U.S. Department of Homeland Security
United States Coast Guard

Commandant
United Stated Coast Guard

2100 2ND ST SW STOP 7901
Washington, DC 20593-7901
Staff Symbol: CG-44
Phone: (202) 475-5659

COMDTCHANGENOTE 4121
MAR 22 2012

COMMANDANT CHANGE NOTICE 4121 CANCELLED: MAR 21 2013

Subj: CH-10 TO THE COAST GUARD UNIFORM SUPPLY OPERATIONS MANUAL, COMDTINST M4121.4

1. PURPOSE. To provide changes to the Coast Guard Uniform Supply Operations (USO) Manual, COMDTINST M4121.4

2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Notice. Internet release is authorized.

3. DIRECTIVES AFFECTED. The Coast Guard Uniform Supply Operations (USO) Manual, COMDTINST M4121.4, is updated.

4. SUMMARY OF CHANGES. This Notice reflects policy changes to the USO Manual, Chapters 15 and 16. The policy changes reflect improvements in measuring Inventory Control Points (ICP) processes and procedures related to managing and accounting for inventory and related property. ICP internal processes and procedures are to be updated to comply with these policy changes.

5. PROCEDURES. Remove and replace the following:

REMOVE	INSERT
Table of Contents	Table of Contents
Chapters 15 and 16	Chapters 15 and 16
Exhibit 15-1	Enclosure (1)
Appendix A	
Appendix B	

DISTRIBUTION – SDL No. 161

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NON-STANDARD DISTRIBUTION:

6. DISCLAIMER. This document is intended to provide operational requirements for Coast Guard personnel and is not intended to, nor does it, impose legally-binding requirements on any party outside the Coast Guard.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations under the National Environmental Policy (NEPA) were examined in the development of this substantive change, the applicable Commandant Instruction or other Federal agency regulations, procedures, manuals and other guidance documents. It is categorically excluded from further NEPA analysis and document requirements under Categorical Exclusion #33 as published in COMDTINST M164-75.1 (series), Figure 2-1. An Environmental Checklist and Categorical Exclusion Determination (CED) are not required.

8. FORMS/REPORTS.

   a. Forms called for in this Instruction are available in USCG Electronic Forms, on the Standard Workstation or on the Internet: http://www.uscg.mil/forms/; CG Portal https://cgportal.uscg.mil/delivery/Satellite/CG611/FORMS and Intranet at http://cgweb.comdt.uscg.mil/CGForms .

   b. Reports called for in this Instruction shall be in compliance with The Coast Guard Correspondence Manual, CIM 5216.4 (series).

R. J. RÁBAGO /s/
Rear Admiral, U. S. Coast Guard
Assistant Commandant for Engineering and Logistics

U.S. Department of Homeland Security
United States Coast Guard

Commandant
Coast Guard Headquarters

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COMDTNOTE 4121
MAY 13, 2009

COMMANDANT NOTICE 4121 CANCELLED: MAY 12, 2010

Subj: CHANGE 9 TO THE COAST GUARD UNIFORM SUPPLY OPERATIONS MANUAL, COMDTINST M4121.4

1. PURPOSE. To provide changes to the Coast Guard Uniform Supply Operations (USO) Manual, COMDTINST M4121.4.

2. ACTION. Area, district, and sector commanders, commanders of maintenance and logistics commands, Commander Deployable Operations Group, commanding officers of headquarters units, deputy/assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure that the provisions of this Manual are followed. Internet Release Authorized.

3. DIRECTIVES AFFECTED. None.

4. SUMMARY OF CHANGES. This notice reflects policy changes to USO Manual Chapters 11 and 16. The policy change in chapter 11 corrects deficiencies in reparability classification, financial classification, periodic reviews, and end item application assignments for spare parts and consumable materials or dual stocked by a Coast Guard Inventory Control Point (ICP). The policy changes in Chapter 16 corrects deficiencies in physical inventory policy and procedures. This policy change shall be incorporated into the next revision of the USO. Coast Guard ICPs are to update their internal procedures in accordance with these policy changes.

5. PROCEDURES. Remove and insert the following pages:

REMOVE	INSERT
Table of Contents	Table of Contents
Chapter 11	Chapter 11
Chapter 16	Chapter 16

DISTRIBUTION – SDL No. 152

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NON-STANDARD DISTRIBUTION: MLCs, COMDT (CG-48), COMDT (CG-41), COMDT (CG-45), COMDT (CG-44), COMDT (CG-842)

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this notice and have been determined not to be applicable.

7. FORMS/REPORTS. The form called for in this Instruction is available in USCG Electronic Forms, on the Standard Workstation or on the Internet: http://www.uscg.mil/forms/, CG Central at http://cgcentral.uscg.mil/, and Intranet at http://cgweb2.comdt.uscg.mil/CGFFORMS/Welcome.htm

T. P. OSTEBO /s/
Rear Admiral, U. S. Coast Guard
Assistant Commandant for Engineering and Logistics

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COMDTNOTE 4121

MAY 21, 2007

COMMANDANT NOTICE 4121

CANCELLED: MAY 20, 2008

Subj: CH-8 TO THE COAST GUARD UNIFORM SUPPLY OPERATIONS MANUAL, COMDTINST M4121.4

1. PURPOSE. To provide changes to the Coast Guard Uniform Supply Operations (USO) Manual, COMDTINST M4121.4.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands (MLCs), commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Internet Release Authorized.

3. DIRECTIVES AFFECTED. None.

4. SUMMARY OF CHANGES. This notice reflects policy changes to USO Manual Chapters 5, 10, 11, 13 and 15. The policy changes are to correct audit findings and update Coast Guard policy and procedures for procurement, inventory management, reparables, warehouse management, measurement and reporting at Aircraft Repair and Supply Center (ARSC) and Engineering Logistics Center (ELC). ARSC and ELC are to update their internal procedures in accordance with these policy changes.

5. PROCEDURES. Remove and insert the following chapters:

REMOVE	INSERT
Chapters 5, 10, 11, 13 and 15	Chapters 5, 10, 11, 13 and 15

DISTRIBUTION – SDL No. 147

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NON-STANDARD DISTRIBUTION: MLCs only

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this notice and have been determined not to be applicable.

7. FORMS/REPORTS. Inventory Control Effectiveness (ICE) Report, RCN-41231-1, may be reproduced locally.

/s/
D. G. GABEL
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Engineering and Logistics

Encl: (1) CH-8 to Uniform Supply Operations Manual, COMDTINST M4121.4

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COMDTNOTE 4121

OCT 4 2006

COMMANDANT NOTICE 4121 CANCELLED: OCT 3 2007

Subj: CH-7 TO THE COAST GUARD UNIFORM SUPPLY OPERATIONS MANUAL, COMDTINST M4121.4

1. PURPOSE. To provide changes to the Coast Guard Uniform Supply Operations (USO) Manual, COMDTINST M4121.4.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands (MLCs), commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Internet Release Authorized.

3. DIRECTIVES AFFECTED. None.

4. SUMMARY OF CHANGES. This notice reflects policy changes to USO Manual Chapter 16. The policy changes are to correct DHS Inspector General audit findings and update Coast Guard policy and procedures for conducting physical inventories at Aircraft Repair and Supply Center (ARSC) and Engineering Logistics Center (ELC). ARSC and ELC are updating their internal procedures in accordance with these policy changes.

5. PROCEDURES. Remove and insert the following pages:

REMOVE	INSERT
Chapter 16	Chapter 16

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this notice and have been determined not to be applicable.

DISTRIBUTION – SDL No. 145

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NON-STANDARD DISTRIBUTION: MLCs only

7. FORMS/REPORTS. None.

/s/
D. G. GABEL
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Engineering and Logistics

Encl: (1) CH-7 to Uniform Supply Operations Manual, COMDTINST M4121.4

U.S. Department of Transportation
United States Coast Guard

Commandant
United States Coast Guard

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COMDTNOTE 4121

MAR 10 2005

COMMANDANT NOTICE 4121 **CANCELLED**: MAR 9 2006

Subj: CH-6 TO THE COAST GUARD UNIFORM SUPPLY OPERATIONS MANUAL, COMDTINST M4121.4

1. **PURPOSE**. To provide changes to the Coast Guard Uniform Supply Operations (USO) Manual, COMDTINST M4121.4.

2. **ACTION**. Area and District Commanders, Commanders of Maintenance and Logistics Commands, Commanding Officers of headquarters units, Assistant Commandants for Directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Internet Release Authorized.

3. **DIRECTIVES AFFECTED**. None.

4. **SUMMARY OF CHANGES**. This notice reflects policy changes to USO Manual Chapters 11, 15 and 16. The policy changes are to correct DHS Inspector General audit findings and update Coast Guard policy and procedures for review of reparables, physical inventory, management oversight and measurement. Aircraft Repair and Supply Center (ARSC) and the Engineering Logistics Center (ELC) are updating their internal procedures in accordance with these policy changes.

5. **PROCEDURES**. Remove and insert the following pages:

REMOVE	INSERT
Chapter 11	Chapter 11
Chapter 15	Chapter 15
Chapter 16	Chapter 16
Enclosure (2) and (3)	Vacant

DISTRIBUTION – SDL No. 142

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NON-STANDARD DISTRIBUTION: MLCs only

6. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS**. Environmental considerations were examined I the development of this notice and have been determined not to be applicable.

7. **FORMS/REPORTS**. Inventory Control Effectiveness (ICE) Report, RCN-4121-1 (CG-5644) is submitted quarterly in accordance with USO, Chapter 15. The form is locally reproduced at ARSC and ELC.

/s/
PAUL J. GLAHE
Acting

Encl: (1) CH-6 to Uniform Supply Operations Manual, COMDTINST M4121.4

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United States Coast Guard

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COMDTNOTE 4121
SEP 2 2004

COMMANDANT NOTICE 4121 **CANCELLED**: SEP 1 2005

Subj: CH-5 TO THE COAST GUARD UNIFORM SUPPLY OPERATIONS MANUAL, COMDTINST M4121.4

1. **PURPOSE**. To provide changes to the Coast Guard Uniform Supply Operations (USO) Manual, COMDTINST M4121.4.

2. **ACTION**. Area and District Commanders, Commanders of Maintenance and Logistics Commands, Commanding Officers of headquarters units, Assistant Commandants for Directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Internet Release Authorized.

3. **DIRECTIVES AFFECTED**. None.

4. **SUMMARY OF CHANGES**. This notice reflects policy changes to USO Manual Chapters 3 and 10. DHS Inspector General audits reported that the Coast Guard was not categorizing, valuing and reporting Operating Material & Supplies (OM&S) and Plant, Property and Equipment (PP&E) correctly. Policy and procedure changes were required to correct the deficiencies reported on the audits. ARSC and ELC have updated their internal procedures in accordance with this policy changes.

5. **PROCEDURES**. Remove and insert the following pages:

REMOVE	INSERT
Chapter 3 Pages 3-1 thru 3-3	Chapter 3 Pages 3-1 thru 3-3
Chapter 10 Pages 10-1 thru 10-5	Chapter 10 Pages 10-1 thru 10-5

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NON-STANDARD DISTRIBUTION: MLCs only

6. **FORMS/REPORTS**. None.

E. M. BROWN /s/
1. Assistant Commandant for Systems

Encl: (1) CH-5 to Uniform Supply Operations Manual, COMDTINST M4121.4

U.S. Department of Transportation
United States Coast Guard

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COMDTNOTE 4121
FEB 1 2002

COMMANDANT NOTICE 4121 **CANCELLED**: JAN 31 2003

Subj: CH-4 TO THE COAST GUARD UNIFORM SUPPLY OPERATIONS MANUAL, COMDTINST M4121.4

1. **PURPOSE**. To provide changes to the Coast Guard Uniform Supply Operations (USO) Manual, COMDTINST M4121.4.

2. **ACTION**. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at headquarters shall ensure compliance with the provisions of this Notice. Internet Release Authorized.

3. **DIRECTIVES AFFECTED**. None.

4. **SUMMARY OF CHANGES**. This Notice reflects changes to the USO manual. Added to Chapter 10 is the cost to hold valuation process used in determining the cost for holding stock in anticipation of future use. Added to Enclosure (2) is a $5,000 threshold for reporting Operating Material & Supplies on a formal Board of Survey and approval authority for dollar value adjustments ≤$499.99.

5. **PROCEDURES**. Remove and insert the following pages:

REMOVE	INSERT
Pages 10-3 thru 10-4	Pages 10-3 thru 10-6
Encl (2) Pages 11 thru 14	Encl (2) Pages 11 thru 14

6. **FORMS/REPORTS**. None.

R.F. SILVA
Assistant Commandant for Systems

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NON-STANDARD DISTRIBUTION: MLCs only

Encl: (1) CH-4 to Uniform Supply Operations Manual, COMDTINST M4121.4

U.S. Department of Transportation
United States Coast Guard

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COMDTNOTE 4121
OCT 25 1999

COMMANDANT NOTICE 4121

CANCELLED:
OCT 24 2000

Subj: CH-3 TO THE COAST GUARD UNIFORM SUPPLY OPERATIONS MANUAL, COMDTINST M4121.4

1. PURPOSE. To provide changes to the Coast Guard Uniform Supply Operations (USO) Manual, COMDTINST M4121.4.

2. ACTION. Chiefs of offices at headquarters, ARSC, and ELC commanding officers shall ensure compliance with this manual. Should this Manual conflict with a higher level directive, that directive takes precedence.

3. DIRECTIVES AFFECTED. None.

4. SUMMARY OF MAJOR CHANGES. Significant changes to the Manual are marked with a vertical line. Editorial changes are not marked. Chapter 7 - Cataloging policy is updated to specify certain conditions when dual stocking is authorized.

4. PROCEDURES. Remove and insert the following pages:

REMOVE		**INSERT**
	Chapter 7	
Page 7-1 and 7-2		Page 7-1 thru 7-3

5. FORM/REPORTS. None

L. F. BOSMA, CAPT
DIRECTOR OF LOGISTICS

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COMDTNOTE 4121
Jun 05, 1997

COMMANDANT NOTICE 4121 CANCELLED: Jun 4, 1998

Subj: CH-1 TO THE COAST GUARD UNIFORM SUPPLY OPERATIONS MANUAL

1. **PURPOSE**. To provide changes to the Coast Guard Uniform Supply Operations (USO) Manual (COMDTINST M4121.4).

2. **ACTION**. Area and District Commanders, Commanders of Maintenance and Logistics Commands, Commanding Officers of Headquarters Units, Assistant Commandants for Directorates, Chief Counsel, and Special Staff Offices at Headquarters shall ensure compliance with the provisions of this Notice.

3. **SUMMARY OF CHANGES**. This Notice reflects changes to the USO manual. It reflects the new organizational staff symbols as a result of Coast Guard Headquarters streamlining and the consolidation of Supply Center Baltimore and Supply Center Curtis Bay into the Engineering Logistics Center. It also changes any reference to Coast Guard Supply Centers to read Inventory Control Points (ICPs).

4. **PROCEDURES**.

a. Remove and insert the following pages:

REMOVE	INSERT
Pages 1-1 and 1-2	Pages 1-1 and 1-2
Page 5-3	Page 5-3
Page 6-1 and 6-2	Page 6-1 and 6-2
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Enclosure 1	Enclosure 1

5. **FORMS/REPORTS**. None.

/s/ R.K. Jones
Director of Logistics

Encl: (1) CH-1 to Uniform Supply Operations Manual (COMDTINST M4121.4)

COMMANDANT INSTRUCTION M4121.4

Subj: COAST GUARD UNIFORM SUPPLY OPERATIONS MANUAL

1. **PURPOSE.** To provide Coast Guard Supply Centers (SUPCENs) operational management policies and directives.

2. **ACTION.** Chiefs of offices at headquarters and SUPCEN commanding officers shall ensure compliance with this manual. Should this manual conflict with a higher level directive, that directive takes precedence.

3. **DIRECTIVES AFFECTED.** COMDTINST M4121.2 is canceled

4. **CHANGES.** Changes to this manual will be consecutively numbered and will include reprinted pages when necessary. Comments (recommendations, additions, deletions) and other pertinent data for use in improving this manual may be addressed using the Inquiry Form, enclosure (1), to Commandant (G-ELM).

5. **FORMS.** None.

/s/ E. J. BARRETT
Chief, Office of Engineering,
Logistics and Development

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ENCLOSURES
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CHAPTER 1. INTRODUCTION

A. **Overview**. In day-to-day operations, the Coast Guard (CG) uses many categories of supply items to support its varied missions. The CG supply system exists to obtain Federal Supply System (FSS) support where appropriate, to provide support for CG unique items, and to provide relative information to CG users of the supply system. The CG supply system is part of the larger FSS and takes direction from many different sources. See the "Directives Paragraph" in each chapter of this manual for applicable guidance.

B. **Purpose**. To provide Inventory Control Points (ICPs) supply policy guidance and standards to ensure that:

1. Spare/repair parts and information are available and affordable to the customer when needed throughout the life cycle of the platform/system/equipment.

2. Platform/system/equipment operators and maintainers meet their intended operational and maintenance requirements.

C. **Customer**. Customers are all CG units that require supply support to meet their operational and maintenance needs. (See Glossary G2 of this manual for more detailed information on specific customers.)

D. **Organizational Responsibilities**. The CG organizational responsibilities for supply are:

1. Commandant (G-S) provides overall management of the CG supply organization (including ensuring annual reconciliation of subsidiary OM&S and inventory records with the Departmental Accounting and Financial Information (DAFIS) General Ledger and Chief Financial Officer Act financial statements).

2. Commandant (G-SLP) provides supply support policy and is the logistics policy advisor for the ICPs.

3. Commandant (G-SEA, G-SEC, G-SEN and G-SCE) provide technical guidance and maintenance support requirements.

4. Commandant (G-A) provides initial supply support requirements for projects for which they are designated as Acquisition Manager. This may be for a new asset or major modification.

5. Commandant (G-CFM), under the direction of Commandant (G-CFP) provides oversight, and financial management standards for OM&S and inventory.

6. Coast Guard Finance Center (FINCEN) maintains DAFIS General Ledger balances for OM&S and inventory.

7. All other Headquarters offices provide operational supply support requirements which are generally contained in the Integrated Logistics Support Plans (ILSPs).

8. ICPs manage CG supply support operations and function as Inventory Control Points (ICPs). ICPs are assigned the primary responsibility for total material management of CG systems. This responsibility includes: provisioning, physical and/or financial accountability of OM&S and inventory under their control, inventory management, cataloging, procurement, warehousing, distribution management, disposal and promulgating related technical information. The ICPS/ICPs designators are:

   a. Commanding Officer Aviation
      U.S. Coast Guard Aircraft Repair & Supply Center
      Elizabeth City, NC 27909-5001

   b. Commanding Officer HM&E/ELEX
      U.S. Coast Guard Engineering Logistics Center
      2401 Hawkins Point Road
      Baltimore, MD 21226-1792

10. Headquarters units, Maintenance and Logistics Commands (MLCs), districts and operating units are the primary customers. In addition and equally important, they perform maintenance and assist in developing the maintenance plans that outline the follow-on life cycle supply support infrastructure.

CHAPTER 2 - RESOURCE MANAGEMENT

A. Overview. The resource management process ensures that ICP's resource allocations are used properly by providing oversight to personnel administration, training programs, financial management, management information systems and all other operational and quality assurance processes. Resource management includes planning for the future plus identifies existing resource requirements and shortfalls and forwards them in the form of proposals into the resource allocation process.

B. Resource Management Directives.

1. Coast Guard Logistics Doctrine, COMDTINST 4000.5

2. Engineering Logistics Steering Committee Charter, COMDTINST 4000.6

3. Paperwork Management Manual, COMDTINST M5212.12

4. Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)

5. Supply Center Curtis Bay Organization Manual, SUPCENCBINST 5400.2 (series) (NOTAL)

6. Supply Center Baltimore Organization Manual, SUPCENBALTINST M5400.2 (series) (NOTAL)

C. Policy. ICPs shall develop and maintain resource management programs that:

1. Ensure all personnel actions, both military and civilian, are accomplished in a timely and efficient manner,

2. Ensure that training plans provide for employee development which will result in a well trained professional work force,

3. Develope input into the Resource Proposals (RPs) and Resource Change Proposals (RCPs) with supporting documentation that is consistent with Headquarters guidelines (see Chapter 3, Financial Management, of this manual),

4. Ensure the existence and proper execution of a financial plan (see Chapter 3, Financial Management, of this manual),

5. Ensure the existence and proper execution of an Information Resources Management (IRM) program (see Chapter 4, Information Resources Management, of this manual),

6. Ensure the existence and proper execution of a Quality Assurance (QA) process (see Chapter 14, Quality Assurance (QA), of this manual), and

7. Ensure that all records are managed in accordance with the Paperwork Management Manual, COMDTINST M5212.12.

CHAPTER 3. FINANCIAL MANAGEMENT

A. **Overview**. The financial management process is the planning and oversight of all actions, within the guidelines of the Chief Financial Officer (CFO) Act of 1990 that affect the management of inventory, and the use of CG funds. To be successful, the process requires input and accountability from all levels of the ICPs. The major components of financial management are:

1. Funding Sources. The ICPs are funded from several appropriations:

   a. Operating Expenses (OE), Allotment Fund Code (AFC-30, AFC-41, AFC-42, AFC-45, AFC-56, and AFC-80)

   b. Acquisition, Construction and Improvements (AC&I)

   c. Acquisition, Construction and Improvements (EC&R)

   d. Supply Fund (SF) (Applicable to ELC only)

   e. Industrial Fund (Applicable to the CG Yard only)

2. Resource Funding Requirements. Resource funding requirements such as the annual budget and RCPs must consider:

   a. Inventory replacement costs (OE, AC&I and SF),

   b. Capital authorization for supply fund,

   c. Funding requirements for RPs,

   d. Costs to transition an AC&I funded project over to the OE sustainment life cycle phase, e.g., transitioning AC&I temporary billets to OE funded billets, and

   e. Annual facility operating and maintenance costs.

3. Funds Management/Cost Accounting. The financial management/cost accounting process addresses the overall cost to operate, such as:

   a. Administrative costs,

   b. Actual procurement costs,

   c. Cost to repair, manage a reparable program and justify repair versus replacement, and

   d. Cost of excess, Obsolete & Unserviceable stock valued at net realizable value.

B. **Financial Management Directives**.

1. Financial Resource Management Manual, COMDTINST M7100.3 (series)

2. Statement of Federal Financial Accounting Standards (SFFAS) #3, "Accounting for Inventory and Related Property"

3. Statement of Federal Financial Accounting Standards (SFFAS) #6, "Accounting for Property, Plant and Equipment"

4. Military Standard Billing System (MILSBILLS) Manual, DOD 4000.25-7-M

5. CG Finance Center Standard Operation Procedure (FINCEN SOP), FINCENSTFINST M7000.1 (series) (NOTAL)

6. Federal Financial Management System Requirements (FFMSR-7), "Inventory, Supplies and Materials Systems Requirements (JFMIP-SR-03-02), August 2003."

C. **Policy.**

1. Financial Management. The financial management process shall include funding requirements planning, budget submission, and financial accountability of inventory, consumables (OM&S) and reparables (PP&E) in accordance with current directives, paragraph 3.B above. The ICPs shall:

   a. Prepare and submit budget requests (spend plan) annually,

   b. Prepare and submit RPs per applicable directives,

   c. Prepare and submit applicable financial statements to FINCEN and HQ Program Offices IAW with the Financial Resource Management Manual (FRMM). Exclude Navy Type/Navy Owned from CG financial reporting. Report NTNO to Navy. Ensure OM&S, PP&E and inventory are categorized IAW FASAB #3 and #6.

2. Funds Management/Cost Accounting. The funds management/cost accounting process shall include, at a minimum:

   a. The weighted average cost method will be used for valuing OM&S, PP&E, and inventory. All production, manufacturing, and transportation costs, if obtainable at time of receipt processing, shall be included in the cost of the item. A unit price shall be recorded for reporting and accounting purposes. An audit trail shall be maintained to support the valuation of all ICP stock. Documentation shall be kept to support valuation for the current fiscal year, and three previous fiscal years.

b. Contract management/variable cost to order determinations:

1. Labor; direct and indirect, and

2. Support costs that include the requirements notice, mailing the contract or order, contract administration, receiving and processing the physical asset into the warehouse.

c. Current, accurate and complete information to determine the Cost of Goods Sold for the year.

3. Expenditures.

a. Expenditure transactions shall be processed in accordance with current directives.

b. MILSBILLS transactions transmitted between DLA, Defense Automatic Addressing System Office (DAASO), and CG ICPs shall be in accordance with MILSBILLS change letter 47 (AMCL 47), G Series Billing Records for Automated Support of Non-interfund Bills.

c. Other government expenditure transactions with DOD (Army, Navy, etc.) and other non-military government agencies are manual billing (paper, card or tape SF 1080) via mail, cross disbursements and the On-Line Payment and Credit (OPAC) program.

d. Commercial expenditures are normally manual billings.

CHAPTER 4 - INFORMATION RESOURCES MANAGEMENT (IRM)

A. Overview. The IRM process provides both manual and automated data processing systems support. This includes performing business process analysis, maintaining computer hardware and software, and operating and maintaining the command's telephone system. The IRM process is also the window through which the ICPs communicate with other CG and government systems. The future goal of IRM systems must include standardization and configuration control. This leads into the need for Configuration Control Boards (CCBs), data standardization and a data element dictionary. This requirement will become more prominent as we field the Supply Centers Computer Replacement (SCCR) hardware and software and the follow-on Fleet Logistics System (FLS).

B. IRM Directives.

1. Standard Terminal Application Software Support, COMDTINST 5230.32

2. Standard Word Processing Software, COMDTINST 5230.35

3. Standard Workstation Technical Support Plan, COMDTINST 5230.36

4. Coast Guard Standard Workstation System Management, COMDTINST 5230.40 (series)

5. Information Resource Management, COMDTINST 5230.41

6. Annual Coast Guard Information Resources Management (IRM) Plan, COMDTINST 5230.44

7. FY 1994 Annual Five Year Information Resource Management Plan (5YIRMP), COMDTPUB P5230.46

8. Planning Approval for Automated Information Systems (AIS), COMDTINST 5231.2

9. Automated Data Systems (ADS) Documentation Standard Manual, COMDTINST 5234.2

C. Policy. ICPs shall administer and maintain an IRM program that provides:

1. Long-range IRM planning including internal training,

2. Data processing system support, both manual and automated,

3. Integrity of data maintained within the system and application operations,

4. System security, disaster recovery and backup,

5. IRM consultant services required. This includes Headquarters, the command, contractors and customers,

6. Operational and maintenance support of the computer systems, both hardware and software,

7. Operational and maintenance support of the command's telephone system, and

8. The point of contact for CG and OGAs that interface within the FSS, such as:

   a. Defense Automatic Addressing System Office (DAASO)

   b. Defense Automated Message Exchange System (DAMES)

   c. Defense Logistics Services Center (DLSC)

   d. Military Standard Requisitioning & Issue Procedures (MILSTRIP) transactions

   e. Military Standard Transaction Reporting & Accounting Procedures (MILSTRAP) transactions

   f. Aviation Maintenance Management Information System (AMMIS).

CHAPTER 5 - PROCUREMENT

A. Overview. Procurement is the process of procuring supplies, services, and/or construction materials that the ICPs require to accomplish their assigned tasks. Due to the many variables and regulations in the government procurement process an effective procurement management process must be in place. Procurement management ensures that all contractual documents are properly planned to comply with appropriate laws, regulations, solicitation specifications and evaluations. Also included are contractual and funding obligation procedures that provide for timely delivery of supplies and services, and adequate Quality Assurance (QA) and inspection procedures. (See Chapter 14, QA, of this manual.) The Coast Guard (CG)/government currently uses four methods of procurement:

1. Simplified Acquisition. Simplified Acquisition Procedures (SAP) is the preferred method for the acquisition of supplies, services and construction material within the Simplified Acquisition Threshold (SAT). Further guidance and direction is provided in the Simplified Acquisition Procedures Manual, COMDTINST M4200.13 (series).

2. Major Acquisition. This method of procurement is used when the total value of the requirement exceeds the Simplified Acquisition Threshold (SAT) as addressed in the Simplified Acquisition Procedures Manual, COMDTINST M4200.13. The major acquisitions shall follow the Major Systems Acquisition Manual, COMDTINST M5000.10 (series).

3. Military Interdepartmental Purchase Request (MIPR). A MIPR is a method of procuring materials, supplies and/or non-personal services via an Other Government Agency (OGA) source, known as the Servicing Agency.

4. Requisition. Requisitioning is the method of procuring items of supply through the Federal Supply System (FSS). MILSTRIP/MILSTRAP are the processes used:

   a. MILSTRIP is the process used to requisition items of supply and to obtain supply advice, supply status, material issue, material receipt, material returns and redistribution of material.

   b. MILSTRAP is the process used to report inventory accounting information pertaining to material receipt, material issue and adjustment actions amongst stock locations, ICPs and the Integrated Material Manager (IMM).

B. Procurement References.

1. Federal Acquisition Regulation (FAR).
2. Accounting for Inventory and Related Property, Statement of Federal Financial Accounting Standards (SFFAS) Number 3.
3. Accounting for Property, Plant and Equipment, Statement of Federal Financial Accounting Standards (SFFAS) Number 6.
4. Federal Financial Management Improvement Act (FFMIA) of 1996.

5. Federal Information Resource Management Regulation (FIRMR).
6. Military Standard Requisitioning and Issue Procedure (MILSTRIP) Manual, DOD 4000.25-1-M dtd April 28, 2004.
7. Military Standard Transaction Reporting and Accounting Procedure (MILSTRAP) Manual, DOD 4000.25-2-M dtd September 2001, as amended.
8. Major Systems Acquisition Manual, COMDTINST M4150.2 (series).
9. Simplified Acquisitions Procedures (SAP) Handbook, COMDTINST M4200.13 (series).
10. Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series).
11. Spare Parts Breakout (SPBO) Program, COMDTINST 4408.8 (series).
12. Financial Resources Management Manual (FRMM), COMDTINST M7100.3 (series).
13. Homeland Security Acquisition Manual.

C. Policy.

1. ICPs shall procure supplies, services, and construction required to function within their defined area of authority and accomplish their assigned tasks. All procurements shall comply with Departmental and Agency procedures and the applicable references in Paragraph B.

   a. Federal Supply Class (if available), part number, model number, nomenclature, manufacturer code (CAGE code), acquisition unit cost, quantity and total acquisition cost for each item procured shall be listed on contracts, delivery orders, billing, receipts and invoices. The acquisition unit cost is the price the contractor charges for each item (including handling and transportation costs). A copy of the contract shall be provided to the ICP 30 days prior to the shipment of the first item and a copy of the invoice shall be provided to the ICP within 10 days of presentation for payment. The invoice shall tie to the contract with no exceptions.

   b. Intra-departmental transfers/donations and excess material shall not be accepted without the documentation addressed in C.1.a above or in Figure 5-1 and transfer and receipt property signatures. Historical cost or other valuation methods which approximate historical cost should include all appropriate purchase, transportation and production costs incurred to bring the items to their current condition, form and location. Transfer will be accomplished IAW the Property Management Manual, COMDTINST M4500.5 (series). A copy of the transfer document(s) and historical documentation (addressed in C.1.a above or in Figure 5-1) shall be provided to the ICP 30 days prior to the shipment of the first item. Any financial transactions shall tie to the transfer document(s) with no exceptions.

   c. Inter-departmental transfers/donations and excess material shall not be accepted without documentation to support valuation. Historical cost or other valuation methods which approximate historical cost should include all appropriate purchase, transportation and production costs incurred to bring the items to their current condition, form and location. Transfer will be accomplished IAW the Property

Management Manual, COMDTINST M4500.5 (series). A copy of the transfer document(s) shall be provided to the ICP 30 days prior to the shipment of the first item. Any financial transactions shall tie to the transfer document(s) with no exceptions. If the external agency can not provide the ICP with historical valuation documentation or their Net Book Value at the time of transfer the ICP shall request, in writing, approval from their appropriate program manager. The ICP's cognizant program manager shall provide a recommended course of action to the ICP within 10 days of the request. All correspondence (sent and received) related to ICP requests for approval shall be maintained by the ICP comptroller's office.

2. MILSTRIP/MILSTRAP information shall be transmitted to the Defense Automatic Addressing System Center (DAASC) in accordance with MILSTRIP Manual, DOD 4000.25-1-M and MILSTRAP Manual, DOD 4000.25-2-M.

3. When procuring inventory stock items, packaging and marking requirements shall be specified in acquisition documents to ensure proper receipt and stowing, and to prevent needless repackaging and upgrading of packaging at the receiving activity.

4. ICPs shall coordinate new requests and changes to MILSTRIP/MILSTRAP system through Commandant (CG-441).

5. ICPs shall review and respond/comment to Commandant (CG-441) on MILSTRIP/MILSTRAP Proposed Mil Change Letters (PMCLs) and/or Approved Mil Change Letters (AMCLs).

Missing Documents Decision Tree

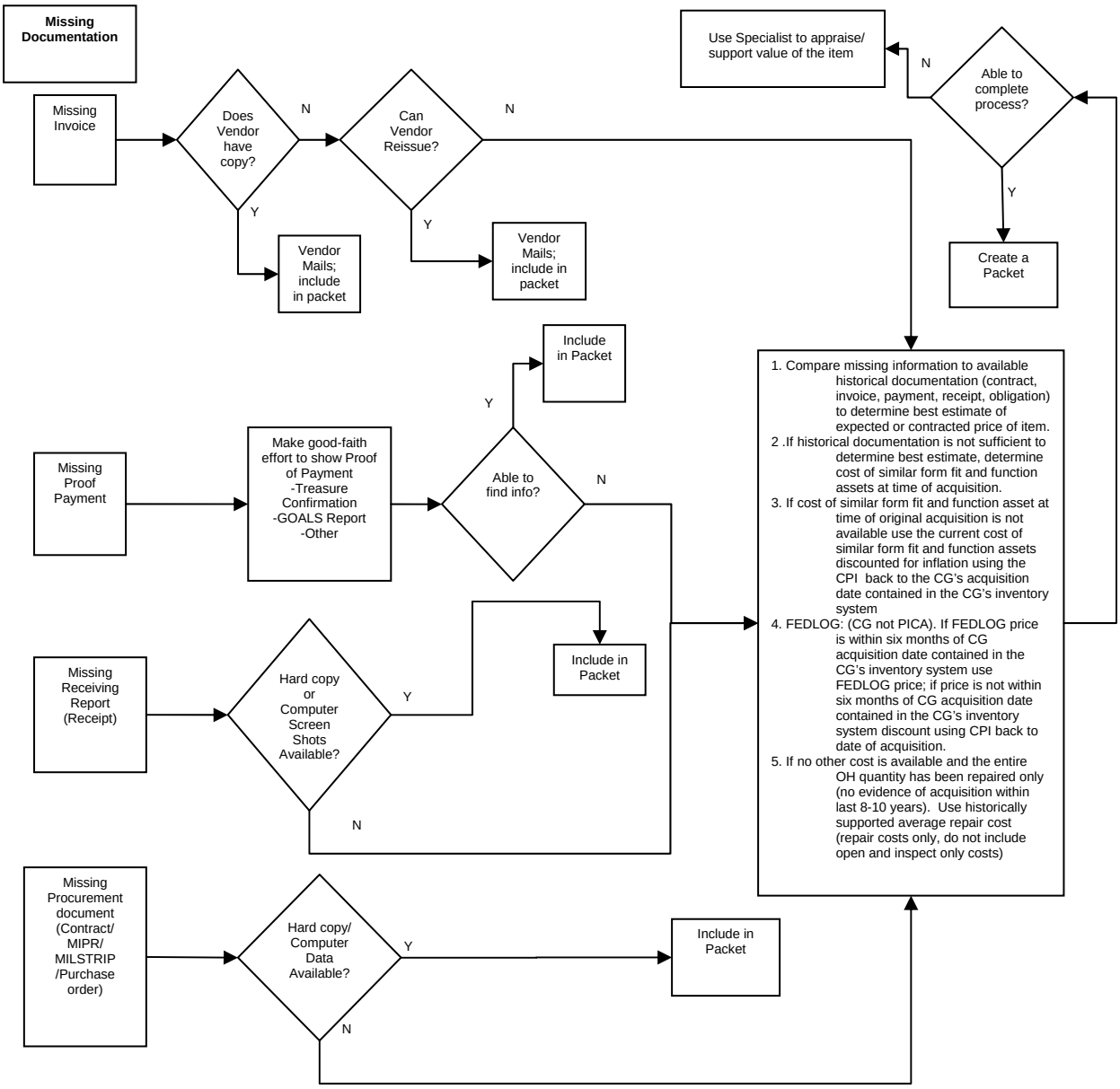

Figure 5-1

CHAPTER 6. PROVISIONING

A. **Overview**. Provisioning is one of the most important elements of Integrated Logistics Support (ILS). It is the process of determining the range and depth of spare parts required to sustain a platform/system/equipment. The objective is to ensure that replacement parts are available when needed by maintenance personnel at the right place and time, and at an economical cost. It is the cornerstone for establishing initial and life cycle supply support.

1. Provisioning Planning. Proper planning must be addressed when determining provisioning requirements, such as:

   a. Clearly defined operational, maintenance and support concepts,

   b. Develop system or equipment maintenance plan(s),

   c. Identify necessary resources, both funds and personnel,

   d. Develop the provisioning requirements that provide supply support to the maintenance plan, and

   e. Develop interim supply support requirements.

2. Technical Support Managers. Technical support data required to perform the provisioning process is provided by Technical Support Managers (Commandant (G-SEA), (G-SEC), (G-SEN) and (G-SCE)). This data shall include:

   a. Initial logistic and maintenance support outline,

   b. Mission criticality codes to operational systems and equipments, and

   c. Level of repair determinations (organization, intermediate or depot) for end items, operational systems and support equipments. Determine maintenance codes that reflect these decisions.

3. Provisioning Process. Provisioning Activities/ICPs are responsible for performing the provisioning process. This includes the more detailed functions, such as:

   a. Participate as a member of the Integrated Logistics Support Management Team (ILSMT) ,

   b. Assist the ILSMT when developing the detailed provisioning requirements,

   c. Develop Interim Support Allowance Parts Lists as directed,

d. Build initial outfit lists as directed,

e. Prepare budgets and resource requirements (spare parts, personnel, facilities, etc.) for both initial provisioning and projected life cycle operational supply support, including depot level repair programs,

f. Chair guidance and provisioning conferences,

g. Review Provisioning Technical Documentation (PTD) and make allowance determinations that supports the MSO,

h. Build a complete and accurate operational platform allowance document that reflects configuration, level of support and maintenance philosophies as directed,

i. Initiate new supply support items into the FSS as required and resourced,

j. Initiate interservice support agreements with OGAs,

k. Interface with Project Resident Office (PRO) to enhance documentation flow, routine contract interpretations, contractor liaison, conference arrangements and other provisioning functions as required, and

l. Provide follow-on provisioning as required to achieve the supply support required to sustain an operational platform throughout its entire life cycle.

B. Provisioning Directives.

1. Systems Acquisition Manual, COMDTINST M4150.2 (series)

2. Provisioning Manual for Major Systems Acquisitions, COMDTINST M4423.3

3. Acquisition and Management of Integrated Logistics Support (ILS) for Coast Guard Systems and Equipments, COMDTINST 4105.2 (series)

4. Integrated Logistics Support Plan (ILSP) Development and Management Responsibility, COMDTINST 4105.1

5. Logistics Support Analysis (LSA), MIL-STD-1388-1A (NOTAL)

6. Logistics Support Analysis Record (LSAR), MIL-STD-1388-2B (NOTAL)

7. Supply Policy and Procedures Manual, COMDTINST M4400.19

8. Provisioning and Other Preprocurement Screening Manual, DOD 4100.38-M

9. Spare Parts Breakout (SPBO) Program, COMDTINST 4408.8

10. Coast Guard Standardization Program, COMDTINST 4200.38 (series)

11. U.S. Coast Guard Specification for Provisioning Technical Documentation, SUPCENCB 4210-D-083-002 (NOTAL)

12. U.S. Coast Guard Interim Support Item List (ISIL), SUPCENCB 4201-D-083-004 (NOTAL)

13. Electronics Manual, COMDTINST M10550.25 (series)

C. Policy. The provisioning process shall be used for all new acquisitions requiring maintenance and operational supply support.

1. For a major system acquisition, defined in the Systems Acquisition Manual, COMDTINST M4150.2 (series), the provisioning process shall be performed in accordance with this document and the Provisioning Manual for Major Systems Acquisitions, COMDTINST M4423.3.

2. Acquisitions not qualifying as "Major System" but still requiring supply support shall be provisioned per the sponsor's requirements and the appropriate provisioning activity's provisioning procedures.

3. Provisioning activities shall have documented provisioning procedures to ensure that initial and life cycle supply support is available.

4. Provisioning and the associated allowances shall be based on clearly defined readiness objectives, maintenance programs, the appropriate provisioning model and available resources. Departure from the provisioning model must be approved by the acquisition manager or sponsor and documented for future reference.

5. The complete provisioning process may not be required for a new mission essential system and/or equipment acquisitions when:

   a. The documentation and repair/spare parts required for maintenance and repair are already available and their continued availability is assured, and

   b. The Acquisition Manager as defined in the Engineering Logistics Concept of Operations (ECONOP), for whatever reason, has determined that documentation and supply support are not required. This determination shall be in writing and placed on file.

6. The provisioning process (reprovisioning), when tasked and funded, shall be repeated as necessary to maintain the supply support of a platform through its various life cycle stages. (See Chapter 12, Supply Support Review Program, of this manual.)

CHAPTER 7. CATALOGING

A. **Overview.** Cataloging includes researching and codifying all CG managed items of supply for registration into the CG and/or FSS. Identification data, Federal Supply Class (FSC) assignment, item characteristics, management criteria and associated Federal Logistics Information System (FLIS) data are formatted and submitted to DLSC for inclusion in the Federal Total Item Record (TIR). The cataloging process also consists of supply support coordination for items of supply for which the CG is a user but where the items are managed and supported by OGAs. The following functions comprise the overall cataloging process:

1. Item Entry. The initial documentation proposing the addition of a new item of supply into the FLIS. This includes the manufacturer's Commercial and Government Entity (CAGE) code, an item identifying reference number, salient characteristics and proposed management criteria.

2. Technical Information Management. Developing cataloging, disseminating and maintaining current records of all relative descriptive data required to manage and advertise CG items of supply.

3. Inter-service Supply Support. The coordination between the CG and OGAs required to establish, stock, store and issue an item of supply required by the CG but managed by an OGA. This includes direct supply support, Primary Inventory Control Activity/Secondary Inventory Control Activity (PICA/SICA) and dual management of support.

4. Cataloging Related Programs. Full participation in DLA programs, e.g., Item Standardization Studies, Diminishing Manufacturers Source (DMS) cases, Government Industry Reference Data Edit Review (GIRDER), etc. to ensure that the CG has technical and logistical input into decisions that may impact our mission.

B. **Cataloging Directives.**

1. Federal Logistics Information System (FLIS) Procedures Manual, DOD 4100.39-M

2. Federal Catalog System Policy Manual, DOD 4130.2-M

3. Defense Standardization Manual, DOD 4120.3-M

4. Defense Integrated Materiel Management Manual for Consumable Items, DOD 4140.26-M

5. Defense Automatic Addressing System (DAAS), DOD 4100.29-M

6. Defense Inactive Item Program (DIIP), DOD 4140.32-M

7. Department of Transportation Participation in the Federal Catalog System, DOT 4420.3

8. Supply Policy and Procedures Manual, COMDTINST M4400.19A

9. Wholesale Inventory Management and Logistics Support of Multiservice Used Non-consumable Items, NAVSUPINST 4790.7

10. Federal Catalog System Logistics Data (FRMP 101-30.3), GSA Handbook

C. **Policy.**

1. ICPs shall perform all cataloging functions required to establish and maintain identification, technical and management data for CG managed items of supply.

2. ICPs shall actively interface with all cataloging related OGA activities to safeguard CG interests and prevent a negative impact on our mission.

| 3. ICPs shall establish inter-service supply support requirements/requests with OGAs to ensure uninterrupted support and maintenance as required. If there is a requirement to dual manage, ensure that a memorandum/response from PICA which provides the purpose and rationale for managing is enclosed in the stock number folder.

4. For cost effectiveness, dual stocking shall be kept at a minimum. However, when there is a need, ICPs are authorized to dual stock under the following conditions. If the material,

   a. Is CG YARD retail inventory for a project,

   b. Is for the repair facility at ARSC,

   c. Is for HQ's projects,

   d. Is coded as managed (including reparables) by the CG (PICA/SICA),

   e. Management transferred from CG to OGA. Temporarily stock till Gaining Item Manager (GIM) is in the position to support the CG. Periodically, check with GIM on support.

   f. Is mission or safety critical and reported to the OGA manager under a Quality Deficiency Report; ensure there is documentation in the stock record to support stock. Periodically, check with OGA manager on support.

   g. Has a Long Lead Time (usually insurance), or mission/flight critical items,

   h. Is managed as consumable to the OGA manager. However, repair calculations make it economical for the CG to repair as an intermediate level reparable,

   i. Is type 1, 2, 4 and 6.

CHAPTER 8 - SUPPLY SUPPORT DATA MANAGEMENT

A. Overview. The supply support data management process documents and validates platform level configuration and its associated allowance requirements. This includes all assigned platforms, systems, equipments and equipage defined in COMDTINST 4130.6, Coast Guard Configuration Management policy. The supply support data management process also addresses changes ensuring configuration and technical information control. Following are the products of the ICP generated configuration and supply support allowance process:

a. The Aircraft Material Stocking List (CG-298) provides supply support allowance documentation for aircraft and air stations.

b. The Boat Outfit and System Support (BOSS) provides configuration and recommended supply support allowance documentation for standard boats under 65' in length that have no assigned Operating Facility Accounting Code (OPFAC).

c. The Combined Allowance for Logistics, Maintenance and Support (CALMS) provides Hull, Mechanical & Electrical (HM&E) configuration and supply support allowance documentation for standard CG Cutters 65' in length and larger with an OPFAC.

d. The Consolidated Shipboard Allowance List (COSAL) provides ordnance configuration and supply support allowance documentation of Navy-owned equipment installed at CG units. It also may include configuration and supply support allowance documentation of CG-owned small arms. The ordnance COSAL is often referred to as the CG ordnance CALMS.

e. The Electronics Repair Parts Allowance List (ERPAL) provides supply support documentation for standard electronic equipments installed at CG units.

f. The ERPAL for HM&E equipments (HM&E ERPAL) provides supply support documentation for HM&E electronic equipments installed at CG units.

B. Supply Support Data Management Directives.

1. Long Range Planning of Logistics Support for Operational U.S. Coast Guard Cutters, COMDTINST 4105.4

2. Coast Guard Configuration Management, COMDTINST 4130.6

3. Cutter Configuration Control Board, HQINST 4130.5 (NOTAL)

4. Aircraft Configuration Control Board Process Guide (NOTAL)

5. Logistics Support for Deployed Units, COMDTINST 4080.1

6. Operational Logistics Support Plan (OLSP) Development and Management Responsibility, HQINST 4081.2 (NOTAL)

7. Afloat Supply Procedures Manual, COMDTINST M4400.17

8. Supply Policy and Procedures Manual, COMDTINST M4400.19

9. Coast Guard Standardization Program, COMDTINST 4200.38 (series)

10. Electronics Manual, COMDTINST M10550.25 (series)

11. Electronics Materiel Identification Manual, E/GICPINST M4410.5 (series) (NOTAL)

12. Ships Configuration and Logistics Support Information System (SCLSIS) Technical Specification 909-700 (series)

13. COSAL Use and Maintenance Manual, SPCCINST 4441.170

14. Policy for Navy Support of U.S. Coast Guard, OPNAVINST 4000.79

15. Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)

16. Systems Acquisition Manual, COMDTINST M4150.2 (series)

C. Policy.

1. Platform level configuration and supply support data shall be managed by the Configuration Control Board (CCB) process. See the Aircraft Configuration Control Board (ACCB) process Guide and/or HQINST 4130.5, Cutter Configuration Control Boards for applicable processes.

2. ICPs shall manage the configuration data and related supply support documentation for all platforms assigned under their cognizance. (See detail list of customers, Glossary 2 of this manual.) The tasking will identify the range and depth of the configuration, supply support and documentation required. Configuration Management (CM), Configuration Item (CI) and elements of CM are defined in COMDTINST 4130.6, enclosure (2). This shall include:

   a. Initial preparation and issuance of a platform's configuration and applicable supply support documents,

b. Updating and distributing the configuration and supply support data changes required to maintain the document, and

c. Providing training as required.

3. ICPs shall review Allowance Change Requests (ACRs) and forward them with recommendations including resource impact to the approving authority.
Note: The approving authority is normally the facility manager. This authority may be delegated in writing to the ICP.

4. ICPs are the receiving points for all Configuration Change Requests/Reports (CCRs). They shall review the CCRs and take appropriate action:

   a. CCRs requiring approval shall be forwarded to the appropriate CCB with recommendations including resource impact,

   b. If the CCR is approved, make adjustments to the configuration and supply support documents as applicable, and

   c. If the CCR does not meet the criteria addressed in paragraphs 8.C.4.a and b above, no action is required.

5. ICPs, in accordance with the applicable directives, shall periodically validate the configuration and supply support documents of the operational units within their cognizance.

6. ICPs shall, at regular intervals, issue revised configuration and supply support documents to the operational units under their cognizance.

CHAPTER 9. SPARE PARTS BREAKOUT (SPBO) PROGRAM

A. **Overview**.

1. The SPBO program is a detailed technical research process focused on identifying competitive sources for parts that were previously purchased from a sole source. Since significant funds are expended for acquisition and management of parts, it is imperative we seek as much competition as possible.

2. The SPBO program at the CG ICPs has the following objectives:

   a. Enhance competitive procurements,

   b. Increase availability,

   c. Improve reliability, and

   d. Lower costs.

B. **Spare Parts Breakout Directives**.

1. Defense Federal Acquisition Regulation Supplement (DFARS), Appendix E - DOD Spare Parts Breakout Program

2. Spare Parts Breakout (SPBO) Program, COMDTINST 4408.8

3. Reporting Suspected Overpriced Parts, COMDTINST 4408.7

4. Spare Parts Control, SUPCENCBINST 4408 (series) (NOTAL)

C. **Policy**. ICPs shall:

1. Develop in-house procedures to accomplish the responsibilities and objectives outlined in the SPBO directives listed above,

2. Perform a SPBO limited/full screening of all spare parts carried in their inventory that are subject to breakout,

3. Assign Acquisition Method Codes (AMCs) and Acquisition Method Suffix Codes (AMSCs) to all spare parts maintained that are subject to breakout, and

4. Accumulate appropriate data and submit SPBO reports to G-SLP via Commandant (G-SEN or G-SEA) annually as required by COMDTINST 4408.8.

CHAPTER 10 - INVENTORY MANAGEMENT

A. Overview.

1. The Inventory Control Point (ICP) inventory management process involves obtaining, managing and delivering items of supply to Coast Guard (CG) platforms, systems and equipment. Timely and accurate categorization of ICP stock items at introduction and during life cycle management is essential to logistics support, valuation, and financial reporting.

2. Inventory items may be managed under either a demand based or non-demand based criteria. Each ICP shall ensure that the item coding accurately reflects the basis for maintaining a stocking level.

3. Inventory Managers (IMs) are assigned the primary responsibility for the management of assigned items of supply. IMs obtain and distribute stock in a manner that provides effective and efficient supply support to their customers. Stock is defined as consumable and reparable spare parts stocked at ICPs and at authorized Remote Stock Points, e.g., DLS, Contractor Facilities, ISCs, Navy Depots, etc. ICPs shall ensure that stock records are properly classified at all authorized locations by developing local processes to review the material held under each of the following categories.

   a. Demand Based Inventory

      (1) Demand - An item of supply that is procured and stocked, and replacement is predicted as a result of usage. Stocking levels are based on known or anticipated usage. These stock items are considered Held For Sale/Use.

      (2) Demand Development - New item of supply that has not reached maturity to establish a demand history. Items are kept in a demand development category for a period of five (5) years from date of first registered demand. After the demand development period expires, items are re-categorized as demand. Most items in this category have extremely limited on hand quantities, or are procured and shipped to a customer after the customer submits a requisition. These stock items are considered Held for Sale/Use.

      (3) Long Supply - The quantity of demand based stock identified either by systematic or manual calculations that is above the economic retention limit or numeric insurance level and must be reviewed to see if economic retention factors can be applied. Because supply requirements usually fluctuate over a period of time, a long supply quantity which is 10 percent or less of the total stock quantity of the item is considered marginal and need not be reviewed or reduced. Any item with a quantity greater than 110% of 2 years worth of demand, including safety stock, must be processed IAW the Excess Decision Tree (Figure 10-2), as long as the item is no longer in the demand development period IAW 10.A.3.a.2. of this manual. ICPs will report the items that exceed 110% of 2 year demand plus safety stock to the Program Offices on an annual basis. Each ICP shall ensure that a documented process is in place to identify

new long supply candidates and to review stock previously identified as retained long supply items. Review results shall be reported, at a minimum, annually and whenever associated systems or end items are scheduled for phase out or retirement.

(4) Safety stock - Is stock that provides protection against running out of stock during the time it takes to replenish inventory.

(5) Excess stock - Is stock that exceeds the demand expected in normal operations because the quantity on hand is more than can be issued/sold in the foreseeable future, and that does not meet management's criteria to be held in reserve for future sale. Excess stock is a quantity of an item that has been declared excess after review by logistics personnel. Determination of excess stock shall include demand criteria, user population, lead time, special production considerations, and non-demand based engineering changes or projects. Inventory Managers shall refer to the Excess Material Decision Tree (Figure 10-2) when making excess material determinations. Excess stock shall be disposed of within one year. For revolving funds this disposal shall be within one year of funds being available.

(6) Obsolete stock - Is a quantity of an item that is no longer useable due to changes in technology, laws, customs or operations. The asset is determined obsolete if no future usage is projected for that item (or subcomponents) for any Coast Guard unit. Inventory Managers shall refer to the Obsolete Material Decision Tree (Figure 10-3) when making obsolete material determinations. Obsolete stock shall be disposed of within one year. For revolving funds this disposal shall be within one year of funds being available.

(7) Unserviceable (scrap, condemned) - Is stock that is damaged and can no longer be economically repaired. Unserviceable assets are those that have been determined that it is more cost effective to re-procure than to repair the stock item. Inventory Managers shall refer to the Unserviceable Material Decision Tree (Figure 10-4) when making unserviceable material determinations. Unserviceable stock shall be disposed of within one year. For revolving funds this disposal shall be within one year of funds being available.

b. <u>Non-Demand Based Inventory</u>

(1) Foreign Military Sales (FMS) - An item of supply that is held for authorized recipients for a specified period under guidelines established by Commandant International Affairs (CG-922). FMS material must be screened for federal reuse first. Once federally screened the items are made available to the FMS program. Items held exclusively for FMS shall be considered obsolete stock and valued at net realizable value. Net realizable value shall be based on the guidelines for reimbursement to the CG contained in the guidelines established by G-CI. If the FMS items are also used by current CG assets then these stock items are considered Held for Sale/Use and are not considered obsolete. Each ICP shall develop a process for local FMS oversight. Inventory records will be

coded in a manner that clearly identifies FMS stock. FMS assets shall be reviewed annually to ensure that the FMS agreement remains in place.

(2) Insurance Item - An item of supply that is procured and stocked because essentiality dictates that a minimum quantity be available in the supply chain. No replacement is predicted through normal usage, but if damage or loss occurs through accident, abnormal equipment or system failure, or other unexpected occurrences, lack of replacement would seriously degrade the operational capability of the system or platform. The quantities listed below may be exceeded based on the Inventory Manager's documented need or forecast, the supply status of the item, investment costs and the expected cost of non-availability. The Inventory Manager shall document the circumstances and retain for future reference. Annual review and documentation of any insurance item managed over the quantity of two is required. Documentation shall be maintained in the National Item Identification Number (NIIN) folder. The stocking levels in Figure 10-1 are applicable for insurance items:

If…	And…	Then...
The procurement lead time for an item is < 24 months…	The item is installed on < 25 platforms…	No more than 1 item may be stocked for insurance purposes.
	The item is installed on ≥ 25 platforms…	No more than 2 items may be stocked for insurance purposes.
The procurement lead time for an item is ≥ 24 months…		No more than 2 items may be stocked for insurance purposes.

Figure 10-1

(3) Navy-Type, Navy-Owned (NTNO) - Standard Navy type equipment which is procured by the Navy, or with Navy funds, and used by the Coast Guard in support of Navy mission requirements. These stock items are excluded from Coast Guard financial reporting, and are reported to the Navy in accordance with published Navy reporting requirements. The Navy provides funding for repair of this equipment or in some cases provides equipment as free issue to the Coast Guard. A majority of the surface fleet NTNO material is furnished directly from the Navy to individual Coast Guard units and may be subject to ICP management. All aviation NTNO material is managed/issued by ARSC.

(4) Project Materiel - An item of supply that is held for a specific purpose, with a specific start and end date, and a specific authorized recipient. These stock items are considered Held in Reserve for Future Sale/Use.

(5) Government Furnished Material (GFM) - An item of supply that is issued and consumed in the manufacturing or repair process. This item is not returned to the ICP. These stock items are considered Held in Reserve for Future Sale/Use.

(6) Government Furnished Equipment (GFE) - An item of supply that is used to assist in the manufacture or repair process. The item is loaned and is returned to the ICP after completion of repair or manufacture. These stock items are considered Held in Reserve for Future Sale/Use.

4. The inventory management process is influenced by many variables, such as:

   a. The provisioning process,
   b. Funding levels and sources,
   c. Operational criticality,
   d. Inventory stratification,
   e. Projected materiel availability over the life cycle of the item,
   f. Procurement and repair lead time,
   g. Reparability of the item of supply,
   h. Variability of demand,
   i. Valuation requirements, and
   j. Accounting and Reporting requirements.

B. Inventory Management References.

1. Code of Federal Regulations, Title 41 CFR, part 101-27, section 3
2. Depot Maintenance Inter-service Agreements, OPNAVINST 4790.14
3. Policy for Navy Support of U.S. Coast Guard, OPNAVINST 4000.79
4. Coast Guard Engineering Logistics Concept of Operations (ECONOP), COMDTINST 4100.7 (series)

C. Policy.

ICPs shall:

1. Develop and maintain local criteria and documentation to identify stock items and apply economic retention factors as defined in Title 41 CFR, part 101-27.

2. Develop and document cost effective inventory management processes that provide sustainment for platforms, systems and equipment.

3. Manage ICP stock in the following manner:

   a. Materials under the cognizance of Aircraft Repair and Supply Center (ARSC) shall be managed as Operating Expense (OE) items, free issue.

   b. CG demand items, consumable and reparable, under the cognizance of Engineering Logistics Center (ELC) should be initially managed as OE items. Usage data for

consumables shall be monitored for possible item transfer to Supply Fund (SF) management.

(1) Consumable OE managed items experiencing four (4) or more demands within one (1) year shall become a candidate for transfer to SF management.

(2) Consumable OE managed items experiencing eight (8) demands within a two (2) year period should normally be transferred to SF management.

4. Stratify and document long supply and insurance item stock quarterly. Items determined not to be economical to stock, or that can be managed by OGA (request supply support from OGA), or that can be purchased locally from commercial market, or that due to configuration changes are being phased out, shall be coded terminal waiting for disposition action.

5. Develop and maintain reparable programs (See Chapter 11, Reparables Program chapter of this manual).

6. Enter into PICA/SICA supply support arrangements with OGAs as necessary to meet customer requirements.

7. Position stock as necessary to enhance supply support. Demand stock levels shall be based on Supply Chain Management principles best suited to the commodity of supply managed. Insurance item stocking levels shall be determined by the method addressed in Figure 10-1.

8. Dispose of excess stock through the Defense Reutilization and Marketing Office (DRMO), Defense Material Return Program, or other approved methods as outlined in the CG Personal Property manual, COMDTINST M4500.5.

Excess Material Decision Tree

(Demand Based Inventory)

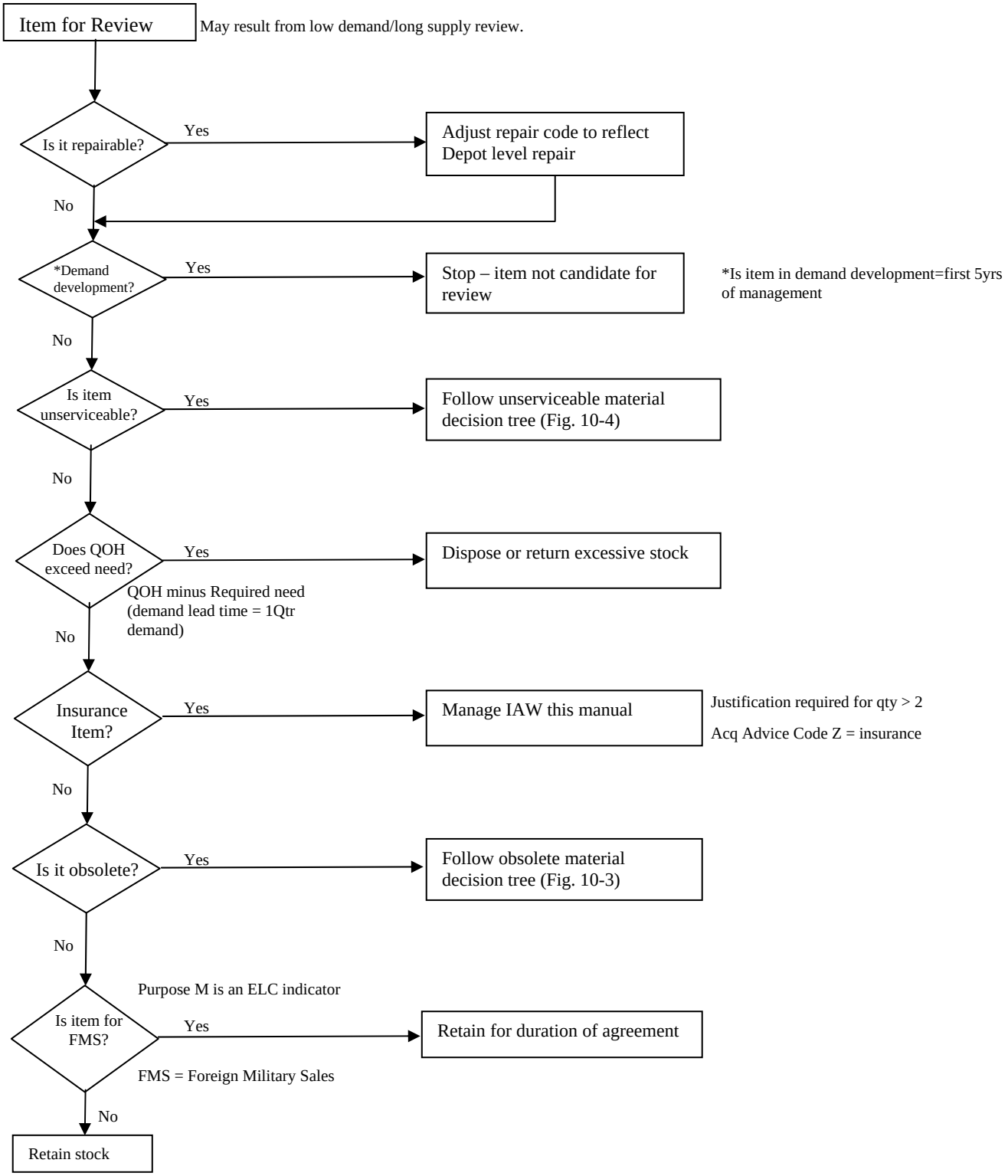

Figure 10-2

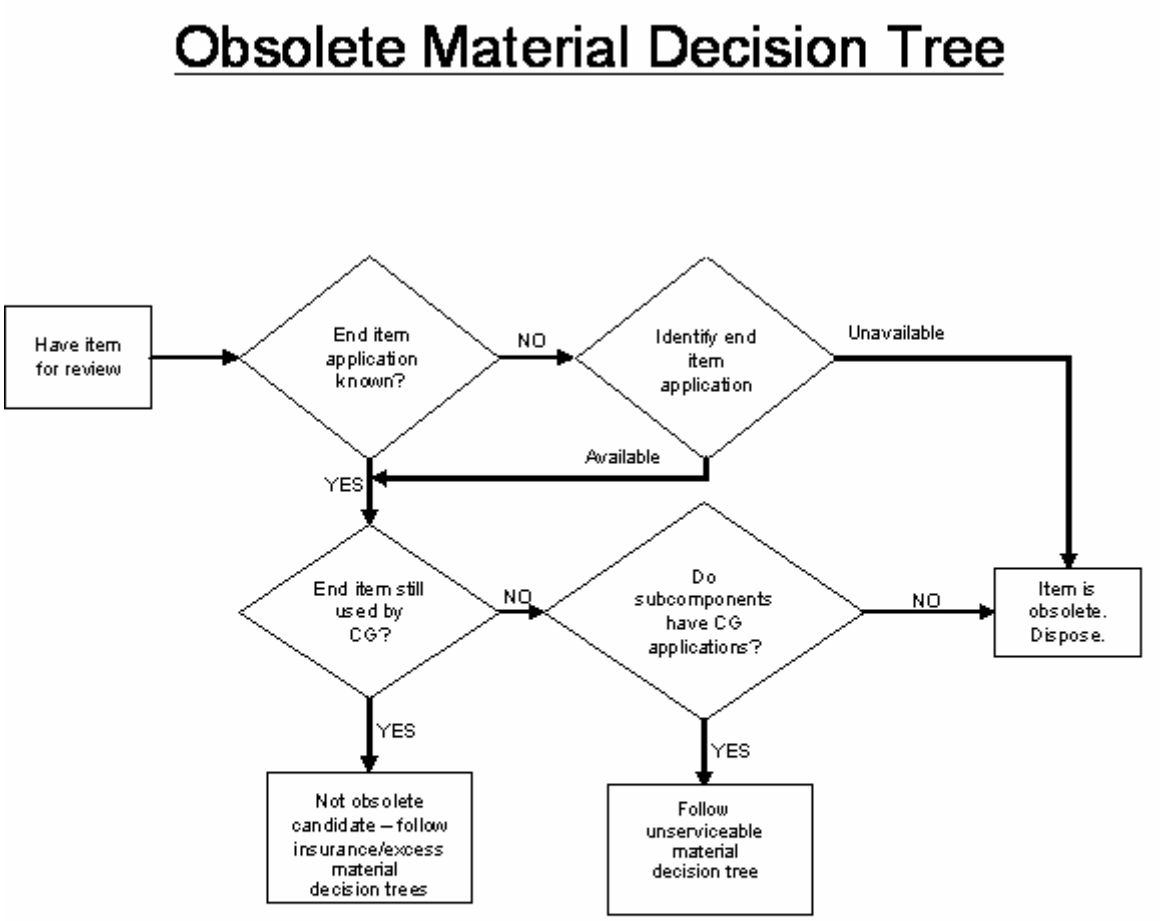
Obsolete Material Decision Tree
Have item for review
End item application known?
NO
Identify end item application
Unavailable
Available
YES
End item still used by CG?
NO
Do subcomponents have CG applications?
NO
Item is obsolete. Dispose.
YES
YES
Not obsolete candidate – follow insurance/excess material decision trees
Follow unserviceable material decision tree

Figure 10-3

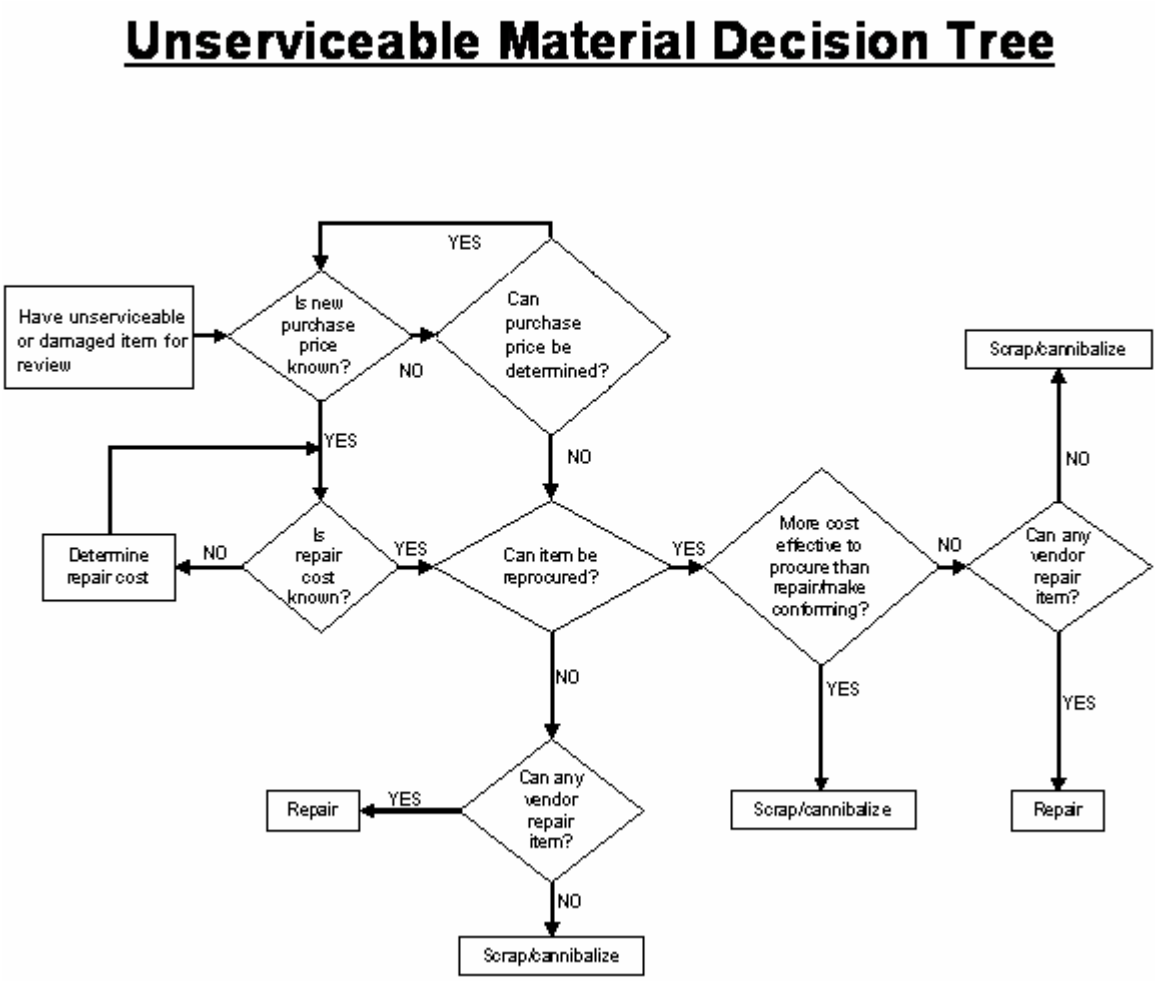
Unserviceable Material Decision Tree
Have unserviceable or damaged item for review
Is new purchase price known?
YES
NO
Can purchase price be determined?
YES
NO
Determine repair cost
NO
Is repair cost known?
YES
Can item be reprocured?
YES
More cost effective to procure than repair/make conforming?
NO
Can any vendor repair item?
NO
Scrap/cannibalize
YES
Repair
NO
Can any vendor repair item?
YES
Repair
NO
Scrap/cannibalize
YES
Scrap/cannibalize

Figure 10-4

Insurance Material Decision Tree

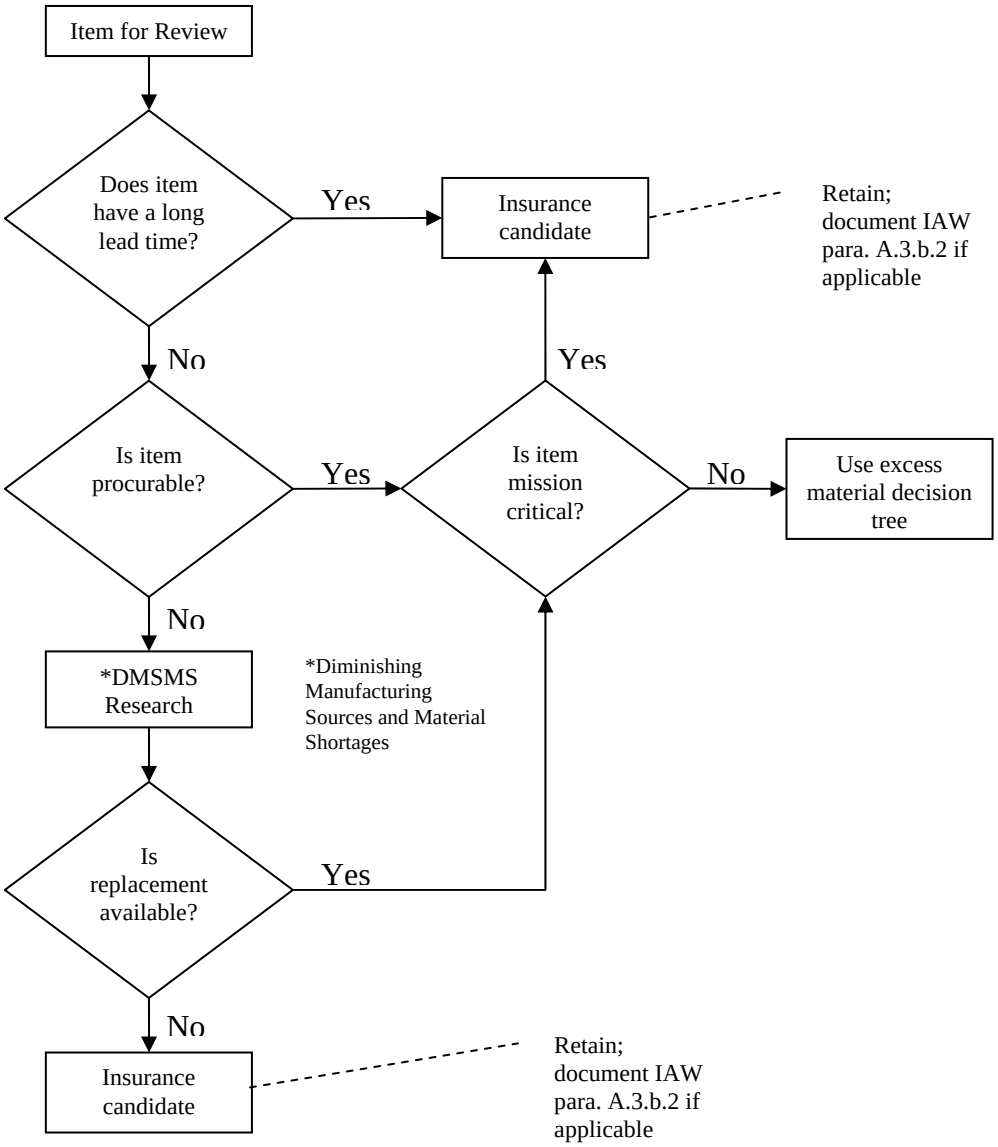

Figure 10-5

CHAPTER 11. REPAIRABLES PROGRAM POLICY

A. Overview. Coast Guard managed items of supply are classified using three alphabetic codes that denote if an item is consumable or repairable and, if repairable, the lowest maintenance level at which repair or condemnation is normally accomplished. The repair of an unserviceable item, as an alternative to replacing it with a new one, is a method of supply support that may be an economical and effective means of satisfying maintenance requirements.

B. Purpose. This chapter implements the requirements for assigning a repairability code for items of supply by a Coast Guard Inventory Control Point (ICP). Words such as "will," "shall," or "must," are mandatory requirements. The use of such words as "may" or "should" indicates that the policy recommended but not necessarily mandatory

C. Scope. This policy applies to consumable and repairable items that are managed by a Coast Guard ICP. The following is an outline of the policy covered in this chapter:

Title	Section
ICP Processes and Procedures	F.1
Repairability Classification and End Item Applications	F.2
Financial Classification	F.3
Accountable Records	F.4
Changes to Repairability Classification	F.5
Changes to Financial Classification	F.6
Repairability Classification Reviews	F.7

D. Definitions.

1. ***Consumable Spare Part*** - A non-repairable item of supply that is consumed through use by incorporation into a higher assembly or ultimate disappearance as a known item or substance.

2. ***Repairable Spare Part*** - A replaceable part or component, commonly economical to repair, and subject to being rehabilitated to a fully serviceable condition.

   (a) **Organizational Level Repairable.** An item which, on failure to reach operating limits, is removed and then repaired and/or condemned at the organizational (user) level.

   (b) **Depot Level Repairable.** A repairable item which, when in need of repair, is turned in to a collection point or Designated Overhaul Point for repair.

3. ***End Item*** - An item that comprises a combination of parts, subassemblies, and assemblies, joined physically or electronically together for a specific function or purpose, has a normal life expectancy that exceeds 2 years, is capable of independent operation in and of itself, and does not lose it's identity by incorporation into a higher assembly or is destroyed when put to use. Examples:

   (a) An aircraft is considered to be an end item as its distinguishable parts work together to provide air transportation, whereas the airplane's airframe, engines,

interiors, and in-flight electronic equipment do not, acting alone, provide air transportation.

(b) A boat or vessel is considered to be an end item as its distinguishable parts work together to provide water transportation, whereas the boat's hull, engines, interiors, and communication/navigation electronic equipment do not, acting alone, provide water transportation.

(c) A Loran Transmitter System is considered to be an end item as its distinguishable parts work together to provide a radio navigation signal, whereas the system's individual electronic modules, assemblies, and circuit cards do not, acting alone, provide a radio navigation signal.

E. Management Control Responsibilities. The following are the management control responsibilities for providing repairable program oversight. Office of Logistics Policy, COMDT (CG-441) shall:

1. Design and implement repairable program policy for ICPs that align with logistics and financial accounting requirements.
2. Design and implement repairable program policy containing key controls so that financial statement and internal control assertions can be supported.
3. Review and approve the implementation of ICP processes and procedures as they apply to this policy.
4. Ensure the repairable program activities are conducted in accordance with this policy.

F. Policy.

1. ICP Processes and Procedures. The ICP shall design and implement repairability code assignment processes and procedures compliant with this policy. Changes in ICP processes and procedures must be submitted to COMDT (CG-44) to ensure they comply with current policy.
2. Repairability Classification and End Item Applications.

(a) Repairability shall be based on Original Equipment Manufacturer (OEM) and Coast Guard Engineering or Other Government Agency (OGA) Source Maintenance and Recoverability recommendations. In the event the ICP repairability determination differs from OEM or OGA, it shall be noted in the items' stock record file (electronically or hard copy).

(b) ICP stock records shall not contain null repairability codes, or null end item codes.

(c) A repairability code of "C" (consumable) shall be used for items determined to be "non-repairable."

(d) A repairability code of "O" (organizational) shall be used for items determined to be repairable at the field unit level.

(e) A repairability code of "R" (depot) shall be used for items determined to be repairable at the Depot level.

(f) All repairables shall be linked to an end item application.

(g) All consumables should be linked to a system.

3. Financial Classification

(a) Items determined to be classified as a consumable (code "C") or organizational repairable (code "O") shall be classified as either Inventory or Operating Materials and Supplies.

(b) Items determined to be classified as repairable (code "R") shall be booked as Property, Plant, and Equipment.

4. Accountable Records. To the greatest extent possible, the ICP shall use an information technology system to record stocked items. In the absence of an IT system, the ICP shall maintain hard copy stock record files. At a minimum the following information must be included in newly established records and maintained throughout the life of the stock item in support of repairability classification and maintained in accordance with COMDTINST M5212.12(series), SSIC 4500 Redistribution and Disposal of Property:

(a) Initial Date of Record

(b) End Item application(s) (Code O and R)

(c) System application(s) (use "General" for Code C general use items)

(d) Reparability Code

(e) Source of Reparability Analysis (OEM, OGA, or CG Engineering)

(f) Source, Maintenance & Recoverability Code

(g) Disposal requirements

(h) Hazardous material handling requirements

(i) Unit repair cost (Code O or R)

(j) Unit replacement cost

(k) Reason for update and date (if applicable)

5. Changes in Financial Classification. In the event a change occurs impacting the repairability classification of a spare part as the result of an engineering or logistics decision, or error in the item's stock record the following policy applies:

(a) The reason for the change shall be documented in the item's stock record.

(b) The ICP Comptroller shall be notified of any of the following changes:

Code C or O to…	Code R
Code R to…	Code C or O

(c) The stock record must show evidence the ICP Comptroller received notification.

(d) The ICP financial report footnotes must reflect any changes in financial classification.

6. Repairability Classification Reviews

   (a) Periodic assessments on repairability codes shall be conducted through normal ICP activities i.e., procurement and long supply reviews unless otherwise requested by a higher level authority.

   (b) COMDT (CG-441) shall conduct a repairability classification review. A minimum of 5 records shall be selected from those that are included in the quarterly statistical sample count and checked for compliance with this policy. The observer shall make notes of their observations in the general comments section of Appendix A of Chapter 16, Physical Inventory Policy.

CHAPTER 12 - SUPPLY SUPPORT REVIEW PROGRAM

A. Overview. Often, after a platform is fielded, the operational mission and/or maintenance requirements change and the initial supply support projections no longer meet program requirements. Also, as a platform ages and enters different life cycle phases, supply support requirements change. For these reasons and others, supply support must be reviewed at regular intervals.

B. Supply Support Review Program Directives.

1. Long Range Planning of Logistics Support for Operational U.S. Coast Guard Cutters, COMDTINST 4105.4

2. Coast Guard Standardization Program, COMDTINST 4200.38 (series)

C. Policy.

1. ICPs shall maintain a supply support review program for each platform under their cognizance Supply support reviews shall ensure that adequate supply support is in place or initiate a reprovisioning action. This is designed to provide adequate supply support during the sustainment life cycle.

2. The supply support review program shall be the basis for documenting funding and other resource adjustments required to sustain adequate platform supply support.

3. Supply support reviews shall be conducted at scheduled intervals per ICP directives.

CHAPTER 13 - WAREHOUSE MANAGEMENT

A. Overview. Warehouse management encompasses both care of material and physical asset accountable aspects of inventory. There are many functions and interrelationships required to ensure proper warehouse management, such as:

1. Accountability. The warehouse is responsible for accountability of material while in its physical possession.

2. Physical Inventory. See Chapter 16, Physical Inventory, of this manual.

3. Security. Much of the material received, stored, issued, and shipped creates an environment in which possible pilferage/loss is a constant concern. For these reasons, and to ensure mission accomplishment, appropriate security measures are required for the protection of items of supply. Measures, such as locking devices, intrusion detection devices, protective lighting, access control and personnel training, are required to sustain an effective security management program.

4. Hazardous Material (HAZMAT). HAZMAT are materials which by virtue of their inherent characteristics require additional control to ensure adequate safety to life and property. They are identified at the time of procurement and packaged, packed, marked and stored to provide the proper degree of protection.

5. Packing and Preservation. Items of supply require protection from deterioration and damage during storage, shipment and handling. The packing and preservation process provides the proper degree of protection required at the minimum cost.

6. Traffic/Shipping. The traffic/shipping process is the preparation, packing, marking and shipping of CG items of supply in such a way that safe delivery to the customer is assured.

B. Warehouse Management References.

1. Storage and Materials Handling, DOD Regulation 4145.19-R-1.
2. Shelf-Life Management Manual, DOD 4140.27-M.
3. Industrial Security Manual for Safeguarding Classified Information, DOD Manual 5220.22-M.
4. Information Security Program Regulations, DOD Regulation 5200.1-R.
5. Industrial Security Regulations, DOD Regulation 5220.22-R.
6. Code of Federal Regulation, Titles 29 CFR and 49 CFR.
7. Preparing Hazardous Materials for Military Air Shipments, AFJMAM 24-204.
8. U.S. Coast Guard Postal Manual, COMDTINST M5110.1 (series).
9. Transportation of Freight, COMDTINST M4610.5 (series).

10. Transportation Acquisition Regulations (TAR)
11. MILSTRIP Manual, DOD 4000.25-2-M
12. DoD Supply Chain Materiel Management Regulation, DoD 4140.1-R
13. Classified Information Management Program, COMDTINST M5510.23

C. Policy.

1. The ICPs shall establish and maintain inventory records, financial documents and physical safeguards over warehoused material.

2. Ready-for-issue material shall be maintained so as to minimize the need for inspection, testing, and re-preservation at the time of shipment and to maintain readiness at an optimum level. Ready for Issue stock shall be stored separately from Not Ready for Issue stock.

3. Items of supply shall be preserved, packed, and marked as required prior to placement into storage and stored in an appropriate storage facility and environment. Consumable items do not need to be marked with a condition code unless it is other than "A" condition. Items stored loosely/unpacked shall have the NSN clearly marked on the item, storage container, storage bin, rack or pallet.

4. Packaging and preservation inspections shall be conducted IAW references 7 & 9. Material found to be deteriorated or in need of re-preservation shall be restored to ready-for-issue condition as required.

5. Items of supply requiring periodic functional and/or shelf life testing shall be inspected as required, then repackaged and re-preserved to a ready-for-issue condition.

6. Physical inventories shall be conducted to ensure accuracy of items of supply. The policies, procedures, and reporting requirements for physical inventory contained in Chapter 16 shall be followed.

7. Classified, sensitive, pilferable, controlled, and hazardous materials shall be procured, marked, handled, stored, shipped and disposed of per applicable directives and regulations. ICPs shall procure and stock only the minimum quantities of hazardous materials necessary to satisfy their customer's operational requirements.

   a. Definition of classified, sensitive, pilferable, controlled and hazardous materials:

      (1) Classified Items. Materiel which requires protection in the interest of National Security. (see reference 13)

(2) Sensitive Items. Materiel which requires a high degree of protection and control due to statutory requirements or regulations (i.e., precious metals, gems, which are of a high value, highly technical, or hazardous nature).

(3) Pilferable Items. Materiel having a ready resale value or application to personal possession and which is, therefore, especially subject to theft. The items should have a minimum dollar value of $100 or more.

(4) Controlled Materials. Any item defined by the command to be controlled.

(5) Hazardous Materials. Materials that the Department of Transportation has determined to be a risk to health, safety and property; includes items such as explosives, flammable liquids, poisons, corrosive liquids and radioactive material.

8. ICPs shall develop and manage a traffic/shipping and receiving program that:

a. Receives materials, performs quality inspections to validate the count, condition, packaging, marking, and to identify obvious damage. The time standard for processing receipts are as follows:

(1) Materiel is considered to be in storage when it reaches either a temporary or permanent location. This does not include materiel received at Defense Contract Management Command (DCMC) receiving locations.

(2) Recording asset receipts and making asset records visible from the point of inspection and/or acceptance shall normally be accomplished within 24 hours (except holidays and weekends).

(3) Receipts will be processed within ten calendar days of vendor or carrier delivery.

b. Schedules, routes, tracks and expedites shipments, including priority and local pickup and delivery, and establish Time definite delivery standard procedures to comply with the standards laid out in reference 12.

c. Ensures that packing and shipping containers protect their contents during shipment so that materials are delivered to the customer without damage.

9. When the last item is issued from a warehouse location and the IT system for the ICP does not have a fixed location to stock number established the ICP shall reduce the on-hand balance for the location to zero and disassociate the stock number from the location.

CHAPTER 14 - QUALITY ASSURANCE (QA)

A. Overview. The QA process ensures that the CG solicits and awards contracts for the correct products and services, and the products offered comply with the contractual requirements. The program provides methods of verifying all phases of the contractor's manufacturing processes; inspections, certified testing, personnel qualifications and documentation. The QA process also ensures that the products are packaged, delivered and properly warehoused. (See Chapter 13, paragraph C of this manual.) To accomplish its tasks, the QA process must interact with various other processes, mostly procurement and warehousing/supply management.

B. Quality Assurance Directives.

1. Federal Acquisition Regulations (FAR)

2. Specification Development Manual, COMDTINST M4121.3

3. Comptroller Manual Vol. X, Quality Assurance, COMDTINST M4855.1

4. Defense In-Plant Quality Assurance Program, DSAH 8200.1

5. SCCB Contract Quality Assurance, CHQASINST 4855.2 (series) (NOTAL)

C. Policy

1. ICPs shall ensure that QA is appropriately addressed when soliciting for products and services. This may include:

   a. Ensuring that applicable QA standards are included in all contractual agreements,

   b. Reviewing Statements of Work,

   c. Performing pre-award and post-award contract/contractor surveys,

   d. Conducting Contractor Initial Contact (CIC) quality audits, and

   e. Reviewing contractor's procedures to ensure they conform to the contractual requirements.

2. ICPs shall perform QA inspections as required by the contract. The inspections may be at point of origin and/or the receiving location. This may include:

a. Conducting various material inspections, such as first article inspection and/or performing/witnessing performance tests, to insure the product or services conforms to contract requirements,

b. Ensuring packaging and packing conforms to contract requirements and that no obvious shipping damage has occurred, and

c. Ensuring that all contractually required identification markings and documentation accompany the deliverable (this is a critical element of the aviation QA process).

3. ICPs shall conduct and/or assist OGAs as necessary in various QA investigations to ensure that the U.S. Government receives the products and services contracted for. Areas of consideration shall include but not be limited to: Operational critical parts, bogus parts, substandard material, use of correct specifications and markings.

4. ICPs shall ensure warehouse QA programs are installed to ensure the products and services delivered meet the customers requirements.

5. The QA process shall investigate customer complaints and deficiency reports, identify the reason for the complaint report and forward to the appropriate activity for corrective action. Also, conduct follow-up surveys to ensure that corrective action was taken and the deficiency corrected.

CHAPTER 15 INVENTORY CONTROL AND EFFECTIVENESS REPORTS

A. Overview.

Performance reports on supply chain operations are a major contributor to Coast Guard (CG) management decisions during strategic level planning for; resource allocations, budget builds, and surge operations. The availability of spare parts, materials, and equipment affects the readiness and capabilities of day-to-day CG operations. Inventory Control Point (ICP) processes and procedures require some level of measurement to determine effectiveness and efficiencies. In addition, external documents such as Office of Management and Budget (OMB) Circular A-123 require management controls.

Management controls are the organization's policies, and procedures used to reasonably ensure that (i) programs achieve their intended results; (ii) resources are used consistent with agency mission; (iii) programs and resources are protected from waste, fraud, and mismanagement; (iv) laws and regulations are followed; and (v) reliable and timely information is obtained, maintained, reported and used for decision making.

When the term "inventory" is used in this policy it includes spare repair parts and consumable materials unless otherwise noted.

B. Purpose. This chapter mandates the minimum measures and reporting requirements used to communicate the health of ICP operations to the Coast Guard Logistics Program Manager, Commandant (CG-44) through the use of an Inventory Control and Effectiveness (ICE) report.

C. Policy.

1. The ICE report is due to Commandant (CG-44), NLT 10 business days following the end of each fiscal quarter. The report shall be in memo format and include CG Form 5644. The memo shall be signed by the ICP's Commanding Officer and include an explanation for any measures that are out of tolerance and the corrective actions that will be taken. Corrective actions still pending completion from the previous ICE report shall also be included. Additional testing may be required by CG Management in the event ICE test results are out of tolerance. The additional tests would be used to satisfy end of year CG financial management assertions that may be jeopardized by possible anomalies occurring during normal ICE testing.

2. The reporting period for each report is based on transactions beginning on the first day of a Fiscal Quarter and ending on the last day of the Fiscal Quarter. The report shall include the measures from the previous Fiscal Quarter and variances between the two consecutive quarters.

3. ICPs shall:

   a. Design and execute processes and procedures compliant with this policy.

   b. Submit processes and procedures related to this policy to Commandant (CG-44) when requested.

4. The following measures shall be included in the ICE report to assess the health of ICP supply chain operations:

a. Inventory Composition. This metric reports the volume and recorded value of inventory at the end of the fiscal quarter. The reported data shall be divided into three sections; (1) consumable, (2) depot level repairable, and (3) total composition.

b. First Time Fill Rate. The number of requisitions during the reporting period immediately satisfied by issues from ICP stock. The performance goal is greater than or equal to 90%.

c. Material Denials. This is a percentage of material release orders (MRO) directed for shipment that was not shipped by the warehouse or distribution activity. MROs include all issues made within the system (i.e., customer issues, issues to disposal, issues to repair, special issues, etc.). The performance goal is no more than 1%.

d. Receipt Processing. This is a percentage of on time (receipt processed within 10 days) receipt processing. It is measured from the time the material is received at the door until the on-hand balance reflects the new quantity of on-hand assets available for issue. The performance goal is greater than or equal to 90%.

e. Customer Discrepancies. This is the number of supply discrepancies the ICP received from customers during the reporting period.

f. Weighted Average Price (WAP) Verification. This measure is designed to determine if the system generated WAP algorithm is properly supported by historical documentation (contracts, MIPR/MILSTRIP; Invoice/Intra-governmental Payment and Collection (IPAC) system; and Treasury Proof of Payment). Historical documentation shall be tracked back to the accepted baseline or zero on-hand quantity. The total number of NIIN records to be sampled and accuracy goal shall be determined by the ICP and in accordance with figure 450.1 of the Government Accounting Office Financial Audit Manual and may be spread over four Fiscal Quarters. The records may be selected from the quarterly statistical sample pulled from the inventory population. Only one error shall be considered per NIIN record for the purpose of calculating accuracy. Inventory declared as excess shall be excluded from this test. Results leading to a failure must be noted in the final cover memo indicating the financial value of the error, a detailed description of the error(s), and what corrective actions will be taken.

g. Primary Warehouse Inventory Location Survey. This is a pass/fail test for the physical verification (qualitative), rather than actual count (quantitative), between physical assets and their recorded locations to ensure material in the locations are recorded in the stock record. The total number of locations to be sampled and accuracy goal shall be determined by the ICP and in accordance with figure 450.1 of the Government Accounting Office Financial Audit Manual and may be spread over four Fiscal Quarters. The locations shall be randomly selected from all possible Primary Warehouse inventory locations. Only one error shall be used per location for the purpose of calculating the accuracy rate. An error consists of the wrong stock number, description, or condition code. Results leading to a failure must be noted in the final cover memo indicating the financial value of the error, a description of the error type(s), and what corrective actions will be taken.

h. Inventory Disposals. This is the number of line items and recorded value issued to disposal during the quarter as result of excess, obsolete, or unserviceable determinations. The results shall be divided into three sections; (1) consumable, (2) depot level repairable, and (3) total composition.

i. Number of Inventory Count Adjustments. This metric is for the number of records requiring an adjustment to count quantities for other than a scheduled physical inventory count. The results shall include:

(1) Total number of NIINs with gain adjustments.

(2) Total number of NIINs with loss adjustments.

j. Value of Inventory Count Adjustments. This metric is for the value of adjustments made for other than a scheduled physical inventory count. The performance goal is a total of less than 2% of the total inventory population for gain or loss adjustments and less than 5% of the total inventory population for total absolute value of gains and losses. This metric shall exclude gains from Other Government Agency (OGA) or nonfederal entity donations and transfers out without reimbursement i.e., disposals or donations to OGA. The results shall include:

(1) Total value of count adjustments due to gains.

(2) Percentage of total inventory population for gains.

(3) Total value of count adjustments due to losses.

(4) Percentage of total inventory population for losses.

(5) Total "absolute" value of count adjustments.

k. Number of Inventory Reversal Adjustments. This metric is for reversal adjustments made to recorded quantities for other than a scheduled physical inventory count. The results shall include:

(1) Total number of NIINs with gain reversals.

(2) Total number of NIINs with loss reversals.

l. Value of Inventory Reversal Adjustments. This metric is for the value of reversal adjustments made for other than a physical inventory count. The performance goal is a total of less than 1% for gain or loss reversals and less than 2% for total absolute reversal value. The results shall include:

(1) Total value of gain reversals.

(2) Percentage of total inventory population for reversals due to gains.

(3) Total value of loss reversals.

(4) Percentage of total inventory population for reversals due to Losses.

(5) Total absolute value of reversal adjustments.

n. Stratified Random Statistical Sample Physical Inventory. This metric reports the results of the quarterly physical inventory. The test shall be designed to achieve a

95% confidence interval for the physical population's total value and should be within ±5% of the inventory records' total value. The results shall include:

(1) Recorded value of universe.

(2) Recorded value of the sample.

(3) Recorded dollar value of adjustments.

(4) Accuracy of sampled physical inventory.

(5) Number of line items in the sampled universe.

(6) Number of line items with count errors following the research and adjustment phase.

(7) Number of line item adjustments.

(8) Accuracy rate for line items inventoried.

(9) Stratums. The following information shall be reported for each stratum. The number of stratums shall not exceed 15.

(a) Ranges of value for each stratum.

(b) Recorded value of adjustments for each stratum.

(c) Recorded dollar value accuracy rate for each stratum.

(d) Number of line items for each stratum.

(e) Number of line item adjustments for each stratum.

(f) Line item accuracy rate for each stratum.

o. 100% Count of Remote Stock Point Inventory. The results shall include:

(1) Recorded value of remote stock point universe.

(2) Total number of line items.

(3) Total number of line items found in error following the research and adjustment phase.

(4) The accuracy rate for the remote stock point inventory.

q. Controlled Inventory Results. The results shall include:

(1) Recorded value of the controlled inventory universe.

(2) Total number of line items sampled.

(3) Total number of line items found in error following the research and adjustment phase.

(4) The accuracy rate for the controlled inventory.

CHAPTER 16 - PHYSICAL INVENTORY POLICIES

A. Overview.

A key factor in maintaining mission support effectiveness and readiness levels is that Inventory Control Points (ICP) must maintain effective and efficient supply chain operations. The professional management of inventory is crucial to the supply chain and accurate information must be maintained to allow for proper supply chain management. Accurate quantities on inventory records are also the foundation of sound financial accountability. Financial statements cannot be supported or trusted unless the physical management of inventory is well controlled. The primary financial objective for conducting physical inventories is that they lead to creditable financial statements. Trusted and supported material and financial management assertions provide a level of confidence to stakeholders such as Congress, the Administration, and the public, that the Coast Guard (CG) is a good steward of public funds.

B. Purpose. This chapter mandates the requirements for conducting and reporting physical inventories of materials managed and controlled by an ICP.

C. Definitions.

1. ICP Primary Warehouse. These are “warehouses” that have inventory under the direct physical control of the ICP and are electronically integrated with the ICP inventory management system.
2. Remote Stock Locations. These are “field units” that have inventory under their direct physical control and are electronically integrated with the ICP inventory management system.
3. Remote Stock Points. These are CG, Other Government Agency, or Contractor owned warehouses that have inventory under the direct control of the ICP but may not be electronically integrated with the ICP.

D. Policy.

1. Processes and Procedures. Inventory Control Points shall:
   a. Design and execute processes and procedures compliant with this policy.
   b. Submit changes or improvements to processes and procedures to Commandant (CG-44) for review.
   c. Disseminate processes and procedures to Remote Stock Locations.
2. Scheduling. The ICP shall:
   a. Schedule quarterly stratified random statistical sample inventories.
   b. Schedule annual inventories for items located at Remote Stock Points.
   c. Provide an inventory schedule, prior to 30 September for the upcoming fiscal year, to Commandant (CG-44).

d. Changes to the annual schedule shall be made in writing regardless of supplicant and routed to Commandant (CG-44).

e. The schedule shall include dates, inventory types (Consumable or Depot Level Repairable), inventory methods, and locations.

f. ICPs shall conduct additional physical inventories as directed by Commandant (CG-44). Commandant (CG-44) shall provide a minimum of 30 day notice prior to any unscheduled inventories. However, unscheduled inventories will not be done if it would cause a major disruption to operational mission support by the enterprise supply chain: in those cases, an agreed upon date will be worked out between Commandant (CG-44) and the ICP.

3. Segregation of Duties and Training.

a. The following responsibilities shall be assigned in writing: Inventory Control Officer (ICO), Count Team personnel, and Research and Stock Record Adjustment personnel. In the event personnel responsible for maintaining the inventory (i.e., warehouse personnel, Asset Material Manager) are used as counters, the ICO shall assign someone that has not been involved in the count as a "Verifier" in writing.

(1) A minimum of two (2) persons shall be on a count team.

(2) If a verifier(s) is used, the ICO shall randomly select a minimum of 25% of the line items counted by each count team and assign the verifier(s) to check the selections. Both count team and verifier count numbers are considered to be a first count.

b. The ICO shall conduct training at least once a year for all personnel involved in physical inventory activities including those teams assigned at Remote Stock Locations.

c. Training shall be documented and available for review no later than the day before a physical inventory is to be conducted. Verification of training being received is required and signed by the Comptroller.

4. Off-Line Procedures. ICPs shall develop and document off-line process and procedures to allow for urgent or emergency material handling as required by operations that may occur during the count phase of the physical inventory. These procedures shall include documentation that will support inventory and reconciliation activities for the quarterly inventory process.

5. Inventory Methods.

a. ICPs shall conduct quarterly random statistical sample inventories (of stock items under their direct control) to estimate a 95% confidence interval, ±5% of the tolerable misstatement. Misstatement/error rate is defined as estimated inventory records' total value minus physical population's total value. The inventory population shall include:

(1) Mandatory turn-in items "due-in" from operational field units or repair facilities.

(2) Items on loan or at inspection.

(3) Material types 1, 2, 4, 6, 7, or 8 at Remote Stock Locations.

b. Annual blind counts shall be conducted on 100% of all stock items held at Remote Stock Points.

c. Annual blind counts shall be conducted on 100% of all inventory designated by the ICP as controlled or pilferable.

6. Discrepancy Research. Differences between the physical count and the stock record balance shall be researched following an unsuccessful attempt to match a 2nd count to a system record except in the following cases: (1) If weight and measure testing is used and if the difference is within (+/-) 5% of the on-hand quantity, the on-hand quantity shall be accepted as accurate; (2) for non-controlled items with less than an extended line item value gain or loss of $500. All differences require documentation to support any adjustment to stock record balances. The documentation shall include, at a minimum:

   a. The type of research conducted, i.e., 3rd count being led by the ICO, review of transaction histories, shipping and receiving records.

   b. A corrective action statement which may include anything from changes in processes or procedures (with a projected implementation date) to formal investigations, i.e., Report of Survey.

7. Stock Record Losses. All losses ranging from $0 to $499,999 to ICP stock records may only be made following the completion of research activities and must be approved by the ICP Comptroller and Commanding Officer. Inventory losses that equal $500,000 or more require Commandant (CG-44) approval. All losses and evidence of approval shall be noted in the ICP's inventory records and be accompanied by Report of Survey documentation as per COMDTINST M4500 (series), Personal Property Management manual.

8. Corrective Actions. All corrective actions must be documented. Corrective actions that have not been implemented or completed prior to reporting the physical inventory results at the end of the quarter must be annotated on the final report and continue to be carried over each quarter until completely resolved.

9. Reporting. Physical inventory results and related supporting documentation shall be submitted at the end of the fiscal quarter they are conducted in conjunction with the quarterly Inventory Control and Effectiveness reports.

10. Retention of Documentation. Documentation supporting physical inventories shall be retained in electronic format which must be easily retrieved for audit purposes. Destroy the documentation after the expiration period of the retention period authorized by COMDTINST M5212.12A, Information and Life Cycle Management Manual, Chapter 4, Logistics Records, SSIC 4000, Item No. 3. The following documentation shall be retained at the ICP:

    a. Copy of general ledger trial balance summary sheet or system query before conducting the count.

    b. Comparison of universe to trial balance summary and reconciliation of differences.

    c. Data file containing exclusions.

d. Copy of ICP physical inventory procedures if changed from previous quarter.

e. Copy of Stratified Random Statistical Sample procedures if changed from previous quarter.

f. Confidence interval data for the sample.

g. Strata defining data, including boundaries and number of line items in each stratum.

h. Copy of observed variances sheet dated and signed with NIIN, record quantity, quantity in location(s), nomenclature, unit price and total dollar value after post count.

i. Documentation providing evidence physical inventory team personnel have been trained and/or are qualified to perform their duties with a cross reference sheet of "printed" names and "signatures" for all those personnel participating in the physical inventory.

j. Copy of the statistical sample consolidated list with NIIN, locations, condition code, nomenclature, quantities, and unit price.

k. Copy of count sheets, dated and signed (not initialed) by all team counters with NIIN, quantity, location, and nomenclature.

l. Reconciliation information, e.g., copy of adjustments, screen prints and reports, transaction analysis worksheets (signed and dated by reconciler).

m. Evidence to support the approval of stock record adjustments.

n. Statements to support any corrective actions.

o. Documentation to support known or likely misstatements that were submitted to Headquarters.

p. Copy of all reports and correspondence submitted to Headquarters.

q. Copy of the Total Population Data Set that is reconciled to the General Ledger.

INVENTORY CONTROL EFFECTIVENESS (ICE) CG FORM 5644

*******NOTE: This table represents the reportable data elements.*******

INVENTORY COMPOSITION (para. C.4.a)	**Current Qtr**	**Previous Qtr**	**Variance**
Consumables			
Total Line Items			
Recorded Value	$	$	$
Depot Level Repairables (DLR)			
Total Line Items			
Recorded Value	$	$	$
Total Inventory Composition			
Total Volume of Inventory Line Items			
Recorded Value of Inventory	$	$	$

ISSUE EFFECTIVENESS (goal ≥ 90%) (para. C.4.b)	**Current Qtr**	**Previous Qtr**	**Variance**
Requisitions Accepted			
Immediate Issues			
Issue Effectiveness Rate	%	%	%

MATERIAL DENIALS (goal < 1%) (para. C.4.c)	**Current Qtr**	**Previous Qtr**	**Variance**
Material Release Orders			
Total Material Release Denials			
Material Denial Rate	%	%	%

RECEIPT PROCESSING (goal ≥ 90%) (para. C.4.d)	**Current Qtr**	**Previous Qtr**	**Variance**
Number of Receipts Processed			
Number Processed On Time			
On Time Receipt Rate	%	%	%

CUSTOMER DISCREPANCIES (para. C.4.e)	**Current Qtr**	**Previous Qtr**	**Variance**
Number of Supply Discrepancies			

WEIGHTED AVERAGE PRICE (WAP) ALGORITHM VERIFICATION (para. C.4.f)	**Current Qtr**	**Previous Qtr**
Number of NIIN Records Tested		
Number of NIIN Records with Errors		
Pass/Fail ?	Pass/Fail	Pass/Fail

PRIMARY WAREHOUSE INVENTORY LOCATION SURVEY (para. C.4.g)	**Current Qtr**	**Previous Qtr**
Number of Possible Locations		
Number of Locations Surveyed		
Number of Locations with Errors		
Pass/Fail ?	Pass/Fail	Pass/Fail

INVENTORY DISPOSALS (para. C.4.h)	**Current Qtr**	**Previous Qtr**	**Variance**
Disposal of Consumables Issued to Disposal			
Total Line Items			
Recorded Value	$	$	$
Depot Level Repairables (DLR) Issued to Disposal			
Total Line Items			
Recorded Value	$	$	$
Total Inventory Issued to Disposal			
Total Volume of Inventory Line Items			
Recorded Value of Inventory	$	$	$

NUMBER OF INVENTORY COUNT ADJUSTMENTS (para. C.4.i) **(For Other Than a Scheduled Physical Inventory)**	**Current Qtr**	**Previous Qtr**	**Variance**
Number of NIINs with Gain Adjustments			
Number of NIINs with Loss Adjustments			

VALUE OF INVENTORY COUNT ADJUSTMENTS (para. C.4.j) **(For Other Than a Physical Inventory Count)**	**Current Qtr**	**Previous Qtr**	**Variance**
Value of Adjustments Due to Gains	$	$	$
Percentage of Total Inventory Population (Gains)	%	%	%
Value of Adjustments Due to Losses	$	$	$
Percentage of Total Inventory Population (Losses)	%	%	%
Total “Absolute” Value of Count Adjustments	$	$	$

NUMBER OF INVENTORY REVERSAL ADJUSTMENTS (para. C.4.k) **(For Other Than a Scheduled Physical Inventory)**	**Current Qtr**	**Previous Qtr**	**Variance**
Number of NIINs with Reversals Due to Gains			
Number of NIINs with Reversals Due to Losses			

VALUE OF INVENTORY REVERSAL ADJUSTMENTS (para. C.4.l) **(For Other Than a Scheduled Physical Inventory)**	**Current Qtr**	**Previous Qtr**	**Variance**
Value of Reversals Due to Gains	$	$	$
Percentage of Total Inventory Population (Gains)	%	%	%
Value of Reversals Due to Losses	$	$	$
Percentage of Total Inventory Population (Losses)	%	%	%
Total “Absolute” Value of Reversal Adjustments	$	$	$

STRATIFIED RANDOM STATISTICAL SAMPLE PHYSICAL INVENTORY (para. C.4.m)

	Current Qtr	Previous Qtr	Variance
Value of universe.	$	$	$
Value of the sample.	$	$	$
Dollar value of adjustments.	$	$	$
Accuracy of sampled physical inventory.	%	%	%
Number of line items in the sample.			
Number of line items with count errors.			
Number of line item adjustments.			
Accuracy rate for line items inventoried.	%	%	%

STRATUM RANGES ($VALUE TO $VALUE)		Recorded Value of Adjustments	$ Value Accuracy Rate	# of Line Items	# of Line Items Adjustments	Line Item Accuracy Rate
1		$	%			%
2		$	%			%
3		$	%			%
4		$	%			%
5		$	%			%
6		$	%			%
7		$	%			%
8		$	%			%
9		$	%			%
10		$	%			%
11		$	%			%
12		$	%			%
13		$	%			%
14		$	%			%
15		$	%			%

REMOTE STOCK POINT (100% COUNT) (para. C.4.n)

Location	Value of Inventory	# of Line Items	# of Line Items in Error	Accuracy Rate
	$			%
	$			%
	$			%
	$			%
	$			%
	$			%
	$			%
	$			%
	$			%
	$			%

CONTROLLED INVENTORY RESULTS (para. C.4.o)

Value of Inventory	# of Line Items	# of Line Items in Error	Accuracy Rate
$			%

ACRONYMS

ACCB	Aircraft Configuration Control Board
AC&I	Acquisition, Construction and Improvements
ACR	Allowance Change Request
AICP	Aviation Inventory Control Point
ALMIS	Aviation Logistics Management Information System
AMC	Acquisition Turn-in Code
AMCL	Approved Mil Change Letter
AMMIS	Aviation Maintenance Management Information System
AMSC	Acquisition Method Suffix Code
APA	Appropriation Purchase Account
ARMS	Automatic Requisitioning Management System
ARSC	Aircraft Repair and Supply Center
ARTIC	Abolish Red Tape in Contracting
ASPM	Afloat Supply Procedures Manual
BOSS	Boat Outfit and System Support
CAGE	Commercial and Government Entity
CALMS	Combined Allowance for Logistics, Maintenance and Support
CCB	Configuration Control Board
CCR	Configuration Change Request/Report
CDM	Configuration Data Manager
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CG	Coast Guard
CGAP	Coast Guard Acquisition Procedures
CI	Configuration Item
CIC	Contractor Initial Contact
CIS	Contract Information System
CM	Configuration Management
COSAL	Consolidated Shipboard Allowance List
DAAS	Defense Automatic Addressing System
DAASC	Defense Automatic Addressing System Center
DAASO	Defense Automatic Addressing System Office
DAMES	Defense Automated Message Entry System
DFARS	Defense Federal Acquisition Regulation Supplement
DIIS	Defense Inactive Item Program
DLA	Defense Logistics Agency
DLMS	Defense Logistics Management System
DLR	Depot Level Repair
DLSC	Defense Logistics Services Center
DMS	Diminishing Manufacturers Source
DOD	Department of Defense
DOT	Department of Transportation
DRMO	Defense Reutilization and Marketing Office
ECONOP	Engineering Logistics Concept of Operation
ELC	Engineering Logistics Center
EOQ	Economic Order Quantity
ERPAL	Electronics Repair Parts Allowance List
ERQ	Economic Repair Quantity
FAR	Federal Acquisition Regulations

FASAB	Finance Accounting Standards Advisory Board
FINCEN	Finance Center
FLIS	Federal Logistics
FLS	Fleet Logistics System
FSC	Federal Supply Code
FSS	Federal Supply System
GIRDER	Government Industry Reference Data Edit Review
HAZMAT	Hazardous Material
HM&E	Hull, Mechanical & Electrical
IBUD	Integrated Budget System
ICP	Inventory Control Point
ILSMT	Integrated Logistics Support Management Team
ILSP	Integrated Logistics Support Plan
IM	Inventory Manager
IMM	Integrated Material Manager
IRM	Information Resource Management
ISIL	Interim Support Item List
MILSBILLS	Military Standard Billing System
MILSTRAP	Military Standard Transaction Reporting & Accounting Procedures
MILSTRIP	Military Standard Requisitioning & Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MLC	Maintenance Logistics Commands
MSO	Maintenance Support Outline
MTR	Mandatory Turn-in Reparable
NOTAL	Not All
OE	Operating Expenses
OGA	Other Government Agency
OLSP	Operational Logistics Support Plan
OPAC	On-Line Payment and Credit
OPFAC	Operating Facility Accounting Code
PICA	Primary Inventory Control Activity
PMCL	Proposed Mil Change Letter
POP	Planned Obligation Program
PRO	Project Resident Office
PTD	Provisioning Technical Documentation
QA	Quality Assurance
QMO	Quarterly Management Overview
RCP	Resource Change Proposal
RP	Resource Proposal
SAM	Systems Acquisition Manual
SCB	Supply Center Baltimore
SCCB	Supply Center Curtis Bay
SCCR	Supply Centers Computer Replacement
SF	Stock Fund
SICA	Secondary Inventory Control Activity
SM&R	Source, Maintenance & Recoverability
SPBO	Spare Parts Breakout
SPPM	Supply Policy and Procedures Manual
SUPCEN	Supply Center
TAR	Transportation Acquisition Regulations
TIR	Total Item Record

CUSTOMERS

A. **Customers**. Customers vary depending on the ICP and the commodity they manage. The following lists are separated by ICP and identifies their primary customers.

B. **List of Customers**.

1. Aircraft Repair and Supply Center (ARSC). Aeronautical and avionics support is governed by one of the "material type" classifications according to price and/or source as outlined in COMDTINST M13020.1 (series), Chapter 7 and COMDTINST M4400.19, Part V, Chapter 4.

   a. 26 CG Air Stations

   b. Repair Division (ARSC)

   c. Engineering Division (ARSC)

   d. Aviation Training Center Mobile

   e. Aviation Technical Training Center Elizabeth City

2. Engineering Logistics Center (ELC).

   a. All CG Operating Units

   b. OGAs, e.g., Army, Navy, Air Force, Marines and FAA

   c. Host Nation LORAN/OMEGA Stations

   d. There are three types of support provided to the fleet

      FULL. Configuration and centrally managed supply support of all mission critical items of operation are in accordance with the operating unit's maintenance support outline and identified in their configuration/allowance document.

      PARTIAL. Centrally managed supply support is limited to selected mission critical items identified in the maintenance support outline. These items are normally casualty insurance items with long manufacturing lead time.

      LIMITED. There is no centrally managed supply support for this item of operation. If an item of support is in the FSS and/or managed by an ICP, the item may be procured from the ICP or OGA. However, no new items of supply will be entered into the FSS to support a platform with this classification.

The following is a detailed list of ELC fleet customers and the type of support provided.

List of Customers	Qty	Type of Support
399 WAGB POLAR CLASS	2	PARTIAL
378 WHEC	12	FULL
295 WIX EAGLE	1	LIMITED
270 WMEC	13	FULL
230 WMEC	1	PARTIAL
213 WMEC	3	LIMITED
210 WMEC	16	FULL
205 WMEC	1	LIMITED
180 WMEC	1	PARTIAL
180 WLB	23	FULL
180 WLB (AUSTERE)	5	LIMITED
160 WLIC	4	PARTIAL
157 WLM	5	PARTIAL
140 WTGB	9	FULL
133 WLM	6	PARTIAL
115 WLR	1	LIMITED
110 WPB	49	FULL
100 WLI	2	LIMITED
100 WLIC	3	LIMITED

List of Customers	Qty	Type of Support
82 WPB	38	PARTIAL
75 WLIC	9	PARTIAL
75 WLR	11	PARTIAL
65 WYTL	14	PARTIAL
65 WLI	4	PARTIAL
65 WLR	6	LIMITED
65 ANB	1	LIMITED
63 ANB	1	LIMITED
55 ANB	22	FULL
46 BUSL	13	LIMITED
45 BU	12	LIMITED
44 MLB	97	FULL
41 UTB	205	FULL
34 ANB	2	LIMITED
32 PWB	7	LIMITED
30 SRB	14	PARTIAL
25'8 MCB/MSB	96*	FULL
25 UTL	111	LIMITED
22 SKB	29	LIMITED
21 TANB	77	LIMITED
19 RHIB (AVON)	84*	FULL
PROPOSED NEW CUTTER CLASSES		
PIR	1	FULL
WLB	5-16	FULL
WLM	3-14	FULL

List of Customers	Qty	Type of Support
CPB	1-50	FULL
49 BUSL	2-52	FULL
47 MLB (NEW)	5-125	FULL
25'8 MLB	35	FULL

* Original quantity is fully supported as indicated. Additional quantities, procured locally from various other manufactures, the "Type of Support" category is LIMITED.