U.S. Department of
Homeland Security

United States
Coast Guard

ET2 UNIT 1: ADMINISTRATION & DOCUMENTATION

EPQ 5.A.01 How to Procure Spare Parts, Modules, and Maintenance Supplies

EPQ 5.A.02 Scheduling Unit Test Equipment for Calibration

EPQ 5.A.03 How to Prepare a Casualty Report (CASREP)

EPQ 5.A.04 How to Submit a Configuration Change Form (OPNAV 4790/CK)

EPQ 5.C.02 How to Destroy Documents and Equipment

Coast GUARD
Training Center Petaluma

U. S. Coast Guard
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ET2 UNIT 1: ADMINISTRATION & DOCUMENTATION

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QUESTIONS ABOUT THIS TEXT SHOULD BE ADDRESSED TO THE SUBJECT MATTER SPECIALIST FOR THE ELECTRONICS TECHNICIAN RATING

TABLE OF CONTENTS

TITLE	PAGE
Acknowledgments and References	ii
Notice to Students	iii
Lessons	
#1 How to Procure Spare Parts, Modules, and Maintenance Supplies	1-1
#2 Scheduling Unit Test Equipment for Calibration	2-1
#3 How to Prepare a Casualty Report (CASREP)	3-1
#4 How to Submit a Configuration Change Form (OPNAV 4790/CK)	4-1
#5 How to Destroy Documents and Equipment	5-1
Appendices	
A. Pamphlet Review Quiz	A-1
B. Pamphlet Review Quiz Answers	B-1
C. Glossary	C-1
D. Unit Test Equipment Calibration Log	D-1

Acknowledgments and References

Acknowledgements

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Dr. Kit Grimm

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List of References

This pamphlet contains original material developed at the U. S. Coast Guard Training Center, Petaluma, California, and excerpts from the following technical publications:

- *Electronics Manual*, COMDTINST M10550.25 (series)
- Operational Reports, NWP 1-03.1
- Casualty Reporting (CASREP) Procedures (Materiel), COMDTINST M3501.3 (series)
- *CMplus 5.1 Job Aids* (July 2006)
- MLC Standard Operating Procedures
- System Integrated Logistics Support (SILS) Command, COMDTINST M4105.8 (series)
- ELC Support Gram http://cgweb.elcbalt.uscg.mil/sptgram/Default.htm

Notice to Students

Purpose

This pamphlet serves to provide you with knowledge of how to address certain administration and documentation tasks required of an ET2.

Important Note

This text has been compiled for TRAINING ONLY. It should NOT be used in place of official directives or publications. The test information is current according to the references listed. You should, however, remember that it is YOUR responsibility to keep up with the latest professional information available for your rating. Current information is available from the *Enlisted Performance Qualifications Manual*, COMDTINST M1414.8 (series).

Course Content

This course content is based on the requirements stated in the *Enlisted Performance Qualifications Manual*, COMDTINST M1414.8 (series).

Pamphlet Content

This pamphlet contains five lessons:

Lesson 1: How to Procure Spare Parts, Modules, and Maintenance Supplies

Lesson 2: Scheduling Unit Test Equipment for Calibration

Lesson 3: How to Prepare a Casualty Report (CASREP)

Lesson 4: How to Submit a Configuration Change Form (OPNAV 4790/CK)

Lesson 5: How to Destroy Documents and Equipment

Performance Qualifications

This pamphlet covers the following enlisted performance qualifications (EPQ) for ET2 from the *Enlisted Performance Qualifications Manual*, COMDTINST M1414.8 (series):

5.A.01 PROCURE spare parts, modules, and maintenance supplies using federal and commercial sources per the Simplified Acquisitions Procedures Handbook, COMDTINST M4200.13 (series); the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series); ELC Support Gram http://cgweb.elcbalt.uscg.mil/sptgram/Default.htm and the CMplus User's Guide.

5.A.02 SCHEDULE unit test equipment for calibration per the *Electronics Manual*, COMDTINST M10550.25 (series); the CMplus *User's Guide*; and applicable MLC Standard Operating Procedures (SOP).

Continued on next page

Performance Qualifications (continued)

5.A.03 REPORT an equipment casualty per Operational Reports, NWP 1-03-1; Casualty Reporting (CASREP) Procedures (Materiel), COMDTINST M3501.3 (series); and MLC Standard Operating Procedures (SOP).

5.A.04 SUBMIT form OPNAV 4790C/K to document an electronics equipment configuration change per the Electronics Manual, COMDTINST M10550.25 (series); Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series); and/or the 3M Manual, OPNAVINST 4790.4 (series).

5.C.02 DEMONSTRATE the destruction of documents and equipment as required in the Classified Information Management Program, COMDTINST M5510.23 (series) and unit emergency destruction plan.

Learning Objectives

Read the learning objectives before you begin reading the text. The objectives will guide you through the text and help you answer the questions in the self-quiz at the end of each lesson.

Quizzes

Each lesson has a self-quiz and pamphlets may have a pamphlet review quiz. You will find answers to each quiz on the pages following the quiz. Included are reference pages for the answers.

These self-quizzes are meant to check your comprehension of the material you covered. If you have problems understanding a section, go through it again or ask someone for help. The pamphlet review quiz questions are samples of the type of questions you will find on the end-of-course-test (EOCT).

SWE Study Suggestion

Servicewide exam questions for your rate and pay grade are based on the Professional and Military Requirements sections of the *Enlisted Performance Qualifications Manual*, COMDTINST M1414.8 (series).

If you use the references from this text and consult the *Enlisted Performance Qualifications Manual*, you should have good information for review when you prepare for your servicewide exam (SWE).

Glossary of Terms

A glossary of terms is included at the end of this pamphlet as Appendix C.

Lesson 1

HOW TO PROCURE SPARE PARTS, MODULES, AND MAINTENANCE SUPPLIES

Overview

Introduction

Any person in the Coast Guard can initiate and submit a requisition for supplies and/or services. The requisition is merely a document that identifies a specific need. Many different documents are used to procure supplies and services. As an ET2, your job will be to:

- Identify the need for supplies and/or services
- Determine the correct source of supply
- Determine the correct form to use
- Provide the required information
- Submit the requisition via your chain of command

Lesson Objectives

Given specific scenarios, a Requisition Job Aid, a FED LOG Job Aid, a CMplus job aid, and a Coast Guard Standard Workstation, **COMPLETE** a Procurement Request and a Surf Requisition Log for supplies and/or services.

- **SELECT** the correct form to use when submitting a requisition for Government and Commercial supplies.
- Given a list of information, **SELECT** the information required for a Procurement Request.
- **USE** the Coast Guard Adobe Forms application to open/print a Procurement Request.
- **USE** the Coast Guard Adobe Forms application to open/print a Surf Requisition Log.
- Given a list of information, **SELECT** the information required for a Surf Requisition Log.

References

The following references were used for this lesson:

- FINCEN SOP M7000.1 (series)
- Supply Policy and Procedures Manual, COMDTINST M4400.19 (series)
- Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series)
- CMplus 5.1 Job Aids (July 2006)

Requisition Methods

Introduction

There are five methods used to acquire supplies and/or services in the Coast Guard. In order of priority, they are:

- Configuration Management Plus (CMplus)
- Mandatory Turn-in Repairable (MTR)/Depot-Level Repairable (DLR)
- Excess materials from Coast Guard or other Government agencies (DRMO)
- Military Standard Requisitioning and Issue Procedures (MILSTRIP)
- Direct purchase from a commercial source

CMplus

Configuration Management Plus (CMplus) was developed by the Coast Guard to support the unit's supply mission by ensuring that materials and parts are available in sufficient quantity and quality to meet unit maintenance needs for operational readiness. An ET can requisition a part from the storeroom by sending the Storekeeper an Initial Request through CMplus. Use the CMplus Job Aid to create an initial request.

Mandatory Turn-in Repairable/ Depot-Level Repairable

MTR and DLR items must be transferred off the unit for repair. The items will be put back into service at a later time.

MTR items are Coast Guard supported and use a Cognizance Code (COG) of XB. MTR/XB items are a one-for-one trade. When an XB part is ordered, the part is sent to the unit and the unit returns the bad part at no cost to the unit.

DLR items are Navy supported and use a COG code beginning with 7. DLR items have a net price and a unit price listed in FED LOG. The net price is paid when the carcass is returned, and a unit price is paid when no turn-in item is available.

Turning in MTR/DLR items is like buying a new alternator for your car, when your old alternator goes bad. When you buy a new alternator, the clerk will ask if you have a core or old alternator. If you don't, the clerk will charge you for the core of the alternator you are going to replace. In other words, the price of the alternator goes up if you don't have an alternator to turn in. The discount is to encourage people to turn in the core so that the manufacturer can attempt to repair the bad alternator and put it back into service.

Continued on next page

Requisition Methods (Continued)

Excess Materials

Excess materials (i.e., materials from the Coast Guard or other Government agencies) can be obtained from DRMO. These items are considered to be excess inventory that is available within the agency.

MILSTRIP

MILSTRIP is a DOD Defense Logistics Management System consisting of standards, procedures, codes, formats, and documents for requisitioning material from the Federal Stock System.

MILSTRIP facilitates the exchange of logistics data using:

- Electronic communications
- Mail
- Telephone
- Courier between requisitioner and source of supply

Direct Purchase

Direct purchase is used as the last option when supplies and/or services cannot be requisitioned from the Federal Government. Federal Acquisition Regulations (FAR) provide the means to translate Presidential and Congressional commercial procurement policies and statutes for all Federal agencies. The Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series), provides internal guidance for overall FAR policies for Coast Guard commercial procurements.

Submitting a Requisition

Requisition Procedure

Perform the following procedure when submitting a requisition:

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Check with your local command to determine if the supplies and/or services have been purchased in the past.</td></tr>
<tr><td>2</td><td>Determine a source of supply (SOS) for supply and/or service items.

Note: *The SOS for most items/services will be within the Federal Supply System. Ensure that you search the entire Federal Supply System before using a commercial source.*</td></tr>
<tr><td>3</td><td>Look up the item or service to obtain the required information.
<table>
<tr><th>If item/service…</th><th>Then use…</th></tr>
<tr><td>Has been ordered previously</td><td>FED LOG</td></tr>
<tr><td>Is new</td><td>Federal Catalog System prior to using commercial catalogs</td></tr>
</table>
Note: *There are additional requirements when ordering hazardous materials. See the Hazardous Materials text block on the next page.*</td></tr>
<tr><td>4</td><td>Enter the required information, electronically or manually, onto the correct form. See the Requisition Job Aid for detailed procedures.</td></tr>
<tr><td>5</td><td>Submit the form for approval via your chain of command.</td></tr>
</table>

Continued on next page

Hazardous Materials

If a product is considered hazardous material, it is required to have a Material Safety Data Sheet (MSDS), under the Occupational Safety and Health Administration (OSHA) standard. ***All orders containing hazardous materials must have an MSDS attached and the HAZMAT coordinator signature on a Statement of Essential Need (SEN).*** The SEN shall be stamped, printed, or attached to the procurement request and routed to your supervisor or supply department for further processing.

Statement of Essential Need

I certify that this hazardous materials procurement is essential to the mission of this unit, and that minimum quantities are being ordered; in addition,

____ The MSDS for this product is currently on file, and listed in the Hazardous Materials Inventory (MSDS Ref.# _____), and personnel are properly trained in its use. There is currently _____ in inventory.
(qty)

OR

____ This is a new product not currently on file in the Hazardous Materials Inventory; the MSDS for the product is attached. Personnel will be trained in proper use.

_____ / _____
Authorized Requisitioner / Date

____ Approved ____ Disapproved

_____ / _____
Pollution Prevention Coordinator / Date

Federal Logistics Data Program

Introduction

The Federal Logistics Data Program (FED LOG) is a series of compact discs (CDs) that contain current supply data for items in the Federal Catalog System.

Access

The FED LOG CDs can be accessed through the Coast Guard Standard Workstation. The FED LOG CDs can also be stored on your workstation or on a local server. Ask your supervisor or local supply personnel where FED LOG is stored. Use the FED LOG Job Aid to search for NSNs and part numbers in FED LOG.

Source of Supply (SOS)

All procurement actions, regardless of dollar value, shall use the following sources of supply in the order of priority listed:

1. Agency Inventory
2. Excess from other agencies (DRMO)
3. Federal Prison Industries, Inc. (UNICOR)
4. Products available from the committee for purchase from people who are blind or severely disabled (NIB-NISH) (JWOD)
5. Wholesale supply sources such as GSA, DLA, and the Department of Veterans of Affairs
6. Mandatory Federal Supply Schedules
7. Optional-use Federal Supply Schedules
8. Open-market commercial suppliers (including educational and nonprofit institutions)

Source of Service

All procurement actions, regardless of dollar value, shall use the following sources of services in the order of priority listed:

1. Services available from the committee for purchase from people who are blind or severely disabled (NIB-NISH)
2. Mandatory Federal Supply Schedules
3. Optional-use Federal Supply Schedules
4. Federal Prison Industries, Inc (UNICOR)
5. Open-market commercial sources (including educational and nonprofit institutions)

Note: *Refer to the Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series), for additional information concerning mandatory sources, or contact your supply department.*

Requisition Job Aid Overview

Introduction

This Requisition Job Aid has been designed to help users prepare and complete two types of requisition forms. These procedures are not intended to describe all methods of submitting requisitions. Users should always check with their local supply personnel for local operating procedures before submitting a requisition.

Tasks

This job aid addresses the following tasks:

- Select the correct procurement procedure and form
- Open/Print the form
- Complete the form

How to Proceed

Refer to the “Quick Link” section; it will direct you to the correct procedures for completing a requisition.

Continued on next page

Requisition Job Aid Overview (Continued)

Quick Link

Use the chart below to guide you to the correct procedure:

If you need to…	Then go to…
Open/Print requisition forms	How to Open/Print Requisition Forms
Complete a Procurement Request (DOT F 4200.1.2CG)	How to Complete a Procurement Request
Complete a Surf Requisition Log (CG-4940)	How to Complete a Surf Requisition Log

Correct Procedure/Form

Use the chart below to determine which requisition form to use:

If your SOS is…	Then use…
• Agency Inventory • Excess from other agencies DRMO	DRMO form **Note:** *See your unit's supply personnel for DRMO procedures.*
• Federal Prison (UNICOR) • Products available from the committee for purchase from people who are blind or severely disabled (NIB-NISH) (JWOD) • Wholesale supply sources such as GSA, DLA, and the Department of Veterans Affairs • Mandatory Federal Supply Schedules • Optional-use Federal Supply Schedules	Surf Requisition Log (CG-4940)
• Open-market commercial suppliers (including educational and nonprofit institutions)	Procurement Request (DOT F 4200.1.2CG)

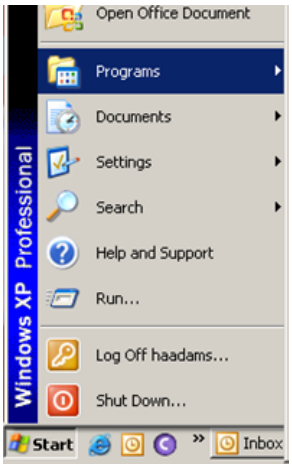
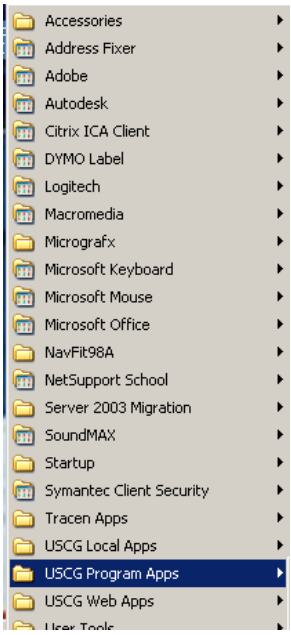
How to Open/Print Requisition Forms

Introduction

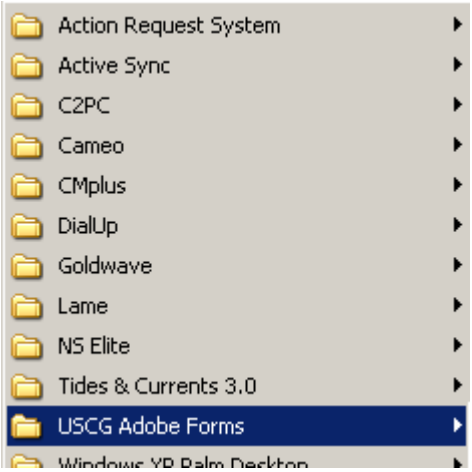
Requisition forms DOT F 4200.1.2CG and CG-4940 are used to provide information for procuring supplies and/or services from the Federal Stock System or commercial sources. These forms can be filled out electronically using the Coast Guard Adobe Forms or by printing a blank form and completing the required information manually.

Accessing Adobe Forms

This job aid will show you how to access the Adobe Forms system.

Step	Action
1.	At your computer desk top, click the start button
2.	Scroll up to “Programs.” 
3.	In the programs menu click on “USCG Program Apps.” 

4. Click on the USCG Adobe Forms folder.

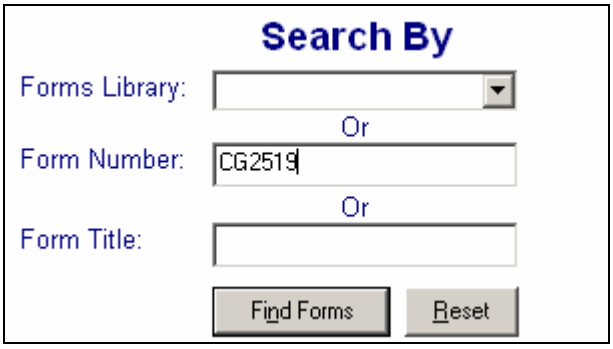


5. Click USCG Adobe Forms:

The following window appears:

At the forms library screen, you have the option to search three ways: by Forms Library, Form Number, and Form Title.

6. The example below shows a search by a form number. Type the form number in the appropriate box and then click “Find Forms.”



This is what you will see:

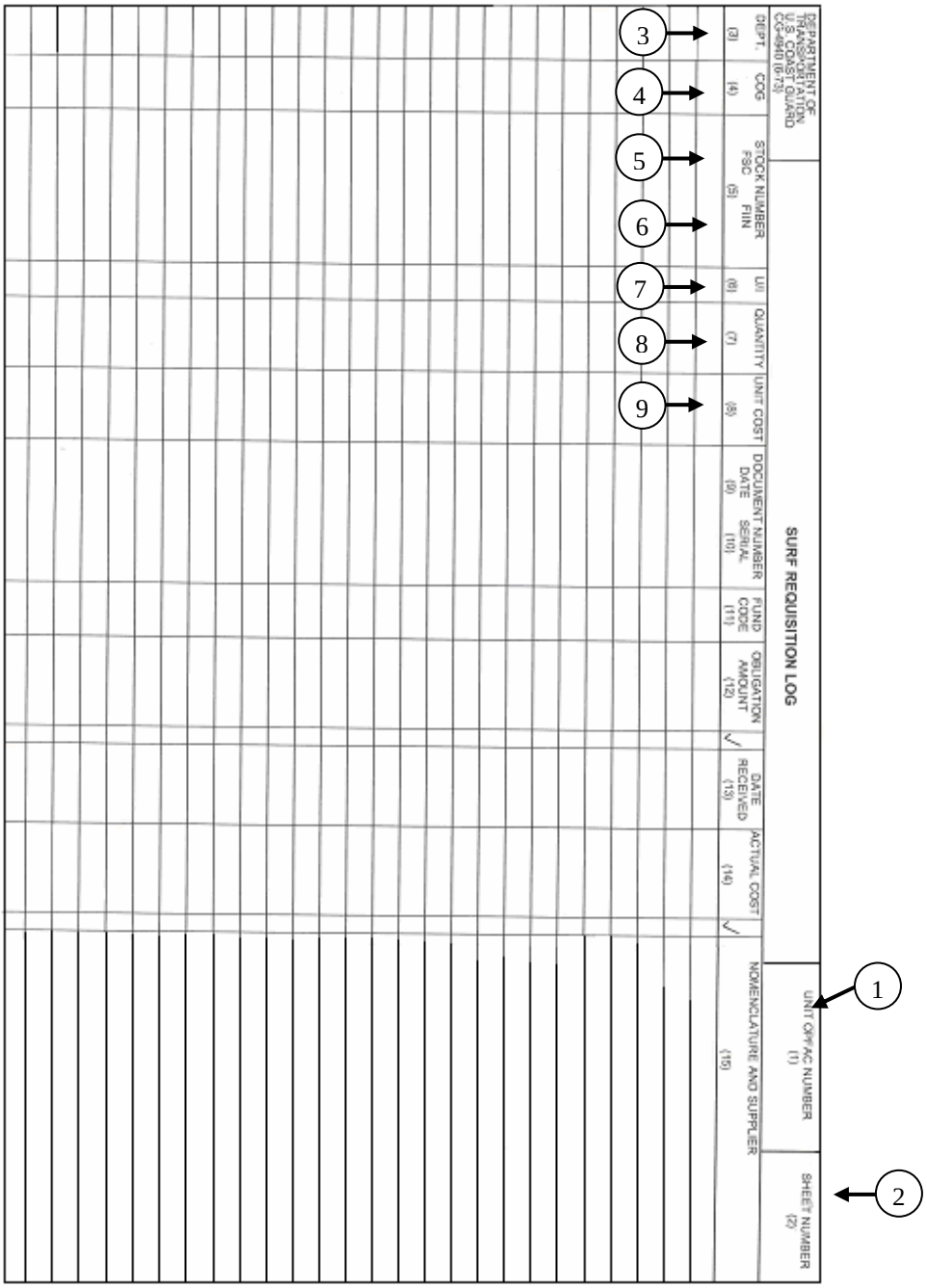
7. Double click on the form number, and Adobe Professional will open the form.

8. Fill the form out and then save the document to your “My Documents” folder.”

How to Complete a Surf Requisition Log

Printed Surf Req. Log

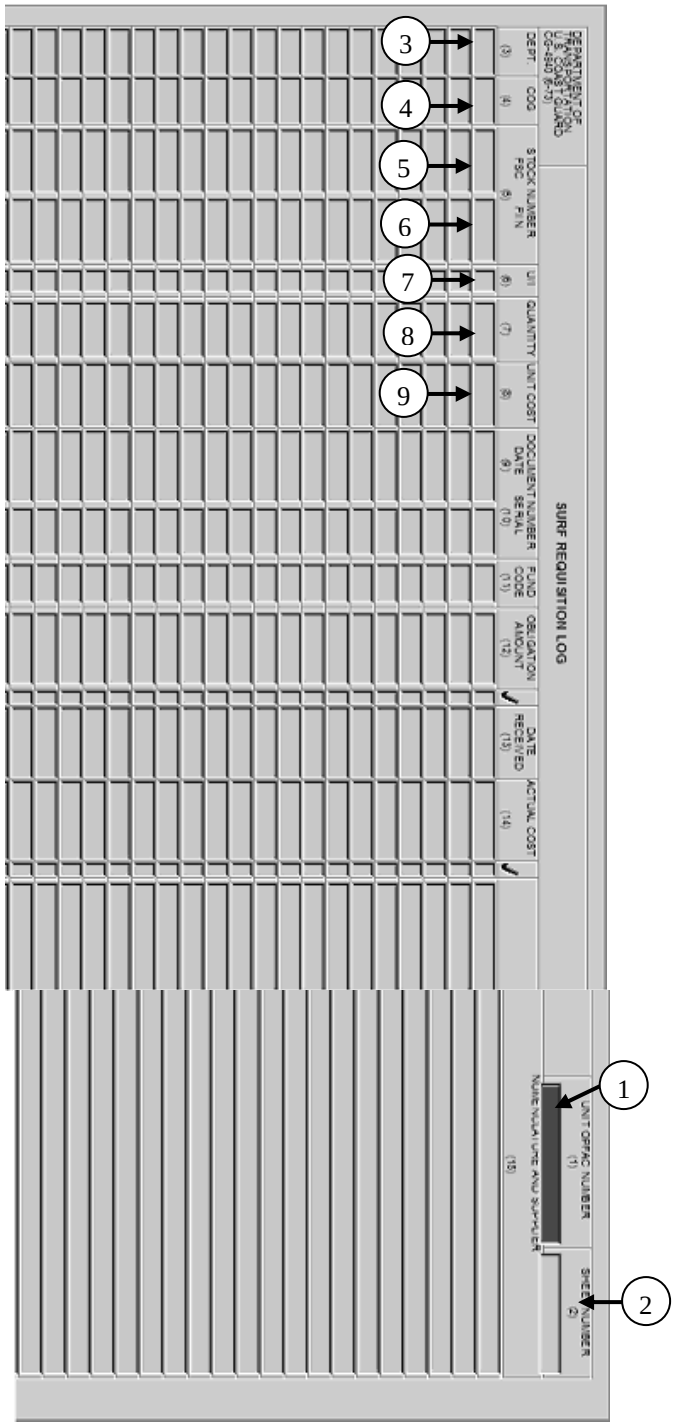
Below is an example of a printed Surf Requisition Log (Form CG-4940):



Continued on next page

Electronic Surf Req. Log Form

Below is an example of the electronic Surf Requisition Log (Form CG-4940):



Continued on next page

Form Procedure

Refer to the form call-outs on the previous pages and the corresponding steps below to electronically or manually complete the Surf Requisition Log (Form CG-4940).

Note: *To complete the form electronically, click inside a text box to show the typing cursor.*

Step	Action
1	Enter your unit's OPFAC number.
2	Enter the sheet number; e.g., 1 of 1, 1 of 2, etc.
3	Enter your unit-specific department code/abbreviation.
4	Enter the COG code as it appears in FED LOG (see the FED LOG section beginning on page 1-29).
5	Enter the FSC (first 4 digits) portion of the Federal Stock Number.
6	Enter the NIIN (last 9 digits) portion of the National Stock Number.
7	Enter unit of issue; e.g., EA, BX, CSE. Single item: EA X amount in a box: BX X amount in a case: CSE **Note:** *Unit of issue codes are specified in applicable catalogs.*
8	Enter the quantity to be purchased.
9	Enter the unit cost of the item.
10	Submit form via your chain of command for approval and processing.

Continued on next page

Example, CG-4940

Below is an example of a completed Surf Requisition Log (Form CG-4940).

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
CG-4940 (6-73)

SURF REQUISITION LOG

UNIT OPP AC NUMBER (1)

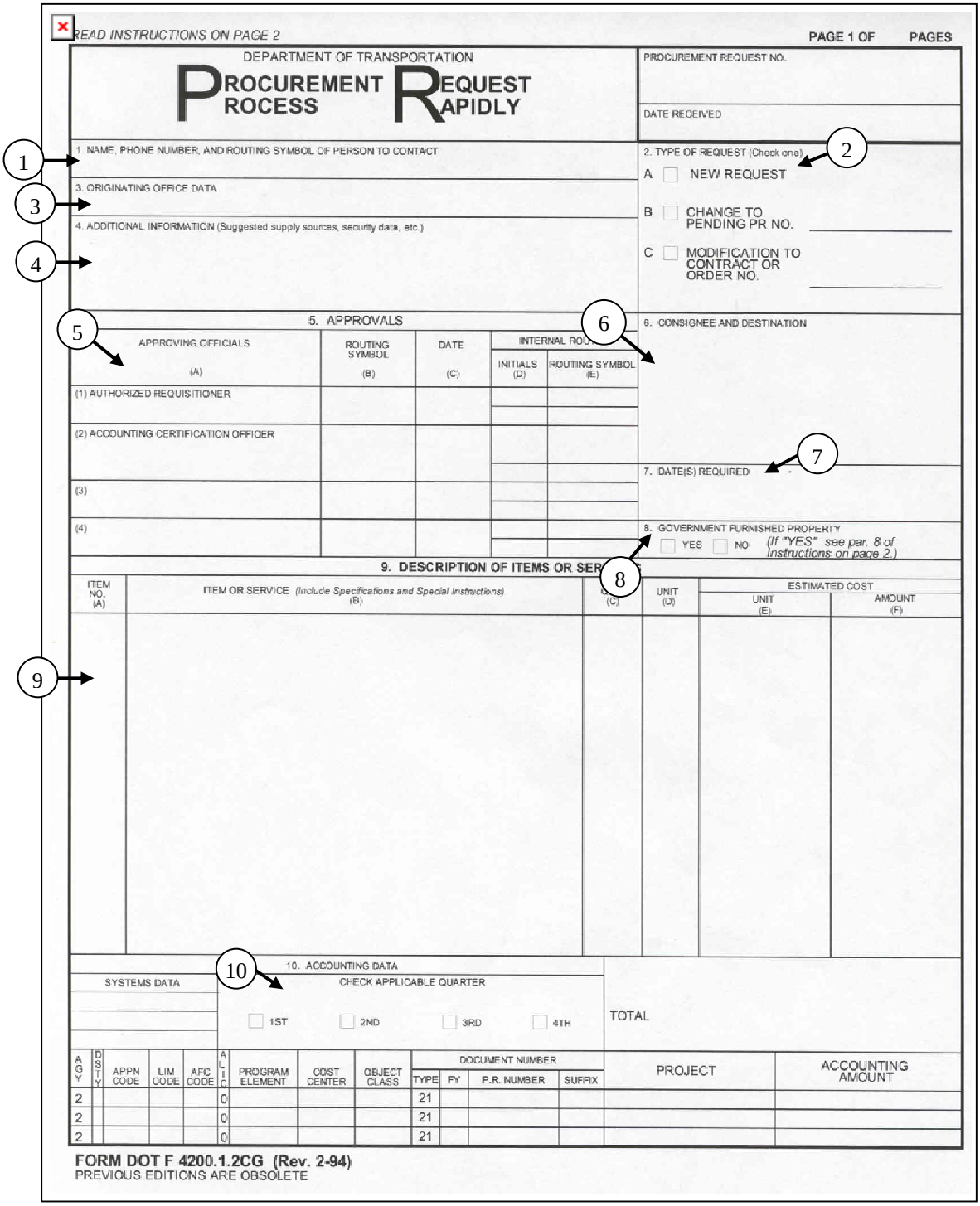
SHEET NUMBER (2)

DEPT. (3)	COG (4)	STOCK NUMBER FSC FIIN (5)	U/I (6)	QUANTITY (7)	UNIT COST (8)	DOCUMENT NUMBER DATE (9) SERIAL (10)	FUND CODE (11)	OBLIGATION AMOUNT (12)	DATE RECEIVED (13)	ACTUAL COST (14)	NOMENCLATURE AND SUPPLIER (15)
DK	JG3	7510-00-272-9662	BX	001	.43						
ENG	S9E	5935-01-094-6831	EA	003	.38						
OD	JG3	8020-00-597-4759	EA	005	3.58						
OD	S9E	5331-01-092-0255	BX	001	.50						

How to Complete a Procurement Request

Printed PR Form

Below is an example of a printed Procurement Request (Form DOT F 4200.1.2CG):



READ INSTRUCTIONS ON PAGE 2

PAGE 1 OF PAGES

DEPARTMENT OF TRANSPORTATION

PROCUREMENT REQUEST
PROCESS RAPIDLY

PROCUREMENT REQUEST NO.

DATE RECEIVED

1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT

2. TYPE OF REQUEST (Check one)
A ☐ NEW REQUEST
B ☐ CHANGE TO PENDING PR NO. _____
C ☐ MODIFICATION TO CONTRACT OR ORDER NO. _____

3. ORIGINATING OFFICE DATA

4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)

5. APPROVALS

APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROU INITIALS (D)	INTERNAL ROU ROUTING SYMBOL (E)
(1) AUTHORIZED REQUISITIONER				
(2) ACCOUNTING CERTIFICATION OFFICER				
(3)				
(4)				

6. CONSIGNEE AND DESTINATION

7. DATE(S) REQUIRED

8. GOVERNMENT FURNISHED PROPERTY ☐ YES ☐ NO (If "YES" see par. 8 of Instructions on page 2.)

9. DESCRIPTION OF ITEMS OR SER

ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	(C)	UNIT (D)	ESTIMATED COST UNIT (E)	ESTIMATED COST AMOUNT (F)

10. ACCOUNTING DATA

SYSTEMS DATA

CHECK APPLICABLE QUARTER ☐ 1ST ☐ 2ND ☐ 3RD ☐ 4TH

TOTAL

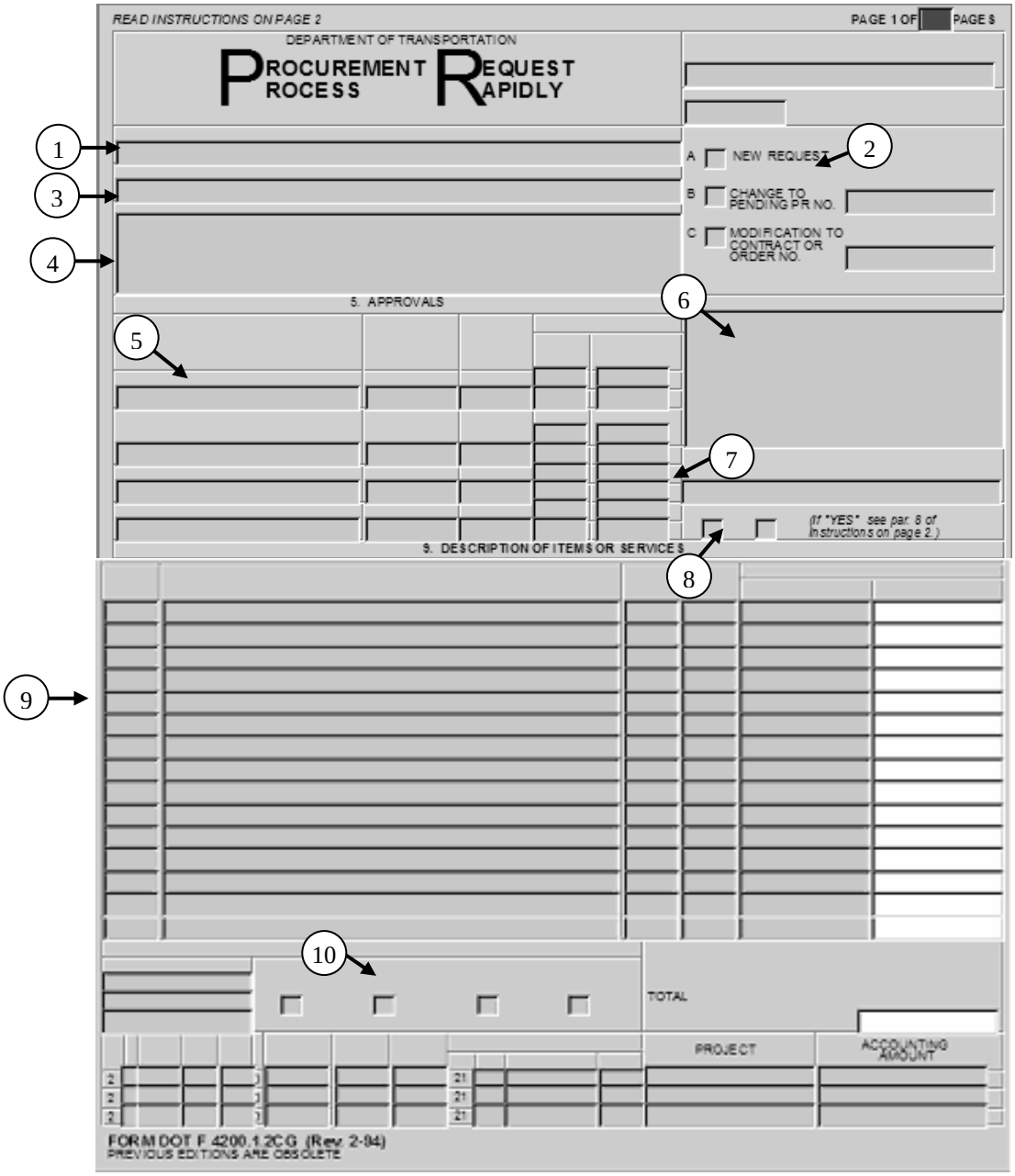
AGY	DSTY	APPN CODE	LIM CODE	AFC CODE	ALIC	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT NUMBER TYPE	FY	P.R. NUMBER	SUFFIX	PROJECT	ACCOUNTING AMOUNT
2					0				21					
2					0				21					
2					0				21					

FORM DOT F 4200.1.2CG (Rev. 2-94)
PREVIOUS EDITIONS ARE OBSOLETE

Continued on next page

Electronic PR Form

Below is an example of the electronic Procurement Request (Form DOT F 4200.1.2CG):



Continued on next page

Form Procedures

Refer to the form call-outs on the previous pages and the corresponding steps below to electronically or manually complete the Procurement Request (Form DOT F 4200.1.2CG).

Note: *To complete the form electronically, click inside a text box to show the typing cursor.*

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Enter the following information:
• Name
• Phone number
• Routing symbol of person to contact

Note: *Leave the upper-right corner blank. These spaces are for procurement office use. If additional space is needed, use blank paper or Form DOT F 4200.2CG, Procurement Request Continuation sheet.*</td></tr>
<tr><td>2</td><td>***Type of Request***
Check type of request:
<table>
<tr><th>If…</th><th>Then check…</th></tr>
<tr><td>Initial request</td><td>Box A</td></tr>
<tr><td>Change to a pending request</td><td>a. Box B
b. Enter PR number.</td></tr>
<tr><td>Modifying an existing order</td><td>a. Box C
b. Enter order or contract number.</td></tr>
</table></td></tr>
<tr><td>3</td><td>***Originating Office Data***
Enter any internal data needed by the office preparing the PR; e.g., internal PR number, or project or task number.</td></tr>
</table>

Continued on next page

Form Procedure (continued)

Step	Action
4	***Additional Information*** Enter suggested source(s) of supply, any applicable security classification, or other instructions/data. If item(s) or services are proposed to be from only one source of supply, attach a "sole source" justification with the PR.
5	***Approvals*** a. (1) Enter name and title for Authorized Requisitioner. (2) Enter name and title for Accounting Certification Officer. (3) For use as required by local instructions. (4) Same as sub-step (3) above. b. (Col B) Enter routing symbols. c. (Col C) Date Enter date of approval. d. (Col D) Enter initials, if required. e. (Col E) Enter routing symbol, if required.
6	***Consignee and Destination*** Enter the name of consignee and address where requested items are to be delivered or services performed. If shipments are to be in more than one destination, enter the words *multiple destination* in this block and attach a list of addresses.
7	***Date(s) Required*** Enter the date(s) that items or services are required. Do not use *as soon as possible*. If date(s) are sooner than normal procurement lead time, a written justification is required stating why expedited handling is necessary.

Continued on next page

Form Procedure (continued)

Step	Action
8	***Government Furnished Property*** Place a check mark in the *yes* or *no* box. If *yes*, describe each item, state its acquisition cost, and state how the item will be used.
9	***Description of Items or Services*** Item No. — Enter item numbers in numerical sequence. Item/Service — Enter applicable purchase descriptions, specifications, drawing, Federal Stock Number, manufacturer's part number. Qty — Enter quantity of each item. Unit — Enter measure of item; e.g., “each” or “set.” Est. Cost Unit — Enter the most current price available. Amount — Enter the total estimated cost for each item and the grand total.
10	***Accounting Data*** Enter the appropriation(s) under which funds have been made available and any other accounting data required by local instructions. **Note:** *If you completed the form electronically, you can save it to a file location and/or print the form for processing.*

Continued on next page

Example, DOT F 4200.1

Below is an example of a completed Procurement Request (Form DOT F 4200.1.2CG):

READ INSTRUCTIONS ON PAGE 2

PAGE 1 OF 1 PAGES

DEPARTMENT OF TRANSPORTATION

PROCUREMENT REQUEST
PROCESS RAPIDLY

PROCUREMENT REQUEST NO. 21-98-904FAB001

DATE RECEIVED 02DEC97

1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT: BM1 U.R. KNOT

3. ORIGINATING OFFICE DATA: XPO

4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)
Nick & Jim's Lumber Company
P.O.Box 763-D
Gloucester, Virginia 23061-1812
(804) 898-2373 POC: Larry

2. TYPE OF REQUEST (Check one)
A ☒ NEW REQUEST
B ☐ CHANGE TO PENDING PR NO. ____
C ☐ MODIFICATION TO CONTRACT OR ORDER NO. ____

5. APPROVALS

APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING INITIALS (D)	INTERNAL ROUTING ROUTING SYMBOL (E)
(1) AUTHORIZED REQUISITIONER BMCM I. M. Conley	OIC	12/2		
(2) ACCOUNTING CERTIFICATION OFFICER BM1 U.R. KNOT	XPO	12/2		
(3)				
(4)				

6. CONSIGNEE AND DESTINATION
Officer in Charge
USCGC Point Taken
Yorktown, Va. 23690-5000

7. DATE(S) REQUIRED: 04FEB98

8. GOVERNMENT FURNISHED PROPERTY ☐ YES ☒ NO (If "YES" see par. 8 of Instructions on page 2.)

9. DESCRIPTION OF ITEMS OR SERVICES

ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QTY (C)	UNIT (D)	ESTIMATED COST UNIT (E)	ESTIMATED COST AMOUNT (F)
1.	Plywood, CDX, 4X8 sheet	002	ea.	$24.95	$49.90
2.	Stud, 8'	004	ea.	$2.75	$11.00
3.	Nails, #20 (5lbs box)	005	als.	$2.00	$10.00

10. ACCOUNTING DATA

SYSTEMS DATA

CHECK APPLICABLE QUARTER: ☒ 1ST ☐ 2ND ☐ 3RD ☐ 4TH

TOTAL $70.90

AGY	DSTY	APPN CODE	LIM CODE	AFC CODE	ALIC	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT NUMBER TYPE	FY	P.R. NUMBER	SUFFIX	PROJECT	ACCOUNTING AMOUNT
2	F	801	136	30	0	AB	12345	2644	21					
2					0				21					
2					0				21					

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Practice Exercise

Exercise Instructions

This exercise is meant to check your comprehension of the material covered in this lesson. Read each question and circle the correct answer (or place an *X* in the spaces indicated). Check your answers in the Feedback section following the exercise.

Exercise 1

1. What form is used to provide information needed for reqisitioning supplies from government sources?

   A. DD-1149

   B. CG-4940

   C. DD-1348-6

   D. DOT F 4200.1.2CG

2. What form is used to provide information needed for reqisitioning supplies from commercial sources?

   A. SF-30
   B. OF-347
   C. DOT F 4200.1.2CG
   D. SF-1165

3. Place an *X* beside the information that is required for a Procurement Request.

   ___ A. Accounting data

   ___ B. Unit of issue

   ___ C. Government furnished property

   ___ D. Originating officer

   ___ E. Accounting certification officer

   ___ F. Priority designator

   ___ G. Routing symbol

   ___ H. Item number

Continued on next page

Practice Exercise (Continued)

Exercise 1 (continued)

4. Place an *X* beside the information that is required on a Surf Requisition Log.

___ A. Dates required

___ B. Unit of issue

___ C. Commanding office

___ D. Department

___ E. Originating office

___ F. Priority

___ G. NSN

___ H. Unit cost

Exercise 2

Read each scenario below and complete a requisition form as if you were going to submit it. From the provided information, you must determine the following:

- Proper method of requisition
- Correct form to use
- The correct information to enter onto the form

1. Find the corresponding information for the following parts in FED LOG (see the FED LOG section beginning on page 1-29). Then use USCG Adobe Forms at your unit to request the following parts.

Quantity	NSN
1	5998-01-465-4657
5	5905-01-200-3285
2	4130-01-419-2066
1	5998-01-465-4703

Continued on next page

Exercise 2 (continued)

2. You are directed to purchase the item listed below using USCG Adobe Forms at your unit from the following vendor:

   McMaster Carr
   P.O. Box 247
   Yorktown, VA 23018
   757-555-1212
   POC: Marcus Hanna
   Phone (757) 555-1210

- Item to be ordered: (1ea) 45” Desk Base with three-ring binder sections. (Metal Mounted Base) P/N 8433T11
- Cost: 37.29
- POC: ET3 U. R. Cool, 757-555-0230, NORTHLAND
- Originating Office: USCGC NORTHLAND (WMEC 904)
- Date Required: 10/01/2007
- Destination:

  USCGC NORTHLAND (WMEC 904)
  c/o CG Integrated Support Center
  4000 Coast Guard Blvd.
  Portsmouth, VA 23703-2199

- Purchased in 4th quarter
- Authorized Requisitioner: ETC I. B. SEAMAN
- Account Certification Officer: LT I. M. BOSS

Feedback

Exercise 1

Compare your answers to the following:

Question	Answer	Reference Page
1.	B	1-8
2.	C	1-8
3.	B, C, E, G, H	1-18 – 1-20
4.	B, D, G, H	1-14

Continued on next page

Feedback (Continued)

Exercise 2

1. Your form should look similar to the one below:

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
CG-4949 (9-73)

SURF REQUISITION LOG

UNIT OPY AC NUMBER (1): 20-11504

SHEET NUMBER (2): 1

DEPT. (3)	COG (4)	STOCK NUMBER FSC (5) / FIIN	U/I (6)	QUANTITY (7)	UNIT COST (8)	DOCUMENT NUMBER SERIAL (10) / DATE (9)	FUND CODE (11)	OBLIGATION AMOUNT (12)	DATE RECEIVED (13)	ACTUAL COST (14)	NOMENCLATURE AND SUPPLIER (15)
ET	59E	5998-01-465-4657	EA	1	1561.20		SP	1561.20			AC Gain Assembly
ET	59E	5905-01-200-3185	EA	5	11.62		SP	58.10			Resistor
ET	59E	5998-01-465-4703	EA	1	300.00		SP	300.00			Daughter CADD CONN
ET	59L	4130-01-419-4703	EA	2	50.00		SP	100.00			Baffle Airflow Electronic Equipment

Continued on next page

Exercise 2 (continued)

2. Your form should look similar to the one below:

READ INSTRUCTIONS ON PAGE 2

PAGE 1 OF 1 PAGES

DEPARTMENT OF TRANSPORTATION

PROCUREMENT REQUEST
PROCESS RAPIDLY

PROCUREMENT REQUEST NO.

DATE RECEIVED

1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT
ET3 U.R. COOL 757-555-0230 NORTHLAND

3. ORIGINATING OFFICE DATA
USCGC NORTHLAND (WMEC 904)

4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)
McMaster Carr
P.O. Box 247
Yorktown, VA 23018
Phone 757-555-1210 POC: Marcus Hanna

2. TYPE OF REQUEST (Check one)
A [X] NEW REQUEST
B [ ] CHANGE TO PENDING PR NO. ____
C [ ] MODIFICATION TO CONTRACT OR ORDER NO. ____

5. APPROVALS

APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING INITIALS (D)	INTERNAL ROUTING ROUTING SYMBOL (E)
(1) AUTHORIZED REQUISITIONER ETC I. B. Seaman	NORTHLAND	8/20		
(2) ACCOUNTING CERTIFICATION OFFICER LT I. M. Boss	NORTHLAND	8/21		
(3)				
(4)				

6. CONSIGNEE AND DESTINATION
USCGC NORTHLAND (WMEC 904)
c/o CG INTEGRATED SUPPORT CENTER
4000 COAST GUARD BLVD
PORTSMOUTH, VA 23703-2199

7. DATE(S) REQUIRED
10/01/2003

8. GOVERNMENT FURNISHED PROPERTY
[ ] YES [X] NO (If "YES" see par. 8 of Instructions on page 2.)

9. DESCRIPTION OF ITEMS OR SERVICES

ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QTY (C)	UNIT (D)	ESTIMATED COST UNIT (E)	ESTIMATED COST AMOUNT (F)
1	45" DESK BASE W/3 RING BINDER SECTIONS (METAL MOUNTED BASE) P/N 8433T11	1	EA	$37.29	$37.29

10. ACCOUNTING DATA

SYSTEMS DATA

CHECK APPLICABLE QUARTER [ ] 1ST [ ] 2ND [ ] 3RD [ ] 4TH

TOTAL $37.29

AGY	DSTY	APPN CODE	LIM CODE	AFC CODE	ALIC	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT NUMBER TYPE	DOCUMENT NUMBER FY	DOCUMENT NUMBER P.R. NUMBER	DOCUMENT NUMBER SUFFIX	PROJECT	ACCOUNTING AMOUNT
2					0				21					
2					0				21					
2					0				21					

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FED LOG Job Aid

Introduction

FED LOG is a logistics information system that allows the user to retrieve the following information from the Federal Logistics Information System (FLIS) and service specific databases quickly and easily:

- Management
- Reference Number
- Freight
- Packaging
- Supplier, also known as Commercial and Government Entity (CAGE)
- Characteristics
- Representative Drawings
- History
- Custom
- Service Specific dataviews

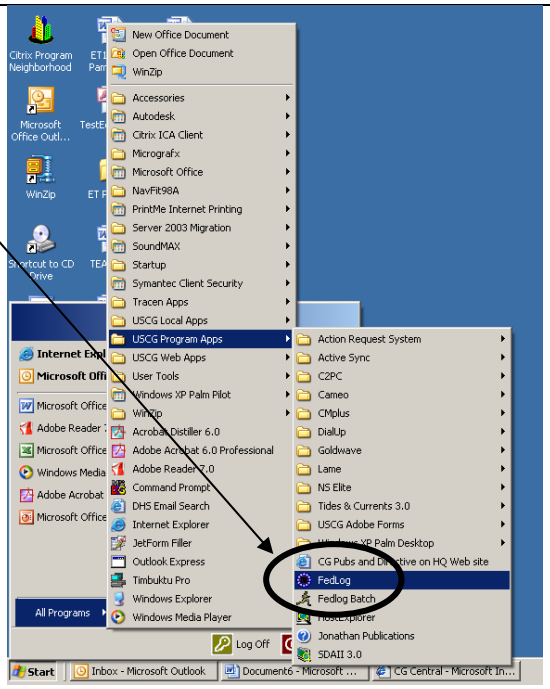
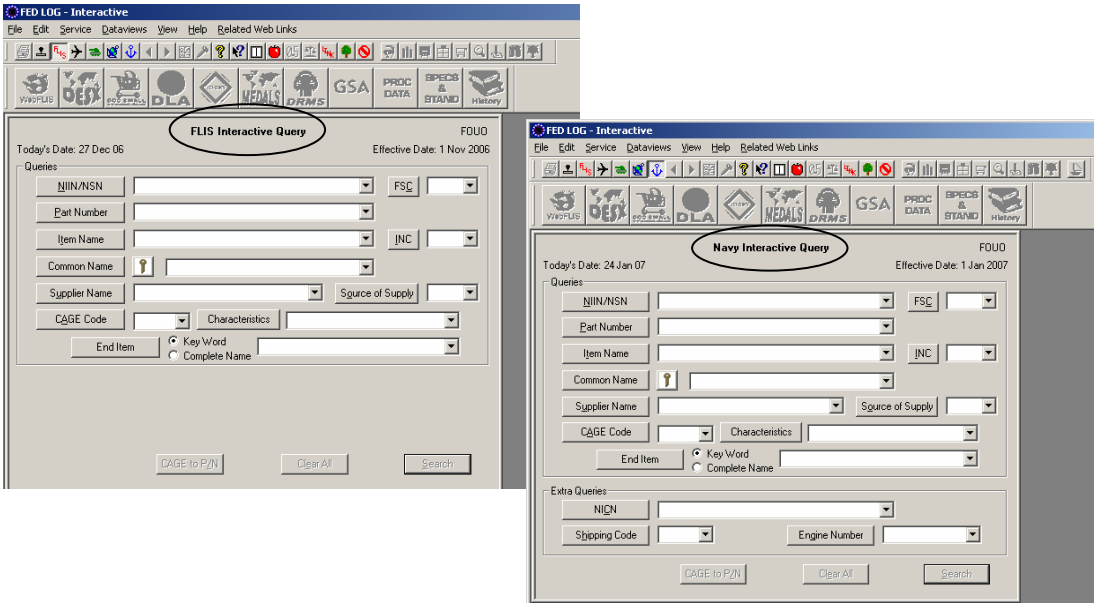
FED LOG searches can be performed at a general level, searching all information provided by the Federal Logistics Information System (FLIS), or you can choose to search only the information that is specific to a particular service.

The Coast Guard conducts two types of searches in FED LOG to locate parts and materials in the Federal Stock System:

- Searches for information at a general level using FLIS
- Searches for information using the Navy's search engine

Accessing FED LOG

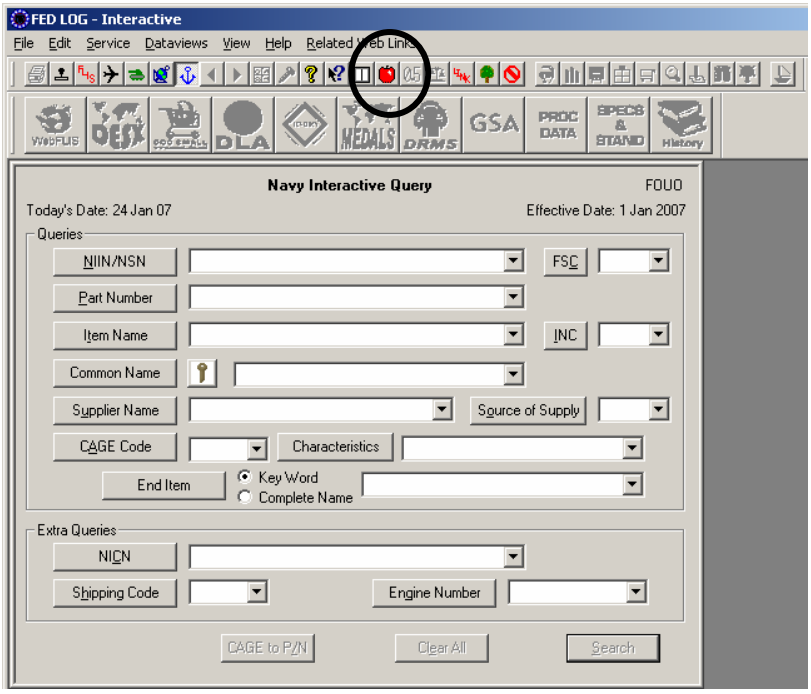
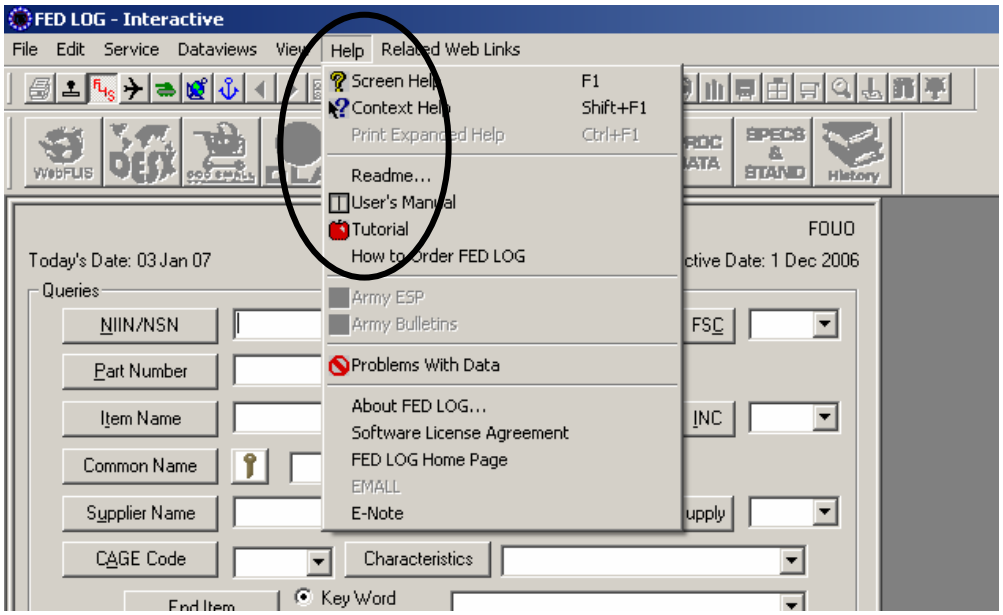
Follow the steps below to use the FED LOG Database.

Step	Action
1	Sign on to your workstation, then click on **Start** and move the pointer to **All Programs**.
2	Select **USCG Program Apps**.
3	Click on **FedLog**.  **Either** the FLIS Interactive Query screen **OR** the Navy Interactive Query screen will appear: 

Continued on next page

Accessing FED LOG (continued)

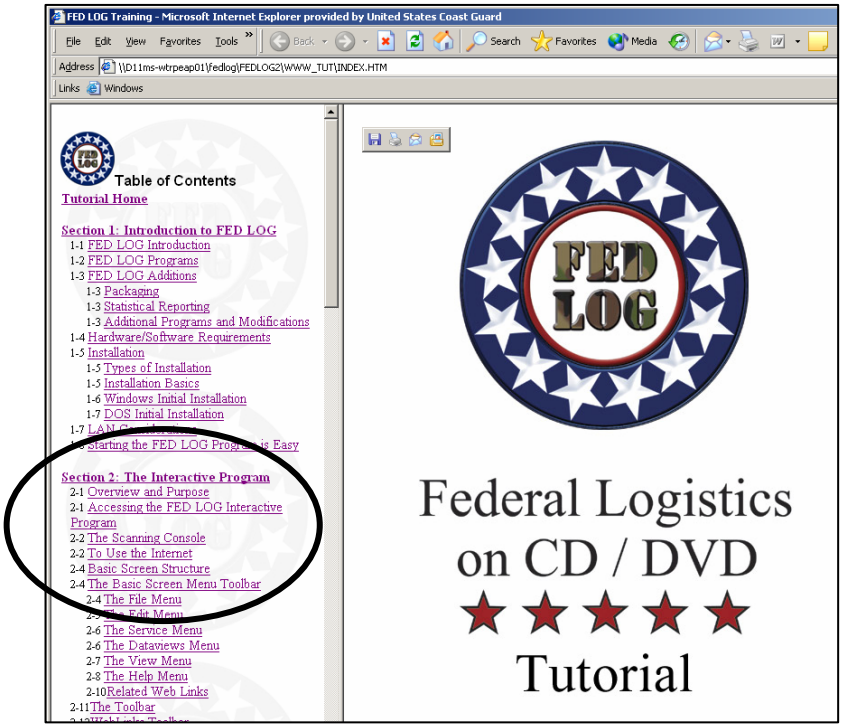
Continue to follow the steps below to use the FED LOG Database.

Step	Action
4	From either screen, click on the **red apple icon** to access the FED LOG Tutorial:  **Note:** *You may also access the Tutorial by choosing it from the* Help *menu:* 

Continued on next page

Accessing FED LOG (continued)

Continue to follow the steps below to use the FED LOG Database.

Step	Action
5	The FED LOG Tutorial cover and Table of Contents screen appears:  You should review, at a minimum, **Section 2: The Interactive Program** of the Tutorial, as it is here that you'll find the information and further instructions you'll need to use FED LOG. Pay particular attention to the **FLIS Query Screen** and **Navy Query Screen** topics (and related items).

CMplus Database Job Aid

Introduction

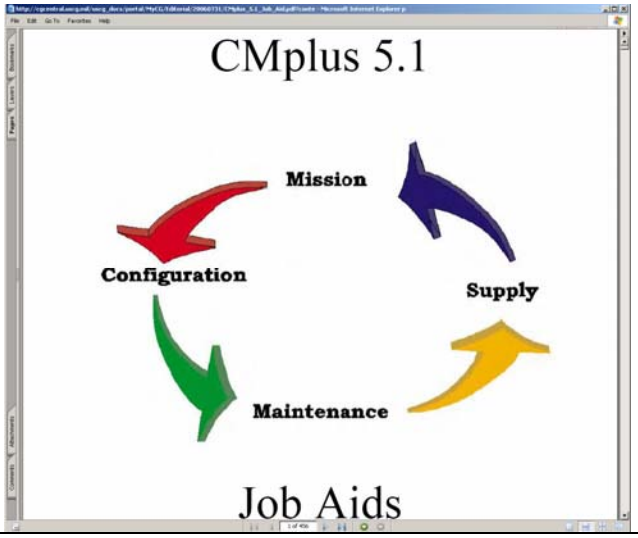
CMplus is an on-line supply and maintenance system for updating and maintaining baseline configuration data and replacement materials. Using CMplus, you can access information relating to inventory, maintenance, requisitioning, and equipment history.

Reviewing the CMplus 5.1 Job Aids

A comprehensive set of job aids for using CMplus is available through CG Central at the following address:

http://cgcentral.uscg.mil/uscg_docs/portal/MyCG/Editorial/20060731/CMplus_5.1_Job_Aid.pdf?contentId=1621506719&is_qualified=0

You should take a few minutes to access the above and become acquainted with the document's contents.



Accessing and Using CMplus for Initial Requests

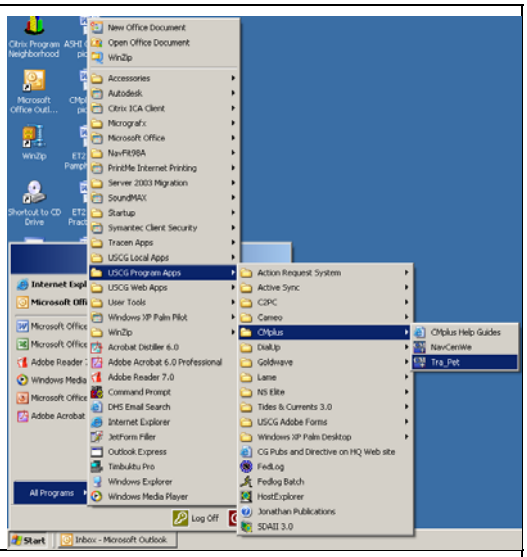
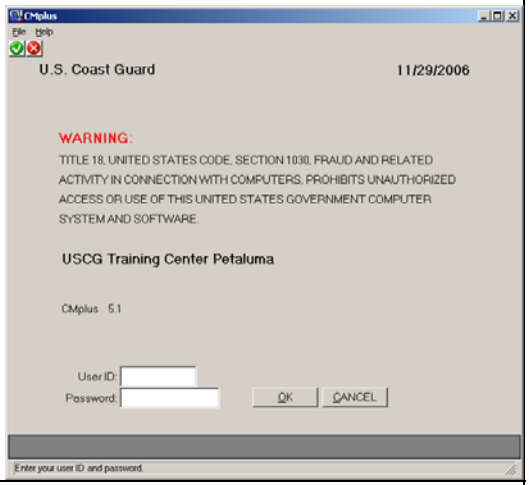
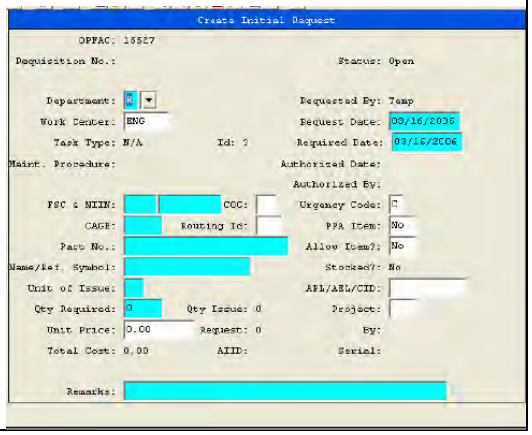
Chapter 2 of the "Supply" section of the CMplus 5.1 Job Aids document presents step-by-step instructions for making initial requests for materials. Follow the steps in the table below to access and use CMplus to make such requests:

Step	Action
1.	Determine who is the CMplus System Administrator at your unit.
2.	Contact your unit's CMplus System Administrator and request that you be added as a User to the CMplus system.
3.	Receive a CMplus User ID and Password from the unit CMplus System Administrator after you have been added as a User.

Continued on next page

Using CMplus (continued)

Continue to follow the steps in the table below to access and use CMplus to make Initial Requests for materials:

4.	On a CG standard workstation, click on *Start* > *All Programs* > *USCG Program Apps* > *CMplus* > *the CMplus icon* next to your unit's name.	
5.	Enter your User ID and Password into the dialogue box that appears and click **OK**.	
6.	From the menu choices on the screen that appears, select *Supply* > *Initial Request* > *Create*. The *Create Initial Request* screen appears:	

Continued on next page

Using CMplus (continued)

Continue to follow the steps in the table below to access and use CMplus to make Initial Requests for materials:

<table>
<tr><td>7.</td><td>Access Chapter 2 of the “Supply” section of the CMplus 5.1 Job Aids document.</td></tr>
<tr><td>8.</td><td>Refer to the Decision Table on page 2-2 to help you decide which function best suits your purpose:
<table>
<tr><th>IF</th><th>THEN</th></tr>
<tr><td>Parts needed for scheduled preventative maintenance procedure (Official or Local),</td><td>select Pick Maint task from Options menu or click on icon
Proceed to page 2-4</td></tr>
<tr><td>Parts needed for Corrective Maintenance Action (CMA),</td><td>select Pick CMA from Options menu or click on icon
Proceed to page 2-6</td></tr>
<tr><td>Parts NOT associated with PMS, CMA or Allowance lists and you know the NSN or CAGE/Part No.,</td><td>select Pick Parts by Inventory from Options menu or click on icon
Proceed to page 2-8</td></tr>
<tr><td>Parts associated with an allowance list (APL or AEL),</td><td>select Pick Parts by CPL from Options menu or click on icon
Proceed to page 2-9</td></tr>
<tr><td>If none of the above applies,</td><td>proceed to page 2-3</td></tr>
</table></td></tr>
<tr><td>9.</td><td>Depending on your choice, proceed to the page in the CMplus 5.1 Job Aids document that is noted in the Decision Table and follow the instructions included to fill out the Initial Request screen.</td></tr>
</table>

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Review Quiz

Introduction

This exercise is meant to check your comprehension of the material covered in the lesson. Read each question and write the answers in the spaces provided. Check your answers in the Feedback section following the exercise. If you are having difficulty understanding a section, go through it again or ask someone for help.

Exercise Questions

1. If a product is considered hazardous, it is required to have a _____, under the OSHA standard.

2. What requisition forms are used to provide information for procuring supplies and/or services from the Federal Stock System or commercial services?

   _____

3. What is the name of the on-line supply and maintenance system for updating and maintaining baseline configuration data and replacement materials?

   _____

Feedback

Exercise Answers

Compare your answers to the following:

Question	Answer	Reference Page
1	Material Safety Data Sheet (MSDS)	1-5
2	DOT F 4200.1.2CG and CG-4940	1-9
3	Configuration Management Plus (CMplus)	1-33

Lesson 2

SCHEDULING UNIT TEST EQUIPMENT FOR CALIBRATION

Overview

Introduction

This lesson introduces you to the processes and procedures for scheduling unit test equipment for calibration. Calibration ensures that all similar instruments measure the same parameter, producing the same reading within their capabilities by checking, adjusting, or systematically aligning a test instrument to a known standard.

Objectives

Upon completing this lesson, you will:

- **OBTAIN** the unit's current test equipment inventory from CGBI Cubes and Reports.
- **DETERMINE** the unit's allowable test equipment using the Ship/Shore Portable Electronic Test Equipment Requirements List (SPETERL).
- **INVENTORY** the unit's test equipment.
- **SCHEDULE** the unit's test equipment for calibration.

References

The following references were used for this lesson:

- MLC Standard Operating Procedure (SOP)
- Electronics Manual, COMDTINST M10550.25 (series)
- *Checking Unit Configuration Or TAV Data*, from the CG Central website:

  http://cgcentral.uscg.mil/uscg_docs/portal/mycg/editorial/20061031/config_tav_user_guide_ver1%200_3.pdf?contentid=1621540011&is_qualified=0

Requirements and Responsibilities

Introduction

Maintenance and Logistics Commands (MLC) Atlantic and Pacific administer Test Equipment Programs for their respective areas of responsibilities (AOR). While the programs differ procedurally, each program is designed to provide the following:

- Acquisition and issue of test equipment.
- Accurate inventory of test equipment.
- Replacement requirements for test equipment.
- Calibration requirements for test equipment.
- Repair requirements for test equipment.
- Disposal requirements for test equipment.

Requirements

All units are required to comply with the cognizant MLC electronic test equipment program and to report all electronic test equipment.

Complying with the MLC (t) electronic test equipment program ensures:

- Accurate inventory and allowancing
- Adherence to approved calibration standards
- Timely repair and recapitalization
- Adherence to reporting/disposition procedures

Responsibility

The MLCs are delegated authority to establish and administer an electronic test equipment program in accordance with the Electronics Manual, COMDTINST 10550.25A. The MLC test equipment program shall include the following as it applies to electronic test equipment:

- Acquisition
- Replacement
- Issue
- Calibration
- Repair
- Disposal

Test Equipment Allowance

Introduction

The maintenance philosophy and the maintenance requirements for equipment to be supported determine the requirements for test equipment. This philosophy is specified in the System Integrated Logistics Support (SILS) Command Policy Manual for the electronics system at the time of procurement and subcategory (SCAT) codes are used to identify the required test equipment to fulfill maintenance requirements

CGPMS Manager

The MLC(t) Test Equipment Manager will provide a unit-unique Ship/Shore Portable Electronic Test Equipment Requirements List (SPETERL) based on supported electronic prime systems. The Test Measurement Diagnostics Equipment Index (formerly NAVSEA ST000-AA-IDX-010), provides approved types of General Purpose Electronic Test Equipment (GPETE) standards, specifications, model numbers, prime system relationships, and related guidance. This index utilizes SCAT codes to group and define test equipment parameters and priority codes to indicate order of preference (the lowest numerical code represents the highest preference within a given SCAT).

Allowance Changes

MLCs shall make changes to the unit SPETERL as the appropriate Program/Project/Acquisition/Platform Manager modifies the configuration of a supported unit. The CGPMS Manager shall be notified of any SPETERL changes. All units supporting electronic and telecommunication systems shall submit requests for allowance changes with justification to MLC(t) via the operational chain of command.

Calibration Processes and Procedures

Calibration Procedures

To schedule unit test equipment for calibration, you will perform the following:

- Retrieve the current unit test equipment list from CGBI Cubes and Reports (available through CG Central).
- Reconcile the unit's current test equipment inventory in CGBI Cubes and Reports with the unit's SPETERL.
- Create a unit test equipment log (using an Excel spreadsheet – see Appendix D) by entering the test equipment data provided by the current unit test equipment listing in CGBI Cubes and Reports.
- Verify the accuracy of unit test equipment against the CGBI Cubes and Reports listing of current unit test equipment inventory (including accounting for unit test equipment that is out either for repair or calibration).
- Assign unit test equipment to periodic timeframes in order to meet budgetary guidelines and limitations.
- Submit OPNAV 4790/CK to ELC for updating the unit test equipment configuration data to reflect the addition of new test equipment and/or removal of defective or obsolete test equipment, and updating the calibration dates.

MLC Responsibilities

Each MLC is responsible for developing a suitable program and publishing the necessary instructions by which electronic test equipment can be repaired and calibrated.

Calibration Standards

Calibration of test equipment shall be performed using approved Navy Instrument Calibration Procedures (ICPs) or Navy Local Calibration Procedures (LCPs). DOD labs or commercial labs accredited to ISO 17025 or ANSI Z-540 are acceptable.

When ICPs are not available, calibration shall be performed using calibration instructions and data obtained from the technical manual or commercial sources approved by MLC.

Calibration Processes and Procedures (Continued)

Unit Responsibilities	All Coast Guard electronic units are responsible for reviewing the MLC procedures.
NICP Publication	Naval Surface Warfare Center Corona Division, publishes the Metrology Requirements List (METRL) NAVSEA OD45845. This publication provides basic calibration procedures and intervals. A copy of the METRL may be obtained from MLC(t).
Calibration Intervals	The calibration intervals listed in the METRL closely follow the average calibration intervals used by other military services.
MLC Inspections	Each MLC, in accordance with its policies, shall monitor the calibration program to ensure that general-purpose electronic test equipment (GPETE) and special purpose electronic test equipment (SPETE) is being calibrated in accordance with the schedule and promulgated instructions. MLCs shall randomly select and inspect units to ensure unit compliance with the calibration program.
SPETE	The Coast Guard uses Navy special purpose electronic test equipment (SPETE) to aid in the maintenance and support of Navy Type, Navy Owned Equipment (NTNO). CG-642 provides authorization for NTNO test equipment. This test equipment is distributed directly by the Navy or through MLC(t). NTNO test equipment must be entered in the unit Navy Weapon System File (WSF) to obtain Navy support funding and calibration services from CG-642 or MLC(t).
Non-Warranty	Program Managers shall inform MLC(t) and units of the correct warranty procedures for test equipment purchased under GSA contracts. Every government agency purchase of electronics equipment from participating companies using GSA schedules, a percentage of the GSA catalog list price for that item is credited to a non-warranty repair and calibration fund. The government may use this fund for the purpose of repair and calibration of test equipment.

Create a Unit Test Equipment Calibration Schedule

Create a Test Equipment Calibration Schedule

Step	Action
1.	Download a copy of the job aid *Checking Unit Configuration Or TAV Data*, from the CG Central website: http://cgcentral.uscg.mil/uscg_docs/portal/MyCG/Editorial/20060914/Config_TAV_User_Guide_Ver1.0.pdf
2.	Using the *Checking Unit Configuration Or TAV Data* job aid, determine your unit's test equipment allowance.
3.	Develop a unit test equipment spreadsheet. (See Appendix D for a sample spreadsheet.) **Note:** *Spreadsheets should have adequate fields to include all information gathered.*
4.	Conduct an inventory of your unit's test equipment. **Note:** *Ensure that all pertinent information (e.g., type of test equipment, manufacturer, model number, serial number, calibration interval, last date calibrated, age of equipment, current value, under warranty, etc.) is recorded.*
5.	Inspect all test equipment to determine calibration status: • Date last calibrated/next calibration due • Broken test equipment warranted/not warranted
6.	Enter test equipment information and status on your spreadsheet.
7.	Compare your inventory to your unit's allowance list.
8.	Access your MLC program instructions to locate specific calibration procedures and intervals.

Continued on next page

Create a Test Equipment Calibration Schedule (continued)

Step	Action
9.	Refer to MLC procedures to locate repair and calibration facilities. **Note:** *These calibration labs may be either military or civilian. Some labs may not be equipped to calibrate all types of test equipment.*
10.	Contact calibration facilities to determine: • Cost of calibration (Fax list to vendor). • Time required to calibrate and/or repair. • Procedures for sending equipment to be calibrated. • Procedures for returning equipment. • Policy on notification if unable to calibrate or unable to repair.
11.	Consult with your supervisor to make the best decisions for your calibration needs. Consider: • Unit needs and availability • Turn-around time • What equipment to calibrate and/or repair • What equipment to survey (dispose of excess)
12.	Examine your spreadsheet and record the equipment that will be sent for calibration. Ensure that equipment non-availability (while equipment is being calibrated/repaired) will not affect unit's ability to function.
13.	Arrange for equipment to be delivered to (or picked up by) the calibration facility.
14.	Track the equipment that has been sent and returned on your spreadsheet.

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Review Quiz

Introduction

This exercise is meant to check your comprehension of the material covered in the lesson. Read each question and write the answers in the spaces provided. Check your answers in the Feedback section following the exercise. If you are having difficulty understanding a section, go through it again or ask someone for help.

Exercise Questions

1. All units are required to comply with the cognizant _____ electronic test equipment program and to report all electronic test equipment.

2. The maintenance philosophy and the maintenance requirements for equipment to be supported is specified in the _____Command Policy Manual for the electronics system at the time of procurement and subcategory (SCAT) codes are used to identify the required test equipment to fulfill maintenance requirements

3. MLCs shall make changes to the unit _____ as the appropriate Program/Project/Acquisition/Platform Manager modifies the configuration of a supported unit.

Feedback

Exercise Answers

Compare your answers to the following:

Question	Answer	Reference Page
1	MLC	2-2
2	System Integrated Logistics Support (SILS)	2-3
3	SPETERL	2-3

Lesson 3

HOW TO PREPARE A CASUALTY REPORT (CASREP)

Overview

Introduction

Casualty Report (CASREP) messages are written to inform the operational commands and support system that there is an inoperable piece of equipment on board or at a unit that cannot be repaired with the unit's tools and equipment.

- CASREP messages have standards for submission to ensure that required information concerning the situation is available and that the chain of command is informed.
- All CASREPs are drafted using CMplus and submitted via the Coast Guard Message System (CGMS): this allows CASREP information to be entered and tracked and files for radio message transmissions to be generated.

Lesson Objectives

Given the required casualty data, the CMplus CASREP job aid, and access to the unit's CMplus software, **PREPARE** the following casualty reports:

- Initial Casualty Report
- Update Casualty Report
- Cancel Casualty Report
- Correct Casualty Report

References

The following references were used for this lesson:

- Operational Reports, NWP 1-03.1
- Casualty Reporting (CASREP) Procedures (Materiel), COMDTINST M3501.3 (series)
- CMplus 5.1 Job Aids (July 2006)

Four Types of CASREPs

Initial Casualty Report (Initial CASREP)

Initial CASREPs identify the nature of the casualty and relay information about any outside assistance or parts required to repair the equipment. A unit must send an Initial CASREP within 24 hours when an equipment malfunction or deficiency:

- Reduces a unit's ability to complete any mission;
- Cannot be corrected within 48 hours;
- Requires outside assistance to correct the failure.

> **Note***: A unit may require that an Initial CASREP message be sent within the first four hours after the equipment malfunction, so refer to your unit SOP for the exact time constraints involved in sending an Initial CASREP message.*

Casualty Report Update (UPDATE CASREP)

Update CASREPs relay revised status or changes to information transmitted on Initial CASREPs. An Update CASREP provides new information that supports or amplifies an Initial CASREP message. Send an Update CASREP under any of the following conditions:

- Change in status or estimated repair time
- Change in the request for parts or equipment
- Receipt of ordered parts or equipment
- Additional failure(s) discovered in the same equipment
- Previous CASREP contains an error

> **Note***: An Update CASREP must be sent every 30 days for open CASREP messages.*

Casualty Report Correction (CASCOR)

Correct CASREPs are transmitted once the equipment malfunction is corrected. A Correct CASREP (or CASCOR) message provides information regarding the repair of the failed equipment identified in the Initial CASREP. Send a CASCOR message containing the following information when the failed equipment has been repaired and is working properly:

- Delays in repair time and reason
- Number of hours expended correcting the casualty
- Number of operating hours since the last time the equipment failed

Casualty Report Cancellation (CASCAN)

Cancel CASREPs is used to cancel an Initial CASREP and all subsequent Update CASREP messages on a single equipment failure or malfunction. They are transmitted when the equipment will not be repaired following standard operating procedures (the required maintenance is performed as part of an overhaul or other scheduled availability). A CANCEL CASREP is sent:

- If the equipment is scheduled to be repaired at the beginning during a scheduled maintenance period
- When the equipment is replaced with a new type of equipment

CMplus CASREP Job Aid

Introduction

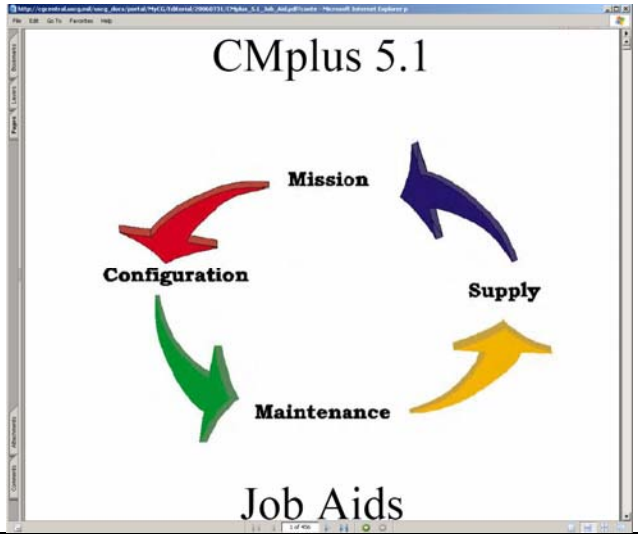
As you may already know, CMplus is an on-line supply and maintenance system for updating and maintaining baseline configuration data and replacement materials. Using CMplus, you can access information relating to inventory, maintenance, requisitioning, and equipment history.

Reviewing the CMplus 5.1 Job Aids

A comprehensive set of job aids for using CMplus is available through CG Central at the following address:

http://cgcentral.uscg.mil/uscg_docs/portal/MyCG/Editorial/20060731/CMplus_5.1_Job_Aid.pdf?contentId=1621506719&is_qualified=0

You should take a few minutes to access the above and become acquainted with the document's contents.



Accessing and Using CMplus for CASREPs

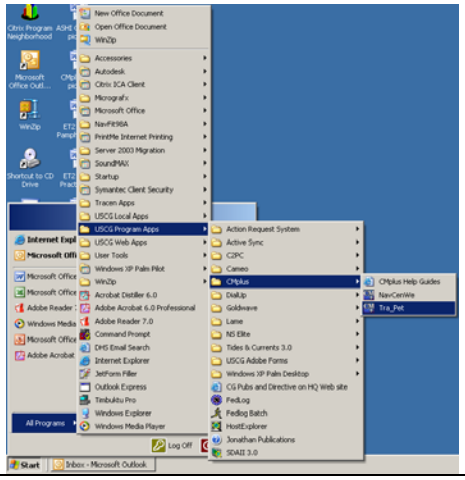
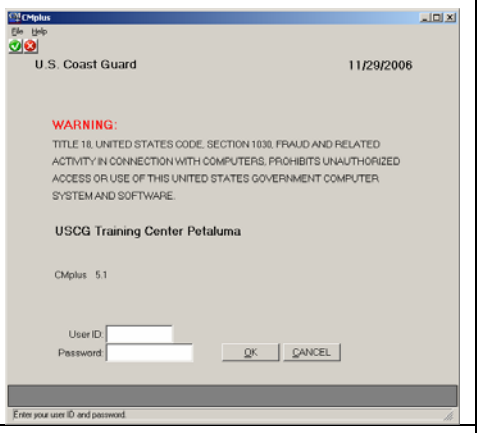
Chapter 7 of the "Maintenance" section of the CMplus 5.1 Job Aids document presents step-by-step instructions for reporting and following up on casualties. Follow the steps in the table below to access and use CMplus for CASREPs:

Step	Action
1.	Determine who is the CMplus System Administrator at your unit.
2.	Contact your unit's CMplus System Administrator and request that you be added as a User to the CMplus system.
3.	Receive a CMplus User ID and Password from the unit CMplus System Administrator after you have been added as a User.

Continued on next page

Using CMplus (continued)

Continue to follow the steps in the table below to access and use CMplus to prepare and submit CASREPs.

4.	On a CG standard workstation, click on *Start* > *All Programs* > *USCG Program Apps* > *CMplus* > *the CMplus icon* next to your unit's name. 
5.	Enter your User ID and Password into the dialogue box that appears and click **OK**. 
6.	Access Chapter 7 of the "Maintenance" section of the CMplus 5.1 Job Aids document and review the table of contents on the first page: **Topics** in this section: • **Creating an Initial CASREP** ..... 7-2 • **Creating an Update CASREP** ..... 7-18 • **Creating a Correction CASREP (CASCOR)**..... 7-20 • **Creating a Cancellation CASREP (CASCAN)**..... 7-22 • **Review and Print CASREP for approval**..... 7-24 • **Exporting a CASREP** ..... 7-25 • **Open CGMS & Import a saved CASREP**..... 7-28 • **CASREP Address Templates** 7-31
7.	Depending on your choice, proceed to the page in the CMplus 5.1 Job Aids document that is noted in the table and follow the instructions included.

Review Quiz

Introduction

This exercise is meant to check your comprehension of the material covered in the lesson. Read each question and write the answers in the spaces provided. Check your answers in the Feedback section following the exercise. If you are having difficulty understanding a section, go through it again or ask someone for help.

Exercise Questions

1. A unit must send an Initial CASREP within _____ hours when an equipment malfunction or deficiency: reduces a unit's ability to complete any mission; Cannot be corrected within 48 hours; or requires outside assistance to correct the failure

2. How many different types of casualty reports does the Coast Guard currently use?

3. In the Coast Guard what application is an on-line supply and maintenance system for updating and maintaining baseline configuration data and replacement materials?

Feedback

Exercise Answers

Compare your answers to the following:

Question	Answer	Reference Page
1	24	3-2
2	Four	3-2
3	CMplus	3-3

Lesson 4

HOW TO SUBMIT A CONFIGURATION CHANGE FORM (OPNAV 4790/CK)

Overview

Introduction

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 determine 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.

Lesson Objectives

Given an OPNAVINST 4790.4 (Series) 3-M manual and required information, **COMPLETE** all required fields of an OPNAV 4790/CK.

Given unit-specific procedures, **SUBMIT** a completed OPNAV 4790/CK.

References

The following references were used for this lesson:

- Electronics Manual, COMDTINST 10550.25 (series)
- Supply Policy and Procedures Manual (SPPM), COMDTINST 4400.19 (series)
- Ship’s Maintenance, Material, and Management (3M) Manual, OPNAVINST 4790.4 (series)

Continued on next page

OPNAV 4790/CK

Introduction

The OPNAV 4790/CK form is used to:

- Report completion (or partial completion) of alterations and maintenance actions that resulted in a configuration change.
- Correct discrepancies and errors in the configuration files.

Types of 4790/CK

Three blocks at the top of the form are used to specify what type of action is being reported. Use the following table to determine the type of 4790/CK and which box to mark at the top of the form.

Note: *Refer to sample 4790/CK*

If the CK reports…	**Then mark…**
Installation/addition of equipment or component	CONFIG FILE CORR
A configuration file correction	
Field change or change to internal components	COMP M/A NO DEFL
A completed maintenance action that had no prior deferral	
Removal of equipment or component	COMP DEFL
Completed deferral	

Continued on next page

OPNAV 4790/CK Form

A 4790/CK is divided into four sections; the table below describes the contents of each section.

Note: *Refer to sample 4790/CK*

Section Number	Name of Section	Description
I	Job Identification	This section identifies the system or equipment involved in the configuration action. If a component/ subunit is being reported, the Job Identification in this section must be that of the highest assembly. Components/ subunits are reported in Section III.
II	Job Description/ Remarks	This section contains remarks relating to the accomplishment of the action. In some cases, an alteration directive will specify that certain information be documented.
III	Configuration Change Identification	This section contains information on the component(s) affected by the maintenance (configuration change) action. The Job Identification Level (Section I) will be completed to the highest assembly directly affected by the change. The subunits (components) are reported to the individual APL level in Section III. An OPNAV 4790/CK allows only one component (subunit) to be reported per form. When multiple subunits need to be reported, “Continuation Sheet(s)” OPNAV 4790/CK(C), which can report up to four components per form, can be attached.
IV	Special Purpose	This section is filled in on board, with the exception of Block 30, which is no longer applicable.

Continued on next page

Sample Form Refer to section descriptions for content of each section.

Note: *Additional examples can be found in the OPNAVINST 4790.4 (series.)*

SHIP'S CONFIGURATION CHANGE FORM — OPNAV 4790/CK

CONFIG FILE CORR | COMP. MA NO DEFL | COMP DATE

SECTION I JOB IDENTIFICATION

JOB CONTROL NUMBER			ALTERATION IDENTIFICATION
1. SHIP'S UIC: 0 5 8 3 7	2. WORK CENTER: E M 0 1	3. JOB SEQ. NO.: 2 4 5 9	4. ALTERATIONS (SHIPALT, ORDALT, FLD. CHG, etc.):

A. SHIP'S NAME: USS PUGET SOUND | B. HULL NUMBER: AD 38 | C. EIC: T 8 0 1 | 6. ACTION: 1

5. EQUIPMENT NOUN NAME: F I R E P U M P M T R | 6. S/F MHRS. EXP.: 0 0 5 6 | 9. ACT. MAINT.: 0 0 2 3 | 10. COMP. DATE: 4 0 1 8 | 11. MAR:

SECTION II JOB DESCRIPTION/REMARKS

12. JOB DESCRIPTION/REMARKS: R E P L A C E D D E F E C T I V E M O T O R

SECTION III CONFIGURATION CHANGE IDENTIFICATION

13. COMPONENT NOUN NAME: M O T O R A C | 14. QUANTITY: 0 0 1 | 15. CA: R

16. COMPONENT IDENTIFICATION: 4 | 17. COMPONENT SERIAL NUMBER: N O N E

18. COMPONENT APL/AEL: 1 7 4 7 5 1 3 0 5 | 19. LOCATION (DECK/FRAME/SIDE): 6 - 1 1 7 - 0 - E | 20. EIC: T 8 0 1

21. NEXT HIGHER ASSEMBLY: F I R E M A I N S Y S T E M | 21. SAC: 0 A A N M E | 23. WORK CENTER: M 0 1

24. NAMEPLATE DATA

25. MIP: E L 4 / 2 8 - 5 1 | 26. EOSS

27. TM: 0 9 2 2 - L P - 0 1 0 - 6 0 1 0

SECTION IV. SPECIAL PURPOSE

28. RIN: A 0 1 0 2 | 29. AILSIN | 30. SECAS OFFICE USE

- INSTRUCTIONS -

ITEM NUMBER	SECTION I & II DESCRIPTION	SECTION I & II PAGE 1	SECTION I & II CONT PAGE
1-3	JOB CONTROL NUMBER	M	M
4	ALTERATION IDENTIFICATION	IP	IP
5	EQUIPMENT IDENTIFICATION	M	NR
6	ACTION TAKEN	M	NR
7	EQUIPMENT NOUN NAME	M	NR
8	SHIP'S FORCE MANHOURS	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 (R/D)	INSTALL (I/A)	MODIFY (M/C)
13	COMPONENT NOUN NAME	M	M	M
14	QUANTITY	M	M	M
15	COMPONENT ACTION	M	M	M
16	COMPONENT IDENTIFICATION	IP	IP	IP
17	COMPONENT SERIAL NUMBER	IA	IA	IA
18	COMPONENT APL/AEL	M	IA	IA
19	LOCATION	M	M	M
20	EQUIPMENT IDENTIFICATION CODE	NR	IA	NR
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	EOSS	IP	IP	IP
27	TECHNICAL MANUAL NUMBER	IA	IA	IA

LEGEND

IA IF AVAILABLE — O OPTIONAL
IP IF APPLICABLE — NR NOT REQUIRED
M MANDATORY

SECTION I, BLOCK 6 ACTION TAKEN

5A - PARTIALLY COMPLETED ALTERATION
5B - FULLY COMPLETED ALTERATION
5C - FULLY COMPLETED EQUIVALENT TO ALTERATION
5D - ALTERATION DIRECTIVE NOT APPLICABLE
1 - MAINTENANCE ACTION COMPLETED; PARTS
2 - MAINTENANCE ACTION COMPLETED ; REQUIRED PARTS NOT DRAWN FROM SUPPLY (LOCAL MANUFACTURE, PRE-EXPENDED BINS)
3 - MAINTENANCE ACTION COMPLETED; NO PARTS REQUIRED

SECTION III, BLOCK 15 COMPONENT ACTION

MAINTENANCE ACTIONS
R - REMOVED EQUIPMENT
I - INSTALLED EQUIPMENT
M - MODIFIED EQUIPMENT

CONFIG FILE CORR NO MAINTENANCE ACTION
A - ADDITION OF RECORD
D - DELETION OF RECORD
C - CORRECT/CHANGE EXISTING RECORD

WORK CENTER SUPERVISOR: ABC | DIVISION OFF: NBC | SUPPLY DEPT: WRC | 3M COORDINATOR: MAL | SHIP SEQUENCE NUMBER: 6 9 9 9 9 | PAGE 1 OF 2

Configuration Change Resulting from a Maintenance Action
(Component Removal)

Continued on next page

OPNAV 4790/CK (Continued)

Obtaining the Form

The Ship's Configuration Change Form (OPNAV 4790/CK) can be filled out using Adobe Forms (Standard Work Station III).

Completing a 4790/CK

Each section is divided into numbered fields. There are thirty fields on the form. The procedures for completing a CK comprise more than five pages and thirty steps (one for each field). Refer to Appendix B of OPNAVINST 4790.4 (series) 3-M Manual for the exact procedure.

Procedures can also be found at the bottom of the form or in the SPPM, COMDTINST 4400.19 (series).

> **Note:** *Units shall fill in, as a minimum, blocks 1 through 7, 13 through 23, and signature blocks Work Center Supervisor and 3M Coordinator (if applicable).*

Submitting a Completed 4790/CK

The procedure for handling and submitting a completed OPNAV 4790/CK will vary from unit to unit. The original of the four-part form is submitted to the applicable ELC (Coast Guard equipment) or Automated Data Processing (ADP) facility (Navy equipment) that supports that unit for publishing and distributing applicable allowance, maintenance, and configuration documents to field units.

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Review Quiz

Introduction

This exercise is meant to check your comprehension of the material covered in the lesson. Read each question and write the answers in the spaces provided. Check your answers in the Feedback section following the exercise. If you are having difficulty understanding a section, go through it again or ask someone for help.

Exercise Questions

1. What form is used to report completion (or partial completion) of alterations and maintenance actions that resulted in a configuration change?

2. When filling out a Configuration Change Form, units shall fill in, as a minimum, blocks 1 through 7, _____ through 23, and signature blocks Work Center Supervisor and 3M Coordinator (if applicable).

Feedback

Exercise Answers

Compare your answers to the following:

Question	Answer	Reference Page
1	OPNAV 4790/CK	4-2
2	13	4-5

Lesson 5

HOW TO DESTROY DOCUMENTS AND EQUIPMENT

Overview

Introduction

Units located outside the 50 United States and all deployable units shall include in their Emergency Action Plan (EAP) a "destruction bill" for the disposition of classified information during an emergency.

Lesson Objectives

Given documents and equipment, **DEMONSTRATE** the destruction as required in the unit emergency destruction plan.

- **IDENTIFY** when it is necessary to destroy documents and equipment.
- **STATE** who is authorized to destroy documents and equipment.
- **IDENTIFY** authorized methods of destruction.
- **STATE** the procedures for emergency destruction.

References

- Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series)
- Classified Information Management Program, COMDTINST M5510.23 (series)
- Information and Lifecycle Management Manual, COMDTINST M5212.12 (series)
- The Coast Guard Freedom of Information (FOIA) and privacy Acts Manual, COMDTINST M5260.3 (series)

Continued on next page

When to Destroy

Introduction

The destruction bill requires that classified material be assigned a priority for destruction. These priorities shall be based on classification level in descending order (Top Secret, Secret, Confidential). In order to accomplish this, classified material shall be segregated by priority within the security container.

Classified Documents

Classified waste shall be destroyed as soon as practicable. Containers used for the accumulation of Secret classified waste shall be dated when the first item of classified waste is deposited. If, after 30 days, the classified waste has not been destroyed, it shall be entered into the accountability records of the Security Control Point (SCP). It is not necessary to identify the individual items of classified waste when entering the waste into accountability. It is sufficient to identify simply as one container, box, and bag, etc. of Secret classified waste. When destruction is completed, a record of destruction will be prepared.

FOUO

For Official Use Only (FOUO) documents are divided into non-record and record copies. When to destroy and how to destroy are based on the degree of sensitivity and the type of record.

Electronic Equipment

COMSEC material may be jettisoned or sunk in an emergency situation. Refer to CMS-1 (series) and CMS-21 (series) for additional criteria.

Drills

Drills shall be conducted and documented semiannually to ensure that those responsible for emergency destruction are familiar with the implementation of the Emergency Action Plan (EAP). These drills are used to evaluate the effectiveness of the plan and the resources to carry it out. At no time shall actual classified material be used during the EAP drill.

Authority to Destroy

Introduction

The Classified Material Control Officer must ensure that, in addition to application of the schedules, proper security is afforded. The Classified Information Management Program, COMDTINST M5510.23 (series) provides instructions for safeguarding classified material and shall be followed whenever classified records are destroyed, transferred, or otherwise disposed of.

Clearance Level

Classified material shall be destroyed by those individuals cleared to the level of the material being destroyed. Two individuals shall be responsible for destroying Top Secret and Secret material. These individuals must have personal knowledge of the actual material destroyed.

Destruction Requirements

The personnel tasked with the destruction, or preparation for destruction, of classified material shall be thoroughly familiar with the requirements and procedures for safeguarding classified information. They shall be thoroughly briefed on the following:

- Safeguarding all classified material entrusted to them for destruction
- Conducting a thorough page check prior to destruction
- Observing all documents destroyed, or being prepared for destruction and checking the residue of locally destroyed material to ensure that destruction is complete and reconstruction is impossible
- Taking precautions to prevent classified material or burning portions of classified material from being carried away by wind or drafts
- Completing and signing all appropriate records of destruction

Methods of Destruction

Introduction

Destruction devices must be approved by NSA, as listed in NTISSI 4004, Annex B, NSA Evaluated Destruction Devices. All equipment approved for the destruction of classified material shall be operated properly and provided with regular maintenance, as suggested by the manufacturer.

Approved Methods

All components of classified equipment shall be destroyed by any method that destroys them beyond recognition. Refer to the chart below for approved methods of destruction for classified material and FOUO material:

Method	**Description**
Burning	Classified material can be doused with flammable liquid and ignited. When this method is used, steps shall be taken to ensure that the wind or draft does not carry portions of burned material away and that the resulting ash is broken up sufficiently to preclude reconstruction.
Shredding	Any crosscut shredder whose residue particle size is equal to or smaller than 1/32-inch in width by ½-inch in length is approved for the destruction of all classified paper material, magnetic tape, card and flexible diskette (floppy disk). **Note:** *Shredders shall not be used to destroy classified microfilm, microfiche, or similar high information density human readable material.*
Tearing	Non-record copies of FOUO materials may be destroyed by tearing each copy into pieces to preclude reconstruction of the information.
Pulping (Wet Process)	Wet process pulpers with a ¼-inch or smaller security screen may be used to destroy classified water-soluble material.

Continued on next page

Authorized Methods (continued)

Authorized methods of destruction are continued below:

Method	Description
Chemical	Classified microfilm or microfiche may be destroyed by chemical process (e.g., in an acetone bath).
Pulverizing (Dry Process)	Pulverizers and disintegrators may be used to destroy photographs, film, typewriter ribbons, magnetic tape, flexible diskette (floppy disk), and glass slides and offset printing plates. Pulverizers and disintegrators shall have a 3/32-inch or smaller security screen.
Eradication of Magnetic Media	Declassified using approved degaussing equipment. Destruction of classified Automated Information System (AIS) magnetic media shall be in accordance with the Information Systems Security Program, COMDTINST M5500.13 (series). **Note:** *All markings identifying previous source, subject matter, use, or classification of the information previously recorded are required to be removed from the media.*
Jettisoned at Sea	Classified material may be jettisoned at sea to depths of 1000 fathoms or more. When shipboard emergency plans include jettisoning, weighted bags shall be available.
Dismantling & Smashing	Metallic items can be destroyed by means such as sledgehammers, cutting tools, torches, etc. Disposal equipment not normally associated with the destruction of classified material can also be used; i.e., garbage grinders, sewage treatment plants, and boilers.

Continued on next page

Procedures for Destruction

Introduction

All EAPs should place emphasis on the importance of beginning destruction sufficiently early to preclude loss of material. The effect of premature destruction is considered inconsequential when measured against the possibility of compromise.

Procedures

The procedures below are general procedures found in the Classified Information Management Program, COMDTINST M5510.23 (series), Chapter 11. Individual units shall follow their EAP for approved procedures of destruction.

Step	Action
1.	Ensure that all personnel tasked with destruction or preparations of destruction are thoroughly familiar with the requirements and procedures for safeguarding the material.
2.	Conduct a thorough page check prior to destruction.
3.	If a “burn bag” is used, have the witnessing official sign the record when the material is actually placed in the bag. If classified material is to be sunk by means of jettisoning, weighted bags shall be available. If the vessel is to be sunk, classified material can be locked in security containers and allowed to sink with the vessel.
4.	Ensure that appropriately cleared personnel witness the destruction.
5.	If method is burning, ensure that material being burned cannot be carried away by wind or draft.
6.	Sign for number of bags destroyed or items being destroyed. **Note:** *Only persons accomplishing the destruction must sign.*
7.	Check destroyed material for residue to ensure that destruction is complete and reconstruction is impossible.
8.	Complete and sign all appropriate records.

Continued on next page

Procedures for Destruction (Continued)

COMSEC

Communications Security material must be destroyed in accordance with the following procedures contained in CMS-1 (series) and CMS-21 (series).

FOUO

Non-record copies of FOUO material may be destroyed by the tearing method. When local circumstances or experience indicate that this destruction method is not sufficient, local authorities may direct other methods.

Record copies of FOUO material are arranged by record types and shall be disposed of in accordance with COMDTINST M5212.12 (series). Each record type has a disposal schedule.

Reporting

Accurate information concerning the extent of emergency destruction of classified material is second in importance only to the destruction of the material itself.

The facts surrounding the destruction shall be reported to the cognizant security manager, Commandant (CG-86) and other interested units by the most expeditious means. The report shall contain the following information:

- Material destroyed
- Classification of material
- Date of destruction
- Method of destruction
- Any material not destroyed; feared compromised/captured

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Review Quiz

Introduction

This exercise is meant to check your comprehension of the material covered in the lesson. Read each question and write the answers in the spaces provided. Check your answers in the Feedback section following the exercise. If you are having difficulty understanding a section, go through it again or ask someone for help.

Exercise Questions

1. How is classified material prioritized for destruction? _____

2. How often are EAP drills conducted? _____

3. What manual provides instructions for safeguarding and destroying classified material? _____

4. What level of clearance is required to destroy Secret material? _____

5. How many people are required when destroying Top Secret material? ____

6. (True or False) Shredding is an approved method of destruction for floppy disks. _____

7. Using the dismantling and smashing method, metallic items can be destroyed by means such as _____.

8. Why must destroyed material be checked for residue? _____

9. (True or False) Personnel who witness the destruction of material are not required to hold a security clearance. _____

10. Accurate information concerning the extent of emergency destruction of classified material is second in importance only to _____.

Feedback

Exercise Answers

Compare your answers to the following:

Question	Answer	Reference Page
1	Priorities are based on classification level in descending order.	5-2
2	Semiannually	5-2
3	Classified Information Management Program, COMDTINST M5510.23	5-3
4	Secret	5-3
5	Two	5-3
6	True	5-4
7	Sledgehammers, cutting tools, and torches	5-5
8	To ensure that destruction is complete and reconstruction is impossible	5-6
9	False	5-6
10	Destruction of the material	5-7

Appendix A

PAMPHLET REVIEW QUIZ

1. What is a logistics information system that allows the user to retrieve the following information from the Federal Logistics Information System (FLIS) and service specific databases quickly and easily:

2. Excess materials (i.e., materials from the Coast Guard or other Government agencies) can be obtained from _____.

3. What is the DOD Defense Logistics Management System consisting of standards, procedures, codes, formats, and documents for requisitioning material from the Federal Stock System called?

4. Who shall be notified of any SPETERL changes?

5. You must submit a/an _____ to ELC for updating the unit test equipment configuration data to reflect the addition of new test equipment and/or removal of defective or obsolete test equipment, and updating the calibration dates.

6. The calibration intervals listed in the _____ closely follow the average calibration intervals used by other military services.

7. (True or False) Shredders shall be used to destroy classified microfilm, microfiche, or similar high information density human readable material.

8. (True or False) Classified microfilm or microfiche may be destroyed by chemical process (e.g., in an acetone bath).

9. (True or False) All markings identifying previous source, subject matter, use, or classification of the information previously recorded are required to be removed from the media.

10. (True or False) Non-record FOUO material may be destroyed by the tearing method.

Appendix B

PAMPHLET REVIEW QUIZ – ANSWER KEY

Review Quiz Answers

Compare your answers to the following:

Question	Answer	Reference Page
1	FED LOG	1-28
2	DRMO	1-6
3	MILSTRIP	1-3
4	CGPMS Manager	2-3
5	OPNAV 4790/CK	4-5
6	METRL	2-5
7	False	5-4
8	True	5-5
9	True	5-5
10	True	5-7

Appendix C
GLOSSARY

.rma *Note: This is in lowercase text.*	File extension that is added to a file created using the Coast Guard Message System
Accessory Parts	Items that are used in conjunction with GPETE or SPETE to facilitate ease of measurements. Examples include printed circuit board extenders, special cable connectors and cable extenders.
Accounting Certification Officer (ACO)	Person who has the authority to approve and certify that funds for the purchase are available
Address Indicator Group	A predetermined list of action/ information addressees used for messages of a recurring or preplanned nature
AIG	Address Indicator Group
AIS	Automated Information System
Allowance Parts List (APL)	Unique number assigned to a part or system with repair/operational parts support
Approving Official (AO)	Person with the authority to commit funds
Authorized Requisitioner	Person authorized to approve request for procurement action
Avionics Test Equipment	Special purpose test equipment that is designed for and used exclusively to support aircraft avionics
C2CEN	Command & Control Engineering Center
CAD	Collective Address Designator
Calibration Test Equipment	Test equipment used solely to calibrate GPETE and SPETE
CGPMS	Coast Guard Planned Maintenance System
Collective Address Designator	A single address group that represents a predetermined set of five or more activities linked by an operational or administrative chain of command
Command & Control Engineering Center	Provides comprehensive customer support for Coast Guard systems

Continued on next page

Appendix C

GLOSSARY (CONTINUED)

Commercial and Government Entity Codes (CAGE)	A five-digit code that identifies the company who manufactures the equipment or part
COMSEC	Communications security
Conditional	Data sets and data fields where use is dependent on the entry or omission of data in another set.
Configuration Management Plus (CMPLUS)	A software system used to track the unit's electronic equipment and covers supported items such as general and special purpose electronic test equipment, CG Standard Workstation and software
Consignor (Shipper) Code (COG)	Codes that serve multiple purposes in that they are SOS, intersystem routing codes, intra-system routing codes, and consignor (shipper) codes assigned for processing logistics transactions
Consolidated Shipboard Allowance List (Manual)	This manual is similar to MICA and contains cross-reference lists. This manual is used to locate NSNs for ordnance equipment; e.g., the MK 92 Fire Control System, the MK15 Close-In Weapon System (CIWS), MK 75/76 MM Gun Mount, and the MK 38/25 MM Gun Mount.
COSAL	Consolidated Shipboard Allowance List (Manual)
Defense Reutilization and Marketing Office (DRMO)	A DOD facility that stores and makes available excess property for reutilization
EAP	Emergency Action Plan
EFTO	Encrypted For Transmission Only
EILSP	Equipment/System Integrated Logistics Support Plan
ELC	Engineering Logistics Center
Electronic Test Equipment	Equipment used to measure, compare, analyze or adjust the electrical and electronic parameters, signals and waveforms of electronic equipment
EMRIS	Electronic Maintenance and Repair Inventory System

Continued on next page

Appendix C

GLOSSARY (CONTINUED)

Encrypted For Transmission Only	Message encrypted as a function of the CGMS prior to transmission of the message
Engineering Logistics Center	Facility responsible for all Coast Guard preventive maintenance, for supplying units with needed parts or equipment, and ensuring local maintenance doctrines reflect SMEF policy and procedures. CGPMS information is available at the following web site: http://cgweb.elcbalt.uscg.mil/wwwsite/cgpms.htm
Equipment Identification Code (EIC)	Unique code that identifies that piece of equipment or system in the Navy
Federal Acquisition Regulations (FAR)	Procurement regulations utilized by the Federal Government
Federal Logistics Data Program (FED LOG)	A series of compact discs that contain current supply data for items in the Federal Catalog System
Federal Supply Classification (FSC)	The classification of all items of supply, represented by the first four characters of an NSN
For Official Use Only	Unclassified information that requires controlled release to the public
FOUO	For Official Use Only
General Purpose Electronic Test Equipment (GPETE)	Test equipment that measures or generates a range of parameters of electronic functions common to two or more equipments or systems of basically different design
GPETE	General Purpose Electronic Test Equipment
Initial Request	An electronic request for supplies or parts from the technician to the storekeeper
Limited Standard Equipment	Equipment with Priority codes of 038 to 071 without the satisfactory military characteristics as “Standard” or “Substitute Standard” equipment, but that is approved for service use as a substitute

Continued on next page

Appendix C

GLOSSARY (CONTINUED)

Loran Support Unit	The Loran-C SMEF supports four Control Stations, 29 Loran-C transmitting stations, and 29 Primary Chain Monitor Set (PCMS) sites throughout North America. International agreements also require that LSU provide support to our Canadian and Russian neighbors, with whom the U.S. shares radio navigation responsibilities across our common land and sea borders.
LSU	Loran Support Unit
M & TE	Measuring and Test Equipment
Management Information for Configuration and Allowances (Manual)	An allowance document, tailored to a specific Coast Guard unit that provides a predetermined level of support for its equipment.
Mandatory	Data sets and data fields that are required information for the CASREP message
Manufacturer Part Number	Used for items that have not been assigned an NSN
Master Cross-Reference List (MCRL)	The part of FED LOG that contains all reference numbers in the Federal Catalog System
MICA	Management Information for Configuration and Allowances (Manual)
Military Standard Requisitioning and Issue Procedures (MILSTRIP)	A DOD Defense Logistics System consisting of standards, procedures, codes, formats, and documents for requisitioning material from the Federal Stock System
National Item Identification Number (NIIN)	A number, consisting of the last nine characters of the NSN, that identifies an item of supply
National Stock Number (NSN)	A 13-digit stock number, assigned by the DLSC, that identifies items in the supply system of the United States
Navy Item Control Number (NICN)	A nine-digit alphanumeric code used to identify a Navy item of supply that doesn't have a permanent NIIN assigned
Navy Type, Navy Owned Equipment (NTNO)	Standard Navy type equipment that is procured by the Navy, or with Navy funds, and used by the Coast Guard in support of Navy mission requirements

Continued on next page

Appendix C
GLOSSARY (CONTINUED)

NICP	Navy Instrument Calibration Procedure
NIST	National Institute of Standards and Technology
NLCP	Navy Local Calibration Procedure
Non-Record Material	Material that serves other than record purposes. Often this type of material is of such short-term value that it may be destroyed without ever being files.
NTNO	Navy Type, Navy Owned Equipment
Obsolescent Equipment	Equipment that no longer meets satisfactory military requirements, but which must remain in service pending availability of improved replacements (Priority codes of 072 to 094)
Obsolete Equipment	Equipment that is unsuitable for its original military purpose (Priority codes of 095 to 099). Disposal of this type of equipment must be expedited through the unit's MLC.
OEM	Original Equipment Manufacturer
OGA	Other Government Agency
Optional	Data sets and data fields used solely at the discretion of the message originator
Original Equipment Manufacturer (OEM)	The original manufacturer of an item. Support and test equipment requirements are usually contained in the OEM's equipment technical manual.
Other Government Agency	Any agency other than the United States Coast Guard.
Pop-up Menu	A menu that appears to the right or left of another menu when a menu with more options is selected

Continued on next page

Appendix C
GLOSSARY (CONTINUED)

Priority Code

A three-character code used to identify the priority (order of preference) for different test equipment models with a SCAT code

Code	Indicates equipment that is …
006 to 021	The most advanced and satisfactory equipment approved for service use (a priority code of 013 or 014 indicates that the applicable model is a STANDARD item)
022 to 037	Approved for service use, but not classified as having satisfactory military characteristics and thus not denoted as a STANDARD item
038 to 071	Approved for service use, but does not have satisfactory military characteristics as does "Standard" or "Substitute Standard" equipment, yet can be used as a substitute. Equipment with a priority code greater than 38 are not allowed to be repaired per supply regulations. However, supply regulations may be superseded by mission requirements.
072 to 094	No longer meets satisfactory military requirements, but must remain in service pending availability of improved replacements.
095-099	Unsuitable for its original military purpose. Replacement of this equipment should be requested through the unit's cognizant MLC. Disposal of this type of equipment (obsolete) must be expedited.

Quantity (QTY)

A number of items requested by an activity

SCAT

Sub Category Codes

Service Application Code (SAC)

Code assigned to the function that equipment or system is performing

Ship/Shore Portable Electrical/Electronic Test Equipment Requirements List (SPETERL)

Codes utilized in the Test Equipment Index (NAVSEA ST000-AA-IDX-TEI) to group different models of GPETE that perform the same function. Subcategory codes consist of a four-digit numeric code used to identify a range of measurement parameters by functional category.

SMEF

Systems Management and Engineering Facility

Source of Supply/Routing Identifier (SOS)

A three-character alphanumeric code that identifies the warehouse where the part is stocked. Source of supply is used in FED LOG, and Routing Identifier is used in CMplus, but both of these terms identify the warehouse where the part is stocked.

Continued on next page

Appendix C

GLOSSARY (CONTINUED)

Special Purpose Electronic Test Equipment (SPETE)	Test equipment of special design or specifically modified GPETE for use with specific equipment or systems, excluding medical test equipment
SPETE	Special Purpose Electronic Test Equipment
SPETERL	Ship/Shore Portable Electrical/Electronic Test Equipment Requirements List
SSIC	Standard Subject Identification Code
Staff Symbols	Organizational codes that identify a specific person(s) or office within the addressed command
Standard Subject Identification Code	A four- to five-digit number that denotes the subject of a document, directive, or publication. SSICs are used for a systematic filing system throughout Governmental agencies.
Sub Category (SCAT) Codes	Codes utilized in the Test Equipment Index (NAVSEA ST000-AA-IDX-TEI) to group different models of GPETE that perform the same function. Subcategory codes consist of a four-digit numeric code used to identify a range of measurement parameters by functional category.
Systems Management and Engineering Facility	Engineering facility designated to provide support for specific systems
Telecommunications & Information Systems Command	The administrative coordinator for all telecommunications systems in the military
TISCOM	Telecommunications & Information Systems Command
Traceable Standards	A calibration standard that is used for calibration and is traceable back to the established and accepted National Institute of Science and Technology (NIST) standard
Unit Identification Code (UIC)	Five-digit code unique to each unit (same as USCG OPFAC)
Unit of Issue (UI)	A standard of basic quantity under which material is issued. Unit of issue codes are contained in applicable catalogs; e.g., BX represents the quantity in a box.
WSF	Navy Weapon System File

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Appendix D

UNIT TEST EQUIPMENT CALIBRATION LOG

Unit Name: _____ OPFAC: _____

Instrument – Description	Model #	Manufacturer	Serial #	Bar Code #	Location	Cal. Freq.	Last Cal.	Cal. Due	Additional Notes

Created on: _____ Page 1 of 2 Printed on: _____

Appendix D

UNIT TEST EQUIPMENT CALIBRATION LOG

Unit Name: _____ OPFAC: _____

Instrument – Description	Model #	Manufacturer	Serial #	Bar Code #	Location	Cal. Freq.	Last Cal.	Cal. Due	Additional Notes

Request for Feedback – ET2 UNIT 1: ADMINISTRATION & DOCUMENTATION

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Page	Location on Page	What Correction is Needed

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