IN REPLY REFER TO

COMNAVSURFORINST 4400.1
N41
25 Aug 08

COMNAVSURFOR INSTRUCTION 4400.1

From: Commander, Naval Surface Forces

Subj: SURFACE FORCE SUPPLY PROCEDURES

1. Purpose. This instruction provides policy and procedures for supply operations in Commander, Naval Surface Forces (COMNAVSURFOR) ships and is effective upon receipt.

2. Cancellation. COMNAVSURFLANT/COMNAVSURFPAC INSTRUCTION 4400.1J.

3. Changes. This is a complete revision of the basic instruction.

4. Action

     a. The policies and procedures in this instruction are mandatory for all COMNAVSURFOR afloat commands and shore units.

     b. Recommendations for changes and improvements are encouraged. Submit recommendations to LANT (N41), DSN 836-3324, commercial (757) 836-3324 or PAC (N41), DSN 577-3544, commercial (619) 437-3544.

                              P. A. GUMATAOTAO
                              Chief of Staff

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SURFACE FORCE SUPPLY
PROCEDURES MANUAL
(SURFSUP)

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RECORD OF CHANGES

CHANGE PARA	DATE OF CHANGE	DATE ENTERED	SIGNATURE OF PERSON MAKING CHANGE

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LIST OF EFFECTIVE PAGES

The following is a list of pages in effect. "0" in the Change
Number field indicates original pages.

PAGE	CHANGE #
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1-1 through 1-12	0
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10-1 through 10-9	0
11-1 through 11-18	0
12-1 through 12-40	0
13-1 through 13-20	0
14-1 through 14-3	0
15-1 through 15-11	0
16-1 through 16-15	0
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18-1 through 18-2	0
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CHAPTER 1 - INTRODUCTION

1000. <u>INTRODUCTION</u>. The SURFSUP contains the information and guidance for personnel engaged in supply operations under Commander Naval Surface Forces (CNSF) cognizant. This publication amplifies and supplements procedures for financial management and inventory control. Refer any apparent conflict between this publication and other directives to CNSF for interpretation or resolution.

1100. <u>ACTION AND AUTHORITY</u>. This instruction does not replace instructions issued by higher authority, but rather sets policy to stated elsewhere and clarifies procedures wherein the TYCOM is afforded an option. Use it as a supplemental directive to NAVSUP P-485, NAVSO P-3013 and other publications referenced throughout this instruction.

1200. <u>ASSISTANCE</u>. The offices of the COMNAVSURFOR Assistant Chiefs of Staff for Supply and Financial Management are located in Norfolk, Virginia and San Diego, California respectively. Requests for assistance when questions or problems arise in any functional area of supply are encouraged. Supply Officers reporting on board a ship WILL visit CNSF and Afloat Training Group (ATG) for a familiarization briefing before relieving.

1300. <u>RELIEF OF SUPPLY OFFICER</u>. Accomplish Supply Officer relief according to NAVSUP P-485, paragraphs 1160 through 1164. Along with the information required in paragraph 1163 of NAVSUP P-485, the joint relieving letter (see Figure 1-1 for sample) will include statements concerning the following:

    a. Status of discrepancies noted in the most recent Commanding Officer's Zone Inspection.

    b. Inventory validity including all applicable categories of repair parts according to NAVSUP P-485 paragraph 1161.3.

        (1) 10% DLR Inventory

        (2) 10% SIM Inventory

        (3) .25% NON-SIM Inventory

        (4) .25% TOTAL L/I, LAP

        (5) 10% HAZMAT Inventory

(6) 100% Food Service Provisions Inventory, if the Supply Officer is not the FSO 10% Inventory

(7) Spot inventory of 50 retail line items and price check 25 line items

(8) PUK 100% AVDLR Inventory, 10% Consumables

Note: MAM inventory requirements are outlined in COMNAVSURFORINST 4440.1 series.

c. Conduct a review of the Food Service Division to include:

(1) Financial status of the general mess

(2) Food service accountability files, DAYBACK, and SYSBACK discs

(3) ATG monthly audits review to ensure that discrepancies are corrected

(4) Access restrictions in FSM

(5) Menu review board minutes

(6) Navy Standard Core Menu review

(7) DIVO notebook

(8) Personnel rotation plan

(9) Weekly reporting requirements to the Supply Officer

d. Conduct a review of the Ship Store Division to include:

(1) AO file review

(2) DIVO notebook

(3) Retail review board minutes

(4) Emblematics

(5) Personnel rotation plan

(6) Weekly reporting requirements to the Supply
Officer

e. Conduct a review of the Disbursing Office to include:

(1) Navy Cash policy and procedures

(2) FEG audit results

(3) Last CVT audit results

(4) Weekly reporting requirements to the Supply Officer

f. Conduct a review of the Postal Office to include:

CMP reports

Deployment requirements

MRI reports

AMPS login and use/voting requirements

Conduct a postal audit

g. Stowage and preservation of all Supply Department
spaces.

h. Review by both relieved and relieving Supply Officers of
SNAP I/II/Micro-SNAP/NTCSS, ROM, FSM, DJMS, and DMO access.

i. Review by both relieved and relieving Supply Officers of
SNAP I/II/Micro-SNAP/NTCSS management reports and files.
Include comments about the accuracy and completeness of
management records and files.

j. Status of ASI processing.

k. Status of the latest trial reorder review as it relates
to stock deficiencies and requirements review.

l. Status of enlisted and officer Supply Department manning
(including NECs), qualifications and rotation plan, by division.

m. 100% inventory and review of Presentation Silver.

n. Review Stock Status Listing with "ARRC" codes.

o. Review credit card program and verify is on file for 3 yrs.

p. DLR carcass charges (current and previous FY).

q. MAMS 1O2 Report (OMMS-NG).

r. Outstanding CASREPs.

s. MWR semi-annual audit review and results of monthly reconciliation with the recreational funds custodian.

t. Department's CSMP and 3M program.

u. Previous SMC, LLTT results and POAM for next inspection.

v. 8 O'clock and CO's monthly reporting requirements.

w. Previous months CMP reports.

1400. <u>SUPPLY OFFICER'S MONTHLY REPORT TO COMMANDING OFFICER</u>. Submit a monthly report to the Commanding Officer on the status of the Supply Department by the 10th of the following month. At a minimum, all items in Appendix A will be included in the monthly report. Include a printout of the back of the 153 (retail), and the month's Continuous Monitoring Program (CMP) pulse-point summary report. This information serves a dual purpose: For the Commanding Officer, it assists in evaluating the status of a key department. For the Supply Officer, it serves as a tool for assessing the health of the Supply Department. Retain copies of the Supply Officer's Monthly Report for 12 months plus current month.

1401. <u>QUARTERLY CASH VERIFICATION</u>. The Cash Verification Team (CVT) appointment shall be made in writing by the Commanding Officer and include at least two qualified personnel. At least one of the personnel must have accounting, disbursing, or Navy Cash experience. For ships, the senior member on the cash verification team shall be the Supply Officer or a senior member of the Supply Department. Quarterly Cash Verifications will include, at a minimum, cash and all change funds, safekeeping deposits, negotiable instruments, Navy Cash Accountability and Automated Teller Machine (ATM) deposits. Conduct Quarterly Cash Verifications at random intervals, varying the month of verification throughout the quarters. Detailed CVT procedures

are outlined in Chapter 13 of this instruction and DoDFMR Volume 5, Paragraph 030201, Chapter 3 and Appendixes A and D.

1500. SUPPLY DEPARTMENT EIGHT O'CLOCK REPORTS. The Eight O'clock Report provided to the Executive Officer or Command Duty Officer, shall address, at a minimum, all items in Figure 1-2. Information provided at Eight O'clock Reports will be available for the Supply Officer to review at the beginning of the following day. Supply Officer's Eight O'clock reports will be retained for 30 days.

1550. SUPPLY OFFICER AUDITS. The Supply Officer will be engaged and understand the basic tasks involved with maintaining an effective Stores Division. They are required to review daily/weekly/monthly status reports. Supply Officer's audits will be annotated and reported to the Commanding Officer in the CO Monthly Report. Figure 1-3 outlines the specific reports with their periodicity and retention requirements. Figure 1-4 lists the minimum requirements for Supply Officer stock control audits.

1600. PERSONNEL. Ships need adequate numbers of experienced supply rating personnel to cope with the demanding task of providing supply support and services. Although no directive legislates how a Commanding Officer should use personnel, experience has shown that maximum supply support is not realized in those commands where supply personnel do not devote the majority of their time to professional supply duties. We strongly recommend that food service personnel be assigned only rate-related duties at all times. We also recommend that you follow SMD manning levels for Food Service Attendants (FSA), rotational pool personnel, and non-rated rotational laundry personnel. Without this supplemental manning, an undue burden is placed on Supply Department personnel. Supply Officers should continuously examine supply rating manning levels, assess their impact on essential support and services and exploit innovative opportunities to augment Supply Department manning.

1700. SNAP I/II/RSUPPLY/MICRO-SNAP PROCEDURES. COMNAVSURFLANTINST 4406.1 series contain TYCOM guidance for NWCF ships. SNAP II/III Desktop Guides (use NAVSUP P-2003 to obtain the NSNs for the latest guides) and NAVSUP P-485, Volume I, contain guidance for SNAP II/III ships. For RSUPPLY ships, use RSUPPLY User Guide (NAVSUP 732) on CD-ROM.

1800. SUPPLY MANAGEMENT CERTIFICATION (SMC). COMNAVSURFORINST 5040.1 series, "Supply Management Certification (SMC)" provides

SMC guidance. This guide, if used regularly, will assist in improving day-to-day Supply Department operations. It also provides useful references for training and self-assessment. Self-assessments are required to be conducted before and after deployment and prior to a Supply Management Certification (SMC).

1900. <u>DEPOT LEVEL REPAIRABLE (DLR) CARCASS CHARGES</u>

a. DLR carcass charges can have a serious impact on ship and force readiness. These charges are preventable. Refer to Appendix D for information on DLR procedures.

b. Appendix D contains significant information concerning DLR carcass charges. Excessive charges may affect eligibility for the Logistics Management Excellence Award (Supply Blue "E") and require additional management assessments and investigations.

From: LT G. C. Davis, SC, USN, 001 23 4567/3100
       LT I. L. Garner, SC, USN, 097 32 5896/3100
To: Commanding Officer, USS ALWAYS UNDERWAY (DDG-199)

Subj: RELIEF OF LT G. C. DAVIS AS SUPPLY OFFICER OF USS ALWAYS UNDERWAY (DDG-199) BY LT I. L. GARNER

Ref: (a) NAVSUP P-485, Volume I, par. 1163
       (b) COMNAVSURFORINST 4400.1, par. 1300
       (c) COMNAVSURFORINST 5440.1, Tab F
       (d) FLTMPS report dtd Feb 2008

Encl: (1) Supply Officer's Monthly Report to the Commanding Officer as of 10 Feb 2008
       (2) CVT audit results dtd 26 Feb 2008
       (3) MWR audit results dtd 27 Feb 2008
       (4) February 2008 CMP data

1. Approval is requested for LT G. C. DAVIS to be relieved of his duties as Supply Officer of USS JOHN PAUL JONES by LT I. L. Garner as of the close of business this date.

2. Per reference (a) (b) and (c), a joint inspection of the Supply Department has been conducted, and the following was noted:

    a. Disbursing: [Last CVT audit conducted ____, safe in/out of balance, FEG audit results, Navy cash negative balances etc.]

    b. Food Service: [Include financial status of the General Mess, accountability file, menu, equipment degradation, etc.]

    c. Retail Operations: [AO file review, emblematics, degraded equipment, etc.]

    d. Postal Operations: [Postal Officer's Weekly Inspection results; Post Office Inspection, AMPS, MRI report, etc]

    e. Stowage and preservation: [All Supply Dept spaces]

    f. Review of NTCSS, ROM, FSM and UMIDS access: [Both relieved and relieving officers conduct audit]

    g. Review of NTCSS management reports: [Include comments about accuracy and completeness of records and files]

    h. Status of ASI processing:

    i. Status of last trial reorder review: [As it relates to stock deficiencies and requirements review]

    j. Status of ship's Presentation Silver:

    k. Review of Stock Status Listing with 'ARRC' codes:

    l. Outstanding CASREPS:

    m. MWR Semi-annual audit review and monthly reconciliation with Rec. funds custodian

    n. Review of department's CSMP and 3M program

    o. Review of previous SMC/LLTT: [include the plan or next inspection]

    p. Supply Dept manning: [Are NEC requirements met? What are the deficient areas]

Rate	NMP	COB	POB9
SK	11	13	10
CS	16	19	14
SH	6	6	6
PS	0	3	0
PC	0	1	1

	REQD		ASSIGNED
NEC 9595	2		3 (1 is BM)
FSA	17		13

    q. S-1- New SUPPO information in RSUPPLY/SNAP II/MSNAP, Review LOA's (para.1160, P485),   Review of Pubs and directives (para.1160, 1190, 6041, P-485, WQS Bill (Para 1160 P-485), Training Program (para.1160, 1186 P-485), Most Recent Change Notice (para.1163, P-485, Review CMP), DLR carcass charges.

3. Status of discrepancies noted on the most recent Commanding Officer's Zone Inspection is as follows:

    a. Space 1-260-1-L missing CO2 Bottle. Ordered R21313-8058-XXXX.

4. The relieving officer conducted a sample inventory and location audit (LAP) of a random selection of items IAW reference (b) to determine the validity of stock records.

    a. SIM/DBI: 10% sample inventory conducted (XXX of XXX line items). Inventory validity equates to 99%.

    b. Non-SIM: .25% sample inventory conducted (XXX of XX, XXX line items). Inventory validity equates to 99%.

    c. LAP: .25% sample inventory of total line items conducted. Inventory validity equates to 99%.

    d. DLR: 10% sample inventory conducted (XXX of X, XXX line items). Inventory validity equates to 100%

    e. Food Service: 100% inventory conducted (X, XXX total line items). Inventory validity equates to 99%.

    f. Retail: 50 line items inventory conducted with 100% validity. 25 line items price-line check with 100% accuracy.

5. The overall condition of the Supply Department was found to be satisfactory. There is no disagreement between these officers as to the conditions discovered.

G. C. DAVIS   I. L. GARNER
//G.C. Davis//   //I.L. Garner//

Figure 1-1

Figure 1-1 cont.

```
                                                              DDG-32/00
                                                                  4400
                                                              Ser: 416
                                                          01 March 2008

FIRST ENDORSEMENT on LT G. C. DAVIS and LT I. L. GARNER ltr of 01 March 2008

From:  Commanding Officer, USS ALWAYS UNDERWAY (DDG-199)
To:    LT G. C. DAVIS, SC, USN
       LT I. L. GARNER, SC, USN

1.  Approved.



                              R. G. DODSON
```

Date: _____

From: Supply Officer, USS ALWAYS UNDERWAY (DDG-199)
To: Commanding Officer, USS ALWAYS UNDERWAY (DDG-199)
Via: Executive Officer, USS ALWAYS UNDERWAY (DDG-199)

Subj: SUPPLY DEPARTMENT EIGHT O'CLOCK REPORT

1. CASREP PARTS STATUS (INCLUDING CO INTEREST ANORS):

CASREP Nr	Equip/System	Reqn Nr	Reqn Status

2. SUPPLY DEPARTMENT EQUIPMENT OOC:

Equip/System	JCN	Date Submitted (Trouble Call Log Nr)	Status/ETR

3. SIGNIFICANT INTERRUPTIONS TO CREW SUPPORT

    a. Laundry.

    b. Food Service.

    c. Ship's Store, Vending Machines, Dollar Bill Changer.

    d. Barber Shop.

    e. Disbursing and Navy Cash outlets/Automatic Teller Machines.

    f. Post Office.

4. DLR CARCASSES NOT TURNED-IN TO SUPPLY DEPT:

Work Center	Item	NIIN	Reason

5. HAZMAT NOT TURNED-IN TO SUPPLY DEPT:

WORK CENTER   ITEM   REASON

6. MANNING

    (Include personnel gains/losses, unfilled NEC requirements and manning gaps)

7. FOOD SERVICE

    (Over/Under issue, Provisions on hand, and last FSM posting date)

8. OPTAR FINANCIAL STATUS

Figure 1-2

SNAP	RSUPPLY BATCH NO.	REPORT TITLE	FREQUENCY	RETENTION
RPT 045/097	JSL307	TECH EDIT/ITEM VERIFICATION	DAILY	30 DAYS _
RPT 074	JSL308	REQUIREMENTS LISTING	DAILY	CURRENT
RPT 076	JSS120	STATUS EXCEPTION LISITNG	DAILY	12 MONTHS
RPT 081	JSS120	STATUS INPUT LISTING	DAILY	NONE
RPT 029	JSI208	REORDER REVIEW	DAILY, Pre/Post ASI/ ILO to ILO	CURRENT
	JSL318	STOCK CONTROL REVIEW	DAILY	90 DAYS
RPT 072	JSL319	RELEASE REQUISITIONS	DAILY, AS REQD	90 DAYS
RPT 162	JSL326	DLR SHIPMENT LOG/CARCASS TRACKING RPT	WEEKLY	CURRRENT
RPT 073	JSL311/ALL STATUS	MOF/REQUISITION LISTING (CLOSE/JCN NOT ON CSMP)	DAILY	CURRENT
RPT 073	JSL311/ALL STATUS	MOF/REQUISITION LISTING (STK)	WEEKLY	CURRENT
RPT 073	JSL311/ALL STATUS	MOF/REQUISITION LISTING (DTO)	WEEKLY	CURRENT
	JSL305	DTO WITH OUTSTANDING ON HAND QTY	WEEKLY	CURRENT
RPT 025/026	JSF404	FINANCIAL TRANSMITTAL (CURRENT FY)	8th, 16th, 24th & LAST WORK DAY OF THE MONTH	CURRENT & 2 PRIOR FY
RPT 025/26 & 021/049	JSF404	FINANCIAL TRANSMITTAL & BOR (ALL FY)	LAST WORK DAY OF THE MONTH	CURRENT & 2 PRIOR FY
RPT 043	JSF404	A & B SUMMARY	FINANCIAL TRANSMITTAL (CURRENT FY)	CURRENT & 2 PRIOR FY
RPT 165	JSI203	CANCEL EXCESS STK DUES	MONTHLY	CURRENT
RPT 131	JSI205	GLOBAL LEVEL SETTING	BETWEEN 1st – 5th OF THE FOLLOWING MONTH AFTER SUBMISSION OF CMP DATA	12 MONTHS
	JSI211	FORCE INVENTORY DRAWDOWN (FITSDL)	10TH & 25TH	N/A
	JSI211	FORCE INVENTORY DRAWDOWN (FULL DOWNLOAD/NEW BASELINE)	10TH DAY OF EACH QUARTER (JAN, APR, JUL, OCT)	N/A
RPT 067	JSI221	GAIN BY INVENTORY	1ST WORKING DAY OF FOLLOWING MONTH	24 MONTHS
RPT 068	JSI221	LOSS BY INVENTORY	1ST WORKING DAY OF FOLLOWING MONTH	24 MONTHS
RPT 132	JSI233	SUPPLY/DEMAND EFFECTIVENESS	1ST WORKING DAY OF FOLLOWING MONTH	12 MONTHS
RPT 064	JSI314	MONTHLY ISSUE LISTING	END OF MONTH (EOM)	CURRENT
RPT 164	JSL222	PENDING STOCK SURVEY LISTING	MONTHLY	CURRENT
RPT 073	JSL311	MOF/REQUISITION LISTING (MOV INTERNAL)	MONTHLY	12 MONTHS
RPT 063	JSL311	MOF/REQUISITION LISTING (COMPLETED)	MONTHLY/QUARTERLY	CURRENT
	JSS104	CHANGE NOTICE (RUN PRIOR TO LEVEL SETTING)	MONTHLY	12 MONTHS
	JSS106	ANNUAL PRICE CHANGE NOTICE	YEARLY	CURRENT
RPT 048	JSI216	STOCK LOCATOR LIST (NIIN SEQUENCE)	QUARTERLY	CURRENT
RPT 042	JSL322	STOCK STATUS/MASTER STK STATUS LOCATOR LISTING	QUARTERLY	CURRENT
RPT 163	JSL306	EXPENDITURE LOG (COMPLETE)	QUARTERLY	CURRENT
RPT 142	JSI200	SCHEDULED INVENTORY BY SIM/DBI	SEMI-ANNUAL	CURRENT
RPT 142	JSI200	SCHEDULED INVENTORY BY CLASSIFIED ITEMS	ANNUAL	CURRENT
RPT 142	JSI200	SCHEDULED INVENTORY BY BULHEAD MTD. SPARES or RADIO ACTIVE MATERIAL	ANNUAL	CURRENT
RPT 142	JSI200	SCHEDULED INVENTORY BY DLR	ANNUAL	CURRRENT
RPT 142	JSI200	SCHEDULED INVENTORY BY MAMS IAW CNSFINST 4440.1 SERIES	IAW CNSF 4440.1A	CURRENT
RPT 154	JSI200	SPOT INVENTORY	AS REQD	CURRENT
RPT 142	JSI200	SCHEDULED INVENTORY BY SHELF-LIFE	MONTHLY	CURRENT
RPT 042	JSL322	SIM/DBI LISTING	AS REQD	CURRENT
RPT 042	JSL322	HAZMAT LISTING	AS REQD	CURRENT
RPT 042	JSL322	CLASSIFIED/RADIOACTIVE MATERIAL	AS REQD	CURRENT
RPT 042	JSL322	FILL ITEMS	JUN & DEC	CURRENT
RPT 042	JSL322	SHELF-LIFE ITEMS	AS REQD	CURRENT
RPT 042	JSL322	BY ALLOWANCE TYPE CODES	AS REQD	CURRENT
RPT 042	JSL322	BY LOCAL MANAGEMENT CODE (LMC)	AS REQD	CURRENT
RPT 042	JSL322	BY ARRC	MONTHLY	CURRENT
RPT 144	JSI214	MATERIAL RELOCATIONS	AS REQD	CURRENT
RPT 042	JSI215	MASTER STOCK STATUS	AS REQD	CURRENT
	JSI219	SIMARS	AS REQD	CURRENT
RPT 181	JSI226	PRE-DEPLOYMENT STOCK STATUS	180 DAYS PRIOR TO DEPLOYMENT	CURRENT
RPT 184	JSI227	PMS MATERIAL STATUS	AS REQD	CURRENT
RPT 090	JSL302	FOLLOW-UP/CANC LISTING	AS REQD	NONE
RPT 071		REQUISITION HISTORY LISTING	MONTHLY	12 MONTHS
RPT 042	JSI213	EXCESSIVE LOCATIONS	QTRLY	CURRENT
RPT 143	JSI200	INVENTORY BY LOCATION	AS REQD	CURRENT
RPT 144	JSI200	INVENTORY BY, STOREROOM LISTING	AS REQD	CURRENT
RPT 120	JSL315	RECEIPT CONTROL LOG	AS REQD	NONE
RPT 167	JSS111	ICP GENERATED MOV'S REQUIRING REVIEW/INCOMING STATUS FOR MOV	AFTER STATUS PROCESSING	4 MOV CYCLES
RPT 175	JSL319	CARCASS TRACKING RESPONSE	AS REQD	2 FY
RPT 100		STK RECORD/STK DUE RECONCILIATION	AS REQUIRED	CURRENT
RPT 141		STK RECORD FILE VALIDATION	MONTHLY	CURRENT
RPT 085	LOCAL PRINT	DEPARTMENTAL BUDGET	8TH/16TH/24TH/END OF THE MONTH	MONTHLY
RPT 080	WINDOW PRINT	SFM MASTER ACCESS LIST	QTRLY	CURRRENT
RPT 091	JSS117	ASI AUTOMATED STK REPORT	POST ASI	ILO to ILO

RSUPPLY_SNAP REPORTS GENERATION/RETENTION (FIGURE 1-3)

1. **DAILY**

   A) <u>Spot Check of Receipts</u> - Leading Storekeeper ensures that all receipts for material are posted daily and are filed IAW P-485 para 4705/6670/6685. Supply Officer spot check 5 % per month.

   B) <u>Tech Edit Listing (JSL307)</u> - Processed in accordance with paragraph 3720 of NAVSUP P-485/JSL307 are maintained for 30 days. The Supply Officer should review JSL307 to ensure that tech editing is being done daily and to gage the flow of requirements into the SFM subsystem.

   C) <u>System Back-Up</u> - Supply Officer should ensure no more than one working day has gone by since the last back-up.

   D) <u>Requirements Listing (JSL308)</u> - Processed in accordance with paragraph 3725 of NAVSUP P-485. Only the current annotated JSL308 is required to be maintained. The Supply Officer is specifically tasked with determining why all requirements APPROVED more than two **working days** have not been issued or requisitioned; also, all UNAPPROVED requirements older than **five working days** should be considered for deletion. Any items not deleted after five working days need to have comments as to the reason for delay.

2. **WEEKLY**

   A) <u>The Supply Officer should review the Supply Department Current Ships maintenance Project (CSMP)</u> - Verify that it is up-to-date and includes all known deficiencies. Ensure that plans have been developed to correct all deficiencies.

   B) <u>Material Receipt Acknowledgement (MRA) (Document Identifier DRA)</u> - Shall be transmitted at least weekly, particularly after posting a large amount of receipts. These files are to be archived by month and retained on disk for 6 months

   C) <u>Reorder Review Listing (JSI208)</u> - Process in accordance with P-485, Para. 3731/3740. The current copy of the JSI208 is maintained on board.

   D) <u>Outstanding Requisition Listing with Status (JSL311)</u> - Generated in accordance with Para 3750 of NAVSUP P-485. Only the current JSL311 (with annotations) is required to be maintained. This report should be printed in requisition number sequence to ensure that all requisitions receive appropriate follow-up action to keep requisition status current. Ensure all status files are processed before running.

   E) <u>Status Input Listing (JSS120) and Requisition Status Exception Listing (JSS120)</u> - These reports are the by-product of loading status via an automated means. The exception listing will be printed, reviewed and discrepancies entered into the system by means of the interactive status input option in accordance with Para 3751/3752 of NAVSUP P-485. The exception listing will be retained for 12 months. Cancellations of stock requisitions will be researched to determine cause of cancellation. Reorder for stock will be accomplished accordingly. The respective divisional RPPO will be notified immediately when DTO requisitions have been canceled.

   F) <u>OPTAR Document Transmittal Letter (JSF404) and OPTAR Document Transmittal Report (JSF404)</u> - These reports must be printed for retention and signed by the Commanding Officer. The OPTAR Document Transmittal Report from the floppy disk queue must be downloaded and transmitted to STARS-FL. A signed OPTAR Document Transmittal Letter (JSF404), OPTAR Transmittal Report (JSF404) and OPTAR Document must be filed and retained for the current and two prior fiscal years.

3. **MONTHLY**

   A) <u>Commanding Officers Monthly Report</u> - Submitted to the Commanding Officer no later than the 10th of the month following the month being reported. COMR will be maintained for current month plus 12 months (total 13 months).

   B) <u>Internal Material Obligation Validation (MOV)</u> - Maintain current month plus 12 months.

   C) <u>Stock Status Listing (JSL322).</u> This listing contains all stock records. The current copy is maintained until new report is generated.

   D) <u>Loss By Inventory (LBI)/ Gain By Inventory (GBI) (JSI221)</u> - Output in accordance with Appendix 25 of NAVSUP P-485 and maintained on board for two years.

   E) <u>Pending Material Survey Listing (JSI222)</u> - This report will be produced monthly and used to process a Report of Survey, DD Form 200, for stock transactions resulting primarily from a loss or gain by inventory. A survey will be processed in accordance with guidelines in Chapter 5 of NAVSUP P-485.

   F) <u>APC Required, Credit Card Review (100% transaction review) Report via CO monthly</u>.

   G) <u>Supply Officer will conduct Inventory, 2% DLR and 2% SIM.</u>

Figure 1-4

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CHAPTER 2 - MATERIAL PROCUREMENT

2000. INTRODUCTION. The guidance in this chapter supports and amplifies existing procedures in NAVSUP P-485, NAVCOMPT Manuals, NAVSO P-30l3-2, NAVSUPINST 4200.85 (series), NAVSUPINST 4200.99 (series), and Force Financial Advisory Messages.

2100. GENERAL GUIDANCE

   a. The Requisition OPTAR Log/OPTAR Document Transmittal Listing in Excel Format. Use the Requisition/OPTAR Log and the OPTAR Document Transmittal Listing to record all off-line requisitions and process interim financial reports when the supply Automated Information System (AIS) is out of commission. All chargeable requisitions and purchase orders (the term "chargeable" means any transaction which affects the ship's OPTAR) and all APA (non-OPTAR chargeable) requisitions must be recorded in the log. Post all off-line requisitions to the AIS as soon as it is back on line.

   b. Requisition Files. Supply Officers shall establish internal management procedures to minimize outstanding obligations. This will help ensure effective use of TYCOM funds. The Material Outstanding File (SNAP RPT073/R-SUP JSL311), Material Completed File (SNAP RPT063/R-SUP JSL311), and Issue List (SNAP RPT064/R-SUP JSL314) are required to control material receipts, maintain OPTAR financial status, and prepare the monthly Budget/OPTAR Report.

   c. Material Outstanding File. Maintain the Material Outstanding File (MOF) per NAVSUP P-485, paragraph 3532, and 6188. Take the following actions:

      (1) Review the Material Outstanding File (MOF) daily (closed JCN)/weekly (STK/DTO). An aggressive follow-up program (including use of CMP) assures an effective MOF. Make sure each outstanding requisition is, in fact, a valid outstanding requisition held by a supply activity. This requires continuous review and update.

         (a) Make sure that action has been taken on all status documents (i.e., "BF" status is invalid for an active requisition; additional research is required to obtain the correct status) otherwise process internal cancellation (RX) and reorder if still required.

(b) Purge the file of all over-age shipment status. Consider shipment status over-age when material has not been received within 60 days in CONUS or 90 days while deployed. In many cases, over-age shipment status results from material being received on board without the receipt documents being processed. Thoroughly research the overage shipment, including contact with the customer department, before initiating follow-up action. If overage shipments have been received without receipt documents, they must be received, after-the fact, using a dummy DD Form l348-1A or a printed receipt processing screen from R-Supply. For storeroom stock material, perform physical spot checks before processing "shipped/not received" material receipts. For SNAP/Micro SNAP ships: Post a "loss by inventory" (LBI) on the Stock Record Card/File per NAVSUP P-485, paragraphs 6069 and 6250 if the material cannot be located. For RSUPPLY ships: Use the (X) icon located on the TOOLBAR, under receipt processing, to process overage shipments (AS1), enter zero (0) quantity when prompted "Actual Quantity Received", then on receipt processing screen enter the total quantity shipped but not received. This action will automatically generate the LOST IN SHIPMENT (LIS) transaction.

(c) Purge the file of all obviously completed requisitions (e.g., old SERVMART requisitions, Mode X "bearer walk-thru's," old requisitions for compressed gas, etc.).

(d) Use financial transaction listings and Monthly Fleet Fast Pay Log Listings received from DFAS as aids to determine the status of requisitions.

(e) Conduct an internal Material Obligation Validation (MOV) to make sure that the customer still requires the material. See paragraph 2500.

(f) After accomplishing the above, take external follow-up, modification, or cancellation action per NAVSUP P-485, paragraphs 3530, 3550, and 3565.

(g) Verify all pre-commissioning and NAVSEA OPN Outfitting Account requisitions for validity. Do not cancel initial outfitting requisitions (repair parts only). Conduct spot inventories for requisitions shipped (AS1) over 60 days old and reconcile with SUPSHIP to ensure valid deficiencies are re-ordered with OPN funding. Review General Use Consumable List (GUCL) and Operating Space Items (OSI) material requisitions to ensure only valid items are carried onboard. Process cancellation request (AC1) as required.

(h) Print and review MOF with "Closed JCNs" (R-Supply) and "Closed/JCN Not on CSMP" (SNAP II/Micro-SNAP) daily to ensure cancellation requests (AC1) are submitted to requisitions with status other than "BA/AS1".

(i) Submit NAVSEA MOF only to NAVICP-M POC Ms. Carol Weigle, e-mail: carol.weigle@navy.mil, (717) 605-6842, for status update. Process updated status interactively in SNAP II/Micro-SNAP/R-Supply.

d. <u>Material Completed File</u>. Maintain the Material Completed File per NAVSUP P-485, paragraph 6188. After posting receipts in SNAP/MICROSNAP/RSUPPLY, file receipts in Julian date document number sequence. When material is received without suitable documents, prepare and process a dummy DD Form 1348-1A, or a printed receipt processing screen from R-Supply, in the same manner as formal receipt papers.

e. <u>Preparation of Requisitions</u>. Prepare requisitions according to NAVSUP P-485, Chapter 3. See Appendix B for document number assignment.

2101. <u>MAINTAINING THE REQUISITION/OPTAR LOG</u>. Specific guidance on maintaining the requisition/OPTAR Log is in NAVSUP P-485, paragraph 9105.

2200. <u>MINIATURE/MICROMINIATURE PROGRESSIVE REPAIR ENHANCEMENT PROGRAM (2M PREP)</u>. The 2M PREP process ensures sequential utilization of 2M testing and repair resources for circuit card assemblies (CCAs) and electronic modules (EMs) that have 2M MTR test and diagnostic capabilities. The Supply 2M PREP/ Module Test Repair Activity (MTRA) Strategic Sourcing Software will prevent your released requisitions from hitting the supply system (stock and DTO) for any "Gold Disk" eligible requirements until the Supply Officer reports repair disposition. Standard Operating Procedures (SOP) for onboard management of the 2M PREP/MTRA process is found in Appendix E.

2300. <u>CONTRACTING</u>. The Commanding Officer of a ship is, because of his/her position, a contracting officer with the authority to purchase authorized supplies and services. The Commanding Officer may delegate contracting authority to the Supply Officer by an appointment letter. Supply Officers must read and be familiar with the following contracting instructions: NAVSUPINST 4200.85(series) (DON Simplified Acquisition Procedures), NAVSUPINST 4200.81 (series) (Navy Field Contracting System Authority and Responsibility), and NAVSUPINST

4200.99 (series) (DON Policies and Procedures for the Operation and Management of the Government Purchase Card Program).

2301. CONTRACTING AUTHORITY LIMITATIONS

a. The contracting authority detailed in NAVSUPINST 4200.85 (series) and NAVSUPINST 4200.81 (series) applies only when a ship is not located at a naval activity with a FISC procurement office or when a ship is in a port not covered by U.S. Navy contracts, and this authority is restricted to $25,000 or less (CONUS) and $100,000 or less (OCONUS).

b. Unauthorized Commitments. It is illegal for anyone other than a properly appointed Contracting Officer to make a purchase for the government. Persons without contracting authority who order supplies or services, change the terms of an existing purchase, or commit the government to pay a vendor for any supplies or services, may be held personally liable for the cost of the transaction (supplies or services) and are subject to disciplinary action.

2302. GOVERNMENT PURCHASE CARD (GPC) PROGRAM

a. All COMNAVSURFOR units are required to implement the Government Purchase Card (GPC) program. Separate purchase cards/accounts are required for EMRM/repair part purchases and Other/consumable purchases. The Government Purchase Card must be used for micro-purchases ($3,000 or less for supplies or $2,500 or less for services). Administration and management of the Government Purchase Card (GPC) program will be in accordance with NAVSUPINST 4200.99 (series) and all Purchase Card Policy Notices (PCPN) available on the Consolidated Card Program Management Division website (https://www.navsup.navy.mil/ccpmd/purchase_card).

b. In accordance with NAVSUPINST 4200.85 (series) and NAVSUPINST 4200.81 (series), the GPC should be used to issue orders under FISC Firm Fixed-Priced (FFP) Indefinite Delivery Type Contracts (IDTC) up to the maximum ordering limitation of the contract; issue FFP orders up to $100,000 (or the maximum ordering limitations, whichever is lower) under Navy-wide, DOD-wide or federal Government-wide ordering vehicles (e.g. GSA Advantage/GSA Schedule). All GPC cardholders using the GPC for such purposes must meet all the training and administrative (i.e. appointment letters/forms) requirements outlined in NAVSUPINST 4200.99 (series).

c.   Convenience checks are not authorized for use by COMNAVSURFOR ships and activities.

d.   The Purchase Card Log should have, at a minimum, the following columns:

(1) Document Number

(2) Order Date

(3) Vendor Name

(4) Item Description (do not use various)

(5) Total Price

(6) Receipt Date

(7) Received By

(8) Balance

(9) Remarks

e.   For a sample purchase card form, see figure 2-1.

f.   Maintain the following letters of Appointment on file:

(1) Agency Program Coordinator (APC)

(2) Approving Official

(3) Card Holders

g.   All controlled and pilferable material purchased with the Government Purchase Card must be accounted for in the Personal/Minor Property log IAW SECNAVINST 7320.10A.

2303.   <u>PROMPT PAYMENT ACT/INTEREST PENALTY PAYMENTS</u>. The Prompt Payment Act (Public Law 97-177) requires payment of an interest penalty to U.S. vendors for those invoices not paid by the due date. Payments for most procurements are due within 30 days from receipt of services or invoice (whichever is later); however, perishable agricultural products are subject to 10 day payments. Return improperly prepared invoices to vendors within 15 days of receipt. Interest, compounded monthly, is payable from the day following the invoice payment due date until actual

payment date. Interest penalty payments to vendors must be absorbed within existing funds. Process invoices correctly and immediately upon receipt, using the Invoice Processing Check-off Sheet, Figure 2-3, to avoid interest penalty payments.

2304. <u>FLEET FAST PAY</u>. Payment procedures differ depending on the servicing DFAS center. Follow procedures of your respective DFAS center. DFAS POC for Fleet Fast Pay (FFP) monthly report is Ms. Jennifer Ross, DFAS-CL, e-mail: jennifer.ross@dfas.mil, Tel: (216) 204-3049.

2305. <u>PURCHASE ORDER CONTROLS</u>. All units will establish procedures to ensure prompt and accurate payment of bills. Maintain the following minimum controls:

    a. Prepare and maintain a purchase order log for all Open Purchase/Delivery Orders or any non-standard requisitions (i.e. reimbursements, cardinal orders, etc). See Figure 2-2 for sample purchase order log.

    b. For purchase orders not under Fleet Fast Pay procedures, attach an Invoice Processing Check-off Sheet, Figure 2-3, to each Purchase Order (DD Form 1155).

    c. Maintain the following files:

    (1) OUTSTANDING FILE: Consists of outstanding obligation source documents (i.e., 1250-2, 1149) and outstanding contracts (DD-1155) in which the Request for Delivery Dates (RDDs) have not lapsed, or the RDDs for Fleet Fast Pay items are not 30 days past the delivery dates cited in block 10 of the DD 1155s.

    (2) SUSPENDED FILE: Contains contracts that have not cleared the DFAS FFP Listing.

    (3) COMPLETED FILE: Consists of contract documents that have cleared through the DFAS FFP Listing.

    d. Use the Follow-up procedures below:

    (1) Initiate follow-up action on material and services when the RDD cited in Block 10 of DD-1155 has lapsed.

    (2) For Pierside Procurement contracts, notify the purchasing activity by fastest possible correspondence for material not received within 15 days after the delivery date

cited in Block 10 of DD 1155.

(3) Proof of follow up must be maintained. Follow up tracking can be conducted by telephone call, correspondence, message, etc. Update SNAP II/Micro-SNAP database with follow-up status using "NAR" and "YE1" option for R-SUPPLY. Place the proof of follow up in the purchase order file folder.

2400. ABUSES OF THE PRIORITY SYSTEM. The majority of inappropriately assigned priorities are a result of poor planning by individuals responsible for stocking or obtaining the material in question. Using Issue Group I or II priority designators to obtain paint, cleaning gear, paper napkins, office supplies, and other such predictable requirements should never be necessary. See NAVSUP P-485, paragraph 3048, for priority assignment.

2500. MATERIAL OBLIGATION VALIDATION (MOV). Invalid requisitions and MOV processing are ongoing problems that require close attention at all management levels. Stringent procedures are necessary to prevent the loss of critically short O&MN dollars, to improve requisition validity, and to ensure sound financial management practices are in effect in all TYCOM commands.

a. External MOV Program. Quarterly, Inventory Control Points (ICP) review centrally held overage material obligations and forward MOV requests to the activities concerned. Quarterly, External MOVs are sent to ships on the 20th of January, April, July and October. Proper and timely response to MOV requests per NAVSUP P-485, chapter 3, para 3591 is vital.

b. Internal MOV Program. The internal MOV program is also mandatory. The internal MOV process maximizes limited OPTAR funds. The following procedures apply:

(1) Conduct a monthly validation of all outstanding DTO and stock obligations. Research and clear requisitions with overaged shipping (AS or BA) status. Prepare SDRs and surveys if needed.

(2) Send the MOV report containing pertinent requisition information to the appropriate Work Centers (W/C) for screening. Supply Department personnel will automatically cancel requisitions on this form unless subparagraph (3) actions below are completed and returned to the Supply Officer within 10 working days.

(3) W/C Supervisors or Repair Parts Petty Officer (RPPO) must review and determine continuing requirement for material, validate priority assigned, and quantity required. The work center requisition listing should be annotated with: V - Valid, C - Cancel or R - Received.

(a) Cancel Equipment Maintenance Related Material (EMRM)/repair parts requisitions for closed or invalid JCNs unless the Department Head provides written justification to the Supply Officer to retain the requisition.

(b) Check each JCN for multiple requisitions for the same NSN. Take the total quantity of these requisitions and check against the quantity per application and total number of equipment installed onboard. Initiate cancellation action for any excess material.

(c) Department Heads must validate and concur by signing the form.

(4) Re-screen outstanding internal MOVs back through free issue alternatives.

(5) The Stock Control Supervisor must review storeroom stock requisitions for validity. Cancel all outstanding stock requisitions for AT code 5, 6, and 8 material. Review the Excess Stock (STK) Dues Only (SNAP RPT165)/cancel excess stock dues (R-SUP JSI203) and process cancellation(s) as required.

(6) The Stock Control Supervisor must review the Material Outstanding File (MOF) in JCN sequence daily and submit cancellation requests immediately to requisitions with Closed JCNs and with status other than BA/AS1.

(7) The Stock Control Supervisor must review the MOF in NIIN Sequence (SNAP RPT-073/DTO With Stock On Hand Listing (RSUP JSL305).

(a) For SNAP II: Run a MOF in NIIN sequence and validate NIS NIINs with STK O/H QTY. Advise work center to submit new requirements for items available from stock. Cancel corresponding NIS DTO requisitions with status other than BA/AS1. Advise work centers to turn-in Ready For Issue (RFI) Not In Stock (NIS) DTO materials received to Supply when no longer required for maintenance. This will allow a ready available material for issue when required.

(b) For R-Supply: Run the DTO With Stock on Hand Listing (JSL305). Advise work center to submit new requirements for items available from stock. Cancel corresponding requisitions with status other than BA/AS1. Advise work centers to turn-in RFI NIS DTO materials received to Supply when no longer required for maintenance. This will allow a ready available material for issue when required.

(8) After Supply Department personnel have taken appropriate cancellation or follow-up action on the requisitions, keep the completed forms, listings, worksheets, and outgoing copies of cancellation messages for the last 12 months in monthly folders. Units transmitting via SALTS must have a hard copy of the cancellation file sheet signed and dated by the person transmitting the cancellations. Annotate dollar values of cancellations on the file copy of the message. This information is needed for the Supply Officer's Monthly Report to the Commanding Officer.

2600. SOURCES OF SUPPLY. Normally, consumable supplies and repair parts are requisitioned from the nearest Navy supply support activity when in CONUS ports or operating in U.S. waters and from a designated logistic support ship when deployed. Consult NAVSUP P-485 and NAVSUP P-4998, Consolidated Afloat Requisitioning Guide Overseas (CARGO), for detailed guidance.

2601. CASUALTY REPORT (CASREP)/NOT OPERATIONALLY READY SUPPLY (NORS) MATERIAL. Appendix C contains policies and procedures for procurement of CASREP/NORS material.

2602. MATERIAL CONTROL OFFICER (MATCONOFF) PROGRAM. The MATCONOFF program takes advantage of material carried in stock by deployed units to satisfy urgent requirements of other deployed units. Report full quantities of required items available for transfer, even if transfer would reduce the on board balance to zero. All ships will cooperate fully with the MATCONOFF program. Follow procedures established by the area MATCONOFF. Also see paragraph 6405, Total Asset Visibility.

2603. ANTICIPATED NOT OPERATIONALLY READY SUPPLY (ANORS) REQUISITIONS. Use the following ANORS requisition procedures:

    a. CC 40 - use standard requisition serial numbers; "W" is only used for NORS requirements.

    b. CC 57-59 - use Project Code 733 (LANT) 743 (PAC).

c. CC 60-61 - FAD II units use Priority 02, FAD III units use Priority 03.

d. CC 62-64 - use "E" followed by an RDD expressed in the number of days from the requisition date (e.g., E09 - material required within nine days) or "999" per NAVSUP P-485, paragraph 3028.

2700. UNIQUE REQUISITIONING PROCEDURES

a. Procurement of Vehicles. NAVFAC P-300 has allowances of automotive vehicles and construction equipment for ships and afloat commands. It delineates requisitioning and reporting policies and procedures. Commanding Officers will not acquire vehicles for official use in excess of allowance, regardless of procurement source, except those which are required to meet temporary short-term needs and which are obtainable from authorized vehicle/equipment "pools" maintained for such purposes by appropriate supporting commands or commercial rental sources.

b. Repair and/or Replacement of Materials Handling Equipment (MHE). To make sure that no ship deploys without the full allowance of MHE, Supply Officers will be fully cognizant of procedures in NAVSUPINST 10490.33B and instructions that apply to local maintenance organizations. Procedures vary by homeport.

Figure 2-1
SAMPLE PURCHASE CARD FORM

USS ALWAYS UNDERWAY (DDG 199)

R21657-EA01-R001

FPO AP 96666-1210
ATTN: SUPPLY OFFICER

PURCHASE NBR

Fund Code: _____

Page ____1____ of ____1____

JCN: _____

Controlled Equipage: **(Yes/No)**

Vendor Information

Name	Grainger				
Address	41625 Enterprise Circle South, BLDG A Ste. A4				
City	Temecula	ST	CA	ZIP	92562
Phone	951-694-9480				

Request Info

Date	9/27/2007
Dept/Work Center	EA01
POC	EN1 Michael Thomas
Phone	619-556-2222

Qty	U/I	Description	Unit Price	TOTAL
1	EA	(include part number for EMRM purchase, verify against FEDLOG)	$2.60	$ 2.60
4	EA		$4.36	$ 17.44
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -

SCREENED MANDATORY SOURCES (NSN, SERVMART, DoD EMALL, NIB/NISH/JWOD)   **CH INIT:** _____

Sub Total	$ 20.04

HAZMAT SCREENED BY COORD.(T-SMHL verified, MSDS attached)   **HM COORD. INIT:** _____

Shipping & Handling	$ 2.50

CO: _____

TOTAL	$ 22.54

ADP MATERIAL SCREENED   **ADP REP INIT:** _____

JUSTIFICATION/REMARKS:

APPROVAL:	**SIGNATURE**	**DATE**
DEPARTMENT HEAD:	_____	_____
APPROVING OFFICIAL:	_____	_____
APC/SUPPLY OFFICER (if required):	_____	_____
CO (if required):	_____	_____

For the sample purchase card form in excel, go to the supplemental information section
of the 4400, at, https://www.surfor.navy.mil/supply/default.aspx

Figure 2-2
SAMPLE PURCHASE ORDER LOG

PURCHASE ORDER LOG/NON-STANDARD REQUISITION LOG
FY _____

ITEM	REQUISITION NO.	CONTRACT NO.	SOURCE OF SUPPLY	EMV	ESD	DATE RCVD	GPC	FFP	PP	REMARKS
PRC EPOXY KIT	R22222-8056-0018	N00244-08-0442	CORPORATE EXPRESS	$5,116.75		14MAR08	X			
VALVE, PIN LINER	R22222-8120-A647	N00244-08-P-0332		$9,026.00		02MAY08		X		
FOF-7 MOTOR	R22222-8122-B905	N00244-08-P-0562	NORTHWEST SALES	$5,893.00	12JUN08				X	

Figure 2-2

2-12

Figure 2-3
SAMPLE INVOICE PROCESSING CHECK-OFF SHEET

INVOICE PROCESSING CHECK-OFF SHEET

_____ Purchase order/contract attached.

_____ Original invoice attached. (Disposition of original, if not attached)

_____ Invoice itemized.

_____ Vendor's name and address on invoice and contract/purchase order agree.

_____ Correct contract/purchase order number shown on invoice.

_____ Invoiced items appear on attached contract.

_____ Certification as to receipt shown on contract/purchase order.

_____ Accounting data correct.

_____ Contract not expired.

_____ Submitted to correct paying office.

_____ Letter of determination/justification attached (if required).

_____ Discount label attached.

_____ Required bids filed (if over $2,500.00 for services/ $3000 for supplies).

_____ Retained copy of contract/purchase order annotated as to:

    Date material received   _____
    Date dealers bill received
    Number of dealers bill   _____
    Date forwarded for payment _____
    Mailed/Hand carried   _____
    Paying Activity: DFAS / Other

_____
Signature of invoice processing clerk/date

Completed copy of this check off sheet must be a permanent attachment to each contract/purchase order file (for non-FAST pay procedures only).

Figure 2-3

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  CHAPTER 3 - TRANSPORTATION LOGISTICS AND MATERIAL EXPEDITING

3000. <u>INTRODUCTION</u>. Guidance in this chapter is to assist
Supply Officers in establishing or improving their "hot"
material expediting functions.

3100. <u>CRITICAL REQUIREMENTS</u>. CASREP/NORS material requirements
require close management attention from the Supply Officer, Duty
Supply Officer, and senior Storekeepers. Expeditious
procurement of critical material is one of the key benchmarks of
successful supply support. Designating critical requirements as
CASREP/NORS or ANORS requires coordination between the Supply
Officer and cognizant Department Head and Commanding Officer
approval. List NORS and ANORS requisitions on both the customer
and Supply Department's Eight O'clock Reports. Exchange reports
to ensure each department has the latest information concerning
supply and maintenance status.

3200. <u>EXPEDITING FUNCTIONS</u>. Obtaining critical material
expeditiously is both an art and a science. Initiative and
persistence must be combined with a thorough knowledge of supply
and transportation procedures and the ability to communicate
requirements and results promptly both on and off-ship. The
primary product of the expediting function is receipt and issue
of the needed material to enable maintenance personnel to return
vital equipment to service. The secondary product of the
expediting function is information concerning the submission of
requirements, status of procurement and shipment and the
eventual receipt and successful correction of the material
casualty. The Supply Officer and his/her duty section
representatives should have current supply/transportation status
on all critical requirements and provide this information to the
Commanding Officer and cognizant Department Heads daily. The
primary vehicle for internal reporting is the Supply Department
Eight O'clock Report, although particularly critical
requirements may require more frequent informal reports. In
addition, this information is regularly required for CASREP
Update messages. Obtaining this status information requires a
significant amount of time and effort. While in port, obtain
status by telephone inquiry or email to Global Distance Support
Center (GDSC) or various on-line systems such as the NAVSUP One
Touch Internet site. Underway, status information is normally
limited to incoming status reports, naval messages, SALTS, or
email. Steps that Supply Officers should take to expedite
material include:

a. "Walk" the logistics pipeline in homeport. Meet the key players responsible for issuing/moving ship's material to the ship (i.e., Customer Service Officer to become familiar with receiving, storage handling, shipping services, AMC Air Terminal Officer and NOLSC representatives to become oriented with tracing shipments, group/TYCOM/Fleet expediters, Priority Material Office (PMO), FISC (Fleet Industrial Supply Center), LSC (Logistics Support Center), DLA (Defense Logistic Agency), RRAM (Real-time Reutilization Asset Management etc.).

b. Instill a "can do" attitude in shipboard expediters.

c. Establish a dialogue with the fleet expediting activities (Priority Material Office (PMO) Norfolk, VA for LANT ships, Priority Material Office (PMO) Bremerton, WA for PAC ships). These activities are staffed around the clock and are responsible for expediting all fleet CASREPs and ANORS. For local assistance, contact the PMO detachment office in your area.

d. Develop an extensive telephone number and points of contact resource file that is available to the expediters, day or night. Include stock points (FISC Customer Service Officers), DLA activities (i.e., Defense Supply Center Richmond, VA; Defense Depot, Tracy, CA; etc.), NAVICP Mechanicsburg and Philadelphia, Group/TYCOM/SYSCOM expediters, PMO, MATCONOFF, Transportation Officers (NOLSC, AMC Navy Reps, etc.), Air/Water Terminals for tracing (AMC, NAVAIRTERMS, Water ports), and any unique vendor, DOD material sources (i.e., FMC, AEGIS Depot Operations, etc.). NAVSUPINST 4420.27 (series) provides points of contact, including telephone numbers and addresses, to Defense Supply Centers, Inventory Control Points, Fleet and Industrial Supply Centers (FISCs), GSA Regional Offices, etc.

e. Establish a disciplined approach to review each critical material requirement as follows:

(1) Is it possible to acquire the item from any source within the prescribed deadline?

(2) Exploring residual excess material programs such as RRAM, etc.

(3) What aspect of this acquisition mandates your personal involvement (OSO transfer, determination to generate a CASREP to release war reserve stock or cannibalization, walking

through or expediting open purchase procurement, setting up
special transportation arrangements)?

      (4) Upon confirmation of material availability,
determine exactly how the material will be shipped to you,
establish a schedule to track its progress and, if necessary,
conduct follow-ups. Communicate progress daily to the cognizant
Department Head and Commanding Officer.

3300. <u>FLEET FREIGHT/CARGO ROUTING INSTRUCTIONS</u>

    a. Ships must submit and continually update Fleet Freight
Routing (FFR) instructions according to the ship's schedule to
provide clear and complete cargo routing instructions to NOLSC
or Theater Routing Promulgator(s). Cargo routing messages
should identify the location/port where the ship will be
receiving cargo, the <u>inclusive dates,</u> and transportation
priority of cargo desired at each location/ port. Ever changing
schedules, weather, etc. often result in material missing
connections with the ship. To route high priority, CASREP
material to such a port, send an "A0E" exception data MILSTRIP
message with specific shipping instructions for off-line
processing to your requisition POE. Make sure TYCOM and NAVICP
expediters are info addees on all applicable messages. NOTE:
TP3/surface cargo is not generally routed overseas for a ship's
deployment of less than 90 days. See example of Fleet
Freight/Cargo message below:

```
ATTENTION INVITED TO

ROUTINE

P 051005Z JAN 08 PSN 123456H78

FM USS ALWAYS UNDERWAY (DDG-199)

TO NOLSC NORFOLK VA

INFO CTF XX
PRIORITY MATOFF BREMERTON WA
CLASSRON
DESRON/PBIBRON/PHIBGRU
COMNAVSURFOR SAN DIEGO CA/COMNAVSURFLANT NORFOLK VA
CORRESPONDING FISC
NAVICP MECHANICSBURG PA

BT
CONFIDENTIAL //N04000//

MSGID/GENADMIN/ALWAYS UNDERWAY//

SUBJ/FLEET FREIGHT ROUTING INSTRUCTION//

REF/A/GENADMIN/ALWAYS UNDERWAY/290755ZOCT2007//

AMPN/REF A IS LAST CARGO ROUTING INSTRUCTION MESSAGE.//
POC/SUPPLY OFFICER/RANK/USS ALWAYS UNDERWAY/LOC:  INPORT/TEL: (000) 000-
0000/DSN:  000-0000/EMAIL:SUPPO@DDG199.NAVY.MIL//

REMARKS/1.  THE FOLLOWING CARGO INSTRUCTIONS UPDATE AND  SUPERCEDE REF A
AND ARE EFFECTIVE IMMEDIATELY FOR UIC V00000 (READ IN THREE COLUMNS):

PORT/LOCATION            ROUTING PERIOD            TRANS PRI
ROTA SPAIN               07JAN-03FEB08             1/2
SIGONELLA ITALY          04FEB-20FEB08             1/2
SOUDA BAY GREECE         21FEB-22MAR08             1/2
ROTA SPAIN               23MAR-04APR08             1/2
SAN DIEGO CA             05APR-UFN                 ALL

2.  THESE INSTRUCTIONS WILL BE UPDATED AS REQUIRED BY SCHEDULE CHANGES.//

BT
#0000
NNNN
```

    b. <u>Thirty days before deployment</u>. Provide NOLSC and
Theater Routing Promulgator (if applicable) with a prospective
schedule that includes the last day you want to receive cargo in
your homeport. Theater Routing Promulgators are:

(1) EUCOM AOR: NEPO Air Logistics Operations-PMCC, CNE-C6F

(2) Arabian Gulf and Red Sea: COMSERVFORNAVCENT

(3) Pacific: COMLOGWESTPAC

c. Once deployed to one of these operating areas, you may remove NOLSC as an addressee on routing changes because NOLSC receives weekly and biweekly routing messages from the Theater Routing Promulgators that override ships' messages. CONUS shippers receive routing instructions from NOLSC for all Navy Mobile Unit cargo.

d. Include the following activities as addressees for fleet freight routing instructions where applicable:

(1) NOLSC NORFOLK VA// and/or the following based on OP area:
> COMNAVREG EUR NAPLES IT
> COMSECONDFLT
> COMFIFTHFLT
> COMSIXTHFLT
> COMSEVENTHFLT

(2) TYCOM expediting branch

(3) Squadron

(4) Homeport Supply Activity/Supporting Supply Sources

(5) Foreign Service Activities: USDAOs and U.S. Embassies, if appropriate.

(6) Fleet expediting activities:
> PRIORITY MATOFF BREMERTON WA
> PRIORITY MATERIAL OFFICE DET NORFOLK VA

(7) CLASSRON

e. Out-CONUS commercial air often results in delays due to customs clearance problems. Most commercial airports are not suitable as COD or VOD airheads. Movement by AMC eliminates delays associated with customs clearance.

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CHAPTER 4 - MATERIAL RECEIPT, CUSTODY, AND STOWAGE

4000. INTRODUCTION. Effective inventory control begins with proper material receipt, custody, and stowage procedures. Many afloat supply problems can be traced to procedural deficiencies in these areas.

4001. RECEIPTS

a. Stock Material. Receipt processing for stock material is a very basic but critical procedure. Improper receipt processing will result in inaccurate stock record validity. The most important point in receipt processing is to complete the job today. Once material is brought aboard the ship and stowed, it is vital that all paperwork be completed to assure material is properly accounted for. Many stores operations have gotten into serious problems because unprocessed receipts stacked. When this occurs, paperwork can be lost and stock records will not reflect actual on hand balances. The receiving rule of thumb for stock material is: "If it is stowed today, the receipt is processed today."

b. Direct Turn Over Material. A signed proof of receipt is required. Ensure signature is legible or name is printed below. This includes DTO requirements which Repair Part Petty Officers (RPPOs) "walk through". Ships do not normally have staging facilities to store DTO material while awaiting customer pickup. Supply personnel must make every effort to separate storeroom receipts from DTO receipts. The preferred method is for RPPOs to sign for and take custody of DTO material pierside or on deck. Strike down DTO material only when required by safety or material security concerns. Unprocessed DTO receipts affect financial record accuracy and cause unnecessary MOV effort. Process receipts daily to avoid uncontrolled losses.

c. Ship Receipt Considerations. For research purposes, keep receipts for the current and two prior fiscal years. After posting receipts into the computer, file them in document number sequence to aid in material receipt research (i.e., SFOEDL and UOL processing). Ships are required to run the "Material Receipt Acknowledgment" (MTLRAC) utility daily. Document identifier "DRA" (receipt acknowledgment) is automatically assigned during report generation for all completed requisitions in the requisition file (RQF). In addition, requisitions with overaged shipping status (AS_, AB_, AU_) greater than 30 days old (CONUS) or 90 days old (deployed) will also generate DRAs. Document identifier "DRB" (reply to follow-up) is automatically

generated for all "DRF" (follow-up for delinquent material) requests received through status input. Submit MRAC to DAAS daily via SALTS. Additional receipt processing information is in Chapter 4 of NAVSUP P-485. (NOTE: "Daily" in the above paragraph means Monday through Friday, except holidays.)

4002.   <u>MATERIAL DISCREPANCIES</u>

   a.   <u>Supply Discrepancy Report (SDR) (formerly called Report of Discrepancy (ROD)), Standard Form 364</u>. NAVSUP P-485, paragraph 4270, and NAVSUP P-723 provide specific guidance for preparing and submitting SDRs for receipt of discrepant material and material lost in shipment. Use the SDR Control Log, Figure 4-1, to keep track of outstanding SDRs.   SDRs may now be prepared on line (requires a DoD PKI Certificate, UserID and Password); copies will be printed and maintained at https://applications.ahf.nmci.navy.mil/sdr/.

   b.   <u>Material Lost in Shipment</u>. Submit a SDR to the shipping activity if material is not received within the periods stated in NAVSUP P-485 paragraph 4270.3. Request expedited shipment or credit. The shipper will respond with additional information. If traceable shipping data is provided, submit a Transportation Discrepancy Report (TDR), Standard Form 361, to the shipper. If the response states that no shipment or reshipment is forthcoming, or credit is granted, complete the requisition. On a dummy receipt, DD 1348-1A, or a printed receipt processing screen in R-Supply, annotate "Mat'l Shipped/Not Rcvd"; cite all available shipping data and the SDR number submitted. Prepare a FLIPL, DD Form 200, for the loss, if applicable. See Appendix D for DLRs lost in shipment.

   c.   <u>Time Submission Thresholds</u>. Receiving Activities and/or transshipment activities will submit a SDR as soon as possible but not later than the listed time standards (NAVSUP P723 par. 06116, page 6-10).

      (1) CONUS destinations: 90 calendar days from date of shipment

      (2)U.S. Government overseas destinations: 150 calendar days from the date of shipment.

Note: In the event that shipping status is not provided, the BA status date (supply status indicating that the item requisitioned is being processed for release and shipment) should be used in place of the shipping date to calculate the

date when the SDR must be received by the action activity. This
time limit applies to both shipments that have been received and
to total non-receipt of shipment.

    d. The receiving activity will perform investigative
research prior to SDR submission if traceable shipment mode is
recorded on the Receipt Due File, shipping status (AS_), and the
material has not been received within 45 days of this status for
CONUS activities or 90 days for OCONUS activities.

4003. <u>DEFECTIVE MATERIAL</u>

    a. <u>Product Quality Deficiency Report (PQDR), Standard Form
368</u>. The supply system uses the PQDR to control the quality of
material. Details for submitting PQDRs are in NAVSUP P-485,
paragraph 4274, SECNAVINST 4855.3 and 4855.5, and NAVSUPINST
4400.189. Submit PQDRs to NAVICP Mechanicsburg, Code 05614.
Send copies of Category I and safety Category II PQDRs to TYCOM.
Use a PQDR Control Log, Figure 4-2, to track status of
outstanding PQDRs. PQDRs may be prepared on line via webSALTS
or submitted via naval message or email, and copies will be
printed and maintained.

    b. <u>Defective Material Summaries (DMS)</u>. Every month, NAVICP
Mechanicsburg publishes a DMS report for quality deficient
material identified by NAVICP case number and NSN. Review this
report and dispose of defective material using the instructions
in the summary. NAVICP transmits urgent defective material
actions by message to all concerned activities. These messages
require immediate action, against the NIIN in all COSAL types
(HME/OSI/MAM). DMS may be downloaded from the web
https://www.navsup.navy.mil/navicpextranet/dms

    c. Maintain a file of completed DMS reports annotated with
action taken. Retain the file for current and prior fiscal
year.

4004. <u>ISSUE ERRORS (CUSTOMER REFUSAL)</u>. Standard Navy material
received as a result of an issue error by the local issuing
activity can be returned within 60 days of receipt. Direct OPTAR
credit can be granted, provided the issuing activity has not
processed the invoice. The turn-in should be accomplished on the
original receipt invoice. Should sufficient copies of the
original invoice not be available, prepare a DD Form 1348-1A
invoice using the same document number as the original
requisition. One copy of the original invoice must accompany the

material. Credit for material not issued locally will be handled as an SDR per paragraph 4002.

Figure 4-1
SAMPLE SUPPLY DISCREPANCY REPORT (SDR) CONTROL LOG

SUPPLY DISCREPANCY REPORT (SDR) CONTROL LOG
FY _____

SDR NUMBER	ACTIVITY	RESPONSE/ FOLLOW-UP	REMARKS

Figure 4-1

Figure 4-2
SAMPLE PRODUCT QUALITY DEFICIENCY REPORT (PQDR) CONTROL LOG

PRODUCT QUALITY DEFICIENCY REPORT (PQDR) CONTROL LOG
FY _____

QDR NUMBER	ACTIVITY	RESPONSE/ FOLLOW-UP	REMARKS

Figure 4-2

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CHAPTER 5 - MATERIAL EXPENDITURE

5000. <u>TRANSFER OF MATERIAL</u>

a. <u>OSO Transfers</u>. Commanding Officers are strongly encouraged to provide available material, especially repair parts, to other units to fill emergency requirements and enhance overall Force readiness. The transferring ship will replenish its own stock if necessary. Do not use Signal Code "J" requisitions except as authorized in 5000b and c below. The majority of replenishments will be absorbed by the transferring ship's OPTAR with negligible effect. In the long run, ships will usually receive as much material as they transfer. Transferring ships prepare monthly summaries accordingly. If an OPTAR augment is required, include the net cost for replenishment of transferred material in the justification portion of the OPTAR augment request. To encourage maximum cooperation between ships, augment requests based on transferred material costs will receive the highest priority of consideration for TYCOM approval. All transfers must be approved by the Commanding Officer, Supply Officer, or a designated representative.

b. <u>Material Transferred From Shore Activities</u>. Afloat units may receive chargeable material from shore support activities. If these activities require in-kind reimbursement of material via a signal code "J" requisition, afloat units are authorized to provide such a requisition.

c. <u>Aviation Detachment Support</u>. Surface ships supporting helicopter detachments occasionally submit requisitions charging the operating funds of the parent squadron according to aviation support instructions. Signal code "J" requisitions are authorized in such cases.

d. <u>OSO Transfers of Depot Level Repairables (DLR)</u>. See Appendix D.

5001. <u>EXCESS SPARE PARTS</u>. Funds are generated in the Force through the turn-in of excess material. Consumables ("Other" OPTAR) are not included in the ILO process. Conduct excess offloads with approval from COMNAVSURFOR N412. All excess NSN repair parts in "A" condition (MAMs, DLRs or NON-DLRs) will be turned in to the local RRAM site. Contact N412 for approval and further guidance prior to transfer/offload of repair parts. The following items are excluded from RRAM: Part number items, TNICNs, HAZMAT, Level One, Medical, X SMIC, APA cogs, and any

items that have a shelf life less than 2 years. These items should be turned-in in accordance with the NAVSUP P-485. Ships must document all transfers of materials on DD-1149 form with complete address, phone number, point of contact, and authorized signatures. For additional information regarding MAMS, refer to COMNAVSURFORINST 4440.1 series.

5002. MISSING, LOST, STOLEN, OR RECOVERED (MLSR) GOVERNMENT PROPERTY. Ships must report MLSR property per NAVSUP P-485, paragraph 5134. The following instances require a message report within 48 hours of discovery of the loss per SECNAVINST 5500.4G:

     a. Arms, ammunition, and explosives or other destructive devices regardless of value.

     b. Classified equipment such as Controlled Cryptographic Items (CCI) and classified repair parts, excluding cryptographic items accountable within the COMSEC material system.

     c. Precious metals including presentation silver.

     d. Sensitive, export controlled material, listed in the United States Munitions List, including Passive Countermeasures System (PCMS) Type 3R, 6 and 18 material.

5003. FUEL/LUBE OIL OFF-LOAD INCIDENT TO OVERHAUL/MAJOR AVAILABILITY. Ships entering yard periods for overhaul or major availability are usually required to off-load fuel and lube oil before start of yard work. Transfer fuel and lube oil that meets specifications to another naval activity. Fuel/lube oil off-load procedures are as follows:

     a. Reduce on board stocks through normal attrition and monitoring of reorders.

     b. When fuel/oil does not meet specifications, transfer it to waste recovery or slop barges.

     c. Transfer fuel/lube oil meeting specifications directly to another afloat activity that requires the product. If direct transfer is not possible, contact the local fuel stock point for assistance.

5004. EXPENDITURE DOCUMENT PREPARATION. The DD Form 1348-1 form was replaced system-wide with the DD Form 1348-1A form on 1 January 1998. Manual DD Forms 1348-1A are available in the

supply system under NSN 0102-LF-016-4100. Automated, bar-coded DD 1348-1A documents for DRMO turn-in, MTIS transfer, OSO transfer, HAZMAT transfer, dummy receipts and other receipts/expenditures, except DLR turn-in, can be produced using the Form Flow program. Use of Form Flow program will simplify document preparation and is encouraged.

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CHAPTER 6 - INVENTORY CONTROL

6000. INTRODUCTION. The procedures in NAVSUP P-485 apply to
all surface ships except those units equipped for automated
inventory control operations. Such units shall comply only to
the extent that these procedures are compatible with the
automated system. NWCF ships will comply with the guidance in
COMNAVSURFORINST 4406.1 series. Unit level (SNAP II/RSUP and
Micro-SNAP) units will follow guidance provided in COMNAVSURFOR
4400.1 series and their respective AIS DESK GUIDE.

6100. STOCKING POLICY

    a. Except as authorized below, the Supply Officer maintains
custody of repair parts. Commanding Officers are encouraged to
assign the responsibility for stocking consumables to the Supply
Department when adequate space, facilities, and personnel exist.

    b. Pre-Expended Bins (PEB). Supply Department no longer
manages PEB items. Cognizant Department heads may authorize the
use of PEB items at the work center level; however, minimum
levels must be maintained.

6200. SUPPLY SUPPORT CENTER. Establishment of a Supply Support
Center separate from the Supply Office is required whenever
possible. The responsibilities of the Supply Support Center are
outlined in the Maintenance and Material Management (3-M) Manual
(NAVSEAINST 4790.8B). Maintain all stock records for material
in the custody of the Supply Officer in the Supply Support
Center.

6201. REQUIRED REFERENCE PUBLICATIONS AND FILES. Publications
listed in NAVSUP P-485, must be available in the Supply Office
or Supply Support Center in electronic format or hard copy.

6300. STOCK REPLENISHMENT POLICY. Follow the procedures in
NAVSUP P-485, Chapter 6 for replenishing all categories of
materials. TYCOM funding and stocking policy is 100 percent on
hand or on order. See paragraph 7007 for funding priorities.

6301. SELECTED ITEM MANAGEMENT (SIM)/DEMAND BASE ITEM (DBI)
MATERIALS. Manage SIM/DBI materials per NAVSUP P-485. Valid
SIM/DBI items with a high limit of one can be changed to two on
a case by case basis. Use of Local Management Codes and Limit
Flags can help in the management of valid SIM/DBI material.

6302. MONTHLY REVIEW OF SIM/DBI BATTERY

a. The Supply Officer will review SIM/DBI materials on a quarterly. Prior to SIM/DBI review, ensure the demand parameter dates are correct and live global level setting has been run:

(1) Verify those items in the SNAP Report 042 SIM (SSL) or R-SUP JSL322 (MSSL) to make sure they are in fact qualified as SIM/DBI items.

(2) Reorder to the high limit/reorder objective those items where on hand plus on order quantities are equal to, or less than, the high limit.

(3) Reorder SIM/DBI using Urgency of Need Designator "B" priority 05/06.

(4) Review the records with Local Management Codes and Limit Flags to ensure they are still valid.

b. When a SIM/DBI item has a low unit cost and low cube (i.e., resistors, nuts), the reorder quantity may be increased up to an additional 60 day requirement if the total value of the additional quantity does not exceed $40 per line item. See "Economic Order Item (EOI)" in NAVSUP P-485 paragraph 6226-5.

6303. <u>NOT CARRIED (NC) ITEMS</u>. Procure not carried items, <u>other than repairables</u>, as follows:

a. Items required to accomplish maintenance actions will be ordered DTO to the requesting department.

b. Not carried items receiving two or more demands within 6 months may be procured, stocked, and managed as SIM/DBI items.

c. Not carried items receiving two or more demands within 1 year (but not qualifying for SIM/DBI) may be procured for stock as a non-SIM item in a minimum replacement quantity (usually one) at the discretion of the Supply Officer. Verify SMR code and ensure listed on the APL. Establish allowance type (AT) code 4 stock record files for these items. Building ATC 4 card without the qualifying demand registered in the system will revert to ATC 6 (with on-hand/on order) when live levels are run unless the LIMIT FLAG is active.

d. Not carried items not meeting the above frequency of demand criteria may be procured for stock upon approval of an Allowance Change Request/Report (NAVSUP 1220-1 or 1220-2) per NAVSUP P-485.

6304.   <u>ENDURANCE LOADING</u>. Endurance levels for all categories of materials are prescribed in COMNAVSURFLANT OPORDER 2000 AND COMPACFLT OPORD 201-YR. TYCOM policy is to maintain 100 percent of repair allowances on hand or on order.

6305.   <u>AT5 MATERIAL OFF-LOAD DURING INTEGRATED LOGISTICS OVERHAUL/REVIEW (ILO/ILR)</u>

   a.   NAVICP assigns Allowance Type codes based on various allowance computations. AT5 coded items are defined as repair parts which do not compute for storeroom allowances, but have application to installed shipboard equipment and are within the installation capability of ship's force.

   b.   CONUS ships not undergoing ILO/ILR with significant AT5 material storeroom overcrowding problems may submit message requests for off-load assistance to include number of line items, material condition, category of material, proposed off-load dates and location. TYCOM will provide guidance for identifying AT5 off-load candidates, preparing simplified turn-in documents and shipping procedures.

   c.   COMNAVSURFOR approval is required when establishing AT-5 materials not covered in paragraph 6305a/b. **Retain documentation for evaluation during the Supply Management Certification (SMC).**

6306.   <u>AUTOMATIC REORDER RESTRICTION CODES (ARRC) AND LIMIT FLAGS</u>. ARRCs seriously affect a ship's stock position and weapons system support. When ARRCs are assigned to SRFs, stock deficiencies for these items will not appear on stock reorder review (SNAP II RPT029/R-SUP JSI 208).

   a.   Use of Limit Flag: Limit Flags can be a valid tool to assist in SIM/DBI management, but its use will freeze the high limit, regardless of demand. Use Limit Flags only when required to prevent the HL/LL from adjusting during demand processing or global level setting.

   b.   Use ARRCs only for:

      (1) Large/bulky AT Code 1 material while waiting for a response to an ACR/FCFBR. Enter the ACR/FCFBR serial number in one of the location blocks of the SRF (i.e., ACR 96-001).

      (2) AT Code 1 material which has had stock replenishment requisitions canceled with "CG', "CJ", "CK", "CY", or "CU" (discontinued without replacement), while waiting for a response

to a COSAL feedback report requesting an updated APL (new NSN, deleting the old NSN, or reversing the cancellation status). Enter the COSAL feedback report JSN in one of the location blocks of the SRF (i.e., CFB STK-9040-005).

(3) If ARRCs are used, use "RR" to signify reorder restriction for large/bulky AT code 1 material. For AT code 1 material canceled per paragraph (2) above, use the cancellation status code as the reorder restriction.

c. Do not use ARRCs for:

(1) AT Code 1 consumable material (i.e., 9D, 9L, 9Q COG) which the Supply Officer decides will not be carried on board. Instead, change ERC Code to 'C' and AT Code to '8'. Issue material upon request but do not reorder for stock. AT Code 1 9Q, 9D and 9L cog material will be reviewed for APL/EQPT application and if valid must remain ATC 1

(2) NAVICP-M/NAVSEA items canceled with "RG" status. Receipt of "RG" status (no SRI allowance) is authority to delete the applicable SRF.

(3) AT Code 4, 5, 6, 8, and 9 material. Manage AT Code 4 material from the reorder review (RPT029/JSI208). Limit flags may be utilized to prevent these items from reverting to SIM/DBI when Global Level Settings are run.

(4) MAMs. Refer to COMNAVSURFORINST 4440.1 series for guidance on MAMs deficiencies.

d. After deleting ARRCs, screen deficient DLRs and non-DLRs (valued greater than $100) through current cost avoidance programs (i.e., RAM, DRMO, etc.).

e. Review ARRC listing (SNAP RPT042/R-SUP JSL 322) monthly to ensure assigned ARRCs assigned are still valid or have been changed (i.e. replacement NIINs or substitutes assigned). NIINs considered as obsolete and without replacement should be change to AT-6. The stock numbers with ARRC assigned should be reviewed in the Transaction Ledger to verify the validity of the ARRC in use. Misuse of ARRC can result in storeroom shortages.

6307. <u>DEMAND EFFECTIVENESS PROCESSING</u>. Follow-up on ACRs and COSAL Feedback Reports as necessary. Set demand effectiveness processing parameters for SNAP II/RSUP and Micro-SNAP according to Figure 6-2.

6400. <u>ISSUE PROCEDURES/CONSUMPTION DOCUMENTS</u>. Approval requirements for consumption documents (NAVSUP 1250-1A) for stock issues or DTO material is per NAVSUP P-485, paragraph 6206, with the following additions:

    a. The requesting Department Head must sign requests for material with a total cost of $1,000 or more. This approval may not be delegated.

    b. The Commanding Officer must sign requests for material with a total cost of $5,000 or more ($10,000 for LHA/LHD/AOE). This approval may not be delegated.

6401. <u>EXCESSIVE QUANTITIES</u>. Supply Support Center personnel must investigate all issue requests for quantities of repair parts and consumables appearing excessive. Before issuing, bring it to the attention of the Supply or Stores Officer. The Supply or Stores Officer should review the request, referring to quantities actually installed in the equipment per APL and, if warranted, bring the request to the attention of the pertinent Department Head. Note: Divisions ordering repair parts more than the quantity installed are usually ordering unauthorized "bench spares." Review the Material Outstanding File (SNAP II RPT 073/R-SUP JSL 311 in JCN sequence) for the same NSN ordered more than once under the same JCN.

6402. <u>REQUESTS FOR NOT IN STOCK (NIS) REPAIR PARTS</u>. Reasons for NIS situations must be determined. Possible causes are ILO deficiencies, high recent usage, failure to reorder, etc. Report the cause to the Supply or Stores Officer. If the NIS causes a Casualty Report (CASREP), inform the Supply Officer or Supply Duty Officer immediately. Ensure quantities are reordered for stock.

6403. <u>REQUESTS FOR NOT CARRIED (NC) REPAIR PARTS</u>. The effort to verify each NC transaction is important enough to warrant the attention of the Supply Department's most experienced personnel. Upon receipt of an NC request, Supply personnel will validate:

    a. The ship's COSAL supports the equipment application of the requested item.

    b. The requested item is actually NC and cannot be filled by an onboard substitute.

c.   A substitute item or, in the case of a potential CASREP, a part available in a non-vital equipment cannot meet the requirement.

6404.   <u>ISSUES TO OTHER UNITS/OSO TRANSFERS</u>. When transferring parts to other ships, the transferring ship will replenish its own stock.   The receiving ship will report consumption of the material; the transferring ship will not.   Accomplish transfers per NAVSUP P-485, Chapter 5.   Do not use transfers as demand in computing SIM usage levels.   The transferring ship will prepare "A" or "B" Summaries per P-485 para 9404, and maintain copies of the summaries to support augment funding requests if required.

6405.   <u>TOTAL ASSET VISIBILITY (TAV) / FORCE INVENTORY MANAGEMENT ANALYSIS REPORTING SYSTEM (FIMARS)</u>. The FIMARS database assists Force, Group, Task Force Commanders, and Regional Maintenance Centers by providing TAV of inventories on board SNAP I, Ported SNAP, R-Supply, and Micro-SNAP ships. FIMARS also enables an administrator (i.e., MATCONOFF, expediter, supply systems analyst, DLA/NAVICP/FISCs, etc.) to query a single database to determine material availability, excess material on hand and dues management, material deficiency reviews, and other related inventory management issues.

a.   Validity of the FIMARS database depends on timely submission of the Force Inventory Transmission System Download (FITSDL - Legacy Supply) and Force Drawdown (Optimized Supply) from all ships. All ships will submit FITSDLs via the WINSALTS FITS menu option. Submission of the FITSDL by email attachment is acceptable if the onboard WINSALTS program is inoperative.

b.   NAVSUP revised FITSDL reporting requirements to include submitting a supplemental/update FITSDL report on the 10th and 25th of each month and a full/baseline report on the 10th day of the first month of every quarter (10 Jan, 10 Apr, 10 Jul, & 10 Oct). If shipboard connectivity to WINSALTS or email is good, recommend submitting a baseline FITSDL in lieu of supplemental report on the 10th & 25th of every month. A baseline report completely refreshes the FIMARS database whereas a supplemental report only adds or changes stock record files (SRFs); no deletions (from global level setting or ASI processing) are made in FIMARS when processing supplemental reports.

c.   Activities desiring to check stock availability of other commands can access the FIMARS database through Internet web address https://www.atav.navy.mil/fimars/logonwb2.htm [a PKI

certificate is required to access this site; USER ID: atav, PASSWORD: wizard (lower case)]. A mirror link of ATAV assets is also maintained in NAVSUP's One Touch Support website.

6500. <u>REPAIRABLE ITEM MANAGEMENT</u>

a. NAVSUP P-485 contains detailed procedures for procurement, handling, and turn-in of repairable items. All commands will strictly comply with the accounting and turn-in procedures for repairable carcasses. Fleet readiness is reduced when excess Ready for Issue (RFI) or Not Ready for Issue (NRFI) Depot Level Repairables (DLR) are carried on board.

b. Investigate DLR excesses to make sure that all carcasses have been turned-in for previously requisitioned material before turning them in as excess. Receipt of a duplicate DLR shipment is not excess material and the duplicate item must be returned to the shipping activity (FISC, etc.) for credit. NAVICP creates Carcass Tracking Records (CTR) for the original and the duplicate shipments even with duplicate document numbers.

c. For COMNAVSURFOR-LANT units, turn-in excess RFI DLRs to Commanding Officer, LANTFLTILO Team (RMMS), St. Juliens Creek Annex, Portsmouth, VA 23702. For COMNAVSURFOR-PAC units, turn-in excess RFI DLRs to CNSF RRAM WAREHOUSE, BLDG 280-DOOR 11, 4770 RAILROAD WAY, SAN DIEGO, CA. 92136-5594, POC: MS. JUDITH HIRST, EMAIL: JUDITH.HIRST.CTR(AT)NAVY.MIL, PHONE: 619-556-6196 DSN: 526-6196. Turn-in documents, DD Form 1348-1A, must have the correct management code "C" (credit) in card column 72. Note: DO NOT spend OPTAR funds (postage) to mail/ship excess material; hold material until return to homeport or near a military trans-shipping point (i.e., CLF ship or local hub/node). For additional guidance on DLRs, see Appendix D.

6501. <u>FIXED ALLOWANCE REPAIRABLES</u>. DLRs are fixed allowances. The fixed allowance will identify both the range and depth authorized for storeroom items, MAMs and OSI. The fixed allowance published in the COSAL is the <u>maximum inventory level</u> authorized. No increase in stock levels is authorized without an approved Allowance Change Request-Fixed (ACR-F). ACR-F format is in NAVSUP P-485, paragraph 2105, and NAVICPINST 4441.170B. Use the ACR-F for requests to increase (or decrease) allowances based on demand/usage. DLRs are always managed as non-SIM.

6502. <u>ONE-FOR-ONE REPAIRABLE REPLACEMENT</u>. All DLR repairables will be requisitioned strictly on an exchange basis (i.e., a

non-ready-for-issue (NRFI) carcass will be turned-in to
requisition a ready-for-issue (RFI) replacement unit).
Exceptions to this policy include initial outfitting of DLRs per
a new COSAL or ASI update (field level changes) and DLR
deficiencies due to an approved ACR-F (these requisitions will
cite Advice Code 5D). NAVICP-M Code 055 will notify requesting
unit via naval message/letter granting approval/disapproval.
Approved allowance increases are updated via ASI processing.
Note: An ACR-F approved for a single unit/ship is funded by
TYCOM. ACR-Fs approved for an entire class of ships are funded
by the NAVSEA OPN Outfitting Account, per NAVICPINST 4441.170B,
Chapter 5.

6503. <u>XMAMS MANAGEMENT GUIDANCE</u>. Refer to COMNAVSURFOR 4440.1
series for the management of MAMs in Unit and Force Level
activities.

6504. <u>EXCESS PARTS OFFLOADS</u>

   a. Allowance Type Code (ATC) 6 material are items that no
longer have adequate demand to be retained onboard. Removal of
AT6 material frees resources, increases storeroom space and
reduces manpower required for shipboard inventory management.

   b. Ships are to request removal of AT6 material 60 days
post major availability. Request will be made to the TYCOM and
include a complete AT6 listing.

   c. Approval is based upon configuration data manager
completion of the ship's outstanding configuration records and
all the ship's automated shore interface (ASI) files having been
run.

   d. An excess material review shall be conducted every 12
months. Forward excess stock list to TYCOM N412.

   e. The ship will be provided disposition instruction for
offload of material once TYCOM determines accuracy of the AT6
list.

6600. <u>CONFIGURATION MANAGEMENT AFLOAT</u>

   a. Configuration management directly affects operational
readiness. NAVSEA Technical Specification 9090-310D, NAVSEA
Technical Specification 9090-700B, NAVSEA Fleet Modernization
Program (FMP) Management and Operations Manual, COMNAVSURFLANT
Force Maintenance Manual, and Combat Systems Improvement Program

(CSIP) Number Ninety Two provide the basis for configuration management afloat. Although the Commanding Officer is ultimately responsible for shipboard configuration, the Supply Officer is the ship's primary officer responsible for all matters relating to shipboard configuration management. Along with the 3M Coordinator, the Supply Officer will take all necessary steps to provide management oversight, assume shipboard cognizance and responsibility, and enforce IAW COMNAVSURFORINST 4400.1 14 Dec 06. Be aware of planned alteration/installation dates to track and make sure ISEAs and AITs provide all ILS products at the completion of the alteration/ installation.

     b. The goal for shipboard configuration accuracy is 95%. (This figure is arrived at using ship's equipment validation information; i.e., 95% of equipment listed on your database should match what is actually on board.   Equipment validation must be conducted   to maintain an accurate database.) Common reasons for poor configuration include: incorrect initialization during new construction; poor adherence to Alteration Installation Team (AIT) Integrated Logistics Support (ILS) procedures; un-provisioned APL(s) at time of installation; lack of deck plate training/knowledge; lack of training/knowledge at the In-Service Engineering Agent (ISEA) level; non-reporting of shipboard level and/or intermediate level installations; etc.

     c. Although there is an infrastructure in place to ensure correct reporting of configuration changes to ship's systems and equipment, vigilance and oversight of all equipment installations and modifications at the shipboard level is absolutely essential to maintaining the accuracy of the ship's configuration data base. Supply Officers must take the lead in ensuring all accomplished installations and alterations have appropriate ILS. Become an integral part of the shipboard alteration/installation planning process. Be aware of planned alteration/installation dates to track and make sure ISEAs and AITs provide all ILS products at the completion of the alteration/ installation.

     d. The following additional measures are strongly recommended:

          (1) The Supply Officer and 3M Coordinator must be heavily involved in the shipboard planning/scheduling of the AIT process.

(2) The Supply Officer and 3M Coordinator should conduct frequent configuration training for shipboard personnel. This effort is particularly critical during pre and post maintenance availability periods.

(3) Ensure that the 3M Coordinator has completed all schools required for NEC 9517. Systems Coordinators are required to obtain NEC 9573 for SNAP II commands and NEC 2730 for Ported SNAP commands.

(4) Ensure that the Automated Shore Interface (ASI) data, Revised Alternative Dataflow (RAD) uploads and downloads and TYCOM Bulk Load tapes are processed expeditiously.

(5) Ensure that all emergent work conducted by ship's force, shipyards, and Regional Maintenance Centers (RMC) is properly documented, and that OPNAV 4790/CKs are processed to document all configuration changes.

(6) Discuss the TYCOM quarterly alteration installation message at Planning Board for Training (PB4T) and incorporate it into the ship's short/long-range planning schedule. (For PAC units only) Note: This message is released by N432B and sent to Southwest RMC for dissemination to PAC units.

(7) Create shipboard awareness of ILS requirements for installations/modifications and establish a feedback/control mechanism to track and report configuration changes.

(8) Ensure that the 3MC is conducting equipment validation weekly (1 per 250 equipments per work center) IAW COMNAVSURFOR 4790.1D.

6601. <u>EQUIPMENT SUPPORT/COSAL MAINTENANCE</u>. Updating the ship's COSAL to support installed equipment is a continuing effort requiring total command involvement. Under the Maintenance Data System (MDS) of the 3M System, Work Center technicians will submit OPNAV 4790/CKs to add, change, or delete equipment APLs due to unsupported or inaccurately supported equipment on board, or supported equipment no longer on board. Submit Fleet COSAL Feedback Reports (FCFBR) to change or remove parts inaccurately listed on applicable APLs or to identify AT Code 1 material which has had stock replenishment requisitions canceled with "CG," "CJ," "CK," "CY," or "CU" (discontinued without replacement). FCFBRs are no longer required for parts not listed on APLs/AELs. Process OMMS/OMMS-NG Pen & Ink change when parts are listed in the General Distribution APL (GDAPL) but not

in OMMS/OMMS-NG. Supply Department personnel will ensure appropriate supply support is available to maintain installed equipment through effective use of the ship's COSAL. Review the Summary Of Effective APLs (SOEAPL) for APLs with pound (#) signs and verify in OMMS/OMMS-NG for parts data. Submit list of APLs with no parts data to the Configuration Data Manager (CDM) for requesting logistics/parts support data from the Weapons System File (WSF). With total command involvement, accurate logistic and maintenance support will improve the reliability of all onboard equipment and systems. NAVSEAINST 4790.8B "3M Manual," NAVICPINST 4441.170B, Chapter 5 "COSAL Use & Maintenance Manual," and NAVSUP P-485, paragraphs 2104 and 2205, provide specific guidance for configuration validation and maintenance. In addition, continue to submit FCFBRs to the Navy website "http://www.anchordesk.navy.mil" in the following situations:

    a. Suspected error in code assignments, i.e. SM&R codes, note code.

    b. Non-allowed part required for PMS.

    c. Part number in technical manual does not agree with APL.

    d. Allowed quantity insufficient for PMS requirements.

    e. APL incomplete (missing information), i.e. characteristics data, technical manual number.

    f. APL technical problem such as incorrect Minimum Replacement Unit (MRU) assignment.

    g. Incorrect part/item listed on APL/AEL.

    h. Source, maintenance, and recoverability codes and allowance note codes noted on APL/AEL are not defined in any publication held.

    i. Circuit symbol number in electronics APL section B crosses to incorrect reference number/stock number.

6602. <u>OUTFITTING ALLOWANCES FOR NEW CONSTRUCTION SHIPS ONLY</u>. The Supply Officer should refer outfitting allowances that appear inadequate to support installed equipment to the appropriate Naval Supervising Activity (NSA). If this does not suffice, forward an Allowance Change Request (ACR) (NAVSUP 1220-2) to COMNAVSEASYSCOM, via the NSA with information copy to TYCOM. See NAVSEAINST 4441.2A for detailed information.

6603. <u>ALLOWANCE CHANGES</u>. NAVSUP P-485, paragraphs 3365-3369 provides detailed information on eligibility, requisitioning, and other procedures related to initial or increased allowances of repair parts and equipage authorized for NAVSEA COSAL funding. The following supplemental guidance applies:

a. <u>Applicability</u>. Whenever CNO/SYSCOMS or their technical agencies change shipboard allowances, Fleet Modernization Program (FMP) COSAL funds finance these changes except:

Ships in depot maintenance or within 60 days of depot maintenance. Equipage deficiencies (including Ship Portable Electrical/Electronic Test Equipment Requirements List (SPETERL)) only.

b. <u>Requirements for New Installation and Unsupported Equipment</u>. NAVSUP P-485, paragraph 2104 authorizes requisitioning allowance deficiencies in support of newly installed/unsupported equipment. Determine and submit requirements following subparagraph d and e below. Make sure that configuration change information is submitted per paragraph 6601.

c. <u>Stocking Decisions for Repair Parts</u>. Check maintenance level codes for each item in the APL allowance column ensuring that you order only material installable at shipboard level for stock. Maintenance level codes are the third position of the Source, Maintenance, and Recoverability (SM&R) code on the APL. The "COSAL Use & Maintenance Manual," NAVICPINST 4441.170B, page A-9 contains SM&R codes.

d. <u>Deficiency Computation</u>. ASI processing automatically computes deficiencies.

e. <u>Requisition Procedures</u>. Submit NAVSEA OPN Outfitting Account requisitions per NAVSUP P-485, paragraph 3369 and the Navy Outfitting Program Policies and Procedures Manual (TMINS: T9066-AA-MAN-010). Submitting hard copy referenced authorizations and APL information is no longer required.

f. <u>Appropriation Purchases Account (APA) Initial Allowance Deficiencies</u>. Order APA initial allowance deficiencies through normal point of entry (POE) supply channels (i.e., local FISC).

6604. <u>ALLOWANCE CHANGE REQUESTS (ACRs)</u>

a. Submit Allowance Change Requests to request a revision (addition or deletion) to an authorized allowance list for equipment and components, repair parts, or equipage via Anchor Desk Web Site: http://www.anchordesk.navy.mil/fleetsupport/request.nsf/ACR?OpenForm or http://www.anchordesk.navy.mil/toolbox/iccpage.htm. All requests will be automatically forwarded to TYCOM for endorsement to appropriate activities. Submitting activities will receive notice of TYCOM endorsement electronically, as well as approval or disapproval notice from appropriate activities. Additional guidance is:

(1) Justification. Establish the need in terms of programs and requirements placed upon the ship. Include statements why current allowances to support these programs or requirements are inadequate and how the requested item will provide better support such as documented usage, manpower, and monetary savings as applicable.

(2) E-mail address. The web site was created to streamline the handling of requests from the time they were submitted to time they were approved or disapproved, therefore, e-mail address of the personnel submitting ACR must be included in the form.

b. Follow-Up. The TYCOM will endorse or disapprove the ACR advising the originator of action taken. ACRs are normally endorsed by TYCOM in less than 30 days. Final action on ACRs should not exceed 3 months. Follow-up e-mails or phone calls from the originator to the last activity known holding the ACR are warranted if these periods are not met.

c. Funding. NAVSEA funds allowance increases on approved ACRs if they determine the increase applies to a class of ships. If NAVSEA determines the allowance change applies only to the requesting ship, the requesting ship must use OPTAR to requisition the allowance increase.

d. Files. All CNSF ships will maintain pending and completed ACR files including any correspondence appertaining to allowance change request. Retain these files to make sure approved allowance changes are incorporated into the next production and processing of ship's Automated Shore Interface (ASI) file.

e. See paragraph 2105, NAVSUP P-485 and Chapter 5, SPCCINST 4441.170B, the "COSAL Use & Maintenance Manual," for additional information concerning submission of ACRs.

f. <u>Allowances for Material Other Than Equipage and Repair Parts</u>. The following directives provide guidance concerning allowances for material other than equipage and repair parts for active fleet ships:

(1) OPNAVINST 4780.5T contains boat allowances for Navy ships and shore-based units of the fleet operating forces.

(2) OPNAVINST 3150.27A contains allowances of diving equipment for ships.

(3) NAVSEAINST C8011.2A contains procedures for changing ammunition allowance lists.

(4) NAVAIR Publication 00-35QL-22 provides initial outfitting allowances of meteorological material and equipment.

(5) NAVAIR Publication 00-35QP-3 provides initial outfitting allowances of photography material and equipment. NAVAIRSYSCOM (NAIR-5392B) has cognizance for changes to photographic allowances.

(6) NAVSEA Publication SE700-AA-MAN 410/RADIAC provides procedures for shipboard 7Z cognizance portable RADIAC equipment.

6605. <u>BOAT SUPPORT AND CIVIL ENGINEERING SUPPORT EQUIPMENT (CESE)</u>. Supply support, including repair parts, for noncommissioned boats, craft, and CESE permanently carried on board ship is included in the ship's COSAL and will be funded by OPTAR. The host ship or the owning command will fund supply support for noncommissioned boats and craft that are not the organic property of the host ship as follows:

a. <u>Pack-up Support</u>. Pack-up kits provided and funded by the parent command may also support boats, craft, or CESE assigned to subordinate commands embarked during deployments and other operations. These kits contain commonly used repair parts and consumables peculiar to the boat or craft.

b. <u>Issue Sequence</u>. To obtain repair parts in support of all NAVBEACHGRU 2 boats and craft, the detachment personnel and/or supporting ship will:

(1) Issue parts carried in the pack-up kits furnished by the parent command. In the case of an LCU, use the repair parts carried in the LCU. The parent command will replenish the items.

(2) Issue without charge from organic stocks of the embarked ship. The issuing ship will bear the cost of replacing such issues.

(3) Screen ships in company for urgently required repair parts and place on fleet-wide/local MATCONOFF screen, if appropriate. Check the pack-up kits and storerooms of other craft embarked/assigned to the Marine Amphibious Readiness Group (MARG). The ship with the embarked detachment will bear applicable costs.

(4) Request the parent command to provide the parts. The parent command bears the cost.

c. <u>Citing Parent Command Funds by Supporting Ship</u>. Force ships may not submit any requisition that will result in a charge to the OPTAR of the parent command of embarked units.

6606. <u>AUTOMATED SHORE INTERFACE (ASI) TAPE / REVISED ALTERNATIVE DATAFLOW (RAD) DOWNLOAD PROCESSING</u>. Sequenced ASI tapes/RAD downloads provides updated configuration and repair parts support for SNAP II/Micro-SNAP/R-Supply ships. Process all sequenced ASI tapes/RAD downloads as soon as possible, barring any (SNAP II/Micro-SNAP /RSUP) equipment and software failure or operational commitments (such as OPPE) where power fluctuations may occur. The 3-M Coordinator will input the ASI tape/RAD download. The Supply Officer will follow-up on the tape/download processing and submit NAVSEA OPN Outfitting Account requisitions generated as the result of ASI processing. Ensure the ASI Transaction Report (R-Sup JSS117)/ASI Automated STK Report (SNAP RPT-091) is reviewed and action taken to discrepancies as required.

6700. <u>HAZARDOUS MATERIAL/WASTE (HM/W)</u>

a. The Supply Officer is the HM coordinator unless an industrial hygiene/industrial safety officer is onboard. An effective HM program at any command requires the direct support of all personnel. Material Safety Data Sheets (MSDS), material identification, proper stowage, use, personal protective

equipment, and proper disposition or disposal of HM/HW, are essential elements of the HM/HW program. Specific afloat HM/HW guidance is available in OPNAVINST 5100.19(series):

(1) Transfer excess, unopened ready-for-issue (RFI) HM to local HM minimization/reuse stores, where available, or process as MTIS vice HW for disposal. Closely manage Type I (non-extendable) shelf life HM through the Hazardous Information Control Program for Windows (HICSWIN), which is installed on all ships, to avoid maintenance of expired material in shipboard stocks. Ships will transfer Type I material with expired shelf life ashore to the supporting shore hazardous material reuse center. Type II (extendable material) will be inspected in accordance with Shelf Life codes. HM material unfit for issue or excess will be transferred ashore to the supporting HM reuse facility in accordance with directives issued by the supporting activity to avoid expiration. Transfer Type II (extendable) HM ashore at the ship's assigned homeport for proper disposal. Obliterate all stickers and labels that reflect locally assigned MSDS numbers on containers processed as MTIS or transferred to a local HM minimization/reuse store before transfer. Failure to obliterate these stickers and labels could result in future users applying inappropriate procedures for handling, stowage, emergency response, personal protective equipment, or disposal.

(2) Explore HM minimization efforts to the maximum extent practical. Review reorder levels for all HM annually to ensure no excess HM is onboard. Multiple work centers should share HM to avoid unnecessary procurement. When you need HM, order the smallest unit of issue available that meets the requirement to avoid or minimize disposal cost for HW. Ships implemented with HICSWIN have the tools and capability to maximize the range of HM required for routine operations.

(3) The Hazardous Material Information System (HMIS) (DOD 6050.5) and the Special Category Item List (SCIL) lists hazardous items. Every ship should have a minimum of three copies (Supply, Medical, and Engineering Departments) of HMIS. HMIS provides MSDS information for most HM assigned an NSN and many open market items procured by DOD. Work Center Supervisors are required by OPNAVINST 5100.19(series) to conduct hazardous communication training of assigned personnel to meet requirements set forth by 29 CFR 190.1210.

(4) The tailored Ships Hazardous Material List (SHML) is resident in the HICSWIN software and identifies HM authorized for use afloat. Per OPNAVINST 5100.19(series), do not order HM

not listed in the SHML, COSAL, SPMIG, or Navy Ships Technical Manual (NSTM) unless specifically authorized by the Commanding Officer. The HICSWIN program has a feedback function that will be used to identify HM recommended for addition to the SHML. The original of the SHML Feedback Report (SFR) must be signed by the Commanding Officer (cannot be delegated), attached to the purchase request for submission to the appropriate FISC Procurement Office and a copy retained on file. The HICWSWIN software also produces an SFR for transmission via WINSALTS to NAVICP (code 0541) for approval. Attach copies of HM open market purchases to HM/HW transferred to another ship or ashore for any purpose.

    b. In handling, storing, and issuing HM, Supply Department personnel will comply with provisions of OPNAVINST 5100.19(series):

    (1) Maintaining a fully compliant HAZMINCEN operation necessitates shifting workload and responsibility to the Supply Department. It is essential that manning and space resources also be shifted to the Supply Department to ensure effective operation. Personnel (HAZMINCEN operators) required to operate these facilities must also be functionally realigned and acquire NEC 9595.

    (2) Inventory and inspect HM stowed in the custody of the Supply Department according to shelf life codes (see NAVSUP P-485, Appendix 9) or annually, whichever is sooner. Check material condition of containers, correct identification, and proper marking or labeling.

    (3) Handle material received with hazardous or warning labels carefully and correctly, and ensure that appropriate Personal Protective Equipment (PPE) is available and used.

    (4) Ensure that hazardous or warning labels remain attached and legible on all HM containers at all times. If you transfer HM into a secondary container, then you must duplicate and affix hazardous and warning label information to the secondary container(s). The ability to print appropriate labels is a function available in the HMIS software. Attach an MSDS to HM issues. Match each HM container's CAGE code and manufacturer to determine the appropriate MSDS. If required, print MSDSs from HMIS.

    (5) Store flammable material in either NAVSEA approved flammable storage lockers (not to exceed the recommended

threshold quantity) or in properly designed and outfitted storerooms. A maximum of 30 gallons of HM (two 15 gallon approved lockers) can be stored in a space, unless the space is properly designed and outfitted for storage of flammable material.

    c. Shipboard generated HW requiring disposal ashore in CONUS must be coordinated in advance with the ship's assigned homeport. Accomplish O-CONUS HW disposal according to in-theater procedures or hold HW for transfer at the assigned CONUS homeport. See COMSERVFORSIXTHFLTINST 4000.1(series) for the Mediterranean area and COMLOGSUPP-FORSEVENTHFLTINST 4000.1(series) for the Western Pacific.

    d. Any hazardous material questions can be directed to the appropriate Hazardous Material Program Office (HMPO) located at the servicing FISC. Each office maintains a staff of technical personnel and provides a range of services to surface ships.

6701. <u>GENERAL PURPOSE ELECTRONICS TEST EQUIPMENT (GPETE)</u>

    a. <u>Program Objectives</u>. The COMNAVSEASYSCOM program effectively allocates scarce GPETE assets by determining actual GPETE requirements.

    b. <u>Validation of Requirements</u>. Units with GPETE (SPETERL or COSAL, Part IIB) are required to continuously review and update the SPETERL and the outstanding requisition file. The Electronics Maintenance Officer (EMO) will:

        (1) Conduct an annual GPETE inventory, per COMLANTFLT/ COMPACFLTINST 4790.3.

        (2) Submit ACRs (NAVSUP 1220-2) (see paragraph 6604) as changes occur in equipment or PMS requirements that involve changes in required GPETE.

        (3) Carefully screen excesses that are discovered as a result of shipboard requirements against all SCAT codes to make sure that the item is not required to fill other on board deficiencies.

    c. The following procedures apply to requisitioning and disposal of GPETE:

        (1) When submitting requisitions for GPETE, use EMRM OPTAR citing fund code _B. Make sure the advice code cited on

the requisition is compatible with the project code used. DLR procedures apply to GPETE. When the NSN is unknown, cite document identifier A_E, and provide the preferred equipment model number, subcategory description and SCAT Code in the remarks block.

(2) Use paragraph 6603 (above) "requisitioning procedures" for obtaining GPETE required to support newly installed equipment when the installing activity does not provide the GPETE. Additionally:

(a) GPETE deficiencies (excluding 7Z Cog), resulting from new or previously unfilled requirements (sub-paragraph 2b above) are eligible for NAVSEA OPN Outfitting Account funding.

(b) 7Z GPETE Initial Outfitting/Allowance Deficiencies. Once the SPETERL allowance is determined, the system command will record the deficiency and no further action by the ship is required. NAVICP Mechanicsburg will reject initial outfitting requisitions.

d. GPETE End Item Replacement (GEIR)

(1) Requisition GEIR requirements for failed or unserviceable equipment from NAVICP Mechanicsburg per NAVSUP P-485, paragraph 3279. Requisitions must certify that the failed unit is available for turn-in or has been surveyed.

(2) COMLANTFLT Test Equipment/Calibration Readiness Assessment (TECRA) Program. The TECRA Program is the primary vehicle for receiving and redistributing excess GPETE/SPETE assets among COMNAVSURFLANT ships. Before requisitioning GPETE to fill deficiencies, Supply Officers will make sure maintenance personnel have screened TECRA assets per COMLANTFLTINST/COMPACFLTINST 4790.3).

(3) PACFLT Test Equipment Allowance Program (FTEAP). FTEAP is the primary vehicle for receiving and redistributing excess GPETE/SPETE assets among COMNAVSURFPAC ships. The two FTEAP centers are located in San Diego and Pearl Harbor. Before requisitioning GPETE to fill deficiencies, Supply Officers will ensure maintenance personnel have screened FTEAP replacements.

e. CASREP/URGENT Material Requirements

(1) <u>CASREPS</u>. When a specific system is down and 7Z cog GPETE is required to correct a CASREP, include NAVSEASYSCOM DET, Portsmouth, VA on the CASREP message and subsequent updates.

(2) <u>CASREP Related GEIR</u>. Requisition per subparagraph 6701.e (1) and normal CASREP procedures.

(3) <u>CASREP Related Initial Outfitting/Allowance</u>. Submit CASREP requirements by plain text message per NWP 1-03.1 to NAVSEASYSCOM DET, Portsmouth, VA (info: TYCOM, NAVSEASYSCOM DET San Diego CA, and NAVSEAACT PAC Pearl Harbor HI). The message should indicate the test equipment required to correct the outstanding casualty, SPETERL allowance quantity, and quantity on board. Provide Date-Time-Group (DTG) of the outstanding CASREP for cross-reference purposes. MILSTRIP data is not desired since requests will be handled outside normal fleet supply channels. NAVSEASYSCOM DET will provide status and shipping information by message. Other GPETE CASREP procedures continue to apply except that CASREP caption "STRIP" information and "W" requisitions will not be used (use "D" series requisition numbers (DLRs)). Insert special notation that requirements are unfilled initial allowance in caption "AMPN."

6800. <u>ORGANIZATIONAL BEDDING</u>. In addition to providing bedding for ship's company, amphibious ships must also provide adequate bedding to embarked troops and other passengers. Accordingly, the same bedding items furnished to ship's company will be issued to troops and passengers commensurate with their rate, rank, or status, and climatic conditions. The supporting ship bears the cost of organizational bedding. Include organizational bedding in the ship's phased replacement program to make sure that OPTAR is budgeted to maintain adequate allowances. The following procedures are appropriate:

a. In addition to having the capability to outfit ship's company, embarked troops, and passengers with organizational bedding, Supply Officers should make sure that a backup stock quantity exists for replacement purposes. As there are several sizes and types of bedding, each Commanding Officer will decide which types to use and stock. Tailor the standard issue according to existing climatic conditions. In case of an emergency such as evacuation of civilian personnel requiring cots to supplement bunks/berths, the persons occupying the cots will receive only those standard items of issue considered necessary.

b. Commanding officers will issue an instruction to establish the issue and control of organizational bedding. The instruction will assign an officer, other than the Supply Officer, responsibility for organizational bedding, and will include controls to make sure that each member of the ship's force is personally responsible for bedding issued them. Individuals will be required to turn in bedding before leaving the ship on temporary additional duty or permanent orders.

c. Bedding for temporarily embarked personnel will be conspicuously marked to distinguish it from bedding issued to and authorized for use by ship's company. As troops or passengers are embarked, count out the bedding and issue to the senior member of each compartment or unit, who will personally certify receipt of all bedding issued to their unit and acknowledge in writing acceptance of responsibility for returning or properly accounting for all quantities issued upon debarkation. In the case of emergency evacuation, control of bedding issued to civilians may be relaxed so as not to further aggravate an already uncomfortable situation.

d. Provide laundry service to all persons on board to ensure a change of linen at least weekly. Dry-clean blankets as necessary. To maintain accountability for troop bedding during laundering, embarked troop units shall provide personnel to be trained in the operation of the ship's laundry equipment. These personnel will be responsible, under the supervision of one of the ship's laundrymen, for laundering all troop bedding as well as other units' laundry. If it is not feasible for embarked troop units to perform their own laundry service in this manner, they shall be required, as a minimum, to furnish a laundry representative who shall be in attendance during the unit's entire laundry cycle. While the representative will assist in processing the unit's laundry, the primary responsibility is maintaining proper integrity of unit laundry throughout the cycle (from pickup at troop space until return to troop space).

6801. <u>EVACUATION MATERIAL</u>

a. Commanding Officers of all ships will be prepared to evacuate U.S. Nationals in an emergency. However, evacuation of civilian and military personnel from dangerous situations is a specific mission of amphibious type ships and certain evacuation material will be stocked. Additionally, prepare a messing bill for use in case of evacuation. The Commanding Officer will

issue an instruction regulating the custody and storage of evacuation material. If possible, assign responsibility for the custody and storage of evacuation material to one individual.

b. Allowance of Evacuation Material. Stock evacuation material on ships as specified in COMNAVSURFORINST 6000.1.

6802. <u>VEHICLE/AIRCRAFT LASHING GEAR, TROOP LIFE JACKETS/FLOAT COATS, AND CARGO NETS</u>

a. Vehicle/aircraft lashing gear, life jackets/float coats, and cargo nets are essential to the operation of amphibious type ships. A reliable method of inventory control, plus proper marking of the latter two items, can greatly decrease losses and, in most instances, eliminate them. NAVICP Mechanicsburg provides Allowance Equipage Lists (AELs) for vehicle/aircraft lashing gear and life jackets/float coats to each amphibious ship.

b. Do not remove vehicle/aircraft-lashing gear from amphibious ships during operations and exercises. As such, marking vehicle/aircraft lashing gear is not necessary. However, inventory procedures prescribed by subparagraph 4 (below) are mandatory.

c. Mark all troop life jackets/float coats and cargo nets with the ship's color code as indicated in Appendix E (COMNAVSURFLANT ships only). This helps identify the originating command when items are lifted to other vessels.

d. Commanding Officer shall establish procedures to maintain adequate control of vehicle/aircraft lashing gear, life jackets/ float coats, and cargo nets. Take a careful count of life jackets/float coats and cargo nets removed from and returned to the ship during an operation and reconcile any inventory discrepancies immediately following completion of the operation.

e. Beach Group Commanders shall make sure that all life jackets/float coats and cargo nets carried inland are returned to the beach. The Beach-master is responsible for gathering life jackets/float coats and cargo nets at designated positions on the beach and will inform the Officer In Tactical Command (OTC) when ready for pickup. The OTC will direct ships to send representatives ashore for collection of life jackets/float coats and cargo nets.

f. Make sure boat crews and beach parties understand the necessity for preventing losses on the beach. Carry jackets and cargo nets inadvertently placed in the wrong boat to the parent ship, if possible. When the exercise is completed, or when requested, commanding officers of ships are to submit a life jacket and cargo net report to include the following information to the OTC:

(1) Number of troop life jackets missing.

(2) Number of troop life jackets on hand belonging to other ships. (Give hull number and number of jackets for each ship)

(3) Number of cargo nets missing.

(4) Number of cargo nets on hand belonging to other ships. (Give hull number and number of nets for each ship.)

g. Upon receipt of the life jacket/float coat and cargo net report, the OTC will coordinate return of material to the appropriate ship(s).

h. Instructions to the landing force shall emphasize the importance of all hands discarding their life jackets above the high water mark on the beach and immediately returning to the beach any and all cargo nets or life jackets/float coats carried inland.

6803. SPECIAL/ORGANIZATIONAL CLOTHING

a. Special clothing is cold weather, utility, and wet weather clothing. It does not include flight, medical, chemical, biological, impregnated, or anti-contamination protective clothing. Special clothing issues to an individual are on a loan basis and remain the property of the Navy.

b. Training and Special Operation Allowance. (Amphibious Type Ships only). When operating conditions require, ships may issue clothing to chaplains and other personnel engaged in training exercises or special operations including those who are temporarily assigned to Marine units ashore or under arduous field conditions. Ships shall issue utility clothing as organizational clothing to chaplains performing these duties. Determine articles and quantities of issued clothing on an individual basis. Ships may carry the following articles in addition to the standard sea outfit:

(1) <u>Landing craft and boat personnel</u>. (When not part of regularly assigned ship's allowance):

      (a) Cap, utility, Olive Green (OG), 1 per person

      (b) Shirt, utility, coat style, OG, 1 per person

      (c) Shoes, field, A-1, 1 pair per person

      (d) Trousers, utility, OG, 1 per person

(2) Beach parties, underwater demolition teams, explosive ordnance disposal units:

      (a) Bag, duffel, 1 per person

      (b) Bag, sleeping, mountain Type 1, 1 per person

      (c) Cap, utility, OG, 2 per person

      (d) Shirt, utility, coat style, OG, 7 per person

      (e) Shoes, field, A-l, 2 pair per person

      (f) Trousers, utility, OG, 4 per person

d. <u>Renovation and survey</u> of special clothing is per NAVSUP P-485.

e. <u>Coveralls, Fire Retardant</u>. Each ship is allowed two sets of fire retardant coveralls (NSN 9D 4210-01-514-2397 (series) see CNSF msg DTG 041315Z Dec 03) for each member of "A," "B," "E," "M," and "R" Divisions in the Ship's Manning Document (SMD). Coveralls are considered a critical safety item and should be a priority for available funding and placed on your phased replacement lists. These coveralls are organizational clothing and as such shall be afforded adequate shipboard control to make sure they are only issued to eligible members. Stencil these coveralls with ship's name on the back (i.e., USS CHIEF (MCM-14). Additionally, members will return both sets of coveralls when transferred from the ship or "B," "E," "M," or "R" Division. The inexpensive, general-purpose (non-fire retardant) coveralls (used by Deck Division personnel, etc.) will be stenciled with the ships name on the back and will be returned when member transfers from the ship.

f. Ball Caps. Command ball caps are NOT a valid OPTAR expenditure. The annual clothing allowance was adjusted to include a ball cap replacement allowance in view of the ball cap becoming a mandatory uniform item. Commands desiring to issue a command ball cap to each new arrival may continue to purchase them using MWR funds. Ships may procure required special color ship's ball caps for specific damage control training teams as authorized by the Commanding Officer with ship's OPTAR.

g. Safety Shoes. Specific guidance on requisitioning and issuing safety shoes is in NAVSUP P-485 Vol. I.

h. Flight Jackets Prohibited. Do not requisition flight clothing (i.e., coveralls, gloves, and jackets) unless specifically for designated aircrew personnel or aviators in actual flight status.

i. Organizational Clothing Management. Close control and inventory management of organizational clothing with a unit cost of $50 or greater is required to minimize losses and replacement costs for reasons other than normal wear and tear. When issuing such clothing, custody signature is required following a statement accepting responsibility for loss. Individual items such as foul weather jackets require individual custody signature. Items used by several personnel, such as rain gear, require custody signature by the cognizant division officer. Inventory of organizational clothing is conducted by the responsible division, at least semiannually and should coincide with recall of items due to seasonal changes.

6804. SUPPLY DEPARTMENT STOREROOM SPACES. Do not convert Supply Department spaces to another use without applicable NAVSEA/TYCOM approval.

6805. CASUALTY EMERGENCY REPLENISHMENT MATERIAL (CERM). CERM is for damage control in crisis situations. Refer to CARGO (NAVSUP Pub 4998) for sources of supply and a complete listing of CERM. The T-AFS is the normal source for CERM. AO/AOR/AOE and Red Sea Taos also carry special pack-up kits. Request the pack-up kit on an emergency basis only (i.e., to support fighting a major Class Bravo fire at sea). Supply Officers are responsible for inventory and shelf life management. Coordinate with Damage Control Officers to ensure proper inspection and maintenance in conjunction with Damage Control repair locker PMS.

6806. <u>AUTHORIZED MATERIAL POOLS (LANT Ships Only)</u>. Several
material pools exist within COMNAVSURFLANT. When properly
operated and managed, these pools provide significant cost
savings in both dollars and in personnel resources. Figure 6-1
lists the only authorized material pools and their governing
instructions. No expansion of the pool's assets is authorized
without LANT approval, except as permitted under the applicable
instruction. Do not establish new material pools without prior
approval of specific operating, inventory, and financial
management procedures. Notify COMNAVSURFLANT N411 to add or
delete a pool of material or equipment in addition to those
listed in Figure 6-1. Include a general description of the
material/equipment pool, current manager, location, number of
line items, estimated dollar value, and copies of instructions
to govern the management of the pool.

6900. <u>CONTROLLED EQUIPAGE and PRESENTATION SILVER INVENTORY</u>

     a. The requirement to maintain controlled equipage records
and conduct the various inventories required under the
controlled equipage program has been revoked, and is no longer
an inspection item. However, it is incumbent upon the
commanding officer to establish procedures or a program whereby
any pilferable or relatively valuable material can be accounted
for.

     b. Presentation Silver Inventory. NAVSUP P-485 requires
inventories for presentation silver biannually. However, all
ships will conduct an annual inventory of all presentation
silver items during the period 15 February to 15 March.

Figure 6-1

COMNAVSURFOR-LANT AUTHORIZED MATERIAL POOLS

MATERIAL POOL	MANAGER	GOVERNING INSTRUCTION
Contingency Boat Pool	Mid Atlantic Regional Maintenance Center	COMLANTFLT/COMPACFLTINST 4790.3
Portable Power Tools	Mid Atlantic Regional Maintenance Center	COMLANTFLT/COMPACFLTINST 4790.3, VOL IV, Part IV, Chapter 5 SIMA NORFOLK INST 4420.2

Figure 6-1

Figure 6-2

DEMAND PROCESSING PARAMETERS

Ref: COMNAVSURFOR SAN DIEGO CA 202057Z MAY 03

FIELD   ENTRY

Starting Year/Month   Current month minus 11months
                                (i.e., SNAP 0206 , RSUP JUNE
                                2002)

Ending Year/Month   Current month (i.e. SNAP 0305,
                                RSUP MAY 2003)

Order and Shipping Time   1.5
(O&ST) FILL
O&ST Non-FILL   3.0

SIM Qualification Period   06

SIM Qualification Frequency   2

SIM Retention Frequency   1

SIM Retention Period   12

Economic Dollar Retention   100

Recomputation Test Factor   (1.2 SNAP, 20 RSUP)

Safety Level Factor   2.0

Endurance Level   3.0

Range Demand Excluded   Use only during ILO or SRA

Records Included   Consumables: N
                                Repair Parts (NSA): Y

Figure 6-2

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CHAPTER 7 - FINANCIAL MANAGEMENT

7000. <u>INTRODUCTION</u>. The Commander, Naval Surface Forces is
assigned the mission of maintaining trained and combat ready
forces. Financial resource constraints require prudent
financial management at all levels. Therefore, each person in
the chain of command must evaluate the benefits to be derived
from each expenditure of funds and ensure the best interests of
unit readiness are kept foremost in the evaluation process.
This instruction provides policy to ensure consistent control
and use of funds throughout the Force, and that such controls
and uses are consistent with the dictates of higher authority.
The administration of financial resources shall be according to
this instruction.

7001. <u>REFERENCES</u>. The policies and procedures delineated in
this chapter and Appendices F through K supplement the following
references:

    a. DOD Financial Management Regulation 7000.14(series)

    b. DON Financial Management Policy Manual, NAVSO P-1000

    c. TYCOM Annual Funding Authorization Messages, Financial
Guidance Messages, and year-end Closing Messages

    d. CLASSRON guidance.

7002. <u>SOURCE OF FUNDS</u>. The TYCOM's principal source of funds
is a sub-allocation issued by the Fleet Commanders. Annual
planning figures are established and funds granted on a fiscal
year basis with obligation ceilings established for each
quarter. Obligation authority for the majority of these funds
is further delegated to Force units in the form of an Operating
Target (OPTAR), or Administrative Funding Target (AFT).

7003. <u>TYPE COMMANDER RESPONSIBILITIES</u>.

    a. The TYCOM is responsible for administering funds by
equitably evaluating requirements and distributing funds
responsibly, effectively monitoring the management of funds
within the Force, and developing justification to support
requests to the Fleet Commander for additional funding.

    b. See Appendix M for host/parent TYCOM responsibilities
for cross-fleet operational support.

7004. <u>CLASS SQUADRON (CLASSRON)/IMMEDIATE SUPERIOR IN COMMAND (ISIC) RESPONSIBILITIES</u>. CLASSRONs/ISICs are responsible to the TYCOM for the proper management of funds granted to their units and funds provided for support of their own staffs. CLASSRONs/ISICs must be aware of their units' requirements and management effectiveness, ensure consistent application of published policy and procedures for financial management, and take action as necessary to keep the TYCOM fully informed about the readiness of subordinate ships and units as affected by funding policies and grants.

7005. <u>COMMANDING OFFICER RESPONSIBILITIES</u>

a. Commanding Officers are responsible for the proper use of funds allocated to their ships or units. Proper use of funds requires that expenditures be consistent with the objective of maximizing readiness. Commanding Officers must ensure they do not over-obligate assigned funds for current and first prior fiscal year OPTARs.

b. Rarely will the funding authorization be enough to finance <u>all</u> requirements developed by a ship or unit. Accordingly, this instruction establishes priorities for use of available funds to make sure that expenditures are approved to sustain the ship's mission capability. These priorities must be adhered to in the budget process to ensure sound financial management. Failure to do so could affect material readiness. In carrying out responsibilities for sound financial management, the Commanding Officer must:

(1) Establish and execute a sound, dynamic annual financial management plan for accomplishing the mission at the most economical cost.

(2) Prevent over-obligation of assigned funds except where authorized by this instruction. (Although 31 U.S. Code 1517 does not specifically apply to OPTARs, the same basic philosophy applies since over-obligation of OPTARs can result in an over-obligation of the TYCOM Operating Budget.)

(3) Prevent improper use of funds (31 U.S. Code 1301) (i.e., using O&MN (Operations & Maintenance, Navy appropriation) OPTAR to purchase OPN (Other Procurement, Navy appropriation) non-NSN investment material with a unit or system cost greater than $250,000.00).

(4) Prevent wasteful spending by close adherence to TYCOM established policies for expenditure of funds and by careful review of internal budget reports to make sure spending is according to plan.

(5) Review and identify significant material deficiencies and unfunded requirements throughout the ship, reporting such deficiencies/requirements by appropriate means.

(6) Personally approve by initialing/signing obligation documents for supplies or equipment that are more than $5,000.00. An email from the Commanding Officer indicating approval of obligation documents is acceptable in place of initials/signature on hard copy obligation documents. These obligation documents (and associated emails, if applicable) must be filed with financial records and be available for future reviews and audits. For LHA, LHD, and LPD 17 class ships the amount may be raised by the Commanding Officer to $10,000.00 if desired.

(7) Consolidate custody and management of repair parts and consumable inventories under the Supply Officer to the maximum extent feasible.

(8) Personally review and release the monthly Budget/OPTAR Report message or certification of the NAVCOMPT Form 2157.

(9) Promptly report to the TYCOM and CLASSRON/ISIC circumstances indicating significant funding deficiencies affecting operational readiness.

(10) Find innovative ways to reduce spending by determining cost drivers, initiating process improvements, and adopting best business practices.

7006. <u>SUPPLY OFFICER RESPONSIBILITIES</u>. The Supply Officer is responsible to the Commanding Officer for the proper performance and administration of the Supply Department. The Supply Officer is the financial manager of the unit and must have a thorough understanding of TYCOM financial management policy, effectively communicate that policy to the Commanding Officer and Department Heads, and closely monitor execution of the budget plan.

7007. <u>PRIORITIES FOR THE OBLIGATION OF FUNDS</u>. Commanding Officers of Surface Force ships and units will obligate OPTAR funds in the following order:

a. "Other" OPTAR Funds

    (1) Medical/dental supplies and services.

    (2) Damage control.

    (3) Life saving and personnel safety.

    (4) Required general use consumables.

    (5) Equipage, not included above, to fill allowance or replace surveyed equipage.

    (6) Self-help habitability improvement projects.

b. EMRM (Equipment Maintenance Related Material) OPTAR Funds

    (1) Direct Turn-Over (DTO) Repair Parts.

    (2) Storeroom replenishment – DLRs.

    (3) Storeroom replenishment – SIM.

    (4) Storeroom replenishment - Non-SIM.

    (5) General Purpose Electronic Test Equipment (GPETE).

7100. <u>ANNUAL FINANCIAL MANAGEMENT PLAN (AFMP)</u>. An effective financial management plan is essential for the optimum management of an OPTAR. The plan must be dynamic and sensitive to the operational mission of the ship and should make sure funds are available for material readiness. Participation of the Commanding Officer, Executive Officer, and all Department Heads in developing and adhering to the AFMP through, at a minimum, a monthly meeting called specifically to review execution and update the plan for the remainder of the fiscal year, is essential. AFMPs are mandatory for all Surface Force ships, staffs, and commands provided OPTARs or AFTs. Guidance for developing such a plan is in Appendix F. Surface Force units will develop the AFMP based on assigned OPTAR. The Commanding Officer must be aware of funding limitations and requirements, and must decide which requirements to fund.

7101. <u>DEPARTMENTAL BUDGET</u>

a.   The Departmental Budget is the base for the AFMP.
Distribution of funds in an AFMP should be based on factual data
to the maximum extent possible. It is emphasized, however, that
whereas past usage serves as a basis for estimating normal
future requirements, forecasts of requirements based on the
forthcoming fiscal year's operating schedule must also be used.
The projected allocation of funds for the procurement of
material requirements not carried in shipboard storerooms is
important. Appendix G is a sample of a completed manual
departmental budget report.

b.   Additional Guidance

(1) Repair Parts. Base funding allocations on a review
of historical usage data adjusted for one time events in the
past and anticipated impacts of ship schedule supplemented by
specific inputs from Department Heads.

(2) Other OPTAR requirements will vary with each
department but should be predictable and based on historical
demand. Examine all areas closely to make sure all requirements
are included. The following list provides examples to consider:

(a) Damage control and safety items.

(b) Boat support (other than repair parts).

(c) Deck requirements (paint, line, cleaning gear,
logbooks, etc.).

(d) Hand tools.

(e) Forms and publications.

(f) Office supplies.

(g) PMS requirements (other than repair parts).

(h) Rags.

(i) Machine shop stock.

(j) Abrasives.

(k) Navigation and Signal Flag materials.

(l) Food service items.

(m) Departmental unique items.

(n) Postage.

Note: Many of the above categories will apply to only certain departments. By considering all possible areas, a reasonably accurate list of requirements can be developed for which funds must be budgeted. If a department provides an item or items to other departments (i.e. paint, cleaning gear, etc.), include the annual costs for that department in the plan and allocate funds to cover those costs.

(3) Phased Replacement Program. Various items on board ships have limited service life. Generally, these items are in constant use and have predictable wear, destruction, or loss patterns. Piecemeal replacement often leads to inefficient expenditure of funds, unexpected shortages of gear, and lack of financial control. Establishment of a Phased Replacement Program will ensure better availability and financial control over consumable expenditures. Examples of phased replacement items are damage control equipment, mooring lines, fenders, life jackets, foul weather gear, UNREP gear, fuel hose, fire hose, mattresses and bedding, vehicle lashing gear, special clothing, labor saving tools and equipment (i.e., sanders, grinders, and buffers), and shipboard furniture/furnishings. Any item that has limited service life and requires fairly frequent (one to three years) replacement can be included in this process. The dollar impact of replacement on ship's OPTAR should be the governing factor in deciding whether this type of control is warranted.

(4) All AFMPs will include a phased replacement program. When preparing annual budget plans, use the following procedures to identify and schedule items for phased replacement:

(a) Figure 7-1 will help Department Heads establish phased replacement requirements, compute costs, and record actual procurements made. Department Heads should send a copy of the form with annual departmental budget requests to ensure consideration of these requirements in the ship's fund allocation decisions. Keep copies of submissions and make them available for review during Supply Management Certifications (SMC). (Note: These forms will also serve as a database to support funding requests.)

(b) Establish a "Phased Replacement" category as a line item in the AFMP for commodities used by more than one department (i.e., mattresses, life jackets, and safety shoes).

c. <u>Departmental Budget Report</u>. Departmental budgets are mandatory. Each Department Head must have full knowledge of the budget so funds can be obligated properly. One method is to arrive at a standard ratio of funds distribution for departments, charging each Department Head with the responsibility for expenditure of allotted funds according to a priority system established. Unforeseen expenditures will occasionally prevent a department from operating within its assigned budget. Contingency funds allocated to the Commanding Officer will provide insurance for such eventualities. Supply Officers should strictly enforce approved departmental grants by minimizing obligations that exceed grant amounts. If it is necessary for a department to exceed the approved grant amount, immediately adjust any affected departmental budgets so that none show a negative balance.

7102. <u>ANNUAL FUNDING NOTICE/MESSAGE</u>. TYCOM will issue an annual funding document via email granting OPTAR/AFT funds for the forthcoming fiscal year. When operating under a Continuing Resolution Authority, TYCOM will provide interim guidance. Supplemental guidance that applies to the administration and management of funds will be included in these documents. File all funding documents in one folder for the applicable fiscal year and annotate grant amounts in the OPTAR Grant/Control Log (Figure 7-4). Ensure cumulative grant totals are reflected correctly on BOR messages. All funding documents must be on file and balanced against logs, funding documents and BOR messages.

7103. <u>SHIP OPERATING TARGETS (OPTARs)</u>. OPTARs are established on the basis of historical requirements, obligation data, operational schedule, available funding and CLASSRON input. Levels established are sufficient to support most requirements the ship's force can accomplish or has responsibility for funding including purchased services and equipment rental. The establishment of an OPTAR is authorization for the recipient to place obligations against TYCOM funds up to the amount of the OPTAR grant. This funding policy provides the greatest flexibility and predictability to the fund's managers at both the TYCOM and shipboard levels.

7104. <u>OPTAR COMPOSITION</u>. OPTARs for ships will be comprised of two parts, "EMRM (Equipment Maintenance Related Material)/Repair

Parts" (includes fund codes (2nd position) "_R," "_B," and "_3")
and "OTHER" for funding organizational level equipment
maintenance and all other requirements to include force
protection equipment, respectively. Do not exceed assigned
ceilings, except for CASREP situations, without prior TYCOM
approval. Force Protection "Other" requirements must utilize
fund code (2nd position) "_L". Fund code "_L" will not be used
without prior TYCOM approval. Units can request use of fund
code "_L" via naval message.

7105. <u>OBLIGATION RATE/RECOUPMENT OF FUNDS</u>. With a well-
developed AFMP, management can ensure <u>all</u> funds granted during
each fiscal year are obligated by the last day of the fiscal
year. Within the framework of quarterly funding, a minimum of
95% of each quarterly grant must be obligated by the last day of
the quarter with the exception of the last quarter of the fiscal
year when 100% of all funds granted must be obligated. While
carry over of unobligated funds into subsequent quarters
maximizes OPTAR holder flexibility in responding to changing
requirements and priorities, notification of excess funds is
required when unobligated funds are expected at the end of the
fiscal year or your obligation rate in any quarter will be below
95%. Any requests for realignment or recovery of excess funds
must be received by the TYCOM, via the CLASSRON no later than
20th day of the last month of each fiscal quarter.

7106. <u>OPTAR AUGMENTATIONS AND REALIGNMENTS</u>

    a. Costly requirements may emerge as a result of emergency
or unforeseen circumstances. When such requirements cannot be
funded from within the assigned OPTAR, an augmentation or
realignment may be requested. Realignments against the
subsequent quarter's OPTAR may also be requested for annual
rental/lease requirements, to take advantage of replenishment
opportunities or to prepare for deployment.

        (1) A realignment is not justification for an
augmentation request in the subsequent quarter.

        (2) All augmentations and realignments are for specific
purposes and must be obligated for those purposes only.

        (3) OPTAR augmentations will not be granted to cover
loss of material such as DLR carcass charges, shipyard tools,
foul weather gear, bedding, etc., resulting from negligence or
failure to exercise judicious accountability and orderly
replacement.

(4) Before sending an augmentation/realignment request, OPTAR holders will make sure a complete Material Obligation Validation (MOV) has been accomplished and the latest Unfilled Order Listing (UOL) has been processed, and will review all outstanding requisitions over 90 days old to purge invalid requirements and generate funds for reprogramming. Initiate cancellation action immediately for requisitions found to be invalid.

   b. Supporting Documentation. Forward requests for OPTAR augments and realignments via message. Afloat units may submit requests by email as permitted by CLASSRON. Requests will include:

      (1) Augments/Realignment - Other OPTAR

         (a) Number of augments/realignments requested in this category FYTD.

         (b) Amount of funds requested (realistic prediction of additional funding required based on mission requirements, current schedule, time remaining in quarter, and on-hand "Other" OPTAR balance).

         (c) Total ("Other") OPTAR granted FYTD.

         (d) Available ("Other" OPTAR) balance at time of request.

         (e) Date of last internal MOV (must be within last 30 days).

         (f) Money value of confirmed cancellations resulting from the last MOV.

         (g) Money value of confirmed cancellations resulting from MOV FYTD.

         (h) Brief justification and description of basis for augment/realignment request. Explain why normal "Other" OPTAR is inadequate, your alternatives, and the impact on operational readiness if this request is not granted. Indicate unfunded requirements with a unit price of $500.00 or more.

(i) Provide description of "Other" OPTAR obligations of more than $500.00 in the preceding 90 days to include Nomenclature/Description, NSN, Quantity, Unit Cost, and Extended Cost.

(j) Based on ship's current Annual Financial Management Plan (AFMP), state which future quarter(s) could absorb a realignment of funds without the need for a subsequent augment.

(k) Name, telephone number, and email address of Supply Officer as point of contact (include INMARSAT number if deployed).

(l) Ship's current and future schedule (i.e., in yards, name of exercise or deployment, scheduled return to homeport, and future schedule. Schedule should not include details that would mandate transmitting a "classified" message).

(2) Augments/Realignments - EMRM (Repair) OPTAR

(a) Number of augments/realignments requested in this category FYTD.

(b) Amount of funds requested (realistic prediction of additional funding required based on current schedule, mission requirements, time remaining in quarter, on-hand balance, and amounts of DTO requirements and stock reorder review/deficiencies).

(c) Total (EMRM) OPTAR granted FYTD.

(d) Available (EMRM) balance at time of request.

(e) Date of last internal MOV (must be within last 30 days).

(f) Money value of confirmed cancellations resulting from last MOV.

(g) Money value of confirmed cancellations resulting from MOV FYTD.

(h) Money value of 2M repairs completed FYTD.

(i) Certification that maintenance tasks requiring repair parts are within the capability of ship's force to accomplish is required.

(j) Money value of DLR carcass charges Current FY.

(k) Money value of DLR carcass charges Prior FY.

(l) Brief justification including a statement of your alternatives and the impact on operational readiness, maintenance, and/or repair part inventory levels that will result if the request is not granted.

(m) List corrective and preventative maintenance actions performed in the preceding 90 days that resulted in obligation of funds more than $4,000.00 to include System/Equipment, Nomenclature, NSN, Quantity, Unit Cost, and Extended Cost.

(n) Dollar amount of maintenance related DTO requirements (amount in queue).

(o) Dollar amount of reorder review (storeroom deficiencies).

(p) Based on ship's current Annual Financial Management Plan (AFMP), state which future quarter(s) could absorb an realignment of funds without the need for a subsequent augment.

(q) Name, telephone number, and email address of Supply Officer as point of contact (include INMARSAT number if deployed).

(r) Ship's current and future schedule (i.e., in yards, name of exercise or deployment, scheduled return to homeport, and future schedule. Schedule should not include details that would mandate transmitting a "classified" message).

7107. <u>OVER-OBLIGATION OF FUNDS/PRIOR YEAR SOLVENCY</u>

a. Commanding officers are responsible for ensuring total obligations do not exceed total funds granted in any FY. Under no circumstances should an over-obligation of funding occur to support a CASREP without permission from CLASSRON. In CASREP situations, ships must notify the CLASSRON via telephone and/or email before obligation of funds. If a unit is faced with a

CASREP requisition and does not have adequate available funds to cover the expense, the ship must take the following action:

(1) Send the CASREP message with the following changes:

(a) Change "parts on order" to "parts requested" and list the nomenclature, stock number, quantity, price and extended price for each part that the ship does not have funding.

(b) The CASREP message should also info: COMNAVSURFLANT NORFOLK VA/N411/N413A//N43/N6 for LANT ships or SURFOR SAN DIEGO CA /N411/N413//N43/N6 for PAC ships

(2) Submit a separate CASREP augment request naval message in accordance with para 7106b (2) to CLASSRON, info ISIC. Ensure that the subject line is "CASREP AUGMENT REQUEST ONE" The number in the subject line (e.g., "one") will assist in tracking the number of augment requests your ship has submitted.

(a) Provide the DTG of the CASREP, CASREP number, nomenclature, stock number, quantity, and price for each part in your request.

(b) Ensure that the total amount requested is listed.

b. If an over-obligation of OPTAR funds results from posting an erroneous charge from a SFOEDL, ships must submit a message request to TYCOM requesting concurrence to over obligate if erroneous SFOEDL charges significantly impact funding levels.

c. Prior Year Solvency. OPTAR holders are required to maintain financial solvency for the current and first prior fiscal year. Aggressive MOV action and accurate Summary Filled Order Expenditure Difference Listing (SFOEDL) challenges are critical tools to maintain this solvency.

7200. USE OF FUNDS. The assignment of an OPTAR grant constitutes authority to incur obligations for the operation and maintenance of the unit. The determination, classification, and management of OPTAR charges require amplification and guidance provided in the following paragraphs.

7201. REPAIR PARTS/CONSUMABLES

a.   The following are definitions and explanation of use for Repair Parts/EMRM OPTAR and Other/Consumable OPTAR. With the increased emphasis on replacing Navy supported systems with Commercial Off-The-Shelf (COTS) technology, a more specific definition of Repair Parts is warranted.

(1) "Repair Parts/EMRM OPTAR: Provides parts and repair related consumables required to accomplish organizational level equipment maintenance. Organizational level maintenance is that corrective and preventative maintenance accomplished by the ship's crew. This work is a blend of equipment operation, condition monitoring and repair ranging from simple equipment lubrication to component change out and, in some cases, complex rework in place."

(2) "Other/Consumable OPTAR: Funds for administrative and housekeeping items, forms, routine maintenance tools not specifically related to, but which may be used in, the repair of equipment and other items having a limited shelf life such as lubricants, boiler compound and bilge cleaner. Included are equipage items such as damage control pumps and blowers, and labor saving devices such as power tools and office machines. Other OPTAR also supports Automated Data Processing (ADP) including the cost of material, rental of ADP equipment and related contractual services to support ADP systems, the cost of tugs, pilotage, and other related services provided by commercial or other non-naval forces, and the cost of material purchased for medical and dental purposes."

b.   All repair parts and maintenance-related consumables are properly chargeable to EMRM funds. Generally, these items will appear on an APL or tech manual (TECH-MAN) Illustrated Parts Breakdown (IPB). When replacing Navy managed systems with Commercial of the Shelf (COTS) systems, an APL should be established. Open purchase of COTS repair parts are legitimate EMRM charges (does not include upgrade or expansion of existing systems).

c.   Appendix H provides a decision matrix to assist in determining whether an item is properly chargeable to EMRM or Other funds. Some specific examples include:

(1) EMRM charges:

(a) Valves and valve parts.

(b) Gaskets and packing.

(c) Light bulbs for control panels, switchboards, etc.

(d) Gases or fluids that remain part of a charged system (e.g. nitrogen, Freon and lube oil).

(e) Special tools having unique equipment applications that appear on an APL/Manufacturer's manual and have limited application to other makes or models of equipment.

(f) Motor rewind supplies.

(g) Fuses, fuse holders and electrical wire.

(h) Bolts, nuts, screws, and washers.

(i) Maintenance related consumables (e.g., packing).

(j) Open purchase of repair parts.

Note: "EMRM" OPTAR funds are used for requisitioning the above items.

(2) Other OPTAR charges:

(a) General purpose tools.

(b) Batteries.

(c) Light bulbs for lighting.

(d) Mooring and other lines.

(e) Paint and related setup supplies.

(f) Welding supplies not related to equipment maintenance.

(g) Headsets and handsets.

(h) Fire hoses and CO2 bottles.

Note: Use the "Fund Code Decision Table" (Appendix H) to assist in determining consumable items. Use "Other" OPTAR funds to requisition the above items.

7202. <u>INTEGRATED LOGISTIC REVIEW (ILR) DEFICIENCIES</u>

a. Submit message report to TYCOM N41, listing all deficiencies. Identify deficiencies by line item, with unit and extended standard prices. Do not order material without written authorization.

b. With authorization, requisition TYCOM storeroom deficiencies, both range and depth, identified during an ILR with ship's OPTAR, subject to availability of funds, citing fund code "_R" or "_B".

7203. <u>SUPPORT FOR NEWLY INSTALLED EQUIPMENT</u>. Initial support for equipment installed between regular overhauls is the responsibility of COMNAVSEASYSCOM. Do not obligate OPTAR funds for the procurement of repair parts for stock in support of such equipment. See paragraph 6603 for further guidance.

7204. <u>MEDICAL/DENTAL SUPPLIES AND SERVICES (FUND CODE_7)</u>

a. MEDICAL/DENTAL EQUIPMENT: Medical/dental equipment over $5,000 for LHA/LHD, $2,500 for LPD/LSD and $1,500 for all other Independent Duty Corpsman (IDC) ships is centrally managed by the TYCOM. To coordinate procurement of medical/dental equipment, contact the following:

    (1)AMMAL:

        (a) PAC- DSN 577-2329 OR COMM (619) 437-2329

        (b) LANT- DSN 836-3077 OR COMM (757) 836-3077

    (2) ADAL:

        (a) PAC- DSN 577-2117 OR COMM (619) 437-2117

        (b) LANT- DSN 836-3040 OR COMM (757) 836-3040

Do not use OPTAR to procure medical/dental equipment over the aforementioned limits without prior TYCOM approval.

b. Repair parts costs associated with maintenance of medical/dental equipment are chargeable to EMRM OPTAR funds.

c. Medical/dental inventories must be reviewed/updated periodically to prevent one-time large OPTAR expenditures. Navy Working Capital Fund (NWCF) ships will maintain allowed medical/dental supplies in NWCF inventory until needed in Sick Bay or first aid lockers. This prevents large shelf-life

expiration charges to the ship's OPTAR. Exceptions to NWCF management include controlled drugs, biological material, and precious metals. A security code of J, Q, or R in the ML-N identifies these items.

   d. Chemical, Biological, and Radiological (CBR) meds (e.g., CANA, 2PAM, Atropine, etc.), selected medicinals, and other medical supplies, should be ordered using ship's OPTAR.

   e. Funding of Medical Treatment/Healthcare Service OCONUS/Foreign Countries. Outside of TRICARE coverage, OPTAR will be used to pay for medical expenses from civilian sources when deployed OCONUS. The following situations apply:

      (1) When the ACDU member is referred directly from an operational unit to civilian providers or civilian medical facilities due to either non-availability of a military treatment facility (MTF) in the AOR, or lack of capability/required medical expertise at the nearest MTF.

      (2) When the member receives emergency care by a civilian physician or at a civilian medical facility while ashore in a liberty or duty status (such as shore patrol).

7205. <u>TRANSPORTATION</u>

   a. LANT Commands: LANT Commands will use OPTAR funds for all vehicle rentals operated "FOR OFFICIAL USE ONLY." Commands may find additional restrictions in annual OPTAR funding guidance. LANT Commands will not exceed rental vehicle allowances specified in COMLANTFLTINST 11240.3(series).

   b. PAC Commands: Vehicle support pools are centrally funded at many activities in the Pacific Fleet. Vehicles from these pools are provided at no cost to the ship up to the vehicle allowance specified in COMPACFLTINST 11200.3(series).

   c. In the absence of area/Operational Commander's guidance/ restrictions, the following policies apply:

      (1) Keep vehicle rentals to the minimum number required to support the ship.

      (2) Confirm non-availability of government agency motor pool resources before renting vehicles from commercial sources.

(3) Do not use rental vehicles for personal business or convenience.

d. Commanding officers may inaugurate liberty bus service (i.e., point-to-point pick-up and drop-off) where commercial transportation services are unavailable or inadequate for transporting liberty personnel. Bus service provided to military personnel on base is not considered liberty bus service. The following criteria must be met:

(1) Liberty buses may not parallel or compete with common carriers unless the Commanding Officer obtains a letter from the affected carriers indicating an unwillingness, disinterest, or inability to provide adequate service.

(2) Liberty bus service will not be established instead of fare charging group transportation services, or used to transport civilian, military dependent personnel or guests.

(3) Each ship must determine its ability to fund liberty bus costs while making sure OPTAR funds are available to meet operational requirements. Make every effort to limit cost, such as pooling resources among several ships when practical. Ships may use Welfare and Recreation funds for general liberty vehicles and are encouraged to do so for supplemental service above minimum levels funded by ship's OPTAR.

e. Joint Federal Travel Regulations (JFTR) allow eligibility for expenses incurred for local travel in and around a member's permanent or temporary duty station. Consider the economic feasibility of this alternate means of providing necessary transportation.

f. Charge rental of Shore Patrol vehicles to ship's OPTAR.

g. Shuttle bus services may be provided fare-free on or between military installations for the transportation of:

(1) Military and DOD personnel between offices and work areas of the installation or activity during designated duty hours when justified by ridership. Housing, recreation and shopping areas will not be included unless they cannot reasonably be avoided.

(2) Enlisted personnel between troop billets and work areas.

(3) DOD contractor personnel conducting defense business.

(4) Employees of Non-DOD federal agencies on official business.

h. Use Fund Code _D for the rental of vehicles which are primarily used for carrying passengers. Use Fund Code _U for all other vehicle types.

7206. <u>COMMUNICATIONS/TELEPHONE SERVICE/INMARSAT/SALTS (FUND CODE S</u>)

a. Telephone Service. Navy ports generally provide, at no direct cost to the ship, telephone services including ship-to-shore hookup and local calls. However, cellular telephone service and long-distance toll calls are chargeable to the ship's OPTAR. In non-Navy ports and overseas, all telephone costs are chargeable to assigned OPTAR funds. CONUS and Hawaii based units will utilize the Fleet and Industrial Supply Center San Diego (FISCSD) nationwide DON wireless contracts or the NMCI contract to obtain wireless communication service/support. Investigate all unauthorized calls. Persons found placing unauthorized calls are subject to disciplinary action and reimbursement of costs plus applicable Federal and/or state taxes reflected on the bill forwarded to the billing activity by certified check or money order made payable to "Treasurer, U.S. Government." Retain 12 months on file. For additional information on proper use of DON telephones, see SECNAVINST 2305.11(series).

b. <u>INMARSAT</u>. The International Maritime Satellite (INMARSAT) is a commercial satellite system used aboard ship for voice and data communication. Deployed ships and units transmit and receive a wide range of logistics data via INMARSAT.

(1) In addition to the primary purpose as a logistics communication link, INMARSAT offers:

(a) Receive only broadcast capability as part of the Armed Forces Radio Network.

(b) Sailor-phone, a pay-in-advance telephone for personal calls from ships worldwide.

(c) Official voice communications to any telephone number afloat or ashore. Because of the extremely high cost, this latter capability is discouraged. INMARSAT is not a secure system so do not transmit classified information.

(2) Due to historically high costs associated with satellite usage, ensure management controls are in place to minimize the use of INMARSAT.

(3) Commanding officers/OICs will maintain a log of all INMARSAT charges and ensure that funds are available and reserved prior to incurring INMARSAT charges.

(4) Foreign earth stations (FES) are not covered under any government contract, are unregulated, and could cost up to $35/minute. As such, they are not authorized for use by CNSF ships. Generally, use of a FES is the result of an inadvertent land earth station (LES) code being entered into the call procedure. If this is unnoticed, the FES rates will continue to accrue to the calling unit. Should a ship fail to make payment to the FES, the ship could face not only INMARSAT barring from that particular FES, but also, world-wide by all earth stations until payment is made.

(5) Reimbursement for INMARSAT charges:

(a) Non-navy activities: If embarking a non-navy activity for an extended period of time, the financial support activity should submit a military interdepartmental purchase request (MIPR) to TYCOM, based on projected costs. Ensure that an accurate record of all calls made by the embarked activity is maintained. Forward total cost data to the financial support activity; copy to TYCOM. Upon receipt of the MIPR, TYCOMS will cost transfer expenditures in the amount of costs incurred by the embarked activity. A credit will then be posted to your SFOEDL. Awaiting credit does not exempt you from paying the embarked activity's portion of the bill.

(b) Non-CNSF Navy activities: if embarking a non-CNSF/CNSL Navy activity (e.g., reps from NAVSEA) for an extended period of time, the same procedures noted above apply. However, an order for work and services (NC 2275) should be submitted vice the MIPR.

(c) Embarked staffs: When a staff is embarked, the staff will bear the cost of its INMARSAT use.

c. Enhanced Mobile Satellite Services (EMSS) (IRIDIUM)
Phones. EMSS/IRIDIUM phone hardware, service, and air time may
be funded via OPTAR.

d. WINSALTS. The Windows-based Streamlined Automated
Logistics Tool Set (SALTS) is an automated file preparation and
transfer system used for routine telecommunication through a
connection to the WINSALTS node via Internet, INMARSAT, SHF,
Challenge Athena, or phone line. WINSALTS provides the
capability of faster transmission of MILSTRIP, PAYROLL,
Maintenance Data, and other communication media as well as being
able to receive the same quickly. Connection to the WINSALTS
node can occur at any time of the day, and in any location in
the world served by communication satellite coverage or
telephone lines. WINSALTS transmissions via INMARSAT are funded
by ships OPTAR. However, the ship must document usage.

7207. CHARTER AND HIRE (PORT SERVICE) COSTS (FUND CODE_K)

a. In U.S. Navy ports, charter and hire costs are mission
funded by the supporting shore activity. In non-Navy ports, use
Lines of Accounting (LOA) provided by TYCOM (via Naval message
prior to the beginning of a new fiscal year) to prepare funding
documents, certify invoices, and pay for valid C/H services.

b. Ships will maintain separate files for each port visit
detailing costs for Charter and Hire/Utilities (C&H/U) with
TYCOM LOAs. An offline tracking log will be maintained to
include date of visit, port, document number, and total costs
incurred. C&H/U Port Services include:

    (1) Tugs and barges.

    (2) Pilotage.

    (3) Wharfage and dockage, including docking, undocking,
and kedge anchors.

    (4) Garbage and trash removal.

    (5) Cost of brows, including associated crane and
forklift service.

    (6) Overseas agricultural and customs inspection
charges.

    (7) Rental of portable sanitary facilities.

(8) Interpreter services.

(9) Diving services for installing/removing temporary sea suction screens.

(10) Removal of oil spills and sludge (oily waste).

(11) Husbanding agent fees (fees charged by an agency or individual for the arrangement and management of services required by units in overseas ports).

(12) Camels and fenders.

(13) Berthing and anchorage fees.

(14) Fleet landing expenses.

(15) Oil spill prevention.

(16) Bilge water removal.

(17) Water taxi costs.

(18) Cargo Dryage and lighterage.

(19) Consular agent fees.

c.   Ships will submit port cost reports via naval message in the format provided in Figure 7-6 within 5 days of departure from port.

d.   Use of the LOA for any material/service other than the above valid C/H services is strictly prohibited. Ships violating this policy will be subject to OTHER OPTAR re-coupment. CNSF will monitor ships expenditures in STARS FL and use of these LOAs will be an SMC special interest item. Note: ships that conduct port visits in CONUS that are not directed by higher authority will fund 100 percent of the port cost expenses from ship's OTHER OPTAR. Ships are not permitted to use TYCOM Bulk-Funded LOAs for CONUS discretionary port visits. A discretionary CONUS port visit is defined as a port visit that was not directed by higher authority.

e.   Ships will follow directions/information in the TYCOM annual financial guidance message(s) for funding C&H/Port Service requirements.

7208. <u>PORT HANDLING COSTS</u>

a. With the following exceptions, all costs incident to distributing or loading stores are chargeable to the ship's "Other" OPTAR, (Fund Code _U).

(1) The supporting shore activity or stock point funds CONUS CLF load-outs.

(2) Delivery of material from line haul terminals to the port in which the ship is located (via: AMC, MSC, VR-24, commercial carrier, etc.) is funded by Transportation of Things, Navy (TOTN), NAVSUP second destination transportation funds.

b. When ships must arrange for delivery of material from line haul terminals to the port where the ship is located, use TOTN funds citing the applicable TAC for the predominant cargo.

c. Moving "local delivery" cargo and loading costs (i.e., trucks, boats, cranes, forklifts, etc.) are not chargeable to TOTN. These costs are a responsibility of the U.S. Naval Activity, with a fleet support mission, located in that port. In ports without such a Naval Activity, these costs are chargeable to the ship's OTHER OPTAR (Fund Code _U).

7209. <u>SHIP'S UTILITIES (FUND CODE _W)</u>

a. In U.S. Navy ports, utility costs are mission funded by the supporting shore activity. In non-Navy ports, use Lines of Accounting (LOA) provided by TYCOM (via Naval message prior to the beginning of a new fiscal year) to prepare funding documents, certify invoices, and pay for valid utilities. Utilities include the following:

(1) Fresh water.

(2) Water purification charges for boiler feed water.

(3) Hot water.

(4) Compressed or high pressure air furnished directly from source equipment.

(5) Electricity.

     (6) Steam.

     (7) Steam power and hydraulic power.

     (8) Sewage/CHT.

     (9) Oily waste removal (does not include hoses, connectors or replacements).

     (10) Portable boiler and generator costs

     (11) Contractual services specifically associated with the procurement, onload or offload of the above utilities.

    b. For LANT ships Active (A)/Reserve (R): Ship's utilities provided by the following activities will be funded directly by COMLANTFLT (i.e., issued no charge to ships): Ships shall provide funding documents for only those services in the below listed ports which would typically be funded by ship's OTHER OPTAR, i.e., vehicle rental, telephone charges, etc.: (1) NSA La Maddalena (A only); (2) Port Canaveral (A only); (3) NAVSTA Norfolk (A/R); (4) NAB Little Creek (A/R); (5) NWS Yorktown (A/R); (6) SUBASE Kings Bay (A only); (8) NAVSTA Pascagoula (A/R); (9) NAVSTA Guantanamo Bay (A/R); (10) NAVSTA Roosevelt Roads (A/R); (11) SUBASE New London (A only); and (12) NWS Earle (A only).

    c. For PAC ships: Ship's utilities provided by the following activities will be funded directly by COMPACFLT CMOB (i.e. issued no charge to ships): (1) NAVSTA Pearl Harbor; (2) NAVACTS Guam; (3) NAVSTA San Diego; (4) COMFLEACT Sasebo; (5) COMFLEACT Okinawa; (6) COMFLEACT Yokosuka; (7) NIMF Pearl Harbor; (8) NRCC Singapore; (9) NAVSTA Everett; (10) NAVSHIPYD Pearl Harbor; and (11) NAVSHIPYD Puget Sound. Naval shipyards and Weapons Stations are NWCF funded activities and receive Base Operating Support (BOS) funding in support of ship's utilities. Provide OPTAR funding documents for only those services typically funded with OPTAR in other ports (e.g. telephone toll charges, etc.).

    d. Ships will follow directions/information in the TYCOM annual financial guidance message(s) for funding utility requirements.

7210. <u>WATER TAXI SERVICE</u>

a.   Using OPTAR funds for commercial boat rental for liberty parties is authorized, provided the ship's own boats cannot be used to fulfill the requirement. When renting commercial boats, Commanding Officers must ensure the safety and seaworthiness of all such vessels, including the adequacy of lifesaving equipment, and must make sure the maximum capacity of the boats is not exceeded.

b.   Refer to para 7207 for guidance/information on funding Water Taxi service.

Note: Use of CMOB, OPTAR or ship MWR funds for water taxis to support general visiting is not appropriate. A ship's representative can participate in scheduling and monitoring general visiting water taxis. However, funding responsibility remains with the host community or sponsoring organization (i.e., Navy League, Navy Recruiting Command, local chamber of commerce, etc.).

7211. <u>SHIPALT FUNDING</u>. Items in the Current Ship's Maintenance Project. (CSMP) will normally be funded and accomplished as follows:

a.   Title "A" and "K" SHIPALTs: Funded by NAVSEASYSCOM and accomplished by shipyard or IMA.

b.   Title "D" and "F" SHIPALTs: Funded by TYCOM maintenance funds and accomplished by Naval Shipyard, IMA, or ship's force.

c.   Self-help habitability items: Funded from ship's OPTAR or tender/SIMA ROV funds and accomplished by ship's force or IMA.

7212. <u>HABITABILITY</u>. Charges for habitability improvements will be funded in most cases from maintenance funds by SHIPALTs or IMA accomplishment. However, the Commanding Officer may budget and expend limited amounts of OPTAR funds for habitability projects considered necessary for the comfort and morale of the crew. The following guidelines apply:

a.   Self-help projects may be funded from the command's OTHER OPTAR.

b.   Do not expend funds for decoration/rehabilitation solely for reasons of personal tastes. Procurement of "custom" paintings, dishes, linens, and other decorative material without TYCOM approval is prohibited.

7213. <u>TRANSPORTATION ACCOUNT CODES (TACs)</u>. As a rule, TYCOMs
are responsible for funding the cost of supplies and equipment
"owned" by their units when the shipment of such material is
directed by a TYCOM or one of their units. Costs incident to
shipments of stores account material are chargeable to the Navy
Working Capital Fund (NWCF), Inventory Manager (IM), or to
NAVSUPSYSCOM, depending on the material, reason, and mode of
shipment. Included in this category are shipments in response
to requisitions, or IM redistribution/carcass retrograde
directives. Definitions of first and second destination
transportation are in OPNAVINST 4600.24 (series),
Responsibilities for Management of Navy Transportation. <u>Do not</u>
use TAC for commercial shipping. If warranted, the use of OPTAR
for emergent commercial shipments is authorized. COMNAVSURFOR
will release TAC LOA for both ships and special combat support
forces in the annual OPTAR guidance messages.

7214. <u>COST AVOIDANCE PROGRAMS</u>

   a. <u>Real-time Reutilization Asset Management (RRAM)</u>

      (1) Developed by NAVICP, RRAM is a program to automate
screening residual asset inventories by automatically capturing
Issue Priority Group (IPG) II/III requisitions submitted to
normal supply system POEs and screening requirements against
RRAM sites for "free issue" material. If material is available,
the requisition(s) will be passed to the RAM site holding the
material. DAAS will forward the following status:

        (a) "AE1" citing "BM" status (requisition passed) to
Routing Identifier "RAM."

        (b) "AE1" citing "BN" status (requisition processed
as free issue) [Note: posting "BN" status against the original
requisition in R-Supply and SNAP automatically de-obligates
OPTAR funds. If the material is subsequently not located
(warehouse refusal) at the RAM site, the funded requisition will
be passed (AE1/BM status) to the appropriate activity via normal
supply channels for processing.]; For R-Supply: There is an
existing TR to fix an anomaly created when "BN" status is
process (reqn is created and "BN" processed within same TL).

        (c) "AS1" (shipped).

      (2) Required actions:

(a) Do not submit requisitions or follow-ups directly to Routing Identifier "RAM" (use regular POE).

(b) For material issued from a RRAM site, monitor financial records to make sure "BN" status is posted to R-Supply and SNAP database and OPTAR funds are automatically de-obligated. Ensure "X0_" document is transmitted on next TL.

(c) Do not submit SDRs or QDRs (except Cat 1 - safety) for material issued from RRAM sites. If other than "A" condition material is received, resubmit requirement.

(d) Turn in a DLR carcass to the ATAC hub/node for DLR material received from RRAM sites. Use the requisition number of the item received from RAM for the carcass document number.

b. Miniature/Micro-Miniature (2M) Electronic Repair Program

(1) Procurement of new or repaired electronic circuit card assemblies (CCA) and electronic modules (EM) is one of the largest single components of shipboard EMRM expenditures. Supply Department personnel must be familiar with their responsibilities in supporting the 2M PREP/MTRA program outlined in para. 2200 and Appendix O.

7215. HAZWASTE (HW) DISPOSAL FUNDING

a. For CONUS/OCONUS navy ports: the service providers for disposal of containerized HW, including sampling/analysis and materials/supplies are centrally funded. Do not use ships OPTAR for HW disposal while inport. HW disposal at CONUS non-navy ports is not allowed.

b. For overseas non-navy ports: HW disposal at the following locations is authorized:

(1) LANT- Augusta Bay, Naples, Gaeta and Rota.

(2) PAC- Hong Kong, Singapore, Bahrain and UAE.

c. Do not offload reusable hazmat in Singapore or Hong Kong since there are no CHRIM/HAZMIN centers at these locations.

d. Ships should not use OPTAR funds to pay for afloat containerized HW offload unless it is crucial to ensure safe

conditions or prevent casualty situation and must be approved
first by TYCOMS. Use of OPTAR without prior TYCOM approval will
not be considered as basis for reimbursement of funds.

7300. <u>STAFF AND SPECIAL UNIT SUPPORT</u>. Naval Surface Force
ships with an embarked staff or other unit will provide hotel-
type services (berthing, messing (individuals on COMRATS or BAS
will pay mess bill) and communications service) to the unit,
while embarked, without charge to the unit. Charge all direct
support requirements of these units as indicated below.

7301. <u>GROUP AND SQUADRON OPTARs/Annual Funding Lines/Annual
Funding Targets</u>. OPTARs assigned to activities are based on
staff size, complexity, and location. The Annual Planning
Figure (APF) is based on budget submission requirements and
available funding. Each includes funds for office machine
rentals, utilities, telephones, boat operation and maintenance
costs, hotel-type services when not embarked, and other staff
support costs. All holders must develop and maintain an AFMP
per paragraph 7101.

7302. <u>COMMUNICATION SUPPORT FOR EMBARKED TYCOM STAFF</u>.
Communications support, except INMARSAT, for embarked staffs is
part of the hotel services provided by the Flagship.
Communications expenses that are considerably more than normal
operating requirements without the staff embarked may be
addressed in an OPTAR augmentation request if current funds are
insufficient to absorb the added expense. Such requests must
include a comparison of communications costs with and without
the staff embarked. Refer to paragraph 7206 for INMARSAT
procedures.

7303. <u>EMBARKED SPECIAL COMBAT FORCE UNITS</u>. Give embarked
special combat force units the same logistic support and
privileges as are provided to ship's company, including bedding,
but excluding special clothing that is the responsibility of the
unit's parent command. Furnish daily requirements for office
supplies, cleaning gear, and consumables to these units in the
same manner you furnish them to the ship's departments, charging
the ship's OPTAR. A departmental budget may be established for
the embarked unit if considered necessary.

7304. <u>EMBARKED U.S. MARINE CORPS UNITS/NAVY AVIATION
DETACHMENTS</u>. Surface Force ships will issue bedding,
housekeeping, and cleaning gear supplies and other materials
from Navy-owned shipboard inventories to embarked Marine Corps
units and staffs in support of Marine Corps organic

requirements, and to embarked Navy aviation detachments provided such issues do not adversely impair the supply readiness of the issuing ships. Issue these supplies on a custody basis or for consumption on-board, as appropriate, without reimbursement. Handle reimbursement for damages to ship's spaces and equipment, and loss of material attributable to embarked Marine Corps or Navy aviation units, according to COMNAVSURFLANTINST 3000.3B/MARFORLANT 4620.2(series), COMNAVSURFPACINST 4080.1(series), or COMNAVSURFPACINST 7320.1(series) as appropriate. The following additional guidance pertains:

    a. Charge MOGAS, JP5 and F76 expenses to the Fleet Commander's open allotment for fuel.

    b. Account for receipts/issues of MOGAS, JP5, and F76 according to Navy Energy Usage Reporting System (NEURS).

    c. Ensure Fleet Commander open allotment accounting is credited for any MOGAS, JP5, or F76 turned in for credit.

    d. Supply and financial procedures for Light Airborne Multi-Purpose System (LAMPS) Helicopter Support/Vertical Replenishment (VERTREP) are in COMNAVAIRLANT/COMNAVSURFLANT/COMNAVAIRPAC/COMNAVSURFPACINST 4420.3A.

    e. Provide vehicle/aircraft lashing gear, troop life jackets/float coats, and cargo nets as required. Allowances are provided by NAVICP-M in Allowance Equipage Lists (AELs). Inventory control of lashing gear, life jackets/float coats, and cargo nets is provided in paragraph 6802.

7400. <u>MATERIAL TRANSFERS TO OTHER TYCOMS</u>. Make every effort to support material requests from ships or units of other TYCOMS. The "A" summary for OSO transfers is documented in R-Supply and SNAP automatically when the BOR is run at the end of the month.

7401. <u>MATERIAL TURNED-IN TO SHORE (MTIS)</u>. Additional funds are generated in the Force through turn-in of not-needed, creditable material. See paragraph 5001 for disposition of excess material. Credit eligibility will be determined by the receiving shore activity. Based on past experience, receipt of a certain dollar value of credits is anticipated. This estimated value is added to funds received from the Fleet Commander in computing total funds available for distribution within the Force. Therefore, these credits are not returned directly to the ship/unit generating the credit. They are

already reflected in initial OPTARs and in centrally managed programs such as those established for funding charter and hire and shipboard habitability improvements. TYCOM will consider passing excessively large credits for single line item turn-ins to that ship's OPTAR on a case by case basis, but only after such credit has been reflected in the TYCOM's official accounts.

7500. <u>BUDGET OPTAR REPORTS (BORs)</u>

    a. Prepare a separate BOR monthly for each of the following OPTARs:

        (1) Current Fiscal Year OPTAR.

        (2) First prior Fiscal Year OPTAR monthly for 6 months after the end of the Fiscal Year and for 6 months thereafter only as changes occur in the total gross obligations (i.e., cancellations, UOLs, SFOEDLs).

        (3) Reimbursable OPTARs.

    b. BORs will be printed and signed by the Commanding Officer or designated representative (appointment letter), and retained on file for current plus 2 previous fiscal years.

7501. <u>SUBMISSION OF BOR</u>. BORS will be submitted by priority message on the last working day of the month. Ensure prior FY BOR is included in message. Good judgment should be used to ensure obligations are reported in the month they are incurred as much as possible. If delayed, notify your respective CLASSRON, accounting technician and budget analyst at PAC or LANT via email, phone, or naval message providing reason for delay and anticipated submission date. If delay is due to R-Supply/SNAP technical difficulties, then submit an estimated BOR. When the system is back online, submit a corrected BOR via R-Supply/SNAP. Do not send BORS to DFAS. Ensure total of column 22 on the BOR is equal to the cumulative total of your TLs.

7502. <u>FINANCIAL PROCEDURES INCIDENT TO DECOMMISSIONING</u>. See COMNAVSURFLANTINST 4770.1(series) or COMNAVSURFPACINST 4000.1(series) and TYCOM decommissioning guidance messages sent 90 days before decommissioning. Contact TYCOM representative for assistance.

7503. <u>DFAS FINANCIAL TRANSACTION LISTINGS (SFOEDL/UOL)</u>

a.   The SFOEDL and UOL are generated monthly by the Navy official accounting system (STARS-FL) and sent to OPTAR holders via SALTS. If not received by the 15th of the month, notify your respective accounting technician. Ensure all listings are processed and signed by the Supply Officer each month in which they are received.

(1)   The following SFOEDL processing guidance is provided:

(a) Upon receipt, post all differences to R-Supply/SNAP for the current and first prior fiscal year. Ensure the FYTD Cumulative amount on the SFOEDL matches with column 23 of the BOR.

(b) If erroneous charges result in an over-obligation of funds, submit request to over-obligate OPTAR via message to CNSF PAC (N00F) or LANT (N41), info CLASSRON. Provide detailed information to include document number, amount, fund code and month/year of the SFOEDL.

(c) Processing, validation and review will be completed within 10 working days of receipt.

(d) Challenges must be received by your accounting technician by the 25th of the month. Primary means of submitting SFOEDL challenges is via email or fax to your respective accounting technician. For SFOEDL challenges requiring supporting documents, mail or fax documents to your accounting technician. Notify your accounting technician by the 25th of the month via email if no challenges to submit for the month. All correspondence will be retained for current plus 2 prior Fiscal Years.

(e) Individual invalid differences below a $250 threshold are not to be challenged. This policy is necessary in order to enable accounting staffs ashore to focus on the highest dollar value challenges. However, if there is a series of invalid differences which are individually less than the $250 threshold, but which stem from a common reason and which together total more than the threshold, contact your respective accounting technician for guidance.

(f) Challenge all above threshold differences (debits and credits) so appropriate action can be taken by the accounting staffs.

(g) If correction/credit is not received on the subsequent SFOEDL or no communication from your accounting technician is received within 30 days, a follow-up request for status should be sent by email.

(h) Submit challenges for material not requisitioned or received or incorrect price/billing amounts via message directly to the issuing/billing activity. CNSF/FFC cannot process a credit for these types of errors. The billing activity must submit a billing correction before a SFOEDL credit can be processed by DFAS.

(i) No action will be taken by your accounting technician for challenge code 'K' (DLR carcass charge). The unit is responsible for ensuring a carcass billing reversal (BK4) is issued by NAVICP as appropriate. Request to over-obligate OPTAR due to carcass charge will be allowed only when confirmed that a BK4 has been processed by NAVICP.

(j) Charges for receipts of duplicate shipments are valid charges and should not be challenged.

(k) Recoup Partial Order Established (POE) amount regardless of money value if the extended money value on the receipt document matches the expenditure amount on the SFOEDL, and not for a partial receipt. For C9999 requisitions, recoup POE amounts only when final billing has been processed and no further expenditures are expected. Contact your accounting technician for assistance if unable to recoup unneeded POE amount.

(l) OPTAR user should use the Ships/MALS Automated Reconciliation and Tracking System (SMARTS) in review and validation of the SFOEDL. SMARTS provides an automated means for processing and reconciling financial listings (SFOEDL/UOL) as it automatically creates the detailed document differences.

(m) Figure 7-5 provides a sample of a SFOEDL Challenge Log.

(2) The following UOL processing guidance is provided:

(a) Processing, validation and review will be completed before the end of the month in which the UOL is received.

(b) Identify those unfilled orders where a POE date and amount are listed on the UOL, but all material/services have been received and all expenditures have appeared on the Summary Filled Order Expenditure Difference Listing (SFOEDL). This could result if the expenditure documents do not indicate to STARS-FL that they are final expenditures. In this case, process an obligation adjustment in R-Supply/SNAP for the value listed on the UOL to recoup the money value. Annotate the listing with "OBL ADJ" and the date.

(c) Identify for further review those unfilled orders in the current and first prior fiscal year whose julian date is greater than 60 days prior to the listing processed date. Annotate each unfilled order on the listing as follows:

(<u>1</u>) 'Code O/Status of requisition' – if the unfilled order represents a valid outstanding requisition and no action is required at this time. Include latest supply status received from the supply system. (Example: Code O, BB/N35/8275)

(<u>2</u>) 'Code R/julian date of receipt' – if requisition has been received. Include julian date of receipt of material. If an open purchase requisition, include date invoice was submitted to DFAS for payment. (Example: Code R, 8134)

(<u>3</u>) 'Code C/cancellation status/julian date of cancellation' – if confirmed cancellation was received. . Include cancellation status and TL number cancellation was submitted. (Example: BQ/N35/8134, TL 030/8)

(<u>4</u>) 'Code U/julian date cancellation request was submitted' – if requisition is for unneeded material and cancellation request has been submitted. Include julian date cancellation request was submitted. (Example: AC1/8135)

(d) Submit only the annotated pages of the UOL to your respective accounting technician via mail, fax or email attachment by the last day of the month. Negative inputs are required.

(e) The former practice known as 'administrative cancellation' (AD CANC) of unfilled orders after receipt of material based solely on the lapsing of time is no longer authorized at the OPTAR holder level. However, AD CANC is authorized when there is positive evidence that no expenditures will be forthcoming. Examples are (1) when erroneously billed

on the SFOEDL as a result of transposition of document number, (2) requisition was filled via OSO transfer from a non-Navy Working Capital Fund PAC or LANT ship.

7504. <u>TRANSMISSION OF FINANCIAL TRANSMITTAL (TL) DATA VIA SALTS STARS-FL OPTION</u>. All activities will submit all current and prior fiscal year TL's via SALTS using the STARS-FL financial returns sub-menu of the SALTS program. Current FY TL'S will be submitted on the 8th, 16th, 24th, and last working day of the month. Prior FY TL's will be submitted at the end of each month, only if there are adjustments. Any unit unable to transmit TL's via STARS-FL should submit a trouble report (TR) immediately to SPAWARSYSCEN Norfolk, requesting assistance. In addition, notify your respective accounting technician at CNSF via mail, phone or naval message providing reason and anticipated submission date. If possible, units not able to transmit via SALTS will email the TL to their Accounting Tech in (ZOA format) so that it can be loaded into STARS. Missing TL's will generate an email to the unit XO, informing of non-submission of critical financial documents. All units should continue to retain all TL diskettes for each processing cycle and store them with hard copies of your transmittal letters. TLs will be printed and signed by the Commanding Officer or designated representative (designated by appointment letter), and retained for current plus previous two fiscal years.

7600. <u>AUDIT TRAILS</u>. The key to good financial management is accurate and auditable records. To ensure accurate records:

    a. At least quarterly, compare the OPTAR Log, Material Outstanding File, and NIS/NC File to make sure the accuracy of all three.

    b. Monthly, review all DLR requisitions using RPT162/JSL326 and S&E obligations transmittal (RPT26) Make sure DLRs have been turned in or skeletonized DD Forms 1348-1A are filed in the Repairable Suspense File for remain-in-place items that are still outstanding.

    c. Monthly, make sure OPTAR log balance equals the difference between the OPTAR grant FYTD (paragraph C) minus the Cumulative Gross Adjusted Obligations (Column 24) reported on the Budget/OPTAR Report (BOR).

    d. Before submitting each OPTAR Document Transmittal Report, make sure the following totals agree. Use the BOR Worksheet (Figure 7-2), Cumulative TL Log (Figure 7-3), and

OPTAR Grant/ Control Log (Figure 7-4) to verify figures. (These logs/worksheets can be either manual or electronically maintained; figures from the trial reports should be entered into them and verified before any final reports are run).

      (1) Total Estimated Chargeable columns of OPTAR Log.

      (2) Total obligation documents, less cancellation documents.

    e. At the end of each month, make sure the following totals agree:

      (1) Totals of OPTAR Document Transmittal Reports.

      (2) Total obligations entered in Part A, Column 22 of BOR.

      (3) Total Estimated *Cost Chargeable* columns in the OPTAR Log.

    f. Monthly, make sure the total differences FYTD of the current and first prior FY SFOEDL equals the total differences entered in PART A, Column 23 of the BOR.

    g. Obligation Validation Review (OVR) is a tri-annual requirement per the FMR. All financial obligations (O&M, Subsistence, TADTAR) of the unit shall be reviewed for validity and invalid requisitions cancelled and funds recouped by the unit. Units are required to work with the TYCOM in preparing OVR reports for submission to their Budget Submitting Office (BSO) per the timeline prescribed in the FMR.

7700. <u>OTHER SOURCES FOR FUNDS</u>. Before requesting funds in the following categories, review applicable references:

    a. <u>Official Representation Funds (ORF)</u> and <u>Latin American (LATAM) Cooperative Funds</u> are granted to selected commanders for defraying expenses of official representation to maintain the standing and prestige of the United States in contacts required by official courtesy. LATAM Funds are used when operating in Central and South America and selected Caribbean Islands. ORF is used in all other areas of the world. Expenses that may be funded include food, refreshments (including beer, wine, and sherry when approved by the Commanding Officer), and mementos (books and plaques). Each Fleet Commander has limited ORF dollars for subordinate commanders. Specific guidance is in

SECNAVINST 7042.7(series), COMLANTFLTINST 7042.1(series), SECNAVINST 7042.13, COMLANTFLTINST 7042.4(series), SEVENTHFLT OPORD 201, COMPACFLTINST 7042.4, COMPACFLT OPORDER 201, and Numbered Fleet Commanders' ORF guidance messages. See Appendix J for additional information. Forward requests for ORF AND LATAM Funds to the operational commander for approval before an anticipated official function.

   b. External Public Affairs Funds cover salaries, supplies, and miscellaneous costs incurred in dealings with the media and public. COMLANTFLTINST 5726.3 (series) and COMPACFLTINST 7042.4 provide guidance. The funds are not normally available for use by Surface Force units.

   c. Overseas Community Relations (COMREL) Funds cover materials, supplies, and services to support overseas community relations programs and projects that enhance understanding, respect, and good will between U.S. Navy personnel and people of foreign countries. COMLANTFLTINST 5726.3(series) and COMPACFLTINST 7042.4(series) provide procedures for their allocation.

7701. OTHER PROCUREMENT NAVY (OPN) FUNDS. OPN funds the procurement of major equipment with a unit cost of $250,000 or more. Annually, TYCOM sends OPN budgets for Industrial Plant Equipment (IPE) and Other Forces Support Equipment (OFSE) to the Fleet Commander to identify requirements and provide justification for their procurement. Line item justification is required. OPN funds are restricted to those specific items budgeted and approved. Equipment qualifying for OPN funds (investment items) cannot be purchased with O&MN/O&MNR funds (expense items). A thorough review of current and projected equipment requirements is necessary to assure prompt receipt of necessary funds and systematic procurement/replacement of equipment. See Appendix K for details.

7702. REIMBURSABLE OPTARs

   a. Situations frequently arise wherein units are engaged in specific projects or operations involving funding responsibility of activities outside the normal funding chain. Examples include salvage operations, embarkation of special staff units, warranty/guarantee funding for newly constructed ships, and IMA work performed by tenders and repair ships for MSC/USCG units.

   b. A reimbursable work order is a request for services to be performed by one activity for another activity. The accepted

work order is the basic authority to perform work and incur related costs. Reimbursable orders can <u>only</u> be accepted by TYCOM. Accepted reimbursable orders are passed to subordinate units in the form of a reimbursable OPTAR. Specific accounting procedures will be provided when the reimbursable OPTAR is furnished. Each accepted reimbursable order is subject to 31 U.S. Code 1517 and 1301; hence, the accepting office (TYCOM) is responsible if either the funds authorized are exceeded by the performing activity (31 U.S. Code 1517), or if the funds are not used for the purpose for which they were issued (31 U.S. Code 1301).

c. Expenditure of these funds may take place at the staff or unit level, depending on the specific circumstances. When a reimbursable OPTAR is provided to the unit, a separate OPTAR log and Budget/OPTAR Report is required. Under no circumstances, including differences, will reimbursable OPTARs be over-obligated.

d. <u>Recapture of funds</u>. Since reimbursable orders cite funds of other activities, every effort must be made to complete work, finalize accounting, and return unused funds to the issuer for reprogramming. Upon completion of work orders, each reimbursable order, or 45 days before the end of the fiscal year, whichever is sooner, each activity will notify the Force comptroller of funds available for recoupment or reprogramming into the subsequent fiscal year. Before offering funds for recoupment, reimbursable OPTAR holders will reserve enough funds to cover possible differences resulting from expenditures not matching corresponding obligations.

e. <u>Final Budget OPTAR Report</u>. When the work under a reimbursable order has been completed and there are no unfilled orders outstanding, no unmatched expenditures, and no outstanding travel advances, then a "final" BOR will be submitted. The "final" BOR will cite the phrase: "Reimbursable OPTAR complete, this is a final report."

7800. <u>DUPLICATING AND OFFICE COPYING (REPROGRAPHIC) EQUIPMENT</u>. Submit requisitions for copiers directly to servicing FISC using SCP contracts. SCP contracts are mandatory contracts and are the only authorized source of copying equipment. Contact the TYCOM for the most current information on SCP contracts.

7801. <u>LEGAL SERVICES</u>. Charge legal service costs in foreign ports, and costs for civilian counsel, witnesses for trials in courts of foreign countries and in CONUS, to the ship's OPTAR,

citing Fund Code _U. CLASSRON and TYCOM may consider an augment request for legal service costs that considerably affect a unit's OPTAR funds.

7802. <u>FUNDING RECREATIONAL MATERIAL</u>. Procure recreation material considered necessary or desirable for the health, fitness, and welfare of personnel attached to the command. NAVSUP P-485, paragraphs 2106 and 3438, and BUPERSINST 1710.11(series) provide guidance for using non-appropriated and appropriated funds. NOTE: Recreational material does not include items of personal clothing (i.e., physical training uniforms, sweats, shorts, t-shirts, etc.) nor does it include items intended for the exclusive use of a particular individual.

7803. <u>GIFTS AND MEMENTOS</u>. Except as authorized in paragraph 7805, OPTAR funds will not be used to purchase gifts and mementos such as plaques, cigarette lighters, belt buckles, command ball caps or coins. NAVSUPINST 4200.85 (series) applies. The use of Welfare and Recreation funds is also prohibited. ORF/LATAM funds may be used for these items (among other purchases) in conjunction with ceremonies, dedications, and functions. SECNAVINST 7042.7(series), SECNAVINST 7042.13, and NAVSUP P-485, paragraph 3456, provide additional information.

7804. <u>SPECIAL EVENTS & CEREMONIES</u>. Costs incident to a ships change of command, commissioning, and decommissioning (i.e., renting bunting, assembling speaker platforms and chairs, and renting a ceremonial facility) are chargeable to ship's OPTAR, citing Fund Code _U. See NAVSEAINST 7303.3(series) regarding commissioning expenses funded by SCN appropriation. <u>DO NOT</u> use OPTAR funds for any costs related to receptions associated with these ceremonies. In addition, Officer commissioning, retirement, and wedding ceremonies for individuals are considered social functions therefore associated costs are not OPTAR chargeable per NAVSUP P-485, paragraph 3450. Charge procurement of decorations for external and internal shipboard use on national holidays (seasonal or religious holiday events, such as Easter, Thanksgiving, Christmas, and New Years) and other patriotic occasions to ship's OPTAR, citing Fund Code _C.

7805. <u>MEDALS, TROPHIES, BADGES, PLAQUES AND COMMAND COINS</u>. SECNAVINST 3590.4(series) authorizes using appropriated funds to procure trophies, badges, similar devices, the first award of medals, or ribbons when there is no corresponding medal. Plaques fall under the definition of similar devices. Awards may be presented for excellence in accomplishment or

competition.   These competitions must be officially established and of a continuing nature. Cash awards are expressly prohibited except for Beneficial Suggestions. Using OPTAR to procure uniform accessories, including qualification devices, is not authorized. All activities will maintain a log indicating the date, the recipient, and the reason for presentation of medals, trophies, badges, plaques or command coins with OPTAR. Merchandise such as ball caps (except as stated in paragraph 6803), lighters, pens, belt buckles and rating badges/devices are not authorized for procurement with OPTAR.

7806. OMBUDSMAN PROGRAM

    a.   Commanding Officers have the authority to reimburse Ombudsman using appropriated funds. OPNAVINST 1750.1D provides policy about the Family Ombudsman Program. Support for each command's Ombudsman is the responsibility of the command and is a proper charge to OPTAR within available funding.

    b.   Reimbursement is limited to four expense categories: child care, automobile mileage, parking and vehicle tolls, and telephone calls. If the Commanding Officer approves reimbursement, he or she must decide whether appropriated, non-appropriated/MWR, or other available funding sources will provide payment. The Ombudsman reimbursement program shall be incorporated into the command's Annual Financial Management Plan.

    c.   Claims for reimbursements using appropriated funds shall be submitted on Standard Form 1164, "Claim for Reimbursement for Expenditures on Official Business." Claims will briefly describe the event or function for which reimbursement is sought, or summarize expenses for any given month. The Commanding Officer or designated representative will sign as the approving officer. The Disbursing Officer will sign as the certifying officer. The Supply Officer will provide the line of accounting from the command's OPTAR. Ships will use Fund Code _C for child care expenses, mileage, and parking/vehicle tolls and Fund Code _S for telephone toll calls.

    d.   Commands shall continue to provide support to the Ombudsman (i.e., paper envelopes, pens, copier service, clerical assistance, use of government telephones (including cell phones), command telephone credit cards, and government vehicle transportation) from command OPTAR as resources permit.

Government computer equipment is authorized. However, computer equipment must be documented and custody signature is required. Internet access is not authorized.

e. <u>Ombudsman Telephone Service</u>. Local command recreation funds may be used to purchase a telephone answering machine. However, a separate telephone line in the Ombudsman home may not be funded with either appropriated or non-appropriated funds. Also, appropriated and non-appropriated funds are not authorized to pay for installation and monthly service fees for operating direct telephone "care-lines" in the Ombudsman's private residence. Establishing and continued use of command sponsored "care-lines" are recognized as providing a needed service, in addition to having a positive impact on the morale of the crew and their families, and are therefore highly encouraged. An authorized legal alternative to installing telephone lines to support "care-line" answering machines in private residences is voice mail services. The voice mail service account must be established in the command's name, not in the Ombudsman's name. Voice mail services permit ship's family members to call a "1-800" number and listen to a pre-recorded message left by the ship's Ombudsman, or to leave messages for the Ombudsman. Recommend use the least costly voice mail package offered by local or long distance phone carriers that is available in the Ombudsman's local area for "care-lines."

7807. <u>TEMPORARY HOUSEHOLD GOODS (HHG) STORAGE</u>. Temporary Household Goods (HHG) for single personnel authorized to receive Basic Allowance for Housing (BAH) but not receiving BAH while a ship is deployed, is properly chargeable to OPTAR. Use Fund Code "_8" for HHG storage costs.

7808. <u>FLEET TOOL ISSUE</u>

a. Repair activities (shipyards, RMCs, tenders) lend tools and other equipment to help customer activities accomplish maintenance actions. Provide a DD-1149, complete with ship's OPTAR accounting data, using fund code _2 and obligating $100.00. The repair activity will charge the ship's OPTAR for any losses, damage or abuse of tools, and for funding consumable supplies such as sanding disks, grinding wheels, sanding disk backing pads, half face respirators, goggles, sanding belts, cutter bits, needle sets, wire wheels, etc. Make OPTAR obligation adjustments to cover these costs as they occur to avoid SFOEDL charges. Historically, a large percentage of tool-related charges to customer ships have been attributed to loss, damage, or abuse. This lack of control and mismanagement

results in a substantial loss of OPTAR funds. Augmentation for tool issue costs is not granted. To reduce tool losses, the following procedures are mandatory:

     (1) Assign a single representative to keep a record of borrowed tools.

     (2) Limit the number of personnel authorized to check out tools from repair activities. These personnel should be E-5 or above.

     (3) Obtain the user's signature to establish accountability for tools issued to ships.

     (4) Make sure that a senior petty officer supervises the Ship's Tool Issue Center (STIC).

     (5) Require tools to be checked in and out of the STIC daily except for planned weekend requirements.

     (6) Require the STIC petty officer to issue the tools for the duty section, including weekends.

     (7) Keep records of borrowed tools by nomenclature for each tool checked out from the repair activity.

     (8) Inventory tools weekly and reconcile with tool file cards.

     (9) Periodically check with the repair activity loaning the tools to make sure the ship's tool loan records are current, complete, and accurate.

     (10) Make sure ship obtains and keeps copies of check-in/check-out tool receipts provided by loaning activity.

     (11) Require personnel being transferred from the ship to check out through the STIC to make sure that tools are returned.

     (12) When warranted, challenge unusual charges from the repair activity for lost or worn out tools.

     (13) Before checking out tools, ask for the actual value. Remember: these are used tools with depreciated value.

b. Command emphasis on tool control is required to reduce potential fraud, waste, and abuse. Close monitoring of tool programs should be a top management priority.

7809. <u>HOST SHIP</u>

a. OPNAVINST 7042.2A provides funding and accounting information for the foreign warship visit information program.

b. When a ship is designated 'host ship' for a returning deployer, the host ship will obtain the requirements and funding from the returning vessel. The host ship will then make the appropriate arrangements. Tents, chairs, tables, and portable toilets are authorized OPTAR chargeable items.

7810. <u>SHIP'S EXPENDABLE BATHYTHERMOGRAPH (XBT)</u>

a. Funding for XBTs is included in the ship's OPTAR.

7811. <u>Life Boats</u>. All Life Boat Air Inflatable MK-6 are being replaced by Life Boat Inflatable MK-7 under NAVSEA funded Life Boat Plus-up program when the old life boat is due for re-certification. This can be done by submitting job request to local Regional Maintenance Center. Therefore, no CNSF ships should submit requisition charging OPTAR funds to replace existing old life boat.

7900. <u>CONTINUOUS MONITORING PROGRAM (CMP)</u>

a. <u>SHIP INFORMATION</u> - All commands (afloat and ashore) are required to update the Ships Information section of the CMP website to include POC data for Commanding Officers, Executive Officers, Supply Officers, Admin Officers, Training Officers, and Leading SK. In addition, there are fields to supply INMARSAT, POTS and Quarterdeck numbers. Due to the disparate nature of afloat and information systems and frequent turnover of shipboard personnel, address books, user groups and phonebooks are often outdated and inaccurate. To address this issue, the ships information section in CMP will be validated/updated:

(1) Once a month.

(2) Upon Relief of CO, Xo, Suppo or Leading SK.

(3) When a ship pulls into a foreign port. There is a separate field for homeport and deployed Quarterdeck numbers.

b. WEEKLY SHIPS BALANCE REPORT (SHIPS only) – The CMP weekly ships balance report provides CNSF and CLASSRONS up to date assessments of the financial health of the force. The following guidance applies:

(1) Ships submit data via a CMP web based portal. If ship does not have internet connectivity due to ship operations or tech problems, submit data to the CNSF Budget analyst via phone or email.

(2) Submission requirements are weekly and last working day of the month as follows:

(a) WEEKLY:

(1) PAC SHIPS: Every Monday by 2359 (PST). Input can be provided any time between 1200 Friday and 2359 Monday.

(2) LANT SHIPS: Every Monday by 2359 (EDT). Input can be provide any time between 1200 Friday and 2359 Monday.

(b) MONTHLY FOR PAC & LANT: By 2359, the last working day of the month immediately after the BOR has been processed.

(3) CMP Web-Portal Access directions:

(a) Log onto the CMP website: HTTPS:/CMP.SURFOR.NAVY.MIL

(b) Click on Ship information (top of page on right) and click ship's name.

(c) Click on Ships Balances (left side of page).

(d) Completely fill in financial information and click the submit button.

(e) Post all SFOEDLS, if applicable, prior to filling out financial information.

(f) Information must be current as of the due date of the data call

Figure 7-1
Sample Phased Replacement Item Work Sheet

<DATE>

_____ DEPARTMENT

PHASED REPLACEMENT ITEM WORK SHEET

FISCAL YEAR_____

NOMENCLATURE _____

NSN _____

UNIT COST _____EXPECTED SERVICE LIFE _____ YRS

ALLOWANCE QTY _____   QTY ON HAND _____

  QUANTITY REQUIRED FOR IMMEDIATE REPLACEMENT   _____

  ADDITIONAL QUANTITY REQUIRED FOR REPLACEMENT DURING FY $ _____

  TOTAL REPLACEMENT QUANTITY REQUIRED FOR THIS FY $ _____

  TOTAL DOLLAR VALUE $ _____

REPLACEMENT SCHEDULE:

QUANTITY   UNIT COST   TOTAL COST   REQN NR

1ST QTR _____   _____   _____   _____
2ND QTR _____   _____   _____   _____
3RD QTR _____   _____   _____   _____
4TH QTR _____   _____   _____   _____

_____

SUPPLY OFFICER USE ONLY

MID-YEAR PHASED REPLACEMENT BUDGET CALL INFORMATION

UNFUNDED (STILL REQUIRED): QUANTITY _____

TOTAL COST $_____

Figure 7-1

Figure 7-2
Sample BOR Worksheet

BOR WORKSHEET
Month/Year _____   FY _____

	Previous Month Column 23	Present SFOEDL being Processed _____	New Column 23
S2			
S7			
S9			
SB			
SC			
SD			
SE			
SJ			
SL			
SR			
SS			
SU			
SV			
SY			
Total			

	Previous Month Col. 22	± TL __	± TL __	= New Col. 22	± New Col. 23	= New Col. 24
S2						
S7						
S9						
SB						
SC						
SD						
SE						
SL						
SJ						
SR						
SS						
SU						
SV						
SY						
Total						

* NOTE: ADD TWO MORE COLUMNS FOR TL'S

Figure 7-2

7-44

Figure 7-3
Sample Cumulative TL Log

CUMULATIVE TL LOG
FY _____

	RPT025/JSF404 TOTAL NET VALUE	BALANCE (YTD)
TL01		
TL02		
TL03		
TL04		
TL05		
TL06		
TL07		
TL08		
TL09		
TL10		
TL11		
TL12		
TL13		
TL14		
TL15		
TL16		
TL17		
TL18		
TL19		
TL20		
TL21		
TL22		
TL23		
TL24		
TL25		
TL26		
TL27		
TL28		
TL29		
TL30		
TL31		
TL32		
TL33		
TL 34		
TL 35		
TL 36		
TL 37		
TL 38		
TL 39		
TL 40		
TL 41		
TL 42		
TL 43		
TL 44		
TL 45		
TL 46		
TL 47		
TL 48		

Figure 7-3

Figure 7-4
Sample OPTAR Grant Control Log

OPTAR GRANT CONTROL LOG
FY _____

Grant/BOR MSGs (Date-Time-Group) /Addl Info	Quarterly EMRM Grant	Cumulative EMRM Grant	Quarterly "Other" Grant	Cumulative "Other" Grant	Total Grant FYTD

Figure 7-4

Figure 7-5
Sample SFOEDL Control Challenge Log

SFOEDL CONTROL CHALLENGE LOG

MONTH	DOCUMENT NUMBER	CHALLENGE CODE	MONEY VALUE	DATE OF CREDIT	BK4 DTG	FOLLOWUP REMARKS TO DFAS/FFSF REP
OCT	8274-D003	K	1890.00			
	8295-A012	A	450.12			
	8310-0095	B	620.00			
	8311-A080	C	320.00			
	8311-F200	D	993.00			
	8311-0200	E	420.00			
	8274-0001	F	250.01	1	2	3
	8320-5008	G	1020.00			
	8320-B020	H	260.00			
	8346-8189	I	400.00			
	8353-1298	J	900.00			

1. **Annotate SFOEDL date credit was received.**
2. **Annotate BK4 date received (DLRs only).**
3. **Annotate follow-up action taken & date**

Figure 7-5

Figure 7-6
Sample Port Visit Cost Report (PVCR)

```
FM USS TO APPLICABLE TYCOM INFO APPLICABLE NUMBERED FLEET COMMANDER APPLICABLE GROUP (SUBMARINES
ONLY) ISIC APPLICABLE NSSC (SUBMARINES ONLY) FISC NORFOLK VA (FOR 2ND FLEET PORT VISITS) CTF 43
(FOR COMUSNAVSOUTH PORT VISITS) FISC SAN DIEGO CA (FOR 3RD FLEET PORT VISITS) FISC SIGONELLA DET
BAHRAIN (FOR 5TH FLEET PORT VISITS) CTF 53 (FOR 5TH FLEET PORT VISITS) CTF 54//4S// (SUBMARINES-
FOR 5TH FLEET PORT VISITS) COMLOGFORNAVCENT (FOR 5TH FLEET PORT VISITS) FISC SIGONELLA DET NAPLES
IT (FOR 5TH AND 6TH FLEET PORT VISITS) CTF 63 (FOR 6TH FLEET PORT VISITS) FISC YOKOSUKA JA (FOR
7TH FLEET PORT VISITS) FISC DET SINGAPORE (FOR 7TH FLEET PORT VISITS) COMLOGWESTPAC (FOR 7TH
FLEET PORT VISITS) CTF 73 (FOR 7TH FLEET PORT VISITS) CTF 74//N4S// (SUBMARINES- FOR 7TH FLEET
PORT VISITS) APPLICABLE USDAO (FOR FOREIGN PORT VISITS) APPLICABLE LOGREQ RESPONDING ACTIVITY
PRIORITY MATOFF BREMERTON WA//20// (SUBMARINES ONLY) PRIORITY MATERIAL OFFICE DET NORFOLK VA
(SUBLANT UNITS ONLY)

SUBJ/PORT VISIT COST REPORT FOR "PORT NAME"// POC/"SUPPLY OFFICER NAME AND POC INFO"//

1.  PORT VISITED (LOCATION, CITY, COUNTRY):

2.  DISCRETIONARY OR NON-DISCRETIONARY:

3.  TIME & DATE OF ARRIVAL:

4.  TIME & DATE OF DEPARTURE:

5.  PIER SIDE OR ANCHORAGE:

6.  LOCAL CURRENCY/EXCHANGE RATE:

7. PORT COST BREAKDOWN

A.  CHARTER AND HIRE (FUND CODE _K)         TOTAL
COST CATEGORY              QTY   UI   UP    COST  DOC NUMBER
TUGS (IN/OUT)              000   XX   0000  00000 XXXXXX-XXXX-XXXX
TUGS (OTHER, STANDBY)      000   XX   0000  00000 XXXXXX-XXXX-XXXX
BARGE (LANDING)            000   XX   0000  00000 XXXXXX-XXXX-XXXX
BARGE (OTHER)              000   XX   0000  00000 XXXXXX-XXXX-XXXX
PILOTAGE                   000   XX   0000  00000 XXXXXX-XXXX-XXXX
DOCKING                    000   XX   0000  00000 XXXXXX-XXXX-XXXX
UNDOCKING                  000   XX   0000  00000 XXXXXX-XXXX-XXXX
KEDGE ANCHORS              000   XX   0000  00000 XXXXXX-XXXX-XXXX
GARBAGE/TRASH REMOVAL      000   XX   0000  00000 XXXXXX-XXXX-XXXX
BROW RENTAL                000   XX   0000  00000 XXXXXX-XXXX-XXXX
CRANE (BROW USE)           000   XX   0000  00000 XXXXXX-XXXX-XXXX
FORKLIFT (BROW USE)        000   XX   0000  00000 XXXXXX-XXXX-XXXX
CUSTOM INSPECTION          000   XX   0000  00000 XXXXXX-XXXX-XXXX
AGRICULTURAL INSPECTION    000   XX   0000  00000 XXXXXX-XXXX-XXXX
PORTABLE SANITARY FACILITY 000   XX   0000  00000 XXXXXX-XXXX-XXXX
INTERPRETER SERVICES       000   XX   0000  00000 XXXXXX-XXXX-XXXX
INSTALL SEA SUCTION SCRNS  000   XX   0000  00000 XXXXXX-XXXX-XXXX
REMOVE SEA SUCTION SCRNS   000   XX   0000  00000 XXXXXX-XXXX-XXXX
OIL SPILL REMOVAL          000   XX   0000  00000 XXXXXX-XXXX-XXXX
OILY WASTE REMOVAL         000   XX   0000  00000 XXXXXX-XXXX-XXXX
HUSBANDING AGENT FEES      000   XX   0000  00000 XXXXXX-XXXX-XXXX
     (1ST DAY)

MSGID/GENADMIN/COMNAVSURFOR/N41/2406//
HUSBANDING AGENT FEES      000   XX   0000  00000 XXXXXX-XXXX-XXXX
    (SUBSQ DAYS)
HUSBANDING AGENT FEES      000   XX   0000  00000 XXXXXX-XXXX-XXXX
    (ADV. PARTY)
WATER TAXI                 000   XX   0000  00000 XXXXXX-XXXX-XXXX
CAMEL RENTAL               000   XX   0000  00000 XXXXXX-XXXX-XXXX
CARGO DRAYAGE              000   XX   0000  00000 XXXXXX-XXXX-XXXX
CARGO LIGHTERAGE           000   XX   0000  00000 XXXXXX-XXXX-XXXX
BERTHING/ANCHOR FEES       000   XX   0000  00000 XXXXXX-XXXX-XXXX
```

Figure 7-6

Figure 7-6 Cont.

```
FENDER RENTAL                 000   XX   0000   00000 XXXXXX-XXXX-XXXX
FENDER RENTAL (YOKOHAMA)      000   XX   0000   00000 XXXXXX-XXXX-XXXX
FLEET LANDING EXPENSES?    000   XX   0000   00000 XXXXXX-XXXX-XXXX
LINE HANDLING                 000   XX   0000   00000 XXXXXX-XXXX-XXXX
OTHER C&H COSTS (SPECIFY)     000   XX   0000   00000 XXXXXX-XXXX-XXXX
TOTAL C&H COSTS:


B.  SHIP'S UTILITIES (FUND CODE _W)            TOTAL
COST CATEGORY                 QTY   UI   UP    COST  DOC NUMBER
CHT REMOVAL                   000   XX   0000   00000 XXXXXX-XXXX-XXXX
FEED WATER                    000   XX   0000   00000 XXXXXX-XXXX-XXXX
GENERATOR RENTAL?     000   XX   0000   00000 XXXXXX-XXXX-XXXX
GENERATOR FUEL COST?     000   XX   0000   00000 XXXXXX-XXXX-XXXX
POTABLE WATER                 000   XX   0000   00000 XXXXXX-XXXX-XXXX
SHORE POWER??     000   XX   0000   00000 XXXXXX-XXXX-XXXX
OTHER UTILITY COSTS(SPECIFY) 000   XX   0000   00000 XXXXXX-XXXX-XXXX
TOTAL UTILITY COSTS:


C.  ANTI TERRORISM/FORCE PROTECTION(FUND CODE _L)TOTAL
COST CATEGORY                 QTY   UI   UP    COST  DOC NUMBER
BARRIERS, LANDSIDE(CONCRETE) 000   XX   0000   00000 XXXXXX-XXXX-XXXX
BARRIERS, LANDSIDE(WATERFILL)000   XX   0000   00000 XXXXXX-XXXX-XXXX
BARRIERS, WATERSIDE, DUNLOP  000   XX   0000   00000 XXXXXX-XXXX-XXXX
BARRIERS, WATERSIDE, LINE OF 000   XX   0000   00000 XXXXXX-XXXX-XXXX
   DEMARKATION (LODS)
EOD (DIVING) SERVICES         000   XX   0000   00000 XXXXXX-XXXX-XXXX
FENCING, PEDESTRIAN CONTROL   000   XX   0000   00000 XXXXXX-XXXX-XXXX
GENERATOR (FP LIGHTING)       000   XX   0000   00000 XXXXXX-XXXX-XXXX
GUARD SHACK, WEATHER          000   XX   0000   00000 XXXXXX-XXXX-XXXX
       RESISTANT
LIGHTING                      000   XX   0000   00000 XXXXXX-XXXX-XXXX
PICKET BOAT                   000   XX   0000   00000 XXXXXX-XXXX-XXXX
SECURITY GUARDS/SENTRY        000   XX   0000   00000 XXXXXX-XXXX-XXXX
SIGNS                         000   XX   0000   00000 XXXXXX-XXXX-XXXX
OTHER ATFP COSTS (SPECIFY)   000   XX   0000   00000 XXXXXX-XXXX-XXXX
TOTAL FORCE PROTECTION COSTS:


D.  PURCHASED SERVICES (FUND CODE _U)          TOTAL
COST CATEGORY                 QTY   UI   UP    COST  DOC NUMBER
CRANE (NOT FOR BROW USE)      000   XX   0000   00000 XXXXXX-XXXX-XXXX
CREW REPATRIATION             000   XX   0000   00000 XXXXXX-XXXX-XXXX
FORKLIFT (NOT FOR BROW)       000   XX   0000   00000 XXXXXX-XXXX-XXXX
MISCELLANEOUS/OTHER           000   XX   0000   00000 XXXXXX-XXXX-XXXX
 (EXPLAIN IN REMARKS)
PAINT FLOAT                   000   XX   0000   00000 XXXXXX-XXXX-XXXX
PORTABLE CABIN/SHELTER        000   XX   0000   00000 XXXXXX-XXXX-XXXX
REFRIGERATION TRUCK           000   XX   0000   00000 XXXXXX-XXXX-XXXX
TABLES/CHAIRS??     000   XX   0000   00000 XXXXXX-XXXX-XXXX
TENTS/CANOPIES??     000   XX   0000   00000 XXXXXX-XXXX-XXXX
TOLLS??          000   XX   0000   00000 XXXXXX-XXXX-XXXX
VEHICLE RENTAL, TRUCK         000   XX   0000   00000 XXXXXX-XXXX-XXXX
VEHICLE RENTAL, DRIVER        000   XX   0000   00000 XXXXXX-XXXX-XXXX
TOTAL PURCHASED SERVICES COSTS:


E.  PASSENGER VEHICLE RENTAL (FUND CODE _D)    TOTAL
COST CATEGORY                 QTY   UI   UP    COST  DOC NUMBER
BUS RENTAL                    000   XX   0000   00000 XXXXXX-XXXX-XXXX
VEHICLE RENTAL, SEDAN         000   XX   0000   00000 XXXXXX-XXXX-XXXX
VEHICLE RENTAL, VAN           000   XX   0000   00000 XXXXXX-XXXX-XXXX
VEHICLE RENTAL, DRIVER        000   XX   0000   00000 XXXXXX-XXXX-XXXX
VEHICLE RENTAL, FUEL          000   XX   0000   00000 XXXXXX-XXXX-XXXX
OTHER VEHICLE RENTAL          000   XX   0000   00000 XXXXXX-XXXX-XXXX
      (SPECIFY)
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Figure 7-6 Cont.

Figure 7-6 Cont.

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TOTAL PASSENGER VEHICLE RENTAL COSTS:

F.  COMMUNICATIONS (FUND CODE _S)            TOTAL
COST CATEGORY                QTY  UI   UP    COST  DOC NUMBER
TELEPHONE, LANDLINE          000  XX   0000  00000 XXXXXX-XXXX-XXXX
TELEPHONE, LANDLINE,?    000  XX   0000   00000 XXXXXX-XXXX-XXXX
        USAGE
TELEPHONE, CELLULAR          000  XX   0000   00000 XXXXXX-XXXX-XXXX
TELEPHONE, CELLULAR,?    000  XX   0000   00000 XXXXXX-XXXX-XXXX
         USAGE
OTHER COMMUNICATIONS         000  XX   0000   00000 XXXXXX-XXXX-XXXX
        (SPECIFY)
TOTAL COMMUNICATIONS COSTS:

G.  OTHER SHIP?S OPTAR (FUND CODE)           TOTAL
COST CATEGORY                QTY  UI   UP    COST  DOC NUMBER
HAZMAT/HAZWASTE              000  XX   0000   00000 XXXXXX-XXXX-XXXX
     REMOVAL (_6)
PETROLEUM, OIL AND          000  XX   0000   00000 XXXXXX-XXXX-XXXX
     LUBRICANTS (_9)
OTHER SHIP?S                 000  XX   0000   00000 XXXXXX-XXXX-XXXX
     OPTAR (SPECIFY)(__)
TOTAL OTHER SHIP?S OPTAR COSTS:

H.  OTHER                                    TOTAL
COST CATEGORY                QTY  UI   UP    COST  DOC NUMBER
FUEL (MGO/F76)              000  XX   0000   00000 XXXXXX-XXXX-XXXX
OTHER MISC COSTS            000  XX   0000   00000 XXXXXX-XXXX-XXXX
    (SPECIFY)
TOTAL OTHER COSTS:

I. PORT COSTS EXCLUDING PROVISIONS (TOTAL OF PARAS A-H):

J. PROVISIONS COSTS                          TOTAL
COST CATEGORY                QTY  UI   UP    COST  DOC NUMBER
PROVISIONS                  000  XX   0000   00000 XXXXXX-XXXX-XXXX
FFV                         000  XX   0000   00000 XXXXXX-XXXX-XXXX
TOTAL PROVISIONS COSTS:?
?????

K. TOTAL PORT COSTS (TOTAL OF PARAS I-J):

8.  UNPAID, DISPUTED AND/OR ESTIMATED BILLS/AMOUNTS (CLEARLY INDICATE

MSGID/GENADMIN/COMNAVSURFOR/N41/2406//
IF UNPAID, DISPUTED OR ESTIMATED; IF CHT RELATED INDICATE IF FLOW METER WAS USED):

9.  OVERTIME CHARGES:  (AMT/BRIEF DESCRIPTION):

10.  PORT COST ESTIMATE RECEIVED:  (YES/NO, WAS ESTIMATE RECEIVED WITHIN TWO WORKING DAYS AND
WHAT WAS THE AMOUNT OF THE ESTIMATE):

11.  HUSBANDING SERVICE CONTRACTOR (HSC) PROVIDED PORT TARIFFS IN ENGLISH (IF APPLICABLE):
(YES/NO)

12.  RESULTANT COST SAVINGS ACHIEVED (AMT/DESCRIPTION):

13. HSC PERFORMANCE:  (GRADE AND COMMENTS).  ASSIGN GRADE OF:
EXCEPTIONAL - MEETS CONTRACTUAL REQUIREMENTS & EXCEEDS MANY TO THE GOVERNMENTS BENEFIT; FEW MINOR
PROBLEMS AND CORRECTIVE ACTIONS TAKEN WERE HIGHLY EFFECTIVE.
VERY GOOD - MEETS CONTRACTUAL REQUIREMENTS & EXCEEDS SOME TO THE GOVERNMENTS BENEFIT; SOME MINOR
PROBLEMS AND CORRECTIVE ACTIONS TAKEN WERE EFFECTIVE.
SATISFACTORY - MEETS CONTRACTUAL REQUIREMENTS; SOME MINOR PROBLEMS AND CORRECTIVE ACTIONS TAKEN
WERE SATISFACTORY.
```

Figure 7-6 Cont.

Figure 7-6 Cont.

MARGINAL ? DOES NOT MEET SOME CONTRACTUAL REQUIREMENTS; SERIOUS PROBLEMS AND CORRECTIVE ACTIONS
TAKEN WERE ONLY MARGINALLY EFFECTIVE OR NOT FULLY IMPLEMENTED.
UNSATISFACTORY - DOES NOT MEET MOST CONTRACTUAL REQUIREMENTS; SERIOUS PROBLEMS AND CORRECTIVE
ACTIONS TAKEN WERE INEFFECTIVE GRADES SHALL BE ASSIGNED FOR EACH OF THE FOLLOWING ASSESSMENT
AREAS:

TECHNICAL (QUALITY OF SERVICE) ? CONSIDER PROFESSIONALISM, COOPERATIVENESS, FRIENDLINESS OF
CONTRACTOR REPRESENTATIVES; ADEQUACY OF MANPOWER PROVIDED; ADEQUACY OF EQUIPMENT PROVIDED.
SCHEDULE ? CONSIDER AMOUNT OF NOTIFICATION PROVIDED TO CONTRACTOR; TIMELINESS OF SERVICES
PROVIDED.
COST CONTROL ? CONSIDER COMPLIANCE WITH CONTRACT AND PORT TARIFF PRICES; COMPETITIVE QUOTES
PRESENTED FOR NON-CONTRACT ITEMS; RECOMMENDED COST SAVINGS INITIATIVES; FOREIGN CURRENCY EXCHANGE
RATE UTILIZED.
MANAGEMENT ? CONSIDER CONTRACTOR REPRESENTATIVE RESPONSIVENESS; COORDINATION OF SERVICES BASED ON
SHIPS IN PORT SCHEDULE; COORDINATION OF SUBCONTRACTS, OTHER CONTRACTS (FFV, FUEL), PORT SERVICES,
HOST NATION SUPPORT, ETC.
PROVIDE NARRATIVE COMMENTS ABOUT HSC'S PERFORMANCE FOR EACH ASSESSMENT AREA. THESE COMMENTS
PROVIDE VALUABLE INFORMATION FOR EVALUATING HSC'S PAST PERFORMANCE FOR FUTURE CONTRACT AWARD
DETERMINATIONS.

14. OTHER CONTRACTORS' PERFORMANCE: (NARRATIVE COMMENTS ABOUT OTHER CONTRACTORS' PERFORMANCE
SUCH AS FFV, MWR, AND/OR FUEL CONTRACTOR.)

15. GENERAL PORT VISIT COMMENTS:
*** PARAS 16 THROUGH 29 BELOW APPLY TO SUBMARINES ONLY ***

16. THE FOLLOWING CASREP/ANORS/HOT LIST REQUISITIONS WERE RECEIVED SINCE _____/_____(DATE OF
LAST VISIT/BSP): (LIST REQNS)

17. THE FOLLOWING DLRS WERE TURNED IN TO _____(SPECIFY LOCATION):
(LIST REQNS)

18. THE FOLLOWING NRFI DLRS ARE BEING HELD ONBOARD: (LIST REQNS)

19. THE FOLLOWING CASREP/ANORS/HOT LIST REQUISITIONS ARE STILL
OUTSTANDING: (LIST REQNS)

20. OPTAR:
FYTD REPAIR GRANT: _____
FYTD OTHER GRANT: _____
REPAIR BALANCE: _____
OTHER BALANCE: _____
LAST FINANCIAL TL NUMBER SUBMITTED: _____/ _____ MONTH OF LAST SFOEDL RECEIVED: _____ MONTH OF
LAST SFOEDL POSTED: _____

21. DAYS OF PROVISIONS ONBOARD (FROZEN/DRY): ____/____

22. DATE OF LAST SLDB RECON COMPLETED: _____

23. DATE OF LAST DRA SUBMISSION: _____

24. DATE OF LAST REORDER SUBMISSION: _____

25. DATE OF LAST FITSDL SUBMISSION: _____

26. DATE OF LAST CMP SUBMISSION AND FILE MONTH SUBMITTED:
SK: _____, CS: _____

27. CMP SOFTWARE VERSION: SK: _____, CS: _____

28. # OF TUGS USED IN/OUT: _____/_____ (FOR SUBMARINES WITH BERTHING COSTS)

29. TOTAL NUMBER OF EMBARKED PERSONNEL: _____
     NUMBER OF HOT BUNKERS: _____
     NUMBER OF ROOMS PROCURED: _____

Figure 7-6 Cont.

Figure 7-6 Cont.

```
      NUMBER OF SUPERVISORS ASSIGNED ROOMS:  _____  ----------------END OF MESSAGE FORMAT--------
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5.   ENSURE TO FOLLOW GUIDANCE AND RESTRICTIONS IN TYCOM CENTRALLY FUNDED LINE OF ACCOUNTING (LOA)
REFERENCES FOR CONUS AND OCONUS PORT VISIT RELATED EXPENSES.

6.   MOST COMMON ERRORS WITH REGARDS TO PORT COST MESSAGE IS NOT SUBMITTING WITHIN 5 DAYS OF
LEAVING PORT, NOT SEPARATING CRANE AND/OR FORKLIFT SERVICES FOR BROW AND SHIP USE AND NOT
IDENTIFYING A PORT AS DISCRETIONARY OR NON-DISCRETIONARY.  IF YOU ARE WAITING ON FINAL INVOICES,
PLACE A COST ESTIMATE ON THE INITIAL PORT COST REPORT AND SEND THE FINAL COST REPORT ONCE
FINALIZED INVOICE IS RECEIVED.//

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Figure 7-6 Cont.

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CHAPTER 8 - INFORMATION SYSTEMS AND TECHNOLOGY MANAGEMENT

8000. <u>INTRODUCTION</u>. Congress mandates the rules and
regulations governing Information Technology (IT), which
includes non-tactical computer systems, software, software
development, operators, consumables, installation, maintenance
and repair, telecommunications systems, telephones, phone calls,
and facsimile machines. The management of IT requires special
attention because the IT budget receives significant
congressional oversight. The O&MN funds budgeted and spent for
IT are reviewed annually by NAVCOMPT. Accurate execution
reporting is required to make sure that TYCOM remains within the
IT budget cap/constraint issued by NAVCOMPT.

8100. <u>ACQUISITION OF COMPUTER EQUIPMENT, SOFTWARE, OR SERVICES</u>.
** All SURFOR afloat units will not purchase desktop PCs or
laptops without approval via an abbreviated systems decision
paper (ASDP). ASDP requests will be used to validate/endorse/
approve purchases. The ASDP process will be utilized by
ALNAVSURFOR to ensure effective configuration management in
keeping with CNSF'S mandate of the right readiness at the right
time at the right cost (CNSF DTG 261532Z NOV 07)**

     a. DODD 8510.1 requires Life Cycle Management (LCM)
documentation for all computer projects. The LCM documentation
is the management plan for the project. It identifies
management controls, funding requirements, and authorizes the
procurement (or acquisition) of computer resources. It further
authorizes the expenditure of funds for computer hardware,
software, computer operation, computer training, software
development, and computer maintenance. LCM documentation must
be approved before expenditure of funds. COMNAVSURFLANTINST
5239.1D and COMNAVSURFPACINST 5231.1A provide guidance and LCM
documentation formats for IT projects.

     b. IT acquisition approvals, whether authorized at the
local command level or higher levels, must comply with hardware,
software, and networking standards. Coordinate with TYCOM on
current standards and approved products before any procurement
or acquisition.

     c. Commanding Officers have approval authority up to $5000
per project. CO approval authority does not extend to projects
that include software development or Local Area Network (LAN)
installation, regardless of dollar value. Forward copies of all
Commanding Officer approved LCM documentation to TYCOM.

    d.   Procurement of computer repair parts for existing
systems does not require new LCM documentation (see details, par
8400.b).

    e.   Hardware or software enhancements to existing individual
workstations, servers, printers, CD-ROM drivers, etc., not
exceeding 25 percent of the original system cost do not require
additional LCM documentation. Increasing the number of existing
LAN connections including workstations, server, printers, CD-ROM
servers, etc., requires TYCOM LCM approval.

    f.   Submit projects greater than $5000 to TYCOM via ISIC for
review and approval.

    g.   Submit projects that include multiple computer systems
as a single project (i.e., LAN components). Splitting
requirements into multiple projects to avoid approval or funding
thresholds is prohibited.

    h.   The computer system cost (hardware plus software)
determines if O&MN funding can be used. If the system cost is
more than $100,000, OPN funding must be used. In the case of
LAN, file servers, software, PCs, and peripheral equipment
purchased as parts of a project are considered one system.

    i.   Legal software licensing must be available for each
computer. Software license(s) must be included in the LCM
documentation as a cost of the system using the following
criteria: (1) software features are addressed in LCM
requirements statement appropriate to the intended use of the
system, (2) comply with TYCOM or higher agency standards, and
(3) adequate licensing is not already available for the stated
purpose.

    j.   A signed statement will be included on the NAVSUP 1250-2
or DD-1149 documents certifying that approved DODD 8510.1 LCM
documentation is on file. The contracting office may also
require a copy of the approved LCM documentation with the
purchase document.

8200. MANAGEMENT OF COMPUTER HARDWARE AND SOFTWARE.
Centralized control (AIS department or work center) of all AIS
equipment and software is mandatory. All computer hardware,
software and peripherals greater than $100 in value are included
in this requirement. AIS hardware (with exception of
laptop/notebook computers) may be removed from the Controlled
Equipage Item List (CEIL) in accordance with NAVSUP P-485,

paragraph 8001-1. NAVSUP P 485, paragraph 8001 (Controlled
Equipage Item List) refers. All computer hardware and software
will be inventoried annually using the CNSL/CNSP AIS Inventory
Program and reported to COMNAVSURFLANT/ COMNAVSURFPAC (N62).

8300. <u>TURN-IN OF COMPUTER HARDWARE, PERIPHERALS, AND SOFTWARE</u>.
COMLANTFLTINST 5239.1A and COMPACFLTINST 5231.1A establish the
policy and procedures for reporting, screening, and releasing
government automation equipment. Excess IT hardware and
software must be appropriately advertised on the Department of
Defense Automated Resources Management System (ARMS) bulletin
board before transfer or turn in to the Defense Reutilization
Management Office (DRMO). TYCOM may require notification via
ISIC of proposed transfers or disposal action. Contact TYCOM
for current IT transfer guidance.

8400. <u>MICRO-COMPUTER MAINTENANCE</u>

     a. Document maintenance requirements on OPNAV 4790/2K. If
command technicians cannot perform repair and repair services
are not available from a TYCOM designated repair facility, GSA
or contract repair services are authorized. End use funding
documents should cite Fund Code _Y for computer repair services
(excluding repair parts).

     b. Computer and peripherals repair or replacement
components (items such as monitors, disk drives, circuit boards,
input devices, keyboards and printers) are chargeable to Fund
Code _R. Additional life cycle documentation is not required.
Software license upgrades are considered maintenance related but
require TYCOM LCM approval for coordination and configuration
management purposes before purchase and implementation.

Note: Two lines of accounting data are required on purchase
orders for computer repairs if parts are to be replaced (Fund
Code _Y for service, Fund Code _R for parts). Make sure vendor
itemizes invoices accordingly.

     c. Make sure that classified data (including hard disk
drives) is removed from systems before turn-in for repair using
DOD or Navy approved security software. Secret or higher data
storage media can only be cleared by destroying the magnetic
media either by shredding floppy diskettes, crushing hard
drives, or complete (destructive) magnetic degaussing. Contact
TYCOM Information Systems Security Officer for guidance on the
current classified or sensitive (privacy) data removal/clean up
techniques.

d. Do not use government funds to maintain or repair privately owned computers.

8500. <u>AUTOMATED RESOURCE MANAGEMENT SYSTEM (ARMS)</u>

a. SECNAVINST 5238.1C requires the reporting of computer assets under the DOD Automated Resource Management System (ARMS) program. All commands are required to maintain the ARMS database. Contact TYCOM Information Systems and Technology Officer for current program guidance.

b. Inventories of computers, as reflected in command IS security plans and on controlled equipage cards, will be reported to TYCOM annually by 1 April.

8600. <u>INFORMATION SYSTEMS SECURITY</u>

a. IS security management procedures are mandatory in the operation of all computers regardless of classification level. DOD 5200.28-STD, OPNAVINST A 5239.1B, and SECNAVINST 5239.3 establish requirements for IS security.

b. Do not use privately owned computers for government business unless approved in writing by the Commanding Officer. Using privately owned computers and software masks real requirements and is generally discouraged. Under no circumstance will privately owned computers be used for processing classified information.

c. Using unlicensed (pirated, bootlegged, etc.) software is a violation of U.S. copyright laws. Federal Law mandates financial settlements to software copyright holders, stiff fines (up to $10,000) and imprisonment (up to 5 years) for violations.

d. Storage of classified data on hard disk drives is not authorized unless the system is certified (designed) for classified use, properly accredited (by documented command risk assessment), and a command wide IS Security program is implemented following current DOD/Navy guidance. SECNAVINST 5239.3 classified information security procedures are germane.

e. Modems/FAX cards and external network connections that do not provide DOD/Navy approved encryption and/or firewall techniques will not be installed in, or connected to, computers that are used to store classified data.

8700. <u>FUND CODES</u>. Use the following fund codes for all procurement requisitioning Information Technology (IT) material and services:

     a. Fund Code _J to procure IT equipment/hardware including computers, word processors, facsimile machines, and peripherals.

     b. Fund Code _S for communications. See paragraph 7206.

     c. Fund Code _Y to procure software, software development, computer training, computer repair service (excluding parts) and costs associated with audiovisual production, products and services, (i.e., film, film developing, graphic arts, TV, video and audio recording).

     d. Order computer repair parts with fund code _R/_B and consumable supplies (i.e., paper, printer ribbons, ink, floppy disks, toner cartridges, etc.) with fund code _C.

8800. <u>COMPUTER PROCESSING</u>. Computer systems may be used for word processing, message preparation, and other similar administrative functions provided the system(s) are accredited (designed) for the highest classification level of use, comply with applicable IS security management requirements, and do not interfere with the primary function and purpose of the computer system. For example, Food Service and Resale Operations computers may have additional hard disk drive capacity to accommodate user-processing requirements such as word processing. Since these are accountable systems, user access must be limited to ensure accountability is not compromised.

8900. <u>R-SUPPLY PROCESSING</u>. Proper processing and retention of history files and daily and weekly backups of SNAP and R-SUPPLY are essential for data and system recovery in case of a catastrophic failure. For COMNAVSURFFOR commands, the COMNAVSURFFORINST. 5233.1 identifies Optimized NTCSS system operating procedures including backup requirements.

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CHAPTER 9 - INTEGRATED LOGISTICS OVERHAUL PROGRAM

9000. GENERAL. The Integrated Logistics Overhaul (ILO) Program
is charged with directing the improvement of Fleet unit
readiness and true configuration logistics support through
accurately reflecting installed equipment and all related
logistics products. The ILO program provides support during
both a ship's availability and operational cycles. The ship's
Commanding Officer is ultimately responsible for the execution
of a successful ILO since the program is a ship's force "Self
Help" program. Regional Maintenance Center (RMC) – ILS Division
personnel provide the technical guidance and supervision in
addition to material and space resources. The RMC-ILS site
coordinates the effort and provides the required analysis.
Ship's force personnel actively participate in this effort so
that they can sustain the logistics readiness of the ship.

9001. BACKGROUND. The ILO concept has evolved from a repair
part oriented analysis to the complex maintenance process it now
entails. Alterations, field changes, weapon system upgrades,
and rip-outs were being done that encompassed a large turnover
in the logistics required to ensure proper support. No
procedures or command existed to ensure that all the equipment
modifications and logistics requirements were met. A process
was required to sustain Fleet readiness using the ever changing,
updated technology being delivered to the ships. In 1980, the
Chief of Naval Operations (CNO) formally established the ILO
program. The ILO program is designed to complement the phased
maintenance philosophy. On 01 Oct 2004, the RMC Logistics
Organization was created as all waterfront maintenance
activities were combined under the RMC concept. Fleet Technical
Support Centers (FTSC) Logistics chain of command reporting was
switched from the TYCOMs to Commander Fleet Forces Command
(CFFC) and COMPACFLT (CPF). TYCOMs became the customer RMC
Logistics supported and in a Memorandum of Agreement (MOA), RMC
Logistics was directed by CFFC to continue to maintain the same
level of support that was previously provided by the Fleet
Integrated Logistic Overhaul Activity, Atlantic and FTSC,
Pacific. On 01 Oct 2005 the RMC Logistics organization switched
claimancies again, this time from CFFC/CPF to the Naval Supply
Systems Command (NAVSUP) under the Commander Fleet and
Industrial Supply Centers (COMFISCS) chain of command. In the
MOA between CFC, CPF and COMFISCS signed 09 Oct 2004, CFFC, CPF
and COMFISCS agreed to realign respective RMC logistic and
material support functions to NAVSUP (COMFISCS) with the goal of
reduced logistics support costs while maintaining or improving
the level of support to fleet customers. The ILO program has

RMC Logistics Teams located at each major homeport. The Teams are responsible for logistics life cycle support for ships in their Area of Responsibility (AOR).

9002. <u>OBJECTIVES.</u> The first objective of the ILO program is to improve readiness by providing a ship completing a specified availability with logistics support that accurately reflects the ships' true configuration. A second objective is to train Fleet personnel to use and maintain the products provided, so the high level of support can be sustained during the ships' operational period. This training is centered on providing Ships Configuration and Logistics Support Information System (SCLSIS) information. SCLSIS is the Navy's' information system that tracks all equipment and alterations installed on board ships. SCLSIS drives all other logistics support products. A third objective is to provide additional analysis and training assistance required by Fleet units during their operational cycle.

9003. <u>ILO PROGRAM FUNCTIONS</u>. During ILO, all of these functions will be accomplished. During a PMR, one or more of these functions will be accomplished. The availability schedule will dictate which functions are accomplished. Because most CNO availabilities have been shortened to 90 days or less, many of the ILO functions will not be performed. For availabilities greater than 90 days, and at TYCOM request, most of the ILO functions will be performed. Ships can discuss adding other areas of analysis, in the availability or operational cycle, with the assigned RMC-ILS Division Team. The ILO program comprises the following functional areas:

a. Configuration Analysis and COSAL Maintenance: verifies the Start of Overhaul (SOH) configuration baseline documentation, reflecting the ships' planned End of Availability (EOA) configuration. Discrepancies between the ships' Non-Tactical ADP Program (SNAP)/R-Supply and other sources of configuration, as reported by the accomplishing activity, are verified to ensure an accurate EOA configuration baseline is established and the post-overhaul logistics package includes the required support.   The Surgical System Validation and Analysis (SSVA) program is used to determine all aspects of the configuration to be researched and analyzed.

b. Planned Maintenance System (PMS) Analysis: includes verification of applicable Maintenance Index Pages (MIPs) with the ships' existing configuration and all changes to this configuration reported by the accomplishing activity.

Discrepancies are resolved with Fleet Technical Support Center (FTSC) PMS managers, as required. Maintenance Requirement Cards (MRCs) are analyzed to make sure SNAP/R-Supply reflects the required PMS repair parts and to make sure the repair parts, special tools, and test equipment are identified for proper PMS support. Condensed availabilities may limit PMS Analysis to only newly installed equipment, upgrades and ship concerns.

c. Technical Manual (TM) Analysis: makes sure that the appropriate TMs are on board or requisitioned. Ships with Automated Technical Manual Information System (ATIS) capability will be back-loaded with one technical manual if the manual appears in ATIS. If it does not appear in ATIS, the RMC ILS team will backload two copies of the manual and provide the information to the NAVSEA Ships Project Manager for ATIS digitization. Do not off-load classified TMs unless the RMC ILS Team can provide adequate security measures. The team will conduct on board inventory of classified manuals if no adequate security at the site is available. The team reviews technical manuals for applicability, condition, and status of authorized changes and updates them as required. Condensed availabilities may limit TM Analysis to only newly installed equipment, upgrades and ship concerns.

d. Repair Parts Analysis: makes sure all repair parts identified in support of the EOA configuration are either on-hand or on-order and the accuracy of the repair parts inventory back-loaded to the ship at EOA will meet or exceed an inventory accuracy level required by the TYCOM. Repair parts are identified, inspected, repackaged, if required, and labeled with correct National Stock Numbers (NSN). Repair parts analysis may be accomplished either onboard (no parts offload) or at the RMC ILS site (parts offload). The RMC ILS team will make the final determination as to which method will be used based upon situational requirements. Repair Parts Analysis will only be conducted during major overhauls at the TYCOM's request.

e. Training focuses on proper accomplishment of the first four functional elements of the ILO program. It is equally important to make sure that shipboard personnel are fully capable of using and maintaining the ships' logistics support configuration documentation for both ILO program purposes and ongoing operating cycle requirements. The Ships' Configuration Maintenance Course (SCMC) provides shipboard personnel with a working knowledge of the procedures used to make sure shipboard

logistics support remains accurate. Training and assistance during the operational cycle will only be conducted at TYCOM request.

f. Automated Information Systems (AIS) provides related support to all functional elements of the ILO/FTSCPAC program process. AIS trains and assists users such as staff members, Maintenance Support Analysis Team (MSAT), and other shipboard personnel in the use, update, and maintenance of SNAP/R-Supply files throughout the ships' lifecycle.

9004. REFERENCES

a. Fleet Modernization Program Management and Operations Manual (SL720-AA-MAN-010) provides a structure for the orderly planning, programming, budgeting, and installation of military and technical improvements to ships of the active and reserve fleets.

b. Integrated Logistics Overhaul Program Desk Top Guides provide detailed guidance for conducting availability's and are maintained at each RMC-ILS Team.

c. SPCCINST 4441.170, Chapter 5, Section B provides information on overhauls that include an ILO/PMR.

d. NAVSEA Technical Specification 9090-700 (series) Ship Configuration and Logistics Support Information System (SCLSIS) describes the U.S. Navy's system for controlling ship's configuration and logistics support of equipment and systems in ship operations, maintenance, repair and other engineering and logistics support processes that sustain Navy ships (NSN 0910-LP-278-2100).

9100. KEY MILESTONES BEFORE START OF AVAILABILITY (SOA)

a. Assignment to the ILR program: Approximately 90 days before a scheduled extended availability (greater than 60 days)/PMA/SRA, TYCOM will notify the ship by letter or message of a concurrent assignment to the ILR program. For PMRs, the TYCOM will identify the analysis function(s) to be performed during the availability.

b. SCLSIS Validation: Validation of equipment is the critical first step toward effective shipboard supply support. Repair parts, technical manuals, and PMS support are based upon the installed equipment as reflected in SCLSIS. Validations are

accomplished by a physical sight validation of electronic, hull, mechanical, electrical, and ordnance equipment on all ships. To help accomplish this critical effort, the Commanding Officer will assign members of ship's company personnel to provide SCLSIS Validation Team (SVT) access and guidance to spaces and the opening and closing of equipment. If an SVT is not assigned, the ship will assign sailors TAD to the RMC that will accomplish the validation.

    c. Pre-Arrival Brief (PAB): Approximately 30 days before Start of Availability (SOA), the RMC ILS Team will conduct a pre-arrival brief. This brief outlines the TYCOM's assigned tasking and informs ship's management of the RMC ILS program, types of resources required, ship's responsibilities, the results to be expected and the products to be received. The RMC ILS Team will schedule the date and time for ship's confirmation. The following shipboard personnel should be present at the PAB: Commanding Officer, Executive Officer, Supply Officer, Department Heads, 3-M System Coordinator, SNAP System Coordinator, Leading Storekeeper, Maintenance Support Analysis Team (MSAT) Leader, and MSAT members. Applicable discussion items include:

        (1) MSAT personnel and administrative requirements.

        (2) Products required from the ship such as Test Equipment, RADIAC, Night Vision Device, and Small Arms inventories and the Critical Equipment List (CEL).

        (3) Off-load procedures for technical manuals and repair parts, if they are to be offloaded.

        (4) Storeroom maintenance if repair parts are off-loaded. (Parts do not necessarily have to be off-loaded. The RMC ILS Team's preferred method of inventories, when required, is to perform inventories on board).

        (5) Procedures for identifying and inventorying MAMs held by Work Centers before off-load.

        (6) Post-availability storeroom drawing arrangements.

        (7) Responsibilities of the ship for reporting configuration changes and methodology.

        (8) Training schedules.

(9) Commanding Officer and Supply Officer visits.

(10) PALS and OPLS support services available.

(11) Discussion of Plan of Action and Milestones (POA&M).

(12) Bulkhead mounted spares inventory of repair parts that cannot be off-loaded to the RMC ILS site if applicable.

(13) Progress reporting procedures.

(14) PMS analysis plan.

(15) Technical Manual analysis plan.

(16) Establishment of ship and RMC ILS Team organizational relationships and points of contact.

(17) Role of the Naval Supervising Activity (NSA) and the Configuration Data Manager (CDM) in the ILR process.

(18) Backload procedures for technical manuals, repair parts, MAMs, and OSI as applicable.

9101. <u>START OF ILR PROCESS</u>. Immediately before the scheduled arrival at the availability site, the OIC/ROIC and/or the Logistics Management Specialist (LMS) Team Leader will contact the CO/XO/SO and coordinate the off-load (if required), keeping the Supply Officer informed of problems and progress. MSAT personnel will be transferred upon arrival (concurrent with the completion of the off-load) to the RMC ILS site. Once the MSAT assembles at the site, the LMS and the Technical Director will give them a briefing on the overall function of the ILR/PMR. We most strongly encourage the ships Supply Officer to attend this briefing. As the single person responsible for configuration management afloat, the Supply Officer must have detailed knowledge of the ILR process. Administrative matters will also be finalized at this time. Training of MSAT personnel will begin immediately after their arrival. Assignment of personnel to specific functional areas will be accomplished after the team has received the basic 3-day Shipboard Configuration Maintenance training.

9200. <u>FLEET ILR TEAM MANNING</u>. It is important to realize that the RMC ILS program operates with extremely limited support resources. RMC ILS sites are carrying out a self-help program

that represents a major workload and technical knowledge requirements. Therefore, attention must be placed on selection of ship's force personnel.

9201. <u>MAINTENANCE SUPPORT ANALYSIS TEAM (MSAT)</u>

a. As noted, ILRs are a ship's self-help effort under the guidance and direction of the RMC ILS Team. Ship's force personnel are the MSAT.

b. It is important that the ship assign well-qualified individuals to the MSAT. MSAT members will be individuals who will have at least 6 months remaining on board after the EOA. Members assigned who do not meet this requirement will be returned to the ship and the ship must provide a replacement. While assigned to the RMC ILS site, they will receive extremely valuable training and practical experience in the analysis and correction of maintenance support problems. As such, they will form a valuable nucleus of technicians who will be able to solve emergent problems after the availability and also make sure that the ship takes full advantage of the post IILR products provided to the ship. MSAT training is continuous and members will not normally be scheduled for any schools or leave periods during the ILR due to the volume of work performed in a short time frame.

c. MSAT LCPO: The LCPO is responsible for MSAT personnel (mustering, job assignments, etc.).

d. MSAT LPO: The LPO of the MSAT should be a Senior Petty Officer from one of the principal maintenance ratings who has demonstrated strong leadership abilities. The effectiveness of the MSAT is a direct function of this individual's capabilities and enthusiasm.

9202. <u>MSAT PERSONNEL ASSIGNMENT</u>

a. MSAT personnel will be transferred to the Supply Department and assigned to the applicable RMC ILS team on a Temporary Additional Duty basis. All MSAT personnel will fall directly under the Supply Officer. Messing, berthing, and administrative support will be arranged by the ship or when needed. When circumstances dictate the need for TAD orders and funding, the ship will be responsible for providing these items.

b. While assigned to the RMC ILS Team, MSAT members will not be assigned shipboard duties/watches during working hours

Monday through Friday (0700-1530). We recommend night watches (2000-2400) only. They will work a full day at the ILR site and must be alert.

9300. <u>ILR PROGRAM PMR PRODUCTS</u>. The result of a properly conducted ILR program is improved material readiness. The RMC ILS Team will identify and correct as many discrepancies as possible, but because of the complexity and dynamics of the system involved, this is an on-going process. Consequently, it is important that the ship take full advantage of the training opportunities offered by the RMC ILS Team. With proper training and command attention, ships will develop the knowledge required to use ILR program products effectively in performing or supporting maintenance and will also have the expertise to correct the support errors encountered during the post-availability operating cycle. In effect, the ILR program function is an ongoing process that is continued after availability by the ship. Additionally, Operational Logistics Support (OPLS) program is available from the local RMC Logistics Organization. This program can be requested by the ship on regular operation not during availability if they need assistance in configuration analysis, repair part analysis, technical manual analysis, and COSAL support analysis. The ship must be inport in order for RMC Logistics Organization to conduct assistance on these areas. It is ultimately the ship's responsibility to continue the analysis necessary to ensure PMS, repair parts, and technical manual support stays in synchronization with the true configuration of the ship as well as maintenance of the support documents and products that are produced as a result of the ILR program. The following paragraphs summarize the principal products of the ILR program process. Most of these have direct application to shipboard maintenance support and must be used and maintained by the ship after EOA.

    a. Configuration Analysis and COSAL Maintenance Products

       (1) RMC ILS site with new COSAL/SNAP/R-Supply Database. The new COSAL/SNAP/R-Supply database will undergo numerous changes during the availability to correct configuration errors detected by the ILR process as well as inputs by the NSA—for Ship Alterations (SHIPALTs) and other modifications. This function is always performed with a Repair Part Analysis (RAG). One copy of the COSAL will be provided to SNAP I and manual ships and one copy will be provided to SNAP II/III, R-Supply and micro-SNAP ships at EOA in support of Sea Trials. Ships that

are Automated Shore Interface (ASI) capable are not required to update the hard copy COSAL. COSAL drawdowns are given in only in rare occasions and not normally provided.

(2) During these evolutions, the Ship Surgical Validation Analysis (SSVA) program is conducted to identify specific concerns for each ship based on configuration analysis and validation. This program is the standard for the configuration process and embraces Continuous Maintenance Philosophy. It is used during a Planned Maintenance Review (PMR)/Integrated Logistics (ILR), Operational Logistic Support (OPLS), and Emergent Work evolutions as well as on other Waterfront Operational Logistics Support programs such as Combat System Readiness Reviews (CSRRs). This program enables the RMC ILS teams to research and analyze configuration problems more efficiently, because it analyzes all available ship logistics products. SSVA consists of the following:

(a) DC4ILO: This is a comparison of ship's database and extract from Configuration Data Manager Data – Open Architecture (CDMD-OA) with the results being the identification of unique records is each databases.

(b) Ship Class-wide Analysis (SCWA): The SCWA program is a comparison of Ships database and two or more ships in the same class and flight.

(c) NAVSEALOGCEN COSAL Scheduling Metrics (CSM) Data: This is a comparison of databases with NAVSEALOGCEN's Open Architecture Retrieval System (OARS) "G" and "J" records and 3M/CASREP historical data for each ship.

(d) Ship Critical Equipment List (CEL). This element of the SSVA allows the ship to provide a list of critical or problem systems to the RMC ILS site for analysis.

(e) Type Commander (TYCOM) N41/N43 Concerns. Logistics, Combat Systems, and Hull, Mechanical, and Electrical (HM&E) Officers from the TYCOM provide RMC ILS site with systems that have current problems.

(f) Configuration Overhaul Planning (COP)/Emergent Work. COP data is drawn from CDMD-OA at SOA to verify that previous Planned Adds and Delete records are validated onboard target ship.

(g) Waterfront Operational Logistics Support. This effort consists of using experience of Program Coordinator and SVT of problem systems noted on previous validations of ship classes and applying it to target ship.

(h) 3M Issue APLs versus SCLSIS. This is a comparison of ship's SNAP issue APL records against SCLSIS.

(3) Targeted Allowance Technique (TAT): The output from the SSVA when a new product is requested by TYCOM is the TAT, a new approach to allowances. It starts with the COSAL Scheduling Metrics (CSM). CSM is a web-based analytical tool that provides the information needed by Type Commanders (TYCOM) and Ships Program Managers (SPMs) to forecast which ship will need a new allowance product. The process is a tool used to gauge the readiness conditions, reduce churn, and reduce outfitting costs for a selected number of ships. The content of each ship's report is based on the analysis of allowance effectiveness data as well as material readiness indicators and trends. These reports are key pieces of evidence used by the Allowance Control Panel (ACP) who ultimately decides which ships will or will not receive a new allowance product. The process that addresses whether a ship should get a new allowance product asks two fundamentals questions:

(a) Does a ship need a new allowance product?

(b) Is the ship's configuration accuracy sufficient enough to warrant a new allowance product?

Note: At the heart of CSM, which is produced by Naval Sea Logistics Center (NLSC), is a "list of COSAL candidate ships". These candidates are ships that appear to have allowance effectiveness problems based on 18 months worth of data which originates from the ship's own SNAP database. Bad effectiveness equates to poor material support. RMC Logistics assists the ship, if needed, in the CILS-TAT and REMOVE processes.

(4) Installation Reports (IRs). This document lists all equipment added to or deleted from the "SOA" COSAL. The CDM or NSA produces IRs during the availability. The ship will keep IRs in the master copy of the COSAL until the next availability. The IRs are also the documents which updates the CDM files and the Weapon Systems File (WSF) at NAVICP-M before production of the post-availability indices.

(5) On board equipment installations, upgrades, or modifications accomplished by other than the NSA (i.e. Alteration Installation/Tiger Teams, other industrial activities, etc.) must be reported to RMC ILS Division. Installing activities should forward all logistics products such as OPNAV 4790CKs, repair parts, technical manuals, etc., along with ILS Verification List Checksheets to the respective RMC ILS Team.

b. Repair Parts Analysis Products

(1) SNAP I ships document repair parts data by reestablishing the Shipboard Uniform Automated Data Processing System (SUADPS) Basic Material File (BMF). SNAP II/III, R-Supply and micro-SNAP ships reestablish repair part allowance data on the Stock Record Files (SRF).

(2) On Board Repair Parts (OBRP). Includes repair parts which meet current allowance criteria as well as new repair part requirements ordered and received during the ILR program. All repair parts will be updated to current NSNs and certified to at least 98.5 percent inventory accuracy. Q COSAL material must be 100 percent onboard or on order.

(3) Outstanding Shortage Requisitions Listing for manual ships. This document contains a list of all outstanding requisitions with the latest status. Follow-up responsibility remains with the ship throughout the entire ILR program process. The RMC ILS Team will provide assistance to the ship in maintaining an accurate outstanding requisition file.

9301. <u>REPORTS</u>

a. Weekly Status Report. For availabilities greater than 60 days, weekly updates will be provided to the ship for incorporation into their Situation Report (SITREP). The ILR/PMR update will appear in section seven of the SITREP.

b. The Monthly Progress Report, for availabilities greater than 60 days, is used to report progress to the ship, ISIC, and TYCOM. This report is designed to communicate essential management data up the chain of command relevant to a particular ship's progress and the cumulative results to date.

c.   A Final Status Report is produced at EOA +30 days. The report provides the ship and interested commands with a summary of actions completed and any outstanding requirements that require additional action.

d.   A post questionnaire is produced at EOA +90 days and is one of the methods to measure the success of the ILR and to request comments from the ship's Commanding Officer. Fleet feedback is essential in obtaining data that can be used to improve the RMC ILS Program.

9400.   BACK-LOAD (if parts were offloaded)

a.   Pre-Backload Briefing. Approximately 30 days before the end of an ILO program assignment, the RMC ILS Team will conduct a briefing to discuss pre-back-load requirements that the ship must accomplish before the repair parts back-load if the RAG was not conducted onboard. The Commanding Officer, Executive Officer, Supply Officer, and 3-M Coordinator should be present to ensure full understanding and commitment by all parties involved. The RMC ILS Team, along with the ship's Supply Officer, will conduct a repair parts storeroom inspection 30 days before EOA. If the storeroom(s) do not meet requirements for repair parts back-load, the ship will be advised of the required corrective actions. The storeroom(s) will then be re-inspected three days before the scheduled back-load date. Noted discrepancies may pose a safety hazard to personnel or jeopardize the inventory accuracy during back-load. Therefore, repair parts storeroom(s) not meeting pre-back-load requirements will delay the back-load until all storeroom corrections have been made.

b.   Pre and Post Back-Load Validity Checks. To ensure the accuracy of repair part storage locations, the ship's Supply Officer, along with the RMC ILS Team, will conduct a pre-back-load validity check in the warehouse. A post-back-load validity check will also be conducted after the material has been stowed on the ship. Validity checks are accomplished as follows:

(1) Using a computer generated location audit sheet (provided by the RMC ILS Team) representing the SRCs/BMFs/SRFs and a random sampling of material in location, the MSAT will compare 500 items or five percent of the total line items (whichever is less) against repair parts in storerooms and report results to the RMC ILS Team within two working days after completion of the validity check. If the pre or post back-load inventory error rate exceeds two percent, the Supply Officer and

RMC ILS Team will initiate corrective action and advise TYCOM, and Director, RMC Logistics of the plan of action and estimated completion date.

       (2) Compare Allowance Appendix Page (AAP) nameplate data to equipment to make sure added equipment are accurately reflected.

       (3) If contractor personnel are employed to accomplish any portion of the off-load or back-load, they will work for, report to, and take direction from the OIC/ROIC, RMC ILS Team. There will be no management layers between the RMC ILS Team and contractor personnel.

    c. Back-load. Back-load is normally accomplished at the first opportunity before Sea Trials. Early back-load is discouraged as it: 1) shifts a greater proportion of the receipt processing and configuration update workload from the RMC ILS site to the ship; 2) passes the RMC ILS statistical data collection responsibilities to the ship at an earlier date; 3) may generate second destination transportation charges; 4) jeopardizes the security of the material if shipyard work is still in progress. If the Commanding Officer considers an earlier back-load essential, a letter or message request citing complete justification should reach TYCOM no later than 1 month before the requested back-load date. The justification must include certification that all storerooms will be ready in all respects (i.e., all maintenance is/will be completed and no additional access by shipyard personnel will be required).

       (1) Repair Parts Back-load. The back-load of repair parts and Maintenance Assistance Modules (MAMs) is one of the most critical steps in any ILO/ILR. The operation must be closely coordinated between the RMC ILS Team and the ship. The RMC ILS Team will assist the Supply Officer in back-loading the repair parts to the storerooms and the MAMs to the work centers. The RMC ILS Team Leader will be responsible to make sure back-load is completed with no compromise in inventory validity. The ship is responsible for back-load operations. The Supply Officer and the RMC ILS Team will personally supervise the evolution to ensure proper stowage and location of repair parts. For ships receiving repair part analysis by a contractor, the contractor is jointly responsible with the Supply Officer to conduct the post back-load validity check and supervise the back-load operation.

(2) Technical Manual Back-load. When a technical manual analysis is accomplished, the technical manual back-load is no less important than the repair parts back-load. The RMC ILS Team and the MSAT who accomplished the technical manual analysis will back-load the manuals to the ship's technical library. With MSAT assistance, the librarian will turn over the manuals to applicable work center LPOs.

9401. ILR REQUISITIONS

a. The ship must aggressively follow-up on all outstanding TYCOM and NAVSEA requisitions including submitting AT_/AM_ series follow-up/modifier documents for requisitions without firm status. Reorder canceled or rejected requisitions under new or superseding NSNs when applicable. Requisition cancellation/rejected status of "RG" and "CA" require special attention. "RG"(no onboard allowance) requires SRF allowance type code be changed to AT-6. AT-6 SRF with zero on hand balance will be deleted after running Global Level Setting. "CA"(cancellation message sent) requires message to be reviewed for details and to take appropriate action accordingly. Requisition cancellation/rejection status of CK, CP, CW, DA, and RL received on NAVSEA OPN Outfitting Account funded requisitions should not be processed by ships. NAVICP-M should be the only activity receiving this status, however duplicate status is sometimes inadvertently sent to the ship by the last known holding activity. NAVICP-M will locally procure material after receiving cancellation status then generate BZ status to the ship after they complete open purchase action. Ships receiving any of the rejection/cancellation status mentioned above should contact NAVICP-M via phone, message or letter. Send requisition cancellation requests to the last known holder for material no longer required.

b. To protect scarce NAVSEA OPN Outfitting Account funds, ships must submit Outfitting Account requisitions per NAVSUP P485 and NAVSEA Technical Manual T9066-AA-MAN-010/MAN (Policies and Procedures Manual, Navy Outfitting Program, Other Procurement Navy (OPN) Outfitting). Outfitting Account requisitions must be submitted to NAVICP-M (routing ID "NUV") and processed through Automated COSAL Tracking System (ACTS).

9402. SIM MATERIAL
a. The RMC ILS Team and Supply Officer will review the ship's existing SIM repair parts against the new allowances, if one received according to the Weapon System File (WSF) drawdown. SIM material on board that exceeds computed allowances will be

identified and records adjusted to prevent erroneous excessing (off-loading) of the material. TYCOM requisitions will NOT be generated to requisition SIM shortages (to high limit) above the allowance quantity. The purpose of the review is to prevent excessing material that will probably compute to SIM once the availability is completed. If SIM material no longer applies to on board equipment due to equipment removal during the availability, the Allowance Type Code changes to AT6 and the material will then be off-loaded as excess.

b. If Planned Maintenance System (PMS) review was performed by the RMC ILS Team through the Planned Maintenance Analysis Group (PAG), a Bill of Materials (BOM) will be provided representing mandatory repair parts required in support of PMS requirements. This BOM can be used to initially establish SIM at EOA.

c. Consumable SIM material (i.e., rags, toilet paper, copier paper, etc.) will not be off-loaded or reviewed by the RMC ILS Team during availability. Management of consumable SIM material remains with the Supply Officer on board the ship.

9403. <u>FUNDING REPAIR PART DEFICIENCIES (Excluding SNAP I)</u>

a. The repair part analysis will identify repair part deficiencies chargeable to TYCOM (ship's OPTAR), NAVSEA OPN Outfitting Account (for newly installed or modified equipment), or APA funded. The RMC ILS Team will requisition all storeroom stock deficiencies for the ship. The deficiencies will be categorized in the following COSAL types, and segregated to identify DLRs, Non-DLRs, FLRs, and APA as follows:

  (1) HM&E (storeroom items).

  (2) MAMs.

  (3) Q-COSAL (ships with Nuclear Reactor Plants).

  (4) OSI.

b. The RMC ILS Team will screen TYCOM shortages against residual asset pools (RRAM, CRAMSI, in house assets, etc.) and will requisition remaining shortages once notified by the ship that OPTAR funding is available. The ship should request an OPTAR advance or augment if sufficient funds are not available. The RMC ILS Team will automatically order material for NAVSEA funded deficiencies.

c. The RMC ILS team will provide the ship documentation to update the Material Outstanding File (MOF). SNAP II/Ported SNAP and micro-SNAP ships will receive an SFM-RQF Transfer tape or diskette to upload the requisitions into the ship's RQF file and reduce the OPTAR balance. The TYCOM requisitions will automatically be included in the ship's next financial transmittal to DAO.

9500. <u>POST AVAILABILITY LOGISTICS SUPPORT (PALS) AND OPERATIONAL LOGISTICS SUPPORT (OPLS) PROGRAMS</u>. The PALS program provides ships that have recently completed availability with a review of configuration and logistics support products. The RMC ILS Team will review work generated during the availability to ensure it has completely processed through the SCLSIS loop, outstanding actions are completed, and products ordered have been received. The OPLS program provides ships with continuous configuration and logistics support by providing ILO services throughout the ship's operating cycle.

9600. <u>MISCELLANEOUS PROGRAMS AND ILO CHECK-OFF LIST</u>. Refer to the ILR program Check-Off List in Appendix L when preparing to enter the ILR program.

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CHAPTER 10 - AVIATION SUPPLY

10000. INTRODUCTION

    a. The majority of surface ships are aviation capable in
varying degrees. We cannot overemphasize the need for ships'
supply personnel to be familiar with the peculiarities of
aviation supply support requirements. Listed below are the
types of aircraft commonly operating from surface ships:

AIRCRAFT	NAME	MISSION
AH1W (USMC)	SEA COBRA	ATTACK
UH1N (USN)	HUEY	RESCUE/UTILITY
UH1N (USMC)	HUEY	ASSAULT/UTILITY
SH2F (USN)	SEA SPRITE (LAMPS MK I)	ASW
SH-3 (USN)	SEA KING	ASW/UTILITY
UH-46D (USN)	SEA KNIGHT	VERTREP/UTILITY
CH-46E (USMC)	SEA KNIGHT	VERTREP
CH-53 (USMC)	SEA STALLION	HEAVY ASSAULT
RH-53 (USN)	SEA STALLION	VERTREP
MH-53 (USN)	SEA STALLION	MINESWEEPING
SH-60B (USN)	SEA HAWK (LAMPS MK III)	ASW
MH-60S (USN)	KNIGHTHAWK	VERTREP/SAR/ASW
AV8B (USMC)	HARRIER II	ATTACK
MV-22 (USMC)	OPSREY	VERTREP

    b. The Supply Officer's responsibilities in maintaining
aircraft readiness range from keeping custodial control of
aircraft tie-down chains on a DDG to providing the same total
support expected at an Air Station on board an LHA/LHD.
Specific aviation supply functions include:

FUNCTION	TYPE SHIP
Stocking Aviation Corrosion Control Material	LHA/LHD
Individual Material Readiness List (IMRL) Custodial Control	ALL (except LHA/LHD)
Aviation Flight Equipment	ALL
Pack-up Management including Aviation Corrosion Control Material (ACCM)	Air Capable Ships without AVCAL
AVCAL Management	LHA/LHD
Aviation Requisition Management	ALL

10100. TYPE COMMANDER RESPONSIBILITIES. Listed below are
responsibilities of each Type Commander regarding aviation
supply support.

a.   COMNAVAIRFOR/COMNAVRESFOR/COMNAVSURFPAC/COMNAVSURFLANT

(1) Establish aviation supply management policies and procedures aboard surface ships.

(2) Coordinate the on-load/off-load of aviation spare parts.

(3) Coordinate with COMNAVSURPAC load of AVCAL and Interim Supply Allowance List (ISAL) products.

b.   COMNAVAIRFOR

(1) Ensure adequate allowances are established to maintain maximum aircraft readiness.

(2) Provide expediting assistance for critical aviation requirements (stock and DTO).

(3) Provide funding for corrosion control and aviation repair parts.

(4) Assist COMNAVSURPAC/COMNAVSURFLANT with Aviation Supply training and Supplemental Aviation Stores Support, formerly Pack-up Kit (PUK), management.

(5) Conduct AVCAL grooming efforts for deployed and/or deploying L-Class ships.

c.   COMNAVSURPAC/COMNAVSURFLANT

(1) Provide Aviation Supply training and assistance.

(2) Publish guidance on Individual Material Readiness List (IMRL) Management (less LHA/LHD).

(3) Monitor and enforce shipboard compliance with applicable aviation supply instructions.

(4) Attend all Preliminary AVCAL Quality Review Conferences (PAQRC), AVCAL Quality Review Conferences (AQRC), Supplemental Aviation Spares Support (SASS) Reviews, and Readiness Review Conference in support of L-class ships.

(5) Assist COMNAVAIRFOR in ensuring compliance and/or completion of all Aviation Re-Outfitting Milestone Messages and Outfitting Directives.

(6) Maintain up-to-date copies of all Weapon System Planning Documents (WSPD) and Program Planning Documents (PPD) for each T/M/S operating aboard L-Class and Light Airborne Multi-Purpose System (LAMPS) and Vertical Replenishment (VERTREP) Helicopter Detachment capable ships.

(7) Provide COMNAVAIRFOR all Supply Management Certification (SMC) inspections results.

(8) Assist L-Class in obtaining aviation MAMs and TBIs as new requirements are identified resulting from new test bench installation/test bench upgrades and/or aircraft system changes/upgrades/new aircraft system.

10200. <u>AVIATION SASS</u>. Aviation Supply for Light Airborne Multi-Purpose System (LAMPS) and Vertical Replenishment (VERTREP) Helicopter Detachment Afloat Supplemental Aviation Spares Support, commonly referred to as Aviation Pack-up (PUK), is an allowance of spare aircraft parts designated to support an aviation detachment having organizational level maintenance capability on board ships. CNO determines the number of Supplemental Aviation Spares Support (SASS) Air Type Commander can establish based on operational commitments supported by the Weapon Systems Planning Document (WSPD). Primary reference for the management of the SASS kit is COMNAVSURFOR/COMNAVAIRFOR Instruction 4420.1 series.

10300. <u>AVIATION CONSOLIDATED ALLOWANCE LIST (AVCAL)</u>. An AVCAL is the aviation counterpart of the COSAL. It is an allowance of aviation spare parts for a specific ship tailored to the assigned aircraft deck load and the Aviation Intermediate Maintenance Department (AIMD) repair capability. AVCALs have been established for LHA/LHD class ships and are managed within the AV-207 account by the Aviation Supply Officer (S-6 Division Officer) and assigned Aviation Storekeeper.

10400. <u>NALCOMIS OPTIMIZED</u>. Naval Aviation Logistics Command Management Information System (NALCOMIS) provides Intermediate Maintenance Activity (IMA) with a modern, real time responsive computer based management information system. Its objectives are to increase aircraft readiness by providing maintenance and supply managers with timely and accurate information used in their day-to-day management and decision making process, reduce the administrative burden on the fleet, and improve the quality of up-line reported data. Its interfacing capability allows

user activities to update R-SUPPLY from NALCOMIS and vice-versa. COMNAVAIR-LANT/COMNAVAIRPACINST 4440.2 contains NALCOMIS procedures and guidelines.

10500. AVIATION SUPPORT EQUIPMENT (SE). Allowances for Aviation SE on surface ships are published in the Individual Material Readiness Lists (IMRL) which are distributed and managed by COMNAVAIRLANT/COMNAVAIRPAC. Supply Officer responsibilities concerning IMRL management differ depending on ship type.

    a. Supply Officers on LHA/LHDs are responsible for requisitioning IMRL deficiencies identified by the IMRL manager who is normally assigned to the AIMD. IMRL deficiencies can seriously affect the AIMDs ability to maintain aircraft, consequently Supply Officers must be aware of IMRL gear status and ensure deficiencies are promptly requisitioned and expedited.

    b. Air capable ship Supply Officers are responsible for maintaining custody control of the IMRL material authorized for their respective ships.

10600. MAINTENANCE ASSISTANCE MODULES (MAMS) AND TEST BENCH INSTALLATIONS (TBIs)

    a. MAMS are selected avionics systems or test set modules (normally a shop replaceable assembly) which are used either to isolate faults within an avionics system test set ambiguity group, by judicious substitution, or to enable continuous end to end testing within a test program set. A MAM can be interchanged for an installed unit by ordinary modular replacement, without structural disassembly, alteration, or modification. However, MAMS are authorized for use only in a test or maintenance environment and may not normally be installed in an operational unit.

    b. TBIs are selected replaceable aircraft assemblies (normally a weapons replaceable assembly) installed in a test bench harness, test set, or test console, that are required in an aviation maintenance shop to accomplish maintenance, test and repair of an aviation system, assembly, or component.

    c. Assets are managed by supply department, S-6 division and subsequently sub-custodied to AIMD IAW NAVICP instructions 4790.4A and 4441.22E, respectively. They are inventoried semi-annually, or during department heads and custodians turnovers.

They are also updated to new configurations whenever applicable TD's are distributed and received. Additional managing data is the Local instruction generated by each ship. Both MAMs and TBIs programs are part of each PAC L-Class SMCs and CNSF assist visits.

10700. <u>AVIATION CORROSION CONTROL MATERIAL (ACCM)</u>. Maintaining the range and depth of authorized corrosion control supplies in the AVCAL or Supplemental Aviation Spares Support (SASS) AIMS is critical to minimizing aircraft corrosion. Corrosion control material for use on aircraft is specified by MIL-SPEC and substitution is prohibited.

10800. <u>AVIATION SUPPLY MANAGEMENT INSPECTION – This inspection is now part of the Supply Management Certification process which is scheduled and conducted by the Afloat Training Group (ATG)</u>

    a. Detailed check-off lists for aviation supply are included in the SMC checklists.

    b. Minimum standards for LHA/LHD aviation management:

        (1) Inventory Validity

CATEGORY	PERCENTAGE
AVDLR	100
CONSUMABLES	95
ROTATABLE POOL	100
FLIGHT EQUIPMENT/CONTROLLED STORAGE	98

        (2) Requisition Validity

CATEGORY	PERCENTAGE
NMCS/PMCS/ANORS/TBOS	100
AWP	98
IMRL	98
OTHER	98

    c. Minimum standards for all other surface ships that support aircraft:

        (1) Inventory Validity

CATEGORY	PERCENTAGE
AVDLR	100
CONSUMABLES	95

(2) <u>Requisition Validity</u> (valid requirements) 98%

10900. <u>AVIATION SUPPLY REFERENCES</u>. The following publications, manuals, and directives are required for surface ships supporting aircraft as indicated (documents are required to be either in hard copy or electronic):

a. For LHA, LHDs, and other air capable ships:

	PUB/INSTRUCTION/CD-ROM	TITLE
1.	FEDLOG (CD-ROM)	Federal Logistics Library
2.	NAVSUP P-485, Vol. III	Ashore Supply
3.	NAVSUP P485, Vol. I & II	Naval Supply and Supply Appendices
4.	NAVSUP P568	Automated SNAP I Management Procedures
5.	NAVSUP P484	Supply Afloat Packaging Procedures
6.	NAVSUP P-600 (CD-ROM)	Naval Logistics Library including NAVSUP P-2003, Navy Index of Publications, Forms and Directives
7.	LIRSH	List of Items Requiring (Contained in FEDLOG) Special Handling
8.	ICRL	Individual Component Repair List
9.	C0001	List of Aviation Publications
10.	C0030	NAVICP PHIL NIIN to (in NAVICP-P CD-ROM) Packaging Data Cross Reference.
11.	CRIPL	CONSOLIDATED REMAIN-IN-PLACE LIST
12.	P2300	NAVICP PHIL Managed (in NAVICP-P CD-ROM) Stock Numbered Repairable Items.
13.	P2310	NAVICP PHIL Managed (in NAVICP-P CD-ROM) Stock Numbered Consumable Items.
14.	P2320	Source, Maintenance and Recoverability Code Changes
15.	NAC-10	Navy Activity Control Number Cross Reference
16.	FASOINST 13490.3	Naval Aircraft Tire Retread Program
17.	COMNAVSURFLANTINST 3500.4(series)/ and COMNAVAIRLANTINST 3500.51/ CFML Order 3500.2(series)	Readiness Milestones for Amphibious Ships and Embarked Aviation Units (For USS ESSEX refer to CFWP INST 4790.1F)

18.	COMNAVAIRLANTINST 4235.11(series)	U.S. Atlantic Fleet Aeronautical Material Requisitioning Channels
19.	COMNAVAIRPAC/ COMNAVAIRLANTINST 4790.51	Test Equipment/Project Broad Arrow/Aircraft Intermediate Maintenance Facilities out of Service; procedures for reporting
20.	COMNAVSURFOR/ COMNAVAIRFOR Instruction 4420.1	Aviation Supply Support For Light Multi-Purpose System (LAMPS) and Vertical Replenishment(VERTREP)Helicopter Detachments Afloat
21.	COMNAVAIRLANT/ COMNAVAIRPACINST 4440.2	Supply Operation Manual
22.	OPNAVINST 4614.1	Uniform Material Movement and Issue Priority System (UMMIPS)
23.	COMNAVAIRLANTINST 5230.6	AN/UYK-65(V) Automation Data Processing Standards Manual
24.	COMNAVAIRLANTINST 10127.5(series)/ COMNAVAIRPACINST 10127.1	Issue, Custody and Return of Flight Clothing and Flight Operational Equipment
25.	COMNAVAIRLANTINST 13650.1(series)	IMRL – Individual Material Readiness List Program
26.	COMNAVAIRLANTINST 13700.15(series)	Aircraft Engine Management, Distribution and Reporting System)
27.	OPNAVINST 4790.2	Naval Aviation Maintenance Program
28.	NAVCIPINST 4790.4A	SE/Airborne Avionics Maintenance Assist Modules (MAM's)
29.	NAVICPINST 4441.22E	Test Bench Installations (TBI's) and Procedures
30.	CNSFINST 5040.1A	Supply Management Certification (SMC) Program
31.	CNAFINST 4423.12C	Aircraft Equipment Configuration Listing (AECL) Validation and Review Procedures
32.	CNAFINST 4790.2A	The Naval Aviation Maintenance Program (NAMP)
33.	NAVAIRINST 5200.14	Preparation of Program Planning Documents(PPD's)
34.	NAVICPINST 4408.1C	Supplemental Aviation Spares Support (SASS) for Detached Operations
35.	CNAFNOTE 4440	Establishment of Commander Air Forces US Pacific Fleet Procedures and Responsibilities For Phase

		Maintenance Kits (PMK)Requirements
36.	CNAP/CNSPINST 4790.3B	Aviation Logistics Support of Marine Aviation Combat Elements Temporarily Off-Loaded From deployed L-Class Ships
37.	CFWPINST 4790.1F	Forward Deployed Amphibious Ready Group (FDARG/Expeditionary Strike Group) Aviation Logistics Readiness Plan (ALRP)
38.	NAVAIRINST 13100.17B	Preparation of Weapon System Planning Documents (WSPD)
39.	COMNAVSURFOR/ COMNAVAIRFOR Instruction 4420.1	Aviation Supply Support for Light Airborne Multi-Purpose System (LAMPS) and Vertical Replenishment (VERTREP) Helicopter Detachments Afloat
40.	OPNAVINST 4614.1	Uniform Material Movement and Issue Priority System (UMMIPS)
41.	COMNAVSURFLANTINST 13650.1(series)	Management and Control of Individual Material Readiness List (IMRL) for Air Capable Ships

10950. AVIATION SUPPLY TRAINING AND ASSISTANCE. Obtain training or assistance in any area of aviation supply by contacting the TYCOM Aviation Supply Officer. For ships managing a Supplemental Aviation Spares Support (SASS), TYCOM representatives will conduct training and provide assistance, as required, during the onload process. LAMPS and VERTREP ships are required to have a Supply Corps Officer or an appointed, designated Storekeeper complete the 2-day (CNSP) or 3-day CNSL) aviation supply indoctrination course provided by TYCOM (schedule of classes are provided quarterly by message).

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CHAPTER 11 - FOOD SERVICE

11000. <u>MANAGEMENT</u>

    a. Management Assistance: Ships and units should seek
assistance of supply personnel in the Regional Support
Groups/Afloat Training Organization, and TYCOM staff, as
required. In addition, Navy Food Management Teams will provide
assistance upon request.

    b. Cross Training: Food Service Officers shall make sure a
continuous training program is instituted and training conducted
to cross train CS personnel in both General Mess and Wardroom
Mess operations. Ships should implement an adequate job
rotation. Strongly recommend and encourage qualifying more
than one person for financial records keeping.

    c. Training Jackets can be either electronic (RADMS) or
paper.

    d. Lesson plans will be maintained locally either
electronic or paper. All lesson plans will be approved and
signed by the Current Food Service Officer and Leading Culinary
Specialist.

11100. <u>NAVY FOOD MANAGEMENT TEAMS</u>. Navy Food Management Teams
are available to assist ships in raising the quality of food
preparation, service, menu planning, economy, and efficiency of
general/private messes. Navy Food Management Teams are
assistance teams, not inspection teams. There is no report of
discrepancies or areas requiring attention to higher authority.
NAVSUP P-486, Appendix H outlines the mission of the teams and
procedures for requesting visits. All ships and units with food
service operations are strongly encouraged to schedule a team
visit prior to SMC and every 18-24 months at a minimum.

11200. <u>SUBSISTENCE</u>

    a. Purchasing Stores in CONUS and OUTCONUS will directly
involve operating with a DSCP approved Prime Vendor. Prime
Vendors who are not under contract with DSCP should be avoided.
Food Service Officers and Leading Culinary Specialists are
encouraged to work through their home-ported SPV operators or
seek the assistance of your TYCOM in regards to requisitioning
provisions from various approved Prime Vendors. Overseas, seek
guidance from DSCP or Local FISC before ordering provisions
through husbanding agent. The Subsistence in Kind (SIK) account

is not authorized to be used to pay for the shipping cost of food. Request to purchase specialty food items that are not in the Navy Standard Core Menu load list should be directed to NAVSUP 51 at least 60 days prior deployment. The ship should contact the Account Manager of the area of operation (AOR) to open a line of communication. Submit the requirements to AOR Account Manager with an estimated required delivery date (RDD) when the product is needed. The Account Manager will forward the requirements to Prime Vendors (PV) for sourcing, and also open a three way conversation between the ship, DSCP, and PV. Once the actual requirements are determined, the order should be sent to the FISC or FISC detachment in the AOR for processing through STORES.

11201. RECEIPT OF SUBSISTENCE

a. Under the Prime Vendor Subsistence initiative, the Army Veterinary Service stamp is no longer required for subsistence delivered under an authorized contract. A Medical Department representative must still inspect all subsistence items received to ensure proper temperatures and satisfactory sanitary conditions. However, Army Veterinary Service personnel will conduct periodic cursory pier inspections. Send any item recommended for rejection during these inspections back to the vendor for replacement. Units receiving subsistence under the Prime Vendor program should request periodic "Routine Inspections" by Army Veterinary Service personnel.

b. Bulk Storeroom custodian may serve as the receipt inspector in the absence of the Food Service Officer and authorized in writing by the Commanding Officer.

c. Bulk storeroom custodian must be designated in writing by Accountable Officer.

11202. FOREIGN SOURCE FOODS

a. The U. S. Department of Agriculture (USDA) is charged with enforcing the stringent regulation of the Code of Federal Regulations (CFR), Title 7, Parts 319 and 330, Plants and Plant Products, and Title 9, Part 94, Animal and Animal Products, regarding the entry, via ship or aircraft of foreign source foods into the United States, its territories, and possessions. "Foreign source" means any country or port outside CONUS and Alaska, except Canada.

b.   In addition to the above regulations, United States Navy ships and units will strictly follow the guidelines in SECNAVINST 6210.2A.

c.   Prior planning is essential to avoid surveying excess foreign source foods.

Ships should only purchase foreign source foods that can be consumed before entering the U.S., its territories, and possessions.

d.   To prevent any misunderstanding with USDA inspectors at ports of entry, comply with the following guidelines:

(1) Consume, transfer, or dispose of all foreign meats or meat products, to include fish and poultry, before returning to U.S. Ports. Proper planning should keep this action to a minimum. Supply Officer will make every effort to transfer or consume food items prior to disposing.

NOTE: See NAVSUP P-486 CH. 5 Para. 5803 for reference.

(2) Consume or dispose of all fresh fruits and vegetables procured in foreign ports before returning to U.S. Territory.

(3) Consume or dispose of all milk and milk products, to include eggs of foreign origin, before returning to U.S. Ports.

(4) Cooperate fully with the USDA inspectors. The decisions of the USDA inspectors are final.

(5) All spaces where foreign food products have been stored must be free from all foreign matter before returning to U.S. ports.

11203.   <u>GARBAGE GENERATED FROM FOREIGN SOURCE FOODS</u>. Reference for handling regulated garbage onboard Naval vessels can be found in NAVSUP P-486, U.S. Code of Federal Regulations 9,94.5.

11204.   <u>FOOD SERVICE OPERATION CLOSURE DURING DEPOT MAINTENANCE</u>. Ships can either subsist from a barge, or request for COMRATS and completely shut down the galley. Ships are NOT allowed to open up the galley for cash sales if COMRATS is authorized. Ships scheduled for maintenance availability and are planning to shut down galley operations for repair or renovation will submit a letter of intent to NAVSUP 51. Monthly reports are still due

to reflect zero days of operation and expenditures. To request COMRATS, the Responsible Commanding Officer (RCO) has the final approval for authorizing COMRATS (MILPERSMAN 7220-180, 1746-020).

11205. SURVEYS. Carry out surveys as instructed in NAVSUP P-486 with the following additions:

     a. When survey recommends disposal of food, a witness shall actually observe the disposition. This individual will not be in the Supply Department Chain of Command and will be an E-7 or above.

     b. The witness will sign a statement in block 9 of DD Form 200 validating that disposal actually occurred.

     c. When survey recommends unfit for human consumption a signature of medical representative is required.

     d. For all DD Form 200 surveys, follow NAVSUP P-486, paragraph 6001. The Supply Officer will provide an expenditure number for the DD Form 200 per NAVSUP P-485, paragraph 5001. **Copy of approved DD 200 and supporting documents are required to be sent to TYCOM upon close out of Monthly reports.**

     e. For Expenditure Log (Loss Without Survey) (NAVSUP FORM 1334) follow NAVSUP P-486, paragraph 6002. Repetitive entries of the same item for the purpose   of circumventing maximum dollar limitations will not   be allowed. NAVSUP 1334 must be properly closed out   at the end of the monthly accounting period (or upon   relief of the FSO) to include totaling money value.

11206. SUPPLY OFFICER/FOOD SERVICE OFFICER CMP AUDITS. Continuous Monitoring Program provides an accurate picture of the day-today food service operation that the Supply Officers and Food Service Officers should be aware of. The CMP Extractor has two reports, the Pulse Point Grades report and the Extraction Summary report. Detailed instructions on CMP can be found in Chapter 17-28 through 17-38.

11207. END OF THE MONTH CLOSE OUT AND DEPOSIT TO DISBURSING: Food Service will submit a 1359 before the 27th of each month and/or the day specified by the local Disbursing Officer for the final monthly deposit.

NOTE: Disbursing will dictate the "final" date for S-2 deposits in support of Disbursing NAVY CASH close out procedures.

Recordskeeper will make their deposits in FSM and print out a copy of the NAVSUP 1359. The copy will be labeled "Deposit Only" and will be submitted to Disbursing. This is not S-2's final report. Food service will hold all cash transactions. These monetary amounts will remain as un-deposited sales until the beginning of the new month.

NOTE: Disbursing will not allow/accept any S-2 cash out transactions. Outgoing ship riders, Officers, and other cash out procedures will be placed on hold with the Wardroom Officer/Food Service Officer custody. Any remaining funds that were not collected before the Disbursing Office closed for the month will be deposited via the NAVSUP 470 Form on the first day of the following month. The recordskeeper will continue to post records in FSM for the remaining and close out at the end of the month. The recordskeeper will generate another NAVSUP 1359 to present to Disbursing. The left hand side of the NAVSUP 1359 (Cash Statement) must match with S-2's final close out NAVSUP 1359 and the "Deposit Only" 1359. Again, these deposited amounts must match to allow S-2 to close out properly.

11208. <u>VISIT, BOARD, SEARCH, AND SEIZURE (VBSS) DETAINEES/DESTITUTE SURVIVORS</u>. NAVSUP P-486, CH 2, par. 2002, identifies all personnel entitled to Rations-in-Kind. Detainees, foreign or domestic, because of search and seizure boarding, are entitled to Rations-in-Kind at government expense. Ships scheduled for operations where detainee/survivor feeding is likely should review the Lessons Learned contained in the Navy Tactical Information Compendium (NTIC Series A) database held in the ships Naval Warfare Publication Library. These lessons from past operations contain useful information concerning feeding methods and recommended additional foodservice and sanitation supplies.

11300. <u>WARDROOM/PRIVATE MESS</u>. CNSF has discontinued the practice of traditional afloat private mess accounting operations aboard all vessels (COMNAVSURFOR 241917Z FEB 06 refers) to include CPO, Wardroom, CO, and Flag Messes. All Messes will be aligned within existing general mess operations.

    a. The recommended number of CSs and FSAs assigned in the Wardroom and CPO Mess should be based on the ship's manpower document.

        (1) Wardroom Mess equals 1 CS per 15 Officers and FSAs will equal 12 percent of officer population.

(2) CPO Mess equals 1 CS per 75 CPOs and 1 FSA per 15 CPOs.

(3) CS's shall not be included in the computation of FSA.

b. Sanitation in the wardroom, CPO, Flag, COs mess and related spaces will be the responsibility of the respected Mess Caterer and the CS/rotational pool personnel assigned. Food service sanitation in both general mess and other messes operations will be included in the ship's CS cross training program. Overall responsibility for food service sanitation remains with the Supply Officer. Sanitation standards will apply equally to all shipboard messing operations.

c. Sale of bulk food items to the CO, Wardroom, CPO and Flag Mess are still authorized, but have to be paid by the mess association funds.

11301. <u>SALE OF MEALS TO OFFICERS AND CIVILIAN RIDERS FROM THE GENERAL MESS</u>. Officers/civilian riders are required to pay for three meals per day for each full day at sea whether food is consumed or not. On days of getting underway or entering port, officers will pay for all meals served while underway and for meals actually consumed in port.   Officers in ships who are appointed to sample meals served in the General Mess will not pay for sampling the meal if the portions are of sample size, as prescribed in NAVSUP P-486, paragraph 2201.5. NAVSUP Form 1046 must utilize when meals are sold on a credit basis. Appoint a Culinary Specialist to maintain NS 1046 credit sales of meals in the designated officer mess. The NAVSUP 470 is required when actual cash transaction occurred between the Disbursing Officer and the Food Service officer.   NAVSUP 470 is not required when no actual cash transaction occurred, however a navy cash supporting document is required to support the cash certification of the monthly NAVSUP 1359 report.

a. Navy cash sales: All officers and civilian riders will have to have a Navy Cash Card issued by the Disbursing Office.

11302. <u>CHANGE OF COMMAND RECEPTIONS GUIDANCE</u>. Commanding Officers, Prospective Commanding Officers, and/or designated representative are authorized to purchase prepared food products using the NSCM load list from a General Mess as a bulk sale. The cost of the food will be at the Commanding Officer's own expense. Ordering/authorizing the Food Service Officer to change the Menu to support the Change of Command reception and

then inviting the entire crew to attend to circumvent costs is not authorized. This would constitute a prohibited use of the Subsistence In-Kind account.

11400.   CAPTAIN EDWARD F. NEY MEMORIAL AWARD

a.   Program Guidance: NAVSUP Code 51 publishes NEY Award Program guidance annually in NAVSUPINST 5061.2 (series). All TYCOM units are strongly encouraged to strive for this award of excellence, as it represents the finest in food service performance and service. Additionally, NAVSUP P-486, App I provide a detailed guide for units in improving food service training, planning, sanitation, cooking, and other related aspects of food service.

b.   Selection of Candidates: The top candidates in each competitive category will be selected by the appropriate Type Commanders based on remote financial data, SMC scores, periodic record audits, Continuous Monitoring Program (CMP) data, NAVSUP Audit Errors, and Afloat Training Group visits.

11500.   SANITATION. Comprehensive sanitation procedures are stated in NAVSUP P-486 and NAVMED P-5010 ("Manual of Naval Preventive Medicine"). Navy Environmental and Preventive Medicine Units and Food Management Teams provide additional educational services and training. All training programs must be conducted by qualified food sanitation instructors. All Food Service equipment thermometers require calibration annually.

11600.   FOOD SERVICE AND GALLEY EQUIPMENT REPLACEMENT. A systematic program for replacing worn, obsolete, unreliable, insupportable or unsuitable equipment must be established to identify requirements for scheduling replacements, developing budget justifications, and facilitating early procurement of long lead time materials or equipment's. Supply Officers and Food Service Officers must:

a.   Review food service and galley equipment to determine reliability, supportability, maintainability, and conformance to sanitation requirements.

b.   Develop and prioritize listings of items that require replacement and incorporate requirements into the phased replacement program and the ship's annual financial management plan. Include computer hardware in these considerations.

c.   Prepare an OPNAV 4790/2K requesting IMA evaluation of the condition, maintainability, reliability, etc., of the equipment and determine if the IMA concurs with the need for replacement.

d.   If the IMA supports the replacement and equipment removal/ installation can be accomplished solely by ship's force maintenance personnel, funding is generally from ship OPTAR.

e.   If the IMA supports replacement and the removal/installation cannot be accomplished without IMA or Industrial assistance, prepare an OPNAV 4790/2K requesting "replacement in kind" instead of repair, citing IMA or other (i.e., INSURV, Food Management Team, etc.) recommendations for replacement.   IMA ROV funds pay for this equipment.

f.   If the ship is scheduled for overhaul within 1 year, determine if a SHIPALT is scheduled for accomplishment during overhaul.   Whether or not such an alteration exists, make sure the requirement to replace the equipment is documented in the ship's CSMP and during the POT&I.   Follow-up to make sure that replacement action is included in the final overhaul package approved at the Work Definition Conference either as a SHIPALT; or, for installations beyond ship's force capability, as a separate job identified for shipyard accomplishment.

g.   Update CSMP files with additional deferrals and completed maintenance actions as appropriate.

h.   Per NAVSEAINST 4441.2A, report all equipment changes using the ship's Configuration Change Form, OPNAV 4790/CK.

11700.   <u>PLASTICS/SOLID WASTE MANAGEMENT</u>

a.   Marine Plastic Pollution Research and Control Act (U.S. Public Law 100-200) implemented Annex V of the International Convention for the Prevention of Pollution from Ships.   The Navy Environmental Protection and Natural Resources Manual, OPNAVINST 5090.1(Series), OPNAVINST 5100.19(Series) and for COMNAVSURFLANT commands, COMLANTFLTINST 5090.2, provide specific policies and procedures for overboard discharges into the marine environment.

b.   Trash compactors on board ships provide some relief to the management, control, and storage of shipboard solid wastes. Trash compactors serve the following purposes:

(1) To compact non-plastic paper, cardboard, etc. for overboard discharge

(2) To compact dry, non-contaminated plastics for storage pending transfer ashore

(3) To compact and store recyclable items (i.e., aluminum cans, computer paper, and cardboard). Ships should incorporate using this equipment into their waste management instruction.

c. Trash (Non-Plastic): Non-plastic trash includes cardboard, paper, metal cans, aluminum cans, etc. If a trash packer/compactor is available, negatively buoyant compacted trash packages may be discharged beyond 25 NM. If a pulper is available, it may be used for processing and discharging paper and cardboard items for overboard discharge beyond 12 NM from any U.S. coastline. Do not discharge any trash within 25 NM of any foreign shore. In all cases, discharges must be negatively buoyant. All trash must be screened for hidden plastics before discharging overboard (i.e., milk cartons contain plastic liners).

d. Garbage (Food Waste): Ships should remove as much food waste as practical from plastic, cardboard, and paper packaging, then use garbage grinders or pulpers for food waste disposal. Ships may discharge food processed through a garbage grinder if beyond 3 NM from U.S. shore or 12 NM from foreign shores. Food wastes should not be stored on the ship.

e. Wet Garbage: (i.e., napkins, cardboard, etc.) may be discharged as trash (non-plastic), as specified above, using a wet strength paper bag (30 gal wet strength bag is NSN 8105-01-284-2924).

f. Plastics (Non-Food Contaminated): All dry, non-contaminated plastics should be compacted, baled, and held for transfer ashore. Unless compelling reasons related to health and safety apply, ships must hold non-food contaminated plastics a minimum of 20 days for transfer ashore. If discharges are necessary, they must be at least 50 NM from any shoreline, negatively buoyant, and reported per COMLANTFLTINST 5090.2.

g. Plastics (Food Contaminated): Food contaminated plastic is authorized for overboard discharge provided it is negatively buoyant and discharged at least 50 NM from any shoreline. Only

the last **3** days of food-contaminated plastics generated during continuous underway operations must be stored on board for transfer ashore.

h.   Plastics Processor

(1) Waste Allowed in Processor: Anything with a plastic component including bottles, food containers, bags, and meat wrappers. Certain plastics; i.e., foam mattresses, wire/cable and linoleum tile do not benefit if processed.

(2) Waste to Avoid Processing in Plastics Processor:

(a) Any bottle or can containing flammable liquids or gases.

(b) All aerosol cans.

(c) All glass items including bottles, jars, and plates.

(d) Any loose food - the more food processed the more intensive cleaning required.

(e) Any loose paper and cardboard products.

(3) Operating Personnel Protective Equipment:

(a) Heavy duty gloves for protection against sharp plastic, glass or metal objects. NSN: 8415-01-158-9448

(b) Safety glasses (SWS) required. NSN: 4240-01-140-0282

(c) Leather apron required. NSN: 8415-00-082-6108

11800.   <u>FOOD SERVICE RETURNS</u>. Ships are required to take End Of Month (EOM) food service retained returns to their servicing Afloat Training Group (ATG). The aim of the mandatory monthly records review is to ensure continuous readiness by reducing procedural errors, decreasing losses of accountability and ensuring proper records maintenance through regular and recurring review and training. Our goal is to provide all Ships, on a monthly basis, individualized training on their own food service records. To this end, all Ships will contact ATG monthly to schedule their records review. Appointments will be scheduled based upon Ships' schedules and assessor availability

as indicated by limited logistics training team and supply
management certification events. Prior to the records review;
Ships will conduct an internal records audit using the EOM audit
sheet from the NAVSUP P486, appendix I, section 3. The
shipboard EOM audit sheet, along with all other required
documentation, shall be provided during the monthly reviews.

NOTE: While deployed, Ships ARE REQUIRED to send electronic
copies of the monthly audit sheet, general mess summary document
(NS 1359), and the general mess control record (NS 338) via
email to ATG for review. Ships will be notified by ATG of any
discrepancies noted. Review of deployed records will be limited
due to the lack of supporting documents. Upon return to
homeport, Ships shall contact ATG to schedule a thorough review
of all deployment food service retained returns.
Recordskeepers, leading culinary specialists (LCS) or food
service officers (FSO) are required to be present during the
monthly review to answer questions, as needed, and to receive
training aimed at error reduction and process improvement. The
following required monthly reports and supporting documents
shall be assembled for review:

- General mess summary document (NS 1359)
- Daily muster reports
- Record of receipts and expenditures (NS 367)
- Sale of general mess meals (NS 1046)
- Cash meal payment book (DD 1544)
- Certification letters and orders, when applicable
- General mess control record (NS 338)
- Billing documents (DD 1149 for sale of bulk food)
- Receipts with charge (DD 1149 from ship store)
- Receipts without charge (DD 1149 from other FSO)
- Cash receipt book – deposits made for the month
  (NS 470)
- Financial liability investigation of property loss
  procedures (DD form 200)
- Expenditure – lost without survey (NS 1334)
- 1149 for transfer with and without reimbursement
- Book inventory
- Stores consumed
- 5 percent difference listing
- Full inventory/relieving inventory (NS 1059)
- Inventory adjustment documents (NS 1059)
- Items received (NS 1336)

- All receipts
- Food preparation worksheet (NS 1090)
- Smooth food service issue and requisition document (NS 1282)

All discrepancies identified during the monthly records review will be recorded on a cover sheet and attached to the general mess summary document (NS 1359) for correction by the recordskeeper and verification by the leading CS and FSO.

11801. <u>RETAINED FINANCIAL RETURNS</u>

a. For future audits and assessments, retained monthly financial returns will be assembled and filed as follows:

(1) NAVSUP 1359 General Mess Summary Report

(2) Muster Report Ration Allowed for the month. (Summary)

(3) NAVSUP 367Records of Receipts and expenditures.

(4) NAVSUP 1046 Sale of General Mess Meals.

(5) DD 1544's Cash Meal Payment Book (completed sheets)

(6) CERT. LETTER 4 Certification letter and orders when applicable.

(7) NAVSUP 338 General Mess Control Record

(8) DD 1149's Billing Document (sale of bulk food)

(9) DD 1149's Receipt With Charge (from ship store)

(10) DD 1149's Receipt w/o Charge (from other Food Service Officers)

(11) NAVSUP 470 Deposit made for (Cash Receipt Book) the month

(12) DD 200 Financial Liability Investigation of Property Loss Procedures

(13) NAVSUP Form 1334 Expenditures (Loss w/o survey)

(14) DD 1149Transfer with and without reimbursement

(15) Book Inventory Print at monthly closeout

(16) NAVSUP Form 1059 Full Inventory (90 day cycle/Relieving Inventory)

(17) NAVSUP Form 1059 Inventory adjustments sheets/documents

(18) NAVSUP Form 1359 Issues to the General Mess (Stores Consumed Report)

(19) NAVSUP Form 1336Items Received

(20) 5% Diff listing Print after the last full inventory of the month.

b. All copies of rough and smooth spot inventories are required to be retained for 12 months.

c. Maintain receipt documents, DD Forms 1155, and contract purchase receipts in separate folders with FSM receipt print out. Also maintain hardcopy STORES receipt report with vendor invoices.

d. Spot inventory is required to be done on a weekly basis. A minimum of 5% of subsistence line items maintained in the bulk storeroom will be inventoried at least once a week. Spot inventories should concentrate on high value and fast moving items.

e. All copies of NAVSUP Form 1090 are required to be retained for 12 months.

f. All copies of smooth NAVSUP Form 1282 are required to be retained for 12 months vice 3 months.

11802. <u>STORES VERTICAL PACKAGE CONVEYOR</u>

a. All Food Service vertical package conveyor keys are required to be in the custody of the Engineering Department (A-DIV) for safety purposes. Only qualified Culinary Specialists should maintain a key log for the check-in and checkout of keys. Conveyor keys will only be checked out for the cleaning and inspection of the conveyor as well as stores on load and breakouts. Safety brief will be conducted by the qualified E7 and above prior to the operation of the conveyor.

11803. <u>FOOD PREPARATION WORKSHEET (NAVSUP FORM 1090)</u>. Use of NAVSUP Form 1090 is mandatory. The preparation worksheet constitutes written orders from the leading CS to the watch captains. It is a direct means of communication from the manager to his working staff. The worksheet is an aid to supervise, train, establish control, and eliminate waste. The leading CS will prepare and sign the worksheet. The watch captains will review and sign at least two days before assuming the watch. The watch captain will order the food using the NAVSUP Form 1282 and the number of food broken must reflect to NAVSUP Form 1090. The records keeper will be responsible to post the acceptability of food in FSM, the manual entry of acceptability on the 1090 is not required.

11804. <u>NAVY STANDARD CORE MENU</u>. All ships must be using the Navy Standard Core Menu. NAVSUP 51 is responsible for developing and updating the Navy Standard Core Menu. Ship will have to provide feedback through TYCOM using the Menu Planning Board, Menu Review Board and Suggestions Boxes. Ships on NSCM are not required to submit a periodic menu review to NAVSUP 51 dietician.

11805. <u>COFFEE MESSES</u>. The CO must authorize coffee messes in writing. Issues will only be for coffee, sugar, and creamer. They will be controlled by the FSO. A medical department representative to ensure proper sanitation will inspect all coffee messes weekly.

11806. <u>CEREMONIAL CAKES OR PASTRIES</u>. Ceremonial cakes or pastries require proper handling in order to avoid abuse. It has always been a tradition to sponsor events and ceremonies to acknowledge noteworthy accomplishments of Navy personnel such as promotions, reenlistments, retirements and other similar events that are vital to morale and tradition. The command will attempt to purchase the food items required for ceremonial events through Navy resale system outlets, Prime and Commercial vendors. If they are not available or adequate, prepared food may be purchased from the General mess. However, the use of subsistence appropriation funds to defray the cost is not authorized. The General mess may support these purchase requests only if adequate personnel and facilities exist to support the additional workload. The General mess will use last receipt prices to price raw food ingredients used for commercial events.

11807. <u>OFFICIAL REPRESENTATION FUND (ORF)</u>. Submit the request to your area of operation fleet commander such as 2^{nd}, 3^{rd}, 5^{th}, 6^{th} or 7^{th} fleet. Refer to SECNAVINST 7042.7 for guidance.

11808. <u>ALCOHOLIC BEVERAGES</u>. Subsistence in Kind (SIK) not authorized to use to purchase alcoholic beverages. Refer to SECNAVINST 1700.11C series and P-486, appendix F 5106, and 4101.1a for guidance.

11809. <u>SHIPS DUTY SECTION</u>. CS's who are part of the Galley Watch rotation (5 and 2) shall not be included in the ships duty section.

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CHAPTER 12 - SHIP'S STORE

12000. <u>INTRODUCTION</u>. The ship's store is a convenient and reliable source for personnel to obtain articles considered necessary for their health, comfort or convenience. Provide services necessary in day-to-day living. Provide a source of funds to be used for the recreation of naval personnel through profits from sales. Promote good morale. Procedures in this chapter supplement NAVSUP P-487.

12100. <u>ASSISTANCE</u>. Refer questions concerning policy to TYCOM for resolution. NAVSUP Fleet Assistance Teams and AFLOATRAGRU (ATG)/Supply Management Certification (SMC) Teams are available to visit ships that require assistance. This assistance is available upon request.

12200. <u>SHIP'S STORE RETAIL AND SERVICE EXCELLENCE AWARD</u>

    a. Ships Store Retail and Service Excellence Award Program is sponsored by COMNAVSUPSYSCOM and NEXCOM recognizes contributions of the Ship's Serviceman personnel to the quality of life of the afloat Sailor and Marine.

    b. Program Guidance: Guidance is in NEXCOMINST 4067.5.Series

    c. Selection:

        (1) The selection and evaluation period is on a fiscal year basis. Each ship will be evaluated for the award during their scheduled Supply Management Certification (SMC). TYCOM establishes an SMC schedule for their ships. If a ship meets or exceeds the qualifying benchmarks noted in NEXCOMINST 4067.5(Series), the ship would be recommended for the Excellence Award.

        (2) The award is not a competition between ships but an evaluation of ship's performance against a fixed set of performance criteria. If the ship meets these criteria, NEXCOM will notify the ship and their TYCOM of the Excellence Award within 8 weeks of the evaluation to permit the recognition of Ship's Servicemen in a timely manner.

        (3) If the ship has met the qualifying benchmarks upon conclusion of the SMC as noted in NEXCOMINST 4067.5(series), a joint TYCOM/NEXCOM team will contact the ship and schedule a visit to conduct the Retail and Service customer service. ATG

will conduct the initial evaluation. If the ship passes their evaluation, it will be followed by a customer service survey conducted by NEXCOM. Any ship meeting or exceeding the qualifying benchmarks and receiving a 3.5 or higher with no grade less than 3.0 on a 5.0 scale on the customer service evaluation, will receive the Excellence Award

(4) At the end of each fiscal year, all ships that received an Excellence Award during that period will be included in a review process by TYCOM, ATG, FAT, and FFC and the one ship by each Hull type that had the best overall performance will be designated as the "Best of Class".

12300. <u>AUDITS OF SHIP'S STORE OPERATIONS</u>. The Sales Officer must continuously audit all aspects of the retail and service operations. The Sales Officer's Daily/Weekly Checklist (Figure 12-1), Sales Officer's Monthly Checklist (Figure 12-2), and Supply Officer's Monthly Checklist (Figure 12-3) are a recommended internal audit tools. Based on these internal audit tools, Sales Officers should prepare regularly scheduled audits. Maintain records of completed audits on file and use as applicable for preparing the monthly Ship's Store Management Report to the Commanding Officer. This report should include information on discrepancies found during audits and steps taken to correct problems. Review EPOS Profitability Report weekly and verify compliance with recommended mark-ups.

12400. <u>MANAGEMENT OBJECTIVES</u>. The Sales Officer must manage resources in a manner that achieves an optimal balance of accountability and service. Key management objectives are as follows:

a. Provide the best possible service to the crew to maintain high morale.

b. 1.33 stock turn per accounting period is recommended, however, a 4.0 stock turn in 3 consecutive accounting periods, is required.

c. Eliminate excess and dead stock from inventory.

d. Maintain 90-day load of necessity items.

e. 100 percent UPC verification.

f. 100 percent bulk inventory validity.

g.   Maintain recommended profit ranges for sales outlets and provide funds to MWR.

h.   Ensure all service and retail support equipment is properly maintained, in sufficient quantity, and in good repair.

12401. <u>STOCK TURN</u> A minimum stock turn of 4.0 every three accounting periods is required. The following rules apply:

a.   The accounting period is normally 4 months long.

b.   The maximum inventory allowed is a 3-month supply of ship's store and standard Navy clothing stock. Ideally, the inventory should be expended one and one-third times during each accounting period. A stock turn goal of 1.33 per accounting period. Stock turn for SMC purposes will be determined using the last three completed accounting periods at the time of the assessment or inspection. If stock turn of 1.33 per accounting period is not attained in any two consecutive periods, a letter report to the TYCOM is required. The letter will include actions taken or in progress and planned to improve the ship's store stock turn ratio. If a cumulative stock turn of 4.0 is not attained at the end of three consecutive accounting periods, a formal letter report to the TYCOM is required. The letter will include actions taken or in progress and planned to improve the ship's store stock turn ratio.

c. NAVSUP P487, par. 3301.2 details the manual computation of stock turn. Check your stock turn monthly within the accounting period. Review stock turn with the monthly CMP Report.

12402.   <u>SHIP'S STORE OPERATION</u>

a.   In selecting a Ship's Store Operator, the Ship's Store Officer will make sure the prospective Ship's Serviceman is not in personal financial difficulty, is trustworthy, knowledgeable in all aspects of his or her job, aware of his or her financial accountability, and preferably a Petty Officer Third Class or above.

b.   The Ship's Store Officer will inform the crew that operating a resale activity outside of the ship's store operation is prohibited. In addition, the sale of personal articles in or through the ship's store for the account or profit of any civilian or person in the naval service is prohibited.

c. An adequate number of back-up EPOS cash register(s) should be available in the event primary cash register(s) become inoperative. Repair or replace inoperative cash registers as soon as possible using Ships Store Profits or O&MN funds.

d. The Ship's Store Officer will include in the ship's supply instruction a program dedicated to the verification of the validity of the bulk storeroom inventory. This instruction will include as a requirement that a minimum of 5 percent of the total line items in the bulk storeroom are inventoried and verified against the quantity indicated on Stock Record Cards, weekly. Differences between bulk storeroom inventories and Stock Record Cards will be immediately investigated and corrective action taken as required by the NAVSUP P-487. Bulk validity checks must be on file.

e. The Ship's Store Officer will include in the ship's supply instruction a program dedicated to ensuring UPC codes are correct. This instruction will require that all UPC codes be verified in the bulk storerooms and retail outlets against the UPC cross reference listing. Discrepancies will be immediately investigated and corrective action taken. UPC verification checks must be kept on file. Shelf labels showing the unit price may be used for all items with UPC codes. The ship will produce barcodes for those items that don't have UPC codes. One will be used as a shelf label and the other will be maintained in a price book by the Electronic Point of Sale (EPOS).

12403. ASSIGNMENT OF ACCOUNTABLE PERSONNEL

a. Before making assignments of personnel to accountable duties, the Sales Officer will make sure that personnel being assigned are thoroughly indoctrinated in the specific duties of the position. Cash handling procedures, security of spaces, correct receipt and inspection procedures, and the seriousness of the responsibilities must be emphasized. Job Qualification Requirements (JQRs) for the assigned billet must be completed and entered in the service member's service record. SH personnel should be assigned JQRs to be completed in anticipation of their next assignment and progress must be tracked by the Sales Officer or Leading SH. Assignment of the cash collection agent must also be in writing. Job Qualification Requirements (JQRs) may be requested from TYCOM, ATG, or FAT. JQR's are available on the Ships Store Sales and Service Resource CD.

b. The same person should not be in charge of the same accountable space for more than 8 consecutive months. This does not prevent rotation of a person from one accountable activity to another. When necessary, the Supply Officer may authorize, in writing, a person to remain in charge of an accountable space for a period exceeding 8 consecutive months. A copy of the authorization letter will be kept in WF3 File.

12404. <u>MULTIPLE ACCOUNTABLE SPACE OPERATORS</u>. Due to the size of operations on board some ships, they may use more than one operator per Retail Outlet. However, use of multiple operators is highly discouraged. Discretion should be used to reduce the number of operators within each operation to the minimum required to meet the workload demands. Ships are discouraged in using multiple bulk storeroom operators.

12405. <u>PRICING POLICY</u>. Profits allowed per NAVSUP P-487 Para. 8003 is a maximum of 20 percent for retail store and 55 percent for drink vending machines. For toiletries, sundries and commercial uniform items NAVSUP P-487, paragraph 2100 mandates a 6 percent markup. For cigarettes, the CNO has issued guidance that ships store prices will match the Navy Exchange price in the ship's homeport. NEXCOM Ships Store Program issues price guidance as required. For all other ships store departments, the recommended markup is 15 percent and between 35 to 55 percent for drink vending machines.

12406. <u>SHIP'S STORE EXCESS STOCK</u>. Ships will forward a listing of excess stock to the TYCOM and other ships in the local area, showing the description and quantity of excess stock. The list will not include emblematic items, but will include date of pack for photographic film, confections, food and fountain products, tobacco products, batteries, and other perishable items. The list will highlight luxury item excesses indicating style change obsolescence where appropriate. The receiving ship will not accept transfers that will put them in an excess inventory position.

12407. <u>SANITATION REQUIREMENTS</u>

a. Sanitary regulations for all sales and service activities (barbershops, laundry, storerooms and retail outlets) will be approved and signed by the Senior Medical Personnel and prominently posted in all applicable spaces.

b. Barbers, retail operators, and laundrymen will immediately report any skin condition requiring medical

attention and will be cleared by the Medical Department before returning to work in their respective spaces. This includes any suspected exposure to ailments or diseases.

   c. Place all laundry products used in the laundry in closed containers and maintain them as far away from dampness as possible to protect laundrymen from dangerous conditions arising from fumes or chemicals.

   d. Dry cleaning and laundry equipment operators must receive a physical examination from the Medical Officer before assuming duties, and annually thereafter.

   e. Each barber must receive a physical examination from the Medical Officer before assuming duties, and annually thereafter.

   f. Each barber must have a sufficient supply of tools to allow proper sanitation between customers.

   g. Immerse combs in the approved solution of 10 percent barbicide brand disinfectant and 90 percent water for 20 minutes before each use. Change the solution as needed, but no less than daily. Clean and spray electric hair clippers, scissors and blades with an EPA approved disinfectant for at least 30 minutes before each use.

   h. The Sales Officer or Supply Duty Officer will conduct a daily sanitation inspection of ship's store spaces.

   i. Food and beverages are not allowed in ship's service spaces at any time.

   j. Each trash receptacle will be covered.

   k. Barber and laundry shops will have hot and cold running water, paper towels or air dry machine and soap for hand-washing and space sanitation.

   l. A new neck-strip must be used for each customer in the barbershop.

12500. <u>SECURITY FOR ACCOUNTABLE SPACES (GROUP III)</u>. A Group III space is any space that contains ship's store merchandise or funds. This includes bulk storerooms, sales outlets, vending machines, amusement machines, change machines, phone card machines and cash handling offices. Two locks are required on Group III spaces. Use a keyless combination padlock (NSN 5340-

00-285-6523) or a commercial high security key-type padlock and a dead bolt door lock on all doors leading into Group III spaces. Where dead bolt door locks are impractical, a high security hasp and key type padlock with shrouded shackle will be installed in addition to the keyless combination padlock to secure all Group III spaces.

12501. <u>ADDITIONAL SECURITY REQUIREMENTS</u>. In addition to the security requirements in NAVSUP P-487, paragraph 1201, the following are required:

    a. Change combinations to keyless padlocks every six months and upon relief of the Sales Officer and/or the responsible custodian.

    b. All hasps used on group III spaces will be made of case hardened steel that cannot be cut with a bolt cutter or hacksaw and must be installed with tamper-proof bolts or welded. Pop rivets are prohibited.

    c. Configure all storerooms so that only the accountable custodian has access.

    d. Reinforce wire mesh bulk storeroom bulkheads with hardened steel or sheet metal from inside of the bulk storeroom.

    e. The working keys to group III spaces will be kept in an individual, glass-fronted locker (NSN 2090-00-904-6699) upon securing the space for the day. The locker will be located in the Sales or Supply Office. The operator will maintain a key to the locker at all times. If multiple operators are assigned, the Sales Officer or designated individual, other than the operators, will maintain the key and a car seal will be used. The second key will be in a signed, dated and sealed envelope in the Sales Officer's safe.

    f. A ship's security bill delineating security measures and instructions if a break-in occurs is required for retail spaces. The bill must include procedures to follow when the alarm sounds.

    g. Retail spaces, visible bulk storerooms, and adjacent passageways must be well lighted at all times. Remove high-cost and highly attractive items from sight before securing accountable space at end of workday.

h. Secure any window that can be opened with an inside padlock. Secure the duplicate key in a sealed envelope and keep the envelope in the accountable officer's safe.

i. Display windows, outside display cases, and similar ship's store surfaces will be wire-reinforced glass or Plexiglas at least 3/8 inch thick. For new construction ships, requirement must be met prior to SMC. Contact local ATG for assistance.

j. The ship's roving security patrol will check ship's store accountable spaces at varying intervals and sign the security log. This log will contain columns for date, time, pertinent remarks, and signature of the security patrol. Training for the roving patrol will include indoctrination into the types of discrepancies that must be reported. The Duty Supply Officer shall randomly inspect all accountable spaces at least once per duty day after normal working hours.

k. Supply and Sales Officers will make sure all ship's store spaces, once secured for the day, remain secured and are not used for personal reasons. Personal belongings will not be stored in ship's store spaces. After working hours, if business warrants reentering a ship's store space that has been secured, personnel will first obtain authorization from the Sales Officer, Duty Supply Officer, or the Supply Officer.

l. Each installed dollar bill changer will be safeguarded with a wire mesh cage or lockable restraining bar across the coin box area, and will be placed in a well lighted, high traffic area.

m. The Stock Record Master List and Retail Operations Management (ROM) system daily backup will be securely locked and accessible to only the records keeper and Sales Officer or designated assistant.

n. Keep ROM backup floppy/zip disk in the Accountable Officer's (AO) File, except for daily backups for the current accounting period. The Ships Store Afloat NAVSUP P-487 provides procedures for maintaining the ROM backup floppy/zip disk.

o. When using dollar bill acceptors in vending machines, secure the acceptor with a hasp and lock. The key to this lock will be in custody of the person making collections.

p.   When using a phone card vending machine, the machine will be secured using a keyless combination lock or a commercial high security key-type padlock in conjunction with a metal bar installed across the front of the machine. This is in addition to the door lock. The machine should be installed in a highly visible area using a camera to monitor it when available.

12502.   <u>SECURITY FOR SERVICE SPACES (GROUP IV)</u>. Group IV spaces consist of barbershops, laundry shops and dry-cleaning plants. No cash sales or transactions shall be made through service activities. Each Group IV lock will be opened by an original key different from the key to any other space. NAVSUP P-485, paragraph 1118, and NAVSUP P-487, paragraph 1203 contain guidance for these areas.

12503.   <u>ROM SYSTEM SECURITY</u>. Adhere to the following security procedures in managing the ROM system:

a.   The ROM II software implementation disk and update disks, all system back-ups, accounting period back-ups and monthly back-up tapes will be maintained in the Accountable Officer's (AO) file and the applicable retained returns. Additionally, the ROM II User's Guide provides guidance on password and security instructions. Before any user is allowed to use the ROM II system, the Sales Officer must input user ID's and password. User profiles will be compiled on the ROM System Security Access Rights List that will be placed in an opaque envelope and secured in the Sales Officer's Accountable File. Refer to the Ships Store Afloat NAVSUP P-487 for additional information on ROM System Security.

b.   For security and accountability purposes, the Sales Officer or designated assistant are assigned all ROM II system administrative tasks.

c.   Perform backups at least daily and keep daily backup disks in the Records Keeper's (RK) file. Separate disks, labeled for each day of the week, will be used. Duplicate disks of the daily backup will be prepared for the Sales Officer and kept in the AO file.

d.   For any ROM system failure or problem, the sales officer should first contact the local Fleet Assistance Team, for assistance in determining the extent of failure or problem. Follow Appendix F of NAVSUP P-487 for emergency fall back procedures. TYCOM will be informed of all ROM trouble reports.

12600. SHIP'S STORE STOCK. Errors in both range and depth of
stock selection can ruin a ship's store's financial well being
and have long term negative effects on customer service and
contributions to the ship's Recreation Fund. A conservative
approach to stocking is normally appropriate. Reorder and
restock regularly and avoid large inventories. The stocking
guidelines contained in this instruction and Chapter 3 of the
NAVSUP P-487 are based on many years of experience and lessons
learned. DO NOT exceed these limits without TYCOM approval.
Limit stock items to those necessary to meet the personal day-
to-day living requirements of the crew plus those luxury or gift
items authorized by NAVSUP P-487. To maintain proper inventory
control and to meet the required stock turn goal each accounting
period, excessive quantities of ship's store stock on-hand must
be avoided. TYCOM strongly recommends a 90-day stock level of
necessity items at all times unless the ship is in the shipyard
or has TYCOM authority to reduce its endurance load.

12601. BASIC STOCK. Stock these items in all ship's stores at
all times. All ship's stores should follow the mandatory
stocking plan contained in NEXCOM Publication 81. Develop a
mandatory stocking (never-out) list tailored to your ship and
use as a management tool. Keep a copy of the list in the ship's
store to assist the operator in reordering and restocking
shelves.

12602. EMBLEMATIC ITEMS

   a. Emblematic items include ship's ball caps (except those
designated as uniform items), lighters, T-shirts, Christmas
cards, and all other items sold with the ship's name, crest, or
logo affixed or printed on them. Give careful attention to the
procurement of emblematic items. The total dollar amount of
emblematic items should not exceed 15% of the total ship's store
inventory at cost value. Dollar values over 10% should be
considered a warning that closer management attention is
required. Emblematic items do not have any sales potential
outside the individual ship's store. Excesses should be
identified and deep markdowns taken on them to expedite sales.

   b. The senior Supply Officer must sign all purchase order
documents including EDI orders for emblematic items. Before
signing these purchase orders, the senior supply officer will
determine if the quantity ordered would cause emblematic
inventory to be in excess of the 15% level. Ships placing

orders exceeding 15% of the total ships store inventory at cost
will submit requests with complete justification for exceeding
the limit to the TYCOM.

c. Procure emblematic items only from sources listed in the
ship's store afloat catalog and ship's store contract bulletin.

d. Forward requests to stock emblematic items (ship's
plaques, etc.) exceeding 90 days sale with complete
justification to NEXCOM with a copy to the TYCOM. A special DD
Form 1155 will be prepared as outlined in NAVSUP P-487,
paragraph 4203. Before approving additional items for stock,
NEXCOM will consider the ship's stock turn record, pending
deployment and current inventory position and contact the TYCOM
for final approval.

e. Make issues to ship's use of emblematic items per NAVSUP
P-487, paragraph 7406.

f. Upon written or verbal approval from the Commanding
Officer, emblematic items may be sold to the public during
authorized ship tours and VIP visits. Ships must establish a
Non EPOS Emblematic Store using procedures outlined in the ROM
II User's Guide. Breakout the emblematic items to be sold from
the bulk storeroom to the Non EPOS Emblematic Store. The sale
will be conducted using a cash register with basic zero-out and
ring-out capabilities and follow the normal cash collection
procedures using a separate cashbook for this emblematic store.
Once the sale is complete, break back the unsold items to the
bulk and balance the emblematic store by verifying any
differences on the back of the NAVCOMPT Form 153.

12603. FOREIGN MERCHANDISE. Maintain strict controls according
to NAVSUP P-487, paragraphs 3200-3224, to prevent overstocking
foreign merchandise. The Supply Officer will sign all purchase
orders for foreign merchandise. Use a separate department code
(F8) on foreign merchandise stock record cards for easy
identification in ROM. Expend all foreign merchandise from
ship's store stock (excluding toiletries and food products)
before entering U.S. territorial waters.

12604. SPECIAL ORDERS. The Sales Officer should actively
promote special orders. They are a means to expand the variety
of merchandise available to customers and increase profits
without expanding inventory. NAVSUP P-487, paragraphs 4300-4302
outlines required procedures. Overseas units should encourage
use of the Armed Forces Exchange Catalog as well.

12605.   PROCUREMENT OF STAMPS

How to Order: Provide NEXCOM Ships Store Program HQ a purchase
order number via email or fax with the quantity required IAW P-
487 Para 4203. Ships Store Program will order the stamps for
your ship and the U.S. Postal Service will deliver them to you
via the mail. Minimum order is one book and maximum order is 300
books.

Selling in the vending machine: There is no need to have a
separate vending machine for stamps as the can be vended in a
normal vending machine with a special circular coil. Coils may
be ordered by contacting Ships Store Program. Here are the part
numbers of the CANDY spirals to purchase: For Models 111,121,131
and 931-part #400134-1 at $8.50 each: For Models 113, 123, 122,
and 933-part#400135-1 at $8.50 each. One issue to consider if
stamps are vended in a candy type machine is they might not fall
correctly if they are not attached to something larger and
weightier.

12700.   RECEIPTS. A designated receipt inspector will inspect
all ship's store merchandise for quantity and quality upon
delivery. The recordskeeper and bulk storeroom custodian will
not be assigned duties as receipt inspector. The receipt
inspector will annotate on the receipt document the quantity
received if the merchandise quality is satisfactory. The bulk
storeroom custodian will annotate each case or carton with the
receipt date and stock number. Do not accept unsatisfactory
merchandise. The responsible custodian must sign all pages of a
receipt document. UPC maintenance must be done on all
merchandise when it is received into the bulk storeroom. This
will eliminate the operator in the retail store from having
problems scanning the items when they are broken out to the
retail store. Procedures for accomplishing UPC maintenance are
included in the ROM II User's Guide.

12701.   RECONCILIATION OF SHIP'S STORE PURCHASE ORDERS

   a. The Sales Officer is responsible for reviewing ship's
store reconciliation letters from DFAS. The Sales Officer is
also responsible for reporting receipts and expenditures and
ensuring dealer's bill submitted to DFAS OPLOC for payment
accurately reflect quantities and qualities of ship's store
stock received. Take prompt action to reconcile dealer's bills
with purchase orders and delivery receipts.

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b. The vendor assumes responsibility and risk for supplies not received, damaged supplies, or supplies not conforming to the Order for Supplies or Services/Request for Quotations (DD Form 1155). Replacement, repair, or correction will be at the vendor's expense provided the Sales Officer notifies the vendor within 90 days from date of delivery (180 days for overseas delivery) that the material received is not conforming with the DD Form 1155 requirements. When a contractor does not fulfill the requirements set forth under the terms listed in the ACB or ASL, the ship shall submit an Unsatisfactory Performance Report to NEXCOM. A sample of this report can be found in the NAVSUP P-487, Para 4202.

c. To reduce the administrative burden and prevent overpayment to vendors, Sales Officers will review their purchase order, receipt, exchange, and credit procedures monthly. Verify prompt and accurate processing of receipt, expenditure, and purchase order files.

12702. UNMATCHED EXPENDITURE LISTINGS

a. DFAS generates a monthly unmatched expenditure listing containing payments and OSO summaries that have not matched with corresponding receipt documents.

b. The listing contains only expenditure differences for the current month. However, a cumulative listing is generated at the end of each 4 month reporting cycle (i.e., 31 January, 31 May, and 30 September). Differences of less than $10.00 do not appear when the expenditure is made by DFAS. OSO Summary differences of less than $10.00 appear on the listing and remain there until aged 6 months. Per NAVSUP P-487, differences of less than $10.00 do not require adjustment. They are provided for information only.

c. Upon receipt of a ship's store reconciliation letter or unmatched expenditure listing, the Ship's Store Officer must reply as soon as possible. If partial or short orders have been received, Fleet Fast Pay procedures require the Ship's Store Officer to notify the vendor, NEXCOM (Code A) and DFAS of the shortage before recoupment of Navy Working Capital Fund (NWCF) funds may be accomplished. Ships should send vendor notifications by certified mail with return receipt requested. Keep the returned receipt in WF3 File. Enter the applicable action codes onto the listing and return the original to DFAS within 30 days.

d. Upon receipt of the unmatched expenditure listing, process it using the ship's retained records (i.e., Purchase Order Log, Requisition Log, Journal of Receipts, etc.). If any receipt is not in agreement with the amount paid, the ship should notify the vendor of the difference according to NAVSUP P-487, paragraphs 5103 and 5106. Enter the applicable action codes into the listing and return the original along with copies of substantiating documents and/or copies of accounting adjustments to DFAS within 30 days and file copy to WF3 File. All unmatched expenditures should be taken care of and removed from the listing before they are two years old. No items should remain on the listing past two years from the original date of entry without proper documentation.

12703. SHIP'S STORE LOGS

a. Maintain the following ROM system MANUAL LOGS:

(1) Purchase Order Log.

(2) Requisition Log.

(3) Expenditure Invoice Log

(4) Car Seal Log

b. Logs 1 through 3 listed above, will be helpful when investigating a particular purchase order, or requisition number and when reconciling the DFAS OPLOC Ship's Store Unmatched Expenditure Listing.

12704. ITEMS RETURNED TO VENDOR FOR CREDIT, OR CASH REFUND. Forward credit memos at the end of the month to DFAS with the receipt transmittal as a negative receipt. If cash refunds or credit memos have not been received for material sent back to the vendor, the dollar value of the items will be carried as inventory. The quantity of items listed on the credit memo/cash refunds will be scanned into the inventory or added at the back office computer. Make sure credit memos are still outstanding and valid. If difficulties are encountered in returning merchandise to vendor or the timely receipt of refund check or vendor's credit, request assistance from NEXCOM per NAVSUP P-487, Para 7703.

12710. STOWAGE OF SHIP'S STORE STOCK. Stow ship's store stock according to NAVSUP P-487, paragraph 6000-6008. Procedures are as follows:

a.   Store like merchandise together and in case lots.

b.   Use First In, First Out (FIFO) method of stock rotation with consideration for expiration dates.

12711.   <u>STOWAGE OF FLAMMABLE SHIP'S STORE STOCK</u>

a.   Segregate flammable ship's store stock and store in a flammable storeroom or locker.   If flammable items cannot be stowed in a protected space, they must be separated in an area within the storeroom that is clearly marked for flammable storage.

b.   Upon receipt, check condition and ensure proper identification by marking or labeling flammable stock.

c.   Weekly, examine flammable stock in the ship's store and in the storerooms for leakage.

d.   Carefully estimate needs to prevent excess stock.   Limit retail store quantities to 3 days anticipated sales.

e.   Post flammable items list prominently adjacent to the area where they are kept or on the flammable items locker, if available.

12712.   <u>SHIP'S STORE INVENTORY PROCEDURES</u>.   Conduct inventories according to NAVSUP P-487, paragraph 9000-9011.

a.   When more than one person operates a retail outlet, follow procedures in NAVSUP P-487, paragraphs 1006 and 2302. A complete physical inventory must be conducted once during the four month accounting period aside from the end of the accounting period or whenever a Sales Officer or responsible custodian is relieved.   All retail activities will be inventoried monthly. The back of the NAVCOMPT 153 and the profitability report for those activities will be printed, signed by the Sales Officer and filed in RK/B28 file.   The Commanding Officer, Supply Officer or Sales Officer may direct special inventories.   Inventories will also be conducted when directed by the TYCOM or NEXCOM.

b.   An itemized physical inventory must be taken at the end of every accounting period and all other situations listed in the NAVSUP P-487, Para 9000.3.   The records keeper will not be a member of the inventory teams.   Each sales outlet operator or bulk storeroom custodian must be present during the inventory.

During inventory one person E-5 or above will count and one will record the quantities on the PDT. Number of inventory teams is dependent on how many PDT's and personnel you have. The more inventory teams you use the quicker the inventory will be done. All sales transactions for each retail outlet must be confirmed and posted to the ROM II system prior to inventory confirmation. Once this is done the profitability reports may be printed. The Sales Officer is responsible for the inventories and will be involved in the inventory process. Care should be taken when using multiple teams that the same items are not counted twice. Schedule inventories to minimize impact on crew service without sacrificing accountability requirements.

c. Once inventory is complete, the inventory counts will be entered in ROM II either manually or by downloading the PDT. When using more than one PDT, all PDTs will be downloaded together. Once the inventory is entered, print up the inventory discrepancy list. The inventory will not be confirmed until the Sales Officer verifies the discrepancy list. The Sales Officer will verify the counts of those items on the discrepancy list and make any necessary corrections. This process will continue until the Sales Officer is satisfied that the counts are accurate. Once they are accurate, the inventory will be confirmed. Once an inventory is confirmed, the quantities previously listed on the stock records will be automatically adjusted to reflect the confirmed counts. The inventory count sheets will be filed in the records keeper's file (RK, B28).

d. When a Level 2(above one percent of sales at cost and $1,500) or Level 3(above three percent of sales at cost and $3,000) difference (gain or loss) exists after an inventory is complete, take action per NAVSUP P-487, paragraph 9102. Figure 12-4 is an example of a message format for reporting Level 3 differences.

e. The Sales Officer must examine differences on the Loss or Gain by inventory report, B14 of the NAVCOMPT Form 153 and sign it and indicate any corrective action. This report will be filed in the retained returns at the end of the accounting period.

f. Relief of Accountable Ship's Store Officer: Relief requires a 100 percent inventory of all Ship's Store stock. Immediately after reconciliation of the relieving inventory, a DD Form 1149 will be prepared for the money value of the ships store stock on hand, both the detaching and relieving officer

will certify accuracy of the inventory, and the relieving officer shall assume accountability as per NAVSUP P-487 Chap 9.

    g. Decommissioning ships will conduct a wall to wall inventory 45 days prior to decommission date and report results to TYCOM/ATG.

12720. <u>EXPENDITURES</u>. Make all expenditures from the bulk storeroom (i.e., vendor returns, OSO transfers, etc.). DO NOT make transfers from sales outlets.

12721. <u>SPECIAL REQUIREMENTS FOR ISSUES TO SHIP'S USE ON CLASS 207 SHIPS USING THE MATERIAL FINANCIAL CONTROL SYSTEM (MFCS) PS</u>. Any items issued to a supported unit or another division on board will be processed and accounted for as transfer to other Supply Officer (Fund Code "NZ"). Report these transfers on NAVCOMPT Form 153, line B19. If an end use fund code is used (i.e., a squadron procures material directly from the ship's store and does not transfer to the Supply Officer first) report as an issue to another appropriation and report the transaction on line B10 of the NAVCOMPT Form 153.

12722. <u>SALE OF SHIP'S STORE ITEMS TO SHIP'S USE (OPTAR FUNDS)</u>. Every DD Form 1149 prepared for issuing ship's store stock to ship's use (OPTAR) will include a justification statement. This will eliminate the perception of unauthorized or improper issues of ship's store stock to ship's use. These items include, but are not limited to flashlights, batteries, padlocks, soap, film, and flashbulbs. NAVSUP P-487, paragraph 7406, provides details.

12723. <u>CLOTHING ARTICLES</u>. NAVSUP P-487 and NAVPERS 15665I (Uniform Regulations) specifically define what clothing may be issued to an individual as organizational clothing on a loan basis. Per NAVPERS 15665I and NAVSUP P-485 paragraph 3110, footwear, other than safety shoes, is not authorized for issue as organizational clothing and will not be issued to ship's use from ship's store stock. When Navy clothing is issued from ship's store stock as organizational clothing, the following statement will be included in the description block of the DD Form 1149 and will be authorized by the Supply Officer and approved by the Commanding Officer:

STATEMENT: "Issued to ship's use as organizational clothing for use by (mess management specialist, food service attendants or other designated personnel as protective/replacement clothing, as appropriate per NAVSUP P-485, paragraph 3110. Authorized by: Approved by:"

12724. <u>MONOGRAMS/HERALDIC PATCHES</u>. Monograms/heraldic patches may be issued to ship's use, paid with OPTAR funds, for Mess Management Specialists and Food Service Attendants clothing per NAVSUP P-485. Heraldic patches/badges may also be issued to ship's use for recognition of achievement, special accomplishment, or superior professional performance per SECNAVINST 3590.4A. Issues to ship's use of heraldic patches/monograms will include one of the following statements in the description block of the DD Form 1149 and will be authorized by the Supply Officer and approved by the Commanding Officer: STATEMENT: "Issued for ship's use per NAVSUP P-485, paragraph 3110 as article of clothing identification for Mess Management Specialist and Food Service Attendants. Authorized by: Approved by:"

STATEMENT: "Issued for presentation in recognition of (achievement, special accomplishment or superior professional performance) of (insert name and rank of individual(s)) per SECNAVINST 3590.4A. Authorized by: Approved by:"

12725. <u>COMMAND PLAQUES AND COINS</u>. Ships may purchase plaques and coins with OPTAR funds from ship's store stock for recognition of achievement, special accomplishment, or superior professional performance and/or for presentation to any official organization for display within that organization. Plaques and coins are authorized for purchase with ship's OPTAR funds for recognition for reenlistment, transfer or retirement (per Sec 594 of the FY2007 National defense Authorization Act); awards for these functions can be accomplished with personal funds voluntarily given by an individual or group of individuals (i.e., Wardroom or CPO Mess). Issues to ship's use of ship's store stock plaques or coins will include in the description block of the DD Form 1149 one of the following statements, as appropriate, and will be authorized by the Supply Officer and approved by the Commanding Officer:

STATEMENT: "Issued in recognition of (achievement, special accomplishment, or superior professional performance) of (insert name and rank of individual/individuals) per SECNAVINST 3590.4A and (any fleet commander's instructions as applicable). Authorized by: Approved by:"

STATEMENT: "Issued to (name of organization) for display within that organization. Authorized by: Approved by:"

12726. <u>ISSUES TO THE GENERAL MESS</u>. Make issues of candy, sodas, ice cream and other edible items when required for

special meals on a DD Form 1149 using the General Mess accounting data. These issues will be reported on NAVCOMPT Form 153, Caption B-10, at the end of the applicable accounting period NAVSUP P-487, paragraph 7405.

12730. <u>VENDING MACHINES AND ELECTRONIC MACHINES</u>. Operational and sanitary requirements for vending machines are in NAVSUP P-487 and NAVMED P-5010. Procurement and funding of machines will be according to NAVSUP P-487, paragraphs 4410-4417. Secure all vending machines with a dollar bill validator with a padlock or an inter-door lock wherein the vending machine operator does NOT have access. The individual making the collection will be the only person with access and will have access to the keys to open the moneyboxes.

12731. <u>DOLLAR BILL CHANGERS</u>. Procure and operate dollar bill changers per NAVSUP P-487, paragraphs 2600-2603. Key points are as follows:

    a. All ships are authorized to procure and install dollar bill changers.

    b. Establish a separate change fund, not to exceed $800 for ships with a crew size of 700 or more and $400 for all others. Do not commingle change funds established for dollar bill changers with change funds established for sales outlets. The Disbursing Officer will advance change funds to the Sales Officer or Cash Collection Agent on a Cash Receipt Certificate (NAVCOMPT 2114).

    c. A member of the ship's cash verification board will verify change funds for the dollar bill changers monthly. The verifying officer will send a report of the dollar bill changer audit to the Commanding Officer (include these results with the cash verification board findings) with a copy to Sales Officer and the Disbursing Officer. The ships store officer will file the audit reports in the correspondence file (WF3).

12732. <u>CASH HANDLING/COLLECTION PROCEDURES</u>. The Supply Officer will publish a written instruction for cash handling and collection procedures, incorporating the provisions of NAVSUP P-487, paragraphs 2200-2232. The instruction must contain provisions as follows:

    a. Security of cash when the person assigned to make the collections isn't available. It must also prescribe one of the following methods: locked moneybags or night depository safe.

b. Do not make sales in any ship's store retail activity after that activity secures for the day. Money will never be placed in a cash register without first being rung up as a sale by the appropriate custodian. Only personnel specifically assigned as retail operators will operate a register at any time. Procedures will limit the operation of a cash register to only one custodian at a time.

c. Under no circumstance will the retail operator extend credit to the customer.

d. Collect cash from all activities, including the change fund, at the end of each business day. Leave the cash register empty and open overnight. Cash, not to exceed $50, may be left in a cash register overnight except when more than one shift is operated. When authorized by the Type Commander, cash not to exceed $100 may be left in the register overnight, except when more than one shift is operated. When a retail store is closed for a period of more than 72 hours, all cash including the change fund will be collected on the last business day.

e. Detailed cash register tapes can be accessed for a particular operator in the back office under financial accounting, the daily transaction report of the financial reporting.

f. The Sales Officer will audit the cash collection agent's cashbook daily or at least twice weekly. The Sales Officer will also observe one actual cash collection in each of the ship's stores and vending machine operations each week on a surprise basis. The Sales Officer will initial each entry in the cashbook.

g. All Cash Register Record books will be closed out at the end of each month and will be matched with the ROM records by the Sales Officer (or designated collection agent) before preparing the Cash Sales Requisition and Invoice/Shipping Document (DD Form 1149).

h. Only the accountable custodian who is responsible for a safe containing a change fund will have the combination to that safe. The Sales Officer will not have a copy of the combination to a safe containing a change fund signed over to the Cash Collection Agent.

i. Ship's Store change funds will be verified monthly by a member of the ship's cash verification board. The verifying

officer will send a report of the Ship's Store change funds audit to the Commanding Officer (include these results with the cash verification board findings). A copy will be provided to the Sales Officer who will file it in the Correspondence File (WF3).

j. Use the Cash Receipt Book (NAVSUP Form 470) for documenting cash collection agent deposits with the disbursing officer.

k. An instruction will be developed for assigning tills to the cashiers.

l. The Sales Officer or designated assistant may authorize refunds and price overrides at the point of sale register.

m. (For Navy Cash Ships) Navy Cash End of Day, End of Month, and Monthly Transaction Summary Reports will be reviewed and compared with the ROM II Reports by the Sales Officer or designated assistant. A letter of investigation signed by the Sales Officer and Disbursing Officer will be done for any unresolved differences and filed in the retained returns.

n. The Sales Officer or designated assistant must compare the ROM II e-cash receipts EOD report with the Navy Cash Merchant Sales Summary Report printed from the Navy Cash workstation in the Sales Office or disbursing office (see paragraph 7.8.1 of this SOP for a sample report). The Merchant Sales Summary Report can be generated by entering the correct start and end dates in the "View Reports" link in the Navy Cash application (see paragraph 8.4.22). In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)). The more detailed Non-Vending Sales Report, MSO Summary Report, and MSO Detail Report can be generated in the same way.

o. All totals for electronic sales in the ship's store must match. Any differences must be investigated. Once verification has been made, the sales total received from the register will be entered and posted by the designated assistant into the ROM II back office. The designated assistant will print out the ROM II over and short report.

p. The Sales Officer or designated assistant is also responsible for comparing the Navy Cash Daily Transaction Detail Reports from shore with the ROM II daily transaction reports to verify accuracy. The shore reports are generated automatically

by the Navy Cash EOD process and sent to the ship when the EOD round trip is completed. All reports must be signed by the Sales Officer, and filed in the RK CO2/CO3/CO4 file.

q. Sales Officers on Navy Cash ships will capture the meter readings a minimum of twice weekly from each vending machine using a NAVSUP Form 469. The difference between the current meter reading and the previous meter reading times the retail selling price should equal the total e-cash reported in the Merchant Sales Summary Report generated from the Navy Cash system.

12733. <u>INOPERATIVE CASH REGISTER</u>. Ships should contact the closest NEXCOM Fleet Assistance Team and inform TYCOM/ATG for inoperative Electronic Point of Sale (EPOS) cash registers. Deployed ships will use a back up point of sale register. The Ships Store Sales and Service Resource CD provide detailed information on setting up a new point of sale system.

12734. <u>SALE OF MERCHANDISE BY OTHER THAN THE SHIP'S STORE</u>. Per NAVSUP P-487, paragraph 1101, the ship's store is the sole authorized sales outlet onboard Navy ships. Guidance for retail operation of Pre-commissioning units is in Chapter 9 of the FOSAT Instruction. OPNAVINST 4060.4B, Establishment of Auxiliary Resale Outlets (AROs) also applies. Unwarranted proliferation of competitive resale outlets is counter-productive to providing adequate MWR services to the Navy.

12800. <u>SHIP'S STORE RETURNS</u>. Upon completion of the accounting period, the Sales Officer must carefully prepare ship's store returns per NAVSUP P-487, Chapter 9. Submit returns to DFAS no later than the fifteenth day of the month following the end of the accounting period. Figure 12-6 (Summary of Ship's Store Reports) lists required reports, due dates, and applicable references.

a. Retained returns will be reviewed by ATG within 45 days following the end of an accounting period. Deployed ships shall contact ATG fro the review of their retained returns within 45 days upon return to homeport. Ships are responsible for making an appointment with ATG for the review.

b. Returns to DFAS will be scheduled for review when directed by ATG or requested by the ship.

c. Ships that fail to provide accurate returns to DFAS on a timely manner will be required to have their DFAS returns

reviewed by ATG before submission of succeeding returns to DFAS. This review will be performed within 15 days following the end of an accounting period.

12801. SHIP'S STORE PROFITS. Payment of the entire amount of the net profit to the recreation fund is not mandatory. Full payment will not be made when funds are required to cover anticipated expenses and liabilities assumed. Pay only the amount reported on line C24B of the NAVCOMPT form 153 to the recreation fund. Disburse this payment to the recreation fund within 15 days following submission of the returns. Grant/Loans: NAVSUP P-487, paragraph 8102, establishes procedures for requesting loans and grants from NEXCOM. In particular, NEXCOM provides these loans and grants to accomplish the following:

    a. Fund material costs for modernization and improvement of resale outlets.

    b. Fund equipment costs (i.e., vending machines).

    c. Fund ship's store losses when surveys, markdowns below cost, and markdowns to zero exceed profits during an accounting period and anticipated profits generated within the next accounting period cannot offset the loss.

12802. FINANCIAL DIFFERENCES. Take action for financial differences (gains or losses) per procedures in U.S. Navy Regulations, NAVSUP P-487, and the JAG Manual. Financial differences are divided into three Levels.

Level 1(Concern): Any difference below one percent of sales at cost and $1500 is a matter of concern to the Supply Officer and Sales Officer.

Level 2 (Caution): Any difference above one percent of sales at cost and $1500 indicates that procedures require review and action if the ship is unable to resolve the difference.

Level 3 (Adverse): Any difference above three percent of sales at cost and $3000 is an adverse difference that requires review by the Supply Officer and/or the Commanding Officer depending on the circumstances.

    a. Take action for adverse differences (gains or losses) per procedures in U.S. Navy Regulations, NAVSUP P-487, and the JAG Manual. Report all adverse differences to the Commanding

Officer as soon as practical after the Supply
Officer/Accountable Officer has verified the existence of the
difference.

b. Upon receipt of information that an adverse difference
exists, a complete inventory of the entire operation will be
conducted to verify the difference. If it does exist, the
Commanding Officer will:

(1) Ensure TYCOM or NEXCOM Fleet Assistance Team is
notified for assistance.

(2) Submit a message report in the format of Figure 12-
4.

c. If the reported adverse difference is a loss, the
Commanding Officer will also:

(1) Direct the Supply or Accountable Officer to close
and seal all applicable accountable spaces until inventory and
cash collections are verified. Once verified, concurrence to
re-open should be requested from TYCOM or NEXCOM.

(2) Notify the local Navy Criminal Investigative
Services (NCIS) Officer.

(3) Appoint an investigating officer to conduct a JAGMAN
investigation. Do not appoint an officer of the Supply
Department as the investigating officer.

(4) Direct that all applicable ship's store records for
the current and preceding accounting period be impounded in the
exclusive custody of the Commanding Officer, Executive Officer,
or Investigating Officer.

d. For Caution Differences, file a copy of the informal
examination and actions taken with the retained returns.

12803. THEFT, FRAUD, OR OTHER DISHONEST ACTS

a. If unauthorized entry or suspected theft, fraud, or
other dishonest act occurs, the procedures of NAVSUP P-487,
paragraph 1205, will be strictly followed. The required report
to TYCOM will be in the message format shown in Figure 12-5. In
addition, take the following actions:

(1) Upon discovery of an incident, notify the Quarterdeck and log the incident in the deck log, including, for break-ins or theft, names of any witnesses or persons seen in the vicinity of the incident. Inform the Command Duty Officer, Commanding Officer, Executive Officer, and Supply Officer as soon as possible.

(2) In the case of break-in, the CDO or OOD will assign a sentry to guard the affected ship's store or related space until properly secured by the Supply Officer, Accountable Officer, or Duty Supply Officer.

(3) If appropriate, secure the brow(s) and search personnel and material departing the ship. Quarterdeck searches can be conducted without probable cause. However, conduct quarterdeck searches only at the express direction of the Commanding Officer, Executive Officer, or Command Duty Officer. A ship's instruction issued by the Commanding Officer could give the Executive Officer or Command Duty Officer independent discretionary authority to order quarterdeck searches so that the evidence will be admissible in a court-martial.

(4) If there is probable cause to believe a crime has been committed and that a search of the ship would locate the stolen goods, a general "shakedown" search can be conducted upon an order of the Commanding Officer. All circumstances must be considered in determining the existence of probable cause and in this context should specifically include a consideration of whether the stolen goods can be readily identified. Consideration should also be given to the lapse of time between the break-in and the identification of the stolen goods, (i.e., a lapse of 15 minutes may give rise to the existence of probable cause while a lapse of several hours may eliminate probable cause).

    b. If the break-in, theft, fraud or other dishonest act results in a adverse loss, a message report in the format of Figure 12-4 and the letter report required by NAVSUP P-487, paragraph 1205 will be submitted.

12804. SHIP'S STORE BALANCE SHEET AND PROFIT AND LOSS STATEMENT. Ships will forward two ROM generated copies of the Ship's Store Balance Sheet and Profit and Loss Statement (NAVCOMPT Form 153) to DFAS and a copy to the TYCOM whenever ship's store returns are prepared per NAVSUP
    P-487, paragraphs 9300-9501.

12900. <u>LAUNDRY OPERATIONS</u>

     a. Maintain a locally prepared laundry equipment
maintenance log. Include columns for Date out of commission,
Date placed in commission, Amount of down time in hours, reason
down, parts replaced and remarks and comments. In the remarks
and comments column be sure to indicate the submission date of
each OPNAV 4790/2K.

          (1) (PAC ships) Galley and Laundry Equipment (GLE)
contractor and NEXCOM laundry assist visits provide additional
sources of professional maintenance assistance.

          (2) (LANT ships) Commercial Industrial Services (CIS)
contracts provide an additional source of professional
maintenance assistance at the intermediate maintenance level
during ship's availability.

     b. As discussed in NAVSUP P-487, paragraph 2412, maintain
locally prepared bulk laundry and press deck logs. The Ship's
Store Officer shall review the logs weekly. In addition,
prepare a summary of all work processed weekly and submit it to
the Ship's Store Officer for review.

     c. Job Qualification Requirements (JQR) for Shipboard
Laundry: All Ship's Servicemen must satisfactorily complete
Shipboard Laundry JQRs. Enter JQR completion in the
individuals' service record. JQRs are available on the Ships
Store Sales and Service Resource CD.

     d. Self-Serve laundry is generally a common area and not
necessarily a Supply department responsibility.

12901. <u>LAUNDRY OPERATION SAFETY</u>. The hazard of fire in a
ship's laundry is a constant concern of forces afloat. Fires
resulting from spontaneous combustion of dried, hot, and compact
clothing are of particular concern and demand that command
attention be directed toward their prevention. Most of these
fires result from clothing left in the dryer or omission of one
or more wash cycles (usually the initial break wash cycle) or
rinse cycles. When omission of a wash cycle occurs, protein
matter introduced into fabric through normal use is augmented by
protein in most washing compounds and both are retained in the
fabric. The ensuing drying cycle raises the temperature to near
its ignition point. When the fabric is compacted in carts or
bags, restricted circulation fosters spontaneous combustion.
Commanding Officers will develop and implement appropriate

procedures and instructions to prevent occurrences of this nature. These procedures will include, but are not limited to, the following precautions:

a. Ensure all prescribed laundry cycles are accomplished.

b. The laundry space will be manned at all times, when the laundry is operating and until all laundry bags and hampers of dried laundry are inspected, to make sure there is no residual heat build-up.

c. Tumble all dryer loads a final 5-minute cool down process.

d. Remove clothing from dryers immediately upon completion of the drying cycle. Do not store clothing in the dryer at any time.

e. Install secondary lint filters on all dryers.

f. Clean the primary lint trap every 2 hours and the secondary lint trap every 4 hours on all dryers. The Ship's Store Officer or Leading Petty Officer, when making their daily rounds, must check all lint traps on dryers.

g. Lagging or prescribed shield on steam pipes/laundry equipment must be in place for the safety of operators.

h. Ensure all laundry equipment safety devices are in good working condition.

12902. <u>TRAINING</u>

a. Establish and publish a long-range and short-range training program per OPNAVINST 3120.32C. Keep individual training records for each person in the division.

b. Conduct constructive retail operations training on a regular schedule using ship/station and outside sources.

c. Lesson plans are available on the Ships Store Sales and Service Resource CD.

d. Establish the Ship's Serviceman JQR program for the following:

(1) Bulk Storeroom Custodian.

(2) Vending Machine Operator.

(3) Retail Activity Operator.

(4) Cash Collection Agent.

(5) Shipboard Barber.

(6) ROM Use/Records Keeper.

(7) Supervisor/Manager.

(8) Receipt Inspector.

e. Job rotation must be well planned, documented and carried out effectively.

f. Hold Standards of Conduct training semiannually using Appendix D of the NAVSUP P-487 and the lesson plan included on the Ships Store Sales and Service Resource CD.

g. Sales Officers are required to review, sign, and date each lesson plan.

12903. <u>NAVY CASH</u>. Navy Cash represents an evolution of Automated Teller Machines (ATMs)-at-Sea program. The Navy Cash card combines chip technology and a magnetic stripe to virtually eliminate the need for Sailors and Marines to carry cash. The chip-based electronic purse provides for a cashless environment within the lifelines of the ship. The magnetic stripe on the back of the card provides for pre-paid debit access for the funds in Navy Cash accounts. To support these transactions, Navy Cash also provides for electronic access to checking and savings account ashore. Personnel will continue to have their pay deposited in their bank and credit union through the Navy's Direct Deposit System (DDS). On the ship, the chip-based electronic purse on Navy Cash cards will be used at Point-Of-Sale (POS) terminals for all purchases in the ship's store, post office, general mess, wardroom, and other retail location including vending and game machines. Off the ship, the magnetic stripe on the back of the Navy Cash cards can be used to purchase gifts and souvenirs and pay for meals. Sailors and Marines will also be able to obtain cash they need during port visits from the ATMs that are available in the local area.

Figure 12-1
Sample Summary of Ship's Store Reports

SUMMARY OF SHIP'S STORE REPORTS

1. Ship's Store Balance and Profit and Loss Statement
Form: NAVCOMPT Form 153
Distribution: DFAS, NSCS Athens, Ga., TYCOM, Commanding Officer.
Due Date: End of Accounting Period/15th day of following month
Reference: NAVSUP P-487 Par. 9300 and 9501 (b)

2. Assignment of Financial Accountability
Form: Letter from CO to Sales Officer
Distribution: TYCOM
Due Date: Upon Assignment
Reference: NAVSUP P-487 Par. 1005

3. Ship's Store Management Report
Form: Letter from Sales Officer to CO
Distribution: Commanding Officer
Due Date: Monthly; By the 5th of the Month
Reference   Sales and Service Resource CD

4. Adverse Differences
Form: Letter to TYCOM
Distribution: TYCOM, Fleet Commander, NAVSUP, DFAS, NEXCOM, NSCS Athens GA
Due Date: As soon as Investigation is completed
Reference: NAVSUP P-487 Par. 9102

5. Theft/Fraud or Other Dishonest Act
Form: Letter/MSG to TYCOM
Distribution: TYCOM, Fleet Commander, NAVSUP, DFAS, NEXCOM, NSCS Athens,
                    Ga.
Due Date: Upon completion of investigation

Reference: NAVSUP P-487 par. 1205

6. Excess Inventory
Form: Letter to TYCOM
Distribution: TYCOM
Due Date: End of Accounting Period
Reference: COMNAVSURFLANT/COMNAVSURFPACINST 4400.1J

7. Replies to DFAS Ship's Store Reconciliation Letters and Unmatched Expenditure
List
Form: Letter
Distribution: DFAS, TYCOM
Due Date: 30 Days after Receipt
Reference: NAVCOMPT Manual, par. 085132

Figure 12-1

Sample Sales Officer Daily/Weekly Checklist
12-2

Sales Officer's Daily/Weekly Checklist

Procurement
All new purchase orders/requisitions were printed, signed and filed   _____
All purchase documents are prepared correctly with statements and signatures from required personnel

_____
Purchases using SSPN are signed by SUPPO and have SSPN statement   _____
Simplified purchase orders prepared correctly and certified by SUPPO   _____

Receipts
Accountable receipts have been compared against receipt inspector's copy and shipping document/invoice

_____
Receipt documents have quantities circles, signed and dated   _____
Receiving reports have been verified against Journal of Receipts   _____
Verify outstanding purchases/requisitions   _____
Verify outstanding credits or cash refunds   _____
Any follow-up action with vendor   _____

Expenditures
Report of Survey DD200 for markdown to zero and/or surveys signed by Supply Officer   _____
OSO transfers verified for extensions, quantities, signatures and posting to applicable records _____

Breakouts
Unconfirmed accountable document verified against ROM final printout   _____
Verify signatures and line-outs are initialed   _____
Verify posting to all applicable records   _____

Cash Handling
All books (469) audited twice weekly and initial each line.   _____
Verify all books have signatures and line-outs initialed   _____
Verify all tills have been reconciled daily   _____
Cash is being collected as required   _____
All differences in excess of $5.00 are initial by Sales Officer   _____
(Navy Cash ships)Review and compare with ROM II reports Navy Cash End of Day reports   _____
Stock Records/Inventory Management   _____
Verify the UPC's in the retail outlets with the UPC cross reference listing.   _____
Verify 5% of bulk storeroom items against Stock record card quantities   _____

Records and Logs
Verify all logs (records/laundry/equip, etc.)   _____
Print, verify, and maintain the following weekly reports B22 report, BO1 and BO5 report. Profitability reports
from non-epos and the cash over/short report.   _____

Security
Verify all locks and security requirements weekly   _____
Remember that accomplishing all checks makes closeout much easier. Call ATGLANT/ATGPAC if assistance is
needed. Help is free.   _____

Figure 12-2

Figure 12-3
Sample Sales Officer Monthly Checklist

Sales Officer's Monthly Checklist

Receipts
All receipts to DFAS have been verified against the Journal of Receipts and the transmittal listing

Transmittal listing, letter and receiving report for each receipts have been verified by Supply Officer and   _____
Transmittal listing, letter, receiving reports, and disk mailed to DFAS   _____
Copy of transmittal letter and listing are filed in the accountable file.   _____
All receipts have required signatures and statements   _____

Expenditures
All expenditure documents have proper accounting data, expenditure numbers and signatures

                                                                                                                   _____
All expenditure documents have been verified against the applicable line of the NAVCOMPT Form 153.

                                                                                                                   _____

Breakouts
All breakouts have been signed, posted and verified   _____
Unconfirmed and confirmed breakouts have been compared and figures verified   _____

Cash Handling
All cash books have been audited   _____
Cash sales invoice (DD 1149) has been prepared and verified for accuracy against cash books, deposit books and
the ROM system   _____
Change funds entrusted to the Cash Collection Agent audited by an officer (designated by the CO)

                                                                                                                   _____
(Navy Cash ships) Review and compare with ROM II reports and DD 1149 the Navy Cash End of Month and
Monthly Transaction Summary reports   _____

Inventory
Inventory preparations have been completed.   _____
Count teams have been identified   _____
The crew has been notified (if inventory is during regular operating hours)   _____
Monthly profitability reports and the back of the 153 report have been printed and verified.   _____
Spaces were sealed with car seal and the number posted to car seal log.   _____
Inventory posted and ROM discrepancy list printed. Discrepancy list verified by the Sales Officer and corrections
made. All inventory count sheets are signed   _____
The difference for non EPOS outlets is checked on the back of the 153.   _____

General
All documents have been filed in the correct RK/AO file.   _____
All logs and reports have been verified   _____
Ship's Store Management report processed and submitted   _____
Fast Pay/Unmatched Expenditure listings processed and mailed   _____
Sales and Services customer survey   _____
ROM Security profile verified   _____
Stock Record reviewed for accuracy   _____
Remember that accomplishing all checks makes closeout much easier. Call NEXCOM Fleet Assistance Teams,
ATGLANT/ATGPAC if assistance is needed.

Figure 12-3

Figure 12-4
Sample Supply Officers Monthly Checklist

Supply Officer's Monthly Checklist

Procurement

Purchases for emblematic items have the required statement and are signed by Supply Officer

Special DD 1155s have been certified by Supply Officer   _____

SSPN purchases have the required statement and signed by Supply Officer   _____

                                                                                                                                        _____

Receipts

All documents have been verified against the Journal of Receipts and transmittal listing, and the transmittal letter was signed

                                                                                                                                        _____

Expenditures

All markdowns to zero and/or surveys have been signed by Supply Officer

All expenditure documents have been verified against the NAVCOMPT Form 153   _____

All surveys have been signed by the CO if required, and action annotated/signed by the Survey Officer

                                                                                                                                        _____

                                                                                                                                        _____

Breakouts

All documents have been verified against the confirmed breakout document.

All documents have been confirmed and posted to ROM prior to inventory   _____

                                                                                                                                        _____

Cash Handling

Cash books have been audited as required

Cash books have been properly balanced and closed-out   _____

Cash sales invoice was prepared and submitted to Disbursing   _____

                                                                                                                                        _____

Inventory

Properly done and completed

NAVCOMPT 153 was verified and differences investigated   _____

All Non Electronic Point of Sale outlets balanced   _____

                                                                                                                                        _____

General

All entries on the BO1, BO5 and profitability reports were verified

UPC maintenance and bulk validities were done   _____

Security of Group III/IV spaces verified   _____

If the Sales Officer completes the checklists in Figures 12-1 and 12-2, the Supply Officer's checklist should easily be accomplished. By completing all checklists, end of month/accounting period closeout should flow smoothly and quickly. Call NEXCOM Fleet Assistance Teams, ATGLANT/ATGPAC if assistance is needed.

Figure 12-4

Figure 12-5
Sample Reporting Adverse Differences Message

```
PRIORITY


FM (ship's name)
TO TYPE COMMANDER//N411//
INFO COMLANTFLT/COMPACFLT
TYCOM AFLOATRAGRU/ATO TEAM (home port)//N41//
READRON (if applicable)
(Appropriate ISIC)
COMNAVSUPSYSCOM MECHANICSBURG PA//09B//
DFAS CLEVELAND OH//AINABC//
FISC (homeport)
NEXCOM NORFOLK VA//A//
NAVSCSCOL ATHENS GA//30//
CENSERVSUPP ATHENS GA//
UNCLAS //N04067//
MSGID/GENADMIN/(SHIP)//
SUBJ/ADVERSE DIFFERENCE (LOSS/GAIN) IN THE SHIP'S STORE OPERATION//
REF/A/DOC/-/-//
REF/B/DOC/-/-//
REF/C/DOC/-/-//
REF/D/DOC/-/-//
NARR/REF A: TYCOM INST, PAR 12802 .  REF B: NAVSUP P-487, PARA 9102.  REF C:
NAVREGS, PARA 0719.  REF D: JAG MANUAL.//

RMKS/1. PER REF A, AN, ADVERSE DIFFERENCE (LOSS/GAIN) FOR THE PERIOD (DATE)
THROUGH (DATE) IS REPORTED.  RECAP AS FOLLOWS: (PROVIDE DATA FOR ALL RETAIL
OUTLETS AND BULK STOREROOMS.)
ACTIVITY                                DIFFERENCE                 (LOSS)
OR GAIN
RETAIL STORE NR1
RETAIL STORE NR2
DRINK VENDING MACHINE
SNACK VENDING MACHINE
AT&T PHONE CARD VENDING MACHINE
BULK STORE
TOTAL                                         N/A

2.  THE REPORT REQUIRED BY REF B PAR 9102.6.C (was)/ (will be) MAILED (date).

3.  CAUSE OF ADVERSE DIFFERENCE (loss/gain) (if known).

4.  JAG MANUAL INVESTIGATION (has/has not) BEEN INITIATED PER REFS C AND D.

5.  FOR TYCOM ATG/SMC TEAM (local area), YOUR ASSISTANCE (is/is not) REQUESTED.//
BT
```

Figure 12-5

Figure 12-6
Sample Reporting Theft, Fraud or other Dishonest Act Message

```
PRIORITY

FM (ship's name)
TO TYPE COMMANDER//N411//
INFO  COMLANTFLT/COMPACFLT
COMNAVSUPSYSCOM MECHANICSBURG PA//09B//
DFAS CLEVELAND OH//AINABC//
TYCOM AFLOATRAGRU/ATO TEAM (local area)//N41//
FISC (homeport)
NCIS (city in which nearest resident agency is located)
APPROPRIATE ISIC
NEXCOM NORFOLK VA//A//
NAVSCSCOL ATHENS GA//30//
CENSERVSUPP ATHENS GA//
UNCLAS //N04067//
MSGID/GENADMIN/ (SHIP)//
SUBJ/REPORT OF THEFT, FRAUD, OR OTHER DISHONEST ACT IN THE SHIP'S STORE
OPERATION//
REF/A/DOC/-/-//
REF/B/DOC/-/-//
REF/C/DOC/-/-//
REF/D/DOC/-/-//
NARR/REF A:  NAVSUP P-487 PARA 1205. REF B:  TYCOM INST, PAR 12803 .  REF C:
NAVREGS, PAR 0719.  REF D:  JAG MANUAL.//

RMKS/1.  THIS REPORT SUBMITTED PER REFS A AND B.  AT APPROXIMATELY (time and date;
provide brief description of circumstances; include comment on security of
space(s)).

2.  AN IMMEDIATE SEARCH OF SHIP UNCOVERED (include this paragraph and describe as
appropriate).

3.  TWO, TWO-PERSON INVENTORY TEAMS APPOINTED PER REF A.  A JAG MANUAL
INVESTIGATION (has/has not been) INITIATED PER REFS C AND D.

4.  WILL ADVISE RESULTS OF INVENTORY AND CLOSEOUT OF (sales outlet) (bulk
storeroom).

5.  NCIS (city) NOTIFIED (statement of assistance requested).

6.  FOR TYCOM ATG/ATO TEAM (local area), YOUR ASSISTANCE (is/is not) REQUESTED.//
BT
```

Figure 12-6

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CHAPTER 13 - DISBURSING

13000. <u>INTRODUCTION</u>. The Disbursing Office will operate
according to the DoD Financial Management Regulation Volume 5,
DJMS Procedures Training Guide, JFTR (Joint Federal Travel
Regulations) Volume 1, DOD Financial Management Regulation
Volume 9, Navy Cash SOP, and other applicable publications and
instructions.

13100. <u>CASH LEVELS</u>

    a. Per DoDFMR Volume 5 Chapter 3, upon approval of the
Commanding Officer, Disbursing Officers (DOs) may maintain on
hand, at their own personal risk, currency and coin required for
official disbursements and accommodations transactions. Keep
cash on hand to the minimum amount necessary to meet normal
requirements. Important elements of cash level management are
determining cash requirements, obtaining and documenting
Commanding Officer approval, and reducing cash levels whenever
possible.

    b. Cash level determination is based on the predicted flow
of cash in and out of the DO's account. Currency and coins
aboard a ship cycle between the DO, crew members, cash sales
activities like the Ship's Store, Post Office and vending
machines, and back to the DO. In a closed environment, such as
an extended period at sea, the overall amount of cash in the
shipboard cycle remains relatively constant with only modest
needs for "new" cash to maintain the overall balance. In port,
in both CONUS and overseas locations, a significant amount of
cash may exit from the shipboard cycle as crewmembers spend cash
ashore and official cash transactions with off-ship entities may
become necessary. DoDFMR, Volume 5, paragraph 030105 provides
guidance on determining cash requirements. In addition to
calculated requirements, DOs should consider historical records
of previous cash requirements, replenishment opportunities, and
any requirements to support other Disbursing Offices. Once a
cash level is approved and implemented, DOs should regularly
reassess requirements and reduce cash on hand promptly whenever
possible. The following chart should be followed to ensure that
excess funds are not onboard ships. **Ships shall request waivers
through CNSF N41 to exceed amounts shown below.**

MAXIMUM CASH LEVELS				
NAVY CASH SHIPS	**DEPLOYED**	**SURGE**	**LOCAL OPS**	**SRA**
SMALL DECKS (FFG/LCS)	$50,000.00	$30,000.00	$5,000.00	$3,000.00
MEDIUM DECKS (LSD/LPD/CG/DDG)	$100,000.00	$50,000.00	$10,000.00	$5,000.00
LARGE DECKS (LHA/LHD)	$400,000.00	$150,000.00	$30,000.00	$10,000.00
NON-NAVY CASH SHIPS	**DEPLOYED**	**SURGE**	**LOCAL OPS**	**SRA**
SMALL DECKS (FFG/LCS)	$200,000.00	$120,000.00	$20,000.00	$12,000.00
MEDIUM DECKS (LSD/LPD/CG/DDG)	$400,000.00	$200,000.00	$40,000.00	$20,000.00
LARGE DECKS (LHA/LHD)	$1,600,000.00	$400,000.00	$120,000.00	$40,000.00

c.   There are two types of cash level requests:

(1) The basic request for authority to hold cash at personal risk considers routine cash level requirements and is submitted to the Commanding Officer semiannually, to become effective on 1 October and 1 April. In addition, DOs must submit an updated request any time a major change increases or decreases the maximum amount of cash required. A sample format for this request is contained in Figure 13-1. Note that this cash level excludes payday cash requirements. Because payday cash in homeport or inport where bank facilities are available, is drawn immediately before payday and deposited, if required, immediately after payday, it is not considered part of the basic cash level and does not require separate approval. Keep the original approved copy of the request in the DO's authorization file.

(2) The second type of request is when special circumstances require DOs to increase their cash holdings beyond the level already authorized by the Commanding Officer. This is usually due to extended underway periods, particularly deployments and those ships within a short period surge window status. DOs should:

(a) Request authority from the Commanding Officer 30 days before deployment using the format and calculations in Figure 13-2. Note that, due to lack of a ready source of cash replenishment, payday cash requirements are included in this cash level determination. The request does not contain a breakdown of cash assignment to individual deputies, agents, and cashiers because the increased cash is held by the DO. Keep the original approved copy of this request in the DO's authorization file.

(b) Make arrangements at least five workdays in advance for drawing authorized cash from the normal shore source well in advance. Banks do not routinely maintain adequate cash

provided with a separate secure container. Although any of the appointed or assigned personnel are liable for any losses of government funds in their custody, the DO also continues to hold overall responsibility and is jointly (or even singularly) liable for any losses associated with these personnel. For this reason, DOs shall make sure that all deputies, agents, cashiers, imprest fund cashiers, and other custodians are fully aware of their responsibilities for properly handling and protecting government funds. At least semiannually, the DO or designee shall make a personal inspection (and maintain a record of such inspections) of all office security measures listed in DoDFMR Volume 5 paragraph 030302B. In order to maintain the appropriate levels of security, Disbursing Officers should limit access to the Disbursing Office, to authorized personnel working directly in Disbursing.

13200. <u>ON-SITE EXAMINATIONS AND AUDITS</u>. Under the on-site examination program, unannounced examinations of disbursing operations shall be conducted on all ships every 12 to 18 months. During the course of such examinations, all records (including service records, personal financial records, and logs and files containing evidential matter for sound evaluation of disbursing functions and performance) shall be made available to the examiners. The most common pay discrepancies found during audits are Basic Allowance for Housing, Career Sea Pay Premium, and Family Separation Housing Allowance. A report of full compliance with all their recommendations must be submitted to FEG and a copy to TYCOM within 45 days from the date of the FEG official report. These reports shall be forwarded via registered, certified, or delivery confirmation method. A copy of the inspection audit checklist may be obtained via COMNAVSURFOR-PAC OR COMNAVSURFOR-LANT code N414.

13201. <u>QUARTERLY SURPRISE VERIFICATION OF DISBURSING OFFICER'S CASH</u>

a. The surprise verification of Disbursing Officer cash and other assets is an important step in assuring accountability of the shipboard disbursing operation. It provides the Commanding Officer with an independent audit of disbursing assets and provides the Disbursing Officer an official record of his or her accountability and accuracy on the date of the verification.

b. The Cash Verification Team (CVT) is composed of at least two qualified persons, with the senior member senior or equal in rank to the Disbursing Officer. For Navy vessels the senior member on the cash verification team must be the Supply Officer

or a senior member of the Supply Department. The CVT will convene and perform surprise cash verification each quarter. To preserve the surprise nature of the verification, the CVT should vary the month within the quarter when the verification is conducted and avoid a pattern that would allow the Disbursing Officer to predict the occurrence of the verification. The CVT will conduct the verification per DoDFMR Volume 5 Appendix A. Figure 13-3 is a CVT Check-off List and Figure 13-9 is an additional Navy Cash CVT checklist, which is also located in the Navy Cash SOP, Chapter 8. The team will complete the CVT check off list (s) and attach it to the original copy of the CVT report, Figure 13-4. Original will be retained by the Supply Officer. Forward a copy of the CVT report, with the required enclosures, to the ISIC, DFAS Cleveland and TYCOM within 10 days upon successful completion of the CVT. This report will be used for CNSF CMP purposes and a pulse point during the SMC.

     c. Review of Pay Record Access (PRA) pay accounts. Note: This requirement only applies to those ships not incorporated into PSD Afloat. CVT members shall verify all PRA access personnel (via the PFR) for proper pay and allowance entitlement. Key areas of pay and allowance concern include Basic Allowance for Housing (BAH), especially Location Rate (other than homeport), BAH Single, CSP, CSPP, FSH (Family Separation Housing), Special Pays and Leave Accountability. Verify all regular, special and advance payments made to pay record access (PRA) personnel and list any discrepancies found on each PRA record. Additionally, all regular, special, and advance payment must be verified as valid payments and authorized in accordance with DoDFMR Volume 7A paragraph 320202.

     d. CVT Training. The senior member of the CVT team must make sure CVT members must be fully familiar with CVT duties and responsibilities in accordance with DoDFMR Volume 5 Chapter 3. CVT members may attend CVT training being conducted by ATG PPAT and TSC on a quarterly basis.

13202. <u>LOSS AND OVERAGE OF FUNDS</u>

     a. Major Physical Losses of Funds. If physical loss or deficiency of funds is $750 or more, or theft or fraud is believed to have occurred regardless of the amount, the Commanding Officer, within 24 hours, shall take action to report major losses of funds and erroneous payments due to fraud through the chain of command to the Relief of Liability Section, Financial Services and Disbursing Division, Defense Finance and Accounting Service Indianapolis (DFAS-NPD/IN), 8899 E. 56th

Street, Column 329F, Indianapolis, IN 46249-0500. Verification of current points of contact can be verified with COMNAVSURFOR N41. The report, when required, shall not be classified or made in message form unless unusual communication circumstances exist. An investigation will be conducted via the appropriate channel; CVT, NCIS, JAG etc. All Loss of funds will be recorded on a DD 2667 as directed in DoDFMR Volume 5 Chapter 6.

    b. Request for Relief. The request relief of liability for physical loss or deficiency of funds per DoDFMR Volume 5, paragraph 061001, and route to DFAS-Indianapolis Code NPD/IN via the Commanding Officer, Squadron Commander, Group Commander, and Type Commander. Each addressee in the requestor's chain of command shall provide a forwarding endorsement and shall include a specific opinion as to whether the irregularity occurred while the Accountable individual was in the line of duty and without fault or negligence. A specific recommendation as to whether relief should be granted also shall be included as a part of the forwarding endorsement. Step by step loss of funds procedures are shown in Figure 13-6.

    c. Overage of Funds. Unless they obviously relate (and the relationship can be documented), do not offset any overage of funds against a physical loss of funds. Do not offset apparently related overages against shortages if the shortage and overage occur on different business days. Generally, an overage of funds shall be collected into the Deposit Fund Account **X6875 pending a determination of where the overage properly belongs. Subsequently, if no proper location for the overage is determined, the overage shall be transferred from **X6875 to the Department of the Treasury's Miscellaneous Receipt Account, **R1060. Track overages by recording each occurrence on a separate DD Form 2667 maintained specifically for overages. NOTE: Unlike the cumulative DD Form 2667 maintained to support specific lines on the DD Form 2657 and SF 1219, the DD Form 2667 for overages is a stand-alone document for tracking overages. Start a new DD Form 2667 for overages at the beginning of each quarter. When proper disposition of the overage is determined, be certain to record the disposition on the DD Form 2667. Forward a copy of the DD Form 2667 under a cover transmittal letter (sample shown in DoDFMR Volume 5, Chapter 6, see Figure 13-6) to the DFAS-NPD/IN not later than the fifth workday following the end of each calendar quarter and upon the DO's relief from disbursing duty, not later than the fifth workday following the date of relief. If the report is

being submitted because of relief from disbursing duty, then the transmittal letter shall contain the statement, "Submitted due to relief of the DO effective (enter date relieved)."

13203. SUBMISSION OF MONTHLY FINANCIAL REPORTS. Disbursing Officers are required per DoDFMR Volume 5 to forward the 1219 message (sent via email and Naval Message) to DFAS Cleveland no later than the first workday (by 1000 Eastern Standard Time) after the close of the month. Procedures are outlined in Figure 13-11. If the 1st of the following month falls on a weekend and/or holiday, the 1219 message will be due to last workday of the month (by 1000 Eastern Standard Time). These requirements and procedures are outlined in DFAS Cleveland message DTG 081100Z JAN 08. Hardcopy packages should also be mailed on the first workday of the following month. The appropriate addressing instructions are also outlined in Figure 13-11. The end of month processing should be started well in advance to ensure in a timely submission of the reports stated above. In order to ensure timely submission and verification of the SF 1219, ships with Navy Cash should indicate End of Month NLT the 27th of each month.

13204. TRANSFER AND DISPOSITION OF RETAINED DISBURSING OFFICE RECORDS. When a DO is relieved from disbursing duty by another DO, the relieving DO shall retain the relieved DO's disbursing records for a period of 90 days from the date of relief. After the 90-day period, the records of the relieved officer shall be packaged and forwarded to the supporting Defense Finance and Accounting Service (DFAS) site for retention until the expiration of the 6-year 3-month retention period. If deployed, the records shall not be transferred until the unit or vessel returns to homeport and the 90-day retention requirement is met. Records shall be shipped with a SF 135 (Records Transmittal and Receipt), NSN 7540-00-634-4093, and appropriate cartons NSN 8115-00-117-8249 or 0811-00-290-3379. Detailed procedures are listed in DoDFMR Volume 5, Chapter 21 and Appendix D. Ships need to review (DFAS Cleveland message, DTG 081100Z JAN 08) or contact DFAS Cleveland prior to forwarding retains.

13205. LETTERS OF AUTHORITY, NOTICES, AND INSTRUCTIONS. The following letters of authority, notices and instructions are required:

    a. Appointment of deputy DO

    b. Advancement of Cash for Change Fund Custodian (if required)

c.   Authority for the procurement of foreign currency, cashing of checks and money orders, custodian of postal stamp stock and funds, and designation as money order auditing and custodial officer

d.   Appointment of agent/ cashier and receipt

e.   Appointment of paying agent

f.   Authority to sign documents affecting pay and allowances (for agent/cashier) (if not a PSD Afloat ship)

g.   Authority to sign documents affecting pay and allowances (DO and deputy) (if not a PSD Afloat ship)

h.   Authority to hold cash at personal risk (DO and all agents, including Navy Cash Chip Cashing Services)

i.   Deposits and withdrawals of safekeeping deposits

j.   Authorization to approve special pay requests (recommended to be the Executive Officer)

k.   Disbursing office operating procedures (only include those items that apply)

l.   Relief of DO

m.   Appointment as senior member of the cash verification board

n.   Quarterly verification of official funds in the custody of the DO

o.   Appointment as member of the cash verification board

p.   Letter of introduction

q.   Disbursing office security

r.   Notice of commencement of disbursing duty

s.   Appointment as agent/cashier (assistant custodian) for ATMs at Sea (if applicable)

t.   Appointment as customer service clerk for ATMs at Sea (if applicable)

u. Appointment as custodian of blank ATM at Sea cards (if applicable)

v. Transfer of NAVCOMPT Form 8/8a (Record and Receipt of Deposits and Withdrawals of Safekeeping Funds)

w. Transfer of blank U.S. Treasury checks

x. Internal procedures and controls for disbursing operations. (Only those requirements that apply)

y. Designation as Pay Record Access (PRA) Custodian (if not PSD Afloat)

z. Appointment as Custodian of Blank ATM at Sea Cards (if applicable)

aa. Appointment as Navy Cash Accountable Officer

bb. Appointment as Navy Cash Deputy

cc. Designation as Trusted Agent for MYPAY

dd. Check Cashing/NSF Check Policy

ee. Discharge, Separations, Reenlistment, Extension, and Travel Procedures Instruction (if not a PSD Afloat ship)

13206. <u>Food Service and Disbursing End of Month Close Out Procedures Concerning Deposit of Funds and the NAVSUP 1359</u>. Per NAVSUP P-486 Chapter 2 paragraph 2202 (3) a, b, c, d, and e, the Food Service Officer is required to do the following:

Deposit funds

▪   Before the last day of each month, as specified by the local Disbursing Officer for the final monthly deposit.
▪   <u>NOTE</u>: Disbursing will dictate the "final" date for S-2 deposits in support of Disbursing's NAVY CASH close out procedures.

▪   S-2 will make their deposits in FSM and print out a copy of the NAVSUP 1359. The copy will be labeled "Deposit Only" and will be submitted to Disbursing. This is not S-2's final report.

▪   After the deposit is made, S-2 will hold all cash transactions for the rest of the month. These monetary amounts will remain as un-deposited sales until the beginning of the new month. NOTE: Disbursing will not allow/accept any S-2 cash out transactions. Outgoing ship riders, Officers, and other cash out procedures will be place on hold with the Wardroom Officer/Food Service Officer custody. Any remaining funds that were not collected before the Disbursing Office closed for the month will be deposited via the NAVSUP 470 Form on the first day of the following month.

▪   S-2 will continue to post records in FSM for the remaining and close out at the end of the month.

▪   S-2 will generate another NAVSUP 1359 to present to Disbursing. The left hand side of the NAVSUP 1359 (Cash Statement) must match with S-2's final close out NAVSUP 1359 and the "Deposit Only" 1359. Again, these deposited amounts must match to allow S-2 to close out properly.

▪   As per paragraph 7002-3b of the NAVSUP P-486, if the Command is Navy Cash, ensure that the Standard Form (SF) 215 (Deposit Ticket) is included in the NAVSUP form 470. This value must agree with the value contained in the "certification" block of the NAVSUP 1359.

These guidelines must be followed in order to eliminate Navy Cash food service variances.

13207. Disbursing Reports in the Continuous Monitoring Program (CMP) Web Site. Per COMNAVSURFOR SAN DIEGO CA 241536Z OCT 07, starting 1 Nov 07, ships having Disbursing operations onboard are required to log onto the SURFOR CMP web site and completely fill out the Disbursing Reports page NLT the 5th of every month.

To obtain CMP web site access:

1. GOTO: https://cmp.surfor.navy.mil/
Note: You must have a PKI to obtain access to the CMP web site.

2. Click the link to request a new account.

3. Fill out online form and submit.

4. Logon information will be forwarded via email.

To access the disbursing reports CMP web page:

1. Go to: https://cmp.surfor.navy.mil/

2. From main CMP web site page, upper right, click 'Ship Information' and click your ship's name.

3. On the left, click the 'Data Call' link.

4. Use drop down menu to select 'Disbursing Reports.'

5. Click the 'GO' button.

6. Fill out the required information and click 'SUBMIT.'

If underway and unable to input data by the 5th of the month, send data via e-mail to:

mark.dexter@navy.mil
hugh.chin@navy.mil
timothy.w.matthews@navy.mil

13300. ASSISTANCE

    a. Commanding officers of ships and units may request disbursing assistance from the Director, Military Pay and Personnel Field Examination Group (COMFLTFORCOM(N41D comm. 1-757-443-2623) or COMPACFLT (N41D, comm. 1-619-532-1570)), Personnel Administration Training Group (PATT), Norfolk comm (757)445-0695/0692,Personnel Pay and Administrative Training Team (PPAT) ATGPAC MIDPAC comm. 1-808-472-8881 ext 369, Navy Cash 1-866-662-8922, Paper Check Conversion Over the Counter (MPCC) comm 1-800-624-1373, DFAS Field Support Detachment San Diego comm 1-619-556-5188, and the CNSF N41 East or West . Provide sufficient information to permit assessment of the complexity of assistance required.

    b. In emergencies, disbursing assistance may be requested from large afloat commands with senior Disbursing personnel assigned or from a local PSD Disbursing Office.

13400. TEMPORARY ADDITIONAL DUTY (TAD) ORDERS

    a. Settlement of TEMADD Claims (Non-Defense Travel System (DTS), **Non-PSD Afloat**)

        (1) Traveler must submit all travel claims within 5 days upon completion of TAD in accordance with DoDFMR Volume 9, paragraph 080501.

(2) All travel claims must be liquidated within 30 days of filing, per DoDFMR Volume 9, paragraph 030801 A.

(3) Recoup or adjust travel advances immediately when notified that orders have been canceled or modified.

(4) Upon settlement of a travel claim, immediately forward a legible copy of DD 1351-2 with supporting documents to the ship's Personnel Office for completion of the TAD log.

(5) Disbursing Officer must reconcile with Personnel/TADTAR Officer weekly, all travel orders and any travel advances the members may have received via the RAVC verb in the MMPA. This procedure must be in place to prevent and/or eliminate Outstanding Travel Advances and/or un-liquidated travel orders. This maybe used for CNSF CMP purposes and a pulse point during SMC.

b. Emergency Leave Orders. Member's authorized emergency leave in connection with a personal emergency involving travel outside the United States may be provided round trip commercial transportation incident to emergency leave granted per regulations of the Service concerned. Considering the nature of the emergency, commercial transportation may be authorized or approved only when government transportation is not reasonably available. Members temporarily assigned away from the PDS, or assigned to a ship or unit operating away from its homeport, may be authorized round-trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status but not while at the emergency leave location). Travel claim must be filed and liquidated the same as indicated in paragraph a. above. Ensure that all appropriate leave will be charged in conjunction with the emergency leave.

13500. RELIEF OF DISBURSING OFFICER. Sample relieving letter for Disbursing Officers is included as Figure 13-5.

13600. INTERNAL CONTROL PROCEDURES

a. At a minimum, publish written controls and procedures as specified in the Procedures Training Guide (PTG). Include operational controls for Navy Cash or Automated Teller Machines at Sea (ATMs), Uniform Microcomputer Disbursing System (UMIDS) and/or Defense MilPay Office (DMO), Integrated Automated Travel System (IATS), and Master Military Pay Accounts (MMPA). Include:

   (1) Custody and maintenance of Pay Record Access (PRA) records. (If not a PSD Afloat ship)

   (2) Regular payday controls.

   (3) Financial returns.

   (4) Operations under emergency conditions.

   (5) Special payment procedures.

   (6) Edit of input documents. (If not a PSD Afloat ship)

   (7) Daily forwarding of pay files. (If not a PSD Afloat ship)

   (8) Disbursing office security (DoDFMR Volume 5 paragraph 030302 B).

   (9) Discharge, Separation, Reenlistment and Extension procedures. (If not a PSD Afloat ship)

   (10) Personal Finance Record (PFR) maintenance (as applicable). (If not a PSD Afloat ship)

   (11) Leave and Earnings Statement (LES) maintenance (as applicable). (If not a PSD Afloat ship)

 b. Maintain a file of Military Pay Advisories (MPA) and interim changes to the DoDFMR Volumes 5 and 7A in the Disbursing Officer. Create and maintain at a minimum, electronic copies and if necessary paper copies. Only applicable to those ships not incorporated into PSD Afloat.

 c. Reconciliation of deposits via the CASHLINK system is a must. Per DoDFMR Volume 5, paragraph 050401E, all Disbursing Officers and Deputies are required to maintain access to the CASHLINK system and to reconcile all deposits at the end of every business day. The CASHLINK access will show all deposits and any debit vouchers issued in the month. This is a daily valuable management tool used to resolve deposit discrepancies. Information and application forms for the CASHLINK Agency Access System can be obtained from the servicing DFAS site or the DFAS Financial Services Division/Kansas City (DFAS-DFCB/KC), 1500 E. 95th Street, Kansas City, MO, 64197-0030, DSN 465-2773 Commercial 816-926-2773.

d. Certification of Travel Payments. In order to eliminate or reduce the potential for fraud a separation of duties for travel claim payments is required. Personnel who are entering travel claims should not be the same as the person who is transmitting and certifying travel claims. In the case of smaller ships separation of duties should be accomplished to the utmost capability. Furthermore, the Disbursing Officer is required to download the daily "305 report and NOT file" from the DFAS BBS and per DoDFMR Volume 5, Chapter 33, certify that all EFT payments are valid and that no fraudulent payments were made. This is a valuable management tool that can significantly reduce the potential for fraudulent travel payments. Only applicable to those ships not incorporated into PSD Afloat.

e. Make sure current manual changes are entered in each of the following Disbursing-related manuals or that the latest digital version is available. In addition to normal mail distribution of printed copies, electronic versions are available from:

DJMS Procedures Training Guide (PTG) and the DJMS Read Guide are available for download at https://dfas4dod.dfas.mil/systems/djms/

Joint Federal Travel Regulations (JFTR) available for download at https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html

DoDFMR, Vol. 5, DoDFMR, Vol. 7, DoDFMR, Vol. 9 Download from http://www.dod.mil/comptroller/fmr/

13700. <u>NAVY CASH PROCEDURES</u>

a. Letters of Appointments and Instructions. Ensure following letters of appointments and instructions are on file:

(1) Commanding Officer's established Navy Cash (NC) internal procedures and controls. (See Navy Cash SOP Appendix K).

(2) Letter of Appointment from the Commanding Officer as Navy Cash Accountable Officer (See Figure 13-7).

(3) Letter of Appointment from the Disbursing Officer as Navy Cash Deputy (See Figure 13-8).

(4) Ensure Letter of Authority to hold cash at personal risk include the following statement: "Under special

circumstances, e.g., away from homeport, you are authorized to hold additional funds for Navy Cash chip cashing services."

   b. Navy Cash Card

      (1) Custody. Navy Cash cards are to be safeguarded in the same manner as blank U.S Treasury check checks prescribed in the DoDFMR, Volume 5, Chapter 7. The Disbursing Officer may delegate the responsibility for custody of Navy Cash cards to a designated representative. All Navy Cash cards shall be inventoried at least every 30 days and an entry shall be made in the Bulk Navy Cash Card Log to document the inventory. A detailed record of the inventory, to include total cards on hand and sequential serial numbers, by card type, shall be retained in the disbursing office, and a copy shall be given to the quarterly cash verification team as an attachment to their quarterly verification report. Following logs are required to ensure proper accountability.

         (a) Bulk Navy Cash Card Log shall be maintained for each type of card, i.e., permanent, temporary and visitor card. At a minimum it should contain the following:

                  (1) Date.

                  (2) Beginning Card Serial Number.

                  (3) Ending Card Serial Number.

                  (4) Number of Cards Returned.

                  (5) Number of Cards Issued for the Day.

                  (6) Number of Cards Remaining.

                  (7) Signature for Cards/Signature for
                      Inventory.
         (b) Navy Cash Card Issue Log containing at a minimum the following:

                  (1) Four digits of the card number.
                  (2) Name of card holder.

                  (3) Last four digits of the SSN of the card
                      owner.

                  (4) Issue date.

(<u>5</u>) Signature of the recipient.

(<u>6</u>) Date returned for Visitor and Temporary
Navy Cash cards.

(<u>7</u>) Name and signature of the issuer.

(2) Replenishment. The Disbursing Officer will
replenish this stock of spare Navy Cash cards by contacting the
Navy Cash Customer Service Center when their inventory reaches
the following levels:

For crew sizes from:	
200-600	10% or 20-60 cards
601-2,000	20% or 120-400 cards
2,001-5,000	30% or 600-1500 cards

c. Custody of Spare K22s and CADS. The Disbursing Officer
is responsible for control of all spare K22 Point-of-Sale (POS)
devices. When a K22 has been used in the offline mode and
transactions have been recorded (stored) but have not yet been
downloaded to the Navy Cash server, it should be kept in a safe,
e.g., the Disbursing Officer's safe. Spare K22s that do not
have transactions stored on them should be kept in a safe or in
a secure storeroom or space on the ship that is locked when not
occupied and has limited access, e.g., the disbursing office.

d. Access control over Disbursing Application

(1) The Disbursing Officer will control access to the
various functions within the Disbursing Application. Individual
operators are assigned to one of six "User Groups." These user
groups essentially represent six levels of access rights. The
access rights for each user group are initially set to default
settings. The Disbursing Officer can tailor the access rights
for an individual operator by either adding or deleting specific
functions.

(2) In order for an individual to change his/her
password, the Disbursing Officer will ensure that individual is
who they say they are. Once this is established, the individual
can then enter a new password into the system.

c. Navy Cash Routine Operations. See Figure 13-10.

d. Negative balance procedures. A negative balance occurs when members request a transfer of funds from their home bank account and upon return of the round trip insufficient funds were available. The Navy Cash system credits these funds automatically without waiting for a round trip to occur. Per the Navy Cash SOP Disbursing Officers are required to print the daily negative balance report and take action to collect these funds in a timely manner. The following are actions that can be taken in order to rectify negative balances. These procedures start in order of preference:

(1)Member transfers funds from chip to strip.

(2) Cash collection from member. Disbursing Officer will type a U.S. treasury check payable to JPMChase and forward check via registered mail.

(3) Increase Split Pay Option for upcoming payday. This requires member's signature.

(4) Process a DS01 collection against member's pay account. Due to time involved for collection and processing time this is the least desired method. In addition to taking collection action to resolve negative balances Disbursing Officer's need to take corrective action to avoid reoccurrence by the service member. The following actions will be taken to avoid reoccurrence of negative balances:

First Offense:

1. Inform member's chain of command, written counseling, and require financial counseling through the command financial counselors.

2. Have member sign Page 13 ensuring understanding and importance of avoiding negative balances. Additionally, state what administrative actions can be taken against the offending members.

Second Offense:

1. Inform member's chain of command and require written documentation of counseling.

2. Temporarily block access to member's home bank for period of THREE MONTHS.

3. Recommend member starts split pay option for Navy Cash.

    Third Offense

1. Non-judicial punishment (for repeat offenders).

2. Permanently block access to member's home bank.

For more detailed procedures and guidance on negative balances, review the Navy Cash SOP, Appendix L.

13800. <u>ATM AT SEA PROCEDURES</u>

    a. Letters of appointment and Instructions. The deputy, agent, or cashier who is an ATM Accountable Officer, they must be appointed in writing by the Disbursing Officer. This letter must include the specific duties for which each individual is authorized to perform and an acknowledgement of acceptance of these duties. The Disbursing Officer must have on file operating procedures to include: Payroll preparation (transfer and balancing), special payments, ATM replenishment and balancing, and ATM card issue and turn in. The Disbursing Officer must have a locally written instruction for ATM security procedures.

    b. ATM Cards. The Disbursing Officer must make an entry in the bulk ATM card log when blank ATM cards are issued. Blank ATM cards must be inventoried each month and an entry must be made in the bulk ATM card log. This log must contain the following: card number, recipient's name, issue date, and recipient's signature. If possible all ATM cards of all transferred, separated, or discharged crew members must be recovered, destroyed and be recorded in the ATM card issue log. All blank ATM cards must be safeguarded in the same manner as blank U.S. Treasury checks. The following procedures must be utilized for accounts belonging to members no longer attached to the command:

        (1) The account cleared, placed in a closed status and cleared from system.

        (2) A DD 1131 prepared, cash deposit FID input and MMPA credited OR an exchange for cash check issued and forwarded to the member as appropriate for any remaining balance. If a PSD Afloat ship, must forward copy of DD 1131 to PSD Afloat for proper crediting to member's pay account.

(3) The exchange for cash check recorded on the DD Form 2670 and DD Form 2671.

(4) The closing of ATM accounts included in the command's check out listing/procedures. Daily Muster reports should be compared to Master File Report and the accounts of UA/deserter personnel placed on hold. An entry must be made in the ATM Card Report indicating the date of transfer and that the card has been destroyed.

c. Security. The Disbursing Officer must maintain a separate safe used exclusively for ATM safekeeping. Each individual having access to the ATM system must have a password only known to him or her. The appropriate ATM security levels must be assigned to users based upon access level needed to perform certain requirements. All ATM passwords must be changed at least every six months, whenever disbursing duties change, or whenever it is believed that the password has been compromised. The ATM machine safe dial must have a cover in order to avoid observation of the combination. The ATM machine safe combination must be changed at least once every six months and a record of changes must be posted on the inside of the safe. The Disbursing Officer or Deputy must ensure the following precautions are taken when filling/removing the cash canisters: observe the verification of funds, ensure the denominations are placed in the correct canisters, and ensure the ATM area is secure. The custodian's name and phone number must be posted on the inside of the ATM machine.

d. Documents/Reports/Input Transactions. The Disbursing Officer must balance (perform end of session) the ATM system at least once a week, the last day of each month, whenever a turnover of ATM Accountable Officers occurs and any other time an irregularity may have occurred. The ATM Ledger DD 2670 must be utilized and properly maintained and the current ATM custodial officer must certify and sign the DD Form 2670 upon turnover. The ATM Cash Transaction Ledger DD Form 2671 records all credits and debits to accounts and must be maintained as part of the Disbursing Officer's retains.

13900. MILITARY PAPER CHECK CONVERSION (MPCC)

a. Background. Paper Check Conversion, Over the Counter (PCC OTC) is the process of converting paper checks presented to agencies into electronic ACH debits or electronic check debits through Check 21 to the check writer's account. The process works as a Point of Sale (POS) when the consumer presents a

physical check to the cashier for payment, or as an Accounts Receivable when the check is received through the mail as payment and the writer of the check is not present. The cashier takes the completed check and inserts it into the Point of Sale scanner that reads the MICR (Magnetic Ink Character Recognition) line on the bottom of the check and captures the image of the check into the POS computer. The check image is forwarded and stored in a central database called the Central Image Research Archive (CIRA), which is part of the ELVIS system. ELVIS stands for **EL**ectronic **V**erification and **I**mage **S**ervice. When processing as a POS, the cashier returns the cancelled check, stamped voided by the Disbursing Officer, to the consumer on the spot with the transaction information. The financial information captured from the MICR line is transmitted to the Federal Reserve Bank of Cleveland (FRBC). FRBC settles the transaction through the ACH network, makes CA$HLINK entries, and provides electronic deposit ticket and/or debit voucher (returns) (SF215 and SF5515) reporting back to the collection.

     b. PCC OTC Standard Operation Procedure. Each ship installed with MPCC was provided a copy of the United States Treasury, Financial Management Service, PCC OTC Standard Operating Procedures and a current version of the instruction can be downloaded via the following website: pccotc@clev.frb.org.

     c. Customer/Technical Support. All PCC OTC-related inquiries should be directed to the FRB Customer Service at 216-579-2112, or 1-800-624-1373, or military DSN at -428-6824, option 6, option 4 or via email at pccotc@clev.frb.org. Customer support hours are from 6:00 a.m. ET until 8:00 p.m. ET Monday through Friday. Outside of these hours a voice mail message can be left or an email sent and a customer service staff will assist you as soon as they are available. Activity may be transmitted into the application on the weekends and holidays except for during the maintenance window which is 2a.m. to 6a.m. ET Sundays.

Figure 13-1
SAMPLE FORMAT FOR REQUEST FOR AUTHORITY
TO HOLD CASH AT PERSONAL RISK

Date

From: Disbursing Officer, USS UNDERWAY (DD 888)
To: Commanding Officer, USS UNDERWAY (DD 888)

Subj: AUTHORITY TO HOLD CASH AT PERSONAL RISK

Ref: (a) DODFMR Volume 5, pars. 030104

1. In accordance with references (a) and (b), it is requested that I _____, SC, USN xxx-xx-xxxx, Disbursing Officer, USS _____, be granted authority to hold cash funds at a personal risk not to exceed the amounts shown below. In the absence of the disbursing officer, the deputy can be authorized the same amount as the disbursing officer. Amounts are exclusive of scheduled pay day cash required for cashing checks. Types of disbursements considered as authorized or required include routine cash payments, emergency cash payments, other miscellaneous cash transactions and cash as a contingency plan for the Navy Cash System. Amounts are categorized by ship's operational status. A break down of the distribution of funds is as follows:

DEPLOYED	SURGE STATUS	LOCAL OPS	IN PORT
Disbursing Officer			
Maximum $	$	$	$

2. Of the amounts distributed to the Disbursing Officer, listed above, the following amounts can be distributed to the Deputy and the Agent:

Deputy $

Disbursing Agent $

3. Adequate facilities are available to safeguard funds. They will be maintained in the safes of each of the aforementioned individuals and located in compartment _____, Disbursing Office. The safes are of varying size and are constructed of ¼" steel plate and have a TL-15 rating. In addition, the safes are fitted with Group 1R three tumbler combination locks.

4. When operational schedules or cash requirements necessitate reducing or exceeding the amounts listed above, another request will be submitted in a timely manner to account for the changes. A new request will be submitted semi-annually on October 1 or April 1 as required by reference (a).

A. A. SMART
ENS, SC, USN

- ---------------------------------

Date

From: Commanding Officer, USS UNDERWAY (DD 888)
To: Disbursing Officer, USS UNDERWAY (DD 888)

Subj: AUTHORITY TO HOLD CASH AT PERSONAL RISK

1. Approved.

Figure 13-1

Figure 13-2a
SAMPLE FORMAT FOR LETTER TO HOLD INCREASED CASH (Deployment)

(date)

From: Disbursing Officer, USS FOREVERSAIL (DD 999)
To: Commanding Officer, USS FOREVERSAIL (DD 999)

Subj: REQUEST FOR AUTHORITY TO INCREASE CASH HELD AT PERSONAL RISK

Ref: (a) DoDFMR, Vol. 5, par. 030105
      (b) DoDFMR, Vol. 5, par. 030304-0305
      (c) DoDFMR, Vol. 5, par. 030105-0106

1. Per reference (a), request authority to hold cash in the total amount of $ _____ based on the following requirements during the upcoming extended at sea or deployment period:

   a. Outgoing:

      (1) Payrolls $_____

      (2) Other Disbursements $_____

      (3) Check Cashing $_____

      (4) Navy Cash transactions $_____

   b. Incoming:

      (1) Ship's store sales $_____

      (2) Foreign Currency sales $_____

      (3) Money order sales $_____

      (4) Other Collections $_____

c. Net Monthly Requirement
   (sum of a.) minus (sum of b.) $_____

d. Number of Months Deployed   _____

e. Total Cash Required
   (c. times d.) $_____ (rounded up to next $2K)

2. Increased cash will be drawn on or about (date). Cash is stored in a safe container as prescribed under reference (b). Any excess cash held upon returning from this at sea period will be disposed of per reference (c).

3. This letter is in addition to my letter to hold cash at personal risk dated _____.

A. A. SMART
ENS, SC, USN

Figure 13-2a

Figure 13-2b
SAMPLE FORMAT FOR LETTER TO HOLD INCREASED CASH (Deployment)

(date)

First Endorsement on _____

From: Commanding Officer, USS FOREVERSAIL (DD 999)
To: Disbursing Officer, USS FOREVERSAIL (DD 999)

Subj: REQUEST FOR AUTHORITY TO INCREASE CASH HELD AT PERSONAL RISK

1. Approved.

A. B. BLACKSHOE

Distribution:
Original to DO Authorization File
Copy to DO Monthly Financial Returns

Figure 13-2b

Figure 13-3a
Quarterly Cash Verification Team Check-Off List

Ref: DoDFMR Vol. 5, Appendix A

I.   Cash and Other Assets

   a. Total of U.S. Currency and Coinage $_____ (Line 6.2A of DD 2657)

      (1) Disbursing Officer: $_____
      (2) Deputy/Agent A $_____
      (3) Deputy/Agent B $_____
      (4) Deputy/Agent C $_____
      (5) Deputy/Agent D $_____

   b. Total of Foreign Currency $_____ (Line 6.2B of DD 2657)

      (1) Exchange Rate: _____ per dollar
      (2) Dollar Equivalent $_____ (Evidence is the receipt of
purchases and certificates of revaluation.)

   c. Undeposited Negotiable Instruments On Hand $_____ (Line 6.3A of DD 2657)

   d. Funds with Agents outside the Disbursing Office $_____ (Line 6.5 of DD 2657 substantiated by the original of the
"Statement of Agent Officer's Account", DD 1081)

      (1) Ship's Store Operator $_____
      (2) Ship's Store Change Fund $_____
      (3) General Mess Change Fund $_____
      (4) Other $_____

   e. Exchange for Cash Transactions in Transit $_____ (Record of checks issued on
Check Record (DD 564) and Line 6.7 of the DD 2657)

   f. Previously Reported as Loss of Funds $_____ (Line 7.3 of DD 2657
substantiated by the Subsidiary Accountability Record (DD 2667) for loss of
funds)

   g. Dishonored Checks $_____ (Substantiated by actual dishonored   check,
debit voucher, Deposit Ticket, Debit Voucher Log, and Schedule of Deposit Activity)

   h. Other $_____

   TOTAL ACCOUNTABILITY $_____ (Must match Lines 5.0, 8.0, and 11.0 of
DD 2657)

II. Accounting for Funds

   a. Are funds in the hands of agents located in the Disbursing Office carried as currency & coinage on Line 6.2A of the
DD 2657 and documented on an
original DD 1081? Yes No

   b. Are funds held by authorized custodians outside of the Disbursing office properly recorded on Line 6.5 of the DD
2657 and documented by an original DD 1081? Yes No

   c. Are transactions posted to the DD 2657 by the Disbursing Office, or the DD 2665 by Agents and Deputies,
performed on the day of occurrence?

Figure 13-3a

Quarterly Cash Verification Team Check-Off List (cont)
Figure 13-3b

d. Is the DD 2665 being prepared by the Agent or the Deputy for each day they conduct business transactions? Yes No

e. Are Agents/Deputies turning in funds and/or vouchers a minimum of once per week? Yes No

f. Is the Disbursing Officer preparing the DD 2657 for any day he/she performs business, minimum of once per week, the day before, and the day after payday, for audits and on the last day of the month? Yes No

g. Do ending accountability figures on Line 5.0, 8.0 and 11.0 of the month end DD 2657 match the "Today" column for Beginning Accountability Line 1.00 entries on the next days' DD 2657? Yes No

III. Verification of Entries on the Daily Statement of Accountability Yes No

a. Does the record of Checks Issued for the current month equal the sum of Lines 2.1A and 2.1B on the DD 2657? Yes No

b. Does the sum of all collection vouchers and other collections made for the month equal the sum of lines 2.3+ 4.1B + 4.1D + 4.1E of the DD 2657?
Yes No

c. Does the sum of all public vouchers issued for the month equal line 4.1A of the DD 2657? Yes No

d. Does the sum of all deposit tickets on hand less debit vouchers received equal line 4.2A of the DD 2657? Yes No

IV. Verification and Records

a. Does the balance of bulk treasury checks on hand equal the balance in the Bulk Treasury Check Log? Yes No

b. Is the Disbursing Officer inventorying blank treasury check stocks and attesting to the inventory at least once every 60 days? Yes No

c. Are all undeliverable checks on hand properly recorded on the "Returned and Undeliverable Check/Bond Record (DD 2658)? Yes No

d. Are there any undeliverable treasury checks over 60 days old? Yes No

e. Are voided checks properly defaced and stored pending destruction? Yes No

f. Compare the amount of DD 2657 Line 11.0 (less lines 6.7, 6.8, and 7.1 thru 7.4) with the amount authorized to be held at personal risk by the CO letter. If the amount is greater than authorized by the CO, DO is not in compliance with DoDFMR , Vol. 5, par. 030105. Is the DO in compliance? Yes No

g. Is the authorization letter to hold cash at personal risk from the CO dated on or near 1 October or 1 April? Yes No

h. Compare Military Payroll Vouchers and money lists with related pay accounts to Ensure payments are posted to the member's account. Yes No

V. Automated Teller Machine (ATM) at Sea Operations

Figure 13-3b

Quarterly Cash Verification Team Check-Off List (cont)
Figure 13-3c

a. Is the "ATM Cash Balance Sheet (DD 2672) being used to balance funds in the ATM? Yes No

   b. Does the "ATM Ledger" (DD 2670) agree with the Grand Total Terminal Balance Report "Account Balance"? Yes No

   c. Are un-issued ATM cards being inventoried monthly and an entry made in the "Bulk ATM Card Log"? Yes No

   d. Are ATM passwords and safe combinations being changed every six months at a minimum? Yes No

   e. Are accounts of personnel being transferred brought down to zero balance, card destroyed, and account closed upon detachment? Yes No

   f. Have all "Closed" or "Dormant" accounts over 30 days old been deleted from the ATM System? Yes No

   g. Is the Disbursing Office "ATM Cash Transaction Ledger" (DD 2671) being prepared for all Terminal 99 transactions? Yes No

VI. Foreign Currency Procedures

   a. Is the Disbursing Officer preparing the "Currency Exchange Report" (DD2664) each day accommodation exchanges are transacted? Yes No

   b. Is a "Foreign Currency Control Record" (DD 2663) being prepared for each type of foreign currency held by the Disbursing Officer? Yes No

   c. Does the balance on the DD 2663 equal line 6.2B of the Daily Statement of Accountability (DD 2657)? Yes No

VII. Verification of Safekeeping Deposits

   a. The following safekeeping deposits were verified:
   _____
   _____
   _____
   _____
   _____

   b. Is the Disbursing Officer inventorying active safekeeping deposits monthly and entering the statement on the next Safekeeping Deposit Record?
   Yes No

VIII. Negotiable Instruments

   a. Are deposits being made when the on hand balance of negotiable instruments is $1,000.00? Yes No

   b. At sea, when daily mail service is not available, are deposits of personal checks being made when the total is $5,000.00? Yes No

   c. Are deposits being made at least weekly? Yes No
   d. When the ship is getting underway for greater than one week, are deposits being made on the last business day before departure and the first day after return to port? Yes No

Figure 13-3c

Quarterly Cash Verification Team Check-Off List (cont)
Figure 13-3d

e. Is the person in the Disbursing Office who is cashing the negotiable instrument initialing the instrument? Yes No

f. Are all negotiable instruments cashed in the Disbursing Office made payable to "Disbursing Officer, USS _____? Yes No

g. Are checks received as collections separated from checks cashed as accommodation exchanges? Yes No

h. Are checks received as collections identified as such so that dishonored checks received from collections can be returned to the original receiving activity for recoupment? Yes No

i. Is the Disbursing Officer cashing personal checks only within the authorized amount? Yes No

j. Upon receipt of a debit voucher, is the Disbursing Officer notifying the member and the chain of command? Yes No

k. Are dishonored checks being liquidated no later than the first payday following the receipt of the debit voucher? Yes No

l. Has appropriate action been taken for those deposits not confirmed after 45 days from mailing the deposits? Yes No

IX. Finalization

a. Did all members of the CVT sign and certify the results of the cash verification on the DD Form 2657 or a paper attached to the DD Form 2657?
Yes No

b. Is the CVT Report prepared and properly distributed? Yes No

(1) Original to the Commanding Officer? Yes No

(2) Copy to DFAS Disbursing Office and Cash Management Office, 95th St. Kansas City, MO 64197-0030. Yes No

(3) Copy to the Disbursing Officer? Yes No

(4) Copy to CVT Records? Yes No

Figure 13-3d

Figure 13-4
Sample Format For Report Of Cash Verification Team

```
                                                              (date)


From:  Cash Verification Team, USS _____
To:    Commanding Officer, USS _____

Subj:  QUARTERLY CASH VERIFICATION REPORT

Ref:   (a) CO USS _____ ltr Ser _____ of _____
           (Appointing officer)
       (b) DoDFMR, Vol. 5, Appendix A
       (c) DoDFMR, Vol. 5, par. 030201

1.  The quarterly cash verification is meant only to verify that cash and other
assets for which the Disbursing Officer is accountable agrees with the total
accountability amount recorded as on-hand on the Disbursing Officer's daily
statement of accountability. It does not certify the overall health of a
disbursing office.  Strong management controls exercised by the appropriate
members within the chain of command are mandatory and necessary to prevent a major
loss or fraud.

2.  As directed by reference (a) and in compliance with references (b) and (c), a
surprise verification of the Disbursing Officer's cash and Automated Teller
Machines (ATMs) operation was conducted on (date).  The amounts of $_____ in
cash and $_____ in other assets, total $ _____, were on board.  These
amounts were/were not in agreement with the balance indicated in the Disbursing
Officer's Daily Statement of Accountability (DD Form 2657).  ATMs were/were not in
agreement with the balance shown in the Grand Total Terminal Balance Report.

3.  Cash on hand $_____ and other assets $ _____ were returned to the
Disbursing Officer. (Disbursing Officer's Name)/ (date).

4.  The amount brought forward on the daily statement of accountability was
verified with amounts reported in the returns for the period to this month.  The
entries in the Daily Statement of Accountability have been substantiated by the
appropriate disbursement and collection vouchers, journal vouchers and other
applicable miscellaneous vouchers and were/were not found to be in agreement.

5.  The Disbursing Officer has authorization to hold cash at personal risk in the
amount of $_____.  Verification of cash amounted to $_____ which is/ is not in
excess of the amount authorized to be held at personal risk.

6. Safekeeping deposits in the amount of $_____ were also verified and were/were
not in agreement with the safekeeping deposit records.

7.  Appropriate entries have been made and signed by the Cash Verification Team in
the Daily Statement of Accountability and the Safekeeping Deposit Records.

8.  The Cash Verification Team verified the following:

    a.  Any unconfirmed deposits? (Yes/No)
    b.  Collection of dishonored checks? (Yes/No)
    d.  Previous deficiencies have/have not been corrected by the D.O.?
    e.  Bank deposits timely? (Yes/No)
    f.  Current Letters of Authorization onhand? (Yes/No).

9.  Recommendation(s):



(TEAM MEMBER SIGNATURE)                        (TEAM MEMBER SIGNATURE)

Copy to:
DO USS _____
DFAS-DCMO Kansas City
COMNAVSURFLANT/COMNAVSURFPAC N41
```

Figure 13-4

Figure 13-5a
Sample For Disbursing Officer Relieving Letter

Date

From: LT I. M. HISTORY, SC, USN, 111-22-3333/3100
To: Commanding Officer, USS FOREVERSAIL (DD-999)

Subj: RELIEF OF LT I. M. HISTORY AS DISBURSING OFFICER IN USS NEVERSAIL BY
       ENS I.M. GREEN

Ref: (a) DoDFMR, Volume 5, par. 020401

Encl: (1) Cash Verification Letter of (date)

1. Approval is requested for LT I. M. HISTORY to be relieved of his/her duties as
Disbursing Officer onboard USS NEVERSAIL by ENS I. M. GREEN as of close of
business this date.

2. Per reference (a), a joint inspection of the Disbursing Division has been
conducted and the following discrepancies noted:

     a. _____

     b. _____

3. A Cash Verification Team was convened and all cash, other assets, postal
stock, and safekeeping deposits have been verified as correct, as outlined in
enclosure (1). All blank treasury checks and money orders have been inventoried
with no discrepancies.

4. The officer to be relieved has accomplished the following:

     a. Submitted final Statement of Accountability (SF 1219) and all
substantiating documentation. The relieving officer has signed a certificate of
acceptance for total accountability transferred on the SF 1219.

     b. Notified the Department of the Treasury of the termination of all deputy
and agent positions currently held.

     c. Delivered the signature plate to DFAS-DCMO Kansas City for destruction
when it will not be used again. Once destroyed, a properly executed certificate
identifying the specific plate and date of destruction shall be furnished to the
D.O.

     d. Transferred custody of check signing machine (if applicable) to relieving
officer.

     e. Transferred all passwords for UMIDS/ATMs (if applicable) to relieving
officer.

5. The relieving officer has accomplished the following:

     a. Submitted to the DFAS-DCMO Kansas City specimen signatures and a letter
notifying commencement of disbursing duties.

     b. Submitted letter of introduction and specimen signatures to local
financial institution where command disbursing business will be conducted.

     c. Changed all disbursing safe combinations and documented same.

     d. Prepared letter for Commanding Officer's signature authorizing cash to be
held at personal risk.

     e. Prepared appointment letters for each deputy and agent cashier.

     f. Verified that all required publications and instructions are on hand and
up to date.

Figure 13-5a

Figure 13-5b
Sample For Disbursing Officer Relieving Letter (cont)

6. The officer to be relieved has not cashed a personal check of his/her own in the last 30 days before detachment.

7. The following dishonored checks are held:

    Name   Rate   Amount   Date

8. The overall condition of the disbursing division was found to be satisfactory.

9. There is no disagreement between these officers as to the conditions discovered.

I. M. HISTORY   I. M. GREEN

- -

                                                                DD-999
                                                                7000
                                                                Ser/
                                                                Date

FIRST ENDORSEMENT on LT I. M. HISTORY and ENS I. M. GREEN ltr of date

From: Commanding Officer, USS NEVERSAIL (DD 999)
To: LT I. M. HISTORY, SC, USN
       ENS I. M. GREEN, SC, USN

1. Approved.

                         A. B. BLACKSHOE

                                    2

Figure 13-5b

Figure 13-5c
Sample For Navy Cash Relieving Letter

```
                                                              Date

From:     LTJG Norman H. Danas, SC, USNR
To:       ENS Joseph L. Gonzalez, SC, USNR

Subj:     TRANSFER OF NAVY CASH RESPONSIBILITIES AND CUSTODY OF NAVY CASH
          EQUIPMENT FROM LTJG NORMAN H. DANAS, SC, USNR, TO ENS JOSEPH L.
          GONZALEZ, SC, USNR

Ref:      (a)    NAVSUP PUB 727, Navy Cash SOP, paras 8.3.3, 8.3.4, and
                 8.15.13

Encl:     (1)    Navy Cash Pre-Audit/Turnover Checklist
          (2)    Custody of Navy Cash Equipment Checklist

1.  In accordance with reference (a), I certify I have transferred Navy Cash
responsibilities to ENS Joseph L. Gonzalez, SC, USNR.  A copy of the completed
Navy Cash Pre-Audit/Turnover Checklist is included at enclosure (1).

2.  In accordance with reference (a), I certify I have transferred custody of all
Navy Cash equipment listed in enclosure (2) to ENS Joseph L. Gonzalez, SC, USNR.

3.  All equipment listed in enclosure (2) is operational, except:

    a.  One of K80 Cashless ATMs in Troop Training – Gym – Left.  A trouble call
was placed with the Navy Cash Central Support Unit (CSU) on 26 November 200X, and
Case Number 98314 was assigned.  L-3 Communications provided troubleshooting help,
and a failed card reader was identified.  The failed card reader (serial number
A78230200) was shipped to the Navy Cash depot via UPS (tracking number 1Z 999 999
99 9999 999 9) on 28 November 200X, and a replacement card reader is in transit to
the ship.

    b.  One Card Accepting Device (CAD) with transactions stuck in the queue.  A
trouble call was placed with the CSU on 17 November 200X, and Case Number 98298
was assigned.  The CSU provided troubleshooting help, but the stuck transactions
could not be downloaded.  The CAD (serial number 1604001541) was shipped via UPS
(tracking number 1Z 999 999 99 9999 999 9) to Maximus on 19 November 200X.

4.  I certify all transactions in the spare K22 Point-Of-Sale (POS) devices and
CADs listed in enclosure (2) have been downloaded to the Navy Cash server and do
not contain any stored transactions, with the exception of the CAD listed above
with stuck transactions.


                                        NORMAN H. DANAS
                                        LTJG, SC, USNR


Copy to:  Supply Officer
```

Figure 13-5c

Figure 13-5d
Sample For Navy Cash Relieving Letter (cont)

```
                                                                Date
FIRST ENDORSEMENT

From:      ENS Joseph L. Gonzalez, SC, USNR
To:        LTJG Norman H. Danas, SC, USNR

Subj:      TRANSFER OF NAVY CASH RESPONSIBILITIES AND CUSTODY OF NAVY CASH
           EQUIPMENT FROM LTJG NORMAN H. DANAS, SC, USNR, TO ENS JOSEPH L.
           GONZALEZ, SC, USNR

1.  I hereby accept the transfer of Navy Cash responsibilities from LTJG Norman H.
Danas, SC, USNR.  In accordance with reference (a), a copy of the completed Navy
Cash Pre-Audit/Turnover Checklist and Custody of Navy Cash Equipment Checklist
will be retained on file in the Disbursing Office for inspection.

2.  I hereby accept custody of all Navy Cash equipment listed in enclosure (2)
from LTJG Norman H. Danas, SC, USNR.  All equipment listed is operational except
one of the K80 Cashless ATMs in Troop Training and one CAD with stuck
transactions. A replacement for the failed card reader is in transit to the ship
and will be installed as soon as it arrives.  When Maximus returns the CAD to the
ship, the stuck transactions will be downloaded to the Navy Cash server so any
vending sales can be recorded and reported.


                                        JOSEPH L. GONZALEZ
                                        ENS, SC, USNR


Copy to:  Supply Officer
```

Figure 13-5d

Navy Cash Pre-Audit/Turnover Checklist
(Enclosure 1)

Tasks	SOP Reference	Yes	No
Letters of Authority			
Has Disbursing Officer been appointed as Navy Cash Accountable Officer?	8.2.1		
Has Disbursing Officer appointed Navy Cash Agent/Deputy in writing?	8.2.1		
Internal Procedures and Controls			
Has Commanding Officer established internal procedures and controls for Navy Cash?	8.2.4		
Custodial Responsibilities			
Are Navy Cash cards kept in a safe or a secure container?	8.3.1		
Are Navy Cash cards in custody of Disbursing Officer or designated agents/deputy?	8.3.1		
Is the Bulk Navy Cash Card Log in agreement with actual card count?	8.3.1		
Are cards inventoried every 30 days and an entry made in the Bulk Log?	8.3.1		
Is Navy Cash Card Issue Log being maintained — does it include last four digits of card number; name, last four of SSN, issue date, and signature of recipient; date returned (visitor/temp cards); name and signature of issuer?	8.3.1		
Are unissued cards being returned to the Disbursing Officer on a daily basis?	8.3.1		
Custody of Spare K22s and CADs			
Are spare K22s and CADs being kept in a safe or in a secure space?	8.3.3		
Are K22s or CADs that have transactions still stored in them being kept in the Disbursing Officer's safe?	8.3.3		
Navy Cash Application			
Is the Disbursing Officer assigning individual Access Rights as appropriate?	8.4.35		
Are passwords being changed every six months?	8.4.35		
Is the Daily Cash Transaction Ledger being maintained on a daily basis?	8.4.13		

Tasks	SOP Reference	Yes	No
Is the Daily Cash Transaction Ledger being closed out daily?	8.4.13		
Are Daily Cash Transaction Ledger totals being compared to the DASR?	8.4.23		
Are Daily Cash Transaction Ledger totals posted to line 6.2A and 6.9 of DD 2657?	8.4.13		
Is the Daily Cash Transaction Ledger being retained with the DD 2657?	8.4.13		
Are refunds being authorized by the Sales/MWR/Food Service Officer/etc.?	8.4.10		
Are refunds being recorded in a Refund Log by each merchant?	8.4.10		
Is the Disbursing Officer reviewing the Unmatched Chip-to-Chip Report on a weekly basis?	8.4.11		
Are Navy Cash enrollment forms being filled out and signed by crewmembers before being entered through the Navy Cash Application?	8.4.20		
Are originals of all enrollment forms signed and sent to TFA promptly? Are copies of all enrollment forms retained on board ship?	8.4.20		
Is the EOD function being performed at the end of each business day?	8.4.23		
Does the duty Supply/IT/ET perform the EOD on non working days?	8.4.23		
Are DASR and Daily Transaction Ledger being kept on file with DD 2657?	8.4.23		
Is the Disbursing Officer reviewing the Negative Balance Report and the Returned Items Detail Report on a daily basis?	8.8.1		
Does Navy Cash access to home bank or credit union account remain blocked as long as Navy Cash account balance is negative?	8.8.1		
Is amount of negative balance collected within 10 working days of report?	8.8.1		
Is a DS01 using Company Code D411179 being generated when appropriate to collect on debt to US Treasury funds pool resulting from a negative balance?	8.8.1		
Are all negative Navy Cash account balances cleared or in process of being cleared within 30 days of initial appearance on Negative Balance Report?	8.8.1		

Tasks	SOP Reference	Yes	No
Is the personnel office providing the disbursing office with the names of those personnel who will be transferred or discharged within the next 30 days?	8.8.1		
If cardholder is within 30 days of transfer/discharge, is Disbursing Officer ensuring that all negative balances are cleared? When appropriate, is Disbo closing/suspending Navy Cash account and issuing visitor card for use on ship until departure? *(Accounts can't be closed until negative balances are cleared).*	8.8.1 8.4.19		
If cardholder is within 30 days of discharge and has a negative balance, is the Disbursing Officer posting a DS01 prior to cardholder's separation date?	8.8.1		
Is SPO being stopped at least 30 days before a member leaves the ship?	8.4.19		
End-of-Month Reporting			
Is EOM process started at least five days before the actual end of the month?	8.9		
Is the Navy Cash EOM spreadsheet being sent via e-mail to the TFA Bank in a timely manner?	8.9		
Is the original SF 215/5515 being placed in the retained returns?	8.9		
Is a copy of the SF 215/5515 being placed in the monthly returns?	8.9		
Is the Safe Bank Transactions Report being zeroed out at completion of EOM? *(Select "Safe Bank Transaction" link in Navy Cash Application.)*	8.9 8.4.26		

_____ _____   _____ _____
 Relieved Disbursing Officer   Date   Relieving Disbursing Officer   Date

Custody of Navy Cash Equipment Checklist
(Enclosure 2)

Item	Location	Operational	
Server	Disbursing Office	☐ Yes	☐ No
Monitor/Display	Disbursing Office – Server	☐ Yes	☐ No
Client Desktop with K22	Disbursing Office	☐ Yes	☐ No
Monitor/Display	Disbursing Office – Client Desktop	☐ Yes	☐ No
Client Laptop with K22	Disbursing Office	☐ Yes	☐ No
Client Laptop with K22	Troop Disbursing Office	☐ Yes	☐ No
SecurID Token	Disbursing Officer Safe *(see SOP para 8.3.4)*	☐ Yes	☐ No
Client Desktop with K22	Sales Office	☐ Yes	☐ No
Monitor/Display	Sales Office – Client Desktop	☐ Yes	☐ No
Client Laptop	Post Office	☐ Yes	☐ No
K80 Cashless ATM	Disbursing Passageway	☐ Yes	☐ No
Router	Disbursing Passageway – K80	☐ Yes	☐ No
K80 Cashless ATM	Troop Training – Gym – Left	☐ Yes	☒ No
Router	Troop Training – Gym – Left – K80	☐ Yes	☐ No
K80 Cashless ATM	Troop Training – Gym – Right	☐ Yes	☐ No
K80 Cashless ATM	Ship's Store Passageway	☐ Yes	☐ No
Router	Ship's Store Passageway – K80	☐ Yes	☐ No
K22 POS Device	Ship's Store – Nearest to door	☐ Yes	☐ No
K22 POS Device	Ship's Store	☐ Yes	☐ No
K22 POS Device	Food Service Office	☐ Yes	☐ No
K22 POS Device	MWR	☐ Yes	☐ No
K22 POS Device	CPO Mess	☐ Yes	☐ No
K22 POS Device	Wardroom Mess Treasurer's Office	☐ Yes	☐ No
K22 POS Device	Post Office Window #1	☐ Yes	☐ No
K22 POS Device	Post Office Window #2	☐ Yes	☐ No
K22 POS Device	Post Office Window #3	☐ Yes	☐ No

Item	Location	Operational	
CAD	Vending Room – Soda #1	☐ Yes	☐ No
CAD	Vending Room – Soda #2	☐ Yes	☐ No
CAD	Vending Room – Soda #3	☐ Yes	☐ No
CAD	Vending Room – Soda #4	☐ Yes	☐ No
Router	Vending Room	☐ Yes	☐ No
CAD	Hangar Bay – Soda #5	☐ Yes	☐ No
CAD	Hangar Bay – Soda #6	☐ Yes	☐ No
CAD	Hangar Bay – Soda #7	☐ Yes	☐ No
CAD	Disbursing Officer Passageway – Soda #8	☐ Yes	☐ No
CAD	Food Service Office Passageway – Soda #9	☐ Yes	☐ No
CAD	Vending Room – Candy #1	☐ Yes	☐ No
CAD	Vending Room – Candy #2	☐ Yes	☐ No
CAD	Troop Training – Candy #3	☐ Yes	☐ No
Spare K22s	Disbursing Office – Quantity = 10 spare K22s	☐ Yes	☐ No
Spare Cables for K22s	Disbursing Office – Quantity = 10 spare cables	☐ Yes	☐ No
Spare CADs	Sales Office – Quantity = 8 spare CADs	☐ Yes	☒ No
K80 Spare Card Readers	Disbursing Office – Quantity = 2 spare card readers	☐ Yes	☐ No
K80 Spare Motherboard	Disbursing Office – Quantity = 1 spare motherboard	☐ Yes	☐ No
K80 Spare EPROMs	Disbursing Office – Quantity = 1 spare EPROM	☐ Yes	☐ No
K80 Flash Cable	Disbursing Office – Quantity = 1 K80 flash cable	☐ Yes	☐ No
Spare Router	Disbursing Office – Quantity = 1 spare router	☐ Yes	☐ No
Spare SAM Chips	Disbursing Office – Quantity = 7 spare SAMs	☐ Yes	☐ No
Backup Tapes	Disbursing Office – Quantity = 35 tapes	☐ Yes	☐ No
Cleaning Kit/Cassette	Disbursing Office – Quantity = 1 *for backup drives*	☐ Yes	☐ No

Item	Location	Operational
Card Reader Cleaning Card	Disbursing Office – Quantity = 4 boxes	☐ Yes ☐ No

_____ _____ _____ _____
Relieved Disbursing Officer   Date   Relieving Disbursing Officer   Date

EXCEPTIONS
K80 Cashless ATM Troop Training – Gym – Left. Trouble call placed with CSU 26 Nov 200X. Case # 98314 assigned. Troubleshooting help provided by L-3. Failed card reader identified. Failed reader (serial # A78230200) shipped to depot via UPS (tracking # 1Z 999 999 99 9999 999 9) on 28 Nov 200X. Replacement in transit to ship.

CAD with transactions stuck in queue. Trouble call placed with CSU on 17 Nov 200X. Case # 98298 assigned. CSU provided troubleshooting help. Stuck transactions could not be downloaded. CAD (serial # 1604001541) shipped via UPS (tracking # 1Z 999 999 99 9999 999 9) to Maximus on 19 Nov 200X.

NOTE: The Custody of Navy Cash Equipment Checklist included above is a sample only. Each ship must develop its own checklist based on the Navy Cash equipment actually installed. The table below lists the nominal Navy Cash configurations for each ship type. Refer to the Requisition and Invoice/Shipping Documents (DD Form 1149) received when the equipment was originally installed or to the Configuration Data Managers Database–Open Architecture (CDMD-OA) for actual equipment installed and locations.

Navy Cash Standard Configurations (Enclosure 2)

Item	Typical Locations	CG DDG FFG	LPD LSD	LHA LHD	CVN
Server and Monitor	Disbursing Office, Supply Office	1	1	1	1
Client Desktop and Monitor	Disbursing Office, Sales Office	1	1	1	1
Client Laptop	Disbursing Office, Troop Disbursing, Post Office	1	1	3	3
SecurID Token	Disbursing *(see SOP para 8.3.4)*	2	2	3	4

Item	Typical Locations	CG DDG FFG	LPD LSD	LHA LHD	CVN
K80 Cashless ATM	Mess Decks, Disbursing P-Way, Sales P-Way, Troop Training	2	3	4	5
Router	Mess Decks, Disbursing P-Way, Sales P-Way, Troop Training	2	3	4	5
K22 POS Device	Disbursing, Ship's Store, Sales Office, Post Office, MWR, Chiefs Mess, Wardroom, Food Service Office	7	7	14	16
CADs	Vending Machines	4	10	16	32
Spare K22s	Disbursing Office	4	4	10	17
Spare Cables for K22s	Disbursing Office	4	4	10	17
Spare CADs	Disbursing Office, Sales Office	2	3	8	12
K80 Spare Card Readers	Disbursing Office	0	0	2	2
K80 Spare Motherboard	Disbursing Office	0	0	1	1
K80 Spare EPROMs	Disbursing Office	0	0	1	2
K80 Flash Cable	Disbursing Office	1	1	1	1
Spare Router	Disbursing Office	0	0	0	1
Spare SAM Chips	Disbursing Office	3	5	7	10
Backup Tapes	Disbursing Office	35	35	35	35
Cleaning Kit/Cassette	Disbursing Office *for backup drives*	1	1	1	1
Card Reader Cleaning Card	Disbursing Office *boxes*	2	3	4	6

Figure 13-6

PROCESSING LOSSES OF FUNDS DUE TO PHYSICAL LOSS

DO verifies account for accuracy of transactions recorded and processed since last balancing.

DO finds error.

YES | NO

DO records loss on DD Form 2657 and SF 1219.

DO reports loss to Commander within 24 hours after discovery and requests Cash Verification Team review.

Cash Verification Team finds error.

YES | NO

DO corrects error in all records. Case is closed.

Loss is less than $750.

YES | NO

NO | Fraud or criminal act indicated. | YES

$300 or less | Over $300 | Commander reports loss to DFAS-DADD/KC and convenes or recommends investigation.

DO performs informal investigation. | Informal investigation performed by someone outside disbursing office. | Investigating officer makes appropriate findings and recommendations including recommendation as to granting relief of liability to DO and/or other accountable individual(s).

Commander reviews findings and recommendations, endorses, and forwards investigation to DFAS-DADD/KC through command channels.

DO requests relief of liability via quarterly minor loss report.

Commander initiates collection action against accountable individual based on investigation.

Relief granted. | DO and/or other accountable individual may request relief of liability.

YES | NO

DFAS-DADD/KC shall provide instructions to DO for removal of loss from DD Form 2657 and SF 1219. If loss previously recovered by collection from accountable individual, instructions for refund to accountable individual shall be given. | DFAS-DADD/KC shall direct commander to initiate immediate collection action against accountable individual. If loss previously collected, Commander and accountable individual shall be notified of denial or relief request.

Case is closed when final action is completed. | Case is closed when final action is completed.

Figure 13-6

Figure 13-7
Sample Accountable Officer Appointment Record

```
From:  Commanding Officer, USS NAVY CASH (FFG 46)
To:    ENS M. T. Pockets, SC, USNR, 123-45-6789
Via:   Supply Officer, USS NAVY CASH (FFG 46)

Subj:  APPOINTMENT AS NAVY CASH ACCOUNTABLE OFFICER

Ref:   (a) Department of Defense Financial Management Regulation (DoDFMR) Chapter
           17 and App. D
       (b) NAVSUP PUB 727, Navy Cash Financial System Standard Operating
           Procedure, Chapter 8

1.  Per reference (a), you are hereby appointed as the Ship's Navy Cash
Accountable Officer.

2.  As the Navy Cash Accountable Officer, you will have the following
responsibilities:

    a.  Maintenance and custody of all Navy/Marine Cash cards.
    b.  Custody of Operating Space Item (OSI) K22 and CAD devices.
    c.  Operation and maintenance of Navy Cash system, including daily End of Day
function, Preventive Maintenance System (PMS), and daily system backups.
    d.  Operation and maintenance of Military Paper Check Conversion (MPCC).
    e.  Daily review of Returned Items Detail and Negative Balance Reports.
    f.  Immediate collection on any debt due the U.S. Treasury funds pool as a
result of negative Navy/Marine account balances.
    g.  Daily review and verification of merchant reports from ship and shore
servers.
    h.  Weekly review of Unmatched Chip-to-Chip Transaction Report and return of
any value reflected to sending card cardholder.
    i.  Weekly review with Personnel Office of personnel pending transfer or
discharge within 30 days.

3.  You are required to familiarize yourself with all existing references,
particularly references (a) and (b) and follow all established procedures and
guidelines.


                                    J. P. JONES
                                    CDR     USN

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
                                                                    Date

FIRST ENDORSEMENT on _____

From:  ENS M. T. Pockets
To:    Commanding Officer, USS NAVY CASH (FFG-46)
Via:   Supply Officer, USS NAVY CASH (FFG-46)

Subj:  APPOINTMENT AS NAVY CASH ACCOUNTABLE OFFICER

1.  I acknowledge and accept the position and responsibilities of Ship's Navy Cash
Accountable Officer, and I acknowledge that I am strictly liable to the United
States for all funds under my control. I have read and understand the provisions
of DoDFMR Volume 5, Chapter 17 and Appendix D, and of NAVSUP PUB 727, Navy Cash
Financial System Standard Operating Procedure.


                                    M. T. POCKETS
                                    ENS       USN
```

Figure 13-7

Figure 13-8
Sample APPOINTMENT AS NAVY CASH DEPUTY

From: Disbursing Officer, USS NAVY CASH (FFG-46)
To: DK2(SW) A. SIMMONS, USN, 555-44-6666

Subj: APPOINTMENT AS NAVY CASH DEPUTY

Ref: (a) Department of Defense Financial Management Regulation (DoDFMR) Chapter
            17 and Appendix D
        (b) NAVSUP PUB 727, Navy Cash Financial System Standard Operating
            Procedure, Chapter 8

1. Under reference (a), you are appointed as the Ship's Navy Cash Deputy.

2. As the Navy Cash Deputy, you will have the following responsibilities:

    a. Operation and maintenance of Navy Cash system, including daily End of Day
function, Preventive Maintenance System (PMS), and daily system backups.

    b. Operation and maintenance of Military Paper Check Conversion (MPCC).

    c. Daily review of Returned Items Detail and Negative Balance Reports.

    d. Immediate collection on any debt due the U.S. Treasury funds pool as a
result of negative Navy/Marine account balances.

    e. Daily review and verification of merchant reports from ship and shore
servers.

    f. Weekly review of Unmatched Chip-to-Chip Transaction Report and return of
any value reflected to sending card cardholder.

    g. Weekly review with Personnel Office of personnel pending transfer or
discharge within 30 days.

    3. You are required to familiarize yourself with all existing references,
particularly references (a) and (b) and follow all established procedures and
guidelines.

                              M. T. POCKETS
                              ENS   USN

 -

                                                              Date

FIRST ENDORSEMENT on _____

From: DK2 (SW) A. SIMMONS, USN, 555-44-6666
To: Disbursing Officer, USS NAVY CASH (FFG 46)

Subj: APPOINTMENT AS NAVY CASH DEPUTY

1. I acknowledge and accept the position and responsibilities as the Ship's Navy
Cash Deputy, and I acknowledge that I am strictly liable to the United States for
all funds under my control. I have read and understand the provisions of DoDFMR
Volume 5 Chapter 17 and Appendix D and of NAVSUP PUB 727, Navy Cash Financial
System Standard Operating Procedure, Chapter 8.

                              A. SIMMONS
                              PS2   USN

Figure 13-8

Figure 13-9a
Navy Cash Pre-Audit/Turnover Checklist

Tasks	SOP Reference	Yes	No
Letters of Authority			
Has Disbursing Officer been appointed as Navy Cash Accountable Officer?	8.2.1		
Has Disbursing Officer appointed Navy Cash Agent/Deputy in writing?	8.2.1		
Internal Procedures and Controls			
Has Commanding Officer established internal procedures and controls for Navy Cash?	8.2.4		
Custodial Responsibilities			
Are Navy Cash cards kept in a safe or a secure container?	8.3.1		
Are Navy Cash cards in custody of Disbursing Officer or designated agents/deputy?	8.3.1		
Is the Bulk Navy Cash Card Log in agreement with actual card count?	8.3.1		
Are cards inventoried every 30 days and an entry made in the Bulk Log?	8.3.1		
Is the Navy Cash Card Issue Log being maintained — does it include last four digits of card number; name, last four of SSN, issue date, and signature of recipient; date returned (visitor/temp cards); name and signature of issuer?	8.3.1		
Are un-issued cards being returned to the Disbursing Officer on a daily basis?	8.3.1		
Custody of Spare K22s and CADs			
Are spare K22s and CADs being kept in a safe or in a secure space?	8.3.3		
Are K22s or CADs that have transactions still stored in them being kept in the Disbursing Officer's safe?	8.3.3		
Navy Cash Application			
Is the Disbursing Officer assigning individual Access Rights as appropriate?	8.4.33		
Are passwords being changed every six months?	8.4.33		
Is the Daily Cash Transaction Ledger being maintained on a daily basis?	8.4.13		

Tasks	SOP Reference	Yes	No
Is the Daily Cash Transaction Ledger being closed out daily?	8.4.13		
Are Daily Cash Transaction Ledger totals being compared to the DASR?	8.4.21		
Are Daily Cash Transaction Ledger totals posted to line 6.2A and 6.9 of DD 2657?	8.4.13		
Is the Daily Cash Transaction Ledger being retained with the DD 2657?	8.4.13		
Are refunds being authorized by the Sales/MWR/Food Service Officer/etc.?	8.4.10		
Are refunds being recorded in a Refund Log by each merchant?	8.4.10		

Figure 13-9a

Figure 13-9b
Navy Cash Pre-Audit/Turnover Checklist

Is the Disbursing Officer reviewing the Unmatched Chip-to-Chip Report on a weekly basis?	8.4.11		
Are Navy Cash enrollment forms being filled out and signed by crewmembers before being entered through the Navy Cash Application?	8.4.20		
Are originals of all enrollment forms signed and sent to TFA promptly? Are copies of all enrollment forms retained on board ship?	8.4.20		
Is the EOD function being performed at the end of each business day?	8.4.21		
Does the duty Supply/IT/ET perform the EOD on non working days?	8.4.21		
Are DASR and Daily Transaction Ledger being kept on file with DD 2657?	8.4.21		
Is the Disbursing Officer reviewing the Negative Balance Report and the Returned Items Detail Report on a daily basis?	8.8.1		
Does Navy Cash access to home bank or credit union account remain blocked as long as Navy Cash account balance is negative?	8.8.1		
Is amount of negative balance collected within 10 working days of report?	8.8.1		
Is a DS01 using Company Code D411179 being generated when appropriate to collect on debt to US Treasury funds pool resulting from a negative balance?	8.8.1		
Are all negative Navy Cash account balances cleared or in process of being cleared within 30 days of initial appearance on Negative Balance Report?	8.8.1		
Is the personnel office providing the disbursing office with the names of those personnel who will be transferred or discharged within the next 30 days?	8.8.1		
If cardholder is within 30 days of transfer/discharge, is Disbursing Officer ensuring that all negative balances are cleared? When appropriate, is Disbo closing/suspending Navy Cash account and issuing visitor card for use on ship until departure? *(Accounts can't be closed until negative balances are cleared).*	8.8.1 8.4.19		
If cardholder is within 30 days of discharge and has a negative balance, is the Disbursing Officer posting a DS01 prior to cardholder's separation date?	8.8.1		
Is SPO being stopped at least 30 days before a member	8.4.19		

leaves the ship?			
End-of-Month Reporting			
Is EOM process started at least five days before the actual end of the month?	8.9		
Is the Navy Cash EOM spreadsheet being sent via email to the TFA Bank in a timely manner?	8.9		
Is the original SF 215/5515 being placed in the retained returns?	8.9		
Is a copy of the SF 215/5515 being placed in the monthly returns?	8.9		
Is the Safe Bank Transactions Report being zeroed out at completion of EOM? *(Select "Safe Bank Transaction" link in Navy Cash Application.)*	8.9 8.4.24		

Figure 13-9b

Figure 13-9c
Cash Verification Team Navy Cash Checklist

Tasks	SOP Reference	Yes	No
Funds			
Navy Cash funds by actual count:	$		
Ensure funds are in agreement with the DASR Report.	8.4.21		
Ensure Daily Cash Transaction Ledger is being closed out on a daily basis and compared to the DASR Report.	8.4.13 8.4.21		
Ensure Daily Cash Transaction Ledger totals are posted to line 6.2A and 6.9 of the DD 2657.	8.4.21		
Ensure Daily Cash Transaction Ledger is being retained with the DD 2657.	8.4.21		
Navy Cash Cards			
Inventory all un-issued Navy Cash cards (bulk and working stock; temporary and visitor cards) to ensure that custody of cards is properly maintained.			
Ensure Bulk Navy Cash Card Log is in agreement with actual card count.	8.3.1		
Ensure Navy Cash cards are kept in a safe or a secure container.	8.3.1		
Spare K22s and CADs			
Ensure spare K22s and CADs are being kept in a safe or in a secure space.	8.3.3		
Ensure K22s or CADs that have transactions still stored in them are being kept in the Disbursing Officer's safe.	8.3.3		
Navy Cash Application			
Ensure passwords are being changed every six months.	8.4.33		
Ensure refunds are being authorized by Sales/MWR/Food Service Officer.	8.4.10		
Ensure Navy Cash enrollment forms are being filled out and signed by crewmembers before being entered through the Navy Cash Application.	8.4.20		
Ensure originals of all enrollment forms are signed and sent to TFA promptly and copies of all enrollment forms are retained on board ship.	8.4.20		

Figure 13-9c

Figure 13-9d
Cash Verification Team Navy Cash Checklist

Tasks	SOP Reference	Yes	No
Navy Cash Application			
Ensure the duty Supply/IT/ET is performing the End of Day function at the end of the business day on non working days.	8.4.21		
Ensure the Disbursing Officer is reviewing the Negative Balance Report and the Returned Items Detail Report on a daily basis.	8.8.1		
Ensure amount of negative balance is collected within 10 working days of receipt of initial Negative Balance Report?	8.8.1		
Ensure Navy Cash access to home bank or credit union account remains blocked as long as Navy Cash account balance is negative.	8.8.1		
Ensure all negative Navy Cash account balances are cleared or in process of being cleared within 30 days of initial appearance on report?	8.8.1		
Ensure the Personnel Office is providing the Disbursing Office with the names of those personnel who will be transferred or discharged within the next 30 days.	8.8.1		
Ensure original SF 215/5515 is being placed in the retained returns.	8.9.1		
Ensure Safe Bank Transactions Report is being zeroed out at end of month.	8.9.1		

Figure 13-9d

Figure 13-10a
Navy Cash SOP Routine

NAVY CASH SOP ROUTINE	SOP REFERENCE
DAILY	
Log-on to Navy Cash Disbursing Application.	8.4
Use Disbursing Application to check status of previous EOD.	8.4.23
Verify ROM II and PC 1412 daily returns with Navy Cash end-of-day reports.	8.4.23
Maintain Navy Cash Check/Cash Transaction Ledger (when conducting chip transactions from Disbursing). Ensure ledger is being closed out on a daily basis and reconciled with the Safe Audit Summary Report (SASR). Totals must be posted to line 6.2A and 6.9 of the DD2657.	8.4.13 8.4.22
Ensure all refunds are duly supported by a duly authorized NC Refund Chit and recorded in the NC Merchant Refund Log.	8.4.10
Maintain Bulk Navy Cash Card Log.	8.3.1
Maintain Navy Cash Card Issue Log.	8.3.1
Indicate End Of Day (IEOD) function on Disbursing App. Check for logged in operators and ensure all K22s are logged off. (NOTE: This includes non working days and if possible should be done twice daily).	8.4.22
Review end-of-day reports, including returned items daily/summary reports. Print/distribute merchant copies as needed.	8.4.23
Maintain Daily Statement of Accountability (DD 2657)	8.10
Conduct system back-ups (IAW Sys Admin Guide) Backup tapes must be switched daily for complete backups. Access Veritas back-ups daily to verify the status of the back-up. A failed back-up must be corrected immediately. If necessary, call Navy Cash Customer Service immediately for assistance.	3.1.2.1 3.1.2.2
Review Negative Balance Report and the Returned Items Detail Report. Ensure negative amounts are collected within 10 days of initial report. Block Navy Cash access to home bank until negative balance is fully settled.	8.8.1

WEEKLY OR BIWEEKLY	
Review list of pending transfers/discharges. Settle NC accounts and issue visitors cards 30 days prior to departure.	8.4.20
Reboot server to guard against "memory loss" (IAW Sys Admin Guide)	3.1.3
MONTHLY	
Review access to the Disbursing Application. All unused operator IDs must be deleted. Any user who is transferred or separated must also be deleted from the system	
Review Unmatched Chip-to-Chip transactions Report; return any value reflected on report to sending card cardholders.	8.4.11
Vending End of Period (includes Ship's Store)	8.4.26
End-of-month close-out and reporting IAW SOP (Sales Office should start 5 working days prior to EOM). It is mandatory that Navy Cash collections in S-2, S-3, and S-4 divisions are entered into the End-of-Month Spreadsheet and e-mailed to the Treasury Financial Agent, JPMorgan Chase at navycashfin@ezpaymt.com.	8.9
Conduct Safe Bank Transaction. Ensure Safe Bank Transaction Report is zeroed out at the end of the month.	8.4.24 8.9.1
Inventory Navy Cash cards and make necessary entry to the Bulk Navy Cash Card Log.	8.3.1
QUARTERLY	
Conduct Quarterly Cash Verification Team (CVT) surprise audit.	8.11 8.5.22
SEMI ANNUALLY	
Change passwords (system should automatically perform, however Disbo should ensure requirement is met.)	8.4.33
AS REQUIRED	
Perform preventive maintenance using Maintenance Index Page (MIP) number 6541/080-14.	8.2.5
Perform a Pre-Audit/Turnover verification using Checklist provided in the NC SOP.	8.15.13

Figure 13-10a
Navy Cash SOP Routine

Figure 13-11

```
Subject: CHANGE IN DISBURSING OFFICER FINANCIAL REPORTING REQUIREMENTS/F
Importance: Low

ATTENTION INVITED TO

ROUTINE

R 081100Z JAN 08 PSN 918132H24

FM DFAS CLEVELAND OH
TO ZEN/AIG 4676
ZEN/VERNMENT/OU=DOD/OU=DFAS/OU=ADDRESS LISTS/CN=AL 4676(UC)

INFO COMNAVSURFLANT NORFOLK VA
COMNAVSURFLANT NORFOLK VA
COMSUBLANT NORFOLK VA
COMNAVAIRLANT NORFOLK VA
COMNAVAIRLANT NORFOLK VA
COMLANTFLT RESLIAISONOFF NORFOLK VA
ZEN/COMPACFLT PEARL HARBOR HI
ZEN/COMNAVAIRPAC SAN DIEGO CA
ZEN/COMSUBPAC PEARL HARBOR HI
ZEN/COMNAVSURFPAC SAN DIEGO CA
ZEN/NAVSCSCOL ATHENS GA

BT
UNCLAS F O U O

***THIS IS A 3 SECTION MESSAGE COLLATED BY DMDS***

QQQQ

SUBJ: CHANGE IN DISBURSING OFFICER FINANCIAL REPORTING REQUIREMENTS/F OR NAVAL VESSELS
AND TACTICAL UNITS// UNCLASSIFIED//FOR OFFICIAL USE ONLY.
UNCLAS

MSGID/GENADMIN/DFAS CLEVELAND OH//

SUBJ/CHANGE IN DISBURSING OFFICER FINANCIAL REPORTING REQUIREMENTS /FOR NAVAL VESSELS AND
TACTICAL UNITS//

REF/A/DODFMR VOLUME 5//

AMPN/REF A IS DOD FINANCIAL MANAGEMENT REGULATIONS VOLUME 5// POC/KEVIN FLETCHER/CIV/DFAS
CLEVELAND/-/TEL:(216) 204-2605 /EMAIL:KEVIN.FLETCHER(AT)DFAS.MIL//
POC/LINDA FADEL/CIV/DFAS CLEVELAND/-/TEL:(216) 204-4381 /EMAIL:LINDA.FADEL(AT)DFAS.MIL//
POC/JOHN LUCKAS/CIV/DFAS CLEVELAND/-/-/TEL:(216) 204-3002
/EMAIL:JOHN.LUCKAS(AT)DFAS.MIL//

RMKS/IN ACCORDANCE WITH THE BASE REALIGNMENT AND CLOSURE SCHEDULE, DFAS SAN DIEGO WILL BE
CLOSING EFFECTIVE MARCH 31, 2008.  ACCORDINGLY, THE PROCESSING OF THE FINANCIAL REPORTS
FOR THE NAVAL VESSELS AND TACTICAL UNITS WITHIN THE PACIFIC FLEET PREVIOUSLY PERFORMED AT
DFAS SAN DIEGO WILL BE MIGRATED TO DFAS CLEVELAND AND PERFORMED AT THAT LOCATION USING
THE DISBURSING RETURNS OFFICERS OVERSEAS (DROO) SYSTEM.  THE PROCESSING OF THE FINANCIAL
REPORTS FOR THE NAVAL VESSELS AND TACTICAL UNITS WITHIN THE ATLANTIC FLEET PREVIOUSLY
PERFORMED AT DFAS NORFOLK ALREADY MIGRATED TO DFAS CLEVELAND WHEN DFAS NORFOLK CLOSED.
THE CLOSURE OF DFAS SAN DIEGO AND DFAS NORFOLK AND THE SUBSEQUENT REALIGNMENT OF WORKLOAD
TO DFAS CLEVELAND WILL ENABLE DFAS CLEVELAND TO ESTABLISH STANDARD BUSINESS PROCESSES FOR
THIS WORKLOAD ACROSS ALL NAVAL VESSELS AND TACTICAL UNITS.  THOSE STANDARD BUSINESS
PROCESSES TAKE EFFECT JANUARY 1, 2008 AND ARE DESCRIBED IN THE CONTEXT OF THIS MESSAGE
BELOW.
1.  EFFECTIVE:  THIS POLICY IS EFFECTIVE WITH JANUARY 2008'S TREASURY REPORTING MONTH,
MEANING DISBURSING OFFICE BUSINESS REPORTED ON A BUSINESS DAY BEGINNING JANUARY 1, 2008.
```

Figure 13-11

Figure 13-11

2.   SCOPE: ALL NAVY DISBURSING OFFICERS ASSIGNED TO NAVAL VESSELS AND TACTICAL UNITS. THIS MESSAGE DOES NOT APPLY TO THE NON-TACTICAL DISBURSING OFFICER'S, SUCH AS THOSE ASSIGNED TO PERSONNEL SUPPORT ACTIVITIES/DETACHMENTS OR OTHER NAVY INSTALLATIONS.

3.   REQUIREMENT: ALL NAVY DISBURSING OFFICERS ASSIGNED TO NAVAL VESSELS AND TACTICAL UNITS WILL REPORT THEIR FINANCIAL REPORTS TO THE DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS) CLEVELAND AS STATED IN THE FOLLOWING PARAGRAPHS. WHERE CONFLICTS ARISE BETWEEN THE REPORTING DUE DATES AND TIMELINES IN THIS MESSAGE OR THE REPORTING REQUIREMENTS OUTLINED IN THIS MESSAGE AND THOSE CURRENTLY STATED IN THE DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION VOLUME 5, CHAPTER 20, DATED AUGUST 2003, THE DUE DATES AND TIMELINES IN THIS MESSAGE TAKE PRECEDENCE. NOTE: THESE AMENDED DUE DATES AND TIMELINES ARE IMPLEMENTED TO MEET ACCELERATED FINANCIAL REPORTING TIMELINES ESTABLISHED BY THE OFFICE OF MANAGEMENT AND BUDGET, THE OFFICE OF THE SECRETARY OF DEFENSE (COMPTROLLER), AND THE OFFICE OF THE ASSISTANT SECRETARY OF THE NAVY (FINANCIAL MANAGEMENT AND COMPTROLLER) AND WILL BE INCORPORATED WITHIN THE DODFMR VOLUME 5, CHAPTER 20, IN A FUTURE REVISION. UNDER THE ACCELERATED REPORTING SCHEDULE, CLEVELAND IS REQUIRED TO REPORT THE CONSOLIDATED STATEMENT OF ACCOUNTABILITY AND THE CONSOLIDATED STATEMENT OF TRANSACTIONS FOR THE DEPARTMENT OF THE NAVY TO THE DEPARTMENT OF THE TREASURY BY CLOSE OF BUSINESS ON THE SECOND CALENDAR DAY MAKING IT CRITICAL THAT THE TIMEFRAMES NOTED IN THIS MESSAGE BE ADHERED TO.

4.   MESSAGE STATEMENT OF ACCOUNTABILITY -
     4.A. TIMELINE: THE MONTHLY MESSAGE STATEMENT OF ACCOUNTABILITY, STANDARD FORM 1219 (SF1219), WILL BE REPORTED BY BOTH NAVAL MESSAGE ADDRESSED TO DFAS CLEVELAND AND BY E-MAIL NO LATER THAN 10AM EDST ON THE FIRST CALENDAR DAY OF THE FOLLOWING MONTH. FOR EXAMPLE, THE SF1219 MONTHLY MESSAGE STATEMENT OF ACCOUNTABILITY FOR JANUARY 2008 IS DUE TO DFAS NO LATER THAN 10AM EDST ON FEBRUARY 1, 2008. IF THE 1ST CALENDAR DAY OF THE FOLLOWING MONTH FALLS ON A SATURDAY, SUNDAY, OR RECOGNIZED U.S. FEDERAL HOLIDAY; THEN THE SF1219 MONTHLY MESSAGE STATEMENT OF ACCOUNTABILITY WILL BE DUE BY 10AM ON THE PRECEDING FRIDAY. THIS REPORTING DUE DATE AND TIMEFRAME IS IN EFFECT, UNLESS INSTRUCTED OTHERWISE IN ADVANCE BY DFAS. THE E-MAIL COPY OF THE MESSAGE STATEMENT OF ACCOUNTABILITY WILL BE SENT TO THE FOLLOWING E-MAIL ADDRESS:
     4.A.(1) ATLANTIC FLEET NAVAL VESSELS & TACTICAL UNITS:
              CCL-DMS-ACCOUNTING(AT)DFAS.MIL
     4.A.(2) PACIFIC FLEET NAVAL VESSELS & TACTICAL UNITS:
              DSD-DROO(AT)DFAS.MIL   (THAT IS ALPHA OO IN DROO)

4.B. REFERENCE: THE MESSAGE STATEMENT WILL BE PREPARED IN ACCORDANCE WITH DODFMR VOLUME 5, CHAPTER 20, PARAGRAPH 200506.D.

5.   MAILING OF DISBURSING OFFICER'S MONTHLY FINANCIAL REPORTS TO DFAS -
     5.A. TIMELINE: EACH DISBURSING OFFICER WILL MAIL THE ORIGINAL COPY OF THEIR OFFICIAL FINANCIAL REPORTS PACKAGE TO DFAS WITHIN 1 BUSINESS DAY AFTER THE CLOSE OF THE BUSINESS MONTH. FOR EXAMPLE, THE FINANCIAL REPORTS PACKAGE FOR JANUARY 2008'S REPORTING MONTH WILL BE MAILED TO DFAS NO LATER THAN FEBRUARY 1, 2008.
     5.B. REFERENCE: THE DISBURSING OFFICER'S MONTHLY FINANCIAL REPORTS WILL BE PREPARED AND PACKAGED IN ACCORDANCE WITH THE REQUIREMENTS OUTLINED IN DODFMR VOLUME 5, CHAPTER 20, PARAGRAPH 200504.B. WHICH REQUIRE THE FOLLOWING BE INCLUDED WITHIN THE SUBMISSION (NOTE-DFAS ONLY REQUIRES THE ORIGINAL DOCUMENTS BE FORWARDED TO DFAS - AN ADDITIONAL COPY IS NO LONGER NECESSARY):
     5.B.(1) PROCEDURE: ALL DOCUMENTS COMPRISING THE FINANCIAL ACCOUNTS SHALL BE SHIPPED UNDER A COVERING DD FORM 2666. DOCUMENTS SUBMITTED THAT ARE NOT SPECIFICALLY INCLUDED IN THE FORMS OR VOUCHERS SECTION OF THE TRANSMITTAL (E.G., SCHEDULE OF DEPOSIT ACTIVITY, FOREIGN CURRENCY REPORT, CIVILIAN PAYROLL CERTIFICATION SHEETS OR PAYROLL NUMBERS) SHALL BE LISTED IN THE SPACES PROVIDED IN THE FORMS SECTION. IN THE VOUCHERS SECTION, LIST THE DISBURSEMENT AND COLLECTION VOUCHER NUMBERS.
     5.B.(2) REQUIRED DOCUMENTATION: THE PACKAGE WILL CONTAIN THE ORIGINAL SF 1219 AND SUPPORTING DOCUMENTS (BUT SEPARATELY PACKAGED PAY RECEIPTS). THE SF 1219 AND SUPPORTING DOCUMENTS SHALL BE GROUPED QQQQ IN THE FOLLOWING SEQUENCE: SF 1219, DD2657S, SFS 215 AND 5515, COLLECTION VOUCHERS, NAVY PAYROLLS AND MONEY LISTS, MARINE CORPS PAYROLLS AND MONEY LISTS, DISBURSEMENT VOUCHERS, SF 1179, FOREIGN CURRENCY CERTIFICATES, CIVILIAN PAYROLL CERTIFICATION SHEETS, AND CIVILIAN LABOR ROLL SUMMARY. ALL COLLECTION AND DISBURSEMENT VOUCHERS SHALL BE GROUPED BY TYPE WITH SEPARATE ADDING MACHINE TAPES. WITHIN EACH GROUP, ARRANGE VOUCHERS IN NUMERICAL SEQUENCE. TAPES FOR COLLECTIONS AND DISBURSEMENTS SHALL BE

Figure 13-11

Figure 13-11

PREPARED AND THE TOTALS SHALL BE VERIFIED WITH THE SF 1219 TO ENSURE THE COMPLETENESS OF
THE PACKAGE. THE TAPES SHALL BE MARKED AND ATTACHED TO THE ORIGINAL SF 1219. ALL VOUCHERS
MUST BE VERIFIED THOROUGHLY TO ENSURE AMOUNTS AND ACCOUNTING DATA SHOWN REFLECT THOSE
REPORTED ON THE SF 1219 MESSAGE.

    5.B.(3) ADDITIONAL DOCUMENTATION: THE FOLLOWING DOCUMENTS WILL INCLUDED IN THE
REPORTS PACKAGE SENT TO DFAS, UNLESS NO ACTIVITY FOR THAT MONTH:
    SF 1219 - STATEMENT OF ACCOUNTABILITY (ORIGINAL) DD 2657 - DAILY STATEMENT OF
ACCOUNTABILITY (ORIGINAL FOR EACH BUSINESS DAY)
    SF 215 - DEPOSIT TICKETS (MEMORANDUM OR CONFIRMED COPY)
    SF 5515 - DEBIT VOUCHERS (CONFIRMED COPY) SCHEDULE OF DEPOSIT ACTIVITY (ORIGINAL)
  SF 1080 - VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS AND ALL SUPPORTING
DOCUMENTATION (ONE COPY)
    SF 1081 - VOUCHER AND SCHEDULE OF WITHDRAWALS AND CREDITS AND ALL SUPPORTING
DOCUMENTATION (ONE COPY)
    DD FORM 1149 - STATEMENT OF DESIGNATED DEPOSITARY ACCOUNT
    (ONE COPY) SF 1098 - SCHEDULE OF CANCELLED OR UNDELIVERED CHECKS ALONG WITH COPIES OF
CANCELED CHECKS (ORIGINAL)
    DD FORM 1131 - CASH COLLECTION VOUCHER AND ALL SUPPORTING DOCUMENTATION (ORIGINAL)
    SF 1034 - PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL AND ALL
SUPPORTING DOCUMENTATION (ORIGINAL)
    DD FORM 592 - PAYROLL FOR PERSONAL SERVICES-CERTIFICATION AND SUMMARY (ORIGINAL)
    SF 2812 - JOURNAL VOUCHER AND REPORT OF WITHHOLDINGS - AND SUPPORTING SF 2812A -
REPORT OF WITHHOLDINGS AND CONTRIBUTION CONTINUATION (ONE COPY)
   LABOR ROLL/MATERIAL CHARGES AND CREDITS (ORIGINAL)
   CERTIFICATE OF REVALUATION OF FOREIGN CURRENCY (ORIGINAL)
   CERTIFIED ACCEPTED BID (PROCUREMENT OF FOREIGN CURRENCY)(ONE COPY)
   MILITARY PAY VOUCHER (ORIGINAL)
   MILITARY PAYROLL MONEY LIST (ORIGINAL)
   CIVILIAN PAYROLL CERTIFICATION SHEETS (ORIGINAL)
   DD FORM 1351 SERIES DISBURSEMENT VOUCHERS (ORIGINAL)
   COLLECTION VOUCHERS CREDITING ARMY, AIR FORCE, OR COAST GUARD APPROPRIATIONS
(ORIGINAL)
   DISBURSEMENT VOUCHERS CHARGING ARMY, AIR FORCE, OR COAST GUARD APPROPRIATIONS
(ORIGINAL)
   ALL OTHER COLLECTION AND DISBURSEMENT VOUCHERS (ORIGINAL)
   SF 1179 - MONTH END CHECK ISSUE SUMMARY (ONE COPY)
   SF 1184 - UNAVAILABLE CHECK CANCELLATION (ONE COPY)
   FMS 5206 - ADVICE OF CHECK ISSUE DISCREPANCY WITH RELATED CORRESPONDENCE AND JOURNAL
VOUCHER (OPTIONAL FORM 1017-G) WITH RELATED CORRESPONDENCE
    5.C. ADDRESS: THE DISBURSING OFFICER'S MONTHLY FINANCIAL REPORTS WILL BE MAILED TO
THE FOLLOWING ADDRESS:
   DEFENSE FINANCE AND ACCOUNTING SERVICE - CLEVELAND
   ATTN: ACCOUNTING OPERATIONS, DROO(INDICATE WHETHER ATLANTIC FLEET
   VESSEL/TACTICAL UNIT OR A PACIFIC FLEET VESSEL/TACTICAL UNIT ALONG
   WITH THE DISBURSING STATION SYMBOL NUMBER - DSSN - AND THE NAME OF
   THE VESSEL OR TACTICAL UNIT. FOR EXAMPLE: PACIFIC FLEET - DSSN
   8593, USS JOHN PAUL JONES)
  MONTHLY FINANCIAL REPORTS ENCLOSED FOR (INDICATE BUSINESS MONTH AND YEAR. FOR EXAMPLE:
JANUARY 2008)
   1240 EAST NINTH STREET
   CLEVELAND, OHIO 44199
   EXAMPLE:
   DEFENSE FINANCE AND ACCOUNTING SERVICE - CLEVELAND
   ATTN: ACCOUNTING OPERATIONS, DROO PACIFIC FLEET - DSSN 8593, USS
   JOHN PAUL JONES
   MONTHLY FINANCIAL REPORTS ENCLOSED FOR JANUARY 2008
   1240 EAST NINTH STREET
   CLEVELAND, OHIO 44199
    5.D. PROCEDURE: IN PACKAGING THE FINANCIAL REPORTS FOR MAILING TO DFAS - IN PREPARING
THE REPORTS FOR TRANSMITTAL, DOCUMENTS SHALL BE GROUPED (UNFOLDED AND FLAT). IF MULTIPLE
PACKAGES ARE REQUIRED FOR A SHIPMENT, EACH PACKAGE SHALL BE NUMBERED SERIALLY AND
APPROPRIATELY LABELED AS TO CONTENTS. PACKAGING MATERIAL MAY BE ANY OF THE FOLLOWING OR

Figure 13-11

Figure 13-11

THEIR EQUIVALENT, DEPENDENT ON THE NUMBER OF DOCUMENTS TO BE INCLUDED IN EACH
PACKAGE: HEAVY ENVELOPES; FOLDERS (ENVELOPES OR WALLET TYPE); OR CARDBOARD BACKINGS WITH
THE PACKAGE TIED TOGETHER WITH CORD OR TAPE.

5.D.(1) THE DO FINANCIAL REPORTS SHALL BE PACKED IN A MANNER CONSISTENT WITH THEIR
BULK AND THE CONDITIONS UNDER WHICH SHIPMENT IS MADE. WHEN PRACTICABLE, THE REPORTS SHALL
BE FORWARDED IN ONE PARCEL OR BOX. HEAVY CARDBOARD BOXES PROVIDE AMPLE PROTECTION AND
SHALL BE USED EXCEPT WHEN THE ADDITIONAL PROTECTION OF HARD-SIDED BOXES MAY BE REQUIRED
ON SHIPMENTS FROM OVERSEAS OR IF ROUGH HANDLING OF THE BOXES IN TRANSIT MAY BE EXPECTED.
IF REPORTS ARE FORWARDED IN SEVERAL BOXES, EACH SHALL BE ASSIGNED A NUMBER AND MARKED TO
INDICATE THE NUMBER OF BOXES SHIPPED AND THE NUMBER OF THE BOX, SUCH AS (QUOTE) NO. 1 OF
3 (UNQUOTE). EACH PARCEL OR BOX SHALL BE MARKED IN THE UPPER LEFT CORNER WITH THE NAME OF
THE DO, DSSN, STATION, AND DEPARTMENT CONCERNED. UNDER THIS INFORMATION SHALL BE SHOWN
(QUOTE) FINANCIAL REPORTS (UNQUOTE) FOR (INSERT MONTH AND YEAR).

5.D.(2) WHEN NOT IN EXCESS OF WEIGHT AND SIZE LIMITATIONS IMPOSED BY THE U.S.P.S.,
REPORTS MAY BE FORWARDED BY MAIL. DOS SUBMITTING REPORTS TO DFAS SHALL FORWARD REPORTS BY
THIS METHOD UNLESS IT HAS BEEN PROVEN UNRELIABLE OR UNDULY SLOW IN THE PAST. IN THE UPPER
LEFT CORNER, UNDER THE RETURN ADDRESS, ALL MAILING COVERS SHALL BEAR THE PRINTED
STATEMENT (QUOTE) OFFICIAL BUSINESS. (UNQUOTE) TO AVOID CUSTOMS INSPECTION DELAYS,
REPORTS FROM OVERSEAS AND DEPLOYED DOS QQQQ SHALL HAVE THE FOLLOWING INFORMATION
PROMINENTLY DISPLAYED ON THE OUTER WRAPPER OF THE REPORTS: (QUOTE) GOVERNMENT FINANCIAL
REPORTS DUE IN (INSERT CITY, STATE) BY (INSERT DATE). PLEASE EXPEDITE.
(UNQUOTE) THE USE OF REGISTERED OR CERTIFIED MAIL FOR THE TRANSMITTAL OF FINANCIAL
REPORTS IS NOT REQUIRED. WHEN THE U.S.P.S. CANNOT BE USED DUE TO SIZE OR WEIGHT
LIMITATIONS IMPOSED, OTHER TRANSPORTATION MEDIA MAY BE EMPLOYED AS PRESCRIBED IN THE
NAVAL SUPPLY SYSTEMS COMMAND MANUAL.

5.E. RETENTION REQUIREMENT: THESE ORIGINAL DISBURSING OFFICE RECORDS AND ASSOCIATED
PAPERS HELD BY DFAS CLEVELAND SHALL BE RETAINED AS GOVERNMENT PROPERTY AND SHALL BE
READILY ACCESSIBLE TO THE DISBURSING OFFICER (DO) OR THE DESIGNATED SETTLEMENT OFFICE,
FOR A 6-YEAR 3-MONTH PERIOD, CONSISTENT WITH GUIDANCE IN THE NATIONAL ARCHIVES AND
RECORDS ADMINISTRATION GENERAL RECORDS SCHEDULE 6.

6.   DISBURSING OFFICER'S RETAIN COPY OF THE FINANCIAL RECORDS
6.A.   TIMELINE: DISBURSING OFFICERS WILL KEEP THEIR RETAIN COPY OF THE FINANCIAL
REPORTS ON-SITE FOR A PERIOD OF TWENTY FOUR MONTHS.
AFTER THE TWENTY FOUR MONTHS, THE DISBURSING OFFICER WILL CONTACT DFAS CLEVELAND USING
THE ABOVE REFERENCED E-MAIL ADDRESSES AND REQUEST AUTHORITY TO DESTROY THE RETAIN COPY OF
THE FINANCIAL REPORTS.
6.B.   VERIFICATION: DFAS WILL VERIFY THAT THE ORIGINAL COPY WAS RECEIVED AND IS
COMPLETE, AND WILL NOTIFY THE DISBURSING OFFICER THAT THE RETAIN COPY CAN BE DESTROYED.
6.C.   DOCUMENTATION: ALL REPORTS, PAPERS, AND OTHER DOCUMENTS MAINTAINED IN THE
RETAIN COPY SHOULD HAVE BEEN INCLUDED IN THE ORIGINAL FINANCIAL REPORTS PACKAGE FORWARDED
TO DFAS. IF NOT, FORWARD THIS EXTRA INFORMATION TO DFAS UNDER SEPARATE TRANSMITTAL TO
THE ABOVE MAILING ADDRESS, REFERENCING IT AS AN ADDENDUM. FOR
EXAMPLE:
DEFENSE FINANCE AND ACCOUNTING SERVICE - CLEVELAND
ATTN: ACCOUNTING OPERATIONS, DROO PACIFIC FLEET - DSSN 8593, USS JOHN PAUL JONES MONTHLY
FINANCIAL REPORTS ENCLOSED FOR JANUARY 2008 (ADDENDUM TO ORIGINAL SUBMISSION)
1240 EAST NINTH STREET
CLEVELAND, OHIO 44199//

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#0155
NNNN

Figure 13-11

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CHAPTER 14 - <u>TRAINING</u>

14000. <u>INTRODUCTION</u>. Leadership responsibilities include training and developing subordinates. Proper training promotes professional and personal growth, sound judgment, and job satisfaction. Only when subordinates are adequately trained can the ship's mission be carried out effectively. Training cannot be left to chance. Training programs that involve a balance of professional, military and personal growth are the foundation for increased productivity. To be effective, training must include active on-the-job training, job rotation and a formal plan tailored to the organization's needs. Training must be documented to ensure continuity during personnel changes.

14100. <u>STANDARDS OF CONDUCT</u>. All Supply Department personnel must receive semiannual Standards of Conduct training as contained in DoD Directive 5500.7, SECNAVINST 5370.2J and NAVSUP P-487, Appendix E.

14200. <u>FORMAL TRAINING</u>. Supply Officers will establish a formal training program that is responsive to the ship's needs. Assistance in establishing the formal training program may be obtained from Afloat Training Group (ATG). To provide the basis for the ship's formal training program, the following reference information and minimum required records should be available and kept current:

    a. <u>Lesson Plans</u>. Lesson plans for SK, SH, CS, PS and PC ratings are available from the TYCOM. Lesson plans will be prepared and updated for each curriculum topic and individually approved and dated by the Supply Department Training Officer. The LCPO must review and initial all lesson plans and ensure that training has been accomplished. Food Service Lesson Plans will be accompanied by a 10-question quiz developed by the Leading CS.

    b. <u>Curriculum by Rating</u>. A listing of training subjects should be developed for each person in each rating. The Lesson Plan table of contents serves as an excellent basis for the development of curriculums. Monthly, quarterly, and annual training schedules for SK, SH, CS, PS and PC rates will be maintained.

    c. <u>Division Officer Notebook</u>. A division officer notebook must be maintained for recording pertinent personal information about each crewmember. Several different pre-printed forms are available for this purpose. SNAP II also has a division officer

notebook module under the ADMIN subsystem. Information should
be entered in all applicable blocks of the form used. Record
correspondence courses completed, schools attended and
performance evaluations on this form.

    d. <u>Supply Rating PQS/JQR</u>. Ensure formal PQS/JQRs are
established for each rating is accomplished. Assign completion
dates and monitor progress on a monthly basis.

    e. <u>Supply NEC Requirements</u>. Ensure all required NECs are
onboard.

14300. <u>SERVICE SCHOOLS</u>. The Afloat Training Group (ATG) offers
valuable courses for afloat supply personnel. For quotas or
additional information, contact the Supply & Training Officer at
ATG. The Navy Food Management Team (NFMT) and ATG offer monthly
seminars. For quotas or additional information, contact the
local NFMT and ATG.

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CHAPTER 15 - FLEET COMMANDER CENTRALLY MANAGED OPERATING BUDGET
(CMOB) FUEL OPEN ALLOTMENTS

15000. INTRODUCTION

a. The guidance in this chapter is intended to amplify
existing procedures in NAVSUP P-485, NAVPETOFFINST 4026.1,
NAVPETOFFINST 4290.1, and other pertinent directives and applies
only to end users. Guidance for managing fleet issue cargo fuel
by Atlantic Fleet oilers is in COMNAVSURFLANTINST 4400.2E.
COMNAVSURFPAC commands shall use CINCPACFLTINST 7100.2, Pacific
Fleet Centrally Managed Allotment for Ship's Fuel and Utilities
for additional guidance.

b. An open allotment has been established to centrally fund
charges for fuel against the Fleet Commanders' Centrally Managed
Operating Budgets (CMOB). COMNAVSURFLANT commands see paragraph
7209 for utilities. Deploying units with a unit identification
code (UIC) assigned, a service designator code "R" or "V" under
the operational control of a numbered Fleet or Type Commander,
receiving OPTAR funds under NAVSO P-3013 procedures, and filing
a Monthly Summary of Fuel Inventory and Steaming Hours Report
(Navy Energy Usage Reporting System (NEURS)), are authorized to
cite the open allotment.

c. Charge obligations for fuel to the appropriate Fleet
Commander's CMOB. See Figure 15-1 for appropriation data. Do
not report or record charges to open allotments as obligations
affecting the ship's OPTAR.

15100. FUEL PURPOSE

a. Requisition fuel citing the CMOB for the following
purposes:

(1) Ship's propulsion.
(2) Small boat propulsion, including fuel required for
unit's embarked boats/crafts. Report as consumed in the same
manner as ship's boats, without reference to the name of parent
command, on the Monthly NEURS Report. See OPNAVINST 4100.11B
for further details. Should only include ship's company boats
vice boats embarked from other units such as an LCU, LCAC, etc..
In many of these cases the embarked craft are 1C Activity Group
(AG) and the ship is 1B AG. Fueling them would be mixing AG
funds.

(3) Auxiliary Equipment Operation.

(4) Steam Power Generation.

b. DFM-NATO F76, Aviation fuel JP5-NATO F44 Fuel, Naval Distillate (F76), Marine Gas Oil (MGO) and other distillate fuel oils, aviation or automotive gasoline (MOGAS), or commercially acceptable substitutes, and fuels procured for L-FORM are charged to the CMOB when used for ship's propulsion, steam or power generation.

c. Fleet Commanders establish obligations for fuel based on data reported in the NEURS report or MFCS Feeder and are billed for issue quantities reported by the issuing activity. Therefore, the Supply Officer shall ensure that any issue, receipt, or turn-in quantity discrepancy is immediately resolved so the NEURS report will be accurate. To accomplish this, include the Supply Officer in the routing of the NEURS report before submission. An information copy of all public vouchers with substantiating documents for procurement from non-Navy sources of material or services chargeable to the CMOB will be forwarded to the Fleet Commander. A DD Form 1155 will be prepared for each purchase of fuel from a foreign/local purchase source (including foreign tankers). The completed DD Form 1155 and the dealer's invoice will be forwarded to Defense Finance & Accounting Service-Columbus Center, Fuels Accounting and Payments Division, Attn: DFAS CO-SFFI, P.O. Box 182317, Columbus, OH 43218-6251.

d. When a SEA Card is used to procure fuel from DESC commercial contract sources the DD Form 1155 will be created and submitted electronically to DFAS Columbus. Email: DFAS_COLUMBUS@DFAS.MIL. The dealer's invoice will be submitted to DFAS-CO separately by the SEA Card provider. See paragraph 15500 below for preparation of procurement documents.

15200. <u>BUNKER FUEL SOURCES</u>. Five separate sources of bunker fuel exist:

a. Government Stocks Ashore: FISCs, Naval Fuel Depots, etc.

b. Government Stocks Afloat: Military Sealift Command, Naval Fleet Auxillary Force; Defense Energy Support Center (DESC) contracted tankers, etc.

c. Bilateral Exchange Agreements: Foreign Navy oilers and prearranged

sources in foreign ports where U.S. stocks and bunker contracts
do not exist.

d. Government Bunker Contracts: Foreign and Domestic
Sources under contract either to DESC or to local Navy
activities. Fuel purchases for contracts under DESC will be
created using the SEA Card Order Management System (SCOMS).

e. Local purchase: CONUS or Overseas.

15300. <u>PRIORITIES IN DETERMINING FUEL SOURCES</u>. U.S. Navy ships
will obtain bunkering from government-owned stocks, where
available. In some locations where U.S. stocks do not exist,
use of bilateral exchange agreements may be possible. Where
such stocks are not available, but government commercial bunker
contracts are in effect, these contracts must be used. Using
the port search feature of SCOMS will determine where contracts
exist. NAVPETOFFINST 4026.1 provides sources of U.S.
Government-owned fuel in CONUS and overseas ports.

15400. <u>LOCAL PURCHASES OF BUNKER FUEL</u>

a. When none of the above options are available, local
purchase is authorized when the following conditions are met:

(1) U.S. Government stocks, Fuel Exchange Agreements and
DESC commercial bunker contract sources are not available.

(2) Operational considerations prevent delay of fueling
operations until U.S. Government owned or DESC contracted
sources for fuel are available.

15500. <u>PREPARATION OF PROCUREMENT DOCUMENTS</u>. Requisitions for
fuel are prepared by the ship's Supply Department on a DD Form
1155, Order for Supplies or Services. DD Form 1155 is generated
automatically within the SEA Card program for DESC bunker
contracts. Forms for fuel are electronically sent to DFAS
Columbus for payment when delivery details are approved by
Approving Official. DD Form 1155 for non SEA Card orders are
created but must be faxed to DFAS Cleveland at 877-426-4280.
The following describes required information on the DD Form 1155
for USN end-use ship purchase transactions on DESC bunker
contracts and local purchases of bunker fuels. NOTE: Blocks 13
and 15 are essential to ensure proper and timely payment of
dealer invoices.

a.   Block 1: Contract/Purchase Order Number. If the order is placed under a DESC bunker contract, enter the DLA contract number. If open market purchase, contract number will be SP0600-FY-D-0000.

b.   Block 2: Delivery Order No. Blank or as applicable. This number is assigned locally consisting of four digits one alpha and three numerical, example A123. Electronic DD-1155 process through SEA Card Order Management System (SCOMS) will automatically assign a delivery order number.

c.   Block 3: Date of Order. Enter the date the order was placed with the contractor.

d.   Block 4: Requisition/Purchase request No. Enter a complete MILSTRIP requisition number (i.e., Service designator and UIC of the requesting ship, Julian date, and serial number). The requisition Julian date must be the same as the date of delivery.

<u>See Figure 15-1</u>

e.   Block 5: Blank.

f.   Block 6: Issued By. Enter the name, hull number, and DODAAC of the requesting ship/Fleet unit. Include the ship's complete mailing address and telephone number.

g.   Block 7: Administered By. For bunker contracts established by DESC, enter DESC, 8725 John J. Kingman Rd., Suite 2941, Ft Belvoir, VA 22060-6222. For local purchases, enter the name and address of the appropriate type commander.

h.   Block 8: Delivery FOB. Enter and "X" in the destination block.

i.   Block 9: Contractor. Enter the contractor's complete name and mailing address to which payment is to be made.

j.   Block 10: Delivery to FOB Point By. Enter the required delivery date.

k.   Block 11: Check If. Place an "X" in the appropriate block if applicable.

l.   Block 12: Discount Terms. Describe discount terms if offered.

m. Block 13: Mail Invoices To. "See block 15".

n. Block 14: Ship To. Enter the name and complete address of the delivery location.

o. Block 15: Payment Will Be Made By. Defense Finance and Accounting Service-Columbus Center, Fuels Accounting and Payments Division, Attn: DFAS-CO-SFFB, P. O. Box 182317, Columbus, OH 43218-6251.

p. Block 16: Type Of Order. Place an "X" in the delivery Block if Block 1 is a DLA contract and the Supply Officer is acting as the Ordering Officer. Place an "X" in the Purchase Block if this is a local purchase of fuel.

q. Block 17: Accounting and Appropriation Data. Use the following accounting data for all commercial purchases of fuel from DFSC bunker contracts and local purchases of fuel.

Appropriation and Subhead	97X4930.5CF0
Object Class	261
Bureau Control Number	BLANK
Suballotment	1
Authorization Accounting Activity	S33150
Transaction Type Code	BLANK
Property Accounting Activity	BLANK
Cost Code (12 digits)	R/V and UIC of ship receiving fuel, followed by appropriate Fund Code (39, 43) and four (4) zeros.

r. Block 18: Item No. Enter the item number from DLA contract. For local purchase (open market) leave blank.

s. Block 19: Schedule of Supplies/Services. Enter product, i.e., MGO, FND, etc., Type: &&, Signal Code: A, Fund Code: 39 or 43 (as appropriate)

t. Block 20: Quantity Ordered/Accepted. Enter the quantity of fuel ordered and accepted.

u. Block 21: Unit of Issue. Enter the unit of issue. Normally metric tons (MT).

v. Block 22: Unit Price. Leave blank for DLA bunker contracts. DFAS will use escalating tables to determine proper price.

w. Block 23: Amount. Leave blank if purchase is under contract. Under no circumstances should a ship pay cash for fuel received under a bunker fuel contract. If the fuel was obtained by executing an open market purchase, then state price paid by the ship.

x. Block 24: Sign.

y. Block 26: Place an "X" in INSPECTED, RECEIVED AND ACCEPTED Blocks. Sign and date.

15600. REQUISITION/ACCOUNTING PROCEDURES. When obtaining fuel from various sources, Supply Officers should review requisitioning and accounting procedures to avoid documentation problems. The following applies to requisitioning fuel:

a. Fuel obtained from government stocks is funded by the CMOB open allotment.

b. All commercial purchases (CONUS or OCONUS) of ship's fuel, including deliveries from foreign ships, are processed through the Navy Working Capital Fund (NWCF) vice the CMOB open allotment. (See figure 15-1)

c. All delivery charges such as barge charges, tug services, etc., associated with the delivery will be billed to the NWCF.

d. Use the appropriate requisition serial number from Appendix B.

e. Lube oil requirements will be funded from the ship's OPTAR, citing Fund Code _9.

f. Fuel for boats and craft assigned to a staff or activity without a "parent ship" to provide fuel support will be procured with OPTAR funds citing Fund Code _9 instead of the CMOB. Staff or other TYCOM activity boats or craft provided fuel by a ship meeting the criteria will not charge OPTAR funds since the cost of the fuel will be reported by the ship through submission of the monthly NEURS report. LCAC, LCU and other units using 1C6C Fund Codes will charge their own unit's OPTAR.

15700. <u>DETENTION/DEMURRAGE/BACKHAUL/DOWNGRADE</u>. Certain
associated charges accrue as a result of the ship or activity
failing to meet delivery criteria of a commercial contract for
bunker fuel. All of these charges are paid from OPTAR citing
Fund Code _U by the activity at which they occur.

     a. Detention is a charge by the commercial carrier for
holding commercial trucks and tractors/trailers beyond the
allowed "free" time. Surface Force units incur detention
charges when MOGAS, bulk lube oil, ordnance material, etc., are
delivered by commercial trucks, and the trucks delivering these
items are kept waiting.

     b. Demurrage is similar to detention, except that it
applies to holding rail cars and barges beyond the allowed
"free" time. Under the SEA Card program, the term, "demurrage"
is applied for any additional holding time beyond allowed "free"
time.

     c. Backhaul/Downgrade charges are incurred when delivery is
refused for all or part of a product and it must be returned to
the delivering activity. These charges normally amount to the
minimum contract price.

     d. Overtime costs incurred during fueling/de-fueling are
chargeable to the ship's OPTAR, citing Fund Code _U.

     e. The ship will certify the bill for payment from OPTAR
funds. Where charges are questionable, notify TYCOM, info
CLASSRON, via message and request assistance and resolution.
Maintain all original documents on board pending resolution.

     f. Incurring detention, demurrage, back-haul, downgrade, or
overtime
charges are not considered adequate justification for an OPTAR
augment.
     e. Disputed charges with DESC contractors will be
determined by the DESC Contracting Officer in conjunction with
the ship and the merchant with their supporting documentation.

15800. <u>FUEL EXCHANGE AGREEMENTS (FEA)</u>. Upon receipt or issue
of fuel under a Fuel Exchange Agreement (FEA), NAVPETOFFINST
4026.1 and NAVSUP P-485, paragraph 8414, require a copy of all
documentation to be mailed immediately upon completion of the
transaction to Defense Finance & Accounting Service, DFAS
Cleveland; P. O. Box 998022; 1240 E. 9th St.; Cleveland, OH

44199 and to DESC-RR. A message will also be sent to DFAS
Columbus, info the Type Commander.

 a. SUBJ/RECEIPT OF FUEL UNDER A FEA// or /ISSUE OF FUEL
UNDER A FEA//.

 b. UIC of USN ship.

 c. Name and nationality of foreign vessel or shore station
issuing or receiving fuel.

 d. Nationality of Vessel/Shore Activity.

 e. Fuel quantity issued/received (in U.S. gallons).

 f. Date of issue/receipt.

 g. Grade of product issued/received.

 h. Document number used.

 i. Supplementary Address: N00612.

 j. Signal Code.

 k. Fund Code.

Figure 15-1a
CMOB FUEL ACCOUNTING DATA

End-Use. Use the following accounting data for end use purchases from U.S.
Government-stocked fuel/utilities:

COMNAVSURFLANT Active Fleet
Fuel   17**1804.60BA 000 00060 F 060951 2D V(UIC) 00********/39
Utilities   No longer CMOB funded. See paragraph 7209.

COMNAVSURFLANT Reserve Fleet
Fuel   17**1806.60BA 000 00060 F 060951 2D V(UIC) 00********/43
Utilities   No longer CMOB funded. See paragraph 7209.

COMNAVSURFPAC Active Fleet
Fuel   17**1804.70BA 000 00070 F 068688 2D R(UIC) 00********/39
Utilities   No longer CMOB funded. See paragraph 7209.

COMNAVSURFPAC Reserve Fleet
Fuel   17**1806.70BA 000 00070 F 068688 2D R(UIC) 00********/43
Utilities   No longer CMOB funded. See paragraph 7209.

 * Insert the last digit of applicable fiscal year
******** Insert four digit Julian date and serial number (see Appendix B)

Navy Working Capital Fund (NWCF)-End Use: Ships procuring fuel for end use
from commercial sources or foreign governments not covered by a Fuel Exchange
Agreement (FEA) cite this NWCF accounting data:

Active Fleet

97X4930.5CF0 261 BLNK 1 S33150 BLNK BLNK #(UIC)390000

Reserve Flee
97X4930.5CF0 261 BLNK 1 S33150 BLNK BLNK #(UIC)430000

Insert the applicable service designator (R/V)

Navy Working Capital Fund (NWCF)-Fleet Oilers Ships: Fleet Oilers NWCF ships
procuring fuel from commercial sources or foreign governments not covered by
an FEA cite this accounting data:

Fleet Oiler

97X4930. 5CF0 261 BLNK 0 S33150 BLNK BLNK #(UIC)UZ0000

NWCF Ships Carrying JP5 fuel in NWCF

97X4930. 5CF0 261 BLNK 0 S33150 BLNK BLNK #(UIC) 00********UZ

Insert the applicable service designator (R/V)
******** Insert four digit Julian date and serial number

Figure 15-1a

Figure 15-1b
CMOB FUEL ACCOUNTING DATA

Serial Numbers: Serial numbers are standardized Navy-wide based upon fuel
type and activity receiving fuel. Serial numbers indicated on the chart
below will always be used:

Bulk Lube Oil Not An Open Allotment

TRANSACTION	F76	JP5	BULK LUBE OIL	MGO(SEA Card)	NON-FUEL(SEA Card)
Requisition from: CV/CVN/LHA/LHD	6600	1999	6601		
Requisition from all other ships	6500	6501	6502		
Sales to Foreign ships	6700	6701	6702		
Offloads	7600	7601	7602		
SEA CARD Contract purchase		6505		6503	6900

Figure 15-1b

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Chapter 16 – POSTAL OPERATIONS

16000. <u>GENERAL</u>. This chapter contains the essential elements of postal operations examined during assessments and inspections. Comprehensive instructions are contained within references listed below. Postal operations while deployed require a significant amount of planning and reporting. Consult the appropriate OPORDERs and theater Logistics Manuals for guidance. Naval Warfare Publication 4-09, Part III, Postal Services, provides an overview of operational mail matters.

16100. <u>REQUIRED PUBLICATIONS</u>. The most current and updated editions of the following publications are required: USPS Publications must contain all applicable changes listed in the Postal Bulletin to be considered valid. DOD/OPNAV publications must contain all interim message changes to be considered valid.

    a. Domestic Mail Manual (DMM)

    b. International Mail Manual (IMM)

    c. Administrative Support Manual (ASM)

    d. Postal Operations Manual (POM)

    e. Product Tracking Service Operator Manual

    f. Postal Bulletins (PB), (BI-Weekly)

    g. DOD Postal Manual 4525.6-M

    h. USPS Directives and Forms Catalog (Pub 223)

    i. USPS Distributing, Dispatching and Transporting Military Mail by Air Handbook (T-7)

    j. DON Department of the Navy Postal Instruction (OPNAVINST 5112.6 series)

    k. OPNAVINST 5218.7 series

    l. Applicable FLTINST

    m. Applicable JMPA Guide

    n. APO/FPO Mailing Conditions Overseas posted near finance window? (Current USPS Postal Bulletin)

o. USPS Material Management Equipment and Supply Catalog (Pub 247)

p. Requisitioning Labels (Handbook PO-423)

q. AMPS User Guide

16200. <u>ASSIGNMENT OF POSTAL PERSONNEL</u>

a. Postal Officer: All commands operating a post office must have a Postal Officer designated in writing by the Commanding Officer. The Postal Officer must be an E-7 or above assigned to the Supply Department. He/she is responsible for the supervision of command postal operations. Postal Officer will be responsible for inspecting post office weekly and complete Postal Officer's weekly checklist. If a PCC, PCCS, or PCCM is assigned to the ship, they should be designated as the Postal Officer. Detailed duties are contained in reference (a) and (b).

b. Postal Petty Officer (PPO) and Alternate Postal Petty Officer (APPO): Postal duties onboard will be performed as a second primary duty for no less than one year by a Petty Officer 2nd class or above. Each ship will assign a Petty Officer from the Supply ratings (SH/SK) who meets the criteria in OPNAVINST 5112 series. PPO and APPO must complete JQR and 60 days OJT before attending Independent Duty Afloat Postal Clerk course A-554-0026 (NEC 3001). If the PPO and APPO are ordered in by BUPERS then the JQR and 60 days OJT will be accomplished after reporting on board.(Waivers for outstanding performing E4 SH/SKs will be considered on a case by case basis when E5 and above personnel are not available. The ship's supply officer must send a waiver request with full justification explaining why E5 and above cannot hold these duties to the COMNAVSURFOR Services Officer. The COMNAVSURFOR Services Officer will either approve or disapprove the request). The PPO and APPO duties will be designated and terminated via the DD Form 2257. The Offense Against the Mail Statement (NAVSUP Form 5112) will be signed by the PPO, APPO and Postal Officer. Upon completion of the above criteria a DD Form 285 Appointment Cards will be issued to Postal Petty Officer and Alternate Postal Petty Officer.

c. Custodian of Postal Effects (COPE): The COPE is responsible for the day-to-day operation of the post office and should be the ship's Postal Petty Officer or Postal Clerk. The Postal Officer should use separate DD Form 2257 to designate the COPE. References (a) and (b) above specify COPE duties.

d.   Mail Orderlies: Divisional representatives who pick up mail at mail call. Designate Divisional mail orderlies by using the DD Form 285, mail orderly appointment letter and Offense Against the Mail Statement (NAVSUP Form 5112), which are required to be updated annually. Mail Orderlies must attend mail orderly training developed by MPC/PPO prior to assuming postal duties. Commands mail orderly training program should be included in the post office standard operating procedures (SOP).

16250. Command Official Mail Manager (OMM). To be assigned from the Administrative department. Responsibilities include internal control of official mail, including custody and metering of official mail. The OMM must ensure audits are conducted monthly on OPNAV Form 5112/2 when stamps are on hand. The audit must be conducted by Chief Petty Officer and above. Navy Cash ships must use the ships OPTAR to transfer funding to the Navy Cash merchant card. Merchant card is to be used on deployment to pay for official mail at the post office. NON Navy Cash ships should receive official mail meter from the serving consolidated mail facility. Ship's in homeport should use the serving consolidated mail facility to the maximum extent possible whenever possible.

a.   Responsibilities:

(1) The OMM is responsible for the security of the Navy Cash merchant card. The Navy Cash card when not in use shall be secured in a locked container (safe,etc.) or locked room, accessible only to the person having custody of them.

(2) The OMM will maintain a signature receipt record (Logbook) for all Navy Cash merchant cards transferred for use on a sub custody basis. The OMM will require all persons having sub custody of or utilizing Navy Cash card to maintain a daily record reflecting:

(a) the cash value of the Navy Cash merchant card

(b) number of articles mailed.

(c) total postage purchased.

(d) total value of the Navy Cash card at the end of the day.

(e) receipts for stamps purchased at the post office.

b. Commercial Postage Procedures:

(1) Keep the Navy Cash card locked until needed. Limit access to two individuals. Report all <u>unauthorized use</u> of Navy Cash card to the commander of the individuals involved for appropriate investigation.

(2) Authorized use of the Navy Cash card includes:

(a) Mailings relating exclusively to official business.

(b) An activity sending invitations to official social functions held on behalf of a DoD component or sponsored in the name of a DoD component.

(c) Non-appropriated Fund Instrumentalities, including the Exchange Services and the Stars and Stripes, only for official administrative mailings related inclusively to business.

(d) For invitations to a social function funded per SECNAVINST 7042.7J.

(e) Command sponsored Navy Ombudsman for official use. (If inport San Diego, see dockside mail).

(f) Selection Board packages.

(3) Unauthorized use of appropriated fund postage includes:

(a) Matter not exclusively U. S. Government business.

(b) Postcards, unless DoD or DoD Component approved forms.

(c) Official material such as daily or weekly housing bulletins containing unofficial information.

(d) Invitations to social functions to satisfy personal social obligations even if they are the result of an official position, i.e. change of command.

(e) Personal congratulatory letters from one individual to another in a private capacity.

(f) Personal mail, holiday and birthday greetings, retirement announcements, completed employment applications, resumes and similar material.

(g) Fund drives not officially endorsed by DoD or the DoD Component concerned.

(h) Unofficial biographies and unit histories.

(i) Dependent school yearbooks, cruise books, and other unofficial items such as announcement cards, thank you cards, and memoir albums.

(j) Announcements and attendance responses related to DoD component branch anniversary parties, and similar events.

(k) Mailings by or for private associations, such as unit associations, wives clubs, Boy Scouts, etc.

16300. <u>STANDARD OPERATING PROCEDURES (SOP)</u>. Per reference b, each command operating a post office will have standard operating procedures in the form of an instruction directive citing pertinent information relative to mail operations and facilities within the command. The instruction shall contain, at a minimum, the following:

a. Complete and correct Command mailing address.

b. Hours of Operation.

c. Emergency destruction of postal effects.

d. Location of mail drop boxes.

e. Mail collection and close out times to include postmarking.

f. Name of Postal Officer, Command Monies Audit Board, and Custodian of Postal Effects.

g. Customs procedures and requirements.

h. Security for protection of mail, postal effects, and access to MPO working spaces.

i. Transportation for incoming and outgoing mail.

j. Procedures for preparation, internal routing and submission of required reports.

k. Mail bombs, anthrax, chemical and biological actions and procedures.

l. Mail Orderly training program.

16400. PHYSICAL SECURITY. Minimum standards for post office physical security are:

a. A high security lock and hasp on each door.

b. An inspection port (window) in each shipboard post office to allow roving security personnel to view the office interior after hours.

c. Access is limited to the Commanding Officer, Executive Officer, Postal Officer, COPE, and MPCs/PPO's. All other personnel must be escorted or under constant surveillance by postal personnel. Sign posted outside post office listing authorized personnel.

d. The COPE shall be the sole custodian of the post office keys. The Commanding Officer or his designated representative shall hold a duplicate set of keys for safekeeping. Use Modified Cash Receipt, PS Form 1096 to receipt for the duplicate set of keys. Seal the duplicate set of keys delivered in a duplicate key inventory envelope, PS Form 3977, sign the back flaps and use rubber stamp with All Purpose Dating Stamp (APDS).

e. The COPE will maintain a receipt for all keys issued to other postal clerks. In the event a duty key is established a duty key log will be maintained at all times.

f. Permanently install post office safes to the structure of the ship to prevent ready removal. Change safe combinations at least annually, when COPE/MPC/PPO transfers or when compromised.

g. All sliding windows, window bars, locks and accesses to the post office will be maintained in working order. All safes and lockable drawers will also be maintained in working order. Damaged and unserviceable security devices degrade post office security.

h. The Post Office should only be used for the purpose of financial services, sorting and storage of US Mail. The post office shall not be used for any other purposes.

16700. <u>USPS Postage Meters</u>

a. On deployments, ships will receive a postage meter and supplies from the serving PFO and will be required to update their PS Form 1590 on AMPS.

b. Ships will report financial business to USPS, or the serving PFO, as applicable, on a weekly basis.

c. Each day's business must be completed on electronic PS Form 3602.

d. NON-Navy. Cash ships, must submit PS Form 3602 reports daily to disbursing, a U.S. Treasury check must be made payable to Postmaster San Francisco (west coast) or Postmaster New York (east coast) weekly and then sent to the serving PFO.

e. The Change fund for NON-Navy Cash ships requires a Commanding Officer letter to establish the Change Fund Custodian position and a Disbursing Officer's letter to designate the individual. Disbursing Officer will have the PPO/PC sign for the change fund on a DD Form 1081, the fund will then be issued to the PPO/PC. When the fund is no longer needed, the PPO/PC will return the fund to the Disbursing Officer and the DD Form 1081 will be destroyed.

f. Postal Officer must verify sales using postage meter ascending number reading, PS Form 3602 and PS Form 1412 prior to submitting it to the serving PFO

g. On Navy Cash ships, the Postal Officer must daily, verify the ascending number reading on the postage meter, against the PS Form 3602, end of day summary report, and the on line 1412 report prior to submitting deposits to USPS.

16750. <u>INSPECTIONS</u>. Designated Postal Advisors will conduct postal inspections, assessments, and training visits. The Postal Advisor program is governed by reference (b). Only properly designated Postal Advisors may conduct shipboard assessments and inspections. The Postal Officer and COPE must be present for all official inspections and visits.

a.   All COMNAVSURFOR units operating post offices shall be examined during the SMC cycle.

b.   Postal Visits

(1) Training Assist Visit (TAV). Any training assist visit made by postal advisors. TAVs are informal visits usually made at the request of the command. TAVs do not satisfy as SMC inspection requirements.

(2) Supply Management Certification. A formal assessment of postal operations in conjunction with the SMC. Satisfies the SMC requirement.

(3) Limited Logistics Team Trainer (LLTT PRECOM) for pre-commissioning units. Training visit for new commands. Requested by the ship. Does not satisfy the SMC requirement.

(4) Pre deployment Visit. A visit made to assess readiness for deployment, either formal or informal. Requested by the ship. Should be conducted sixty days before deployment.

(5) Decom Assist. A visit to assist a unit with decommissioning procedures. Requested by the ship.

(6) Investigation. Visit to investigate a suspected postal offense. Usually requested by the ship or higher authority.

16800. <u>REGISTERED MAIL</u>. Registered mail may contain material up to the classification of SECRET and must meet all required standards for SECRET material at all time. Must be U.S. Citizen and be eligible for a secret clearance to handle official registered mail. Important procedures in handling registered mail are:

a.   Keep registered mail under constant surveillance at all times. Never leave it unprotected. Registered mail must be kept locked in a safe when awaiting delivery or dispatch.

b.   Maintain a chain of custody on articles of registered mail at all times by using the following documents to transfer accountability:

(1) DD Form 2261, Registered Mail Balance, is used to transfer custody of registered mail articles on hand within a post office and is used daily to balance all registered mail

receipts. Registered Mail balance sheet is required to be filled out anytime registered mail is received, dispatched or on hand.

(2) PS Form 3854 and PS 3854A transfers accountability between post offices.

(3) PS Form 3883 receipts for registered articles delivered to an organization (i.e. admin).

(4) PS Form 3877, Firm Delivery Book, is used by organizations (i.e. admin) to deliver registered mail to the Post Office.

(5) PS Form 3849, Receipt, is used to deliver personal registered mail to an individual. File by the last two digits of the accountable mail number.

(6) OPNAV 5110/9, DD Form 1384 (TCMD), and PS Form 2942A (AV-7) are cargo manifests used to transport registered mail on various air and surface cargo transports.

(7) PS Form 3806, Window Receipt, is used for registered mail articles accepted over-the-counter at the post office.

c. Balance registered mail every day when you receive incoming or outgoing registered mail and if registered mail is on hand at the close of business each day by using DD Form 2261. The registered mail balance sheet is a simple ledger that verifies accountability by listing all incoming registered pieces on one side of the form and balances it by listing all outgoing registered pieces on the reverse side of the form. The balance sheet must be witnessed, preferably by the Postal Officer each day registered mail comes in or is on hand. If registered mail isn't received, dispatched or on hand then a report is not required. However, enter "No business conducted between (dates involved)" in the Remarks Section on DD Form 2261 on the first day a registry transaction is accomplished.

d. All registered mail "inside" bills must be witnessed. This applies to both incoming and outgoing registered bills (usually PS Form 3854 or 3854A). Maintain two-person integrity whenever opening or closing a registered pouch.

e. When transferring registered mail at sea:

(1) For highline transfers, place registered mail in weighted jettison bags. Place ordinary mail into floatation bags.

(2) When transferring mail via aircraft (COD/VOD), carry all registered mail internally within the aircraft, never slung underneath.

16850. <u>DIRECTORY SERVICE</u>. Provide postal directory service for all undeliverable mail. The elements of directory service include:

a. Postmark the reverse side of all mail not delivered on the day received with the command's directory service stamp.

b. Process all mail daily for persons who have transferred against the directory service file and forward for one year for first class mail and 60 days for magazines/newspapers.

c. Each person that reports to, or departs from, a Navy command must complete an OPNAV Form 5110/5 (Directory Service Card). Maintain directory cards for as long as that individual remains attached. Maintain directory cards for transferred personnel for one year from the date of transfer. Forward mail for one year from the date of transfer.

d. The NAVSUP Automated directory service program must be used by all commands. This program speed up the directory service processing and decreases the overall workload.

e Perform directory service every day. First class mail must be processed within 24 hours of receipt.

f. The Postal Officer must screen the directory mail during his/her weekly inspection.

16900. <u>POSTAL POINTS OF CONTACT</u>. Contact postal advisors by any of the following means:

a. COMPACFLT/COMNAVSURFPAC

(1) Mail:
Postal Advisors Office
(or Postal Finance Office)
4070 Surface Navy Blvd., Suite 3
San Diego CA 92136-5287

(2) Telephone:
Commercial (619) 556-8950, or 8951
Commercial FAX: (619) 556-6998
DSN Prefix: 526

b. COMLANTFLT/COMNAVSURFLANT

(1) Mail:
Fleet Postal Officer
COMFLTFORCOM(N415D)COMLANTFLT (N412P)
1562 Mitscher Ave, Suite 250
Norfolk, VA 23551-2487

(2) Telephone:
Commercial (757) 444-7203 EXT 12 or 15
Commercial FAX: (757) 836-6709
DSN Prefix: 836

c. COMNAVSURFOR

(1) Mail:
Force Postal
COMNAVSURFOR (N414P4)
2841 Rendova Road
San Diego, CA 92155-5490

(2) Telephone:
Commercial (619) 437-5686
Commercial FAX: (619) 437-2265
DSN Prefix: 577

16925. <u>POSTAL SUPPLIES</u>

a. Postal supplies will be inventoried semi-annually on PS
Form 1586. Supply levels will be maintained IAW OPNAVINST 5112.6
series. The most current and usable edition of applicable USPS
forms will be maintained on hand.

b. Appropriate strip labels for the proper tagging and
dispatch of mail will be ordered on PS Form 1578-B. Postal
Advisors can provide assistance in ordering strip labels.

16930. <u>Automated Military Postal System (AMPS)</u>. All
PPOs/COPEs/Postal Officers will establish and maintain an AMPS
account with MPSA and become familiar with the material and
resources contained in AMPS. To establish an account, email
application to Fleet Postal Officer.

a. Update post office profile at least annually.

b. Upload financial information when required.

c. Update 1590 when USPS equipment is on board

16935. <u>PRODUCT TRACKING SERVICES (PTS)</u>. PTS is used for tracking accountable Delivery Confirmation, numbered Insured Mail, Registered Mail, and Certified Mail. Post Offices are required to have a copy of the Product Tracking Service Operator Handbook on hand.

a. Scan the bar-code labels on items received in the mail and upload to AMPS or manually enter the data into AMPS

b. For numbered insured articles with delivery confirmation, only enter the delivery confirmation number.

c. For ships without 24/7 connectivity, post office will maintain a log book of all accountable services to include Delivery Confirmation, Certified, Registered, and Numbered Insured Mail so you can deliver the mail piece immediately and process in AMPS at a later time when connectivity is available.

16950. <u>MANAGEMENT CONCERNS</u>. Postal Officers should be alert for the following:

a. During deployments, Postal Clerk workload increases. On small ships where there is only one PC/PPO, extra sailors are necessary to assist the PC/PPO on a full time or part time basis to provide support in the form of working parties and ground transportation. Due to the relatively junior standing of postal clerks/postal petty officer on small ships, Supply Department Chief Petty Officer and Officers support may be needed to obtain the necessary resources.

b. The Postal Officer is required to inspect the post office weekly and fill out postal officer's weekly checklist as per OPNAVINST 5112.6   During the weekly inspection pay special attention to undelivered mail, outgoing mail not dispatched regularly and a backlog of directory service mail.

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Chapter 17 - AFLOAT TRAINING GROUP and the CONTINUOUS
MONITORING PROGRAM (CMP)

17000. GENERAL. This chapter contains the essential elements
of the Afloat Training Group, Logistics training cycle and the
CMP program.

17100. ATG Mission. The mission of ATG is to provide the
Immediate Superior in Command (ISIC) and the afloat Commanding
Officer with unit-level training for the command's training
teams and watch standers in order to accomplish the Intermediate
Deployment Training Cycle (IDTC) basic training phase objectives
with a primary goal of training the ship's crew to train
themselves. ATG also provides assistance to the ISIC and the
commanding officer in maintaining afloat unit-level proficiency
through the use of the Limited Training Team (LTT).

17200. ATG Points of Contacts/phone numbers.

     a. ATGPAC, San Diego: Commercial: 619-556-5798/5764/6435

     b. ATGPAC, Middle Pacific: Commercial: 808-472-8881 ext.
335

     c. ATGPAC, West Pacific: Commercial: 80-315-243-6225

     d. ATGPAC, Pacific North West: Commercial: 425-304-4746

     e. ATGLANT, Norfolk: Commercial: 757-444-9608/9611/9610

     f. ATGLANT, Mayport: Commercial: 904-270-6344 ext 3063

     g. ATGLANT, Ingleside: Commercial: 361-776-5560, DSN:776-
5560

17300. Logistics Training Cycle. All ships need to be ready to
respond to world events.   Tohelpensure that the Supply
Department is ready to respond to any event the Supply Officer
and his/her team must focus on processes. Do not 'ramp-up' for
inspections or other events. The best way of focusing on the
process is to conduct Self Assessments at least every six months
using the COMNAVSURFORINST 5040.1(series), find your weak areas,
get training, and fix them. Certification is achieved by
satisfactory performance at the Supply Management Certification
(SMC) per the COMNAVSURFORINST 5040.1(series) and
COMNAVSURFORINST 3502.1A Tab V. This is required at least every
24 months. Prior to SMC and deployment the Supply team should

schedule visits from the NFMT, Fleet Assist/NEXCOM, and ATG
Logistics. A self-assessment using the COMNAVSURFORINST 5040.1
(series) will indicate weak areas in the Supply Department and
provide insight on which areas LLTT's are required. Four to six
months prior to the SMC, Supply Officers should schedule a Pre-
SMC Assessment Review with the local ATG.   Below is a timeline
that shows that typical Logistics Training Cycle.

Standard Notional Logistics Training Process
ATGPAC - ATGLANT
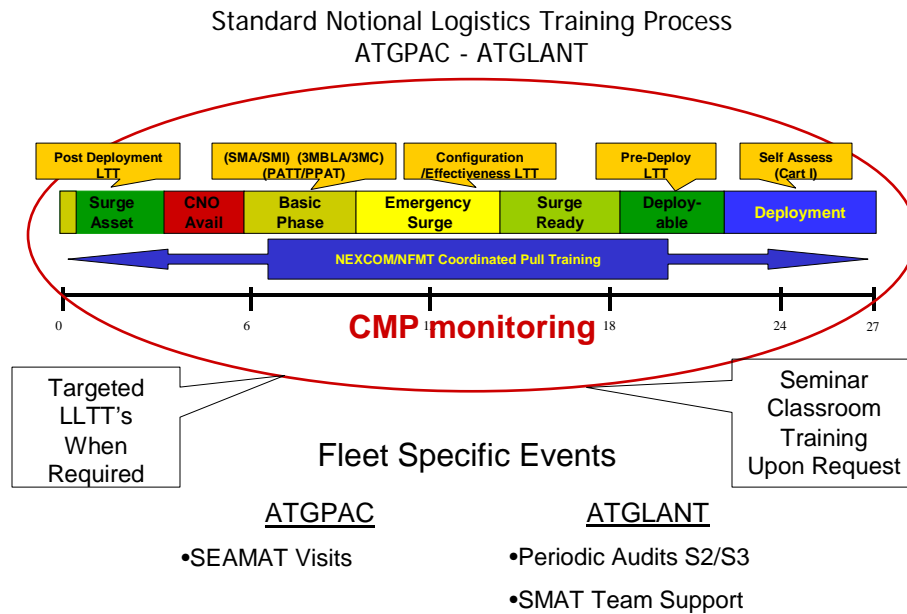
17400. Logistics Training. Various logistics training courses
and assist visits are provided by the ATGs. Classroom training
course schedules are provided quarterly via Naval Message and
include training on R-Supply, Logistics Management, Financial
Management, SMARTS, DLR Management/FACTS, XMAMs Management,
Configuration Management, CMP Management, Purchase Card,
Material Outstanding File (MOF) Maintenance, 3M, OMMS-NG, Repair
Parts Petty Officer (RPPO) Training, Food Service Management
(FSM), and Retail Operations Management II (ROM II). Some of
these classes are offered via Video Tele Training (VTT). Ships
are encouraged to attend these classes to enhance their
knowledge in Supply and to be familiar with the daily business
of SNAP II/Micro-SNAP/R-Supply/OMMS-NG/FSM/ROM II automated
afloat supply operations. Contact the ATG POCs above to
schedule classes or on board assist visits/LLTTs.

17500. Continuous Monitoring Program (CMP). CMP consists of
two elements:

a.   CMP Extractor programs installed on every ship for S1, S2, and S3. The CMP Extractors are the primary CMP tools used by the ship to monitor and improve shipboard processes.

b.   The CMP web site, where data from the on ship CMP Extractor programs and other sources is posted. The web site is primarily used by Type Commanders, ISICs, CLASSRONs, and ATGs to monitor ship performance and data trends. Based on the data trends for a particular ship, the ATGs will offer assistance and training. Ships will use the web site to review data trends, obtain CMP Extractor software, view current DLR carcass charge data, view off-ship ACWT, view ASI processing status, and input data / answer data calls as required by CNSF.

17501.   CMP Requirements. Where required below, e-mail CMP files to: cmp_surfor@navy.mil

a.   Daily (**Only when ship is deployed or away from homeport for more than 30 days**):

▪   S2 – Run on board S2 CMP Extractor and submit CMP data file via e-mail.

b.   Weekly (**Between Friday and Monday**):
▪   S1 – Run on board S1 CMP Extractor and submit CMP data file via e-mail.
▪   S2– Run on board S2 CMP Extractor and submit CMP data file via e-mail.
        (**Note**: Do this when **NOT** deployed. Submit daily when
        deployed.)
▪   Postal – Input weekly Postal information into the CMP web site: https://cmp.surfor.navy.mil/
        (**Note**: **Only if the ship has a Postal Meter on board**)

c.   Monthly:
▪   S1 – **Last working day of the month – AFTER** the BOR has been processed - run the onboard S1 CMP Extractor and submit CMP data file via e-mail.
▪   S1 – **Between the 1st and 5th**, run the on board S1 CMP Extractor and submit the CMP data file via e-mail.
▪   S2 – **Just before closing the month**, run the on board S2 CMP Extractor and submit the CMP data file via e-mail.
▪   S3 – **After monthly inventories** are complete, run the S3 CMP Extractor within ROM II and submit the CMP data file via e-mail.
▪   S4 – **Between the 1st and 5th**, input Disbursing data into the CMP web site: https://cmp.surfor.navy.mil/

▪   SUPPO – **Between the 1ˢᵗ and 5ᵗʰ**, update or confirm **unit POC information** on the CMP web site.
▪   SUPPO – **Between the 1ˢᵗ and 5ᵗʰ**, review and update (if required) **SWSCO Tracking** information on the CMP web site.

Note: A CMP Checklist to assist ships in tracking the CMP requirements is available for download on the CMP web site. Again, where required, e-mail CMP data files to cmp_surfor@navy.mil

In addition to the requirements above, CNSF will periodically use the CMP web site to conduct data calls. These data calls will be directed via Naval message or e-mail and ships will be required to answer the data call by inputting data into the CMP web site.

    d.   Ships will maintain a hard copy of the CMP Pulse Point Summary Reports for S1, S2 and S3. The hard copy reports will match the CMP data submitted to the CMP web site for each month. The past 12 months will be maintained. By maintaining a hard copy history for 12 months, the ship's leadership can review trends even if web access is not available.

    e.   Ships are required to use the latest version of the CMP Extractor and should validate that the latest version is installed before running and submitting their CMP data files.

f. Ships are required to have the S1 and S2 CMP Extractor software on a CD. CMP Extractor software, both the full version and updates, can be downloaded from the CMP web site: https://cmp.surfor.navy.mil/

    g.   The full versions of the CMP Extractors are about 10 – 12 Megabytes zipped and are too large to download while underway. Having the software on a CD will ensure the ship can reinstall the CMP Extractor software if required. The picture below shows the main CMP web site menu after log-on and where to go to download the CMP software.

h. Ships will use CMP in their day-to-day operations and take action to investigate and correct business processes that effect CMP pulse point areas. Providing useful information to the Supply Department team to help them improve support to the ship is the objective of CMP. There are times when a CMP pulse point area will be yellow or red, even though the ship has taken all appropriate action. Further action to **manipulate data (i.e., "Gaming") to make a CMP pulse point green will not be tolerated and may negatively impact the ship's departmental award (i.e., Blue E) and/or SMC grade**. For example, manually loading status that does not match DAAS or issuing light bulbs one at a time to improve effectiveness numbers are examples of gaming. The Supply Officer and ship's chain-of-command, including ISIC and TYCOM, must see the real picture in order to take action required to improve operational support.

17502. CMP Extractor Programs

a. CMP software is installed on every surface ship in the following areas:

- S1 – CMP Extractor programs are available for ships running R-Supply (Unit Level), R-Supply (Force Level), SNAP II, and Micro-SNAP. The S1 CMP Extractor provides Supply Officers and Leading SKs (LSK) with detailed pulse point data extracted from supply

automated management systems (SNAP II/Micro-SNAP/R-Supply). CMP is a great   tool for identifying weak areas and to fix problems in   Supply and Financial Management. The S1 CMP Extractor   should be used every day by the SK team to improve their operation.

▪   S2 – The FSM CMP Extractor can be installed on the ship's FSM computer or on any other PC. It should be run daily   and the reports reviewed by the Leading CS, Food Service   Officer (FSO) / Supply Officer to monitor the S2   operation.

▪   S3 – Unlike the S1 and S2 CMP Extractors, the S3 CMP   Extractor is built into the ROM II application. The S3   CMP report should be reviewed by the Sales Division team   and Supply Officer monthly to track stock turn and   financial status of the S3 operation.

17503. <u>S1 CMP Extractor Use</u>. (As the majority of CNSF ships are installed with Rsupply Unit Level, this section uses the Rsupply Unit Level Extractor software to illustrate how the software can be employed to monitor and improve S1 operations. Extractor software for the other afloat systems – Rsupply Force Level, Micro-SNAP, and SNAP II is similar to the Rsupply Unit level CMP Extractor software and can be employed in the same manner as described in this section.)

a. The S1 CMP Extractor program should be installed on all computers in the Supply Office and in GSK/Stock Control. The S1 CMP Extractor is an outstanding tool that saves the SK team time and CMP Extractor use should be incorporated into the SK team's day-to-day work routine. Below is a picture of the CMP main menu.

CMP Version

Select Operations

Click to Run

After Running, View Report and Drilldown.
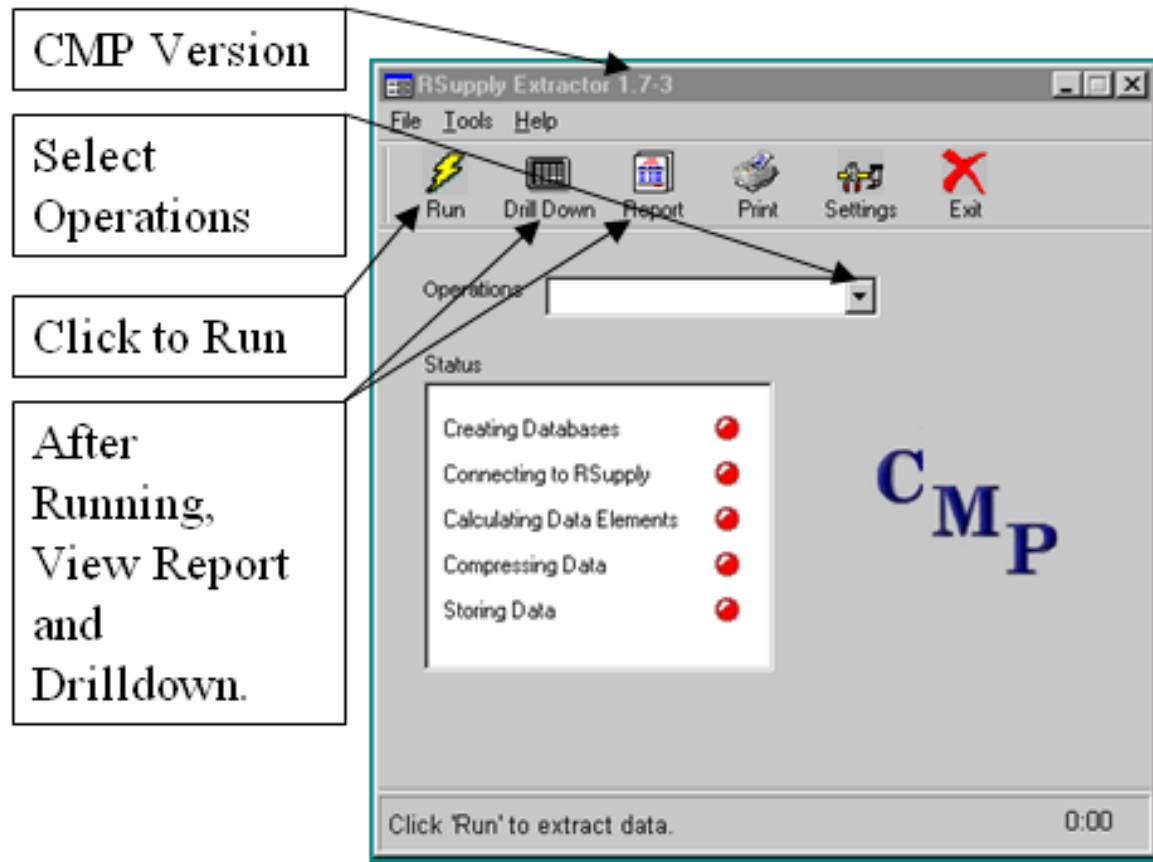
b. On the first day of each month, SKs should do the following:

(1) Run a trial reorder. If a stock reorder is needed, run, review, and release it – unless funding is not available.

(2) Run the CMP Extractor and submit the CMP data file as specified 17501.b.

(3) Run global levels setting.

By following this sequence, CMP will capture all of the data from the previous month and provide an accurate picture of where the ship is at in terms of repair parts funding shortfall and zero balance SIM items. If CMP is run after global levels setting and that data file is submitted for posting to the CMP web site, zero balance SIM will be inflated by any SIM items added as a result of levels setting.

c. After running the extractor, pulse point areas can be viewed by clicking the Report button on the main menu. A sample report is shown below.

External MOF			
DTO	7.17	Red	
STOCK	8.39	Red	
	DTO	STK	
Total records > 10 days old	307	274	
A0/AT > 10 days and no status	188	213	
AE BM with TD > 10 days	0	0	
AE BD with ESD > 10 days (Ex NUV)	1	1	
AE BF, BS, Invalid Status	0	0	
AE BB,BV,BC,BP with ESD > 10 days	12	15	
AB/AE BZ with ESD > 30 days	30	1	
AE BA,BN w/ESD > 60 days (90 OCONUS)	7	5	
AS with ESD > 60 days (90 OCONUS)	45	15	
AU with ESD > 60 days (90 OCONUS)	0	0	
AE B5 with TD > 10 days and exp ESD	1	1	
AN with passed due date	1	0	
A0 with R9 and TD > 45 days	0	0	

Internal MOV	97.14	Yellow
Total Valid Reqs	136	
Total Invalid Reqs (Closed JCNs)	4	

Reorder Review

Flagged for Inventory (All Cosal Types)	0	
Flagged for Inventory SIM	0	
HME Dollar Value	$2,177.97	Yellow
HME Total Line Items	5	Green
Def to RO %	0.09	
Range %	98.00	
Depth %	94.74	
MAMs Dollar Value	$451,778.26	Red
MAMs Total Line Items	376	Red

SRF Maintenance	0	Green
Invalid SRF Records	0	
Total SRF Records	15,086	

ARRCS	0	Green
Invalid ARRCs	0	
Valid ARRCs	9	
Total Limit Flags	354	
Total Inventory Flags in SRF	0	

SIM Zero Balance	21	Yellow
SIM Items with Zero Onhand	21	

Effectiveness - Previous Month

Gross	0.00	Red
Net	100	Green
Total NIS Demands for SIM	0	
Total NIS Demands for NonSIM	0	
Total Number of NC	4	
Number of SIM Issues	0	
Number of NonSIM Issues	0	
Four Month Average Gross	13.00	
Four Month Average Net	19.00	
12 Month Average Gross	38.00	
12 Month Average Net	51.00	

Effectiveness - Current Month

Gross	100	Green
Net	100	Green
Total NIS Demands for SIM	0	
Total NIS Demands for NonSIM	0	
Total Number of NC	0	
Number of SIM Issues	0	
Number of NonSIM Issues	0	

Average Customer Wait Time (Onboard Issues)- Previous Month	0.00	Green
Number of Issues	0	
Number of Issues without JCNs	0	

Average Customer Wait Time (Onboard Issues)- Current Month	42.00	Red
Number of Issues	1	
Number of Issues without JCNs	0	

d. While the Pulse Point Report shows the overall picture in each pulse point area, the CMP Extractor Drilldown feature provides the detail that the SK team can use day-to-day to improve their operation. For example, Material Outstanding File (MOF) maintenance has historically been the responsibility of one SK who had to print all of the outstanding requisitions in the MOF and review them one-by-one to see if any action was required. The CMP Extractor has the following advantages over the traditional method:

(1) The CMP Extractor validates outstanding requisitions having good status and only presents the MOF records requiring action – saving the SK time.

(2) In addition, the CMP Extractor breaks down the records requiring action into categories, such as "A0/AT > 10 Days and No Status," which allows the SK team to divide the

workload into more manageable pieces and spread the workload among several SKs. The Leading SK should assign each SK with the responsibility for working specific CMP drilldown listings.

        (3) The CMP Extractor brings several pulse point data points into one report, which means that the Supply Officer and SK team do not have to print and interpret multiple reports from R-Supply, SNAP II or Micro-SNAP to gage their operation.

    e. The picture below shows a sample drilldown screen. Looking at the Pulse Point Report on the previous page, there are 213 stock requisitions having an A0/AT > 10 days old in the MOF. As can be seen below, the CMP drilldown provides the SK with the exact records that require action, which is an invaluable time saving tool.

Drilldown of 213 Stock Requisitions having A0/AT > 10 days old and no status in the MOF.¶

    f. As stated in paragraph 17501.h, CMP should be monitored daily. For pulse point areas that are not **"GREEN"**, the SK team should review processes that impact the pulse point. For example, if there are requisitions that have no status in the MOF, the SK team should review both the outgoing requisitioning process and the incoming status process to see if there is a technical problem or if training is required for SKs executing those processes. The CMP data submitted monthly will be closely monitored for trends by the local ATG. **Local ATGs will not wait to be invited to a ship, but are directed to visit ships where CMP pulse point trends indicate that review of a process / training is needed**. It is to ship's advantage to review CMP daily and to ask for ATG assistance and training to improve basis SK processes that impact CMP pulse points.

g. Following are tips to improve CMP pulse points that are "YELLOW or RED":

(1) External Material Outstanding File (MOF) Stock (STK) or Direct Turnover (DTO).

External MOF

DTO	7.17	Red
STOCK	8.39	Red

	DTO	STK
Total records > 10 days old	307	274
AO/AT > 10 days and no status	188	213
AE BM with TD > 10 days	0	0
AE BD with ESD > 10 days (Ex NUV)	1	1
AE BF, BS, Invalid Status	0	0
AE BB,BV,BC,BP with ESD > 10 days	12	15
AB/AE BZ with ESD > 30 days	30	1
AE BA,BN w/ESD > 60 days (90 OCONUS)	7	5
AS with ESD > 60 days (90 OCONUS)	45	15
AU with ESD > 60 days (90 OCONUS)	0	0
AE BS with TD > 10 days and exp ESD	1	1
AN with passed due date	1	0
AO with R9 and TD > 45 days	0	0

(a) The External MOF pulse point in CMP is graded as follows:

>= 98%	>= 90% to < 98%	< 90%

(b) On a daily basis, the SKs assigned to work the External MOF drilldown listings should run the CMP Extractor and print their drilldown listings. If in port, each SK should use the One Touch Support (OTS) web site (https://www.onetouch.navy.mil/ots/index.html) to obtain the latest status for each requisition on the drilldown listing. If OTS provides more up-to-date status than available in the ship's MOF, the latest status should be interactively posted to the ship's system. When web site access is not available due to bandwidth restrictions, the SKs should obtain the latest status using PCLINK via WINSALTS or request status from the Global Distance Support Center (GDSC) gdsc@navy.mil

(c) If the SKs are finding more up-to-date status via OTS, PCLINK via WINSALTS or the GDSC, the requisition release and incoming status processes should be reviewed closely to ensure requisitions are leaving the ship and status is being received and processed in a timely manner. Specifically, about an hour after requisitions are released via WINSALTS, OTS or PCLINK via WINSALTS should be used to query DAAS for a sample of these requisitions to ensure they left the ship. If no record is found in OTS or PCLINK, immediate action should be taken to

ensure Radio is providing bandwidth for WINSALTS. If a problem is found on the ship and corrected, submit an ATA/AT1 follow-up and check OTS or PCLINK again within an hour to ensure the AT_ left the ship. By following this process, the ship will never have any requisitions on CMP with A0/AT > 10 days old and no status. For incoming status, a log should be established to track status files received via WINSALTS to show when files were received via WINSALTS, when they were processed into the ship's system, and when the status exception listing was processed. Incoming status files should also be maintained on a PC and renamed to keep them in chronological sequence. The naming convention YYYY MM DD (i.e., 2004 07 14) is recommended. If a system failure occurs and status files must be reloaded, they must be reloaded in chronological sequence and the file naming convention facilitates the recovery process.

   (d) A0_/AT_ greater than 10 days old and no status – If no better status on OTS or PCLINK, submit follow-up (AT_) or process internal cancellation so stock will be reordered on next stock reorder processed. If DTO is internally cancelled, make sure to inform the work center so they can reorder if still required.

   (e) AE BM with TD > 10 days – If no better status on OTS or PCLINK, submit follow-up (AF_).

   (f) AE BD with ESD > 10 days (Ex NUV) - If no better status on OTS or PCLINK, submit follow-up (AF_) for two consecutive weeks, then send a Naval Message to the last holding activity requesting updated status or revised ESD. Send ADTAKE messages weekly until resolved. Maintain a record of action taken until resolved.

   (g) AE BF, BS, Invalid status – For BF: Validate the Last Holding Activity (LHA) via OTS or PCLINK via WINSALTS and submit AT_ follow-up to the LHA. For BS, requisition is cancelled - If material still required, reorder.

   (h) AE BB, BV, BC, BP with ESD > 10 days - If no better status on OTS or PCLINK, submit follow-up (AF_) for two consecutive weeks, then send Naval Message to last holding activity requesting updated status or revised ESD. Send ADTAKE messages weekly until resolved. Maintain a record of action taken until resolved.

   (i) AB/AE BZ with ESD > 30 - If no better status on OTS or PCLINK, submit follow-up (AF_) for two consecutive weeks,

then send Naval Message to last holding activity requesting updated status or revised ESD. Send ADTAKE messages weekly until resolved. Maintain a record of action taken until resolved.

        (j) AE BA, BN w/ESD > 60 days (90 OCONUS) - If no better status on OTS or PCLINK, submit AF_ to LHA, but also conduct a spot inventory for stock and contact work center for DTO. If received, do a dummy receipt and process in R-Supply/SNAP II/Micro-SNAP. For BN, also validate that a credit (X0A) hit the TL. If receipt was processed before BN status, reverse receipt, process BN status, and reprocess receipt.

        (k) AS with ESD > 60 days (90 days OCONUS) - Conduct a spot inventory for stock and contact work center for DTO. If received, do a dummy receipt and process in R-Supply/SNAP II/Micro-SNAP. Stock - if not received, process B4 status interactively to complete. DTO – if not received process a dummy and post the receipt – notify the work center to reorder if still required.

        (l) AU with ESD > 60 days (90 days OCONUS) - Conduct a spot inventory for stock and contact work center for DTO. If received, do a dummy receipt and process in R-Supply/SNAP II/Micro-SNAP. Stock - if not received, process B4 status interactively to complete. DTO – if not received process a dummy and post the receipt – notify the work center to reorder if still required.

        (m) AE B5 with TD > 10 days and exp ESD - If no better status on OTS or PCLINK, submit follow-up (AF_) for two consecutive weeks, then send Naval Message to last holding activity requesting updated status or revised ESD. Send ADTAKE messages weekly until resolved. Maintain a record of action taken until resolved.

        (n) AN with passed due date – Immediately submit AP response to NAVICP.

        (o) A0 with R9 and TD > 45 days – Process internal AE1/RX for both DTO and stock.

        (p) The CMP Extractor does exclude NAVSEA TOB requisitions from some of the drilldown listings; therefore, the SKs should also do a full MOF review of R-Supply/SNAP II/Micro-SNAP MOF listings at least monthly.

(q) Review NAVSEA OPN requisitions (E series).
Submit follow-ups when required for requisitions with status
other than **"NM"** or **"NA"**. If not in receipt of latest status,
provide a list of NAVSEA requisitions to Mr. Phil McCormick
(NAVICP), e-mail: phil.mccormick@navy.mil for status validation
against the NAVICP-M Outfitting Requisition Control and
Accounting System (ORCAS).

(2) Internal Material Obligation Validation (MOV).

Internal MOV	97.14	Yellow
Total Valid Reqs	136	
Total Invalid Reqs (Closed JCNs)	4	

(a) The Internal MOV pulse point in CMP is graded as
follows:

>= 98%	>= 90% to < 98%	< 90%

(b) For this pulse point, CMP will only present
those items that can be cancelled, such as BB, BZ or BV). Using
the drilldown list, submit a cancellation request immediately on
all requisitions without shipping status (BA/AS1/ASU). When a
confirmed cancellation is received from the supply system, this
will reduce the total number of Not Carried (N/C) items reported
in SNAP II Supply Effectiveness RPT-132 or R-Supply monthly
Demand Effectiveness Report, JSI233.

SFM Drill Down (04193)

File   Records

Internal MOV   Internal MOV Drilldown

Niin	ORG Code	Doc Date	DSN	Suffix Cd	Advice Code	FC	Sts Doc ID	ESD	Trans Date	Status Code	Sup Add
008298740	21198	04105	A994			NR		00000	00000		YSCS09
010337240	21198	04145	B060			NR		00000	00000		YNEM02
010451422	21198	04134	W029		5G	Y6		00000	00000		YNCS05
010628470	21198	04140	B056			NR		00000	00000		YNCS03

(3) Reorder Review.

Reorder Review		
Flagged for Inventory (All Cosal Types)	0	
Flagged for Inventory SIM	0	
HME Dollar Value	$2,177.97	Yellow
HME Total Line Items	5	Green
Def to RO %	0.09	
Range %	98.00	
Depth %	94.74	
MAMs Dollar Value	$451,778.26	Red
MAMs Total Line Items	376	Red

(a) The HME Reorder Review Line Items pulse point in CMP is graded as follows:

< 10	10 to 20	> 20

(b) The HME Reorder Review Dollar Value pulse point in CMP is graded as follows:

< $1000	$1000 to $5000	> $5000

(c)   HME Reorder Review: Review and process reorders daily**.** TYCOM funding policy IAW paragraph 6300 is **100% on board or on order**. There are times when this policy is rescinded. When this happens and funding is not available, CNSF expects both of these pulse points to be red and needs to see the real data to be able to measure the funding shortfall. As stated before, ships should never do workarounds to, "Make CMP green." Without accurate data, the CLASSRONs and TYCOM will never be able to obtain adequate funding.

(d)   Review AT-4 deficiencies for validity. **Valid AT-4's** are those NIINs with 2 or more hits in 6 months based on regular maintenance requirements. **Invalid AT-4's** are those NIINs with 2 or more hits created as the result of **SEMAT, C5RA, ILR, Equipment Overhaul, etc.** Change invalid AT-4 to AT-8 as required. Make sure to make the RO quantity 0. Also, if the item is not a repair part, make sure to change the ERC code on the stock record card to a "C". If left as an ERC of "R", any demand for that NIIN will count as a Not Carried hit against Gross Effectiveness.

(e)   Delete or deactivate AT-6 or AT-8 consumable items erroneously ordered as repair parts.

(f)   Review AT-1/AT-4 deficiencies for substitutes using FEDLOG. Update the SNAP II/R-Supply cross reference file (AT-1 or AT-4/AT-9 relationship) as required.

(g)   Review AT-1 deficiencies without AMD or with YSTOCK location assignment if tied in to a NAVSEA requisition canceled with a "RG" status (No allowance). Change AT-1 to AT-6 if "RG" status applies. Make sure to make the RO quantity 0 and assign "RG" ARRC.

(h)   **Process reorders daily**. The Reorder Review Listing should be zero by end of the day. If funding is not

available, submit a re-alignment or augment message
request to the CLASSRON requesting additional funding to
cover storeroom deficiencies. Assign priority 05 or 06
(depending on FAD) and **RDD of today + 10 days or 777 if
deployed**.

(i)   Check the CMP drilldown list for items having
inventory flags set. Items flagged for inventory will not
show on the SNAP II/R-Supply/Micro-SNAP Reorder Review
(ROR) listing. Complete or cancel the inventory and then
run trial ROR otherwise this will cause disparity of
figures between ROR and CMP. Also, for R-Supply ships
only, locally assigned or T-NICN numbers will not show on
the R-Supply Reorder Review. This will cause a disparity
of figures between ROR and CMP. Using the info from the
CMP drilldown, manually reorder as required.

Niin	AT Code	COG	Nomenclature	Limit Flag	SIM	AMD	ARRC	Inv Flg	Cosal Type	Unit Price	Net Unit Price	Last
005430219	1	9N	ELECTRON TUBE	0	Y			N	HME	46.81	0	3/10/2004
005743818	1	9N	ELECTRON TUBE	0	Y			N	HME	9.23	0	3/10/2004
009811574	1	9N	RELAY	0	N			N	HME	50.05	0	7/7/2004
010395358	1	9C	PAD ASSEMBLY	0	Y	3.3		N	HME	688.52	0	4/5/2004
011121214	4	9Z	SCREW,MACHINE	0	Y	0.1		N	HME	6.32	0	4/19/2004

(j)   The MAM Reorder Review Line Items pulse point in CMP
is graded as follows:

< 25	>= 25 to < 50	>= 50

(k)   The MAM Reorder Review Dollar Value pulse point in
CMP is graded as follows:

< $20K	$20K to $40K	> $40K

(l)   MAM Reorder Review: Review/validate MAMs allowances
using the GDAPL and equipment count in OMMS and OMMS-NG
(X-RIC MAMS). Refer to CNSF INST 4440.1 for further
guidance in MAMS management.

Niin	AT Code	COG	Nomenclature	Limit Flag	SIM	AMD	ARRC	Inv Flg	Cosal Type	Unit Price	Net Unit Price	Last
000640161	1	7R	POWER SUPPLY	0	N			N	MAM	4499	1773.2	7/7/200
003460892	1	9N	ELECTRONIC MODULE,S	0	N			N	MAM	661.98	0	7/7/200
003460981	1	9N	OSCILLATOR,CRYSTAL	0	N			N	MAM	184.58	0	7/7/200
003977808	1	9N	CIRCUIT CARD ASSEMB	0	N			N	MAM	181.71	0	7/7/200
004344977	1	9N	CIRCUIT CARD ASSEMB	0	N			N	MAM	205.93	0	7/7/200
004612599	1	9N	CIRCUIT CARD ASSEMB	0	N			N	MAM	179.52	0	7/7/200
004645440	1	3N	CIRCUIT CARD ASSEMB	0	N			N	MAM	281.36	0	7/7/200
004646308	1	9N	CIRCUIT CARD ASSEMB	0	N			N	MAM	81.81	0	7/7/200
004646352	1	9N	CIRCUIT CARD ASSEMB	0	N			N	MAM	83.03	0	7/7/200
005183684	1	9N	ELECTRONIC MODULE,S	0	N			N	MAM	54.94	0	7/7/200

(m) Validate MAMS deficiencies with work centers.

(n) Review AIT checklists for MAMs allowance/delivery to the ship. New MAMs provided to the ship are documented by a DD Form 1149. SKs should get a copy of the DD Form 1149 to establish or update the SRF.

(o) Review AIT checklists for MAMs offload from the ship. Old/replaced MAMs taken from the ship are documented by a DD Form 1149. SKs should get a copy the DD Form 1149 to expend MAMs from the SRF.

(p) For AN/SQQ-89 system: Ships installed with this system should register on the Integrated Product Data Management (iPDM) website to obtain the latest MAMs allowances. The website URL is: **https://ipdm.navy.mil/**

(q) Before offloading or surveying any MAM, make sure to contact the CNSF MAMs Manager, Mr. David Claflin at (757) 836-3174 or david.claflin.ctr@navy.mil

(4) SRF Maintenance.

SRF Maintenance	0	Green
Invalid SRF Records	0	
Total SRF Records	15,086	

(a) The SRF maintenance pulse point in CMP is graded as follows:

0	> 0

(b)   Invalid data elements include: incorrect COGS, O/H balance with no location, DLR NIINs with standard U/P less than net U/P, incorrect unit of issue, missing DLR net U/P, incorrect Material Control Code (MCC), non-numeric data in a numeric field, incorrect Allowance Type Code (ATC), missing U/P, invalid COSAL record, and invalid ATC 9 record.

(c)   SRF maintenance is rarely required, but if required, the CMP drilldown listing will show the items and corrective action on the SRF can be taken. In some cases, there will be a corrupted record in the ship's database that the ship can't clear. In this case, SPAWAR will have to visit the ship to clear the corrupted record. Comment

on this when running the CMP Extractor for submission to
CNSF.

(d)   For R-Supply ships: Download and process the
Monthly Change Notice from WINSALTS. This will update the
SRF data elements. Additionally, at the end of the fiscal
year obtain a copy of the Annual Price Change (APC) to
update all SRF prices. If necessary, contact the local
ATG for copies of Monthly Change Notice files and the
Annual Price Change and the procedures for running them in
R-Supply.

(5)   Automatic Reorder Restriction Codes (ARRCs) and Limit
Flags.

(a) The ARRCs pulse point in CMP is graded as follows –
number of invalid ARRCs:

(b) The CMP drilldown list identifies all NIINs having an
ARRC assigned. A SIM item with an ARRC assigned, such as
in the picture below, is highly suspect and should be
researched immediately. If you don't know exactly why an
ARRC was set, remove it.

SFM Drill Down (04193)

File   Records

Niin	Sim Item	Total Onhand	ARRC
001029642	No	0	CJ
010120561	No	0	CJ
010888911	No	3	CJ
011600103	Yes	0	CK
012009272	No	0	CK
015033128	No	0	CK
LLH567697	No	0	CK
LLH7B0326	No	0	CJ
LLH7B0327	No	0	CJ

(c)   ARRCs have a significant impact on ship's stock position and weapons system support. When ARRCs are assigned to SRFs, stock deficiencies for these items will not appear on the stock reorder review (SNAP II/Micro SNAP RPT029 or RSupply JSI208). ARRCs are used for various legitimate reasons (e.g. size, HAZMAT, discontinued w/o replacement etc.) to prevent material from being automatically reordered. Invalid or excessive ARRCs assigned with no defined use or inadequate justification shall be removed IAW Para 6306.

(d)   The following ARRCs are authorized: "CG", "CJ", "CK", "CY", "CU" , "RR", or "TY" however, a log or file should be maintained listing every NIIN having an ARRC. Monthly and after ASI and Monthly Change Notice processing, the Supply Officer shall review the ARRC Stock Listing to ensure only authorized ARRCs remain in effect and shall aggressively take steps to maintain ARRCs to a minimum. ASI and Change Notice processing may systematically assign ARRC and LIMIT Flags. These will show up on the CMP drilldown and can be researched and removed if inaccurate.

(e)   For AT Code 1 material for which stock replenishment requisitions have been cancelled with CG, CJ, CK, CY or CU, the SKs should perform the following as applicable to clear the ARRCs in a timely manner:

   ▪ Validate the NIINs assigned ARRCs to ensure they are   valid. NIINs that are coded as obsolete or unable to   be procured with zero on hand quantity should be   verified for substitutes.

- Submit a message for urgent items or use WINSALTS or the following web site and fill out a COSAL feedback report: http://www.anchordesk.navy.mil/fleetsupport/request.ns f/fcfr?openform

- Contact the Item Manager to obtain reason(s) why the item was cancelled and request either re-instatement or a substitute NSN for the item cancelled.

- Validate all ARRCed items monthly against the new FEDLOG update looking for a substitute NSN for the item cancelled. If a substitute is found, remove the ARRC so the item will be reordered.

(f)   An ARRC of "RR" signifies reorder restriction for large/bulky AT Code 1 material and should be used while waiting for a response to an ACR/FCFBR. Enter the ACR/FCFBR serial number in one of the location blocks of the SRF (i.e., ACR 96-001).

(g)   Limit Flags: The CMP drilldown list will list all NIINs having a limit flag set. A limit flag set on a stock record card prevents global levels setting from reviewing that item. Therefore, if the item is AT-6, AT-8, or AT-9, it will stay AT-6, 8, or 9 regardless of the demand frequency. If the item is AT-1, AT-4, or AT-5, the current allowance or RO/RP will never be changed by global level setting. Limit flags should only be used for items such as bromide cartridges or very large items, which require special stowage and can only be carried in a specific quantity. **Limit flags have the potential to adversely affect Net and Gross Effectiveness and should be kept to a bare minimum. Limit flags should never be used to limit repair part inventory due to funding shortfalls**. If repair part funding is inadequate, submit a re-alignment or augment request to the CLASSRON. If you don't know exactly why a limit flag was set, remove it.

Niin	AT Code	Sim	Total Onhand	ARRC	Last Processed	Limit Flag
000036674	9	0	24		9/8/2003 11:01:00 AM	Yes
000037390	9	0	0		7/25/2003 3:34:00 PM	Yes
000070195	9	0	1		9/11/2003 10:56:00 AM	Yes
000096804	9	0	1		9/8/2003 10:04:00 AM	Yes
000096811	9	0	0		9/11/2003 10:55:00 AM	Yes
000117110	9	0	3		8/11/2003 2:34:00 PM	Yes
000431858	9	0	1		9/11/2003 10:55:00 AM	Yes
000523278	9	0	0		8/5/2003 12:04:00 PM	Yes

(h)   A log or file should be maintained listing every NIIN having a Limit Flag assigned. The log or file should provide detailed justification for the limit flag, including the date the flag was set, who set the flag, and a narrative detailing why the flag was set. Monthly, the Supply Officer shall review the Limit Flag log or file to ensure only valid limit flags are set and shall aggressively take steps to maintain limit flags at a minimum. In general, ships should have only a few NIINs with limit flags set.

(6)   Selected Item Management (SIM) Zero Balance.

(a)   The SIM Zero Balance pulse point in CMP is graded as follows – number of SIM zero balance items:

< 20	>=20 to < 30	>= 30

(b)   The CMP drilldown list identifies all SIM NIINs having zero on hand balance. The extractor does not consider quantity on order – it can't be issued. Zero balance SIM items have a dramatic affect on Net and Gross Effectiveness and must be worked aggressively. To effectively work the SIM Zero Balance Drilldown list, sort by Average Monthly Demand (AMD) in descending sequence as in the sample below.

Niin	AT Code	COG	Nomenclature	Limit Flag	SIM	AMD	ARRC	Inv Flg	Cosal Type	Unit Price	Net Unit Price	Last I
005786820	1	9Z	LAMP-INCDT	0	Y	6		N	HME	1.28	0	4/4/2004 9
010395358	1	9C	PAD ASSEMBLY	0	Y	3.3		N	HME	688.52	0	4/5/2004 4
012593234	1	9Z	SCREW,MACHINE	0	Y	1		N	HME	8.18	0	4/19/2004
010853344	1	9C	VALVE GLB .25IPS	0	Y	0.5		N	HME	35.65	0	4/19/2004
008978867	1	9G	SERVO AMPLIFIER,400	0	Y	0.3		N	HME	1140.3	0	3/10/2004
012183068	4	9C	VALVE,RELIEF,PRESSU	0	Y	0.2		N	HME	11330.84	0	4/5/2004 3
010922039	1	9Z	O-RING	0	Y	0.1		N	HME	2.7	0	4/5/2004 1
011121214	4	9Z	SCREW,MACHINE	0	Y	0.1		N	HME	6.32	0	4/19/2004
014565701	4	9C	SENSOR,MASS AIR FLO	0	Y	0.1		N	HME	2330.08	0	7/6/2004 8
005857567	1	9C	VALVE-GLOBE 1.50IPS	0	Y	0.1		N	HME	219.45	0	4/19/2004
004956263	1	3C	VALVE CHK STP GLB	0	Y			N	HME	386.02	0	4/19/2004
009282472	1	9Z	GASKET	0	Y			N	HME	11.44	0	5/25/2004
001352857	4	3N	SWITCH,PUSH	0	Y			N	HME	282.15	0	4/19/2004
011765734	4	9G	BATTERY,STORAGE	0	Y			N	HME	24.87	0	4/5/2004 1
011501147	4	9Z	O-RING	0	Y			N	HME	5.34	0	4/5/2004 1
011433403	4	9C	VALVE,SAFETY RELIEF	0	Y			N	HME	898.01	0	4/16/2004
005430219	1	9N	ELECTRON TUBE	0	Y			N	HME	46.81	0	3/10/2004
008298740	1	9G	SAFETY,CABLE	0	Y			N	HME	0.9	0	4/15/2004
014153431	4	9Z	SUMP COVER GASKETS	0	Y			N	HME	505.33	0	4/19/2004
005743818	1	9N	ELECTRON TUBE	0	Y			N	HME	9.23	0	3/10/2004
000336574	1	9N	CAP,ELECTRICAL	0	Y			N	HME	1.25	0	4/14/2004

(c) In the picture above, the SK team should use the OTS web site to do a stock check and, if possible, walk-thru or expedite the NIINs having the highest AMD. Utilize the FISC Logistics Support Representative (LSR) to expedite, track and deliver the SIM items onboard when possible. Proactive SIM management will reduce the NIS zero balance and improve both Net and Gross Effectiveness.

(d) Treat SIM/DBI as "Never Out" items. Review your RO and increase when required to avoid future NIS hits.

(e) Before deploying, low cost, high AMD items should be ordered above the RO. Carrying excess SIM items is authorized and will improve effectiveness and maintenance support when deployed. Ships should review their SIM/DBI items if listed as FILL (carried by the T-AFS) or Non-FILL (not carried by the T-AFS) 6 months before deployment. SIM items are the most heavily demanded repair parts (accounting for 67% of all demand) and must be replenished immediately up to the Reorder Objective (RO) / High Limit (HL). Review the SIM/DBI listing monthly to ensure the RO/HL is high enough to support extended underway periods or deployment.

(f) Assign priority 05 or 06 (depending on FAD) and RDD of today+10 days or 777 if deployed when ordering SIM items **(see paragraph 6302 of this instruction)** to avoid SIM zero balance items.

(7) Effectiveness.

(a) The Gross Effectiveness pulse point in CMP is graded as follows:

>= 65%	> 55% to < 64%	<= 55%

(b) The Net Effectiveness pulse point in CMP is graded as follows:

>= 85%	>65% to < 85%	<= 65%

(c) A sample Effectiveness section from the CMP Pulse Point Report is provided below.

Effectiveness - Previous Month

Gross	0.00	Red
Net	100	Green

Total NIS Demands for SIM	0
Total NIS Demands for NonSIM	0
Total Number of NC	4
Number of SIM Issues	0
Number of NonSIM Issues	0
Four Month Average Gross	13.00
Four Month Average Net	19.00
12 Month Average Gross	38.00
12 Month Average Net	51.00

Effectiveness - Current Month

Gross	100	Green
Net	100	Green

Total NIS Demands for SIM	0
Total NIS Demands for NonSIM	0
Total Number of NC	0
Number of SIM Issues	0
Number of NonSIM Issues	0

(d) It is important to understand how effectiveness is computed:

Net = # Repair Part Issues/(# Issues + # NIS)

Gross = # Repair Part Issues/(# Issues + # NIS + # Not Carried)

From these definitions, one can see that Net Effectiveness is a measure of how well the carried inventory is managed. Gross Effectiveness is impacted by both NIS and Not Carried demands; therefore, minimizing NIS demands has a direct impact on both Net and Gross Effectiveness.

(e)   There is no drilldown listing for effectiveness; however, several CMP pulse point areas have a direct impact on effectiveness as follows:

▪   External MOF for Stock – Having the most up-to-date status is important so that parts are put back on the shelf in the shortest time possible. The longer it takes to replenish storeroom stock, the higher the probability of a NIS, which impacts both Net and Gross Effectiveness.

▪   Reorder Review – As discussed in the Reorder Review section above, ships should reorder stock material daily. Each day delay in reordering storeroom stock increases the probability of an NIS, which impacts both Net and Gross Effectiveness.

▪   Automatic Reorder Restriction Codes (ARRCs) – Invalid ARRCs or valid ARRCs that have been incorrectly assigned will prevent the reorder of stock material, which delays reordering storeroom stock and increases the probability of an NIS. As discussed above, NIS hits impact both Net and Gross Effectiveness.

▪   Limit Flags – Incorrectly assigned limit flags prevent global levels setting from increasing the Requisitioning Objective (RO)/High Limit (HL) even when there is legitimate demand. In this case, the probability of an NIS goes up, which also impacts Net and Gross Effectiveness.

▪   Zero Balance SIM – Demand for SIM material represents almost 70% of all demands in the Fleet; therefore, being zero balance on a SIM item, especially a very fast moving SIM item, can result in multiple NIS hits, which has a dramatic impact on Net and Gross Effectiveness.

By using CMP daily to keep each of these pulse point areas in great shape, a ship can improve both their Net and Gross Effectiveness, which also has a positive impact on readiness.

(f)   Inventory validity also has a great impact on Net / Gross Effectiveness and readiness. Conducting inventories improves inventory validity, but accuracy will degrade quickly if the receipt and issue processes are not executed flawlessly every day. If inventory validity is low, there will be more NIS hits and Net and Gross Effectiveness will

suffer. An effective program of sample inventories will
point to weak processes (such as issue and receipt
processes) that impact inventory validity. If samples show
low inventory validity, the Supply Officer and Leading SK
must take aggressive action to correct the inventory
validity problem and fix the processes that caused the
problem.

(g)   In addition to the items discussed above, the
following actions will help to improve Net and Gross
Effectiveness:

- Ensure all issues are processed and posted when the
material is issued and a reorder is processed daily. Use
IPG-II priority (05 or 06) and RDD of today + 10 days or
RDD of 777 when deployed.

- Ensure all stock receipts are processed daily and
that all material at the local FISC/Defense Depot is
delivered before each underway – leave no parts behind.

- Treat SIM Items as **"Never Out Items"**. Expedite
shipment of SIM requisitions to preclude from
experiencing SIM Zero Balance that affects SIM
Effectiveness and Net/Gross Effectiveness. When funding
is tight, order SIM and DLRs before non-SIM items.

- Ensure valid AT-4/AT-8's are not being deleted or
deactivated from the SRF. Ensure valid SIM/DBI AT-4s (2
hits in 6 moths) are carried onboard. Insufficient
repair part funding is not a reason to delete legitimate
AT-4/AT-8 items.

- For consumable items erroneously ordered as repair
parts, change the stock record card ERC Code from "R" to
"C" and change the AT Code to AT-8. These are the items
that were erroneously Tech-Edited and ordered. (i.e.
requirements ordered under AEL or X_APL (XSYSTEMS,
XCOMPARTMENT,etc.). All R-Supply ships should run a set
of adhoc queries to identify potential consumable
material having ERC = "R" and repair parts having ERC =
"C". If the adhoc queries are not on board, contact the
local ATG to obtain a copy and instructions on how to
process.

- Review NIS requisitions with material on hand
quantities. Process a new requirement to issue material

from stock and cancel NIS requisitions when applicable.
For SNAP II ships: Use MOF in NIIN sequence and focus on
requisitions with **"Y_____"** in the SUPP. ADDRESS. **For R-
Supply ships:** Use the **DTOs with Stock Onhand Listing
(JSL305)** and validate NIS requisitions against the SRF
location for on hand quantity. Process a new requirement
to issue material from stock and cancel the NIS
requisitions when possible.

▪ Use the RPPO Log report in OMMS-NG, SNAP II MDS, or
Micro-OMMS to review open JCNs with duplicate NIINs
ordered. Validate the Quantity Per Application (QPA) of
the NIIN and number of equipments installed. Validate
with work center to ensure they are not stockpiling.
Submit cancellation requests immediately for erroneous
requisitions to preclude from receiving "BA/AS1" status
and to recoup OPTAR funds.

▪ During Tech Edit, check QPA closely. Reduce issue
quantity to QPA except for low cost QPA exception items
such as light bulbs, florescent starters, fuses,
batteries, nuts, bolts, etc. For the QPA exception
items, issue a reasonable amount – about 30 days supply
based on the Average Monthly Demand (AMD). For R-Supply
ships, QPA does not appear on the Tech Edit screen. To
review the QPA, use OMMS-NG as follows:
1. Click "OPEN" (Yellow folder icon)
2. Type in the work center and JSN (Get this info
   from the R-Supply Tech Edit screen)
3. Click "OK"
4. Click the "PARTS" tab.
5. Maximize the screen (if not maximized.)
6. Click "ORDER/SUBMIT PARTS"
7. Double click the "NIIN" heading
8. Input the NIIN and press "ENTER"
9. Double click the NIIN
10. "QTY PER APP" appears mid-screen on the
    right
11. Click "CLEAR" and "CLOSE" to exit the screen

▪ Also during tech edit, ensure repair part funding and
ERC Code "R" is only used for repair parts – no
consumable or OSI/AEL items. Appendix H provides a fund
code decision table to assist in determining whether the
requirement qualifies for repair part (EMRM) or
consumable (Other) funding. Ordering consumables using
EMRM funding adversely impacts 3M OARS data, degrades

effectiveness, incorrectly expends repair parts dollars, and distorts actual repair part and other funding requirements. For example, a common error is using "NR" or "SR" fund code for tools/DC/repair locker gear listed on an AEL – correct fund code is "N2" or "S2".

▪ Issue shelf-life material first in – first out (FIFO). Use Local Management Codes (LMCs) to track expiration dates. Having expired shelf life material on the shelf equates to having no material on the shelf.

▪ Execute a systematic equipment validation program. 3M Coordinators should have work centers validate at least two pieces of equipment every week – checking equipment nameplate data against allowance parts list data in MDS/OMMS-NG. Work centers must submit configuration change reports via MDS/OMMS-NG to correct discrepancies. This is the only effective way to ensure parts in the storeroom actually support installed equipment.

▪ The Supply Officer must approve all Not Carried demands. Designate a Not Carried (N/C) Research SK who will perform a detailed investigation of every not carried repair part and provide a detailed briefing to the Supply Officer. Research must include:

o Go to work center and get part number (P/N) from the tech manual.
o Validate that the P/N is on the APL. If not, find the correct APL. If the correct APL can't be found, get the nameplate data off of the installed equipment and use GDAPL to find the correct APL and have the work center do a configuration change form in MDS/OMMS-NG. Cancel the request and have it resubmitted citing the correct APL.
o If the P/N is on the APL, check to ensure the P/N crosses to the NSN on the original request. If the NSNs don't match, cancel the original request and have the work center order the correct part. If the NSNs do match, check the Source, Maintenance, and Recoverability (SM&R) Code (see COSAL Use and Maintenance Manual Appendix C, page C-6 for definitions.). If the SM&R Code indicates that Intermediate or Depot level only can remove and replace the part, then the SM&R

code is incorrect. Use WINSALTS or the following
web site and fill out a COSAL feedback report to
correct the SM&R Code:
http://www.anchordesk.navy.mil/fleetsupport/reque
st.nsf/fcfr?openform

o   If the P/N is on the APL, the NSN ordered is
correct, and the SM&R Code is correct, this is a
legitimate not carried item and no corrective
action is necessary.

o   Document these steps on a checklist and have the
Supply Officer approve by signing the checklist.

▪   Ensure the 3M Coordinator processes Automated Shore
Interface (ASI) files in a timely manner. ASI files
update maintenance and supply database records, providing
spare part allowances for newly installed equipment.
After ASI processing, ensure the SKs runs a reorder and
immediately orders the new allowance material using
NAVSEA TOB funds.

▪   Ensure Global Levels Setting (GLS) constants file
settings are correct. Refer to Chapter 6 for the correct
levels setting parameters. Incorrect GLS constants file
settings will lead to over/under stocking of storeroom
repair parts, which may impact NIS rates. Ensure GLS is
run monthly and retain 12 months of GLS reports on file.

(8) Average Customer Wait Time (ACWT). ACWT for onboard
issues is defined as the time period from when the RPPO
enters the requirement into SNAP/RSupply and is given a
request number, to the time that the issued part is posted
to the Stock Record Card (SRC). Embedded in this timeline
is the requirement approval process, Tech Edit, Storeroom
retrieval, and issue posting.

(a) The ACWT pulse point in CMP is graded as follows:

<=2	>2 to <3	>=3

(b) A sample ACWT section from the CMP Pulse Point Report
is provided below.

Average Customer Wait Time (Onboard Issues)- Previous Month	0.00	Green
Number of Issues		0
Number of Issues without JCNs		0

Average Customer Wait Time (Onboard Issues)- Current Month	42.00	Red
Number of Issues		1
Number of Issues without JCNs		0

(c) There are two CMP drilldown listings for ACWT. Sample reports are shown below:

SFM Drill Down (04197)

File   Records

Onship Average Customer Wait Time ▼   Onship ACWT Drilldown-Current Month ▼

Request Nbr	Issue Date	CWT	JCN	FSC	NIIN	Item Name	UI	Unit Price	EIC	Qty Issued	DBI	COG	Fund (
EM014147-513	04189	42	EM015029	5945	009811574	RELAY	EA	50.05	DA30000	1	0	9N	NR

SFM Drill Down (04197)

File   Records

Onship ACWT by Work Center ▼   Onship ACWT by Work Center-Current Month ▼

Work Center	ACWT	Tech Edit Time	Approval Time	Issue Time	Issues	Issues Without JCNs
EM01	42	0	42	0	1	0

Of the two drilldown listings, the ACWT by Work Center drilldown shows clearly where requests are being held up. Strategies for improving on board ACWT include:

▪   The Leading SK should review the Requirements Listing daily and reconcile it against the Requirements Processing CMP drilldown listing.

▪   Use the Requirements Processing CMP drilldown listing every day. The Requirement Processing drilldown listing shows requests awaiting Department Head approval for more than 2 days. Have the duty SK run CMP and print the listing before Officer's Call every morning. The listing should be sorted by work center and copies made for every Department Head having requests on this drilldown listing. The Supply Officer should ask the Department Head to approve the requests or cancel them. It is critical that valid requirements stay in the Requirements Review Listing in RSupply as this data is used by the TYCOMs to determine the total funding shortfall. A sample Requirements Processing drilldown listing is provided below:

Org Code	Doc Date	DSN	Requestor	Required Delivery Date	Advice Code	Doc ID
EM02	04146	-183	OMMS	5/27/2004		MRI
EM01	04146	-512	OMMS	5/22/2004	5G	MRI
EM01	04147	-514	OMMS	5/19/2004		MRI
CS07	04154	-724	OMMS	6/4/2004	5G	MRI
CS07	04154	-725	OMMS		5G	MRI

- Ensure Tech Edit is performed at least twice a day.
- Ensure issues are posted immediately after the material is pulled from location. Do not wait until the RPPO comes to pick it up.

17504   S2 CMP Extractor Use:

      a. As discussed in paragraph 17501, the S2 CMP Extractor software can be downloaded from the CMP web site. The web site also contains instructions for extractor installation. The S2 CMP Extractor program should be installed on the FSM PC and at least one other non-FSM PC. The S2 CMP extractor is a valuable tool that should be run and reviewed every day. Below is a picture of the S2 CMP Extractor main menu.

CMP Version

Click to Run

Click to view Reports and Drilldown

FSM Extractor 3.3-3d

File Tools Help

Run   Report   Drill Down   Print   Settings   Exit

Month May

Manual Entry ☐

Status

Opening FSM Database   ●
Creating Database   ●
Calculating Data Elements   ●
Compressing Data   ●
Storing Data   ●

C
M
P

FSO:
Leading MS:
Records Keepers:

Click 'Run' to extract data.
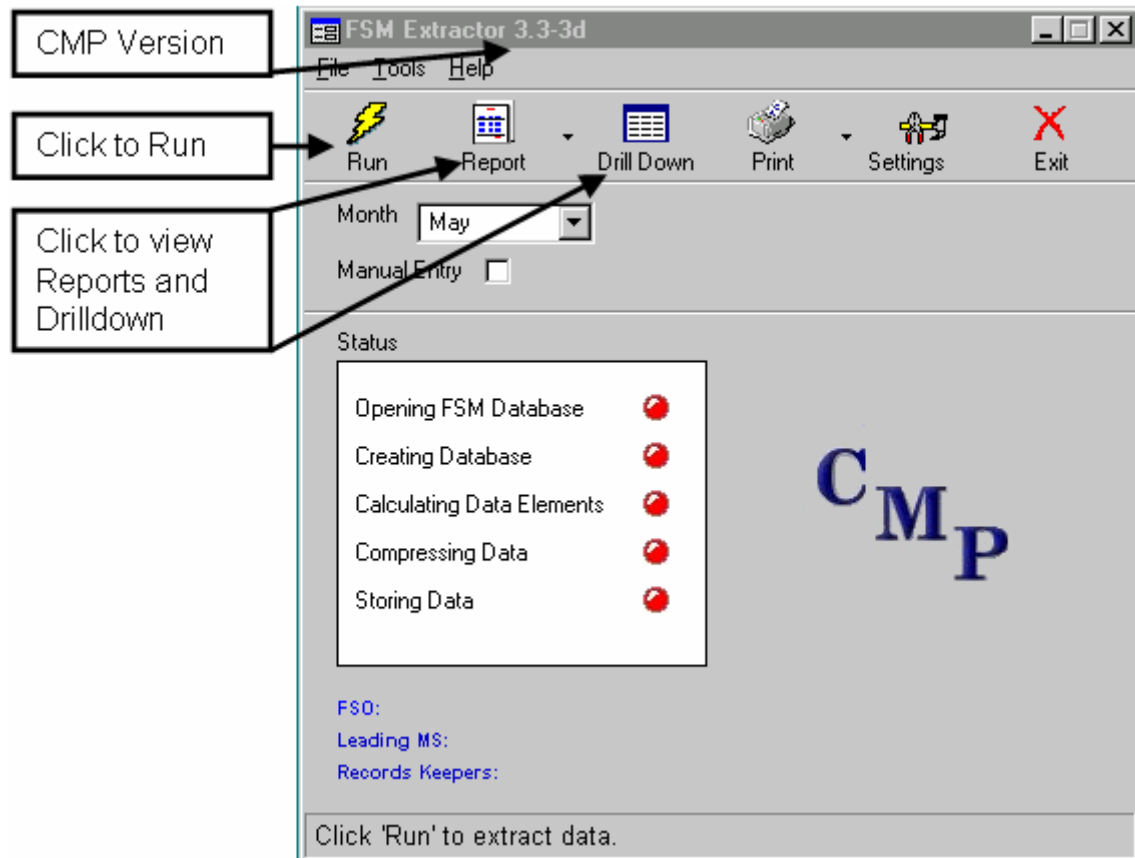
      b. After installing the CMP Extractor software on the **FSM PC** or a **non-FSM PC**, click on the Settings button.
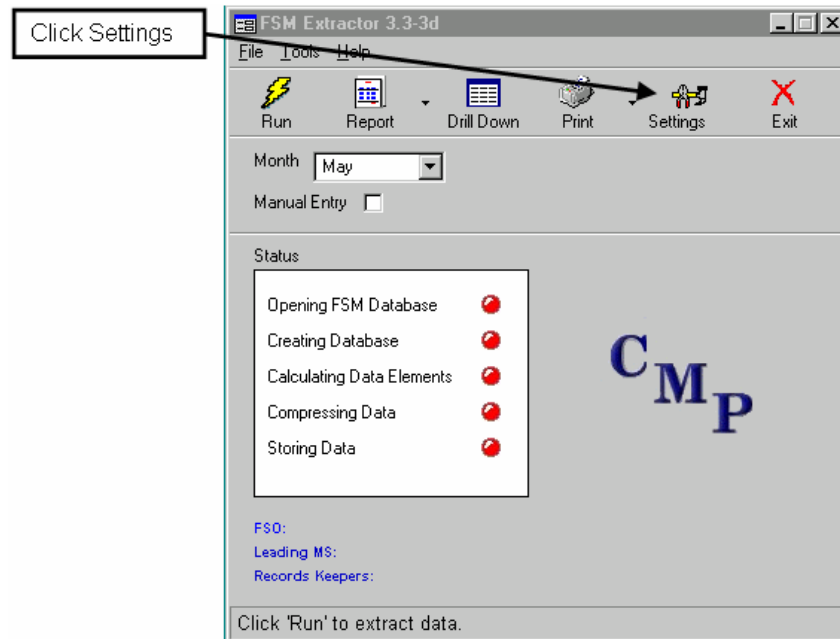
Click Settings

c. After clicking the Setting button on the main menu, the following menu will appear:

Click if Running CMP on a non-FSM PC.

Click if Running CMP on the FSM PC.
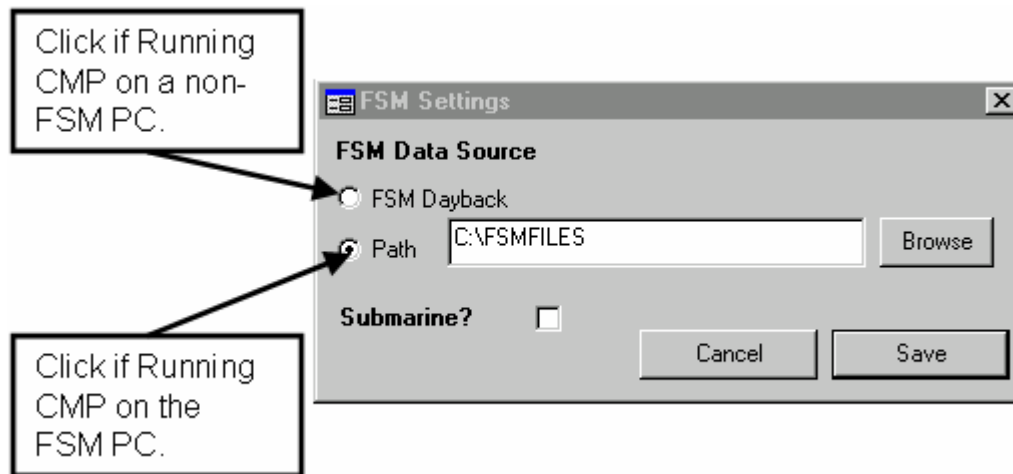
As shown above, click the radio button next to "FSM Dayback" if running the S2 CMP Extractor on a non-FSM PC. Click the radio button next to "Path" if running the S2 CMP Extractor software on the FSM PC. When running CMP on the FSM PC, make sure the path (i.e., C:\FSMFILES) correctly points to the FSMFILES folder on the FSM PC. The default path when FSM is installed is C:\FSMFILES; however, there are cases where a ship has chosen to use a different path for the FSMFILES folder. The CMP Extractor must know where to find the FSMFILES folder. So, if the path specified is incorrect, the CMP Extractor will not run or will report out-of-date information.

Click the "Save" button to save the settings and return
to the main menu.

d.   When using a **non-FSM PC**, the FSM data files will have
to be loaded to the PC from an FSM daily backup or
dayback before the extractor can be run. To do this:

   (1) Click "Tools" on the Main Menu.

   (2) Click "Load FSM Dayback" and follow the on screen
instructions to unzip the dayback files from the floppy
disks to your PC.
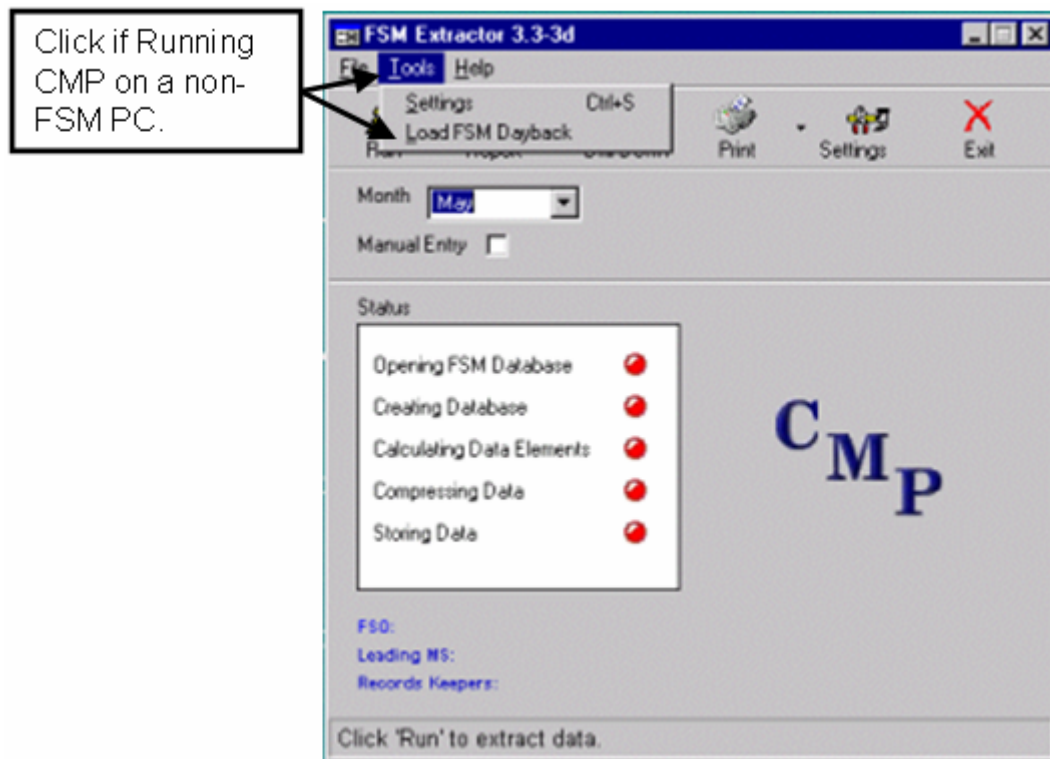
e.   Click the "Run" button to run the software. When the
Data Entry screen pops-up (as shown below), enter the
percent on hand of JP5 and DFM. Obtain these numbers
from the Fuel Oil and Water King. These numbers must be
accurate as they are sent up-line to Fleet Forces Command
and are used as one of the ship's readiness indicators in
the Defense Readiness Reporting System-Navy (DRRS-N).
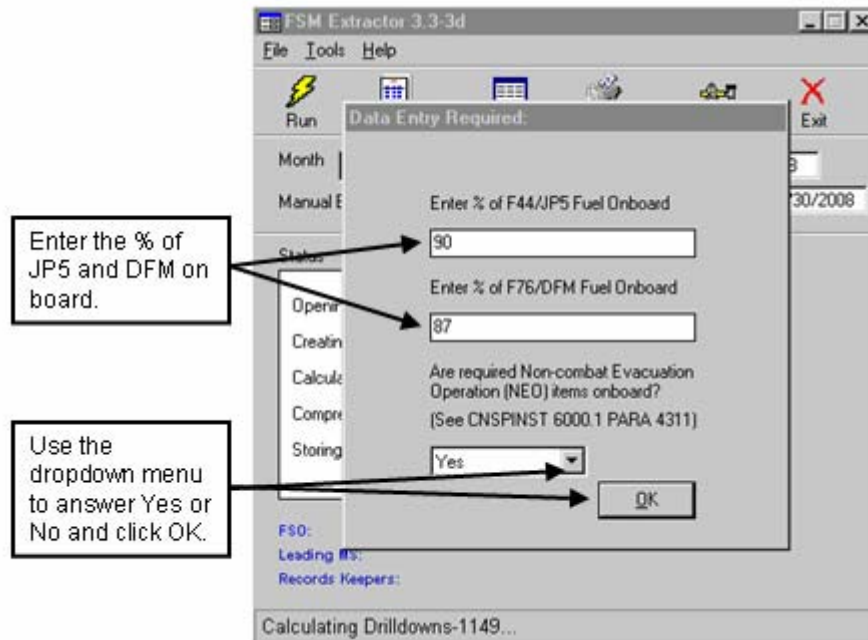
f. In addition, LHA, LHA, LSD, and LPD class ships will see the NEO question as shown above – other classes of ships will not see this question. The current list of items to be carried by L-Class ships is divided into Medical Department and Supply Department responsibility as follows:

The Medical Department is responsible for maintaining the following items in the quantities by class indicated:

```
COG / NSN NOMENCLATURE                                       U/I LHA/LHD
LPD/LSD
9L 6505-01-011-1464 Amoxicillin for Oral Susp, 125mg/5ml     BT 12     6
9L 6505-01-144-5318 Erythro Ethylsucc & Sulfisox for Oral Sus BT 12    6
9L 6505-01-201-3458 Acetaminophen Oral Susp, .160gms/5ml     BT 12     6
9L 6505-01-237-0561 Electrolyte Solution Oral 8's (Pedialyte) PG 4     2
9L 6530-00-619-8315 Cap, Nursing Bottle Nipple Protection, 12s BX 4    2
9L 6530-00-772-0107 Bottle, Nursing, 8 oz 36s                BX 1      1
9L 6530-00-772-0115 Nipple, Nursing Bottle, Rubber, 12s      BX 12     6
9L 8415-01-156-3561 Belt, Sanitary Pad Holder, 12s           BX 3      2
```

The Supply Department is responsible for maintaining the following items:

```
                                                              LHA/LHD
LPD/LSD
(Locally procured) Diaper, Disposable, 36s                    BX 30     15
(Locally procured) Baby Oil, 1/2 Pint                         BT 15     8
(Locally procured) Baby Food, Assorted, 24s                   CS 18     9
(Locally procured) Baby Formula Powder, 1/4 lb CN             EA 20     10
9D 7210-01-286-0983 Towel                                     EA 300    200
9G 8520-00-129-0803 Soap, Toilet, 4 oz, 72s                   BX 5      2
```

Ships should refer to Shipboard Medical Procedures Manual (COMNAVSURFORINST 6000.1) paragraph 4311 periodically for any changes to this list of items to be carried. Also, the mission assigned to a ship may require more items to be carried.

g. In addition, the CMP software provides the ship an opportunity to make comments about CMP data being submitted for posting to the CMP web site. Comments should be made to explain special circumstances that may have caused a pulse point to be red or to explain what actions are being taken to improve processes / provide training on processes if a specific pulse point has a consistent trend in the wrong direction. To make comments, simply click Yes when the extractor asks if you want to make comments – as shown below.
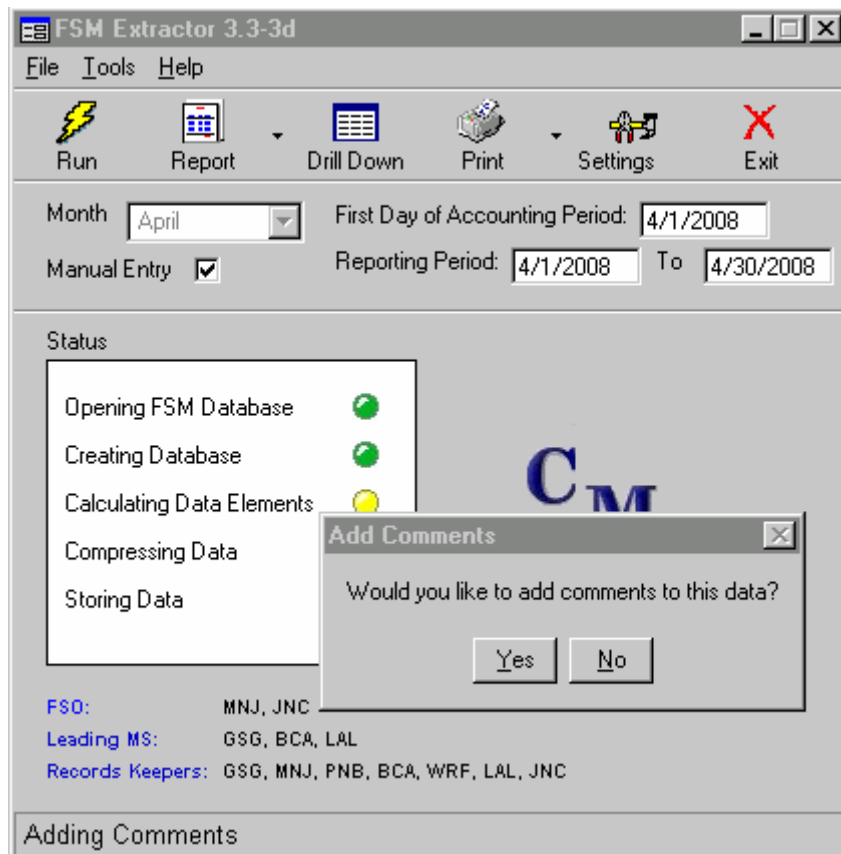
After clicking Yes, comments can be entered – as shown in the example below. Comments are saved by clicking the Process button.
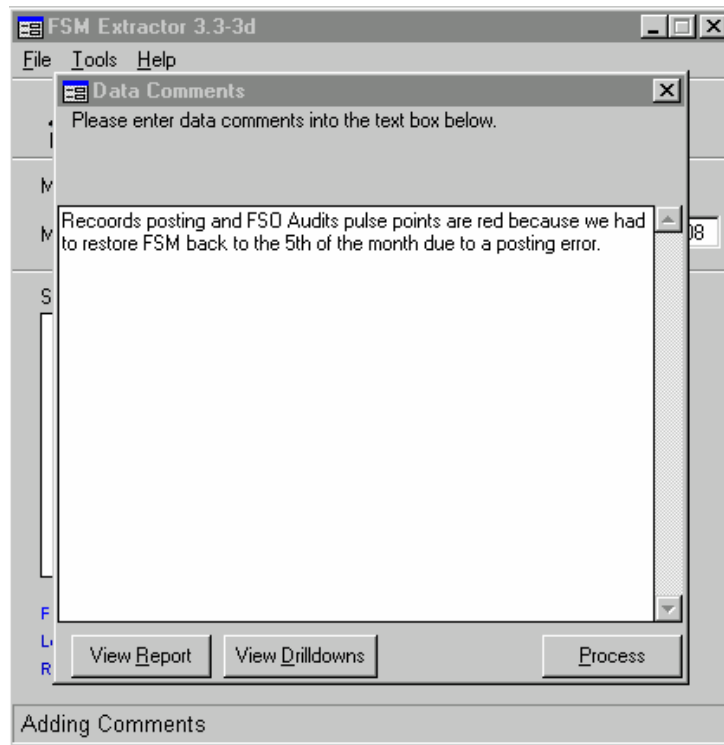
h. The extractor will automatically export a CMP file to a blank floppy disk, which should be e-mailed to cmp_surfor@navy.mil as defined in paragraph 17501.

i. The S2 CMP Extractor has two reports, the Pulse Point
Grades report and the Extraction Summary report. To
select the report to view, click the black dropdown arrow
next to the Reports button and make a selection. A
sample Pulse Point Grade Report is shown below. Note
that only Daily Posting, Inventory Accuracy, Inventory
Total Items Counted, Over and Under Issue, and Supply
Officer Audits are the data elements from this report
that are displayed on the CMP web site. As discussed in

Continuous Monitoring Program
FSM Data Elements and PulsePoint Grades

| Unit - USS OAK HILL (LSD 51) | Extractor Version - 3.3-3 |

Daily Posting		2.07	Green
Records Posting		15	
Days Mess Open		31	
Inventory Accuracy		100.00%	Green
Inv Adjusted		0	
Inv Total		63	
Inventory Adjustment		0.00%	Green
Value of Items Inventoried		$313,164.26	
Value Adjustment		$0.00	
Endurance		34.32	Yellow
Days Food OnBoard		34.32	
Number Assigned		917	
BDFA		$9.95	
Over and Under Issue		18.58%	Red
Total Food Cost		$69,180.72	
Total Allowances		$84,967.36	
Days Mess Open		31	
Days At Sea		16	
Supply Officer Audits		3	Yellow
Audits		3	
Days Since Last Wall to Wall		39	Green
Meal Acceptability		72.25%	Red
Acceptability Posted		1109	
Total Meals		1535	

paragraph 17501.d, Ships will maintain a hard copy of the
CMP reports for S2. The hard copy reports will match the
CMP data submitted to the CMP web site for each month.
The past 12 months will be maintained. By maintaining a

Pulse Point Grading Criteria

Pulse Point	Green	Yellow	Red
Daily Posting	<=2.1	>2.1	>3
Inventory Accuracy	>90%	>80%	<=80%
Inventory Adjustment	<2%	>=1.49	>10%
Endurance	>40	<=40	<20
Over and Under Issue	<1%	<2%	>=2%
Supply Officer Audits	4	>=3	<3
Days Since Last Wall to Wall	<=85	>85	>90
Meal Acceptability	100%	<100%	<90%

hard copy history for 12 months, the ship's leadership can review trends even if web access is not available.

j. The following provides information about the CMP Pulse Point Grades Report for S2.

(1) Daily Posting Pulse Point.

Daily Posting		2.07	Green
Records Posting		15	
Days Mess Open		31	

(a) The Daily Posting pulse point in CMP is calculated by dividing the number of "Days Mess Open" by the number of days of "Records Posting" (i.e., in the sample above, 31/15 = 2.07). The Daily Posting Pulse Point is graded as follows:

<= 2.1	> 2.1 to < 3	> 3

(b) Since the FSM Records Keeper should be posting every working day, this pulse point should almost always be green; however, there are several reasons that this pulse point could be red such as:

▪ Due to an error in posting, FSM was restored using a dayback from early in the month. The FSM CMP Extractor uses the FSM Audit Trail file to score this

pulse point. If FSM is restored to an earlier date, all of the audit trail entries between the restore date and today will be lost. For this reason, **<u>FSM will not be restored without the Food Service Officer's permission</u>**. If this situation applies, comments should be provided when the CMP extractor is run or input to the CMP web site.

(2) Inventory Accuracy Pulse Point.

Inventory Accuracy	100.00%	Green
Inv Adjusted	0	
Inv Total	63	

(a) The CMP Extractor software reviews every FSM stock record card (335) and records the number of inventories posted and the number of adjustments taken. From this data, it computes inventory accuracy, which is graded as follows:

> 90%	=< 90% to > 80%	<= 80%

(b) Providing an accurate picture of the day-to-day operation is CMP's purpose; therefore, all inventories and adjustments will be recorded in FSM accurately. Posting a "Book count" inventory and correcting the discrepancy through the breakout or Loss With Out Survey (LWOS) process is not an acceptable practice. Only by seeing the true picture will the FSO know that processes impacting inventory validity and accountability need to be reviewed and improved. To reiterate paragraph 17501.h, action to **<u>manipulate data (i.e., "Gaming") to make a CMP pulse point green will not be tolerated and may negatively impact the ship's departmental award (i.e., Blue E) and/or SMC grade</u>**. If spot or wall-to-wall inventories show weak inventory validity, Supply Officers and Food Service Officers will take action to improve the basic receipt and breakout processes that cause weak inventory validity.

(3) Total Inventory Pulse Point. Although not shown as a pulse point in the on board CMP extractor report above, the "Inv Total" number shown in the report is posted to the CMP web site as a pulse point.

(a) The CMP Extractor software reviews every FSM stock record card (335) and records the number of inventories

posted. The Total Inventory pulse point is graded as follows:

>= 50 Inventories	> 40 to < 50 Inventories	< 40 Inventories

(4) Inventory Adjustment Pulse Point.

Inventory Adjustment	0.00%	Green
Value of Items Inventoried	$313,164.26	
Value Adjustment	$0.00	

(a) The CMP Extractor calculates the Inventory Adjustment Percent by dividing the dollar value of inventory adjustments for the month by the dollar value of the total number of items inventoried during the month. The Inventory Adjustment pulse point is graded as follows:

<2%	>=1.49%	>10%

(5) Endurance Pulse Point.

Endurance	34.32	Yellow
Days Food OnBoard	34.32	
Number Assigned	917	
BDFA	$9.95	

(a) The CMP Extractor calculates the Endurance or estimated number of days of food on board by dividing the total dollar value of inventory on hand by the Number Assigned * BDFA (i.e., in the sample above, $313,164.26 / (917*$9.95) = 34.32 days of food on board). The Endurance pulse point is graded as follows:

<40 Days	<=40 Days	<20 Days

(6) Over and Under Issue Pulse Point.

Over and Under Issue	18.58%	Red
Total Food Cost	$69,180.72	
Total Allowances	$84,967.36	
Days Mess Open	31	
Days At Sea	16	

(a) The CMP Extractor uses Total Food Cost for the month and Total Allowances for the month and computes an Over/Under Issue percentage for the month. Again, this is only for the month, not for the quarter. The Over and Under Issue pulse point is graded as follows:

<1% Over or Under	<2% Over or Under	>=2% Over or Under

(b) By maintaining CMP reports for 12 months, the Food Service Officer can review trends without having to access the CMP web site. Maintaining an over/under issue percentage close to zero each month is the goal; however, there are months such as November and December where many ships will be red for this pulse point. Being red in an individual month is not a problem; however, a trend of three months red could mean that the menu being served is too expensive and should be investigated. Likewise, being green and under issue by a large percentage month after month indicates the menu may be too inexpensive, which should also be investigated. Being consistently under issue by a large amount, combined with consistently having low inventory validity is an indicator that the breakout process needs improvement as cost is probably not being reported accurately.

(7) Food Service Officer (FSO) Audits.

Supply Officer Audits	3	Yellow
Audits		3

(a) The CMP Extractor uses the FSM Audit Trail file to identify the number of FSO audit logons during the month. The pulse point grade is based on the number of times logged-on to FSM per month with one point given for each week of the month that the FSO logs on. The FSO Audits pulse point is graded as follows:

4 Audits	3 Audits	<= 2 Audits

(b) Regardless of the number of times logged-in during a specific week, the CMP extractor software provides one point per week as follows:

Date of the Month	Points Earned
$1^{st} - 7^{th}$	1

8th – 14th	1
15th – 21st	1
22nd – Last Day of the Month	1

(c) Since the FSO should be auditing every working day, this pulse point should almost always be green; however, there are several reasons that this pulse point could be red such as:

▪ Due to an error in posting, FSM was restored using a dayback from early in the month. The FSM CMP Extractor uses the FSM Audit Trail file to score this pulse point. If FSM is restored to an earlier date, all of the audit trail entries between the restore date and today will be lost. For this reason, **FSM will not be restored without the Food Service Officer's permission**. If this situation applies, comments should be provided when the CMP extractor is run or input to the CMP web site.
▪ There are more than two people authorized in FSM to have FSO access. The CMP Extractor only uses the first two sets of FSO initials it finds in FSM. If there are more than two people having FSO access, reduce that number to two in FSM.

(7) Days Since Last Wall to Wall Inventory.

Days Since Last Wall to Wall	39	Green

(a) The Days Since Last Wall to Wall inventory pulse point is graded as follows:

<=85 Days	>85 Days	>90 Days

(8) Meal Acceptability.

Meal Acceptability	72.25%	Red
Acceptability Posted	1109	
Total Meals	1535	

(a) The Meal Acceptability pulse point is computed from the FSM fportion table. The extractor counts the total number of FICs in the fportion table having an acceptability percentage (Acceptability Posted) divided by the total number of FICs in the table (Total Meals).

The total number of FICs in the fportion table is
determined by the menu entered into FSM. The Meal
Acceptability pulse point is graded as follows:

100%	<100%	<90%

(b) In order to achieve 100%, the menu in FSM must be
kept up-to-date and all menu changes must be posted in
FSM. Failure to do so will result in less than 100%
posting of meal acceptability.

k. The following pictures review the S2 CMP Extraction Summary Report. Much of the information in the two-page Extraction Summary Report is also in the Pulse Point Grades Report just discussed. This section provides information about those sections of the report of most use to the ship's Supply Officer and/or FSO.

Continuous Monitoring Program
FSM Data Extraction Summary

Unit: USS OAK HILL (LSD 51)	Date: 05 Apr 08 (08096)	Extractor Version: 3.3-3
Account Period Start: 1/1/2008	Report Period Start: 3/1/2008	Report Period End: 3/31/2008

338 Values

Total Head Count	Total Allowances	Total Food Cost	Over/Under Issue Value	Over/Under Issue Percent
7869	$84,967.36	$69,180.72	$15,786.64	18.58%

Difference Between 338 and Food Cost: 0.00%

Audits (values are for the reporting period)

	Per Month	Per Days Open
FSO Audits	3	3.00
Avg Records Posting	15	2.07

Inventories (values are for the reporting period)
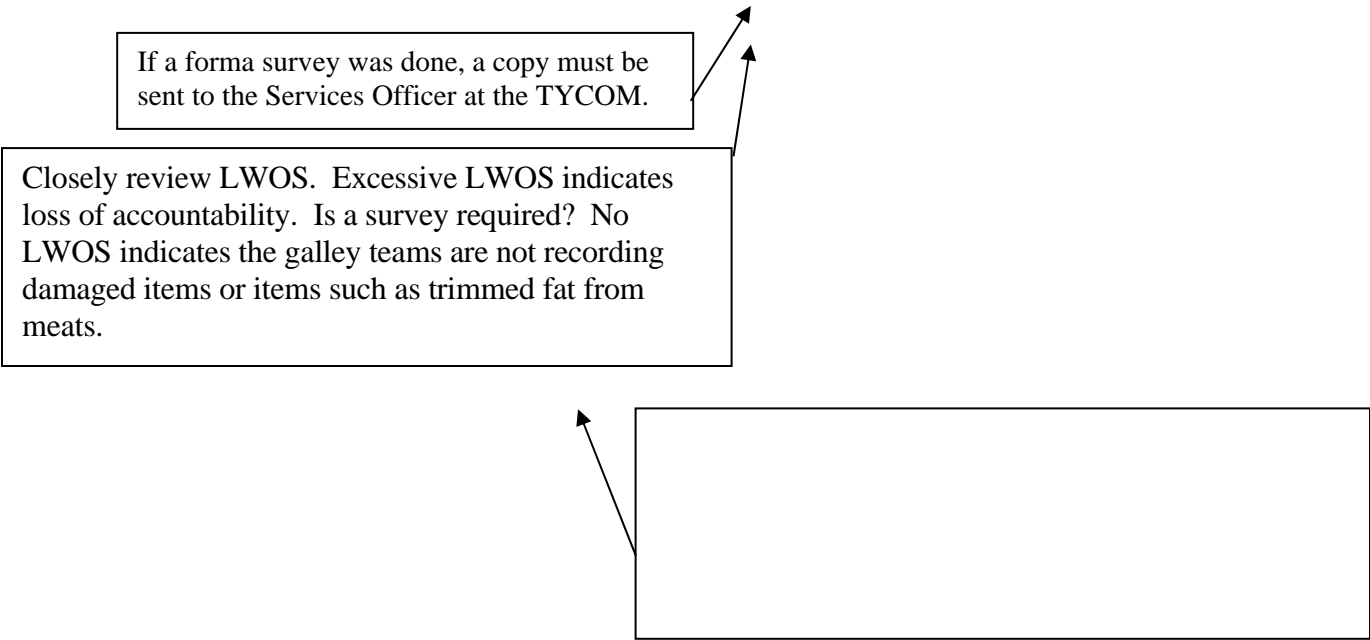
	Items Counted	Items Adjusted	Items >5% Adj	Inventory Validity
Dry	46	0	0	100.00%
Fresh	7	0	0	100.00%
Frozen	10	0	0	100.00%
Total	63	0	0	100.00%

	Negative	Positive	Total
Total Value of Inv Adj:	$0.00	$0.00	$0.00

Inventory Frequency 1   Gross Inv Adjustment Rate   0.00%

This section shows the storeroom where inventory hits occurred – in Dry, Fresh, or Frozen, which may help the S2 team focus receipt and breakout process review effort.

It also shows the Gross Inventory Adjustment % and the dollar value of gains and losses.
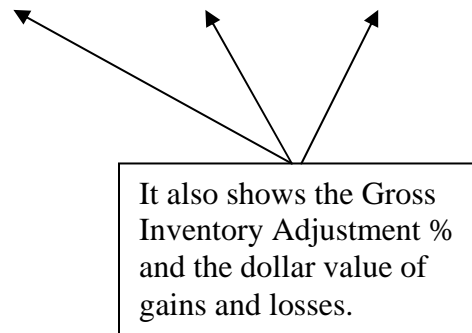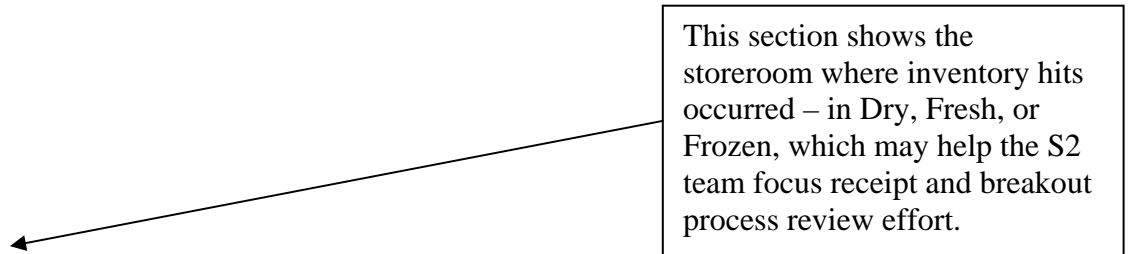
If a forma survey was done, a copy must be
sent to the Services Officer at the TYCOM.

Closely review LWOS. Excessive LWOS indicates
loss of accountability. Is a survey required? No
LWOS indicates the galley teams are not recording
damaged items or items such as trimmed fat from
meats.

367 Values

	Receipts		Expenditures
Inventory BF	$193,411.11	Bulk Sales	$0.00
Total Receipts w/Chg	$184,222.94	Total Trans w/ Reimb.	$0.00
Total Receipts w/o Chg	$0.00	Total Trans w/o Reimb.	$0.00
Total Receipts	$377,634.05	Total Surveys	$0.00
		Total LWOS	$0.00
		Food Cost	$69,180.72
		Inventory OH	$313,164.26
		Sub Total	$382,344.98
		Price Adjustment	-$4,710.93
		Total Expenditures	$377,634.05

Price Adj to Stores Consumed Ratio	-6.81%

1359 Values

Total Allowances	$84,967.36	Total Food Cost	$69,180.72
Over/Under Issue Amount	$15,786.64	Over/Under Issue Percent	18.58%
Level of Procurment	2.17	Stores Consumed	$72,023.05
Last Wall to Wall	2/26/2008	Days Since Last Wall to Wall	39

	Items Counted	Items Adjusted	Items > 5%	Inventory Validity
Dry	0	0	0	0
Fresh	0	0	0	0
Frozen	0	0	0	0
Total	0	0	0	0

Inventory Accuracy Rate (Items > 5%)	0

l. The S2 CMP extractor also provides a drilldown tool that allows the FSO and/or Supply Officer to see the detailed data recorded in FSM and can be accessed by clicking the Drilldown icon on the main menu.
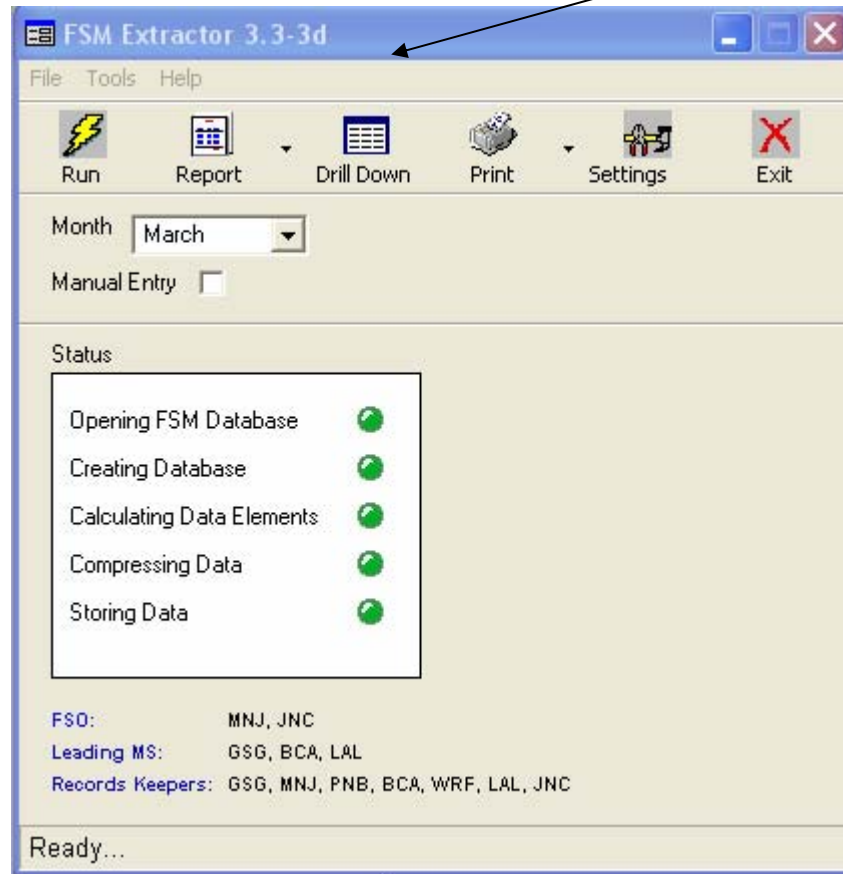
A sample drilldown is shown below.

Date	Source	Document Number	Value	Receipt Without Charge
3/1/2008	INVENTORY BROUGHT FORWARD		$193,411.11	N
3/1/2008	SYSCO HAMPTON ROADS	V219588057101	$677.02	N
3/2/2008	SYSCO HAMPTON ROADS	V219588061101	$88.28	N
3/4/2008	SYSCO HAMPTON ROADS	V219588062101	$269.24	N
3/10/2008	SYSCO HAMPTON ROADS	V219588070101	$13,003.00	N
3/14/2008	SYSCO HAMPTON ROADS	V219588071101	$52,114.79	N
3/19/2008	SYSCO HAMPTON ROADS	V219588079101	$110,748.18	N
3/19/2008	SYSCO HAMPTON ROADS	V219588079102	$2,137.61	N
3/20/2008	SYSCO HAMPTON ROADS	V219588080101	$1,756.65	N
3/20/2008	SYSCO HAMPTON ROADS	V219588080102	$1,004.16	N
3/29/2008	DISBURSING OFFICER	V2195880899ZX6	$2,424.00	N

Drilldowns can be printed and exported to Excel. With
the exception of the annotated NS 1090 and the detailed
entries on the NS 335s, the drilldowns provide a
tremendous amount of food service record detail. The
detailed data in the CMP drilldowns is available on the
CMP web site.

17505 S3 CMP Extractor Use
The S3 CMP report is built into ROM II and will be run
monthly after the monthly inventories are complete. To
run the CMP extraction in ROM II, open ROM II and click
the CMP button on the right side of the main menu. The
CMP file will be output to a blank floppy disk and should
be forwarded for posting to the CMP web site as specified
in paragraph 17501.c. The name of the CMP file saved to
the floppy disk will be RMxxxxxMMM.cf, where xxxxx is the
ship's UIC and MMM is the month (i.e., RM20551Jun.cf).

a. S3 CMP file submission and retention requirements are
covered in paragraph 17501.

b. The S3 CMP Extractor can be run at any time during the
month to see how the operation is tracking for stock turn
and other metrics such as Financial Differences. While
it is not as robust a tool as the CMP Extractors for S1
and S2, it is especially useful as a reporting tool that
allows the TYCOM, ATG, CLASSRON, and ISIC to see the
ship's results without having to wait for NEXCOM reports.
The following is a sample CMP report produced by ROM II.

Continuous Monitoring Program
ROM II Data Elements and PulsePoint Grades

Unit - USS VANDEGRIFT	Accounting Period Start Date: 1/26/2008	Date- 5/27/2008

Emblematic %
(Total Emblematic
Cost / B28) | 9.51 | (GREEN) Emblematic% <= 15%

153 Block B28:   25244.21
Total Emblematic Cost   2399.86

Financial Difference % | -0.84 | (GREEN) NET DIFF <= $1500 OR Financial Difference % <= 1%
Net Difference   922.87
Total Sales Cost   110179.08

Canned Vending
Gross Profit % | 41.59 | (GREEN) GP >= 35% and <= 55%
Sales at Cost   16031.82
Sales at Retail   27446.40
Gross Profit   11414.58

Snack Vending
Gross Profit % | 13.94 | (GREEN) GP >= 10% and GP <= 20%
Sales at Cost   14736.95
Sales at Retail   17123.30
Gross Profit   2386.35

Retail Gross
Profit% | 16.13 | (GREEN) GP >= 10% and GP <= 20%
Sales at Cost   79410.31
Sales at Retail   94679.21
Gross Profit   15268.90

Stock Turn | 4.35 | (GREEN) Stock Turn >= 1.33
Acct Period month: 4

Automated
Accounting
Adjustment % | -0.06 | (GREEN) AAA <= 1% of sales
Automated Accounting
Adjustment   -69.82
Total Sales Cost 110179.08

Retail Stores
(EPOS) % Diff | 0.33 | (GREEN) NET DIFF <= $1500 OR Financial Difference % <= 1%
Cash Over (short),
Cost Basis   379.61
Inv Over (short) -116.96
Net Diff   262.65
Sales at Cost   79410.31

Random Spot
Check Inventories | 4 | One per week required for each Bulk and Retail Outlet.

% Line Items
Verified (Retail) | 10 | 5% per week required

% Line Items
Verified (Bulk) | 10 |

17506 Shipboard Use of the CMP Web Site

The CMP web site is primarily a tool for use by the TYCOMs, CLASSRONs, ISICs, and ATGs. However, as discussed in paragraph 17501, ships are required to enter data into the CMP web site on a regular basis and to periodically input information to answer data calls. In addition, there is valuable information for shipboard personnel on the CMP web site that is pulled from outside sources such as NAVICP and NAVSEA. This section provides an overview of the most important elements of the CMP web site for shipboard personnel.

a. The CMP web site URL is: https://cmp.surfor.navy.mil/. A Public Key Infrastructure (PKI) certificate is required to access the CMP web site. The PKI is usually on each person's Common Access Card (CAC) and is used to log users   onto the site. User name and password are no longer used.   After logging on, the main menu appears as follows:

b. As discussed in paragraph 17501.g. the CMP web site main menu shows the **current version number** of each of the CMP Extractors. This is valuable information for shipboard personnel and should be checked before running and submitting the monthly CMP data file. If a newer extractor version is available, click the link to go to the CMP Extractor Update download page.

c. The main menu also has links that correspond to weekly and monthly inputs ships must make via the CMP web site. The last update to the specific page is shown below the link – see the sample below.

In addition, there is a link to download the latest CMP checklist, as shown above. The CMP checklist is a useful tool that can be used by all Supply Department personnel to keep track of CMP requirements.

d. The main menu also has a link to the pulse point grid. This is where a ship can view all of the data submitted to the CMP web site.

Click this link to go to the CMP Pulse
Point Grid menu.

Use the dropdown menus to select the period of
time to view and click View Grid.

Roll the screen to the right to see other S1 pulse points, as well as S2 and S3 Pulse Points.

e. The grid also provides data that does not come from the ship's monthly CMP extractor file. This data includes:

(1) DLR carcass charge/survey percentage for the current and previous fiscal years. This percentage is calculated by dividing the carcass charges and surveys in NAVICP's Carcass Tracking file by the pre-adjustment (column 22) obligation dollar value for NB/SB and N3/S3 fund codes from the monthly Budget OPTAR Report (BOR) submitted by the ship. This data is updated on the web site once per month on about the 15th.

(2) **Carcass charges exceeding 3% of DLR obligations FYTD are excessive charges** and the ship must take immediate action to reduce the charges. Ships exceeding 3% are ineligible for award of the logistics management excellence award (**Supply Blue "E"**) due to loss of accountability, unless specifically granted a waiver by the TYCOM. To obtain a waiver, a ship must either act to reduce charges below threshold, or clearly demonstrate extenuating circumstances beyond the ship's control that resulted in charges exceeding the threshold. The ship also must demonstrate that the current DLR management program is effective.

(3) **Carcass charges exceeding 15% of DLR obligations FYTD indicate a serious loss of accountability**. A JAG Manual investigation into the DLR management practices ship-wide should be considered to identify and correct the erroneous or negligent practices that contributed to the loss.

(4) **Carcass charges exceeding 20% of DLR obligations FYTD is an extreme case.** The TYCOM may request the ISIC, with TYCOM assistance, initiate a shipboard review of DLR management practices, command climate, and all DLR transactions FYTD.

(5) **CMP DLR Carcass Charge Grading Scale for current and prior fiscal year:**

0%	> 0%	> 3%

(6) **Carcass Tracking Websites:**

(a). The e-Retrograde Management System (eRMS) website can be accessed from: https://mril.navsisa.navy.mil/erms/ or the NAVSUP One Supply web portal: https://www.navsup.navy.mil/onesupply. eRMS can provide all carcass turn-in items by UIC processed through the Advanced Traceability and Control (ATAC) system. Use this website to generate an ATAC turn-in report to bump against the SNAP DLR Shipment Log or R-Supply Carcass Tacking Report. Requisitions not listed in eRMS must be validated for NRFI turn-in. The Log-on for eRMS is:

> **LOGON USER ID:** GUESTRET
> **PASSWORD:** RET_NEW

(b). IMAGE NET, on the eRMS web site, can also provide an image copy of DLR turn-ins made to an ATAC hub. To access this Website you must use the following path:

- **Log to eRMS**
- **Select Queries**
- **Select Document History**
- **Select Image Net**
- **Select Eastern or West Region**
- **Enter the DLR Document Number**

(7) **Automated Shore Interface (ASI) Processing.** This cell shows the number of ASI files that have been built and downloaded by the 3M Coordinator on the ship, but not yet processed. Since ASI is the process by which the ship's Coordinated Shipboard Allowance List (COSAL) is updated and new storeroom allowances established, staying up-to-date on ASI processing is extremely important to readiness. It is the Supply Department's best interest to ensure that all ASIs in the ship's Revised Alternative Dataflow (RAD) mailbox are downloaded and processed. The 3MC should check the RAD mailbox weekly for any pending ASIs to be processed and should download ASIs right before leaving port.

Ships	Special Interest
	ASI Processing
CNSP Avg	1.74
Sqd Avg: CCDG 1	0.00
Class Avg: CG47	1.46
4 Month Avg: 21345	0.50
12 Month Avg: 21345	1.00
BUNKER HILL 6/2004	0
BUNKER HILL 5/2004	2
BUNKER HILL 4/2004	1
BUNKER HILL 3/2004	0
BUNKER HILL 2/2004	0
BUNKER HILL 1/2004	0
BUNKER HILL 12/2003	2
BUNKER HILL 11/2003	0
BUNKER HILL 10/2003	1
BUNKER HILL 9/2003	4
BUNKER HILL 8/2003	
BUNKER HILL 7/2003	1

The ASI Processing Grading Scale (Number of ASI not processed) is as follows:

0	1	> 1

(8) DLR Carcass Charges Report. From the main menu, click the DLR link or from any menu, click Data, then DLR and you get the menu shown below. On the DLR Report menu, select "Carcass Tracking."

Continuous Monitoring Program

Home   Data   Software   Support   Utilities

Pulse Point Grid   Reports   DLR   Export   Graphs   DLRGraphs   Weekly Analysis   Missing TL   Missing BOR   Financial System

Report: Select a report ...

Enter DOC #:
○ Group by BK Type
○ Sort by Date
View Document

All Unit

Info for ARLEIGH BURKE

Tycom	FY	Obligations	BK3s	BK3 Value	Surveys	Survey Value	Total	Percentage
CNSL	2008	$1,418,905.00	2	$12,666.00	6	$13,070.00	$25,736.00	1.81%
-	2007	$3,370,066.00	1	$2,104.00	0	$0.00	$2,104.00	0.06%
-	2006	$1,289,929.00	0	$0.00	0	$0.00	$0.00	0.00%

The detailed report showing carcass charges and surveys by document number will be displayed. **This data is updated daily**; therefore, it is important to view and print this report as often as possible, but at least weekly. In addition, this same report is e-mailed to the Supply Officer once per week. Also, every time a BK1 or

BK3 transaction is received by the CMP system, the Supply Officer is notified via e-mail. Supply Officers should take immediate action to ensure appropriate action is taken to avoid carcass charges.

COMNAVSURLANT
CARCASS TRACKING TRANSACTION REPORT (CNSLCTTR01)
FY2006 -- FY2008
Selected Unit: ARLEIGH BURKE

ARLEIGH BURKE(E) (DDG 51)
From 10/1/2005 to 6/23/2008   June 23, 2008

FY	Document #	NIIN	SuAddr	A/C	COG	ICP	BK3 Value (Blank=BK1)	BK1/BK3 Date	Survey Value
2008									
	V214878121W173	011252309	YSCA02	5G	7H	N35		06/22/2008	
	V214878112D220	012666344	YB15A0	5G	7H	N35		06/08/2008	
	V214878112D219	012666344	YB15A0	5G	7H	N35		06/08/2008	
	V214878108EM04	013263686	YNEM04	5S	7H	N35		06/08/2008	
	V214878092W126	011135578	YNIC01	5S	7H	N35	571.00	06/22/2008	
	V214878023D197	015334346	YNFP01	5A	7G				2,352.00
	V214878023D196	015334346	YNFP01	5A	7G				2,352.00
	V214878023D195	015334346	YNFP01	5A	7G				2,352.00
	V214878023D194	015334346	YNFP01	5A	7G				2,352.00
	V214878023D193	015334346	YNFP01	5A	7G				2,352.00
	V214877328D025	014167870	YNEM02	5S	7H	N35	12,095.00	02/10/2008	
	V214877276D006	004766898	YNIC01	5A	7H	N35			1,310.00

FY2008 Documents that require action: 6 Total proposed/actual charges: $25,736.00

2007									
	V214877024D110	014064809	YNCA03	5S	7H	N35	2,104.00	02/28/2007	

FY2007 Documents that require action: 1 Total proposed/actual charges: $2,104.00

ARLEIGH BURKE(E) Total	Documents that require action:	7
	BK3 proposed/actual charges:	$14,770.00
	Survey charges:	$13,070.00
	Total proposed/actual charges:	$27,840.00

ATTENTION SUPPLY OFFICER: This report contains unanswered BK1 follow-ups less than 21 days old and BK3 proposed/actual additional OPTAR charges. Only fund codes (F/C) identified by "M", "S", or "9S" should appear on this report. (F/C "9S" should appear on board LHA, and LPD ships only). Contact supporting POE for LAMPS/VERTREP AVDLR BK1/3 appearing on this report. The POE is responsible for resolving/submitting BK2 response. 1). Advise code (A/C) "5A". Your BK2 cited response code "C" (Item surveyed as missing). 2). SURVEY VALUE. Your original requisition cited "5A". An approved (signed by C.O.) financial liability investigation of property loss (DD Form 200) must be on file. Note: Documents citing A/C 5A will only be removed from this report upon turn-in of an RFI/NRFI asset. BK2 response should be submitted using the RSUPPLY or WEBSALTS option. Only the ICP can reverse erroneous charges. POC's for repairable management: CNSL, Roberto Acosta (N412B2), DSN 836-3168, COMM (757) 836-3168, FAX (757) 836-3271, NAVICP-M (N01424), DSN 430-4826, NAVICP-P (P01511.01), DSN 442-6504.

(9) **Average Customer Wait Time (ACWT).** From the main menu, click the Reports link or from any menu, click Data > Reports and you get the menu shown below.

On the Reports menu, use the drop down to select "AWCT" and a report, similar to the one below, will display.

The default report shows Onship ACWT, which is measured from the time the work center requests parts in OMMS-NG until the time the SK completes the warehouse processing in Rsupply.

By using the "Requisition Type" dropdown menu, Offship ACWT can be displayed as well. Offship ACWT is measured from the time the work center requests the part until the receipt is completed in Rsupply by the SK. It's valuable to know how long the supply system takes – on average – to fill a Direct Turnover (DTO) requisition.

(10) **UIC TAD Report**. Use the Report dropdown menu to select the UIC TAD Report and you get the report shown below.

The UIC TAD Report shows the current TAD grant status and the history of changes. This report should be provided to the TAD Coordinator and Training Officer on a regular basis.

(11) **Finance - UIC Line Item Report**. Use the Report dropdown menu to select the Finance - UIC Line Item Report and you get the report shown below.

	Report:	Finance - UIC Line Item Report		Advanced						Run Report
and	Group:	Units		Fiscal Year 2008	Analyst ID All Analysts	Active/Reserve Both				Format HTML
	Unit:	ARLEIGH BURKE								

FY 2008 UIC FUNDING STATUS

1 of 1 --- OCT ------ NOV --- 6/23/2008 11:17:47 AM-- JAN

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	Misc	CNSLMSG
EMRM ARLEIGH BURKE - 21487														
	119,400	119,400	119,400	70,500	70,500	70,500	94,800	94,800	94,800	96,600	96,600	96,600	FY-08 INITIAL CONTROLS	
	0	0	0	0	0	0	0	0	143,000	0	0	0	AUG CASREP PART RQST 2 JUN 08	231901ZMAY08
	0	0	0	0	0	0	0	110,000	0	0	0	0	AUG ISO ARLEIGH BURKE 052208	DDG MSG 202200Z MAY 08
	0	0	0	0	0	0	0	205,000	0	0	0	0	AUG R/R+DTO RQMNTS 8 MAY 08	CLASSRON EML DTD 8 MAY 08
	0	0	0	0	0	0	130,000	0	0	0	0	0	AUG R/R(SIM) + EMGMT RQMNT 30 APR 08	PER SHIPS FINANCIAL WKLY RPT 27 APR 08
	0	0	0	0	80,000	0	0	0	0	0	0	0	AUG R/R - 2nd QTR RQMNTS 13 FEB 08	CLASSRON EMAIL DTD 13 FEB 08
	0	0	0	0	100,000	0	0	0	0	0	0	0	AUG CASREP-2nd QTR RQMNTS 7FEB08	061903ZFEB08
	0	0	0	200,000	0	0	0	0	0	0	0	0	AUG 28JAN08	251901ZJAN08
	0	0	0	390,000	0	0	0	0	0	0	0	0	AUG R/R-DTO RQMNTS 10JAN08	CLASSRON EMAIL DTD 9JAN08
	0	0	0	0	0	23,000	-7,000	-8,000	-8,000	0	0	0	ADV FRM 3rd QTR 7 MAR 08	ORACLE FUNDING DOCUMENT
	0	0	43,000	-14,000	-14,000	-15,000	0	0	0	0	0	0	ADV-2nd QTR 4DEC07	CR-MSG 041100ZDEC07
	0	150,000	0	-50,000	-50,000	-50,000	0	0	0	0	0	0	ADV-2nd QTR 28NOV07	CR-MSG 281500ZNOV07
Monthly Total	119,400	269,400	162,400	596,500	186,500	28,500	217,800	401,800	229,800	96,600	96,600	96,600		
Qtr Total			551,200			811,500			849,400			289,800		
FYTD Total	119,400	388,800	551,200	1,147,700	1,334,200	1,362,700	1,580,500	1,982,300	2,212,100	2,308,700	2,405,300	2,501,900		

This report shows the history of EMRM and Other OPTAR grants by month and is where CNSF commands go to obtain their current and new grant information. A similar report, the **Finance – UIC Summary Report**, can be viewed on the CMP web site as well. This report displays grant information by quarter. A sample report is shown below.

Report: Finance - UIC Summary Report

Advanced

Group: Units
Fiscal Year 2008   Analyst ID All Analysts   Grant Type ALL   Run Report
and
Unit: ARLEIGH BURKE
Active/Reserve Both   Format HTML

FY 2008 FUNDING

1 of 1-------------------6/23/2008 11:25:20 AM

Ship/UIC	Q1	Q2	Q1 - Q2 Cum	Q3	Q1 - Q3 Cum	Q4	Annual
ARLEIGH BURKE - 21487							
EMRM	551,200	811,500	1,362,700	849,400	2,212,100	289,800	2,501,900
OTHER	32,000	40,400	72,400	148,400	220,800	24,300	245,100
TAD	26,705	14,020	40,725	0	40,725	0	40,725
EMRM Grand Totals	551,200	811,500	1,362,700	849,400	2,212,100	289,800	2,501,900
OTHER Grand Totals	32,000	40,400	72,400	148,400	220,800	24,300	245,100
TAD Grand Totals	26,705	14,020	40,725	0	40,725	0	40,725

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CHAPTER 18 - SEA SWAP

18000 <u>INTRODUCTION</u>
This section of the SURFSUP is to provide guidance
for those units who are selected to participate in
the SEASWAP program. As this program develops it
will bring many changes to the way we do business.
The end result is a Corps that is able to adapt to a
changing environment and support the forward presence
initiatives of the Navy.

18100 <u>BACKGROUND</u>
The SEASWAP program is designed to take a hull from a
specific ship class and place it in theatre for at
least 18 months. The crew of that unit is then
rotated every 6 months with the last crew of the
group of three sailing the deployed unit back to
homeport. This program can be adapted to any hull
for any ship class with enough planning and
foresight. The swap normally occurs over a four day
in port period that takes place at a port in the
designated theatre of interest.

18200 <u>GUIDANCE</u>
COMNAVSURFOR INST 5440.1 is the governing document on
SEASWAP turnovers and provides the necessary
checklists to make the evolution successful. The key
to making your area of SEASWAP successful is prior
planning. Ensure you start the checklist early. The
earlier you plan your turnover with the caretaker
crew, the smoother things will go for turnover.
Ensure your inventories are up-to-date and your
records are ready to be turned over. Once you find
out who the other two crews will be for the swap,
begin discussions about the equipment that will
remain onboard and what will transfer from hull to
hull. This always seems to be one of the hard spots
with swapping crews but the issues can be reduced by
both Supply Officers writing formal agreements on
what equipment will stay and go.
**NOTE: All ships conducting a swap are required to
conduct an SMC within 6 months of the swap unless
ship is scheduled for decommissioning.**

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APPENDIX A

6 October 2007

From: LT G. C. DAVIS, SC, USN, XXX-XX-4567/3100
       LT I. L. GARNER, SC, USN, XXX-XX-5896/3100
To: Commanding Officer, USS ALWAYS UNDERWAY (DDG 199)

Subj: SUPPLY OFFICER'S MONTHLY REPORT FOR SEPTEMBER 2007

Ref: (a) COMNAVSURFORINST 4400.1, App A

Encl: (1) Supply Officer's Monthly Report to the Commanding
           Officer as of 30 September 2007
       (2) NAVCOMPT Form 153 – September 2007
       (3) Continuous Monitoring Program (CMP) Pulse Points - September 2007
       (4) Carcass Tracking Transaction Report (From CMP) - September 2007

1. In accordance with reference (a), enclosures (1) through (4) are submitted for your review and disposition.

                         I. L. GARNER
                         LT, SC, USN

Supply Officer's
Monthly Report to the Commanding Officer
As of
30 September 2007

PART I - FINANCIAL MANAGEMENT

1. OPTAR Status

	EMRM	OTHER	TOTAL
CURRENT FYTD GRANT	$526,000.00	$147,000.00	$673,000.00
FYTD GROSS OBLIGATION	$138,307.00	$82,728.00	$221,036.00
UNOBLIGATED BALANCE	$387,692.00	$64,271.00	$451,963.00
PERCENT OBLIGATED	26%	56%	33%
PERCENT OF FY ELAPSED	25%	25%	25%

Changes to OPTAR funding: **EMRM augment $200,000**

2. Material Outstanding Validation (MOV)

a. Internal MOV

(1) Number of requisitions reviewed (100% total required monthly) **397**
(2) $ value of cancellations generated **$125.13**
(3) The following workcenters did not return their MOV listing **EM01**
CF01

b. External MOV (MOVs sent by ICPs on the 20th of JAN, APR, JUL, OCT)

(1) Number of requisitions reviewed (100% total required quarterly) **563**
(2) $ value of cancellations generated **$652.32**
(3) The following workcenters did not return their MOV listing **EM01**

3. Summary Filled Order Expenditure Listing (SFOEDL)
[Must be processed within 10 days of receipt, NLT 25th]

FY	DATE RECEIVED	DATE PROCESSED	CUMULATIVE TOTAL (COL. 23 OF BOR)
2007	8SEP07	12SEP07	$65,234.78
2007	8SEP07	12SEP07	$-41,196.78

CURRENT MONTH PROCESSED: AUGUST 2007	
Total Dollar Value (Month)	$21,069.32
Total Dollar Value Above Threshold Charges	$15,560.00
Total Dollar Value Challenges	$1,042.32
Pending Credits From Challenges	$345.00

4. Government Purchase Card Program

a. AO Certification (must be certified within 5 days of receipt)
Inclusive dates: (example: 20SEP07 – 19OCT07)

BUDGET TYPE	DATE RECEIVED	DATE PROCESSED	PERIOD TOTAL	FYTD TOTAL
EMRM	19SEP07	12SEP07	$1,234.78	$65,234.78
OTHER	19SEP07	23SEP07	$3,196.78	$41,196.78

b. APC Mandatory Monthly Audit
   1) Date completed: **27SEP07**
   2) Discrepancies:
      B001: Missing invoice
      B002: Missing copy of 1155
      B007: Sales tax charged
      B025: HAZMAT purchased without proper approval

c. All Citibank/DAU/Ethics training requirements, instructions, and letters of authority are current: **Yes**

PART II - INVENTORY MANAGEMENT

1. FY08 Inventory Schedule

INVENTORY TYPE	SCHEDULED	DATE COMPLETED	# ITEMS	ACC. RATE (%)	NOTES
SIM/DBI/POS	14SEP06-20SEP06	20SEP06	350	98%	
BMS	10SEP06-15SEP06	20SEP06	5	100%	1
CLASSIFIED	10SEP06-15SEP06	15SEP06	1	100%	
HAZMAT	14SEP06-19SEP06	25SEP07	195	76%	2
DLR (B STRM)	10SEP07-14SEP07	12SEP07	824	99%	3
DLR (E STRM)	25SEP07-30SEP07	30SEP07	1298	100%	
SIM/DBI/POS	7SEP07-10SEP07	10SEP07	356	99%	
BMS	10SEP07-15SEP07	15SEP07	5	100%	

Note 1: Inventory conducted earlier due to custodian transferring.
Note 2: Low accuracy rate caused by incorrect issuing procedures. Training conducted.
Note 3: Surveys completed.

2. Monthly Spot Inventories (As Required)

INVENTORY TYPE	# ITEMS	ACC. RATE (%)	REMARKS
SIM/DBI/POS	111	99%	
DLR (B STRM)	50	100%	
NON-SIM/NON-POS	250	96%	$4,825.00 LBIs generated, no survey
MAMS (CF01)	802	100%	Relief of CSO
MAMS (EA01)	36	100%	Relief of EN2 Gear

3. Shelf-life Review Completed   **Yes**

4. COSAL

Date/Number of latest ASI received	10SEP07/454
Date/Number of latest ASI processed	10SEP07/454
Deficiencies ordered	Yes
Action taken to APLs with (#) signs	Yes

5. COST AVOIDANCE

  a. 2M PREP
    1) Number of requisitions trapped by: 21
    2) Number of requisitions repaired onboard: 2
    3) Number of requisitions repaired by local RMC: 8
    4) Dollar value of savings (current month): $ 21,250.00
    5) Dollar value of savings (FYTD): $108,650.00

  b. RRAM
    1) Dollar value of savings (current month): $ 4,368.00
    2) Dollar value of savings (FYTD): $ 72,125.00

PART III – NAVY WORKING CAPITAL FUND (Force Level Ships Only)

Category	Ships Condition	Standard
1. Redistributable Assets On Board (RAB) and Redistributable Asset On Order (RAO) as a % of authorized inventory:		
RAB-NSA/APA	5.25%	5%
RAO-NSA/APA	3%	2%
2. Overage Unmatched Expenditures as percentage of total unmatched:		
Extended Money Value	11%	10%
Documents	3%	5%
3. Gross Inventory Adjustments as % of throughput NSA/APA:	1.55%	2%
4. Supply Effectiveness: Net	92%	85%
Gross	77%	65%
5. Supply Readiness reflected as a percentage of inventory on hand:		
Range O/H	96%	95%
Depth O/H	91%	90%

PART IV – POSTAL OPERATION

	Date
1. Postal Officer's review conducted (weekly):	5SEP07
	10SEP07
	21SEP07
	28SEP07
2. Supply Officer's review conducted (monthly):	15SEP07

PART V – FOOD SERVICE RECORDS AND RETURNS

1. Monthly spot inventories conducted:

DATE	LINE ITEMS	% VALIDITY	REMARKS
6SEP07	61	98%	
14SEP07	74	96%	
20SEP07	70	81%	Improper breakouts
28SEP07	80	100%	

2. General Mess Control Record current within 3 days: Yes

3. Over/<u>under</u> issue: UNDER issue on 1359 by: $83.68

4. Over/<u>under</u> issue: UNDER issue on 338 by: $83.68

5. Days of Dry/Frozen/Chill presently on board (number):   17/15/6

6. Current mess bill for September 2007: $2,436.80

PART VI – FOOD SERVICE PREPARATION AND SANITATION

1. Authorized number of Food Service Attendants: 16
   Food Service Attendants assigned: 16

2. Last Supply Officer inspection of food service spaces conducted: 30SEP07
   (Daily)

3. Last Medical Department sanitation inspection conducted: 25SEP07
   (Monthly)

4. Reefers last cleaned and defrosted: 27SEP07

5. Reefers maintaining required temperatures: Yes

Part VII SHIPS STORE MANAGEMENT REPORT

1. Sales:

	CURRENT MONTH	ACCOUNTING PERIOD TO DATE
Sales in Store	$1,234.78	$6,534.78
Retail Gross Profit Percentage	15%	15%
Drinking Vending (Sales)	$824.00	$3,000.00
Vending Gross Profit Percentage (35-55%)	46%	45%
AT&T Phone Card Machine	$240.00	$400.00
Contributions	$60.00	$60.00
Total Sales	**$2358.78**	**$9,994.78**

2. Inventory

    a. Over/Under Inventory

       Total Authorized Inventory:

In Port	347 x $ 102.00 =	$ 35,394.00
Underway	347 x $ 204.00 =	$ 70,788.00
Current Inventory		$ 18,414.76
Over/Under Inventory		$ 16,979.24

    b. Stock Turn

Stock Turn	Month 1	Month 2	Month 3	Month 4
Actual	.25	.75	1.05	1.44
Goal	.33	.67	1.00	1.33

    c. Spot Inventory of Bulk Storeroom (5% of Line Items)

DATE	LINE ITEMS	% VALIDITY	REMARKS
7SEP07	50	100%	
12SEP07	60	80%	Improper breakouts
19SEP07	50	100%	
26SEP07	60	96%	

    d. Last Physical Inventory taken on   **26SEP07**
       Discrepancy report (Ships Store)   **$0**
       Discrepancy report (Soda Vending)   **$0**
       Discrepancy report (Candy Vending)   **$0**
       Discrepancy report (Vending-Other)   **$0**

    e. Financial or inventory difference as shown on NC 153
       Level 1 (<$1,500 & <1% of sales)   **None**
       Level 2 (>$1,500-2999 & >1.01-2.99% of sales)   **None**
       Level 3 (>$3,000 & >3% of sales)   **None**

    f. Emblematics

       Total Emblematic Inventory Authorized: **$ 2,762.21**
       (15% of total stock)
       Emblematic Inventory on Hand: **$ 2,686.69**
       Over/Under emblematic line items   **$ (75.52)**

    g. I have posted our CMP data to TYCOM website.   **Yes**

3. Navy Cash

    a. I reviewed and compared Navy Cash end of the day, end of the month, and monthly transactions summary reports with ROM II reports.
                                               Yes

    b. All unresolved differences have a memo detailing the reason (known or unknown) for the difference signed by the Sales Officer and Disbursing Officer, filed in RK file CO2/CO3/CO4.
                                               Yes

c. I have reviewed cash sales invoice memorandums (DD-1149) and ensured that they agree with Navy Cash end of month, monthly transaction summary reports, and ROMII reports.

Yes

4. Receipts and Pricing

a. All receipt documents for the current month were forwarded to DFAS IAW P-487.

Yes

b. I ensured that random spot checks of prices and UPC Validity in the Ship's Store were accomplished during the month.

DATE	NUMBER OF ITEMS CHECKED	VALIDITY	OBJECTIVE
7SEP07	25	100%	100%
12SEP07	25	100%	100%
19SEP07	25	100%	100%
26SEP07	25	100%	100%

5. Profit

	CURRENT ACCT. PERIOD	PREVIOUS ACCT. PERIOD	OBJECTIVE
MARKDOWNS AND SURVEYS	1.05%	3%	< 2%
LAUNDRY CLAIMS	0	0	0

Note: Due to Candy machine being inoperable from JUL-SEP, additional surveys and markdowns were conducted to move expiring and expired stock remaining.

6. Reconciliation

a. All DFAS letters on unpaid dealer's bills and other letters of reconciliation have been answered.   **Yes**

b. Unmatched Expenditure
Total dollar value of unmatched expenditures   **$1556.78**
Unmatched expenditures over 2 years   **$0**

c. End of accounting period records submitted to DFAS NLT 15th day following end of accounting period.   **Yes**

7. Safety, security and material discrepancies

a. Last inspection of ships store spaces conducted on: **26SEP07**

b. All spaces had locks and emergency procedures were posted as required by NAVSUP Pub 487:   **Yes**

8. Comments: (brief explanation of significant problems/items)

	CURRENT MONTH	PREVIOUS MONTH
BULK LAUNDRY	30 lbs.	192 lbs.
TABLE CLOTH / NAPKIN	39/926	16/442
PRESSED LAUNDRY	94	76
BARBER HAIRCUTS	46	59
BARBER NO SHOWS	0	0
NAVY CASH	OPERATIONAL	OPERATIONAL
LAUNDRY EQUIPMENT	OPERATIONAL	OPERATIONAL

Note: Parts on hand and waiting for install for 60 lb washers.

PART VIII – DISBURSING

1. Supply officer review of Disbursing Officer's records: **17SEP07**

2. Date of last surprise cash verification conducted (quarterly requirement):
                                                                   26AUG07

**3. Disbursing officer balanced DD form 2657, Daily Statement of
   Accountability daily and at end of month:**   **Yes**

4. Dishonored check status: **$0**
   Action taken:

5. Navy Cash negative balance:

MEMBER	AMOUNT	STATUS	DATE	ACTION TAKEN
ANDREWS, A.N.	$10.00	PAID	29SEP07	
RODRIGUEZ, N.O.	$5.00	PAID	30SEP07	

6. Date of last unconfirmed deposit: **29SEP07**

7. Date of last SF1219 message sent: **27SEP07**

8. Date last returns mailed: **27SEP07**

9. Date last Navy Cash spreadsheet sent: **27SEP07**

10. Date & amount of last "Cash Held At Personal Risk" Letter: 1APR07/$5000
    (Letter required semi-annually on April 1st and October 1st)

11. Total Cash onboard: **$4500.50**

PART IX – MANNING

1. Prospective Losses:

NAME	DEPARTURE DATE	PROSPECTIVE COMMAND
SK1 SMITH	25MAR08	FISC SAN DIEGO

2. Prospective Gains:

NAME	REPORT DATE	DETACHING COMMAND	SPONSOR
CS2 COOK	2FEB08	USS NEVERSAIL	CS1 VILLA

3. **NEC Requirements:**

NEC	TITLE	REQUIRED	ONBOARD
2829	R-SUPPLY	3	3
2831	R-SUPPLY SUPERVISOR	3	3
9595	HAZMAT	1	4
2905	DISBURSING	1	1
3529	FOOD SERVICE ADMINISTRATOR	2	8
3527	ADV CULINARY TECHNIQUES	1	4
3131	ROM II	2	3
3122	SHIP'S BARBER	2	7

PART X – SUPPLY OFFICER AUDITS
(Provide a summary of audits completed this month)

SUPPLY OFFICER COMMENTS_____
_____
_____
_____
_____
_____
_____

EXECUTIVE OFFICER COMMENTS_____
_____
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COMMANDING OFFICER COMMENTS_____
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_____
_____

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APPENDIX B

DOCUMENT NUMBER ASSIGNMENTS

Unit Level Activities

Requisitions for Equipment Maintenance Related Material (EMRM OPTAR) including APA Material and DLR Requisitions	A001-C999	NON-DLR
	D001-D999	DLR

Requisitions for consumables, other chargeable material, medical/dental, chargeable services other than for bunker fuel delivery charges ("Other" OPTAR)   0001-5999

Requisitions for 0I cog, hydrographic material, and other miscellaneous non-chargeable material   6000-6499

Requisitions for NAVSEA funded material   E001-E999

Requisitions for LAMPS pack-up replenishment, and LAMPS DTO use document numbers described in aviation instructions.

Force Level Activities

Requisitions for Equipment Maintenance Related Material (EMRM OPTAR) and "Other" requirements   Serial Numbers based on established Activity Organizational Table set in R-Supply

Requisitions for Aviation Requirements (Input Through NALCOMIS Interface) Repairable and Consumable   Serial Numbers based on established Activity Organizational Table set in R-Supply

NWCF Stock Replenishment (Included initial outfitting NAVSEA/TOB and Aviation/APN6)   0001-1999

Expenditure of NWCF Stock Material   0001-1999

All CNSF Activities

COMNAVSURFPAC Ships Only: Requisitions for utilities chargeable to Fleet Commander open allotment   6800-6999

CASREP Requisitions   W001-W999

Expenditure invoices of End-Use material other than ammunition   7000-7499

Requisitions and expenditures for ammunition   8000-8999

Requisitions for Food Service   9 + 3 digit provisions item

```
                                             number

Requisitions for Ship's Store                9700-9999


Requisitions for Reclaimed "Free Issue" Material    N001-N999
```

REQUISITION NUMBERS FOR BULK POL

1. Construct requisition numbers for bulk POL as outlined below:

    a. UIC

       (1) Inter-ship Transfers: cite UIC of receiving activity.

       (2) Receipts from shore activities, off-load for credit, surveys: cite ship's UIC.

    b. Julian Date (JD) is determined as follows:

       (1) FAS UNREPs: JD of first line over.

       (2) Transfers to/from other activities: JD when pumping begins.

       (3) Transfers from cargo to ship's use: AO/AOE/TAO/LHA/LHD use JD for the last day of the month for reporting own ship's fuel consumption.

    c. Serial Numbers:

       (1) Requisitions issued from CV/CVN/LHA/LHD:

POL Commodity	Ser Nr
F76/FND	6600
F44/JP5	1999
L06	6601

       (2) Requisitions from all other ships less SSN/SSBN:

POL Commodity	Ser Nr
F76/FND	6500
F44/JP5	6501
LO6/9250 Bulk Lube Oil (from USNS tankers only	6502
F46/MUR (MOGAS) (from USNS tankers only)	6506

       (3) Requisitions for operating Gains or Gains by Receipt

POL Commodity	Ser Nr
F76/FND	6503
F44/JP5	6504
LO6/9250 Bulk Lube Oil (from USNS tankers only	6505
F46/MUR (MOGAS) (from USNS tankers only)	6507

       (4) Surveys

POL Commodity	Ser Nr

```
          F76/FND                                            7500
          F44/JP5                                            7501
          LO6/9250 Bulk Lube Oil (from USNS tankers only)    7502
          F46/MUR (MOGAS) (from USNS tankers only)           7506
```

     (5) Operating Losses or Losses by Receipt

```
          POL Commodity                                      Ser Nr
          F76/FND                                            7503
          F44/JP5                                            7504
          LO6/9250 Bulk Lube Oil (from USNS tankers only)    7505
          F46/MUR (MOGAS) (from USNS tankers only)           7507
```

     (6) Sales to Foreign Ships or Other Government Agencies

```
          POL Commodity                                      Ser Nr
          F76/FND                                            6700
          F44/JP5                                            6701
          LO6/9250 Bulk Lube Oil (from USNS tankers only)    6702
          F46/MUR (MOGAS) (from USNS tankers only)           6703
```

     (7) Off-Load (Turn-in Ashore or Afloat for Credit)

```
          POL Commodity                                      Ser Nr
          F76/FND                                            7600
          F44/JP5                                            7601
          LO6/9250 Bulk Lube Oil (from USNS tankers only)    7602
          F46/MUR (MOGAS) (from USNS tankers only)           7603
```

     (8) Requisitions for barge charges incidental to bunker fuel delivery use Serial Number 6508.

NOTES:

1. Should the same type transaction occur more than once in a single day, add an ALPHA (i.e., 6500A, 6500B, etc.) suffix code to the serial number.

2. The following examples provide clarification:

    a. Procurement of F76 by USS HALYBURTON for own ship's use: V21107-3275-6500 Fund Code 39

    b. Procurement of F44 by USS HALYBURTON for helo support: V21107-6275-6501 Fund Code 39

    c. Procurement of L06 by USS FAIRFAX COUNTY for own ship's use: V20032-6275-6502 Fund Code S9

3. The 6502 serial number applies only when obtaining bulk 9250 lube oil from a USNS tanker. Bulk Lube Oil is chargeable to ship's OPTAR. <u>DO NOT</u> cite TYCOM open allotments.

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APPENDIX C

CASUALTY REPORT (CASREP) SUPPLY PROCEDURES

1. GENERAL. Procedures for submitting CASREPS and for requisitioning material required to correct CASREPS are in NWP 1-03.1 (formerly NWP 10-1-10), TYCOM directive (CNSF MSG 131516Z SEP 07), and NAVSUP P-485, paragraphs 3028-3030. This appendix provides amplifying guidance.

2. CASREP PREPARATION - SUPPLY RELATED INFORMATION ON CASREP INITIALS/ UPDATES

2. CASREP PREPARATION - SUPPLY RELATED INFORMATION ON CASREPs/UPDATEs

     a. PRIORITY MATERIAL OFFICE BREMERTON WA (PMO) is the NORS (CASREP) and ANORS point of entry (POE) for ALL SURFOR units, including MHC/MCM units.

     b. Submit all NORS and ANORs milstrips to PMO via Integrated Supply Information System (ISIS) Online. Log on to ISIS Online at URL Https://pmohq.navy.mil.

     c. In addition to ISIS Online, high priority requisitions may be passed to PMO via email to PMOHQ.CDO@navy.mil, PMOHQ.CDO.FCT@navy.smil.mil, over the telephone at 360-476-7285, or naval message to PLAD PRIORITY MATOFF BREMERTON WA. CASREP milstrip request must include the following exception data: DTG of the CASREP message, CASREP category, CASREP number, APL, JCN, EIC, and part number.

     d. The following must be included as information addressees on all CASREP and CASREP related messages (e.g. Initial, Updates, and Casualty Corrections) to assist in expediting efforts:
COMNAVSURFLANT NORFOLK VA//N411/N411A// or COMNAVSURFPAC SAN DIEGO CA//N41//; PRIORITY MATOFF BREMERTON WA; PRIORITY MATERIAL OFFICE DET NORFOLK VA //; NAVICP MECHANICSBURG PA//.

     e. Include as information addressees: DESRON, FISC and RMC as necessary.

     f. Do not submit CASREPs via SALTS due to message classification.

     g. Verify Data Set PARTSID. Using the ship's COSAL, verify that the APL cited corresponds to the equipment/system that is being reported. Make sure that a parent APL is not cited. A parent APL does not provide enough specific information for the equipment/component that has the casualty. If the APL number for equipment is known, but the APL is not in the COSAL, cite the number in data set PARTSID, and in data set RMKS cite the source of the APL number. In addition, initiate action to obtain COSAL support and order spare part deficiencies per CNSF 4400.1, paragraphs 6601 and 6603.

     h. List requisition information for material required for correcting the casualty, under the 1PARTS/1STRIP data sets as follows (NWP 1-03.1 applies) (see Figures C-1 and C-2):

          (1) Data Set 1PARTS. If no material requirements exist when submitting a CASREP, omit this section. If material requirements exist, identify required material by numbering items consecutively with data line (DL) numbers (i.e., DL01, DL02, etc.) and by providing the following:

(a) COG and NSN from the APL. If an NSN is not available, show the CAGE and part number in data set AMPN. If the parts data is obtained from a technical manual, review the equipment APL to determine if an NSN has been assigned since the technical manual was printed.

(b) RQD - Quantity required for correcting the casualty.

(c) COSAL allowance quantity. If allowed material is not on board, see subparagraph (2), 1PARTS AMPN, below.

(d) ONBD - Quantity on board.

(e) Nomen – Nomenclature of the NSN or Circuit Symbol (CS) for electronic/ordnance items.

(2) AMPN/REASON PARTS NOT ONBOARD: Include all parts required to repair the equipment (including parts available on board ship) in the 1PARTS data set. A corresponding 1STRIP line is not needed for every 1PARTS line. To avoid confusion, use the AMPN section of the CASREP message immediately following 1PARTS to report items issued from on board stock (see Figure C-1). It is essential that all parts used to correct a CASREP be reported in this manner. Frequency of demand to satisfy CASREP requirements is an important factor in increasing shipboard allowances. Parts frequently required to correct CASREPS also receive additional management attention at inventory control points.

(3) <u>Data Set 1PARTS AMPN</u>. If parts are allowed but insufficient quantities are on board, include data set AMPN (by DL number) citing the reasons for the deficiencies. The following are examples of data set AMPN entries:

(a) Initial allowance-ILO deficiency/Reqn Nr/Status/Follow-up date
(i.e., ILO deficiency/2280-0234/314BBS9C4362/3300)
(i.e., Initial allowance/2281-E234/314BBS9C4362/3300)

(b) Issued or LBI/Date/Reorder Reqn Nr/Status/Follow-up date
(i.e., Issued 3320/3321-A234/360BVS9E4060)
(i.e., LBI 3320/3321-A234/360BVS9E4060)

(c) Issued/Date/Failure to replenishment due to lack of funding.
(i.e., Issued 3320/Not replenished due to lack of EMRM funding)

(d) Defective material issued date/Reqn Nr/Status/Follow-up Date/Date DMR submitted
(i.e., Defective material issued 3300/3300-B234/None/3330/DMR 3305)
(i.e., Defective material issued 3260/3260-B123/021BBS9E4220/None/DMR 3305)

(e) Other (provide sufficient details to allow analysis)

(3) <u>Data Set 1STRIP</u> – provide the following information for each required item listed in data set 1PARTS:

(a) DL number.

(b) DOCUMENT ID - CASREP (current JD and a mandatory "W" Whiskey serial) requisition number. Document numbers that were assigned must matched the MILSTRIP document numbers requisitioned and submitted thru the supply system via ISIS on Line.

(c) QTY (Quantity ordered).

(d) PRI (Requisition priority).

(e) RDD (Required Delivery Date). NOTE: The RDD on the INITIAL CASREP and CASREP UPDATE messages must show the three digit Julian date form (i.e., 149). The RDD on CASREP MILSTRIP messages should reflect "999" or "N" and number of days until the part is required on board (i.e., N09 - must have item within nine days) as appropriate.

(f) Routing Identifier Code MUST be PFZ (PMO Bremerton WA)

(g) Means of submitting the requisition (i.e. ISIS Online, e-mail, telephone, bearer, message DTG, etc., or the latest known requisition status for CASREP Updates).

(i) Data Set RMKS. Data set RMKS may be used by the Supply Officer for any comments or remarks pertaining to identification or date of delivery of required parts. General comments such as "Request expediting assistance for earliest possible delivery" serve little purpose. Specific comments that would assist in material procurement and/or delivery are most appropriate. For example, "Request contact ABC Corp., Norfolk, VA. Originator purchased same motor from ABC in June 1992 under ABC part number 618-2C."

(j) To assist in parts delivery, list the ship's schedule to extend at least one month past the ETR listed in data set ESTIMATE.

4. PREPARATION AND SUBMISSION OF CASREP MILSTRIP REQUISITIONS:

   a. Timely submission. Submit CASREP requisitions immediately after determining what items are required to correct the casualty and exhausting every effort to acquire material from local source. Do not delay submission of requisitions pending actual transmission of the CASREP provided such transmission is imminent, nor is it necessary to delay CASREP submission until all parts requirements have been ascertained and ordered. Order all parts required to correct the casualty even when required material is not readily available in the supply system.

   b. Means of submission:

      (1) Submit all CASREP MILSTRIP requisitions via PMO ISIS on Line URL: HTTPS://ISIS.PMOHQ.NAVY.MIL.

      (2) If in case there is a problem with website connectivity, use the following methods of transmission and provide specific justifications why they were utilized (i.e. INMARSAT down, etc.):

      ── Via EMAIL SUBMISSION: pmohq_cdo@navy.mil

— Via PHONE: PMO CDO DUTY PHONE SUBMISSIONS: COM: 1-360-476-285/7286/7287; DSN: 439-7285/7286/7286; TOLL FREE: 1(800)258-7492.
— Via FACSIMILE COM: (360)476-7311 DSN: 439-7311.
— Via GENADMIN NAVAL MILSTRIP MESSAGE.

c. All CASREP MILSTRIP requisitions must be assigned a "W" (Whiskey) serial number and must include the correct CASREP category and the CASREP number to match the corresponding CASREP message.

d. Submission of MILSTRIPs by GENADMIN message is the last option. It may only be utilized when website connectivity problem arises i.e. INMARSAT down, etc. Units must provide detailed explanations, justifications, and or reasons in the GENADMIN CASREP MILSTRIP messages, e-mails, or phone calls why it was used.

e. Assigning priorities. All ships are authorized to use Urgency of Need Designator "A" (FAD II units use Priority 02, FAD III units use Priority 03) for C-2, C-3, and C-4 NORS requisitions.

f. CASREP requirement for an item already on order. In some cases, a part required for a CASREP will already be on order under a low priority document number as the result of stock replenishment action or a DTO requirement. Submit a new NORS MILSTRIP requisition unless positive, satisfactory shipment status has been received on the existing outstanding requisition. If the existing (DTO/STK) requisition does not have shipment status, submit a cancellation request to the last known holder of the requisition. If the requisition involved a DLR requirement, use the appropriate advice code, state carcass turned-in under the existing requisition number on the new CASREP requisition number and keep on the CASREP file for future reference.

g. Funding CASREP/NORS requirements. Refer to CLASSRON directives for financial management.

h. Requisition Point of Entry (POE): For LANT/PAC commands, when in port always stock check local FISC/FISC DET and units for FIMAR assets before submitting CASREP. If material is available, submit requisitions using advice code 5K (Fill or Kill). If material is not available, submit both NSN and non-NSN NORS requirements (NORS/ANORS requisition) to PRIORITY MATERIAL OFFICE Routing Identifier Code "PFZ" via ISIS Online, per NAVSUP P-485, Par. 3029. Include DTG of the CASREP message, CASREP category (C-2, C-3 or C-4), CASREP number (98-xxx), APL, JCN, EIC, and part number. Do not info DAAS, FISC, or DLA. Do not use SALTS.

5. CASREP/NORS REQUISITION FORMAT. Requisition format is addressed in ISIS website and refer to P-485 for para. 3028.

6. CASREP/NORS REQUISITION FOLLOW-UP

a. Review. The nature of NORS requirements dictates that they be reviewed by the Supply Officer/Assistant Supply Officer/Stores Officer daily so that follow-up action, if necessary, can be prompt. The use of Integrated Supply Information System (ISIS) Online to obtain current status and request for improved ESD should be considered the first step in verifying and obtaining current status for all NORS/ANORS requisitions. If ISIS data

base is not providing acceptable supply status of MILSTRIP requisitions, call or email PMO OIC for assistance.

b. Follow-up actions for NORS requirements: If no status has been received within the periods established in NAVSUP P-485, paragraph 3508, contact Priority Material Office by telephone and obtain the latest status. If telephone contact is not possible, send email follow-up request to CDO@PMOHQ.navy.mil and info COMNAVSURFOR SAN DIEGO CA//N41// or COMNAVSURFLANT NORFOLK VA//N41//. Off-line follow up requisitions are not required or desired for requirements submitted to Priority Material Office. Should global MILSTRIP follow-ups be generated, ships must manually delete all IPG-1 follow-ups for NORS requirements submitted to Priority Material Office. Additionally, CNSF Code N412 monitors and tracks requested follow-up requisitions. Release of "AT1" MILSTRIPs for requisitions previously submitted to Priority Material Office may result in duplicate shipments of material and corresponding duplicate charges to OPTAR.

c. Enter the updated status manually into SNAP/R-Supply using document identifier AE1 or NAR/YE1 (to document phone conversations) as appropriate.

d. Reordering canceled CASREP requisitions. On occasion, a supply activity will cancel a CASREP requisition and MILSTRIP status in the "C" or "R" series (such as CE, RC, etc.) will be received. In such cases, promptly correct the reason for the cancellation or rejection and submit a new requisition and a CASREP Update.

6. CASREP RETENTION REQUIREMENTS. The following procedures are relevant to the administration of CASREP-related files:

a. CASREP files.
   (1) A Copy of the ISIS daily Fleet Status Report will be maintained onboard for 7 days.
   (2) Ships are required to maintain a CASREP status board in the Supply Support Office which will display status of outstanding CASREPS.

b. CASREP Administration. Appoint an experienced SK as "CASREP Coordinator/Storekeeper" and assign her/him responsibility for maintaining and updating the files. This individual should make frequent contact with the ship's Fleet CASREP expediter to exchange information and coordinate expedite actions on outstanding NORS requisitions.

c. Duty Section Personnel. All Duty Supply Officers and Duty SK's will be knowledgeable in initiating CASREP requisitions in ISIS and IAW current TYCOM directive. Supply Officers and Leading Storekeeper are required to conduct training to re-fresh SK's on the latest and current changes in the CASREP/MILSTRIP requisition submission procedures.

d. Report to the Commanding Officer. The Supply Officer will make a daily report to the Commanding Officer on the status of outstanding CASREP requisitions. CASREP parts status will be reported on the daily "Supply Department Eight O'clock Report" form, include CASREP NR, Equipment/System Name, Requisition NR, and Outstanding Requisition Status. Figure 1-1 provides the format for the Eight O'clock Report.

e. CASREP Updates. Indicate receipt of parts and the latest status of outstanding requisitions in the data set AMPN immediately following the ESTIMATE data set. See Figure C-2. Upon material receipt, transmit a CASREP

Update, unless a CASCOR is anticipated within 12 hours, showing requisition status as "RCVD (date)" for each applicable DL in the data set ESTIMATE AMPN. Omit DLs for material previously reported received. Acknowledge receipt of material via the ISIS website utilizing the Confirmation screen in the Requisitions section of the ISIS website.

     f. <u>Action upon CASCOR</u>. Upon submission of CASCOR, take aggressive action to cancel outstanding NORS requisitions that are no longer required.

7. <u>SHIP-TO-SHIP (ACTIVE) CANNIBALIZATION</u>: is the removal of components or equipment installed in active ships for installation to another. Last resort measure used only in exceptional cases when all other sources were exhausted and mission/cost justify such action. Active cannibalizations must be approved by the CLASSRON commander. Active cannibalization process is as follows:

     Units coordinate with their CLASSRON to determine a source ship for active cannibalization within the same group or squadron. The Ship initiates a message requesting cannibalization action with approval from CLASSRON Commander.

     For further information regarding cannibalizations, please refer to CINCLANTFLT/CINCPACFLTINST 4790.3.

Figure C-1
SAMPLE INITIAL CASREP - SUPPLY INFORMATION

```
CASUALTY/INITIAL-97002/MK15 CIWS/EIC:GV00000/CAT:2//
ESTIMATE/302359ZJAN97/RECEIPT OF MATERIAL NLT 29JAN97//
ASSIST/NONE//
PARTSID/APL:006090051/-/JCN:V52703-CG11-0055//
TECHPUB/NAVSEA 0956-LP-012-3456//
1PARTS
/DL          NATIONAL      RQD        COSAL        ONBD        CIRCUIT
             STOCK NO.
/01          7H 5999-01-   001        001          001         -
             200-2507
/02          7H 5999-01-   001        000          000         -
             200-2508
/03          7H 5999-01-   001        001          000         -//
             239-4130
AMPN/DL01 ISSUED FM STOCK.
DL02 - NO ALLOWANCE.
DL03 - ISSUED 6320/6321-D234/342BBN357060)//
1STRIP
/DL    DOCUMENT ID       QTY   PRI   RDD     ACTIVITY   REQN STATUS
/02    V52703-7007-W017  001   02    015     PFZ        071500ZJAN98
/03    V52703-7007-W018  001   02    015     PFZ        071500ZJAN98//
```

Figure C-1

SAMPLE CASREP UPDATE - SUPPLY INFORMATION

```
CASUALTY/UPDATE-01-97002/MK15 CIWS/EIC:GV00000/CAT:3//
ESTIMATE/302359ZJAN97/RECEIPT OF PARTS NLT 29JAN97//
AMPN/DL02 RCVD 7014; LATEST STATUS DL03: 014BANBZ017.  REPAIRS CANNOT
BE COMPLETED UNTIL ADDL PARTS RCVD.//
ASSIST/NONE//
PARTSID/APL:006090051/-/JCN:V52703-CG11-0055//
TECHPUB/NAVSEA 0956-LP-012-3456//
CHANGE/1PARTS
/DL    NATIONAL STOCK NO.    RQD    COSAL   ONBD    NOMENCLATURE
/04    7H 1285-01-195-2761   001    001     000     -
/05    UNKNOWN               001    000     000     -//
AMPN/DL04-ILO DEFICIENCY/5280-0234/314NMNUV7360). DL05-NO ALLOWANCE,
PART NR 098-022 PROVIDED BY NAVSSES PHILA.//
CHANGE/1STRIP
/DL    DOCUMENT ID       QTY   PRI   RDD     ACTIVITY   REQN STATUS
/04    V52703-7017-W023  001   02    025     PFZ        171630ZJAN98
/05    V52703-7017-W024  001   02    025     N35/PFZ    171640ZJAN98//
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APPENDIX D

DEPOT LEVEL REPAIRABLES (DLRs)

1. Objective. This Appendix provides guidance concerning the issue, turn-in, requisitioning, and inventory management of Depot Level Repairables (DLRs). The primary objective of this program is to improve availability of DLRs, resulting in improved fleet readiness. This program is designed to provide financial incentives for end-users, improve carcass tracking procedures, and provide a valuable resource to base decisions about the procurement and repair of DLRs.

2. Background. The migration of DLRs from APA to the Navy Working Capital Fund (NWCF) increases flexibility in funding procurement and repair of DLRs and provides for shorter budget lead-time. Individual OPTAR holders receive an economic incentive to provide effective management via a two price system. Additionally, the program provides a carcass tracking system and database to enhance management decisions while identifying problems.

3. Shipboard DLR Policy. The inventory control point procures DLRs on the premise that NRFI DLRs will be quickly shipped to the designated collection point. The Supply Officer is responsible for ensuring compliance with DLR directives and procedures relative to departmental turn-ins. This is accomplished by implementing a comprehensive and continuous DLR training program for supply and maintenance personnel. In addition, keep the Commanding Officer informed of DLR program support through the Supply Officer's daily Eight O'clock Report and Monthly Report to the Commanding Officer.

> **NOTE: DLRs discovered missing will be aggressively researched, surveyed and processed within 10 working days of discovery. Research should include contacting TYCOM DLR representative for assistance in locating possible turn-ins, to minimize DLR carcass charges.**

4. DLR Procurement. DLRs are centrally managed by NAVICP Mechanicsburg and Philadelphia. Submit requisitions for DLRs according to NAVSUP P-485. Requisitions must cite an appropriate Advice Code (A/C).

a. The following A/Cs are the most commonly assigned:

(1) 5A: Item required to replace missing or damaged DLR (survey required).

(2) 5G: NRFI carcass will be turned-into the supply system on an exchange basis.

(3) 5D: Item is required for initial outfitting/installation or increased allowance. No NRFI carcass will be turned-into the supply system. (Do not use A/C 5D without prior approval from TYCOM except when processing ASIs or MCMARs).

(4) 5S: Remain-in-Place (RIP) certification. NRFI carcass will be turned-into the supply system upon receipt of requested item.

(5) 5X: For use with DARS requisitioned for NWCF stock.

     (6) 52: For COMNAVSURFPAC ships only: Applicable to 5S/2B combination. Exchange requisitions with delayed carcass return intended and substitute items not acceptable.

    b. The following refers to the Remain-in-Place (RIP) program for NAVICP-M managed DLRS:

     (1) NAVICP-M validates all 5S requisitions for NAVICP-M managed DLRs, and changes the Advice Code from 5S to 5G for non-RIP worthy items. NAVICP will notify the requisitioner and TYCOM via message of the change, and carcass tracking will start immediately for those requisitions. Requisition processing by NAVICP-M will continue uninterrupted. After submitting a requisition for a non RIP-worthy item that is assigned RIP code "N" in the Master Repairable Item List (MRIL), a message justification must be submitted to NAVICP Mechanicsburg, Attention: Code M01424, Subject: Request for Change to NAVICP RIP Listing. NAVSUPINST 4440.182 provides the format and technical information required by NAVICP-M to update the MRIL. In addition, provide the document number of the requisition. Send message justification within 48 hours of requisitioning (See Figure D-1).

     (2) When a replacement DLR is required before turning-in the NRFI item, the following criteria will apply:

      (a) Item must be RIP worthy (assigned RIP Code C,M, P, S, or V in the Master Repairable Item List (MRIL)).

      (b) A repairable item turn-in certification must be prepared.

      (c) A skeletonized DOD single line release/receipt document (DD 1348-1A) will be prepared and filed with the RIP certification by Department/ Work Center in document number sequence and will serve as a tickler to make sure that the NRFI carcass is received from the requesting work center. This will be labeled as a Suspense file, and will be maintained separate from other DLR documents to aid in reconciliation/audit of the Carcass Tracking Report/DLR Shipment Log. See paragraph 12 for information on the use of FACTS to prepare DD 1348-1A turn-in documents.

    c. Other than valid RIP items, turn in DLR carcasses to the Supply Department <u>before</u> issuing or requisitioning the material.

    d. <u>Pricing System</u>. Units will requisition DLRs through a two-price system - Standard and Net price.

     (1) Standard price. Obligated by the requisitioner and billed by the issuing stock point when no NRFI carcass is available for turn-in. Requisitions citing advice code 5A will be billed at standard price.

     (2) Net Price. Obligated by the requisitioner when a NRFI carcass is being turned in, or will be turned in. Advice codes 5G and 5S will be billed at net price.

    e. <u>Fund Code</u>. Units will requisition DLRs citing fund codes _1/_3/_B/_O or JZ/VZ/QZ (NWCF ships) as applicable. Requisitions for GPETE will cite fund codes _B as applicable. As fund codes relate to specific expense elements, care must be exercised in their assignment to ensure proper expenditure of funds. (Note: LAMPS and Combat Logistics Force (CLF) ships ensure storekeeper personnel are familiar with

COMNAVAIRLANT/COMNAVSURFLANT/COMNAVAIRPAC/COMNAVSURFPACINST 4420.3 for support of LAMPS/CLF helicopters).

    f. <u>Appropriation Purchases Account (APA) Repairables</u>. Even number cognizance symbols denote material carried in APA. APA material is funded directly from appropriations and is not chargeable to the ship's OPTAR. Although viewed as "free" to afloat commands, most APA material is high dollar value DLRs and must be afforded the same strict accountability given to NSA (7-cog) DLRs. APA DLR carcasses must be turned-in to the ATAC hub or node in the same manner as 7-cog DLRs. Exceptions to this rule are NAVSEA managed major shipboard electronic equipment (2F cog) and NAVSEA managed major shipboard ordnance equipment (2J cog), which are turned-in to FISC DET Cheatham Annex, Williamsburg, VA. Lost APA DLRs must be surveyed and if replacement is required, reordered with advice code "5A". NAVICP carcass tracking also applies to APA DLRs. For statistical purposes, NAVICP monitors commands' losses of APA DLRs even though OPTAR funds are not affected. Supply and maintenance personnel must be keenly aware of their responsibility for safeguarding highly technical and costly DLRs, regardless of how they are funded.

5. <u>Required DLR Records and Files</u>

    a. DLR Shipment Log (SNAP/RPT162) /Carcass Tracking Report (RSUP/JSL326). This report is for recording all shipments of NRFI DLRs. Document numbers in this section will duplicate document numbers assigned to replacement requisitions, except in the case where the 7000 series of document numbers are used. Run this report weekly and compare with the copies of DD-1348-1A (BC1 shipping documents) in the DLR Expenditure Invoice File to account for NRFI turn-ins. These reports are correctly maintained by updating departmental turn-in and shipping information within the DLR Carcass Tracking module in whatever system is installed.

    b. DLR Expenditure Invoice File. The file will contain the expenditure documents (DD 1348-1A) with original signatures. Keep the file in document number sequence and separate from other expenditure invoice files. The expenditure log and invoice file serve as the basic audit trail for possible future carcass tracking follow-ups, therefore a periodic reconciliation between the log and file will be accomplished at least quarterly to verify their accuracy and completeness.

    c. DLR BK3/Message Log:

     (1) SNAP II/Micro-SNAP: Ship will utilize the DLR BK tracking log, and associated BK messages for visual check of BK responses and for audit purposes.. (See figure D-2)

     (2) R Supply: Ship will utilize the Carcass Tracking Report (JSL326) for tracking BK2 responses and for audit purposes.

    d. DLR files and records will be kept for the current and two prior fiscal years.

6. <u>DLR Transfers and Shipments</u>

    a. <u>Inter-ship Transfers (between End-Users)</u>. The Supply Officer or appointed Assistant Supply Officer will approve DLR transfers. <u>Do not transfer MAMS unless approved by the TYCOM</u> (for COMCOMNAVSURFLANT, contact

Code N412E; for COMNAVSURFPAC, contact Code N415). Complete DLR transfers as follows:

      (1) The issuing ship will issue and forward the DLR to the requesting command, accompanied by DD 1348-1A with the requesting ship's MILSTRIP data.

      (2) The requesting ship will forward to issuing ship (a) (preferred) the NRFI carcass accompanied by DD 1348-1A citing a 7000 series expenditure document number or (b) proof of delivery to ATAC Hub/Node, CLF ship, or transshipment activity.

      (3) The issuing ship will prepare the "A" or "B" summary.

  b. <u>Issues from NWCF Ships</u>. The end-user will provide a funded requisition to the NWCF ship and will turn-in the carcass through the normal ATAC Hub/Node. These transactions are exactly like issues from a stock point. Do <u>not</u> send the carcass to the issuing NWCF ship.

  c. <u>DLR Shipments</u>: The Advance Traceability and Control (ATAC) Program

      (1) The ATAC program simplifies the retrograde process. It provides Traceability and accountability, establishes centralized retrograde processing at the Hubs, ensures Transaction Item Reports (TIR) are sent to NAVICP for all retrograde material, reduces carcass tracking follow-ups, and reduces delays in movement and processing of retrograde. Other features include accountability by signature control for in port and pierside pickup at major port facilities. To verify if DLR turn-ins were posted in the ATAC system, ships can access the web MRIL Reporting System (WMRS) website "https://webmril.navsisa.navy.mil/erms/.

      (2) To save OPTAR funds (costly postage), Supply Officers must hold retrograde DLRs on board, including mailable carcasses, for transfer at the first available opportunity via pierside pick-up or direct delivery to the ATAC Hub/Node, or to the nearest shore supply activity or CLF ship for transshipment to the ATAC Hub/Node. Ships holding DLR retrograde must ensure controls are in place to prevent loss or damage to the carcasses, and must document the reason for delaying material turned in. In addition, submit an advance BK2 if turn-in will be delayed beyond the prescribed Transaction Item Report (TIR) time frames.

  e. <u>Excess RFI DLRs</u>. Before transferring "A" condition DLRs as excess, Supply Officers will verify that the item is no longer authorized as part of the command's fixed allowance or is in excess of allowance. RFI DLRs will not be turned-in to the ATAC system. See paragraph 5001 for disposition of excess DLRs. Credit granted as a result of material being turned-in will be issued to the TYCOM. Cite the following additional information on the DD 1348-1A:

      (1) C/C 1-3   Blank
    Document Identifier

      (2) C/C 52-53 Fund   _B
    Code

      (3) C/C 71   "A"
    Condition Code

(4) C/C 72   "C"
Management Code

7. <u>DLR Survey</u>

a. The NAVSUP P-485 sets the supply survey threshold for DLRs at $2,500.. Lost DLRs valued at $2,500.00 or greater must be investigated to learn why the loss occurred so corrective action can be taken and that a Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) can be prepared. Supply Officers will ensure before assigning A/C "5A" to replacement requisitions, a thorough search for the missing DLR has been accomplished. Because surveys for missing DLRs have the potential to be mission degrading, the approving authority may not be delegated and will remain with the Commanding Officer.

b. Commands are required to survey damaged DLRs ($2,500.00 or Greater), however the item is not to be disposed of locally. It will be turned-in to the ATAC Hub/Node in the same manner as NRFI carcasses. The Designated Overhaul Point (DOP) and not the end user will determine condemnation of the item.   Prior to surveying DLRs, ensure all efforts have been exhausted and SDRs submitted IAW NAVSUP P-723, Para 06116 and 06125.

c. For cognizance symbol 7Z GPETE, provide one information copy of the FLIPL, attached to a copy of the requisition (when requisitioning a replacement item), to NAVICP Mechanicsburg (Code 05313).

d. (For COMNAVSURFLANT ships only) Forward a copy of the FLIPL, signed by the Commanding Officer, to COMNAVSURFLANT (N411B2) for each DLR loss with a carcass value of $2,500.00 or greater.

8. <u>DLR Carcass Tracking</u>

a. No problem has the potential of producing such devastating effects to a command's OPTAR as inattention to detail in the repairables management monitoring system. The system, designed to maximize carcass visibility and availability throughout the supply system, generates carcass follow-up, carcass turn-in rejection, advance billing notification, and billing notification reversal (D/I BK1, BKR, BK3, and BK4, respectively) messages. When commands requisition DLR items using an exchange advice code, they are required to turn a NRFI carcass into the supply system. When NAVICP receives notice that an exchange-coded requisition has entered the system, they establish a Carcass Tracking Record (CTR). Until NAVICP receives a TIR indicating a carcass has been turned-in, they keep the file open for possible additional OPTAR charges and submit a follow-up to the activity responsible for the turn-in. Units are required to respond to all BK1, BK3, and BKR (BK2 Rejects) follow-up requests within 15 days after receipt of the follow-up. If the NRFI carcass has been turned-in before receipt of the follow-up request, <u>do not assume</u> that the system will record the carcass receipt and cut off carcass tracking. <u>Respond</u> to the follow-up citing the appropriate BK2 response code. SALTS capable ships are strongly encouraged to use SALTS for transmitting BK2 responses to NAVICP. The BK2s must be in a single 80-column card format addressed to DAAS DAYTON WRIGHT PATTERSON AFB OH.

b. <u>DLR BK Follow-up Records/Files</u>. As each BK1 has the potential to be an obligation document, it is essential that Carcass Tracking (C/T) records be established and properly maintained to provide a complete and accurate

audit trail. To this end, the following records and procedures are mandatory for all commands:

(1) Keep a separate file of all incoming/outgoing BK related messages in Date-Time-Group (DTG) sequence. If you use SALTS instead of messages, keep a hard copy of the BK_ printout.

(2) A BK follow-up record will be established and maintained on the DLR BK Follow-Up Log, Figure D-2.

c. <u>DLRs Lost in Shipment</u>. Follow procedures of paragraph 4002. Additionally, if a DLR item not shipped by traceable means is overdue, and the requirement still exists, then submit another requisition. Survey the missing DLR (if $6K or greater) according to NAVSUP P-485, paragraphs 5125-5134. Submit the replacement requisition citing the same advice code indicated in the original requisition. This situation, two requisitions with the same advice code with only one carcass, will result in a carcass tracking follow-up (BK1) on either the original requisition or the replacement requisition. In either case, prepare a carcass tracking follow-up response (BK2) citing a response code of "J" in card column 47 and the actual document number that the carcass was turned in under in card columns 48-61. This procedure will result in a net price billing for both requisitions. NAVSUP P-485, Paragraph 8331-8335, provides proper format procedures and guidance for automated carcass tracking. (Report shipping discrepancies attributable to or the responsibility of the shipper on a SF-364, Supply Discrepancy Report (formerly ROD) refer to NAVSUP P-485 paragraph 4270 Para. 4002 provides amplifying guidance on SDR submission.

d. The DLR Carcass Tracking Transaction Report (CTTR). This report is a summary of the ship's open DLR CTTR transactions for a given period of time. Provided by TYCOM monthly, the report shows unanswered or unresolved BK1 follow-ups and BK3 advance billing notifications. The report brings NAVICP and shipboard carcass tracking records into agreement. DLR and OPTAR storekeepers must be aggressive review and work this report, resolving all discrepancies with NAVICP.

d. <u>NAVICP Carcass Value Billings</u>. The following accountability thresholds are hereby established:

(1) Carcass charges exceeding 3% of DLR obligations FYTD are excessive. Ships must take immediate action to reduce charges.

NOTE: For subparagraphs (2) through (4), the 10, 15, and 20 percent threshold of total DLR obligations FYTD are an automatic disqualification for eligibility for the Supply Blue "E". Units that have one or two carcasses/surveys that throw the ship into the excess threshold category because of a high dollar value will be evaluated to determine if effective DLR management practices are in place and being followed.

(2) Carcass charges exceeding 7% of DLR obligations FYTD are disproportionate. Ships exceeding 3% are ineligible for award of the logistics management excellence award (Supply Blue "E") due to loss of accountability unless specifically granted a waiver by COMNAVSURFLANT/COMNAVSURFPAC (N41). To obtain a waiver, a ship must either act to reduce charges below threshold, or clearly demonstrate extenuating circumstances beyond the ship's control that resulted in charges exceeding

the threshold. The ship also must demonstrate that the current DLR management program is effective.

(3) Carcass charges exceeding 15% of DLR obligations FYTD is a serious loss of accountability. A JAG Manual investigation into DLR management practices ship wide should be considered to identify and correct erroneous and/or negligent practices that contributed to the loss.

(4) Carcass charges exceeding 20% of DLR obligations FYTD is an extreme case. COMNAVSURFLANT/COMNAVSURFPAC may request that the ISIC, with TYCOM assistance, initiate a shipboard review of DLR management practices, command climate and all DLR transactions FYTD.

9. <u>Aviation Supply Support of LAMPS/CLF Ships</u>. COMNAVSURFOR/COMNAVAIRFOR Instruction 4420.1 provides in-depth policy for the management of aviation support inventories and Turn-Ins of AVDLR Retrogrades.

10. <u>DLR Training.</u> CNSP N413, and Afloat Training Organizations offer DLR training. Supply Officers, Stores Division Officers, Leading Chief Storekeepers and DLR Storekeepers shall attend this training. Additionally, internal DLR training will be conducted for all storekeepers and Repair Parts Petty Officers who routinely handle DLRs. Professional development for all officers and chief petty officers must also include a basic knowledge of DLR management.

11. <u>Miniature/Micro-Miniature (2M) Electronic Repair Program</u>

a. Shipboard supply personnel must be familiar with 2M/MTR procedures and coordinate DLR handling and repair efforts with shipboard or shore based Modular Test and Repair Facility technicians when appropriate. In the same manner that aviation DLRs are repaired at an Aviation Intermediate Maintenance Department, shipboard DLRs may be repaired at an MTRF, either on or off ship. In theory, if a failed DLR is successfully repaired and reinstalled, no DLR carcass ever existed, because no replacement DLR was requisitioned, either for DTO or for stock. In reality, the failed DLR is still an expensive and scarce item and requires the same attention to detail as an RFI DLR or a regular DLR carcass. The potential savings available from 2M/MTR are significant, requiring a cooperative effort from maintenance and supply personnel to achieve the maximum benefits.

b. The function of the 2M program is to provide testing, diagnostics, and repair capabilities to accomplish repair on electronics at the organization and intermediate (O and I) levels. All failed Circuit Card Assemblies (CCAs) and Electronic Modules (EMs) are candidates for 2M screening and repair at the O and I-level.

c. COMCLANTFLT/COMCPACFLTINST 4790.3 (Joint Fleet Maintenance Manual) requires 2M repair technicians to screen and attempt repair of all CCAs/EMs within their training and capability, regardless of cognizance symbol or APL Source, Maintenance, and Recoverability code. Under the Progressive Repair concept, CCAs/EMs are first screened and repaired at the O and I-levels, if possible. When repair requirements are beyond the O-level capability, the CCAs or EMs must be forwarded to the I-level where enhanced repair capabilities reside. If not repairable at the I-level, the failed item is forwarded to the ATAC Hub. NAVSUP P-485 authorizes 2M repair technicians to certify CCAs/EMs ready-for-issue. Doing tests and repair at the shipboard level increases self-sustainability and enhances readiness. An additional

benefit is the OPTAR savings incurred by ensuring only defective CCAs/EMs are replaced and turned-in to the supply system for repair.

12. <u>Fleet Automated Control Transportation System (FACTS)</u>

    a. FACTS is a SPARWARSYSCEN stand-alone PC program which improves management of retrograde DLRs shipped within the Navy ATAC system. FACTS increases visibility of retrograde carcasses by transmitting shipping data via SALTS OR EMAIL directly to NAVICP. Benefits of using FACTS are increased carcass visibility, preparation of automated bar-coded DD 1348-1A BC1 documents, and most of all, reduced OPTAR charges for lost DLR carcasses. Operating instructions for FACTS are contained in the FACTS User Guide, SPAWARSYSCEN Document # S-006-UG-006.

    b. When installed, use of FACTS is mandatory for DLR turn-in document preparation and tracking. Transmit FACTS data (EDI) via SALTS or EMAIL to NAVICP-M whenever there is a DLR transaction.

13. <u>Electronic Retrograde Management System (eRMS)</u>

(a) The electronic-Retrograde Management System (eRMS) is a Naval Inventory Control Point (NAVICP)/Navy Supply Information Systems Activity (NAVSISA)/Naval Supply Command (NAVSUP), jointly developed web-based retrograde processing application. It is a management program designed specifically for users to:

- Identify Retrograde
- Initiate Transaction Item reporting (TIR)
- Create bar-coded turn-in/shipping documents (DD1348-1s)
- Create shipping manifests and Military Shipping Labels (DD1387s)
- Identify constrained retrograde
- Identify hazardous and classified retrograde
- Create Engineering Investigation (Ei) turn-in/shipping documentes, Quality Discrepancy Report (QDR) turn-in/shipping documents, and aircraft engine shipping and tracking documentation
- Create Repair and Return(R&R) bar-coded shipping documents (1348-1s)

eRMS provides asset visibility from "cradle to grave" during the entire transit of the asset. When a turn-in (DD1348-1) document (Document BC2, BGJ, BEI, BQD) is created and manifested, a Transaction Item Report (TIR) is generated when Proof Of Shipment (POS) is posted by the turn-in activity. Posting POS "turns off" carcass tracking (CT), simultaneously initiate Stock In Transit (SIT), and the material is delivered to the Advanced Traceability and Control (ATAC) for transshipment and additional packing only. The turn-in activity is relieved of accountability by posting Proof Of Shipment/Proof of Delivery (POS/POD) to eRMS, and assigns accountability for the material to ATAC. The web shipping Discrepancy Reporting (SDR) system is then used to follow up on any transaction where SIT was initiated and no subsequent POS/POD was provided. Carcass tracking will remain intact for items requisitioned where no turn-in was made.

<u>Ships installed with eRMS will no longer use FACTS.</u>

Figure D-1
Remain In Place (RIP) Listing Change Request (Sample Message)

```
R ----Z --- --   ZYB
FM USS NEVERSAIL
TO NAVICP MECHANICSBURG PA//M01424//
INFO COMNAVSURFOR SAN DIEGO CA//N41//
COMAFLOATRAGRUPAC SAN DIEGO CA//N41//
BT
UNCLAS  //N04419//
PASS TO NAVICP M0124/ATGPACN411//
MSGID/GENADMIN//
SUBJ/REQUEST FOR CHANGE TO NAVICP LISTING//
REF/A/NAVSUPINST 4440.182 SERIES//
RMKS//
1. PER REF A, REQUEST THE FOLLOWING ITEM BE ADDED TO THE NAVICP RIP LIST:
A. MD16 MODB ASROC LAUNCHER GROUP
B. VALVE ASSY
C. N/A
D. NSN 4820 00 673 7979
E. FSCM 10001 1807335

2. JUSTIFICATION FOR ADDITION: RIP CODE N

3. REASON FOR DELETION: N/A

4. REMARKS: THE REMOVAL OF VALVE WILL CAUSE ASROC LAUNCHER TO BE IN AN INOPERATIVE
CONDITION.  ALSO EXPOSES INNER HYDRAULIC AND MECHANICAL PARTS TO OUTSIDE WEATHER.
DOC NUMBER R20602-6344-0001 APPLIES.//
BT
NNNN
```

Figure D-1

DEPOT LEVEL REPAIRABLES (DLR) BK FOLLOW-UP LOG
FY _____

BK1 REQN NR	BK1 DATE (50-54)	BK2 DATE/CODE	BKR DATE/CODE (50-54)	BK2 DATE/CODE	BK3 DATE (50-54)	BK2 DATE/CODE	BK4 DATE (50-54)	SFOEDL MO/YR

Figure D-2

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APPENDIX E

MINIATURE/MICRO-MINIATURE PROGRESSIVE REPAIR ENHANCEMENT PROGRAM (2M PREP)

1. GENERAL.

   A. Stock and DTO requisitions for Fleet Level Repairable (FLR), Depot
      Level Repairable (DLR), Consumable (9COG) circuit card assemblies and
      electronic modules requirements (CCA/EM) listed in the 2M MTR Inter
      Service Engineering Agency (ISEA) Naval Undersea Warfare Center (NUWC)
      GOLD and PURPLE DISK databases will be held from the supply system as a
      "TRAPPED" 2M PREP/MTRA eligible repair requirement.

   B. Supply Officers shall ensure the supply support process is in place for
      repair induction, monitoring and reporting disposition of shipboard and
      shore 2M PREP/MTRA repair status. The interactive reporting to the 2M
      PREP/MTRA website for a successful repair will close and de-obligate
      OPTAR funds. When all repair resources are exhausted, the Supply
      Officer will report a repair failure reason to trigger the 'untrapping'
      and referral of a requisition to the supply system for issue.

   C. Shipboard maintenance department 2M MTR programs have existing
      screening policies and processes in place to ensure CCA/EM's are
      screened for possible 2M MTR diagnostic testing and repair prior to
      Supply requisitioning a replacement. Maintain close liaison with
      shipboard 2M MTR work center to ensure expedient initial reporting of
      2M PREP/MTRA trapped requirements failing 2M repair, and releasing true
      stock and DTO requirements without delay.

   D. Shore 2M PREP/MTRA Fleet Maintenance Activities (FMA) is the resource
      for 2M PREP/MTRA progressive enhanced repair. It is mandatory for ships
      to utilize shore repair after onboard repair is exhausted (JFFMM Ch.8).
      Supply Officers establish liaison with Shore 2M PREP/MTRA points of
      contacts.

2. ESTABLISHMENT OF 2M PREP/MTRA/MTRA WEBSITE ACCOUNT.

   A. CNSF units are required to establish online access to the MTRA/2M PREP
      website to manage and report trapped 2M PREP requirements. 2M trap
      notification emails will be sent to the suppo@ship.navy.mil account,
      ship's salts account, and applicable CLASSRON. Acknowledge receipt of
      the email notification; however reporting the repair dispositions and
      triggering the release of the requisitions should be accomplished via
      the BIRDTRACK 2M PREP/MTRA MTRA website.

   B. A PKI CERTIFICATE is required for the 2M PREP/MTRA MTRA website. Go to
      HTTPS://www.birdtrack.navsup.navy.mil and the 'ACCESS' request box to
      select is 'MTRA/2M PREP/MTRA'. It will take about 2-3 days for NAVSISA
      to grant access.   Use the website to trigger repair dispositions and
      maintain visibility of all requisitions that are trapped via the
      'MANAGE CIRCUIT CARD' link.

   C. Supply Officers will manage the 2M PREP/MTRA requirements and report
      repair dispositions via the MTRA website. In the event of bad internet
      connectivity which will hinder online MTRA reporting requirements,
      Supply Officers will email COMNAVSURFOR N41 2M PREP/MTRA managers to
      assist in the reporting of repair dispositions.

3.   CATEGORIES FOR AFLOAT UNITS.

   A. UNDERWAY: Primarily deployed or FDNF ships. Ships are activated
      "UNDERWAY" starting 30 days before deployment and through the end of
      deployment. When program setting is 'UNDERWAY', stock and DTO
      requisitions are referred to the supply system for issue when shipboard
      repair failure disposition is reported to the 2M PREP/MTRA website.

   B. IN-PORT: For ships not in a scheduled deployment window. Ships
      activated "IN-PORT" are obligated to induct all trapped CCA/EM
      requirements to the shore-based FMA for repair when shipboard 2M MTR
      repairs are exhausted.

4.   REPAIR CATEGORIES

   A. Shipboard - Organizational "O" level 2M certified technicians are
      equipped with 2M/MTR repair resources.

   B. SHORE-BASED – Intermediate "I" LEVEL Fleet Maintenance Activities (FMA)
      certified 2M MTR/PREP technicians with enhanced shore-based 2M repair
      resources.

5.   2M PREP/MTRA PROCESS FOR SHIPS PROGRAM SET AS 'UNDERWAY':

   A. GOLD DISK eligible requirements are trapped upon release of the A0
      MILSTRIP requisition. MILSTRIP status of "BD/NBE" applies. MTRA TRAP
      notification email is sent to the Supply Officer. SUPPO will
      acknowledge the receipt of the email by clicking the link provided.

   B. Supply Officer notifies storekeepers of the newly trapped requisition.
      Storekeeper will immediately validate if the carcasses have already
      been through shipboard 2M screening.

      (1) If yes, Storekeeper will report repair failure to un-trap the
          requisition for release into the supply system.

      (2) If initial validation yields that shipboard work center has not
          screened the requirement through 2M MTR, direct the EM/CCA for
          induction into shipboard 2M MTR work center.

   C. IF SHIPBOARD REPAIR SUCCESSFUL and SYSTEM OPTEST checks good, the
      Supply Department reports successful repair to the MTRA program. De-
      obligate funds.

   D. 2M MTR work center personnel will update Supply Department if the
      repair has failed. Report to the 2M PREP/MTRA website the fail reason
      code and the requisition will be 'un-trapped' and referred to the
      supply system for issue. Ensure 2M screening form documents of repair
      failure accompanies carcasses for Supply Department Action.

6.   2M PREP/MTRA PROCESS FOR SHIPS PROGRAM SET AS 'IN-PORT':

   A. Requirements failing shipboard repair will obligate SUPPLY to induct
      CCA/EM DLR, FLR, and CONSUMABLE 9 COG NON-RFI assets to SHORE 2M PREP
      Fleet Maintenance Activities for progressive repair attempt.

B. GOLD DISK eligible requirements are trapped upon release of the A0 MILSTRIP requisition. MILSTRIP status of "BD/NBE" applies. MTRA TRAP notification email is sent to the Supply Officer. SUPPO will acknowledge the receipt of the email by clicking the link provided.

C. Supply Officer notifies storekeepers of the newly trapped requisition. Storekeeper will immediately validate if the carcasses have already been through shipboard 2M screening.

    (1)   If yes, Storekeeper will report repair failure to untrap the requisition for release into the supply system.

    (2)   If initial validation yields that shipboard work center has not screened the requirement through 2M MTR, direct the EM/CCA for induction into shipboard 2M MTR work center.

D. IF SHIPBOARD REPAIR SUCCESSFUL and SYSTEM OPTEST checks good, the Supply Department reports successful repair to the MTRA program. De-obligate funds.

E. IF SHIPBOARD REPAIR FAILS, process DLR, FLR, or CONSUMABLE 9 COG NON-RFI assets for SHORE 2M PREP FMA repair induction.

F. Storekeepers will maintain files of inducted carcasses for shore repair. Make follow-ups to shore point of contacts for repair status.

G. IF SHORE REPAIR SUCCESSFUL, Shore 2M PREP/MTRA FMA work center will notify storekeeper to pick up repaired asset and notify the Supply Officer, via a "REPAIR COMPLETE" email.

H. Issue repaired asset to ships work center for a SYSTEM OPTEST. If OPTEST checks good, the Supply Department reports a validated successful repair to the MTRA program. De-obligate funds.

I. Shore 2M MTR work center personnel will contact storekeeper if the repair has failed and notify the Supply Officer, via a "REPAIR FAILED" email. Shore FMA work centers will trigger the release of the trapped requirement for referral of the requisition to the supply system for issue.

J. Fleet Maintenance Activities will retain FLR and Consumable 9COG non-RFI assets failing shore repair.

K. DLR assets failing shore 2M PREP/MTRA repair will be picked up by ship's storekeeper to process carcasses for mandatory DLR turn-in to ATAC.

7. <u>2M PREP/MTRA REPAIR CYCLE VALIDATION REQUIREMENTS:</u>

A. Respond via 2M PREP/MTRA website to trapped requisition emails NLT one day after receipt.

B. Establish a folder for each trapped requirement similar to the carcass tracking folder for DLR requirements. Populate record folders with repair induction tracking. Include information regarding failed repair attempts at shipboard and shore activity. If part is a DLR, the folder turns into your carcass tracking folder.

C. Extract your trapped records daily from the online MTRA website and validate requirements with 2M MTR shipboard and shore point of contacts.

D. Requirements with status of 'REPAIRED', 'FAILED REPAIRED', or requirements that have no carcass for inductions such as SURVEY, OSO TRANSFER, REMAIN IN PLACE, and 'MATERIAL NO LONGER REQUIRED' should not remain trapped for more than 1 day after determining appropriate disposition.

E. Three work days maximum to test and assess – the repair attempt should follow soon after. This is joint fleet maintenance policy for 2M MTR and that's what Supply Officers expects when validating and following up on assets inducted for 2M repair. Do not allow to over age trapped requirements more than time needed for 2M MTR to complete test and repair efforts. Allowing real time the release of true stock and DTO requirements for supply system issue and also allow the deobligation of OPTAR funds for repaired successful requirements.

F. Successful 2M PREP/MTRA repair disposition reporting to the website will deobligate expended funds and make available recouped OPTAR funds for other mission essential requirements.

G. Trapped records should not be older than 5 work days for shipboard repair or shore induction. Exception: Repair parts are ordered or facility/tech resources are degraded. Note legitimate delays in folder.

H. Expediting supply requirements via DOC ID AF1, AFC, ATA, and AT1 while requisitions are still trapped in the 2M PREP/MTRA will yield a BF no record status response. Do not send MILSTRIP follow-ups until MTRA 2M PREP process reporting refers requirements to supply system.

I. LHA/LHD Aviation Fleet Maintenance (AFM) requirements (AVCAL STOCK, AIMD, and embarked squadron AFM DTO). Do not delay trapped 2MPREP/MTRA AFM requisitions. Untrap AFM requirements with a failed reason "OTHER - REMARK: AVIATION FLEET MAINTENANCE (AFM) REQUIREMENT."

SHIPBOARD REPAIR SUCCESSFUL FOR SHIPS MTRA STATUS ARE UNDERWAY OR IN-PORT

FIGURE 1

(AO) GOLD DISK EM/CCA IS ORDERED

SHIPBOARD REPAIR UNSUCCESSFUL FOR SHIPS MTRA STATUS UNDERWAY

FIGURE 2

(AO) GOLD DISK EM/CCA IS ORDERED

SHORE 2M PREP REPAIR UNSUCCESSFUL FOR SHIPS MTRA STATUS IN-PORT


```
NAVICP          MTRA TRAPS AND      SHIPBOARD       SHORE 2M
"BD"     ←───   NOTIFIES SHIP TO  ← 2M REPAIR   →   PREP REPAIR
STATUS          INDUCT FOR 2M       FAILS           FAILS
                PREP REPAIR
```

```
REQUISITION        NRFI
RELEASED           CARCASS
TO SUPPLY          TURNED
SYSTEM             INTO ATAC
```
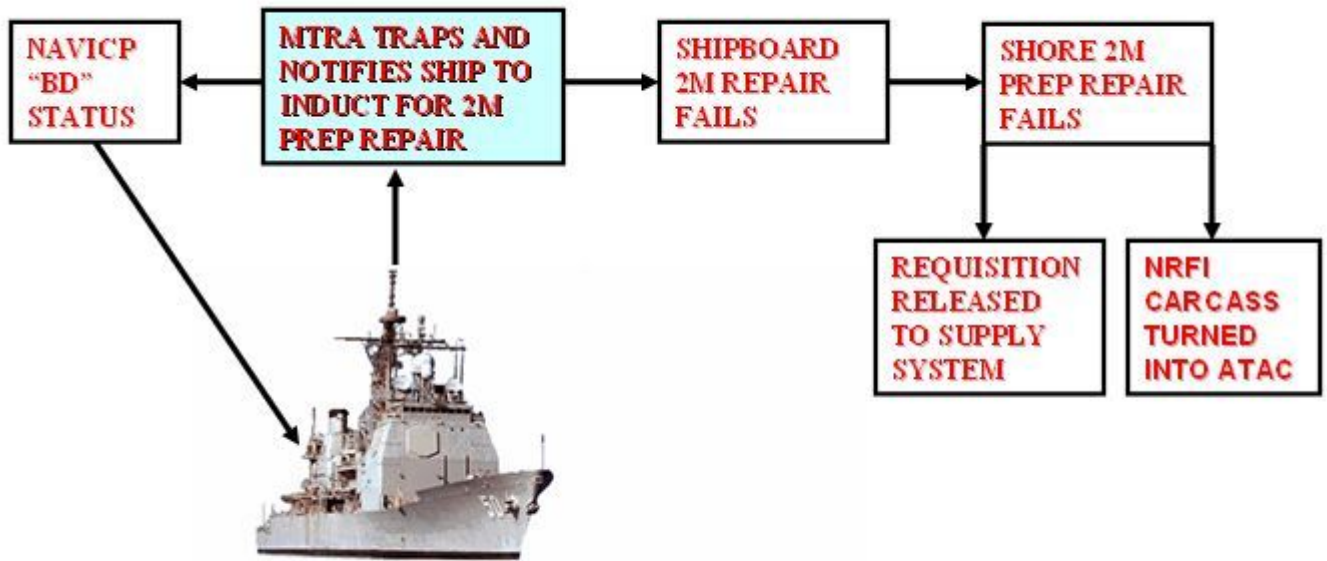
FIGURE 3

(AO) GOLD DISK EM/CCA IS ORDERED

SHORE 2M PREP REPAIR SUCCESSFUL OPTEST GOOD FOR SHIPS MTRA STATUS IN-PORT
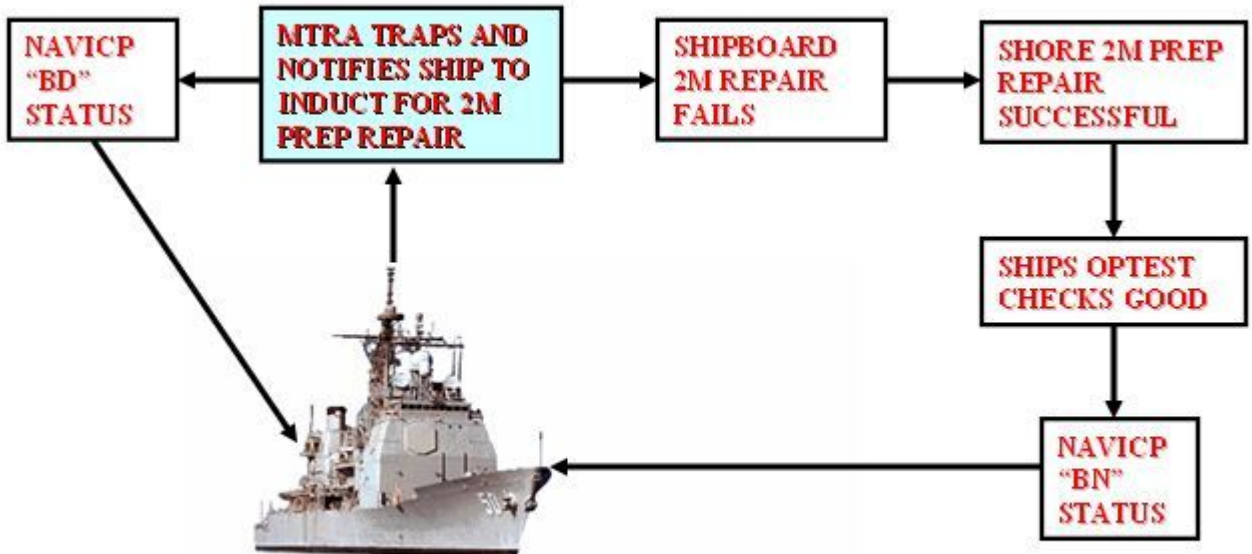

```
NAVICP          MTRA TRAPS AND      SHIPBOARD       SHORE 2M PREP
"BD"     ←───   NOTIFIES SHIP TO  ← 2M REPAIR   →   REPAIR
STATUS          INDUCT FOR 2M       FAILS           SUCCESSFUL
                PREP REPAIR
```

```
SHIPS OPTEST
CHECKS GOOD
```

```
NAVICP
"BN"
STATUS
```

(AO) GOLD DISK EM/CCA IS ORDERED

FIGURE 4

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APPENDIX F

FINANCIAL MANAGEMENT PLANNING

1. GOALS. A sound financial management plan is necessary to achieve the following goals:

    a. Derive maximum benefit from available funds for mission and material readiness.

    b. Make sure unfunded requirements are less urgent than funded requirements.

    c. Properly time-phase funds to meet operational schedule requirements.

    d. Maintain prescribed stock levels.

    e. Make sure funds are available to meet contingency requirements.

    f. Program funds for routine replacement of equipage and consumables.

    g. Instill fiscal responsibility in all managers.

2. CONCEPT. Cost consciousness and conservation are essential factors in financial planning and management. All personnel must be cognizant of the impact of their actions on available funds. Accordingly, the financial planning and management system should be a participatory system, with the Commanding Officer, Executive Officer, and all Department Heads being active participants and managers. An Annual Financial Management Plan (AFMP) is developed by first considering the principal evolutions scheduled for the fiscal year. The first quarter requirements then may receive a more detailed plan. The AFMP must be somewhat rigid yet dynamic if it is to meet its objectives. Continually review requirements and periodically update the plan to compensate for unforeseen or changing circumstances. As a minimum, the AFMP should receive a detailed review and update quarterly. Once the plan is formulated, the departmental budget provides a mechanism for monitoring execution of the plan. Timely information from the Supply Officer is needed to permit proper monitoring. Department Heads, however, must be required to report and justify major deviations so that the plan will remain current and be a viable management and control mechanism.

3. PROCEDURE. The following is a suggested approach for developing the AFMP. Whatever approach is used, the full support of the Commanding Officer is essential in making the plan work. Issue a budget call requesting specific budget information and defining command policies, procedures, and goals.

    a. Determine Resources. Identify the nature, amount, and timing of the funds for the fiscal year. Determine any fund restrictions or special purposes (i.e., the separation of OPTAR into EMRM and "Other" fund codes). Determine any changes in funding responsibility (i.e., TYCOM centrally funded program). Summarize this information in the budget call to the departments.

    b. Determine Major Schedule Milestones. Identify graphically over the fiscal year, major operational events and inspections which will impact on funding, including deployment, major fleet exercises, ROH, FEP, PRAV, INSURV,

LOA, UD, AVCERT, Command Inspection, C5RA, etc. Determine estimated costs associated with these events and determine when the funds will be required (i.e., funds for pre-deployment load-out and preparing for and following INSURV). Include major event data in the budget call.

    c. <u>Determine Responsibility for Ship's Centrally Managed Items</u>. Numerous high usage, high cost, deteriorative, and pilferable items may require special management and funding responsibility. Replacement of these items is predictable and should be planned. Following is a partial list of such items:

BLANKETS	SOUND-POWERED PHONES	CLEANING GEAR
LINEN	LUBE OIL	LASHING GEAR
PILLOWS	DAMAGE CONTROL GEAR	PAPER
MATTRESSES	BUNK PARTS	TILE
VEHICLE RENTAL	BOTTLED GAS	POWER TOOLS
OFFICE EQUIPMENT REPAIR	POSTAGE	FORKLIFT BATTERIES
TELEPHONE TOLL CHARGES	RAGS	LIFE JACKETS
RESERVE FOR SFOEDL	FOUL WEATHER GEAR	LIFE LINES
STOCK REPLENISHMENT	MOORING LINES	SAFETY EQUIPMENT
WATER TAXI RENTAL	UNREP GEAR	TOILET PAPER
OFFICE EQUIPMENT RENTALS	FLIGHT DECK GEAR/CLOTHING	PAINT

Responsibility for managing and budgeting for these items should be vested in one department for efficiency and better overall control of material and conservation of funds. Assignment of budgeting and funding responsibility to one department does not prevent reprogramming of funds if a different department is negligent in its internal control of the material entrusted to it. These assignments may already appear in the unit's organization manual or instructions. If not, assign responsibility in the budget call.

    d. <u>Determine Tentative Departmental Funding Targets</u>. Within the total expected funding and based on the past four to six quarters' historical data, with similar periods appropriately weighed, the Supply Officer should assign tentative funding targets to the departments. In addition to the tentative target, assign an increment and decrement representing alternative funding levels above and below the tentative target, respectively. An increment of 10 percent and a decrement of 15 percent is suggested (i.e., assigned target is $10,000, increment level (enhanced funding) is $11,000 and decrement level (funding cut) is $8,500). Separate targets may be provided for each category of funds granted in the basic OPTAR (EMRM/Other) depending on the command's funding policy for repair parts and centrally managed programs. Specify the tentative targets and increment/decrement levels in the budget call. The past quarterly spending data used to determine the target may also be included for information.

    e. <u>Determine, Prioritize, and Time-Phase Requirements</u>. Department Heads and subordinates will decide and itemize all their requirements, considering the nature and purpose of funds and other special guidance in the budget call, historical data, top ten critical equipment, PMS schedule, special programs, centrally funded items for which they are responsible, etc. The requirements lists may include "nice-to-have" items in addition to the essential supplies. Once requirements have been identified, associated prices should be determined or estimated. Accurate pricing is critical. Next, requirements should be prioritized. The same requirement may be split and different priorities assigned to each segment (i.e., 0 gas masks are

budgeted; 20 are required immediately, 20 more are needed but not as urgently, the last 10 are nice-to have). Once the total requirements have been determined, the requirements must show the quarter in which procurement is desired. Some items are needed each quarter in uniform increments throughout the year (i.e., PMS material, cleaning gear); some are needed at a specific time (i.e., office equipment rental at the beginning of the year, pre-deployment preps); and some may not be particularly time sensitive (i.e., habitability upgrade, typewriter replacement). The requirements list should indicate priority, requirement description, quantity, quarterly cost, total cost and cumulative costs for the specific and all higher priorities. For requirements exceeding the decrement level (i.e., requirements at the margin), justification for the items and impact if not funded should be required. This information will be very important for ship-wide prioritization. Ranking must be realistic (i.e., do not place high priority items below assigned target as an unfunded material requirement in an attempt to obtain additional funds). Prioritization and ranking enables the AFMP to remain executable if additional funds become available or funds are reduced. (For COMNAVSURFLANT ships only) Quarterly phasing plan should result in <u>no more than 10% unobligated balance</u> at end of first, second and third quarters. Consider the following factors when determining quarterly grants required for AFMP:

      (1) Large unobligated balances at the end of each quarter, particularly the first quarter, generate low obligation rates for TYCOM and <u>inhibit justifying additional funding or obligation authority</u>;

      (2) End of fiscal year augments to zero out storeroom deficiencies and for phased replacements tend to lower first quarter obligations;

      (3) Holidays (Thanksgiving, Christmas, and New Year) noticeably affect first quarter spending. For ships inport, obligations slow dramatically by mid-December;

      (4) For Joint Task Group(s) (MIF, MEF, FLEETEX, COMPUTEX) the obligation rates increase 2 to 3 months before major deployments and through the first half of deployments. The rates level off during the second half, and ultimately decrease after return to homeport;

      (5) For CD OPS, SNFL, UNITAS, WATC and BALTOPS, minimal logistics support exists during deployment for consumable requirements. AFMP quarterly phasing <u>should reflect a higher grant required</u> for the quarter preceding deployment and a lower grant during months of the deployment;

      (6) Plan and budget for port cost expenditures such as telephones and vehicle rental. Bus rental is mandated in certain ports.

    f. <u>Review and Approve Departmental Targets</u>. Upon receipt of Department Heads' responses to the budget call, the Supply Officer should review the requirements, screen out those which may be obtained from alternative funding sources (IMA, OPN), and prepare a consolidated list of requirements for review and approval by the Commanding Officer. During this review process, marginal analysis takes place to identify the departmental requirement that, if funded next, will provide the greatest benefit toward mission readiness. The review process is likely to involve several meetings of the Commanding Officer, Executive Officer, and Department Heads. Although considerable time may be required, a sound financial plan can avert future crisis management.

g. <u>Match Approved Plan to Anticipated TYCOM Funding</u>. Once the unit's total requirements fall within the expected funding level and are approved by the Commanding Officer, an attempt should be made to match funds requirements to the quarterly TYCOM funding schedule. Augments, advances, and recoupment requests, though noted in the AFMP, must be submitted to TYCOM.

h. <u>Publish and Execute the AFMP</u>. Upon prioritization and approval of the time-phased requirements to be funded, the AFMP is issued for execution. Although a good financial management plan must be dynamic, if it is not monitored and upheld, its effectiveness and usefulness as a management tool is reduced. Department Heads are responsible for monitoring execution of the AFMP.

i. <u>Update the Plan</u>. Operating schedule changes and other events may make the plan obsolete before year's end. Accordingly, update the plan when major changes occur, but no less than quarterly. A recommended time to use the review process is following the preparation of the first departmental budget report of the last month of each quarter. This gives time to review most of the current quarter actual data and establish an updated plan for the subsequent quarter before it starts.

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APPENDIX G

DEPARTMENTAL BUDGET REPORT - EMRM

SHIP: USS _____   QUARTER: 1st   PERIOD:1-15 OCT   FISCAL YEAR 20__

Department	Budget Grant	Balance B/F	ADJUSTMENTS*	STRM ISSUES	DTO REQNS	15 DAY EXPNDTRS	CUMULATIVE EXPNDTRS	BALANCE C/F
Operations	4,000.00	4,000.00	0.00	500.00	500.00	1,000.00	1,000.00	3,000.00
Engineering	140,000.00	140,000.00	* -550.00	2,000.00	10,000.00	11,450.00	11,450.00	128,550.00
Combat Systems	170,000.00	170,000.00	** -1,000.00	5,000.00	4,000.00	8,000.00	8,000.00	162,000.00
Supply	15,000.00	15,000.00	0.00	100.00	0.00	100.00	100.00	14,900.00
CO Contingency	5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
SFOEDL	10,000.00	10,000.00	1,000.00	0.00	0.00	0.00	0.00	9,000.00
Subtotal	344,000.00	344,000.00	-550.00	7,600.00	14,500.00	21,550.00	21,550.00	322,450.00
Stock Repln/ Increase	0.00	0.00	0.00	-7,600.00	-7,600.00	0.00	0.00	0.00
Total TYCOM Grant	344,000.00	344,000.00	-550.00		22,100.00	21,500.00	21,500.00	322,450.00

*   ADJUSTMENT COLUMN WILL INCLUDE INTER-DEPARTMENT TRANSFER OF FUNDS AND SFOEDL/CANCELLATION DIFFERENCES
** CANCELLATION DIFFERENCES

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APPENDIX H

FUND CODE DECISION TABLE

Before assigning a fund code based on the Fund Code Decision table, ask the following questions:

1. Is this part listed on an APL?

2. Is this part listed in a technical manual?

3. Is this part listed on a manufacturer or shipyard drawing?

4. Is this part being used to repair a piece of equipment, regardless of whether or not it is APL supported?

5. Is this part being used in the repair of a piece of equipment (i.e., solder)?

6. Is this part being used in or with the primary system (Q-COSAL)?

7. If ordering a tool, is it considered a special tool applicable only to the equipment being repaired and specifically listed on the APL?

    a. If the answer to any of these questions is <u>yes</u>, then the item should be considered a <u>repair part</u> and EMRM OPTAR funding should be used.

    b. If the answer to all these questions is <u>no</u>, proceed to the below Fund Code Decision table. "Other" OPTAR funding should be used.

GROUP/ CLASS	MATERIAL	UNDER $100	OVER $100
1450	Guided Missile Handling & Service Equipment	_C	_E
20_ _	Ship & Marine Equipment	_2	_2
3230	Tools & Attachments for Woodworking Machines	_2	_2
34_ _	Metal Working Machinery Tools and Attachments	_2	_2
3940	Blocks, Tackle, Rigging, Slings	_2	_2
4020	Fiber Rope, Cordage & Twine	_C	_E
40_ _	Rope, Cable, Chain and Fittings	_2	_2
42_ _	Fire Fighting, Rescue & Safety Equipment	_C	_E
4510	Plumbing Fixtures & Accessories	_2	_2
47_ _	Pipe, Tubing, Hose & Fittings	_2	_2
4930	Lubrication & Fuel Dispensing Equipment	_2	_2
51_ _	Hand Tools	_2	_2

GROUP/ CLASS	MATERIAL	UNDER $100	OVER $100
52_ _	Measuring Tools	_2	_2
53_ _	Hardware and Abrasives	_2	_2
55_ _	Lumber, Millwork, Plywood & Veneer	_2	_2
56_ _	Construction & Building Materials	_2	_2
58_ _	Communication & Detection Equipment	_C	_E
5965	Headsets, Handsets, Microphones & Speakers	_C	_E
59_ _	Electrical & Electronic Equipment Components	_2	_2
6135	Batteries, Dry	_C	_C
61_ _	Electric Wire, Power & Distribution Equipment	_2	_2
6230	Electric Portable & Hand Lighting Equipment	_C	_E
6240	Electric Lamps	_C	_C
6250	Ballasts, Lampholders & Starters	_C	_C
6260	Non-Electrical Lighting Fixtures	_C	_E
62_ _	Lighting Fixtures	_2	_2
632O	Shipboard Alarm & Signal Systems	_2	_2
6350	Aircraft Alarm & Signal Systems	_2	_2
65_ _	Medical, Dental Equipment & Supplies	_7	_7
66_ _	Instruments & Lab Supplies	_C	_E
6750	Photographic Supplies	_C	_C
67_ _	Photographic Equipment	_C	_E
68_ _	Chemical & Chemical Products	_C	_C
71_ _	Furniture	_C	_E
7220	Floor Coverings	_2	_2
7230	Draperies, Awnings & Shades	_2	_2
72_ _	Household/Commercial Furnishings & Appliances	_C	_E
73_ _	Food Preparation & Serving Equipment	_C	_E
74_ _	Office Machines, Visible Recording Equipment	_C	_E

GROUP/ CLASS	MATERIAL	UNDER $100	OVER $100
	(Note: for ADP equipment, see paragraph 8700)		
75_ _	Offices Supplies and Devices	_C	_E
7910	Floor Polishers & Vacuum Cleaning Equipment	_C	_C
80_ _	Brushes, Paints, Sealers & Adhesives	_2	_2
81_ _	Containers, Packaging & Packing Supplies	_C	_C
83_ _	Textiles, Leather, Furs, Tents & Flags	_C	_C
84_ _	Clothing, Individual Equipment, & Insignia	_C	_E
85_ _	Toiletries	_C	_C
91_ _	Fuels, Lubricants, & Oils	_9	_9

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APPENDIX I

Sample BUDGET OPTAR REPORT (BOR)

```
R XXXXXXZ XXX 0X ZYB PSN 810672S24
FM USS SHIP
TO COMNAVSURFPAC SAN DIEGO CA//N00F1/N00F2// (PAC SHIPS)
COMNAVSURFLANT NORFOLK VA//N00F// (LANT SHIPS)
INFO CLASSRON
ISIC
BT
UNCLAS
MSGID/GENADMIN/USS SHIP//
SUBJ/USS SHIP S AND E BUDGET OPTAR REPORT (NAVCOMPT RPT 7303-
15)// POC/LT SUPPO/SUPPO/SHIP/- /EMAIL:EMAIL ADDRESS//
GENTEXT/REMARKS/1. OCT/R21940/70BD/53824/FY09

A. OBLIGATION DATA
(21)              (22)               (23)                 (24)
N2          5,126.83            0.00             5,126.83
N7          5,185.15            0.00             5,185.15
NB         70,684.00            0.00            70,684.00
NC         18,322.48            0.00            18,322.48
ND         19,692.80            0.00            19,692.80
NE         25,491.92            0.00            25,491.92
NR         67,623.65            0.00            67,623.65
NS          4,909.51            0.00             4,909.51
NU          2,000.00            0.00             2,000.00
NV          2,000.00            0.00             2,000.00
TOTAL     221,036.34            0.00           221,036.34

B. TRANSMITTAL DATA:
TL NR:            DATE          AMOUNT               TOTAL
001/2007        8OCT08       63,167.75           63,167.75
002/2007       16OCT08       24,880.09           88,047.84
003/2007       24OCT08       60,736.89          148,784.73
004/2007       30OCT08       72,251.61          221,306.34

C. GRANT FYTD: 673,000.00 (526,000.00 EMRM; 147,000.00 OTHER)

D. LAST SFOEDL/UOL PROCESSED:19OCT08

2. TYCOM INFORMATION

A. EXECUTIVE GRANT SUMMARY
                         EMRM         OTHER        TOTAL
PRIOR MYTH FYTH GRANT      00            00           00
CURRENT MTH GRANT CHGS  526,000      147,000      673,000
CURRENT FYTD GRANT      526,000      147,000      673,000
```

```
FYTD GROSS OBLIGATION        138,307        82,728        221,036
UNOBIGATED BALANCE           387,692        64,271        451,963
PERCENT OBLIGATED               26%            56%            33%
```

B. CENTRAL LINE OF ACCOUNTING SUMMARY
(1) CHARTER & HIRE SUMMARY (FUND CODE NK):

```
    PORT             DATES          CURRENT MTH OBS   FYTD OBS
    DARWIN AUSTRALIA  9AUG08-13AUG08  $21,120.84       $21,120.84
```

(2) WATER TAXI (FUND CODE NK):

```
    PORT             DATES          CURRENT MTH OBS   FYTD OBS
    NTR              NTR               NTR              $0.00
```

(3) FORCE PROTECTION (FUND CODE NL):

```
    PORT             DATES          CURRENT MTH OBS   FYTD OBS
    DARWIN AUSTRALIA  9AUG08-13AUG08  $20,342.00       $20,342.00
```

(4) UTILITIES COST (FUND CODE NW):

```
    PORT             DATES          CURRENT MTH OBS   FYTD OBS
    DARWIN AUSTRALIA  9AUG08-13AUG08  $10,878.15       $10,878.15
```

C. ADMINISTRATIVE FUNDING TARGET (AFT) SUMMARY

```
ISIC NAME#FY09 AFT     MONTH OBS      FYTD OBS    FYTD AVAIL BAL
COMDESRON SEVEN   $0.00# $0.00         $0.00           $0.00
```

D. INMARSAT EXPENSES: CURRENT MO $0K

E. ACSA TRANSACTIONS:AMOUNT

```
PURCHASE:            NONE
SALE:                NONE
EXCHANGE:            NONE
```

(1) GENERAL INFORMATION

```
3. OCT/R21940/70BD/53824/FY06
A. OBLIGATION DATA
(21)              (22)#               (23)                  (24)
N2         57,488.75              77.86             57,566.61
N3          2,712.00               0.00              2,712.00
N7         36,790.38           6,084.35             42,874.73
N9          9,185.87           2,427.01             11,912.88
NB        149,8842.64          6,875.00          1,505,717.64
NC        448,774.67           9,815.00            458,589.67
ND         39,749.25           1,641.22             41,390.47
NE         72,590.32            -590.45             71,999.87
NK              0.00               0.00                  0.00
NL              0.00               0.00                  0.00
NR        888,841.32          46,277.19            935,118.51
NS         15,732.59           4,784.41             20,517.00
NU          5,450.00             165.11              5,615.11
NV          2,737.17               0.00              2,737.17
TOTAL   3,078,894.96          77,856.75          3,156,751.71

B. TRANSMITTAL DATA:
TL NUMBER:        DATE          AMOUNT               TOTAL
049/2006       30OCT06      -17,352.18          -27,086.64

C. GRANT FYTD 3,191,900.00  (2,473,000.00 EMRM 718,900.00 OTHER)
D. UNABLE TO RECEIVE LATEST FEDLOG ISSUE THROUGH MAIL DUE TO
SCHEDULE CHANGES. //
```

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APPENDIX J

OTHER PROCUREMENT, NAVY (OPN) BUDGETING PROCEDURES FOR OPERATING FORCES
SUPPORT EQUIPMENT (OFSE)

1. <u>Purpose</u>. This appendix provides guidance for budgeting, funding, and procuring investment equipment through the OPN appropriation and publishes procedures for administering OPN funds.

2. <u>Background</u>

    a. Annually, TYCOM submits an OPN Operating Forces Support Equipment (OFSE) apportionment request for the forthcoming fiscal year, and a budget request for the following fiscal year.

    b. Equipment or systems with an aggregate cost of $250,000 or higher require the expenditure of Other Procurement Navy (OPN) dollars vice (O&MN) dollars (i.e., OPTAR). Failure to adhere to these funding restrictions could result in a violation of 31 USC 1301 and 31 USC 1517 revised statutes.

    c. Unlike O&MN/O&MNR funding, line item justification is required for OPN funds and submitting activities must provide detailed justification and complete material identification of OFSE requirements to ensure favorable budget consideration. Statements such as "beyond economical repair" are not sufficient to justify replacing existing equipment. Provide repair cost estimates or survey findings to support these statements.

    d. OPN funds can only be used for investment items that were identified in the budget and approved. Therefore, when budgeting for OFSE, a thorough review of current and projected requirements is essential.

3. <u>Definitions</u>. The following categories of equipment shall be included in the OPN budget submission:

    a. <u>OFSE</u> is defined as non-technical, general-purpose investment equipment in support of forces afloat, which must meet the following criteria:

        (1) A unit price of $250,000 or more.

        (2) General purpose, non-consumable, investment items that are not centrally managed by an Inventory Manager (i.e., does not have an NSN assigned).

        (3) Repairable in nature.

        (4) Allowed on board equipment. The applicable Allowance Parts List/ Allowance Equipage List (APL/AEL) must be indicated on the OFSE request. If the equipment is not allowed, submit an Allowance Change Request per paragraph 6604 of this instruction for approval before submitting the OFSE request.

        (5) Figure J-1 provides a list of commonly requested OFSE items. Figure J-2 describes categories of equipment that are specifically excluded from OFSE submission. Complete the OFSE Worksheet (Figure J-3) for each OFSE requirement.

c. <u>Duplicating and Office Copying Equipment</u>. OPNAVINST 5600.21 charges the Defense Automated Printing Service Detachment Office (DAPSDO) with technical review and approval of all reprographic transactions within the Department of the Navy. OPN (OFSE) funding is the appropriate channel for funding these requirements when equipment cost is $250,000 or more.

d. <u>Information Technology Equipment (ITE)</u>. See Chapter 8 for detailed guidance.

4. <u>Submission of Requirements</u>. TYCOM will direct annual budget call for OFSE requirements. All units will send OFSE requirements during these budget calls, ensuring inclusion of all OPN equipment requirements for the fiscal years involved. Letter reports are required with the justification sheets and supporting documents. Required data is too detailed for message transmission. However, an abbreviated report may be sent by message if all back-up documentation cannot arrive by the deadline date, to be followed by letter submission within 2 weeks. Negative reports are required and may be sent by message. When technical data is not available for deployed units, submit estimated costs.

a. <u>Report Format of Letter Submission</u>. Requirements will be forwarded to TYCOM as follows:

(1) For new requirements of OFSE, prepare the applicable worksheet (Figure J-3).

(2) Validate previously submitted unfunded requirements or the requirements will be canceled.

(3) Prioritize OFSE requirements separately by fiscal year.

b. Report Format of Message Submission. Interim message reports must include the following information:

(1) Funding Priority (Numerical Sequence).

(2) Nomenclature.

(3) APL/AEL (mandatory).

(4) Manufacturer.

(5) Model/Type/Cog and NSN, if applicable.

(6) Quantity.

(7) Unit Cost.

(8) Total Cost.

(9) New or Replacement.

(10) Description, including accessories.

(11) Detailed justification.

Information pertaining to validated OPN requirements may be summarized in message format.

5. <u>Ship's/Unit's Effort</u>. Except in cases of emergency, commands responding to the annual Budget Call will be given funding priority for OPN requirements. Unfunded requests for emergent OPN funding received during the fiscal year will be included in the following budget submission. To take full advantage of the acquisition opportunities available, some foresight is required in identifying equipment that will require replacement during out years. Recommend that Supply Officers use Figures N-1 and N-2 to identify OPN equipment on board and then review the condition of this equipment with cognizant maintenance personnel. Consider present age of the equipment, estimated useful life remaining, repair costs incurred/projected, and any amplifying procurement or replacement information available. This review will improve input validity and more accurately define the command's total OPN funding requirements.

6. <u>Follow-on Action</u>. Unless otherwise advised, all OPN requirements received in response to the Budget Call will be included in the budget submission. TYCOMs will provide the reason for not forwarding individual requirements.

   a. <u>Procurement Procedures (OFSE)</u>. TYCOM will subsequently issue direct fund cite documents to individual commands to initiate procurement action for approved OFSE requirements. Forward a copy of the procurement document to TYCOM as soon as procurement action is initiated. Also, advise date material received and invoice certified for payment.

LIST OF COMMONLY REQUESTED OFSE ITEMS

AIR CONDITIONER	BROW
CAMEL	COLLATOR 1/
COMPOSER 1/	COPIER
CUTTER, PAPER 1/	DISHWASHER
DISINTEGRATOR (PAPER SHREDDER)	DRY CLEANING PLANT
DRYER, LAUNDRY	DUPLICATOR
ELECTROSTATIC PLATE MAKER 1/	EMBOSSING MACHINE
FIRE SUPPRESSION EQUIPMENT	FLATWORK IRONER
GALLEY EQUIPMENT 2/	GANGWAY
GARBAGE GRINDER	GAYLORD HOOD VENT
GENERATORS	HEADLINER 1/
HARD COPY ADAPTER 1/	HOIST (ELECTRIC, PNEUMATIC
LAMINATING MACHINE	MEDICAL/DENTAL EQUIPMENT 3/
MICROFILM CAMERA	MICROFILM PROCESSOR
MICROFICHE READER/PRINTER	MULTILITH OFFSET PRINTING PRESS 1/
OFFSET DUPLICATORS 1/	PAPER CUTTER 1/
PHOTOTYPESETTER 1/	PLATE MAKER 1/
PRESS, LAUNDRY	SAFE
SLEEVER	STENCIL CUTTING MACHINE
STENCIL MIMEOGRAPH PRINTER	TELECOPIER
TRANSFORMERS	VIDEOTAPE MACHINE
VIDEOTAPE RECORDER SET	WASHER, LAUNDRY
WASTE DISPOSER (INCINERATORS)	WATER COOLERS (DRINKING)
WATER HEATER	WELDING MACHINE
WIRE STITCHER 1/	T51 COLOR HEAD 1/

1/ Printing Equipment. All ships with an authorized printing plant
must send an approval request to DPSDO, Washington, D.C. before buying
printing equipment. Following ship types qualify for printing
equipment: , AGF, , LCC, LHA, LHD, LPD, and. Shore based activities
will send printing requests to the local DPSDO.

2/ Most Galley Equipment have an NSN assigned. Refer to Shipboard Food
Equipment Catalog for a generic NSN which represents a functionally
interchangeable family of like equipment (ovens, grills, ice machines,
etc.) before sending an OPN requirement for galley equipment.

3/ Medical/Dental Equipment. Submit requests for all medical/dental
items
per BUMEDINST 4235.7.

Figure J-1

CATEGORIES OF EQUIPMENT SPECIFICALLY EXCLUDED FROM OFSE SUBMISSIONS

1. OFSE is only a small portion of the total OPN funds. The majority of OPN funds are held by centrally managed programs. Examples (not all inclusive) of these programs and their administering office" are listed below.

PROGRAM	ADMINISTERING OFFICE
Ships Support Equipment	NAVSEASYSCOM
Training Support Equipment (Includes Training Devices)	CNET
Shipboard and Shore Electronics, Communications, and Cryptographic Aids	NAVSPAWAR
Ordnance Support Equipment	NAVSEASYSCOM
Aviation Support Equipment	NAVAIRSYSCOM
Civil Engineering Support Equipment (passenger carrying vehicles, ambulances, trucks, trailers, construction and weight handling equipment, railroad and specialized mobile equipment) carrying vehicles, ambulances, trucks, trailers, construction and weight handling equipment, railroad and specialized mobile equipment)	NAVFACENGCOM
Supply Support Equipment	NAVSUPSYSCOM
Photographic Equipment	NAVAIRSYSCOM
Meteorological Equipment	NAVAIRSYSCOM
Material Handling Equipment	NAVICP-M

2. The following is a list of items that may not be procured with OPN funds (except when centrally funded as part of critical outfitting for new units):

    a. Furniture and Furnishings. These items are considered expense items and are funded by the O&MN appropriation. The user should budget for these items with OPTAR funds.

    b. Other Support Items. Oil pollution abatement items such as oil containment booms, utility boats, oil skimmer units, vacuum trucks, donut systems, bilge service subsystems (coalescer units) and automatic alarms and controls to provide protection against polluting oil spills are managed and budgeted by NAVSUPSYSCOM. See OPNAVINST 5090.1B for details.

    c. Shipboard Information. Training and Entertainment (SITE) Closed Circuit TV Systems. CNO, Office of Chief of Information, OPNAV (Code 007C) manages SITE systems and associated equipment. The Chief of Information supports only approved standardized shipboard equipment.

    d. Major End-Items. Weapon system managers govern major end-items of expensive, durable equipment. Systems Commands budget and provide these items. Address requirements for these items to the cognizant Systems Command or the Naval Facilities Engineering Command.

Figure J-2

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                    BUDGET/APPORTIONMENT WORKSHEET
                 OTHER PROCUREMENT, NAVY (OPN) B. A. 7
                    OPERATING FORCES SUPPORT EQUIPMENT


_____        _____            _____
ACTIVITY/SHIP NAME          UIC NUMBER             FISCAL YEAR

_____                             _____
EQUIPMENT NOMENCLATURE                             APL/AEL NUMBER

_____            _____         _____
PRIORITY             MANUFACTURER                  MODEL/TYPE


_____      _____    _____     _____
QUANTITY       UNIT COST          INSTALLATION COST      TOTAL COST

_____              _____              _____
NEW                  REPLACEMENT                NO. ON HAND
```

ITEM DESCRIPTION:

DETAILED JUSTIFICATION:

ACTIVITY/SHIP CONTACT: NAME   PHONE NO.
                           _____   _____

TYCOM ACTION:

```
_____ FUNDED REQN NR _____
_____ INCLUDED IN FY_____ BUDGET
_____ INELIGIBLE FOR OFSE (OPN) FUNDING
_____ UNAUTHORIZED FOR OPN FUNDING
_____ INSUFFICIENT FUNDS
```

                    _____

Figure J-3

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APPENDIX K

MISCELLANEOUS AND ILO PROGRAM CHECK-OFF LIST

1. Predeployment Analysis Assist Visit (COMNAVSURFLANT Ships Only).
Approximately 180 days before ship's deployment, COMNAVSURFLANT will schedule
SNAP II/III, RSUPPLY and micro-SNAP ships for a Pre-deployment Analysis
Assist Visit. The following will be reviewed:

    a. Supply and Financial Management:

        (1) Material Outstanding File (MOF)/with Status and JCN sequence
           (SNAP RPT073/RSUP JSL311).

        (2) Material Obligation Validation/ (DTO/STK) (SNAP RPT165/RSUP
           JSL311.

        (3) MOF in NIIN Sequence (SNAP RPT073/RSUP) and NIS DTO With STK On
           Hand QTYAND (RSUP only) (JSL305).

        (4) Tech Edit Listing/in Request Number sequence (SNAP RPT045/RSUP
           JSL307).

        (5) Requirement Listing/in Request Number Sequence (SNAP RPT074/RSUP
           JSL308).

        (6) Trial Reorder Review (SNAP RPT029/RSUP JSI208   .

        (7) SIMARS and Range/Depth Report (SNAP SIMARS/RSUP JS219/JS215)

        (8) Financial Management (Transmittal/BOR submission/SFOEDL & UOL
           Processing)

        (9) Stock Record File (SRF) maintenance

        (10) Monthly Supply Effectiveness Report (SNAP RPT132/RSUP JSI233)

        (11) Material Receipt Acknowledgement (MRA) processing

        (12) Pre-deployment Reports (SNAP RPT 181/184/RSUP JSI226/227)

        (13) CRIMP Program

        (14) DLR Carcass Tracking

        (15) Constants File and Demand Parameters

        (16) Required Publications, Manuals and Instructions

    b. Configuration Management:

        (1) SNAP II/Optimized System (SNAP/RSUP/OMMS-NG) version

           (a) ASI Processing

    c. Configuration Reports:

(1) SNAP only:

    (a) Summary Of Effective APLs (SOEAPL)

    (b) Equipment File Analysis Report (SNAP)

    (c) Suspense File Statistical Summary Report (SNAP)

    (d) Pending Configuration Changes Awaiting Response From CDM over 45 days old.

d. OMMS-NG only:

(1) Summary Of Effective APLs (SOEAPL)

(2) Pending Configuration Changes Awaiting Response From CDM over 45 days old

(3) Configuration Items with Unassigned (UNAS) Work Centers

(4) Configuration Items with Installation Status codes of "E & P"

e. Fleet Item Load List (FILL) Utility Tape. Updates stock record files by annotating FILL designated items.

f. Other areas addressed are DLR, inventory, and financial management, and shipboard training for SKs and Repair Parts Petty Officers.

2. <u>Pre-deployment Analysis Assist Visit (SURFPAC Ships Only)</u>
R-Supply (Unit Level) ships will coordinate with Afloat Training Group, San Diego for a Pre-deployment Analysis Assist Visit at least 180 days prior deployment.   The following will be reviewed:

    a. Supply and Financial Management:

      1.   Pre-Deployment Stock Status Report (JSI226)
      2.   Fleet Issue Load List (FILL) Utility Tape
      3.   Demand Parameters and Requisitions/Offload Values
      4.   Global Level Setting
      5.   DBI/SIM Items
      6.   Material Outstanding File with status and Closed JCN's (JSL311)
      7.   Material Outstanding File with AS1 status
      8.   NIS DTO with STK on Hand Quantity (JSL305)
      9.   Monthly Change Notices and Annual Price Change
      10. Trial Reorder Review
      11. Stock Record Maintenance
      12. UOL/SFOEDL Processing
      13. Transmittal/Budget OPTAR Report accuracy and format
      14.   Required Publications, Instructions and Naval messages

    b. One-on-one training for SK's as needed.
      c. NTCSS groom if needed
    d. A detailed Summary report will be provided to the Supply Officer.

3. <u>Integrated Financial Analysis (IFA)/Effectiveness Assist Visit (SURFPAC
Ships Only)</u>. Afloat Training Group San Diego will coordinate with the R-Supply

(Unit Level) ships and schedule IFA/Effectiveness Assist Visit two to three months prior to the ship's scheduled Logistics Limited Team Training (LLTT) visit. The following will be reviewed as a part of an IFA/Effectiveness assist visit:

    (a) Integrated Financial Analysis (IFA)

      1. Transmittal/Budget OPTAR Report submission, accuracy and format
      2. UOL/SFOEDL Processing Procedure
      3. Outstanding requisitions with Closed JCN's
      4. Cancel Excess Stock Dues
      5. Internal and External MOV's
      6. Annual Financial Management Plan (AFMP)
      7. SMARTS Program
      8. Reports Frequency and retention

    (b) Effectiveness Analysis

      1. Demand Parameters and Requisitions/Offload Values
      2. Reorder Review Listing (JSI208)
      3. Stock Status Exception Listing (JSS120)
      4. Global Level Setting Frequency and Retention
      5. Requirement Review Listing (JSL308)
      6. Tech Edit/Item Verification Process/Listing (JSL307)
      7. Stock Control Review Listing (JSL318)
      8. SIM/DBI Items maintenance
      9. Shelf-Life Program
      10. Expenditure Listing (Survey, Transfers, LBI/GBI)
      11. DLR Carcass Tracking Report (JSL326)
      12. AD HOC Queries
      13. DTO Dues with Material on Hand
      14. Monthly Supply Effectiveness Report (JSI233)
      15. Limit Flags and Automatic Reorder Restriction Codes
      16. Control Parameter Updates
      17. Stock Record Maintenance
      18. MOF for DTO and Stock
      19. Issue Listing
      20. Average Customer Wait Time
      21. JSS117 Automated Shore Interface Listings (4 parts)
      22. R-Supply Listings Frequency and Retention
      23. MAM/XMAM
      24. Report Queue
      25. Batch Job Queue

    (c) One-on-one training for SK's as needed.
    (d) A detailed IFA/Effectiveness Summary report will be provided to the Supply Officer
    (e) NTCSS groom if needed

3. Material Outstanding File (MOF) Analysis. Sixty to ninety days before deployment, send MOF (RPT073) with interpreted status to COMNAVSURFLANT (N411B) via SALTS or floppy disk. Outstanding requisitions will be screened against the Consolidated Residual Asset Management Screening Information (CRAMSI) system. Items located in CRAMSI will be redistributed to Force units at no cost.

4. <u>Critical Item Management Program (CRIMP)</u>. CRIMP was established in 1986 to make sure deploying ships have a full allowance of On Board Repair Parts (OBRPs) of the most critical CASREP causing NSNs for specified combat systems. TYCOMs conduct combat systems analysis annually to determine which NSNs and NICNs are generating the highest frequency of CASREPs. Analysis is performed on CASREP data provided by NAVICP-M. NSNs/NICNs become CRIMP candidates if they generated three or more CASREPs in the past 12 months and are allowed as OBRPs. Other technical factors such as Best Replacement Factor (BRF) are also considered. If an item is not an allowed OBRP, Naval Sea Logistics Center (NAVSEALOGCEN) is contacted to perform a Navy wide analysis and consider establishing the item as an allowed OBRP. The timeline for CRIMP review is as follows:

    a. COMNAVSURFOR

      (1) <u>Annually</u> COMNAVSURFOR (N4153) will:

        (a) Submit top ten Equipment Identification Codes (EIC) for applicable systems to NAVICP-M to obtain CASREP data for last year.

        (b) Review the top ten CRIMP CASREP causing NSNS/NICS.

        (c) Analyze data received from NAVICP-M for NSNS/NICS that have caused two or more CASREPs and are allowed OBRPS.

        (d) Develop CRIMP list and prepare letter or email and enclosures or attachments to applicable ship.

        (e) Review/update quarterly for all ships.

      (2) Three months before a major deployment (LANT Ships only): Forward CRIMP lists to applicable ships via SALTS.

    b. Upon receipt of CRIMP list deploying ships will:

      (1) LANT units will:

        (a) Assign Local Management Code (LMC) "CR" (Critical Repair) to the applicable SRCs/BMFs/SRFs to focus special attention on the items.

        (b) Physically inventory CRIMP items.

        (c) Within 10 working days of receipt of the CRIMP list, provide actual inventory quantities of CRIMP items onhand and existing outstanding requisition number(s) and status for items below allowance to COMNAVSURFOR (N4153) and info COMNAVSURFOR (C412A13) via email. Do NOT order deficiencies until notified by COMANVSURFOR that research has been completed and a list of material to be ordered by the ship is provided (COMANVSURFOR's research may yield some deficient material that is legitimate NAVSEA TOB funded requisitions).

        (d) Screen residual asset pools (RAM/CRAMSI) for available material to fill CRIMP deficiencies aboard ship.

5. <u>SCLSIS Validations/Audits</u>. The purpose for conducting SCLSIS/ audits on selected ships is to determine the quality of the configuration and logistics data in the Ships Configuration and Logistics Support Information System (SCLSIS) database. The SCLSIS validations are done in conjunction with the TYCOM requesting Optimized Shipboard Allowances using the TAT method. This is accomplished by a sight validation of equipment configuration or by a record check against verified sources. The audit will check the accuracy of the APL reflected in the configuration files that provide piece part support and the functional configuration data elements. The validation will establish a baseline for measuring SCLSIS effectiveness. A validation can also identify possible problem areas that could be resolved during the Configuration Overhaul Planning (COP) process for an availability. An audit will give quantitative results to be measured against the validation results. Trend analysis of audit results may better define problem areas during an availability or during the operating cycle. The validations and audits will be conducted by FTSCLANT, FTSCPAC, LANTFLTILO, NAVSEA, and the Configuration Data Manager (CDM).

ILO CHECK-OFF LIST

1. <u>Pre-ILO Action Items</u>. Complete <u>all</u> action items for an Integrated Logistics Overhaul (ILO). For Integrated Logistics Review (ILR) (SURFLANT)/Phased Maintenance Review (PMR) (SURFPAC), complete all action items applicable to the type of planned support (i.e., CAG, RAG, TAG, and PAG). (SOA - Start of Availability)

REQUIREMENT	ACTION	MILESTONE
a. Discontinue reordering shelf life material for stock.	Supply	SOA – 180 days
b. Submit SNAP COOP van request to TYCOM, if required	Supply	SOA – 120 days
c. Review and discuss lessons learned from ship of the same class that recently completed ILO	Supply	SOA – 90 days
d. Conduct thorough Material Obligation Validation	Supply	SOA – 75 days
e. Purge requisitions from the MOF with overaged shipping status and Open BAs.	Supply	SOA – 75 days
f. Begin follow-ups on all outstanding requisitions for stock. Cancel requisitions for stock repair parts for equipment that will be removed during overhaul. Continue to process all status.	Supply	SOA – 60 days
g. Run "Stock Record/Stock Dues Reconciliation" (SNAP RPT 100/RSUP N/A)	Supply	SOA – 60 days
h. Continue reordering for stock. Order SIM to allowance vice high limit.	Supply	SOA – 60 days
i. Inventory all DLRs	Supply	SOA – 60 days
j. Print RPT 042 (SNAP)/JSL322 (RSUP) for AT9s and QA relationship to AT1s. (i.e., substitutes, interchangeable, superseded). Print and correct errors on RPT 041 (SNAP SRF Validation Exception List)./RSUP N/A	Supply	SOA – 60 days
k. Inventory all test equipment by serial number.	EMO	SOA – 60 days
l. Requisition materials needed for repair parts offload.	Supply	SOA – 60 days
m. Select MSAT Team.	XO	SOA – 30 days
n. Make sure expenditure files are up to date, including all surveyed DLRs	Supply	SOA – 30 days
o. Make sure all DLR carcasses have been off-loaded	Supply	SOA – 30 days

and documented.

p. Keep all HAZMAT and stocked consumables on board.   Supply   SOA - 30 days
Assign LMCs for management visibility. See subpara
u.

q. Host pre-arrival brief.   Supply   SOA - 30 days

r. Make necessary arrangements with PWC for   Supply   SOA - 30 days
transporting storeroom material to the ILO/FTSCPAC
site.

s. Process all ASI Tapes/RAD downloads until SOA,   System   SOA - 20 days
then forward tapes to ILO/FTSCPAC Site. Order NAVSEA   Coord
TOB requirements before entering ILO/ILR.

t. Obtain secure stowage area for accountable   Supply   SOA - 20 days
material once overhaul site is identified. Review
transportation requirement.

u. Inventory all classified tech manuals that will   DEPT   SOA - 20 days
stay onboard.   Heads

v. Complete storeroom drawings.   Supply   SOA - 20 days

w. Develop off-load plan.   Supply   SOA - 20 days

x. All applicable Departments conduct inventory and   Supply/ SOA - 20 days
turn-in MAMS, OSI (DLR/Aegis weapon systems material   DEPT
only,) and any excess spare parts to Supply   Heads
Department.

y. Begin staging repair parts for off-load.   Supply   SOA - 20 days

z. Begin building storeroom mock-up at ILO/FTSCPAC.   Supply   SOA - 15 days

aa. Assign LMCs to all bulkhead mounted spares, OSI   Supply   SOA - 10 days
(DLR/Aegis weapon systems material only) and bulk
items that will not be off-loaded to the ILO/FTSCPAC
site. Provide an inventory of parts remaining on
board to ILO/FTSCPAC.

ab. Before downloading SNAP II database to   Supply   SOA - 05 days
ILO/FTSCPAC site, run 2 copies of the following
reports, keep 1 copy. (COMNAVSURFLANT ships only: 1
copy to TYCOM.)

(1) Reorder review of HME/MAM/OSI (DLR/Aegis weapon
system material only)/Q COSAL (SNAP RPT 029/RSUP
JSI208)

(2) Issue/MTIS/OSO reports (SNAP RPT 064/RSUP JSI314)

(3) Stock Status Listing for HME/MAM/OSI (DLR/Aegis

weapons system material only)/Q COSAL (SNAP RPT
042/RSUP JSL322)

ac. Run requisition history tape processing.   Supply   SOA - 05

ad. Run live transaction ledger.   Supply   SOA - 2 days

ae. Run complete system backup.   System   SOA - 01 day
                                                     Coord

af. Download SNAP II database to ILO/FTSCPAC site   System   SOA
according to procedures provided by ILO/FTSCPAC.   Coord

ag. Forward copy of 43P1 to ILO/FTSCPAC.   3-M   SOA
                                                     Coord

ah. Off-load repair parts.   XO/   SOA
                                                     Supply

ai. Off-load technical manuals.   XO   SOA

aj. Transfer MSAT team to ILO/FTSCPAC site.   XO   SOA

2. Action Items During an ILO/FTSCPAC

    a. ILO MSAT Team will review/update SRFs with AARC (see paragraph 6306).

    b. ILO MSAT Team will update SRFs for shelf-life material to reflect
expiration dates and LMCs for Type I (T1) and Type II (T2) shelf-life
material.

    c. When ordering repair parts for ship's force work during an
availability/overhaul, ensure demand code "N" (non-recurring) is used.

    d. Reset constants file number "2" to exclude level setting computations
during availability/overhaul. Set the flag for consumables/repair parts to
"N."

    e. Issue repair parts at the ILO/FTSCPAC site for ship's use only after
receiving CO's permission.

    f. Send ILO program status via CO's weekly SITREP message.

    g. The ship's Supply Officer should visit the ILO/FTSCPAC site weekly
and make sure the POA&M is prepared and milestones are being met. Give the
Department Heads a tour of the ILO/FTSCPAC site. Recommend COs visit the
ILO/FTSCPAC site monthly.

    h. Continue requisition transactions for DTO material as prescribed
NAVSUP P-485 (except where modified by Constants File resetting). AUTOMATED
SHIPS ONLY: Process all reports as directed by NAVSUP P-485 with the
following exceptions:

        (1) LBI/GBI (SNAP Rpt 067/068/RSUP JSI221),

        (2) Issue/MTIS/OSO (SNAP Rpt 064/RSUP JSI314),

(3) Reorder Reviews (SNAP Rpt 029/RSUP JSI208).

i. Continue processing all status and forward a status tape/diskette after each status processing evolution (or at least monthly) to the ILO/FTSCPAC Team.

j. Make sure stock material received during the RAG is delivered and inventoried at the ILO/FTSCPAC site. Process receipts for stock material at the ILO/FTSCPAC site (not on the ship). The ILO/FTSCPAC Team will provide a receipt tape/diskette to the ship.

k. After completion of shortage/excess calculations, ILO/FTSCPAC will provide the ship the total line items and dollar value of both DLR and Non-DLR TYCOM shortages. High dollar value shortages ($500 or greater) must be thoroughly reviewed and investigated. Valid shortages must be screened against residual assets. Note: The ship must confirm EMRM funds are available and reserved to fund these shortages before submitting TYCOM requisitions. Submit EMRM OPTAR augment requests as required. Make sure reorder is not placed until funds are available. Submit DLR shortage surveys per NAVSUP P-485 paragraph 5125 and Appendix D.

l. Before back-loading the ship's database from ILO/FTSCPAC to the ship's mainframe, run the following reports:

(1) On the ship:

(a) Reorder Review (SNAP Rpt 029/RSUP JSI208) for all COSAL types. There should be no requirements identified,

(b) Requisition History Tape processing,

(c) Live Transaction Ledger,

(d) Complete system backup.

(2) At ILO/FTSCPAC Site:

(a) Stock Status Listing for ARRC only (SNAP RPT042/RSUP JSL322). Report should state, "no records qualify."

(b) Stock Status Listing for Shelf-Life only. Ensure expiration dates and LMCs of T1/T2 entered on SRFs.

(c) SOEAPL. There should be no APLs displaying pound signs (#) unless identified that parts list will be included in subsequent ASI tape/RAD download.

m. From the ILO/FTSCPAC site, back-load the ship's COSAL, tech manuals, PMS material, stock material, and Stock Record Cards for non-automated ships or database to ship's mainframe for automated ships.

n. Forward OPNAV 4790/CKs to ILO/FTSCPAC for all alterations accomplished by SIMA/ship.

o. Process requisition cancellations and make necessary stock record adjustments at the ILO/FTSCPAC site per allowance change authorization letters and messages from SEALOG/NAVICP.

p. Process requisition and receipt transfer tapes from ILO/FTSCPAC into ship's SNAP database regularly. Make sure Exception Listings are reviewed and appropriate actions taken to correct discrepancies identified.

q. Process status tape from ship's SNAP into ILO's SNAP at least monthly.

r. Review NSNs from the old (pre-SOA) SIM Stock Status Listing. If still allowed, retrieve material from excess to bring on hand quantities to the pre-SOA "high limit."

s. Develop repair parts backload plan. Make sure no excess material is back-loaded unless authorized by the TYCOM.

3. Post Back-load QA Procedures

a. Request the ILO/FTSCPAC site provide the following printed reports:

(1) ILO Stock Status Listing.

(2) List of NAVSEA requisitions submitted.

(3) List of TYCOM requisitions submitted.

(4) List of TYCOM shortages "not" requisitioned.

(5) Excess Listing.

(6) Cancellation Action Report.

b. Process the exception listing provided as a result of ILO/FTSCPAC database back-load.

c. Run the special purpose program "Stock Record/Stock Dues Reconciliation" (SNAP Rpt 100)/RSUP N/A)

d. Run the following reports:

(1) Reorder Review (SNAP Rpt 029/RSUP JSI208) for HME, OSI, MAM, and "Q" COSAL (if applicable). The only requirements that should be listed are the TYCOM deficiencies identified during ILO but not ordered. If there are deficiencies, verify the money value is the same as identified by ILO/FTSCPAC. Resolve all discrepancies.

(a) Research procedures are as follows:

(1) Compare valid requirements with the list provided by ILO/FTSCPAC of "TYCOM shortages not requisitioned."

(2) Any NSN on SNAP Rpt 029/RSUP JSI 208, not on the Pre-ILO/FTSCPAC SNAP Rpt 042/RSUP JSL322, but on the ILO/FTSCPAC Stock Status

List should qualify for NAVSEA funding. Check the list of NAVSEA requisitions submitted; if not on list, submit a NAVSEA funded requisition.

(3) Any NSN on SNAP Rpt 029/RSUP JSI208, not on ILO/FTSCPAC Stock Status Listing, but listed on Pre-ILO/FTSCPAC Rpt 042, is invalid and the Stock Record File should be deleted.

(b) After conducting research, run another SNAP Rpt 029/RSUP JSI208 (do not consider stock consumables). SNAP Rpt 029/JSI 208 should now equal the ILO/FTSCPAC list of "TYCOM shortages not requisitioned."

(2) Requisition History Tape processing.

(3) Live Transaction Ledger.

e. Run and review the Stock Status Listing (SNAP RPT 042/RSUP JSL 322) for the following material:

(1) AT1 – Make sure that none of the NIINs have the automatic reorder restriction code (ARRC) flag set.

(2) AT4 – Make sure the NSNs still qualify for DBI stocking.

(3) AT5 - There should be none except those authorized in writing to be kept by TYCOM.

(4) AT6 - There should be none. If any, review for APL applicability and verify for current WSF allowances. Off-load valid excess and/or cancel applicable outstanding requisitions.

(5) AT8 - After running the "Stock dues/reconciliation" utility, stock records for non-allowed material with outstanding requisitions will be built and assigned AT Code 8. Initiate cancellation action/follow-up for applicable requisitions.

(6) AT9 – Make sure Cross-Reference File (CRF) is properly built. ARRCs are not necessary for AT9 material.

f. Reset Constants Files "02" per SNAP II Desk Top Guide, Vol. 7 then run "Global Level Setting." Note: Constants File "02" should exclude the availability period.

g. Reissue MAMs to designated custodians per COMNAVSURFLANTINST 4440.3A/ COMNAVSURFPACINST 4440.4A. To maintain accountability, obtain signatures and retain turnover documents until the next scheduled MAMs inventory.

4. End of ILO program Report

a. Submit a "one time" report to TYCOM, info the ship's ISIC (Squadron) and respective Regional Support Group with the following data:

    (1) After repair part back-load inventory results:

       (a) Number of Non-Repairables inventoried: _____
                     Accuracy percentage: _____

       (b) Number of Repairables inventoried: _____
                     Accuracy percentage: _____

    (2) Number of line items and dollar value of reorder review deficiencies:

       (a) Pre-ILO Reorder Review Statistics:

          HME - Repairables   _____
          Non-repairables   _____
          MAM   _____

       (b) Post-ILO Reorder Review Statistics:

          HME - Repairables   _____
          Non-repairables   _____
          MAM   _____

    (3) Number of outstanding OPNAV 4790/CKs (configuration changes) not reflected in database.

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APPENDIX L

HOST/PARENT RESPONSIBILITIES FOR CROSS-FLEET OPERATIONAL SUPPORT

1. Background. With increased cross-fleet operations, the requirement exists to delineate responsibilities of host and parent type commanders for supporting fleet units. This appendix should aid operating and support commanders in identifying and clarifying which type commander has action responsibility for support matters that arise through the work-up and deployment cycle.

2. Definitions. The following definitions apply:

    a. Parent type commander is that type commander which is the controlling custodian of the supported unit.

    b. Host type commander is that type commander which has logistic cognizance by virtue of the deployment or exercise location.

3. Pre-deployment/Pre-exercise Responsibilities. The parent type commander will make sure all units are combat ready before deployment. For cross-fleet operations during pre-deployment/pre-exercise work-ups [i.e., refresher/type training, Operations Readiness Evaluation, preparing for overseas movement (POM), etc.], all administrative responsibilities are assigned to the parent type commander.

4. Deployment Responsibilities. For cross-fleet operations during deployment, the specific responsibilities for parent and host type commanders are as follows:

Area	Parent	Host	Joint	
Administrative Support		XX		Note 1
ADPE/WPE Assistance		XX		
Cannibalization Actions	XX			Note 2
Crypto Materials Distribution			XX	Note 3
Fuel Replenishment Support		XX		
Legal Affairs Support			XX	Note 4
Maintenance Support				
Industrial Coordination			XX	Note 5
Funding	XX			
OPORDER Distribution		XX		
OPTAR Funding	XX			
PAO Assistance	XX			
Personnel Matters	XX			
Postal Support		XX		
Supply Requisition Expediting/Assist			XX	Note 6
Supply Support		XX		
TADTAR/TEMADD Funding	XX			
SORTS		XX		Note 7
Weapons/Ammo Replenishment		XX		
Pre-deployment/Deployment Readiness Reports	XX			
Intelligence Support				
Publication Allowance	XX			
Intelligence Systems	XX			Note 8
SSO Administration			XX	

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Personnel Augmentation                    XX
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NOTES:

(1) TYCOM instructions, guidance messages, etc., for particular areas of concern (reporting requirements, request for support matters, etc.) should be addressed to the host TYCOM.

(2) Parent type commander responsibility, with host kept advised and assistance requested if required.

(3) COMPACFLT/COMLANTFLT's CMS instructions should be consulted before ordering CMS material.

(4) Legal affairs management will be guided by the policies and procedures established in Force Regulations, except that maximum utilization of available resources is preferred; e.g., NJP appeals, court-martial records of trial, etc., will be forwarded to nearest supervisory authority for appropriate action. Because of the frequent need for subsequent action on legal matters after a unit has returned to the parent type commanders jurisdiction, the parent type commander shall be kept advised of any significant matter through the inclusion of the parent type commander as an "information" or "copy to" addressee on all messages and correspondence relating to such matters.

(5) Parent TYCOM/FLTCINC retains responsibility for funding depot maintenance for units in all theaters. Placement and coordination of maintenance within the theater rests with the area logistics coordinator, assisted by both parent and host TYCOM as requested. Units shall include both parent and host type commanders on all casualty reports and maintenance related correspondence.

(6) Units include both parent and host type commander as action addressee on all NORS/ANORS requisitions and casualty reports. Parent type commander will monitor and expedite those requisitions passed to CONUS supply activities, keeping host type commander advised and requesting assistance when required.

(7) Units include parent type commander as "info" on all reports.

(8) Parent TYCOM/FLTCINC retains responsibility for intelligence systems. Maintenance becomes a joint responsibility.

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