command
7G	NAVELEX electronics	Naval Electronic Systems Command
7E	NAVAIR ordnance	Naval Air Systems Command
7Z	General Purpose Electronic Test Equipment (GPETE)	various commands

Coast Guard Activity Codes

The following activity codes identify Coast Guard managed items.

<u>Code</u>	<u>Commodity</u>	<u>Item Manager (CG ICP)</u>
XB, XG/XF	Coast Guard repairable	ELC
XH	Coast Guard repairable	ARSC

Continued on next page

How To Identify DLR Items, Continued
DLR materiel control codes

This table lists Materiel Control Codes (MCC) applicable to DLR reparable items:

MCC	Definition
E	Depot level reparable designated for intensive management under the Improved Repairable Asset Management Program.
G	Not applicable to Coast Guard units.
H	Depot level reparable not assigned MCC "E", "G", "Q" or "X".
R	Coast Guard reparable item.
X	Special program depot level reparables.

System features

There are two distinct control features behind the DLR support system:
a dual pricing system, and
the DLR tracking system

Dual pricing system

The pricing system has assigned two prices which requisitioners pay for DLR items.

Standard Price - The price that will be charged when a Not Ready For Issue (NRFI) unit or carcass is not turned in for repair. Cannibalized subassemblies or beyond - repair condition items will also result in a standard price charge.

Net Price - The price that will be charged when a NRFI carcass is turned into the responsible repair or transshipment center.

Basis of final price

Final Billed Price - The final price (either standard or net) charged to the requisitioner is based on the receipt of a carcass and its state of reparability.

MILSTRIP codes as tracking tools

The DLR tracking system uses two MILSTRIP codes to track NRFI carcasses.

MILSTRIP advice codes, "5_" series, alerts the tracking system of turn-in availability.

MILSTRIP Document Identifier Code, "BK_" series, is used to track returns.

Reporting of Excess RFI DLR's

Excess DLR's in A condition will be reported to the source of supply under the Materiel Return Process (see page 5-I-5).

DLR/DAAS interface

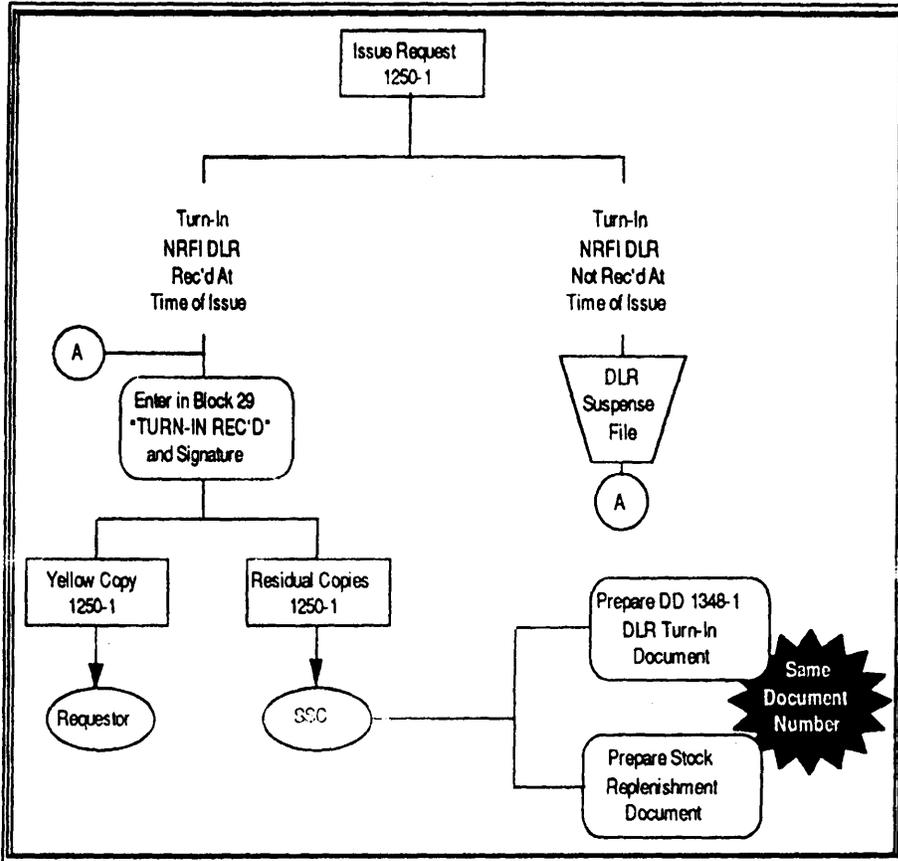
DAAS validates requisition and tracking messages which can result in either rejection or response.

Continued on next page

How To Identify DLR Items, Continued

DLR overview

This diagram shows how the Navy DLR system works:



CMPlus eliminates the manual use of 1250-1, but operates much the same way from initial request, issuing and maintaining an MTR log to track the item to be returned. See the CMPlus users manual for more detail.

How To Place an Initial Order For DLR Items

Responsibilities and process

Manual System

<u>Sequence of events when..,</u>	<u>Procedure</u>
-----------------------------------	------------------

turn-in available

Originator:

fills out request form (e.g., NAVSUP 1250-1, clipboard etc.)

turns in the NRFI carcass with an unserviceable material tag (DD Form 1577-2)

gets signature from Supply Office individual showing proof of transfer
Supply office:

receipts request form and NRFI carcass

generates a document number for the requested item

orders the requested item using the appropriate advice code

ensures NRFI carcass is properly packaged, shipped, and maintains shipping logs

receipts RFI part and forwards to originator

provides follow up responses to BK1 with a BK2 message

provides follow up responses to BK3 with a BK2 message

seeks reversal of erroneous billing for full amount verses partial amounts

Continued on next page

How To Place an Initial Order for DLR Items, Continued

Responsibilities and process (continued)

Sequence of events when..., Procedure

turn-in not available for
immediate turn-in

Originator:
fills out request form (e.g., NAVSUP
1250-1, clipboard etc.)
Supply office:
receipts request form
generates doc no. for requested item
orders the requested item using the
appropriate advice code
receipts RFI part/forwards to
originator

Originator:
turns in NRFI carcass with unserv-
iceable material tag (DD 1577-2)
gets signature from Supply office
individual showing proof of transfer

Supply office:
receives NRFI carcass
ensures NRFI carcass is properly
packaged, shipped, and maintains
shipping logs
provides follow up responses to BK1
with a BK2 message
provides follow up responses to BK3
with a BK2 message
seeks reversal of erroneous billing for
full amount verses partial amounts

turn in not available

Originator:
fills out request form (e.g., NAVSUP
1250-1, clipboard etc.)

Supply office:
receipts request form
generates a document number for the
requested item
orders the requested item using the
appropriate advice code
receipts part/forwards to originator
Coast Guard:pays **FULL** amount for item

Continued on next page

How To Place an Initial Order for DLR Items, Continued

Warning

The following conditions will cause a DLR requisition to be rejected:

If quantity ordered exceeds "one," the DLR tracking system requires one-for-one replacement and tracking.

Requisitions with missing or invalid advice codes will be rejected with a status code "RK." (advice code needed)

NAVSUP 1250-1 order procedures

Follow the steps below to place an order using the NAVSUP 1250-1.

Step	Action
1	Fill out the 1250-1 and add the additional information as follows.
2	Quantity must equal "one" (Block 25)
3	Refer to the FINCEN SOP for appropriate fund code and write in Block 28.
4	Advice code (5__ series) should be placed in cc 65-66 of the MILSTRIP line.
5	Is there a carcass for turn-in? If "yes", go to step 6. If "no", go to step 7.
6	Refer to FED LOG for net/price and enter in Block 26/27.
7	Refer to FED LOG for standard price and enter in Block 26/27.
8	Note turn-in of DLR carcass or lack of turn-in in Remarks .
9	Turn 1250-1 into Requisition Processing Department.

Note: The Requisition Processor will provide the appropriate Fund Code from the FINCEN SOP.

NAVSUP 1250-1 preparation

The following apply to manual preparation of NAVSUP Form 1250-1:

Enter data by ball point pen or typewriter (numbered card columns in a NAVSUP Form 1250-1 are spaced for 10 pitch type)

It is recommended that data in a NAVSUP Form 1250-1 be entered within the "tic" marks in the form; however, it is mandatory that entries be included within the data fields to which they pertain. To eliminate confusion between a numeric zero and the alphabetic "O", use the communication "0" for a zero entry.

Continued on next page

How To Place an Initial Order for DLR Items, Continued

NAVSUP data entries

Data entries on NAVSUP 1250.1 manual cards will be made as follows:

Data

<u>Block</u>	<u>Section</u>	<u>Procedure</u>
1	Required Date	Enter the Julian date on which the request is submitted
2	Department number (optional)	The department number is a four digit serial number which may be used for internal control of departmental issue requests. If used, it may be assigned by the requesting department or the supply department. If assigned by the requesting department, enter the next consecutive number from a check-off list for a block of serial numbers provided by the supply officer.
3	Urgency	Enter Urgency of Need Designator (UND) A, B, or C. When UND A or B is indicated for an NIS/NC item, an approval signature is required in data block 30.
4	RDD	Data block 4 will be blank unless the requested item is not in stock or not carried, and the priority authorized to be assigned will not provide for timely delivery of material. In such cases, enter the Julian Date when delivery of materiel is required.
5	Location	Enter the storeroom location of stocked materiel.
6	SIM/Non-SIM	Checked to indicated the management designation of the requested item.
7	Issue Date	Enter the Julian Date on which the materiel is issued to the requested item.
8	Noun Name or Reference Symbol	Enter the noun name of the requested item (e.g., bearing), except when the part to be replaced is an electronic or ordnance item, which has a reference symbol number and which has been determined to be a failed part (when data block 9 has been checked). In such cases, enter the reference symbol number as follows: (1) If quantity is 1 EA and the reference symbol number does not exceed 8 characters - enter the complete reference symbol number;

Continued on next page

How To Place an Initial Order for DLR Items, Continued

NAVSUP data Entries (continued)

Data

<u>Block</u>	<u>Section</u>	<u>Procedure</u>
8	Noun Name or Reference Symbol	(2) If quantity is 1 EA and the reference symbol number exceeds 8 characters - enter an asterisk (*) in data block 8 and the complete reference symbol number in data block 29 (REMARKS) (3) If quantity is more than 1 EA - enter an asterisk (*) in data block 8 and enter all reference symbol numbers applicable to the quantity requested in data block 29.
9	FPR	Failed Part Replacement Indicator. Enter a check mark or "X" if the requested item is to replace a failed part (i.e., any defective part which is strongly suspected of having been the primary cause of equipment failure). Otherwise, leave blank.
10	APL/AEL/CID	Data block 10 will be blank unless the request is for a maintenance related item. In such cases, enter the identification number of the Allowance Parts List (APL) or Allowance Equipage List (AEL) for the equipment or component on which maintenance is to be accomplished. If an APL or AEL has not yet been developed, enter the Component Identification Number (CID), if available. If the APL/AEL/CID cannot be determined, leave data block 10 blank; but prepare and attach one copy of the Identification Data section of a Form DD-1348-6, and include the notation "See DD-1348-6 attached" in data block 29 (REMARKS).
11	INV QTY	Enter the inventory balance after issue of a non-SIM item.
12	NIS, N/C	Check when the requested item is not in stock or not carried.
13	Job Control Number (UIC)	Enter the ship's unit identification code, prefixed by the applicable service designator code.

Continued on next page

How To Place an Initial Order for DLR Items, Continued

NAVSUP data entries (continued)

Data

Block	Section	Procedure
14	Job Control Number (WIC)	Enter the requester's 4 digit work center code.
15	Job Control Number (JSN)	Data block 15 will be blank unless the request is for a maintenance related item. In such cases, enter the same job sequence number as indicated in the related Ships Maintenance Action Form (OPNAV 4790/2K) when maintenance action is required to be reported under MDS; otherwise, enter "Z000".
16	EIC	Data block 16 will be blank unless the request is for a maintenance related item. In such cases, enter the Equipment Identification Code (EIC) from the EIC Master Index (MSO 4790.E2579).
17	Equipment Cosal support	Checked to indicate whether the parent equipment is listed in the COSAL or other allowance list when no APL/AEL number is indicated in data block 10, or when the requested item is not carried.
18	Supply Source	Supply Source Code (alpha) to indicate the basis or means of material availability at the time the item is requested; or the maintenance source code (numeric) to indicate the source from which a non-issued maintenance item was obtained.
19	COG	Enter the appropriate Cognizance Symbol for the NSN/NICN as listed in FED LOG, allowance lists, or other sources of item identification.
20	MCC	Enter the appropriate Material Control Code as listed in FED LOG, allowance lists, or other sources of item identification, if the requested item is a repairable.
21-23	Stock Number	Enter the National Stock Number (NSN) or the Navy Item Control Number (NICN) in data blocks 21 and 22. If a Special Material Identification Code (SMIC) is assigned, it will be entered in data block 23.

Continued on next page

How To Place an Initial Order for DLR Items, Continued

NAVSUP data entries (continued)

Data

Block Section Procedure

24	U/I	Enter the appropriate abbreviation.
25	Quantity	Enter the quantity 0000.
26	Unit Price	Enter the unit price of the material.
27	Extended Price	Enter the extended price of the material (unit price times quantity).
28	Fund	Enter the fund code used to cite the appropriate accounting data.
29	Remarks	Enter remarks as required. 1. If the requested item is required to replace a DLR that cannot be turned-in because it is missing or destroyed, enter "DLR ITEM TO BE REPLACED IS MISSING," or "DLR ITEM TO BE REPLACED IS DESTROYED," as appropriate, and the department head's signature. 2. If an NIS/NC item is requested to correct a reported casualty (CASREP) or an anticipated CASREP, or to eliminate or prevent a work stoppage of an equipment maintenance action assigned a unique Job Control Number (JCN), enter an appropriate annotation to identify the kind of requirement (e.g., C4 CASREP, ANTICIPATED C3 CASREP, WORK STOPPAGE, etc.). This notation, when applicable, is necessary for determining certain MILSTRIP data (i.e., document serial number, project code, and/or RDD) when the message requisition or other procurement document is prepared.
30	Approved By	Signature of the department head or his designated representative when appropriate.
31	Received By	Signature and rank/rate of the person who receives the material (not required for DTO material when signature is obtained on the receipt document).

Continued on next page

How To Place an Initial Order for DLR Items, Continued

NAVSUP data entries (continued)

Except as otherwise indicated, data blocks A-E will only be used when procurement action is required. Data such as "LOSS BY INVENTORY," "DLR ITEM," etc., which may have been included in data block 29 for the issue request but which is not required for the requisition, will be lined out before the document is submitted to the supply source.

Data

Block	Section	Procedure
A	REQN OTY	Enter the requisition quantity. If the document was used to post an issue or other expenditure to a stock record, ensure the quantity entered in data block 25 is lined out.
B	REQN NO	Enter the Julian Date and serial number assigned.
C	OBL AMT	Enter the amount of OPTAR funds to be obligated (requisition quantity times unit price).
D	Posted	<ol style="list-style-type: none">1. S/R (REQN O/S). Checked to indicate that the requisition number and quantity have been posted in the "Requisitions Outstanding" column of the stock record.2. OPTAR LOG. Checked to indicate that the appropriate requisition data and the obligation amount have been recorded in the Requisition/OPTAR Log.3. S/R (ISSUE). When material is issued from stock, this block will be checked to indicate that the issued quantity has been posted in the "Issues" column of the stock record.
E	URG/MART	Checked when a CLF ship (URG) or a SERVMART (MART) is the source of supply.

ARSC DLR/MTR Summary

AMMIS

The following is the process used by Coast Guard Air Stations

All air stations use AMMIS for NRFI materiel in lieu of the standard DLR/MTR system

All NRFI materiel considered ARSC owned materiel

All Coast Guard air stations are hooked up to AMMIS

The cycle operates as follows:

- Unit discovers broken part
- Unit checks AMMIS for item
- Units creates document in AMMIS for item
- AMMIS creates a turn-in document for NRFI
- Unit pulls item off shelf if available
- Unit inserts BK1 into AMMIS when supply has NRFI item to ship.
- Unit inserts AS2 into AMMIS when supply ships NRFI to ARSC.
- ARSC puts BA into AMMIS and processes RFI for shipment
- ARSC puts BB into AMMIS if an RFI is not available and back ordered
- ARSC puts AS1 into AMMIS when they ship out an RFI item
- Unit insets REC into AMMIS when replacement is received and put on shelf

ARSC shipping receives the items and puts in NFRI section of warehouse

ARSC item manager is notified

ARSC item manager make the decision as follows:

- ARSC to repair NFRI locally
- ARSC to repair NFRI by commercial contract
- ARSC uses the DLR/MTR system with OGA obligating funds for net price (Navy) or standard price (Army) as applicable.

ARSC gives up ownership of item when turned in to OGA as a DLR item

ARSC takes up ownership of item when received from OGA

NOTE: Navy charges net price. If carcass not received, charges the balance. Army charges standard price. If carcass received they give a credit back resulting in a total net price.

Continued on next page

How To Requisition DLR Items

DLR requisition types

The requisitioning department (e.g., the supply department) has several options in ordering a DLR from its source of supply:

STAR/CMPlus (except CASREPS)

MILSTRIP Format (CASREP message or when STAR/CMPlus not available)

DLR requisition procedure

Regardless of the requisition format chosen, the following general steps should be followed to requisition a DLR item:

Step	Action
1	Follow the basic procedure for creating a MILSTRIP (see Chapter 4-G).
2	Quantity will always be one
3	Place the fund code in appropriate field for the selected format
4	Select appropriate advice code, "5" series, found in Advice Code Table in this section under the DLR Carcass Tracking System.

Example of MILSTRIP DLR requisition

This figure shows an example of a non-CASREP MILSTRIP order with an advice code of "5G."

```
FM USCGC HAMILTON
TO COGARD ENGLGCEN BALTIMORE MD//CUSTOMER SERVICE//
INFO COMCOGARD MLC PAC ALAMEDA CA//TES//
BT
UNCLAS //N04400//
A0AZNCS5985010252634**EA00001Z1140120919001R*****D00AXBETS05***5G
A0DZNC584001GL30691**EA00001Z1140120919002R*****D00AXBETS05***5G
BT
```

Note: If a requisitions requires exception data or remarks, use a narrative message format and DIC A0E/A05 as required. The statement "Ship fastest traceable means" does not qualify a message for exception status. This may slow down the shipment. High priority shipments are sent via traceable means.

Do not use signal code J after a different supplementary address code for turn-in items from NAVICP. NAVICP assumes supplementary address is responsible for the turn-in and forwards all BK messages to that unit. Use a narrative message with DIC A0E/A05 and state in a separate paragraph where the shipment is to be sent.

Continued on next page

The DLR Carcass Tracking System

Purpose

The DLR tracking system allows the Navy and Coast Guard supply systems to monitor the one-for-one return of a NRFI carcass when a replacement repairable item is ordered. The tracking system maintains surveillance over DLR carcasses to ensure asset recovery or reimbursement. If a NRFI carcass is not available, the supply system is reimbursed for the entire cost of an item. The tracking system ensures that the supply system maintains a rotatable pool of these high-dollar, reusable parts.

Elements of the DLR tracking system

The tracking system monitors carcasses through the use of MILSTRIP advice codes and DAAS. Fundamental elements of the tracking system include:

- requisitioner-assigned "5_" series advice codes
- tracking start dates
- follow-up messages, "BK_" series

Advice tracking codes

Tracking dates and turn-in time frames are established according to the following Advice Codes:

<u>ADVICE CODE</u>	<u>CODE DESCRIPTION</u>	<u>FOLLOW-UP IS SENT</u>
5G	NRFI available for immediate exchange	75 days from date of requisition
5S	NRFI is available upon receipt of RFI item (Navy only)	75 days from date of issue
5R	Release of planned requirement or reservation for DLR. NRFI carcass will be turned in.	180 days from date of issue
5V	Applicable to 5G/2B combinations. NRFI is available for immediate turn-in, substitute not acceptable.	75 days from date of requisition
5Y	Applicable to 5R/2B combination. NRFI is available but will be delayed turn-in; substitute item not acceptable.	180 days from date of issue

Continued on next page

The DLR Carcass Tracking System, Continued

Advice tracking codes (continued)

<u>ADVICE CODE</u>	<u>CODE DESCRIPTION</u>	<u>FOLLOW-UP IS SENT</u>
52	Applicable to 5S/2B combination. NRFI is available with delayed turn-in: substitute is not acceptable (Navy only).	75 days from date of issue

Impact of not complying

Unit funds will be lost if time frames and follow-up messages are not adhered to. Units will be charged the standard price if a NRFI carcass is not turned in to the appropriate repair or transshipment center.

Types Of "BK_" Documents

Purpose

"BK_" series documents are used by NAVICPS as a tracking system to conduct DLR follow-ups and to assess appropriate reimbursement charges.

Types of "BK_" documents

Document	is used
BK1	To notify requisitioners and supplementary addresses (if applicable) that the NRFI carcass has not been received within the tracking time frame.
BK2	Is used by the requisitioner to respond to BK1 follow-up messages. The BK2 indicates availability and shipment status of the NRFI carcass.
BKR	This card will be used by an inventory control point to reject a previously submitted (BK2) Response for a NRFI DLR turn-in for which neither a record of receipt nor a D6R has been recorded.
BK3	Notifies the requisitioner that additional charges have been billed due to the lack of receipt of a turn-in item.
BK4	Notifies the requisitioner that additional charges have been reversed because a turn-in item was received.

BK1 documents, initial follow-ups

The appropriate ICP will send a BK1 document to the requisitioner and supplementary addressee (if applicable) if the NRFI item has not been received within the tracking time frame.

Format

The following table describes BK1 data fields by their record positions.

Record

<u>Position</u>	<u>Description</u>
1-3	Document Identifier
4-6	Routing Identifier Code (FROM)
7-12	DoD Activity Address Code (TO)
13-21	National Item Identification Number (NIIN)
22-26	Quantity requisitioned
27-40	Original Requisition Document Number
41-46	Supplementary Address information
47	Signal Code
48-49	Advice Code

Continued on next page

Types Of "BK_" Documents, Continued

Format

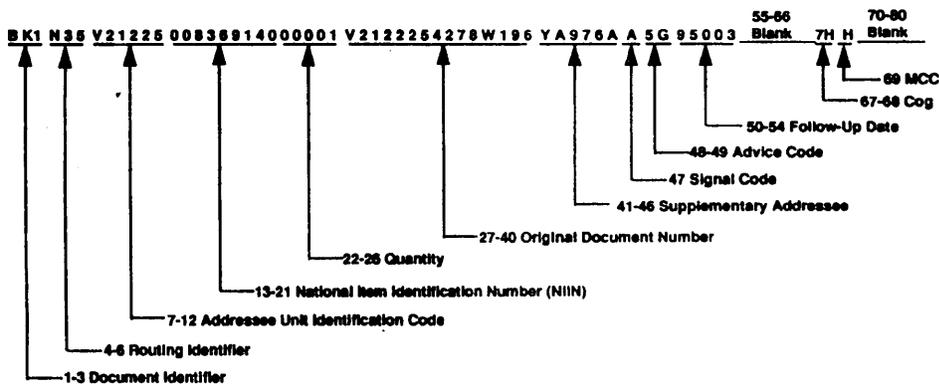
Record

Position Description

50-54	Follow-up Date
55-66	Blank
67-68	COG
69	MCC
70-80	Blank

BK1 string example

The following is an example of a BK1 string.



BK2 documents, response to follow-ups

A BK2 message responds to the BK1 follow-up message. The requisitioner uses a BK2 to

describe the availability and shipment status of the NRFI carcass, or seek reversal of charges assessed by a related BK3 document.

Mandatory response time

BK2 response messages must be received by cognizant ICP within 21 days after the follow-up date in the BK1 message (see record positions 50-54) to avoid additional charges.

Note: NAVICP PHIL for AVDLR = 21 days

NAVICP MECH for DLR = 50 days (see p. 8-92 NAVSUP 485)

Continued on next page

Types Of "BK_" Documents, Continued

How to submit a BK2 document

The following table describes how to create a BK2 message by record position.

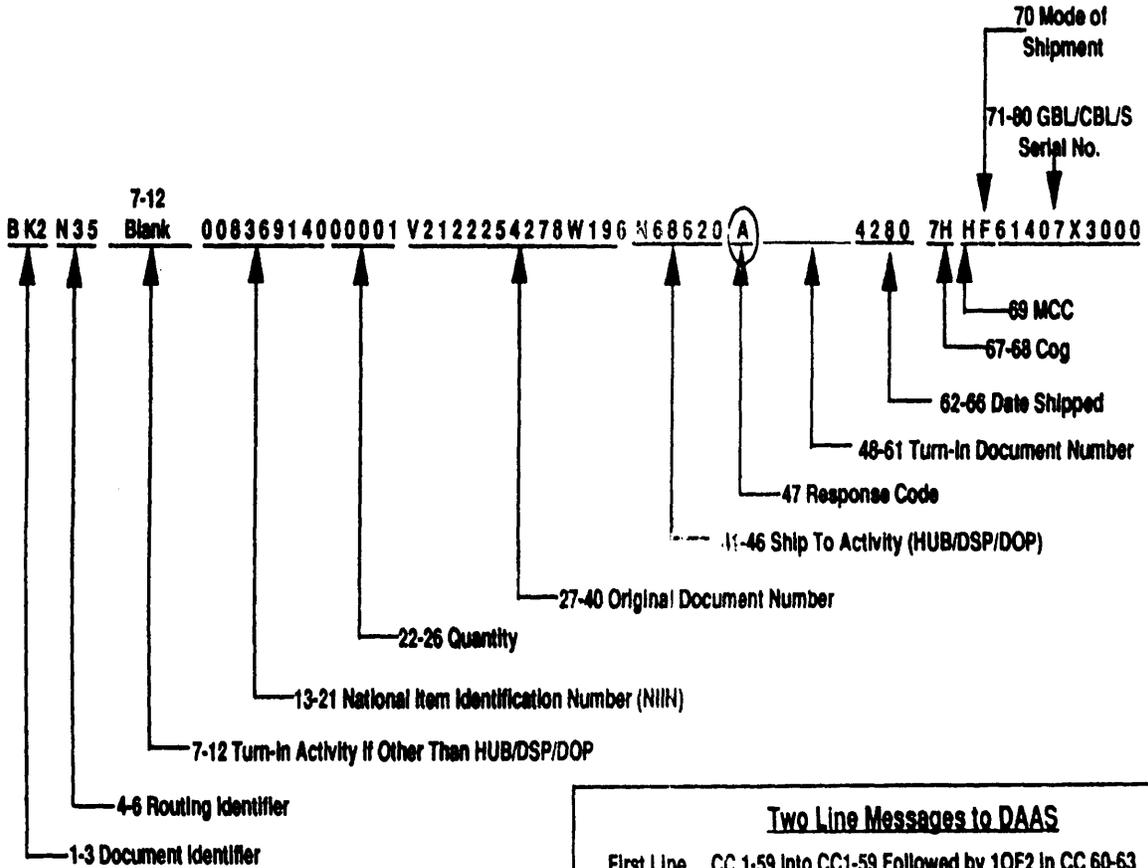
<u>Step</u>	<u>Record Position</u>	<u>Action</u>
1	1-3	Enter BK2
2	4-6	Enter Routing Identifier of the ICP
3	7-12	Enter activity address code to which the NRFI item was turned-in if not the same as the activity listed by FED LOG (i.e., items were sent to a transshipment point). If not applicable, leave six blank spaces. Do not use own OPFAC.
4	13-21	Enter NIIN
5	22-26	Enter quantity that was or will be turned in
6	27-40	Enter requisition document number
7	41-46	Enter DoD Activity Address Code to which NRFI carcass was shipped (ATAC Hub or Node). Leave blank if no carcass was or will be shipped.
8	47	Enter appropriate response code.
9	48-61	Enter document number on which turn-in was actually shipped if different from original requisition number. Leave Blank when Response Code (rp 47) is other than "B."
10	62-66	Enter date on which item was or will be shipped. Use a five digit Julian date (see example). Leave blank when Response Code is "C" or "D." <u>example:</u> 94001 This date represents 1994 January 1.
11	67-68	COG
12	69	MCC
13	70	Mode of shipment
14	71-80	GBL/CBL/TCN, S/N

Continued on next page

Types Of "BK_" Documents, Continued

BK2 string example

The following is an example of a BK2 string.



Two Line Messages to DAAS
 First Line CC 1-59 Into CC1-59 Followed by 10F2 in CC 60-63
 Second Line CC 60-80 Into CC1-21 Followed by 20F2 in CC22-25

Continued on next page

Types Of "BK_" Documents, Continued

Warning

An incorrect or absent Response Code (rp 47) will result in a rejection message from DAAS.

How to submit an 80 cc BK2

An 80 cc BK2 is submitted when shipping information needs to be passed for tracking Purposes. Follow the steps below to fill out an 80 cc BK2:

<u>Step</u>	<u>Record Position</u>	<u>Action</u>
1	1-3	Enter BK2.
2	4-6	Enter Routing Identifier Code of ICP/SUPCEN. (i.e., N35)
3	7-12	If not the same as activity listed in FED LOG., enter DoD Activity Address Code to which the NRFI was turned in. If not applicable, leave blank. (i.e., N00189)
4	13-21	Enter NIIN. (i.e., 003459876)
5	22-26	Enter quantity. (Always 00001)
6	27-40	Enter requisition document number: 21140140319867
7	41-46	Enter DoD Activity Address Code to which NRFI was shipped. Leave blank if no carcass was or will be shipped. (i.e., N00228)
8	47	Enter appropriate response code. (i.e., "J") (See page 5-J-25)
9	48-59	If different from original requisition number, enter the OPFAC, Julian date and first two numbers of the document serial number on which the turn-in was actually shipped. Leave blank when Response Code (rp 47) is other than "B", "H", or "J". (i.e., 211401403098)
10	60-63	Enter "1 of 2".
11	1-2 (2nd line)	Start a second line and enter the last two numbers of the document number from step 9. (i.e., 66)
12	3-7	Enter five-digit Julian date. (i.e., 94034)
13	8-9	Enter COG. (i.e., 74)
14	10	Enter Materiel Control Code. (See Chapter 4-C). (i.e., H)
15	11	Enter mode of shipment. (See Chapter 4-C) (i.e., A)
16	12-21	Enter GBL, TCN, or certified/registered mail number. (i.e., GBL 1456789)
17	22-25	Enter "2 of 2".

Continued on next page

Types Of "BK_" Documents, Continued

Example of an 80 cc BK2 message

This is an example of a BK2 80 column MILSTRIP message:

P R
FM USCGC HAMILTON
TO DAAS DAYTON OH
INFO MLC PAC ALAMEDA CA/ML/VPL//
BT
UNCLAS//N04440//
SUBJ: DLR FOLLOW UP RESPONSE REQUEST
A. DAAS 051200Z APR 94
BK2N35N0018900345987600001Z1140140319867N00228JZ114014030981OF2
66940347HHAGBL14567892OF2

Reasons to use a BK2 to reverse a BK3 charge

A unit might need to use a BK2 to reverse additional charges when:

requisitioner was unable to respond a BK1 follow-up

requisitioner originally sent a BK2 indicating no turn-in was available, but later discovered a carcass to turn in.

unit was erroneously charged the standard price even though a carcass was turned in to the system.

Continued on next page

Types Of "BK_" Documents, Continued

Example of a BK2 used to challenge a BK3

The following example shows the narrative format used with the regular BK2 to seek reversal of additional charges.

BK2 NARRATIVE-LAST RESORT TO MECHANICSBURG
P R
FM CCGDONE BOSTON MA
TO NAVICP MECHANICSBURG PA//01424//
INFO USCGC NEVERSAIL
BT
UNCLAS//N04440//
SUBJ: DLR BILLING REVERSAL REQUEST
A. DAAS 051051Z APR 94
1. PASS TO CODE 01424. IRT REF (A), PRIOR BK2 SUBMITTED
INDICATING NON-AVAILABILITY OF TURN-IN. FURTHER
RESEARCH INDICATES NRFI CARCASS WAS TURNED-IN. SHIP
DATA IS AS FOLLOWS:
2. BK2/N35/N00189/001234567/00001/Z1550440050001/N00188/B/
Z1550440310002/94060/7H/H/A/GBL 123456789
3. POC: SKC GOBLATZ. PH: 617-222-1212
BT

Response codes

The following table lists the different response codes and their meaning.

<u>Code</u>	<u>Description</u>	<u>Comments</u>
A	NRFI turn-in using original requisition number.	No entry required in rp 48-61.
B	NRFI turn-in using document number other than requisition number.	Turn-in document number is shown in rp 48-61.
C	No NRFI available for turn-in; Advice Code "5A".	Results in additional billing.
D	No NRFI available for turn-in; Advice Code "5D".	Results in additional billing.
F	Turn-in delayed until the Julian date in rp 62-66.	Only two "F" Response Codes can be used for the same document. The Julian date in rp 62-66 must not be over 365 days in the future. If so, use off-line BK2 with explanation. A new BK1 will be forwarded 75 days after Julian Date in rp 62-66.

Continued on next page

Types Of "BK_" Documents, Continued

Response codes (continued)

<u>Code</u>	<u>Description</u>	<u>Comments</u>
H	Item turned in as RFI on document number other than requisition number.	Turn-in document number is shown in rp 48-61.
J	The RFI materiel ordered on this document number was shipped but not received. The NRFI materiel was or will be turned in under the document number for the replacement materiel; or, The materiel on this document number was ordered to replace materiel previously shipped under another document number but not received. The turn-in was made under the original document number.	Turn-in document number is shown in rp 48-61. It will never be the same as the document number in rp 13-40. This code is similar to a "B" Response Code. Submit a Report of Discrepancy (SF-364) and survey the lost materiel using a Report of Survey (CG-5269).
K	Unit deployed and unable to accomplish turn-in within required time frame; turn-in will be accomplished by the date shown in rp 62-66.	The five digit Julian date format must be used, e.g., 98031 = 31 Jan 98.
L	Advice Code should have been "5S". Turn-in will be made upon receipt of RFI.	
N	Advice Code should have been "5R". Turn-in will be made upon receipt of RFI.	
P	No NRFI will be turned in. The requisition being tracked has been canceled and cancellation was confirmed on date shown in rp 62-66.	Use the five-digit Julian date in rp 62-66. If the issue was made, a carcass value will be billed.

Continued on next page

Types Of "BK_" Documents, Continued

BKR format

<u>Positions</u>	<u>Field Legend</u>	<u>Explanation and Instructions</u>
1-3	Document Identifier	Enter Document Identifier BKR.
4-6	Routing Identifier (from)	Enter the routing identifier of the inventory manager.
7-12	Unit Identification (code (to)	Enter the UIC of the activity to which the follow-up is being sent.
13-21	National Item Identification Number	Enter the NIIN of the item requisitioned
22-26	Quantity	Enter the original requisition quantity. Always "0001".
27-40	Original Document Number	Enter the document number on which the material was requisitioned.
41-46	Supplementary Address	Enter the Unit Identification Code of the supplementary address.
47	Signal Code	Enter Signal Code used on original.
48-49	Advice Code	Enter advice code used on the original replacement requisition.
50-54	Follow-up Date	Enter date on which the follow-up was initiated. (i.e., 98031 = 31 Jan 98)
55-64	Blank	Leave blank.
65	BK2 Reject Reason Code	Code signifying why BK2 was rejected.
66	Blank	Leave blank.
67-68	Cognizance Symbol	Enter the appropriate Cog
69	MCC*	Enter the MCC of requisitioned item.
70-78	NIIN	NIIN on the BK2 response. Appears only if NIIN different than in position 13-21.
79-80	Blank	Leave blank

A BKR (Rp 65) will be used by an inventory control point to inform customer that the BK2 received in response to a BK1 is in error and requires resubmission.

*MCC - Material Control Code.

Continued on next page

Types Of "BK_" Documents, Continued

Reject reason codes

A BKR will notify an activity responding to a BK1 follow-up when they have submitted an invalid BK2 response or a BK2 code to accommodate the following situations:

BKR format

Code Explanation

- A BK2 received cited a document number for which no ICP carcass tracking record exists for either the original document number or the turn-in document number. Resubmit BK2 with correct document number.
- B BK2 received with a blank or invalid response code or with an invalid response quantity. Resubmit BK2 with either a valid response code or a valid response quantity.
- C Second BK2 received cited a second F or K response code. Only one For K response code will be accepted. Resubmit BK2 with valid response code.
- E BK3 produced due to receipt of a BK2 H response, but not D6A Condition Code A materiel received.
- F BK2 received cited B responses but the turn-in document number was already matched to an exchange requisition under that document number and there was no excess receipt quantity. Resubmit BK2 citing correct turn-in document number.
- G BK2 received cited a NIIN which is unacceptable. The NIIN cited on BK2 is not an acceptable substitute for the original item. Resubmit BK2 with acceptable substitute NIIN or if there is no acceptable substitute, charge BK2 response code to indicate no turn-in will be made (C, D, or G). A "C", "D", or "G" response results in a carcass value bill.
- H BK2 received cited response code P but the CTR requisition has not been canceled. Submit cancellation to ICP or resubmit BK2 citing correct response code. If item has been issued, requisition cancellation will not process.
- I BK2 received cited the customer as the turn-in activity. Resubmit BK2 citing correction-in activity.
- J BK2 received cited response code A but the CTR record has a C, D, or G response loaded with no quantity received. C, D or G response code indicate that no turn-in will be made. Billing will be at standard price.
- K BK2 received cited a B Response Code but the Shipment Document Number is for a non-exchange record. Resubmit BK2 with correct document number.

Continued on next page

Types Of "BK_" Documents, Continued

BKR format (continued)

<u>Code</u>	<u>Explanation</u>
L	BK2 received cited a B Response Code but the Shipment Document Number was used to match a previous exchange record. Resubmit corrected BK2.
M	More than 2 valid BK2 Response Code received for this Document Number and NIIN; BK2 was submitted, but 2 BK2 responses already posted to the ICP CTR file. Research records to determine if their response is valid. If you determine response is invalid no future action required, if you determine response is canceled, contact ICP.
N	BK2 received cited a "J" Response Code but the Shipment Document Number does not match an exchange record. Resubmit BK2 with correct document number.
O	BK2 received cited an "A" or "H" response but a BK1 has not been generated.
P	BK2 received cited a quantity greater than 1 and has not been exempted. Resubmit BK2 with correct quantity.
R	BK2 received cited an "H" Response Code but does not meet the validation criteria for "H" response. Resubmit BK2 with correct Response Code.
S	BK2 received cited a B Response Code, but the Shipment Document Number contains a Julian Date that exceeds the allowable NAVSUP established time frame for ownership of carcass. If valid RIP item, contact the ICP.
T	BK2 received cited an A Response Code, but the NIN listed on the BK2 is incompatible with the NIN listed on the D6A Receipt TIR. Take one of the following action and contact the ICP: Challenge the ICPs "Rejected" decision with documentation. Accept Carcass Value charge and let the D6A remain on CTR file for future use. Accept Carcass Value charge and request that the D6A be passed to the Material Returns Program for potential credit. Submit a BK2 "B" response citing a Shipment Document Number with a compatible NIN.
U	BK 2 received is an exact duplicate of a BK2 response previously received and posted to the CTR file.

BK3 additional charge notification

BK3 documents notify requisitions of additional charges that are billed due to a non-response to a BK1 document or when a BK2 indicates a turn-in will not be made.

Continued on next page

Types Of "BK_" Documents, Continued

BK3 format

This table describes a BK3 document by record position.

<u>Record Position</u>	<u>Description</u>
1-3	Document Identifier Code "BK3"
4-6	Routing Identification Code
7-12	DoD Activity Address Code of activity to whom billing notification is being sent
13-21	NIIN of item requisitioned
22-26	Quantity not turned in and is being billed additionally
27-40	Document number used on requisition
41-46	Supplementary address from original requisition
47	Signal Code
48-49	Advice code used on original requisition
50-54	Date BK1 initiated
55-61	Price billed. Difference between net and standard price in dollars
62-63	Fund code from original requisition
64	Blank
65	Reason Code for additional billing. Reason Code Definition A Submitting BK2 had response code of C, D or G. B Invalid or non-response to BK1 C Non-response to second BK1 or BK2 referred to quantity less than BK1.
66	Blank
67-68	COG
69	Materiel Control Code
70-80	Blank

Responding to a BK3

Use a 66-column BK2 with narrative to the ICP/ELC/ARSC to request reversal of additional charges if a carcass was turned in. See previous BK2 topic for procedures and an example.

Continued on next page

Types Of "BK_" Documents, Continued

BK4 reversal of additional charges

NAVICP uses BK4 documents to reverse additional charges assessed by a BK3 document.

Once the NRFI carcass is received, NAVICP will reverse the additional charges with a BK4 document.

BK4 format

This table describes a BK4 document by record position.

Record Position	Description
1-3	Document identifier BK4
22-26	Quantity that is being reversed billed.
65	Reversal Code: A - reversal of BK3 which was already billed B - reversal of BK3 which was not billed
*	All other record positions are same as BK3

The DLR Turn-In Document, Form DD-1348-1A

Purpose

Form DD-1348-1A is used to turn in a NRFI carcass to designated repair or transshipment points.

When to fill out a DD-1348-1A

When a NRFI carcass is being returned to the system, the requisitioner shall prepare a DD-1348-1A.

Degree of Completeness - When the NRFI carcass must be left in the equipment to ensure its continued operation (e.g., some radar parts), the requisitioner shall prepare a "skeletonized" DD-1348-1A to provide for the immediate shipment of the NRFI item upon receipt of the replacement.

How to fill out a DD-1348-1A

This table shows the record positions and required entries for a complete and skeletonized DD-1348-1A. Where a record position is omitted, the fields will be left blank in all cases.

Note: Skeletonized forms allow the omission of certain blocks. These blocks are annotated below with a **. Upon receipt of a replacement item, the skeletonized forms shall be completed in full.

Record data

Record

Position Fill in this information...

23-24	(Unit of Issue) - 2 Letter Abbreviation. i.e., EA
25-29	(Quantity) - ALWAYS "00001".
52-53	(Fund Code) - Unless signal code D or M (free issue) is entered in RP 51, enter the appropriate two character fund code used on original requisition, i.e. SC.
54-56	(Distribution Code) - Enter code of the item in RP 55-56 from original requisition. Otherwise leave blank. i.e., 7M.
57-59	(Project) - Leave blank, (use ZA6 if shipped via ATAC).
60-61	(Priority) - Enter the priority designator authorized in FED LOG MRIL.
70	(O/P)-for DLR use "A".
71	(Supply Condition Code)-usually "F"
72	(MGT)-DLRs use "E" for exchange, "C" for excess item & credit
73	(MCC)-E, G, H, Q, or X per MRIL

Continued on next page

The DLR Turn-In Document, Form DD-1348-1A, Continued

Data block

Block

Position Fill in this information...

2 (Ship From) - Origin i.e. Z11412
3 (Ship To) - Destination i.e. N00244
17 (Item Nomenclature) i.e., Amplifier
24 (Document Number and Suffix - RP 30-44) consisting of:
 Service Code Designator (RP30), Z for Coast Guard
 DoDAAC (OPFAC or RAC number) i.e., 11412 (RP 31-35)
 Julian date (RP 36-39) 8031
 Serial number (RP 40-43) 0123
 Demand (RP 44) R= Recurring, N= Non Recurring
25 (National Stock Number and ADD - RP 8-22) consisting
of: Federal Supply Classification (RP 8-11) 5480
 Nation Codification Bureau Code - NCB - (RP 12-13)
 00
 Nation Item Identification Number - NIN - (RP 14-20)
 797-4946
 Special Materiel Identification Code - SMIC - (RP 21-22)

Continued on next page

The DLR Turn-In Document, Form DD-1348-1A, Continued

Data block (continued)

Block

Position Fill in this information...

26 Unit of Issue (UI) - (RP 23-24) i.e., EA
 Quantity (QTY) - (RP 25-29) ALWAYS "00001"
 Condition Code (CON Code) - (RP 71) USUALLY "F"
 Distribution Code (DIST) - (RP 55-56) COG Code i.e., 7M
27 (From): Service Code and OPFAC i.e., Z11412
 Unit Name: USCGC MIDGETT (WHEC 726)
 Address: FPO AM 96698-3915
 To: Service & UIC i.e., N00244
 Unit Name: FISC San Diego
 Address: San Diego, CA 01234-5678
 Approved for transfer
 Name of transferring Officer
 Date shipped
 Packing required

Warning

Form DD-1348-1A, record position 72, must contain either:

code "E" (turn-in document is using original replacement requisition number), or

code "C" (turn-in document is using a new document number).

If the above record position does not contain the appropriate code, cognizant ICP/SUPCEN cannot make a credit determination, and the unit will be charged the standard price.

Continued on next page

The DLR Turn-In Document, Form DD-1348-1A, Continued

Example of a Form DD-1348-1A

This is an example of a Form DD-1348-1A.

DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT S/N 0102-LF-114-5000												1 TOTAL PRICE		2 SHIP FROM		3 SHIP TO																					
1	2	3	4	5	6	7	2	2	2	2	2	4	4	4	4	5	5	5	5	5	5	5	6	6	6	6	6	6	6	7	7	7	7	7	7	7	8
24 DOCUMENT NUMBER & SUFFIX (30-44)												UNIT PRICE		DOLLARS		CTS																					
25 NATIONAL STOCK NO & SUFFIX (30-44)												DOLLARS		CTS		4. MARK FOR																					
26 RIC (4-9) UI (23-24) QTY (25-28) CON CODE (71) DIST (66-66) UP (74-80)												5. XC		6. NMFC		7. FRT RATE		8. TYPE CARGO		9. PS																	
27 ADDITIONAL DATA												10. QTY REC'D		11. UP		12. UNIT WEIGHT		13. UNIT CUBE		14. UFC		15. SL															
28												16. FREIGHT CLASSIFICATION NOMENCLATURE																									
29												17. ITEM NOMENCLATURE																									
30												18. NO CONT		20. TOTAL WEIGHT				21. TOTAL CUBE																			
31												22. RECEIVED BY						23. DATE RECEIVED																			

Continued on next page

The DLR Turn-In Document, Form DD-1348-1A, Continued

Distribution of Form DD-1348-1A

This table describes the distribution of the Form DD-1348-1A by copy number and appropriate destination.

<u>Copy Number</u>	<u>Destination</u>
1 (original)	Held by requisitioning unit. File in expenditure invoice file
2	Attach to NRFI carcass
3 and 4	These copies are distributed according to the DLR's security classification. Use the table below to determine the distribution.
	IF the item is... THEN put copy 3 and 4...
	Unclassified in a waterproof plastic envelope securely attached to the outside of the shipping container.
	Classified (small item) with copy 2 and attach them all to the NRFI carcass.
	Classified (large item) on either the inside (attached to the carcass) or on the outside of the container.

NOTE: If copy 3 and 4 are placed on the outside of the container, there must be a continuous chain of receipts until the item is received at destination.

Continued on next page

The DLR Turn-In Document, Form DD-1348-1A, Continued

Distribution of Form DD-1348-1A (continued)

Copy

Number Destination

- | | |
|---|--|
| 5 | Forward to cognizant inventory manager if ultimate consignee |
| 6 | Forward via mail to cognizant inventory manager if ultimate consignee is other than a naval shipyard, naval supply center or a naval industrial repair facility. |

Packaging for DLR Shipments

Importance of proper packaging

Proper packaging and marking provides protection to valuable DLR assets and improves the ultimate availability of the assets to requisitioners.

References

Additional detailed information is found in COMDTINST M4450.1 (series), The Inspection, Packaging, Handling, Storage and Transportation Handbook.

Preferred cushioning and packaging materiel

This prioritized list gives the preferred materials for packaging DLRs.

Original container of replacement item including cushioning and bracing material.

Original container of replacement item with substitute cushioning material (sufficient to immobilize NRFI item).

Any container and cushioning material that provides a comparable level of protection to that of a replacement item's packaging.

NOTE: Do not delay NRFI carcass return to DLR.

Labeling for DLR Shipments

Types of labels

There are three types of labels required for DLR turn-in items

CAUTION labels

UNSERVICEABLE ITEM labels

UNSERVICABLE ITEM tags

Source of supply

Labels and tags are available through the Federal Stock System.

Caution label COG/NSN 1I 0108-LF-508-4400

Unservicable item label COG/NSN 96 7690-00-888-7536

Identification Tag, DD Form 1577-2*

Identification Label, DD Form 1577-3*

* Use either one, but not both.

Caution Labels

Purpose

CAUTION labels alert receiving personnel that the NRFI item
is unprotected
requires careful handling
requires adequate packaging prior to transshipment

When to use

CAUTION labels must be attached to 'PACKAGING REQUIRED" items
(block 27 on Form DD-1348-1A).

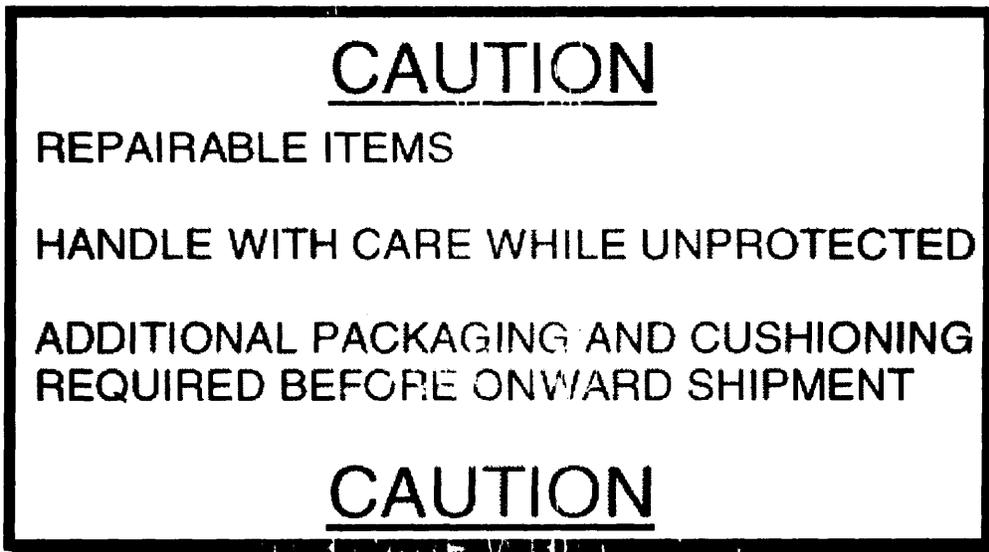
How to use

CAUTION labels are attached in two places:
the container's exterior
on the item's surface

NOTE: Take care when attaching the label directly to the item to avoid
additional damage incident to removing the label.

Example

This is an example of the CAUTION label.



Unserviceable Item Labels

Purpose

The UNSERVICEABLE ITEM label identifies all NRFI items at the receiving point easily and quickly.

When to use

The UNSERVICEABLE ITEM label will be affixed to all NRFI shipping containers.

If circumstances prevent the use of this label, containers will be marked with "UNSERVICEABLE ITEM." This marking will comply with guidance found in COMDTINST M4450.1 (series).

Example

This is an example of an UNSERVICEABLE ITEM label.



Unserviceable Item Tags (Form DD-1577-2)

Purpose

Each NRFI carcass will have a tag that identifies the item and its associated requisition document number.

This tag ensures proper crediting if the carcass gets separated from its associated DD Form 1348-1A.

Procedures

This table lists the procedures required for identification tags.

NOTE: Each NRFI carcass must have its own identification tag.

<u>Step</u>	<u>Block</u>	<u>Action</u>
1	Item description	Write NSN, noun name and COG
2	Item description	In the same block, use the table below to determine additional required information based on requisition priority. IF the item priority is... THEN write... 03 RED STRIPE MATERIAL 06 BLUE STRIPE MATERIAL
3	Remarks	Fill in the applicable document requisition number found on the DD Form 1348-1A

Examples

This figure depicts an Identification Tag:

Unserviceable Item Tags (Form DD-1577-2)

Examples (continued)

This figure depicts an Identification Label

<p>WARNING: Unauthorized persons removing, defacing, or destroying this label may be subject to a fine of not more than \$1,000 or imprisonment for not more than one year or both. (18 USC 1361)</p>	<p>FSN PART NO. AND ITEM DESCRIPTION</p> <p>7H 5998-00-797-4946 CIRCUIT CARD ASSEMBLY</p> <p>"RED STRIPE" MATERIEL</p>		<p>UNSERVICEABLE (REPAIRABLE) LABEL - MATERIAL</p>		
			<p>INSPECTION ACTIVITY</p>	<p>CONDITION CODE</p>	
			<p>REASON FOR REPAIRABLE CONDITION</p>		
	<p>SERIAL NUMBER LOT NO</p>	<p>ISSUE EA</p>	<p>REMOVED FROM</p>	<p>REPAIR CYCLE DATA</p>	<p>BASE ACCT NO</p>
	<p>CONTRACT OR PURCHASE ORDER NO</p>	<p>QUANTITY</p>	<p>INSPECTOR'S NAME OR STAMP AND DATE</p>	<p>REMOVED</p>	<p>RECEIVED IN BASE SUPPLY</p>
	<p>REMARKS</p>			<p>DATE</p>	<p>TO TMO</p>
			<p>RECEIVED</p>	<p>AT SBA</p>	
			<p>ORDERED BY</p>	<p>RECEIVED IN</p>	
			<p>MAINT. SHOP</p>	<p>MADE</p>	
			<p>SERVICEABLE</p>		

Marking Of DLR Containers

Purpose

Marking of the DLR shipping container allows the receiving point to quickly sort DLR containers by requisition priority.

Required markings

This table shows the appropriate marking for DLR containers based on their priority or materiel condition code (MCC).

Priority or MCC	Associated Marking Tape	Where to apply tape
03 or MCC E	Red Tape NSN 7510-00-634-2941	Encircle the container
06 or MCC E	Blue Tape NSN7510-00-634-2943	Encircle the container
13 or MCC E	FIRM tape See Note below	Encircle the container

NOTE: FIRM tape is a 2-inch wide, white tape with the acronym FIRM printed in red at two-inch intervals. This tape is available from the Navy ICP.

Shipment Of NRFI Carcasses

Policy

DLR unit managers shall:

document and package NRFI DLR items within 48 hours of receipt.

when possible, ship the NRFI carcass within 24 hours after shipments are prepared

maintain a log for shipment of DLRs (CMPlus/Manual)

ship NRFI by traceable means (i.e., FEDEX, RPS, UPS).

Where to send NRFI items

There are two choices when deciding where to send NRFI items. In order of preference, they are:

The Advanced Traceability and Control (ATAC) Hub or Node (Advanced Traceability and Control Verification Center). See the following topic on ATAC for more information.

The final consignee identified in FED LOG.

CG Managed shall be returned to the appropriate CG ICP. Do not use an ATAC Hub or Node.

Methods of shipment

There are three means of getting the NRFI item to the ATAC Hub or final consignee

Delivery - used if unit is in the immediate vicinity of the Designated Overhaul Point (DOP) or the ATAC transshipment point

Mail - used if the unit is not in the immediate vicinity of the DOP or transshipment point

NOTE: Priority 03 and 06 items will be shipped via traceable means (i.e., FEDEX, AWB, etc.). Priority 13 items will be shipped by certified mail. In all cases, traceable means (e.g., signed return-receipt requested) shall be used.

Other Methods - when practicable or expedient, the NRFI item can be transshipped by Coast Guard aircraft or cutters returning to port.

Shipping multiple NRFI items

Normally, NRFI items are unit packed and shipped. Operating circumstances, however, may preclude timely shipment which can result in a consolidated shipment.

Continued on next page

Shipment of NRFI Carcasses, Continued

Packaging a multiple shipment

Follow these procedures to batch and segregate multiple NRFI items for shipment.

<u>Step</u>	<u>Action</u>
-------------	---------------

- | | |
|---|---|
| 1 | Segregate items according to priority (03, 06, or 13) |
| 2 | Segregate items requiring transshipment from those able to be delivered. |
| 3 | Segregate items adequately packaged from those that "REQUIRE PACKAGING" |
| 4 | Ensure that the entire quantity of a single item is in the same container |
| 5 | Ensure that heavy and light items are not included in the same container |
| 6 | Segregate "FIRM" items from non-FIRM items |

DLR Shipment log

If not using CMPlus, the following data elements are required to be maintained in a manual DLR shipping log:

expenditure document number (same as replacement item's requisition document number)

department or organization from which expended

POD or transshipping activity

materiel identifiers (nomenclature and NSN)

GBL, certified/registered mail number

remarks

The ATAC Transshipment Program

Purpose

The Advanced Traceability and Control or program is a Navy tracking system designed to get NRFI DLR items turned-in, repaired and returned to the supply system.

Note: Not for CG DLR Items

ATAC Responsibilities

This list details the responsibilities of the ATAC system:

- track and account for DLR items
- centralized transshipment of NRFI items
- proper reporting to Inventory Control Points
- reduce number of NRFI follow-up documents
- reduce delay in carcass movement and processing
- signature accountability

ATAC Excluded materiel

The following DLR items are not accepted by the ATAC system:

- Coast Guard DLR items

- CLASSIFIED** items

- aircraft parts

- materiel coded for disposal

- radiac equipment

- hazardous/flammable items

- small arms

items with COG of 1R, 1H, or 3H with MCC of "D".

Continued on next page

The ATAC Transshipment Program, Continued

Types of ATAC centers

There are two types of ATAC centers:

Hub (Verification Center) - This facility provides:

document verification and correction
identification of final consignee
transshipment to final consignee
preparation of Report of Discrepancy (ROD)

Node - This facility provides:

DLR collection
consolidation of shipments
transshipment to final consignee

ATAC Addresses

When a NRFI item is packaged and ready for shipment, it should be sent to the nearest ATAC location.

ATAC HUB ADDRESS:

ATAC DLR Agent (N68620) (757) 440-1452
NAS, Bldg SP237
406 B Street
Norfolk, VA 23511-4290

ATAC DLR Agent (N46433) (619) 435-4147
NAS North Island Det.
Augusta Lane, Bldg 661
San Diego, CA 92135-7092

ATAC NODE ADDRESS

ATAC DLR Agent (N62995)
Box 2700
U.S. Naval Air Station Sigonella IT
Air Cargo Terminal, NAS-II Supply Bldg. 48
FPO AP 09627-0825

RECOMMEND ADDITIONAL ADDRESS

Navy DLR Agent (N00604)
FISC Pearl Harbor, Bldg. 451K
N. Hampton Avenue
Pearl harbor, HI 96860

ATAC DLR Agent (N00406)
467 W. Street, Bldg. 288
West Door Farragut Gate
Puget Sound Naval Shipyard
Bremerton, WA 98310

Section K

Expending Materiel From Records

Overview

Purpose

This section provides the policy and procedures for expending materiel from a unit inventory records due to sale, issues, transfers, surveys etc.

In this section

This section covers the following topics:

Topic	See Page
Types of Expenditures	5-K-2
Policy and Procedures for Expending Sale of Materiel From Records	5-K-3
Sales to Other Government Agencies (OGA)	5-K-5
Sales to Other Government Agencies (OGA), Public and Commercial , -Aviation Fuels, Lubricants, Services and Storage	5-K-6
Sales to Other Government Agencies (OGA), Public and Commercial Vessels and Other Watercraft	5-K-8
Distress Services to Vessels	5-K-11
Aids to Navigation Support	5-K-12

Types of Expenditures

Types of expenditures

The following table is a list of definitions to distinguish the types of transactions for accounting and record [purposes](#) for issues, transfers and surveys:

Type	Definition
Issues	An issue is the physical turning over of materiel by the supply department (either immediately upon receipt, direct turnover or DTO, or as requested from Supply Department stocks) to the using department. The term "issues" shall not be used interchangeably with the term "transfers". When items are issued from the stock, they are expended from the records and may be reordered. Automated procedures for expending materiel from unit inventory records shall be followed per the appropriate system user manual.
Transfers	A transfer is the movement (including turn-in) of materiel from the custody and records of a unit to the custody and records of another unit.
Surveys	A survey is the procedure required when Coast Guard materiel must be: <ul style="list-style-type: none">• condemned as a result of damage, obsolescence or deterioration.• appraised as a result of loss of utility, acknowledged as nonexistent, as a result of loss or theft, necessitating the removal of the accountable materiel from the records of the holding activity.

Policy and Procedures for Expending Sale of Materiel From Records

Policy

The expenditure of materiel from unit records shall be documented based on the type of expenditure. Additional requirements for transfers and survey of materiel are found in the Property Management Manual, (COMDTINST M4500.5 (series)) and shall be consulted when not specifically covered in the instructions in this manual

Procedures

The following is a list of procedures for the above types of expenditures:

Topic	Procedure
Issue of inventory materials	The expenditure from unit records shall be documented based on the type of records maintained. Manual inventory record procedures shall only be used when automated inventory systems are not available.
Surveys	Surveys shall be conducted per the procedures outlined in of the Property Management Manual, (COMDTINST M4500.5 (series)).
Transfers	Transfer of all materiel shall be documented on Form DD-1348-1A, or DD-1149 or SF-122.

An expenditure document number shall be assigned to each document per the Military Standard Requisitioning and Issue Procedures (MILSTRIP) numbering system. The document number consists of the DoDAAC, a four-digit julian date and a four-digit serial number. Example: Z11401-4123-9500.

When the volume of expenditure documents or the location and size of the physical facilities warrant, the supply department, unless otherwise directed (i.e., CMplus units), is authorized to divide the serial numbers into separate blocks of numbers to assign to categories, such as ordnance, electronics, food and all other expenditures. Expenditure documents numbers will not duplicate document numbers assigned to requisitions unless the requisitions are for replacement Mandatory Turn-In Repairable (MTR) items.

Note: CMplus units cannot divide serial numbers into block as each MILSTRIP number is sequentially assigned.

Continued on next page

Policy and Procedures for Expending Sale of Materiel From Records, [Continued](#)

Expenditure log

The expenditure log is used to control expenditure document assignments and provide a record of all expenditures. The expenditure record will be divided into two segments as described below:

If the expenditure is...	then the following procedures are...
Routine	Record log will be maintained for recording all transfers and surveys. If the unit assigns blocks of serial numbers, the segment will be subdivided to include a separate section for each materiel category. The serial numbers in each section will run consecutively throughout the fiscal year.
MTR/DLR Item	<p>Document numbers in this section will duplicate the document numbers and National Stock Numbers assigned to replacement requisitions. The following information will be recorded in this section of the Expenditure Record Log:</p> <ul style="list-style-type: none"> • Expenditure document number • Department for which expended • Materiel identification, including National Stock Number or part number and serial Number • Remarks • Disposition

Expenditure document files

This section covers requirements for Expenditure document files. The files shall contain the original (or copy when the original is required elsewhere) of each expenditure document prepared by the unit Supply Department. Internal issue documents will not be included in the expenditure files. Expenditure documents will be filed by expenditure document number. However, expenditure documents for MTR items will be placed on the opposite side of the other expenditure documents. The files shall be maintained on a Fiscal Year Basis.

Sales to Other Government Agencies (OGA)

Policy

Legislation under 31 U.S.C. 1535, 1536 and 1537 authorized the Coast Guard to sell materials and services to [Other Government Agencies \(OGA\)](#) customers, upon request. [OGA](#) customers are defined as other federal government agencies or units, and the D.C. government. The Commandant delegates the above authority to Maintenance and Logistics Commands, District Commanders, Commanding Officers of Headquarters units, Commanding Officers and Officers-in-Charge of Coast Guard units as the occasion warrants.

Coast Guard peculiar items may be issued or sold only after the approval of the appropriate Coast Guard inventory manager. The inventory manager, if unknown, may be identified by the source of supply code ([SOS](#)) in FED LOG or by the individual Coast Guard inventory manager item management list. ([See appropriate SOS web site](#)).

Interservice Supply Support Agreements (ISSA)

[In most cases when a sale transaction takes place, an Interservice Supply Support Agreement \(ISSA\) has been previously negotiated between the Coast Guard and the agency requesting the material and/or service](#)

[There is no minimum value limitation on material and/or services provided to a customer. All sales transactions shall be sent to FINCEN for billing.](#)

- Interservice Supply Support is defined as action by one agency or element thereof to provide logistic or administrative support to another agency or element. Among the military services, Interservice Supply Support represents a significant source of supply.
- While there are both formal and informal Interservice techniques, most are Interservice Supply Support Agreements (ISSA). An ISSA is an agreement for the exchange of materiel, [services](#), inventory control documentation and other management aids between a distribution system of one agency and a distribution system of another. See DoD 4000.19 (series), Defense Regional Interservice Support (DRIS) regulation.
- MLCs, District Commanders and Commanding Officers of Headquarters units are authorized to enter into local support agreements with any other government agency to obtain logistics support, when feasible and when tangible economies are assured, or to provide logistics support to CG units or other government agencies within existing capabilities and from available resources.

Sales to Other Government Agencies (OGA), Public and Commercial - Aviation Fuels, Lubricants, Services and Storage

Under certain circumstances, 49 U.S.C., 44502, provides for the sale to any aircraft of fuel, oil, equipment and supplies, mechanical service and temporary shelter.

- This authority shall be cited on all documentation showing the sale of the above listed items
- This applies only where the government has jurisdiction over the airport and no commercial facilities are co-located.
- Sales and services are authorized only when necessary, because of an emergency, to allow the aircraft to continue to nearest airport operated by private enterprise
- The government does not assume any responsibility for loss or damage resulting from storage or shelter of an aircraft while on Coast Guard property.
- There will be no government competition or interference with commercial enterprises. Supplies provided and services performed will be of a limited nature consistent with the situation and within the capabilities of the Coast Guard unit concerned provided this will not be in competition with commercial enterprise when such facilities are available and deemed adequate.

Procedures

The following procedures apply when processing request for aviation fuels, lubricants, services and storage

- Coast Guard aviation units with the proper supplies and facilities can furnish the fuel, lubricants, equipment, services and storage to an aircraft, during an emergency.
- Authority to be cited is 49 U.S.C. 44502.
- Temporary storage and shelter for damaged aircraft, to the extent that major repairs are required, may be given emergency storage and shelter in their damaged state at the pilot's request, providing the following exist:
- Proper facilities are available.
- Major or minor overhauls are not authorized; and

Continued on next page

Sales to Other Government Agencies (OGA), Public and Commercial - Aviation Fuels, Lubricants, Services and Storage, Continued

Procedures (continued)

- The aircraft requires extensive repairs and the owner of the aircraft cannot furnish appropriate repair parts within a reasonable length of time, the aircraft must be removed by the owner/operator from the Coast Guard facility without delay.
- All articles must be sold based on last acquisition price, or the prevailing local fair market value. Prevailing local fair market prices will be confirmed by checking with area vendors. Labor charges are (standard rates) provided in COMDTINST 7310.1 (series). Aircraft storage fees for aircraft stored in a Coast Guard facility will be based on fair market value for the locality.
- There is no minimum value limitation on material and/or services provided to a customer. All sales transactions shall be sent to FINCEN for billing.
- Monies received **may** be credited to the appropriation from which the cost was paid. Monies collected will be deposited in accordance with the instructions contained in the Finance Center Standard Operating Procedures. (FINCENSTFINST M7000.1, Chapter 9)
- Billing requests can be forwarded to FINCEN in the following formats: email message, memorandum, fax, invoice, and credit card receipt. The following information shall be provided in the documentation: the complete name and address of the individual or activity to be billed, the total amount of the bill, a description of what the bill is for, the conditions under which it was necessary to make the sale, and the appropriate accounting line. For a reimbursable, include the reimbursable number. Any funding documents and/or commitments from the debtor must be included in the above documentation. Detailed instructions for filling a bill are found in the **“SALES TO OTHER GOVERNMENT AGENCIES, PUBLIC AND COMMERCIAL VESSELS AND OTHER WATERCRAFT”** in this section of the manual.
- The servicing activity must immediately forward billing requests to FINCEN for processing. Billing must occur within 5 days of receipt of goods or services.

Damage to the aircraft while on government property will require the owner to remove the aircraft at the earliest practicable date.

Sales to **Other Government Agencies (OGA), Public and Commercial Vessels** and **Other Watercraft**

Policy

14 U.S.C., 654 and 14 U.S.C. 141, Chapter 7, provide for the sale of fuel and supplies, and services to **Other Government Agencies, Public and Commercial Vessels** and other Watercraft, if the vessel or watercraft is unable to:

- procure fuel, supplies, or services from other sources at its present location; and
- proceed to the nearest port where they may **obtained the necessary material and/or services** without endangering the safety of the ship, the health and comfort of its personnel, or the state of the property carried onboard.

This authority shall be cited on all documents showing the sale of the above listed items.

There will be no government competition or interference with commercial enterprises. Supplies provided and services performed will be of a limited nature consistent with the situation and within the capabilities of the Coast Guard unit concerned and provided this will not be in competition with commercial enterprise when such facilities are available and deemed adequate.

Procedures

The following procedures apply to sales and **services provided to Other Government Agencies, public and commercial vessels** and other watercraft:

- Documentation shall be by letter of agreement or understanding. The MLC, District or Headquarters unit legal staff must approve such letters when possible.
- Whenever possible, payment shall be obtained at the time supplies and services are furnished.
- **There is no minimum value limitation on material and/or services provided to a customer. All sales transactions shall be sent to FINCEN for billing.**
- **The servicing activity must immediately forward billing requests to FINCEN for processing. Billing must occur within 5 days of receipt of goods or services.**
- **Documentation submitted to FINCEN shall be used as a billing document to cover sales of materiel or services to private parties, other than Government agencies, except where the sales are covered by a contract. Interservice Supply Support Agreement (ISSA) shall be established for OGA customers**

Continued on next page

Sales to Other Government Agencies (OGA), Public and Commercial Vessels and Other Watercraft, Continued

Procedures
(continued)

Billing requests can be forwarded to FINCEN in the following formats: e-mail message, memorandum, fax, invoice, and credit card receipt. All documentation must be clearly labeled "Billing For Sale of Material and Services". As a minimum the following information shall be shown:

Step	Action
1	A document number assigned serially by fiscal year, preceded by the unit DoDAAC number.
2	Date of sale.
3	Description of materiel(s) and/or services furnished.
4	The quantity, unit price, and total price for materiel(s) and/or services.
5	Basis for the unit price.
6	Name and address of person or concern to which sold.
7	Name and signature of person receiving the supplies or services.
8	Coast Guard unit furnishing supplies or services, and name and signature of responsible Coast Guard person approving the sale.
9	Citation of authority for the sale.
10	The office to which payment must be made, (see FINCEN SOP, Chapter 9)
11	For a reimbursable, include the reimbursable number.
12	Any funding documents and/or commitments from the debtor must be included in the above documentation.
13	If the servicing activity receives a payment, all checks and money orders are to be made payable to the U.S. Coast Guard. All cash payments shall be converted to a money order or check, prior to submitting to the Lockbox.
14	If cash payment was not received at time of transaction, mark two copies of the invoice form or other documentation with: "Payment Not Received. <u>Bill mailed or delivered on (date)</u> ".
15	If cash is received, endorse all copies: "Payment Received", show date of receipt, and typed or printed name, title of person receiving payment and signature.

Continued on next page

Distress Services to Vessels

Policy

Distress services may include the furnishing of clothing, food, lodging, medicines, and other necessary supplies and services to parties aided by the Coast Guard. This is provided for in 14 U.S.C., Subpart 88.

Charges for sales of supplies and furnishing of services are considered appropriate when, for example, food, fuel, general stores or repairs to the vessel or its equipment are considered a necessity by the owner, master or crew and furnished based on their request. See also Subsistence Manual, (COMDTINST M4061.3 (series)).

Coast Guard units or vessels shall not procure and stock equipment and supplies, except as provided for in current directives or authorized by competent authority.

Operators of vessels or watercraft are not to be permitted to take advantage of the government by demanding free supplies or services.

Responsibilities

Charges will be made depending upon the circumstances involved in each case.

Procedures

When sales are made, units will follow the procedures provided under **“Sales to Other Government Agencies (OGA), Public and Commercial Vessels and Other Watercraft”**. Monies received will be deposited in accordance with the instructions contained in the FINCENSTFINST M7000.1 (series).

Aids to Navigation Support

Policy

33 C.F.R. Subparts 74 and 76 provide for charges for and the sale of Aids to Navigation to other government agencies (OGAs) and private parties.

Sales of navigational equipment are authorized to foreign, state, or municipal governments or departments; therefore, parties required to maintain private aids to navigation, or contractors engaged in public works. Sales are authorized only when such equipment is not readily available in the open market.

Procedures

The following procedures apply for charges and collection of sales and services in support of Aids of Navigation:

- Compute charges for aids to navigation work performed by the Coast Guard, including replacement materials cost, in accordance with the Aids to Navigation Administration Manual, COMDTINST M16500.7 (series).
 - Sales of navigation equipment will be invoiced at cost, plus 25 percent for overhead.
 - When sales are made, units will follow the procedures provided under **“Sales to Other Government Agencies (OGA), Public and Commercial Vessels and Other Watercraft”** section.
 - Proceeds from such sales will be deposited in the Treasury to the credit of the current appropriation for operating expenses, Coast Guard.
-

Section I Supply Support

Overview

Introduction

Supply support ensures that spares are available and/or economical. Supply support consists of all management actions, procedures, and techniques used to determine requirements to acquire, receive, store, transfer, issue, and dispose of secondary items (e.g. repair parts).

Maintaining the operational readiness of Coast Guard systems under the diverse and adverse conditions of military use depends directly upon the availability of the right supplies at the right time and in the right place. This requires the timely provisioning, procurement, distribution, and inventory replenishment of spares, repair parts, and special supplies, without which no modern defense system can function for long.

Supply support is that element of integrated logistics support concerned with the identification, procurement, positioning, issuance, and disposal of secondary items. The importance of adequate supply support in achieving system readiness cannot be overstated. In fact, no adequate degree of readiness can be achieved without supply support.

The supply support process provides:

- Unit, Intermediate, and Depot level spare/repair parts

- System stock inventories

- Coordination of repair/overhaul programs with related maintenance piece parts.

- Development of allowance lists tailored to suit the individual units material support requirements.

Continued on next page

Overview, Continued

In this section

This section covers the following topics:

Topic	See Page
Policy (includes applicable CG Directives)	5-L-3
Responsibilities	5-L-4
Coast Guard Allowances and Applications	5-L-8
Allowance Change Request (ACR) Procedures	5-L-10

Policy

Policy

The CG shall comply with all federal regulations and Commandant instructions applicable to supply support.

Baseline allowances shall be of sufficient quantity to ensure that the platform/unit receives the level of supply support necessary to perform its operational mission and maintenance requirements without overstocking.

All Allowance Change Requests (ACRs) will be fully justified and submitted in accordance with the ACR procedures (see page 5-L-10).

Instructions

The following instructions are applicable to supply support.

Operational Logistics Support Plan (OLSP) Instruction, HQINST 4081.2 (series)

Integrated Logistics Support Plan (ILSP) Development and Management Responsibility, COMDTINST 4105.1 (series)

Coast Guard Uniform Supply Operations Manual, COMDTINST M4121.4 (series)

Systems Acquisition Manual, COMDTINST M4150.2 (series)

Provisioning Manual for Major Systems Acquisition, COMDTINST M4423.3 (series)

Naval Engineering Manual, COMDTINST M9000.6 (series)

Electronics Manual, COMDTINST M10550.25 (series)

The Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)

Responsibilities

Responsibilities

<u>Activity</u>	<u>Responsibility</u>
G-SL	Promulgates Policy
G-SEN for ELC & G-SEA for ARSC	Act as program/support manager for the supply support activities which compute the allowances authorized for the platforms and field units.
Commanding Officers of ELC/ARSC	<p>Based on program direction from the program/support managers, shall administer the allowance programs for designated platforms and field units. This responsibility includes:</p> <ul style="list-style-type: none">Issuance of procedural guidance.Maintenance of allowance publications in accordance with promulgated standard service criteria.Preparation and issuance of these publications to field units.Validation of centrally supported equipment. Interface and liaison with OGA sources of supply.Processing Allowance Change Requests (ACRs) (NAVSUP Form 1220-2/CMplus generated ACRs). Aviation units shall use AMMIS.Providing training to the field on maintaining allowances and associated documentation.Monitoring system effectiveness.Tracking change requests from receipt to final resolution. <p>NOTE: Coast Guard owned ordnance consists of small arms that are accounted for on the appropriate Allowance Equipage List (AEL). Navy-owned ordnance is accounted for and supported in accordance with the Navy's ordnance COSAL.</p>

Continued on next page

Responsibilities, Continued

Responsibilities (continued)

<u>Activity</u>	<u>Responsibility</u>
Maintenance and Logistics Commands (MLCs)	<p>Are responsible for area-wide program administration and coordination, unless otherwise designated by MLC (mv). This does not apply to CG-298 allowances.</p> <p>Review comments, and if desired, provide recommendations on allowance change requests (ACR's) and configuration change forms (CCF's) for installed repairables.</p> <p>Direct the initiation of change requests or reports based on design changes, equipment upgrading and other maintenance related actions.</p> <p>Establish lines of communication with small units, with no supply professionals attached, to provide Allowance Document assistance as required.</p> <p>Ensure through annual field inspections that units are properly maintaining and using Allowance Documents and electronic transmittals. Allowance training shall be included as part of MLC's training efforts and shall be conducted on an annual basis to ensure that personnel are knowledgeable on the requirements and procedures.</p>
COs/OINCs of units	<p>Shall ensure that the supply related duties are accomplished.</p> <p>Cutters with officers assigned to supply operations duty, will administer the advanced programs under the direction of the Commanding Officer.</p>

Continued on next page

Responsibilities, Continued

Responsibilities (continued)

Activity

Responsibility

COs/OINCs of
units, (continued)

Supply Department. The Supply Officer is responsible for the administration of the shipboard allowance program. Duties include: the receipt and shipboard distribution of allowance publications and amendments, coordination of the ACRs and CCFs, responsibility, custody and general management of the storerooms and related inventories.

Engineering Department. The Engineer Officer is responsible for the generation of pertinent data and justification for ACRs, CCFs and any technical input into the APLs & AELs relating to the Engineering Department.

Deck Department. The First Lieutenant is responsible for the generation of pertinent data and justification for ACRs, CCFs, and any technical input into the APLs & AELs related to the Deck Department and Ordnance (if no Weapons Officer is assigned).

Weapons Officer. The Weapons Officer, when assigned, is responsible for the generation of pertinent data and justification for ACRs, CCFs, and any technical input into the APLs & AELs related to the Ordnance Department.

Operations Department. The Operations Officer is responsible for the generation of pertinent data and justification for ACRs, CCFs and any technical input into the APLs & AELs related to the Operations Department.

Continued on next page

Responsibilities, Continued

Responsibilities (continued)

<u>Activity</u>	<u>Responsibility</u>
COs of Air Stations	<p>The Air Station Supply Officer is responsible for and administers the allowance program. Duties include the receipt and air station distribution of allowances publications and amendments, coordination of the ACRs and CCFs, responsibilities, custody and general management of the storerooms and related inventories.</p> <p>The Engineer Officer is responsible for the generation of pertinent data and justifications for ACRs and CCFs, and for the technical input into the allowance parts lists.</p>
Executive Officer, where Supply Officers are not assigned, under the direction of the CO	<p>Administer the shipboard allowance program. Duties include: receipt and shipboard distribution of allowance and amendments; coordination of ACRs, CCFs, and the administration and general management of the storerooms and other related inventories and inventory records.</p>
COs/OINCs of shore units with boats attached	<p>Responsible for the administration of the allowance program. The Engineer Officer, or Engineer Petty Officer, is responsible for the preparation of pertinent data and justifications for ACRs, CCFs and technical input to the allowance program.</p>
Group Commanders	<p>Responsible for reviewing and forwarding ACRs and CCFs. Provide assistance to supported units for allowance program matters and may initiate ACRs on behalf of supported units.</p>

Coast Guard Allowances and Applications

Applications

ACRs are required to request changes to materiel allowances held by units.

The following is a list of allowance documentation used by the Coast Guard, and their applications:

<u>Allowances</u>	<u>Applications</u>
Management Information for Configuration and Allowances (MICA)	Provides hierarchical systems configuration identification, as well as parts information for all centrally supported hull, mechanical, and electrical (HM&E) and electronic equipment requirements aboard selected CG vessels and shore stations. MICAs are developed by the ELC. MICAs are the standard allowance documents for standard boats 30' and over and cutters and for electronic equipment supported at shore stations. Existing boats and cutters for which a MICA has not been developed, will continue to maintain their present allowance documents until such time as conversion to MICA is accomplished.
ERPAL	Electronic Repair Parts Allowance List for centrally supported electronic equipment has been replaced by MICA, but still used by the field until MICA is provided to unit
BOSS	Boat Outfit and Support System providing an HM&E allowance and recommended spare parts to support standard boats under 65' in length has been replaced by MICA, but still used by the field until MICA is provided to unit.
CALMS	Combined Allowance for Logistics Maintenance and Support providing an HM&E allowance document to support cutters over 65' in length has been replaced by MICA, but still used by the field until MICA is provided to unit.

Continued on next page

Coast Guard Allowances and Applications, Continued

Applications, continued

Allowances

Applications

AMMIS

Are aviation allowances, and are calculated by ARSC. These allowances provide parts required for the organizational maintenance being conducted at an air station on assigned aircraft. Allowances are provided in electronic format.

COSAL

Coordinated Shipment Allowance List is an allowance system used for Navy owned equipment in Coast Guard custody.

Allowance Change Request (ACR) Procedures

Procedures

ACRs shall be submitted when (but not limited to) changes in manufacturer's requirements, planned maintenance system requirements, spare parts requirements becoming necessary due to configuration changes, reliability issues, operational requirements, deployments, special operations, etc.

All ACRs shall be submitted utilizing the NAVSUP Form 1220-2 with the exception of aviation units. CMplus units shall use the computer generated format and follow instructions in the CMplus User Guide. Follow the instructions contained in Figure 1 for filling out manual NAVSUP 1220-2. Aviation units shall submit ACRs using AMMIS screen A543000, Establish ACR. ACRs will be submitted as shown below: Note: CMplus ACR's allow only one item per ACR.

Submittal Procedures Submit to

MICA HM&E	ELC (code 01) with copy to MLC (vr)
MICA ELEX	ELC (code 016), via MLC (t)
ORDNANCE	ELC (code 016), with copy to MLC (vr)
AMMIS	ARSC via AMMIS

ACR Approval Process

MICA ACRs shall be reviewed by ELC. ACRs with larger technical or funding issues will be forwarded to the Facility Manager for final determination by ELC. ELC shall monitor the progress of ACRs received until a final decision is made. Once approval or disapproval has been made, ELC shall notify the submitting unit and the ACR will be closed. Any additional changes will require a new ACR.

Aviation ACRs shall be reviewed and a decision made by ARSC. ARSC shall track all ACRs received throughout the process. Once approval or disapproval of the ACRs has been made, ARSC shall notify the submitting unit.

Issuance of Changes

MICA/COSAL changes and updates shall be provided in hard copy (pen and ink changes) and sent to the unit. Aviation allowance (AMMIS) changes and updates shall be provided in an electronic form or hard copy and sent to the unit. These changes/updates will be loaded directly into the unit database, if applicable.

Continued on next page

Allowance Change Request (ACR) Procedures, Continued

ACR form NAVSUP 1220-2

Instructions for filling out a NAVSUP 1220-2 Allowance Change Request submitted to ELC for either HM&E, Electronics, or Ordnance. Aviation ACR's follow ARSC instructions.

- Block 1
Address "From"
"To"
"Via" (required for ELEX ACR
submissions only)
Use address per the Standard Distribution
List (SDL) COMDTNOTE 5605.
- Block 2
Date/Serial Number Date will be shown as the Julian date.
Serial number will include unit type, hull
number (if applicable) and unit's
sequential number. (i.e. 9053/ WHEC
726/0045)
- Block 3
APL/AEL/RIC
Number Additions, enter APL/AEL number.
Deletions, enter the APL/AEL number
from the MICA document.
(Mandatory Field)
- Block 4
Status of
Requested/Allowed
Item Place an "X" in the appropriate boxes to
show as an addition or deletion, and to
show whether or not the item is on board.
- Block 5
National Stock
Number (NSN) or
Commercial and
Government Entity
(CAGE) Code & Part
Number Enter NSN or CAGE Code and
manufacturer's part number. If the
manufacturer does not have a CAGE
code, identify the manufacturer with
name, address, and phone number in block
12.
- Note: FSCM replaced by CAGE Code.
- Block 6
Equipment/
Component (E/C) or
Item Nomenclature Enter the nomenclature (item name) for
each stock/part number listed in block 5.

Continued on next page

Allowance Change Request (ACR) Procedures, Continued

ACR form NAVSUP 1220-2, (continued)

Block 7 Unit of Issue	Enter the standard abbreviation for item.
Block 8 Unit Price	Enter unit price for item listed as of the date of the change report.
Block 9 Present Quantity Allowed	Enter the total of the present quantity allowed.
Block 10 New Total Quantity	Enter the total of the present quantity plus the additional quantity requested.
Block 11 Extended Value of Change (optional)	New total quantity, less present quantity allowed, times unit price
Block 12 Justification (Mandatory Field)	Provide justification for a change in allowance. If safety or PMS are issue, state this here.
Block 13 Copy to	This block to be utilized for HM&E and Ordnance ACR submissions. Not required for ELEX ACR submissions.
Block 14 Signature	Sign as official correspondence
Block 15 First Endorsement	Endorsement to be made by MLC's for ELEX ACR submissions (MLC endorsement is mandatory). Not required for HM&E and Ordnance ACR submissions.

Continued on next page

Allowance Change Request (ACR) Procedures, Continued

Example of completed ACR form NAVSUP 1220-2

The following is an example of a completed ACR.

ALLOWANCE CHANGE REQUEST NAVSUP 1220-2 (Rev. 12-76)						Instructions on Page 2	Please Type or Print
1. FROM: Commanding Officer USCGC MIDGETT (WHEC 726) 1519 Alaskan Way So., Seattle, WA 98134-1392 TO: Commanding Officer (Code * or **) Engineering Logistics Center 2401 Hawkins Pt. Rd, Baltimore, MD 21226-1797 VIA: Note: Not required for HM&E and Ordnance. Send via MLC for Electronics			2. Date/Serial Number 9053/WHEC 726/0045		3. APL/AEL/RIC Number 12345678A1		
5. National Stock Number (NSN) or PSCM & Part Number 1330-01-204-5678			6. Equipment/Component (E/C) or Item Manufacture GASKET		7. Unit of Issue 100		
			8. Unit Price 0.60		9. Present Qty Allowed 100		
					10. New Total Qty 100		
					11. Extended Value of Change 60.00		
12. Justification (Mandatory) Example: Preventative maintenance System (PMS) requires 4 gaskets to be used during each quarterly maintenance procedure. Include the PMS number and any other pertinent information.							
13. Copy To: MLC Note: Required for HM&E and Ordnance ACR's				14. Signature: I. M. SALTY, CWO4, USCG			
15. First Endorsement <input type="checkbox"/> Approval Recommended <input type="checkbox"/> Disapproved <input type="checkbox"/> Other Endorsement mandatory by MLC for all Electronic ACR's submitted.							
Note: * Send all HM&E ACR's to Code 01 at ELC. ** Send all Electronic and Ordnance ACR's to Code 016 at ELC.							

Section M
Configuration Status Accounting (CSA)

Overview

Background

The importance of reporting configuration changes cannot be overemphasized. The quality and accuracy of information reported in the baseline of the Weapons System File (WSF)/MICA Master File directly determines the quality of MICA/COSAL support to the unit. If configuration changes are not reported, vital support elements will not be on hand when needed. Without such support, the material readiness of a unit is adversely affected. Considering the impact on unit support systems, all configuration changes must be accurately reported as soon as possible.

In this section This section defines Configuration Management (CM) and promulgates CG policy, responsibilities and procedures.

Topic	See Page
Description of Configuration Management (CM)	5-M-2
Policy	5-M-3
Responsibilities	5-M-5
Configuration Change Form (CCF) Procedures	5-M-7

Description of Configuration Management (CM)

Description CM is a management discipline that applies technical and administrative direction over the functional and physical characteristics of designated Configuration Items (CIs). CM involves all of the following:

Identification of CIs.

Configuration Control. Changes to CIs will be controlled so that the impact of proposed changes to the functional and physical characteristics of the CI can be identified.

Configuration Status Accounting (CSA). CSA provides a historical record of changes and current configuration of the CI.

Configuration Audits. These audits verify that configuration records accurately reflect the physical state of configuration.

A configuration change occurs whenever any system, equipment, component or unit is installed, removed, modified or relocated by any agent.

Policy

Policy

Policy and procedures governing Configuration Management (CM) shall be in accordance with COMDINST 4130.6 (series). This instruction applies CM practices only to Coast Guard recognized Configuration Items (CI). A CI is an aggregation of hardware, software or both; or any of its discrete portions, which satisfy the end-use function, are either maintenance worthy or engineering/logistics critical, and designated for CM control.

CSA is the process of recording and reporting information which is critical to operational readiness, supply support and inventory control.

Coast Guard units are not authorized to perform a configuration change to a CI without prior approval of a Configuration Control Board (CCB) unless for HM&E and ELEX..

Aviation units with a configuration change suggestion to modify or replace a CI shall submit Form CG-22 (Aeronautical Change Recommendation) with a proposed Time Compliance Technical Order (TCTO) to Commandant (G-SEA). For detailed instructions, refer to the Aeronautical Engineering Process Guide CGTO PG-85-00-40, TCTO Process. Aviation configuration change requests will be reviewed by ARSC and Commandant (G-SEA). Final determination will be made by the Aviation CCB.

Units shall report the completion of a TCTO through the Aviation Computerized Maintenance System (ACMS). The TCTO is not complete until the electronic Maintenance Procedure Card (MPC) sign-off form in ACMS is completed and transmitted to the host computer.

Non-aviation units shall submit a Configuration Change Form (CCF), OPNAV 4790/CK, to the ELC to report installation of any Coast Guard directed alterations, equipment field change or software upgrades in operational, communication or navigation equipment. A CCF shall also be submitted when a contractor upgrades software/hardware of a previously installed system. Units shall submit a CCF and wait for approval before any unit generated configuration change, such as location changes, removal, or local procurement and installation of new (different model) equipment, is accomplished. The CCF closes the loop unless it is a correction.

Continued on next page

Policy, Continued

Policy
(continued)

Units shall not submit a CCF for substitution of equipment replaced with new equipment having the same National Stock Number (NSN) or the same part number and manufacturer **unless the item is tracked by serial number**. Examples of actions requiring the submission of a CCF are:

Replacement of an equipment/component.

Installation of any new equipment or component as a separate unit or as an addition to an existing system

Relocation of any equipment or component (unless equipment is portable)

Removal of any installed or in-use equipment, including test equipment of installed equipment

Corrections to erroneous baseline data found in WSF/MICA.

Accomplishment of any alteration directive (ORDALT, SHIPALT, etc.)

Responsibilities

Responsibilities Commandant (G-S), in conjunction with G-O, has overall control of CALMS /ERPAL and CM data. G-S will provide policy guidance to MLC's and Districts.

Activity	Responsibility
Commandant G-S and G-O	Providing policy and guidance to the Coast Guard for Configuration Management (CM). Convening CCB meeting to approve configuration changes.
Engineering Logistics Center (ELC)	Maintaining configuration data of units and equipment for which they provide allowance documentation. For equipment supported by the ELC, maintaining configuration information to the Lowest Replaceable Unit (LRU). For non-supported equipment, maintaining configuration information to the equipment level. Reviewing CCFs and providing input/recommendations to CCBs. Providing official response to CCFs. Publishing and distributing applicable allowance, maintenance and configuration documents to field units.
MLC/District Commanders	Ensuring operating units under their command report configuration changes in a timely manner. Performing technical and quality reviews of CCFs. Providing input/recommendations to the CCBs and attending CCB meetings. Unit Commanding Officer shall notify the ARSC or ELC by letter or message when submitted CCFs are not acted upon by the ELC within 90 days.

Continued on next page

Responsibilities, Continued

Responsibilities

(Continued)

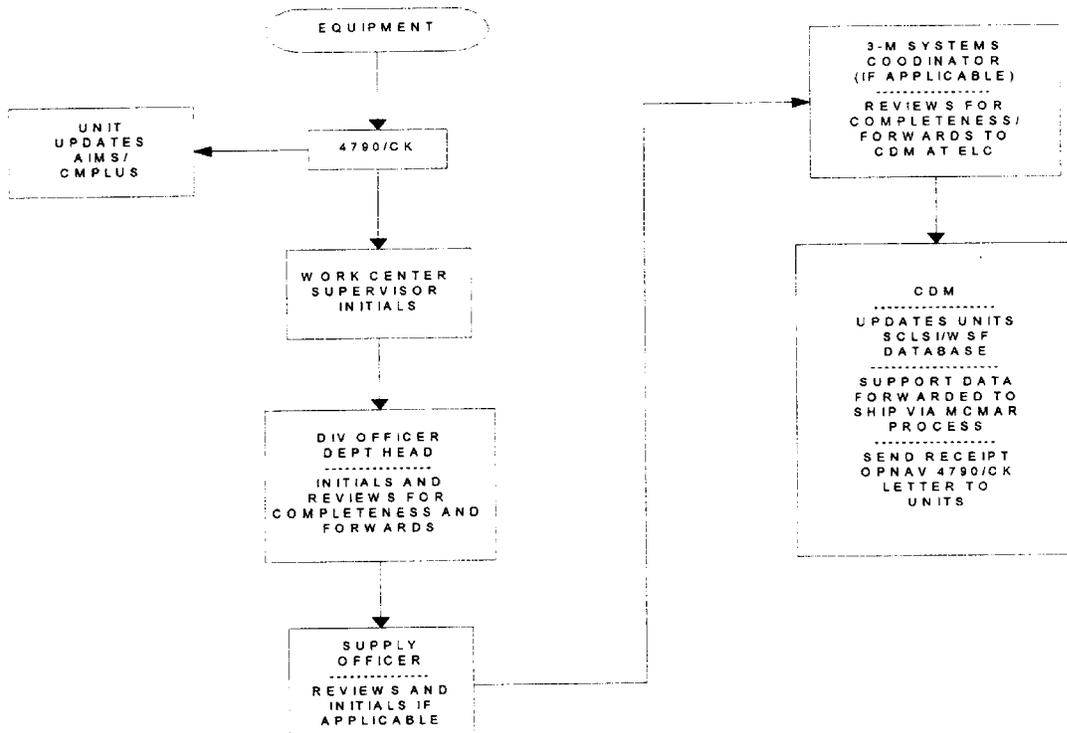
Activity	Responsible for
ARSC	<p>Maintaining configuration data of units and equipment for which they provide allowance documentation.</p> <p>For equipment supported by the ELC, maintaining configuration information to the LRU.</p> <p>For non-supported equipment, maintaining configuration information to the equipment level.</p> <p>Reviewing CCFs and providing input/recommendations to CCBs.</p> <p>Providing official response to CCFs.</p> <p>Publishing and distributing applicable allowance, maintenance and configuration documents to field units.</p>
ELC, TISCOM, C2CEN and Project Managers	<p>Submitting equipment Integrated Logistics and Support Plans (eILSP), Field Changes and updates to the ELC for approval by the appropriate CCB.</p>
Units	<p>Requesting status on submitted CCFs if a response is not received within 90 days.</p> <p>Maintaining unit allowance documents and a CCF file.</p> <p>Generating pertinent data and justification for CCFs and Allowance Change Requests (ACRs) initiated by the unit.</p> <p>Reporting discrepancies in allowance documentation.</p> <p>Updating of unit records.</p>

Configuration Change Form (CCF) Procedures

Procedures

Aviation Units: Aviation units shall follow the procedures in the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) to report completion of TCTOs,

Non-Aviation Units: Units shall submit all configuration changes to the ELC using the OPNAV 4790/CK. Upon receipt of submitted forms, the ELC will record the changes in the appropriate database(s) and return a copy of the processed form. Units shall maintain a file of the processed forms.



Logic Diagram for Processing Configuration Changes - OPNAV 4790/CK

Continued on next page

Configuration Change Form (CCF) Procedures, Continued

Filling in the OPNAV Form 4790/CK The Ship's Configuration Change Form (OPNAV 4790/CK) can be filled out using Forms Plus (Standard Work Station II) or Forms Jet Filler (Standard Work Station III). After printing the completed form, mark (X through the box) the appropriate box on top of the form according to the following:

Box	Mark if...
Config file corr	Installation/addition of equipment or component
Comp M/A no Defl	Field change, change internal to components
Comp Defl	Removal of equipment or component

Units shall fill in, as a minimum, blocks 1-7, 13-23 and signature blocks Work Center Supervisor and 3M Coordinator (If applicable). Provide the following information :

Block	Information
1	SHIPS UIC, Operating Facility number (OPFAC)
2	Work Center Number
3	JOB SEQ NR, Job Order Number
4	ALTERATIONS, Reference the SHIPALT number
5	EIC, Mandatory for Navy Equipment. If unknown, call ELC, code 016 for assistance.
6	ACT TKN, Action taken, see bottom of form for correct code
7	Equipment Noun Name, Type of parent (top) equipment
8	Ship's Force Man Hour's Expended. Optional field
9	Active Maintenance Time Optional field

Continued on next page

Configuration Change Request (CCF) Procedures, Continued

Procedures (continued)

Block	Information
10	Completion Date. Enter the Julian date on which the configuration change was completed. A Julian date is a four character entry comprised of the last digit of the calendar year followed by the numerical day of the year; i.e., 30 January 2000 is "0030".
11	Meter Reading. Enter an "X" if the equipment has a time meter installed; otherwise leave blank.
12	Job Description/ Remarks. Enter any desired remarks relating to the accomplishment of the configuration change being reported. In some cases, an alteration directive will specify that certain information be documented.
13	Component Noun Name, Type of child (subassembly). Enter the type designator (i.e., AN/WRN-6(V)4). If there is no type designator, enter the commercial model number.
14	Quantity. Enter the number of like components identified in Block 13 that were removed, installed or modified as a result of a configuration change. If the configuration change is made to more than one like component with serial numbers, complete a separate OPNAV 4790/CK for each component.
15	Component Action. Enter the code from the Instruction Section at the bottom of the form that indicates whether the component was removed (R), installed (I), or modified (M).

Continued on next page

Configuration Change Request (CCF) Procedures, Continued

Procedures
(continued)

Block	Information
16	Component Identification. Enter a narrative description of the component for clarification. This block is optional if Block 17 "Serial Number" is filled out.
17	Component Serial Number. Enter the serial number of the component. For equipment with no serial number and quantity of 1, enter "NONE" in the left most positions. For components with quantity greater than 1 in Block 14, enter NA (not applicable) in the left most positions.
18	Component APL/AEL, if known. Enter the Allowance Parts List or Allowance Equipment List alphanumeric identifier of the component identified in Block 13. If the component is not listed in the MICA (former ERPAL/CALMS), enter "NOT LISTED."
19	Location. Enter the location by one of the following methods: Compartment: compartment number identified on the compartment checkoff list Deck/Frame/Side: Enter the deck, frame, side notation that best describes the location. If the above are not appropriate, enter the name of the location, such as: fantail, flight deck, etc.
20	EIC of Component. Enter the Equipment Identification Code that best describes the equipment as listed in the EIC Master Index (NAMS0 4970(series)).

Continued on next page

Configuration Change Form (CCF) Procedures, Continued

Procedures
(continued)

Block	Information
21	Next High Assembly (NHA), Nomenclature of system/ equipment. Enter the nomenclature and serial number of the NHA of the component.
22	Service Application Code (SAC). If the SAC cannot be identified, describe the service application (function, e.g.; HF Communications) of the equipment in Block 24.
23	Work Center. Enter the work center code which has the primary maintenance responsibility for the component identified in Block 23. The following are examples of codes: ELEX - Electronics ELEC - Electrical PROP - Main Propulsion
24	Nameplate Data. Enter the total nameplate data from the equipment. If Block 13 contains a commercial model number, the manufacturer's name and address must appear in Block 24. Also, if an APL/AEL number or a serial number appears in Block 18 and Block 17, respectively, nameplate data must be recorded in Block 24
25	Maintenance Index Page (MIP) Number. For removals and modifications of Navy equipment, enter the MIP number covering the affected equipment. For new installations, enter the MIP when applicable. If not available, enter NA.
26	Engineering Operations Sequencing System (EOSS). Leave blank.
27	Technical Manual (TM) Number. Enter TM number when available. If not available, enter NA.

Continued on next page

Configuration Change Form (CCF) Procedures, Continued

Procedures
(continued)

Block	Information
28	RIN. The RIN shall be filled in for changes and deletions when available. The remainder of Section IV, "Special Purpose" should be left blank.

Signatures:

Work Center Supervisor	Division Officer (EMO or EO)
Supply Dept. (Supply Officer)	Activity which installed the equipment, e.g., Navy, TISCOM

Continued on next page

Configuration Change Form (CCF) Procedures, Continued

Procedures The following is an example of a completed OPNAV 4790/CK:
(continued)

SHIP'S CONFIGURATION CHANGE FORM OPNAV 4790/CK (5-84)										COMPLETE CODE	COMP. MA. NO. DEPL.	COMP. DEPL.	
SECTION I JOB IDENTIFICATION													
1 SHIPS LAC 11406		2 WORK CENTER OE01		3 JOB NO. NR 46049		4 ALTERATIONS (SHIPALT, PLD CHG, ETC)							
A SHIPS NAME USCGC SHERMAN				B HULL NUMBER WHEC 720		6 SEC LM1D000		8 ACT TRN 5B					
7 EQUIPMENT NOUN NAME RADIO NAVIGATION SET										9 SF MPRS EXP	10 ACT MAINT TIME	11 COMP DATE	12 MPR
SECTION II JOB DESCRIPTION/REMARKS													
12 JOB DESCRIPTION/REMARKS													
SECTION III COMPONENT CONFIGURATION CHANGE IDENTIFICATION													
13 COMPONENT NOUN NAME P/O AN/WRN-6(V)4										14 QUANTITY 002	15 CA I/C		
16 COMPONENT IDENTIFICATION MT-6486/SRN				17 COMPONENT SERIAL NUMBER NONE									
18 COMPONENT AP/ANEL NE022023FM				19 LOCATION (DECK/FRAME/SIDE) NONE		20 SEC LM1D300							
21 NEXT HIGHER ASSEMBLY AN/WRN-6(V)4				22 S.A.C. 70001		23 WORK CENTER OE01							
24 NAMEPLATE DATA										1 - MAY 1996			
25 MIP										26 EOB		PROCESSED IN MOISA	
27 TM													
SECTION IV SPECIAL PURPOSE													
28 RIN		29 ALSN		30 SECAS OFFICE USE									
-INSTRUCTIONS-													
ITEM NUMBER	SECTION I & II DESCRIPTION			SECTION I & II PAGE		LEGEND							
1-3	JOB CONTROL NUMBER			M	M	1A	IF AVAILABLE		O OPTIONAL				
4	ALTERATION IDENTIFICATION			IP	IP	1P	IF APPLICABLE		NR NOT REQUIRED				
5	EQUIPMENT IDENTIFICATION CODE			M	NR	M	MANDATORY						
6	ACTION TAKEN			M	NR								
7	EQUIPMENT NOUN NAME			M	NR								
8	SHIPS FORCE MANHOURS EXPENDED			M	NR								
9	ACTIVE MAINTENANCE TIME			M	NR								
10	COMPLETION DATE			M	NR								
11	METER READING			IP	NR								
12	JOB DESCRIPTION (REMARKS)			O	NR								
ITEM NUMBER	SECTION III DESCRIPTION			REMOVE (RD)	INSTALL (IA)	MODIFY (MC)	SECTION I, BLOCK 6 ACTION TAKEN			SECTION III, BLOCK 16 COMPONENT ACTION			
13	COMPONENT NOUN NAME			M	M	M	5A - PARTIALLY COMPLETED ALTERATION			R - REMOVED EQUIPMENT			
14	QUANTITY			M	M	M	5B - FULLY COMPLETED ALTERATION			I - INSTALLED EQUIPMENT			
16	COMPONENT ACTION			M	M	M	5C - FULLY COMPLETED EQUIVALENT TO ALTERATION			M - MODIFIED EQUIPMENT			
17	COMPONENT IDENTIFICATION			IP	IP	IP	5D - ALTERATION DIRECTIVE NOT APPLICABLE			CONFIG FILE CORR NO MAINTENANCE ACTION			
18	COMPONENT SERIAL NUMBER			IA	IA	IA	1 - MAINTENANCE ACTION COMPLETED PARTS DRAWN FROM SUPPLY			A - ADDITION OF RECORD			
19	LOCATION			M	M	M	2 - MAINTENANCE ACTION COMPLETED REQUIRED PARTS NOT DRAWN FROM SUPPLY (LOCAL MANUFACTURE, PRE-EXPENDED BINS)			D - DELETION OF RECORD			
20	EQUIPMENT IDENTIFICATION CODE			NR	IA	NR	3 - MAINTENANCE ACTION COMPLETED NO PARTS REQUIRED.			C - CORRECT/CHANGE EXISTING RECORD			
21	NEXT HIGHER ASSEMBLY			IP	IP	IP							
22	SERVICE APPLICATION CODE			IA	IA	IA							
23	WORK CENTER			NR	M	NR							
24	NAMEPLATE DATA			NR	M	NR							
25	MAINTENANCE INDEX PAGE			IA	IA	IA							
26	EOBS			IP	IP	IP							
27	TECH MANUAL NUMBER			IA	IA	IA							
WORK CENTER SUPERVISOR	DIVISION OFF		SUPPLY DEPT		3 M COORDINATOR		SHIP SEQUENCE NUMBER		PAGE ____ OF ____				

OPNAV 4790/CK

Continued on next page

Configuration Change Form (CCR) Procedures, Continued

Procedures Unit records must be up dated incident to a configuration
(continued) change. The following steps should be taken:

Step	Action
1	Identify APL/AEL. The ELC shall review reported changes and provide appropriate APL/AEL.
2	Identify resulting repair parts excesses and deficiencies. Unit must order parts to fill deficiencies and turn in excess to the ELC or dispose of in accordance with the CG Property Manual (COMDTINST M4500.5 (series)).
3	Annotate applicable section of the allowance documents to reflect the changes made. Update the appropriate database to reflect changes.
4	File a copy in historical record file. This file will be provided to the Validation Teams upon their arrival.
5	Make preparations for Validation Team. A copy of each Configuration Change will reference the applicable Job Control Number (JCN). The following preparations should be made:

Attach any correspondence to pertaining CCR.
File all CCFs by JCN

Each CCF will remain on file until all pertinent updates have been received by the ELC.

SECTION N
Discrepancy Reporting

Overview

Purpose This section details the reporting requirements when a materiel and transportation discrepancy occurs.

Types of discrepancy reports There are three types of discrepancy reports for the Federal Supply System. They are:

Report of Discrepancy (ROD) (SF 364)

Quality Deficiency Report (QDR) (SF 368)

Transportation Discrepancy Report (TDR) (SF 361)

In this section This section covers the following topics:

Topic	See Page
CG Policy on Reporting Supply and Transportation Discrepancies	5-N-2
When To Submit an SF-364	5-N-3
Other Uses and Response Requirements for the SF-364	5-N-6
Time Standards for SF-364 Submission	5-N-9
Preparing the SF-364	5-N-11
Distribution of the SF-364 for Shipping-Type Discrepancies	5-N-22
Distribution of SF-364 for Packaging Discrepancies	5-N-26
Control Points for Reports of Packaging Discrepancies	5-N-27
Quality Deficiency Report (QDR) (SF-368)	5-N-30
When To Submit Quality Deficiency Reports	5-N-31
Preparation of SF-368	5-N-33
Distribution of QDR, SF-368	5-N-40
Disposition and Credit for QDR Materiel	5-N-46

Continued on next page

CG Policy on Reporting Supply and Transportation Discrepancies

Policy Coast Guard units shall:

	Submit	When
ROD (SF-364)		to the source of supply upon receipt of incorrect items, quantities, shelf-life issues, and poor packaging.
QDR (SF-368)		procured Coast Guard and OGA items do not meet the fit, form or function of the mission for which they were intended. QDRs shall be submitted regardless of dollar value.
TDR (SF-361)		a shipment is astray, damaged, incomplete or improperly marked/labeled/documentation, shortage due to theft/pilferage/leakage/evaporation (including hazardous materiel).

For Transportation Discrepancy Report (TDR) SF-361, follow instructions in accordance with Transportation of Freight Manual (COMDTINST M4610.5 (series)).

For Coast Guard Headquarters, initiated acquisitions and quality deficiencies shall be reported in accordance with the Systems Acquisition Manual (COMDTINST M4150.2 (series)).

When To Submit an SF-364

Procedure The SF-364 shall be submitted according to the procedures outlined in this section.

Shipping type (item) discrepancies Submit an SF-364 only if the shipment is from Department of Defense (DoD) activities, GSA supply distribution facilities, ELC/ARSC, or authorized contractors/vendors or manufacturers:

If dollar value per line item exceeds ..

Then submit an SF-364 when...

\$100

The shipment has a shortage/overage in quantity
The item's shelf-life has expired
The item received is for subsistence and the shelf-life has expired and there is no indication the item has been inspected under shelf-life extension procedures.
The item was reported shipped by parcel post, and was not received or was received in damaged condition
The item was received from a canceled order. Note: A copy of the confirmation of cancellation is required.

\$100

Discrepancies exist in materiel returns. This includes excess and redistributable materiel.

\$100

Discrepancies exist in shipments to and from Defense Reutilization and Marketing Office (DRMO) Activities.

\$50

There is a shortage/overage and the item originated from GSA.

Continued on next page

When To Submit an SF-364, Continued

**Shipping type
(item)
discrepancies**
(continued)

**If dollar value per
line item exceeds ..**

\$0

Then submit an SF-364 when...

The item is either classified or protected and there is a shortage/overage or packing discrepancy.

There is a shortage/overage and item is shipped from an authorized contractor/vendor or manufacturer.

The item received is erroneous materiel, an unacceptable substitute or a duplicate shipment.

The item is shipped to the wrong activity.

The item's supply documentation is missing or improperly prepared.

The item was received for repair and has been stripped of parts or components without inventory manager authorization.

There are repetitive discrepancies.

Discrepancies exist in shipments of pilferable or sensitive materiel regardless of dollar value.

Continued on next page

When To Submit an SF-364, Continued

Packaging discrepancies Submit SF-364 report:
(continued)

**If dollar value per
line item exceeds...**

Then submit SF-364 when...

\$50

Any unsatisfactory condition resulting from improper packaging causes or renders the item, shipment or package to be vulnerable to any loss, delay or damage.

\$0

Packaging discrepancies resulting in damaged materiel which may endanger life, impair combat or deployment operations, or affect other materiel.

There is improper identification of containers or items that require opening the container, resulting in improper storage materiel, regardless of cost.

Any packaging discrepancy involving hazardous materiel exists, including improper identification marking of items and packs of unitized loads, regardless of whether damage or other unsatisfactory condition has resulted.

There are excessive packaging discrepancies which impose a significant burden on receiving or transshipment activities.

Other Uses and Response Requirements for the SF-364

Supporting document in shipping-type (item) discrepancies	Use a copy of the approved SF-364 as supporting documentation for inventory and financial accounting adjustments.
Disposition of materiel	Use the reverse side of the SF-364 as an action reply for those discrepant conditions requiring disposition instructions to the reporting activity.
Management evaluation	The data provided by the SF-364 is used to evaluate and improve supply operations. Discrepancies are monitored by the ICP/IM and trends noted through evaluation of feedback data.
Transfers of items management responsibility	<p>Under the Logistics Reassignment Program, item management responsibility for an item may have been transferred to another component (military service or agency) after the date of shipment. In these instances, a single discrepancy may require action or reply from two different components (shipper's IM and the gaining item manager (GIM)).</p> <p>Example: One component could be responsible for the investigation (shipping activity) and initiation of billing adjustments (shipping ICP or IM) for items billed but not received, and GIM would be responsible for disposition instructions on any erroneous materiel received.</p> <p>When the reporting activity is aware of these circumstances, the SF-364 must clearly indicate under remarks the disposition or action desired by each component. Distribution must be adjusted accordingly. When the reporting activity is not aware of a logistics transfer, the service or agency receiving the SF-364 for action must notify the other service or agency, indicating action required and notifying the reporting activity.</p>

Continued on next page

Other Uses and Response Requirements for the SF-364,

Continued

**Response for
shipping-type
(item)
discrepancies**

Responding activities must reply to action copies of SF-364's when the value exceeds \$100 per line item.

Replies other than those that meet this criteria must be made when the situation warrants. Make replies by completing the reverse of the SF-364. Billing adjustments and materiel disposition instructions will be issued when appropriate.

**Response to
packing
discrepancies**

Responding activities must investigate the reported discrepancies and take action to prevent recurrence upon receipt of a SF-364.

For shipments of ammunition, explosives or other hazardous materiel, responding activities must automatically provide reports of corrective action.

Furnish statements of corrective action when requested by the SF-364 initiator or on special request of the Inventory Control Point (ICP). Statements must be made within the time limits (see Time Standards for SF-364 Submission) and be addressed to the initiators of the report with an information copy to the ICP.

For contractor-originated shipments, investigating activities must furnish an information copy of the results of the investigation to the procurement activity or commodity command.

Reports of correction shall not be delayed pending final determination of the contracting officer when reimbursement from the contractor or vendor is warranted. Final actions, however, shall be reported when completed. When corrective or preventative action is outside the scope of contract administration and requires action by the procuring activity, a copy of SF-364 and the investigation report shall be forwarded to the ICP and the SF-364 initiator.

Continued on next page

Other Uses and Response Requirements for the SF-364,

Continued

Unresolved reports

Contact Commandant (G-SLP) for assistance when ROD procedures do not result in a satisfactory reply or solution. In such instances, furnish copies of all correspondence and information pertaining to the problem to Commandant (G-SLP) who shall contact the service or agency for a resolution of the problem.

Invalid reports

When the originator discovers a report to be invalid, a copy of the original report shall be annotated with the word "CANCELLED" or "CORRECTED" above the "Date" block and forwarded to the same distribution list as the original report.

Time Standards for SF-364 Submission

Submission time limits The SF-364 shall be submitted by receiving activities or transshipment activities as outlined in the table below:
(If extenuating circumstances prevent compliance, enter the reason(s) for delay in item 12 of the report.)

For a shipment....	Submit the SF-364 within...
with packaging discrepancies resulting in damaged materiel which may endanger life, impair combat or deployment operations, or affect other materiel	24 hours of the initial report. (Report immediately to the shipping activity, contracting office, and Source of Supply by quickest communication medium to enable the shipper to take immediate corrective action.)
to government activities and contractors receiving government furnished materiel	15 calendar days from date of receipt of shipment.
from government and commercial sources to CONUS activities via parcel post (lost)	45 calendar days from date of receipt of shipment.
from government and commercial sources to overseas activities	90 calendar days from date of receipt of shipment.

Response time limits Responding activities will reject, with appropriate explanation, discrepancy reports not received within:

- 90 calendar days for all CONUS destinations from date of shipment
- 150 calendar days for all overseas destinations

Late discrepancy reports citing appropriate justification will be considered by the responding activity on an individual basis.

Continued on next page

Time Standards for SF-364 Submission, Continued

Response time limits
(continued) Reporting units are required to send an SF-364 to report a shipping-type (item) or packaging discrepancy after the reporting time limit has expired. Responding activities will normally use such SF-364s only in the system evaluation and correction process.

Replies to SF-364 Activities shall respond to SF-364s requiring response within 75 calendar days from the date of receipt of the report.

Preparing the SF-364

Procedure Enter information in the SF-364 blocks as shown below. This form is available in Forms Plus for SWSII and Filler for SWS III.

FRONT OF FORM:

Block #	Block Title	Data to Enter
---	Type of Report	Check the appropriate block
1	Date of Preparation	Date report prepared, in sequence of year, month, day
2	Report Number	The reporting activity's internal control number
3	To	Name, address, zip code and DoDAAC or RIC of activity to which original of the report is to be submitted for action. Activities furnished information copies will be defined in Block 15.
4	From	Name and/or DoDAAC and address or reporting activity (cosignee).
5a	Shipper's Name	Name of shipping activity, if different from Block 3. <i>Continued on next page</i>

Preparing the SF-364, Continued

Procedure
(continued)

Block #	Block Title	Data to Enter
5b	Number and Date of Invoice	When the shipment is from a vendor, the vendor's invoice number and the date of invoice, sales slip or shipping document. If shipment is not from a vendor, leave blank. Attach copy of invoice if available.
6	Transportation Document Number	The type of transportation document, i.e., Government Bill of Lading Commercial Bill of Lading Manifest Way Bill Transportation Control Number and the identifying number assigned to such document.
7a	Shipper's Number	The identifying number assigned to the purchase order or shipment order, or contract by the vendor, if different from the requisitioner's number.
7b	Office Administering Contract	Name, address and DoDAAC of government activity having administrative authority over the contract with commercial source.

Continued on next page

Preparing the SF-364, Continued

Procedure
(continued)

Block #	Block Title	Data to Enter
8	Requisitioner's Number	The requisition document number, contract or other authorizing number assigned by the ordering activity.
9a	NSN or Part Number and Nomenclature	The item's NSN or part number, and its name. Note: When the item received is different from the item shown on shipping documents, or different from the item ordered, show each item on a separate line.
9b	Unit of Issue	The unit of issue as billed or indicated on the shipping document for each item listed in Block 9a. Note: Not applicable to packaging discrepancies.
9c	Quantity Shipped/ Billed	Quantity of items shipped or billed. When discrepancy code C1 is applicable, enter the quantity and the materiel condition code of the item when shipped. Note: Not applicable to packaging discrepancies. <i>Continued on next page</i>

Preparing the SF-364, Continued

Procedure
(continued)

Block #	Block Title	Data to Enter
9d	Quantity Received	Quantity received.
10a	Discrepancy Quantity	Enter the discrepancy quantity. For discrepancy code C1, enter the quantity and the materiel condition code of the item received. When the total quantity received is classified under more than one condition code, enter separately each partial quantity followed by the applicable condition code. For discrepancy code C2, show the following information under Block 12 (Remarks): Manufacturer's name Contract or purchase order number, if not shown in Block 7a Date of manufacture, pack or expiration Lot or batch number Location of materiel Name, address and telephone number of contact Nature of complaint, stating in detail the reason the materiel is considered unsatisfactory

Continued on next page

Preparing the SF-364, Continued

Procedure
(continued)

Block #	Block Title	Data to Enter
10b	Discrepancy Unit Price	Unit price billed or indicated on shipping document. Note: Not applicable to packaging discrepancies.
10c	Discrepancy Total Cost	Total value of discrepant materiel. Note: For packaging use estimate to correct deficiencies.
10d	Discrepancy Code	Use the codes listed on face of form. When a discrepancy condition exists that is not listed, place code Z1 in block 10d and describe the discrepancy in Block 12.
11	Action Code	Indicate action requested of the activity to which the report is addressed by use of codes listed on the face of the form. When action is other than that covered by the listed action codes, insert code 1Z in block 11 and explain action requested in Block 12.

Continued on next page

Preparing the SF-364, Continued

Procedure
(continued)

Block #	Block Title	Data to Enter
11	Action Code (continued)	Restrictions: Action code 1D or 1F shall not be used on discrepancy reports prepared to cover shipment from USCG, GSA, or DoD stock funded activities. Materiel still required must be re-requisitioned. Financial adjustment, when appropriate, will be processed based on the SF-364. Action code 1E applies only to local purchase items.
12	Remarks	Use the following statement when reporting to any activity other than the ELC or ARSC. This report is subject to civil agency limits for financial adjustments and reporting criteria. Include in the block supplemental information, e.g., when the combination of discrepancy codes and action codes is not fully comprehensive.

Continued on next page

Preparing the SF-364, Continued

Procedure
(continued)

Block #	Block Title	Data to Enter
12	Remarks (continued)	Information should provide specifics pertaining to the appearance or marking of materiel container or package: lot or batch number contract number manufacture or packing date inspector number date of inspection Provide photos where they would assist the shipping activity investigation. If medical materiel requiring refrigeration or frozen storage is involved, provide the information requested on the special instruction sheet which is included with shipments of such materiel. For packaging discrepancies, cite the specific violation(s) of: specifications regulations instructions contracts

Continued on next page

Preparing the SF-364, Continued

Procedure
(continued)

Block #	Block Title	Data to Enter
12	Remarks (continued)	Make recommendations for improvement, if applicable. Include the complete commercial telephone number of the individual to be contacted for additional information.
13	Funding and Accounting Data	For packing discrepancies, enter the accounting or appropriation data needed by the action activity to credit the account of the reporting activity for costs involved in correcting the reported discrepancy. Note: Not applicable to shipping discrepancies.
14a	Typed or Printed Name, Title, and Phone Number of Preparing Official	(Self explanatory)
14b	Signature	(Self-explanatory)
15	Distribution Addressees	Enter other addressees receiving copies. Note: When the report of discrepancy reflects an action code to which a reply is applicable, the reverse side of the report will be completed by the appropriate responding office.

Continued on next page

Preparing the SF-364, Continued

Procedure
(continued)

REVERSE OF FORM:

Block #	Block Title	Data to Enter
16	From	Name and address of the activity preparing the reply.
17	Distribution Addressees for Copies	Addressees receiving copies of the reply in addition to the addressees listed in Block 18.
18	To	Name and address of the activity indicated in Block 4 on the front of the form.
19	Action Taken	Place an "X" in the appropriate box to indicate action taken.
20	Disposition Instructions	When appropriate, place an "X" in the appropriate box(es) to indicate disposition instructions.
21	(none)	If a new requisition is required, place an "X" in the box.
22	(none)	If a replacement shipment will be made, place an "X" in the box and provide the date of shipment.
23	Remarks	Provide any clarifying instructions or information necessary.
24a	Typed or Printed Name of Preparing Official	(Self explanatory)
24b	Signature	(Self explanatory)
24c	Date	(Self explanatory)

Continued on next page

Preparing the SF-364, Continued

Example of a ROD
(SF-364)

REPORT OF DISCREPANCY (ROD)				1. DATE OF PREPARATION		2. REPORT NUMBER			
<input type="checkbox"/> SHIPPING		<input type="checkbox"/> PACKAGING							
3. TO (Name and address, include ZIP Code)				4. FROM (Name and Address, include ZIP Code)					
5a. SHIPPER'S NAME				5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)			
7a. SHIPPER'S NUMBER (Purchase Order/shipment, Contract, etc.)		7b. OFFICE ADMINISTERING CONTRACT		8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)					
9. SHIPMENT, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA				11.	
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (e)	UNIT PRICE (f)	TOTAL COST (g)	CODE (h)	AC-1 ACTION CODE	
12. REMARKS (Continue on separate sheet of paper if necessary)									
1 DISCREPANCY CODES				2 ACTION CODES					
CONDITION OF MATERIAL C1 - In condition other than that indicates on release/receipt document C2 - Expired shelf life C3 - Damaged parcel post shipment SUPPLY DOCUMENTATION D1 - Not received D2 - Illegible or mutilated D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed) MISDIRECTED MATERIAL M1 - Addressed to wrong activity OVERAGE/DUPLICATE SHIPMENTS O1 - Quantity in excess of that on receipt document O2 - Quantity in excess of that requested (Other than unit of issue pack) O3 - Quantity duplicates shipment PACKING DISCREPANCY P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper unitization 13. FUNDING AND ACCOUNTING DATA				PRODUCT QUALITY DEFICIENCIES Q1 - Deficient material (Applicable to Grant Aid and FMS shipments only) SHORTAGE OF MATERIAL S1 - Quantity less than that on receipt document S2 - Quantity less than that requested (Other than unit of issue pack) S3 - Non-receipt of parcel post shipments ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.) T1 - Missing T2 - Illegible or mutilated T3 - Precautionary operational markings missing T4 - Inspection data missing or incomplete T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing WRONG ITEM (Identify misplaced item as a separate copy in Item 9 above) W1 - incorrect item received W2 - Unacceptable substitute OTHER DISCREPANCIES Z1 - See remarks				1A - Disposition instructions requested (Reply on reverse) 1B - Material being retained (See remarks) 1C - Supporting supply documentation requested 1D - Material still required expedite shipment (Not applicable to FMS) 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS) 1F - Replacement shipment requested (Not applicable to FMS) 1G - Reshipment not required. Item to be re-requisitioned 1H - No action required - information only 1Z - Other action requested (See remarks)	
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL				14b. SIGNATURE					
15. DISTRIBUTION ADDRESSEES FOR COPIES									

364-103

7540-00-159-4442

(Previous edition is obsolete.)

STANDARD FORM 364 (REV. 2-82)
Prescribed by GSA FPMR 101-26.8

Continued on next page

Preparing the SF-364, Continued
 Example of a ROD
 (SF-364), page 2.

16 FROM	17 DISTRIBUTION ADDRESSEES FOR COPIES
18 TO: <div style="float: right; font-size: small; margin-top: 10px;"> Use window envelope to mail this document. Insert name and address, including ZIP Code, starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four single space typing lines. </div>	
19 IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM	
a <input type="checkbox"/> MATERIAL HAS BEEN SHIPPED <input type="checkbox"/> WILL BE SHIPPED c <input type="checkbox"/> AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A <input type="checkbox"/> CREDIT <input type="checkbox"/> DEBIT	b <input type="checkbox"/> NO RECORD OF SHIPMENT. RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION. d <input type="checkbox"/> INVOICE/BILL ATTACHED <input type="checkbox"/> PROOF OF DELIVERY (Parcel Post Shipments) OR EVIDENCE OF SHIPMENT ENCLOSED.
20 AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION.	
(1) REASON FOR NOT PROCESSING (a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR (b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 19(2)	(2) PRESCRIBING REGULATION (a) CHAPTER 5 OF THE GSA HANDBOOK, DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL OR BILLINGS (FPMR 101-28.8) (b) CHAP. 2 AND/OR 7 OF DOD 4000 26-7-M, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) AND/OR DD 1513, U.S. DOD OFFER AND ACCEPTANCE, AS APPLICABLE
20 THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL	
a <input type="checkbox"/> PROCESSED FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES c <input type="checkbox"/> RETAIN MATERIAL AT NO CHARGE.	b <input type="checkbox"/> REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN _____ DAYS d <input type="checkbox"/> MATERIAL WILL BE PICKED UP IN _____ DAYS
e <input type="checkbox"/> SHIP MATERIAL (Specify location): (1) <input type="checkbox"/> GBL APPROPRIATION CHARGEABLE (2) <input type="checkbox"/> CHARGES COLLECT VIA <input type="checkbox"/> FREIGHT <input type="checkbox"/> EXPRESS <input type="checkbox"/> PARCEL POST (\$ _____ postage advanced herewith. NOTE: Please enclose postage. Material cannot be returned Parcel Post collect.) (3) <input type="checkbox"/> PARCEL POST LABEL ATTACHED (4) <input type="checkbox"/> FREIGHT PREPAID	
f <input type="checkbox"/> OTHER (Specify) _____	
21 <input type="checkbox"/> IF MATERIAL IS STILL REQUESTED, SUBMIT NEW REQUISITION	22 <input type="checkbox"/> REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE: _____ DATE
23 REMARKS (Continue on separate sheet of paper if necessary)	
24a TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL	24b SIGNATURE
24c DATE	

STANDARD FORM 364 BACK (REV. 2-80)

Distribution of the SF-364 for Shipping-Type Discrepancies

Shipping-type discrepancies The distribution of the SF-364 (shipping-type) is shown below:

For...

Distribution is

Shipments that originate from DoD

original and one copy to shipper's Inventory Control Point/Item Manager (ICP/IM) as indicated in record positions 67-69 of DD-1348-1A, and

two copies to shipping activities; attach a copy of DD-1348-1A, DoD single line item Release/Receipt Document, or other authorized shipping document.

Shipments that originate from Coast Guard

original and one copy to the ELC/ARSC with copy of receipt document attached, and when shipping activity is not part of the ELC/ARSC, then two copies to the shipping activity with a copy of receipt document attached.

GSA originated or directed shipments

original and two copies with a copy of the DD-1348-1A to: GSA Discrepancy Reports Center 1500 East Bannister Road Kansas City, MO 64131

Continued on next page

Distribution of the SF-364 for Shipping-Type Discrepancies,
Continued

**Shipping-type
discrepancies**
(continued)

For...
GSA originated or
directed shipments

Distribution is...
GSA office symbols are:

Director - (6FR)

Shipping Discrepancies -
(6FRS)

Transportation Discrepancies -
(6FRT)

Billing/Misc Discrepancies -
(6FRB)

Communications Routing
Indicator Code and address:

RUCHLLA; GSA FSS DRC/Kansas
City, MO// (enter office
symbol)

send original and two copies
attached to a copy of the
direct delivery order, or
vendor's shipping document to
the GSA Discrepancy Reports
Center when purchased by GSA
for direct delivery to
contractor or vendor.

Materiel returns

original to shipping activity,
and

one copy to shipping activities
ICP or DLA Defense Supply
Center (DSC).

Continued on next page

Distribution of the SF-364 for Shipping-Type Discrepancies,
Continued

**Shipping-type
discrepancies**
(continued)

For...	Distribution is...
Shipments to disposal (result of approved ROD)	<u>original</u> and <u>copy</u> to original shipping activity; a copy of the Disposal Turn-In Document (DD-1348-1A) will be attached, <u>one copy</u> to original shipping activities ICP/IM, and <u>one copy</u> to the Defense Reutilization and Marketing Service (DRMS) with DD-1348-1A.
Receipts of excess from DRMO	<u>original</u> and <u>one copy</u> to Defense Reutilization Marketing Office (DRMO). <u>one copy</u> to the DRMS.
Industrial Plant Equipment (IPE) shipments directed by a military service ICP or IM	<u>Original</u> and <u>two</u> copies to <u>ICP</u> . Some ICPs accept e-mail or phone orders.

Continued on next page

Distribution of the SF-364 for Shipping-Type Discrepancies,
Continued

**Shipping-type
discrepancies**
(continued)

For...	Distribution is...
Purchases from Federal Supply Schedules or GSA Open-End contracts	original and one copy to the procuring GSA contracting officer with a copy of contractor or vendor shipping document attached.
Defense European and Pacific Redistribution Activity (DEPRA) directed shipments	original and one copy to shipping activities and other copies as required locally. one copy to: DEPRA/Defense Automatic Addressing System Office Gentile Air Force Base Dayton, OH 45444
IPE shipments directed by Defense Industrial Plant Equipment Center (DIPEC)	original and one copy, with two copies of the DD 1348-1A or other authorized shipping document to the responsible ICP:

Distribution of the SF-364 for Packaging Discrepancies

Packing discrepancies The distribution of the SF-364 (packaging) is shown below:

For...	Distribution is...
DoD contractor or vendor shipments	<u>original</u> to control point for the service or agency having procurement responsibility; <u>one copy</u> to the applicable Contract Administration Office (CAO) with copy of contractor or vendor shipping document attached, and <u>one copy</u> to the ICP/IM.
DoD shipments	<u>original</u> to control point with copy of shipping document attached, and <u>one copy</u> to shipping activity.
GSA originated or directed shipments OR GSA originated or directed shipments from contractors or vendors	<u>original and two copies</u> with a copy of the DD-1348-1A to: GSA Discrepancy Reports Center 1500 East Bannister Road Kansas City, MO 64131 GSA office symbols are: Director - (6FR) Shipping Discrepancies - (6FRS) Transportation Discrepancies - (6FRT) Billing/Misc Discrepancies - (6FRB) Communications Routing Indicator Code and address: RUCHLLA; GSA FSS DRC/Kansas City, MO// (enter office symbol)

Control Points for Reports of Packaging Discrepancies

Control points Discrepancy reports should be forwarded the applicable service as indicated.

Service	Item	Address
Army	General Supplies	Commander, US Army Materiel Development and Readiness Command Packaging Storage and Containerization Center (DARECOMPSCC) Savannah, IL 61074
	Ammunition and Explosives and related materiel	Commander, US Army Materiel Development and Readiness Command Ammunition Center Savannah, IL 61074
	Communications Security (COMSEC) materiel	US Army Communications Electronic Engineering Installation Agency ATTN: SCC-ACCM-NICP-D Fort Huachuca, AZ 85613
Navy	Ammunitions or Explosives	Commander Naval Sea Systems Command ATTN: SEA 06413 Washington, DC 20662
	All other <u>except</u> Ammunitions or Explosives	Commander Naval Supply Systems Command ATTN: SUP031 Washington, DC 20376
Marine Corps	All Inquiries	Commanding General Marine Corps Systems Command Quantico, Virginia 22206

Continued on next page

Control Points for Reports of Packaging Discrepancies,
Continued

Control points
(continued)

Service	Item	Address
Army-Air Force Exchange	All Inquiries	Chief, Army and Air Force Exchange Service ATTN: CSXTX Dallas, TX 75222
RDT&E	All Inquiries	Commander, Air Force Systems Command ATTN: LGT Andrews AFB Washington, DC 20334
Defense Logistics Agency (DLA)		Commander Defense Supply Center Columbus ATTN: DSCC-NCBB P O Box 3990 Columbus, OH 43216-5000
	or FAX	614-692-4179 Commander Defense Supply Center Richmond
	General Supplies	ATTN: DSCR-JKSF 8000 Jefferson Davis Highway Richmond, VA 23297-5000
	or FAX	1-800-59G-RODS

Continued on next page

Control Points for Reports of Packaging Discrepancies,
Continued

Control points **Ordering for newly authorized CBR materiel's, all**
(continued) **non-chargeable requisitions are forwarded to Navy Supply**
 Center Puget Sound using signal code D or M to identify
 non-chargeable.

Service	Item	Address
Defense Logistics Agency (DLA) (continued)	Industrial Materiel	Commander Defense Supply Center Philadelphia ATTN: DSCP-PLD 700 Robins Avenue Philadelphia, PA 19111-5096
	Subsistence Materiel	Commander Defense Supply Center Philadelphia ATTN: DSCP-HSQ 2800 South 20th Street Philadelphia, PA 19101-8419
	or FAX	215-737-7526/8462 Commander
	Clothing and Textiles Materiel	Defense Supply Center Philadelphia ATTN: DSCP/FOCR 2800 South 20th Street Philadelphia, PA 19145
	or FAX	215-737-5601 Commander
	Medical Materiel	Defense Supply Center Philadelphia ATTN: DSCP-MRCM 2800 South 20th Street Philadelphia, PA 19101-8419

Quality Deficiency Report (QDR) (SF-368)

Introduction The SF-368 is used to provide feedback to activities responsible for design, development, purchasing, supply, maintenance and contract administration so that deficiencies can be corrected and prevented. The General Services Administration (GSA) and Department of Defense (DoD) require the use of the Quality Deficiency Report (QDR) SF-368 in lieu of other forms for reporting quality deficiencies involving items obtained through GSA and DoD sources.

Responsibilities Units are responsible for submitting QDRs when required and within specific time frames.

When To Submit Quality Deficiency Reports

Definitions

Quality Deficiency A deficiency which prevents an item from fulfilling its intended mission. This can include deficiencies in materiel or the technical requirements of materiel, drawing and specifications requirements. A quality deficiency may also be attributable to one or more of the following:

Any condition that limits or prevents the use of material for the Purpose intended or required where the material meets all other specifications or contractual requirements and can be corrected only by a design change.

Any unsatisfactory materiel condition attributable to improper, incorrect, ambiguous or omitted contractual requirements, including deficient specification and other technical data.

Action Point. An activity responsible for resolving a deficiency, including necessary collaboration with support points.

Support Point. An activity which assists the action point in processing and resolving a deficiency, (e.g., contract administration officer or engineering support office).

Category I Quality Deficiency. A product quality deficiency which may cause death, injury, or severe occupational illness; would cause loss or major damage to a weapon system; or directly restricts search and rescue and combat readiness capabilities.

Category II Quality Deficiency. A product quality deficiency which does not meet the criteria set forth in Category I.

Note: When the appropriate category cannot be determined locally, Category I will be assigned

Continued on next page

When To Submit Quality Deficiency Reports, Continued

Submission time frames Use the table below for Category I and II deficiencies:

For...	Report...	To...
Category I Deficiencies	within 72 hours via telephone or priority message	Action Agency (ICP/IM) with follow-up of SF-368
Category II Deficiencies	within 5 working days using SF-368 in triplicate.	Action Agency (ICP/IM) with supporting documentation

Response time frames

Units that do not receive response to QDR submissions to OGA within 180 days shall submit a follow-up letter to the cognizant MLC or District Commander. The ELC/ARSC shall acknowledge receipt within 5 working days and provide interim instructions.

Preparation of SF-368

Purpose This section describes how to prepare a QDR message and the SF-368.

Message format Follow this message format when reporting a Category I deficiency:

Information is keyed to require entries and the format.

PRIORITY

FM REPORTING ACTIVITY

TO (APPROPRIATE ICP)

INFO CCGD ____ (APPROPRIATE DISTRICT OFFICE/MLC)

SHIPPING ACTIVITY

(OTHER ADDRESSES AS NECESSARY)

BT

UNCLAS//N04440//

SUBJ: DEFECTIVE MATERIAL REPORT

1. THE FOLLOWING INFO IS KEYED TO THE ENTRIES ON SF-368:

4. DATE DEFICIENCY DISCOVERED

5. NATIONAL STOCK NUMBER

6. NOMENCLATURE

7. MANUFACTURER/MANUFACTURER'S CODE AND/OR

SHIPPER

8. MANUFACTURER'S PART NUMBER

9. SERIAL/LOT/BATCH NUMBER

10. CONTRACT/PURCHASE ORDER/DOCUMENT NUMBER

(FURNISH GSA CONTRACT, PURCHASE ORDER, AND

REQUISITION NUMBERS ON SHIPMENTS FROM GSA

DISTRIBUTION FACILITIES)

11. NEW OR OVERHAULED

12. DATE REPAIRED/OVERHAULED

13. OPERATING TIME AT FAILURE

14. GOVERNMENT FURNISHED MATERIEL

15. QUANTITY

A. RECEIVED

B. INSPECTED

C. DEFICIENT

D. ITEMS IN STOCK AT ACTIVITY

Continued on next page

Preparation of SF-368, Continued

- Message format (continued)
- 16. DEFICIENT ITEM WORKS ON OR WITH:
 - A. END ITEM
 - B. NEXT HIGHER ASSEMBLY
 - 17. DOLLAR VALUE OF DEFICIENT ITEM(S)
 - 18. ESTIMATED CORRECTION COST
 - 19. ITEM UNDER WARRANTY
 - 21. ACTION/DISPOSITION
 - 22. DETAILS, SHORT STATEMENT OF WHAT IS WRONG. INCLUDE THE NAME, RANK, AND TELEPHONE NUMBER OF AN INDIVIDUAL WHO MAY BE CONTACTED FOR ADDITIONAL INFORMATION; INCLUDE REQUISITION NUMBER AND NAME OF THE ISSUING ACTIVITY
- BT

Reports during minimize Electronic transmission during MINIMIZE is authorized for Category I reports. The notation "MINIMIZE CONSIDERED" authorizes the submission of messages by electronic transmission during MINIMIZE only under specified circumstances. The preparer of the message shall determine these circumstances.

How to fill out section I of SF-368 Use the following table to determine which blocks to complete:

If...	Then...
deficiency involves items other than motor vehicles or components thereof	complete all blocks
deficiency involves motor vehicles or components thereof	complete blocks 1, 4, 6-13, 15d, 16, 19, 21, 22.

Continued on next page

Preparation of SF-368, Continued

Example Below is a copy of the Quality Deficiency Report, SF-368, page 1.

QUALITY DEFICIENCY REPORT (Category II)										
SECTION I										
1a FROM (Originating point)					2a TO (Support point)					
1b TYPED NAME, DUTY PHONE AND SIGNATURE					2b TYPED NAME, DUTY PHONE AND SIGNATURE					
3. REPORT CONTROL NO.		4. DATE DEFICIENCY DISCOVERED		5. NATIONAL STOCK NO. (NSN)		6. NOMENCLATURE				
7. MANUFACTURER/MFG. CODE/SHIPPER			8. MFG. PART NO.		9. SERIAL LOT/BATCH NO.		10. CONTRACT/PO/DOCUMENT NO.			
11. ITEM		12. DATE MANUFACTURED/REPAIRED/OVERHAULED		13. OPERATING TIME AT FAILURE			14. GOVERNMENT FURNISHED MATERIAL			
NEW		REPAIRED/OVERHAULED					YES NO			
15. QUANTITY		a. RECEIVED		b. INSPECTED		c. DEFICIENT		d. IN STOCK		
								(2) SERIAL NO.		
16. DEFICIENT ITEM WORKS ON/WITH		a. END ITEM (Aircraft, Tank, Ship, Howitzer, etc.)		(1) TYPE/MODEL/SERIES						
		b. NEXT HIGHER ASSEMBLY		(1) NATIONAL STOCK NO. (NSN)		(2) NOMENCLATURE		(3) PART NO.		(4) SERIAL NO.
17. DOLLAR VALUE		18. EST. CORRECTION COST		19. ITEM UNDER WARRANTY		20. WORK LIMIT CODE/EIC (Refer to 48 CFR 101-11.6)				
				YES NO UNKNOWN						
21. ACTION/DISPOSITION										
HOLDING EXHIBIT FOR			RELEASED FOR INVESTIGATION			RETURNED TO STOCK/ DISPOSED OF		REPAIRED		OTHER
22. DETAILS (Describe in detail ability, what is wrong, how and why, circumstances or, if difficulty, description of difficulty, cause, action taken including disposition recommendations. Identify with related item number. Include and list supporting documents. Continue on separate sheet if necessary.)										
SECTION II										
23a TO (Action point)					24a TO (Support point)-Use items 23 and 24 if more than one					
23b TYPED NAME, DUTY PHONE AND SIGNATURE					24b TYPED NAME, DUTY PHONE AND SIGNATURE					
23c TO (Support point)					24c TO (Support point)					
23d TYPED NAME, DUTY PHONE AND SIGNATURE					24d TYPED NAME, DUTY PHONE AND SIGNATURE					

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General Services Administration (FPMR 101-26.7)

Quality Deficiency Report

Continued on next page

Preparation of SF-368, Continued

Example Below is a copy of the Quality Deficiency Report, SF-368, page 2.

SECTION III							
27a. FROM (Action point)		28a. TO (Screening point)					
27b. TYPED NAME, DUTY PHONE AND SIGNATURE		28b. TYPED NAME, DUTY PHONE AND SIGNATURE					
29. SPECIFICATION NO.		30. ORIGINATOR'S METHOD OF NOTIFICATION					
31. TYPE OF SHIPMENT/PURCHASE		MSG (Copies attached) PHONE CALL VISIT					
DIRECT DELIVERY FROM VENDOR: <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; text-align: center;">DEPOT</td> <td style="width: 25%; text-align: center;">STOCK ITEM</td> <td style="width: 25%; text-align: center;">NONSTOCK ITEM</td> <td style="width: 25%; text-align: center;">FEDERAL SUPPLY SCHEDULE</td> </tr> </table>				DEPOT	STOCK ITEM	NONSTOCK ITEM	FEDERAL SUPPLY SCHEDULE
DEPOT	STOCK ITEM	NONSTOCK ITEM	FEDERAL SUPPLY SCHEDULE				
32. FINDINGS AND RECOMMENDATIONS OF INVESTIGATION (Explain in detail. Continue on a separate sheet of paper, if necessary.)							
33. ACTION TAKEN							
34. RESULTS OF DEPOT SURVEILLANCE							
35. FROM (Screening point)		36. TO (Originator)					
37. DISTRIBUTION							

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April 1974

Quality Deficiency Report (continued)

Continued on next page

Preparation of SF-368, Continued

Section I Section I shall be completed by the originating source. When a space provided is not sufficient, enter "see block 22" and in block 22, show the applicable block number, and enter the appropriate information. A separate sheet of paper may be used.

Use the following table when completing form:

Block	Task - "Enter..."
1a	Address of originating source
1b	Name, commercial phone number (include area code), and signature of POC.
2a	Name and address of the screening point (cognizant ICP/IM) to which the report is being submitted.
2b	<u>The Screening Point</u> (cognizant ICP/IM) will enter the name, commercial phone number and signature of the individual processing the report.
3	Report control number, (i.e., 001/94).
4	Date the deficiency was discovered. In the case of motor vehicles, the date the deficiency was suspected.
5	NSN/ACN/Part number of the deficient materiel, when applicable.
6	Noun name of item.
7	Name or case of manufacturer, maintenance contractor or government activity which last repaired or overhauled the deficient materiel. Include the shipper's name, if different from manufacturer. For motor vehicles, enter manufacturer of vehicle or component part.
8	Manufacturer's part number.
9	Manufacturer's serial number, lot number or batch number of the deficient materiel.
10	Contract number, purchase order and the item number from the purchase order or requisition number.
11	Check the appropriate block to indicate.

Continued on next page

Preparation of SF-368, Continued

Section I
(continued)

Block	Task - "Enter..."
12	Date of manufacture, repair or overhaul.
13	Indicate the time material had been in operation since new or overhaul/repair. Use the appropriate performance element (e.g., odometer miles, hour meter hours, etc.). If item is a motor vehicle, indicate date vehicle was placed in service.
14	Government Furnished Material (GFM) is any materiel that belongs to the Government and is furnished to a contractor for some Purpose. Check the block that applies.
15	The quantity: (a) received, (b) inspected, (c) deficient and (d) stock on hand.
16a	The major system in which the item is used.
16b	The National Stock Number (NSN), noun name, part number and serial number of next higher assembly in which the item is used.
17	Dollar value of deficient materiel.
18	If known, estimated cost for correcting the deficiency.
19	Check a block to indicate whether the item is covered by a contractual warranty, if known.
20	Not applicable.
21	Check block to indicate action taken or requested. If holding an exhibit, indicate the number of days the exhibit will be held. If none of the choices apply, check "other" and identify the action taken or requested in Item 22.
22	Provide remarks as appropriate. List supporting documents included in this report. When using photos, place a 12" ruler beside object in photo.

Continued on next page

Preparation of SF-368, Continued

Section II Section II shall be completed by the screening point, action point, or support point as applicable.

- | Block | Task - "Enter..." |
|--------------|---|
| 23a | <u>The action point</u> will enter the name and address of the support point to which the report is being submitted. |
| 23b | <u>The action point</u> will enter the date, name/duty phone/signature of individual processing the report. |
| 24a | <u>The support point</u> may use this block to identify the name/address of a support point to which the report is being submitted. |
| 24b | <u>The support point</u> may use this block to identify the name/date/duty phone and signature of the individual they assign to process the report. If more than one support point is involved, items 25 and 26 should be used. |
| 25a | For use in addition to item 24 if needed. |
| 25b | Use if needed. |
| 26a | For use in addition to items 24 and 25 if needed. |
| 26b | Use if needed. |

Section III This section is to be filled in with the appropriate data relative to the results of any investigation that may have been conducted concerning this materiel.

- | Block | Task - "Enter..." |
|--------------|--|
| 27-37 | Section III of SF-368 is designed as an internal record of investigation, recommendations and findings and for use as a reply document by the Screening Point. |

Distribution of QDR, SF-368

Purpose This section describes the distribution and action points for SF-368.

Distribution of SF-368 SF-368 will always be submitted in triplicate with one copy for unit records. QDRs must be retained for two years after completion action.

Points of distribution The following list is the reporting points for OGA:

Agency	Address
Army	DARCOM Quality Assurance Field Activity ATTN: DRXQA-P Lexington-Bluegrass Army Depot Lexington, KT 40511 COM-(606) 293-3180 AV 745-3180
Navy	Commanding Officer Fleet Materiel Support Office (FMSO 99223) Mechanicsburg, PA 17055 (717) 790-2319 AV 430-2319
Air Force	Send action copies of messages of SF-368 reporting quality deficiency data conditions: Commander Air Force Logistics Command (MMXQ) Wright-Patterson AFB, OH 45433
Marine Corps	Command General, United States Marine Corps Systems Command Quantico, Virginia 22206
Defense Logistics Agency (DLA)	Send action copies of SF-368 or messages reporting quality deficiency data conditions on DLA-procured or managed items to the appropriate Defense Supply Center (DSC). Use the following addresses:

Continued on next page

Distribution of QDR, SF-368, Continued

Points of distribution

(continued)

Agency	Address
Defense Logistics Agency (DLA), (continued)	Commander Defense Energy Supply Center ATTN: DESC-QEB 8725 John J. Kingman Rd, suite 2941 FT Belvoir, VA 22060-6222 Tele: (703) 767-8737 DSN 427-8737 Fax (703) 767-8728
	Commander, Defense Supply Center Philadelphia ATTN: DSCP-HS 2800 South 20th Street Philadelphia, PA 19101-8419 Tele: (215) 737-3813 DSN 444-3831 Fax (215) 737-5655
	Commander, Defense Supply Center Columbus ATTN: DSCC-VCIF P O Box 3990 Columbus, OH 43216-5000 Tele: (614) 692-2089 DSN 850-2089 Fax (614) 692-4179
	Commander, Defense Supply Center Richmond ATTN: DSCR-ZRBA 800 Jefferson Davis Highway Richmond, VA 23297-5000 Tele: (804) 275-4576 DSN 695-4641 Fax (805) 279-3040

Continued on next page

Distribution of QDR, SF-368, Continued
Points of distribution
(continued)

Agency	Address
Defense Logistics Agency (DLA) (continued)	Commander, Defense Supply Center Philadelphia ATTN: DSCP-OTT 700 Robbins Avenue Philadelphia, PA 19111 Tele: (215) 697-1415 DSN 442-1415 Fax (215) 697-0223
National Security Agency	Send action copies of messages or SF-368 reporting quality deficiency data to: Director National Security Agency ATTN: LA 9800 Savage Road Fort George G. Meade, MD 20755
General Services Administration (GSA)	General Automotive Vehicles and Component Parts, Including Tires, Tubes and Batteries. Send SF-368 (in triplicate) or message to General Services Administration, Office of Federal Supply and Services (FAE), Washington, DC 20406.
	All Other Items. Distribute action copies as outlined below. Send information copies of messages to the following address when reporting Category I Quality Deficiency conditions in materiel shipped from or directed by GSA:

Continued on next page

Distribution of QDR, SF-368, Continued
Points of distribution
 (continued)

Agency	Address
General Services Administration (GSA) (continued)	General Services Administration Office of Federal Supply and Services (FQA) Washington, DC 20406 Communications Routing Identifiers: RUEVFWM (unclassified; RUEBGHA (classified) Continental Activities Send SF-368 (in triplicate) or action copies of messages to appropriate GSA regional offices below:

GSA Regional Office Mailing and Cable Address and Routing Identifier (RI)	Communications Routing Identifiers	Areas Served
General Services Administration (FSS) ATTN: 2FO 26 Federal Plaze New York, NY 10278 Cable: NITRITES RI: GNO	Unclassified: RUEVDAE Classified: RUEBHGD	Connecticut Maine Massachusetts New Hampshire New Jersey New York Rhode Island Vermont
General Services Administration 75 Spring Street, SW Atlanta, GA 30303 Cable: ATLAS RI: GAO	Unclassified: RUEVDAA Classified: RUEBHGB	Alabama Delaware District of Columbia Florida Georgia Kentucky Maryland Mississippi

Continued on next page

Distribution of QDR, SF-368, Continued

Points of distribution

(continued)

GSA Regional Office Mailing and Cable Address and Routing Identifier (RI)	Communications Routing Identifiers	Areas Served
General Services Administration 75 Spring Street, SW Atlanta, GA 30303 Cable: ATLAS RI: GAO (continued)	Classified: RUEBHGB	North Carolina Pennsylvania South Carolina Tennessee Virginia West Virginia
General Services Administration (FSS) ATTN: 5FO 230 South Dearborn St. Chicago, IL 60604 Cable: CHIPPE RI: GCO	Unclassified: RUCHLAC Classified: RUEBHGF	Illinois Indiana Michigan Minnesota Ohio Wisconsin
General Services Administration (FSS) ATTN: 7FO 819 Taylor Street Fort Worth, TX 76102 Cable: DOOLY RI: GFO	Unclassified: RUCHMCI Classified: RUEBHG	Arkansas Iowa Kansas Louisiana Missouri Nebraska New Mexico Oklahoma Texas

Continued on next page

Distribution of QDR, SF-368, Continued

Points of distribution

(continued)

GSA Regional Office Mailing and Cable Address and Routing Identifier (RI)	Communications Routing Identifiers	Areas Serviced
General Services Administration (FSS) ATTN: 9FO 525 Market Street San Francisco, CA Cable: SUGAR RI: GSO	Unclassified: RUWLRBQ Classified: RUEBHGJ	Arizona California Colorado Idaho Montana Nevada North Dakota Oregon South Dakota Utah Washington Wyoming

Agency

Address

Coast Guard

Overseas Activities:

Overseas activities must submit reports or messages to the specific ICP which normally provides support:

U.S. Coast Guard Engineering Logistics
Center
2401 Hawkins Point Road
Code 029
Baltimore, MD 21226-1792

U.S. Coast Guard Aircraft Repair and Supply
Center
Aviation Inventory Control Point
Elizabeth City, NC 27909-5001

Disposition and Credit for QDR Materiel

Purpose This section describes disposition and credit procedures for QDR materiel.

Replacement or credit for QDR materiel Replacement or credit for QDR materiel will not be automatic.
Credit is generally not given for QDR materiel less than \$100 in value.

Disposition of QDR materiel The following table shows disposition of QDR materiel:

Value of Item	Action
less than \$100	unilateral disposal authorized after 90 days.
more than \$100	disposition instructions will be provided by the action point within 90 days.

Storage of QDR materiel If materiel being held pending QDR action creates a storage problem, the cognizant MLC or District Commander shall assist subordinate units in locating adequate storage facilities until disposition instructions are received.

SPPM Glossary

Acceptable Substitute

An item of materiel acceptable in lieu of a specifically requested stock number item.

Accessory

A part, subassembly, or assembly designed for use in conjunction with or to supplement another assembly, unit or set, and which contributes to the effectiveness without extending or varying the basic function of the assembly or set. An accessory may be used for testing, adjusting or calibrating purposes (e.g., test instrument, recording camera for radar set, headphones, emergency power supply).

Accountability

The obligation imposed by law or regulation, on an officer or other person for keeping accurate records of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping (See Responsibility).

Accountable Activity

Refers to activities that will receive and issue materiel in an out of a stores account (Coast Guard Stock Account or Appropriation Purchases Account).

Accountable Item Management (AIM)

The accountable tracking system of personal property throughout the Coast Guard. Unit level AIM runs on the Application Development System (ADS) of Standard Workstation II. Users of Unit AIM transmit the property information to AIM Central via electronic email. Unit AIM will be superseded when [CMplus](#) version 2.04 or greater is installed at the unit. Once the record is properly entered and transmitted to AIM Central the necessary financial data will be reconciled to the General Ledger Accounts.

Accountable Office

The individual required to direct the recording and maintenance of records of property and funds, but may not have physical possession of or responsibility for the property, documents, or funds. See "Accountability".

Continued on next page

Glossary, Continued

Acquisition Advice Code (AAC)	Indicates how and under what restrictions an item will be acquired.
Acquisition cost	The original purchased cost of an item.
Activity	A physical organization responsible for management or execution of a function. Distinguished from an installation, base, post or yard, when they include a number of activities.
Department of Defense Activity Address Code (DODAAC)	Represents the name and address of the activity to which materiel, documentation or billing is directed. The first position identifies the Service Code of the agency; e.g., Z = Coast Guard, N = Navy followed by five numeric, e.g. Z11401. The Activity Address Code represents the first six positions of a document number.
Activity Code	A two-position code assigned by the Defense Logistics Service Center (DLSC) for use in the Federal Catalog System to identify an activity for cataloging and management purposes.
Activity Control Number (ACN)	An interim stock number assigned to an item awaiting establishment of an National Stock Number (NSN) by DLSC or an item not anticipated to require NSN establishment.
Acquisition, Construction, & Improvement (AC&I) Appropriation	An appropriation whereby obligations may be incurred for a maximum of three years.
Adjustment	An entry made to correct an accountable record; e.g., MILSTRAP DIC D8 and D9. DIC D8 series increases the accountable record; D9 series decreases the accountable record.

Continued on next page

Glossary, Continued

Administrative Control	Directions or exercise of authority over subordinate or other organizations in respect to administrative matters, such as personnel management, supply services, and other matters not included in the operational missions of the subordinate or other organizations.
Administrative Lead Time (ALT)	The time interval between initiation of procurement action and the issuance of a contract.
Advice Code	The “advice code” is used by the requisitioner to provide special instructions to the supply source, such as “Do not substitute”, “Do not backorder”, “Furnish exact quantity”, <i>etc.</i> (See Enclosure 8).
Agency	Any government executive department, military service, commission or other independent establishment in the Executive Branch of the government.
Aggregate	An inventory accounting term, the balance of which represents the on-hand, plus due-in, minus the total requirements, plus due-out.
AICP	Aviation Inventory Control Point
Allotment	The granting of funds by Headquarters Coast Guard Program Manager to subordinate activities for specific purposes pursuant to an appropriation.
Allowance Appendix Page (AAP)	Additional allowance documents not included in the loading of MICA into the Weapon Systems File. These documents serve the same purpose as Allowance Parts Lists (APLs) and Allowance Equipage Lists (AELs). Allowance Appendix Page (AAPS), provide parts, support information for applicable equipment until it is developed. AAPs are filed under Part IV Section F of MICA until receipt of an APL/AEL, at which time the AAP is removed and replaced with the APL/AEL.

Continued on next page

Glossary, Continued

Allowance Change Request (ACR) A document [providing](#) a unit with the flexibility to adjust allowances based on need and demand.

Allowance Equipage List (AEL) A technical document contained in the [Management Information for Configuration and Allowances \(MICA\)](#). It is prepared for various categories of general purpose property or mechanical, electrical or ordnance systems. When used for systems, the AELs include the items required for operation of the system and the repair parts required for maintenance of the system. [Considered a part of Configuration Parts Listing \(CPL\) in CMplus.](#)

Allowance Parts List (APL) A technical document contained in [Management Information for Configuration and Allowance \(MICA\)](#). It is prepared for individual systems/equipment and components, and lists the applicable repair parts. [Considered a part of Configuration Parts Listing \(CPL\) in CMplus.](#)

Allowance Items Items which appear in authorized allowance documents (e.g., [Management Information for Configuration and Allowance \(MICA\)](#)). [Coordinated Shipboard Allowance List \(COSAL\)](#) (Ordnance), [Electronic Repair Parts Allowance List \(ERPAL\)](#), [Allowance Parts List \(APL\)](#) and [Integrated Stock List \(ISL\)](#) with an allowed quantity.

Allowed Items Allowance items [and](#) nonallowance items [qualifying](#) for local stocking.

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

Annual Appropriation An appropriation that is available for incurring obligations during the fiscal year specified in the Appropriation Act.

Continued on next page

Glossary, Continued

AMMIS Allowance List	Allowances contained in the Aviation Maintenance Management Information System (AMMIS). It is prepared for individual items and a limited number of subassemblies.
Application	The relationship of repair parts to end items or major components.
Apportionment Year	In terms of financial inventory accounting, the apportionment year consists of the 12 months of the next fiscal year.
Appropriation	An authorization by an Act of Congress to incur obligations for specified purposes and to make disbursements out of the treasury.
Appropriation Purchase Account (APA)	A funding technique where in items are centrally provided by the ELC/ARSC with annual OE funds or provided as initial provisioning stocks funded by AC&I or specific OE programs. APA items are usually provided to authorized users without reimbursement.
ARSC	Aircraft Repair Supply Center, Elizabeth City, North Carolina.
Assembly	A number of parts or subassemblies joined together to perform a specific function; e.g., a typewriter carriage.
Attaching Part	An item used to attach assemblies or parts to the equipment or to each other.
Attachment	A part, assemble, unit, or set, contributing to the effectiveness thereof by extending or varying the basic function of the assemble, unit, or set (e.g., attachment exhaust on a motor, milling attachment for a lathe).

Continued on next page

Glossary, Continued

Attrition	The reduction of inventory by subsequent issue rather than disposal.
Attrition Rate	A factor, normally expressed as percentage, reflecting the degree of losses of personnel or materiel due to various causes within a specified period of time.
Automated Requisition Management System (ARMS2)	The Coast Guard's central requisition routing hub between Coast Guard units and the Defense Automated Addressing System Center (DAASC). Serves as a historical repository for the majority of all CG requisitioning activity. Communicates with the STAR unit level system via communications middleware developed for the LEIS II project.
Automatic Data Processing (ADP) Equipment	A group of interconnected machines consisting of input, storage, computing, control, output, and other peripheral devices, which use electronic circuitry in the computing element to perform logical and arithmetic operations by means of programmed instructions.
Automatic Data Processing Systems	The recording, filing, computing, data, production, automatic, and sequential processes required for operation of ADP.
Automatic Digital Network (AUTODIN)	AUTODIN will be interpreted to include all electrical transmissions, including teletypewriters since these circuits are connected to the AUTODIN system.
Automatic Voice Network	A telephone system used throughout the DOD worldwide.
Average Endurance Level	The quantity of materiel normally required to be on hand to sustain operation for a stated period without augmentation. Average endurance level is the medial between the safety level and stockage objective (i.e., the safety level plus one-half the operating level).

Continued on next page

Glossary, Continued

Bachelor	A single item that does not have any family relationship to another item; i.e., an item not in an Interchangeable and Substitute (I&S) group.
Backorder	The quantity of an item recorded as being required to satisfy an outstanding requisition.
Balanced Stock (s)	<ol style="list-style-type: none">1. That condition of supply when availability and requirements are in equilibrium for specific items.2. An accumulation of supplies in quantities determined necessary to meet requirements for a fixed period.
Base-level Repair	Repair performed at organizational and intermediate level maintenance activities.
Bid	An offer submitted in response to a formally advertised Invitation for Bids (IFB), to furnish supplies under certain prescribed conditions at a stated price.
Bill of Lading	A document by which a transportation line acknowledges receipt of freight and contracts for item movement. Also see “Government Bill of Lading (GBL).”
Blanket Purchase Agreement (BPA)	An agreement with commercial suppliers covering anticipated small purchases of readily available items.
Board of Survey	Term used to identify the person or group of persons directed to investigate, review, and provide finding on the survey of property.
Boat Outfit and System Support (BOSS)	Replaced by MICA.

Budget

A planned program for a fiscal period in terms of estimated costs, obligations, and expenditures.

Continued on next page

Glossary, Continued

Budget Forecast	Estimates prepared before the beginning of a fiscal year, based upon forecast of the workload to be performed. Appropriation budget estimates employ this method.
Budget Year	In terms of financial inventory accounting, two fiscal years after the current fiscal year, (the fiscal year following the Appropriation Year).
Bulk Items	Items of supply such as sheet metal, welding rods, gasket material, textiles, wood, etc.
Bulk Petroleum (BULK POL)	Petroleum products that are packaged, stored, and issued in containers having a fill capacity of over 55 gallons. Examples include JP4 Jet Fuel, diesel fuel, and AVGAS.
CALMS	Replaced by MICA.
Cancellation	A total or partial discontinuance of supply action requested of and confirmed by the supplier.
Cannibalize	To remove serviceable parts from one item of equipment in order to install them on another item of equipment.
Capital Authorization	Capital Authorization is an operating target assigned to each activity with a Supply Fund account. It provides a dollar limitation on the value of inventory and undelivered orders that may be maintained by a supply account (S/A) at any time.
Capitalization	The recording of the dollar value of personal property and material in inventory in an appropriate General Ledger Account.
Carcass	An unserviceable repairable item.

Continued on next page

Glossary, Continued

Carried Stocked Items	Carried items that are stocked, <i>i.e.</i> items for which the supply department maintains stock records showing current on hand stock balances.
Casualty Report (CASREP)	A report from a unit informing the Maintenance and Logistic Commander/District Commander that a cutter has equipment failure affecting its operational readiness to perform assigned missions. A CASREP provides information as to requirements for repair of the equipment.
Cataloging	This term encompasses the policies, principles, rules, guides and procedures for naming, identifying, classifying and stock numbering items of supply.
Change Bulletin (CB)	A cataloging publication issued following a basic edition for updating purposes. Synonymous with the terms “Advance Notice” and “Supplement”, when used in cataloging.
Change Notice	A nonscheduled publication designed to announce essential catalog data additions, deletions or revisions when required between issue of change bulletins or a revised catalog.
Change Order	A written order signed by the contracting officer, directing the contractor to make changes which the Changes Clause of the contract authorizes the contracting officer to order without the consent of the contractor.
Chargeable Activity	The unit 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.
Circuit Symbol	“Circuit Symbols” are used for electronic equipment in the same way that part numbers and drawing numbers are cross referenced in the Allowance Parts List (APL) to an National Stock Number (NSN) for the particular part required.

Continued on next Page

Glossary, Continued

Classified Item A controlled inventory item [requiring](#) protection in the interest of national security.

Close of Business (COB) Usually referring to the hour of day in which normal daily operations within an organization cease.

Cognizance Symbol A two position numeric-alpha code [identifying](#) a stock numbered item with the Navy inventory manager of a specific category of materiel in which the item is included. It also indicates whether the materiel is managed in a Navy Stock Account (NSA) stores account, an Appropriation Purchase Account (APA) stores account or a nonstores account.

Combined Allowance for Logistics Maintenance and Support (CALMS) [Replaced by MICA.](#)

Commercial and Government Entity Code (CAGE) A code that identifies the name and address of commercial businesses. Larger businesses may have more than one code. [CAGE codes](#) are [found](#) in FED LOG.

Commercial Part or Item A part or [item manufactured primarily](#) for the commercial rather than military market yet has both commercial and military applications. Commercial [parts or items are](#) manufactured in accordance with normal commercial quality controlled production [runs that](#) meet or exceed the requirements of government specifications or standards.

Common Item Any item of materiel which is required for use by more than one activity used to denote any consumable item except repair parts or other technical items, or available commercial items.

Continued on next page

Glossary, Continued

Common Servicing	That function performed by one military service in support of another military service, from which reimbursement is not required.
Common Use	Services, materiel or facilities provided by a Department of Defense (DOD) agency or a military department on a common basis for two or more DOD agencies
Common User Airlift Services	In military transport service usage, the airlift service is provided on a common basis for all Department of Defense agencies. For other agencies of the United States Government, this service must be authorized.
Common-User Ocean Terminals	A military or commercial facility operating under contract or arrangement by the Military Traffic Management and Terminal Services. Terminal functions consist of receipt, transit storage, staging, processing, loading or unloading of passengers or cargo aboard ships.
Component	An assembly or any combination of parts subassemblies and assemblies mounted together. Normally to be affixed to an end item. (See Major Component).
Configuration Audit	A government conducted verification of an item for compliance with contract requirements and for consistency with the item's current configuration identification. An element of Configuration Management that provides cutters with documentation that the vessel's configuration is accurate, complete and will meet unit needs also known as a validation.

Continued on next page

Glossary, Continued

Configuration Change

A general term [signifying](#) the configuration of an item has been or will be changed through the configuration control process. It is the product of an approved engineering change proposal or request for deviation or waiver that affects the configuration of an item.

Configuration Control

The systematic justification, preparation, submission, coordination, evaluation. [Approval or disapproval](#), and implementation of a configuration change after formal establishment of its configuration identification. It includes contractor engineering release, production cut in and out of station production installation systems, and the government's retrofit and modernization programs.

Configuration Data Manager (CDM)

The individual, usually located at ICP, who has responsibility for the configuration for a class of vessels. For each vessel there are two CDMs. One oversees configuration of Electronics (ELEX), the other oversees Hull, Mechanical & Electrical (HM&E) and Ordnance (ORD).

Configuration Identification

The selection of the documents, data contained in the documents, supply and catalog identifiers, and physical characteristics in the form of specifications, drawings, associated lists, logic diagrams, flow charts, technical manuals, interface control documents, test evaluations, plans and reports, and documents referenced therein. Through the technical review and configuration audit functions the configuration identification is selected, prepared, reviewed, submitted, verified, approved, baselined and modified when changes are approved.

Configuration Management Plus (CMplus)

[Successor to SCAMP, is the new primary configuration, maintenance, inventory, and allowance-management system for all CG units.](#)
[CMplus is an on-line configuration-based supply and maintenance system for updating and maintaining baseline configuration data and replacement materials at using units. Using CMplus you can access information relating to the units inventory, maintenance, requisitioning and equipment history.](#)
[CMplus is the unit-level system designed to interface with the future Fleet Logistics System. Under FLS, configuration, inventory, allowance, and maintenance data will flow between central systems, and the CMplus unit level system.](#)

Continued on next page

Glossary, Continued

Configuration Parts Listing (CPL)	CPL's consist of Allowance Parts Lists (APL), Allowance Equipage Lists (AEL), and any other item that is used at the unit. It is used in the Supply module with allowances in CMplus.
Configuration Status Accounting (CSA)	The reporting and recording of the information that is needed to manage configuration effectively, including a listing of the approved configuration identification, the status of proposed changes to configuration, and the implementation status of approved changes.
Concurrent Delivery	The simultaneous delivery of support items with the end item being provisioned.
Condition Code	A code which classifies materiel in terms of readiness for issue and use. It can also be used to identify the action underway to change the status of materiel.
Consumable Item of Supply	A National Stock Numbered (NSN) item of supply (except explosive ordnance, major end items of equipment and reparable) that is normally expended or used up beyond recovery in the use of which it was designed or intended.
Consumption Document	The form used to record and/or report issues of materiel. Consumption occurs when the materiel is issued, regardless of when used.
Consumption Rate	The average quantity of an item consumed or expanded during a given time interval, expressed in quantities by the most appropriate unit of measurement per applicable started basis.
Continental U.S. (CONUS)	The 48 States, excluding Hawaii and Alaska.

Continued on next page

Glossary, Continued

**Contingency
Retention Stock**

That portion of long supply stock of an item, for which no program requirements exist, and which would be considered excess stock, but which it has been determined will be retained for possible contingencies.

Contracting Officer

An official designated to enter into or administer contracts and make related determinations and findings.

**Contract
Modification**

Any written alteration in the specification, delivery point, rate of delivery, contract period, price, or quantity, accomplished by unilateral action in accordance with a contract provision, or by mutual action of the parties to the contract. This includes bilateral actions such as supplemental agreements, and unilateral actions such as change orders, administrative changes, notices of termination, and notices of the exercise of a contract option.

Contractor

Any individual, company, partnership, association or corporation holding a contract with the Coast Guard.

**Controlled Inventory
Items**

Those items designated as having characteristics **that** require they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity. They **consist** of classified, sensitive, and pilferable items.

**Coordinated
Procurement
Assignee**

The agency or military service assigned to purchase all Department of Defense requirements of a particular Federal Supply Group/Class, commodity, or item.

Continued on next page

Glossary, Continued

Cost, Actual	A cost sustained in fact, as opposed to a standard, predetermined, or estimated cost.
Cost Variance	The deviation of actual cost from the standard price. Excess of actual cost over standard cost, or vice versa. Cost Variance is recorded by use of MILSTRAP DICs DB_ and DC_.
Country Code	A two-position code located in the 5 th and 6 th positions of the NSN. It identifies the country with integrated materiel management responsibility for the item. Code “00” represents U.S. managed items assigned Federal Stock Numbers prior to 1 July 1974. Code “01” represents U.S. managed items assigned NSNs after 1 July 1974. Synonymous with National Codification Bureau Code.
CPU	Central processing unit of an automatic data processing system.
Critical Item	Materiel essential to the operational readiness of a cutter which is in short supply in the stock system (or expected to be in short supply for an extended period of time). Lists of critical items, with appropriate materiel control and/or inventory reporting instructions, are distributed periodically by inventory managers to specifically designated ashore and afloat activities. The term “critical item” also may be used afloat to refer to high usage, bulky consumable (e.g., “never out” items such as rags, toilet paper, etc.) because of shipboard space constraints and must be replenished at every opportunity.
Criticality Code	A symbol indicating certain characteristics of an item make it unique because unusual tolerance, fit, tests, or other requirements affect its identification.
Cross Servicing	That function performed by one military service in support of another military service for which reimbursement is required from the service receiving support.

Continued on next page

Glossary, Continued

Current Fiscal Year The fiscal year in progress but not completed, beginning 1 October and ending 30 September each year.

Cycle Counting Method used to achieve inventory accuracy by counting a portion of a unit's inventory on a recurring (i.e., daily, weekly, monthly) basis.

Damage

1. Physical damage from external or internal forces that results in breakage, denting, marring, distortion, displacement, or abrasion.
2. Mechanical damage resulting from direct force that may impair mechanical or operational function of the item.

Data A general term used to denote any or all facts, numbers, letters, and symbols that refer to, or describe an object, idea, condition, situation or other factors. It connotes basic elements of information which can be processed or produced by a computer.

Data Element A basic unit of information having a unique meaning and which has subcategorizes (data items) with distinct units of values. Examples of data elements are military personnel grade, sex, race, geographic location, and military unit.

Data Item A subunit of descriptive information or value classified under a data element. For example, the data element "military personnel grade," contains data items such as sergeant, captain and colonel.

Data Link A communication link which has terminals suitable for transmission of data. The distance between terminals could be hundreds of miles.

Data Pattern Message A machine sensible document/transaction in a fixed length, 80-character card image - format, suitable for mechanical processing upon receipt.

Continued on next page

Glossary, Continued

Data Transceiver	A digital communication device capable of transmitting and receiving information in a form suitable for direct input to a data processing system.
Date of Requisition	The Julian date contained in the MILSTRIP Document Number.
Date-Time-Group (DTG)	The date and time, expressed in digits, at which a message was released for transmission.
Days	Means calendar days.
Demand	As used in Chapter 5 of this manual, a request for either a not carried item, that is procured , or is issued from existing stock .
Debarkation	The unloading of cargo or personnel from a ship or aircraft.
Defense Automatic Addressing System (DAAS)	Includes RIC SGA. And RIC SHA. The Defense Logistic Agency activities responsible for receiving, automatic addressing, and routing MILSTRIP transactions. The appropriate reference is DoD 4140.29-M.
Defense Integrated Data System (DIDS)	A standard Department of Defense (DoD) system concerned primarily with item data, item cataloging and item specification and identification. Central manager is the Defense Logistics Service Center (DLSC), Battle Creek MI.
Defense Logistics Management Systems (DLMS)	Is a series of procedures that allows users to communicate standardized logistics data between Federal services/agencies and commercial contractors.

Continued on next page

Glossary, Continued

Defense Logistics Service Center (DLSC) The designated Department of Defense activity responsible for effecting the circulation of cataloging data, excess property information and redistribution of excesses. Responsibility includes furnishing commonality decks of [inter-service](#) items to ICPs and maintaining centralized records to reflect the exchange of releasable assets among the ICPs.

Defense European and Pacific Redistribution Activity (DEPRA) A central system for screening and redistribution of DoD assets among European and Pacific activities.

Defense Reutilization and Marketing Service (DRMS) The designated DLA activity responsible for the reutilization of DoD excess and surplus property within DoD and Non-DoD Federal agencies and authorized donees.

Deficit A shortage, in assets as opposed to requirements. For example, Requirement Objective (RO) deficit would be obtained by computing the total RO requirements minus current on hand plus due-in.

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 [nonrecurring](#). Demand Codes are listed in Enclosure 11.

Demand During Lead Time The recurring demand which can be expected during the procurement or repair lead time or the order and shipping time.

Demand Frequency The number of times an item is requested within a given time period, regardless of the quantity requested or issued.

Continued on next page

Glossary, Continued

Demand, Non-Recurring	A request of a “one-time” nature, e.g., to provide an initial or authorized increase to support a planned requirement.
Demand, Recurring	Recurring requests for the same item.
Demilitarization (DEMIL)	The act of destroying the military advantages inherent in certain types of materiel. The term includes, but is not limited to: i.e. mutilation, dumping at sea to prevent the further use of the equipment and materiel for its intended lethal purposes.
Department of the Air Force	The executive part of the Department of the Air Force which oversees all field headquarters, forces, reserve components, installations, activities, and functions under the control and supervision of the Secretary of the Air Force.
Department of the Army	The executive part of the Department of the Army which oversees all field headquarters, forces, reserve components, installations, activities, and functions under the control and supervision of the Secretary of the Army.
Department of the Navy	The executive part of the Department of the Navy which oversees the Headquarters, United States Marine Corps; the entire operating forces of the United States Navy (including naval aviation), and of the United States Marine Corps. This includes the reserve components of such forces, all field activities, headquarters, forces, bases, installations, activities, and functions under control or supervision of the Secretary of the Navy; and the United States Coast Guard when operating as part of the Navy pursuant to law.
Depot	<u>Supply</u> . An activity for receipt, classification, storage, accounting, issue, maintenance, procurement, manufacture, assembly, research, salvage, or disposal of materiel.

Continued on next page

Glossary, Continued

Depot Level Repairable (DLR)	The highest level of repair performed at designated maintenance activity to augment stocks of serviceable materiel. The term encompasses repair performed at Coast Guard facilities, commercially, or at depot level activities of other military services and normally consists of one or more of the following: inspection, test, repair, or overhaul.
Depot Maintenance	That maintenance performed on materiel requiring major overhaul or the complete rebuilding of parts, assemblies, subassemblies, and end items, including the manufacture of parts, , modifications, testing, and reclamation as required. Depot maintenance serves to support lower categories of maintenance by providing technical assistance and performing that maintenance beyond their responsibility. Depot maintenance provides stocks of serviceable equipment by using more extensive facilities for repair than are available in lower maintenance activities.
Designated Overhaul Point	An activity (including an activity of another military service or a contractor) designated by a Program/Support Manager to perform the highest (depot) level of repair on a particular item or group of items.
Design Change	A government approved engineering change incorporated into the end item which modifies, adds to, or supersedes a part in the end item.
Deterioration	The impairment of item quality, value, or usefulness caused by erosion, oxidation, corrosion, etc.
Direct Delivery	Items to be procured and shipped to requesting organizations rather than to a storage activity.
Direct Turnover (DTO) Materiel	Any consumable, repair part, or general purpose property item ordered from sources external to the cutter which are to be delivered directly to the using department. Such materiel is required for immediate or planned use.

Continued on next page

Glossary, Continued

Disassembly	The removal of repair parts or components from an end item resulting in that end product being reported under the appropriate condition code or in the instance of complete disassembly, the loss of the end item from inventory and the reporting of components on hand under their own stock number.
Disk	A thin metal plate coated with ferrous oxide used in the recording of storage data in an ADP System.
Disk Pack	A group of disks used in an Automated Data Processing System (ADPS), usually removable from the disk drive.
Disposal	The act of getting rid of excess or surplus personal property by transfer, donation, sale, abandonment, or destruction in accordance with appropriate government regulations. Disposal does not include redistribution of property within the Coast Guard.
Distribution Code	A code entered in a requisition that serves only to indicate an addressee to receive status transactions (including MOV requests).
Distribution Field	The distribution field of a requisition serves a dual purpose when using the Navy Supply System. 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 significant to the service originating the requisition. The distribution code (when assigned by the requisitioner) and the cognizance symbol will be perpetuated on all subsequent documentation.
Distribution System	That complex of facilities, installations, methods and procedures, designated to receive, store, maintain, distribute and control the flow of materiel between the point of receipt into the supply system and the point of issue to using activities and units.

Continued on next page

Glossary, Continued

Diversion	The rerouting of cargo to a new transshipment point or via a different mode of transportation prior to arrival at the original destination.
Document Identifier Code (DIC)	A three-character code which identifies the purpose of the document (e.g., requisition, cancellation, requisition modifier, follow up). The document identifier is a mandatory entry on all MILSRIP documents.
Document Number	A 14-digit, non-duplicative number constructed to identify the military service, requisitioner, Julian date, and serial number.
Double Entry	An accounting system where every transaction is recorded in two parts, as a debit and credit. The debit in one part always equals the credit in the other part.
Drawings	Graphic data, such as graphs or diagrams, on which details are presented with sufficient information which define completely, directly, or by reference. The end result is the selection, procurement and manufacture of the item required.
Due-In (D/I)	Quantities of supplies scheduled to be received from vendors, repair facilities, assembly operations, inter-depot transfers, and other supply sources.
Due-Out (D/O)	Items requisitioned, but unfilled and currently recorded as requirement for future issue.
Economic Order Quantity (EOQ)	A supply management technique used to compute replenishment order quantities, whereby the cost to order an item is measured against cost to hold the item in inventory.
Economic Repair Quantity (ERQ)	That quantity of materiel which minimizes the total of the administrative cost to repair and the cost to hold the item in inventory.

Continued on next page

Glossary, Continued

Economic Retention Stock	That portion of long supply stock of an item, for which no requirement exists and which would be considered excess stock, but which it has been determined would be more economical to retain for future issue in lieu of replacement of future issues by purchase.
Electronic Repair Parts Allowance List (ERPAL)	The ERPAL is an Allowance List of electronics equipment prepared for each cutter and shore unit. It provides a list of electronics equipment to be supported with repair parts, allowances required by each unit to complete its operational mission. ERPAL is prepared by the ELC using the data gathered from the Electronic Inventory Record (EIR). ERPALs are distributed approximately every 18 to 24 months. ERPAL is being replaced by MICA.
Electronics Inventory Record (EIR)	A system used to maintain accountability of electronics and electronics calibration/test equipment. AIM/EIR will be replaced by CMplus in the future.
Embarkation	The loading of personnel or of cargo onto ships or aircraft.
End Item	A final combination of assemblies, component parts, and materiel which is ready for its intended use, e.g., cutter, aircraft, machine shop.
End Item Population	That quantity of the end item planned to be put into service.
End User	The activity which is the end user or consumer of an item of supply. Items issued as end use are reimbursed by the operating expense appropriation.
Engineering Logistic Center (ELC)	Activity derived from the consolidation of the Supply Centers, Baltimore and Curtis Bay.

Continued on next page

Glossary, Continued

Equipment

All articles needed to outfit an individual or organization. The term pertains to clothing, tools, utensils, vehicles, weapons, and other similar items. As to type of authorization, equipment may be divided into special (or project) equipment, equipment prescribed by tables or allowances, and equipment prescribed by tables of organization and equipment.

Equipment Identification code (EIC)

A seven character code. The first position identifies the system; the second identifies the subsystem; the third and fourth identify the equipment category in the system; the remaining three digits provide greater definition of the part of the equipment being worked upon. EICs are assigned to equipment/components to indicate their relative position in a weapon system.

Equipment Installation

Those items of accessory equipment and furnishings which are affixed as a part of the building, ship or facility. Excludes machine tools and production equipment. When installed, these items become part of the real property to which they are attached.

Equivalent Item

An item that is similar to another in that its characteristics are in strict accordance with drawings, specifications, standards or performance qualification tests (i.e., 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.

Essential Item

Any item or **part** whose lack renders the supported system or end item inoperable.

Estimated Cost

A calculated amount (as distinguished from an actual outlay) based upon related cost experience, prevailing wages, and prices, anticipated budgetary controls or reimbursement.

Continued on next page

Glossary, Continued

Excess Listings	Consolidated listings of excess personal property prepared by the Defense Retaliation and Marketing Service (DRMS), the General Services Administration (GSA), or other government agencies to advertise items that may be required for further utilization.
Excess Property	The quantity of property in possession of any component of the Department of Defense exceeding the quantity required or authorized for retention by that component.
Excess Stock	The quantity of an item on-hand in inventory which exceeds the sum of the requisitioning objective plus any authorized program stock (e.g., mobilization reserve) plus any authorized economic or contingency retention stock. It is that quantity which exceeds the retention limit.
Expendable Property	Property that may be consumed in use or loses it's identify in use and may be dropped from stock record accounts when issued or used. An expendable end item would be items such as soap, socks, ashtrays, ect.
Expenditure	Amounts due and payable as a result of a commitment or obligation being fulfilled.
Fabrication	The act of constructing, manufacturing, inventing, or creating. Converting raw materiel to an end product.
Failed Part Reporting (FPR)	FPR is required to identify engineering analysis of those parts which failed in service and thus result in degraded equipment performance when the affected equipment should have been available as designed.
Fair Market Value (FMV)	The present day value of an item in its present condition, as determined by the official responsible for the item.

Continued on next page

Glossary, Continued

Family Grouping	A system of classification identifying related items that may, under specific conditions, be interchanged or substituted for each other and under which demand or assets may be consolidated in determining requirements.
Family Head	The leading or prime National Stock Number (NSN) of Family Group. The head is the NSN that can be used more effectively on more applications than any other related NSNs. It is usually the latest, most technically advanced item preferred above all others in the family in most applications and is designated as the item to be procured for future requirements.
Federal Acquisition Regulations (FAR)	Government-wide procurement regulation issued jointly by the General Services Administration and other government agencies. See CFR 48..
Federal Catalog System	A federal program administered by DoD in conjunction with GSA. It names, describes, and classifies all items brought, stocked, or distributed in the Federal Supply System.
Federal Excess Disposal System (FEDS)	FEDS screen by Computer and Request Excess by Electronic Notification (screen) is the general Services Administrations (GSA) Automated inquiry system that manages the listing and transfer of all GSA controlled excess personnel property.
Federal Item Identification	A complete description in accordance with FED-STD-5.
Federal Logistics Data on CDROM (FED LOG)	A DoD DOS-based CD-ROM product containing information on all stock items managed in the Federal Stock System. Used by units to support the ordering of supplies and equipment requirements.
Federal Logistics Information System (FLIS)	A management system designed to collect, store, process and provide items related to logistics information.

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Glossary, Continued

Federal Property Management Regulations (FPMR) Includes regulations and materiel concerning the management of archives, records, materiels, public buildings, supply and procurement utilities, transportation, disposal, and other logistical activities for which GSA has government-wide responsibility.

Federal Supply Classification (FSC) Permits the classification of all items of supply. Represents the first four positions of a NSN. Developed and controlled by the Defense Logistics Service Center (DLSE). Federal Supply Classes represent groups of similar items, e.g., FCS 1005 consists of small arms.

Federal Supply Group (FSG) Consists of the first two positions of a NSN. Developed and controlled by the Defense Logistics Service Center (DLSC).

Field Change Field Changes are issued to modify electronic equipment to meet a change in operational requirements. (e.g. remove safety hazards, correct design deficiencies, improve reliability and maintainability, and correct technical documentation). Technical manuals and formal operating and maintenance instructions are treated as an inherent part of the equipment for field change purposes.

Fiscal Year (FY) Twelve month period selected for accounting purposes. The federal fiscal year begins on the first day of October and ends on the last day of September of the following calendar year. The fiscal year is designated by the calendar year in which it ends; i.e., FY 88 ended 30 September 1988.

Fixed Safety Level A quantity of stock on hand to provide protection against stockout. The quantity is equal to expected demands over a fixed time frame.

Fleet Logistics System (FLS) FLS is one step in the development of the Coast Guard Logistics System. FLS is intended to provide an information system that integrates the processes and data associated with configuration management, maintenance management, supply management, procurement management and financial management.

Continued on next page

Glossary, Continued

Follow-up	An inquiry AF_ to the action taken on a requisition previously submitted.
Follow-up Reply	A reply to a requisitioner's follow-up AF_ request.
Force/Activity Designator (FAD)	A Roman numeral designator from I to V established by each military service or the Joint Chiefs of Staff which indicates the importance of the unit missions, installation, project or program with respect to National objections to the military mission of the unit.
Free Issue	Material provided without charge to the activity to which it is issued.
Frequency of Demand	The term "frequency of demand" or "demand frequency", is the number of requests (i.e., "hits") that an item experiences within a given time frame, regardless of the quantities requested or issued.
Fund Code	The "fund code" is a two-character code used to cite accounting data on requisitions.
General Accounting Office (GAO)	An audit and investigative agency of the Congress.
General Ledger	In double-entry bookkeeping, the single record that includes the accounts classifying and summarizing all financial transactions as a basis for financial reports.
General Purpose Property	A category of personal property which is not specialized in nature. General Purpose property includes artwork, models, and artifacts.

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Glossary, Continued, Continued

General Purpose Property, Controlled “Controlled general purpose property” refers to items which require special management control because the materiel is:

1. essential for the protection of life, or
2. [valuable](#) and easily converted to personal use.

Controlled general purpose property (e.g., life preservers, wetsuits, gas masks, binoculars, special clothing and firearms) is generally carried at the unit in allowance quantities only, and requires special inventory control in accordance with Property Controls. See Property Management Manual, ([COMDTINST M4500.5 \(series\)](#)).

Government Bill of Lading A document by which a transportation line acknowledges receipt of freight and contracts for items movement.

Hardware The physical equipment or devices forming a computer and peripheral equipment.

High Limit The maximum quantity of materiel to be maintained on hand and on order to sustain current operations. This includes the sum of stock represented by the operating level, safety level, order and shipping time. (Equivalent to “requisitioning objective”.)

Identification List Those sections of the Federal Supply Catalog containing technical characteristics or other identifying data for items of supply.

Imprest Fund Funds advanced by a disbursing officer to a duly authorized [agent](#). Used for the local purchase of small dollar valued supplies or services.

Industrial Fund A revolving fund established for the purpose of providing a working capital for the operation of industrial type activity. Similar to the Coast Guard Supply Fund.

Continued on next page

Glossary, Continued

Initial Provisioning The process determining the range and quantity of items; i.e., spare and repair parts, special tools, test equipment and support equipment, required to support and maintain an item for an **initial** period of service. Its phases include identification of items, establishment of data for catalog, technical manual and allowance list preparation as well as preparation of instructions to assure delivery of necessary support items with related end items.

Inspections The examination, including testing of supplies, raw materiel, documents, data components and intermediate assemblies, to determine whether the supplies conform to technical requirements.

Insurance Item An item that experiences only intermittent demands which are not sufficiently repetitive to warrant stockage, but for which prudence dictates that a nominal quantity be available to meet urgent demands.

Integrated Materiel Management The exercise of total Department of Defense management responsibility for a Federal Supply Group/Class, commodity, or item by a single agency. It normally includes computation of requirements, funding, budgeting, storing, issuing, cataloging, standardizing, and procuring functions.

Interchangeability Functional and physical characteristics of items that make possible the mutual substitution of one item for the other, irrespective of application.

Interchangeability and Substitutability (I&S) Conditions that permit exchange of one item for another without affecting design or performance beyond acceptable limits.

Interchangeable Item An equivalent item that is used in place of another when necessary.

Continued on next page

Glossary, Continued

**Interdepartmental/
Agency Support**

Provision of Logistic or administrative support in services or materiel by one or more military Services to one or more departments or agencies of the United States Government (other than military) with or without reimbursement. See also International Logistic Support and Interservice Support.

**Intermediate
Maintenance**

That maintenance which is the responsibility of and performed by designated maintenance activities for direct support of using organizations. Its phases normally consist of calibration, repair, or replacement of damaged or unserviceable parts, components, or assemblies; the emergency manufacture of **nonavailable** parts; and providing technical assistance to using organizations.

**Interrogation
Requirements
Information System
(IRIS)**

An on-line program which provides visibility of all National Stock Number (NSN) items identified as excess in the worldwide inventory of the Defense Reutilization and Marketing Services (DRMS).

Interservice Support

Action by one military service or element to provide logistic and administrative support to another military service or element. Such action can be recurring or nonrecurring or nonrecurring in character, on an installation, area, or world wide basis. See also Interdepartmental/Agency Support.

Intransit Inventory

That materiel in the military distribution system which is in the process of movement from point of receipt from procurement and production (either contractor's plant or first destination, depending upon point of delivery) and between points of storage and distribution.

Intra-Supply 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.

Continued on next page

Glossary, Continued

Inventory	The quantity of stock on hand for which manual or automated stock records are maintained. Inventory is the function whereby the materiel on hand is physically inspected and counted and stock records reconciled accordingly.
Inventory Control	That phase of Logistics including managing, cataloging, requirements determinations, procurement, distribution, and disposal of materiel.
Inventory Control Number (ICN)	A 13 character identification number which is assigned by an ICP or other item manager to control an item which has not yet been (or will not be) assigned a national stock number.
Inventory Control Point (ICP)	The organizational element within a distribution system that is assigned responsibility for systems-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 Manager (IM)	Inventory managers may be inventory control points under the primary support of the Naval Supply Systems Command, or bureaus, systems commands, and officers which exercise inventory control over materiel.
Inventory Segment	A sub-grouping of stock materiel for physical inventory purposes. The segment may be by cognizance symbol, federal supply class or some other form of commodity grouping, such as SIM items, shelf life materiel, boost spates, electron tubs, boiler tubs, fire brick, etc.
Invitation for Bid (IFB)	Consists of the Standard Forms and Provisions, the complete assembly of plans, drawings, specification and related documents furnished to prospective bidders for the purpose of bidding.
Invoice	A document showing particulars on property transferred or services rendered, setting forth the date, quantity, description, price and total amount.

Continued on next page

Glossary, Continued

Issue	To furnish materiel to customer or users from stock.
Issue Priority Designator (IPD)	The issue priority designator (IPD) is used by the supply system to satisfy competing materiel requirements and stocking activity processing except mode of transportation selection. (See chapter 2)
Issue Processing Time Segments	The amount of time in days to process a requisition from receipt to issue according to priority designator.
Issue Restriction Code	A code added to the Stock Master Record to restrict processing of issues. Code R assigned to the Stock Master Record will result in rejection of all issues with Exception Code RS. Issue Restriction Codes are assigned to selected items by the Inventory Manager to ensure manual review of all issues.
Item	An “item” (a non-specific term used to demote any product) consists of each size or color, etc., of an article (e.g., Ensign U.S. No.7).
Item Manager	An individual within the organization of an inventory control point or other such organization assigned management responsibility for one or more specific items of materiel.
Item of Supply	Single item of production or two or more items of production that are functional interchangeable and are a single National Stock Number.
Julian Date	The Julian date consists of two elements; the last digit of the calendar year and the numeric consecutive day of the calendar year (e.g. 1365 represents 31 December 2001).

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Glossary, Continued

Lead Document Number	A Military Standard Requisitioning and Issue Procedures (MILSTRIP) document number which is used as the primary number for the Military Standard Transportation and Movement Procedures (MILSTRAP) and the Transportation Control Number (TCN). If, for example, a shipment is to be consolidated using five separate document numbers, the lowest serial number document number would be selected as the Lead Document Number or TCN.
Level of Supply	The quantity of supplies or materiel authorized or directed to be held in anticipation of future demand. See also operating level of supply; order and shipping time; procurement lead time; requisitioning objective; safety level of supply; stockage objective; strategic reserve.
Life Expectancy	Number of years that have been predetermined for the end item to be of serviceable use.
Life of Type Item	An item for which usage is anticipated and provisioning of systems stock is made for the projected life of the end item because of the complex production process involved and the limited density which would make it highly uneconomical to reorder.
Limited Standard Item	An item of supply determined by standardization action capable of performing the same functions as the preferred item but with minor differences in capability.
Line Item	A single Line Item of property or supply.
Local Purchase	The act of acquiring an item from commercial sources. Local purchase is not limited to the immediate geographical area in which the purchasing installation is located.

Continued on next page

Glossary, Continued

Location Survey	A verification, other than an actual count, comprised of assets and location data to insure proper recording of location, stock number, condition code, shelf-life code, etc.
Logistics	The movement and maintenance of forces. Those aspects of military operation which deal with design and development, acquisition, storage, movement, distribution, maintenance, evacuation and disposition of materiel.
Long Lead time Items	Those items which, because of their complexity of design, complicated manufacturing process, or limited production, may cause production or procurement cycles which would normally preclude timely or normal provisioning.
Low Limit	The term “low limit” is the stock position which indicates 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”.)
Maintenance Assistance Modules (MAMs)	MAMs are replaceable assemblies (modules) required to execute an approved maintenance plan which calls for identifying the fault of a failed module through selective substitution. MAMs are not spare parts and are returned when the replacement item is obtained. MAMs will appear in the Management Information for Configuration and Allowances (MICA) in Part V
Maintenance Source Code	A numeric code identifying the source of parts or other materiel obtained from other than normal supply channels. The maintenance source code is entered on data block 18 of NAVSUP Form 1250-1 allowing the document to be utilized to report usage.
Major Component	An item supported by an APL, but used in a larger item. For example, an air cooler unit installed in the engine room is equipment supported by an APL, and contains two components, the cooler unit and an alternating motor, both supported by individual APLs. (See Component)

Continued on next page

Glossary, Continued

Major Organizational Entity (MOE) Code Used to record an activity's cataloging and inventory management responsibility for an item of supply in the Defense Logistics Service Center (DLSC) file.

Make Item An item that is made from raw or bulk stock, or by modifying other stocked items, and not procured for stock or issued in furnished form. Make items are source coded "MO" and are listed in [MICA under Part II Code Definitions in sections A, B, & C](#).

Management Information for Configuration and Allowance (MICA) [Successor to CALMS, ERPAL & BOSS](#). A document that lists [equipment](#), components and equipage verified by ELC's CDM to be installed on units. Includes repair parts, special tools, and supplies for operation, overhaul and repair of [equipment](#)/components as well as OSI's and [consumables](#).

MICA provides technical and supply information [making](#) it an ILS document. Equipment/component/part nomenclatures, operating characteristics, technical manuals, etc. are described in APLs or AELs.

Management Coding The assignment of codes consisting of letters or numerals to support items in order to record management decisions, such as sources for resupply, prescribed levels of maintenance, item managers, and the management data.

Management Information System (MIS) An organized communications network that provides management with vital information for effective performance, planning, operation, and control of the organization.

Continued on next page

Glossary, Continued

Mandatory Turn-In Reparable (MTR)

An item that has been selected by cognizant inventory managers for transfer to a designated depot level repair facility when it becomes unserviceable. Coast Guard MTR items are:

1. Items identified with a Coast Guard Reparability Code of R which are listed in FED LOG as reparable.
 2. ELC Electronic Reparables are identified with cognizance (COG) Code XB in the Quarterly Stock Listing.
 3. ELC HM&E reparables are identified with a repair code of R in FED LOG.
 4. ARSC reparability are identified with a Coast Guard repair code of R in FED LOG. Navy MTR items are identified by National Stock Number (NSN), cognizance symbol, Materiel Code E, G, H, Q or X, with Repair Maintenance Code D or L and are listed in FED LOG.
-

Manufactures Identify Code

Used in place of the first five positions of a stock number for part numbered items which have not been assigned an NSN.

Manufacturer Part Number

Used for items [that](#) have not been assigned an NSN.

Marking

The application by stamping, printing, painting of numbers, item description, National Stock Number (NSN), symbols, colors on containers (unit, intermediate, and shipping), tags, and labels, of items for identification during handling, shipment, and storage, as used herein. This term does not include symbols for materiel identification, such as color [codes](#) or the use of repetitive symbols on metals (MIL-STD-129).

Master Cross Reference List (MCRL)

Is a part of FED LOG and contains all reference numbers in the Federal Catalog System.

Continued on next page

Glossary, Continued

Master Item Record	The file record which contains information about the characteristics, asset position, requirements, demand and lead time history, and forecasts for each item.
Material	Raw substance or goods that make up an end product (e.g., sand, potash and lime are the “materials” used to make glass).
Materiel Obligation Validation (MOV)	The requirement for the validation, by the user, of the continuing need for overage materiel requisitions. Requirement for the reconciliation of the supply source’s materiel obligation (backorder) records with the due-in (outstanding requisition) records of the requisitioning activities.
Materiel Obligation Back Order	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) Request	A request from an inventory manager or stock point to a requisitioner or designated activity for a validation of the requirement of unfilled requisitions held as materiel obligations with outstanding requisitions held by the requisitioner or designated activity.
Materiel Obligation Validation (MOV) Response	A reply by a requisitioner or designated activity to an MOV request advising the source of supply to: <ol style="list-style-type: none">1. Continue action to fill materiel obligation.2. Cancel the materiel obligation.3. Modify the quantity required.
Materiel	Includes all items necessary for equipment, maintenance, operation, and support of military activities without distinction as to their application for administrative or combat purposes.

Continued on next page

Glossary, Continued

Materiel Cognizance	Denotes responsibility for exercising supply management over items or categories of materiel.
Materiel Pipeline	The quantity of an item required in the supply system to maintain an uninterrupted replacement flow.
Materiel Readiness	The availability of materiel required by a military organization to support its wartime activities, contingencies, disaster relief efforts (in the event of a flood, earthquake, etc.), or other emergencies.
Materiel Release Confirmation	A notification from a shipping activity advising the originator of the Materiel Release Order of the positive action taken on his order.
Materiel Release Denial	A notification from a shipping activity advising the originator of the Materiel Release Order of negative (warehouse denial) action on the order.
Materiel Release Order (MRO)	An order issued by an accountable supply activity directing a storage and shopping activity to release and ship materiel.
Materiel Requirements	Those quantities of items of equipment and supplies necessary to equip, provide a materiel pipeline, and aid a service, formation, organization, or unit in the fulfillment of its mission or tasks.
Materiel Turned In To Store	Items in excess of current needs of using activities returned to stock. Some materiel is subject to reimbursement to the returning activities.
Maximum Release Quantity (MRQ)	A predetermined quantitative amount based on an average of requisition quantities over a period of time used to determine if a requisition quantity appears to be excessive.

Continued on next page

Glossary, Continued

Media and Status Code	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 communication media.
Military Assistance Program (MAP)	The program for providing military assistance under the Foreign Assistance Act of 1961. The MAP is separate from Economic Aid and other programs authorized by the Act and includes the furnishing of defense articles and services through Grant Aid or Military Sales to eligible Allies, as specified by Congress.
Military Interdepartmental Purchase Request (MIPR)	The DD-438, prepared by a requiring department to request the procurement of supplies or services from the purchasing department. Reference is made in contracts to the MIPR number when the contract is written as a result of a MIPR.
Military Sealift	The single managing operating agency for designated sealift service. Also referred to as MSC.
Military Service	A branch of the Armed Forces of the United States, established by act of Congress, in which persons are appointed, enlisted or inducted for military service and which operates and is administered within a military or executive department. The military services are: The United States Army, the United States Navy, the United States Air Force, the United States Marine Corps and the United States Coast Guard.
Military Specifications (MILSPECS)	Documents intended primarily for use in procurement. These documents are clear, accurate descriptions of the technical requirements for items, materiel or services. Specifications for items and materiel also contain preservation, packing and marking requirements.

Continued on next page

Glossary, Continued

Military Standard (MILSTD)	An established or accepted level of performance in the military used as a yardstick in evaluating actual progress.
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Military Standard Billing System (MILSBILLS) (DOD 4000.25 7-M)	Provides uniform billing procedures within the Department of Defense.
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Military Standard Contract Administration Procedures (MILSCAP)	Provides uniform procedures, rules, format, time standards and standard data elements for the interchange of contract-related information between and among the military service contractors.
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Military Standard Supply and Transportation Evaluation Procedures (MILSTEP) (DOD 4140.22-M)	A uniform system of measuring logistics performance of requisitioning and issue procedures and transportation systems.
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Military Standard Item Characteristics Code Structure (MILSTICCS)	The coding structure used to code characteristic data for item identification, transmission, storage and processing.
--	--

Military Standard Requisitioning and Issue Procedures (MILSTRIP) (DOD 4140.17-M)	Provides uniform procedures, codes, formats, documents, and time standards for the interchange of requisitioning and issue information between requisitioner and sources of supply.
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Glossary, Continued

**Military Standard
Transaction
Reporting and
Accounting
Procedures
(MILSTRAP)
(DoD 4000.25-2-M)**

Enlarges 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 Defense Logistics Agency distribution systems.

**Military Standard
Transaction
Reporting and
Movement
Procedures
(MILSTAMP) (DoD
4500.32-R)**

Contains all necessary forms, formats, codes, procedures, rules and methods required by military components in the movement of materiel.

**Mini Total Asset
Visibility (Mini TAV)**

An interim TAV system until FLS provides complete fleet-wide TAV. A central repository of inventory, usage, allowance, and maintenance data extracted from unit SCAMP and [CMplus](#) databases. Extracts occur approximately quarterly and consist of large compressed files ranging in size from 100K to 2MB. Files are e-mailed or mailed via floppy to the central system at OSC Martinsburg.

**Mode of Shipment
Code**

A one character alphabetic or numeric code which identifies the initial method of movement by the shipper.

Modification

An alteration to an item made by the government or a contractor.

Narrative Message

Any message that is not a machine sensible transaction/document, but contains variable length, "in-the-clear" language not suitable for mechanized processing upon receipt. Narrative message is a generic term which includes teletype, dispatch or TWX.

Continued on next page

Glossary, Continued

National Codification Bureau (NCB) Code	A two digit code which is included as the fifth and sixth digits of a National Stock Number. It identifies the country that has management responsibility for the items.
National Item Identification Number (NIIN)	A DLSC cataloged number that represents the last nine positions of a National Stock Number beginning with the Country Code or National Codification Bureau Code (NCBC). (MILSTRIP RP 12-20)
National Stock Number (NSN) (13 Positions)	A 13 digit stock number assigned by the Defense Logistics Service Center (DLSC), Battle Creek, Michigan, which identifies items in the supply system of the United States. A stock number consists of a four-digit Federal Supply Classification (FSC), a two-digit National Codification Bureau (NCB) code with seven digits which, in conjunction with the NCB code form a nine digit National Item Identification Number (NIIN), uniquely identifying each NSN item in the federal supply system. (MILSTRIP CC 8-22) (DOD 4140.17-M)
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.
Net Inventory Assets	That portion of the total materiel assets designated to meet the materiel inventory objective. It consists of the total materiel assets less the peacetime materiel consumption and losses through normal appropriation and procurement lead time periods.
Non-allowance Items	Items not appearing in authorized allowance documents or if listed, appear without an allowed quantity.
Non-personal Services Contracts	Contracts calling for performance requiring specialized equipment and trained personnel. It is also required that the contractor or individual performs work adequately described in the contract free of government supervision, direction or control. Also see personal service.

Glossary, Continued

Non-recoverable Property	Supplies with such physical characteristics that they lose their identity when installed in other equipment and become part of such equipment. This also pertains to supplies which are consumed when used, or which cannot be economically repaired or restored after becoming unserviceable.
Non-recurring Demand	A requisition made on a one-time basis for materiel.
Non-SIM Item	An item not meeting the demand frequency for Selected Item Management (SIM) items. See SIM items.
Nonstandard Item	Used in cataloging to identify an item for which a standard replacement has been determined. Nonstandard items are not authorized for future procurement.
Not Carried (NC) Items	Synonymous with the term “non-stock materiel” refers to items not stocked (i.e., item which are not maintained by the supply department).
Not in Stock (NIS) Items	Carried items not in stock when the demand occurs.
Not Mission Capable Supply (NMCS)	A condition that exists when equipment is deadlined for parts, aircraft out of commission for parts, engines out of commission for parts, ships capability impaired for parts, etc.
Obligation	The quantity of materiel needed to fill demands that were not satisfied because of the inadequacy of stock on hand, or quantity needed to fill specific requirements within a specified period, regardless of the on-hand position. Also is a momentary liability incurred from an agreement to purchase supplies.

Continued on next page

Glossary, Continued

Obsolescent	Materiel or specifications going out of use and becoming obsolete.
Operating Expense (OE)	A yearly apportionment used for operation and maintenance of a Coast Guard activity.
Operating Forces	Those forces whose primary missions are to participate in combat and the integral supporting elements of those forces.
Operating Level	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 reorder point (low limit).
Operating Materials and Supplies (OM &S) Stock	Free Issue and locally requisitioned or procured tangible personal property that will be consumed in normal operations by the end users (e.g., afloat and ashore units). OM&S is stocked in storerooms, warehouses, trailers, etc., and accounted for physically and financially, regardless of value on automated or manual stock records until it is issued to the end user. OM&S consists of allowance, SIM, Non-SIM, reparables, and seasonal items. SIM, Non-SIM, reparables, and seasonal items may be allowance or non-allowance items. (See page 5-A-2 for examples).
Operating Space Item (OSI)	Same as Shop Stock.
Ordering Officer	An individual appointed by a contracting officer and whose authority is limited to placing orders under contracts such as Federal Supply Schedule contracts or other government sources of supply subject to any limitations prescribed by the appointing official.
Operational Facilities (OPFAC)	An active Coast Guard unit manned by permanently assigned personnel. See “Activity Address Code”.

Continued on next page

Glossary, Continued

Operational Readiness (OR)

The capability of a unit, ship, weapon, system or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense to express a level or degree of readiness.

OPFAC (Operating Facility Code)

Synonymous with the last five positions of the DoD Activity Address Code (AAC), e.g., AAC=Z11234, OPFAC=01-11234

Order and Shipping Time (O&ST)

Time interval between initiation of stock replenishment action and the receipt of materiel resulting from that action. The term is applicable to materiel available at the source of supply to which the order is directed. Not to be confused with procurement lead time, which is used when materiel must be produced or manufactured. The order and shipping time has two elements.

- Order Time. The time interval between placement of the order and shipment of the materiel by the supplying activity.
- Shipping Time. The time interval between shipment of the materiel by the supplying activity and receipt of the materiel at the intended destination.

Organizational Issue Materiel

Any Coast Guard property that is issued to an individual on a loan basis for his/her use in the performance of official duties. This materiel may -/will be recovered when the individual no longer requires it to perform assigned duties. Examples of organizational issue materiel are: hand tools, coveralls, foul weather gear, small general test equipment, etc.

Organizational Maintenance

That maintenance which is the responsibility of and performed by a using organization on it's assigned equipment. Its phases normally consists of inspecting, servicing, lubricating, adjusting and the replacing of parts, minor assemblies.

Other Government Agencies (OGA)

Any agency outside the Coast Guard [providing](#) equipment, parts, services, i.e., DoD, DLA, GSA etc

Overhaul

The process of restoring an item of supply to an serviceable condition by disassembling the item, inspecting the condition of each of its components, and parts reassembling it, using serviceable or new assemblies, subassemblies and parts. This is followed by inspection and operational [testing](#).

Continued on next page

Glossary, Continued

Overseas	All locations, including Alaska and Hawaii, outside the continental United States.
Packaged Petroleum (Packaged POL)	Petroleum products, general lubricants, greases and specialty items, normally packaged by a manufacture and procured, stored, transported and issued in containers having a fill capacity of 55 gallons or less. Contracts to bulk petroleum.
Packing List	A document prepared by a supplier. It itemizes in detail the contents of a shipping container and is usually affixed to, or included in, the container.
Part	One piece, or two or more pieces joined together that are not normally subject to disassembly without destruction or impairment of designed use.
Part Number	The identification number assigned an item by the manufacturer or vendor. When used, it must be qualified by the name of the manufacturer or vendor.
Passing Action	Application when forwarding materiel documents from one supply source to another.
Personal Property	All tangible property of the Federal Government that is not documents of the Federal Government nor is classified as real estate. Personal Property includes: general purpose property, vessels, aircraft, boats, weapons, vehicles, trailers, electronic equipment, buoys, and navigational aid, Yard Fund property, and Government Furnished Equipment in the hands of contractors. Each category has its own General Ledger account in the Coast Guard Financial System.
Petroleum, Oils and Lubricants (POL)	A broad term which includes all petroleum and associated products, with integrated materiel management being at the Defense Fuel supply Center and with the ELC as the Coast Guard POL representative. Also see “Bulk Petroleum” and “Packaged Petroleum”.

Continued on next page

Glossary, Continued

**Phase Code (1
Position A) (DoD
4100.39M)**

Used to denote charges of and relationships between NSNs listed in the Catalog Management Data Notification Record.

**Physical
Characteristics**

Those characteristics of equipment which are primarily physical in nature, such as weight, height, length and cube.

**Physical Inventory
Adjustment**

The accounting transaction giving effect to the correction of an accountable balance to agree with a physical count of the items.

Physical Security

That part of security concerned with physical measures designed to safeguard personnel, to prevent unauthorized access to equipment, facilities, materiel and documents and to safeguard them against espionage, sabotage, damage and theft.

Pilferable Item

A controlled inventory item **with** a ready resale value, civilian use or application, **and is** subject to theft.

**Planned Program
Requirements**

A future requirement for materiel based on or related to an authorized program such as construction, conversion, repair, alteration, outfitting of ships, aircraft and shore units.

**Planned
Requirement**

A future requirement for materiel of or related to an authorized program such as construction, conversion, repair, alteration, outfitting of cutters, aircraft and shore units. May carry over into budget out year procurements.

**Planning,
Programming, and
Budgeting (PPB)**

The three basic processes by which an activity determines its objectives and controls resources necessary to meet those objectives.

**Pre-Expended Bin
(PEB) Materiel**

Replaced by Shop Stock/Operating Space Items (OSI).

Continued on next page

Glossary, Continued

Preferred Item	Used in cataloging as an item processing technical characteristics that permit its use as a replacement for another item but is itself not replaceable or substitutable.								
Pre-Inventory Survey	A survey conducted prior to the physical inventory cut-off for the purpose of checking housekeeping and other factors such as mixed stocks, questionable identity, etc., that would adversely affect the inventory.								
Preservation and Packaging	Application of adequate protective measures to prevent deterioration, including as applicable, the use of protective wrappings, cushioning, interior containers and complete identification marking up to but not including the exterior shipping containers.								
Principal Items	Major end items, weapons systems such as cutters, aircraft, tanks, missiles, etc.								
Priority Delivery Date (PDD)	The maximum standard terminal date for normal order and shipping time (depending on priority designate or used) required for a supply system to affect delivery of items to a requisitioner. See Chapter 2.								
Priority Designator (PD)	“The priority designator” (01-15) expresses the relationship between the requisitioner’s assigned force activity designator (FAD) and his selected urgency of need designator (UND), and determines the time frame within which the requisition will be processed. See Chapter 2.								
Priority Group (PG)	Established by UMMIPS and used primarily in the MILSTAMP process. The priority groups relates to the Priority Designator as follows: <table><tr><td>PD</td><td>PG</td></tr><tr><td>1-3</td><td>one</td></tr><tr><td>4-8</td><td>two</td></tr><tr><td>9-15</td><td>three</td></tr></table>	PD	PG	1-3	one	4-8	two	9-15	three
PD	PG								
1-3	one								
4-8	two								
9-15	three								

Continued on next page

Glossary, Continued

Priority Requisition	A requisition having a predetermined degree of precedence over other requisitions.
Procurement Lead Time	The time interval between initiation of the procurement action and receipt of materiel in the supply system at the destination called for in the procurement action. Procurement lead-time is comprised of two elements: a. <u>Administrative Lead Time</u> : The time interval between initiation of the replacement action and the award of a contract. b. <u>Production Lead Time</u> : The time interval between award of the contract and receipt of the materiel into the supply system at the stated destinations.
Procurement Method Suffix Code	A code reflecting the decision of the Primary Inventory Control Activity from a planned procurement review.
Production Lead-Time	The time interval between the placement of a contract and receipt of materiel purchases into the Supply System.
Production Quantity (Requirement)	The quantity of RFI (Ready For Issue) reparable which must be produced from repair to satisfy requirements.
Program Change Factor	Modifies the demand rate to compensate for known programmed changes in end item density or troop strength. It adjusts the fluctuations in density and population of the end item being supported.
Program Manager	The staff officer at Headquarters designated by and responsible to the Program Director for the detailed management of the Coast Guard program.

Continued on next page

Glossary, Continued

Program Requirements	The materiel required for the purpose of changing the operational capability of the Coast Guard, e.g., new facilities, aircraft, cutters and modification of equipment.
Program Stock	Materiel acquired and held in stock for the purpose of satisfying a specific program such as construction, conversion, outfitting, repair or mobilization reserve.
Project Code (MILSTRIP RP 57-59)	A project code may be assigned by a DoD Agency, the Coast Guard or GSA for special projects, programs, certain operations, exercises and maneuvers. A project code will be perpetuated from the original requisition to all other related transactions. This field may be left blank.
Property Custodial Responsibility	The obligation of an individual to keep safe and care for government property entrusted to his custody.
Property Disposal Officer	An individual who is charged with responsibility for receipt, care, handling, accounting and disposition of excess and surplus property.
Protective Clothing	Clothing especially designed, fabricated, or treated to protect personnel against hazards caused by extreme changes in physical environment, dangerous working conditions or enemy action.
Provisioning	The process of determining the range and quantity of items to support and maintain an end item of materiel for an initial period of service. It includes the identification of an item, establishing data for cataloging, technical manual and allowance list preparation and instructions for delivery of necessary support items with related end items.
Purchasing Authority	The power granted to a person to issue orders or contracts in his own right within certain limitations.

Continued on next page

Glossary, Continued

Purpose Code A single alphabetic character used to provide a means of identifying the purpose or reason for which an inventory balance is reserved, i.e., special pools and programs, general mobilization, etc.

Quantity The number of items requisitioned by an activity. The quantity in the MILSTRIP transaction reflected in record position 25-29.

Quantity Unit Pack Code Indicates on the Stock Master File the number of units of issue in the unit package as established by the managing activity.

Radioactive Detection Indication And Computation (RADIAC) A term to designate various types of radiological measuring instruments or equipment.

Rebuild Restoring an item to a condition of serviceability equivalent to its original state.

Receipt Acceptance of quantities of items into either a retail or wholesale supply system. Maybe either a manual or electronic methods to close a requisition.

Receiving Activity An activity that is authorized to physically receive shipments from a carrier and tallies in, inspects and accepts materiel in a supply system.

Recoverable Items Items of a non-expendable nature that may or may not be classified as reparable.

Recurring Demand Item Any item for which the recorded frequency of past demands is such that it can be used to predict future demands or, lacking such demand history, technical advice has indicated that the item will be subject to random repetitive demands.

Continued on next page

Glossary, Continued

Redistribution Order	An order issued by the Inventory Manager to a distribution activity (storage point) directing release of materiel to another distribution activity.
Reference Number	Any number other than the current stock number, or circuit symbol in electronic equipment, that is used to identify a part. The most important reference numbers are manufacture's parts numbers. Reference numbers are used in the MCRL, MICA (CALMS and ERPAL) and COSAL to determine the NSN.
Referral Order	An order within supply distribution complexes for the purpose of passing correctly routed requisitions for continued supply action when the initial activity cannot fill the requisition. Differs from a Passing Order resulting from incorrect routing.
Reimbursement	An amount received, or to be received, by an agency or activity for the cost of materiel furnished or to be furnished to others.
Rejection Advice Code	A code, identifying to the originator of a transaction the reason for the rejection. The source of supply may provide amplifying guidance to the requisitioning action.
Remove-Replace- Repair Maintenance Concept	The approach to maintenance whereby a failed component is removed, replaced by an RFI spare and repaired as a maintenance action separate from and following the replacement action.
Reorder Point	The stock position which signals the need to initiate replenishment action. Reorder point includes the sum of stock represented by the safety level and the order and shipping time (equivalent to "low limit").
Repair	The restoration or replacement of parts, components, real property or equipment as necessitated by wear and tear, damage, or failure of parts, in order to maintain it in efficient operating condition.

Glossary, Continued

Repair Cost The cost to restore an unserviceable item to serviceable status by specific repair, overhaul or rework procedures.

Repair Cycle A series of processes occurring from the date when the item is inducted into the actual repair process until its completion as a repair item under that process.

Repair Cycle Time The time normally required for an item to pass through the repair cycle, including any extraordinary delay awaiting parts or any intentionally extended transit, storage or repair process delays.

Repair Part Any item, including modules and consumable materiel which has an equipment application and/or appears in an Allowance Parts List, Stock Number Sequence List, Integrated Stock List, Coast Guard drawings, or a manufacturer's technical manual. Part III of MICA (Stock Number Sequential List (SNSL) for Storeroom Items) lists repair parts and equipment related consumables normally stocked by the supply department. Any item in Part III is considered by definition to be a repair part.

Reparable A component, module, assembly, subassembly, or equipment determined by the Coast Guard/Navy inventory control manager to be economically reparable when it becomes unserviceable.

Replacement Item A like item supplied as a spare or repair part to replace of the original part. Replacement items may be of better quality or have greater capacity than the item replaced.

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.

Continued on next page

Glossary, Continued

Required Delivery Date (RDD)	The specific Julian date (other than the priority delivery date) when the materiel is required by the requisitioner. (DIC AMP)
Requirements	The quantities of materiel necessary to equip and sustain an organization in the fulfillment of its mission or tasks during a specified time.
Requirements Determination	Computing differences between gross requirements and the inventories available under the control of the inventory manager. This computation indicates if requirements and inventories are in balance, or purchase , repair or disposal action is necessary.
Requirements Objective	The maximum quantity of materiel to be on hand or on order at any given point in time except for authorized long supply stock, economic retention stock or contingency retention stock.
Requisition	The document submitted to a supply source to obtain materiel. Requisition may be transmitted by message, telephone, or radio when time is of the essence. Such requisitions will be relayed in exactly the same coded format that is specified for message requisitions. Written confirmation of receipt of these requisitions is not required and will not be forwarded.
Requisitioner	Any Coast Guard activity, afloat or ashore, with DoDAAC/RAC assigned. The requisitioner is identified in RP 30-35 of a MILSTRIP transaction through STAR/ CMplus or messages.
Requisitioning Objective	The maximum quantity of materiel to be maintained on hand and on order to sustain current operations. Requisitioning objective includes the sum of stocks represented by operating level, safety level, and order and shipping time. (Equivalent to “high limit”.)
Retail	A level of stock maintained under the supply management control at the command for local consumption.

Continued on next page

Glossary, Continued

Retail Level of Supply	Echelon of supply submitting requisitions to the wholesale level.
Revolving Fund	A fund established to finance a cycle of operations to which reimbursements and collections are returned for reuse in such a manner as to maintain the principal of the fund, e.g., working capital funds, industrial funds and loan funds.
Rotatable Pool	A selected range of reparable items, which are positioned for a specific maintenance operation, to permit the remove-replace-repair concept of maintenance for those items during the overhaul or repair of a cutter or aircraft. The range of rotatable pool items will be limited to those items immediately available in order to shorten overhaul or repair time.
Routing Identifier Code (RIC)	The “routing identifier code” is a three character alpha/numeric code used to identify the intended recipient of a requisition. Also, it may indicate the originator of status or the actual consignor of materiel.
Safety Level (SL)	The term “safety level” is 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.
Sales Variance	The monetary difference between the actual sales price of an item and its established standard price.
Sample Inventory	A sample of items selected from an inventory list in such a manner that each item is the lot has an equal opportunity of being included in the sample. A method of physical inventory.
SALTS	Streamlined and Automated Logistics Tool Set (SALTS) is authorized for use in transmitting requisitions. Requisitions must be created in CMPlus first and then exported to SALTS. Use is restricted when deployed with DoD and STAR/ARMS is not operable.

Glossary, Continued

Scheduled Inventory	A physical inventory conducted on a group of items within a specific period of time according to an established plan.
Schedule Response Time	Interval between transmission of a repair requirement by an Inventory Manager and induction of materiel into repair by a designated overhaul point.
Scrap	Property that has no value, except for its basic materiel content, excluding precious metals.
Selected Item Management (SIM)	SIM is an inventory control principle focusing management attention on the small percentage of items that experience the majority of onboard demands for materiel.
Sensitive Item	Controlled inventory items requiring a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items, precious metals, hazardous items or highly pilferable items.
Serial Number	The last four positions of a document number assigned ranging from 0001 to 9999. Also, a unique number assigned to some end items to identify each item specifically i.e., a vehicle serial number.
Serviceable Condition	The condition codes which indicate the items in ready-for-issue condition. Serviceable codes are A, B, C and D.
Serviceable Stock	The quantity of an item in stock and in ready-for-issue condition.
Service Code	Identifies the service or agency submitting a demand. It is also used as the first position of the document number.

continued on next page

Glossary, Continued

Services	Nonmaterial requirements such as equipment, rental, commercial, telephone, ferry tickets or similar documents for services.
Service Designator Code	A single character code that identifies a service or element of a service. The letter “Z” has been established to provide identification of Coast Guard requisitioning activities.
SERVMART	A retail self-service store usually stocking office, housekeeping , janitorial supplies and tools.
Shelf-Life	The total period of time that an item may remain in the wholesale and retail storage system and still remain suitable for issue without being inspected.
Shelf-Life Code	A code assigned to a shelf-life item to specify the type of inspection, test or restorative action to be taken when the item has reached its storage shelf-life and to specify the extension of the shelf-life item period after the test or restorative action has been completed.
Shipboard Computer Aided Maintenance Program (SCAMP)	Most widely used unit level inventory, allowance, and maintenance management system. To be replaced by CMplus .
Shipment	A consignment of goods from one place, furnished under one contract or subcontract, and released to a carrier for transportation to a destination.
Shipment Status	Consists of shipping information, including the estimated shipment date or the date shipped, the transportation control number (TCN), 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).

Continued on next page

Glossary, Continued

Shipment Status Card and Materiel Release Confirmation A [dual-purpose](#) document prescribed in MILSTRIP by which specific shipping information is furnished to the activities authorized to receive status. It is also used as a confirmation of shipping action taken by the shipper against Materiel Release Orders received from the supplying sources.

Shipping Document An authenticated form evidencing shipment or issue from the shipping activity to an authorized receiver. This form contains, as a minimum, for each item shipped or issued, the quantity, unit of issue, unit price and total dollar value.

**Shop Stock/
Operating Space
Item (OSI)** Consumable items, generally of low unit cost, having a steady usage rate, which have been expended from both stock and financial records to end use and are located where they are readily accessible to shop personnel for use in manufacture or repair efforts.

Secondary Inventory Control Activity (SICA) A code that identifies a supply control activity responsible for controlling stock levels and maintaining item accountability when supply support is furnished by a different service or agency or, in case of Defense Supply Centers, responsible for residual supply management actions not transferred to the General Services Administration (GSA).

Short Supply The status of an item resulting from the total stock on hand plus anticipated receipts during a given period being less than the expected total demand during that period.

Signal Code The purpose of the “signal code” is twofold. This 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-Coast Guard transactions also may indicate the chargeable or accountable activity. All requisitions and documents will contain the appropriate signal code.

Continued on next page

Glossary, Continued

SIM DTO Item A SIM DTO is defined as any consumable item that meets the frequency of demand criteria for a SIM item but is not stocked by the supply department, usually because of space limitations. Materiel received will be issued immediately to the using department.

Selected Item Management (SIM) An item [that](#) has experienced a frequency of demand of two or more within the past six months or has a predictable demand frequency of two or more based on deployed or seasonal usage. Frequency of demand is defined as the number of separate times an item is issued, regardless of the quantity of each issue.

Small Purchase The purchase of supplies and nonpersonal services when the aggregate amount involved in any one transaction does not exceed the authorized limitations.

Software The programs and routines used to extend the capabilities of computers, such as compilers, assemblers, narrators, routines and subroutines.

Special Tools, Test Equipment and Support Equipment Those support items that have single or peculiar application to a specific end item.

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

Standard Price Synonymous with unit price. A predetermined value established for each item in the stock master file. The standard price usually consists of the acquisition cost, transportation costs and surcharges for inventory losses.

Continued on next page

Glossary, Continued

Standardization

The process by which the Department of Defense achieves close cooperation among the services, Department of Defense and other government agencies for the most efficient use of research, development and production resources and agrees to adopt on the broadest possible basis the use of:

- a. Common or compatible operational, administrative and logistic procedures.
 - b. Common or compatible technical procedures and criteria.
 - c. Common, compatible or interchangeable supplies, components, weapons or equipment.
 - d. Common or compatible tactical doctrine with corresponding organizational compatibility.
-

Standard Automated Requisitioning (STAR)

A unit level requisition management system required for all Coast Guard requisitioners. Utilizes communications middleware developed for LEIS II to send and receive MILSTRAP transaction data with the ARMS via the CGDN. Bmail, and asynchronous dial up over landline, cellular, or INMARSAT. The primary tool for units to replenish inventories.

Status Codes

- a. General. “Status codes” (supply status codes) are two character alphabetic or alpha-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.
-

Continued on next page

Glossary, Continued

Status Codes (cont.) b. Exception Supply Status. Any one or any combination of the following supply availability decisions which result in a supply action other than the issue of materiel or the quantity requested:

- (1) Materiel obligation.
- (2) Procurement for direct delivery.
- (3) Partial issue and partial other action.
- (4) Substitution.
- (5) Change of unit of issue, stock number, cognizance symbol.
- (6) Requisition returned for specific cause.
- (7) Referral order.
- (8) Cancellation acknowledgment.
- (9) Any circumstance which indicates that issue may not be made within the time frame established for the priority.

Stockage Objective The maximum quantity of materiel to be maintained on hand to sustain current operations. This includes the sum of stock represented by the operating level and safety level.

Stock Control Process of maintaining data on the quantity, location, and condition of supplies and equipment due in, on hand and backordered in order to determine availability of materiel for issue and to facilitate distribution and management of materiel.

Stock Control Activity (SCA) The organizational element of a distribution system which is assigned responsibility for maintenance of 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 Point A distribution point for materiel.

Stock Record Account A basic record, showing by item, the receipt and issuance of property, the balance on hand and such other identifying or stock control data as may be required by proper authority.

Continued on next page

Glossary, Continued

Stocks	The total quantity of an item of supply held in inventory regardless of serviceability or purpose for which held.
Storage	The keeping or placing of property in a warehouse, shed or open area. Storage is a continuation of the receiving operation and is preliminary to the shipping or issuing operation.
Storeroom Item (SRI)	SRI's are allowance and non-allowance items not used in the course of daily operations and can include reparables.
Subassembly	Two or more parts which form a portion of an assembly or a component replaceable as a whole, but having a part or parts that are individually replaceable. For example: A cartridge with stylus would be a subassembly for a tone ARM (assembly) of a turntable in a music system.
Substitute Item	<p>An item that is authorized for one-time use in place of another, based on a specific application and request. Equivalent or interchangeable items are not included in the term "substitute item." No substitute will be used that may:</p> <ol style="list-style-type: none">void manufacturer's guarantee or warrantyadversely affect delicate, sensitive, or critical assembliescause a danger to those around the equipment/componentimpact sensitive or critical assemblies subject to environmental conditions, high speed, or high loads.
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.

Continued on next page

Glossary, Continued

Supplementary Address Code

A code that indicates a specific account number or Activity Address Code for the purpose of receiving materiel or documentation. Each account will contain addresses in detail to permit shipping and billing of materiel and for mailing of documentation.

Supplies

All items necessary for the equipment, maintenance and operation of a military command, including food, clothing, equipment, arms, ammunition, fuel, materiel and machinery of all kinds.

Supply

The procurement, distribution and maintenance while in storage, and salvage supplies, including the determination of the kind and quantity of supplies needed.

- a. Producer Phase. That phase of military supply [extending](#) from a determination of requirements, to procurement schedules, to acceptance of supplies by the military services.
 - b. Consumer Phase. That phase of military supply [extending](#) from the receipt of furnished supplies by the military services through issue for use or consumption.
-

Supply Control

The process by which an item of supply is controlled within the supply system, including requisitioning, receipt, storage, stock control, shipment, disposition, identification and accounting.

Supply Demand Review (SDR)

The formal process whereby supplies are compared to current and projected requirements (demand) for the purpose of initiating supply adjustment actions such as initiation of procurement, repair or disposal action or the modification of any such previous actions.

Supply Fund

A [Revolving Fund](#) which finances inventories and required materiel and generates income by selling such materiel.

Support Director

Support Directors are responsible to the Program Directors for detailed management of a Coast Guard program.

Continued on next page

**COMPREHENSIVE ACRONYM LIST FOR
THE SUPPLY POLICY AND PROCEDURES MANUAL**

A

AAC	Acquisition Advice Code
AACOM	Atlantic Area Command
AAP	Allowance Appendix Page
AC&I	Acquisition, Construction & Improvement
ACMS	Aviation Computerized Maintenance System
ACN	Activity Control Number
ACR	Allowance Change Request
ADP	Automatic Data Processing
ADPS	Automated Data Processing System
AEL	Allowance Equipage List
AFB	Air Force Base
AFC	Allotment Fund Control Code
AID	Automatic Initial Distribution
AIM	Accountable Item Management
ALT	Administrative Lead Time
AMDF	Army Master Data File
ANMCS	Anticipated Not Mission Capable Supply
AMMIS	Aviation Materiel Management Information System
ANSI	American National Standards Institute
APA	Appropriation Purchase Account
APL	Allowance Parts List
ARSC	Aircraft Repair and Supply Center
ARMS	Automated Requisition Management System
ASQC	American Society for Quality Control
ATAC	Advanced Traceability and Control
ATC	Aviation Training Center
ATON	Aids To Navigation
ATU	Administrative Target Unit
AUTODIN	Automatic Digital Network

B

BO	Back Ordered
BOA	Basic Ordering Agreement
BOSS	Boat Outfit and Support System
BPA	Blanket Purchase Agreement

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

C

CAGE	Commercial and Government Entity Code
CALMS	Combined Allowances for Logistics Maintenance and Support
CASREPS	Casualty Report
CB	Change Bulletin
CBR(-D)	Chemical, Biological and Radiological (Defense)
CC	Card Column
CCB	Configuration Control Board
CCF	Configuration Change Form
CDM	Configuration Data Manager
CG	Coast Guard
CG-ICN	Coast Guard Item Control Number
CGSW	Coast Guard Standard Workstation
CI	Configuration Item
CID	Component Identification
CINCLANTFLT	Commander in Chief, U. S. Atlantic Fleet
CINCPACFLT	Commander in Chief, U. S. Pacific Fleet
CM	Configuration Management
CMD	Catalog Management Data
CMplus	Configuration Management plus
CNO	Chief of Naval Operations
CO	Commanding Officer
COB	Close of Business
COG	Cognizance Code
COMSEC	Communications Security
COMDTINST	Commandant Instruction
CONUS	Continental United States
COSAL	Coordinated Shipboard Allowance List
CSA	Configuration Status Accounting
CSC	Customer Supply Center
CST	Customer Support Team

D

DAAS	Defense Automatic Addressing System
DAASO	Defense Automatic Addressing System Office
DAFIS	Departmental Accounting & Financial Information System

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

DARECOMPSCC	Development and Readiness Command Packaging Storage and Containerization Center
DEPRA Procedures	Defense European and Pacific Redistribution Activity
DESC	Defense Energy Supply Center (Formerly DFSC)
D/I	Due In
DI	Document Identifier
DIC	Document Identifier Code
DISC	Defense Industrial Supply Center
DLA	Defense Logistics Agency
DLIS	Defense Logistics Information System
DLMS	Defense Logistics Management System
DLMSO	Defense Logistics Management System Office
DLR	Depot Level Repairable
DLSC	Defense Logistics Services Center
DLSSO	Defense Logistics Standard Systems Office
DMAHCO	Defense Mapping Agency Hydrographic Center Office
D/O	Due Out
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDAAD	Department of Defense Activity Address Directory
DOT	Department of Transportation
DPSC	Defense Personnel Support Center
DRIS	Defense Regional Interservice Support Programs
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing Service
DSC	Defense Supply Center
DTG	Date-Time-Group
DTO	Direct Turn Over
DTS	Defense Transportation System

E

EDI	Electronic Data Interchange
EIC	Equipment Identification Code
EILSP	Electronics Integrated Logistic Support Plan
EIR	Electronic Inventory Record
ELC	Engineering Logistics Center
EOQ	Economic Order Quantity
ERPAL	Electronics Repair Parts Allowance List

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

ERQ Economic Repair Quantity
ESD Estimated Shipping Date
EUCOM Europe Command

F

FAD Force Activity Designator
FAR Federal Acquisition Regulations
FEDLOG Federal Logistics Data on Compact Disk
FEDS/Screen Federal Disposal System/Screen by Computer and Request Excess
by Electronic Notification
FEDSTRIP Federal Standard Requisitioning and Issue Procedures
FINCEN Coast Guard Finance Center
FINCENINST Finance Center Instruction
FINCEN SOP Finance Center Standard Operating Procedures
FCS Federal Catalog System
FLIS Federal Logistics Information System
FIFO First In, First Out
FMV Fair Market Value
FPMR Federal Property Management Regulations
FPO Fleet Post Office
FPR Failed Part Reporting
FSC Federal Supply Class
FSG Federal Supply Group
FY Fiscal Year

G

GAO General Accounting Office
GBL Government Bill of Lading
GFE Government Furnished Equipment
GFM Government Furnished Materiel
GIM Gaining Item Manager
GPETE General Purpose Electronic Test Equipment
GSA General Services Administration

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

H

HAZMAT	Hazardous Materiel
HL	High Level
HM&E	Hull, Mechanical and Electrical
HL/LL/SL	High Level/Low Level/Safety Level

I

IAW	In Accordance With
ICP	Inventory Control Point
ICP/IM	Inventory Control Point/Inventory Manager
ILSP	Integrated Logistics Support Plan
IMPAC	International Merchant Purchase Authorization Card
INMARSAT	International Maritime Satellite
ISC	Integrated Support Command
ISSA	Interservice Supply Support Agreement
I&S	Interchangeability and Substitutability

J

JCN	Job Control Number
JCS	Joint Chiefs of Staff

K

L

LIDS	Logistics Information Data Service
LIFO	Last In, First Out
LIN	Line Item Number
LIRSH	Navy List of Items Requiring Special Handling
LL	Low Level
LOGAIR	Logistics Air
LOGREQ	Logistics Request
LRU	Lowest Replaceable Unit
LUFS	Large Unit Financial System

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

M

MAC	Military Airlift Command
MAM	Maintenance Assistance Module
MAP	Military Assistance Program
MC&G	Maps, Charts & Geographical
MCC	Materiel Condition Code
MCRL	Master Cross Reference List (part of FEDLOG)
MICA	Management Information for Configuration and Allowance
MILSBILLS	Military Standard Billing System
MILSCAP	Military Standard Contract Administration Procedures
MILSPECS	Military Specifications
MILSPETS	Military Standard Petroleum System
MILSTD	Military Standard
MILSTAMP	Military Supply Transportation and Movement Procedures
MILSTEP	Military Standard Supply and Transportation Evaluation Procedures
MILSTICCS	Military Standard Item Characteristics Code Structure
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MINI-TAV	Mini-Total Asset Visibility
MIP	Maintenance Index Page
MIPR	Military Interdepartmental Purchase Request
MIS	Management Information System
MLCLANT	Maintenance and Logistics Command, Atlantic
MLCPAC	Maintenance and Logistics Command, Pacific
MOE	Major Organizational Entity Code
MOU	Memorandum of Understanding
MOV	Materiel Obligation Validation
MPC	Maintenance Procedure Card

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

MRA	Materiel Receipt Acknowledgement
MRIL	Master Repairable Item List
MRO	Materiel Release Order
MRP	Materiel Returns Program
MRQ	Maximum Release Quantity
M&S	Media and Status
MSC	Military Sealift Command
MSDS	Material Safety Data Sheet
MTR	Mandatory Turn-in Repairable

N

NAFA	Non-Appropriated Fund Activity
NASG	Navy Afloat Shipping Guide
NATO	North Atlantic Treaty Organization
NAVAIR	Naval Air Systems Command
NAVELEX	Naval Electronic Systems Command
NAVFACNGCOM	Naval Facilities Engineering Command
NAVFORSTAT	Navy Force Status
NAVICP	Naval Inventory Control Point
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply Systems Command
NC	Not Carried
NCB	National Codification Bureau
NFAC	Naval Finance and Accounting Center
NICN	Navy Item Control Number
NIIN	National Item Identification Number
NIMA	National Imagery and Mapping Agency
NIS	Not In Stock
NLT	Not Later Than
NMCS	Not Mission Capable Supply
NOTAL	Not to All
NPFC	Naval Publications and Forms Center
NRFI	Not Ready For Issue
NSA	Navy Stock Account
NSN	National Stock Number

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

O

O&ST	Order & Shipping Time
OCONUS	Outside Continental United States
ODS	Ozone Depleting Substances
OE	Operating Expense
OFCO	Operating Facility Change Order
OGA	Other Government Agency
OH	On Hand
OINC	Officer In Charge
OL	Operating Level
OLSP	Operational Logistics Support Plan
OM&S	Operating Materials and Supplies
OPFAC	Operating Facility or Operating Facility Code
OR	Operational Readiness
ORDALT	Ordnance Alteration
OSI	Operating Space Item

P

PACOM	Pacific Area Command
PD	Priority Designator
PES	Program Element Status
PMCS	Partial Mission Capable Supply
P-NICN	Permanent Navy Item Control Number
POD	Port of Debarkation
POE	Port of Embarkation
POL	Petroleum, Oils and Lubricants
PPB	Planning, Programming, and Budgeting
PR	Procurement Request
PRC	Process Review Committee
PRI	Priority Routing Identifier
PRO	Project Resident Office

Q

QDR	Quality Deficiency Report
QTY	Quantity

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

R

RADIAC	Radioactive Detection Indication and Computation
RAC	Routing Address Code
RCL	Radiac Calibrations Laboratory
RDD	Required Delivery Date
RFI	Ready For Issue
RI	Routing Identifier
RIC	Routing Identifier Code
RIMCS	Recoverable Item Movement Control System
RIN	Record Identification Number
RP	Record Position
RPS	Road Parcel Service
RIO	Resident Inspection Office
RO	Requirement Objective
ROD	Report of Discrepancy (SDR - Supply Discrepancy Report)
RDT&E	Research, Development, Test and Evaluation

S

SAAL	Support Activity Allowance List
SAN	System Advisory Notice
SAR	Search and Rescue
SCA	Stock Control Activity
SCAMP	Shipboard Computer Aided Maintenance Program
SCANTS	Ship Control And Navigation Training System
SCCR	Supply Center Computer Replacement
SCR	System Change Request
SDD	Scheduled Delivery Date
SDL	Standard Distribution List
SDR	Supply Discrepancy Report
SHIPALT	Ship Alteration
SICA	Secondary Inventory Control Activity
SIM	Selected Item Management
SL	Safety Level
SLC	Shelf Life Code
SMIC	Special Material Identification Code
SMR	System Management Release

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

SNUD	Stock Number User Directory
SOP	Standard Operation Procedures
SOS	Source of Supply
SPPM	Supply Policy and Procedures Manual
SRI	Storeroom Items
STAR	Standard Automated Requisitioning
SUBJ	Subject
SUPADD	Supplementary Address
SUPCEN	Supply Center
SWASIA	Southwest Asia

T

TCMD	Transportation Control Movement Document
TCN	Transportation Control Number
TCTO	Time Compliance Technical Order
TDR	Transportation Discrepancy Report
TELNET	Telephone Network
T-NICN	Temporary Navy Item Control Number
TO	Transportation Officer
TOB	Target Operating Budget

U

UFI	Unfit For Issue
UI	Unit of Issue
UMMIPS	Uniform Materiel Movement and Issue Priority System
UND	Urgency of Need Designator
UPS	United Parcel Service
USO	Uniform Supply Operations (Manual)

Continued on next page

COMPREHENSIVE ACRONYM LIST, Continued

W

WAGB	Coast Guard Cutter Icebreaker
WHEC	Coast Guard Cutter High Endurance
WIX	Coast Guard Cutter Training Cutter
WLB	Coast Guard Cutter Buoy Tender, Seagoing
WLI	Coast Guard Cutter Buoy Tender, Inland
WLIC	Coast Guard Cutter Construction Tender, Inland
WLM	Coast Guard Cutter Buoy Tender, Coastal
WLR	Coast Guard Cutter Buoy Tender, River
WMEC	Coast Guard Cutter Medium Endurance
WPB	Coast Guard Cutter Patrol Boat
WSF	Weapons System File
WTGB	Coast Guard Cutter Icebreaking Tug
WWMCCS	Worldwide Military Command and Control Systems
WYTL	Coast Guard Cutter Harbor Tug Small

X

Y

YFRI	Yard Fund Retail Inventory
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Z

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RECOMMENDATIONS FOR IMPROVEMENTS

All users of the Supply Policy and Procedures Manual (SPPM) are encouraged to submit recommended changes for improving the publications to Commandant (G-SLP). The following format, modified as necessary, may be used in submitting recommendations:

4400

Date

From: (Command or person originating recommendation)

To: Commandant (G-SLP)

Via: (Appropriate Chain of Command (as required))

Subj.: IMPROVEMENT OF THE SUPPLY POLICY AND PROCEDURES
MANUAL, (SPPM) (COMDTINST M4400.19A)

1. The following recommendations for improvement of the SPPM pertaining to the paragraphs indicated are submitted.

Signature

FIRST ENDORSEMENT on

From: Appropriate via addressee

To: Commandant (G-SLP)

1. Forwarded for consideration.
2. (Comment or recommendation, as desired)

Signature

SCHEDULE OF FUTURE MANUAL CHANGES

<u>Change No.</u>	<u>Target Date of Publication</u>	<u>Deadline for Input</u>
CH-2	1 September 2000	15 January 2000
CH-3	1 September 2001	15 January 2001
Revised Manual	1 September 2002	15 January 2002

ORDERING INFORMATION FOR STANDARD SMALL BOAT ENGINES

**STOCK
NUMBERS**

Units should use the following stock numbers to requisition standard engines used on small boats.

Stock Number	Engine Type	Applications
2815-01-080-8830	6V53 Starboard	MLB-44'
2815-01-135-6933	6V53 Port	MLB-44'
2815-01-040-2293	VT903M Starboard	UTB-41'
2815-01-033-3050	VT903M Port	UTB-41'
2815-01-078-8267	Cat. Mod. 3208, Starboard	PWB-32'
2815-01-088-9925	Cat. Mod. 3208, Port	PWB-32'
2815-01-120-0992	12V71T1 Starboard	ANB-55'
2815-01-120-4016	12V71T1 Port	ANB-55'

NOTE: Reduction gear included on all engines.

U.S. GOVERNMENT NATIONAL CREDIT CARDS

PURPOSE This section describes the use of the U.S. Government National Credit Card (SF-149) to purchase fuel and authorized services listed in the Defense Fuel Supply Center Government Vehicle Operators Guide (DFSCH 4280.1).

POLICY The Coast shall comply with DFSCH 4280.1 when purchasing fuel for vehicles, small airplanes and boats (under 65').

REFERENCES Federal Procurement Management Regulations (FPMR 101-26.406 and 101.38.12)
Defense Fuel Supply Center Guide (DFSCH 4280.1)

SOURCE OF SUPPLY FOR OBTAINING CREDIT CARD All Requisitions for SF-149 card shall be forwarded to the embossing contractor:
Multi-Service Corporation
8650 West College Boulevard
Suite 205
Overland Park, KS 66210
(913) 451-2400

OBTAINING INITIAL AUTHORIZATION FOR CARD UNIT REQUEST The Area, District, and MLC Commanders, Commanding Officer of Headquarters Units and Commander, CG ACTEUR are responsible for obtaining the SF-149 card.
Unit requests shall be submitted to the appropriate chain of command listed above with required information to obtain a SF-149.

USE OF SF-149 This card is used to purchase fuel and authorized services listed in the Defense Fuel Supply Center Handbook (DFSCH 4180.1).
The SF-149 shall not be used for procurement of fuel and services from any vendor not listed in the DFSCH 4180.1.
The SF-149 shall not be used for aircraft fuel at specific commercial airports where DFSC has established into-plane contracts.
A separate card shall be obtained for each vehicle.

Continued on next page

CREDIT CARD, Continued

IN THIS SECTION This section includes the following topics:

Topic	See Page
Example U.S. Government National Credit Card (SF-149)	
List of Valid Shipping and Billing Addresses	
Using Credit Card Control Sheets (CG-5404) to	
Order New or Replacement Cards	

EXAMPLE OF A U.S. GOVERNMENT NATIONAL CREDIT CARD (SF-149)

PURPOSE This section pertains to the requisitioning and use of SF-149.

EXAMPLE This is an example of a U.S. Government National Credit Card.

Each item on the card is described below.

BILLING ACCOUNT NUMBER The 10-digit account number identifies the organizational entity that will be billed for the purchase.

The 10 positions in the code are divided into 5 groups of digits, as follows:

These positions...	Contain...	And indicate...
1-3	000	Federal Card Code
4-6	069	DOT/USCG Card Code
7	0	(Reserved)
8-9	2 digits, from 01-99	Administrative Target Unit Number (ATU)
10	1 digit, from 0-9	Check (set by GSA)

Continued on next page

EXAMPLE CARD, Continued

AGENCY NAME The embossed agency name appears in the following format:
USCG XX YYYY.
"XX" contains the 2-digit ATU number.
"YYYYY" contains the 5-digit OPFAC number.

IDENTIFIER The embossed identifier indicates [Reviewers please explain]

This 12-digit code consists of

One of the following 30 character prefixes:

TAG number
ID number., and
Serial number

PLUS

Nine positions for the identifier itself.

NOTE: The identifier may contain letters, numbers, spaces or special characters.

EXPIRATION DATE This date indicates the date on which the card is no longer valid.

Cards are valid for a maximum of two years.

REPLACEMENT CODE The three XXXs on the bottom line of the sample card shown above are used to identify replacement of lost or stolen credit cards.

LIST OF VALID SHIPPING AND BILLING ADDRESSES

INTRODUCTION The address to which cards should be shipped and the oil company billing address are based on the billing account number.

VALID ADDRESSES The table below lists the valid billing and shipping address for each account number.

Billing Account	Shipping Address	Billing Address
000 069 0016	Commander (ao) 1st Coast Guard District John F. Williams Bldg. Boston MA 02210 (s-004376)	etc.

get contents from
attachment (1) to
Encl. (5-13) to
COMDTINST
M4400.13 CH-14

USING THE CREDIT CARD CONTROL SHEET (CG 5405) TO ORDER NEW OR REPLACEMENT CREDIT CARDS

PURPOSE This section describes the procedure for ordering Credit Cards (SF 149) using credit card control sheets (CG-5404). Note: Reproduce the control sheets locally.

RESPONSIBILITIES The following officers or units are responsible for placing credit card orders:

district commanders (ao),
maintenance and logistics command (mf), and
commanding officers of Headquarters units.

PROCEDURE Follow the process below to order a new or replacement card:

Stage	Who Does It	What Happens
1	Responsible individual	Completes CG-5404 form
2	Unit	Calls GSA staff at the credit card contractor's site: Faraday National FTS 285-2178.
3	GSA Staff	Copies the information, and enters the information into the computer system.
4	Faraday National	Produces the card(s)
5	GSA Staff	Mails the card(s) to the appropriate office, as indicated by the billing account number.

COMPLETING THE FORM Complete the CG 5404 as shown below:

Field	Action
Date	Enter the date the order was placed with GSA
Name	Enter the name of the USCG staff member.

GSA Contract The GSA staff member will provide his or her name

Control Number The GSA staff member will provide a number that is used to identify each order. This number will be printed on each card order.

Transaction Total Enter the total number of transactions that will be in the order. Each line on the page represents one transaction.

Page Number each page.

Line/
Transactions
Counter The page has 15 pre-numbered lines for transactions.

Organization Code The organization code for the USCG is "0" and the form has been pre-printed with the "0" on each line.

Billing Account Enter the appropriate three-digit billing account number as follows:

The ordering system provides for a three digit billing account number and the first position is always a "0" and the form has been pre-printed. The other two digits are the Administrative Target Unit (ATU) number.

Prefix Enter one of the following codes:

T for Tag
I for ID
S for Serial

Identifier Enter the 9-character identifier code. This field is limited to nine characters. It is essential to note that for card replacement or card removals the exact "identifier" format must be used. The exact format to use can be found by using Report Type 16 (Department of Transportation Card Inventory). This is a monthly report that is distributed to ordering units. Note: All NAFA units using credit cards must be identified by "NAF" in the identifier field.

OPFAC Enter the five digit OPFAC number.

Issue Code Enter one of the following codes:

N for new cards
O for card removals
Y for card replacements

Delete Code

Complete as follows:

If you are ordering a new card, then leave blank.

If you are removing or replacing a card, then enter one of the following codes to indicate the reason for the action:

L for lost cards

S for stolen cards

B for broken cards

D for debossed (flattened cards)

E for expiring cards

A for all other reasons

Date Received Enter date card is received from GSA.

DEFINITIONS

New Card - A new card is a card that is NOT on the system.

Therefore, it should not appear on the monthly inventory

Replacement Card - A replacement card is a card that is on the system. It must be ordered exactly as shown on the monthly inventory.

NOTE: If the OPFAC number needs to be changed, order as a replacement card.

CUSTOMER SUPPLY CENTERS (CSC)

- DEFINITIONS** This section describes GSA Customer Supply Centers and their use.
- PURPOSE** The CSCs are a fast, economical and efficient way of supplying small quantity, immediate supply requests of the federal government.,
- REFERENCE** General Services Administration Customer Assistance Guide. Contact the GSA Help Line , (202) GSA-HELP for the nearest GSA Customer Service Center.
- POLICY** Units shall of the CSC program;
Commanding officers units must designate individuals, by title, authorized to approve CSC accounts. This information must be provided to the appropriate GSA CSC. Updates must be provided to GSA CSC as necessary.
- AUTHORIZING OFFICIAL** Commanding officers are authorized to establish the CSC account with GSA.
- PROCEDURE** Account setup and administration shall be done in accordance with:

Action	Instruction
Setup	GSA Customer Assistance Guide
Administration/Billing	FINCEN SOP

FLAG OFFICER STATIONERY

PURPOSE This section provides procedures for requisitioning flag officer stationery.

POLICY Flag officer stationery is for the use of flag officers in the grades of O-7 through O-10 only. Civilian or Officer personnel filling a flag officer or equivalent billet are not authorized flag officer stationery.

DESCRIPTION Flag officer stationery (plain and partially printed) contains the official emblem which consists of the official blue flag flying on a gold halberd and staff bearing the appropriate number of white stars. The emblem is printed on:

- Invitations
- Place cards
- Letter and Letterhead
- Informal notes

Type	Description	Envelopes Included	Used for...
Plain Invitations	Card, 5 3/8"X4 1/4", containing the official emblem but without the standard Flag Command language	Plain	Functions such as memorial services, military reviews, etc.
Printed Invitations	Card, 5 3/8"X4 1/4", printed with official emblem and applicable language	Plain	
Place Cards	Card, 5 1/8"X2 1/8", printed with official emblem; die-cut and scored for folding to stand upright	No	Seating at official functions.
Letter Paper	Paper, 7"X8 1/2", printed with official emblem. Officer's name will NOT be printed.	Plain	
Letterhead Paper	Paper, 7"X8 1/2", printed with official emblem, and name and office address of the Flag Officer.	Indicia envelopes w/return address of Officer.	
Informal note	Paper, 5 3/8"X7 1/2", printed with official insignia centered on lower half of paper	Plain	Short notes or replies to correspondence. When folded, as a place card
Second Sheet	Paper, 7"X8 1/2", plain	No	continuation of Letter/Letterhead.

Continued on next page

FLAG STATIONERY, Continued

FUNDING Units should charge stationery costs to Allotment Fund Code 30 made available to each Flag Officer.

PROCEDURE The requisition order for letterhead paper must include the title and address to be printed on the accompanying envelopes.
Stationery items should be ordered as follows:

If CG Stock No.?	Then order from...	Use Method...
YES (see below)	SUPCEN BALTIMORE	CG Units: Use MILSTRIP/ARMS Headquarters: Submit DOT F- 4200.1.2 to COMDT (G-CAS-3)
NO	COMDT (G-TPS-3)	Use DOT F-4200.1.1 or DOT F-4200.1.2

HOW TO ORDER Use the following information to order Flag Officer stationery; all include the appropriate number of stars and the Flag insignia.

Item	Description	Includes Envelope	Stock Number	Unit of Issue
Stationery	7X8 1/2" Include appropriate title and address on ordering document	Indicia	1 thru 4 stars - None	Box (500)
Stationery	7X8 1/2"	Plain	4 and 3 Stars - None 2 Stars - 7530-01-029-6638 1 Star - 7530-01-GF3-0890	Box (500)
Informal Note	5 3/8"X7 12"	Plain	4 and 3 Stars - None 2 Stars - 7530-01-029-6637 1 Star - 7530-01-GF3-1000	Box (250)
Invitation	5 3/8"X4 1/4" Printed with event information	Plain	4 and 3 Stars - None 2 Stars - 7530-01-029-6638 1 Star - 7530-01-GF3-0890	Box (250)
Invitation	5 3/8"X4 1/4" Plain	Plain	4 and 3 Stars - None 2 Stars - 7530-01-031-8753 1 Star - 7530-01-GF3-1020	Box (250)
Placecard	5 1/8"X2 1/8"	No	4 and 3 Stars - None 2 Stars - 7530-01-031-8754 1 Star - 7530-01-GF3-0910	Box (250)

EXCESS REPORT DATA ENTRIES (MATERIEL RETURNS PROGRAM)

PROCEDURES

The following procedures describe the block by block breakdown for preparing an excess materiel notification to an Inventory Manager.

Step	Column	Entry and Instructions
01	1-3	document Identifier. Use "FTE"
02	4-6	Routing Identifier. Use the Inventory Control Manager for the material and to whom the document is being directed.
03	7	Media and Status Code. Use only the following codes: 2: cc 30-35 Reply by AUTODIN. 3: cc 30-35 Reply by MAIL. 4: cc 45-50 Reply by AUTODIN. 5: cc 45-50 Reply by MAIL with interpreted punch cards. 9: cc 52 Reply by ACTIVITIES by AUTODIN.
04	8-22	Stock Number.
05	23-24	Unit of Issue.
06	25-29	Quantity.
07	30-43	Document Number. Unit assigned expenditure Number consisting of Service Code, OPFAC, Julian Date and Unit expenditure number (e.g. Z1140141570138).
08	44	Leave Blank
09	45-50	Supplementary Address. When applicable, enter the address code of the "credit to" or "Ship from" unit. Field may be left blank or filled with numeric zeros when code entry is not applicable.
10	51	Signal Code.
11	52-53	Fund Code.
12	54-56	Leave Blank
13	57-59	Project Code. Leave Blank unless applicable.
14	60-66	Leave Blank
15	67-69	Routing Identifier of unit preparing the document, if assigned, otherwise leave blank.
16	70	Leave Blank
17	71	Material Condition Code. See Enclosure (??).
18	72-80	Leave Blank

CANCELLATION OF EXCESS REPORT ENTRIES (MATERIELS RETURNS PROGRAM)

PROCEDURES

The following procedures describe the block by block breakdown for preparing an excess materiel cancellation or partial excess materiel cancellation notification to an Inventory Manager.

Step	Column	Entry and Instructions
01	1-3	Document Identifier. Use "FTC"
02	4-24	Routing Identifier, Media and Status Code, Stock Number, Unit of Issue. Use the same information used in the original "FTE" document.
03	25-29	Quantity. Enter the quantity being canceled.
04	30-80	All other field Data as contained in the original "FTE" excess document report.*

* NOTE: Indicate suffix code (cc44) when applicable for split actions indicated on "FTR" action.

REPLY TO EXCESS REPORT DATA ENTRIES (MATERIEL RETURNS PROGRAM)

PROCEDURES

The following entries and instructions describe the block by block breakdown on the reply from an Inventory Manager concerning the return of excess material based on a "FTE" submission.

Step	Column	Entry and Instructions
01	1-3	Document Identifier is "FTR"
02	4-6	Routing Identifier of the Inventory Control Manager furnishing the document reply.
03	7-24	Media and Status, Stock Number, Unit of Issue Data contained in the excess "FTE" document unless modified by the Inventory Manager.
04	25-29	Quantity. This data should be the same as in the "FTE" document, or partial quantity when split disposition instructions are provided.
05	30-43	Document Number. As contained in the "FTE" document.
06	44	Suffix code when applicable.
07	45-50	Supplementary Address, Signal, Fund Code Data as contained in the "FTE" document.
08	54-56	Routing Identifier code of the receiving activity to which the material is directed for return, or blank when no return is directed.
09	57-59	Project Code. Data as contained in the "FTE" document.
10	60-61	Priority Designator. Urgency of return: 03 - Expedite 13 - Routine
11	62-64	Action Julian date of "FTE" document preparation.
12	65-66	Status. When status code "SM" is entered, cc 70-73 will contain date when further action should be taken.
13	67-69	Routing Identifier. The last known source to which all future "FT_" transactions will be directed.
14	70-73	Multi-use
	71	Material Condition Code-Data as contained in the "FTE" excess report document.
	72-73	Demilitarization Code-Data Column 72 will contain code assigned by the Inventory Manager as required by DoD 4160.21.M-L, Defense Demilitarization manual. Data Column 73 is reserved for Reclamation Code, Special Reports, etc.
15	74-80	Unit price applicable to the stock number shown in cc 8-22.

**SHIPMENT STATUS ENTRIES FOR EXCESS REPORT DATA
ENTRIES (MATERIEL RETURNS PROGRAM)**

PROCEDURES

The following procedures describe the block by block breakdown in reporting shipment status for excess materiel notification to an Inventory Manager.

Step	Column	Entry and Instructions
01	1-3	Document Identifier. Use "FTM".
02	4-24	Use the same data as contained in the "FTR" documentation.
03	25-29	Quantity released to the carrier for shipment.
04	30-56	Use the same data as contained in the "FTR" documentation.
05	57-59	Material Release Date. Date material released to the carrier. When used as a response to an Inventory Manager "FT6" follow-up and shipment has not occurred, the estimated shipment date will be entered.
06	60-61	Priority. Use same data as contained in the "FTR" documentation.
07	62-76	TCN, GBL, or other Shipment Control Number. Enter TCN; Consignor "B" and GBL number; Consignor "I" and insured number for insured parcel post; Consignor letter "R" and registered parcel post; Consignor "C" and certified number for Certified Mail.
08	77	Mode of Shipment. Code identifying the mode of transportation used to move the materiel.

**INVENTORY MANAGER FOLLOW-UP DATA ENTRIES ON
EXCESS REPORT (MATERIELS RETURNS PROGRAM)**

PROCEDURES

The following procedures describe the block by block breakdown for follow-up data by the Inventory Manager on an excess materiel cancellation notification to an Inventory Manager.

Step	Column	Entry and Instructions
01	1-3	Document Identifier is "FT6"
02	4-24	Routing Identifier, Media and Status Code, Stock Number, Unit of Issue. The same information used in the "FTR" document.
03	25-29	Quantity. The quantity from the "FTR" document or lesser quantity because of a cancellation.
04	30-80	All Other Field Data as contained in the "FTR" excess document.

**CUSTOMER REPLY TO INVENTORY MANAGER FOLLOW-UP
REQUEST DATA ENTRIES ON EXCESS REPORT
(MATERIELS RETURNS PROGRAM)**

PROCEDURES

The following procedures describe the block by block breakdown for follow-up data by the customer to an Inventory Manager's follow-up request on an excess materiel notification to an Inventory Manager.

Step	Column	Entry and Instructions
01	1-3	Document Identifier. Use "FTF".
02	4-80	All Other Fields. The same information used in the "FTE" document.

**CUSTOMER FOLLOW-UP TO INVENTORY MANAGER BECAUSE OF NON-RECEIPT ACKNOWLEDGEMENT
FROM INVENTORY MANAGER ON RECEIPT OF EXCESS MATERIEL (MATERIELS RETURNS PROGRAM)**

PROCEDURES

The procedures describe the data required for follow-up by the customer to an Inventory Manager because a receipt acknowledgment has not been received on an excess materiel shipment to an Inventory Manager.

Step	Column	Entry and Instructions
01	1-3	Document Identifier. Use "FTT"
02	4-80	All Other Fields. The same information used in the "FTM" document.

INVENTORY MANAGER ROLLOVER-UP ADVICE TO CUSTOMER OF RECEIPT OF CREDITABLE MATERIAL RECEIVED (MATERIELS RETURNS PROGRAM)

PROCEDURES

This data provides acknowledgment by the Inventory Manager of credit to customer for creditable material received based on Customer's follow-up request "FTT" document.

Step	Column	Entry and Instructions
01	1-3	Document Identifier is "FTP".
02	4-80	All Other Fields. The same information contained in the "FTZ" document advice to the customer acknowledging receipt of creditable materiel.

DAAS EXCESS REPORT INFORMATIVE STATUS DOCUMENTATION ENTRIES (MATERIELS RETURNS PROGRAM)

PROCEDURES

The following entries describe the block by block breakdown of status provided by DAAS to the customer indicating action on an excess materiel report.

Step	Column	Entry and Instructions
01	1-3	Document Identifier is "FTQ".
02	4-6	Routing Identifier of the DAAS Facility.
03	7-59	The same data as contained in "FTE", "FTC" or "FTF" document identification documentation.
04	65-66	Status.
05	67-69	Routing Identifier. The Routing Identifier Code of the Inventory Manager to which all future "FT_" transactions are to be directed.

DISPOSITION INSTRUCTIONS FOR DELAY IN DISPOSING OF EXCESS MATERIEL FROM THE MATERIEL MANAGER TO THE CUSTOMER (MATERIEL RETURNS PROGRAM)

PROCEDURES

The following describe the block breakdown of information provided to the customer from the Inventory Manager in the delay of disposition instruction of material excess reported.

Step	Column	Entry and Instructions
01	1-3	Document Identifier is "FTD".
02	4-59	Routing Identifier, Media and Status, Stock Number, Unit of Issue, Quantity, Document Number, Suffix, Supplementary Address, Signal, Fund Code, and Project Code. The same data contained in the "FTE" or "FTF" documentation.
03	62-64	Action Julian date of documentation preparation.
04	65-66	Status. The applicable excess transaction status code.
05	67-69	Routing Identifier. The same data contained in the "FTE" or "FTF" documentation.
06	70-73	Expected Reply Date. The date final disposition instructions from the Inventory Manager may be expected.

**REPLY TO CUSTOMER FOLLOW-UP FOR CREDIT STATUS ON EXCESS MATERIEL RETURNED
(MATERIEL RETURNS PROGRAM)**

PROCEDURES

The following describe the block breakdown of information provided to the customer on the follow-up on credit status for excess materiel returned.

Step	Column	Entry and Instructions
01	1-3	Document Identifier is "FTB".
02	4-53	Routing Identifier, Media and Status, Stock Number, Unit of Issue, Quantity, document Number, Suffix, Supplementary Address, Signal, Fund Code, and Project Code. The same data contained in the "FTP" documentation.
03	57-59 60-61	This data will be the same as that contained in the "FTP" documentation requesting a follow-up on credit status.
04	62-64	Action Julian date of documentation preparation.
05	65-66	Status. The applicable excess transaction status code.
06	76-80	Credit Bill Number. The identification number of the billing document on which the credit is recorded, or Blank.

INSTRUCTIONS FOR DELAY IN DISPOSING OF EXCESS MATERIEL (FTD)

PROCEDURES

The following describes the block breakdown of information provided to the customer.

Step	Column	Entry and Instructions
01	1-3	Document Identifier is "FTD".
02	4-59	Routing Identifier, Media and Status, Stock Number, Unit of Issue, Quantity, Document Number, Suffix, Supplementary Address, Signal, Fund Code, and Project Code. The same data contained in the "FTE" or "FTF" documentation.
03	62-64	Action Julian date of documentation preparation.
04	65-66	Status. The applicable excess transaction status code.
05	67-69	Routing Identifier. The same data contained in the "FTE" or "FTF" documentation.
06	70-73	Expected Reply Date. The date final disposition instructions from the Inventory Manager may be expected.

REPLY TO CUSTOMER FOLLOW-UP FOR CREDIT STATUS (FTB)

PROCEDURES

The following table describes the FTB document.

Step	Column	Entry and Instructions
01	1-3	Document Identifier is "FTB".
02	4-53	Routing Identifier, Media and Status, Stock Number, Unit of Issue, Quantity, document Number, Suffix, Supplementary Address, Signal, Fund Code, and Project Code. The same data contained in the "FTP" documentation.
03	57-59 60-61	This data will be the same as that contained in the "FTP" documentation requesting a follow-up on credit status.
04	62-64	Julian date of documentation preparation.
05	65-66	The applicable excess transaction status code.
06	76-80	The identification number of the billing document on which the credit is recorded, or Blank.

ENCLOSURE 16 - ADVICE CODES

PURPOSE

Advice codes provide instructions to supply sources when such data is essential to a successful supply action.

OTHER SOURCES OF INFORMATION

More detailed descriptions may be found in the DLA Customer Assistance Handbook. Use Form CG-4428 to request the handbook from DOT sources.

ADVICE CODE LISTING

This table provides a listing of advice codes and their descriptions:

Advice Code	Description
2A	Item not locally obtainable.
2B	Requested item only will suffice. Do not substitute or interchange.
2C	Do not backorder. Reject unfilled quantity. Substitute acceptable.
2D	Do not adjust to unit pack quantity unless adjustment is upward and the dollar value increase is not more than \$5.00 over the requisition's extended money value.
2E	Free issue.
2F	Item known to be "obsolete" but still required. Substitute acceptable.
2G	Multiple use: Ship new stocks or stocks having new appearance; Strategic mission requires latest model and configuration (for electronic tubes); Strategic mission requires newest stock only; Anticipated usage requires latest expiration dates only (for biologicals).
2H	Special textile requirement for use in airborne operations where personal safety is involved.
2J	Do not substitute or backorder any unfilled quantities.
2K	Item being requisitioned from CONUS pursuant to the balance of payments program. Used only by overseas requisitioners.
2L	Quantity exceeds normal demands, but is valid.
2N	One continuous length required as expressed in rp 25-29 and unit of issue in rp 23-24. No other configuration acceptable.

- 2P One continuous length required as expressed in rp 25-29 and unit of issue in rp 23-24. If requirement exceeds unit pack length, multiples of unit pack acceptable.
- 2T Deliver by SDD or RDD or cancel requirement.
- 2W Fill or kill. Applicable to Military Assistance Program (MAP) or Military Assistance Service Funded (MASF) requisitions only.
- 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.
- 31 Combination of Advice Codes 2J and 2G.
- 32 Combination of Advice Codes 2C and 2T.
- 33 Combination of Advice Codes 2L and 2J.
- 34 Combination of Advice Codes 2B and 2N.
- 39 Combination of Advice Codes 2B and 2P.
- 3B Unable to obtain item from commercial sources. Request requisitioned quantity be accomplished against the FMS case reflected in rp 48-50.
- 3T Records indicate that NSN is correct and that the activity identified in rp 4-6 is the managing Inventory Control Point.

**NAVY ADVICE
CODES FOR DLRS**

The Coast Guard will use the Following intra-Navy Advice Codes in conjunction with the processing of field units' requisitions for Mandatory Turn-In Repairable (MTR) items both Coast Guard peculiar and other government agency (OGA), and in the collection of statistical data to support secondary item budget preparation:

Advice Code	Description
5A	Requested item is required to replace a MTR.
5D	MTR required for initial outfitting/installation or increased allowance; no turn-in available.

5E Release of Planned Requirement for Mandatory turn-in reparable with no available turn-in; Field Level Reparable; and Consumable.

5G Exchange Certification. MTR for which an unserviceable unit must be turned in under the same document number used in the requisition. Compressed gas for which an empty cylinder will be turned in on an exchange basis.

5R Release of Planned Requirement for MTR and an unserviceable unit will be turned in.

5S Remain-in-Place Certification. MTR for which an unserviceable unit must be turned in after receipt of a replacement unit. Turn-in must be on the same document number used in the replenishment requisition.

5V Applicable to 5G/2B combination, i.e., exchange requisition with immediate carcass return intended and substitute item not acceptable.

5X Stock Replenishment Certification. Other than 7 Cog Items. Stock replenishment of a MTR for which unserviceable units have been or will be turned in. To be used only when circumstances preclude citing the same document number in both the requisition and turn-in document.

5Y Applicable to 5R/2B combination, i.e., exchange requisition with delayed carcass return intended and substitute item not acceptable.

52 Applicable to 5S/2B combination, i.e., exchange requisition with delayed carcass return intended and substitute item not acceptable.

57 Fill or kill at the ICP level. Item is a requirement for initial outfitting.

DLR FUND CODES

The following Coast Guard Fund Codes have been assigned for use by Coast Guard requisitioners when ordering DLRs in support of Navy-owned equipment:

Fund Code (FC)	Operating Guide (OG)	Object Class	Purpose
GK	30.00.XX	2691	NAVELEX (Electronics)
GL	30.00.XX	2692	NAVSEA (Electronics)
GM	30.00.XX	2693	NAVSEA (Ordnance)
KN	42.00.XX	2692	NAVSEA (Electronics)
KP	42.00.XX	2691	NAVELEX (Electronics)
MI	45.00.XX	2693	NAVSEA (Ordnance)

ENCLOSURE 17 - STATUS CODE

PURPOSE Status Codes are used to inform recipients of the status of requisitions, excess reports and related transactions.

OTHER SOURCES OF INFORMATION NAVSUP publication 409 "MILSTRIP/MILSTRAP Desk Guide," provides detailed information. (NSN is 0530-LP-186-6700)

The DLA Customer Assistance Handbook also provides a detailed description of each status code. Use form CG-4428 to request the handbook from DOT sources.

INTER-SERVICE TRANSACTION CODES This table provides a listing and description of inter-service status codes:

Status Code	Description
BA	Item being processed for release. Shipping date is contained in rp 70-73 when provided in response to a follow-up.
BB	Backordered. Estimated shipping date is contained in rp 70-73.
BC	Backordered. Long delay anticipated. Estimated shipping date is in rp 70-73. Item identified in the stock number field can be furnished. The substitute price is in rp 74-80. If desired, cancel original requisition and submit a new requisition for the substitute.
BD	Requisition delayed to verify requirements. Additional status will be provided.
BE	Depot/storage activity has a record of the MRO but no supporting record of the action taken.

BF No record of your document for which your follow-up or cancellation was submitted.
 In response to a cancellation request: subsequent documents (A0_) or (AM_, AT_) will be returned with BF status. De-obligate funds and, if item is still required, submit requisition using new document number with a current Julian date
 In response to a follow-up (AF_): other documents (A0_, AM_, AT_) will continue under regular procedures. If requisitioning via a new document number, cancel request prior to fund de-obligation to ensure against duplicate shipment.
 If received in response to DI codes AFX/AFZ follow-ups from DRMS, used by shipping activities to indicate that no shipment had actually been made or that no record of shipment could be located.

BG One or more of the following fields have been changed:
 Stock number
 Unit of issue
 Requisitioned part number has been identified to/replaced by the part number reflected in the stock number field. Revise records accordingly. Additional status will be provided.

BH Substitute identified in stock number field will be supplied. Additional status will be provided.

BJ Quantity changed to conform to unit pack. Unit of issue not changed.

BK Requisition data modified as requested.

BL Notice of Availability was forwarded to the country representative or freight forwarder on date entered in rp 70-73.

BM Forwarded to activity indicated in rp 67-69.

BN Free issue. Signal and fund code fields corrected as noted.

BQ Canceled. Cancellation request from requisitioner, consignee, manager or other authorized activity.

BR Canceled. Cancellation in response to Materiel Obligation Validation (MOV).

BS Canceled. Requisitioning activity failed to respond to MOV Request.

BU Item supplied against your Foreign Military Sales Case Designator reflected in rp 48-50; or your Grant Aid Program and Record Control Number reflected in rp 46-50.

BV Item procured and on contract for direct shipment. Shipping date is entered in rp 70-73. Cancellation, if requested, may result in billing for contract termination or transportation costs.

BW Your FMS/Grant Aid requisition submitted to the supply system. Shipping date is not presently available but will be provided.

BY Depot/storage has previously denied the MRO by DI code A6.

BZ Processed for direct delivery procurement. Shipping date is in rp 70-73.

B2 Status of supply action precludes modification.

B3 Original RDD is unrealistic. RP70-73 is the date when the materiel will be available.

B4 Canceled. Do not de-obligate funds. Billing for materiel or contract termination will be made.

B5 Follow-up received. Action to determine status and/or improve the ESD is being attempted.

B6 Canceled. Materiel has been diverted to an alternate consignee.

B7 Unit price change. The latest unit price for the item identified by the stock or part number in rp 8-22 is reflected in rp 74-80.

B8 Quantity requested for cancellation or diversion not accomplished.

B9 Cancellation request received. Action to cancel the demand or to divert the applicable shipment is being attempted. Do not de-obligate funds. Advice of final action will be furnished.

CA Rejected

CB Rejected. Initial requisition requested rejection of that quantity not available by the SDD or RDD. Quantity field indicated quantity not filled.

CC Rejected. Applies only NSNs within FSCs 5510 and 5530.
Advice code is not compatible with item ordered or is blank.

CD Rejected. Errors in the quantity, date and/or serial number fields.

CE Rejected. Unit of issue reflected in rp 23-24 of this status document, does not agree with ICP unit of issue and cannot be converted.

CG Unable to identify requested items.

CH Rejected. Requisition submitted to incorrect depot or Management Control Activity (MCA) and correct source/MCA cannot be determined.

CJ Rejected. Obsolete. Item in stock number field can be furnished as a substitute. Unit price of the substitute item is in rp 74-80.

CK Rejected. Unable to procure. No substitute is available. Suggest fabrication or cannibalization.

CL Rejected. Contractor requisition containing an "M" in rp 40 is to be processed by a Management Control Activity (MCA).

CM Rejected. Fund obligation not cited and/or item is no longer free issue.

CP Rejected. Source of supply is local procurement. If not available, submit a new requisition with advice code 2A.

CQ Rejected. Item is service regulated. Submit new requisition through appropriate channels.

CR Rejected. Requisition is for unauthorized Government Furnished Material (GFM).

CS Rejected. Quantity requisitioned indicates excessive quantity. Partial quantity being supplied. Quantity field in this transaction reflects quantity rejected.

CU Rejected. Unable to procure item. Item in stock number field can be furnished as a substitute. Unit price of the substitute item is in rp 74-80.

CV Rejected. Item prematurely requisitioned. The effective date for requisitioning is contained in rp 70-73.

CW Rejected. Item not available or is a non-mailable item whose transportation costs are uneconomical. Local procurement authorized. If item cannot be locally procured, submit a new requisition using advice code 2A.

CX Rejected. Unable to identify the "bill to" and/or "ship to" address or the signal code is invalid.

CY Rejected. Unable to procure item requested. Used only in response to requisitions containing Advice Code 2B.

CZ Rejected. Subsistence item not available for resale.

C1 Rejected. Subsistence only. Requested item is not available nationally. Do not requisition this item until advised by the activity identified in rp 4-6.

C2 Rejected. International Logistics Program funds are not available to process this requisition.

C3 Rejected. Applies to subsistence only. Vendor cannot make delivery during shipping period.

C4 Rejected. Applies only to subsistence. Item is seasonal and not available for delivery during current shipping period.

C5 Rejected. Requisitioner, rejected acceptance due to condition of materiel/unacceptable substitute and/or materiel incorrectly identified.

C6 Rejected. Requisition is for commercial type item which is not authorized for supply under the Foreign Military Sales program.

C7 Rejected. Supply source has no record of receipt of remarks/exception data.

C8 Rejected. Vendor will not accept order for quantity less than the quantity indicated in rp 76-80. Submit new requisition.

C9	Rejected. Applies only to subsistence. Quantity in rp 25-29 canceled due to non-availability during shipping period.
DA	Rejected. Source of supply is direct order from the Federal Supply Schedule.
D2	Rejected. Item requested is Brand Name Resale and is in short supply.
D3	Rejected. Activity did not provide additional information.
D4	Canceled. Applies only to Subsistence items. Your quantity, together with all other requisitions does not meet the contractor's minimum order quantity.
D5	Rejected. Item is authorized for issue only to Nuclear Reactor Plant activities and support facilities.
D7	Rejected. Errors in one or more data elements.
D8	Rejected. Requisitioner is not authorized recipient.

**EXCESS
TRANSACTION
CODES**

This table provides a listing and description of excess transaction status codes:

Code	Description
SA	Rejected. Resubmit with required exception information.
SB	Rejected. Report garbled, incomplete.
SC	Rejected. ICP/IMM of the reported item cannot be determined.
SD	Rejected. NSN not identifiable.
SF	Rejected. Item not in authorized condition or condition code cannot be identified.
SG	Rejected. This report is duplicate of a previously received report.
SH	Rejected. Unit of issue is incorrect and cannot be converted or corrected.
SJ	Rejected. Signal code is incorrect.
SK	Rejected. Signal code requires compatible fund code.
SL	Rejected. Dollar value of reported excess is less than minimum prescribed.
SM	Rejected. Item is in process of migrating and further action is deferred until date in rp 70-73.
SN	Rejected. Materiel reported not authorized for return.
SP	Rejected. Item reported as excess has also been requisitioned by the reporting activity (rp 30-35).
SQ	Rejected. NSN is master item number, used for reference purpose only.

TA Credit will be granted for quantity indicated in rp 25-29. Ship materiel to activity in rp 54-56.

TB Non-creditable return. Return quantity indicated in rp 25-29 to activity indicated in rp 54-56.

TC Not returnable. Quantity indicated in rp 25-29 is excess to authorized retention levels.

TD Not returnable. Instructions will be furnished by separate media.

TE Materiel required for lateral redistribution. DIC A4 referral(s) will follow.

TF Materiel received. Status being investigated.

TG Materiel required for lateral redistribution. DIC A4 referral(s) will follow.

TH Credit will be granted for quantity indicated in rp 25-29. Stock number or unit of issue changed as designated in rp 8-22 or rp 23-24. Ship materiel to activity in rp 54-56.

TJ Non-creditable return. Stock number or unit of issue changed as designated in rp 8-22 or rp 23-24. Return quantity indicated in rp 25-29 to activity indicated in rp 54-56.

TK Not returnable. Stock number or unit of issue changed as designated in rp 8-22 or rp 23-24. Quantity indicated in rp 25-29 is excess to authorized retention levels.

TL Materiel received. No credit allowed. Item received was other than that authorized for return.

TM Materiel received. No credit or reduced credit allowed as condition received was less than reported. Condition of materiel received is indicated in rp 71.

TN Materiel received. Credit authorized for quantity in rp 25-29.

TP Materiel not received within prescribed time frame. Credit canceled.

TQ Materiel received. Non-creditable return as indicated in reply to report of excess.

TR Your FTE received and in process.

TT Materiel received and in process of inspection and classification.

TU Materiel not received. Reply to FTT and FTP.

TV Materiel not received within prescribed time frame. Non-creditable return authorization is canceled.

TW Credit action in process. Reply to FTP.

TX Financial transaction accomplished. Bill number of credit transaction appears in rp 76-80.

TY DI code FTZ generated on document number cited indicated no credit authorized for return

TZ Your customer Excess Report has been changed by the DAAS facility identified in rp 4-6.

T3 DIC FTM has been received. Materiel not received. Materiel should be shipped, tracer action initiated or DIC FTC submitted.

T4 Materiel not returnable. Quantity indicated in rp 25-29 is excess IPE and must be reported to DIPEC.

T6 Your FTE routed to the activity in rp 67-69.

T7 FSC has been changed by the ICP in rp 4-6.

T9 Part number cannot be converted to an established NSN. Materiel not authorized for return.

**INTRA-NAVY
STATUS CODES**

Navy ICPs may provide Coast Guard requisitioners with the below listed codes. Coast Guard ICPs do not use these codes.

Code	Description
NB	Suspended. Publication/form being revised/reprinted. Updated status will be provided.
ND	Issue from materiel previously reported on-hand at your activity.
NF	(DUAL USAGE.) When used with a Referral Order (A4__). Fill requirement from materiel scheduled on overhaul/repair or production program of your activity. When used with Supply Status (AE__). Item backordered at Activity in card columns 67-69 against materiel due from scheduled overhaul/repair.
NG	Item not available. Supply from overseas activity indicated in rp 67-69.
NH	Stock number changed, see stock number field. Adequate materiel on hand at your activity. Issue the new stock number.
NJ	Stock number now assigned to part number and/or contract number - see stock number field. Adequate materiel on hand at your activity.
NK	Requisition partially filled. Quantity indicated has been referred to activity indicated in columns 67-69.
NN	Requisition partially filled. Quantity indicated has been canceled.
NP	Authority granted to exhaust stock to fill this requisition.
NQ	Duplicate shipment furnished (FMS).
NR	Requisition being processed. Stores account has been changed to Appropriation Purchases Account (APA).

NS Rejected. Sponsor furnishing materiel by initial distribution.

NT Rejected. Item being reprinted/revised. Resubmit after date shown in columns 62-64 or, if date omitted, after 90 days.

NU Requisition being processed. Stores account has been changed to Navy Stock Account/Defense Stock Fund.

NX Item available and will be shipped when called by the Military Traffic Management Command. Applies to ammunition only.

NZ Requisition referred to activity indicated in columns 67-69. Supplementary address, signal code and fund code fields have been changed due to stock fund requirements.

N1 Backordered. Applicable to 7R cog, Advice Code 5D requisitions.

N2 Requisition has been referred to a fleet unit for possible fill action.

N3 Modifier received. Materiel not available to fill requirement.

N4 Item being manufactured by a local Navy source.

N5 The change requested has been incorporated into a new publication. If not received within 60 days, resubmit requisition using stock number of the old publication.

N6 Your reservation of ammunition has been received and will be held in suspense until 60 days prior to RDD.

N7 Item has been referred for direct delivery against an existing commercial repair contract.

N9 Rejected. Quantity requisitioned exceeds the maximum issue quantity. Quantity field reflects the quantity rejected. Excessive/erroneous quantity. For 7__ cog DLRs, this code will apply to requisitions with a quantity greater than one.

NM Requirement is being held by NSC Puget Sound pending availability of assets or funding.

RA Rejected. Item requested has been transferred to Navy/Defense Stock Fund Account. Change Kits. SYSCOM number/serial number omitted on requisition.

RB Rejected. Item is Fleet Controlled.

RC Rejected. Item is obsolete or is used in nonsupport obsolete equipment.

RD Rejected. Item is peculiar to aircraft, engine, equipment, assembly, etc., not supported at your activity. Change Kits. Records reflect previous incorporation or request not applicable.

RE Canceled. Funding lapsed.
 RF Rejected. Quantity requisitioned is in excess of authorized stock level. Quantity field indicates the amount that is rejected.
 RG Rejected. Allowance deficiency.
 RH Rejected.
 Item requested not available for issue at reduced price.
 RDD less than minimum required for conventional ammunition.
 RJ Rejected. Additional funds required.
 RK Rejected. Advice code. NRFI item required.
 RL Rejected. Activity is authorized to purchase or manufacture the quantity indicated.
 RM Rejected. Critical item. Submit in accordance with ICP directives.
 RN Rejected. Issue condition coded materiel.
 RP Rejected. Item requested is Nuclear Reactor Plant material.
 RR Rejected. One year has expired since the requisition date.
 RS Returned to ICP for further action.
 RT Rejected.
 Item not available. Purchase action is required and insufficient time remains in which to obligate the cited funds.
 Change Kits. Materiel requested not in stock, procurement under review. Resubmit requisition in 90 days.
 RU Rejected. Quantity appears excessive.
 RV Upon receipt of this status, transfer materiel from A to V or W Purpose Code, as applicable.
 RW BTE submitted for obsolete or outdated item.
 RY Canceled. If reservation, cancellation is due to passing of RDD; if Planned Requirement, cancellation due to passing of Expiration Date.
 RZ Rejected. Modifier document would not result in upgrade or downgrade.
 R1 Rejected.
 Invalid signal code.
 Change Kits. Check source of supply.
 R2 Rejected. Requisition unauthorized from ICP distribution system.
 R3 Rejected. All assets available are in less than RFI condition.
 R4 Rejected. Non-stocked item. Special printing is required.

R5 Rejected. Item condemned and
replacement item is not yet assigned.
R6 Rejected. Item not available in the
supply system, nor due from
procurement.
R7 Ammunition requirement is being
processed for release and shipment;
the required delivery date has been
changed.
R8 Non-creditable return authorized.
Return quantity indicated in rp
25-29 to NPFC M/F Code 101.
R9 Rejected. Requisition is an exact
duplicate of one processed.

ENCLOSURE 18A - MODES OF SHIPMENT CODES**MODES OF
SHIPMENT CODES**

This table lists the codes associated with various modes of shipment:

Code	Explanation
A	Motor, Truckload
B	Motor, Less Truckload
C	Van (unpacked, uncrated, personal and/or Government property)
D	Driveway, truckway, Towaway
E	Busline
F	Air Mobility Command (AMC)
G	Surface, Parcel Post
H	Air, Parcel Post
I	Government Truck, including common services
J	REA Express
K	Rail, Carload
L	Rail, Less Carload
M	Freight Forwarder
N	LOGAIR
O	Organic Military Air
P	Through Bill of Lading
Q	Air Freight
R	Air Express
S	Air Charter
T	Air Freight Forwarder
U	QUICKTRANS
V	Sea-Van Service
W	Water, River, Lake, Coastal (Commercial)
X	Sea-life Express Service (SEA-EX)
Y	Intra-Theater Airlift System
Z	MSTS (Controlled/Contract/Arranged Space)
2	Government Watercraft, Barge, Lighter
3	Roll on/Roll off service
4	Armed Forces Courier Service (ARFCOS)
5	United Parcel Service
6	Military Ordinary Mail (MOM)
7	Weapons System Pouch Service
8	PIPELINE
9	Local Delivery (including deliveries between air and water terminals and adjacent activities)

ENCLOSURE 22 - MASS CANCELLATION OF REQUISITIONS

PURPOSE A mass cancellation terminates all outstanding requisitions dated on or prior to the effective date announced on a mass cancellation request for which materiel release orders (MROs), DD Form 1348-1a or purchase requests have not been created by the source of supply for a specific Department of Defense Activity Address Code (DODAAC)

POLICY Only the Engineering Logistics Center (ELC) can issue a mass cancellation request to the Federal Supply System.

AUTHORITY Units are authorized to forward a message to the ELC requesting a mass cancellation when:
An Operating Facility Change Order (OFCO) authorizes the use of mass cancellation procedures
A project terminates.
An inter-service agreement is terminated.

FORMS Refer to Chapter 6.?? in this manufacturer instructions on how to fill out a Change of Mailing, Billing and Freight Address, CG Form 4183.

PROCEDURES Immediately upon receipt of appropriate authority units are to take the following actions:

- | STEP | ACTION |
|-------------|--|
| 1. | Review all outstanding requisitions and send cancellation transactions (AC_) to the source of supply IAW Chapter ___ for materiel not required (including aviation materiel Types 3 and 5. The AR&SC will record into AMMIS cancellation transactions (AC_) for aviation materiel Types 1, 2, 4, 7 and 9 no longer required. |
| 2. | For materiel still required units will submit modifier transactions (AM_) to the source of supply with a "555" in the Required Delivery Date (RDD) IAW Chapter ___. |

3. CONUS units will 45 days before decommissioning/closure (60 days OCONUS units) will forward a message (see Figure) to the ELC requesting a mass cancellation. The ELC will, when forwarding a mass cancellation request message to the sources of supply, provide an information copy to the affected unit. Units will receive AE_ transactions with supply status BQ or B4 on requisitions canceled by the source of supply as a result of the mass cancellation request.
4. Units will, 30 days before decommission/closure forward CG Form 4183 to the ELC and Commandant (G-SLP).

NOTE: Modifiers (AM_) with "555" in the RDD field will not be accepted by the source of supply AFTER the effective date of the mass cancellation.

ENCLOSURE 23 - REQUISITIONS WITH EXCEPTION DATA

**EXCEPTION DATA
DEFINED**

Exception is "plain language" information provided in the "remarks" section of a requisition.

WHEN TO USE

Exception data is used only when the coding structure (MILSTRIP) does not provide sufficient data for the supply source to process the requisition.

Exception data should be used for:

Non-NSN requirements which exceed the NSN or part number field.

Identifying shipping or billing information not designated by a DODAAD address.

Authorization for items when the requirement is imposed by the unit's chain of command.

NSN items with FSC 5510, 5520 and 5530 which require specification data.

NOTE: All requisitions with exception data will have a DIC of A05 or A06.

WARNING

Exception data causes delays in supply support because they must be manually processed by the supply source.

REQUIRED DELIVERY DATE (RDD)

WHEN TO USE

A RDD is assigned to requisitions when:

material must be delivered before the standard delivery date (SDD), or

when delivery after the SDD is denied, or to identify special situations.

RDD FORMAT

The RDD format depends on the RDD reason. The table below lists the appropriate formats for RDDs.

If the RDD is...

Then...

Earlier than the SDD

Use the appropriate three digit Julian date.

Later thn the SDD

Show the RDD in terms of mnths from the latst day of the month of the requisition date in RP 63-64.

Enter an "X" in RP 62.

MASS CANCELLATION OF REQUISITIONS

REASONS FOR MASS CANCELLATION

There are several events that may require a mass cancellation of a unit's outstanding requisitions. Examples include:

Base closures

Project terminations

Unit inactivation.

Termination of service agreements.

AUTHORITY

Only Supply Centers Curtis Bay and Baltimore, and AUTODIN Repair and Supply Center can issue mass cancellation requests to DoD and GSA supply sources.

PROCEDURE

Units requesting a mass cancellation will send a message to the appropriate supply center using the following format:

Subj: Mass Cancellation

1. Requested by: (Office symbol of requester)
2. Consignee: (Enter "NA" or Activity Address Code to be canceled)
3. Effective Date: (Julian date action to be implemented)
4. Priority Designator: (Enter "NA" or PDs to be canceled)
5. FSC, FSG, NSN, P/N: (Enter "NA" or FSC, FSG, NSN, P/N to be canceled)
6. Project Code: (Enter "NA" or project code to be canceled)
7. Transportation Diversion Procedure: (Enter "CHARLIE" (routine))
8. Special Instructions: (Enter "NA" or any special exceptions, i.e., (NORS))

REQUISITIONS WITH EXCEPTION DATA

EXCEPTION DATA DEFINED

Exception is "plain language information provided in the "Remarks" section of a requisition.

Exception data is used only when the coding structure (MILSTRIP) does not provide sufficient data for the supply source to process the requisition.

WHEN TO USE

Exception data should be used for:

Non-NSN requirements which exceed the NSN or part number field.

Identifying shipping or billing information not designated by a DoDAAD address.

Authorization for items when the requirement is imposed by the unit's chain of command.

NSN items with FSC 5510, 5520, and 5530 which require specification data

NOTE: ALL requisitions with exception data will have a DIC of A05 or A06.

MANAGEMENT LIST - CONSOLIDATED (ML-C) RECORD

EXPLANATION

DESCRIPTION

The ML-C is a part of the Federal Logistics Data (FED LOG) on compact disk which provides supply management data necessary to prepare, route and process requisitions for items of supply.

DISTRIBUTION

Distribution will be determined by Commandant (G-SLP).

**FEDERAL SUPPLY
CATALOG
MANAGEMENT LIST
(ML)**

ML, C1 Volume 2, published by the Defense Logistics Services Center (DLSC) also provides the ML-C data elements and applicable code definitions and should be located with the FED LOG.

DATA ELEMENT DEFINITIONS

PURPOSE The following are ML-C data element definitions.

PUBLICATION ACTION CODE (ACI) A one character alphabetic code that identifies the type of action, if any, on the National Stock Number (NSN). The codes are:

Codes	Meaning
A	Add
C	Change
D	Deletion
R	Reactivation

NATIONAL STOCK NUMBER (NSN) The assigned stock number for the item of supply on which action is being taken. It consists of the four-digit Federal Identification Number (NIIN).

SERVICE/AGENCY (S/A) A two character alphabetic code that identifies the service agency or activity whose record is given. These codes are:

Codes	Meaning
DA	Army
DF	Air Force
DM	Marine Corps
DN	Navy
DS	Defense Logistics Agency (DLA)
GP	Coast Guard
TG	General Service Administrations (GSA)

**SOURCE OF SUPPLY
(SOS)**

The Military Standard Requisitioning and Issue Procedures (MILSTRIP) routing identifier to be used for addressing the requisition. See enclosure (6-2) for additional information. When there is no established source of supply, one of the following modifier codes will appear:

Codes	Meaning
CA	Authorization and procurement purposes (Integrated Materiel Manager (IMM) or service).
JCD	Delete
JCK	Condensed
JCL	Local manufacture, fabricate or assemble (DLA or service).
JCM	Depot manufacture, fabricate or assemble (service, except Air Force).
JCR	Reference to phrase (Service)
JDC	Commercial (DLA)
JDF	Defense Fuel Supply Center (DFSC) distribution plan, contract bulletin and special procurement programs.
JDS	DLA Supply schedule.
*JGC	Commercial (GSA)
*JGG	GSA regional support of the item in the area of the originator (GSA). May be service - published as G-0.
*JGS	Federal Supply schedule (GSA).

* All mechanical MILSTRIP traffic for GSA items must use RIC "GSA".

JSB	Schedule of blind-made products (service).
JSC	Commercial (service).
JSP	Federal Prison Industries (service).
JSY	Local purchase U3A, Appendix A, aircraft spares only.
JVC	Commercial (VA)
JVS	Federal Supply Schedule or decentralized schedule (VA).

**ACQUISITION
ADVICE CODE
(AAC)**

A code indicating how (as distinguished from where) and under what restriction an item will be acquired. The Codes are:

Codes	Meaning
A	<p><u>Service or Agency-Regulated (Service or Agency use only)</u>. Issue, transfer or shipment is controlled by authorities above the Inventory Control Point (ICP) level to assure proper and equitable distribution.</p> <p>The use or stockage of the item requires release authority based on prior or concurrent justification. Requisitions will be submitted in accordance with agency or service requisitioning procedures.</p>
B	<p><u>ICP-Regulated (Service or Agency use only)</u>. Issue, transfer or shipment is controlled by the ICP.</p> <p>The use or stockage of the item requires release authority based on prior or concurrent justification. Requisitions will be submitted in accordance with agency or service requisitioning procedures.</p>
C	<p><u>Service or Agency-Managed (Service or Agency use only)</u>. Issue, transfer or shipment is not subject to specialized controls other than those imposed by individual service supply policy.</p> <p>The item is centrally managed, stocked and issued.</p> <p>Requisitions will be submitted in accordance with agency or service requisitioning procedures.</p>
D	<p><u>Department of Defense (DoD) Integrated Materiel-Managed, Stocked and Issued</u>. Issue, transfer or shipment is not subject to specialized controls other than those imposed by the IMM or service supply policy.</p> <p>The item is centrally managed, stocked and issued.</p> <p>Requisitions must contain the fund citation required to acquire the item. Requisitions will be submitted in accordance with IMM or service requisitioning procedures.</p>

- E Other Service-Managed, Stocked and Issued. Issue, transfer or shipment is not subject to specialized controls other than those imposed by the service requisitioning policy. The item is centrally managed, stocked and issued. Requisitions may require a fund citation and will be submitted in accordance with service requisitioning procedures.
- F Fabricate or Assemble. National stock numbered items fabricated or assembled from raw materials and finished products as the normal method of support. Procurement and stockage of the items are not justified because of low usage or peculiar installation factors. Distinctions between local or centralized fabricate or assemble capability are identified by the SOS modifier in the SOS column of the service management data lists.
- G GSA or Veterans Administration (VA) Integrated Materiel Managed, Stocked and Issued. Identifies items available from GSA/VA supply distribution facilities. Requisitions and fund citations will be submitted in accordance with GSA/VA Service requisitioning procedures.
- H Direct Delivery Under a Central Contract. Issue, transfer or shipment is not subject to specialized controls other than those imposed by IMM, service or agency supply policy. The item is centrally procured but not stocked. Issue is by direct shipment from the vendor to the user at the order of the ICP or IMM. Requisitions and fund citations will be submitted in accordance with IMM, service or agency requisitioning procedures.
- I Direct Ordering from a Central Contract or Schedule. Issue, transfer or shipment is not subject to specialized controls other than those imposed by IMM or service supply policy. The item is covered by a centrally issued contractual document or by multiple-award federal supply schedule, which permits using activities to place orders directly on vendors for direct delivery to the user.
- J Not Stocked, Centrally Procured. IMM or service centrally managed but not stocked item. Procurement will be initiated only after receipt of a requisition.

- K Centrally Stocked for Overseas Only. Main means of supply is local purchase. Item is stocked in domestic supply system for those overseas activities unable to procure locally due to non-availability of procurement sources or where local purchase is prohibited (e.g. Federal Acquisition Regulation; Flow of Gold; or by internal military service restraints). Requisition will be submitted by overseas activities in accordance with service or agency requisitioning procedures. Note: Continental U.S. (CONUS) activities will obtain supply support through local procurement procedures.
- L Local Purchase. DLA, GSA, service or agency-managed items authorized for local purchase as normal means of support at base, post, camp or station level. Item not stocked in wholesale distribution system of IMM, service or agency ICP.
- M Restricted Requisitions-Major Overhaul (Service or Agency use only). Items (assembled or component parts) which for lack of specialized tools, test equipment, etc., can be used only by major overhaul activities. Base, post, camp or station activities will not requisition unless authorized to perform major overhaul function.
- N Restricted Requisitions-Disposal (Service or Agency use only). Discontinued items no longer authorized for issue except on the specific approval of the service inventory manager. Requisitions may be submitted in accordance with service requisitioning procedures in instance where valid requirements exist and replacing item data has not been furnished.
- O Packaged Fuels. DLA-managed and service-regulated.
Item will be centrally procured in accordance with the Procedures for the Management of Petroleum Products (DoD 4140.25M) but not stocked by IMM Long lead time required.
Requirements will be satisfied by direct shipment to the user either from a vendor or from service assets at the order of the ICP or IMM.
Requirements or requisitions will be submitted in accordance with service procedures.

- P Restricted Requisition-Security Assistance Program (SAP).
Indicates item is stocked or acquired only for SAP (replaces Military Assistance Program (MAP)) requirements.
Indicates item is non-stocked and materiel is ordered from the contractor for shipment directly to the foreign government.
Base, post, camp or station will not requisition.
- Q Bulk Petroleum Products. DLA-managed.
Item may be either centrally stocked or available by direct delivery under a central contract.
Requirements will be submitted by military services in accordance with IMM procedures.
Item will be supplied in accordance with DoD 4140.25M.
- R Restricted Requisition-Government Furnished Material (GFM). Indicates item is centrally procured and stocked as GFM in connection with the manufacture of military items. Base, post, camp or station will not requisition.
- S Restricted Requisitioning - Other Service Funded (Service use only). For service-managed items whereby the issue, transfer or shipment is subject to specialized controls of funding military service.
Item is procured by a military service for the funding military service and is centrally managed by the funding service.
The procuring military service has no requirement in its logistic system for the item.
- T Condemned. Item is no longer authorized for procurement, issue, use or requisitioning.
- U Lead Service-Managed. As a minimum provides procurement, disposal and single submitter functions. Wholesale logistics responsibilities which are to be performed by the Primary Inventory Control Activity (PICA) in support of the Secondary Inventory Control Activity (SICA) are defined by the SICA non-consumable item materiel support code (NIMSC).

- V Terminal Item. Identifies items in stock, but future procurement is not authorized. Requisitions may continue to be submitted until stocks are exhausted. Preferred item NSN is normally provided by application of the phrase: "When Exhausted, Use NSN." Requisitions will be submitted in accordance with IMM or service requisitioning procedures.
- W Restricted Requisitioning - Special Instructions Apply. Indicates stock number has been assigned to a generic item for use in bid invitations, allowance lists, etc., against which no stocks are ever recorded. Requisitions will be submitted only in accordance with IMM or service requisitioning procedures. This code will be used, when applicable, in conjunction with Phrase Code S (Stock as NSN(s)). It is considered applicable for use when a procurement source(s) becomes available. The Phrase Code S and the applicable "stock as" NSN(s) will then be applied for use in stock, store and issue actions.
- X Semi-active Item - No Replacement. A potentially inactive NSN which must be retained in the supply system as an item of supply because (1) stocks of the item are on-hand or in-use below the wholesale level and (2) the NSN is cited in equipment authorization documents TO & E, TA, TM, etc., or i-use assets are being reported.
Items are authorized for central procurement but not authorized for stockage at wholesale level.
Requisitions for in-use replacement will be authorized in accordance with individual military service directives.
Requisitions may be submitted as requirements generate. Repetitive demands may dictate an AAC change to permit wholesale stockage.
- Y Terminal Item. Further identifies AAC V items on which wholesale stocks have been exhausted. Further procurement not authorized.
Requisitions will not be processed to the wholesale suppliers.
Internal service requisitioning may be continued in accordance with the service requisitioning policies.

Z Insurance or Numeric Stockage Objective Item. Items which may be required occasionally or intermittently and prudence requires that a nominal quantity of materiel be stocked due to the essentiality or the lead time of the item.
 The item is centrally managed, stocked and issued.
 Requisitions will be submitted in accordance with IMM or service requisitioning procedures.

**QUANTITY UNIT
 PACK (QUP)
 UNIT OF ISSUE (U/I)**

A one character alpha or numeric code indicating the number of units of issue in the unit pack. The physical measurement count, container, or shape of an item for purpose of requisition by and issue to the end user. See enclosure (6-5) of the manual for a listing of U/I.

UNIT PRICE

The standard price of the U/I as established by the managing activity expressed in dollars and cents.

**SHELF LIFE CODE
 (SLC)**

A one character alpha or numeric code that indicates the storage timeperiod or perishability of an Item.
 There are two types of SLC codes:

Type I is an item of supply which is determined through an evaluation of technical test data or actual experience to be on item with a definite non-extendible period of shelf-life.

Type II is an item of supply housing an assigned shelf-life time period that may be extended after completion of inspection, test or restoration action.

The SLC Codes are:

Type I	Type II	Storage Time Period
O	0	Non-deteriorative
A		1 Month
B		2 Months
C	1	3 Months

D		4 Months
E		5 Months
F	2	6 Months
G	3	9 Months
H	4	12 Months
J		15 Months
K	5	18 Months
L		21 Months
M	6	24 Months
N		27 Months
P		30 Months
Q	7	36 Months
R	8	48 Months
S	9	60 Months
X	X	Military essential and medical items with shelf-life greater than 60 months.

NOTE: The SCC field may be blank only if the NSN is in

Federal Supply Group (FSG) 11, 13, or 14, or FSC 2845, 8905, 8910, 8915, or 9135.

It may also be blank when the U/I is GL and the FSC is 9130 or 9140.

**PHYSICAL
SECURITY/ARMS,
AMMUNITION AND
EXPLOSIVES
SECURITY
RISK/PILFERAGE
CODES (SEC)**

A one character alphabetic or numeric code indicating the degree of security classification or pilferage control for physical assets.

**PHYSICAL
SECURITY CODE**

A code indicating the materiel requires protection in the interest of national security.

Code	Meaning
A	CONFIDENTIAL. Formerly restricted data.
B	CONFIDENTIAL. Restricted data.
C	CONFIDENTIAL.
D	CONFIDENTIAL. Cryptologic

E SECRET. Cryptologic
 F TOP SECRET. Cryptologic
 G SECRET. Formerly restricted data.
 H SECRET. Restricted data.
 K TOP SECRET. Formerly restricted data.
 L TOP SECRET. Restricted data.
 O Item contains naval nuclear propulsion information, disposal and access limitations are identified in NAVSEAINST C5511.32. Store and handle in a manner which will preclude unauthorized access to this materiel.
 S SECRET.
 T TOP SECRET.
 U UNCLASSIFIED.
 7 Item displays sensitive information. Prior to disposal, all name plates, label plates, meter face plates, tags, stickers, documents or markings, which relate items to weapons system or end item application, must be removed and destroyed.

**ARMS,
AMMUNITION AND
EXPLOSIVES
SECURITY RISK
CODE**

A code indicating the materiel requires a high degree of protection to prevent the acquisition of such materiel by terrorist or other criminal elements through loss or theft.

Code	Meaning
1	Highest sensitivity (Category I). Non-nuclear missiles and rockets in a ready to fire configuration (e.g. Hamlet, Redeye, Stinger, Dragon, LAW, Viper) and explosive rounds for non-nuclear missiles and rockets. This category also applies in situations where the launcher (tube) and the explosive rounds, though not in a "ready to fire" configuration, are jointly stored or transported.
2	High sensitivity (Category II). Arms, ammunition and explosives.
3	Moderate sensitivity (Category III). Arms, ammunition and explosives.
4	Low sensitivity (Category IV). Arms, ammunition and explosives.
5	Highest sensitivity (Category I). Arms, ammunition and explosives with a physical security classification of SECRET.
6	Highest sensitivity (Category I). Arms, ammunition and explosives with a physical security classification of CONFIDENTIAL.
8	High sensitivity (Category II). Arms, ammunition and explosives with a physical security classification of CONFIDENTIAL.

NOTE: Items 5, 6, or 8 will be stored and transported in accordance with the provisions of DoD 5100.76-M or DoD 5200.1-R, whichever is more stringent.

PILFERAGE CODES

A code indicating the materiel has a ready resale value or civilian application as to personal possession and is subject to theft.

Code	Meaning
J	Pilferage controls may be designated by the coding activity to items coded "U" (UNCLASSIFIED) by recording the item to J. Coding activities may further categorize pilferage items by using the following codes:
I	Aircraft engine equipment and parts.
M	Hand tools and shop equipment.
N	Firearms.
P	Ammunition and explosives.
Q	An item which is a drug or other substances determined by the Administrator, Drug Enforcement Administration, Department of Justice to be designated Schedule Symbol III, IV, V as defined in the Controlled Substance Act of 1970 and other items requiring secure storage.
R	Alcohol, alcoholic beverages, precious metals or a drug or other substance determined by the Administrator, Drug Enforcement Administration, Department of Justice, to be designated Schedule Symbol II defined in the Controlled Substance Act of 1970 and other items requiring vault storage.
V	Individual clothing and equipment.
W	Office machines.
X	Photographic equipment and supplies.
Y	Communication and electronic equipment and parts.
Z	Vehicular equipment and parts.

REPARABILITY CODES (RC)

A one character alphabetic code which indicates the type, level, and degree of reparability of an item. In the absence of service-submitted reparability codes, the DLA reparability code will be utilized if applicable.

Service	Code	Meaning
Army	A	Item requires special handling or condemnation procedures because of specific reasons, i.e., precious metal content, high dollar value, critical materiel or hazardous materiel. Refer to appropriate manuals or directives for specific instructions.
	B	Reparable item. When beyond lower level repair capability, return to depot. Condemnation and disposal not authorized below depot level.

	F	Reparable item. When uneconomically reparable, condemn and dispose at direct support level.
	H	Reparable item. When uneconomically reparable, condemn and dispose at general support level.
	L	Reparable item. Repair, condemnation and disposal not authorized below depot or specialized repair activity level.
	O	Reparable item. When uneconomically reparable, condemn and dispose at organizational level.
	Z	Non-reparable item. When unserviceable, condemn and dispose at the level indicated in column 3 of the uniform Source, Maintenance and Recoverability (SMR) Codes.
Air Force	C	Reparable item. Depot level is lowest maintenance level at which condemnation is accomplished. It is under a serialized control and reporting system.
	L	Reparable item. Depot level is lowest maintenance level at which condemnation is accomplished. Line replacement unit.
	N	Non-reparable item. User level is the level at which condemnation is accomplished.
	P	Reparable item. Intermediate level is lowest maintenance level at which condemnation is accomplished. Air Force Stock Fund management, except munitions.
	S	Reparable item. Depot level is lowest maintenance level at which condemnation is accomplished. Air Force Equipment Management System.
	T	Reparable item. Depot level is lowest maintenance level at which condemnation is accomplished. Air Force Recoverable Assembly Management System.
	U	Reparable item. Intermediate level is lowest maintenance level at which condemnation is accomplished. Air Force Equipment Management System.
Coast Guard	C	Non-reparable item.
	O	Reparable item. When uneconomically reparable, condemn and dispose at the organizational (user) level.
	H	Reparable item. Repair, condemnation and disposal not authorized below intermediate (district) level.
	R	Reparable item. Repair, condemnation and disposal not authorized below depot (ICP) level.
Defense Logistics Agency	R	Reparable item.

	N	Non-reparable item.
	Blank	No reparability data established.
Marine Corps	A	Item requires special handling or condemnation procedures because of specific reasons, i.e, precious metal content, high dollar value, critical materiel or hazardous materiel. Refer to appropriate manuals or directives for specific instructions.
	D	Reparable item. When beyond lower level repair capability, return to depot. condemnation and disposal not authorized below depot level.
	F	Reparable item. When uneconomically reparable, condemn and dispose at the third echelon level.
	H	Reparable item. When uneconomically reparable, condemn and dispose at fourth echelon level.
	L	Reparable item. Repair, condemnation and disposal not authorized below depot or specialized repair activity level.
	O	Reparable item. When uneconomically reparable, condemn and dispose of at organizational level.
	Z	Non-reparable item. When unserviceable, condemn and dispose at the level indicated by the first digit of the maintenance code.
Navy	A	Field activity control items
	B	Material (expendable ordnance) requiring lot number reporting.
	C	Material (expendable ordnance) requiring serial number reporting.
	D	Field level reparables.
	E	(1) IRAM Program Intensive Management Reparables. (2) Material (expendable ordnance) requiring lot and serial number control but which is reported by serial number only.
	F	(1) Fast-moving 1I cog forms. (2) Non-perishable provisions.
	G*	FBM weapon system reparable requiring intensive management.
	H*	Depot level reparable.
	I	Unassigned.
	J	Unassigned.
	K	Unassigned.
	L	Local stock items or items pending NSN assignment.
	M	Medium demand velocity items (consumables).

N	Unassigned
O	Unassigned.
P	Perishable subsistence items.
Q*	FBM weapon system reparable requiring special test, special report or periodic inspection.
R	Unassigned.
S	Slow demand velocity items (consumables).
T	Terminal items.
U	Fast moving centrally managed 1I cog forms (locally procured at selected designated overseas activities).
V	Unassigned.
W	Group support equipment-end items.
X*	Special program reparables.
Y	Unassigned.
Z	Special program consumables.

NOTE: Only codes identified with an asterisk (*) are used to identify reparables.

**MANAGEMENT
CONTROL DATA**

A grouping of management codes (i.e., Navy Cognizance Symbols) used by the individual services to designate controls which are essential to the successful operation of service peculiar accounting systems. Coast Guard ICPs must input a one-position code used to designate the inventory account in which an item is held in the Coast Guard Supply system.

Code	Meaning
S	Supply Fund item managed for the Coast Guard by the respective ICP. A funded requisition is required.
A	Appropriations Purchase Account (APA) item managed for the Coast Guard by the respective ICP. An unfunded requisition is required.

**PRECIOUS METALS
INDICATOR (PMI)**

A one character alphabetic or numeric code identifying items that have precious metals as part of their content. Precious metals are those metals considered to be uncommon and highly valuable which are relatively superior in certain properties such as resistance to corrosion and electrical conductivity. The precious metals recovery program for the Federal Government encompasses gold, silver, platinum and the platinum family which consists of Palladium, Iridium, Rhodium, Osmium and Ruthenium. See Property Management Manual (COMDTINST M4500.5 Series), enclosure (53) for additional information.

**AUTOMATIC DATA
PROCESSING
EQUIPMENT (ADPE)
IDENTIFICATION
CODES**

A one character numeric identification code indicating an item of ADPE or containing ADPE regardless of assigned FSC.

See Property Management Manual (COMDTINST 4500.5 Series) for additional information.

**DEMILITARIZATION
CODE (DML)**

A character alphabetic code identifying items requiring demilitarization and the type of demilitarization required and also identifies which do not require demilitarization. See Property Management Manual (COMDTINST M4500.5 Series) Chapter 8 for additional information.

ITEM NAME

A 19 character basic noun or noun-phrase followed by those modifiers necessary to differentiate between item concepts for items having the same basic noun.

PHRASE CODE (PC)

A one character alphabetic or numeric code assigned to a series of phrases to denote changes or relationships between NSNs and information type data in the field entitled "Phrase Statement or Unit Issue/Conversion Factor."

Code	Phrase	Meaning
A	Consolidated with NSN	Indicates that the item represented by the NSN in the input or output header is to be consolidated with the item represented by the NSN in the segment H. The items of supply are identical or completely interchangeable and will be issued under the NSN in the segment H. This phrase is responsive to action either by DLSC, in accordance with Volume 4, Chapter 4.10 of the DIDS Procedures Manual or by an inventory manager reflecting a stock number preference for the NSN in segment H. Note: The NIIN must always change. The FSC may or may not change.

C	Canceled- Replaced by NSN	Indicates that the NSN in the input or output header was assigned to more than one item of supply in error. Field activities must physically reidentify stocks on-hand to the appropriate NSNs reflected in the segment H as replacement item(s). Special instructions to field activities may be furnished by a service-generated "R" Phrase Code.
D	Change to FSC	Indicates that the FSC class for the item in the input or output header has been changed to the FSC class for the item in the segment H.
E	Replaced by NSN	Indicates the item represented by the NSN in the input or output header is replaced by the interchangeable preferred item represented by the NSN in the segment H (stocks will be used until exhausted). Must be used in combination with Phrase Code G addressed to the NSN in the segment H.
F	When Exhausted Use NSN	Indicates that the item represented by the NSN in the input or output header is replaced by the preferred item represented by the NSN in the segment H. This code indicates a one-way substitution.
G	Use NSN Until Exhausted	Indicates that the item represented by the NSN in the input or output header is the replacement for and is interchangeable with the item in the segment H. The replacement item will not be issued until the supply of the replaced item is exhausted. Must be used in combination with Phrase Code E.
H	Suitable Substitute NSN	Indicates that the item represented by the NSN in the segment H is an authorized substitute for the item represented by the NSN in the input or output header.
J	Interchangeable with NSN	Indicates that the item represented by the NSN in the input or output header and the item represented by the NSN in the segment H are completely interchangeable, one for the other. Preferred item relationship is not implied and stocks under the NSNs will not be consolidated.

K	U/I Contains (QTY and Unit of Measure)	Indicates that the item represented by the NSN in the input or output header is assigned a non-definitive U/I. Data reflected in the segment H specifies the content of the non-definitive U/I.
L	Superseded by NSN	Indicates that the item represented by the NSN in the input or output header is to be discontinued and replaced by the item represented by the NSN in segment H. Dispose of materiel on-hand or subsequently received.
M	Breakdown into NSNs	Indicates that the item represented by the NSN in the input or output header is no longer stocked as an assembly. This phrase will be applied to an item when it is desired to breakdown assemblies into subassemblies and attaching parts, groups of items into single items or any tow or more items that should not be binned together under one stock number. Support will be provided by the NSNs represented in the segment H. Multiple entries will be required for NSNs and may be required for document entries.
N	Disposal	Indicates that the item represented by the NSN in the input or output header is no longer a required item of supply. Dispose of stock in accordance with current instructions.
P	Use Assembly, Assortment or Kit NSN	Indicates that the item represented by the NSN in the input or output header is not or will no longer be stocked as an individual item of supply. Requisition the next higher assembly, assortment or kit represented by the NSN in the segment H.
Q	Fabricate or Assemble	Indicates that the item represented by the NSN in the input or output header is not or will no longer be centrally stocked. Fabricate or assemble from components listed in the technical document reflected in the segment H or represented by the NSNs in the segment H.
R	Refer to Technical Document	Indicates that the item represented by the NSN in the input or output header required special handling as specified in the technical document listed in the segment H.

S	Stocks as NSNs	Indicates that the item represented by the NSN in the input or output header is applicable to item cataloged for authorization and procurement purposes. When manufacturer's name and identification become known for each new procurement source, the additional NSN(s) is reflected in the segment H.
T	Condemned	Indicates that the item represented by the NSN in the input or output header has been condemned and its use is prohibited. Disposition will be in accordance with service or agency directives. The replacement NSN, if applicable, is represented by the NSN in the segment H.
U	Associated with Master NSN, Interchangeable and Substitutable (I&S) Family	Indicates that the item represented by the NSN in the input or output header is in an I&S family that is managed by a PICA which has no user or retail interest in the item but management interest only. Must be used in combination with OOU and ZZZ. The master NSN appears in the segment H.
V	Discontinued w/o Replacement	Indicates that the item represented by the NSN in the input or output header is to be discontinued without replacement. Stocks on-hand will be issued and used until exhausted.
X	Formerly FSC	Indicates that an FSC class code number change has occurred to the NINN and the former FSC reflected in the related data field of the segment H record.
Y	Equivalent to NSN	Indicates that the item represented by the NSN in the input or output header has physical and performance characteristics identical to the item represented by the NSN in the segment H. The items of supply differ only in the unit quantity or U/I. Multiple records may be required.
Z	Discontinued, Use NSN	Indicates that the item represented by the NSN in the input or output header is to be discontinued and replaced by the NSN in the segment H. Stock will be issued until exhausted.

- | | | |
|---|---------------------------------|---|
| 3 | Reversal of
Phrase
Code S | Indicates that the item represented by the NSN in the input or output header is the (physical) item of production in an I&S Generic relationship. The Generic Master NSN appears in the segment H. Must be used in combination with Phrase Code S. |
| 7 | Use NSN Until
Exhausted | Indicates that the item represented by the NSN in the input or output header is the preferred replacement item master NSN in the I&S family and is substitutable for the item(s) in segment H. The replacement item, master NSN in the I&S family, will be issued when the supply of the replaced item(s) is exhausted. Must be used in combination with Phrase Code F. |

**REPORTING QUALITY DEFICIENCIES INVOLVING ITEMS
OBTAINED THROUGH GSA, DOD OR COAST GUARD
SERVICES**

BACKGROUND

POLICY

DEFINITIONS

REPORTING QUALITY DEFICIENCIES

AVAILABILITY OF FORMS

DIRECTIONS FOR COMPLETING FORMS

ACTION POINT ADDRESSES

REPORTING QUALITY DEFICIENCIES INVOLVING ITEMS OBTAINED THROUGH GSA, DOD OR COAST GUARD SOURCES

BACKGROUND

The General Services Administration (GSA) and the Department of Defense (DoD) require the use of the Quality Deficiency Report (SF-368) in lieu of other forms for reporting quality deficiencies involving items obtained through GSA and DoD sources.

Unsatisfactory Motor Vehicle and Equipment Report (GSA Form 1718) will not be used. Report of Discrepancy (ROD) (SF-364) will not be used for reporting quality deficiencies, but will be used to report other shipping-related discrepancies.

Commandant (G-AQA) has developed a Product Deficiency Reporting System focused on Headquarters unit initiated procurements. When items so procured are found deficient within the first year of acquisition, Comptroller Manual (COMDTINST M4855.1) Volume X, Quality Assurance, contains instructions for filing SF-368s.

POLICY

Maintenance and Logistics Commands (MLCs), district commanders and commanding officers of Headquarters units must ensure that all product quality deficiencies are promptly reported per the procedures outlined below.

Use the SF-368 for reporting quality deficiencies involving items obtained through Coast Guard sources.

DEFINITIONS

Action Point An activity responsible for resolving a deficiency, including necessary collaboration with support points.

Category I Quality Deficiency A deficiency which will or may effect life or limb of personnel or operational capability to the extent that mission accomplishment is jeopardized or a deficiency involving a military activity which may impair combat capabilities.

Category II Quality Deficiency A deficiency not meeting the criteria for Category I Deficiencies.

Originating Point An activity that discovers and reports a deficiency.

Quality Deficiency A deficiency which prevents an item from fulfilling its intended mission. This can include deficiencies in material or the technical requirements of material, drawing and specifications requirements. A quality deficiency may also be attributable to one or more of the following:

Any condition that limits or prevents the use of material for the purpose intended or required where the material meets all other specifications or contractual requirements and can be corrected only by a design change.

Any deficiency, e.g., physical, chemical, electrical and functional, which is attributable to nonconformance to contractual or specification requirements, including substandard workmanship.

Any unsatisfactory material condition attributable to improper, incorrect, ambiguous or omitted contractual requirements, including deficient specification and other technical data.

Screening Point An activity within the agency originating the report which determines the responsible action point and forwards the report to that action point. Maintenance and Logistics command (mf), district commander (a) and commanding officers of Headquarters are designated as the screening points within the Coast Guard.

Support Point An activity which assists the action point in processing and resolving a deficiency: e.g., contract administration officer or engineering support office.

**REPORTING
QUALITY
DEFICIENCIES**

When items received from GSA, DoD, Coast Guard or items purchased through Federal Supply Schedules (inspected at source by GSA), do not meet the quality requirements of the ordering activity, the person who discovers the deficiency must report it regardless of the dollar amount involved. Guidelines for reporting quality deficiencies and instructions on preparing SF-368s follows. Use the table below for Category I deficiencies:

If...	Then...	And...
Deficiency involving items other than motor vehicles and components	Report within 72 hours via telephone or TWX.	Confirm report on SF-368 to the inquiry and adjustment activity at the appropriate GSA office address in _____. Include supporting documentation.

Use the table below for Category II deficiencies:

If...	Then...	And...
Deficiency involving a motor vehicle or components thereof	Report in triplicate on SF-368 within 15 calendar days.	Include supporting documentation (ex. DD-1348-1, GSA Form 308, DD-250, test results etc.)
Deficiency involving items other than motor vehicles and components.	Report to the inquiry and adjustment activity at the appropriate GSA office address in _____. Include supporting documentation.	

AVAILABILITY OF FORMS

Obtain supplies of SF-368's NSN, 7540-00-133-5541, by submitting a MILSTRIP requisition to CG SUPCEN Baltimore. Use RIC ZNC.

DIRECTIONS FOR COMPLETING FORMS

GENERAL

The following is an example of an SF-368 report:
The following is an example of a deficiency report in message format:

FROM: REPORTING ACTIVITY
TO: (APPROPRIATE ICP)
INFO: CCGD ____ (APPROPRIATE DISTRICT OFFICE)
SHIPPING ACTIVITY
(OTHER ADDRESSES AS NECESSARY)

BT

UNCLAS//N04440//

SUBJ: DEFECTIVE MATERIEL REPORT (MIN: ETAUTH)*

1. THE FOLLOWING INFOR IS KEYED TO THE ENTRIES ON SF-368:

4. DATE DEFICIENCY DISCOVERED:
5. NATIONAL STOCK NUMBER:
6. NOMENCLATURE:
7. MANUFACTURER/MANUFACTURER'S CODE AND/OR SHIPPER
8. MANUFACTURER'S PART NUMBER:
9. SERIAL/LOT/BATCH NUMBER:
10. CONTRACT/PURCHASE ORDER/DOCUMENT NUMBER (FURNISH GSA CONTRACT, PURCHASE ORDER, AND REQUISITION NUMBERS ON SHIPMENTS FROM GSA DISTRIBUTION FACILITIES):
11. NEW OR OVERHAULED:
12. DATE REPAIRED/OVERHAULED:
13. OPERATING TIME AT FAILURE:
14. GOVERNMENT FURNISHED MATERIEL:
15. QUANTITY:
 - A. RECEIVED:
 - B. INSPECTED:
 - C. DEFICIENT:
 - D. ITEMS IN STOCK AT ACTIVITY:
16. DEFICIENT ITEM WORKS ON OR WITH:
 - A. END ITEM:
 - B. NEXT HIGHER ASSEMBLY:
17. DOLLAR VALUE OF DEFICIENT ITEM(S):
18. ESTIMATED CORRECTION COST:
19. ITEM UNDER WARRANTY:
21. ACTION/DISPOSITION:
22. DETAILS, SHORT STATEMENT OF WHAT IS WRONG.

INCLUDE THE NAME, RANK, AND TELEPHONE NUMBER OF AN INDIVIDUAL WHO MAY BE CONTACTED FOR ADDITIONAL INFORMATION; INCLUDE REQUISITION NUMBER AND NAME OF THE ISSUING ACTIVITY.
BT

*NOTE: Electrical transmission during MINIMIZE is authorized for Category I reports. The notation "MION: ETCNDL" authorizes the submission of messages by electrical transmission during MINIMIZE only under specified circumstances. The preparer of the message shall determine these circumstances.

Use the following table to determine which items to complete:

If...	Then...
Deficiency involves items other than motor vehicles or components thereof	complete all items
Deficiency involves motor vehicles or components thereof	complete items 1, 4, 6-13, 15d., 16, 19, 21, 22.

SECTION I

Section I should be completed by the originating source when the information is available and applicable. The screening point will ensure that applicable items not completed by the originating source are completed to maximum extent possible. When a space provided is not sufficient, enter "see item 22" and in item 22, show the applicable item number, and enter the appropriate information. A separate sheet of paper may be used.

PROCEDURES FOR COMPLETING ITEMS

Use the following table when completing items:

Item	Task - "Enter..."
1a	address of originating source
1b	date, name, commercial phone number (include area code), and signature of POC.
2a	name and address of the screening point to which the report is being submitted.
2b	The Screening Point will enter the date, name, commercial phone number and signature of the individual processing the report.
3	report control number (when a numbering system is used)
4	date the deficiency was discovered. In the case of motor vehicles, the date the deficiency was suspected.
5	NSN of the deficient material, when applicable.
6	noun name of the material or component part of an item. Show nomenclature of part.
7	name of manufacturer, maintenance contractor or government activity which last repaired or overhauled the deficient material. Include the shipper's name, if different from manufacturer. For motor vehicles, enter manufacturer of vehicle or component part.
8	self-explanatory
9	manufacturer's serial number, lot number or batch number of the deficient material.
10	contract number (GS-OOS-___), purchase order, and requisition or the item number from the purchase order.
11	Check the appropriate block to indicate whether the deficient material is new or has been overhauled/repaired.
12	date. If the material has been repaired or overhauled, enter date of last repair and miles or hours at time of repair.

- 13 Indicate the time material had been in operation since new or overhaul/repair. Use the appropriate performance element (e.g. odometer miles, hour meter hours etc...). If item is a motor vehicle, indicate date vehicle was placed in service.
- 14 GFM is any material that belongs to the Government and is furnished to a contractor for some purpose. Check the block that applies.
- 15 Quantity shall be a count of each individual item disregarding unit of issue.
enter total number of items received in the lot or batch in which the deficiency was found, if known.
enter number of items inspected.
- 16 When deficient item is a component part of equipment, enter data of end item. For motor vehicles, enter model, year and serial number; (e.g. Nova, 1970, 1S53 F 100001).
- 17 dollar value of deficient material, if known
- 18 estimated cost, including overhead, for correcting the deficiency.
- 19 Check a block to indicate whether the item is covered by a contractual warranty, if known.
- 20 to be completed by Navy and Air force only
- 21 Check a block to indicate action taken or requested. If holding an exhibit, indicate the number of days the exhibit will be held in the space provided. If none of the choices apply, check "other" and identify the nature of the action taken or requested in Item 22.

- 23b The action point will enter the date, name/duty phone/signature of individual processing the report.
- 24a The action point may use this block to identify the name/address of a support point to which the report is being submitted.
- 24b The support point may use this block to identify the name/date/duty phone and signature of the individual they assign to process the report. If more than one support point is involved, items 25 and 26 should be used.
- 25a For use in addition to item 24 if needed.
- 25b Use if needed.
- 26a For use in addition to items 24 and 25 if needed.
- 26b Use if needed.
- 27-37 The reverse side of SF-368 has been designed as an internal record of investigation and for use as a reply document. It is purely optional.
- Items 27-28 are used by the action point, when replying to the screening point.
- Items 28-34 are used by the action point to identify the item specification, the method of report transmittal, the type of shipment or purchase involved, or any other relevant information.
- Items 35-36 are used by the screening point when addressing the reply to the originator.
- Item 37 is used by the action point to identify whom copies have been provided for.

**ACTION POINT
ADDRESSES**

ARMY
Chief
DARCOM Quality Assurance Field Activity
ATTN: DRXQA-P
Lexington-Bluegrass Army Depot
Lexington, KY 40511
COM-(606) 293-3180 AV 745-3180

NAVY
Commanding Officer
Fleet Materiel Support Office (FMSO 99223)
Mechanicsburg, PA 17055
(717) 790-2319 AV 430-2319

AIR FORCE

Send action copies of messages of SF-368
reporting quality deficiency data conditions:
Commander
Air Force Logistics Command (MMXQ)
Wright-Patterson AFB, OH 45433

MARINE CORPS

Commandant of the Marine Corps
Headquarters Marine Corps
(Code LMO)
Washington, DC 20380

DEFENSE LOGISTICS AGENCY (DLA)

Send action copies of SF-368 or messages
reporting quality deficiency data conditions on
DLA-procured or managed items to the
appropriate Defense Supply Center (DSC). Use
the following addresses:

Commander

Defense Electronics Supply Center
ATTN: Director of Technical Operations, DESC-SQ
1507 Wilmington Pike
Dayton, OH 45444 (513) 296-6593 AV 850-6593
Commander

Defense Fuel Supply Center

ATTN: Director, Office of Technical Services,
DFSC-T
Cameron Station
Alexandria, VA 22314 (202) 274-7441
AV 284-7441

Commander, Defense Personnel Support Center

ATTN: DPSC-TTT
2800 South 20th Street
Philadelphia, PA 19101 (215) 271-3231
AV 444-3231

Commander, Defense Construction Supply Center

ATTN: DCSC-SQ
Columbus, OH 43215 (614) 236-2089
AV 850-2089

Commander, Defense General Supply Center

ATTN: DGSC-SQB
Richmond, VA 23297 (804) 275-4641
AV 695-4641

Commander, Defense Industrial Supply Center

ATTN: DISC-SF
700 Robbins Avenue
Philadelphia, PA 19111 (215) 697-3213
AV 442-3213

Commander, Defense Industrial Plant Equipment
Center
ATTN: DIPEC-T
Memphis, TN 38114 (901) 744-9500 AV 966-9500

NATIONAL SECURITY AGENCY
Send action copies of messages or SF-368
reporting quality deficiency data to:
Director

National Security Agency
ATTN: LA
9800 Savage Road
Fort George G. Meade, MD 20755

GENERAL SERVICES ADMINISTRATION (GSA)
General

Automotive Vehicles and Component Parts,
Including Tires, Tubes and Batteries. Send
SF-368 (in triplicate) or message to General
Services Administration, Office of Federal
Supply and Services (FAE), Washington, DC
20406.

All Other Items. Distribute action copies as
outlined below. Send information copies of
messages to the following address when
reporting Category I Quality Deficiency
conditions in materiel shipped from or directed
by GSA:

General Services Administration
Office of Federal Supply and Services (FQA)
Washington, DC 20406

Communications Routing Identifiers:
RUEVFWM (unclassified; RUEBGHA (classified)
Continental Activities
Send SF-368 (in triplicate) or action copies of
messages to appropriate GSA regional offices
below:

GSA Regional Office Mailing and Cable Address and Routing Identifier (RI)	Communications Routing Identifiers	Areas Serviced
General Services Administration (FSS) ATTN: 2FO 26 Federal Plaze New York, NY 10278 Cable: NITRITES RI: GNO General Services Administration 75 Spring Street, SW Atlanta, GA 30303 Cable: ATLAS RI: GAO	Unclassified: RUEVDAE Classified: RUEBHGD Unclassified: RUEVDAA Classified: RUEBHGB	Connecticut Maine Massachusetts New Hampshire New Jersey New York Rhode Island Vermont Alabama Delaware District of Columbia Florida Georgia Kentucky Maryland Mississippi North Carolina Pennsylvania South Caroline Tennessee Virginia West Virginia
General Services Administration (FSS) ATTN: 5FO 230 South Dearborn St. Chicago, IL 60604 Cable: CHIPPE RI: GCO	Unclassified: RUCHLAC Classified: RUEBHGF	Illinois Indiana Michigan Minnesota Ohio Wisconsin
General Services Administration (FSS) ATTN: 7FO 819 Taylor Street Fort Worth, TX 76102 Cable: DOOLY RI: GFO	Unclassified: RUCHMCI Classified: RUEBHGH	Arkansas Iowa Kansas Louisiana Missouri Nebraska New Mexico Oklahoma Texas

General Services Administration (FSS)	Unclassified: RUWLRBQ	Arizona
ATTN: 9FO	Classified: RUEBHGJ	California
525 Market Street		Colorado
San Francisco, CA		Idaho
Cable: SUGAR		Montana
RI: GSO		Nevada
		North Dakota
		Oregon
		South Dakota
		Utah
		Washington
		Wyoming

Overseas Activities

Overseas activities must submit reports or messages to the specific GS office which normally provides support.

COAST GUARD
U.S. Coast Guard Yard
Ships Inventory Control Point
Curtis Bay
Baltimore, MD 21226-1792

U.S. Coast Guard Supply Center
Electronics/General Inventory Control Point
830 3rd Avenue
Brooklyn, NY 11232-1596

U.S. Coast Guard Aircraft Repair and Supply Center
Aviation Inventory Control Point
Elizabeth City, NC 27909-5001

REPORTING QUALITY DEFICIENCIES INVOLVING ITEMS OBTAINED THROUGH GSA, DOD OR COAST GUARD SOURCES

BACKGROUND

POLICY

DEFINITIONS

REPORTING QUALITY DEFICIENCIES

AVAILABILITY OF FORMS

DIRECTIONS FOR COMPLETING FORMS

ACTION POINT ADDRESSES

QUALITY DEFICIENCY REPORTS (SF-368)

PURPOSE

This section describes the policy and procedures for submitting Quality Deficiency Reports (QDRs). The QDR (SF-368) is used to provide feedback to activities responsible for design, development, purchasing, supply, maintenance and contract administration so that deficiencies can be corrected and prevented.

POLICY

Coast Guard units shall submit SF-368 when procured Coast Guard and OGA items do not meet the purpose for which they were intended. Coast Guard Headquarters-initiated acquisitions, quality deficiencies shall be reported in accordance with the Acquisition Manual (COMDTINST Quality Deficiency Reports shall be submitted regardless of dollar value.

IN THIS SECTION

This section covers the following topics:

Topic	See Page
When to Submit Quality Deficiency Reports	
Preparation of SF-368	
Distribution of SF-368	
Disposition and Credit for QDR	
Materiel	

WHEN TO SUBMIT QUALITY DEFICIENCY REPORTS

PURPOSE

The GSA and DoD require the use of the QDR (SF-368) in lieu of other forms for reporting quality deficiencies involving items obtained through GSA and DoD sources.

DEFINITIONS

Quality Deficiency A deficiency which prevents an item from fulfilling its intended mission. This can include deficiencies in material or the technical requirements of material, drawing and specifications requirements. A quality deficiency may also be attributable to one or more of the following:

Any condition that limits or prevents the use of material for the purpose intended or required where the material meets all other specifications or contractual requirements and can be corrected only by a design change.

Any deficiency, e.g., physical, chemical, electrical and functional, which is attributable to nonconformance to contractual or specification requirements, including substandard workmanship.

Any unsatisfactory material condition attributable to improper, incorrect, ambiguous or omitted contractual requirements, including deficient specification and other technical data.

Action Point An activity responsible for resolving a deficiency, including necessary collaboration with support points.

Support Point An activity which assists the action point in processing and resolving a deficiency: e.g., contract administration officer or engineering support office.

Category I Quality Deficiency A product quality deficiency which may cause death, injury, or severe occupational illness; would cause loss or major damage to a weapon system; or directly restricts search and rescue and combat readiness capabilities.

Category II Quality Deficiency A product quality deficiency which does not meet the criteria set forth in Category I.

Note: When the appropriate category cannot be determined locally, Category I will be assigned.

Continued on next page

WHEN TO SUBMIT SF-368, Continued

SUBMISSION TIME Use the table below for Category I and II
FRAMES deficiencies:

For...	Report...	To...
Category I Deficiencies	Report within 72 hours via telephone or priority message	Action Agency (ICP/IM) with follow-up of SF-368
Category II Deficiencies	Report within 5 working days using SF-368 in triplicate.	Action Agency (ICP/IM) with supporting documentation

RESPONSE TIME Units that do not receive response to QDR
FRAME submissions to OGA within 180 days shall submit a
follow-up letter to the cognizant MLC or District
Commander.

SUPCENs shall acknowledge receipt within 5 working
days and provide interim instructions.

PREPARATION OF SF-368

PURPOSE

This section describes how to prepare a QDR message and the SF-368.

MESSAGE FORMAT

Follow this message format when reporting a Category I deficiency:

PRIORITY

FROM REPORTING ACTIVITY

TO (APPROPRIATE ICP)

INFO CCGD _____ (APPROPRIATE DISTRICT OFFICE/MLC)

SHIPPING ACTIVITY

(OTHER ADDRESSES AS NECESSARY)

BT

UNCLAS//N04440//

SUBJ: DEFECTIVE MATERIAL REPORT

1. THE FOLLOWING INFO IS KEYED TO THE ENTRIES ON SF-368:

4. DATE DEFICIENCY DISCOVERED
5. NATIONAL STOCK NUMBER
6. NOMENCLATURE
7. MANUFACTURER/MANUFACTURER'S CODE AND/OR SHIPPER
8. MANUFACTURER'S PART NUMBER
9. SERIAL/LOT/BATCH NUMBER
10. CONTRACT/PURCHASE ORDER/DOCUMENT NUMBER (FURNISH GSA CONTRACT, PURCHASE ORDER, AND REQUISITION NUMBERS ON SHIPMENTS FROM GSA DISTRIBUTION FACILITIES)
11. NEW OR OVERHAULED
12. DATE REPAIRED/OVERHAULED
13. OPERATING TIME AT FAILURE
14. GOVERNMENT FURNISHED MATERIEL
15. QUANTITY
 - A. RECEIVED
 - B. INSPECTED
 - C. DEFICIENT
 - D. ITEMS IN STOCK AT ACTIVITY
16. DEFICIENT ITEM WORKS ON OR WITH
 - A. END ITEM
 - B. NEXT HIGHER ASSEMBLY
17. DOLLAR VALUE OF DEFICIENT ITEM(S)
18. ESTIMATED CORRECTION COST
19. ITEM UNDER WARRANTY
21. ACTION/DISPOSITION
22. DETAILS, SHORT STATEMENT OF WHAT IS WRONG. INCLUDE THE NAME, RANK, AND TELEPHONE NUMBER OF AN INDIVIDUAL WHO MAY BE CONTACTED FOR ADDITIONAL INFORMATION; INCLUDE REQUISITION NUMBER AND NAME OF THE ISSUING ACTIVITY

BT

Continued on next page

PREPARATION OF SF-368, Continued

**REPORTS DURING
MINIMIZE**

Electronic transmission during MINIMIZE is authorized for Category I reports. The notation "MIN: CONSIDERED" authorizes the submission of messages by electronic transmission during MINIMIZE only under specified circumstances. The preparer of the message shall determine these circumstances.

Use the following table to determine which blocks to complete:

If...	Then...
Deficiency involves items other than motor vehicles or components thereof	complete all blocks
Deficiency involves motor vehicles or components thereof	complete blocks 1, 4, 6-13, 15d., 16, 19, 21, 22.

**HOW TO FILL OUT
SECTION I OF SF-368**

Section I shall be completed by the originating source. When a space provided is not sufficient, enter "see block 22" and in block 22, show the applicable item number, and enter the appropriate information. A separate sheet of paper may be used.

Use the following table when completing form:

Block	Task - "Enter..."
1a	address of originating source
1b	name, commercial phone number (include area code), and signature of POC.
2a	name and address of the screening point (cognizant ICP/IM) to which the report is being submitted.
2b	<u>The Screening Point</u> (cognizant ICP/IM) will enter the date, name, commercial phone number and signature of the individual processing the report.
3	report control number, i.e., 001/94
4	date the deficiency was discovered. In the case of motor vehicles, the date the deficiency was suspected.
5	NSN/ACN/Part number of the deficient material, when applicable.

Continued on next page

PREPARATION OF SF-368, Continued

- 6 noun name of item.
- 7 name or case of manufacturer, maintenance contractor or government activity which last repaired or overhauled the deficient material. Include the shipper's name, if different from manufacturer. For motor vehicles, enter manufacturer of vehicle or component part.
- 8 manufacturer's part number.
- 9 manufacturer's serial number, lot number or batch number of the deficient material.
- 10 contract number, purchase order and the item number from the purchase order or requisition number.
- 11 Check the appropriate block to indicate.
- 12 date of manufacture, repair or overhaul.
- 13 Indicate the time material had been in operation since new or overhaul/repair. Use the appropriate performance element (e.g., odometer miles, hour meter hours, etc.). If item is a motor vehicle, indicate date vehicle was place in service.
- 14 Government Furnished Material (GFM) is any material that belongs to the Government and is furnished to a contractor for some purpose. Check the block that applies.
- 15 Enter the quantity: (a) received, (b) inspected, (c) deficient and (d) stock on hand..
- 16a Enter the major system in which the item is used.
- 16b Enter the NSN, noun name, part number and serial number of next higher assembly in which the item is used.
- 17 dollar value of deficient material.
- 18 if known, estimated cost for correcting the deficiency.
- 19 Check a block to indicate whether the item is covered by a contractual warranty, if known.
- 20 Not applicable.
- 21 Check block to indicate action taken or requested. If holding an exhibit, indicate the number of days the exhibit will be held. If none of the choices apply, check "other" and identify the action taken or requested in Item 22.
- 22 Provide remarks as appropriate.

Continued on next page

PREPARATION OF SF-368, Continued

HOW TO FILL OUT
SECTION II OF SF-
368

Section II is to be completed by the screening point, action point, and support point as applicable.

Item	Task - "Enter..."
23a	<u>The screening or originating point</u> will enter the name and address of the action point to which the report is being submitted.
23b	<u>The action point</u> will enter the date, name/duty phone/signature of individual processing the report.
24a	<u>The action point</u> may use this block to identify the name/address of a support point to which the report is being submitted.
24b	<u>The support point</u> may use this block to identify the name/date/duty phone and signature of the individual they assign to process the report. If more than one support point is involved, items 25 and 26 should be used.
25a	For use in addition to item 24 if needed.
25b	Use if needed.
26a	For use in addition to items 24 and 25 if needed.
26b	Use if needed.
27-37	The reverse side of SF-368 has been designed as an internal record of investigation and for use as a reply document. It is purely optional. <u>Items 27-28</u> are used by the action point, when replying to the screening point. <u>Items 28-34</u> are used by the action point to identify the item specification, the method of report transmittal, the type of shipment or purchase involved, or any other relevant information. <u>Items 35-36</u> are used by the screening point when addressing the reply to the originator. <u>Item 37</u> is used by the action point to identify whom copies have been provided for.

**ACTION POINT
ADDRESSES**

ARMY
Chief
DARCOM Quality Assurance Field Activity
ATTN: DRXQA-P
Lexington-Bluegrass Army Depot
Lexington, KY 40511
COM-(606) 293-3180 AV 745-3180

NAVY
Commanding Officer
Fleet Materiel Support Office (FMSO 99223)
Mechanicsburg, PA 17055
(717) 790-2319 AV 430-2319

AIR FORCE
Send action copies of messages of SF-368
reporting quality deficiency data conditions:
Commander
Air Force Logistics Command (MMXQ)
Wright-Patterson AFB, OH 45433

MARINE CORPS
Commandant of the Marine Corps
Headquarters Marine Corps
(Code LMO)
Washington, DC 20380

DEFENSE LOGISTICS AGENCY (DLA)
Send action copies of SF-368 or messages
reporting quality deficiency data conditions on
DLA-procured or managed items to the
appropriate Defense Supply Center (DSC). Use
the following addresses:

Commander
Defense Electronics Supply Center
ATTN: Director of Technical Operations, DESC-SQ
1507 Wilmington Pike
Dayton, OH 45444 (513) 296-6593 AV 850-6593

Commander
Defense Fuel Supply Center
ATTN: Director, Office of Technical Services,
DFSC-T
Cameron Station
Alexandria, VA 22314 (202) 274-7441
AV 284-7441

Commander, Defense Personnel Support Center
ATTN: DPSC-TTT
2800 South 20th Street
Philadelphia, PA 19101 (215) 271-3231
AV 444-3231

Commander, Defense Construction Supply Center
ATTN: DCSC-SQ
Columbus, OH 43215 (614) 236-2089
AV 850-2089

Commander, Defense General Supply Center
ATTN: DGSC-SQB
Richmond, VA 23297 (804) 275-4641
AV 695-4641

Commander, Defense Industrial Supply Center
ATTN: DISC-SF
700 Robbins Avenue
Philadelphia, PA 19111 (215) 697-3213
AV 442-3213

Commander, Defense Industrial Plant Equipment
Center
ATTN: DIPEC-T
Memphis, TN 38114 (901) 744-9500 AV 966-9500

NATIONAL SECURITY AGENCY
Send action copies of messages or SF-368
reporting quality deficiency data to:
Director
National Security Agency
ATTN: LA
9800 Savage Road
Fort George G. Meade, MD 20755

GENERAL SERVICES ADMINISTRATION (GSA)
General

Automotive Vehicles and Component Parts,
Including Tires, Tubes and Batteries. Send
SF-368 (in triplicate) or message to General
Services Administration, Office of Federal
Supply and Services (FAE), Washington, DC
20406.

All Other Items. Distribute action copies as
outlined below. Send information copies of
messages to the following address when
reporting Category I Quality Deficiency
conditions in materiel shipped from or directed
by GSA:
General Services Administration
Office of Federal Supply and Services (FQA)
Washington, DC 20406

Communications Routing Identifiers:
RUEVFWM (unclassified; RUEBGHA (classified)
Continental Activities
Send SF-368 (in triplicate) or action copies of
messages to appropriate GSA regional offices
below:

GSA Regional Office Mailing and Cable Address and Routing Identifier (RI)	Communications Areas Served Routing Identifiers
--	--

General Services Administration (FSS) ATTN: 2FO 26 Federal Plaza New York, NY 10278 Cable: NITRITES RI: GNO	Unclassified: RUEVDAE Classified: RUEBHGD	Connecticut Maine Massachusetts New Hampshire New Jersey New York Rhode Island Vermont
General Services Administration 75 Spring Street, SW Atlanta, GA 30303 Cable: ATLAS RI: GAO	Unclassified: RUEVDAA Classified: RUEBHGB	Alabama Delaware District of Columbia Florida Georgia Kentucky Maryland Mississippi North Carolina Pennsylvania South Caroline Tennessee Virginia West Virginia
General Services Administration (FSS) ATTN: 5FO 230 South Dearborn St. Chicago, IL 60604 Cable: CHIPPE RI: GCO	Unclassified: RUCHLAC Classified: RUEBHGF	Illinois Indiana Michigan Minnesota Ohio Wisconsin
General Services Administration (FSS) ATTN: 7FO 819 Taylor Street Fort Worth, TX 76102 Cable: DOOLY RI: GFO	Unclassified: RUCHMCI Classified: RUEBHGH	Arkansas Iowa Kansas Louisiana Missouri Nebraska New Mexico Oklahoma Texas

General Services	Unclassified:	Arizona
Administration (FSS)	RUWLRBQ	California
ATTN: 9FO		Colorado
525 Market Street	Classified:	Idaho
San Francisco, CA	RUEBHGJ	Montana
Cable: SUGAR		Nevada
RI: GSO		North Dakota
		Oregon
		South Dakota
		Utah
		Washington
		Wyoming

Overseas Activities

Overseas activities must submit reports or messages to the specific GS office which normally provides support.

COAST GUARD
U.S. Coast Guard Yard
Ships Inventory Control Point
Curtis Bay
Baltimore, MD 21226-1792

U.S. Coast Guard Supply Center
Electronics/General Inventory Control Point
830 3rd Avenue
Brooklyn, NY 11232-1596

U.S. Coast Guard Aircraft Repair and Supply
Center
Aviation Inventory Control Point
Elizabeth City, NC 27909-5001

PRIORITY DESIGNATOR (BLOCK 20, RP 60-61)

DEFINITION The priority designator is a combination of

 The Force/Activity Designator (FAD) and

 The Urgency of Need Designator (UND)

PURPOSE The priority designator is used to assign priorities in accordance with the Department of Defense (DoD) Uniform Materiel Movement and Issue Priority System (UMMIPS). It is an integral and vital part of the DoD Military Standard Requisitioning and Issue Procedures (MILSTRIP).

FAD ASSIGNMENTS Following are the FAD assignments for Coast Guard Mission Support Programs:

FAD	Unit
II	Headquarters Cutters (WAGB, WHEC, WMEC, WPB, WTR) Air Stations/Facilities Loran C Stations (Incl A/C & Monitors) Mobile Aerostat Platform Detachment/Squadron National Drug Interdiction Task Force/Group Omega Units ONSOD Patrol Boat Squadrons Strike Teams Surface Effects Ship Division Also for units with supporting programs and ordering mission related material for: Law Enforcement Search and Rescue Oil Pollution Abatement Aircraft Service Acceptance Trials conducted by Board of Inspection and Survey

III Districts
 Maintenance and Logistics Commands
 Districts
 Groups
 Support Centers/Bases
 Stations
 Activities Eurpoe
 Academy
 ATC Mobile
 Aviation Technical Training Center
 RESTRACEN Yorktown
 Training Centers
 NMLB School
 R&D Center Groton
 Electronics
 Engineering Center
 Support Detachment
 Shops - Telephone
 Radar Installation Teams
 Radio Beacon/Communication Stations
 Coast Guard Yard
 Coast Guard Supply Centers (AR&SC, SCCB, SCB)
 Ship Repair Detachment
 Maintenance
 Vessel Traffic Services
 Primary Crew Assembly Facility
 Small Arms Repair Shops
 Cutters (The following classes):
 WAGO WLB WYTL
 WIX WLI WYTM
 WLIC
 WLM
 WLR
 Boating Safety Detachment/Team
 Liaison Officer (SPCC, DPSC, NSC Oakland, NSC
 Norfolk)
 Light Attendant Station (ANT)
 Light Stations
 Lightships
 Loran C Detail
 Marine Safety Offices/Detachemnts/Zones
 Port Safety Stations/Detachments
 National Data Buoy Detachments
 Mobile Dental Detachment
 Resident Inspectors (RIO)
 Marine Inspection Officers
 IV COMDAC Support Facility
 Depots
 Fire and Safety Test Facility
 Merchant Marine Details
 Liaison Officer, CINCLANTFLT
 Pay and Personnel Center
 CG Institute

FORCE/ACTIVITY DESIGNATOR (FAD)-URGENCY OF NEED (UND) CONVERSION TABLE
PRIORITY {NEED TABLE SENTENCE} DESIGNATOR DETERMINATION

Designator	UND Description	FAD				
		I Priority	II Designators	III	IV	V
A	Mission Critical materiel needed immediately for repairs to essential equipment	01	02	03	04	05
B	Material needed to maintain full mission capability to repair auxiliary equipment to replace safety levels when last spare has been issued	04	05	06	09	10
C	Material needed for Scheduled repairs Replenishment of stock Other Routine Purposes	11	12	13	14	15

UNIFORM MATERIEL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS) PROCESSING STANDARDS

TIME REQUIREMENTS Delivery Dates (In Calendar Days):

	Task	Priority Designators		
		01-03	04-08	09-15
1	Action Screening/Assign	1 day	1 day	2 days
2	ICP Availability Det	1 day	1 day	3 days
3	Depot/Storage Site Det	1 day	2 days	8 days
4	Transportation Hold & transit to CONUS, Canada or Port of Embarkation (ROL)	3 days	6 days	13 days

Delivery Dates (In Calendar Days)*

Destination	Priority Designators		
	01-03	04-08	09-15
CONUS POE	8 days	12 days	31 days
Alaska/Hawaii Caribbean	12 days	16 days	69 days
Europe/Africa	12 days	16 days	81 days
WESTERN PACIFIC	13 days	17 days	93 days

Note: The time standards above are the number of calendar days from the Julian date on the requisition.

They represent the cumulative days normally required for

- Requisition submittal
- Availability determination and shipment planning
- Transportation and delivery
- Receipt processing by requisitioner

MATERIEL CONDITION CODES

DEFINITION The Materiel Condition Code is a one-digit alphabetic character which identifies the materiel as serviceable or unserviceable.

Code used in Record Position (RP) are:

	Form	RP
Materiel Release Orders		71
Release/Receipt document		Block P
Inter-service Supply Support Procedures (ISSP)		71

CODES For additional information concerning the following codes, see Property Management Manual, COMDTINST M4500.5, Enclosure (15).

Code	Title	Definition
A	Serviceable (Issuable without qualification)	New, used, repaired or reconditioned materiel which is serviceable and issuable without limitation or restriction.
B	Serviceable (Issuable with Qualification)	New, used, repaired or reconditioned materiel serviceable and issuable for its intended purpose but restricted from issue to specific units, activities or geographical areas by reason of its limited usefulness or short service-life expectancy.
C	Serviceable (Priority Issue)	Items which are serviceable and issuable to selected customers, but which must be issued before condition A and B materiel to avoid loss as a usable asset.
D	Serviceable (Test Modification)	Serviceable materiel which requires test, alterations, modification, conversion or disassembly.
E	Unserviceable (Limited Restoration)	Materiel which involves only limited expense or effort to restore to serviceable condition and is accomplished at the storage activity where stocked.

F	Unserviceable (Repairable)	Economically repairable materiel which requires repair, overhaul, or reconditioning.
G	Unserviceable (Incomplete)	Materiel requiring additional parts or components to complete the end item prior to issue.
H	Unserviceable (Condemned)	Materiel determined unserviceable and does not meet repair criteria.
I	Not assigned	Reserved for future assignment by DoD.
J	Suspended (in stock)	Materiel in stock which has been suspended from issue pending classification or analysis.
K	Suspended (Returns)	Materiel returned from customers or users and awaiting condition classification.
L	Suspended (Litigation)	Materiel held pending litigation or negotiation.
M	Suspended (in work)	Materiel identified on inventory control record but has been turned over to a maintenance facility or contractor for processing.
N	Suspended (Ammunition Suitable for Emergency Combat use only)	Ammunition suspended from issue except for emergency combat use.
O	Not Assigned	Reserved for future assignment.
P	Unserviceable (Reclamation)	Materiel determined to be unserviceable, uneconomically repairable as a result of physical inspection or engineering decision.
Q	Suspended (Quality Deficient Exhibits)	Reserved for Air Force use only.
R	Suspended (Reclaimed Items, Awaiting Condition Determination)	Reserved for Air Force use only.
S	Unserviceable (scrap)	Materiel that has no value except for its basic materiel content. No stock will be recorded as on-hand in condition Code S.
T-Z	Not Assigned	Reserved for future DoD assignments.

MEDIA AND STATUS CODES (BLOCK 3; RP 7)

PURPOSE

The M&S code is a one-character code which indicates the recipient of status and the means of transmission. The system provides for furnishing status to the requisitioner (cc 30-35) or the supplementary address (cc 45-50). In addition, the activity indicated in cc 54 will receive 100% supply status plus shipment status on all priorities regardless of the entry of cc7.

MEDIA AND STATUS CODES

This table provides a listing of Media and Status Codes and their explanation:

Status To: "A" - Requisitioner
 "B" - Supplementary Address

Kind of Status	M&S "A"	Code "B"	Interpreted Punch Cards Mail	Media Clear Text Mailer/Message	AUTODIN
None*	0	0	-	-	-
None*	Y	Y	-	-	-
Exception Status Only	2	4	-	-	X
100% Supply Status	3	5	X	-	-
Exception Plus Shipment Status	B	D	-	-	X
100% Supply Plus Shipment Status	C	E	X	-	-
Exception Plus Shipment Status	J	Q	-	X	-
100% Supply Plus Shipment Status	K	M	-	-	X
Exception Status	L	N	X	-	-
100% Supply Plus Shipment Status	Z	Z	-	-	X
Exception Status	P	P	-	X	-
100% Supply Plus Shipment Status	A	H	-	X	-
Exception Status	S	U	-	-	X
100% Supply Plus Shipment Status	T	V	X	-	-
Exception Status	F	F	-	-	X
100% Supply Plus Shipment Status	G	G	-	X	-

* M&S code 0. No status to requisitioner or supplementary Address. 100% supply status and shipment status by AUTODIN to the activity designated by a significant entry in cc54.

* M&S code Y. No status to requisitioner or supplementary address. Exception supply status and shipment status by AUTODIN to the activity designated by a significant entry in cc54.

EXAMPLE:

Requisitioner using M&S code 3 will receive exception status only, by mail.
 Supplementary address using M&S code U will receive 100% supply plus shipment status by AUTODIN.

Uniform Materiel Movement and Issue Priority System (UMMIPS)

A. Introduction.

1. General. UMMIPS provides guidance for issuing and moving materiel by ranking materiel requirements according to their importance. The system is designed to give recognition and preferential treatment to materiel needs, the lack of which will prevent or seriously impair a command's ability to carry out its assigned mission. Ranking is based upon answers to two questions.
 - a. How important is the mission of the requiring activity.
 - b. How urgent is the need for the materiel.
2. In satisfying competing materiel requirements, it is necessary to identify the relative Importance of demands not only for the materiel, but also for other logistics system resources, such as transportation, warehousing and paperwork processing.
3. UMMIPS also assigns time standards for processing requisitions and moving materiel.

B. Objective. Coast Guard participation in UMMIPS is designed to provide equal treatment of Coast Guard requisitions with those of other UMMIPS users when supply support decisions are being made. That consideration will affect timely and effective support of Coast Guard missions.

C. Policy. Uniform Materiel Movement and Issue Priority System (UMMIPS) policies and procedures governing Coast Guard participation and use are contained in DOD Directive 4410.6 dated 30 Oct 1980, as amended. Use UMMIPS in preparing requisitions for items under Coast Guard management and those of Other Government Agencies (OGA). The primary OGAs are the Department of Defense (DOD) and the General Services Administration (GSA). These procedures and time standards apply to inter-service supply support operations for stocked items. supply support arrangements involving deliveries from procurement will be based on delivery schedules agreed to by the Coast Guard and contractor. Special handling will be applied to meet the requirements for high priority materiel demands (priority designator 01 through 08). For priority designator 01 through 03 and Not Mission Capable Supply (NMCS)/Partial Mission Capable Supply (PMCS) Casualty Report (CASREP)/Anticipated Not Mission Capable Supply (ANMCS)* requisitions, the normal procedure will be expedited issue processing and the use of air or other high-speed transportation. Priority designator 04 through 08 requisitions will receive expedited issue processing, but will be shipped by the most economical mode, consistent with the priority designator and the required delivery date. The basic objective is to satisfy those demands of the requirements by expeditious processing to the final point of issue, with due consideration for high cost of premium transportation. priority designator 09

through 15 requisitions will be subjected to routine processing, handling, and low cost transportation, except where overriding circumstances known to the shipper dictate a more expeditious mode of transportation. UMMIPS is based on the following elements:

1. Force Activity Designator (FAD). The FAD is a number code (Roman Numerals I-V) which indicates the importance of a unit's mission or an installation, project or program with respect to national objectives. A Force/Activity is a unit, organization, body of troops, cutter, aircraft, etc., performing a function or mission.
2. Urgency of Need Designator (UND). The UND is an alphabetic code (Codes A-C) that describes a unit's needs for requisitioned materiel. Each UND code has been defined to cover specific types of unit needs. Some of the services or agencies, including the Coast Guard, have refined DOD's UND definitions into a tailored version for use within their service or agencies without altering basic UMMIPS philosophy.
3. Priority Designator (Priorities) for Requisitions. Priority designators (priorities) for requisitions are determined through the matching of the FAD and UND.

D. Procedures. Coast Guard use of UMMIPS is based on the following:

1. FAD Assignments.
 - a. FAD I. FAD I assignments are for Coast Guard peacetime programs of vital national concern fulfilling a national objective and during wartime or hostilities as required by the Chief of Naval Operations (CNO). FAD I assignments must be NMCS a condition which is considered to exist when "Equipment is Dead lined for Parts (EDP)", "Aircraft is Out of Commission for Parts (AOCP)", "Engine Out of Commission for Parts (EOCP)", "Ships Capability Impaired for Parts (SICP)", etc., authorized by the Joint Chiefs of Staff (JCS) and approved by the Secretary of Defense.
 - b. FAD II. FAD II and FAD III assignments are for Coast Guard units included under DOD Navy Force Status (NAVFORSTAT) reporting of worldwide Military Command and Control System (WWMCCS) based upon depth of readiness and combat support. FAD II assignments are also approved for aircraft service acceptance trials conducted by the Board of Inspection and Survey.
 - c. FAD IV. FAD IV assignments are for Coast Guard units performing secondary type missions, such as host support functions (depots), or engaged in activities such as testing, research and liaison.
 - d. FAD V. FAD V assignments are for Coast Guard units performing administrative, training, reserve missions, inspection, medical liaison and similar types of missions.

- e. Search and Rescue (SAR) and Law Enforcement Missions. Any Coast Guard unit engaged in logistics support of SAR or Law Enforcement missions may use FAD II. This applies to requisitioning, processing, supplying or transporting materiel in support of SAR and Law Enforcement requirements.
- f. Table 1. Table 1 summarizes Coast Guard FAD assignments.

TABLE 1
COAST GUARD FORCE ACTIVITY DESIGNATORS (FAD)

UNIT	FORCE/ ACTIVITY DESIGNATOR	UNIT	FORCE/ ACTIVITY DESIGNATOR
Mission Support Programs:			
Law Enforcement	II	Oil Pollution Abatement	II
Search & Rescue	II	Abatement	
WAGB	II	E/GICP	III
WHEC	II	Electronic Support Detach	III
~TMEC	II	Electron. Shops-Telephone	III
WPB	II	Fog Signal Stations	III
WSES	II	Group Offices	III
WTR	II	Liaison Officer, SPCC	III
Air Stations/Facilities	II	Liaison Officer, DPSC	III
Headquarters	II	Liaison Officer,	III
Loran C (mcl A/C	II	NSC Oakland	
Monitor)		Liaison Officer,	III
Mobile Aero. Plat. Det.	II	NSC Norfolk	
Mobile Aerostat Squadron	II	Light Attendant Sta (ANT)	III
Natl. Drug Interdiction	II	Light Stations	III
Task Force/Group	II		
OMEGA Units	II	International Ice Patrol	III
ONSOD	II	Loran C Detail	III
Patrol Boat Squadron	II	Maintenance Assist. Team	III
Strike Teams	II	Maintenance/Logistic	III
		CMD	
Surface Effects Ship Div	II	Marine Inspection Offices	III
		Marine Safety Offices	III
Academy	III	Marine Safety Detachment	III
Activities Europe	III	Marine Safety Zones	III

AICP	III	Mobile Dental Detachment	III
Aircraft Program Office	III	National Data Buoy Detach.III	
ARSC	III	NMLB School	III
ATC Mobile	III	Port Safety Detachment	III
Aviation Tech. TRACEN.	III	Port Stations	III
Boating Safety Detach.	III	Primary Crew Assembly. Fac.	III
Boating Safety Team	III	Radar Installation Teams	III
Coast Guard Yard	III	Radio Beacon Station	III
District Offices	III	Radio/Communication Sta.	III
Electronics ENG. CEN	III	Radio Stations	III
RESTRACEN Yorktown	III	Resident Inspector Office	III
R&D Center Groton	III	WLM	III
Ship Repair Detachment	III	WLR	III
SICP	III	WTAB	III
Small Arms Repair Shops	III	WTGB	III
Stations	III	WYTL	III
Engineering Logistics Ctr	III		
Support Center/Bases	III	COMDAC Support Facility	IV
Training Centers	III	Depots	IV
Vessel Traffic Services	III	Fire & Safety Test Fac. Institute	IV
WIX	III	Liaison Officer, CINCLANT	IV
WLB	III	Merchant Marine Details	IV
WLI	III	Pay & Personnel Center	IV
WLIC	III		

Note: Any Coast Guard unit assigned a lesser FAD authority but supporting programs of Law Enforcement, SAR and Oil Pollution Abatement missions may use FAD II's only when ordering mission-related materiel. FAD II assignments are also approved for aircraft service acceptance trials conducted by the Board of Inspection and Survey.

2. Urgency of Need Designator (UND) Assignments. The basic UNDS are explained in Table 2.

TABLE 2
 FORCE/ACTIVITY DESIGNATOR - URGENCY OF NEED CONVERSION

UND Code Explanation

- A Materiel needed for immediate use; without it the unit is unable to perform its mission or to make urgent repairs to essential equipment.
- B (1) Materiel needed for immediate use; without it the unit's mission capability is impaired; or
 (2) Materiel needed for repair of auxiliary equipment, or to replace safety levels where last spare has been issued.
- C Materiel needed for scheduled repairs, replenishment of stock and other routine purposes.

3. Priority Designators - (Priorities).

- a. Table 3. Table 3 indicates appropriate priorities to be assigned by combining a FAD with an appropriate UND. It should be noted that each requisitioner can normally choose from only three priorities.

TABLE 3
FORCE/ACTIVITY DESIGNATOR - URGENCY OF NEED CONVERSION

FAD	UND	B	C
I	01	04	11
II	02	05	12
III	03	06	13
IV	07	09	14
V	08	10	15

- b. Special Assignments. In the following special circumstances, priorities may be used as indicated by all requisitioners without regard for FAD:

- (1) Use priority 02 for support of the SAR programs.
- (2) Use priority 02 for support of law enforcement and oil pollution abatement programs.
- (3) Use priority 02 for medical or disaster supplies or equipment required immediately for: prolonging life; relieving avoidable suffering; expediting

recovery in case of injury, illness or disease; avoiding or reducing the impact of epidemics or similar potential mass illness or diseases when professional opinion dictates that the probability is imminent.

- (4) Use priority 03 for emergency supplies or equipment required immediately for controlling civil disturbance, disorder or rioting.
- (5) Use priority 06 for emergency supply of individual or organizational clothing required immediately to provide a minimum of essential clothing to active duty Coast Guard military personnel who are without required clothing.
- (6) If stocks are exhausted and the local supply activity must requisition a specific immediate end-use item for a supported activity with a higher FAD, the local supply activity may assign a priority equal to the higher priority authorized for use by the unit supported.
- (7) The quantity of materiel included on priority C1 through 08 requisitions is restricted to that amount necessary to satisfy the immediate requirement. Requisition additional quantities required to replenish stocks under appropriate priority 09 through 15. Do not include immediate end-use requirements in order to achieve a higher priority.
- (8) Priorities may be upgraded or downgraded in accordance with MILSTRIP contained in applicable DOD MILSTRIP or FEDSTRIP (GSA Federal Standard Requisitioning and Issue Procedures) publications and Chapter 6 of this manual.

c. Materiel Returns.

- (1) Materiel is returned without regard to FAD or UND. Priorities in such cases are determined by the materiel manager based on the importance of materiel being returned in a particular distribution system.
- (2) Priorities 03, 06, and 13 are prescribed for use as follows:
 - (a) Use priority 03 or 06 to return critical items and intensive management items as determined by Coast Guard ICPs.
 - (b) Use priority 13 to return routine materiel not covered above.

d. Contractor Use of Priority System. When a contract is executed which provides that a commercial contractor will requisition Government-furnished materiel, the Coast Guard contracting officer will advise that contractor of priorities to be used in contractor-prepared requisitions, based on FAD and UND described above.

4. Time Standards.

- a. General. Table 4 sets forth time standards for the supply of materiel from the time the requirement (i.e., date of requisition) is identified and "Requisition Submission", to time of receipt and posting to the requisitioner's records identified as "Receipt by Requisitioner." When improved service can be achieved, Table 4 time standards may be bypassed. Each processing activity should attempt to recover any time lost by previous processing points.
- b. Requisition Processing. Priority 01 through 03 requisitions and NMCS/PMCS/CASREP requisitions with priority 04 through 08 will be processed on a 7 day workweek, 24-hour workday basis. All other requirements will be processed as a minimum during the normal workweek. Judicious on-call staffing programs may be implemented to satisfy these provisions. Schedule and operate information processing systems to ensure the expeditious flow of information to customers.
- c. Delivery Dating.
 - (1) Standard Delivery Date (SDD). The SDD is the latest calendar date by which materiel requisitioned under a particular priority designator can normally be expected to be received by the requisitioner. The SDD is computed by adding the total time allowed as indicated in Table 4 to the date of the requisition. If SDD meets requirements, no delivery date will be entered in the requisition.
 - (2) Required Delivery Date (RDD). The RDD is a calendar date used to specify when materiel is required by the requisitioner and is always a date earlier or later than SDD. Requisitioners may assign an RDD to the requisition when the computed SDD is unsatisfactory.
 - (3) RDD Overrides of SDD. When the RDDs are earlier than the SDDs, activities will exert maximum economical effort (including high speed transportation) to accomplish delivery by specified dates.
 - (4) Delivery Dates Entry in Requisitions. Enter delivery dates in requisitions (and modify when necessary) in accordance with DOD MILSTRIP as contained in MILSTRIP publications or GSA's FEDSTRIP and Chapter 6 of this manual.

TABLE 4
TIME STANDARDS

Priority CONUS SHIPMENTS OVERSEAS SHIPMENTS

Designator	Days from Date of Requisition to receipt posting by Requisitioner
01 - 03	8 13
04 - 08	12 17
09 - 15	31 69 - 93

5. Transportation.

- a. The method of transportation will depend upon the priority and RDD, and it will employ the most economical mode consistent with the Urgency of Need. Determination of mode of transportation is the responsibility of the shipping officer or transportation control officer.
- b. Shipping activities may question requisitioners requesting premium transportation when any of the following conditions exist:
 - (1) Outsize dimensions.
 - (2) Hazardous cargo.
 - (3) Excessive weight.
 - (4) Inappropriate commodities, e.g., printed matter, seasonal items out of season, office equipment, recreational and welfare items.
 - (5) Suspected errors in data.
- c. The following types of shipments are exempted from the above challenges:
 - (1) Items with short expiration dates (e.g., whole blood, biological).
 - (2) Critical items, when specifically designated by the JCS or the Commandant.
 - (3) JCS project codes.

6. Communications. Priority 01 through 08 requisitions will be transmitted under communications precedence "Priority" and Priority 09 through 15 under a "Routine" precedence. DAAS and AUTODIN will be utilized for transmitting all priorities. If AUTODIN is not available, or documents contain vital narrative or exception data which cannot be accomplished by AUTODIN, courier or telephone, then message requisitions are authorized.
7. ("999") Critically Needed Items. When critically needed items require expeditious handling, numerical code "999" may be entered in the RDD field of the MILSTRIP requisition as follows:
 - a. When the requisitioner is a Coast Guard unit overseas or a unit alerted for wartime deployment within 30 days of the date of the requisition and assigned a Force/Activity Designator I, II or III.
 - b. Item(s) or equipment(s) required are causing primary equipment to be NMCS/PMCS/'CASREP resulting in submission of a casualty or failure report or report of impaired capability.
 - c. Item(s) or equipment(s) required have been identified during maintenance or testing as necessary to prevent NMCS/PMCS/CASREP to primary equipment within 15 days of the date of the requisition or within five days of the date of the requisition for all other worldwide requirements.
 - d. Priority 01, 02 and 03 requisitions meeting above criteria are eligible for "999" assignments. ANMCS requisitions which result in ANMCS/PMCS/CASREP requisitions and are upgraded to UND A do not qualify for "999" until such time as an NMCS/PMCS/CASREP report has been submitted.

E. Control and Reporting.

1. Adherence to Policy. In order to gauge the Coast Guard supply timeliness in meeting UMMIPS standards, performance data collection systems, such as DAAS's Logistics Information Data Service (LIDS) will be used to produce effectiveness reports. Commandant (G-SLP) will review LIDS reports to detect trends in apparent abuses of UMMIPS priority assignments and performance effectiveness. District Commanders and commanding officers of Headquarters units will initiate local reviews and corrections of any detected UMMIPS abuse under their jurisdiction.
2. Abuses. Abuses of UMMIPS generally occur in improper selection of priorities for the sole purpose of speeding up delivery of materiel ordered, rather than for bona fide mission impairment. This is a determination for which unit commanding officers and officers-in-charge are responsible and can be satisfactorily controlled by actions prescribed in the following paragraphs.

3. Local Controls.

- a. Commanding officers and officers-in-charge of Coast Guard units will administer assignment of priorities in accordance with policies and procedures prescribed in this manual. They will:
 - (1) Conduct local UMMIPS training programs for military and civilian personnel involved with determining urgency of need for requisitioned materiel and processing requisitions.
 - (2) publicize, through appropriate media, the necessity for strict compliance with provisions of this manual for assignment of priorities based on assigned FADs and valid UNDs.
 - (3) Issue local UMMIPS guidance, when necessary, adhering to UMMIPS policies and procedures in this manual.
- b. Coast Guard ICPs and their wholesale supply processing points will:
 - (1) Normally, issue or procure materiel to meet priority 01 through 08 requisitions without challenge, except where records indicate requisitions are suspect based on review of priority, project code, quantity, etc.
 - (2) Advise Maintenance and Logistics Commands (MLC), District Commanders and commanding officers of Headquarters units, with a copy to the requisitioning activity and Commandant (G-SLP) after issue has been made, of all suspect priority 01 through 08 requisitions.
- c. MLCs, District Commanders and commanding officers of Headquarters units exercising command over activities issuing suspect requisitions will investigate reasons for the suspected abuse and will take necessary corrective action.

F. Responsibilities.

- 1. Headquarters. Commandant (G-SLP), will:
 - a. Issue guidance for Coast Guard use of UMMIPS.
 - b. Review UMMIPS system performance to ensure that required support of Coast Guard missions is maintained.
 - c. Ensure that necessary controls and disciplines are evidenced by Coast Guard requisitioners in selecting UMMIPS priorities.
 - d. Assign FADs (other than FAD I) to Coast Guard units, operations, special projects, programs and contractors. Beyond initial assignments by Commandant (G-SLP),

authority is delegated to MLCs, District Commanders and commanding officers of Headquarters units for assignments of FADs III, IV and V in their commands.

- e. Approve field project requests that qualify for FAD II assignment on advice from Commandant (G~LM) . The request must include:
 - (1) Project title.
 - (2) A description of the project.
 - (3) A justification for assignment of FAD II.
 - (4) The length of time the FAD II assignment is required. Commandant (G-ELM), upon approval of the FAD II, will designate a termination date for that assignment. This date does not necessarily indicate the completion of the project or the termination of the requirement for the FAD II. If a FAD II is still required after the termination date, a new request will be submitted.
 - (5) A statement that this is an approved and funded project.
 - (6) A list of major Coast Guard commands and program/support managers where an interest exists.
 - (7) A point of contact, organization, code and telephone number.
- f. Coordinate FAD assignments with Commandant (G-O) as required.
- g. Review FAD 11f, IV and V assignments of MLCs, District Commanders and commanding officers of Headquarters units periodically to determine validity of those assignments.
- h. Ensure that system-wide command inspections Include specific reviews (samples) of priority assignments to determine compliance with policies and procedures of this Enclosure.
- i. Emphasize to subordinate commands the necessity for compliance with Instructions for priority assignments and that such assignments are a command responsibility.
- j. Require prompt investigation of reports of suspected abuse of UMMIPS and initiate corrective actions. Such actions may include disciplinary measures when conclusive evidence of deliberate and intentional overstatement of assigned priorities is evident.
- k. Attach expiration dates to temporary FAD assignments.
- l. Establish and administer procedures for contractor use of priorities when they order government furnished materiel.

- m. Establish and administer procedures for assignment of priorities to shipments of new procurement materiel from contractors' plants.
 - n. Develop techniques to permit assignments of requisition Julian dates on the date requisition is actually transmitted to an off-station source.
 - o. Develop and implement procedures to identify items qualifying for premium transportation based on policy constrained materiel investment levels.
2. MLCs, District Commanders and Headquarters Units. MLCs, District Commanders and commanding officers of Headquarters units will:
- a. Assign FADs III, IV, and V to units or components under their command.
 - b. Maintain records of assignment of FADs.
 - c. Ensure that activities under their commands follow Coast Guard UMMIPS policies and procedures in this Enclosure.
 - d. Provide Commandant (G-SLP) with recommendations for improvements in Coast Guard UMMIPS system. Recommendations will be in writing.
3. Commanding Officers and Officers-in-Charge. Commanding officers and officers-in-charge of units or components, including ICPs are responsible for and may delegate responsibility for the following:
- a. Accurate application of FADs assigned.
 - b. Review and approval of UND "A" and "B" requests.
 - c. Certifying that UND "A" requirements are creating an inability to perform assigned missions.
 - d. Review of all priority 01 through 03 assignments (reserved for commanding officers or officer-in-charge).
 - e. Designate in writing individuals authorized to review requisitions assigned as priority 04 through 08 prior to release.
 - f. Exhaust every reasonable means to alleviate materiel shortages prior to generating an UND "A1" requisition for off-station support. Include thorough research of total serviceable or unserviceable (reparable) assets. Consider repair, fabrication, inter-changeable, etc.
 - g. Ensure that assignments of requisition Julian dates are made on date requisition is actually transmitted to an off-station source.

UNIT OF ISSUE CODES (BLOCK 7; RP 23-24)

**UNIT OF ISSUE
CODES**

This table lists the codes associated with various unit of issues:

-A-		-C-	
AA	Two Hundred Fifty	CK	Cake
AM	Ampoule	CL	Coil
AT	Assortment	CM	Centimeter
AV	Twenty Five	CN	Can
AX	Twenty	CO	Container
AY	Assembly	CP	Capsule
-B-		CR	Crate
BA	Ball	CS	Case
BC	Block	CT	Carton
BD	Bundle	CX	Canister
BE	Bale	CY	Cylinder
BF	Board Foot	CZ	Cubic Meter
BG	Bag	-D-	
BH	Bunch	DC	Decagram
BI	Brick	DE	Decimeter
BK	Book	DG	Decigram
BL	Barrel	DH	Half Dozen
BO	Bolt	DI	Dispenser
BR	Bar	DK	Deck
BT	Bottle	DL	Deciliter
BU	Bushel	DM	Dram
BX	Box	DR	Drum
-C-		DW	Pennyweight
CA	Cartridge	DZ	Dozen
CB	Carboy	-E-	
CC	Cubic Centimeter	EA	Each
CD	Cubic Yard	EN	Envelope
CE	Cone	-F-	
CF	Cubic Foot	FL	Flask
CG	Centigram	FO	Font
CH	Chest	FT	Foot
CI	Cubic Inch		

	-G-		-K-
GB	Gallon Imperial	KT	Kit
GG	Great Gross (12 gr)		-L-
GI	Gill	LB	Pound
GL	Gallon	LF	Linear Foot
GM	Gram	LG	Length
GN	Grain	LI	Liter
GP	Group	LK	Link
GR	Gross	LL	Fifty
GS	Glass	LO	Lot
	-H-	LT	Long Ton
HD	Hundred	LY	Linear Yard
HE	Head		-M-
HF	Hundred Foot	MA	Magazine
HG	Half Gross	MB	Thousand Barrels
HH	Hogshead	MC	Thousand Cubic Ft
HI	Hide	ME	Meal
HK	Hank	MF	Thousand Ft
HP	Hundred Pounds	MG	Milligram
HS	Hundred Square Foot	MI	Mile
HW	Hundred Weight	ML	Milliliter
HY	Hundred Yards	MM	Millimeter
	-I-	MR	Meter
IG	Ingot	MX	Thousand
II	Two		-N-
IN	Inch	NT	Net Ton
IV	Four		-O-
	-J-	OT	Outfit
JG	Jug	OZ	Ounce
JR	Jar		-P-
	-K-	PA	Paper
KD	Cord	PC	Piece
KE	Keg	PD	Pad
KG	Kilogram	PE	Peck
KK	Chain	PG	Package
KM	Kilometer	PH	Half Pound

KR	Carat	PK	Pack
KS	Cask	PL	Pail
	-P-		-S-
PM	Plate	SS	Stack
PN	Panel	ST	Short Ton
PO	Pouch	SU	Suit
PR	Pair	SV	Sleeve
PT	Pint	SX	Stick
PY	Pyramid	SY	Square Yard
PZ	Packet	SZ	Stock
	-Q-		-T-
QI	Quart Imperial	TB	Tub
QR	Quire	TI	Tin
QT	Quart	TL	Ten Barrels
	-R-	TN	Ton
RA	Ration	TO	Troy Ounce
RD	Round	TP	Tape
RL	Reel	TR	Tray
RM	Ream	TT	Tablet
RN	Ribbon	TU	Tube
RO	Roll		-U-
	-S-	UN	Unit
SA	Sack	US	U.S.P. Unit
DB	Slab		-V-
DC	Section	VC	Five Hundred
SD	Skid	VI	Vial
SE	Set	VM	Five Thousand
SF	Square Foot	VX	Five
SG	Syringe		-W-
SH	Sheet	WF	Wafer
SI	Square Inch	WG	Wine Gallon
SK	Skein		-X-
SL	Spool	XV	Fifteen
SO	Shot	XX	Ten
SO	Strip		-Y-
SQ	Square	YD	Yard
SR	Shaker		